



Tuesday, November 14, 2023

ROLL CALL:

Mayor/Chairman/President:

Erik Lutz

Mayor Pro Tempore/Vice Chairman/Vice President:

Andrew C. Lara

Councilmembers/Directors/Commissioners:

Gustavo V. Camacho

John R. Garcia

Dr. Monica Sanchez

Meeting jointly and regularly with the Pico Rivera Successor Agency to the Pico Rivera Redevelopment Agency (as needed); Pico Rivera *Housing Assistance Agency (as needed); Pico Rivera Water Authority (as needed); and Public Financing Authority (as needed)

Regular Meeting 6:00 p.m.

Council Chamber

6615 Passons Boulevard

Next Resolution No. 7300

Next Ordinance No. 1177

Next Agreement No. 23-2252

Successor Agency to PRRA

Next Resolution No. SA-23-28

Next Ordinance No. SA-01

Next Agreement No. S23-006

Housing Assistance Agency

Next Resolution No. HA-108

Next Ordinance No. HA-16

Water Authority

Next Resolution No. 23-37

Next Ordinance No. 23-01

Next Agreement No. 23-76

Public Financing Authority

Next Resolution No. PFA-23-13

COMMISSIONERS SCHEDULED TO BE PRESENT:

Esther Celiz, Planning Commission

Paul Camacho, Veterans Commission

INVOCATION:

PLEDGE OF ALLEGIANCE:

SPECIAL PRESENTATION(S):

- Certificate of Recognition – Community Backpack Giveaway Donation recognitions
- Presentation - Microenterprise Home Kitchen Operation Update

PLEASE TURN OFF OR SILENCE CELL PHONES WHILE MEETING IS IN SESSION AND PLEASE REFRAIN FROM TEXTING DURING THE MEETING

In compliance with the Americans with Disabilities Act of 1990, the City of Pico Rivera is committed to providing reasonable accommodations for a person with a disability. Please call the City Clerk's office at (562) 801-4389, if special accommodations are necessary and/or if information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged (within 24 to 48 hours' notice).

*Commissioners receive a \$30.00 stipend per each meeting held and attended.

PUBLIC HEARING:

City Council:

1. Public Hearing – Resolution Amending the Schedule of User Fees for Fiscal Year 2023-24. (700)

- a) Open public hearing
- b) Memo from City Manager
- c) Written Communications
- d) Oral Communications
- e) Close public hearing

f) Recommendation:

- 1. Approve a resolution rescinding Resolution No. 7177 and amending the user Fee Schedule for fiscal year 2023-24.

Resolution No. _____ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, RESCINDING RESOLUTION 7177, AND REVISING AND ESTABLISHING USER FEES, CHARGES AND SERVICES FOR FISCAL YEAR 2023-24

2. Public Hearing – An Ordinance Amending the Pico Rivera Municipal Code, Adding Chapter 9.52 – Social Host Liability. (1000)

- a) Open public hearing
- b) Memo from City Manager
- c) Written Communications
- d) Oral Communications
- e) Close public hearing

f) Recommendation:

- 1. Introduce and waive the first reading to establish a Social Host Liability Ordinance.

Ordinance No. _____ AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, ADDING CHAPTER 9.52 OF TITLE 9 OF THE PICO RIVERA MUNICIPAL CODE TO ENACT A SOCIAL HOST ORDINANCE REGULATING LOUD AND UNRULY GATHERINGS (**FIRST READING AND INTRODUCTION**)

PUBLIC COMMENTS:

IF YOU WOULD LIKE TO COMMENT ON ANY LISTED AGENDA ITEMS OR NON-AGENDA ITEMS, PLEASE FILL OUT A GREEN PUBLIC COMMENT REQUEST FORM AND PROVIDE IT TO THE STAFF MEMBER AT THE BACK TABLE BEFORE THE MEETING STARTS.

When you are called to speak, please come forward and state your name and city of residency for the record. You have three (3) minutes to make your remarks. In accordance with Government Code Section 54954.2, members of the City Council may only: **1)** respond briefly to statements made or questions posed by the public; **2)** ask a question for clarification; **3)** provide a reference to staff or other resources for factual information; **4)** request staff to report to the City Council at a subsequent meeting concerning any matter

raised by the public; and **5)** direct staff to place a matter of business on a future agenda. City Council members cannot comment on items that are not listed on a posted agenda.

CONSENT CALENDAR ITEMS:

All items listed on the Consent Calendar may be acted on by a single motion without separate discussion. Any motion relating to a Resolution or Ordinance shall also waive the reading of the titles in full and include its adoption as appropriate. If discussion or separate vote on any item is desired by a Councilmember or staff, that item may be pulled from the Consent Calendar for separate consideration.

CONSENT CALENDAR:

City Council:

3. Minutes:

- City Council regular meeting October 24, 2023

Recommendation: Approve

4. 7th Warrant Register of the 2023-2024 Fiscal Year. (700)

Check Numbers: 292929-293161

Special Check Numbers: 12704

Recommendation: Approve

5. Resolution Authorizing a Rivers and Mountains Conservancy Grant Application Submission. (700)

Recommendation:

1. Approve a resolution authorizing the submittal of a grant application to the Proposition 1 Water Bond of 2014 Lower Los Angeles River Grant Program for the Los Paseos of Historic Whittier Boulevard Project; and
2. Authorize the City Manager or his designee to accept and execute all grant related documents and administer the grant.

Resolution No. _____ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, AUTHORIZING THE APPLICATION SUBMITTAL FOR GRANT FUNDS FOR THE CALIFORNIA WATER QUALITY, SUPPLY, AND INFRASTRUCTURE IMPROVEMENT ACT OF 2014 (PROPOSITION 1) – LOWER LA RIVER, FOR THE LOS PASEOS OF HISTORIC WHITTIER BOULEVARD PROJECT (PASEOS PROJECT)

6. Approve a Resolution Adopting a Job Description and Salary Schedule for the Full-Time Senior Information Technology Manager. (200)

Recommendation:

1. Approve a resolution and adopt a job description and salary schedule for a full-time Senior Information Technology Manager position.

Resolution No. _____ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, ESTABLISHING THE JOB CLASSIFICATION AND SALARY SCHEDULE FOR THE POSITION OF SENIOR INFORMATION TECHNOLOGY MANAGER

7. Sister City Commission Appointment. (300)
Recommendation:

1. Approve a resolution approving Councilmember Garcia's appointment to the Sister City Commission.

Resolution No. _____ A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, APPOINTING THE FOLLOWING CITY ELECTOR: FERNANDO LOPEZ TO THE SISTER CITY COMMISSION FOR A TWO-YEAR TERM SAID TO EXPIRE DECEMBER 2025

8. Approve Amendment No. 1 to Professional Services Agreement No. 22-2130 with Moore Iacofano Goltsman, Inc. for the Pico Rivera – Major Corridors Median and Parkway Beautification Project, CIP No. 50075. (500)
Recommendation:

1. Approve Amendment No. 1 to Moore Iacofano Goltsman, Inc.'s professional Services Agreement No. 22-2130, for a not-to-exceed amount of \$17,367; and
2. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

Agreement No. 22-2130-1

9. Approve Amendment No. 1 to Professional Services Agreement No. 22-2131 with Moore Iacofano Goltsman, Inc. for the Rosemead Boulevard Median and Parkway Beautification Project, CIP No. 50076. (500)
Recommendation:

1. Approve Amendment No. 1 to Moore Iacofano Goltsman Inc.'s Professional Services Agreement No. 22-2131, for a not-to-exceed amount of \$10,290; and
2. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

Agreement No. 22-2131-1

10. Approve an Agreement with Unifirst Corporation to Provide Uniform Rental Services for the Public Works Department. (500)
Recommendation:

1. Approve a four (4) year agreement to Unifirst Corporation in an amount not-to-exceed \$78,600, in a form approved by the City Attorney, which includes an annual amount of \$18,200, to provide uniform rental services;
2. Authorize the Public Works Director to approve change orders in an amount not-to-exceed 5% of the total agreement amount, as needed up to \$5,000 for unforeseen expenses.

Agreement No. _____

11. Award an Agreement for Dial-a-Cab Operation and Maintenance Services and Paratransit Program. (500)

Recommendation:

1. Award an agreement to Fiesta Taxi Cooperative, Inc. for Dial-a-Cab Operation and Maintenance Paratransit Program for a total of three (3) years in an amount not-to-exceed \$250,000 per contract year, with an option to extend two (2) additional years; and
2. Authorize the City Manager to sign and execute the agreement with Fiesta Taxi Cooperative, Inc. in a form approved by the City Attorney.

Agreement No. _____

12. Traffic Signal Improvements Project (CIP No. 21353), Federal Project No. HSIPL-5351(035) – Notice of Completion. (500)

Recommendation:

1. Accept the work as completed for the Traffic Signal Improvements Project, HSIPL-5351(035) (CIP No. 21353), constructed by Baker Electric, Inc. and authorize the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder;
2. Award a Professional Services Agreement to continue the scope of work under expired Agreement No. 21-2020, in the amount not-to-exceed \$165,197 to FCG Consultants, Inc. for construction management and inspection services for the project and authorize the City Manager to execute the agreement in a form approved by the City Attorney;
3. Transfer \$80,000 from Account No. 206.70.7300.54500-21348 to Account No. 206.70.7300.54500-21353; and
4. Authorize the City Manager to release the retention and all other monies due in accordance with the statutory waiting period upon recordation of the Notice of Completion.

Agreement No. _____

13. Fiscal Year 2023-24 - First Quarter Budget Report as of September 30, 2023. Recommendation: (700)

1. Receive and file the fiscal year (FY) 2023-24 First Quarter Budget Report as of September 30, 2023, which represents the balances and activity for the first quarter (July through September) of the 2023-24 FY; and
2. Approve a Personnel Adjustment amending the FY 2023-24 Authorized Positions.

14. Treasurer's Monthly Investment Transaction Report as of October 31, 2023. Recommendation: (700)

1. Receive and file the Treasurer's Monthly Investment Transaction Report as of October 31, 2023.

15. Whittier Boulevard Overlay Project (CIP No. 21346) STPL-5351(033); and Whittier Boulevard Landscape Median Improvements Project (CIP No. 30050) – Notice of Completion. (500)

Recommendation:

1. Accepted the work as completed for the Whittier Boulevard Overlay Project, (CIP No. 21346), STPL-5351(033); and Whittier Boulevard Landscape

Median Improvements Project (CIP No. 30050) constructed by C.S. Legacy Construction, Inc. and authorize the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder; and

2. Authorize the City Manager to release the retention payment to C.S. Legacy Construction, Inc. following the mandatory waiting period from the date the Notice of Completion is recorded.

16. Vehicle Replacement – Purchase of Three (3) 2024 Toyota RAV4 Vehicles for Parking Enforcement. (700)

Recommendation:

1. Authorize the purchase of three (3) 2024 Toyota RAV4 LE, Front Wheel Drive, 8-Speed automatic transmission, in the aggregate amount of \$100,027 from Toyota of Whittier; and
2. Authorize the City Manager to execute all documents related to the purchase of the recommended vehicles.

Successor Agency:

17. Minutes:

- Successor Agency to the Pico Rivera Redevelopment Agency special meeting August 1, 2023

Recommendation: Receive and file

18. Approval of the 2024-25 Recognized Obligation Payment Schedule (ROPS) and Corresponding Administrative Budget. (700)

Recommendation:

1. Approve a resolution of the Successor Agency to the Pico Rivera Redevelopment Agency (Successor Agency) approving the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2024 – June 30, 2025 and approving of the Successor Agency Administrative Budget for the fiscal year 2024-25.

Resolution No. _____ A RESOLUTION OF THE SUCCESSOR AGENCY TO THE PICO RIVERA REDEVELOPMENT AGENCY, ESTABLISHING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2024-25 FOR JULY 1, 2024 THROUGH JUNE 30, 2025, APPROVING THE EXPENDITURE OF RESERVE AND OTHER FUNDS, APPROVING THE RESERVE OF FUNDS, AND APPROVING THE ADMINISTRATIVE BUDGET FOR THE FISCAL YEAR 2024-25

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION

REGULAR AGENDA:

19. An Ordinance Amending Article I of Chapter 8.16 Nuisance Abatement and Administrative Citations of the Pico Rivera Municipal Code. (1000)

Recommendation:

1. Introduce and waive the first reading of an ordinance amending Chapter 8.16 Nuisance Abatement and Administrative Citations of the Pico Rivera Municipal Code.

Ordinance No. _____ AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, AMENDING CHAPTER 8.16 OF TITLE 8 OF THE PICO RIVERA MUNICIPAL CODE TO INCLUDE PROPERTY MAINTENANCE PROVISIONS (**FIRST READING AND INTRODUCTION**)

20. An Ordinance Amending Chapter 3.20 (Purchasing) of the Pico Rivera Municipal Code. (700)

Recommendation:

1. Introduce and waive the first reading of an ordinance amending Chapter 3.20 (Purchasing) of the Pico Rivera Municipal Code.

Ordinance No. _____ AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, AMENDING CHAPTER 3.20 (PURCHASING) OF THE PICO RIVERA MUNICIPAL CODE (**FIRST READING AND INTRODUCTION**)

CITY MANAGER/STAFF REPORTS

GOOD OF THE ORDER (INTERGOVERNMENTAL AGENCY MEETINGS, AB 1234 REPORTS, NEW BUSINESS, OLD BUSINESS)

CLOSED SESSION: None

ADJOURNMENT:

AFFIDAVIT OF POSTING

I, Cynthia Ayala, City Clerk, for the City of Pico Rivera, DO HEREBY CERTIFY, under penalty of perjury under the laws of the State of California, that the foregoing notice was posted at the Pico Rivera City Hall bulletin board, Pico Rivera website www.pico-rivera.org, Pico Rivera Post Office and Parks: Smith, Pico and Rivera which are available for the public to view on this 9th, day of November 2023.

Dated this 9th, day of November 2023.

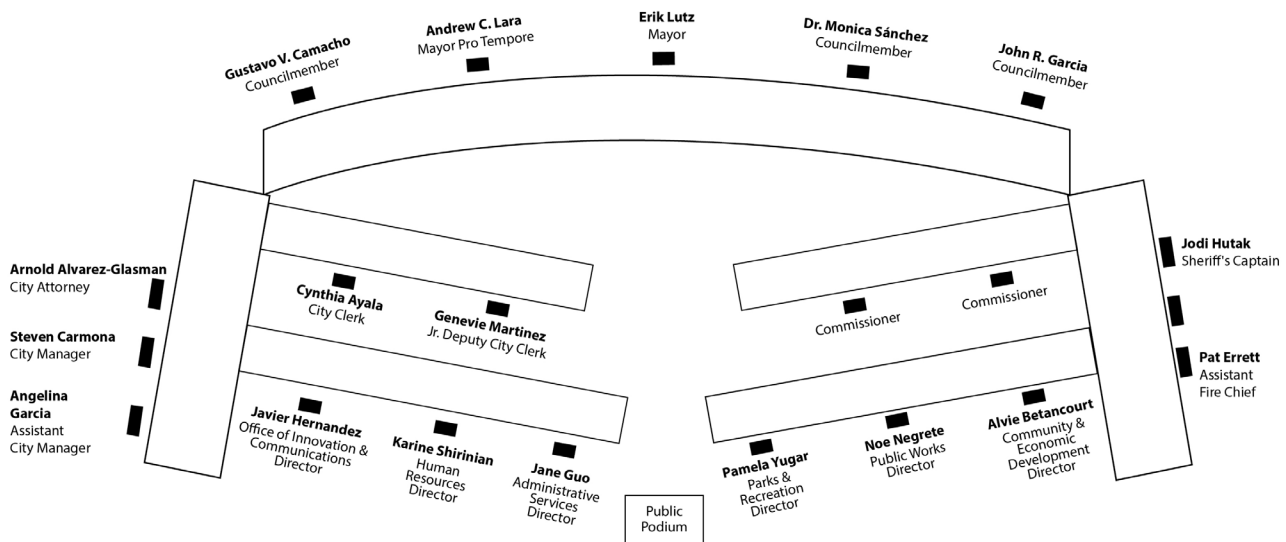


Cynthia Ayala, CMC
City Clerk

SB343 NOTICE

In compliance with and pursuant to the provisions of SB343 any public writing distributed by the City Clerk to at least a majority of the City Council Members regarding any item on this regular meeting agenda will be available on the City's website.

Council Meeting Seating Chart



STATEMENT REGARDING DECORUM AT CITY COUNCIL MEETINGS

If you wish to speak at the time set aside for public comments, the City Council has established the following standards and Rules of Decorum as allowed by State law.

- Public comment is limited to those portions of the meeting referred to as Public Comments. These portions are intended for members of the public to address the City Council, Successor Agency, Housing Assistance Agency or Water Authority on matters related to agendas or any other items under the subject matter jurisdiction of the City Council or Agencies. Please fill out the desired color-coded card prior to the start of the meeting at 6:00 p.m. Once the meeting has begun, no further cards will be accepted.
- A **yellow** Public Hearing Comment Request card must be completed to speak during a Public Hearing.
- A **green** Public Comment Request – Card is for those wishing to address the Council/Agency on agenda items or any other items under the subject jurisdiction of the City Council/Agency.
- Citizens may address the Council, Successor Agency or Housing Assistance Agency once for a **maximum of three minutes**. After each speaker returns to his/her seat, the Mayor shall determine the time and manner of response, but typically if answers are available, they will be given after all speakers have had an opportunity to address the City Council.
- Members of the audience are asked to refrain from clapping or otherwise speaking from their seats. Those not meeting the standards for decorum may be escorted from the meeting.

RULES OF DECORUM CAN BE FOUND IN THE PICO RIVERA MUNICIPAL CODE SECTION 2.08.050 AS ESTABLISHED BY ORDINANCE 783 ADOPTED ON AUGUST 20, 1990 AND AMENDED BY ORDINANCES 822 (SEPTEMBER 21, 1992) AND 1020 (MARCH 21, 2006).



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: PUBLIC HEARING – RESOLUTION AMENDING THE SCHEDULE OF USER FEES FOR FISCAL YEAR 2023-24

Recommendation:

1. Approve a resolution rescinding Resolution No. 7177 and amending the user Fee Schedule for fiscal year (FY) 2023-24.

Fiscal Impact:

The current user fees used by the City of Pico Rivera (City) were last updated in 2017 by Resolution No. 7177. An update to the City’s user fee schedule can generate around \$190,000 per fiscal year. The adopted FY 2023-24 General Fund budget did not incorporate any user fee increases, as the study was still in progress.

Background:

The City Council has traditionally approved a User Fee Schedule as part of the budget process to reflect the annual increase in costs that are anticipated in the upcoming fiscal year. The fee adjustments do not occur automatically. Instead, they require an annual review and approval by the City Council. An annual review and update ensures that fees reflect current costs to provide services, allow the addition of fees when applicable for new City services and provide for the elimination of fees for discontinued services. The User Fee Study is a crucial undertaking to ensure transparency and fairness in the City’s fee structures.

In 2023, the City hired Revenue and Cost Specialists (RCS) to conduct a comprehensive User Fee Study to assist the City in determining the actual cost of providing City services and help City departments establish appropriate user fees. The RCS met with each department to perform a user fee study that includes an analysis report identifying each fee the City charges, the amount of staff time each fee takes to process, and the cost of the staff time. The most recent Cost Allocation Plan (CAP) and updated Cost of Services study determined the actual cost of providing City services/programs paid for by user fees based on the FY 2022-23 operating budget. As is often the case, the Cost of Services study revealed differences between actual costs

and the fees charged to recover those costs. The report outlines the objectives, methodology, findings, and recommendations of the study.

Discussion:

California law gives cities the ability to impose fees for governmental services when an individual's use of the City service is voluntary, and the fee charged is reasonable to the level of service and the cost of providing the service.

In general, the City's User Fee Schedule reflects user fees intended to represent 100% cost recovery of fully burdened rates. However, there are exceptions for user fees that are particularly sensitive and promote citizen engagement. These exceptions encompass services that provide a public benefit, including specific recreational programs, senior services, parks, and established community organizations. Fully burdened rates include the cost of direct labor (direct staff time spent on the service), indirect labor (administrative and supervisory time), and central services overhead (other budgetary support for the department providing the service).

The City's overall cost recovery rate was determined to be approximately 53.4% at the time of the CAP Study. Such a rate reflects varying rates of cost recovery amongst departments and amongst programs within each department due to the wide variety of services provided. For departments that provide social or public safety services, policy concerns, and market factors (as opposed to actual costs) tend to influence fee levels more than other types of services. As indicated in the study, increasing all fees to achieve a full 100% cost recovery is not feasible or desirable.

This year's fee review allowed departmental staff to reassess the criteria used in establishing fees for various services and assess the suitability of the previous year's approach.

The detailed schedule of fees showing current and proposed fees for various municipal services is included in the Cost Allocation and Fee Study (Enclosure 2) and includes the proposed increase based on the total cost of the services. The detailed Fee Schedule, which includes a total of 140 fees examined, sets the fees for services such as Building, Planning, Public Works, Water, Parks and Recreation, and City Clerk.

RCS spent numerous hours assessing the total cost of City services in order to estimate the change in fees to be proposed for each of the 140 fees addressed in their study. Table 1 below provides a summary of the total changes in fee revenues estimated by RCS.

Table 1 – Summary of Changes in Fee Revenue

| Dept/Division | Increase (Decrease) |
|----------------------|------------------------|
| Finance | \$ 63,700 |
| City Clerk | - |
| Building | 38,200 |
| Planning | 114,200 |
| Parks and Recreation | - |
| Public Safety | 5,400 |
| Public Works | (52,100) |
| Water Authority | 21,100 |
| | \$ 190,500 |

Finance Department

Included in the \$63,700 of increases in fees is primarily the Application Review Processing Fee for New and Relocated Businesses applying for a City Business License, as well as for renewals. The recommended fee structure enables the City to recover 100% of the costs associated with the reviewing and processing of these applications.

Building Fees

A total of \$38,200 in fee increases is recommended for those services which are needed to certify that work was performed to a certain standard, typically known as Building Permits. The recommended fee structure enables the City to recover 100% of the costs associated with the reviewing and processing of these applications.

Planning Fees

A total of \$114,200 in fee increases for plan check services provided by the Community and Economic Development (CED) Department. This includes 59 previously established fees, and three (3) new fees. Among the new fees is the Tobacco Retail License Fee, which was adopted by Resolution 7297 on September 12, 2023. As stated on the agenda report to the City Council, this fee is estimated to generate about \$26,100 in fees to fully recover the cost of providing this service. The recommended fee structure enables the City to recover 100% of the costs associated with the review and processing of these applications.

Public Safety

A total of \$5,400 in fee increases for vehicle impound and abatement-related fees. The recommended fee structure enables the City to recover 100% of the costs associated with the tie incurred by staff and public safety for these services.

Public Works

A total of \$52,100 in fee *decreases* are being recommended related to engineering permit fees. In reviewing the basis for this decrease with staff and RCS, it was determined that the single most significant contributor to this decrease was the difference in the total time it takes by staff to review the permit-related plans compared to the time study conducted in 2017.

Water Authority

A total of \$21,100 in fee increases are being recommended related to those services pertaining to the City's water utility division, the Pico Rivera Water Authority.

Parks and Recreation Proposed Fees

On an annual basis, when the Public Hearing is held for the proposal of changes in fees, it includes recommendations for fee changes for Parks and Recreation fees. This year, staff assessed not only the fee structure for these fees, but also current policy and practice in place related to fee waivers. For this reason, staff has not included such proposals in this year's fee schedule, as a separate item will be presented for City Council consideration at a future meeting.

Summary of Changes in Fees

Staff reviewed each fee within the department and proposed the fee changes identified in the enclosed Current and Proposed Fees (Enclosure 3). Staff identified a total of 16 fees that will not be changed based on staff's detailed review of each service, the legal limits placed on that fee, market rates, and surcharge impacts. Of the 140 fees examined, 84 of these existing fees are recommended to be increased, and three (3) new fees based on the actual cost of providing the services and facilities. Additionally, five (5) fees have been restructured (meaning the factors for the calculations have been revised), and 32 fees have been decreased (as shown in Table 2).

Technology Surcharge

The enclosed Fee Schedule also includes a Technology Surcharge of 3% on all applicable fees charged. The Technology Surcharge is designed to recover costs of various information technology hardware and software improvements to allow City employees to do their jobs more productively. These funds will be set aside to only be used for this purpose as the needs arise.

Table 2 – Summary of Modifications to Fees

| Type of Change | # |
|--|----|
| New | 3 |
| Increased (incl FBHR) | 84 |
| Restructured | 5 |
| No Change (Legal limit, market, surcharge) | 16 |
| Decreased | 32 |

Staff believes that the adoption of these proposed fees by City Council will enable the City to maintain accurate costing, with the goal of achieving full cost recovery. Additionally, staff reviewed the annual increase of fees since June 2020, and found that both the dollar amount and percentage are consistent with past years' increases. Table 3(a) and 3(b) below summarize these increases. Table 3(a) demonstrates an 8.37% increase in total fees compared to prior year. Table 3(b) demonstrates a 4.36% increase, net of the new fees related to Tobacco Retail Licenses and Business License Processing Fees resulting from the passage of Measure AB in November 2022.

Table 3a – Summary of Fee Increases – Including New Fees

| | Fiscal Year | | | |
|-------------------------|-------------|------------|------------|------------|
| | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| Percent Increase | 1.40% | 3.60% | 8.50% | 8.37% |
| \$ Increase | \$ 126,656 | \$ 131,000 | \$ 143,000 | \$ 190,000 |

Table 3b - Summary of Fee Increases – Excluding New Fees

| | Fiscal Year | | | |
|-------------------------|-------------|------------|------------|-----------|
| | 2020-21 | 2021-22 | 2022-23 | 2023-24 |
| Percent Increase | 1.40% | 3.60% | 8.50% | 4.36% |
| \$ Increase | \$ 126,656 | \$ 131,000 | \$ 143,000 | \$ 98,900 |

Pursuant to State law, certain fees to be charged by the Community and Economic Development's (CED) Planning and Building Divisions and the Engineering Division of the Public Works Department cannot become effective until 60 days after the adoption of the adjusted fees as delineated in the attached User Fee Schedule. (Government Code Section 66000, *et seq.*). Staff is requesting that following the Public Hearing on this matter, the City Council rescind Resolution No. 7177 and approve a resolution amending the user Fee Schedule for FY 2023-2024. If approved, the new fees are intended to become effective November 15, 2024, except for the development-related fees, which will be effective January 14, 2024.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
PUBLIC HEARING – APPROVE A RESOLUTION AMENDING THE SCHEDULE OF
USER FEES FOR FISCAL YEAR 2023-24

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Conclusion:

The City's CAP study for User Fees is a vital step in ensuring the financial sustainability of our community while maintaining fairness and transparency in our fee structures. The City's fees for services are based on the user fee study conducted by RCS in 2023. The updated fee schedule could potentially raise additional revenue of \$190,000 and in additional General Fund Revenue for FY 2023-24.



Steve Carmona

SC:AG:JG:DS:smc

- Enclosures:
- 1) Resolution
 - 2) Cost Allocation and Fee Study
 - 3) Current and Proposed Fees
 - 4) Current and Proposed Parks and Recreation Fees
 - 5) Public Hearing Notice

RESOLUTION NO. ____**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, RESCINDING RESOLUTION NO. 7177, AND REVISING AND ESTABLISHING USER FEES, CHARGES AND SERVICES FOR FISCAL YEAR 2023-24**

WHEREAS, the City of Pico Rivera ("City") collects fees for certain services for which there is a relationship between the service provided and the fee charged;

WHEREAS, as required by Article XIII of the California Constitution and State law, cities can only charge rates or fees that are equal to or less than the reasonably anticipated costs of providing the service;

WHEREAS, it is a routine and standard practice to increase or adjust fees and charges to reflect the changing cost of providing those services because of inflation, staffing reorganization, and other variables which affect the cost of delivering these services;

WHEREAS, the City Council of the City of Pico Rivera (City Council) has established a policy of recovering full cost of fee-supported services, except in the case of certain subsidized services that are deemed to be a priority to the community, such as parks and recreation and other community services;

WHEREAS, the City does not have the fiscal capacity to subsidize all services which can and should be paid for by users of the service; and

WHEREAS, in order to recover the costs of providing services throughout the City, it is necessary to Rescind Resolution No. 7177 in order to amend the City's Master Fee Schedule for Fiscal Year (FY) 2023-24, reflecting the current changes recommended in the City's 2023 Cost and Fee Study.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pico Rivera as follows:

SECTION 1. The City Council hereby rescinds Resolution No. 7177.

SECTION 2. The City Council hereby approves this resolution, revising and establishing user fees and charges for all city departments for FY 2023-24, and as more clearly defined in the attached Enclosure 3 made a part hereof by this reference.

SECTION 3. Except as otherwise provided herein, any fees described in the schedule of fees in conflict with the fees established or increased by this Resolution shall be void and of no force and effect.

SECTION 4. The City Clerk shall attest and certify the passage and adoption of this Resolution, and it shall become effective immediately upon this approval.

RESOLUTION NO. _____

Page 2 of 2

APPROVED AND PASSED this 14th day of November, 2023.

Eric Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

AYES:

NOES:

Fee Study Update for the City of Pico Rivera

October 2023



Prepared by:
Revenue & Cost Specialists, LLC
1519 E Chapman Ave, Ste C
Fullerton, CA 92831
www.revenuecost.com





October 4, 2023

City of Pico Rivera
6615 Passons Blvd
Pico Rivera, CA 90660

Honorable Mayor, City Council, and City Manager:

This Report is submitted pursuant to our contract with the City to perform an update of the city's user fees. The motivation for this study is the need of both the City Council and City staff to maintain City's services at a level commensurate with the standards previously set by the City Council, and to maintain effective policy and management control of City services.

RCS wishes to thank all City department heads and staff for their assistance and cooperation extended to us during the accomplishment of our work, without whose aid this Report could not have been produced. The response, awareness and information gathered and supplied by numerous City employees make this Report the sound one we believe it to be.

Respectfully submitted,

A handwritten signature in black ink, appearing to read 'Eric Johnson', with a stylized flourish at the end.

ERIC JOHNSON
President

A handwritten signature in black ink, appearing to read 'Chu Thai', with a long, sweeping flourish extending to the right.

CHU THAI
Partner

EXECUTIVE SUMMARY

By acceptance of the Revenue & Cost Specialists (RCS) proposal, the City of Pico Rivera decided to subject its fee-based services to detailed analysis dedicated toward seeking alternate, and more equitable, ways to finance City services provided to the community. Due to the various demands made of the City, it is essential that the City Council and management have complete information upon which to assess fees charged to the public for services provided. Schedule 1 at the end of this Executive Summary lists each service reviewed in this study. It indicates that the City could realize approximately \$190,500 in additional new revenue if the recommendations provide herein are adopted and implemented.

Organization of Report. This Executive Summary explains RCS's philosophy concerning fee-based services and cost analysis with a discussion of Costs Generally Defined. The report then lists the Types of Costs included in our analysis and our General Recommendations.

COSTS GENERALLY DEFINED

The basic costs of operating any business are direct labor and employee benefits, direct materials, and overhead costs.

Determination of Costs. After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors put Proposition 4 before the voters. It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, addressed all city revenues and established a limit on the growth of tax revenues. Also, because of Proposition 4, fee services cannot exceed the "costs reasonably borne" by the City in providing the service. If the fee exceeds the cost, the excess fee is defined to be a special tax, which Proposition 13 requires be approved by two-thirds of the voters.

As Article XIII B was written by the above business groups, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

The phrase costs reasonably borne by such entity in providing the regulation, product, or service is intended to incorporate all appropriations by an entity for reasonable costs appropriate for the

continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered “costs reasonably borne.”

With the passage of Proposition 26 in 2010, these principles were codified with some changes. Article XIII C of the State Constitution was amended to formally declare that fees are not considered taxes if they do not exceed the reasonable costs of the service. Some of the types of services for which reasonable fees are allowable are:

- (1) A charge imposed for a specific benefit conferred or privilege granted directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of conferring the benefit or granting the privilege.
- (2) A charge imposed for a specific government service or product provided directly to the payor that is not provided to those not charged, and which does not exceed the reasonable costs to the local government of providing the service or product.
- (3) A charge imposed for the reasonable regulatory costs to a local government for issuing licenses and permits, performing investigations, inspections, and audits, enforcing agricultural marketing orders, and the administrative enforcement and adjudication thereof.

Article XIII C also provides that a local government agency must demonstrate that the amount of revenue to be generated by a fee is no more than necessary to cover the reasonable costs of the governmental activity supported by the fee, and that the manner in which those costs are allocated to a payor bear a fair or reasonable relationship to the payor’s burdens on, or benefits received from, the governmental activity. This Report was prepared in accordance with these principles.

Further, Government Code section 66014 details that Planning applications and Building permits, “...may not exceed the estimated reasonable cost of providing the service for which the fee is charged, unless a question regarding the amount of the fee charged in excess of the estimated reasonable cost of providing the services or materials is submitted to, and approved by, a popular vote of two-thirds of those electors voting on the issue.”

TYPES OF COSTS

Salaries and Wages. City government is in fact a service industry; therefore it is natural that salaries make up the largest single element of cost in most services.

Employee Fringe Benefits. Since the annual time of an employee has been fully allocated to service centers, fringe benefit costs also must be included. These costs are current operating expenses and are included in the City's Annual Budget. Fringe benefit costs were taken into consideration by salaried personnel employed by the City.

Maintenance and Operation Costs. All maintenance and operation costs, including non-personnel expenses such as professional services, insurance, operating supplies, etc., were derived from the 2016-2017 Council-approved budget and allocated via percentages or through actual allocation to each of the service centers identified in a department or division.

Overhead Costs. Although overhead is a well established and necessary expense item in business, it is only recently that governments started adopting business techniques. As many believe that government is no different than a good corporation -- the axiom "Buy good management" should prevail in government corporations. RCS utilizes two types of overhead, which are discussed below in turn.

General City Overhead is for the general administration of the City, such as the functions for City Council, City Manager, City Clerk, City Attorney, Human Resources, and Finance. Each service is very important to the smooth functioning of the City. But, their primary function is to support other departments and not to provide an end-user service to the public.

Departmental and/or Divisional Overhead is usually allocations of the department head departmental administrative staff, or the division managers. Again, the purpose of these services is to insure the smooth functioning of the department and not to provide an end-user service to the public.

RCS calculated general overhead through our Cost Allocation Process and identified departments receiving each type of overhead service. Costs associated to the each department were included as well as a uniquely determined departmental overhead rate.

Calculation of Revenues. Many of the revenues included in this Report are calculated based on the current fee and the number of projected units of service. This may be different than the current budgeted revenues due to changes to projected volume.

GENERAL RECOMMENDATIONS

Adoption of Modifications to Current Fee Structure

It is recommended that the City Council adjust the fee schedule for the enumerated City services presented in Appendix A of this Report. Continued use of the "full business costing" concept will create consistency in the establishment of fees and allow for timely adjustment to reflect changes in the cost of providing services. In addition, Recreation fees should be set by the market on an annual basis and should therefore not be included in the list of services that are increased annually by inflation.

Review of Suggested Recovery Rates

The City Council should review each service and the suggested recovery rate to determine how much of each service should be recovered through fees, and how much should be subsidized through the City's tax dollars. This review is very important because it gives City staff direction as to what the Council wants to subsidize and what it does not.

RECREATION SERVICES

By their nature, recreation services are highly market driven and subject to a variety of external factors including consumer demand, location, facility amenities, demographics, and competing service providers. Adjustments in fees can arguably have a significant impact on consumer demand given a variety of elasticity factors that may be in play. This does not imply that additional revenues are unavailable, but fee levels are best set at the delivery point based on a flexible and market-based pricing model within policy goals.

General Methodology Assumptions. The methodology generally used in developing service center revenue/cost calculations, as has been done in this study, is founded on key assumptions:

- First, service volumes are constant and void of wide fluctuations in consumer patronage from year to year.
- Second, consumers have come to accept the economic value of continuing to use the identified service at a value that equates to the cost of providing the service.

It is important to note that these two assumptions are not particularly valid for recreation activities that are characterized by annual changes in program popularity combined with the influence of seasonal conditions. Furthermore, recreation dollars are highly sensitive to overall market and economic conditions, as a service that strives to compete for an elusive discretionary income dollar.

Recreation fees are influenced by two factors, generally not a factor in the delivery of other City services: marketing and social policy.

Marketing. Given that these services are highly market sensitive and financed mostly by discretionary income, a special burden is placed on program managers to innovate and promote attendance. Those who run these programs know too well the need to convince customers of the value-added features of their services. If fees are set too high, attendance and consequently revenues will drop. On the other hand, establishing fee levels artificially low will result in a flood of demand beyond resource capabilities.

Pricing. If priced strictly at average cost, fee increases can result in reduced participation leading to additional reactionary price increases and further losses in patronage. As such, prices for leisure and cultural services must be set carefully. The potential number of target customers should be estimated as part of an aggressive program marketing those services at determined price levels. Some important considerations in setting pricing follow:

- Has a marketing study been performed?
- Have programs been selected for their popularity?
- Do City programs compete with offerings made by other agencies, organizations, or private businesses who can supply the program at less cost?
- Is there a less costly way for the City to supply the service?
- Has sufficient money been budgeted to advertise the program adequately and how is the number of participants affected by the level of advertising?
- What costs would NOT be incurred or REMAIN were the program not to be offered?
- What is the cost of adding one more participant; of opening one more section of the activity?
- Are participants polled for their reaction to the offering, the instructor, the facility, and for their ideas for possible programs and the amounts that they are willing to pay?
- Are some facilities more costly to operate than others? What are the costs of electricity, water, gas, janitorial, maintenance, telephone, vandalism, and the like for each facility?
- How do existing facilities compare to those provided by the competition in creating either a price advantage or disadvantage?
- Has the clientele of the activity been defined allowing the City to understand the social purpose in subsidizing the activity?

A number of these issues have already been addressed by City staff in past studies and reports and are merely presented to illustrate the issues involved in operating such services.

In determining what should be charged for services it ultimately is the responsibility of recreation professionals to recommend a combination of decreased costs, increased participation and fee adjustments needed to meet the degree of recovery that is ultimately determined by the City Council. For programs to be relevant and responsive to customers, they need to be flexible with their resources.

Social Policy. City Council should develop a conscious policy as to what programs and service centers should be subsidized with tax monies in promoting social benefit, and to what extent. It may well be that some level of subsidy for many of the services identified in this group is not only necessary, but appropriate.

Detail of Recreation Services in Appendix D. The total costs of Recreation services are broken out to its component parts in Appendix D. The recommended cost recovery goals are, for the most part, set as a percentage of direct costs, which are direct part time salaries and benefits and direct operating expenses. They are set as a percentage of these direct costs because it is easier to measure the cost recovery from year to year

The City Council should now review these cost recovery goals to insure that they are realistic goals while taking into account the market and social issues detailed above.

All Things To All People

While the City is deciding who to subsidize and what to finance, it should remember it cannot provide all things to all people. It should therefore prioritize what it hopes to accomplish. If the Council decides to provide more subsidies today, it is doing so at the expense of other services which can only be financed by tax dollars, such as Police Patrol services, Street and Park Maintenance, and other public services. Therefore, the Council must decide which direction it wants to proceed in, fully aware of the consequences of either action.

CONCLUSION

If all the recommendations and suggestions made in this Report are adopted, the City's financial picture would be improved. Also, far more equity between taxpayers and fee-payers, as well as fairness between property-related and non-property-related services could be secured, assisting in the City's continued financial stability into the future. The following Schedule 1 portrays the various services assessed during our analysis.

Appendix A – Summary of Current and Proposed Fees

Appendix A includes a summary of the current City fees matched up with the proposed fees for each service presented.

Appendix B - Detailed Worksheets

The substance of RCS's work effort on this project is primarily comprised of two different worksheets shown in the detail of this report (see Appendix B). The first, "Revenue and Cost Summary Worksheet" is on the left-hand side. These worksheets include a description of the service, the current fee structure, the recommended recovery rate, and other pertinent information. Also included are the revenue and cost comparisons and suggestions for fee modifications.

Presented on the facing page, titled "Cost Detail Worksheet", is the worksheet which details the costs involved with each service. This page identifies those employees providing the service, the time spent, and their related costs.

**CITY OF PICO RIVERA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2022-2023**

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY | | POSSIBLE NEW REVENUE |
|------------------------------|-------------------------------------|--------------------|--------------------|----------------------|------------------|---------|----------------------------|
| | | | | | CURRENT | SUGGEST | |
| BU-05000 | BUILDING PLAN CHECK & PERMITS | \$1,008,344 | \$943,441 | \$64,903 | 106.9% | 100% | \$0 |
| BU-05100 | PLAN CHECK REVISION AFTER APPROVAL | \$15,400 | \$18,849 | (\$3,449) | 81.7% | 100% | \$3,400 (b) |
| BU-05200 | BUILDING PLAN CHECK EXTENSION | \$462 | \$566 | (\$104) | 81.6% | 100% | \$0 (a) |
| BU-05350 | MAINTAIN MAND. BUILDING PLAN RECS | \$90 | \$90 | \$0 | 100.0% | 100% | \$0 (a) |
| BU-05400 | PERMIT EXTENSION | \$1,164 | \$3,393 | (\$2,229) | 34.3% | 100% | \$2,200 |
| BU-05450 | TEMP USE/OCCUPANCY REQ & INSP | \$1,388 | \$1,672 | (\$284) | 83.0% | 100% | \$300 |
| BU-05500 | CERTIFICATE OF OCCUPANCY INSP/ISSUE | \$58,995 | \$79,606 | (\$20,611) | 74.1% | 100% | \$20,600 |
| BU-05600 | STOP WORK INVESTIGATION INSPECTION | \$25,600 | \$31,380 | (\$5,780) | 81.6% | 100% | \$5,800 |
| BU-05650 | ADDITIONAL MISCELLANEOUS INSPECTION | \$250 | \$295 | (\$45) | 84.7% | 100% | \$0 (b) |
| BU-05700 | DEMOLITION PERMIT AND INSPECTION | \$2,470 | \$2,868 | (\$398) | 86.1% | 100% | \$400 |
| BU-05900 | AUTO BLDG PERMIT & INS SYS SUR MAIN | N/A | N/A | N/A | N/A | 100% | \$0 |
| BU-05910 | UNREASONABLE HARDSHIP REQUEST | \$2,365 | \$2,191 | \$174 | 107.9% | 100% | (\$200) |
| BU-05950 | ALT MATLS OR METHODS OF CONST REQ | \$941 | \$786 | \$155 | 119.7% | 100% | \$0 (a) |
| BU-06000 | CHANGE OF CONTRACTOR | \$230 | \$677 | (\$447) | 34.0% | 100% | \$400 |
| BU-06010 | BUILDING JOB CARD REPLACEMENT | \$2,400 | \$7,419 | (\$5,019) | 32.3% | 100% | \$5,000 |
| BU-06020 | PLAN DUPLIC. WRITTEN AUTHORIZATION | \$1,096 | \$1,444 | (\$348) | 75.9% | 100% | \$300 |
| BU-06030 | ADDITIONAL BUILDING PLAN REVIEW | N/A | N/A | N/A | N/A | 100% | \$0 (b) |
| SUBTOTAL - BUILDING | | \$1,121,195 | \$1,094,677 | \$26,518 | 102.4% | | \$38,200 |
| CL-03100 | DOCUMENT REPRODUCTION | \$1,500 | \$9,064 | (\$7,564) | 16.5% | 100% | \$0 (c) |
| CL-03150 | CERTIFICATION OF DOCUMENTS | \$96 | \$393 | (\$297) | 24.4% | 30% | \$0 |
| CL-03200 | SUBPOENAED RECORD | \$300 | \$655 | (\$355) | 45.8% | 50% | \$0 (c) |
| CL-03350 | ELECTRONIC FILE COPY | \$48 | \$51 | (\$3) | 94.1% | 100% | \$0 (c) |
| CL-03400 | LOCAL CANDIDATE FILING | \$75 | \$1,156 | (\$1,081) | 6.5% | 5% | \$0 (c) |
| CL-03500 | LOCAL INITIATIVE FILING | \$200 | \$1,926 | (\$1,726) | 10.4% | 10% | \$0 (c) |
| SUBTOTAL - CITY CLERK | | \$2,219 | \$13,245 | (\$11,026) | 16.8% | | \$0 |
| FN-02000 | ANIMAL CONTROL & SHELTER OPERATION | \$160,000 | \$567,392 | (\$407,392) | 28.2% | 30% | \$0 |
| FN-02100 | NEW/MOVED BUSINESS LICENSE | \$89,300 | \$134,579 | (\$45,279) | 66.4% | 100% | \$45,300 |
| FN-02300 | SPECIAL BUSINESS PERMIT | \$16,380 | \$15,305 | \$1,075 | 107.0% | 100% | (\$1,100) |

**CITY OF PICO RIVERA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2022-2023**

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY | | POSSIBLE NEW REVENUE |
|---------------------------|-------------------------------------|------------------|------------------|----------------------|------------------|---------|----------------------------|
| | | | | | CURRENT | SUGGEST | |
| FN-02400 | FIREWORKS PERMIT | \$7,312 | \$5,743 | \$1,569 | 127.3% | 100% | (\$1,600) |
| FN-02600 | BUSINESS LICENSE RENEWALS | \$69,000 | \$88,650 | (\$19,650) | 77.8% | 100% | \$19,700 |
| FN-02700 | APPEAL TO LICENSE & PERMIT BOARD | \$911 | \$3,149 | (\$2,238) | 28.9% | 100% | \$0 (a) |
| FN-02800 | RETURNED CHECK PROCESS ACH RETURNS | \$68,000 | \$88,962 | (\$20,962) | 76.4% | 100% | \$0 |
| FN-02900 | FILMING PERMIT | \$4,674 | \$9,415 | (\$4,741) | 49.6% | 65% | \$1,400 |
| SUBTOTAL - FINANCE | | \$415,577 | \$913,195 | (\$497,618) | 45.5% | | \$63,700 |
| PL-07000 | PRECISE PLAN OF DESIGN-FENCE | \$3,460 | \$5,254 | (\$1,794) | 65.9% | 100% | \$1,800 |
| PL-07010 | PRECISE PLAN OF DESIGN-1 TO 4 RES'L | \$14,748 | \$14,764 | (\$16) | 99.9% | 100% | \$0 |
| PL-07020 | PREC PLAN OF DES-5+ RES/EXIST COMM | \$4,086 | \$4,102 | (\$16) | 99.6% | 100% | \$0 (a) |
| PL-07030 | PRECISE PLAN OF DESIGN-NEW COM/IND | \$21,860 | \$21,811 | \$49 | 100.2% | 100% | \$0 |
| PL-07050 | COVENANT AGREEMENT/CC&R REVIEW | \$4,256 | \$3,943 | \$313 | 107.9% | 100% | (\$300) |
| PL-07060 | DEVELOPMENT AGREEMENT | \$2,400 | \$2,454 | (\$54) | 97.8% | 100% | \$0 (b) |
| PL-07070 | GUEST HOUSE AGREEMENT REVIEW | \$1,060 | \$1,066 | (\$6) | 99.4% | 100% | \$0 |
| PL-07080 | PREPARATION OF SPECIFIC PLAN | \$7,000 | \$7,372 | (\$372) | 95.0% | 100% | \$0 (b) |
| PL-07090 | SPECIFIC PLAN AMENDMENT | \$3,200 | \$3,744 | (\$544) | 85.5% | 100% | \$0 (b) |
| PL-07100 | SITE INSPECTION - PLANNING | \$1,590 | \$1,642 | (\$52) | 96.8% | 100% | \$100 |
| PL-07105 | PLANNING EXTRA PLAN CHECK/INSPECT | \$150 | \$164 | (\$14) | 91.5% | 100% | \$0 (b) |
| PL-07106 | PLANNING ATTORNEY EXTRA SERVICES | N/A | N/A | N/A | N/A | 100% | \$0 (b) |
| PL-07110 | ZONING CODE AMENDMENT | \$22,638 | \$22,455 | \$183 | 100.8% | 100% | (\$200) |
| PL-07120 | ZON'G-CONS REV SFD:FEN/WTR HTR/HVAC | \$6,669 | \$28,078 | (\$21,409) | 23.8% | 100% | \$21,400 |
| PL-07125 | ZON'G-CONS REV ROLL OFF PRIV PROP | \$1,360 | \$3,284 | (\$1,924) | 41.4% | 100% | \$1,900 |
| PL-07130 | ZON'G-CONS REV N-SFD:FEN/W-HTR/HVAC | \$940 | \$1,642 | (\$702) | 57.2% | 100% | \$700 |
| PL-07140 | ZON'G-CONS REV MINOR RES. ZCR | \$10,458 | \$13,628 | (\$3,170) | 76.7% | 100% | \$3,200 |
| PL-07150 | ZON'G-CONS REV STAND. RES. ZCR | \$15,562 | \$20,361 | (\$4,799) | 76.4% | 100% | \$4,800 |
| PL-07170 | ZON'G-CONS REVIEW COMM/INDUST | \$3,140 | \$6,568 | (\$3,428) | 47.8% | 100% | \$3,400 |
| PL-07200 | CODE ENFORCEMENT INSPECTION | \$154 | \$125 | \$29 | 123.2% | 100% | \$0 |
| PL-07210 | ZONING CODE VIOLATION TIME EXT. | \$74 | \$125 | (\$51) | 59.2% | 100% | \$0 (a) |
| PL-07220 | ZONE RECLASSIFICATION | \$20,655 | \$20,394 | \$261 | 101.3% | 100% | (\$300) |
| PL-07230 | T.U.P.-SEASONAL SALES/PROMO | \$6,468 | \$11,430 | (\$4,962) | 56.6% | 100% | \$5,000 |
| PL-07235 | T.U.P.-SPEC EVENT ON PRIVATE PROP | \$2,597 | \$3,810 | (\$1,213) | 68.2% | 100% | \$1,200 |

CITY OF PICO RIVERA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2022-2023

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY | | POSSIBLE NEW REVENUE |
|----------|-------------------------------------|----------|-----------|----------------------|------------------|---------|----------------------------|
| | | | | | CURRENT | SUGGEST | |
| PL-07240 | RELOCATION PERMIT & INSPECTION | \$1,715 | \$1,700 | \$15 | 100.9% | 100% | \$0 (a) |
| PL-07250 | HOME OCCUPATION PERMIT | \$3,289 | \$4,333 | (\$1,044) | 75.9% | 100% | \$1,000 |
| PL-07255 | HOME OCCUPATION COTTAGE FOOD PERMIT | \$399 | \$529 | (\$130) | 75.4% | 100% | \$0 (a) |
| PL-07260 | PLANNING APPLICATION TIME EXTENSION | \$1,146 | \$1,195 | (\$49) | 95.9% | 100% | \$0 (a) |
| PL-07270 | GENERAL PLAN AMEND REV & REVISION | \$8,000 | \$9,196 | (\$1,196) | 87.0% | 100% | \$1,200 (b) |
| PL-07280 | GENERAL PLAN/ZONING CODE MAINT. | \$30,000 | \$100,000 | (\$70,000) | 30.0% | 50% | \$20,000 |
| PL-07290 | ANNEXATION PROCESSING | \$6,800 | \$7,149 | (\$349) | 95.1% | 100% | \$0 (b) |
| PL-07300 | CONDITIONAL USE PERMIT REVIEW | \$46,585 | \$65,379 | (\$18,794) | 71.3% | 100% | \$18,800 |
| PL-07310 | CUP-MINOR MODIF. - ZONING ADMIN. | \$9,545 | \$9,566 | (\$21) | 99.8% | 100% | \$0 |
| PL-07320 | CUP-MINOR MODIF. - PLANNING COMM. | \$6,908 | \$6,781 | \$127 | 101.9% | 100% | (\$100) |
| PL-07340 | SIGN PLAN CHECK & INSPECTION | \$3,395 | \$13,639 | (\$10,244) | 24.9% | 100% | \$10,200 |
| PL-07345 | MASTER SIGN PLAN REVIEW | \$4,216 | \$5,335 | (\$1,119) | 79.0% | 100% | \$1,100 |
| PL-07350 | CERT COMPLIANCE/LOT LINE ADJUSTMENT | \$6,345 | \$6,390 | (\$45) | 99.3% | 100% | \$0 |
| PL-07360 | WINDOW SIGNAGE REVIEW | \$1,020 | \$1,402 | (\$382) | 72.8% | 100% | \$400 |
| PL-07370 | LANDSCAPE & IRRIGATION PLAN CK/INSP | \$6,600 | \$5,646 | \$954 | 116.9% | 100% | (\$1,000) |
| PL-07390 | APPEAL TO PLAN COMM/DESIGN REV BRD | \$3,898 | \$3,764 | \$134 | 103.6% | 100% | \$0 (a) |
| PL-07400 | ENVIRONMENTAL CEQA REVIEW | \$41,606 | \$36,377 | \$5,229 | 114.4% | 100% | \$0 (b) |
| PL-07410 | ENVIRON. CATEGORICAL EXEMPTION | \$15,500 | \$15,667 | (\$167) | 98.9% | 100% | \$200 |
| PL-07490 | APPEAL TO CITY COUNCIL | \$4,180 | \$4,612 | (\$432) | 90.6% | 100% | \$0 (a) |
| PL-07500 | TENTATIVE PARCEL MAP REVIEW | \$10,920 | \$10,415 | \$505 | 104.8% | 100% | (\$500) |
| PL-07550 | TENTATIVE TRACT MAP REVIEW | \$15,742 | \$15,139 | \$603 | 104.0% | 100% | (\$600) |
| PL-07560 | VARIANCE REVIEW | \$9,530 | \$9,397 | \$133 | 101.4% | 100% | (\$100) |
| PL-07600 | FINAL PARCEL MAP CHECK | \$9,004 | \$8,057 | \$947 | 111.8% | 100% | (\$900) |
| PL-07650 | FINAL TRACT MAP CHECK | \$38,600 | \$34,048 | \$4,552 | 113.4% | 100% | (\$4,600) |
| PL-07740 | MITIGATION/COND OF APPROVAL MONITOR | N/A | N/A | N/A | N/A | 100% | \$0 (b) |
| PL-07770 | MINOR VARIANCE REVIEW | \$5,676 | \$5,318 | \$358 | 106.7% | 100% | (\$400) |
| PL-07800 | WILD ANIMAL PERMIT REVIEW | \$1,157 | \$1,201 | (\$44) | 96.3% | 100% | \$0 (a) |
| PL-07850 | PIGEON PERMIT | \$206 | \$237 | (\$31) | 86.9% | 100% | \$0 (a) |
| PL-07860 | ZONING VERIFICATION LETTER | \$295 | \$323 | (\$28) | 91.3% | 100% | \$0 (a) |
| PL-07990 | PROMOTIONAL ADVERTISING PERMIT | \$1,764 | \$4,598 | (\$2,834) | 38.4% | 50% | \$500 |
| PL-08000 | ENTERTAINMENT PERMIT | \$9,688 | \$9,917 | (\$229) | 97.7% | 100% | \$200 |
| PL-09000 | TOBACCO RETAIL PERMIT | \$0 | \$26,079 | (\$26,079) | 0.0% | 100% | \$26,100 |

**CITY OF PICO RIVERA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2022-2023**

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY CURRENT SUGGEST | POSSIBLE NEW REVENUE | |
|--|-------------------------------------|------------------|--------------------|----------------------|-------------------------------------|----------------------------|-----------|
| PL-09500 | MISCELLANEOUS PLANNING REVIEW | N/A | N/A | N/A | N/A | 100% | \$0 (b) |
| SUBTOTAL - PLANNING | | \$458,254 | \$621,605 | (\$163,351) | 73.7% | \$114,200 | |
| PR-07000 | SEASONAL CHILDCARE CAMPS | \$62,000 | \$727,806 | (\$665,806) | 8.5% | 75% | \$0 |
| PR-07100 | TRIPS & TOURS | \$12,600 | \$132,758 | (\$120,158) | 9.5% | 60% | \$0 |
| PR-07300 | CONTRACT CLASSES | \$82,000 | \$681,376 | (\$599,376) | 12.0% | 100% | \$0 |
| PR-07500 | YOUTH SPORTS PROGRAMS | \$28,935 | \$345,177 | (\$316,242) | 8.4% | 10% | \$0 |
| PR-07520 | BATTING CAGES | \$735 | \$63,404 | (\$62,669) | 1.2% | 50% | \$0 |
| PR-07530 | ADULT SPORTS PROGRAMS | \$41,853 | \$136,668 | (\$94,815) | 30.6% | 85% | \$0 |
| PR-07800 | RECREATION FACILITY RENTAL | \$7,350 | \$105,776 | (\$98,426) | 6.9% | 0% | \$0 |
| PR-07850 | BALLFIELD RENTAL | \$0 | \$335,558 | (\$335,558) | 0.0% | 0% | \$0 |
| PR-07900 | COMMUNITY GARDENS | \$3,507 | \$14,740 | (\$11,233) | 23.8% | 55% | \$0 |
| SUBTOTAL - PARKS & RECREATION | | \$238,980 | \$2,543,263 | (\$2,304,283) | 9.4% | \$0 | |
| PS-06400 | VEHICLE IMPOUND RELEASE | \$27,600 | \$23,310 | \$4,290 | 118.4% | 100% | (\$4,300) |
| PS-06410 | INOPERATIVE VEHICLE ABATEMENT PROGR | \$80,800 | \$90,490 | (\$9,690) | 89.3% | 100% | \$9,700 |
| PS-06420 | INOPERATIVE VEHICLE TIME EXT REVIEW | \$348 | \$320 | \$28 | 108.8% | 100% | \$0 |
| PS-06430 | INOP VEHICLE REQ FOR ADMIN REVIEW | \$268 | \$237 | \$31 | 113.1% | 100% | \$0 (a) |
| PS-06440 | RESIDENT PARKING PERMIT | \$10,440 | \$7,720 | \$2,720 | 135.2% | 100% | \$0 |
| SUBTOTAL - PUBLIC SAFETY | | \$119,456 | \$122,077 | (\$2,621) | 97.9% | \$5,400 | |
| PW-04000 | PUBLIC IMPROVEMENT PLAN CHECK | \$57,145 | \$50,530 | \$6,615 | 113.1% | 100% | (\$6,600) |
| PW-04001 | PUBLIC IMPROVEMENT INSPECTION | \$22,784 | \$29,228 | (\$6,444) | 78.0% | 100% | \$6,400 |
| PW-04040 | WATER/SEWER/SD IMPROVE PLAN CHECK | \$3,718 | \$4,110 | (\$392) | 90.5% | 100% | \$400 |
| PW-04045 | WATER/SEWER/SD IMPROVE INSPECT | \$9,502 | \$12,266 | (\$2,764) | 77.5% | 100% | \$2,800 |
| PW-04050 | STORM WATER MITIGATION PLAN REVIEW | \$59,055 | \$53,106 | \$5,949 | 111.2% | 100% | (\$5,900) |
| PW-04060 | DRAINAGE/SEWER STUDY REVIEW/APPROV. | \$57,000 | \$57,158 | (\$158) | 99.7% | 100% | \$0 (b) |
| PW-04070 | SEWER AREA STUDY REVIEW/APPROVAL | N/A | N/A | N/A | N/A | 100% | \$0 (b) |
| PW-04080 | RIGHT-OF-WAY DEBRIS CLEANUP | \$7,500 | \$7,557 | (\$57) | 99.2% | 100% | \$0 (b) |

**CITY OF PICO RIVERA
SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
FISCAL YEAR 2022-2023**

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY | | POSSIBLE NEW REVENUE |
|--------------------------------|-------------------------------------|------------------|------------------|----------------------|------------------|---------|----------------------------|
| | | | | | CURRENT | SUGGEST | |
| PW-04090 | T.U.P.-PARADE/CARNIVAL/GENERAL | \$8,622 | \$9,158 | (\$536) | 94.1% | 100% | \$500 |
| PW-04100 | NEW/MODIF TRAFFIC SIGNAL INSPECTION | \$3,550 | \$3,573 | (\$23) | 99.4% | 100% | \$0 (b) |
| PW-04200 | STREET VACATION REQUEST PROCESSING | \$5,400 | \$5,383 | \$17 | 100.3% | 100% | \$0 (b) |
| PW-04300 | SPECIAL TRAFFIC STUDY | \$42,000 | \$42,484 | (\$484) | 98.9% | 100% | \$0 (b) |
| PW-04350 | TRAFFIC CONTROL PLAN REVIEW | \$64,000 | \$28,145 | \$35,855 | 227.4% | 100% | (\$35,900) |
| PW-04500 | EXCAVATION PERMIT ISSUANCE & INSP | \$29,900 | \$19,867 | \$10,033 | 150.5% | 100% | (\$10,000) |
| PW-04550 | GRADING PLAN CHECK | \$76,398 | \$92,712 | (\$16,314) | 82.4% | 100% | \$16,300 |
| PW-04570 | GRADING INSPECTION | \$37,376 | \$35,103 | \$2,273 | 106.5% | 100% | (\$2,300) |
| PW-04600 | EXISTING CURB/GUTTER/SIDEWALK | \$4,520 | \$2,249 | \$2,271 | 201.0% | 100% | (\$2,300) |
| PW-04700 | CONST.PERMIT-NEW CURB,GUTTER,S/W | \$9,960 | \$5,960 | \$4,000 | 167.1% | 100% | (\$4,000) |
| PW-04710 | RE-CONSTRUCT-EXIST DRIVEWAY APPRCH. | \$7,180 | \$4,498 | \$2,682 | 159.6% | 100% | (\$2,700) |
| PW-04720 | NEW DRIVEWAY APPROACH CONSTR PERMIT | \$5,980 | \$3,973 | \$2,007 | 150.5% | 100% | (\$2,000) |
| PW-04740 | TEMP.ENCROACH-ROLL-OFF DUMPSTER/POD | \$2,145 | \$1,687 | \$458 | 127.1% | 100% | (\$500) |
| PW-04745 | TEMP ENCROACH - CRANE/CHERRY PICKER | \$7,880 | \$4,498 | \$3,382 | 175.2% | 100% | (\$3,400) |
| PW-04750 | PERM ENCROACHMENT-WALL/FENCE/ETC | \$866 | \$733 | \$133 | 118.1% | 100% | (\$100) |
| PW-04755 | TEMP ENCR-BLOCK PARTY/STRT CLOSURE | \$7,350 | \$4,562 | \$2,788 | 161.1% | 100% | (\$2,800) |
| PW-04800 | NEWSRACK/BENCH ENCROACHMENT REV. | \$1,780 | \$2,237 | (\$457) | 79.6% | 100% | \$0 (a) |
| SUBTOTAL - PUBLIC WORKS | | \$531,611 | \$480,777 | \$50,834 | 110.6% | | (\$52,100) |
| WA-09100 | PROCESS NEW WATER ACCOUNTS | \$8,740 | \$20,187 | (\$11,447) | 43.3% | 100% | \$11,400 |
| WA-09125 | PAY WATER BILL BY PHONE | \$750 | \$1,890 | (\$1,140) | 39.7% | 100% | \$1,100 |
| WA-09210 | NEW WATER SERVICE INSTALLATION | \$48,960 | \$49,157 | (\$197) | 99.6% | 100% | \$200 |
| WA-09220 | NEW FIRE SERVICE INSTALLATION | \$19,503 | \$19,587 | (\$84) | 99.6% | 100% | \$100 |
| WA-09250 | INSPECTION OF FIRE HYDRANT INSTALL. | \$1,096 | \$1,151 | (\$55) | 95.2% | 100% | \$100 |
| WA-09255 | FIRE FLOW TEST | \$8,592 | \$8,779 | (\$187) | 97.9% | 100% | \$200 |
| WA-09300 | CONSTRUCT (TEMPORARY) WATER METER | \$15,700 | \$20,033 | (\$4,333) | 78.4% | 100% | \$4,300 |
| WA-09400 | DELINQUENT WATER SVC TURN ON/OFF | \$213,074 | \$101,834 | \$111,240 | 209.2% | 100% | \$0 |
| WA-09500 | DAMAGE TO WATER METER/LOCK | \$0 | \$278 | (\$278) | 0.0% | 100% | \$0 (b) |
| WA-09600 | WATER RE-READING SERVICE ON REQUEST | \$10,656 | \$14,207 | (\$3,551) | 75.0% | 100% | \$3,600 |
| WA-09700 | WATER METER TESTING | \$1,600 | \$1,695 | (\$95) | 94.4% | 100% | \$100 |
| WA-09980 | REQUESTED WATER SERVICE TURN OFF | \$1,369 | \$2,412 | (\$1,043) | 56.8% | 100% | \$0 |

CITY OF PICO RIVERA
 SUMMARY OF REVENUES, COSTS, AND SUBSIDIES
 FISCAL YEAR 2022-2023

| REF # | SERVICE TITLE | REVENUE | COST | PROFIT/ (SUBSIDY) | PERCENT RECOVERY | | POSSIBLE NEW REVENUE |
|----------|----------------------------------|--------------------|--------------------|----------------------|------------------|---------|----------------------------|
| | | | | | CURRENT | SUGGEST | |
| WA-09990 | WATER CONSUMPTION HISTORY REPORT | \$161 | \$130 | \$31 | 123.8% | 100% | \$0 |
| | SUBTOTAL - WATER | \$330,201 | \$241,340 | \$88,861 | 136.8% | | \$21,100 |
| | GRAND TOTAL | \$3,217,493 | \$6,030,179 | (\$2,812,686) | 53.4% | | \$190,500 |

NOTES:

- (a) Insufficient data to determine financial impact
- (b) Deposit based service/fee
- (c) Fee restricted by Law

APPENDIX A – SUMMARY OF CURRENT FEES AND PROPOSED FEES

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: BU-05000 TITLE: BUILDING PLAN CHECK & PERMITS

CURRENT FEE

See Appendix C of this Report for detailed fees

RECOMMENDED FEE

See Appendix C of this Report for detailed fees

REF #: BU-05100 TITLE: PLAN CHECK REVISION AFTER APPROVAL

CURRENT FEE

Assessed at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$154 per revision.

RECOMMENDED FEE

Charge at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$190 per revision.

REF #: BU-05200 TITLE: BUILDING PLAN CHECK EXTENSION

CURRENT FEE

\$154 per request

RECOMMENDED FEE

\$190 per request

REF #: BU-05350 TITLE: MAINTAIN MAND. BUILDING PLAN RECS

CURRENT FEE

Costs based on vendor contract for Services:
\$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units.
\$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units.
\$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects.

RECOMMENDED FEE

Costs based on vendor contract for Services:
\$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units.
\$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units.
\$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects.

REF #: BU-05400 TITLE: PERMIT EXTENSION

CURRENT FEE

\$97 per request

RECOMMENDED FEE

\$280 per request.

REF #: BU-05450 TITLE: TEMP USE/OCCUPANCY REQ & INSP

CURRENT FEE

\$347 per permit

RECOMMENDED FEE

\$415 per permit.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: BU-05500

TITLE: CERTIFICATE OF OCCUPANCY INSP/ISSUE

CURRENT FEE

\$285 per certificate

RECOMMENDED FEE

\$385 per certificate

REF #: BU-05600

TITLE: STOP WORK INVESTIGATION INSPECTION

CURRENT FEE

\$170 per residential building
\$342 per commercial/industrial building

At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections.

RECOMMENDED FEE

\$210 per residential building
\$425 per commercial/industrial building

At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections.

REF #: BU-05650

TITLE: ADDITIONAL MISCELLANEOUS INSPECTION

CURRENT FEE

For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour.

RECOMMENDED FEE

For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour.

REF #: BU-05700

TITLE: DEMOLITION PERMIT AND INSPECTION

CURRENT FEE

\$247 per building
plus \$17 each additional sewer cap

RECOMMENDED FEE

\$285 per building
plus \$20 each additional sewer cap

REF #: BU-05900

TITLE: AUTO BLDG PERMIT & INS SYS SUR MAIN

CURRENT FEE

3% of building, electrical, plumbing, and mechanical permit fees

RECOMMENDED FEE

3% of building, electrical, plumbing, and mechanical permit fees

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: BU-05910

TITLE: UNREASONABLE HARDSHIP REQUEST

CURRENT FEE

\$473 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved.

RECOMMENDED FEE

\$435 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved.

REF #: BU-05950

TITLE: ALT MATLS OR METHODS OF CONST REQ

CURRENT FEE

\$941 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved.

RECOMMENDED FEE

\$785 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved.

REF #: BU-06000

TITLE: CHANGE OF CONTRACTOR

CURRENT FEE

\$46 per application

RECOMMENDED FEE

\$135 per application

REF #: BU-06010

TITLE: BUILDING JOB CARD REPLACEMENT

CURRENT FEE

\$40 per job card

RECOMMENDED FEE

\$125 per job card

REF #: BU-06020

TITLE: PLAN DUPLIC. WRITTEN AUTHORIZATION

CURRENT FEE

\$137 per plan plus cost of copying

RECOMMENDED FEE

\$180 per plan plus cost of copying

REF #: BU-06030

TITLE: ADDITIONAL BUILDING PLAN REVIEW

CURRENT FEE

Charge the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

Charge the fully allocated hourly rates for all personnel involved plus any outside costs.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: CL-03100 TITLE: DOCUMENT REPRODUCTION

CURRENT FEE

Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page)

Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction.
Blueprints, Maps or Plans: Oversize- \$11.00
Size C- \$2.00; Size D- \$5.00

Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs.

RECOMMENDED FEE

Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page)

Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction.
Blueprints, Maps or Plans: Oversize- \$11.00
Size C- \$2.00; Size D- \$5.00

Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs.

REF #: CL-03150 TITLE: CERTIFICATION OF DOCUMENTS

CURRENT FEE

\$8 per certification.

RECOMMENDED FEE

\$10 per certification.

REF #: CL-03200 TITLE: SUBPOENAED RECORD

CURRENT FEE

\$15 per record request

\$170 per day (in advance) for testimony under GC68096

RECOMMENDED FEE

\$15 per record request

\$275 per day (in advance) for testimony under GC68096

REF #: CL-03350 TITLE: ELECTRONIC FILE COPY

CURRENT FEE

\$8 per device, plus the actual cost of the device.

RECOMMENDED FEE

\$9 per device, plus the actual cost of the device.

REF #: CL-03400 TITLE: LOCAL CANDIDATE FILING

CURRENT FEE

\$25 filing fee, as set by state law.

Statement preparation will be charged at actual vendor cost.

RECOMMENDED FEE

\$25 filing fee, as set by state law.

Statement preparation will be charged at actual vendor cost.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: CL-03500

TITLE: LOCAL INITIATIVE FILING

CURRENT FEE

\$200 per initiative

Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This is the maximum allowed under State law (Elections Code section 9202(b)).

RECOMMENDED FEE

\$200 per initiative

Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition.

This is the maximum allowed under State law (Elections Code section 9202(b)).

REF #: FN-02000

TITLE: ANIMAL CONTROL & SHELTER OPERATION

CURRENT FEE

Annual dog license:
regular- \$97

Spayed or Neutered- \$23

Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10

New/Replacement license tag - at actual cost of tag.

RECOMMENDED FEE

Annual dog license:
regular- \$97

Spayed or Neutered- \$23

Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10

New/Replacement license tag - at actual cost of tag

REF #: FN-02100

TITLE: NEW/MOVED BUSINESS LICENSE

CURRENT FEE

\$95 - Application review processing fee.

\$33 - Replacement License per PRMC 5.08.240

RECOMMENDED FEE

\$145 - Application review processing fee.

\$33 - Replacement License per PRMC 5.08.240

REF #: FN-02300

TITLE: SPECIAL BUSINESS PERMIT

CURRENT FEE

\$182 per application per permit. Requires a background check by the LA County Sheriff's Department.

Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500)

RECOMMENDED FEE

\$170 per application per permit. Requires a background check by the LA County Sheriff's Department.

Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500)

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: FN-02400 TITLE: FIREWORKS PERMIT

CURRENT FEE

\$365 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections.
\$371 per application for a Wholesale Fireworks Permit.
\$399 per Wholesale Admin/Enforcement Fee
\$570 Removal Deposit Fee

RECOMMENDED FEE

\$305 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections.
\$140 per application for a Wholesale Fireworks Permit.
\$399 per Wholesale Admin/Enforcement Fee
\$570 Removal Deposit Fee

REF #: FN-02600 TITLE: BUSINESS LICENSE RENEWALS

CURRENT FEE

\$23 per renewal.
[Non-renewal penalties from 10% to 50% of the fee]

RECOMMENDED FEE

\$30 per renewal.
[Non-renewal penalties from 10% to 50% of the fee]

REF #: FN-02700 TITLE: APPEAL TO LICENSE & PERMIT BOARD

CURRENT FEE

\$911 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved.

RECOMMENDED FEE

\$1,000 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved.

REF #: FN-02800 TITLE: RETURNED CHECK PROCESS ACH RETURNS

CURRENT FEE

\$68 per NSF check

RECOMMENDED FEE

\$65 per NSF check

REF #: FN-02900 TITLE: FILMING PERMIT

CURRENT FEE

Simple Film Shoot: \$399; plus
\$100 per day of filming; and
\$100 per day of use of City facilities other than streets or sidewalks.

Complex Film Shoot: \$741; plus
\$200 per day of filming; and
\$200 per day of use of City facilities other than streets or sidewalks.

RECOMMENDED FEE

Simple Film Shoot: \$500; plus
\$100 per day of filming; and
\$100 per day of use of City facilities other than streets or sidewalks.

Complex Film Shoot: \$1,000; plus
\$200 per day of filming; and
\$200 per day of use of City facilities other than streets or sidewalks.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: PL-07000 TITLE: PRECISE PLAN OF DESIGN-FENCE

CURRENT FEE

\$692 per application

RECOMMENDED FEE

\$1,050 per application

REF #: PL-07010 TITLE: PRECISE PLAN OF DESIGN-1 TO 4 RES'L

CURRENT FEE

1 unit - \$1,847 per application
2-4 units - \$3,687 per application.

RECOMMENDED FEE

1 unit - \$1,845 per application
2-4 units - \$3,685 per application.

REF #: PL-07020 TITLE: PREC PLAN OF DES-5+ RES/EXIST COMM

CURRENT FEE

\$4,086 per application for 5 or more residential units.
\$1,140 per application for commercial use in existing building

RECOMMENDED FEE

\$4,095 per application for 5 or more residential units.
\$2,500 per application for commercial use in existing building

REF #: PL-07030 TITLE: PRECISE PLAN OF DESIGN-NEW COM/IND

CURRENT FEE

\$5,465 - Commercial new construction > 500 sq. ft. and < 1,499 sq. ft.
\$2,736 - Industrial uses and new construction.

RECOMMENDED FEE

\$5,445 per application

REF #: PL-07050 TITLE: COVENANT AGREEMENT/CC&R REVIEW

CURRENT FEE

\$1,064 per application plus actual attorney cost.

RECOMMENDED FEE

\$985 per application plus actual attorney cost.

REF #: PL-07060 TITLE: DEVELOPMENT AGREEMENT

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: PL-07070

TITLE: GUEST HOUSE AGREEMENT REVIEW

CURRENT FEE

\$212 per application
(Land owner required to record document with County and pay recordation fee).

RECOMMENDED FEE

\$255 per application
(Land owner required to record document with County and pay recordation fee).

REF #: PL-07080

TITLE: PREPARATION OF SPECIFIC PLAN

CURRENT FEE

Deposit based on the estimated cost with charges based on the fully allocated hourly rates of all staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs.

REF #: PL-07090

TITLE: SPECIFIC PLAN AMENDMENT

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PL-07100

TITLE: SITE INSPECTION - PLANNING

CURRENT FEE

\$159 per inspection.

RECOMMENDED FEE

\$165 per inspection.

REF #: PL-07105

TITLE: PLANNING EXTRA PLAN CHECK/INSPECT

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PL-07106

TITLE: PLANNING ATTORNEY EXTRA SERVICES

CURRENT FEE

None

RECOMMENDED FEE

Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: PL-07110 TITLE: ZONING CODE AMENDMENT

CURRENT FEE

\$7,546 per application or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$7,465 per application or deposit with actual costs as determined by staff.

REF #: PL-07120 TITLE: ZON'G-CONS REV SFD:FEN/WTR HTR/HVAC

CURRENT FEE

\$39 per application

RECOMMENDED FEE

\$165 per application.

REF #: PL-07125 TITLE: ZON'G-CONS REV ROLL OFF PRIV PROP

CURRENT FEE

\$34 per application

RECOMMENDED FEE

\$80 per application

REF #: PL-07130 TITLE: ZON'G-CONS REV N-SFD:FEN/W-HTR/HVAC

CURRENT FEE

\$188 per application.

RECOMMENDED FEE

\$330 per application.

REF #: PL-07140 TITLE: ZON'G-CONS REV MINOR RES. ZCR

CURRENT FEE

\$126 per application;
[double for code enforcement violations].

RECOMMENDED FEE

\$165 per application;
[double for code enforcement violations].

REF #: PL-07150 TITLE: ZON'G-CONS REV STAND. RES. ZCR

CURRENT FEE

\$251 per application
[double for code enforcement violations.]

RECOMMENDED FEE

\$330 per application
[double for code enforcement violations.]

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: PL-07170 **TITLE: ZON'G-CONS REVIEW COMM/INDUST**

CURRENT FEE

\$314 per application;
[double for code enforcement violations.]

RECOMMENDED FEE

\$655 per application
[double for code enforcement violations.]

REF #: PL-07200 **TITLE: CODE ENFORCEMENT INSPECTION**

CURRENT FEE

\$154 per hour after the third site visit

RECOMMENDED FEE

\$125 per hour after the third site visit

REF #: PL-07210 **TITLE: ZONING CODE VIOLATION TIME EXT.**

CURRENT FEE

\$74 per application

RECOMMENDED FEE

\$125 per application

REF #: PL-07220 **TITLE: ZONE RECLASSIFICATION**

CURRENT FEE

\$6,885 per application or deposit with actual costs as determined
by staff.

RECOMMENDED FEE

\$6,780 per application or deposit with actual costs as determined
by staff.

REF #: PL-07230 **TITLE: T.U.P.-SEASONAL SALES/PROMO**

CURRENT FEE

\$308 per application
plus a \$300 refundable deposit;
less 10% each day activity extends beyond set time period.

RECOMMENDED FEE

\$545 per application
plus a \$300 refundable deposit;
less 10% each day activity extends beyond set time period.

No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents.

No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: PL-07235

TITLE: T.U.P.-SPEC EVENT ON PRIVATE PROP

CURRENT FEE

\$371 per application
plus a \$300 refundable deposit;
less 10% each day activity extends beyond set time period.

RECOMMENDED FEE

\$545 per application
plus a \$300 refundable deposit;
less 10% each day activity extends beyond set time period.

No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents.

REF #: PL-07240

TITLE: RELOCATION PERMIT & INSPECTION

CURRENT FEE

\$1,715 - within 25 mile radius; or
\$1,715 - deposit/100% recovery using fully burdened hourly rates if
located outside 25 mile radius.

RECOMMENDED FEE

\$1,700 - deposit/100% recovery using fully burdened hourly rates

REF #: PL-07250

TITLE: HOME OCCUPATION PERMIT

CURRENT FEE

\$143 per application.

RECOMMENDED FEE

\$190 per application.

REF #: PL-07255

TITLE: HOME OCCUPATION COTTAGE FOOD PERMIT

CURRENT FEE

\$399 per application

RECOMMENDED FEE

\$525 per application

REF #: PL-07260

TITLE: PLANNING APPLICATION TIME EXTENSION

CURRENT FEE

Residential (SFD) - \$52 per application
Non-Residential & Multi-Family Residential - \$376 per application
Planning Commission Time Extension - \$718 per application

RECOMMENDED FEE

Residential (SFD) - \$65 per application
Non-Residential & Multi-Family Residential - \$370 per application
Planning Commission Time Extension - \$760 per application

REF #: PL-07270

TITLE: GENERAL PLAN AMEND REV & REVISION

CURRENT FEE

Deposit based on the estimated actual revision cost with charges
based on the Fully Burdened Hourly Rates of all City staff involved
plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated actual revision cost with charges
based on the Fully Burdened Hourly Rates of all City staff involved
plus any outside costs.

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REF #: PL-07280

TITLE: GENERAL PLAN/ZONING CODE MAINT.

CURRENT FEE

4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery.

RECOMMENDED FEE

4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery.

REF #: PL-07290

TITLE: ANNEXATION PROCESSING

CURRENT FEE

Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs.

REF #: PL-07300

TITLE: CONDITIONAL USE PERMIT REVIEW

CURRENT FEE

\$4,235 per application for 70% cost recovery

RECOMMENDED FEE

\$5,935 per application or deposit determined by staff with charges based on the fully burdened hourly rates of all staff involved plus any outside costs.

REF #: PL-07310

TITLE: CUP-MINOR MODIF. - ZONING ADMIN.

CURRENT FEE

\$1,909 per application.

RECOMMENDED FEE

\$1,910 per application.

REF #: PL-07320

TITLE: CUP-MINOR MODIF. - PLANNING COMM.

CURRENT FEE

\$3,454 per application.

RECOMMENDED FEE

\$3,385 per application

REF #: PL-07340

TITLE: SIGN PLAN CHECK & INSPECTION

CURRENT FEE

\$97 per permit

RECOMMENDED FEE

\$390 per permit

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REF #: PL-07345 TITLE: MASTER SIGN PLAN REVIEW

CURRENT FEE

Less than 10 signs - \$1,088 per application
10 or more Signs - \$2,040 per application

RECOMMENDED FEE

Less than 10 signs - \$1,120 per application
10 or more Signs - \$3,085 per application or a deposit with actual costs as determined by staff.

REF #: PL-07350 TITLE: CERT COMPLIANCE/LOT LINE ADJUSTMENT

CURRENT FEE

Certificate of Compliance - \$1,055 per application
Lot Line Adjustment - \$2,115 per application or deposit with actual costs as determined by staff.

RECOMMENDED FEE

Certificate of Compliance - \$1,065 per application
Lot Line Adjustment - \$2,130 per application or deposit with actual costs as determined by staff.

REF #: PL-07360 TITLE: WINDOW SIGNAGE REVIEW

CURRENT FEE

\$68 per application

RECOMMENDED FEE

\$95 per application.

REF #: PL-07370 TITLE: LANDSCAPE & IRRIGATION PLAN CK/INSP

CURRENT FEE

1-500 square feet - \$159 per plan
500+ square feet - \$941 per plan

RECOMMENDED FEE

1-500 square feet - \$270 per plan
500+ square feet - \$670 per plan

REF #: PL-07390 TITLE: APPEAL TO PLAN COMM/DESIGN REV BRD

CURRENT FEE

\$342 - Single Family Residential Zone, Owner Occupied
\$3,898 - all others

RECOMMENDED FEE

\$1,000 - Single Family Residential Zone, Owner Occupied
\$3,755 - all others

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REF #: PL-07400

TITLE: ENVIRONMENTAL CEQA REVIEW

CURRENT FEE

Initial Study - \$832 per application
Negative Declaration - \$1,961 per application
Mitigated Negative Declaration - \$4,405 per application or deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.
EIR - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

RECOMMENDED FEE

Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs.

REF #: PL-07410

TITLE: ENVIRON. CATEGORICAL EXEMPTION

CURRENT FEE

Other - \$399 per application
In-Fill - \$1,903 per application

RECOMMENDED FEE

Other - \$400 per application
In-Fill - \$1,925 per application

Applicant may be required to obtain a consultant at additional cost. Applicant may be required to obtain a consultant at additional cost.

REF #: PL-07490

TITLE: APPEAL TO CITY COUNCIL

CURRENT FEE

\$300 for single family residential zone, owner occupied
\$4,180 for all others

RECOMMENDED FEE

\$1,000 for single family residential zone, owner occupied
\$4,600 for all others

REF #: PL-07500

TITLE: TENTATIVE PARCEL MAP REVIEW

CURRENT FEE

\$5,460 per application or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$5,200 per application or deposit with actual costs as determined by staff.

REF #: PL-07550

TITLE: TENTATIVE TRACT MAP REVIEW

CURRENT FEE

\$7,871 per application or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$7,560 per application or deposit with actual costs as determined by staff.

REF #: PL-07560

TITLE: VARIANCE REVIEW

CURRENT FEE

\$4,765 per application or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$4,670 per application or deposit with actual costs as determined by staff.

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REF #: PL-07600 TITLE: FINAL PARCEL MAP CHECK

CURRENT FEE

\$4,502 per map (includes up to 3 submittals)
Plus \$900 for each submittal after the third submittal
or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$4,025 per map (includes up to 3 submittals)
Plus \$900 for each submittal after the third submittal
or deposit with actual costs as determined by staff.

REF #: PL-07650 TITLE: FINAL TRACT MAP CHECK

CURRENT FEE

\$6,013 - 5 to 10 lots
\$9,346 - 11 to 25 lots
\$12,902 - 26 to 50 lots
\$17,348 - 51 to 100 lots
\$25,799 - 101 to 150 lots
\$33,356 - 150 or more lots
(includes up to 3 submittals)
Plus \$2,000 for each submittal after the third submittal

or deposit with actual costs as determined by staff.

RECOMMENDED FEE

\$5,385 - 5 to 10 lots
\$8,320 - 11 to 25 lots
\$11,445 - 26 to 50 lots
\$15,360 - 51 to 100 lots
\$22,790 - 101 to 150 lots
\$29,440 - 150 or more lots
(includes up to 3 submittals)
Plus \$2,000 for each submittal after the third submittal

or deposit with actual costs as determined by staff.

REF #: PL-07740 TITLE: MITIGATION/COND OF APPROVAL MONITOR

CURRENT FEE

Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

Deposit paid annually.

RECOMMENDED FEE

Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

Deposit paid annually.

REF #: PL-07770 TITLE: MINOR VARIANCE REVIEW

CURRENT FEE

Single Family Residential Zone, Owner Occupied - \$228 per application
Other - \$1,892 per application

RECOMMENDED FEE

Single Family Residential Zone, Owner Occupied - \$500 per application
Other - \$1,770 per application

REF #: PL-07800 TITLE: WILD ANIMAL PERMIT REVIEW

CURRENT FEE

\$1,157 per application

RECOMMENDED FEE

\$1,200 per application.

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REF #: PL-07850 TITLE: PIGEON PERMIT

CURRENT FEE

\$206 per application
\$34 per annual renewal of permit
\$74 to appeal rejection of application

RECOMMENDED FEE

\$235 per application
\$50 per annual renewal of permit
\$100 to appeal rejection of application

REF #: PL-07860 TITLE: ZONING VERIFICATION LETTER

CURRENT FEE

\$295 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time

RECOMMENDED FEE

\$320 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time

REF #: PL-07990 TITLE: PROMOTIONAL ADVERTISING PERMIT

CURRENT FEE

Banner/Pennant :
30 day permit - \$63 per application
60 day permit - \$63 per application
Flag (7 day permit) - \$63 per application

plus \$100 refundable deposit

plus 10% each day activity extends beyond set time period.

RECOMMENDED FEE

Banner/Pennant :
30 day permit - \$80 per application
60 day permit - \$80 per application
Flag (7 day permit) - \$80 per application

plus \$100 refundable deposit

plus 10% each day activity extends beyond set time period.

REF #: PL-08000 TITLE: ENTERTAINMENT PERMIT

CURRENT FEE

Category 1:
New - \$769
Renewal - \$559
Modification - \$365
Category 2:
New - \$3,021
Renewal - \$1,374
Modification - \$1,305
Appeal - \$2,296

RECOMMENDED FEE

Category 1:
New - \$995
Renewal - \$675
Modification - \$465
Category 2:
New - \$3,135
Renewal - \$1,355
Modification - \$1,355
Appeal - \$1,920

REF #: PL-09000 TITLE: TOBACCO RETAIL PERMIT

CURRENT FEE

None

RECOMMENDED FEE

\$520 per permit per year

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REF #: PL-09500

TITLE: MISCELLANEOUS PLANNING REVIEW

CURRENT FEE

None

RECOMMENDED FEE

Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PR-07000

TITLE: SEASONAL CHILDCARE CAMPS

CURRENT FEE

\$120 per child per week
\$8 per camp t-shirt

RECOMMENDED FEE

\$130 per child per week
\$8 per camp t-shirt

See Appendix D for cost recovery detail

REF #: PR-07100

TITLE: TRIPS & TOURS

CURRENT FEE

Actual Costs plus \$10 per participant

RECOMMENDED FEE

Actual Costs plus \$10 per participant

See Appendix D for cost recovery detail

REF #: PR-07300

TITLE: CONTRACT CLASSES

CURRENT FEE

If City provides insurance - City 40% and Contract Instructor 60%
If Contractor provides insurance - City 30% and Contract Instructor 70%

RECOMMENDED FEE

If City provides insurance - City 40% and Contract Instructor 60%
If Contractor provides insurance - City 30% and Contract Instructor 70%

See Appendix D for cost recovery detail

REF #: PR-07500

TITLE: YOUTH SPORTS PROGRAMS

CURRENT FEE

\$65 per participant

RECOMMENDED FEE

\$75 per participant

See Appendix D for cost recovery detail

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REF #: PR-07520

TITLE: BATTING CAGES

CURRENT FEE

\$2 for 15 pitches

Rental:

Single Cage Resident - \$25 per hour, 2 hour minimum
Single Cage Non-Resident - \$30 per hour, 2 hour minimum
All Cages Resident - \$60 per hour, 2 hour minimum
All Cages Non-Resident - \$80 per hour, 2 hour minimum

RECOMMENDED FEE

\$2 for 15 pitches

Rental:

Single Cage Resident - \$30 per hour, 2 hour minimum
Single Cage Non-Resident - \$35 per hour, 2 hour minimum
All Cages Resident - \$65 per hour, 2 hour minimum
All Cages Non-Resident - \$85 per hour, 2 hour minimum

See Appendix D for cost recovery detail

REF #: PR-07530

TITLE: ADULT SPORTS PROGRAMS

CURRENT FEE

Go-Getters League - \$60 per participant per year
ELI Basketball League - 30% of revenues
MLS Softball League - 20% of revenues

RECOMMENDED FEE

Go-Getters League - \$60 per participant per year
ELI Basketball League - 30% of revenues
MLS Softball League - 20% of revenues

See Appendix D for cost recovery detail

REF #: PR-07800

TITLE: RECREATION FACILITY RENTAL

CURRENT FEE

None

RECOMMENDED FEE

See Appendix D for cost recovery detail

REF #: PR-07850

TITLE: BALLFIELD RENTAL

CURRENT FEE

None

RECOMMENDED FEE

See Appendix D for cost recovery detail

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REF #: PR-07900

TITLE: COMMUNITY GARDENS

CURRENT FEE

18' x 22' plots:
\$60 per year per senior resident
\$80 per year per adult resident
\$95 per year per adult non-resident
8.5' x 22' plots:
\$50 per year per senior resident
\$75 per year per adult resident
\$85 per year per adult non-resident

RECOMMENDED FEE

18' x 22' plots:
\$80 per year per senior resident
\$120 per year per adult resident
\$150 per year per adult non-resident
8.5' x 22' plots:
\$80 per year per senior resident
\$120 per year per adult resident
\$150 per year per adult non-resident

See Appendix D for cost recovery detail

REF #: PS-06400

TITLE: VEHICLE IMPOUND RELEASE

CURRENT FEE

\$276 per vehicle prior to release of vehicle, plus towing costs.

RECOMMENDED FEE

\$235 per vehicle prior to release of vehicle, plus towing costs

REF #: PS-06410

TITLE: INOPERATIVE VEHICLE ABATEMENT PROGR

CURRENT FEE

\$1,010 per vehicle plus towing costs

RECOMMENDED FEE

\$1,130 per vehicle plus towing costs

REF #: PS-06420

TITLE: INOPERATIVE VEHICLE TIME EXT REVIEW

CURRENT FEE

\$29 per application.

RECOMMENDED FEE

\$30 per application.

REF #: PS-06430

TITLE: INOP VEHICLE REQ FOR ADMIN REVIEW

CURRENT FEE

\$268 per application.

RECOMMENDED FEE

\$235 per application.

REF #: PS-06440

TITLE: RESIDENT PARKING PERMIT

CURRENT FEE

\$36 per permit

RECOMMENDED FEE

\$36 per permit

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REF #: PW-04000

TITLE: PUBLIC IMPROVEMENT PLAN CHECK

CURRENT FEE

Fees based on the valuation of the construction:

\$0-\$50,000 - \$2,325
 \$50,001-\$150,000 - \$2,341 plus 0.7% of the amount over \$50,000
 \$150,001-\$300,000 - \$3,128 plus 1.75% of the amount over \$150,000
 \$300,001-\$1,000,000 - \$6,161 plus 0.75% of the amount over \$300,000
 \$1,000,001+ = \$12,189 plus 0.75% of the amount over \$1,000,000

Plus 10% of the original fee for each plan check after the third plan check

RECOMMENDED FEE

Fees based on the valuation of the construction:

\$0-\$50,000 - \$2,065
 \$50,001-\$150,000 - \$2,065 plus 0.70% of the amount over \$50,000
 \$150,001-\$300,000 - \$2,765 plus 1.80% of the amount over \$150,000
 \$300,001-\$1,000,000 - \$5,465 plus 0.75% of the amount over \$300,000
 \$1,000,001+ = \$10,715 plus 0.75% of the amount over \$1,000,000

Plus 10% of the original fee for each plan check after the third plan check

REF #: PW-04001

TITLE: PUBLIC IMPROVEMENT INSPECTION

CURRENT FEE

Fees based on the valuation of the construction:

\$0-\$50,000 - \$616
 \$50,001-\$150,000 - \$620 plus 0.7% of the amount over \$50,000
 \$150,001-\$300,000 - \$1,418 plus 0.4% of the amount over \$150,000
 \$300,001-\$1,000,000 - \$2,114 plus 0.75% of the amount over \$300,000
 \$1,000,001+ = \$8,142 plus 0.75% of the amount over \$1,000,000

plus actual costs after the standard number of inspections.

RECOMMENDED FEE

Fees based on the valuation of the construction:

\$0-\$50,000 - \$795
 \$50,001-\$150,000 - \$795 plus 1.19% of the amount over \$50,000
 \$150,001-\$300,000 - \$1,985 plus 1.36% of the amount over \$150,000
 \$300,001-\$1,000,000 - \$4,025 plus 0.46% of the amount over \$300,000
 \$1,000,001+ = \$7,245 plus 0.46% of the amount over \$1,000,000

plus actual costs after the standard number of inspections.

REF #: PW-04040

TITLE: WATER/SEWER/SD IMPROVE PLAN CHECK

CURRENT FEE

Fees based on the valuation of the construction:

\$0-\$25,000 - \$376
 \$25,001-\$50,000 - \$695
 \$50,001-\$100,000 - \$855
 \$100,001-\$150,000 - \$1,013
 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs

Plus 10% of the original fee for each plan check after the third plan check

RECOMMENDED FEE

Fees based on the valuation of the construction:

\$0-\$25,000 - \$630
 \$25,001-\$50,000 - \$820
 \$50,001-\$100,000 - \$1,015
 \$100,001-\$150,000 - \$1,205
 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs

Plus 10% of the original fee for each plan check after the third plan check

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REF #: PW-04045

TITLE: WATER/SEWER/SD IMPROVE INSPECT

CURRENT FEE

Fees based on the valuation of the construction:

\$0-\$5,000 - \$342
 \$5,001-\$25,000 - \$1,021
 \$25,001-\$50,000 - \$2,034
 \$50,001-\$100,000 - \$2,713
 \$100,001-\$150,000 - \$3,392
 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs

RECOMMENDED FEE

Fees based on the valuation of the construction:

\$0-\$5,000 - \$440
 \$5,001-\$25,000 - \$1,315
 \$25,001-\$50,000 - \$2,630
 \$50,001-\$100,000 - \$3,505
 \$100,001-\$150,000 - \$4,380
 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs

REF #: PW-04050

TITLE: STORM WATER MITIGATION PLAN REVIEW

CURRENT FEE

\$3,937 per plan plus any costs of the NPDES Consultant.

RECOMMENDED FEE

\$3,540 per plan plus any costs of the NPDES Consultant.

REF #: PW-04060

TITLE: DRAINAGE/SEWER STUDY REVIEW/APPROV.

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PW-04070

TITLE: SEWER AREA STUDY REVIEW/APPROVAL

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PW-04080

TITLE: RIGHT-OF-WAY DEBRIS CLEANUP

CURRENT FEE

\$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved.

RECOMMENDED FEE

\$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved.

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REF #: PW-04090

TITLE: T.U.P.-PARADE/CARNIVAL/GENERAL

CURRENT FEE

\$1,437 per application

No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents.

RECOMMENDED FEE

\$1,525 per application

No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents.

REF #: PW-04100

TITLE: NEW/MODIF TRAFFIC SIGNAL INSPECTION

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs.

REF #: PW-04200

TITLE: STREET VACATION REQUEST PROCESSING

CURRENT FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

RECOMMENDED FEE

Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs.

REF #: PW-04300

TITLE: SPECIAL TRAFFIC STUDY

CURRENT FEE

Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs.

RECOMMENDED FEE

Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs.

REF #: PW-04350

TITLE: TRAFFIC CONTROL PLAN REVIEW

CURRENT FEE

Residential Street - \$715 per plan plus \$409 per day after the first day
Collector/Arterial Street - \$860 per plan plus \$411 per day after the first day
Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs.

RECOMMENDED FEE

Residential Street - \$290 per plan
Collector/Arterial Street - \$430 per plan
Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs.

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REF #: PW-04500

TITLE: EXCAVATION PERMIT ISSUANCE & INSP

CURRENT FEE

\$598 per permit up to 50 linear feet.
Actual cost using Fully Burdened Hourly Rates of City staff involved if over 50 linear feet.

RECOMMENDED FEE

Minor - \$395 per permit
Other = Actual cost using Fully Burdened Hourly Rates of City staff involved

REF #: PW-04550

TITLE: GRADING PLAN CHECK

CURRENT FEE

cubic yards:
0 to 100 - \$1,288
101 to 1,000 - \$1,387 + \$87 per 100 c.y.
1,001 to 10,000 - \$2,567 + \$339 per 1,000 c.y.
10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

Plus 10% of the original fee for each plan check after the third plan check

RECOMMENDED FEE

cubic yards:
0 to 100 - \$1,130
101 to 1,000 - \$1,130 + \$347 per 100 c.y.
1,001 to 10,000 - \$4,253 + \$330 per 1,000 c.y.
10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

Plus 10% of the original fee for each plan check after the third plan check

REF #: PW-04570

TITLE: GRADING INSPECTION

CURRENT FEE

cubic yards:
0 to 100 - \$501
101 to 1,000 - \$501 + \$43 per 100 c.y.
1,001 to 10,000 - \$1,337 + \$346 per 1,000 c.y.
10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

plus actual costs after the standard number of inspections.

RECOMMENDED FEE

cubic yards:
0 to 100 - \$395
101 to 1,000 - \$395 + \$83 per 100 c.y.
1,001 to 10,000 - \$1,142 + \$268 per 1,000 c.y.
10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs.

plus actual costs after the standard number of inspections.

REF #: PW-04600

TITLE: EXISTING CURB/GUTTER/SIDEWALK

CURRENT FEE

\$452 per permit.

RECOMMENDED FEE

\$225 per permit.

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REF #: PW-04700 TITLE: CONST.PERMIT-NEW CURB,GUTTER,S/W

CURRENT FEE

Up to 50 linear feet - \$664 per permit
50 linear feet or more - Deposit as determined by staff with charges
at the fully allocated hourly rate for all personnel involved plus any
outside costs

RECOMMENDED FEE

Up to 50 linear feet - \$395 per permit
50 linear feet or more - Deposit as determined by staff with charges
at the fully allocated hourly rate for all personnel involved plus any
outside costs

REF #: PW-04710 TITLE: RE-CONSTRUCT-EXIST DRIVEWAY APPRCH.

CURRENT FEE

\$359 per permit

RECOMMENDED FEE

\$225 per permit.

REF #: PW-04720 TITLE: NEW DRIVEWAY APPROACH CONSTR PERMIT

CURRENT FEE

\$598 per permit.

RECOMMENDED FEE

\$395 per permit

REF #: PW-04740 TITLE: TEMP.ENCROACH-ROLL-OFF DUMPSTER/POD

CURRENT FEE

Residents - No Charge
Others - \$143 per permit

RECOMMENDED FEE

Residents - No Charge
Others - \$115 per permit

REF #: PW-04745 TITLE: TEMP ENCROACH - CRANE/CHERRY PICKER

CURRENT FEE

\$394 per permit

RECOMMENDED FEE

\$225 per permit

REF #: PW-04750 TITLE: PERM ENCROACHMENT-WALL/FENCE/ETC

CURRENT FEE

\$433 per permit.

RECOMMENDED FEE

\$365 per permit.

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REF #: PW-04755

TITLE: TEMP ENCR-BLOCK PARTY/STRT CLOSURE

CURRENT FEE

\$490 per permit

RECOMMENDED FEE

\$305 per permit

REF #: PW-04800

TITLE: NEWSRACK/BENCH ENCROACHMENT REV.

CURRENT FEE

\$155 per permit plus \$100 per newsrack/bench

Impound/Removal - \$450 per newsrack/bench

Appeal:
Com & Econ Director - \$475
City Manager - \$600

RECOMMENDED FEE

\$245 per permit plus \$100 per newsrack/bench

Impound/Removal - \$465 per newsrack/bench

Appeal:
Com & Econ Director - \$930
City Manager - \$595

REF #: WA-09100

TITLE: PROCESS NEW WATER ACCOUNTS

CURRENT FEE

\$23 application fee
plus initial deposit:
Residential - \$114 per account
Other - \$342 for first account plus \$114 for each additional
account

RECOMMENDED FEE

\$53 application fee
plus initial deposit:
Residential - \$114 per account
Other - \$342 for first account plus \$114 for each additional
account

REF #: WA-09125

TITLE: PAY WATER BILL BY PHONE

CURRENT FEE

\$5 per bill

RECOMMENDED FEE

\$13 per bill

REF #: WA-09210

TITLE: NEW WATER SERVICE INSTALLATION

CURRENT FEE

5/8" - 1" - \$1,961 per service plus the actual cost of parts, supplies,
and outside services
1 1/2" - 2" - \$3,909 per service plus the actual cost of parts,
supplies, and outside services

or deposit with actual costs as determined by staff.

RECOMMENDED FEE

5/8" - 1" - \$1,970 per service plus the actual cost of parts, supplies,
and outside services
1 1/2" - 2" - \$3,925 per service plus the actual cost of parts,
supplies, and outside services

or deposit with actual costs as determined by staff.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: WA-09220

TITLE: NEW FIRE SERVICE INSTALLATION

CURRENT FEE

4" - 6" - \$7,802 per service plus the actual cost of parts, supplies, and outside services
8" - 10" - \$11,701 per service plus the actual cost of parts, supplies, and outside services

or deposit with actual costs as determined by staff.

RECOMMENDED FEE

4" - 6" - \$7,835 per service plus the actual cost of parts, supplies, and outside services
8" - 10" - \$11,750 per service plus the actual cost of parts, supplies, and outside services

or deposit with actual costs as determined by staff.

REF #: WA-09250

TITLE: INSPECTION OF FIRE HYDRANT INSTALL.

CURRENT FEE

\$548 per inspection

RECOMMENDED FEE

\$575 per inspection

REF #: WA-09255

TITLE: FIRE FLOW TEST

CURRENT FEE

\$358 per test plus actual cost of water used

RECOMMENDED FEE

\$365 per test plus actual cost of water used

REF #: WA-09300

TITLE: CONSTRUCT (TEMPORARY) WATER METER

CURRENT FEE

\$251 for the initial installation plus removal fee;
\$126 per move if the meter is relocated.

A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit.

RECOMMENDED FEE

\$320 for the initial installation plus removal fee;
\$160 per move if the meter is relocated.

A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit.

REF #: WA-09400

TITLE: DELINQUENT WATER SVC TURN ON/OFF

CURRENT FEE

Delinquent Bill or Short Red Notice:
Residential - \$11
All others - 10% of the amount owed.

Turn On (in addition to other charges or penalties):
\$68 if requested prior to 4:00 PM to be performed on regular working days or on next working day.
\$394 if on same day restoration is requested after 4:00 PM or at any other time.

RECOMMENDED FEE

Delinquent Bill or Short Red Notice:
Residential - \$11
All others - 10% of the amount owed.

Turn On (in addition to other charges or penalties):
\$90 if requested prior to 4:00 PM to be performed on regular working days or on next working day.
\$400 if on same day restoration is requested after 4:00 PM or at any other time.

**CITY OF PICO RIVERA
FEE COMPARISON REPORT
FY 2022/23**

REF #: WA-09500

TITLE: DAMAGE TO WATER METER/LOCK

CURRENT FEE

\$11 lock replacement fee
\$34 meter removal/re-installation fee
\$91 tampering penalty

Damage to Meter - Actual cost incurred by City to repair damages

RECOMMENDED FEE

Charge the actual costs at the fully allocated hourly rates for all personnel involved plus any parts, supplies, or outside costs.

REF #: WA-09600

TITLE: WATER RE-READING SERVICE ON REQUEST

CURRENT FEE

\$74 if prior reading was correct.

RECOMMENDED FEE

\$100 if prior reading was correct.

REF #: WA-09700

TITLE: WATER METER TESTING

CURRENT FEE

\$250 per test to be refunded if the meter was running fast (all size meters).

RECOMMENDED FEE

\$340 per test to be refunded if the meter was running fast (all size meters).

REF #: WA-09980

TITLE: REQUESTED WATER SERVICE TURN OFF

CURRENT FEE

Courtesy first time turn off for repairs
\$39 per second request for turn off
After Hours - \$394

RECOMMENDED FEE

Courtesy first time turn off for repairs
\$80 per second request for turn off
After Hours - \$400

REF #: WA-09990

TITLE: WATER CONSUMPTION HISTORY REPORT

CURRENT FEE

\$23 per request.

RECOMMENDED FEE

\$20 per request.

**APPENDIX B – REVENUE AND COST SUMMARY WORKSHEETS
MATCHED WITH COST DETAIL WORKSHEETS**

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|--------------------|
| SERVICE BUILDING PLAN CHECK & PERMITS | | REFERENCE NO. BU-05000 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Checking building construction plans of proposed work and inspection of that work to assure compliance with adopted code requirements. | | | |
| CURRENT FEE STRUCTURE See Appendix C of this Report for detailed fees | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$806.68 | TOTAL REVENUE: | \$1,008,344 |
| UNIT COST: | \$754.75 | TOTAL COST: | \$943,438 |
| UNIT PROFIT (SUBSIDY): | \$51.93 | TOTAL PROFIT (SUBSIDY): | \$64,906 |
| TOTAL UNITS: | 1,250 | PCT. COST RECOVERY: | 106.88% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% See Appendix C of this Report for detailed fees | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE BUILDING PLAN CHECK & PERMITS | | | | | REFERENCE NO. BU-05000 | | |
|--|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1,250 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | Plan Check 10% Of 3 | 0.53 | \$86.49 | 1,250 | \$108,109 | |
| BUILDING | SR/BLDG INSPECTOR | Remainder Of 2 | 1.76 | \$346.70 | 1,250 | \$433,379 | |
| BUILDING | COUNTER SVCS REP/TECH | Remainder Of 1 | 0.76 | \$137.56 | 1,250 | \$171,952 | |
| BUILDING | | Contract Services | 0.00 | \$184.00 | 1,250 | \$230,000 | |
| | | TYPE SUBTOTAL | 3.05 | \$754.75 | | \$943,441 | |
| TOTALS | | | 3.05 | \$754.75 | | \$943,441 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|--------------------------------------|---|------------------|
| SERVICE PLAN CHECK REVISION AFTER APPROVAL | | REFERENCE NO. BU-05100 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PLAN CHECK | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Checking revisions to approved building construction plans. | | | |
| CURRENT FEE STRUCTURE Assessed at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$154 per revision. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$154.00 | TOTAL REVENUE: | \$15,400 |
| UNIT COST: | \$188.50 | TOTAL COST: | \$18,850 |
| UNIT PROFIT (SUBSIDY): | \$(34.50) | TOTAL PROFIT (SUBSIDY): | \$(3,450) |
| TOTAL UNITS: | 100 | PCT. COST RECOVERY: | 81.70% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$190 per revision. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PLAN CHECK REVISION AFTER APPROVAL | | | | | REFERENCE NO. BU-05100 | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 100 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.25 | 100 | \$9,825 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 100 | \$9,024 | |
| | | TYPE SUBTOTAL | 1.00 | \$188.49 | | \$18,849 | |
| TOTALS | | | 1.00 | \$188.49 | | \$18,849 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|--|--------------------------------------|---|
| SERVICE BUILDING PLAN CHECK EXTENSION | | REFERENCE NO. BU-05200 |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PLAN CHECK | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Reviewing a plan check file to determine if an extension is allowable and issuing the extension if appropriate. | | |
| CURRENT FEE STRUCTURE \$154 per request | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$154.00 | TOTAL REVENUE: \$462 |
| UNIT COST: | \$188.67 | TOTAL COST: \$566 |
| UNIT PROFIT (SUBSIDY): | \$(34.67) | TOTAL PROFIT (SUBSIDY): \$(104) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: 81.63% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$190 per request | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE BUILDING PLAN CHECK EXTENSION | | | | | REFERENCE NO. BU-05200 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.33 | 3 | \$295 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.22 | 3 | \$271 | |
| | | TYPE SUBTOTAL | 1.00 | \$188.55 | | \$566 | |
| TOTALS | | | 1.00 | \$188.67 | | \$566 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|----------------|
| SERVICE MAINTAIN MAND. BUILDING PLAN RECS | | REFERENCE NO. BU-05350 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Surcharge for the preparation, scanning, and electronic storage of mandated records of building plans. | | | |
| CURRENT FEE STRUCTURE Costs based on vendor contract for Services: \$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units. \$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units. \$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$90.00 | TOTAL REVENUE: | \$90 |
| UNIT COST: | \$90.00 | TOTAL COST: | \$90 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): | \$0 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 100.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Costs based on vendor contract for Services: \$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units. \$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units. \$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE MAINTAIN MAND. BUILDING PLAN RECS | | | | | REFERENCE NO. BU-05350 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.31 | 1 | \$90 | |
| | | TYPE SUBTOTAL | 0.50 | \$90.31 | | \$90 | |
| TOTALS | | | 0.50 | \$90.00 | | \$90 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|------------------|
| SERVICE PERMIT EXTENSION | | REFERENCE NO. BU-05400 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing and processing an extension request on an expiring permit to determine extent to which it complies with adopted code requirements. | | | |
| CURRENT FEE STRUCTURE \$97 per request | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$97.00 | TOTAL REVENUE: | \$1,164 |
| UNIT COST: | \$282.75 | TOTAL COST: | \$3,393 |
| UNIT PROFIT (SUBSIDY): | \$(185.75) | TOTAL PROFIT (SUBSIDY): | \$(2,229) |
| TOTAL UNITS: | 12 | PCT. COST RECOVERY: | 34.31% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$280 per request. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE PERMIT EXTENSION | | | | | REFERENCE NO. BU-05400 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 12 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 0.75 | \$147.39 | 12 | \$1,769 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.75 | \$135.37 | 12 | \$1,624 | |
| | | TYPE SUBTOTAL | 1.50 | \$282.76 | | \$3,393 | |
| TOTALS | | | 1.50 | \$282.75 | | \$3,393 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|----------------|
| SERVICE TEMP USE/OCCUPANCY REQ & INSP | | REFERENCE NO. BU-05450 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing and processing a request for temporary use/occupancy of a building before the construction and inspection has been completed. | | | |
| CURRENT FEE STRUCTURE \$347 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$347.00 | TOTAL REVENUE: | \$1,388 |
| UNIT COST: | \$418.00 | TOTAL COST: | \$1,672 |
| UNIT PROFIT (SUBSIDY): | \$(71.00) | TOTAL PROFIT (SUBSIDY): | \$(284) |
| TOTAL UNITS: | 4 | PCT. COST RECOVERY: | 83.01% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$415 per permit. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE TEMP USE/OCCUPANCY REQ & INSP | | | | | REFERENCE NO. BU-05450 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 4 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 0.50 | \$82.16 | 4 | \$329 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.25 | \$245.67 | 4 | \$983 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 4 | \$361 | |
| | | TYPE SUBTOTAL | 2.25 | \$418.07 | | \$1,672 | |
| | | TOTALS | 2.25 | \$418.00 | | \$1,672 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-------------------|
| SERVICE CERTIFICATE OF OCCUPANCY INSP/ISSUE | | REFERENCE NO. BU-05500 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE CERTIFICATE | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing, inspecting, issuing, and approving a building for a change of occupancy and/or a partial occupancy as defined and permitted by the adopted building code. | | | |
| CURRENT FEE STRUCTURE \$285 per certificate | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$285.00 | TOTAL REVENUE: | \$58,995 |
| UNIT COST: | \$384.57 | TOTAL COST: | \$79,606 |
| UNIT PROFIT (SUBSIDY): | \$(99.57) | TOTAL PROFIT (SUBSIDY): | \$(20,611) |
| TOTAL UNITS: | 207 | PCT. COST RECOVERY: | 74.11% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$385 per certificate | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CERTIFICATE OF OCCUPANCY INSP/ISSUE | | | | REFERENCE NO. BU-05500 | | |
|--|-----------------------|----------------------|------------------|---|-------------------|-------------------|
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 207 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| PLANNING | PROJECT PLANNER | | 0.50 | \$82.10 | 207 | \$16,995 |
| BUILDING | SR/BLDG INSPECTOR | | 1.08 | \$212.23 | 207 | \$43,932 |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 207 | \$18,680 |
| | | TYPE SUBTOTAL | 2.08 | \$384.57 | | \$79,606 |
| TOTALS | | | 2.08 | \$384.57 | | \$79,606 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------------|---|------------------|
| SERVICE STOP WORK INVESTIGATION INSPECTION | | REFERENCE NO. BU-05600 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE INSPECTION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Provide an inspection of building, electrical, plumbing, and mechanical construction on minor non-permitted construction for purposes of assisting the property owner in obtaining necessary construction permits. | | | |
| CURRENT FEE STRUCTURE \$170 per residential building \$342 per commercial/industrial building At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$256.00 | TOTAL REVENUE: | \$25,600 |
| UNIT COST: | \$313.81 | TOTAL COST: | \$31,381 |
| UNIT PROFIT (SUBSIDY): | \$(57.81) | TOTAL PROFIT (SUBSIDY): | \$(5,781) |
| TOTAL UNITS: | 100 | PCT. COST RECOVERY: | 81.58% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$210 per residential building \$425 per commercial/industrial building At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections. | | | |

**CITY OF PICO RIVERA
 COST DETAIL WORKSHEET
 FY 2022/23**

| SERVICE STOP WORK INVESTIGATION INSPECTION | | | | | REFERENCE NO. BU-05600 | | |
|---|-------------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 100 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | | 1.00 | \$125.31 | 100 | \$12,531 | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.25 | 100 | \$9,825 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 100 | \$9,024 | |
| | | TYPE SUBTOTAL | 2.00 | \$313.80 | | \$31,380 | |
| TOTALS | | | 2.00 | \$313.80 | | \$31,380 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|--------------------------------------|---|---------------|
| SERVICE ADDITIONAL MISCELLANEOUS INSPECTION | | REFERENCE NO. BU-05650 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE INSPECTION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Inspections or re-inspections for which no other specific fee has been adopted. | | | |
| CURRENT FEE STRUCTURE For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$83.33 | TOTAL REVENUE: | \$250 |
| UNIT COST: | \$98.33 | TOTAL COST: | \$295 |
| UNIT PROFIT (SUBSIDY): | \$(15.00) | TOTAL PROFIT (SUBSIDY): | \$(45) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 84.75% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ADDITIONAL MISCELLANEOUS INSPECTION | | | | | REFERENCE NO. BU-05650 | | |
|--|-------------------|---------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.33 | 3 | \$295 | |
| | | TYPE SUBTOTAL | 0.50 | \$98.33 | | \$295 | |
| TOTALS | | | 0.50 | \$98.33 | | \$295 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|----------------|
| SERVICE DEMOLITION PERMIT AND INSPECTION | | REFERENCE NO. BU-05700 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing and issuance of a demolition permit and field inspection of site to confirm removal of debris, capping of sewer and securing of electrical services. | | | |
| CURRENT FEE STRUCTURE \$247 per building plus \$17 each additional sewer cap | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$247.00 | TOTAL REVENUE: | \$2,470 |
| UNIT COST: | \$286.80 | TOTAL COST: | \$2,868 |
| UNIT PROFIT (SUBSIDY): | \$(39.80) | TOTAL PROFIT (SUBSIDY): | \$(398) |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 86.12% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$285 per building plus \$20 each additional sewer cap | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE DEMOLITION PERMIT AND INSPECTION | | | | | REFERENCE NO. BU-05700 | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.53 | 10 | \$1,965 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.26 | 10 | \$903 | |
| | | TYPE SUBTOTAL | 1.50 | \$286.79 | | \$2,868 | |
| TOTALS | | | 1.50 | \$286.80 | | \$2,868 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|---|----------------------------------|---|
| SERVICE AUTO BLDG PERMIT & INS SYS SUR MAIN | | REFERENCE NO. BU-05900 |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Surcharge to automate the building permit system. | | |
| CURRENT FEE STRUCTURE 3% of building, electrical, plumbing, and mechanical permit fees | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): \$0 |
| TOTAL UNITS: | 1,250 | PCT. COST RECOVERY: 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% 3% of building, electrical, plumbing, and mechanical permit fees | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE AUTO BLDG PERMIT & INS SYS SUR MAIN | | | | | REFERENCE NO. BU-05900 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1,250 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| | | | 0.00 | \$0.00 | 0 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| TOTALS | | | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|----------------|
| SERVICE UNREASONABLE HARDSHIP REQUEST | | REFERENCE NO. BU-05910 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an unreasonable hardship as defined in Section 202 of the 2007 California Building Code related to ADA Compliance and maintaining records of granted and denied requests. | | | |
| CURRENT FEE STRUCTURE \$473 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$473.00 | TOTAL REVENUE: | \$2,365 |
| UNIT COST: | \$438.20 | TOTAL COST: | \$2,191 |
| UNIT PROFIT (SUBSIDY): | \$34.80 | TOTAL PROFIT (SUBSIDY): | \$174 |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 107.94% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$435 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE UNREASONABLE HARDSHIP REQUEST | | | | | REFERENCE NO. BU-05910 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 2.00 | \$393.06 | 5 | \$1,965 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.25 | \$45.10 | 5 | \$225 | |
| | | TYPE SUBTOTAL | 2.25 | \$438.16 | | \$2,191 | |
| TOTALS | | | 2.25 | \$438.20 | | \$2,191 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|-----------------------------------|---|----------------|
| SERVICE ALT MATLS OR METHODS OF CONST REQ | | REFERENCE NO. BU-05950 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a request to use alternate materials or methods of construction and maintaining records of granted and denied requests. | | | |
| CURRENT FEE STRUCTURE \$941 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$941.00 | TOTAL REVENUE: | \$941 |
| UNIT COST: | \$786.00 | TOTAL COST: | \$786 |
| UNIT PROFIT (SUBSIDY): | \$155.00 | TOTAL PROFIT (SUBSIDY): | \$155 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 119.72% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$785 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-------------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE ALT MATLS OR METHODS OF CONST REQ | | | | | REFERENCE NO. BU-05950 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 4.00 | \$786.00 | 1 | \$786 | |
| | | TYPE SUBTOTAL | 4.00 | \$786.00 | | \$786 | |
| TOTALS | | | 4.00 | \$786.00 | | \$786 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE CHANGE OF CONTRACTOR | | REFERENCE NO. BU-06000 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a change of contractor request for an active construction project. | | | |
| CURRENT FEE STRUCTURE \$46 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$46.00 | TOTAL REVENUE: | \$230 |
| UNIT COST: | \$135.40 | TOTAL COST: | \$677 |
| UNIT PROFIT (SUBSIDY): | \$(89.40) | TOTAL PROFIT (SUBSIDY): | \$(447) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 33.97% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$135 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CHANGE OF CONTRACTOR | | | | | REFERENCE NO. BU-06000 | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.75 | \$135.35 | 5 | \$677 | |
| | | TYPE SUBTOTAL | 0.75 | \$135.35 | | \$677 | |
| TOTALS | | | 0.75 | \$135.40 | | \$677 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------|---|------------------|
| SERVICE BUILDING JOB CARD REPLACEMENT | | REFERENCE NO. BU-06010 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE CARD | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Providing a replacement Building job card when needed. | | | |
| CURRENT FEE STRUCTURE \$40 per job card | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$40.00 | TOTAL REVENUE: | \$2,400 |
| UNIT COST: | \$123.65 | TOTAL COST: | \$7,419 |
| UNIT PROFIT (SUBSIDY): | \$(83.65) | TOTAL PROFIT (SUBSIDY): | \$(5,019) |
| TOTAL UNITS: | 60 | PCT. COST RECOVERY: | 32.35% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$125 per job card | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE BUILDING JOB CARD REPLACEMENT | | | | | REFERENCE NO. BU-06010 | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 60 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | SR/BLDG INSPECTOR | | 0.17 | \$33.40 | 60 | \$2,004 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 60 | \$5,414 | |
| | | TYPE SUBTOTAL | 0.67 | \$123.64 | | \$7,419 | |
| TOTALS | | | 0.67 | \$123.65 | | \$7,419 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------|---|----------------|
| SERVICE PLAN DUPLIC. WRITTEN AUTHORIZATION | | REFERENCE NO. BU-06020 | |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE PLAN | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Obtaining the written authorization of the original plan engineer when a copy of a copyrighted plan is requested by a third party. | | | |
| CURRENT FEE STRUCTURE \$137 per plan plus cost of copying | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$137.00 | TOTAL REVENUE: | \$1,096 |
| UNIT COST: | \$180.50 | TOTAL COST: | \$1,444 |
| UNIT PROFIT (SUBSIDY): | \$(43.50) | TOTAL PROFIT (SUBSIDY): | \$(348) |
| TOTAL UNITS: | 8 | PCT. COST RECOVERY: | 75.90% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$180 per plan plus cost of copying | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE PLAN DUPLIC. WRITTEN AUTHORIZATION | | | | | REFERENCE NO. BU-06020 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 8 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | COUNTER SVCS REP/TECH | + Copy Costs | 1.00 | \$180.48 | 8 | \$1,444 | |
| | | TYPE SUBTOTAL | 1.00 | \$180.48 | | \$1,444 | |
| | | TOTALS | 1.00 | \$180.50 | | \$1,444 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|---|----------------------------------|---|
| SERVICE ADDITIONAL BUILDING PLAN REVIEW | | REFERENCE NO. BU-06030 |
| PRIMARY DEPARTMENT PW-BUILDING | UNIT OF SERVICE REVIEW | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Review of Building plans after the second plan check due to issues by the applicant. | | |
| CURRENT FEE STRUCTURE Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): \$0 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE ADDITIONAL BUILDING PLAN REVIEW | | | | | REFERENCE NO. BU-06030 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| | | | 0.00 | \$0.00 | 0 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| | | TOTALS | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|------------------|
| SERVICE DOCUMENT REPRODUCTION | | REFERENCE NO. CL-03100 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Providing a copy of a City document covered under the Public Records Act upon request. | | | |
| CURRENT FEE STRUCTURE Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page) Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction. Blueprints, Maps or Plans: Oversize- \$11.00 Size C- \$2.00; Size D- \$5.00 Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$0.18 | TOTAL REVENUE: | \$1,500 |
| UNIT COST: | \$1.07 | TOTAL COST: | \$9,095 |
| UNIT PROFIT (SUBSIDY): | \$(0.89) | TOTAL PROFIT (SUBSIDY): | \$(7,595) |
| TOTAL UNITS: | 8,500 | PCT. COST RECOVERY: | 16.49% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page) Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction. Blueprints, Maps or Plans: Oversize- \$11.00 Size C- \$2.00; Size D- \$5.00 Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE DOCUMENT REPRODUCTION | | | | | REFERENCE NO. CL-03100 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 8,500 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY CLERK | JUNIOR DEP CITY CLERK | Copies Only | 0.01 | \$1.07 | 8,500 | \$9,064 | |
| | | TYPE SUBTOTAL | 0.01 | \$1.07 | | \$9,064 | |
| | | TOTALS | 0.01 | \$1.07 | | \$9,064 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|------------------------------------|---|----------------|
| SERVICE CERTIFICATION OF DOCUMENTS | | REFERENCE NO. CL-03150 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE DOCUMENT | SERVICE RECIPIENT Resident/Non-resident | |
| DESCRIPTION OF SERVICE Provide certification of documents provided as official copies of City documents. | | | |
| CURRENT FEE STRUCTURE \$8 per certification. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$8.00 | TOTAL REVENUE: | \$96 |
| UNIT COST: | \$32.75 | TOTAL COST: | \$393 |
| UNIT PROFIT (SUBSIDY): | \$(24.75) | TOTAL PROFIT (SUBSIDY): | \$(297) |
| TOTAL UNITS: | 12 | PCT. COST RECOVERY: | 24.43% |
| SUGGESTED FEE FOR COST RECOVERY OF: 30% \$10 per certification. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE CERTIFICATION OF DOCUMENTS | | | | | REFERENCE NO. CL-03150 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 12 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY CLERK | CITY CLERK | | 0.17 | \$32.75 | 12 | \$393 | |
| | | TYPE SUBTOTAL | 0.17 | \$32.75 | | \$393 | |
| TOTALS | | | 0.17 | \$32.75 | | \$393 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------|---|----------------|
| SERVICE SUBPOENAED RECORD | | REFERENCE NO. CL-03200 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE PAGE | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Researching and providing a copy of a subpoenaed record. | | | |
| CURRENT FEE STRUCTURE \$15 per record request \$170 per day (in advance) for testimony under GC68096 | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$15.00 | TOTAL REVENUE: | \$300 |
| UNIT COST: | \$32.75 | TOTAL COST: | \$655 |
| UNIT PROFIT (SUBSIDY): | \$(17.75) | TOTAL PROFIT (SUBSIDY): | \$(355) |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 45.80% |
| SUGGESTED FEE FOR COST RECOVERY OF: 50% \$15 per record request \$275 per day (in advance) for testimony under GC68096 | | | |

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**CITY OF PICO RIVERA
 COST DETAIL WORKSHEET
 FY 2022/23**

| | | | | | | |
|---|-----------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE SUBPOENAED RECORD | | | | REFERENCE NO. CL-03200 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| CITY CLERK | CITY CLERK | | 0.17 | \$32.75 | 20 | \$655 |
| | | TYPE SUBTOTAL | 0.17 | \$32.75 | | \$655 |
| TOTALS | | | 0.17 | \$32.75 | | \$655 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|---------------|
| SERVICE ELECTRONIC FILE COPY | | REFERENCE NO. CL-03350 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE DEVICE | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Providing a copy of an existing electronic copy of a public record. | | | |
| CURRENT FEE STRUCTURE \$8 per device, plus the actual cost of the device. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$8.00 | TOTAL REVENUE: | \$48 |
| UNIT COST: | \$8.50 | TOTAL COST: | \$51 |
| UNIT PROFIT (SUBSIDY): | \$(0.50) | TOTAL PROFIT (SUBSIDY): | \$(3) |
| TOTAL UNITS: | 6 | PCT. COST RECOVERY: | 94.12% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$9 per device, plus the actual cost of the device. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE ELECTRONIC FILE COPY | | | | | REFERENCE NO. CL-03350 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 6 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY CLERK | JUNIOR DEP CITY CLERK | | 0.08 | \$8.54 | 6 | \$51 | |
| | | TYPE SUBTOTAL | 0.08 | \$8.54 | | \$51 | |
| TOTALS | | | 0.08 | \$8.50 | | \$51 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|------------------|
| SERVICE LOCAL CANDIDATE FILING | | REFERENCE NO. CL-03400 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Processing a candidate's filing fee for inclusion on a City election and preparation (translation, printing) of a candidate's official statement. Limited by state law. | | | |
| CURRENT FEE STRUCTURE \$25 filing fee, as set by state law. Statement preparation will be charged at actual vendor cost. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$25.00 | TOTAL REVENUE: | \$75 |
| UNIT COST: | \$385.33 | TOTAL COST: | \$1,156 |
| UNIT PROFIT (SUBSIDY): | \$(360.33) | TOTAL PROFIT (SUBSIDY): | \$(1,081) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 6.49% |
| SUGGESTED FEE FOR COST RECOVERY OF: 5% \$25 filing fee, as set by state law. Statement preparation will be charged at actual vendor cost. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE LOCAL CANDIDATE FILING | | | | | REFERENCE NO. CL-03400 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY CLERK | CITY CLERK | | 2.00 | \$385.28 | 3 | \$1,156 | |
| | | TYPE SUBTOTAL | 2.00 | \$385.28 | | \$1,156 | |
| TOTALS | | | 2.00 | \$385.33 | | \$1,156 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------------|---|------------------|
| SERVICE LOCAL INITIATIVE FILING | | REFERENCE NO. CL-03500 | |
| PRIMARY DEPARTMENT CITY CLERK | UNIT OF SERVICE INITIATIVE | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Processing a filing for a local initiative. | | | |
| CURRENT FEE STRUCTURE \$200 per initiative Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition. This is the maximum allowed under State law (Elections Code section 9202(b)). | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$200.00 | TOTAL REVENUE: | \$200 |
| UNIT COST: | \$1,927.00 | TOTAL COST: | \$1,927 |
| UNIT PROFIT (SUBSIDY): | \$(1,727.00) | TOTAL PROFIT (SUBSIDY): | \$(1,727) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 10.38% |
| SUGGESTED FEE FOR COST RECOVERY OF: 10% \$200 per initiative Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition. This is the maximum allowed under State law (Elections Code section 9202(b)). | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|-------------------|---|-------------------|--|
| SERVICE LOCAL INITIATIVE FILING | | | | | REFERENCE NO. CL-03500 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY CLERK | CITY CLERK | | 10.00 | \$1,926.39 | 1 | \$1,926 | |
| | | TYPE SUBTOTAL | 10.00 | \$1,926.39 | | \$1,926 | |
| TOTALS | | | 10.00 | \$1,926.00 | | \$1,926 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|-----------------------------------|---|--------------------|
| SERVICE ANIMAL CONTROL & SHELTER OPERATION | | REFERENCE NO. FN-02000 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE LICENSE | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Assuring that dogs and other animals are sufficiently free of disease and are safe and under control in order not to create a public nuisance or health hazard. | | | |
| CURRENT FEE STRUCTURE Annual dog license: regular- \$97 Spayed or Neutered- \$23 Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10 New/Replacement license tag - at actual cost of tag. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$23.53 | TOTAL REVENUE: | \$160,000 |
| UNIT COST: | \$83.44 | TOTAL COST: | \$567,392 |
| UNIT PROFIT (SUBSIDY): | \$(59.91) | TOTAL PROFIT (SUBSIDY): | \$(407,392) |
| TOTAL UNITS: | 6,800 | PCT. COST RECOVERY: | 28.20% |
| SUGGESTED FEE FOR COST RECOVERY OF: 30% Annual dog license: regular- \$97 Spayed or Neutered- \$23 Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10 New/Replacement license tag - at actual cost of tag | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE ANIMAL CONTROL & SHELTER OPERATION | | | | | REFERENCE NO. FN-02000 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 6,800 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY WIDE NON-DEPT | | Contract Svcs | 0.00 | \$83.44 | 6,800 | \$567,392 | |
| | | TYPE SUBTOTAL | 0.00 | \$83.44 | | \$567,392 | |
| | | TOTALS | 0.00 | \$83.44 | | \$567,392 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-------------------|
| SERVICE NEW/MOVED BUSINESS LICENSE | | REFERENCE NO. FN-02100 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Reviewing and processing an application for a new or replacement business license. | | | |
| CURRENT FEE STRUCTURE \$95 - Application review processing fee. \$33 - Replacement License per PRMC 5.08.240 | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$95.00 | TOTAL REVENUE: | \$89,300 |
| UNIT COST: | \$143.17 | TOTAL COST: | \$134,580 |
| UNIT PROFIT (SUBSIDY): | \$(48.17) | TOTAL PROFIT (SUBSIDY): | \$(45,280) |
| TOTAL UNITS: | 940 | PCT. COST RECOVERY: | 66.35% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$145 - Application review processing fee. \$33 - Replacement License per PRMC 5.08.240 | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE NEW/MOVED BUSINESS LICENSE | | | | | REFERENCE NO. FN-02100 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 940 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | 65% | 1.14 | \$129.17 | 940 | \$121,419 | |
| ACCOUNTING | | HdL Charges | 0.00 | \$14.00 | 940 | \$13,160 | |
| | | TYPE SUBTOTAL | 1.14 | \$143.17 | | \$134,579 | |
| TOTALS | | | 1.14 | \$143.17 | | \$134,579 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|-----------------|
| SERVICE SPECIAL BUSINESS PERMIT | | REFERENCE NO. FN-02300 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Processing an application for review of background, premises, operation, and requirements of specified business activities based on a City classification schedule. Requires a background check by the LA Co. Sheriff's Dept. | | | |
| CURRENT FEE STRUCTURE \$182 per application per permit. Requires a background check by the LA County Sheriff's Department. Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500) | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$182.00 | TOTAL REVENUE: | \$16,380 |
| UNIT COST: | \$170.06 | TOTAL COST: | \$15,305 |
| UNIT PROFIT (SUBSIDY): | \$11.94 | TOTAL PROFIT (SUBSIDY): | \$1,075 |
| TOTAL UNITS: | 90 | PCT. COST RECOVERY: | 107.02% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$170 per application per permit. Requires a background check by the LA County Sheriff's Department. Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500) | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE SPECIAL BUSINESS PERMIT | | | | | REFERENCE NO. FN-02300 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 90 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 1.50 | \$170.06 | 90 | \$15,305 | |
| | | TYPE SUBTOTAL | 1.50 | \$170.06 | | \$15,305 | |
| TOTALS | | | 1.50 | \$170.06 | | \$15,305 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|--|----------------|
| SERVICE FIREWORKS PERMIT | | REFERENCE NO. FN-02400 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Charitable Org. | |
| DESCRIPTION OF SERVICE Issuance of a permit for the sale of Safe and Sane Fireworks in the City. There will only be a maximum of 16 retail Fireworks Permits issued in any one year. | | | |
| CURRENT FEE STRUCTURE \$365 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections. \$371 per application for a Wholesale Fireworks Permit. \$399 per Wholesale Admin/Enforcement Fee \$570 Removal Deposit Fee | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$365.60 | TOTAL REVENUE: | \$7,312 |
| UNIT COST: | \$287.15 | TOTAL COST: | \$5,743 |
| UNIT PROFIT (SUBSIDY): | \$78.45 | TOTAL PROFIT (SUBSIDY): | \$1,569 |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 127.32% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$305 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections. \$140 per application for a Wholesale Fireworks Permit. \$399 per Wholesale Admin/Enforcement Fee \$570 Removal Deposit Fee | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE FIREWORKS PERMIT | | | | | REFERENCE NO. FN-02400 | | |
|---|-----------------------|------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 20 | \$1,805 | |
| TYPE SUBTOTAL | | | 0.50 | \$90.24 | | \$1,805 | |
| PLANNING | PROJECT PLANNER | Retail Permit | 1.00 | \$164.21 | 18 | \$2,956 | |
| BUILDING | SR/BLDG INSPECTOR | Retail Permit | 0.25 | \$49.13 | 18 | \$884 | |
| TYPE SUBTOTAL | | | 1.25 | \$213.34 | | \$3,840 | |
| BUILDING | SR/BLDG INSPECTOR | Wholesale Permit | 0.25 | \$49.17 | 2 | \$98 | |
| TYPE SUBTOTAL | | | 0.25 | \$49.17 | | \$98 | |
| TOTALS | | | 2.00 | \$287.15 | | \$5,743 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|-------------------|
| SERVICE BUSINESS LICENSE RENEWALS | | REFERENCE NO. FN-02600 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE LICENSE | SERVICE RECIPIENT BUSINESS | |
| DESCRIPTION OF SERVICE Reviewing business license information files and processing related annual business license tax for renewal. | | | |
| CURRENT FEE STRUCTURE \$23 per renewal. [Non-renewal penalties from 10% to 50% of the fee] | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$23.00 | TOTAL REVENUE: | \$69,000 |
| UNIT COST: | \$29.55 | TOTAL COST: | \$88,650 |
| UNIT PROFIT (SUBSIDY): | \$(6.55) | TOTAL PROFIT (SUBSIDY): | \$(19,650) |
| TOTAL UNITS: | 3,000 | PCT. COST RECOVERY: | 77.83% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$30 per renewal. [Non-renewal penalties from 10% to 50% of the fee] | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE BUSINESS LICENSE RENEWALS | | | | | REFERENCE NO. FN-02600 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3,000 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | 25% | 0.14 | \$15.55 | 3,000 | \$46,652 | |
| ACCOUNTING | | HdL Charges | 0.00 | \$14.00 | 3,000 | \$42,000 | |
| | | TYPE SUBTOTAL | 0.14 | \$29.55 | | \$88,652 | |
| TOTALS | | | 0.14 | \$29.55 | | \$88,652 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|------------------|
| SERVICE APPEAL TO LICENSE & PERMIT BOARD | | REFERENCE NO. FN-02700 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Processing an appeal to the License and Permit Board. | | | |
| CURRENT FEE STRUCTURE \$911 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$911.00 | TOTAL REVENUE: | \$911 |
| UNIT COST: | \$3,149.00 | TOTAL COST: | \$3,149 |
| UNIT PROFIT (SUBSIDY): | \$(2,238.00) | TOTAL PROFIT (SUBSIDY): | \$(2,238) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 28.93% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,000 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-------------------|----------------------|------------------|-------------------|---|-------------------|--|
| SERVICE APPEAL TO LICENSE & PERMIT BOARD | | | | | REFERENCE NO. FN-02700 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY MANAGER | ASST CITY MANAGER | | 1.00 | \$239.13 | 1 | \$239 | |
| FINANCE | DIR OF ADMIN SVCS | | 2.00 | \$642.32 | 1 | \$642 | |
| FINANCE | TECHNICIAN | | 20.00 | \$2,267.46 | 1 | \$2,267 | |
| | | TYPE SUBTOTAL | 23.00 | \$3,148.91 | | \$3,149 | |
| TOTALS | | | 23.00 | \$3,149.00 | | \$3,149 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------|---|-------------------|
| SERVICE RETURNED CHECK PROCESS ACH RETURNS | | REFERENCE NO. FN-02800 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE CHECK | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Processing returned checks due to insufficient funds in the bank account or closed account; includes processing of Water Authority returned checks. | | | |
| CURRENT FEE STRUCTURE \$68 per NSF check | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$68.00 | TOTAL REVENUE: | \$68,000 |
| UNIT COST: | \$88.96 | TOTAL COST: | \$88,962 |
| UNIT PROFIT (SUBSIDY): | \$(20.96) | TOTAL PROFIT (SUBSIDY): | \$(20,962) |
| TOTAL UNITS: | 1,000 | PCT. COST RECOVERY: | 76.44% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$65 per NSF check | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE RETURNED CHECK PROCESS ACH RETURNS | | | | | REFERENCE NO. FN-02800 | | |
|---|------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1,000 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ACCOUNTING | | Bank Charges | 0.00 | \$7.50 | 1,000 | \$7,500 | |
| | | TYPE SUBTOTAL | 0.00 | \$7.50 | | \$7,500 | |
| UTILITY BILLING | ACCOUNT CLERK II | | 0.50 | \$55.52 | 1,000 | \$55,520 | |
| | | TYPE SUBTOTAL | 0.50 | \$55.52 | | \$55,520 | |
| FINANCE-WATER AUTH(| ACCOUNT CLERK II | Water Only | 0.50 | \$37.06 | 700 | \$25,942 | |
| | | TYPE SUBTOTAL | 0.50 | \$37.06 | | \$25,942 | |
| TOTALS | | | 1.00 | \$88.96 | | \$88,962 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|------------------|
| SERVICE FILMING PERMIT | | REFERENCE NO. FN-02900 | |
| PRIMARY DEPARTMENT FINANCE | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Processing an application for a permit to film motion pictures and television productions within the City limits. | | | |
| CURRENT FEE STRUCTURE Simple Film Shoot: \$399; plus \$100 per day of filming; and \$100 per day of use of City facilities other than streets or sidewalks. Complex Film Shoot: \$741; plus \$200 per day of filming; and \$200 per day of use of City facilities other than streets or sidewalks. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$467.40 | TOTAL REVENUE: | \$4,674 |
| UNIT COST: | \$941.50 | TOTAL COST: | \$9,415 |
| UNIT PROFIT (SUBSIDY): | \$(474.10) | TOTAL PROFIT (SUBSIDY): | \$(4,741) |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 49.64% |
| SUGGESTED FEE FOR COST RECOVERY OF: 65% Simple Film Shoot: \$500; plus \$100 per day of filming; and \$100 per day of use of City facilities other than streets or sidewalks. Complex Film Shoot: \$1,000; plus \$200 per day of filming; and \$200 per day of use of City facilities other than streets or sidewalks. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE FILMING PERMIT | | | | | REFERENCE NO. FN-02900 | | |
|---|---------------------|--------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | DIR OF ADMIN SVCS | Simple Film Shoot | 0.25 | \$80.29 | 8 | \$642 | |
| ECONOMIC DEVELOPMI | TECHNICIAN | Simple Film Shoot | 4.00 | \$686.08 | 8 | \$5,489 | |
| TYPE SUBTOTAL | | | 4.25 | \$766.37 | | \$6,131 | |
| FINANCE | DIR OF ADMIN SVCS | Complex Film Shoot | 0.25 | \$80.29 | 2 | \$161 | |
| COMM ECON DEV | SECRETARY | Complex Film Shoot | 0.25 | \$35.59 | 2 | \$71 | |
| PLANNING | PROJECT PLANNER | Complex Film Shoot | 1.00 | \$164.33 | 2 | \$329 | |
| ECONOMIC DEVELOPMI | TECHNICIAN | Complex Film Shoot | 4.00 | \$686.04 | 2 | \$1,372 | |
| BUILDING | SR/BLDG INSPECTOR | Complex Film Shoot | 0.25 | \$49.17 | 2 | \$98 | |
| ENGINEERING | ASST CITY ENGINEER | Complex Film Shoot | 0.50 | \$115.31 | 2 | \$231 | |
| ENGINEERING | ASSOC/SR ENGINEER | Complex Film Shoot | 2.00 | \$391.18 | 2 | \$782 | |
| ENGINEERING | COUNTER SVCS REPR | Complex Film Shoot | 0.50 | \$52.43 | 2 | \$105 | |
| ENGINEERING | DIR OF PUBLIC WORKS | Complex Film Shoot | 0.25 | \$67.54 | 2 | \$135 | |
| TYPE SUBTOTAL | | | 9.00 | \$1,641.88 | | \$3,284 | |
| TOTALS | | | 13.25 | \$941.50 | | \$9,415 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|------------------|
| SERVICE PRECISE PLAN OF DESIGN-FENCE | | REFERENCE NO. PL-07000 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing and reviewing application for Zoning Administrator decision on construction of a fence. | | | |
| CURRENT FEE STRUCTURE \$692 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$692.00 | TOTAL REVENUE: | \$3,460 |
| UNIT COST: | \$1,050.80 | TOTAL COST: | \$5,254 |
| UNIT PROFIT (SUBSIDY): | \$(358.80) | TOTAL PROFIT (SUBSIDY): | \$(1,794) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 65.85% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,050 per application | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PRECISE PLAN OF DESIGN-FENCE | | | | | REFERENCE NO. PL-07000 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.33 | 5 | \$142 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.25 | \$72.27 | 5 | \$361 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.14 | 5 | \$356 | |
| PLANNING | PROJECT PLANNER | | 4.00 | \$656.87 | 5 | \$3,284 | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.20 | 5 | \$491 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 0.50 | \$97.78 | 5 | \$489 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.25 | \$26.22 | 5 | \$131 | |
| TYPE SUBTOTAL | | | 6.25 | \$1,050.81 | | \$5,254 | |
| TOTALS | | | 6.25 | \$1,050.80 | | \$5,254 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|--|
| SERVICE PRECISE PLAN OF DESIGN-1 TO 4 RES'L | | REFERENCE NO. PL-07010 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident |
| DESCRIPTION OF SERVICE Processing and reviewing an application for Zoning Administrator decision on construction of one to four residential units. | | |
| CURRENT FEE STRUCTURE 1 unit - \$1,847 per application 2-4 units - \$3,687 per application. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$3,687.00 | TOTAL REVENUE: \$14,748 |
| UNIT COST: | \$3,691.00 | TOTAL COST: \$14,764 |
| UNIT PROFIT (SUBSIDY): | \$(4.00) | TOTAL PROFIT (SUBSIDY): \$(16) |
| TOTAL UNITS: | 4 | PCT. COST RECOVERY: 99.89% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% 1 unit - \$1,845 per application 2-4 units - \$3,685 per application. | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PRECISE PLAN OF DESIGN-1 TO 4 RES'L | | | | | REFERENCE NO. PL-07010 | | |
|--|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 4 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.37 | 4 | \$113 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.22 | 4 | \$1,157 | |
| COMM ECON DEV | EXECUTIVE ASST | | 2.00 | \$231.23 | 4 | \$925 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.13 | 4 | \$285 | |
| PLANNING | PROJECT PLANNER | | 12.50 | \$2,052.46 | 4 | \$8,210 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.50 | 4 | \$786 | |
| ENGINEERING | ASST CITY ENGINEER | | 0.50 | \$115.39 | 4 | \$462 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 3.00 | \$586.82 | 4 | \$2,347 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 4 | \$210 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.54 | 4 | \$270 | |
| TYPE SUBTOTAL | | | 21.50 | \$3,691.09 | | \$14,764 | |
| TOTALS | | | 21.50 | \$3,691.00 | | \$14,764 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|----------------|
| SERVICE PREC PLAN OF DES-5+ RES/EXIST COMM | | REFERENCE NO. PL-07020 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing and reviewing an application for Zoning Administrator decision for construction of 5 or more Residential Units or Commercial in an existing building. | | | |
| CURRENT FEE STRUCTURE \$4,086 per application for 5 or more residential units. \$1,140 per application for commercial use in existing building | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$4,086.00 | TOTAL REVENUE: | \$4,086 |
| UNIT COST: | \$4,102.00 | TOTAL COST: | \$4,102 |
| UNIT PROFIT (SUBSIDY): | \$(16.00) | TOTAL PROFIT (SUBSIDY): | \$(16) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 99.61% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,095 per application for 5 or more residential units. \$2,500 per application for commercial use in existing building | | | |

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**CITY OF PICO RIVERA
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| SERVICE PREC PLAN OF DES-5+ RES/EXIST COMM | | | | | REFERENCE NO. PL-07020 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.36 | 1 | \$28 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.45 | 1 | \$289 | |
| COMM ECON DEV | EXECUTIVE ASST | | 2.00 | \$231.23 | 1 | \$231 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.18 | 1 | \$71 | |
| PLANNING | PROJECT PLANNER | | 15.00 | \$2,462.73 | 1 | \$2,463 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.66 | 1 | \$197 | |
| ENGINEERING | ASST CITY ENGINEER | | 0.50 | \$115.46 | 1 | \$115 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 3.00 | \$586.86 | 1 | \$587 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.47 | 1 | \$52 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.57 | 1 | \$68 | |
| TYPE SUBTOTAL | | | 24.00 | \$4,101.97 | | \$4,102 | |
| TOTALS | | | 24.00 | \$4,102.00 | | \$4,102 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|--|-----------------|
| SERVICE PRECISE PLAN OF DESIGN-NEW COM/IND | | REFERENCE NO. PL-07030 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Processing and reviewing an application for Zoning Administrator decision for commercial new construction >= 500 sq.ft.; and for industrial uses and new construction. | | | |
| CURRENT FEE STRUCTURE \$5,465 - Commercial new construction > 500 sq. ft. and < 1,499 sq. ft. \$2,736 - Industrial uses and new construction. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$5,465.00 | TOTAL REVENUE: | \$21,860 |
| UNIT COST: | \$5,452.50 | TOTAL COST: | \$21,810 |
| UNIT PROFIT (SUBSIDY): | \$12.50 | TOTAL PROFIT (SUBSIDY): | \$50 |
| TOTAL UNITS: | 4 | PCT. COST RECOVERY: | 100.23% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,445 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PRECISE PLAN OF DESIGN-NEW COM/IND | | | | | REFERENCE NO. PL-07030 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 4 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.37 | 4 | \$113 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 2.00 | \$578.43 | 4 | \$2,314 | |
| COMM ECON DEV | EXECUTIVE ASST | | 2.50 | \$289.04 | 4 | \$1,156 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.13 | 4 | \$285 | |
| PLANNING | PROJECT PLANNER | | 20.00 | \$3,284.09 | 4 | \$13,136 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.50 | 4 | \$786 | |
| ENGINEERING | ASST CITY ENGINEER | | 1.00 | \$230.78 | 4 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 3.00 | \$586.82 | 4 | \$2,347 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 4 | \$210 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.50 | \$135.08 | 4 | \$540 | |
| TYPE SUBTOTAL | | | 31.25 | \$5,452.67 | | \$21,811 | |
| TOTALS | | | 31.25 | \$5,452.75 | | \$21,811 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|---|---------------------------------------|---|
| SERVICE COVENANT AGREEMENT/CC&R REVIEW | | REFERENCE NO. PL-07050 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer |
| DESCRIPTION OF SERVICE Processing an application for a review of a covenant to hold parcels as one document and CC&R's. | | |
| CURRENT FEE STRUCTURE \$1,064 per application plus actual attorney cost. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$1,064.00 | TOTAL REVENUE: |
| UNIT COST: | \$985.75 | TOTAL COST: |
| UNIT PROFIT (SUBSIDY): | \$78.25 | TOTAL PROFIT (SUBSIDY): |
| TOTAL UNITS: | 4 | PCT. COST RECOVERY: |
| | | 107.94% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$985 per application plus actual attorney cost. | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
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| SERVICE COVENANT AGREEMENT/CC&R REVIEW | | | | | REFERENCE NO. PL-07050 | | |
|---|------------------------|-------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 4 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.25 | \$72.36 | 4 | \$289 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.13 | 4 | \$285 | |
| PLANNING | PROJECT PLANNER | | 2.00 | \$328.38 | 4 | \$1,314 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.48 | 4 | \$1,846 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 4 | \$210 | |
| TYPE SUBTOTAL | | | 5.25 | \$985.78 | | \$3,943 | |
| TOTALS | | | 5.25 | \$985.75 | | \$3,943 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-------------------------------------|---|----------------|
| SERVICE DEVELOPMENT AGREEMENT | | REFERENCE NO. PL-07060 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE AGREEMENT | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application for a review and recommendations regarding a proposed Development Agreement for acceptability as to form, content and compatibility with General Plan provisions and applicable code requirements. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$2,400.00 | TOTAL REVENUE: | \$2,400 |
| UNIT COST: | \$2,454.00 | TOTAL COST: | \$2,454 |
| UNIT PROFIT (SUBSIDY): | \$(54.00) | TOTAL PROFIT (SUBSIDY): | \$(54) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 97.80% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney. | | | |

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| SERVICE DEVELOPMENT AGREEMENT | | | | | REFERENCE NO. PL-07060 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| CITY MANAGER | CITY MANAGER | | 2.00 | \$565.89 | 1 | \$566 | |
| FINANCE | DIR OF ADMIN SVCS | | 3.00 | \$963.49 | 1 | \$963 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.45 | 1 | \$289 | |
| COMM ECON DEV | SECRETARY | | 1.00 | \$142.37 | 1 | \$142 | |
| PLANNING | PROJECT PLANNER | | 3.00 | \$492.98 | 1 | \$493 | |
| TYPE SUBTOTAL | | | 10.00 | \$2,454.18 | | \$2,454 | |
| TOTALS | | | 10.00 | \$2,454.00 | | \$2,454 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|---|----------------|
| SERVICE GUEST HOUSE AGREEMENT REVIEW | | REFERENCE NO. PL-07070 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Processing an application to review a guest house agreement. Required when a guest house is constructed on a property, to assure compliance with zoning code requirements that guest houses will not be rented and therefore have no kitchen facility. | | | |
| CURRENT FEE STRUCTURE \$212 per application (Land owner required to record document with County and pay recordation fee). | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$212.00 | TOTAL REVENUE: | \$1,060 |
| UNIT COST: | \$213.40 | TOTAL COST: | \$1,067 |
| UNIT PROFIT (SUBSIDY): | \$(1.40) | TOTAL PROFIT (SUBSIDY): | \$(7) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 99.34% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$255 per application (Land owner required to record document with County and pay recordation fee). | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE GUEST HOUSE AGREEMENT REVIEW | | | | | REFERENCE NO. PL-07070 | | |
|---|------------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.17 | \$49.13 | 5 | \$246 | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.11 | 5 | \$821 | |
| | | TYPE SUBTOTAL | 1.17 | \$213.24 | | \$1,066 | |
| TOTALS | | | 1.17 | \$213.20 | | \$1,066 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|----------------|
| SERVICE PREPARATION OF SPECIFIC PLAN | | REFERENCE NO. PL-07080 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Preparation of a specific plan. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the fully allocated hourly rates of all staff involved plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$7,000.00 | TOTAL REVENUE: | \$7,000 |
| UNIT COST: | \$7,372.00 | TOTAL COST: | \$7,372 |
| UNIT PROFIT (SUBSIDY): | \$(372.00) | TOTAL PROFIT (SUBSIDY): | \$(372) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 94.95% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | | | |

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| SERVICE PREPARATION OF SPECIFIC PLAN | | | | | REFERENCE NO. PL-07080 | | |
|---|---------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 10.00 | \$2,892.14 | 1 | \$2,892 | |
| COMM ECON DEV | DEP DIR OF COMM & ECON DE | | 10.00 | \$2,490.56 | 1 | \$2,491 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.00 | \$346.94 | 1 | \$347 | |
| PLANNING | PROJECT PLANNER | | 10.00 | \$1,642.18 | 1 | \$1,642 | |
| | | TYPE SUBTOTAL | 33.00 | \$7,371.82 | | \$7,372 | |
| TOTALS | | | 33.00 | \$7,372.00 | | \$7,372 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|---|----------------|
| SERVICE SPECIFIC PLAN AMENDMENT | | REFERENCE NO. PL-07090 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application to amend an already existing specific plan. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,200.00 | TOTAL REVENUE: | \$3,200 |
| UNIT COST: | \$3,744.00 | TOTAL COST: | \$3,744 |
| UNIT PROFIT (SUBSIDY): | \$(544.00) | TOTAL PROFIT (SUBSIDY): | \$(544) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 85.47% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |

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| SERVICE SPECIFIC PLAN AMENDMENT | | | | | REFERENCE NO. PL-07090 | | |
|---|---------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 5.00 | \$1,446.31 | 1 | \$1,446 | |
| COMM ECON DEV | DEP DIR OF COMM & ECON DE | | 5.00 | \$1,245.49 | 1 | \$1,245 | |
| COMM ECON DEV | EXECUTIVE ASST | | 2.00 | \$231.23 | 1 | \$231 | |
| PLANNING | PROJECT PLANNER | | 5.00 | \$820.55 | 1 | \$821 | |
| | | TYPE SUBTOTAL | 17.00 | \$3,743.58 | | \$3,744 | |
| | | TOTALS | 17.00 | \$3,744.00 | | \$3,744 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|--------------------------------------|---|----------------|
| SERVICE SITE INSPECTION - PLANNING | | REFERENCE NO. PL-07100 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE INSPECTION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Inspection of a development which requires a Planning Department inspection. | | | |
| CURRENT FEE STRUCTURE \$159 per inspection. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$159.00 | TOTAL REVENUE: | \$1,590 |
| UNIT COST: | \$164.20 | TOTAL COST: | \$1,642 |
| UNIT PROFIT (SUBSIDY): | \$(5.20) | TOTAL PROFIT (SUBSIDY): | \$(52) |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 96.83% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per inspection. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE SITE INSPECTION - PLANNING | | | | | REFERENCE NO. PL-07100 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.22 | 10 | \$1,642 | |
| | | TYPE SUBTOTAL | 1.00 | \$164.22 | | \$1,642 | |
| TOTALS | | | 1.00 | \$164.20 | | \$1,642 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|---|---|---|
| SERVICE PLANNING EXTRA PLAN CHECK/INSPECT | | REFERENCE NO. PL-07105 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE INSPECTION/PLAN | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Review of plans beyond the standard number of reviews or inspections beyond the standard number of inspections due to the actions of the applicant. | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$150.00 | TOTAL REVENUE: \$150 |
| UNIT COST: | \$164.00 | TOTAL COST: \$164 |
| UNIT PROFIT (SUBSIDY): | \$(14.00) | TOTAL PROFIT (SUBSIDY): \$(14) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: 91.46% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE PLANNING EXTRA PLAN CHECK/INSPECT | | | | | REFERENCE NO. PL-07105 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.33 | 1 | \$164 | |
| | | TYPE SUBTOTAL | 1.00 | \$164.33 | | \$164 | |
| TOTALS | | | 1.00 | \$164.00 | | \$164 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|----------------------------------|---|
| SERVICE PLANNING ATTORNEY EXTRA SERVICES | | REFERENCE NO. PL-07106 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE REVIEW | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Extra attorney review of a proposed development when needed. | | |
| CURRENT FEE STRUCTURE None | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): \$0 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% | | |
| Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
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|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE PLANNING ATTORNEY EXTRA SERVICES | | | | | REFERENCE NO. PL-07106 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| | | | 0.00 | \$0.00 | 0 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| | | TOTALS | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|-----------------|
| SERVICE ZONING CODE AMENDMENT | | REFERENCE NO. PL-07110 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for a review of the scope of a request of a zoning text amendment to determine the validity of a Zoning Code amendment request. These do not include City-initiated amendments. | | | |
| CURRENT FEE STRUCTURE \$7,546 per application or deposit with actual costs as determined by staff. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$7,546.00 | TOTAL REVENUE: | \$22,638 |
| UNIT COST: | \$7,484.67 | TOTAL COST: | \$22,454 |
| UNIT PROFIT (SUBSIDY): | \$61.33 | TOTAL PROFIT (SUBSIDY): | \$184 |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 100.82% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$7,465 per application or deposit with actual costs as determined by staff. | | | |

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| SERVICE ZONING CODE AMENDMENT | | | | | REFERENCE NO. PL-07110 | | |
|---|---------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.36 | 3 | \$85 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 4.50 | \$1,301.58 | 3 | \$3,905 | |
| COMM ECON DEV | DEP DIR OF COMM & ECON DE | | 4.50 | \$1,120.86 | 3 | \$3,363 | |
| COMM ECON DEV | EXECUTIVE ASST | | 6.00 | \$693.75 | 3 | \$2,081 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.11 | 3 | \$213 | |
| PLANNING | PROJECT PLANNER | | 26.00 | \$4,269.24 | 3 | \$12,808 | |
| | | TYPE SUBTOTAL | 41.75 | \$7,484.90 | | \$22,455 | |
| TOTALS | | | 41.75 | \$7,485.00 | | \$22,455 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|--|-------------------|
| SERVICE ZON'G-CONS REV SFD:FEN/WTR HTR/HVAC | | REFERENCE NO. PL-07120 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident | |
| DESCRIPTION OF SERVICE Reviewing a request for determination of whether a fence, driveway, water heater or ground mounted HVAC unit on a single-family dwelling parcel is consistent with the zoning requirements for that area and no other discretionary application is required. | | | |
| CURRENT FEE STRUCTURE \$39 per application | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$39.00 | TOTAL REVENUE: | \$6,669 |
| UNIT COST: | \$164.20 | TOTAL COST: | \$28,078 |
| UNIT PROFIT (SUBSIDY): | \$(125.20) | TOTAL PROFIT (SUBSIDY): | \$(21,409) |
| TOTAL UNITS: | 171 | PCT. COST RECOVERY: | 23.75% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per application. | | | |

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| SERVICE ZON'G-CONS REV SFD:FEN/WTR HTR/HVAC | | | | | REFERENCE NO. PL-07120 | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 171 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.20 | 171 | \$28,078 | |
| | | TYPE SUBTOTAL | 1.00 | \$164.20 | | \$28,078 | |
| TOTALS | | | 1.00 | \$164.20 | | \$28,078 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|---|
| SERVICE ZON'G-CONS REV ROLL OFF PRIV PROP | | REFERENCE NO. PL-07125 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Reviewing a request for determination of whether a roll-off bin on private property is consistent with the zoning requirements for that area and no other discretionary application is required. | | |
| CURRENT FEE STRUCTURE \$34 per application | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$34.00 | TOTAL REVENUE: \$1,360 |
| UNIT COST: | \$82.10 | TOTAL COST: \$3,284 |
| UNIT PROFIT (SUBSIDY): | \$(48.10) | TOTAL PROFIT (SUBSIDY): \$(1,924) |
| TOTAL UNITS: | 40 | PCT. COST RECOVERY: 41.41% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$80 per application | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ZON'G-CONS REV ROLL OFF PRIV PROP | | | | | REFERENCE NO. PL-07125 | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 40 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 0.50 | \$82.11 | 40 | \$3,284 | |
| | | TYPE SUBTOTAL | 0.50 | \$82.11 | | \$3,284 | |
| TOTALS | | | 0.50 | \$82.10 | | \$3,284 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|--|---------|
| SERVICE ZON'G-CONS REV N-SFD:FEN/W-HTR/HVAC | | REFERENCE NO. PL-07130 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Reviewing a request for a fence, minor parking lot restripe, light poles, water heater or ground mounted HVAC unit on a parcel other than a SFD and no other discretionary application is required. | | | |
| CURRENT FEE STRUCTURE \$188 per application. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$188.00 | TOTAL REVENUE: | \$940 |
| UNIT COST: | \$328.40 | TOTAL COST: | \$1,642 |
| UNIT PROFIT (SUBSIDY): | \$(140.40) | TOTAL PROFIT (SUBSIDY): | \$(702) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 57.25% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$330 per application. | | | |

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| SERVICE ZON'G-CONS REV N-SFD:FEN/W-HTR/HVAC | | | | | REFERENCE NO. PL-07130 | | |
|--|-----------------|---------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 2.00 | \$328.44 | 5 | \$1,642 | |
| | | TYPE SUBTOTAL | 2.00 | \$328.44 | | \$1,642 | |
| TOTALS | | | 2.00 | \$328.40 | | \$1,642 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|--|------------------|
| SERVICE ZON'G-CONS REV MINOR RES. ZCR | | REFERENCE NO. PL-07140 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident | |
| DESCRIPTION OF SERVICE Concurrent review: One or more of the following constitutes a Standard Residential ZCR: Swimming Pool, Open Patio or Porch Storage Shed. Includes 3 reviews. | | | |
| CURRENT FEE STRUCTURE \$126 per application; [double for code enforcement violations]. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$126.00 | TOTAL REVENUE: | \$10,458 |
| UNIT COST: | \$164.20 | TOTAL COST: | \$13,629 |
| UNIT PROFIT (SUBSIDY): | \$(38.20) | TOTAL PROFIT (SUBSIDY): | \$(3,171) |
| TOTAL UNITS: | 83 | PCT. COST RECOVERY: | 76.73% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 per application; [double for code enforcement violations]. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
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| SERVICE ZON'G-CONS REV MINOR RES. ZCR | | | | | REFERENCE NO. PL-07140 | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 83 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.20 | 83 | \$13,628 | |
| | | TYPE SUBTOTAL | 1.00 | \$164.20 | | \$13,628 | |
| TOTALS | | | 1.00 | \$164.19 | | \$13,628 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|--|-----------|
| SERVICE ZON'G-CONS REV STAND. RES. ZCR | | REFERENCE NO. PL-07150 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident | |
| DESCRIPTION OF SERVICE Concurrent review: One or more of the following constitutes a Standard Residential ZCR: Room Additions, Guesthouses, Garages or Carports. Includes 3 reviews. | | | |
| CURRENT FEE STRUCTURE \$251 per application [double for code enforcement violations.] | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$251.00 | TOTAL REVENUE: | \$15,562 |
| UNIT COST: | \$328.40 | TOTAL COST: | \$20,361 |
| UNIT PROFIT (SUBSIDY): | \$(77.40) | TOTAL PROFIT (SUBSIDY): | \$(4,799) |
| TOTAL UNITS: | 62 | PCT. COST RECOVERY: | 76.43% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$330 per application [double for code enforcement violations.] | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE ZON'G-CONS REV STAND. RES. ZCR | | | | | REFERENCE NO. PL-07150 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 62 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 2.00 | \$328.41 | 62 | \$20,361 | |
| | | TYPE SUBTOTAL | 2.00 | \$328.41 | | \$20,361 | |
| TOTALS | | | 2.00 | \$328.40 | | \$20,361 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|--|------------------|
| SERVICE ZON'G-CONS REVIEW COMM/INDUST | | REFERENCE NO. PL-07170 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Processing and reviewing an application for a determination of whether a commercial or industrial use or structure on a parcel is consistent with the zoning requirements for that area and no other discretionary application is required. Includes 3 reviews | | | |
| CURRENT FEE STRUCTURE \$314 per application; [double for code enforcement violations.] | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$314.00 | TOTAL REVENUE: | \$3,140 |
| UNIT COST: | \$656.80 | TOTAL COST: | \$6,568 |
| UNIT PROFIT (SUBSIDY): | \$(342.80) | TOTAL PROFIT (SUBSIDY): | \$(3,428) |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 47.81% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$655 per application [double for code enforcement violations.] | | | |

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| SERVICE ZON'G-CONS REVIEW COMM/INDUST | | | | | REFERENCE NO. PL-07170 | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 4.00 | \$656.76 | 10 | \$6,568 | |
| | | TYPE SUBTOTAL | 4.00 | \$656.76 | | \$6,568 | |
| TOTALS | | | 4.00 | \$656.80 | | \$6,568 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--------------------------------------|---|----------------|
| SERVICE CODE ENFORCEMENT INSPECTION | | REFERENCE NO. PL-07200 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE INSPECTION | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Inspection of code enforcement issues when needed. | | | |
| CURRENT FEE STRUCTURE \$154 per hour after the third site visit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$154.00 | TOTAL REVENUE: | \$154 |
| UNIT COST: | \$125.00 | TOTAL COST: | \$125 |
| UNIT PROFIT (SUBSIDY): | \$29.00 | TOTAL PROFIT (SUBSIDY): | \$29 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 123.20% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$125 per hour after the third site visit | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-------------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE CODE ENFORCEMENT INSPECTION | | | | | REFERENCE NO. PL-07200 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | | 1.00 | \$125.21 | 1 | \$125 | |
| | | TYPE SUBTOTAL | 1.00 | \$125.21 | | \$125 | |
| TOTALS | | | 1.00 | \$125.00 | | \$125 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|---|---------------|
| SERVICE ZONING CODE VIOLATION TIME EXT. | | REFERENCE NO. PL-07210 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing and processing an application for a time extension for compliance with the Zoning Code after a violation notice has been issued. | | | |
| CURRENT FEE STRUCTURE \$74 per application | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$74.00 | TOTAL REVENUE: | \$74 |
| UNIT COST: | \$125.00 | TOTAL COST: | \$125 |
| UNIT PROFIT (SUBSIDY): | \$(51.00) | TOTAL PROFIT (SUBSIDY): | \$(51) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 59.20% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$125 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|--|-------------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE ZONING CODE VIOLATION TIME EXT. | | | | REFERENCE NO. PL-07210 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | | 1.00 | \$125.21 | 1 | \$125 |
| | | TYPE SUBTOTAL | 1.00 | \$125.21 | | \$125 |
| TOTALS | | | 1.00 | \$125.00 | | \$125 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|
| SERVICE ZONE RECLASSIFICATION | | REFERENCE NO. PL-07220 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Processing an application for a review of a request for a change of zone that conforms to the General Plan. | | |
| CURRENT FEE STRUCTURE \$6,885 per application or deposit with actual costs as determined by staff. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$6,885.00 | TOTAL REVENUE: \$20,655 |
| UNIT COST: | \$6,797.67 | TOTAL COST: \$20,393 |
| UNIT PROFIT (SUBSIDY): | \$87.33 | TOTAL PROFIT (SUBSIDY): \$262 |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: 101.28% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,780 per application or deposit with actual costs as determined by staff. | | |

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**CITY OF PICO RIVERA
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| SERVICE ZONE RECLASSIFICATION | | | | | REFERENCE NO. PL-07220 | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.36 | 3 | \$85 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 6.00 | \$1,735.44 | 3 | \$5,206 | |
| COMM ECON DEV | EXECUTIVE ASST | | 6.00 | \$693.75 | 3 | \$2,081 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.11 | 3 | \$213 | |
| PLANNING | PROJECT PLANNER | | 26.00 | \$4,269.24 | 3 | \$12,808 | |
| | | TYPE SUBTOTAL | 38.75 | \$6,797.90 | | \$20,394 | |
| TOTALS | | | 38.75 | \$6,798.00 | | \$20,394 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|--|------------------|
| SERVICE T.U.P.-SEASONAL SALES/PROMO | | REFERENCE NO. PL-07230 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business/Comm. Group | |
| DESCRIPTION OF SERVICE Processing an application for a review of an outside activity of short duration for commercial or non-commercial purposes, such as pumpkin lot, outdoor rummage sales or other seasonal sales. | | | |
| CURRENT FEE STRUCTURE \$308 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$308.00 | TOTAL REVENUE: | \$6,468 |
| UNIT COST: | \$544.29 | TOTAL COST: | \$11,430 |
| UNIT PROFIT (SUBSIDY): | \$(236.29) | TOTAL PROFIT (SUBSIDY): | \$(4,962) |
| TOTAL UNITS: | 21 | PCT. COST RECOVERY: | 56.59% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$545 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
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|---|-------------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE T.U.P.-SEASONAL SALES/PROMO | | | | | REFERENCE NO. PL-07230 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 21 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.13 | 21 | \$1,494 | |
| PLANNING | PROJECT PLANNER | | 2.50 | \$410.51 | 21 | \$8,621 | |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | | 0.50 | \$62.65 | 21 | \$1,316 | |
| | | TYPE SUBTOTAL | 3.50 | \$544.29 | | \$11,430 | |
| TOTALS | | | 3.50 | \$544.29 | | \$11,430 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|--|------------------|
| SERVICE T.U.P.-SPEC EVENT ON PRIVATE PROP | | REFERENCE NO. PL-07235 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business/Comm. Group | |
| DESCRIPTION OF SERVICE Processing an application for a review of an outside activity of one day for commercial or non-commercial purposes on private property. | | | |
| CURRENT FEE STRUCTURE \$371 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$371.00 | TOTAL REVENUE: | \$2,597 |
| UNIT COST: | \$544.29 | TOTAL COST: | \$3,810 |
| UNIT PROFIT (SUBSIDY): | \$(173.29) | TOTAL PROFIT (SUBSIDY): | \$(1,213) |
| TOTAL UNITS: | 7 | PCT. COST RECOVERY: | 68.16% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$545 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |

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**CITY OF PICO RIVERA
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| SERVICE T.U.P.-SPEC EVENT ON PRIVATE PROP | | | | | REFERENCE NO. PL-07235 | | |
|--|-------------------------|-------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 7 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.12 | 7 | \$498 | |
| PLANNING | PROJECT PLANNER | | 2.50 | \$410.51 | 7 | \$2,874 | |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | | 0.50 | \$62.65 | 7 | \$439 | |
| TYPE SUBTOTAL | | | 3.50 | \$544.28 | | \$3,810 | |
| TOTALS | | | 3.50 | \$544.29 | | \$3,810 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|----------------------------------|---|--------------------|
| SERVICE RELOCATION PERMIT & INSPECTION | | REFERENCE NO. PL-07240 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing the proposed relocation of a housing structure into the City to ensure compliance with appropriate Zoning Code requirements. | | | |
| CURRENT FEE STRUCTURE \$1,715 - within 25 mile radius; or \$1,715 - deposit/100% recovery using fully burdened hourly rates if located outside 25 mile radius. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,715.00 | TOTAL REVENUE: | \$1,715 |
| UNIT COST: | \$1,700.00 | TOTAL COST: | \$1,700 |
| UNIT PROFIT (SUBSIDY): | <u>\$15.00</u> | TOTAL PROFIT (SUBSIDY): | <u>\$15</u> |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 100.88% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,700 - deposit/100% recovery using fully burdened hourly rates | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE RELOCATION PERMIT & INSPECTION | | | | | REFERENCE NO. PL-07240 | | |
|---|-----------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 2.00 | \$328.65 | 1 | \$329 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.75 | \$135.47 | 1 | \$135 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 1 | \$462 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 3.00 | \$586.86 | 1 | \$587 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.47 | 1 | \$52 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.50 | \$135.08 | 1 | \$135 | |
| TYPE SUBTOTAL | | | 8.75 | \$1,700.08 | | \$1,700 | |
| TOTALS | | | 8.75 | \$1,700.00 | | \$1,700 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
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|--|---------------------------------------|---|------------------|
| SERVICE HOME OCCUPATION PERMIT | | REFERENCE NO. PL-07250 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Processing an application for a review and approval of a home occupation as defined and permitted by the Zoning Code. | | | |
| CURRENT FEE STRUCTURE \$143 per application. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$143.00 | TOTAL REVENUE: | \$3,289 |
| UNIT COST: | \$188.39 | TOTAL COST: | \$4,333 |
| UNIT PROFIT (SUBSIDY): | \$(45.39) | TOTAL PROFIT (SUBSIDY): | \$(1,044) |
| TOTAL UNITS: | 23 | PCT. COST RECOVERY: | 75.91% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$190 per application. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE HOME OCCUPATION PERMIT | | | | | REFERENCE NO. PL-07250 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 23 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.17 | \$24.19 | 23 | \$556 | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.19 | 23 | \$3,776 | |
| | | TYPE SUBTOTAL | 1.17 | \$188.38 | | \$4,333 | |
| TOTALS | | | 1.17 | \$188.39 | | \$4,333 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE HOME OCCUPATION COTTAGE FOOD PERMIT | | REFERENCE NO. PL-07255 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Processing an application for a review and approval of a home occupation with cottage food as defined and permitted by the Zoning Code. | | | |
| CURRENT FEE STRUCTURE \$399 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$399.00 | TOTAL REVENUE: | \$399 |
| UNIT COST: | \$528.00 | TOTAL COST: | \$528 |
| UNIT PROFIT (SUBSIDY): | \$(129.00) | TOTAL PROFIT (SUBSIDY): | \$(129) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 75.57% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$525 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE HOME OCCUPATION COTTAGE FOOD PERMIT | | | | | REFERENCE NO. PL-07255 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.25 | \$35.59 | 1 | \$36 | |
| PLANNING | PROJECT PLANNER | | 3.00 | \$492.98 | 1 | \$493 | |
| | | TYPE SUBTOTAL | 3.25 | \$528.57 | | \$529 | |
| TOTALS | | | 3.25 | \$529.00 | | \$529 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE PLANNING APPLICATION TIME EXTENSION | | REFERENCE NO. PL-07260 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for a Planning staff review of an expiring discretionary application to determine if all existing code requirements are in compliance and whether extension is appropriate. | | | |
| CURRENT FEE STRUCTURE Residential (SFD) - \$52 per application Non-Residential & Multi-Family Residential - \$376 per application Planning Commission Time Extension - \$718 per application | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$382.00 | TOTAL REVENUE: | \$1,146 |
| UNIT COST: | \$398.00 | TOTAL COST: | \$1,194 |
| UNIT PROFIT (SUBSIDY): | \$(16.00) | TOTAL PROFIT (SUBSIDY): | \$(48) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 95.98% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Residential (SFD) - \$65 per application Non-Residential & Multi-Family Residential - \$370 per application Planning Commission Time Extension - \$760 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PLANNING APPLICATION TIME EXTENSION | | | | | REFERENCE NO. PL-07260 | | |
|--|------------------------|--------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | SFD | 0.25 | \$28.36 | 1 | \$28 | |
| COMM ECON DEV | SECRETARY | SFD | 0.25 | \$35.59 | 1 | \$36 | |
| TYPE SUBTOTAL | | | 0.50 | \$63.95 | | \$64 | |
| FINANCE | TECHNICIAN | MFD/Comm/Ind | 2.00 | \$226.73 | 1 | \$227 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | MFD/Comm/Ind | 0.25 | \$72.36 | 1 | \$72 | |
| COMM ECON DEV | SECRETARY | MFD/Comm/Ind | 0.50 | \$71.18 | 1 | \$71 | |
| TYPE SUBTOTAL | | | 2.75 | \$370.27 | | \$370 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | PC Time Ext | 1.00 | \$289.45 | 1 | \$289 | |
| COMM ECON DEV | SECRETARY | PC Time Ext | 1.00 | \$142.37 | 1 | \$142 | |
| PLANNING | PROJECT PLANNER | PC Time Ext | 2.00 | \$328.65 | 1 | \$329 | |
| TYPE SUBTOTAL | | | 4.00 | \$760.47 | | \$760 | |
| TOTALS | | | 7.25 | \$398.33 | | \$1,195 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|------------------|
| SERVICE GENERAL PLAN AMEND REV & REVISION | | REFERENCE NO. PL-07270 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application for a review of the scope of request to determine validity of general plan amendment. Does not include City-initiated amendments. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated actual revision cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$4,000.00 | TOTAL REVENUE: | \$8,000 |
| UNIT COST: | \$4,598.00 | TOTAL COST: | \$9,196 |
| UNIT PROFIT (SUBSIDY): | \$(598.00) | TOTAL PROFIT (SUBSIDY): | \$(1,196) |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 86.99% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated actual revision cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE GENERAL PLAN AMEND REV & REVISION | | | | | REFERENCE NO. PL-07270 | | |
|--|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | | 0.25 | \$28.37 | 2 | \$57 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 3.00 | \$867.64 | 2 | \$1,735 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.00 | \$346.84 | 2 | \$694 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.19 | 2 | \$142 | |
| PLANNING | PROJECT PLANNER | | 20.00 | \$3,283.82 | 2 | \$6,568 | |
| | | TYPE SUBTOTAL | 26.75 | \$4,597.86 | | \$9,196 | |
| TOTALS | | | 26.75 | \$4,598.00 | | \$9,196 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|-------------------|
| SERVICE GENERAL PLAN/ZONING CODE MAINT. | | REFERENCE NO. PL-07280 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE UPDATE | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing and updating the City Comprehensive General Plan and Zoning Code. This includes state-mandated revisions as well as matters initiated by the Planning Commission and City Council. (Approximately every 10 years.) | | | |
| CURRENT FEE STRUCTURE 4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$24.00 | TOTAL REVENUE: | \$30,000 |
| UNIT COST: | \$80.00 | TOTAL COST: | \$100,000 |
| UNIT PROFIT (SUBSIDY): | \$(56.00) | TOTAL PROFIT (SUBSIDY): | \$(70,000) |
| TOTAL UNITS: | 1,250 | PCT. COST RECOVERY: | 30.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 50% 4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|--|-----------------|-----------------------|------------------|---|-------------------|-------------------|
| SERVICE GENERAL PLAN/ZONING CODE MAINT. | | | | REFERENCE NO. PL-07280 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 1,250 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| PLANNING | | \$1 Mil Over 10 Years | 0.00 | \$80.00 | 1,250 | \$100,000 |
| | | TYPE SUBTOTAL | 0.00 | \$80.00 | | \$100,000 |
| | | TOTALS | 0.00 | \$80.00 | | \$100,000 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE ANNEXATION PROCESSING | | REFERENCE NO. PL-07290 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing a request to annex property to City and determining its impact on City services. (Not City initiated.) | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$6,800.00 | TOTAL REVENUE: | \$6,800 |
| UNIT COST: | \$7,149.00 | TOTAL COST: | \$7,149 |
| UNIT PROFIT (SUBSIDY): | \$(349.00) | TOTAL PROFIT (SUBSIDY): | \$(349) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 95.12% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ANNEXATION PROCESSING | | | | | REFERENCE NO. PL-07290 | | |
|---|---------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 3.00 | \$867.88 | 1 | \$868 | |
| COMM ECON DEV | DEP DIR OF COMM & ECON DE | | 12.25 | \$3,050.99 | 1 | \$3,051 | |
| COMM ECON DEV | EXECUTIVE ASST | | 0.25 | \$28.93 | 1 | \$29 | |
| COMM ECON DEV | SECRETARY | | 1.00 | \$142.37 | 1 | \$142 | |
| PLANNING | PROJECT PLANNER | | 3.50 | \$575.14 | 1 | \$575 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 1 | \$462 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 8.00 | \$1,564.71 | 1 | \$1,565 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.47 | 1 | \$52 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.50 | \$405.23 | 1 | \$405 | |
| TYPE SUBTOTAL | | | 32.00 | \$7,149.27 | | \$7,149 | |
| TOTALS | | | 32.00 | \$7,149.00 | | \$7,149 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-------------------|
| SERVICE CONDITIONAL USE PERMIT REVIEW | | REFERENCE NO. PL-07300 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for a review of a request for a conditional use permit for a specific use of a specific parcel of property within terms of the Zoning Code and General Plan. | | | |
| CURRENT FEE STRUCTURE \$4,235 per application for 70% cost recovery | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$4,235.00 | TOTAL REVENUE: | \$46,585 |
| UNIT COST: | \$5,943.55 | TOTAL COST: | \$65,379 |
| UNIT PROFIT (SUBSIDY): | \$(1,708.55) | TOTAL PROFIT (SUBSIDY): | \$(18,794) |
| TOTAL UNITS: | 11 | PCT. COST RECOVERY: | 71.25% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,935 per application or deposit determined by staff with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CONDITIONAL USE PERMIT REVIEW | | | | | REFERENCE NO. PL-07300 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 11 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 3.00 | \$867.71 | 11 | \$9,545 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.00 | \$346.87 | 11 | \$3,816 | |
| PLANNING | PROJECT PLANNER | | 20.00 | \$3,283.97 | 11 | \$36,124 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.48 | 11 | \$2,161 | |
| ENGINEERING | ASST CITY ENGINEER | | 1.50 | \$346.11 | 11 | \$3,807 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 4.00 | \$782.39 | 11 | \$8,606 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 11 | \$577 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.54 | 11 | \$743 | |
| TYPE SUBTOTAL | | | 33.25 | \$5,943.50 | | \$65,379 | |
| TOTALS | | | 33.25 | \$5,943.55 | | \$65,379 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|----------------|
| SERVICE CUP-MINOR MODIF. - ZONING ADMIN. | | REFERENCE NO. PL-07310 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for review by the Zoning Administrator of a conditional use permit modification request to determine whether the proposed change complies with the intent of the original conditional use permit granted by the Zoning Administrator. | | | |
| CURRENT FEE STRUCTURE \$1,909 per application. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,909.00 | TOTAL REVENUE: | \$9,545 |
| UNIT COST: | \$1,913.00 | TOTAL COST: | \$9,565 |
| UNIT PROFIT (SUBSIDY): | \$(4.00) | TOTAL PROFIT (SUBSIDY): | \$(20) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 99.79% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,910 per application. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CUP-MINOR MODIF. - ZONING ADMIN. | | | | | REFERENCE NO. PL-07310 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.26 | 5 | \$1,446 | |
| COMM ECON DEV | EXECUTIVE ASST | | 1.50 | \$173.45 | 5 | \$867 | |
| PLANNING | PROJECT PLANNER | | 5.50 | \$903.14 | 5 | \$4,516 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.53 | 5 | \$983 | |
| ENGINEERING | ASST CITY ENGINEER | | 1.00 | \$230.74 | 5 | \$1,154 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.44 | 5 | \$262 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.55 | 5 | \$338 | |
| TYPE SUBTOTAL | | | 10.75 | \$1,913.11 | | \$9,566 | |
| TOTALS | | | 10.75 | \$1,913.20 | | \$9,566 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE CUP-MINOR MODIF. - PLANNING COMM. | | REFERENCE NO. PL-07320 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for a review by the Planning Commission of a conditional use permit modification request to determine whether the proposed change complies with the intent of the original conditional use permit granted by the Planning Commission. | | | |
| CURRENT FEE STRUCTURE \$3,454 per application. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,454.00 | TOTAL REVENUE: | \$6,908 |
| UNIT COST: | \$3,390.00 | TOTAL COST: | \$6,780 |
| UNIT PROFIT (SUBSIDY): | \$64.00 | TOTAL PROFIT (SUBSIDY): | \$128 |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 101.89% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,385 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CUP-MINOR MODIF. - PLANNING COMM. | | | | | REFERENCE NO. PL-07320 | | |
|--|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 2.00 | \$578.43 | 2 | \$1,157 | |
| COMM ECON DEV | EXECUTIVE ASST | | 2.00 | \$231.23 | 2 | \$462 | |
| PLANNING | PROJECT PLANNER | | 10.00 | \$1,642.18 | 2 | \$3,284 | |
| BUILDING | SR/BLDG INSPECTOR | | 1.00 | \$196.66 | 2 | \$393 | |
| ENGINEERING | ASST CITY ENGINEER | | 1.00 | \$230.78 | 2 | \$462 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 2.00 | \$391.18 | 2 | \$782 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 2 | \$105 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.54 | 2 | \$135 | |
| TYPE SUBTOTAL | | | 18.75 | \$3,390.43 | | \$6,781 | |
| TOTALS | | | 18.75 | \$3,390.50 | | \$6,781 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|----------------------------------|---|-------------------|
| SERVICE SIGN PLAN CHECK & INSPECTION | | REFERENCE NO. PL-07340 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Checking sign plan to assure compliance with appropriate code requirements. | | | |
| CURRENT FEE STRUCTURE \$97 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$97.00 | TOTAL REVENUE: | \$3,395 |
| UNIT COST: | \$389.69 | TOTAL COST: | \$13,639 |
| UNIT PROFIT (SUBSIDY): | \$(292.69) | TOTAL PROFIT (SUBSIDY): | \$(10,244) |
| TOTAL UNITS: | 35 | PCT. COST RECOVERY: | 24.89% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$390 per permit | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE SIGN PLAN CHECK & INSPECTION | | | | | REFERENCE NO. PL-07340 | | |
|---|-----------------------|-------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 35 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.50 | \$246.30 | 35 | \$8,621 | |
| BUILDING | SR/BLDG INSPECTOR | | 0.50 | \$98.26 | 35 | \$3,439 | |
| BUILDING | COUNTER SVCS REP/TECH | | 0.25 | \$45.12 | 35 | \$1,579 | |
| TYPE SUBTOTAL | | | 2.25 | \$389.68 | | \$13,639 | |
| TOTALS | | | 2.25 | \$389.69 | | \$13,639 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|------------------|
| SERVICE MASTER SIGN PLAN REVIEW | | REFERENCE NO. PL-07345 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Review of a master sign plan to assure compliance with appropriate code requirements. | | | |
| CURRENT FEE STRUCTURE Less than 10 signs - \$1,088 per application 10 or more Signs - \$2,040 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,405.33 | TOTAL REVENUE: | \$4,216 |
| UNIT COST: | \$1,778.33 | TOTAL COST: | \$5,335 |
| UNIT PROFIT (SUBSIDY): | \$(373.00) | TOTAL PROFIT (SUBSIDY): | \$(1,119) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 79.03% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Less than 10 signs - \$1,120 per application 10 or more Signs - \$3,085 per application or a deposit with actual costs as determined by staff. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE MASTER SIGN PLAN REVIEW | | | | | REFERENCE NO. PL-07345 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE | TECHNICIAN | < 10 Signs | 0.25 | \$28.37 | 2 | \$57 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | < 10 Signs | 0.25 | \$72.37 | 2 | \$145 | |
| COMM ECON DEV | SECRETARY | < 10 Signs | 0.25 | \$35.59 | 2 | \$71 | |
| PLANNING | PROJECT PLANNER | < 10 Signs | 6.00 | \$985.42 | 2 | \$1,971 | |
| TYPE SUBTOTAL | | | 6.75 | \$1,121.75 | | \$2,243 | |
| FINANCE | TECHNICIAN | 10+ Signs | 0.25 | \$28.36 | 1 | \$28 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | 10+ Signs | 0.25 | \$72.36 | 1 | \$72 | |
| COMM ECON DEV | SECRETARY | 10+ Signs | 0.25 | \$35.59 | 1 | \$36 | |
| PLANNING | PROJECT PLANNER | 10+ Signs | 18.00 | \$2,955.71 | 1 | \$2,956 | |
| TYPE SUBTOTAL | | | 18.75 | \$3,092.02 | | \$3,092 | |
| TOTALS | | | 25.50 | \$1,778.33 | | \$5,335 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE CERT COMPLIANCE/LOT LINE ADJUSTMENT | | REFERENCE NO. PL-07350 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application for a determination and certification that parcel(s) were legally subdivided. | | | |
| CURRENT FEE STRUCTURE Certificate of Compliance - \$1,055 per application Lot Line Adjustment - \$2,115 per application or deposit with actual costs as determined by staff. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$2,115.00 | TOTAL REVENUE: | \$6,345 |
| UNIT COST: | \$2,130.00 | TOTAL COST: | \$6,390 |
| UNIT PROFIT (SUBSIDY): | \$(15.00) | TOTAL PROFIT (SUBSIDY): | \$(45) |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 99.30% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Certificate of Compliance - \$1,065 per application Lot Line Adjustment - \$2,130 per application or deposit with actual costs as determined by staff. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CERT COMPLIANCE/LOT LINE ADJUSTMENT | | | | | REFERENCE NO. PL-07350 | | |
|--|------------------------|--------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Deposit If Consult | 0.25 | \$72.36 | 3 | \$217 | |
| COMM ECON DEV | EXECUTIVE ASST | | 0.17 | \$19.67 | 3 | \$59 | |
| COMM ECON DEV | SECRETARY | | 0.25 | \$35.59 | 3 | \$107 | |
| PLANNING | PROJECT PLANNER | | 2.50 | \$410.45 | 3 | \$1,231 | |
| ENGINEERING | ASST CITY ENGINEER | | 1.00 | \$230.72 | 3 | \$692 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 6.00 | \$1,173.60 | 3 | \$3,521 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.44 | 3 | \$157 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.50 | \$135.08 | 3 | \$405 | |
| TYPE SUBTOTAL | | | 11.17 | \$2,129.91 | | \$6,390 | |
| TOTALS | | | 11.17 | \$2,130.00 | | \$6,390 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE WINDOW SIGNAGE REVIEW | | REFERENCE NO. PL-07360 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Reviewing an application for a window signage review in order to determine compliance with appropriate code requirements. | | | |
| CURRENT FEE STRUCTURE \$68 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$68.00 | TOTAL REVENUE: | \$1,020 |
| UNIT COST: | \$93.47 | TOTAL COST: | \$1,402 |
| UNIT PROFIT (SUBSIDY): | \$(25.47) | TOTAL PROFIT (SUBSIDY): | \$(382) |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 72.75% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$95 per application. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE WINDOW SIGNAGE REVIEW | | | | | REFERENCE NO. PL-07360 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.08 | \$11.38 | 15 | \$171 | |
| PLANNING | PROJECT PLANNER | | 0.50 | \$82.09 | 15 | \$1,231 | |
| | | TYPE SUBTOTAL | 0.58 | \$93.47 | | \$1,402 | |
| TOTALS | | | 0.58 | \$93.47 | | \$1,402 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|--------------------------------|--|----------------|
| SERVICE LANDSCAPE & IRRIGATION PLAN CK/INSP | | REFERENCE NO. PL-07370 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE PLAN | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Reviewing property owner landscape plan to assure compliance with appropriate code requirements and inspecting new landscaping to ensure compliance with approved plans. (Commercial, industrial and multi-residential developments.) | | | |
| CURRENT FEE STRUCTURE 1-500 square feet - \$159 per plan 500+ square feet - \$941 per plan | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$550.00 | TOTAL REVENUE: | \$6,600 |
| UNIT COST: | \$470.50 | TOTAL COST: | \$5,646 |
| UNIT PROFIT (SUBSIDY): | \$79.50 | TOTAL PROFIT (SUBSIDY): | \$954 |
| TOTAL UNITS: | 12 | PCT. COST RECOVERY: | 116.90% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% 1-500 square feet - \$270 per plan 500+ square feet - \$670 per plan | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE LANDSCAPE & IRRIGATION PLAN CK/INSP | | | | REFERENCE NO. PL-07370 | | |
|--|------------------------|----------------------|------------------|---|-------------------|-------------------|
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 12 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| BUILDING | SR/BLDG INSPECTOR | | 0.08 | \$15.74 | 12 | \$189 |
| BUILDING | COUNTER SVCS REP/TECH | | 0.50 | \$90.24 | 12 | \$1,083 |
| | | TYPE SUBTOTAL | 0.58 | \$105.98 | | \$1,272 |
| PLANNING | PROJECT PLANNER | 1-500 Sq Ft | 1.00 | \$164.15 | 6 | \$985 |
| | | TYPE SUBTOTAL | 1.00 | \$164.15 | | \$985 |
| COMM ECON DEV | DIR OF COMM & ECON DEV | 500+ Sq Ft | 0.25 | \$72.28 | 6 | \$434 |
| PLANNING | PROJECT PLANNER | 500+ Sq Ft | 3.00 | \$492.62 | 6 | \$2,956 |
| | | TYPE SUBTOTAL | 3.25 | \$564.90 | | \$3,389 |
| TOTALS | | | 4.83 | \$470.50 | | \$5,646 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|----------------|
| SERVICE APPEAL TO PLAN COMM/DESIGN REV BRD | | REFERENCE NO. PL-07390 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for an appeal of a Zoning Administrator or a Planning staff decision to the Planning Commission or the Design Review Board. | | | |
| CURRENT FEE STRUCTURE \$342 - Single Family Residential Zone, Owner Occupied \$3,898 - all others | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,898.00 | TOTAL REVENUE: | \$3,898 |
| UNIT COST: | \$3,763.00 | TOTAL COST: | \$3,763 |
| UNIT PROFIT (SUBSIDY): | \$135.00 | TOTAL PROFIT (SUBSIDY): | \$135 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 103.59% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,000 - Single Family Residential Zone, Owner Occupied \$3,755 - all others | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| SERVICE APPEAL TO PLAN COMM/DESIGN REV BRD | | | | | REFERENCE NO. PL-07390 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 5.00 | \$1,446.31 | 1 | \$1,446 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.00 | \$346.94 | 1 | \$347 | |
| PLANNING | PROJECT PLANNER | | 12.00 | \$1,970.83 | 1 | \$1,971 | |
| | | TYPE SUBTOTAL | 20.00 | \$3,764.08 | | \$3,764 | |
| TOTALS | | | 20.00 | \$3,764.00 | | \$3,764 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-----------------|
| SERVICE ENVIRONMENTAL CEQA REVIEW | | REFERENCE NO. PL-07400 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing or review of an Initial Study, Negative Declaration, Mitigated Negative Declaration, or Environmental Impact Report to determine how California Environmental Quality Act compliance will be achieved. | | | |
| CURRENT FEE STRUCTURE Initial Study - \$832 per application Negative Declaration - \$1,961 per application Mitigated Negative Declaration - \$4,405 per application or deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. EIR - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$4,160.60 | TOTAL REVENUE: | \$41,606 |
| UNIT COST: | \$3,637.70 | TOTAL COST: | \$36,377 |
| UNIT PROFIT (SUBSIDY): | \$522.90 | TOTAL PROFIT (SUBSIDY): | \$5,229 |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 114.37% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ENVIRONMENTAL CEQA REVIEW | | | | | REFERENCE NO. PL-07400 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.21 | 10 | \$2,892 | |
| COMM ECON DEV | EXECUTIVE ASST | | 0.25 | \$28.91 | 10 | \$289 | |
| COMM ECON DEV | SECRETARY | | 0.25 | \$35.57 | 10 | \$356 | |
| PLANNING | PROJECT PLANNER | | 20.00 | \$3,284.04 | 10 | \$32,840 | |
| TYPE SUBTOTAL | | | 21.50 | \$3,637.73 | | \$36,377 | |
| TOTALS | | | 21.50 | \$3,637.70 | | \$36,377 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-----------------|
| SERVICE ENVIRON. CATEGORICAL EXEMPTION | | REFERENCE NO. PL-07410 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing or review of an application declaring that a project is environmentally categorically exempt under the terms of CEQA. | | | |
| CURRENT FEE STRUCTURE Other - \$399 per application In-Fill - \$1,903 per application Applicant may be required to obtain a consultant at additional cost. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$775.00 | TOTAL REVENUE: | \$15,500 |
| UNIT COST: | \$783.35 | TOTAL COST: | \$15,667 |
| UNIT PROFIT (SUBSIDY): | \$(8.35) | TOTAL PROFIT (SUBSIDY): | \$(167) |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 98.93% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Other - \$400 per application In-Fill - \$1,925 per application Applicant may be required to obtain a consultant at additional cost. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ENVIRON. CATEGORICAL EXEMPTION | | | | | REFERENCE NO. PL-07410 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | In-Fill | 1.00 | \$289.26 | 5 | \$1,446 | |
| PLANNING | PROJECT PLANNER | In-Fill | 10.00 | \$1,641.96 | 5 | \$8,210 | |
| TYPE SUBTOTAL | | | 11.00 | \$1,931.22 | | \$9,656 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Other | 0.25 | \$72.30 | 15 | \$1,084 | |
| PLANNING | PROJECT PLANNER | Other | 2.00 | \$328.44 | 15 | \$4,927 | |
| TYPE SUBTOTAL | | | 2.25 | \$400.74 | | \$6,011 | |
| TOTALS | | | 13.25 | \$783.35 | | \$15,667 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|----------------|
| SERVICE APPEAL TO CITY COUNCIL | | REFERENCE NO. PL-07490 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for an appeal of a Planning Commission or Zoning Administrator decision to the City Council. | | | |
| CURRENT FEE STRUCTURE \$300 for single family residential zone, owner occupied \$4,180 for all others | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$4,180.00 | TOTAL REVENUE: | \$4,180 |
| UNIT COST: | \$4,612.00 | TOTAL COST: | \$4,612 |
| UNIT PROFIT (SUBSIDY): | \$(432.00) | TOTAL PROFIT (SUBSIDY): | \$(432) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 90.63% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,000 for single family residential zone, owner occupied \$4,600 for all others | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE APPEAL TO CITY COUNCIL | | | | | REFERENCE NO. PL-07490 | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 6.00 | \$1,735.28 | 1 | \$1,735 | |
| COMM ECON DEV | EXECUTIVE ASST | | 5.00 | \$578.16 | 1 | \$578 | |
| PLANNING | PROJECT PLANNER | | 14.00 | \$2,298.40 | 1 | \$2,298 | |
| | | TYPE SUBTOTAL | 25.00 | \$4,611.84 | | \$4,612 | |
| TOTALS | | | 25.00 | \$4,612.00 | | \$4,612 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-----------------|
| SERVICE TENTATIVE PARCEL MAP REVIEW | | REFERENCE NO. PL-07500 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application to review a parcel map to identify any special conditions and determine extent to which it complies with appropriate Zoning Code and subdivision requirements. | | | |
| CURRENT FEE STRUCTURE \$5,460 per application or deposit with actual costs as determined by staff. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$5,460.00 | TOTAL REVENUE: | \$10,920 |
| UNIT COST: | \$5,207.50 | TOTAL COST: | \$10,415 |
| UNIT PROFIT (SUBSIDY): | \$252.50 | TOTAL PROFIT (SUBSIDY): | \$505 |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 104.85% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,200 per application or deposit with actual costs as determined by staff. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE TENTATIVE PARCEL MAP REVIEW | | | | | REFERENCE NO. PL-07500 | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 3.00 | \$867.64 | 2 | \$1,735 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.50 | \$404.70 | 2 | \$809 | |
| COMM ECON DEV | SECRETARY | | 1.00 | \$142.25 | 2 | \$285 | |
| PLANNING | PROJECT PLANNER | | 12.00 | \$1,970.29 | 2 | \$3,941 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 2 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 6.00 | \$1,173.63 | 2 | \$2,347 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 2 | \$105 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.50 | \$135.08 | 2 | \$270 | |
| | | TYPE SUBTOTAL | 28.50 | \$5,207.57 | | \$10,415 | |
| TOTALS | | | 28.50 | \$5,207.50 | | \$10,415 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|--|---------------------------------------|---|
| SERVICE TENTATIVE TRACT MAP REVIEW | | REFERENCE NO. PL-07550 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer |
| DESCRIPTION OF SERVICE Processing an application to review a tentative tract map to identify any special conditions and determine extent to which it complies with appropriate Zoning Code and subdivision requirements. | | |
| CURRENT FEE STRUCTURE \$7,871 per application or deposit with actual costs as determined by staff. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$7,871.00 | TOTAL REVENUE: \$15,742 |
| UNIT COST: | \$7,569.50 | TOTAL COST: \$15,139 |
| UNIT PROFIT (SUBSIDY): | \$301.50 | TOTAL PROFIT (SUBSIDY): \$603 |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: 103.98% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$7,560 per application or deposit with actual costs as determined by staff. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE TENTATIVE TRACT MAP REVIEW | | | | | REFERENCE NO. PL-07550 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 1.00 | \$289.22 | 2 | \$578 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.50 | \$404.70 | 2 | \$809 | |
| COMM ECON DEV | SECRETARY | | 1.00 | \$142.25 | 2 | \$285 | |
| PLANNING | PROJECT PLANNER | | 24.00 | \$3,940.59 | 2 | \$7,881 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 2 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 10.00 | \$1,955.99 | 2 | \$3,912 | |
| ENGINEERING | COUNTER SVCS REPR | | 1.00 | \$104.86 | 2 | \$210 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.16 | 2 | \$540 | |
| TYPE SUBTOTAL | | | 43.50 | \$7,569.32 | | \$15,139 | |
| TOTALS | | | 43.50 | \$7,569.50 | | \$15,139 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|---------------------|
| SERVICE VARIANCE REVIEW | | REFERENCE NO. PL-07560 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application to review a variance from the required locational, structural or other such requirements of the Zoning Code. | | | |
| CURRENT FEE STRUCTURE \$4,765 per application or deposit with actual costs as determined by staff. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$4,765.00 | TOTAL REVENUE: | \$9,530 |
| UNIT COST: | \$4,698.50 | TOTAL COST: | \$9,397 |
| UNIT PROFIT (SUBSIDY): | <u>\$66.50</u> | TOTAL PROFIT (SUBSIDY): | <u>\$133</u> |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 101.42% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,670 per application or deposit with actual costs as determined by staff. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE VARIANCE REVIEW | | | | | REFERENCE NO. PL-07560 | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 3.00 | \$867.64 | 2 | \$1,735 | |
| COMM ECON DEV | EXECUTIVE ASST | | 3.50 | \$404.70 | 2 | \$809 | |
| COMM ECON DEV | SECRETARY | | 1.00 | \$142.25 | 2 | \$285 | |
| PLANNING | PROJECT PLANNER | | 20.00 | \$3,283.82 | 2 | \$6,568 | |
| | | TYPE SUBTOTAL | 27.50 | \$4,698.41 | | \$9,397 | |
| TOTALS | | | 27.50 | \$4,698.50 | | \$9,397 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-------------------------------|---|---------------------|
| SERVICE FINAL PARCEL MAP CHECK | | REFERENCE NO. PL-07600 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE MAP | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing final parcel map to determine extent to which it complies with an approved tentative parcel map. | | | |
| CURRENT FEE STRUCTURE \$4,502 per map (includes up to 3 submittals) Plus \$900 for each submittal after the third submittal or deposit with actual costs as determined by staff. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$4,502.00 | TOTAL REVENUE: | \$9,004 |
| UNIT COST: | \$4,028.00 | TOTAL COST: | \$8,056 |
| UNIT PROFIT (SUBSIDY): | <u>\$474.00</u> | TOTAL PROFIT (SUBSIDY): | <u>\$948</u> |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 111.77% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4,025 per map (includes up to 3 submittals) Plus \$900 for each submittal after the third submittal or deposit with actual costs as determined by staff. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE FINAL PARCEL MAP CHECK | | | | | REFERENCE NO. PL-07600 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.25 | \$72.37 | 2 | \$145 | |
| PLANNING | PROJECT PLANNER | | 2.00 | \$328.65 | 2 | \$657 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 2 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 14.00 | \$2,738.45 | 2 | \$5,477 | |
| ENGINEERING | COUNTER SVCS REPR | | 1.50 | \$157.29 | 2 | \$315 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.16 | 2 | \$540 | |
| TYPE SUBTOTAL | | | 20.75 | \$4,028.47 | | \$8,057 | |
| TOTALS | | | 20.75 | \$4,028.50 | | \$8,057 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|-------------------------------|---|-----------------|
| SERVICE FINAL TRACT MAP CHECK | | REFERENCE NO. PL-07650 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE MAP | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing final tract map to determine extent to which it complies with an approved tentative tract map. | | | |
| CURRENT FEE STRUCTURE \$6,013 - 5 to 10 lots \$9,346 - 11 to 25 lots \$12,902 - 26 to 50 lots \$17,348 - 51 to 100 lots \$25,799 - 101 to 150 lots \$33,356 - 150 or more lots (includes up to 3 submittals) Plus \$2,000 for each submittal after the third submittal or deposit with actual costs as determined by staff. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$19,300.00 | TOTAL REVENUE: | \$38,600 |
| UNIT COST: | \$17,024.00 | TOTAL COST: | \$34,048 |
| UNIT PROFIT (SUBSIDY): | \$2,276.00 | TOTAL PROFIT (SUBSIDY): | \$4,552 |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 113.37% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,385 - 5 to 10 lots \$8,320 - 11 to 25 lots \$11,445 - 26 to 50 lots \$15,360 - 51 to 100 lots \$22,790 - 101 to 150 lots \$29,440 - 150 or more lots (includes up to 3 submittals) Plus \$2,000 for each submittal after the third submittal or deposit with actual costs as determined by staff. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE | | | | REFERENCE NO. | | |
|--|------------------------|----------------------|------------------|----------------------|-------------------|-------------------|
| FINAL TRACT MAP CHECK | | | | PL-07650 | | |
| NOTE | | | | TOTAL UNITS | | |
| Unit Costs are an Average of Total Units | | | | 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.50 | \$144.73 | 2 | \$289 |
| PLANNING | PROJECT PLANNER | | 3.00 | \$492.44 | 2 | \$985 |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 2 | \$923 |
| ENGINEERING | COUNTER SVCS REPR | | 1.00 | \$104.86 | 2 | \$210 |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.16 | 2 | \$540 |
| | | TYPE SUBTOTAL | 7.50 | \$1,473.74 | | \$2,947 |
| ENGINEERING | ASSOC/SR ENGINEER | 5 To 10 Lots | 20.00 | \$3,911.98 | 1 | \$3,912 |
| | | TYPE SUBTOTAL | 20.00 | \$3,911.98 | | \$3,912 |
| ENGINEERING | ASSOC/SR ENGINEER | Additional 15 Lots | 15.00 | \$2,933.94 | 1 | \$2,934 |
| | | TYPE SUBTOTAL | 15.00 | \$2,933.94 | | \$2,934 |
| ENGINEERING | ASSOC/SR ENGINEER | Additional 25 Lots | 16.00 | \$3,129.62 | 2 | \$6,259 |
| | | TYPE SUBTOTAL | 16.00 | \$3,129.62 | | \$6,259 |
| ENGINEERING | ASSOC/SR ENGINEER | Additional 50 Lots | 20.00 | \$3,911.98 | 1 | \$3,912 |
| | | TYPE SUBTOTAL | 20.00 | \$3,911.98 | | \$3,912 |
| ENGINEERING | ASSOC/SR ENGINEER | Additional 50 Lots | 38.00 | \$7,432.78 | 1 | \$7,433 |
| | | TYPE SUBTOTAL | 38.00 | \$7,432.78 | | \$7,433 |
| ENGINEERING | ASSOC/SR ENGINEER | Over 150 Lots | 34.00 | \$6,650.42 | 1 | \$6,650 |
| | | TYPE SUBTOTAL | 34.00 | \$6,650.42 | | \$6,650 |
| TOTALS | | | 150.50 | \$17,024.00 | | \$34,048 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---------------------------------------|--------------|
| SERVICE MITIGATION/COND OF APPROVAL MONITOR | | REFERENCE NO. PL-07740 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Monitoring of mitigation measures or conditions of approval imposed by the City during the development review process. | | | |
| CURRENT FEE STRUCTURE Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. Deposit paid annually. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: | \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: | \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): | \$0 |
| TOTAL UNITS: | 0 | PCT. COST RECOVERY: | 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. Deposit paid annually. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE MITIGATION/COND OF APPROVAL MONITOR | | | | | REFERENCE NO. PL-07740 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 0 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| | | | 0.00 | \$0.00 | 0 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| TOTALS | | | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|----------------|
| SERVICE MINOR VARIANCE REVIEW | | REFERENCE NO. PL-07770 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing and processing an application for a minor variance from the required locational, structural or other such requirements of the Zoning Code. | | | |
| CURRENT FEE STRUCTURE Single Family Residential Zone, Owner Occupied - \$228 per application Other - \$1,892 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,892.00 | TOTAL REVENUE: | \$5,676 |
| UNIT COST: | \$1,772.67 | TOTAL COST: | \$5,318 |
| UNIT PROFIT (SUBSIDY): | \$119.33 | TOTAL PROFIT (SUBSIDY): | \$358 |
| TOTAL UNITS: | 3 | PCT. COST RECOVERY: | 106.73% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Single Family Residential Zone, Owner Occupied - \$500 per application Other - \$1,770 per application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE MINOR VARIANCE REVIEW | | | | | REFERENCE NO. PL-07770 | | |
|---|------------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 3 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 2.00 | \$578.43 | 3 | \$1,735 | |
| COMM ECON DEV | EXECUTIVE ASST | | 1.50 | \$173.44 | 3 | \$520 | |
| COMM ECON DEV | SECRETARY | | 0.25 | \$35.59 | 3 | \$107 | |
| PLANNING | PROJECT PLANNER | | 6.00 | \$985.24 | 3 | \$2,956 | |
| TYPE SUBTOTAL | | | 9.75 | \$1,772.70 | | \$5,318 | |
| TOTALS | | | 9.75 | \$1,772.67 | | \$5,318 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|----------------|
| SERVICE WILD ANIMAL PERMIT REVIEW | | REFERENCE NO. PL-07800 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Reviewing an application to keep an animal defined in the zoning code as "wild" in a residential zone. | | | |
| CURRENT FEE STRUCTURE \$1,157 per application | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,157.00 | TOTAL REVENUE: | \$1,157 |
| UNIT COST: | \$1,201.00 | TOTAL COST: | \$1,201 |
| UNIT PROFIT (SUBSIDY): | \$(44.00) | TOTAL PROFIT (SUBSIDY): | \$(44) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 96.34% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,200 per application. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|------------------------|----------------------|------------------|-------------------|---|-------------------|--|
| SERVICE WILD ANIMAL PERMIT REVIEW | | | | | REFERENCE NO. PL-07800 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.50 | \$144.73 | 1 | \$145 | |
| COMM ECON DEV | SECRETARY | | 0.50 | \$71.18 | 1 | \$71 | |
| PLANNING | PROJECT PLANNER | | 6.00 | \$984.88 | 1 | \$985 | |
| | | TYPE SUBTOTAL | 7.00 | \$1,200.79 | | \$1,201 | |
| TOTALS | | | 7.00 | \$1,201.00 | | \$1,201 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|---------------|
| SERVICE PIGEON PERMIT | | REFERENCE NO. PL-07850 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Processing an application for a permit to keep pigeons. | | | |
| CURRENT FEE STRUCTURE \$206 per application \$34 per annual renewal of permit \$74 to appeal rejection of application | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$206.00 | TOTAL REVENUE: | \$206 |
| UNIT COST: | \$237.00 | TOTAL COST: | \$237 |
| UNIT PROFIT (SUBSIDY): | \$(31.00) | TOTAL PROFIT (SUBSIDY): | \$(31) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 86.92% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$235 per application \$50 per annual renewal of permit \$100 to appeal rejection of application | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|------------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE PIGEON PERMIT | | | | REFERENCE NO. PL-07850 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| COMM ECON DEV | DIR OF COMM & ECON DEV | | 0.25 | \$72.36 | 1 | \$72 |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.33 | 1 | \$164 |
| | | TYPE SUBTOTAL | 1.25 | \$236.69 | | \$237 |
| TOTALS | | | 1.25 | \$237.00 | | \$237 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|---------------|
| SERVICE ZONING VERIFICATION LETTER | | REFERENCE NO. PL-07860 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE LETTER | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Research of the zoning history of a particular parcel on request. | | | |
| CURRENT FEE STRUCTURE \$295 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$295.00 | TOTAL REVENUE: | \$295 |
| UNIT COST: | \$323.00 | TOTAL COST: | \$323 |
| UNIT PROFIT (SUBSIDY): | \$(28.00) | TOTAL PROFIT (SUBSIDY): | \$(28) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 91.33% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$320 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE ZONING VERIFICATION LETTER | | | | | REFERENCE NO. PL-07860 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | SECRETARY | | 0.25 | \$35.59 | 1 | \$36 | |
| PLANNING | PROJECT PLANNER | | 1.75 | \$287.57 | 1 | \$288 | |
| | | TYPE SUBTOTAL | 2.00 | \$323.16 | | \$323 | |
| TOTALS | | | 2.00 | \$323.00 | | \$323 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|------------------|
| SERVICE PROMOTIONAL ADVERTISING PERMIT | | REFERENCE NO. PL-07990 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Issuance of a permit to display banners, signs, etc. Deposit is refundable, less 10% for each day activity extended beyond set time limit period. | | | |
| CURRENT FEE STRUCTURE Banner/Pennant : 30 day permit - \$63 per application 60 day permit - \$63 per application Flag (7 day permit) - \$63 per application plus \$100 refundable deposit plus 10% each day activity extends beyond set time period. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$63.00 | TOTAL REVENUE: | \$1,764 |
| UNIT COST: | \$164.21 | TOTAL COST: | \$4,598 |
| UNIT PROFIT (SUBSIDY): | \$(101.21) | TOTAL PROFIT (SUBSIDY): | \$(2,834) |
| TOTAL UNITS: | 28 | PCT. COST RECOVERY: | 38.36% |
| SUGGESTED FEE FOR COST RECOVERY OF: 50% Banner/Pennant : 30 day permit - \$80 per application 60 day permit - \$80 per application Flag (7 day permit) - \$80 per application plus \$100 refundable deposit plus 10% each day activity extends beyond set time period. | | | |

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**CITY OF PICO RIVERA
 COST DETAIL WORKSHEET
 FY 2022/23**

| SERVICE PROMOTIONAL ADVERTISING PERMIT | | | | | REFERENCE NO. PL-07990 | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 28 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PLANNING | PROJECT PLANNER | | 1.00 | \$164.21 | 28 | \$4,598 | |
| | | TYPE SUBTOTAL | 1.00 | \$164.21 | | \$4,598 | |
| TOTALS | | | 1.00 | \$164.21 | | \$4,598 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|----------------|
| SERVICE ENTERTAINMENT PERMIT | | REFERENCE NO. PL-08000 | |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Review of entertainment, such as live music, dancing, and karaoke, for compliance with City codes and standards. | | | |
| CURRENT FEE STRUCTURE Category 1: New - \$769 Renewal - \$559 Modification - \$365 Category 2: New - \$3,021 Renewal - \$1,374 Modification - \$1,305 Appeal - \$2,296 | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,384.00 | TOTAL REVENUE: | \$9,688 |
| UNIT COST: | \$1,416.71 | TOTAL COST: | \$9,917 |
| UNIT PROFIT (SUBSIDY): | \$(32.71) | TOTAL PROFIT (SUBSIDY): | \$(229) |
| TOTAL UNITS: | 7 | PCT. COST RECOVERY: | 97.69% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Category 1: New - \$995 Renewal - \$675 Modification - \$465 Category 2: New - \$3,135 Renewal - \$1,355 Modification - \$1,355 Appeal - \$1,920 | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE | | | | REFERENCE NO. | | | |
|--|------------------------|-------------------|------------------|----------------------|-------------------|-------------------|--|
| ENTERTAINMENT PERMIT | | | | PL-08000 | | | |
| NOTE | | | | TOTAL UNITS | | | |
| Unit Costs are an Average of Total Units | | | | 7 | | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | New Category 1 | 0.50 | \$144.73 | 1 | \$145 | |
| COMM ECON DEV | SECRETARY | New Category 1 | 1.50 | \$213.32 | 1 | \$213 | |
| ECONOMIC DEVELOPMI | SR ANALYST | New Category 1 | 3.00 | \$640.58 | 1 | \$641 | |
| TYPE SUBTOTAL | | | 5.00 | \$998.63 | | \$999 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | New Category 2 | 2.00 | \$578.43 | 1 | \$578 | |
| COMM ECON DEV | SECRETARY | New Category 2 | 3.00 | \$426.87 | 1 | \$427 | |
| ECONOMIC DEVELOPMI | SR ANALYST | New Category 2 | 10.00 | \$2,134.68 | 1 | \$2,135 | |
| TYPE SUBTOTAL | | | 15.00 | \$3,139.98 | | \$3,140 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Renew Category 1 | 0.50 | \$144.73 | 1 | \$145 | |
| COMM ECON DEV | SECRETARY | Renew Category 1 | 1.50 | \$213.32 | 1 | \$213 | |
| ECONOMIC DEVELOPMI | SR ANALYST | Renew Category 1 | 1.50 | \$320.11 | 1 | \$320 | |
| TYPE SUBTOTAL | | | 3.50 | \$678.16 | | \$678 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Renew Category 2 | 1.00 | \$289.45 | 1 | \$289 | |
| COMM ECON DEV | SECRETARY | Renew Category 2 | 1.50 | \$213.32 | 1 | \$213 | |
| ECONOMIC DEVELOPMI | SR ANALYST | Renew Category 2 | 4.00 | \$853.87 | 1 | \$854 | |
| TYPE SUBTOTAL | | | 6.50 | \$1,356.64 | | \$1,357 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Modify Category 1 | 0.50 | \$144.73 | 1 | \$145 | |
| ECONOMIC DEVELOPMI | SR ANALYST | Modify Category 1 | 1.50 | \$320.11 | 1 | \$320 | |
| TYPE SUBTOTAL | | | 2.00 | \$464.84 | | \$465 | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Modify Category 2 | 1.00 | \$289.45 | 1 | \$289 | |
| COMM ECON DEV | SECRETARY | Modify Category 2 | 1.50 | \$213.32 | 1 | \$213 | |
| ECONOMIC DEVELOPMI | SR ANALYST | Modify Category 2 | 4.00 | \$853.87 | 1 | \$854 | |
| TYPE SUBTOTAL | | | 6.50 | \$1,356.64 | | \$1,357 | |
| CITY CLERK | CITY CLERK | Appeal | 2.00 | \$385.28 | 1 | \$385 | |

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The costs shown on the facing page are
a continued listing of costs listed on
the page immediately preceding.

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|------------------------|----------------------|------------------|---|-------------------|-------------------|--|
| SERVICE ENTERTAINMENT PERMIT | | | | REFERENCE NO. PL-08000 | | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 7 | | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Appeal | 1.00 | \$289.45 | 1 | \$289 | |
| PLANNING | PROJECT PLANNER | Appeal | 5.00 | \$820.55 | 1 | \$821 | |
| ECONOMIC DEVELOPM | SR ANALYST | Appeal | 2.00 | \$426.94 | 1 | \$427 | |
| | | TYPE SUBTOTAL | 10.00 | \$1,922.22 | | \$1,922 | |
| TOTALS | | | 48.50 | \$1,416.71 | | \$9,917 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|--------------------------------------|-------------------|
| SERVICE TOBACCO RETAIL PERMIT | | REFERENCE NO. PL-09000 | |
| PRIMARY DEPARTMENT CODE ENFORCEMENT | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Inspection of tobacco retailers within the City for compliance with City codes and standards. | | | |
| CURRENT FEE STRUCTURE None | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: | \$0 |
| UNIT COST: | \$521.60 | TOTAL COST: | \$26,080 |
| UNIT PROFIT (SUBSIDY): | \$(521.60) | TOTAL PROFIT (SUBSIDY): | \$(26,080) |
| TOTAL UNITS: | 50 | PCT. COST RECOVERY: | 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$520 per permit per year | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|-------------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE TOBACCO RETAIL PERMIT | | | | REFERENCE NO. PL-09000 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 50 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| COMM ECON DEV | SECRETARY | 1 Hour/Week | 1.00 | \$142.25 | 50 | \$7,113 |
| COMM ECON DEV | TECHNICIAN | 30 Min/Week | 0.50 | \$68.72 | 50 | \$3,436 |
| NEIGHBRHD SRVCS | | HdL Charges | 0.00 | \$60.00 | 50 | \$3,000 |
| | | TYPE SUBTOTAL | 1.50 | \$270.97 | | \$13,549 |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | Unannounced Inspect | 1.00 | \$125.31 | 50 | \$6,265 |
| | | TYPE SUBTOTAL | 1.00 | \$125.31 | | \$6,265 |
| NEIGHBRHD SRVCS | NEIGHBRHD IMPRV OFFICER | Unannounc Compl Chk | 1.00 | \$125.31 | 50 | \$6,265 |
| | | TYPE SUBTOTAL | 1.00 | \$125.31 | | \$6,265 |
| TOTALS | | | 3.50 | \$521.58 | | \$26,079 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|--|----------------------------------|---|
| SERVICE MISCELLANEOUS PLANNING REVIEW | | REFERENCE NO. PL-09500 |
| PRIMARY DEPARTMENT CD-PLANNING | UNIT OF SERVICE REVIEW | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Review of Planning services not otherwise identified. | | |
| CURRENT FEE STRUCTURE None | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): \$0 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% | | |
| Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |

October 4, 2023

**CITY OF PICO RIVERA
 COST DETAIL WORKSHEET
 FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE MISCELLANEOUS PLANNING REVIEW | | | | | REFERENCE NO. PL-09500 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| | | | 0.00 | \$0.00 | 0 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| | | TOTALS | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|--------------------|
| SERVICE SEASONAL CHILDCARE CAMPS | | REFERENCE NO. PR-07000 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE PARTICIPANT | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Providing seasonal childcare camps to the community. | | | |
| CURRENT FEE STRUCTURE \$120 per child per week \$8 per camp t-shirt | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$43.88 | TOTAL REVENUE: | \$62,000 |
| UNIT COST: | \$515.09 | TOTAL COST: | \$727,822 |
| UNIT PROFIT (SUBSIDY): | \$(471.21) | TOTAL PROFIT (SUBSIDY): | \$(665,822) |
| TOTAL UNITS: | 1,413 | PCT. COST RECOVERY: | 8.52% |
| SUGGESTED FEE FOR COST RECOVERY OF: 20% \$130 per child per week \$8 per camp t-shirt See Appendix D for cost recovery detail | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE SEASONAL CHILDCARE CAMPS | | | | | REFERENCE NO. PR-07000 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1,413 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC SUPV - PARKS & REC | | 60% | 0.87 | \$153.62 | 1,413 | \$217,062 | |
| REC FACILITIES & PROC | | Facility Maintenance | 0.00 | \$34.01 | 1,413 | \$48,056 | |
| CAMPS | HOURLY SALARIES/TEMP | \$150,000 | 6.07 | \$226.74 | 1,413 | \$320,377 | |
| CAMPS | SUPV - PARKS & REC | 35% | 0.41 | \$79.24 | 1,413 | \$111,959 | |
| CAMPS | | Departmentl Supplies | 0.00 | \$8.17 | 1,413 | \$11,544 | |
| CAMPS | | Event Tickets | 0.00 | \$7.78 | 1,413 | \$10,993 | |
| CAMPS | | Contracted Services | 0.00 | \$3.40 | 1,413 | \$4,804 | |
| CAMPS | | Uniforms | 0.00 | \$2.13 | 1,413 | \$3,010 | |
| | | TYPE SUBTOTAL | 7.35 | \$515.09 | | \$727,806 | |
| TOTALS | | | 7.35 | \$515.08 | | \$727,806 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--------------------------------|---|--------------------|
| SERVICE TRIPS & TOURS | | REFERENCE NO. PR-07100 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE TRIP | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Planning and coordinating recreational tours for adults and families via bus. | | | |
| CURRENT FEE STRUCTURE Actual Costs plus \$10 per participant | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$13.26 | TOTAL REVENUE: | \$12,600 |
| UNIT COST: | \$139.74 | TOTAL COST: | \$132,753 |
| UNIT PROFIT (SUBSIDY): | \$(126.48) | TOTAL PROFIT (SUBSIDY): | \$(120,153) |
| TOTAL UNITS: | 950 | PCT. COST RECOVERY: | 9.49% |
| SUGGESTED FEE FOR COST RECOVERY OF: 15% | | | |
| Actual Costs plus \$10 per participant | | | |
| See Appendix D for cost recovery detail | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|----------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE TRIPS & TOURS | | | | REFERENCE NO. PR-07100 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 950 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| REC FACILITIES & PROC SUPV - PARKS & REC | | 20% | 0.43 | \$76.16 | 950 | \$72,354 |
| TRIPS & TOURS | HOURLY SALARIES/TEMP | \$1,400 | 0.08 | \$2.96 | 950 | \$2,813 |
| TRIPS & TOURS | SUPV - PARKS & REC | 15% | 0.26 | \$47.99 | 950 | \$45,593 |
| TRIPS & TOURS | | Event Tickets | 0.00 | \$12.63 | 950 | \$11,999 |
| | | TYPE SUBTOTAL | 0.78 | \$139.74 | | \$132,758 |
| TOTALS | | | 0.78 | \$139.75 | | \$132,758 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|--|--|--------------------|
| SERVICE CONTRACT CLASSES | | REFERENCE NO. PR-07300 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE PARTICIPANT | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Providing contract recreation classes to the community. | | | |
| CURRENT FEE STRUCTURE If City provides insurance - City 40% and Contract Instructor 60% If Contractor provides insurance - City 30% and Contract Instructor 70% | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$16.25 | TOTAL REVENUE: | \$82,000 |
| UNIT COST: | \$135.03 | TOTAL COST: | \$681,361 |
| UNIT PROFIT (SUBSIDY): | \$(118.78) | TOTAL PROFIT (SUBSIDY): | \$(599,361) |
| TOTAL UNITS: | 5,046 | PCT. COST RECOVERY: | 12.03% |
| SUGGESTED FEE FOR COST RECOVERY OF: 25% If City provides insurance - City 40% and Contract Instructor 60% If Contractor provides insurance - City 30% and Contract Instructor 70% See Appendix D for cost recovery detail | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE CONTRACT CLASSES | | | | | REFERENCE NO. PR-07300 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5,046 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC COORDINATOR | | 45% Of 2.3 | 0.34 | \$47.06 | 5,046 | \$237,466 | |
| REC FACILITIES & PROC | | Facility Maintenance | 0.00 | \$35.14 | 5,046 | \$177,316 | |
| CONTRACT INSTRUCTO COORDINATOR | | 40% | 0.13 | \$20.70 | 5,046 | \$104,462 | |
| CONTRACT INSTRUCTO HOURLY SALARIES/TEMP | | \$20,000 | 0.23 | \$9.54 | 5,046 | \$48,142 | |
| CONTRACT INSTRUCTO | | Contract Instructors | 0.00 | \$21.40 | 5,046 | \$107,984 | |
| CONTRACT INSTRUCTO | | Insurance & Surety | 0.00 | \$1.19 | 5,046 | \$6,005 | |
| | | TYPE SUBTOTAL | 0.69 | \$135.03 | | \$681,376 | |
| TOTALS | | | 0.69 | \$135.03 | | \$681,376 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|--------------------|
| SERVICE YOUTH SPORTS PROGRAMS | | REFERENCE NO. PR-07500 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE PARTICIPANT | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Operating various youth sports programs and clinics coordinated by the City. | | | |
| CURRENT FEE STRUCTURE \$65 per participant | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$37.68 | TOTAL REVENUE: | \$28,935 |
| UNIT COST: | \$449.45 | TOTAL COST: | \$345,178 |
| UNIT PROFIT (SUBSIDY): | \$(411.77) | TOTAL PROFIT (SUBSIDY): | \$(316,243) |
| TOTAL UNITS: | 768 | PCT. COST RECOVERY: | 8.38% |
| SUGGESTED FEE FOR COST RECOVERY OF: 20% \$75 per participant See Appendix D for cost recovery detail | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE YOUTH SPORTS PROGRAMS | | | | | REFERENCE NO. PR-07500 | | |
|---|----------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 768 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC | | Facility Maintenance | 0.00 | \$65.97 | 768 | \$50,665 | |
| YOUTH SPORTS | COORDINATOR | 35% | 0.75 | \$111.45 | 768 | \$85,597 | |
| YOUTH SPORTS | HOURLY SALARIES/TEMP | \$76,137 | 5.68 | \$220.90 | 768 | \$169,648 | |
| YOUTH SPORTS | | Uniforms | 0.00 | \$28.47 | 768 | \$21,865 | |
| YOUTH SPORTS | | Contract Services | 0.00 | \$22.66 | 768 | \$17,403 | |
| | | TYPE SUBTOTAL | 6.43 | \$449.45 | | \$345,177 | |
| TOTALS | | | 6.43 | \$449.45 | | \$345,177 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|--------------------------------|---|-------------------|
| SERVICE BATTING CAGES | | REFERENCE NO. PR-07520 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE HOUR | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Providing batting cages to the community. | | | |
| CURRENT FEE STRUCTURE \$2 for 15 pitches Rental: Single Cage Resident - \$25 per hour, 2 hour minimum Single Cage Non-Resident - \$30 per hour, 2 hour minimum All Cages Resident - \$60 per hour, 2 hour minimum All Cages Non-Resident - \$80 per hour, 2 hour minimum | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1.37 | TOTAL REVENUE: | \$735 |
| UNIT COST: | \$118.29 | TOTAL COST: | \$63,403 |
| UNIT PROFIT (SUBSIDY): | \$(116.92) | TOTAL PROFIT (SUBSIDY): | \$(62,668) |
| TOTAL UNITS: | 536 | PCT. COST RECOVERY: | 1.16% |
| SUGGESTED FEE FOR COST RECOVERY OF: 5% \$2 for 15 pitches Rental: Single Cage Resident - \$30 per hour, 2 hour minimum Single Cage Non-Resident - \$35 per hour, 2 hour minimum All Cages Resident - \$65 per hour, 2 hour minimum All Cages Non-Resident - \$85 per hour, 2 hour minimum See Appendix D for cost recovery detail | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE BATTING CAGES | | | | | REFERENCE NO. PR-07520 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 536 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| RIVERA PARK BATTING | COORDINATOR | 5% | 0.15 | \$22.13 | 536 | \$11,863 | |
| RIVERA PARK BATTING | HOURLY SALARIES/TEMP | \$22,620 | 2.43 | \$90.71 | 536 | \$48,620 | |
| RIVERA PARK BATTING | | Equipment Maint | 0.00 | \$1.35 | 536 | \$724 | |
| RIVERA PARK BATTING | | Departmentl Supplies | 0.00 | \$4.10 | 536 | \$2,198 | |
| TYPE SUBTOTAL | | | 2.58 | \$118.29 | | \$63,404 | |
| TOTALS | | | 2.58 | \$118.29 | | \$63,404 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--------------------------------|---|-------------------|
| SERVICE ADULT SPORTS PROGRAMS | | REFERENCE NO. PR-07530 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE TEAM | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Operating various adult sports programs coordinated by the City. | | | |
| CURRENT FEE STRUCTURE Go-Getters League - \$60 per participant per year ELI Basketball League - 30% of revenues MLS Softball League - 20% of revenues | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$326.98 | TOTAL REVENUE: | \$41,853 |
| UNIT COST: | \$1,067.72 | TOTAL COST: | \$136,668 |
| UNIT PROFIT (SUBSIDY): | \$(740.74) | TOTAL PROFIT (SUBSIDY): | \$(94,815) |
| TOTAL UNITS: | 128 | PCT. COST RECOVERY: | 30.62% |
| SUGGESTED FEE FOR COST RECOVERY OF: 65% Go-Getters League - \$60 per participant per year ELI Basketball League - 30% of revenues MLS Softball League - 20% of revenues See Appendix D for cost recovery detail | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE ADULT SPORTS PROGRAMS | | | | | REFERENCE NO. PR-07530 | | |
|---|----------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 128 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC | | Facility Maintenance | 0.00 | \$59.48 | 128 | \$7,613 | |
| REC FACILITIES & PROC | | Go Getters Field Mnt | 0.00 | \$164.98 | 128 | \$21,117 | |
| ADULT SPORTS | COORDINATOR | 30% | 3.86 | \$541.60 | 128 | \$69,325 | |
| ADULT SPORTS | HOURLY SALARIES/TEMP | \$14,446 | 6.41 | \$235.11 | 128 | \$30,094 | |
| ADULT SPORTS | | Departmentl Supplies | 0.00 | \$36.41 | 128 | \$4,660 | |
| ADULT SPORTS | | Contracted Services | 0.00 | \$22.09 | 128 | \$2,828 | |
| ADULT SPORTS | | Small Tools & Equip | 0.00 | \$3.22 | 128 | \$412 | |
| ADULT SPORTS | | Uniforms | 0.00 | \$4.83 | 128 | \$618 | |
| TYPE SUBTOTAL | | | 10.26 | \$1,067.72 | | \$136,668 | |
| TOTALS | | | 10.26 | \$1,067.72 | | \$136,668 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|-------------------|
| SERVICE RECREATION FACILITY RENTAL | | REFERENCE NO. PR-07800 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE RENTAL | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Maintaining and operating Recreation facilities for use by schools and non-profit community groups. | | | |
| CURRENT FEE STRUCTURE None | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$170.93 | TOTAL REVENUE: | \$7,350 |
| UNIT COST: | \$2,459.91 | TOTAL COST: | \$105,776 |
| UNIT PROFIT (SUBSIDY): | \$(2,288.98) | TOTAL PROFIT (SUBSIDY): | \$(98,426) |
| TOTAL UNITS: | 43 | PCT. COST RECOVERY: | 6.95% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% See Appendix D for cost recovery detail | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|----------------------|------------------|-------------------|---|-------------------|--|
| SERVICE RECREATION FACILITY RENTAL | | | | | REFERENCE NO. PR-07800 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 43 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC | | Facility Maintenance | 0.00 | \$2,459.91 | 43 | \$105,776 | |
| | | TYPE SUBTOTAL | 0.00 | \$2,459.91 | | \$105,776 | |
| | | TOTALS | 0.00 | \$2,459.91 | | \$105,776 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|-------------------------------|---|--------------------|
| SERVICE BALLFIELD RENTAL | | REFERENCE NO. PR-07850 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE N/A | SERVICE RECIPIENT Resident/Non-resident | |
| DESCRIPTION OF SERVICE Rental of a ballfield for recreation use to non-profit groups, leagues, and schools. | | | |
| CURRENT FEE STRUCTURE None | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: | \$0 |
| UNIT COST: | \$167,779.00 | TOTAL COST: | \$335,558 |
| UNIT PROFIT (SUBSIDY): | \$(167,779.00) | TOTAL PROFIT (SUBSIDY): | \$(335,558) |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 0% | | | |
| See Appendix D for cost recovery detail | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------|------------------|------------------|---------------------|---|-------------------|--|
| SERVICE BALLFIELD RENTAL | | | | | REFERENCE NO. PR-07850 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| REC FACILITIES & PROC | COORDINATOR | 15% Of 1 | 123.42 | \$17,202.85 | 2 | \$34,406 | |
| REC FACILITIES & PROC | | El Rancho HS | 0.00 | \$893.50 | 2 | \$1,787 | |
| REC FACILITIES & PROC | | RBA | 0.00 | \$25,205.00 | 2 | \$50,410 | |
| REC FACILITIES & PROC | | Pico Boys | 0.00 | \$1,092.50 | 2 | \$2,185 | |
| REC FACILITIES & PROC | | Pico Fastpitch | 0.00 | \$19,867.50 | 2 | \$39,735 | |
| REC FACILITIES & PROC | | Baseball Academy | 0.00 | \$20,852.00 | 2 | \$41,704 | |
| REC FACILITIES & PROC | | AYSO | 0.00 | \$25,834.00 | 2 | \$51,668 | |
| REC FACILITIES & PROC | | Dons | 0.00 | \$3,939.00 | 2 | \$7,878 | |
| REC FACILITIES & PROC | | MLS | 0.00 | \$28,697.00 | 2 | \$57,394 | |
| REC FACILITIES & PROC | | Pony | 0.00 | \$24,195.50 | 2 | \$48,391 | |
| TYPE SUBTOTAL | | | 123.42 | \$167,778.85 | | \$335,558 | |
| TOTALS | | | 123.42 | \$167,779.00 | | \$335,558 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|-------------------|
| SERVICE COMMUNITY GARDENS | | REFERENCE NO. PR-07900 | |
| PRIMARY DEPARTMENT PARKS & REC. SVCS | UNIT OF SERVICE PARTICIPANT | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Coordinating, supervising and maintaining community gardens. | | | |
| CURRENT FEE STRUCTURE 18' x 22' plots: \$60 per year per senior resident \$80 per year per adult resident \$95 per year per adult non-resident 8.5' x 22' plots: \$50 per year per senior resident \$75 per year per adult resident \$85 per year per adult non-resident | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$51.57 | TOTAL REVENUE: | \$3,507 |
| UNIT COST: | \$216.76 | TOTAL COST: | \$14,740 |
| UNIT PROFIT (SUBSIDY): | \$(165.19) | TOTAL PROFIT (SUBSIDY): | \$(11,233) |
| TOTAL UNITS: | 68 | PCT. COST RECOVERY: | 23.79% |
| SUGGESTED FEE FOR COST RECOVERY OF: 55% 18' x 22' plots: \$80 per year per senior resident \$120 per year per adult resident \$150 per year per adult non-resident 8.5' x 22' plots: \$80 per year per senior resident \$120 per year per adult resident \$150 per year per adult non-resident See Appendix D for cost recovery detail | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|--------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE COMMUNITY GARDENS | | | | REFERENCE NO. PR-07900 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 68 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| SPECIAL EVENTS | SUPV - PARKS & REC | 5% | 1.21 | \$216.77 | 68 | \$14,740 |
| | | TYPE SUBTOTAL | 1.21 | \$216.77 | | \$14,740 |
| TOTALS | | | 1.21 | \$216.76 | | \$14,740 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|-----------------|
| SERVICE VEHICLE IMPOUND RELEASE | | REFERENCE NO. PS-06400 | |
| PRIMARY DEPARTMENT PUBLIC SAFETY | UNIT OF SERVICE VEHICLE | SERVICE RECIPIENT Resident/Non-Resident | |
| DESCRIPTION OF SERVICE Release of impounded vehicle from public property. | | | |
| CURRENT FEE STRUCTURE \$276 per vehicle prior to release of vehicle, plus towing costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$276.00 | TOTAL REVENUE: | \$27,600 |
| UNIT COST: | \$233.10 | TOTAL COST: | \$23,310 |
| UNIT PROFIT (SUBSIDY): | \$42.90 | TOTAL PROFIT (SUBSIDY): | \$4,290 |
| TOTAL UNITS: | 100 | PCT. COST RECOVERY: | 118.40% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$235 per vehicle prior to release of vehicle, plus towing costs | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE VEHICLE IMPOUND RELEASE | | | | REFERENCE NO. PS-06400 | | |
|---|---------------------|-------------|------------------|---|-------------------|-------------------|
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 100 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| UTILITY BILLING | ACCOUNT CLERK II | | 0.33 | \$36.64 | 100 | \$3,664 |
| PARKING ENFORCE | COORDINATOR | | 0.08 | \$10.46 | 100 | \$1,046 |
| PARKING ENFORCE | PARKING ENF OFFICER | Towing | 1.50 | \$159.37 | 100 | \$15,937 |
| PARKING ENFORCE | SECRETARY | | 0.25 | \$26.62 | 100 | \$2,662 |
| TYPE SUBTOTAL | | | 2.16 | \$233.09 | | \$23,310 |
| TOTALS | | | 2.16 | \$233.10 | | \$23,310 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|-----------------------------------|---|------------------|
| SERVICE INOPERATIVE VEHICLE ABATEMENT PROGR | | REFERENCE NO. PS-06410 | |
| PRIMARY DEPARTMENT PUBLIC SAFETY | UNIT OF SERVICE VEHICLE | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Removing vehicles deemed to be inoperative from private property under the provisions of PRMC 8.20.130. | | | |
| CURRENT FEE STRUCTURE \$1,010 per vehicle plus towing costs | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,010.00 | TOTAL REVENUE: | \$80,800 |
| UNIT COST: | \$1,131.13 | TOTAL COST: | \$90,490 |
| UNIT PROFIT (SUBSIDY): | \$(121.13) | TOTAL PROFIT (SUBSIDY): | \$(9,690) |
| TOTAL UNITS: | 80 | PCT. COST RECOVERY: | 89.29% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,130 per vehicle plus towing costs | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE INOPERATIVE VEHICLE ABATEMENT PROGR | | | | REFERENCE NO. PS-06410 | | |
|--|---------------------|----------------------|------------------|---|-------------------|-------------------|
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 80 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| UTILITY BILLING | ACCOUNT CLERK II | | 0.17 | \$18.88 | 80 | \$1,510 |
| PARKING ENFORCE | COORDINATOR | | 2.00 | \$261.56 | 80 | \$20,925 |
| PARKING ENFORCE | PARKING ENF OFFICER | | 5.00 | \$531.25 | 80 | \$42,500 |
| PARKING ENFORCE | SECRETARY | | 3.00 | \$319.44 | 80 | \$25,555 |
| | | TYPE SUBTOTAL | 10.17 | \$1,131.13 | | \$90,490 |
| TOTALS | | | 10.17 | \$1,131.13 | | \$90,490 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|--|---------------------------------------|---|
| SERVICE INOPERATIVE VEHICLE TIME EXT REVIEW | | REFERENCE NO. PS-06420 |
| PRIMARY DEPARTMENT PUBLIC SAFETY | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Business |
| DESCRIPTION OF SERVICE Processing an application for a time extension of an Inoperative Vehicle Abatement process. | | |
| CURRENT FEE STRUCTURE \$29 per application. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$29.00 | TOTAL REVENUE: \$348 |
| UNIT COST: | \$26.58 | TOTAL COST: \$319 |
| UNIT PROFIT (SUBSIDY): | \$2.42 | TOTAL PROFIT (SUBSIDY): \$29 |
| TOTAL UNITS: | 12 | PCT. COST RECOVERY: 109.09% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$30 per application. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|--|-----------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE INOPERATIVE VEHICLE TIME EXT REVIEW | | | | | REFERENCE NO. PS-06420 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 12 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PARKING ENFORCE | SECRETARY | | 0.25 | \$26.63 | 12 | \$320 | |
| | | TYPE SUBTOTAL | 0.25 | \$26.63 | | \$320 | |
| TOTALS | | | 0.25 | \$26.67 | | \$320 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------------|---|----------------|
| SERVICE INOP VEHICLE REQ FOR ADMIN REVIEW | | REFERENCE NO. PS-06430 | |
| PRIMARY DEPARTMENT PUBLIC SAFETY | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Processing an application for an administrative hearing on an impounded vehicle. | | | |
| CURRENT FEE STRUCTURE \$268 per application. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$268.00 | TOTAL REVENUE: | \$268 |
| UNIT COST: | \$237.00 | TOTAL COST: | \$237 |
| UNIT PROFIT (SUBSIDY): | \$31.00 | TOTAL PROFIT (SUBSIDY): | \$31 |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 113.08% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$235 per application. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|--|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE INOP VEHICLE REQ FOR ADMIN REVIEW | | | | | REFERENCE NO. PS-06430 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PARKING ENFORCE | COORDINATOR | | 1.00 | \$130.88 | 1 | \$131 | |
| PARKING ENFORCE | SECRETARY | | 1.00 | \$106.57 | 1 | \$107 | |
| | | TYPE SUBTOTAL | 2.00 | \$237.45 | | \$237 | |
| TOTALS | | | 2.00 | \$237.00 | | \$237 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|-----------------|
| SERVICE RESIDENT PARKING PERMIT | | REFERENCE NO. PS-06440 | |
| PRIMARY DEPARTMENT PUBLIC SAFETY | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Issuance of a permit to a verified resident to park a vehicle on a city street in specified areas. | | | |
| CURRENT FEE STRUCTURE \$36 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$36.00 | TOTAL REVENUE: | \$10,440 |
| UNIT COST: | \$26.62 | TOTAL COST: | \$7,720 |
| UNIT PROFIT (SUBSIDY): | \$9.38 | TOTAL PROFIT (SUBSIDY): | \$2,720 |
| TOTAL UNITS: | 290 | PCT. COST RECOVERY: | 135.23% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$36 per permit | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|-----------------|---------------|------------------|---|-------------------|-------------------|
| SERVICE RESIDENT PARKING PERMIT | | | | REFERENCE NO. PS-06440 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 290 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| PARKING ENFORCE | SECRETARY | | 0.25 | \$26.62 | 290 | \$7,720 |
| | | TYPE SUBTOTAL | 0.25 | \$26.62 | | \$7,720 |
| TOTALS | | | 0.25 | \$26.62 | | \$7,720 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------|---|-----------------|
| SERVICE PUBLIC IMPROVEMENT PLAN CHECK | | REFERENCE NO. PW-04000 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE SHEET | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing a street improvement plan by an engineer-of-work for construction approval. | | | |
| CURRENT FEE STRUCTURE Fees based on the valuation of the construction: \$0-\$50,000 - \$2,325 \$50,001-\$150,000 - \$2,341 plus 0.7% of the amount over \$50,000 \$150,001-\$300,000 - \$3,128 plus 1.75% of the amount over \$150,000 \$300,001-\$1,000,000 - \$6,161 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$12,189 plus 0.75% of the amount over \$1,000,000 Plus 10% of the original fee for each plan check after the third plan check | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$3,571.56 | TOTAL REVENUE: | \$57,145 |
| UNIT COST: | \$3,158.13 | TOTAL COST: | \$50,530 |
| UNIT PROFIT (SUBSIDY): | \$413.43 | TOTAL PROFIT (SUBSIDY): | \$6,615 |
| TOTAL UNITS: | 16 | PCT. COST RECOVERY: | 113.09% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Fees based on the valuation of the construction: \$0-\$50,000 - \$2,065 \$50,001-\$150,000 - \$2,065 plus 0.70% of the amount over \$50,000 \$150,001-\$300,000 - \$2,765 plus 1.80% of the amount over \$150,000 \$300,001-\$1,000,000 - \$5,465 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$10,715 plus 0.75% of the amount over \$1,000,000 Plus 10% of the original fee for each plan check after the third plan check | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PUBLIC IMPROVEMENT PLAN CHECK | | | | | REFERENCE NO. PW-04000 | | |
|--|---------------------|----------------------|------------------|--------------------|----------------------------------|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 16 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | \$50,000 | 1.50 | \$346.12 | 10 | \$3,461 | |
| ENGINEERING | ASST ENGINEER | \$50,000 | 8.50 | \$1,427.23 | 10 | \$14,272 | |
| ENGINEERING | COUNTER SVCS REPR | \$50,000 | 1.50 | \$157.29 | 10 | \$1,573 | |
| ENGINEERING | DIR OF PUBLIC WORKS | \$50,000 | 0.50 | \$135.08 | 10 | \$1,351 | |
| | | TYPE SUBTOTAL | 12.00 | \$2,065.72 | | \$20,657 | |
| ENGINEERING | ASST CITY ENGINEER | \$150,000 | 2.00 | \$461.55 | 3 | \$1,385 | |
| ENGINEERING | ASST ENGINEER | \$150,000 | 12.00 | \$2,014.92 | 3 | \$6,045 | |
| ENGINEERING | COUNTER SVCS REPR | \$150,000 | 1.50 | \$157.30 | 3 | \$472 | |
| ENGINEERING | DIR OF PUBLIC WORKS | \$150,000 | 0.50 | \$135.08 | 3 | \$405 | |
| | | TYPE SUBTOTAL | 16.00 | \$2,768.85 | | \$8,307 | |
| ENGINEERING | ASST CITY ENGINEER | \$300,000 | 4.00 | \$922.95 | 2 | \$1,846 | |
| ENGINEERING | ASSOC/SR ENGINEER | \$300,000 | 21.00 | \$4,107.57 | 2 | \$8,215 | |
| ENGINEERING | COUNTER SVCS REPR | \$300,000 | 1.50 | \$157.29 | 2 | \$315 | |
| ENGINEERING | DIR OF PUBLIC WORKS | \$300,000 | 1.00 | \$270.16 | 2 | \$540 | |
| | | TYPE SUBTOTAL | 27.50 | \$5,457.97 | | \$10,916 | |
| ENGINEERING | ASST CITY ENGINEER | \$1 Million | 6.00 | \$1,384.65 | 1 | \$1,385 | |
| ENGINEERING | ASSOC/SR ENGINEER | \$1 Million | 43.00 | \$8,410.82 | 1 | \$8,411 | |
| ENGINEERING | COUNTER SVCS REPR | \$1 Million | 3.00 | \$314.58 | 1 | \$315 | |
| ENGINEERING | DIR OF PUBLIC WORKS | \$1 Million | 2.00 | \$540.31 | 1 | \$540 | |
| | | TYPE SUBTOTAL | 54.00 | \$10,650.36 | | \$10,650 | |
| TOTALS | | | 109.50 | \$3,158.13 | | \$50,530 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|------------------|
| SERVICE PUBLIC IMPROVEMENT INSPECTION | | REFERENCE NO. PW-04001 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PROJECT | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Inspection of the construction of street improvements for compliance with City codes and standards. | | | |
| CURRENT FEE STRUCTURE Fees based on the valuation of the construction: \$0-\$50,000 - \$616 \$50,001-\$150,000 - \$620 plus 0.7% of the amount over \$50,000 \$150,001-\$300,000 - \$1,418 plus 0.4% of the amount over \$150,000 \$300,001-\$1,000,000 - \$2,114 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$8,142 plus 0.75% of the amount over \$1,000,000 plus actual costs after the standard number of inspections. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,424.00 | TOTAL REVENUE: | \$22,784 |
| UNIT COST: | \$1,826.75 | TOTAL COST: | \$29,228 |
| UNIT PROFIT (SUBSIDY): | \$(402.75) | TOTAL PROFIT (SUBSIDY): | \$(6,444) |
| TOTAL UNITS: | 16 | PCT. COST RECOVERY: | 77.95% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Fees based on the valuation of the construction: \$0-\$50,000 - \$795 \$50,001-\$150,000 - \$795 plus 1.19% of the amount over \$50,000 \$150,001-\$300,000 - \$1,985 plus 1.36% of the amount over \$150,000 \$300,001-\$1,000,000 - \$4,025 plus 0.46% of the amount over \$300,000 \$1,000,001+ = \$7,245 plus 0.46% of the amount over \$1,000,000 plus actual costs after the standard number of inspections. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE | | | | | REFERENCE NO. | | |
|--|--------------------|-------------|------------------|-------------------|----------------------|-------------------|--|
| PUBLIC IMPROVEMENT INSPECTION | | | | | PW-04001 | | |
| NOTE | | | | | TOTAL UNITS | | |
| Unit Costs are an Average of Total Units | | | | | 16 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | \$50,000 | 1.00 | \$104.86 | 10 | \$1,049 | |
| ENGINEERING | PW INSPECTOR | \$50,000 | 4.00 | \$689.81 | 10 | \$6,898 | |
| TYPE SUBTOTAL | | | 5.00 | \$794.67 | | \$7,947 | |
| ENGINEERING | ASSOC/SR ENGINEER | \$150,000 | 2.00 | \$391.18 | 3 | \$1,174 | |
| ENGINEERING | COUNTER SVCS REPR | \$150,000 | 2.00 | \$209.72 | 3 | \$629 | |
| ENGINEERING | PW INSPECTOR | \$150,000 | 8.00 | \$1,379.60 | 3 | \$4,139 | |
| TYPE SUBTOTAL | | | 12.00 | \$1,980.50 | | \$5,942 | |
| ENGINEERING | ASST CITY ENGINEER | \$300,000 | 2.00 | \$461.55 | 2 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | \$300,000 | 2.00 | \$391.18 | 2 | \$782 | |
| ENGINEERING | COUNTER SVCS REPR | \$300,000 | 4.00 | \$419.44 | 2 | \$839 | |
| ENGINEERING | PW INSPECTOR | \$300,000 | 16.00 | \$2,759.17 | 2 | \$5,518 | |
| TYPE SUBTOTAL | | | 24.00 | \$4,031.34 | | \$8,063 | |
| ENGINEERING | ASST CITY ENGINEER | \$1 Million | 3.00 | \$692.17 | 1 | \$692 | |
| ENGINEERING | ASSOC/SR ENGINEER | \$1 Million | 4.00 | \$782.36 | 1 | \$782 | |
| ENGINEERING | COUNTER SVCS REPR | \$1 Million | 6.00 | \$629.16 | 1 | \$629 | |
| ENGINEERING | PW INSPECTOR | \$1 Million | 30.00 | \$5,173.50 | 1 | \$5,174 | |
| TYPE SUBTOTAL | | | 43.00 | \$7,277.19 | | \$7,277 | |
| TOTALS | | | 84.00 | \$1,826.75 | | \$29,228 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------|---|----------------|
| SERVICE WATER/SEWER/SD IMPROVE PLAN CHECK | | REFERENCE NO. PW-04040 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE SHEET | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing a water, sewer, and storm drain improvement plans by an engineer-of-work for installation approval. | | | |
| CURRENT FEE STRUCTURE Fees based on the valuation of the construction: \$0-\$25,000 - \$376 \$25,001-\$50,000 - \$695 \$50,001-\$100,000 - \$855 \$100,001-\$150,000 - \$1,013 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs Plus 10% of the original fee for each plan check after the third plan check | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$743.60 | TOTAL REVENUE: | \$3,718 |
| UNIT COST: | \$822.00 | TOTAL COST: | \$4,110 |
| UNIT PROFIT (SUBSIDY): | \$(78.40) | TOTAL PROFIT (SUBSIDY): | \$(392) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 90.46% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Fees based on the valuation of the construction: \$0-\$25,000 - \$630 \$25,001-\$50,000 - \$820 \$50,001-\$100,000 - \$1,015 \$100,001-\$150,000 - \$1,205 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs Plus 10% of the original fee for each plan check after the third plan check | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE WATER/SEWER/SD IMPROVE PLAN CHECK | | | | | REFERENCE NO. PW-04040 | | |
|--|-------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.44 | 5 | \$262 | |
| | | TYPE SUBTOTAL | 0.50 | \$52.44 | | \$262 | |
| WATER OPS & RES | UTILITIES MANAGER | \$5,000 | 2.00 | \$384.72 | 1 | \$385 | |
| | | TYPE SUBTOTAL | 2.00 | \$384.72 | | \$385 | |
| WATER OPS & RES | UTILITIES MANAGER | \$25,000 | 3.00 | \$577.24 | 1 | \$577 | |
| | | TYPE SUBTOTAL | 3.00 | \$577.24 | | \$577 | |
| WATER OPS & RES | UTILITIES MANAGER | \$50,000 | 4.00 | \$769.44 | 1 | \$769 | |
| | | TYPE SUBTOTAL | 4.00 | \$769.44 | | \$769 | |
| WATER OPS & RES | UTILITIES MANAGER | \$100,000 | 5.00 | \$961.96 | 1 | \$962 | |
| | | TYPE SUBTOTAL | 5.00 | \$961.96 | | \$962 | |
| WATER OPS & RES | UTILITIES MANAGER | \$150,000 | 6.00 | \$1,154.16 | 1 | \$1,154 | |
| | | TYPE SUBTOTAL | 6.00 | \$1,154.16 | | \$1,154 | |
| TOTALS | | | 20.50 | \$822.00 | | \$4,110 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|-----------------------------------|---|------------------|
| SERVICE WATER/SEWER/SD IMPROVE INSPECT | | REFERENCE NO. PW-04045 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE PROJECT | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Inspection of the construction of water, sewer, and storm drain improvements for compliance with City codes and standards. | | | |
| CURRENT FEE STRUCTURE Fees based on the valuation of the construction: \$0-\$5,000 - \$342 \$5,001-\$25,000 - \$1,021 \$25,001-\$50,000 - \$2,034 \$50,001-\$100,000 - \$2,713 \$100,001-\$150,000 - \$3,392 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,900.40 | TOTAL REVENUE: | \$9,502 |
| UNIT COST: | \$2,453.20 | TOTAL COST: | \$12,266 |
| UNIT PROFIT (SUBSIDY): | \$(552.80) | TOTAL PROFIT (SUBSIDY): | \$(2,764) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 77.47% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Fees based on the valuation of the construction: \$0-\$5,000 - \$440 \$5,001-\$25,000 - \$1,315 \$25,001-\$50,000 - \$2,630 \$50,001-\$100,000 - \$3,505 \$100,001-\$150,000 - \$4,380 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|------------------------|----------------------|-------------------------|-------------------------|---|--------------------------|--|
| SERVICE WATER/SEWER/SD IMPROVE INSPECT | | | | | REFERENCE NO. PW-04045 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| WATER ADMIN | SR WATER SUPERIVSOR | \$5,000 | 2.00 | \$438.06 | 1 | \$438 | |
| | | TYPE SUBTOTAL | 2.00 | \$438.06 | | \$438 | |
| WATER ADMIN | SR WATER SUPERIVSOR | \$25,000 | 6.00 | \$1,314.17 | 1 | \$1,314 | |
| | | TYPE SUBTOTAL | 6.00 | \$1,314.17 | | \$1,314 | |
| WATER ADMIN | SR WATER SUPERIVSOR | \$50,000 | 12.00 | \$2,628.34 | 1 | \$2,628 | |
| | | TYPE SUBTOTAL | 12.00 | \$2,628.34 | | \$2,628 | |
| WATER ADMIN | SR WATER SUPERIVSOR | \$100,000 | 16.00 | \$3,504.81 | 1 | \$3,505 | |
| | | TYPE SUBTOTAL | 16.00 | \$3,504.81 | | \$3,505 | |
| WATER ADMIN | SR WATER SUPERIVSOR | \$150,000 | 20.00 | \$4,380.92 | 1 | \$4,381 | |
| | | TYPE SUBTOTAL | 20.00 | \$4,380.92 | | \$4,381 | |
| TOTALS | | | 56.00 | \$2,453.20 | | \$12,266 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|--------------------------------|---|-----------------|
| SERVICE STORM WATER MITIGATION PLAN REVIEW | | REFERENCE NO. PW-04050 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PLAN | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing a Storm Water Mitigation Plan (SWMP) and Stormwater Pollution Prevention Plan (SWPPP) for compliance with Federal and State NPDES Storm Water requirements. | | | |
| CURRENT FEE STRUCTURE \$3,937 per plan plus any costs of the NPDES Consultant. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,937.00 | TOTAL REVENUE: | \$59,055 |
| UNIT COST: | \$3,540.40 | TOTAL COST: | \$53,106 |
| UNIT PROFIT (SUBSIDY): | \$396.60 | TOTAL PROFIT (SUBSIDY): | \$5,949 |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 111.20% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,540 per plan plus any costs of the NPDES Consultant. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE STORM WATER MITIGATION PLAN REVIEW | | | | | REFERENCE NO. PW-04050 | | |
|---|---------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | | 4.00 | \$923.00 | 15 | \$13,845 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 12.00 | \$2,347.20 | 15 | \$35,208 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.17 | 15 | \$4,053 | |
| TYPE SUBTOTAL | | | 17.00 | \$3,540.37 | | \$53,106 | |
| TOTALS | | | 17.00 | \$3,540.40 | | \$53,106 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-----------------|
| SERVICE DRAINAGE/SEWER STUDY REVIEW/APPROV. | | REFERENCE NO. PW-04060 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application for a drainage study in a particular tributary area due to a specific development. Requires a Grading Plan and a Street Improvement Plan Check (PW-04000). | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,800.00 | TOTAL REVENUE: | \$57,000 |
| UNIT COST: | \$3,810.53 | TOTAL COST: | \$57,158 |
| UNIT PROFIT (SUBSIDY): | \$(10.53) | TOTAL PROFIT (SUBSIDY): | \$(158) |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 99.72% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE DRAINAGE/SEWER STUDY REVIEW/APPROV. | | | | | REFERENCE NO. PW-04060 | | |
|--|---------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | | 4.00 | \$923.00 | 15 | \$13,845 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 12.00 | \$2,347.20 | 15 | \$35,208 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 2.00 | \$540.34 | 15 | \$8,105 | |
| TYPE SUBTOTAL | | | 18.00 | \$3,810.54 | | \$57,158 | |
| TOTALS | | | 18.00 | \$3,810.53 | | \$57,158 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|--------------|
| SERVICE SEWER AREA STUDY REVIEW/APPROVAL | | REFERENCE NO. PW-04070 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Processing an application for a study of the impact on sewage treatment capacity in a particular area due to a particular development. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: | \$0 |
| UNIT COST: | \$0.00 | TOTAL COST: | \$0 |
| UNIT PROFIT (SUBSIDY): | \$0.00 | TOTAL PROFIT (SUBSIDY): | \$0 |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|--------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE SEWER AREA STUDY REVIEW/APPROVAL | | | | | REFERENCE NO. PW-04070 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | T&M | 0.00 | \$0.00 | 5 | \$0 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.00 | | \$0 | |
| TOTALS | | | 0.00 | \$0.00 | | \$0 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|------------------------------------|---|----------------|
| SERVICE RIGHT-OF-WAY DEBRIS CLEANUP | | REFERENCE NO. PW-04080 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE INCIDENT | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Recovery of City costs for a cleanup of a debris incident occurring within the public property or right-of-way. | | | |
| CURRENT FEE STRUCTURE \$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$1,250.00 | TOTAL REVENUE: | \$7,500 |
| UNIT COST: | \$1,259.67 | TOTAL COST: | \$7,558 |
| UNIT PROFIT (SUBSIDY): | \$ (9.67) | TOTAL PROFIT (SUBSIDY): | \$ (58) |
| TOTAL UNITS: | 6 | PCT. COST RECOVERY: | 99.23% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE RIGHT-OF-WAY DEBRIS CLEANUP | | | | | REFERENCE NO. PW-04080 | | |
|---|---------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 6 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.17 | 6 | \$1,621 | |
| ENGINEERING | PW INSPECTOR | | 2.00 | \$344.90 | 6 | \$2,069 | |
| STREET MAINT | MAINT CREW LEADER | | 2.00 | \$297.40 | 6 | \$1,784 | |
| STREET MAINT | MAINT WORKER I | | 4.00 | \$347.09 | 6 | \$2,083 | |
| TYPE SUBTOTAL | | | 9.00 | \$1,259.56 | | \$7,557 | |
| TOTALS | | | 9.00 | \$1,259.50 | | \$7,557 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|--|----------------|
| SERVICE T.U.P.-PARADE/CARNIVAL/GENERAL | | REFERENCE NO. PW-04090 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Business/Comm. Group | |
| DESCRIPTION OF SERVICE Reviewing an outside activity of short duration for commercial or non-commercial purposes, such as a parade on a public roadway or a carnival. | | | |
| CURRENT FEE STRUCTURE \$1,437 per application No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,437.00 | TOTAL REVENUE: | \$8,622 |
| UNIT COST: | \$1,526.33 | TOTAL COST: | \$9,158 |
| UNIT PROFIT (SUBSIDY): | \$(89.33) | TOTAL PROFIT (SUBSIDY): | \$(536) |
| TOTAL UNITS: | 6 | PCT. COST RECOVERY: | 94.15% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,525 per application No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
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| SERVICE T.U.P.-PARADE/CARNIVAL/GENERAL | | | | | REFERENCE NO. PW-04090 | | |
|---|---------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 6 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.50 | 6 | \$2,769 | |
| ENGINEERING | COUNTER SVCS REPR | | 1.00 | \$104.86 | 6 | \$629 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.17 | 6 | \$1,621 | |
| ENGINEERING | PW INSPECTOR | + Flyer Witness | 4.00 | \$689.80 | 6 | \$4,139 | |
| | | TYPE SUBTOTAL | 8.00 | \$1,526.33 | | \$9,158 | |
| TOTALS | | | 8.00 | \$1,526.33 | | \$9,158 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|-----------------------------------|---|----------------|
| SERVICE NEW/MODIF TRAFFIC SIGNAL INSPECTION | | REFERENCE NO. PW-04100 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PROJECT | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Inspection of a traffic signal improvement. | | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,550.00 | TOTAL REVENUE: | \$3,550 |
| UNIT COST: | \$3,573.00 | TOTAL COST: | \$3,573 |
| UNIT PROFIT (SUBSIDY): | \$(23.00) | TOTAL PROFIT (SUBSIDY): | \$(23) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 99.36% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE NEW/MODIF TRAFFIC SIGNAL INSPECTION | | | | | REFERENCE NO. PW-04100 | | |
|--|-------------------|----------------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASSOC/SR ENGINEER | | 18.00 | \$3,520.80 | 1 | \$3,521 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.47 | 1 | \$52 | |
| ENGINEERING | PW INSPECTOR | Consult + SFS Inspec | 0.00 | \$0.00 | 1 | \$0 | |
| TYPE SUBTOTAL | | | 18.50 | \$3,573.27 | | \$3,573 | |
| TOTALS | | | 18.50 | \$3,573.00 | | \$3,573 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|-----------------------------------|---|
| SERVICE STREET VACATION REQUEST PROCESSING | | REFERENCE NO. PW-04200 |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Developer |
| DESCRIPTION OF SERVICE Perform a technical review of survey plat and related documents, including grant deeds, title reports, and legal description. Also requires Community Development Department review and approval. | | |
| CURRENT FEE STRUCTURE Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$2,700.00 | TOTAL REVENUE: |
| UNIT COST: | \$2,691.50 | TOTAL COST: |
| UNIT PROFIT (SUBSIDY): | \$8.50 | TOTAL PROFIT (SUBSIDY): |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: |
| | | 100.32% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE STREET VACATION REQUEST PROCESSING | | | | | REFERENCE NO. PW-04200 | | |
|---|---------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| PUBLIC WORKS | EXECUTIVE ASST | | 1.00 | \$101.58 | 2 | \$203 | |
| ENGINEERING | ASST CITY ENGINEER | | 2.00 | \$461.55 | 2 | \$923 | |
| ENGINEERING | ASSOC/SR ENGINEER | Or Consult | 10.00 | \$1,955.99 | 2 | \$3,912 | |
| ENGINEERING | COUNTER SVCS REPR | | 1.00 | \$104.86 | 2 | \$210 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 0.25 | \$67.54 | 2 | \$135 | |
| TYPE SUBTOTAL | | | 14.25 | \$2,691.52 | | \$5,383 | |
| TOTALS | | | 14.25 | \$2,691.50 | | \$5,383 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|----------------------------------|---|-----------------|
| SERVICE SPECIAL TRAFFIC STUDY | | REFERENCE NO. PW-04300 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE REPORT | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Conduct a traffic engineering analysis for a request related to: speed, volume, sight distance, or a general pedestrian-vehicular inquiry. | | | |
| CURRENT FEE STRUCTURE Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$3,500.00 | TOTAL REVENUE: | \$42,000 |
| UNIT COST: | \$3,540.33 | TOTAL COST: | \$42,484 |
| UNIT PROFIT (SUBSIDY): | \$(40.33) | TOTAL PROFIT (SUBSIDY): | \$(484) |
| TOTAL UNITS: | 12 | PCT. COST RECOVERY: | 98.86% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE SPECIAL TRAFFIC STUDY | | | | | REFERENCE NO. PW-04300 | | |
|---|---------------------|-------------|------------------|-------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 12 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | | 4.00 | \$923.00 | 12 | \$11,076 | |
| ENGINEERING | ASSOC/SR ENGINEER | | 12.00 | \$2,347.20 | 12 | \$28,166 | |
| ENGINEERING | DIR OF PUBLIC WORKS | | 1.00 | \$270.17 | 12 | \$3,242 | |
| TYPE SUBTOTAL | | | 17.00 | \$3,540.37 | | \$42,484 | |
| TOTALS | | | 17.00 | \$3,540.33 | | \$42,484 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--------------------------------|--|-----------------|
| SERVICE TRAFFIC CONTROL PLAN REVIEW | | REFERENCE NO. PW-04350 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PLAN | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Reviewing a traffic control plan by an engineer-of-work for construction approval. | | | |
| CURRENT FEE STRUCTURE Residential Street - \$715 per plan plus \$409 per day after the first day Collector/Arterial Street - \$860 per plan plus \$411 per day after the first day Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$752.94 | TOTAL REVENUE: | \$64,000 |
| UNIT COST: | \$331.12 | TOTAL COST: | \$28,145 |
| UNIT PROFIT (SUBSIDY): | \$421.82 | TOTAL PROFIT (SUBSIDY): | \$35,855 |
| TOTAL UNITS: | 85 | PCT. COST RECOVERY: | 227.39% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Residential Street - \$290 per plan Collector/Arterial Street - \$430 per plan Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE TRAFFIC CONTROL PLAN REVIEW | | | | | REFERENCE NO. PW-04350 | | |
|---|-------------------|------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 85 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASSOC/SR ENGINEER | Residential | 1.00 | \$195.60 | 60 | \$11,736 | |
| ENGINEERING | ASST ENGINEER | Residential | 0.25 | \$41.98 | 60 | \$2,519 | |
| ENGINEERING | COUNTER SVCS REPR | Residential | 0.50 | \$52.43 | 60 | \$3,146 | |
| TYPE SUBTOTAL | | | 1.75 | \$290.01 | | \$17,400 | |
| ENGINEERING | ASSOC/SR ENGINEER | Arterial | 1.50 | \$293.40 | 25 | \$7,335 | |
| ENGINEERING | ASST ENGINEER | Arterial | 0.50 | \$83.96 | 25 | \$2,099 | |
| ENGINEERING | COUNTER SVCS REPR | Arterial | 0.50 | \$52.43 | 25 | \$1,311 | |
| TYPE SUBTOTAL | | | 2.50 | \$429.79 | | \$10,745 | |
| ENGINEERING | ASSOC/SR ENGINEER | Intersection T&M | 0.00 | \$0.00 | 1 | \$0 | |
| TYPE SUBTOTAL | | | 0.00 | \$0.00 | | \$0 | |
| TOTALS | | | 4.25 | \$331.12 | | \$28,145 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|----------------------------------|---|-----------------|
| SERVICE EXCAVATION PERMIT ISSUANCE & INSP | | REFERENCE NO. PW-04500 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit for inspection of a service and main line excavation. Includes the inspection of all street cuts. | | | |
| CURRENT FEE STRUCTURE \$598 per permit up to 50 linear feet. Actual cost using Fully Burdened Hourly Rates of City staff involved if over 50 linear feet. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$598.00 | TOTAL REVENUE: | \$29,900 |
| UNIT COST: | \$397.34 | TOTAL COST: | \$19,867 |
| UNIT PROFIT (SUBSIDY): | \$200.66 | TOTAL PROFIT (SUBSIDY): | \$10,033 |
| TOTAL UNITS: | 50 | PCT. COST RECOVERY: | 150.50% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Minor - \$395 per permit Other = Actual cost using Fully Burdened Hourly Rates of City staff involved | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE EXCAVATION PERMIT ISSUANCE & INSP | | | | | REFERENCE NO. PW-04500 | | |
|--|-------------------|-------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 50 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASSOC/SR ENGINEER | Large Project T&M | 0.00 | \$0.00 | 50 | \$0 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 50 | \$2,622 | |
| ENGINEERING | PW INSPECTOR | | 2.00 | \$344.90 | 50 | \$17,245 | |
| TYPE SUBTOTAL | | | 2.50 | \$397.33 | | \$19,867 | |
| TOTALS | | | 2.50 | \$397.34 | | \$19,867 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|---------------------------------|---|-------------------|
| SERVICE GRADING PLAN CHECK | | REFERENCE NO. PW-04550 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE SHEET | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing grading plans to ensure compliance with appropriate codes and standards. | | | |
| CURRENT FEE STRUCTURE cubic yards: 0 to 100 - \$1,288 101 to 1,000 - \$1,387 + \$87 per 100 c.y. 1,001 to 10,000 - \$2,567 + \$339 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Plus 10% of the original fee for each plan check after the third plan check | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$3,472.64 | TOTAL REVENUE: | \$76,398 |
| UNIT COST: | \$4,214.14 | TOTAL COST: | \$92,711 |
| UNIT PROFIT (SUBSIDY): | \$(741.50) | TOTAL PROFIT (SUBSIDY): | \$(16,313) |
| TOTAL UNITS: | 22 | PCT. COST RECOVERY: | 82.40% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% cubic yards: 0 to 100 - \$1,130 101 to 1,000 - \$1,130 + \$347 per 100 c.y. 1,001 to 10,000 - \$4,253 + \$330 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Plus 10% of the original fee for each plan check after the third plan check | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE | | | | | REFERENCE NO. | | |
|--|---------------------|----------------------|------------------|-------------------|----------------------|-------------------|--|
| GRADING PLAN CHECK | | | | | PW-04550 | | |
| NOTE | | | | | TOTAL UNITS | | |
| Unit Costs are an Average of Total Units | | | | | 22 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | 100 CY | 1.00 | \$230.78 | 6 | \$1,385 | |
| ENGINEERING | ASSOC/SR ENGINEER | 100 CY | 3.00 | \$586.80 | 6 | \$3,521 | |
| ENGINEERING | COUNTER SVCS REPR | 100 CY | 3.00 | \$314.58 | 6 | \$1,887 | |
| | | TYPE SUBTOTAL | 7.00 | \$1,132.16 | | \$6,793 | |
| ENGINEERING | ASST CITY ENGINEER | 1,000 CY | 3.00 | \$692.27 | 10 | \$6,923 | |
| ENGINEERING | ASSOC/SR ENGINEER | 1,000 CY | 15.00 | \$2,933.99 | 10 | \$29,340 | |
| ENGINEERING | COUNTER SVCS REPR | 1,000 CY | 6.00 | \$629.16 | 10 | \$6,292 | |
| | | TYPE SUBTOTAL | 24.00 | \$4,255.42 | | \$42,554 | |
| ENGINEERING | ASST CITY ENGINEER | 10,000 CY | 5.00 | \$1,153.78 | 6 | \$6,923 | |
| ENGINEERING | ASSOC/SR ENGINEER | 10,000 CY | 24.00 | \$4,694.40 | 6 | \$28,166 | |
| ENGINEERING | COUNTER SVCS REPR | 10,000 CY | 8.00 | \$838.88 | 6 | \$5,033 | |
| ENGINEERING | DIR OF PUBLIC WORKS | 10,000 CY | 2.00 | \$540.34 | 6 | \$3,242 | |
| | | TYPE SUBTOTAL | 39.00 | \$7,227.40 | | \$43,364 | |
| TOTALS | | | 70.00 | \$4,214.18 | | \$92,712 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|--------------------------------|---|-----------------|
| SERVICE GRADING INSPECTION | | REFERENCE NO. PW-04570 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PLAN | SERVICE RECIPIENT Developer | |
| DESCRIPTION OF SERVICE Reviewing and inspecting of grading on private property for compliance with approved grading plan. | | | |
| CURRENT FEE STRUCTURE cubic yards: 0 to 100 - \$501 101 to 1,000 - \$501 + \$43 per 100 c.y. 1,001 to 10,000 - \$1,337 + \$346 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. plus actual costs after the standard number of inspections. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,698.91 | TOTAL REVENUE: | \$37,376 |
| UNIT COST: | \$1,595.59 | TOTAL COST: | \$35,103 |
| UNIT PROFIT (SUBSIDY): | \$103.32 | TOTAL PROFIT (SUBSIDY): | \$2,273 |
| TOTAL UNITS: | 22 | PCT. COST RECOVERY: | 106.48% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% cubic yards: 0 to 100 - \$395 101 to 1,000 - \$395 + \$83 per 100 c.y. 1,001 to 10,000 - \$1,142 + \$268 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. plus actual costs after the standard number of inspections. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-------------------|-------------|------------------|-------------------|---|-------------------|--|
| SERVICE GRADING INSPECTION | | | | | REFERENCE NO. PW-04570 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 22 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | 100 CY | 0.50 | \$52.43 | 6 | \$315 | |
| ENGINEERING | PW INSPECTOR | 100 CY | 2.00 | \$344.90 | 6 | \$2,069 | |
| TYPE SUBTOTAL | | | 2.50 | \$397.33 | | \$2,384 | |
| ENGINEERING | COUNTER SVCS REPR | 1,000 CY | 1.00 | \$104.86 | 10 | \$1,049 | |
| ENGINEERING | PW INSPECTOR | 1,000 CY | 6.00 | \$1,034.70 | 10 | \$10,347 | |
| TYPE SUBTOTAL | | | 7.00 | \$1,139.56 | | \$11,396 | |
| ENGINEERING | COUNTER SVCS REPR | 10,000 CY | 1.00 | \$104.86 | 6 | \$629 | |
| ENGINEERING | PW INSPECTOR | 10,000 CY | 20.00 | \$3,449.00 | 6 | \$20,694 | |
| TYPE SUBTOTAL | | | 21.00 | \$3,553.86 | | \$21,323 | |
| TOTALS | | | 30.50 | \$1,595.59 | | \$35,103 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|----------------|
| SERVICE EXISTING CURB/GUTTER/SIDEWALK | | REFERENCE NO. PW-04600 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit for inspecting re-construction of existing curb, gutter, sidewalk and other fixed public improvements to ensure compliance with current public works construction standards. | | | |
| CURRENT FEE STRUCTURE \$452 per permit. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$452.00 | TOTAL REVENUE: | \$4,520 |
| UNIT COST: | \$224.90 | TOTAL COST: | \$2,249 |
| UNIT PROFIT (SUBSIDY): | \$227.10 | TOTAL PROFIT (SUBSIDY): | \$2,271 |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: | 200.98% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$225 per permit. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE EXISTING CURB/GUTTER/SIDEWALK | | | | | REFERENCE NO. PW-04600 | | |
|---|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 10 | \$524 | |
| ENGINEERING | PW INSPECTOR | | 1.00 | \$172.46 | 10 | \$1,725 | |
| | | TYPE SUBTOTAL | 1.50 | \$224.89 | | \$2,249 | |
| TOTALS | | | 1.50 | \$224.90 | | \$2,249 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|----------------|
| SERVICE CONST.PERMIT-NEW CURB,GUTTER,S/W | | REFERENCE NO. PW-04700 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit the construction of new curb, gutter, sidewalk and other fixed public improvements to ensure compliance with current public works construction standards. | | | |
| CURRENT FEE STRUCTURE Up to 50 linear feet - \$664 per permit 50 linear feet or more - Deposit as determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$664.00 | TOTAL REVENUE: | \$9,960 |
| UNIT COST: | \$397.33 | TOTAL COST: | \$5,960 |
| UNIT PROFIT (SUBSIDY): | \$266.67 | TOTAL PROFIT (SUBSIDY): | \$4,000 |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 167.11% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Up to 50 linear feet - \$395 per permit 50 linear feet or more - Deposit as determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE CONST.PERMIT-NEW CURB,GUTTER,S/W | | | | | REFERENCE NO. PW-04700 | | |
|---|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 15 | \$786 | |
| ENGINEERING | PW INSPECTOR | | 2.00 | \$344.90 | 15 | \$5,174 | |
| | | TYPE SUBTOTAL | 2.50 | \$397.33 | | \$5,960 | |
| TOTALS | | | 2.50 | \$397.33 | | \$5,960 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|----------------|
| SERVICE RE-CONSTRUCT-EXIST DRIVEWAY APPRCH. | | REFERENCE NO. PW-04710 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit for construction of an existing driveway approach. | | | |
| CURRENT FEE STRUCTURE \$359 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$359.00 | TOTAL REVENUE: | \$7,180 |
| UNIT COST: | \$224.90 | TOTAL COST: | \$4,498 |
| UNIT PROFIT (SUBSIDY): | \$134.10 | TOTAL PROFIT (SUBSIDY): | \$2,682 |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 159.63% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$225 per permit. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE RE-CONSTRUCT-EXIST DRIVEWAY APPRCH. | | | | | REFERENCE NO. PW-04710 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 20 | \$1,049 | |
| ENGINEERING | PW INSPECTOR | | 1.00 | \$172.45 | 20 | \$3,449 | |
| | | TYPE SUBTOTAL | 1.50 | \$224.88 | | \$4,498 | |
| TOTALS | | | 1.50 | \$224.90 | | \$4,498 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|---|----------------------------------|---|
| SERVICE NEW DRIVEWAY APPROACH CONSTR PERMIT | | REFERENCE NO. PW-04720 |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business |
| DESCRIPTION OF SERVICE Processing a permit for the construction of a new driveway approach. | | |
| CURRENT FEE STRUCTURE \$598 per permit. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$598.00 | TOTAL REVENUE: |
| UNIT COST: | \$397.30 | TOTAL COST: |
| UNIT PROFIT (SUBSIDY): | \$200.70 | TOTAL PROFIT (SUBSIDY): |
| TOTAL UNITS: | 10 | PCT. COST RECOVERY: |
| | | 150.52% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$395 per permit | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE NEW DRIVEWAY APPROACH CONSTR PERMIT | | | | | REFERENCE NO. PW-04720 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 10 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 10 | \$524 | |
| ENGINEERING | PW INSPECTOR | | 2.00 | \$344.89 | 10 | \$3,449 | |
| | | TYPE SUBTOTAL | 2.50 | \$397.32 | | \$3,973 | |
| TOTALS | | | 2.50 | \$397.30 | | \$3,973 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|----------------|
| SERVICE TEMP.ENCROACH-ROLL-OFF DUMPSTER/POD | | REFERENCE NO. PW-04740 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit for inspecting the siting of a roll-off dumpster that will temporarily encroach into the public right-of-way. | | | |
| CURRENT FEE STRUCTURE Residents - No Charge Others - \$143 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$143.00 | TOTAL REVENUE: | \$2,145 |
| UNIT COST: | \$112.47 | TOTAL COST: | \$1,687 |
| UNIT PROFIT (SUBSIDY): | \$30.53 | TOTAL PROFIT (SUBSIDY): | \$458 |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 127.15% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Residents - No Charge Others - \$115 per permit | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE TEMP.ENCROACH-ROLL-OFF DUMPSTER/POD | | | | | REFERENCE NO. PW-04740 | | |
|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.25 | \$26.21 | 15 | \$393 | |
| ENGINEERING | PW INSPECTOR | | 0.50 | \$86.22 | 15 | \$1,293 | |
| | | TYPE SUBTOTAL | 0.75 | \$112.43 | | \$1,687 | |
| TOTALS | | | 0.75 | \$112.47 | | \$1,687 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|--|----------------|
| SERVICE TEMP ENCROACH - CRANE/CHERRY PICKER | | REFERENCE NO. PW-04745 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Processing a permit for inspecting the siting of a crane or cherry-picker that will temporarily encroach into the public right-of-way. | | | |
| CURRENT FEE STRUCTURE \$394 per permit | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$394.00 | TOTAL REVENUE: | \$7,880 |
| UNIT COST: | \$224.90 | TOTAL COST: | \$4,498 |
| UNIT PROFIT (SUBSIDY): | \$169.10 | TOTAL PROFIT (SUBSIDY): | \$3,382 |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 175.19% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$225 per permit | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE TEMP ENCROACH - CRANE/CHERRY PICKER | | | | | REFERENCE NO. PW-04745 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 20 | \$1,049 | |
| ENGINEERING | PW INSPECTOR | | 1.00 | \$172.45 | 20 | \$3,449 | |
| | | TYPE SUBTOTAL | 1.50 | \$224.88 | | \$4,498 | |
| TOTALS | | | 1.50 | \$224.90 | | \$4,498 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|----------------------------------|---|----------------|
| SERVICE PERM ENCROACHMENT-WALL/FENCE/ETC | | REFERENCE NO. PW-04750 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Processing a permit for the construction of walls, fences and similar construction that will encroach into the public right-of-way. | | | |
| CURRENT FEE STRUCTURE \$433 per permit. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$433.00 | TOTAL REVENUE: | \$866 |
| UNIT COST: | \$366.50 | TOTAL COST: | \$733 |
| UNIT PROFIT (SUBSIDY): | \$66.50 | TOTAL PROFIT (SUBSIDY): | \$133 |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 118.14% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$365 per permit. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE PERM ENCROACHMENT-WALL/FENCE/ETC | | | | | REFERENCE NO. PW-04750 | | |
|---|--------------------|-------------|------------------|------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | ASST CITY ENGINEER | | 0.25 | \$57.73 | 2 | \$115 | |
| ENGINEERING | ASST ENGINEER | | 0.50 | \$83.96 | 2 | \$168 | |
| ENGINEERING | COUNTER SVCS REPR | | 0.50 | \$52.43 | 2 | \$105 | |
| ENGINEERING | PW INSPECTOR | | 1.00 | \$172.42 | 2 | \$345 | |
| TYPE SUBTOTAL | | | 2.25 | \$366.54 | | \$733 | |
| TOTALS | | | 2.25 | \$366.50 | | \$733 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|--------------------------------------|----------------|
| SERVICE TEMP ENCR-BLOCK PARTY/STRT CLOSURE | | REFERENCE NO. PW-04755 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Resident | |
| DESCRIPTION OF SERVICE Processing a permit for the proposed closure of a street for the purpose of a block party. | | | |
| CURRENT FEE STRUCTURE \$490 per permit | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$490.00 | TOTAL REVENUE: | \$7,350 |
| UNIT COST: | \$304.13 | TOTAL COST: | \$4,562 |
| UNIT PROFIT (SUBSIDY): | \$185.87 | TOTAL PROFIT (SUBSIDY): | \$2,788 |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 161.11% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$305 per permit | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE TEMP ENCR-BLOCK PARTY/STRT CLOSURE | | | | | REFERENCE NO. PW-04755 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| ENGINEERING | PW INSPECTOR | | 1.00 | \$172.45 | 15 | \$2,587 | |
| ENGINEERING | TECHNICIAN | | 1.00 | \$131.67 | 15 | \$1,975 | |
| | | TYPE SUBTOTAL | 2.00 | \$304.12 | | \$4,562 | |
| TOTALS | | | 2.00 | \$304.13 | | \$4,562 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|----------------------------------|---|----------------|
| SERVICE NEWSRACK/BENCH ENCROACHMENT REV. | | REFERENCE NO. PW-04800 | |
| PRIMARY DEPARTMENT PW-ENGINEERING | UNIT OF SERVICE PERMIT | SERVICE RECIPIENT Business | |
| DESCRIPTION OF SERVICE Inspecting newsrack and advertising benches, which encroach into the public right-of-way, for conformance with the City Code and issuing a temporary encroachment permit. | | | |
| CURRENT FEE STRUCTURE \$155 per permit plus \$100 per newsrack/bench Impound/Removal - \$450 per newsrack/bench Appeal: Com & Econ Director - \$475 City Manager - \$600 | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$1,780.00 | TOTAL REVENUE: | \$1,780 |
| UNIT COST: | \$2,237.00 | TOTAL COST: | \$2,237 |
| UNIT PROFIT (SUBSIDY): | \$(457.00) | TOTAL PROFIT (SUBSIDY): | \$(457) |
| TOTAL UNITS: | 1 | PCT. COST RECOVERY: | 79.57% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$245 per permit plus \$100 per newsrack/bench Impound/Removal - \$465 per newsrack/bench Appeal: Com & Econ Director - \$930 City Manager - \$595 | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE NEWSRACK/BENCH ENCROACHMENT REV. | | | | REFERENCE NO. PW-04800 | | |
|---|------------------------|----------------|------------------|---|-------------------|-------------------|
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 1 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| ENGINEERING | COUNTER SVCS REPR | Permit | 1.50 | \$157.33 | 1 | \$157 |
| ENGINEERING | PW INSPECTOR | Permit | 0.50 | \$86.15 | 1 | \$86 |
| TYPE SUBTOTAL | | | 2.00 | \$243.48 | | \$243 |
| ENGINEERING | COUNTER SVCS REPR | Impound | 0.42 | \$44.05 | 1 | \$44 |
| ENGINEERING | PW INSPECTOR | Impound | 1.75 | \$301.75 | 1 | \$302 |
| ENGINEERING | SECRETARY | Impound | 0.67 | \$76.23 | 1 | \$76 |
| STREET MAINT | MAINT WORKER I | Impound | 0.50 | \$43.49 | 1 | \$43 |
| TYPE SUBTOTAL | | | 3.34 | \$465.52 | | \$466 |
| COMM ECON DEV | DIR OF COMM & ECON DEV | Appeal | 1.50 | \$433.70 | 1 | \$434 |
| PLANNING | PROJECT PLANNER | Appeal | 2.00 | \$328.65 | 1 | \$329 |
| ENGINEERING | SECRETARY | CED Dir Appeal | 1.50 | \$170.71 | 1 | \$171 |
| TYPE SUBTOTAL | | | 5.00 | \$933.06 | | \$933 |
| CITY MANAGER | CITY MANAGER | Appeal | 1.50 | \$424.42 | 1 | \$424 |
| ENGINEERING | SECRETARY | CM Appeal | 1.50 | \$170.71 | 1 | \$171 |
| TYPE SUBTOTAL | | | 3.00 | \$595.13 | | \$595 |
| TOTALS | | | 13.34 | \$2,237.00 | | \$2,237 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|---------------------------------------|---|-------------------|
| SERVICE PROCESS NEW WATER ACCOUNTS | | REFERENCE NO. WA-09100 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE NEW ACCOUNT | SERVICE RECIPIENT Customer | |
| DESCRIPTION OF SERVICE A one time charge to cover cost of establishing a new account, i.e., turn-on, turn-off or reading meter. | | | |
| CURRENT FEE STRUCTURE \$23 application fee plus initial deposit: Residential - \$114 per account Other - \$342 for first account plus \$114 for each additional account | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$23.00 | TOTAL REVENUE: | \$8,740 |
| UNIT COST: | \$53.12 | TOTAL COST: | \$20,186 |
| UNIT PROFIT (SUBSIDY): | \$(30.12) | TOTAL PROFIT (SUBSIDY): | \$(11,446) |
| TOTAL UNITS: | 380 | PCT. COST RECOVERY: | 43.30% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$53 application fee plus initial deposit: Residential - \$114 per account Other - \$342 for first account plus \$114 for each additional account | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE PROCESS NEW WATER ACCOUNTS | | | | | REFERENCE NO. WA-09100 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 380 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTHC | ACCOUNT CLERK II | | 0.17 | \$12.60 | 380 | \$4,788 | |
| FINANCE-WATER AUTHC | COORDINATOR | | 0.33 | \$40.52 | 380 | \$15,399 | |
| | | TYPE SUBTOTAL | 0.50 | \$53.12 | | \$20,187 | |
| TOTALS | | | 0.50 | \$53.12 | | \$20,187 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|--------------------------------|---|------------------|
| SERVICE PAY WATER BILL BY PHONE | | REFERENCE NO. WA-09125 | |
| PRIMARY DEPARTMENT WATER- FINANCE | UNIT OF SERVICE BILL | SERVICE RECIPIENT Customer | |
| DESCRIPTION OF SERVICE Processing the payment of a water bill by phone at the request of the customer, instead of paying by mail or on-line. | | | |
| CURRENT FEE STRUCTURE \$5 per bill | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$5.00 | TOTAL REVENUE: | \$750 |
| UNIT COST: | \$12.60 | TOTAL COST: | \$1,890 |
| UNIT PROFIT (SUBSIDY): | \$(7.60) | TOTAL PROFIT (SUBSIDY): | \$(1,140) |
| TOTAL UNITS: | 150 | PCT. COST RECOVERY: | 39.68% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$13 per bill | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE PAY WATER BILL BY PHONE | | | | | REFERENCE NO. WA-09125 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 150 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTHC | ACCOUNT CLERK II | | 0.17 | \$12.60 | 150 | \$1,890 | |
| | | TYPE SUBTOTAL | 0.17 | \$12.60 | | \$1,890 | |
| | | TOTALS | 0.17 | \$12.60 | | \$1,890 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|---|-----------------------------------|---|-----------------|
| SERVICE NEW WATER SERVICE INSTALLATION | | REFERENCE NO. WA-09210 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE SERVICE | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Installing meter and service laterals to allow connection to the City's water service system. | | | |
| CURRENT FEE STRUCTURE 5/8" - 1" - \$1,961 per service plus the actual cost of parts, supplies, and outside services 1 1/2" - 2" - \$3,909 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$2,448.00 | TOTAL REVENUE: | \$48,960 |
| UNIT COST: | \$2,457.85 | TOTAL COST: | \$49,157 |
| UNIT PROFIT (SUBSIDY): | \$(9.85) | TOTAL PROFIT (SUBSIDY): | \$(197) |
| TOTAL UNITS: | 20 | PCT. COST RECOVERY: | 99.60% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% 5/8" - 1" - \$1,970 per service plus the actual cost of parts, supplies, and outside services 1 1/2" - 2" - \$3,925 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|------------------------|--------------------|-------------------------|-------------------------|---|--------------------------|--|
| SERVICE NEW WATER SERVICE INSTALLATION | | | | | REFERENCE NO. WA-09210 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 20 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTH(A | | | 0.17 | \$12.60 | 20 | \$252 | |
| TYPE SUBTOTAL | | | 0.17 | \$12.60 | | \$252 | |
| WATER OPS & RES | WATER SYS OPERATOR I | 4 Hours Of 2 | 8.00 | \$878.00 | 15 | \$13,170 | |
| WATER OPS & RES | WATER SYS OPERATOR II | 5/8" - 1" | 4.00 | \$502.80 | 15 | \$7,542 | |
| WATER OPS & RES | WATER SYS OPERATOR III | 5/8" - 1" | 4.00 | \$575.40 | 15 | \$8,631 | |
| TYPE SUBTOTAL | | | 16.00 | \$1,956.20 | | \$29,343 | |
| WATER OPS & RES | WATER SYS OPERATOR I | 8 Hours Of 2 | 16.00 | \$1,756.00 | 5 | \$8,780 | |
| WATER OPS & RES | WATER SYS OPERATOR II | 1 1/2" - 2" | 8.00 | \$1,005.64 | 5 | \$5,028 | |
| WATER OPS & RES | WATER SYS OPERATOR III | 1 1/2" - 2" | 8.00 | \$1,150.80 | 5 | \$5,754 | |
| TYPE SUBTOTAL | | | 32.00 | \$3,912.44 | | \$19,562 | |
| TOTALS | | | 48.17 | \$2,457.85 | | \$49,157 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|-----------------------------------|---|-----------------|
| SERVICE NEW FIRE SERVICE INSTALLATION | | REFERENCE NO. WA-09220 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE SERVICE | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Installing a new fire service or 4 inch domestic service to allow connection to the City's water service system. | | | |
| CURRENT FEE STRUCTURE 4" - 6" - \$7,802 per service plus the actual cost of parts, supplies, and outside services 8" - 10" - \$11,701 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$9,751.50 | TOTAL REVENUE: | \$19,503 |
| UNIT COST: | \$9,793.50 | TOTAL COST: | \$19,587 |
| UNIT PROFIT (SUBSIDY): | \$(42.00) | TOTAL PROFIT (SUBSIDY): | \$(84) |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 99.57% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% 4" - 6" - \$7,835 per service plus the actual cost of parts, supplies, and outside services 8" - 10" - \$11,750 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| SERVICE NEW FIRE SERVICE INSTALLATION | | | | | REFERENCE NO. WA-09220 | | |
|---|------------------------|---------------|------------------|--------------------|---|-------------------|--|
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTH(AACCOUNT CLERK II | | | 0.17 | \$12.59 | 2 | \$25 | |
| TYPE SUBTOTAL | | | 0.17 | \$12.59 | | \$25 | |
| WATER OPS & RES | WATER SYS OPERATOR I | 16 Hours Of 2 | 32.00 | \$3,512.00 | 1 | \$3,512 | |
| WATER OPS & RES | WATER SYS OPERATOR II | 4" - 6" | 16.00 | \$2,011.41 | 1 | \$2,011 | |
| WATER OPS & RES | WATER SYS OPERATOR III | 4" - 6" | 16.00 | \$2,301.60 | 1 | \$2,302 | |
| TYPE SUBTOTAL | | | 64.00 | \$7,825.01 | | \$7,825 | |
| WATER OPS & RES | WATER SYS OPERATOR I | 24 Hours Of 2 | 48.00 | \$5,268.00 | 1 | \$5,268 | |
| WATER OPS & RES | WATER SYS OPERATOR II | 8" - 10" | 24.00 | \$3,016.80 | 1 | \$3,017 | |
| WATER OPS & RES | WATER SYS OPERATOR III | 8" - 10" | 24.00 | \$3,452.40 | 1 | \$3,452 | |
| TYPE SUBTOTAL | | | 96.00 | \$11,737.20 | | \$11,737 | |
| TOTALS | | | 160.17 | \$9,793.50 | | \$19,587 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|-----------------------------------|---|----------------|
| SERVICE INSPECTION OF FIRE HYDRANT INSTALL. | | REFERENCE NO. WA-09250 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE HYDRANT | SERVICE RECIPIENT Developer/Business/Resident | |
| DESCRIPTION OF SERVICE Inspection of the installation of a public hydrant to allow connection to the City's water service system. | | | |
| CURRENT FEE STRUCTURE \$548 per inspection | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$548.00 | TOTAL REVENUE: | \$1,096 |
| UNIT COST: | \$575.50 | TOTAL COST: | \$1,151 |
| UNIT PROFIT (SUBSIDY): | \$(27.50) | TOTAL PROFIT (SUBSIDY): | \$(55) |
| TOTAL UNITS: | 2 | PCT. COST RECOVERY: | 95.22% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$575 per inspection | | | |

October 4, 2023

**CITY OF PICO RIVERA
 COST DETAIL WORKSHEET
 FY 2022/23**

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|--|------------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE INSPECTION OF FIRE HYDRANT INSTALL. | | | | | REFERENCE NO. WA-09250 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 2 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| WATER OPS & RES | WATER SYS OPERATOR III | | 4.00 | \$575.40 | 2 | \$1,151 | |
| | | TYPE SUBTOTAL | 4.00 | \$575.40 | | \$1,151 | |
| TOTALS | | | 4.00 | \$575.50 | | \$1,151 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--------------------------------|---|----------------|
| SERVICE FIRE FLOW TEST | | REFERENCE NO. WA-09255 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE TEST | SERVICE RECIPIENT Developer/Resident/Business | |
| DESCRIPTION OF SERVICE Providing a fire flow test of a new fire sprinkler system. | | | |
| CURRENT FEE STRUCTURE \$358 per test plus actual cost of water used | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$358.00 | TOTAL REVENUE: | \$8,592 |
| UNIT COST: | \$365.79 | TOTAL COST: | \$8,779 |
| UNIT PROFIT (SUBSIDY): | \$(7.79) | TOTAL PROFIT (SUBSIDY): | \$(187) |
| TOTAL UNITS: | 24 | PCT. COST RECOVERY: | 97.87% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$365 per test plus actual cost of water used | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE FIRE FLOW TEST | | | | | REFERENCE NO. WA-09255 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 24 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTH | ACCOUNT CLERK II | | 0.17 | \$12.60 | 24 | \$302 | |
| WATER OPS & RES | WATER SYS OPERATOR I | | 1.50 | \$164.64 | 24 | \$3,951 | |
| WATER OPS & RES | WATER SYS OPERATOR II | | 1.50 | \$188.55 | 24 | \$4,525 | |
| | | TYPE SUBTOTAL | 3.17 | \$365.79 | | \$8,779 | |
| TOTALS | | | 3.17 | \$365.79 | | \$8,779 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|--|--|------------------|
| SERVICE CONSTRUCT (TEMPORARY) WATER METER | | REFERENCE NO. WA-09300 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE INSTALLATION | SERVICE RECIPIENT Developer/Business | |
| DESCRIPTION OF SERVICE Providing temporary service connection meter rental, repair, replacement, and maintenance for construction use. | | | |
| CURRENT FEE STRUCTURE \$251 for the initial installation plus removal fee; \$126 per move if the meter is relocated. A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit. | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$209.33 | TOTAL REVENUE: | \$15,700 |
| UNIT COST: | \$267.11 | TOTAL COST: | \$20,033 |
| UNIT PROFIT (SUBSIDY): | \$(57.78) | TOTAL PROFIT (SUBSIDY): | \$(4,333) |
| TOTAL UNITS: | 75 | PCT. COST RECOVERY: | 78.37% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$320 for the initial installation plus removal fee; \$160 per move if the meter is relocated. A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit. | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE CONSTRUCT (TEMPORARY) WATER METER | | | | | REFERENCE NO. WA-09300 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 75 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| WATER OPS & RES | COUNTER SVCS REPR | Install On/Off | 2.00 | \$320.52 | 50 | \$16,026 | |
| | | TYPE SUBTOTAL | 2.00 | \$320.52 | | \$16,026 | |
| WATER OPS & RES | COUNTER SVCS REPR | Move | 1.00 | \$160.27 | 25 | \$4,007 | |
| | | TYPE SUBTOTAL | 1.00 | \$160.27 | | \$4,007 | |
| TOTALS | | | 3.00 | \$267.11 | | \$20,033 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|--|---------------------------------------|---|------------------|
| SERVICE DELINQUENT WATER SVC TURN ON/OFF | | REFERENCE NO. WA-09400 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE TURN OFF/ON | SERVICE RECIPIENT Customer | |
| DESCRIPTION OF SERVICE Processing delinquent water bills, notifying customers of non-payment, discontinuing service, and reconnecting service upon payment. | | | |
| CURRENT FEE STRUCTURE Delinquent Bill or Short Red Notice: Residential - \$11 All others - 10% of the amount owed. Turn On (in addition to other charges or penalties): \$68 if requested prior to 4:00 PM to be performed on regular working days or on next working day. \$394 if on same day restoration is requested after 4:00 PM or at any other time. | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$221.95 | TOTAL REVENUE: | \$213,074 |
| UNIT COST: | \$106.12 | TOTAL COST: | \$101,873 |
| UNIT PROFIT (SUBSIDY): | \$115.83 | TOTAL PROFIT (SUBSIDY): | \$111,201 |
| TOTAL UNITS: | 960 | PCT. COST RECOVERY: | 209.16% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Delinquent Bill or Short Red Notice: Residential - \$11 All others - 10% of the amount owed. Turn On (in addition to other charges or penalties): \$90 if requested prior to 4:00 PM to be performed on regular working days or on next working day. \$400 if on same day restoration is requested after 4:00 PM or at any other time. | | | |

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE DELINQUENT WATER SVC TURN ON/OFF | | | | | REFERENCE NO. WA-09400 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 960 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTH(COORDINATOR | | 1 H/W Deliquent Bill | 0.00 | \$0.46 | 13,400 | \$6,145 | |
| | | TYPE SUBTOTAL | 0.00 | \$0.46 | | \$6,145 | |
| FINANCE-WATER AUTH(COORDINATOR | | 1 H/W Door Hangers | 0.02 | \$1.92 | 3,200 | \$6,145 | |
| | | TYPE SUBTOTAL | 0.02 | \$1.92 | | \$6,145 | |
| FINANCE-WATER AUTH(COORDINATOR | | 1 H/W Notices | 0.01 | \$1.31 | 4,700 | \$6,145 | |
| | | TYPE SUBTOTAL | 0.01 | \$1.31 | | \$6,145 | |
| FINANCE-WATER AUTH(COORDINATOR | | 1 H/W -Shut Off List | 0.05 | \$6.40 | 960 | \$6,145 | |
| WATER OPS & RES | COUNTER SVCS REPR | Turn Off | 0.25 | \$40.06 | 960 | \$38,462 | |
| WATER OPS & RES | COUNTER SVCS REPR | Turn On | 0.25 | \$40.06 | 960 | \$38,462 | |
| | | TYPE SUBTOTAL | 0.55 | \$86.52 | | \$83,070 | |
| WATER OPS & RES | WATER SYS OPERATOR I | Ater Hours Turn Off | 3.00 | \$329.52 | 1 | \$330 | |
| | | TYPE SUBTOTAL | 3.00 | \$329.52 | | \$330 | |
| TOTALS | | | 3.58 | \$106.08 | | \$101,834 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|------------------------------------|---|----------------|
| SERVICE DAMAGE TO WATER METER/LOCK | | REFERENCE NO. WA-09500 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE INCIDENT | SERVICE RECIPIENT Resident/Business | |
| DESCRIPTION OF SERVICE Inspection of damage to determine extent of required repair. Repair and replacement of the damages. | | | |
| CURRENT FEE STRUCTURE \$11 lock replacement fee \$34 meter removal/re-installation fee \$91 tampering penalty Damage to Meter - Actual cost incurred by City to repair damages | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$0.00 | TOTAL REVENUE: | \$0 |
| UNIT COST: | \$18.53 | TOTAL COST: | \$278 |
| UNIT PROFIT (SUBSIDY): | \$(18.53) | TOTAL PROFIT (SUBSIDY): | \$(278) |
| TOTAL UNITS: | 15 | PCT. COST RECOVERY: | 0.00% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Charge the actual costs at the fully allocated hourly rates for all personnel involved plus any parts, supplies, or outside costs. | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|---|-----------------------|--------------------|------------------|------------------|---|-------------------|--|
| SERVICE DAMAGE TO WATER METER/LOCK | | | | | REFERENCE NO. WA-09500 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 15 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTH | ACCOUNT CLERK II | | 0.25 | \$18.53 | 15 | \$278 | |
| WATER OPS & RES | WATER SYS OPERATOR II | Time And Materials | 0.00 | \$0.00 | 15 | \$0 | |
| TYPE SUBTOTAL | | | 0.25 | \$18.53 | | \$278 | |
| TOTALS | | | 0.25 | \$18.53 | | \$278 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|-----------------------------------|---|
| SERVICE WATER RE-READING SERVICE ON REQUEST | | REFERENCE NO. WA-09600 |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Customer |
| DESCRIPTION OF SERVICE Re-read a meter based upon a request from a customer questioning the validity of the original reading. | | |
| CURRENT FEE STRUCTURE \$74 if prior reading was correct. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$74.00 | TOTAL REVENUE: \$10,656 |
| UNIT COST: | \$98.66 | TOTAL COST: \$14,207 |
| UNIT PROFIT (SUBSIDY): | \$(24.66) | TOTAL PROFIT (SUBSIDY): \$(3,551) |
| TOTAL UNITS: | 144 | PCT. COST RECOVERY: 75.01% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$100 if prior reading was correct. | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

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|--|-------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE WATER RE-READING SERVICE ON REQUEST | | | | | REFERENCE NO. WA-09600 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 144 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTHC | ACCOUNT CLERK II | | 0.25 | \$18.53 | 144 | \$2,668 | |
| WATER OPS & RES | COUNTER SVCS REPR | | 0.50 | \$80.13 | 144 | \$11,539 | |
| | | TYPE SUBTOTAL | 0.75 | \$98.66 | | \$14,207 | |
| TOTALS | | | 0.75 | \$98.66 | | \$14,207 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

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|---|--------------------------------|---|----------------|
| SERVICE WATER METER TESTING | | REFERENCE NO. WA-09700 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE TEST | SERVICE RECIPIENT Customer | |
| DESCRIPTION OF SERVICE Testing the accuracy of a meter based upon a customer questioning the validity of the meter. | | | |
| CURRENT FEE STRUCTURE \$250 per test to be refunded if the meter was running fast (all size meters). | | | |
| <u>REVENUE AND COST COMPARISON</u> | | | |
| UNIT REVENUE: | \$320.00 | TOTAL REVENUE: | \$1,600 |
| UNIT COST: | \$339.00 | TOTAL COST: | \$1,695 |
| UNIT PROFIT (SUBSIDY): | \$(19.00) | TOTAL PROFIT (SUBSIDY): | \$(95) |
| TOTAL UNITS: | 5 | PCT. COST RECOVERY: | 94.40% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$340 per test to be refunded if the meter was running fast (all size meters). | | | |

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**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | |
|---|-------------------|----------------------|------------------|---|-------------------|-------------------|
| SERVICE WATER METER TESTING | | | | REFERENCE NO. WA-09700 | | |
| NOTE Unit Costs are an Average of Total Units | | | | TOTAL UNITS 5 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> |
| FINANCE-WATER AUTH | ACCOUNT CLERK II | | 0.25 | \$18.52 | 5 | \$93 |
| WATER OPS & RES | COUNTER SVCS REPR | | 2.00 | \$320.52 | 5 | \$1,603 |
| | | TYPE SUBTOTAL | 2.25 | \$339.04 | | \$1,695 |
| TOTALS | | | 2.25 | \$339.00 | | \$1,695 |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | | |
|--|---------------------------------------|---|------------------|
| SERVICE REQUESTED WATER SERVICE TURN OFF | | REFERENCE NO. WA-09980 | |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE APPLICATION | SERVICE RECIPIENT Customer | |
| DESCRIPTION OF SERVICE Processing an application for temporary turn-off of water service. | | | |
| CURRENT FEE STRUCTURE Courtesy first time turn off for repairs \$39 per second request for turn off After Hours - \$394 | | | |
| REVENUE AND COST COMPARISON | | | |
| UNIT REVENUE: | \$54.76 | TOTAL REVENUE: | \$1,369 |
| UNIT COST: | \$96.48 | TOTAL COST: | \$2,412 |
| UNIT PROFIT (SUBSIDY): | \$(41.72) | TOTAL PROFIT (SUBSIDY): | \$(1,043) |
| TOTAL UNITS: | 25 | PCT. COST RECOVERY: | 56.76% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% Courtesy first time turn off for repairs \$80 per second request for turn off After Hours - \$400 | | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|-----------------------|----------------------|------------------|------------------|---|-------------------|--|
| SERVICE REQUESTED WATER SERVICE TURN OFF | | | | | REFERENCE NO. WA-09980 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 25 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTHC | ACCOUNT CLERK II | | 0.25 | \$18.53 | 25 | \$463 | |
| WATER OPS & RES | WATER SYS OPERATOR II | | 0.50 | \$62.86 | 25 | \$1,572 | |
| | | TYPE SUBTOTAL | 0.75 | \$81.39 | | \$2,035 | |
| WATER OPS & RES | WATER SYS OPERATOR II | After Hours | 3.00 | \$377.41 | 1 | \$377 | |
| | | TYPE SUBTOTAL | 3.00 | \$377.41 | | \$377 | |
| TOTALS | | | 3.75 | \$96.48 | | \$2,412 | |

**CITY OF PICO RIVERA
REVENUE AND COST SUMMARY WORKSHEET
FY 2022/23**

| | | |
|--|-----------------------------------|---|
| SERVICE WATER CONSUMPTION HISTORY REPORT | | REFERENCE NO. WA-09990 |
| PRIMARY DEPARTMENT WATER AUTHORITY | UNIT OF SERVICE REQUEST | SERVICE RECIPIENT Business |
| DESCRIPTION OF SERVICE Providing a report detailing customer water consumption history on request. | | |
| CURRENT FEE STRUCTURE \$23 per request. | | |
| <u>REVENUE AND COST COMPARISON</u> | | |
| UNIT REVENUE: | \$23.00 | TOTAL REVENUE: |
| UNIT COST: | \$18.57 | TOTAL COST: |
| UNIT PROFIT (SUBSIDY): | \$4.43 | TOTAL PROFIT (SUBSIDY): |
| TOTAL UNITS: | 7 | PCT. COST RECOVERY: |
| | | 123.85% |
| SUGGESTED FEE FOR COST RECOVERY OF: 100% \$20 per request. | | |

October 4, 2023

**CITY OF PICO RIVERA
COST DETAIL WORKSHEET
FY 2022/23**

| | | | | | | | |
|---|------------------|---------------|------------------|------------------|---|-------------------|--|
| SERVICE WATER CONSUMPTION HISTORY REPORT | | | | | REFERENCE NO. WA-09990 | | |
| NOTE Unit Costs are an Average of Total Units | | | | | TOTAL UNITS 7 | | |
| <u>DEPARTMENT</u> | <u>POSITION</u> | <u>TYPE</u> | <u>UNIT TIME</u> | <u>UNIT COST</u> | <u>ANN. UNITS</u> | <u>TOTAL COST</u> | |
| FINANCE-WATER AUTHC | ACCOUNT CLERK II | | 0.25 | \$18.53 | 7 | \$130 | |
| | | TYPE SUBTOTAL | 0.25 | \$18.53 | | \$130 | |
| TOTALS | | | 0.25 | \$18.57 | | \$130 | |

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APPENDIX C – DETAIL OF BUILDING & SAFETY FEES

**CITY OF PICO RIVERA
 BUILDING & SAFETY FEE SCHEDULE
 BUILDING PERMIT AND PLAN CHECK FEES**

| SERVICE | CURRENT FEE | PROPOSED FEE |
|---|--|---|
| BUILDING PERMITS: | | |
| Permit issuance | \$46.00 | \$61.00 |
| Building Permit Under \$500 Valuation | \$28.00 | \$28.00 |
| Building Permit \$501-\$2,000 Valuation | \$29 + \$4.50 for each \$100 over \$500 | \$28 + \$5 for each \$100 over \$500 |
| Building Permit \$2,001-\$25,000 Valuation | \$105 + \$16 for each \$1,000 over \$2,000 | \$105 + \$18 for each \$1,000 over \$2,000 |
| Building Permit \$25,001-\$50,000 Valuation | \$525 + \$12 for each \$1,000 over \$25,000 | \$525 + \$13.50 for each \$1,000 over \$25,000 |
| Building Permit \$50,001-\$100,000 Valuation | \$867 + \$8.50 for each \$1,000 over \$50,000 | \$867 + \$9.50 for each \$1,000 over \$50,000 |
| Building Permit \$100,001-\$500,000 Valuation | \$1,351 + \$7 for each \$1,000 over \$100,000 | \$1,351 + \$8 for each \$1,000 over \$100,000 |
| Building Permit \$500,001-\$1,000,000 Valuation | \$4,542 + \$6.50 for each \$1,000 over \$500,000 | \$4,551 + \$7.50 for each \$1,000 over \$500,000 |
| Building Permit Over \$1,000,000 Valuation | \$8,247 + \$5.25 for each \$1,000 over \$1,000,000 | \$8,301 + \$6 for each \$1,000 over \$1,000,000 |
| Building Plan Check - Regular | 100% of Bldg Permit Fee | 100% of Bldg Permit Fee |
| Building Plan Check - Expedited | 100% of Bldg Permit Fee + 50% Plan Check Fee | 100% of Bldg Permit Fee + 50% Plan Check Fee |
| Other Inspections not specified | Hourly Rate | Hourly Rate |
| Overtime Inspection | Hourly Rate | Hourly Rate |
| Additional Plan Review After Second Check | Hourly Rate or Actual Costs | Hourly Rate or Actual Costs |
| AB 717 Training Surcharge | \$24 per permit | \$24 per permit |
| Combo Permits: | | |
| Electrical Permit | | 10% of the Building Permit Fee |
| Plumbing Permit | | 10% of the Building Permit Fee |
| Mechanical Permit | | 10% of the Building Permit Fee |

Note: The Valuation Data Table will be revised annually based on published data by the International Code Council.

**CITY OF PICO RIVERA
BUILDING & SAFETY FEE SCHEDULE
MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES**

INSPECTOR = \$196.13
CSR = \$180.14

| | CURRENT FEES | ON-SITE TIME | # OF VISITS | TOTAL TIME | TOTAL COST | PROPOSED FEES |
|---|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|--------------------------|
| ELECTRICAL PERMITS | | | | | | |
| Permit Issuance | \$49.00 | | | 20 | \$60.05 | \$60 |
| Swimming Pools | \$74.00 | 12.5 | 2 | 25 | \$81.72 | \$82 |
| Branch Circuits of 15 & 20 Amp, 120 & 240V Single Phase | | | | | | |
| 1 - 10 Circuits | \$15.00 | 5 | 1 | 5 | \$16.34 | \$16 |
| 11 - 40 Circuits | \$12.00 | 4 | 1 | 4 | \$13.08 | \$13 |
| 41 - 100 Circuits | \$9.00 | 3 | 1 | 3 | \$9.81 | \$10 |
| Over 100 Circuits, Per Circuit | \$5.00 | 2 | 1 | 2 | \$6.54 | \$7 |
| Each Appliance Branch Circuit | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Each Outlet added to Existing Circuits | \$12.00 | 2 | 2 | 4 | \$13.08 | \$13 |
| Signs - Lighting and Marquees | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Each Additional Sign | \$15.00 | 2.5 | 2 | 5 | \$16.34 | \$16 |
| Power Apparatus (Ratings in HP, KW, KVA, or KVAR) | | | | | | |
| up to 3 | \$44.00 | 15 | 1 | 15 | \$49.03 | \$49 |
| 3 - 5 | \$52.00 | 17.5 | 1 | 17.5 | \$57.20 | \$57 |
| 5 - 20 | \$59.00 | 20 | 1 | 20 | \$65.38 | \$65 |
| 20 - 50 | \$66.00 | 22.5 | 1 | 22.5 | \$73.55 | \$74 |
| 50 - 100 | \$74.00 | 25 | 1 | 25 | \$81.72 | \$82 |
| 100 + | \$89.00 | 30 | 1 | 30 | \$98.07 | \$98 |
| Temporary Power Pole for Construction Site | \$44.00 | 15 | 1 | 15 | \$49.03 | \$49 |
| Each additional Power Pole | \$15.00 | 5 | 1 | 5 | \$16.34 | \$16 |
| Temporary Generator | \$29.00 | 10 | 1 | 10 | \$32.69 | \$33 |
| Temporary Lighting | \$29.00 | 10 | 1 | 10 | \$32.69 | \$33 |
| Installation of Temporary Wiring | | | | | | |
| Temporary Wiring Plan check | | | | | | |
| Services, Switchboards, Control Centers, & Panels | | | | | | |
| up to 600 volts | | | | | | |
| up to 200 amps | \$44.00 | 15 | 1 | 15 | \$49.03 | \$49 |
| 201 amps - 600 amps | \$59.00 | 20 | 1 | 20 | \$65.38 | \$65 |
| 601 amps - 1,200 amps | \$74.00 | 25 | 1 | 25 | \$81.72 | \$82 |
| Over 1,200 amps | \$89.00 | 30 | 1 | 30 | \$98.07 | \$98 |
| greater than 600 volts | \$118.00 | 40 | 1 | 40 | \$130.75 | \$131 |
| Trolley/Plug-in Type Busway, per 100 feet | | | | | | |
| Annual Electrical Maintenance | | | | | | |
| New Maintenance Electrician Permit | | | | | | |
| Renewal Maintenance Electrician Permit | | | | | | |
| Electrical Release | \$59.00 | 20 | 1 | 20 | \$65.38 | \$65 |
| Solar System | | | | | | |
| SFR 0-10 kW | \$177.00 | 30 | 2 | 60 | \$196.13 | \$196 |
| SFR 10+ kW | \$266.00 | 45 | 2 | 90 | \$294.20 | \$294 |
| MFR/Comm/Ind 0-10 kW | \$532.00 | 45 | 4 | 180 | \$588.39 | \$588 |
| MFR/Comm/Ind each add'l 10 kW up to 150 kW | \$177.00 | 15 | 4 | 60 | \$196.13 | \$196 |
| MFR/Comm/Ind 150+ kW | Hourly | | | | | Hourly |
| Special Inspector | \$44.00 | | | 15 | \$45.04 | \$45 |
| Inspections not specified/Miscellaneous (per half hour) | \$89.00 | 30 | 1 | 30 | \$98.07 | \$98 |
| Reinspections | Hourly | | | | | Hourly |
| Stand Alone Electrical Plan Check | | | | | | 100% of Permit |

**CITY OF PICO RIVERA
 BUILDING & SAFETY FEE SCHEDULE
 MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES**

INSPECTOR = \$196.13
 CSR = \$180.14

| | CURRENT FEES | ON-SITE TIME | # OF VISITS | TOTAL TIME | TOTAL COST | PROPOSED FEES |
|---|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|--------------------------|
| PLUMBING PERMITS | | | | | | |
| Permit Issuance | \$49.00 | | | 20 | \$60.05 | \$60 |
| Plumbing Fixtures and Vents (per fixture/vent) | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Repair or Alteration of Drainage or Vent Piping | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Grease Interceptor | | | | | | |
| Gravity | \$132.00 | 15 | 3 | 45 | \$147.10 | \$147 |
| Grease Trap | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Piping | | | | | | |
| Repipe (Whole House) | \$89.00 | 15 | 2 | 30 | \$98.07 | \$98 |
| Main Line Water/Gas Service | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Backflow Protection, per Site Sewer | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Each Additional Connection to Sewer | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Lawn Sprinkler System on any one meter including backflow | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Vacuum Breakers or Backflow Protection Dev. | | | | | | |
| 1 - 4 | \$15.00 | 5 | 1 | 5 | \$16.34 | \$16 |
| Each additional 5 over 4 | \$12.00 | 4 | 1 | 4 | \$13.08 | \$13 |
| Gas Piping System | | | | | | |
| 1-5 Outlets | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Each additional 5 over 5 | \$17.00 | 3 | 2 | 6 | \$19.61 | \$20 |
| Rainwater Systems | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Water Heater and Vent or Storage Tank | \$29.00 | 10 | 1 | 10 | \$32.69 | \$33 |
| Tankless Water Heater | \$44.00 | 15 | 1 | 15 | \$49.03 | \$49 |
| Solar Collectors, Per System | \$74.00 | 25 | 1 | 25 | \$81.72 | \$82 |
| 1-4 | | | | | | |
| 5+ | | | | | | |
| Fire Sprinkler System | | | | | | |
| SFR | \$118.00 | 20 | 2 | 40 | \$130.75 | \$131 |
| MFR/Comm/Ind | | | | | | |
| 1-20 heads | \$177.00 | 20 | 3 | 60 | \$196.13 | \$196 |
| 21-50 heads | \$237.00 | 20 | 4 | 80 | \$261.51 | \$262 |
| 51-100 heads | \$295.00 | 20 | 5 | 100 | \$326.88 | \$327 |
| 100+ heads | Hourly | | | | | Hourly |
| Swimming Pool | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Miscellaneous | | | | | | \$0 |
| Inspections not specified/Miscellaneous (per half hour) | \$89.00 | 30 | 1 | 30 | \$98.07 | \$98 |
| Reinspections | Hourly | | | | | Hourly |
| Stand Alone Plumbing Plan Check | | | | | | 100% of Permit |

**CITY OF PICO RIVERA
 BUILDING & SAFETY FEE SCHEDULE
 MECHANICAL, ELECTRICAL, AND PLUMBING PERMIT FEES**

INSPECTOR = \$196.13
 CSR = \$180.14

| | CURRENT FEES | ON-SITE TIME | # OF VISITS | TOTAL TIME | TOTAL COST | PROPOSED FEES |
|---|-------------------------|-------------------------|------------------------|-----------------------|-----------------------|--------------------------|
| MECHANICAL PERMITS | | | | | | |
| Permit Issuance | \$49.00 | | | 20 | \$60.05 | \$60 |
| Forced-Air or Gravity-Type Furnace or Burner | | | | | | |
| Up to 100,000 btu | \$44.00 | 7.5 | 2 | 15 | \$49.03 | \$49 |
| Over 100,000 btu | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Floor Furnace - Installation or Relocation | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Suspend/Recessed Wall/Floor Mounted Heater - Install/Reloc | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Appliance Vents - Per Inlet/Outlet | \$15.00 | 5 | 1 | 5 | \$16.34 | \$16 |
| Heating/Cooling Absorption/Evap Cool Syst Repair/Alteration | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Air Handling Units | | | | | | |
| Up to 10,000 cfm | \$89.00 | 15 | 2 | 30 | \$98.07 | \$98 |
| Over 10,000 cfm | \$118.00 | 20 | 2 | 40 | \$130.75 | \$131 |
| Evaporative Cooler | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| Single Register Ventilation Fan/Duct | \$15.00 | 5 | 1 | 5 | \$16.34 | \$16 |
| Each additional Fan & Duct | \$5.00 | 2 | 1 | 2 | \$6.54 | \$7 |
| Commercial Hood served by Mechanical Exhaust | \$237.00 | 20 | 4 | 80 | \$261.51 | \$262 |
| Residential Hood | \$29.00 | 5 | 2 | 10 | \$32.69 | \$33 |
| Boilers, Compressors, and Absorption Systems | | | | | | |
| 0-3 HP or 0-100,000 Btu/h | \$59.00 | 10 | 2 | 20 | \$65.38 | \$65 |
| 3-15 HP or 100,001-500,000 Btu/h | \$74.00 | 12.5 | 2 | 25 | \$81.72 | \$82 |
| 15-30 HP or 500,001-1,000,000 Btu/h | \$89.00 | 15 | 2 | 30 | \$98.07 | \$98 |
| 30-50 HP or 1,000,001-1,750,000 Btu/h | \$103.00 | 17.5 | 2 | 35 | \$114.41 | \$114 |
| 50+ HP or 1,750,001+ Btu/h | \$118.00 | 20 | 2 | 40 | \$130.75 | \$131 |
| Inspections not specified/Miscellaneous (per half hour) | \$89.00 | 30 | 1 | 30 | \$98.07 | \$98 |
| Reinspections | Hourly | | | | | Hourly |
| Stand Alone Mechanical Plan Check | | | | | | 100% of Permit |

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APPENDIX D – REVENUE OF PARKS & RECREATION SERVICES

| Proposed Master Fee Schedule 2023-24 (Pico Park) | | | | |
|---|------------------|----------------|-----------------------|---|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Dance Studio | Resident | \$40.00 | \$40.00 | \$40 per hour |
| | Non-Resident | \$40.00 | \$50.00 | |
| Craft Room | Resident | \$40.00 | \$40.00 | \$40 per hour |
| | Non-Resident | \$40.00 | \$50.00 | |
| Auditorium - Entire | Resident | \$200.00 | \$250.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$200.00 | \$300.00 | |
| Auditorium - Section A | Resident | \$75.00 | \$100.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$75.00 | \$125.00 | |
| Auditorium - Section B | Resident | \$75.00 | \$100.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$75.00 | \$125.00 | |
| Auditorium - Section C | Resident | \$75.00 | \$100.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$75.00 | \$125.00 | |
| Kitchen | Resident | \$75.00 | \$75.00 | \$75 per hour |
| | Non-Resident | \$75.00 | \$100.00 | |
| Gymnasium - Half | Resident | \$45.00 | \$50.00 | \$50 per hour |
| | Non-Resident | \$45.00 | \$50.00 | |
| Gymnasium - Whole | Resident | \$90.00 | \$100.00 | \$100 per hour |
| | Non-Resident | \$90.00 | \$100.00 | |
| Lobby | Resident | \$45.00 | \$50.00 | \$50 per hour |
| | Non-Resident | \$45.00 | \$50.00 | |
| Gazebo - 75 people | Resident | \$100.00 | \$125.00 | \$100 Per Day (9am - dusk) |
| | Non-Resident | \$100.00 | \$150.00 | |

| Proposed Master Fee Schedule 2023-24 (Streamland Park) | | | |
|---|------------------|----------------|-----------------------|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed |
| Gazebo - Whole (50 people) | | | |
| | Resident | \$0.00 | \$100.00 |
| | Non-Resident | \$0.00 | \$125.00 |

| Proposed Master Fee Schedule 2023-24 (Rio Vista) | | | |
|---|------------------|----------------|-----------------------|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed |
| Gazebo - 1/2 (50 people) | | | |
| | Resident | \$0.00 | \$100.00 |
| | Non-Resident | \$0.00 | \$125.00 |
| Gazebo - Whole (100 people) | | | |
| | Resident | \$0.00 | \$175.00 |
| | Non-Resident | \$0.00 | \$200.00 |

| Proposed Master Fee Schedule 2023-24 (Rio Hondo Park) | | | | |
|--|------------------|----------------|-----------------------|--|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Dance Studio | Resident | \$40.00 | \$50.00 | \$40 per hour |
| | Non-Resident | \$40.00 | \$75.00 | |
| Kitchen | Resident | \$75.00 | \$75.00 | \$75 per hour |
| | Non-Resident | \$75.00 | \$100.00 | |
| Concession | Resident | \$75.00 | \$75.00 | \$75 per hour \$200 Damage Deposit |
| | Non-Resident | \$75.00 | \$100.00 | |
| Multi-Purpose Room | Resident | \$120.00 | \$120.00 | \$120 per hour |
| | Non-Resident | \$120.00 | \$150.00 | |
| Gazebo - 1/2 (75 people) | Resident | \$100.00 | \$125.00 | \$100 per day (9am - dusk) |
| | Non-Resident | \$100.00 | \$150.00 | |
| Gazebo - Whole (150 people) | Resident | \$175.00 | \$200.00 | \$175 per day (9am - dusk) |
| | Non-Resident | \$175.00 | \$225.00 | |

| Proposed Master Fee Schedule 2023-24 (Riviera Park) | | | | |
|--|--------------------------|----------------|-----------------------|--|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Batting Cages | Pitches (15) | \$2.00 | \$3.00 | \$2 for 15 pitches |
| | Single Cage | \$25.00 | \$30.00 | Rental: |
| | Single Cage Non-Resident | \$30.00 | \$35.00 | Single Cage - \$30 per hour |
| | All Cage Resident | \$60.00 | \$65.00 | All Cages - \$80 per hour |
| | All Cage Non-Resident | \$80.00 | \$85.00 | |
| Gazebo | Resident | \$100.00 | \$125.00 | \$100 Per Day (9am - dusk) |
| | Non-Resident | \$100.00 | \$150.00 | |
| Auditorium | Resident | \$120.00 | \$200.00 | |
| | Non-Resident | \$120.00 | \$250.00 | |
| Gymnasium - Half | Resident | \$45.00 | \$50.00 | |
| | Non-Resident | \$45.00 | \$50.00 | |
| Gymnasium - Whole | Resident | \$90.00 | \$100.00 | |
| | Non-Resident | \$90.00 | \$100.00 | |
| Concession Stand | Resident | \$75.00 | \$75.00 | |
| | Non-Resident | \$75.00 | \$75.00 | |

| Proposed Master Fee Schedule 2023-24 (Smith Park) | | | | |
|--|------------------|----------------|-----------------------|--|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Auditorium | Resident | \$170.00 | \$170.00 | \$170 per hour |
| | Non-Resident | \$170.00 | \$195.00 | |
| Kitchen | Resident | \$75.00 | \$75.00 | \$75 per hour |
| | Non-Resident | \$75.00 | \$100.00 | |
| Gazebo Rental 1 (Large) 75 people | Resident | \$100.00 | \$125.00 | \$100 per day (9am - dusk) |
| | Non-Resident | \$100.00 | \$150.00 | |
| Gazebo Rental 2 (small) 50 people | Resident | \$75.00 | \$100.00 | \$75 per day (9am - dusk) |
| | Non-Resident | \$75.00 | \$125.00 | |

| Proposed Master Fee Schedule 2023-24 (Senior Center) | | | | |
|---|------------------|----------------|-----------------------|---|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Dance Studio | Resident | \$40.00 | \$40.00 | \$40 per hour |
| | Non-Resident | \$40.00 | \$50.00 | |
| Craft Room | Resident | \$40.00 | \$40.00 | \$40 per hour |
| | Non-Resident | \$40.00 | \$50.00 | |
| Auditorium | Resident | \$200.00 | \$200.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$200.00 | \$210.00 | |
| Auditorium A | Resident | \$200.00 | \$200.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$200.00 | \$210.00 | |
| Auditorium B | Resident | \$200.00 | \$200.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$200.00 | \$210.00 | |
| Auditorium C | Resident | \$200.00 | \$200.00 | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) |
| | Non-Resident | \$200.00 | \$210.00 | |
| Kitchen | Resident | \$75.00 | \$75.00 | \$75 per hour |
| | Non-Resident | \$75.00 | \$100.00 | |

| Proposed Master Fee Schedule 2023-24 (Facilities) | | | | |
|--|------------------|----------------|-----------------------|--|
| Facility | Rate Type | Current | 23-24 Proposed | Commentary |
| Facility Rental with Alcohol | | | | |
| Security Guard | Resident | \$50.00 | Actual Costs | EVENT RENTAL WITH ALCOHOL - REQUIRES \$1 MILLION IN LIABILITY INSURANCE W/ CITY NAMED AS ADDITIONAL INSURED. \$50 per hour additional + security guard Security Guard - Actual Cost |
| | Non-Resident | \$50.00 | Actual Costs | |
| Maintenance Fee - Light Cleaning by Staff After Event | | | | |
| | Resident | \$100.00 | \$100.00 | \$100 per event |
| | Non-Resident | \$100.00 | \$100.00 | |
| Patios | Resident | \$50.00 | \$50.00 | \$50 per hour |
| | Non-Resident | \$50.00 | \$50.00 | |
| Recognized Community Organization Rentals | Resident | \$0.00 | \$0.00 | waived per hour room fees - \$0 per hour |
| | Non-Resident | \$0.00 | \$0.00 | |
| Set-Up/Break-Down Per Event - Tables/Chairs | Resident | | | Activity/Auditorium - 1 Section/Dance/Gymnasium - Half/Multi-Purpose/Patio - \$75 per event Auditorium - 2+ Sections or Whole/Gymnasium - Whole/Lobby - \$175 per event |
| | Non-Resident | | | |
| Staffing Fee | Resident | | | \$30 per staff per hour (2 staff minimum) [1 - 99 ppl. per event rental - 2 staff minimum] [100-150 ppl. per event rental - 3 staff minimum] [151+ ppl. per event rental - 4 staff minimum] |
| | Non-Resident | | | |
| Bounce House/Jumper Permit | Resident | \$60.00 | \$60.00 | \$60 Per Bounce House / Jumper Permit |
| | Non-Resident | \$60.00 | \$60.00 | |
| Additional Facility Rental Requirements | | | | |
| Refundable Damage Deposit | | | \$200.00 | |
| The City may require Special Event Insurance to be purchased by the applicant. | | | | |

| Proposed Master Fee Schedule 2023-24 (Misc.) | | | | |
|--|--------------|---|---|---|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Credit Card Decline / Non- Sufficient Funds Fee (NSF) | | \$15.00 | \$15.00 | \$15 per decline / NSF |
| Family Engagement Programs | | Cost Recovery Plus 10% | Cost Recovery Plus 10% | |
| Memorial Bench | | \$3,000 donation per approved bench | \$3,500 donation per approved bench | |
| Reach | | | | \$40 annual fee per participant |
| | Resident | \$40.00 | \$40.00 | |
| | Non-Resident | \$40.00 | \$40.00 | |
| Registration Software and/or Merchant Service Transaction Fees | | Cost Recovery | Cost Recovery | |
| Senior Center Special Events/Activities | | Cost Recovery | Cost Recovery | |
| Sponsorship Rates | | | | \$25 minimum |
| | Resident | \$25.00 | \$25.00 | |
| | Non-Resident | \$25.00 | \$25.00 | |
| Late Child Pick Up | | | | \$10 for every 15 minutes after program end time. |
| | Resident | \$10.00 | \$25 ea 30 minutes | |
| | Non-Resident | \$10.00 | \$25 ea 30 minutes | |
| Veteran's Memorial Plaza - Name Plaques for Granite Pillars | | | | \$200 donation per approved name plaque |
| | Resident | \$200.00 | \$200.00 | |
| | Non-Resident | \$200.00 | \$200.00 | |
| Trips & Tours | | | | |
| | Resident | Actual ticket plus \$10 per participant | Actual ticket plus \$10 per participant | |
| | Non-Resident | Actual ticket plus \$10 per participant | Actual ticket plus \$10 per participant | |
| Adaptive Recreation Dances | | Cost Recovery plus 10% | Cost Recovery plus 10% | |

| Proposed Master Fee Schedule 2023-24 (Riviera Park) | | | | |
|--|-----------------------|----------------|-----------------------|--|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Community Gardens 18'x22' Plots | Per Year | | Per Year | |
| | Senior Resident (60+) | \$60.00 | \$80.00 | |
| | Adult Resident | \$80.00 | \$120.00 | |
| | Non-Resident | \$95.00 | \$150.00 | |
| Community Gardens 8.5'x22' Plots | Per Year | | | |
| | Senior Resident (60+) | \$50.00 | \$80.00 | |
| | Adult Resident | \$75.00 | \$120.00 | |
| | Non-Resident | \$85.00 | \$150.00 | |
| Gate Key Replacement Fee | | \$15.00 | \$15.00 | |
| ID Replacement Fee | | \$10.00 | \$10.00 | |
| Non-Commitment Fee | | \$25.00 | \$25.00 | \$25 per missed required clean-up day (4 clean-up days per year) |
| Plot Maintenance Fee | | \$50.00 | \$50.00 | \$50 per notice of non-compliance with required plot maintenance |

| Proposed Master Fee Schedule 2023-24 (Special Events) | | | | |
|--|------------------|-----------------------|-----------------------|---|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary/Local Facility Comparisons |
| Amusement Tickets | | \$1.00 - \$5.00 | \$1.00 - \$5.00 | \$1.00-\$5.00 per ticket |
| Artisan/Exhibitor/Community Org Booth | Resident | \$0.00 - \$100.00 | \$0.00 - \$100.00 | \$0 - \$100.00 per booth per event |
| | Non-Resident | | | |
| Commercial Vendor Booth or Truck | Resident | \$200.00 - \$1,500.00 | \$200.00 - \$1,500.00 | \$200.00 - \$1,500 per booth/truck per event |
| | Non-Resident | | | |
| Food Vendor or Truck | Resident | \$100.00 - \$500.00 | \$100.00 - \$500.00 | \$100.00 - \$500.00 per booth/truck per event |
| | Non-Resident | | | |

| Proposed Master Fee Schedule 2023-24 (Contracted Classes) | | | | |
|--|------------------|----------------|-----------------------|---|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary |
| Contract Classes | | | | -City 40% and Contract Instructor 60% (if City provides insurance for Contractor) -City 30% and Contract Instructor 70% (if Contractor provides own insurance) |
| | Resident | | | |
| | Non-Resident | | | |
| Acting Workshop: Scene Study | | | | |
| | Resident | \$170.00 | \$170.00 | |
| | Non-Resident | \$170.00 | \$170.00 | |
| Ballet and Tap Dance for Kids | | | | |
| | Resident | \$75.00 | \$75.00 | |
| | Non-Resident | \$75.00 | \$75.00 | |
| Ballet, Jazz, & Tap Combo | | | | |
| | Resident | \$69 - \$84 | \$69 - \$84 | |
| | Non-Resident | \$69 - \$84 | \$69 - \$84 | |
| Beginning Hip Hop | | | | |
| | Resident | \$69 - \$84 | \$69 - \$84 | |
| | Non-Resident | \$69 - \$84 | \$69 - \$84 | |
| Broadway Stars | | | | |
| | Resident | \$55.00 | \$55.00 | |
| | Non-Resident | \$55.00 | \$55.00 | |
| Classical Beginning Ballet | | | | |
| | Resident | \$69.00 | \$69.00 | |
| | Non-Resident | \$69.00 | \$69.00 | |
| Hip Hop for Kids | | | | |
| | Resident | \$75.00 | \$75.00 | |
| | Non-Resident | \$75.00 | \$75.00 | |
| Princess Ballet | | | | |
| | Resident | \$84.00 | \$84.00 | |
| | Non-Resident | \$84.00 | \$84.00 | |
| Beginners Yoga | | | | |
| | Resident | \$72.00 | \$72.00 | |
| | Non-Resident | \$72.00 | \$72.00 | |
| Cardio Kickboxing 101 | | | | |
| | Resident | \$30.00 | \$30.00 | |
| | Non-Resident | \$30.00 | \$30.00 | |
| Little Samurai | | | | |
| | Resident | \$32 - \$40 | \$32 - \$40 | |
| | Non-Resident | \$32 - \$40 | \$32 - \$40 | |
| Mixed Martial Arts | | | | |
| | Resident | \$32 - \$80 | \$32 - \$80 | |
| | Non-Resident | \$32 - \$80 | \$32 - \$80 | |
| Nippon Kempo | | | | |
| | Resident | \$32 - \$80 | \$32 - \$80 | |
| | Non-Resident | \$32 - \$80 | \$32 - \$80 | |

| Proposed Master Fee Schedule 2023-24 (Contracted Classes) | | | | |
|--|------------------|----------------|-----------------------|-------------------|
| Activity/Drop Ins | Rate Type | Current | 23-24 Proposed | Commentary |
| Total Body Workout 101 - MONDAYS | Resident | \$30.00 | \$30.00 | |
| | Non-Resident | \$30.00 | \$30.00 | |
| Total Body Workout 101 - WEDNESDAYS | Resident | \$30.00 | \$30.00 | |
| | Non-Resident | \$30.00 | \$30.00 | |
| Zumba - Zumba - TU/TH | Resident | \$50.00 | \$50.00 | |
| | Non-Resident | \$50.00 | \$50.00 | |
| Quilting Corner - Quilting Corner | Resident | \$35 - \$48 | \$35 - \$48 | |
| | Non-Resident | \$35 - \$48 | \$35 - \$48 | |
| Arts & Crafts - June - Aug 2023 | Resident | \$40.00 | \$40.00 | |
| | Non-Resident | \$40.00 | \$40.00 | |
| City Walkers - City Walkers - Jul-Aug | Resident | Free | Free | |
| | Non-Resident | Free | Free | |
| Flexibility and Balance for Older Adults | Resident | Free | Free | |
| | Non-Resident | Free | Free | |
| Introduction to Computers - Fall | Resident | Free | Free | |
| | Non-Resident | Free | Free | |
| Life Story Writing -2023 | Resident | Free | Free | |
| | Non-Resident | Free | Free | |
| Painting for Older Adults - Fall 2023 | Resident | Free | Free | |
| | Non-Resident | Free | Free | |
| Sunrise Stretch - Jul-Sep | Resident | Free | Free | |
| | Non-Resident | Free | Free | |

| Proposed Master Fee Schedule 2023-24 (Camps) | | | | |
|---|------------------|---------------|-----------------------|--|
| Activity | Rate Type | Curent | 23-24 Proposed | Commentary |
| Seasonal Childcare Camps | | | | \$120 per week per participant Camp T-Shirt - Actual Cost + 10% |
| | Resident | \$120.00 | \$130.00 | |
| | Non-Resident | \$120.00 | \$150.00 | |
| Kids Camp K - 2nd grade | | | | \$120 per week per participant Camp T-Shirt - Actual Cost + 10% |
| | Resident | \$120.00 | \$130.00 | |
| | Non-Resident | \$120.00 | \$150.00 | |
| Camp Alottafun - 3rd - 5th grade | | | | \$120 per week per participant Camp T-Shirt - Actual Cost + 10% |
| | Resident | \$120.00 | \$130.00 | |
| | Non-Resident | \$120.00 | \$150.00 | |
| Teen Camp - 6th - 8th grade | | | | \$120 per week per participant Camp T-Shirt - Actual Cost + 10% |
| | Resident | \$120.00 | \$130.00 | |
| | Non-Resident | \$120.00 | \$150.00 | |

| Proposed Master Fee Schedule 2023-2024 (Adult Sports) | | | | |
|--|------------------|----------------|-----------------------|--|
| Activity | Rate Type | Current | 23-24 Proposed | Commentary |
| Go Getter League Fee | | | | |
| | Resident | \$60.00 | \$60.00 | Go Getter League Fee - \$60 per participant per year |
| | Non-Resident | \$60.00 | \$60.00 | |

| Proposed Master Fee Schedule 2023-24 (Youth Sports) | | | | |
|--|------------------|-------------------|-----------------------|--------------------------------|
| Activity | Rate Type | Current | 23-24 Proposed | Commentary |
| Youth Sports Programs | | | | |
| | Resident | \$0.00 - \$100.00 | \$0.00 - \$100.00 | \$0 - \$100.00 per participant |
| | Non-Resident | \$0.00 - \$100.00 | \$0.00 - \$100.00 | |
| Summer 2023 Co-Ed Youth Basketball -7-8Yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Summer 2023 Co-Ed Youth Basketball- 9-10Yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Summer 2023 Co-Ed Youth Basketball- 11-12Yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Summer 2023 Co-Ed Youth Basketball-13-14Yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Summer 2023 Co-Ed Youth Basketball-15-17Yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Tiki Taka Futbol Training Academy- 2yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Tiki Taka Futbol Training Academy-3-4yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Tiki Taka Futbol Training Academy-5-7yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Tiki Taka Futbol Training Academy8-10yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |
| Tiki Taka Futbol Training Academy-11-13yrs | | | | |
| | Resident | \$65.00 | \$75.00 | |
| | Non-Resident | \$65.00 | \$75.00 | |

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CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|--|--|--------------|-----------|---------------|------------------------|---------------------|---------|----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| BU-05000 | BUILDING PLAN CHECK & PERMITS | See Appendix C of this Report for detailed fees | See Appendix C of this Report for detailed fees | \$807 | \$755 | -6% | \$52 | 1,250 | 100% | \$0 |
| BU-05100 | PLAN CHECK REVISION AFTER APPROVAL | Assessed at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$154 per revision. | Charge at the Fully Burdened Hourly Rates at the actual time of all City staff involved plus any outside costs, with a minimum of \$190 per revision. | \$154 | \$189 | 22% | (\$35) | 100 | 100% | \$3,400 |
| BU-05200 | BUILDING PLAN CHECK EXTENSION | \$154 per request | \$190 per request | \$154 | \$189 | 23% | (\$35) | 3 | 100% | \$0 |
| BU-05350 | MAINTAIN MAND. BUILDING PLAN RECS | Costs based on vendor contract for Services: \$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units. \$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units. \$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects. | Costs based on vendor contract for Services: \$11 per Building Permit with valuation not exceeding \$100K for commercial, industrial, and residential projects with three or more units. \$28 per Building Permit with valuation exceeding \$100K for commercial, industrial projects and multifamily units. \$2 per each separate Electrical, Mechanical and Plumbing Permit for commercial, industrial projects and multifamily projects. | \$90 | \$90 | 0% | \$0 | 1 | 100% | \$0 |
| BU-05400 | PERMIT EXTENSION | \$97 per request | \$280 per request. | \$97 | \$283 | 191% | (\$186) | 12 | 100% | \$2,200 |
| BU-05450 | TEMP USE/OCCUPANCY REQ & INSP | \$347 per permit | \$415 per permit. | \$347 | \$418 | 20% | (\$71) | 4 | 100% | \$300 |
| BU-05500 | CERTIFICATE OF OCCUPANCY INSP/ISSUE | \$285 per certificate | \$385 per certificate | \$285 | \$385 | 35% | (\$100) | 207 | 100% | \$20,600 |
| BU-05600 | STOP WORK INVESTIGATION INSPECTION | \$170 per residential building \$342 per commercial/industrial building At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections. | \$210 per residential building \$425 per commercial/industrial building At the option of the Building Official, a deposit based upon estimated fully burdened hourly rates may be required if the non-permitted work requires an undetermined number of inspections. | \$256 | \$314 | 23% | (\$58) | 100 | 100% | \$5,800 |
| BU-05650 | ADDITIONAL MISCELLANEOUS INSPECTION | For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour. | For re-inspections, inspections outside of normal City business hours, or inspections for which no fee is specifically designated: The charge will be for the actual hours required, including travel time, for City staff involved at their Fully Burdened Hourly Rates. Inspections outside business hours will be charged for a minimum of two hours. Inspections for which no fee is specifically designated will be charged for a minimum of one-half hour. | \$83 | \$98 | 18% | (\$15) | 3 | 100% | \$0 |
| BU-05700 | DEMOLITION PERMIT AND INSPECTION | \$247 per building plus \$17 each additional sewer cap | \$285 per building plus \$20 each additional sewer cap | \$247 | \$287 | 16% | (\$40) | 10 | 100% | \$400 |
| BU-05900 | AUTO BLDG PERMIT & INS SYS SUR MAIN | 3% of building, electrical, plumbing, and mechanical permit fees | 3% of building, electrical, plumbing, and mechanical permit fees | \$0 | \$0 | 0% | \$0 | 1,250 | 100% | \$0 |
| BU-05910 | UNREASONABLE HARDSHIP REQUEST | \$473 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved. | \$435 per request plus actual costs for time required beyond the initial 2 hours at the Fully Burdened Hourly Rates of City staff involved. | \$473 | \$438 | -7% | \$35 | 5 | 100% | (\$200) |
| BU-05950 | ALT MATLS OR METHODS OF CONST REQ | \$941 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved. | \$785 per request plus actual costs for time required beyond the initial 4 hours at the Fully Burdened Hourly Rates of City staff involved. | \$941 | \$786 | -16% | \$155 | 1 | 100% | \$0 |
| BU-06000 | CHANGE OF CONTRACTOR | \$46 per application | \$135 per application | \$46 | \$135 | 194% | (\$89) | 5 | 100% | \$400 |
| BU-06010 | BUILDING JOB CARD REPLACEMENT | \$40 per job card | \$125 per job card | \$40 | \$124 | 209% | (\$84) | 60 | 100% | \$5,000 |
| BU-06020 | PLAN DUPLIC. WRITTEN AUTHORIZATION | \$137 per plan plus cost of copying | \$180 per plan plus cost of copying | \$137 | \$181 | 32% | (\$44) | 8 | 100% | \$300 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|---------------------------------|--|--|--------------|-----------|---------------|------------------------|---------------------|---------|---------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| BU-06030 | ADDITIONAL BUILDING PLAN REVIEW | Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | \$0 | \$0 | 0% | \$0 | 1 | 100% | \$0 |

\$38,200

| | | | | | | | | | | |
|----------|----------------------------|--|--|-------|---------|-------|-----------|-------|------|-----|
| CL-03100 | DOCUMENT REPRODUCTION | Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page) Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction. Blueprints, Maps or Plans: Oversize- \$11.00 Size C- \$2.00; Size D- \$5.00 Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs. | Copies: \$1.00 for first page and \$0.20 per page thereafter. (FPPC documents are \$0.10 per page) Complete Bound Documents: City Budget; RDA Budget; and CAFR will be produced at actual cost of reproduction. Blueprints, Maps or Plans: Oversize- \$11.00 Size C- \$2.00; Size D- \$5.00 Document Creation/Compilation - Actual cost of all personnel involved plus any outside costs. | \$0 | \$1 | 494% | (\$1) | 8,500 | 100% | \$0 |
| CL-03150 | CERTIFICATION OF DOCUMENTS | \$8 per certification. \$15 per record request | \$10 per certification. \$15 per record request | \$8 | \$33 | 309% | (\$25) | 12 | 30% | \$0 |
| CL-03200 | SUBPOENAED RECORD | \$170 per day (in advance) for testimony under GC68096 | \$275 per day (in advance) for testimony under GC68096 | \$15 | \$33 | 118% | (\$18) | 20 | 50% | \$0 |
| CL-03350 | ELECTRONIC FILE COPY | \$8 per device, plus the actual cost of the device. | \$9 per device, plus the actual cost of the device. | \$8 | \$9 | 6% | (\$1) | 6 | 100% | \$0 |
| CL-03400 | LOCAL CANDIDATE FILING | \$25 filing fee, as set by state law. Statement preparation will be charged at actual vendor cost. \$200 per initiative | \$25 filing fee, as set by state law. Statement preparation will be charged at actual vendor cost. \$200 per initiative | \$25 | \$385 | 1441% | (\$360) | 3 | 5% | \$0 |
| CL-03500 | LOCAL INITIATIVE FILING | Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition. This is the maximum allowed under State law (Elections Code section 9202(b)). | Fee is to be refunded to the filer if, within one year of the date of filing the notice of intent, the elections official certifies the sufficiency of the petition. This is the maximum allowed under State law (Elections Code section 9202(b)). | \$200 | \$1,927 | 864% | (\$1,727) | 1 | 10% | \$0 |

\$0

| | | | | | | | | | | |
|----------|------------------------------------|---|--|------|-------|------|--------|-------|------|----------|
| FN-02000 | ANIMAL CONTROL & SHELTER OPERATION | Annual dog license: regular- \$97 Spayed or Neutered- \$23 Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10 New/Replacement license tag - at actual cost of tag. | Annual dog license: regular- \$97 Spayed or Neutered- \$23 Sr. Citizen (over 62) - regular- \$59; Spayed or Neutered- \$10 New/Replacement license tag - at actual cost of tag | \$24 | \$83 | 255% | (\$60) | 6,800 | 30% | \$0 |
| FN-02100 | NEW/MOVED BUSINESS LICENSE | \$95 - Application review processing fee. \$33 - Replacement License per PRMC 5.08.240 | \$145 - Application review processing fee. \$33 - Replacement License per PRMC 5.08.240 | \$95 | \$143 | 51% | (\$48) | 940 | 100% | \$45,300 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|------------------------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|-----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| FN-02300 | SPECIAL BUSINESS PERMIT | \$182 per application per permit. Requires a background check by the LA County Sheriff's Department. Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500) | \$170 per application per permit. Requires a background check by the LA County Sheriff's Department. Special Permit - Fully Allocated Hourly Rates for all involved personnel plus any outside costs. Requires a Building Plan Check (BU-05000) and a Certificate of Occupancy Inspection (BU-05500) | \$182 | \$170 | -7% | \$12 | 90 | 100% | (\$1,100) |
| FN-02400 | FIREWORKS PERMIT | \$365 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections. \$371 per application for a Wholesale Fireworks Permit. \$399 per Wholesale Admin/Enforcement Fee \$570 Removal Deposit Fee | \$305 per application for a Retail Fireworks Permit, plus any costs charged to the City by the L.A. County Fire Department for inspections. \$140 per application for a Wholesale Fireworks Permit. \$399 per Wholesale Admin/Enforcement Fee \$570 Removal Deposit Fee | \$366 | \$287 | -21% | \$78 | 20 | 100% | (\$1,600) |
| FN-02600 | BUSINESS LICENSE RENEWALS | \$23 per renewal. [Non-renewal penalties from 10% to 50% of the fee] | \$30 per renewal. [Non-renewal penalties from 10% to 50% of the fee] | \$23 | \$30 | 28% | (\$7) | 3,000 | 100% | \$19,700 |
| FN-02700 | APPEAL TO LICENSE & PERMIT BOARD | \$911 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved. | \$1,000 deposit with actual charges at the Fully Burdened Hourly Rates of all City staff involved. | \$911 | \$3,149 | 246% | (\$2,238) | 1 | 100% | \$0 |
| FN-02800 | RETURNED CHECK PROCESS ACH RETURNS | \$68 per NSF check | \$65 per NSF check | \$68 | \$89 | 31% | (\$21) | 1,000 | 100% | \$0 |
| FN-02900 | FILMING PERMIT | Simple Film Shoot: \$399; plus \$100 per day of filming; and \$100 per day of use of City facilities other than streets or sidewalks. Complex Film Shoot: \$741; plus \$200 per day of filming; and \$200 per day of use of City facilities other than streets or sidewalks. | Simple Film Shoot: \$500; plus \$100 per day of filming; and \$100 per day of use of City facilities other than streets or sidewalks. Complex Film Shoot: \$1,000; plus \$200 per day of filming; and \$200 per day of use of City facilities other than streets or sidewalks. | \$467 | \$942 | 101% | (\$474) | 10 | 65% | \$1,400 |

\$63,700

| | | | | | | | | | | |
|----------|-------------------------------------|---|---|---------|---------|-----|---------|---|------|---------|
| PL-07000 | PRECISE PLAN OF DESIGN-FENCE | \$692 per application | \$1,050 per application | \$692 | \$1,051 | 52% | (\$359) | 5 | 100% | \$1,800 |
| PL-07010 | PRECISE PLAN OF DESIGN-1 TO 4 RES'L | 1 unit - \$1,847 per application 2-4 units - \$3,687 per application. | 1 unit - \$1,845 per application 2-4 units - \$3,685 per application. | \$3,687 | \$3,691 | 0% | (\$4) | 4 | 100% | \$0 |
| PL-07020 | PREC PLAN OF DES-5+ RES/EXIST COMM | \$4,086 per application for 5 or more residential units. \$1,140 per application for commercial use in existing building | \$4,095 per application for 5 or more residential units. \$2,500 per application for commercial use in existing building | \$4,086 | \$4,102 | 0% | (\$16) | 1 | 100% | \$0 |
| PL-07030 | PRECISE PLAN OF DESIGN-NEW COM/IND | \$5,465 - Commercial new construction > 500 sq. ft. and < 1,499 sq. ft. \$2,736 - Industrial uses and new construction. | \$5,445 per application | \$5,465 | \$5,453 | 0% | \$13 | 4 | 100% | \$0 |
| PL-07050 | COVENANT AGREEMENT/CC&R REVIEW | \$1,064 per application plus actual attorney cost. | \$985 per application plus actual attorney cost. | \$1,064 | \$986 | -7% | \$78 | 4 | 100% | (\$300) |
| PL-07060 | DEVELOPMENT AGREEMENT | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs including the contract City Attorney. | \$2,400 | \$2,454 | 2% | (\$54) | 1 | 100% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PL-07070 | GUEST HOUSE AGREEMENT REVIEW | \$212 per application (Land owner required to record document with County and pay recordation fee). | \$255 per application (Land owner required to record document with County and pay recordation fee). | \$212 | \$213 | 1% | (\$1) | 5 | 100% | \$0 |
| PL-07080 | PREPARATION OF SPECIFIC PLAN | Deposit based on the estimated cost with charges based on the fully allocated hourly rates of all staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | \$7,000 | \$7,372 | 5% | (\$372) | 1 | 100% | \$0 |
| PL-07090 | SPECIFIC PLAN AMENDMENT | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$3,200 | \$3,744 | 17% | (\$544) | 1 | 100% | \$0 |
| PL-07100 | SITE INSPECTION - PLANNING | \$159 per inspection. | \$165 per inspection. | \$159 | \$164 | 3% | (\$5) | 10 | 100% | \$100 |
| PL-07105 | PLANNING EXTRA PLAN CHECK/INSPECT | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$150 | \$164 | 9% | (\$14) | 1 | 100% | \$0 |
| PL-07106 | PLANNING ATTORNEY EXTRA SERVICES | None | Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$0 | \$0 | 0% | \$0 | 1 | 100% | \$0 |
| PL-07110 | ZONING CODE AMENDMENT | \$7,546 per application or deposit with actual costs as determined by staff. | \$7,465 per application or deposit with actual costs as determined by staff. | \$7,546 | \$7,485 | -1% | \$61 | 3 | 100% | (\$200) |
| PL-07120 | ZON'G-CONS REV SFD:FEN/WTR HTR/HVAC | \$39 per application | \$165 per application. | \$39 | \$164 | 321% | (\$125) | 171 | 100% | \$21,400 |
| PL-07125 | ZON'G-CONS REV ROLL OFF PRIV PROP | \$34 per application | \$80 per application | \$34 | \$82 | 141% | (\$48) | 40 | 100% | \$1,900 |
| PL-07130 | ZON'G-CONS REV N-SFD:FEN/W-HTR/HVAC | \$188 per application. | \$330 per application. | \$188 | \$328 | 75% | (\$140) | 5 | 100% | \$700 |
| PL-07140 | ZON'G-CONS REV MINOR RES. ZCR | \$126 per application; [double for code enforcement violations]. | \$165 per application; [double for code enforcement violations]. | \$126 | \$164 | 30% | (\$38) | 83 | 100% | \$3,200 |
| PL-07150 | ZON'G-CONS REV STAND. RES. ZCR | \$251 per application [double for code enforcement violations.] | \$330 per application [double for code enforcement violations.] | \$251 | \$328 | 31% | (\$77) | 62 | 100% | \$4,800 |
| PL-07170 | ZON'G-CONS REVIEW COMM/INDUST | \$314 per application; [double for code enforcement violations.] | \$655 per application [double for code enforcement violations.] | \$314 | \$657 | 109% | (\$343) | 10 | 100% | \$3,400 |
| PL-07200 | CODE ENFORCEMENT INSPECTION | \$154 per hour after the third site visit | \$125 per hour after the third site visit | \$154 | \$125 | -19% | \$29 | 1 | 100% | \$0 |
| PL-07210 | ZONING CODE VIOLATION TIME EXT. | \$74 per application | \$125 per application | \$74 | \$125 | 69% | (\$51) | 1 | 100% | \$0 |
| PL-07220 | ZONE RECLASSIFICATION | \$6,885 per application or deposit with actual costs as determined by staff. | \$6,780 per application or deposit with actual costs as determined by staff. | \$6,885 | \$6,798 | -1% | \$87 | 3 | 100% | (\$300) |
| PL-07230 | T.U.P.-SEASONAL SALES/PROMO | \$308 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | \$545 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | \$308 | \$544 | 77% | (\$236) | 21 | 100% | \$5,000 |
| PL-07235 | T.U.P.-SPEC EVENT ON PRIVATE PROP | \$371 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | \$545 per application plus a \$300 refundable deposit; less 10% each day activity extends beyond set time period. No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | \$371 | \$544 | 47% | (\$173) | 7 | 100% | \$1,200 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|--|--|--------------|-----------|---------------|------------------------|---------------------|---------|-----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PL-07240 | RELOCATION PERMIT & INSPECTION | \$1,715 - within 25 mile radius; or \$1,715 - deposit/100% recovery using fully burdened hourly rates if located outside 25 mile radius. | \$1,700 - deposit/100% recovery using fully burdened hourly rates | \$1,715 | \$1,700 | -1% | \$15 | 1 | 100% | \$0 |
| PL-07250 | HOME OCCUPATION PERMIT | \$143 per application. | \$190 per application. | \$143 | \$188 | 32% | (\$45) | 23 | 100% | \$1,000 |
| PL-07255 | HOME OCCUPATION COTTAGE FOOD PERMIT | \$399 per application | \$525 per application | \$399 | \$528 | 32% | (\$129) | 1 | 100% | \$0 |
| PL-07260 | PLANNING APPLICATION TIME EXTENSION | Residential (SFD) - \$52 per application Non-Residential & Multi-Family Residential - \$376 per application Planning Commission Time Extension - \$718 per application | Residential (SFD) - \$65 per application Non-Residential & Multi-Family Residential - \$370 per application Planning Commission Time Extension - \$760 per application | \$382 | \$398 | 4% | (\$16) | 3 | 100% | \$0 |
| PL-07270 | GENERAL PLAN AMEND REV & REVISION | Deposit based on the estimated actual revision cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated actual revision cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$4,000 | \$4,598 | 15% | (\$598) | 2 | 100% | \$1,200 |
| PL-07280 | GENERAL PLAN/ZONING CODE MAINT. | 4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery. | 4.5% of building, electrical, plumbing, and mechanical permit fees for 50% cost recovery. | \$24 | \$80 | 233% | (\$56) | 1,250 | 50% | \$20,000 |
| PL-07290 | ANNEXATION PROCESSING | Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | Deposit based on the estimated actual revision cost with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | \$6,800 | \$7,149 | 5% | (\$349) | 1 | 100% | \$0 |
| PL-07300 | CONDITIONAL USE PERMIT REVIEW | \$4,235 per application for 70% cost recovery | \$5,935 per application or deposit determined by staff with charges based on the fully burdened hourly rates of all staff involved plus any outside costs. | \$4,235 | \$5,944 | 40% | (\$1,709) | 11 | 100% | \$18,800 |
| PL-07310 | CUP-MINOR MODIF. - ZONING ADMIN. | \$1,909 per application. | \$1,910 per application. | \$1,909 | \$1,913 | 0% | (\$4) | 5 | 100% | \$0 |
| PL-07320 | CUP-MINOR MODIF. - PLANNING COMM. | \$3,454 per application. | \$3,385 per application | \$3,454 | \$3,390 | -2% | \$64 | 2 | 100% | (\$100) |
| PL-07340 | SIGN PLAN CHECK & INSPECTION | \$97 per permit | \$390 per permit | \$97 | \$390 | 302% | (\$293) | 35 | 100% | \$10,200 |
| PL-07345 | MASTER SIGN PLAN REVIEW | Less than 10 signs - \$1,088 per application 10 or more Signs - \$2,040 per application | Less than 10 signs - \$1,120 per application 10 or more Signs - \$3,085 per application or a deposit with actual costs as determined by staff. | \$1,405 | \$1,778 | 27% | (\$373) | 3 | 100% | \$1,100 |
| PL-07350 | CERT COMPLIANCE/LOT LINE ADJUSTMENT | Certificate of Compliance - \$1,055 per application Lot Line Adjustment - \$2,115 per application or deposit with actual costs as determined by staff. | Certificate of Compliance - \$1,065 per application Lot Line Adjustment - \$2,130 per application or deposit with actual costs as determined by staff. | \$2,115 | \$2,130 | 1% | (\$15) | 3 | 100% | \$0 |
| PL-07360 | WINDOW SIGNAGE REVIEW | \$68 per application | \$95 per application. | \$68 | \$93 | 37% | (\$25) | 15 | 100% | \$400 |
| PL-07370 | LANDSCAPE & IRRIGATION PLAN CK/INSP | 1-500 square feet - \$159 per plan 500+ square feet - \$941 per plan | 1-500 square feet - \$270 per plan 500+ square feet - \$670 per plan | \$550 | \$471 | -14% | \$80 | 12 | 100% | (\$1,000) |
| PL-07390 | APPEAL TO PLAN COMM/DESIGN REV BRD | \$342 - Single Family Residential Zone, Owner Occupied \$3,898 - all others | \$1,000 - Single Family Residential Zone, Owner Occupied \$3,755 - all others | \$3,898 | \$3,763 | -3% | \$135 | 1 | 100% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|-----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PL-07400 | ENVIRONMENTAL CEQA REVIEW | Initial Study - \$832 per application Negative Declaration - \$1,961 per application Mitigated Negative Declaration - \$4,405 per application or deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. EIR - Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. | Deposit determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs. | \$4,161 | \$3,638 | -13% | \$523 | 10 | 100% | \$0 |
| PL-07410 | ENVIRON. CATEGORICAL EXEMPTION | Other - \$399 per application In-Fill - \$1,903 per application Applicant may be required to obtain a consultant at additional cost. | Other - \$400 per application In-Fill - \$1,925 per application Applicant may be required to obtain a consultant at additional cost. | \$775 | \$783 | 1% | (\$8) | 20 | 100% | \$200 |
| PL-07490 | APPEAL TO CITY COUNCIL | \$300 for single family residential zone, owner occupied \$4,180 for all others | \$1,000 for single family residential zone, owner occupied \$4,600 for all others | \$4,180 | \$4,612 | 10% | (\$432) | 1 | 100% | \$0 |
| PL-07500 | TENTATIVE PARCEL MAP REVIEW | \$5,460 per application or deposit with actual costs as determined by staff. | \$5,200 per application or deposit with actual costs as determined by staff. | \$5,460 | \$5,208 | -5% | \$253 | 2 | 100% | (\$500) |
| PL-07550 | TENTATIVE TRACT MAP REVIEW | \$7,871 per application or deposit with actual costs as determined by staff. | \$7,560 per application or deposit with actual costs as determined by staff. | \$7,871 | \$7,570 | -4% | \$302 | 2 | 100% | (\$600) |
| PL-07560 | VARIANCE REVIEW | \$4,765 per application or deposit with actual costs as determined by staff. | \$4,670 per application or deposit with actual costs as determined by staff. | \$4,765 | \$4,699 | -1% | \$67 | 2 | 100% | (\$100) |
| PL-07600 | FINAL PARCEL MAP CHECK | \$4,502 per map (includes up to 3 submittals) Plus \$900 for each submittal after the third submittal or deposit with actual costs as determined by staff. | \$4,025 per map (includes up to 3 submittals) Plus \$900 for each submittal after the third submittal or deposit with actual costs as determined by staff. | \$4,502 | \$4,028 | -11% | \$474 | 2 | 100% | (\$900) |
| PL-07650 | FINAL TRACT MAP CHECK | \$6,013 - 5 to 10 lots \$9,346 - 11 to 25 lots \$12,902 - 26 to 50 lots \$17,348 - 51 to 100 lots \$25,799 - 101 to 150 lots \$33,356 - 150 or more lots (includes up to 3 submittals) Plus \$2,000 for each submittal after the third submittal or deposit with actual costs as determined by staff. | \$5,385 - 5 to 10 lots \$8,320 - 11 to 25 lots \$11,445 - 26 to 50 lots \$15,360 - 51 to 100 lots \$22,790 - 101 to 150 lots \$29,440 - 150 or more lots (includes up to 3 submittals) Plus \$2,000 for each submittal after the third submittal or deposit with actual costs as determined by staff. | \$19,300 | \$17,024 | -12% | \$2,276 | 2 | 100% | (\$4,600) |
| PL-07740 | MITIGATION/COND OF APPROVAL MONITOR | Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. Deposit paid annually. | Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. Deposit paid annually. | \$0 | \$0 | 0% | \$0 | 0 | 100% | \$0 |
| PL-07770 | MINOR VARIANCE REVIEW | Single Family Residential Zone, Owner Occupied - \$228 per application Other - \$1,892 per application | Single Family Residential Zone, Owner Occupied - \$500 per application Other - \$1,770 per application | \$1,892 | \$1,773 | -6% | \$119 | 3 | 100% | (\$400) |
| PL-07800 | WILD ANIMAL PERMIT REVIEW | \$1,157 per application | \$1,200 per application. | \$1,157 | \$1,201 | 4% | (\$44) | 1 | 100% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|--------------------------------|--|--|--------------|-----------|---------------|------------------------|---------------------|---------|----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PL-07850 | PIGEON PERMIT | \$206 per application \$34 per annual renewal of permit \$74 to appeal rejection of application | \$235 per application \$50 per annual renewal of permit \$100 to appeal rejection of application | \$206 | \$237 | 15% | (\$31) | 1 | 100% | \$0 |
| PL-07860 | ZONING VERIFICATION LETTER | \$295 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time | \$320 per letter plus actual costs at the fully allocated hourly rates for all personnel involved if over the standard amount of time | \$295 | \$323 | 9% | (\$28) | 1 | 100% | \$0 |
| PL-07990 | PROMOTIONAL ADVERTISING PERMIT | Banner/Pennant : 30 day permit - \$63 per application 60 day permit - \$63 per application Flag (7 day permit) - \$63 per application plus \$100 refundable deposit plus 10% each day activity extends beyond set time period. | Banner/Pennant : 30 day permit - \$80 per application 60 day permit - \$80 per application Flag (7 day permit) - \$80 per application plus \$100 refundable deposit plus 10% each day activity extends beyond set time period. | \$63 | \$164 | 161% | (\$101) | 28 | 50% | \$500 |
| PL-08000 | ENTERTAINMENT PERMIT | Category 1: New - \$769 Renewal - \$559 Modification - \$365 Category 2: New - \$3,021 Renewal - \$1,374 Modification - \$1,305 Appeal - \$2,296 | Category 1: New - \$995 Renewal - \$675 Modification - \$465 Category 2: New - \$3,135 Renewal - \$1,355 Modification - \$1,355 Appeal - \$1,920 | \$1,384 | \$1,417 | 2% | (\$33) | 7 | 100% | \$200 |
| PL-09000 | TOBACCO RETAIL PERMIT | None | \$520 per permit per year | \$0 | \$522 | 0% | (\$522) | 50 | 100% | \$26,100 |
| PL-09500 | MISCELLANEOUS PLANNING REVIEW | None | Deposit determined by staff with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$0 | \$0 | 0% | \$0 | 1 | 100% | \$0 |

\$114,200

| | | | | | | | | | | |
|----------|--------------------------|--|---|-------|-----------|-------|-------------|-------|------|-----|
| PR-07000 | SEASONAL CHILDCARE CAMPS | \$120 per child per week \$8 per camp t-shirt | See Appendix D for cost recovery detail | \$44 | \$515 | 1074% | (\$471) | 1,413 | 75% | \$0 |
| PR-07100 | TRIPS & TOURS | Actual Costs plus \$10 per participant | See Appendix D for cost recovery detail | \$13 | \$140 | 954% | (\$126) | 950 | 60% | \$0 |
| PR-07300 | CONTRACT CLASSES | If City provides insurance - City 40% and Contract Instructor 60% If Contractor provides insurance - City 30% and Contract Instructor 70% | See Appendix D for cost recovery detail | \$16 | \$135 | 731% | (\$119) | 5,046 | 100% | \$0 |
| PR-07500 | YOUTH SPORTS PROGRAMS | \$100 per participant | See Appendix D for cost recovery detail | \$38 | \$449 | 1093% | (\$412) | 768 | 10% | \$0 |
| PR-07520 | BATTING CAGES | CSO - \$0.75 for 15 pitches Other - \$1 for 15 pitches Rental: Single Cage CSO - \$25 per hour, 2 hour minimum Single Cage Other - \$30 per hour, 2 hour minimum | See Appendix D for cost recovery detail | \$1 | \$118 | 8534% | (\$117) | 536 | 50% | \$0 |
| PR-07530 | ADULT SPORTS PROGRAMS | Go-Getters League - \$250 per team ELI Basketball League - 30% of revenues MLS Softball League - 20% of revenues | See Appendix D for cost recovery detail | \$327 | \$1,068 | 227% | (\$741) | 128 | 85% | \$0 |
| PR-07800 | #VALUE! | None | See Appendix D for cost recovery detail | \$171 | \$2,460 | 1339% | (\$2,289) | 43 | 0% | \$0 |
| PR-07850 | BALLFIELD RENTAL | None | See Appendix D for cost recovery detail | \$0 | \$167,779 | 0% | (\$167,779) | 2 | 0% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|---------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PR-07900 | COMMUNITY GARDENS | \$85 per year per adult resident \$95 per year per adult non-resident \$60 per year per senior resident | See Appendix D for cost recovery detail | \$52 | \$217 | 320% | (\$165) | 68 | 55% | \$0 |

\$0

| | | | | | | | | | | |
|----------|-------------------------------------|---|--|---------|---------|------|---------|-----|------|-----------|
| PS-06400 | VEHICLE IMPOUND RELEASE | \$276 per vehicle prior to release of vehicle, plus towing costs. | \$235 per vehicle prior to release of vehicle, plus towing costs | \$276 | \$233 | -16% | \$43 | 100 | 100% | (\$4,300) |
| PS-06410 | INOPERATIVE VEHICLE ABATEMENT PROGR | \$1,010 per vehicle plus towing costs | \$1,130 per vehicle plus towing costs | \$1,010 | \$1,131 | 12% | (\$121) | 80 | 100% | \$9,700 |
| PS-06420 | INOPERATIVE VEHICLE TIME EXT REVIEW | \$29 per application. | \$30 per application. | \$29 | \$27 | -8% | \$2 | 12 | 100% | \$0 |
| PS-06430 | INOP VEHICLE REQ FOR ADMIN REVIEW | \$268 per application. | \$235 per application. | \$268 | \$237 | -12% | \$31 | 1 | 100% | \$0 |
| PS-06440 | RESIDENT PARKING PERMIT | \$36 per permit | \$36 per permit | \$36 | \$27 | -26% | \$9 | 290 | 100% | \$0 |

\$5,400

| | | | | | | | | | | |
|----------|-------------------------------|--|---|---------|---------|------|---------|----|------|-----------|
| PW-04000 | PUBLIC IMPROVEMENT PLAN CHECK | Fees based on the valuation of the construction: \$0-\$50,000 - \$2,325 \$50,001-\$150,000 - \$2,341 plus 0.7% of the amount over \$50,000 \$150,001-\$300,000 - \$3,128 plus 1.75% of the amount over \$150,000 \$300,001-\$1,000,000 - \$6,161 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$12,189 plus 0.75% of the amount over \$1,000,000 Plus 10% of the original fee for each plan check after the third plan check | Fees based on the valuation of the construction: \$0-\$50,000 - \$2,065 \$50,001-\$150,000 - \$2,065 plus 0.70% of the amount over \$50,000 \$150,001-\$300,000 - \$2,765 plus 1.80% of the amount over \$150,000 \$300,001-\$1,000,000 - \$5,465 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$10,715 plus 0.75% of the amount over \$1,000,000 Plus 10% of the original fee for each plan check after the third plan check | \$3,572 | \$3,158 | -12% | \$413 | 16 | 100% | (\$6,600) |
| PW-04001 | PUBLIC IMPROVEMENT INSPECTION | Fees based on the valuation of the construction: \$0-\$50,000 - \$616 \$50,001-\$150,000 - \$620 plus 0.7% of the amount over \$50,000 \$150,001-\$300,000 - \$1,418 plus 0.4% of the amount over \$150,000 \$300,001-\$1,000,000 - \$2,114 plus 0.75% of the amount over \$300,000 \$1,000,001+ = \$8,142 plus 0.75% of the amount over \$1,000,000 plus actual costs after the standard number of inspections. | Fees based on the valuation of the construction: \$0-\$50,000 - \$795 \$50,001-\$150,000 - \$795 plus 1.19% of the amount over \$50,000 \$150,001-\$300,000 - \$1,985 plus 1.36% of the amount over \$150,000 \$300,001-\$1,000,000 - \$4,025 plus 0.46% of the amount over \$300,000 \$1,000,001+ = \$7,245 plus 0.46% of the amount over \$1,000,000 plus actual costs after the standard number of inspections. | \$1,424 | \$1,827 | 28% | (\$403) | 16 | 100% | \$6,400 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|-----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PW-04040 | WATER/SEWER/SD IMPROVE PLAN CHECK | Fees based on the valuation of the construction: \$0-\$25,000 - \$376 \$25,001-\$50,000 - \$695 \$50,001-\$100,000 - \$855 \$100,001-\$150,000 - \$1,013 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs Plus 10% of the original fee for each plan check after the third plan check | Fees based on the valuation of the construction: \$0-\$25,000 - \$630 \$25,001-\$50,000 - \$820 \$50,001-\$100,000 - \$1,015 \$100,001-\$150,000 - \$1,205 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs Plus 10% of the original fee for each plan check after the third plan check | \$744 | \$822 | 11% | (\$78) | 5 | 100% | \$400 |
| PW-04045 | WATER/SEWER/SD IMPROVE INSPECT | Fees based on the valuation of the construction: \$0-\$5,000 - \$342 \$5,001-\$25,000 - \$1,021 \$25,001-\$50,000 - \$2,034 \$50,001-\$100,000 - \$2,713 \$100,001-\$150,000 - \$3,392 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs | Fees based on the valuation of the construction: \$0-\$5,000 - \$440 \$5,001-\$25,000 - \$1,315 \$25,001-\$50,000 - \$2,630 \$50,001-\$100,000 - \$3,505 \$100,001-\$150,000 - \$4,380 \$150,001 - Actual costs at the fully allocated hourly rates for all personnel involved plus any outside costs | \$1,900 | \$2,453 | 29% | (\$553) | 5 | 100% | \$2,800 |
| PW-04050 | STORM WATER MITIGATION PLAN REVIEW | \$3,937 per plan plus any costs of the NPDES Consultant. | \$3,540 per plan plus any costs of the NPDES Consultant. | \$3,937 | \$3,540 | -10% | \$397 | 15 | 100% | (\$5,900) |
| PW-04060 | DRAINAGE/SEWER STUDY REVIEW/APPROV. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$3,800 | \$3,811 | 0% | (\$11) | 15 | 100% | \$0 |
| PW-04070 | SEWER AREA STUDY REVIEW/APPROVAL | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$0 | \$0 | 0% | \$0 | 5 | 100% | \$0 |
| PW-04080 | RIGHT-OF-WAY DEBRIS CLEANUP | \$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved. \$1,437 per application | \$200 minimum charge or 100% of actual costs to the City for cleanup. Charged to the owner and/or operator of the vehicle involved. \$1,525 per application | \$1,250 | \$1,260 | 1% | (\$10) | 6 | 100% | \$0 |
| PW-04090 | T.U.P.-PARADE/CARNIVAL/GENERAL | No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | No application fee for non-profit organizations located in the City or other non-profit organizations with documentation greater than 50% of the members are City residents. | \$1,437 | \$1,526 | 6% | (\$89) | 6 | 100% | \$500 |
| PW-04100 | NEW/MODIF TRAFFIC SIGNAL INSPECTION | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs; plus any costs billed to the City by the City of Santa Fe Springs. | \$3,550 | \$3,573 | 1% | (\$23) | 1 | 100% | \$0 |
| PW-04200 | STREET VACATION REQUEST PROCESSING | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | Deposit based on the estimated cost with charges based on the Fully Burdened Hourly Rates of all City staff involved plus any outside costs. | \$2,700 | \$2,692 | 0% | \$9 | 2 | 100% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|--|--------------|-----------|---------------|------------------------|---------------------|---------|------------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PW-04300 | SPECIAL TRAFFIC STUDY | Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs. | Deposit of the estimated actual cost at the Fully Burdened Hourly Rates of City staff involved plus any remainder upon completion; also plus any outside costs. | \$3,500 | \$3,540 | 1% | (\$40) | 12 | 100% | \$0 |
| PW-04350 | TRAFFIC CONTROL PLAN REVIEW | Residential Street - \$715 per plan plus \$409 per day after the first day Collector/Arterial Street - \$860 per plan plus \$411 per day after the first day Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | Residential Street - \$290 per plan Collector/Arterial Street - \$430 per plan Intersection - Charge the fully allocated hourly rates for all personnel involved plus any outside costs. | \$753 | \$331 | -56% | \$422 | 85 | 100% | (\$35,900) |
| PW-04500 | EXCAVATION PERMIT ISSUANCE & INSP | \$598 per permit up to 50 linear feet. Actual cost using Fully Burdened Hourly Rates of City staff involved if over 50 linear feet. | Minor - \$395 per permit Other = Actual cost using Fully Burdened Hourly Rates of City staff involved | \$598 | \$397 | -34% | \$201 | 50 | 100% | (\$10,000) |
| PW-04550 | GRADING PLAN CHECK | cubic yards: 0 to 100 - \$1,288 101 to 1,000 - \$1,387 + \$87 per 100 c.y. 1,001 to 10,000 - \$2,567 + \$339 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Plus 10% of the original fee for each plan check after the third plan check | cubic yards: 0 to 100 - \$1,130 101 to 1,000 - \$1,130 + \$347 per 100 c.y. 1,001 to 10,000 - \$4,253 + \$330 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. Plus 10% of the original fee for each plan check after the third plan check | \$3,473 | \$4,214 | 21% | (\$742) | 22 | 100% | \$16,300 |
| PW-04570 | GRADING INSPECTION | cubic yards: 0 to 100 - \$501 101 to 1,000 - \$501 + \$43 per 100 c.y. 1,001 to 10,000 - \$1,337 + \$346 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. plus actual costs after the standard number of inspections. | cubic yards: 0 to 100 - \$395 101 to 1,000 - \$395 + \$83 per 100 c.y. 1,001 to 10,000 - \$1,142 + \$268 per 1,000 c.y. 10,001+ - Actual costs with charges at the fully allocated hourly rates for all personnel involved plus any outside costs. plus actual costs after the standard number of inspections. | \$1,699 | \$1,596 | -6% | \$103 | 22 | 100% | (\$2,300) |
| PW-04600 | EXISTING CURB/GUTTER/SIDEWALK | \$452 per permit. | \$225 per permit. | \$452 | \$225 | -50% | \$227 | 10 | 100% | (\$2,300) |
| PW-04700 | CONST.PERMIT-NEW CURB,GUTTER,S/W | Up to 50 linear feet - \$664 per permit 50 linear feet or more - Deposit as determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs | Up to 50 linear feet - \$395 per permit 50 linear feet or more - Deposit as determined by staff with charges at the fully allocated hourly rate for all personnel involved plus any outside costs | \$664 | \$397 | -40% | \$267 | 15 | 100% | (\$4,000) |
| PW-04710 | RE-CONSTRUCT-EXIST DRIVEWAY APPRCH. | \$359 per permit | \$225 per permit. | \$359 | \$225 | -37% | \$134 | 20 | 100% | (\$2,700) |
| PW-04720 | NEW DRIVEWAY APPROACH CONSTR PERMIT | \$598 per permit. | \$395 per permit | \$598 | \$397 | -34% | \$201 | 10 | 100% | (\$2,000) |
| PW-04740 | TEMP.ENCROACH-ROLL-OFF DUMPSTER/POD | Residents - No Charge Others - \$143 per permit | Residents - No Charge Others - \$115 per permit | \$143 | \$112 | -21% | \$31 | 15 | 100% | (\$500) |
| PW-04745 | TEMP ENCROACH - CRANE/CHERRY PICKER | \$394 per permit | \$225 per permit | \$394 | \$225 | -43% | \$169 | 20 | 100% | (\$3,400) |
| PW-04750 | PERM ENCROACHMENT-WALL/FENCE/ETC | \$433 per permit. | \$365 per permit. | \$433 | \$367 | -15% | \$67 | 2 | 100% | (\$100) |
| PW-04755 | TEMP ENCR-BLOCK PARTY/STRT CLOSURE | \$490 per permit | \$305 per permit | \$490 | \$304 | -38% | \$186 | 15 | 100% | (\$2,800) |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|---|--------------|-----------|---------------|------------------------|---------------------|---------|----------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| PW-04800 | NEWSRACK/BENCH ENCROACHMENT REV. | \$155 per permit plus \$100 per newsrack/bench Impound/Removal - \$450 per newsrack/bench Appeal: Com & Econ Director - \$475 City Manager - \$600 | \$245 per permit plus \$100 per newsrack/bench Impound/Removal - \$465 per newsrack/bench Appeal: Com & Econ Director - \$930 City Manager - \$595 | \$1,780 | \$2,237 | 26% | (\$457) | 1 | 100% | \$0 |
| | | | | | | | | (\$52,100) | | |
| WA-09100 | PROCESS NEW WATER ACCOUNTS | \$23 application fee plus initial deposit: Residential - \$114 per account Other - \$342 for first account plus \$114 for each additional account | \$53 application fee plus initial deposit: Residential - \$114 per account Other - \$342 for first account plus \$114 for each additional account | \$23 | \$53 | 131% | (\$30) | 380 | 100% | \$11,400 |
| WA-09125 | PAY WATER BILL BY PHONE | \$5 per bill | \$13 per bill | \$5 | \$13 | 152% | (\$8) | 150 | 100% | \$1,100 |
| WA-09210 | NEW WATER SERVICE INSTALLATION | 5/8" - 1" - \$1,961 per service plus the actual cost of parts, supplies, and outside services 1 1/2" - 2" - \$3,909 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | 5/8" - 1" - \$1,970 per service plus the actual cost of parts, supplies, and outside services 1 1/2" - 2" - \$3,925 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | \$2,448 | \$2,458 | 0% | (\$10) | 20 | 100% | \$200 |
| WA-09220 | NEW FIRE SERVICE INSTALLATION | 4" - 6" - \$7,802 per service plus the actual cost of parts, supplies, and outside services 8" - 10" - \$11,701 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | 4" - 6" - \$7,835 per service plus the actual cost of parts, supplies, and outside services 8" - 10" - \$11,750 per service plus the actual cost of parts, supplies, and outside services or deposit with actual costs as determined by staff. | \$9,752 | \$9,794 | 0% | (\$42) | 2 | 100% | \$100 |
| WA-09250 | INSPECTION OF FIRE HYDRANT INSTALL. | \$548 per inspection | \$575 per inspection | \$548 | \$576 | 5% | (\$28) | 2 | 100% | \$100 |
| WA-09255 | FIRE FLOW TEST | \$358 per test plus actual cost of water used | \$365 per test plus actual cost of water used | \$358 | \$366 | 2% | (\$8) | 24 | 100% | \$200 |
| WA-09300 | CONSTRUCT (TEMPORARY) WATER METER | \$251 for the initial installation plus removal fee; \$126 per move if the meter is relocated. A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit. | \$320 for the initial installation plus removal fee; \$160 per move if the meter is relocated. A rental charges prorated in accordance with monthly water rates will also be charged, plus a \$1,500 deposit. | \$209 | \$267 | 28% | (\$58) | 75 | 100% | \$4,300 |
| WA-09400 | DELINQUENT WATER SVC TURN ON/OFF | Delinquent Bill or Short Red Notice: Residential - \$11 All others - 10% of the amount owed. Turn On (in addition to other charges or penalties): \$68 if requested prior to 4:00 PM to be performed on regular working days or on next working day. \$394 if on same day restoration is requested after 4:00 PM or at any other time. | Delinquent Bill or Short Red Notice: Residential - \$11 All others - 10% of the amount owed. Turn On (in addition to other charges or penalties): \$90 if requested prior to 4:00 PM to be performed on regular working days or on next working day. \$400 if on same day restoration is requested after 4:00 PM or at any other time. | \$222 | \$106 | -52% | \$116 | 960 | 100% | \$0 |

CITY OF PICO RIVERA
UNIT REVENUES, COSTS, UNITS AND POSSIBLE NEW REVENUES
FISCAL YEAR 2023-24

| REF # | SERVICE | CURRENT FEE | SUGGESTED FEE | UNIT REVENUE | UNIT COST | % UNIT CHANGE | UNIT PROFIT/ (SUBSIDY) | POSSIBLE ANNUAL NEW | | |
|----------|-------------------------------------|---|--|--------------|-----------|---------------|------------------------|---------------------|---------|---------|
| | | | | | | | | # UNITS | SUGGEST | REVENUE |
| WA-09500 | DAMAGE TO WATER METER/LOCK | \$11 lock replacement fee \$34 meter removal/re-installation fee \$91 tampering penalty Damage to Meter - Actual cost incurred by City to repair damages | Charge the actual costs at the fully allocated hourly rates for all personnel involved plus any parts, supplies, or outside costs. | \$0 | \$19 | 0% | (\$19) | 15 | 100% | \$0 |
| WA-09600 | WATER RE-READING SERVICE ON REQUEST | \$74 if prior reading was correct. | \$100 if prior reading was correct. | \$74 | \$99 | 33% | (\$25) | 144 | 100% | \$3,600 |
| WA-09700 | WATER METER TESTING | \$250 per test to be refunded if the meter was running fast (all size meters). | \$340 per test to be refunded if the meter was running fast (all size meters). | \$320 | \$339 | 6% | (\$19) | 5 | 100% | \$100 |
| WA-09980 | REQUESTED WATER SERVICE TURN OFF | Courtesy first time turn off for repairs \$39 per second request for turn off After Hours - \$394 | Courtesy first time turn off for repairs \$80 per second request for turn off After Hours - \$400 | \$55 | \$96 | 76% | (\$42) | 25 | 100% | \$0 |
| WA-09990 | WATER CONSUMPTION HISTORY REPORT | \$23 per request. | \$20 per request. | \$23 | \$19 | -19% | \$4 | 7 | 100% | \$0 |

\$21,100

PARKS REC FEES - NO CHANGES

FY 2023-24

Enclosure 3

| DIVISION | SERVICE | CURRENT FEE | PROPOSED FEE | IMPACT | DOLLAR INCREASE/ (DECREASE) | EXPLANATION |
|----------------------|--|---|---|-----------|--------------------------------|-------------|
| 1 AQUATICS | ADAPTIVE ONE-ON-ONE SWIMMING LESSONS | Per class per participant - \$20 | Per class per participant - \$20 | NO CHANGE | | |
| 2 AQUATICS | JUNIOR LIFEGUARD CLASS - 16 YEAR & OLDER | \$150 per session per participant - CPR certificate fee not included (residents to receive priority registration) | \$150 per session per participant - CPR certificate fee not included (residents to receive priority registration) | NO CHANGE | | |
| 3 AQUATICS | POOL RENTAL - ERUSD | Lifeguard - \$25 per hour per lifeguard (minimum 3 lifeguards, 1 extra lifeguard per every 50 swimmer increment over 75 swimmers) | Lifeguard - \$25 per hour per lifeguard (minimum 3 lifeguards, 1 extra lifeguard per every 50 swimmer increment over 75 swimmers) | NO CHANGE | | |
| 4 AQUATICS | POOL RENTAL - NON-ERUSD | Reservation - \$150 per hour (minimum 2 hours) + \$2 per swimmer or entrant + Lifeguard \$25 per hour per lifeguard (2 lifeguard minimum) [1 - 50 Swimmers, 2 lifeguard minimum] [51-100 Swimmers, 3 lifeguard minimum] [101-150 Swimmers, 4 lifeguard minimum] [151-200 Swimmers, 5 lifeguard minimum] | Reservation - \$150 per hour (minimum 2 hours) + \$2 per swimmer or entrant + Lifeguard \$25 per hour per lifeguard (2 lifeguard minimum) [1 - 50 Swimmers, 2 lifeguard minimum] [51-100 Swimmers, 3 lifeguard minimum] [101-150 Swimmers, 4 lifeguard minimum] [151-200 Swimmers, 5 lifeguard minimum] | NO CHANGE | | |
| 5 AQUATICS | PRIVATE/ADULT SWIMMING LESSONS | 4 Classes: \$55 per session per participant (residents to receive priority registration) | 4 Classes: \$55 per session per participant (residents to receive priority registration) | NO CHANGE | | |
| 6 AQUATICS | PRIVATE/ADULT SWIMMING LESSONS | 4 Classes: \$55 per session per participant (residents to receive priority registration) | 4 Classes: \$55 per session per participant (residents to receive priority registration) | NO CHANGE | | |
| 7 AQUATICS | RECREATIONAL SWIMMING | Recreational Swimming - \$2 per participant Lap Swimming - \$3 per participant | Recreational Swimming - \$2 per participant Lap Swimming - \$3 per participant | NO CHANGE | | |
| 8 AQUATICS | SWIM TEAM | 4 week clinic / 3 days per week: \$65 per session per participant (residents to receive priority registration) | 4 week clinic / 3 days per week: \$65 per session per participant (residents to receive priority registration) | NO CHANGE | | |
| 9 AQUATICS | SWIMMING LESSONS | 2 week session / 4 days per week: \$55 per session per participant (residents to receive priority registration) | 2 week session / 4 days per week: \$55 per session per participant (residents to receive priority registration) | NO CHANGE | | |
| 10 BATTING CAGES | BATTING CAGES | \$2 for 15 pitches Rental: Single Cage - \$30 per hour All Cages - \$80 per hour | \$2 for 15 pitches Rental: Single Cage - \$30 per hour All Cages - \$80 per hour | NO CHANGE | | |
| 11 CHILD SUPERVISION | SEASONAL CHILDCARE CAMPS | \$120 per week per participant (residents to receive priority registration) Camp T-Shirt - Actual Cost +10% | \$120 per week per participant (residents to receive priority registration) Camp T-Shirt - Actual Cost +10% | NO CHANGE | | |
| 12 COMMUNITY GARDENS | COMMUNITY GARDENS - 18'x22' plots | \$60 per year per senior resident 60+ years \$85 per year per adult resident \$95 per year per adult non-resident | \$60 per year per senior resident 60+ years \$85 per year per adult resident \$95 per year per adult non-resident | NO CHANGE | | |
| 13 COMMUNITY GARDENS | COMMUNITY GARDENS - 8.5'x22' plots | \$50 per year per senior resident \$75 per year per adult resident \$85 per year per adult non-resident | \$50 per year per senior resident \$75 per year per adult resident \$85 per year per adult non-resident | NO CHANGE | | |
| 14 COMMUNITY GARDENS | GATE KEY REPLACEMENT FEE | \$15 per key replaced | \$15 per key replaced | NO CHANGE | | |

PARKS REC FEES - NO CHANGES

| DIVISION | SERVICE | CURRENT FEE | PROPOSED FEE | IMPACT | DOLLAR INCREASE/ (DECREASE) | EXPLANATION |
|----------|------------------------|---|--|--|--------------------------------|-------------|
| 15 | COMMUNITY GARDENS | ID REPLACEMENT FEE | \$10 per ID replaced | \$10 per ID replaced | NO CHANGE | |
| 16 | COMMUNITY GARDENS | NON-COMMITMENT FEE | \$25 per missed required clean-up day (4 clean-up days per year) | \$25 per missed required clean-up day (4 clean-up days per year) | NO CHANGE | |
| 17 | COMMUNITY GARDENS | PLOT MAINTENANCE FEE | \$50 per notice of non-compliance with required plot maintenance | \$50 per notice of non-compliance with required plot maintenance | NO CHANGE | |
| 18 | CONTRACT CLASSES | CONTRACT CLASSES | -City 40% and Contract Instructor 60% (if City provides insurance for Contractor) -City 30% and Contract Instructor 70% (if Contractor provides own insurance) | -City 40% and Contract Instructor 60% (if City provides insurance for Contractor) -City 30% and Contract Instructor 70% (if Contractor provides own insurance) | NO CHANGE | |
| 19 | FACILITY RENTALS PARKS | EVENT RENTAL WITH ALCOHOL - REQUIRES \$1 MILLION IN LIABILITY INSURANCE W/ CITY NAMED AS ADDITIONAL INSURER | \$50 per hour additional + security guard Security Guard - Actual Cost | \$50 per hour additional + security guard Security Guard - Actual Cost | NO CHANGE | |
| 20 | FACILITY RENTALS PARKS | DANCE ROOMS | \$40 per hour | \$40 per hour | NO CHANGE | |
| 21 | FACILITY RENTALS PARKS | GYMNASIUMS - HALF | \$45 per hour | \$45 per hour | NO CHANGE | |
| 22 | FACILITY RENTALS PARKS | GYMNASIUMS - WHOLE | \$90 per hour | \$90 per hour | NO CHANGE | |
| 23 | FACILITY RENTALS PARKS | MAINTENANCE FEE - LIGHT CLEANING BY STAFF AFTER EVENT | \$100 per event | \$100 per event | NO CHANGE | |
| 24 | FACILITY RENTALS PARKS | PATIOS | \$50 per hour | \$50 per hour | NO CHANGE | |
| 25 | FACILITY RENTALS PARKS | PICO PARK AND SENIOR CENTER AUDITORIUMS | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) | Whole Auditorium - \$200 per hour One Section of Auditorium - \$70 per hour (up to 3 sections) | NO CHANGE | |
| 26 | FACILITY RENTALS PARKS | PICO PARK LOBBY | \$45 per hour | \$45 per hour | NO CHANGE | |
| 27 | FACILITY RENTALS PARKS | RECOGNIZED COMMUNITY ORGANIZATION RENTALS | Waived Per Hour Room Fees - \$0 per hour | Waived Per Hour Room Fees - \$0 per hour | NO CHANGE | |
| 28 | FACILITY RENTALS PARKS | RIO HONDO PARK MULTI-PURPOSE ROOM | \$120 per hour | \$120 per hour | NO CHANGE | |
| 29 | FACILITY RENTALS PARKS | SET-UP / BREAK-DOWN PER EVENT TABLES/CHAIRS | Activity/Auditorium - 1 Section/Dance/Gymnasium - Half/Multi-Purpose/Patio - \$75 per event Auditorium - 2+ Sections or Whole/Gymnasium - Whole/Lobby - \$175 per event | Activity/Auditorium - 1 Section/Dance/Gymnasium - Half/Multi-Purpose/Patio - \$75 per event Auditorium - 2+ Sections or Whole/Gymnasium - Whole/Lobby - \$175 per event | NO CHANGE | |
| 30 | FACILITY RENTALS PARKS | SMITH PARK AUDITORIUM | \$170 per hour | \$170 per hour | NO CHANGE | |
| 31 | FACILITY RENTALS PARKS | STAFFING FEE | \$30 per staff per hour (2 staff minimum) [1 - 99 ppl. per event rental - 2 staff minimum] [100-150 ppl. per event rental - 3 staff minimum] [151+ ppl. per event rental - 4 staff minimum] | \$30 per staff per hour (2 staff minimum) [1 - 99 ppl. per event rental - 2 staff minimum] [100-150 ppl. per event rental - 3 staff minimum] [151+ ppl. per event rental - 4 staff minimum] | NO CHANGE | |
| 32 | FACILITY RENTALS PARKS | CONCESSION STAND | \$75 per hour \$200 Damage Deposit | \$75 per hour \$200 Damage Deposit | NO CHANGE | |

PARKS REC FEES - NO CHANGES

| DIVISION | SERVICE | CURRENT FEE | PROPOSED FEE | IMPACT | DOLLAR INCREASE/ (DECREASE) | EXPLANATION |
|----------|------------------------|--|--|--|--------------------------------|-------------|
| 33 | FACILITY RENTALS PARKS | CRAFT ROOM | \$40 per hour | \$40 per hour | NO CHANGE | |
| 34 | FACILITY RENTALS PARKS | RIVERA PARK AUDITORIUM | Whole Auditorium - \$120 per hour One Section of Auditorium - \$40 per hour (up to 3 sections) | Whole Auditorium - \$120 per hour One Section of Auditorium - \$40 per hour (up to 3 sections) | NO CHANGE | |
| 35 | FACILITY RENTALS PARKS | KITCHENS | \$75 per hour | \$75 per hour | NO CHANGE | |
| 36 | FIELD RENTALS | NORMAL FIELD RENTALS | Ballfield Rental - \$25 per hour no lights + staff time Ballfield Rental - \$35 per hour with lights + staff time Football/Soccer Field Rental- \$45 per hour no lights + staff time Football/Soccer Field Rental- \$55 per hour with lights + staff time Staff Time (minimum 2 staff) - \$30 per hour per staff Damage Deposit - \$100 per rental Turf Fields - \$100 per hour no lights + staff time Turf Fields - \$110 per hour with lights + staff time Staff Time (minimum 2 staff) - \$30 per hour per staff Damage Deposit - \$200 per rental | Ballfield Rental - \$25 per hour no lights + staff time Ballfield Rental - \$35 per hour with lights + staff time Football/Soccer Field Rental- \$45 per hour no lights + staff time Football/Soccer Field Rental- \$55 per hour with lights + staff time Staff Time (minimum 2 staff) - \$30 per hour per staff Damage Deposit - \$100 per rental Turf Fields - \$100 per hour no lights + staff time Turf Fields - \$110 per hour with lights + staff time Staff Time (minimum 2 staff) - \$30 per hour per staff Damage Deposit - \$200 per rental | NO CHANGE | |
| 37 | FIELD RENTALS | RECOGNIZED COMMUNITY SPORTS ORGANIZATION RENTALS | Field Rentals (Regular Games/Practices) - \$0 Tournament Fee - 1st Tournament - \$0 2nd Tournament & up -Staff Time (minimum 2 staff) - \$30 per hour per staff - \$25 per hour no lights ballfields + staff time - \$35 per hour with lights ballfields + staff time - \$45 per hour no lights natural soccer/football fields + staff time - \$55 per hour with lights natural soccer/football fields + staff time - \$100 per hour no lights turf fields + staff time - \$110 per hour with light turf fields + staff time | Field Rentals (Regular Games/Practices) - \$0 Tournament Fee - 1st Tournament - \$0 2nd Tournament & up -Staff Time (minimum 2 staff) - \$30 per hour per staff - \$25 per hour no lights ballfields + staff time - \$35 per hour with lights ballfields + staff time - \$45 per hour no lights natural soccer/football fields + staff time - \$55 per hour with lights natural soccer/football fields + staff time - \$100 per hour no lights turf fields + staff time - \$110 per hour with light turf fields + staff time | NO CHANGE | |
| 38 | GAZEBO RENTALS | BOUNCE HOUSE / JUMPER PERMIT | \$60 Per Bounce House / Jumper Permit | \$60 Per Bounce House / Jumper Permit | NO CHANGE | |
| 39 | GAZEBO RENTALS | PICO PARK GAZEBO - 75 PPL. | \$100 Per Day (9am - dusk) | \$100 Per Day (9am - dusk) | NO CHANGE | |
| 40 | GAZEBO RENTALS | RIO HONDO PARK 1/2 GAZEBO - 75 PPL. | \$100 Per Day (9am - dusk) | \$100 Per Day (9am - dusk) | NO CHANGE | |
| 41 | GAZEBO RENTALS | RIO HONDO PARK WHOLE GAZEBO 150 PPL. | \$175 Per Day (9am - dusk) | \$175 Per Day (9am - dusk) | NO CHANGE | |
| 42 | GAZEBO RENTALS | RIVERA PARK WEST GAZEBO - 75 PPL. | \$100 Per Day (9am - dusk) | \$100 Per Day (9am - dusk) | NO CHANGE | |
| 43 | GAZEBO RENTALS | SMITH PARK GAZEBO 1 (LARGE) - 75 PPL. | \$100 Per Day (9am - dusk) | \$100 Per Day (9am - dusk) | NO CHANGE | |
| 44 | GAZEBO RENTALS | SMITH PARK GAZEBO 2 (SMALL) - 50 PPL. | \$75 Per Day (9am - dusk) | \$75 Per Day (9am - dusk) | NO CHANGE | |

PARKS REC FEES - NO CHANGES

| DIVISION | SERVICE | CURRENT FEE | PROPOSED FEE | IMPACT | DOLLAR INCREASE/ (DECREASE) | EXPLANATION |
|----------|-------------|-----------------------------|--|--|--------------------------------|-------------|
| 45 | GOLF COURSE | BANQUET RENTALS | Fair Market Value | Fair Market Value | NO CHANGE | |
| 46 | GOLF COURSE | DRIVING RANGE | Small Bucket - \$5 Medium Bucket - \$7 Large Bucket - \$9 Small Range Key (\$60 worth of range balls) - \$50 Medium Range Key (\$100 worth of range balls) - \$75 Large Range Key (\$130 worth of range balls) - \$100 SCGA Youth Medium Bucket - \$2 (must have SCGA card) | Small Bucket - \$5 Medium Bucket - \$7 Large Bucket - \$9 Small Range Key (\$60 worth of range balls) - \$50 Medium Range Key (\$100 worth of range balls) - \$75 Large Range Key (\$130 worth of range balls) - \$100 SCGA Youth Medium Bucket - \$2 (must have SCGA card) | NO CHANGE | |
| 47 | GOLF COURSE | ELECTRIC CART RENTAL | \$10 per person | \$10 per person | NO CHANGE | |
| 48 | GOLF COURSE | FOOD & BEVERAGE | Fair Market Value | Fair Market Value | NO CHANGE | |
| 49 | GOLF COURSE | GOLF LESSONS | Group Lessons - \$30 per 45 minutes per person Private Lessons - \$40 per 30 minutes per person | Group Lessons - \$30 per 45 minutes per person Private Lessons - \$40 per 30 minutes per person | NO CHANGE | |
| 50 | GOLF COURSE | MERCHANDISE | Fair Market Value | Fair Market Value | NO CHANGE | |
| 51 | GOLF COURSE | PUSH CART RENTAL | \$5 per cart | \$5 per cart | NO CHANGE | |
| 52 | GOLF COURSE | RENTAL CLUBS - SET | \$5 per rental | \$5 per rental | NO CHANGE | |
| 53 | GOLF COURSE | TOURNAMENTS - PER ONE ROUND | Weekend Shotgun - \$20 per person Weekday Shotgun - \$18 per person Weekend Tee Time - \$16 per person Weekday Tee Time - \$13 per person | Weekend Shotgun - \$20 per person Weekday Shotgun - \$18 per person Weekend Tee Time - \$16 per person Weekday Tee Time - \$13 per person | NO CHANGE | |
| 54 | GOLF COURSE | TOURNAMENTS - PER ONE ROUND | Weekend Shotgun - \$20 per person Weekday Shotgun - \$18 per person Weekend Tee Time - \$16 per person Weekday Tee Time - \$13 per person | Weekend Shotgun - \$20 per person Weekday Shotgun - \$18 per person Weekend Tee Time - \$16 per person Weekday Tee Time - \$13 per person | NO CHANGE | |
| 55 | GOLF COURSE | GREEN FEES | WEEKDAY (Mon. - Fri.) - Resident before 5pm - \$9 Resident after 5pm - \$11 Non-Resident before 5pm - \$13 Non-Resident after 5pm - \$14 Replay - \$6 Senior (65+ years) - \$8 Senior Replay (65+ years) - \$5 Youth - \$6 SCGA Youth (must have SCGA card) - \$2.50 WEEKEND (Sat. - Sun.) - Resident - \$11 Non-Resident - \$15 Replay - \$10 Youth - \$6 *Senior and SCGA Youth Rates Not Applicable on Weekends* | WEEKDAY (Mon. - Fri.) - Resident before 5pm - \$9 Resident after 5pm - \$11 Non-Resident before 5pm - \$13 Non-Resident after 5pm - \$14 Replay - \$6 Senior (65+ years) - \$8 Senior Replay (65+ years) - \$5 Youth - \$6 SCGA Youth (must have SCGA card) - \$2.50 WEEKEND (Sat. - Sun.) - Resident - \$11 Non-Resident - \$15 Replay - \$10 Youth - \$6 *Senior and SCGA Youth Rates Not Applicable on Weekends* | NO CHANGE | |

PARKS REC FEES - NO CHANGES

| DIVISION | SERVICE | CURRENT FEE | PROPOSED FEE | IMPACT | DOLLAR INCREASE/ (DECREASE) | EXPLANATION |
|----------|--------------------------|--|--|--|--------------------------------|-------------|
| 56 | MISCELLANEOUS | ADAPTIVE RECREATION DANCES | Cost Recovery | Cost Recovery | NO CHANGE | |
| 57 | MISCELLANEOUS | CREDIT CARD DECLINE / NON-SUFFICIENT FUNDS FEE (NSF) | \$15 Per Decline / NSF | \$15 Per Decline / NSF | NO CHANGE | |
| 58 | MISCELLANEOUS | FAMILY ENGAGEMENT PROGRAMS | Cost Recovery plus 10% | Cost Recovery plus 10% | NO CHANGE | |
| 59 | MISCELLANEOUS | MEMORIAL BENCH | \$3,000 Donation Per approved bench | \$3,000 Donation Per approved bench | NO CHANGE | |
| 60 | MISCELLANEOUS | REACH | \$40 annual fee per participant | \$40 annual fee per participant | NO CHANGE | |
| 61 | MISCELLANEOUS | REGISTRATION SOFTWARE AND/OR MERCHANT SERVICE TRANSACTION FEES | Cost Recovery | Cost Recovery | NO CHANGE | |
| 62 | MISCELLANEOUS | SENIOR CENTER SPECIAL EVENTS / ACTIVITIES | Cost Recovery | Cost Recovery | NO CHANGE | |
| 63 | MISCELLANEOUS | SPONSORSHIP RATES | \$25 Minimum | \$25 Minimum | NO CHANGE | |
| 64 | MISCELLANEOUS | LATE CHILD PICK-UP FEE | \$10 FOR EVERY 15 MINUTES AFTER PROGRAM END TIME | \$10 FOR EVERY 15 MINUTES AFTER PROGRAM END TIME | NO CHANGE | |
| 65 | SPECIAL EVENTS | AMUSEMENT TICKETS | \$1 - \$5 Per Ticket | \$1 - \$5 Per Ticket | NO CHANGE | |
| 66 | SPECIAL EVENTS | ARTISAN / EXHIBITOR / COMMUNITY ORG. BOOTH | \$0 - \$100 Per Booth Per Event | \$0 - \$100 Per Booth Per Event | NO CHANGE | |
| 67 | SPECIAL EVENTS | COMMERCIAL VENDOR BOOTH OR TRUCK | \$200 - 1,500 Per Booth/Truck Per Event | \$200 - 1,500 Per Booth/Truck Per Event | NO CHANGE | |
| 68 | SPECIAL EVENTS | FOOD VENDOR OR TRUCK | \$100 - \$500 Per Booth/Truck Per Event | \$100 - \$500 Per Booth/Truck Per Event | NO CHANGE | |
| 69 | SPORTS PROGRAMS | ADULT SPORTS PROGRAMS | Go Getter League Fee - \$60 per participant per year | Go Getter League Fee - \$60 per participant per year | NO CHANGE | |
| 70 | SPORTS PROGRAMS | YOUTH SPORTS PROGRAMS | \$0 - \$100 per participant | \$0 - \$100 per participant | NO CHANGE | |
| 71 | TRIPS & TOURS | TRIPS & TOURS | Actual Ticket Cost plus \$10 per participant | Actual Ticket Cost plus \$10 per participant | NO CHANGE | |
| 72 | VETERAN'S MEMORIAL PLAZA | NAME PLAQUES FOR GRANITE PILLARS | \$200 Donation Per Approved Name Plaque | \$200 Donation Per Approved Name Plaque | NO CHANGE | |

NOTICE OF PUBLIC HEARING BY THE CITY
COUNCIL OF THE CITY OF PICO RIVERA ON
THE REVIEW OF THE COST RECOVERY STUDY
AND USER FEE SCHEDULE REGARDING CITY
SERVICE FEES

NOTICE IS HEREBY GIVEN that a public hearing will be held before the City of Pico Rivera City Council to receive and consider all evidence and reports relative to the application described below:

WHEN: Tuesday, November 14, 2023

TIME: 6:00 p.m.

WHERE: City Hall Council Chambers
6615 Passons Boulevard
Pico Rivera, CA 90660

TELEPHONE: (562) 801-4389

NOTICE IS FURTHER GIVEN: City Council to conduct a public hearing on Tuesday, November 14, 2023, at 6:00 p.m. in the City Council Chambers for the purpose of discussing the Cost Recovery Study and approving a Resolution to establish User Fee Schedule for the adoption of Fees for the City of Pico Rivera.

Beginning Thursday, November 2, 2023, copies of the Cost Recovery Study including the User Fee Schedule, which describes the proposed changes to various City service fees, shall be available for public review Monday through Thursday, from 7:30 a.m. to 5:00 p.m. at the City Clerk's office located in City Hall, 6615 Passons Blvd., Pico Rivera, California 90660. Further information may be obtained by contacting the Finance Department staff at (562) 801-4392.

PERSONS INTERESTED IN THIS MATTER may do so in the following ways:

- (1) Turn your TV to Channel 3;
- (2) City's website at <https://bit.ly/picorivera-ctv3live>.
- (3) Email public comments to publiccomments@pico-rivera.org prior to 4:00 p.m. on the day of the meeting. Please provide your full name and reference this subject matter: "**Public Hearing - Cost Recovery Study Adoption of User Fees.**";
- (4) Attend the Public Hearing in person

.....
In compliance with the Americans with Disability Act of 1990, the City of Pico Rivera is committed to providing reasonable accommodations for a person with a disability. Please contact the City Clerk's Office at (562) 801-4389 if special program accommodations are necessary and/or if program information is needed in an alternative format. Special request must be made in a reasonable amount of time in order that accommodations can be arranged.



To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: PUBLIC HEARING – AN ORDINANCE AMENDING THE PICO RIVERA MUNICIPAL CODE, ADDING CHAPTER 9.52 – SOCIAL HOST LIABILITY (FIRST READING AND INTRODUCTION)

Recommendation:

1. Introduce and waive the first reading to establish a Social Host Liability Ordinance.

Fiscal Impact:

The General Fund will be positively affected on those occasions wherein the social host penalties apply. The fines issued would be placed in GL Account No. 100.00.0000-42050 (Administrative Citation).

Background:

According to the Centers for Disease Control and Prevention, underage drinking and drug use pose a significant public health problem in the U.S. Consequently, more than 3,900 deaths occur annually among individuals under the age of 21 due to excessive drinking. Parties with youth drinking and drug use present a significant danger to both young people and the community due to the threat to public health, safety, quiet enjoyment of residential property and general welfare. In addition, the intent is to reduce the opportunity for violent and criminal activity that frequently results from parties and unruly gatherings. These gatherings occur both with, and without parents' knowledge or consent. Social Host Liability Ordinances hold adults responsible for any youth drinking that occurs on their property, whether or not they are present. The ordinances are enforced by local law enforcement.

Discussion:

A Social Host Ordinance is a law that holds non-commercial individuals responsible for underage drinking at parties on property they own, lease, or otherwise control. The purchase, possession, or consumption of alcohol by minors in public or commercial settings is already prohibited under state law. However, state law does not prohibit youth consumption of alcohol on private property. Establishing a Social Host Ordinance can fill the gap in the law by providing law enforcement a tool to help address the problem of underage drinking at parties. The 2021-2022 California Healthy Kids survey of 11th graders in the El Rancho Unified School District reported that 23% of students found it “Very Easy” to obtain alcoholic beverages if they really wanted and 19% indicated “Fairly Easy.” House parties and gatherings where excessive alcohol, marijuana and/or illegal substances are consumed among underage youth and young adults can lead to loud and unruly gatherings on private property, which disrupts the quiet enjoyment of neighboring residents.

The Pico Rivera Sheriff’s Station received 853 calls for service for loud parties or music disturbing the peace between October 4, 2022, and October 4, 2023. Many of these calls were the result of illegal flyer parties that are advertised on social media and function as a make-shift club that charges admission, serves alcohol and often includes accessibility to illicit drugs. These events are marketed to patrons of all ages but focus on underage youth. In addition, these events lack supervision or security and have recently led to violent and often deadly outcomes for participants in this community.

If the City Council approves this ordinance, it will be considered a misdemeanor for any individual to knowingly host, assist, allow, permit, condone or in any way enable a noisy or disorderly gathering at a private residence or property. The ordinance allows for law enforcement or emergency service providers to recover costs from the responsible party. In addition, the ordinance allows for the City to impose fines as outlined below.

- (a) A first violation of this section shall be punishable by a \$2,500 fine.
- (b) A second violation within a 12-month period shall be punishable by a \$3,500 fine.
- (c) A third violation within a 12-month period shall be punishable by a \$5,000 fine.

The proposed ordinance is consistent with ordinances passed by other California jurisdictions. The ordinance aims to prevent and reduce the prevalence of gatherings where alcoholic beverages, marijuana and illegal substances are served to or consumed by underage persons. In addition, the intent is to reduce the opportunity for violent and criminal activity that frequently results from parties and unruly gatherings. Furthermore, the ordinance assigns responsibility to those persons knowingly hosting, abetting, or allowing loud or unruly gatherings where excessive noise, traffic, obstruction of streets,

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
PUBLIC HEARING - AN ORDINANCE AMENDING THE TEXT OF PICO RIVERA
MUNICIPAL CODE, ADDING CHAPTER 9.52 - SOCIAL HOST LIABILITY (FIRST
READING AND INTRODUCTION)

Page 3 of 3

service of alcohol to minors, public drunkenness, consumption of drugs, fights, disturbances of the peace, vandalism and litter may occur.

The proposed ordinance includes exceptions to protect family and cultural events where parents or guardians give their permission for their children to take part in events which may involve the consumption of alcohol.

Environmental Analysis:

The proposed ordinance is exempt from environmental review pursuant to the California Environmental Quality Act (“CEQA”) Guidelines Section 15061(b)(3), the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. It can be seen with certainty that there is no possibility that adding Chapter 9.52 Social Host Liability Ordinance will have a significant effect on the environment.

Conclusion:

Staff recommends that the City Council introduce and waive the first reading of the ordinance establishing Chapter 9.52 Social Host Liability and provide direction to staff as deemed appropriate. If approved, staff will bring forth the ordinance for adoption at a regularly scheduled City Council meeting and the ordinance shall become effective 30 days after its adoption.



Steve Carmona

SC:AB:ef:jj

Enclosures: 1) Social Host Liability Ordinance
2) Public Notice

ORDINANCE NO. ____**AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, ADDING CHAPTER 9.52 OF TITLE 9 OF THE PICO RIVERA MUNICIPAL CODE TO ENACT A SOCIAL HOST ORDINANCE REGULATING LOUD AND UNRULY GATHERINGS**

WHEREAS, the City of Pico Rivera ("City"). Pursuant to the police powers delegated to it by the California Constitution, has the authority to enact laws which promote the public health, safety and general welfare of its residents; and

WHEREAS, the occurrence of loud or unruly gatherings on private property is a threat to the quiet enjoyment of property and to public health, safety, and welfare due to excessive noise, traffic, obstruction of streets, service of alcohol to minors, public drunkenness, consumption of drugs, fights, disturbances of the peace, vandalism and litter; and

WHEREAS, the occurrence of such gatherings on private property where alcoholic beverages, marijuana and illegal substances are served to or consumed by underage persons is harmful to underage persons themselves and a threat to public health, safety, quiet enjoyment of residential property and general welfare; and

WHEREAS, at times, law enforcement and other City personnel are called upon to respond, sometimes on multiple occasions, to loud and unruly parties. These gatherings are a burden on scarce City resources and can result in delayed responses to emergency calls and thereby reduce the public safety protection to the rest of the City; and

WHEREAS, state law prohibits minors under age 21 from purchasing, possessing or consuming alcohol and marijuana; and

WHEREAS, property owners and landlords have failed to prevent the occurrence or reoccurrence of loud and unruly gatherings on private property, which disrupts the quiet enjoyment of neighboring residents; and

WHEREAS, a study from the American Medical Association also shows underage drinking is a factor in nearly half of all teen car crashes which is the leading cause of death among teenagers and well-meaning parents often host drinking parties on behalf of their children, but these gatherings can quickly spiral out of control; and

WHEREAS, problems associated with loud or unruly gatherings, including those which serve alcoholic beverages, marijuana and other illegal substances to be consumed by partygoers, including underage persons, are difficult to prevent and deter unless the

City has legal authority to direct the host or responsible person to disperse the gathering;
and

WHEREAS, control of loud and unruly gatherings on private property is necessary when such activity is determined to be a threat to the peace, health, safety, or general welfare of the public; and

WHEREAS, a “social host” is anyone who knowingly hosts parties where excessive noise, traffic, obstruction of streets, service of alcohol to minors, public drunkenness, consumption of drugs, fights, disturbances of the peace, vandalism and litter may occur on property that adults own, lease or otherwise control; and

WHEREAS, a social host ordinance assigns responsibility to those persons knowingly hosting, abetting or tolerating loud or unruly gatherings where excessive noise, traffic, obstruction of streets, service of alcohol to minors, public drunkenness, consumption of drugs, fights, disturbances of the peace, vandalism and litter may occur; and

WHEREAS, a social host ordinance will encourage persons to be more likely to properly supervise or stop such conduct at gatherings held on property under their possession or control; and

WHEREAS, the City Council of the City of Pico Rivera finds it is necessary and appropriate to take steps to protect public health and safety of residents of the City from the disruptions and potential dangers caused by loud or unruly gatherings.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Pico Rivera as follows:

SECTION 1. Incorporation of Recitals. The City Council for the City of Pico Rivera finds and declares the foregoing are true and correct and incorporates said recitals fully into this ordinance as substantive findings.

SECTION 2. Chapter 9.52 “Social Host Liability,” of Title 9, “Public Peace, Morals and Welfare,” is hereby added to the Pico Rivera Municipal Code as follows:

Title 9 PUBLIC PEACE, MORALS AND WELFARE
Chapter 9.52 SOCIAL HOST LIABILITY

Sections

- 9.52.010 Purpose and Intent.**
- 9.52.020 Definitions.**
- 9.52.030 Social Host Liability.**
- 9.52.040 Exceptions.**

9.52.050 Notice to Responsible Person.
9.52.060 Penalties.

Section 9.52.010 Purpose and Intent.

The City Council finds and determined that parties held at private residences or at rented residential and commercial premises can result in illegal conduct including, but not limited to, excessive noise, traffic, obstruction of streets, service of alcohol to minors, public drunkenness, consumption of drugs, fights, disturbances of the peace, vandalism and litter, and are occasionally under the control of a person who knows or should know of the illegal conduct and fails to stop it. The City Council further finds and determines that persons who will be held responsible for abetting or tolerating such conduct will be more likely to properly supervise or stop such parties on property under their control. It is the purpose of this Chapter to impose liability on persons who control the property on which such parties occur who fail to properly supervise or stop them. It is the further purpose of this Chapter to protect the public health, safety and general welfare of the City of Pico Rivera.

Section 9.52.020 Definitions.

The following words, terms and phrases, when used in this Chapter, shall have the meanings ascribed to them in this section, except where the context clearly indicates a different meaning:

- (a) "Alcoholic beverage" means and includes alcohol, spirits, liquor, wine, beer and every liquid or solid containing alcohol, spirits, wine or beer, and which contains one-half ($\frac{1}{2}$) of one percent (1%) or more of alcohol by volume and which is fit for beverage purposes either alone or when diluted, mixed or combined with other substances.
- (b) "City" means the City of Pico Rivera.
- (c) "Illegal substance" means any drug which is not legally obtainable, or which is legally obtainable but has not been legally obtained, including prescribed drugs not being used for prescribed purposes or used by persons other than the person prescribed.
- (d) "Juvenile" or "minor" means any person under eighteen (18) years of age.
- (e) "Loud or Unruly Gathering" means any party or gathering of two or more persons at or on a residence or other private gathering of two or more persons at or on a residence or other private property upon which loud or unruly conduct occurs. Such loud and unruly conduct includes, but is not limited to:
 - a. excessive noise;

- b. excessive traffic;
- c. obstruction of public streets or crowds that have spilled into public streets;
- d. sale, service to or consumption of alcohol or alcoholic beverages by any underage person, except as permitted by state law;
- e. assaults, batteries, fights, domestic violence or other disturbances of the peace;
- f. vandalism;
- g. possession and/or consumption of alcoholic beverages and marijuana by minors;
- h. public intoxication or drinking in public;
- i. the service of alcoholic beverages and marijuana to minors
- j. trespassing;
- k. indecent exposure;
- l. possession and/or consumption of illegal substances
- m. possession of an illegal weapon;
- n. litter; and
- o. any other conduct which constitutes a threat to the public health, safety, quiet enjoyment of residential property or the general welfare.

A loud and unruly gathering shall constitute a public nuisance.

- (f) "Marijuana" shall mean any and all parts of the cannabis plant, whether growing or not; the seeds thereof; the resin extracted from any part of such plant; and every compound, manufacture, salt, derivative, mixture, or preparation of such plant, its seeds or resin (including concentrated cannabis). The prohibition herein includes cannabis in any form including but not limited to cigarettes, vapor, food products containing cannabis or concentrated cannabis, and any other product of cannabis that can be smoked or ingested.

The term "marijuana" as defined here does not include a substance for which the individual found to have consumed or possessed such substance has a valid recommendation issued by a licensed medical practitioner consistent with State law.

- (g) "Owner" means any person or firm, association, organization, partnership, trust, business, corporation, company or entity who has a legal interest in the residence or other private property where a party, gathering or event at which underage consumption or ingestion of alcoholic beverages or marijuana occurs.
- (h) "Residence or other private property" shall mean a home, yard, apartment, condominium, hotel or motel room, or other dwelling unit, or a hall or meeting room, whether occupied on a temporary or permanent basis, whether occupied

as a dwelling, party or other social function venue, and whether owned, leased, rented or used with or without compensation.

- (i) "Responsible person" means a person or persons with a right of possession in the residence or other private property on which a loud or unruly gathering is conducted, including, but not limited to:
 - a. An owner of the residence or other private property;
 - b. A tenant or lessee of the residence or other private property;
 - c. The landlord of another person responsible for the gathering;
 - d. The person(s) in charge of the residence or other private property;
 - e. The person(s) who organizes, supervises, officiates, conducts, or controls the gathering or any other person(s) accepting responsibility for such a gathering.

- (j) "Underage person" is any person under the age of twenty-one (21).

9.52.030 Social Host Liability.

It shall be a violation of this Chapter, and a public nuisance constituting an immediate threat to public health and safety warranting summary abatement, for any responsible person to conduct or allow in a residence or other private property any party, gathering or event constituting a loud and unruly gathering pursuant to the definition in this Chapter where the responsible party knows or reasonably should know that a loud and unruly gathering is taking place, causing excessive noise, traffic, obstruction of streets, service of alcohol or marijuana to minors, public drunkenness, consumption of illegal substances, fights, disturbances of the peace, vandalism and litter, and other illegal activity. Prior knowledge of the gathering is not pre-requisite to a finding that any specific individual is a responsible person as defined by this section. In the event the responsible person is an underage person, then the underage person, and his / her parents or legal guardian, shall be jointly and severally liable for any penalties incurred pursuant to this Chapter.

9.52.040 Exceptions.

(a) This Chapter shall not apply to possession or consumption of an alcoholic beverage under the supervision of a parent or guardian in connection with a cultural or religious activity.

(b) The penalties provided by this Chapter shall not apply to an attendee at a gathering where underage drinking occurs is the individual who reports to law enforcement the underage drinking.

9.52.050 Notice to Responsible Person.

When a law enforcement officer makes an initial response to a party, gathering or event at which constitutes a loud and unruly gathering, the officer shall provide a written notice to all identified responsible persons at the time of the initial response. This notice shall include the following information:

- (a) The official has determined that there is a party, gathering or event at which any one of the prohibited acts listed in Section 9.52.020 (e) has been or is taking place;
- (b) The responsible person(s) will be fined for a violation of this Chapter;
- (c) If the condition is not abated and an additional response is required by law enforcement or emergency service providers, such as emergency personnel or fire, to abate the nuisance, the responsible person(s) will be billed for any response costs incurred;
- (d) The responsible person(s) are entitled to request a hearing to appeal the fine and response costs pursuant to the procedures set forth in the code;

9.52.060 Penalties for Violation.

It shall be a misdemeanor for any responsible person to knowingly conduct, aid, allow, permit, condone or otherwise facilitate a loud or unruly gathering at a residence or other private property.

In addition to law enforcement or emergency personnel response fines, fines for a violation of this Chapter shall be the following:

- (a) A first violation of this section shall be punishable by a \$2,500 fine.
- (b) A second violation within a 12-month period shall be punishable by a \$3,500 fine.
- (c) A third violation within a 12-month period shall be punishable by a \$5,000 fine.

Responding law enforcement officers may also issue an order requiring the gathering be disbanded and may cite and/or arrest any law violators under any other applicable ordinances and state statutes.

SECTION 3. Any provision of the City of Pico Rivera's Municipal Code inconsistent with the provisions of this ordinance, to the extent of such inconsistency and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this ordinance.

SECTION 4. This ordinance shall take effect thirty (30) days after its passage pursuant to Government Code Section 36937.

SECTION 5. The City Clerk shall certify the adoption of this ordinance causing it to be posted as required by law.

APPROVED AND ADOPTED this _____ day of _____, 2023.

Erik Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, CMC, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
) §
COUNTY OF LOS ANGELES)

I, Cynthia Ayala, City Clerk of the City of Pico Rivera, do hereby certify that the foregoing Ordinance No. _____ was adopted at a regular meeting of the City Council of the City of Pico Rivera, held on Tuesday, _____, with the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

Cynthia Ayala, CMC, City Clerk

PROOF OF PUBLICATION

(2015.5 C.C.P.)

**Los Cerritos Community Newspaper Group
13017 Artesia Blvd., Suite C-102
Cerritos CA 90703
(562) 407-3873**

County Clerk's Filing Stamp

STATE OF CALIFORNIA,
COUNTY OF LOS ANGELES

all 562-407-3873

Online at loscerritosnews.net 15

I am the principal clerk of the print Los Cerritos Community News, a general circulation, printed and published time each week in the County of Los Angeles, State of California, under the name of Los Cerritos Community News, which newspaper was adjudged a newspaper of general circulation by the Superior Court of the County of Los Angeles, State of California, under Case Number 96-10000, on September 9, 1996, in Case Number 96-10000, the notice, of which the annexed copy (set in type not smaller than 10 point) has been published in each regular and extra issue of said newspaper and not in any supplement thereof on the following dates, to wit:

10/20/23

I certify (or declare) under penalty of perjury that the foregoing is true and correct.
DATED AT CERRITOS, CALIFORNIA

THIS 20th DAY OF OCTOBER

Signature

Brian Hews Clerk

Los Cerritos Community Newspaper Group
13047 Artesia Blvd. Suite C-102, Cerritos CA 90703
562-407-3873
LCCN FORM 82180 P
County of Los Angeles

**CITY OF PICO RIVERA CITY COUNCIL
NOTICE OF PUBLIC HEARING TO ADD CHAPTER 9.52 TO THE PICO RIVERA MUNICIPAL CODE ESTABLISHING A SOCIAL HOST LIABILITY ORDINANCE**

NOTICE IS HEREBY GIVEN that a public hearing will be held before the City of Pico Rivera City Council to consider amendments to Title 9 Public Peace, Morals and Welfare of the Pico Rivera Municipal Code (PRMC) to establish Chapter 9.52 Social Host Liability. A Social Host Ordinance holds accountable the host of a gathering where alcoholic beverages, marijuana and illegal substances are served to or consumed by underage persons. The ordinance deters hosts from creating dangerous and illegal situations involving minors and reduces the nuisance that loud gatherings inflict on the community. Penalties for a violation of the social host ordinance begin at \$1,000 for the first violation, \$2,000 for the second, and \$3,000 for the third in addition to law enforcement or emergency personnel response fines.

WHEN: Tuesday, November 14, 2023
TIME: 6:00 P.M.
WHERE: City Hall Council Chambers
6615 Passons Boulevard Pico Rivera, CA 90660

Pursuant to the provisions of the California Environmental Quality Act (CEQA), the proposed amendments to Title 9 are exempt under State CEQA Guidelines §15061(b)(3) common sense exemption. It can be seen with certainty that there is no possibility that the proposed amendments would have a significant effect on the environment; therefore, the amendments are exempt from CEQA under the common sense exemption.

PERSONS INTERESTED IN THIS MATTER wishing to observe the meeting may do so in the following ways:

- (1) Turn your TV to Channel 3;
- (2) City's website at <https://bit.ly/picorivera-ctv3live>
- (3) Email public comments to publiccomments@pico-rivera.org prior to 4:00 p.m. on the day of the meeting;
- (4) Attend the Public Hearing in person

Copies of all relevant material including project specifications are available to the public for review in the Community & Economic Development Department at City Hall, 6615 Passons Boulevard, Pico Rivera, California. Please contact Estefany Franco, Planner at 562-801-4026 for additional questions.

If you challenge the consideration or adoption of the proposed applications in court, you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice, or written correspondence delivered to the City of Pico Rivera City Clerk at, or prior to, the public hearing.

In compliance with the Americans with Disabilities Act of 1990, the City of Pico Rivera is committed to providing reasonable accommodations for a person with a disability. Please contact Anna M. Jerome at (562) 801-4389 if special program accommodations are necessary and/or if program information is needed in an alternative format. Special requests must be made in a reasonable amount of time in order that accommodations can be arranged.

Published at Los Cerritos Community News 10/20/23



Tuesday, October 24, 2023

A Study Session of the City Council and a Regular Meeting of the City Council and Water Authority was held in the Council Chamber, Pico Rivera City Hall, 6615 Passons Boulevard, Pico Rivera, California.

Mayor Lutz called the Study Session to order at 5:16 p.m. on behalf of the City Council.

A. Study Session – Discuss Cost Recovery Study and the User Fee Schedule.
(700)

Assistant City Manager Garcia in collaboration with Revenue and Cost Specialists consultants Chu Thai and Eric Johnson and Parks and Recreation Director Yugar presented an overview of the cost allocation and user fee study, with focus on Parks and Recreation facility rentals. The PowerPoint presentation included a project overview, an illustration of the cap and fee study, a calculation of the full cost of services, an allocation of people and time, a detailed reporting on tax vs. fee, an update on the comprehensive approach, the final tax subsidy, improved cost recovery, Parks & Recreation reduced subsidy and needs, details on the Parks and Recreation facility and field fee rentals and an outline of the next steps in the process.

City Council discussed water fees versus water rates, a potential water bill subsidy program, creating parking fees at city owned facilities, the play pass subsidy program, additional time for review of the user fee study, and the pros and cons of discontinuing the current facility use restrictions and waivers.

City Council received and filed the user fee study.

ADJOURNMENT:

Mayor Lutz adjourned the Study Session at 5:55 p.m. There being no objection it was so ordered.

AYES: Camacho, Garcia, Sanchez, Lara, Lutz

NOES: None

Mayor/President Lutz called the regular meeting to order at 6:05 p.m. on behalf of the City Council and the Water Authority.

PRESENT: Camacho, Garcia, Lara, Sanchez, Lutz

ABSENT: None

*Councilmember's Camacho and Dr. Sanchez arrived at 5:22 p.m.

COMMISSIONERS PRESENT:

- Gloria Aguirre, Parks and Recreation Commission
- Bobbie Tanner, Veterans Commission

INVOCATION: Delivered by Commissioner Tanner

PLEDGE OF ALLEGIANCE: Led by Commissioner Aguirre

SPECIAL PRESENTATION(S):

- Home Ownership Program Presentation

Armando Gonzalez from Century 21 All-Stars gave a brief overview of the Home Ownership program and announced upcoming workshops on October 25, 2023 and November 11, 2023.

City Council asked to highlight the winning family of the program at a future City Council meeting.

PUBLIC HEARING: None

PUBLIC COMMENTS:

Lauren Talbott, Pico Rivera Library Manager:

- Addressed the City Council regarding library updates and upcoming events for the month of November.

John Soto:

- Addressed the City Council to express concerns regarding loud music nuisance at the Pico Rivera Golf Course and a request for a letter of resolution.

John Caro:

- Addressed the City Council to express gratitude to City officials and Community and Economic Development Department staff on their prompt assistance regarding property damage suffered during a City street improvement project on Rosemead and Beverly Boulevards.

Beatrice Serafin:

- Addressed the City Council regarding concerns with street vendors, speeding cars on Beverly Boulevard and Christmas lights being left on homes throughout the year.

Mario Rosas:

- Addressed the City Council to express concerns regarding public safety due to a lack of streetlights, stop signs and speed bumps for the residents on Deland Avenue, Lindsey Avenue and Layman Avenue.

Andrew Lopez:

- Addressed the City Council to express concerns regarding public safety due to a lack of streetlights, stop signs and speed bumps for the residents on Deland Avenue, Lindsey Avenue and Layman Avenue.

Jesus Lopez:

- Addressed the City Council to express concerns regarding public safety due to a lack of streetlights, stop signs and speed bumps for the residents on Deland Avenue, Lindsey Avenue and Layman Avenue.

CONSENT CALENDAR ITEMS:

City Council:

1. Minutes:

- Approved City Council regular meeting of October 10, 2023

2. Approved 6th Warrant Register of the 2023-2024 Fiscal Year. (700)
Check Numbers: 292839-292928
Special Check Numbers: None

3. Washington Boulevard Traffic Signal Synchronization Program, CIP No. 50018 – Cooperative Agreement with Los Angeles County. (500)
1. Approved a Cooperative Agreement with Los Angeles County, in a form approved by the City Attorney for the shared cost of the design and construction of the Washington Boulevard Traffic Synchronization Program, CIP No. 50018.

Agreement No. 23-2247

4. On-Call Construction Management and Inspection Services – Amendment No. 2 to Professional Services Agreement No. 20-1940. (500)
1. Approved Amendment No. 2 to Professional Services Agreement No. 20-1940 with Willdan Engineering in a form approved by the City Attorney, for an added threshold amount of \$900,000 and exercise the second one-year extension to March 23, 2025.

Agreement No. 20-1940-2

5. Streetlight and Park Lighting LED Conversion Project – Notice of Completion. (500)

1. Accepted the work as completed for the Streetlight and Park Lighting Light Emitting Diode (LED) Conversion Project (Phase II) of the overall Streetlight Acquisition and LED Conversion Project (Non-CIP No. 29260) with Tanko Streetlighting, Inc.; and
2. Authorized the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder.

6. **Hot Spot Intersection Improvements at Rosemead Boulevard and Beverly Boulevard (CIP No. 21276), Lindell Avenue Block Wall – Notice of Completion.** (500)
 1. Accepted the work as completed for the Hot Spot Improvements at the intersection of Rosemead Boulevard and Beverly Boulevard (CIP No. 21276 (Block Wall, constructed by HZS Engineering, dba HZS Construction and authorized the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder; and
 2. Authorized the City Manager to release the retention payment and all other monies due to HZS Engineering, dba HZS Construction, following the mandatory waiting period from the date the Notice of Completion is recorded.

7. **First Quarter Treasurer’s Report and the Monthly Investment Transaction Report as of September 30, 2023 – Fiscal Year 2023-24.** (700)
 1. Received and filed the Treasurer’s Report for the quarter ending September 30, 2023, which represents balances and activities for the fourth quarter (July through September) of the 2023-24 fiscal year; and
 2. Received and filed the Treasurer’s Monthly Investment Transaction Report as of September 30, 2023.

Water Authority:

8. **Minutes:**
 - Received and filed Water Authority regular meeting of September 26, 2023

9. **Electrical Panel Replacement at Plant No. 3, CIP No. 50027 – Notice of Completion.** (500)
 1. Approved Amendment No. 4 to AKM Consulting Engineer’s professional services agreement increasing the not-to-exceed amount by \$1,760, and extending the term of the agreement through December 31, 2023;
 2. Accepted the work as completed for the Electrical Panel Replacement at Plant No. 3, CIP No. 50027, by Big Sky Electric, Inc. and authorized the Authority Secretary to file the Notice of Completion with the Los Angeles County Registrar-Recorder, and
 3. Authorized the Executive Director to release the retention payment to Big Sky Electric, Inc., following the mandatory waiting period from the date the Notice of Completion is recorded.

Agreement No. 21-53-4

10. **Approve Agreement with Liberty Utilities to Lease 500 Acre-Feet of Water Rights Annually for Three (3) Years.** (500)
 1. Approved a Groundwater Pumping Water Rights License and Agreement, with “flex rights” (transfers both the pumping right and associated carryover rights to the lessee) with Liberty Utilities, to lease 500 acre-feet of unused water rights from fiscal years (FY) 2023-2026 Allowable Pumping Allocation;

2. Increased the revenue for the Pico Rivera Water Authority Fund (Account No. 550.00.0000-43250) by \$42,500 annually for FY's 2023-2026; and
3. Authorized the Executive Director to execute a lease agreement in a form approved by the General Counsel.

Agreement No. 23-76

Motion by Councilmember/Commissioner Camacho, seconded by Mayor Pro Tem/Vice Chairman Lara to approve Consent Calendar Item Nos. 1 through 10. Motion carries by the following roll call vote:

AYES: Camacho, Garcia, Lara, Sanchez, Lutz
NOES: None

CONSENT CALENDAR ITEMS PULLED FOR FURTHER CLARIFICATION: None

REGULAR AGENDA:

11. Approve a Master Service Agreement with Soundthinking Inc. for a One-Year Pilot Program. (500)

Assistant City Manager Garcia and Public Safety Coordinator Marquez provided a brief PowerPoint presentation including background on the Pico Rivera Sheriff's station service calls, the shotspotter technology, and the one-year pilot program.

City Council discussed the identification of an area for the pilot program, heat maps, dispatching centers and protocol, collaboration with the flock camera system and requested a six-month report update to City Council.

Motion was made by Councilmember Garcia, seconded by Mayor Pro Tem Lara to approve a Master Service Agreement with SoundThinking, Inc. for a one-year pilot program of the ShotSpotter Gunshot Detection, Location and Forensics System, and authorize the City Manager to execute said agreement in a form approved by the City Attorney. Motion carries by the following roll call vote:

Agreement No. 23-2248

AYES: Camacho, Garcia, Lara, Sanchez, Lutz
NOES: None

CITY MANAGER/STAFF REPORTS: None

GOOD OF THE ORDER (INTERGOVERNMENTAL AGENCY MEETINGS, AB 1234 REPORTS, NEW BUSINESS, OLD BUSINESS):

Councilmember Garcia commented on a recent visit to the Senior Center, the festive Halloween decorations at City Hall, the Halloween Adaptive dance held at Pico Park,

the increase of law enforcement surveillance during park games, and mentioned that 7 out of the 8 Pico Rivera Dons football teams making it to the playoffs.

Mayor Pro Tem Lara reported on his attendance at a neighborhood community meeting during which residents expressed their concerns.

Councilmember Dr. Sanchez reported on her attendance at a recent SASSFA Board meeting, during which the issue of SASSFA's limited resources were addressed. She mentioned the upcoming Halloween Spooktacular event and highlighted the commissioners in attendance.

Mayor Lutz reported on his attendance at the El Rancho High School Alumni Hall of Fame ceremony and an El Rancho Unified School District strategic plan meeting.

CLOSED SESSION(S): None

ADJOURNMENT:

Mayor/President Lutz adjourned the City Council meeting at 7:09 p.m. There being no objection it was so ordered.

AYES: Camacho, Garcia, Sanchez, Lara, Lutz

NOES: None

Erik Lutz, Mayor/President

ATTEST:

Cynthia Ayala, CMC, City Clerk/Authority Secretary

I hereby certify that the foregoing is a true and correct report of the proceedings of the City Council regular meeting dated October 24, 2023 and approved by the City Council on November 14, 2023.

Cynthia Ayala, CMC, City Clerk/Authority Secretary



7th WARRANT REGISTER OF THE 2023 - 2024 FISCAL YEAR

MEETING DATE: 11/14/2023

| | CHECK DATE | STARTING | ENDING | AMOUNT |
|---------------------|-------------------------------|------------------|------------------|------------------------|
| CHECK NUMBERS: | 10/13/23-11/02/23 | 292929 | 293161 | \$ 3,657,310.34 |
| ACH NUMBERS: | 10/02/23-11/02/23 | 12703 | 12833 | \$ 2,182,016.03 |
| SPECIAL CHECKS/EFT: | | 12704 | 12704 | |
| VOIDED CHECKS/EFT: | | 293083 293116 | 293083 293116 | |
| PRE-NOTE | | | | |
| | TOTAL REGISTER AMOUNT: | | | \$ 5,839,326.37 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|------------------------------------|----------------|--|---------------------------|---|--------------------|
| CBC GenOpe - CBC General Operating | | | | | |
| <u>Check</u> | | | | | |
| 292929 | 10/17/2023 | | Utility Management Refund | FEA GROUP CORPORATION | \$417.21 |
| 292930 | 10/17/2023 | | Utility Management Refund | FLORES, ANA, G | \$81.84 |
| 292931 | 10/17/2023 | | Utility Management Refund | GARCIA, ARACELI | \$29.79 |
| 292932 | 10/17/2023 | | Utility Management Refund | LUNA, CRYSTAL | \$80.87 |
| 292933 | 10/17/2023 | | Utility Management Refund | LUNA, JOSE | \$78.81 |
| 292934 | 10/17/2023 | | Utility Management Refund | McKIERNAN, ERYN, MASON | \$17.33 |
| 292935 | 10/17/2023 | | Utility Management Refund | PEREZ, ELIDEE | \$21.04 |
| 292936 | 10/17/2023 | | Utility Management Refund | RMZ GROUP INC. | \$26.68 |
| 292937 | 10/17/2023 | | Utility Management Refund | TRELLES, JOHN | \$74.26 |
| 292938 | 10/18/2023 | 10/23/2023 | Accounts Payable | LA County Sheriffs Department | \$1,131,702.21 |
| | Invoice | Description | | | Amount |
| | 240725EC | SHERIFF SVCS SEPTEMBER 2023 | | | \$1,131,702.21 |
| 292939 | 10/18/2023 | | Accounts Payable | LA County/Registrar-Recorder County Clerk | \$150.00 |
| | Invoice | Description | | | Amount |
| | 2023FFNOE50075 | FILING FEE NOTICE OF EXEMPTION PR MAJOR CORRIDORS MEDIAN | | | \$75.00 |
| | 2023FFNOE50076 | FILING FEE NOTICE OF EXEMPTION FOR ROSEMEAD BLVD MEDIAN AND PARK | | | \$75.00 |
| 292940 | 10/18/2023 | | Accounts Payable | Magic Jump Rentals Inc | \$4,622.00 |
| | Invoice | Description | | | Amount |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|--------------------------|--------------------|
| 368880 | | HALLOWEEN SPOOKTACULAR AMUSEMENT JUMPERS | | | \$4,622.00 |
| 292941 | 10/18/2023 | | Accounts Payable | Milagro Media Strategies | \$2,065.00 |
| | Invoice | Description | | | Amount |
| | 2013 | PUBLIC RELATIONS AND MEDIA SVCS SEPTEMBER 2023 | | | \$2,065.00 |
| 292942 | 10/18/2023 | 10/24/2023 | Accounts Payable | Minuteman Press | \$148.68 |
| | Invoice | Description | | | Amount |
| | 68672 | VARIOUS MAILERS/POSTCARDS FOR PRIME-WEEKLY ENROLLMENT NOTICES | | | \$148.68 |
| 292943 | 10/18/2023 | 10/23/2023 | Accounts Payable | Napa Auto Parts | \$8,585.55 |
| | Invoice | Description | | | Amount |
| | 199224 | MECHANIC SHOP SUPPLIES | | | \$314.89 |
| | 199201 | MECHANIC SHOP SUPPLIES | | | \$478.31 |
| | 199243 | MECHANIC SHOP SUPPLIES | | | \$2,928.75 |
| | 200646 | MECHANIC SHOP SUPPLIES | | | \$475.22 |
| | 200774 | MECHANIC SHOP SUPPLIES | | | \$25.17 |
| | 201142 | MECHANIC SHOP SUPPLIES | | | \$204.02 |
| | 201333 | MECHANIC SHOP SUPPLIES | | | \$646.45 |
| | 201361 | MECHANIC SHOP SUPPLIES | | | \$170.27 |
| | 201372 | MECHANIC SHOP SUPPLIES | | | \$92.72 |
| | 202014 | MECHANIC SHOP SUPPLIES | | | \$309.86 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|---|------------------|---------------------------------------|--------------------|
| | 202415 | MECHANIC SHOP SUPPLIES | | | \$2,080.49 |
| | 202419 | MECHANIC SHOP SUPPLIES | | | \$148.03 |
| | 202602 | MECHANIC SHOP SUPPLIES | | | \$667.58 |
| | 203125 | MECHANIC SHOP SUPPLIES | | | \$43.79 |
| 292944 | 10/18/2023 | 10/24/2023 | Accounts Payable | Ollin Strategies | \$7,500.00 |
| | Invoice | Description | | | Amount |
| | 213 | CONSULTING SVCS OCTOBER 2023 | | | \$7,500.00 |
| 292945 | 10/18/2023 | 10/24/2023 | Accounts Payable | On The Go DJ Pro, Inc | \$400.00 |
| | Invoice | Description | | | Amount |
| | 1269771 | SENIOR CENTER DJ ENTERTAINMENT 10/23/2023 | | | \$400.00 |
| 292946 | 10/18/2023 | | Accounts Payable | Pacific Telemanagement Services (PTS) | \$138.00 |
| | Invoice | Description | | | Amount |
| | 2112479 | PAY PHONES FOR PR CITY HALL & PUBLIC LIBRARY OCTOBER 2023 | | | \$138.00 |
| 292947 | 10/18/2023 | | Accounts Payable | Passage Entertainment | \$1,600.00 |
| | Invoice | Description | | | Amount |
| | 11112023PRMPEI | VETERANS DAY CEREMONY SOUND COMPANY 11/11/2023 | | | \$1,200.00 |
| | 10202023ADEPEI | ADAPTIVE DANCE EVENT 10/20/2023 | | | \$400.00 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|--|--------------------|
| 292948 | 10/18/2023 | | Accounts Payable | Patricia L Sontag, DBA Skyline Safety and Supply | \$241.86 |
| | Invoice | Description | | | Amount |
| | 7896 | DISPOSABLE COVERALLS | | | \$241.86 |
| 292949 | 10/18/2023 | 10/23/2023 | Accounts Payable | PB Loader Corporation | \$3,460.25 |
| | Invoice | Description | | | Amount |
| | IN0020715 | ASPHALT MATERIALS | | | \$3,460.25 |
| 292950 | 10/18/2023 | 10/23/2023 | Accounts Payable | PGI-Pacific Graphics, Inc. | \$3,915.27 |
| | Invoice | Description | | | Amount |
| | 47087 | OCTOBER 2023 PROFILE | | | \$3,915.27 |
| 292951 | 10/18/2023 | 10/23/2023 | Accounts Payable | Powerstride Battery Co. Inc. | \$766.24 |
| | Invoice | Description | | | Amount |
| | E 684746 | SUPPLIES | | | \$766.24 |
| 292952 | 10/18/2023 | 10/23/2023 | Accounts Payable | PT Events Inc (Pacific Tent Inc) | \$3,610.60 |
| | Invoice | Description | | | Amount |
| | 1433 | VETERANS DAY CEREMONY LARGE CANOPY 11/11/2023 | | | \$3,610.60 |
| 292953 | 10/18/2023 | | Accounts Payable | Robert Klein Printers | \$198.45 |
| | Invoice | Description | | | Amount |

AP Warrant Register

From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|--|------------------|--|--------------------|
| | 8017125 | BUSINESS CARDS FOR G.EDWARDS, A.RODRIGUEZ, C.DEL TORO AND F. SIG | | | \$198.45 |
| 292954 | 10/18/2023 | 10/24/2023 | Accounts Payable | Salgado Tire Service | \$20.00 |
| | Invoice | Description | | | Amount |
| | 4583 | TIRE REPAIR | | | \$20.00 |
| 292955 | 10/18/2023 | | Accounts Payable | SUPER SLICK AUTO DETAIL LLC | \$400.00 |
| | Invoice | Description | | | Amount |
| | INV0015 | MINI DETAIL SVCS | | | \$400.00 |
| 292956 | 10/18/2023 | | Accounts Payable | The Condor Squadron Officers & Airmens Association | \$3,250.00 |
| | Invoice | Description | | | Amount |
| | 1158 | VETERANS DAY CEREMONY 11/13/2023 | | | \$3,250.00 |
| 292957 | 10/18/2023 | 10/24/2023 | Accounts Payable | The Flag Shop | \$507.13 |
| | Invoice | Description | | | Amount |
| | 20993 | FLAGS | | | \$507.13 |
| 292958 | 10/18/2023 | | Accounts Payable | Triangle Sports, Inc. | \$2,402.08 |
| | Invoice | Description | | | Amount |
| | 42154 | REACH UNIFORMS | | | \$2,402.08 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|-------------------------------|--------------------|
| 292959 | 10/18/2023 | | Accounts Payable | TSP HOLDING CO | \$12,791.76 |
| | Invoice | Description | | | Amount |
| | 03469384 | GOLF COURSE OUTDOOR FURNITURE | | | \$12,791.76 |
| 292960 | 10/18/2023 | | Accounts Payable | VCS Sound Lighting | \$4,250.00 |
| | Invoice | Description | | | Amount |
| | 23-007 | HALLOWEEN SPOOKTACULAR LED SCREEN AND ARCH | | | \$4,250.00 |
| 292961 | 10/18/2023 | | Accounts Payable | WEBSTER'S BEE REMOVAL SERVICE | \$1,205.00 |
| | Invoice | Description | | | Amount |
| | 2190 | BEE REMOVAL SVCS, WATER METER BOX 4622 OAK ST | | | \$235.00 |
| | 2120 | BEE REMOVAL SVCS 9851 SUNGLOW | | | \$250.00 |
| | 2224 | BEE REMOVAL SVCS RIO HONDO PARK | | | \$250.00 |
| | 2146 | BEE REMOVAL SVCS CITY HALL | | | \$235.00 |
| | 2144 | BEE REMOVAL SVCS 9422 HANEY | | | \$235.00 |
| 292962 | 10/18/2023 | 10/23/2023 | Accounts Payable | West Coast Arborists, Inc | \$5,454.00 |
| | Invoice | Description | | | Amount |
| | 203731 | EMERGENCY TREE DEBRIS REMOVAL 8/5/23, PARAMOUNT | | | \$1,071.00 |
| | 203735 | TREE STUMP REMOVAL 8/1/23-8/15/23 | | | \$2,640.00 |
| | 205465 | TREE TRIMMING 9/1/23-9/15/23 | | | \$1,071.00 |
| | 202861 | STUMP REMOVAL 7/16/23-7/31/23 | | | \$672.00 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|--------------|---|------------------|--|--------------------|
| 292963 | 10/18/2023 | 10/24/2023 | Accounts Payable | Whittier Fertilizer Company | \$1,323.00 |
| | Invoice | Description | | | Amount |
| | 404311 | MATERIALS AND EQUIPMENT | | | \$1,323.00 |
| 292964 | 10/18/2023 | | Accounts Payable | Andrew J. Ninmer | \$1,700.00 |
| | Invoice | Description | | | Amount |
| | VET11132023 | VETERANS DAY CEREMONY BAND PERFORMANCE 11/13/2023 | | | \$1,700.00 |
| 292965 | 10/18/2023 | | Accounts Payable | Ansafone Contact Center, Labell Exchange & BTE Com | \$478.27 |
| | Invoice | Description | | | Amount |
| | 231006069101 | PW AFTER HOURS ANSWERING SVCS SEPTEMBER 2023 | | | \$156.85 |
| | 231006025101 | PW AFTER HOURS ANSWERING SVCSA USAGE 9/23 SVC 10/23 | | | \$112.13 |
| | 230906025101 | PW AFTER HOURS ANSWERING SVCS USAGE 8/23 SVC 9/23 | | | \$209.29 |
| 292966 | 10/18/2023 | | Accounts Payable | Broadway Lock and Key | \$153.24 |
| | Invoice | Description | | | Amount |
| | 00917 | SUPPLIES | | | \$153.24 |
| 292967 | 10/18/2023 | | Accounts Payable | Catering by Herach & Ara | \$1,297.51 |
| | Invoice | Description | | | Amount |
| | 10-4-23-06 | CATERING FOR SENIOR CENTER EVENT 10/04/2023 | | | \$1,297.51 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------------|--|------------------|--|--------------------|
| 292968 | 10/18/2023 | 10/23/2023 | Accounts Payable | Certifix Live Scan | \$125.00 |
| | Invoice | Description | | | Amount |
| | 80198 | PRE-EMPLOYMENT LIVE SCANS | | | \$125.00 |
| 292969 | 10/18/2023 | | Accounts Payable | CINTAS CORP. | \$2,111.73 |
| | Invoice | Description | | | Amount |
| | 8406417266 | REPLENISH AND SERVICE FIRST AID KITS AND AED | | | \$631.89 |
| | 8406322958 | REPLENISH AND SERVICE FIRST AID KITS AND AED | | | \$218.30 |
| | 8406368558 | REPLENISH AND SERVICE FIRST AID KITS AND AED | | | \$218.30 |
| | 8406322957 | REPLENISH AND SERVICE FIRST AID KITS AND AED GOLF COURSE | | | \$356.83 |
| | 8406368557 | REPLENISH AND SERVICE FIRST AID KITS AND AED GOLF COURSE | | | \$422.60 |
| | 8406417265 | REPLENISH AND SERVICE FIRST AID KITS AND AED GOLF COURSE | | | \$263.81 |
| 292970 | 10/18/2023 | | Accounts Payable | CivicWell | \$1,876.00 |
| | Invoice | Description | | | Amount |
| | 107407 | PROFESSIONAL SVCS AUGUST 2023, 4-448 WHITIER BLVD CALTRANS GRANT | | | \$1,876.00 |
| 292971 | 10/18/2023 | | Accounts Payable | County of Los Angeles Dept of Public Works | \$2,616.38 |
| | Invoice | Description | | | Amount |
| | RE-PW23091101165 | IW THROUGH AUGUST 2023 | | | \$2,616.38 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|--------------|--|------------------|----------------------------|--------------------|
| 292972 | 10/18/2023 | 10/23/2023 | Accounts Payable | Daniels Tire Service | \$3,083.86 |
| | Invoice | Description | | | Amount |
| | 200481561 | TIRES FOR CITY FLEET | | | \$2,264.89 |
| | 200485017 | TIRES FOR CITY FLEET | | | \$597.94 |
| | 200485027 | TIRES FOR CITY FLEET | | | \$221.03 |
| 292973 | 10/18/2023 | 10/20/2023 | Accounts Payable | DEL VALLE, ROSE | \$3,600.00 |
| | Invoice | Description | | | Amount |
| | WMD2022-2552 | REFUND FOR WASTE MANAGEMENT DEPOSIT 9608 RUSHMORE ST BP#2022 | | | \$3,600.00 |
| 292974 | 10/18/2023 | 10/24/2023 | Accounts Payable | Empower Trust Company, LLC | \$250.00 |
| | Invoice | Description | | | Amount |
| | 382446 | QUARTERLY INVESTMENT ACCESS FEE 06/16/23-09/15/23 | | | \$250.00 |
| 292975 | 10/18/2023 | 10/23/2023 | Accounts Payable | EQUIPMENT DIRECT INC | \$528.98 |
| | Invoice | Description | | | Amount |
| | 480725 | SAFETY EQUIPMENT | | | \$325.99 |
| | 481479 | SAFETY VESTS | | | \$202.99 |
| 292976 | 10/18/2023 | 10/23/2023 | Accounts Payable | Fast 5 Pico Rivera 5, LLC | \$132.00 |
| | Invoice | Description | | | Amount |
| | 6258 | CITY FLEET CAR WASHES SEPTEMBER 2023 | | | \$132.00 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|--------------|---|------------------|---------------------------------|--------------------|
| 292977 | 10/18/2023 | | Accounts Payable | Fun Express | \$2,404.10 |
| | Invoice | Description | | | Amount |
| | 72686155001 | CRAFTS AND BAGS, HALLOWEEN SPOOKTACULAR | | | \$2,404.10 |
| 292978 | 10/18/2023 | | Accounts Payable | GoTo Communications, Inc. | \$2,904.43 |
| | Invoice | Description | | | Amount |
| | IN7102306548 | TELECOMMUNICATIONS SERVICES VOIP OCTOBER 2023 | | | \$2,904.43 |
| 292979 | 10/18/2023 | 10/23/2023 | Accounts Payable | Hi-Way Safety Inc. | \$867.35 |
| | Invoice | Description | | | Amount |
| | 147452 | STREET SIGN SUPPLIES & EQUIPMENT | | | \$223.93 |
| | 148047 | SUPPLIES | | | \$643.42 |
| 292980 | 10/18/2023 | | Accounts Payable | Horizon Nursery | \$106.08 |
| | Invoice | Description | | | Amount |
| | 003550 | TREES AND SUPPLIES | | | \$106.08 |
| 292981 | 10/18/2023 | 10/23/2023 | Accounts Payable | Industrial Pipe & Steel Company | \$174.75 |
| | Invoice | Description | | | Amount |
| | 37497 | PIPE SUPPLY FOR MAINTENANCE | | | \$174.75 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|---|------------------|---------------------------|--------------------|
| 292982 | 10/18/2023 | 10/23/2023 | Accounts Payable | InfoSend, Inc | \$2,669.63 |
| | Invoice | Description | | | Amount |
| | 245472 | SHIPPING AND HANDLING OF INSERTS | | | \$30.69 |
| | 245473 | PRINTING AND INSERT FEES 7/20/23 | | | \$2,638.94 |
| 292983 | 10/18/2023 | | Accounts Payable | Inland Empire Stages, LTD | \$1,580.50 |
| | Invoice | Description | | | Amount |
| | 60401 | BUS TRANSPORATION TO AIRSHOW IN HUNTINGTON BEACH 10/01/2023 | | | \$1,580.50 |
| 292984 | 10/18/2023 | | Accounts Payable | L. A. Pressure Supply LLC | \$165.38 |
| | Invoice | Description | | | Amount |
| | 18757 | PRESSURE WASHER REPAIR MATERIAL | | | \$165.38 |
| 292985 | 10/25/2023 | | Accounts Payable | 1st Jon Inc | \$136.03 |
| | Invoice | Description | | | Amount |
| | 110522 | COMMUNITY GARDENS RESTROOM 9/26/23-10/23/23 | | | \$136.03 |
| 292986 | 10/25/2023 | | Accounts Payable | Alvarez-Glasman & Colvin | \$31,589.22 |
| | Invoice | Description | | | Amount |
| | 2023-08-20810 | LEGAL SVCS AUGUST 2023 | | | \$31,589.22 |
| 292987 | 10/25/2023 | | Accounts Payable | American Marker | \$1,654.85 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------------|--|------------------|--|--------------------|
| | Invoice | Description | | | Amount |
| | 10383-23 | HALLOWEEN SPOOKTACULAR FLYER AND LIGHT POLE BANNERS | | | \$1,654.85 |
| 292988 | 10/25/2023 | | Accounts Payable | Atkinson, Andelson, Loya, Ruud & Romo | \$833.18 |
| | Invoice | Description | | | Amount |
| | 694563 | LEGAL SVCS SEPTEMBER 2023 | | | \$833.18 |
| 292989 | 10/25/2023 | | Accounts Payable | Auto-Chlor System | \$236.21 |
| | Invoice | Description | | | Amount |
| | 234100500970 | DISHWASHER MONTHLY SERVICE | | | \$236.21 |
| 292990 | 10/25/2023 | | Accounts Payable | County of Los Angeles Dept of Public Works | \$110.24 |
| | Invoice | Description | | | Amount |
| | RE-PW23101002236 | TRAFFIC SIGNAL MAINTENANCE THROUGH SEPTEMBER 2023 | | | \$110.24 |
| 292991 | 10/25/2023 | | Accounts Payable | County of Los Angeles Dept of Public Works | \$176.04 |
| | Invoice | Description | | | Amount |
| | RE-PW23101001892 | MONITORING OF TRAFFIC SIGNALS THROUGH SEPTEMBER 2023 | | | \$176.04 |
| 292992 | 10/25/2023 | | Accounts Payable | CPACINC.COM | \$16,098.00 |
| | Invoice | Description | | | Amount |
| | SI-1298084 | BARRACUDA EMAIL PROTECTION ADVANCED SUBSCRIPTION | | | \$16,098.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------------|--|------------------|--|--------------------|
| 292993 | 10/25/2023 | | Accounts Payable | Crocker Signs & Screen Printing | \$157.11 |
| | Invoice | Description | | | Amount |
| | 54030 | SIGNAGE | | | \$157.11 |
| 292994 | 10/25/2023 | | Accounts Payable | El Camino Mexican Grill- Alma Villanueva | \$1,587.00 |
| | Invoice | Description | | | Amount |
| | 03-CPR203 | HALLOWEEN SPOOKTACULAR STAFF LUNCHES | | | \$1,587.00 |
| 292995 | 10/25/2023 | | Accounts Payable | EMPIRE DESIGN & BUILD LLC | \$58,222.83 |
| | Invoice | Description | | | Amount |
| | PROG PMT FINAL | ADA CITY HALL/CITY HALL WEST IMPROVEMENTS, 08/01/23-08/31/23 | | | \$61,287.19 |
| | PROG PMT FINAL-A | ADA CITY HALL WEST IMPROVEMENTS, 08/01/23-08/31/23 | | | (\$3,064.36) |
| 292996 | 10/25/2023 | | Accounts Payable | Esther Celiz | \$100.00 |
| | Invoice | Description | | | Amount |
| | COMSTP101623-EC | COMMISSIONER STIPEND FOR MEETING 10/16/23 | | | \$100.00 |
| 292997 | 10/25/2023 | | Accounts Payable | Ewing Irrigation Products Inc | \$2,414.23 |
| | Invoice | Description | | | Amount |
| | 20584720 | IRRIGATION AND LANDSCAPING SUPPLIES | | | \$658.49 |
| | 20662419 | IRRIGATION AND LANDSCAPING SUPPLIES | | | \$783.32 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-------------|---|------------------|---|--------------------|
| | 20662433 | IRRIGATION AND LANDSCAPING SUPPLIES | | | \$972.42 |
| 292998 | 10/25/2023 | | Accounts Payable | FEDERAL EXPRESS | \$27.66 |
| | Invoice | Description | | | Amount |
| | 8-270-42932 | NOTARY CERTIFICATE FOR CYNTHIA | | | \$27.66 |
| 292999 | 10/25/2023 | | Accounts Payable | Ferguson Enterprises, Inc | \$13,461.08 |
| | Invoice | Description | | | Amount |
| | 0017494 | WATER METERS FOR AMI PROJECT | | | \$501.64 |
| | 0009726 | WATER METERS FOR AMI PROJECT | | | \$12,959.44 |
| 293000 | 10/25/2023 | | Accounts Payable | Fiesta Cooperative Inc. | \$16,008.48 |
| | Invoice | Description | | | Amount |
| | 230829 | DIAL-A-TAXI AUGUST 2023 | | | \$8,192.57 |
| | 230920 | DIAL-A-TAXI SEPTEMBER 2023 | | | \$7,815.91 |
| 293001 | 10/25/2023 | | Accounts Payable | Government Finance Officers Association | \$150.00 |
| | Invoice | Description | | | Amount |
| | 0225785 | MEMBERSHIP RENEWAL 11/1/23-10/31/24 DEPUTY DIRECTOR | | | \$150.00 |
| 293002 | 10/25/2023 | | Accounts Payable | Ice Star Refrigeration, LLC | \$497.72 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|-------------------------------|--------------------|
| | 9396 | REFRIGERATOR REPAIR, SMITH PARK | | | \$497.72 |
| 293003 | 10/25/2023 | | Accounts Payable | InfoSend, Inc | \$4,740.04 |
| | Invoice | Description | | | Amount |
| | 248300 | MAIL PREP SVCS 9/6/23-9/29/23 | | | \$1,122.87 |
| | 248301 | POSTAGE 9/6/23-9/29/23 | | | \$3,617.17 |
| 293004 | 10/25/2023 | | Accounts Payable | Jas Pacific, Inc. | \$1,050.00 |
| | Invoice | Description | | | Amount |
| | PC6746-A | PLAN CHECK SVCS FOR CITY HALL ADA PROJECT JULY 2023 | | | \$210.00 |
| | PC6792 | PLAN CHECK SVCS FOR CITY HALL AND GOLF COURSE AUGUST 2023 | | | \$840.00 |
| 293005 | 10/25/2023 | | Accounts Payable | LA County Sheriffs Department | \$12,871.12 |
| | Invoice | Description | | | Amount |
| | 240875EC | PRV-TRANSIT/TRANSIENT DEPUTY 09/04/23-09/30/23 | | | \$12,871.12 |
| 293006 | 10/25/2023 | | Accounts Payable | Liebert Cassidy Whitmore | \$1,413.00 |
| | Invoice | Description | | | Amount |
| | 252350 | LABOR NEGOTIATIONS | | | \$325.50 |
| | 253072 | LEGAL COUNSEL FOR LABOR ISSUES | | | \$1,087.50 |
| 293007 | 10/25/2023 | | Accounts Payable | Martinez, Aric, L | \$100.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|---|------------------|-----------------|--------------------|
| | Invoice | Description | | | Amount |
| | COMSTP101623-AM | COMMISSIONER STIPEND FOR MEETING 10/16/23 | | | \$100.00 |
| 293008 | 10/25/2023 | | Accounts Payable | Minuteman Press | \$6,655.69 |
| | Invoice | Description | | | Amount |
| | 68947 | VARIOUS MAILERS/POSTCARDS FOR PRIME-WEEKLY ENROLLMENT NOTICES | | | \$111.44 |
| | 69045 | VARIOUS MAILERS/POSTCARDS FOR PRIME-WEEKLY ENROLLMENT NOTICES | | | \$6,544.25 |
| 293009 | 10/25/2023 | | Accounts Payable | MyRec.com | \$6,375.00 |
| | Invoice | Description | | | Amount |
| | 03216813S | ANNUAL SOFTWARE FEE | | | \$6,375.00 |
| 293010 | 10/25/2023 | | Accounts Payable | NV5, Inc. | \$2,372.50 |
| | Invoice | Description | | | Amount |
| | 353741 | PROF SVCS 08/01/23-08/31/2023, 10016 BEVERLY BLVD | | | \$2,107.50 |
| | 353769 | PROF SVCS 08/01/23-08/31/23, 9127 HIGHTREE CT | | | \$265.00 |
| 293011 | 10/25/2023 | | Accounts Payable | Paint 'n Pour | \$300.00 |
| | Invoice | Description | | | Amount |
| | 114 | DEPOSIT FOR HOLIDAY PAINTING CLASS AT SENIOR CENTER 11/2/23 | | | \$300.00 |
| 293012 | 10/25/2023 | | Accounts Payable | PARS | \$300.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|---|--------------------|
| | Invoice | Description | | | Amount |
| | 54150 | TRUST ADMIN SVCS MONTH END 8/31/2023 | | | \$300.00 |
| 293013 | 10/25/2023 | | Accounts Payable | Pico Water District | \$13,729.84 |
| | Invoice | Description | | | Amount |
| | 2023AUGPICOWTRD | UTILITIES FOR AUGUST 2023 | | | \$13,729.84 |
| 293014 | 10/25/2023 | | Accounts Payable | Postmaster-Santa Fe Springs Post Office | \$3,200.00 |
| | Invoice | Description | | | Amount |
| | 2023POSTMASTNOV | POSTAGE FOR NOVEMBER 2023, CHECK 3 FY 23/24 | | | \$3,200.00 |
| 293015 | 10/25/2023 | | Accounts Payable | Revenue & Cost Specialists | \$6,250.00 |
| | Invoice | Description | | | Amount |
| | 9172 | Cost Allocation & User Fee Study | | | \$6,250.00 |
| 293016 | 10/25/2023 | | Accounts Payable | Robert Anthony Martinez | \$100.00 |
| | Invoice | Description | | | Amount |
| | COMSTP101623-RM | COMMISSIONER STIPEND FOR MEETING 10/16/23 | | | \$100.00 |
| 293017 | 10/25/2023 | | Accounts Payable | Ruiz Engineering and All American Asphalt | \$1,176,081.02 |
| | Invoice | Description | | | Amount |
| | PROGRESS PMT 1 | CITYWIDE RESURFACING-SLURRY AND CAPE SEAL, 08/01/23-08/31/23 | | | \$1,237,980.02 |

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|--------|-----------------|---|---|-------------------------------------|--------------------|
| | | PROGRESS PMT 1-A | CITYWIDE RESURFACING-SLURRY CAPE SEAL,08/01/23-08/31/23 | | (\$61,899.00) |
| 293018 | 10/25/2023 | | Accounts Payable | Salgado Tire Service | \$40.00 |
| | Invoice | Description | | | Amount |
| | 4546 | TIRE REPAIR | | | \$20.00 |
| | 4321 | TIRE REPAIR | | | \$20.00 |
| 293019 | 10/25/2023 | | Accounts Payable | SEACLIFF MECHANICAL SERVICES, LLC | \$55,907.00 |
| | Invoice | Description | | | Amount |
| | 5877 | Emergency HVAC replacement for Rivera Park Banquet room | | | \$55,907.00 |
| 293020 | 10/25/2023 | | Accounts Payable | State of California Dept of Justice | \$160.00 |
| | Invoice | Description | | | Amount |
| | 686490 | PRE-EMPLOYMENT LIVE SCANS FOR SEPTEMBER 2023 | | | \$160.00 |
| 293021 | 10/25/2023 | | Accounts Payable | TeamViewer Germany GmbH | \$1,862.25 |
| | Invoice | Description | | | Amount |
| | R02556768 | PAC LICENSE-SUBSCRIPTION 10/12/23-10/11/24 | | | \$1,862.25 |
| 293022 | 10/25/2023 | | Accounts Payable | Tommy Elisaldez | \$100.00 |
| | Invoice | Description | | | Amount |
| | COMSTP101623-TE | COMMISSIONER STIPEND FOR MEETING 10/16/23 | | | \$100.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|------------------------------------|------------------|-------------------------------|--------------------|
| 293023 | 10/25/2023 | | Accounts Payable | Triangle Sports, Inc. | \$3,114.18 |
| | Invoice | Description | | | Amount |
| | 42184 | FALL FOTSAL UNIFORMS AND AWARDS | | | \$1,587.75 |
| | 42183 | JR HOOPSTAR UNIFORMS AND AWARDS | | | \$1,526.43 |
| 293024 | 10/25/2023 | | Accounts Payable | Walters Wholesale Electric Co | \$354.75 |
| | Invoice | Description | | | Amount |
| | S123498719.001 | ELECTRICAL EQUIPMENT | | | \$102.60 |
| | S123765941.001 | IRRIGATION CONTROL BOX | | | \$252.15 |
| 293025 | 10/25/2023 | | Accounts Payable | West Coast Arborists, Inc | \$143,828.00 |
| | Invoice | Description | | | Amount |
| | 203730 | TREE SVCS 8/1/23-8/15/23 | | | \$20,688.00 |
| | 204718 | GRID PRUNING 8/16/23-8/31/23 | | | \$34,383.00 |
| | 204719 | TREE STUMP REMOVAL 8/16/23-8/31/23 | | | \$9,512.00 |
| | 205460 | GRID PRUNING 9/1/23-9/15/23 | | | \$28,043.00 |
| | 206117 | GRID PRUNING 9/16/23-9/30/23 | | | \$20,142.00 |
| | 203727 | TREE SVCS 8/1/23-8/15/23 | | | \$31,060.00 |
| 293026 | 10/25/2023 | | Accounts Payable | Whittier Fertilizer Company | \$586.52 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|---|------------------|---------------------|--------------------|
| | 403853 | LANDSCAPING SUPPLIES | | | \$66.14 |
| | 402732 | PARK MAINTENANCE SUPPLIES | | | \$520.38 |
| 293027 | 10/25/2023 | | Accounts Payable | Yarisma Rocha | \$100.00 |
| | Invoice | Description | | | Amount |
| | COMSTP101623-YR | COMMISSIONER STIPEND FOR MEETING 10/16/23 | | | \$100.00 |
| 293028 | 10/26/2023 | | Accounts Payable | BMG Money, Inc | \$414.16 |
| | Invoice | Description | | | Amount |
| | 102623 | EMPLOYEE DEDUCTION FOR P/E 10/20/23 | | | \$414.16 |
| 293029 | 10/26/2023 | | Accounts Payable | Franchise Tax Board | \$50.00 |
| | Invoice | Description | | | Amount |
| | 102623 | EMPLOYEE DEDUCTION FOR P/E 10/20/23 | | | \$50.00 |
| 293030 | 10/26/2023 | | Accounts Payable | Levying Officer | \$233.39 |
| | Invoice | Description | | | Amount |
| | 102623 | EMPLOYEE DEDUCTION FOR P/E 10/20/23 | | | \$233.39 |
| 293031 | 10/26/2023 | | Accounts Payable | SEIU Local 721-COPE | \$72.00 |
| | Invoice | Description | | | Amount |
| | 102623 | COPEES FEES FOR P/E 10/20/23 | | | \$72.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|---------------------------------|--------------------|
| 293032 | 11/01/2023 | | Accounts Payable | Advantec Consulting Engineering | \$10,510.00 |
| | Invoice | Description | | | Amount |
| | 9803-0266-10 | ITS MASTER PLAN, CAPITAL IMPROVEMENT AUGUST 2023 | | | \$9,880.00 |
| | 9803-0266-09 | ITS MASTER PLAN, CAPITAL IMPROVEMENT JULY 2023 | | | \$630.00 |
| 293033 | 11/01/2023 | | Accounts Payable | AGUIRRE, RAUL | \$195.00 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP1 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$195.00 |
| 293034 | 11/01/2023 | | Accounts Payable | ALDEGUER, EVELYN | \$45.63 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP2 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$45.63 |
| 293035 | 11/01/2023 | | Accounts Payable | ALVARADO, ANDRES | \$140.95 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP3 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$140.95 |
| 293036 | 11/01/2023 | | Accounts Payable | Alvarez-Glasman & Colvin | \$10,235.00 |
| | Invoice | Description | | | Amount |
| | 2023NOVATTYFEES | CITY ATTORNEY RETAINER FEE NOVEMBER 2023 | | | \$10,235.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|--|------------------|------------------------------------|--------------------|
| 293037 | 11/01/2023 | | Accounts Payable | ALVISO, ALFRED | \$29.24 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP4 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$29.24 |
| 293038 | 11/01/2023 | | Accounts Payable | AMBRIZ, MARIA | \$144.58 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP5 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$144.58 |
| 293039 | 11/01/2023 | | Accounts Payable | American Marker | \$7,242.32 |
| | Invoice | Description | | | Amount |
| | 10394-23 | PARKING ENFORCEMENT SHIRTS | | | \$26.46 |
| | 10386-23 | HAPPY HOLIDAY AND SEASON GREETING LIGHT POLE BANNERS | | | \$7,215.86 |
| 293040 | 11/01/2023 | | Accounts Payable | AMERICAN YOUTH SOCCER ORGANIZATION | \$150.00 |
| | Invoice | Description | | | Amount |
| | 2023-112 | PLAYPASS VOUCHERS FOR YOUTH PARTICIPANTS 2023 | | | \$150.00 |
| 293041 | 11/01/2023 | | Accounts Payable | ANDRADE, MIGUEL | \$76.98 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP6 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$76.98 |
| 293042 | 11/01/2023 | | Accounts Payable | ANG, ANGELIQUE | \$91.45 |

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|--------|-----------------|--|------------------|--------------------|--------------------|
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP7 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$91.45 |
| 293043 | 11/01/2023 | | Accounts Payable | ANGELES, EDILBERTO | \$43.26 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP8 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$43.26 |
| 293044 | 11/01/2023 | | Accounts Payable | AVILA, AURORA | \$89.33 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP9 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$89.33 |
| 293045 | 11/01/2023 | | Accounts Payable | AVILES, JORGE | \$286.82 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP10 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$286.82 |
| 293046 | 11/01/2023 | | Accounts Payable | BACHMAN, BRUCE, E | \$43.20 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP11 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$43.20 |
| 293047 | 11/01/2023 | | Accounts Payable | BALDERRAMA, JOE | \$146.97 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP12 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$146.97 |

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|--------|-----------------|--|------------------|-------------------|--------------------|
| 293048 | 11/01/2023 | | Accounts Payable | BARRETTA, ANGELA | \$151.26 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP13 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$151.26 |
| 293049 | 11/01/2023 | | Accounts Payable | BARRIENTOS, HENRY | \$33.39 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP14 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$33.39 |
| 293050 | 11/01/2023 | | Accounts Payable | BROSWELL, PHYLLIS | \$250.50 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP15 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$250.50 |
| 293051 | 11/01/2023 | | Accounts Payable | CAMACHO, CARLOS | \$80.86 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP16 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$80.86 |
| 293052 | 11/01/2023 | | Accounts Payable | CARMONA, ROSARIO | \$115.17 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP17 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$115.17 |
| 293053 | 11/01/2023 | | Accounts Payable | CASTANEDA, ABEL | \$117.37 |

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|--------|------------------|--|------------------|--|--------------------|
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP18 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$117.37 |
| 293054 | 11/01/2023 | | Accounts Payable | CASTILLO, LUIS, M. | \$50.45 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP19 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$50.45 |
| 293055 | 11/01/2023 | | Accounts Payable | CAZARES, JOSE | \$125.04 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP20 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$125.04 |
| 293056 | 11/01/2023 | | Accounts Payable | CNS Engineers, Inc. | \$59,880.63 |
| | Invoice | Description | | | Amount |
| | 22007-3 | WASHINGTON BLVD OVER RIO HONDO CHANNEL BRIDGE , 07/01/23-09/22/2 | | | \$59,880.63 |
| 293057 | 11/01/2023 | | Accounts Payable | County of Los Angeles Dept of Public Works | \$3,922.25 |
| | Invoice | Description | | | Amount |
| | RE-PW23101001871 | IW THROUGH SEPTEMBER 2023 | | | \$3,922.25 |
| 293058 | 11/01/2023 | | Accounts Payable | David Hidalgo Architects, Inc. | \$13,698.55 |
| | Invoice | Description | | | Amount |
| | 117140 | COMMERCIAL FACADE ENHANCEMENT 07/01/23-09/30/23 | | | \$13,698.55 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-------------------------------|--------------------|
| 293059 | 11/01/2023 | | Accounts Payable | DE ANDA, MARIBEL | \$64.68 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP22 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$64.68 |
| 293060 | 11/01/2023 | | Accounts Payable | DE LA CRUZ, MELANIE | \$0.27 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP23 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$0.27 |
| 293061 | 11/01/2023 | | Accounts Payable | Decals By Design, Inc | \$4,895.81 |
| | Invoice | Description | | | Amount |
| | 17913 | PARKS & REC GRAPHICS FORD TRANSIT VAN | | | \$4,895.81 |
| 293062 | 11/01/2023 | | Accounts Payable | DELGADO , RUDY | \$43.54 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP24 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$43.54 |
| 293063 | 11/01/2023 | | Accounts Payable | Department of Water and Power | \$8.33 |
| | Invoice | Description | | | Amount |
| | GA433309 | POWER RBS 10/10/23, REF# AD27053, CUSTOMER 1CI811, WORK # GUS10A | | | \$8.33 |
| 293064 | 11/01/2023 | | Accounts Payable | DISCOUNT SCHOOL SUPPLY | \$287.06 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|--------------|--|------------------|---------------------------------|--------------------|
| | Invoice | Description | | | Amount |
| | W07655470101 | REACH CRAFT SUPPLIES | | | \$287.06 |
| 293065 | 11/01/2023 | | Accounts Payable | Diversified Protective Services | \$24,192.00 |
| | Invoice | Description | | | Amount |
| | 15512 | SECURITY SVCS, GOLF COURSE 06/05/23-06/11/23 | | | \$1,568.00 |
| | 15542 | SECURITY SVCS, GOLF COURSE 06/12/23-06/17/23 | | | \$1,568.00 |
| | 15551 | SECURITY SVCS, GOLF COURSE 06/19/23-06/25/23 | | | \$1,568.00 |
| | 15573 | SECURITY SVCS, GOLF COURSE 06/26/23-07/02/23 | | | \$1,568.00 |
| | 15603 | SECURITY SVCS, GOLF COURSE 07/03/23-07/09/23 | | | \$1,680.00 |
| | 15627 | SECURITY SVCS, GOLF COURSE 07/10/23-07/16/23 | | | \$1,568.00 |
| | 15648 | SECURITY SVCS, GOLF COURSE 07/17/23-07/23/23 | | | \$1,568.00 |
| | 15675 | SECURITY SVCS, GOLF COURSE 07/24/23-07/30/23 | | | \$1,568.00 |
| | 15696 | SECURITY SVCS, GOLF COURSE 07/31/23-08/06/23 | | | \$1,568.00 |
| | 15711 | SECURITY SVCS, GOLF COURSE 08/07/23-08/13/23 | | | \$1,568.00 |
| | 15740 | SECURITY SVCS, GOLF COURSE 08/14/23-08/20/23 | | | \$1,568.00 |
| | 15752 | SECURITY SVCS, GOLF COURSE 08/21/23-08/27/23 | | | \$1,568.00 |
| | 15785 | SECURITY SVCS, GOLF COURSE 08/28/23-09/03/23 | | | \$1,568.00 |
| | 15818 | SECURITY SVCS, GOLF COURSE 09/04/23-09/10/23 | | | \$1,680.00 |
| | 15842 | SECURITY SVCS, GOLF COURSE 09/11/23-09/17/23 | | | \$1,568.00 |
| | 15860 | SECURITY SVCS, GOLF COURSE 09/18/23-09/19/23 | | | \$448.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-----------------------------------|--------------------|
| 293066 | 11/01/2023 | | Accounts Payable | DONNELLY, LACEY | \$37.65 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP25 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$37.65 |
| 293067 | 11/01/2023 | | Accounts Payable | DS Services of America, Inc. | \$105.91 |
| | Invoice | Description | | | Amount |
| | 20044206 102723 | WATER DELIVERY 10/11/2023 | | | \$105.91 |
| 293068 | 11/01/2023 | | Accounts Payable | DURAN, CECILIA, A. | \$118.49 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP26 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$118.49 |
| 293069 | 11/01/2023 | | Accounts Payable | El Rancho Unified School District | \$1,991.33 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP27 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$1,991.33 |
| 293070 | 11/01/2023 | | Accounts Payable | ESPERANZA, ROMERO | \$8.00 |
| | Invoice | Description | | | Amount |
| | 145201 | REFUND FOR HALLOWEEN DANCE CANCELED ESPERANZA ROMERO | | | \$8.00 |
| 293071 | 11/01/2023 | | Accounts Payable | FIGUEROA , MIRNA | \$73.57 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-------------------|--------------------|
| | 1023PRIMTRUUP28 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$73.57 |
| 293072 | 11/01/2023 | | Accounts Payable | FLORES, RICHARD | \$147.81 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP29 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$147.81 |
| 293073 | 11/01/2023 | | Accounts Payable | FRANCO, OSWALDO | \$32.49 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP30 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$32.49 |
| 293074 | 11/01/2023 | | Accounts Payable | GALVEZ, GUADALUPE | \$53.00 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP31 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$53.00 |
| 293075 | 11/01/2023 | | Accounts Payable | GARCIA, ROLANDO | \$32.95 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP32 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$32.95 |
| 293076 | 11/01/2023 | | Accounts Payable | GARCIA, SUSANA | \$30.00 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP33 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$30.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|--------------------|--------------------|
| 293077 | 11/01/2023 | | Accounts Payable | GOMEZ, ADRIANA | \$8.17 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP35 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$8.17 |
| 293078 | 11/01/2023 | | Accounts Payable | GOMEZ, NORMA, P. | \$85.45 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP34 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$85.45 |
| 293079 | 11/01/2023 | | Accounts Payable | GONZALES, EDUVINA | \$75.93 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP36 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$75.93 |
| 293080 | 11/01/2023 | | Accounts Payable | GONZALES, MARGARET | \$94.20 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP37 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$94.20 |
| 293081 | 11/01/2023 | | Accounts Payable | GONZALEZ, CLAUDIA | \$28.80 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP38 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$28.80 |
| 293082 | 11/01/2023 | | Accounts Payable | GONZALEZ, DOLORES | \$121.44 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|--|--------------------|
| | 1023PRIMTRUUP39 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$121.44 |
| 293083 | 11/01/2023 | 11/01/2023 | Accounts Payable | Gonzalez, Jose | \$38.46 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP40 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$38.46 |
| 293084 | 11/01/2023 | | Accounts Payable | Gopher Sport, Gopher Performance, Moving Minds | \$2,495.54 |
| | Invoice | Description | | | Amount |
| | IN325527 | REACH SUPPLIES | | | \$2,495.54 |
| 293085 | 11/01/2023 | | Accounts Payable | GORENSHTEYN , ALEKSANDR | \$3.13 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP41 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$3.13 |
| 293086 | 11/01/2023 | | Accounts Payable | GUTIERREZ, RAFAEL | \$263.63 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP42 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$263.63 |
| 293087 | 11/01/2023 | | Accounts Payable | GUZMAN, ESTEBAN | \$51.78 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP43 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$51.78 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|------------------|--------------------|
| 293088 | 11/01/2023 | | Accounts Payable | HDL Coren & Cone | \$3,493.90 |
| | Invoice | Description | | | Amount |
| | SIN032940 | CONTRACTED SVCS PROPERTY TAX OCTOBER - DECEMBER 2023 | | | \$3,493.90 |
| 293089 | 11/01/2023 | | Accounts Payable | KIM, MICHAEL | \$120.91 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP44 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$120.91 |
| 293090 | 11/01/2023 | | Accounts Payable | LEE, SANG | \$82.31 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP45 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$82.31 |
| 293091 | 11/01/2023 | | Accounts Payable | LIN, SIQI | \$229.66 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP46 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$229.66 |
| 293092 | 11/01/2023 | | Accounts Payable | LOPEZ, CINDY | \$51.98 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP48 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$51.98 |
| 293093 | 11/01/2023 | | Accounts Payable | LOPEZ, J , M | \$26.35 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-----------------------------|--------------------|
| | 1023PRIMTRUUP47 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$26.35 |
| 293094 | 11/01/2023 | | Accounts Payable | Los Angeles Fire Department | \$620.00 |
| | Invoice | Description | | | Amount |
| | IN0431286 | LAC HAZARDOUS MATERIAL FEES PERMIT | | | \$620.00 |
| 293095 | 11/01/2023 | | Accounts Payable | LUJAN, CARMEN | \$19.89 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP49 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$19.89 |
| 293096 | 11/01/2023 | | Accounts Payable | MACIAS, SUSAN | \$30.08 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP50 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$30.08 |
| 293097 | 11/01/2023 | | Accounts Payable | MALLORY SAFETY & SUPPLY LLC | \$3,410.06 |
| | Invoice | Description | | | Amount |
| | 5743672 | OXYGEN SENSORS FOR STORM WATER LIFT STATION | | | \$3,410.06 |
| 293098 | 11/01/2023 | | Accounts Payable | MARQUEZ, SUZANNE | \$105.79 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP51 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$105.79 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|---------------------------|--------------------|
| 293099 | 11/01/2023 | | Accounts Payable | MARRUFO, PETER | \$477.07 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP52 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$477.07 |
| 293100 | 11/01/2023 | | Accounts Payable | MEDINA JR, CARLOS H | \$129.61 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP53 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$129.61 |
| 293101 | 11/01/2023 | | Accounts Payable | MELENDREZ, RICHARD | \$111.75 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP54 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$111.75 |
| 293102 | 11/01/2023 | | Accounts Payable | MELKONYAN, HOVHANNES | \$96.07 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP55 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$96.07 |
| 293103 | 11/01/2023 | | Accounts Payable | MeterSYS | \$8,906.10 |
| | Invoice | Description | | | Amount |
| | INV-000878 | AMI PROJECT THROUGH 09/29/2023 | | | \$8,906.10 |
| 293104 | 11/01/2023 | | Accounts Payable | Monarch Bearing Co., Inc. | \$155.67 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------------|---|------------------|-----------------|--------------------|
| | 343364 | EQUIPMENT MAINTENANCE AND REPAIR | | | \$155.67 |
| 293105 | 11/01/2023 | | Accounts Payable | MONTALVO, MARIA | \$135.77 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP56 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$135.77 |
| 293106 | 11/01/2023 | | Accounts Payable | MORALES, BRENDA | \$303.82 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP57 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$303.82 |
| 293107 | 11/01/2023 | | Accounts Payable | MORENO, JOSE F | \$113.24 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP58 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$113.24 |
| 293108 | 11/01/2023 | | Accounts Payable | Nancy Matthews | \$3,562.50 |
| | Invoice | Description | | | Amount |
| | 093023MULTIGRANT | PROFESSIONAL SVCS, GRANTS WRITING VARIOUS PROJECT | | | \$3,562.50 |
| 293109 | 11/01/2023 | | Accounts Payable | Napa Auto Parts | \$14,751.80 |
| | Invoice | Description | | | Amount |
| | 198920 | TIRE CHANGER EQUIPMENT | | | \$8,311.05 |
| | 203124 | MECHANIC SHOP SUPPLIES | | | \$107.82 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|---|------------------|------------------------|--------------------|
| | 202416 | MECHANIC SHOP SUPPLIES | | | \$1,239.17 |
| | 203919 | MECHANIC SHOP SUPPLIES | | | \$2,427.39 |
| | 204014 | EQUIPMENT MAINTENANCE AND REPAIR | | | \$284.68 |
| | 204127 | MECHANIC SHOP SUPPLIES | | | \$116.86 |
| | 204619 | MECHANIC SHOP SUPPLIES | | | \$251.09 |
| | 204765 | MECHANIC SHOP SUPPLIES | | | \$220.99 |
| | 204980 | MECHANIC SHOP SUPPLIES | | | \$100.88 |
| | 204998 | MECHANIC SHOP SUPPLIES | | | \$83.21 |
| | 205501 | SUPPLIES | | | \$384.28 |
| | 206237 | EQUIPMENT MAINTENANCE AND REPAIR | | | \$823.42 |
| | 270711 | MECHANIC SHOP SUPPLIES | | | \$396.32 |
| | 270718 | MECHANIC SHOP SUPPLIES | | | \$4.64 |
| 293110 | 11/01/2023 | | Accounts Payable | NETWATCH NORTH AMERICA | \$3,262.19 |
| | Invoice | Description | | | Amount |
| | SI4200-14637 | MONITORING SYSTEM AT GOLF COURSE, 08/25/23-10/23/23 | | | \$3,262.19 |
| 293111 | 11/01/2023 | | Accounts Payable | NGS HOLDINGS INC | \$54.46 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP59 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$54.46 |
| 293112 | 11/01/2023 | | Accounts Payable | OLIVAS-ALONZO, YVONNE | \$51.45 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-------------------------|--------------------|
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP60 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$51.45 |
| 293113 | 11/01/2023 | | Accounts Payable | Olmos, Lizet | \$50.64 |
| | Invoice | Description | | | Amount |
| | SENIORCEN101823 | SENIOR CENTER SUPPLIES | | | \$50.64 |
| 293114 | 11/01/2023 | | Accounts Payable | ORELLANA, RAFAEL, A. | \$9.41 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP61 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$9.41 |
| 293115 | 11/01/2023 | | Accounts Payable | ORTIZ, PATRICA | \$71.65 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP62 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$71.65 |
| 293116 | 11/01/2023 | 11/01/2023 | Accounts Payable | PENA CONTRERAS, ARMANDO | \$111.98 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP21 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$111.98 |
| 293117 | 11/01/2023 | | Accounts Payable | PEREZ, ANDRES | \$9.65 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP63 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$9.65 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|---|------------------|--------------------|--------------------|
| 293118 | 11/01/2023 | | Accounts Payable | PONZETTI, FLORENCE | \$289.51 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP64 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$289.51 |
| 293119 | 11/01/2023 | | Accounts Payable | PRADO, ART | \$109.97 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP65 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$109.97 |
| 293120 | 11/01/2023 | | Accounts Payable | PRADO, JENNIFER | \$193.56 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP66 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$193.56 |
| 293121 | 11/01/2023 | | Accounts Payable | RAMIREZ, BERTA | \$297.88 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP67 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$297.88 |
| 293122 | 11/01/2023 | | Accounts Payable | RAMIREZ, LOURDES | \$21.82 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP68 | PRIME ANNUAL NET ENERGY METERING TRUE UP PAYMENTS 10/2023 | | | \$21.82 |
| 293123 | 11/01/2023 | | Accounts Payable | RAMIREZ, LOURDES | \$170.18 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|---|------------------|---|--------------------|
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP69 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$170.18 |
| 293124 | 11/01/2023 | | Accounts Payable | RAMON, STEVEN | \$581.73 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP70 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$581.73 |
| 293125 | 11/01/2023 | | Accounts Payable | REAL, BRIAN | \$19.90 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP71 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$19.90 |
| 293126 | 11/01/2023 | | Accounts Payable | RHA LANDSCAPE ARCHITECTS-PLANNERS, INC. | \$22,448.00 |
| | Invoice | Description | | | Amount |
| | 0902344 | PROFESSIONAL SVCS 07/26/23-08/25/23,ALEBRIJI DOG PARK | | | \$1,300.00 |
| | 0902340 | PROF SVCS 07/26/23-08/25/23, RIO HONDO PARK PROJECT | | | \$21,148.00 |
| 293127 | 11/01/2023 | | Accounts Payable | RIZO, JORGE | \$176.19 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP72 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$176.19 |
| 293128 | 11/01/2023 | | Accounts Payable | ROCHE, ERIC | \$1.80 |
| | Invoice | Description | | | Amount |

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|--------|------------|-----------------|--|-----------------------|--------------------|
| | | 1023PRIMTRUUP73 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$1.80 |
| 293129 | 11/01/2023 | | Accounts Payable | RODRIGUEZ, JACQUELINE | \$42.32 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP74 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$42.32 |
| 293130 | 11/01/2023 | | Accounts Payable | RODRIGUEZ, MARTHA | \$3.39 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP77 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$3.39 |
| 293131 | 11/01/2023 | | Accounts Payable | RODRIGUEZ, VANESSA | \$138.54 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP76 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$138.54 |
| 293132 | 11/01/2023 | | Accounts Payable | RODRIGUEZ, CLORINDA | \$10.66 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP75 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$10.66 |
| 293133 | 11/01/2023 | | Accounts Payable | RUBALCAVA, YOLANDA | \$130.97 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP78 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$130.97 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------------|--|------------------|---|--------------------|
| 293134 | 11/01/2023 | | Accounts Payable | Ruiz Engineering and All American Asphalt | \$624,845.40 |
| | Invoice | Description | | | Amount |
| | PROGRESS PMT 2 | CITYWIDE RESURFACING-SLURRY AND CAPE SEAL, 09/01/23-09/30/23 | | | \$657,732.00 |
| | PROGRESS PMT 2-A | CITYWIDE RESURFACING-SLURRY CAPE SEAL, 09/01/23-09/30/23 | | | (\$32,886.60) |
| 293135 | 11/01/2023 | | Accounts Payable | SABA, ANTOINE | \$10.45 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP79 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$10.45 |
| 293136 | 11/01/2023 | | Accounts Payable | SALCIDO, PAULA | \$97.92 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP80 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$97.92 |
| 293137 | 11/01/2023 | | Accounts Payable | SALGADO, JESENIA | \$2.60 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP81 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$2.60 |
| 293138 | 11/01/2023 | | Accounts Payable | Salgado Tire Service | \$60.00 |
| | Invoice | Description | | | Amount |
| | 4886 | TIRE REPAIR UNIT #131 | | | \$20.00 |
| | 4939 | TIRE REPAIR UNIT #103 | | | \$20.00 |
| | 5007 | TIRE REPAIR UNIT #131 | | | \$20.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|---------------------------|--------------------|
| 293139 | 11/01/2023 | | Accounts Payable | SALINAS, JOSE A | \$85.73 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP82 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$85.73 |
| 293140 | 11/01/2023 | | Accounts Payable | SANCHEZ, MARTIN | \$19.11 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP83 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$19.11 |
| 293141 | 11/01/2023 | | Accounts Payable | Sterling, Bernadette, M. | \$336.00 |
| | Invoice | Description | | | Amount |
| | 145183 | ARTS & CRAFT CLASS, 08/31/23-10/24/23 | | | \$336.00 |
| 293142 | 11/01/2023 | | Accounts Payable | SUAREZ, SAMANTHA | \$69.20 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP84 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$69.20 |
| 293143 | 11/01/2023 | | Accounts Payable | Swank Motion Pictures Inc | \$145.00 |
| | Invoice | Description | | | Amount |
| | DB 3486690 | SENIOR CENTER MOVIES LICENSE FEE, HAUNTED MANSION 10/19/23 | | | \$145.00 |
| 293144 | 11/01/2023 | | Accounts Payable | TKM ENGINEERING | \$3,515.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|--------------------------|--------------------|
| | Invoice | Description | | | Amount |
| | 1229 | ITS MASTER PLAN SEPTEMBER 2023 | | | \$3,515.00 |
| 293145 | 11/01/2023 | | Accounts Payable | TOSCANO, AUGUSTINE | \$93.29 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP85 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$93.29 |
| 293146 | 11/01/2023 | | Accounts Payable | Transtech Engineers, Inc | \$2,304.00 |
| | Invoice | Description | | | Amount |
| | 20234856 | PLAN CHECK SVCS FOR PR CITY ENGINEERING, AUGUST 2023 | | | \$288.00 |
| | 20234303 | PLAN CHECK SVCS FOR PR CITY ENGINEERING, JULY 2023 | | | \$2,016.00 |
| 293147 | 11/01/2023 | | Accounts Payable | Uhaul | \$81.36 |
| | Invoice | Description | | | Amount |
| | 5403124081 | PROPANE FOR ASPHALT MAINTENANCE | | | \$81.36 |
| 293148 | 11/01/2023 | | Accounts Payable | VALENZUELA, EDWARDS | \$6.96 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP86 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$6.96 |
| 293149 | 11/01/2023 | | Accounts Payable | VALLEJOS, LAWRENCE | \$7.32 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|-----------------|--|----------------------|--------------------|
| | | 1023PRIMTRUUP87 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$7.32 |
| 293150 | 11/01/2023 | | Accounts Payable | VAZQUEZ, MARIA | \$154.98 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP88 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$154.98 |
| 293151 | 11/01/2023 | | Accounts Payable | VELASQUEZ, GABRIEL | \$114.67 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP89 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$114.67 |
| 293152 | 11/01/2023 | | Accounts Payable | VELAZQUEZ, DIANA | \$41.66 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP91 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$41.66 |
| 293153 | 11/01/2023 | | Accounts Payable | VELAZQUEZ, GUADALUPE | \$84.69 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP90 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$84.69 |
| 293154 | 11/01/2023 | | Accounts Payable | VILLARREAL, NORMA | \$124.13 |
| | Invoice | Description | | | Amount |
| | | 1023PRIMTRUUP92 | PRIME Annual Net Energy Metering True Up 10/2023 | | \$124.13 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-----------------|--|------------------|-----------------|--------------------|
| 293155 | 11/01/2023 | | Accounts Payable | WADE, MARY | \$160.13 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP93 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$160.13 |
| 293156 | 11/01/2023 | | Accounts Payable | WHITE, PETER | \$11.19 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP94 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$11.19 |
| 293157 | 11/01/2023 | | Accounts Payable | ZARATE, JUAN C | \$98.66 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP95 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$98.66 |
| 293158 | 11/01/2023 | | Accounts Payable | ZAZUETA, FELISA | \$7.75 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP96 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$7.75 |
| 293159 | 11/01/2023 | | Accounts Payable | ZUNIGA, JOVANY | \$24.46 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP97 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$24.46 |
| 293160 | 11/01/2023 | | Accounts Payable | Gonzalez, Jose | \$38.46 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|------------------------------------|-----------------|--|------------------|----------------------------------|--------------------|
| | 1023PRIMTRUUP40 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$38.46 |
| 293161 | 11/01/2023 | | Accounts Payable | PENA CONTRERAS, ARMANDO | \$111.98 |
| | Invoice | Description | | | Amount |
| | 1023PRIMTRUUP21 | PRIME Annual Net Energy Metering True Up 10/2023 | | | \$111.98 |
| Type Check Totals: | | | | | \$3,657,310.34 |
| CBC GenOpe - CBC General Operating | | | | | |
| <u>EFT</u> | | | | | |
| 12703 | 10/17/2023 | | Accounts Payable | Frontier California | \$123.85 |
| | Invoice | Description | | | Amount |
| | Import - 8878 | Radio & Telecommunication | | | \$123.85 |
| 12704 | 10/12/2023 | | Accounts Payable | US Bank Corporate Trust Services | \$136,658.32 |
| | Invoice | Description | | | Amount |
| | 10/12/2023 | PR WATER AUTHORITY REVENUE BONDS, 1999 SERIES OCTOBER 2023 | | | \$136,658.32 |
| 12705 | 10/13/2023 | | Accounts Payable | Time Warner Cable | \$849.00 |
| | Invoice | Description | | | Amount |
| | Import - 8876 | RADIO & TELECOMMUNICATION | | | \$849.00 |

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|--------|---------------|-------------------------------|------------------|-------------------------|--------------------|
| 12706 | 10/13/2023 | | Accounts Payable | Frontier California | \$1,522.67 |
| | Invoice | Description | | | Amount |
| | Import - 8877 | Radio & Telecommunication | | | \$1,522.67 |
| 12707 | 10/11/2023 | | Accounts Payable | Frontier California | \$60.06 |
| | Invoice | Description | | | Amount |
| | Import - 8871 | Radio & Telecommunication | | | \$60.06 |
| 12708 | 10/11/2023 | | Accounts Payable | City of Pico Rivera | \$2,619.68 |
| | Invoice | Description | | | Amount |
| | Import - 8872 | WATER SVC | | | \$2,619.68 |
| 12709 | 10/11/2023 | | Accounts Payable | So Calif Edison Company | \$13,314.15 |
| | Invoice | Description | | | Amount |
| | Import - 8873 | ELECTRIC SVC-VARIOUS LOCATION | | | \$13,314.15 |
| 12710 | 10/02/2023 | | Accounts Payable | So Calif Gas Company | \$165.75 |
| | Invoice | Description | | | Amount |
| | Import - 8858 | GAS SVC-9530 SHADE LANE | | | \$165.75 |
| 12711 | 10/02/2023 | | Accounts Payable | City of Pico Rivera | \$47,237.96 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|---|------------------|-----------------------------|--------------------|
| | Import - 8861 | WATER SVC | | | \$47,237.96 |
| 12712 | 10/18/2023 | | Accounts Payable | A. M. Plumbing Supply | \$1,917.98 |
| | Invoice | Description | | | Amount |
| | 9093 | PLUMBING SUPPLIES | | | \$1,917.98 |
| 12713 | 10/18/2023 | | Accounts Payable | ABM Building Solutions, LLC | \$4,125.00 |
| | Invoice | Description | | | Amount |
| | 18452480 | HVAC maintenance services for City Facilities | | | \$1,151.00 |
| | 18401232 | HVAC maintenance services for City Facilities | | | \$2,974.00 |
| 12714 | 10/18/2023 | | Accounts Payable | All Rags | \$345.00 |
| | Invoice | Description | | | Amount |
| | 82857 | TOWELS | | | \$345.00 |
| 12715 | 10/18/2023 | | Accounts Payable | Aramark | \$1,102.18 |
| | Invoice | Description | | | Amount |
| | 5860208120 | UNIFORM RENTAL SVCS | | | \$328.49 |
| | 5860216207 | UNIFORM RENTAL SVCS | | | \$372.75 |
| | 5860218865 | UNIFORM RENTAL SVCS | | | \$400.94 |
| 12716 | 10/18/2023 | | Accounts Payable | Baker Electric Inc | \$150,985.43 |

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|--------|------------------|--|------------------|--|--------------------|
| | Invoice | Description | | | Amount |
| | PROGRESS PMT 8 | PROFESSIONAL SVCS 07/01/23-07/31/23, TRAFFIC SIGNAL IMPROVEMENTS | | | \$158,932.03 |
| | PROGRESS PMT 8-A | PROFESSIONAL SVCS 07/01/23-07/31/23, TRAFFIC SIGNAL IMPROVEMENT | | | (\$7,946.60) |
| 12717 | 10/18/2023 | | Accounts Payable | Bland, Renee | \$60.00 |
| | Invoice | Description | | | Amount |
| | SUMFALLWK8'23 | UMPIRE SVCS FOR SENIOR LEAGUE 10/05/2023 | | | \$60.00 |
| 12718 | 10/18/2023 | | Accounts Payable | Comlock Security Group | \$313.00 |
| | Invoice | Description | | | Amount |
| | 847141 | LOCK AND GATE REPAIR | | | \$313.00 |
| 12719 | 10/18/2023 | | Accounts Payable | Corporate Image Marketing, Inc | \$199.00 |
| | Invoice | Description | | | Amount |
| | 2310632 | PRIME 800 # FOR SEPTEMBER 2023 | | | \$199.00 |
| 12720 | 10/18/2023 | | Accounts Payable | GRM Information Management Services, Inc | \$760.65 |
| | Invoice | Description | | | Amount |
| | 0488640 | MONTHLY FILE STORAGE SEPTEMBER 2023, BUILDING DIV | | | \$49.47 |
| | 0488639 | MONTHLY FILE STORAGE SEPTEMBER 2023, PW | | | \$83.66 |
| | 0488638 | MONTHLY FILE STORAGE SEPTEMBER 2023, PARKS & REC | | | \$24.20 |
| | 0488637 | MONTHLY FILE STORAGE SEPTEMBER 2023, FINANCE | | | \$311.69 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|-------------------------------|--------------------|
| | 0488636 | MONTHLY FILE STORAGE SEPTEMBER 2023, CED | | | \$107.02 |
| | 0488635 | MONTHLY FILE STORAGE SEPTEMBER 2023, CITY CLERK | | | \$123.47 |
| | 0488634 | MONTHLY ACCOUNT MAINTENANCE FEE, SEPTEMBER 2023 | | | \$20.00 |
| | 0489734 | MONTHLY FILE STORAGE SEPTEMBER 2023, HOUSING | | | \$30.16 |
| | 0488641 | MONTHLY INITIAL MOVE-IN FEE SEPTEMBER 2023 | | | \$10.98 |
| 12721 | 10/18/2023 | | Accounts Payable | Home Depot | \$535.99 |
| | Invoice | Description | | | Amount |
| | 761372622 | JANITORIAL SUPPLIES | | | \$535.99 |
| 12722 | 10/18/2023 | | Accounts Payable | JCL Traffic Services | \$833.77 |
| | Invoice | Description | | | Amount |
| | 120659 | TRAFFIC CONTROL MATERIALS & STREET SIGNS | | | \$833.77 |
| 12723 | 10/18/2023 | | Accounts Payable | Kimley-Horn & Associates, Inc | \$1,360.00 |
| | Invoice | Description | | | Amount |
| | 25802930 | PICO PARK RESTROOM RENOV THROUGH AUGUST 31,2023 | | | \$1,360.00 |
| 12724 | 10/18/2023 | | Accounts Payable | Lu's Lighthouse Inc. | \$1,850.72 |
| | Invoice | Description | | | Amount |
| | 01249650 | SAFETY LIGHTS FOR FLEET | | | \$237.33 |
| | 01251328 | SAFETY LIGHTS FOR FLEET | | | \$1,613.39 |

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|--------|----------------|--|------------------|--|--------------------|
| 12725 | 10/18/2023 | | Accounts Payable | Red Wing Shoe Store | \$796.75 |
| | Invoice | Description | | | Amount |
| | 20230910018986 | SAFETY SHOES FOR STAFF | | | \$796.75 |
| 12726 | 10/18/2023 | | Accounts Payable | Rousselle Company Inc. | \$745.00 |
| | Invoice | Description | | | Amount |
| | 2023-002584 | PEST CONTROL SVC SEPTEMBER 2023, CITY HALL | | | \$240.00 |
| | 2023-002585 | PEST CONTROL SVC SEPTEMBER 2023, SENIOR CENTER | | | \$65.00 |
| | 2023-002586 | PEST CONTROL SVC SEPTEMBER 2023, SMITH PARK | | | \$85.00 |
| | 2023-002587 | PEST CONTROL SVC SEPTEMBER 2023, RIO VISTA PARK | | | \$65.00 |
| | 2023-002581 | PEST CONTROL SVC SEPTEMBER 2023, RIVERA PARK | | | \$115.00 |
| | 2023-002582 | PEST CONTROL SVC SEPTEMBER 2023, PARKS & REC | | | \$65.00 |
| | 2023-002583 | PEST CONTROL SVC SEPTEMBER 2023, HISTORICAL MUSEUM | | | \$55.00 |
| | 2023-002588 | PEST CONTROL SVC SEPTEMBER 2023, AL NATIVIDAD | | | \$55.00 |
| 12727 | 10/18/2023 | | Accounts Payable | Rush Truck Centers of California, Inc. | \$9,429.75 |
| | Invoice | Description | | | Amount |
| | 3034092122 | CATALYTIC CONVERTER REPLACEMENT | | | \$3,768.30 |
| | 3033877881 | CATALYTIC CONVERTER REPLACEMENT | | | \$5,661.45 |
| 12728 | 10/18/2023 | | Accounts Payable | S & J Supply Co., Inc. | \$3,253.45 |

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|--------|----------------|--|------------------|-------------------------|--------------------|
| | Invoice | Description | | | Amount |
| | S100216711.001 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$118.24 |
| | S100217147.001 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$1,367.21 |
| | S100218407.001 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$1,768.00 |
| 12729 | 10/18/2023 | | Accounts Payable | S & S LaBarge Golf Inc | \$62,526.14 |
| | Invoice | Description | | | Amount |
| | 309 | PAYROLL 09/14/23-09/27/23 | | | \$30,697.86 |
| | 311 | PAYROLL 09/28/23-10/11/23 | | | \$31,828.28 |
| 12730 | 10/18/2023 | | Accounts Payable | Security Signal Devices | \$1,521.16 |
| | Invoice | Description | | | Amount |
| | R-00455105 | ALARM MONITORING JULY 2023 | | | \$1,471.56 |
| | P-01005648 | SVC CALL FOR RIVERA PARK | | | \$49.60 |
| 12731 | 10/18/2023 | | Accounts Payable | Shoeteria, Inc. | \$1,200.00 |
| | Invoice | Description | | | Amount |
| | 0054608-IN | SAFETY SHOES FOR ADRIAN CAMACHO | | | \$200.00 |
| | 0055806-IN | SAFETY SHOES FOR MICHAEL GALVAN | | | \$200.00 |
| | 0054606-IN | SAFETY SHOES FOR BRYAN PANGANIBAN | | | \$200.00 |
| | 0055344-IN | SAFETY SHOES FOR OSCAR ARCINIEGA | | | \$200.00 |
| | 0056029-IN | SAFETY SHOES FOR ADRIAN RODRIGUEZ | | | \$200.00 |

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|--------|------------------|--|------------------|-----------------------------|--------------------|
| | 0056028-IN | SAFETY SHOES FOR SAMMY SANCHEZ | | | \$200.00 |
| 12732 | 10/18/2023 | | Accounts Payable | Southland Transit, Inc. | \$43,626.41 |
| | Invoice | Description | | | Amount |
| | PRSEPTEMBER-2023 | PR DIAL A RIDE SERVICE SEPTEMBER 2023 | | | \$43,626.41 |
| 12733 | 10/18/2023 | | Accounts Payable | Tanko Streetlighting, Inc | \$4,395.86 |
| | Invoice | Description | | | Amount |
| | 69069 | MAINTENANCE AND OPERATION OF STREET LIGHTS AUGUST 2023 | | | \$4,395.86 |
| 12734 | 10/18/2023 | | Accounts Payable | The Sauce Creative Services | \$1,603.55 |
| | Invoice | Description | | | Amount |
| | 6492 | HALLOWEEN SPOOKTACULAR MEDALS FOR CONTEST | | | \$1,603.55 |
| 12735 | 10/18/2023 | | Accounts Payable | The Sherwin-Williams Co. | \$1,416.84 |
| | Invoice | Description | | | Amount |
| | 11361191510923 | PAINT SUPPLIES | | | \$593.18 |
| | 16287191511023 | PAINT SUPPLIES | | | \$44.79 |
| | 9822-2 | PAINT SUPPLIES | | | \$96.37 |
| | 0207-5 | PAINT SUPPLIES | | | \$48.31 |
| | 0649-8 | PAINT SUPPLIES | | | \$24.62 |
| | 0116-8 | PAINT SUPPLIES | | | \$609.57 |

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|--------|--------------|--|------------------|--|--------------------|
| 12736 | 10/18/2023 | | Accounts Payable | TRC ENGINEERS, INC | \$1,711.32 |
| | Invoice | Description | | | Amount |
| | 41739 | PROF SVCS THROUGH SEPTEMBER 30,2023, WHITTIER BLVD LANDSCAPE | | | \$1,711.32 |
| 12737 | 10/18/2023 | | Accounts Payable | Underground Service Alert of Southern California | \$258.39 |
| | Invoice | Description | | | Amount |
| | 23-241107 | MONTHLY DATABASE TICKETS | | | \$73.39 |
| | 920230529 | MONTHLY DATABASE TICKETS | | | \$185.00 |
| 12738 | 10/18/2023 | | Accounts Payable | United Rentals (North America), Inc | \$176.40 |
| | Invoice | Description | | | Amount |
| | 208638602-18 | SPECIAL EVENTS STORAGE AT SMITH PARK | | | \$176.40 |
| 12739 | 10/18/2023 | | Accounts Payable | Vulcan Materials Co. | \$1,026.70 |
| | Invoice | Description | | | Amount |
| | 73792161 | ASPHALT MAINTENANCE | | | \$216.11 |
| | 73795426 | ASPHALT FOR STREETS | | | \$264.86 |
| | 73799969 | ASPHALT FOR STREETS | | | \$164.30 |
| | 73799970 | ASPHALT FOR STREETS | | | \$220.17 |
| | 73802083 | ASPHALT FOR STREETS | | | \$161.26 |

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|--------|---------------|--|------------------|------------------------------------|--------------------|
| 12740 | 10/18/2023 | | Accounts Payable | Western Water Works Supply Company | \$1,910.83 |
| | Invoice | Description | | | Amount |
| | 1245577-00 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$1,231.93 |
| | 1245772-00 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$123.76 |
| | 1245798-00 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$555.14 |
| 12741 | 10/12/2023 | | Accounts Payable | T-Mobile USA, Inc | \$1,778.30 |
| | Invoice | Description | | | Amount |
| | Import - 8874 | Radio & Telecommunication | | | \$1,778.30 |
| 12742 | 10/12/2023 | | Accounts Payable | So Calif Edison Company | \$9,216.06 |
| | Invoice | Description | | | Amount |
| | Import - 8879 | ELECTRIC SVC-VARIOUS LOCATION | | | \$9,216.06 |
| 12743 | 10/18/2023 | | Accounts Payable | Frontier California | \$187.69 |
| | Invoice | Description | | | Amount |
| | Import - 8880 | Radio & Telecommunication | | | \$187.69 |
| 12744 | 10/19/2023 | | Accounts Payable | So Calif Gas Company | \$674.26 |
| | Invoice | Description | | | Amount |
| | Import - 8881 | GAS SVC-9633 BEVERLY | | | \$674.26 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|-------------------------------|------------------|-----------------------------|--------------------|
| 12745 | 10/19/2023 | | Accounts Payable | Time Warner Cable | \$40.40 |
| | Invoice | Description | | | Amount |
| | Import - 8882 | RADIO & TELECOMMUNICATION | | | \$40.40 |
| 12746 | 10/20/2023 | | Accounts Payable | San Gabriel Valley Water Co | \$814.13 |
| | Invoice | Description | | | Amount |
| | Import - 8883 | WATER SVC-08/29/23-09/29/23 | | | \$814.13 |
| 12747 | 10/20/2023 | | Accounts Payable | Time Warner Cable | \$126.14 |
| | Invoice | Description | | | Amount |
| | Import - 8884 | RADIO & TELECOMMUNICATION | | | \$126.14 |
| 12748 | 10/20/2023 | | Accounts Payable | So Calif Gas Company | \$107.99 |
| | Invoice | Description | | | Amount |
| | Import - 8885 | GAS SVC-VARIOUS LOCATIONS | | | \$107.99 |
| 12749 | 10/20/2023 | | Accounts Payable | So Calif Edison Company | \$14.67 |
| | Invoice | Description | | | Amount |
| | Import - 8886 | ELECTRIC SVC-VARIOUS LOCATION | | | \$14.67 |
| 12750 | 10/23/2023 | | Accounts Payable | Lowe's | \$7,392.64 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|------------------------------------|------------------|-----------------------------|--------------------|
| | Import - 8887 | BUILDING MAINTANCE SUPPLIES | | | \$7,392.64 |
| 12751 | 10/23/2023 | | Accounts Payable | So Calif Gas Company | \$1,738.89 |
| | Invoice | Description | | | Amount |
| | Import - 8888 | GAS SVC-VARIOUS LOCATIONS | | | \$1,738.89 |
| 12752 | 10/24/2023 | | Accounts Payable | City of Pico Rivera | \$1,648.52 |
| | Invoice | Description | | | Amount |
| | Import - 8892 | WATER SVC WASHINGTON BL | | | \$1,648.52 |
| 12753 | 10/04/2023 | | Accounts Payable | Office Depot | \$2,302.40 |
| | Invoice | Description | | | Amount |
| | Import - 8891 | Office Supplies | | | \$2,302.40 |
| 12754 | 10/25/2023 | | Accounts Payable | ABM Building Solutions, LLC | \$8,945.00 |
| | Invoice | Description | | | Amount |
| | 18475429 | HVAC MAINTENANCE | | | \$8,945.00 |
| 12755 | 10/25/2023 | | Accounts Payable | Advanced Printing | \$1,054.27 |
| | Invoice | Description | | | Amount |
| | 00869 | INCREASED WATER USAGE DOOR HANGERS | | | \$1,054.27 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|--|------------------|---------------------------|--------------------|
| 12756 | 10/25/2023 | | Accounts Payable | Aramark | \$419.70 |
| | Invoice | Description | | | Amount |
| | 5860221539 | UNIFORM RENTAL SVCS | | | \$419.70 |
| 12757 | 10/25/2023 | | Accounts Payable | AUTOMATED WATER TREATMENT | \$21,333.25 |
| | Invoice | Description | | | Amount |
| | 1294 | CHEMICAL SUPPLIES/MATERIALS FOR WATER TREATMENT | | | \$21,333.25 |
| 12758 | 10/25/2023 | | Accounts Payable | Cobian, Sr., Luis | \$1,219.20 |
| | Invoice | Description | | | Amount |
| | 145162-145170 | NIPPON KEMPO AND MIXED MARTIAL ARTS 10/3/23-10/31/23 | | | \$1,219.20 |
| 12759 | 10/25/2023 | | Accounts Payable | Cosby Oil Company | \$7,880.48 |
| | Invoice | Description | | | Amount |
| | CL02092 | FUEL FOR CITY VEHICLES 9/19/23-9/30/23 | | | \$7,880.48 |
| 12760 | 10/25/2023 | | Accounts Payable | Dance Image | \$765.00 |
| | Invoice | Description | | | Amount |
| | 145221-145223 | VARIOUS DANCE CLASSES 9/9/23-10/21/23 | | | \$765.00 |
| 12761 | 10/25/2023 | | Accounts Payable | Danielle Eileen Ruiz | \$345.60 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|--|--------------------|
| | 145155 | BEGINNERS YOGA 10/2/23-10/25/23 | | | \$345.60 |
| 12762 | 10/25/2023 | | Accounts Payable | GENERAL BUILDING MANAGEMENT | \$25,301.93 |
| | Invoice | Description | | | Amount |
| | 18399 | JANITORIAL SVCS FOR LIBRARIES AUGUST 2023 | | | \$560.00 |
| | 18380 | JANITORIAL SVCS FOR LIBRARIES JULY 2023 | | | \$560.00 |
| | 18418 | JANITORIAL SVCS SEPTEMBER 2023 | | | \$700.00 |
| | 18417 | JANITORIAL SVCS SEPTEMBER 2023 | | | \$7,827.31 |
| | 18379 | JANITORIAL SVCS JULY 2023 | | | \$7,827.31 |
| | 18398 | JANITORIAL SVCS AUGUST 2023 | | | \$7,827.31 |
| 12763 | 10/25/2023 | | Accounts Payable | GRM Information Management Services, Inc | \$204.00 |
| | Invoice | Description | | | Amount |
| | 048817 | MONTHLY SHREDDING SERVICES-SEPTEMBER 2023 | | | \$204.00 |
| 12764 | 10/25/2023 | | Accounts Payable | Home Depot | \$715.32 |
| | Invoice | Description | | | Amount |
| | 766212591 | SUPPLIES | | | \$715.32 |
| 12765 | 10/25/2023 | | Accounts Payable | I Copy, Inc (ibe digital) | \$2,590.35 |
| | Invoice | Description | | | Amount |
| | 459856 | MAINTENANCE AND TONER EQUIPMENT PICO PARK | | | \$18.19 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|--|------------------|----------------------------|--------------------|
| | 459857 | MAINTENANCE AND TONER EQUIPMENT FINANCE | | | \$18.19 |
| | 459940 | MAINTENANCE AND TONER EQUIPMENT SMITH PARK | | | \$18.19 |
| | 459943 | MAINTENANCE AND TONER EQUIPMENT CED | | | \$36.38 |
| | 460025 | MAINTENANCE AND TONER EQUIPMENT RIVERA PARK | | | \$18.19 |
| | 460059 | MAINTENANCE AND TONER EQUIPMENT RIO HONDO PARK | | | \$18.19 |
| | 460065 | CONTRACT OVERAGE CHARGE 9/17/23-10/16/23 | | | \$2,463.02 |
| 12766 | 10/25/2023 | | Accounts Payable | Interwest Consulting Group | \$6,400.00 |
| | Invoice | Description | | | Amount |
| | 90483 | PROFESSIONAL SERVICES 4820 DURFEE, JULY 2023 | | | \$5,905.00 |
| | 91195 | PROFESSIONAL SERVICES 4820 DURFEE, AUGUST 2023 | | | \$495.00 |
| 12767 | 10/25/2023 | | Accounts Payable | JCL Traffic Services | \$176.40 |
| | Invoice | Description | | | Amount |
| | 121379 | STREET SIGNS | | | \$176.40 |
| 12768 | 10/25/2023 | | Accounts Payable | Mariposa Landscapes, Inc | \$61,425.00 |
| | Invoice | Description | | | Amount |
| | 103644 | LANDSCAPE SVCS JULY 2023 | | | \$20,475.00 |
| | 104069 | LANDSCAPE SVCS AUGUST 2023 | | | \$20,475.00 |
| | 104518 | LANDSCAPE SVCS SEPTEMBER 2023 | | | \$20,475.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|--|------------------|---------------------------------------|--------------------|
| 12769 | 10/25/2023 | | Accounts Payable | Martinez, Ben | \$120.00 |
| | Invoice | Description | | | Amount |
| | SUMFALLWK9'23 | UMPIRE SVCS FOR SENIOR LEAGUE 10/12/23 | | | \$60.00 |
| | SUMFALLWK10'23 | UMPIRE SVCS FOR SENIOR LEAGUE 10/19/23 | | | \$60.00 |
| 12770 | 10/25/2023 | | Accounts Payable | Metro Builders & Engineers Group, Ltd | \$160,915.54 |
| | Invoice | Description | | | Amount |
| | PP #11 | PFAS WATER TREATMENT PROJECT, CIP 50042 THRU 08/01/23-08/31/23 | | | \$169,384.78 |
| | PP#11-A | PFAS WATER TREATMENT PROJECT, CIP 50042 THRU 08/01/23-08/31/23 | | | (\$8,469.24) |
| 12771 | 10/25/2023 | | Accounts Payable | Nationwide Environmental Services | \$179,817.59 |
| | Invoice | Description | | | Amount |
| | 33567 | FUEL ADJUSTMENT SEPTEMBER 2023 | | | \$6,067.46 |
| | 33552 | CATCH BASIN CLEANING SVCS SEPTEMBER 2023 | | | \$8,212.50 |
| | 33534 | BUS SHELTER MAINTENANCE OCTOBER 2023 | | | \$20,946.42 |
| | 33533 | STREET SWEEPING SVCS OCTOBER 2023 | | | \$59,913.44 |
| | 33488 | FUEL ADJUSTMENT AUGUST 2023 | | | \$5,634.07 |
| | 33472 | GRAFFITI ABATEMENT SEPTEMBER 2023 | | | \$29,618.22 |
| | 33471 | BUS STOP SVCS SEPTEMBER 2023 | | | \$20,946.42 |
| | 33400 | GRAFFITI ABATEMENT AUGUST 2023 | | | \$28,479.06 |
| 12772 | 10/25/2023 | | Accounts Payable | Rousselle Company Inc. | \$290.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|--|------------------|--|--------------------|
| | Invoice | Description | | | Amount |
| | 2023-002593 | PEST CONTROL SVC SEPTEMBER 2023, PICO PARK | | | \$115.00 |
| | 2023-002592 | PEST CONTROL SVC SEPTEMBER 2023, STREAMLAND PARK | | | \$45.00 |
| | 2023-002591 | PEST CONTROL SVC SEPTEMBER 2023, RIO HONDO PARK | | | \$65.00 |
| | 2023-002590 | PEST CONTROL SVC SEPTEMBER 2023, YOUTH CENTER | | | \$65.00 |
| 12773 | 10/25/2023 | | Accounts Payable | Rush Truck Centers of California, Inc. | \$311,171.52 |
| | Invoice | Description | | | Amount |
| | 1209-00959 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$49,942.65 |
| | 1209-00962 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$52,654.80 |
| | 1209-00960 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$51,513.71 |
| | 1209-00963 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$52,114.58 |
| | 1209-00961 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$53,310.79 |
| | 1209-00964 | REPLACEMENT VEHICLE FOR PUBLIC WORKS FIELD STAFF | | | \$51,634.99 |
| 12774 | 10/25/2023 | | Accounts Payable | S & J Supply Co., Inc. | \$5,421.59 |
| | Invoice | Description | | | Amount |
| | S100216588.001 | SUPPLIES FOR PRWA MAINTENANCE AND REPAIR | | | \$5,421.59 |
| 12775 | 10/25/2023 | | Accounts Payable | S & S LaBarge Golf Inc | \$42,094.85 |
| | Invoice | Description | | | Amount |
| | 310 | Expense Reimbursement- September 2023 | | | \$42,094.85 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|--|------------------|---------------------------|--------------------|
| 12776 | 10/25/2023 | | Accounts Payable | Serrano, Leon | \$3,139.20 |
| | Invoice | Description | | | Amount |
| | 145205-145251 | TIKI TAKA SOCCER CLASSES 9/6/23-10/26/23 | | | \$3,139.20 |
| 12777 | 10/25/2023 | | Accounts Payable | Shoeteria, Inc. | \$1,184.90 |
| | Invoice | Description | | | Amount |
| | 0055345-IN | SAFETY SHOES FOR JAVIER GARCIA | | | \$200.00 |
| | 0055824-IN | SAFETY SHOES FOR ALBERT RAMIREZ | | | \$197.40 |
| | 0056027-IN | SAFETY SHOES FOR MIGUEL RIVERA | | | \$200.00 |
| | 0056410-IN | SAFETY SHOES FOR MARCOS CAMPOS | | | \$189.07 |
| | 0056412-IN | SAFETY SHOES FOR CARLOS RIVERA | | | \$198.43 |
| | 0056413-IN | SAFETY SHOES FOR CHRISTIAN CARDENAS | | | \$200.00 |
| 12778 | 10/25/2023 | | Accounts Payable | Silva, Luz | \$350.00 |
| | Invoice | Description | | | Amount |
| | 145158 | ZUMBA CLASS 10/3/23-10/26/23 | | | \$350.00 |
| 12779 | 10/25/2023 | | Accounts Payable | Tanko Streetlighting, Inc | \$11,293.75 |
| | Invoice | Description | | | Amount |
| | 69082 | MAINTENANCE AND OPERATION OF STREET LIGHTS AUGUST T&M 2023 | | | \$11,293.75 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|-------------------------------|------------------|------------------------|--------------------|
| 12780 | 10/25/2023 | | Accounts Payable | Vulcan Materials Co. | \$590.42 |
| | Invoice | Description | | | Amount |
| | 73807387 | ASPHALT MAINTENANCE | | | \$212.05 |
| | 73807388 | ASPHALT MAINTENANCE | | | \$214.07 |
| | 73809732 | ASPHALT MAINTENANCE | | | \$164.30 |
| 12781 | 10/25/2023 | | Accounts Payable | Waxie Sanitary Supply | \$4,253.33 |
| | Invoice | Description | | | Amount |
| | 82010772 | JANITORIAL SUPPLIES | | | \$1,230.82 |
| | 81915415 | JANITORIAL SUPPLIES FOR PARKS | | | \$1,765.29 |
| | 82017007 | JANITORIAL SUPPLIES FOR PARKS | | | \$1,257.22 |
| 12782 | 10/25/2023 | | Accounts Payable | Weck Laboratories Inc. | \$2,181.00 |
| | Invoice | Description | | | Amount |
| | W3J0151 | WATER QUALITY SAMPLING | | | \$250.00 |
| | W3J0149 | WATER QUALITY SAMPLING | | | \$250.00 |
| | W3J0646 | WATER QUALITY SAMPLING | | | \$250.00 |
| | W3J0645 | WATER QUALITY SAMPLING | | | \$60.00 |
| | W3I0281 | WATER QUALITY SAMPLING | | | \$51.00 |
| | W3I0280 | WATER QUALITY SAMPLING | | | \$120.00 |
| | W3I0282 | WATER QUALITY SAMPLING | | | \$250.00 |
| | W3I0283 | WATER QUALITY SAMPLING | | | \$250.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-------------|--|------------------|----------------------------|--------------------|
| | W3J0148 | WATER QUALITY SAMPLING | | | \$170.00 |
| | W3J0150 | WATER QUALITY SAMPLING | | | \$60.00 |
| | W3J1411 | WATER QUALITY SAMPLING | | | \$470.00 |
| 12783 | 10/25/2023 | | Accounts Payable | Willdan Engineering | \$33,838.86 |
| | Invoice | Description | | | Amount |
| | 00419057 | PROFESSIONAL SVCS THROUGH 08/25/23, CITY HALL ADA | | | \$12,251.60 |
| | 00419079 | PROFESSIONAL SVCS THROUGH 08/25/23, PR SLURRY SEAL CM & INSPECTI | | | \$17,467.00 |
| | 00419086 | PROFESSIONAL SVCS THROUGH 08/25/23, PR BEVERLY & SAN GABRIEL | | | \$4,120.26 |
| 12784 | 10/25/2023 | | Accounts Payable | Willdan Financial Services | \$6,299.25 |
| | Invoice | Description | | | Amount |
| | 010-56386 | Annual District Administration- 50/50 invoices | | | \$6,299.25 |
| 12785 | 10/26/2023 | | Accounts Payable | Delta Dental (Delta Care) | \$2,183.34 |
| | Invoice | Description | | | Amount |
| | BE005708728 | DENTAL SERVICES (DHMO) FOR OCTOBER 2023 | | | \$2,183.34 |
| 12786 | 10/26/2023 | | Accounts Payable | Lincoln Financial Group | \$1,464.20 |
| | Invoice | Description | | | Amount |
| | 100123 | SUPPLEMENTAL LIFE INSURANCE FOR OCTOBER 2023 | | | \$1,464.20 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------------|---|------------------|---|--------------------|
| 12787 | 10/26/2023 | | Accounts Payable | MSA-Dental Pool | \$9,375.34 |
| | Invoice | Description | | | Amount |
| | 100123 | DENTAL SERVICES (DPPO) FOR OCTOBER 2023 | | | \$9,375.34 |
| 12788 | 10/26/2023 | | Accounts Payable | Nationwide Retirement Solutions | \$6,569.86 |
| | Invoice | Description | | | Amount |
| | 102623 | EMPLOYEE/EMPLOYER CONTRIBUTIONS FOR P/E 10/20/23 (401A) | | | \$6,569.86 |
| 12789 | 10/26/2023 | | Accounts Payable | Nationwide RS | \$1,162.62 |
| | Invoice | Description | | | Amount |
| | 102623 | PEHP BENEFIT/DEDUCTION FOR P/E 10/20/23 | | | \$1,162.62 |
| 12790 | 10/26/2023 | | Accounts Payable | PRMPCEA | \$637.00 |
| | Invoice | Description | | | Amount |
| | 102623 | UNION DUES FOR P/E 10/20/23 | | | \$637.00 |
| 12791 | 10/26/2023 | | Accounts Payable | SEIU Local 721 | \$1,646.52 |
| | Invoice | Description | | | Amount |
| | 102623 | UNION DUES FOR P/E 10/20/23 | | | \$1,646.52 |
| 12792 | 10/26/2023 | | Accounts Payable | The Lincoln National Life Insurance Company | \$12,495.61 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|---|------------------|----------------------------------|--------------------|
| | 100123 | GROUP LIFE, STD & LTD PREMIUMS FOR OCTOBER 2023 | | | \$12,495.61 |
| 12793 | 10/26/2023 | | Accounts Payable | Willdan Engineering | \$52,755.85 |
| | Invoice | Description | | | Amount |
| | 00626265 | PROFESSIONAL SVCS THROUGH 7/28/23, OVERLAY & RECONSTRUCTION | | | \$52,755.85 |
| 12794 | 10/24/2023 | | Accounts Payable | US Bank Corporate Trust Services | \$36,646.80 |
| | Invoice | Description | | | Amount |
| | 20230926 | CalCard- September 2023 | | | \$36,646.80 |
| 12795 | 10/24/2023 | | Accounts Payable | So Calif Edison Company | \$3,674.34 |
| | Invoice | Description | | | Amount |
| | Import - 9353 | ELECTRIC SVC-VARIOUS LOCATION | | | \$3,674.34 |
| 12796 | 10/25/2023 | | Accounts Payable | So Calif Edison Company | \$72,113.81 |
| | Invoice | Description | | | Amount |
| | Import - 9355 | ELECTRIC SVC-VARIOUS LOCATION | | | \$72,113.81 |
| 12797 | 10/26/2023 | | Accounts Payable | So Calif Edison Company | \$200.83 |
| | Invoice | Description | | | Amount |
| | Import - 9356 | ELECTRIC SVC-VARIOUS LOCATION | | | \$200.83 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|-------------------------------|------------------|-------------------------|--------------------|
| 12798 | 10/26/2023 | | Accounts Payable | Frontier California | \$60.78 |
| | Invoice | Description | | | Amount |
| | Import - 9357 | Radio & Telecommunication | | | \$60.78 |
| 12799 | 10/31/2023 | | Accounts Payable | Frontier California | \$200.71 |
| | Invoice | Description | | | Amount |
| | Import - 9458 | Radio & Telecommunication | | | \$200.71 |
| 12800 | 10/31/2023 | | Accounts Payable | So Calif Edison Company | \$53.67 |
| | Invoice | Description | | | Amount |
| | Import - 9459 | ELECTRIC SVC-VARIOUS LOCATION | | | \$53.67 |
| 12801 | 10/31/2023 | | Accounts Payable | So Calif Gas Company | \$180.71 |
| | Invoice | Description | | | Amount |
| | Import - 9460 | GAS SVC-VARIOUS LOCATIONS | | | \$180.71 |
| 12802 | 10/31/2023 | | Accounts Payable | City of Pico Rivera | \$142.88 |
| | Invoice | Description | | | Amount |
| | Import - 9461 | WTR SVC-VARIOUS LOCATIONS | | | \$142.88 |
| 12803 | 10/31/2023 | | Accounts Payable | Office Depot | \$1,347.47 |
| | Invoice | Description | | | Amount |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|---|------------------|----------------------------|--------------------|
| | Import - 9462 | Office Supplies | | | \$1,347.47 |
| 12804 | 11/01/2023 | | Accounts Payable | Advanced Avant-Garde Corp. | \$10,336.25 |
| | Invoice | Description | | | Amount |
| | 8916 | PROFESSIONAL SVCS SEPTEMBER 2023, CDBG PROGRAM MANAGEMENT | | | \$10,336.25 |
| 12805 | 11/01/2023 | | Accounts Payable | Advanced Printing | \$1,054.27 |
| | Invoice | Description | | | Amount |
| | 00872 | DISCONTINUED SERVICE DOOR HANGERS | | | \$1,054.27 |
| 12806 | 11/01/2023 | | Accounts Payable | Aramark | \$355.20 |
| | Invoice | Description | | | Amount |
| | 5860226841 | UNIFORM RENTAL SVCS | | | \$355.20 |
| 12807 | 11/01/2023 | | Accounts Payable | Basic Benefits LLC | \$425.92 |
| | Invoice | Description | | | Amount |
| | IN2897506 | FMLA EASE PLUS SVC OCTOBER 2023 | | | \$425.92 |
| 12808 | 11/01/2023 | | Accounts Payable | Bland, Renee | \$80.00 |
| | Invoice | Description | | | Amount |
| | SUMFALLWK11'23 | UMPIRE SVCS FOR SENIOR LEAGUE 10/26/23 | | | \$80.00 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|-------------|--|------------------|---|--------------------|
| 12809 | 11/01/2023 | | Accounts Payable | Cosby Oil Company | \$9,234.35 |
| | Invoice | Description | | | Amount |
| | CL03345 | FUEL FOR CITY VEHICLES 10/10/23-10/20/23 | | | \$9,234.35 |
| 12810 | 11/01/2023 | | Accounts Payable | DE LAGE LANDEN FINANCIAL SERVICES, INC. | \$2,500.85 |
| | Invoice | Description | | | Amount |
| | 81256061 | CITYWIDE COPIERS LEASE 11/1/23-11/30/23 | | | \$2,500.85 |
| 12811 | 11/01/2023 | | Accounts Payable | Dell Marketing L.P. | \$2,544.00 |
| | Invoice | Description | | | Amount |
| | 10707106361 | ProDeploy Dell Server R Series 1U/2U | | | \$2,544.00 |
| 12812 | 11/01/2023 | | Accounts Payable | DIEGO'S AUTO REPAIR | \$481.92 |
| | Invoice | Description | | | Amount |
| | 29775 | FLEET REPAIR SVCS #217 | | | \$111.12 |
| | 29811 | FLEET REPAIR SVCS #201 | | | \$370.80 |
| 12813 | 11/01/2023 | | Accounts Payable | Home Depot | \$112.50 |
| | Invoice | Description | | | Amount |
| | 764736112 | JANITORIAL SUPPLIES | | | \$112.50 |
| 12814 | 11/01/2023 | | Accounts Payable | I Copy, Inc (ibe digital) | \$140.76 |

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| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|--|------------------|---------------------------------------|--------------------|
| | Invoice | Description | | | Amount |
| | 460201 | MAINTENANCE AND TONER EQUIPMENT SENIOR CENTER | | | \$36.38 |
| | 460079 | CONTRACT OVERAGE CHARGE 9/18/23-10/17/23 | | | \$104.38 |
| 12815 | 11/01/2023 | | Accounts Payable | Interwest Consulting Group | \$685.00 |
| | Invoice | Description | | | Amount |
| | 91642 | PROFESSIONAL SVCS SEPTEMBER 2023, 4820 DURFEE AVE | | | \$210.00 |
| | 91632 | PROFESSIONAL SVCS SEPTEMBER 2023, ELECTRIC VEHICLE CHARGING STAT | | | \$475.00 |
| 12816 | 11/01/2023 | | Accounts Payable | Metro Builders & Engineers Group, Ltd | \$145,997.72 |
| | Invoice | Description | | | Amount |
| | PP#12 | PFAS WATER TREATMENT PROJECT, CIP 50042 THRU 09/01/23-09/30/23 | | | \$153,681.81 |
| | PP#12-A | PFAS WATER TREATMENT PROJECT, CIP 50042 THRU 09/01/23-09/30/23 | | | (\$7,684.09) |
| 12817 | 11/01/2023 | | Accounts Payable | NASA Services Inc | \$304,375.67 |
| | Invoice | Description | | | Amount |
| | 2023NOVRUBFEES | RUBBISH ASSESSMENT NOVEMBER 2023 | | | \$304,375.67 |
| 12818 | 11/01/2023 | | Accounts Payable | RSG, Inc | \$2,067.50 |
| | Invoice | Description | | | Amount |
| | 1010956 | MHP RSO ADMINISTRATION SERVICES FOR SEPTEMBER 2023 | | | \$2,067.50 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|----------------|---|------------------|--------------------------|--------------------|
| 12819 | 11/01/2023 | | Accounts Payable | S & J Supply Co., Inc. | \$594.53 |
| | Invoice | Description | | | Amount |
| | S100216588.003 | MAINTENANCE SUPPLIES | | | \$594.53 |
| 12820 | 11/01/2023 | | Accounts Payable | Security Signal Devices | \$5,787.09 |
| | Invoice | Description | | | Amount |
| | R-00477766 | ALARM MONITORING NOVEMBER 2023 | | | \$1,471.56 |
| | R-00461111 | MONITORING ALARM SYSTEMS AUGUST 2023 | | | \$1,471.56 |
| | R-00468111 | MONITORING ALARM SYSTEMS SEPTEMBER 2023 | | | \$1,471.56 |
| | S-01109057 | SERVICE CALL RIVERA PARK BATTING CAGES | | | \$1,088.91 |
| | S-01108486 | PHONE SVCS 8/22/23 | | | \$283.50 |
| 12821 | 11/01/2023 | | Accounts Payable | Shoeteria, Inc. | \$200.00 |
| | Invoice | Description | | | Amount |
| | 0056550-IN | SAFETY SHOES FOR ALLEN MARTIN | | | \$200.00 |
| 12822 | 11/01/2023 | | Accounts Payable | The Sherwin-Williams Co. | \$1,468.41 |
| | Invoice | Description | | | Amount |
| | 21360191511023 | PAINT SUPPLIES FOR GRAFFITI ABATEMENT | | | \$102.11 |
| | 0876-7 | PAINT SUPPLIES FOR GRAFFITI ABATEMENT | | | \$1,275.55 |
| | 8875-1 | PAINT SUPPLIES | | | \$90.75 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|--|------------------|-------------------------------------|--------------------|
| 12823 | 11/01/2023 | | Accounts Payable | TRC ENGINEERS, INC | \$713.05 |
| | Invoice | Description | | | Amount |
| | 41738 | PROF SVCS THROUGH SEPTEMBER 30,2023, PR TRAFFIC SIGNAL UPGRADE | | | \$713.05 |
| 12824 | 11/01/2023 | | Accounts Payable | Tristar Risk Management | \$3,450.00 |
| | Invoice | Description | | | Amount |
| | 114843 | GENERAL LIABILITY FEES NOVEMBER 2023 | | | \$3,450.00 |
| 12825 | 11/01/2023 | | Accounts Payable | United Rentals (North America), Inc | \$283.60 |
| | Invoice | Description | | | Amount |
| | 790017234-027 | REACH STORAGE | | | \$103.74 |
| | 790017233-027 | REACH STORAGE | | | \$92.67 |
| | 790017232-027 | REACH STORAGE | | | \$87.19 |
| 12826 | 11/01/2023 | | Accounts Payable | Vulcan Materials Co. | \$693.01 |
| | Invoice | Description | | | Amount |
| | 73815000 | ASPHALT MAINTENANCE | | | \$211.03 |
| | 73815001 | ASPHALT MAINTENANCE | | | \$163.30 |
| | 73817441 | ASPHALT MAINTENANCE | | | \$318.68 |
| 12827 | 11/01/2023 | | Accounts Payable | Willdan Engineering | \$22,361.50 |
| | Invoice | Description | | | Amount |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|---------------|--|------------------|-------------------------|--------------------|
| | 00626431 | PROF SVCS 09/29/23, PR CITY HALL EV | | | \$310.00 |
| | 00626462 | PROF SVCS 09/29/23, ON CALL TRAFFIC ENGINEERING SVC | | | \$5,840.00 |
| | 00338163 | PROF SVCS 09/29/23, MINES AVE REGIONAL BIKEWAY | | | \$630.00 |
| | 00338164 | PROF SVCS 09/29/23, HSIP11 CITYWIDE TS | | | \$1,641.75 |
| | 00338165 | PROF SVCS 09/29/23, HSIP11 SCHOOL CROSSING | | | \$298.50 |
| | 00338166 | PROF SVCS 09/29/23, HSIP11 CITYWIDE SIGNS AUDIT | | | \$298.50 |
| | 00338167 | PROF SVCS 09/29/23, PR ATP6 MASTER PLAN | | | \$845.75 |
| | 00626330 | PROF SVCS 08/25/23, PR PRESSURE RELIEF VALVE IMP PRJ | | | \$905.00 |
| | 00419087 | PROF SVCS 08/25/23, PR REGIONAL BIKEWAY | | | \$552.00 |
| | 00229970 | PROF SVCS SEPTEMBER 2023, PR INSPECTIONS | | | \$11,040.00 |
| 12828 | 10/27/2023 | | Accounts Payable | Frontier California | \$512.44 |
| | Invoice | Description | | | Amount |
| | Import - 9358 | Radio & Telecommunication | | | \$512.44 |
| 12829 | 10/27/2023 | | Accounts Payable | So Calif Edison Company | \$30,944.39 |
| | Invoice | Description | | | Amount |
| | Import - 9360 | ELECTRIC SVC-VARIOUS LOCATION | | | \$30,944.39 |
| 12830 | 10/27/2023 | | Accounts Payable | Time Warner Cable | \$555.04 |
| | Invoice | Description | | | Amount |
| | Import - 9560 | RADIO & TELECOMMUNICATION | | | \$555.04 |

City of Pico Rivera
AP Warrant Register
 From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|------------------|---------------|-------------------------------|------------------|-------------------------|--------------------|
| 12831 | 11/01/2023 | | Accounts Payable | Time Warner Cable | \$115.54 |
| | Invoice | Description | | | Amount |
| | Import - 9561 | RADIO & TELECOMMUNICATION | | | \$115.54 |
| 12832 | 11/01/2023 | | Accounts Payable | So Calif Edison Company | \$538.32 |
| | Invoice | Description | | | Amount |
| | Import - 9562 | ELECTRIC SVC-VARIOUS LOCATION | | | \$538.32 |
| 12833 | 11/01/2023 | | Accounts Payable | Frontier California | \$176.76 |
| | Invoice | Description | | | Amount |
| | Import - 9563 | Radio & Telecommunication | | | \$176.76 |
| Type EFT Totals: | | | | | \$2,182,016.03 |

AP Warrant Register

From Payment Date: 10/02/2023 - To Payment Date: 11/2/2023

| Number | Date | Description | Source | Payee Name | Transaction Amount |
|--------|------|-------------|--------|------------|--------------------|
|--------|------|-------------|--------|------------|--------------------|

CBC GenOpe - CBC General Operating Totals

Grand Totals:

| | |
|--------|--------------------|
| Checks | Transaction Amount |
| | \$3,657,310.34 |
| EFTs | Transaction Amount |
| | \$2,182,016.03 |
| All | Transaction Amount |
| | \$5,839,326.37 |



To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: RESOLUTION AUTHORIZING A RIVERS AND MOUNTAINS CONSERVANCY GRANT APPLICATION SUBMISSION

Recommendation:

1. Approve a resolution authorizing the submittal of a grant application to the Proposition 1 Water Bond of 2014 Lower Los Angeles River Grant Program for the Los Paseos of Historic Whittier Boulevard Project (Paseos Project); and
2. Authorize the City Manager or his designee to accept and execute all grant related documents and administer the grant.

Fiscal Impact:

The City of Pico Rivera (City) is estimated to receive the requested grant funding amount of \$1,172,168 if the Paseos Project is selected for award. If approved, the City will contribute a local match of \$45,432 in the form of in-kind staff time related to grant administration, reporting, and general project management activities, which are included in the fiscal year (FY) 2023-25 Adopted Budget. Therefore, no additional appropriations from the General Fund are requested at this time.

Background:

The San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) was created by the California legislature in 1999. The RMC is one of ten conservancies within the California Resources Agency. Their mission is to preserve open space and habitat to provide for low-impact recreation and educational uses, wildlife habitat restoration and protection, and watershed improvements within their jurisdictions. The RMC's jurisdictional territory includes eastern Los Angeles County and western Orange County, comprised of the San Gabriel River Watershed and its tributaries, the Lower Los Angeles River Watershed and its tributaries, Upper Santa Clara River and its tributaries, northern slope of the Angeles National Forest, the San Gabriel Mountains National Monument, Puente Hills,

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
RESOLUTION AUTHORIZING A RIVERS & MOUNTAINS CONSERVANCY GRANT
APPLICATION SUBMISSION

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and the San Jose Hills. There are 68 cities in the RMC and 20 unincorporated communities. The City of Pico Rivera is uniquely situated in the middle of the RMC's jurisdictional territory.

In November 2014, California voters approved Proposition 1 (Prop 1), officially known as the Water Quality, Supply, and Infrastructure Improvement Act of 2014. This legislation, codified as Division 26.7 of the Water Code, authorized \$7.545 billion in general obligation bonds for various state water projects. These projects encompassed areas like surface and groundwater storage, ecosystem and watershed protection, and safeguarding drinking water sources. Prop 1's primary goals aligned with the California Water Action Plan, focusing on ensuring more reliable water supplies, restoring vital species and habitats, and enhancing the resilience and sustainability of water infrastructure. Chapter 6 of Prop 1, titled "Protecting Rivers, Lakes, Streams, Coastal Waters, and Watersheds," allocated up to \$100 million for projects aimed at preserving and enhancing urban creeks. These funds were designated for activities like land and water resource acquisition, development, rehabilitation, and protection, aligning with the goals of Prop1, RMC statutes, and statewide plans. The availability of funding for grant cycles depends on annual appropriations from the State Legislature to the RMC, with award amounts influenced by project quality, matching fund contributions, and alignment with statewide priorities for ecosystem and watershed protection.

Proposition 1 Water Bond of 2014 included a grant program dedicated to the Lower Los Angeles River (LLAR). This program, administered by the RMC, focuses on several key priorities, including ecosystem and watershed protection and restoration projects, safeguarding, and enhancing the Lower LA River, increasing access to a diverse range of populations, and securing matching funds. The RMC's LLAR Grants specifically target the Lower LA River corridor, spanning a distance of 1.5 miles from the main stem or tributary of the Lower LA River, which includes the Rio Hondo River. These grants allocate 90% of funds for project implementation and 10% for planning. All proposed projects are expected to align with the goals outlined in the Lower LA River Revitalization Plan.

Discussion:

The Paseos Project emerged as a priority within the scope of the Historic Whittier Boulevard (HWB) Specific Plan and Multimodal Plan following extensive outreach and engagement with stakeholders, including the Stakeholder Advisory Group (SAG) members, residents, and community groups. The existing conditions analysis of Historic Whittier Boulevard identified the corridor as the second most dangerous roadway for vulnerable roadway users in the City. Speedway Alley, the proposed site of the Paseos, serves as an alternative roadway along Whittier Boulevard, providing an opportunity to enhance connectivity, safety, and active transportation along this busy corridor. Moreover, community feedback emphasized the pressing need for safe, accessible, and engaging outdoor communal spaces and plazas, currently lacking in the City.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
RESOLUTION AUTHORIZING A RIVERS & MOUNTAINS CONSERVANCY GRANT
APPLICATION SUBMISSION

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Recognized as a priority due to prolonged neglect, increasing blight, economic decline, and inadequate resources, the Paseos Project seeks to revitalize underutilized alleyways and parking areas into welcoming neighborhood paseos along Historic Whittier Boulevard. In addition to beautification, the project also prioritizes safety and mobility enhancements for Speedway Alley, supporting economic growth through higher density mixed-use development. By fostering community-oriented spaces, integrating art, and emphasizing environmental sustainability, the Paseos will serve as vibrant, eco-friendly areas with features such as upcycled materials, drought-resistant landscaping, solar-powered lighting, and micro rain gardens aimed at capturing stormwater. This holistic approach aligns with the City's vision for a more cohesive and sustainable urban landscape, fostering community pride and promoting environmental conservation within the Historic Whittier Boulevard Revitalization Program.

The City of Pico Rivera remains steadfast in its proactive pursuit of funding opportunities for the Paseos Project, aiming to enhance our community's public spaces. In May 2023, the City applied for a Clean California Grant totaling \$3.5 million, a part of Governor Gavin Newsom's \$1.2 billion Clean California initiative led by Caltrans. Regrettably, the City's application was not selected for award in this round, though it's worth noting that no awards were granted for LA County District 7 during this cycle. The Clean California Grant program has allocated nearly \$115 million in funding to cities and local agencies, including the City of Pico Rivera, who was previously awarded \$8.1 million for median and parkway beautification projects on major corridors throughout the City, including Whittier Boulevard. In a positive development, the City's \$1.5 million Community Project Funding Request through the office of Congresswoman Linda Sanchez for the Paseos Project has been selected for the award, pending ongoing budgetary negotiations in the House. Staff will report to the City Council once the grant has been formally awarded to the City.

Recognizing the need to address the gap left by the unsuccessful Clean California grant application, the City is now seeking funding through the Prop 1 Water Bond of 2014 Lower LA River Grant program, which is administered by the RMC. This strategic move seeks to leverage available resources and opportunities to close the financial gap necessary for the successful realization of the Paseos Project. Through this grant program, the City aims to further fortify its commitment to enhancing the local environment, promoting community well-being, improving public health outcomes, and fostering a sustainable future by funding the urban greening, urban watershed, and stormwater capture components of the Paseos Project.

Community Outreach, Engagement & Empowerment

To ensure Paseos Project accurately reflects the history, culture, character, and general vision of the community, the City will employ the principles of collaborative governance and collective impact as primary methods to engage, educate, and empower members of the community to actively participate throughout the planning and decision-making process of these projects.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
RESOLUTION AUTHORIZING A RIVERS & MOUNTAINS CONSERVANCY GRANT
APPLICATION SUBMISSION

Page 4 of 4

The City remains committed to sustaining an extensive engagement strategy involving the Stakeholder Advisory Group (SAG) and Youth Ambassadors for the ongoing success of the Paseos Project. The City will also leverage use of the IDEA Lab, located at the heart of the Historic “uptown” Pico Rivera, to activate the Youth Ambassadors and host community workshops and open houses for the Paseos Project and the larger HWB project. The SAG consists of local community leaders and acts as a pivotal connection between the project and the broader community. Complementing this, the City’s Technical Advisory Committee (TAC) (i.e. jurisdictional authorities, agencies, utilities, etc.) and the Blue-Ribbon Committee (i.e. County, State, federal elected offices) provide essential technical and policy perspectives, ensuring synchronization with regulatory standards and policy alignment. The City’s outreach initiatives encompass a wide range of activities such as town halls, workshops, pop-up booths at special events, and open houses, fostering an inclusive environment for community involvement. A critical element of the City’s outreach strategy is the Youth Ambassador program, where students collaborate with professionals and provide a valuable generational perspective while aiding in outreach efforts through multimedia content creation and direct community engagement. If the City’s application is selected for the award, the City will leverage these established communication channels, particularly the dedication of the Youth Ambassadors, to further promote the project and gather crucial community feedback. This multifaceted outreach approach reinforces the Paseos Project as a shared vision reflective of the community’s values and aspirations.

Conclusion:

Staff recommends that the City Council approve the resolution for Los Paseos of Historic Whittier Boulevard Project, which authorizes the City Manager to submit the grant application to Proposition 1 Water Bond of 2014 Lower Los Angeles River Grant Program administered by the San Gabriel & Lower Los Angeles Rivers & Mountains Conservancy.



Steve Carmona

SC:JH:smc

Enclosures: 1) Resolution
2) Project Location Map

RESOLUTION NO. ____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, AUTHORIZING THE APPLICATION SUBMITTAL FOR GRANT FUNDS FOR THE CALIFORNIA WATER QUALITY, SUPPLY, AND INFRASTRUCTURE IMPROVEMENT ACT OF 2014 (PROPOSITION 1) – LOWER LA RIVER, FOR THE LOS PASEOS OF HISTORIC WHITTIER BOULEVARD PROJECT (PASEOS PROJECT)

WHEREAS, the people of the State of California have enacted the California Water, Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1), which provides funds for the San Gabriel and Lower Los Angeles Rivers and Mountains Conservancy (RMC) Lower LA River (LLAR) Grant Program;

WHEREAS, the RMC has been delegated the responsibility for the administration of the grant program in its jurisdiction, setting up necessary procedures;

WHEREAS, said procedures established by the RMC require the Applicant's Governing Body to certify by resolution the approval of the Application before submission of said Application to the State; and

WHEREAS, the Applicant will enter into a contract with the State of California for the Project.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pico Rivera as follows:

SECTION 1. Approve the filing of an application for local assistance funds from the RMC Lower Los Angeles River Grant Program for the Los Paseos of Historic Whittier Boulevard Project under the California Water Quality, Supply, and Infrastructure Improvement Act of 2014 (Proposition 1).

SECTION 2. Certifies that the Paseos Project is consistent with local or regional land use plans or Programs (or if it is not, that the project is still approved).

SECTION 3. Certifies that the Project is consistent with the goals of Proposition 1 including multi-beneficial and multi-jurisdictional ecosystem and watershed protection projects in accordance with statewide priorities.

SECTION 4. Certifies that the Application has or will have sufficient funds to operate and maintain the Project that is being submitted for funding consideration.

SECTION 5. Certifies that the Applicant has reviewed and understands the General Requirements and General Policies of the RMC Proposition 1 Grant Program Guidelines.

SECTION 6. Appoints the City Manager (or authorized representative) as agent to conduct all negotiations, execute, and submit all documents including, but not limited to Applications, agreements, payment requests and so on, which may be necessary for the completion of the Project.

SECTION 7. The City Clerk shall attest to the passage of this resolution, and it shall thereupon be in full force effect.

APPROVED AND PASSED this 14th day of November, 2023.

Erik Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

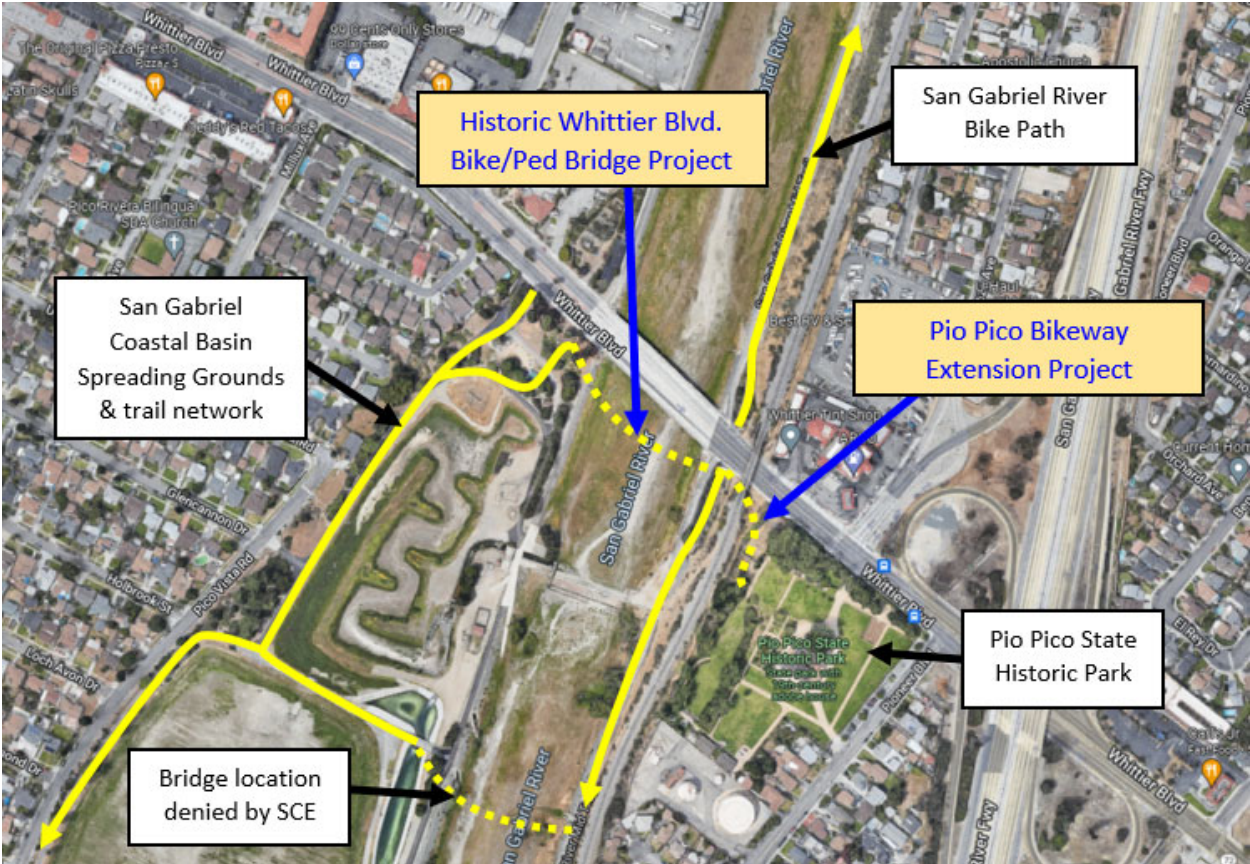
Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

AYES:

NOES:

Project Location Map





To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: APPROVE A RESOLUTION ADOPTING A JOB DESCRIPTION AND SALARY SCHEDULE FOR THE FULL-TIME SENIOR INFORMATION TECHNOLOGY MANAGER

Recommendation:

1. Approve a resolution (Enclosure 1) and adopt a job description and salary schedule (Exhibits A and B) for a full-time Senior Information Technology Manager (Senior IT Manager) position.

Fiscal Impact:

The Senior IT Manager's salary and benefits are approximately \$191,950 per fiscal year (FY). Sufficient funding has been appropriated for the vacant Senior IT Manager position in the FY 2023-24 Adopted Budget (100.20.6040-51100). The City will recruit to fill the vacant Senior IT Manager position once the Council approves.

Discussion:

On May 9, 2023, at the FY 2023-25 Preliminary (Proposed) Budget presentation, the City Council approved the reclassification request for an Information Technology (I.T.) Manager to a Senior I.T. Manager. As the City enhances its technological infrastructure, there is a growing demand for higher levels of technical expertise and management skills in the I.T. Division.

The City's "hands-on" staffing (client help desk support, desktop technician support, network administration, security system administration, security applications development, applications maintenance, database administration, specific project development, and implementation and support) is primarily under one full-time employee under the direction of City management. The City's technical environment consists of 10 sites, 32 servers, approximately 173 workstations, as well as several network appliances, systems, and software applications.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVE A RESOLUTION ADOPTING A JOB DESCRIPTION AND SALARY
SCHEDULE FOR THE FULL-TIME SENIOR INFORMATION TECHNOLOGY
MANAGER
Page 2 of 2

Currently, the City has been engaging with external consultants to fulfill some of the necessary functions. However, there is a growing need for a qualified candidate who can provide daily oversight of I.T. operations and take on additional responsibilities. Therefore, the City seeks to hire a candidate who can efficiently and effectively manage I.T. operations and ensure they run smoothly. This position will be critical in advancing the City's technological infrastructure and ensuring that it remains up-to-date and fully functional. Furthermore, as this is a new title and new job description there is an obligation to meet and confer. The City of Pico Rivera Mid Managers and Professional & Confidential Employees Association is entitled to review the job description as it impacts on the title and terms and conditions of employment. No salary adjustments or changes needed to be made as this position falls under the Senior Manager salary category and is within the pay range of like positions in other cities. On October 16, 2023, the City and the Association approved the job description and the existing salary schedule for this position.

Conclusion:

Staff recommends that the City Council approve a resolution adopting the Senior IT Manager's job description and salary schedule.



Steve Carmona

SC:KS:sp

Enclosure: 1) Resolution/Exhibit A and Exhibit B

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, ESTABLISHING THE JOB CLASSIFICATION AND SALARY SCHEDULE FOR THE POSITION OF SENIOR INFORMATION TECHNOLOGY MANAGER

WHEREAS, the City Council of the City of Pico Rivera seeks to establish a new classification, wage schedule and job description for the Senior Information Technology Manager (Senior IT Manager) position; and

WHEREAS, it is agreeable and desirable to define and establish the terms and conditions of employment applicable to the Senior IT Manager classification; and

WHEREAS, this Resolution shall remain in effect until superseded by a subsequent resolution concerning this matter.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pico Rivera as follows:

SECTION 1. The job description for the position of “Senior IT Manager” as reviewed and approved by Human Resources and the members of the Pico Rivera Mid Managers and Professional & Confidential Employees Association as set forth in Exhibit “A” attached hereto is hereby adopted.

SECTION 2. The Salary Schedule as set forth in Exhibit “B” is hereby established.

SECTION 3. The City Council reserves the right and discretion to review and amend this Resolution as it deems necessary.

SECTION 4. The City Clerk shall attest to the passage of this resolution, and it shall thereupon be in full force effect.

APPROVED AND PASSED this 14th day of November, 2023.

Erik Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

AYES:
NOES:

EXHIBIT "A"

SENIOR INFORMATION TECHNOLOGY MANAGER JOB DESCRIPTION

GENERAL PURPOSE

To lead the strategic vision and management of the city's technology infrastructure. The Senior IT Manager will play a crucial role in ensuring the smooth operation and support of technology systems while aligning them with the organization's overall goals and objectives.

EXAMPLES OF ESSENTIAL FUNCTIONS

Functions may be added, modified or deleted to meet the needs of the City.

Strategic Technology Leadership:

- Develop and implement the city's IT strategy, aligning technology initiatives with organizational goals and objectives.
- Evaluate and recommend emerging technologies that enhance operational efficiency and effectiveness.
- Stay updated on industry trends and advancements and assess their applicability to the city's technological infrastructure.

Technology Infrastructure Management:

- Oversee the design, implementation, and maintenance of the city's network, servers, databases, and software applications.
- Ensure the availability, security, and integrity of technology systems, data, and backups.
- Collaborate with other departments to assess technology needs and provide solutions that enhance productivity and user experience.

User Support and Training:

- Manage a team of IT professionals responsible for providing technical support to city staff.
- Develop and enforce IT policies, procedures, and standards.
- Conduct training sessions to enhance end-user proficiency and knowledge of technology systems and applications.

Project Management:

- Lead IT projects from inception to completion, including resource allocation, budgeting, and timeline management.
- Collaborate with stakeholders to define project requirements and ensure successful implementation and delivery.

Vendor Management:

- Evaluate, select, and manage technology vendors, ensuring the delivery of quality products and services.
- Negotiate contracts, service level agreements (SLAs), and maintenance agreements.
- Maintain strong vendor relationships to stay informed about product updates and support options.

QUALIFICATIONS GUIDELINES

Knowledge/Skills/Abilities

Knowledge of:

- Current technologies and trends in areas such as networking, cybersecurity, cloud computing, and software applications.
- Experience in developing and implementing IT strategies aligned with organizational goals.
- Excellent leadership and team management skills.
- Strong project management abilities, with a track record of successfully delivering IT projects on time and within budget.
- Exceptional problem-solving and decision-making capabilities.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.

Preferred Skills:

- Experience working in a public sector environment.
- Familiarity with specific technologies relevant to the City of Pico Rivera, such as enterprise resource planning (ERP) software, mobile applications, and cybersecurity tools.

Ability to:

- Ability to prioritize and plan time effectively in order to balance multiple tasks and projects with different completion dates.
- Ability to prioritize and plan time effectively in order to balance multiple tasks and projects with different completion dates.
- Analyze and interpret technological developments in relation to current and future operational needs.
- Ability to develop bid specifications and evaluate bids from contractors.
- Able to develop, plan, and implement short and long-range goals.
- Maintain Confidentiality
- Maintain effective relations with inside and outside customers.

Education/Training/Experience

Education:

Equivalent to bachelor's degree in a related field of Computer Science, Information Technology, or a related field is required.

A Master's degree is highly desirable.

Experience:

- Minimum of 8 years of progressive IT experience, including at least 3 years in a managerial role.
- Strong knowledge of current technologies and trends in areas such as networking, cybersecurity, cloud computing, and software applications.
- Experience in developing and implementing IT strategies aligned with organizational goals.
- Excellent leadership and team management skills.
- Strong project management abilities, with a track record of successfully delivering IT projects on time and within budget.
- Exceptional problem-solving and decision-making capabilities.
- Excellent communication and interpersonal skills, with the ability to work collaboratively with diverse stakeholders.

Licenses/Certification/Special Requirements:

May be asked to respond to after-hours emergencies. As an exempt member of the Mid-Managers, Professionals, and Confidential Employees Association, this position will receive yearly Administrative Leave as it may be asked to work non-traditional hours including nights, early mornings, weekends, and holidays.

Certifications in enterprise applications development, GIS technologies, cybersecurity, database management, Microsoft Power Platform, or programming languages are highly desired.

Coursework or certification in management principles.

Requires a valid Class C California Driver's License and an acceptable driving record.

PHYSICAL AND MENTAL DEMANDS

The physical and mental demands described here are representative of those that must be met by employees to successfully perform the essential functions of this class. Reasonable

accommodations may be made to enable individuals with disabilities to perform the essential functions.

Physical Demands

Face to face discussions, telephone, electronic email, constant contact with others.

The physical demands described here are representative of those that must be met by an employee to successfully perform the essential functions of this job.

While performing the duties of this job, the employee is regularly required to use hands to finger, handle or feel; reach with hands and arms; and talk or hear.

The employee frequently is required to stand; walk; and stoop, kneel, crouch or crawl.

The employee is occasionally required to sit and climb or balance.

The employee must regularly lift and/or move objects up to 10 pounds, frequently lift and/or move objects up to 50 pounds, and occasionally assist other employees in lifting and/or moving objects that weigh more than 75 pounds.

Specific vision abilities required by this job include close vision, distance vision, color vision, peripheral vision, depth perception and ability to adjust focus.

Mental Demands

While performing the duties of this class, the employee is regularly required to use oral and written communication skills; read and interpret data, information and documents; analyze and solve problems; observe and interpret data and situations; use math and mathematical reasoning; learn and apply new skills or information; perform highly detailed work on multiple concurrent tasks; work under changing and intensive deadlines with frequent interruptions; and interact with City officials, media, citizens groups, employees and others encountered in the course of work.

WORK ENVIRONMENT

The work environment characteristics described here are representative of those an employee encounters while performing the essential functions of this class. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

The employee works under typical office conditions, and the noise level is usually quiet.

EXHIBIT "B"

SALARY SCHEDULE

| Position | Group | Zone A | Zone B | Zone C 2023-2024 | Zone D |
|-------------------|-------|--------|--------|---------------------|--------|
| Senior IT Manager | VI | | | \$10,374 - \$12,031 | |



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: SISTER CITY COMMISSION APPOINTMENT

Recommendation:

1. Approve a resolution approving Councilmember Garcia's appointment to the Sister City Commission.

Fiscal Impact:

There is no fiscal impact to the General Fund.

Discussion:

Ordinance No. 1037 was adopted by the City Council on September 25, 2007 establishing a Sister City Commission for the City of Pico Rivera. The current term of office for commissioners serving on the Sister City Commission expires in December 2023. To continue with the work of this Commission and to facilitate future meetings, the City Council is being asked to consider appointments to the Sister City Commission.

The members of the Sister City Commission shall be appointed in the manner set forth by the attached resolution for a 2-year term expiring December 2025 when all the City's commissions' terms expire.

Councilmember John Garcia submitted a recommendation to appoint Fernando Lopez. Mr. Lopez is a business owner in the City of Pico Rivera in accordance with recently adopted Ordinance No. 1176.

Discussion:

It is recommended that the City Council approve the resolution appointing the proposed commissioner to the aforementioned Commission.

Steve Carmona

SC:CA:gsm

Enclosure: 1) Sister City Commission Resolution

RESOLUTION NO. _____

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, APPOINTING THE FOLLOWING CITY ELECTOR: FERNANDO LOPEZ TO THE SISTER CITY COMMISSION FOR A TWO-YEAR TERM SAID TO EXPIRE DECEMBER 2025

WHEREAS, Section 2.54.010 of the Pico Rivera Municipal Code creates the Sister City Commission; and

WHEREAS, Section 2.54.020 of said code provides for the appointment of a Sister City Commission of five members who shall be qualified electors of the City; and

WHEREAS, City Council Ordinance No. 1037 provides for the appointment of Sister City Commissioners for specified terms; and

WHEREAS, Councilmember John Garcia has recommended the appointment of Fernando Lopez to the Sister City Commission.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pico Rivera as follows:

SECTION 1. That the following individual is hereby appointed to the Sister City Commission:

Fernando Lopez

Said term shall commence on January 1, 2024 and expire on December 30, 2025 or at the time a successor is appointed, whichever is later.

SECTION 2. This resolution shall take effect immediately upon passage and adoption.

SECTION 3. That the City Clerk shall certify to the adoption and passage of this resolution and it shall thereupon be in full force and effect.

APPROVED AND PASSED this 14th day of November, 2023.

Erik Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, CMC, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

**AYES:
NOES:**



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT NO. 22-2130 WITH MOORE IACOFANO GOLTSMAN, INC. FOR THE PICO RIVERA - MAJOR CORRIDORS MEDIAN AND PARKWAY BEAUTIFICATION PROJECT, CIP NO. 50075

Recommendation:

1. Approve Amendment No. 1 to Moore Iacofano Goltsman’s, Inc. Professional Services Agreement No. 22-2130, for a not-to-exceed amount of \$17,367; and
2. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

Fiscal Impact:

The fiscal year (FY) 2023-24 adopted budget includes a budget of \$7,926,557 for design and construction support of the Pico Rivera - Major Corridors Median and Parkway Beautification Project No. 50075, CCL-5351(041). Sufficient funding is available for the contract amendment under Prop C Fund (206.70.7300.54500-CIP50075). No additional appropriation is required at this time.

Discussion:

On September 27, 2022, City Council approved Professional Services Agreement No. 22-2130 to Moore Iacofano Goltsman, Inc. (MIG, Inc.) for design services for the Pico Rivera - Major Corridors Median and Parkway Beautification Project No. 50075, CCL-5351(041) in the amount of \$301,703. The design includes drought tolerant plants and trees, irrigation systems, decomposed granite, boulders, cobble stone, anti-litter signs, artistic elements, historical markers, trash containers, iron bus benches, and wayfinding signage. To enhance the proposed improvements and beautify the major corridors, lighting improvements were added to the scope of work to illuminate the entrance monuments along Paramount Boulevard, Slauson Avenue, Washington Boulevard and

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT 22-
2130 WITH MOORE IACOFANO GOLTSMAN, INC. FOR THE PICO RIVERA - MAJOR
CORRIDORS MEDIAN AND PARKWAY BEAUTIFICATION PROJECT, CIP NO. 50075
Page 2 of 2

Whittier Boulevard. The additional design services will require an amendment in the amount of \$17,367 for a total contract amount of \$319,070.

Conclusion:

Staff recommends approving Amendment No. 1 to MIG, Inc's. professional services agreement in a not-to-exceed amount of \$17,367 to include the additional lighting scope of work and authorizing the City Manager to execute the amendment in a form approved by the City Attorney.



Steve Carmona

SC:NN:NC:np

Enclosure: 1) Amendment No. 1

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT NO. 22-2130
BETWEEN THE CITY OF PICO RIVERA AND
MOORE IACOFANO GOLTSMAN, INC.**

1. IDENTIFICATION

This Amendment No. 1 to Agreement No. 22-2130 is entered into as of November 14, 2023, and is to that certain Agreement No. 22-2130, Professional Services Agreement by and between the City of Pico Rivera ("City") and Moore Iacofano Goltsman, Inc. ("Consultant") (collectively referred to as "Parties") dated September 27, 2022 ("Agreement").

2. RECITALS

2.1 On September 27, 2022, City and Consultant entered into the Agreement for design services for the Major Corridors Median and Parkway Beautification Project.

2.2 Pursuant to Sections 5 and 32 of the Agreement, the Parties may only amend the Agreement in a writing executed by both Parties.

NOW, THEREFORE, for and in consideration of the performance by the Parties of the mutual covenants and conditions herein contained, the Parties hereto agree as follows:

3. EXTRA WORK

In accordance with Section 6.3. of the Agreement, the Scope of Work included in Exhibit A of the Agreement shall hereby be supplemented with Consultant's proposal attached hereto as Exhibit A-1. Exhibit A-1 is hereby incorporated by reference into the Agreement.

4. COMPENSATION

As compensation for the Extra Work described in Exhibit A-1, the not to exceed fee amount under Section 5.1 Consultant's Services of the Agreement shall hereby be increased by Seventeen Thousand Three Hundred Sixty-Seven Dollars (\$17,367.00) for Fiscal Year 2023-2024.

5. Except as expressly modified by this Amendment No. 1, all provisions of the Agreement shall remain in full force and effect.

6. The provisions of this Amendment No. 1 shall constitute the entire agreement of the Parties with respect to the subject matter included in this Amendment No. 1 and shall supersede any other agreement, understanding, or arrangement, whether written or oral, between the Parties with respect to the subject matter of this Amendment No. 1.

7. The person or persons executing this Amendment No. 1 on behalf of each of the Parties warrants and represents that he or she has the authority to execute this Amendment No. 1 on behalf of that Party and has the authority to bind that Party to the performance of its obligations hereunder.

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”
CITY OF PICO RIVERA

“CONSULTANT”
MOORE IACOFANO GOLTSMAN, INC.

Steve Carmona, City Manager

Steve Lang, Principal

Dated: _____

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A-1
SCOPE OF WORK



AUTHORIZATION FOR ADDITIONAL SERVICES (AAS)

PROJECT NAME: _____

DATE: _____

PROJECT LOCATION: _____

PROJECT # _____

CONTRACT DATE: _____

AAS# _____

CLIENT: _____

ADDRESS: _____

MIG hereby confirms authorization to proceed with additional services, based on the following:

Additional or Expanded Item in Scope of Services:

Change in Fee:

| | | |
|--|-----------------------|-------|
| | Original Fee: | _____ |
| Previous Authorizations for Additional Services: | | _____ |
| | Current Adjusted Fee: | _____ |
| Proposed Authorization for Additional Services: | | _____ |
| | New Adjusted Fee: | _____ |

Payment

Schedule (if changed): _____

Adjustment to Project Schedule: _____

Approvals by Original Contract Signatories:

MIG, Inc.

Client: _____



Signature and Title

Signature and Title

Date: _____

Date: _____



To: Steve Lang, PLA / Oscar Johnson, PLA
Moore Iacofano Goltsman, Inc. (MIG)
109 W. Union Avenue
Fullerton, CA 92832

From: Cirilo C. Regalado, Jr., P.E.

Date: January 13, 2023

Re: **City Monument Signs – Slauson Ave., Washington Blvd., and
Paramount Blvd.
City of Pico Rivera, CA
Electrical Engineering Scope of Services and Fees**

Scope of Services:

1. Electrical Engineering Services include:
 - a. Preparation of electrical construction drawings:
 - (1) Six (6) City entrance monument sign lighting using in-ground LED hard wired or solar powered light fixtures
 - (2) Pedestal mounted meter/panel or pole mounted solar panel, battery and lighting control.
 - b. Electrical specifications.
 - c. Opinion of probable electrical construction cost.
 - d. Construction support:
 - (1) Responses to RFIs.
 - (2) Review of electrical submittals.

Terms and Conditions:

1. Owner/Client responsibilities:
 - a. Provide electronic file for the street/median plans in AutoCAD complete with details.
 - b. Provide as built or record electrical drawings of street medians.
2. Excluded services not included in quoted Engineering fee:
 - a. Electrical and lighting equipment support/foundation structural design, pole foundation structural design, details and calculations.
 - b. Security/surveillance and other low voltage systems.
 - c. Construction observation.
 - d. Printing of plans for distribution.

Fees:

| | |
|---------------------------------------|--------------------|
| 1. Elec Const Docs, Preliminary - 30% | \$ 4,260.00 |
| 2. Elec Const Docs, 50% | \$ 2,840.00 |
| 3. Elec Const Docs, 90% | \$ 5,680.00 |
| 4. Elec Const Docs, 100% (Bid Set) | \$ 1,420.00 |
| 5. Bidding Phase | \$ 780.00 |
| 6. Construction Support | <u>\$ 1,560.00</u> |
| Total | \$16,540.00 |



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT NO. 22-2131 WITH MOORE IACOFANO GOLTSMAN, INC. FOR THE ROSEMEAD BOULEVARD MEDIAN AND PARKWAY BEAUTIFICATION PROJECT, CIP NO. 50076

Recommendation:

1. Approve Amendment No. 1 to Moore Iacofano Goltsman’s, Inc. Professional Services Agreement No. 22-2131, for a not-to-exceed amount of \$10,290; and
2. Authorize the City Manager to execute the amendment in a form approved by the City Attorney.

Fiscal Impact:

The fiscal year (FY) 2023-24 adopted budget includes a budget of \$ 5,246,557 for design and construction of the Rosemead Boulevard Median and Parkway Beautification Project No. 50076, CCL-5351(042). Sufficient funding is available for the contract amendment under Prop C Fund (206.70.7300.54500-CIP50075) and Clean CA Grant Fund (699.70.7300.54500-CIP50076). No additional appropriation is required at this time.

Discussion:

On September 27, 2022, City Council approved Professional Services Agreement No. 22-2131 to Moore Iacofano Goltsman, Inc. (MIG, Inc.) for design services for the Rosemead Boulevard Median and Parkway Beautification Project No. 50076, CCL-5351(042) in the amount of \$247,032. The design includes drought tolerant plants and trees, irrigation systems, decomposed granite, boulders, cobble stone, anti-litter signs, artistic elements, historical markers, trash containers, iron bus benches, fencing and wayfinding signage. To enhance the proposed improvements and beautify the corridor, lighting improvements were added to the scope of work to illuminate the entrance

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVE AMENDMENT NO. 1 TO PROFESSIONAL SERVICES AGREEMENT WITH
MOORE IACOFANO GOLTSMAN, INC. FOR THE ROSEMEAD BOULEVARD
MEDIAN AND PARKWAY BEAUTIFICATION PROJECT, CIP NO. 50076
Page 2 of 2

monuments along this major corridor. The additional design services will require an amendment in the amount of \$10,290 for a total contract amount of \$257,322.

Conclusion:

Staff recommends approving Amendment No. 1 to MIG Inc's. professional services agreement in a not-to-exceed amount of \$10,290 to include the additional lighting scope of work and authorizing the City Manager to execute the amendment in a form approved by the City Attorney.



Steve Carmona

SC:NN:NC:np

Enclosure: 1) Amendment No. 1

**AMENDMENT NO. 1
TO PROFESSIONAL SERVICES AGREEMENT NO. 22-2131
BETWEEN THE CITY OF PICO RIVERA AND
MOORE IACOFANO GOLTSMAN, INC.**

1. IDENTIFICATION

This Amendment No. 1 to Agreement No. 22-2131 is entered into as of November 14, 2023, and is to that certain Agreement No. 22-2131, Professional Services Agreement by and between the City of Pico Rivera (“City”) and Moore Iacofano Goltsman, Inc. (“Consultant”) (collectively referred to as “Parties”) dated September 27, 2022 (“Agreement”).

2. RECITALS

2.1 On September 27, 2022, City and Consultant entered into the Agreement for design services for the Rosemead Blvd. Median and Parkway Beautification Project.

2.2 Pursuant to Sections 5 and 32 of the Agreement, the Parties may only amend the Agreement in a writing executed by both Parties.

NOW, THEREFORE, for and in consideration of the performance by the Parties of the mutual covenants and conditions herein contained, the Parties hereto agree as follows:

3. EXTRA WORK

In accordance with Section 6.3 of the Agreement, the Scope of Work included in Exhibit A of the Agreement shall hereby be supplemented with Consultant’s proposal attached hereto as Exhibit A-1. Exhibit A-1 is hereby incorporated by reference into the Agreement.

4. COMPENSATION

As compensation for the Extra Work described in Exhibit A-1, the not to exceed fee amount under Section 5.1 Consultant’s Services of the Agreement shall hereby be increased by Ten Thousand Two Hundred Ninety Dollars (\$10,290.00) for Fiscal Year 2023-2024.

5. Except as expressly modified by this Amendment No. 1, all provisions of the Agreement shall remain in full force and effect.

6. The provisions of this Amendment No. 1 shall constitute the entire agreement of the Parties with respect to the subject matter included in this Amendment No. 1 and shall supersede any other agreement, understanding, or arrangement, whether written or oral, between the Parties with respect to the subject matter of this Amendment No. 1.

7. The person or persons executing this Amendment No. 1 on behalf of each of the Parties warrants and represents that he or she has the authority to execute this Amendment No. 1 on behalf of that Party and has the authority to bind that Party to the performance of its obligations hereunder.

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”
CITY OF PICO RIVERA

“CONSULTANT”
MOORE IACOFANO GOLTSMAN, INC.

Steve Carmona, City Manager

Steve Lang, Principal

Dated: _____

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A
SCOPE OF WORK



AUTHORIZATION FOR ADDITIONAL SERVICES (AAS)

PROJECT NAME: _____

DATE: _____

PROJECT LOCATION: _____

PROJECT # _____

CONTRACT DATE: _____

AAS# _____

CLIENT: _____

ADDRESS: _____

MIG hereby confirms authorization to proceed with additional services, based on the following:

Additional or Expanded Item in Scope of Services:

Change in Fee:

| | | |
|--|-----------------------|-------|
| | Original Fee: | _____ |
| Previous Authorizations for Additional Services: | | _____ |
| | Current Adjusted Fee: | _____ |
| Proposed Authorization for Additional Services: | | _____ |
| | New Adjusted Fee: | _____ |

Payment

Schedule (if changed): _____

Adjustment to Project Schedule: _____

Approvals by Original Contract Signatories:

MIG, Inc.

Client: _____



Signature and Title

Signature and Title

Date: _____

Date: _____



To: Steve Lang, PLA / Oscar Johnson, PLA
Moore Iacofano Goltsman, Inc. (MIG)
109 W. Union Avenue
Fullerton, CA 92832

From: Cirilo C. Regalado, Jr., P.E.

Date: January 13, 2023

Re: **Rosemead Blvd. Monument Signs**
City of Pico Rivera, CA
Electrical Engineering Scope of Services and Fees

Scope of Services:

1. Electrical Engineering Services include:
 - a. Preparation of electrical construction drawings:
 - (1) Two (2) City entrance monument sign lighting using in-ground LED hard wired or solar powered light fixtures
 - (2) Pedestal mounted meter/panel or pole mounted solar panel, battery and lighting control.
 - b. Electrical specifications.
 - c. Opinion of probable electrical construction cost.
 - d. Construction support:
 - (1) Responses to RFIs.
 - (2) Review of electrical submittals.

Terms and Conditions:

1. Owner/Client responsibilities:
 - a. Provide electronic file for the street/median plans in AutoCAD complete with details.
 - b. Provide as built or record electrical drawings of street medians.
2. Excluded services not included in quoted Engineering fee:
 - a. Electrical and lighting equipment support/foundation structural design, pole foundation structural design, details and calculations.
 - b. Security/surveillance and other low voltage systems.
 - c. Construction observation.
 - d. Printing of plans for distribution.

Fees:

| | |
|---------------------------------------|--------------------|
| 1. Elec Const Docs, Preliminary - 30% | \$ 2,472.00 |
| 2. Elec Const Docs, 50% | \$ 1,648.00 |
| 3. Elec Const Docs, 90% | \$ 3,296.00 |
| 4. Elec Const Docs, 100% (Bid Set) | \$ 824.00 |
| 5. Bidding Phase | \$ 520.00 |
| 6. Construction Support | <u>\$ 1,040.00</u> |
| Total | \$ 9,800.00 |



To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: APPROVE AN AGREEMENT WITH UNIFIRST CORPORATION TO PROVIDE UNIFORM RENTAL SERVICES FOR THE PUBLIC WORKS DEPARTMENT

Recommendation:

1. Approve a four (4) year agreement to UniFirst Corporation in the amount not-to-exceed \$78,600, in a form approved by the City Attorney, which includes an annual amount of \$18,200, to provide uniform rental services; and
2. Authorize the Public Works Director to approve change orders in an amount not-to-exceed 5% of the total agreement amount, as needed up to \$5,000 for unforeseen expenses.

Fiscal Impact:

The 2023-24 fiscal year (FY) adopted budget includes funds for uniform rental services in Account Nos. 100.40.4030.52250 and 550.40.4920.52250 (Uniforms). No additional appropriations are needed at this time. Future appropriations will be budgeted, as needed, per fiscal year.

Discussion:

The City provides Public Works staff members uniforms under the Memorandum of Understanding (MOU) with the Employee Association. Each field employee is entitled to 11 shirts and 11 pairs of pants. The uniforms are cleaned and maintained by a uniform service that picks up soiled garments weekly and replaces them with clean garments. Uniforms are provided to approximately 57 employees in the Public Works Department. A contingency of approximately 6.5% is required to pay for charges throughout the term of the uniform service contract for lost garments and/or damage beyond usual wear and tear.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVE AN AGREEMENT WITH UNIFIRST CORPORATION TO PROVIDE
UNIFORM RENTAL SERVICES FOR THE PUBLIC WORKS DEPARTMENT
Page 2 of 3

Aramark currently holds the contract for providing such services and has been doing so since 2019. The current agreement with Aramark is set to expire on November 30, 2023, however, the contract allows services to be extended on a monthly basis, with a maximum duration of six (6) months. The City has decided to maintain its services with Aramark on a month-to-month basis until January 30, 2024, as it transitions to a new uniform rental provider.

To streamline procurement, staff utilized a cooperative purchasing agreement to efficiently secure goods and services that have been vetted. UniFirst's qualifications and references were reviewed, and their proposal and pricing were comparable to market standards.

The recommended purchase will utilize a cooperative contract authorized by Section 3.20.030 of the Pico Rivera Municipal Code. Obtaining uniform rental services through Sourcewell aligns with the regional purchasing requirements of the Pico Rivera Municipal Code. The Sourcewell Contract No. 040920 establishes pre-approved vendors through a nationwide competitive bid process. This ensures that the City receives the lowest available pricing and meets the competitive bid process. The City has previously used Sourcewell for a variety of purchases in the past.

The new agreement is valid for a duration of four (4) years. Following the four-year term, the agreement may be extended on a month-to-month basis for a maximum of six (6) months. The City has the option to terminate the agreement at the end of the four-year term. In addition, there will be an annual rate increase not to exceed 5% (per consumer price index) after the first year of service and subsequent term of the agreement.

The table below provides a detailed breakdown of the annual costs for the duration of the agreement.

| Year of Service | Annual Rate |
|------------------------|--------------------|
| 2023-24 | \$18,200 |
| 2024-25 | \$19,200 |
| 2025-26 | \$20,100 |
| 2026-27 | \$21,100 |
| Total | \$78,600 |

Conclusion:

Staff recommend that the City Council approves an agreement with Unifirst Corporation in the amount not-to-exceed \$78,600 for four (4) years for uniform rental services by way of Sourcewell Contract No. 040920 and allow the Public Works Director to approve change orders, as needed, for unseen expenses up to \$5,000.



Steve Carmona

SC:NN

Enclosures: 1) Vendor Agreement
2) Sourcewell Contract

**CITY OF PICO RIVERA
PUBLIC WORKS DEPARTMENT**

**VENDOR AGREEMENT
[Equipment/Uniforms Rental]**

This "Agreement" is made on November 14, 2023, by and between the City of Pico Rivera ("City" or "Customer") and UniFirst Corporation ("Vendor") (collectively "Parties").

The term of this Agreement ("Term") shall be subject to the provisions of Section 4 of Exhibit A.

Vendor shall provide Services in a reasonable and professional manner customary to the standards of the industry. Vendor represents that they are trained and qualified to provide the services as required by this Agreement. All Services and all associated materials, equipment, products, or goods shall be performed or provide in compliance with all applicable all State, Federal and Local laws, ordinances, codes and regulations that in any manner affect the Services provided under this Agreement including but not limited to any necessary permits or regulatory approvals, and all non-discrimination and equal opportunity laws and regulations applicable to this Agreement. Vendor covenants and acknowledges that it does not now have nor shall it acquire any financial or business interest that would conflict with the performance of Services under this this Agreement, or which would conflict in any manner with the performance of its Services hereunder.

Services description: delivery, set-up, take down, and removal of the equipment and/or uniforms specified in Vendor's proposal, attached hereto as Exhibit B and incorporated herein by this reference ("Services"). In the event of any conflict between Vendor's proposal and this Agreement, the provisions of this Agreement shall control. Any changes to the Services provided herein shall not be valid unless memorialized in a written change order or amendment approved by all Parties.

Vendor shall remove the equipment and/or uniforms upon the termination or expiration of this Agreement.

The Parties agree and understand that Vendor is not an employee of City but shall be solely an independent contractor acting under the terms and conditions set forth herein. Vendor reserves the right to determine the assignment of its own employees to the performance of this Agreement. Vendor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its officers, employees or agents shall have control over the conduct of Vendor or any of Vendor's employees, except as set forth in this Agreement. Vendor shall not at any time represent that it is, or that any of its agents or employees are, in any manner employees of City. Vendor shall be solely responsible for all federal and state income taxes and any other applicable taxes, and City shall be responsible for all sales tax which Vendor shall include in any invoices. Vendor shall not be an employee of City for Workers

Compensation or any other purposes and shall not receive Unemployment Insurance benefits, Social Security coverage or other employee benefits. Vendor understands and agrees that Vendor shall not be an employee of City as defined in the California Labor Code. Vendor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Vendor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

All data, documents, discussion, or other information developed or received by Vendor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Vendor without prior written consent by City even after the expiration or termination of this Agreement. Vendor shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

City agrees to pay Vendor an amount not to exceed \$18,200, as invoiced by Vendor after completion of the Services. Vendor shall not be entitled to any additional reimbursement or payment from City. Any corresponding increase or decrease in compensation associated with a change in the amount or level of Services, shall be incorporated by written amendment to this Agreement executed by all Parties.

City may terminate this Agreement in accordance with the provisions of Exhibit A. If this Agreement is terminated by City as provided in Exhibit A, Vendor shall be paid for its services satisfactorily rendered to City as of the date of termination. In no event shall the amount paid by City exceed the amount which would be paid Vendor for the full provision of services under this Agreement. Vendor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect.

Vendor shall obtain a City business license prior to commencing performance under this Agreement. Vendor shall defend, indemnify, and hold harmless the City, its officials, and every officer, employee and agent of City (collectively "Indemnitees") from any claim, liability or financial loss (including, without limitation, attorneys' fees and costs), injuries to property or persons (including without limitation, attorneys' fees and costs) arising out of any acts or omissions of Vendor, its officials, officers, employees or agents in connection with the performance of this Agreement, except for such claim, liability or financial loss or damage arising from the sole negligence or willful misconduct of the Indemnitees, as determined by judicial decision or by the agreement of the Parties. Vendor's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Vendor or Indemnitees. No official or employee of the City shall be personally liable to Vendor in the event of any default or breach by Indemnitees, or for any amount which may become due to Vendor. All duties of Vendor under this Section shall survive termination of this Agreement.

Vendor warrants and represents that the individual executing this Agreement below has the full right and authority to enter into this Agreement, and authority to fully commit and bind Vendor to the provisions of this Agreement. The waiver by City or Vendor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. If a court of competent jurisdiction holds any provision of this Agreement to be illegal, invalid or unenforceable for any reason, the validity of and enforceability of the remaining provisions of this Agreement shall not be affected and continue in full force and effect.

This Agreement represents the entire integrated agreement between City and Vendor, and supersedes all prior negotiations, representations, or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both City and Vendor. This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement.

The interpretation and implementation of this Agreement shall be governed by the domestic law of the State of California. Any litigation concerning this Agreement shall take place in a court of competent jurisdiction in the County of Los Angeles, California.

Vendor's address for notices under this Agreement:

Joshua Moresi, General Manager
UniFirst Corporation
13123 Rosecrans Ave
Santa Fe Springs, CA, 90670

EXHIBIT A (ADDITIONAL TERMS AND CONDITIONS) AND B (VENDOR'S PROPOSAL) ARE ATTACHED HERETO IS INCORPORATED HEREIN BY THIS REFERENCE

This writing constitutes the entire Agreement between City and Vendor and may be amended only by written mutual agreement. **THIS CONTRACT MUST BE SIGNED AND RETURNED TO THE CITY'S PUBLIC WORKS DEPARTMENT OFFICE PRIOR TO THE START OF THE CONTRACT SERVICE. PAYMENT MAY BE WITHHELD FOR ANY SERVICES PERFORMED PRIOR TO THE EXECUTION OF THIS CONTRACT.**

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Amendment on the dates set forth below.

“CITY”
CITY OF PICO RIVERA

“VENDOR”
UNIFIRST CORPORATION

Steve Carmona, City Manager

Joshua Moresi, General Manager

Dated: _____

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A
ADDITIONAL TERMS AND CONDITIONS

Section 1. Insurance.

(a) Vendor shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, insurance as follows:

1. A policy or policies of Comprehensive General Liability Insurance, with minimum limits of \$1,000,000 for each occurrence, combined single limit, against any personal injury, death, loss, or damage resulting from the wrongful or negligent acts by Vendor.

2. A policy or policies of Comprehensive Vehicle Liability Insurance covering personal injury and property damage, with minimum limits of \$1,000,000 per occurrence combined single limit, covering any vehicle utilized by Vendor in performing the Services required by this Agreement.

3. Workers' Compensation insurance as required by the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

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

1. City, its officials, officers, employees, designated volunteers and agents serving as independent contractors in the role of City officials, are to be covered as additional insureds as respects: liability arising out of activities performed by or on behalf of Vendor; products and completed operations of Vendor; premises owned, occupied or used by Vendor; or automobiles owned, leased, hired or borrowed by Vendor. The coverage shall contain no limitations on the scope of protection afforded to City, its officials, officers, employees, designated volunteers or agents serving as independent contractors in the role of City officials that are not also limitations applicable to the named insured.

2. For any claims related to this Agreement, Vendor's insurance coverage shall be primary insurance as respects City, its officials, officers, employees, designated volunteers and agents serving as independent contractors in the role of City officials. Any insurance or self-insurance maintained by City, its officers, officials, employees, designated volunteers or agents serving as independent contractors in the role of City officials shall be excess of Vendor's insurance and shall not contribute with it.

3. Vendor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

4. Each insurance policy required by this Agreement shall expressly waive the insurer's right of subrogation against City and its officials, officers, employees, servants, attorneys, designated volunteers, and agents serving as independent contractors in the role of City officials.

5. Each insurance policy required by this Agreement shall be endorsed to state: should the policy be canceled before the expiration date, the issuing insurer shall mail 30 days' prior written notice to the City.

6. If insurance coverage is canceled or reduced in coverage or in limits, Vendor shall within two business days of notice from insurer, phone, fax and/or notify the City via certified mail, return receipt requested, of the changes to or cancellation of the policy.

(c) The City's Risk Manager may, in writing, amend and/or waive any or all of the insurance provisions set forth herein. In such case, the Vendor shall comply with the insurance provisions required by the City's Risk Manager.

(d) The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A-;VII in the latest edition of Best's Insurance Guide, unless waved in writing by City's Risk Manager.

(e) Vendor agrees that if it does not keep the aforesaid insurance in full force and effect, City may either immediately terminate this Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Vendor's expense, the premium thereon.

(f) All insurance coverages shall be confirmed by execution of endorsements on forms approved by City. The endorsements are to be signed by a person authorized by that insurer to bind coverage on its behalf. All endorsements are to be received and approved by City before services commence. As an alternative to City forms, Vendor's insurer may provide complete, certified copies of all required insurance policies, including endorsements affecting the coverage required by these specifications.

(g) Any deductibles or self-insured retentions must be declared to and approved by City, and shall not exceed \$25,000.

(h) Vendor shall require each of its sub-contractors (if any) to maintain insurance coverage that meets all of the requirements of this Agreement.

Section 2. Requirements Supplied.

Customer orders from UniFirst Corp. ("UniFirst") the rental garments and/or other items of the type specified in this Agreement ("Merchandise") and related pickup/delivery and maintenance services (collectively with Merchandise, "Services") for all of Customer's requirements therefor, at the prices and upon the terms and conditions set forth herein. Additional Services requested by Customer, verbally or in writing, will also be covered by this Agreement. All rental Merchandise supplied to Customer remains the property of UniFirst. Customer warrants that it is not subject to, and that this Agreement does not interfere or conflict with, any existing agreement for the supply of the Merchandise or Services covered.

Section 3. Performance Guarantee.

UNIFIRST GUARANTEES TO DELIVER HIGH-QUALITY SERVICE AT ALL TIMES. All items of Merchandise cleaned, finished, inspected, repaired, and delivered by UniFirst will meet or exceed industry standards, or non-conforming items will be replaced by the next scheduled delivery day at no cost to Customer. Items of rental Merchandise requiring replacement due to normal wear and tear will be replaced at no cost to Customer, save for any applicable personalization and setup charges.

Customer maintains the right to non-renewal in Section 4, but expressly waives the right to terminate this Agreement during the initial term or any extension thereof for deficiencies in the quality of Services unless: (1) complaints are first made in writing to UniFirst which set forth the precise nature of any deficiencies; (2) UniFirst is afforded at least 60 days to correct any deficiencies complained of; and (3) UniFirst fails to correct those deficiencies complained of within 60 days. In the event Customer complies with the foregoing and UniFirst fails to correct such deficiencies, Customer may terminate this Agreement by written notice to UniFirst, providing that all previous balances due to UniFirst have been paid in full and that all other conditions to terminate have been satisfied. Any delay or interruption of the Services provided for in this Agreement by reason of acts of God, fires, explosions, strikes or other industrial disturbances, or any other cause not within the control of UniFirst, shall not be deemed a breach or violation of this Agreement.

Section 4. Term and Renewal.

This Agreement is effective when signed by both the Customer and UniFirst Location Manager and continues in effect for 36 months after installation of Merchandise (for new customers) or any renewal date. This Agreement will be renewed automatically and continuously for one successive 12-month period unless Customer or UniFirst gives written notice of non-renewal to the other at least 90 days prior to the next expiration date. After the completion of the fourth successive 12-month period, Customer must provide written notice to UniFirst at least 90 days prior to termination to ensure an orderly reconciliation of all merchandise and payments. If not renewed prior to the anniversary date, this Agreement may continue a month-to-month basis under the same terms and

conditions as this agreement for maximum period not to exceed six months or until renewed or awarded to a new vendor, whichever is less.

Section 5. Price and Payments.

Prices are based on 52 weeks of service per year. Any increase(s) to Service Frequency could result in additional charges. On an annual basis, the prices then in effect will be increased by the annual percent increase in the Consumer Price Index - All Urban Consumers, Series ID: CUUROOOOSAG, other goods and services, but no more than 5%. Additional price increases and other charges may be imposed by separate written notice or by notation on Customer's invoice. Customer may, however, decline such additional increases or charges by notifying UniFirst in writing within 10 days after receipt of such notice or notation. If Customer declines said additional price increases, UniFirst may terminate this Agreement.

Customer also agrees to pay the other charges and minimum weekly charge herein specified. Charges relating to a wearer leaving Customer's employ can be terminated by (1) giving notice thereof to UniFirst and (2) returning or paying for any missing Merchandise issued to that individual. Any Merchandise payments required pursuant to this Agreement will be at the replacement price(s) then in effect hereunder. If an authorized Customer representative is not available to receive and acknowledge delivery of Merchandise, Customer authorizes UniFirst to make delivery and assumes responsibility for related charges/invoices. Customer shall inform UniFirst of any defective Merchandise within ten (10) days of receipt and UniFirst shall replace any defective units for no additional charge.

If Customer fails to make timely payment, UniFirst may, at any time and in its sole discretion, terminate this Agreement by giving written notice to Customer, whether or not UniFirst has previously strictly enforced Customer's obligation to make timely payments.

Section 6. DEFE Charge.

Customer's invoices may also include a DEFE charge to cover all or portions of certain expenses including:

D = DELIVERY, or expenses associated with the actual delivery of Services and Merchandise to Customer's place of business, primarily Route Sales Representative commissions, management salaries, vehicle depreciation, equipment maintenance, insurance, road use charges and local access fees.

E = ENVIRONMENTAL, or expenses (past, present, and future) UniFirst absorbs related to wastewater testing, purification, effluent control, solids disposal, supplies and equipment for pollution controls and energy conservation, and overall regulatory compliance.

F = FUEL, or the gas, diesel fuel, oil, and lubricant expenses associated with keeping UniFirst's fleet vehicles on the road and servicing its customers.

E = ENERGY, primarily the natural gas UniFirst uses to run boilers and gas dryers, plus other local utility charges.

Section 7. Merchandise.

Customer acknowledges and agrees to notify all employees that Merchandise supplied is for general occupational use and, except as expressly specified below, affords no special user protections. Customer further acknowledges that: (1) Customer has unilaterally and independently determined and selected the nature, style, performance characteristics, number of changes and scope of all Merchandise to be used and the appropriateness of such Merchandise for Customer's specific needs or intended uses; (2) UniFirst does not have any obligation to advise, and has not advised, Customer concerning the fitness or suitability of the Merchandise for Customer's intended use; (3) UniFirst makes no representation, warranty, or covenant regarding the performance of the Merchandise (including without limitation Flame Resistant and Visibility Merchandise); and (4) UniFirst shall in no way be responsible or liable for any injury or harm suffered by any Customer employees while wearing or using any Merchandise unless due to the negligence or willful misconduct of UniFirst or its employees, contractors, or agents.

Flame Resistant ("FR") Merchandise supplied hereunder is intended only to prevent the ignition and burning of fabric away from the point of high heat impingement and to be self-extinguishing upon removal of the ignition source. FR items will not provide significant protection from burns in the immediate area of high heat contact due to thermal transfer through the fabric and/or destruction of the fabric in the area of such exposure. FR items are designed for continuous wear as only a secondary level of protection. Primary protection is still required for work activities where direct or significant exposure to heat or open flame is likely to occur.

Visibility Merchandise is intended to provide improved conspicuity of the wearer under daylight conditions and when illuminated by a light source of sufficient candlepower at night. It is Customer's responsibility to determine the level of conspicuity needed by wearers under specific work conditions. Further, Customer agrees that Visibility Merchandise alone does not ensure conspicuity of the wearer and that additional safety precautions may be necessary. The Visibility Merchandise supplied satisfied particular ANSI/ISEA standards only when they were new and unused and only if so labeled. Customer acknowledges that usage and laundering of Visibility Merchandise may adversely affect its conspicuity.

Healthcare/Food-Related Customer acknowledges that: (1) UniFirst does not guarantee or warrant that the Merchandise selected by Customer or that processed garments delivered by UniFirst will be appropriate or sufficient to provide a hygienic level adequate

for individual Customer's needs; and (2) optional poly-bagging* is recommended to reduce the risk of cross-contamination of Merchandise, and the failure to utilize such service may adversely affect the efficacy of UniFirst's hygienic cleaning process. (* Poly-bag services incur additional charges.)

If any Merchandise supplied hereunder is Merchandise that: (1) UniFirst does not stock for whatever reason (including due to style, color, size or brand); (2) consists of non-UniFirst manufactured or customized FR Merchandise; or (3) consists of Merchandise that has been permanently personalized (in all cases known as "Non-Standard Merchandise"), then, upon the discontinuance of any Service hereunder at any time for any reason, including expiration, termination, or cancellation of this Agreement, with or without cause, deletion of any Non-Standard Merchandise from Customer's Service Program, or due to employee reductions (in each case a "Discontinuance of Service"), Customer will purchase at the time of such Discontinuance of Service all affected Non-Standard Merchandise items then in UniFirst's inventory (in-service, shelf, as well as any manufacturer's supplies ordered for Customer's use), paying for same the replacement charges then in effect.

Customer agrees not to contaminate any Merchandise with asbestos, heavy metals, solvents, inks, or other hazardous or toxic substances ("contaminants"). Customer agrees to pay UniFirst for all Merchandise that is lost, stolen, damaged or abused beyond repair subject to reasonable wear and tear. As a condition to the termination of this Agreement, for whatever reason, Customer will return to UniFirst all standard Merchandise in good and usable condition or pay for same at the replacement charges then in effect.

Section 8. Obligations and Remedies.

If the Customer terminates this Agreement before the expiration date for any reason (other than for UniFirst's failure under the performance guarantee described above) Customer will pay UniFirst for the provided garments and services satisfactorily rendered to the City as of the date of termination. In no event shall the amount paid by the City exceed the amount which would be paid Vendor for the full provision of services under this Agreement.

If a dispute arises from or relates in any way to this Agreement or any alleged breach thereof at any time, the parties will first attempt to resolve the claim or dispute by negotiation at agreed time(s) and location(s). All negotiations are confidential and will be treated as settlement negotiations. Any matter not resolved through direct negotiations within 30 days shall be resolved exclusively by final and binding arbitration, conducted in the capital city of the state where Customer has its principal place of business (or some other location mutually agreed), pursuant to the Expedited Rules of the Commercial Arbitration Rules of the American Arbitration Association, and governed by the Federal Arbitration Act, to the exclusion of state law inconsistent therewith. The parties will agree

upon one (1) Arbitrator to settle the controversy or claim. The successful or substantially prevailing party in any proceeding, including any appeals thereof (as determined by the Arbitrator/court) shall recover all of its costs and expenses including, without limitation, reasonable attorney fees, witness fees, and discovery costs, all of which shall be included in and as a part of the judgment or award rendered hereunder. This provision for Arbitration is specifically enforceable by the parties; the Arbitrator shall have no power to vary or ignore the provisions hereof; and, the decision of the Arbitrator in accordance herewith, may be entered in any court having jurisdiction thereof. Customer acknowledges that, with respect to all such disputes, it has voluntarily and knowingly waived any right it may have to a jury trial or to participate in a class action or class litigation as a representative of any other persons or as a member of any class of persons, or to consolidate its claims with those of any other persons or class of persons. If this prohibition against class litigation is ruled to be unenforceable for any reason in any proceeding, then the prohibition against class litigation shall be void and of no force and effect in that proceeding.

Section 9. Miscellaneous.

The parties agree that this Agreement represents the entire agreement between them. In the event Customer issues a purchase order to UniFirst at any time, none of the standard pre-printed terms and conditions therein shall have any application to this Agreement or any transactions occurring pursuant hereto or thereto. UniFirst may, in its sole discretion, assign this Agreement. Customer may not assign this Agreement without the prior written consent of UniFirst. Customer agrees that in the event it sells or transfers its business, it will require the purchaser or transferee to assume all obligations and responsibilities under this Agreement, provided that such assumption shall not relieve Customer of its liabilities hereunder and provided further that any failure by a purchaser or transferee to perform any obligation under this Agreement shall constitute grounds for Customer's immediate termination of this Agreement upon delivery of written notice notwithstanding any provision contained herein. Neither party will be liable for any incidental, consequential, special, or punitive damages. In no event shall UniFirst's aggregate liability to Customer for any and all claims exceed the sum of all amounts actually paid by Customer to UniFirst. In the event any portion of this Agreement is held by a court of competent jurisdiction or by a duly appointed arbitrator to be unenforceable, the balance will remain in effect. All written notices provided to UniFirst must be sent by certified mail to the attention of the Location Manager. In Texas and certain other locations, UniFirst's business is conducted by, and the term "UniFirst" as used herein means, UniFirst Holdings, Inc. d.b.a. UniFirst.

**EXHIBIT B
 VENDOR'S PROPOSAL**

The undersigned (the "CUSTOMER") orders from UniFirst Corporation and/or UniFirst Holdings, Inc. d.b.a. UniFirst and/or UniFirst Canada LTD. ("UNIFIRST") the rental service(s) at the prices and upon the conditions outlined:

| MERCHANDISE SERVICED | | | | | | | | |
|--|---|----------------------|---|------------------------------------|-------------------------------|--|-----------------------|-----------------------------------|
| ITEM DESCRIPTION | LOST/ DAMAGED REPLACEMENT CHARGE | SERVICE FREQUENCY | NO. OF PERSONS/ ISSUE PER PERSON | TOTAL NO. OF CHANGES/ PIECES | PRICE PER CHANGE/ PIECE | STANDARD/ NON- STANDARD ¹ | TOTAL FULL SERVICE | TOTAL VAL-U-LEASE ² |
| 0102 - Standard Shirt Long Sleeve | \$15.20 | Weekly | 57/5 | 285 | \$0.18 | S | \$51.30 | N/A |
| 0202 - Standard Shirt Short Sleeve | \$13.00 | Weekly | 57/6 | 342 | \$0.15 | S | \$51.30 | N/A |
| 1002 - Standard Poly/Cotton Pant | \$21.40 | Weekly | 57/11 | 627 | \$0.24 | S | \$150.48 | N/A |
| 1527 - Permalined Hip Jacket | \$37.64 | Weekly | 57/2 | 114 | \$0.44 | S | \$50.16 | N/A |
| | | | | | | S | | |
| 76GC - Floor Mat 3 X 10 | \$154.55 | Weekly | 8/4 | 4 | \$2.64 | S | \$10.56 | N/A |
| 76GB - Floor Mat 4 X 6 | \$117.00 | Weekly | 10/5 | 5 | \$2.11 | S | \$10.55 | N/A |
| 76GA - Floor Mat 3 X 5 | \$76.35 | Weekly | 8/4 | 4 | \$1.32 | S | \$5.28 | N/A |
| 5388 - Scraper Mat 3 X 5 | \$114.60 | Weekly | N/A | 3 | \$1.32 | S | \$3.96 | N/A |
| 8336 - Dust Mop 36" inch | \$19.35 | Weekly | 4/2 | 2 | \$0.59 | S | \$1.18 | N/A |
| 8023 - Shop Towel Red | \$0.30 | Weekly | 500/250 | 250 | \$0.06 | S | \$15.00 | N/A |
| 8131 - Dust Mop Handle | \$16.80 | Weekly | N/A | 1 | \$0.00 | S | \$0.00 | N/A |
| 8959 - 8 Bank Locker | \$684.65 | Weekly | N/A | 7 | \$0.00 | S | \$0.00 | N/A |
| 8958 - Soil Locker | \$455.55 | Weekly | N/A | 4 | \$0.00 | S | \$0.00 | N/A |
| Minimum weekly charge applies, equal to 75% of the initial weekly install value. | | | | | | | | |

| OTHER CHARGES | AMOUNT |
|--|--------|
| Garment preparation per piece | \$0.83 |
| Name emblem per piece | \$0.50 |
| Company emblem per piece | \$1.67 |
| Direct Embroidery: Wearer name per piece | \$2.78 |
| Company name per piece | \$3.94 |
| American Flag | \$3.00 |
| | |

| OTHER CHARGES | AMOUNT |
|--|--------|
| Non-stock sizes per piece | 20% |
| Special cuts per piece | 20% |
| Restock/Exchange per piece | \$2.65 |
| Automatic Wiper Replacement | 2% |
| Automatic Linen Replacement | N/A |
| DEFE (See description on reverse side) | \$3.50 |
| | |

PAYMENT TERMS: C.O.D. E.F.T. Approved Charge³

Approved charge: CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied.⁴

¹ Out-sizes of otherwise Standard Merchandise are deemed to be Non-Standard Merchandise.

² Merchandise which is Val-U-Leased is not cleaned by UniFirst.

³ Charge status contingent upon continuing credit worthiness and may be revoked at UniFirst's discretion.

⁴ All returned checks and declined credit/debit cards subject to \$35 processing fee.

⁵ This Agreement is effective only upon acceptance by UniFirst Location Manager.



Solicitation Number: RFP #040920

CONTRACT

This Contract is between **Sourcewell**, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and **UniFirst Corporation**, 68 Jonspin Road, Wilmington, MA 01860 (Vendor).

Sourcewell is a State of Minnesota local government agency and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada.

Vendor desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

- A. **EFFECTIVE DATE.** This Contract is effective upon the date of the final signature below.
- B. **EXPIRATION DATE AND EXTENSION.** This Contract expires May 22, 2024, unless it is cancelled sooner pursuant to Article 24. This Contract may be extended up to one additional one-year period upon request of Sourcewell and with written agreement by Vendor.
- C. **SURVIVAL OF TERMS.** Articles 11 through 16 survive the expiration or cancellation of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

- A. **EQUIPMENT, PRODUCTS, OR SERVICES.** Vendor will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Vendor's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract. Vendor's Equipment, Products, or Services consist exclusively of textile products or services, and will identified as Products or Services in this Contract.

All purchased Products provided under this Contract must be new/current model. All rented Products provided under this Contract will be new at the time each location is initially installed into service. Vendor may offer close-out or refurbished Products if they are clearly indicated in Vendor's product and pricing list.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. **WARRANTY.** Vendor warrants that all Products and Services furnished are free from liens and encumbrances. All Products will be processed, mended, and finished in accordance with the generally accepted standards of the textile rental industry. Vendor makes no other representations, warranties or conditions, express or implied by law, statutory or otherwise, including, without limitation, the design or condition of the Products, their merchantability or their fitness, capacity or durability for any particular use or purpose, the quality of the Products or workmanship of the Products.

C. **DEALERS, DISTRIBUTORS, AND/OR RESELLERS.** Upon Contract execution, Vendor will make available to Sourcewell a means to validate or authenticate Vendor's authorized dealers, distributors, and/or resellers relative to the Products and Services related to this Contract. This list may be updated from time-to-time and is incorporated into this Contract by reference. It is the Vendor's responsibility to ensure Sourcewell receives the most current version of this list.

3. PRICING

All Products or Services under this Contract will be priced as stated in Vendor's Proposal. The prices stated in Vendor's Proposal are calculated based on a five (5) year contract term commitment. Four (4) year contract term commitments will require a five percent (5%) price increase. Three (3) year contract term commitments will require a ten percent (10%) price increase. All prices submitted are exclusive of any applicable sales taxes. All such sales taxes shall be listed as a separate line item on the underlying invoice and paid directly by UniFirst to the appropriate taxing authority.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Products or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. **SHIPPING AND SHIPPING COSTS.** All delivered Products must be properly packaged. Damaged Products may be rejected. If the damage is not readily apparent at the time of

delivery, Vendor must permit the Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Products at the time of delivery.

Vendor must arrange for and pay for the return shipment on Products that arrive in a defective or inoperable condition.

Vendor will repair any rental item or reperform any services which do not comport with the Sourcewell's specifications or requirements as set forth in the Contract and issue credits for any Services that do not comport with said specification and/or requirements. The Products are processed and delivered on a weekly basis, each week, continuously throughout the term of the Contract. As such, the applicable warranty period for such rental Products is one (1) week.

Sourcewell may declare the Vendor in breach of this Contract if the Vendor intentionally delivers substandard or inferior Products. In the event of the delivery of nonconforming Products, the Participating Entity will notify the Vendor as soon as possible and the Vendor will replace nonconforming Products with conforming Products that are acceptable to the Participating Entity.

B. SALES TAX. Each Participating Entity is responsible for supplying the Vendor with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Vendor may offer a specific selection of Products or Services at discounts greater than those listed in the Contract. When Vendor determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Products or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Vendor may request Product or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Contract Administrator. This form is available from the assigned Sourcewell Contract Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Products or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Products and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Products or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Vendor understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Products or Services from any other source.

Vendor is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential members to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Vendor's employees may be required to perform work at government-owned facilities, including schools. Vendor's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Products or Services under this Contract, a Participating Entity must clearly indicate to Vendor that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Vendor.

Typically, a Participating Entity will enter into a local service contract directly with Vendor. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration of this Contract; however, Vendor performance, Participating Entity payment, and any applicable warranty periods or other Vendor or Participating Entity obligations may extend beyond the term of this Contract.

Vendor's acceptable forms of payment are included in Attachment A. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. **ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM.** Additional terms and conditions to a purchase order may be negotiated between a Participating Entity and Vendor, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be worked out directly between the Participating Entity and the Vendor. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. **PERFORMANCE BOND.** If requested by a Participating Entity, Vendor will provide a performance bond that meets the requirements set forth in the Participating Entity's order.

D. **SPECIALIZED SERVICE REQUIREMENTS.** In the event that the Participating Entity requires service or specialized performance requirements (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements) not addressed in this Contract, the Participating Entity and the Vendor may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

E. **TERMINATION OF ORDERS.** Participating Entities may terminate their local service contract, in whole or in part, subject to its terms and conditions, upon notice to Vendor in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the goods to be purchased;
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements; or
3. Vendor commits any material breach of this Contract or the additional terms agreed to between the Vendor and a Participating Entity.

F. **GOVERNING LAW AND VENUE.** The governing law and venue for any action related to a Participating Entity's local service contract will be determined by the Participating Entity.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Vendor will assign an Account Representative to Sourcwell for this Contract and must provide prompt notice to Sourcwell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcwell and Participating Entity inquiries; and
- Business reviews to Sourcwell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Vendor must perform a minimum of one business review with Sourcwell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Vendor must provide a contract sales activity report (Report) to the Sourcwell Contract Administrator assigned to this Contract. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Vendor must submit a report indicating no sales were made).

The Report must contain the following fields:

- Customer Name (e.g., City of Staples Highway Department);
- Customer Physical Street Address;
- Customer City;
- Customer State/Province;
- Customer Zip Code;
- Customer Contact Name;
- Customer Contact Email Address;
- Customer Contact Telephone Number;
- Sourcwell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcwell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Vendor.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcwell, the Vendor will pay an administrative fee to Sourcwell on all Products and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing.

Vendor may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Vendor will submit a check payable to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Products and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Sourcewell-assigned contract number in the memo and must be mailed to the address above "Attn: Accounts Receivable." Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Vendor agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Vendor is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Vendor in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Vendor's Authorized Representative is the person named in the Vendor's Proposal. If Vendor's Authorized Representative changes at any time during this Contract, Vendor must promptly notify Sourcewell in writing.

10. ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. **ASSIGNMENT.** Neither the Vendor nor Sourcewell may assign or transfer any rights or obligations under this Contract without the prior consent of the parties and a fully executed assignment agreement. Such consent will not be unreasonably withheld.

B. **AMENDMENTS.** Any amendment to this Contract must be in writing and will not be effective until it has been fully executed by the parties.

C. **WAIVER.** If either party fails to enforce any provision of this Contract, that failure does not waive the provision or the right to enforce it.

D. **CONTRACT COMPLETE.** This Contract contains all negotiations and agreements between Sourcewell and Vendor. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.

E. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. LIABILITY

Vendor will indemnify, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees, arising out of its negligence or willful misconduct in the performance of this Contract by the Vendor or its agents or employees.

12. AUDITS

Sourcewell reserves the right to review the books, records, documents, and accounting procedures and practices of the Vendor relevant to this Contract for a minimum of 6 years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

13. GOVERNMENT DATA PRACTICES

Vendor and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Vendor under this Contract.

If the Vendor receives a request to release the data referred to in this article, the Vendor must immediately notify Sourcewell and Sourcewell will assist with how the Vendor should respond to the request.

14. INDEMNIFICATION

As applicable, Vendor agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Products by Sourcewell or its Participating Entities supplied by Vendor in violation of applicable patent or copyright laws.

15. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

- a. Sourcewell grants to Vendor a royalty-free, worldwide, non-exclusive right and license to use the Trademark(s) provided to Vendor by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Vendor.
 - b. Vendor grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Vendor's Trademarks in advertising and promotional materials for the purpose of marketing Vendor's relationship with Sourcewell.
2. *Limited Right of Sublicense.* The right and license granted herein includes a limited right of each party to grant sublicenses to its and their respective distributors, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*
- a. Sourcewell must not alter Vendor's Trademarks from the form provided by Vendor and must comply with Vendor's removal requests as to specific uses of its trademarks or logos.
 - b. Vendor must not alter Sourcewell's Trademarks from the form provided by Sourcewell and must comply with Sourcewell's removal requests as to specific uses of its trademarks or logos.
 - c. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's Trademarks only in good faith and in a dignified manner consistent with such party's use of the Trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.
4. *Termination.* Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of vendors which may be used until the next printing). Vendor must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. **PUBLICITY.** Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Vendor individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. **MARKETING.** Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Materials should be sent to the Sourcewell Contract Administrator assigned to this Contract.

D. ENDORSEMENT. The Vendor must not claim that Sourcewell endorses its Products or Services.

16. GOVERNING LAW, JURISDICTION, AND VENUE

Minnesota law governs this Contract. Venue for all legal proceedings out of this Contract, or its breach, must be in the appropriate state court in Todd County or federal court in Fergus Falls, Minnesota.

17. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

18. SEVERABILITY

If any provision of this Contract is found to be illegal, unenforceable, or void then both Sourcewell and Vendor will be relieved of all obligations arising under such provisions. If the remainder of this Contract is capable of performance, it will not be affected by such declaration or finding and must be fully performed.

19. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Vendor will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Vendor may escalate the resolution of the issue to a higher level of management. The Vendor will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending.* Notwithstanding the existence of a dispute, the Vendor must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Vendor fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed will be borne by the Vendor.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity's local service contract under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

Written notice of default and a reasonable opportunity to cure must be issued by the party claiming default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any purchase orders issued against the Contract.

20. INSURANCE

A. REQUIREMENTS. At its own expense, Vendor must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*

Workers' Compensation: As required by any applicable law or regulation.

Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:

\$500,000 each accident for bodily injury by accident

\$500,000 policy limit for bodily injury by disease

\$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Vendor will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:

\$1,000,000 each occurrence Bodily Injury and Property Damage

\$1,000,000 Personal and Advertising Injury

\$2,000,000 aggregate for Products-Completed operations

\$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Vendor will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:

\$1,000,000 each accident, combined single limit

4. *Umbrella Insurance.* During the term of this Contract, Vendor will maintain umbrella coverage over Workers' Compensation, Commercial General Liability, and Commercial Automobile.

Minimum Limits:

\$2,000,000

5. *Network Security and Privacy Liability Insurance.* During the term of this Contract, Vendor will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Vendor's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:

\$2,000,000 per occurrence

\$2,000,000 annual aggregate

Failure of Vendor to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Vendor must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Contract Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf. All policies must include there will be no cancellation, suspension, non-renewal, or reduction of coverage without 30 days' prior written notice to the Vendor.

Upon request, Vendor must provide to Sourcewell copies of applicable policies and endorsements, within 10 days of a request. Failure to request certificates of insurance by Sourcewell, or failure of Vendor to provide certificates of insurance, in no way limits or relieves Vendor of its duties and responsibilities in this Contract.

C. **ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE.** Vendor agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Vendor's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Vendor, and products and completed operations of Vendor. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. **WAIVER OF SUBROGATION.** Vendor waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Vendor or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Vendor or its subcontractors. Where permitted by law, Vendor must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. **UMBRELLA/EXCESS LIABILITY.** The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies).

F. **SELF-INSURED RETENTIONS.** Any self-insured retention in excess of \$10,000 is subject to Sourcewell's approval.

21. COMPLIANCE

A. **LAWS AND REGULATIONS.** All Products or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Products or Services are sold.

B. **LICENSES.** Vendor must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Vendor conducts with Sourcewell and Participating Entities.

22. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Vendor certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Vendor declares bankruptcy, Vendor must immediately notify Sourcewell in writing.

Vendor certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs

operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Vendor further warrants that it will provide immediate written notice to Sourcwell if this certification changes at any time.

23. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may also require additional requirements based on specific funding specifications. Within this Article, all references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Vendor’s Products or Services with United States federal funds.

A. **EQUAL EMPLOYMENT OPPORTUNITY.** Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. **DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148).** When required by federal program legislation, all prime construction contracts in excess of \$2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work

Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Vendor must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of \$100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Vendor certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Vendor must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of \$150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Vendor certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Vendor certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Vendors must file any required certifications. Vendors must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Vendors must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Vendors must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Vendor must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Vendor further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Vendor must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Vendor must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Vendor agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Vendor that are directly pertinent to Vendor's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right

also includes timely and reasonable access to Vendor’s personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds \$10,000 or the value of the quantity acquired during the preceding fiscal year exceeded \$10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

24. CANCELLATION

Sourcewell or Vendor may cancel this Contract at any time, with or without cause, upon 60 days’ written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Vendor’s Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell
DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz
Title: Director of Operations & Procurement/CPO

UniFirst Corporation
DocuSigned by:
By: David M. Katz
C1504866F1CF420...
David M. Katz
Title: Vice President Sales & Marketing

Date: 6/18/2020 | 12:51 PM CDT

Date: 6/18/2020 | 12:07 PM CDT

Approved:
DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...
Chad Coauette
Title: Executive Director/CEO

Date: 6/18/2020 | 12:52 PM CDT

RFP 040920 - Uniforms with Related Products and Services

Vendor Details

Company Name: UniFirst Corporation
68 Jonspin Rd
Address: Wilmington, MA 01887
Contact: Jesse Daggett
Email: jesse_daggett@unifirst.com
Phone: 903-279-1442
HST#:

Submission Details

Created On: Thursday February 20, 2020 09:21:55
Submitted On: Thursday April 09, 2020 15:36:34
Submitted By: Robert Crossley
Email: Robert_Crossley@unifirst.com
Transaction #: 2cb92d0d-ebf9-4035-9d00-4471a5f74575
Submitter's IP Address: 207.126.196.16

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Please do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; mark "NA" if the question does not apply to you (preferably with an explanation).

| Line Item | Question | Response * |
|-----------|--|---|
| 1 | Proposer Legal Name (and applicable d/b/a, if any): | UniFirst Corporation |
| 2 | Proposer Address: | 68 Jonspin Road Wilmington, MA 01860 |
| 3 | Proposer website address: | https://unifirst.com/ |
| 4 | Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract): | David M. Katz Vice President Sales & Marketing 68 Jonspin Road Wilmington, MA 01860 David_Katz@UNIFIRST.COM 800-347-7888 |
| 5 | Proposer's primary contact for this proposal (name, title, address, email address & phone): | Jesse Daggett Preferred Vendor Business Development Manager 68 Jonspin Road Wilmington, MA 01860 Tel: 800-934-8641 Cell: 903-279-1442 Jesse_Daggett@UniFirst.com |
| 6 | Proposer's other contacts for this proposal, if any (name, title, address, email address & phone): | Jeremy Weiss Director, National Account Sales UniFirst Corporation 68 Jonspin Road Wilmington, MA 01887 800-347-7888 jweiss@UniFirst.com |

Table 2: Company Information and Financial Strength

| Line Item | Question | Response * |
|-----------|----------|------------|
|-----------|----------|------------|

| | | |
|---|--|--|
| 7 | Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services. | <p>From our modest beginnings in an eight-stall garage in Boston in 1936, UniFirst Corporation has become an industry leader and one of the fastest growing companies in the \$13 billion Uniform Services business.</p> <p>As the only public company within its industry to grow revenues every year since we started in 1936, including each of the recent recessionary years, UniFirst may have just such a "secret formula." UniFirst supplies and services uniforms that are "job-fitted work clothes" tailored to the needs of companies throughout the U.S. and Canada.</p> <p>UniFirst is dedicated to excellence in service and total customer satisfaction. For 83 years we've known the importance of excellent customer service and we've dedicated ourselves to achieving it. Now in our ninth decade of service we continue working toward perfecting the process.</p> <p>UniFirst's overall Customer retention rate for the past 3 years is over 97%. Over the past 10 years our annual percentage of controllable lost accounts has remained under 5% and our contract renewal rate has actually increased year-to-year. With industry averages approaching 90%, we believe we are setting the pace for business retention in the industry. Our "Customers for Life" programs and overall business philosophy is a key differentiation between UniFirst and its competitors.</p> <p>Our corporate mission is to be recognized as the leading provider of quality uniform products and services for business. Our careful focus on serving each customer's special needs and providing total satisfaction enables us to grow, to provide an equitable return on investment, and to create opportunities for our team partners.</p> <p>We are committed to conducting our business in a fair, honest, and responsible manner in accordance with all environmental and government regulations and with the highest standards of business ethics.</p> <p>With a core business dedicated to the rental, lease, and sale of work clothing, uniforms, and career wear to business, we recognize that our continued success depends on the skill, creativity and initiative of all our team partners. That is why we are constantly seeking bright, talented, self-motivated individuals to help us extend our record of success in the 21st century.</p> <p>A difference that UniFirst offers can be looked at as a basic philosophy of doing business. This basic philosophy is summed up with three main thoughts; honesty, mutual trust and respect, and results for today and tomorrow. While these thoughts may seem sentimental and overused they form the foundation for how we approach day-to-day business at UniFirst.</p> <p>You will not hear UniFirst over commit just to win your business. We will honestly tell you what we can and what we cannot do. We feel that this is the only way to earn your business.</p> <p>UniFirst feels that a relationship built on mutual trust and respect will allow both parties to accomplish their necessary objectives. No one wins if one party to an agreement loses. Because all of our business partnerships begin with an honest commitment to what we can and cannot do, trust and respect naturally develop between UniFirst and our customers.</p> <p>While the program that we put in place addresses today's objectives we must constantly be looking to solving tomorrow's challenges. That means finding new technology, new products and services but most of all it means having a relationship that fosters commitment to meet tomorrow's requirements. UniFirst is committed to making this a long-term relationship. We want to be business partners for a long time.</p> |
| 8 | Provide a detailed description of the products and services that you are offering in your proposal. | <p>Products</p> <p>Standard Work-wear: From factory coveralls, to lab coats, to foodservice smocks – UniFirst's Industrial Wear line offers apparel for workers in virtually every occupation. Beyond a complete selection of primary garments, cover-ups, and outerwear, UniFirst also provides accessory items like gloves, hats, footwear, and protective gear - making "head-to-toe" outfitting more than just a marketing slogan. Most of the line's apparel items boast our Industrial Laundry Safe seal, meaning they are ideally constructed to hold up to UniFirst's rigorous industrial laundry process.</p> <p>Compared to home laundering, we use stronger detergents, longer agitation cycles, and higher temperatures to get even hard-use clothing their cleanest. UniFirst currently self-manufactures 67% of its overall industrial garment needs.</p> <p>Flame Resistant Apparel: Wherever business is hot (literally), UniFirst is on the job. Our flame-resistant apparel offers important secondary protection from flash fire, electric arcs, and other potentially hazardous flame conditions. Our FR garments look and feel comfortable,</p> |

but offer great durability and the added protection of flame-resistance. UniFirst currently self manufactures over half of its overall FR needs. UniFirst also carries Flame Resistant Apparel specific for the foodservice industry - Samples are available.

Hi Visibility Garments:

For those whose jobs place them in potentially hazardous traffic environments, UniFirst offers the latest HIGHVISIBILITY WORKWEAR SOLUTIONS. Our ANSI compliant Hi-Vis garments make workers visible to drivers at much greater distances than simple enhanced visibility wear. And workers who are more easily seen by motorists and oncoming traffic are safer and happier on the job.

Corporate Casual Attire:

All across North America, the casual dress trend has taken hold. But the need for professional polish remains as strong as ever. UniFirst responds with Corporate Casual attire that allows employees to "dress down" while maintaining a decidedly business-like look. Our growing Corporate Casual line includes hundreds of items, all available with our own embroidered or screen-printed personalization. In this and other product categories, UniFirst offers the industry's fastest new installation and replenishment service available, thanks largely to our ISO 9001:2015 registered, 320,000 sq. ft. Owensboro, KY Central Distribution Facility, the only such facility in the industrial rental garment business.

Floorcare and Dust Control Services:

Creating a safe, attractive workplace is a process that begins from the ground up. It's no wonder, then, that UniFirst's floorcare products are underfoot in offices and factories from coast-to-coast. Through our rental programs, we regularly clean and rotate items, saving businesses significant maintenance time and expense. Supplying walk-off and logo mats; scraper and anti-fatigue mats; wet and dry mops; as well as various wiping products, UniFirst keeps workplaces clean and inviting, while protecting employees and your Members alike.

UniFirst self-manufactures over 97% of its total floorcare needs (mats and dust mops) from its Arkansas manufacturing facility so that we provide customers with an even greater level of color selection, and overall value than was previously available.

In business, quality and image are around-the-clock imperatives, often extending beyond work apparel. Restroom Services from UniFirst benefits both a company's employees and its Customers. Products such as hand soaps, sanitizers, air fresheners, disposable towels and tissue, as well as required dispensers, address health and sanitary concerns, while conveying a focus on cleanliness that speaks of a total commitment to quality.

Services

When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).

Rent, lease, or buy work uniforms

Sourcewell's Members can assume as little or as much responsibility as they wish for their overall uniform program by electing to rent, lease, or buy. With the proper care and ongoing maintenance, Members can be assured their UniFirst workwear (and facility service) products are always in top shape.

Work Uniform Rental includes program administration, laundering, delivery, repairs, replacements, and more.

UniFirst full service uniform rental programs include:

When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your Member's choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).

How our rental programs work

More than 260 UniFirst service centers throughout the U.S. and Canada provide a total uniform and Facility Service package. With a full service rental program, you get:

- Professional on-site needs analysis
- More than 40,000 in-stock product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Professional laundering and finishing
- Regularly scheduled uniform deliveries and product replenishment

- Inspection of all work clothing for rips, flaws, missing buttons, etc.
- Automatic garment repairs
- Automatic replacement of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

You will get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Service Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Every delivery day your Route Representative will check with you to see if there are any new employees to be added to the program. If there are, these additional people will be documented on the invoice. If you don't want to wait until your next delivery day, call your local UniFirst office and ask to speak with the Customer Service Rep. The Route Representative will size all new employees (or you can give their sizes over the phone) and uniforms will be ordered within 24 hours. You can expect stock garments in standard sizes to arrive on the next delivery day. Non-stock garments or non-standard sizes will take a little longer.

For rental uniforms UniFirst does not measure your employees. Rather, we have your employees actually try-on the garments, as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive, greatly assists the sizing process.

Work Uniform Leasing includes all the facets of a Uniform Rental Program, but employees take care of laundering their own uniform garments.

UniFirst Val-U-Lease uniform programs include:

Depending upon individual needs, your Members may prefer our Val-U-Lease program. They will enjoy the service, convenience, and all the benefits of our Full Service Uniform Rental Program, with the exception of the scheduled laundering services. But if they need occasional laundering, we can arrange that, too. And you'll still receive our uniform repair, replacement, and other maintenance services, as needed.

How our Val-U-Lease programs work

Like with our Uniform Rental programs, a UniFirst Val-U-Lease program eliminates upfront clothing investments in favor of low weekly charges. Your Members are only billed for the number of workers actually "in uniform." Idle clothing costs are avoided, and they get top-quality, stylish uniforms of their choice... complete with custom company emblems and much more. Employees take care of uniform cleaning, but UniFirst takes care of everything else, including:

- Professional on-site needs analysis
- More than 40,000 in-stock SKUs and over 340,000 total product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Garment repairs
- Garment replacements of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

Your Members will get three dedicated UniFirst professionals working on their account at all times. There's a dependable Route Service Representative who'll keep their program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that they are getting everything they need when they need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Work Uniform Purchase programs allow your Members to outfit their staff at competitive prices. And if they require occasional laundering or other garment services, we can provide that too.

For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.

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| | | <p>Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.</p> <p>All our uniform rental items are available for purchase. Your Members may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.</p> |
| 9 | <p>What are your company's expectations in the event of an award?</p> | <p>In the 9 years UniFirst has held the contract for uniforms, we've grown Sourcewell (formerly NJPA), to be our largest National Account Preferred Vendor program with annual revenues exceeding \$10M. In the event we're able to re-secure Sourcewell's uniform contract we are confident our program will, at a minimum, double over the course of the contract if not grow 2.5-3X based on ongoing sales efforts, management and rep awareness of the program and all the marketing and educating of Sourcewell members and/or prospective members these past 9 years.</p> |
| 10 | <p>Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.</p> | <p>Please see the attached "UniFirst FY 2019 Annual Report," And the "UniFirst Standard Bank and Credit Responses" file. UniFirst's Dunn and Bradstreet Rating 5A2</p> <p>UniFirst is debt free, our balance sheet position allows us to commit to our industry leading product/facility reinvestment. That reinvestment will allow you to enjoy the best in class service from the Premium Supplier in the industry for the life of the facility service partnership.</p> <p>We are also the quality leader in the industry. Our executive focus and capital investment is all directed into improving our Laundry operations and customer experience. 95% of our revenues are from our core competency - rental laundry programs. Compared to our top two competitors, rental laundry represents roughly 77% of Cintas's revenue and only 9% of Aramark's revenue. Our financial position compared to our top two competitors with Aramark carrying \$7.87 billion and Cintas carrying \$2.54 billion in debt, with their efforts to reduce their debt burden, limits their ability to reinvest in their laundry infrastructure and customer's inventories.</p> <p>Ensuring quality, starts with product selection and account set-up. Unlike many of our competitors that have invested resources in other lines of business such as food related services, fire extinguishers, bathroom & carpet cleaning and put in place lucrative commission structures for their drivers to cross sell to their existing customer base, UniFirst's primary business is Laundry. Each Route Service rep is judged and bonused each year on the customer retention numbers within their given route with top performers who keep 100% of their customers each year rewarded with a 5 night trip to a luxury resort to celebrate their accomplishment (The Cove at the Atlantis Bahamas in 2019).</p> <p>That commitment to excellence for our customers was built from the ground up by our founding family (and the majority shareholders in our company) based on our founding Core Values (which remain in place today): Customer Focus, Respect for Others, and Commitment to Quality. UniFirst's primary business objective is to provide its customers with only the best services possible, along with great-looking, image-enhancing uniforms, work clothing, and facility service items. All of our ongoing investments and efforts are focused on accomplishing one thing, which is our number-one long-term goal for UniFirst: to become universally recognized as the best service provider in our industry.</p> <p>To accomplish that goal, we have the largest network of ISO certified laundering plants in our industry. UniFirst maintains 260 facilities throughout North America. By having our plants ISO certified, we help ensure a consistency of quality that supports our commitment to providing best-in-class service and products to all of our customers.</p> <p>Each of our customer-servicing plant operations earned the internationally recognized ISO 9001 certification. The majority of our company-owned manufacturing facilities operate within ISO 9001:2015 certified quality management systems. ISO certification requires operations to document and follow workflow processes in detail in order to maintain ongoing maximized efficiencies in processes and productivity. ISO certifications can only be earned (and maintained) following in-depth quality and conformance audits by a recognized third-party certifying authority.</p> <p>UniFirst also maintains a state-of-the-art distribution center in Owensboro, Kentucky and has one plant in Cave City, Arkansas that specifically manufactures its own line (approximately 97% of the mats we place in service), of high-quality commercial floor mats. ISO 9001:2015 Certification, validates the fact that UniFirst has continuous improvement processes in place "to ensure that we consistently meet or exceed all of our customer's expectations." In-house manufacturing, producing millions of products annually, provides a unique level of vertical integration that not only lowers the cost for our customers, but also permits the creation of custom-designed mats for image-conscious companies.</p> |

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| 11 | What is your US market share for the solutions that you are proposing? | 16% | * |
| 12 | What is your Canadian market share for the solutions that you are proposing? | 17% | * |
| 13 | Has your business ever petitioned for bankruptcy protection? If so, explain in detail. | No | * |
| 14 | How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party? | <p>We manufactured approximately 67% of the garments we placed in service during the fiscal year ended August 31, 2019 ("fiscal 2019"). These were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize to supplement our manufacturing capacity in periods of high demand. That means the products are made to withstand the punishing industrial laundry process. We also include products from other fine manufacturers noted for work wear quality and toughness.</p> <p>The Company operates 260 locations, serves over 300,000 customers throughout North America, puts nearly 2 million people in work apparel each business day and employs more than 14,000-plus team partners. Our business is the Rental, Lease and Sale of work clothing, uniforms, protective apparel, career-wear, and facility services products to businesses in virtually all industrial categories.</p> | * |
| 15 | If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP. | <p>UniFirst is in good standing in the state of its incorporation, is qualified to do business in each state in which it proposes to provide products and/or services and has all licenses and permits necessary or required to provide such products and/or services.</p> <p>UniFirst operates the largest network of ISO 9001:2015 certified laundry facilities in the world. It has manufacturing facilities, and its primary distribution center is ISO 9001:2015 Certified. This process includes the creation of detailed training and communication programs for all team partners on maintaining appropriate procedures for quality and service controls.</p> <p>UniFirst maintains a state-of-the-art distribution center in Owensboro, Kentucky and three ISO 9001-2015 Certified garment manufacturing facilities in Mexico and also a manufacturing facility in Nicaragua. In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms we offer through our uniform programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage.</p> <p>UniFirst belongs to the following Associations:</p> <p>Food Service Grocery Manufacturers/Food Products Association American Association of Meat Processors International HACCP Alliance.</p> <p>Environmental Uniform and Textile Service Association (UTSA) Textile Rental Services Association (TRSA) Laundry Environment Stewardship Program (LaundryESP®) U.S. Green Building Council (USGBC) Canada Green Building Council (CaGBC). Energy Star and Green Lights® Business Partner Green Seal™ certified Eco-LogoM certified</p> <p>Healthcare AORN (Association of Operating Room Nurses) APIC (Association for Professionals in Infection Control and Epidemiology) ASHES (American Society for Healthcare Environmental Services) NADONA (National Association Directors of Nursing Administration) NFSI (National Floor Safety Institute),</p> <p>We also offer food industries specialized uniform programs that are consistent with the guidelines of Hazard Analysis Critical Control Point (HACCP) and the Global Food Safety Initiative (GFSI).</p> | * |

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| 16 | Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years. | UniFirst operates 260 locations, serves over 300,000 customers throughout North America, puts nearly 2 million people in work apparel each business day and employs more than 14,000 team partners. As such, to the best of our knowledge and belief, and without any duty of investigation, we have no knowledge, in the last 10 years, of any suspension or debarment proceedings that apply to UniFirst as defined under 48 CFR Chapter 1 - Federal Acquisition Regulation. |
| 17 | Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services. | <p>Work Apparel UniFirst Brands Industrial Uniforms Work Shirts Work Pants Outerwear Flame Resistant Clothing High Visibility Workwear Healthcare Uniforms & Apparel Food Service Apparel ESD & Anti-Static Garments</p> <p>Uniform Services Uniform Rental Programs Val-U-Lease Program Direct Purchase Programs National Account Programs</p> <p>Facility Services Floor Mat Services <ul style="list-style-type: none"> • WALK-OFF MATS • SCRAPER MATS • ANTI-FATIGUE MATS • "WET AREA" MATS • MESSAGE & LOGO MATS Floor Mop Services <ul style="list-style-type: none"> • WET & DRY FLOOR MOPS • MICROFIBER FLOOR MOPS Wiper & Towel Services <ul style="list-style-type: none"> • SHOP TOWELS • MICROFIBER TOWELS Restroom Services <ul style="list-style-type: none"> • SOAPS & HAND CARE • HEAVY-DUTY HAND CLEANERS • PAPER TOWELS & SANITARY TISSUE • AIR FRESHENERS • SHAMPOO, SHOWER & BATH Hand Hygiene Services <ul style="list-style-type: none"> • PURELL HAND SANITIZERS • MEDICAL SOAPS & SURGICAL SCRUBS Cleaning Solution Dispensing Services</p> <p>Safety & PPE <ul style="list-style-type: none"> • Safety Masks • Ear Plugs • Eyewash Stations • Flame Resistant Clothing • Industrial Safety Gloves • Hard Hats • High Visibility Clothing • Safety Glasses </p> |

Table 3: Industry Recognition & Marketplace Success

| Line Item | Question | Response * |
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| 18 | Describe any relevant industry awards or recognition that your company has received in the past five years | <p>Our Company continues to be honored by communities throughout North America for our environmental efforts. Utilities in Missouri and Texas, for example, presented UniFirst with “gold” awards for water safety and environmental-friendly treatment processes; other sanitation districts from Virginia to Kansas have also presented UniFirst with “Green” awards for the care we take in protecting local environmental resources.</p> <p>We have even been recognized for our environmental efforts within the specialized field of laundering and decontaminating apparel for the nuclear power industry. Exelon Corporation, one of the nation’s largest nuclear power providers, presented our company with its Environmental Leadership Award, citing our “lengthy record of (processes and) services that are environmentally responsible, safe, and of superior quality.” These are just a few of the many types of awards and recognitions we receive every year.</p> <p>UniFirst has secured the No. 9 spot on Apparel magazine’s “Top 50” apparel companies list. This is the 13th consecutive year that Apparel magazine ranked UniFirst as one of America’s top 50 apparel companies, and the second time the company has appeared in the top 10. To be eligible for the Apparel listing, public companies had to record at least \$100 million in annual sales; rankings were based on overall performance and financial management. UniFirst appears in the top 10 alongside some of America’s most popular clothing companies including Nike, Canadian Goose, and lululemon athletica.</p> <p>In 2019 UniFirst was, once again, named by Selling Power magazine as one of the top companies to sell for in America. That’s 16 years in a row.</p> <p>Top 5, A+ ranking on list of “America’s Most Trustworthy Public Companies” (TGF Analytics).</p> <p>Forbes’ Platinum 400 List “Best Big Companies in America.”</p> <p>Forbes Magazine Names UniFirst Corporation to its 2019 America’s Best Employers List. UniFirst has been selected as one of “America’s Best Large Employers” for 2019. The list ranks the top 500 employers across 25 different industries in the United States...</p> <p>Glassdoor’s “25 Best Companies for Career Opportunities” list.</p> <p>UniFirst Ranked by Newsweek as One of “America’s Best Customer Service” Providers 2020.</p> <p>UniFirst has been included on Barron’s second annual list of the 100 Most Sustainable Companies in the United States...</p> <p>Boston Globe’s “Top 100 Performing Companies” list. All companies on the list are judged by their increased sales, profits, and return on shareholder’s equity. Capital IQ, a Standard & Poor’s business, provided the analytics for this year’s Globe 100 using Securities and Exchange Commission filings and corporate reports.</p> <p>UniFirst was once again recognized for its commitment to diversity from two different organizations—2020 Women on Boards and the TRSA (Textile Rental Services Association).</p> <p>UniFirst has won a 2019 APEX Award of Excellence for the design and implementation of the company’s recent President’s Club promotional mail campaign.</p> <p>This is the second consecutive APEX award that UniFirst has earned for their marketing communications programs—last year having won an award for the cover design of the company’s Uniform Rental Catalog. This year’s winning entry focused on UniFirst’s President’s Club, a prestigious designation that recognizes and rewards top salespeople for achieving challenging year-long sales goals.</p> <p>UniFirst has won a Bronze Stevie® Award for its LEAP (Leadership, Education, and Performance) management development program in a new category for 2019—Sales Recruitment Initiative of the Year...</p> |
| 19 | What percentage of your sales are to the governmental sector in the past three years | <p>Government sector sales falls under “Other” (16%), which includes:</p> <ul style="list-style-type: none"> • Oil and Gas Extraction, • Government, Retail, • Other Industries |
| 20 | What percentage of your sales are to the education sector in the past three years | <p>The Education sector sales (15%), falls under “General Services,” which includes:</p> <ul style="list-style-type: none"> • Business Services • Health and Educational Services |

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| 21 | List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years? | UniFirst is an approved contracted supplier for these and other Group Purchasing Organizations (GPOs): Amerinet Champs Group Purchasing MedAssets Premier Sales volumes are confidential. | * |
| 22 | List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years? | UniFirst does not have any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that we hold. | * |

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

| Entity Name * | Contact Name * | Phone Number * | |
|----------------------|---|-------------------|---|
| City of Jacksonville | Richard Woodroof- City Manager | 910-938-5200 | * |
| City of Wilmington | Ellen McGowan- Sr Finance | 910-343-1069 | * |
| City of Germantown | Cathryn Perdue, CPPB, SPSM, Assistant Director of Procurement | P: (901) 751-7601 | * |

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

| Entity Name | Entity Type * | State / Province * | Scope of Work * | Size of Transactions * | Dollar Volume Past Three Years * | |
|---------------------|---------------|---------------------|----------------------------------|----------------------------------|----------------------------------|---|
| Not for Publication | Government | Virginia - VA | Uniform/Facility Services Rental | \$1,905 (Average weekly invoice) | \$297,201 | * |
| Not for Publication | Non-Profit | Washington - WA | Uniform/Facility Services Rental | \$1,874 (Average weekly invoice) | \$292,288 | * |
| Not for Publication | Government | Virginia - VA | Uniform/Facility Services Rental | \$1,650 (Average weekly invoice) | \$257,451 | * |
| Not for Publication | Government | North Carolina - NC | Uniform/Facility Services Rental | \$678 (Average weekly invoice) | \$105,710 | * |
| Not for Publication | Education | California - CA | Uniform/Facility Services Rental | \$672 (Average weekly invoice) | \$104,836 | * |

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

| Line Item | Question | Response * | |
|-----------|--------------|---|---|
| 25 | Sales force. | Direct employees across the US and Canada for Sales = 1230, and for Route Service Team partners that overlap with delivery and Route Sales = 2542 | * |

| | | |
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| 26 | Dealer network or other distribution methods. | <p>We manufactured approximately 67% of all garments which we placed in service during fiscal 2019. These garments were primarily work pants and shirts manufactured at three of our plants located in San Luis Potosi, Mexico, one plant located in Managua, Nicaragua, as well as at subcontract manufacturers that we utilize to supplement our manufacturing capacity in periods of high demand. The balance of the garments used in our programs are purchased from a variety of industry suppliers. Currently, we also manufacture approximately 97% of the mats we place in service at our plant in Cave City, Arkansas.</p> <p>We note that our three apparel manufacturing plants in Cardenas, Valles and Ebano, Mexico have been awarded ISO 9001:2015 certification by Perry Johnson Registrars, an internationally recognized certifying authority. This ensures that the garments and emblems we design are produced with better quality, greater economy, and shorter response times to our customers.</p> <p>This ISO 9001:2015 certification speaks volumes about our commitment to quality in general and in particular about the quality manufacturing management systems that UniFirst now has in place at these garment manufacturing facilities. The output of these plants is shipped directly to our ISO 9001:2015 certification Distribution Center in Owensboro, KY for subsequent utilization by our customer service centers located throughout North America. This state-of-the-art Owensboro Distribution Center has systems and processes that allow for the incredibly fast delivery of products to our customers.</p> <p>Fast, accurate delivery -- UniFirst has invested over \$35 million in the state-of-the-art distribution center in Owensboro Kentucky, designed from the ground-up to support high-volume National Account service requirements. In-stock product can be picked, routed, inspected, packed and shipped within five (5) business days.</p> <p>UniFirst's centralized distribution center in Owensboro, KY is a state-of-the-art facility which improves shipping and labor costs and increases the service level we can provide Sourcewell. We invite you to view our Owensboro six minute video tour at the following URL:</p> <p>http://www.unifirst.com/company/videos/centralized-distribution-center-owensboro-ky/</p> <p>In-house manufacturing, producing millions of garments annually, provides a unique level of vertical integration that not only lowers the cost of uniforms the Company offers through Rental Programs, but also permits the creation of custom-designed garments for image-conscious companies. The latter often affords UniFirst a distinct competitive advantage.</p> <p>UniFirst has excellent geographic coverage for rental programs. We have extensive rental service operations. Our network of over 260 Locations, serve Customers in 45 US States & the majority of Canada (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.</p> <p>All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider. We serve over 300,000 customers throughout North America, putting nearly 2 million people in work apparel each business day.</p> |
| 27 | Service force. | 1531 SERVICE |

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| 28 | Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises. | <p>We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route service representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enables us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations.</p> <p>We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our "Customers for Life" program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement.</p> <p>UniFirst's business hours are 8:00 A.M. to 5:00 P.M. daily local time (holidays and weekends excluded).</p> <p>To ensure Sourcewell and its members will have direct access to National Accounts we will also customize internal communication tools for your Member's employees. An example of those communications would be a customized 800 phone hotline, email (example: (MEMBER)@unifirst.com) and customized posters in all sites so that local people know who to contact for assistance and how to contact them.</p> <p>Your members experience countless customer interactions every day, so it's important that all of their team members look their best. As your uniform and facility services provider it's our job to make that happen. To accomplish this, we take a team approach to servicing your accounts.</p> <p>Your local UniFirst service team consists of the following trained service professionals working on your Member's account all the time....</p> <p>*Route Representative . . . they keep the program running smoothly day in and day out. They are responsible for picking-up dirty uniforms and delivering clean ones. There're also empowered to replace worn garments as needed, provide size exchanges and to handle any service issue on the spot. They are in short, the embodiment of UniFirst.</p> <p>*Service Manager . . . Their primary responsibility is to see to it your members are getting everything they need when they need it.</p> <p>*Customer Service Rep . . . available to provide immediate telephone assistance.</p> <p>In addition, this local team is aided by the National Account Service Team. Led by Sourcewell's dedicated Account Executive, this team is available in the event an issue needs extra attention, or your Member is not satisfied with our local response. Simply use the Service Hotline to communicate the issue. We will work with your Members and our local service team to ensure your Member's issue is resolved to their satisfaction, quickly and efficiently.</p> <p>Local Service Team: Call the local phone number provided on the weekly invoice. Account Executive: Jesse Daggett (contact via Hotline) or jesse_daggett@UniFirst.com Service Hotline: 877-382-4629</p> <p>If the local service team does not resolve the issue in the time specified, please contact the national account department using the dedicated Hot Line phone number or email.</p> |
| 29 | Identify your ability and willingness to provide your products and services to Sourcewell participating entities in the United States. | <p>UniFirst looks forward to continuing and expanding upon our existing successful relationship with Sourcewell and your participating entities across the United States. We directly provide service in 45 US States (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.</p> |
| 30 | Identify your ability and willingness to provide your products and services to Sourcewell participating entities in Canada. | <p>Rental laundry facilities are located to provide products and services to your participating entities across Canada in Montreal, Quebec City, Drummondville, Toronto, London, Ottawa, Scarborough, Fredericton, Lethbridge, Calgary, Edmonton, Reed Deer, Grand Prairie, Saskatoon, Regina, Taber, Medicine Hat, Vancouver and Kelowna. More than 85% of Canada's population can be served from these facilities.</p> <p>UniFirst looks forward to continuing and expanding upon our existing successful relationship with Sourcewell and across Canada.</p> |
| 31 | Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract. | <p>Our network of over 260 locations, serve Customers in 45 US States & the majority of Canada (not in HI, MT, ND, SD, and AK). For locations where we would not have coverage, we would use our best effort to subcontract to a local service provider.</p> |

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| 32 | Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract? | UniFirst will fully service all Sourcewell participating entity sectors that fall within our service territory. All services provided to all customers with operating locations within UniFirst's rental services area are provided exclusively by UniFirst personnel utilizing UniFirst owned or leased facilities and equipment. For locations that we do not currently service, we will use our best effort to subcontract to a local service provider. | * |
| 33 | Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories. | <p>For Hawaii and Alaska locations that we do not directly service, we subcontract to local service providers who currently service some of our existing National Account Customers who have other locations outside of these areas.</p> <p>Further discussions are required for participating entities who are solely located in either Hawaii or Alaska.</p> <p>Please note that due to the cost of doing business in Alaska and Hawaii, Subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a Subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.</p> | * |

Table 7: Marketing Plan

| Line Item | Question | Response * | |
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| 34 | Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response. | <p>The goal of the UniFirst marketing program is to create a consistent understanding of our partnership both internally and externally. We leverage multiple channels for communication to get this message across in the most effective and relevant way possible. Our local team members are eager to expand on our existing successful national partnerships because they know how it leads to professional success.</p> <p>Our marketing material is simple and effective and speaks to the relevant concerns of your members and our local team's ability to successfully create partnerships. We are very dexterous in our ability communicate with your members and our local teams. It is the design of our marketing that ultimately creates that facilitates habits and behaviors that are conducive to success.</p> <p>We do this today and have been successfully promoting this opportunity. Please see the attached "Sourcewell sample welcome kit."</p> | * |
| 35 | Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness. | <p>UniFirst manages and optimizes its comprehensive internet-based Search Engine Optimization (SEO) and Search Engine Marketing (SEM) prospecting program to maximize UniFirst brand exposure via the web, gain increased website traffic to UniFirst.com, collect more qualified sales leads, and increase closed sale dollars directly related to these efforts. Programs include trackable results, reporting, and analyses, as well as direct ROI information. UniFirst Digital Marketing programs are intended to improve quality and numbers of current sales leads and conversions to new rental sales via UniFirst.com contact forms and call-ins to MRD. The goal is to continually increase related revenues annually, primarily through more targeted efforts and campaigns performed by our Digital Marketing Specialists, increased AdWord-type spends to include target markets/keywords, Shopify pages, and social media advertising. But, over time, the biggest boost we expect will come with the integration of our Marketo/Call Tracking platform and Microsoft Dynamics in 2020. This integration, planned for FY20, will provide additional ROI long-term via more accurate program tracking, as well as email marketing and other ongoing prospect "nurturing" opportunities, like ongoing targeted email campaigns to sales prospects, leading to improved results.</p> <p>UniFirst invests in cutting-edge Digital Marketing technologies to better compete in today's digital age and to effectively manage, track, and measure accurate ROI on all DM programs. Programs allow us the ability to more effectively run and more accurately report on DM activities, campaign data, testing, appointments, and sales results, as well as call-in leads and all sales leads from website form submissions. The following are some DM technologies that UniFirst currently invests in for both SEO and SEM: Marketo, CallTrackingMetrics (CTM), SEMrush, Web-CEO, SEOmoz, Premium Store Locator (zip code lookup), Google AdWords, Bing Search Ads, Google Remarketing/Retargeting, Social Media Advertising (Facebook, Instagram, Twitter, LinkedIn, etc.), Shopify (online catalogs), ZMags (interactive, flip-catalogs online), Google Reviews, Google Local Search</p> | * |
| 36 | In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process? | It's clear that you're focused on the success of this partnership like we are. Your support and buy-in is vital to long term mutually beneficial success. Our ability to coordinate our communication is one that will open many doors for both our organizations on the local level. | * |

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| 37 | <p>Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.</p> | <p>Yes. For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.</p> <p>Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.</p> <p>All our uniform rental items are available for your Customers to purchase. You may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.</p> <p>UniFirst can offer a custom e-procurement storefront web site personalized with for your Customer's graphics and content. Your Customer's logo can be included to give the feel the web site is an extension of their entity. The custom web site would only offer products and prices defined in the Contracted Offer.</p> <p>Orders can be transacted directly from the e-procurement web site. The e-procurement storefront is full-featured and completely functional with item personalization, order history, product specification, product graphics, purchase/spending limits.</p> <p>Once registration is completed each user would have a unique username and password with settings defining their authorized web site. The custom web storefront would be presented to the individual once logged in.</p> <p>A brief list of e-procurement storefront features and capabilities include:</p> <ul style="list-style-type: none"> • On-line Registration for the Program by employees via the Storefront. • On-line Order placement by registered employees via the Storefront • On-line Order placement by a purchasing agent on behalf of a group of users. • On-line Order history review by registered employees or by a purchasing agent on behalf of a group of users. • The Program will manage specific products, attributes, and pricing and personalization options for your contracted offer. • Purchase Limits via our Managed Program module. Your Customer's balances would be loaded here • Tracking and enforcement of pre-defined spending limits at the individual employee level. • Payment methods available are: Accounts receivable (A/R), Credit card, and Individual purchase limit (A/R). • In addition to the products included in the offer, the entire UniFirst product catalog can be accessed, if desired, by a separate registration. • Accessible 24 hours, seven days a week. • On-line display by login showing spend by employee, if applicable. • Estimated Delivery Date |
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Table 8: Value-Added Attributes

| Line Item | Question | Response * |
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| 38 | <p>Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcwell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.</p> | <p>UniFirst can provide training or instruction of our goods and services through the local Service Centers. At the time of your Member's transition.</p> <p>The Account Executive can help identify further areas that your Members feel may require further instruction. Additionally, they may contact the Customer Service team at the local Service Centers for further assistance.</p> <p>For Rental Programs during implementation, a dedicated account executive will coordinate the time and efforts of our Site General Manager, District Service Manager, Route Sales Representative, Office Services Personnel, & Customer Services Representatives. The account executive will coordinate with your Member's representative to ensure their site managers are informed of the implementation plan the same time UniFirst managers are.</p> <p>We will require the willing participation of a site representative or representatives (perhaps from each functional area . . . defined to mean any area or group that requires individual billing) to attend site installation planning meetings; and, a meeting room within your Member's facility suitable for sizing and meeting purposes. Employees will have to be made available for sizing purposes, according to an agreed upon plan and schedule; and, ideally Member's should have available pre-prepared forms that detail each employee name (by sizing group), indicating the type and quantity of garments that each individual is entitled to receive.</p> <p>Necessary site permits, if any, will have to be secured and any site orientation sessions, including any safety programs that our employees may be required to attend, will also have to be scheduled and coordinated.</p> |

Visits are planned with each functional group (i.e. plant manager, safety manager, buyer, etc. ...) prior to the installation of services. During this visit, our representatives will introduce UniFirst and explain the uniform rental process in detail, being careful to answer any and all questions fully. Orientation pieces entitled "Welcome to UniFirst" will also be left in each functional area.

Following installation, repeat visits will be scheduled to ensure that each functional area and each employee fully understands the Member/UniFirst uniform services program.

We will have a UniFirst service team of suitably qualified personnel in place to support the supplies and services being offered to the Members. In the implementation and day-to-day servicing of a program, questions and issues can and do come up. The UniFirst service team will be there to support the Members and deal with questions and issues effectively and quickly. Your Member's service team will consist of...

- Customer Service Manager . . . His/Her primary responsibility will be to see to it Members are getting everything they need when they need it.
- Customer Service Reps . . . Committed to exceeding your Member's expectations. Customer Service Reps are trained service professionals that are empowered to deliver consistent and reliable service every day. If service issues arise our Customer Service Reps will be ready to resolve any problems your Members may have.
- Account Executive . . . Provides direction and council to our Customer Service Reps. The Account Executive will coordinate any changes to the established Member's program. In addition, he/she will audit performance and work to ensure that we perform up to your Member's expectations.

To assist and guide your Member's team through a Direct Purchase program we can provide them with"

- A classroom style training introducing the features of the program. We can review the basic set-up of an account; step-by-step demonstrated the ordering process and walk the user through the final steps in placing the order. One location, one or two day training session.
- Training is normally done by scheduled conference call with Users accessing their own custom website with practice orders being placed.
- Provide documentation to highlight the one... two ... three's... of the storefront and the ordering process
- Or, if they decide to go it alone their storefront will be designed with an easy to access help feature
- Our professionally trained Customer Service Representative are ready to resolve any problems your Member's may have

UniFirst can help you design a training program to fit your Member's needs. The portal is guaranteed to be as easy to use as many found on the web today, but there may be questions.

We can also provide instruction on how to access the portals for reporting or direct purchase programs.

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| 39 | Describe any technological advances that your proposed products or services offer. | <p>UniFirst has long maintained a leadership position in developing and implementing technology for the textile service industry. From our ISO 9001:2015 certified state-of-the-art Distribution Center (325,000 Sq. Ft.), our newly implemented PeopleSoft platforms with deliverable eCommerce solutions via the Internet, to our new CRM system, UniFirst is leading the industry in delivering advanced business solutions. Capital reinvestment in technology for new systems and automated facilities continues to exceed that of our competitors. We welcome the opportunity to host your supplier selection team at any of our operations to further demonstrate the UniFirst difference.</p> <p>The UniFirst fleet of customer delivery and support vehicles follows proper maintenance schedules and all our drivers consistently follow best practices to conserve fuel consumption. We use "Roadnet® Route Optimization," which consolidates routes for increased efficiencies. By driving significantly fewer miles, we're drastically reducing our carbon footprint. This is an ongoing initiative being followed by our delivery vehicles throughout the United States and Canada. The benefit to your Members: We're driving fewer miles each day, keeping costs and emissions down, while delivering the same levels of excellence in service to our customers.</p> <p>UniFirst has developed a National Account Charter with an intensive focus on our most important deliverable...CONSISTANT APPLICATION OF PRODUCTS, SERVICES AND PRICING ACROSS ALL REGIONS OF NORTH AMERICA. To this end, UniFirst has developed a system called NACS . . National Account Customer Setup (NACS). NACS enables us to efficiently communicate your Member's program requirements to each local UniFirst Customer Service Center that will be servicing the Member. We create a customized National Account Customer Profile that details how the Member's account will be serviced. It includes pricing, product as well as all service requirements. NACS allows us to distribute the Customer Profile on a schedule mutually agreed to by the Member and UniFirst. NACS also creates the officially recognized Installation Authorization that tells our local Service Centers to begin the program implementation. It also allows us to track implementation progress to ensure that target dates are met. This carefully orchestrated internal communication is essential to us applying your Member's programs consistently across all of their locations.</p> <p>UniFirst's proprietary bar coding system provides an accurate pick-up and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on your premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the Client to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.</p> <p>UniFirst tracks garments throughout all internal and external processes using advanced laser and digital camera bar code technologies. This proprietary system is ideal to help prevent delivery shortages and secure information better than other scanning methods, including radio frequency (RF) chip systems. And unlike RF tracking, that embeds chips into garments to transmit information, our approach does not transmit data and never compromises wearer comfort or privacy.</p> <p>When your Members participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of their choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your Member's employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).</p> |
| 40 | Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each. | <p>Environmental Stewardship</p> <p>UniFirst was one of the first in the textile services industry to re-engineer all of its operations to become a "greener" and more environmentally friendly Company. We were also one of the first members of the EPA's Green Lights and Energy Star Buildings programs, which combine business strategies with environmental protection and energy conservation at all corporate facilities. And every single UniFirst laundry production facility uses computerized processing equipment to maximize fuel and energy efficiencies, while minimizing waste. In 1997, UniFirst joined the Laundry Environment Stewardship Program (LaundryESP), an industry initiative with a singular focus to protect the environment. As a result of reworking all routine operational practices, UniFirst (and our industry) achieved and continues to maintain considerable reductions in water and energy usage.*</p> <ol style="list-style-type: none"> 1. Water use: 12.5 percent reduction. 2. Energy use: 11.8 percent reduction. 3. Pollutants discharged: 40 percent reduction. 4. Peroxide bleaches: 100 percent increase in usage for wash formulas, resulting in less use of chlorine bleaches (which can combine with other chemicals to create non-biodegradable byproducts). 5. Enzyme-based detergents: 57 percent increase (these cleaners are primarily used in food and healthcare textiles; their use reduces the need for higher temperature wash formulas, thereby reducing energy costs). <p>* All data was subject to a quality check by Collier Shannon Scott, Environomics of Bethesda, Maryland and Georgetown Economics (D.C.).</p> <p>From the moment a piece of clothing or other textile product enters one of our processing facilities, every item is carefully sorted and placed into specially designed slings that are tagged as to garment type and soil level. They are then weighed and sent to designated washers that have been pre-programmed — based on the specifics of the load — to use the exact amounts of cleaning agents, water, and cleansing temperatures to maximize processing efficiencies and prevent unnecessary waste.</p> |

Computerized wash formulas determine the correct water levels and temperatures, what detergents and additives are needed, the length of the wash cycle, and any other additional information that the specific clothing or soil type might require. And when the cleaning cycle is completed, sophisticated computer controls automatically tip and empty washers onto moving conveyors which transfer the laundry to preprogrammed computerized driers. Under these advanced systems, there's little likelihood for human error or accidental waste of resources.

We take extraordinary care with all the by-products produced by our laundry operations. Our ongoing investments in water and air treatment technologies help assure that everything we return to the environment is "clean," safe, and nonpolluting.

Environmental Sustainability

Additional services and benefits that are "typical" services are a testament to how UniFirst is an environmentally-friendly company. At UniFirst Corporation, we believe in protecting the environment. That's why we continually focus on sustainability and always strive to become a "greener," more environmentally-friendly Company in all aspects of our operations. Whether it's the precise uniform processing procedures we follow to ensure resource conservation and environmental protection, the thoughtful energy-saving practices we use at our 260 facilities, the careful fleet maintenance and driving procedures we have firmly in place, the manner in which our ancillary services and products are designed and manufactured, or the work uniform and facility services options we provide our customers to help them meet their sustainability goals...all we do consistently takes environmental sustainability into consideration.

Our Values

From modest beginnings in an eight-stall garage in Boston, MA in 1936, UniFirst has grown to become a billion dollar industry leader in the Uniform and Textile Services business. In part, our modern day success story is a result of our following the three Core Business Values established by our founder Aldo Croatti. These values, which continue to act as the foundation for our corporate culture, are:

1. CUSTOMER FOCUS — Customer Satisfaction is the best measure of how well we deliver quality. It's our overriding goal and at the center of our "Customers for Life" business philosophy.
2. RESPECT FOR OTHERS — We consistently treat those in our personal and business lives with the same consideration and understanding we wish for ourselves.
3. COMMITMENT TO QUALITY — Evidenced by our constant focus on "doing it right the first time" and our commitment to ISO certifying each of our service operations to ensure quality is the hallmark of all we do.

In order to fulfill our overriding goal for total Customer Satisfaction, UniFirst Team Partners annually pledge to our "10 Essentials of Service."

1. Every Team Partner contributes directly to the Company's image.
2. It's in each of our jobs to handle any Customer requests quickly and address any user problem immediately.
3. We will always strive to fully understand each Customer's needs and aim to deliver service that exceeds their expectations.
4. Every Team Partner is responsible for identifying any defects in our products, processes and work methods, and for making recommendations for improvements.
5. We are ambassadors of the business, both inside and outside of the workplace.
6. We will take pride and care in our personal appearance.
7. Being part of a team means we can count on those around us.
8. There is no dishonor in not having the right answer, only in not acting quickly to seek it out.
9. Mistakes are inevitable. How quickly we correct them and how well we communicate the remedies makes the difference between customers who remain upset and those who come away more loyal than before.
10. We must ultimately create exceptional job stability and continuously increase shareholder value.

In the Office

In 2008, our Information Services Department initiated a project to reduce the number and size of both servers and personal computers. By adopting latest technologies, the initiative reduced electrical costs and lowered the amount of cooling required from air-conditioning units. The project also extends the life of many computers, keeping unwanted waste materials out of recycling bins and landfills. In addition, paper and bottle recycling bins are located throughout all areas of our corporate offices and remote locations.

Additionally, all 260 UniFirst facilities are networked by more than 3,000 PCs and we consistently add new technologies that allow for more electronic options with our routine business activities – both internally and externally – thereby significantly reducing overall paper usage.

Route planning and optimization software has saved roughly 1.7 million gallons of fuel annually, which produces nearly 34 million less pounds of CO2 each year.

Uniforms, Work Apparel

Compared to purchasing, renting uniforms saves energy and decreases natural resource

consumption (as noted above). Plus, our work garments are built to last longer than store bought apparel, our service programs maintain customer clothing to extend wear life, and our apparel is reused whenever possible. . . thereby resulting in reduced raw textile usage and less waste entering landfills and incinerators.

When appropriate, we also refurbish and transform pre-worn customer apparel into “like new” offerings for garment replacements. And when wear and tear finally takes its toll and the professional image of our customers could become compromised, we look to donate such clothing items to needy organizations in the U.S and abroad — in effect, giving them a “second life.”

Our Company manufactures more than half of the shirts and pants used in our rental service programs, and all aspects of the construction consistently keep clothing “longevity” in mind. For instance, our shirt and pant designs use reinforced triangular tacking at the corners of pockets to prevent ripping and tearing that could be caused by repeated contact. Similarly, our fabrics are carefully selected for weight/hand (feel) to withstand constant abrasion, as well as the industrial laundry process. And, although we use more stitches per fabric inch to produce higher quality construction, this additional thread use is more than offset by the extended garment life we achieve. We’ve also computerized our textile cutting systems to assure minimal waste of fabric and our “modular” assembly construction process maximizes efficiencies and the overall use of resources.

Virtually all of our millions of rental uniforms in service are delivered to customers on recycled wire hangers. Helping to prevent them from simply being tossed into waste bins, UniFirst maintains hanger recycling programs at customer sites. We also recycle such items as wood pallets, paper products, and fluorescent light bulbs wherever possible.

Finally, to ensure that all our processes are operating as efficiently as possible and resources are being conserved, our uniform manufacturing and distribution facilities have earned ISO certification. And, we’re currently on schedule to have all our laundering service facilities ISO certified as well.

Ancillary Products

UniFirst offers a wide variety of environmentally friendly programs in Floorcare and Restroom/Hygiene Services. These products have been designed with environmental sustainability in mind. And when they’re included as part of a fully managed service program, they can help our customers earn LEED* points that qualify them for environmental certification by the U.S. Green Building Council.

(*Leadership in Energy and Environmental Design, a national benchmark for the design construction and operation of high performance green buildings.)

Floor Mats

Our floor mats are 100% PVC free and are specially constructed to capture and hold dirt and moisture from the soles of shoes and to prevent track-off and unnecessary soiling and cleaning of customer facilities. By literally trapping pounds of contaminants, UniFirst mat systems help protect expensive flooring surfaces, ventilation systems, and sensitive electronic equipment — all of which translates into less cleaning and use of chemicals.

We manufacture all our floor mats to last for at least five years, and recycle our scrap by-products. By comparison, mats purchased at most retail outlets will typically last just one year, thereby adding more vinyl and rubber components to the “waste stream.”

Microfiber Mop/Wiper Technology

Our reusable Microfiber mops and wipers are ultra-light and designed to clean hard surfaces without chemicals and water. The U.S. Environmental Protection Agency (EPA) notes that such products can reduce chemical usage by 95 percent. For soiled surfaces requiring water and cleaning agents, we offer wet mops and towels that feature super absorbent natural fibers that have been treated with antimicrobial agents in order to prevent the growth of mold, mildew, and odor-causing bacteria.

The result: one-time, faster, more efficient cleanings. By using these reusable Company products versus disposables, EPA life cycle assessments show that solid waste can be reduced by 210 percent and water usage by as much as 12,590 percent.

Hand Towels and Sanitary Tissue

Our towel and tissue products are Green Seal and Eco-Logo certified, and manufactured from base paper that is 100 percent recycled. And our portion-control (one-at-a-time) paper dispensing systems are available with both mechanical and electronic touch-free options to help reduce unnecessary waste. Studies have shown that these dispensers reduce paper usage by 25-35 percent, resulting in less landfill dumping and incineration.

Soaps and Hand Care

Our soap and hand care products are provided by vendor-partner GOJO, a manufacturer of a wide range of “green” and biodegradable hand cleaning/disinfecting products. GOJO’s Green Seal and Eco-Logo designated products are specially formulated for use in the types of work environments our Company serves and are available in a variety of touch and non-touch, portion controlled, dispensing options so as to minimize waste

Odor Control Systems

We offer three, environmentally-conscious odor control program solutions. Our most popular system, called TCell, contributes to clean and fresh air in a 100% environmentally-friendly way. All air freshener delivery systems are 100 percent EPA compliant and refill components are recyclable.

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| 41 | Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors. | UniFirst is a proud member of the U.S. Green Building Council (USGBC) and Laundry Environment Stewardship Program (LaundryESP), is an Energy Star and Green Lights Business Partner, and offers Green Seal and Eco-Logo certified products. | * |
| 42 | Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response. | UniFirst does not qualify as Women or Minority Business Entity, Small Business Entity, or veteran owned business. | * |
| 43 | What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities? | <p>As a supplier of work apparel programs, UniFirst possesses a wide-range of experience encompassing many industries, types of garments and users. In particular, we believe there are several points which uniquely qualify us to meet Sourcewell's requirements:</p> <p>Wearer sensitivity: We have extensive rental service operations throughout the United States and Canada. Every day nearly 2 million people wear a UniFirst rental uniform at work. And via our route delivery and sales organization we are in direct contact with many of them on a week-to-week basis. That means we're constantly getting real time feedback from people wearing our clothes regarding their likes and dislikes, approvals and disapproval's, satisfactions and dissatisfactions. This constant stream of input allows us to constantly adjust both garments and garment programs to achieve greater wearer satisfaction. And what we learn from our rental wearers, we can directly apply to better serve the interests of our direct purchase program wearers whom we may not see every week.</p> <p>Self-Manufacturer: UniFirst presently makes over 75% of the shirts and pants used in its rental service programs and approximately 55% of the garments that it provides to all of its customers. This significant experience in making clothing gives us greater flexibility in creating custom programs for special customers and our significant size as a garment purchaser gives us leverage with subcontractors and suppliers when we're designing multi-faceted programs.</p> <p>Custom personalization: is a key element in most image apparel programs and UniFirst's extensive experience in both screen printing and embroidery represents an advantage for us as well. We have our own in-house screen printing and operate our own embroidery machinery. Our in-house graphics staff creates and digitizes scores of new customer personalization designs on a daily basis. This gives us greater control over the process of creating and delivering unique customer images through the combination of specially selected clothing and custom-applied design.</p> <p>Pressing of all shirts (US only, not in Canada): Provides a clean, professional appearance for all employees. Important if employees come in regular contact with both customers and prospective customers. Employees who look and feel good have higher morale and productivity. Pressing also allows us additional time to examine the garment for needed repairs. This additional step, that only this Vendor provides, allows us to catch those needed repairs that might otherwise slip through the cracks. Our pressing service is provided at no additional cost to our Clients.</p> <p>Control cost overruns: Our Garment Maintenance Program (if selected) eliminates all damage charges, except those that arise as a consequence of gross negligence. Our detailed reporting capability will allow you to identify the specific individual responsible for the loss or damage of a given garment, which in turn, will provide your management team with the information necessary to allow them to work with their employees to minimize these charges.</p> <p>Proprietary Bar Code Scanning System: UniFirst's proprietary bar coding system provides an accurate pick-up and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on your premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the Client to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.</p> <p>Guaranteed rates and charges: Our proprietary Account Management System (AMS) guarantees only the charges authorized and specified in our service agreement can be invoiced. Only the items of merchandise and/or services specifically authorized in the agreement can be provided to the client. Items of merchandise and/service not authorized in the enabling service agreement can only be invoiced with prior client approval.</p> <p>Customer Satisfaction System: No one works harder at making certain customers are</p> | * |

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| | | <p>satisfied than UniFirst. We don't wait for problems to come to us, we go out looking for them. Every customer is audited a minimum of twice a year to ask specifically about levels of satisfaction, areas where we can improve, and whether or not there are problems which need correcting. This proactive approach lets us uncover issues that might normally remain hidden and surfaces problems we might otherwise not hear about. It benefits both us and our customers and it's one of the reasons that over 98% of all current customers give us an "completely satisfied" or "satisfied" performance rating.</p> <p>Individual wearer survey cards are distributed approximately 2 times per year to assess wearer satisfaction or concerns.</p> <p>ISO Certified Manufacturing and Distribution: UniFirst manufactures and distributes the majority of its garments through a strict process controlled ISO 9001:2015 certified manufacturing and distribution system. This capability allows us to better manage our supply chain and negotiate favorable rates with fabric mills. The ISO certification ensures that consistently high quality manufactured garments will be delivered to the Client in a timely manner, through a proven documented distribution system.</p> <p>Speed of Service: Perhaps most important of all - particularly for a perspective customer with many geographically distributed operating locations - is a supplier's ability to deliver clothing quickly, completely and accurately. And here is where UniFirst has a leg-up on the competition. Our 320,000 square foot state-of-the-art distribution center in Owensboro, KY is the most modern and advanced in our industry, bringing "next generation" systems to the picking, personalization, packing and shipping of work clothing items. Designed specifically to accommodate the special need of both rental and direct purchase customers, this facility can process orders, including those with custom personalization, faster than any other in our industry. That means quicker delivery to every ordering location and higher levels of satisfaction for both wearers and the companies that employ them.</p> |
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Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

| Line Item | Question | Response * |
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| 44 | Do your warranties cover all products, parts, and labor? | <p>All items of Merchandise delivered by UniFirst will conform to Sourcewell's specifications set forth in our National Service Agreement and meet or exceed customary industry standards of quality, or non-conforming items will be replaced by UniFirst by the following normal delivery at no cost. All of the Services performed shall be executed in a good and workmanlike manner by qualified and careful workers, in accordance with industry standards of care and diligence normally practiced by firms performing services of a similar nature and in accordance with this Agreement.</p> |
| 45 | Do your warranties impose usage restrictions or other limitations that adversely affect coverage? | <p>Any garment with, tears, rips, holes, excessive staining, or other non-repairable defect incurred while in service or upon termination of the Agreement at a Facility is considered "Damaged." Damage is in excess of normal wear and tear (which is defined as a gradual thinning of the fabric over time) a garment experiences through normal wash and wear cycles, and inhibits the re-issue of the garment to another employee. Additionally, pursuant to contractual language, a garment has been personalized through Direct Embroidery or other customer dictated modification may be considered "Damaged" if the modification inhibits the ability to re-issue the garment to another customer.</p> <p>This damage beyond repair category is designed to ensure a balance between the need for a cost-effective solution while maintaining a high level of appearance integrity. Under this criteria, a garment will be deemed as "damaged beyond repair" for any of the following:</p> <ul style="list-style-type: none"> • Any hole or tear regardless of size • Any single pen mark larger than one and one half inch • Any combination of ten or more pen marks • Any garment purposely written on • Any single stain larger than one inch in diameter • Any combination of ten stains or more • Any broken or poorly functioning zipper • Any broken straps or clips or missing snaps • Any bioburden or hazardous material contamination |

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| 46 | Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs? | <p>This is not applicable to an Industrial Landry Program.</p> <p>At the service level, any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members. And, we take care to inspect every rental garment every time we handle it. Upon pick-up and return to our service center, each garment receives a comprehensive ten point inspection. This system is backed-up by our wearer communication system which provides a continuous supply of service request tags at your Member's place of business so that any special repair needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>UniFirst' exclusive "mend system" provides for a comprehensive ten point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>For shirts the 10-point inspection examines:</p> <ul style="list-style-type: none"> • Garment Cleanliness • Wearer Identification Tag • Collar • Shoulder Panel • Emblems and Pockets • Buttons and Front Panel • Underarm and Side Seams • Sleeves • Cuffs and Cuff Buttons • Back Panel <p>For pants the 10-point inspection examines:</p> <ul style="list-style-type: none"> • Garment Cleanliness • Wearer Identification Tag • Waistband and Belt Loops • Buttons and Fasteners • Zipper • Pockets • Crotch • Side Seams and Inseams • Seat Seam • Hem <p>In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of operating staff. Some Customers require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst</p> <p>Repairs to individual garments are made so as to ensure the return of the repaired item with the Customer's next weekly delivery. In other words, a damaged garment picked-up on Tuesday, will be repaired and returned the following Tuesday.</p> <p>Our Change-As-Needed system provides for the automatic replacement of garments before they become so worn as to impact appearance or function. And, unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out as a consequence of normal wear and tear with "new" garments.</p> |
| 47 | Are there any geographic regions of the United States (and Canada, if applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair? | <p>This is not applicable to an Industrial Landry Program.</p> <p>UniFirst' exclusive "mend system" provides for a comprehensive ten point inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p> |
| 48 | Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer? | Yes. |

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| 49 | What are your proposed exchange and return programs and policies? | Any garment placed into service that was defective in any way, at the time of its installation, would be immediately replaced at no additional charge to your Members UniFirst recognizes that not every employee stays the same size over time, so at no charge, we provide for clothing size exchanges whenever necessary | * |
| 50 | Describe any service contract options for the items included in your proposal. | UniFirst offers as an option, a Garment Maintenance Program (GMP). The Program involves an additional Weekly charge for each garment that is placed in service and replaces the practice of having ruin charges added to the weekly invoice. The practice of inspecting and reviewing garments on-site with Member Management is thus eliminated and the Weekly or Monthly service invoice remains relatively fixed. This allows Member Management and UniFirst Service teams to focus on providing "World Class" service to our Customers. Lost or unreturned garment fees are not currently covered under such a program. Developing a program for lost garments would be subject to further discussion at the appropriate time. | * |

Table 10: Payment Terms and Financing Options

| Line Item | Question | Response * | |
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| 51 | What are your payment terms (e.g., net 10, net 30)? | CUSTOMER agrees to make payments within 30 days of invoice receipt. A late charge of 1½% per month (18% per year) for any amount in arrears may be applied. | * |
| 52 | Do you provide leasing or financing options, especially those options that schools and governmental entities may need to use in order to make certain acquisitions? | Depending upon individual needs, some may prefer our Val-U-Lease program. Customers enjoy all of the service, convenience, and benefits of our rental program, with the sole exception of the weekly water-wash service. • Suitability: Best suited for circumstances or situations that involve moderate to high employee turnover rates, coupled with low or light soil environments. • Program Requirements: Same as the Rental Program. | * |
| 53 | Briefly describe your proposed order process. Include enough detail to support your ability to report quarterly sales to Sourcwell as described in the Contract template. For example, indicate whether your dealer network is included in your response and whether each dealer (or some other entity) will process the Sourcwell participating entities' purchase orders. | There are multiple ordering approaches which might be of interest to you under the proposed program. They are listed below along with the primary advantages associated with each. Rental: • Route Service Representative: Speed, accuracy, and immediate sizing • Phone-Primary Advantages: Speed and interactivity, faxed confirmation • Fax-Primary Advantages: Speed and accuracy, faxed confirmation Direct Sale: • Custom Store Front/Internet: This on-line ordering has the primary advantages of: convenience, interactivity, colored pictures, descriptions, sizes, allowance programs, spending limits, multiple payment methods, program management/accountability, secure - Verisign® • Custom Brochure/Mail In: Available to all employees with or without internet access, color picture, descriptions, prices, includes pre-printed order forms, and convenience • Mail: Accuracy, faxed confirmation • Phone: Speed and interactivity, faxed confirmation • Fax: Speed and accuracy, faxed confirmation • E-Mail: Speed, accuracy, electronic record, electronic confirmation | * |
| 54 | Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcwell participating entities for using this process? | Yes. Customers can pay weekly invoices using a company credit or P-card. Our accounts receivable department will apply the weekly invoice amounts to the credit or P-card for each customer location. | * |

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcwell Price and Product Change Request Form.

| Line Item | Question | Response * |
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| 55 | <p>Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.</p> | <p>UniFirst evaluates the total potential volume for any particular National Account customer and prices the entire in accordance with our pricing models. Total usage levels are evaluated as part of the pricing, and UniFirst takes this into consideration and leverages the total potential of each account in order to come up with the most competitive rates available.</p> <p>In general, UniFirst provides service quotes to its Customers that represent its very best prices for the projected volume of business and the associated terms and conditions of service, as determined by our review of the RFP documents. This does not mean, however, that we necessarily expect to receive all of this business immediately, or even necessarily within the first year or two of the term of our Agreement, for that matter, as we realize that we frequently are required to await the natural expiration (by their terms) of any pre-existing agreements that our Customer might then have in place with any third party vendors.</p> <p>As with all things there is at least one exception to this general rule, which would arise in the event that a given Customer elected to award all of its business to two or more preferred vendors, each of whom was then expected to solicit business from each Customer operating location. In this instance, we would downgrade the value of the projected business volumes (raise the bid prices that we initially quoted) and then offer incentives (reduced prices) to be granted upon the attainment of certain specified earned revenue thresholds. The most Customer friendly option is the former, where our very best prices are offered from day one of the Agreement.</p> <p>Once our agreement is finalized our Account Management System ensures that only those products and prices enabled in the agreement can be invoiced locally. Consistent application of products and pricing across all of the local Member's operations, is guaranteed.</p> <p>All requests for exceptions (additions) to the originally negotiated contract requirements must be processed through predefined channels for approval. All pricing will be developed using the same pricing model used in the original bid effort to incorporate the same volume considerations.</p> <p>Rental Services Include:</p> <ul style="list-style-type: none"> » Water-wash of Rented Uniforms and Rented Items. Including inspection of all garments during the cleaning process and the pressing (US only), of all garments at no additional cost » Delivery of clean Rented Uniforms and Rented Items, on a stated weekly schedule. » Removal of soiled Ranted Uniforms and Rented Items, on a stated schedule. » Existing garments may be exchanged due to an Employee's changing size requirements at no cost to the Customer, though the emblem and garment preparation charges specified by the agreement will apply. » All Garment repairs needed due to normal wear and tear will be done at no cost to the Customer. » UniFirst will automatically replace garments before they become so worn as to impact either appearance or function. This replacement will be done at no charge to the Customer, though the emblem and garment preparation charges specified by agreement will apply. |
| 56 | <p>Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.</p> | <p>Sourcewell's program pricing is constant across the nation and therefore the discount/savings varies by market; i.e. savings on the Sourcewell program might be as high as 60-70% in metropolitan markets such as NYC whereas in central Kentucky the savings might only be 20-30%.</p> <p>We have included a comparison in the price list to show program rates vs standard local rates savings.</p> |

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| 57 | Describe any quantity or volume discounts or rebate programs that you offer. | <p>A. Rental. The prices initially in effect under this Agreement, "Tier 1 Pricing" will be reduced by three percent (3%), "Tier 2 Pricing", for each of Customer's Participating Entities once the weekly rental revenues paid by each such Participating Entity exceeds \$2,000.00 per week, for a minimum of thirteen (13) weeks. Participating Entities shall have the right to aggregate the purchasing volume of all its Locations in order to meet the desired volume tier. The prices shall not be reduced retroactively; and, for purposes hereof, the phrase "weekly rental revenues" shall be defined to mean the total weekly invoice value, less any sums invoiced for loss / damage replacement, garment preparation, emblem, outsize garment, DEFE, minimum service charges, sale of disposable products, well as any applicable sales /use taxes.</p> <p>B. Direct. The prices initially in effect under this Agreement, "Tier 1 Pricing" will be reduced by three percent (3%), "Tier 2 Pricing", for each of Customer's Participating Entities once the total direct product purchases of each such Participating Entity exceeds \$104,000.00 per calendar year. Participating Entities shall have the right to aggregate the purchasing volume of all its Locations in order to meet the desired volume tier. The prices shall not be reduced retroactively; and "total direct product purchases" shall not be inclusive of any applicable sales/use taxes.</p> |
| 58 | Propose a method of facilitating "sourced" products or related services, which may be referred to as "open market" items or "nonstandard options". For example, you may supply such items "at cost" or "at cost plus a percentage," or you may supply a quote for each such request. | <p>UniFirst is a full-service provider of textile services, with much of the products being manufactured and much of the services being provided directly by UniFirst. As a part of our continued growth, we have aligned ourselves with several trusted vendor partners whenever we have customer requirements that don't align with our manufacturing core competencies (i.e. Non-Standard Options). All vendor partners must pass through our Vendor Approval process to ensure that they are financially solvent, and adhere to all manufacturing best practices and appropriate child/forced labor laws. Our vendor partners have been carefully selected based on product offering breadth, stocking position, and mutual business goals. This is an on-going effort to leverage our influence over these vendor partners in order to better guarantee the quality of services provided by any such vendor to any one of our customers. As an industry leader, UniFirst is able to leverage our size in order to negotiate the most favorable pricing and terms in the industry, a benefit that gets passed on directly to our customers.</p> <p>In situations where our vendor partner's products are used to support our customers, we will issue standard UniFirst (bulk) Purchase Orders for merchandise, on an as necessary basis. These orders will be filled and shipped directly to our distribution center in Owensboro, KY. Our vendor partners will then invoice UniFirst directly for their services. All other services (order administration, pick, pack, ship, customer services and overall program administration and management) will be directly performed by UniFirst personnel, utilizing UniFirst owned equipment and facilities.</p> |
| 59 | Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer. | Please see the attached "Sourcewell Proposal," for a complete listing of all the associated Service Charges. |

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| 60 | If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program. | <p>Rental: The delivery cost is included in the weekly rental rate.</p> <p>Direct Sales: Pricing is quoted F.O.B. Origin, sans applicable sales taxes, with applicable freight and handling charges being prepaid and added to the shipment invoice.</p> <ul style="list-style-type: none"> • United States - All Purchased Items are shipped via UPS standard ground service from our ISO registered Central Distribution Center in Owensboro, KY, unless instructions to the contrary are specified on the order. • Canada - All Purchased Items are shipped via Canadian Post standard ground service from our Central Distribution Center in Mississauga, ON, unless instructions to the contrary are specified on the order. <p>Expedited shipping (overnight) is available via FedEx or UPS Express. The cost of expedited shipping will be calculated on a case by case basis and we will pass along the true cost of shipping.</p> |
| 61 | Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery. | <p>Due to the cost of doing business in Alaska and Hawaii, subcontractors in these states may charge a minimum of two times the prices quoted above. We will do our best to find a subcontractor that will honor the program pricing, however actual prices are a function of the product in the program and the Subcontractors local business practices. Any alternative pricing for Alaska and Hawaii will be submitted for your approval prior to subcontracting any of your sites to a third party.</p> |
| 62 | Describe any unique distribution and/or delivery methods or options offered in your proposal. | <p>UniFirst's combination of the full weight of our ISO Certified Distribution Center Capabilities and our National Service Coverage can be brought to bear on the Sourcewell's requirements. Direct Sale and Rental programs are all supported from a merchandise perspective by our Owensboro, KY "state-of-the-art" Distribution Center. This facility has been built with the specific objective of providing the fastest most accurate order turnaround times in the industry and we are confident that this will enhance the UniFirst value proposition for Sourcewell Members.</p> <p>Our proposal represents "Best in Class" pricing based upon the Sourcewell estimated contract value and usage. Furthermore, we offer the following value-added services:</p> <ul style="list-style-type: none"> • ISO Certified Manufacturing and Distribution: UniFirst manufactures and distributes the majority of its garments through a strict process controlled ISO certified manufacturing and distribution system. This capability allows us to better manage our supply chain and negotiate favorable rates with fabric mills. The ISO Certification ensures that consistently high quality manufactured garments will be delivered to your Member in a timely manner, through a proven documented distribution system. • Guaranteed rates and charges: Our proprietary Account Management System (AMSiMozart) guarantees only the charges authorized and specified in our service agreement can be invoiced, Only the items of merchandise and/or services specifically authorized in the agreement can be provided to the Member. Items of merchandise and/service not authorized in the enabling service agreement can only be invoiced with prior client approval. • Virtually Unlimited Catalog: By using our partnerships with our long term vendor partners, our catalog is essentially limitless, Even if a desired garment is not currently manufactured by UniFirst, or featured in our Workwear Direct catalog, by Leveraging our relationships with our trusted vendor partners we can guarantee best-in-class pricing and service for any work apparel item. Service excellence is central to our culture, it begins with highly trained Customer Representatives who are fully dedicated to total Customer satisfaction and extends to all the contact personnel in our National Accounts Group who specialize in dealing quickly and efficiently to ensure that the specific service requirements of our National Account Customers are understood and consistently applied by our entire field Customer service centers. |

Table 12: Pricing Offered

| Line Item | The Pricing Offered in this Proposal is: * | Comments |
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| 63 | c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments. | |

Table 13: Audit and Administrative Fee

| Line Item | Question | Response * |
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| 64 | Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell Members obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. | During the Term, UniFirst will, upon not less than thirty (30) business days prior written request, make available to Sourcewell no more than once per calendar year, at UniFirst's corporate offices, during normal business hours, the invoice reports and/or invoice documents from UniFirst pertaining to all invoices sent by UniFirst and payments made by Sourcewell's Members for all Products and Services procured under this Agreement. Sourcewell may employ an independent auditor or choose to conduct such audit on its own behalf. UniFirst shall have the right to approve the independent auditor, which approval shall not be unreasonably withheld. Upon approval and after the auditor has executed an appropriate confidentiality agreement, UniFirst will permit the auditor to review the relevant UniFirst documents. Sourcewell shall be responsible for paying the auditor's fees. The parties will make every reasonable effort to fairly and equitably resolve discrepancies to the satisfaction of both parties. |
| 65 | Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.) | UniFirst will pay Sourcewell an administrative fee of 2.0% (Two Percent) of the sales to Sourcewell or Sourcewell Members of Products and Services resulting from Sourcewell net of returns and allowances and, with regard to the Products procured hereunder, less applicable delivery charges. With regard to the Services procured hereunder the specified administrative fee will be paid net of any garment preparation, emblem, loss/damage, minimum stop the truck or applicable DEFE (Delivery, Energy, Fuel and Environmental) surcharges. Said administrative fees are to be paid within thirty (30) days after the end of each calendar quarter and commencing on the effective date of this Agreement. |

Table 14: Industry Specific Questions

| Line Item | Question | Response * |
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| 66 | If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract. | <p>Performance will be measured according to the following standards:</p> <p>A. Uniform Rental Services Your Account Executive will meet with you to discuss and identify continuous improvement targets. We will then create baselines from which we can measure future improvements. The Account Executive will then incorporate these improvement reports into the quarterly program review. Some of the areas we have included in continuous improvement projects for other customers include:</p> <p>1. On Time Installation: New locations will be installed into Service within eight (8) weeks following the conclusion of Company's employee measurement sessions. The time frame assumes standard garments within normal size ranges as defined in the contract price schedule. The target on time installation rate for new locations is 98%.</p> <p>2. Issue Resolution All service related issues that are communicated to Company will be addressed within 24 hours and Customer will notify Company when the issue is resolved to Customer's satisfaction. Company will utilize its RFCA (Request for Corrective Action) system to track any and all issues. Company will report all service issues and the time it takes to resolve issues to Customer's satisfaction.</p> <p>The following specific service issues may be submitted locally by Customer to Company. Company will address these issues at the local level following standard corrective actions.</p> |

a. On Time Delivery and Pick Up:

A delivery and pick up will be considered on-time if the Merchandise arrives at the relevant locations on the specified delivery day, excluding Holidays, in which event, Company will give timely notice of the Holiday delivery schedule. Late deliveries resulting from a natural disaster, severe weather emergency, or road closures, will be excluded from this measurement.

Late deliveries will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

b. Service For New Employees:

New employees will receive their garments within one (1) week of the request for standard garments in normal size ranges as defined in the contract price schedule.

Instances of new employees not outfitted in one week will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

c. Merchandise Acceptance:

Merchandise will be considered accepted if the Merchandise is properly water-washed, pressed or steam tunneled and has no rips or tears that have not been repaired. If stains cannot be removed the Rented Uniforms or Rented Items, as applicable, the same will be reviewed with Customer's representative to determine responsibility for replacement costs.

Instances where merchandise is delivered in unacceptable condition will be recorded in the Company's RFCA system and the appropriate action plan communicated to the Customer's local manager. Performance will then be monitored until Customer's local manager is satisfied that the issue has been corrected.

B. Uniform Direct Sale

Order Fulfillment

A minimum of 98% of in-stock inventory will be shipped to Customer within 5 – 7 business days after the order is placed.

2. Order Accuracy

Company will achieve a minimum of 98% order accuracy measured as a function of returned orders.

Total Customer Satisfaction is measured in terms of customer retention rates. At UniFirst, our minimum goal is 95%. All Customer Service Centers are required to do all things necessary to retain a minimum of 95% of their Customers (the "Customers for Life Program"). Again, each Customer Service Center is ranked best to worst and financial incentives are associated with the attainment of this goal.

UniFirst's Route Sales Representatives (RSR's) are paid on delivered revenue at a 7% commission rate. In addition to the commission program all RSR's have a \$6000 annual bonus opportunity based primarily on Customer Satisfaction and Customer Retention. The annual bonus opportunity generally represents between 15 and 20 percent of total compensation.

We believe that effective customer service is the most important element in developing and maintaining our market position. Our commitment to service excellence is reflected throughout our organization. Our route sales representatives are the first line of continuing customer contact, who are supported by local customer service representatives, local service management staff and local operations management leaders, all of whom are focused on addressing the ongoing needs of customers, constantly delivering high-value service and pursuing total customer satisfaction. Our proprietary information systems and our support service center enable us to respond to customer inquiries or issues within 24 hours, and our service personnel are specially trained to handle the daily contact work necessary to effectively manage customer relations.

We measure the speed and accuracy of our customer service efforts on a weekly basis and, through our "Customers for Life" program, we continuously survey, record and report satisfaction levels as a means of evaluating current performance and highlighting areas for improvement.

Every customer is audited a minimum of twice a year to ask specifically about levels of satisfaction, areas where we can improve, and whether or not there are problems which need correcting. This proactive approach lets us uncover issues that might normally remain hidden and surfaces problems we might otherwise not hear about.

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| | | But it benefits both us and our customers and it's one of the reasons that over 98% of all current customers give us an "completely satisfied" or "satisfied" performance rating. |
| 67 | Describe your unique product attributes and advances, including specific examples related to product longevity or wear-resistance. | With our Change-As-Needed system, uniform garments are regularly replaced on a rotating basis when they reach a point where either appearance or function is compromised. There is no specific schedule, and actual replacements are very much dependent upon the type of garment, the material from which it is manufactured and the nature of its use. |
| 68 | Describe how your direct buy, rental, and/or leasing solutions complement the value of your program and offerings. | <p>UniFirst has a long and proud tradition of providing quality uniforms, Job-Fitted Work Clothes® and other image and safety enhancing workwear to businesses of all sizes and types. From industrial work shirts and pants, to work jackets and coveralls, to polos and executive wear, to lab coats and food service smocks - UniFirst offers work uniforms for virtually every occupation. Beyond a complete selection of the best work uniforms available, UniFirst also provides accessories like gloves, hats, and protective gear—making "single source workwear solutions" more than just a marketing slogan.</p> <p>We manufacture our work apparel in ISO certified facilities to ensure we consistently provide the most important garment features, benefits, and fabrics as defined by our customers. That's why the UniFirst family of workwear brands boasts unrivaled styling, comfort, durability, and protection; as well as wearer-friendly features like roomier cuts, more stitches per inch, and premium construction. And we supplement our own workwear product lines with those of other leading brands. So no matter the needs, UniFirst has the solutions customers demand.</p> <p>Rent, lease, or buy work uniforms Sourcewell's Members can assume as little or as much responsibility as they wish for their overall uniform program by electing to rent, lease, or buy. With the proper care and ongoing maintenance, Members can be assured their UniFirst workwear (and facility service) products are always in top shape.</p> <p>Work Uniform Rental includes program administration, laundering, delivery, repairs, replacements, and more. Learn more about our Uniform Rental programs.</p> <p>UniFirst full service uniform rental programs include: When you participate in a full-service UniFirst uniform program, up-front clothing investments are eliminated. We outfit employees in the clothing of your Member's choice, provide weekly cleaning, garment maintenance, and issue replacements as necessary. We handle all the program administration for your employee uniforms and services, eliminating the worries and headaches. And it's all for one low weekly charge per employee (or per product).</p> <p>How our rental programs work More than 260 UniFirst service centers throughout the U.S. and Canada provide a total uniform and Facility Service package. With a full service rental program, you get:</p> <ul style="list-style-type: none"> • Professional on-site needs analysis • More than 40,000 in-stock product SKUs to choose from • Measurement/fitting of each wearer conducted at your location(s) • Specified number of garments for each individual • Professional laundering and finishing • Regularly scheduled uniform deliveries and product replenishment • Inspection of all work clothing for rips, flaws, missing buttons, etc. • Automatic garment repairs • Automatic replacement of overly worn or damaged garments • Inventory control with itemization by employee (or product) • Quick outfitting of new employees • Full program management <p>Triple Pro Service You will get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Sales Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.</p> <p>Work Uniform Leasing includes all the facets of a Uniform Rental Program, but employees take care of laundering their own uniform garments.</p> <p>UniFirst Val-U-Lease uniform programs include: Depending upon individual needs, you may prefer our Val-U-Lease program. You enjoy the service, convenience, and all the benefits of our Full Service Uniform Rental Program, with the exception of the scheduled laundering services. But if you need occasional laundering, we can arrange that, too. And you'll still receive our uniform</p> |

repair, replacement, and other maintenance services, as needed.

How our Val-U-Lease programs work

Like with our Uniform Rental programs, a UniFirst Val-U-Lease program eliminates upfront clothing investments in favor of low weekly charges. You're only billed for the number of workers actually "in uniform." Idle clothing costs are avoided, and you get top-quality, stylish uniforms of your choice... complete with custom company emblems and much more. Employees take care of uniform cleaning, but UniFirst takes care of everything else, including:

- Professional on-site needs analysis
- More than 40,000 in-stock SKUs and over 340,000 total product SKUs to choose from
- Measurement/fitting of each wearer conducted at your location(s)
- Specified number of garments for each individual
- Garment repairs
- Garment replacements of overly worn or damaged garments
- Inventory control with itemization by employee (or product)
- Quick outfitting of new employees
- Full program management

Triple Pro Service

You'll get three dedicated UniFirst professionals working on your account at all times. There's a dependable Route Service Representative who'll keep your program running smoothly day in and day out, a Service Manager whose primary responsibility is to see that you're getting everything you need when you need it, and a helpful local Customer Service Representative who's always ready to provide immediate assistance. Through the efforts of this hard-working team, we guarantee 24-hour response to any problem, question, or request.

Work Uniform Purchase programs allow you to outfit your staff at competitive prices. And if you require occasional laundering or other garment services, we can provide that too. Learn more about our Uniform Purchase programs.

UniFirst Direct Purchase programs include:

For those who prefer to own, UniFirst offers competitive pricing and an extensive workwear selection - as all of our items are available for purchase.

Program Requirements: A service agreement would serve the best interest of both parties in the event that special or otherwise non-standard products, that UniFirst would also be expected to place into inventory, are specified.

All our uniform rental items are available for purchase. You may choose from thousands of UniFirst-manufactured products or other popular brands from trusted names like Landau, Fashion Seal, Dickies, Tri-Mountain & Port Authority.

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| 69 | Describe any unique advantages that your offering provides in terms of customization, personalization, alteration, fitting, and/or sizing. | <p>Custom personalization is a key element in most image apparel programs and UniFirst's extensive experience in both screen printing and embroidery represents an advantage for us as well. We have our own in-house screen printing and operate our own embroidery machinery. In our Owensboro distribution facility UniFirst owns and operates our own embroidery equipment for emblem making and direct embroidery.</p> <p>Our advanced emblem, embroidery, logo, and employee name personalization options keep your employees looking sharp and easily identifiable in your business branded logo apparel.</p> <p>Our in-house graphics staff creates and digitizes scores of new customer personalization designs daily. Software allows us to quickly produce an electronic rendition of any embroidery design or emblem. This gives us greater control over the process of creating and delivering unique customer images through the combination of specially selected clothing and custom-applied design.</p> <p>UniFirst has the industry's largest complement of personalization equipment. Our proprietary personalization workflow software enables us to personalize over 30,000 items every day, and 6,000 emblems per hour. We invite you to view our Owensboro six minute video tour at the link listed below.</p> <p>http://www.unifirst.com/company/videos/centralized-distribution-center-owensboro-ky/</p> <p>For Direct Purchase: Custom inseam lengths for pants are available at the point of order entry. UniFirst will hem to a specified length prior to shipment of the order. As part of the service offering, UniFirst will accept returns for size exchanges within sixty (60) days of order receipt at no additional charge (i.e. no restocking fees). Freight to ship returned merchandise is paid by the customer unless the return was necessitated by a UniFirst error.</p> <p>Custom sized garments, not in stock, that do not require a "special manufacturing cut" will ship in approximately 14 - 17 business days from the date of order receipt. Custom garments that require a special cut, depending on the particular circumstances at hand, could take up to 12 weeks to procure.</p> <p>For Rental Programs: UniFirst does not measure your employees. Rather, we have your employees actually try-on the garments as we have found that this process better ensures proper fit. We have also found that lists, prepared in advance, that detail the employees to be sized, at a given sizing session, and the type and number of garments that each employee is entitled to receive greatly assists the sizing process.</p> |
| 70 | Describe any unique advantages that your offering provides in terms of laundering, cleaning, mending and/or repair services. | <p>The Company's commitment is to provide top-quality service to businesses in a broad range of industries that require superior work clothing, career apparel programs, and other managed services. The major portion of the Company's business is Rental Service Programs, which provide customers with all necessary products plus weekly cleaning, maintenance, and any needed replacements for an affordable weekly fee.</p> <p>UniFirst leads the industrial laundry industry with our technology and reporting capabilities which gives your Member's management the tools needed to impact their spend level.</p> <p>UniFirst operates the largest network of ISO certified laundry facilities in the world. Our strict adherence to our SOP's ensure our national customers receive consistent and predictable quality coast-to-coast. At UniFirst, the finishing process is unique to the industry because every shirt that we finish is professionally pressed (not in Canada), as opposed to the traditional tunnel finishing processes employed by our competitors. The vary process that occurs as our shirt pressing equipment is "dressed" by our operator requires that the top button is closed, and the dress collars are hand shaped. Once these inspection points are completed, the front of the shirt is completely inspected, including emblem affixation and quality. The bottom shirt tails and sleeves are clipped to complete the initial shirt press process. The UniFirst "Ten-Point" Inspection process and "Change-As-Needed" programs are employed to identify product defects so that your Members can focus on their Clients.</p> <p>UniFirst's exclusive "mend system" provides (at no cost to your Members), for a comprehensive "Ten-Point" inspection of every garment every time it's processed. This system is backed up by our wearer communication system which provides a continuous supply of service request tags at your place of business so that any special needs can also be flagged by wearers to ensure that they get our immediate attention.</p> <p>In general, we believe that the garment should be repaired whenever it is possible to do so, provided its appearance or function is not materially impacted by the repair. This "judgment call" we leave to the discretion of your Members. Some Customers</p> |

require that they and they alone approve the retirement from service of any damaged garment. This process remains acceptable to UniFirst.

Our "Change-As-Needed" system provides (at no cost to your Members), for the automatic replacement of garments before they become so worn as to impact appearance or function. UniFirst is the only company in our industry who takes the additional step of proactively upgrading garments for our customers. Much of what our competitor's bill out as "damage" is actually the result of worn out uniforms that have not been replaced. Unlike many (if not all) of our competitors, UniFirst replaces all garments which wear out as a consequence of normal wear and tear with "new" garments.

UniFirst also recognizes that not every employee stays the same size over time, so we provide (at no cost to your Members), for clothing size exchanges to your Member's employees whenever necessary.

We commit to reinvesting 18% of revenues back into your garment inventory. The consistent upgrades (at no cost to your Members), keep your Member's inventory above the image and safety threshold where our competitors fall after the first couple years of service. We, at UniFirst, would be privileged to have the opportunity to host a tour of one of our operating facilities to demonstrate our competitive advantages in terms of garment finish quality and more importantly to you, finish appearance.

At every UniFirst ISO certified laundry facility, every single item is carefully sorted and placed into specially designed slings that are weighed before being sent to one of 14 different washers with capacities ranging from 75 to 700 pounds. Each wash lot is tagged as to the type of content and soiling so that operators can instruct a pre-programmed computer to use the correct wash formula for that particular load.

Under this system, there's virtually no opportunity for human error. Computerized wash formulas determine the correct water levels and temperatures, what detergents and additives are needed, the length of the wash cycle, and any other additional information that the clothing or soil type might require. And when the cleaning cycle is completed, sophisticated computer controls automatically tip and empty washers onto moving conveyors which transfer the laundry to pre-programmed computerized driers.

The automation process is extremely precise, and it allows UniFirst personnel to monitor each process from start to finish to ensure overall quality—from the most efficient use of energy and wash chemicals to the overall level of cleanliness. Should any minor error or malfunction occur, such as water not reaching a specific temperature, an alarm sounds and the entire process comes to an immediate halt until the problem is fixed.

The following controls are used to limit loss and damage.

- All garments are counted at Customer pick-up, again upon receipt at our plant and again at delivery . . . all documented on the weekly service invoice.
- All garments are individually barcoded to identify specific location, day of service and individual employee.
- Our UniTrack bar coding system provides an accurate pickup and delivery report to the Client, at the time of product delivery, on a weekly basis. These weekly reports, printed on their premises, detail the number of garments that are picked up for cleaning from, and delivered clean to, a given location or sub location, within a given location. This, in turn, will enable the member to clearly identify who last had possession of the garments, and thus who is responsible for any loss of the subject garments.
- Internal garment control systems back at our service center are designed to eliminate delivery shortages
- Our Garment Maintenance Program (if selected) eliminates all damage charges, except those that arise as a consequence of gross negligence
- Garment lockers are available to secure clean garments and for better housekeeping of soiled garments.
- Lost Damage Report - provides a detailed summary (monthly or quarterly) of the lost and damage charges invoiced for each Member's site. The report shows the garment information as well as the employee name.

We are committed to conducting our business in a fair, honest and responsible manner in accordance with all environmental and governmental regulations and with the highest standards of business ethics. UniFirst stresses energy conservation measures throughout all its facilities. Our laundry production facilities feature

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| | computerized processing equipment that ensures these operations are not wasteful in any way with respect to fuel and energy usage. With 260 locations throughout North America, we have also found that seemingly small conservation measures, such as installing energy efficient equipment, motion-activated lighting, and automated thermostats, are cumulatively producing big savings. We also make sure that each of our fleet of customer delivery and support vehicles follows proper maintenance schedules, and that all of our drivers follow best practices for vehicle fuel performance. |
|--|--|

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.
2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.
3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.
4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."
 - [Financial Strength and Stability](#) - Financial Strength and Stability UniFirst.zip - Wednesday April 08, 2020 13:05:35
 - [Marketing Plan/Samples](#) - Sourcewell sample welcome kit.pdf - Wednesday April 08, 2020 16:19:01
 - WMBE/MBE/SBE or Related Certificates (optional)
 - Warranty Information (optional)
 - [Pricing](#) - Sourcewell Proposal.docx - Thursday April 09, 2020 14:04:22
 - Additional Document (optional)

Proposer's Affidavit

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.
2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.
3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.
4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.
5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.
6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.
7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.
8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.
9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.
10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.
11. Proposer its employees, agents, and subcontractors are not:
 - a. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: <https://www.treasury.gov/ofac/downloads/sdnlist.pdf>;
 - b. Included on the government-wide exclusions lists in the United States System for Award Management found at: <https://www.sam.gov/>; or
 - c. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - David Katz, Vice President Sales & Marketing, UniFirst Corporation

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

Yes No

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "I have reviewed this addendum" below to acknowledge each of the addenda.

| File Name | I have reviewed the below addendum and attachments (if applicable) | Pages |
|---|--|-------|
| Addendum_7_Uniforms_RFP040920 Fri April 3 2020 12:04 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum_6_Uniforms_RFP040920 Thu April 2 2020 08:09 AM | <input checked="" type="checkbox"/> | 3 |
| Addendum_5_Uniforms_RFP040920 Thu March 19 2020 10:46 AM | <input checked="" type="checkbox"/> | 1 |
| Addendum_4_Uniforms_RFP040920 Tue March 3 2020 11:20 AM | <input checked="" type="checkbox"/> | 2 |
| Addendum_3_Uniforms_RFP040920 Thu February 27 2020 04:04 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum_2_Uniforms_RFP040920 Fri February 21 2020 02:33 PM | <input checked="" type="checkbox"/> | 1 |
| Addendum_1_Uniforms_RFP040920 Thu February 20 2020 03:41 PM | <input checked="" type="checkbox"/> | 1 |



CONTRACT EXTENSION

Contract Number: #040920-UFC

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and UniFirst Corporation (Vendor) 68 Jonspin Road, Wilmington, MA 01887 have entered into Contract #040920-UFC for the procurement of Uniforms with Related Products and Services. The Contract has an expiration date of May 22, 2024, but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell’s Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of May 22, 2025. All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

UniFirst Corporation

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...
By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 7/19/2023 | 9:29 PM CDT

DocuSigned by:
Steven Sintros
44D50AFD3ADB4B8...
By: _____
Steven Sintros
Title: CEO
Date: 7/19/2023 | 10:29 AM CDT



To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: AWARD AN AGREEMENT FOR DIAL-A-CAB OPERATION AND MAINTENANCE SERVICES AND PARATRANSIT PROGRAM

Recommendation:

1. Award an agreement to Fiesta Taxi Cooperative, Inc. for Dial-A-Cab Operation and Maintenance Paratransit Program for a total of three (3) years in an amount not-to-exceed \$250,000 per contract year, with an option to extend two (2) additional years; and
2. Authorize City Manager to sign and execute the agreement with Fiesta Taxi Cooperative, Inc. in a form approved by the City Attorney.

Fiscal Impact:

The fiscal year (FY) 2023-24 Adopted Budget includes \$1,382,400 in appropriations for paratransit services in the Transit Proposition A Fund (Account No. 205.80.8410-54500). These funds are reimbursable and paid for by annual funds received from the Transit Proposition A revenues. No additional appropriations are needed at this time. There is no fiscal impact to the General Fund.

Background:

The City of Pico Rivera (City) has been operating a Dial-A-Cab (DAC) program since 2012. DAC is a curb-to-curb paratransit service for residents ages 55 years and older, and individuals with disabilities. The current program operates seven (7) days a week, 24 hours a day. DAC transportation is provided within the City limits and up to six (6) miles outside the City limits. The DAC service has a \$1.00 co-pay for qualified riders, and riders have a maximum of 20 trips per month.

The original DAC Services contract was executed on September 1, 2012, with an expiration date of June 30, 2016. The contract was awarded to Fiesta Taxi

Cooperative, Inc. (Fiesta Taxi), Agreement No. 12-1318. In 2016 to 2017, the City underwent significant changes in administration and transit operation oversight. As a result, an extension was made to the current agreement, adding Amendment No. 1. This extension was implemented on June 30, 2016, and continued for an additional one-year term until June 30, 2017. Moreover, Amendment No. 2 provided an additional one (1) year extension to the agreement, extending it from June 30, 2017, to August 31, 2018. On August 31, 2018, the DAC agreement to Fiesta Taxi was placed on a month-to-month basis. Finally, from fiscal year 2021 through fiscal year 2023, staff presented Fiesta Taxi’s purchase order to City Council for approval to maintain its services for the City.

Since August 2021, the City has been exploring various strategies to effectively manage the Dial-A-Ride Program. Thoughtful deliberation was undertaken to determine the most effective approach for offering both DAC and Dial-A-Van (DAV) services to the community during this period of change. There was a discussion regarding the possibility of bringing services in-house. However, in order to achieve long-term cost-saving measures and maintain the quality of the services that the community expects, it was concluded that the best approach would be to continue outsourcing each of these services individually. As a result, the staff decided to initiate a Request for Proposal (RFP) for DAC service in August 2023.

Discussion:

The DAC RFP included goals and objectives geared towards enhancing the current DAC service by offering bonus incentives to taxi drivers to ensure residents are picked up in a timely manner for their trips and ensuring a fleet of wheelchair accessible vehicles. On August 15, 2023, the DAC RFP was issued. On September 28, 2023, only one (1) proposal was received by the following vendor: Fiesta Taxi Cooperative, Inc.

A committee consisting of three (3) Parks and Recreation department staff reviewed all proposals. As a result, the one (1) written proposal was evaluated. The proposal was scored in the areas of qualifications of contractor and financial stability, qualifications of staff, operations, facility, resources, work plan, and service and cost. Upon review of the proposal, the potential vendor was selected to move forward for an interview based on the total points scored ranking of the proposal. Scores are provided in the matrix below:

| Proposer | Points Awarded out of 100 possible points |
|-------------------------------|--|
| Fiesta Taxi Cooperative, Inc. | 97 |

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
AWARD AGREEMENT FOR DIAL-A-CAB OPERATION AND MAINTENANCE
SERVICES AND PARATRANSIT PROGRAM

Page 3 of 4

Fiesta Taxi was invited to an in-person interview at the City of Pico Rivera's Parks and Recreation Office on October 16, 2023, where they were asked to describe how they planned to carry out the scope of service specified in the RFP. In addition, the evaluating committee also posed relevant transit-related questions to the vendor. Based on their proposal and performance in the interview, the vendor received an outstanding score.

Fiesta Taxi Cooperative, Inc. has over twenty (20) years of experience operating paratransit services throughout Southern California, specifically for 22 DAC programs throughout Los Angeles County, which serves senior citizens and residents with disabilities.

The Notice of Intent to Award for this project was sent to the awarded vendor on October 17, 2023. If approved, the new agreement will be for three (3) years commencing on November 14, 2023, and includes two, (2) one-year extension options and will provide the community with enhanced services and technology. Fiesta Taxi will be responsible for the operation and dispatch functions including real-time dispatching and GPS tracking, administration, personnel management, vehicle maintenance and repair, and operations data. Additionally, Fiesta Taxi will ensure there will be taxis readily available for residents of Pico Rivera, as well as an increased fleet of wheelchair accessible vehicles.

The proposed DAC program will operate to ensure qualified residents will be assisted in their paratransit needs to get to and from medical appointments, personal excursions, and special events in a timely manner. Fiesta Taxi's agreement will not exceed \$250,000 for its yearly cost. The amount per contract year to operate the DAC service is cost effective and based off a flag drop per trip, cost per mile, administrative cost, per trip minimum fare, wheelchair trip fee, and the swipe card system. The Parks and Recreation Analyst and the Parks and Recreation Senior Services Supervisor will provide project and agreement oversight.

Conclusion:

Staff recommends that the City Council award an agreement for Dial-A-Cab operation and maintenance with Fiesta Taxi Cooperative, Inc. for the City of Pico Rivera's DAC paratransit program and authorize the City Manager to execute the agreement in a form approved by the City Attorney.



Steve Carmona

SC:PY:nh

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
AWARD AGREEMENT FOR DIAL-A-CAB OPERATION AND MAINTENANCE
SERVICES AND PARATRANSIT PROGRAM
Page 4 of 4

Enclosure: 1) Agreement

AGREEMENT NO. _____
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF PICO RIVERA AND
FIESTA TAXI COOPERATIVE, INC. (DBA "FIESTA TAXI")

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT ("Agreement") is entered into by and between the City of Pico Rivera, a California municipal corporation ("City") and Fiesta Taxi Cooperative, Inc. (dba "Fiesta Taxi"), a California corporation ("Contractor"). City and Contractor are sometimes hereinafter individually referred to as a "Party" and collectively referred to as "Parties."

2. RECITALS

2.1 City has determined that it requires professional services from a contractor to provide paratransit services to senior residents aged 55 years and older and individuals with disabilities for recreation transit related to the City's programs and excursions.

2.2 Contractor represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Contractor further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the performance by the Parties of the mutual covenants and conditions herein contained, the Parties hereto agree as follows:

3. DEFINITIONS

3.1 "Scope of Services": Such professional services as are set forth in the Contractor's proposal to City attached hereto as Exhibit "A" and incorporated herein by this reference.

3.2 "Approved Fee Schedule": Such compensation rates as are set forth in the Contractor's proposal to City are attached hereto as Exhibit "B."

3.3 "Commencement Date": November 14, 2023

3.4 "Expiration Date": November 14, 2026

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date with an option for a two-year (2) extension unless terminated in accordance with Section 22 below.

5. CONTRACTOR'S SERVICES

5.1 Contractor shall perform the services identified in the Scope of Services (Exhibit "A"). City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Contractor under this Agreement exceed the sum of **Two-Hundred Fifty-Thousand (\$250,000)** per fiscal year, unless specifically approved in advance, in writing, by City.

5.2 Contractor shall perform all work to the highest professional standards of Contractor's profession and in a manner reasonably satisfactory to City.

6. COMPENSATION

6.1 City agrees to compensate Contractor for the services provided under this Agreement, and Contractor agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule (Exhibit "B").

6.2 Contractor shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten (10) business days of receipt of each invoice, City shall notify Contractor in writing of any disputed amounts included on the invoice. Within thirty (30) calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Contractor.

6.3 Payments for any services requested in writing by City and not included in the Scope of Services shall be made to Contractor by City on a time-and-materials basis using Contractor's standard fee schedule. Fees for such additional services shall be paid within sixty (60) days of the date Contractor issues an invoice to City for such services.

7. BUSINESS LICENSE

Contractor shall obtain a City business license prior to commencing performance under this Agreement.

8. COMPLIANCE WITH LAWS

Contractor shall keep informed of State, Federal and Local laws, ordinances, codes and regulations that in any manner affect those employed by it or in any way affect the performance of its services pursuant to this Agreement. The Contractor shall at all times comply with such laws, ordinances, codes and regulations. Without limiting the

generality of the foregoing, if the Contractor is an out-of-state corporation or LLC, it must be qualified and registered to do business in the State of California pursuant to sections 2105 and 17708.02 of the California Corporations Code. The City, its officers and employees shall not be liable at law or in equity occasioned by failure of Contractor to comply with this Section.

9. CONFLICT OF INTEREST

Contractor covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Contractor under this Agreement, or which would conflict in any manner with the performance of its services hereunder. During the term of this Agreement, Contractor shall not perform any work for another person or entity for whom Contractor was not working at the Commencement Date if both: (i) such work would require Contractor to abstain from a decision under this Agreement pursuant to a conflict of interest statute; and (ii) City has not consented in writing prior to Contractor's performance of such work.

10. PERSONNEL

Contractor represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Contractor or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Contractor reserves the right to determine the assignment of its own employees to the performance of Contractor's services under this Agreement, but City reserves the right, for good cause, to require Contractor to exclude any employee from performing services on City's premises. Natalie Glassman, Parks and Recreation Analyst shall be Contractor's project administrator and shall have direct responsibility for management of Contractor's performance under this Agreement. No change shall be made in Contractor's project administrator without City's prior written consent.

11. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products") developed by Contractor in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Contractor may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Contractor. If any state, federal, or local law requires mandatory copyright protection for Contractor's work product, City shall comply with such laws to the extent feasible.

12. INDEPENDENT CONTRACTOR

12.1 Contractor is, and shall at all times remain as to City, a wholly independent

Contractor. Contractor shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its officers, employees or agents shall have control over the conduct of Contractor or any of Contractor's employees, except as set forth in this Agreement. Contractor shall not at any time represent that it is, or that any of its agents or employees are, in any manner employees of City.

12.2 The Parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship, joint-employer relationship, or any other relationship between Contractor or Contractor's employees except as set forth in this Agreement.

12.3 City shall have no direct or indirect control over Contractor's employees or subcontractors with respect to wages, hours, and working conditions. In addition, City shall not deduct from the Compensation paid to Contractor any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to Contractor, Contractor's employees or subcontractors. City shall have no responsibility to provide Contractors, its employees or subcontractors with workers' compensation insurance or any other insurance.

12.4 The Parties further acknowledges the following: (i) that Contractor shall provide the services outlined in the Scope of Services directly to City; (ii) Contractor maintains a business location at the address listed under Section 20 that is separate and distinct from the City; (iii) Contractor contracts with other businesses to provide the same or similar services and maintains a clientele without restriction from the City; (iv) Contractor advertises and holds itself out to the public as available to provide the same or similar services; (v) unless otherwise specified in this Agreement, Contractor provides its own tools, vehicles, and equipment necessary for performing the Scope of Services; (vi) Contractor has proposed and negotiated its own rates; and (vii) consistent with the nature and demands of the project and the City's business hours, Contractor may set its own hours and location of work.

13. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Contractor or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Contractor without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data and any copies thereof shall be returned to City upon the termination or expiration of this Agreement.

14. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES

No official or employee of the City shall be personally liable to Contractor in the event of any default or breach by City, or for any amount which may become due to Contractor.

15. INDEMNIFICATION

15.1 The Parties agree that City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to City. Contractor acknowledges that City would not enter into this Agreement in the absence of Contractor's commitment to indemnify and protect City as set forth herein. Notwithstanding the foregoing, to the extent Contractor's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

15.2 To the full extent permitted by law, Contractor shall indemnify, hold harmless and defend City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers from and against any and all claims, demands, lawsuits, causes of action, losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from or arising out of any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor or any of its officers, employees, servants, agents, or subcontractors in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice and expert witness fees and Contractors fees. Notwithstanding the foregoing, to the extent Contractor's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Contractor.

15.3 City shall have the right to offset against the amount of any compensation due Contractor under this Agreement any amount due City from Contractor as a result of Contractor's failure to pay City promptly any indemnification arising under this Section 15 or related to Contractor's failure to either: (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

15.4 The obligations of Contractor under this Section 15 will not be limited by the provisions of any workers' compensation act or similar act. Contractor expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

15.5 Contractor agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 15 from each and every subcontractors or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. In the event Contractor fails to obtain such indemnity obligations from others as required herein, Contractor agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers from and against any and all claims, demands, lawsuits, causes of action, losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from or arising out of any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Contractor's subcontractors or any other person or entity involved by, for, with or on behalf of Contractor in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice and expert witness fees and Contractor fees.

15.6 City does not, and shall not, waive any rights that it may possess against Contractor because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15.7 **PERS ELIGIBILITY INDEMNITY.** In the event that Contractor or any employee, agent, or subcontractor of Contractor providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Contractor shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Contractor or its employees, agents, or subcontractors, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Contractor and any of its employees, agents, and subcontractor providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

16. **INSURANCE**

16.1 During the term of this Agreement, Contractor shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Contractor's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

16.1.1 Comprehensive general liability, and Umbrella or Excess Liability Insurance covering all operations by or on behalf of Contractor providing insurance for bodily injury liability and property damage liability for the following and including coverage for:

16.1.1.1 Premises, operations, and mobile equipment

16.1.1.2 Products and completed operations

16.1.1.3 Broad form property damage (including completed operations)

16.1.1.4 Explosion, collapse, and underground hazards

16.1.1.5 Personal Injury

16.1.1.6 Contractual liability

in the amount of Two Million Dollars (\$2,000,000) per occurrence combined single limit; Two Million Dollars (\$2,000,000) aggregate for products/completed operation; Four Million Dollars (\$4,000,000) general aggregate (General aggregate must apply separately to Contractor's work under this Agreement.); and Five Million Dollars (\$5,000,000) umbrella or excess liability.

16.1.2 Automobile Liability Insurance for owned, hired and non-owned vehicles utilized by Contractor, its employees or subcontractors, in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

16.1.3 Worker's Compensation Insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

16.2 Contractor shall require each of its subcontractors, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

16.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

16.4 Contractor agrees that if it does not keep the aforesaid insurance in full force and effect City may either: (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Contractor's expense, the premium thereon.

16.5 At all times during the term of this Agreement, Contractor shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and, for the general liability and automobile liability policies, naming the City as an additional insured. Contractor shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

16.6 Contractor shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Contractor shall provide such proof to City at least two weeks prior to the expiration of the coverages.

16.7 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Contractor agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

16.8 The general liability and automobile policies of insurance provided by Contractor shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Contractor's insurance and shall not contribute with it.

16.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Contractor, and Contractor's employees, agents or subcontractors, from waiving the right of subrogation prior to a loss. Contractor hereby waives all rights of subrogation against the City.

16.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Contractor shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Contractor shall procure a bond guaranteeing payment of losses and expenses.

16.11 Procurement of insurance by Contractor shall not be construed as a limitation of Contractor's liability or as full performance of Contractor's duties to indemnify, hold harmless and defend under Section 15 of this Agreement.

16.12 If Contractor maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage

and/or the higher limits maintained by the Contractor. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

17. MUTUAL COOPERATION

17.1 City shall provide Contractor with all pertinent data, documents and other requested information as is reasonably available to City for the proper performance of Contractor's services under this Agreement.

17.2 In the event any claim or action is brought against City relating to Contractor's performance in connection with this Agreement, Contractor shall render any reasonable assistance that City may require.

18. RECORDS AND INSPECTIONS

Contractor shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

19. PERMITS AND APPROVALS

Contractor shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

20. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile, email, or overnight courier service during Contractor's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the Parties may, from time to time, designate in writing).

If to City:

Steve Carmona, City Manager
City of Pico Rivera
PO Box 1016
6615 Passons Blvd.
Pico Rivera, California 90660-1016

If to Contractor:

Marco A. Soto, VP and Director of
Operations
Fiesta Taxi Cooperative, Inc. (dba
Fiesta Taxi)
1515 W. 190th St. Ste. 250

Facsimile: (562) 801-4765

Gardena, California 90248

With a courtesy copy to:

Arnold M. Alvarez-Glasman, City Attorney
13181 Crossroads Parkway North
Suite 400 - West Tower
City of Industry, CA 91746
Facsimile: (562) 692-2244

21. SURVIVING COVENANTS

The Parties agree that the covenants contained in Sections 13, 15 and Paragraph 17.2 of Section 17, of this Agreement shall survive the expiration or termination of this Agreement.

22. TERMINATION

22.1. City shall have the right to terminate this Agreement for any reason on five (5) calendar days' written notice to Contractor. Contractor shall have the right to terminate this Agreement for any reason on sixty (60) calendar days' written notice to City. The effective date of termination shall be upon the date specified in the notice of termination. Contractor agrees that in the event of such termination, City's obligation to pay Contractor shall be limited to payment only for those services satisfactorily rendered, as solely determined by the City, prior to the effective date of termination. Contractor agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

22.2 If City terminates this Agreement due to no fault or failure of performance by Contractor, then Contractor shall be paid based on the work satisfactorily performed, as solely determined by the City, at the time of termination. In no event shall Contractor be entitled to receive more than the amount that would be paid to Contractor for the full performance of the services required by this Agreement.

23. ASSIGNMENT

Contractor shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any Party other than Contractor.

24. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

24.1 In the performance of this Agreement, Contractor shall not discriminate against any employee, subcontractor, or employment applicant because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation. Contractor will take affirmative action to ensure that sub-contractors, employees, and employment applicants are treated without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

24.2 Contractor will, in all solicitations or advertisements for employees placed by or on behalf of Contractor state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

24.3 Contractor will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

25. WARRANTIES

25.1 Each Party has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement, or been provided with an opportunity to receive independent legal advice and has freely and voluntarily waived and relinquished the right to do so. Each Party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such Party's failure to perform under this Agreement.

25.2 In executing this Agreement, each Party has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of any matter whatsoever.

25.3 It is agreed that each Party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either Party has the full right and authority to fully commit and bind such Party to the provisions of this Agreement.

26. CAPTIONS

26.1 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this

Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement.

26.2 Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

27. NON-WAIVER

27.1 The waiver by City or Contractor of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. In no event shall the making by City of any payment to Contractor constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Contractor, and the making of any such payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Contractor unless in writing.

27.2 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any Party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such Party of any of all of such other rights, powers or remedies.

27.3 Contractor shall not be liable for any failure to perform if Contractor presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Contractor.

28. COURT COSTS AND ATTORNEY FEES

In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the Party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees and expert witness fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.

29. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

30. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

31. COUNTERPARTS

This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile or email transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the Party whose signature appears in the facsimile or email and shall be binding upon such Party in the same manner as though an originally signed copy had been delivered.

32. ENTIRE AGREEMENT

All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Contractor with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the Parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Contractor.

[SIGNATURE PAGE TO FOLLOW]

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“CITY”
CITY OF PICO RIVERA,
a California municipal corporation

“CONTRACTOR”
FIESTA TAXI COOPERATIVE, INC., (DBA
FIESTA TAXI)

Steve Carmona, City Manager

Marco A. Soto, VP and Director of Operations

Dated: _____

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A
SCOPE OF SERVICES

1. Contractor shall provide the City with on-demand Dial-A-Cab paratransit services for seniors 55 years and older and disabled residents.
2. Services will operate seven (7) days a week, twenty-four (24) hours a day.
3. DAC transportation is provided within the City limits and up to six (6) miles outside the City of Pico Rivera (City) limits.
4. The DAC service has a \$1.00 co-pay for qualified riders, and riders have a maximum of twenty (20) trips per month.

EXHIBIT B
APPROVED FEE SCHEDULE

1. Invoices for the City is based on a fee per trip, a cost per mile, and any additional costs for printing new DAC cards for participants.
2. Contractor agrees to accept total as payment for its services to the City on a NET 30 upon the invoice delivery of each service.
3. In no event shall the total compensation and costs payable to Contractor under this Agreement exceed the sum of **Two-Hundred Fifty-Thousand Dollar (\$250,000.00)** per fiscal year; unless specifically approved in advance, in writing, by City.

LABOR CODE SECTIONS 1070-1074 NOTICES, DISCLOSURES & REQUIREMENTS

Employees of Prior Operator: The awarded Contractor shall be subject to and comply with the provisions of California Labor Code Sections 1070-1074 regarding retention of employees of the prior contractor. Nothing in this Section shall be construed as (A) requiring the Contractor to recognize any union which represented the workforce of the prior contractor (except as may otherwise be required by applicable law); or (B) requiring the Contractor to assume or otherwise be bound by the terms and conditions of any collective bargaining Contract between that prior service provider and any union.

Retention of Existing Employees: Pursuant to Senate Bill No. 158 (California Labor Code, Chapter 4.6, Section 1070 to Part 3 of Division 2), the City shall grant a ten percent (10%) bidding preference to any Contractor who agrees to retain, for a period of at least ninety (90) days, certain employees. Contractor shall declare, as part of their proposal, whether or not their firm shall retain the employees of the prior Contractor for a period of at least ninety (90) days. Contractor shall ensure these transitioned employees will be utilized in similar positions and perform essentially the same services as they did under the previous Contractor. "Employee" is defined as any person who works for a Contractor under the prior contract but does not include executive, administrative, or professional employees that are exempt from the payment of overtime compensation within the meaning of Subdivision (a) of Section 515 or any person who is not an employee as defined under Section 2(3) of the National Labor Relations Act (29 U.S.C. Sec. 152(3)). In accordance with Senate Bill No. 158, the following obligations apply:

A successor Contractor or subcontractor who agrees to retain employees, pursuant to subdivision (a) [of Senate Bill No. 158] shall retain employees who have been employed by the prior Contractor or subcontractors, except for reasonable and substantiated cause. That cause is limited to the particular employee's performance or conduct while working under the prior contract or the employee's failure of any controlled substances and alcohol test, physical examination, criminal background check required by law as a condition of employment, or other standard hiring qualification lawfully required by the successor Contractor or subcontractor.

If a successor Contractor determines that fewer employees are needed than under the prior contract, qualified employees shall be retained by seniority within the job classification. In determining those employees who are qualified, the successor Contractor may require an employee to possess any license that is required by law to operate the equipment that the employee shall operate as an employee of the successor Contractor. Nothing in this section requires the successor to pay the same wages or offer the same benefits provided by the prior Contractor. In accordance with the California Labor Code, the successful Contractor or

subcontractor shall make a written offer of employment to each employee to be rehired. That offer shall state the time within which the employee must accept that offer, but in no case less than ten (10) days. An employee who has not been offered employment or who has been discharged in violation of this chapter, or his or her agent, may bring an action against the successor Proposer in any superior court having jurisdiction over the successor Proposer. Upon finding a violation, the court shall order reinstatement to employment with successor Contractor and award back pay, including the value of benefits, for each day of violation. The existing service Contractor shall make available the number of employees who are performing services under the service contract and the wage rates, benefits, and job classifications of those employees to the City or to any entity that the City identified as a bona fide Contractor.

Disclosures:

Pursuant to Labor Code Section 1072 (c) (1) If the awarding authority announces that it intends to let a service contract out to bid, the existing service contractor, within a reasonable time, shall provide to the awarding authority the number of employees who are performing services under the service contract and the wage rates, benefits, and job classifications of those employees. In addition, the existing service contractor shall make this information available to any entity that the awarding authority has identified as a bona fide bidder. This information shall be made available to each bona fide bidder in writing at least 30 days before bids for the service contract are due, whether by inclusion of the information in the request for bids or otherwise. If the successor service contract is awarded to a new contractor, the existing contractor shall provide the names, addresses, dates of hire, wages, benefit levels, and job classifications of employees to the successor contractor. The duties imposed by this subdivision shall be contained in all service contracts.

If the awarding authority announces that it intends to let a service contract out to bid, the existing service contractor, within a reasonable time, shall provide to the awarding authority the number of employees who are performing services under the service contract and the wage rates, benefits, and job classifications of those employees.



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: TRAFFIC SIGNAL IMPROVEMENTS PROJECT (CIP NO. 21353), FEDERAL PROJECT NO. HSIPL-5351 (035) – NOTICE OF COMPLETION

Recommendation:

1. Accept the work completed for the Traffic Signal Improvements Project, HSIPL-5351 (035) (CIP No. 21353), constructed by Baker Electric, Inc. and authorize the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder;
2. Award a new Professional Services Agreement (PSA) to continue the scope of work under expired Agreement No. 21-2020, in the amount not-to-exceed \$165,197 to FCG Consultants, Inc. for construction management and inspection services for the Project and authorize the City Manager to execute the agreement in a form approved by the City Attorney;
3. Transfer \$80,000 from Account No. 206.70.7300.54500-21348 to Account No. 206.70.7300.54500-21353; and
4. Authorize the City Manager to release the retention and all other monies due in accordance with the statutory waiting period upon recordation of the Notice of Completion.

Fiscal Impact:

The City was awarded a Federal Highway Safety Improvement Program (HSIP) - Cycle 8 Grant in the amount of \$696,300. The adopted budget for fiscal year (FY) 2023-24 also includes Proposition C funds (Fund 206) in the amount of \$980,000 under CIP No. 21353. An additional \$80,000 in Proposition C funds is needed to cover the construction contract and construction support services to close out the Project. The additional \$80,000 is recommended to be transferred from excess Prop C funds (Fund 206) from the recently completed CIP 21348 – HSIP Cycle 7 Traffic Signal Upgrades Project to cover the funding

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
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needed. The total project funding is \$1,756,300 for the design and construction of the project. There is no fiscal impact to the General Fund.

Discussion:

In November 2016, the City was awarded a grant for a Federal HSIP - Cycle 8 program to improve traffic signals at various intersections throughout the City. The project was programmed into the City’s Capital Improvement Program as the Traffic Signal Improvements Project (CIP No. 21353), Federal Project No. HSIPL-5351(035). This project consists of traffic signal modifications at the intersections of Paramount Boulevard at Rex Road, Paramount Boulevard at Beverly Boulevard, Rosemead Boulevard at Gallatin Road, Washington Boulevard at Crossway Drive and Whittier Boulevard at Lindsey Avenue

On August 24, 2021, the City Council awarded a contract to Baker Electric, Inc. in the amount of \$1,193,396 for the construction of CIP 21353. The final construction contract amount with Baker Electric, Inc. was \$1,238,591, which included one (1) construction change order in the amount of \$45,195.

Construction Management

On August 24, 2021, the City Council awarded PSA No. 21-2020 to FCG Consultants in the amount of \$179,600.80 to provide construction management and inspection services for CIP 21353. The previous agreement between the City and FCG Consultants expired in December 2022 therefore, a new agreement is necessary for FCG Consultants to provide closeout services for the Project. The construction schedule was impacted by supply chain delays for procurement of traffic signal poles, utility coordination impacts, and additional time needed for coordination with Los Angeles County Department of Public Works. Due to these time extensions, FCG Consultants incurred additional costs in the amount \$153,820, which represents the actual additional time spent completing the Project. The new PSA is for an amount not-to-exceed \$165,197, which includes the requested amount plus the carry-over of the balance (\$11,377), remaining in expired PSA No. 21-2020.

The tables below summarize the total project cost and funding:

| Funding Category | Budget |
|---|--------------------|
| Highway Safety Improvement Program – Fund 698 | \$696,300 |
| Prop C – Fund 206 | \$980,000 |
| FY 2023-2024 Appropriation of Prop C (Fund 206) from CIP 21348 to CIP 21353 | \$80,000 |
| TOTAL PROJECT BUDGET: | \$1,756,300 |

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| Project Expenditures | Cost |
|--------------------------------------|--------------------|
| Project Administration | \$89,428 |
| Design | \$94,860 |
| Construction | \$1,193,396 |
| Construction Change Order No. 1 | \$45,195 |
| Construction Management & Inspection | \$333,421 |
| TOTAL PROJECT EXPENDITURES: | \$1,756,300 |

Construction for Traffic Signal Improvements, Project No. 21353, was completed on September 8, 2023. The final walk through, punch list items, and project administration have been completed. Staff recommends the filing of the Notice of Completion with the Los Angeles County Registrar-Recorder.

Conclusion:

The total cost of the project, including design, project administration, construction, construction management, and inspection services is \$1,756,300, including a transfer of \$80,000 from a recently completed project (CIP No. 21348). Staff recommends filing of the Notice of Completion with the Los Angeles County Registrar-Recorder, releasing the retention to Baker Electric, Inc., following the statutory waiting period upon the recordation of the Notice of Completion, and awarding a Professional Services Agreement to FCG Consultants, Inc. for additional construction management and inspection services provided to complete the Project for an amount not-to-exceed \$165,197.



Steve Carmona

SC:NN:KG:np

Enclosure: 1) Professional Services Agreement

AGREEMENT NO. _____
PROFESSIONAL SERVICES AGREEMENT
BETWEEN THE CITY OF PICO RIVERA AND
FCG CONSULTANTS

1. IDENTIFICATION

THIS PROFESSIONAL SERVICES AGREEMENT (“Agreement”) is entered into by and between the City of Pico Rivera, a California municipal corporation (“City”) and FCG CONSULTANTS, INC., a California Corporation (“Consultant”). City and Consultant are sometimes hereinafter individually referred to as a “Party” and collectively referred to as “Parties.”

2. RECITALS

2.1 City has determined that it requires professional services from a consultant to provide construction management and inspection services for the Traffic Signal Improvements Project, Federal Project No. HSIPL-5351 (035), CIP No, 21353.

2.2 Consultant represents that it is fully qualified to perform such professional services by virtue of its experience and the training, education and expertise of its principals and employees. Consultant further represents that it is willing to accept responsibility for performing such services in accordance with the terms and conditions set forth in this Agreement.

NOW, THEREFORE, for and in consideration of the performance by the Parties of the mutual covenants and conditions herein contained, the Parties hereto agree as follows:

3. DEFINITIONS

3.1 “Scope of Services”: Such professional services as are set forth in the Consultant’s September 13, 2023 proposal to City attached hereto as Exhibit “A” and incorporated herein by this reference.

3.2 “Approved Fee Schedule”: Such compensation rates as are set forth in the Consultant’s September 13, 2023 proposal to City attached hereto as Exhibit “B.”

3.3 “Commencement Date”: November 14, 2023

3.4 “Expiration Date”: December 31, 2024

4. TERM

The term of this Agreement shall commence at 12:00 a.m. on the Commencement Date and shall expire at 11:59 p.m. on the Expiration Date unless extended by written agreement of the Parties or terminated in accordance with Section 22 below.

5. CONSULTANT'S SERVICES

5.1 Consultant shall perform the services identified in the Scope of Services. City shall have the right to request, in writing, changes in the Scope of Services. Any such changes mutually agreed upon by the Parties, and any corresponding increase or decrease in compensation, shall be incorporated by written amendment to this Agreement. In no event shall the total compensation and costs payable to Consultant under this Agreement exceed the sum of One Hundred Sixty-Five Thousand One Hundred Ninety-Six Dollars and Seventy-One Cents (\$165,196.71) unless specifically approved in advance, in writing, by City.

5.2 Consultant shall perform all work to the highest professional standards of Consultant's profession and in a manner reasonably satisfactory to City.

6. COMPENSATION

6.1 City agrees to compensate Consultant for the services provided under this Agreement, and Consultant agrees to accept in full satisfaction for such services, payment in accordance with the Approved Fee Schedule.

6.2 Consultant shall submit to City an invoice, on a monthly basis or less frequently, for the services performed pursuant to this Agreement. Each invoice shall itemize the services rendered during the billing period and the amount due. Within ten (10) business days of receipt of each invoice, City shall notify Consultant in writing of any disputed amounts included on the invoice. Within thirty (30) calendar days of receipt of each invoice, City shall pay all undisputed amounts included on the invoice. City shall not withhold applicable taxes or other authorized deductions from payments made to Consultant.

6.3 Payments for any services requested in writing by City and not included in the Scope of Services shall be made to Consultant by City on a time-and-materials basis using Consultant's standard fee schedule. Fees for such additional services shall be paid within sixty (60) days of the date Consultant issues an invoice to City for such services.

7. BUSINESS LICENSE

Consultant shall obtain a City business license prior to commencing performance under this Agreement.

8. COMPLIANCE WITH LAWS

Consultant shall keep informed of State, Federal and Local laws, ordinances, codes and regulations that in any manner affect those employed by it or in any way affect

the performance of its services pursuant to this Agreement. The Consultant shall at all times comply with such laws, ordinances, codes and regulations. Without limiting the generality of the foregoing, if Consultant is an out-of-state corporation or LLC, it must be qualified and registered to do business in the State of California pursuant to sections 2105 and 17708.02 of the California Corporations Code. The City, its officers and employees shall not be liable at law or in equity occasioned by failure of Consultant to comply with this Section.

9. CONFLICT OF INTEREST

Consultant covenants that it presently has no interest and shall not acquire any interest, direct or indirect, which may be affected by the services to be performed by Consultant under this Agreement, or which would conflict in any manner with the performance of its services hereunder. During the term of this Agreement, Consultant shall not perform any work for another person or entity for whom Consultant was not working at the Commencement Date if both: (i) such work would require Consultant to abstain from a decision under this Agreement pursuant to a conflict of interest statute; and (ii) City has not consented in writing prior to Consultant's performance of such work.

10. PERSONNEL

Consultant represents that it has, or will secure at its own expense, all personnel required to perform the services identified in the Scope of Services. All such services shall be performed by Consultant or under its supervision, and all personnel engaged in the work shall be qualified to perform such services. Consultant reserves the right to determine the assignment of its own employees to the performance of Consultant's services under this Agreement, but City reserves the right, for good cause, to require Consultant to exclude any employee from performing services on City's premises. A.B. Fakhouri, Project Manager shall be Consultant's project administrator and shall have direct responsibility for management of Consultant's performance under this Agreement. No change shall be made in Consultant's project administrator without City's prior written consent.

11. OWNERSHIP OF WRITTEN PRODUCTS

All reports, documents or other written material ("written products") developed by Consultant in the performance of this Agreement shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. Consultant may take and retain copies of such written products as desired, but no such written products shall be the subject of a copyright application by Consultant. If any state, federal, or local law requires mandatory copyright protection for Consultant's work product, City shall comply with such laws to the extent feasible.

12. INDEPENDENT CONSULTANT

12.1 Consultant is, and shall at all times remain as to City, a wholly independent contractor. Consultant shall have no power to incur any debt, obligation, or liability on behalf of City or otherwise to act on behalf of City as an agent. Neither City nor any of its officers, employees or agents shall have control over the conduct of Consultant or any of Consultant's employees, except as set forth in this Agreement. Consultant shall not at any time represent that it is, or that any of its agents or employees are, in any manner employees of City. 12.2 The Parties further acknowledge and agree that nothing in this Agreement shall create or be construed to create a partnership, joint venture, employment relationship, joint-employer relationship, or any other relationship between Consultant or Consultant's employees except as set forth in this Agreement.

12.3 City shall have no direct or indirect control over Consultant's employees or sub-consultants with respect to wages, hours, and working conditions. In addition, City shall not deduct from the Compensation paid to Consultant any sums required for Social Security, withholding taxes, FICA, state disability insurance or any other federal, state or local tax or charge which may or may not be in effect or hereinafter enacted or required as a charge or withholding on the compensation paid to Consultant, Consultant's employees or subconsultants. City shall have no responsibility to provide Consultant, its employees or subconsultants with workers' compensation insurance or any other insurance.

12.4 The Parties further acknowledges the following: (i) that Consultant shall provide the services outlined in the Scope of Services directly to City; (ii) Consultant maintains a business location at the address listed under Section 20 that is separate and distinct from the City; (iii) Consultant contracts with other businesses to provide the same or similar services and maintains a clientele without restriction from the City; (iv) Consultant advertises and holds itself out to the public as available to provide the same or similar services; (v) unless otherwise specified in this Agreement, Consultant provides its own tools, vehicles, and equipment necessary for performing the Scope of Services; (vi) Consultant has proposed and negotiated its own rates; and (vii) consistent with the nature and demands of the project and the City's business hours, Consultant may set its own hours and location of work.

13. CONFIDENTIALITY

All data, documents, discussion, or other information developed or received by Consultant or provided for performance of this Agreement are deemed confidential and shall not be disclosed by Consultant without prior written consent by City. City shall grant such consent if disclosure is legally required. Upon request, all City data and any copies thereof shall be returned to City upon the termination or expiration of this Agreement.

14. NON-LIABILITY OF CITY OFFICIALS AND EMPLOYEES

No official or employee of the City shall be personally liable to Consultant in the event of any default or breach by City, or for any amount which may become due to Consultant.

15. INDEMNIFICATION

15.1 The Parties agree that City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers should, to the extent permitted by law, be fully protected from any loss, injury, damage, claim, lawsuit, cost, expense, attorneys' fees, litigation costs, or any other cost arising out of or in any way related to the performance of this Agreement. Accordingly, the provisions of this indemnity provision are intended by the Parties to be interpreted and construed to provide the fullest protection possible under the law to City. Consultant acknowledges that City would not enter into this Agreement in the absence of Consultant's commitment to indemnify and protect City as set forth herein. Notwithstanding the foregoing, to the extent Consultant's services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

15.2 To the full extent permitted by law, Consultant shall indemnify, hold harmless and defend City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers from and against any and all claims, demands, lawsuits, causes of action, losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from or arising out of any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant or any of its officers, employees, servants, agents, or subconsultants in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice and expert witness fees and consultant fees. Notwithstanding the foregoing, to the extent Consultant's Services are subject to Civil Code Section 2782.8, the above indemnity shall be limited, to the extent required by Civil Code Section 2782.8, to claims that arise out of, pertain to, or relate to the negligence, recklessness, or willful misconduct of the Consultant.

15.3 City shall have the right to offset against the amount of any compensation due Consultant under this Agreement any amount due City from Consultant as a result of Consultant's failure to pay City promptly any indemnification arising under this Section 15 or related to Consultant's failure to either: (i) pay taxes on amounts received pursuant to this Agreement or (ii) comply with applicable workers' compensation laws.

15.4 The obligations of Consultant under this Section 15 will not be limited by the provisions of any workers' compensation act or similar act. Consultant expressly waives its statutory immunity under such statutes or laws as to City, its officers, agents, employees and volunteers.

15.5 Consultant agrees to obtain executed indemnity agreements with provisions identical to those set forth here in this Section 15 from each and every subconsultant or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. In the event Consultant fails to obtain such indemnity obligations from others as required herein, Consultant agrees to be fully responsible and indemnify, hold harmless and defend City, its officers, agents, elected and appointed officials, employees, affiliated public agencies and volunteers from and against any and all claims, demands, lawsuits, causes of action, losses, costs or expenses for any damage due to death or injury to any person and injury to any property resulting from or arising out of any alleged intentional, reckless, negligent, or otherwise wrongful acts, errors or omissions of Consultant's subconsultants or any other person or entity involved by, for, with or on behalf of Consultant in the performance of this Agreement. Such costs and expenses shall include reasonable attorneys' fees incurred by counsel of City's choice and expert witness fees and consultant fees.

15.6 City does not, and shall not, waive any rights that it may possess against Consultant because of the acceptance by City, or the deposit with City, of any insurance policy or certificate required pursuant to this Agreement. This hold harmless and indemnification provision shall apply regardless of whether or not any insurance policies are determined to be applicable to the claim, demand, damage, liability, loss, cost or expense.

15.7 **PERS ELIGIBILITY INDEMNITY.** In the event that Consultant or any employee, agent, or subconsultant of Consultant providing services under this Agreement claims or is determined by a court of competent jurisdiction or the California Public Employees Retirement System (PERS) to be eligible for enrollment in PERS as an employee of the City, Consultant shall indemnify, defend, and hold harmless City for the payment of any employee and/or employer contributions for PERS benefits on behalf of Consultant or its employees, agents, or subconsultants, as well as for the payment of any penalties and interest on such contributions, which would otherwise be the responsibility of City.

Notwithstanding any other agency, state or federal policy, rule, regulation, law or ordinance to the contrary, Consultant and any of its employees, agents, and subconsultants providing service under this Agreement shall not qualify for or become entitled to, and hereby agree to waive any claims to, any compensation, benefit, or any incident of employment by City, including but not limited to eligibility to enroll in PERS as

an employee of City and entitlement to any contribution to be paid by City for employer contribution and/or employee contributions for PERS benefits.

16. INSURANCE

16.1 During the term of this Agreement, Consultant shall carry, maintain, and keep in full force and effect insurance against claims for death or injuries to persons or damages to property that may arise from or in connection with Consultant's performance of this Agreement. Such insurance shall be of the types and in the amounts as set forth below:

16.1.1 Comprehensive general liability, and Umbrella or Excess Liability Insurance covering all operations by or on behalf of Consultant providing insurance for bodily injury liability and property damage liability for the following and including coverage for:

16.1.1.1 Premises, operations, and mobile equipment

16.1.1.2 Products and completed operations

16.1.1.3 Broad form property damage (including completed operations)

16.1.1.4 Explosion, collapse, and underground hazards

16.1.1.5 Personal Injury

16.1.1.6 Contractual liability

in the amount of One Million Dollars (\$1,000,000) per occurrence combined single limit; Two Million Dollars (\$2,000,000) aggregate for products/completed operation; Two Million Dollars (\$2,000,000) general aggregate (General aggregate must apply separately to Consultant's work under this Agreement.); and Five Million Dollars (\$5,000,000) umbrella or excess liability.

16.1.2 Automobile Liability Insurance for owned, hired and non-owned vehicles utilized by Consultant, its employees or subconsultants, in the amount of One Million Dollars (\$1,000,000) per accident for bodily injury and property damage.

16.1.3 Worker's Compensation Insurance as required by the laws of the State of California, with Statutory Limits, and Employer's Liability Insurance with limit of no less than One Million Dollars (\$1,000,000) per accident for bodily injury or disease.

16.1.4 Professional Liability Insurance against errors and omissions in the performance of the work under this Agreement with coverage limits of not less than One Million Dollars (\$1,000,000) per occurrence of claim/ Two Million Dollars (\$2,000,000) in the aggregate.

16.2 Consultant shall require each of its subconsultants, if any, to maintain insurance coverage that meets all of the requirements of this Agreement.

16.3 The policy or policies required by this Agreement shall be issued by an insurer admitted in the State of California and with a rating of at least A:VII in the latest edition of Best's Insurance Guide.

16.4 Consultant agrees that if it does not keep the aforesaid insurance in full force and effect City may either: (i) immediately terminate this Agreement; or (ii) take out the necessary insurance and pay, at Consultant's expense, the premium thereon.

16.5 At all times during the term of this Agreement, Consultant shall maintain on file with City's Risk Manager a certificate or certificates of insurance showing that the aforesaid policies are in effect in the required amounts and, for the general liability and automobile liability policies, naming the City as an additional insured. Consultant shall, prior to commencement of work under this Agreement, file with City's Risk Manager such certificate(s).

16.6 Consultant shall provide proof that policies of insurance required herein expiring during the term of this Agreement have been renewed or replaced with other policies providing at least the same coverage. Consultant shall provide such proof to City at least two weeks prior to the expiration of the coverages.

16.7 The general liability and automobile policies of insurance required by this Agreement shall contain an endorsement naming City, its officers, employees, agents and volunteers as additional insureds. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty days' prior written notice to City. Consultant agrees to require its insurer to modify the certificates of insurance to delete any exculpatory wording stating that failure of the insurer to mail written notice of cancellation imposes no obligation, and to delete the word "endeavor" with regard to any notice provisions.

16.8 The general liability and automobile policies of insurance provided by Consultant shall be primary to any coverage available to City. Any insurance or self-insurance maintained by City, its officers, employees, agents or volunteers, shall be in excess of Consultant's insurance and shall not contribute with it.

16.9 All insurance coverage provided pursuant to this Agreement shall not prohibit Consultant, and Consultant's employees, agents or subconsultants, from waiving the right of subrogation prior to a loss. Consultant hereby waives all rights of subrogation

against the City.

16.10 Any deductibles or self-insured retentions must be declared to and approved by the City. At the option of City, Consultant shall either reduce or eliminate the deductibles or self-insured retentions with respect to City, or Consultant shall procure a bond guaranteeing payment of losses and expenses.

16.11 Procurement of insurance by Consultant shall not be construed as a limitation of Consultant's liability or as full performance of Consultant's duties to indemnify, hold harmless and defend under Section 15 of this Agreement.

16.12 If Consultant maintains broader coverage and/or higher limits than the minimums shown above, the City requires and shall be entitled to the broader coverage and/or the higher limits maintained by the Consultant. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the City.

17. MUTUAL COOPERATION

17.1 City shall provide Consultant with all pertinent data, documents and other requested information as is reasonably available to City for the proper performance of Consultant's services under this Agreement.

17.2 In the event any claim or action is brought against City relating to Consultant's performance in connection with this Agreement, Consultant shall render any reasonable assistance that City may require.

18. RECORDS AND INSPECTIONS

Consultant shall maintain full and accurate records with respect to all matters covered under this Agreement for a period of three years after the expiration or termination of this Agreement. City shall have the right to access and examine such records, without charge, during normal business hours. City shall further have the right to audit such records, to make transcripts therefrom and to inspect all program data, documents, proceedings, and activities.

19. PERMITS AND APPROVALS

Consultant shall obtain, at its sole cost and expense, all permits and regulatory approvals necessary in the performance of this Agreement. This includes, but shall not be limited to, encroachment permits and building and safety permits and inspections.

20. NOTICES

Any notices, bills, invoices, or reports required by this Agreement shall be deemed received on: (i) the day of delivery if delivered by hand, facsimile, email, or overnight courier service during Consultant's and City's regular business hours; or (ii) on the third business day following deposit in the United States mail if delivered by mail, postage prepaid, to the addresses listed below (or to such other addresses as the Parties may, from time to time, designate in writing).

If to City:

Steve Carmona, City Manager
City of Pico Rivera
PO Box 1016
6615 Parsons Blvd.
Pico Rivera, California 90660-1016
Facsimile: (562) 801-4765

If to Consultant:

Maha Fakhouri, President & CEO
FCG Consultants, Inc.
22885 Savi Ranch Parkway
Suite G
Yorba Linda, California, 92887

With a courtesy copy to:

Arnold M. Alvarez-Glasman, City Attorney
13181 Crossroads Parkway North
Suite 400 - West Tower
City of Industry, CA 91746
Facsimile: (562) 692-2244

21. SURVIVING COVENANTS

The Parties agree that the covenants contained in Sections 13, 15 and Paragraph 17.2 of Section 17, of this Agreement shall survive the expiration or termination of this Agreement.

22. TERMINATION

22.1. City shall have the right to terminate this Agreement for any reason on five (5) calendar days' written notice to Consultant. Consultant shall have the right to

terminate this Agreement for any reason on sixty (60) calendar days' written notice to City. The effective date of termination shall be upon the date specified in the notice of termination. Consultant agrees that in the event of such termination, City's obligation to pay Consultant shall be limited to payment only for those services satisfactorily rendered, as solely determined by the City, prior to the effective date of termination. Consultant agrees to cease all work under this Agreement on or before the effective date of any notice of termination. All City data, documents, objects, materials or other tangible things shall be returned to City upon the termination or expiration of this Agreement.

22.2 If City terminates this Agreement due to no fault or failure of performance by Consultant, then Consultant shall be paid based on the work satisfactorily performed, as solely determined by the City, at the time of termination. In no event shall Consultant be entitled to receive more than the amount that would be paid to Consultant for the full performance of the services required by this Agreement.

23. ASSIGNMENT

Consultant shall not delegate, transfer, subcontract or assign its duties or rights hereunder, either in whole or in part, without City's prior written consent, and any attempt to do so shall be void and of no effect. City shall not be obligated or liable under this Agreement to any Party other than Consultant.

24. NON-DISCRIMINATION AND EQUAL EMPLOYMENT OPPORTUNITY

24.1 In the performance of this Agreement, Consultant shall not discriminate against any employee, subconsultant, or employment applicant because of race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation. Consultant will take affirmative action to ensure that subconsultants, employees, and employment applicants are treated without regard to their race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

24.2 Consultant will, in all solicitations or advertisements for employees placed by or on behalf of Consultant state either that it is an equal opportunity employer or that all qualified applicants will receive consideration for employment without regard to race, color, creed, religion, sex, marital status, national origin, ancestry, age, physical or mental handicap, medical condition or sexual orientation.

24.3 Consultant will cause the foregoing provisions to be inserted in all subcontracts for any work covered by this Agreement except contracts or subcontracts for standard commercial supplies or raw materials.

25. WARRANTIES

25.1 Each Party has received independent legal advice from its attorneys with respect to the advisability of entering into and executing this Agreement, or been provided with an opportunity to receive independent legal advice and has freely and voluntarily waived and relinquished the right to do so. Each Party who has not obtained independent counsel acknowledges that the failure to have independent legal counsel will not excuse such Party's failure to perform under this Agreement.

25.2 In executing this Agreement, each Party has carefully read this Agreement, knows the contents thereof, and has relied solely on the statements expressly set forth herein and has placed no reliance whatsoever on any statement, representation, or promise of any other party, or any other person or entity, not expressly set forth herein, nor upon the failure of any other party or any other person or entity to make any statement, representation or disclosure of any matter whatsoever.

25.3 It is agreed that each Party has the full right and authority to enter into this Agreement, and that the person executing this Agreement on behalf of either Party has the full right and authority to fully commit and bind such Party to the provisions of this Agreement.

26. CAPTIONS

26.1 The captions appearing at the commencement of the sections hereof, and in any paragraph thereof, are descriptive only and for convenience in reference to this Agreement. Should there be any conflict between such heading, and the section or paragraph thereof at the head of which it appears, the section or paragraph thereof, as the case may be, and not such heading, shall control and govern in the construction of this Agreement.

26.2 Masculine or feminine pronouns shall be substituted for the neuter form and vice versa, and the plural shall be substituted for the singular form and vice versa, in any place or places herein in which the context requires such substitution(s).

27. NON-WAIVER

27.1 The waiver by City or Consultant of any breach of any term, covenant or condition herein contained shall not be deemed to be a waiver of such term, covenant or condition or of any subsequent breach of the same or any other term, covenant or condition herein contained. In no event shall the making by City of any payment to Consultant constitute or be construed as a waiver by City of any breach of covenant, or any default which may then exist on the part of Consultant, and the making of any such

payment by City shall in no way impair or prejudice any right or remedy available to City with regard to such breach or default. No term, covenant or condition of this Agreement shall be deemed to have been waived by City or Consultant unless in writing.

27.2 Each right, power and remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise shall be cumulative and shall be in addition to every other right, power, or remedy provided for herein or now or hereafter existing at law, in equity, by statute, or otherwise. The exercise, the commencement of the exercise, or the forbearance of the exercise by any Party of any one or more of such rights, powers or remedies shall not preclude the simultaneous or later exercise by such Party of any of all of such other rights, powers or remedies.

27.3 Consultant shall not be liable for any failure to perform if Consultant presents acceptable evidence, in City's sole judgment, that such failure was due to causes beyond the control and without the fault or negligence of Consultant.

28. COURT COSTS AND ATTORNEY FEES

In the event legal action shall be necessary to enforce any term, covenant or condition herein contained, the Party prevailing in such action, whether reduced to judgment or not, shall be entitled to its reasonable court costs, including accountants' fees and expert witness fees, if any, and attorneys' fees expended in such action. The venue for any litigation shall be Los Angeles County, California.

29. SEVERABILITY

If any term or provision of this Agreement or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, then such term or provision shall be amended to, and solely to, the extent necessary to cure such invalidity or unenforceability, and in its amended form shall be enforceable. In such event, the remainder of this Agreement, or the application of such term or provision to persons or circumstances other than those as to which it is held invalid or unenforceable, shall not be affected thereby, and each term and provision of this Agreement shall be valid and be enforced to the fullest extent permitted by law.

30. GOVERNING LAW

This Agreement shall be governed and construed in accordance with the laws of the State of California.

31. COUNTERPARTS

This Agreement may be signed in any one or more counterparts all of which taken together shall be but one and the same Agreement. Any signed copy of this Agreement or of any other document or agreement referred to herein, or copy or counterpart thereof, delivered by facsimile or email transmission, shall for all purposes be treated as if it were delivered containing an original manual signature of the Party whose signature appears in the facsimile or email and shall be binding upon such Party in the same manner as though an originally signed copy had been delivered.

32. ENTIRE AGREEMENT

All documents referenced as exhibits in this Agreement are hereby incorporated in this Agreement. In the event of any material discrepancy between the express provisions of this Agreement and the provisions of any document incorporated herein by reference, the provisions of this Agreement shall prevail. This instrument contains the entire Agreement between City and Consultant with respect to the transactions contemplated herein. No other prior oral or written agreements are binding upon the Parties. Amendments hereto or deviations herefrom shall be effective and binding only if made in writing and executed by City and Consultant.

TO EFFECTUATE THIS AGREEMENT, the Parties have caused their duly authorized representatives to execute this Agreement on the dates set forth below.

“CITY”
CITY OF PICO RIVERA

“CONSULTANT”
FCG CONSULTANTS, INC.

Erik Lutz, Mayor

Maha Fakhouri, President & CEO

Dated: _____

Dated: _____

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

EXHIBIT A
SCOPE OF SERVICES



22885 Savi Ranch Pkwy, Suite G
Yorba Linda, CA 92887
Phone: 714.312.0317
Fax: 714.720.5885

September 13, 2023

Mr. Kenner Guerrero
Associate Engineer
City of Pico Rivera
Public Works Department
6615 Passons Boulevard.
Pico Rivera, CA 90660

RE: Various Traffic Signals Improvements Project – FCG CM & Inspection Budget

This letter is to inform you that due to contractor delay to complete the work within the original project schedule, the FCG budget for this contract will be depleted prior to completion of work on the project. See attached spread sheet showing anticipated work hours by FCG staff to complete the work based on anticipated schedule of work due to reasons mentioned.

Due to Contractor delay in completing the project on time with original completion date of September 2nd, 2022, the Project is now completed as of September 8, 2023 (One Year Later).

The original contract amount is \$179,600.80 and amount needed is \$153,820.33.

Should you have any questions or comments, please do not hesitate to contact AB Fakhouri or myself.

Sincerely,

A handwritten signature in blue ink, appearing to read 'Maha Fakhouri'.

Maha Fakhouri
President and CEO
Cell 714.883.8068

CC: Abdallah Fakhouri, Project Manager / Resident Engineer

EXHIBIT B
APPROVED FEE SCHEDULE

FCG Contract Request

Pico Rivera Project CIP No. 21353

Please find below a breakdown of the invoiced hours between November 2022 and August 2023 (job completion). Feel free to contact AB Fakhouri with any questions.

| Fee Breakdown - November 2022 through August 2023 | | | |
|--|-------------|--------------|----------------------|
| | Rate | Hours | Labor Cost |
| Resident Engineer | \$ 194.96 | 252.00 | \$ 49,129.91 |
| Inspector | \$ 129.97 | 724.00 | \$ 94,098.28 |
| Inspector (OT) | \$ 194.96 | 13.00 | \$ 2,534.48 |
| Office Engineer | \$ 83.18 | 165.00 | \$ 13,724.70 |
| Subconsultants | | | \$ 5,709.34 |
| Total Billing Nov 2022 - August 2023 | | | \$ 165,196.71 |
| Previously Billed as of October 2022 | | | \$ 168,224.42 |
| Total Services | | | \$ 333,421.13 |

EXHIBIT C
TERMS FOR COMPLIANCE WITH CALIFORNIA LABOR LAW REQUIREMENTS

1. This Agreement calls for services that, in whole or in part, constitute “public works” as defined in Division 2, Part 7, Chapter 1 (commencing with Section 1720) of the California Labor Code (“Chapter 1”). Further, Consultant acknowledges that this Agreement is subject to (a) Chapter 1 and (b) the rules and regulations established by the Department of Industrial Relations (“DIR”) implementing such statutes. Therefore, as to those Services that are “public works”, Consultant shall comply with and be bound by all the terms, rules and regulations described in 1(a) and 1(b) as though set forth in full herein.

2. California law requires the inclusion of specific Labor Code provisions in certain contracts. The inclusion of such specific provisions below, whether or not required by California law, does not alter the meaning or scope of Section 1 above.

3. Consultant shall be registered with the Department of Industrial Relations in accordance with California Labor Code Section 1725.5, and has provided proof of registration to City prior to the Effective Date of this Agreement. Consultant shall not perform work with any subconsultant that is not registered with DIR pursuant to Section 1725.5. Consultant and subconsultants shall maintain their registration with the DIR in effect throughout the duration of this Agreement. If the Consultant or any subconsultant ceases to be registered with DIR at any time during the duration of the project, Consultant shall immediately notify City.

4. Pursuant to Labor Code Section 1771.4, Consultant’s Services are subject to compliance monitoring and enforcement by DIR. Consultant shall post job site notices, as prescribed by DIR regulations.

5. Pursuant to Labor Code Section 1773.2, copies of the prevailing rate of per diem wages for each craft, classification, or type of worker needed to perform the Agreement are on file at City Hall and will be made available to any interested party on request. Consultant acknowledges receipt of a copy of the DIR determination of such prevailing rate of per diem wages, and Consultant shall post such rates at each job site covered by this Agreement.

6. Consultant shall comply with and be bound by the provisions of Labor Code Sections 1774 and 1775 concerning the payment of prevailing rates of wages to workers and the penalties for failure to pay prevailing wages. The Consultant shall, as a penalty to City, forfeit \$200.00 for each calendar day, or portion thereof, for each worker paid less than the prevailing rates as determined by the DIR for the work or craft in which the worker is employed for any public work done pursuant to this Agreement by Consultant or by any subconsultant.

7. Consultant shall comply with and be bound by the provisions of Labor Code Section 1776, which requires Consultant and each subconsultant to: keep accurate payroll records and verify such records in writing under penalty of perjury, as specified in Section 1776; certify and make such payroll records available for inspection as provided by Section 1776; and inform City of the location of the records.

8. Consultant shall comply with and be bound by the provisions of Labor Code seq. concerning the employment of apprentices on public works projects. Consultant shall be responsible for compliance with these aforementioned Sections for all apprenticeable occupations. Prior to commencing work under this Agreement, Consultant shall provide City with a copy of the information submitted to any applicable apprenticeship program. Within 60 days after concluding work pursuant to this Agreement, Consultant and each of its subconsultants shall submit to City a verified statement of the journeyman and apprentice hours performed under this Agreement.

9. The Consultant shall not perform Work with any Subconsultant that has been debarred or suspended pursuant to California Labor Code Section 1777.1 or any other federal or state law providing for the debarment of consultants from public works. The Consultant and Subconsultants shall not be debarred or suspended throughout the duration of this Contract pursuant to Labor Code Section 1777.1 or any other federal or state law providing for the debarment of consultants from public works. If the Consultant or any subconsultant becomes debarred or suspended during the duration of the project, the Consultant shall immediately notify City.

10. Consultant acknowledges that eight hours labor constitutes a legal day's work. Consultant shall comply with and be bound by Labor Code Section 1810. Consultant shall comply with and be bound by the provisions of Labor Code Section 1813 concerning penalties for workers who work excess hours. The Consultant shall, as a penalty to City, forfeit \$25.00 for each worker employed in the performance of this Agreement by the Consultant or by any subconsultant for each calendar day during which such worker is required or permitted to work more than eight hours in any one calendar day and 40 hours in any one calendar week in violation of the provisions of Division 2, Part 7, Chapter 1, Article 3 of the Labor Code. Pursuant to Labor Code section 1815, work performed by employees of Consultant in excess of eight hours per day, and 40 hours during any one week shall be permitted upon public work upon compensation for all hours worked in excess of eight hours per day at not less than one and one-half times the basic rate of pay.

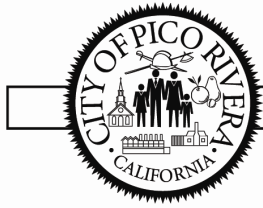
11. California Labor Code Sections 1860 and 3700 provide that every employer will be required to secure the payment of compensation to its employees. In accordance with the provisions of California Labor Code Section 1861, Consultant hereby certifies as follows:

"I am aware of the provisions of Section 3700 of the Labor Code which require every employer to be insured against liability for workers'

compensation or to undertake self-insurance in accordance with the provisions of that code, and I will comply with such provisions before commencing the performance of the work of this contract.”

12. For every subconsultant who will perform work on the project, Consultant shall be responsible for such subconsultant’s compliance with Chapter 1 and Labor Code Sections 1860 and 3700, and Consultant shall include in the written contract between it and each subconsultant a copy of those statutory provisions and a requirement that each subconsultant shall comply with those statutory provisions. Consultant shall be required to take all actions necessary to enforce such contractual provisions and ensure subconsultant’s compliance, including without limitation, conducting a periodic review of the certified payroll records of the subconsultant and upon becoming aware of the failure of the subconsultant to pay his or her workers the specified prevailing rate of wages. Consultant shall diligently take corrective action to halt or rectify any failure.

13. To the maximum extent permitted by law, Consultant shall indemnify, hold harmless and defend (at Consultant’s expense with counsel reasonably acceptable to City) City, its officials, officers, employees, agents and independent consultants serving in the role of City officials, and volunteers from and against any demand or claim for damages, compensation, fines, penalties or other amounts arising out of or incidental to any acts or omissions listed above by any person or entity (including Consultant, its subconsultants, and each of their officials, officers, employees and agents) in connection with any work undertaken or in connection with the Agreement, including without limitation the payment of all consequential damages, attorneys’ fees, and other related costs and expenses. All duties of Consultant under this Section shall survive the termination of the Agreement.



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: FISCAL YEAR 2023-24 – FIRST QUARTER BUDGET REPORT AS OF SEPTEMBER 30, 2023

Recommendation:

1. Receive and file the fiscal year (FY) 2023-24 First Quarter Budget Report as of September 30, 2023, which represents the balances and activity for the first quarter (July through September) of the 2023-24 fiscal year; and
2. Approve a Personnel Adjustment amending the FY 2023-24 Authorized Positions (FTE) as outlined in Enclosure 3 of this report.

Fiscal Impact:

The First Quarter Budget Report shows current revenues and expenditures for the first three (3) months of FY 2023-24, with an emphasis on the General Fund and Enterprise Funds. For the recommended Personnel Adjustment listed in Enclosure 3, sufficient funding is available in the FY 2023-24 adopted budget and no additional appropriations are needed at this time.

Discussion:

On June 27, 2023, the City Council adopted the FY 2023-24 Budget, which includes projected General Fund revenues of \$59,564,653 and expenditures of \$59,564,653. This is the First Quarter Budget Report for FY 2023-24 for the three-month period ending September 30, 2023. This report summarizes the City of Pico Rivera's (City) overall financial position for the current fiscal year and provides quarterly public reporting. The City has been consistently monitoring its revenues and expenditures to ensure it can proactively respond to unanticipated changes or emerging trends while enhancing the transparency of the City's finances.

This report includes comparisons between the actual financial data for the first quarter of FY 2022-23 and that of FY 2023-24, alongside budget-to-actual comparisons for FY 2023-24. The information in this report is the most accurate and up-to-date information available at the time of publication. However, this report is not an audited financial

statement, and the numbers provided are preliminary and subject to change as the year progresses. It should be noted that the City balances its budget on an annual basis and that the fund's revenues and expenditures may not align on a quarterly basis. The following factors should be taken into consideration when analyzing first-quarter data:

- Property tax revenue has not yet been received (expected in mid-January and mid-May).
- Other major revenue categories, such as Transient Occupancy Tax (TOT), usually begin collection in the third or fourth months of the fiscal year.
- Some significant costs are incurred upfront (for example, CalPERS payments and some contracts), with variances smoothing out over the fiscal year.
- Some expenditure costs, such as Contracted Services, are expected to be expensed later in the fiscal year.
- Normal fluctuations from month to month make it challenging to discern a consistent pattern in revenue and expenditure categories due to insufficient receipts.
- Some prior fiscal year amounts have been updated to include adjustments and reclassifications for the first quarter made later in the fiscal year.

Revenues

General Fund revenues through the first quarter total \$5.25 million, or 9% of the \$59.56 million annual budget. Table 1 on the following page shows revenues by category that contains actual revenue comparisons between the first quarter of FY 2022-23 and FY 2023-24, as well as a comparison of revenue budget versus actual for FY 2023-24. It should be noted that certain revenues are collected and distributed by the State and County, resulting in a time delay from when the actual collections are provided to the City and, in some cases, a delay in when the City receives actual distributions.

Table 1. General Fund Revenues by Category

| Revenue Source | FY 22-23 | FY 23-24 | FY 23-24 | \$ | % | Percentage of Budget Realized |
|-------------------------------------|---------------------|---------------------|---------------------|---|---|-------------------------------|
| | 1ST QUARTER ACTUALS | ADOPTED BUDGET | 1ST QUARTER ACTUALS | FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | |
| Sales Tax | \$ 1,720,590 | \$24,937,496 | \$ 1,673,558 | \$ (47,032) | (3%) | 7% |
| Property Tax | 55,310 | 13,906,142 | 54,978 | (332) | (1%) | 0% |
| Utility Users Tax (UUT) | 641,030 | 4,178,135 | 628,613 | (12,417) | (2%) | 15% |
| Licenses & Permits | 460,168 | 2,417,665 | 483,513 | 23,345 | 5% | 20% |
| Business License | 394,298 | 6,493,628 | 472,500 | 78,202 | 17% | 7% |
| Transient Occupancy Tax (TOT) | - | 560,000 | - | - | 0% | 0% |
| Other Taxes* | 1,014,645 | 2,149,900 | 1,050,123 | 35,478 | 3% | 49% |
| Charges for Services | 152,449 | 395,130 | 161,100 | 8,650 | 5% | 41% |
| All Other Revenues** | 424,008 | 2,769,460 | 426,131 | 2,123 | 0% | 15% |
| OPERATING REVENUE | 4,862,498 | 57,807,556 | 4,950,516 | 88,018 | 2% | 9% |
| CARES Act | - | - | - | - | 0% | 0% |
| Transfers In*** | 291,267 | 1,757,097 | 306,039 | 14,772 | 5% | 17% |
| TOTAL - GENERAL FUND REVENUE | \$ 5,153,765 | \$59,564,653 | \$ 5,256,555 | \$ 102,789 | 2% | 9% |

*Includes Franchise Tax, Property Transfer Tax and Rubbish Franchise Fee
 **Includes Fines & Forfeitures, Use of Money, Other Revenue, and Intergovernmental Revenue
 ***Includes Transfer In (Gas Tax)

General Fund operating revenues through the first quarter are \$4.95 million, or 2% up compared to the same period in FY 2022-23, primarily due to the increases in Business License, Licenses and Permits, and Other Taxes compared to the prior fiscal year. Total revenues are at 9% of the budget through the first quarter of the current year; this is primarily due to the timing associated with receiving some of the more significant revenue sources.

The General Fund has several sources of revenue. Five (5) major categories include Sales Tax, Property Tax, Utility Users Tax (UUT), Business License (BL), and Licenses and Permits.

- Sales tax is the largest source of revenue for the General Fund. The Sales Tax slightly decreased by \$47,000, or 3%, compared to this same period last fiscal year primarily due to the previous year's higher-than-normal figures resulting from substantial additional payments made by local vendors to correct previous reporting errors. Another contributing factor is the reduced receipts reported by fuel and service stations. This decrease can be attributed to the stabilization of gasoline product prices in contrast to the elevated prices in the previous year, which resulted from the Russia-Ukraine conflict and subsequent price inflation.

- Property tax, the second-largest revenue source for the General Fund, is predominantly distributed during the third and fourth quarters of the fiscal year. Although the most recent data indicates high-interest rates and a decreased number of homes available for sale in the last quarter, these factors persist in a sluggish housing market. Any potential impact on property tax will be assessed and reported during the third quarter budget review.
- UUT is slightly lower this year than at the same time last fiscal year by \$12,400, or 2%, primarily attributed to local fuel and service stations reporting reduced revenues, which can be linked to the stabilization of petroleum product prices as opposed to the sharp increase observed in the aftermath of Russia's invasion of Ukraine last year. When examining the per-gallon gasoline prices, the Bureau of Labor Statistics data reveals that gasoline prices in the Los Angeles Area decreased by 13% in 2023 compared to 2022.
- BL revenues are higher compared to this same period last year by \$78,000, or 17%. In November 2022, the City voters overwhelmingly approved Measure AB to modernize the City's outdated BL fee structure and to provide equity for small businesses. The City expects more BL revenues as businesses renew their BL under the new fee structure throughout the year.
- Licenses and Permits revenues increased by \$23,000, or 5%, compared to the same period last year, primarily due to increases in Building, Plumbing, Mechanical, and Electrical Permits, as well as Zoning and Planning fees. Comparing the first quarter of FY 2022-23 to FY 2023-24, the number of permits has increased with the rise in commercial and residential projects and a notable surge in construction costs and Improvement Valuation estimates.
- Other Taxes category is coming in higher compared to this same period last year due to an increase in the Rubbish Franchise fee receipts from the City's trash haulers due to adjustments linked to the Consumer Price Index (CPI).
- Charges for Services revenues saw a modest increase of around \$8,600, representing a 5% growth in FY 2023-24. This growth can be attributed mainly to expanding Parks and Recreation programs and in-person services, with Contract Programs, Youth Sports, and Camps experiencing the most notable upticks.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
 FISCAL YEAR 2023-24 – FIRST QUARTER BUDGET REPORT AS OF SEPTEMBER
 30, 2023
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- All Other Revenues slightly increased by approximately \$2,100, or 0.5%, primarily due to a modest increase in the Miscellaneous Revenue category resulting from the recognition of additional revenues from the unclaimed Waste Management deposits.
- Transfers In includes the State of California Gas Tax, primarily the Highway Users' Tax Account revenue, which is coming in slightly higher compared to this same period last year due to higher gas taxes collected and then distributed by the State Controller's Office.

Expenditures

General Fund expenditures through the first quarter total \$15.30 million, or 26% of the \$59.56 million annual budget. Most department expenditures had increased from the same period last fiscal year, partially attributed to more Salaries and Benefits savings from multiple vacant positions in the prior fiscal year and more programs and services offered in this fiscal year. Noteworthy increases can be attributed to elevated costs in contracts and supplies due to unprecedented inflation, higher expenses for healthcare insurance, and an augmentation in the Unfunded Actuarial Liability (UAL) contributions to the City's Public Employees Retirement (PERS) pension plan. Table 2 below shows expenditures by Department.

Table 2. General Fund Expenditures by Department

| Department/Program | FY 22-23 | FY 23-24 | FY 23-24 | \$ | % | Percentage of Budget Used |
|--|---------------------|-------------------|---------------------|---|---|---------------------------|
| | 1ST QUARTER ACTUALS | ADOPTED BUDGET | 1ST QUARTER ACTUALS | FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | |
| Administration | 546,372 | 2,403,983 | 541,116 | (5,256) | (1%) | 23% |
| Public Safety | 3,237,791 | 13,964,004 | 3,435,857 | 198,066 | 6% | 25% |
| Community and Economic Dev | 996,784 | 7,285,141 | 1,037,664 | 40,880 | 4% | 14% |
| Administrative Services | 513,436 | 3,385,376 | 655,993 | 142,557 | 28% | 19% |
| Human Resources | 219,885 | 1,233,512 | 277,143 | 57,258 | 26% | 22% |
| Non-Departmental* | 4,320,005 | 6,573,052 | 4,763,717 | 443,713 | 10% | 72% |
| Parks and Recreation | 1,440,847 | 7,644,904 | 1,580,099 | 139,251 | 10% | 21% |
| Public Works | 1,581,784 | 10,898,178 | 1,942,739 | 360,955 | 23% | 18% |
| GENERAL FUND OPERATING EXPENDITURES | 12,856,904 | 53,388,150 | 14,234,328 | 1,377,424 | 11% | 27% |
| Operating Transfers Out | 1,065,000 | 1,065,000 | 1,065,000 | - | 0% | 100% |
| Non-Operating Transfers Out** | 2,982,695 | 5,111,503 | - | (2,982,695) | 0% | 0% |
| TOTAL - GENERAL FUND EXPENDITURES | 16,904,599 | 59,564,653 | 15,299,328 | (1,605,271) | (10%) | 26% |

*Includes Vacancy Savings
 **Includes Interfund Transfers for Capital Improvement Projects

Discussion of Departments with significant variances from the prior year are as follows:

- Administration first quarter expenditure is slightly lower compared to the same period last year due to a vacant position in the City Clerk division.
- Public Safety (Los Angeles County Sheriff's Department - LASD) is tracking higher compared to the same period last year due to the LASD contract increases of more than 8% in FY 2023-24.

- Community and Economic Development is tracking slightly higher compared to the same period last year due to filling employee vacancies.
- Administrative Services is tracking higher compared to the same period last year due to filling an existing vacant position. Also, the Business License division was moved to the Administrative Services Department in the current fiscal year, resulting in more associated expenditures tracked in this department. Other notable increases are due to the rising costs for Software Licensing and projects in the Information Technology (IT) division.
- Human Resources is tracking higher compared to this same period last fiscal year, primarily due to the filling of the vacant Director position in late 2022.
- Non-Departmental is tracking higher compared to this same period last year primarily due to annual contract rate increases including the increase of \$147,000 in contributions towards the City's UAL obligations for FY 2023-24 compared to the last fiscal year. Other notable increases are due to the General Liability increase of \$124,000 and the Animal Control contract increase of \$172,000.
- Parks and Recreation is tracking higher compared to the same period last fiscal year due to more programs and services being offered and the rising costs of Special Events. The most notable Special Events held from July to September 2023 were the Fireworks Spectacular, three (3) Summer Street Fests, two (2) Movies in the Park, and one (1) Fiestas Patrias. In addition, the contracted services costs for additional programming and services being offered have risen due to increased usage and inflated costs for goods and services.
- Public Works is coming in higher compared to the same period last year primarily due to the Heating, Ventilation, and Air Conditioning (HVAC) replacement at Rivera Park in July 2023, costing approximately \$190,000, and due to timing differences. The City paid for Street Sweeping and Tree Trimming services in August and September 2023, compared to those paid in October 2022 for the same service in the prior fiscal year. Other notable increases include higher contracted services and supply costs.
- Operating Transfers Out include the \$1.065 million Sales Tax Pledge from the General Fund to the Successor Agency (Fund 851).
- Non-Operating Transfers Out is lower compared to this same period last fiscal year. In July 2022, the City transferred \$2.98 million to support Community and Economic Development Strategic Projects and some Capital Improvements Projects. No such transfers occurred in the first quarter of the current fiscal year.

General Fund Citywide

At the end of the first quarter, expenditures surpass revenues, primarily because Property, Franchise, and TOT are received later in the year. This is compounded by upfront expenditures such as the Sales Tax Pledge transferred to the Successor Agency, the CalPERS UAL payment, and some contracted services that must be paid for in the first quarter. The first quarter budget report is developed using three (3) months of actual (unaudited) activity for FY 2023-24. Except for the identified

variances, expenditures and revenues are tracking as expected. Considering the timing of revenues and expenditures, the first quarter analysis compares actual activity for the period to the actual activity over the same period in the prior fiscal year to measure consistency. Table 3 below summarizes the total General Fund revenues and expenditures citywide.

Table 3. General Fund Revenues and Expenditures Citywide Totals

| | FY 22-23 1ST QUARTER ACTUALS | FY 23-24 ADOPTED BUDGET | FY 23-24 1ST QUARTER ACTUALS | \$ FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | % FY 22-23 vs. FY 23-24 1ST QUARTER ACTUALS | Percentage of Budget |
|---------------------|------------------------------------|-------------------------------|------------------------------------|---|--|-------------------------|
| REVENUE* | \$ 5,153,765 | \$ 59,564,653 | \$ 5,256,555 | \$ 102,789 | 2% | 9% |
| EXPENDITURES** | 16,904,599 | 59,564,653 | 15,299,328 | (1,605,271) | (10%) | 26% |
| SURPLUS / (DEFICIT) | \$ (11,750,834) | \$ - | \$ (10,042,773) | \$ 1,708,060 | (17%) | |

*Includes Non-Operating Transfers In (Gas Tax and Intergovernmental Transfers)
 **Includes Vacancy Savings and Interfund Transfers for Capital Improvement Projects

Personnel Adjustment:

To support City operations, adjusting personnel positions as efficiently and effectively as possible is essential to meet the objectives and goals of Departments. Under certain circumstances, the need to modify positions may arise. The change allows the City to achieve optimal service levels.

To carry out the strategies in the City Council priorities and guiding principles, the following position is recommended for reclassifying from the Field Services Manager to the Public Works Superintendent.

The Field Services Manager position serves as the Division’s lead on human resources, accounting, purchasing and professional development. In addition, maintaining and cultivating a safe work environment and motivating staff to maintain the City to a high standard is a challenging daily task. The maintenance staff has approximately 35 full-time positions and approximately seven (7) part-time positions, directly or indirectly supervised by the Public Works Superintendent position.

The Field Services Manager has shown growth and professional development over the past eight (8) months by addressing personnel staffing issues and the needs of the City fleet. Specifically, the Field Services Manager has demonstrated an ability to expedite deliverables and still comply with the City’s procurement policies and procedures. For example, the Field Services Manager took the initiative for the emergency repairs to the HVAC system at Rivera Park as those repairs were completed expeditiously. Furthermore, the Field Services Manager has shown the highest integrity and leadership in the position and serves as a role model to the Public Works staff.

The FY 2023-24 Adopted Budget includes the salary and benefits for a Field Services Manager position at approximately \$183,000. The net increase between the Field Services Manager and the Public Works Superintendent is approximately \$9,000. There are sufficient appropriations from the Public Works Maintenance and Operations budget in the FY 2023-24 fiscal year to fund the increase.

Enterprise Funds

The City has four (4) Enterprise Funds – Water Authority, PRIME, Golf Course, and Sports Arena. Collectively, these are all separate funds where the City charges a fee to customers to cover all or most of the costs of services it provides. The total Enterprise Funds summary of revenues and expenses as of September 30, 2023, is outlined in the table below. The FY 2023-24 Mid-Year Budget Report will provide an update on activities along with projected year-end estimates.

Table 5. Enterprise Funds Revenues and Expenses Totals

| FY 2023-24 Enterprise Funds First Quarter Results | | | | |
|---|---------------------|---------------------|--------------------|------------------|
| | Water Operations | PRIME | Golf Course | Sports Arena |
| Revenue | \$ 2,426,017 | \$ 7,543,159 | \$ 228,106 | \$ 89,266 |
| Operating Expenses | \$ 2,027,918 | \$ 3,029,517 | \$ 299,980 | \$ 77,098 |
| OPERATING SURPLUS / (DEFICIT) | \$ 398,099 | \$ 4,513,642 | \$ (71,874) | \$ 12,168 |
| Less: Capital Outlay | \$ 834,947 | \$ - | \$ - | \$ - |
| TOTAL SURPLUS / (DEFICIT) | \$ (436,848) | \$ 4,513,642 | \$ (71,874) | \$ 12,168 |

Water Operations Enterprise Fund

The Water Operations Enterprise Fund accounts for the operation and maintenance of the City’s water treatment, water transmission, and distribution system. The FY 2023-24 Water Fund revenues include the implementation of the annual water rate increase that the City Council adopted on April 27, 2021. FY 2023-24 expenses include two (2) Capital Improvement Projects currently undergoing construction: one for the Water Treatment System and another one for the Advanced Metering Infrastructure (AMI) Replacement. These projects have experienced a rise in both material and construction expenses.

Pico Rivera Innovative Municipal Energy (PRIME) Fund

The PRIME Fund includes revenues and expenses for purchasing and selling “greener” energy for customers. Most expenses are expected to be spent later in the fiscal year. The FY 2023-24 PRIME Fund revenues increased compared to the same period last year, primarily due to the implementation of the rate increase approved by the City Council in February 2023. Since January 2023, many Community Choice Aggregations (CCA) across the state adopted rate hikes to stay competitive in pricing, particularly in light of escalating rates from Investor-Owned Utilities such as Southern California

Edison, which increased its rates by more than 19% in January 2023 and another increase of approximately 7% in June 2023. Rate increases also enable PRIME to prepare for potential challenges stemming from climate change and the flexibility to initiate programs and projects that would benefit its customers.

Golf Course Fund

The Pico Rivera Golf Course is still recovering from the U.S. Army Corp of Engineers (USACE) partial green closures. The increase in expenses is primarily a result of the uptick in costs for materials, services, and contract management fees. Also, in FY 2023-24, the City procured some new equipment to ensure smooth operation of the fully open Golf Course.

Sports Arena Fund

The Sports Arena has resumed operations to pre-pandemic levels for rentals and events, increasing revenues and expenses as more events were held in the outdoor venue.

Conclusion:

This quarterly report presents an overview of the City's operating revenues and expenditures for the first quarter ending September 30, 2023, in comparison to the previous year. The City is currently in the process of closing the prior fiscal year. The financial results from the prior fiscal year and the FY 2023-24 first quarter data confirm the City's goal of continuing to remain on the path to structural balance though fiscal discipline is essential. Departments continue to work to reduce impacts to the General Fund, understand the financial pressures, and should be commended for their efforts. Staff will continue to monitor each revenue source and expenditure activity closely and will evaluate opportunities to enhance revenues and reduce expenditures.

The FY 2023-24 Mid-Year Budget Report will provide an update on General Fund and Enterprise Fund activities, recommended budget adjustments, and projected year-end estimates for the City Council's consideration.



Steve Carmona

SC:AG:JG:DS:ep

- Enclosures:
- 1) First Quarter FY 2023-24 General Fund Budget Revenue and Expenditure Budget Report
 - 2) First Quarter FY 2023-24 Enterprise Funds Revenue and Expense Budget Report
 - 3) FY 2023-24 Authorized Positions (FTE)



Enclosure 1 Budget Performance Report

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|--|------------------------|-------------------|------------------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| Fund 100 - General Fund | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 00 - Non-Departmental Revenue | | | | | | | | | | |
| Sales and Use Taxes | | | | | | | | | | |
| 40100 | Sales And Use Taxes | 12,477,496.00 | .00 | 12,477,496.00 | 777,751.97 | .00 | 777,751.97 | 11,699,744.03 | 6 | 772,584.60 |
| 40101 | Sales And Use Taxes - Measure P | 12,460,000.00 | .00 | 12,460,000.00 | 895,806.10 | .00 | 895,806.10 | 11,564,193.90 | 7 | 948,005.24 |
| <i>Sales and Use Taxes Totals</i> | | <u>\$24,937,496.00</u> | <u>\$0.00</u> | <u>\$24,937,496.00</u> | <u>\$1,673,558.07</u> | <u>\$0.00</u> | <u>\$1,673,558.07</u> | <u>\$23,263,937.93</u> | <u>7%</u> | <u>\$1,720,589.84</u> |
| Property Taxes | | | | | | | | | | |
| 44200 | Property Tax-In Lieu Of | 10,022,071.00 | .00 | 10,022,071.00 | .00 | .00 | .00 | 10,022,071.00 | 0 | .00 |
| 45400 | Property Tax - AB1197 | 3,884,071.00 | .00 | 3,884,071.00 | .00 | .00 | 54,978.09 | 3,829,092.91 | 1 | 55,310.12 |
| <i>Property Taxes Totals</i> | | <u>\$13,906,142.00</u> | <u>\$0.00</u> | <u>\$13,906,142.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$54,978.09</u> | <u>\$13,851,163.91</u> | <u>0%</u> | <u>\$55,310.12</u> |
| Other Taxes | | | | | | | | | | |
| 40200 | Franchise Tax | 970,000.00 | .00 | 970,000.00 | .00 | .00 | .00 | 970,000.00 | 0 | .00 |
| 40400 | Property Transfer Tax | 120,000.00 | .00 | 120,000.00 | 6,217.75 | .00 | 14,422.93 | 105,577.07 | 12 | 28,245.26 |
| 40500 | Transient Occupancy Tax | 560,000.00 | .00 | 560,000.00 | .00 | .00 | .00 | 560,000.00 | 0 | .00 |
| 40700 | Utility Users Tax | 4,178,135.00 | .00 | 4,178,135.00 | 386,138.31 | .00 | 628,612.99 | 3,549,522.01 | 15 | 641,030.05 |
| 40800 | Rubbish Franchise Fee | 1,059,900.00 | .00 | 1,059,900.00 | .00 | .00 | 1,035,700.00 | 24,200.00 | 98 | 986,400.00 |
| <i>Other Taxes Totals</i> | | <u>\$6,888,035.00</u> | <u>\$0.00</u> | <u>\$6,888,035.00</u> | <u>\$392,356.06</u> | <u>\$0.00</u> | <u>\$1,678,735.92</u> | <u>\$5,209,299.08</u> | <u>24%</u> | <u>\$1,655,675.31</u> |
| Licenses and Permits | | | | | | | | | | |
| 41000 | Certificate of Occupancy Permit | 13,000.00 | .00 | 13,000.00 | 1,980.00 | .00 | 8,395.00 | 4,605.00 | 65 | 2,548.00 |
| 41100 | Business License Tax | 6,386,628.00 | .00 | 6,386,628.00 | 219,493.44 | .00 | 416,886.89 | 5,969,741.11 | 7 | 356,781.89 |
| 41101 | Business License Tax- Delinquent | 3,000.00 | .00 | 3,000.00 | .00 | .00 | 15.00 | 2,985.00 | 0 | .00 |
| 41105 | Business License Processing Fee | 80,000.00 | .00 | 80,000.00 | 8,094.19 | .00 | 21,148.23 | 58,851.77 | 26 | 33,225.95 |
| 41110 | Business License Late Fee | 24,000.00 | .00 | 24,000.00 | 27,495.73 | .00 | 34,449.83 | (10,449.83) | 144 | 4,289.88 |
| 41115 | SB1186 Fee | 7,000.00 | .00 | 7,000.00 | 590.00 | .00 | 1,375.60 | 5,624.40 | 20 | 1,888.00 |
| 41120 | Home Occupation - Planning Review | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | 264.00 |
| 41200 | Regulatory Permit | 2,500.00 | .00 | 2,500.00 | 350.00 | .00 | 350.00 | 2,150.00 | 14 | 998.00 |
| 41300 | Building Permits | 700,000.00 | .00 | 700,000.00 | 69,643.01 | .00 | 178,889.68 | 521,110.32 | 26 | 149,219.31 |
| 41350 | Automated Permit System | 4,000.00 | .00 | 4,000.00 | 318.00 | .00 | 1,159.14 | 2,840.86 | 29 | 1,110.45 |
| 41400 | Plumbing Permits | 55,000.00 | .00 | 55,000.00 | 5,778.50 | .00 | 22,832.50 | 32,167.50 | 42 | 20,065.66 |
| 41500 | Electrical Permits | 150,000.00 | .00 | 150,000.00 | 9,197.00 | .00 | 37,519.50 | 112,480.50 | 25 | 27,725.65 |
| 41700 | Heating Air Cond Permit | 40,000.00 | .00 | 40,000.00 | 2,739.00 | .00 | 13,994.50 | 26,005.50 | 35 | 16,438.71 |
| 41800 | Dog License | 160,000.00 | .00 | 160,000.00 | .00 | .00 | .00 | 160,000.00 | 0 | .00 |
| 41900 | Other License & Permits | 150,000.00 | .00 | 150,000.00 | 12,009.25 | .00 | 40,464.75 | 109,535.25 | 27 | 47,338.00 |
| 42000 | Plan Check Fees | 900,000.00 | .00 | 900,000.00 | 28,991.16 | .00 | 106,544.56 | 793,455.44 | 12 | 137,541.95 |
| 42300 | Storm Drain Revenue | 60,000.00 | .00 | 60,000.00 | 12,817.20 | .00 | 12,817.20 | 47,182.80 | 21 | 21,283.09 |
| 42600 | Image Enhancement Fee | .00 | .00 | .00 | 3,805.55 | .00 | 5,761.53 | (5,761.53) | +++ | .00 |
| 46100 | Zoning And Planning Fee | 170,000.00 | .00 | 170,000.00 | 19,455.00 | .00 | 53,271.00 | 116,729.00 | 31 | 33,033.95 |
| 46350 | Residential Parking Permit | 4,665.00 | .00 | 4,665.00 | .00 | .00 | 137.87 | 4,527.13 | 3 | 713.08 |
| <i>Licenses and Permits Totals</i> | | <u>\$8,911,293.00</u> | <u>\$0.00</u> | <u>\$8,911,293.00</u> | <u>\$422,757.03</u> | <u>\$0.00</u> | <u>\$956,012.78</u> | <u>\$7,955,280.22</u> | <u>11%</u> | <u>\$854,465.57</u> |
| Intergovernmental | | | | | | | | | | |
| 45000 | State Grants | 315,000.00 | .00 | 315,000.00 | .00 | .00 | .00 | 315,000.00 | 0 | 68,000.00 |
| 45500 | COPS Allocation | 160,000.00 | .00 | 160,000.00 | .00 | .00 | .00 | 160,000.00 | 0 | .00 |
| <i>Intergovernmental Totals</i> | | <u>\$475,000.00</u> | <u>\$0.00</u> | <u>\$475,000.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$0.00</u> | <u>\$475,000.00</u> | <u>0%</u> | <u>\$68,000.00</u> |
| Charges for Services | | | | | | | | | | |
| 42010 | Record Retention Surcharge | 4,000.00 | .00 | 4,000.00 | 434.00 | .00 | 1,014.00 | 2,986.00 | 25 | 889.30 |
| 46504 | Parks and Rec - Special Events | 44,000.00 | .00 | 44,000.00 | 3,881.00 | .00 | 22,588.00 | 21,412.00 | 51 | 31,276.87 |
| 46508 | Parks and Rec - Youth Sports | 28,935.00 | .00 | 28,935.00 | 3,830.00 | .00 | 6,055.00 | 22,880.00 | 21 | 3,675.00 |
| 46509 | Parks and Rec - Adult Sports | 36,750.00 | .00 | 36,750.00 | .00 | .00 | 9,666.00 | 27,084.00 | 26 | 8,700.00 |
| 46510 | Parks and Rec - Contract Programs | 82,000.00 | .00 | 82,000.00 | 9,794.00 | .00 | 31,608.00 | 50,392.00 | 39 | 25,132.72 |
| 46512 | Parks and Rec - Field & Facility Rentals | 73,500.00 | .00 | 73,500.00 | 6,156.00 | .00 | 24,708.50 | 48,791.50 | 34 | 32,476.50 |
| 46513 | Parks and Rec - Batting Cages | 735.00 | .00 | 735.00 | 130.00 | .00 | 213.00 | 522.00 | 29 | 351.00 |
| 46520 | Parks and Rec - Go Getters Program Dues | 5,103.00 | .00 | 5,103.00 | (60.00) | .00 | 1,080.00 | 4,023.00 | 21 | 4,800.00 |
| 46601 | Parks and Rec - Trips & Tours | 12,600.00 | .00 | 12,600.00 | 2,285.00 | .00 | 6,162.00 | 6,438.00 | 49 | 4,025.00 |
| 46602 | Parks and Rec - Senior Center | 10,500.00 | .00 | 10,500.00 | 1,775.00 | .00 | 4,880.00 | 5,620.00 | 46 | 4,465.00 |
| 46603 | Parks and Rec - Business-Family Engage | 7,400.00 | .00 | 7,400.00 | .00 | .00 | .00 | 7,400.00 | 0 | .00 |
| 46605 | Parks and Rec - Community Garden | 3,507.00 | .00 | 3,507.00 | 3,395.00 | .00 | 3,395.00 | 112.00 | 97 | 3,325.00 |
| 46607 | Parks and Rec - Camps | 62,000.00 | .00 | 62,000.00 | .00 | .00 | 25,552.00 | 36,448.00 | 41 | 10,372.00 |
| 46900 | Reproduction Charges | 100.00 | .00 | 100.00 | 29.80 | .00 | 116.60 | (16.60) | 117 | 36.20 |
| 48835 | Technology Surcharge | .00 | .00 | .00 | 4,658.72 | .00 | 17,247.13 | (17,247.13) | +++ | 16,575.02 |
| 48836 | Training Surcharge AB 717- fee per permit issued | 18,000.00 | .00 | 18,000.00 | 1,417.50 | .00 | 4,252.50 | 13,747.50 | 24 | 4,500.00 |
| 48840 | Current Service Charges | 6,000.00 | .00 | 6,000.00 | 337.02 | .00 | 2,561.96 | 3,438.04 | 43 | 1,849.75 |
| <i>Charges for Services Totals</i> | | <u>\$395,130.00</u> | <u>\$0.00</u> | <u>\$395,130.00</u> | <u>\$38,063.04</u> | <u>\$0.00</u> | <u>\$161,099.69</u> | <u>\$234,030.31</u> | <u>41%</u> | <u>\$152,449.36</u> |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|--|------------------------|---------------------|------------------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| <i>Fines and Forfeitures</i> | | | | | | | | | | |
| 42050 | Administrative Citation | 7,000.00 | .00 | 7,000.00 | 3,659.95 | .00 | 14,694.00 | (7,694.00) | 210 | 4,422.98 |
| 42100 | Vehicle Code Fines | 50,000.00 | .00 | 50,000.00 | .00 | .00 | 4,392.34 | 45,607.66 | 9 | 13,199.82 |
| 42200 | Other Court Fines | 1,250,000.00 | .00 | 1,250,000.00 | 98,480.00 | .00 | 199,747.22 | 1,050,252.78 | 16 | 173,012.00 |
| <i>Fines and Forfeitures Totals</i> | | \$1,307,000.00 | \$0.00 | \$1,307,000.00 | \$102,139.95 | \$0.00 | \$218,833.56 | \$1,088,166.44 | 17% | \$190,634.80 |
| <i>Use of Money and Property</i> | | | | | | | | | | |
| 43100 | Interest Income | 664,380.00 | .00 | 664,380.00 | .00 | .00 | .00 | 664,380.00 | 0 | .00 |
| 43200 | Rents And Concessions | 13,375.00 | .00 | 13,375.00 | .00 | .00 | 3,849.78 | 9,525.22 | 29 | 3,639.54 |
| 48820 | Rentals | 5.00 | .00 | 5.00 | .00 | .00 | .00 | 5.00 | 0 | 3.00 |
| <i>Use of Money and Property Totals</i> | | \$677,760.00 | \$0.00 | \$677,760.00 | \$0.00 | \$0.00 | \$3,849.78 | \$673,910.22 | 1% | \$3,642.54 |
| <i>Other Revenues</i> | | | | | | | | | | |
| 42302 | Foreclosure Prgm-Registration | 15,000.00 | .00 | 15,000.00 | 1,880.00 | .00 | 1,880.00 | 13,120.00 | 13 | 7,050.00 |
| 46000 | Impound Service Charge | 30,000.00 | .00 | 30,000.00 | 2,208.00 | .00 | 5,244.00 | 24,756.00 | 17 | 5,222.00 |
| 46300 | Parking Permit | 11,000.00 | .00 | 11,000.00 | .00 | .00 | 144.00 | 10,856.00 | 1 | .00 |
| 46310 | Inoperative Vehicle Extension | 250.00 | .00 | 250.00 | .00 | .00 | .00 | 250.00 | 0 | .00 |
| 47200 | Miscellaneous Revenue | 150,000.00 | .00 | 150,000.00 | 155,549.20 | .00 | 156,009.25 | (6,009.25) | 104 | 3,046.10 |
| 47220 | Donation & Sponsorship | .00 | .00 | .00 | .00 | .00 | 8,600.00 | (8,600.00) | +++ | .00 |
| 47300 | Damages to City Property | 5,000.00 | .00 | 5,000.00 | .00 | .00 | .00 | 5,000.00 | 0 | .00 |
| 47310 | Restitution | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 1,800.00 |
| 47610 | Cost Reimbursements | 60,000.00 | .00 | 60,000.00 | (697.45) | .00 | 1,499.34 | 58,500.66 | 2 | 116,455.15 |
| 47612 | Cost Recovery- Road Impacts (Rubbish Vehicles) | 21,200.00 | .00 | 21,200.00 | .00 | .00 | 20,700.00 | 500.00 | 98 | 19,700.00 |
| 47900 | Transfer In | 1,757,097.00 | 530,000.00 | 2,287,097.00 | .00 | .00 | 306,038.71 | 1,981,058.29 | 13 | 291,266.95 |
| 47920 | Recycling Program Revenue | 250.00 | .00 | 250.00 | 4,211.40 | .00 | 4,211.40 | (3,961.40) | 1685 | .00 |
| 48970 | CBC Rebate Program | 15,000.00 | .00 | 15,000.00 | 1,289.56 | .00 | 5,160.17 | 9,839.83 | 34 | 8,457.53 |
| <i>Other Revenues Totals</i> | | \$2,066,797.00 | \$530,000.00 | \$2,596,797.00 | \$164,440.71 | \$0.00 | \$509,486.87 | \$2,087,310.13 | 20% | \$452,997.73 |
| Department 00 - Non-Departmental Revenue Totals | | \$59,564,653.00 | \$530,000.00 | \$60,094,653.00 | \$2,793,314.86 | \$0.00 | \$5,256,554.76 | \$54,838,098.24 | 9% | \$5,153,765.27 |
| REVENUE TOTALS | | \$59,564,653.00 | \$530,000.00 | \$60,094,653.00 | \$2,793,314.86 | \$0.00 | \$5,256,554.76 | \$54,838,098.24 | 9% | \$5,153,765.27 |
| EXPENSE | | | | | | | | | | |
| Department 10 - Administration- City Council | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 49,330.00 | .00 | 49,330.00 | 3,794.50 | .00 | 11,383.50 | 37,946.50 | 23 | 13,280.75 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 1,625.00 | .00 | 1,625.00 | .00 | .00 | .00 | 1,625.00 | 0 | .00 |
| 51300 | Overtime | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| <i>Salaries and Wages Totals</i> | | \$51,955.00 | \$0.00 | \$51,955.00 | \$3,794.50 | \$0.00 | \$11,383.50 | \$40,571.50 | 22% | \$13,280.75 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 11,061.00 | .00 | 11,061.00 | 622.62 | .00 | 1,867.56 | 9,193.44 | 17 | 2,127.69 |
| 51501 | PT Retirement | 3,591.00 | .00 | 3,591.00 | 276.26 | .00 | 828.78 | 2,762.22 | 23 | 966.91 |
| 51600 | Workers Compensation | 432.00 | .00 | 432.00 | .00 | .00 | .00 | 432.00 | 0 | .00 |
| 51900 | Group Health & Life Ins | 66,667.00 | .00 | 66,667.00 | 4,674.00 | .00 | 10,995.20 | 55,671.80 | 16 | 10,101.65 |
| 51901 | Cash Back Incentive Pay | 14,324.00 | .00 | 14,324.00 | 1,193.68 | .00 | 2,984.20 | 11,339.80 | 21 | 7,116.20 |
| 51903 | Auto Allowance | 15,000.00 | .00 | 15,000.00 | 1,250.00 | .00 | 3,125.00 | 11,875.00 | 21 | 3,125.00 |
| 51904 | Technology Stipend | 2,400.00 | .00 | 2,400.00 | 200.00 | .00 | 500.00 | 1,900.00 | 21 | 750.00 |
| 51907 | OPEB Cost Allocation | 1,640.00 | .00 | 1,640.00 | .00 | .00 | 1,888.04 | (248.04) | 115 | 2,063.33 |
| 51930 | Medicare/Employer Porti | 715.00 | .00 | 715.00 | 93.37 | .00 | 260.88 | 454.12 | 36 | 383.81 |
| <i>Benefits Totals</i> | | \$115,830.00 | \$0.00 | \$115,830.00 | \$8,309.93 | \$0.00 | \$22,449.66 | \$93,380.34 | 19% | \$26,634.59 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52200 | Departmental Supplies | 1,050.00 | .00 | 1,050.00 | 18.53 | .00 | 18.53 | 1,031.47 | 2 | 29.72 |
| 52205 | Office Supplies | 500.00 | .00 | 500.00 | .00 | .00 | 141.84 | 358.16 | 28 | 113.87 |
| 52300 | Advertising & Publications | 400.00 | .00 | 400.00 | .00 | .00 | .00 | 400.00 | 0 | .00 |
| 54100 | Special Departmental Expenses | 6,500.00 | .00 | 6,500.00 | .00 | .00 | .00 | 6,500.00 | 0 | .00 |
| 54400 | Professional Services | 13,500.00 | .00 | 13,500.00 | .00 | .00 | .00 | 13,500.00 | 0 | .00 |
| 56910 | Legal Service | 38,000.00 | .00 | 38,000.00 | 2,292.76 | .00 | 2,292.76 | 35,707.24 | 6 | 5,936.75 |
| 57900 | Replacement Account | 1,521.00 | .00 | 1,521.00 | .00 | .00 | .00 | 1,521.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$61,471.00 | \$0.00 | \$61,471.00 | \$2,311.29 | \$0.00 | \$2,453.13 | \$59,017.87 | 4% | \$6,080.34 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 4,500.00 | .00 | 4,500.00 | .00 | .00 | .00 | 4,500.00 | 0 | 5,269.00 |
| 52700 | Books & Periodicals | 300.00 | .00 | 300.00 | .00 | .00 | .00 | 300.00 | 0 | .00 |
| 54800 | Convention & Mtg Expenses | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 26,290.61 | (11,290.61) | 175 | 575.00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$19,800.00 | \$0.00 | \$19,800.00 | \$0.00 | \$0.00 | \$26,290.61 | (\$6,490.61) | 133% | \$5,844.00 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 53610 | Cost Reimbursements | 150.00 | .00 | 150.00 | .00 | .00 | .00 | 150.00 | 0 | .00 |
| <i>Other Maintenance and Operations Totals</i> | | \$150.00 | \$0.00 | \$150.00 | \$0.00 | \$0.00 | \$0.00 | \$150.00 | 0% | \$0.00 |
| Department 10 - Administration- City Council Totals | | \$249,206.00 | \$0.00 | \$249,206.00 | \$14,415.72 | \$0.00 | \$62,576.90 | \$186,629.10 | 25% | \$51,839.68 |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|-------------------------------------|-----------------------|---------------------|-----------------------|----------------------------|---------------------|---------------------------|---------------------------|---------------|-------------------------|
| Department 11 - Administration- City Manager | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 725,603.00 | .00 | 725,603.00 | 59,000.24 | .00 | 179,728.07 | 545,874.93 | 25 | 166,454.59 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 8,750.00 | .00 | 8,750.00 | .00 | .00 | .00 | 8,750.00 | 0 | 12,791.10 |
| 51300 | Overtime | .00 | .00 | .00 | 64.05 | .00 | 132.67 | (132.67) | +++ | .00 |
| <i>Salaries and Wages Totals</i> | | \$734,353.00 | \$0.00 | \$734,353.00 | \$59,064.29 | \$0.00 | \$179,860.74 | \$554,492.26 | 24% | \$179,245.69 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 150,165.00 | .00 | 150,165.00 | 12,822.72 | .00 | 41,824.98 | 108,340.02 | 28 | 41,746.75 |
| 51504 | Deferred Compensation | 7,256.00 | .00 | 7,256.00 | 1,603.36 | .00 | 5,189.00 | 2,067.00 | 72 | .00 |
| 51600 | Workers Compensation | 6,359.00 | .00 | 6,359.00 | .00 | .00 | .00 | 6,359.00 | 0 | .00 |
| 51700 | Disability Insurance | 6,685.00 | .00 | 6,685.00 | 562.96 | .00 | 1,374.02 | 5,310.98 | 21 | 1,139.86 |
| 51900 | Group Health & Life Ins | 61,087.00 | .00 | 61,087.00 | 5,388.16 | .00 | 14,055.24 | 47,031.76 | 23 | 12,641.14 |
| 51901 | Cash Back Incentive Pay | 21,486.00 | .00 | 21,486.00 | 1,790.52 | .00 | 4,625.51 | 16,860.49 | 22 | 5,222.35 |
| 51903 | Auto Allowance | 6,000.00 | .00 | 6,000.00 | 1,000.00 | .00 | 2,650.00 | 3,350.00 | 44 | 2,487.50 |
| 51904 | Technology Stipend | 1,800.00 | .00 | 1,800.00 | 300.00 | .00 | 750.00 | 1,050.00 | 42 | 1,061.25 |
| 51905 | Bilingual Pay | 600.00 | .00 | 600.00 | 50.00 | .00 | 125.00 | 475.00 | 21 | 62.50 |
| 51906 | Post Employment Health Plan | 2,404.00 | .00 | 2,404.00 | 208.74 | .00 | 606.16 | 1,797.84 | 25 | 664.25 |
| 51907 | OPEB Cost Allocation | 24,127.00 | .00 | 24,127.00 | .00 | .00 | 24,973.65 | (846.65) | 104 | 27,292.29 |
| 51930 | Medicare/Employer Porti | 10,521.00 | .00 | 10,521.00 | 901.97 | .00 | 2,726.17 | 7,794.83 | 26 | 3,077.83 |
| <i>Benefits Totals</i> | | \$298,490.00 | \$0.00 | \$298,490.00 | \$24,628.43 | \$0.00 | \$98,899.73 | \$199,590.27 | 33% | \$95,395.72 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52200 | Departmental Supplies | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | 283.96 |
| 52205 | Office Supplies | 500.00 | .00 | 500.00 | .00 | .00 | 152.84 | 347.16 | 31 | 44.79 |
| 52300 | Advertising & Publications | 300.00 | .00 | 300.00 | .00 | .00 | .00 | 300.00 | 0 | .00 |
| 52800 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 9,625.00 |
| 54100 | Special Departmental Expenses | 2,500.00 | .00 | 2,500.00 | .00 | .00 | 126.97 | 2,373.03 | 5 | .00 |
| 54400 | Professional Services | 30,000.00 | 3,926.00 | 33,926.00 | 1,680.00 | 2,245.81 | 5,760.00 | 25,920.19 | 24 | 11,099.19 |
| 54500 | Contracted Services | 254,150.00 | 550,886.00 | 805,036.00 | 68,971.74 | 512,918.23 | 74,594.65 | 217,523.12 | 73 | 15,000.00 |
| 56910 | Legal Service | 63,830.00 | .00 | 63,830.00 | 940.98 | .00 | 940.98 | 62,889.02 | 1 | 2,488.45 |
| 57900 | Replacement Account | 7,275.00 | .00 | 7,275.00 | .00 | .00 | .00 | 7,275.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$360,055.00 | \$554,812.00 | \$914,867.00 | \$71,592.72 | \$515,164.04 | \$81,575.44 | \$318,127.52 | 65% | \$38,541.39 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 4,500.00 | .00 | 4,500.00 | .00 | .00 | 149.85 | 4,350.15 | 3 | 183.91 |
| 54800 | Convention & Mtg Expenses | 10,000.00 | .00 | 10,000.00 | .00 | .00 | 10,192.18 | (192.18) | 102 | (752.59) |
| <i>Training, Memberships, and Conferences Totals</i> | | \$14,500.00 | \$0.00 | \$14,500.00 | \$0.00 | \$0.00 | \$10,342.03 | \$4,157.97 | 71% | (\$568.68) |
| Department 11 - Administration- City Manager Totals | | \$1,407,398.00 | \$554,812.00 | \$1,962,210.00 | \$155,285.44 | \$515,164.04 | \$370,677.94 | \$1,076,368.02 | 45% | \$312,614.12 |
| Department 12 - Administration- City Clerk | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 301,606.00 | .00 | 301,606.00 | 13,713.98 | .00 | 38,137.25 | 263,468.75 | 13 | 61,828.02 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 3,562.00 | .00 | 3,562.00 | .00 | .00 | .00 | 3,562.00 | 0 | 300.51 |
| 51300 | Overtime | .00 | .00 | .00 | 146.89 | .00 | 879.72 | (879.72) | +++ | 719.72 |
| <i>Salaries and Wages Totals</i> | | \$305,168.00 | \$0.00 | \$305,168.00 | \$13,860.87 | \$0.00 | \$39,016.97 | \$266,151.03 | 13% | \$62,848.25 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 62,418.00 | .00 | 62,418.00 | 3,012.05 | .00 | 8,936.97 | 53,481.03 | 14 | 17,974.63 |
| 51504 | Deferred Compensation | 3,016.00 | .00 | 3,016.00 | 92.73 | .00 | 208.13 | 2,807.87 | 7 | .00 |
| 51600 | Workers Compensation | 2,643.00 | .00 | 2,643.00 | .00 | .00 | .00 | 2,643.00 | 0 | .00 |
| 51700 | Disability Insurance | 2,704.00 | .00 | 2,704.00 | 124.38 | .00 | 315.82 | 2,388.18 | 12 | 637.26 |
| 51900 | Group Health & Life Ins | 58,022.00 | .00 | 58,022.00 | 3,263.87 | .00 | 8,340.96 | 49,681.04 | 14 | 12,634.61 |
| 51903 | Auto Allowance | 4,320.00 | .00 | 4,320.00 | 180.00 | .00 | 180.00 | 4,140.00 | 4 | 900.00 |
| 51904 | Technology Stipend | 1,620.00 | .00 | 1,620.00 | .00 | .00 | .00 | 1,620.00 | 0 | 337.50 |
| 51905 | Bilingual Pay | 540.00 | .00 | 540.00 | 45.00 | .00 | 115.00 | 425.00 | 21 | 62.50 |
| 51906 | Post Employment Health Plan | 1,328.00 | .00 | 1,328.00 | .00 | .00 | .00 | 1,328.00 | 0 | 316.60 |
| 51907 | OPEB Cost Allocation | 10,029.00 | .00 | 10,029.00 | .00 | .00 | 10,232.75 | (203.75) | 102 | 11,182.79 |
| 51930 | Medicare/Employer Porti | 4,373.00 | .00 | 4,373.00 | 204.26 | .00 | 570.05 | 3,802.95 | 13 | 1,082.16 |
| <i>Benefits Totals</i> | | \$151,013.00 | \$0.00 | \$151,013.00 | \$6,922.29 | \$0.00 | \$28,899.68 | \$122,113.32 | 19% | \$45,128.05 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52200 | Departmental Supplies | 3,000.00 | .00 | 3,000.00 | .00 | .00 | 911.21 | 2,088.79 | 30 | 149.27 |
| 52300 | Advertising & Publications | 35,000.00 | .00 | 35,000.00 | 4,914.55 | 26,215.90 | 8,784.10 | .00 | 100 | 30,232.98 |
| 52500 | Election Expense | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (25.00) |
| 53200 | Mileage Reimbursement | 300.00 | .00 | 300.00 | 309.80 | .00 | 309.80 | (9.80) | 103 | 245.50 |
| 54400 | Professional Services | 11,000.00 | .00 | 11,000.00 | .00 | 2,250.00 | .00 | 8,750.00 | 20 | 4,967.32 |
| 54500 | Contracted Services | 70,000.00 | 4,900.00 | 74,900.00 | 4,849.92 | 63,831.93 | 5,742.07 | 5,326.00 | 93 | 2,516.10 |
| 56910 | Legal Service | 40,000.00 | .00 | 40,000.00 | 1,557.05 | .00 | 1,557.05 | 38,442.95 | 4 | 12,864.73 |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|-------------------------------------|------------------------|---------------------|------------------------|----------------------------|------------------------|---------------------------|---------------------------|---------------|-------------------------|
| 57900 | Replacement Account | 1,103.00 | .00 | 1,103.00 | .00 | .00 | .00 | 1,103.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$160,403.00 | \$4,900.00 | \$165,303.00 | \$11,631.32 | \$92,297.83 | \$17,304.23 | \$55,700.94 | 66% | \$50,950.90 |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 250.00 | .00 | 250.00 | .00 | .00 | .00 | 250.00 | 0 | .00 |
| <i>Maintenance and Repairs Totals</i> | | \$250.00 | \$0.00 | \$250.00 | \$0.00 | \$0.00 | \$0.00 | \$250.00 | 0% | \$0.00 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 1,055.00 | .00 | 1,055.00 | .00 | .00 | 500.00 | 555.00 | 47 | 600.00 |
| 52700 | Books & Periodicals | 900.00 | .00 | 900.00 | .00 | .00 | .00 | 900.00 | 0 | 377.41 |
| 54800 | Convention & Mtg Expenses | 4,640.00 | .00 | 4,640.00 | .00 | .00 | .00 | 4,640.00 | 0 | .00 |
| 54900 | Professional Development | 3,750.00 | .00 | 3,750.00 | 44.75 | .00 | 1,670.39 | 2,079.61 | 45 | 1,544.00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$10,345.00 | \$0.00 | \$10,345.00 | \$44.75 | \$0.00 | \$2,170.39 | \$8,174.61 | 21% | \$2,521.41 |
| Department 12 - Administration- City Clerk Totals | | \$627,179.00 | \$4,900.00 | \$632,079.00 | \$32,459.23 | \$92,297.83 | \$87,391.27 | \$452,389.90 | 28% | \$161,448.61 |
| Department 14 - Administration- City Attorney | | | | | | | | | | |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 54500 | Contracted Services | 120,200.00 | .00 | 120,200.00 | .00 | .00 | 20,470.00 | 99,730.00 | 17 | 20,470.00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$120,200.00 | \$0.00 | \$120,200.00 | \$0.00 | \$0.00 | \$20,470.00 | \$99,730.00 | 17% | \$20,470.00 |
| Department 14 - Administration- City Attorney Totals | | \$120,200.00 | \$0.00 | \$120,200.00 | \$0.00 | \$0.00 | \$20,470.00 | \$99,730.00 | 17% | \$20,470.00 |
| Department 15 - Administration- Law Enforcement | | | | | | | | | | |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 54100 | Special Departmental Expenses | .00 | 50,699.00 | 50,699.00 | 13,052.74 | 37,646.25 | 13,052.74 | .01 | 100 | .00 |
| 54500 | Contracted Services | 13,964,004.00 | 284,966.00 | 14,248,970.00 | 1,154,553.66 | 11,817,036.93 | 3,422,804.38 | 140,830.69 | 99 | 3,237,791.00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$13,964,004.00 | \$335,665.00 | \$14,299,669.00 | \$1,167,606.40 | \$11,854,683.18 | \$3,435,857.12 | \$140,830.70 | 99% | \$3,237,791.00 |
| Department 15 - Administration- Law Enforcement Totals | | \$13,964,004.00 | \$335,665.00 | \$14,299,669.00 | \$1,167,606.40 | \$11,854,683.18 | \$3,435,857.12 | \$140,830.70 | 99% | \$3,237,791.00 |
| Department 20 - Finance | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 1,533,205.00 | .00 | 1,533,205.00 | 81,266.20 | .00 | 247,483.34 | 1,285,721.66 | 16 | 219,886.61 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 20,507.00 | .00 | 20,507.00 | .00 | .00 | .00 | 20,507.00 | 0 | 8,830.18 |
| 51200 | Hourly Salaries | 49,500.00 | .00 | 49,500.00 | .00 | .00 | .00 | 49,500.00 | 0 | 1,921.50 |
| 51300 | Overtime | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | .00 |
| <i>Salaries and Wages Totals</i> | | \$1,605,212.00 | \$0.00 | \$1,605,212.00 | \$81,266.20 | \$0.00 | \$247,483.34 | \$1,357,728.66 | 15% | \$230,638.29 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 317,300.00 | .00 | 317,300.00 | 19,688.54 | .00 | 59,945.32 | 257,354.68 | 19 | 59,017.01 |
| 51501 | PT Retirement | 1,850.00 | .00 | 1,850.00 | .00 | .00 | .00 | 1,850.00 | 0 | 85.29 |
| 51504 | Deferred Compensation | 15,333.00 | .00 | 15,333.00 | 799.29 | .00 | 2,449.73 | 12,883.27 | 16 | 193.75 |
| 51600 | Workers Compensation | 13,435.00 | .00 | 13,435.00 | .00 | .00 | .00 | 13,435.00 | 0 | .00 |
| 51700 | Disability Insurance | 13,644.00 | .00 | 13,644.00 | 769.59 | .00 | 1,969.89 | 11,674.11 | 14 | 2,147.20 |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | 93.50 | .00 | 93.50 | (93.50) | +++ | .00 |
| 51900 | Group Health & Life Ins | 283,341.00 | .00 | 283,341.00 | 13,589.35 | .00 | 34,864.02 | 248,476.98 | 12 | 40,614.85 |
| 51901 | Cash Back Incentive Pay | 34,158.00 | .00 | 34,158.00 | 2,846.48 | .00 | 7,116.20 | 27,041.80 | 21 | 2,984.25 |
| 51903 | Auto Allowance | 7,680.00 | .00 | 7,680.00 | 320.00 | .00 | 887.50 | 6,792.50 | 12 | 1,237.50 |
| 51904 | Technology Stipend | 2,880.00 | .00 | 2,880.00 | 120.00 | .00 | 326.25 | 2,553.75 | 11 | 431.25 |
| 51905 | Bilingual Pay | 1,110.00 | .00 | 1,110.00 | 62.50 | .00 | 162.50 | 947.50 | 15 | 178.15 |
| 51906 | Post Employment Health Plan | 2,606.00 | .00 | 2,606.00 | 117.26 | .00 | 381.49 | 2,224.51 | 15 | 483.99 |
| 51907 | OPEB Cost Allocation | 50,982.00 | .00 | 50,982.00 | .00 | .00 | 49,494.40 | 1,487.60 | 97 | 54,089.64 |
| 51930 | Medicare/Employer Porti | 22,232.00 | .00 | 22,232.00 | 1,226.90 | .00 | 3,711.68 | 18,520.32 | 17 | 3,936.45 |
| <i>Benefits Totals</i> | | \$766,551.00 | \$0.00 | \$766,551.00 | \$39,633.41 | \$0.00 | \$161,402.48 | \$605,148.52 | 21% | \$165,399.33 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 1,200.00 | .00 | 1,200.00 | .00 | .00 | .00 | 1,200.00 | 0 | .00 |
| 52200 | Departmental Supplies | 5,000.00 | .00 | 5,000.00 | 49.61 | .00 | 349.14 | 4,650.86 | 7 | 937.73 |
| 52205 | Office Supplies | 2,500.00 | .00 | 2,500.00 | .00 | .00 | .00 | 2,500.00 | 0 | 605.36 |
| 52400 | Print Duplicate & Photocopying | 2,400.00 | .00 | 2,400.00 | .00 | .00 | .00 | 2,400.00 | 0 | 186.43 |
| 52800 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1,186.00 |
| 52805 | Software Licensing | 541,676.00 | 2,456.00 | 544,132.00 | .00 | 78,412.00 | 120,707.41 | 345,012.59 | 37 | 14,976.60 |
| 53200 | Mileage Reimbursement | 100.00 | .00 | 100.00 | .00 | .00 | .00 | 100.00 | 0 | .00 |
| 53500 | Small Tools & Equipment | .00 | 2,000.00 | 2,000.00 | .00 | .00 | 22.06 | 1,977.94 | 1 | .00 |
| 54100 | Special Departmental Expenses | 7,700.00 | 725.00 | 8,425.00 | 4,749.55 | .00 | 4,749.55 | 3,675.45 | 56 | 4,396.20 |
| 54300 | Telephone | 4,500.00 | .00 | 4,500.00 | 395.00 | .00 | 3,137.12 | 1,362.88 | 70 | .00 |
| 54400 | Professional Services | 215,815.00 | 5,362.00 | 221,177.00 | 25,287.64 | 142,258.45 | 32,526.54 | 46,392.01 | 79 | 32,586.59 |
| 54500 | Contracted Services | 132,500.00 | 6,250.00 | 138,750.00 | 52,281.75 | 86,642.50 | 71,630.69 | (19,523.19) | 114 | 48,096.25 |
| 54530 | Credit Card Service Charges | 2,500.00 | .00 | 2,500.00 | 241.96 | .00 | 395.50 | 2,104.50 | 16 | 197.29 |
| 56910 | Legal Service | 18,000.00 | .00 | 18,000.00 | 925.52 | .00 | 925.52 | 17,074.48 | 5 | 598.00 |
| 57900 | Replacement Account | 10,102.00 | (2,000.00) | 8,102.00 | .00 | .00 | .00 | 8,102.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$943,993.00 | \$14,793.00 | \$958,786.00 | \$83,931.03 | \$307,312.95 | \$234,443.53 | \$417,029.52 | 57% | \$103,766.45 |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|-------------------------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------------|---------------------------|---------------------------|---------------|-------------------------|
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 1,820.00 | .00 | 1,820.00 | .00 | .00 | .00 | 1,820.00 | 0 | .00 |
| 54800 | Convention & Mtg Expenses | 7,850.00 | .00 | 7,850.00 | .00 | .00 | .00 | 7,850.00 | 0 | .00 |
| 54900 | Professional Development | 13,450.00 | (725.00) | 12,725.00 | .00 | .00 | 499.00 | 12,226.00 | 4 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$23,120.00 | (\$725.00) | \$22,395.00 | \$0.00 | \$0.00 | \$499.00 | \$21,896.00 | 2% | \$0.00 |
| <i>Capital</i> | | | | | | | | | | |
| 57300 | Furniture & Equipment | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 5,049.00 |
| <i>Capital Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$5,049.00 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 56992 | Bank Service Charges | 46,500.00 | .00 | 46,500.00 | 4,379.02 | .00 | 12,164.96 | 34,335.04 | 26 | 8,583.00 |
| <i>Other Maintenance and Operations Totals</i> | | \$46,500.00 | \$0.00 | \$46,500.00 | \$4,379.02 | \$0.00 | \$12,164.96 | \$34,335.04 | 26% | \$8,583.00 |
| Department 20 - Finance Totals | | \$3,385,376.00 | \$14,068.00 | \$3,399,444.00 | \$209,209.66 | \$307,312.95 | \$655,993.31 | \$2,436,137.74 | 28% | \$513,436.07 |
| Department 30 - Community & Economic Development | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 2,564,637.00 | .00 | 2,564,637.00 | 178,837.74 | .00 | 496,898.25 | 2,067,738.75 | 19 | 471,413.62 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 55,173.00 | .00 | 55,173.00 | .00 | .00 | .00 | 55,173.00 | 0 | 42,834.35 |
| 51200 | Hourly Salaries | 192,190.00 | .00 | 192,190.00 | 6,788.00 | .00 | 15,862.00 | 176,328.00 | 8 | 18,388.24 |
| 51300 | Overtime | 6,000.00 | .00 | 6,000.00 | .00 | .00 | 91.70 | 5,908.30 | 2 | 186.20 |
| 52900 | Commission Stipends | 3,000.00 | .00 | 3,000.00 | .00 | .00 | 1,000.00 | 2,000.00 | 33 | 1,500.00 |
| <i>Salaries and Wages Totals</i> | | \$2,821,000.00 | \$0.00 | \$2,821,000.00 | \$185,625.74 | \$0.00 | \$513,851.95 | \$2,307,148.05 | 18% | \$534,322.41 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 530,765.00 | .00 | 530,765.00 | 44,421.89 | .00 | 123,450.74 | 407,314.26 | 23 | 127,713.41 |
| 51501 | PT Retirement | 7,229.00 | .00 | 7,229.00 | 92.81 | .00 | 140.25 | 7,088.75 | 2 | 434.28 |
| 51504 | Deferred Compensation | 25,646.00 | .00 | 25,646.00 | 895.30 | .00 | 2,668.14 | 22,977.86 | 10 | 821.00 |
| 51600 | Workers Compensation | 22,475.00 | .00 | 22,475.00 | .00 | .00 | .00 | 22,475.00 | 0 | .00 |
| 51700 | Disability Insurance | 24,317.00 | .00 | 24,317.00 | 1,635.20 | .00 | 4,063.55 | 20,253.45 | 17 | 4,111.94 |
| 51900 | Group Health & Life Ins | 432,403.00 | .00 | 432,403.00 | 24,598.38 | .00 | 61,408.44 | 370,994.56 | 14 | 69,105.19 |
| 51901 | Cash Back Incentive Pay | 57,296.00 | .00 | 57,296.00 | 4,774.72 | .00 | 11,936.80 | 45,359.20 | 21 | 14,921.00 |
| 51903 | Auto Allowance | 9,600.00 | .00 | 9,600.00 | 800.00 | .00 | 2,000.00 | 7,600.00 | 21 | 2,000.00 |
| 51904 | Technology Stipend | 3,600.00 | .00 | 3,600.00 | 300.00 | .00 | 750.00 | 2,850.00 | 21 | 750.00 |
| 51905 | Bilingual Pay | 6,900.00 | .00 | 6,900.00 | 600.00 | .00 | 1,500.00 | 5,400.00 | 22 | 1,100.00 |
| 51906 | Post Employment Health Plan | 3,539.00 | .00 | 3,539.00 | 125.58 | .00 | 376.74 | 3,162.26 | 11 | 869.81 |
| 51907 | OPEB Cost Allocation | 85,281.00 | .00 | 85,281.00 | .00 | .00 | 91,867.80 | (6,586.80) | 108 | 100,397.10 |
| 51908 | Certification compensation | .00 | .00 | .00 | 237.50 | .00 | 2,700.00 | (2,700.00) | +++ | .00 |
| 51930 | Medicare/Employer Porti | 37,189.00 | .00 | 37,189.00 | 2,714.54 | .00 | 7,487.18 | 29,701.82 | 20 | 8,919.94 |
| <i>Benefits Totals</i> | | \$1,246,240.00 | \$0.00 | \$1,246,240.00 | \$81,195.92 | \$0.00 | \$310,349.64 | \$935,890.36 | 25% | \$331,143.67 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52200 | Departmental Supplies | 4,500.00 | .00 | 4,500.00 | 283.78 | .00 | 749.99 | 3,750.01 | 17 | 525.57 |
| 52205 | Office Supplies | 4,600.00 | .00 | 4,600.00 | .00 | .00 | .00 | 4,600.00 | 0 | .00 |
| 52230 | SB1186 ADA - Expense | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | 201.60 |
| 52250 | Uniforms | 14,500.00 | .00 | 14,500.00 | 868.73 | .00 | 1,339.65 | 13,160.35 | 9 | 173.28 |
| 52400 | Print Duplicate & Photocopying | 6,500.00 | .00 | 6,500.00 | 1,957.36 | .00 | 1,971.36 | 4,528.64 | 30 | 3,500.80 |
| 52805 | Software Licensing | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | .00 |
| 53200 | Mileage Reimbursement | 500.00 | .00 | 500.00 | .00 | .00 | .00 | 500.00 | 0 | .00 |
| 53500 | Small Tools & Equipment | 3,000.00 | .00 | 3,000.00 | 2,780.65 | .00 | 2,780.65 | 219.35 | 93 | .00 |
| 54100 | Special Departmental Expenses | 57,000.00 | .00 | 57,000.00 | 6,422.00 | .00 | 6,412.00 | 50,588.00 | 11 | (20.00) |
| 54400 | Professional Services | 1,730,000.00 | 309,239.00 | 2,039,239.00 | 19,891.25 | 274,407.52 | 34,632.25 | 1,730,199.23 | 15 | 25,386.34 |
| 54500 | Contracted Services | 441,000.00 | 326,576.00 | 767,576.00 | 87,851.27 | 480,849.53 | 103,060.37 | 183,666.10 | 76 | 44,127.86 |
| 54540 | Court Charges | 250,000.00 | .00 | 250,000.00 | 25,681.90 | .00 | 50,596.10 | 199,403.90 | 20 | 39,222.50 |
| 54940 | Organizational Learning | 98,000.00 | .00 | 98,000.00 | .00 | .00 | .00 | 98,000.00 | 0 | .00 |
| 56910 | Legal Service | 260,540.00 | .00 | 260,540.00 | 10,420.29 | .00 | 10,420.29 | 250,119.71 | 4 | 16,793.72 |
| 57850 | Contra Deposit Accounts | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (912.46) |
| 57900 | Replacement Account | 50,611.00 | .00 | 50,611.00 | .00 | .00 | .00 | 50,611.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$2,923,751.00 | \$635,815.00 | \$3,559,566.00 | \$156,157.23 | \$755,257.05 | \$211,962.66 | \$2,592,346.29 | 27% | \$128,999.21 |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 250,000.00 | .00 | 250,000.00 | .00 | .00 | .00 | 250,000.00 | 0 | .00 |
| <i>Maintenance and Repairs Totals</i> | | \$250,000.00 | \$0.00 | \$250,000.00 | \$0.00 | \$0.00 | \$0.00 | \$250,000.00 | 0% | \$0.00 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 15,650.00 | .00 | 15,650.00 | .00 | .00 | 463.00 | 15,187.00 | 3 | 14.00 |
| 52700 | Books & Periodicals | .00 | .00 | .00 | .00 | .00 | 196.00 | (196.00) | +++ | .00 |
| 54800 | Convention & Mtg Expenses | 6,000.00 | .00 | 6,000.00 | .00 | .00 | .00 | 6,000.00 | 0 | .00 |
| 54900 | Professional Development | 12,500.00 | .00 | 12,500.00 | .00 | .00 | 320.00 | 12,180.00 | 3 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$34,150.00 | \$0.00 | \$34,150.00 | \$0.00 | \$0.00 | \$979.00 | \$33,171.00 | 3% | \$14.00 |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|--|-----------------------|-----------------------|-----------------------|----------------------------|-----------------------|---------------------------|---------------------------|---------------|-------------------------|
| <i>Capital</i> | | | | | | | | | | |
| 57300 | Furniture & Equipment | 10,000.00 | .00 | 10,000.00 | 521.02 | .00 | 521.02 | 9,478.98 | 5 | 220.49 |
| | <i>Capital Totals</i> | \$10,000.00 | \$0.00 | \$10,000.00 | \$521.02 | \$0.00 | \$521.02 | \$9,478.98 | 5% | \$220.49 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 56992 | Bank Service Charges | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 2,084.12 |
| | <i>Other Maintenance and Operations Totals</i> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$2,084.12 |
| | Department 30 - Community & Economic Development Totals | \$7,285,141.00 | \$635,815.00 | \$7,920,956.00 | \$423,499.91 | \$755,257.05 | \$1,037,664.27 | \$6,128,034.68 | 23% | \$996,783.90 |
| <i>Department 40 - Public Works</i> | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 3,300,641.00 | .00 | 3,300,641.00 | 219,363.06 | .00 | 665,960.17 | 2,634,680.83 | 20 | 575,661.17 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 103,178.00 | .00 | 103,178.00 | .00 | .00 | 24,122.84 | 79,055.16 | 23 | 39,401.66 |
| 51200 | Hourly Salaries | 173,264.00 | .00 | 173,264.00 | 14,723.04 | .00 | 36,892.84 | 136,371.16 | 21 | 39,944.34 |
| 51300 | Overtime | 81,000.00 | .00 | 81,000.00 | 8,983.06 | .00 | 31,548.50 | 49,451.50 | 39 | 33,135.32 |
| | <i>Salaries and Wages Totals</i> | \$3,658,083.00 | \$0.00 | \$3,658,083.00 | \$243,069.16 | \$0.00 | \$758,524.35 | \$2,899,558.65 | 21% | \$688,142.49 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 683,081.00 | .00 | 683,081.00 | 53,792.60 | .00 | 162,312.20 | 520,768.80 | 24 | 150,841.91 |
| 51501 | PT Retirement | 6,600.00 | .00 | 6,600.00 | 409.33 | .00 | 1,046.21 | 5,553.79 | 16 | 1,554.27 |
| 51504 | Deferred Compensation | 33,006.00 | .00 | 33,006.00 | 1,480.94 | .00 | 4,591.50 | 28,414.50 | 14 | 395.75 |
| 51600 | Workers Compensation | 28,925.00 | .00 | 28,925.00 | .00 | .00 | .00 | 28,925.00 | 0 | .00 |
| 51700 | Disability Insurance | 31,299.00 | .00 | 31,299.00 | 2,065.32 | .00 | 5,084.84 | 26,214.16 | 16 | 5,731.47 |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | 2,025.00 | .00 | 2,025.00 | (2,025.00) | +++ | 1,773.60 |
| 51900 | Group Health & Life Ins | 723,891.00 | .00 | 723,891.00 | 40,155.04 | .00 | 105,539.98 | 618,351.02 | 15 | 114,774.67 |
| 51901 | Cash Back Incentive Pay | 72,337.00 | .00 | 72,337.00 | 6,207.16 | .00 | 15,338.84 | 56,998.16 | 21 | 15,070.25 |
| 51903 | Auto Allowance | 4,080.00 | .00 | 4,080.00 | 340.00 | .00 | 800.00 | 3,280.00 | 20 | .00 |
| 51904 | Technology Stipend | 1,530.00 | .00 | 1,530.00 | 127.50 | .00 | 300.00 | 1,230.00 | 20 | .00 |
| 51905 | Bilingual Pay | 6,090.00 | .00 | 6,090.00 | 362.50 | .00 | 981.25 | 5,108.75 | 16 | 887.50 |
| 51906 | Post Employment Health Plan | .00 | .00 | .00 | 97.92 | .00 | 293.76 | (293.76) | +++ | .00 |
| 51907 | OPEB Cost Allocation | 109,754.00 | .00 | 109,754.00 | .00 | .00 | 114,961.16 | (5,207.16) | 105 | 125,634.52 |
| 51930 | Medicare/Employer Porti | 47,858.00 | .00 | 47,858.00 | 3,627.46 | .00 | 11,252.10 | 36,605.90 | 24 | 11,606.21 |
| | <i>Benefits Totals</i> | \$1,748,451.00 | \$0.00 | \$1,748,451.00 | \$110,690.77 | \$0.00 | \$424,526.84 | \$1,323,924.16 | 24% | \$428,270.15 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 1,100.00 | .00 | 1,100.00 | .00 | .00 | .00 | 1,100.00 | 0 | .00 |
| 52200 | Departmental Supplies | 23,800.00 | .00 | 23,800.00 | 430.02 | 9,272.93 | 4,227.71 | 10,299.36 | 57 | 509.23 |
| 52205 | Office Supplies | 3,300.00 | .00 | 3,300.00 | .00 | .00 | .00 | 3,300.00 | 0 | 1,312.59 |
| 52250 | Uniforms | 28,900.00 | .00 | 28,900.00 | 1,002.11 | 3,001.31 | 8,617.33 | 17,281.36 | 40 | 2,997.16 |
| 52400 | Print Duplicate & Photocopying | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | .00 |
| 53100 | Automobile Supplies | 35,000.00 | 10,500.00 | 45,500.00 | 3,204.42 | 20,254.89 | 15,524.55 | 9,720.56 | 79 | 11,359.34 |
| 53150 | Fuel | 165,250.00 | .00 | 165,250.00 | 22,310.98 | .00 | 37,527.79 | 127,722.21 | 23 | 42,955.69 |
| 53200 | Mileage Reimbursement | 800.00 | .00 | 800.00 | .00 | .00 | .00 | 800.00 | 0 | .00 |
| 53430 | Paint Supplies | 6,000.00 | .00 | 6,000.00 | 453.85 | 1,623.72 | 3,651.13 | 725.15 | 88 | 33.30 |
| 53440 | Plumbing Supplies | 33,000.00 | .00 | 33,000.00 | 163.46 | 16,000.00 | 1,671.52 | 15,328.48 | 54 | .00 |
| 53500 | Small Tools & Equipment | 53,600.00 | (1,000.00) | 52,600.00 | 2,545.47 | 14,394.23 | 5,339.65 | 32,866.12 | 38 | 9,743.07 |
| 54100 | Special Departmental Expenses | 7,000.00 | .00 | 7,000.00 | .00 | .00 | .00 | 7,000.00 | 0 | .00 |
| 54200 | Utilities | 1,058,200.00 | .00 | 1,058,200.00 | 144,457.36 | .00 | 166,888.79 | 891,311.21 | 16 | 189,018.29 |
| 54400 | Professional Services | 118,200.00 | 24,009.00 | 142,209.00 | .00 | 56,609.01 | .00 | 85,599.99 | 40 | 3,507.74 |
| 54500 | Contracted Services | 2,370,775.00 | 1,221,269.00 | 3,592,044.00 | 89,604.97 | 2,117,679.35 | 407,045.44 | 1,067,319.21 | 70 | 142,691.59 |
| 54930 | Safety Programs & Materials | 26,180.00 | .00 | 26,180.00 | 396.44 | 13,404.14 | 2,195.86 | 10,580.00 | 60 | 3,180.60 |
| 56205 | Permits - Fees - Licenses | 74,050.00 | .00 | 74,050.00 | 2,524.00 | .00 | 2,524.00 | 71,526.00 | 3 | .00 |
| 56910 | Legal Service | 70,000.00 | .00 | 70,000.00 | 18,945.68 | .00 | 18,945.68 | 51,054.32 | 27 | 13,514.45 |
| 57850 | Contra Deposit Accounts | .00 | .00 | .00 | (914.58) | .00 | (3,146.16) | 3,146.16 | +++ | (2,703.16) |
| 57900 | Replacement Account | 185,287.00 | .00 | 185,287.00 | .00 | .00 | .00 | 185,287.00 | 0 | .00 |
| | <i>Supplies, Services, and Equipment Totals</i> | \$4,261,942.00 | \$1,254,778.00 | \$5,516,720.00 | \$285,124.18 | \$2,252,239.58 | \$671,013.29 | \$2,593,467.13 | 53% | \$418,119.89 |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 22,000.00 | (3,000.00) | 19,000.00 | 1,498.53 | 5,056.72 | 2,511.94 | 11,431.34 | 40 | 4,734.32 |
| 53400 | Building & Grounds Maintenance | 203,900.00 | .00 | 203,900.00 | 11,228.04 | 65,823.84 | 27,503.67 | 110,572.49 | 46 | 21,050.90 |
| 53410 | Electrical Maintenance | 33,000.00 | .00 | 33,000.00 | 1,911.24 | 14,173.09 | 2,590.49 | 16,236.42 | 51 | 867.26 |
| 53450 | Swimming Pool Maintenance | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| 54605 | Asphalt Maintenance | 35,000.00 | .00 | 35,000.00 | 2,246.41 | 23,641.54 | 5,379.16 | 5,979.30 | 83 | 4,662.80 |
| 54635 | General Construction | 5,500.00 | .00 | 5,500.00 | .00 | .00 | 1,869.36 | 3,630.64 | 34 | 721.96 |
| 54640 | Graffiti Abatement | 340,152.00 | .00 | 340,152.00 | 948.00 | 306,000.87 | 32,516.76 | 1,634.37 | 100 | 5,130.16 |
| 54645 | Median Island Maintenance | 296,600.00 | (187,200.00) | 109,400.00 | 74.39 | 10,000.00 | 74.39 | 99,325.61 | 9 | 3,229.94 |
| 54650 | Signage | 16,500.00 | 12,400.00 | 28,900.00 | 256.90 | 22,297.85 | 3,803.10 | 2,799.05 | 90 | 2,764.85 |
| 54655 | Street Lights/Signals | 220,000.00 | 3,828.00 | 223,828.00 | 3,429.29 | 161,399.02 | 3,429.29 | 58,999.69 | 74 | 660.58 |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|-------------------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| 54660 | Street Paintings/Markings | 15,000.00 | .00 | 15,000.00 | .00 | 4,000.00 | 6,241.53 | 4,758.47 | 68 | 1,986.57 |
| 54670 | Tree Care | 5,000.00 | .00 | 5,000.00 | 99.45 | .00 | 309.24 | 4,690.76 | 6 | 311.63 |
| 54675 | Weed Abatement | 15,600.00 | .00 | 15,600.00 | 1,704.47 | .00 | 2,050.66 | 13,549.34 | 13 | 1,130.06 |
| <i>Maintenance and Repairs Totals</i> | | \$1,209,252.00 | (\$173,972.00) | \$1,035,280.00 | \$23,396.72 | \$612,392.93 | \$88,279.59 | \$334,607.48 | 68% | \$47,251.03 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 4,450.00 | .00 | 4,450.00 | .00 | .00 | 187.50 | 4,262.50 | 4 | .00 |
| 52700 | Books & Periodicals | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| 54800 | Convention & Mtg Expenses | 4,500.00 | .00 | 4,500.00 | .00 | .00 | .00 | 4,500.00 | 0 | .00 |
| 54900 | Professional Development | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$10,950.00 | \$0.00 | \$10,950.00 | \$0.00 | \$0.00 | \$187.50 | \$10,762.50 | 2% | \$0.00 |
| <i>Capital</i> | | | | | | | | | | |
| 57300 | Furniture & Equipment | .00 | .00 | .00 | .00 | .00 | 207.00 | (207.00) | +++ | .00 |
| <i>Capital Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$207.00 | (\$207.00) | +++ | \$0.00 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 53301 | Equipment Rental | 9,500.00 | (2,500.00) | 7,000.00 | .00 | .00 | .00 | 7,000.00 | 0 | .00 |
| <i>Other Maintenance and Operations Totals</i> | | \$9,500.00 | (\$2,500.00) | \$7,000.00 | \$0.00 | \$0.00 | \$0.00 | \$7,000.00 | 0% | \$0.00 |
| <i>Department 40 - Public Works Totals</i> | | \$10,898,178.00 | \$1,078,306.00 | \$11,976,484.00 | \$662,280.83 | \$2,864,632.51 | \$1,942,738.57 | \$7,169,112.92 | 40% | \$1,581,783.56 |
| Department 60 - Human Resources | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 537,671.00 | .00 | 537,671.00 | 43,043.25 | .00 | 121,953.33 | 415,717.67 | 23 | 67,047.82 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 6,000.00 | .00 | 6,000.00 | .00 | .00 | .00 | 6,000.00 | 0 | .00 |
| 51200 | Hourly Salaries | 24,750.00 | 22,000.00 | 46,750.00 | 2,520.00 | .00 | 7,470.00 | 39,280.00 | 16 | 4,811.00 |
| <i>Salaries and Wages Totals</i> | | \$568,421.00 | \$22,000.00 | \$590,421.00 | \$45,563.25 | \$0.00 | \$129,423.33 | \$460,997.67 | 22% | \$71,858.82 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 111,276.00 | .00 | 111,276.00 | 10,054.02 | .00 | 29,178.67 | 82,097.33 | 26 | 17,813.01 |
| 51501 | PT Retirement | 950.00 | .00 | 950.00 | 94.50 | .00 | 280.13 | 669.87 | 29 | 214.84 |
| 51504 | Deferred Compensation | 5,377.00 | .00 | 5,377.00 | 250.50 | .00 | 744.20 | 4,632.80 | 14 | .00 |
| 51600 | Workers Compensation | 4,712.00 | .00 | 4,712.00 | .00 | .00 | .00 | 4,712.00 | 0 | .00 |
| 51700 | Disability Insurance | 4,877.00 | .00 | 4,877.00 | 306.78 | .00 | 762.48 | 4,114.52 | 16 | 670.42 |
| 51900 | Group Health & Life Ins | 55,962.00 | .00 | 55,962.00 | 5,999.26 | .00 | 14,998.15 | 40,963.85 | 27 | 6,772.83 |
| 51901 | Cash Back Incentive Pay | 14,324.00 | .00 | 14,324.00 | .00 | .00 | .00 | 14,324.00 | 0 | 2,984.20 |
| 51903 | Auto Allowance | 4,800.00 | .00 | 4,800.00 | 400.00 | .00 | 1,000.00 | 3,800.00 | 21 | .00 |
| 51904 | Technology Stipend | 1,800.00 | .00 | 1,800.00 | 150.00 | .00 | 375.00 | 1,425.00 | 21 | .00 |
| 51905 | Bilingual Pay | 1,200.00 | .00 | 1,200.00 | 100.00 | .00 | 250.00 | 950.00 | 21 | 125.00 |
| 51906 | Post Employment Health Plan | .00 | .00 | .00 | 146.58 | .00 | 439.74 | (439.74) | +++ | .00 |
| 51907 | OPEB Cost Allocation | 17,880.00 | .00 | 17,880.00 | .00 | .00 | 16,424.75 | 1,455.25 | 92 | 17,949.68 |
| 51930 | Medicare/Employer Porti | 7,796.00 | .00 | 7,796.00 | 670.10 | .00 | 1,900.21 | 5,895.79 | 24 | 1,264.41 |
| <i>Benefits Totals</i> | | \$230,954.00 | \$0.00 | \$230,954.00 | \$18,171.74 | \$0.00 | \$66,353.33 | \$164,600.67 | 29% | \$47,794.39 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 300.00 | .00 | 300.00 | .00 | .00 | 13.70 | 286.30 | 5 | 27.75 |
| 52200 | Departmental Supplies | 3,100.00 | .00 | 3,100.00 | 1,571.00 | .00 | 2,561.70 | 538.30 | 83 | 133.54 |
| 52205 | Office Supplies | 600.00 | .00 | 600.00 | .00 | .00 | 75.42 | 524.58 | 13 | .00 |
| 52300 | Advertising & Publications | 1,600.00 | .00 | 1,600.00 | .00 | .00 | 275.00 | 1,325.00 | 17 | .00 |
| 53200 | Mileage Reimbursement | 200.00 | .00 | 200.00 | .00 | .00 | .00 | 200.00 | 0 | .00 |
| 54400 | Professional Services | 52,592.00 | .00 | 52,592.00 | 707.00 | 7,673.00 | 9,285.23 | 35,633.77 | 32 | 11,496.00 |
| 54500 | Contracted Services | 223,775.00 | (22,000.00) | 201,775.00 | 40,871.43 | 99,659.05 | 51,998.42 | 50,117.53 | 75 | 70,869.18 |
| 54935 | First Aid Treatment | 7,500.00 | .00 | 7,500.00 | .00 | .00 | .00 | 7,500.00 | 0 | .00 |
| 54940 | Organizational Learning | 13,850.00 | .00 | 13,850.00 | .00 | .00 | .00 | 13,850.00 | 0 | .00 |
| 56910 | Legal Service | 82,540.00 | .00 | 82,540.00 | 3,693.95 | 70,346.50 | 13,295.38 | (1,101.88) | 101 | 17,705.33 |
| 57900 | Replacement Account | 4,180.00 | .00 | 4,180.00 | .00 | .00 | .00 | 4,180.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$390,237.00 | (\$22,000.00) | \$368,237.00 | \$46,843.38 | \$177,678.55 | \$77,504.85 | \$113,053.60 | 69% | \$100,231.80 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 6,750.00 | .00 | 6,750.00 | .00 | .00 | .00 | 6,750.00 | 0 | .00 |
| 52700 | Books & Periodicals | 850.00 | .00 | 850.00 | .00 | .00 | .00 | 850.00 | 0 | .00 |
| 54800 | Convention & Mtg Expenses | 11,000.00 | .00 | 11,000.00 | .00 | .00 | .00 | 11,000.00 | 0 | .00 |
| 54810 | Employee Appreciation | 20,000.00 | .00 | 20,000.00 | 32.16 | .00 | 3,861.17 | 16,138.83 | 19 | .00 |
| 54900 | Professional Development | 5,300.00 | .00 | 5,300.00 | .00 | .00 | .00 | 5,300.00 | 0 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$43,900.00 | \$0.00 | \$43,900.00 | \$32.16 | \$0.00 | \$3,861.17 | \$40,038.83 | 9% | \$0.00 |
| Department 60 - Human Resources Totals | | \$1,233,512.00 | \$0.00 | \$1,233,512.00 | \$110,610.53 | \$177,678.55 | \$277,142.68 | \$778,690.77 | 37% | \$219,885.01 |
| Department 80 - Parks And Recreation | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 2,607,118.00 | (22,707.00) | 2,584,411.00 | 167,169.75 | .00 | 501,918.30 | 2,082,492.70 | 19 | 436,774.24 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 51,205.00 | .00 | 51,205.00 | 29,123.49 | .00 | 29,123.49 | 22,081.51 | 57 | 17,779.02 |



Budget Performance Report

Fiscal Year to Date 09/30/23
 Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|------------------------------------|-----------------------|--------------------|-----------------------|----------------------------|---------------------|---------------------------|---------------------------|---------------|-------------------------|
| 51200 | Hourly Salaries | 1,856,452.00 | 22,707.00 | 1,879,159.00 | 100,015.57 | .00 | 300,751.50 | 1,578,407.50 | 16 | 304,270.02 |
| 51300 | Overtime | 18,000.00 | .00 | 18,000.00 | 199.52 | .00 | 5,289.44 | 12,710.56 | 29 | 4,705.50 |
| 52900 | Commission Stipends | 6,500.00 | .00 | 6,500.00 | 375.00 | .00 | 825.00 | 5,675.00 | 13 | .00 |
| <i>Salaries and Wages Totals</i> | | \$4,539,275.00 | \$0.00 | \$4,539,275.00 | \$296,883.33 | \$0.00 | \$837,907.73 | \$3,701,367.27 | 18% | \$763,528.78 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 539,553.00 | .00 | 539,553.00 | 41,376.39 | .00 | 125,886.07 | 413,666.93 | 23 | 122,290.42 |
| 51501 | PT Retirement | 70,728.00 | .00 | 70,728.00 | 3,392.63 | .00 | 10,116.86 | 60,611.14 | 14 | 11,917.93 |
| 51504 | Deferred Compensation | 25,785.00 | .00 | 25,785.00 | 896.06 | .00 | 2,593.12 | 23,191.88 | 10 | .00 |
| 51600 | Workers Compensation | 22,850.00 | .00 | 22,850.00 | .00 | .00 | .00 | 22,850.00 | 0 | .00 |
| 51700 | Disability Insurance | 24,441.00 | .00 | 24,441.00 | 1,726.48 | .00 | 4,332.21 | 20,108.79 | 18 | 4,376.10 |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | (426.00) | .00 | (426.00) | 426.00 | +++ | 69.00 |
| 51900 | Group Health & Life Ins | 408,234.00 | .00 | 408,234.00 | 25,754.72 | .00 | 63,409.53 | 344,824.47 | 16 | 59,789.81 |
| 51901 | Cash Back Incentive Pay | 42,972.00 | .00 | 42,972.00 | 3,732.04 | .00 | 9,330.10 | 33,641.90 | 22 | 8,952.60 |
| 51903 | Auto Allowance | 4,800.00 | .00 | 4,800.00 | 400.00 | .00 | 1,000.00 | 3,800.00 | 21 | 1,000.00 |
| 51904 | Technology Stipend | 1,800.00 | .00 | 1,800.00 | 150.00 | .00 | 375.00 | 1,425.00 | 21 | 375.00 |
| 51905 | Bilingual Pay | 4,800.00 | .00 | 4,800.00 | 350.00 | .00 | 875.00 | 3,925.00 | 18 | 500.00 |
| 51906 | Post Employment Health Plan | 2,122.00 | .00 | 2,122.00 | 163.20 | .00 | 489.60 | 1,632.40 | 23 | 492.80 |
| 51907 | OPEB Cost Allocation | 86,692.00 | .00 | 86,692.00 | .00 | .00 | 88,063.64 | (1,371.64) | 102 | 96,239.80 |
| 51930 | Medicare/Employer Porti | 37,802.00 | .00 | 37,802.00 | 4,310.34 | .00 | 12,165.61 | 25,636.39 | 32 | 12,807.25 |
| <i>Benefits Totals</i> | | \$1,272,579.00 | \$0.00 | \$1,272,579.00 | \$81,825.86 | \$0.00 | \$318,210.74 | \$954,368.26 | 25% | \$318,810.71 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 56,349.00 | .00 | 56,349.00 | 3,200.00 | .00 | 6,400.00 | 49,949.00 | 11 | 3,200.00 |
| 52200 | Departmental Supplies | 141,197.00 | .00 | 141,197.00 | 8,818.61 | 7,668.00 | 32,019.11 | 101,509.89 | 28 | 31,889.17 |
| 52205 | Office Supplies | 23,791.00 | .00 | 23,791.00 | .00 | .00 | 1,455.79 | 22,335.21 | 6 | 2,171.63 |
| 52210 | Supplies/Chemicals | 25,895.00 | .00 | 25,895.00 | .00 | .00 | .00 | 25,895.00 | 0 | 2,082.92 |
| 52250 | Uniforms | 11,227.00 | .00 | 11,227.00 | 3,514.73 | .00 | 3,514.73 | 7,712.27 | 31 | (11,198.87) |
| 52255 | Participant Uniforms | 30,294.00 | .00 | 30,294.00 | .00 | 26,840.00 | .00 | 3,454.00 | 89 | 6,930.06 |
| 52300 | Advertising & Publications | 17,275.00 | .00 | 17,275.00 | .00 | .00 | .00 | 17,275.00 | 0 | .00 |
| 52400 | Print Duplicate & Photocopying | 178,698.00 | .00 | 178,698.00 | 5,997.89 | 35,028.33 | 17,707.52 | 125,962.15 | 30 | 20,131.51 |
| 52800 | Software | 661.00 | .00 | 661.00 | .00 | .00 | .00 | 661.00 | 0 | .00 |
| 53200 | Mileage Reimbursement | 516.00 | .00 | 516.00 | .00 | .00 | .00 | 516.00 | 0 | .00 |
| 53500 | Small Tools & Equipment | 92,149.00 | .00 | 92,149.00 | 93.62 | (5,528.40) | 4,072.42 | 93,604.98 | -2 | 24,203.26 |
| 54100 | Special Departmental Expenses | .00 | 4,300.00 | 4,300.00 | .00 | .00 | 4,040.00 | 260.00 | 94 | .00 |
| 54400 | Professional Services | 15,000.00 | .00 | 15,000.00 | .00 | .00 | 2,589.27 | 12,410.73 | 17 | .00 |
| 54500 | Contracted Services | 610,562.00 | 2,844.00 | 613,406.00 | 57,658.72 | 44,337.40 | 190,558.15 | 378,510.45 | 38 | 194,079.72 |
| 54510 | Contract Instructors | 122,109.00 | .00 | 122,109.00 | 4,958.00 | 41,784.80 | 18,915.40 | 61,408.80 | 50 | 18,175.90 |
| 54530 | Credit Card Service Charges | 1,236.00 | .00 | 1,236.00 | 76.75 | .00 | 76.75 | 1,159.25 | 6 | .00 |
| 56205 | Permits - Fees - Licenses | 1,400.00 | .00 | 1,400.00 | .00 | .00 | .00 | 1,400.00 | 0 | 559.00 |
| 56910 | Legal Service | 16,400.00 | .00 | 16,400.00 | 1,492.36 | .00 | 1,492.36 | 14,907.64 | 9 | 2,096.28 |
| 57900 | Replacement Account | 69,943.00 | .00 | 69,943.00 | .00 | .00 | .00 | 69,943.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$1,414,702.00 | \$7,144.00 | \$1,421,846.00 | \$85,810.68 | \$150,130.13 | \$282,841.50 | \$988,874.37 | 30% | \$294,320.58 |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 16,922.00 | .00 | 16,922.00 | .00 | .00 | .00 | 16,922.00 | 0 | .00 |
| 53450 | Swimming Pool Maintenance | 1,600.00 | .00 | 1,600.00 | .00 | .00 | .00 | 1,600.00 | 0 | .00 |
| <i>Maintenance and Repairs Totals</i> | | \$18,522.00 | \$0.00 | \$18,522.00 | \$0.00 | \$0.00 | \$0.00 | \$18,522.00 | 0% | \$0.00 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 13,847.00 | .00 | 13,847.00 | 350.00 | .00 | 625.00 | 13,222.00 | 5 | 275.00 |
| 54800 | Convention & Mtg Expenses | 16,354.00 | .00 | 16,354.00 | .00 | .00 | 458.80 | 15,895.20 | 3 | 730.00 |
| 54900 | Professional Development | 7,468.00 | .00 | 7,468.00 | .00 | .00 | .00 | 7,468.00 | 0 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$37,669.00 | \$0.00 | \$37,669.00 | \$350.00 | \$0.00 | \$1,083.80 | \$36,585.20 | 3% | \$1,005.00 |
| <i>Capital</i> | | | | | | | | | | |
| 57300 | Furniture & Equipment | 58,900.00 | 18,585.00 | 77,485.00 | .00 | 12,648.47 | 5,945.66 | 58,890.87 | 24 | .00 |
| <i>Capital Totals</i> | | \$58,900.00 | \$18,585.00 | \$77,485.00 | \$0.00 | \$12,648.47 | \$5,945.66 | \$58,890.87 | 24% | \$0.00 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 53301 | Equipment Rental | 164,090.00 | .00 | 164,090.00 | 28,284.30 | 60,537.27 | 113,659.81 | (10,107.08) | 106 | 42,802.51 |
| 54700 | Insurance & Surety Bond | 14,260.00 | .00 | 14,260.00 | 222.50 | .00 | 3,273.50 | 10,986.50 | 23 | 685.40 |
| 55280 | Senior Citizen Committee | 56,641.00 | .00 | 56,641.00 | 6,120.99 | .00 | 11,791.73 | 44,849.27 | 21 | 9,495.04 |
| <i>Other Maintenance and Operations Totals</i> | | \$234,991.00 | \$0.00 | \$234,991.00 | \$34,627.79 | \$60,537.27 | \$128,725.04 | \$45,728.69 | 81% | \$52,982.95 |
| <i>Non-Operating Expenses - Transfers Out</i> | | | | | | | | | | |
| 55285 | Event Tickets | 68,266.00 | .00 | 68,266.00 | .00 | .00 | 5,384.12 | 62,881.88 | 8 | 10,199.14 |
| <i>Non-Operating Expenses - Transfers Out Totals</i> | | \$68,266.00 | \$0.00 | \$68,266.00 | \$0.00 | \$0.00 | \$5,384.12 | \$62,881.88 | 8% | \$10,199.14 |
| Department 80 - Parks And Recreation Totals | | \$7,644,904.00 | \$25,729.00 | \$7,670,633.00 | \$499,497.66 | \$223,315.87 | \$1,580,098.59 | \$5,867,218.54 | 24% | \$1,440,847.16 |
| Department 90 - Non-Departmental | | | | | | | | | | |



Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|---|------------------------|-------------------------|-------------------------|----------------------------|--------------------------|---------------------------|---------------------------|---------------|--------------------------|
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51960 | Vacancy Savings | (400,000.00) | .00 | (400,000.00) | .00 | .00 | .00 | (400,000.00) | 0 | .00 |
| | <i>Salaries and Wages Totals</i> | (\$400,000.00) | \$0.00 | (\$400,000.00) | \$0.00 | \$0.00 | \$0.00 | (\$400,000.00) | 0% | \$0.00 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 1,204,032.00 | .00 | 1,204,032.00 | .00 | .00 | 1,281,571.07 | (77,539.07) | 106 | 1,143,965.70 |
| 51700 | Disability Insurance | .00 | .00 | .00 | .00 | .00 | (.01) | .01 | +++ | (.43) |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | 102.00 | .00 | 102.00 | (102.00) | +++ | .00 |
| 51900 | Group Health & Life Ins | 1,211,000.00 | .00 | 1,211,000.00 | 89,009.02 | .00 | 264,637.68 | 946,362.32 | 22 | 283,751.94 |
| | <i>Benefits Totals</i> | \$2,415,032.00 | \$0.00 | \$2,415,032.00 | \$89,111.02 | \$0.00 | \$1,546,310.74 | \$868,721.26 | 64% | \$1,427,717.21 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 33,000.00 | .00 | 33,000.00 | 949.47 | .00 | 1,512.83 | 31,487.17 | 5 | 1,145.20 |
| 52400 | Print Duplicate & Photocopying | 106,148.00 | .00 | 106,148.00 | 13,778.11 | 76,302.85 | 25,604.04 | 4,241.11 | 96 | 19,508.05 |
| 54100 | Special Departmental Expenses | 355,754.00 | .00 | 355,754.00 | 272,580.64 | .00 | 272,580.64 | 83,173.36 | 77 | 274,038.06 |
| 54300 | Telephone | 153,042.00 | .00 | 153,042.00 | 9,580.39 | 32,910.46 | 20,838.59 | 99,292.95 | 35 | 41,801.73 |
| 54400 | Professional Services | 13,800.00 | .00 | 13,800.00 | 2,800.00 | 4,500.00 | 2,800.00 | 6,500.00 | 53 | 600.00 |
| 54500 | Contracted Services | 567,396.00 | .00 | 567,396.00 | 272,801.00 | 22,840.79 | 544,555.21 | .00 | 100 | 362,336.08 |
| | <i>Supplies, Services, and Equipment Totals</i> | \$1,229,140.00 | \$0.00 | \$1,229,140.00 | \$572,489.61 | \$136,554.10 | \$867,891.31 | \$224,694.59 | 82% | \$699,429.12 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 64,155.00 | .00 | 64,155.00 | .00 | .00 | 41,988.91 | 22,166.09 | 65 | 17,231.16 |
| 54910 | Tuition Reimbursement | 45,000.00 | .00 | 45,000.00 | .00 | .00 | 2,610.00 | 42,390.00 | 6 | 410.37 |
| | <i>Training, Memberships, and Conferences Totals</i> | \$109,155.00 | \$0.00 | \$109,155.00 | \$0.00 | \$0.00 | \$44,598.91 | \$64,556.09 | 41% | \$17,641.53 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 54700 | Insurance & Surety Bond | 959,450.00 | 4,500.00 | 963,950.00 | .00 | 4,500.00 | 821,741.50 | 137,708.50 | 86 | 707,154.00 |
| 56850 | Inter Departmental Charges | 341,500.00 | .00 | 341,500.00 | .00 | .00 | .00 | 341,500.00 | 0 | .00 |
| 56978 | Principal Payment- 2016 Refunding Lease Revenue Bonds | 1,030,000.00 | .00 | 1,030,000.00 | 1,030,000.00 | .00 | 1,030,000.00 | .00 | 100 | 995,000.00 |
| 56979 | Interest Payment- 2016 Refunding Lease Revenue Bonds | 888,775.00 | .00 | 888,775.00 | 453,175.00 | .00 | 453,175.00 | 435,600.00 | 51 | 473,075.00 |
| 56993 | Misc. Expenses | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (12.00) |
| | <i>Other Maintenance and Operations Totals</i> | \$3,219,725.00 | \$4,500.00 | \$3,224,225.00 | \$1,483,175.00 | \$4,500.00 | \$2,304,916.50 | \$914,808.50 | 72% | \$2,175,217.00 |
| | Department 90 - Non-Departmental Totals | \$6,573,052.00 | \$4,500.00 | \$6,577,552.00 | \$2,144,775.63 | \$141,054.10 | \$4,763,717.46 | \$1,672,780.44 | 75% | \$4,320,004.86 |
| Department 98 - Transfer Out Control | | | | | | | | | | |
| <i>Non-Operating Expenses - Transfers Out</i> | | | | | | | | | | |
| 56900 | Transfer Out | 6,176,503.00 | 913,966.00 | 7,090,469.00 | .00 | .00 | 1,065,000.00 | 6,025,469.00 | 15 | 4,047,695.00 |
| | <i>Non-Operating Expenses - Transfers Out Totals</i> | \$6,176,503.00 | \$913,966.00 | \$7,090,469.00 | \$0.00 | \$0.00 | \$1,065,000.00 | \$6,025,469.00 | 15% | \$4,047,695.00 |
| | Department 98 - Transfer Out Control Totals | \$6,176,503.00 | \$913,966.00 | \$7,090,469.00 | \$0.00 | \$0.00 | \$1,065,000.00 | \$6,025,469.00 | 15% | \$4,047,695.00 |
| | EXPENSE TOTALS | \$59,564,653.00 | \$3,567,761.00 | \$63,132,414.00 | \$5,419,641.01 | \$16,931,396.08 | \$15,299,328.11 | \$32,033,391.81 | 49% | \$16,904,598.97 |
| Fund 100 - General Fund Totals | | | | | | | | | | |
| | REVENUE TOTALS | 59,564,653.00 | 530,000.00 | 60,094,653.00 | 2,793,314.86 | .00 | 5,256,554.76 | 54,838,098.24 | 9% | 5,153,765.27 |
| | EXPENSE TOTALS | 59,564,653.00 | 3,567,761.00 | 63,132,414.00 | 5,419,641.01 | 16,931,396.08 | 15,299,328.11 | 32,033,391.81 | 49% | 16,904,598.97 |
| | Fund 100 - General Fund Totals | \$0.00 | (\$3,037,761.00) | (\$3,037,761.00) | (\$2,626,326.15) | (\$16,931,396.08) | (\$10,042,773.35) | \$22,804,706.43 | | (\$11,750,833.70) |
| Grand Totals | | | | | | | | | | |
| | REVENUE TOTALS | 59,564,653.00 | 530,000.00 | 60,094,653.00 | 2,793,314.86 | .00 | 5,256,554.76 | 54,838,098.24 | 9% | 5,153,765.27 |
| | EXPENSE TOTALS | 59,564,653.00 | 3,567,761.00 | 63,132,414.00 | 5,419,641.01 | 16,931,396.08 | 15,299,328.11 | 32,033,391.81 | 49% | 16,904,598.97 |
| | Grand Totals | \$0.00 | (\$3,037,761.00) | (\$3,037,761.00) | (\$2,626,326.15) | (\$16,931,396.08) | (\$10,042,773.35) | \$22,804,706.43 | | (\$11,750,833.70) |



ENTERPRISE FUNDS Budget Performance Report

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|-------------------------------------|-----------------|-------------------|-----------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| Fund 550 - Water Authority | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 00 - Non-Departmental Revenue | | | | | | | | | | |
| <i>Use of Money and Property</i> | | | | | | | | | | |
| 43100 | Interest Income | 262,150.00 | .00 | 262,150.00 | 4,623.87 | .00 | 11,697.25 | 250,452.75 | 4 | 3,089.91 |
| 43250 | Water Right Lease | .00 | 42,500.00 | 42,500.00 | .00 | .00 | .00 | 42,500.00 | 0 | .00 |
| <i>Use of Money and Property Totals</i> | | \$262,150.00 | \$42,500.00 | \$304,650.00 | \$4,623.87 | \$0.00 | \$11,697.25 | \$292,952.75 | 4% | \$3,089.91 |
| <i>Other Revenues</i> | | | | | | | | | | |
| 47200 | Miscellaneous Revenue | 4,000.00 | .00 | 4,000.00 | 476.00 | .00 | 975.00 | 3,025.00 | 24 | 1,156.00 |
| 47300 | Damages to City Property | .00 | .00 | .00 | 1,500.00 | .00 | 1,500.00 | (1,500.00) | +++ | .00 |
| <i>Other Revenues Totals</i> | | \$4,000.00 | \$0.00 | \$4,000.00 | \$1,976.00 | \$0.00 | \$2,475.00 | \$1,525.00 | 62% | \$1,156.00 |
| <i>Charges for Services</i> | | | | | | | | | | |
| 49100 | Metered Water Sales | 10,303,283.84 | .00 | 10,303,283.84 | 1,098,239.60 | .00 | 1,936,982.98 | 8,366,300.86 | 19 | 1,669,559.25 |
| 49150 | Water Sales-Power Charge | 1,327,241.30 | .00 | 1,327,241.30 | 161,391.54 | .00 | 429,000.37 | 898,240.93 | 32 | 417,199.95 |
| 49300 | Turn On Charges | 138,000.00 | .00 | 138,000.00 | 15,229.67 | .00 | 43,130.11 | 94,869.89 | 31 | 57,211.75 |
| 49500 | Water Process Application | 5,000.00 | .00 | 5,000.00 | 828.00 | .00 | 1,978.00 | 3,022.00 | 40 | 2,214.00 |
| 49700 | Service Connection Fees | 1,000.00 | .00 | 1,000.00 | 753.00 | .00 | 753.00 | 247.00 | 75 | .00 |
| 49800 | Meter Removal/Installation | 9,000.00 | .00 | 9,000.00 | .00 | .00 | .00 | 9,000.00 | 0 | (4,010.63) |
| <i>Charges for Services Totals</i> | | \$11,783,525.14 | \$0.00 | \$11,783,525.14 | \$1,276,441.81 | \$0.00 | \$2,411,844.46 | \$9,371,680.68 | 20% | \$2,142,174.32 |
| <i>Licenses and Permits</i> | | | | | | | | | | |
| 49400 | Inspection Fees | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 358.00 |
| <i>Licenses and Permits Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$358.00 |
| Department 00 - Non-Departmental Revenue Totals | | \$12,049,675.14 | \$42,500.00 | \$12,092,175.14 | \$1,283,041.68 | \$0.00 | \$2,426,016.71 | \$9,666,158.43 | 20% | \$2,146,778.23 |
| REVENUE TOTALS | | \$12,049,675.14 | \$42,500.00 | \$12,092,175.14 | \$1,283,041.68 | \$0.00 | \$2,426,016.71 | \$9,666,158.43 | 20% | \$2,146,778.23 |
| EXPENSE | | | | | | | | | | |
| Department 11 - Administration- City Manager | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 75,177.00 | .00 | 75,177.00 | 6,505.48 | .00 | 20,054.23 | 55,122.77 | 27 | 14,086.35 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 1,462.00 | .00 | 1,462.00 | .00 | .00 | .00 | 1,462.00 | 0 | 1,384.62 |
| <i>Salaries and Wages Totals</i> | | \$76,639.00 | \$0.00 | \$76,639.00 | \$6,505.48 | \$0.00 | \$20,054.23 | \$56,584.77 | 26% | \$15,470.97 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 15,559.00 | .00 | 15,559.00 | 989.07 | .00 | 4,178.52 | 11,380.48 | 27 | 3,293.22 |
| 51504 | Deferred Compensation | 752.00 | .00 | 752.00 | 541.52 | .00 | 1,557.71 | (805.71) | 207 | .00 |
| 51600 | Workers Compensation | 659.00 | .00 | 659.00 | .00 | .00 | .00 | 659.00 | 0 | .00 |
| 51700 | Disability Insurance | 606.00 | .00 | 606.00 | 50.50 | .00 | 122.00 | 484.00 | 20 | 122.27 |
| 51900 | Group Health & Life Ins | 1,043.00 | .00 | 1,043.00 | 88.02 | .00 | 218.99 | 824.01 | 21 | 210.42 |
| 51901 | Cash Back Incentive Pay | 2,865.00 | .00 | 2,865.00 | 238.74 | .00 | 567.01 | 2,297.99 | 20 | 447.65 |
| 51903 | Auto Allowance | 1,800.00 | .00 | 1,800.00 | 190.00 | .00 | 522.50 | 1,277.50 | 29 | 312.50 |
| 51904 | Technology Stipend | 540.00 | .00 | 540.00 | 45.00 | .00 | 108.75 | 431.25 | 20 | 138.75 |
| 51906 | Post Employment Health Plan | 741.00 | .00 | 741.00 | 65.06 | .00 | 182.10 | 558.90 | 25 | 156.49 |
| 51907 | OPEB Cost Allocation | 2,500.00 | .00 | 2,500.00 | .00 | .00 | 2,114.00 | 386.00 | 85 | 2,310.27 |
| 51930 | Medicare/Employer Porti | 1,090.00 | .00 | 1,090.00 | 101.20 | .00 | 308.17 | 781.83 | 28 | 270.49 |
| <i>Benefits Totals</i> | | \$28,155.00 | \$0.00 | \$28,155.00 | \$2,309.11 | \$0.00 | \$9,879.75 | \$18,275.25 | 35% | \$7,262.06 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 54500 | Contracted Services | .00 | 45,500.00 | 45,500.00 | .00 | .00 | .00 | 45,500.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$0.00 | \$45,500.00 | \$45,500.00 | \$0.00 | \$0.00 | \$0.00 | \$45,500.00 | 0% | \$0.00 |
| Department 11 - Administration- City Manager Totals | | \$104,794.00 | \$45,500.00 | \$150,294.00 | \$8,814.59 | \$0.00 | \$29,933.98 | \$120,360.02 | 20% | \$22,733.03 |
| Department 12 - Administration- City Clerk | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 33,512.00 | .00 | 33,512.00 | 1,523.77 | .00 | 3,504.04 | 30,007.96 | 10 | 3,023.64 |
| 51300 | Overtime | .00 | .00 | .00 | 16.32 | .00 | 50.59 | (50.59) | +++ | .00 |
| <i>Salaries and Wages Totals</i> | | \$33,512.00 | \$0.00 | \$33,512.00 | \$1,540.09 | \$0.00 | \$3,554.63 | \$29,957.37 | 11% | \$3,023.64 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 6,936.00 | .00 | 6,936.00 | 334.68 | .00 | 814.93 | 6,121.07 | 12 | 970.46 |
| 51504 | Deferred Compensation | 335.00 | .00 | 335.00 | 10.30 | .00 | 19.66 | 315.34 | 6 | .00 |
| 51600 | Workers Compensation | 294.00 | .00 | 294.00 | .00 | .00 | .00 | 294.00 | 0 | .00 |
| 51700 | Disability Insurance | 301.00 | .00 | 301.00 | 13.82 | .00 | 27.65 | 273.35 | 9 | 31.08 |
| 51900 | Group Health & Life Ins | 6,447.00 | .00 | 6,447.00 | 362.63 | .00 | 725.29 | 5,721.71 | 11 | 407.76 |
| 51903 | Auto Allowance | 480.00 | .00 | 480.00 | 20.00 | .00 | 20.00 | 460.00 | 4 | 100.00 |
| 51904 | Technology Stipend | 180.00 | .00 | 180.00 | .00 | .00 | .00 | 180.00 | 0 | 37.50 |
| 51905 | Bilingual Pay | 60.00 | .00 | 60.00 | 5.00 | .00 | 10.00 | 50.00 | 17 | .00 |
| 51906 | Post Employment Health Plan | 148.00 | .00 | 148.00 | .00 | .00 | .00 | 148.00 | 0 | 35.19 |
| 51907 | OPEB Cost Allocation | 1,114.00 | .00 | 1,114.00 | .00 | .00 | 492.09 | 621.91 | 44 | 537.78 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---------|---|----------------|-------------------|----------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| 51930 | Medicare/Employer Porti | 486.00 | .00 | 486.00 | 22.68 | .00 | 51.96 | 434.04 | 11 | 53.41 |
| | <i>Benefits Totals</i> | \$16,781.00 | \$0.00 | \$16,781.00 | \$769.11 | \$0.00 | \$2,161.58 | \$14,619.42 | 13% | \$2,173.18 |
| | Department 12 - Administration- City Clerk Totals | \$50,293.00 | \$0.00 | \$50,293.00 | \$2,309.20 | \$0.00 | \$5,716.21 | \$44,576.79 | 11% | \$5,196.82 |
| | Department 20 - Finance | | | | | | | | | |
| | <i>Salaries and Wages</i> | | | | | | | | | |
| 51100 | Salaries | 300,549.00 | .00 | 300,549.00 | 22,209.38 | .00 | 64,156.04 | 236,392.96 | 21 | 44,328.20 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 9,849.00 | .00 | 9,849.00 | .00 | .00 | .00 | 9,849.00 | 0 | .00 |
| 51200 | Hourly Salaries | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 5,764.50 |
| | <i>Salaries and Wages Totals</i> | \$310,398.00 | \$0.00 | \$310,398.00 | \$22,209.38 | \$0.00 | \$64,156.04 | \$246,241.96 | 21% | \$50,092.70 |
| | <i>Benefits</i> | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 62,201.00 | .00 | 62,201.00 | 5,405.69 | .00 | 15,593.82 | 46,607.18 | 25 | 11,693.06 |
| 51501 | PT Retirement | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 255.86 |
| 51504 | Deferred Compensation | 3,005.00 | .00 | 3,005.00 | 219.11 | .00 | 627.84 | 2,377.16 | 21 | 231.25 |
| 51600 | Workers Compensation | 2,634.00 | .00 | 2,634.00 | .00 | .00 | .00 | 2,634.00 | 0 | .00 |
| 51700 | Disability Insurance | 2,720.00 | .00 | 2,720.00 | 194.64 | .00 | 457.07 | 2,262.93 | 17 | 435.13 |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | 280.50 | .00 | 280.50 | (280.50) | +++ | .00 |
| 51900 | Group Health & Life Ins | 57,337.00 | .00 | 57,337.00 | 4,087.24 | .00 | 9,572.95 | 47,764.05 | 17 | 7,105.49 |
| 51901 | Cash Back Incentive Pay | 14,324.00 | .00 | 14,324.00 | 1,193.68 | .00 | 2,984.20 | 11,339.80 | 21 | 2,984.20 |
| 51903 | Auto Allowance | 960.00 | .00 | 960.00 | 40.00 | .00 | 100.00 | 860.00 | 10 | 100.00 |
| 51904 | Technology Stipend | 360.00 | .00 | 360.00 | 15.00 | .00 | 37.50 | 322.50 | 10 | 37.50 |
| 51905 | Bilingual Pay | 1,290.00 | .00 | 1,290.00 | 137.50 | .00 | 337.50 | 952.50 | 26 | 196.85 |
| 51906 | Post Employment Health Plan | 326.00 | .00 | 326.00 | 14.66 | .00 | 43.98 | 282.02 | 13 | 37.47 |
| 51907 | OPEB Cost Allocation | 9,994.00 | .00 | 9,994.00 | .00 | .00 | 7,744.24 | 2,249.76 | 77 | 8,463.24 |
| 51930 | Medicare/Employer Porti | 4,358.00 | .00 | 4,358.00 | 342.12 | .00 | 980.39 | 3,377.61 | 22 | 899.63 |
| | <i>Benefits Totals</i> | \$159,509.00 | \$0.00 | \$159,509.00 | \$11,930.14 | \$0.00 | \$38,759.99 | \$120,749.01 | 24% | \$32,439.68 |
| | Department 20 - Finance Totals | \$469,907.00 | \$0.00 | \$469,907.00 | \$34,139.52 | \$0.00 | \$102,916.03 | \$366,990.97 | 22% | \$82,532.38 |
| | Department 40 - Public Works | | | | | | | | | |
| | <i>Salaries and Wages</i> | | | | | | | | | |
| 51100 | Salaries | 2,001,846.00 | .00 | 2,001,846.00 | 114,599.43 | .00 | 343,169.23 | 1,658,676.77 | 17 | 256,535.21 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 82,423.00 | .00 | 82,423.00 | .00 | .00 | .00 | 82,423.00 | 0 | 19,841.61 |
| 51200 | Hourly Salaries | 32,130.00 | .00 | 32,130.00 | .00 | .00 | .00 | 32,130.00 | 0 | 570.70 |
| 51300 | Overtime | 85,000.00 | .00 | 85,000.00 | 3,567.26 | .00 | 12,520.71 | 72,479.29 | 15 | 24,306.16 |
| | <i>Salaries and Wages Totals</i> | \$2,201,399.00 | \$0.00 | \$2,201,399.00 | \$118,166.69 | \$0.00 | \$355,689.94 | \$1,845,709.06 | 16% | \$301,253.68 |
| | <i>Benefits</i> | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 414,290.00 | .00 | 414,290.00 | 27,140.24 | .00 | 81,402.68 | 332,887.32 | 20 | 68,305.88 |
| 51501 | PT Retirement | 1,205.00 | .00 | 1,205.00 | .00 | .00 | .00 | 1,205.00 | 0 | .00 |
| 51504 | Deferred Compensation | 20,018.00 | .00 | 20,018.00 | 650.87 | .00 | 1,938.82 | 18,079.18 | 10 | 353.78 |
| 51600 | Workers Compensation | 17,543.00 | .00 | 17,543.00 | .00 | .00 | .00 | 17,543.00 | 0 | .00 |
| 51700 | Disability Insurance | 16,308.00 | .00 | 16,308.00 | 1,007.71 | .00 | 2,405.32 | 13,902.68 | 15 | 2,521.84 |
| 51800 | Unemployment Insurance | .00 | .00 | .00 | 135.00 | .00 | 135.00 | (135.00) | +++ | .00 |
| 51900 | Group Health & Life Ins | 431,899.00 | .00 | 431,899.00 | 19,160.97 | .00 | 44,226.20 | 387,672.80 | 10 | 45,807.96 |
| 51901 | Cash Back Incentive Pay | 41,540.00 | .00 | 41,540.00 | 3,819.74 | .00 | 9,191.25 | 32,348.75 | 22 | 8,654.10 |
| 51903 | Auto Allowance | 4,320.00 | .00 | 4,320.00 | 360.00 | .00 | 800.00 | 3,520.00 | 19 | .00 |
| 51904 | Technology Stipend | 1,620.00 | .00 | 1,620.00 | 135.00 | .00 | 300.00 | 1,320.00 | 19 | .00 |
| 51905 | Bilingual Pay | 3,030.00 | .00 | 3,030.00 | 222.50 | .00 | 556.25 | 2,473.75 | 18 | 512.50 |
| 51906 | Post Employment Health Plan | .00 | .00 | .00 | 65.28 | .00 | 195.84 | (195.84) | +++ | .00 |
| 51907 | OPEB Cost Allocation | 66,565.00 | .00 | 66,565.00 | .00 | .00 | 58,338.46 | 8,226.54 | 88 | 63,754.80 |
| 51908 | Certification compensation | .00 | .00 | .00 | 275.01 | .00 | 4,495.83 | (4,495.83) | +++ | .00 |
| 51930 | Medicare/Employer Porti | 29,027.00 | .00 | 29,027.00 | 1,785.09 | .00 | 5,381.89 | 23,645.11 | 19 | 5,150.66 |
| | <i>Benefits Totals</i> | \$1,047,365.00 | \$0.00 | \$1,047,365.00 | \$54,757.41 | \$0.00 | \$209,367.54 | \$837,997.46 | 20% | \$195,061.52 |
| | <i>Supplies, Services, and Equipment</i> | | | | | | | | | |
| 52100 | Postage | 25,200.00 | 60,000.00 | 85,200.00 | 6,448.04 | 53,551.96 | 6,448.04 | 25,200.00 | 70 | 5,901.85 |
| 52200 | Departmental Supplies | 17,000.00 | 8,424.00 | 25,424.00 | 10,398.39 | 8,560.99 | 10,398.39 | 6,464.62 | 75 | 928.18 |
| 52210 | Supplies/Chemicals | 635,000.00 | .00 | 635,000.00 | .00 | .00 | .00 | 635,000.00 | 0 | .00 |
| 52250 | Uniforms | 5,500.00 | .00 | 5,500.00 | 200.68 | 1,499.55 | 2,222.87 | 1,777.58 | 68 | 576.12 |
| 52400 | Print Duplicate & Photocopying | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | 444.02 |
| 52805 | Software Licensing | 10,000.00 | .00 | 10,000.00 | 4,000.00 | .00 | 4,000.00 | 6,000.00 | 40 | 4,000.00 |
| 53100 | Automobile Supplies | 20,000.00 | .00 | 20,000.00 | .00 | 13,208.02 | 791.98 | 6,000.00 | 70 | 4,904.78 |
| 53150 | Fuel | 43,000.00 | .00 | 43,000.00 | 5,553.08 | .00 | 9,357.28 | 33,642.72 | 22 | 10,732.36 |
| 53200 | Mileage Reimbursement | 350.00 | .00 | 350.00 | .00 | .00 | .00 | 350.00 | 0 | .00 |
| 53500 | Small Tools & Equipment | 30,000.00 | .00 | 30,000.00 | 2,131.34 | 6,800.00 | 2,159.97 | 21,040.03 | 30 | 9,283.00 |
| 54100 | Special Departmental Expenses | 289,500.00 | (19,707.00) | 269,793.00 | 13,579.71 | 27,582.62 | 31,456.85 | 210,753.53 | 22 | 11,587.84 |
| 54200 | Utilities | 260,000.00 | .00 | 260,000.00 | 40,758.94 | .00 | 42,445.17 | 217,554.83 | 16 | 52,402.38 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|-------------------------------------|-----------------------|------------------------|------------------------|----------------------------|-----------------------|---------------------------|---------------------------|---------------|-------------------------|
| 54250 | Purchased Water | 1,750,000.00 | .00 | 1,750,000.00 | 355,973.27 | 1,394,026.73 | 355,973.27 | .00 | 100 | 352,833.44 |
| 54400 | Professional Services | 115,000.00 | 8,234.00 | 123,234.00 | 1,396.81 | 7,581.10 | 2,049.81 | 113,603.09 | 8 | 1,452.00 |
| 54500 | Contracted Services | 641,000.00 | 165,382.00 | 806,382.00 | 9,849.60 | 485,382.00 | 10,130.83 | 310,869.17 | 61 | 34,224.00 |
| 54530 | Credit Card Service Charges | 53,000.00 | .00 | 53,000.00 | 5,766.48 | .00 | 14,751.40 | 38,248.60 | 28 | 12,873.47 |
| 54930 | Safety Programs & Materials | 12,600.00 | .00 | 12,600.00 | .00 | 4,600.00 | 200.00 | 7,800.00 | 38 | 200.00 |
| 56205 | Permits - Fees - Licenses | 107,790.00 | .00 | 107,790.00 | 4,229.00 | .00 | 4,229.00 | 103,561.00 | 4 | 5,842.50 |
| 56910 | Legal Service | 15,000.00 | .00 | 15,000.00 | .00 | .00 | .00 | 15,000.00 | 0 | 851.00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$4,031,940.00 | \$222,333.00 | \$4,254,273.00 | \$460,285.34 | \$2,002,792.97 | \$496,614.86 | \$1,754,865.17 | 59% | \$509,036.94 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 40,500.00 | .00 | 40,500.00 | .00 | .00 | 2,548.00 | 37,952.00 | 6 | 2,592.00 |
| 52700 | Books & Periodicals | 2,500.00 | .00 | 2,500.00 | .00 | .00 | .00 | 2,500.00 | 0 | .00 |
| 54800 | Convention & Mtg Expenses | 9,000.00 | .00 | 9,000.00 | .00 | .00 | .00 | 9,000.00 | 0 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$52,000.00 | \$0.00 | \$52,000.00 | \$0.00 | \$0.00 | \$2,548.00 | \$49,452.00 | 5% | \$2,592.00 |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 31,000.00 | .00 | 31,000.00 | 14,861.61 | .00 | 14,861.61 | 16,138.39 | 48 | 200.78 |
| 53305 | Water Meter Maintenance & Repair | 50,000.00 | 107,192.00 | 157,192.00 | .00 | 107,192.00 | .00 | 50,000.00 | 68 | .00 |
| 53308 | Water Valves - Replacement Program | 30,000.00 | .00 | 30,000.00 | .00 | .00 | .00 | 30,000.00 | 0 | .00 |
| 53310 | Fire Hydrant Maintenance & Repair | 30,000.00 | .00 | 30,000.00 | .00 | .00 | .00 | 30,000.00 | 0 | .00 |
| 53315 | Plant Maintenance and Repair | 230,000.00 | (60,000.00) | 170,000.00 | 9,125.47 | 13,549.53 | 9,452.66 | 146,997.81 | 14 | 13,754.31 |
| 53400 | Building & Grounds Maintenance | 8,000.00 | .00 | 8,000.00 | .00 | .00 | .00 | 8,000.00 | 0 | 200.10 |
| 54605 | Asphalt Maintenance | 20,000.00 | .00 | 20,000.00 | .00 | 14,000.00 | .00 | 6,000.00 | 70 | 3,834.18 |
| <i>Maintenance and Repairs Totals</i> | | \$399,000.00 | \$47,192.00 | \$446,192.00 | \$23,987.08 | \$134,741.53 | \$24,314.27 | \$287,136.20 | 36% | \$17,989.37 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 53610 | Cost Reimbursements | 120,000.00 | .00 | 120,000.00 | .00 | .00 | 116,902.15 | 3,097.85 | 97 | 116,902.15 |
| 54700 | Insurance & Surety Bond | 189,750.00 | .00 | 189,750.00 | .00 | .00 | 164,247.50 | 25,502.50 | 87 | 141,500.00 |
| 55320 | Refund/Rtn Overpayment | 2,000.00 | .00 | 2,000.00 | .00 | .00 | .00 | 2,000.00 | 0 | .00 |
| 56990 | Interest Expense | 449,900.00 | .00 | 449,900.00 | .00 | .00 | (74,983.33) | 524,883.33 | -17 | (85,295.83) |
| 58500 | Bad Debt | .00 | .00 | .00 | .00 | .00 | 25,578.65 | (25,578.65) | +++ | 12,167.88 |
| <i>Other Maintenance and Operations Totals</i> | | \$761,650.00 | \$0.00 | \$761,650.00 | \$0.00 | \$0.00 | \$231,744.97 | \$529,905.03 | 30% | \$185,274.20 |
| <i>Capital</i> | | | | | | | | | | |
| 57300 | Furniture & Equipment | 100,000.00 | .00 | 100,000.00 | .00 | .00 | 282.23 | 99,717.77 | 0 | 384,748.66 |
| 57404 | Depr/Amort Expense | 400,000.00 | .00 | 400,000.00 | .00 | .00 | 164,041.89 | 235,958.11 | 41 | 211,592.78 |
| 57800 | Contra Capital | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (384,748.66) |
| <i>Capital Totals</i> | | \$500,000.00 | \$0.00 | \$500,000.00 | \$0.00 | \$0.00 | \$164,324.12 | \$335,675.88 | 33% | \$211,592.78 |
| Department 40 - Public Works Totals | | \$8,993,354.00 | \$269,525.00 | \$9,262,879.00 | \$657,196.52 | \$2,137,534.50 | \$1,484,603.70 | \$5,640,740.80 | 39% | \$1,422,800.49 |
| Department 70 - Capital Improvement Projects | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51300 | Overtime | .00 | .00 | .00 | 48,578.14 | .00 | 145,230.45 | (145,230.45) | +++ | .00 |
| <i>Salaries and Wages Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$48,578.14 | \$0.00 | \$145,230.45 | (\$145,230.45) | +++ | \$0.00 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | .00 | .00 | .00 | .00 | .00 | 83.13 | (83.13) | +++ | .00 |
| 51504 | Deferred Compensation | .00 | .00 | .00 | 39.29 | .00 | 127.43 | (127.43) | +++ | .00 |
| 51700 | Disability Insurance | .00 | .00 | .00 | 317.11 | .00 | 766.45 | (766.45) | +++ | .00 |
| 51900 | Group Health & Life Ins | .00 | .00 | .00 | 7,006.82 | .00 | 17,201.75 | (17,201.75) | +++ | .00 |
| 51930 | Medicare/Employer Porti | .00 | .00 | .00 | 704.38 | .00 | 2,105.82 | (2,105.82) | +++ | .00 |
| <i>Benefits Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$8,067.60 | \$0.00 | \$20,284.58 | (\$20,284.58) | +++ | \$0.00 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 54500 | Contracted Services | 8,590,000.00 | 18,957,092.00 | 27,547,092.00 | 621,640.00 | 4,237,810.52 | 665,122.60 | 22,644,158.88 | 18 | 267,037.39 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$8,590,000.00 | \$18,957,092.00 | \$27,547,092.00 | \$621,640.00 | \$4,237,810.52 | \$665,122.60 | \$22,644,158.88 | 18% | \$267,037.39 |
| <i>Capital</i> | | | | | | | | | | |
| 57404 | Depr/Amort Expense | .00 | .00 | .00 | .00 | .00 | 4,309.26 | (4,309.26) | +++ | 6,463.89 |
| <i>Capital Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$4,309.26 | (\$4,309.26) | +++ | \$6,463.89 |
| Department 70 - Capital Improvement Projects Totals | | \$8,590,000.00 | \$18,957,092.00 | \$27,547,092.00 | \$678,285.74 | \$4,237,810.52 | \$834,946.89 | \$22,474,334.59 | 18% | \$273,501.28 |
| Department 80 - Parks And Recreation | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 9,148.00 | .00 | 9,148.00 | 659.68 | .00 | 2,023.03 | 7,124.97 | 22 | 1,956.25 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 81.71 |
| <i>Salaries and Wages Totals</i> | | \$9,148.00 | \$0.00 | \$9,148.00 | \$659.68 | \$0.00 | \$2,023.03 | \$7,124.97 | 22% | \$2,037.96 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|-------------------------------------|------------------|-------------------|-------------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 1,893.00 | .00 | 1,893.00 | 159.56 | .00 | 489.33 | 1,403.67 | 26 | 512.97 |
| 51504 | Deferred Compensation | 91.00 | .00 | 91.00 | 6.60 | .00 | 20.24 | 70.76 | 22 | .00 |
| 51600 | Workers Compensation | 80.00 | .00 | 80.00 | .00 | .00 | .00 | 80.00 | 0 | .00 |
| 51700 | Disability Insurance | 88.00 | .00 | 88.00 | 6.90 | .00 | 17.84 | 70.16 | 20 | 19.20 |
| 51900 | Group Health & Life Ins | 2,500.00 | .00 | 2,500.00 | 187.62 | .00 | 487.81 | 2,012.19 | 20 | 541.06 |
| 51907 | OPEB Cost Allocation | 304.00 | .00 | 304.00 | .00 | .00 | 317.41 | (13.41) | 104 | 346.88 |
| 51930 | Medicare/Employer Porti | 133.00 | .00 | 133.00 | 9.56 | .00 | 29.32 | 103.68 | 22 | 34.17 |
| <i>Benefits Totals</i> | | \$5,089.00 | \$0.00 | \$5,089.00 | \$370.24 | \$0.00 | \$1,361.95 | \$3,727.05 | 27% | \$1,454.28 |
| Department 80 - Parks And Recreation Totals | | \$14,237.00 | \$0.00 | \$14,237.00 | \$1,029.92 | \$0.00 | \$3,384.98 | \$10,852.02 | 24% | \$3,492.24 |
| Department 90 - Non-Departmental | | | | | | | | | | |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 401,344.00 | .00 | 401,344.00 | .00 | .00 | 401,363.00 | (19.00) | 100 | 378,800.00 |
| <i>Benefits Totals</i> | | \$401,344.00 | \$0.00 | \$401,344.00 | \$0.00 | \$0.00 | \$401,363.00 | (\$19.00) | 100% | \$378,800.00 |
| Department 90 - Non-Departmental Totals | | \$401,344.00 | \$0.00 | \$401,344.00 | \$0.00 | \$0.00 | \$401,363.00 | (\$19.00) | 100% | \$378,800.00 |
| EXPENSE TOTALS | | \$18,623,929.00 | \$19,272,117.00 | \$37,896,046.00 | \$1,381,775.49 | \$6,375,345.02 | \$2,862,864.79 | \$28,657,836.19 | 24% | \$2,189,056.24 |
| Fund 550 - Water Authority Totals | | | | | | | | | | |
| REVENUE TOTALS | | 12,049,675.14 | 42,500.00 | 12,092,175.14 | 1,283,041.68 | .00 | 2,426,016.71 | 9,666,158.43 | 20% | 2,146,778.23 |
| EXPENSE TOTALS | | 18,623,929.00 | 19,272,117.00 | 37,896,046.00 | 1,381,775.49 | 6,375,345.02 | 2,862,864.79 | 28,657,836.19 | 24% | 2,189,056.24 |
| Fund 550 - Water Authority Totals | | (\$6,574,253.86) | (\$19,229,617.00) | (\$25,803,870.86) | (\$98,733.81) | (\$6,375,345.02) | (\$436,848.08) | (\$18,991,677.76) | | (\$42,278.01) |
| Fund 560 - PRIME - CCA | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 00 - Non-Departmental Revenue | | | | | | | | | | |
| <i>Use of Money and Property</i> | | | | | | | | | | |
| 43100 | Interest Income | .00 | .00 | .00 | 21,822.55 | .00 | 61,466.87 | (61,466.87) | +++ | 16,157.48 |
| <i>Use of Money and Property Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$21,822.55 | \$0.00 | \$61,466.87 | (\$61,466.87) | +++ | \$16,157.48 |
| <i>Other Revenues</i> | | | | | | | | | | |
| 47750 | Gen/Demand and Collections | 23,655,274.00 | .00 | 23,655,274.00 | 2,369,857.81 | .00 | 7,470,628.83 | 16,184,645.17 | 32 | 6,139,659.08 |
| 47751 | PRIME Future | .00 | .00 | .00 | 3,749.33 | .00 | 11,063.60 | (11,063.60) | +++ | 12,849.42 |
| <i>Other Revenues Totals</i> | | \$23,655,274.00 | \$0.00 | \$23,655,274.00 | \$2,373,607.14 | \$0.00 | \$7,481,692.43 | \$16,173,581.57 | 32% | \$6,152,508.50 |
| Department 00 - Non-Departmental Revenue Totals | | \$23,655,274.00 | \$0.00 | \$23,655,274.00 | \$2,395,429.69 | \$0.00 | \$7,543,159.30 | \$16,112,114.70 | 32% | \$6,168,665.98 |
| REVENUE TOTALS | | \$23,655,274.00 | \$0.00 | \$23,655,274.00 | \$2,395,429.69 | \$0.00 | \$7,543,159.30 | \$16,112,114.70 | 32% | \$6,168,665.98 |
| EXPENSE | | | | | | | | | | |
| Department 11 - Administration- City Manager | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 267,056.00 | .00 | 267,056.00 | 18,323.38 | .00 | 55,531.30 | 211,524.70 | 21 | 28,785.83 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 13,099.00 | .00 | 13,099.00 | .00 | .00 | .00 | 13,099.00 | 0 | 3,281.16 |
| 51200 | Hourly Salaries | .00 | .00 | .00 | .00 | .00 | 2,352.00 | (2,352.00) | +++ | .00 |
| <i>Salaries and Wages Totals</i> | | \$280,155.00 | \$0.00 | \$280,155.00 | \$18,323.38 | \$0.00 | \$57,883.30 | \$222,271.70 | 21% | \$32,066.99 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 55,269.00 | .00 | 55,269.00 | 3,847.81 | .00 | 12,760.42 | 42,508.58 | 23 | 8,345.75 |
| 51501 | PT Retirement | .00 | .00 | .00 | .00 | .00 | 88.20 | (88.20) | +++ | .00 |
| 51504 | Deferred Compensation | 2,671.00 | .00 | 2,671.00 | 583.56 | .00 | 1,503.65 | 1,167.35 | 56 | .00 |
| 51600 | Workers Compensation | 2,340.00 | .00 | 2,340.00 | .00 | .00 | .00 | 2,340.00 | 0 | .00 |
| 51700 | Disability Insurance | 2,437.00 | .00 | 2,437.00 | 175.42 | .00 | 435.11 | 2,001.89 | 18 | 294.07 |
| 51900 | Group Health & Life Ins | 43,255.00 | .00 | 43,255.00 | 2,648.98 | .00 | 6,942.34 | 36,312.66 | 16 | 4,458.99 |
| 51901 | Cash Back Incentive Pay | 2,865.00 | .00 | 2,865.00 | 238.74 | .00 | 477.48 | 2,387.52 | 17 | .00 |
| 51903 | Auto Allowance | 1,500.00 | .00 | 1,500.00 | 165.00 | .00 | 435.00 | 1,065.00 | 29 | 87.50 |
| 51904 | Technology Stipend | 450.00 | .00 | 450.00 | 37.50 | .00 | 82.50 | 367.50 | 18 | 26.25 |
| 51905 | Bilingual Pay | 240.00 | .00 | 240.00 | .00 | .00 | .00 | 240.00 | 0 | .00 |
| 51906 | Post Employment Health Plan | 630.00 | .00 | 630.00 | 55.84 | .00 | 144.41 | 485.59 | 23 | 39.23 |
| 51907 | OPEB Cost Allocation | 8,881.00 | .00 | 8,881.00 | .00 | .00 | 6,780.38 | 2,100.62 | 76 | 7,409.89 |
| 51930 | Medicare/Employer Porti | 3,872.00 | .00 | 3,872.00 | 272.08 | .00 | 853.71 | 3,018.29 | 22 | 561.19 |
| <i>Benefits Totals</i> | | \$124,410.00 | \$0.00 | \$124,410.00 | \$8,024.93 | \$0.00 | \$30,503.20 | \$93,906.80 | 25% | \$21,222.87 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 54500 | Contracted Services | .00 | 84,500.00 | 84,500.00 | .00 | .00 | .00 | 84,500.00 | 0 | .00 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$0.00 | \$84,500.00 | \$84,500.00 | \$0.00 | \$0.00 | \$0.00 | \$84,500.00 | 0% | \$0.00 |
| Department 11 - Administration- City Manager Totals | | \$404,565.00 | \$84,500.00 | \$489,065.00 | \$26,348.31 | \$0.00 | \$88,386.50 | \$400,678.50 | 18% | \$53,289.86 |
| Department 16 - Enterprise Functions | | | | | | | | | | |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 13,705.00 | 6,088.00 | 19,793.00 | 4,074.27 | (85.80) | 6,104.17 | 13,774.63 | 30 | .00 |
| 52200 | Departmental Supplies | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | .00 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|-------------------------------------|------------------------|----------------------|------------------------|----------------------------|---------------------|---------------------------|---------------------------|---------------|-------------------------|
| 52205 | Office Supplies | 1,000.00 | .00 | 1,000.00 | .00 | .00 | .00 | 1,000.00 | 0 | .00 |
| 52300 | Advertising & Publications | 18,400.00 | 5,845.00 | 24,245.00 | 736.36 | (53.00) | 1,607.19 | 22,690.81 | 6 | .00 |
| 52305 | Marketing - PRIME | 35,750.00 | .00 | 35,750.00 | .00 | .00 | .00 | 35,750.00 | 0 | .00 |
| 52310 | Research & Development - PRIME | 25,000.00 | .00 | 25,000.00 | .00 | .00 | .00 | 25,000.00 | 0 | 510.00 |
| 52400 | Print Duplicate & Photocopying | 5,200.00 | 2,988.00 | 8,188.00 | 2,607.55 | (1,310.52) | 4,298.13 | 5,200.39 | 36 | .00 |
| 52800 | Software | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 23.99 |
| 53200 | Mileage Reimbursement | 250.00 | .00 | 250.00 | .00 | .00 | .00 | 250.00 | 0 | .00 |
| 53500 | Small Tools & Equipment | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | .00 |
| 54277 | Resource Adequacy Purchase | 3,623,865.00 | .00 | 3,623,865.00 | 438,335.00 | .00 | 686,547.50 | 2,937,317.50 | 19 | 208,641.80 |
| 54300 | Telephone | 3,000.00 | .00 | 3,000.00 | 199.00 | .00 | 398.00 | 2,602.00 | 13 | 398.00 |
| 54400 | Professional Services | 790,314.00 | .00 | 790,314.00 | 55,943.07 | .00 | 73,339.77 | 716,974.23 | 9 | 102,983.02 |
| 56910 | Legal Service | 12,850.00 | .00 | 12,850.00 | 266.11 | .00 | 266.11 | 12,583.89 | 2 | 1,078.03 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$4,532,334.00 | \$14,921.00 | \$4,547,255.00 | \$502,161.36 | (\$1,449.32) | \$772,560.87 | \$3,776,143.45 | 17% | \$313,634.84 |
| <i>Training, Memberships, and Conferences</i> | | | | | | | | | | |
| 52600 | Membership & Dues | 56,980.00 | .00 | 56,980.00 | .00 | .00 | 9,435.91 | 47,544.09 | 17 | 431.25 |
| 54800 | Convention & Mtg Expenses | 3,200.00 | .00 | 3,200.00 | .00 | .00 | .00 | 3,200.00 | 0 | .00 |
| 54900 | Professional Development | 1,500.00 | .00 | 1,500.00 | .00 | .00 | .00 | 1,500.00 | 0 | .00 |
| <i>Training, Memberships, and Conferences Totals</i> | | \$61,680.00 | \$0.00 | \$61,680.00 | \$0.00 | \$0.00 | \$9,435.91 | \$52,244.09 | 15% | \$431.25 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 54275 | Purchased Power- PRIME | 13,668,832.00 | .00 | 13,668,832.00 | 1,554,622.75 | .00 | 2,154,440.71 | 11,514,391.29 | 16 | 1,996,144.69 |
| 54276 | Net Energy Metering (NEM) Expense | 22,000.00 | .00 | 22,000.00 | (3,130.05) | .00 | (5,305.71) | 27,305.71 | -24 | (6,840.73) |
| 56992 | Bank Service Charges | 5,000.00 | .00 | 5,000.00 | .00 | .00 | .00 | 5,000.00 | 0 | .00 |
| <i>Other Maintenance and Operations Totals</i> | | \$13,695,832.00 | \$0.00 | \$13,695,832.00 | \$1,551,492.70 | \$0.00 | \$2,149,135.00 | \$11,546,697.00 | 16% | \$1,989,303.96 |
| Department 16 - Enterprise Functions Totals | | \$18,289,846.00 | \$14,921.00 | \$18,304,767.00 | \$2,053,654.06 | (\$1,449.32) | \$2,931,131.78 | \$15,375,084.54 | 16% | \$2,303,370.05 |
| Department 20 - Finance | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 31,804.00 | .00 | 31,804.00 | 2,491.07 | .00 | 6,779.61 | 25,024.39 | 21 | 3,502.55 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 1,671.00 | .00 | 1,671.00 | .00 | .00 | .00 | 1,671.00 | 0 | .00 |
| <i>Salaries and Wages Totals</i> | | \$33,475.00 | \$0.00 | \$33,475.00 | \$2,491.07 | \$0.00 | \$6,779.61 | \$26,695.39 | 20% | \$3,502.55 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 6,582.00 | .00 | 6,582.00 | 602.53 | .00 | 1,639.94 | 4,942.06 | 25 | 947.02 |
| 51504 | Deferred Compensation | 318.00 | .00 | 318.00 | 23.91 | .00 | 65.90 | 252.10 | 21 | .00 |
| 51600 | Workers Compensation | 279.00 | .00 | 279.00 | .00 | .00 | .00 | 279.00 | 0 | .00 |
| 51700 | Disability Insurance | 291.00 | .00 | 291.00 | 23.60 | .00 | 54.08 | 236.92 | 19 | 35.20 |
| 51900 | Group Health & Life Ins | 3,084.00 | .00 | 3,084.00 | 247.64 | .00 | 516.80 | 2,567.20 | 17 | 103.00 |
| 51901 | Cash Back Incentive Pay | 551.00 | .00 | 551.00 | 45.90 | .00 | 114.75 | 436.25 | 21 | 114.75 |
| 51903 | Auto Allowance | 300.00 | .00 | 300.00 | 25.00 | .00 | 62.50 | 237.50 | 21 | 62.50 |
| 51904 | Technology Stipend | 90.00 | .00 | 90.00 | 7.50 | .00 | 18.75 | 71.25 | 21 | 18.75 |
| 51906 | Post Employment Health Plan | 110.00 | .00 | 110.00 | 9.22 | .00 | 26.92 | 83.08 | 24 | 26.32 |
| 51907 | OPEB Cost Allocation | 1,058.00 | .00 | 1,058.00 | .00 | .00 | 618.38 | 439.62 | 58 | 675.79 |
| 51930 | Medicare/Employer Porti | 461.00 | .00 | 461.00 | 37.28 | .00 | 101.16 | 359.84 | 22 | 61.82 |
| <i>Benefits Totals</i> | | \$13,124.00 | \$0.00 | \$13,124.00 | \$1,022.58 | \$0.00 | \$3,219.18 | \$9,904.82 | 25% | \$2,045.15 |
| Department 20 - Finance Totals | | \$46,599.00 | \$0.00 | \$46,599.00 | \$3,513.65 | \$0.00 | \$9,998.79 | \$36,600.21 | 21% | \$5,547.70 |
| EXPENSE TOTALS | | \$18,741,010.00 | \$99,421.00 | \$18,840,431.00 | \$2,083,516.02 | (\$1,449.32) | \$3,029,517.07 | \$15,812,363.25 | 16% | \$2,362,207.61 |
| Fund 560 - PRIME - CCA Totals | | | | | | | | | | |
| REVENUE TOTALS | | 23,655,274.00 | .00 | 23,655,274.00 | 2,395,429.69 | .00 | 7,543,159.30 | 16,112,114.70 | 32% | 6,168,665.98 |
| EXPENSE TOTALS | | 18,741,010.00 | 99,421.00 | 18,840,431.00 | 2,083,516.02 | (1,449.32) | 3,029,517.07 | 15,812,363.25 | 16% | 2,362,207.61 |
| Fund 560 - PRIME - CCA Totals | | \$4,914,264.00 | (\$99,421.00) | \$4,814,843.00 | \$311,913.67 | \$1,449.32 | \$4,513,642.23 | \$299,751.45 | | \$3,806,458.37 |
| Fund 570 - Golf Course | | | | | | | | | | |
| REVENUE | | | | | | | | | | |
| Department 00 - Non-Departmental Revenue | | | | | | | | | | |
| <i>Other Revenues</i> | | | | | | | | | | |
| 47200 | Miscellaneous Revenue | 28,000.00 | .00 | 28,000.00 | .00 | .00 | .00 | 28,000.00 | 0 | 3,562.28 |
| <i>Other Revenues Totals</i> | | \$28,000.00 | \$0.00 | \$28,000.00 | \$0.00 | \$0.00 | \$0.00 | \$28,000.00 | 0% | \$3,562.28 |
| <i>Charges for Services</i> | | | | | | | | | | |
| 48300 | Green Fees | 318,000.00 | .00 | 318,000.00 | 38,135.01 | .00 | 108,493.51 | 209,506.49 | 34 | 72,341.00 |
| 48400 | Driving Range Fees | 128,000.00 | .00 | 128,000.00 | 16,917.00 | .00 | 38,869.00 | 89,131.00 | 30 | 9,981.00 |
| 48680 | Golf Lessons | 12,000.00 | .00 | 12,000.00 | 819.00 | .00 | 3,947.00 | 8,053.00 | 33 | .00 |
| 48835 | Technology Surcharge | .00 | .00 | .00 | 1,413.59 | .00 | 7,879.49 | (7,879.49) | +++ | .00 |
| <i>Charges for Services Totals</i> | | \$458,000.00 | \$0.00 | \$458,000.00 | \$57,284.60 | \$0.00 | \$159,189.00 | \$298,811.00 | 35% | \$82,322.00 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---|------------------------------------|----------------|-------------------|----------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| <i>Use of Money and Property</i> | | | | | | | | | | |
| 48660 | Golf Course Concessions | 310,000.00 | .00 | 310,000.00 | 28,789.17 | .00 | 47,974.87 | 262,025.13 | 15 | 83,590.54 |
| 48700 | Merchandise Sales | 36,500.00 | .00 | 36,500.00 | 2,643.13 | .00 | 8,820.77 | 27,679.23 | 24 | 4,888.31 |
| 48820 | Rentals | 45,000.00 | .00 | 45,000.00 | 4,300.00 | .00 | 12,121.00 | 32,879.00 | 27 | 18,155.00 |
| <i>Use of Money and Property Totals</i> | | \$391,500.00 | \$0.00 | \$391,500.00 | \$35,732.30 | \$0.00 | \$68,916.64 | \$322,583.36 | 18% | \$106,633.85 |
| Department 00 - Non-Departmental Revenue Totals | | \$877,500.00 | \$0.00 | \$877,500.00 | \$93,016.90 | \$0.00 | \$228,105.64 | \$649,394.36 | 26% | \$192,518.13 |
| REVENUE TOTALS | | \$877,500.00 | \$0.00 | \$877,500.00 | \$93,016.90 | \$0.00 | \$228,105.64 | \$649,394.36 | 26% | \$192,518.13 |
| EXPENSE | | | | | | | | | | |
| Department 16 - Enterprise Functions | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51300 | Overtime | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 1,500.92 |
| <i>Salaries and Wages Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | +++ | \$1,500.92 |
| <i>Benefits</i> | | | | | | | | | | |
| 51700 | Disability Insurance | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 6.11 |
| 51900 | Group Health & Life Ins | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 131.16 |
| 51907 | OPEB Cost Allocation | .00 | .00 | .00 | .00 | .00 | 250.16 | (250.16) | +++ | 273.38 |
| 51930 | Medicare/Employer Porti | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 21.77 |
| <i>Benefits Totals</i> | | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$250.16 | (\$250.16) | +++ | \$432.42 |
| <i>Supplies, Services, and Equipment</i> | | | | | | | | | | |
| 52100 | Postage | 300.00 | .00 | 300.00 | .00 | .00 | .00 | 300.00 | 0 | .00 |
| 52200 | Departmental Supplies | 40,700.00 | .00 | 40,700.00 | 1,298.74 | .00 | 6,847.65 | 33,852.35 | 17 | 4,074.60 |
| 52205 | Office Supplies | 3,600.00 | .00 | 3,600.00 | 711.10 | .00 | 752.27 | 2,847.73 | 21 | 1,939.96 |
| 52210 | Supplies/Chemicals | 30,500.00 | .00 | 30,500.00 | 1,969.63 | .00 | 3,961.99 | 26,538.01 | 13 | 2,994.78 |
| 52300 | Advertising & Publications | 7,200.00 | .00 | 7,200.00 | .00 | .00 | 657.00 | 6,543.00 | 9 | 657.00 |
| 53440 | Plumbing Supplies | 5,000.00 | .00 | 5,000.00 | 655.62 | .00 | 1,220.76 | 3,779.24 | 24 | .00 |
| 53500 | Small Tools & Equipment | 13,200.00 | .00 | 13,200.00 | 470.77 | .00 | 898.64 | 12,301.36 | 7 | .00 |
| 54200 | Utilities | 210,000.00 | .00 | 210,000.00 | 25,953.66 | .00 | 25,953.66 | 184,046.34 | 12 | (27,521.25) |
| 54500 | Contracted Services | 123,820.00 | .00 | 123,820.00 | 5,632.09 | 35,400.00 | 12,619.27 | 75,800.73 | 39 | 16,070.67 |
| 54530 | Credit Card Service Charges | 14,400.00 | .00 | 14,400.00 | 2,318.84 | .00 | 7,570.02 | 6,829.98 | 53 | 3,186.00 |
| 55300 | Food and Beverage | .00 | .00 | .00 | (17,877.02) | .00 | (35,629.10) | 35,629.10 | +++ | (7,790.02) |
| 55301 | Restaurant-Banquet Supplies | 98,550.00 | .00 | 98,550.00 | 13,119.36 | .00 | 24,830.28 | 73,719.72 | 25 | 1,898.70 |
| 56205 | Permits - Fees - Licenses | 72,000.00 | .00 | 72,000.00 | 1,802.98 | .00 | 1,927.98 | 70,072.02 | 3 | 1,398.96 |
| 56300 | Pro Shop Merchandise | 20,000.00 | .00 | 20,000.00 | .00 | .00 | 3,047.30 | 16,952.70 | 15 | 1,703.82 |
| <i>Supplies, Services, and Equipment Totals</i> | | \$639,270.00 | \$0.00 | \$639,270.00 | \$36,055.77 | \$35,400.00 | \$54,657.72 | \$549,212.28 | 14% | (\$1,386.78) |
| <i>Maintenance and Repairs</i> | | | | | | | | | | |
| 53300 | Equipment Maintenance & Repairs | 22,480.00 | .00 | 22,480.00 | 5,693.72 | .00 | 6,341.96 | 16,138.04 | 28 | 2,202.35 |
| 53400 | Building & Grounds Maintenance | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 22,805.00 |
| 54670 | Tree Care | 27,000.00 | .00 | 27,000.00 | 11,513.00 | 87.00 | 14,713.00 | 12,200.00 | 55 | 4,150.00 |
| <i>Maintenance and Repairs Totals</i> | | \$49,480.00 | \$0.00 | \$49,480.00 | \$17,206.72 | \$87.00 | \$21,054.96 | \$28,338.04 | 43% | \$29,157.35 |
| <i>Other Maintenance and Operations</i> | | | | | | | | | | |
| 53301 | Equipment Rental | 88,062.00 | .00 | 88,062.00 | 267.91 | .00 | 3,822.62 | 84,239.38 | 4 | 5,677.48 |
| 54700 | Insurance & Surety Bond | 75,000.00 | .00 | 75,000.00 | 4,480.24 | .00 | 7,244.00 | 67,756.00 | 10 | 6,941.93 |
| 56100 | Golf Course-Payroll Expense | 700,000.00 | .00 | 700,000.00 | 62,827.13 | .00 | 154,586.52 | 545,413.48 | 22 | 158,691.39 |
| 56200 | Management Fees | 60,000.00 | .00 | 60,000.00 | 5,000.00 | .00 | 10,000.00 | 50,000.00 | 17 | 8,665.01 |
| 56800 | Cable T.V. Access | 2,400.00 | .00 | 2,400.00 | .00 | .00 | 605.94 | 1,794.06 | 25 | 567.64 |
| <i>Other Maintenance and Operations Totals</i> | | \$925,462.00 | \$0.00 | \$925,462.00 | \$72,575.28 | \$0.00 | \$176,259.08 | \$749,202.92 | 19% | \$180,543.45 |
| <i>Capital</i> | | | | | | | | | | |
| 57210 | Capital Assets | .00 | 203,100.00 | 203,100.00 | 33,476.55 | 16,315.72 | 33,476.55 | 153,307.73 | 25 | .00 |
| 57300 | Furniture & Equipment | 7,000.00 | .00 | 7,000.00 | .00 | .00 | .00 | 7,000.00 | 0 | .00 |
| 57404 | Depr/Amort Expense | .00 | .00 | .00 | .00 | .00 | 4,905.60 | (4,905.60) | +++ | 7,052.93 |
| 57800 | Contra Capital | .00 | (203,100.00) | (203,100.00) | .00 | .00 | .00 | (203,100.00) | 0 | .00 |
| <i>Capital Totals</i> | | \$7,000.00 | \$0.00 | \$7,000.00 | \$33,476.55 | \$16,315.72 | \$38,382.15 | (\$47,697.87) | 781% | \$7,052.93 |
| Department 16 - Enterprise Functions Totals | | \$1,621,212.00 | \$0.00 | \$1,621,212.00 | \$159,314.32 | \$51,802.72 | \$290,604.07 | \$1,278,805.21 | 21% | \$217,300.29 |
| Department 20 - Finance | | | | | | | | | | |
| <i>Salaries and Wages</i> | | | | | | | | | | |
| 51100 | Salaries | 30,396.00 | .00 | 30,396.00 | 2,288.17 | .00 | 6,481.66 | 23,914.34 | 21 | 3,502.46 |
| <i>Salaries and Wages Totals</i> | | \$30,396.00 | \$0.00 | \$30,396.00 | \$2,288.17 | \$0.00 | \$6,481.66 | \$23,914.34 | 21% | \$3,502.46 |
| <i>Benefits</i> | | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 6,291.00 | .00 | 6,291.00 | 553.52 | .00 | 1,567.92 | 4,723.08 | 25 | 946.96 |
| 51504 | Deferred Compensation | 304.00 | .00 | 304.00 | 22.88 | .00 | 63.36 | 240.64 | 21 | .00 |
| 51600 | Workers Compensation | 266.00 | .00 | 266.00 | .00 | .00 | .00 | 266.00 | 0 | .00 |
| 51700 | Disability Insurance | 171.00 | .00 | 171.00 | 21.58 | .00 | 50.04 | 120.96 | 29 | 35.20 |
| 51900 | Group Health & Life Ins | 1,012.00 | .00 | 1,012.00 | 82.32 | .00 | 186.12 | 825.88 | 18 | 102.96 |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23
Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|--|---|----------------|-------------------|----------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| 51901 | Cash Back Incentive Pay | 551.00 | .00 | 551.00 | 45.92 | .00 | 114.80 | 436.20 | 21 | 114.80 |
| 51903 | Auto Allowance | 600.00 | .00 | 600.00 | 50.00 | .00 | 112.50 | 487.50 | 19 | 62.50 |
| 51904 | Technology Stipend | 180.00 | .00 | 180.00 | 15.00 | .00 | 33.75 | 146.25 | 19 | 18.75 |
| 51906 | Post Employment Health Plan | 221.00 | .00 | 221.00 | 18.44 | .00 | 49.62 | 171.38 | 22 | 26.32 |
| 51907 | OPEB Cost Allocation | 1,011.00 | .00 | 1,011.00 | .00 | .00 | 618.37 | 392.63 | 61 | 675.78 |
| 51930 | Medicare/Employer Porti | 441.00 | .00 | 441.00 | 34.78 | .00 | 97.76 | 343.24 | 22 | 61.85 |
| | <i>Benefits Totals</i> | \$11,048.00 | \$0.00 | \$11,048.00 | \$844.44 | \$0.00 | \$2,894.24 | \$8,153.76 | 26% | \$2,045.12 |
| Department 20 - Finance | Totals | \$41,444.00 | \$0.00 | \$41,444.00 | \$3,132.61 | \$0.00 | \$9,375.90 | \$32,068.10 | 23% | \$5,547.58 |
| | EXPENSE TOTALS | \$1,662,656.00 | \$0.00 | \$1,662,656.00 | \$162,446.93 | \$51,802.72 | \$299,979.97 | \$1,310,873.31 | 21% | \$222,847.87 |
| Fund 570 - Golf Course | Totals | 877,500.00 | .00 | 877,500.00 | 93,016.90 | .00 | 228,105.64 | 649,394.36 | 26% | 192,518.13 |
| | REVENUE TOTALS | 1,662,656.00 | .00 | 1,662,656.00 | 162,446.93 | 51,802.72 | 299,979.97 | 1,310,873.31 | 21% | 222,847.87 |
| | EXPENSE TOTALS | (\$785,156.00) | \$0.00 | (\$785,156.00) | (\$69,430.03) | (\$51,802.72) | (\$71,874.33) | (\$661,478.95) | | (\$30,329.74) |
| Fund 590 - Sports Arena Complex | | | | | | | | | | |
| | REVENUE | | | | | | | | | |
| Department 00 - Non-Departmental Revenue | | | | | | | | | | |
| | <i>Use of Money and Property</i> | | | | | | | | | |
| 43100 | Interest Income | 11,920.00 | .00 | 11,920.00 | .00 | .00 | .00 | 11,920.00 | 0 | .00 |
| 48820 | Rentals | 318,456.00 | .00 | 318,456.00 | .00 | .00 | 79,613.94 | 238,842.06 | 25 | 75,270.29 |
| | <i>Use of Money and Property Totals</i> | \$330,376.00 | \$0.00 | \$330,376.00 | \$0.00 | \$0.00 | \$79,613.94 | \$250,762.06 | 24% | \$75,270.29 |
| | <i>Other Revenues</i> | | | | | | | | | |
| 43105 | Interest and penalty | .00 | .00 | .00 | 265.54 | .00 | 9,651.84 | (9,651.84) | +++ | .00 |
| | <i>Other Revenues Totals</i> | \$0.00 | \$0.00 | \$0.00 | \$265.54 | \$0.00 | \$9,651.84 | (\$9,651.84) | +++ | \$0.00 |
| Department 00 - Non-Departmental Revenue | Totals | \$330,376.00 | \$0.00 | \$330,376.00 | \$265.54 | \$0.00 | \$89,265.78 | \$241,110.22 | 27% | \$75,270.29 |
| | REVENUE TOTALS | \$330,376.00 | \$0.00 | \$330,376.00 | \$265.54 | \$0.00 | \$89,265.78 | \$241,110.22 | 27% | \$75,270.29 |
| | EXPENSE | | | | | | | | | |
| Department 11 - Administration- City Manager | | | | | | | | | | |
| | <i>Salaries and Wages</i> | | | | | | | | | |
| 51100 | Salaries | 49,177.00 | .00 | 49,177.00 | 4,174.70 | .00 | 12,618.50 | 36,558.50 | 26 | 8,636.92 |
| 51120 | Vacation/Sick Leave Accrual Pay-Out | 1,072.00 | .00 | 1,072.00 | .00 | .00 | .00 | 1,072.00 | 0 | 923.07 |
| | <i>Salaries and Wages Totals</i> | \$50,249.00 | \$0.00 | \$50,249.00 | \$4,174.70 | \$0.00 | \$12,618.50 | \$37,630.50 | 25% | \$9,559.99 |
| | <i>Benefits</i> | | | | | | | | | |
| 51500 | Public Employees Retirement (PERS) | 10,178.00 | .00 | 10,178.00 | 717.58 | .00 | 2,716.16 | 7,461.84 | 27 | 1,988.57 |
| 51504 | Deferred Compensation | 492.00 | .00 | 492.00 | 279.98 | .00 | 834.24 | (342.24) | 170 | .00 |
| 51600 | Workers Compensation | 431.00 | .00 | 431.00 | .00 | .00 | .00 | 431.00 | 0 | .00 |
| 51700 | Disability Insurance | 303.00 | .00 | 303.00 | 33.68 | .00 | 79.95 | 223.05 | 26 | 73.70 |
| 51900 | Group Health & Life Ins | 1,012.00 | .00 | 1,012.00 | 83.80 | .00 | 189.60 | 822.40 | 19 | 108.37 |
| 51901 | Cash Back Incentive Pay | 1,432.00 | .00 | 1,432.00 | 119.36 | .00 | 298.40 | 1,133.60 | 21 | 298.40 |
| 51903 | Auto Allowance | 1,200.00 | .00 | 1,200.00 | 120.00 | .00 | 317.50 | 882.50 | 26 | 187.50 |
| 51904 | Technology Stipend | 360.00 | .00 | 360.00 | 30.00 | .00 | 71.25 | 288.75 | 20 | 86.25 |
| 51906 | Post Employment Health Plan | 481.00 | .00 | 481.00 | 41.74 | .00 | 116.22 | 364.78 | 24 | 95.55 |
| 51907 | OPEB Cost Allocation | 1,635.00 | .00 | 1,635.00 | .00 | .00 | 1,286.59 | 348.41 | 79 | 1,406.04 |
| 51930 | Medicare/Employer Porti | 713.00 | .00 | 713.00 | 64.44 | .00 | 192.93 | 520.07 | 27 | 167.12 |
| | <i>Benefits Totals</i> | \$18,237.00 | \$0.00 | \$18,237.00 | \$1,490.58 | \$0.00 | \$6,102.84 | \$12,134.16 | 33% | \$4,411.50 |
| | <i>Supplies, Services, and Equipment</i> | | | | | | | | | |
| 52205 | Office Supplies | .00 | 2,102.00 | 2,102.00 | .00 | .00 | 2,101.92 | .08 | 100 | .00 |
| 54400 | Professional Services | 90,000.00 | (2,102.00) | 87,898.00 | 56,000.00 | (37,825.50) | 56,000.00 | 69,723.50 | 21 | .00 |
| 54500 | Contracted Services | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | (67,500.00) |
| | <i>Supplies, Services, and Equipment Totals</i> | \$90,000.00 | \$0.00 | \$90,000.00 | \$56,000.00 | (\$37,825.50) | \$58,101.92 | \$69,723.58 | 23% | (\$67,500.00) |
| Department 11 - Administration- City Manager | Totals | \$158,486.00 | \$0.00 | \$158,486.00 | \$61,665.28 | (\$37,825.50) | \$76,823.26 | \$119,488.24 | 25% | (\$53,528.51) |
| Department 16 - Enterprise Functions | | | | | | | | | | |
| | <i>Supplies, Services, and Equipment</i> | | | | | | | | | |
| 54200 | Utilities | .00 | .00 | .00 | .00 | .00 | .00 | .00 | +++ | 494.07 |
| 54500 | Contracted Services | .00 | 6,825.00 | 6,825.00 | .00 | 6,825.20 | .00 | (.20) | 100 | .00 |
| | <i>Supplies, Services, and Equipment Totals</i> | \$0.00 | \$6,825.00 | \$6,825.00 | \$0.00 | \$6,825.20 | \$0.00 | (\$0.20) | 100% | \$494.07 |
| | <i>Capital</i> | | | | | | | | | |
| 57404 | Depr/Amort Expense | .00 | .00 | .00 | .00 | .00 | 274.28 | (274.28) | +++ | 447.57 |
| | <i>Capital Totals</i> | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$0.00 | \$274.28 | (\$274.28) | +++ | \$447.57 |
| Department 16 - Enterprise Functions | Totals | \$0.00 | \$6,825.00 | \$6,825.00 | \$0.00 | \$6,825.20 | \$274.28 | (\$274.48) | 104% | \$941.64 |
| | EXPENSE TOTALS | \$158,486.00 | \$6,825.00 | \$165,311.00 | \$61,665.28 | (\$31,000.30) | \$77,097.54 | \$119,213.76 | 28% | (\$52,586.87) |



ENTERPRISE FUNDS Budget Performance Report

Fiscal Year to Date 09/30/23

Include Rollup Account and Rollup to Account

| Account | Account Description | Adopted Budget | Budget Amendments | Amended Budget | Current Month Transactions | YTD Encumbrances | FY 23-24 YTD Transactions | Budget - YTD Transactions | % Used/ Rec'd | FY 22-23 Prior Year YTD |
|---------|--|------------------|-------------------|-------------------|----------------------------|------------------|---------------------------|---------------------------|---------------|-------------------------|
| Fund | 590 - Sports Arena Complex Totals | | | | | | | | | |
| | REVENUE TOTALS | 330,376.00 | .00 | 330,376.00 | 265.54 | .00 | 89,265.78 | 241,110.22 | 27% | 75,270.29 |
| | EXPENSE TOTALS | 158,486.00 | 6,825.00 | 165,311.00 | 61,665.28 | (31,000.30) | 77,097.54 | 119,213.76 | 28% | (52,586.87) |
| Fund | 590 - Sports Arena Complex Totals | \$171,890.00 | (\$6,825.00) | \$165,065.00 | (\$61,399.74) | \$31,000.30 | \$12,168.24 | \$121,896.46 | | \$127,857.16 |
| | Grand Totals | | | | | | | | | |
| | REVENUE TOTALS | 36,912,825.14 | 42,500.00 | 36,955,325.14 | 3,771,753.81 | .00 | 10,286,547.43 | 26,668,777.71 | 28% | 8,583,221.63 |
| | EXPENSE TOTALS | 39,186,081.00 | 19,378,363.00 | 58,564,444.00 | 3,689,403.72 | 6,394,698.12 | 6,269,459.37 | 45,900,286.51 | 22% | 4,721,524.85 |
| | Grand Totals | (\$2,273,255.86) | (\$19,335,863.00) | (\$21,609,118.86) | \$82,350.09 | (\$6,394,698.12) | \$4,017,088.06 | (\$19,231,508.80) | | \$3,861,696.78 |

Enclosure 3 - FY 2023-24 Authorized Positions (FTE) Adjustments

**Adopted Positions, by Classification and Department
Authorized, Filled and Vacant
Fiscal Year 2023-24 (Amended)**

| | FY 22-23 Adopted | FY 23-24 Adopted | FY 23-24 Amended |
|--|---------------------|---------------------|---------------------|
| City Manager / City Council | | | |
| City Manager | 1.00 | 1.00 | 1.00 |
| Assistant City Manager | 1.00 | 1.00 | 1.00 |
| Director | 2.00 | 1.00 | 1.00 |
| Principal Analyst | 0.00 | 1.00 | 1.00 |
| Analyst | 1.00 | 1.00 | 1.00 |
| Secretary | 1.00 | 1.00 | 1.00 |
| Sr. Executive Assistant | 1.00 | 1.00 | 1.00 |
| Coordinator | 1.00 | 1.00 | 1.00 |
| Administration Technician | 1.00 | 1.00 | 1.00 |
| | 9.00 | 9.00 | 9.00 |
| City Clerk | | | |
| City Clerk | 1.00 | 1.00 | 1.00 |
| Deputy City Clerk | 0.00 | 1.00 | 1.00 |
| Junior Deputy City Clerk | 2.00 | 1.00 | 1.00 |
| | 3.00 | 3.00 | 3.00 |
| Administrative Services | | | |
| Director of Administrative Services | 1.00 | 1.00 | 1.00 |
| Deputy Director of Administrative Services | 1.00 | 1.00 | 1.00 |
| Coordinator | 1.00 | 0.00 | 0.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 |
| Administrative Clerk | 0.00 | 0.00 | 0.00 |
| Senior Analyst | 1.00 | 0.00 | 0.00 |
| Senior Manager - Accounting | 1.00 | 1.00 | 1.00 |
| Senior Manager - Budget | 0.00 | 1.00 | 1.00 |
| Accountant III | 1.00 | 1.00 | 1.00 |
| Accountant I | 1.00 | 1.00 | 1.00 |
| Finance Technician | 3.00 | 3.00 | 3.00 |
| I.T. Technician | 1.00 | 1.00 | 1.00 |
| I.T. Manager | 1.00 | 0.00 | 0.00 |
| Senior I.T. Manager | 0.00 | 1.00 | 1.00 |
| Account Clerk III | 1.00 | 2.00 | 2.00 |
| Account Clerk II | 2.00 | 2.00 | 2.00 |
| Supervisor | 0.00 | 1.00 | 1.00 |
| Analyst | 0.00 | 1.00 | 1.00 |
| | 16.00 | 18.00 | 18.00 |

Enclosure 3 - FY 2023-24 Authorized Positions (FTE) Adjustments



**Adopted Positions, by Classification and Department
Authorized, Filled and Vacant
Fiscal Year 2023-24 (Amended)**

| | FY 22-23 Adopted | FY 23-24 Adopted | FY 23-24 Amended |
|--|---------------------|---------------------|---------------------|
| Human Resources | | | |
| Director of Human Resources | 1.00 | 1.00 | 1.00 |
| Human Resources Senior Analyst | 1.00 | 1.00 | 1.00 |
| Technician | 1.00 | 0.00 | 0.00 |
| Executive Assistant | 1.00 | 0.00 | 0.00 |
| Senior Technician | 0.00 | 1.00 | 1.00 |
| Coordinator | 0.00 | 1.00 | 1.00 |
| | 4.00 | 4.00 | 4.00 |
| Community and Economic Development | | | |
| Director of Community and Economic Development | 1.00 | 1.00 | 1.00 |
| Deputy Director | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 |
| Senior Analyst | 1.00 | 1.00 | 1.00 |
| Analyst (Economic Development) | 2.00 | 2.00 | 2.00 |
| Principal Planner (Planning Manager) | 1.00 | 0.00 | 0.00 |
| Senior Planner | 1.00 | 2.00 | 2.00 |
| Planner | 1.00 | 1.00 | 1.00 |
| Assistant Planner | 1.00 | 2.00 | 2.00 |
| Technician (Building) | 1.00 | 1.00 | 1.00 |
| Technician (CED) | 1.00 | 0.00 | 0.00 |
| Technician (Planning) | 1.00 | 0.00 | 0.00 |
| Neighborhood Improvement Officer | 4.00 | 4.00 | 4.00 |
| Coordinator (Parking Enforcement) | 1.00 | 1.00 | 1.00 |
| Parking Enforcement Officer | 3.00 | 4.00 | 4.00 |
| Supervisor (Housing) | 1.00 | 0.00 | 0.00 |
| Manager (Housing) | 0.00 | 1.00 | 1.00 |
| Coordinator (Housing) | 1.00 | 0.00 | 0.00 |
| Housing Program Specialist | 2.00 | 2.00 | 2.00 |
| Secretary | 3.00 | 3.00 | 3.00 |
| Senior Inspector | 1.00 | 1.00 | 1.00 |
| Building Official | 1.00 | 1.00 | 1.00 |
| Counter Service Representative | 1.00 | 1.00 | 1.00 |
| | 31.00 | 30.00 | 30.00 |

Enclosure 3 - FY 2023-24 Authorized Positions (FTE) Adjustments



**Adopted Positions, by Classification and Department
Authorized, Filled and Vacant
Fiscal Year 2023-24 (Amended)**

| | FY 22-23 Adopted | FY 23-24 Adopted | FY 23-24 Amended |
|----------------------------------|---------------------|---------------------|---------------------|
| Parks and Recreation | | | |
| Director of Parks and Recreation | 1.00 | 1.00 | 1.00 |
| Manager | 2.00 | 2.00 | 2.00 |
| Supervisor | 6.00 | 6.00 | 6.00 |
| Senior Analyst | 1.00 | 1.00 | 1.00 |
| Analyst | 1.00 | 1.00 | 1.00 |
| Caseworker | 1.00 | 1.00 | 1.00 |
| Coordinator | 8.00 | 9.00 | 9.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 |
| Administrative Clerk | 3.00 | 3.00 | 3.00 |
| Senior Technician | 1.00 | 1.00 | 1.00 |
| Technician | 1.00 | 1.00 | 1.00 |
| Digital and Media Assistant | 1.00 | 1.00 | 1.00 |
| | 27.00 | 28.00 | 28.00 |
| Public Works | | | |
| Director of Public Works | 1.00 | 1.00 | 1.00 |
| Deputy Director | 1.00 | 1.00 | 1.00 |
| Assistant City Engineer | 1.00 | 1.00 | 1.00 |
| Deputy Director / City Engineer | 0.00 | 0.00 | 0.00 |
| Senior Engineer | 1.00 | 1.00 | 1.00 |
| Assistant Engineer | 1.00 | 1.00 | 1.00 |
| Associate Engineer | 1.00 | 1.00 | 1.00 |
| Senior Inspector | 0.00 | 0.00 | 0.00 |
| Public Works Inspector | 1.00 | 1.00 | 1.00 |
| Utilities Manager | 1.00 | 0.00 | 0.00 |
| Utilities Superintendent | 0.00 | 1.00 | 1.00 |
| Senior Water Supervisor | 1.00 | 0.00 | 0.00 |
| Supervisor | 3.00 | 3.00 | 3.00 |
| Field Services Manager | 1.00 | 1.00 | 0.00 |
| Public Works Superintendent | 0.00 | 0.00 | 1.00 |
| Water Systems Operator I | 4.00 | 3.00 | 3.00 |
| Water Systems Operator II | 3.00 | 3.00 | 3.00 |
| Water Systems Operator III | 2.00 | 1.00 | 1.00 |
| Water Treatment Operator I | 0.00 | 1.00 | 1.00 |
| Water Treatment Operator II | 0.00 | 2.00 | 2.00 |
| Water Treatment Operator III | 0.00 | 1.00 | 1.00 |
| Customer Service Representative | 1.00 | 1.00 | 1.00 |
| Water Distribution Supervisor | 0.00 | 1.00 | 1.00 |
| Water Treatment Supervisor | 0.00 | 1.00 | 1.00 |

Enclosure 3 - FY 2023-24 Authorized Positions (FTE) Adjustments



**Adopted Positions, by Classification and Department
Authorized, Filled and Vacant
Fiscal Year 2023-24 (Amended)**

| | FY 22-23 Adopted | FY 23-24 Adopted | FY 23-24 Amended |
|-----------------------------------|---------------------|---------------------|---------------------|
| Facilities Maintenance Worker I | 3.00 | 3.00 | 3.00 |
| Facilities Maintenance Worker II | 2.00 | 2.00 | 2.00 |
| Facilities Maintenance Worker III | 3.00 | 3.00 | 3.00 |
| Maintenance Crew Leader | 6.00 | 6.00 | 6.00 |
| Maintenance Worker I / II | 17.00 | 17.00 | 17.00 |
| Principal Analyst | 1.00 | 1.00 | 1.00 |
| Senior Analyst | 1.00 | 1.00 | 1.00 |
| Technician (Engineering) | 1.00 | 1.00 | 1.00 |
| Counter Service Representative | 1.00 | 1.00 | 1.00 |
| Executive Assistant | 1.00 | 1.00 | 1.00 |
| Secretary | 2.00 | 2.00 | 2.00 |
| Equipment Mechanic II | 1.00 | 1.00 | 1.00 |
| Custodian | 2.00 | 2.00 | 2.00 |
| | 64.00 | 67.00 | 67.00 |

TOTALS 154.00 159.00 159.00

| Department | FY 22-23 Adopted | FY 23-24 Adopted | FY 23-24 Amended |
|------------------------------------|---------------------|---------------------|---------------------|
| Administration | 12.00 | 12.00 | 12.00 |
| Administrative Services | 16.00 | 18.00 | 18.00 |
| Human Resources | 4.00 | 4.00 | 4.00 |
| Community and Economic Development | 31.00 | 30.00 | 30.00 |
| Parks and Recreation | 27.00 | 28.00 | 28.00 |
| Public Works | 64.00 | 67.00 | 67.00 |
| TOTAL | 154.00 | 159.00 | 159.00 |



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: TREASURER'S MONTHLY INVESTMENT TRANSACTION REPORT AS OF OCTOBER 31, 2023

Recommendation:

1. Receive and file the Treasurer's Monthly Investment Transaction Report as of October 31, 2023.

Fiscal Impact:

There is no fiscal impact to the General Fund.

Background:

Per the City of Pico Rivera (City) Investment Policy approved by the City Council on August 1, 2023, the City Treasurer submits a monthly investment transaction report to the City Council within 45 days of the end of the reporting period in accordance with California Government Code Section 53607.

Discussion:

This report updates the City Council on the City's monthly transactions of the City's investment portfolio for the month ending October 31, 2023. The statements enclosed include transactions of the City's investments with the Local Agency Investment Fund (LAIF), Chandler Asset Management, and Commercial Bank of California (Enclosures 1, 2, and 3).

Conclusion:

As of October 31, 2023, the City's portfolio remains highly rated, liquid, and stable. All investments are maintained in accordance with California Government Code Section 53601 and the City's investment policy approved by the City Council on August 1, 2023.

Steve Carmona

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
TREASURER’S MONTHLY INVESTMENT TRANSACTION REPORT AS OF OCTOBER
31, 2023
Page 2 of 2

SC:JG:JM:ep

- Enclosures:
- 1) LAIF Statements for the Month Ending October 31, 2023.
 - 2) Chandler Asset Management Transaction Ledger for the Month Ending October 31, 2023.
 - 3) Commercial Bank of California Insured Cash Sweep Statement for the Month Ending October 31, 2023.

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
 P.O. Box 942809
 Sacramento, CA 94209-0001
 (916) 653-3001

November 01, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF PICO RIVERA

DIRECTOR OF FINANCE/ADMINISTRATIVE SVCS
 6615 PASSONS BLVD
 PICO RIVERA, CA 90660

[Tran Type Definitions](#)



Account Number: 98-19-653

October 2023 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|------------|
| 10/13/2023 | 10/12/2023 | QRD | 1741423 | N/A | SYSTEM | 486,654.98 |

Account Summary

| | | | |
|-------------------|------------|--------------------|---------------|
| Total Deposit: | 486,654.98 | Beginning Balance: | 45,760,325.86 |
| Total Withdrawal: | 0.00 | Ending Balance: | 46,246,980.84 |

California State Treasurer
Fiona Ma, CPA



Local Agency Investment Fund
P.O. Box 942809
Sacramento, CA 94209-0001
(916) 653-3001

November 01, 2023

[LAIF Home](#)
[PMIA Average Monthly Yields](#)

CITY OF PICO RIVERA
COVID RELIEF EMERGENCY ACCOUNT
DIR OF FINANCE/ADMIN SERVICES
6615 PASSONS BLVD
PICO RIVERA, CA 90660

[Tran Type Definitions](#)



Account Number: 19-19-007

October 2023 Statement

| Effective Date | Transaction Date | Tran Type | Confirm Number | Web Confirm Number | Authorized Caller | Amount |
|----------------|------------------|-----------|----------------|--------------------|-------------------|-----------|
| 10/13/2023 | 10/12/2023 | QRD | 1739974 | N/A | SYSTEM | 91,623.15 |

Account Summary

| | | | |
|-------------------|-----------|--------------------|---------------|
| Total Deposit: | 91,623.15 | Beginning Balance: | 10,160,483.04 |
| Total Withdrawal: | 0.00 | Ending Balance: | 10,252,106.19 |

**City of Pico Rivera Portfolio
Chandler Investment Transactions
October 2023**

Enclosure 2

| Transaction Date | Tran Category | Tran Type Description | Security Description | Quantity | Price | Principal | Interest | Total Amount |
|------------------|---------------|-----------------------|---|--------------|---------|--------------|----------|--------------|
| 10/2/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,543.49 | 1.00000 | 1,543.49 | - | 1,543.49 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 678.00 | 1.00000 | 678.00 | - | 678.00 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,483.50 | 1.00000 | 1,483.50 | - | 1,483.50 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,993.54 | 1.00000 | 1,993.54 | - | 1,993.54 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 219.33 | 1.00000 | 219.33 | - | 219.33 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 3,768.23 | 1.00000 | 3,768.23 | - | 3,768.23 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 4,321.62 | 1.00000 | 4,321.62 | - | 4,321.62 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 3,030.07 | 1.00000 | 3,030.07 | - | 3,030.07 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 4,325.60 | 1.00000 | 4,325.60 | - | 4,325.60 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 394.62 | 1.00000 | 394.62 | - | 394.62 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 889.15 | 1.00000 | 889.15 | - | 889.15 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 591.58 | 1.00000 | 591.58 | - | 591.58 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 16,376.99 | 1.00000 | 16,376.99 | - | 16,376.99 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 11,884.04 | 1.00000 | 11,884.04 | - | 11,884.04 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,720.00 | 1.00000 | 1,720.00 | - | 1,720.00 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 933.17 | 1.00000 | 933.17 | - | 933.17 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 358.42 | 1.00000 | 358.42 | - | 358.42 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 527.58 | 1.00000 | 527.58 | - | 527.58 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,303.14 | 1.00000 | 1,303.14 | - | 1,303.14 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,246.70 | 1.00000 | 1,246.70 | - | 1,246.70 |
| 10/16/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 428.38 | 1.00000 | 428.38 | - | 428.38 |
| 10/18/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 3,936.86 | 1.00000 | 3,936.86 | - | 3,936.86 |
| 10/18/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 279.75 | 1.00000 | 279.75 | - | 279.75 |
| 10/20/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,049.20 | 1.00000 | 1,049.20 | - | 1,049.20 |
| 10/20/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 336.25 | 1.00000 | 336.25 | - | 336.25 |
| 10/23/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 4,080.41 | 1.00000 | 4,080.41 | - | 4,080.41 |
| 10/23/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 4,996.89 | 1.00000 | 4,996.89 | - | 4,996.89 |
| 10/23/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 294.00 | 1.00000 | 294.00 | - | 294.00 |
| 10/24/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 325,000.00 | 1.00000 | 325,000.00 | - | 325,000.00 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,143.75 | 1.00000 | 1,143.75 | - | 1,143.75 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 503.75 | 1.00000 | 503.75 | - | 503.75 |
| 10/25/2023 | Acquisitions | Purchase | FHLMC K085 A2 | 275,000.00 | 0.94438 | 259,703.13 | 744.33 | 260,447.46 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 172.00 | 1.00000 | 172.00 | - | 172.00 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 7,537.31 | 1.00000 | 7,537.31 | - | 7,537.31 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,327.92 | 1.00000 | 1,327.92 | - | 1,327.92 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 1,312.08 | 1.00000 | 1,312.08 | - | 1,312.08 |
| 10/25/2023 | Acquisitions | Purchase | First American Govt Obligation Fund Class Y | 6,524.06 | 1.00000 | 6,524.06 | - | 6,524.06 |
| 10/25/2023 | Acquisitions | Short Sale | First American Govt Obligation Fund Class Y | (260,447.46) | 1.00000 | (260,447.46) | - | (260,447.46) |
| 10/25/2023 | Dispositions | Closing Purchase | First American Govt Obligation Fund Class Y | (260,447.46) | 1.00000 | (260,447.46) | - | 260,447.46 |
| 10/24/2023 | Dispositions | Maturity | US Treasury Bill | 325,000.00 | 1.00000 | 325,000.00 | - | (325,000.00) |
| 10/16/2023 | Dispositions | Paydown | Mercedes-Benz Auto Lease Trust 2021-B A3 | 11,867.06 | 1.00000 | 11,867.06 | 16.98 | (11,884.04) |
| 10/16/2023 | Dispositions | Paydown | Mercedes-Benz Auto Receivable 2023-1 A3 | - | - | - | 394.62 | (394.62) |
| 10/16/2023 | Dispositions | Paydown | American Express Credit Trust 2023-3 A | - | - | - | 1,303.14 | (1,303.14) |
| 10/16/2023 | Dispositions | Paydown | Honda Auto Receivables Trust 2022-1 A3 | - | - | - | 219.33 | (219.33) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2023-C A3 | - | - | - | 1,246.70 | (1,246.70) |

**City of Pico Rivera Portfolio
Chandler Investment Transactions
October 2023**

| Transaction Date | Tran Category | Tran Type Description | Security Description | Quantity | Price | Principal | Interest | Total Amount |
|---|----------------------|------------------------------|---|-----------------|--------------|------------------|-----------------|-------------------------|
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2021-B A3 | 4,286.43 | 1.00000 | 4,286.43 | 35.19 | (4,321.62) |
| 10/16/2023 | Dispositions | Paydown | American Express Credit Trust 2022-2 A | - | - | - | 678.00 | (678.00) |
| 10/16/2023 | Dispositions | Paydown | American Express Credit Trust 2023-1 A | - | - | - | 527.58 | (527.58) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2022-A A3 | 1,780.87 | 1.00000 | 1,780.87 | 212.67 | (1,993.54) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2021-A A3 | 3,757.21 | 1.00000 | 3,757.21 | 11.02 | (3,768.23) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2022-B A3 | - | - | - | 358.42 | (358.42) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2022-C A3 | - | - | - | 933.17 | (933.17) |
| 10/16/2023 | Dispositions | Paydown | Mercedes-Benz Auto Receivables 2022-1 A2 | 15,742.94 | 1.00000 | 15,742.94 | 634.05 | (16,376.99) |
| 10/16/2023 | Dispositions | Paydown | Hyundai Auto Receivables Trust 2023-A A3 | - | - | - | 591.58 | (591.58) |
| 10/16/2023 | Dispositions | Paydown | GM Auto Receivable Trust 2023-2 A3 | - | - | - | 428.38 | (428.38) |
| 10/16/2023 | Dispositions | Paydown | John Deere Owner Trust 2020-B A3 | 888.65 | 1.00000 | 888.65 | 0.50 | (889.15) |
| 10/16/2023 | Dispositions | Paydown | Toyota Auto Receivables 2020-D A3 | 3,027.83 | 1.00000 | 3,027.83 | 2.24 | (3,030.07) |
| 10/16/2023 | Dispositions | Paydown | Toyota Auto Receivables Trust 2021-D A3 | 4,284.66 | 1.00000 | 4,284.66 | 40.94 | (4,325.60) |
| 10/16/2023 | Dispositions | Paydown | Chase Issuance Trust 23-A1 A | - | - | - | 1,483.50 | (1,483.50) |
| 10/18/2023 | Dispositions | Paydown | Honda Auto Receivables Trust 2020-3 A3 | 3,932.65 | 1.00000 | 3,932.65 | 4.21 | (3,936.86) |
| 10/18/2023 | Dispositions | Paydown | Honda Auto Receivables 2022-2 A3 | - | - | - | 279.75 | (279.75) |
| 10/20/2023 | Dispositions | Paydown | GM Financial Auto Leasing 2023-3 A3 | - | - | - | 336.25 | (336.25) |
| 10/20/2023 | Dispositions | Paydown | Verizon Owner Trust 2020-B A | 1,048.79 | 1.00000 | 1,048.79 | 0.41 | (1,049.20) |
| 10/23/2023 | Dispositions | Paydown | Honda Auto Receivables Trust 2021-4 A3 | 4,940.32 | 1.00000 | 4,940.32 | 56.57 | (4,996.89) |
| 10/23/2023 | Dispositions | Paydown | Honda Auto Receivables Trust 2021-1 A3 | 4,073.83 | 1.00000 | 4,073.83 | 6.58 | (4,080.41) |
| 10/23/2023 | Dispositions | Paydown | Honda Auto Receivables Owner 2023-1 A3 | - | - | - | 294.00 | (294.00) |
| 10/25/2023 | Dispositions | Paydown | BMW Vehicle Lease Trust 2023-1 A3 | - | - | - | 172.00 | (172.00) |
| 10/25/2023 | Dispositions | Paydown | BMW Vehicle Lease Trust 2022-1 A3 | 7,495.30 | 1.00000 | 7,495.30 | 42.01 | (7,537.31) |
| 10/25/2023 | Dispositions | Paydown | BMW Vehicle Lease Trust 2021-2 A3 | 6,519.89 | 1.00000 | 6,519.89 | 4.17 | (6,524.06) |
| 10/25/2023 | Dispositions | Paydown | FHLMC K069 A2 | - | - | - | 1,327.92 | (1,327.92) |
| 10/25/2023 | Dispositions | Paydown | FHLMC K054 A2 | - | - | - | 1,143.75 | (1,143.75) |
| 10/25/2023 | Dispositions | Paydown | FHLMC K081 A2 | - | - | - | 503.75 | (503.75) |
| 10/25/2023 | Dispositions | Paydown | FHLMC K073 A2 | - | - | - | 1,312.08 | (1,312.08) |
| 10/25/2023 | Dispositions | Sale | First American Govt Obligation Fund Class Y | 260,447.46 | 1.00000 | 260,447.46 | - | (260,447.46) |
| 10/6/2023 | Dispositions | Security Withdrawal | First American Govt Obligation Fund Class Y | 2,516.69 | 1.00000 | 2,516.69 | - | (2,516.69) |
| 10/25/2023 | Dispositions | Security Withdrawal | First American Govt Obligation Fund Class Y | 247.84 | 1.00000 | 247.84 | - | (247.84) |
| 10/2/2023 | Other Transactions | Dividend | First American Govt Obligation Fund Class Y | 85,730.30 | - | 1,543.49 | - | 1,543.49 |
| 10/16/2023 | Other Transactions | Interest | International Finance Corp Note | 250,000.00 | - | 1,720.00 | - | 1,720.00 |
| Changes of Market Values and Accrued Interests | | | | | | | | 54,980.34 |
| Net Investment Transactions | | | | | | | | \$ 58,742.79 |
| Beginning Balance as of 9/30/2023 | | | | | | | | 31,492,510.67 |
| Ending Balance as of 10/31/2023 | | | | | | | | \$ 31,551,253.46 |

Commercial Bank of California
 19752 MacArthur Blvd.
 Suite 100
 Irvine, CA 92612



RETURN SERVICE REQUESTED



121308-01A
 CITY OF PICO RIVERA
 6615 PASSIONS BLVD
 PICO RIVERA, CA 90660

Contact Us
 (714) 431-7000



Account
 CITY OF PICO RIVERA

Date
 10/31/2023

Page
 1 of 4

IntraFi Cash ServiceSM, or ICS[®], Monthly Statement

The following information is a summary of activity in your account(s) for the month of October 2023 and the list of FDIC-insured institution(s) that hold your deposits as of the date indicated. These deposits have been placed by us, as your agent and custodian, in deposit accounts through IntraFi Cash Service. Funds in your deposit accounts at the FDIC-insured institutions at which your funds have been placed will be "deposits," as defined by federal law.

Summary of Accounts

| Account ID | Deposit Option | Interest Rate | Opening Balance | Ending Balance |
|--------------|----------------|---------------|------------------------|------------------------|
| *****354 | Savings | 4.25% | \$14,070,798.54 | \$12,619,005.36 |
| TOTAL | | | \$14,070,798.54 | \$12,619,005.36 |

DETAILED ACCOUNT OVERVIEW

Account ID: *****354
Account Title: CITY OF PICO RIVERA



Account Summary - Savings

| | | | |
|--------------------------------------|------------------------|--|-----------------|
| Statement Period | 10/1-10/31/2023 | Average Daily Balance | \$13,330,426.02 |
| Previous Period Ending Balance | \$14,070,798.54 | Interest Rate at End of Statement Period | 4.25% |
| Total Program Deposits | 8.75 | Statement Period Yield | 4.34% |
| Total Program Withdrawals | (1,500,000.00) | YTD Interest Paid | 118,991.95 |
| Interest Capitalized | 48,198.07 | | |
| Current Period Ending Balance | \$12,619,005.36 | | |

Account Transaction Detail

| Date | Activity Type | Amount | Balance |
|------------|-------------------------|----------------|-----------------|
| 10/03/2023 | Deposit | \$8.75 | \$14,070,807.29 |
| 10/12/2023 | Withdrawal | (500,000.00) | 13,570,807.29 |
| 10/19/2023 | Withdrawal | (1,000,000.00) | 12,570,807.29 |
| 10/31/2023 | Interest Capitalization | 48,198.07 | 12,619,005.36 |

Summary of Balances as of October 31, 2023

| FDIC-Insured Institution | City/State | FDIC Cert No. | Balance |
|-------------------------------------|--------------------|---------------|--------------|
| ANB Bank | Denver, CO | 19220 | \$154,150.05 |
| Amalgamated Bank | New York, NY | 622 | 249,248.11 |
| Bank of Houston | Houston, TX | 3178 | 249,192.71 |
| BankUnited | Miami Lakes, FL | 58979 | 521.92 |
| Black Hills Community Bank, N.A. | Rapid City, SD | 58723 | 249,236.98 |
| Bremer Bank, National Association | South St. Paul, MN | 12923 | 249,248.11 |
| Byline Bank | Chicago, IL | 20624 | 143.35 |
| Citizens Bank of Philadelphia, MS | Philadelphia, MS | 12204 | 249,248.11 |
| Coastal Community Bank | Everett, WA | 34403 | 249,248.11 |
| Column National Association | Chico, CA | 58224 | 96.26 |
| CrossFirst Bank | Leawood, KS | 58648 | 249,248.11 |
| Customers Bank | Malvern, PA | 34444 | 521.90 |
| Dime Community Bank | Hauppauge, NY | 6976 | 249,248.11 |
| EagleBank | Silver Spring, MD | 34742 | 249,248.11 |
| East West Bank | Pasadena, CA | 31628 | 249,248.10 |
| Eastern Bank | Boston, MA | 32773 | 249,248.11 |
| Encore Bank | Little Rock, AR | 34562 | 249,248.11 |
| First Financial Northwest Bank | Renton, WA | 29058 | 249,248.11 |
| First Horizon Bank | MEMPHIS, TN | 4977 | 249,248.11 |
| First National Bank of Pennsylvania | Greenville, PA | 7888 | 319.08 |
| First United Bank and Trust Company | Durant, OK | 4239 | 249,225.96 |
| First-Citizens Bank & Trust Company | Raleigh, NC | 11063 | 249,248.11 |
| FirstBank | Nashville, TN | 8663 | 249,248.11 |

DETAILED ACCOUNT OVERVIEW

Account ID: *****354
Account Title: CITY OF PICO RIVERA

Summary of Balances as of October 31, 2023

| FDIC-Insured Institution | City/State | FDIC Cert No. | Balance |
|--|--------------------|---------------|------------|
| Fulton Bank, N.A. | Lancaster, PA | 7551 | 249,248.11 |
| Glens Falls Natl Bank and Trust Co | Glens Falls, NY | 7074 | 249,218.99 |
| Hancock Whitney Bank | Gulfport, MS | 12441 | 249,248.11 |
| Hanmi Bank | Los Angeles, CA | 24170 | 249,248.11 |
| INB | Springfield, IL | 3664 | 13.28 |
| International Finance Bank | Miami, FL | 24823 | 0.06 |
| Israel Discount Bank of New York | New York City, NY | 19977 | 249,248.11 |
| Leader Bank, National Association | Arlington, MA | 57134 | 249,248.11 |
| Legacy Bank | Wichita, KS | 17676 | 249,248.11 |
| Machias Savings Bank | Machias, ME | 19531 | 249,238.16 |
| MainStreet Bank | Fairfax, VA | 57742 | 249,248.11 |
| MidWestOne Bank | Iowa City, IA | 14843 | 249,238.17 |
| NBT Bank, National Association | Norwich, NY | 7230 | 249,248.11 |
| Northern Bank & Trust Company | Woburn, MA | 18266 | 249,248.10 |
| Northstar Bank | Bad Axe, MI | 57097 | 0.06 |
| Old National Bank | Evansville, IN | 3832 | 249,248.08 |
| Origin Bank | Ruston, LA | 12614 | 249,248.11 |
| Pacific Premier Bank | Irvine, CA | 32172 | 249,248.11 |
| Pacific Western Bank | Beverly Hills, CA | 24045 | 249,248.11 |
| Park National Bank | Newark, OH | 6653 | 249,248.11 |
| PeopleFirst Bank | Joliet, IL | 58597 | 449.69 |
| Pinnacle Bank | Nashville, TN | 35583 | 249,248.11 |
| Popular Bank | New York, NY | 34967 | 249,248.11 |
| Raymond James Bank | St. Petersburg, FL | 33893 | 249,248.11 |
| Republic Bank & Trust Company | Louisville, KY | 23627 | 249,248.11 |
| South State Bank, N.A. | Winter Haven, FL | 33555 | 249,248.11 |
| Sunwest Bank | Irvine, CA | 20164 | 249,248.11 |
| Synovus Bank | Columbus, GA | 873 | 249,248.11 |
| T Bank, National Association | Dallas, TX | 57703 | 0.02 |
| Texas Republic Bank, National Associatio | Frisco, TX | 3400 | 0.02 |
| The American National Bank of Texas | Terrell, TX | 23474 | 249,248.11 |
| The Washington Trust Company of Westerly | Westerly, RI | 23623 | 249,248.11 |
| TowneBank | Portsmouth, VA | 35095 | 249,248.11 |
| Truist Bank | Charlotte, NC | 9846 | 249,248.11 |
| U.S. Bank National Association | Cincinnati, OH | 6548 | 249,248.11 |
| United Bank | Fairfax, VA | 22858 | 249,248.11 |
| Valley National Bank | Wayne, NJ | 9396 | 248,986.96 |
| Valley National Bank | Wayne, NJ | 9396 | 261.12 |
| Veritex Community Bank | Dallas, TX | 57665 | 521.92 |

DETAILED ACCOUNT OVERVIEW

Account ID: *****354

Account Title: CITY OF PICO RIVERA



Summary of Balances as of October 31, 2023

| FDIC-Insured Institution | City/State | FDIC Cert No. | Balance |
|-----------------------------|--------------------|---------------|------------|
| Western Alliance Bank | Phoenix, AZ | 57512 | 249,248.11 |
| Wilson Bank and Trust | Lebanon, TN | 26962 | 0.02 |
| Zions Bancorporation, N. A. | Salt Lake City, UT | 2270 | 249,248.11 |



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: WHITTIER BOULEVARD OVERLAY PROJECT (CIP NO. 21346) STPL-5351(033); AND WHITTIER BOULEVARD LANDSCAPE MEDIAN IMPROVEMENTS PROJECT (CIP NO. 30050) – NOTICE OF COMPLETION

Recommendation:

1. Accept the work as completed for the Whittier Boulevard Overlay Project, (CIP No. 21346), STPL-5351(033); and Whittier Boulevard Landscape Median Improvements Project, (CIP No. 30050) constructed by C.S. Legacy Construction, Inc. and authorize the City Clerk to file the Notice of Completion with the Los Angeles County Registrar-Recorder; and
2. Authorize the City Manager to release the retention payment to C.S. Legacy Construction, Inc. following the mandatory waiting period from the date the Notice of Completion is recorded.

Fiscal Impact:

Funding for CIP No. 21346 and CIP No. 30050 projects in the amount of \$2,512,000 was appropriated as part of the fiscal year (FY) 2022-2023 adopted budget. The projects were completed by the same contractor for an approximate total cost of \$2,215,000. The unused balance (approximately \$297,000) will be unencumbered and made available for future capital projects.

Discussion:

The City received federal Surface Transportation Program Local funds (STPL) that were allocated to CIP No. 21346 Whittier Boulevard Overlay Project for road improvements along Whittier Boulevard from Paramount Boulevard to Durfee Avenue. Concurrently, a second project to landscape and beautify the medians along Whittier Boulevard from Paramount Boulevard to the east City limits was approved by the City Council. In an effort to minimize construction disruption and an inconvenience to the general public and businesses along Whittier Boulevard, these two projects were combined into one project for construction.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
 WHITTIER BOULEVARD OVERLAY PROJECT (CIP NO. 21346), STPL-5351(033);
 AND WHITTIER BOULEVARD LANDSCAPE MEDIAN IMPROVEMENTS PROJECT
 (CIP NO. 30050) – NOTICE OF COMPLETION
 Page 2 of 2

On August 23, 2022, the City Council awarded a construction contract to C.S. Legacy Construction, Inc. in the amount of \$1,847,752.93 and authorized an 18% contingency for change orders, as needed. The project was successfully completed on August 25, 2023, in accordance with the specifications and within budget. The final cost for construction completed by C.S. Legacy Construction, Inc. is \$1,887,365, which includes one (1) year landscape maintenance and establishment period.

The table below summarizes the total project budget and expenditures:

| Project Funding | Budget |
|-------------------------------------|--------------------|
| 202.70.7300.54500-21346 (SB1) | \$400,000 |
| 638.70.7300.54500-21346 (STPL) | \$567,000 |
| 206.70.7300.54500-21346 (Prop C) | \$600,000 |
| 207.70.7300.54500-21346 (Measure R) | \$10,000 |
| 305.70.7300.54500-21346 (COP) | \$885,000 |
| 305.70.7300.54500-30050 (COP) | \$50,000 |
| Total Project Budget: | \$2,512,000 |

| Project Expenditures | Cost |
|---|--------------------|
| Design | \$65,000 |
| Construction | \$1,887,365 |
| Construction - Federal Compliance Support | \$22,700 |
| Construction Management and Inspection | \$195,000 |
| Project Administration | \$44,935 |
| Total Project Expenditures | \$2,215,000 |

Conclusion:

The project was delivered within budget for an approximate total cost of \$2,215,000, which includes design, construction, construction management, inspection services, and project administration. Any unspent project funds, approximately \$297,000, will be unencumbered for future capital projects. Staff recommends accepting the project as complete, filing a Notice of Completion with the Los Angeles County Registrar-Recorder’s Office and releasing the retention payment following the statutory waiting period from the date the Notice of Completion is recorded.



Steve Carmona

SC:NN:NC:np



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: VEHICLE REPLACEMENT – PURCHASE OF THREE (3) 2024 TOYOTA RAV4 VEHICLES FOR PARKING ENFORCEMENT

Recommendation:

1. Authorize the purchase of three (3) 2024 Toyota RAV4 LE, Front Wheel Drive, 8-speed automatic transmission, in the aggregate amount of \$100,027 from Toyota of Whittier; and
2. Authorize the City Manager to execute all documents related to the purchase of the recommended vehicles.

Fiscal Impact:

The vehicle replacement fund includes an available budget of \$202,577 in Account No.170.40.4033-57300 for the purchase of various replacement vehicles for the Public Works Department. The purchase price of the requested vehicles is \$100,027. No additional appropriation is required.

Discussion:

The Pico Rivera Parking Enforcement oversees enforcing parking-related violations citywide. Parking Enforcement handles resident service calls, enforces street sweeping routes, and ensures commuter safety. The Parking Enforcement operational hours are Monday through Saturday, 10 hours a day, and consist of up to three (3) parking enforcement officers patrolling the City at once. Specifically, Monday, Tuesday, Thursday, and Friday Street sweeping is performed with two (2) dedicated parking enforcement officers. The Parking Enforcement Division has three (3) 2011 Ford Fusion vehicles assigned to them, consisting of Unit Nos. 125, 126, and 127.

Staff budgeted and anticipated replacing all three (3) 2011 Ford Fusions. In 2022, staff utilized a national cooperative purchasing agreement with the National Cooperative

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
 VEHICLE REPLACEMENT- PURCHASE OF THREE (3) 2024 TOYOTA RAV4
 VEHICLES FOR PARKING ENFORCEMENT
 Page 2 of 3

Purchasing Alliance (NCPA) to procure the vehicles. Staff had originally intended to replace all the Ford Fusions with Ford Escapes.

The NCPA provides local government entities a weeklong window to submit a request to purchase vehicles pending inventory and date of request submission. Submitting a request does not guarantee fulfillment of vehicle orders. After months of unsuccessful communication with NCPA representatives inquiring about the vehicle's procurement status, City staff began exploring other avenues to procure the vehicles. The latest update from NCPA informed staff that vehicle orders would not be fulfilled until at least 2024. There is an upcoming window to submit another vehicle order via NCPA, however, staff is not confident that the vendor will be able to fulfill the new order since the previous year's order has not been completed.

The current three (3) parking enforcement vehicles have broken down, are too costly to repair, are over 10 years old, and have all exceeded 100,000 miles. All three (3) vehicles are inoperable since the dealer no longer manufactures the parts needed for the repairs. Currently, parking enforcement is utilizing two reserve vehicles and the Supervisor vehicle for front line parking enforcement services. In addition, two other reserve vehicles (one for Public Works and one for Community Development) are being utilized by the Supervisor and other parking enforcement staff. The procurement of aftermarket parts is currently unavailable, and the only available alternative is the use of used parts from salvage yards. However, due to the safety liabilities associated with the use of such parts, it is not a viable option to consider.

After exploring options, staff determined that the Toyota RAV4 provides the necessary features to meet the operational needs for parking enforcement. Staff contacted local car dealerships to obtain quotes for the Toyota RAV4 vehicles, with only one (1) dealership able to meet the quantity, specifications, and delivery date requested.

| Unit No. | Yr./ Make /Model | Mileage | Replacement Model |
|-----------------|-------------------------|----------------|--------------------------|
| 125 | 2011 Ford Fusion | 131,807 | 2024 Toyota RAV4 |
| 126 | 2011 Ford Fusion | 137,194 | 2024 Toyota RAV4 |
| 127 | 2011 Ford Fusion | 116,366 | 2024 Toyota RAV4 |

In accordance with the Pico Rivera Municipal Code (PRMC) 3.20.030B and 3.20.080B, the City can procure through Sole Source when only one (1) vendor is able to obtain a commodity or equipment. Toyota of Whittier was the only local dealership with the available inventory to deliver three (3) 2024 RAV4 vehicles within the desired specifications and delivery date.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
VEHICLE REPLACEMENT- PURCHASE OF THREE (3) 2024 TOYOTA RAV4
VEHICLES FOR PARKING ENFORCEMENT
Page 3 of 3

The recommended vehicle purchases will avoid operation interruption and ensure that parking enforcement staff are properly equipped and use safe vehicles to continue providing efficient and effective parking enforcement services.

Conclusion:

Staff recommends that the City Council authorize the purchase of three (3) 2024 Toyota RAV4 vehicles from Toyota of Whitter for the amount not-to-exceed \$100,027.



Steve Carmona

SC:NN:JG:np

Enclosure: 1) Toyota of Whitter Quote

Jose J. Gutierrez

From: Albert Sanchez <albert.sanchez@toyotawhittier.com>
Sent: Tuesday, October 24, 2023 9:43 PM
To: Jose J. Gutierrez
Subject: Rav4 Bid from Toyota of Whittier

CAUTION: This email originated externally from the **City of Pico Rivera** email system. **DO NOT** click links or open attachments unless you recognize the sender and know the content is safe.

Hello,

Below is a formal bid for (3) three available 2024 Rav4 LE FWD 8 Speed Automatic Transmission with a MSRP of 31,248
Sale Price..... \$29,719.34
Doc Fee.....\$85.00
License.....\$482.75
Tax(90660).....\$3,054.94
Total Due.....\$33,342.03

License and Taxes are disclosed and itemized to deduct in the event is the company is tax exempt and/or uses exempt plates. Price will be valid for 90 days with the availability of a vehicle with a MSRP of 31,248.
2 keys and delivery can be done within 30 days.

Albert Sanchez
Sales Manager/Fleet Director
Toyota of Whittier
(562) 698-2591 Work
(562) 646-7259 Cell

The contents of this email and any attachments are confidential. They are intended for the named recipient (s) only. If you have received this email by mistake, please notify the sender immediately and do not disclose the contents to anyone or make copies thereof.



Tuesday, August 1, 2023

A Special Meeting of the Successor Agency to the Pico Rivera Redevelopment Agency was held in the Parks and Recreation Community Room, 6767 Passons Boulevard, Pico Rivera, California.

Meeting was jointly held with the City Council and the Successor Agency to the Pico Rivera Redevelopment Agency. Items appear as listed on the combined agenda for the meeting of August 1, 2023.

Chairman Lutz called the meeting to order at 6:00 p.m. on behalf of the Successor Agency.

PRESENT: Camacho, Garcia, Lara, Sanchez, Lutz

ABSENT: None

*Director Dr. Sanchez attended the meeting remotely under the "Just Cause" provision in accordance with Government Code Section 54953(I)(2)(B) and confirmed that there were no other individuals over the age of 18 present in the room at the remote location.

*Director Camacho attended the meeting remotely under the "Just Cause" provision in accordance with Government Code Section 54953(I)(2)(B) and confirmed that there were no other individuals over the age of 18 present in the room at the remote location.

PUBLIC COMMENTS: None

CONSENT CALENDAR:

13. Minutes:

- Received and filed the Successor Agency to the Pico Rivera Redevelopment Agency regular meeting of April 11, 2023.

14. Approve a Resolution Ratifying the Investment Policy for the Successor Agency for Fiscal Year 2023-2024. (700)

1. Approved Resolution No. SA-23-27 ratifying the Investment Policy for the Successor Agency for fiscal year (FY) 2023-24 to include Placement Service Funds as permissible investments for the Successor Agency;
2. Authorized staff to establish an Insured Cash Sweep (ICS) account with the Commercial Bank to California to optimize the City's investment portfolio; and
3. Authorized staff to transfer \$10 million from the Local Agency Investment Fund account to the newly established ICS account.

Resolution No. SA-23-27 A RESOLUTION OF THE SUCCESSOR AGENCY TO THE DISSOLVED REDEVELOPMENT AGENCY OF THE CITY OF PICO RIVERA, CALIFORNIA, APPROVING THE INVESTMENT POLICY FOR

FISCAL YEAR 2023-24

Motion by Vice Chair Lara, seconded by Director Garcia to approve Consent Calendar Items No. 13 and 14. Motion carries by the following roll call vote:

AYES: Camacho, Garcia, Lara, Sanchez, Lutz
NOES: None

CONSENT CALENDAR ITEMS PULLED FOR FURTHER DISCUSSION: None

REGULAR AGENDA: None

ADJOURNMENT:

Chairman Lutz adjourned the Successor Agency to the Redevelopment Agency meeting at 7:44 p.m. in memory of City resident, Tyrone Jimenez. There being no objection, it was so ordered.

*Vice Chairman Lara left the meeting at 7:15 p.m.

AYES: Camacho, Garcia, Sanchez, Lutz
NOES: None
ABSENT: Lara

Erik Lutz, Chairman

ATTEST:

Cynthia Ayala, CMC, Agency Secretary

I hereby certify that the foregoing is a true and correct report of the proceedings of the Successor Agency to the Pico Rivera Redevelopment Agency regular meeting dated August 1, 2023 and received and filed by the Successor Agency to the Pico Rivera Redevelopment Agency on November 14, 2023.

Cynthia Ayala, CMC, Agency Secretary



To: Chairman and Directors
From: Executive Director
Meeting Date: November 14, 2023
Subject: APPROVAL OF THE 2024-25 RECOGNIZED OBLIGATION PAYMENT SCHEDULE (ROPS) AND CORRESPONDING ADMINISTRATIVE BUDGET

Recommendation:

1. Approve a resolution of the Successor Agency to the Pico Rivera Redevelopment Agency (Successor Agency) approving the Recognized Obligation Payment Schedule (ROPS) for the period of July 1, 2024 – June 30, 2025 (ROPS 2024-25) and approving of the Successor Agency Administrative Budget for the fiscal year (FY) 2024-25.

Fiscal Impact:

With the dissolution of local redevelopment agencies, Assembly Bill (AB) X1 26, the City of Pico Rivera (City) chose to serve as the Successor Agency to the former Redevelopment Agency. Subsequently, pursuant to Senate Bill (SB) 107, the Successor Agency is required to prepare and send an annual County Oversight Board approved ROPS to the Los Angeles County Auditor-Controller and State Department of Finance (DOF) by February 1st of each year. ROPS 2024-25 identifies all enforceable obligations of the former Redevelopment Agency, such as debt service payments, loan repayments, commercial property contracts, etc., and the sources of funds for repaying these obligations for the period of July 1, 2024, through June 30, 2025. The Successor Agency's ROPS 2024-25 will be presented at the County Oversight Board's meeting on January 8, 2024, for approval.

Approval of the ROPS (and subsequent approval by both the Oversight Board and DOF) would be necessary to receive funding (in the form of Redevelopment Property Tax Trust Funds, or RPTTF) from the Los Angeles County Auditor-Controller for payment of the Successor Agency's enforceable obligations in FY 2024-25. In total, the Successor Agency is requesting \$2,430,375 of RPTTF and to use \$1,860,000 of reserved funds and \$1,065,000 of other funds to fund four (4) enforceable obligations, including an administrative cost allowance, for FY 2024-25, as is noted in Enclosure 1, Exhibit A.

These obligations, as well as the Successor Agency wind-down, are expected to continue until December 2025, when the 2021 Tax Allocation Bonds are paid off. In the meantime,

SUCCESSOR AGENCY AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVAL OF THE 2024-25 RECOGNIZED OBLIGATION PAYMENT SCHEDULE
(ROPS) AND CORRESPONDING ADMINISTRATIVE BUDGET
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the County Auditor-Controller has unilaterally opted to withhold deferral repayments from RPTTF as negotiated pass-through prior to distributing to the Successor Agency. The balance of the deferral is approximately \$44 million.

The Successor Agency must submit a copy of the ROPS 2024-25, after approval from the First District Oversight Board to the County Administrative Office, County Auditor-Controller, State Controller's Office, and DOF by February 1, 2024. If the Successor Agency fails to meet this deadline, the City may be liable for substantial penalties, including a \$10,000 per day penalty for each day past the deadline that ROPS 2024-25 is not submitted to the DOF.

Discussion:

The Successor Agency is proposing payment of four (4) enforceable obligations with outstanding balances on ROPS 2024-25, including the administrative cost allowance and the reserve for the next period of bond repayment. The enforceable obligations total \$5,355,375, as shown on the ROPS 2024-25, Enclosure 1, Column K.

Payment of ROPS obligations are divided between two (2) periods: 24-25A paid in June 2024 for obligations due between July and December and 24-25B paid in January 2025 for obligations due between January and June.

The Successor Agency's enforceable obligations consist of the following items:

Line 2 Loan from former Redevelopment Agency's Low- and Moderate-Income Housing Fund for the 2010 Supplemental Education Revenue Augmentation Fund Payment (SERAF)

The former redevelopment agency loaned funds from the affordable housing set aside funds in 2010 in order to remit a state-mandated payment to the Supplemental Educational Revenue Augmentation Fund; approximately \$1.5 million of the former housing fund loan is to be repaid from future RPTTF for purposes of funding affordable housing in the City. Amounts available for this SERAF loan are based on a formula on the amount of residual RPTTF after payment of other obligations. Based on this formula, the Successor Agency is not expecting payment of the 2010 SERAF loan owed to the City Housing Successor Agency on the ROPS 2024-25.

Line 6 Administrative Cost Allowance

In the Successor Agency's case, the maximum allowable ROPS 2024-25 administrative allowance is \$250,000, which is what is requested on the ROPS 2024-25. These funds are necessary for the ongoing dissolution administration and disposition of two (2) properties.

The administrative allowance is limited to the greater of \$250,000 per year, or three percent (3%) of the RPTTF distributed in the prior fiscal year, excluding the administrative allowance and any City/Former Agency loan repayments. However, the administrative allowance cannot exceed fifty percent (50%) of RPTTF distributed in the prior fiscal year, excluding the administrative allowance and any City/Former Agency loan repayments.

Line 20 2021 Tax Allocation Refunding Bond Debt Service

The Successor Agency refunded the 2001 Tax Allocation Bonds with 2021 Tax Allocation Bonds in December 2021. The Successor Agency is responsible for principal and interest payments on the 2021 Bonds until it is paid off in December 2025. The principal is paid once a year, while interest is paid semiannually. As explained below, during the ROPS 2024-25 period, bond debt service would be paid from a combination of cash reserved from the prior year, the use of other funds, and RPTTF.

Due to cash flow and the principal payments, the Successor Agency commonly needs to use cash reserved from the prior ROPS B period for principal and interest due during the ROPS A period. In this case, the Successor Agency reserved \$1,860,000 in 23-24B for the 24-25A period. The reserve for this purpose is funded on the ROPS separately (see Line 21) each year for the subsequent year's bond payments during the A period.

The Successor Agency has also pledged up to \$1,065,000 of the Agency's sales and use tax allocation to pay bond debt service.

The remaining \$1,927,875 of bond debt service due in 2024-25 would be paid from RPTTF received from the County Auditor-Controller.

Line 21 Reserve for Next Period of Bonds Payment

Pursuant to California Health and Safety Code Section 34171(d)(1), a successor agency may reserve property tax revenue from one ROPS period that otherwise would be distributed to affected taxing entities when required by a bond indenture or when the next property tax allocation will be insufficient to pay all obligations due under the provisions of the bond in the following half of the calendar year. The indenture of Trust for the 2021 Tax Allocation Bonds (Line Item #20) requires the Successor Agency to request \$252,500 of RPTTF and reserve \$1,065,000 of the sales tax pledge on the ROPS 2024-25 for the December 1, 2025, bond payment.

SUCCESSOR AGENCY AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
APPROVAL OF THE 2024-25 RECOGNIZED OBLIGATION PAYMENT SCHEDULE
(ROPS) AND CORRESPONDING ADMINISTRATIVE BUDGET
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Conclusion:

Staff recommends that the Successor Agency approve the resolution establishing the ROPS 2024-25, approving the expenditure of reserve funds from the ROPS 23-24B period to be spent in the ROPS 23-24A period, approving the reserve of funds in the ROPS 24-25B period to be spent in the ROPS 25-26A period, and approving the administrative budget for FY 2024-25.



Steve Carmona

SC:JG:HD:ep

Enclosure: 1) Resolution

RESOLUTION NO. SA-_____

A RESOLUTION OF THE SUCCESSOR AGENCY TO THE PICO RIVERA REDEVELOPMENT AGENCY, ESTABLISHING THE RECOGNIZED OBLIGATION PAYMENT SCHEDULE 2024-25 FOR JULY 1, 2024 THROUGH JUNE 30, 2025, APPROVING THE EXPENDITURE OF RESERVE AND OTHER FUNDS, APPROVING THE RESERVE OF FUNDS, AND APPROVING THE ADMINISTRATIVE BUDGET FOR FISCAL YEAR 2024-25

WHEREAS, pursuant to the dissolution of redevelopment agencies per Assembly Bill (“AB”) ABX1 26 (Chapter 5, Statutes of 2011) and ABX1 27 (Chapter 6, Statutes of 2011), and subsequent legislation, AB 1484 (Chapter 26, Statutes of 2012) (altogether, “Dissolution Act”), the City of Pico Rivera (“City”) adopted Resolution No. 6652 on January 10, 2012, electing to serve as Successor Agency to the Pico Rivera Redevelopment Agency (“Successor Agency”); and

WHEREAS, pursuant to Health and Safety Code (“HSC”) Section 34177(m), the Successor Agency is required to prepare a Recognized Obligation Payment Schedule (“ROPS”) prior to each 12-month fiscal period, in a manner prescribed by the California Department of Finance (“DOF”), and submit the ROPS to the oversight board, the Los Angeles County Auditor-Controller, the State Controller’s Office, and DOF for review and approval; and

WHEREAS, the applicable consolidated oversight board overseeing the Successor Agency is the Consolidated Oversight Board First District of Los Angeles County (“Oversight Board”); and

WHEREAS, every oversight board has fiduciary responsibilities to the holders of enforceable obligations and to the taxing entities that benefit from distributions of property tax and other revenues under the Dissolution Law, in particular Section 34188 of the HSC; and

WHEREAS, pursuant to HSC Section 34177(m), the Successor Agency has prepared a complete ROPS for the period beginning July 1, 2024 and ending June 30, 2025 (“24-25”), attached herewith as Exhibit “A”; and

WHEREAS, on March 29, 2013, the DOF approved the retention of \$2,226,463 of former Redevelopment Agency affordable housing funds held in reserve for bond debt service payments in the Successor Agency’s Redevelopment Obligation Retirement Fund to assist with the payment of future Successor Agency bond debt service payments; and

WHEREAS, pursuant to HSC Section 34187(a)(2), a successor agency may retain and reserve property tax revenue from one ROPS period that otherwise would be distributed to affected taxing entities to the extent that DOF determines the successor agency requires those funds for the payment of enforceable obligations in a following ROPS period; and

WHEREAS, the Successor Agency retained \$1,860,000 in Redevelopment Property Tax Trust Fund (“RPTTF”) revenue from January through June 2024 (“23-24B”) ROPS period to pay the enforceable obligation of the 2021 Tax Allocation Refunding Bond debt service payment in the July through December 2024 (“24-25A”) ROPS period; and

WHEREAS, the Successor Agency needs to retain up to \$252,500 in RPTTF revenue, as well as \$1,065,000 sales tax pledge, from the January through June 2025 (“24-25B”) ROPS period to pay the enforceable obligation of the 2021 Tax Allocation Refunding Bond debt service payment in the July through December 2025 (“25-26A”) ROPS period; and

WHEREAS, Exhibit B to this Resolution is the proposed Administrative Budget for the ROPS 23-24 period, prepared pursuant to Section 34177(j) of the HSC.

NOW THEREFORE, BE IT RESOLVED by the Successor Agency to the Pico Rivera Redevelopment Agency as follows:

SECTION 1. The Recitals set forth above are true and correct and incorporated herein by reference.

SECTION 2. The Successor Agency hereby establishes the Recognized Obligation Payment Schedule (“ROPS”) for the period from July 1, 2024 through June 30, 2025, attached hereto as Exhibit “A,” subject to the approval of the First District Oversight Board and the California Department of Finance.

SECTION 3. The Successor Agency approves the Administrative Budget, attached hereto as Exhibit B that is included in the ROPS 24-25.

SECTION 4. Successor Agency staff is directed to transmit the ROPS 24-25 to the First District Oversight Board and upon the First District Oversight Board’s approval, post the ROPS 24-25 on the City of Pico Rivera’s website and submit the ROPS 24-25 to DOF, the California State Controller’s Office, and the Los Angeles County Auditor-Controller prior to February 1, 2024 as required by law.

SECTION 5. The City Clerk shall attest to the passage of this resolution and it shall there upon be in full force and effect.

[Signatures on the following page]

APPROVED AND PASSED this 14th day of November, 2023.

Erik Lutz, Chairman

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, Agency Secretary

Arnold Alvarez-Glasman, Agency Counsel

AYES:

NOES:

**Recognized Obligation Payment Schedule (ROPS 24-25) - Summary
Filed for the July 1, 2024 through June 30, 2025 Period**

Successor Agency: Pico Rivera
County: Los Angeles

| Current Period Requested Funding for Enforceable Obligations (ROPS Detail) | | 24-25A Total (July - December) | 24-25B Total (January - June) | ROPS 24-25 Total |
|--|---|-----------------------------------|----------------------------------|------------------------|
| A | Enforceable Obligations Funded as Follows (B+C+D): | \$ 1,860,000.00 | \$ 1,065,000.00 | \$ 2,925,000.00 |
| B | Bond Proceeds | \$ - | \$ - | \$ - |
| C | Reserve Fund Balance | \$ 1,860,000.00 | \$ - | \$ 1,860,000.00 |
| D | Other Funds | \$ - | \$ 1,065,000.00 | \$ 1,065,000.00 |
| E | Redevelopment Property Tax Trust Fund (RPTTF) (F+G): | \$ 1,907,980.25 | \$ 522,394.25 | \$ 2,430,374.50 |
| F | RPTTF | \$ 1,907,980.25 | \$ 272,394.25 | \$ 2,180,374.50 |
| G | Administrative RPTTF | \$ - | \$ 250,000.00 | \$ 250,000.00 |
| H | Current Period Enforceable Obligations (A+E): | \$ 3,767,980.25 | \$ 1,587,394.25 | \$ 5,355,374.50 |

Certification of Oversight Board Chairman:
Pursuant to Section 34117 (o) of the Health and Safety Code, I hereby certify that the above is a true and accurate Recognized Obligation Payment Schedule for the above named successor agency.

Signature Title

Signature Title

Recognized Obligation Payment Schedule (ROPS 24-25) - ROPS Detail

| A | B | C | D | E | F | G | H | I | J | K | 24-25A (July - December) | | | | Q | 24-25B (January - June) | | | | | W | | |
|--------|--|--|--------------------------|----------------------------|---------------------------|--|-----------------|------------------------------|---------|------------------|--------------------------|-----------------|-------------|-----------|-------------|-------------------------|---------------|-----------------|-------------|---------|-------------|--------------|-----------|
| | | | | | | | | | | | Fund Sources | | | | | Fund Sources | | | | | | | |
| | | | | | | | | | | | L | M | N | O | | P | R | S | T | U | | V | |
| Item # | Project Name | Obligation Type | Agreement Execution Date | Agreement Termination Date | Payee | Description | Project Area | Total Outstanding Obligation | Retired | ROPS 24-25 Total | Bond Proceeds | Reserve Balance | Other Funds | RPTTF | Admin RPTTF | 24-25A Total | Bond Proceeds | Reserve Balance | Other Funds | RPTTF | Admin RPTTF | 24-25B Total | |
| | | | | | | | | \$ 9,814,362 | | \$ 5,355,375 | - | 1,860,000 | - | 1,907,980 | - | 3,767,980 | - | - | 1,065,000 | 272,394 | 250,000 | 1,587,394 | |
| 2 | Loan from Low and Mod Hsg. | SERAF/ERAF | 12/8/2009 | 6/30/2026 | Low and Mod. Housing Fund | 5/2010 loan for SERAF | Project Area #1 | 1,554,093 | N | \$ - | | | | - | | - | | | | | | | - |
| 3 | Loan from Low and Mod Hsg. | SERAF/ERAF | 12/8/2009 | 6/30/2017 | Low and Mod. Housing Fund | 5/2011 loan for SERAF | Project Area #1 | - | N | | | | | | | - | | | | | | | - |
| 4 | City Loan entered into on 18-Dec-1972 | City/County Loan (Prior 06/28/11), Cash exchange | 12/18/1972 | 12/31/2032 | City of Pico Rivera | Loan for Redevelopment | Project Area #1 | - | N | | | | | | | - | | | | | | | - |
| 6 | Administrative Budget | Admin Costs | 2/1/2012 | 12/1/2025 | City of Pico Rivera | Payroll and other administrative costs | Project Area #1 | 500,000 | N | | | | | | | - | | | | | | 250,000 | 250,000 |
| 20 | 2021 Tax Allocation Refunding Bonds | Bonds Issued After 12/31/10 | 12/16/2021 | 12/1/2025 | Truist | Bonds issued to fund projects | Project Area #1 | 6,442,769 | N | \$ 3,787,875 | | 1,860,000 | | 1,907,980 | | 3,767,980 | | | | | | 19,894 | 19,894 |
| 21 | Reserve for Next Period of Bonds Payment | Reserves | 12/16/2021 | 12/1/2025 | City of Pico Rivera | Reserve necessary to make principal and interest payment on 2021 bonds in next ROPS period | Project Area #1 | 1,317,500 | N | \$ 1,317,500 | | | | | | - | | | 1,065,000 | 252,500 | | | 1,317,500 |

Recognized Obligation Payment Schedule (ROPS 24-25) - Report of Cash Balances
July 1, 2021 through June 30, 2022
(Report Amounts in Whole Dollars)

Pursuant to Health and Safety Code section 34177 (I), Redevelopment Property Tax Trust Fund (RPTTF) may be listed as a source of payment on the ROPS, but only to the extent no other funding source is available or when payment from property tax revenues is required by an enforceable obligation.

| A | B | C | D | E | F | G | H | |
|---|--|---------------------------------------|--------------------------------------|--|------------------------------------|---------------------------|---|-----------|
| | | Fund Sources | | | | | | |
| | | Bond Proceeds | | Reserve Balance | Other Funds | RPTTF | | |
| | ROPS 21-22 Cash Balances (07/01/21 - 06/30/22) | Bonds issued on or before 12/31/10 | Bonds issued on or after 01/01/11 | Prior ROPS RPTTF and Reserve Balances retained for future period(s) | Rent, Grants, Interest, etc. | Non-Admin and Admin | Comments | |
| 1 | Beginning Available Cash Balance (Actual 07/01/21) RPTTF amount should exclude "A" period distribution amount | | | 720,053 | 2,096,543 | (2,237) | E: Retained long term reserve for debt service plus \$350,000 reserve for item no. 1 plus \$8,563 FY 19-20 PPA plus \$8 FY 20-21 PPA F: Ending balance other fund balance from FY 20-21 G: -\$13,069 ending balance from FY20-21 plus FY \$10,832 18-19 PPA | |
| 2 | Revenue/Income (Actual 06/30/22) RPTTF amount should tie to the ROPS 21-22 total distribution from the County Auditor-Controller | | | | 872,282 | 3,399,476 | F: \$1,065,000 sales tax pledge and rents less investment losses. G: RPTTF received 21-22A and B | |
| 3 | Expenditures for ROPS 21-22 Enforceable Obligations (Actual 06/30/22) | | | 350,000 | 1,158,224 | 1,338,011 | E: Reserve to pay item no. 1 F: Enforceable obligation of the 2021 TABS (sales tax pledge) and cash on hand used to pay bonds (\$93,224) G: RPTTF Expenditures reported on PPA, less retained \$ for 21-22 bond debt service. | |
| 4 | Retention of Available Cash Balance (Actual 06/30/22) RPTTF amount retained should only include the amounts distributed as reserve for future period(s) | | | 320,669 | 1,846,916 | 1,530,000 | E: FY 19-20 (\$8,563) and 20-21 (\$8) PPA plus long term reserve held for debt service F: Retained for Item No. 20 (see ROPS 23-24 DOF determination letter). Includes \$5 retained for bond payment cash held w FA. G: Reserve for debt service | |
| 5 | ROPS 21-22 RPTTF Prior Period Adjustment RPTTF amount should tie to the Agency's ROPS 21-22 PPA form submitted to the CAC | No entry required | | | | | 542,297 | 21-22 PPA |
| 6 | Ending Actual Available Cash Balance (06/30/22) C to F = (1 + 2 - 3 - 4), G = (1 + 2 - 3 - 4 - 5) | \$ 0 | \$ 0 | \$ 49,384 | \$ (36,315) | \$ (13,069) | | |

Recognized Obligation Payment Schedule (ROPS 24-25) - Notes July 1, 2024 through June 30, 2025

| Item # | Notes/Comments |
|---------------|-----------------------|
| | |
| | |
| | |

EXHIBIT B

PICO RIVERA SUCCESSOR AGENCY
 ADMINISTRATIVE BUDGET FY 2024-25
 FOR JULY 1, 2024 TO JUNE 30, 2025

| Expense Category | Responsibilities | FY 2024-25 Proposed Budget |
|---|---|----------------------------|
| Salaries and Wages | | |
| Staff salaries, benefits, and payroll taxes | <ul style="list-style-type: none"> • Process payment of enforceable obligations • Maintain documentation of Agency records • Negotiate Deferral of Pass-Through Payments with the County of Los Angeles • Coordinate with consultant to answer questions and provide documentation as requested by Oversight Board, County Auditor-Controller, and Department of Finance • Attend Oversight Board Meetings | \$180,000 |
| TOTAL | | \$180,000 |
| | | |
| Maintenance and Operations | | |
| Rent and Utilities | <ul style="list-style-type: none"> • Utility expenses • Supplies and equipment | \$6,000 |
| Contract services | <ul style="list-style-type: none"> • Prepare ROPS, PPA, staff reports, and resolutions • Coordinate with and answer questions for Oversight Board, County Auditor-Controller, and Department of Finance • Monitor and project cash flow to ensure sufficient revenues for obligations and to inform Agency staff of expected revenues | \$14,000 |
| Insurance and legal services | <ul style="list-style-type: none"> • Review staff reports and resolutions • Provide legal services as needed | \$50,000 |
| TOTAL | | \$70,000 |
| | | |
| TOTAL BUDGET | | \$250,000 |



To: Mayor and City Council

From: City Manager

Meeting Date: November 14, 2023

Subject: AN ORDINANCE AMENDING ARTICLE I OF CHAPTER 8.16 NUISANCE ABATEMENT AND ADMINISTRATIVE CITATIONS OF THE PICO RIVERA MUNICIPAL CODE (FIRST READING AND INTRODUCTION)

Recommendation:

1. Introduce and waive the first reading of an ordinance amending Chapter 8.16 Nuisance Abatement and Administrative Citations of the Pico Rivera Municipal Code.

Fiscal Impact:

There is no fiscal impact to the General Fund.

Background:

The City recognizes that the general welfare of the community is found in large part on the safety, appearance, and maintenance of properties throughout the city. On June 19, 2000, the City Council adopted Ordinance No. 946, specifying the violations that would constitute a public nuisance and established abatement procedures. Since its adoption over 23 years ago, Section 8.16.010 Public Nuisance has not been updated.

The proposed amendments to Section 8.16.010 serve to clarify the intent of the chapter, add property maintenance provisions, and add to the list of identified public nuisances. The purpose of the amendment and these subsequent changes is to continue to improve the quality of life for residents, business owners and property owners in the City of Pico Rivera (PRMC).

Discussion:

The City has a strong interest in a robust and consistent administrative process for citing code violators while promoting social, economic, and aesthetic welfare. Well-maintained properties eliminate blight, improve neighborhood relations, increase safety, and can lead to increased property values. The ordinance will allow the City to address a greater variety of property maintenance issues to enhance and safeguard the City's community beautification and economic development efforts. The proposed PRMC Amendments are double underlined within Enclosure 1.

The proposed amendments to Section 8.16.010 meet the following General Plan Goals and support the implementation of the corresponding policies:

- **Land Use Element Goal 3.6** Improve community image by ensuring a consistent level of high-quality design and ongoing maintenance and improvement of existing development.
 - **Policy 3.6-3 Code Enforcement.** Improve the appearance of substandard structures, properties, and signage through improved code enforcement efforts, which is the primary means to ensure that properties are well maintained.
- **Land Use Element Goal 3.7** Protect and enhance existing residential neighborhoods, assuring that they are safe, attractive, provide quality housing choices and are designed and maintained to enhance livability.
 - **Policy 3.7-3 Housing Maintenance.** Promote the maintenance of existing residential units and improvement through code enforcement and the Housing Rehabilitation Program to assure a quality living environment for residents and consistency with their neighborhood setting.
- **Economic Prosperity Element Goal 7.5** A community that looks successful and is attractive to existing and potential businesses and employees.
 - **Policy 7.5-6 Enforcement.** Provide consistent enforcement of City codes to promote property maintenance.

The proposed amendments aim to enhance and advance the goals mentioned by addressing property maintenance issues related to structures, landscaping, and parking area maintenance. The intent of the policies is to provide property maintenance standards to protect the livability, appearance, and social and economic stability of the city.

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
AN ORDINANCE AMENDING ARTICLE I OF CHAPTER 8.16 NUISANCE ABATEMENT
AND ADMINISTRATIVE CITATIONS OF THE PICO RIVERA MUNICIPAL CODE (FIRST
READING AND INTRODUCTION)
Page 3 of 3

Some of the general property maintenance provisions are listed below:

- Structure Maintenance- Any physical damage or deterioration (e.g., broken windows/doors, leaking roof, etc.), peeling paint, or other types of damage or deterioration shall be repaired as soon as possible.
- Landscape Maintenance- Foliage throughout the property shall be mowed, groomed, trimmed, pruned and adequately watered so as to maintain healthy growing conditions and not detract from the appearance of the immediate neighborhood.
- Maintenance of Parking and similar areas- Parking space and pavement striping, and signs shall be repainted, refurbished and/or replaced when they become faded, damaged or destroyed to an extent that they are no longer effective.

In addition, to aid the City's Code Enforcement Division in addressing common code violations, language was added to clarifying existing public nuisance violations. For example, currently the code requires the abatement of debris, rubbish, and trash visible only from the public right-of-way. The amendment would include that debris, rubbish, and trash visible from neighboring property and public right-of-way must be addressed.

Environmental Analysis:

The proposed Ordinance is exempt from environmental review pursuant to the California Environmental Quality Act ("CEQA") Guidelines Section 15061(b)(3), the commonsense exemption that CEQA applies only to projects that have the potential for causing a significant effect on the environment. It can be seen with certainty that there is no possibility that amending Chapter 8.16 Nuisance Abatement and Administrative Citations will have a significant effect on the environment.

Conclusion:

Staff recommends that the City Council introduce and waive the first reading of the ordinance establishing amending Chapter 8.16 Nuisance Abatement and Administrative Citations and provide direction to staff as deemed appropriate. If approved, staff will bring forth the ordinance for adoption at a regularly scheduled City Council meeting and the ordinance shall become effective 30 days after its adoption.



Steve Carmona

SC:AB:ef:jj

Enclosure: 1) Ordinance

ORDINANCE NO. ____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA, AMENDING CHAPTER 8.16 OF TITLE 8 OF THE PICO RIVERA MUNICIPAL CODE TO INCLUDE PROPERTY MAINTENANCE PROVISIONS

WHEREAS, the City of Pico Rivera (“City”) has the authority to protect the health, safety and welfare of the community, including the ability to protect and enhance the natural environment; and

WHEREAS, the City wishes to encourage the maintenance of well-kept properties and recognizes that property values and the general welfare of the community are founded in large part on the appearance, maintenance and safety of properties; and

WHEREAS, the addition of property maintenance provisions and clarification on circumstances that constitute a public nuisance will assist our Code Enforcement Division enforce the upkeep of properties and removal of public nuisances; and

WHEREAS, the City Council of the City of Pico Rivera finds it is necessary to improve and maintain quality of life for neighborhoods through the City.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Pico Rivera as follows:

SECTION 1. Incorporation of Recitals. The City Council for the City of Pico Rivera finds and declares the foregoing are true and correct and incorporates said recitals fully into this Ordinance as substantive findings.

SECTION 2. Section 8.16.010 “Public Nuisance” of Chapter 8.16 “Nuisance Abatement and Administrative Citations,” of Title 8, is hereby amended as follows:

**Title 8 HEALTH AND SAFETY
Chapter 8.16 PROPERTY MAINTENANCE, NUISANCE AND
ADMINISTRATIVE CITATIONS**

Section 8.16.010 Property Maintenance and Public nuisance.

It is the intent of this chapter to provide minimum property maintenance standards to protect the livability, appearance, and social and economic stability of the city. The city finds that nuisance conditions, not limited to deteriorating buildings, overgrown vegetation and damaged property, are injurious to the public health, safety and welfare to residents and visitors of the city. Pursuant to the provisions of Section 38771 of the [Government Code](#) of the state, the city council does hereby find, determine and declare that the

following conditions and circumstances constitute public nuisances which may be summarily abated in accordance with the provisions of this chapter.

A. General Property Maintenance Provisions

1. All properties within the city shall be kept and maintained in a clean, neat, orderly, operable, and usable condition that is safe both to occupants and passers-by. This requirement applies to all portions of the property, buildings, portions of buildings, paving, fences, walls, landscaping, water, earth, any other structure or natural feature and the parkway.
2. Structure Maintenance. All structures shall be maintained in a structurally sound, safe manner with a clean, orderly appearance. Any physical damage or deterioration (e.g., broken windows/doors, leaking roof, etc.), peeling paint, or other types of damage or deterioration shall be repaired as soon as possible. All buildings, structures, and paved areas shall be kept and maintained in a manner to not detract from the appearance of the immediate neighborhood or district, and to protect the health, safety and welfare of the user, occupant, and the public.
3. Landscape Maintenance. Yards and setback areas shall be landscaped consistent with Chapter 13.90, and shall be permanently maintained in a neat and orderly manner and substantially free of weeds, debris and dead, diseased or dying vegetation and broken or defective decorative elements of the landscaped area. Foliage throughout the property shall be mowed, groomed, trimmed, pruned and adequately watered so as to maintain healthy growing conditions and not detract from the appearance of the immediate neighborhood. Irrigation systems shall be maintained to prevent public health or safety hazards.
4. Maintenance of Parking and similar areas. Parking, loading, storage, driveway, vehicle maneuvering areas, and paved surfaces shall be kept and maintained so as not to detract from the appearance of adjacent properties. Areas shall be kept in a neat and clean condition, free of trash, debris or rubbish, and free of standing water, oil stains, cracks exceeding one-half inch in width, lifting exceeding one-half inch, and/or broken areas. Parking space and pavement striping and signs shall be repainted, refurbished and/or replaced when they become faded, damaged, or destroyed to an extent that they are no longer effective. All obsolete parking space and pavement striping and signs shall be removed or painted over prior to being repainted, refurbished, and/or replaced to reduce confusion to drivers and pedestrians.

B. A. Property Public Nuisance.

The characteristics and conditions to consider in determining a public nuisance in violation of this section shall include, but not be limited to, the following:

1. Property, the topography or configuration of which, whether a natural state or as a result of grading operations, causes or will cause erosion, subsidence or surface water runoff problems which will or may be injurious to the public health, safety and welfare or damaging to adjacent or nearby properties;

2. Overgrown vegetation (such as grass over six inches in height), dead, decayed, diseased or hazardous trees, weeds and other vegetation likely to harbor rats, vermin or nuisances or which may be a fire hazard; or that encroaches into the public right-of-way so as to interfere with pedestrian or auto traffic or interfere with the public welfare;

3. Storing, discharging, holding, handling, maintaining, using or otherwise dealing with hazardous substances, as defined by applicable state or federal laws or regulations:

a. In violation of federal, state or local law or regulations,

b. In such a manner to affect in any way air or water quality, or

c. In such a manner as to create an identifiable risk of accidental release of the substances;

4. Keeping any animal including, but not limited to reptiles, or insects in such a manner as to pose a threat, disturbance or danger or menace to persons or property of another or in a public right-of-way;

5. Outside storage of any of the following:

a. Debris, rubbish and trash visible from public right-of-way and neighboring property,

b. Broken or discarded household furnishings, appliances, boxes and cartons, lawn maintenance equipment, play equipment, toys and similar materials,

c. Building materials not being used to work on the property under a valid, open building permit,

d. Wrecked or inoperable appliances, equipment, machines, tools and similar materials,

e. Materials or items of any nature not part of any approved roof structure placed, installed or stored on rooftops when visible from the public right-of-way or from neighboring property;

6. Attractive nuisances (those objects which, by their nature, may attract children or other curious individuals) including, but not limited to, unprotected and/or hazardous pools, stagnant water, ponds, iceboxes, refrigerators or excavations;

7. Graffiti (permitting or allowing any graffiti to remain on any building, wall, fence or structure for a duration longer than 48 hours).

8. Clothes lines in a front yard or areas other than on the ground floor level and within the area to the rear of the rearmost building;

9. Garbage or trash cans or containers stored in front or side yards and visible from public streets, or which cause offensive odors;

10. Depositing, accumulating, or collecting of refuse unless placed in the appropriate refuse container provided by the city. Depositing of human waste on the property, dumping or depositing of refuse on public or private property without a city permit, any violation of Chapter [8.12](#) of the municipal code;

11. Keeping, operating or maintaining any machinery which, emits an objectionable odor, or by reason of its dust, exhaust or fumes creates a health or safety hazard;

12. Allowing any unlawful condition or activity to exist on any property;

13. Permitting sewage or grease to overflow from clogged sewer lines and/or building drain lines;

14. Conducting an activity or event without a permit from the city when a permit is required under the Pico Rivera Municipal Code to conduct such activity or event;

15. Any front yard, parkway, or landscaped setback area which lacks turf, other planted material, decorative rock, bark, or planted ground cover or covering;

16. Property in which required yard areas are not landscaped in accordance with the landscape requirements as set forth in Section [18.42.050\(B\)\(20\)](#);

17. Lighting which directly shines on neighboring lots or is directed off-site from the property meant to be served;

18. Operating an unpermitted business or activity;

19. Furniture, other than lawn or patio furniture which is constructed of waterproof materials originally intended and commonly thought of as being for outdoor use, located on porches, front or side yards, or visible from a public right-of-way or neighboring property;

20. Accumulations of grease, oil, auto fluids, hazardous chemicals or materials on driveways, yards, fences or buildings; or allowing such materials to migrate underground or flow into the public right-of-way or neighboring property;

21. Temporary or non-permanent coverings or structures located in required front, side or rear yard areas, that have not been issued a Planning or Building Permit by the city;

22. Abandoned service stations as defined in Section [18.40.050\(C\)\(19\)\(n\)](#) of the Pico Rivera Municipal Code;

23. Parking, storage or repair of buses, tow trucks, construction vehicles, tractor trailers, trailers or any other commercial vehicle of any type or description in any residential zone or on any commercially zoned property without zoning approval, except for the deliveries and the performances of work requested by an occupant of the residentially zoned property;

24. Failing to satisfy or violating any condition associated with or imposed in connection with an approval relating to land, while making use of the special entitlement granted by such permit, including, but not limited to, variances, conditional use permits, subdivisions and site plans;

25. Maintenance of premises in such manner as to violate the Los Angeles County Public Health Code as adopted at Pico Rivera Municipal Code, Chapter [8.08](#). As used herein, "premises" means and includes real property, landscaping, trees, bushes, fences, buildings, fixtures, structures, and any other improvement to real property, and the outside storage of personal property.

~~B. Structures. Structures or buildings, both permanent and temporary, or other lot improvements, which are subject to any of the following conditions:~~

~~C. Nuisances Affecting Structures and Structural Components. Structures or building, both permanent and temporary, or other improvements, including, but not limited to, walls, fences, pools, slabs and utility extensions, which exhibit any of the following conditions are deemed to be a nuisance.~~

~~1. Constitute a fire hazard as determined by the fire marshal;~~

~~2. Have faulty weather protection including, but not limited to, crumbling, cracked, missing, broken, or loose exterior plaster or other siding (including lack of paint or other protective finish), deteriorated or unsound roofs, foundations or floors, broken or missing windows, window screens or doors;~~

3. A building or structure which is not completed and for which the permit for such construction has expired. In the case of structures which do not require a permit, an incomplete state of construction of six months or more;

4. Are abandoned, partially destroyed or left in a state of partial construction and where the appearance or other conditions of any such building or structure substantially detracts from the appearance of the immediate neighborhood.

5. A building or structure that has been boarded up for a period of six months or longer;

6. Unoccupied or abandoned buildings which have been left unlocked or otherwise open or unsecured from intrusion by persons, animals or the elements;

7. Fences or walls which violate zoning regulations regarding height, or which are in a hazardous or unsafe condition, or which are in disrepair, or the elements;

8. Signs, which advertise uses no longer conducted or products no longer sold on the premises, except where such signs are legally permitted;

9. Signs, both on-site and off-site (including billboards), which are otherwise lawful but maintained in a deteriorated condition;

10. Temporary signs which advertise or are related to events which have already taken place;

11. A building or structure that is marked or defaced with spray paint, dye or like substance in a manner commonly described as graffiti, for four or more calendar days;

12. Allowing any unlawful condition or activity to exist in a structure;

13. Any building, facility, equipment, device or structure in a condition that would constitute a substandard, dangerous conditions as defined in the Pico Rivera Building Code;

14. Any building or structure which is partially destroyed, damaged, vacant or abandoned for more than six months;

15. Unpermitted or illegal signs not in compliance with Chapter [18.46](#) of the Pico Rivera Municipal Code;

16. Unpermitted or illegal structures or storage containers;

17. Unpermitted or otherwise illegal fencing including all barbed wire;

18. Maintenance or premises so out of harmony or conformity with the maintenance standards of adjacent properties as to cause substantial diminution of the enjoyment, use or property values of such adjacent properties;

19. Property maintained (in relation to others) so as to cause depreciated values, impaired investments, or social and economic maladjustments;

20. Any building, sign or structure erected, reconstructed, or structurally altered, or any building, sign, structure or land used in any manner contrary or in violation of the terms and provisions of the zoning ordinance of the city contained in Chapter [18.18](#) of this code;

21. Any nonconforming building or use which has been terminated by discontinuance or operation of law;

22. Any encroachment on any public dedicated or acquired sidewalk, street, alley, lane, court, park, or other public place, including, but not limited to, those described in Section [12.36.020](#)(B). (Ord. 946 § 1, 2000)

SECTION 3. Any provision of the City of Pico Rivera's Municipal Code inconsistent with the provisions of this ordinance, to the extent of such inconsistency and no further, is hereby repealed or modified to the extent necessary to affect the provisions of this Ordinance.

SECTION 4. This ordinance shall take effect thirty (30) days after its passage pursuant to Government Code Section 36937.

SECTION 5. The City Clerk shall certify to the adoption of this ordinance causing it to be posted as required by law.

[Signatures on following page]

APPROVED AND ADOPTED this _____ day of _____, 2023.

Erik Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, CMC, City Clerk

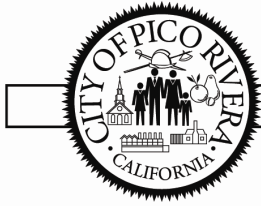
Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
) §
COUNTY OF LOS ANGELES)

I, Cynthia Ayala, City Clerk of the City of Pico Rivera, do hereby certify that the foregoing Ordinance No. _____ was adopted at a regular meeting of the City Council of the City of Pico Rivera, held on Tuesday, _____, with the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

Cynthia Ayala, CMC, City Clerk



To: Mayor and City Council
From: City Manager
Meeting Date: November 14, 2023
Subject: AN ORDINANCE AMENDING CHAPTER 3.20 (PURCHASING) OF THE PICO RIVERA MUNICIPAL CODE (FIRST READING AND INTRODUCTION)

Recommendation:

1. Introduce and waive the first reading of an ordinance amending Chapter 3.20 (Purchasing) of the Pico Rivera Municipal Code.

Fiscal Impact:

There is no cost associated with the proposed actions.

Background:

The City of Pico Rivera (City) is required, under California Government Code Sections 54201 through 54204, to adopt by ordinance, policies, and procedures that govern the purchase of supplies and equipment. The City’s procurement policies and procedures were last revised in 2021. Since then, there have been several developments requiring extensive revisions to the Pico Rivera Municipal Code (PRMC) and related procurement policies and procedures.

In an effort to improve policies and procedures and staying up to date with specific rules and regulations, staff has drafted proposed amendments to the purchasing provisions of the PRMC — namely, Chapter 3.20 “Purchasing” (Enclosure 1), which reintroduces the citywide Procurement Policies and Procedures to ensure purchasing rules and practices conform to current standards and best practices (Exhibit A). It should be noted that the City reserves the right to modify, supplement, rescind or revise any provision of the proposed policy from time to time as it deems necessary or appropriate at its discretion.

Discussion:

The City's existing Purchasing Municipal Code was last revised and adopted by the City Council on November 14, 2021. Since then, staff became aware of a revision to the Municipal Code that is needed to conform to the language in the Purchasing and Procurement Policy Resolution (Resolution No. 7155). Specifically, it was noted that the "Exemption for Competitive Bidding/Selection" was intended to be used for supplies, equipment, *and services*, as this is how it was articulated in Resolution 7155. However, the ordinance currently in place (Ordinance No. 1151) inadvertently omitted the word "services". Therefore, staff proposes further updates to Chapters 3.20 of the PRMC and revisions to the City's purchasing and procurement policies for City Council's review and consideration to include "services" within the scope of the contemplated procurement policy.

Proposed Changes to Chapter 3.20 (Purchasing)

The proposed amendments to PRMC Chapters 3.20 (Purchasing) and new proposed Procurement Policies and Procedures outline the exemptions for competitive bidding/selections such as emergency purchasing, sole source purchasing, contracts with other government agencies, and cooperative or piggyback purchasing. Below is the revised language to the Municipal Code, Section 3.20.030 (additions in Underline):

3.20.030 Exemptions from chapter application.

The provisions of this chapter shall not apply in respect to the purchase of supplies, services, and equipment in the following circumstances:

D. Cooperative or piggyback purchasing:

1. Where the city council, by contract or resolution, or both, transfers the authority to make the purchase of supplies, services, and equipment, whether blanket authority or single purchases, to another governmental agency, or officer thereof, pursuant to lawful authority, and where such other governmental agency or officer, in the purchase of supplies and equipment, follows to the satisfaction of the purchasing officer policies and procedures in compliance with the provisions of Sections 54201 through 54204 of the Government Code. In the event of the transfer of blanket authority in respect to such purchase of supplies or equipment pursuant to this section, the purchasing officer, as defined in this chapter, shall remain the purchasing officer of the city, and the other office or agency performing the services shall be designated the purchasing agent. In such an event, the purchasing officer of the city may authorize purchases through said purchasing agent in accordance with the authority vested in him or her by the city council;

2. The purchase of equipment, services, and supplies through the Department of

CITY COUNCIL AGENDA REPORT – MEETING OF NOVEMBER 14, 2023
AN ORDINANCE AMENDING CHAPTER 3.20 (PURCHASING) OF THE PICO RIVERA
MUNICIPAL CODE (FIRST READING AND INTRODUCTION)
Page 3 of 3

General Services pursuant to Section 10324 of the Public Contracts Code;

These adjustments enable City staff to procure in a responsible, transparent, efficient, effective, and accountable manner.

Conclusion:

Staff recommends the City Council introduce and waive the first reading of an ordinance amending Chapter 3.20 (Enclosure 1), to conform to the Procurement Policies and Procedures Resolution 7155 (Enclosure 2). Staff should adhere to them in order to handle procurement needs in a responsible and ethical manner, while also maximizing the use of public funds.



Steve Carmona

SC:AG:JG:ep

Enclosures: 1) Ordinance Amending PRMC Chapter 3.20
2) Resolution 7155 Procurement Policies and Procedures/Attachment A

ORDINANCE NO. _____

AN ORDINANCE OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA, CALIFORNIA AMENDING CHAPTER 3.20 (PURCHASING) OF THE PICO RIVERA MUNICIPAL CODE

WHEREAS, the City's existing Purchasing Municipal Code was last revised and adopted by the City Council on November 9, 2021, with Ordinance No. 1151; and

WHEREAS, an amendment to Chapter 3.20 (Purchasing) to the Pico Rivera Municipal Code (PRMC) is necessary to increase the procurement thresholds to align with the Federal and State practices of adjusting the procurement thresholds periodically for inflation and efficiency; and

WHEREAS, an amendment to Chapter 3.20 (Purchasing) is also necessary to standardize citywide procurement policies and procedures; and

WHEREAS, pursuant to sections 54201 through 54204 of the California Government Code, policies and procedures that govern the purchase of supplies and equipment must be adopted by an ordinance; and

WHEREAS, the City Council considered, concurrently herewith, a Resolution adopting Procurement Policies and Procedures to assist with their standard implementation citywide.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Pico Rivera as follows:

SECTION 1. Findings. The City Council finds and determines that the adoption of the Ordinances is based upon the following findings.

- A. The recitals set forth above are incorporated herein as part of the findings.
- B. An amendment to Chapter 3.20 ("Purchasing") is consistent with the General Plan as they provide and maintain efficient services which strive to be responsive to the public needs.
- C. Based on the above, the City Council determines that the Ordinance contained herein is necessary and in the public's best interest.

SECTION 2. Amendment. Sections **3.20.030** ("Exemptions from chapter application"), of Chapter 3.20 ("Purchasing"), Title 3 ("Revenue and Finance"), is hereby amended to read as follows (additions in Underline):

3.20.030 Exemptions from chapter application.

The provisions of this chapter shall not apply in respect to the purchase of supplies, services, and equipment in the following circumstances:

A. Emergency: As defined in CPCC Section 22035, in case of emergency when repair or replacements are necessary, the city may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the city, by contractor, or by a combination of the two. The day labor includes the use of maintenance personnel employed on a permanent or temporary basis. The procurement must be reported to Council at the next Council Meeting for ratification if the amount has been subject to approval of the City Council.

B. Sole source purchasing: The city may dispense with the bidding requirements if it finds that the supplies, services, or equipment are unique because of their quality, durability, availability, or fitness for a particular use and are available only from one (1) source, or, if available from more than one (1) source, can be purchased from the manufacturer or service provider for a lower price. The sole source form has to be reviewed and signed off by the appropriate authority outlined in 3.20.210.

C. Contracts with other government agencies for supplies, services, and equipment.

D. Cooperative or piggyback purchasing:

1. Where the city council, by contract or resolution, or both, transfers the authority to make the purchase of supplies, services, and equipment, whether blanket authority or single purchases, to another governmental agency, or officer thereof, pursuant to lawful authority, and where such other governmental agency or officer, in the purchase of supplies and equipment, follows to the satisfaction of the purchasing officer policies and procedures in compliance with the provisions of Sections 54201 through 54204 of the Government Code. In the event of the transfer of blanket authority in respect to such purchase of supplies or equipment pursuant to this section, the purchasing officer, as defined in this chapter, shall remain the purchasing officer of the city, and the other office or agency performing the services shall be designated the purchasing agent. In such an event, the purchasing officer of the city may authorize purchases through said purchasing agent in accordance

with the authority vested in him or her by the city council;

2. The purchase of equipment, services and supplies through the Department of General Services pursuant to Section 10324 of the Public Contracts Code;

3. The purchase is made by, through, or in concert with another public agency provided the other public agency makes such purchase in accordance with the state laws or local rules and regulations governing such purchase for the other public agency. (Ord. 938 § 1, 1999; prior code § 2702)

SECTION 3. CEQA. Pursuant to Section 15061(c)(2) of the California Environmental Quality Act (CEQA) Guidelines, the City Council finds that adoption of this Ordinance will not result in a direct or reasonably foreseeable indirect physical change in the environment and therefore is not subject to CEQA. Additionally, pursuant to Section 15060(c)(3) the activity is not a “project” as defined in Section 15378 because it has no potential for resulting in physical change to the environment, directly or indirectly.

SECTION 4. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance, or any part thereof, is for any reason held to be unconstitutional or invalid or ineffective by any court of competent jurisdiction, such decision shall not affect the validity or effectiveness of the remaining portions of this Ordinance or any part thereof. The City Council hereby declares that it would have passed each section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance irrespective of the fact that one or more sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases be declared unconstitutional, invalid or ineffective. To this end, the provisions of this Ordinance are declared to be severable.

SECTION 5. The City Clerk shall certify to the adoption of this Ordinance. The City Council hereby finds and determines that there are no newspapers of general circulation both published and circulated within the City and, in compliance with Section 36933 of the Government Code directs the City Clerk to cause said Ordinance, within fifteen (15) days after its passage, to be posted in at least five (5) public places within the City. This Ordinance shall take effect thirty (30) days after its adoption.

[Signatures on the following page]

APPROVED AND ADOPTED this ____ day of _____, 2023.

Eric Lutz, Mayor

ATTEST:

APPROVED AS TO FORM:

Cynthia Ayala, City Clerk

Arnold M. Alvarez-Glasman, City Attorney

STATE OF CALIFORNIA)
)§
COUNTY OF LOS ANGELES)

I, Cynthia Ayala, City Clerk of the City of Pico Rivera, do hereby certify that the foregoing Ordinance No. _____ was adopted at a regular meeting of the City Council of the City of Pico Rivera, held on Tuesday, _____ 2023, with the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

Cynthia Ayala, City Clerk

RESOLUTION NO. 7155

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PICO RIVERA,
CALIFORNIA, ADOPTING NEW CITYWIDE PROCUREMENT POLICIES
AND PROCEDURES**

WHEREAS, the City is required, under California Government Code section 54201 through 54204, to adopt, by ordinance, policies and procedures that govern the purchase by the local agency; and

WHEREAS, on June 4, 1985, the City Council adopted Ordinance No. 32 establishing policies and procedures governing the purchase by the City; and

WHEREAS, the City's procurement policies and procedures were last revised in 2013 and since then, several developments have been made requiring amendments to Chapter 3.20 (Purchasing) of the Pico Rivera Municipal Code (PRMC); and

WHEREAS, as part of the City's continuing effort to enhance the City's fiscal and operational practice, a revised Procurement Policies and Procedures (the Policy), (Attachment "A") has been developed and submitted to the City for review; and

WHEREAS, concurrently herewith, the City Council considered and an Ordinance as required by Section 54201 et seq. of the California Government Code.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Pico Rivera as follows:


SECTION 1. The above recitals are true and correct and incorporated herein by reference.

SECTION 2. The City Council finds that the proposed Policy, attached hereto in substantial form, is consistent with the General Plan as they provide and maintain efficient services which strive to be responsive to the public needs.

SECTION 3. The City Council hereby approves and adopts the Policy.

SECTION 4. City Clerk shall attest to the passage of this resolution and it shall thereupon be in full force and effect.

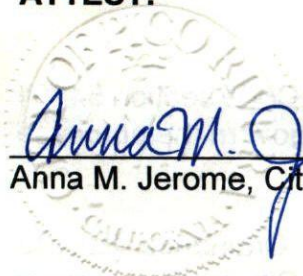
APPROVED AND PASSED this 9th day of November, 2021.



Raul Elias, Mayor

ATTEST:

APPROVED AS TO FORM:



Anna M. Jerome

 Anna M. Jerome, City Clerk

Arnold M. Alvarez-Glasman

 Arnold M. Alvarez-Glasman, City Attorney

AYES: Camacho, Lara, Lutz, Sanchez, Elias
NOES: None
ABSENT: None
ABSTAIN: None



Procurement Policies and Procedures

References

City of Pico Rivera Municipal Code: Title 3 Revenue & Finance: 3.20 Purchasing
City of Pico Rivera Municipal Code: Title 3 Revenue & Finance: 3.48 Informal Bidding for Public Projects
California Public Contract Code (CPC) – Public Projects Only
California Uniform Public Construction Cost Accounting Act (UPCCAA) – Public Projects Only
California Constitution Article XVI Public Finance
Office of Management and Budget (OMB) Uniform Guidance 2 Code of Federal Regulations (CFR) Subtitle A, Chapter 2, Part 200, Subpart D, Section 200.318-327

Purpose

The purpose of this manual is to establish guidelines for the solicitation and selection of all procurement contracts entered into by the City of Pico Rivera (City). The procurement process is designed to ensure that citizens of the City receive maximum value for their tax dollars. City employees exercise care to avoid any situation or practice that may appear improper and always endeavor to obtain the maximum value for each dollar expended.

The City staff strives to conduct all purchasing transactions with fairness and give all qualified vendors equal opportunity while demanding truth and honesty in the procurement process at all times.

ATTACHMENT “A”

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ATTACHMENT “A”

Policies

Code of Conduct

The City must maintain written standards of conduct covering conflicts of interest and governing the actions of its employees engaged in the selection, award and administration of contracts. No employee, officer, or agent may participate in the selection, award, or administration if he or she has a real or apparent conflict of interest. Such a conflict of interest would arise when the employee, officer, or agent, any member of his or her immediate family, his or her partner, or an organization which employs or is about to employ any of the parties indicated herein, has a financial or other interest in or a tangible personal benefit from a firm considered for a contract. The officers, employees, and agents of the City may neither solicit nor accept gratuities, favors, or anything of monetary value from contractors or parties to subcontracts. However, the City may set standards for situations in which the financial interest is not substantial or the gift is an unsolicited item of nominal value. The standards of conduct must provide for disciplinary actions to be applied for violations of such standards by officers, employees, or agents of the City.

Fair Competition

The City staff must discharge their duties impartially to assure fair competition among responsible vendors. All vendors will be treated equally and fairly at all times by the City staff, with equal information given to each vendor who participates in the procurement process. Prequalified lists of persons or firms, or products use in acquiring goods or services, and to be kept current and include enough qualified sources to ensure maximum open and fair competition.

Purchasing Items with Recycled Content

In accordance with Section 22150-22154 of the California Public Contract Code and SB 1383 Article 12 Regulations, the City shall purchase recycled products instead of non-recycled products whenever recycled products are available at the same or a lesser total cost than non-recycled items if fitness and quality are equal.

Purchasing Items with ADA-Compliant Content

Because each department will have expertise specific to the supplies, services, and equipment it requests, it shall be at the discretion of each department requester to determine whether any particular product or service meets both the ADA criteria and the essential needs of the residents of the City.

ATTACHMENT "A"

Other Consideration for Purchases

Per California Constitution Article XVI Public Finance Section 6, prior to making any expenditures that benefits a City employee, City officer, or private party, the City has to consider whether such expenditure constitutes a valid public purpose of the City, document the City Council's deliberation and determination that the expenditure constitutes a valid public purpose for the city, and decline to authorize any expenditures that do not constitute a valid public purpose of the City.

ATTACHMENT "A"

Procedures

DOS AND DON'TS

DOS

- Follow Informal Bidding for Public Projects Municipal Code (3.48) for Public Project procurement.
- Utilize a contract to purchase general services and professional services of any amount (other than personal services defined in PRMC 3.20.105).
- Departments must use the required legal approved templates for formal bids and Request for Proposals (RFP).
- Departments must use the required legal approved templates and compliance checklist from the City Clerk's office to create an agreement or contract.
- Departments are to complete each agreement or contract in its entirety to include a completed scope of services before seeking final approval from the legal department.
- Once the City Clerk's office receives an approved legal document, the City Clerk shall submit the completed and signed document back to the requested department for future processing.
- Department must obtain Risk Management's approval of a vendor's insurance or Risk Management's notice that the insurance is not applicable.
- Department must obtain approvals from the appropriate authority for an agreement or contract.

DON'TS

- Do not circumvent established single purchase limits by splitting procurement transactions into small units that are artificially devised to avoid the bidding requirements and other procedures applicable to larger unit transactions.
- Do not circumvent established single purchase limits by changing orders to avoid the bidding requirements and other procedures applicable to higher approval limits.
- Do not participate in or work on a procurement if there is a real or apparent conflict of interest.
- Do not use sole source procurement when competitive solicitation procedures like sealed bids or competitive proposals are applicable or practicable.
- Do not pay vendor invoices with the City-issued Cal-Card.
- Do not pay vendor invoices with the City petty cash.

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Summary

General provisions: The City's Municipal Code 3.48 (Informal Bidding for Public Projects) follows the California Uniform Public Construction Cost Accounting Act (UPCCAA) and sets forth the procurement requirements and bidding limits for Public Projects, and the City's Purchasing Municipal Code (PRMC 3.20) has established the following expenditure thresholds that determine which procedures are used for **non-Public Projects**:

Purchases less than \$5,000

- No PO is required
- Invoice approved by the Department Head

Informal Competitive – \$5,000 to \$29,999

- Written scope of work or specifications
- Three quotes or a sole source form approved by the Department Head and Finance Director

Formal Competitive – Purchases equal to or above \$30,000

- Formal solicitation document (invitation for bid or RFP)
- Recommendation for award memo with **one of the following**:
 - Actual bids and bid tabulation
 - Proposals and the signed evaluation results
 - Sole source form approved by the City Manager for purchases from \$30,000 to \$49,999
- The City Manager approves purchases up to \$49,999
- The City Council approves all Purchases equal to or over \$50,000 by a final staff report or a council resolution

All city purchases require insurance approved by Risk Management unless Risk Management determines that insurance is not applicable.

Exemptions: The competitive bidding or competitive selection procedures and requirements may be dispensed with any of the following purchases:

- Emergency
- Sole source purchasing
- Contracts with other government agencies
- Cooperative or piggyback purchasing
- Personal and professional services less than \$50,000 if the procurement does not include any federal funding

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Compliance with federal and state requirements: The competitive bidding procedures and requirements may be different for the following:

- Procurement with federal or state grants
- Public projects

For purchases from \$5,000 to \$29,999:

- The Soliciting Department prepares written specifications that explain the requirements for the purchase and how the vendor will be selected.
- The Soliciting Department needs to discuss the specifications with Risk Management to determine if insurance is required.
- Informal quotes may be obtained in writing. The department should solicit at least three vendors via email or fax. The solicitation should include a due date.
- The Soliciting Department collects at least three quotes and reviews them to make sure that department requirements are met.
- The department prepares the bid sheet explaining the selection and any additional distinctions for the purchase, including non-responsive vendors.
- The Sole Source form must be reviewed/approved by the Finance Director.
- Insurance must be approved by Risk Management, or notice must be sent from Risk Management that insurance is not applicable. Soliciting departments should not assume that insurance is not applicable.

For purchases of \$30,000 or more:

If no exemptions or special federal and/or state requirements are applicable, the City uses competitive bidding or competitive selection for purchases of \$30,000 or more. The City Manager may approve purchases up to \$49,999. The City Council approves all purchases equal to or over \$50,000 using a final Staff Report or a Council Resolution.

Competitive Bidding is used to procure supplies, general services, and equipment valued at \$30,000 or more. It is a price-only selection process where the contract is awarded to the lowest Responsive and Responsible bidder. Responsiveness relates to whether a bidder has met the requirements of the City's specifications. Responsibility relates to the bidder's general business standing, such as financial stability, performance on prior contracts of a similar nature, and so on.

Pre-bid meetings may be held to answer questions related to bids. These meetings may be voluntary or mandatory. The meeting requirements cannot be changed, made mandatory, and/or used in an evaluation process after the bid has been posted.

Formal Competitive Bid Guidelines

Defining your need and market research: Ensure that there is an understanding and agreement on the result you are buying. If there is a "knowledge gap" about your procurement or the industry from which you're buying, then conduct market research.

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Developing and approving solicitation documents:

- Ensure that you provide a complete set of specifications or scope of work for your procurement.
- Utilize the latest boilerplates available.
- Ensure that you account for all necessary work or line items in your procurement.
- If your procurement is grant-funded, ensure that the granting agency requirements, including the solicitation threshold amounts, are met.
- The City Attorney must approve formal solicitations.
- The Notice Inviting Bids provides information regarding:
 - The type of contract being issued;
 - Where the specifications can be obtained;
 - The date and time at which responses are due and will be opened.
- Any bid received after the stated deadline will not be accepted. At the time of bid opening, which is usually held in the City Clerk's Office, each bid is opened, and the respective bid prices are read aloud.

Evaluation Guidelines for Competitive Bids

The guidelines listed below comprise best practices and specific instructions from the City's Purchasing Municipal Code (PRMC 3.20). Together, they are designed to help staff apply appropriate evaluations to a competitive bid. All bids shall be placed in a sealed envelope and delivered to the City as specified in the Notice Inviting Bids. Sealed bids are typically opened by the City Clerk.

The Soliciting Department Review for all Necessary Requirements, Licenses, and/or Certifications such as the following:

- State License Requirements (if outlined in the Bid Document)
- Certification Requirements (if outlined in the Bid Document)
- Debarment and Suspension (Required for Federal Projects) - not on Debarred/Excluded Parties List (Sam.gov): include printed verification
- Department of Industrial Relations Registration (Required for Public Works): include printed verification
- Attendance of Pre-bid Meeting (if Mandatory)

Award of bid and determination of responsiveness: Departments are advised to review bids for responsiveness. The contract shall be awarded to the lowest responsive and responsible bidder.

The required forms include, but are not limited to:

- Declaration of non-collusion
- Bidder's Bid
- Bid Security (if outlined in the Bid Document)

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- Signed (acknowledged) Addenda

Competitive Selection is a process whereby various criteria are used to determine which proposer offers the City the overall best value. Competitive selection utilizes RFPs and has different types of criteria for the selection process. A contract can be awarded for reasons other than the lowest price.

Formal Competitive Selection Guidelines

RFPs outline the details by way of a Scope of Work that defines what the selected firm will do for the City, such as conducting a study, delivering a customized software program, etc.

- Proposals are assessed via evaluation criteria that explain how the proposals will be evaluated, and a firm selected.
- The Competitive Selection process for an RFP is not determined by price only. In fact, the price needs not to be a criterion. Prior experience of the firm and key people to be assigned to the project are typical criteria.
- RFPs list those items under the title *Contents of Proposals*, which a proposer is required to provide in order for their proposal to be responsive and considered.
 - There should be a relationship between the *Contents of Proposals* and the evaluation criteria. For example, if the evaluation criterion is prior experience, the *Contents of Proposals* section should require the submission of resumes, references, corporate history, etc.
- Unlike Competitive Bid contracts, contracts subject to Competitive Selection are not required to be noticed in the newspaper. However, Department will place a notice on the City's bid notification system. If federal or state grants/funds are utilized, departments should review the requirements for advertisement.
- The City Attorney Office must approve all RFPs prior to issuance.

Soliciting Department prepares the RFPs with the City's standard boilerplate, which includes the City's legal requirements and the following descriptive elements:

1. Introduction: This section states the general nature and purpose of the RFP. The project should be described in as much detail as needed to provide the reader with a basic understanding of the request and requirements necessary to perform the work.
2. Background: This section provides a brief history, justification, or rationale for the project. Such data should include, but not be limited to, a brief description of the City (e.g., population, square miles) and any other information regarding the demographics of the City that will give the prospective proposers an understanding of the community.
3. Objective: This section states the specific goal. It explains what is expected at the

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- end of the contract and what is anticipated from the contractor's services.
4. **Scope of Services/Scope of Work (SOW):** This section provides guidance and clarity to prospective bidders for their understanding of the work to be undertaken. SOWs are divided into two categories: performance-based (professional services contracts) and design-based (architectural or IT-related). The SOW should define the level of effort that is expected. SOWs should include information regarding any environmental impact the project may have under the California Environmental Quality Act (CEQA).
 5. **Location:** This section provides the project's location, that is, where the services are to occur, and includes the name and phone number of the City's contact person. Pictures, maps, and diagrams should be included when possible.
 6. **Service Dates:** This section provides the anticipated commencement and ending dates for which services will be required and any other milestones that need to be met to complete the project on time successfully.
 7. **Evaluation Criteria:** This section defines specific evaluation criteria. Criteria must be assigned specific point values or percentages used to evaluate each proposal. A typical evaluation matrix would specify the weights used to evaluate the proposals, for example, technical 30%, cost 20%, customer service 15%, training 15%, experience 10%. If the project has a limited budget, a budget range may be included in the RFP.

Pre-proposal meetings are scheduled and set up by the Soliciting Department. Addenda are typically developed by the Soliciting Department and sent to potential bidders.

Evaluation Guidelines for Competitive Selection

The guidelines below consist of best practices and specific instructions from the City's Purchasing Municipal Code (PRMC 3.20). Together, they are designed to help staff apply appropriate evaluations to a competitive selection.

Departments must follow the evaluation section of the RFP. Departments are advised to use evaluators that are subject matter experts, such as consultants, City employees, and employees of other agencies to ensure that the proposals meet the technical requirements of the Department. Finally, Departments should maintain (file) backup documentation of each proposal's "evaluation criteria" results.

The Soliciting Department should send the RFP and addenda posted to the Evaluation Review Panel prior to receipt of the proposal.

The Department Lead should have a meeting with the Review Panel to ensure everyone understands the RFP Statement of Work and the evaluation criteria and discuss any potential conflicts and the timeline for the RFP proposal review.

The Soliciting Department reviews for all necessary requirements, licenses, and/or certifications outlined in the RFP, similar to the required documents listed for the Bid.

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Evaluation Method for RFPs:

The following evaluation method is recommended:

1. All factors are considered and scored according to the established criteria.
2. It is recommended to establish a minimum acceptable score each proposal would have to achieve in order to move forward in the process. Proposals that do not meet the minimum level would not advance to the final evaluation step.

Example:

| Category | Proposal A | Proposal B | Proposal C |
|----------------------|------------|------------|------------|
| Technical (40%) | 35 | 38 | 40 |
| Qualifications (40%) | 35 | 30 | 40 |
| Experience (20%) | 20 | 18 | 16 |
| Total Points | 90 | 86 | 96 |

If the minimum acceptable score is 90, only proposal A and C will advance to the final evaluation step. Staff can then negotiate the price with firms A and C and determine to which vendor the contract shall be awarded based on the score and cost.

Evaluation Guidelines for Applying an Ethical Standard:

This section of the Evaluation Guidelines is designed to guide staff in applying basic ethical standards to the evaluation process. Staff is strongly advised to comply with all ethics standards administered by the Human Resources Department. Staff is generally recommended to eliminate any known bias from their evaluation process. Additionally, staff is advised that the City's purchasing processes are all public processes. Therefore, they should make known any impact a contract award can have on them personally or professionally. Furthermore, staff is advised to consider recusing themselves from being an evaluator in the following general instances:

- Has or has had a personal or professional relationship with any of the vendors in contention.
- Will be evaluating alongside a subordinate or a supervisor.
- Have already received a presentation related to the current proposal from any of the vendors in contention.
- Have the potential to receive a direct or indirect benefit based on the award or non-award of the contract.

Exemptions from Competitive Bidding or Competitive Selection

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Although all contracts \$30,000 or more are subject to either Competitive Bidding or Competitive Selection, under certain circumstances, the process may be dispensed with, and an exemption may be granted. It is important to note that an exemption only exempts the competitive portion of the purchasing process. All other requirements (forms and procedures) still apply.

- **Emergency:** As defined in CPCC Section 22035, in cases of emergency when repair or replacements are necessary, the City may proceed at once to replace or repair any public facility without adopting plans, specifications, strain sheets, or working details, or giving notice for bids to let contracts. The work may be done by day labor under the direction of the City, by contractor, or by a combination of the two. The day labor includes the use of maintenance personnel employed on a permanent or temporary basis. The City Manager can authorize a purchase due to an unexpected and urgent request where health and safety or public resource conservation is at risk. The procurement must be reported to Council at the next Council Meeting for ratification if the amount has been subject to approval of the City Council.
- **Sole source –** The City may dispense with the bidding requirements if it finds that the materials, supplies, equipment, or services are unique because of their quality, durability, availability, or fitness for a particular use and are available only from one (1) source, or, if available from more than one (1) source, can be purchased from the manufacturer or service provider for a lower price. If the cost of such sole source purchasing is \$50,000 or greater, the City Council's approval shall be required.
- **Contracts with other government entities for supplies, services, and equipment:** The City may enter into contracts with other government agencies without a competitive process.
- **Cooperative or piggyback purchasing –** The City may be exempted from a competitive procurement process when cooperate or piggyback with another governmental agency.
- **Personal and professional services:** The City may award personal and professional service contracts less than \$50,000, if the procurement does not include any federal funding, based on demonstrated competence and the professional qualifications necessary for the satisfactory performance of the service required.

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Federal and State Requirements

Suppose a State or Federal agency has any level of authority regarding your purchase. In that case, it is incumbent upon the soliciting Department to follow any and all procurement rules required for the specific purchase. Please be prepared to provide detailed instructions directly from the federal or state agency that governs your solicitation. Below are a few general guidelines to consider which may govern your procurement. It is important to note that this section is not designed to provide all federal or state requirements. If you are making a purchase bound by federal or state rules, you are strongly advised to gather and assemble all necessary forms, procedures, and policies that govern your solicitation.

- Federal or state grants: If the procurement is grant-funded partially or completely, the city must meet all granting agency requirements, including the solicitation threshold amounts. **The most restrictive policy should be followed.**
- Public projects: As defined in CPCC Section 22002, a public project includes but may be not limited to construction, reconstruction, erection, alteration, renovation, improvement, demolition, and repair work involving any publicly owned, leased, or operating facility. A public project does not include maintenance work. The city shall procure for a Public Project by following the requirements and bidding limits set forth by the California Uniform Public Construction Cost Accounting Act (UPCCAA), which adjusts the requirements and thresholds periodically for efficiency and inflation. The City’s Municipal Code 3.48 provides more specific guidelines for public project procurement.

Consultant Selection and Procurement

For example, the City receives grants from the Department of Transportation via Caltrans. According to 23 CFR “ Highway” Part 172 “Procurement, Management, and Administration of Engineering and Design Related Services”, Section 172.5(b)(1) (<https://www.ecfr.gov/current/title-23/chapter-I/subchapter-B/part-172>), the City shall follow the procedures detailed in the Local Assistance Procedures Manual (LAPM) Chapter 10 “Consultant Selection” (<https://dot.ca.gov/programs/local-assistance/guidelines-and-procedures/local-assistance-procedures-manual-lapm>) for the procurement, management, and administration of engineering and design related consultant services funded in whole, or in part, with Federal-aid highway program funds.

Departments are responsible for reviewing and validating that all of the Caltrans and Federal requirements, including contract language that is included in their solicitation prior to advertisement of the solicitation.

Departments are advised to adhere to all Federal standards applicable to their funding as it relates to the purchasing. The link below contains the 2 CFR 200, Uniform

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Administrative Requirements, Cost Principles, and Audit Requirements for Federal Awards:

<https://www.ecfr.gov/current/title-2/subtitle-A/chapter-II/part-200?toc=1>

PART 200—UNIFORM ADMINISTRATIVE REQUIREMENTS, COST PRINCIPLES, AND AUDIT REQUIREMENTS FOR FEDERAL AWARDS

Below is an excerpt for immediate reference:

- § 200.214 Suspension and debarment
- § 200.215 Never contract with the enemy
- § 200.216 Prohibition on certain telecommunications and video surveillance services or equipment.
- § 200.318 General Procurements Standards
- § 200.319 Competition
- § 200.320 Methods of Procurement to Be Followed – Thresholds are set by the Federal Acquisition Regulation at 48 CFR Subpart 2.1 and adjusted periodically for inflation:
 - Micro-purchases
 - Small purchases
 - Sealed bids
 - Competitive proposals
 - Non-competitive Negotiation
- § 200.321 Contracting with Small and Minority Businesses, Women’s Business Enterprises, and Labor Surplus Area Firms
- § 200.322 Domestic preferences for procurements
- § 200.323 Procurement of recovered materials
- § 200.324 Contract cost and price
- § 200.325 Federal awarding agency or pass-through entity review
- § 200.326 Bonding requirements
- § 200.327 Contract provisions & Appendix II to Part 200—Contract Provisions for Non-Federal Entity Contracts Under Federal Awards

Federal terms and conditions include, but not be limited to, the following:

- Equal Employment Opportunity
- Davis-Bacon Act and Copeland “Anti-Kickback” Act
- Contract Work Hours and Safety Standards Act
- Clean Air Act and Federal Water Pollution Control Act
- Debarment and Suspension Certification to ensure that a contract is not to be awarded to parties listed on the System for Award Management’s (SAM) “List of Parties Excluded from Federal Procurement or Non-Procurement Programs.”

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Change Order

If a contract or purchase order originally approved by a Department Head, Finance Director or the City Manager later requires authorization for additional expenditures or costs that, if included as part of the original contract, would have exceeded the Department Head's, Finance Director's or City Manager's contract approval authority, any amendment(s) authorizing such additional expenditures or costs shall be:

- Approved by the Department Head if the additional expenditures and costs, had they been included in the original contract, would have still been within \$5,000;
- Approved by the Finance Director if the additional expenditures and costs, had they been included in the original contract, would have exceeded \$5,000 but below \$30,000. Also, staff should conduct an informal bid or provide a sole source form approved by the Finance Director;
- Approved by the City Manager if the additional expenditures and costs, had they been included in the original contract, would have exceeded \$30,000 but below \$50,000. Also, staff should conduct a formal bid or provide a sole source form approved by the City Manager;
- Approved by the City Council if the additional expenditures and costs, had they been included in the original contract, would have exceeded the City Manager's approval authority of \$50,000.

Insurance Guidelines

In general, when a vendor is performing work for the City, whether on City property or not, some form of insurance may be required, regardless of the amount of a purchase order or the length of time the vendor will be on City premises. If in doubt whether the insurance documentation submitted by a vendor complies with the City's insurance requirements, you may request Risk Management review and approve the insurance prior to submitting a Requisition to the Finance Department. In an effort to assist vendors in complying with the City's insurance requirements, it may be helpful to provide the vendor a copy of the City's General Insurance Requirements. A copy of this document and other types of coverages can be obtained from Risk Management.

Types of Coverage may include, but not be limited to, general insurance requirements, construction type risks, contracts with professional liability, contracts with software, cyber liability, and professional liability.

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Contract Types

The City has several standard contracts, each with its own particular terms and conditions. The contracts include supplies and equipment purchase orders, professional services contracts, etc. The type of contract used for a particular transaction is determined by the nature of the transaction.

Contract Approval Process

Soliciting Department makes sure that there are sufficient funds in the budgeted accounts/projects before the contract is approved by the appropriate approval authority. Department verifies the contract's fiscal impact included in the agenda report. The contract approval authority is defined in PRMC 3.20.210.

Soliciting Department prepares a draft contract, has it reviewed by the City Attorney, and then approved by the appropriate authority before a contract can be effective.

Per PRMC 2.04.140, the city manager shall examine all proposed contracts to which the city may be a party, and may sign on behalf of the city any contract authorized by the city council, excepting where the council directs that some other officer or officers shall do so. Therefore, unless directed by the City Council, no other employees are authorized to bind the City into a contract.

Glossary

ADA

The Americans with Disabilities Act (ADA) became law in 1990. The ADA is a civil rights law that prohibits discrimination against individuals with disabilities in all areas of public life, including jobs, schools, transportation, and all public and private places that are open to the general public. The purpose of the law is to make sure that people with disabilities have the same rights and opportunities as everyone else. The ADA gives civil rights protections to individuals with disabilities similar to those provided to individuals on the basis of race, color, sex, national origin, age, and religion.

Bid security is a bond or deposit which guarantees that the bidder/proposer, if awarded the contract, will accept the contract as bid.

Bid specification is a document that states the requirements to which a given product or service must conform.

Competitive bidding is the process of inviting and obtaining bids from competing sources in response to advertised competitive specifications and by which an award is made to the lowest and best bidder meeting the specifications.

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Competitive selection is a process whereby various criteria are used to determine which proposer offers the City the overall best value. Competitive selection is used for services.

Contract is an obligation, such as an accepted offer, between competent parties upon a legal consideration to do or abstain from doing some act. The essential elements of a contract are: 1) an offer and an acceptance of that offer; 2) the capacity of the parties to contract; 3) consideration to support the contract; 4) a mutual identity of consent; 5) legality of purpose; and 6) definiteness.

Exemption is a limited action by which a purchase may be made without the Competitive Bidding or Competitive Selection processes.

General service is a service of a general nature (as opposed to personal and professional services). If it is determined by the City that all vendors providing a service classification can equally provide the service satisfactorily, a bid process would be appropriate. However, if factors other than price need to be considered in awarding the contract, the RFP process may be used.

Professional services require a high degree of professional, educational, or technical skill, such as services rendered by architects, engineers, bond underwriters, actuaries, attorneys, auditors, software service providers, web designers, and others.

Purchase Order (PO) is a written document to a vendor formalizing the City's terms and conditions of a proposed transaction, such as a description of the requested items, delivery schedule, terms of payment, and transportation. (PRMC 3.20.070)

Request for Proposal (RFP) is a document used to solicit proposals from potential providers for goods and services. Price is usually not a primary evaluation factor. It provides for the negotiation of all terms, including price prior to contract award.

Requisition (RX) is a document created by a requestor to initiate the procurement of supplies, services, and equipment. It includes a description of the purchase and other information that is relative to the transaction. An RX is not a purchase order and shall not be used or represented as such. (PRMC 3.20.060)

GOOD OF THE ORDER

| COUNCIL MEETING DATE | COUNCIL MEMBER | REQUEST | DETAIL | DIRECTOR(S) | ACTION TAKEN: Memo; Staff Report; Closed Session; Presentation; Follow-up Meeting; City Manager Reports; Informal Action | DISCUSSION ITEM | ACTION ITEM DATE |
|-----------------------------|-----------------------|-----------------------------------|----------------------|--------------------|---|------------------------|-------------------------|
| 2/14/2023 | Garcia/Sanchez | Establishing Safe Spaces for kids | Take to City Council | P. Yugar | TBD | 2/14/2023 | 8/8/2023 |

STATUS:
Complete;
Pending;
On-going;
In-Progress

In-Progress