

City of Morro Bay

City Council Agenda

Mission Statement

The City of Morro Bay is dedicated to the preservation and enhancement of the quality of life. The City shall be committed to this purpose and will provide a level of municipal service and safety consistent with and responsive to the needs of the public.

**REGULAR MEETING
OCTOBER 9, 2012**

**CLOSED SESSION
CITY HALL CONFERENCE ROOM - 5:00 P.M.
595 HARBOR ST., MORRO BAY, CA**

CS-1 GOVERNMENT CODE SECTION 54956.8; PROPERTY TRANSACTIONS

Instructing City's real property negotiator regarding the price and terms of payment for the purchase, sale, exchange, or lease of real property as to eleven parcels.

- **Property: 1320 Main Street, Access Easement over Lot B**
Negotiating Parties: M. Lemos and City of Morro Bay
Negotiations: Voluntary Purchase and Sale
- **Property: North Point Natural Area, Toro Lane**
Negotiating Parties: opticAccess, LLC and City of Morro Bay
Negotiations: Lease Terms and Conditions

**IT IS NOTED THAT THE CONTENTS OF CLOSED SESSION MEETINGS
ARE CONFIDENTIAL AND EXEMPT FROM DISCLOSURE.**

**PUBLIC SESSION
VETERANS MEMORIAL HALL - 6:00 P.M.
209 SURF ST., MORRO BAY, CA**

ESTABLISH QUORUM AND CALL TO ORDER
MOMENT OF SILENCE
PLEDGE OF ALLEGIANCE
MAYOR AND COUNCILMEMBERS ANNOUNCEMENTS & PRESENTATIONS
CLOSED SESSION REPORT

PUBLIC COMMENT PERIOD - Members of the audience wishing to address the Council on City business matters (other than Public Hearing items under Section B) may do so at this time.

To increase the effectiveness of the Public Comment Period, the following rules shall be followed:

- When recognized by the Mayor, please come forward to the podium and state your name and address for the record. Comments are to be limited to three minutes.
- All remarks shall be addressed to Council, as a whole, and not to any individual member thereof.
- The Council respectfully requests that you refrain from making slanderous, profane or personal remarks against any elected official, commission and/or staff.
- Please refrain from public displays or outbursts such as unsolicited applause, comments or cheering.
- Any disruptive activities that substantially interfere with the ability of the City Council to carry out its meeting will not be permitted and offenders will be requested to leave the meeting.
- Your participation in City Council meetings is welcome and your courtesy will be appreciated.

In compliance with the Americans with Disabilities Act, if you need special assistance to participate in this meeting, please contact the City Clerk, (805) 772-6205. Notification 72 hours prior to the meeting will enable the City to make reasonable arrangements to ensure accessibility to this meeting.

A. CONSENT CALENDAR

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion.

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 25, 2012; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 DELAYED PROJECT STATUS REPORT; (ADMINISTRATION)

RECOMMENDATION: Informational item only.

A-3 ENTERING INTO A REVISED MEMORANDUM OF UNDERSTANDING WITH SAN LUIS OBISPO COUNTY FOR THE PREPARATION OF AN INTEGRATED REGIONAL WATER MANAGEMENT PLAN; (PUBLIC SERVICES)

RECOMMENDATION: Authorize the Public Services Director to enter into a Memorandum of Understanding (MOU) with San Luis Obispo County and to represent the City in preparing the Integrated Regional Water Management (IRWM) plan.

A-4 QUARTERLY FINANCIAL STATUS REPORT FOR THE FISCAL YEAR ENDED SEPTEMBER 30, 2012; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Accept the report as presented.

A-5 AUTHORIZATION TO FILL ONE RECREATION AND PARKS DEPARTMENT MAINTENANCE WORKER III POSITION – CONSOLIDATED MAINTENANCE; (RECREATION & PARKS)

RECOMMENDATION: Authorize staff to fill this essential Recreation and Parks Department Maintenance Worker III position.

A-6 AUTHORIZATION TO FILL ONE RECREATION AND PARKS DEPARTMENT ADMINISTRATIVE TECHNICIAN – ADMINISTRATION; (RECREATION & PARKS)

RECOMMENDATION: Authorize staff to fill this essential Recreation and Parks Department Administrative Technician position.

A-7 AUTHORIZATION TO CONDUCT A RECRUITMENT PROCESS TO FILL THE FIRE CHIEF POSITION; (ADMINISTRATION)

RECOMMENDATION: Authorize the City Manager to begin the recruitment process to fill the Fire Chief position.

B. PUBLIC HEARINGS, REPORTS & APPEARANCES

B-1 INTRODUCTION AND FIRST READING OF ORDINANCE NO. 581 REPEALING, AMENDING, AND REENACTING CHAPTER 10.76 OF THE MORRO BAY MUNICIPAL CODE ENTITLED COASTERS, ROLLER SKATES, SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES; AND DISCUSSION OF DRAFT RESOLUTION PROHIBITING SUCH DEVICES ON COMMERCIAL DISTRICT SIDEWALKS WITHIN THE CITY; (CITY ATTORNEY)

RECOMMENDATION: Accept public comment and then move for introduction and first reading of Ordinance No. 581 by number and title only. In addition, review and comment on the attached Resolution that would prohibit such devices on sidewalks in the commercial districts of the City.

B-2 INTRODUCTION AND FIRST READING OF ORDINANCE NO. 580 ADDING SECTION 7.04.170 MENACING AND AGGRESSIVE ANIMAL ORDINANCE TO CHAPTER 7.04 OF THE MORRO BAY MUNICIPAL CODE; (ADMINISTRATION)

RECOMMENDATION: Open the public hearing, receive testimony and approve the First Reading and Introduction of Ordinance No. 580 adding Section 7.04.170 by number and title only.

C. UNFINISHED BUSINESS

C-1 DISCUSSION AND APPROVAL OF THE AGREEMENT WITH THE MORRO BAY CHAMBER OF COMMERCE TO PROVIDE CERTAIN ECONOMIC SERVICES IN EXCHANGE FOR \$58,250, AND A LEASE AGREEMENT WITH THE CHAMBER FOR PROPERTY LOCATED AT 695 HARBOR STREET; (CITY ATTORNEY)

RECOMMENDATION: Approve a funding Service Contract totaling \$58,250 and a no cost office space lease at 695 Harbor Street.

D. NEW BUSINESS - None

E. DECLARATION OF FUTURE AGENDA ITEMS

F. ADJOURNMENT

THIS AGENDA IS SUBJECT TO AMENDMENT UP TO 72 HOURS PRIOR TO THE DATE AND TIME SET FOR THE MEETING. PLEASE REFER TO THE AGENDA POSTED AT CITY HALL FOR ANY REVISIONS OR CALL THE CLERK'S OFFICE AT 772-6205 FOR FURTHER INFORMATION.

MATERIALS RELATED TO AN ITEM ON THIS AGENDA SUBMITTED TO THE CITY COUNCIL AFTER DISTRIBUTION OF THE AGENDA PACKET ARE AVAILABLE FOR PUBLIC INSPECTION AT CITY HALL LOCATED AT 595 HARBOR STREET; MORRO BAY LIBRARY LOCATED AT 625 HARBOR STREET; AND MILL'S COPY CENTER LOCATED AT 495 MORRO BAY BOULEVARD DURING NORMAL BUSINESS HOURS.

IN COMPLIANCE WITH THE AMERICANS WITH DISABILITIES ACT, IF YOU NEED SPECIAL ASSISTANCE TO PARTICIPATE IN A CITY MEETING, PLEASE CONTACT THE CITY CLERK'S OFFICE AT LEAST 24 HOURS PRIOR TO THE MEETING TO INSURE THAT REASONABLE ARRANGEMENTS CAN BE MADE TO PROVIDE ACCESSIBILITY TO THE MEETING.

AGENDA NO: A-1

MEETING DATE: 10/09/2012

MINUTES - MORRO BAY CITY COUNCIL
REGULAR MEETING – SEPTEMBER 25, 2012
VETERAN’S MEMORIAL HALL – 6:00P.M.

Mayor Yates called the meeting to order at 6:00 p.m.

PRESENT:	William Yates	Mayor
	Carla Borchard	Councilmember
	Nancy Johnson	Councilmember
	George Leage	Councilmember
	Noah Smukler	Councilmember
STAFF:	Andrea Lueker	City Manager
	Robert Schultz	City Attorney
	Jamie Boucher	City Clerk
	Rob Livick	Public Services Director
	Mike Lewis	Interim Police Chief
	Mike Pond	Fire Chief
	Susan Slayton	Administrative Services Director
	Eric Endersby	Harbor Director
	Joe Woods	Recreation & Parks Director

ESTABLISH QUORUM AND CALL TO ORDER

MOMENT OF SILENCE

PLEDGE OF ALLEGIANCE

MAYOR AND COUNCIL MEMBERS REPORTS, ANNOUNCEMENTS & PRESENTATIONS

CLOSED SESSION REPORT – City Attorney Robert Shultz reported that City Council met in Closed Session and no reportable action under the Brown Act was taken.

PUBLIC COMMENT

Brett Bishop, Operations Manager for Aero Seal of California located at Miners Hardware in Morro Bay, presented the Morro Bay Business Report. As a new business in town, he first wanted to thank Morro Bay for developing a Green Building Program. Aero Seal is a process for improving the efficiency in ventilation systems and is offered to both home and business owners. The process will help stop energy waste and could save up to 30% in costs as well as provide cleaner indoor air. They are holding an Open House on October 4th from 530-730pm.

Steve Buffalo spoke on behalf of the Morro Bay Harbor Festival inviting everybody to next weekend’s big event. He boasted there will be 23 wineries, 7 breweries, 8 restaurants and a great line up of entertainment as well as free activities for children.

Michele Jacquez spoke on behalf of TBID regarding Item D-2, TBID’s Request for Additional Funding. She hopes that Council will grant their request of \$58,500 for marketing and up to \$10,000 for site improvements to the new Visitor’s Center. She stressed that TBID was in place

to market the entire City and her hopes are that with these funds, their strong marketing efforts would continue. She also advertised this weekend's Savor the Central Coast event.

Nancy Castle spoke on behalf of AGP, requesting those having presentations as a part of their public comment; please bring them on flash drives. She also invited the public to attend the Annual BBQ at St. Peters by the Sea where they will be holding their 50th Anniversary of the Church and "Parish House" dedication. In addition, there will be a bbq, crafts, music and an art show.

Jim Davis announced an event happening this Sunday, September 30th at the Morro Bay Veteran's Hall – "Veteran's Express Shuttle Benefit Concert". The event goes from 130-430pm and supports Ride-on Transportation for Veteran's to get to Santa Maria and even Los Angeles for their doctor appointments. Red Skunk Band and the Louie Ortega band will both be performing. Food and drinks will also be available for sale.

Steve Eckis, the City's liaison with the Morro Bay Pups, spoke on Item D-4, the draft Aggressive Animal Ordinance. Morro Bay Pups supports this effort as it will enhance the safety of both animals and people. He looks forward to speaking with staff regarding enforcement issues and the role the Morro Bay Pups may be asked to play.

Linda Merrill objected having the City spend money to educate people on the value of tourism. She also thanked Councilmember Smukler on the update of the Seismic Imaging Project.

Marc Tognazzini spoke regarding the Coalition put together called COAST – Citizens Opposing Acoustical Seismic Testing - which they hope will end the efforts of PG&E to perform these tests. He also felt it important for people to speak with Supervisor Gibson and State Senator Blakeslee who are supportive of the project.

Mandy Davis, also spoke on behalf of the Coast Alliance. They have been getting support from all up and down the State. There will be a rally that includes a Flotilla held on Saturday, October 6th @ 2pm at the public launch ramp finishing at Coleman Park. The beauty of this Alliance is that it encompasses a very diverse group of "users" and "preservers". She then went on to read the position statement of the Coastal Alliance. She requested the City send a representative to the next Department of Fish and Game meeting and ask them to NOT issue the permit.

David Nelson agreed that money should not be spent to teach residents about tourism. He also backs what Mandy Davis and Marc Tognazzini said and hopes the City will step up as this problem is more important than how our comments came across. He also spoke on Item D-1 stating that the contractor should not be allowed to receive a waiver of his low income housing requirements.

Suzanne Moyer, a Cayucos resident, spoke behalf of keeping the WWTP where it is. The Coastal Commission staff report doesn't reflect the information provided to them. She stated that the current plant is not on ocean front property and the upgrade of the site wouldn't change or affect the character of the surrounding area. She also questioned how people were going to be able to afford the plant.

Althea Starvo is bothered by the number of letters that the paper has printed questioning the City's lack of vision in their attempts to keep the WWTP in the same location. She is equally concerned that people aren't looking at the true costs. We are aware it needs upgrading but hopes it does not get moved.

Jim Hayes, former City employee of the WWTP and Collection Department has read the letters written by the 2 elected Councilmembers neither of which makes sense to him. There are no facts in either letter that support moving the plant. It is his opinion that moving the plant will be the biggest, most expensive lapse in judgment in Morro Bay history.

Aaron Ochs, Managing Editor of The Rock spoke on the Seismic Testing issue. He feels this test is a \$64 million dollar redundancy. He went on to say that there were over 44,000 emails sent to the Department of Fish and Game opposing the project. It's very gratifying to see that beauty can come from conflict as the community is coming together over this issue. It's also good to see objective balance come into the discussion.

Joan Solu, Chairperson of the TBID, spoke on Item D-2. TBID is proud to have been a part of that success of the record breaking TOT revenues for fiscal year 2011/12. Based on the numbers, she feels that the TOT revenues exceeded the projected revenues by \$176,000. With that in mind, she hopes that Council can fund the TBID an additional \$58,500 as well as split the costs for improvements to the new Visitor Center site up to \$10,000.

Ken Vesterfelt feels that there is a crisis in the Police Department as he states they are probably on track to lose more than ½ of the staff at the department. Most of the reason behind this is money. He is concerned about the health and safety of the citizens of Morro Bay.

Betty Winholtz spoke on Item D-1 feeling that there is no reason to grant an exception. The applicant hasn't shown a financial hardship. A developer has 3 options on how to provide low income housing; they must do one and he doesn't want to do any. To allow an exception at this point is unfair. She also said that it is Sea Otter Awareness Week and she went on to read a Resolution/Proclamation.

Roger Ewing also spoke on Item D-1 lending his voice in support of opposition to the requested waiver. He feels doing business in Morro Bay is a privilege and part of that means you have a responsibility; to have a developer come before you to ask not to honor that responsibility is wrong. To give exemptions to business owners is also wrong as these fees go towards the City's infrastructure. He also spoke on the Seismic Testing and feels that any issue putting Mandy Davis and Marc Tognazzini at the same table is an issue he can support.

Mayor Yates closed the public comment period.

A. CONSENT CALENDAR

Unless an item is pulled for separate action by the City Council, the following actions are approved without discussion.

A-1 APPROVAL OF CITY COUNCIL MINUTES FOR THE REGULAR MEETING OF SEPTEMBER 11, 2012; (ADMINISTRATION)

RECOMMENDATION: Approve as submitted.

A-2 ADOPTION OF FAIR POLITICAL PRACTICES (FPPC) FORM 806 RELATING TO APPOINTMENTS OF COUNCILMEMBERS TO OUTSIDE COMMITTEES, BOARDS, AND/OR COMMISSIONS FOR WHICH COMPENSATION IS PAID PURSUANT TO CALIFORNIA CODE OF REGULATIONS §18705.5; (ADMINISTRATION AND CITY ATTORNEY)

RECOMMENDATION: Adopt the FPPC approved and required Form 806 listing all Council Appointments for which compensation is received as well as direct the City Clerk to post Form 806 on the City's website.

A-3 RESOLUTION NO. 39-12 ADOPTING THE MEMORANDUM OF UNDERSTANDING WITH THE MORRO BAY FIREFIGHTERS AND RELATED COMPENSATION; (ADMINISTRATIVE SERVICES)

RECOMMENDATION: Adopt Resolution 39-12.

A-4 DELAYED PROJECT STATUS REPORT; (ADMINISTRATION)

RECOMMENDATION: Review the quarterly Delayed Project Status Report.

A-5 A PROCLAMATION OF THE CITY COUNCIL OF THE CITY OF MORRO BAY DECLARING OCTOBER, 2012 AS "RIDESHARE MONTH"; (ADMINISTRATION)

RECOMMENDATION: Adopt Proclamation

MOTION: Councilmember Borchard moved the City Council approve all items of the Consent Calendar as presented. The motion was seconded by Councilmember Johnson and carried unanimously 5-0.

B. PUBLIC HEARINGS, REPORTS & APPEARANCES - None

C. UNFINISHED BUSINESS - None

D. NEW BUSINESS

D-1 DISCUSSION OF THE REQUEST BY 600 MORRO BAY LP FOR THE REMOVAL OF AFFORDABLE HOUSING DEED RESTRICTIONS AT 600 MORRO BAY BLVD AND TO ALSO WAIVE THE AFFORDABLE HOUSING IN-LIEU FEE; (ADMINISTRATIVE SERVICES)

Administrative Services Director Susan Slayton presented the staff report. Public Services Director Rob Livick went on to say that affordable housing is a requirement of all housing projects of a certain size and was stipulated in the mitigated negative declaration and was a project condition. If the City Council chooses to waive this condition, he recommends that we amend their conditional use permit and bring it back to a duly noticed public hearing.

Councilmember Leage feels we should call for a public hearing with the intent to waive the fees.

Councilmember Smukler understands that the housing market has put this developer in a tight spot making this an awkward situation. But granting this could also open the door for a whole slew of these kinds of requests. A full waiver would dismiss our attempt at getting closer to our goal of affordable housing units. He wondered if it would be worthwhile to look at a valuation which might shift both of those moderate valued units to one very low unit which would then bring them more in line with the current market value.

Councilmember Johnson stated they had 3 options: 1) waive the whole thing which she isn't in favor of; 2) waive the deed restriction on the houses and require the developer to build 2 other deed restricted homes; or 3) pay the in-lieu fee. She feels they should move forward and waive the deed restriction on the 2 units and have the developer pay the in-lieu fees with staff working with the developer on a payment plan.

Councilmember Borchard asked where the value of the homes came from. Mr. Livick responded that the figure was estimated from the square footage of the units and the building permit value they paid which makes it high for today. Councilmember Borchard is not willing to waive the fees but is willing to work with the developer to find some sort of compromise.

Mayor Yates, based on the email received today, is willing to postpone the item in order to allow the City Attorney to work with the developer on other suggestions.

ACTION: It was the consensus of Council to postpone this item to allow the City Attorney to do research. It is hoped the Item can come back for discussion at the October 23, 2012 meeting.

D-2 DISCUSSION ON THE MORRO BAY TOURISM BUSINESS IMPROVEMENT DISTRICT'S (TBID) REQUEST FOR ADDITIONAL FUNDING; (ADMINISTRATIVE SERVICES)

Administrative Services Director Susan Slayton presented the staff report.

Councilmember Smukler is interested in helping the transition especially in the first year as it will be the most challenging. He would like to see the Council postpone discussing and/or allocating the \$58,500 until midyear. While the numbers looks good at the moment he feels it needs to be looked at in context of the entire budget. He is very interested in pursuing the Visitor's Center expenditures. He isn't comfortable in this money coming from the reserves but maybe there could be an advance from next year's Visitor's Center monies and then revisit it at midyear with the possibility of being able to allocate additional funds at that time.

Mayor Yates doesn't see a problem with pulling the funds from the general fund. He doesn't see the \$10,000 as a problem and feels that staff should be allowed to determine where the money comes from. The sense is that more money is coming in than was budgeted, TOT is up, sales tax is up and property tax should be up. He feels we can allocate the \$58,500 and the \$10,000 from General Fund.

Ms. Slayton stated that while the TOT did out perform their projections, the other revenues haven't been reconciled which makes it impossible to see the entire budget picture. She also stated that there is unallocated Visitors Center money for the January – June operations.

Councilmember Borchard is amenable to the funding of the startup shared costs of the Visitor's Center. She is not in favor of dipping into the \$50,000 unallocated monies that more than likely will go to the Visitor's Center starting in January; she doesn't want to deplete those monies. She is also concerned, without seeing the agreement for the Visitor's Center, to allocate the \$58,500 now.

Councilmember Johnson agrees with the \$10,000 expenditure for the Visitor's Center and likes the concept of advancing the funds from the "future" Visitor's Center monies.

Councilmember Leage has always felt that the TBID was shorted money from the beginning and thinks they should get all of their requested money. We are taking a bigger risk if we don't allocate them these monies as everything is moving forward right now.

MOTION: Mayor Yates moved to allocate \$58,500 as well as \$10,000 for a total of \$68,500 from the General Fund to the TBID. The motion was seconded by Councilmember Leage and carried 3-2 with Councilmembers Borchard and Smukler voting no.

D-3 REPORT ON FINDINGS OF PLANNING STUDY COMMITTEE; (ADMINISTRATION)

City Manager Andrea Lueker presented the staff report.

Mayor Yates asked whether or not timeliness was addressed in the Committee's discussions. He is grateful this panel met. He is also opposed to charging a \$300 fee for a meeting as we should be more welcoming and should be willing to sit down with applicants to discuss proposed projects.

City Manager stated that the \$300 fee would then be credited back to the project once the project was pursued. And usually this type of meeting only would occur in larger projects.

Councilmember Smukler feels it's important for us to recognize that we will continue to run into the same wall when it comes to the planning process without having a General Plan and a Local Coastal Plan in place. He also thought it might be worth looking into smaller projects having to pay a smaller planning meeting fee.

ACTION: There was Council consensus to move forward with the findings from the Planning Study Committee as well as bring back a status report in 6 months or so regarding the progress made to date.

D-4 DISCUSSION OF DRAFT OF MENACING AND AGGRESSIVE ANIMAL ORDINANCE; (ADMINISTRATION)

City Manager Andrea Lueker presented her staff report. She also said that there shouldn't be a significant impact to the dog park. She went on to say that we are the last City in the County to adopt this Ordinance and if we want to continue with our working relationship with County Animal Regulation, we must move forward on this.

Councilmember Johnson's only concern was enforcement.

MOTION: Councilmember Borchard moved for approval of the draft Ordinance with the intent to bring it back for Introduction and First Reading at a future meeting. The motion was seconded by Councilmember Johnson and carried 4-1 with Mayor Yates voting no.

D-5 REVIEW OF DRAFT AMENDMENTS TO CHAPTER 10.76 OF THE MORRO BAY MUNICIPAL CODE ENTITLED COASTERS, ROLLER SKATES, SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES; (CITY ATTORNEY)

City Attorney Rob Schultz presented his staff report.

Councilmember Johnson wants to include "riders" being required to use bike paths and sides of streets and to be prohibited from using sidewalks.

There was Council consensus that the major concerns are bikers and skateboarders who "blow through" stop signs.

City Attorney Schultz reminded Council that under this Ordinance, all devices are allowed in all areas of the City unless the Council specifically prohibits their use and they can allow for or prohibit their use by Resolution as opposed to going through the Introduction, First Reading and Adoption process of an Ordinance.

MOTION: Councilmember Johnson moved for approval of the draft Ordinance with the addition of Coasters, Roller Skates, Skateboards, Scooters, EPAMDs and similar devices prohibited on sidewalks by Resolution, for Introduction and First Reading. The motion was seconded by Councilmember Leage and passed unanimously 5-0.

E. DECLARATION OF FUTURE AGENDA ITEMS - None

ADJOURNMENT

The meeting adjourned at 8:34 p.m.

Recorded by:

Jamie Boucher
City Clerk

AGENDA NO: A-2
MEETING DATE: 10/9/2012

City of Morro Bay - Project Status Report

Last updated: 10/4/12

Project Name	Department	Project Description	Project Status	Delay Description	Original Start Date	Revised Start Date	Projected Completion Date
Capital Projects							
Fire Station #53, Phase II	PS	Construction of offices and living quarters	Construction is 75% complete, dedication scheduled for 12/8/12	Compliance with FEMA funding requirements	10/1/09	8/1/11	12/1/12
Nutmeg Tank	PS	Construction of water tank	Environmental review/county permitting	n/a	6/30/13		
Desal Upgrade/Energy Recovery	PS	Replacement and upgrade of product water pumps, Tanks and Electric Upgrades	In Design - 30%complete	n/a	4/30/13		10/30/12
Blanca Pipeline	PS	Project not economically feasible - deleted	Withdrawn - Reviewing Alternatives	n/a			
Brackish Water Reverse Osmosis	PS		Complete	n/a			6/30/10
Chorro Creek Stream Gauges	PS	Installation of gauges to measure CFS water flow	Permitting	n/a	8/30/13		
Lift Station 3	PS	Reconstrucion of WW lift station	In progress	NPDES Construction Permit Issues	8/1/12	n/a	2/28/13
Lift Station 2	PS	Reconstrucion of WW lift station	Substantially complete	n/a	1/1/12	4/1/12	10/30/12
North Main St. Trunk Line	PS	Upgrade or replace Jointly owned Sewer Main	WWTP Delay	Project requires mods the Joint Powers Agreement to proceed	n/a	unknown	unknown
Hydro Building (Collections Shed)	PS	Re-siding and New Doors.	Complete				12/31/09
Section 6 Rehabilitation	PS	Repair sections of Sewer Main in the Lower Quintana Area	Complete	n/a	2/1/12	n/a	5/30/12
North-T Pier	Harbor	Structural repair of portions of T-pier including piles.	Staff currently in conversation with Coastal staff on permit application and waiver requirements	Employee death, consultant illness, staff time committed to other capital projects, Harbor staffing reductions.			8/1/13
Least Site Audits	Harbor	Schedueld audit of gross sales reporting on leases	Underway	n/a			7/1/13
Replace Storage yard metal roof	Harbor	Replacement of failed metal roof	Complete	n/a	n/a		
Measure Q Projects							
Streets-curbs, gutters, potholes	R/P	3rd party + in-house staff to fill potholes, No. Morro Bay to south	Andros and Paney in progress	n/a	10/1/12		Ongoing until funding is exhausted
Streets - Pavement Mgt Plan	PS	Continuation of paving per the PMP	Change Order signed - work to continue	n/a	10/1/12		10/30/12
Storm Water Management Plan	PS	Repair and replacement of storm drains systems	Storm Drain work in progress at Surf Street	Continuing Projects as Resources are available	n/a	n/a	n/a



AGENDA NO: A-3

Meeting Date: October 9, 2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** October 1, 2012

FROM: Rob Livick, PE/PLS – Public Services Director/City Engineer

SUBJECT: Entering into a Revised Memorandum of Understanding with San Luis Obispo County for the preparation of an Integrated Regional Water Management Plan.

RECOMMENDATION

It is recommended that the City Council authorize the Public Services Director to enter into a Memorandum of Understanding (MOU) with San Luis Obispo County and to represent the City in preparing the Integrated Regional Water Management (IRWM) plan.

FISCAL IMPACT

The Water, Wastewater, and General Funds will all provide some staff time for this effort. These funds all stand to benefit if the respective projects included in the IRWM are selected for grant funding. There are no other cost impacts anticipated from this change.

BACKGROUND

In April 2009, the Council authorized the execution of the Memorandum of Understanding 2009 MOU) for Integrated Regional Water Management (IRWM) efforts. The City, as well as nine other entities that subsequently signed the 2009 MOU, collectively form the SLO County Region's Regional Water Management Group (RWMG). Formation of an RWMG is a requirement for participating in the State's IRWM Program¹. The 2009 MOU designates the San Luis Obispo County Flood Control District as the lead agency for IRWM efforts, and the Water Resources Advisory Committee (WRAC) as the forum through which RWMG members participate.

The State of California has established an Integrated Regional Water Management (IRWM) planning and grant program pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) Section

¹ "RWMG means a group in which three or more agencies, at least two of which have a statutory authority over water supply or water management, as well as those persons who may be necessary for the development and implementation of an IRWM Plan that meets the requirements in California Water Code Sections 10540 and 10541, participate by means of a joint powers agreement, Memorandum of Understanding (MOU), or other written agreement, as appropriate, that is approved by the governing bodies of those local agencies."

Prepared By: RL

Dept Review: RL

City Manager Review: City Attorney Review:

75001 et seq., also known as Proposition 84). This program is anticipated to be perpetuated and/or modified by future Bond acts. The IRWM program provides guidance for collaborative efforts to manage all aspects of water resources in a region by crossing jurisdictional, watershed, and political boundaries to involve multiple agencies, stakeholders, individuals, and groups in order to address issues and differing perspectives of all entities involved through mutually beneficial solutions. Regions that develop IRWM plans in accordance with the guidelines are eligible for certain water resources grant funding opportunities.

In accordance with PRC Section 75001 (et seq.) and State IRWM Program guidelines, a Memorandum of Understanding (MOU) (dated 2009), signed by eleven agencies, including the City of Morro Bay, within San Luis Obispo County, established a Regional Water Management Group (RWMG) for the San Luis Obispo County IRWM Region, and the San Luis Obispo County IRWM Region was officially accepted by the State in May 2009.

The San Luis Obispo County IRWM Region water resources stakeholders have determined the need to update the IRWM MOU in order to meet new State IRWM guidelines, to clarify the governance structure for IRWM planning in the San Luis Obispo County IRWM Region, and encourage broader participation.

This MOU, in conjunction with the current IRWM Plan, sets forth the San Luis Obispo County IRWM Region's governance structure thereby allowing members and other stakeholders to understand how to participate in the IRWM Plan development and implementation.

The IRWMP is the regional interagency water resources management planning function for the county. The IRWMP is also the funding mechanism through which many of the grants related to Propositions 50 & 84 are distributed. The County of San Luis Obispo has been the lead agency in preparing the IRWMP. To be considered for Proposition 84 funding a formal MOU is required from the participating agencies.

DISCUSSION

On February 1, 2012 the WRAC approved formation of three IRWM ad hoc sub-regional subcommittees and appointed three individuals to each. This diverse set of stakeholders was charged with drafting a new governance structure/MOU and providing sub-regional stakeholder input to the IRWM Plan update.

Highlights of the Revised IRWM MOU. The subcommittee met on May 3, 2012, June 6, 2012, and July 9, 2012 to review IRWM governance concepts that would meet the concerns of agencies that previously did not sign the MOU (aiming to bring in more program participants) and address the new State guidelines (e.g. fair and balanced decision making, comprehensive stakeholder input). A new governance concept and revised draft IRWM MOU is attached. The main governance updates include:

- **Use of Sub-regions** – Facilitates increased stakeholder participation within the three sub-regions during plan development. The sub-regions were defined after considering planning

needs, jurisdictions and watershed/ hydrogeologic boundaries (North Coast, North County, South County – see map attached to draft MOU).

- **Clarification of IRWM roles and responsibilities – Tiered participation levels:**

Program Participant	Requirement to Participate/Grant Eligibility	Summary of Role
<i>Regional Water Management Group</i>	Execute MOU / Adopt current '07 IRWM Plan	Develop/implement plan; decision-making (e.g. project selection for grants); eligible to submit projects/programs for consideration of grant funding
<i>Lead Agency</i>	N/A (see RWMG)	Program administrator
<i>WRAC</i>	N/A	Advise Lead Agency Board; provide public forum/secondary review of Plan updates
<i>RWMG Working Group</i>	N/A (subset of RWMG)	Subset of RWMG; provides sub-regional input; evaluates projects/ programs
<i>Implementation Affiliates</i>	Provide project information / Adopt current '07 IRWM Plan	Eligible to submit projects/programs for consideration of grant funding
<i>Interested Stakeholders</i>	N/A	Participate in public discussions

- **Decision Making Loop** – The RWMG makes recommendations to the Lead Agency at key decision points (e.g. project/program selection for grant applications). If the Lead Agency (District Board) alters recommendations of the RWMG, the Lead Agency will hold a public hearing for the RWMG agencies to appear and address the Lead Agency prior to making a final decision.
- **Non-Binding and Termination** – The MOU is non-binding and allows for termination of an agency's involvement at any time, as long as the agency provides 30 days advance notice.

Draft MOU Schedule of Distribution/ Execution. In order to utilize the improved governance structure for developing a Round 2 Implementation Grant Application by March 2013 and updating the IRWM Plan by mid-2014, the following is the basic/tentative timeframe for MOU consideration and execution:

- August 2012 – Current RWMG agencies consider revised draft MOU; seek concurrence for revised governance structure.
- September 2012 – Finalize MOU; take to Flood Control District Board of Supervisors to consider executing MOU.
- September/October 2012 – Other agencies consider executing MOU.

- October/November 2012 – RWMG is formed under new governance structure. This allows the RWMG to form and participate in the Round 2 Implementation Grant Application project evaluation and decision-making process (November/December 2012).

CONCLUSION

It is recommended that the City Council authorize the Public Services Director to enter into a Memorandum of Understanding with San Luis Obispo County and to represent the City in preparing the Integrated Regional Water Management plan.

ATTACHMENTS

1. DRAFT San Luis Obispo County Region Integrated Regional Water Management Program Participants Memorandum of Understanding

San Luis Obispo County Region
Integrated Regional Water Management Program Participants
Memorandum of Understanding

The undersigned agencies and organizations hereby agree as follows:

1. BACKGROUND

The State of California has established an Integrated Regional Water Management (IRWM) planning and grant program pursuant to the Safe Drinking Water, Water Quality and Supply, Flood Control, River and Coastal Protection Bond Act of 2006 (Public Resource Code (PRC) Section 75001 et seq., also known as Proposition 84). This program is anticipated to be perpetuated and/or modified by future Bond acts. The IRWM program provides guidance for collaborative efforts to manage all aspects of water resources in a region by crossing jurisdictional, watershed, and political boundaries to involve multiple agencies, stakeholders, individuals, and groups in order to address issues and differing perspectives of all entities involved through mutually beneficial solutions. Regions that develop IRWM plans in accordance with the guidelines are eligible for certain water resources grant funding opportunities.

In accordance with PRC Section 75001 (et seq.) and State IRWM Program guidelines, a Memorandum of Understanding (MOU) (dated 2009), signed by eleven agencies within San Luis Obispo County, established a Regional Water Management Group (RWMG) for the San Luis Obispo County IRWM Region, and the San Luis Obispo County IRWM Region was officially accepted by the State in May 2009.

The San Luis Obispo County IRWM Region water resources stakeholders have determined the need to update the IRWM MOU in order to meet new State IRWM guidelines, to clarify the governance structure for IRWM planning in the San Luis Obispo County IRWM Region, and encourage broader participation. This MOU, in conjunction with the current IRWM Plan, sets forth the San Luis Obispo County IRWM Region's governance structure thereby allowing members and other stakeholders to understand how to participate in the IRWM Plan development and implementation.

2. PURPOSE, GOALS, AND APPROACH

2.1 Purpose. The purpose of this MEMORANDUM OF UNDERSTANDING (MOU) is to establish the mutual understandings among the San Luis Obispo County Region participants with respect to their joint efforts to develop and implement an Integrated Regional Water Management (IRWM) Plan for the San Luis Obispo County Region, including the definition of common IRWM terms, roles and responsibilities of IRWM Program Participants, and decision-making processes.

2.2 Goals. The goal of the IRWM program is to provide a reliable, long-term, and high-quality water supply, and to establish a unified vision among the participants' goals for water quality improvement, ecosystem preservation, water supply protection and enhancement, ground water management and flood management, in the context of social justice and climate change adaptation, while protecting the environment. The adopted IRWM plan will identify major water-related goals, objectives and conflicts within the region, consider a broad variety of water management strategies, identify the appropriate mix of water demand and supply management alternatives, water quality protections, flood management strategies, and environmental stewardship actions.

2.3 Approach. The San Luis Obispo County Region participants are specifying their shared intent to coordinate and collaborate on water management issues, giving consideration to disadvantaged communities and Native American tribes and their water related needs. In order to

enhance participation of stakeholders, it will be necessary to work at a sub-regional level to better understand the water resources needs and priorities throughout the region. When applying for grants, the San Luis Obispo County Region will strive to distribute the grant funding request fairly across the geographic region. The goal is to distribute awarded funding from each grant cycle equally across the sub-regions (i.e. one quarter of the overall funding to benefit each of the three sub-regions' projects/programs and one quarter of the overall funding to benefit regional projects/programs), to the extent feasible.

3. DEFINITIONS

3.1 Integrated Regional Water Management Plan (Plan). A comprehensive plan for a defined geographic area which shall satisfy the requirements of California's IRWM Program.

3.2 San Luis Obispo County Region (Region). The geographic area of San Luis Obispo County, which is coterminous with the San Luis Obispo County Flood Control and Water Conservation District (District) boundary.

3.3 Local Agency. Any city, county, city and county, special district, joint powers authority, or other political subdivision of the state, a public utility as defined in Section 216 of the Public Utilities Code, or a mutual water company as defined in Section 2725 of the Public Utilities Code.

3.4 Program Participants. Development and implementation of the Region's Plan is a collaborative effort undertaken by the Region's participants, as further discussed in Section 4. The effort is being led by the District, in partnership with the Regional Water Management Group, Water Resources Advisory Committee, Implementation Affiliates, and Interested Stakeholders. Only regional projects and programs to be implemented by those agencies which have adopted the Plan will be eligible for grant applications. The Region categorizes IRWM Program Participants into the following:

3.4.1 Regional Water Management Group (RWMG). A group in which three or more local agencies, at least two of which have statutory authority over water supply or water management, as well as those other persons who may be necessary for the development and implementation of the Plan, participate by means of this memorandum of understanding, in accordance with requirements of the California Water Code (CWC § 10539). The Region's RWMG members are signatories to this MOU, have adopted the current Plan, and may designate a representative to participate in RWMG activities and its Working Group. The entities must be either a Local Agency or an IRS 501(c)(3) nonprofit organization. The RWMG has the capacity to carry out projects (i.e. financial resources, management structure, adequate staffing). The agencies/organizations that form the RWMG may have planning or implementation projects eligible for State IRWM grants.

3.4.2 Water Resources Advisory Committee (WRAC). This is the committee comprised of water purveyor, resource conservation district, environmental and agricultural, and other water resources representatives that was originally established in the 1940s to advise the District Board of Supervisors on water resource issues. The WRAC is a Brown Act committee that meets monthly, with the exception of July and August. Many participants are actively engaged in issues relevant to Plan development and implementation, and will represent important stakeholder groups throughout the program.

3.4.3 RWMG Working Group (Working Group). The Working Group will involve representatives from the RWMG who have technical expertise and are able to work on the details associated with IRWM efforts. The Working Group will engage stakeholders at a sub-regional level in order to better understand the specific water resources needs and priorities of that sub-region.

3.4.4 **Implementation Affiliates.** These entities will adopt the Plan by resolution, but would not be signatories of the MOU. The entities must be either a Local Agency or an IRS 501(c)(3) nonprofit organization. The Implementation Affiliates have the capacity to carry out projects (i.e. financial resources, management structure, adequate staffing). In order to have a planning or implementation project eligible for State IRWM grants, agencies must be an Implementation Affiliate if they are not a part of the RWMG.

3.4.5 **Interested Stakeholders.** These individuals, organizations, and nonprofits (including those that are not IRS 501(c)(3) nonprofit organizations) who are interested in the IRWM program. The Interested Stakeholders may sign a letter of support for the Plan, or otherwise provide input to the RWMG, but would not be eligible for directly receiving State IRWM grant funds.

3.5 Sub-regions. The Region's IRWM program seeks to engage stakeholders and understand the water resources needs of the Region. To adequately ensure this balanced access and opportunity for participation in the IRWM program, the RWMG will utilize a sub-regional geographic structure, allowing more focused planning and local outreach efforts that are later brought into the context of the overall IRWM Region. These sub-regions have been deliberately defined in terms of logical planning and watershed/ hydrogeologic unit boundaries. These "sub-regions" include the North Coast, North County, and South County (see Attachment 1).

3.6 Regional Projects or Programs. Projects or programs to be implemented by the RWMG and/or Implementation Affiliates are identified in the Plan and are based upon the State's IRWM Guidelines under which the current Plan was adopted, which includes but is not limited to: reducing water demand through agricultural and urban water use efficiency, increasing water supplies for any beneficial use, improving operational efficiency and water supply reliability, improving water quality, improving resource stewardship, and improving flood management.

3.7 Integration. Assembling into one document the water-related management strategies, projects, programs, and plans of the Region. The development and implementation of the Plan should demonstrate the RWMG is forming, coordinating and integrating separate efforts in order to function as a unified effort in a collaborative manner that balances interests and engages a variety of stakeholders and seeks to efficiently integrate regional resources. The Plan development will identify water management strategies for the Region and the priority projects and programs that demonstrate how these strategies work together to meet goals identified in Section 2. It will also identify regional benefits of linkages between projects and plans that address different primary water-related objectives (for example, identifying regional benefits of linkages between a water supply project and a flood management project in the same watershed).

4. IRWM PROGRAM PARTICIPANTS

4.1 Program Participant Structure. Elements of the Plan will be developed and implemented by the Program Participants. The RWMG, including the District as the Lead Agency, and the Implementation Affiliates are responsible for Plan development and implementation.

4.2 Plan Development and Implementation. The Region's Plan that was adopted by the District, developed in coordination with and approved by stakeholders in 2005, and updated in 2007, will be the basis for subsequent adopted Plans for the Region. The Working Group will propose changes to the previous versions of the Plan to comply with new State guidelines and incorporate new information and projects. Since a key element of the IRWM Program is integration, the RWMG will work with Program Participants to identify water management strategies for the Region and sub-regions and the priority projects that demonstrate how these strategies work together to meet the purpose and goals in Section 2. How each Program

Participant contributes and participates in Plan development and implementation is described below:

4.2.1 Lead Agency. The District will act as the lead agency for Plan development, will execute this MOU, and will adopt the Plan in accordance with 4.3 and 4.4 below. The District will ultimately be responsible for the final production of the Region's Plan, hiring consultant(s) to develop the Plan, and presentations to stakeholders, submittal of IRWM grant applications, and execution and administration of grant agreements with the State. As the Lead Agency, the District will execute and administer agreements with RWMG members and Implementation Affiliates responsible for the implementation of projects that are awarded grants, including data collection relevant to grant agreements, project reporting, etc. Efforts described in Section 4.2.1 are subject to the availability of funding.

4.2.2 RWMG. Members will execute this MOU and adopt the Plan in accordance with 4.3 and 4.4 below. RWMG members will designate a representative with clear authority to represent the agency or organization, provide expertise, provide information in a timely manner, participate in meetings, review and approve technical documents as needed, and will provide the District with their designated representative's contact information. This representative will be eligible to participate on the Working Group. All RWMG members, whether or not their representative is participating in the Working Group, hereby agree to provide information sufficient to meet State guidelines for their regional projects and programs to be included in the Plan and participate in the review of the Plan. RWMG members will consider integrating projects and programs with other agencies when possible, especially with disadvantaged communities and Native American tribes, in accordance with State IRWM Guidelines. RWMG members responsible for the implementation of regional projects and programs awarded grant funding will be responsible, through contract with the District, for complying with the provisions of the District's grant agreement with the State. The RWMG will provide updates to the WRAC and seek WRAC support of recommendations at key decision points.

4.2.3 WRAC. The WRAC will provide a forum for public meetings/ workshops related to Plan development and implementation at key decision points. The WRAC will review and comment on the RWMG recommendations to the District's Board of Supervisors at key decision points.

4.2.4 Working Group. Representatives of the Working Group will be designated by the RWMG member and will have clear authority to represent the agency or organization, provide expertise, provide information in a timely manner, participate in meetings, review and approve technical documents as needed, and will provide the District with their designated representative's contact information. The District will provide materials with sufficient lead time for RWMG member and Working Group engagement. The Working Group will develop information, draft documents and recommendations pertaining to the Plan update consistent with current State IRWM Guidelines during Plan development. Efforts are anticipated to include stakeholder outreach, collection and incorporation of updated data, etc. The Working Group will develop information and recommendations for IRWM program planning and implementation, stakeholder outreach, and pursuit of funding opportunities. All RWMG members will participate in the process to select the Region's IRWM projects and programs for grant applications by way of the Working Group, who will conduct project/program solicitations and evaluations, and will make recommendations on grant funding allocations. The Working Group will need to conduct sub-regional public meetings during Plan development and implementation to facilitate stakeholder participation.

4.2.5 Implementation Affiliates. Implementation Affiliates shall adopt the Plan in accordance with Section 4.3. Implementation Affiliates will designate a representative with clear authority to represent the agency or organization, provide expertise, provide information in a timely manner, participate in meetings, review and approve technical documents as needed, and will provide the District with their designated representative's contact information. All

Implementation Affiliates will provide information sufficient to meet State guidelines for their regional projects and programs to be included in the Plan and participate in the review of the Plan and for implementation activities, such as project status updates, project reporting, data collection, etc. Implementation Affiliates will consider integrating projects and programs with neighboring agencies when possible, especially with disadvantaged communities and Native American tribes, in accordance with State IRWM Guidelines. Implementation Affiliates responsible for the implementation of regional projects and programs awarded grant funding will be responsible, through contract with the District, for complying with the provisions of the District's grant agreement with the State.

4.2.6 **Interested Stakeholders.** Interested Stakeholders may participate in the Plan development and implementation process by way of participation at WRAC and/or RWMG meetings. Interested Stakeholders that are not WRAC members will be notified when an IRWM program item will be reviewed by the WRAC if they request inclusion on the IRWM contact list (Section 5.6). Sub-regional meetings will be required to ensure Interested Stakeholders, including disadvantaged communities, who may not necessarily be able to attend WRAC meetings, can participate in Plan development and implementation.

4.3 IRWM Plan Adoption. Plan approval and adoption will be required of the governing bodies of RWMG members and Implementation Affiliates. Plan updates to meet new State guidelines, add new RWMG Members, add or remove and evaluate regional projects and programs, or other updates to information do not require Plan re-adoption. Significant changes to the Plan, including revised goals and objectives, revised methodologies (such as methodology for evaluating, ranking, and prioritizing projects and programs), revised regional boundaries, or other changes deemed significant by the RWMG and the Lead Agency, will require Plan re-adoption via the decision-making process described in Section 4.5.

4.4 Personnel and Financial Resources. It is expected that Program Participants will contribute the resources necessary to fulfill the responsibilities listed within Section 4 of this MOU. Program Participants that receive implementation grant funding, shall contribute a proportionate share of non-project costs associated with the grant agreement, based on awarded implementation funding (for example, contributing toward the cost of updating the Plan, should that be a condition of grant award)..

4.5 Decision Making. The RWMG shall develop IRWM program materials and will make recommendations to the Lead Agency at key decision points of the IRWM program. Written input will be sought between the representatives of RWMG members in the event the need for a decision arises that cannot be brought forth to the RWMG before a decision needs to be made. The District, by way of its Public Works Department, shall notify the RWMG agencies of recommendations being taken to the District's Board of Supervisors for action. The District's Board of Supervisors may approve, alter, or return any said recommendation of the RWMG. Furthermore, if the District's Board of Supervisors intends to alter an item or proposition approved by the RWMG, the District's Board of Supervisors shall set forth in writing its findings, after which the Board will hold a public hearing. The RWMG agencies shall have the right to appear and address the District's Board of Supervisors.

5. MUTUAL UNDERSTANDINGS

5.1 Need for the Region's IRWM Plan

5.1.1 To improve communication and cooperation between public and private agencies and minimize conflict-generated solutions.

5.1.2 To enhance our existing water management efforts by increasing stakeholder awareness of important issues, providing more opportunities for collaborative efforts and improving efficiencies in government and water management.

5.1.3 To qualify for state grants and other funding opportunities only available to those regions which have developed IRWM plans.

5.2 Subject matter scope of the IRWM Plan. The Plan focuses on water supply, water quality protection and improvement, ecosystem preservation and restoration, groundwater monitoring and management, and flood management as these are the most prevalent water resource issues facing the Region.

5.3 Geographical scope of the IRWM Program. The Region for this memorandum is coterminous with the boundary of San Luis Obispo County. This is an appropriate geographic region for integrated regional water management planning because it encompasses all aspects of water management generally within the same physical, political, environmental, social, and economic boundaries. The Region may engage stakeholders within the three sub-regions in order to better understand the specific water resources needs and priorities of that sub-region, which would then be incorporated into the context of the greater IRWM Region planning and implementation.

The Region is bordered by the Greater Monterey County IRWM region to the north, the Santa Barbara County and Watersheds Coalition of Ventura County IRWM regions to the south, and the Kern County IRWM region to the east.

Water resources issues that overlap neighboring regional boundaries are either covered by existing cooperative water management plans (i.e. Nacitone Watershed Management Plan), adjudication (i.e. Santa Maria Groundwater Basin), and operational agreements (i.e. Nacimiento Reservoir), or have no defining water resource management issue. All of these items are to be included in the Region's Plan consistent with the plans of neighboring regions. The RWMG will continue to coordinate with neighboring regions to address additional water resources issues and possible integrated water management strategies in our respective IRWM plans.

5.4 Non-binding nature. This document and participation in the IRWM program efforts are nonbinding, and in no way suggest that a RWMG member or Implementation Affiliate may not continue its own planning and undertake efforts to secure project funding from any source. An agency/ organization may withdraw from participation in accordance with Section 5.7.

5.5 Other on-going regional efforts. Development of the Plan is separate from efforts of other organizations to develop water-related plans on a regional basis. As the Plan is developed, work products can be shared with these separate efforts to provide them with current information.

5.6 Reports and communications. The WRAC, an IRWM contact list, and the District's website will serve as the forum for updates and correspondence relating to the IRWM program and Plan development.

5.7 Termination. Because the Plan will require periodic review and updating for use into the future, it is envisioned that the joint efforts of those involved will be ongoing in maintaining a living document. Thus this MOU will remain as a reflection of the understandings of the RWMG Members. As indicated, parties to this MOU may terminate their involvement at any time, but must provide all RWMG agencies with 30 days' advance notice of intent to terminate.

5.8 Superseded Prior MOU. This MOU supersedes the MOU dated April 21, 2009 (2009 MOU).

5.9 Counterparts. This MOU may be executed in counterparts and has the same force and effect as if all the signatures were obtained in one document.

6. SIGNATORIES TO THE MEMORANDUM OF UNDERSTANDING

We, the undersigned representatives of our respective agencies or organizations, acknowledge the above as our understanding of how the San Luis Integrated Regional Water Management Plan will be developed.

_____ signature

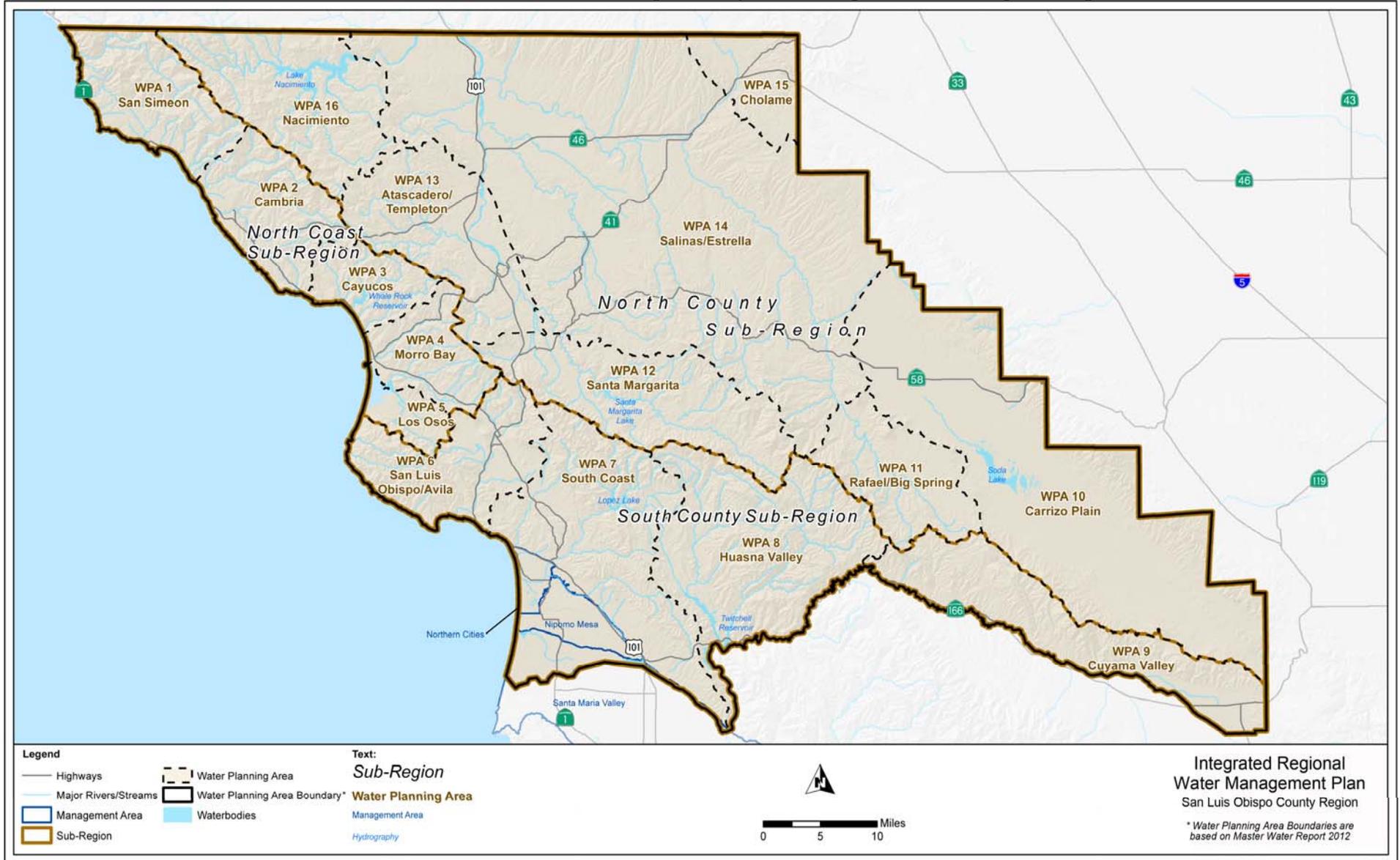
_____ printed name

_____ agency

_____ date

DRAFT

Attachment 1 – San Luis Obispo County IRWM Region and Sub-Regions Map



As of September 30, performance results on the enterprise funds are as follows:

<u>FUND</u>	<u>PAGE</u>	<u>PERCENT RECEIVED/SPENT</u>	
		<u>REVENUES</u>	<u>EXPENSES</u>
Transit	15	5%	11%
Water	16	10%	27%
Sewer	17	13%	3%
Harbor	18	28%	25%

As of September 30, performance results on the Wastewater Treatment Plant are as follows:

<u>FUND</u>	<u>PAGE</u>	<u>PERCENT RECEIVED/SPENT</u>	
		<u>REVENUES</u>	<u>EXPENSES</u>
WWTP	20	0%	16%

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 001 - General Fund							
REVENUE							
Department 1111 - Undistributed/Non-Dept.							
3710	Interest Income	.00	4,998.88	28,195.21	(28,195.21)	+++	30,410.35
Department 1111 - Undistributed/Non-Dept. Totals		\$0.00	\$4,998.88	\$28,195.21	(\$28,195.21)	+++	\$30,410.35
Department 3110 - City Manager's Office							
3990	Other Misc. Revenues	19,000.00	.00	.00	19,000.00	0	.00
Department 3110 - City Manager's Office Totals		\$19,000.00	\$0.00	\$0.00	\$19,000.00	0%	\$0.00
Department 3210 - City Attorney							
3401	Sale of Copies & Books	.00	.00	.00	.00	+++	139.68
Department 3210 - City Attorney Totals		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$139.68
Department 3510 - Accounting & Treasury							
3011	Property Tax Curr. Sec.	2,424,753.00	.00	1,307.95	2,423,445.05	0	686.03
3012	Property Tax Curr. Unsecu	53,450.00	52,934.99	52,934.99	515.01	99	48,825.05
3015	Property Tax Prior Unsec	.00	302.15	302.15	(302.15)	+++	137.37
3017	Property Tax H-Subvent	19,378.00	.00	.00	19,378.00	0	.00
3019	Property Tax - Other	.00	3.04	3.04	(3.04)	+++	4.11
3020	Property Tax-Cnty Adm Fee	(104,000.00)	.00	.00	(104,000.00)	0	.00
3021	Property Tax in Lieu-VLF	814,293.00	.00	.00	814,293.00	0	.00
3022	Prop. Tax In-Lieu Sales	355,652.00	.00	.00	355,652.00	0	.00
3051	Sales Tax-City Portion	1,180,000.00	151,848.47	151,848.47	1,028,151.53	13	185,408.15
3052	Sales Tax Prop. 172	110,000.00	10,299.18	22,453.21	87,546.79	20	19,614.08
3061	Transfer Tax	52,000.00	5,503.29	9,759.73	42,240.27	19	9,893.37
3064	Transient Occupancy Tax	1,905,000.00	292,186.40	371,879.35	1,533,120.65	20	567,804.81
3065	Electric Franchise Tax	85,000.00	.00	.00	85,000.00	0	.00
3066	Garbage Franchise	170,000.00	8,784.75	29,885.29	140,114.71	18	28,557.65
3067	Cable TV Franchise Fees	160,000.00	.00	.00	160,000.00	0	.00
3068	Natural Gas Franchise Fee	77,000.00	.00	.00	77,000.00	0	.00
3220	State Motor In-Lieu	.00	5,437.92	5,437.92	(5,437.92)	+++	5,248.03
3408	Finance Services	.00	.00	185.00	(185.00)	+++	565.00
3499	Other Rev/Current Svc	15,000.00	.00	.00	15,000.00	0	.00
3630	Interest Del. Taxes	.00	.01	.01	(.01)	+++	.00
3690	Other Fine/Forfeit/Pen.	.00	.00	33.00	(33.00)	+++	23.63
3730	Rental Income	228,000.00	(6,400.00)	78,333.22	149,666.78	34	82,032.95
3913	Sale of Real Property	.00	.00	.00	.00	+++	1,433.00
3922	Refunds/Adj/Restitution	.00	.00	(70.00)	70.00	+++	(1,609.32)
3990	Other Misc. Revenues	4,817.00	.00	.00	4,817.00	0	.00
3991	Cash Variations	.00	.00	(5.00)	5.00	+++	2.31
Department 3510 - Accounting & Treasury Totals		\$7,550,343.00	\$520,900.20	\$724,288.33	\$6,826,054.67	10%	\$948,626.22
Department 3520 - Information Services							
3922	Refunds/Adj/Restitution	.00	133.82	283.82	(283.82)	+++	.00
Department 3520 - Information Services Totals		\$0.00	\$133.82	\$283.82	(\$283.82)	+++	\$0.00
Department 4110 - Police Department							
3230	State Mandated Cost Reimb	5,500.00	.00	3,739.00	1,761.00	68	4,045.00
3247	P.O.S.T. Subvention	8,500.00	970.79	4,704.93	3,795.07	55	5,094.83
3248	Police Impound Fees	12,000.00	631.00	1,739.00	10,261.00	14	2,730.00
3401	Sale of Copies & Books	1,900.00	38.00	327.50	1,572.50	17	360.00
3460	Subpoenas	700.00	.00	.00	700.00	0	.00
3461	Fingerprinting Fees	6,200.00	654.00	2,753.88	3,446.12	44	1,023.00
3465	Police Cost Recovery	5,000.00	60.00	1,572.21	3,427.79	31	681.31
3468	Booking Fees	.00	(3.04)	(3.04)	3.04	+++	(700.88)
3469	Special Events	13,000.00	1,754.08	3,906.08	9,093.92	30	2,591.27
3499	Other Rev/Current Svc	78,440.00	.00	.00	78,440.00	0	.00
3610	Parking Bail Violations	13,500.00	393.10	1,581.10	11,918.90	12	3,681.45
3615	Administrative Citations	1,000.00	.00	214.00	786.00	21	62.00
3690	Other Fine/Forfeit/Pen.	4,000.00	645.95	645.95	3,354.05	16	338.49
3905	Bad Debts Recovery	.00	.00	.00	.00	+++	180.03
3919	Auctioned Property	1,500.00	.00	.00	1,500.00	0	228.88
3922	Refunds/Adj/Restitution	200.00	14.65	26.25	173.75	13	.00
3990	Other Misc. Revenues	2,000.00	45.00	824.71	1,175.29	41	210.00
Department 4110 - Police Department Totals		\$153,440.00	\$5,203.53	\$22,031.57	\$131,408.43	14%	\$20,525.38
Department 4210 - Fire Department							
3190	Other Licenses & Permits	.00	.00	63.00	(63.00)	+++	122.00
3391	Other Grant Public Svc	.00	.00	.00	.00	+++	(2,977.54)
3393	Nuclear Planning Assist	13,000.00	.00	.00	13,000.00	0	2,050.00
3401	Sale of Copies & Books	100.00	.00	28.00	72.00	28	.00
3425	Filing/Certification Fees	.00	108.60	656.60	(656.60)	+++	535.00

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
3426	Plan Checking Fees	10,000.00	425.50	2,027.13	7,972.87	20	3,779.57
3427	Building Inspection Fees	3,200.00	.00	.00	3,200.00	0	.00
3469	Special Events	1,400.00	.00	42.00	1,358.00	3	460.71
3472	Other Fire Services	15,000.00	.00	.00	15,000.00	0	.00
3473	EMS Service & Transport	81,779.00	20,444.82	.00	81,779.00	0	.00
3499	Other Rev/Current Svc	5,000.00	.00	.00	5,000.00	0	.00
3922	Refunds/Adj/Restitution	.00	72.00	72.00	(72.00)	+++	893.96
3990	Other Misc. Revenues	.00	.00	.00	.00	+++	70.00
Department 4210 - Fire Department Totals		\$129,479.00	\$21,050.92	\$2,888.73	\$126,590.27	2%	\$4,933.70
Department 5205 - Public Services Admin							
3101	General Business License	278,355.00	9,360.70	193,020.84	85,334.16	69	196,635.32
3104	Transient Vendor Fees	5,900.00	1,318.80	3,004.10	2,895.90	51	2,903.71
3120	Building Permit	230.00	.00	43.00	187.00	19	73.80
3121	Encroachment Permit	7,500.00	378.00	942.00	6,558.00	13	1,554.00
3127	Coastal Permit	21,000.00	688.00	688.00	20,312.00	3	3,776.00
3130	Sign	675.00	84.00	252.00	423.00	37	243.00
3132	Conditional Use Permit	30,000.00	279.00	1,727.00	28,273.00	6	5,093.38
3190	Other Licenses & Permits	3,750.00	.00	.00	3,750.00	0	.00
3401	Sale of Copies & Books	150.00	103.75	123.00	27.00	82	18.50
3403	Sale of Plans/Specs	75.00	.00	.00	75.00	0	.00
3404	Tentative Parcel Map	6,750.00	.00	.00	6,750.00	0	5,173.00
3405	Tentative Tract Map	3,000.00	.00	(1,058.00)	4,058.00	-35	379.00
3410	Planning & Zoning App Fee	660.00	183.00	549.00	111.00	83	180.00
3412	Variance Fee	2,200.00	.00	.00	2,200.00	0	2,359.00
3414	Retrofit Application	375.00	.00	.00	375.00	0	.00
3415	Environmental Determine	12,000.00	(856.00)	2,160.00	9,840.00	18	4,630.00
3416	Zoning Amendment	165.00	.00	134.00	31.00	81	3,650.00
3417	Land Use Determination	500.00	.00	.00	500.00	0	324.00
3419	Permit Filing Fees	1,100.00	.00	.00	1,100.00	0	.00
3420	Design Review Fees	2,640.00	260.00	1,120.00	1,520.00	42	409.83
3422	Parking Exception Fees	500.00	.00	120.00	380.00	24	115.00
3426	Plan Checking Fees	84,700.00	985.00	9,691.69	75,008.31	11	17,082.31
3427	Building Inspection Fees	75,000.00	4,225.80	12,228.95	62,771.05	16	23,394.70
3450	Engineer's Review Fees	1,125.00	.00	.00	1,125.00	0	5.00
3499	Other Rev/Current Svc	75.00	.00	.00	75.00	0	.00
Department 5205 - Public Services Admin Totals		\$538,425.00	\$17,010.05	\$224,745.58	\$313,679.42	42%	\$267,999.55
Department 5210 - Engineering & Admin							
3920	Notification Fee	.00	85.00	440.00	(440.00)	+++	1,150.00
Department 5210 - Engineering & Admin Totals		\$0.00	\$85.00	\$440.00	(\$440.00)	+++	\$1,150.00
Department 5270 - Curbside Recycling							
3499	Other Rev/Current Svc	21,000.00	.00	5,176.44	15,823.56	25	5,176.44
Department 5270 - Curbside Recycling Totals		\$21,000.00	\$0.00	\$5,176.44	\$15,823.56	25%	\$5,176.44
Department 6110 - R & P Administration							
3490	Program Revenue	60,000.00	6,729.10	20,098.72	39,901.28	33	23,742.86
3501	Processing Fees	(6,000.00)	(580.24)	(2,755.80)	(3,244.20)	46	(2,190.62)
3995	Non-Resident Revenue	.00	107.38	376.70	(376.70)	+++	372.00
Department 6110 - R & P Administration Totals		\$54,000.00	\$6,256.24	\$17,719.62	\$36,280.38	33%	\$21,924.24
Department 6125 - Dance 39+							
3499	Other Rev/Current Svc	12,000.00	2,045.00	4,766.87	7,233.13	40	4,422.00
Department 6125 - Dance 39+ Totals		\$12,000.00	\$2,045.00	\$4,766.87	\$7,233.13	40%	\$4,422.00
Department 6130 - Rec & Parks Sports							
3480	R & P Sports Fees	135,000.00	1,782.02	56,377.01	78,622.99	42	53,818.04
Department 6130 - Rec & Parks Sports Totals		\$135,000.00	\$1,782.02	\$56,377.01	\$78,622.99	42%	\$53,818.04
Department 6140 - R & P Youth Services							
3482	R & P Youth Services	160,000.00	14,313.14	51,603.36	108,396.64	32	48,872.56
Department 6140 - R & P Youth Services Totals		\$160,000.00	\$14,313.14	\$51,603.36	\$108,396.64	32%	\$48,872.56
Department 6143 - Teen Programs Division							
3482	R & P Youth Services	3,000.00	387.50	1,662.50	1,337.50	55	1,564.50
Department 6143 - Teen Programs Division Totals		\$3,000.00	\$387.50	\$1,662.50	\$1,337.50	55%	\$1,564.50
Department 6150 - R & P City Facilities							
3483	R & P Facility Fees	10,000.00	.00	9.00	9,991.00	0	(46.00)
3730	Rental Income	60,000.00	3,156.32	17,596.52	42,403.48	29	11,333.28
3990	Other Misc. Revenues	.00	270.00	3,033.83	(3,033.83)	+++	.00
Department 6150 - R & P City Facilities Totals		\$70,000.00	\$3,426.32	\$20,639.35	\$49,360.65	29%	\$11,287.28
Department 6160 - R & P Parks Division							
3469	Special Events	.00	3,173.10	5,822.23	(5,822.23)	+++	4,225.06
3911	Property Damage	.00	.00	248.04	(248.04)	+++	60.17

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Department 6160 - R & P Parks Division Totals		\$0.00	\$3,173.10	\$6,070.27	(\$6,070.27)	+++	\$4,285.23
Department 6210 - Property Management							
3730	Rental Income	17,400.00	550.00	3,653.53	13,746.47	21	5,292.08
Department 6210 - Property Management Totals		\$17,400.00	\$550.00	\$3,653.53	\$13,746.47	21%	\$5,292.08
Department 7710 - Interfund Transactions							
3801	Transfers In	1,281,696.00	.00	101,493.68	1,180,202.32	8	91,222.90
3802	Intrafund Revenue Trans.	100,000.00	.00	41,200.00	58,800.00	41	301,983.00
Department 7710 - Interfund Transactions Totals		\$1,381,696.00	\$0.00	\$142,693.68	\$1,239,002.32	10%	\$393,205.90
REVENUE TOTALS		\$10,244,783.00	\$601,315.72	\$1,313,235.87	\$8,931,547.13	13%	\$1,823,633.15
EXPENSE							
Department 2110 - City Council							
4110	Regular Pay	33,900.00	1,303.86	7,171.23	26,728.77	21	8,605.48
4910	Employer Paid Benefits	37,201.00	2,811.60	8,074.55	29,126.45	22	8,567.35
5110	Fuel Oil & Lubricants	100.00	.00	.00	100.00	0	62.12
5175	Computer Operating Supp.	.00	80.75	80.75	(80.75)	+++	.00
5305	Forms Printing	200.00	.00	.00	200.00	0	.00
6107	Promotion & Advertising	.00	.00	.00	.00	+++	250.00
6401	General Liability	6,516.00	.00	543.00	5,973.00	8	2,327.01
6411	Property Damage Ins.	706.00	.00	58.83	647.17	8	176.49
6472	Other Ins./Employee Bond	84.00	.00	7.00	77.00	8	21.00
6510	Meetings & Conferences	500.00	525.00	630.00	(130.00)	126	.00
6511	Mileage Reimbursement	100.00	.00	.00	100.00	0	.00
6513	Meals & Lodging	2,624.00	.00	.00	2,624.00	0	162.13
Department 2110 - City Council Totals		\$81,931.00	\$4,721.21	\$16,565.36	\$65,365.64	20%	\$20,171.58
Department 3110 - City Manager's Office							
4110	Regular Pay	226,520.00	8,550.40	47,027.22	179,492.78	21	49,155.87
4599	Other Pay	5,000.00	207.69	1,142.29	3,857.71	23	1,066.16
4910	Employer Paid Benefits	90,000.00	4,638.63	19,018.36	70,981.64	21	18,624.33
5110	Fuel Oil & Lubricants	420.00	53.41	255.29	164.71	61	558.40
5175	Computer Operating Supp.	500.00	7.99	9,163.19	(8,663.19)	1833	.00
5199	Misc. Operating Supplies	1,000.00	10.00	30.00	970.00	3	47.01
5301	General Office Supplies	1,600.00	110.45	110.45	1,489.55	7	547.24
5303	Books & Manuals	500.00	.00	.00	500.00	0	25.00
5304	Periodical/Subscriptions	.00	.00	186.00	(186.00)	+++	186.00
5305	Forms Printing	700.00	.00	.00	700.00	0	.00
5504	Machinery/Equip/Supplies	.00	.00	.00	.00	+++	30.09
6105	Consulting Services	5,000.00	.00	.00	5,000.00	0	.00
6106	Contractual Services	1,000.00	1,899.80	1,924.60	(924.60)	192	40.50
6125	Professional Development	500.00	.00	.00	500.00	0	130.00
6199	Other Professional Svc	56,984.00	5,000.00	10,000.00	46,984.00	18	10,000.00
6300	Utilities	10,000.00	1,211.66	2,414.55	7,585.45	24	1,384.91
6401	General Liability	2,078.00	.00	339.83	1,738.17	16	1,456.50
6411	Property Damage Ins.	283.00	.00	23.58	259.42	8	70.74
6472	Other Ins./Employee Bond	33.00	.00	2.75	30.25	8	8.25
6473	Vehicle Insurance	122.00	.00	10.17	111.83	8	30.51
6510	Meetings & Conferences	600.00	.00	(115.00)	715.00	-19	375.00
6513	Meals & Lodging	1,000.00	.00	37.25	962.75	4	195.69
6514	Travel Expense	.00	166.20	166.20	(166.20)	+++	.00
6519	Association Membership	12,700.00	.00	180.00	12,520.00	1	5,450.00
6604	Outside Vehicle Repair/Maint	.00	469.98	469.98	(469.98)	+++	.00
6710	Notices & Publications	6,600.00	158.10	158.10	6,441.90	2	.00
6750	Business Equipment Rental	3,000.00	513.26	663.56	2,336.44	22	686.34
8721	Payment To Other Agency	12,661.00	.00	12,561.69	99.31	99	12,660.98
Department 3110 - City Manager's Office Totals		\$438,801.00	\$22,997.57	\$105,770.06	\$333,030.94	24%	\$102,729.52
Department 3115 - Contract Services							
6740	Fiscal Management Fees	8,000.00	.00	.00	8,000.00	0	.00
6770	Animal Services	46,005.00	.00	11,500.25	34,504.75	25	11,165.25
Department 3115 - Contract Services Totals		\$54,005.00	\$0.00	\$11,500.25	\$42,504.75	21%	\$11,165.25
Department 3120 - Elections							
5303	Books & Manuals	100.00	.00	.00	100.00	0	.00
5305	Forms Printing	400.00	.00	.00	400.00	0	9.69
6162	Mandated Fees/Inspections	19,500.00	.00	.00	19,500.00	0	.00
6199	Other Professional Svc	.00	16,135.54	.00	.00	+++	.00
Department 3120 - Elections Totals		\$20,000.00	\$16,135.54	\$0.00	\$20,000.00	0%	\$9.69
Department 3140 - Human Resources							
4110	Regular Pay	50,800.00	1,878.60	10,332.31	40,467.69	20	12,679.06
4599	Other Pay	1,000.00	17.31	1,410.22	(410.22)	141	228.42

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4910	Employer Paid Benefits	21,440.00	1,281.97	4,670.89	16,769.11	22	5,504.83
5199	Misc. Operating Supplies	.00	10.00	30.00	(30.00)	+++	116.19
5301	General Office Supplies	1,500.00	120.45	120.45	1,379.55	8	368.99
5303	Books & Manuals	200.00	.00	.00	200.00	0	.00
5305	Forms Printing	.00	181.02	181.02	(181.02)	+++	.00
5352	Award/Trophy Supplies	500.00	.00	.00	500.00	0	.00
6106	Contractual Services	25,400.00	2,187.54	8,146.31	17,253.69	32	7,086.06
6300	Utilities	300.00	30.70	92.10	207.90	31	.00
6472	Other Ins./Employee Bond	25.00	.00	.00	25.00	0	.00
6511	Mileage Reimbursement	.00	90.80	90.80	(90.80)	+++	.00
6519	Association Membership	335.00	.00	.00	335.00	0	.00
6710	Notices & Publications	.00	.00	.00	.00	+++	148.75
6750	Business Equipment Rental	2,900.00	513.26	663.56	2,236.44	23	686.34
6760	Recruitment	17,000.00	1,801.54	4,518.94	12,481.06	27	2,828.23
Department 3140 - Human Resources Totals		\$121,400.00	\$8,113.19	\$30,256.60	\$91,143.40	25%	\$29,646.87
Department 3170 - Promotion & Advertising							
6113	Print Ads - So. Region	.00	.00	.00	.00	+++	378.13
6126	Adverstising Prod/Design	.00	.00	.00	.00	+++	(378.13)
Department 3170 - Promotion & Advertising Totals		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$0.00
Department 3171 - Chamber of Comm - Economic							
6105	Consulting Services	58,425.00	4,868.75	14,606.25	43,818.75	25	.00
Department 3171 - Chamber of Comm - Economic		\$58,425.00	\$4,868.75	\$14,606.25	\$43,818.75	25%	\$0.00
Department 3172 - Visitor's Center							
6107	Promotion & Advertising	152,490.00	12,707.50	38,122.50	114,367.50	25	38,122.50
Department 3172 - Visitor's Center Totals		\$152,490.00	\$12,707.50	\$38,122.50	\$114,367.50	25%	\$38,122.50
Department 3210 - City Attorney							
4110	Regular Pay	82,849.00	3,107.08	17,088.95	65,760.05	21	18,803.42
4310	Part-Time Pay	.00	.00	.00	.00	+++	(22.33)
4599	Other Pay	.00	.00	116.61	(116.61)	+++	1,165.12
4910	Employer Paid Benefits	29,605.00	1,843.78	6,984.98	22,620.02	24	7,699.31
5108	Communication Supplies	350.00	.00	.00	350.00	0	.00
5199	Misc. Operating Supplies	684.00	10.00	30.00	654.00	4	30.00
5301	General Office Supplies	150.00	110.43	110.43	39.57	74	203.12
5302	Copying Supplies	150.00	.00	.00	150.00	0	.00
5303	Books & Manuals	170.00	.00	53.81	116.19	32	.00
5304	Periodical/Subscriptions	120.00	.00	.00	120.00	0	21.75
5305	Forms Printing	.00	.00	14.99	(14.99)	+++	.00
6101	Legal Services	4,055.00	78.00	78.00	3,977.00	2	.00
6106	Contractual Services	.00	44.64	89.28	(89.28)	+++	119.82
6125	Professional Development	3,862.00	198.00	223.00	3,639.00	6	1,275.37
6199	Other Professional Svc	5,970.00	.00	.00	5,970.00	0	489.20
6201	Telephone	1,000.00	.00	.00	1,000.00	0	.00
6300	Utilities	.00	193.93	473.28	(473.28)	+++	210.16
6401	General Liability	465.00	.00	205.42	259.58	44	880.50
6411	Property Damage Ins.	247.00	.00	20.58	226.42	8	61.74
6472	Other Ins./Employee Bond	33.00	.00	2.42	30.58	7	7.26
6510	Meetings & Conferences	75.00	.00	35.00	40.00	47	.00
6513	Meals & Lodging	500.00	152.95	183.81	316.19	37	143.39
6514	Travel Expense	.00	10.00	59.82	(59.82)	+++	28.00
6519	Association Membership	650.00	.00	.00	650.00	0	.00
6604	Outside Vehicle Repair/Maint	.00	704.53	704.53	(704.53)	+++	.00
6750	Business Equipment Rental	.00	513.23	663.49	(663.49)	+++	686.27
Department 3210 - City Attorney Totals		\$130,935.00	\$6,966.57	\$27,138.40	\$103,796.60	21%	\$31,802.10
Department 3510 - Accounting & Treasury							
4110	Regular Pay	231,900.00	8,958.89	46,843.05	185,056.95	20	58,944.90
4310	Part-Time Pay	8,736.00	.00	173.41	8,562.59	2	1,794.79
4599	Other Pay	4,000.00	161.54	888.47	3,111.53	22	3,227.80
4910	Employer Paid Benefits	97,708.00	5,326.15	19,436.09	78,271.91	20	24,807.34
5175	Computer Operating Supp.	.00	7.99	7.99	(7.99)	+++	.00
5199	Misc. Operating Supplies	.00	58.25	78.25	(78.25)	+++	93.36
5301	General Office Supplies	4,525.00	318.34	807.40	3,717.60	18	487.39
5305	Forms Printing	1,000.00	.00	172.70	827.30	17	.00
6103	Financial Audits	45,000.00	4,176.50	4,176.50	40,823.50	9	.00
6106	Contractual Services	53,770.00	1,465.61	3,402.20	50,367.80	6	2,624.08
6125	Professional Development	200.00	.00	.00	200.00	0	.00
6220	Postage	10,000.00	.00	1,569.80	8,430.20	16	3,130.96
6300	Utilities	9,000.00	690.26	1,813.89	7,186.11	20	1,193.77

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6401	General Liability	3,426.00	.00	618.83	2,807.17	18	2,652.00
6411	Property Damage Ins.	848.00	.00	70.67	777.33	8	212.01
6472	Other Ins./Employee Bond	62.00	.00	7.00	55.00	11	21.00
6519	Association Membership	300.00	.00	.00	300.00	0	.00
6640	Maintenance Contracts	.00	49.61	148.83	(148.83)	+++	198.44
6740	Fiscal Management Fees	.00	499.67	499.67	(499.67)	+++	313.01
6741	Misc. Bank Charges	9,000.00	.00	899.06	8,100.94	10	2,466.16
6750	Business Equipment Rental	3,000.00	513.26	663.56	2,336.44	22	686.34
8711	Non Capital Asset Expense	20,000.00	.00	9,250.00	10,750.00	46	540.00
Department 3510 - Accounting & Treasury Totals		\$502,475.00	\$22,226.07	\$91,527.37	\$410,947.63	18%	\$103,393.35
Department 3520 - Information Services							
4110	Regular Pay	85,026.00	3,204.80	17,626.40	67,399.60	21	21,543.47
4599	Other Pay	.00	.00	.00	.00	+++	1,079.18
4910	Employer Paid Benefits	36,410.00	1,903.69	7,190.06	29,219.94	20	8,464.90
5110	Fuel Oil & Lubricants	.00	.00	.00	.00	+++	10.45
5125	Repairs/Maint. Materials	.00	.00	.00	.00	+++	3.11
5175	Computer Operating Supp.	4,000.00	30.04	331.24	3,668.76	8	1,280.52
5201	Other Expense	.00	.00	(35.94)	35.94	+++	.00
5301	General Office Supplies	75.00	.00	.00	75.00	0	.00
5303	Books & Manuals	25.00	.00	.00	25.00	0	.00
6105	Consulting Services	8,000.00	.00	.00	8,000.00	0	4,567.50
6106	Contractual Services	8,000.00	.00	6,815.81	1,184.19	85	6,814.50
6199	Other Professional Svc	.00	.00	85.00	(85.00)	+++	.00
6300	Utilities	1,300.00	.00	49.50	1,250.50	4	185.45
6472	Other Ins./Employee Bond	17.00	.00	.00	17.00	0	.00
6473	Vehicle Insurance	122.00	.00	10.17	111.83	8	30.51
6604	Outside Vehicle Repair/Maint	.00	.00	.00	.00	+++	106.12
6640	Maintenance Contracts	3,500.00	.00	.00	3,500.00	0	.00
Department 3520 - Information Services Totals		\$146,475.00	\$5,138.53	\$32,072.24	\$114,402.76	22%	\$44,085.71
Department 4110 - Police Department							
4110	Regular Pay	1,480,414.00	51,689.71	279,782.29	1,200,631.71	19	346,140.91
4120	Overtime Pay	80,000.00	2,768.50	20,023.74	59,976.26	25	20,804.08
4310	Part-Time Pay	24,250.00	6,086.40	33,407.70	(9,157.70)	138	5,760.00
4515	Standby Pay	6,000.00	138.81	1,037.77	4,962.23	17	198.30
4599	Other Pay	70,000.00	1,405.74	7,720.36	62,279.64	11	9,257.69
4910	Employer Paid Benefits	953,692.00	44,993.01	200,076.38	753,615.62	21	232,009.59
5101	Janitorial Supplies	1,700.00	245.15	619.71	1,080.29	36	478.66
5105	First Aide Supplies	800.00	.00	.00	800.00	0	.00
5109	Uniforms/Safety Equipment	15,400.00	78.33	(842.99)	16,242.99	-5	441.65
5110	Fuel Oil & Lubricants	45,000.00	669.41	4,655.95	40,344.05	10	14,459.17
5113	Evidence Supplies	1,400.00	271.80	873.85	526.15	62	104.46
5150	Weapons/Range/Ammunition	6,500.00	.00	.00	6,500.00	0	.00
5175	Computer Operating Supp.	6,500.00	526.29	1,047.93	5,452.07	16	577.90
5301	General Office Supplies	3,000.00	136.08	231.96	2,768.04	8	363.64
5303	Books & Manuals	250.00	.00	.00	250.00	0	.00
5304	Periodical/Subscriptions	800.00	.00	.00	800.00	0	.00
5305	Forms Printing	3,000.00	111.39	323.39	2,676.61	11	.00
5502	Building Maint. Supplies	500.00	.00	162.01	337.99	32	146.08
5503	Rolling Stock Supplies	5,000.00	3,069.27	3,760.41	1,239.59	75	2,283.78
5504	Machinery/Equip/Supplies	2,500.00	.00	183.16	2,316.84	7	2,189.89
5530	Small Tools	2,500.00	.00	792.46	1,707.54	32	657.05
6101	Legal Services	1,500.00	.00	.00	1,500.00	0	.00
6105	Consulting Services	500.00	.00	.00	500.00	0	121.00
6106	Contractual Services	3,500.00	1,905.00	1,935.00	1,565.00	55	60.00
6107	Promotion & Advertising	500.00	.00	.00	500.00	0	10.98
6125	Professional Development	18,500.00	845.00	2,907.23	15,592.77	16	4,537.59
6150	Fingerprinting	2,000.00	830.00	1,501.00	499.00	75	321.00
6151	Investigations	750.00	.00	54.92	695.08	7	.00
6153	Pre-Employment Testing	4,000.00	582.37	582.37	3,417.63	15	300.00
6170	Pest Control Services	500.00	.00	107.00	393.00	21	107.00
6199	Other Professional Svc	1,900.00	86.00	215.00	1,685.00	11	576.00
6220	Postage	550.00	23.60	79.83	470.17	15	133.73
6300	Utilities	35,000.00	2,824.44	6,464.35	28,535.65	18	5,295.48
6401	General Liability	40,774.00	.00	3,814.50	36,959.50	9	16,347.99
6411	Property Damage Ins.	2,612.00	.00	217.67	2,394.33	8	653.01
6472	Other Ins./Employee Bond	384.00	.00	32.00	352.00	8	96.00
6473	Vehicle Insurance	2,195.00	.00	182.92	2,012.08	8	548.76

Account	Account Description	Adopted	Current Month	YTD	Budget - YTD	%	Prior Year YTD
		Budget	Transactions	Transactions	Transactions	used/ Rec'd	
6502	Shipping & Moving	.00	.00	3,000.00	(3,000.00)	+++	.00
6510	Meetings & Conferences	2,000.00	302.20	317.73	1,682.27	16	1,375.00
6519	Association Membership	1,250.00	.00	300.00	950.00	24	300.00
6601	Outside Equip. Repair/Mat	1,000.00	.00	.00	1,000.00	0	1,299.70
6602	Outside Structural Repair	500.00	.00	.00	500.00	0	250.00
6604	Outside Vehicle Repair/Maint	20,000.00	21.37	1,215.07	18,784.93	6	1,530.44
6640	Maintenance Contracts	8,000.00	.00	7,260.00	740.00	91	7,260.00
6741	Misc. Bank Charges	.00	.00	.00	.00	+++	41.00
6750	Business Equipment Rental	2,500.00	209.48	806.03	1,693.97	32	452.56
7201	Automobiles	.00	94.74	94.74	(94.74)	+++	.00
8721	Payment To Other Agency	24,600.00	.00	24,855.32	(255.32)	101	4,000.00
Department 4110 - Police Department Totals		\$2,884,221.00	\$119,914.09	\$609,798.76	\$2,274,422.24	21%	\$681,490.09
Department 4115 - Communications							
4110	Regular Pay	252,842.00	9,974.09	53,203.87	199,638.13	21	52,047.51
4120	Overtime Pay	21,000.00	1,334.92	7,828.97	13,171.03	37	7,168.34
4310	Part-Time Pay	21,000.00	140.00	4,149.00	16,851.00	20	17,457.70
4599	Other Pay	12,000.00	110.76	893.18	11,106.82	7	1,366.28
4910	Employer Paid Benefits	129,948.00	6,837.15	24,384.23	105,563.77	19	26,835.49
5175	Computer Operating Supp.	1,200.00	77.50	155.25	1,044.75	13	84.16
5301	General Office Supplies	2,500.00	130.56	224.47	2,275.53	9	162.66
5504	Machinery/Equip/Supplies	500.00	.00	.00	500.00	0	.00
6125	Professional Development	2,200.00	.00	.00	2,200.00	0	150.00
6300	Utilities	5,688.00	179.29	537.87	5,150.13	9	985.07
6519	Association Membership	160.00	.00	.00	160.00	0	.00
6601	Outside Equip. Repair/Mat	2,000.00	.00	.00	2,000.00	0	.00
6640	Maintenance Contracts	.00	.00	7,383.84	(7,383.84)	+++	7,487.16
6750	Business Equipment Rental	3,000.00	209.48	806.03	2,193.97	27	905.12
8721	Payment To Other Agency	15,000.00	815.22	815.22	14,184.78	5	1,166.21
Department 4115 - Communications Totals		\$469,038.00	\$19,808.97	\$100,381.93	\$368,656.07	21%	\$115,815.70
Department 4210 - Fire Department							
4110	Regular Pay	832,766.00	23,298.40	133,729.22	699,036.78	16	185,952.69
4120	Overtime Pay	145,000.00	6,934.16	53,191.91	91,808.09	37	35,912.03
4310	Part-Time Pay	129,000.00	10,504.82	53,163.71	75,836.29	41	36,712.26
4510	Acting Pay	4,050.00	.00	.00	4,050.00	0	.00
4599	Other Pay	11,000.00	1,707.67	23,908.76	(12,908.76)	217	12,593.92
4910	Employer Paid Benefits	520,366.00	24,169.73	119,377.86	400,988.14	23	171,422.25
5101	Janitorial Supplies	400.00	131.89	196.88	203.12	49	52.70
5105	First Aide Supplies	9,775.00	1,070.93	1,438.74	8,336.26	15	3,175.77
5106	Photographic Supplies	75.00	.00	.00	75.00	0	35.53
5108	Communication Supplies	6,000.00	105.60	300.26	5,699.74	5	301.02
5109	Uniforms/Safety Equipment	4,100.00	2,516.85	2,762.52	1,337.48	67	889.74
5110	Fuel Oil & Lubricants	23,540.00	220.14	1,994.96	21,545.04	8	4,973.01
5111	Fire Hoses & Couplings	850.00	232.47	232.47	617.53	27	.00
5121	Safety Equipment	16,700.00	1,150.56	1,150.56	15,549.44	7	175.83
5130	Advanced Life Support Equ	800.00	.00	.00	800.00	0	.00
5175	Computer Operating Supp.	700.00	.00	.00	700.00	0	.00
5199	Misc. Operating Supplies	1,425.00	494.96	675.86	749.14	47	568.52
5301	General Office Supplies	650.00	48.20	128.97	521.03	20	248.56
5302	Copying Supplies	500.00	.00	.00	500.00	0	.00
5303	Books & Manuals	300.00	.00	42.79	257.21	14	128.98
5304	Periodical/Subscriptions	75.00	.00	.00	75.00	0	.00
5305	Forms Printing	.00	.00	124.99	(124.99)	+++	74.71
5350	Audio-Visual Supplies	100.00	.00	.00	100.00	0	.00
5501	Grounds Maint. Supplies	100.00	.00	.00	100.00	0	208.98
5502	Building Maint. Supplies	500.00	.00	.00	500.00	0	59.58
5503	Rolling Stock Supplies	4,000.00	205.27	1,930.54	2,069.46	48	535.85
5504	Machinery/Equip/Supplies	2,825.00	300.17	308.76	2,516.24	11	515.88
5530	Small Tools	2,875.00	38.52	416.78	2,458.22	14	97.05
6104	Engineering Services	6,750.00	400.00	400.00	6,350.00	6	1,400.00
6106	Contractual Services	6,595.00	1,875.00	3,024.00	3,571.00	46	1,149.00
6125	Professional Development	14,511.00	1,010.50	4,130.50	10,380.50	28	325.00
6162	Mandated Fees/Inspections	370.00	.00	.00	370.00	0	250.00
6199	Other Professional Svc	.00	.00	.00	.00	+++	450.00
6220	Postage	125.00	.00	27.14	97.86	22	10.60
6300	Utilities	18,900.00	1,395.30	3,198.65	15,701.35	17	2,496.38
6401	General Liability	13,609.00	.00	1,550.75	12,058.25	11	6,645.99
6411	Property Damage Ins.	1,158.00	.00	96.50	1,061.50	8	289.50

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6472	Other Ins./Employee Bond	173.00	.00	14.58	158.42	8	43.74
6473	Vehicle Insurance	4,464.00	.00	372.00	4,092.00	8	1,116.00
6510	Meetings & Conferences	150.00	20.58	801.74	(651.74)	534	40.00
6513	Meals & Lodging	1,000.00	.00	6.93	993.07	1	.00
6514	Travel Expense	150.00	206.08	206.08	(56.08)	137	.00
6519	Association Membership	585.00	.00	300.00	285.00	51	250.00
6601	Outside Equip. Repair/Mat	1,600.00	.00	.00	1,600.00	0	.00
6602	Outside Structural Repair	200.00	.00	.00	200.00	0	.00
6604	Outside Vehicle Repair/Maint	9,400.00	209.00	938.85	8,461.15	10	4,203.65
6640	Maintenance Contracts	780.00	163.75	271.71	508.29	35	185.37
6710	Notices & Publications	500.00	.00	.00	500.00	0	.00
6720	Medical Examinations	4,500.00	310.00	715.00	3,785.00	16	95.00
6730	Data Processing	150.00	.00	.00	150.00	0	.00
6750	Business Equipment Rental	2,000.00	101.20	303.60	1,696.40	15	203.59
8721	Payment To Other Agency	2,000.00	.00	1,000.00	1,000.00	50	.00
Department 4210 - Fire Department Totals		\$1,808,142.00	\$78,821.75	\$412,434.57	\$1,395,707.43	23%	\$473,788.68
Department 4220 - EOC Disaster Preparedness							
5175	Computer Operating Supp.	100.00	.00	.00	100.00	0	.00
5199	Misc. Operating Supplies	175.00	.00	.00	175.00	0	.00
5305	Forms Printing	200.00	.00	.00	200.00	0	.00
5504	Machinery/Equip/Supplies	100.00	.00	.00	100.00	0	.00
6300	Utilities	1,774.00	71.84	213.77	1,560.23	12	352.82
6510	Meetings & Conferences	150.00	.00	.00	150.00	0	.00
6601	Outside Equip. Repair/Mat	400.00	.00	.00	400.00	0	.00
Department 4220 - EOC Disaster Preparedness		\$2,899.00	\$71.84	\$213.77	\$2,685.23	7%	\$352.82
Department 5205 - Public Services Admin							
4110	Regular Pay	496,821.00	18,553.43	99,692.58	397,128.42	20	123,318.34
4120	Overtime Pay	3,000.00	.00	.00	3,000.00	0	14.04
4310	Part-Time Pay	.00	1,659.00	7,867.00	(7,867.00)	+++	1,213.80
4599	Other Pay	6,200.00	115.38	3,773.56	2,426.44	61	975.10
4910	Employer Paid Benefits	252,473.00	11,601.29	46,626.71	205,846.29	18	64,161.88
4999	Labor Costs Applied	(40,000.00)	64.20	1,123.50	(41,123.50)	-3	5,977.08
5110	Fuel Oil & Lubricants	2,000.00	57.39	235.77	1,764.23	12	340.26
5125	Repairs/Maint. Materials	4,062.00	.00	.00	4,062.00	0	.00
5175	Computer Operating Supp.	.00	.00	.00	.00	+++	53.86
5199	Misc. Operating Supplies	10,000.00	257.68	476.74	9,523.26	5	1,156.58
5303	Books & Manuals	3,000.00	.00	.00	3,000.00	0	.00
5504	Machinery/Equip/Supplies	.00	.00	.00	.00	+++	392.49
6105	Consulting Services	5,000.00	9,796.74	9,646.74	(4,646.74)	193	8,425.00
6106	Contractual Services	23,000.00	2,821.83	8,160.27	14,839.73	35	2,707.67
6125	Professional Development	1,500.00	.00	.00	1,500.00	0	.00
6160	Vehicle Inspections	200.00	.00	.00	200.00	0	.00
6161	Licenses & Permits	350.00	.00	.00	350.00	0	.00
6162	Mandated Fees/Inspections	200.00	.00	.00	200.00	0	.00
6199	Other Professional Svc	.00	84.50	84.50	(84.50)	+++	.00
6300	Utilities	14,921.00	1,173.01	3,045.34	11,875.66	20	2,340.15
6401	General Liability	23,739.00	.00	2,228.25	21,510.75	9	9,549.75
6411	Property Damage Ins.	1,554.00	.00	129.50	1,424.50	8	388.50
6472	Other Ins./Employee Bond	163.00	.00	13.58	149.42	8	40.74
6473	Vehicle Insurance	244.00	.00	20.33	223.67	8	60.99
6510	Meetings & Conferences	4,500.00	.00	.00	4,500.00	0	.00
6511	Mileage Reimbursement	1,000.00	.00	.00	1,000.00	0	.00
6513	Meals & Lodging	1,000.00	.00	.00	1,000.00	0	.00
6519	Association Membership	3,000.00	.00	50.00	2,950.00	2	130.00
6604	Outside Vehicle Repair/Maint	100.00	.00	.00	100.00	0	.00
6701	Outside Clerical/Sec. Svc	2,000.00	.00	.00	2,000.00	0	.00
6710	Notices & Publications	5,000.00	342.38	2,953.79	2,046.21	59	1,581.46
6741	Misc. Bank Charges	.00	.00	161.61	(161.61)	+++	406.86
6810	Equipment Rental	.00	.00	62.40	(62.40)	+++	126.80
8711	Non Capital Asset Expense	.00	.00	(9,650.36)	9,650.36	+++	.00
8750	Bad Debts Written Off	.00	.00	.00	.00	+++	473.94
Department 5205 - Public Services Admin Totals		\$825,027.00	\$46,526.83	\$176,701.81	\$648,325.19	21%	\$223,835.29
Department 5220 - Vehicle Maintenance							
4110	Regular Pay	50,336.00	2,032.80	11,132.00	39,204.00	22	12,898.60
4599	Other Pay	.00	203.28	375.83	(375.83)	+++	.00
4910	Employer Paid Benefits	38,262.00	1,928.03	7,075.21	31,186.79	18	9,152.34
4999	Labor Costs Applied	1,500.00	.00	.00	1,500.00	0	.00

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
5105	First Aide Supplies	100.00	.00	.00	100.00	0	.00
5109	Uniforms/Safety Equipment	750.00	131.07	285.93	464.07	38	238.90
5110	Fuel Oil & Lubricants	1,500.00	318.42	981.36	518.64	65	1,576.22
5199	Misc. Operating Supplies	1,000.00	9.69	9.69	990.31	1	(24.86)
5530	Small Tools	500.00	.00	.00	500.00	0	.00
6161	Licenses & Permits	3,000.00	.00	810.40	2,189.60	27	.00
6162	Mandated Fees/Inspections	15,000.00	.00	325.00	14,675.00	2	250.00
6300	Utilities	4,500.00	226.10	470.73	4,029.27	10	607.30
6401	General Liability	1,567.00	.00	172.25	1,394.75	11	738.24
6411	Property Damage Ins.	141.00	.00	11.75	129.25	8	35.25
6472	Other Ins./Employee Bond	16.00	.00	1.42	14.58	9	4.26
6473	Vehicle Insurance	122.00	.00	10.17	111.83	8	30.51
6720	Medical Examinations	95.00	95.00	95.00	.00	100	.00
6810	Equipment Rental	.00	31.28	73.07	(73.07)	+++	96.34
Department 5220 - Vehicle Maintenance Totals		\$118,389.00	\$4,975.67	\$21,829.81	\$96,559.19	18%	\$25,603.10
Department 5230 - Street Maintenance							
4110	Regular Pay	88,649.00	2,435.82	13,032.96	75,616.04	15	14,259.32
4310	Part-Time Pay	.00	.00	.00	.00	+++	615.00
4910	Employer Paid Benefits	50,663.00	2,073.78	8,317.59	42,345.41	16	10,878.94
4999	Labor Costs Applied	2,708.00	318.76	2,501.10	206.90	92	3,326.52
5109	Uniforms/Safety Equipment	600.00	114.85	347.36	252.64	58	564.83
5110	Fuel Oil & Lubricants	3,400.00	563.84	1,496.73	1,903.27	44	3,662.15
5125	Repairs/Maint. Materials	1,000.00	.00	.00	1,000.00	0	.00
5199	Misc. Operating Supplies	15,000.00	1,695.76	2,960.10	12,039.90	20	3,759.41
5302	Copying Supplies	.00	.00	.00	.00	+++	17.78
5504	Machinery/Equip/Supplies	300.00	.00	.00	300.00	0	109.34
5530	Small Tools	.00	40.69	120.38	(120.38)	+++	124.87
6106	Contractual Services	50,000.00	6,847.12	12,341.44	37,658.56	25	5,202.12
6161	Licenses & Permits	1,060.00	.00	.00	1,060.00	0	.00
6300	Utilities	4,300.00	498.59	965.80	3,334.20	22	889.58
6399	Other Utilities	3,611.00	.00	.00	3,611.00	0	.00
6401	General Liability	2,887.00	.00	282.25	2,604.75	10	1,217.01
6411	Property Damage Ins.	73.00	.00	6.08	66.92	8	18.24
6472	Other Ins./Employee Bond	34.00	.00	2.75	31.25	8	8.25
6473	Vehicle Insurance	96.00	.00	8.00	88.00	8	24.00
6519	Association Membership	173.00	.00	.00	173.00	0	.00
6604	Outside Vehicle Repair/Maint	.00	.00	415.63	(415.63)	+++	.00
6710	Notices & Publications	.00	.00	669.13	(669.13)	+++	.00
Department 5230 - Street Maintenance Totals		\$224,554.00	\$14,589.21	\$43,467.30	\$181,086.70	19%	\$44,677.36
Department 5232 - Street Trees							
4110	Regular Pay	43,918.00	608.96	3,066.65	40,851.35	7	4,015.50
4120	Overtime Pay	.00	.00	.00	.00	+++	131.02
4910	Employer Paid Benefits	21,095.00	912.32	3,278.91	17,816.09	16	2,595.22
4999	Labor Costs Applied	.00	563.10	3,295.46	(3,295.46)	+++	(31.31)
5109	Uniforms/Safety Equipment	270.00	.00	.00	270.00	0	.00
5110	Fuel Oil & Lubricants	1,350.00	.00	.00	1,350.00	0	.00
5125	Repairs/Maint. Materials	3,000.00	.00	.00	3,000.00	0	.00
5199	Misc. Operating Supplies	3,833.00	242.53	242.53	3,590.47	6	.00
5501	Grounds Maint. Supplies	300.00	.00	.00	300.00	0	.00
5504	Machinery/Equip/Supplies	300.00	.00	.00	300.00	0	.00
6105	Consulting Services	270.00	.00	.00	270.00	0	.00
6106	Contractual Services	20,461.00	450.00	7,365.00	13,096.00	36	8,627.50
6160	Vehicle Inspections	30.00	.00	.00	30.00	0	.00
6161	Licenses & Permits	15.00	.00	.00	15.00	0	.00
6162	Mandated Fees/Inspections	75.00	.00	.00	75.00	0	.00
6300	Utilities	4,268.00	.00	.00	4,268.00	0	.00
6401	General Liability	723.00	.00	60.25	662.75	8	258.24
6411	Property Damage Ins.	79.00	.00	6.58	72.42	8	19.74
6472	Other Ins./Employee Bond	17.00	.00	.00	17.00	0	.00
6473	Vehicle Insurance	330.00	.00	27.50	302.50	8	82.50
6603	Outside Ground Repair	2,100.00	.00	.00	2,100.00	0	.00
Department 5232 - Street Trees Totals		\$102,434.00	\$2,776.91	\$17,342.88	\$85,091.12	17%	\$15,698.41
Department 5234 - Street Lighting							
6300	Utilities	.00	7,989.34	15,976.49	(15,976.49)	+++	8,214.34
6301	Electricity	105,000.00	.00	.00	105,000.00	0	.00
Department 5234 - Street Lighting Totals		\$105,000.00	\$7,989.34	\$15,976.49	\$89,023.51	15%	\$8,214.34
Department 5235 - Storm Drain/Creek Maint.							

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
4110	Regular Pay	56,112.00	1,014.92	5,377.27	50,734.73	10	6,692.36
4120	Overtime Pay	900.00	.00	.00	900.00	0	.00
4910	Employer Paid Benefits	27,730.00	885.74	4,211.68	23,518.32	15	7,391.89
4999	Labor Costs Applied	.00	190.92	2,642.29	(2,642.29)	+++	6,026.79
5109	Uniforms/Safety Equipment	300.00	.00	.00	300.00	0	.00
5110	Fuel Oil & Lubricants	2,250.00	.00	.00	2,250.00	0	.00
5125	Repairs/Maint. Materials	5,000.00	.00	.00	5,000.00	0	.00
5199	Misc. Operating Supplies	10,490.00	522.31	522.31	9,967.69	5	282.53
5501	Grounds Maint. Supplies	500.00	.00	.00	500.00	0	.00
5530	Small Tools	300.00	.00	.00	300.00	0	.00
6105	Consulting Services	2,500.00	.00	.00	2,500.00	0	.00
6106	Contractual Services	9,000.00	.00	461.00	8,539.00	5	1,057.13
6161	Licenses & Permits	6,000.00	.00	.00	6,000.00	0	.00
6300	Utilities	7,113.00	.00	.00	7,113.00	0	.00
6401	General Liability	1,205.00	.00	100.42	1,104.58	8	430.26
6411	Property Damage Ins.	131.00	.00	10.92	120.08	8	32.76
6472	Other Ins./Employee Bond	17.00	.00	.00	17.00	0	.00
6473	Vehicle Insurance	550.00	.00	45.83	504.17	8	137.49
6510	Meetings & Conferences	500.00	.00	.00	500.00	0	.00
6519	Association Membership	250.00	.00	.00	250.00	0	.00
6710	Notices & Publications	.00	.00	.00	.00	+++	1,468.99
6810	Equipment Rental	.00	.00	.00	.00	+++	1,356.93
Department 5235 - Storm Drain/Creek Maint. Totals		\$130,848.00	\$2,613.89	\$13,371.72	\$117,476.28	10%	\$24,877.13
Department 5270 - Curbside Recycling							
4999	Labor Costs Applied	21,000.00	.00	.00	21,000.00	0	.00
Department 5270 - Curbside Recycling Totals		\$21,000.00	\$0.00	\$0.00	\$21,000.00	0%	\$0.00
Department 6110 - R & P Administration							
4110	Regular Pay	167,489.00	5,958.60	32,725.41	134,763.59	20	39,284.19
4120	Overtime Pay	.00	.00	157.20	(157.20)	+++	.00
4310	Part-Time Pay	40,000.00	2,916.12	16,263.49	23,736.51	41	16,344.72
4599	Other Pay	.00	23.08	2,121.34	(2,121.34)	+++	2,948.98
4910	Employer Paid Benefits	67,606.00	3,272.15	14,308.42	53,297.58	21	18,421.57
5175	Computer Operating Supp.	2,200.00	225.22	582.87	1,617.13	26	38.43
5199	Misc. Operating Supplies	750.00	107.89	156.67	593.33	21	97.97
5301	General Office Supplies	600.00	31.85	167.85	432.15	28	163.14
5350	Audio-Visual Supplies	100.00	.00	.00	100.00	0	.00
6106	Contractual Services	18,500.00	1,979.00	2,214.00	16,286.00	12	1,442.30
6107	Promotion & Advertising	200.00	.00	.00	200.00	0	.00
6220	Postage	250.00	.00	.00	250.00	0	.00
6300	Utilities	3,500.00	286.27	845.02	2,654.98	24	726.53
6401	General Liability	3,208.00	.00	350.67	2,857.33	11	1,502.76
6411	Property Damage Ins.	281.00	.00	23.42	257.58	8	70.26
6472	Other Ins./Employee Bond	34.00	.00	4.17	29.83	12	12.51
6473	Vehicle Insurance	122.00	.00	10.17	111.83	8	30.51
6510	Meetings & Conferences	.00	.00	69.11	(69.11)	+++	.00
6519	Association Membership	500.00	15.00	495.00	5.00	99	450.00
6601	Outside Equip. Repair/Mat	700.00	.00	.00	700.00	0	.00
6640	Maintenance Contracts	8,775.00	972.23	1,570.18	7,204.82	18	2,054.56
6710	Notices & Publications	500.00	50.00	50.00	450.00	10	.00
Department 6110 - R & P Administration Totals		\$315,315.00	\$15,837.41	\$72,114.99	\$243,200.01	23%	\$83,588.43
Department 6125 - Dance 39+							
6106	Contractual Services	9,600.00	2,212.00	2,911.20	6,688.80	30	2,380.80
Department 6125 - Dance 39+ Totals		\$9,600.00	\$2,212.00	\$2,911.20	\$6,688.80	30%	\$2,380.80
Department 6130 - Rec & Parks Sports							
4110	Regular Pay	57,015.00	2,302.53	13,202.42	43,812.58	23	15,062.21
4120	Overtime Pay	671.00	.00	384.00	287.00	57	188.77
4310	Part-Time Pay	75,000.00	3,908.77	42,411.74	32,588.26	57	43,328.77
4599	Other Pay	.00	.00	356.34	(356.34)	+++	.00
4910	Employer Paid Benefits	33,157.00	1,378.18	11,394.88	21,762.12	34	14,182.55
5102	Recreation Supplies	22,000.00	8,046.67	19,406.56	2,593.44	88	19,941.88
5105	First Aide Supplies	100.00	114.64	114.64	(14.64)	115	188.00
5109	Uniforms/Safety Equipment	500.00	.00	.00	500.00	0	246.54
5199	Misc. Operating Supplies	2,300.00	165.74	165.74	2,134.26	7	1,365.44
5301	General Office Supplies	1,000.00	25.34	51.79	948.21	5	66.74
5305	Forms Printing	500.00	161.37	401.64	98.36	80	290.05
5352	Award/Trophy Supplies	9,000.00	480.01	1,769.43	7,230.57	20	790.17
6106	Contractual Services	6,800.00	323.11	4,991.70	1,808.30	73	5,121.57

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6300	Utilities	550.00	20.41	20.41	529.59	4	.00
6401	General Liability	1,299.00	.00	108.25	1,190.75	8	463.74
6411	Property Damage Ins.	141.00	.00	11.75	129.25	8	35.25
6472	Other Ins./Employee Bond	17.00	.00	1.42	15.58	8	4.26
6473	Vehicle Insurance	.00	.00	5.08	(5.08)	+++	15.24
6519	Association Membership	8,779.00	.00	2,777.00	6,002.00	32	1,851.00
6812	Space Rental	22,000.00	.00	.00	22,000.00	0	.00
Department 6130 - Rec & Parks Sports Totals		\$240,829.00	\$16,926.77	\$97,574.79	\$143,254.21	41%	\$103,142.18
Department 6140 - R & P Youth Services							
4110	Regular Pay	59,866.00	2,482.93	12,915.74	46,950.26	22	15,087.97
4120	Overtime Pay	.00	.00	15.37	(15.37)	+++	28.32
4310	Part-Time Pay	147,000.00	4,279.93	51,558.64	95,441.36	35	70,544.01
4910	Employer Paid Benefits	49,782.00	2,401.62	15,727.41	34,054.59	32	21,996.30
5102	Recreation Supplies	8,000.00	1,599.83	1,967.10	6,032.90	25	3,176.72
5105	First Aide Supplies	400.00	.00	.00	400.00	0	.00
5109	Uniforms/Safety Equipment	1,500.00	.00	.00	1,500.00	0	43.10
5199	Misc. Operating Supplies	1,573.00	94.65	94.65	1,478.35	6	9.00
5301	General Office Supplies	600.00	145.22	181.67	418.33	30	318.72
5304	Periodical/Subscriptions	35.00	.00	.00	35.00	0	.00
5305	Forms Printing	500.00	9.70	78.55	421.45	16	31.42
6125	Professional Development	200.00	.00	.00	200.00	0	.00
6150	Fingerprinting	500.00	.00	.00	500.00	0	.00
6161	Licenses & Permits	600.00	.00	.00	600.00	0	.00
6300	Utilities	2,000.00	76.87	134.16	1,865.84	7	380.64
6401	General Liability	1,233.00	.00	102.75	1,130.25	8	440.25
6411	Property Damage Ins.	141.00	.00	11.75	129.25	8	35.25
6472	Other Ins./Employee Bond	17.00	.00	1.42	15.58	8	4.26
6473	Vehicle Insurance	.00	.00	5.08	(5.08)	+++	15.24
6519	Association Membership	250.00	.00	.00	250.00	0	.00
6812	Space Rental	.00	1,887.00	1,887.00	(1,887.00)	+++	3,562.00
Department 6140 - R & P Youth Services Totals		\$274,197.00	\$12,977.75	\$84,681.29	\$189,515.71	31%	\$115,673.20
Department 6143 - Teen Programs Division							
4110	Regular Pay	.00	.00	797.75	(797.75)	+++	.00
4120	Overtime Pay	.00	.00	9.86	(9.86)	+++	.00
4310	Part-Time Pay	43,000.00	1,437.67	10,892.24	32,107.76	25	13,211.62
4910	Employer Paid Benefits	6,707.00	276.89	2,157.77	4,549.23	32	2,600.64
5102	Recreation Supplies	6,317.00	338.00	778.29	5,538.71	12	341.69
5105	First Aide Supplies	50.00	.00	.00	50.00	0	.00
5109	Uniforms/Safety Equipment	100.00	.00	.00	100.00	0	.00
5199	Misc. Operating Supplies	600.00	61.94	94.21	505.79	16	230.77
5301	General Office Supplies	300.00	.00	.00	300.00	0	195.46
5305	Forms Printing	.00	.00	.00	.00	+++	4.53
6106	Contractural Services	200.00	.00	.00	200.00	0	77.89
6161	Licenses & Permits	400.00	.00	.00	400.00	0	.00
6300	Utilities	.00	398.48	893.00	(893.00)	+++	810.85
6472	Other Ins./Employee Bond	17.00	.00	.00	17.00	0	.00
Department 6143 - Teen Programs Division Totals		\$57,691.00	\$2,512.98	\$15,623.12	\$42,067.88	27%	\$17,473.45
Department 6150 - R & P City Facilities							
4110	Regular Pay	137,343.00	1,807.31	14,047.40	123,295.60	10	23,895.35
4120	Overtime Pay	500.00	67.77	67.77	432.23	14	281.78
4310	Part-Time Pay	15,000.00	1,438.16	8,308.24	6,691.76	55	10,947.01
4599	Other Pay	.00	.00	13,231.05	(13,231.05)	+++	.00
4910	Employer Paid Benefits	109,252.00	1,937.63	12,806.29	96,445.71	12	21,084.27
4999	Labor Costs Applied	.00	.00	1,486.87	(1,486.87)	+++	1,355.48
5101	Janitorial Supplies	15,000.00	8,019.37	10,813.22	4,186.78	72	3,788.56
5109	Uniforms/Safety Equipment	3,000.00	349.95	701.91	2,298.09	23	487.07
5110	Fuel Oil & Lubricants	5,000.00	.00	561.43	4,438.57	11	1,305.75
5199	Misc. Operating Supplies	3,000.00	129.27	702.21	2,297.79	23	251.85
5201	Other Expense	2,000.00	1,395.00	1,395.00	605.00	70	.00
5301	General Office Supplies	.00	.00	.00	.00	+++	70.04
5501	Grounds Maint. Supplies	.00	419.00	419.00	(419.00)	+++	278.97
5502	Building Maint. Supplies	4,000.00	990.65	1,690.67	2,309.33	42	404.07
5503	Rolling Stock Supplies	.00	34.88	34.88	(34.88)	+++	.00
5504	Machinery/Equip/Supplies	4,000.00	104.71	104.71	3,895.29	3	153.21
5530	Small Tools	500.00	10.76	44.12	455.88	9	91.20
6106	Contractural Services	.00	1,907.38	2,633.88	(2,633.88)	+++	1,333.90
6199	Other Professional Svc	3,000.00	494.74	659.74	2,340.26	22	.00

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6300	Utilities	36,000.00	2,296.59	5,220.17	30,779.83	15	5,306.17
6401	General Liability	4,795.00	.00	482.92	4,312.08	10	2,069.76
6411	Property Damage Ins.	495.00	.00	41.25	453.75	8	123.75
6472	Other Ins./Employee Bond	58.00	.00	4.83	53.17	8	14.49
6473	Vehicle Insurance	366.00	.00	30.50	335.50	8	91.50
6601	Outside Equip. Repair/Mat	1,500.00	.00	.00	1,500.00	0	.00
6602	Outside Structural Repair	2,000.00	.00	.00	2,000.00	0	.00
6604	Outside Vehicle Repair/Maint	1,000.00	.00	.00	1,000.00	0	.00
6640	Maintenance Contracts	3,000.00	.00	.00	3,000.00	0	945.04
Department 6150 - R & P City Facilities Totals		\$350,809.00	\$21,403.17	\$75,488.06	\$275,320.94	22%	\$74,279.22
Department 6160 - R & P Parks Division							
4110	Regular Pay	200,922.00	7,936.01	46,782.71	154,139.29	23	49,429.26
4120	Overtime Pay	650.00	.00	.00	650.00	0	.00
4310	Part-Time Pay	.00	877.97	4,379.11	(4,379.11)	+++	552.96
4599	Other Pay	.00	.00	2,988.63	(2,988.63)	+++	.00
4910	Employer Paid Benefits	133,442.00	6,456.98	28,841.28	104,600.72	22	30,122.37
4999	Labor Costs Applied	(5,000.00)	.00	700.33	(5,700.33)	-14	.00
5101	Janitorial Supplies	.00	.00	.00	.00	+++	14.00
5109	Uniforms/Safety Equipment	2,000.00	425.44	626.48	1,373.52	31	321.54
5110	Fuel Oil & Lubricants	8,000.00	.00	198.91	7,801.09	2	1,545.98
5199	Misc. Operating Supplies	5,650.00	1,034.25	2,129.75	3,520.25	38	2,819.10
5501	Grounds Maint. Supplies	5,000.00	1,324.04	3,157.06	1,842.94	63	1,346.41
5502	Building Maint. Supplies	.00	86.20	86.20	(86.20)	+++	.00
5503	Rolling Stock Supplies	.00	118.99	118.99	(118.99)	+++	.00
5504	Machinery/Equip/Supplies	.00	603.49	840.04	(840.04)	+++	1,745.74
5530	Small Tools	1,000.00	35.54	830.55	169.45	83	15.07
6106	Contractual Services	.00	90.00	1,218.00	(1,218.00)	+++	826.00
6199	Other Professional Svc	9,000.00	.00	85.00	8,915.00	1	85.00
6201	Telephone	2,000.00	.00	.00	2,000.00	0	.00
6300	Utilities	153,400.00	11,936.66	24,689.10	128,710.90	16	41,807.43
6401	General Liability	2,357.00	.00	279.75	2,077.25	12	1,199.01
6411	Property Damage Ins.	336.00	.00	28.00	308.00	8	84.00
6472	Other Ins./Employee Bond	75.00	.00	6.25	68.75	8	18.75
6473	Vehicle Insurance	122.00	.00	.83	121.17	1	2.49
6601	Outside Equip. Repair/Mat	1,016.00	.00	.00	1,016.00	0	.00
6602	Outside Structural Repair	5,955.00	.00	30.98	5,924.02	1	1,233.08
6604	Outside Vehicle Repair/Maint	4,000.00	.00	(702.30)	4,702.30	-18	.00
6810	Equipment Rental	4,000.00	185.74	557.22	3,442.78	14	1,191.69
6812	Space Rental	300.00	.00	.00	300.00	0	.00
7302	Equipment Acquisition	.00	36,078.28	36,078.28	(36,078.28)	+++	.00
Department 6160 - R & P Parks Division Totals		\$534,225.00	\$67,189.59	\$153,951.15	\$380,273.85	29%	\$134,359.88
Department 6210 - Property Management							
5201	Other Expense	.00	.00	2,772.19	(2,772.19)	+++	.00
6106	Contractual Services	2,000.00	.00	3,064.40	(1,064.40)	153	.00
6170	Pest Control Services	500.00	.00	.00	500.00	0	.00
6300	Utilities	.00	37.62	83.42	(83.42)	+++	89.30
Department 6210 - Property Management Totals		\$2,500.00	\$37.62	\$5,920.01	(\$3,420.01)	237%	\$89.30
Department 6212 - Special Signage							
6107	Promotion & Advertising	2,703.00	86.20	310.64	2,392.36	11	246.91
Department 6212 - Special Signage Totals		\$2,703.00	\$86.20	\$310.64	\$2,392.36	11%	\$246.91
Department 7710 - Interfund Transactions							
8501	Transfers Out	58,425.00	.00	4,866.00	53,559.00	8	19,021.99
Department 7710 - Interfund Transactions Totals		\$58,425.00	\$0.00	\$4,866.00	\$53,559.00	8%	\$19,021.99
EXPENSE TOTALS		\$10,244,783.00	\$541,146.92	\$2,292,519.32	\$7,952,263.68	22%	\$2,545,734.85
Fund 001 - General Fund Totals							
REVENUE TOTALS		10,244,783.00	601,315.72	1,313,235.87	8,931,547.13	13	1,823,633.15
EXPENSE TOTALS		10,244,783.00	541,146.92	2,292,519.32	7,952,263.68	22	2,545,734.85
Fund 001 - General Fund Totals		\$0.00	\$60,168.80	(\$979,283.45)	\$979,283.45		(\$722,101.70)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 003 - Sales & Use Tax Measure Q							
REVENUE							
Department 1111 - Undistributed/Non-Dept.							
3051	Sales Tax-City Portion	803,000.00	115,277.49	115,277.49	687,722.51	14	131,355.82
Department 1111 - Undistributed/Non-Dept. Totals		\$803,000.00	\$115,277.49	\$115,277.49	\$687,722.51	14%	\$131,355.82
Department 7710 - Interfund Transactions							
3801	Transfers In	126,803.00	.00	126,803.00	.00	100	.00
Department 7710 - Interfund Transactions Totals		\$126,803.00	\$0.00	\$126,803.00	\$0.00	100%	\$0.00
REVENUE TOTALS		\$929,803.00	\$115,277.49	\$242,080.49	\$687,722.51	26%	\$131,355.82
EXPENSE							
Department 4110 - Police Department							
4110	Regular Pay	.00	580.60	3,271.81	(3,271.81)	+++	.00
4120	Overtime Pay	.00	87.09	223.16	(223.16)	+++	.00
4910	Employer Paid Benefits	.00	473.17	2,297.00	(2,297.00)	+++	.00
5504	Machinery/Equip/Supplies	.00	.00	.00	.00	+++	975.00
6106	Contractual Services	27,000.00	.00	.00	27,000.00	0	.00
7201	Automobiles	.00	.00	.00	.00	+++	10,624.40
8110	Interest Expense	.00	.00	.00	.00	+++	187.30
8721	Payment To Other Agency	.00	929.50	929.50	(929.50)	+++	.00
Department 4110 - Police Department Totals		\$27,000.00	\$2,070.36	\$6,721.47	\$20,278.53	25%	\$11,786.70
Department 4210 - Fire Department							
4110	Regular Pay	63,135.00	2,087.25	12,060.67	51,074.33	19	12,330.81
4120	Overtime Pay	.00	255.05	3,120.68	(3,120.68)	+++	3,306.63
4310	Part-Time Pay	46,483.00	.00	.00	46,483.00	0	.00
4599	Other Pay	.00	207.69	1,200.09	(1,200.09)	+++	1,367.14
4910	Employer Paid Benefits	37,483.00	2,052.08	8,771.57	28,711.43	23	10,100.17
8110	Interest Expense	95,700.00	.00	.00	95,700.00	0	.00
Department 4210 - Fire Department Totals		\$242,801.00	\$4,602.07	\$25,153.01	\$217,647.99	10%	\$27,104.75
Department 5230 - Street Maintenance							
5125	Repairs/Maint. Materials	.00	.00	.00	.00	+++	1,959.50
5199	Misc. Operating Supplies	.00	915.00	915.00	(915.00)	+++	8,450.89
5502	Building Maint. Supplies	169,179.00	.00	972.16	168,206.84	1	.00
6106	Contractual Services	.00	4,456.50	4,456.50	(4,456.50)	+++	127,374.64
Department 5230 - Street Maintenance Totals		\$169,179.00	\$5,371.50	\$6,343.66	\$162,835.34	4%	\$137,785.03
Department 5235 - Storm Drain/Creek Maint.							
6105	Consulting Services	70,000.00	.00	.00	70,000.00	0	500.00
Department 5235 - Storm Drain/Creek Maint. Totals		\$70,000.00	\$0.00	\$0.00	\$70,000.00	0%	\$500.00
Department 7710 - Interfund Transactions							
8501	Transfers Out	44,020.00	.00	3,672.00	40,348.00	8	11,008.00
Department 7710 - Interfund Transactions Totals		\$44,020.00	\$0.00	\$3,672.00	\$40,348.00	8%	\$11,008.00
Department 9614 - Pavement Management Plan							
6105	Consulting Services	.00	20,610.20	20,610.20	(20,610.20)	+++	.00
6106	Contractual Services	376,803.00	314,884.87	314,884.87	61,918.13	84	.00
6710	Notices & Publications	.00	.00	(340.00)	340.00	+++	.00
Department 9614 - Pavement Management Plan Totals		\$376,803.00	\$335,495.07	\$335,155.07	\$41,647.93	89%	\$0.00
EXPENSE TOTALS		\$929,803.00	\$347,539.00	\$377,045.21	\$552,757.79	41%	\$188,184.48
Fund 003 - Sales & Use Tax Measure Q Totals							
REVENUE TOTALS		929,803.00	115,277.49	242,080.49	687,722.51	26	131,355.82
EXPENSE TOTALS		929,803.00	347,539.00	377,045.21	552,757.79	41	188,184.48
Fund 003 - Sales & Use Tax Measure Q Totals		\$0.00	(\$232,261.51)	(\$134,964.72)	\$134,964.72		(\$56,828.66)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 007 - MBT-BID							
REVENUE							
Department 3170 - Promotion & Advertising							
3921	Sales of Merchandise	.00	.00	.00	.00	+++	188.25
Department 3170 - Promotion & Advertising Totals		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$188.25
Department 3510 - Accounting & Treasury							
3064	Transient Occupancy Tax	571,500.00	73,226.62	148,204.18	423,295.82	26	141,055.58
Department 3510 - Accounting & Treasury Totals		\$571,500.00	\$73,226.62	\$148,204.18	\$423,295.82	26%	\$141,055.58
Department 7710 - Interfund Transactions							
3801	Transfers In	58,425.00	.00	4,866.00	53,559.00	8	.00
Department 7710 - Interfund Transactions Totals		\$58,425.00	\$0.00	\$4,866.00	\$53,559.00	8%	\$0.00
REVENUE TOTALS		\$629,925.00	\$73,226.62	\$153,070.18	\$476,854.82	24%	\$141,243.83
EXPENSE							
Department 3170 - Promotion & Advertising							
6106	Contractual Services	.00	5,007.72	5,007.72	(5,007.72)	+++	.00
6107	Promotion & Advertising	571,552.00	.00	.00	571,552.00	0	.00
6113	Print Ads - So. Region	.00	.00	.00	.00	+++	378.13
6116	Print Ads - Other Regions	.00	1,983.80	1,983.80	(1,983.80)	+++	.00
6119	Promotion - Other	.00	2,540.42	45,511.05	(45,511.05)	+++	62,009.00
6126	Adverstising Prod/Design	.00	8,684.28	8,684.28	(8,684.28)	+++	(378.13)
6199	Other Professional Svc	.00	850.00	9,080.50	(9,080.50)	+++	.00
Department 3170 - Promotion & Advertising Totals		\$571,552.00	\$19,066.22	\$70,267.35	\$501,284.65	12%	\$62,009.00
Department 7710 - Interfund Transactions							
8501	Transfers Out	31,000.00	.00	2,587.00	28,413.00	8	9,831.00
Department 7710 - Interfund Transactions Totals		\$31,000.00	\$0.00	\$2,587.00	\$28,413.00	8%	\$9,831.00
EXPENSE TOTALS		\$602,552.00	\$19,066.22	\$72,854.35	\$529,697.65	12%	\$71,840.00
Fund 007 - MBT-BID Totals							
REVENUE TOTALS		629,925.00	73,226.62	153,070.18	476,854.82	24	141,243.83
EXPENSE TOTALS		602,552.00	19,066.22	72,854.35	529,697.65	12	71,840.00
Fund 007 - MBT-BID Totals		\$27,373.00	\$54,160.40	\$80,215.83	(\$52,842.83)		\$69,403.83

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 050 - Gen. Gov. Vehicle Replacement							
REVENUE							
Department 1111 - Undistributed/Non-Dept.							
3710	Interest Income	1,000.00	.00	.00	1,000.00	0	.00
Department 1111 - Undistributed/Non-Dept. Totals		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%	\$0.00
Department 6160 - R & P Parks Division							
3990	Other Misc. Revenues	.00	.00	.00	.00	+++	1,500.00
Department 6160 - R & P Parks Division Totals		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$1,500.00
REVENUE TOTALS		\$1,000.00	\$0.00	\$0.00	\$1,000.00	0%	\$1,500.00
EXPENSE							
Department 4110 - Police Department							
7201	Automobiles	70,000.00	5,024.70	61,338.63	8,661.37	88	35,106.95
Department 4110 - Police Department Totals		\$70,000.00	\$5,024.70	\$61,338.63	\$8,661.37	88%	\$35,106.95
Department 4210 - Fire Department							
7201	Automobiles	57,131.00	.00	.00	57,131.00	0	.00
Department 4210 - Fire Department Totals		\$57,131.00	\$0.00	\$0.00	\$57,131.00	0%	\$0.00
EXPENSE TOTALS		\$127,131.00	\$5,024.70	\$61,338.63	\$65,792.37	48%	\$35,106.95
Fund 050 - Gen. Gov. Vehicle Replacement Totals							
REVENUE TOTALS		1,000.00	.00	.00	1,000.00	0	1,500.00
EXPENSE TOTALS		127,131.00	5,024.70	61,338.63	65,792.37	48	35,106.95
Fund 050 - Gen. Gov. Vehicle Replacement Totals		(\$126,131.00)	(\$5,024.70)	(\$61,338.63)	(\$64,792.37)		(\$33,606.95)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 301 - Transit Fund							
REVENUE							
Department 5261 - Dial - A - Ride							
3231	LTF Transit	198,264.00	.00	.00	198,264.00	0	.00
3234	DAR STA	27,688.00	.00	.00	27,688.00	0	.00
3453	Van Farebox Receipts	16,500.00	1,343.45	5,054.98	11,445.02	31	2,878.60
Department 5261 - Dial - A - Ride Totals		\$242,452.00	\$1,343.45	\$5,054.98	\$237,397.02	2%	\$2,878.60
Department 5265 - Trolley							
3231	LTF Transit	54,110.00	.00	.00	54,110.00	0	.00
3453	Van Farebox Receipts	15,200.00	1,587.05	9,742.50	5,457.50	64	9,967.35
3499	Other Rev/Current Svc	6,000.00	.00	.00	6,000.00	0	.00
3730	Rental Income	2,000.00	.00	.00	2,000.00	0	844.40
Department 5265 - Trolley Totals		\$77,310.00	\$1,587.05	\$9,742.50	\$67,567.50	13%	\$10,811.75
REVENUE TOTALS		\$319,762.00	\$2,930.50	\$14,797.48	\$304,964.52	5%	\$13,690.35
EXPENSE							
Department 5261 - Dial - A - Ride							
5110	Fuel Oil & Lubricants	22,000.00	.00	1,557.99	20,442.01	7	4,057.63
5301	General Office Supplies	50.00	.00	.00	50.00	0	.00
5504	Machinery/Equip/Supplies	2,500.00	33.90	716.24	1,783.76	29	35.25
6103	Financial Audits	1,500.00	.00	.00	1,500.00	0	.00
6106	Contractual Services	119,365.00	10,043.88	10,043.88	109,321.12	8	18,766.26
6107	Promotion & Advertising	3,000.00	147.00	441.00	2,559.00	15	.00
6160	Vehicle Inspections	100.00	.00	100.00	.00	100	100.00
6300	Utilities	3,400.00	295.84	684.29	2,715.71	20	444.25
6519	Association Membership	320.00	.00	.00	320.00	0	.00
6741	Misc. Bank Charges	50.00	.00	.00	50.00	0	48.00
8711	Non Capital Asset Expense	30,192.00	.00	.00	30,192.00	0	.00
Department 5261 - Dial - A - Ride Totals		\$182,477.00	\$10,520.62	\$13,543.40	\$168,933.60	7%	\$23,451.39
Department 5265 - Trolley							
5110	Fuel Oil & Lubricants	13,440.00	.00	2,345.94	11,094.06	17	8,541.08
5504	Machinery/Equip/Supplies	1,000.00	.00	25.50	974.50	3	361.74
6106	Contractual Services	43,070.00	.00	11,150.34	31,919.66	26	21,339.36
Department 5265 - Trolley Totals		\$57,510.00	\$0.00	\$13,521.78	\$43,988.22	24%	\$30,242.18
Department 7710 - Interfund Transactions							
8501	Transfers Out	79,775.00	.00	6,647.00	73,128.00	8	27,443.00
Department 7710 - Interfund Transactions Totals		\$79,775.00	\$0.00	\$6,647.00	\$73,128.00	8%	\$27,443.00
EXPENSE TOTALS		\$319,762.00	\$10,520.62	\$33,712.18	\$286,049.82	11%	\$81,136.57
Fund 301 - Transit Fund Totals							
REVENUE TOTALS		319,762.00	2,930.50	14,797.48	304,964.52	5	13,690.35
EXPENSE TOTALS		319,762.00	10,520.62	33,712.18	286,049.82	11	81,136.57
Fund 301 - Transit Fund Totals		\$0.00	(\$7,590.12)	(\$18,914.70)	\$18,914.70		(\$67,446.22)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 311 - Water Revenue Fund							
REVENUE							
Department 5240 - Water							
3454	Water Services	3,400,000.00	1,306.54	430,273.56	2,969,726.44	13	770,411.53
3455	Water NSF Fees	.00	(25.00)	.00	.00	+++	170.00
3456	Water Reconnection Fees	.00	.00	630.00	(630.00)	+++	969.00
3459	Water Service Application	.00	475.00	2,675.00	(2,675.00)	+++	2,825.00
3496	Mitigation Fees	12,500.00	1,941.00	6,064.17	6,435.83	49	9,717.00
3631	Penalties	50,000.00	5,219.98	14,702.13	35,297.87	29	14,605.79
3905	Bad Debts Recovery	.00	128.35	128.35	(128.35)	+++	.00
Department 5240 - Water Totals		\$3,462,500.00	\$9,045.87	\$454,473.21	\$3,008,026.79	13%	\$798,698.32
Department 7710 - Interfund Transactions							
3802	Intrafund Revenue Trans.	928,896.00	.00	.00	928,896.00	0	.00
Department 7710 - Interfund Transactions Totals		\$928,896.00	\$0.00	\$0.00	\$928,896.00	0%	\$0.00
REVENUE TOTALS		\$4,391,396.00	\$9,045.87	\$454,473.21	\$3,936,922.79	10%	\$798,698.32
EXPENSE							
Department 3510 - Accounting & Treasury							
5305	Forms Printing	.00	.00	470.87	(470.87)	+++	.00
6106	Contractual Services	20,000.00	1,234.42	2,578.43	17,421.57	13	4,113.63
6220	Postage	.00	12.40	12.40	(12.40)	+++	23.00
Department 3510 - Accounting & Treasury Totals		\$20,000.00	\$1,246.82	\$3,061.70	\$16,938.30	15%	\$4,136.63
Department 5240 - Water							
4110	Regular Pay	560,000.00	16,350.00	79,873.66	480,126.34	14	92,919.80
4120	Overtime Pay	30,000.00	678.56	2,349.64	27,650.36	8	3,235.89
4310	Part-Time Pay	40,000.00	875.74	7,310.58	32,689.42	18	15,130.73
4515	Standby Pay	25,600.00	490.00	2,625.00	22,975.00	10	3,325.00
4599	Other Pay	10,000.00	199.04	1,599.24	8,400.76	16	2,351.07
4910	Employer Paid Benefits	300,000.00	13,033.15	50,039.93	249,960.07	17	61,538.44
4999	Labor Costs Applied	25,000.00	1,350.91	10,086.64	14,913.36	40	10,411.65
5110	Fuel Oil & Lubricants	25,000.00	.00	1,182.81	23,817.19	5	4,805.21
5199	Misc. Operating Supplies	55,000.00	813.60	1,291.54	53,708.46	2	1,093.01
5502	Building Maint. Supplies	80,000.00	5,701.63	8,500.85	71,499.15	11	16,900.07
5504	Machinery/Equip/Supplies	.00	.00	106.44	(106.44)	+++	.00
5969	Water Conservation Rebate	10,000.00	.00	.00	10,000.00	0	1,200.00
6101	Legal Services	70,000.00	.00	.00	70,000.00	0	.00
6105	Consulting Services	50,000.00	761.90	1,030.65	48,969.35	2	34,958.57
6106	Contractual Services	150,000.00	12,053.57	17,194.48	132,805.52	11	6,250.23
6131	State Water Contract	2,150,000.00	7,732.88	850,691.80	1,299,308.20	40	1,445,323.51
6161	Licenses & Permits	25,000.00	.00	715.95	24,284.05	3	1,150.00
6199	Other Professional Svc	.00	387.64	387.64	(387.64)	+++	.00
6220	Postage	.00	.00	122.73	(122.73)	+++	280.12
6300	Utilities	100,000.00	10,738.70	21,018.07	78,981.93	21	10,686.18
6401	General Liability	47,171.00	.00	3,930.92	43,240.08	8	11,793.51
6411	Property Damage Ins.	1,130.00	.00	94.17	1,035.83	8	282.51
6472	Other Ins./Employee Bond	91.00	.00	10.42	80.58	11	31.26
6473	Vehicle Insurance	854.00	.00	71.17	782.83	8	213.51
6499	Earthquake & Flood Insurance	.00	.00	1,677.87	(1,677.87)	+++	5,017.32
6510	Meetings & Conferences	3,000.00	100.00	100.00	2,900.00	3	934.22
6514	Travel Expense	2,500.00	211.70	1,375.17	1,124.83	55	.00
6519	Association Membership	2,500.00	.00	118.48	2,381.52	5	211.40
6604	Outside Vehicle Repair/Maint	.00	.00	1,725.70	(1,725.70)	+++	20.00
6710	Notices & Publications	12,000.00	.00	.00	12,000.00	0	.00
6741	Misc. Bank Charges	.00	.00	288.16	(288.16)	+++	1,014.91
6811	Auto & Truck Rental	.00	.00	263.35	(263.35)	+++	.00
6812	Space Rental	22,000.00	.00	20,400.00	1,600.00	93	.00
8711	Non Capital Asset Expense	.00	15,593.48	15,593.48	(15,593.48)	+++	4,511.50
8750	Bad Debts Written Off	15,000.00	.00	534.54	14,465.46	4	951.23
8760	UM Customer Adjustments	.00	1,724.43	2,859.62	(2,859.62)	+++	4,434.11
Department 5240 - Water Totals		\$3,811,846.00	\$88,796.93	\$1,105,170.70	\$2,706,675.30	29%	\$1,740,974.96
Department 7710 - Interfund Transactions							
8501	Transfers Out	271,188.00	.00	.00	271,188.00	0	67,797.00
Department 7710 - Interfund Transactions Totals		\$271,188.00	\$0.00	\$0.00	\$271,188.00	0%	\$67,797.00
EXPENSE TOTALS		\$4,103,034.00	\$90,043.75	\$1,108,232.40	\$2,994,801.60	27%	\$1,812,908.59
Fund 311 - Water Revenue Fund Totals							
REVENUE TOTALS		4,391,396.00	9,045.87	454,473.21	3,936,922.79	10	798,698.32
EXPENSE TOTALS		4,103,034.00	90,043.75	1,108,232.40	2,994,801.60	27	1,812,908.59

Budget Performance Report

Fiscal Year to Date 09/30/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund	311 - Water Revenue Fund Totals	\$288,362.00	(\$80,997.88)	(\$653,759.19)	\$942,121.19		(\$1,014,210.27)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 321 - Sewer Revenue Fund							
REVENUE							
Department 5251 - Wastewater Collection							
3452	Sewer Services	3,500,000.00	704.41	439,248.19	3,060,751.81	13	723,960.27
3631	Penalties	20,000.00	1,716.37	5,800.15	14,199.85	29	6,028.98
3730	Rental Income	19,000.00	420.00	9,198.90	9,801.10	48	8,982.20
3922	Refunds/Adj/Restitution	(3,000.00)	.00	.00	(3,000.00)	0	.00
Department 5251 - Wastewater Collection Totals		\$3,536,000.00	\$2,840.78	\$454,247.24	\$3,081,752.76	13%	\$738,971.45
REVENUE TOTALS		\$3,536,000.00	\$2,840.78	\$454,247.24	\$3,081,752.76	13%	\$738,971.45
EXPENSE							
Department 3510 - Accounting & Treasury							
5199	Misc. Operating Supplies	5,000.00	.00	.00	5,000.00	0	.00
5305	Forms Printing	.00	.00	470.87	(470.87)	+++	.00
6106	Contractual Services	15,000.00	1,234.40	2,578.39	12,421.61	17	3,713.56
6220	Postage	.00	12.40	12.40	(12.40)	+++	23.00
Department 3510 - Accounting & Treasury Totals		\$20,000.00	\$1,246.80	\$3,061.66	\$16,938.34	15%	\$3,736.56
Department 5251 - Wastewater Collection							
4110	Regular Pay	304,760.00	9,811.46	53,993.43	250,766.57	18	66,683.68
4120	Overtime Pay	10,000.00	15.29	738.59	9,261.41	7	1,255.07
4310	Part-Time Pay	25,000.00	282.24	2,764.06	22,235.94	11	10,409.71
4515	Standby Pay	20,000.00	490.00	2,695.00	17,305.00	13	3,220.00
4599	Other Pay	5,000.00	141.36	1,265.90	3,734.10	25	2,738.16
4910	Employer Paid Benefits	169,528.00	6,945.12	31,012.10	138,515.90	18	45,132.73
4999	Labor Costs Applied	100,000.00	401.06	10,277.75	89,722.25	10	7,981.92
5110	Fuel Oil & Lubricants	15,000.00	12.80	1,067.02	13,932.98	7	3,123.67
5120	Chemical Supplies	.00	925.88	925.88	(925.88)	+++	1,122.06
5175	Computer Operating Supp.	.00	1,616.25	1,616.25	(1,616.25)	+++	.00
5199	Misc. Operating Supplies	65,000.00	1,898.25	6,263.20	58,736.80	10	1,264.38
5502	Building Maint. Supplies	7,500.00	.00	.00	7,500.00	0	272.36
6105	Consulting Services	100,000.00	.00	.00	100,000.00	0	.00
6106	Contractual Services	250,000.00	4,770.73	5,794.42	244,205.58	2	3,068.84
6161	Licenses & Permits	5,000.00	.00	.00	5,000.00	0	.00
6220	Postage	.00	.00	122.72	(122.72)	+++	280.12
6300	Utilities	25,000.00	1,063.53	2,786.56	22,213.44	11	3,093.48
6401	General Liability	28,303.00	.00	2,358.58	25,944.42	8	7,075.74
6411	Property Damage Ins.	565.00	.00	47.08	517.92	8	141.24
6472	Other Ins./Employee Bond	28.00	.00	6.25	21.75	22	18.75
6473	Vehicle Insurance	488.00	.00	40.67	447.33	8	122.01
6499	Earthquake & Flood Insurance	.00	.00	725.89	(725.89)	+++	2,156.82
6510	Meetings & Conferences	1,750.00	100.00	100.00	1,650.00	6	230.92
6511	Mileage Reimbursement	500.00	.00	.00	500.00	0	.00
6513	Meals & Lodging	500.00	.00	.00	500.00	0	.00
6519	Association Membership	2,000.00	.00	118.48	1,881.52	6	151.40
6604	Outside Vehicle Repair/Maint	.00	.00	.00	.00	+++	68.62
6710	Notices & Publications	8,000.00	.00	.00	8,000.00	0	.00
6720	Medical Examinations	.00	.00	95.00	(95.00)	+++	.00
6741	Misc. Bank Charges	.00	.00	288.16	(288.16)	+++	1,014.90
8721	Payment To Other Agency	1,464,624.00	.00	.00	1,464,624.00	0	.00
8750	Bad Debts Written Off	10,000.00	.00	614.62	9,385.38	6	560.83
8760	UM Customer Adjustments	.00	97.50	799.42	(799.42)	+++	1,601.96
Department 5251 - Wastewater Collection Totals		\$2,618,546.00	\$28,571.47	\$126,517.03	\$2,492,028.97	5%	\$162,789.37
Department 7710 - Interfund Transactions							
8410	Intrafund Expense Trans.	1,794,657.00	.00	.00	1,794,657.00	0	.00
8501	Transfers Out	161,630.00	.00	13,471.00	148,159.00	8	40,409.00
Department 7710 - Interfund Transactions Totals		\$1,956,287.00	\$0.00	\$13,471.00	\$1,942,816.00	1%	\$40,409.00
EXPENSE TOTALS		\$4,594,833.00	\$29,818.27	\$143,049.69	\$4,451,783.31	3%	\$206,934.93
Fund 321 - Sewer Revenue Fund Totals							
REVENUE TOTALS		3,536,000.00	2,840.78	454,247.24	3,081,752.76	13	738,971.45
EXPENSE TOTALS		4,594,833.00	29,818.27	143,049.69	4,451,783.31	3	206,934.93
Fund 321 - Sewer Revenue Fund Totals		(\$1,058,833.00)	(\$26,977.49)	\$311,197.55	(\$1,370,030.55)		\$532,036.52

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 331 - Harbor Operating Fund							
REVENUE							
Department 1104 - Harbor Nature Conservancy							
3303	Fed Grant Other Govt Svc	.00	.00	25,000.00	(25,000.00)	+++	17,500.00
Department 1104 - Harbor Nature Conservancy		\$0.00	\$0.00	\$25,000.00	(\$25,000.00)	+++	\$17,500.00
Department 1201 - NFWF Plan/Dev Grant							
3303	Fed Grant Other Govt Svc	.00	67,500.00	67,500.00	(67,500.00)	+++	.00
Department 1201 - NFWF Plan/Dev Grant Totals		\$0.00	\$67,500.00	\$67,500.00	(\$67,500.00)	+++	\$0.00
Department 6510 - Harbor Department							
3391	Other Grant Public Svc	.00	.00	7,921.00	(7,921.00)	+++	.00
3401	Sale of Copies & Books	50.00	7.00	19.25	30.75	38	8.25
3437	Live Aboard Services	5,000.00	427.70	3,293.70	1,706.30	66	1,227.00
3439	Other Harbor Services	10,000.00	882.25	3,092.19	6,907.81	31	2,763.60
3440	Harbor Leases	1,379,835.00	78,458.01	320,519.38	1,059,315.62	23	330,057.32
3441	North T-Pier Dockage	55,000.00	6,044.49	9,054.36	45,945.64	16	9,071.60
3442	South T-Pier Dockage	45,000.00	4,844.49	8,127.36	36,872.64	18	9,581.65
3443	Mooring Rental	83,000.00	3,067.15	54,119.05	28,880.95	65	47,986.33
3444	Slip Rental	84,000.00	4,639.29	45,574.87	38,425.13	54	44,890.39
3445	Slip Transient Sublease	50,000.00	2,821.13	(65,234.33)	115,234.33	-130	(25,134.82)
3447	Floating Dockage Rental	7,000.00	655.77	1,346.97	5,653.03	19	2,346.96
3469	Special Events	500.00	.00	.00	500.00	0	1,071.00
3499	Other Rev/Current Svc	15,500.00	.00	800.00	14,700.00	5	.00
3990	Other Misc. Revenues	.00	5,678.87	861.70	(861.70)	+++	.00
3991	Cash Variations	.00	.00	.00	.00	+++	420.00
Department 6510 - Harbor Department Totals		\$1,734,885.00	\$107,526.15	\$389,495.50	\$1,345,389.50	22%	\$424,289.28
Department 8479 - Launch Ramp Parking							
3499	Other Rev/Current Svc	25,000.00	2,143.00	9,411.00	15,589.00	38	9,781.00
Department 8479 - Launch Ramp Parking Totals		\$25,000.00	\$2,143.00	\$9,411.00	\$15,589.00	38%	\$9,781.00
REVENUE TOTALS		\$1,759,885.00	\$177,169.15	\$491,406.50	\$1,268,478.50	28%	\$451,570.28
EXPENSE							
Department 1104 - Harbor Nature Conservancy							
4310	Part-Time Pay	.00	1,700.00	9,552.00	(9,552.00)	+++	12,376.00
4910	Employer Paid Benefits	.00	70.21	428.03	(428.03)	+++	789.78
6101	Legal Services	.00	220.00	412.50	(412.50)	+++	.00
6105	Consulting Services	.00	.00	.00	.00	+++	4,000.00
Department 1104 - Harbor Nature Conservancy		\$0.00	\$1,990.21	\$10,392.53	(\$10,392.53)	+++	\$17,165.78
Department 1201 - NFWF Plan/Dev Grant							
4310	Part-Time Pay	.00	360.00	600.00	(600.00)	+++	.00
4910	Employer Paid Benefits	.00	35.82	59.70	(59.70)	+++	.00
6105	Consulting Services	.00	2,760.00	2,760.00	(2,760.00)	+++	.00
Department 1201 - NFWF Plan/Dev Grant Totals		\$0.00	\$3,155.82	\$3,419.70	(\$3,419.70)	+++	\$0.00
Department 6510 - Harbor Department							
4110	Regular Pay	471,861.00	15,786.49	87,132.28	384,728.72	18	110,970.80
4120	Overtime Pay	3,000.00	559.97	714.66	2,285.34	24	1,356.95
4310	Part-Time Pay	63,000.00	3,182.36	17,018.95	45,981.05	27	51,299.25
4515	Standby Pay	12,775.00	420.00	2,450.00	10,325.00	19	2,240.00
4599	Other Pay	3,000.00	621.60	2,080.95	919.05	69	10,977.18
4910	Employer Paid Benefits	288,230.00	13,031.23	53,223.20	235,006.80	18	80,358.87
5105	First Aide Supplies	850.00	.00	.00	850.00	0	8.98
5108	Communication Supplies	1,500.00	3.57	94.85	1,405.15	6	358.30
5109	Uniforms/Safety Equipment	3,500.00	538.94	1,163.57	2,336.43	33	2,118.85
5110	Fuel Oil & Lubricants	25,000.00	1,204.04	3,352.47	21,647.53	13	6,486.59
5125	Repairs/Maint. Materials	1,000.00	.00	.00	1,000.00	0	1,413.05
5175	Computer Operating Supp.	200.00	.00	.00	200.00	0	.00
5199	Misc. Operating Supplies	750.00	92.16	128.20	621.80	17	191.46
5301	General Office Supplies	2,500.00	567.35	993.14	1,506.86	40	329.67
5304	Periodical/Subscriptions	300.00	.00	.00	300.00	0	.00
5305	Forms Printing	2,000.00	.00	109.91	1,890.09	5	.00
5501	Grounds Maint. Supplies	2,500.00	236.00	1,221.80	1,278.20	49	902.03
5502	Building Maint. Supplies	2,000.00	39.72	58.29	1,941.71	3	31.23
5504	Machinery/Equip/Supplies	10,000.00	2,325.06	5,372.38	4,627.62	54	1,981.76
5530	Small Tools	1,000.00	13.78	670.65	329.35	67	86.17
6101	Legal Services	2,000.00	.00	.00	2,000.00	0	.00
6102	Legislative Analyst	8,400.00	.00	.00	8,400.00	0	.00
6103	Financial Audits	15,000.00	.00	.00	15,000.00	0	.00
6105	Consulting Services	1,000.00	.00	.00	1,000.00	0	.00
6106	Contractual Services	10,000.00	1,875.00	3,998.53	6,001.47	40	700.00

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6107	Promotion & Advertising	2,000.00	.00	2,251.98	(251.98)	113	208.50
6125	Professional Development	5,000.00	475.70	475.70	4,524.30	10	621.86
6199	Other Professional Svc	1,000.00	9.09	328.18	671.82	33	349.01
6201	Telephone	4,500.00	511.66	1,032.52	3,467.48	23	.00
6220	Postage	1,000.00	10.10	194.85	805.15	19	301.73
6300	Utilities	.00	.00	.00	.00	+++	22,356.23
6301	Electricity	22,600.00	1,799.67	3,727.94	18,872.06	16	.00
6302	Natural Gas	900.00	54.54	128.38	771.62	14	.00
6303	Water	29,000.00	3,848.29	7,188.32	21,811.68	25	.00
6305	Disposal	51,000.00	6,263.14	17,810.81	33,189.19	35	.00
6401	General Liability	50,316.00	.00	4,193.00	46,123.00	8	12,579.00
6411	Property Damage Ins.	1,130.00	.00	1,279.96	(149.96)	113	3,839.88
6472	Other Ins./Employee Bond	16,134.00	.00	11.17	16,122.83	0	33.51
6473	Vehicle Insurance	610.00	.00	50.83	559.17	8	152.49
6510	Meetings & Conferences	3,500.00	300.00	300.00	3,200.00	9	1,219.46
6519	Association Membership	2,500.00	1,670.00	1,670.00	830.00	67	.00
6601	Outside Equip. Repair/Mat	20,000.00	10,992.43	13,863.75	6,136.25	69	7,732.81
6602	Outside Structural Repair	8,000.00	9,970.00	11,087.09	(3,087.09)	139	2,506.78
6603	Outside Ground Repair	2,000.00	.00	.00	2,000.00	0	2,045.00
6604	Outside Vehicle Repair/Maint	2,000.00	.00	.00	2,000.00	0	.00
6640	Maintenance Contracts	1,500.00	.00	564.00	936.00	38	564.00
6710	Notices & Publications	500.00	70.24	70.24	429.76	14	23.99
6741	Misc. Bank Charges	.00	.00	298.28	(298.28)	+++	1,104.90
6742	Cr. Card Processing Chgs.	500.00	.00	.00	500.00	0	.00
6750	Business Equipment Rental	2,500.00	547.85	547.85	1,952.15	22	.11
6810	Equipment Rental	500.00	.00	36.52	463.48	7	139.76
8110	Interest Expense	48,019.00	.00	48,018.84	.16	100	51,758.37
8130	Principal Repayment	86,840.00	.00	86,840.16	(.16)	100	83,100.63
Department 6510 - Harbor Department Totals		\$1,294,915.00	\$77,019.98	\$381,754.20	\$913,160.80	29%	\$462,449.16
Department 6511 - Harbor Lifeguards							
4120	Overtime Pay	.00	.00	256.13	(256.13)	+++	.00
4310	Part-Time Pay	35,000.00	2,153.25	20,112.12	14,887.88	57	.00
4910	Employer Paid Benefits	8,275.00	391.72	3,866.28	4,408.72	47	.00
5105	First Aide Supplies	500.00	.00	.00	500.00	0	.00
5109	Uniforms/Safety Equipment	500.00	.00	.00	500.00	0	.00
5199	Misc. Operating Supplies	1,000.00	7.25	61.08	938.92	6	.00
Department 6511 - Harbor Lifeguards Totals		\$45,275.00	\$2,552.22	\$24,295.61	\$20,979.39	54%	\$0.00
Department 7710 - Interfund Transactions							
8410	Intrafund Expense Trans.	133,909.00	.00	.00	133,909.00	0	.00
8501	Transfers Out	281,986.00	.00	23,497.00	258,489.00	8	70,495.00
Department 7710 - Interfund Transactions Totals		\$415,895.00	\$0.00	\$23,497.00	\$392,398.00	6%	\$70,495.00
Department 8479 - Launch Ramp Parking							
5501	Grounds Maint. Supplies	1,000.00	.00	.00	1,000.00	0	.00
5504	Machinery/Equip/Supplies	500.00	.00	.00	500.00	0	.00
6106	Contractual Services	1,200.00	172.36	1,422.36	(222.36)	119	1,326.81
6300	Utilities	600.00	80.08	80.08	519.92	13	89.98
6601	Outside Equip. Repair/Mat	500.00	.00	.00	500.00	0	.00
6741	Misc. Bank Charges	.00	.00	51.64	(51.64)	+++	205.67
Department 8479 - Launch Ramp Parking Totals		\$3,800.00	\$252.44	\$1,554.08	\$2,245.92	41%	\$1,622.46
EXPENSE TOTALS		\$1,759,885.00	\$84,970.67	\$444,913.12	\$1,314,971.88	25%	\$551,732.40
Fund 331 - Harbor Operating Fund Totals							
REVENUE TOTALS		1,759,885.00	177,169.15	491,406.50	1,268,478.50	28	451,570.28
EXPENSE TOTALS		1,759,885.00	84,970.67	444,913.12	1,314,971.88	25	551,732.40
Fund 331 - Harbor Operating Fund Totals		\$0.00	\$92,198.48	\$46,493.38	(\$46,493.38)		(\$100,162.12)

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
Fund 599 - MB/CS Waste Water Fund							
REVENUE							
Department 5255 - Wastewater Treatment							
3499	Other Rev/Current Svc	1,954,832.00	.00	.00	1,954,832.00	0	.00
Department 5255 - Wastewater Treatment Totals		\$1,954,832.00	\$0.00	\$0.00	\$1,954,832.00	0%	\$0.00
REVENUE TOTALS		\$1,954,832.00	\$0.00	\$0.00	\$1,954,832.00	0%	\$0.00
EXPENSE							
Department 1105 - WWTP CA Coastal Comm Appeal							
4910	Employer Paid Benefits	.00	.00	3,483.80	(3,483.80)	+++	5,605.06
4999	Labor Costs Applied	.00	.00	9,217.41	(9,217.41)	+++	15,359.05
Department 1105 - WWTP CA Coastal Comm Appeal		\$0.00	\$0.00	\$12,701.21	(\$12,701.21)	+++	\$20,964.11
Department 1107 - WWTP Outfall Emergency							
4910	Employer Paid Benefits	.00	.00	.00	.00	+++	194.33
4999	Labor Costs Applied	.00	.00	.00	.00	+++	676.38
Department 1107 - WWTP Outfall Emergency		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$870.71
Department 5255 - Wastewater Treatment							
4110	Regular Pay	456,038.00	18,363.54	100,082.81	355,955.19	22	113,811.43
4120	Overtime Pay	10,000.00	360.14	1,869.63	8,130.37	19	2,122.65
4515	Standby Pay	12,775.00	490.00	2,660.00	10,115.00	21	3,360.00
4599	Other Pay	.00	23.08	126.94	(126.94)	+++	11,581.03
4910	Employer Paid Benefits	292,079.00	15,090.68	56,663.33	235,415.67	19	71,664.85
4999	Labor Costs Applied	.00	.00	415.44	(415.44)	+++	.00
5101	Janitorial Supplies	1,250.00	223.19	223.19	1,026.81	18	265.50
5105	First Aide Supplies	500.00	.00	46.87	453.13	9	.00
5108	Communication Supplies	1,000.00	.00	.00	1,000.00	0	.00
5109	Uniforms/Safety Equipment	12,000.00	3,634.90	4,616.17	7,383.83	38	1,803.84
5110	Fuel Oil & Lubricants	5,000.00	.00	144.41	4,855.59	3	1,090.54
5112	Lab Supplies	16,500.00	754.15	5,099.32	11,400.68	31	4,619.98
5120	Chemical Supplies	130,000.00	6,903.28	20,894.53	109,105.47	16	25,626.51
5125	Repairs/Maint. Materials	500.00	.00	.00	500.00	0	.00
5175	Computer Operating Supp.	1,500.00	89.42	89.42	1,410.58	6	328.62
5199	Misc. Operating Supplies	1,500.00	34.86	60.36	1,439.64	4	178.08
5301	General Office Supplies	1,700.00	70.53	693.97	1,006.03	41	594.45
5303	Books & Manuals	100.00	.00	74.00	26.00	74	.00
5501	Grounds Maint. Supplies	2,500.00	.00	.00	2,500.00	0	.00
5502	Building Maint. Supplies	12,000.00	.00	.00	12,000.00	0	2,160.38
5504	Machinery/Equip/Supplies	108,000.00	9,336.88	30,575.72	77,424.28	28	14,816.21
5530	Small Tools	2,000.00	.00	.00	2,000.00	0	379.95
6101	Legal Services	200.00	.00	.00	200.00	0	.00
6103	Financial Audits	6,000.00	.00	.00	6,000.00	0	.00
6104	Engineering Services	10,000.00	4,500.00	4,500.00	5,500.00	45	.00
6105	Consulting Services	25,000.00	.00	.00	25,000.00	0	.00
6106	Contractual Services	211,000.00	.00	.00	211,000.00	0	.00
6125	Professional Development	2,500.00	1,250.00	1,250.00	1,250.00	50	250.92
6160	Vehicle Inspections	250.00	.00	.00	250.00	0	.00
6161	Licenses & Permits	6,000.00	.00	.00	6,000.00	0	.00
6162	Mandated Fees/Inspections	26,000.00	140.00	140.00	25,860.00	1	881.56
6199	Other Professional Svc	1,500.00	111.88	259.31	1,240.69	17	266.91
6201	Telephone	2,000.00	149.69	454.47	1,545.53	23	245.01
6220	Postage	.00	.00	.00	.00	+++	7.07
6301	Electricity	120,000.00	12,636.84	26,339.44	93,660.56	22	13,610.02
6302	Natural Gas	5,000.00	199.48	389.64	4,610.36	8	495.45
6303	Water	7,500.00	962.14	1,341.15	6,158.85	18	1,594.49
6305	Disposal	600.00	63.97	191.91	408.09	32	183.33
6307	Disposal of Sludge	12,500.00	.00	.00	12,500.00	0	.00
6399	Other Utilities	14,000.00	907.18	1,692.98	12,307.02	12	2,749.21
6401	General Liability	50,316.00	.00	4,193.00	46,123.00	8	12,579.00
6411	Property Damage Ins.	1,130.00	.00	94.17	1,035.83	8	282.51
6472	Other Ins./Employee Bond	.00	.00	11.17	(11.17)	+++	33.51
6473	Vehicle Insurance	244.00	.00	20.33	223.67	8	60.99
6499	Earthquake & Flood Insurance	166,000.00	.00	13,622.66	152,377.34	8	40,630.86
6502	Shipping & Moving	1,000.00	271.16	1,126.31	(126.31)	113	.00
6514	Travel Expense	1,500.00	.00	.00	1,500.00	0	.00
6519	Association Membership	150.00	.00	.00	150.00	0	.00
6601	Outside Equip. Repair/Mat	132,500.00	3,181.90	10,499.42	122,000.58	8	16,885.04
6602	Outside Structural Repair	20,000.00	.00	.00	20,000.00	0	5,992.44
6604	Outside Vehicle Repair/Maint	2,500.00	.00	803.86	1,696.14	32	.00

Budget Performance Report

Fiscal Year to Date 09/30/12

Include Rollup Account and Rollup to Account

Account	Account Description	Adopted Budget	Current Month Transactions	YTD Transactions	Budget - YTD Transactions	% used/ Rec'd	Prior Year YTD
6810	Equipment Rental	2,500.00	.00	.00	2,500.00	0	.00
7203	Other Maintenance Vehicle	30,000.00	.00	.00	30,000.00	0	.00
8721	Payment To Other Agency	30,000.00	.00	.00	30,000.00	0	.00
Department 5255 - Wastewater Treatment Totals		\$1,954,832.00	\$79,748.89	\$291,265.93	\$1,663,566.07	15%	\$351,152.34
Department 8433 - WWTP Upgrade Design							
4910	Employer Paid Benefits	.00	.00	412.60	(412.60)	+++	1,428.69
4999	Labor Costs Applied	.00	.00	863.50	(863.50)	+++	2,278.65
Department 8433 - WWTP Upgrade Design Totals		\$0.00	\$0.00	\$1,276.10	(\$1,276.10)	+++	\$3,707.34
Department 8462 - WWTP Environmental Permit							
4910	Employer Paid Benefits	.00	.00	.00	.00	+++	135.44
4999	Labor Costs Applied	.00	.00	.00	.00	+++	407.61
Department 8462 - WWTP Environmental Permit		\$0.00	\$0.00	\$0.00	\$0.00	+++	\$543.05
EXPENSE TOTALS		\$1,954,832.00	\$79,748.89	\$305,243.24	\$1,649,588.76	16%	\$377,237.55
Fund 599 - MB/CS Waste Water Fund Totals							
REVENUE TOTALS		1,954,832.00	.00	.00	1,954,832.00	0	.00
EXPENSE TOTALS		1,954,832.00	79,748.89	305,243.24	1,649,588.76	16	377,237.55
Fund 599 - MB/CS Waste Water Fund Totals		\$0.00	(\$79,748.89)	(\$305,243.24)	\$305,243.24		(\$377,237.55)



AGENDA NO: A-5

MEETING DATE: 10/09/2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** October 3, 2012
FROM: Joe Woods, Recreation and Parks Director
SUBJECT: Authorization to Fill One Recreation and Parks Department
Maintenance Worker III Position – Consolidated Maintenance

RECOMMENDATION:

It is recommended that the City Council authorize staff to fill this essential Recreation and Parks Department Maintenance Worker III position.

FISCAL IMPACT:

The requested position to be filled is a General Fund position. There will be no additional financial impact on the General Fund resulting from this action, as the position was allocated and funded in the adopted FY 2012/13 budget. This Maintenance Worker III position is currently funded at Step 5, \$50,327 annually, with the employee paying 100% of the employee PERS contribution. The salary range for this position is Step 1, \$41,404 to Step 5, \$50,327. This individual, if new to the City, would be hired under the City's second tier retirement program set at 2% @ 60, with the employee paying 100% of the employee PERS contribution.

BACKGROUND/DISCUSSION:

With the adoption of the Fiscal Year 2004/05 budget, the City Council instituted a hiring freeze that has been continued with ensuing budgets. This hiring freeze requires City Council's approval before filling any new or vacant non-safety positions.

Recently, the Maintenance Worker III employee, within the Maintenance Division, separated from the City. This position provides a skill level essential for maintaining the City's current Parks and Streets systems. The continued funding of this position will allow the Department to maintain the current expected level of service to the Morro Bay community and City Departments, as well as provide for Council's desired infrastructure improvements. This position is primarily assigned to Park and Street maintenance; however, as part of the consolidation crew, may perform tasks in other areas assigned to our Department.

Additionally, staff requests authorization to fill any vacancies in the Department's Maintenance Division which may occur as a result of filling the requested Maintenance Worker III position. This pre-authorization, if needed, would expedite, and allow for greater efficiency in the recruitment process.

Prepared By: JMW

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____



AGENDA NO: A-6

MEETING DATE: 10/09/2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** October 3, 2012
FROM: Joe Woods, Recreation and Parks Director
SUBJECT: Authorization to Fill One Recreation and Parks Department Administrative Technician – Administration

RECOMMENDATION:

It is recommended that the City Council authorize staff to fill this essential Recreation and Parks Department Administrative Technician position.

FISCAL IMPACT:

The requested position to be filled is a General Fund position. There will be no additional financial impact on the General Fund resulting from this action, as the position was allocated and funded in the adopted FY 2012/13 budget. This Administrative Technician position is currently funded at Step 5, \$51,215 annually, with the employee paying 100% of the employee PERS contribution. The salary range for this position is Step 1 at \$42,135 to Step 5 at \$51,215. This individual, if new to the City, would be hired under the City's second tier retirement program set at 2% @ 60, with the employee paying 100% of the employee PERS contribution.

BACKGROUND/DISCUSSION:

With the adoption of the Fiscal Year 2004/05 budget, the City Council instituted a hiring freeze that has been continued with ensuing budgets. This hiring freeze requires City Council's approval before filling any new or vacant non-safety positions.

The current Administrative Technician, a position within the Administration Division, is scheduled to retire from the City in December 2012. This position provides vital support for the entire Department which includes the Sports, Youth/Teen/Senior, Fleet, and Maintenance Divisions.

The continued funding of this position will allow the Department to maintain the current expected level of service to the Morro Bay community and City Departments. This position is primarily assigned to Administration Division; however, as part of the Department Team, may perform tasks in other areas assigned to our Department.

Prepared By: <u>JMW</u>	Dept Review: _____
City Manager Review: _____	
City Attorney Review: _____	



AGENDA NO: A-7

MEETING DATE: 10/9/12

Staff Report

TO: Honorable Mayor and City Council **DATE:** October 3, 2012

FROM: Andrea K. Lueker, City Manager

SUBJECT: Authorization to Conduct a Recruitment Process to Fill the Fire Chief Position

RECOMMENDATION

Staff recommends the City Council authorize the City Manager to begin the recruitment process to fill the Fire Chief position.

FISCAL IMPACT

There will be a fiscal impact of \$13,900 for the process with up to an additional \$5,500 of additional expenses to include advertising, clerical time, supplies, printing, telephone, postage and consultant travel time for client discussions. Staff recommends a mid-year adjustment done in January to the Human Resources budget to compensate for this cost.

SUMMARY

Mike Pond, Fire Chief for the City of Morro Bay has retired and will be leaving the City's employment in mid-January 2013. Morro Bay Fire Captain Steve Knuckles will be assigned as Interim Fire Chief during the recruitment process. Staff is seeking approval to conduct this very important recruitment that should take 4-5 months in length, with a goal of having a new Chief on board by April 2013. This recruitment replicates the recent and successful recruitment for the Chief of Police.

DISCUSSION

We are requesting approval to hire Avery and Associates, who have done a number of executive level searches for the City of Morro Bay, as well as for other cities and in recent years, has conducted over 25 Fire Chief recruitments. The recruitment plan will include the following:

1. Position Profile and Organizational Assessment - Mr. Avery will meet with the key decision makers as determined by the City, to discuss the organizational needs and position requirements and formalize the job description. The goals for this aspect of the process include:

Prepared By: _____ Dept Review: _____
City Manager Review: _____
City Attorney Review: _____

- Understand the City priorities for this position;
- Develop a clear understanding and consensus on the expertise, experience, education, performance attributes and operational style of the ideal candidate;
- Discuss the goals, objectives, deliverables, and challenges related to this position; and
- Gain insight to the various organizational dynamics and departmental issues that exist within the organization.

The formal position description and ideal candidate profile would be developed from the above discussions and incorporated into the formal position announcement. The candidate profile is also utilized as a marketing tool, for advertising copy, postings, and for other announcements.

2. Search Strategy and Outreach Efforts - The search strategy is developed in conjunction with the organizational assessment as it is critical to develop a high level of visibility with a comprehensive outreach program supplemented by a focused targeted recruitment approach. The following elements would be incorporated:

- Original research, which consists of identification and contact of current incumbents or other candidates who meet the profile, but are not actively seeking other employment;
- Development of a targeted candidate list based on our extensive database, contacts, referrals and recommendations from key sources and other current and former Fire Command personnel who have extensive contacts and networks in these areas;
- Active referral solicitation from various fire safety industry sources and other contacts developed from our many years of public sector consulting;
- An extensive, personalized mailing campaign to individuals identified through the means identified above and/or those affiliated with fire management throughout the state and country;
- Marketing and listing the position with various agencies, counties and cities within the state, region and country. This would include print advertising and web posting on fire safety related websites; and
- Distribution of the comprehensive position announcement to various city, county, and state departments and agencies throughout the state and country.

3. Candidate Assessment - The assessment process involves several “tiers” of evaluation. Candidates responding to this position will be initially evaluated based on their resume and if appropriate, a phone “screening” by a firm Consultant. Candidates who pass the initial “qualifying” criteria are then scheduled for a formal interview with the Principal in charge of the project. These extended personal interviews typically take one hour and a thorough discussion of their experience, accomplishments, management philosophy and interpersonal style takes place.

In interviewing candidates, a “behavioral” interview technique is used. Fundamentally, this approach explores a candidate’s past accomplishments and experiences with a philosophy that the best indicator of future performance is assessing past behavior. This methodology allows the firm to “project” how a candidate would approach and address challenges in the new position.

Those individuals who best fit the position requirements will have a Candidate Assessment Report developed by the Principal who conducted the interview. Additionally, two initial reference interviews are

performed on these candidates. The reference interviews provide our clients with additional insights on the candidate's "behavior" and style.

4. Candidate Presentation - Upon completion of formal interviews and initial reference interviews, a selection of candidates for presentation is made. The final candidates are presented in our candidate presentation "book." Each recommended finalist will have a candidate profile consisting of a candidate summary sheet, a cover letter, resume, the Candidate Assessment Report (based on the formal interview), and two initial candidate reference interviews. Others who have interviewed or given secondary consideration will also be included in the book.

5. Selection Process - Once the final candidate interview group is identified, Avery and Associates will assist in the structuring of the interview process and coordinate the interview scheduling activity. Our firm will also provide candidates with guidance related to travel planning, hotel accommodations, as well as other interview planning issues.

6. Position Closure and Follow-Up - Based on Avery and Associates experience in human resource management and executive search, they are able to assist the City in the formulation of appropriate compensation and other employment arrangements. Avery & Associates also monitors the transition and progress of any executive placed. Within the first three to six months after the City has hired the individual, Avery and Associates will speak with the placed executive to ensure that an effective transition has occurred as well as review the individual's status with the City.



AGENDA NO: B-1

MEETING DATE: October 9, 2012

Staff Report

TO: Honorable Mayor and City Council **DATE:** October 4, 2012

FROM: Robert Schultz, City Attorney

SUBJECT: Introduction and First Reading of Ordinance No. 581 Repealing, Amending, and Reenacting Chapter 10.76 of the Morro Bay Municipal Code Entitled Coasters, Roller Skates, Skateboards, Scooters, EPAMDs and Similar Devices; and Discussion of Draft Resolution Prohibiting such Devices on Commercial District Sidewalks within the City.

RECOMMENDATION:

Per City Council direction, we recommend the City Council accept public comment and then move for introduction and first reading of Ordinance No. 581 by number and title only, amending Morro Bay Municipal Code Section 10.76 entitled Coasters, Roller Skates, Skateboards, Scooters, EPAMDs and Similar Devices. In addition, Council should review and comment on the attached Resolution that would prohibit such devices on sidewalks in the commercial districts of the City.

FISCAL IMPACT:

There is no financial impact associated with providing policy direction to staff on regulation ordinances. Existing resources in the City Manager's Office and City Attorney's Office will be sufficient to enable staff to draft ordinances based on City Council's direction. If the Ordinance is adopted, there would be a financial impact to install signs and for code compliance.

BACKGROUND:

At the June 26, 2012 City Council meeting and again at the September 25, 2012 City Council meeting, Council gave direction to staff to prepare an ordinance that would update and modernize our skateboard regulations, including electric scooters and Segways, to allow for their use in all parts of town, except on sidewalks.

Prepared By: _____	Dept Review: _____
City Manager Review: _____	
City Attorney Review: _____	

Pursuant to City Council direction, attached hereto is Ordinance No. 581 that allows Coasters, Roller Skates, Skateboards, Scooters, EPAMDs and Similar Devices in all areas of the City unless the City Council specifically regulates and/or prohibits the use by Resolution.

Along with the adoption of the Ordinance, City Council should review and consider the attached draft Resolution that implements Ordinance No. 581 by designating commercial area sidewalks as “no skateboarding or similar device areas.” Such areas were selected by City staff based upon the high volume of pedestrians within such areas; therefore, using a skateboard or other similar device within such areas creates a high risk of personal injury and/or property damage. The Resolution would be brought back at your next meeting and become effective only when, and if, the Ordinance is adopted.

CONCLUSION:

Council should review and approve the First Reading and Introduction of Ordinance No. 581 and provide direction on any changes to the attached Resolution that would prohibit skateboards and similar devices on sidewalks in the commercial districts within the City.

ORDINANCE NO. 581

**AN ORDINANCE OF THE CITY COUNCIL OF THE
CITY OF MORRO BAY REPEALING, AMENDING, AND REENACTING
CHAPTER 10.76 OF THE MORRO BAY MUNICIPAL CODE -
COASTERS, ROLLER SKATES, SKATEBOARDS,
SCOOTERS, EPAMDS AND SIMILAR DEVICES**

**THE CITY COUNCIL
City of Morro Bay, California**

WHEREAS, the City of Morro Bay desires to keep its facilities in a well-maintained and safe condition for all to enjoy; and

WHEREAS, Chapter 10.76 of the Morro Bay Municipal Code addresses the use of skateboards, roller skates, in-line skates, coasters, scooters, and other similar devices on City facilities; and

WHEREAS, certain parts of Chapter 10.76 of the Morro Bay Municipal Code are outdated, cumbersome, and unenforceable; and

WHEREAS, the City Council desires to amend in its entirety Chapter 10.76 to expand the breadth of devices considered in this ordinance and to add the prohibition of said devices from use on city-owned property; and

WHEREAS, City Staff recommended amendments to Chapter 10.76 and presented the draft Chapter 10.76 Ordinance to City Council at its meeting on September 25, 2012 for review and comment; and

WHEREAS, the City Council provided staff with direction and recommended changes to the draft Ordinance and City Staff has since made these changes and believes this rewritten Ordinance will serve the City's needs well and address safety issues that have been a concern; and

WHEREAS, a public hearing was scheduled for October 9, 2012, for consideration of this Ordinance and appropriate public notices were given.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF MORRO BAY DOES HEREBY ORDAIN AS FOLLOWS:

Chapter 10.76 of the Morro Bay Municipal Code is hereby repealed, amended, and reenacted to read as follows:

Chapter 10.76

COASTERS, ROLLER SKATES, SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES

Sections:

10.76.010 - Definitions.

10.76.020 - Regulation of Skateboards, Roller Skates, Scooters and EPAMD.

**10.76.030 - Skateboards, Roller Skates, Scooters and EPAMD prohibited upon
handicapped access ramps.**

**10.76.040 - Skateboards, Roller Skates, Scooters, or EPAMD prohibited upon
stairways, corridors or any plazas leading to or within a public building.**

10.76.050 - Application of foreign substance.

10.76.060 - Yielding the right-of-way.

10.76.070 - Obeying traffic and pedestrian signals.

10.76.080 - Reckless skateboarding and roller-skating.

10.76.090 - Rules and regulations applicable to the Morro Bay Skate Park.

10.76.100 - Violations and penalties.

10.76.010 Definitions.

- A. "Skateboard" means any platform of any composition or size without a seat to which two or more wheels are attached and which is intended to be ridden or propelled by one or more persons standing or kneeling upon it.
- B. "Roller skate" means any shoe, boot or other footwear to which is attached one or more wheels.
- C. "Business district" shall have the meaning set forth in Sections 235 and 240 of the California Vehicle Code.
- D. "Pedestrian mall" means any commercial property or plaza connecting or abutting commercial buildings or establishments, within which the sidewalks and ways are restricted to the use of pedestrians as that term is defined in Section 467 of the California Vehicle Code.
- E. "Sidewalk" means that portion of a highway or roadway set apart by curbs, barriers, markings or other delineation for pedestrian travel and shall include any driveway, curbing, bulkhead, retaining wall or other works for the protection of any sidewalk, as well as any paved or improved pathway for pedestrian travel, whether or not abutting highway.

- F. "Public building" means any building or structure constructed, owned or occupied by any public agency, entity or public benefit corporation.
- G. "Scooter" means a human powered mobile device having 2 (two) to 4 (four) wheels, a deck to stand on, and handlebars.
- H. "Electric assistive mobility devices" or "EPAMD" means those devices defined in Section 313 of the California Vehicle Code. (Ord, 6948 § 2, 2003; Ord. 6544 § 1 (part), 1993)

10.76.020 Regulation of skateboards, roller skates, scooters and EPAMD.

Based on demonstrated pedestrian traffic safety needs, the City Council may regulate and/or prohibit the use of skateboards, roller skates, scooters and/or EPAMD upon the roadways, sidewalks, business districts, pedestrian malls, or public buildings in any part of the city and shall so designate by Resolution and by posting such area wherein their use is regulated and/or prohibited.

Exception—The regulation and/or prohibition on the use of EPAMD authorized in this section shall not apply to the use of EPAMD by any governmental agency, public utility, or the U.S. Postal Service or to any disabled person (as that term is defined in Vehicle Code Section 295.5(a)(c)) who displays a state-issued disabled placard.

10.76.030 Skateboards, roller skates, scooters and EPAMD prohibited upon handicapped access ramps.

It is unlawful for any person to ride or propel a skateboard, roller skates, scooter or EPAMD upon any ramp or passageway designed or built to afford access to buildings or structures by handicapped or disabled persons.

Exception—The prohibition set forth herein shall not apply to the use of an EPAMD by a disabled person (as that term is defined in Vehicle Code Section 295.5(a)(c)) who displays a state-issued disabled placard.

10.76.040 Skateboards, roller skates, scooters, or EPAMD prohibited upon stairways, corridors or any plazas leading to or within a public building.

It is unlawful to ride or propel a skateboard, roller skates, scooter, or EPAMD upon any stairway or corridor leading to or within any public building or upon any plaza or courtyard within any public building.

Exception—The prohibition set forth herein shall not apply to the use of an EPAMD by a disabled person (as that term is defined in Vehicle Code Section 295.5(a)(c)) who displays a state-issued disabled placard.

10.76.050 Application of foreign substance.

It is unlawful for any person to apply any foreign substance, including wax, oil or other similar material, whether as a solid or a liquid, on to or remove any non-slip material from any curb, stair, railing, ramp, sidewalk, bench or other abutment for the purpose of aiding any stunt, turn or other acrobatic action while riding a skateboard or rollerskates. Such application is prohibited from any public or private property without notice.

10.76.060 Yielding the right-of-way.

Any person riding upon or propelling any roller skate, skateboard, scooter or EPAMD shall yield the right-of-way to pedestrians on any sidewalk or crosswalk upon which it is lawful to ride or propel a skateboard, roller skates, scooter or EPAMD.

10.76.070 Obeying traffic and pedestrian signals.

It is unlawful for any person riding upon or propelling any skateboard, roller skates, scooter or EPAMD to fail to obey any traffic control signal or pedestrian control signal.

10.76.080 Reckless skateboarding and rollerskating.

No person shall use or operate any skateboard or roller skate on any public or private property in such a negligent and/or reckless manner with disregard for the safety of persons or property, and/or interfere with the orderly flow and right-of-way of vehicular traffic in such a manner as to be a hazard to pedestrians, vehicular traffic, the skateboarder/rollerskater themselves, or any other persons.

10.76.090 Rules and regulations applicable to the Morro Bay Skate Park.

- A. It shall be unlawful and a violation of this section for any person to engage in, or for any adult responsible for the supervision of a minor child to permit a minor child to engage in, any activity prohibited under this section.
- B. The Morro Bay Skate Park is an unsupervised facility. Riding or otherwise using a skateboard or any other permitted coasting device in the skate park, or entering into the skate park for the purpose of engaging in such activity, without wearing a helmet, elbow pads, and knee pads is prohibited.
- C. Use or occupation of the skate park during non-open hours is prohibited and constitutes trespassing.
- D. Use of alcoholic beverages, tobacco, and/or drugs at the skate park is strictly prohibited.

10.76.100 Violations and penalties.

Any person who is convicted of violation of any provision of this chapter is guilty of an infraction, punishable by:

- A. A fine not exceeding fifty dollars for a first violation;
- B. A fine not exceeding one hundred dollars for a second violation of the same ordinance within one year;
- C. A fine not exceeding two hundred fifty dollars for each additional violation of the same ordinance within one year.

This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it, or a summary of it, shall be published once, with the names of the City Council members voting for and against the same, in a newspaper of general circulation published in the City of Morro Bay.

INTRODUCED at a regular meeting of the City Council of the City of Morro Bay held on the 9th day of October 2012, by motion of Councilmember _____ and seconded by Councilmember _____.

PASSED, APPROVED AND ADOPTED by the City Council of the City of Morro Bay on the ____ day of _____, 2012 by the following vote:

- AYES:**
- NOES:**
- ABSENT:**
- ABSTAIN:**

WILLIAM YATES, Mayor

ATTEST:

JAMIE BOUCHER, City Clerk

APPROVED AS TO FORM:

ROBERT SCHULTZ, City Attorney

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE
CITY OF MORRO BAY IDENTIFYING LOCATIONS
PROHIBITING THE USE OF COASTERS, ROLLER SKATES,
SKATEBOARDS, SCOOTERS, EPAMDS AND SIMILAR DEVICES
ON CERTAIN CITY SIDEWALKS**

WHEREAS, the City of Morro Bay desires to keep its facilities in a well-maintained and safe condition for all to enjoy; and

WHEREAS, Chapter 10.76 of the City of Morro Bay Municipal Code provides that the use and operation of coasters, skateboards, roller skates, scooters, EPAMDs and other similar devices on certain city property identified in a Resolution adopted by the City Council is prohibited; and

WHEREAS, the City Council has determined that there is a need to prohibit skateboards and similar wheeled devices on certain sidewalks in the City Business Districts as set forth in this Resolution to protect the health, safety and welfare of pedestrians.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Morro Bay that it does hereby find that Coasters, Roller Skates, Skateboards, Scooters, EPAMDs and Similar Devices are hereby prohibited on sidewalks in the following City Zoning Districts:

- 1) C-1, Central Business District
- 2) C-VS Visitor Serving Commercial
- 3) MCR, Mixed Commercial Residential

The City Council determines and finds that this prohibition is necessary to protect pedestrians from hazards created by skateboards and similar devices on certain sidewalks within the City.

PASSED AND ADOPTED by the City Council, City of Morro Bay at a regular meeting thereof held on the ____ day of _____, 2012 by the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

WILLIAM YATES, Mayor

ATTEST:

JAMIE BOUCHER, City Clerk



AGENDA NO: B-2

MEETING DATE: 10/9/12

Staff Report

TO: Honorable Mayor and City Council

DATE: October 3, 2012

FROM: Mike Lewis, Chief of Police

SUBJECT: Introduction and First Reading of Ordinance No. 580 Adding Section 7.04.170 Menacing and Aggressive Animal Ordinance to Chapter 7.04 of the Morro Bay Municipal Code

RECOMMENDATION

Staff recommends the City Council:

- 1) Open the public hearing and receive testimony;
- 2) Make a motion to approve the First Reading and Introduction of Ordinance No. 580 adding Section 7.04.170 by number and title only.

DISCUSSION

At the September 25, 2012 City Council meeting, staff presented the draft Ordinance regulating menacing and aggressive animals. The new Ordinance would bring the City's Ordinance in line with a similar Ordinance adopted by the San Luis Obispo County Board of Supervisors addressing menacing and aggressive animals. The County Division of Animal Services, which provides animal control services for the City of Morro Bay, found a need for a new Ordinance because of a gap in the current statutes regarding aggressive animals. Current laws do not address aggressive or menacing dogs that have not yet attacked a person, dogs that have attacked or killed "only" one animal, dogs that have been previously designated as a potentially and vicious animal, and other dangerous or aggressive animals. In addressing the gap, the new Ordinance requires owners to ensure that aggressive animals are securely confined, and it establishes penalties for owners of animals that fit the defined criteria with the intent to prevent attacks.

This section will also address landlords who knowingly allow their tenants to keep menacing and aggressive animals on their property and states that the landlord may be liable for penalties if the violation has not been corrected subsequent to a two week notice. Staff recommends inclusion of this language to provide an additional problem-solving tool to address public safety concerns in what would be anticipated in a minority of cases. Staff also recommends violations remaining unmitigated beyond a 24-hour period be treated as new violations. Finally, inclusion of language excluding police or military canines utilized in an official capacity from the definition of a "menacing animal" is also recommended. The Ordinance in its entirety is provided as an attachment.

Attachments

1. Ordinance No. 580

Prepared By: _____ Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

ORDINANCE NO. 580

**AN ORDINANCE OF THE CITY OF MORRO BAY
ANNOUNCING FINDINGS AND ADDING SECTION 7.04.170 (MENACING AND
AGGRESSIVE ANIMALS) TO CHAPTER 7.04 OF THE MORRO BAY
MUNICIPAL CODE**

THE CITY COUNCIL
City of Morro Bay

WHEREAS, the City contracts with the San Luis Obispo County Division of Animal Services for the provision of animal care and control services; and

WHEREAS, the City is required to enact Municipal Codes, which are similar to and consistent with the County's Codes regarding the care, keeping, and management of animals; and

WHEREAS, the City Council desires to support the safe and responsible keeping of animals within the City; and

WHEREAS, the City desires to protect the safety and welfare of responsible pet owners and their pets from animals demonstrating aggressive or menacing behavior that threatens to cause or actually causes harm to city residents and their pets; and

WHEREAS, the City Council finds that current laws governing aggressive and menacing animals are insufficient to address the adverse health, safety and welfare impacts of aggressive and menacing animals within the City; and

WHEREAS, the County of San Luis Obispo recently enacted an Ordinance to strengthen the regulation of aggressive and menacing animals, which the City Council finds to serve the best interests of the citizens of the City of Morro Bay.

NOW, THEREFORE, BE IT ORDAINED by the City Council of the City of Morro Bay as follows:

SECTION 1. Section 7.04.170 (Menacing and aggressive animals) is hereby added to Chapter 7.14 of the Morro Bay Municipal Code, to read as follows:

7.04.170 Menacing and aggressive animals – Animal owner and property owner responsibility.

A. It is unlawful for any person to keep, harbor, or maintain any aggressive or menacing animal which threatens, harasses, or intimidates a person who is peaceably and lawfully upon public or private property, unless it is contained in an enclosure of a construction adequate to keep it securely confined and prevent its escape.

B. It is unlawful for any person to permit any animal owned, harbored, or controlled by him or her to attack and cause severe bodily injury or death to another domestic or captive animal while off the property of its owner or keeper.

C. Upon notification of a violation of subsection A, the animal owner(s) must immediately confine the animal to an enclosure or location which mitigates the aggressive and menacing behavior.

D. For the purposes of this section, the following definitions apply:

1. "Aggressive animal" any animal whose observable behavior causes a person observing that behavior to reasonably believe that the animal may attack a person or another animal without provocation.

2. "Menacing animal" means any animal which, through its behavior, causes a person observing or subject to that behavior to be in reasonable fear for his or her safety, or the safety of animals kept by him or her. Police or military service canines being utilized in an official capacity are excluded from this definition.

3. "Severe bodily injury" means any physical injury which results in deep lacerations with separation of subcutaneous tissues, muscle tears or lacerations, fractures or joint dislocations, or permanent impairment of locomotion or special senses.

E. Penalties for violation:

1. \$350 for the first violation.

2. \$700 for the second violation of subsection A or B within one year.

3. \$1000 for each additional violation of subsection A or B within one year.

4. For the purposes of this section, a first violation of subsection A will be deemed to have occurred if the menacing or aggressive animal is not confined as required by subsection C within 24 hours of notification; a separate violation of subsection A shall be deemed to exist for each 24 hour period following notification in which an animal's menacing or aggressive behavior continues unmitigated.

F. Liability of property owners

1. Owners of properties upon which a tenant keeps, harbors, or maintains any aggressive or menacing animal may, along with the animal owner(s), may be jointly and severally liable for penalties related to violations of subsection A, provided that they have received at least 14 days prior written notice of the existence of such violation and the violation has not been abated. No penalty shall be imposed upon the property owner if the property owner can demonstrate, within 14 days following notification that a violation has occurred, that the property owner has initiated action to abate the illegal activity on the property.

SECTION 2. If any section, subsection, subdivision, paragraph, sentence, clause or phrase of this Ordinance is for any reason held to be invalid or unenforceable, such invalidity or unenforceability shall not affect the validity or enforceability of the remaining sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases of this Ordinance or the rules adopted hereby. The City Council of the City of Morro Bay hereby declares that it would have adopted each section, subsection, subdivision, paragraph, sentence, clause or phrase hereof, irrespective of the fact that any one or more other sections, subsections, subdivisions, paragraphs, sentences, clauses or phrases hereof be declared invalid or unenforceable.

SECTION 3. This Ordinance shall take effect and be in force thirty (30) days from the date of its passage, and before the expiration of fifteen (15) days after its passage, it, or a summary of it, shall be published once, with the names of the City Council members voting for and against the same, in a newspaper of general circulation published in the City of Morro Bay.

INTRODUCED at a regular meeting of the City Council held on _____ by motion of Councilmember_____ and second by Councilmember_____

PASSED, APPROVED AND ADOPTED by the City Council of the City of Morro Bay, on the _____ day of _____ 2012, on the following vote:

AYES:
NOES:
ABSENT:
ABSTAIN:

William Yates, Mayor
City of Morro Bay

ATTEST:

Jamie Boucher, City Clerk
City of Morro Bay

APPROVED AS TO FORM:

Robert W. Schultz, Esq.
City Attorney



AGENDA NO: C-1

MEETING DATE: October 9, 2012

Staff Report

TO: Honorable Mayor and City Council

DATE: October 4, 2012

FROM: Robert Schultz, City Attorney
Andrea K. Lueker, City Manager

SUBJECT: Discussion and Approval of the Agreement with the Morro Bay Chamber of Commerce to Provide Certain Economic Services in Exchange for \$58,250, and a Lease Agreement with the Chamber for Property Located at 695 Harbor Street

RECOMMENDATION

Staff recommends the City Council approve: a) a funding service contract totaling \$58,250, and, b) a no cost office space lease.

FISCAL IMPACT

The City Council allocated \$58,250 in this year's budget to fund economic development activities that are sponsored by the Chamber of Commerce.

BACKGROUND

At their August 28, 2012 meeting, the City Council approved in concept, the City leasing to the Chamber of Commerce, the Fire Station modular building located at 695 Harbor Street. Final approval is contingent upon the approval of the attached Lease Agreement and Funding Agreement for the Chamber's proposed Economic Development Program.

DISCUSSION

As requested by the City Council, the Morro Bay Chamber of Commerce has provided the City with an Economic Development Proposal. The City Council, at their August 28th meeting, conceptually approved the use of the Fire Station modular building located at 695 Harbor, pending review and approval of a Lease Agreement and Funding Agreement for the Economic Development Program.

Prepared By: _____

Dept Review: _____

City Manager Review: _____

City Attorney Review: _____

Pursuant to City Council direction, Staff has met with the Chamber on several occasions to discuss a Lease Agreement and Funding Agreement that would benefit City businesses. Attached is a Lease Agreement and a Funding Agreement that is intended to support economic services in the City. The Funding Agreement includes Scope of Services for the period of July 1, 2012 through June 30, 2013.

CONCLUSION

Staff recommends the City Council approve: a) a funding service contract totaling \$58,250, and, b) a no cost office space lease.

LEASE AGREEMENT

AGREEMENT

This lease agreement is made and entered into this ____day of _____, 2012 by and between the CITY OF MORRO BAY, a municipal corporation hereinafter referred to as “LESSOR”, and the MORRO BAY CHAMBER OF COMMERCE hereinafter referred to as “LESSEE”.

RECITALS

WHEREAS, the CITY OF MORRO BAY is the owner of certain real property located at 695 Harbor Street, Morro Bay, CA; and

WHEREAS, the MORRO BAY CHAMBER OF COMMERCE is organized to encourage a strong local economy and quality of life by promoting commerce, sound government, and an informed membership and community; and

WHEREAS, comprised of local business leaders, the MORRO BAY CHAMBER OF COMMERCE has special knowledge and experience to promote economic and business development, including business attraction and retention programs, for the benefit of the CITY OF MORRO BAY; and

WHEREAS, the CITY OF MORRO BAY and the MORRO BAY CHAMBER OF COMMERCE have mutual interests in enhancing the economic growth and vitality of the community; and

WHEREAS, the CITY OF MORRO BAY and the MORRO BAY CHAMBER OF COMMERCE desire to enter into a lease agreement for real property located at 695 Harbor Street, Morro Bay, CA.

NOW, THEREFORE, IT IS AGREED AS FOLLOWS:

1. LEASE: LESSOR hereby leases to LESSEE a certain real property,
2. RENT: LESSEE agrees to pay on or before January 1, 2013, and each year thereafter on or before January 1 the sum of \$1.00, payable in advance per year as rent for the use of the premises.
3. TERM: The term of this Lease shall be three (3) years commencing January 1, 2013, and terminating without notice on December 31, 2015, unless sooner terminated as herein provided. Any extension of this Lease beyond the initial three (3) year term shall constitute a month-to-month tenancy and LESSEE agrees to vacate the premises upon thirty (30) days prior written notice from LESSOR after such initial three (3) year term.

4. **USE OF PREMISES:** LESSEE shall use the leased premises solely for the purpose of operation of Chamber business and for Economic Development purposes as set forth in the Funding Agreement attached hereto as Exhibit A between the CITY OF MORRO BAY and the MORRO BAY CHAMBER OF COMMERCE. Any default of the Funding Agreement shall be deemed a default of this Lease Agreement as provided in Section 18.
5. **FIXTURES AND ALTERATIONS:** LESSEE shall not make or cause to be made any alterations, additions or improvements of a substantial nature, or make any structural changes in the building without first notifying LESSOR. In the event structural changes are contemplated, LESSEE shall supply to LESSOR plans and specifications for such work, and obtain written approval. All permits necessary for such improvements shall be at LESSEE's expense.
6. **ITEMS INSTALLED BY LESSEE:** All decorations, additions and improvements made by LESSEE shall remain the property of the LESSEE for the term of this lease or any extension or renewal thereof. Upon expiration of this lease, or any renewal term thereof, the LESSEE shall remove all decorations, additions and improvements, and restore the leased premises, ordinary wear and tear excepted, to its condition at the time of original occupancy unless written approval is obtained by the LESSOR to allow such decorations, additions and improvements to remain.
7. **MAINTENANCE:** LESSEE shall at all times keep the leased premises (including maintenance of the structure, its roof, interior and exterior areas, and all portions of the leased premises, including but not limited to lighting, heating and plumbing fixtures, air conditioning, driveways, parking lots, and lawns) in good order, including reasonable periodic painting when needed, and in all respects keep the premises in good order, condition and repair at LESSEE's sole cost and expense. LESSOR shall have no duty, obligation, or liability whatever to care for or maintain or rebuild the premises or surrounding grounds. If LESSEE refuses or neglects to repair property as required hereunder, and to the reasonable satisfaction of LESSOR, as soon as reasonably possible after written demand, LESSOR may make such repairs without liability to LESSEE for any loss or damage that may accrue to materials, fixtures or other property, or to LESSEE's operation of a Chamber business, and upon completion thereof, LESSEE shall pay LESSOR's cost for making such repairs, plus 20% for overhead and administrative expense, upon presentation of a bill therefore, as additional rent.
8. **SURRENDER OF PREMISES:** At the expiration of the tenancy hereby created, LESSEE shall surrender the leased premises in the same condition as the leased premises were upon delivery of possession thereto under this lease, reasonable wear and tear excepted, and damage by unavoidable casualty excepted, and shall surrender all keys for the leased premises to LESSOR. LESSEE shall thereupon remove all its fixtures, and any alterations or improvements as provided above before surrendering the premises and shall repair any damage to the leased premises caused thereby. LESSEE's obligation to observe or perform this covenant shall survive the expiration or other termination of the term of this lease.

9. **INSURANCE:** LESSEE shall, during the full term of this lease, keep in full force and effect an appropriate policy of public liability and property damage insurance with respect to the leased premises. The policy shall name LESSOR and the LESSEE as insureds and shall contain a clause that the insured will not cancel or change the insurance without first giving the LESSOR 10 days prior written notice. LESSEE shall exhibit to LESSOR, at any time upon demand, a certificate of insurance, or other evidence of insurance, and shall keep such policies in effect during the full term of this lease or any extensions thereof.
10. **FIRE, EXTENDED COVERAGE:** LESSEE agrees to purchase and maintain, during the full term of this lease or any extensions thereof, a policy of fire, extended coverage, insurance, which policy shall not be less than 100% of the replacement value of the structure described above and to keep such policy in full force and effect at 100% of the replacement value. The cost of such insurance shall be at the sole cost of the LESSEE.
11. **INDEMNIFICATION:** LESSEE will indemnify LESSOR, its officers, officials, employees, volunteers and agents, and save them harmless from and against any and all claims, actions, damages, liability and expense in connection with loss of life, personal injury or damage to property, or any other liability, arising out of any occurrence in, upon or at the leased premises, for the occupancy or use by LESSEE of the leased premises or any part thereof, occasioned wholly or in part by any act or omission of LESSEE, its agents, contractors, employees, servants, lessees or concessionaires or occasioned for any reason by act or omission of the LESSOR, in the establishment, operation or maintenance of the Chamber building, or for any act or omission by the LESSOR in furtherance of the interests of the LESSEE for any reason in connection with this lease. In case the LESSOR, its officers, officials, employees, volunteers and agents shall be made a party to any litigation commenced by or against LESSEE, or by or against LESSOR, its officers, officials, employees, volunteers and agents in furtherance of the interests of the LESSEE, then the LESSEE shall protect and hold LESSOR harmless and shall pay all costs, expenses and reasonable attorney's fees incurred or paid by LESSOR in connection with such litigation. LESSEE shall also pay all costs, expenses and reasonable attorney's fees that may be incurred or paid by LESSOR in enforcing the covenants and agreements in this lease.
12. **UTILITIES & TAXES:** LESSEE shall be solely responsible for and promptly pay all charges for heat, water, gas, electricity or any other utility used or consumed on the leased premises, including any deposits demanded by any utility. The LESSEE agrees to pay for any and all taxes arising from the use of the premises, including possessory interest taxes, if applicable.
13. **ASSIGNMENT AND SUB-LETTING:** LESSEE will not assign this lease, in whole or in part, nor sub-let all or any part of the leased premises, without prior written consent of the LESSOR in each instance. It is expressly understood and agreed that any income derived from sub-letting, or from fees assessed through the incubation program will be reinvested into the Economic Development Program.

14. **GOVERNMENTAL REGULATIONS:** LESSEE shall at LESSEE's sole cost and expense, comply with all of the requirements of all county, municipal, state, federal and other applicable government authorities, now in force, or which may hereafter be in force, pertaining to the premises, and shall faithfully observe in the use of the premises all municipal and county ordinances, and all state and federal statutes now, or which may hereafter be, in force.
15. **DESTRUCTION OF PREMISES:** If the leased premises shall be damaged or destroyed by fire, the elements, unavoidable accidents or other casualty, all insurance proceeds payable by reason thereof shall be applied to the repair, reconstruction and renovation of premises.
16. **CONDEMNATION:** In the event the premises shall be taken, in whole or in part, through the exercise of any power of eminent domain exercised by any state, federal or local municipality having the power thereof, any sums paid by such condemning authority shall be paid to the LESSOR.
17. **DEFAULT:** In the event of any failure of LESSEE to perform any of the terms, conditions or covenants of this lease to be observed or performed by LESSEE for more than 30 days after written notice of such default shall have been given to LESSEE, or if LESSEE shall abandon the premises, then LESSOR, besides other rights or remedies it may have, shall have the immediate right of reentry and may remove all persons and properties from the leased premises without being deemed guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby.
18. **CROSS DEFAULT:** In the event of any failure of LESSEE to perform any of the terms, conditions or covenants of the FUNDING AGREEMENT attached hereto as Exhibit A for more than 30 days after written notice of such default shall have been given to LESSEE, then LESSOR, besides other rights or remedies it may have, shall have the immediate right of reentry and may remove all persons and properties from the leased premises without being deemed guilty of trespass or becoming liable for any loss or damage which may be occasioned thereby.
19. **ENTIRE AGREEMENT:** This lease, and the exhibits attached hereto and forming a part hereof set forth all the covenants, promises, agreements, conditions and understanding between the parties concerning the leased premises, and there are no covenants, promises, agreements, conditions or understandings, either oral or written, between them, other than herein set forth. Except as herein otherwise provided, no subsequent alteration, amendment, change or addition to this lease shall be binding upon either party unless in writing and signed by both.
20. **NOTICE:** Any notice, demand, request or other instrument which may be required to be given under this lease shall be deemed delivered when sent by ordinary United States

Mail, postage prepaid, addressed to the LESSOR care of the City Clerk, or LESSEE care of its then acting CEO.

21. PARTIAL INVALIDITY: If any term, covenant or condition of this lease, or the application thereof to any person or circumstance shall, to any extent, be invalid or unenforceable, the remainder of this lease, or the application of such term, covenant or condition to persons or circumstances other than those to which it is held invalid, or unenforceable, shall not be affected thereby; and each term, covenant or condition of this lease shall be valid and be enforced to the fullest extent permitted by law. Should the length, term or duration of this lease, in any way be in violation of any statute, law or Constitution, be invalid for any reason whatsoever, then this lease shall be deemed a lease from year to year, and all other provisions hereunder shall remain the same.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the _____ day of _____ 2012, at Morro Bay, California.

CITY OF MORRO BAY

MORRO BAY CHAMBER OF COMMERCE

ANDREA LUEKER
City Manager

CRAIG SCHMIDT
CEO

Attest:

JAMIE BOUCHER
City Clerk

Approved As To Form:

ROBERT SCHULTZ
City Attorney

FUNDING AGREEMENT BY AND BETWEEN
THE CITY OF MORRO BAY AND THE
MORRO BAY CHAMBER OF COMMERCE FOR
ECONOMIC AND BUSINESS DEVELOPMENT SERVICES
FOR FISCAL YEAR 2012-2013

This AGREEMENT is made and entered into by and between the City of Morro Bay, a municipal corporation (“City”) and the Morro Bay Chamber of Commerce, a non-profit corporation (“Chamber”).

RECITALS

WHEREAS, the City, recognizing the need for continued development of the economic base of the community is a municipal purpose, desires to provide for a coordinated effort to encourage, promote, and foster the economic development of the community; and

WHEREAS, the Chamber has traditionally and actively promoted business development and economic growth within the City for the purpose of creating jobs and expanding the tax base, and as a result thereof has obtained certain knowledge and expertise in this field of endeavor; and

WHEREAS, it is the desire of the parties that the entities involved in furthering the economic well being of the community maintain their historic effort in that regard while combining their efforts for such purposes, so that an effective economic development program for Morro Bay results; and

WHEREAS, the parties agree that these goals can best be accomplished through the operation of a program by the Chamber under the terms and conditions outlined hereinafter, making use of funds provided pursuant to this agreement by the City to supplement the funds made available by other public and private investors in the community economic development partnership.

NOW, THEREFORE, in consideration of the covenants and conditions stated herein, and in consideration of the mutual benefits that accrue to each of the parties hereto, as well as to the public good of all the citizens of Morro Bay, the parties have agreed and do hereby agree as follows:

Section 1. Fund Authorization/Use of Funds.

(a) For the Fiscal Year 2012-2013 (July 1, 2012 – June 1, 2013) (“Period”), City shall provide the Chamber from the City’s General Fund for expenditures not to exceed \$58,250 for economic and business development programs for the benefit of City as detailed in Exhibit A (“Chamber’s Economic Development Plan ”), attached hereto and incorporated herein.

(b) Chamber shall use the funds from the City during the Period, as specified in the Chamber’s Economic Development Plan attached as Exhibit A, and set forth as follows:

1. Provide qualified and competent staff for the recruitment of and assistance to new business and industry, as well as for the retention and expansion of existing business, providing all management and administrative services necessary to present a viable program. This includes, but is not limited to, the gathering and dissemination of information, research, promotional programs, publications and services, and representing the City's interests in negotiating with industrial and business prospects considering location or relocation in Morro Bay.
2. Be responsible for the operation of the programs carried out under the terms of this agreement. The Chamber CEO or the Chamber's designee shall be responsible for the day-to-day operations of economic development activities and the general supervision and management of the business affairs under this agreement.
3. Provide office space, general office supplies, office equipment, auto, rent, employee benefits, memberships, accounting and legal services, insurance, payroll taxes, postage, and telephone necessary for carrying out the terms of this agreement.
4. Continue efforts to retain and expand existing businesses, particularly businesses that are non-tourism related, with an emphasis on additional family wage jobs. The strategies should be based on research on the needs and growth potential of existing businesses.
5. Continue efforts to recruit new businesses to Morro Bay. As with the business retention and expansion plan, the Chamber should focus on non-tourism related businesses that provide family wage jobs.
6. Develop and provide accurate and timely information to assist businesses interested in locating, expanding, or remaining in Morro Bay.
7. Provide advice and information to existing businesses that may wish to remain or expand in Morro Bay. Coordinate with appropriate other agencies, governments, and non-profits to assist in business retention and expansion.
8. Provide advice, information, and technical assistance to businesses interested in relocating in Morro Bay. Coordinate with appropriate other agencies, governments, and non-profits to assist in business location decisions.
9. Develop and maintain strong working relationships with agencies and governments that provide financial and technical assistance or training to business.
10. Engage a cross-section of people and organizations in the work supported through this contract.
11. Implement the economic development program as outlined in the Chamber's Work Plan and Budget.

12. Ensure that no funds provided by the City shall be used to support activities that generally serve and benefit only the Chamber of Commerce membership or programs not directly related to economic development. Nothing in this agreement, however, shall prevent the City from specifically funding new projects as proposed by the Chamber.
13. Operate the programs hereunder for the general public good for the promotion of business, industry, and trade within the City.
14. Indemnify the City and hold it harmless from any and all claims, suits, demands and causes of action resulting from the acts or failure to act of any agent, servant or employee of the Chamber, or any other person pursuant to this Agreement.
15. Coordinate recruitment of industries with the City Manager to ensure that there will be no adverse impact on Morro Bay's environment.
16. Make its books and financial records concerning the funds expended under this agreement available to the City for inspections and review and audit. The Chamber will provide an annual report and accounting of expenditures of the funds covered by this agreement.
17. Prepare within thirty (30) days of the end of each quarter a report detailing the economic development activities of the Chamber under this agreement. The quarterly report shall include data that measures its success in economic development in its report. The quarterly report shall include data that describes the total number of jobs within Morro Bay, by major sector (e.g., retail, wholesale, government, etc.). The quarterly report shall include the Morro Bay businesses that received direct assistance from the Chamber for business retention or expansion. This report should include the total number of businesses that contacted the Chamber or that were contacted by the Chamber. The quarterly report shall include the prospective businesses the Chamber talked with about relocating or opening in Morro Bay. This report shall include the total number of businesses that contacted the Chamber or that were contacted by the Chamber. The quarterly report shall include a summary report of outreach efforts made by the Chamber to other organizations, businesses, and people to support the work of this contract.

Section 2. Payments. Chamber shall submit written requests for advanced payments for expenditures based on the Chamber's adopted budgets under the Scope of Services. City shall provide payment to the Chamber upon approval of the request by the City's Administrative Services Director. City shall use its best efforts to make payment to Chamber within 25 days of receipt of request.

Section 3. Reports.

(a) Chamber shall present quarterly updates to the City Council at a regularly scheduled City Council meeting on the status of its efforts listed in the Scope of Services attached as Exhibit A.

(b) Prior to the conclusion of the Period, the Chamber shall submit a report to City in a form acceptable to the City Manager or his/her designee, which shall include, without limitation, detailed information on overall project management and achievement of goals as compared to Chamber's work plan and budget as set forth in Exhibit A.

(c) Upon the request of the City, Chamber shall provide City with an annual report prepared by a Certified Public Accountant itemizing how the Chamber expended the City's payment specified in Section 1(a). Such report shall provide separately detailed accounts for each program funded by City. This provision shall survive the termination of this Agreement.

(d) With reasonable notice from City, Chamber shall provide to City copies of any and all work product, documents, reports, property and books produced by Chamber in fulfillment of this Agreement ("Documents"). This shall be solely for the purpose of confirming and evaluating the execution of the programs described in this Agreement and shall not include records and documents unrelated to the execution of such programs (e.g., personnel records). Chamber's obligation to maintain such Documents shall continue for three (3) years after the termination of this Agreement. This provision shall survive termination of this Agreement.

(e) Chamber shall establish and maintain an accounting system in accordance with generally accepted accounting principles and standards. The system shall detail all costs chargeable to City under this Agreement and shall substantiate all such costs, and comply with any applicable State and Federal standards.

(f) Chamber shall endeavor to develop, in consultation with City, a program-based budget for all City-funded programs. Implementation of a program-based budget is not intended to affect the requirements outlined in paragraph 3(e) of this Section relating to generally accepted accounting principles.

Section 4. Ownership of Work Product.

(a) Unless otherwise agreed upon in writing, all reports, documents, or other written or visual material or any other material in any media, including any images, taglines, logos, or other media created or developed by Chamber or any third party contracted by the Chamber, in the performance of this Agreement, if paid in whole by the funding provided by this Agreement ("Work Product") shall be and remain the property of City without restriction or limitation upon its use or dissemination by City. All Work Product shall be considered to be "works made for hire", and all such Work Product and any and all intellectual property rights arising from their creation, including, but not limited to, all copyrights and other proprietary rights, shall be and remain the property of City without restriction or limitation upon their use, duplication or dissemination by City. Chamber shall not obtain or attempt to obtain copyright protection as to any of the Work Products.

(b) Chamber hereby irrevocably assigns exclusively to City, all right, title and interest in such trademarks and/or copyrights or other intellectual property rights in the Work Products. Chamber shall take all acts requested by the City in order to enforce City's rights under this Section.

(c) Chamber shall not retain ownership of or any right, title or interest in any of the Work Products including, but not limited to, any related trademarks, copyrights, or other proprietary rights. The City and Chamber agree that the Work Product and all such rights, title and interest in or to the Work Products belong to and are being sold and assigned in their entirety to City for whatever use it desires, and that City does and shall at all times own, solely and exclusively, complete and unencumbered, all right, title and interest in and to all of the Work Product worldwide, any modifications thereto and any derivative works based thereon (including, but not limited to, all patent, copyright, trademark, service mark and trade secret rights). Nothing contained herein shall be deemed to constitute a mere license or franchise in City. The parties further agree that City will be free to use, modify, distribute, sell, license or otherwise exploit all such Work Products and any modifications to or derivative works based thereon without any restrictions or limitations or any obligations or payments to Chamber and that Chamber shall have no such rights.

(d) From time to time the Chamber will engage photographers to take photographs, or will purchase images for use in Chamber's marketing campaigns, collateral or other uses. As to those third party photographs or images whereby the Chamber negotiates to purchase not only the photograph or image but also the copyright or other intellectual property rights, the provisions of this Section 4 will apply. As to those third party photographs or images whereby the Chamber negotiates to purchase only the use of the photograph or image and the copyright is maintained with the photographer, the provisions of this Section 4 will not apply.

(e) It is understood and agreed that the Chamber currently owns exclusively intellectual property rights to its name, committee and event titles, and logos, which will be utilized in the performance of this Agreement, ("Chamber Property"). The Chamber reserves all rights, title and interest in the Chamber Property, and hereby grants the City a revocable, non-exclusive, license to the use of the Chamber Property to the extent it becomes incorporated into, and inseparable from, the Work Product.

(f) This section shall survive termination of this Agreement.

Section 5. Assignment. This Agreement shall not be assigned by Chamber without the written consent of City.

Section 6. Independent Contractor. At all times during the term of this Agreement, Chamber shall be independent contractors and Chamber, their officers, employees and agents shall not be employees of City.

Section 7. Personnel. Chamber represents that it has, or will secure at its own expense, all personnel required to perform the services under this Agreement. City shall approve all subcontractors used in the provision of services under this Agreement within five (5) business days of Chamber's submission and prior to their engagement by Chamber. Such approval shall not be unreasonably withheld by City. Chamber, however, shall be solely responsible for the work performed by those third party contractors, including timely performance and payment.

Section 8. Term. This Agreement shall remain in full force and effect from July 1, 2012 until June 30, 2013, unless terminated earlier as provided in Section 9 of this Agreement.

Section 9. Termination of Agreement. City may terminate this Agreement at any time, with or without cause, upon thirty days (30) written notice to Chamber. In the event of such termination, City shall pay Chamber for all costs and obligations reasonably incurred by Chamber in performing its services under this Agreement prior to the date of termination and such payment shall be in full satisfaction of City's obligations hereunder. City shall not be obligated to pay additional funds after issuance or receipt of such notice.

Section 10. Notice. Whenever it shall be necessary for any party to serve notice on another respecting this Agreement, such notice shall be served by certified mail, postage pre-paid, to the addresses below, unless and until a different address may be furnished in writing by any party:

To City: City Clerk
City of Morro Bay
595 Harbor Street
Morro Bay, CA 93442

To Chamber: Morro Bay Chamber of Commerce
845 Embarcadero, Suite D
Morro Bay, CA 93442

Such notices shall be deemed to have been served within seventy-two (72) hours after the same has been deposited in the United States Post Office by certified mail. This shall be valid and sufficient service of notice for all purposes.

Section 11. Insurance.

(a) Chamber shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive General Liability Insurance with minimum limits of Two Million Dollars (\$2,000,000) for each occurrence, combined single limit, against any personal injury, death, loss or damage resulting from the wrongful or negligent acts by Chamber.

(b) Chamber shall at all times during the term of this Agreement carry, maintain, and keep in full force and effect, a policy or policies of Comprehensive Vehicle Liability insurance covering personal injury and property damage, with minimum limits of One Million Dollars (\$1,000,000) per occurrence combined single limit, covering any vehicle utilized by Contractor in performing the services required by this Agreement.

(c) Chamber agrees to maintain in force at all times during the performance of work under this Agreement workers' compensation and employer's liability insurance as required by law.

(d) Chamber shall require each of its sub-consultants or sub-contractors to maintain insurance coverage, which meets all of the requirements of this Agreement unless otherwise determined by the City's Risk Manager.

(e) 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 B+; VII in the latest edition of Best's Insurance Guide.

(f) If Chamber fails to keep the aforesaid insurance in full force and effect, City shall notify Chamber that it is a breach of the Agreement and Chamber has three (3) days to cure such breach. If such breach is not cured by Chamber as required in this paragraph, City may terminate the Agreement or, if insurance is available at a reasonable cost, City may take out the necessary insurance and pay, at Chamber's expense, the premium thereon.

(g) At all times during the term of this Agreement, Chamber shall maintain on file with the City Attorney a certificate or certificates of insurance on the form required by the City, showing that the aforesaid policies are in effect in the required amounts. Chamber shall, prior to commencement of work under this Agreement, file with the City Attorney such certificate or certificates. The policies of insurance required by this Agreement shall contain an endorsement naming the City as an additional insured. All of the policies required under this Agreement shall contain an endorsement providing that the policies cannot be canceled or reduced except on thirty (30) days prior written notice to City, and specifically stating that the coverage contained in the policies affords insurance pursuant to the terms and conditions as set forth in this Agreement

(h) The insurance provided by Chamber shall be primary to any coverage available to City. The policies of insurance required by this Agreement shall include provisions for waiver of subrogation.

(i) Any deductibles or self-insured retentions must be declared to and approved by City prior to commencing work under this Agreement.

Section 12. Indemnification. Chamber shall defend, indemnify, and hold the City, its officials, officers, employees, volunteers and agents serving as independent contractors in the role of city officials (collectively "Indemnitees") free and harmless from any and all claims, demands, causes of action, costs, expenses, liability, loss, damage or injury, in law or equity, to property or persons, including wrongful death, in any manner arising out of or incident to any acts or omissions of Chamber, its employees, or its agents in connection with the performance of this Agreement, including without limitation the payment of all consequential damages and attorneys' fees and other related costs and expenses, except for such loss or damage arising from the sole negligence or willful misconduct of the City. With respect to any and all such aforesaid suits, actions, or other legal proceedings of every kind that may be brought or instituted against Indemnitees, Chamber shall defend Indemnitees, at Chamber's own cost, expense, and risk, and shall pay and satisfy any judgment, award, or decree that may be rendered against Indemnitees. Chamber shall reimburse City and its directors, officials, officers, employees, agents and/or volunteers, for any and all legal expenses and costs incurred by each of them in connection therewith or in enforcing the indemnity herein provided. Chamber's obligation to indemnify shall not be restricted to insurance proceeds, if any, received by Chamber, the City, its directors, officials, officers, employees, agents or volunteers. All duties of Chamber under this Section shall survive termination of this Agreement.

Section 13. Extent of Agreement. This agreement represents the entire and integrated Agreement between the parties on the matters included herein and supersedes any and all prior negotiations, representations or agreements, instrument signed by all parties to the Agreement.

Section 14. City Not Obligated to Third Parties. The City shall not be obligated or liable under this Agreement to any party other than Chamber.

Section 15. Severability. Invalidation of any provision contained herein or the application thereof to any person or entity by judgment or court order shall in no way affect any of the other covenants, conditions, restrictions, or provisions hereof, or the application thereof to any other person or entity, and the same shall remain in full force and effect.

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the _____ day of _____ 2012, at Morro Bay, California.

CITY OF MORRO BAY

MORRO BAY CHAMBER OF COMMERCE

ANDREA LUEKER
City Manager

CRAIG SCHMIDT
CEO

Attest:

JAMIE BOUCHER
City Clerk

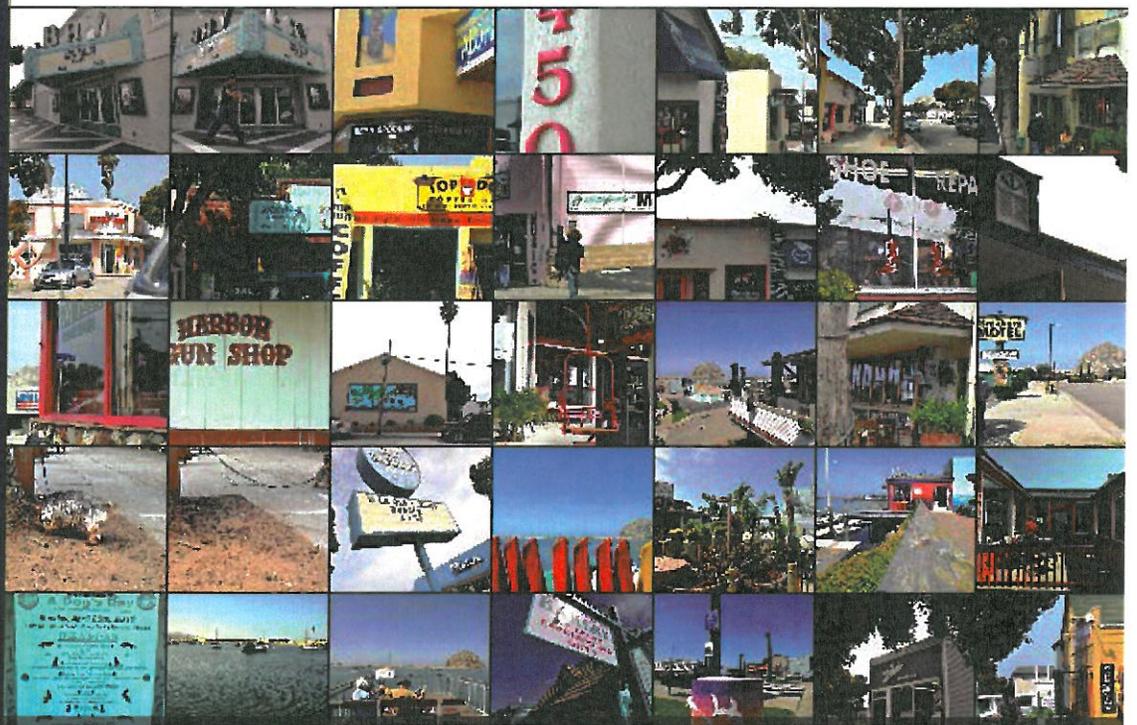
Approved As To Form:

ROBERT SCHULTZ
City Attorney

September 2012



City of Morro Bay Economic Development Program - 2012/13



Proposal by:
Morro Bay
Chamber of Commerce

The Morro Bay Chamber of Commerce and Business Resource Center

695 Harbor Street • Morro Bay, CA 93442 • 805-772-4467

It takes the right mix of tools, networking and know-how for small businesses to succeed in today's competitive environment. Entrepreneurs now have a place they can turn to for help in getting their business off on the right foot:



In partnership with the City of Morro Bay, the Morro Bay Business Resource Center offers valuable services to prospective and new business owners, including mentoring in important areas such as financial planning, marketing, and future growth strategies. Workshops, seminars and classes on all aspects of successful business development are offered, and the Center provides guidance from experienced sources in developing business plans, contacts, pursuing government contracts and opportunities, and gaining recognition for your business through competitions and media resources.

With The Business Resource Center, you have years of experience and proven strategies for success at your disposal. Give us a call today. We've got answers.

How we can help you...

Access to Capital

Entrepreneurs looking for funding to turn their brilliant ideas into reality can turn to The Business Resource Center for guidance. The experts at The Center can help educate new business owners navigating the various funding sources that are available. They can also help individuals evaluate their business structure to determine what kind of capital is needed and the best ways to pursue it. Advice on applying for loans, as well as guidance on pursuing state and federal government contracts and opportunities are also available.

Affordable Space

The Business Resource Center offers an incubation program and facilities for businesses. Through this program, resident businesses can take advantage of low overhead and shared resources such as administrative support, fax and postal services, audiovisual equipment, copying equipment, Conference room and low-cost telephone and internet services. This allows fledgling businesses to concentrate their resources on more important growth areas during their critical early years.

Counseling

Business owners who utilize The Business Resource Center get access to vital counseling and advice from prominent business leaders and business development professionals. Entrepreneurs can tap into the wealth of knowledge and experience possessed by Chamber members and partner economic development agencies to help them at every stage of their growth, from conception onward. Individuals are referred to mentors based on their specific needs, whether it be financing, developing business plans or adopting long-term strategies for growth. The Center also helps advise owners on key items such as bookkeeping and human resources materials they need to get started.

Education

The Business Resource Center offers a multitude of classes, workshops and seminars to aid business owners at every stage of development. These programs cover a variety of topics such as marketing, business planning, website creation, and hiring and management techniques. These programs help owners set a strong foundation that fosters future growth and success.

Marketing

Running a successful business takes more than a great idea and a solid business plan - it requires marketing strategies that will get your name out in front of the public. The Business Resource Center partners with the Small Business Development Center, the Business Entrepreneurial Center, the Economic Development Corporation, the Business Innovation and Entrepreneurial Center, the Workforce Investment Board and the Senior Corps of Retired Executives to offer a variety of showcase opportunities such as Business Expos, Morning Coffee, Business After Hours and other activities to help you publicize your business.

Member Support

Chamber Business Members are a great source of support for new businesses. After your business plan is created with the help of our Business Resource Center partners, we can make connections for you with our business members. We have real estate experts, graphic designers, printers, signage professionals, marketing professionals, IT professionals, attorneys, accountants, etc. who have years of experience in our local market. Added to their professionalism is the biggest benefit of local networking with Chamber members – they have actually grown businesses in Morro Bay.

Recognition

The Business Resource Center can help business owners find avenues to compete for annual awards at the local, state and national levels, helping them to earn recognition for excellence. By directing business owners to various organizations, associations and

publications, the Center provides opportunities to gain visibility and generate positive promotion and media attention.

THE BUSINESS RESOURCE CENTER

Incubation Program

ABOUT THE PROGRAM

The Morro Bay Chamber of Commerce's Incubation Program is a low-cost program for fledgling businesses that provides them a highly-mentored environment with low overhead and the maximum opportunity for growth and development. In-resident businesses can take advantage of below-market, short-term leases, shared resources, such as meeting rooms, fax and postal services, and reduced-cost telephone and Internet service. Mentoring services are also available.

ELIGIBILITY

If you are a business in the first three years of operation, you may be eligible to become an in-resident client of our Incubation Program. We consider businesses from all industries, excluding professional services, such as medical or law offices, and those dependent on foot traffic.

Candidates must submit a pre-entry application accompanied by their business plan. Pre-entry applications are available below, or at the Business Resource Center, 695 Harbor Street in Morro Bay.

The Business Resource Center Coaching Team evaluates business plans and looks for businesses with potential for growth, success and job creation.

If a prospective business does not have a business plan, we can help develop one. That assistance includes a business plan-seminar, which meets Applicants might also be interested in The SBDC's NxLevel Business Training Program and/or individual mentoring by a professional business executive.

Incubation Program Application

You can download and complete this application electronically, hitting "SUBMIT" to send by email, or

You can print and fill out this application by hand and fax it to 805-772-6038, or

You can print and hand deliver to: The Business Resource Center
695 Harbor Street, Morro Bay, CA 93442

THE BUSINESS RESOURCE CENTER

Incubation Program

SERVICES

If you become a client of the Incubation Program, you will have access to many services and benefits, including:

- Reduced overhead
- Short-term lease
- Reduced rate rent
- Shared office equipment
- No deposit for utilities
- Low-cost telephone and Internet service
- Free receptionist service

Overnight delivery services.

Free use of our Conference Room that can accommodate up to 20 people and is equipped with audio-video equipment.

Minority and women business support from the Chamber's Small Business Taskforce, Minority Business Taskforce and the Women in Business Forum.

Access to the Center's Coaching Team working together to develop Morro Bay area small businesses. [Click here for more information.](#)

Special client initiatives that provides in-residents clients with access to federal procurement officers and end-users.

24-hour access to the building, etc . . .

**The Morro Bay Chamber of Commerce
and Business Resource Center**
695 Harbor Street • Morro Bay, California • 805-772-4467

In Business For Your Business

September 24th, 2012
 Economic Development Coordinator
 For the Morro Bay Chamber of Commerce

DRAFT SCOPE OF WORK

1.0 Roles & Responsibilities

- 1.1 Provide a point person for all phases of economic development
- 1.2 Provide educational and networking opportunities
- 1.3 Foster a business-friendly environment
Business advocate with City, County & State
- 1.4 Educate the citizenry on the importance of “Shop Local”

2.0 Address the Needs of Current & Emerging Business Community

- 2.1 Develop and facilitate a free Consultation Program for current business
- 2.2 Assist with the development and distribution of a BRE Survey
- 2.3 One-on-One BRE education; build educational relationships
- 2.4 Carryout Business Advocacy Roles
- 2.5 Attend(m), participate and present information: Morning Coffee, Business Forum
- 2.6 Economic Roundtable, Workforce Development, Resource Directory

3.0 Encourage New Businesses

- 3.1 Develop and Support Business Incubator Program
- 3.2 Provide market research businesses need to know to relocate
- 3.3 Provide a team of experts to assist relocation
- 3.4 Create and maintain an inventory of available properties
- 3.5 Identify target industries for recruitment
- 3.6 Provide incentive package to encourage new business
- 3.7 City Programs
- 3.8 Offers information on access to capital

4.0 Meetings & Partnership Working – Develop and Utilize

- 4.1 Chamber Economic Steering Meeting – Monthly
 - 4.1.1 Issue Draft Agenda
 - 4.1.2 Meeting Facilitation
 - 4.1.3 Meeting Actions & Minutes
- 4.2 Partnership Meetings – Monthly
(as appropriate: Workforce Development, EVC, SBDC, etc...)
 - 4.2.1 Attend, contribute & collect information
 - 4.2.2 Present materials and progress report
 - 4.2.3 Report back to Chamber Economic Steering Committee

- 4.3 Community Economic Roundtable – Monthly
 - 4.3.1 Meeting Facilitation
 - 4.3.2 Provide Business Barometer
 - 4.3.2 Meeting Actions & Minutes

(m) - monthly

5.0 Goal “A” - Establish a Business ‘Business Coaching’ team of local business professionals

- 5.1 Analysis
- 5.2 Choice
- 5.3 Implementation

6.0 Goal “B”- Establish a Green Business Program

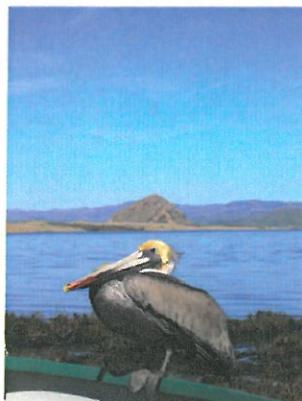
- 6.1 Analysis
- 6.2 Choice
- 6.3 Implementation

7.0 Goal “C”- Establish Chamber and Business Resource Center at Morro Bay

- 7.1 Analysis
- 7.2 Choice
- 7.3 Implementation

8.0 Measures of Success (in order of priority)

- 8.1 Number of businesses served
- 8.2 Number of consulting hours
- 8.3 Number of workshops
- 8.4 Number of attendees
- 8.5 Loans and investments facilitated
- 8.6 Increased Sales Tax
- 8.7 New Start-ups
- 8.8 Recruit new Business
- 8.9 Fewer Vacancies
- 8.10 More Morro Bay based jobs
- 8.11 Client Exit Surveys



Approach – Focus on Outcome Reporting

The Scope of Work identifies eight key work areas necessary to successfully undertake a meaningful economic development role for the Morro Bay Chamber of Commerce.

While simple outputs, such as raw counts of meetings and contacts, are easy to compile and report, this leads to the tendency to report on activities rather than results. Clear monthly reporting on increased sales tax, new start-ups, and businesses attracted or retained will be the primary reporting focus.

Other indicators of economic vitality include occupancy/ vacancy rates for existing office, retail, and industrial buildings, new capital invested, jobs created, new construction and new businesses licenses will be the secondary reporting focus.

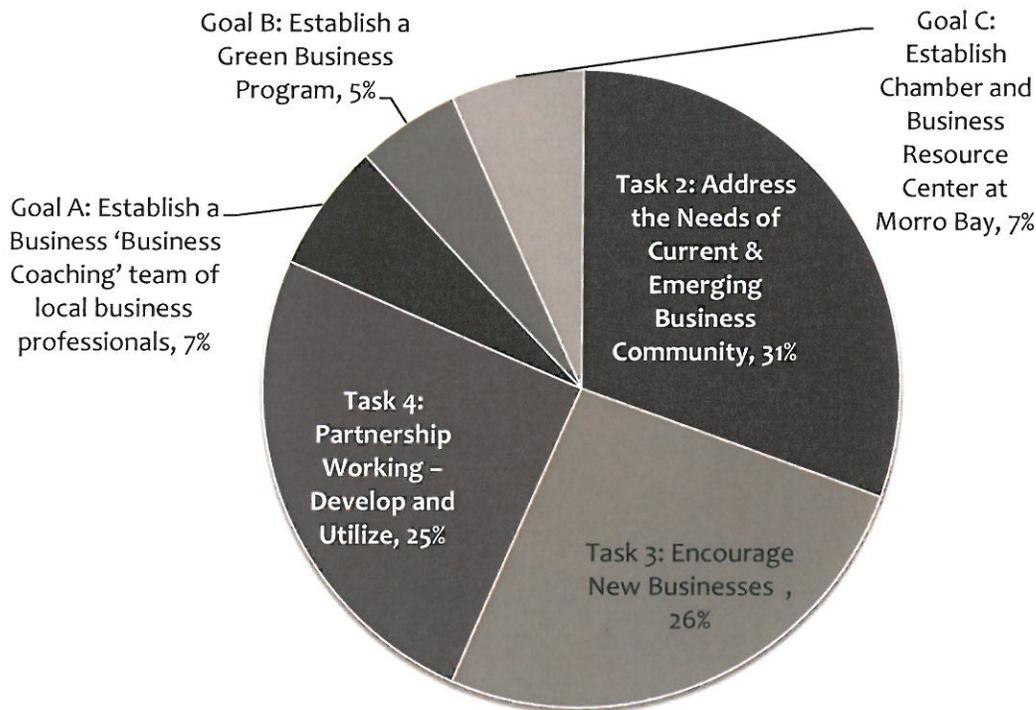


Figure 1: Workload percentage broken down by Task & Goals

Tasks Two, Three and Four represent the on-going and core work from the role and have been assigned a greater time & effort weighting. Goals A, B, C represents the three key program development goals. As Task One describes the general Roles and Responsibilities; and Task Eight represent the Targeted Outcomes; these have not included in the Workload break-down Figure 1.

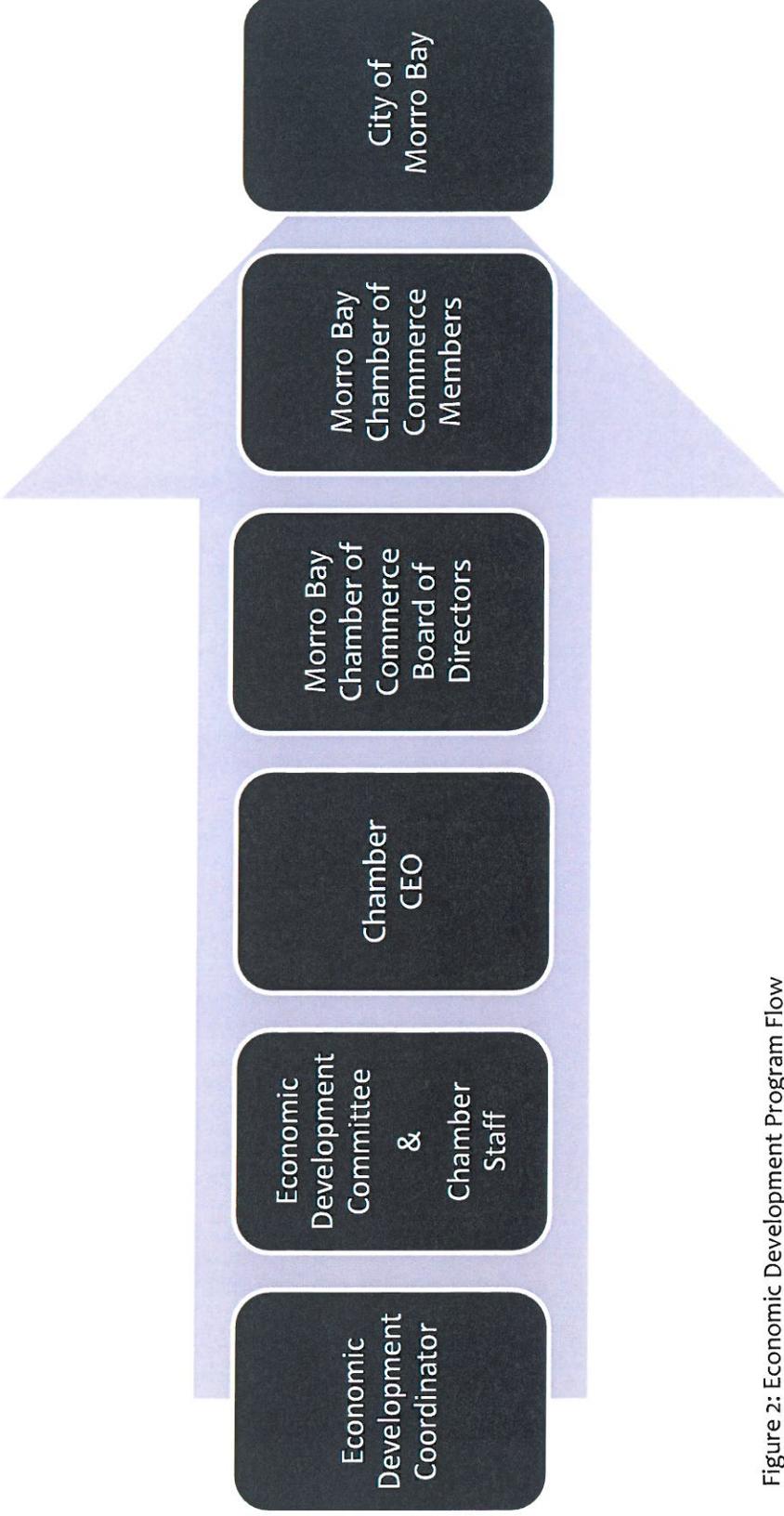


Figure 2: Economic Development Program Flow

The Economic Development Committee will be the governance entity for the program of work and will be comprised of the City Administrator or designee, two City Council members, Chair and Chair-Elect of the Chamber of Commerce and one representative from each of the following sectors... recreation, retail, manufacturing, lodging, restaurants, agriculture, fisheries and professional services.

Business incubators uniquely positioned to spark job creation

As local, state and national government agencies examine ways to create jobs and turn around the struggling economy, business incubation programs are featuring prominently in the debate – as well they should. For 50 years, incubators have been helping entrepreneurs turn their ideas into viable businesses, promoting innovation and creating jobs by providing emerging companies with business support services and resources tailored to young firms to increase their chances of success.

As any entrepreneur can attest, starting a new business isn't an easy task. Most business owners know every detail of their product or service, but many lack all of the skills they need to turn their ideas into successful firms. Business incubation programs are uniquely positioned to help entrepreneurs access resources through the incubator, business community, local colleges and universities, and other business assistance programs to help them develop the skills they need to grow successful firms.

Around the world, entrepreneurs are playing an increasingly important role in transforming economies. Rather than relying solely on efforts to attract existing businesses from other locations, many communities are recognizing the need to help local residents build new businesses from the ground up through business incubators.

By focusing on developing a new generation of entrepreneurs – most of whom have ties to the local area – communities are helping to build companies that will create jobs and spark economic growth in the region for years to come. And because these programs provide targeted business assistance to young firms at their earliest stages of development – when they're most vulnerable – business incubators help support new ventures that have a greater-than-average chance of success.

Although business incubation is still a relatively new industry, programs around the world have racked up impressive results that demonstrate the important role incubators play in stimulating economic growth and creating jobs. For example, the National Business Incubation Association estimates that in 2005 alone, North American incubators assisted more than 27,000 start-up companies that provided full-time employment for more than 100,000 workers and generated annual revenue of more than \$17 billion.

Like many others, I have faith in the ability of entrepreneurs to jump-start our sagging economy by generating revenue and creating new jobs. But many times, they need a guiding hand to help them turn their ideas into viable businesses, particularly during times of economic crises. The world's existing network of business incubation programs – and the many new incubators under development – can assist entrepreneurs in growing new businesses that can help put many people back to work.



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 [Download this issue \(PDF\)](#)

Is an Incubator Right for Your Community? Here's What You Should Consider

By Louise Anderson

Columbia, Mo., opened one last week. So did Tuscaloosa, Alabama. Carrboro, N.C., and Binghamton, N.Y., each have one in the works. As communities across the United States focus more than ever on helping small businesses start and grow, incubators are popping up everywhere.

Incubators can do much to nurture entrepreneurship and new business growth, especially when they are well run (see the National Business Incubation Association's "[Principles and Best Practices of Successful Business Incubation](#)"). But an incubator isn't right for every community.

ED Now recently spoke with Chuck Wolfe, president of consulting firm Claggett Wolfe Associates, about the steps that communities should take when considering an incubator. Wolfe has conducted dozens of incubator feasibility studies and served as a speaker, trainer and author on best practices in business incubation for years.

A feasibility study is a critical first step, of course, to determine whether the proposed project has a solid market, a sound financial base and strong community support, according to NBIA. But there are many other things a community should do to assess and build support for an incubator program.

Think through the outcomes you want and gain

consensus. Get a clear idea of what you hope to accomplish with an incubator. Are you seeking to expand an emerging industry cluster, or diversify your economy over the long term? Do you want to provide a supportive environment for minority or disadvantaged individuals to pursue self-employment? Does your local college or university want a tool to attract entrepreneurial faculty and students? Incubators can play many roles in the economic development process, but they aren't always the right tool to reach your goals. As an economic developer, consider that:

- An incubator should be an integral part of a broader economic development plan. How will it complement other business creation, retention and attraction strategies?
- You'll typically need a broad base of stakeholders that is willing to make a long-term commitment to allow the incubator to reach maturity. A single powerful individual may drive the incubator, but more often than not, it will take a small group of committed community leaders to champion the effort.

What are business incubators?

Business incubators nurture the development of entrepreneurial companies, helping them survive and grow during the start-up period, when they are most vulnerable.

These programs provide their client companies with business support services and resources tailored to young firms.

The most common goals of incubation programs are creating jobs in a community, enhancing a community's entrepreneurial climate, retaining businesses in a community, building or accelerating growth in a local industry, and diversifying local economies.

Source: National Business Incubation Association, www.nbia.org.

- Don't let an available vacant (or "free") building drive the decision to develop an incubator. Location and facility layout are as important to an incubator's success as they are to any other business, and "free" may cost you more than you think when you get down to rehabilitation and operating costs.
- Don't assume that a feasibility study will result in a "green light" outcome. The goal of the study is to find out if an incubator is an appropriate tool for meeting your objectives. Wolfe regularly recommends against establishing an incubator based on factors such as market conditions, resource availability, timing, costs and community sentiment. In many of these situations, he recommends alternative programs or strategies that can generate the same outcomes without the structure and cost of an incubator.

Wolfe sees "feasibility" as related to the most effective use of money, time and resources to achieve the desired outcomes within the timeframe established by the stakeholders. That's to say that "feasibility" is relative, and the assessment must be tailored to the unique economic conditions and objectives of each community.

To establish an incubator "just because you have a building – that can be a recipe for a very costly disaster," Wolfe said.

Assess your local entrepreneurial culture. You might be ready for your community members to go for the brass ring of entrepreneurship, but that doesn't mean they are. If the community's economy is historically based in agriculture or natural resources, manufacturing, or is otherwise risk-averse, you may need to take smaller steps to encourage a more entrepreneurial mindset and culture before considering an incubator. Just understand that this may take some time, Wolfe noted. To assess your local entrepreneurial culture, consider:

- What kind of businesses have formed in your community recently? County business, business license and local Small Business Development Center data all can tell you what businesses are starting and in what industries. At the same time, Small Business Innovation Research grant data and patent data can help to give you an idea of the level of innovation occurring in your area.
- Does your community recognize, celebrate and appreciate its existing small businesses as a valuable part of the economy? Are existing businesses motivated to expand, seeking new markets?
- Have you seen any upward trends in entrepreneurial activity over the past three to five years? In addition to published data, events such as business plan competitions and startup weekends can be used to test the potential deal flow – that is, the existence and activity of growth-oriented entrepreneurs who might one day become incubator clients.

At the same time, don't think of incubators as a platform for helping startups only, Wolfe said. Incubators can also reach out to existing businesses to help them expand, launch new products or enter new markets. In addition, a number of incubators provide a turn-key operating platform to allow domestic and multi-national corporations to "test the waters" before making a permanent decision to relocate or establish a presence in the community.

Consider your management needs. The quality of the management is one of the top factors influencing the success of an incubator. However, staffing an incubator is no small task. Much of the incubator's value comes from the proactive coaching, mentor introductions and facilitated access to capital and resources provided by the incubator's management team. These individuals need to have a unique skill set that balances business building with the intricacies of working with a diverse set of stakeholders. Be prepared to pay for top-tier talent if you want the incubator to succeed.

Remember that an incubator is a long-range tool. Not only will it take time to grow successful incubated companies, but it typically takes several years simply to get an incubator in place. Developing a business operating plan is a 6- to 12-month process. Preparing a facility – depending on whether it's an existing building, new construction or a rehab, and whether financing is in place – can take anywhere from 10 months to two, three years or more.

Once clients start coming in, it can take 12 to 18 months to fill the facility. (According to Wolfe, one of the biggest mistakes is to accept all or even half of the companies that apply; that can get the program a reputation as a place for sick companies. His experience indicates that most well-run incubators accept only one out of five to one out of 10 applicants, with coachability being one of the decision factors.) The average company stays for two to three years.

Unless you are dealing with established companies, you may not see outcomes until three to five years, after a company graduates and hits its stride.

Know that there's no one model to follow. There is no one successful incubator model that can be replicated from community to community; models vary widely and should be designed to reflect local dynamics. An incubator program in Mississippi has three sites operated by one team, a model refined to meet the needs of the communities. Other communities have one site only, or a virtual incubator program, or offer different types of membership with varying levels of service. Still others focus on specific industries or stages of growth. Part of what a feasibility study should do is to determine the type of program a community can execute successfully.

Don't expect it to be self-sustaining, but do expect it to provide other returns. According to a 2011 Economic Development Administration study ("[Incubating Success: Incubation Best Practices That Lead to Successful New Ventures](#)", PDF), very few incubators don't require ongoing operating subsidies. "People need to invest in – versus donate to – the program because it delivers an outcome that is a good return of their investment," Wolfe said. That outcome might be in the form of increased tax revenues, cluster development, industry diversification or other benefits.

There are alternatives. An incubator isn't a must-have for a community to successfully nurture small businesses. Sometimes the facility makes a difference, but sometimes the local Small Business Development Center is able to meet the community's needs, or a combination of resources such as a university extension, community college offerings, SCORE program and co-working space can work. Virtual incubators are a solution in some circumstances.

A typical mistake made by many communities is to try to copy the model of a successful incubator located elsewhere. According to Wolfe, an incubator developer has to dig deep to overcome the desire to copy what has been done and to fully understand why the incubator is successful, including the unique factors that apply or don't apply to their own situation. Ultimately, you can learn from, but you cannot copy, someone else's success.

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Partnership Working - Framework

The following SLO County Organizations have been identified as key partners for Morro Bay’s Economic Development. This table generally outlines the remit of each organization. Further understanding of each organizations programs and resources, as well as points of contact and quarterly meetings will be a key component to **Task 4 – Partnership Working** (click on organization name in .PDF for link to website)

ORGANIZATION	
<u>Economic Vitality Corp</u>	Venture Capital / Angle Network, Business Loan Programs, Business Advocacy, International Trade Consultation, Local Industry Information & Studies. Professional & Business License & Permit Handbook, Small Business & Resources Guides, How to Start a Business in SLO County, Small Business Management Series, Top Employers in SLO County
<u>Small Business Development Center Cal Poly</u>	General Business Consulting Services SBA.gov
<u>CA Central Coast Research Partnerships</u>	Applied research, business and technology assistance, develop and commercialize new technologies
<u>Center for Innovation & Entrepreneurship@ Cal Poly</u>	This university-wide Center is designed to enable students to interact with faculty, with experienced entrepreneurs, and with each other in ways that will enhance their educational experience as well as strengthen ties between the California entrepreneurial community and Cal Poly while enhancing the university’s historic strengths in technological innovation.
<u>Business & Entrepreneurship Center @ Cuesta College</u>	Conduct community research; create targeted special projects and services that address the unique needs of the region. The BEC will collect and analyze community data and evaluate the economic needs of the region. <ul style="list-style-type: none"> · Target existing business clients and/or industry sectors most likely to create economic impacts and retain jobs. Clients and/or industry sectors should also have the potential to achieve significant increases in sales investment, and to boost regional economic wealth. · The BEC will provide, on an as needed basis, advanced business consulting services to established business, industry sectors, financial institutions, city and state agencies, and chambers of commerce in the following core areas:
<u>Regional Workforce Development Center</u>	Resources for Job Seekers and Employers. Economic advisory, planning and policy board. Comprised of 34 leaders from local business, government, education, labor, education. Mission is to promote a skilled workforce that results in healthy and prosperous economic development. Created under the Workforce Investment Act of 1998, oversee the use of federal,

state and city funding in local economies.

<p><u>SLO County Workforce Investment Board (SLOWIB)</u></p>	<p>Employee Skills Development such as; Problem identification, reading comprehension, speaking and active listening, writing; social skills like coordination, information gathering, looking for ways to help people, mathematics – SLO LWIA must take steps to ensure that program completers are equipped with these – Content, Process, Social and problem-solving skills – Reva Bear (805) 781835 rbear@co.slo.ca.us</p>
<p><u>SCORE – Senior Corp. of retired executives</u></p>	<p>SCORE “Counselors to America’s Small Business” is part of a national nonprofit association dedicated to entrepreneur education and the formation, growth and success of the county’s small business. SCORE volunteers serve as “Counselors to America’s Small Business.” The San Luis Obispo County Chapter provides free and confidential business counseling tailored to meet the needs of your small business and your personal objectives. The chapter also offers workshops for both start-up entrepreneurs and existing business small business owners.</p>
<p><u>CA SBA California Small Business Association</u></p>	<p>Advocates for small business (<i>further info required</i>)</p>
<p><u>SBA.gov</u></p>	<p>State and Federal Programs in Financial Assistance, Framework for Entrepreneurial Development (<i>further info required</i>)</p>
<p><u>MCSC Mission Community Services</u></p>	<p>Self-employment training, Women’s Business Center (<i>more info required</i>)</p>



Economic Vitality Corporation
of San Luis Obispo County

735 Tank Farm Road, Suite 264
San Luis Obispo, CA 93401
(805) 788-2012 | FAX (805) 781-6293

www.sloevc.org

501(c)(3) Non-Profit

September 11, 2012

Craig Schmidt
CEO
Morro Bay Chamber of Commerce and Visitor Center
845 Embarcadero, Suite D
Morro Bay, CA 93442

Dear Mr. Schmidt,

The EVC enthusiastically supports the Morro Bay Chamber of Commerce's efforts in partnering with the City of Morro Bay to develop a comprehensive economic development program that includes space for a business incubator. Entrepreneurial development is a key component in growing our economy on a local level and we encourage and support Morro Bay's efforts.

We also look forward to partnering with the Morro Bay Chamber in building on providing business services to the businesses in Morro Bay and see it as a wonderful opportunity to market and expand our services.

Sincerely,

A handwritten signature in blue ink, appearing to read "Michael E. Manchak", written over a light blue horizontal line.

Michael E. Manchak
President & CEO
Economic Vitality Corporation

Cc: Kris Vardas, Chairman, EVC



Business &
Entrepreneurship
Center

Cuesta College



SAN LUIS OBISPO COUNTY COMMUNITY COLLEGE DISTRICT

Where Lifelong Learning Happens

September 6, 2012

Craig Schmidt
CEO
Morro Bay Chamber of Commerce and Visitor Center
845 Embarcadero, Suite D
Morro Bay, CA 93442

Re: Letter of Support for the Morro Bay Chamber of Commerce and Business Resource Center

Dear Craig:

I want to affirm my support for the Morro Bay Chamber of Commerce and the planned Business Resource Center. I am certain the business community of Morro Bay will benefit greatly from the services provided by the center. As matter of fact, the Paso Robles Chamber of Commerce launched a successful Business Resource Center due in large part by the support and services provided by our Business & Entrepreneurship Center (BEC) at Cuesta College.

The entire county has benefited by the advanced consulting services provided by the BEC. Our services include but are not limited to:

- Marketing Strategies
- Marketing Research
- Operations Management & Improvement
- Customer Service
- Strategic Planning
- E-commerce

SAN LUIS OBISPO Campus P.O. Box 8106, San Luis Obispo, CA 93403-8106 (805) 546-3188

- Growth and Investment Strategies
- Economic Research and Analysis
- Access to Capital
- Business Plans
- Business and Contract Law
- Financial Analysis
- International Trade

I would offer any support I can to ensure the Morro Bay Chamber of Commerce and Business Resource Center provides the businesses of Morro Bay with the business services they need to stay in business, grow their business, enter new markets, or simply succeed as a small business.

Lastly, I am willing to enter into a Collaborative Agreement (MOU) that would detail how our respective organizations can work together to provide services to the City and the business community of Morro Bay.

Sincerely,

Israel Dominguez

Israel S. Dominguez
Director, Business & Entrepreneurship Center at Cuesta College