



Placentia City Council

AGENDA REPORT

TO: CITY COUNCIL

VIA: CITY ADMINISTRATOR

FROM: FINANCE DEPARTMENT

DATE: MAY 1, 2018

SUBJECT: **COST OF SERVICES STUDY AND UPDATE TO COMPREHENSIVE FEE SCHEDULE**

FISCAL
IMPACT: REVENUE: APPROXIMATELY \$400,000 PER YEAR (ESTIMATED)

SUMMARY:

The City of Placentia is responsible for providing a variety of services to citizens. Services that support the general public, such as most public safety services, are supported by tax and other non-fee revenues, while services that are more elective in nature and have specific individual beneficiaries are typically supported by user fee charges. User fee-related services are provided by many City departments, but tend to be more heavily concentrated in the Planning, Building, Engineering, and Community Services divisions. By law, user fees must not exceed the cost of the service provided. The City Council can choose to set fees that fully recover the cost of service or place said fees at lower levels that provide a level of subsidy, or alternatively, reduce costs by reducing the level of service.

In 2017, the City Council selected Revenue and Cost Specialists, LLC (RCS) to prepare an updated comprehensive cost of services/user fee study (the "Study"). The Study reviewed the cost of services in five areas and included the review of 126 fee-supported services. The Study identified that many services have fees that are not recovering the full cost of service; however in some cases, fees are proposed to be reduced. In most cases, Staff is recommending that fees be set to recover 100% of related costs for services that benefit private beneficiaries (developers, private enterprise, etc.) and a reduced recovery model for services that benefit non-private beneficiaries (residents, non-profits, etc). Staff estimates conservatively that the net effect of the proposed fee adjustments will generate approximately \$400,000 in additional annual revenue.

RECOMMENDATION:

It is recommended that the City Council take the following actions:

1. Open the Public Hearing to consider amending the Comprehensive Fee Schedule for certain City fees, rates and charges for various City services; and

2.c.
May 1, 2018

2. Receive the Staff Report, consider all public testimony, ask questions of Staff; and
3. Close the Public Hearing; and
4. Adopt Resolution No. R-2018-XX, A Resolution of the City Council of the City of Placentia, California, Increasing, Establishing and Adopting Certain City Fees, Rates and Charges for Various City Services; and
5. Direct Staff to prepare annual updates to the City's user fees for City Council consideration, based on increases in the Consumer Price Index, for implementation during the next four fiscal years (FY 2019-20 through FY 2022-23); and
6. Direct Staff to establish a policy for conducting comprehensive cost of services/user fee studies every five years.

DISCUSSION:

California local government agencies are permitted by law to recover up to the full cost of providing user fee-related services from those who receive the benefit of the particular service. User fee-related services are those services where the customer is identifiable and the service is measurable and can be withheld for non-payment. Full cost is defined as including both the direct cost and indirect cost (i.e. overhead) of the service. The objective of establishing a user fee is to recover all or part of the cost of providing these voluntarily requested "personal choice" services from those who benefit from the service. Cities typically have comprehensive user fee studies completed periodically to identify the full cost of providing a user fee-based service, and then establish their user fees to recover the full cost, or something less than full cost, of the service provided. Recovery of the full cost of providing a service may not be feasible or desirable. However, knowing the full cost of providing the service allows decision makers to know the amount of subsidy being provided to those services which fees are set lower than full cost recovery levels. If the fee study identifies fees that are in excess of the full cost of providing the service, the City needs to comply with State law and reduce the fee. And to eliminate an existing subsidy, instead of increasing the fee, the City can choose to reduce costs by reducing the level of service.

The City conducted comprehensive user fee studies in 2007 and 2012. Prior to 2007, a majority of the City's user fees had not been adjusted since 1990. The 2012 study was completed by Willdan Financial Services and a corresponding updated fee schedule was adopted. That study called for the City to annually adjust fees for cost-of-living increases based on the Consumer Price Index (CPI). In January 2017, the City Council approved adjustments to user fees that generally reflected the aggregate increase in the CPI from 2012 to 2016 of 5.04%. At the same time, the City Council approved the selection of RCS to prepare a new cost allocation plan and comprehensive fee study (the "Study"), because it had been nearly five years since the last comprehensive fee study had been conducted.

Staff turnover and vacancies in the Finance Department delayed the commencement of the Study until the fall of 2017. The Study has now been completed and is presented to the City Council for its consideration. A copy of the consultant's Study is attached in two parts: Attachment A – the Service Cost Update; and Attachment B – the Total Cost Allocation Plan. Attachment A is the primary report and comprises the fee study, which identifies the total costs of services, related revenues and resulting subsidies for the various City services.

The Study was divided into two phases:

1. Identify and fully cost the staff hours in the departments providing services to the public. This phase shows how staff positions can be thought of as time resources of the City and how each unit of time can be fully costed and assigned to a particular service which is provided to the public. The result of this phase is the Fully-Burdened Hourly Rate (FBHR) for staff positions providing public services.

The FBHR includes not just the salary and benefits associated with a staff position, but also a proportionate share of general operating costs and overhead/indirect costs. Overhead/indirect costs are the general administrative costs of the City (e.g., City Council, City Clerk/Records, City Treasurer, City Attorney, City Administration, Human Resources, Finance), as well as indirect costs such as information technology, facility and vehicle maintenance, insurances, and utilities.

The result of this cost allocation process resulted in FBHRs that are on average composed of 41% salary, 27% benefits, 11% general operating expense allocation and 21% overhead/indirect cost allocation.

2. Fully cost the fee services where the City is already charging, or could charge, for the service and present the results so that the City is aware of the source of monies used to support each service and can determine compliance with the State Constitution.

In the Study, RCS took the approach of dividing all of the services that the City provides to the public into two groups:

- Community Supported Public Services (which are 100% funded by tax revenues)
- Personal Choice Public Services (which are funded either entirely by user fees, or by a combination of user fees and tax revenues)

One of the purposes of their study was to suggest the magnitude of tax revenues that could be diverted from Personal Choice Public Services to Community-Supported Public Services. RCS exercised its judgment in determining which services were defined as Community Supported Public Services and which were Personal Choice Public Services, and in suggesting that most of the latter should be paid for by the service requestor rather than subsidized by the entire community. RCS and Staff recognize, however, that it is ultimately the City Council that makes the final policy decision regarding which services deserve to be subsidized with tax revenues.

The RCS fee study divided the Personal Choice Public Services into five groups:

- Community Development Services
- Public Safety Services
- Utility and Assessment Services
- Recreation and Cultural Services
- Administrative Services

The Study included the review of 126 individual Personal Choice Public Services, their existing fees and related service costs. Their report identifies fees that should be eliminated as well as opportunities to establish new fees for services not previously studied or being charged; however yet may be provided. The study also reviewed the current fee structures, and includes recommendations for restructuring certain fees to better track how costs are incurred to provide the service.

The following discussion is a summary of the services and fees reviewed. Attachment A provides the more thorough discussion of the current costs of individual services and the amounts of tax subsidies currently being provided to fee-related services. Exhibit A to the accompanying Resolution (Attachment C) provides a detailed list of the current and recommended fees.

Community Development Services

The review of Community Development services included building, electrical, mechanical and plumbing plan check and inspection services, planning division review of zoning issues related to new construction and remodeling, and public works/engineering services. The study of Community Development services included the review of 70 individual services. Of these 70 services, RCS identified that 57 were currently being subsidized, at least in part, with tax revenues.

Building services are not currently being subsidized, and accordingly, no changes are proposed for building fees, except to round all current fees to the closest dollar. A number of individual planning and public works/engineering fees are proposed for elimination. Since current building plan check and inspection fees are sufficient to cover the related planning costs, there is no reason to separate out the planning services, and RCS and Staff recommend the elimination of six (6) separate planning fees. Some new planning and public works/engineering fees are proposed as well. For example, a new fee is proposed to be established for appeal of Staff decision to Planning Commission, which will lower the cost to the applicant for such service because currently the applicant is charged the existing fee for an appeal to the City Council. There are also 14 individual services for which it is proposed that cost recovery be in the form of a base fee plus a deposit against which actual costs not captured by the base fee can be charged. This cost recovery method is most suited for services that are performed infrequently or vary in scope and the amount of outside consultant assistance necessary to perform the service.

Staff is recommending that current planning and public works/engineering fees be adjusted to achieve 100% cost recovery. For 13 services in the Community Development area, current fees exceed costs and are proposed to be reduced. However, for many services, the cost of

providing the service has increased significantly since the time of the last comprehensive cost of services/user fee study, and more than the cumulative 5.04% rate of inflation over the past five years. As a result, many Community Development fees are proposed for upward adjustment while some are proposed to be eliminated as mentioned previously.

For example, the City currently recovers only about 42% of encroachment permit services costs through encroachment fees. In terms of dollars, this service receives an estimated \$102,000 in tax subsidies each year. It is proposed that encroachment permit and inspection fees be increased, and plan check fees for encroachment permits be collected for the first time. Another example is private developer development plan review services, for which the City currently recovers only about 45% of its costs through fees and which translates to an estimated \$36,000 in tax subsidies each year. Fees for private developer development plan review services are proposed to be increased by 121% to eliminate this subsidy by the City's general population. In addition, a couple of new fees have been created to provide a more streamlined option for simplifying the process to open new businesses in the City.

The complete listing and analyses of Community Development service costs, revenues and fees are included in the RCS report and correspond to the Planning, Building and Public Works/Engineering fee schedules in Exhibit A to the accompanying Resolution. If approved, these fees take sixty (60) days to take effect.

Public Safety Services

Public Safety services included the review of costs and related fees for various services provided by the Police Department personnel, as well as code enforcement and animal control services. A total of 27 individual public safety services were studied (21 police and 6 code enforcement services). RCS noted that all but three of the individual services studied in this area are currently being subsidized with tax revenues. The most significant recommendation in this area involves false alarm responses. The City issues alarm permits and outsources the billing for permits and false alarms. RCS identified in their report that a small number of local businesses have had a large number of false alarms. The fee for a false alarm is proposed to be increased from \$85 to \$235 (for the third and subsequent alarm for permit holders, and for all false alarms for non-permittees) to recover the full cost of police response (\$190) and the fee paid to the billing firm.

In the Public Safety area, the one exception to the full cost recovery recommendation for fees is for non-profit organizations that may request regulatory permits (bingo, gaming, etc.) For non-profits, the recommendation is to set the fee level to recover 50% of the cost of providing the service. The current and recommended fees that correspond to the Public Safety services in the RCS Study are included on the Police and Code Enforcement fee schedules in Exhibit A to the accompanying Resolution.

Utility and Assessment Services

RCS identified six services in this area, related to the City's sewer and refuse services, the fats, oils and grease (FOG) program, and the two assessment districts (street lighting and landscape maintenance). Their conclusion is that City tax revenues are currently subsidizing all six of

these individual services. For the FOG program (the fees for which are noted on the Public Works/Engineering fee schedule), there is a substantial subsidy currently being provided and a fee restructuring is recommended to charge more for those businesses without a grease interceptor. Staff costs are significantly greater when inspecting those businesses, compared to those with an interceptor.

RCS noted that current sewer and refuse fees are not sufficient to cover the full cost of these services. Similarly, current assessments are not sufficient to cover the full cost of providing services to the street lighting and landscape maintenance districts. RCS recommends that assessment revenue and the costs of services be brought into balance, to eliminate the subsidies currently being provided to these districts by those living outside the districts.

Recreation and Cultural Services

This area encompasses all of the recreation services provided by the City (including aquatics, contract classes, teen and senior programs, youth and adult sports programs, excursions, special events and facility rentals). A total of 16 individual services in this area were studied by RCS. All of these services are currently subsidized with tax revenues. Staff's recommendation is to generally increase the percentage of cost recovery for certain services and to adjust fees upward at a more modest level, for other services that are more market-driven.

Staff is recommending that 100% cost recovery should be the goal for contract classes and facility rentals. Currently, 79% of the full costs of providing contract classes are being recovered through class fees, and for facility rentals, 65% of costs are currently being recovered through rental fees. To recover 100% of costs, class fees need to be increased by about 26% and facility rental rates need to be increased by 54%. Facility rental fees will cover the cost of set up, staffing, cleaning, breakdown and overhead. Staff is also recommending that the level of tax subsidy for park shelter rental services be reduced. Currently, park shelter rental fees recover only about 33% of the cost of providing that service. Staff recommends that the target be 50% cost recovery. This would entail a 51% increase in park shelter rental rates. The target recovery for youth sports programs is recommended to be 25%, which translates to a \$20 increase in youth basketball fees. A \$120-\$180 increase in adult sports team fees is recommended to bring cost recovery up to 25% for those services as well.

The services that are more market-driven are recommended for more modest fee increases. For aquatics classes and swim lessons, Staff is recommending a \$10 increase in current fee levels. Sportsfield rental rates and lighting fees are proposed to be minimally adjusted to standardize rental rates in whole dollars.

Fees are also being established for the future rental of the Whitten and Gomez Center pools. These facilities are not being rented currently. Private rentals of community pools is a common and standard practice for many city recreation departments. Staff plans to create procedures and guidelines for the rentals of the community pools, and all rentals will include lifeguard staff at a 1:25 staff to participant ratio. Before implementation of the pool rental program, a detailed review of insurance guidelines and requirements will be conducted.

The current and recommended fees that correspond to the Recreation and Cultural Services in the RCS report are included on the Community Services fee schedule in Exhibit A to the accompanying Resolution.

Administrative Services

This area consists of certain finance and general administrative services. The costs for processing new business licenses differs depending on whether the applicant's business is located in the City or outside the City. Currently the processing fee is the same for both, but it is recommended that two different fees be established to recover 100% of the costs of both services. NSF check processing fees are also proposed to be increased to recover 100% of costs. To better recover the costs of copying services, RCS recommends that the City establish a uniform Citywide base copying charge of 25 cents.

Additional Recommendations

RCS includes two other recommendations in their report:

- User fees should be annually updated, with recommended fees rounded to the nearest \$5. Staff proposes fees be rounded instead to the nearest \$1. Included in the Recommended Actions above is a request for the City Council to direct staff to return with proposed fee adjustments annually based on CPI increases, for each of the next four fiscal years, and an additional recommendation that Council direct staff to establish a policy of conducting a comprehensive cost of services/user fee study every five years. The next such study would then be conducted in FY 2022-23 for the FY 2023-24 fiscal year.
- RCS also recommends that the City Council adopt a policy of not starting any new service without first having a cost analysis performed using the costing approach and fully burdened hourly rates for Staff used in their report, to determine ways that the new service could be fee-financed, if possible. The City Council can consider that recommendation as well.

Staff further recommends that the City Administrator be delegated the authority to reduce one or more individual fees by up to 10%, if, during the course of the upcoming year, market conditions warrant a reexamination of one or more fees established by the proposed action this evening. If Staff finds that demand for a service is reduced significantly as a result of increasing the fee for that service too dramatically, Staff would like to have the flexibility to immediately respond. This proposed delegation of authority is included as Section 5 in the accompanying Resolution.

FISCAL IMPACT:

In summary, RCS includes in the Study a total projection of possible new annual revenue for all service areas of \$521,000. Staff has conservatively reduced that total estimate to \$400,000 per year until such time as actual revenues can be evaluated. If approved, the new fees will go into effect on July 1, 2018. From now to the implementation date of the new

fees, Staff plans to use the City's website and other means of community outreach to advertise the new cost recovery fee schedule.

Prepared by:



Irwin Bornstein, CPA
Senior Financial Consultant

Reviewed and approved:



Kim Krause
Director of Finance

Reviewed and approved:



Damien R. Arrula
City Administrator

Attachments:

1. Attachment A – Revenue and Cost Specialists, LLC Report - “Service Cost Update for the City of Placentia, California”
2. Attachment B – Revenue and Cost Specialists, LLC Report – “Total Cost Allocation Plan for the City of Placentia, CA”
3. Attachment C - Resolution No. 2018-XX, and Exhibit A to the Resolution, listing all current and recommended fees
4. Attachment D – Notice of Public Hearing, Adjustment of Various Fees

SERVICE COST UPDATE
for the
City of Placentia, California
Fiscal Year 2017-2018

Publication Date: April 25, 2018

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April 25, 2018

Damien Arrula, City Administrator
City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

IN RE: SERVICE COST UPDATE

This letter transmits the final report for the 2017-2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads "Rick Kermer". The signature is written in a cursive style with a large, stylized "R" and "K".

RICK KERMER
President

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EXECUTIVE SUMMARY

- A. The cumulative effect of the three taxpayer initiatives, Propositions 13, 4 & 218, has been to significantly change California local government finance. In each case, the intention of the Initiative's authors was to limit local government revenue to the point where government services were forced to become more efficient and effective while restricting the use of tax dollars to services generally considered to be tax services.
- B. This report shows the full cost to the City of fee and charge services performed by City and contract personnel so that the City Council can make a political decision what services should be supported by user fees and what services should continue to be supported in whole or in part by the general taxpayer. If all of the suggestions in this report were adopted, the City could eliminate approximately \$521,000 in tax subsidies.
- C. Being supported by fees merely means that the cost of the service is "in-line" with the fee charged for the service. Raising the fee is only one way to bring the two into line. The cost may be reduced by re-engineering the service. The service may be discontinued. A non-user may wish to support the service for the recognition. The real issue to be addressed is whether there is a reason for the City to have the general taxpayer subsidize a particular service for a "personal choice" user.
- D. Detail for all of the fee services is found in Appendix A following the text. Appendix B lists the Fully-Burdened Hourly Rates which should be used when charging hourly for a service. Chapters I through III of the text provide the reader with background to the process and requirements. Chapter IV discusses the services by group and individual services where there are additional considerations for decision-making. Chapter V provides a guide to adoption and suggested accounting changes to simplify the process for the future.

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CHAPTER I

BACKGROUND

To fully understand this Report and why it is even necessary, it is important for the reader to understand why local government financial management has changed over the last thirty years.

Proposition 13

This Report would not exist today without the voter adoption of Proposition 13. This proposition, which became Article XIII A of the State Constitution, established a limit on the growth of the property tax.

Proposition 4

After the passage of Proposition 13, the California Taxpayers Association, the California Chamber of Commerce, the National Tax Limitation Committee and the California Association of Realtors banded together, contributed money, hired constitutional attorneys to draft a more thorough proposition, and hired Paul Gann, who was an associate of Howard Jarvis, to be the proposition's spokesperson. The result was Proposition 4, which is more commonly referred to as the "Gann Spirit of 13 'Let's Finish the Job' Initiative". It was adopted by 74.3% of the voters of California on November 6, 1979, and became effective on July 1, 1980, retroactive to Fiscal Year 1978-79.

This proposition, which became Article XIII B of the State Constitution, had a more significant fiscal impact than Prop. 13 as it addressed all city revenues and established a limit on the growth of tax revenues.

Because of Proposition 4, fees for services cannot exceed the "costs reasonably borne" by cities in providing the services. If a fee exceeds the cost, that excess fee is defined to be a special tax which Proposition 13 requires be approved by two-thirds of the voters. This eliminated the possibility that cities would use unsupportably high fees to get around Prop. 13.

Proposition 218

This proposition, which is now Articles XIII C & D, was adopted in November of 1996. It limits the use of assessment districts and restricts transfers of monies into the general fund from utility funds which were loopholes being used to get around the restrictions of Propositions 13 & 4.

Report Goal

The goal of this Report is to provide updated information to the City on what its Fee Services are costing. If it turns out that some are making a profit, the City needs to comply with the requirements of Articles XIII A & B of the State Constitution and reduce the fee.

If some are being subsidized with tax dollars, the authors of Proposition 4 wanted the City to be aware of it in case the subsidy was unintentional. The City Council can validate the subsidy or adopt any fee up to the “cost reasonably borne.”

Study Phases

To accomplish our goal, the work encompassed by this Report involved two basic phases, which are discussed in the following Chapters:

1. Identify and fully cost the staff hours in the departments providing services to the public. This phase will show how staff positions can be thought of as time resources for the City. How each unit of time can be fully costed and assigned to a particular service which is provided to the public. The result of this phase is the Fully-Burdened Hourly Rate (FBHR) for staff positions providing Public Services.
2. Fully cost the Fee Services where the City is already charging, or could charge, for the service and present the results so that the City is aware of the source of monies used to support each service and can determine compliance with the State Constitution.

CHAPTER II

FULLY-BURDENED HOURLY RATES

Most labor for hire in the private sector is based on a flat hourly rate. For example, a plumber who is fixing a toilet for a homeowner may quote an hourly rate of \$70. As consumers, we understand that the plumber is not making \$70 an hour but that all of the costs associated with his/her trip to the homeowner are factored into that rate. This chapter shows how RCS has calculated a similar hourly rate for staff that provide services.

Costs Recognized by Proposition 4

In Chapter I, it was mentioned that the authors of Proposition 4 included the California Association of Realtors and the California Chamber of Commerce; in effect, the pillars of business. Therefore, it is not surprising that they recommended a business-oriented approach to the costs of governmental services. For example:

“The phrase ‘costs reasonably borne by such entity in providing the regulation, product, or service’ is intended to incorporate all appropriations by an entity for reasonable costs appropriate for the continuation of the service over time. This includes ongoing expenses such as operation costs and a reasonable allocation for overhead and administration, but it also includes reasonable allocation for start-up costs and future capacity. Thus, reasonable allocations for capital replacement, expansion of services, and repayment of related bond issuances would be considered ‘costs reasonably borne’.”¹

Cost Elements in the Fully-Burdened Hourly Rate

The fully-burdened hourly rate (FBHR) for a position includes the following:

- Salary
- Benefits

and a proportionate share of the accounting activity’s “general” costs for the following:

¹ “Summary of Proposed Implementing Legislation and Drafter’s Intent with Regard to Article XIII B of the California Constitution (Proposition 4, November 6, 1979)”; Spirit of 13, Inc.; 1980; California Chamber of Commerce; page 6.

- Operating Expenses
- Overhead & Indirect Services

When these costs are added together for a position, the result is the total cost of that position to the City. The fully-burdened hourly rate for that position is then calculated by taking the total cost of the position and dividing it by the number of hours that the position is available for work (i.e. “the available work-hours”).

Salary

This includes the annual salary of the position. If there are multiple people with the same position title, then this includes their total salary so that the cost of individuals at different pay steps is averaged over all people with the same title. The salary cost should also include any benefit that is unique to that position such as a car allowance unless that benefit is included with the other benefits.

Benefits

There are three categories of employee benefits: hour, dollar and percentage. The hour benefits are discussed under the topic of “available work-hours.” Dollar benefits refer to any benefit where the cost is a flat amount irrespective of the employee’s salary. Examples of dollar benefits are:

- Health & Vision Insurance
- Life Insurance

Percentage benefits refer to benefits where the cost is determined by multiplying the employee’s salary by a percentage rate. Examples of percentage benefits are:

- Retirement Contribution
- Medicare
- Workers’ Compensation Insurance
- Retiree Health Benefits
- Unemployment Insurance
- Short & Long Term Disability Insurance
- Alternative Health & Wellness

“General” versus “Specific” Operating Expenses

Specific operating expenses are “driven” by a specific service. Consequently, specific expenses should be allocated directly to that service rather than included as an element of the FBHR. To include specific expenses in the hourly rate would result in those expenses being spread to all work performed by those staff positions so that the cost of the specific service would be understated and all other services by those positions would be overstated.

Examples of specific expenses are:

1. Contracted plan check service for a particular permit application.
2. Advertising the public hearing of a planning application.
3. Special maintenance expenditures for a particular building or facility.

Once the specific expenses have been allocated directly to the appropriate service, the expenses which remain are “general” operating expenses and necessary for the associated positions to function properly.

Overhead & Indirect Services

The services provided by the City can be divided into PUBLIC SERVICES and INTERNAL SERVICES. PUBLIC SERVICES, like the name implies, are services that the public directly receives whether it’s police patrol or conditional use permits. INTERNAL SERVICES are the services provided by City departments that support other departments without serving the public directly. This group of costs, overhead & indirect services, are the INTERNAL SERVICES for the City.

The overhead costs were calculated using the Cost Allocation Plan (CAP). Costs in this category are for general City Administration:

City Council
City Administration
City Clerk/Records
Human Resources
City Attorney
Finance/City Treasurer

Each service is very important to the smooth functioning of the City. But, as mentioned before, their primary function is to support other departments and not to provide an end-user service to the public. Where they do perform an end-user service, the cost related to that service has been removed from the costs allocated to other departments.

The indirect costs were also calculated using the CAP and included the following:

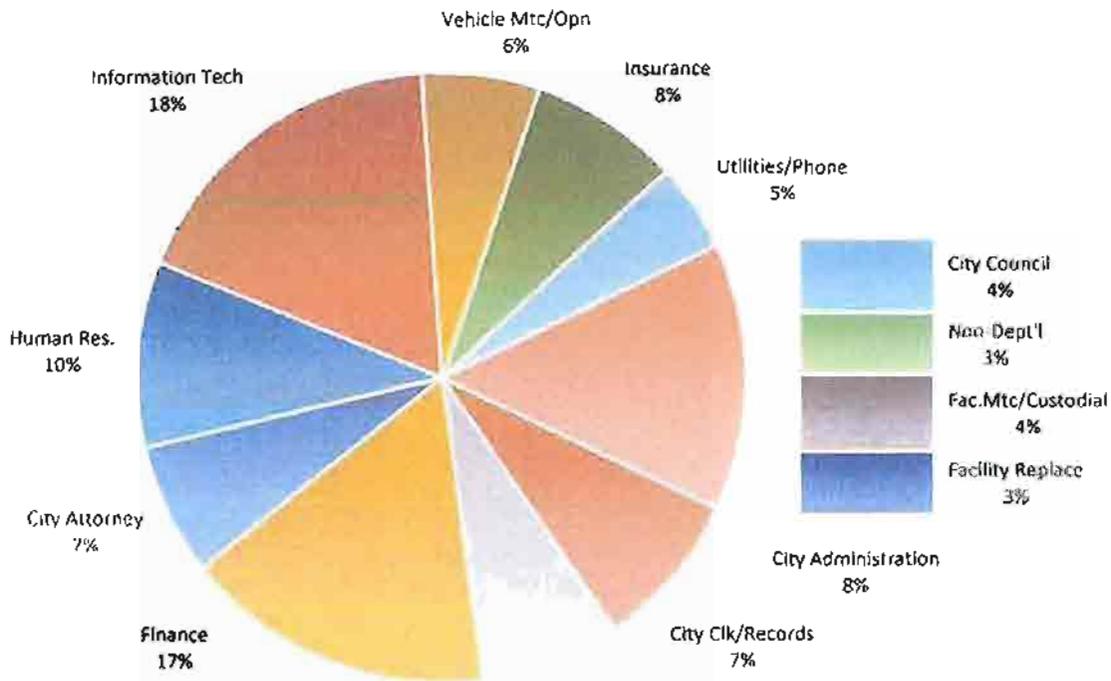
Information Services (data processing)
Liability Insurance
Facilities Maintenance & Replacement
Vehicle Maintenance & Operation
Insurance-Liability, Property & Surety
Phone & Utilities-Gas, Water & Electricity
Miscellaneous Unallocated Operating Costs

CAP Methodology. RCS took the following steps to allocate the above numerated overhead & indirect service costs to all other services through the Cost Allocation Plan:

1. Created cost “pools” called “subpools” for each of the above overhead & indirect services.
2. Calculated the Costs for each subpool
3. Identified departments receiving support from each overhead & indirect service subpool
4. Selected a method for allocating the costs (#2) to other departments (#3)
5. Reviewed the Allocations for Reasonableness with City staff

CAP Results. A visual summary of the CAP process is found on the following Pie Chart. The complete CAP has been provided to the City as a separate report.

OVERHEAD & INDIRECT SERVICES



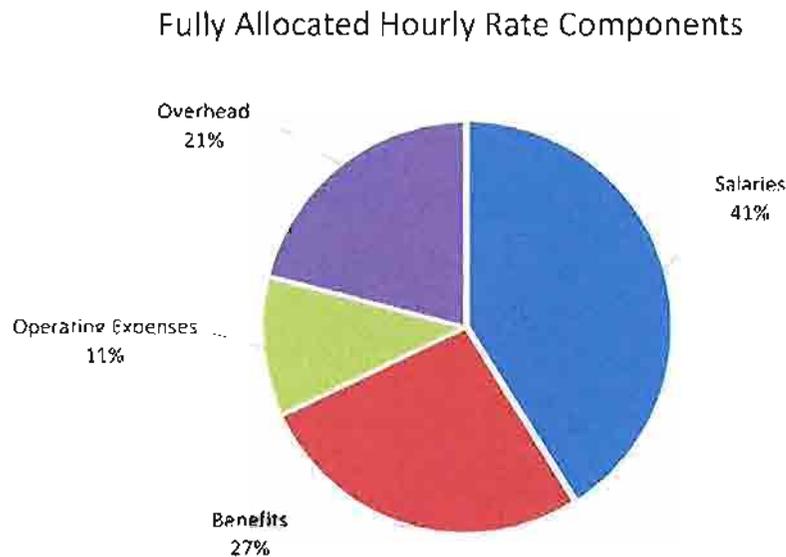
Available Work-Hours

After computing the individual elements of the cost for positions in a department/activity providing PUBLIC SERVICES, the total cost for each position is divided by the total number of available work-hours for that position. In order to compute the number of available work-hours, RCS started with the total possible work-hours in a year which is 2,080 hours. From this possible total, RCS subtracts hours for the following benefits:

- Holidays
- Vacations
- Sick Leave Usage (not accrual)
- Training
- Morning/Afternoon Breaks
- Start Up/Down Time

The hours that remain are referred to as the available work-hours. No consideration is given to the possibility of “slack” or “idle” time because those hours can be controlled by the department/activity manager. The average number of available work-hours used for general City employees was 1,488.²

All of the above items make up the fully allocated hourly rate which is calculated for each position in the City and itemized in Appendix B. The makeup of each component of the City-wide average fully allocated hourly rate for general employees is detailed in the chart below.



² The “available work-hours” are used in lieu of the private sector “billable hours” as a more conservative estimate of the fully-burdened hourly rate.

Results of Knowing the Fully-Burdened Hourly Rate (FBHR)

The following are possible benefits of knowing the FBHR of employees:

Knowing the hourly cost of an employee will cause a good manager to think of dollars when monitoring the activity (or inactivity) of an employee.

Trust deposits can be used which more accurately reflect the cost of staff services.

Knowing the cost of participants should make those who call meetings aware of their cost. How often do thousand dollar meetings resolve hundred dollar issues?

Those who routinely arrive late to meetings, keeping others from starting the meeting on time, can know the cost to the organization of their tardiness.

Those who talk to customers on the phone or at the counter can measure the cost of the conversation that went beyond the necessary communication of information.

These examples are only a small number of possible results and are general in nature, not specific to the City of Placentia.

Summary

In this Chapter, RCS presented an overview of the process for calculating the fully-burdened hourly rate (FBHR)..

In the next Chapter, RCS will more fully define the PUBLIC SERVICES and set the stage for calculating their cost by using the FBHRs developed here.

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CHAPTER III

PUBLIC SERVICES - OVERVIEW

For this Report the City's PUBLIC SERVICES are separated into two groups:

COMMUNITY-SUPPORTED PUBLIC SERVICES
PERSONAL CHOICE PUBLIC SERVICES

Public Services

What is a tax service? There is the simple definition – “A tax service is anything that the City does that I paid my taxes for.”

More complicated, academic definitions refer to the social contract and how these services cannot be measured and that we all use them, yada, yada.

The pragmatic definition of a tax service is: “Anything that the Council decides to support by taxes as long as tax revenues are available.” Once this fact is realized, there are no “true” tax services, only services that individual city councils have decided to support with taxes. In other words, what is a tax service is “backed into” once the amount of tax revenues are determined.

This makes more sense when we realize how easy it would be to charge for some of the traditional tax services:

Police Service. More dollars are spent on private security services than on all public police departments.³ If people are willing to spend their money on “private” police, how would they feel if we gave them some of their taxes back and asked the public to contract with us for a specific level of service? Cities that contract with the Sheriff do exactly that. They contract for specific staffing levels to address specific community concerns.

Park Services. Open space is usually considered to be “free” but once improvements are made it is only a matter of degree or time until the user is charged. The improvement could merely be providing a PAR course for the weekend athlete.

3

“Welcome to the New World of Private Security,” *Economist*, April 19, 1997.

RCS is **not** suggesting that the City charge for the above services but is merely trying to illustrate that it is a political decision (probably based on custom or habit) to support a service, or at least a certain service level, with taxes.

Given these problems with defining what is a “tax service”, it makes more sense to discuss these services in the context of being COMMUNITY-SUPPORTED PUBLIC SERVICES which are 100% supported by taxes. The reference to 100% is to exclude from COMMUNITY-SUPPORTED PUBLIC SERVICES any PERSONAL CHOICE PUBLIC SERVICES that are partially tax subsidized. This is because, as we will see below, the issues change when a service is only partially tax supported.

Personal Choice Public Services

PERSONAL CHOICE PUBLIC SERVICES are defined as services where the customer is identifiable and the service is measurable and can be withheld for non-payment. These services are not referred to as fee services because the Council may have made a decision to totally subsidize the service.

What distinguishes these services from COMMUNITY-SUPPORTED PUBLIC SERVICES is the implicit requirement that there be a rationale for subsidizing some of these services but not others. Or, for subsidizing some customer groups but not other customer groups. Typically the rationale is that there is a social, safety or welfare reason to subsidize.

Proposition 4 was the voter initiative that was most concerned about fee services. The initiative authors were not concerned what services were subsidized as long as the subsidy was an explicit decision of the City Council based on knowing the full cost of the service.

Distinguishing Between Community-Supported & Personal Choice Public Services

If one or more of these questions can be answered, “Yes”, for a service, then it has some of the characteristics of a PERSONAL CHOICE PUBLIC SERVICE:

1. If the service were discontinued, would less than half of the City’s population complain?
2. If the users of a particular service were told that they all had to consume the same amount of the service, would more than half of the City’s population complain?
3. If it was a choice between reducing the level of two services or charging for one of them, would more than half of the City’s population agree on which service to establish a charge?

Summary

In this chapter, we discussed how PUBLIC SERVICES can be separated into COMMUNITY-SUPPORTED and PERSONAL CHOICE PUBLIC SERVICES. In the next chapter, we discuss in detail the results of full-costing the PERSONAL CHOICE PUBLIC SERVICES.

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CHAPTER IV

PERSONAL CHOICE PUBLIC SERVICES

The purpose of this Chapter is to present the services which RCS has initially labeled as PERSONAL CHOICE PUBLIC SERVICES and to suggest the magnitude of tax revenues that could be diverted from these services to COMMUNITY-SUPPORTED PUBLIC SERVICES.

City Council has Final Judgment. It must be understood that considerable judgment--albeit experienced--was exercised by RCS in suggesting what services were PERSONAL CHOICE as opposed to COMMUNITY-SUPPORTED PUBLIC SERVICES and in suggesting that most PERSONAL CHOICE PUBLIC SERVICES should be paid for by the service requestor rather than subsidized by the entire community. However, the final decision on the nature of the service and whether it deserves to be subsidized will have to be made by the City Council.

Service Groups

RCS has organized PERSONAL CHOICE PUBLIC SERVICES into the following five service groups for purposes of discussion:

- Community Development Services
- Public Safety Services
- Utility & Assessment Services
- Recreation & Cultural Services
- Administrative Services

These groups, explained in turn, are program oriented. Each group includes a table summarizing the revenues and costs of each service. A Table summarizing the group tables (Table 6) is found at the end of this Chapter.

Service Center Detail Found in Appendix A

Appendix A, which is in sequence by the Reference Number (Column 1 on each of the following Tables), includes detail information for each service on two facing pages. The left page has textual and summary information including RCS's suggested service fee. The right page has the service cost detail.

General Commentary on Chapter Tables

Each table has eight columns, explained here:

Column 1 is the Report Reference Number.

Column 2 is the title of the service.

Columns 3, 4 & 5 are the same amounts for revenue, cost and profit (subsidy) found on the left page of the detail service sheets in Appendix A.

Column 6 is the current percentage of costs recovered from the user fees and charges with the difference being subsidized by taxes.

Column 7 is the percentage of user fee cost recovery which might be obtainable without tax subsidy. Of course, decisions regarding tax subsidies to a service are a City Council policy decision on how to allocate its tax and general revenues. RCS has used a Suggested Percent Recovery of 100% for all services to not preclude the City Council's determination.

Column 8 contains the estimated amount of revenues which RCS suggests could be raised or reduced.

Special Circumstances

When a service is marked with a pound sign (#), it occurs infrequently; and, therefore, RCS does not project any possible new revenue for the service.

Community Development Services

When basic City development services are supported by general taxes, there is little reason for taxes to also finance those Personal Choice services which mainly benefit a developer or specific property owner. Thus, the expenses distributed across these service centers are primarily the incremental additional expenses caused by community development. Were no development to take place, most of these costs could be eliminated, or at least significantly reduced.

**Table 1
Community Development Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
T-080	BUILDING PLAN CHECK & INSPECTION	\$523,300	\$525,989	(\$2,689)	99.5%	100.0%	\$0 *
T-087	BLDG.PLAN CHECK-COM'L & T.JMP.	\$0	\$0	\$0	NA	100.0%	\$0 1
T-088	BLDG.PLAN CHECK-RESIDENTIAL	\$0	\$0	\$0	NA	100.0%	\$0 1
T-089	BLDG.PLAN CHECK-RES'L ADDITION	\$0	\$0	\$0	NA	100.0%	\$0 1
T-090	COM'L/IND'L TENANT IMPVMT (<=250)	\$0	\$0	\$0	NA	100.0%	\$0 1
T-091	COM'L/IND'L TENANT IMPVMT (>250)	\$0	\$0	\$0	NA	100.0%	\$0 1
T-093	SOLAR INSTALLATION	\$0	\$0	\$0	NA	100.0%	\$0 1
T-101	ABANDONMENT OF PRIVATE PROPERTY	\$2,861	\$3,440	(\$579)	NA	100.0%	\$600 1
T-102	ADULT ORIENTED BUSINESS	\$1,208	\$7,675	(\$6,467)	15.7%	100.0%	\$0 #
T-103	APPEAL OF STAFF DECISION TO PLN.COM	\$0	\$4,519	(\$4,519)	0.0%	100.0%	\$4,500
T-104	APPEAL OF PLNG.COMM.TO C.COUNCIL	\$2,549	\$7,345	(\$4,796)	34.7%	100.0%	\$4,800
T-107	BLDG & ZONING COMPL.REVIEW	\$19,500	\$19,491	\$9	100.0%	100.0%	\$0
T-115	CC&R's REVIEW	\$1,697	\$1,682	\$15	100.9%	100.0%	\$0 #
T-117	CERTIFICATE OF COMPLIANCE	\$0	\$848	(\$848)	0.0%	100.0%	\$0 #
T-121	CONDOMINIUM CONVERSION	\$3,582	\$4,473	(\$891)	80.1%	100.0%	\$0 #
T-123	DEVELOPMENT AGREEMENT REVIEW	\$5,252	\$7,884	(\$2,632)	NA	100.0%	\$2,600
T-126	DEVELOPMENT PLAN REVIEW	\$30,006	\$66,605	(\$36,599)	45.1%	100.0%	\$36,600
T-129	ENV.IMPACT REPORT ADMIN./REV.	\$3,151	\$7,278	(\$4,127)	NA	100.0%	\$4,100
T-130	EXTENSION OF APPROVAL	\$707	\$2,734	(\$2,027)	25.9%	100.0%	\$2,000
T-131	FILM PERMIT - COMMERCIAL	\$1,837	\$2,881	(\$1,044)	63.8%	100.0%	\$1,000
T-132	FILM PERMIT - STUDENT	\$159	\$491	(\$332)	32.4%	100.0%	\$200 &
T-133	GENERAL PLAN AMENDMENT	\$11,184	\$19,426	(\$8,242)	57.6%	100.0%	\$8,200
T-134	GENERAL PLAN UPDATE FEE	\$75,000	\$340,978	(\$265,978)	22.0%	100.0%	\$40,000 *
T-135	HOME OCCUPATION PERMIT	\$7,336	\$5,846	\$1,490	125.5%	100.0%	(\$1,500)
T-136	HOUSE MOVE PERMIT	\$5,252	\$2,080	\$3,172	NA	100.0%	(\$3,200)
T-137	INITIAL STUDY CHECKLIST	\$2,919	\$6,717	(\$3,798)	43.5%	100.0%	\$3,800
T-138	INITIAL STUDY-LARGE PROJECT	\$0	\$0	\$0	NA	100.0%	\$0 *
T-139	LANDSCAPE PLAN REVIEW	\$1,219	\$828	\$391	NA	100.0%	(\$400)
T-141	LTR OF PUB. CONVENIENCE/NECESSITY	\$0	\$781	(\$781)	0.0%	100.0%	\$0 #

**Table 1
Community Development Services
(Continued)**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW
					CURRENT	SUGGEST	REVENUE
T-142	LOT LINE ADJUSTMT/MERGER	\$1,505	\$10,980	(\$9,475)	13.7%	100.0%	\$9,500
T-145	NEGATIVE DECLARATION	\$3,151	\$3,090	\$61	NA	100.0%	\$0 #
T-151	PLANNING REVIEW/RESEARCH	\$961	\$702	\$259	136.9%	100.0%	(\$300)
T-152	PRELIMINARY PLAN REVIEW	\$2,101	\$2,341	(\$240)	NA	100.0%	\$0 #
T-153	SIGN PLAN REVIEW	\$25,896	\$18,594	\$7,302	139.3%	100.0%	(\$7,300)
T-154	SIGN PLAN REV-MASTER SIGN PROGRAM	\$472	\$711	(\$239)	66.4%	100.0%	\$0 #
T-156	SITE PLAN REVIEW	\$4,664	\$9,277	(\$4,613)	50.3%	100.0%	\$4,600
T-163	SPECIAL EVENT PERMIT-MINOR	\$1,073	\$1,462	(\$389)	73.4%	100.0%	\$400
T-164	SPECIAL EVENT PERMIT-MAJOR	\$219	\$475	(\$256)	46.1%	100.0%	\$0 #
T-166	SPECIFIC PLAN REVIEW/AMENDMENT	\$10,504	\$8,921	\$1,583	NA	100.0%	\$0 #
T-167	STUDY SESSION - APPLICANT REQUESTED	\$945	\$2,307	(\$1,362)	41.0%	100.0%	\$1,400
T-168	TEMPORARY ADVERTISING PERMIT	\$367	\$443	(\$76)	82.8%	100.0%	\$100
T-169	TENTATIVE PARCEL MAP	\$17,906	\$20,379	(\$2,473)	87.9%	100.0%	\$2,500
T-170	TENTATIVE TRACT MAP	\$13,430	\$29,680	(\$16,250)	45.2%	100.0%	\$16,300
T-171	THIRD PARTY REVIEW/PREP. OF PLANS	\$2,101	\$1,158	\$943	NA	100.0%	\$0 #
T-172	UNDERGROUND UTILITY WAIVER	\$1,279	\$1,974	(\$695)	NA	100.0%	\$0 #
T-174	USE CONFORMITY DETERMINATION	\$408	\$556	(\$148)	73.4%	100.0%	\$0 #
T-175	USE PERMIT	\$25,581	\$53,345	(\$27,764)	48.0%	100.0%	\$15,900 &
T-176	USE PERMIT - ALCOHOL	\$0	\$0	\$0	NA	100.0%	\$0 *
T-177	USE PERMIT MODIFICATION-PLNG.COMM	\$4,777	\$14,180	(\$9,403)	33.7%	100.0%	\$9,400
T-178	USE PERMIT MODIFICATION-STAFF	\$1,359	\$2,776	(\$1,417)	49.0%	100.0%	\$1,400
T-179	USE PERMIT-SPECIAL	\$917	\$950	(\$33)	96.5%	100.0%	\$0 #
T-180	USE PERMIT-TEMPORARY	\$505	\$674	(\$169)	74.9%	100.0%	\$100
T-188	VARIANCE	\$19,251	\$18,687	\$564	103.0%	100.0%	(\$500)
T-189	WIRELESS FAC-PRELIM.PLAN REV.	\$2,626	\$1,148	\$1,478	NA	100.0%	(\$1,500)
T-193	ZONE CHANGE	\$4,202	\$9,713	(\$5,511)	43.3%	100.0%	\$0 #
T-194	ZONE CHANGE - TEXT ONLY	\$4,010	\$2,738	\$1,272	146.5%	100.0%	\$0 #
T-197	ZONING VERIFICATION LETTER	\$4,089	\$4,245	(\$156)	96.3%	100.0%	\$200
T-241	PUBLIC HEARING PUBLICATION	\$0	\$0	\$0	NA	100.0%	\$0 2
T-243	PUBLIC HEARING NOTICE MAILING	\$0	\$0	\$0	NA	100.0%	\$0 2
T-301	GRADING & PUBLIC IMPROVEMENT SVCS	\$38,005	\$44,626	(\$6,621)	85.2%	100.0%	\$6,600
T-306	FINAL PARCEL/TRACT MAP CHECK	\$14,630	\$16,645	(\$2,015)	87.9%	100.0%	\$2,000
T-308	ENGINEERING STUDY/REPORT REVIEW	\$0	\$0	\$0	NA	100.0%	\$0 *
T-309	TRAFFIC CONTROL PLAN CHECK	\$0	\$4,962	(\$4,962)	0.0%	100.0%	\$5,000

Table 1
Community Development Services
(Continued)

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT [SUBSIDY]	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
T-310	WATER QUAL.MGMT.PLAN REVIEW	\$10,000	\$11,777	(\$1,777)	84.9%	100.0%	\$1,800
T-312	SEDIMENT & EROSION PLAN CHECK	\$6,852	\$9,718	(\$2,866)	70.5%	100.0%	\$2,800
T-314	TRANSPORTATION PERMIT	\$6,400	\$12,992	(\$6,592)	49.3%	100.0%	(\$500) *
T-320	ENCROACHMENT PERMIT	\$73,645	\$175,254	(\$101,609)	42.0%	100.0%	\$101,600
T-321	PUBLIC WORKS SPECIAL INSPECTION	\$1,859	\$2,089	(\$230)	89.0%	100.0%	\$200
T-322	TRAFFIC ENG.DEV PLAN CHECK.REVIEW	\$0	\$10,241	(\$10,241)	0.0%	100.0%	\$10,200
T-323	TRAFFIC IMPACT ANALYSIS REVIEW	\$0	\$8,555	(\$8,555)	0.0%	100.0%	\$8,600
T-325	SEWER CAPACITY STUDY	\$0	\$1,944	(\$1,944)	0.0%	100.0%	\$1,900
T-328	SELF HAUL PERMIT	\$0	\$0	\$0	NA	100.0%	\$0 *
TOTALS		\$1,004,409	\$1,560,300	(\$555,891)	64.4%	100.0%	\$295,700

KEY TO SYMBOLS:

- * - See Comments in Report
- # - Infrequent Service
- & - As price increases, fewer customers will use this service.
- 1 - Staff is recommending that this service be combined with T-080.
- 2 - RCS has included these services where the application requires them.

City as Impartial Arbitrator of Land Use. The City staff, Planning Commission, and the City Council require the processes enumerated in the above list as the price of community review, input and ultimate acceptance by neighboring properties of land development. Such municipal review is required by State law, assigning the role of impartial arbitrator of land use decisions to local government.

While it would be grossly unfair, and probably foolhardy and expensive as well, to totally deny all development, some cities have chosen this course. The City is by law put into the unenviable position of being the impartial arbitrator; a referee over development. Therefore, it seems logical that the development industry bears the full cost of the services to regulate its development; not more than cost, nor less than cost, but only full cost recovery through fees charged.

Comments follow for specific services that RCS wants to draw the readers' attention to.

T-080 to T-093: Building Plan Check & Inspection Service and associated services. These services cover the building, electrical, mechanical and plumbing plan check and inspection services plus the planning department review of zoning issues related to new construction and remodeling. Since the building fees were sufficient to cover all costs, there was no reason to separate out the planning services performed in T-087 through T-093. RCS and staff recommend deleting T-087 to T-093 as the cost is recovered in T-080. Since the difference between the revenue and cost for T-080 is negligible, no increase or decrease is recommended for the Building Fees.

T-101: Abandonment of Private Property. This service is mentioned because it is the first example in the Table of a service that is infrequent and where a deposit is suggested. With infrequent services, staff confidence in their estimated time to perform the service is low. The hourly rates, for performing this and other deposit services, are found in Appendix B.

T-107: Building & Zoning Compliance Review. A fee for a minor review is suggested as the work is much less and the new fee lowers the cost for some applicants. This practice has been followed in other services such as T-188 (added minor variance)

T-134: General Plan Update Fee. This service is to pay the current cost (e.g. planning positions) and the future cost (\$1,000,000 consultant cost amortized over 15 years) to keep the City's General Plan and associated elements current. California Law requires that cities periodically update their General Plan. Development can be challenged in a city where the General Plan is out of date. For this reason, RCS suggests that development services cover 50% of the cost. Residents also benefit from an updated General Plan, so there is logic in the balance of the cost being borne by the local taxpayers. The suggested changes will increase the contribution from development but additional increases may be required to achieve the 50%-50% split.

T-180: Use Permit-Temporary. This service is mentioned as it encourages staff to distinguish between the cost of an initial permit application and the renewal of a permit. Typically, unless there are major changes which would trigger an initial permit, the renewal deals with known applicants and issues.

T-241 & T-243: Publishing and Noticing for Public Hearings. These two costs are now included in the applications that have a public hearing before the Planning Commission and City Council. For example: refer to T-133 (General Plan Amendment). On the cost page (right side), the reader can see two entries labeled "Printing/Mailing-2x." The costs cover staff time as well. The "2x" indicates that there are two Hearings, one before the Planning Commission and one before the City Council.

T-314: Transportation Permit. This service is included in the comments as it is an example of where the City adopted fee increases on a State-Mandated fee. Unfortunately, the State-Mandated fee supercedes the City fee increase.

Conclusion of Development Services

If the suggestions made in Appendix A are approved, approximately \$295,700 in current tax subsidies could be available for services that benefit the entire community.

Public Safety Services

These service centers are identified for those who use specific City public safety services.

**Table 2
Public Safety Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW	
					CURRENT	SUGGEST	REVENUE	
T-350	ALARM SYSTEM SERVICES	\$61,327	\$184,425	(\$123,098)	33.3%	100.0%	\$100,000	*
T-352	ABC PERMIT OR TRANSFER	\$108	\$487	(\$379)	22.2%	100.0%	\$400	
T-356	REGULATORY PERMIT	\$110	\$585	(\$475)	18.8%	100.0%	\$0	#
T-358	CARNIVAL PERMIT INVESTIGATION	\$828	\$567	\$261	146.0%	100.0%	\$0	#
T-368	PRIVATE PATROL OPERATOR PERMIT	\$0	\$0	\$0	NA	100.0%	\$0	*
T-372	290PC & 11590H&S CODE REGISTRATION	\$0	\$13	(\$13)	0.0%	100.0%	\$130	
T-374	BIKE LICENSE	\$50	\$110	(\$60)	45.5%	100.0%	\$25	
T-376	CIVIL SUBPOENA	\$295	\$541	(\$246)	54.5%	100.0%	\$200	
T-377	FIREARMS STORAGE	\$0	\$0	\$0	NA	100.0%	\$0	*
T-378	(LOUD) PARTY DISTURBANCE	\$0	\$310	(\$310)	0.0%	100.0%	\$0	#
T-379	PRIVATE PARTY IMPOUND	\$0	\$0	\$0	NA	100.0%	\$0	*
T-380	PROPERTY RELEASE FEE	\$22	\$30	(\$8)	73.3%	100.0%	\$0	
T-382	PUBLIC FINGERPRINTING FEE	\$20	\$19	\$1	105.3%	100.0%	\$0	
T-384	PERMIT PARKING CHARGES	\$0	\$0	\$0	NA	100.0%	\$0	*
T-386	CITATION SIGN-OFF	\$25	\$689	(\$664)	3.6%	100.0%	\$200	&
T-392	VISA/PASSPORT CLEARANCE LETTER	\$1,400	\$1,517	(\$117)	92.3%	100.0%	\$100	
T-394	ACTIVITY PERMIT	\$0	\$0	\$0	NA	100.0%	\$0	*
T-395	VEHICLE REPOSSESSION ENTRY	\$9,000	\$10,026	(\$1,026)	89.8%	100.0%	\$1,000	
T-396	VEHICLE RELEASE	\$81,790	\$107,539	(\$25,749)	76.1%	100.0%	\$25,700	
T-397	VEHICLE 30-DAY IMPOUND RELEASE	\$22,036	\$18,079	\$3,957	121.9%	100.0%	(\$4,000)	
T-398	ANIMAL CONTROL SERVICES	\$215,909	\$587,787	(\$371,878)	NA	50.0%	\$0	3
T-411	REAL ESTATE SIGN RETRIEVAL	\$0	\$0	\$0	NA	100.0%	\$0	*
T-416	GROCERY CART RETRIEVAL	\$0	\$0	\$0	NA	100.0%	\$0	*
T-419	MASSAGE ESTABLISHMENT PERMIT	\$8,783	\$14,802	(\$6,019)	59.3%	100.0%	\$6,760	&
T-422	MASSAGE TECHNICIAN PERMIT	\$5,438	\$19,326	(\$13,888)	28.1%	100.0%	\$10,050	&
T-426	CODE ENFORCEMENT REINSPECTION	\$0	\$0	\$0	NA	100.0%	\$0	*
T-429	GARAGE SALE PERMIT	\$0	\$0	\$0	NA	100.0%	\$0	*
TOTALS		\$407,141	\$946,852	(\$539,711)	43.0%	100.0%	\$140,565	

KEY TO SYMBOLS:

- * - See Comments in Report
- # - Infrequent Service
- & - As price increases, fewer customers will use this service.
- 3 - Additional revenue will take time to realize.

This group of services are performed by the Police Department and the Code Enforcement Section of the Community Development Department. See comments on specific services below.

T-350: Alarm System Services. Our company was the first to recognize the issue of Police responding over and over again to faulty alarms. Our concern, then and now, is more for the Officer who is lulled into believing that it's just another false alarm and is surprised by an armed intruder. For that reason, we came down hard on the individuals and businesses with false alarms. Fast forward to today: cities now charge for alarm permits so they know who has the false alarm and some cities such as Placentia now out-source the billing for the permits and false alarms due to limited staff. The result for Placentia was some businesses taking advantage of the lack of City oversight:

NUMBER OF CALLS IN TWELVE MONTHS	NUMBER OF BUSINESSES
23	1
15	1
14	1
11	2
8	4
7	4
6	6
5	11

Staff has addressed this issue since RCS reported it. However, there is still the issue of how to recover full cost of the system. RCS proposes that the alarm permit be made annual and that it be considered insurance to cover the first two false alarms in a calendar year. After that, the alarm owner pays the full cost of the false alarm. Those who have unpermitted alarms pay for the first false alarm. As the reader can see from the cost sheet for this service, each false alarm costs the City \$190. Since the contract administrator gets 18% of all revenue, the false alarm charge to recover the City's \$190 becomes \$230 ($\$190 / .82$). If these changes are adopted, over \$100,000 in tax subsidies to defective alarm owners could be recovered to pay for tax services enjoyed by all businesses and residents.

T-356: Regulatory Permits; T-358: Carnival Permit Investigation; T-419: Massage Establishment Permit; and, T-422 Massage Technician Permit. All of these services share the common characteristics of businesses being regulated for public safety. All are partially processed through the business license system. Nevertheless, it is very important that the City maintain the regulatory purpose of these services. Business Licenses are not fees and, as taxes, must be adopted by the voters. No matter how undesirable some of these businesses may be to the general public, the purpose of the permit is regulation and the amount of the permit cannot be more the cost to regulate the business even if some would desire a high permit fee to punish the business or discourage it from locating in Placentia. Given that, it would be a good idea to establish some standard SOPs (Standard

Operating Procedures) for these permits so that the regulatory duties of all departments are understood. Notice that the two massage business permits are referred to as “Licenses” in Appendix A. RCS recommends that they be called “Permits” to include them in the regulatory permit grouping.

T-382: Public Fingerprint Fee. This fee is mentioned because it is an example of charging a fee (\$20) that doesn’t agree with the \$4.29 on the department’s fee schedule. If a fee is adopted by the City Council, it must be amended by the City Council. The \$20 fee was actually an accurate call on the cost, it just should have been blessed by the Council.

T-426: Code Enforcement Reinspection. This fee was established in the past before the Officers were given the Administrative Citation authority. The staff has asked that the fee be kept as a possible option for the future, even though it is not currently used.

Conclusion of Public Safety. Consideration of the above suggestions could generate about \$140,500 of which \$100,000 would be from revising the Alarm System fees.

Utility & Assessment Service

These service centers are identified for those who use the sewer and refuse services and who live in the City assessment districts.

**Table 3
Utility & Assessment Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT [SUBSIDY]	PERCENT RECOVERY		POSSIBLE NEW
					CURRENT	SUGGEST	REVENUE
T-441	SEWER SERVICE	\$702,000	\$795,331	(\$93,331)	88.3%	100.0%	\$0 ³
T-443	FATS, OILS & GREASE INITIAL PLAN CK	\$1,807	\$2,764	(\$957)	65.4%	100.0%	\$1,000
T-444	FATS, OILS & GREASE ANN. SERVICE	\$8,258	\$69,791	(\$61,533)	11.8%	100.0%	\$61,500
T-446	REFUSE SERVICE	\$2,984,438	\$3,038,240	(\$53,802)	98.2%	100.0%	\$0 ³
T-452	STREET LIGHTING ASSESSMENT	\$154,000	\$407,529	(\$253,529)	37.8%	100.0%	\$0 ³
T-454	LANDSCAPE MAINTENANCE ASSESSMENT	\$428,000	\$494,594	(\$66,594)	86.5%	100.0%	\$0 ³
TOTALS		\$4,278,503	\$4,808,249	(\$529,746)	89.0%	100.0%	\$62,500

KEY TO SYMBOLS:

3 - Additional revenue will take time to realize.

T-443 & T-444: the two services for the Fats, Oils & Grease (FOG) Program. These two services had two homes: the General Fund (revenue & staff) and the Sewer Fund (contract services). Since this should be a self-supporting program, the simplest solution would be to run it out of the General Fund. This program is an upgrade of the old grease trap system required of all cooking establishments. A review of the program indicated that only about half of the businesses required to pay were actually paying. Staff has since corrected this issue.

T-446: Refuse Service. It is suggested that the full cost of the street sweeping service be paid out of the Refuse Fund. Street sweeping is picking up the trash that didn't make it into the can or blew away when the can was being emptied. If this suggestion is adopted, an additional \$60,000 would be available for street repairs and maintenance.

T-452: Street Lighting Assessment & T-454: Landscape Maintenance Assessment. The reader is referred to the comments on the Revenue Worksheet (left page) for each service. If these two assessments are really for the benefit of the property owners in each District, then there are other property owners in the City who are, or will be, subsidizing these owners with tax dollars that could go to tax services benefitting them. If the assessments are getting too high, then modify the service cost to bring it into line with the revenue. If the City goes to a vote to increase the assessments, it is imperative that the voter be aware of the consequences of voting against an increase and that the City follow through on the consequences. Otherwise, voters will assume that the City is "crying wolf" and no consequence will ever be believed.

Conclusion of Utility & Assessment. Consideration of the above suggestions could generate about \$62,000 all of which would be from tightening up the FOG program.

Recreation & Cultural Services

Table 4 lists the services reviewed under the heading of Recreation & Cultural Services.

**Table 4
Recreation & Cultural Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW
					CURRENT	SUGGEST	REVENUE
T-505	AQUATICS PROGRAMS	\$33,911	\$260,084	(\$226,173)	13.0%	100.0%	\$1,700 *
T-508	SUMMER & AFTER SCHOOL PROGRAMS	\$50,060	\$393,924	(\$343,864)	12.7%	100.0%	\$2,500 *
T-511	TEEN PROGRAMS	\$0	\$39,482	(\$39,482)	0.0%	100.0%	\$0 *
T-514	CONTRACT RECREATION CLASSES	\$89,435	\$113,540	(\$24,105)	78.8%	100.0%	\$4,500 *
T-517	YOUTH SPORTS PROGRAMS	\$11,970	\$51,350	(\$39,380)	23.3%	100.0%	\$600 *
T-519	ADULT SPORTS PROGRAMS	\$10,500	\$66,142	(\$55,642)	15.9%	100.0%	\$500 *
T-523	SENIOR CITIZEN PROGRAMS	\$75,000	\$231,380	(\$156,380)	32.4%	100.0%	\$3,800 *
T-525	NEIGHBORHOOD SERVICES	\$44,000	\$348,000	(\$304,000)	12.6%	100.0%	\$2,200 *
T-527	EXCURSIONS	\$4,600	\$29,040	(\$24,440)	15.8%	100.0%	\$200 *
T-530	SPECIAL EVENT-HERITAGE FESTIVAL	\$45,835	\$202,750	(\$156,915)	22.6%	100.0%	\$2,300 *
T-533	SPECIAL EVENTS-OTHER	\$13,000	\$150,480	(\$137,480)	8.6%	100.0%	\$700 *
T-542	CULTURAL ARTS COMMISSION PROGRAM	\$0	\$37,170	(\$37,170)	0.0%	100.0%	\$0 *
T-551	FACILITY RENTALS	\$56,912	\$87,720	(\$30,808)	64.9%	100.0%	\$2,800 *
T-552	PARK SHELTER RENTALS	\$8,534	\$26,145	(\$17,611)	32.6%	100.0%	\$400 *
T-554	SPORTS FIELD RENTALS	\$80,000	\$99,279	(\$19,279)	80.6%	100.0%	\$4,000 *
T-558	FIELD LIGHTING	\$69,498	\$86,819	(\$17,321)	80.0%	100.0%	\$3,500 *
TOTALS		\$593,255	\$2,223,305	(\$1,630,050)	26.7%	100.0%	\$29,700

KEY TO SYMBOLS:

* - See Comments in Report

Up to this point, we have been discussing services that are “used” in order for some personal benefit. We’re now in the area of services that improve the quality of life in the community. RCS doesn’t mean some issues should be ignored but the placentia (Latin) of the City of Placentia is largely due to this department. If that yoke isn’t heavy enough, this is the only department that is significantly impacted by the marketplace when it tries to recover its costs.

RCS strongly recommends that the department be responsible for setting its program fees based on what the market will bear. The limiting factor for that policy should be the amount of tax monies that the City can afford for quality of life issues and the effectiveness of the department head getting the best program for those monies.

Now for some issues. Readers often comment that it’s the general overhead that makes this department operations look “bad.” To dispel that notion, the following Revised Table 4 shows the costs with zero charges to the services from general overhead and indirect costs. In other words, the costs are just the department’s budget.

**Revised Table 4 (no overheads)
Recreation & Cultural Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW
					CURRENT	SUGGEST	REVENUE
T-505	AQUATICS PROGRAMS	\$33,911	\$190,131	(\$156,220)	17.8%	100.0%	\$1,700
T-508	SUMMER & AFTER SCHOOL PROGRAMS	\$50,060	\$297,273	(\$247,213)	16.8%	100.0%	\$2,500
T-511	TEEN PROGRAMS	\$0	\$29,754	(\$29,754)	0.0%	100.0%	\$0
T-514	CONTRACT RECREATION CLASSES	\$89,435	\$98,466	(\$9,031)	90.8%	100.0%	\$4,500
T-517	YOUTH SPORTS PROGRAMS	\$11,970	\$38,652	(\$26,682)	31.0%	100.0%	\$600
T-519	ADULT SPORTS PROGRAMS	\$10,500	\$48,758	(\$38,258)	21.5%	100.0%	\$500
T-523	SENIOR CITIZEN PROGRAMS	\$75,000	\$184,417	(\$109,417)	40.7%	100.0%	\$3,800
T-525	NEIGHBORHOOD SERVICES	\$44,000	\$269,000	(\$225,000)	16.4%	100.0%	\$2,200
T-527	EXCURSIONS	\$4,600	\$22,893	(\$18,293)	20.1%	100.0%	\$200
T-530	SPECIAL EVENT-HERITAGE FESTIVAL	\$45,835	\$175,500	(\$129,665)	26.1%	100.0%	\$2,300
T-533	SPECIAL EVENTS-OTHER	\$13,000	\$114,120	(\$101,120)	11.4%	100.0%	\$700
T-542	CULTURAL ARTS COMMISSION PROGRAM	\$0	\$29,820	(\$29,820)	0.0%	100.0%	\$0
T-551	FACILITY RENTALS	\$56,912	\$62,574	(\$5,662)	91.0%	100.0%	\$2,800
T-552	PARK SHELTER RENTALS	\$8,534	\$19,223	(\$10,689)	44.4%	100.0%	\$400
T-554	SPORTS FIELD RENTALS	\$80,000	\$70,773	\$9,227	113.0%	100.0%	\$4,000
T-558	FIELD LIGHTING	\$69,498	\$86,819	(\$17,321)	80.0%	100.0%	\$3,500
TOTALS		\$593,255	\$1,738,173	(\$1,144,918)	34.1%	100.0%	\$29,700

You can see from this that the subsidy to recreation & cultural services went down by about a half Million. Certainly not peanuts but there is still over a \$1 Million subsidy.

The next issue that is often heard is “Who’s benefitting?” The answer to that question is found in the table on the next page. These numbers also exclude City overhead and support costs.

City of Placentia Cost of Services Study

		PARTICIPANTS	SUBSIDY PER PARTICIPANT	PERCENT SUBSIDY
T-523	SENIOR CITIZEN PROGRAMS	50	\$2,190	59% **
T-511	TEEN PROGRAMS	20	\$1,490	100%
T-505	AQUATICS PROGRAMS	699	\$220	82%
T-517	YOUTH SPORTS PROGRAMS	133	\$200	69%
T-527	EXCURSIONS	126	\$150	80%
T-519	ADULT SPORTS PROGRAMS	420	\$90	78% *
T-508	SUMMER & AFTER SCHOOL PROGRAMS	10,460	\$20	83%
T-514	CONTRACT RECREATION CLASSES	1,115	\$10	9%
T-525	NEIGHBORHOOD SERVICES	25,000	\$10	84% **
T-530	SPECIAL EVENT-HERITAGE FESTIVAL	25,000	\$10	74%
T-533	SPECIAL EVENTS-OTHER	18,000	\$10	89%

Notes:

* - There were 42 teams with an average of 10 adults each.

** - All revenue was from grants.

Historically, RCS would recommend a 75% subsidy for tiny tots and seniors, a 50% subsidy for other youth programs and a 25% subsidy for adults. Since we first used that simple percentage approach, we have all become more aware that you either spend money on kids today or on police tomorrow. RCS will leave it to the City Council to establish a policy given this information.

RCS has made some minor fee suggestions for these services related to processing and rental fees. The additional revenue for this group would mainly come from the department aggressively pushing the fee envelope and seeking revenues "outside the circle."

Administrative Services

Miscellaneous and administrative service centers fall into this group.

**Table 5
Administrative Services**

REF#	SERVICE	TOTAL REVENUE	TOTAL COST	PROFIT (SUBSIDY)	PERCENT RECOVERY		POSSIBLE NEW REVENUE
					CURRENT	SUGGEST	
T-612	SERVICES TO CBDG FUND	\$42,000	\$31,604	\$10,396	132.9%	100.0%	(\$10,400)
T-640	NEW BUSINESS LICENSE PROCESSING	\$3,150	\$5,495	(\$2,345)	57.3%	100.0%	\$2,300
T-645	NSF CHECK PROCESSING	\$300	\$948	(\$648)	31.6%	100.0%	\$600
T-648	CITY-WIDE COPY CHARGE	\$0	\$0	\$0	NA	100.0%	\$0
TOTALS		\$45,450	\$38,047	\$7,403	119.5%	100.0%	(\$7,500)

Comments on specific services follow:

T-612: Services to the Community Development Block Grant (CDBG) Fund. Applying the CAP process to the City’s administrative charge showed that the City was overcharging this fund. The good news is that the City can now use that money for other Block Grant purposes.

T-648: City-Wide Copy Charge. The Public Records Act limits the charges for copies to direct costs. RCS is comfortable with a 25¢ charge and suggests the City establish a City-wide fee policy for copies. Unusual types of copies can be charged more but there should be some consistency on the basic fee.

Summary of Personal Choice Services

The following Table 6 summarizes the recommendations and suggestions made in this Chapter.

**Table 6
Summary**

SERVICE GROUP	TOTAL	TOTAL	PROFIT	PERCENT RECOVERY		POSSIBLE
	REVENUE	COST	(SUBSIDY)	CURRENT	SUGGEST	NEW REVENUE
COMMUNITY DEVELOPMENT	\$1,004,409	\$1,560,300	(\$555,891)	64.4%	100.0%	\$295,700
PUBLIC SAFETY	\$407,141	\$946,852	(\$539,711)	43.0%	100.0%	\$140,565
UTILITY & ASSESSMENT	\$4,278,503	\$4,808,249	(\$529,746)	89.0%	100.0%	\$62,500
RECREATION & CULTURAL	\$593,255	\$2,223,305	(\$1,630,050)	26.7%	100.0%	\$29,700
ADMINISTRATIVE	\$45,450	\$38,047	\$7,403	119.5%	100.0%	(\$7,500)
TOTALS	\$6,328,758	\$9,576,753	(\$3,247,995)	66.1%	100.0%	\$520,965

If all the recommendations and suggestions made in this Chapter and in Appendix A are adopted, the City could raise about \$521,000 on an annual basis.

When calculating the possible new revenue we want this number to be as realistic as possible. Therefore, the Possible New Revenue is less than the Total Subsidies in the above schedule. This occurs for the following reasons:

- Some services occur infrequently and so no revenue is projected.
- Some services will require policy decisions by the Council before any costs are recovered.
- Some services are affected by the marketplace and their cost cannot be fully recovered.

The above table shows that the City is subsidizing Personal Choice Services with \$3,247,995 in tax dollars. Should the City Council feel that tax dollars are insufficient this chapter has shown that there are many opportunities to either increase the fee or lower the cost of Personal Choice Services.

A Master Fee Resolution

Staff will be presenting a Master Fee Resolution which will incorporate many of the above suggestions. The Finance Department should annually update this Master Fee Resolution with recommended fees rounded to the nearest \$5. The current fees were increased by a CPI factor and resulted in fee amounts in the pennies. Rounded fees will be easier for customers and staff.

Policy Regarding “New” Services

RCS also recommends that the City Council adopt a policy of not starting any new service without a cost analysis, using the costing approach utilized in this Report, so as to determine ways in which the service could be fee-financed, if at all possible.

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CHAPTER V

CONCLUSION

Issues Involved

The basic issue involved in viewing the results of the analysis presented by this text is to what degree fees should be expected to support the costs of the services.

Or viewed another way, to what extent should general taxes be utilized to subsidize the difference between the costs of each service center and the revenue produced from fees paid by the user of that service'?

Pressure on Tax Money Use. The opposite side of this issue is the increasing pressure on the use of public tax monies. Tax monies have severely decreased for local government in California. If fees do not pay all costs, then taxes must make up the differences not paid for by fees generated by users of specific services, or those services are threatened with extinction.

Addressing of Issues by City Council

The City Council should address the principles and issues enumerated herein to determine where, and to what extent, taxes will be utilized to cover costs incurred in the provision of special services. This is the current nature of competition between deserving public services for the scarce tax dollar. Who gets the dollars -- Police or Public Works? City streets or persons wanting zone changes? Code Enforcement or Animal Control? This is the nature of the tough policy questions involved in being an elected official in local government today.

Specific Policy Alternatives to Be Answered. Once the above cost issues are determined then the City Council has four clear policy alternatives available as to the revenue/cost mix of each service center:

- Continue any tax subsidy which might be found.
- Eliminate the tax subsidy by increasing fees to cover all "costs reasonably borne".
- Reduce costs by reducing the level of service.
- Decide on an appropriate level of tax subsidy, being aware that taxes are now limited in rate, base and, consequently, in amounts yielded and available.

Conclusion

The City has appropriately responded to the mandate and spirit of Proposition 4. It is utilizing the passage of Propositions 4, 13 and 218 and the attention given to them as an opportunity to review its financial structure and philosophy, and to institute a businesslike cost control system, tailored to the City's needs, to supplement its governmental accounting and budgeting systems.

The cooperation, excellent support and data provided in accomplishment of the work reported herein speaks well of the way in which a City organization can adapt to the so-called "new realities" of California governmental finance.

END

APPENDIX A
DETAIL REVENUE & COST SHEETS

CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BUILDING PLAN CHECK & INSPECTION		REFERENCE NO. T-080	
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE VARIOUS	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To perform a plan check for new construction and follow-up with inspections to insure that construction is according to approved plans.			
CURRENT FEE STRUCTURE Various - see fee schedule			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$523,300.00	TOTAL REVENUE:	\$523,300
UNIT COST:	\$525,989.00	TOTAL COST:	\$525,989
UNIT PROFIT (SUBSIDY):	\$(2,689.00)	TOTAL PROFIT (SUBSIDY):	\$(2,689)
TOTAL UNITS:	1	PCT. COST RECOVERY:	99.49%
SUGGESTED FEE FOR COST RECOVERY OF: 100% No Change			

**CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018**

SERVICE BUILDING PLAN CHECK & INSPECTION	REFERENCE NO. T-080
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	OFFICE ASSISTANT	15%	218.51	\$13,674.36	1	\$13,674
DEV.SVCS-PLANNING	PLANNING TECH.	25%	214.27	\$18,982.18	1	\$18,982
DEV.SVCS-PLANNING	SENIOR PLANNER	10%	139.13	\$19,795.42	1	\$19,795
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT	25% Of .5 FTE	223.60	\$16,814.72	1	\$16,815
DEV.SVCS-BUILDING	BUILDING INSPECTOR		1,488.00	\$161,924.16	1	\$161,924
DEV.SVCS-BUILDING	BUILDING TECHNICIAN		1,488.00	\$134,797.92	1	\$134,798
DEV.SVCS-BUILDING		Contract CBO	0.00	\$160,000.00	1	\$160,000
		TYPE SUBTOTAL	3,771.51	\$525,988.76		\$525,989

	TOTALS	3,771.51	\$525,989.00	\$525,989
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BLDG.PLAN CHECK-COM'L & T.IMP.		REFERENCE NO. T-087
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.		
CURRENT FEE STRUCTURE \$138.05 - <=250 \$373.84 - >250		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	0	PCT. COST RECOVERY:
		\$0
		\$0
		\$0
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
Staff recommends deleting this service as the cost is included in T-080		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BLDG.PLAN CHECK-COM'L & T.IMP.	REFERENCE NO. T-087
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 0

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0

	TOTALS		0.00	\$0.00		\$0
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE BLDG.PLAN CHECK-RESIDENTIAL		REFERENCE NO. T-088	
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.			
CURRENT FEE STRUCTURE \$316.77 - 1 Unit \$397.86 - 2 to 5 Units \$617.12 - 6+ Units			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff recommends deleting this service as the cost is included in T-080			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BLDG.PLAN CHECK-RESIDENTIAL				REFERENCE NO. T-088		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE BLDG.PLAN CHECK-RES'L ADDITION		REFERENCE NO. T-089
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.		
CURRENT FEE STRUCTURE \$126.04		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$0.00	TOTAL REVENUE:
UNIT COST:	\$0.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	0	PCT. COST RECOVERY:
		0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
Staff recommends deleting this service as the cost is included in T-080		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BLDG.PLAN CHECK-RES'L ADDITION				REFERENCE NO. T-089			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE COM'L/IND'L TENANT IMPVMNT (<=250)		REFERENCE NO. T-090	
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.			
CURRENT FEE STRUCTURE \$126.04			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this service as the cost is included in T-080			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE COM'L/IND'L TENANT IMPVMNT (<=250)				REFERENCE NO. T-090			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE COM'L/IND'L TENANT IMPVMT (>250)		REFERENCE NO. T-091	
PRIMARY DEPARTMENT DEV.SVCS.-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.			
CURRENT FEE STRUCTURE \$247.68			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this service as the cost is included in T-080			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE COM'L/IND'L TENANT IMPVMT (>250)	REFERENCE NO. T-091
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <p style="text-align: right;">0</p>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0

	TOTALS		0.00	\$0.00		\$0
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SOLAR INSTALLATION		REFERENCE NO. T-093	
PRIMARY DEPARTMENT DEV.SVCS-BUILDING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This service is part of the work performed in T-080.			
CURRENT FEE STRUCTURE \$97.50			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff recommends deleting this service as the cost is included in T-080			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SOLAR INSTALLATION				REFERENCE NO T-083			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0			
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ABANDONMENT OF PRIVATE PROPERTY		REFERENCE NO. T-101	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review the upkeep and maintenance on property foreclosed on by a financial institution to insure the appearance of the property meets the standards of the neighborhood.			
CURRENT FEE STRUCTURE \$2,861.06 annually			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,861.00	TOTAL REVENUE:	\$2,861
UNIT COST:	\$3,440.00	TOTAL COST:	\$3,440
UNIT PROFIT (SUBSIDY):	\$(579.00)	TOTAL PROFIT (SUBSIDY):	\$(579)
TOTAL UNITS:	1	PCT. COST RECOVERY:	83.17%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$3,440, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ABANDONMENT OF PRIVATE PROPERTY	REFERENCE NO. T-101
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		2 Hours	0.00	\$358.26	1	\$358
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	1	\$484
DEV.SVCS-PLANNING	SENIOR PLANNER		12.00	\$1,707.36	1	\$1,707
DEV.SVCS-CODE ENF.	CODE ENFORC.OFFICER		9.00	\$889.74	1	\$890
		TYPE SUBTOTAL	23.00	\$3,439.76		\$3,440

	TOTALS	23.00	\$3,440.00	\$3,440
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ADULT ORIENTED BUSINESS		REFERENCE NO. T-102	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process an application for a new adult oriented business in town to insure that the location meets the requirements of the Zoning Code and City regulations. Businesses include adult bookstores, adult theatres and model studios but not massage parlors.			
CURRENT FEE STRUCTURE \$1,207.94			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,208.00	TOTAL REVENUE:	\$1,208
UNIT COST:	\$7,675.00	TOTAL COST:	\$7,675
UNIT PROFIT (SUBSIDY):	\$(6,467.00)	TOTAL PROFIT (SUBSIDY):	\$(6,467)
TOTAL UNITS:	1	PCT. COST RECOVERY:	15.74%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$7,675			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.			
ADULT ORIENTED BUSINESS				T-102			
NOTE				TOTAL UNITS			
Unit Costs are an Average of Total Units				1			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		5.00	\$1,211.00	1	\$1,211	
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	1	\$83	
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31	
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	1	\$89	
DEV.SVCS-PLANNING	SENIOR PLANNER		40.00	\$5,691.20	1	\$5,691	
DEV.SVCS-PLANNING		Printing/Mailing-1x	0.00	\$225.00	1	\$225	
POLICE-FIELD SVCS.	POLICE SERGEANT		1.50	\$365.37	1	\$365	
		TYPE SUBTOTAL	49.00	\$7,675.03		\$7,675	
TOTALS			49.00	\$7,675.00		\$7,875	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE APPEAL OF STAFF DECISION TO PLN.COM		REFERENCE NO. T-103	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPEAL	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To appeal a staff decision to the Planning Commission.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$2,259.50	TOTAL COST:	\$4,519
UNIT PROFIT (SUBSIDY):	<u>\$(2,259.50)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(4,519)</u>
TOTAL UNITS:	2	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$2,260			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE APPEAL OF STAFF DECISION TO PLN.COM				REFERENCE NO. T-103		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		4.00	\$968.80	2	\$1,938
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	2	\$63
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	2	\$89
DEV.SVCS-PLANNING	PROJECT PLANNER		10.00	\$1,215.00	2	\$2,430
TYPE SUBTOTAL			15.00	\$2,259.39		\$4,519
TOTALS			15.00	\$2,259.50		\$4,519

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE APPEAL OF PLNG.COMM.TO G.COUNCIL		REFERENCE NO. T-104	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPEAL	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To appeal a Planning Commission decision to the City Council.			
CURRENT FEE STRUCTURE \$1,274.54 [Note: There is no charge if a Councilperson asks the Council to review the Planning Commission decision.]			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,274.50	TOTAL REVENUE:	\$2,549
UNIT COST:	\$3,672.50	TOTAL COST:	\$7,345
UNIT PROFIT (SUBSIDY):	\$(2,398.00)	TOTAL PROFIT (SUBSIDY):	\$(4,796)
TOTAL UNITS:	2	PCT. COST RECOVERY:	34.70%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3,670 [Note: There is no charge if a Councilperson asks the Council to review the Planning Commission decision.]			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE APPEAL OF PLNG.COMM.TO C.COUNCIL				REFERENCE NO. T-104		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		5.00	\$1,211.00	2	\$2,422
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	2	\$63
DEV.SVCS-PLANNING	PROJECT PLANNER		20.00	\$2,430.00	2	\$4,860
		TYPE SUBTOTAL	25.50	\$3,872.29		\$7,345
TOTALS			25.50	\$3,672.50		\$7,345

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE BLDG & ZONING COMPL.REVIEW		REFERENCE NO. T-107	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review an initial business license application for a new in-City business to insure compliance with the zoning code. To review a business license change of address for an in-City business to insure compliance with the zoning code.			
CURRENT FEE STRUCTURE \$97.50 - Minor (no change in use, example: hair salon chair; sublease) (#80; \$7,800) \$97.50 - Major (use change; new use at location) (#120; \$11,700)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$97.50	TOTAL REVENUE:	\$19,500
UNIT COST:	\$97.46	TOTAL COST:	\$19,491
UNIT PROFIT (SUBSIDY):	\$0.04	TOTAL PROFIT (SUBSIDY):	\$9
TOTAL UNITS:	200	PCT. COST RECOVERY:	100.05%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$45 plus inspection, if necessary - Minor \$135 plus inspection, if necessary - Major			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BLDG & ZONING COMPL.REVIEW	REFERENCE NO. T-107
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 200

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.	Minor	0.50	\$44.30	80	\$3,544
		TYPE SUBTOTAL	0.60	\$44.30		\$3,544
DEV.SVCS-PLANNING	PLANNING TECH.	Major	1.50	\$132.89	120	\$15,947
		TYPE SUBTOTAL	1.50	\$132.89		\$15,947
TOTALS			2.00	\$97.48		\$19,491

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CC&R's REVIEW		REFERENCE NO. T-115	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Reviewing the Covenants, Conditions & Restrictions (CC&R's) related to a new Home Owners Association (HOA) being created as part of a development.			
CURRENT FEE STRUCTURE \$1,697.42			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,697.00	TOTAL REVENUE:	\$1,697
UNIT COST:	\$1,682.00	TOTAL COST:	\$1,682
UNIT PROFIT (SUBSIDY):	\$15.00	TOTAL PROFIT (SUBSIDY):	\$15
TOTAL UNITS:	1	PCT. COST RECOVERY:	100.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,680			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CC&R's REVIEW				REFERENCE NO. T-115			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
CITY ATTORNEY		3 Hours	0.00	\$537.39	1	\$537	
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		1.50	\$363.30	1	\$363	
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31	
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	1	\$44	
DEV.SVCS-PLANNING	SENIOR PLANNER		1.50	\$213.42	1	\$213	
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		1.50	\$112.80	1	\$113	
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	1	\$379	
		TYPE SUBTOTAL	7.50	\$1,681.90		\$1,682	
TOTALS			7.50	\$1,682.00		\$1,682	

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CERTIFICATE OF COMPLIANCE		REFERENCE NO. T-117	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To make a determination on the legality of lots.			
CURRENT FEE STRUCTURE None			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$848.00	TOTAL COST:	\$848
UNIT PROFIT (SUBSIDY):	\$(848.00)	TOTAL PROFIT (SUBSIDY):	\$(848)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$850			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CERTIFICATE OF COMPLIANCE	REFERENCE NO. T-117
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		1.00	\$242.20	1	\$242
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	1	\$89
DEV.SVCS-PLANNING	PROJECT PLANNER		4.00	\$486.00	1	\$486
		TYPE SUBTOTAL	6.50	\$848.08		\$848

	TOTALS	6.50	\$848.00	\$848
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CONDOMINIUM CONVERSION		REFERENCE NO. T-121	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process the conversion of apartments or units in an industrial complex to condominiums.			
CURRENT FEE STRUCTURE \$3,581.92			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,582.00	TOTAL REVENUE:	\$3,582
UNIT COST:	\$4,473.00	TOTAL COST:	\$4,473
UNIT PROFIT (SUBSIDY):	\$(891.00)	TOTAL PROFIT (SUBSIDY):	\$(891)
TOTAL UNITS:	1	PCT. COST RECOVERY:	80.08%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$4,475			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CONDOMINIUM CONVERSION	REFERENCE NO. T-121
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		4.00	\$988.80	1	\$989
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-2x	2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	1	\$89
DEV.SVCS-PLANNING	PROJECT PLANNER		20.00	\$2,430.00	1	\$2,430
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	1	\$450
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	1	\$379
		TYPE SUBTOTAL	29.50	\$4,473.24		\$4,473

	TOTALS	29.50	\$4,473.00	\$4,473
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE DEVELOPMENT AGREEMENT REVIEW		REFERENCE NO. T-123	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE AGREEMENT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To prepare an agreement between the City and a Developer who proposes to perform certain duties and build certain facilities in lieu of being charged development impact fees.			
CURRENT FEE STRUCTURE Actual Cost charged against an initial deposit of \$5,251.92			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$5,252.00	TOTAL REVENUE:	\$5,252
UNIT COST:	\$7,884.00	TOTAL COST:	\$7,884
UNIT PROFIT (SUBSIDY):	\$(2,632.00)	TOTAL PROFIT (SUBSIDY):	\$(2,632)
TOTAL UNITS:	1	PCT. COST RECOVERY:	66.62%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$7,885, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE DEVELOPMENT AGREEMENT REVIEW				REFERENCE NO. T-123		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		15 Hours	0.00	\$2,686.95	1	\$2,687
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		10.00	\$2,422.00	1	\$2,422
DEV.SVCS-ECON.DEVEIASST.TO.CITY ADMIN.			20.00	\$2,774.80	1	\$2,775
		TYPE SUBTOTAL	30.00	\$7,883.75		\$7,884
TOTALS			30.00	\$7,884.00		\$7,884

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE DEVELOPMENT PLAN REVIEW		REFERENCE NO. T-126	
PRIMARY DEPARTMENT DEV.SVCS.-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review the plans for a proposed development to insure compliance with all standards.			
CURRENT FEE STRUCTURE \$4,286.59 - Residential (#3; \$12,859.77) \$4,286.59 - Commercial (#4; \$17,146.36)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$4,286.57	TOTAL REVENUE:	\$30,006
UNIT COST:	\$9,515.00	TOTAL COST:	\$66,605
UNIT PROFIT (SUBSIDY):	\$(5,228.43)	TOTAL PROFIT (SUBSIDY):	\$(36,599)
TOTAL UNITS:	7	PCT. COST RECOVERY:	45.05%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$9,515			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE DEVELOPMENT PLAN REVIEW	REFERENCE NO. T-126
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 7

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		7.00	\$1,695.40	7	\$11,868
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.50	\$93.87	7	\$657
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	7	\$438
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	7	\$620
DEV.SVCS-PLANNING	PROJECT PLANNER		48.00	\$5,832.00	7	\$40,824
DEV.SVCS-PLANNING		Printing/Mailing=1x	0.00	\$225.00	7	\$1,575
PW-ADMIN.	CITY ENGINEER		8.00	\$1,517.60	7	\$10,623
		TYPE SUBTOTAL	66.50	\$9,616.04		\$68,605

	TOTALS		66.50	\$9,515.00		\$66,605
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ENV.IMPACT REPORT ADMIN./REV.		REFERENCE NO. T-129	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE REVIEW	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review an environmental impact report prepared by a developer's consultant to insure that it addresses all issues of importance to the City.			
CURRENT FEE STRUCTURE Actual Cost charged against an initial deposit of \$3,151.15			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,151.00	TOTAL REVENUE:	\$3,151
UNIT COST:	\$7,278.00	TOTAL COST:	\$7,278
UNIT PROFIT (SUBSIDY):	\$(4,127.00)	TOTAL PROFIT (SUBSIDY):	\$(4,127)
TOTAL UNITS:	1	PCT. COST RECOVERY:	43.29%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$7,280, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ENV.IMPACT REPORT ADMIN./REV.				REFERENCE NO. T-129		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		10 Hours	0.00	\$1,791.30	1	\$1,791
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		10.00	\$2,422.00	1	\$2,422
DEV.SVCS-PLANNING	SENIOR PLANNER		10.00	\$1,422.80	1	\$1,423
DEV.SVCS-ECON.DEVELOP	ASST.TO.CITY ADMIN.		5.00	\$693.70	1	\$694
PW-ADMIN.	CITY ENGINEER		5.00	\$948.50	1	\$949
		TYPE SUBTOTAL	30.00	\$7,278.30		\$7,278
TOTALS			30.00	\$7,278.00		\$7,278

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE EXTENSION OF APPROVAL		REFERENCE NO. T-130	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a request for an extension of time to begin construction to insure that there are no new conditions of approval that should be required.			
CURRENT FEE STRUCTURE \$235.67 - Staff Approved Applications (#3; \$707) \$235.67 - Planning Comm/City Council Approved Applications (#0; \$0)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$235.67	TOTAL REVENUE:	\$707
UNIT COST:	\$911.33	TOTAL COST:	\$2,734
UNIT PROFIT (SUBSIDY):	\$(675.66)	TOTAL PROFIT (SUBSIDY):	\$(2,027)
TOTAL UNITS:	3	PCT. COST RECOVERY:	25.86%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$910 - Staff Approved Applications 35% of Original Application Fee - Planning Comm/City Council Approved Applications			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE EXTENSION OF APPROVAL				REFERENCE NO. T-130		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR	Staff	2.00	\$484.40	3	\$1,453
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.00	\$62.58	3	\$188
DEV.SVCS-PLANNING	PROJECT PLANNER		3.00	\$364.50	3	\$1,094
		TYPE SUBTOTAL	8.00	\$911.48		\$2,734
TOTALS			6.00	\$911.33		\$2,734

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FILM PERMIT - COMMERCIAL		REFERENCE NO. T-131	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request for a commercial film permit using the City parks and/or rights-of way.			
CURRENT FEE STRUCTURE \$367.42			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$367.40	TOTAL REVENUE:	\$1,837
UNIT COST:	\$576.20	TOTAL COST:	\$2,881
UNIT PROFIT (SUBSIDY):	\$(208.80)	TOTAL PROFIT (SUBSIDY):	\$(1,044)
TOTAL UNITS:	5	PCT. COST RECOVERY:	63.76%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$575 plus any costs from other departments			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FILM PERMIT - COMMERCIAL				REFERENCE NO. T-131		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		0.25	\$60.55	5	\$303
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.00	\$62.58	5	\$313
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	5	\$443
DEV.SVCS-PLANNING	PROJECT PLANNER		3.00	\$364.50	5	\$1,823
		TYPE SUBTOTAL	5.25	\$576.22		\$2,881
TOTALS			5.25	\$576.20		\$2,881

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FILM PERMIT - STUDENT		REFERENCE NO. T-132	
PRIMARY DEPARTMENT DEV SVCS-PLANNING	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request for a student film permit using the City parks and/or rights-of way.			
CURRENT FEE STRUCTURE \$53.00			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$53.00	TOTAL REVENUE:	\$159
UNIT COST:	\$163.87	TOTAL COST:	\$491
UNIT PROFIT (SUBSIDY):	\$(110.87)	TOTAL PROFIT (SUBSIDY):	\$(332)
TOTAL UNITS:	3	PCT. COST RECOVERY:	32.38%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 plus any costs from other departments			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FILM PERMIT - STUDENT	REFERENCE NO. T-132
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <p style="text-align: right;">3</p>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	3	\$266
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		1.00	\$75.20	3	\$226
		TYPE SUBTOTAL	2.00	\$163.79		\$491

		TOTALS	2.00	\$183.87		\$491
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GENERAL PLAN AMENDMENT		REFERENCE NO. T-133	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a general plan amendment at the request of a property owner or developer.			
CURRENT FEE STRUCTURE \$5,592.04			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$5,592.00	TOTAL REVENUE:	\$11,184
UNIT COST:	\$9,713.00	TOTAL COST:	\$19,426
UNIT PROFIT (SUBSIDY):	\$(4,121.00)	TOTAL PROFIT (SUBSIDY):	\$(8,242)
TOTAL UNITS:	2	PCT. COST RECOVERY:	57.57%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$9,715			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GENERAL PLAN AMENDMENT				REFERENCE NO. T-133		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNJT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		8.00	\$1,937.60	2	\$3,875
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.50	\$93.87	2	\$188
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-2x	2.00	\$125.16	2	\$250
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	2	\$89
DEV.SVCS-PLANNING	PROJECT PLANNER		55.00	\$6,682.50	2	\$13,365
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	2	\$900
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	2	\$759
		TYPE SUBTOTAL	69.00	\$9,712.83		\$19,426
TOTALS			69.00	\$9,713.00		\$19,426

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE GENERAL PLAN UPDATE FEE		REFERENCE NO. T-134	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE VALUATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To collect monies to update the City's General Plan Elements. This is required every eight to ten years and is a prerequisite to allowing development within the City. This prerequisite is the nexus for surcharging building and planning permits.			
CURRENT FEE STRUCTURE \$2.27 per \$1,000 in valuation for all building and planning permits			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$75,000.00	TOTAL REVENUE:	\$75,000
UNIT COST:	\$340,978.00	TOTAL COST:	\$340,978
UNIT PROFIT (SUBSIDY):	\$(265,978.00)	TOTAL PROFIT (SUBSIDY):	\$(265,978)
TOTAL UNITS:	1	PCT. COST RECOVERY:	22.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$3 per \$1,000 in valuation for all building permits and \$.095 times all planning permits			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GENERAL PLAN UPDATE FEE				REFERENCE NO. T-134		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		744.00	\$180,196.80	1	\$180,197
DEV.SVCS-PLANNING	OFFICE ASSISTANT		145.68	\$9,116.65	1	\$9,117
DEV.SVCS-PLANNING	PLANNING TECH.		148.81	\$13,183.08	1	\$13,183
DEV.SVCS-PLANNING	SENIOR PLANNER		268.38	\$38,185.11	1	\$38,185
DEV.SVCS-PLANNING		Annualized Cost	0.00	\$66,667.00	1	\$66,667
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		447.20	\$33,629.44	1	\$33,629
		TYPE SUBTOTAL	1,754.07	\$340,978.08		\$340,978
TOTALS			1,754.07	\$340,978.00		\$340,978

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE HOME OCCUPATION PERMIT		REFERENCE NO. T-135	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review an application for a home business to insure no hazardous materials are on-site and no customers visit the site.			
CURRENT FEE STRUCTURE \$36.68			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$36.68	TOTAL REVENUE:	\$7,336
UNIT COST:	\$29.23	TOTAL COST:	\$5,846
UNIT PROFIT (SUBSIDY):	\$7.45	TOTAL PROFIT (SUBSIDY):	\$1,490
TOTAL UNITS:	200	PCT. COST RECOVERY:	125.49%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$30 plus inspection, if necessary			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE HOME OCCUPATION PERMIT				REFERENCE NO. T-135		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 200		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		0.33	\$29.23	200	\$5,846
		TYPE SUBTOTAL	0.33	\$29.23		\$5,846
		TOTALS	0.33	\$29.23		\$5,846

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE HOUSE MOVE PERMIT		REFERENCE NO. T-136	
PRIMARY DEPARTMENT DEV SVCS-PLANNING	UNIT OF SERVICE NA	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request to: (1) move a house into the City; (2) move a house out of the City; or, (3) relocate a house within the City.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$5,251.92			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$5,252.00	TOTAL REVENUE:	\$5,252
UNIT COST:	\$2,080.00	TOTAL COST:	\$2,080
UNIT PROFIT (SUBSIDY):	\$3,172.00	TOTAL PROFIT (SUBSIDY):	\$3,172
TOTAL UNITS:	1	PCT. COST RECOVERY:	262.50%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$2,080, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE HOUSE MOVE PERMIT				REFERENCE NO. T-136		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	1	\$484
DEV.SVCS-PLANNING	OFFICE ASSISTANT		2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	SENIOR PLANNER		5.00	\$711.40	1	\$711
PW-ADMIN.	CITY ENGINEER		4.00	\$758.80	1	\$759
TYPE SUBTOTAL			13.00	\$2,079.76		\$2,080
TOTALS			13.00	\$2,080.00		\$2,080

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE INITIAL STUDY CHECKLIST		REFERENCE NO. T-137	
PRIMARY DEPARTMENT DEV, SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a proposed development to determine if it is exempt from the California Environmental Quality Act or whether it requires the preparation of an environmental impact report.			
CURRENT FEE STRUCTURE \$162.18			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$162.17	TOTAL REVENUE:	\$2,919
UNIT COST:	\$373.17	TOTAL COST:	\$6,717
UNIT PROFIT (SUBSIDY):	\$(211.00)	TOTAL PROFIT (SUBSIDY):	\$(3,798)
TOTAL UNITS:	18	PCT. COST RECOVERY:	43.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$375			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE INITIAL STUDY CHECKLIST				REFERENCE NO. T-137		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 18		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	18	\$1,595
DEV.SVCS-PLANNING	SENIOR PLANNER		2.00	\$284.56	18	\$5,122
		TYPE SUBTOTAL	3.00	\$373.15		\$6,717
TOTALS			3.00	\$373.17		\$6,717

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE INITIAL STUDY-LARGE PROJECT		REFERENCE NO. T-138	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment under Suggested Fee.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$3,151.15			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this service as the cost is covered by either a Negative Declaration (T-145) or by an EIR Review (T-129).			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE INITIAL STUDY-LARGE PROJECT				REFERENCE NO. T-138		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE LANDSCAPE PLAN REVIEW		REFERENCE NO. T-139	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To have a consultant establish a landscape plan and to have a landscape architect certify compliance with the landscape plan based on the State-Mandated Model Water Ordinance.			
CURRENT FEE STRUCTURE \$0.00 - Single Family Dwelling \$411.69 - Residential 3 or more \$806.97 - Commercial			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$406.33	TOTAL REVENUE:	\$1,219
UNIT COST:	\$276.00	TOTAL COST:	\$828
UNIT PROFIT (SUBSIDY):	\$130.33	TOTAL PROFIT (SUBSIDY):	\$391
TOTAL UNITS:	3	PCT. COST RECOVERY:	147.22%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$275, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE LANDSCAPE PLAN REVIEW				REFERENCE NO. T-139		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.00	\$62.58	3	\$188
DEV.SVCS-PLANNING	SENIOR PLANNER		1.50	\$213.42	3	\$640
		TYPE SUBTOTAL	2.50	\$276.00		\$828
TOTALS			2.50	\$276.00		\$828

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE LTR OF PUB. CONVENIENCE/NECESSITY		REFERENCE NO. T-141	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE LETTER	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This is a procedure that allows the City to comment favorably on an applicants request before the Alcohol Beverage Control Board that approving the application is for the convenience and necessity of the public.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$781.00	TOTAL COST:	\$781
UNIT PROFIT (SUBSIDY):	\$(781.00)	TOTAL PROFIT (SUBSIDY):	\$(781)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$780 (NOTE: This is a new procedure for the City and may require Council adoption of an enabling ordinance or resolution.)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE LTR OF PUB. CONVENIENCE/NECESSITY				REFERENCE NO. T-141		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	1	\$484
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.28	1	\$31
DEV.SVCS-PLANNING	PLANNING TECH.		3.00	\$265.77	1	\$266
		TYPE SUBTOTAL	5.50	\$781.46		\$781
TOTALS			5.50	\$781.00		\$781

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE LOT LINE ADJUSTMT/MERGER		REFERENCE NO. T-142	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To confirm that resulting lots will be in conformance and legal according to the Map Act.			
CURRENT FEE STRUCTURE \$376.27			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$376.25	TOTAL REVENUE:	\$1,505
UNIT COST:	\$2,745.00	TOTAL COST:	\$10,980
UNIT PROFIT (SUBSIDY):	\$(2,368.75)	TOTAL PROFIT (SUBSIDY):	\$(9,475)
TOTAL UNITS:	4	PCT. COST RECOVERY:	13.71%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$2,745			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE LOT LINE ADJUSTMT/MERGER				REFERENCE NO. T-142		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		1.00	\$242.20	4	\$969
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	4	\$125
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	4	\$354
DEV.SVCS-PLANNING	PROJECT PLANNER		4.00	\$486.00	4	\$1,944
PW-ADMIN.	CITY ENGINEER		10.00	\$1,897.00	4	\$7,588
TYPE SUBTOTAL			16.50	\$2,745.08		\$10,980
TOTALS			16.50	\$2,745.00		\$10,980

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE NEGATIVE DECLARATION		REFERENCE NO. T-145	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a proposed project in order to prepare a finding that the project is exempt from filing an environmental impact report.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$3,151.15			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$3,151.00	TOTAL REVENUE:	\$3,151
UNIT COST:	\$3,090.00	TOTAL COST:	\$3,090
UNIT PROFIT (SUBSIDY):	\$61.00	TOTAL PROFIT (SUBSIDY):	\$61
TOTAL UNITS:	1	PCT. COST RECOVERY:	101.97%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$3,090, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE NEGATIVE DECLARATION				REFERENCE NO. T-145		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		5 Hours	0.00	\$895.65	1	\$896
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		4.00	\$968.80	1	\$969
DEV.SVCS-PLANNING	SENIOR PLANNER		4.00	\$569.12	1	\$569
DEV.SVCS-ECON.DEVELOP	ASST.TO.CITY ADMIN.		2.00	\$277.48	1	\$277
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	1	\$379
		TYPE SUBTOTAL	12.00	\$3,090.45		\$3,090
		TOTALS	12.00	\$3,090.00		\$3,090

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PLANNING REVIEW/RESEARCH		REFERENCE NO. T-151	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To conduct research upon request than is exempt from the Public Records Act because it is creating a new report that did not previously exist.			
CURRENT FEE STRUCTURE \$192.22			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$192.20	TOTAL REVENUE:	\$961
UNIT COST:	\$140.40	TOTAL COST:	\$702
UNIT PROFIT (SUBSIDY):	<u>\$51.80</u>	TOTAL PROFIT (SUBSIDY):	<u>\$259</u>
TOTAL UNITS:	5	PCT. COST RECOVERY:	136.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$145 minimum for the 1st hour plus \$29 for each additional quarter-hour or portion thereof			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PLANNING REVIEW/RESEARCH				REFERENCE NO. T-151		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	OFFICE ASSISTANT	1st Hour	0.50	\$31.29	4	\$125
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	4	\$177
DEV.SVCS-PLANNING	SENIOR PLANNER		0.50	\$71.14	4	\$285
		TYPE SUBTOTAL	1.50	\$146.73		\$587
DEV.SVCS-PLANNING	PLANNING TECH.	Each Add'l Hour	0.50	\$44.30	1	\$44
DEV.SVCS-PLANNING	SENIOR PLANNER		0.50	\$71.14	1	\$71
		TYPE SUBTOTAL	1.00	\$115.44		\$115
TOTALS			2.50	\$140.40		\$702

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE PRELIMINARY PLAN REVIEW		REFERENCE NO. T-152	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a proposed plan prior to a developer submitting an application to address issues that need to be addressed in the application.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$2,100.77			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$2,101.00	TOTAL REVENUE:	\$2,101
UNIT COST:	\$2,341.00	TOTAL COST:	\$2,341
UNIT PROFIT (SUBSIDY):	\$(240.00)	TOTAL PROFIT (SUBSIDY):	\$(240)
TOTAL UNITS:	1	PCT. COST RECOVERY:	89.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$2,340, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PRELIMINARY PLAN REVIEW				REFERENCE NO. T-152		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		2 Hours	0.00	\$358.26	1	\$358
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		3.00	\$726.60	1	\$727
DEV.SVCS-PLANNING	OFFICE ASSISTANT		2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	SENIOR PLANNER		2.00	\$284.56	1	\$285
DEV.SVCS-ECON.DEVELOP	ASST.TO.CITY ADMIN.		2.00	\$277.48	1	\$277
PW-ADMIN.	CITY ENGINEER		3.00	\$569.10	1	\$569
		TYPE SUBTOTAL	12.00	\$2,341.16		\$2,341
TOTALS			12.00	\$2,341.00		\$2,341

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SIGN PLAN REVIEW		REFERENCE NO. T-153	
PRIMARY DEPARTMENT DEV-SVCS-PLANNING	UNIT OF SERVICE SIGN	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review signage plans.			
CURRENT FEE STRUCTURE \$214.28 - individual sign (#75; \$16,071) \$393.01 - Individual sign in an integrated com'l/ind'l center (#25; \$9,825)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$258.96	TOTAL REVENUE:	\$25,896
UNIT COST:	\$185.94	TOTAL COST:	\$18,594
UNIT PROFIT (SUBSIDY):	\$73.02	TOTAL PROFIT (SUBSIDY):	\$7,302
TOTAL UNITS:	100	PCT. COST RECOVERY:	139.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$165 - individual sign \$250 - Individual sign in an integrated com'l/ind'l center			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SIGN PLAN REVIEW				REFERENCE NO. T-153		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 100		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.	Individual	1.00	\$88.59	75	\$6,644
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		1.00	\$75.20	75	\$5,640
		TYPE SUBTOTAL	2.00	\$163.79		\$12,284
DEV.SVCS-PLANNING	PLANNING TECH.	Integrated	2.00	\$177.18	25	\$4,430
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		1.00	\$75.20	25	\$1,880
		TYPE SUBTOTAL	3.00	\$252.38		\$5,310
TOTALS			6.00	\$185.94		\$18,594

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SIGN PLAN REV-MASTER SIGN PROGRAM		REFERENCE NO. T-154
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To review the master sign plan for a development.		
CURRENT FEE STRUCTURE \$471.59		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$472.00	TOTAL REVENUE:
UNIT COST:	\$711.00	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(239.00)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	1	PCT. COST RECOVERY:
		86.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
		\$710

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SIGN PLAN REV-MASTER SIGN PROGRAM				REFERENCE NO. T-154			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
DEV.SVCS-PLANNING	SENIOR PLANNER		5.00	\$711.40	1	\$711	
		TYPE SUBTOTAL	6.00	\$711.40		\$711	
TOTALS			5.00	\$711.00		\$711	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SITE PLAN REVIEW		REFERENCE NO. T-156	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a proposed site plan. A minor site plan would be an addition or alteration not captured by building plan check review. The commercial and residential site plan reviews are the same process.			
CURRENT FEE STRUCTURE \$56.96 - Minor (#5; \$284.80) \$1,141.77 - Residential (#3; \$3,425.31) \$476.87 - Commercial (#2; \$953.74)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$466.40	TOTAL REVENUE:	\$4,664
UNIT COST:	\$927.70	TOTAL COST:	\$9,277
UNIT PROFIT (SUBSIDY):	\$ (461.30)	TOTAL PROFIT (SUBSIDY):	\$ (4,613)
TOTAL UNITS:	10	PCT. COST RECOVERY:	50.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$90 - Minor \$1,765 - Residential/Commercial			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE			REFERENCE NO.			
SITE PLAN REVIEW			T-156			
NOTE			TOTAL UNITS			
Unit Costs are an Average of Total Units			10			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.	Minor	1.00	\$88.59	5	\$443
		TYPE SUBTOTAL	1.00	\$88.59		\$443
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR	Res//Com'l	1.00	\$242.20	5	\$1,211
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	5	\$156
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	5	\$443
DEV.SVCS-PLANNING	PROJECT PLANNER		10.00	\$1,215.00	5	\$6,075
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	5	\$949
		TYPE SUBTOTAL	13.50	\$1,766.78		\$8,834
TOTALS			14.50	\$927.70		\$9,277

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SPECIAL EVENT PERMIT-MINOR		REFERENCE NO. T-163	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review plans and issue a permit for a minor special event such as an outdoor display.			
CURRENT FEE STRUCTURE \$97.50			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$97.55	TOTAL REVENUE:	\$1,073
UNIT COST:	\$132.91	TOTAL COST:	\$1,462
UNIT PROFIT (SUBSIDY):	\$(35.36)	TOTAL PROFIT (SUBSIDY):	\$(389)
TOTAL UNITS:	11	PCT. COST RECOVERY:	73.39%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$135			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SPECIAL EVENT PERMIT-MINOR				REFERENCE NO. T-163			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 11			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
DEV.SVCS-PLANNING	PLANNING TECH.		1.50	\$132.89	11	\$1,462	
		TYPE SUBTOTAL	1.50	\$132.89		\$1,462	
TOTALS			1.50	\$132.91		\$1,462	

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SPECIAL EVENT PERMIT-MAJOR		REFERENCE NO. T-164	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Examples would be an outdoor car show or a carnival/fair. Includes routing the application to the police and public works departments and to the Fire Authority for conditions of approval.			
CURRENT FEE STRUCTURE \$219.19			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$219.00	TOTAL REVENUE:	\$219
UNIT COST:	\$475.00	TOTAL COST:	\$475
UNIT PROFIT (SUBSIDY):	\$(256.00)	TOTAL PROFIT (SUBSIDY):	\$(256)
TOTAL UNITS:	1	PCT. COST RECOVERY:	46.11%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$475 plus any costs from other departments			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SPECIAL EVENT PERMIT-MAJOR	REFERENCE NO. T-164
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <div style="text-align: right;">1</div>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		0.50	\$121.10	1	\$121
DEV.SVCS-PLANNING	PLANNING TECH.		4.00	\$354.36	1	\$354
		TYPE SUBTOTAL	4.50	\$475.46		\$475

	TOTALS	4.50	\$475.00	\$475
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SPECIFIC PLAN REVIEW/AMENDMENT		REFERENCE NO. T-166	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review or amend the specific plan for an area that incorporates multiple projects.			
CURRENT FEE STRUCTURE \$10,503.83 - Deposit			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$10,504.00	TOTAL REVENUE:	\$10,504
UNIT COST:	\$8,921.00	TOTAL COST:	\$8,921
UNIT PROFIT (SUBSIDY):	\$1,583.00	TOTAL PROFIT (SUBSIDY):	\$1,583
TOTAL UNITS:	1	PCT. COST RECOVERY:	117.74%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$8,920, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

**CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018**

SERVICE SPECIFIC PLAN REVIEW/AMENDMENT				REFERENCE NO. T-166		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		10 Hours	0.00	\$1,791.30	1	\$1,791
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		10.00	\$2,422.00	1	\$2,422
DEV.SVCS-PLANNING	SENIOR PLANNER		10.00	\$1,422.80	1	\$1,423
DEV.SVCS-ECON.DEVEI	ASST.TO.CITY ADMIN.		10.00	\$1,387.40	1	\$1,387
PW-ADMIN.	CITY ENGINEER		10.00	\$1,897.00	1	\$1,897
		TYPE SUBTOTAL	40.00	\$8,920.50		\$8,921
TOTALS			40.00	\$8,921.00		\$8,921

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE STUDY SESSION - APPLICANT REQUESTED		REFERENCE NO. T-167	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE STUDY SESSION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To prepare a staff report for the planning commission or the City Council.			
CURRENT FEE STRUCTURE \$472.67			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$472.50	TOTAL REVENUE:	\$945
UNIT COST:	\$1,153.50	TOTAL COST:	\$2,307
UNIT PROFIT (SUBSIDY):	\$(681.00)	TOTAL PROFIT (SUBSIDY):	\$(1,362)
TOTAL UNITS:	2	PCT. COST RECOVERY:	40.96%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,155			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE STUDY SESSION - APPLICANT REQUESTED				REFERENCE NO. T-167		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		3.00	\$726.60	2	\$1,453
DEV.SVCS-PLANNING	SENIOR PLANNER		3.00	\$426.84	2	\$854
		TYPE SUBTOTAL	6.00	\$1,153.44		\$2,307
TOTALS			6.00	\$1,153.50		\$2,307

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TEMPORARY ADVERTISING PERMIT		REFERENCE NO. T-168	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE BANNER	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a request for a temporary sign such as a banner for a specific, short-term, event			
CURRENT FEE STRUCTURE \$36.68			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$36.70	TOTAL REVENUE:	\$367
UNIT COST:	\$44.30	TOTAL COST:	\$443
UNIT PROFIT (SUBSIDY):	\$(7.60)	TOTAL PROFIT (SUBSIDY):	\$(76)
TOTAL UNITS:	10	PCT. COST RECOVERY:	82.84%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$45			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TEMPORARY ADVERTISING PERMIT					REFERENCE NO. T-168		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 10		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	10	\$443	
		TYPE SUBTOTAL	0.50	\$44.30		\$443	
TOTALS			0.50	\$44.30		\$443	

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TENTATIVE PARCEL MAP		REFERENCE NO. T-169	
PRIMARY DEPARTMENT DEV-SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review the development map for four or less parcels. The Tentative Parcel Map has a public hearing before the Planning Commission and the City Council.			
CURRENT FEE STRUCTURE \$4,476.57			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$4,476.50	TOTAL REVENUE:	\$17,906
UNIT COST:	\$5,094.75	TOTAL COST:	\$20,379
UNIT PROFIT (SUBSIDY):	\$(618.25)	TOTAL PROFIT (SUBSIDY):	\$(2,473)
TOTAL UNITS:	4	PCT. COST RECOVERY:	87.86%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$5,095			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TENTATIVE PARCEL MAP	REFERENCE NO. T-169
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 4

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		5.00	\$1,211.00	4	\$4,844
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	4	\$125
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing	2.00	\$125.16	4	\$501
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	4	\$354
DEV.SVCS-PLANNING	PROJECT PLANNER		20.00	\$2,430.00	4	\$9,720
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	4	\$1,800
PW-ADMIN.	CITY ENGINEER		4.00	\$758.80	4	\$3,035
		TYPE SUBTOTAL	32.50	\$5,094.84		\$20,379

	TOTALS	32.50	\$5,094.75		\$20,379
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TENTATIVE TRACT MAP		REFERENCE NO. T-170	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review the plans for a development of five or more parcels. The Tentative Tract Map has a public hearing before the Planning Commission and the City Council.			
CURRENT FEE STRUCTURE \$4,476.57			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$4,476.67	TOTAL REVENUE:	\$13,430
UNIT COST:	\$9,893.33	TOTAL COST:	\$29,680
UNIT PROFIT (SUBSIDY):	\$(5,416.66)	TOTAL PROFIT (SUBSIDY):	\$(16,250)
TOTAL UNITS:	3	PCT. COST RECOVERY:	45.25%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,550 for the 1st 5 lots plus \$61 for each additional lot			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
TENTATIVE TRACT MAP				T-170		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		6.00	\$1,453.20	3	\$4,360
DEV.SVCS-PLANNING	OFFICE ASSISTANT	1st 5 Lots	0.50	\$31.29	3	\$94
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-2x	2.00	\$125.16	3	\$375
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	3	\$266
DEV.SVCS-PLANNING	PROJECT PLANNER		30.00	\$3,645.00	3	\$10,935
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	3	\$1,350
PW-ADMIN.	CITY ENGINEER		4.00	\$758.80	3	\$2,276
		TYPE SUBTOTAL	43.60	\$6,552.04		\$19,666
DEV.SVCS-PLANNING	PROJECT PLANNER	Ea. Lot >5	0.50	\$60.75	165	\$10,024
		TYPE SUBTOTAL	0.60	\$60.75		\$10,024
TOTALS			44.00	\$9,893.33		\$29,680

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE THIRD PARTY REVIEW/PREP. OF PLANS		REFERENCE NO. T-171	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the third party review.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$2,100.77			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,101.00	TOTAL REVENUE:	\$2,101
UNIT COST:	\$1,158.00	TOTAL COST:	\$1,158
UNIT PROFIT (SUBSIDY):	\$943.00	TOTAL PROFIT (SUBSIDY):	\$943
TOTAL UNITS:	1	PCT. COST RECOVERY:	161.43%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Base fee of \$1,160, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE THIRD PARTY REVIEW/PREP. OF PLANS				REFERENCE NO. T-171		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.50	\$605.50	1	\$606
DEV.SVCS-PLANNING	OFFICE ASSISTANT		2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	SENIOR PLANNER		3.00	\$426.84	1	\$427
		TYPE SUBTOTAL	7.50	\$1,157.50		\$1,158
TOTALS			7.60	\$1,168.00		\$1,158

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE UNDERGROUND UTILITY WAIVER		REFERENCE NO. T-172	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE REQUEST	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request by a developer for exemption from the requirement to underground the utilities for the proposed development.			
CURRENT FEE STRUCTURE \$1,278.50			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,279.00	TOTAL REVENUE:	\$1,279
UNIT COST:	\$1,974.00	TOTAL COST:	\$1,974
UNIT PROFIT (SUBSIDY):	\$(695.00)	TOTAL PROFIT (SUBSIDY):	\$(695)
TOTAL UNITS:	1	PCT. COST RECOVERY:	84.79%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$1,975, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE UNDERGROUND UTILITY WAIVER				REFERENCE NO. T-172		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CITY ATTORNEY		1 Hour	0.00	\$179.13	1	\$179
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	1	\$484
DEV.SVCS-PLANNING	OFFICE ASSISTANT		2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	SENIOR PLANNER		3.00	\$426.84	1	\$427
PW-ADMIN.	CITY ENGINEER		4.00	\$758.80	1	\$759
		TYPE SUBTOTAL	11.00	\$1,974.33		\$1,974
TOTALS			11.00	\$1,974.00		\$1,974

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE CONFORMITY DETERMINATION		REFERENCE NO. T-174	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request to have the Planning Commission confirm that a proposed use of a parcel is in conformity with the intention of the Zoning Code.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$407.85			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$408.00	TOTAL REVENUE:	\$408
UNIT COST:	\$556.00	TOTAL COST:	\$556
UNIT PROFIT (SUBSIDY):	\$(148.00)	TOTAL PROFIT (SUBSIDY):	\$(148)
TOTAL UNITS:	1	PCT. COST RECOVERY:	73.38%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$555			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE CONFORMITY DETERMINATION				REFERENCE NO. T-174		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		0.50	\$121.10	1	\$121
DEV.SVCS-PLANNING	PLANNING TECH.		2.50	\$221.48	1	\$221
DEV.SVCS-PLANNING	SENIOR PLANNER		1.50	\$213.42	1	\$213
		TYPE SUBTOTAL	4.50	\$556.00		\$556
		TOTALS	4.50	\$556.00		\$556

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE USE PERMIT		REFERENCE NO. T-175	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request for a Use Permit to allow a business to operate in a specific location. Sometimes referred to as a Conditional Use Permit in other cities. Requires a hearing by the Planning Commission. Examples are: bars and massage parlors.			
CURRENT FEE STRUCTURE \$3,197.64			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,197.63	TOTAL REVENUE:	\$25,581
UNIT COST:	\$6,868.13	TOTAL COST:	\$53,345
UNIT PROFIT (SUBSIDY):	\$(3,470.50)	TOTAL PROFIT (SUBSIDY):	\$(27,764)
TOTAL UNITS:	8	PCT. COST RECOVERY:	47.95%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$6,670			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT				REFERENCE NO. T-175		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 8		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		5.00	\$1,211.00	8	\$9,688
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.28	8	\$250
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	8	\$501
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	8	\$709
DEV.SVCS-PLANNING	PROJECT PLANNER		40.00	\$4,860.00	8	\$38,880
DEV.SVCS-PLANNING		Printing/Mailing-1x	0.00	\$225.00	8	\$1,800
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	8	\$1,518
		TYPE SUBTOTAL	48.50	\$6,668.18		\$53,346
TOTALS			48.50	\$6,688.13		\$53,346

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE USE PERMIT - ALCOHOL		REFERENCE NO. T-176	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment under Suggested Fee.			
CURRENT FEE STRUCTURE \$3,433.70			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff recommends deleting this service and using the regular Use Permit (T-175)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT - ALCOHOL				REFERENCE NO. T-176		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT MODIFICATION-PLNG.COMM.		REFERENCE NO. T-177	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a modification to an approved use permit. Requires a public hearing by the Planning Commission.			
CURRENT FEE STRUCTURE \$1,592.18			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1,592.33	TOTAL REVENUE:	\$4,777
UNIT COST:	\$4,726.57	TOTAL COST:	\$14,180
UNIT PROFIT (SUBSIDY):	\$(3,134.34)	TOTAL PROFIT (SUBSIDY):	\$(9,403)
TOTAL UNITS:	3	FCT. COST RECOVERY:	33.69%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$4,726			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT MODIFICATION-PLNG.COMM.				REFERENCE NO. T-177		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 3		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	3	\$1,453
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	3	\$188
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	3	\$94
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	3	\$266
DEV.SVCS-PLANNING	PROJECT PLANNER		30.00	\$3,645.00	3	\$10,935
DEV.SVCS-PLANNING		Printing/Mailing-1x	0.00	\$225.00	3	\$675
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	3	\$569
		TYPE SUBTOTAL	35.50	\$4,726.56		\$14,180
TOTALS			35.50	\$4,726.67		\$14,180

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT MODIFICATION-STAFF		REFERENCE NO. T-178
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To process a use permit modification that regulations allow staff to approve/deny.		
CURRENT FEE STRUCTURE \$453.05		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$453.00	TOTAL REVENUE:
UNIT COST:	\$925.33	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(472.33)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	3	PCT. COST RECOVERY:
		48.96%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
\$925		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT MODIFICATION-STAFF	REFERENCE NO. T-178
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 3

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		1.00	\$242.20	3	\$727
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	3	\$94
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	3	\$133
DEV.SVCS-PLANNING	PROJECT PLANNER		5.00	\$607.50	3	\$1,823
		TYPE SUBTOTAL	7.00	\$926.29		\$2,776

	TOTALS
	7.00 \$925.33 \$2,776

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE USE PERMIT-SPECIAL		REFERENCE NO. T-179	
PRIMARY DEPARTMENT DEV.SVDS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process an application for a special use such as a permanent farmers market or other outdoor event.			
CURRENT FEE STRUCTURE \$917.26			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$917.00	TOTAL REVENUE:	\$917
UNIT COST:	\$950.00	TOTAL COST:	\$950
UNIT PROFIT (SUBSIDY):	\$(33.00)	TOTAL PROFIT (SUBSIDY):	\$(33)
TOTAL UNITS:	1	PCT. COST RECOVERY:	96.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$950			

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT-TEMPORARY		REFERENCE NO. T-180	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process an application for a short-term use permit.			
CURRENT FEE STRUCTURE \$252.42 - New \$252.42 - Renewal			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$252.50	TOTAL REVENUE:	\$505
UNIT COST:	\$337.00	TOTAL COST:	\$674
UNIT PROFIT (SUBSIDY):	\$(84.50)	TOTAL PROFIT (SUBSIDY):	\$(169)
TOTAL UNITS:	2	PCT. COST RECOVERY:	74.93%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$425 - New \$250 - Renewal			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE USE PERMIT-TEMPORARY				REFERENCE NO. T-180		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.	New	4.00	\$354.36	1	\$354
DEV.SVCS-PLANNING	SENIOR PLANNER		0.50	\$71.14	1	\$71
		TYPE SUBTOTAL	4.50	\$425.50		\$426
DEV.SVCS-PLANNING	PLANNING TECH.	Renew	2.00	\$177.18	1	\$177
DEV.SVCS-PLANNING	SENIOR PLANNER		0.50	\$71.14	1	\$71
		TYPE SUBTOTAL	2.50	\$246.32		\$248
TOTALS			7.00	\$337.00		\$674

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VARIANCE		REFERENCE NO. T-188	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a application for an exemption from a requirement of the Zoning Code. Minor variances waive requirements such as set-back requirements. All variances require a public hearing by the Planning Commission.			
CURRENT FEE STRUCTURE \$3,850.20 - Minor Variance \$3,850.20 - Variance with other Applications \$3,850.20 - Variance (Standard)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,850.20	TOTAL REVENUE:	\$19,251
UNIT COST:	\$3,737.40	TOTAL COST:	\$18,687
UNIT PROFIT (SUBSIDY):	\$112.80	TOTAL PROFIT (SUBSIDY):	\$564
TOTAL UNITS:	5	PCT. COST RECOVERY:	103.02%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,420 - Minor Variance \$3,835 - Variance with other Applications \$6,180 - Variance (Standard)			

**CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE VARIANCE		REFERENCE NO. T-188				
NOTE Unit Costs are an Average of Total Units		TOTAL UNITS 5				
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.50	\$605.50	2	\$1,211
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	2	\$125
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	2	\$63
DEV.SVCS-PLANNING	PLANNING TECH.	Minor	1.00	\$88.59	2	\$177
DEV.SVCS-PLANNING	PROJECT PLANNER		10.00	\$1,215.00	2	\$2,430
DEV.SVCS-PLANNING		Printing/Mailing-1x	0.00	\$225.00	2	\$450
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	2	\$379
		TYPE SUBTOTAL	16.00	\$2,417.66		\$4,835
DEV.SVCS-PLANNING	PROJECT PLANNER	With Another Appl.	30.00	\$3,645.00	2	\$7,290
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	2	\$379
		TYPE SUBTOTAL	31.00	\$3,834.70		\$7,669
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		5.00	\$1,211.00	1	\$1,211
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	1.00	\$62.58	1	\$63
DEV.SVCS-PLANNING	PLANNING TECH.	Standard	1.00	\$88.59	1	\$89
DEV.SVCS-PLANNING	PROJECT PLANNER	Standard	36.00	\$4,374.00	1	\$4,374
DEV.SVCS-PLANNING		Printing/Mailing-1x	0.00	\$225.00	1	\$225
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	1	\$190
		TYPE SUBTOTAL	44.50	\$6,182.16		\$6,182
TOTALS			91.50	\$3,737.40		\$18,687

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE WIRELESS FAC-PRELIM.PLAN REV.		REFERENCE NO. T-189	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review plans for a wireless facility on public property.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$2,626.98			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,626.00	TOTAL REVENUE:	\$2,626
UNIT COST:	\$1,148.00	TOTAL COST:	\$1,148
UNIT PROFIT (SUBSIDY):	\$1,478.00	TOTAL PROFIT (SUBSIDY):	\$1,478
TOTAL UNITS	1	PCT. COST RECOVERY:	228.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>Base fee of \$1,150, plus an initial deposit determined by the Director of Development Services against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE WIRELESS FAC-PRELIM.PLAN REV.				REFERENCE NO. T-189		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		2.00	\$484.40	1	\$484
DEV.SVCS-PLANNING	SENIOR PLANNER		2.00	\$284.56	1	\$285
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	1	\$379
TYPE SUBTOTAL			6.00	\$1,148.36		\$1,148
TOTALS			6.00	\$1,148.00		\$1,148

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ZONE CHANGE		REFERENCE NO. T-193	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a zone change that involves both map and text.			
CURRENT FEE STRUCTURE Actual Cost against an initial deposit of \$4,201.53			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$4,202.00	TOTAL REVENUE:	\$4,202
UNIT COST:	\$9,713.00	TOTAL COST:	\$9,713
UNIT PROFIT (SUBSIDY):	\$(5,511.00)	TOTAL PROFIT (SUBSIDY):	\$(5,511)
TOTAL UNITS:	1	PCT. COST RECOVERY:	43.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$9,715			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
ZONE CHANGE				T-193		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		8.00	\$1,937.60	1	\$1,938
DEV.SVCS-PLANNING	OFFICE ASSISTANT		1.50	\$93.87	1	\$94
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-2x	2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	1	\$44
DEV.SVCS-PLANNING	PROJECT PLANNER		55.00	\$6,682.50	1	\$6,683
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	1	\$450
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	1	\$379
		TYPE SUBTOTAL	69.00	\$9,712.83		\$9,713
TOTALS			69.00	\$9,713.00		\$9,713

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ZONE CHANGE - TEXT ONLY		REFERENCE NO. T-194	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a zone change when only the text is being changed to add a permitted use to a zone.			
CURRENT FEE STRUCTURE \$4,010.45			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$4,010.00	TOTAL REVENUE:	\$4,010
UNIT COST:	\$2,738.00	TOTAL COST:	\$2,738
UNIT PROFIT (SUBSIDY):	\$1,272.00	TOTAL PROFIT (SUBSIDY):	\$1,272
TOTAL UNITS:	1	PCT. COST RECOVERY:	146.46%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$2,740			

**CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018**

SERVICE ZONE CHANGE - TEXT ONLY				REFERENCE NO. T-194		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		3.00	\$726.60	1	\$727
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	1	\$31
DEV.SVCS-PLANNING	OFFICE ASSISTANT	Printing/Mailing-1x	2.00	\$125.16	1	\$125
DEV.SVCS-PLANNING	PROJECT PLANNER		10.00	\$1,215.00	1	\$1,215
DEV.SVCS-PLANNING		Printing/Mailing-2x	0.00	\$450.00	1	\$450
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	1	\$190
		TYPE SUBTOTAL	16.50	\$2,737.75		\$2,738
TOTALS			16.50	\$2,738.00		\$2,738

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ZONING VERIFICATION LETTER		REFERENCE NO. T-197
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE LETTER	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To prepare a letter for a developer, realtor, property owner or potential property owner giving the zoning requirements for a specific parcel.		
CURRENT FEE STRUCTURE \$340.78		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$340.75	TOTAL REVENUE:
UNIT COST:	\$353.75	\$4,089
UNIT PROFIT (SUBSIDY):	\$(13.00)	TOTAL COST:
TOTAL UNITS:	12	\$4,245
		TOTAL PROFIT (SUBSIDY):
		\$(156)
		PCT. COST RECOVERY:
		96.33%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
\$355		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ZONING VERIFICATION LETTER				REFERENCE NO. T-197		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	DEVELOP.SVCS.DIR		0.50	\$121.10	12	\$1,453
DEV.SVCS-PLANNING	OFFICE ASSISTANT		0.50	\$31.29	12	\$375
DEV.SVCS-PLANNING	PLANNING TECH.		1.00	\$88.59	12	\$1,063
DEV.SVCS-PLANNING	ASSOC.PLANNER-PT		1.50	\$112.80	12	\$1,354
		TYPE SUBTOTAL	3.60	\$353.78		\$4,245
		TOTALS	3.50	\$353.76		\$4,246

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC HEARING PUBLICATION		REFERENCE NO. T-241	
PRIMARY DEPARTMENT DEV.SVCS-PLANNING	UNIT OF SERVICE PUBLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment under Suggested Fee.			
CURRENT FEE STRUCTURE \$105.04			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
This service is included with the applications requiring a public hearing so this separate fee can be deleted.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC HEARING PUBLICATION	REFERENCE NO. T-241
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 0

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0

		TOTALS	0.00	\$0.00		\$0
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC HEARING NOTICE MAILING		REFERENCE NO. T-243
PRIMARY DEPARTMENT DEV-SVCS-PLANNING	UNIT OF SERVICE NOTICE	SERVICE RECIPIENT
DESCRIPTION OF SERVICE See comment under Suggested Fee.		
CURRENT FEE STRUCTURE \$15.76		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$0.00	TOTAL REVENUE: \$0
UNIT COST:	\$0.00	TOTAL COST: \$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY): \$0
TOTAL UNITS:	0	PCT. COST RECOVERY: 0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
This service is included with the applications requiring a public hearing so this separate fee can be deleted.		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC HEARING NOTICE MAILING	REFERENCE NO. T-243
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 0

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0

	TOTALS	0.00	\$0.00		\$0
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GRADING & PUBLIC IMPROVEMENT SVCS		REFERENCE NO. T-301	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE PROJECT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review plans, issue the permit and inspect the results to insure that it was performed according to approved plans.			
CURRENT FEE STRUCTURE \$590.35 - Plan Checking per Sheet (#30; \$17,710.50) \$363.42 - Grading Permit & Inspection Fee per Hour (#12; \$4,361.04) \$88.52 - Inspection per Hour (#180; \$15,933.60)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3,167.08	TOTAL REVENUE:	\$38,005
UNIT COST:	\$3,718.83	TOTAL COST:	\$44,626
UNIT PROFIT (SUBSIDY):	\$(551.75)	TOTAL PROFIT (SUBSIDY):	\$(6,621)
TOTAL UNITS:	12	PCT. COST RECOVERY:	85.16%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Plan Check: \$760 for the 1st Sheet plus \$600 for each add'l Sheet Permit: \$255 Inspection: \$180 for the 1st Hour plus \$115 for each add'l Hour The above fees are for a standard project. For larger projects, the actual costs would be charged against an initial deposit as determined by the City Engineer.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE					REFERENCE NO.	
GRADING & PUBLIC IMPROVEMENT SVCS					T-301	
NOTE					TOTAL UNITS	
Unit Costs are an Average of Total Units					12	
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT	Plan Check	1.00	\$64.96	12	\$780
PW-ADMIN.	CITY ENGINEER		0.50	\$94.85	12	\$1,138
PW-ADMIN.		Pln.Ck.-1st Sheet	0.00	\$600.00	12	\$7,200
		TYPE SUBTOTAL	1.50	\$759.81		\$9,118
PW-ADMIN.		P.Ck.-Add'l Sheets	0.00	\$600.00	18	\$10,800
		TYPE SUBTOTAL	0.00	\$600.00		\$10,800
PW-ADMIN.	OFFICE ASSISTANT	Permit Issuance	1.00	\$64.96	12	\$780
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	12	\$2,276
		TYPE SUBTOTAL	2.00	\$254.66		\$3,056
PW-ADMIN.	CONSTRUCTION INSP-C		1.00	\$68.53	12	\$822
PW-ADMIN.	OFFICE ASSISTANT	Insp-1st Hr.	1.00	\$64.96	12	\$780
PW-ADMIN.	CITY ENGINEER		0.25	\$47.43	12	\$569
		TYPE SUBTOTAL	2.25	\$180.92		\$2,171
PW-ADMIN.	CONSTRUCTION INSP-C	Insp.Add'l Hrs.	1.00	\$68.53	168	\$11,513
PW-ADMIN.	CITY ENGINEER		0.25	\$47.43	168	\$7,968
		TYPE SUBTOTAL	1.25	\$115.96		\$19,481
TOTALS			7.00	\$3,718.83		\$44,626

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE FINAL PARCEL/TRACT MAP CHECK		REFERENCE NO. T-306	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a final map.			
CURRENT FEE STRUCTURE \$284.30 per hour			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,090.00	TOTAL REVENUE:	\$14,630
UNIT COST:	\$2,377.86	TOTAL COST:	\$16,645
UNIT PROFIT (SUBSIDY):	\$(287.86)	TOTAL PROFIT (SUBSIDY):	\$(2,015)
TOTAL UNITS:	7	PCT. COST RECOVERY:	87.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$1,055 for the 1st Sheet plus \$660 for each add'l Sheet			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
FINAL PARCEL/TRACT MAP CHECK				T-306		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				7		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
PW-ADMIN.	CONSTRUCTION INSP-C		2.00	\$137.06	7	\$959
PW-ADMIN.	OFFICE ASSISTANT	1st Sheet	1.00	\$64.96	7	\$455
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	7	\$1,328
PW-ADMIN.	TRAFFIC ENGINEER		0.50	\$62.03	7	\$434
PW-ADMIN.		Eng.Rev.-1st Sheet	0.00	\$600.00	7	\$4,200
		TYPE SUBTOTAL	4.50	\$1,063.76		\$7,376
PW-ADMIN.	TRAFFIC ENGINEER	Ee.Add'l Sheet	0.50	\$62.03	14	\$868
PW-ADMIN.		Eng.Rev-Add'l Sheet	0.00	\$600.00	14	\$8,400
		TYPE SUBTOTAL	0.50	\$662.03		\$9,268
TOTALS			5.00	\$2,377.86		\$18,645

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ENGINEERING STUDY/REPORT REVIEW		REFERENCE NO. T-308	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE REVIEW	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment under Suggested Fee.			
CURRENT FEE STRUCTURE \$284.30 per hour			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this service as it is not performed.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ENGINEERING STUDY/REPORT REVIEW					REFERENCE NO. T-308		
NOTE Unit Costs are an Average of Total Units					TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
		TOTALS	0.00	\$0.00		\$0	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TRAFFIC CONTROL PLAN CHECK		REFERENCE NO. T-309	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE REVIEW	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE When plans for public improvements are submitted to the City for plan check, sometimes they include traffic control plans, in which case, Traffic Control Engineering review is required.			
CURRENT FEE STRUCTURE None			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$992.40	TOTAL COST:	\$4,962
UNIT PROFIT (SUBSIDY):	\$(992.40)	TOTAL PROFIT (SUBSIDY):	\$(4,962)
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$990			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TRAFFIC CONTROL PLAN CHECK	REFERENCE NO. T-309
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <p style="text-align: right;">5</p>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	TRAFFIC ENGINEER		8.00	\$992.40	5	\$4,962
		TYPE SUBTOTAL	8.00	\$992.40		\$4,962

		TOTALS	8.00	\$992.40		\$4,962
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE WATER QUAL.MGMT.PLAN REVIEW		REFERENCE NO. T-310	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE REVIEW	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The State mandates that all commercial projects greater than 5,000 sq.ft. submit a plan to control run-off from the site. This service is to review the design, monitor the construction and inspect the run-off control.			
CURRENT FEE STRUCTURE \$397.42 (Includes three checks) [NOTE: Current unit revenue is based on: (1) consultant for \$2,100; (2) City Engineer for 2 hours @ \$186 per hour; and, (3) Office Assistant for 1 hour @ \$28 per hour.]			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$2,500.00	TOTAL REVENUE:	\$10,000
UNIT COST:	\$2,944.25	TOTAL COST:	\$11,777
UNIT PROFIT (SUBSIDY):	\$(444.25)	TOTAL PROFIT (SUBSIDY):	\$(1,777)
TOTAL UNITS:	4	PCT. COST RECOVERY:	84.91%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$2,945 (Includes three checks)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE WATER QUAL.MGMT.PLAN REVIEW				REFERENCE NO. T-310		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 4		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT		1.00	\$64.96	4	\$260
PW-ADMIN.	CITY ENGINEER		2.00	\$379.40	4	\$1,518
PW-ADMIN.		Wtr/Env.Consult.	0.00	\$2,500.00	4	\$10,000
		TYPE SUBTOTAL	3.00	\$2,944.36		\$11,777
TOTALS			3.00	\$2,944.25		\$11,777

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SEDIMENT & EROSION PLAN CHECK		REFERENCE NO. T-312	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE PLAN	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review the plan, submitted at the time of the grading plan, to capture run-off during construction, both from rain and from construction activities such as concrete mixing.			
CURRENT FEE STRUCTURE \$177.64/per hour (Includes 3 Checks) [NOTE: Current unit revenue is based on: (1) consultant for \$450, (2) City Engineer for 1/2 hour @ \$186 per hour, and, (3) Office Assistant for 1 hour @ \$28 per hour.]			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$571.00	TOTAL REVENUE:	\$6,852
UNIT COST:	\$809.83	TOTAL COST:	\$9,718
UNIT PROFIT (SUBSIDY):	\$(238.83)	TOTAL PROFIT (SUBSIDY):	\$(2,866)
TOTAL UNITS:	12	PCT. COST RECOVERY:	70.51%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$760 for the 1st Sheet and \$600 for each additional Sheet			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SEDIMENT & EROSION PLAN CHECK				REFERENCE NO. T-312		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 12		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT	Pln.Ck-1st Sheet	1.00	\$64.96	12	\$780
PW-ADMIN.	CITY ENGINEER		0.50	\$94.85	12	\$1,138
PW-ADMIN.		Consultant Svcs	0.00	\$600.00	12	\$7,200
		TYPE SUBTOTAL	1.50	\$759.81		\$9,118
PW-ADMIN.		Per Sheet-Consultant	0.00	\$600.00	1	\$600
		TYPE SUBTOTAL	0.00	\$600.00		\$600
TOTALS			1.50	\$809.83		\$9,718

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TRANSPORTATION PERMIT		REFERENCE NO. T-314	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a route through the City for an oversized or overweight load.			
CURRENT FEE STRUCTURE State-Mandated Fee: \$16 - Single Trip (City adopted \$16.81) \$90 - Annual Permit (City adopted \$94.53)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$16.00	TOTAL REVENUE:	\$6,400
UNIT COST:	\$32.48	TOTAL COST:	\$12,992
UNIT PROFIT (SUBSIDY):	\$(16.48)	TOTAL PROFIT (SUBSIDY):	\$(6,592)
TOTAL UNITS:	400	PCT. COST RECOVERY:	49.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100% State-Mandated Fee: \$16 - Single Trip \$90 - Annual Permit			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TRANSPORTATION PERMIT				REFERENCE NO. T-314		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 400		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT		0.50	\$32.48	400	\$12,992
		TYPE SUBTOTAL	0.50	\$32.48		\$12,992
		TOTALS	0.50	\$32.48		\$12,992

**CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ENCROACHMENT PERMIT				REFERENCE NO. T-320		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 250		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT	1st Sheet	1.00	\$64.96	250	\$16,240
PW-ADMIN.	CITY ENGINEER		0.50	\$94.85	250	\$23,713
PW-ADMIN.	TRAFFIC ENGINEER		1.00	\$124.05	250	\$31,013
		TYPE SUBTOTAL	2.50	\$283.86		\$70,965
PW-ADMIN.	CITY ENGINEER	Ea.Add'l Sheet	0.50	\$94.85	50	\$4,743
PW-ADMIN.	TRAFFIC ENGINEER		0.25	\$31.01	50	\$1,551
		TYPE SUBTOTAL	0.75	\$125.86		\$6,293
PW-ADMIN.	OFFICE ASSISTANT	Permit Issuance	1.00	\$64.96	250	\$16,240
PW-ADMIN.	CITY ENGINEER		0.50	\$94.85	250	\$23,713
		TYPE SUBTOTAL	1.50	\$159.81		\$39,953
PW-ADMIN.	CONSTRUCTION INSP-C	Insp-1st Hour	1.00	\$68.53	250	\$17,133
PW-ADMIN.	OFFICE ASSISTANT		1.00	\$64.96	250	\$16,240
		TYPE SUBTOTAL	2.00	\$133.49		\$33,373
PW-ADMIN.	CONSTRUCTION INSP-C	Insp-Add'l Hours	1.00	\$68.53	360	\$24,671
		TYPE SUBTOTAL	1.00	\$68.53		\$24,671
TOTALS			7.75	\$701.02		\$175,254

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC WORKS SPECIAL INSPECTION		REFERENCE NO. T-321	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To perform an inspection that is not part of another permitted process.			
CURRENT FEE STRUCTURE \$88.52 per hour			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$88.52	TOTAL REVENUE:	\$1,859
UNIT COST:	\$99.48	TOTAL COST:	\$2,089
UNIT PROFIT (SUBSIDY):	\$ (10.96)	TOTAL PROFIT (SUBSIDY):	\$ (230)
TOTAL UNITS:	21	PCT. COST RECOVERY:	88.99%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$100 for the 1st hour and \$70 for each additional hour			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC WORKS SPECIAL INSPECTION				REFERENCE NO. T-321		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 21		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	CONSTRUCTION INSP-C		1.00	\$68.53	20	\$1,371
PW-ADMIN.	OFFICE ASSISTANT	1st Hour	0.50	\$32.48	20	\$650
		TYPE SUBTOTAL	1.50	\$101.01		\$2,020
PW-ADMIN.	CONSTRUCTION INSP-C	Each Add'l Hour	1.00	\$68.53	1	\$69
		TYPE SUBTOTAL	1.00	\$68.53		\$69
TOTALS			2.50	\$98.48		\$2,089

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TRAFFIC ENG.DEV.PLAN CHECK.REVIEW		REFERENCE NO. T-322	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review traffic impacts associated with a proposed development project to allow the City to determine the need for street and/or traffic improvements to serve the proposed development and address traffic impacts on the public transportation system.			
CURRENT FEE STRUCTURE None			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,463.00	TOTAL COST:	\$10,241
UNIT PROFIT (SUBSIDY):	\$(1,463.00)	TOTAL PROFIT (SUBSIDY):	\$(10,241)
TOTAL UNITS:	7	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$1,465, plus an initial deposit determined by the Director of Public Works against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TRAFFIC ENG.DEV.PLAN CHECK.REVIEW				REFERENCE NO. T-322		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 7		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	PUBLIC WKS DIRECTOR		4.00	\$718.64	7	\$5,030
PW-ADMIN.	TRAFFIC ENGINEER		6.00	\$744.30	7	\$5,210
		TYPE SUBTOTAL	10.00	\$1,462.94		\$10,241
			TOTALS	10.00	\$1,463.00	\$10,241

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TRAFFIC IMPACT ANALYSIS REVIEW		REFERENCE NO. T-323	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review traffic impact reports or studies prepared by a developer's consultant to ensure that it addresses all issues of importance to the City and to ensure compliance with all standards and regulations.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,711.00	TOTAL COST:	\$8,555
UNIT PROFIT (SUBSIDY):	<u>\$(1,711.00)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(8,555)</u>
TOTAL UNITS:	5	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Base fee of \$1,710, plus an initial deposit determined by the Director of Public Works against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TRAFFIC IMPACT ANALYSIS REVIEW	REFERENCE NO. T-323
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 5

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	PUBLIC WKS DIRECTOR		4.00	\$718.64	5	\$3,593
PW-ADMIN.	TRAFFIC ENGINEER		8.00	\$992.40	5	\$4,962
		TYPE SUBTOTAL	12.00	\$1,711.04		\$8,555

		TOTALS	12.00	\$1,711.00		\$8,555
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SEWER CAPACITY STUDY		REFERENCE NO. T-325	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE STUDY	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To review a study prepared for a major development to insure that the sewer system has the capacity to handle the additional flow.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$972.00	TOTAL COST:	\$1,944
UNIT PROFIT (SUBSIDY):	\$(972.00)	TOTAL PROFIT (SUBSIDY):	\$(1,944)
TOTAL UNITS:	2	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$970			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SEWER CAPACITY STUDY	REFERENCE NO. T-325
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 2

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	OFFICE ASSISTANT		0.50	\$32.48	2	\$65
PW-ADMIN.	CITY ENGINEER		1.00	\$189.70	2	\$379
PW-ADMIN.		Eng.Review	0.00	\$750.00	2	\$1,500
		TYPE SUBTOTAL	1.50	\$972.18		\$1,944
TOTALS			1.50	\$972.00		\$1,944

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SELF HAUL PERMIT		REFERENCE NO. T-328	
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Staff does not perform this service. See comment under Suggested Fee.			
CURRENT FEE STRUCTURE \$200.00			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff Recommends Deleting This Fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SELF HAUL PERMIT				REFERENCE NO. T-328			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ALARM SYSTEM SERVICES		REFERENCE NO. T-350	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE FALSE ALARMS	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the Alarm Permit process and to recover the cost of false alarms so that the general taxpayer is not subsidizing poorly maintained alarm systems.			
CURRENT FEE STRUCTURE \$67 - Alarm Permit Registration Fee, good for 2 years \$25 - Alarm Permit Renewal Fee, good for 2 years \$0 - First Two False Alarms (can get one more by watching a video) \$85 - False Alarm after 1st two (or 3) (NOTE: Revenue is based on 12-months of remittances to the City by the alarm administrator, PMAM Inc. which receives 18% of revenues collected for the City. Fee structure is based on that submitted to PMAM Inc.)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$64.02	TOTAL REVENUE:	\$61,327
UNIT COST:	\$182.51	TOTAL COST:	\$184,425
UNIT PROFIT (SUBSIDY):	\$(128.49)	TOTAL PROFIT (SUBSIDY):	\$(123,098)
TOTAL UNITS:	958	PCT. COST RECOVERY:	33.25%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$25 - Annual Residential Alarm Permit \$75 - Annual Commercial Alarm Permit \$235 - Each False Alarm or Each False Alarm after Two (2) for Permit Holders (NOTE: The reader is referred to additional comments in the text.)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ALARM SYSTEM SERVICES				REFERENCE NO. T-350			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 958			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE-FIELD SVCS.	POLICE OFFICER	1/2 Hr Of 2	1.00	\$164.89	958	\$157,965	
POLICE-SUPPORT	POLICE DISP/REC CLK		0.25	\$24.57	956	\$23,538	
POLICE-SUPPORT	POLICE SVCS SUPVSR	2 Hrs/Mo Of One	0.03	\$3.05	956	\$2,922	
		TYPE SUBTOTAL	1.28	\$192.51		\$184,425	
TOTALS			1.28	\$192.51		\$184,425	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ABC PERMIT OR TRANSFER		REFERENCE NO. T-352	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request for a permit to serve alcohol.			
CURRENT FEE STRUCTURE \$108.19 - Commercial \$0 - Non Profit			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$54.00	TOTAL REVENUE:	\$108
UNIT COST:	\$243.50	TOTAL COST:	\$487
UNIT PROFIT (SUBSIDY):	<u>\$(189.50)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(379)</u>
TOTAL UNITS:	2	PCT. COST RECOVERY:	22.18%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$245 - Commercial \$120 - Non-Profit (50% Recovery)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ABC PERMIT OR TRANSFER				REFERENCE NO. T-352		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE SERGEANT		1.00	\$243.58	2	\$487
		TYPE SUBTOTAL	1.00	\$243.58		\$487
TOTALS			1.00	\$243.50		\$487

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE REGULATORY PERMIT		REFERENCE NO. T-356	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To issue a permit for a purpose that the City wishes to regulate.			
CURRENT FEE STRUCTURE \$55.67 - Bingo Permit \$108.19 - Fortune Teller Permit \$108.19 - Gaming Permit \$110.29 - Second Hand Dealer License/Renewal \$110.29 - Solicitor's Vendor Permit/Renewal \$165.96 - Live Entertainment Permit			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$110.00	TOTAL REVENUE:	\$110
UNIT COST:	\$585.00	TOTAL COST:	\$585
UNIT PROFIT (SUBSIDY):	\$(475.00)	TOTAL PROFIT (SUBSIDY):	\$(475)
TOTAL UNITS:	1	PCT. COST RECOVERY:	18.80%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$585 - Commercial, annually plus Fingerprint (T-382) fee, if required \$295 - Non-Profit, annually plus Fingerprint (T-382) fee, if required (50% Recovery)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE REGULATORY PERMIT				REFERENCE NO. T-356		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCIAL ACCT'G	ACCOUNT CLERK		0.33	\$27.90	1	\$28
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	1	\$44
POLICE-INVESTIG.	POLICE SERGEANT		2.00	\$513.06	1	\$513
		TYPE SUBTOTAL	2.83	\$585.26		\$585
TOTALS			2.83	\$585.00		\$585

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CARNIVAL PERMIT INVESTIGATION		REFERENCE NO. T-358	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To investigate the owners and employees of a carnival for criminal backgrounds.			
CURRENT FEE STRUCTURE \$827.70			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$828.00	TOTAL REVENUE:	\$828
UNIT COST:	\$567.00	TOTAL COST:	\$567
UNIT PROFIT (SUBSIDY):	\$261.00	TOTAL PROFIT (SUBSIDY):	\$261
TOTAL UNITS:	1	PCT. COST RECOVERY:	146.03%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$565 - Commercial, annually plus Fingerprint (T-382) fee, if required \$285 - Non-Profit, annually plus Fingerprint (T-382) fee, if required (50% Recovery)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CARNIVAL PERMIT INVESTIGATION	REFERENCE NO. T-358
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <p style="text-align: right;">1</p>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		2.00	\$177.18	1	\$177
DEV.SVCS-CODE ENF.	CODE ENFORC.OFFICER		2.00	\$197.72	1	\$198
POLICE-INVESTIG.	POLICE SERGEANT		0.75	\$192.40	1	\$192
		TYPE SUBTOTAL	4.75	\$567.30		\$667
TOTALS			4.75	\$667.00		\$667

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PRIVATE PATROL OPERATOR PERMIT		REFERENCE NO. T-368	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment under Suggested Fee.			
CURRENT FEE STRUCTURE \$0			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff suggests deleting this permit as private patrol operators are licensed by the California Bureau of Security and Investigative Services.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PRIVATE PATROL OPERATOR PERMIT				REFERENCE NO. T-368		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE 290PC & 11590H&S CODE REGISTRATION		REFERENCE NO. T-372	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE REGISTRATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The Legislature has required that certain offenders, as a condition of being released from prison, must register with their local police department.			
CURRENT FEE STRUCTURE \$12.88 (Staff indicated that this fee is not being charged.)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$13.00	TOTAL COST:	\$13
UNIT PROFIT (SUBSIDY):	\$(13.00)	TOTAL PROFIT (SUBSIDY):	\$(13)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$13 plus fingerprinting (T-382) required once for narcotic registrants and annually for sex registrants			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE 290PC & 11590H&S CODE REGISTRATION				REFERENCE NO. T-372		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE CADET-PT		0.50	\$12.93	1	\$13
		TYPE SUBTOTAL	0.50	\$12.93		\$13
		TOTALS	0.50	\$13.00		\$13

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE BIKE LICENSE		REFERENCE NO. T-374
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE LICENSE	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To issue a bicycle license upon request.		
CURRENT FEE STRUCTURE \$1 Annually (Department Charges \$2 annually which is the State Mandated fee)		
<u>REVENUE AND COST COMPARISON</u>		
UNIT REVENUE:	\$2.00	TOTAL REVENUE:
UNIT COST:	\$4.40	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(2.40)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	25	PCT. COST RECOVERY:
		45.45%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
\$2 annually or \$3 for a 3-year renewal (State-Mandated Fee)		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE BIKE LICENSE				REFERENCE NO. T-374			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 25			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE-FIELD SVCS.	POLICE CADET-PT		0.17	\$4.40	25	\$110	
		TYPE SUBTOTAL	0.17	\$4.40		\$110	
TOTALS			0.17	\$4.40		\$110	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CIVIL SUBPOENA		REFERENCE NO. T-376	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE HOURS	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Reimbursement to City for an Officer or Records Clerk who must appear in court at the request of a private party.			
CURRENT FEE STRUCTURE \$157.56 Minimum for 1st 3 hours + time>3 hrs (Staff is actually charging \$275.) (Staff indicated that there is a reimbursement of \$15-20 for a records clerk.)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$295.00	TOTAL REVENUE:	\$295
UNIT COST:	\$541.00	TOTAL COST:	\$541
UNIT PROFIT (SUBSIDY):	\$(246.00)	TOTAL PROFIT (SUBSIDY):	\$(246)
TOTAL UNITS:	1	PCT. COST RECOVERY:	54.53%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$515 - Officer for the 1st 3 Hours plus \$170 for each add'l hour \$25 - Clerical per quarter-hour			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CIVIL SUBPOENA				REFERENCE NO. T-376			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
POLICE-FIELD SVCS.	POLICE OFFICER		3.00	\$516.39	1	\$516	
		TYPE SUBTOTAL	3.00	\$516.39		\$516	
POLICE-SUPPORT	POLICE DISP/REC CLK		0.25	\$24.58	1	\$25	
		TYPE SUBTOTAL	0.25	\$24.58		\$25	
TOTALS			3.25	\$541.00		\$641	

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FIREARMS STORAGE		REFERENCE NO. T-377	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE FIREARM	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To store a firearm at the request of an individual or due to a court order.			
CURRENT FEE STRUCTURE \$1.05 (Staff is not charging this fee)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this fee as it is not used.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FIREARMS STORAGE	REFERENCE NO. T-377
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS <p style="text-align: right;">0</p>

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0

		TOTALS	0.00	\$0.00		\$0
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE (LOUD) PARTY DISTURBANCE		REFERENCE NO. T-378	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE NOTIFICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To advise the property owner or renter that a party in progress is disturbing the neighbors. This charge is billed if the police return a second time and close down the party.			
CURRENT FEE STRUCTURE \$0 - 1st courtesy notice \$242.67 - Second Response (Fee is not currently charged.)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$310.00	TOTAL COST:	\$310
UNIT PROFIT (SUBSIDY):	\$(310.00)	TOTAL PROFIT (SUBSIDY):	\$(310)
TOTAL UNITS:	1	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$0 - 1st courtesy notice \$310 - Second Response			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE (LOUD) PARTY DISTURBANCE	REFERENCE NO. T-378
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 1

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE OFFICER	1/2 Hr. Of Two	1.00	\$172.13	1	\$172
POLICE-FIELD SVCS.	POLICE SERGEANT		0.50	\$121.79	1	\$122
POLICE-SUPPORT	POLICE DISP/REC CLK		0.16	\$15.73	1	\$16
		TYPE SUBTOTAL	1.66	\$309.65		\$310

	TOTALS	1.66	\$310.00	\$310
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CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PRIVATE PARTY IMPOUND		REFERENCE NO. T-379	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE IMPOUND	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE When a private property owner wants to have a vehicle towed from their property, they need to advise the Police Department so that the vehicle is recorded as an impound, not a theft. This charge covers the Police time involved.			
CURRENT FEE STRUCTURE \$14.37			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PRIVATE PARTY IMPOUND				REFERENCE NO. T-379		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PROPERTY RELEASE FEE		REFERENCE NO. T-380	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE RELEASE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To release personal property excluding towed vehicles. The property is not kept at the Police Station; therefore, staff needs to meet the property owner at the storage location.			
CURRENT FEE STRUCTURE \$23.53 for missing an appointment to pick up their property and rescheduling a new appointment. (Actually charging \$22)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$22.00	TOTAL REVENUE:	\$22
UNIT COST:	\$30.00	TOTAL COST:	\$30
UNIT PROFIT (SUBSIDY):	\$(8.00)	TOTAL PROFIT (SUBSIDY):	\$(8)
TOTAL UNITS:	1	PCT. COST RECOVERY:	73.33%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$0 - Victim \$0 - property owner first appointment \$30 - property owner 2nd and subsequent appointment			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PROPERTY RELEASE FEE				REFERENCE NO. T-380		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-SUPPORT	POLICE SVCS SUPVSR		0.25	\$30.33	1	\$30
		TYPE SUBTOTAL	0.25	\$30.33		\$30
		TOTALS	0.25	\$30.00		\$30

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE PUBLIC FINGERPRINTING FEE		REFERENCE NO. T-382	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE EACH	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To use the LiveScan fingerprinting system to send fingerprints to the State Department of Justice and/or the Federal Bureau of Investigation when requested by a member of the public.			
CURRENT FEE STRUCTURE \$4.29 (Staff actually charges a \$20 "rolling" fee) plus DOJ/FBI Fees			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$20.00	TOTAL REVENUE:	\$20
UNIT COST:	\$19.00	TOTAL COST:	\$19
UNIT PROFIT (SUBSIDY):	<u>\$1.00</u>	TOTAL PROFIT (SUBSIDY):	<u>\$1</u>
TOTAL UNITS:	1	PCT. COST RECOVERY:	105.26%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$20 Plus any DOJ/FBI Fees			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PUBLIC FINGERPRINTING FEE				REFERENCE NO. T-382		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE CADET-PT		0.75	\$19.40	1	\$19
		TYPE SUBTOTAL	0.75	\$19.40		\$19
		TOTALS	0.75	\$19.00		\$19

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE PERMIT PARKING CHARGES		REFERENCE NO. T-384	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE RESIDENCE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To use a permit parking process to protect residents ability to park when there is insufficient street parking for the demand.			
CURRENT FEE STRUCTURE \$10.50 - Annually for 1st Five (Staff charges \$10) \$10.50 - Permit Replacement, Each (Staff charges \$10) \$1.05 - Temporary Permit, Each (Staff charges \$1)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff is in the process of revising the permit parking system, so no suggested fees are offered at this time.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PERMIT PARKING CHARGES				REFERENCE NO. T-384		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018

SERVICE CITATION SIGN-OFF		REFERENCE NO. T-386	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE CITATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To sign-off on a fix-it ticket after confirming that the item was fixed.			
CURRENT FEE STRUCTURE \$0.00 - Resident and Non-Resident with Placentia Citation (#45, \$0) \$5.15 - Non-Resident with Other Agency Citation (#5, \$25 - \$5 actually charged) \$26.53 - Commercial Vehicle (program discontinued)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.50	TOTAL REVENUE:	\$25
UNIT COST:	\$13.78	TOTAL COST:	\$689
UNIT PROFIT (SUBSIDY):	\$(13.28)	TOTAL PROFIT (SUBSIDY):	\$(664)
TOTAL UNITS:	50	PCT. COST RECOVERY:	3.83%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>\$14 - charged to everyone. This only recovers the time to confirm that a repair was made and does not cover the initial cost of the officer stopping the motorist, informing them of the problem and writing a ticket. Since the City does not have a commercial enforcement program, commercial citations are referred to the CHP.</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CITATION SIGN-OFF				REFERENCE NO. T-386		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE OFFICER		0.08	\$13.77	50	\$689
		TYPE SUBTOTAL	0.08	\$13.77		\$689
		TOTALS	0.08	\$13.78		\$689

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VISA/PASSPORT CLEARANCE LETTER		REFERENCE NO. T-392	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE LETTER	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To prepare a criminal clearance letter, visa or passport letter indicating that the requestor has no criminal record with the City. U-visa clearance letters for victims of crimes are provided without charge.			
CURRENT FEE STRUCTURE \$29.18 (Staff is charging \$28.)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$28.00	TOTAL REVENUE:	\$1,400
UNIT COST:	\$30.34	TOTAL COST:	\$1,517
UNIT PROFIT (SUBSIDY):	\$(2.34)	TOTAL PROFIT (SUBSIDY):	\$(117)
TOTAL UNITS:	50	PCT. COST RECOVERY:	92.29%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$30			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VISA/PASSPORT CLEARANCE LETTER				REFERENCE NO. T-392		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-SUPPORT	POLICE SVCS SUPVSR		0.25	\$30.33	50	\$1,517
		TYPE SUBTOTAL	0.25	\$30.33		\$1,517
TOTALS			0.25	\$30.34		\$1,517

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ACTIVITY PERMIT		REFERENCE NO. T-394	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE PERMIT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a request to hold a block party or other similar activity			
CURRENT FEE STRUCTURE \$21.78 (Department does not charge)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff recommends deleting this fee.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ACTIVITY PERMIT				REFERENCE NO. T-394		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
TOTALS			0.00	\$0.00		\$0

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE REPOSSESSION ENTRY		REFERENCE NO. T-395	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To enter a repossessed vehicle into the DMV database so that it is not confused with stolen vehicles.			
CURRENT FEE STRUCTURE \$15.76 (Staff actually charges \$15.)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$15.00	TOTAL REVENUE:	\$9,000
UNIT COST:	\$16.71	TOTAL COST:	\$10,026
UNIT PROFIT (SUBSIDY):	\$(1.71)	TOTAL PROFIT (SUBSIDY):	\$(1,026)
TOTAL UNITS:	600	PCT. COST RECOVERY:	89.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$15			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE REPOSSESSION ENTRY				REFERENCE NO. T-395		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 600		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-SUPPORT	POLICE DISP/REC CLK		0.17	\$16.71	600	\$10,026
		TYPE SUBTOTAL	0.17	\$16.71		\$10,026
TOTALS			0.17	\$16.71		\$10,026

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE RELEASE		REFERENCE NO. T-396	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE This service includes preparing vehicle release paperwork for a vehicle that has been stored at one of the contracted towing companies.			
CURRENT FEE STRUCTURE \$150 - Non 30-day Impound (#53; \$7,950) \$130 - Vehicle Storage (#568; \$73,840)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$131.71	TOTAL REVENUE:	\$81,790
UNIT COST:	\$173.17	TOTAL COST:	\$107,539
UNIT PROFIT (SUBSIDY):	\$(41.46)	TOTAL PROFIT (SUBSIDY):	\$(25,749)
TOTAL UNITS:	621	PCT. COST RECOVERY:	76.06%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$175			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE RELEASE				REFERENCE NO. T-396		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 621		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE OFFICER		0.75	\$129.10	621	\$80,171
POLICE-FIELD SVCS.	POLICE SERGEANT		0.08	\$19.49	621	\$12,103
POLICE-SUPPORT	POLICE DISP/REC CLK		0.25	\$24.58	621	\$15,264
		TYPE SUBTOTAL	1.08	\$173.17		\$107,539
		TOTALS	1.08	\$173.17		\$107,539

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE 30-DAY IMPOUND RELEASE		REFERENCE NO. T-397	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE VEHICLE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The service includes costs related to unlicensed or suspended driving, or driving while intoxicated. Including initial time for impounding and inspecting, photographing, and documenting its contents before storage. Also, logging & paperwork for release.			
CURRENT FEE STRUCTURE \$250 - 30-Day Impound (#28; \$7,000) \$358 - 30-Day Impound for DUI (#42; \$15,036)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$314.80	TOTAL REVENUE:	\$22,036
UNIT COST:	\$258.27	TOTAL COST:	\$18,079
UNIT PROFIT (SUBSIDY):	\$56.53	TOTAL PROFIT (SUBSIDY):	\$3,957
TOTAL UNITS:	70	PCT. COST RECOVERY:	121.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$260			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE VEHICLE 30-DAY IMPOUND RELEASE				REFERENCE NO. T-397		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 70		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
POLICE-FIELD SVCS.	POLICE OFFICER		0.75	\$129.10	70	\$9,037
POLICE-FIELD SVCS.	POLICE SERGEANT		0.08	\$19.49	70	\$1,364
POLICE-SUPPORT	POLICE DISP/REC CLK		0.25	\$24.58	70	\$1,721
POLICE-SUPPORT	POLICE SVCS SUPVSR		0.50	\$60.66	70	\$4,246
POLICE-TRAFFIC ENF.	COMM.SVCS.OFFICER		0.25	\$24.44	70	\$1,711
		TYPE SUBTOTAL	1.83	\$258.27		\$18,079
TOTALS			1.83	\$258.27		\$18,079

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE ANIMAL CONTROL SERVICES		REFERENCE NO. T-398	
PRIMARY DEPARTMENT POLICE	UNIT OF SERVICE LICENSE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The City contracts for this service from Orange County Animal Control. \$64,428 of the current contract amount is for capital improvements.			
CURRENT FEE STRUCTURE DOG LICENSES: (revenue collected by Orange County Animal Control) \$27 - Altered (spayed/neutered) \$100 - Unaltered			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$37.95	TOTAL REVENUE:	\$215,909
UNIT COST:	\$103.32	TOTAL COST:	\$587,787
UNIT PROFIT (SUBSIDY):	\$(65.37)	TOTAL PROFIT (SUBSIDY):	\$(371,878)
TOTAL UNITS:	5,689	PCT. COST RECOVERY:	36.73%
SUGGESTED FEE FOR COST RECOVERY OF: 50%			
License fees are established by O.C. Animal Control (OCAC) and adopted by the cities that contract for service. The current fees cover about 37% of the cost. It's suggested that the City encourage OCAC to raise the license fees to cover at least 50% of the cost. Having taxpayers cover 50% of the cost reminds all of us of the Public Health purpose for licensing. This would require the \$27/\$100 to become \$37/\$135.			

**CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018**

SERVICE ANIMAL CONTROL SERVICES	REFERENCE NO. T-398
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 5,689

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
ANIMAL CONTROL		Operations Cost	0.00	\$54.04	5,689	\$307,434
ANIMAL CONTROL		Svc.Paid W/Fees	0.00	\$37.95	5,689	\$215,898
ANIMAL CONTROL		Capital Cost Alloc.	0.00	\$11.33	5,689	\$64,456
		TYPE SUBTOTAL	0.00	\$103.32		\$587,787

	TOTALS	0.00	\$103.32		\$587,787
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE REAL ESTATE SIGN RETRIEVAL		REFERENCE NO. T-411	
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE SIGN	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the City's policy on the location and duration of real estate signs.			
CURRENT FEE STRUCTURE \$30.06			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>The City's rules for the placement of RE Signs are very specific. On the rare occasion when a new realtor makes a mistake, they are very apologetic and Code Enforcement does not cite them. Should a realtor be chronic in failing to follow the rules, Code Enforcement can issue an Administrative Citation. Therefore, this service is not being charged and it is suggested for deletion.</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE REAL ESTATE SIGN RETRIEVAL				REFERENCE NO. T-411		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE GROCERY CART RETRIEVAL		REFERENCE NO. T-416	
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE CART	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To control the blight of abandoned shopping carts.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>If the Council believes that abandoned grocery carts are a problem, the City should adopt an Ordinance allowing Code Enforcement to Cite for abandoned carts if the cart owner has not contracted for private-sector cart retrieval.</p> <p>Code Enforcement used to retrieve abandoned carts but they can no longer do so because their current mini-cars don't have the capacity of their old pick-ups.</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GROCERY CART RETRIEVAL				REFERENCE NO. T-416		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE MASSAGE ESTABLISHMENT PERMIT		REFERENCE NO. T-419
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To regulate the operation of a massage business. Costs include several Code Enforcement on-site inspections.		
CURRENT FEE STRUCTURE \$394.02 - Massage Establishment Business License Application (#15; \$5,910.30) \$95.75 - Massage Establishment Inspection Fee (2 per year; #30; \$2872.50)		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$585.53	TOTAL REVENUE:
UNIT COST:	\$986.80	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$ (401.27)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	15	PCT. COST RECOVERY:
		59.34%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$985 annually plus fingerprinting (T-382), if required		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE MESSAGE ESTABLISHMENT PERMIT				REFERENCE NO. T-419		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 15		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		2.00	\$177.18	15	\$2,658
DEV.SVCS-CODE ENF.	CODE ENFORC.OFFICER	Process+Inspect-2x	3.00	\$296.58	15	\$4,449
POLICE-INVESTIG.	POLICE SERGEANT		2.00	\$513.06	15	\$7,696
		TYPE SUBTOTAL	7.00	\$986.82		\$14,802
		TOTALS	7.00	\$986.80		\$14,802

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE MESSAGE TECHNICIAN PERMIT		REFERENCE NO. T-422	
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To confirm that the applicant has the proper State license.			
CURRENT FEE STRUCTURE \$135.94			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$135.95	TOTAL REVENUE:	\$5,438
UNIT COST:	\$483.15	TOTAL COST:	\$19,326
UNIT PROFIT (SUBSIDY):	\$(347.20)	TOTAL PROFIT (SUBSIDY):	\$(13,888)
TOTAL UNITS:	40	PCT. COST RECOVERY:	28.14%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$485 annually plus fingerprinting (T-382), if required			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE MESSAGE TECHNICIAN PERMIT				REFERENCE NO. T-422		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 40		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		2.00	\$177.18	40	\$7,087
DEV.SVCS-CODE ENF.	CODE ENFORC.OFFICER		0.50	\$49.43	40	\$1,977
POLICE-INVESTIG.	POLICE SERGEANT		1.00	\$256.53	40	\$10,261
		TYPE SUBTOTAL	3.50	\$483.14		\$19,326
TOTALS			3.50	\$483.15		\$19,326

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CODE ENFORCEMENT REINSPECTION		REFERENCE NO. T-426	
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE REINSPECTION	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE See comment in suggested fee.			
CURRENT FEE STRUCTURE \$114.85			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>\$115 (Fee may be revised in future based on actual experience.)</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CODE ENFORCEMENT REINSPECTION				REFERENCE NO. T-426		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE GARAGE SALE PERMIT		REFERENCE NO. T-429	
PRIMARY DEPARTMENT DEV.SVCS-CODE ENFORC	UNIT OF SERVICE SALE	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the City policy of four (4) free and two (2) permitted Saturday garage sales in a year only for three (3) hours each at a residential address. This policy is to discourage individuals from running business under the guise of a garage sale.			
CURRENT FEE STRUCTURE None			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	123	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% To adequately enforce the garage sale policy, additional staffing would be required. Council might consider amending their policy to regulate the size of garage sale signs as staff cannot pick up large non-complying signs in the mini-cars assigned to Code Enforcement. Staff could then issue a citation for large non-complying signs.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE GARAGE SALE PERMIT				REFERENCE NO. T-429		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 123		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
			0.00	\$0.00	0	\$0
		TYPE SUBTOTAL	0.00	\$0.00		\$0
		TOTALS	0.00	\$0.00		\$0

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SEWER SERVICE		REFERENCE NO. T-441
PRIMARY DEPARTMENT PW-SEWER	UNIT OF SERVICE NA	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To provide sewer collection service within the City. Sewage is transported to a County facility for treatment. Costs of treatment are charged by the County on the property tax bill. Sewer collection is billed on the water bill by two water providers.		
CURRENT FEE STRUCTURE Fee is based on adjusted water consumption. City is in the process of preparing a sewer rate study. This service provides the sewer consultant with the full cost of City operations.		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$32.24	TOTAL REVENUE:
UNIT COST:	\$36.53	TOTAL COST:
UNIT PROFIT (SUBSIDY):	\$(4.29)	TOTAL PROFIT (SUBSIDY):
TOTAL UNITS:	21,772	PCT. COST RECOVERY:
		88.27%
SUGGESTED FEE FOR COST RECOVERY OF: 100% A rate increase is suggested to cover the shortfall as well as capital replacement. The City is in the process of obtaining a sewer rate study. This study should incorporate the general City costs included here.		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SEWER SERVICE				REFERENCE NO. T-441		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 21,772		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-SEWER	MAINTENANCE WKR		0.11	\$7.67	21,772	\$166,991
PW-SEWER	PUB.WKS.SUPERVISOR		0.07	\$5.45	21,772	\$118,657
PW-SEWER	P.W.SUPERINTENDENT		0.02	\$1.87	21,772	\$40,714
PW-SEWER		Operating Exp.	0.00	\$10.91	21,772	\$237,533
PW-SEWER		Gen.Fd.Alloc.Costs	0.00	\$10.63	21,772	\$231,436
		TYPE SUBTOTAL	0.19	\$36.53		\$795,331
TOTALS			0.19	\$36.53		\$795,331

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE FATS, OILS & GREASE INITIAL PLAN CK		REFERENCE NO. T-443
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To review plans for a new food service business to insure that the fats, oils and grease are trapped on location to avoid damage to the sewer system. Once the business has the plan check, they can get a permit to operate (see T-304).		
CURRENT FEE STRUCTURE \$361.46		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$361.40	TOTAL REVENUE:
UNIT COST:	\$552.80	\$1,807
UNIT PROFIT (SUBSIDY):	\$ (191.40)	TOTAL COST:
TOTAL UNITS:	5	\$2,764
		TOTAL PROFIT (SUBSIDY):
		\$ (957)
		PCT. COST RECOVERY:
		65.38%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
\$555		
(NOTE: The FOG contractor is budgeted in the Sewer Fund but the rest of the costs and the revenue are budgeted in the General Fund. It is suggested that all costs be in the General Fund Public Works Administration activity.)		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FATS, OILS & GREASE INITIAL PLAN CK				REFERENCE NO. T-443		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-PLANNING	PLANNING TECH.		0.50	\$44.30	5	\$222
PW-ADMIN.	MANAGEMENT ANALYST		3.00	\$283.44	5	\$1,417
PW-SEWER		Contr.Pln.Ck	0.00	\$225.00	5	\$1,125
		TYPE SUBTOTAL	3.50	\$562.74		\$2,764
		TOTALS	3.50	\$552.80		\$2,764

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FATS, OILS & GREASE ANN. SERVICE		REFERENCE NO. T-444
PRIMARY DEPARTMENT PW-ADMINISTRATION	UNIT OF SERVICE FOOD SVC BUSINESS	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To inspect food service businesses to minimize sewer clogging from fats, oils and grease (FOG), that will clog the sewer if not trapped. Best practices involve capturing FOG using an "interceptor". Without it, businesses must pay for add'l sewer mtc.		
CURRENT FEE STRUCTURE The following fees are paid annually with the business license: \$343.42 - with interceptor (#42; \$14,423.64 only 14 currently being billed; \$4,807.88) \$265.42 - without interceptor (#32; \$8,493.44 only 13 currently being billed; \$3,450.46)		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$111.59	TOTAL REVENUE:
UNIT COST:	\$943.12	\$8,258
UNIT PROFIT (SUBSIDY):	\$ (831.53)	TOTAL COST:
TOTAL UNITS:	74	\$69,791
		TOTAL PROFIT (SUBSIDY):
		\$ (61,533)
		PCT. COST RECOVERY:
		11.83%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
The following fees are paid annually with the business license: \$190 - with interceptor \$1,930 - without interceptor		
(NOTE: The FOG contractor is budgeted in the Sewer Fund but the rest of the costs and the revenue are budgeted in the General Fund. It is suggested that all costs be in the General Fund Public Works Administration activity.)		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FATS, OILS & GREASE ANN. SERVICE				REFERENCE NO. T-444		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 74		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ADMIN.	MANAGEMENT ANALYST	Have Interceptor	1.00	\$94.48	42	\$3,968
PW-SEWER		Annual Rpt By Contr.	0.00	\$16.21	42	\$681
PW-SEWER		Inspection	0.00	\$80.00	42	\$3,360
		TYPE SUBTOTAL	1.00	\$190.69		\$8,009
PW-ADMIN.	MANAGEMENT ANALYST	W/Out Interceptor	1.00	\$94.48	32	\$3,023
PW-SEWER		Mitigation Svc	0.00	\$1,740.00	32	\$55,680
PW-SEWER		Annual Rpt By Contr.	0.00	\$16.22	32	\$519
PW-SEWER		Inspection	0.00	\$80.00	32	\$2,560
		TYPE SUBTOTAL	1.00	\$1,930.70		\$61,782
TOTALS			2.00	\$943.12		\$69,791

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE REFUSE SERVICE		REFERENCE NO. T-446	
PRIMARY DEPARTMENT PW-REFUSE	UNIT OF SERVICE NA	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To provide refuse collection services to the community. This service includes the full cost of street sweeping which collects refuse that didn't make it into the bin or flew out on collection.			
CURRENT FEE STRUCTURE Annual billing is on the property tax bill as an assessment.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$186.53	TOTAL REVENUE:	\$2,984,438
UNIT COST:	\$189.89	TOTAL COST:	\$3,038,240
UNIT PROFIT (SUBSIDY):	\$(3.36)	TOTAL PROFIT (SUBSIDY):	\$(53,802)
TOTAL UNITS:	16,000	PCT. COST RECOVERY:	98.23%
SUGGESTED FEE FOR COST RECOVERY OF: 100% City should use the above information when preparing the assessments for the new year.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE REFUSE SERVICE				REFERENCE NO. T-446		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 16,000		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW/MTC-STREET MTC		50% Street Sweeping	0.00	\$5.53	16,000	\$90,080
PW-REFUSE	MANAGEMENT ANALYST		0.04	\$3.15	16,000	\$50,400
PW-REFUSE		50% Street Sweeping	0.00	\$5.63	16,000	\$90,080
PW-REFUSE		Disposal Contract	0.00	\$165.90	16,000	\$2,654,400
PW-REFUSE		Gen.Fd.Alloc.Costs	0.00	\$9.58	16,000	\$153,280
		TYPE SUBTOTAL	0.04	\$189.89		\$3,038,240
TOTALS			0.04	\$189.89		\$3,038,240

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE STREET LIGHTING ASSESSMENT		REFERENCE NO. T-452	
PRIMARY DEPARTMENT PW-ST.LIGHTING DIST.	UNIT OF SERVICE STREET LIGHTS	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To assess property owners in the District for the operational costs of running the District.			
CURRENT FEE STRUCTURE \$154,000 - Assessments on Lighting District property owners			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$189.19	TOTAL REVENUE:	\$154,000
UNIT COST:	\$500.65	TOTAL COST:	\$407,529
UNIT PROFIT (SUBSIDY):	\$(311.46)	TOTAL PROFIT (SUBSIDY):	\$(253,529)
TOTAL UNITS:	814	PCT. COST RECOVERY:	37.75%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>Immediate action should be taken to stop the subsidy to parcels in this District by taxpayers outside the District. Contacting S.C.Edison and asking what changes could be made to bring the costs into line with the assessments, would provide to voters the alternatives for a Prop.218 vote. A "Yes" vote would increase the assessments to maintain the current level of service. A "No" vote would authorize the City to adopt the changes suggested by S.C.Edison.</p>			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE STREET LIGHTING ASSESSMENT				REFERENCE NO. T-452		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 814		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-ST.LIGHTING DIST.	MAINTENANCE WKR		0.18	\$33.21	814	\$27,033
PW-ST.LIGHTING DIST.		Operating Costs	0.00	\$467.44	814	\$380,496
		TYPE SUBTOTAL	0.18	\$500.65		\$407,529
TOTALS			0.18	\$500.65		\$407,529

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE LANDSCAPE MAINTENANCE ASSESSMENT		REFERENCE NO. T-454	
PRIMARY DEPARTMENT PW-LANDSC,M.DIST.	UNIT OF SERVICE PARCEL	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To assess property owners in the District for the operational costs of running the District.			
CURRENT FEE STRUCTURE \$427,700 - Assessments \$300 - Interest on Cash Balance			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$196.15	TOTAL REVENUE:	\$428,000
UNIT COST:	\$226.67	TOTAL COST:	\$494,594
UNIT PROFIT (SUBSIDY):	\$ (30.52)	TOTAL PROFIT (SUBSIDY):	\$ (66,594)
TOTAL UNITS:	2,182	PCT. COST RECOVERY:	86.54%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
<p>There was sufficient monies carried-forward from prior year assessments to balance the budget for FY 17-18. The City needs to develop a plan to either increase the assessments to continue the current level of service, or cut back services to the assessment monies available. The effects of a 15% cut-back should be determined prior to a Prop. 218 vote so that the consequences are known in advance.</p>			

**CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE LANDSCAPE MAINTENANCE ASSESSMENT				REFERENCE NO. T-454		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 2,182		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
PW-LNDSCP.M.DIST	MANAGEMENT ANALYST		0.07	\$4.98	2,182	\$10,866
PW-LNDSCP.M.DIST	MAINTENANCE WKR		0.48	\$35.21	2,182	\$76,828
PW-LNDSCP.M.DIST		Phone, Water, Elec.	0.00	\$104.03	2,182	\$226,993
PW-LNDSCP.M.DIST		Repair/Mtc. Facil.	0.00	\$6.42	2,182	\$14,008
PW-LNDSCP.M.DIST		Landscaping	0.00	\$48.12	2,182	\$104,998
PW-LNDSCP.M.DIST		Eng. & Legal Svcs	0.00	\$4.81	2,182	\$10,495
PW-LNDSCP.M.DIST		Gen. Fd. Alloc. Costs	0.00	\$23.10	2,182	\$50,404
		TYPE SUBTOTAL	0.55	\$226.67		\$494,594
TOTALS			0.55	\$226.67		\$494,594

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE AQUATICS PROGRAMS		REFERENCE NO. T-505	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate the Gomez Community Pool and the Whitten Community Pool in the summer for free recreational swimming. To use the Valencia H.S. & El Dorado H.S. pools during the summer for youth (9 mos to 12 years) swimming lessons.			
CURRENT FEE STRUCTURE No Charge - Recreation Swimming (#130 participants) \$60-\$70 - Swim Lessons (6 to 9 classes) (#569 students)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$48.51	TOTAL REVENUE:	\$33,911
UNIT COST:	\$372.08	TOTAL COST:	\$260,084
UNIT PROFIT (SUBSIDY):	\$(323.57)	TOTAL PROFIT (SUBSIDY):	\$(226,173)
TOTAL UNITS:	699	PCT. COST RECOVERY:	13.04%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff needs to determine if there is a social or juvenile diversion rationale for subsidizing this service. If not, the participant should pay more of the cost. However, staff needs to determine the market price for this service before adopting a fee increase that would eliminate customers.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE AQUATICS PROGRAMS				REFERENCE NO. T-505		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 699		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.SUPVSR.		0.28	\$43.31	699	\$30,274
CS-RECREATION	RECREATION STAFF-PT		10.53	\$304.31	699	\$212,713
CS-RECREATION		Program Supplies	0.00	\$24.46	699	\$17,098
		TYPE SUBTOTAL	10.82	\$372.08		\$260,084
TOTALS			10.82	\$372.08		\$260,084

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SUMMER & AFTER SCHOOL PROGRAMS		REFERENCE NO. T-508	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate the PARKS (Positive Activity in Recreation for KidS) program at four sites: Koch, Whitten Gomez and the Kathy Torrez Learnig Center. Includes after school tutoring (6-13 yo) from 3 to 6 pm and summer programs from 11-6 pm including lunch.			
CURRENT FEE STRUCTURE No Charge to participants \$50,060 - in support from the FACT Grant			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$4.79	TOTAL REVENUE:	\$50,060
UNIT COST:	\$37.66	TOTAL COST:	\$393,924
UNIT PROFIT (SUBSIDY):	\$(32.87)	TOTAL PROFIT (SUBSIDY):	\$(343,864)
TOTAL UNITS:	10,460	PCT. COST RECOVERY:	12.71%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff has determined that there is a social and juvenile diversion rationale for subsidizing this service. If the City Council is in agreement with that determination, then no change is suggested.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
SUMMER & AFTER SCHOOL PROGRAMS				T-508		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				10,460		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.09	\$10.28	10,460	\$107,529
CS-RECREATION	COMM.SVCS.SUPVSR.		0.01	\$0.98	10,460	\$10,251
CS-RECREATION	RECREATION STAFF-PT		0.70	\$20.26	10,460	\$211,920
CS-RECREATION		Program Supplies	0.00	\$1.17	10,460	\$12,238
CS-FACT GRANT	RECREATION STAFF-PT	FACT Grant Support	0.20	\$4.90	10,460	\$51,254
CS-FACT GRANT		FACT-Supplies	0.00	\$0.07	10,460	\$732
		TYPE SUBTOTAL	1.00	\$37.66		\$393,924
TOTALS			1.00	\$37.66		\$393,924

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE TEEN PROGRAMS		REFERENCE NO. T-511	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate the Placentia Teen Center at Kramer Park from 3 to 6:45 pm for ages 13 to 18 years old in collaboration with the Placentia Library District and the Boys & Girls Club.			
CURRENT FEE STRUCTURE No Charge			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$1,974.10	TOTAL COST:	\$39,482
UNIT PROFIT (SUBSIDY):	<u>\$(1,974.10)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(39,482)</u>
TOTAL UNITS:	20	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Staff has determined that there is a social and juvenile diversion rationale for subsidizing this service. If the City Council is in agreement with that determination, then no change is suggested.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE TEEN PROGRAMS				REFERENCE NO. T-511		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 20		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		7.44	\$816.09	20	\$16,322
CS-RECREATION	COMM.SVCS.SUPVSR.		1.49	\$228.56	20	\$4,571
CS-RECREATION	RECREATION STAFF-PT		27.85	\$804.46	20	\$16,089
CS-RECREATION		Program Supplies	0.00	\$125.00	20	\$2,500
		TYPE SUBTOTAL	36.77	\$1,974.11		\$39,482
TOTALS			36.77	\$1,974.10		\$39,482

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CONTRACT RECREATION CLASSES		REFERENCE NO. T-514	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate special interest classes for youth and adults at various locations inside and outside the City. Classes are lead by contract instructors chosen by the City and they receive 60% to 65% of the class fee.			
CURRENT FEE STRUCTURE \$5 - Registration Fee (#1,115; \$5,575) \$83,860 - Class Fee			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$80.21	TOTAL REVENUE:	\$89,435
UNIT COST:	\$101.83	TOTAL COST:	\$113,540
UNIT PROFIT (SUBSIDY):	\$(21.62)	TOTAL PROFIT (SUBSIDY):	\$(24,105)
TOTAL UNITS:	1,115	PCT. COST RECOVERY:	78.77%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$10 - Registration Fee Class Fees should continue to be based on market considerations.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CONTRACT RECREATION CLASSES				REFERENCE NO. T-514		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1,115		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.40	\$43.92	1,115	\$48,971
CS-RECREATION	COMM.SVCS.SUPVSR.		0.03	\$4.10	1,115	\$4,572
CS-RECREATION	RECREATION STAFF-PT		0.24	\$6.99	1,115	\$7,794
CS-RECREATION		Class Instructors	0.00	\$46.82	1,115	\$52,204
		TYPE SUBTOTAL	0.67	\$101.83		\$113,540
TOTALS			0.67	\$101.83		\$113,540

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE YOUTH SPORTS PROGRAMS		REFERENCE NO. T-517	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The only youth sports program operated by City staff is coed basketball. Games are played on Saturdays and some Fridays at Oberle Gym at Melrose Elementary School or Tynes Gym at Tuffree Park.			
CURRENT FEE STRUCTURE \$90 - 8 guaranteed indoor games, indoor practices, stats, standings, reversible jersey, and awards. \$10 discount for second child or parent head coaching.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$90.00	TOTAL REVENUE:	\$11,970
UNIT COST:	\$386.09	TOTAL COST:	\$51,350
UNIT PROFIT (SUBSIDY):	\$(296.09)	TOTAL PROFIT (SUBSIDY):	\$(39,380)
TOTAL UNITS:	133	PCT. COST RECOVERY:	23.31%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff has determined that there is a social and juvenile diversion rationale for subsidizing this service. If the City Council is in agreement with that determination, then no change is suggested.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE YOUTH SPORTS PROGRAMS				REFERENCE NO. T-517		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 133		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		1.12	\$122.72	133	\$16,322
CS-RECREATION	COMM.SVCS.SUPVSR.		0.22	\$34.37	133	\$4,571
CS-RECREATION	RECREATION STAFF-PT		6.81	\$196.67	133	\$26,157
CS-RECREATION		Program Supplies	0.00	\$32.33	133	\$4,300
		TYPE SUBTOTAL	8.15	\$386.09		\$51,350
TOTALS			8.15	\$386.09		\$51,350

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE ADULT SPORTS PROGRAMS		REFERENCE NO. T-519	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE TEAM	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate two adult sports programs: Mens' Basketball and Futsal. Basketball is played on Tuesday nights at Oberle Gym at Melrose Elementary School or Tynes Gym at Tuffree Park. Futsal (indoor soccer) is played Thursday night in the same gyms.			
CURRENT FEE STRUCTURE \$315.11 - Men's Basketball per team per season \$210.08 - Futsal per team per season			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$250.00	TOTAL REVENUE:	\$10,500
UNIT COST:	\$1,574.81	TOTAL COST:	\$66,142
UNIT PROFIT (SUBSIDY):	\$(1,324.81)	TOTAL PROFIT (SUBSIDY):	\$(55,642)
TOTAL UNITS:	42	PCT. COST RECOVERY:	15.87%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
Staff should explore increases in the team fees consistent with the market-place demand. It's difficult to rationalize subsidizing adult sports more than youth sports (T-517).			

**CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018**

SERVICE ADULT SPORTS PROGRAMS				REFERENCE NO. T-519		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 42		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		3.54	\$388.62	42	\$16,322
CS-RECREATION	COMM.SVCS.SUPVSR.		0.71	\$108.84	42	\$4,571
CS-RECREATION	RECREATION STAFF-PT		34.65	\$1,001.16	42	\$42,049
CS-RECREATION		Program Supplies	0.00	\$76.19	42	\$3,200
		TYPE SUBTOTAL	38.91	\$1,574.81		\$66,142
TOTALS			38.91	\$1,574.81		\$66,142

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SENIOR CITIZEN PROGRAMS		REFERENCE NO. T-523	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate the Placentia Senior Center at Edwin T. Powell weekdays from 8:30 am to 1:30 pm. Includes scheduled activities and free transportation to and from the Center. There is also a daily lunch program and a grocery program on the 1st & 3rd Thursday.			
CURRENT FEE STRUCTURE No Charge - Senior Center Programs & grocery program \$3 to \$5 - suggested donation for lunch \$23,000 - Community Development Block Grant program \$52,000 - Senior Mobility Program from Measure M			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1,500.00	TOTAL REVENUE:	\$75,000
UNIT COST:	\$4,627.60	TOTAL COST:	\$231,380
UNIT PROFIT (SUBSIDY):	\$(3,127.60)	TOTAL PROFIT (SUBSIDY):	\$(156,380)
TOTAL UNITS:	50	PCT. COST RECOVERY:	32.41%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Not all Seniors have a financial hardship. The City should encourage those that can afford to contribute more to do so.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SENIOR CITIZEN PROGRAMS				REFERENCE NO. T-523		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 50		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		5.95	\$652.87	50	\$32,644
CS-RECREATION	COMM.SVCS.SUPVSR.		1.19	\$182.85	50	\$9,143
CS-RECREATION	RECREATION STAFF-PT		86.85	\$2,509.10	50	\$125,455
CS-RECREATION		Program Supplies	0.00	\$120.00	50	\$6,000
COMM.SVCS-CMTY PRC		Senior Mobility	0.00	\$1,162.78	50	\$58,139
		TYPE SUBTOTAL	93.99	\$4,627.60		\$231,380
TOTALS			93.99	\$4,627.60		\$231,380

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE NEIGHBORHOOD SERVICES		REFERENCE NO. T-525	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANTS	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The Family Resource Center at Whitten Community Center provides to residents assistance with information and referrals, family support services, food assistance, counseling, tutoring, parenting classes and other educational classes.			
CURRENT FEE STRUCTURE No Charge to residents \$40,000 - Support from the Community Development Block Grant program \$4,000 - Support from FACT Grant			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$1.76	TOTAL REVENUE:	\$44,000
UNIT COST:	\$13.92	TOTAL COST:	\$348,000
UNIT PROFIT (SUBSIDY):	\$(12.16)	TOTAL PROFIT (SUBSIDY):	\$(304,000)
TOTAL UNITS:	25,000	PCT. COST RECOVERY:	12.64%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Not all participating families have a financial hardship. The City should encourage those that can afford to contribute, to do so.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
NEIGHBORHOOD SERVICES				T-525		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				25,000		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.04	\$4.30	25,000	\$107,500
CS-RECREATION	COMM.SVCS.SUPVSR.		0.00	\$0.59	25,000	\$14,750
CS-NBRHD.SVCS	COMM.SVCS.COORD.		0.06	\$6.01	25,000	\$150,250
CS-NBRHD.SVCS	RECREATION STAFF-PT		0.11	\$2.79	25,000	\$69,750
CS-NBRHD.SVCS		Program Supplies	0.00	\$0.07	25,000	\$1,750
CS-FACT GRANT		FACT-Supplies	0.00	\$0.16	25,000	\$4,000
		TYPE SUBTOTAL	0.21	\$13.92		\$348,000
TOTALS			0.21	\$13.92		\$348,000

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE EXCURSIONS		REFERENCE NO. T-527	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To operate excursions (for example) to the Norton Simon Museum, LA Farmers Market, Harvest Feast in Oak Glen, Santa Monica Pier, Hollywood Bowl, Harrah's Resort, SJC Mission, Getty Center & Pechanga Casino depending on the season.			
CURRENT FEE STRUCTURE Various Fees ranging historically from \$15 on up to cover transportation, admission (if applicable) and administration			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$36.51	TOTAL REVENUE:	\$4,600
UNIT COST:	\$230.48	TOTAL COST:	\$29,040
UNIT PROFIT (SUBSIDY):	\$(193.97)	TOTAL PROFIT (SUBSIDY):	\$(24,440)
TOTAL UNITS:	126	PCT. COST RECOVERY:	15.84%
SUGGESTED FEE FOR COST RECOVERY OF: 100% Now that its full costs are known, staff should make nominal increases in the excursion fees to recover more of the costs.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE EXCURSIONS	REFERENCE NO. T-527
NOTE Unit Costs are an Average of Total Units	TOTAL UNITS 126

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM SVCS COORD.		1.18	\$129.54	126	\$16,322
CS-RECREATION	COMM SVCS SUPVSR.		0.24	\$36.25	126	\$4,571
CS-RECREATION	RECREATION STAFF-PT		1.08	\$31.33	126	\$3,948
CS-RECREATION		Program Costs	0.00	\$33.33	126	\$4,200
		TYPE SUBTOTAL	2.50	\$230.48		\$29,040

	TOTALS	2.50	\$230.48	\$29,040
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**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SPECIAL EVENT-HERITAGE FESTIVAL		REFERENCE NO. T-530	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To sponsor an annual event in October that includes food booths, craft fair, kids games, inflatable slides, business expo, non-profit displays, beer & wine garden, pancake breakfast, car show, band review, concert & more!			
CURRENT FEE STRUCTURE \$45,835 Received from: Vendors, Entry Fees & Sponsors			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$1.83	TOTAL REVENUE:	\$45,835
UNIT COST:	\$8.11	TOTAL COST:	\$202,750
UNIT PROFIT (SUBSIDY):	\$(6.28)	TOTAL PROFIT (SUBSIDY):	\$(156,915)
TOTAL UNITS:	25,000	PCT. COST RECOVERY:	22.61%
SUGGESTED FEE FOR COST RECOVERY OF: 100% These costs do not include support from the Public Works and Police Departments. The City should encourage greater community support to help maintain this "quality of life" event.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
SPECIAL EVENT-HERITAGE FESTIVAL				T-530		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				25,000		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-ADMINISTRATION	COMM.SVCS.DIRECTOR		0.00	\$0.09	25,000	\$2,250
CS-ADMINISTRATION	RECREATION OVERTIME		0.01	\$0.14	25,000	\$3,500
CS-ADMINISTRATION	RECREATION STAFF-PT		0.00	\$0.00	25,000	\$0
CS-RECREATION	COMM.SVCS.COORD.		0.02	\$2.29	25,000	\$57,250
CS-RECREATION	COMM.SVCS.SUPVSR.		0.01	\$1.37	25,000	\$34,250
CS-RECREATION	OVERTIME		0.01	\$0.33	25,000	\$8,250
CS-HERITAGE FEST.	RECREATION STAFF-PT		0.04	\$0.67	25,000	\$16,750
CS-HERITAGE FEST.		Program Supplies	0.00	\$3.22	25,000	\$80,500
		TYPE SUBTOTAL	0.09	\$8.11		\$202,750
TOTALS			0.09	\$8.11		\$202,750

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SPECIAL EVENTS-OTHER		REFERENCE NO. T-533	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE Major events are the Tamale Festival in December, the Egg-citement & Spring Carnival, Movies in the Park in the summer, the community walks and the Santa visits.			
CURRENT FEE STRUCTURE \$8,000 - Placita Santa Fe Merchants Association for the Tamale Festival \$5,000 - Movies in the Park sponsorship by Republic Services (refuse contractor)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.72	TOTAL REVENUE:	\$13,000
UNIT COST:	\$8.36	TOTAL COST:	\$150,480
UNIT PROFIT (SUBSIDY):	\$(7.64)	TOTAL PROFIT (SUBSIDY):	\$(137,480)
TOTAL UNITS:	18,000	PCT. COST RECOVERY:	8.64%
SUGGESTED FEE FOR COST RECOVERY OF: 100% The numbers speak for themselves.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE				REFERENCE NO.		
SPECIAL EVENTS-OTHER				T-533		
NOTE				TOTAL UNITS		
Unit Costs are an Average of Total Units				18,000		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-ADMINISTRATION	RECREATION OVERTIME		0.02	\$0.20	18,000	\$3,600
CS-RECREATION	COMM.SVCS.COORD.		0.03	\$3.63	18,000	\$65,340
CS-RECREATION	COMM.SVCS.SUPVSR.		0.00	\$0.63	18,000	\$11,340
CS-RECREATION	RECREATION STAFF-PT		0.10	\$2.94	18,000	\$52,920
CS-RECREATION		Program Supplies	0.00	\$0.51	18,000	\$9,180
CS-RECREATION	OVERTIME		0.01	\$0.45	18,000	\$8,100
		TYPE SUBTOTAL	0.16	\$8.36		\$150,480
TOTALS			0.16	\$8.36		\$150,480

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CULTURAL ARTS COMMISSION PROGRAMS		REFERENCE NO. T-542	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE PARTICIPANT	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE The main program is the Concerts in the Park held six Thursday evenings during the summer. The commission also supports the Photo Contest and C.A.P.E.S. (Cultural Arts Projects for Every Student) which provides monies to schools or individual teachers.			
CURRENT FEE STRUCTURE No Charge			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$3.54	TOTAL COST:	\$37,170
UNIT PROFIT (SUBSIDY):	<u>\$(3.54)</u>	TOTAL PROFIT (SUBSIDY):	<u>\$(37,170)</u>
TOTAL UNITS:	10,500	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% The costs are net of expenditures made from Commission revenues.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CULTURAL ARTS COMMISSION PROGRAMS				REFERENCE NO. T-542		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 10,500		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.02	\$2.33	10,500	\$24,465
CS-RECREATION	COMM.SVCS.SUPVSR.		0.00	\$0.65	10,500	\$6,825
CS-CULTURAL ARTS		Program Costs	0.00	\$0.56	10,500	\$5,880
		TYPE SUBTOTAL	0.03	\$3.54		\$37,170
TOTALS			0.03	\$3.54		\$37,170

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE FACILITY RENTALS		REFERENCE NO. T-551	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To rent rooms in community buildings and to rent gazebos at City parks to private parties.			
CURRENT FEE STRUCTURE \$12 - Permit Processing Fee (#370; \$4,440) Various - Rental Fees (\$30 to \$100 per hour vary by resident/non-resident, non-profit/commercial)			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$153.82	TOTAL REVENUE:	\$56,912
UNIT COST:	\$237.08	TOTAL COST:	\$87,720
UNIT PROFIT (SUBSIDY):	\$(83.26)	TOTAL PROFIT (SUBSIDY):	\$(30,808)
TOTAL UNITS:	370	PCT. COST RECOVERY:	64.88%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$65 - Processing Fee The following are suggested minimum fees to cover the City's direct staffing costs and don't even include facility operations or replacement: \$85 - 1st Rental Hour plus \$30 for each add'l rental hour			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FACILITY RENTALS				REFERENCE NO. T-551		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 370		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.08	\$8.78	370	\$3,249
CS-RECREATION	COMM.SVCS.SUPVSR.		0.17	\$26.11	370	\$9,661
CS-RECREATION	RECREATION STAFF-PT	Processing	1.00	\$28.89	370	\$10,689
		TYPE SUBTOTAL	1.25	\$83.78		\$23,599
CS-RECREATION	RECREATION STAFF-PT	1st Hr-Rental	3.00	\$86.63	370	\$32,053
		TYPE SUBTOTAL	3.00	\$86.63		\$32,053
CS-RECREATION	RECREATION STAFF-PT	Add'l Hour-Rental	1.00	\$28.89	1,110	\$32,068
		TYPE SUBTOTAL	1.00	\$28.89		\$32,068
TOTALS			5.25	\$237.08		\$87,720

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE PARK SHELTER RENTALS		REFERENCE NO. T-552	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE RENTAL	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To rent a park shelter or other park space for a private activity. Staff does no work to support the rental such as posting the rental or clean-up.			
CURRENT FEE STRUCTURE \$12 - Permit Processing Fee Various - Rental Fees (\$37 to \$64 per hour vary by resident/non-resident)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$20.32	TOTAL REVENUE:	\$8,534
UNIT COST:	\$62.25	TOTAL COST:	\$26,145
UNIT PROFIT (SUBSIDY):	\$(41.93)	TOTAL PROFIT (SUBSIDY):	\$(17,611)
TOTAL UNITS:	420	PCT. COST RECOVERY:	32.64%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$60 - Processing Fee The City charges a \$100 "Damage Deposit." It is suggested that this be retitled as a "Cleaning/Damage Deposit" and used to encourage/enforce the cleaning of the shelter rather than using the time of contract park maintenance staff.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE PARK SHELTER RENTALS				REFERENCE NO. T-552		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 420		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		0.08	\$8.78	420	\$3,688
CS-RECREATION	COMM.SVCS.SUPVSR.		0.08	\$12.29	420	\$5,162
CS-RECREATION	COMM.SVCS.SUPVSR.		0.08	\$12.29	420	\$5,162
CS-RECREATION	RECREATION STAFF-PT	Processing	1.00	\$28.89	420	\$12,134
		TYPE SUBTOTAL	1.24	\$62.25		\$26,145
TOTALS			1.24	\$62.25		\$26,145

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE SPORTS FIELD RENTALS		REFERENCE NO. T-554	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the rental of baseball and soccer fields to leagues or private groups.			
CURRENT FEE STRUCTURE \$25 - One Time Fee (#1; \$25) \$6 - average per hour, rates range from \$3.15 to \$15.76) (#5,850; \$35,100)			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$13.67	TOTAL REVENUE:	\$80,000
UNIT COST:	\$16.97	TOTAL COST:	\$99,279
UNIT PROFIT (SUBSIDY):	\$(3.30)	TOTAL PROFIT (SUBSIDY):	\$(19,279)
TOTAL UNITS:	5,851	PCT. COST RECOVERY:	80.58%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$65 - One Time Fee \$17 - per hour (NOTE: The hourly charge does not cover field set-up, striping baselines, building pitcher's mounds or periodic field renovation.)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SPORTS FIELD RENTALS				REFERENCE NO. T-554		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 5,851		
DEPARTMENT	POSITION	TYPE	UNIT TIME	UNIT COST	ANN. UNITS	TOTAL COST
CS-RECREATION	COMM SVCS COORD.		0.08	\$8.78	1	\$9
CS-RECREATION	COMM SVCS SUPVSR		0.17	\$26.11	1	\$26
CS-RECREATION	RECREATION STAFF-PT	Initial Processing	0.99	\$28.90	1	\$29
		TYPE SUBTOTAL	1.24	\$63.49		\$63
CS-RECREATION	COMM SVCS COORD.	Hourly Rental	0.01	\$1.10	5,850	\$6,435
CS-RECREATION	COMM SVCS SUPVSR		0.01	\$1.17	5,850	\$6,845
CS-RECREATION	RECREATION STAFF-PT		0.51	\$14.99	5,850	\$55,927
		TYPE SUBTOTAL	0.53	\$16.96		\$89,218
TOTALS			1.77	\$16.97		\$96,278

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE FIELD LIGHTING		REFERENCE NO. T-558	
PRIMARY DEPARTMENT COMM.SVCS-RECREATION	UNIT OF SERVICE QTR-HOUR	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the rental of field lighting to those groups or individuals that are using the fields.			
CURRENT FEE STRUCTURE \$3.25 - per quarter hour on average			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$3.25	TOTAL REVENUE:	\$69,498
UNIT COST:	\$4.06	TOTAL COST:	\$86,819
UNIT PROFIT (SUBSIDY):	\$(0.81)	TOTAL PROFIT (SUBSIDY):	\$(17,321)
TOTAL UNITS:	21,384	PCT. COST RECOVERY:	80.05%
SUGGESTED FEE FOR COST RECOVERY OF: 100% \$4.06 - per quarter hour on average (25% increase since 2005)			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE FIELD LIGHTING				REFERENCE NO. T-558		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 21,384		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Electric Cost	0.00	\$4.06	21,384	\$86,819
		TYPE SUBTOTAL	0.00	\$4.06		\$86,819
		TOTALS	0.00	\$4.06		\$86,819

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SERVICES TO CBDG FUND		REFERENCE NO. T-612	
PRIMARY DEPARTMENT GENERAL FUND	UNIT OF SERVICE NA	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To administer the Federal Community Development Block Grant program for the City.			
CURRENT FEE STRUCTURE \$42,000 Charged to CBDG Program for City administration.			
REVENUE AND COST COMPARISON			
UNIT REVENUE:	\$42,000.00	TOTAL REVENUE:	\$42,000
UNIT COST:	\$31,604.00	TOTAL COST:	\$31,604
UNIT PROFIT (SUBSIDY):	\$10,396.00	TOTAL PROFIT (SUBSIDY):	\$10,396
TOTAL UNITS:	1	PCT. COST RECOVERY:	132.89%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
The actual City costs were less than charged which means that the City has more monies available for community programs.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE SERVICES TO CBDG FUND				REFERENCE NO. T-612		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 1		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
DEV.SVCS-CDBG-HSG.F		Gen.Fund Services	0.00	\$22,781.00	1	\$22,781
COBG-TRANSFERS		Gen.Fund Svcs	0.00	\$7,260.00	1	\$7,260
DEV.SVCS.-AFFORD.HS		Gen.Fund Svcs	0.00	\$1,563.00	1	\$1,563
		TYPE SUBTOTAL	0.00	\$31,604.00		\$31,604
TOTALS			0.00	\$31,604.00		\$31,604

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE NEW BUSINESS LICENSE PROCESSING		REFERENCE NO. T-640
PRIMARY DEPARTMENT FINANCE	UNIT OF SERVICE APPLICATION	SERVICE RECIPIENT
DESCRIPTION OF SERVICE To process an application for a new business license to insure that all affected departments have reviewed the application.		
CURRENT FEE STRUCTURE \$14.00		
REVENUE AND COST COMPARISON		
UNIT REVENUE:	\$14.00	TOTAL REVENUE:
UNIT COST:	\$24.42	\$3,150
UNIT PROFIT (SUBSIDY):	\$(10.42)	TOTAL COST:
TOTAL UNITS:	225	\$5,495
		TOTAL PROFIT (SUBSIDY):
		\$(2,345)
		PCT. COST RECOVERY:
		57.32%
SUGGESTED FEE FOR COST RECOVERY OF: 100%		
\$29 - Within City \$14 - Outside City		

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE NEW BUSINESS LICENSE PROCESSING				REFERENCE NO. T-640		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 225		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCIAL ACCT'G	ACCOUNT CLERK	Within City	0.17	\$14.38	150	\$2,157
DEV.SVCS-PLANNING	PLANNING TECH.		0.17	\$15.06	150	\$2,259
		TYPE SUBTOTAL	0.34	\$29.44		\$4,416
FINANCIAL ACCT'G	ACCOUNT CLERK	Outside City	0.17	\$14.38	75	\$1,079
		TYPE SUBTOTAL	0.17	\$14.38		\$1,079
TOTALS			0.51	\$24.42		\$5,495

CITY OF PLACENTIA, CALIFORNIA
 REVENUE AND COST SUMMARY WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE NSF CHECK PROCESSING		REFERENCE NO. T-645	
PRIMARY DEPARTMENT FINANCE	UNIT OF SERVICE CHECK	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To process a check for a City service that has been return by the bank for insufficient funds.			
CURRENT FEE STRUCTURE \$10.00			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$10.00	TOTAL REVENUE:	\$300
UNIT COST:	\$31.60	TOTAL COST:	\$948
UNIT PROFIT (SUBSIDY):	\$ (21.60)	TOTAL PROFIT (SUBSIDY):	\$ (648)
TOTAL UNITS:	30	PCT. COST RECOVERY:	31.65%
SUGGESTED FEE FOR COST RECOVERY OF: 100%			
\$30 plus any bank fee for returned checks			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE NSF CHECK PROCESSING				REFERENCE NO. T-645		
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 30		
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>
FINANCIAL ACCT'G	ACCOUNTANT		0.17	\$20.00	30	\$600
FINANCIAL ACCT'G	OFFICE ASSISTANT		0.17	\$11.59	30	\$348
		TYPE SUBTOTAL	0.34	\$31.59		\$948
TOTALS			0.34	\$31.60		\$948

**CITY OF PLACENTIA, CALIFORNIA
REVENUE AND COST SUMMARY WORKSHEET
FISCAL YEAR 2017-2018**

SERVICE CITY-WIDE COPY CHARGE		REFERENCE NO. T-648	
PRIMARY DEPARTMENT ALL	UNIT OF SERVICE COPY	SERVICE RECIPIENT	
DESCRIPTION OF SERVICE To copy a document requested under the Public Records Act. Only direct costs can be charged. This excludes the costs for finding the document and overheads.			
CURRENT FEE STRUCTURE 10¢ - Police Report Copies \$22 - Police Location Premise History Search 10¢ - Copies of Arrest Logs 10¢ - Copies of Police Logs \$5 - Copies of Police Photos 10¢ - Letter/Legal Copies 75¢ - Microfilm Copies \$2.25 - Blueprint Copies			
<u>REVENUE AND COST COMPARISON</u>			
UNIT REVENUE:	\$0.00	TOTAL REVENUE:	\$0
UNIT COST:	\$0.00	TOTAL COST:	\$0
UNIT PROFIT (SUBSIDY):	\$0.00	TOTAL PROFIT (SUBSIDY):	\$0
TOTAL UNITS:	0	PCT. COST RECOVERY:	0.00%
SUGGESTED FEE FOR COST RECOVERY OF: 100% The City should establish a uniform copy fee to be charged by all departments. RCS suggests 25¢ unless copying incurs special costs.			

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET
 FISCAL YEAR 2017-2018

SERVICE CITY-WIDE COPY CHARGE				REFERENCE NO. T-648			
NOTE Unit Costs are an Average of Total Units				TOTAL UNITS 0			
<u>DEPARTMENT</u>	<u>POSITION</u>	<u>TYPE</u>	<u>UNIT TIME</u>	<u>UNIT COST</u>	<u>ANN. UNITS</u>	<u>TOTAL COST</u>	
			0.00	\$0.00	0	\$0	
		TYPE SUBTOTAL	0.00	\$0.00		\$0	
TOTALS			0.00	\$0.00		\$0	

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APPENDIX B
FULLY-BURDENED HOURLY RATES

**CITY OF PLACENTIA, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2017-2018**

Position Title	Ref #	FTE's	Average Hourly Rate
ACCOUNT CLERK	ACTCLK	1.000	\$84.56
ACCOUNTANT	ACCNT	1.000	\$117.62
ACCT'G TECHNICIAN	ACTECH	2.000	\$104.74
ADMIN.ASSISTANT	ADMASST	1.000	\$81.63
ASSOC.PLANNER-PT	ZAOLNR-PT	0.430	\$75.20
ASST.TO.CITY ADMIN.	ATCM	1.000	\$125.65
BUILDING INSPECTOR	BLDINSP	1.000	\$108.82
BUILDING TECHNICIAN	BLDTECH	1.000	\$90.59
CITY ADMINISTRATOR	CADM	1.000	\$236.62
CITY ENGINEER	PWENG	1.000	\$189.70
CIVILIAN INVESTIGATOR	CIVINV	2.000	\$110.70
CLERICAL AIDE-PT	CLEADPT	0.950	\$16.46
CODE ENFORC.OFFICER	CODENF	1.000	\$98.86
COMM./MARKET'G MGR	CMMGR	1.000	\$102.39
COMM.SVCS.COORD.	CSCoord	5.000	\$107.95
COMM.SVCS.DIRECTOR	CSDIR	1.000	\$154.50
COMM.SVCS.OFFICER	COMSVCOF	2.000	\$97.74
COMM.SVCS.SUPVSR.	CSSUPV	1.000	\$153.60
CONSTRUCTION INSP-C	CONSP-C	0.418	\$68.53
CRIME ANALYST	CRIANAL	1.000	\$127.58
CUSTODIAL-PT	PWPTST2	0.700	\$24.51
CUSTODIAN	PWCUST	2.000	\$78.02

**CITY OF PLACENTIA, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2017-2018**

Position Title	Ref #	FTE's	Average Hourly Rate
D.D.AD.SVCS./CH.DEP.C.CK.	DDAS	1.000	\$120.19
DEP.CITY CLERK	DCCLK	1.000	\$73.00
DEVELOP.SVCS.DIR	DEVSDIR	1.000	\$242.20
DIR.OF ADMIN.SVCS.	DIRASVC	1.000	\$172.38
DIR.OF FINANCE	DOFIN	1.000	\$262.56
ENGINEERING AIDE-PT	ENGADPT	0.612	\$24.66
EQUIP.MECHANIC	EQMECH	1.000	\$65.28
EXECUTIVE ASSIST.	EXAST	1.000	\$90.91
FACILITY MTC.WKR	FACMTC	2.000	\$100.29
GIS SPECIALIST-PT	ZGIS-PT	0.673	\$25.32
HR MANAGER	HRMGR	1.000	\$104.80
HR TECHNICIAN	HRTECH	1.000	\$69.61
HR TECHNICIAN-PT	HRZH-PT	0.732	\$28.73
IT MANAGER	ITMGR	1.000	\$76.49
IT TECHNICIAN	ITTECH	1.000	\$60.72
MAINT.WORKER-PT	PWPTSTF	4.700	\$25.53
MAINTENANCE WKR	PWMTCWK	8.000	\$99.11
MANAGEMENT ANALYST	MGTANAL	2.000	\$87.01

**CITY OF PLACENTIA, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2017-2018**

Position Title	Ref #	FTE's	Average Hourly Rate
OFFICE ASSISTANT	OFFAST	4.979	\$59.30
OFFICE ASSISTANT-PT	HRZO-PT	0.974	\$26.44
OVERTIME	ZCMSV-OT	0.200	\$55.95
P.W.SUPERINTENDENT	PWSUP	1.000	\$195.42
PARKING CONTROL OFF.	PKGCTRL	2.000	\$75.22
PLANNING TECH.	PLNTECH	0.720	\$88.59
POLICE CADET-PT	ZPDCDT-PT	1.000	\$25.86
POLICE CAPTAIN	PDCAPT	2.000	\$325.08
POLICE CHIEF	POLCHF	1.000	\$381.33
POLICE DISP/REC CLK	POLDISP	10.000	\$98.30
POLICE LIEUTENANT	POLLT	3.000	\$268.61
POLICE OFFICER	POLOFF	34.000	\$170.22
POLICE SERGEANT	POLSGT	9.000	\$246.83
POLICE SVCS OFFICER	POLSVS	4.000	\$85.25
POLICE SVCS SUPVSR	POLSVCSUP	2.000	\$121.32
PROJECT PLANNER	PROJPLNR	0.997	\$121.50
PROPERTY TECH.	PROPTEC	1.000	\$93.60
PUB.WKS.SUPERVISOR	PWSPVSR	2.000	\$110.45
PUBLIC WKS DIRECTOR	PWDIR	1.000	\$179.66
RECREATION OVERTIME	RECOT	0.400	\$12.43

**CITY OF PLACENTIA, CALIFORNIA
POSITION LISTING IN POSITION TITLE SEQUENCE - SUMMARY
FISCAL YEAR 2017-2018**

Position Title	Ref #	FTE's	Average Hourly Rate
RECREATION STAFF-PT	RECSTAF	19.197	\$28.17
SENIOR PLANNER	SRPLNR	0.374	\$142.28
SR.ACCOUNTANT II	SRACT2	1.000	\$173.42
SR.CODE ENF.OFFICER	SRCDENF	1.000	\$119.85
SR.MGT.ANALYST	SMANAL	2.000	\$151.74
TRAFFIC ENGINEER	TRAFENG	1.000	\$124.05
TOTAL		165.056	

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Total Cost Allocation Plan for the City of Placentia, CA

Fiscal Year 2017-2018

Publication Date: April 3, 2018

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April 3, 2018

Damien Arrula, City Administrator
City of Placentia
401 East Chapman Avenue
Placentia, CA 92870

IN RE: Total Cost - Cost Allocation Plan

This letter transmits the final Cost Allocation Plan for the 2017-2018 Fiscal Year.

Sincerely,

A handwritten signature in black ink that reads "Rick Kermer". The signature is written in a cursive style with a large initial "R".

RICK KERMER
President

**CITY OF PLACENTIA, CALIFORNIA
TOTAL COST ALLOCATION PLAN
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Transmittal Letter

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CITY OF PLACENTIA, CALIFORNIA
OVERVIEW OF THE COST ALLOCATION PLAN

In order for the City to identify the total costs of overhead support for City service functions, RCS has calculated this total cost allocation plan. This plan has been prepared using the fiscal year 2017-2018 budgeted costs and is in accordance with recognized full costing concepts.

SECTIONS

The cost allocation plan is divided into twenty-six (26) sections, which are detailed below.

#1 - CITYWIDE FINAL ALLOCATION SUMMARY REPORT

This section summarizes the Administration Costs that have been charged to all of the non-Administrative Divisions of the City in sequence by division charged.

#2 - FINAL ALLOCATION REPORT BY DIVISION & SUBPOOL

This section identifies the detail Subpool amounts that sum to the Division Totals on the Schedule in #1.

#3 - DETAIL OF ALLOCATED COSTS BY SUBPOOL

This section identifies the amount of support that each Administrative Division is providing to each non-Administrative Division. The amounts for each non-Administrative Division in this section match the detail amounts for that Division found in #2.

If the division in #2 is an administrative Division and if that division performs fee and/or tax services, #2 will only show the amount that is allocated to the fee and/or tax services whereas #3 shows the total allocated to that division. To see how the total is allocated to fee and/or tax services, see the "Detail Schedule 4" for that division in the departmental grouping which begins with #7. This schedule shows the split between costs that will be further allocated ("Amount Allocated to Division Subpools") and costs which are related to services (Amount Allocated to Division Services").

#4 - SUMMARY OF ALLOCATED COSTS BY SUBPOOL

This section summarizes the Subpool costs. Each Subpool represents a collection of costs within an Administrative Division that are allocated to other Divisions by a unique Allocation Factor. The total for this schedule is the same amount (except for rounding errors) as the total for #1 showing that all of the Subpool costs were allocated to non-Administrative Divisions. The detail of the costs for each subpool follow in sections #7 through #26

#5 - LISTING OF DIVISION SUBPOOLS & THEIR ALLOCATION FACTORS

This section lists the various Subpools within each Administrative Division or internal service division and the basis for the allocation factor which allocates the Subpool Cost to all of the City Divisions receiving services from that subpool.

#6 - SUMMARY OF SUBPOOL COSTS >> INITIAL+ALLOC.TO=ALLOC.FROM

This section summarizes the costs for each Subpool. As each Subpool receives support from other Subpools, as well as providing support, it has allocations "TO" it. When this "TO" allocation is added to the original Subpool cost, that becomes the amount that is allocated "FROM" it. The detail on Subpool costs and the allocations to each subpool are found in the following sections (#7 - #26) which are in sequence by department. The cover sheet for each of the sections following #6 is an extract of this Cross Allocation Summary Schedule.

Description of Detail Reports for #7 thru #26 (Sample Reports, referred to below, follow the text)

First Schedule - Summary of Subpool Costs

This Schedule is an abstract of the Schedule in #6 above where the subpools for each Internal Service Division are found in a separate section.

Second Schedule - Detail of Division Initial Costs to be Allocated

This Schedule shows the detail for the total costs in the "Initial Subpool Costs" column in the First Schedule based on budgeted costs for FY 2017-2018. Rounding errors may cause the numbers to be slightly different.

Third Schedule - Subpool Summary by Division

This Schedule shows the calculation of the "Percent of Total" which is used to allocate the "Allocations TO Subpool" detail amounts from the Fourth Schedule to the CAP Subpools in the First Schedule.

Fourth Schedule - Detail of Allocations to a Division with Subpools

This Schedule details the allocations that are coming into this division from other divisions with Subpools. The total in the "Subpool" column is the total of the "Allocations TO Subpool" column in the First Schedule spread by the percentages from the Third Schedule above.

SAMPLE
DETAIL REPORT 1

-

Summary of Subpool Costs

**SAMPLE
DETAIL REPORT 2**

-

**Detail of Division Initial Costs
to be Allocated**

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-10 CITY LEGISLATIVE SERVICES
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY COUNCIL		City Council Exp.	0.00	\$227,445
		TOTALS	0.00	\$227,445

SAMPLE DETAIL REPORT 3

-

Detail of Allocations to This Division

CITY OF PLACENTIA, CALIFORNIA
 Detail of Allocations to This Division
 Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$8,869.05	\$0.00
CAP-15	CITY CLERK	C.CLK SVCS TO C.COUNCIL	\$63,646.16	\$0.00
CAP-23	CITY ATTORNEY	C.ATTY SVCS TO C.COUNCIL	\$128,974.95	\$0.00
CAP-26	CITY ADMIN.	C.ADM.SVCS TO C. COUNCIL	\$451,954.60	\$0.00
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	\$94,207.12	\$0.00
CAP-37	RECORDS	C.CLK SVCS TO C.COUNCIL	\$234,415.98	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$9,009.69	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$35,951.11	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$4,736.66	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$4,005.31	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$17,036.94	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$39,675.41	\$0.00
			\$1,092,482.98	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

SAMPLE DETAIL REPORT 4

-

Allocations to This Division

-

Spread to This Division's
Subpools

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-10	CITY LEGISLATIVE SERVICES	100.00%	782,738.10	230,560.23	60,329.51	13,991.34	4,858.11	5.69		1,092,482.98
		100.00%	782,738.10	230,560.23	60,329.51	13,991.34	4,858.11	5.69		1,092,482.98

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.

In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

x

Report 1

DIVISION SUBPOOLS & ALLOCATION FACTORS SUMMARY

This Report lists the various Subpools within each Administrative Division or internal service division and the basis for the allocation factor which allocates the Subpool Cost to all of the City Divisions receiving services from that subpool.

CITY OF PLACENTIA, CALIFORNIA

REPORT 1

**Division Subpools and their Allocation Factors Summary
FISCAL YEAR 2017-2018**

CITY COUNCIL	10-10-01	
CAP-10	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18
CITY CLERK	10-10-02	
CAP-15	C.CLK SVCS TO C.COUNCIL	Direct Charge
CITY TREASURER	10-10-03	
CAP-20	CITY TREASURER SERVICES	Direct Charge to Finance
CITY ATTORNEY	10-10-05	
CAP-23	C.ATTY SVCS TO C.COUNCIL	Direct Charge
CAP-24	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings
CITY ADMIN.	10-15-11	
CAP-26	C.ADM.SVCS TO C. COUNCIL	Direct Charge
CAP-27	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity
HUMAN RESOURCES	10-15-12	
CAP-33	HR-ADM.DIR-SPEC.SUPPORT	Adm.Svcs.Dir. Support for Specific Activities
CAP-34	HR-SPECIFIC PD COSTS	Special Police Employment Requirements
CAP-35	HR SVCS-FT EMPLOYEES	FTE's by Activity
CAP-36	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity
RECORDS	10-15-13	
CAP-37	C.CLK SVCS TO C.COUNCIL	Direct Charge
CAP-38	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity
CAP-39	C.CLK SVCS TO C.ADMIN.	Direct Charge

CITY OF PLACENTIA, CALIFORNIA

REPORT 1

**Division Subpools and their Allocation Factors Summary
FISCAL YEAR 2017-2018**

INFO.TECHNOLOGY	10-15-23	
CAP-40	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff
CAP-41	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software
FINANCIAL ACCT'G	10-20-20	
CAP-45	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18
DEV.SVCS-ECON.DEVEL.	10-25-34	
CAP-48	SUPPORT TO CDBG	Direct Charge to CDBG
PW-ADMIN.	10-35-50	
CAP-50	PUBLIC WORKS ADMIN.	FTE's By Division
PW/MTC-ADMIN	10-36-50	
CAP-51	PW MAINTENANCE ADMIN	FTE's By Division
PW/MTC-STREET MTC	10-36-52	
CAP-51A	PW MAINTENANCE ADMIN	FTE's By Division
PW/MTC-FAC. MTC	10-36-54	
CAP-52	C.HALL-CUSTODIAL SVCS	Square Footage by Department
CAP-53	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division
CAP-56	C.HALL-FACILITY MTC	Square Footage by Department
CAP-57	PD-FACILITY MTC.	Square Footage by Scale for each Division
PW/MTC-VEH/EQPT	10-36-58	
CAP-58	VEH./EQPT.MAINTENANCE	Floor Maintenance Cost
CAP-59	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016

CITY OF PLACENTIA, CALIFORNIA

REPORT 1

Division Subpools and their Allocation Factors Summary

FISCAL YEAR 2017-2018

CS-ADMINISTRATION		10-40-70	
CAP-62	COMM.SVCS.ADMINISTRATION		FT & PT FTE's by Community Services Activity
CAP-63	BROCHURE PRINT & MAIL		Average Brochure Pages
CS-RECREATION		10-40-71	
CAP-64	COMM.SVCS.SUPERVISION		FT & PT FTE's by Community Services Activity
CAP-66	RECREATION BROCHURE		Average Brochure Pages
ND-GENERAL GOV		10-95-95	
CAP-71	P/L GENERAL COVERAGE		Liability Claims Analysis--30% by # of FT+PT Empl
CAP-72	P/L MAJOR RISK DEPTS		Liability Claims Analysis--70% of Premium
CAP-73	SURETY BOND COVERAGE		Cash Handling Exposure
CAP-75	TELEPHONE COST		FT & PT Office Staff & Officers
CAP-77	EQRTHQ.& FIRE INS-CH		Square Footage by Department
CAP-78	EARTHQ.& FIRE INS-PD		Square Footage by Scale for each Division
CAP-80	GAS/WATER/ELEC-CH		Square Footage by Department
CAP-81	GAS/WATER/ELEC-PD		Square Footage by Scale for each Division
CAP-82	GEN.OPNS.COSTS		FT & PT Office Staff & Officers
CITY HALL		99-B-CH	
CAP-91	CITY HALL ANN.REPL.COST		Square Footage by Department
POLICE DEPARTMENT		99-B-PD	
CAP-92	POLICE DEPT ANN.REPL.COST		Square Footage by Scale for each Division

Report 2

FINAL ALLOCATION REPORT

-

TOTAL ALLOCATED TO EACH DIVISION

This Report summarizes the Administrative and internal service costs that have been allocated to all of the City Divisions providing direct services to the public. An Administrative or internal service division may provide public services in addition to internal services and will therefore receive a portion of allocated costs. See the discussion for Detail Reports 3 & 4.

CITY OF PLACENTIA, CALIFORNIA

REPORT 2

Final Allocation Report - Total Allocated to Each Division

FISCAL YEAR 2017-2018

Division #	Division	Total Allocation
10-10-05	CITY ATTORNEY	\$4,155.52
10-15-11	CITY ADMIN.	\$88,105.67
10-15-14	DISASTER PREPAREDNESS	\$2,036.43
10-20-20	FINANCIAL ACCT'G	\$66,979.23
10-25-31	DEV.SVCS-PLANNING	\$255,387.87
10-25-32	DEV.SVCS-BUILDING	\$71,589.16
10-25-33	DEV.SVCS-CODE ENF.	\$103,777.89
10-25-34	DEV.SVCS-ECON.DEVEL.	\$26,392.67
10-30-40	POLICE ADMIN.	\$663,869.68
10-30-41	POLICE-FIELD SVCS.	\$1,825,437.14
10-30-42	POLICE-INVESTIG.	\$538,988.26
10-30-43	POLICE-SUPPORT	\$451,778.64
10-30-44	FIRE & PARAMEDIC SVCS.	\$142,002.65
10-30-45	ANIMAL CONTROL	\$6,930.85
10-30-47	POLICE-TRAFFIC ENF.	\$278,014.12
10-35-50	PW-ADMIN.	\$157,619.35
10-36-50	PW/MTC-ADMIN	\$199,321.38
10-36-52	PW/MTC-STREET MTC	\$325,359.17
10-36-55	PW/MTC-PARK MTC	\$23,675.94
10-40-70	CS-ADMINISTRATION	\$16,139.21
10-40-71	CS-RECREATION	\$785,917.38
10-40-72	CS-NBRHD.SVCS	\$96,010.48
10-40-74	CS-CULTURAL ARTS	\$619.74
10-40-76	CS-HERITAGE FEST.	\$21,543.01
10-40-77	CS-FACT GRANT	\$6,382.03
10-43-15	ENV.SVCS-ENV.PLANNING	\$12,121.83
18-40-71	COMM.SVCS-CMTY PROG.	\$6,138.83
19-43-15	A82766-SR.MOBILITY	\$1,617.33
21-30-41	PD-ASSET SEIZURE	\$13,706.11
28-65-61	PW-ST.LIGHTING DIST.	\$14,369.85
29-65-61	PW-LNDSCP.M.DIST	\$56,080.48

CITY OF PLACENTIA, CALIFORNIA

REPORT 2

Final Allocation Report - Total Allocated to Each Division

FISCAL YEAR 2017-2018

Division #	Division	Total Allocation
30-25-35	DEV.SVCS-CDBG-HSG.REHAB	\$27,192.25
30-95-99	CDBG-TRANSFERS	\$7,437.41
34-25-31	DEV.SVCS.-AFFORD.HSG	\$1,770.80
37-43-86	PW-REFUSE	\$156,070.29
48-43-XX	PW-SEWER	\$251,539.95
54-75-25	SUCC.AGENCY ADM	\$18,492.99
58-15-73	CITY ADM-PUBLIC ACCESS	\$5,366.02
	CITYWIDE TOTAL	\$6,729,937.61

Report 3

FINAL ALLOCATION REPORT WITH DETAIL BY DIVISION & SUBPOOL

This Report details the Cost Allocations made to each Division in Report 2. Each cost is identified by the Division, Subpool and allocation factor that generated the cost.

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: LEGISLATIVE
 Division #: 10-10-05
 Division: CITY ATTORNEY

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$2,061.42
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$2,094.10
			Division Total	\$4,155.52

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ADMINISTRATION

Division #: 10-15-11

Division: CITY ADMIN.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$6,639.15
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$12,819.93
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$2,149.21
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	Adm.Svcs.Dir. Support for Specific Activities	\$24,975.78
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$2,648.52
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$1,334.87
CAP-39	RECORDS	C.CLK SVCS TO C.ADMIN.	Direct Charge	\$15,627.17
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$2,990.78
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$4,065.01
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$6,744.42
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$1,147.52
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$151.19
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	Average Brochure Pages	\$1,117.43
CAP-66	CS-RECREATION	RECREATION BROCHURE	Average Brochure Pages	\$1,847.76
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$393.62
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	Cash Handling Exposure	\$49.70
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$607.47
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$127.84
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$543.80
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$858.11
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$1,266.39

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CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ADMINISTRATION

Division #: 10-15-11

Division: CITY ADMIN.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
				Division Total
				\$88,105.67

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ADMINISTRATION

Division #: 10-15-14

Division: DISASTER PREPAREDNESS

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$1,010.21
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$1,026.22
			Division Total	\$2,036.43

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: FINANCE

Division #: 10-20-20

Division: FINANCIAL ACCT'G

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$8,910.88
CAP-20	CITY TREASURER	CITY TREASURER SERVICES	Direct Charge to Finance	\$3,417.67
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$3,943.50
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$4,859.64
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$2,449.28
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$5,487.66
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$19,534.24
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$9,052.13
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$1,885.29
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$248.39
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$722.23
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	Cash Handling Exposure	\$595.11
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$1,114.63
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$210.04
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$893.43
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$1,574.51
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$2,080.60
Division Total				\$66,979.23

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES
Division #: 10-25-31
Division: DEV.SVCS-PLANNING

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$28,015.01
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$32,243.74
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$12,908.79
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$15,907.75
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$938.99
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$8,017.58
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$17,963.47
14 CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$69,587.13
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$28,459.23
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$7,065.67
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$930.92
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	Average Brochure Pages	\$2,810.50
CAP-66	CS-RECREATION	RECREATION BROCHURE	Average Brochure Pages	\$4,647.32
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$2,955.20
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$4,560.81
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$787.19
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$3,348.37
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$6,442.57
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$7,797.63
Division Total				\$255,387.87

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES
Division #: 10-25-32
Division: DEV.SVCS-BUILDING

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$10,354.33
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$6,454.40
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$7,953.87
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$4,008.78
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$8,981.73
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$10,518.50
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$6,287.25
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$828.36
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis—30% by # of FT+PT Empl	\$1,182.08
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$1,824.32
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$700.46
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$2,979.48
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$2,577.03
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$6,938.57
Division Total				\$71,589.16

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CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES

Division #: 10-25-33

Division: DEV.SVCS-CODE ENF.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$9,701.06
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$21,495.82
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$6,454.40
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$7,953.87
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$938.99
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$4,008.78
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$8,981.73
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$12,750.03
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$9,854.88
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$2,359.22
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$310.83
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$6,608.66
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$1,773.12
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$2,736.49
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$262.84
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$1,118.01
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$3,865.54
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$2,603.62
Division Total				\$103,777.89

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CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES

Division #: 10-25-34

Division: DEV.SVCS-ECON.DEVEL.

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$5,421.88
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$1,008.15
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$1,242.37
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$626.16
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$1,402.92
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$5,507.83
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$3,655.63
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$481.64
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$184.63
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$284.96
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$407.27
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$1,732.38
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$402.52
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$4,034.33
Division Total				\$26,392.67

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: PUBLIC SAFETY
Division #: 10-30-40
Division: POLICE ADMIN.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$95,236.06
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$55,889.16
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$25,817.58
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$31,815.50
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$16,035.15
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$35,926.94
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$199,249.37
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$96,746.15
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division	\$24,675.40
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	Square Footage by Scale for each Division	\$3,964.84
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$10,971.30
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis—30% by # of FT+PT Empl	\$4,728.32
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$7,297.30
CAP-78	ND-GENERAL GOV	EARTHQ.& FIRE INS-PD	Square Footage by Scale for each Division	\$1,885.82
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	Square Footage by Scale for each Division	\$24,565.40
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$10,308.11
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	Square Footage by Scale for each Division	\$18,757.28
Division Total				\$663,869.68

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CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: PUBLIC SAFETY

Division #: 10-30-41

Division: POLICE-FIELD SVCS.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$361,626.08
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$116,179.21
CAP-34	HUMAN RESOURCES	HR-SPECIFIC PD COSTS	Special Police Employment Requirements	\$16,395.33
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$143,169.76
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$938.99
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$72,158.20
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$161,671.25
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$367,360.09
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division	\$28,368.75
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	Square Footage by Scale for each Division	\$4,558.29
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$175,540.80
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$85,251.68
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$21,868.50
CAP-72	ND-GENERAL GOV	P/L MAJOR RISK DEPTS	Liability Claims Analysis--70% of Premium	\$136,950.00
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$33,750.00
CAP-78	ND-GENERAL GOV	EARTHQ.& FIRE INS-PD	Square Footage by Scale for each Division	\$2,168.09
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	Square Footage by Scale for each Division	\$28,242.29
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$47,675.00
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	Square Footage by Scale for each Division	\$21,564.83
Division Total				\$1,825,437.14

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: PUBLIC SAFETY
Division #: 10-30-42
Division: POLICE-INVESTIG.

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$114,752.20
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$41,953.60
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$51,700.18
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$938.99
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$26,057.13
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$58,381.28
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$116,571.72
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division	\$16,715.59
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	Square Footage by Scale for each Division	\$2,685.86
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$32,913.90
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$6,608.66
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis—30% by # of FT+PT Empl	\$8,274.57
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$12,770.27
CAP-78	ND-GENERAL GOV	EARTHQ.& FIRE INS-PD	Square Footage by Scale for each Division	\$1,277.49
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	Square Footage by Scale for each Division	\$16,641.08
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$18,039.19
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	Square Footage by Scale for each Division	\$12,706.55
Division Total				\$538,988.26

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: PUBLIC SAFETY
Division #: 10-30-43
Division: POLICE-SUPPORT

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$85,251.59
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$41,953.60
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$51,700.18
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$8,450.93
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$26,057.13
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$58,381.28
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$86,603.38
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division	\$15,091.79
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	Square Footage by Scale for each Division	\$2,424.95
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$13,002.89
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$14,594.59
CAP-78	ND-GENERAL GOV	EARTHQ.& FIRE INS-PD	Square Footage by Scale for each Division	\$1,153.39
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	Square Footage by Scale for each Division	\$15,024.52
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$20,616.22
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	Square Footage by Scale for each Division	\$11,472.20
Division Total				\$451,778.64

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Department: PUBLIC SAFETY

Division #: 10-30-44

Division: FIRE & PARAMEDIC SVCS.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$70,442.85
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$71,559.80
			Division Total	\$142,002.65

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Department: PUBLIC SAFETY
Division #: 10-30-45
Division: ANIMAL CONTROL

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$3,438.16
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$3,492.69
			Division Total	\$6,930.85

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Department: PUBLIC SAFETY
Division #: 10-30-47
Division: POLICE-TRAFFIC ENF.

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$59,785.27
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$22,590.40
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$27,838.57
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$938.99
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$14,030.77
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$31,436.07
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$60,733.23
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	Square Footage by Scale for each Division	\$8,023.48
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	Square Footage by Scale for each Division	\$1,289.21
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$9,912.99
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$4,728.32
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$9,121.62
CAP-78	ND-GENERAL GOV	EARTHQ.& FIRE INS-PD	Square Footage by Scale for each Division	\$613.20
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	Square Footage by Scale for each Division	\$7,987.72
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$12,885.14
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	Square Footage by Scale for each Division	\$6,099.14
Division Total				\$278,014.12

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Department: PUBLIC WORKS-ADMINISTRATION
Division #: 10-35-50
Division: PW-ADMIN.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$16,328.58
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$12,198.02
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$15,031.84
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$815.91
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$7,576.12
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$16,974.38
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$2,658.87
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$16,587.51
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$36,117.86
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$5,411.02
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$470.25
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	Average Brochure Pages	\$2,442.05
CAP-66	CS-RECREATION	RECREATION BROCHURE	Average Brochure Pages	\$4,038.10
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$1,720.43
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$5,032.92
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$602.84
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$2,564.24
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$7,109.47
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$3,938.94
Division Total				\$157,619.35

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Department: PUBLIC WORKS - MAINTENANCE

Division #: 10-36-50

Division: PW/MTC-ADMIN

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$20,435.59
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$10,825.22
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$13,340.11
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$851.29
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$6,723.49
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$2,646.38
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$20,759.63
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$31,833.85
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$18,059.43
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$40,915.94
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$5,645.65
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$997.02
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$2,300.66
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis—30% by # of FT+PT Empl	\$3,054.22
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$3,845.33
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$628.98
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$2,675.43
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$5,431.89
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$8,351.27
Division Total				\$199,321.38

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Department: PUBLIC WORKS - MAINTENANCE

Division #: 10-36-52

Division: PW/MTC-STREET MTC

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$34,819.97
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$10,440.81
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$12,866.38
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$6,484.73
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$4,967.21
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$35,372.09
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$27,112.81
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$15,381.17
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$34,847.98
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$9,517.66
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$4,129.94
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$1,667.01
CAP-72	ND-GENERAL GOV	P/L MAJOR RISK DEPTS	Liability Claims Analysis--70% of Premium	\$126,230.10
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$630.57
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$890.74
Division Total				\$325,359.17

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Department: PUBLIC WORKS - MAINTENANCE

Division #: 10-36-55

Division: PW/MTC-PARK MTC

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$4,061.33
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$4,125.72
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$15,488.89
Division Total				\$23,675.94

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Department: COMMUNITY SERVICES
Division #: 10-40-70
Division: CS-ADMINISTRATION

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$1,323.81
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$270.56
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$333.43
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$168.04
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$376.51
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	Costs Related to Specific Departmental Software	\$108.40
29 CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$1,344.78
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$257.03
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$33.87
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	Average Brochure Pages	\$4,241.32
CAP-66	CS-RECREATION	RECREATION BROCHURE	Average Brochure Pages	\$7,013.30
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$49.55
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$76.47
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$28.64
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$121.81
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$108.03
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$283.66
Division Total				\$16,139.21

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Department: COMMUNITY SERVICES
Division #: 10-40-71
Division: CS-RECREATION

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$50,031.49
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$13,467.18
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$16,595.84
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$67,397.00
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$8,364.36
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$18,740.48
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$50,824.79
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	Square Footage by Department	\$7,676.15
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	Square Footage by Department	\$1,011.36
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	Fleer Maintenance Cost	\$10,772.58
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$2,206.24
CAP-62	CS-ADMINISTRATION	COMM.SVCS.ADMINISTRATION	FT & PT FTE's by Community Services Activity	\$282,840.97
CAP-64	CS-RECREATION	COMM.SVCS.SUPERVISION	FT & PT FTE's by Community Services Activity	\$171,587.51
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$44,888.92
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	Cash Handling Exposure	\$834.60
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$10,658.12
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	Square Footage by Department	\$855.20
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	Square Footage by Department	\$3,637.66
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$15,055.58
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	Square Footage by Department	\$8,471.35

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Department: COMMUNITY SERVICES
Division #: 10-40-71
Division: CS-RECREATION

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
				Division Total
				\$785,917.38

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Department: COMMUNITY SERVICES

Division #: 10-40-72

Division: CS-NBRHD.SVCS

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$7,008.79
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$3,227.22
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$3,976.93
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	# of PT Staff by Activity	\$1,877.97
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$2,004.40
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$4,490.87
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$7,119.93
CAP-62	CS-ADMINISTRATION	COMM.SVCS.ADMINISTRATION	FT & PT FTE's by Community Services Activity	\$36,055.74
CAP-64	CS-RECREATION	COMM.SVCS.SUPERVISION	FT & PT FTE's by Community Services Activity	\$21,873.48
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$1,773.12
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$2,736.49
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$3,865.54
Division Total				\$96,010.48

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Department: COMMUNITY SERVICES

Division #: 10-40-74

Division: CS-CULTURAL ARTS

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$307.42
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$312.32
			Division Total	\$619.74

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Department: COMMUNITY SERVICES
Division #: 10-40-76
Division: CS-HERITAGE FEST.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$4,510.91
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$4,582.42
CAP-62	CS-ADMINISTRATION	COMM.SVCS.ADMINISTRATION	FT & PT FTE's by Community Services Activity	\$7,748.81
CAP-64	CS-RECREATION	COMM.SVCS.SUPERVISION	FT & PT FTE's by Community Services Activity	\$4,700.87
Division Total				\$21,543.01

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Department: COMMUNITY SERVICES

Division #: 10-40-77

Division: CS-FACT GRANT

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$3,165.91
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$3,216.12
			Division Total	\$6,382.03

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Department: ENVIRONMENTAL SERVICES
 Division #: 10-43-15
 Division: ENV.SVCS-ENV.PLANNING

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$6,013.24
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$6,108.59
			Division Total	\$12,121.83

CITY OF PLACENTIA, CALIFORNIA
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Department: COMMUNITY SERVICES
 Division #: 18-40-71
 Division: COMM.SVCS-CMTY PROG.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$3,045.27
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$3,093.56
Division Total				\$6,138.83

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Department: ENVIRONMENTAL SERVICES
Division #: 19-43-15
Division: AB2766-SR.MOBILITY

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$802.31
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$815.02
Division Total				\$1,617.33

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REPORT 3

Department: PUBLIC SAFETY
 Division #: 21-30-41
 Division: PD-ASSET SEIZURE

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$6,799.14
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$6,906.97
Division Total				\$13,706.11

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Department: SPECIAL REVENUE
Division #: 28-65-61
Division: PW-ST.LIGHTING DIST.

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$5,417.06
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$322.72
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$397.69
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$200.44
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$5,502.95
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$838.04
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$475.43
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$1,077.12
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$79.30
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$59.10
Division Total				\$14,369.85

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Department: SPECIAL REVENUE
Division #: 29-65-61
Division: PW-LNDSCP.M.DIST

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Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$13,476.84
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$2,581.76
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$3,181.55
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$1,603.53
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$449.09
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$13,690.55
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$6,704.34
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$3,803.38
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$8,617.05
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$581.56
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis—30% by # of FT+PT Empl	\$620.59
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$319.26
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$450.98
Division Total				\$56,080.48

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES

Division #: 30-25-35

Division: DEV.SVCS-CDBG-HSG.REHAB

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$5,856.29
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$5,949.15
CAP-48	DEV.SVCS-ECON.DEVEL.	SUPPORT TO CDBG	Direct Charge to CDBG	\$15,386.81
Division Total				\$27,192.25

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: NON-DEPARTMENTAL GENERAL

Division #: 30-95-99

Division: CDBG-TRANSFERS

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$3,689.45
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$3,747.96
			Division Total	\$7,437.41

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: DEVELOPMENT SERVICES
 Division #: 34-25-31
 Division: DEV.SVCS.-AFFORD.HSG

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$878.43
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$892.37
Division Total				\$1,770.80

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ENVIRONMENTAL SERVICES
Division #: 37-43-86
Division: PW-REFUSE

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$42,747.05
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$53,739.58
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$1,290.88
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$1,590.77
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$801.74
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$1,796.35
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$43,424.85
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$3,352.17
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$1,901.69
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$4,308.53
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$236.42
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$364.86
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$515.40
Division Total				\$156,070.29

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CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ENVIRONMENTAL SERVICES

Division #: 48-43-XX

Division: PW-SEWER

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$49,247.75
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$9,197.53
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$11,334.28
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$5,712.52
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$5,838.13
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$50,028.65
46 CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	FTE's By Division	\$23,884.23
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	FTE's By Division	\$13,549.58
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	FTE's By Division	\$30,698.30
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	Fuel Allocation based on CY 2016	\$1,295.30
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis--30% by # of FT+PT Empl	\$1,802.67
CAP-72	ND-GENERAL GOV	P/L MAJOR RISK DEPTS	Liability Claims Analysis--70% of Premium	\$45,650.00
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$1,368.24
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$1,932.77
Division Total				\$251,539.95

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ADMINISTRATION
Division #: 54-75-25
Division: SUCC.AGENCY ADM

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	Analysis of C.Attorney Billings	\$8,598.33
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	FTE's by Activity	\$1,936.31
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	FTE's by Activity	\$2,386.17
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	FTE's by Activity	\$1,202.63
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	FTE's by Activity Excluding Maint. Staff	\$2,694.52
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	Liability Claims Analysis-30% by # of FT+PT Empl	\$354.62
CAP-75	ND-GENERAL GOV	TELEPHONE COST	FT & PT Office Staff & Officers	\$547.30
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	FT & PT Office Staff & Officers	\$773.11
Division Total				\$18,492.99

CITY OF PLACENTIA, CALIFORNIA
Final Allocation Report With Detail by Division and Subpool
FISCAL YEAR 2017-2018

REPORT 3

Department: ADMINISTRATION
Division #: 58-15-73
Division: CITY ADM-PUBLIC ACCESS

Subpool #	Division	Subpool	Allocation Factor	Cost Allocation
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	Adjusted Budget for FY 2017-18	\$2,661.91
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	Adjusted Budget for FY 2017-18	\$2,704.11
Division Total				\$5,366.02

Report 4

SUMMARY OF INITIAL SUBPOOL COSTS

This Report summarizes the initial Subpool costs based on the adopted budget for Fiscal Year 2012-2013. The total for this schedule is the same amount (except for rounding differences) as the total for Report 2 showing that all of the Subpool costs were allocated through the Cost Allocation Plan to Divisions providing public services.

CITY OF PLACENTIA, CALIFORNIA

REPORT 4

Summary of Initial Subpool Costs

FISCAL YEAR 2017-2018

Subpool #	Subpool	Division	Subpool Cost
CAP-10	CITY LEGISLATIVE SERVICES	CITY COUNCIL	\$227,445.00
CAP-15	C.CLK SVCS TO C.COUNCIL	CITY CLERK	\$58,310.00
CAP-20	CITY TREASURER SERVICES	CITY TREASURER	\$16,845.00
CAP-23	C.ATTY SVCS TO C.COUNCIL	CITY ATTORNEY	\$126,000.00
CAP-24	C.ATTY SVCS TO DEPTS	CITY ATTORNEY	\$294,000.00
CAP-26	C.ADM.SVCS TO C. COUNCIL	CITY ADMIN.	\$264,833.12
CAP-27	C.ADM.LEADERSHIP TO STAFF	CITY ADMIN.	\$237,724.29
CAP-33	HR-ADM.DIR-SPEC.SUPPORT	HUMAN RESOURCES	\$171,009.58
CAP-34	HR-SPECIFIC PD COSTS	HUMAN RESOURCES	\$11,160.00
CAP-35	HR SVCS-FT EMPLOYEES	HUMAN RESOURCES	\$340,302.30
CAP-36	HR SVCS-PT EMPLOYEES	HUMAN RESOURCES	\$68,389.84
CAP-37	C.CLK SVCS TO C.COUNCIL	RECORDS	\$159,995.84
CAP-38	C.CLK SVCS TO DEPARTMENTS	RECORDS	\$171,978.70
CAP-39	C.CLK SVCS TO C.ADMIN.	RECORDS	\$53,652.82
CAP-40	INFO.TECH.SERVICES	INFO.TECHNOLOGY	\$529,922.42
CAP-41	SOFTWARE SUPPORT COST	INFO.TECHNOLOGY	\$537,865.00
CAP-45	FINANCIAL MGMT SERVICES	FINANCIAL ACCT'G	\$973,314.81
CAP-48	SUPPORT TO CDBG	DEV.SVCS-ECON.DEVEL.	\$12,209.70
CAP-50	PUBLIC WORKS ADMIN.	PW-ADMIN.	\$117,095.19
CAP-51	PW MAINTENANCE ADMIN	PW/MTC-ADMIN	\$35,799.80
CAP-51A	PW MAINTENANCE ADMIN	PW/MTC-STREET MTC	\$100,009.71
CAP-52	C.HALL-CUSTODIAL SVCS	PW/MTC-FAC. MTC	\$113,266.34
CAP-53	PD-CUSTODIAL SVCS	PW/MTC-FAC. MTC	\$92,875.01
CAP-56	C.HALL-FACILITY MTC	PW/MTC-FAC. MTC	\$14,923.15
CAP-57	PD-FACILITY MTC.	PW/MTC-FAC. MTC	\$14,923.15
CAP-58	VEH./EQPT.MAINTENANCE	PW/MTC-VEH/EQPT	\$258,148.24

Summary of Initial Subpool Costs

FISCAL YEAR 2017-2018

Subpool #	Subpool	Division	Subpool Cost
CAP-59	GASOLINE & DIESEL FUEL	PW//MTC-VEH/EQPT	\$120,000.00
CAP-62	COMM.SVCS.ADMINISTRATION	CS-ADMINISTRATION	\$230,864.69
CAP-63	BROCHURE PRINT & MAIL	CS-ADMINISTRATION	\$37,300.00
CAP-64	COMM.SVCS.SUPERVISION	CS-RECREATION	\$124,036.40
CAP-66	RECREATION BROCHURE	CS-RECREATION	\$54,623.09
CAP-71	P/L GENERAL COVERAGE	ND-GENERAL GOV	\$136,950.00
CAP-72	P/L MAJOR RISK DEPTS	ND-GENERAL GOV	\$319,550.00
CAP-73	SURETY BOND COVERAGE	ND-GENERAL GOV	\$5,000.00
CAP-75	TELEPHONE COST	ND-GENERAL GOV	\$135,000.00
CAP-77	EQRTHQ. & FIRE INS-CH	ND-GENERAL GOV	\$12,619.00
CAP-78	EARTHQ. & FIRE INS-PD	ND-GENERAL GOV	\$7,098.00
CAP-80	GAS/WATER/ELEC-CH	ND-GENERAL GOV	\$53,676.00
CAP-81	GAS/WATER/ELEC-PD	ND-GENERAL GOV	\$92,461.00
CAP-82	GEN.OPNS.COSTS	ND-GENERAL GOV	\$190,700.00
CAP-91	CITY HALL ANN.REPL.COST	CITY HALL	\$125,000.00
CAP-92	POLICE DEPT ANN.REPL.COST	POLICE DEPARTMENT	\$70,600.00
			\$6,717,477.19

Report 5

DETAIL OF ALLOCATED COSTS BY SUBPOOL

This report summarizes the twenty iterations that the program goes through to allocate costs from the subpools of administrative and internal service divisions to the rest of the organization. The detail for this report would be similar to Detail Report 4 found in Sections 7 through 34. The first allocation for this report's detail starts with the initial subpool costs from Report 4. That amount is spread to the rest of the organization using each subpool's "Allocation Factor." The "Factor % of Total" is the mathematical ratio of the "Allocation Factor" for each division receiving services from a particular subpool to the total of the "Allocation Factor" column. This percentage ("Factor % of Total") is then multiplied by the initial subpool cost total to calculate the allocation to each division. In other words, the detail allocation is calculated from the total using the factors.

As each administrative and internal service subpool is allocating costs to other administrative and internal service divisions, it is creating the costs that become the subsequent iterations of the process. When the process is completed, all of the allocations between administrative and internal service divisions have been allocated out to divisions providing public services.

However, if the division in Report 3 is an administrative or internal service division, that is because it is also providing fee and/or tax services (i.e. Public Services as opposed to Internal Services) otherwise it would not be in Reports 2 & 3. Reports 2 & 3 only show the amount that is allocated to the fee and/or tax services of a division whereas Report 5 shows the total allocated to that division. To see how this total is split between Internal Services and Public Services, the reader is directed to "Detail Report 3" for that particular subpool's division in Sections 7 through 34.

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-10

Division #:

Subpool: CITY LEGISLATIVE SERVICES

Division:

Allocation Factor: Adjusted Budget for FY 2017-18

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	151,445.00	0.672%	\$8,869.05
10-10-02	CITY CLERK	22,310.00	0.099%	\$1,306.54
10-10-03	CITY TREASURER	16,845.00	0.075%	\$986.50
10-10-05	CITY ATTORNEY	119,200.00	0.529%	\$6,980.69
10-15-11	CITY ADMIN.	570,270.00	2.530%	\$33,396.67
10-15-12	HUMAN RESOURCES	556,200.00	2.468%	\$32,572.67
10-15-13	RECORDS	331,987.00	1.473%	\$19,442.10
10-15-14	DISASTER PREPAREDNESS	17,250.00	0.077%	\$1,010.21
10-20-20	FINANCIAL ACCT'G	958,806.00	4.254%	\$56,150.46
10-25-31	DEV.SVCS-PLANNING	478,375.00	2.122%	\$28,015.01
10-25-32	DEV.SVCS-BUILDING	176,807.00	0.784%	\$10,354.33
10-25-33	DEV.SVCS-CODE ENF.	165,652.00	0.735%	\$9,701.06
10-25-34	DEV.SVCS-ECON.DEVEL.	103,727.00	0.460%	\$6,074.56
10-30-40	POLICE ADMIN.	1,626,218.00	7.215%	\$95,236.06
10-30-41	POLICE-FIELD SVCS.	6,175,003.00	27.397%	\$361,626.08
10-30-42	POLICE-INVESTIG.	1,959,469.00	8.694%	\$114,752.20
10-30-43	POLICE-SUPPORT	1,455,727.00	6.459%	\$85,251.59
10-30-44	FIRE & PARAMEDIC SVCS.	1,202,858.00	5.337%	\$70,442.85
10-30-45	ANIMAL CONTROL	58,709.00	0.260%	\$3,438.16
10-30-47	POLICE-TRAFFIC ENF.	1,020,873.00	4.529%	\$59,785.27
10-35-50	PW-ADMIN.	320,887.00	1.424%	\$18,792.09
10-36-50	PW/MTC-ADMIN	384,907.00	1.708%	\$22,541.28
10-36-52	PW/MTC-STREET MTC	645,067.00	2.862%	\$37,777.00
10-36-55	PW/MTC-PARK MTC	69,350.00	0.308%	\$4,061.33
10-40-70	CS-ADMINISTRATION	269,622.00	1.196%	\$15,789.83
10-40-71	CS-RECREATION	1,023,624.00	4.542%	\$59,946.39

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-10

Division #:

Subpool: CITY LEGISLATIVE SERVICES

Division:

Allocation Factor: Adjusted Budget for FY 2017-18

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-40-72	CS-NBRHD.SVCS	119,680.00	0.531%	\$7,008.79
10-40-74	CS-CULTURAL ARTS	5,250.00	0.023%	\$307.42
10-40-76	CS-HERITAGE FEST.	77,027.00	0.342%	\$4,510.91
10-40-77	CS-FACT GRANT	54,060.00	0.240%	\$3,165.91
10-43-15	ENV.SVCS-ENV.PLANNING	102,680.00	0.456%	\$6,013.24
18-40-71	COMM.SVCS-CMTY PROG.	52,000.00	0.231%	\$3,045.27
19-43-15	AB2766-SR.MOBILITY	13,700.00	0.061%	\$802.31
21-30-41	PD-ASSET SEIZURE	116,100.00	0.515%	\$6,799.14
28-65-61	PW-ST.LIGHTING DIST.	92,500.00	0.410%	\$5,417.06
29-65-61	PW-LNDSCP.M.DIST	230,126.00	1.021%	\$13,476.84
30-25-35	DEV.SVCS-CDBG-HSG.REHAB	100,000.00	0.444%	\$5,856.29
30-95-99	CDBG-TRANSFERS	63,000.00	0.280%	\$3,689.45
34-25-31	DEV.SVCS.-AFFORD.HSG	15,000.00	0.067%	\$878.43
37-43-86	PW-REFUSE	729,934.00	3.239%	\$42,747.05
48-43-XX	PW-SEWER	840,938.00	3.731%	\$49,247.75
58-15-73	CITY ADM-PUBLIC ACCESS	45,454.00	0.202%	\$2,661.91
		22,538,637.00	100.000%	\$1,319,927.75

Allocation Source: Budget

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-15

Division #:

Subpool: C.CLK SVCS TO C.COUNCIL

Division:

Allocation Factor: Direct Charge

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	100.00	100.000%	\$63,646.16
		100.00	100.000%	\$63,646.16

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-20

Division #:

Subpool: CITY TREASURER SERVICES

Division:

Allocation Factor: Direct Charge to Finance

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-20-20	FINANCIAL ACCT'G	100.00	100.000%	\$21,535.99
		100.00	100.000%	\$21,535.99

Allocation Source: STAFF

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-23

Division #:

Subpool: C.ATTY SVCS TO C.COUNCIL

Division:

Allocation Factor: Direct Charge

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	100.00	100.000%	\$128,974.95
		100.00	100.000%	\$128,974.95

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-24

Division #:

Subpool: C.ATTY SVCS TO DEPTS

Division:

Allocation Factor: Analysis of C.Attorney Billings

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	15.00	21.429%	\$64,487.47
10-15-12	HUMAN RESOURCES	15.00	21.429%	\$64,487.47
10-25-31	DEV.SVCS-PLANNING	7.50	10.714%	\$32,243.74
10-25-33	DEV.SVCS-CODE ENF.	5.00	7.143%	\$21,495.82
10-30-40	POLICE ADMIN.	13.00	18.571%	\$55,889.16
37-43-86	PW-REFUSE	12.50	17.857%	\$53,739.58
54-75-25	SUCC.AGENCY ADM	2.00	2.857%	\$8,598.33
		70.00	100.000%	\$300,941.57

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-26

Division #:

Subpool: C.ADM.SVCS TO C. COUNCIL

Division:

Allocation Factor: Direct Charge

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	100.00	100.000%	\$451,954.60
		100.00	100.000%	\$451,954.60

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-27

Division #:

Subpool: C.ADM.LEADERSHIP TO STAFF

Division:

Allocation Factor: FTE's by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.665%	\$10,811.12
10-15-12	HUMAN RESOURCES	3.00	2.386%	\$9,681.60
10-15-13	RECORDS	3.00	2.386%	\$9,681.60
10-20-20	FINANCIAL ACCT'G	7.70	6.125%	\$24,849.44
10-25-31	DEV.SVCS-PLANNING	4.00	3.182%	\$12,908.79
10-25-32	DEV.SVCS-BUILDING	2.00	1.591%	\$6,454.40
10-25-33	DEV.SVCS-CODE ENF.	2.00	1.591%	\$6,454.40
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.278%	\$1,129.52
10-30-40	POLICE ADMIN.	8.00	6.364%	\$25,817.58
10-30-41	POLICE-FIELD SVCS.	36.00	28.637%	\$116,179.21
10-30-42	POLICE-INVESTIG.	13.00	10.341%	\$41,953.60
10-30-43	POLICE-SUPPORT	13.00	10.341%	\$41,953.60
10-30-47	POLICE-TRAFFIC ENF.	7.00	5.568%	\$22,590.40
10-35-50	PW-ADMIN.	4.35	3.460%	\$14,038.32
10-36-50	PW/MTC-ADMIN	3.70	2.943%	\$11,940.65
10-36-52	PW/MTC-STREET MTC	3.51	2.792%	\$11,327.48
10-40-70	CS-ADMINISTRATION	1.00	0.795%	\$3,227.22
10-40-71	CS-RECREATION	5.00	3.977%	\$16,136.00
10-40-72	CS-NBRHD.SVCS	1.00	0.795%	\$3,227.22
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.080%	\$322.72
29-65-61	PW-LNDSCP.M.DIST	0.80	0.636%	\$2,581.76
37-43-86	PW-REFUSE	0.40	0.318%	\$1,290.88
48-43-XX	PW-SEWER	2.85	2.267%	\$9,197.53
54-75-25	SUCC.AGENCY ADM	0.60	0.477%	\$1,936.31

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-27

Division #:

Subpool: C.ADM.LEADERSHIP TO STAFF

Division:

Allocation Factor: FTE's by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		125.71	100.000%	\$405,691.35

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-33

Division #:

Subpool: HR-ADM.DIR-SPEC.SUPPORT

Division:

Allocation Factor: Adm.Svcs.Dir. Support for Specific Activities

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	25.00	37.498%	\$94,207.12
10-15-11	CITY ADMIN.	33.34	50.008%	\$125,634.67
10-15-13	RECORDS	8.33	12.494%	\$31,389.81
		66.67	100.000%	\$251,231.60

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-34

Division #:

Subpool: HR-SPECIFIC PD COSTS

Division:

Allocation Factor: Special Police Employment Requirements

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-41	POLICE-FIELD SVCS.	100.00	100.000%	\$16,395.33
		100.00	100.000%	\$16,395.33

Allocation Source: Budget

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-35

Division #:

Subpool: HR SVCS-FT EMPLOYEES

Division:

Allocation Factor: FTE's by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.665%	\$13,322.73
10-15-12	HUMAN RESOURCES	3.00	2.386%	\$11,930.81
10-15-13	RECORDS	3.00	2.386%	\$11,930.81
10-20-20	FINANCIAL ACCT'G	7.70	6.125%	\$30,622.42
10-25-31	DEV.SVCS-PLANNING	4.00	3.182%	\$15,907.75
10-25-32	DEV.SVCS-BUILDING	2.00	1.591%	\$7,953.87
10-25-33	DEV.SVCS-CODE ENF.	2.00	1.591%	\$7,953.87
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.278%	\$1,391.93
10-30-40	POLICE ADMIN.	8.00	6.364%	\$31,815.50
10-30-41	POLICE-FIELD SVCS.	36.00	28.637%	\$143,169.76
10-30-42	POLICE-INVESTIG.	13.00	10.341%	\$51,700.18
10-30-43	POLICE-SUPPORT	13.00	10.341%	\$51,700.18
10-30-47	POLICE-TRAFFIC ENF.	7.00	5.568%	\$27,838.57
10-35-50	PW-ADMIN.	4.35	3.460%	\$17,299.66
10-36-50	PW/MTC-ADMIN	3.70	2.943%	\$14,714.66
10-36-52	PW/MTC-STREET MTC	3.51	2.792%	\$13,959.06
10-40-70	CS-ADMINISTRATION	1.00	0.795%	\$3,976.93
10-40-71	CS-RECREATION	5.00	3.977%	\$19,884.67
10-40-72	CS-NBRHD.SVCS	1.00	0.795%	\$3,976.93
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.080%	\$397.69
29-65-61	PW-LNDSCP.M.DIST	0.80	0.636%	\$3,181.55
37-43-86	PW-REFUSE	0.40	0.318%	\$1,590.77
48-43-XX	PW-SEWER	2.85	2.267%	\$11,334.28
54-75-25	SUCC.AGENCY ADM	0.60	0.477%	\$2,386.17

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-36

Division #:

Subpool: HR SVCS-PT EMPLOYEES

Division:

Allocation Factor: # of PT Staff by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-12	HUMAN RESOURCES	2.00	1.869%	\$1,877.97
10-15-13	RECORDS	1.00	0.935%	\$938.99
10-25-31	DEV.SVCS-PLANNING	1.00	0.935%	\$938.99
10-25-33	DEV.SVCS-CODE ENF.	1.00	0.935%	\$938.99
10-30-41	POLICE-FIELD SVCS.	1.00	0.935%	\$938.99
10-30-42	POLICE-INVESTIG.	1.00	0.935%	\$938.99
10-30-43	POLICE-SUPPORT	9.00	8.411%	\$8,450.93
10-30-47	POLICE-TRAFFIC ENF.	1.00	0.935%	\$938.99
10-35-50	PW-ADMIN.	1.00	0.935%	\$938.99
10-36-50	PW/MTC-ADMIN	1.00	0.935%	\$938.99
10-40-71	CS-RECREATION	86.00	80.374%	\$80,753.29
10-40-72	CS-NBRHD.SVCS	2.00	1.869%	\$1,877.97
		107.00	100.000%	\$100,472.08

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-37

Division #:

Subpool: C.CLK SVCS TO C.COUNCIL

Division:

Allocation Factor: Direct Charge

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	100.00	100.000%	\$234,415.98
		100.00	100.000%	\$234,415.98

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-38

Division #:

Subpool: C.CLK SVCS TO DEPARTMENTS

Division:

Allocation Factor: FTE's by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.665%	\$6,714.72
10-15-12	HUMAN RESOURCES	3.00	2.386%	\$6,013.18
10-15-13	RECORDS	3.00	2.386%	\$6,013.18
10-20-20	FINANCIAL ACCT'G	7.70	6.125%	\$15,433.81
10-25-31	DEV.SVCS-PLANNING	4.00	3.182%	\$8,017.58
10-25-32	DEV.SVCS-BUILDING	2.00	1.591%	\$4,008.78
10-25-33	DEV.SVCS-CODE ENF.	2.00	1.591%	\$4,008.78
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.278%	\$701.54
10-30-40	POLICE ADMIN.	8.00	6.364%	\$16,035.15
10-30-41	POLICE-FIELD SVCS.	36.00	28.637%	\$72,158.20
10-30-42	POLICE-INVESTIG.	13.00	10.341%	\$26,057.13
10-30-43	POLICE-SUPPORT	13.00	10.341%	\$26,057.13
10-30-47	POLICE-TRAFFIC ENF.	7.00	5.568%	\$14,030.77
10-35-50	PW-ADMIN.	4.35	3.460%	\$8,719.11
10-36-50	PW/MTC-ADMIN	3.70	2.943%	\$7,416.27
10-36-52	PW/MTC-STREET MTC	3.51	2.792%	\$7,035.42
10-40-70	CS-ADMINISTRATION	1.00	0.795%	\$2,004.40
10-40-71	CS-RECREATION	5.00	3.977%	\$10,021.96
10-40-72	CS-NBRHD.SVCS	1.00	0.795%	\$2,004.40
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.080%	\$200.44
29-65-61	PW-LNDSCP.M.DIST	0.80	0.636%	\$1,603.53
37-43-86	PW-REFUSE	0.40	0.318%	\$801.74
48-43-XX	PW-SEWER	2.85	2.267%	\$5,712.52
54-75-25	SUCC.AGENCY ADM	0.60	0.477%	\$1,202.63

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-38

Division #:

Subpool: C.CLK SVCS TO DEPARTMENTS

Division:

Allocation Factor: FTE's by Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		125.71	100.000%	\$251,972.37

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-40

Division #:

Subpool: INFO.TECH.SERVICES

Division:

Allocation Factor: FTE's by Activity Excluding Maint. Staff

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.839%	\$15,044.41
10-15-12	HUMAN RESOURCES	3.00	2.542%	\$13,472.60
10-15-13	RECORDS	3.00	2.542%	\$13,472.60
10-20-20	FINANCIAL ACCT'G	7.70	6.525%	\$34,579.68
10-25-31	DEV.SVCS-PLANNING	4.00	3.390%	\$17,963.47
10-25-32	DEV.SVCS-BUILDING	2.00	1.695%	\$8,981.73
10-25-33	DEV.SVCS-CODE ENF.	2.00	1.695%	\$8,981.73
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.297%	\$1,571.80
10-30-40	POLICE ADMIN.	8.00	6.780%	\$35,926.94
10-30-41	POLICE-FIELD SVCS.	36.00	30.508%	\$161,671.25
10-30-42	POLICE-INVESTIG.	13.00	11.017%	\$58,381.28
10-30-43	POLICE-SUPPORT	13.00	11.017%	\$58,381.28
10-30-47	POLICE-TRAFFIC ENF.	7.00	5.932%	\$31,436.07
10-35-50	PW-ADMIN.	4.35	3.686%	\$19,535.28
10-36-50	PW/MTC-ADMIN	0.65	0.551%	\$2,919.06
10-36-52	PW/MTC-STREET MTC	1.20	1.017%	\$5,389.04
10-40-70	CS-ADMINISTRATION	1.00	0.847%	\$4,490.87
10-40-71	CS-RECREATION	5.00	4.237%	\$22,454.34
10-40-72	CS-NBRHD.SVCS	1.00	0.847%	\$4,490.87
29-65-61	PW-LNDSCP.M.DIST	0.10	0.085%	\$449.09
37-43-86	PW-REFUSE	0.40	0.339%	\$1,796.35
48-43-XX	PW-SEWER	1.30	1.102%	\$5,838.13
54-75-25	SUCC.AGENCY ADM	0.60	0.508%	\$2,694.52

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-40

Division #:

Subpool: INFO.TECH.SERVICES

Division:

Allocation Factor: FTE's by Activity Excluding Maint. Staff

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		118.00	100.000%	\$529,922.39

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-41

Division #:

Subpool: SOFTWARE SUPPORT COST

Division:

Allocation Factor: Costs Related to Specific Departmental Software

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	20,448.00	3.802%	\$20,448.04
10-15-12	HUMAN RESOURCES	70,198.00	13.051%	\$70,198.13
10-15-13	RECORDS	38,187.00	7.100%	\$38,187.07
10-20-20	FINANCIAL ACCT'G	123,092.00	22.885%	\$123,092.23
10-25-31	DEV.SVCS-PLANNING	69,587.00	12.938%	\$69,587.13
10-25-33	DEV.SVCS-CODE ENF.	12,750.00	2.370%	\$12,750.03
10-30-40	POLICE ADMIN.	199,249.00	37.044%	\$199,249.37
10-35-50	PW-ADMIN.	3,060.00	0.569%	\$3,060.01
10-40-70	CS-ADMINISTRATION	1,293.00	0.240%	\$1,293.00
		537,864.00	100.000%	\$537,865.01

Allocation Source: Budget

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-45

Division #:

Subpool: FINANCIAL MGMT SERVICES

Division:

Allocation Factor: Adjusted Budget for FY 2017-18

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	151,445.00	0.672%	\$9,009.69
10-10-02	CITY CLERK	22,310.00	0.099%	\$1,327.26
10-10-03	CITY TREASURER	16,845.00	0.075%	\$1,002.13
10-10-05	CITY ATTORNEY	119,200.00	0.529%	\$7,091.39
10-15-11	CITY ADMIN.	570,270.00	2.530%	\$33,926.20
10-15-12	HUMAN RESOURCES	556,200.00	2.468%	\$33,089.15
10-15-13	RECORDS	331,987.00	1.473%	\$19,750.40
10-15-14	DISASTER PREPAREDNESS	17,250.00	0.077%	\$1,026.22
10-20-20	FINANCIAL ACCT'G	958,806.00	4.254%	\$57,040.78
10-25-31	DEV.SVCS-PLANNING	478,375.00	2.122%	\$28,459.23
10-25-32	DEV.SVCS-BUILDING	176,807.00	0.784%	\$10,518.50
10-25-33	DEV.SVCS-CODE ENF.	165,652.00	0.735%	\$9,854.88
10-25-34	DEV.SVCS-ECON.DEVEL.	103,727.00	0.460%	\$6,170.88
10-30-40	POLICE ADMIN.	1,626,218.00	7.215%	\$96,746.15
10-30-41	POLICE-FIELD SVCS.	6,175,003.00	27.397%	\$367,360.09
10-30-42	POLICE-INVESTIG.	1,959,469.00	8.694%	\$116,571.72
10-30-43	POLICE-SUPPORT	1,455,727.00	6.459%	\$86,603.38
10-30-44	FIRE & PARAMEDIC SVCS.	1,202,858.00	5.337%	\$71,559.80
10-30-45	ANIMAL CONTROL	58,709.00	0.260%	\$3,492.69
10-30-47	POLICE-TRAFFIC ENF.	1,020,873.00	4.529%	\$60,733.23
10-35-50	PW-ADMIN.	320,887.00	1.424%	\$19,090.04
10-36-50	PW/MTC-ADMIN	384,907.00	1.708%	\$22,898.68
10-36-52	PW/MTC-STREET MTC	645,067.00	2.862%	\$38,376.00
10-36-55	PW/MTC-PARK MTC	69,350.00	0.308%	\$4,125.72
10-40-70	CS-ADMINISTRATION	269,622.00	1.196%	\$16,040.21
10-40-71	CS-RECREATION	1,023,624.00	4.542%	\$60,896.90

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-45

Division #:

Subpool: FINANCIAL MGMT SERVICES

Division:

Allocation Factor: Adjusted Budget for FY 2017-18

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-40-72	CS-NBRHD.SVCS	119,680.00	0.531%	\$7,119.93
10-40-74	CS-CULTURAL ARTS	5,250.00	0.023%	\$312.32
10-40-76	CS-HERITAGE FEST.	77,027.00	0.342%	\$4,582.42
10-40-77	CS-FACT GRANT	54,060.00	0.240%	\$3,216.12
10-43-15	ENV.SVCS-ENV.PLANNING	102,680.00	0.456%	\$6,108.59
18-40-71	COMM.SVCS-CMTY PROG.	52,000.00	0.231%	\$3,093.56
19-43-15	AB2766-SR.MOBILITY	13,700.00	0.061%	\$815.02
21-30-41	PD-ASSET SEIZURE	116,100.00	0.515%	\$6,906.97
28-65-61	PW-ST.LIGHTING DIST.	92,500.00	0.410%	\$5,502.95
29-65-61	PW-LNDSCP.M.DIST	230,126.00	1.021%	\$13,690.55
30-25-35	DEV.SVCS-CDBG-HSG.REHAB	100,000.00	0.444%	\$5,949.15
30-95-99	CDBG-TRANSFERS	63,000.00	0.280%	\$3,747.96
34-25-31	DEV.SVCS.-AFFORD.HSG	15,000.00	0.067%	\$892.37
37-43-86	PW-REFUSE	729,934.00	3.239%	\$43,424.85
48-43-XX	PW-SEWER	840,938.00	3.731%	\$50,028.65
58-15-73	CITY ADM-PUBLIC ACCESS	45,454.00	0.202%	\$2,704.11
		22,538,637.00	100.000%	\$1,340,856.84

Allocation Source: Budget

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-48
Subpool: SUPPORT TO CDBG
Allocation Factor: Direct Charge to CDBG

Division #:
Division:

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
30-25-35	DEV.SVCS-CDBG-HSG.REHAB	100.00	100.000%	\$15,386.81
		100.00	100.000%	\$15,386.81

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-50

Division #:

Subpool: PUBLIC WORKS ADMIN.

Division:

Allocation Factor: FTE's By Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-35-50	PW-ADMIN.	4.96	29.506%	\$41,566.92
10-36-50	PW/MTC-ADMIN	4.19	24.926%	\$35,113.99
10-36-52	PW/MTC-STREET MTC	3.51	20.880%	\$29,415.30
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.595%	\$838.04
29-65-61	PW-LNDSCP.M.DIST	0.80	4.759%	\$6,704.34
37-43-86	PW-REFUSE	0.40	2.380%	\$3,352.17
48-43-XX	PW-SEWER	2.85	16.954%	\$23,884.23
		16.81	100.000%	\$140,874.99

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-51

Division #:

Subpool: PW MAINTENANCE ADMIN

Division:

Allocation Factor: FTE's By Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-36-50	PW/MTC-ADMIN	4.19	35.359%	\$19,920.27
10-36-52	PW/MTC-STREET MTC	3.51	29.620%	\$16,687.37
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.844%	\$475.43
29-65-61	PW-LNDSCP.M.DIST	0.80	6.751%	\$3,803.38
37-43-86	PW-REFUSE	0.40	3.376%	\$1,901.69
48-43-XX	PW-SEWER	2.85	24.051%	\$13,549.58
		11.85	100.000%	\$56,337.72

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-51A

Division #:

Subpool: PW MAINTENANCE ADMIN

Division:

Allocation Factor: FTE's By Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-36-50	PW/MTC-ADMIN	4.19	35.359%	\$45,131.90
10-36-52	PW/MTC-STREET MTC	3.51	29.620%	\$37,807.40
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.844%	\$1,077.12
29-65-61	PW-LNDSCP.M.DIST	0.80	6.751%	\$8,617.05
37-43-86	PW-REFUSE	0.40	3.376%	\$4,308.53
48-43-XX	PW-SEWER	2.85	24.051%	\$30,698.30
		11.85	100.000%	\$127,640.30

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-52

Division #:

Subpool: C.HALL-CUSTODIAL SVCS

Division:

Allocation Factor: Square Footage by Department

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	3,002.00	31.740%	\$35,951.11
10-10-02	CITY CLERK	80.00	0.846%	\$958.06
10-10-03	CITY TREASURER	80.00	0.846%	\$958.06
10-15-11	CITY ADMIN.	482.00	5.096%	\$5,772.30
10-15-12	HUMAN RESOURCES	589.00	6.228%	\$7,053.70
10-15-13	RECORDS	515.00	5.445%	\$6,167.49
10-20-20	FINANCIAL ACCT'G	992.00	10.488%	\$11,879.91
10-25-31	DEV.SVCS-PLANNING	590.00	6.238%	\$7,065.67
10-25-32	DEV.SVCS-BUILDING	525.00	5.551%	\$6,287.25
10-25-33	DEV.SVCS-CODE ENF.	197.00	2.083%	\$2,359.22
10-25-34	DEV.SVCS-ECON.DEVEL.	342.00	3.616%	\$4,095.69
10-35-50	PW-ADMIN.	520.00	5.498%	\$6,227.37
10-36-50	PW/MTC-ADMIN	520.00	5.498%	\$6,227.37
10-40-70	CS-ADMINISTRATION	256.00	2.707%	\$3,065.78
10-40-71	CS-RECREATION	768.00	8.120%	\$9,197.35
		9,458.00	100.000%	\$113,266.33

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-53

Division #:

Subpool: PD-CUSTODIAL SVCS

Division:

Allocation Factor: Square Footage by Scale for each Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	775.00	26.568%	\$24,675.40
10-30-41	POLICE-FIELD SVCS.	891.00	30.545%	\$28,368.75
10-30-42	POLICE-INVESTIG.	525.00	17.998%	\$16,715.59
10-30-43	POLICE-SUPPORT	474.00	16.250%	\$15,091.79
10-30-47	POLICE-TRAFFIC ENF.	252.00	8.639%	\$8,023.48
		2,917.00	100.000%	\$92,875.01

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-56

Division #:

Subpool: C.HALL-FACILITY MTC

Division:

Allocation Factor: Square Footage by Department

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	3,002.00	31.740%	\$4,736.66
10-10-02	CITY CLERK	80.00	0.846%	\$126.23
10-10-03	CITY TREASURER	80.00	0.846%	\$126.23
10-15-11	CITY ADMIN.	482.00	5.096%	\$760.52
10-15-12	HUMAN RESOURCES	589.00	6.228%	\$929.34
10-15-13	RECORDS	515.00	5.445%	\$812.58
10-20-20	FINANCIAL ACCT'G	992.00	10.488%	\$1,565.21
10-25-31	DEV.SVCS-PLANNING	590.00	6.238%	\$930.92
10-25-32	DEV.SVCS-BUILDING	525.00	5.551%	\$828.36
10-25-33	DEV.SVCS-CODE ENF.	197.00	2.083%	\$310.83
10-25-34	DEV.SVCS-ECON.DEVEL.	342.00	3.616%	\$539.62
10-35-50	PW-ADMIN.	343.00	3.627%	\$541.20
10-36-50	PW/MTC-ADMIN	697.00	7.369%	\$1,099.75
10-40-70	CS-ADMINISTRATION	256.00	2.707%	\$403.93
10-40-71	CS-RECREATION	768.00	8.120%	\$1,211.78
		9,458.00	100.000%	\$14,923.16

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-57

Division #:

Subpool: PD-FACILITY MTC.

Division:

Allocation Factor: Square Footage by Scale for each Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	775.00	26.568%	\$3,964.84
10-30-41	POLICE-FIELD SVCS.	891.00	30.545%	\$4,558.29
10-30-42	POLICE-INVESTIG.	525.00	17.998%	\$2,685.86
10-30-43	POLICE-SUPPORT	474.00	16.250%	\$2,424.95
10-30-47	POLICE-TRAFFIC ENF.	252.00	8.639%	\$1,289.21
		2,917.00	100.000%	\$14,923.15

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-58

Division #:

Subpool: VEH./EQPT.MAINTENANCE

Division:

Allocation Factor: Flier Maintenance Cost

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	4.25	4.250%	\$10,971.30
10-30-41	POLICE-FIELD SVCS.	68.00	68.000%	\$175,540.80
10-30-42	POLICE-INVESTIG.	12.75	12.750%	\$32,913.90
10-36-52	PW/MTC-STREET MTC	4.00	4.000%	\$10,325.93
10-36-55	PW/MTC-PARK MTC	6.00	6.000%	\$15,488.89
10-40-71	CS-RECREATION	5.00	5.000%	\$12,907.41
		100.00	100.000%	\$258,148.23

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-59

Division #:

Subpool: GASOLINE & DIESEL FUEL

Division:

Allocation Factor: Fuel Allocation based on CY 2016

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-25-33	DEV.SVCS-CODE ENF.	5.00	5.507%	\$6,608.66
10-30-41	POLICE-FIELD SVCS.	64.50	71.043%	\$85,251.68
10-30-42	POLICE-INVESTIG.	5.00	5.507%	\$6,608.66
10-30-47	POLICE-TRAFFIC ENF.	7.50	8.261%	\$9,912.99
10-36-50	PW/MTC-ADMIN	1.92	2.115%	\$2,537.72
10-36-52	PW/MTC-STREET MTC	3.39	3.734%	\$4,480.67
10-40-71	CS-RECREATION	2.00	2.203%	\$2,643.46
28-65-61	PW-ST.LIGHTING DIST.	0.06	0.066%	\$79.30
29-65-61	PW-LNDSCP.M.DIST	0.44	0.485%	\$581.56
48-43-XX	PW-SEWER	0.98	1.079%	\$1,295.30
		90.79	100.000%	\$120,000.00

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-63

Division #:

Subpool: BROCHURE PRINT & MAIL

Division:

Allocation Factor: Average Brochure Pages

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	2.00	9.091%	\$5,620.98
10-25-31	DEV.SVCS-PLANNING	1.00	4.545%	\$2,810.50
10-35-50	PW-ADMIN.	1.00	4.545%	\$2,810.50
10-40-70	CS-ADMINISTRATION	18.00	81.818%	\$50,588.99
		22.00	100.000%	\$61,830.97

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-64

Division #:

Subpool: COMM.SVCS.SUPERVISION

Division:

Allocation Factor: FT & PT FTE's by Community Services Activity

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-40-71	CS-RECREATION	21.43	88.554%	\$205,591.55
10-40-72	CS-NBRHD.SVCS	2.28	9.421%	\$21,873.48
10-40-76	CS-HERITAGE FEST.	0.49	2.025%	\$4,700.87
		24.20	100.000%	\$232,165.90

Allocation Source: Budget

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-66

Division #:

Subpool: RECREATION BROCHURE

Division:

Allocation Factor: Average Brochure Pages

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	2.00	9.091%	\$9,294.66
10-25-31	DEV.SVCS-PLANNING	1.00	4.545%	\$4,647.32
10-35-50	PW-ADMIN.	1.00	4.545%	\$4,647.32
10-40-70	CS-ADMINISTRATION	18.00	81.818%	\$83,651.88
		22.00	100.000%	\$102,241.18

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-71

Division #:

Subpool: P/L GENERAL COVERAGE

Division:

Allocation Factor: Liability Claims Analysis—30% by # of FT+PT Empl

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	1.446%	\$1,979.99
10-15-12	HUMAN RESOURCES	5.00	2.158%	\$2,955.20
10-15-13	RECORDS	4.00	1.726%	\$2,364.16
10-20-20	FINANCIAL ACCT'G	7.70	3.323%	\$4,551.01
10-25-31	DEV.SVCS-PLANNING	5.00	2.158%	\$2,955.20
10-25-32	DEV.SVCS-BUILDING	2.00	0.863%	\$1,182.08
10-25-33	DEV.SVCS-CODE ENF.	3.00	1.295%	\$1,773.12
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.151%	\$206.86
10-30-40	POLICE ADMIN.	8.00	3.453%	\$4,728.32
10-30-41	POLICE-FIELD SVCS.	37.00	15.968%	\$21,868.50
10-30-42	POLICE-INVESTIG.	14.00	6.042%	\$8,274.57
10-30-43	POLICE-SUPPORT	22.00	9.495%	\$13,002.89
10-30-47	POLICE-TRAFFIC ENF.	8.00	3.453%	\$4,728.32
10-35-50	PW-ADMIN.	3.35	1.446%	\$1,979.99
10-36-50	PW/MTC-ADMIN	5.70	2.460%	\$3,368.93
10-36-52	PW/MTC-STREET MTC	3.06	1.321%	\$1,808.58
10-40-70	CS-ADMINISTRATION	1.00	0.432%	\$591.04
10-40-71	CS-RECREATION	91.00	39.273%	\$53,784.69
10-40-72	CS-NBRHD.SVCS	3.00	1.295%	\$1,773.12
28-65-61	PW-ST.LIGHTING DIST.	0.10	0.043%	\$59.10
29-65-61	PW-LNDSCP.M.DIST	1.05	0.453%	\$620.59
37-43-86	PW-REFUSE	0.40	0.173%	\$236.42
48-43-XX	PW-SEWER	3.05	1.316%	\$1,802.67
54-75-25	SUCC.AGENCY ADM	0.60	0.259%	\$354.62

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-71

Division #:

Subpool: P/L GENERAL COVERAGE

Division:

Allocation Factor: Liability Claims Analysis-30% by # of FT+PT Empl

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		231.71	100.000%	\$136,949.97

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-72

Division #:

Subpool: P/L MAJOR RISK DEPTS

Division:

Allocation Factor: Liability Claims Analysis--70% of Premium

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-41	POLICE-FIELD SVCS.	30.00	42.857%	\$136,950.00
10-36-52	PW/MTC-STREET MTC	30.00	42.857%	\$136,950.00
48-43-XX	PW-SEWER	10.00	14.286%	\$45,650.00
		70.00	100.000%	\$319,550.00

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-73

Division #:

Subpool: SURETY BOND COVERAGE

Division:

Allocation Factor: Cash Handling Exposure

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	5.00	5.000%	\$250.00
10-20-20	FINANCIAL ACCT'G	75.00	75.000%	\$3,750.00
10-40-71	CS-RECREATION	20.00	20.000%	\$1,000.00
		100.00	100.000%	\$5,000.00

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-75

Division #:

Subpool: TELEPHONE COST

Division:

Allocation Factor: FT & PT Office Staff & Officers

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.264%	\$3,055.74
10-15-12	HUMAN RESOURCES	5.00	3.378%	\$4,560.81
10-15-13	RECORDS	4.00	2.703%	\$3,648.65
10-20-20	FINANCIAL ACCT'G	7.70	5.203%	\$7,023.65
10-25-31	DEV.SVCS-PLANNING	5.00	3.378%	\$4,560.81
10-25-32	DEV.SVCS-BUILDING	2.00	1.351%	\$1,824.32
10-25-33	DEV.SVCS-CODE ENF.	3.00	2.027%	\$2,736.49
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.236%	\$319.26
10-30-40	POLICE ADMIN.	8.00	5.405%	\$7,297.30
10-30-41	POLICE-FIELD SVCS.	37.00	25.000%	\$33,750.00
10-30-42	POLICE-INVESTIG.	14.00	9.459%	\$12,770.27
10-30-43	POLICE-SUPPORT	16.00	10.811%	\$14,594.59
10-30-47	POLICE-TRAFFIC ENF.	10.00	6.757%	\$9,121.62
10-35-50	PW-ADMIN.	6.35	4.291%	\$5,792.23
10-36-50	PW/MTC-ADMIN	4.65	3.142%	\$4,241.55
10-36-52	PW/MTC-STREET MTC	0.75	0.507%	\$684.12
10-40-70	CS-ADMINISTRATION	1.00	0.676%	\$912.16
10-40-71	CS-RECREATION	14.00	9.459%	\$12,770.27
10-40-72	CS-NBRHD.SVCS	3.00	2.027%	\$2,736.49
29-65-61	PW-LNDSCP.M.DIST	0.35	0.236%	\$319.26
37-43-86	PW-REFUSE	0.40	0.270%	\$364.86
48-43-XX	PW-SEWER	1.50	1.014%	\$1,368.24
54-75-25	SUCC.AGENCY ADM	0.60	0.405%	\$547.30

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-75

Division #:

Subpool: TELEPHONE COST

Division:

Allocation Factor: FT & PT Office Staff & Officers

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		148.00	100.000%	\$134,999.99

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-77

Division #:

Subpool: EQRTHQ.& FIRE INS-CH

Division:

Allocation Factor: Square Footage by Department

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	3,002.00	31.740%	\$4,005.31
10-10-02	CITY CLERK	80.00	0.846%	\$106.74
10-10-03	CITY TREASURER	80.00	0.846%	\$106.74
10-15-11	CITY ADMIN.	482.00	5.096%	\$643.09
10-15-12	HUMAN RESOURCES	589.00	6.228%	\$785.85
10-15-13	RECORDS	515.00	5.445%	\$687.12
10-20-20	FINANCIAL ACCT'G	992.00	10.488%	\$1,323.54
10-25-31	DEV.SVCS-PLANNING	590.00	6.238%	\$787.19
10-25-32	DEV.SVCS-BUILDING	525.00	5.551%	\$700.46
10-25-33	DEV.SVCS-CODE ENF.	197.00	2.083%	\$262.84
10-25-34	DEV.SVCS-ECON.DEVEL.	342.00	3.616%	\$456.30
10-35-50	PW-ADMIN.	520.00	5.498%	\$693.79
10-36-50	PW/MTC-ADMIN	520.00	5.498%	\$693.79
10-40-70	CS-ADMINISTRATION	256.00	2.707%	\$341.56
10-40-71	CS-RECREATION	768.00	8.120%	\$1,024.68
		9,458.00	100.000%	\$12,619.00

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-78

Division #:

Subpool: EARTHQ.& FIRE INS-PD

Division:

Allocation Factor: Square Footage by Scale for each Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	775.00	26.568%	\$1,885.82
10-30-41	POLICE-FIELD SVCS.	891.00	30.545%	\$2,168.09
10-30-42	POLICE-INVESTIG.	525.00	17.998%	\$1,277.49
10-30-43	POLICE-SUPPORT	474.00	16.250%	\$1,153.39
10-30-47	POLICE-TRAFFIC ENF.	252.00	8.639%	\$613.20
		2,917.00	100.000%	\$7,097.99

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-80

Division #:

Subpool: GAS/WATER/ELEC-CH

Division:

Allocation Factor: Square Footage by Department

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	3,002.00	31.740%	\$17,036.94
10-10-02	CITY CLERK	80.00	0.846%	\$454.02
10-10-03	CITY TREASURER	80.00	0.846%	\$454.02
10-15-11	CITY ADMIN.	482.00	5.096%	\$2,735.44
10-15-12	HUMAN RESOURCES	589.00	6.228%	\$3,342.69
10-15-13	RECORDS	515.00	5.445%	\$2,922.73
10-20-20	FINANCIAL ACCT'G	992.00	10.488%	\$5,629.79
10-25-31	DEV.SVCS-PLANNING	590.00	6.238%	\$3,348.37
10-25-32	DEV.SVCS-BUILDING	525.00	5.551%	\$2,979.48
10-25-33	DEV.SVCS-CODE ENF.	197.00	2.083%	\$1,118.01
10-25-34	DEV.SVCS-ECON.DEVEL.	342.00	3.616%	\$1,940.92
10-35-50	PW-ADMIN.	520.00	5.498%	\$2,951.10
10-36-50	PW/MTC-ADMIN	520.00	5.498%	\$2,951.10
10-40-70	CS-ADMINISTRATION	256.00	2.707%	\$1,452.85
10-40-71	CS-RECREATION	768.00	8.120%	\$4,358.55
		9,458.00	100.000%	\$53,676.01

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-81

Division #:

Subpool: GAS/WATER/ELEC-PD

Division:

Allocation Factor: Square Footage by Scale for each Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	775.00	26.568%	\$24,565.40
10-30-41	POLICE-FIELD SVCS.	891.00	30.545%	\$28,242.29
10-30-42	POLICE-INVESTIG.	525.00	17.998%	\$16,641.08
10-30-43	POLICE-SUPPORT	474.00	16.250%	\$15,024.52
10-30-47	POLICE-TRAFFIC ENF.	252.00	8.639%	\$7,987.72
		2,917.00	100.000%	\$92,461.01

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-82

Division #:

Subpool: GEN.OPNS.COSTS

Division:

Allocation Factor: FT & PT Office Staff & Officers

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-15-11	CITY ADMIN.	3.35	2.264%	\$4,316.52
10-15-12	HUMAN RESOURCES	5.00	3.378%	\$6,442.57
10-15-13	RECORDS	4.00	2.703%	\$5,154.05
10-20-20	FINANCIAL ACCT'G	7.70	5.203%	\$9,921.55
10-25-31	DEV.SVCS-PLANNING	5.00	3.378%	\$6,442.57
10-25-32	DEV.SVCS-BUILDING	2.00	1.351%	\$2,577.03
10-25-33	DEV.SVCS-CODE ENF.	3.00	2.027%	\$3,865.54
10-25-34	DEV.SVCS-ECON.DEVEL.	0.35	0.236%	\$450.98
10-30-40	POLICE ADMIN.	8.00	5.405%	\$10,308.11
10-30-41	POLICE-FIELD SVCS.	37.00	25.000%	\$47,675.00
10-30-42	POLICE-INVESTIG.	14.00	9.459%	\$18,039.19
10-30-43	POLICE-SUPPORT	16.00	10.811%	\$20,616.22
10-30-47	POLICE-TRAFFIC ENF.	10.00	6.757%	\$12,885.14
10-35-50	PW-ADMIN.	6.35	4.291%	\$8,182.06
10-36-50	PW/MTC-ADMIN	4.65	3.142%	\$5,991.59
10-36-52	PW/MTC-STREET MTC	0.75	0.507%	\$966.39
10-40-70	CS-ADMINISTRATION	1.00	0.676%	\$1,288.51
10-40-71	CS-RECREATION	14.00	9.459%	\$18,039.19
10-40-72	CS-NBRHD.SVCS	3.00	2.027%	\$3,865.54
29-65-61	PW-LNDSCP.M.DIST	0.35	0.236%	\$450.98
37-43-86	PW-REFUSE	0.40	0.270%	\$515.40
48-43-XX	PW-SEWER	1.50	1.014%	\$1,932.77
54-75-25	SUCC.AGENCY ADM	0.60	0.405%	\$773.11

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-82

Division #:

Subpool: GEN.OPNS.COSTS

Division:

Allocation Factor: FT & PT Office Staff & Officers

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
		148.00	100.000%	\$190,700.01

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-91

Division #:

Subpool: CITY HALL ANN.REPL.COST

Division:

Allocation Factor: Square Footage by Department

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-10-01	CITY COUNCIL	3,002.00	31.740%	\$39,675.41
10-10-02	CITY CLERK	80.00	0.846%	\$1,057.31
10-10-03	CITY TREASURER	80.00	0.846%	\$1,057.31
10-15-11	CITY ADMIN.	482.00	5.096%	\$6,370.27
10-15-12	HUMAN RESOURCES	589.00	6.228%	\$7,784.42
10-15-13	RECORDS	515.00	5.445%	\$6,806.41
10-20-20	FINANCIAL ACCT'G	992.00	10.488%	\$13,110.59
10-25-31	DEV.SVCS-PLANNING	590.00	6.238%	\$7,797.63
10-25-32	DEV.SVCS-BUILDING	525.00	5.551%	\$6,938.57
10-25-33	DEV.SVCS-CODE ENF.	197.00	2.083%	\$2,603.62
10-25-34	DEV.SVCS-ECON.DEVEL.	342.00	3.616%	\$4,519.98
10-35-50	PW-ADMIN.	343.00	3.627%	\$4,533.20
10-36-50	PW/MTC-ADMIN	697.00	7.369%	\$9,211.78
10-40-70	CS-ADMINISTRATION	256.00	2.707%	\$3,383.38
10-40-71	CS-RECREATION	768.00	8.120%	\$10,150.14
		9,458.00	100.000%	\$125,000.02

Allocation Source: Staff

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocated Costs by Subpool
FISCAL YEAR 2017-2018

REPORT 5

Subpool #: CAP-92

Division #:

Subpool: POLICE DEPT ANN.REPL.COST

Division:

Allocation Factor: Square Footage by Scale for each Division

Division #	Division	Allocation Factor	Factor % of Total	Spread of Total By Factor %
10-30-40	POLICE ADMIN.	775.00	26.568%	\$18,757.28
10-30-41	POLICE-FIELD SVCS.	891.00	30.545%	\$21,564.83
10-30-42	POLICE-INVESTIG.	525.00	17.998%	\$12,706.55
10-30-43	POLICE-SUPPORT	474.00	16.250%	\$11,472.20
10-30-47	POLICE-TRAFFIC ENF.	252.00	8.639%	\$6,099.14
		2,917.00	100.000%	\$70,600.00

Allocation Source: Staff

Report 6

SUMMARY OF SUBPOOL COSTS

-

INITIAL + ALLOC. TO = ALLOC. FROM

This Report summarizes the costs for each Subpool. The initial Subpool costs are the same as Report 4. At each iteration, a Subpool is allocating out its "current" costs while it's receiving allocations from other Subpools. The program will perform twenty iterations to allocate out each Subpool's initial cost plus the allocations "TO" it. The purpose of this report is to show that the iterations (mentioned in the discussion of Report 5) have actually cleared out all costs "FROM" each subpool.

CITY OF PLACENTIA, CALIFORNIA

REPORT 6

Summary of Subpool Costs >> Initial Cost + Allocations to Subpool = Final Allocations From Subpools

FISCAL YEAR 2017-2018

Subpool #	Division	Subpool	Initial Subpool Cost	Deduct Direct Billing	Allocations		Over/ (Under)
					To Subpool	From Subpool	
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$227,445	\$0	\$1,092,483	\$1,319,928	\$(0)
CAP-15	CITY CLERK	C.CLK SVCS TO C.COUNCIL	\$58,310	\$0	\$5,336	\$63,646	\$0
CAP-20	CITY TREASURER	CITY TREASURER SERVICES	\$16,845	\$0	\$4,691	\$21,536	\$0
CAP-23	CITY ATTORNEY	C.ATTY SVCS TO C.COUNCIL	\$126,000	\$0	\$2,975	\$128,975	\$0
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	\$294,000	\$0	\$6,942	\$300,942	\$(0)
CAP-26	CITY ADMIN.	C.ADM.SVCS TO C. COUNCIL	\$264,833	\$0	\$187,121	\$451,955	\$0
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$237,724	\$0	\$167,967	\$405,691	\$(0)
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	\$171,010	\$0	\$80,222	\$251,232	\$0
CAP-34	HUMAN RESOURCES	HR-SPECIFIC PD COSTS	\$11,160	\$0	\$5,235	\$16,395	\$0
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$340,302	\$0	\$159,639	\$499,941	\$(0)
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$68,390	\$0	\$32,082	\$100,472	\$(0)
CAP-37	RECORDS	C.CLK SVCS TO C.COUNCIL	\$159,996	\$0	\$74,420	\$234,416	\$0
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENT:	\$171,979	\$0	\$79,994	\$251,972	\$(0)
CAP-39	RECORDS	C.CLK SVCS TO C.ADMIN.	\$53,653	\$0	\$24,956	\$78,609	\$0
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$529,922	\$0	\$0	\$529,922	\$(0)
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$537,865	\$0	\$0	\$537,865	\$0
CAP-45	FINANCIAL ACCTG	FINANCIAL MGMT SERVICES	\$973,315	\$0	\$367,542	\$1,340,857	\$(0)
CAP-48	DEV.SVCS-ECON.DEVEL.	SUPPORT TO CDBG	\$12,210	\$0	\$3,177	\$15,387	\$(0)

CITY OF PLACENTIA, CALIFORNIA

REPORT 6

Summary of Subpool Costs >> Initial Cost + Allocations to Subpool = Final Allocations From Subpools

FISCAL YEAR 2017-2018

Subpool #	Division	Subpool	Initial Subpool Cost	Deduct Direct Billing	Allocations		Over/ (Under)
					To Subpool	From Subpool	
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	\$117,095	\$0	\$23,780	\$140,875	\$(0)
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	\$35,800	\$0	\$20,538	\$56,338	\$(0)
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	\$100,010	\$0	\$27,631	\$127,640	\$(0)
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$113,266	\$0	\$0	\$113,266	\$(0)
CAP-53	PW/MTC-FAC. MTC	PD-CUSTODIAL SVCS	\$92,875	\$0	\$0	\$92,875	\$0
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$14,923	\$0	\$0	\$14,923	\$0
CAP-57	PW/MTC-FAC. MTC	PD-FACILITY MTC.	\$14,923	\$0	\$0	\$14,923	\$0
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	\$258,148	\$0	\$0	\$258,148	\$(0)
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	\$120,000	\$0	\$0	\$120,000	\$0
CAP-62	CS-ADMINISTRATION	COMM.SVCS.ADMINISTRATION	\$230,865	\$0	\$151,832	\$382,697	\$(0)
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	\$37,300	\$0	\$24,531	\$61,831	\$(0)
CAP-64	CS-RECREATION	COMM.SVCS.SUPERVISION	\$124,036	\$0	\$108,130	\$232,166	\$0
CAP-66	CS-RECREATION	RECREATION BROCHURE	\$54,623	\$0	\$47,618	\$102,241	\$(0)
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$136,950	\$0	\$0	\$136,950	\$(0)
CAP-72	ND-GENERAL GOV	P/L MAJOR RISK DEPTS	\$319,550	\$0	\$0	\$319,550	\$0
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	\$5,000	\$0	\$0	\$5,000	\$0
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$135,000	\$0	\$0	\$135,000	\$(0)
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$12,619	\$0	\$0	\$12,619	\$0

CITY OF PLACENTIA, CALIFORNIA

REPORT 6

Summary of Subpool Costs >> Initial Cost + Allocations to Subpool = Final Allocations From Subpools

FISCAL YEAR 2017-2018

Subpool #	Division	Subpool	Initial Subpool Cost	Deduct Direct Billing	Allocations		Over/ (Under)
					To Subpool	From Subpool	
CAP-78	ND-GENERAL GOV	EARTHQ. & FIRE INS-PD	\$7,098	\$0	\$0	\$7,098	\$(0)
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$53,676	\$0	\$0	\$53,676	\$0
CAP-81	ND-GENERAL GOV	GAS/WATER/ELEC-PD	\$92,461	\$0	\$0	\$92,461	\$0
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$190,700	\$0	\$0	\$190,700	\$0
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$125,000	\$0	\$0	\$125,000	\$0
CAP-92	POLICE DEPARTMENT	POLICE DEPT ANN.REPL.COST	\$70,600	\$0	\$0	\$70,600	\$0
			<u>\$6,717,477</u>	<u>\$0</u>	<u>\$2,698,842</u>	<u>\$9,416,318</u>	<u>\$(1)</u>

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++++ Please Be Aware that there May Be Rounding Differences Between Reports +++++

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CITY COUNCIL

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-10	CITY LEGISLATIVE SERVICES	227,445.00	0.00	1,092,482.98	1,319,927.75
		227,445.00	0.00	1,092,482.98	1,319,927.75
				Cross-Footing Difference Over/(Under)	(0.23)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-10 CITY LEGISLATIVE SERVICES
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY COUNCIL		City Council Exp.	0.00	\$227,445
		TOTALS	0.00	\$227,445

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$8,869.05	\$0.00
CAP-15	CITY CLERK	C.CLK SVCS TO C.COUNCIL	\$63,646.16	\$0.00
CAP-23	CITY ATTORNEY	C.ATTY SVCS TO C.COUNCIL	\$128,974.95	\$0.00
CAP-26	CITY ADMIN.	C.ADM.SVCS TO C. COUNCIL	\$451,954.60	\$0.00
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	\$94,207.12	\$0.00
CAP-37	RECORDS	C.CLK SVCS TO C.COUNCIL	\$234,415.98	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$9,009.69	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$35,951.11	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$4,736.66	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$4,005.31	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$17,036.94	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$39,675.41	\$0.00
			\$1,092,482.98	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-10	CITY LEGISLATIVE SERVICES	100.00%	782,738.10	230,560.23	60,329.51	13,991.34	4,858.11	5.69		1,092,482.98
		100.00%	782,738.10	230,560.23	60,329.51	13,991.34	4,858.11	5.69		1,092,482.98

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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CITY CLERK

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-15	C.CLK SVCS TO C.COUNCIL	58,310.00	0.00	5,336.16	63,646.16
		<u>58,310.00</u>	<u>0.00</u>	<u>5,336.16</u>	<u>63,646.16</u>
Cross-Footing Difference Over/(Under)					0.00

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-15 C.CLK SVCS TO C.COUNCIL
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY CLERK		City Council Support	0.00	\$58,310
		TOTALS	0.00	\$58,310

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$1,306.54	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$1,327.26	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$958.06	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$126.23	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$106.74	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$454.02	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$1,057.31	\$0.00
			\$5,336.16	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-15	C.CLK SVCS TO C.COUNCIL	100.00%	3,890.95	1,059.51	287.24	74.72	23.72	0.02		5,336.16
		100.00%	3,890.95	1,059.51	287.24	74.72	23.72	0.02		5,336.16

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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CITY TREASURER

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-20	CITY TREASURER SERVICES	16,845.00	0.00	4,690.99	21,535.99
		16,845.00	0.00	4,690.99	21,535.99
				Cross-Footing Difference Over/(Under) 0.00	

Column Description: Note 1 Notes 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-20 CITY TREASURER SERVICES
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY TREASURER		Finance Support	0.00	\$16,845
		TOTALS	0.00	\$16,845

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$986.50	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$1,002.13	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$958.06	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$126.23	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$106.74	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$454.02	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$1,057.31	\$0.00
			\$4,690.99	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-20	CITY TREASURER SERVICES	100.00%	3,599.79	799.97	216.88	56.42	17.92	0.01		4,690.99
		100.00%	3,599.79	799.97	216.88	56.42	17.92	0.01		4,690.99

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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CITY ATTORNEY

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-23	C.ATTY SVCS TO C.COUNCIL	126,000.00	0.00	2,974.95	128,974.95
CAP-24	C.ATTY SVCS TO DEPTS	294,000.00	0.00	6,941.61	300,941.57
		420,000.00	0.00	9,916.56	429,916.52
				Cross-Footing Difference Over/(Under)	
					(0.04)

Column Description: Note 1 Note 2 Note 3

NOTES:

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2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

10-10-05

CITY ATTORNEY
DETAIL REPORT 2

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-23 C.ATTY SVCS TO C.COUNCIL
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY ATTORNEY		30% Of Retainer	0.00	\$126,000
		TOTALS	0.00	\$126,000

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-24 C.ATTY SVCS TO DEPTS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY ATTORNEY		70% Of Retainer	0.00	\$294,000
		TOTALS	0.00	\$294,000

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$4,919.27	\$2,061.42
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$4,997.29	\$2,094.10
			\$9,916.56	\$4,155.52

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-23	C.ATTY SVCS TO C.COUNCIL	21.14%	1,342.54	1,196.75	324.45	84.40	26.79	0.03		2,974.95
CAP-24	C.ATTY SVCS TO DEPTS	49.33%	3,132.61	2,792.44	757.05	196.93	62.51	0.07		6,941.61
		70.47%	4,475.16	3,989.19	1,081.50	281.32	89.30	0.10		9,916.56

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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CITY ADMINISTRATION

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-26	C.ADM.SVCS TO C. COUNCIL	264,833.12	0.00	187,121.48	451,954.60
CAP-27	C.ADM.LEADERSHIP TO STAFF	237,724.29	0.00	167,967.08	405,691.35
		502,557.41	0.00	355,088.56	857,645.95
Cross-Footing Difference Over/(Under)					(0.02)

Column Description: Note 1 Note 2 Note 3

NOTES:

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2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET FOR: CAP-26 C.ADM.SVCS TO C. COUNCIL
 FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY ADMIN.	ASST.TO.CITY ADMIN.		186.00	\$20,456
CITY ADMIN.	CITY ADMINISTRATOR		632.40	\$138,616
CITY ADMIN.	COMM./MARKET'G MGR		446.40	\$42,506
CITY ADMIN.	EXECUTIVE ASSIST.		744.00	\$63,255
TOTALS			2,008.80	\$264,833

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-27 C.ADM.LEADERSHIP TO STAFF
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY ADMIN.	ASST.TO.CITY ADMIN.		186.00	\$20,456
CITY ADMIN.	CITY ADMINISTRATOR		379.44	\$83,169
CITY ADMIN.	COMM./MARKET'G MGR		744.00	\$70,844
CITY ADMIN.	EXECUTIVE ASSIST.		744.00	\$63,255
TOTALS			2,053.44	\$237,724

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$26,757.52	\$6,639.15
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	\$51,667.54	\$12,819.93
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$8,661.91	\$2,149.21
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	\$100,658.89	\$24,975.78
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$10,674.21	\$2,648.52
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$5,379.85	\$1,334.87
CAP-39	RECORDS	C.CLK SVCS TO C.ADMIN.	\$62,961.54	\$15,627.17
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$12,053.63	\$2,990.78
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$16,383.03	\$4,065.01
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$27,181.78	\$6,744.42
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$4,624.78	\$1,147.52
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$609.33	\$151.19
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	\$4,503.55	\$1,117.43
CAP-66	CS-RECREATION	RECREATION BROCHURE	\$7,446.90	\$1,847.76
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$1,586.37	\$393.62
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	\$200.30	\$49.70
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$2,448.27	\$607.47
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$515.25	\$127.84
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$2,191.64	\$543.80
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$3,458.41	\$858.11
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$5,103.88	\$1,266.39
			\$355,088.58	\$88,105.67

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-26	C.ADM.SVCS TO C. COUNCIL	42.22%	135,066.58	39,101.67	8,837.61	2,310.57	804.02	1.04		187,121.48
CAP-27	C.ADM.LEADERSHIP TO STAFF	37.90%	122,138.32	35,099.09	7,932.96	2,074.05	721.72	0.94		167,967.08
		80.12%	258,204.90	74,200.76	16,770.56	4,384.62	1,525.74	1.98		355,088.56

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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HUMAN RESOURCES

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-33	HR-ADM.DIR-SPEC.SUPPORT	171,009.58	0.00	80,222.01	251,231.60
CAP-34	HR-SPECIFIC PD COSTS	11,160.00	0.00	5,235.33	16,395.33
CAP-35	HR SVCS-FT EMPLOYEES	340,302.30	0.00	159,638.53	499,940.75
CAP-36	HR SVCS-PT EMPLOYEES	68,389.84	0.00	32,082.26	100,472.08
		590,861.72	0.00	277,178.13	868,039.76
Cross-Footing Difference Over/(Under)					(0.09)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-33 HR-ADM.DIR-SPEC.SUPPORT
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
HUMAN RESOURCES	DIR.OF ADMIN.SVCS.		992.05	\$171,010
		TOTALS	992.05	\$171,010

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-34 HR-SPECIFIC PD COSTS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
HUMAN RESOURCES		Physical/DOJ/Psych.	0.00	\$11,160
		TOTALS	0.00	\$11,160

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-35 HR SVCS-FT EMPLOYEES
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
HUMAN RESOURCES	DIR.OF ADMIN.SVCS.		495.95	\$85,492
HUMAN RESOURCES	HR MANAGER		1,264.80	\$132,551
HUMAN RESOURCES	HR TECHNICIAN		1,116.00	\$77,685
HUMAN RESOURCES	HR TECHNICIAN-PT		1,065.79	\$30,620
HUMAN RESOURCES	OFFICE ASSISTANT-PT		709.07	\$13,955
TOTALS			4,651.61	\$340,302

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET FOR: CAP-36 HR SVCS-PT EMPLOYEES
 FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
HUMAN RESOURCES	HR MANAGER		223.20	\$23,391
HUMAN RESOURCES	HR TECHNICIAN		372.00	\$25,895
HUMAN RESOURCES	HR TECHNICIAN-PT		456.77	\$13,123
HUMAN RESOURCES	OFFICE ASSISTANT-PT		303.89	\$5,981
TOTALS			1,355.86	\$68,390

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$32,572.67	\$0.00
CAP-24	CITY ATTORNEY	C.ATTY SVCS TO DEPTS	\$64,487.47	\$0.00
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$9,681.60	\$0.00
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$11,930.81	\$0.00
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$1,877.97	\$0.00
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$6,013.18	\$0.00
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$13,472.60	\$0.00
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$70,198.13	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$33,089.15	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$7,053.70	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$929.34	\$0.00
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$2,955.20	\$0.00
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$4,560.81	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$785.85	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$3,342.69	\$0.00
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$6,442.57	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$7,784.42	\$0.00
			\$277,178.16	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-33	HR-ADM.DIR-SPEC.SUPPORT	28.94%	66,374.76	10,163.15	2,747.96	706.90	228.99	0.25		80,222.01
CAP-34	HR-SPECIFIC PD COSTS	1.89%	4,331.66	663.25	179.33	46.13	14.94	0.02		5,235.33
CAP-35	HR SVCS-FT EMPLOYEES	57.59%	132,083.07	20,224.26	5,468.33	1,406.70	455.67	0.51		159,638.53
CAP-36	HR SVCS-PT EMPLOYEES	11.57%	26,544.49	4,064.43	1,098.96	282.70	91.58	0.10		32,082.26
		100.00%	229,333.98	35,115.10	9,494.59	2,442.43	791.18	0.88		277,178.13

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COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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RECORDS

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-37	C.CLK SVCS TO C.COUNCIL	159,995.84	0.00	74,420.14	234,415.98
CAP-38	C.CLK SVCS TO DEPARTMENTS	171,978.70	0.00	79,993.70	251,972.37
CAP-39	C.CLK SVCS TO C.ADMIN.	53,652.82	0.00	24,955.89	78,608.71
		385,627.36	0.00	179,369.73	564,997.06
				Cross-Footing Difference Over/(Under)	(0.03)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-37 C.CLK SVCS TO C.COUNCIL
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
RECORDS	CLERICAL AIDE-PT		988.00	\$18,262
RECORDS	DEP.CITY CLERK		744.00	\$84,312
RECORDS	D.D.AD.SVCS./CH.DEP.C.CLK		744.00	\$89,421
		TOTALS	2,476.00	\$189,995

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-38 C.CLK SVCS TO DEPARTMENTS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
RECORDS	CLERICAL AIDE-PT		988.00	\$15,262
RECORDS	DEP.CITY CLERK		744.00	\$54,312
RECORDS	D.D.AD.SVCS./CH.DEP.C.CK.		297.60	\$35,769
RECORDS	OFFICE ASSISTANT		1,488.00	\$65,636
TOTALS			3,517.60	\$171,979

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-39 C.CLK SVCS TO C.ADMIN.
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
RECORDS	D.D.AD.SVCS./CH.DEP.C.CK.		446.40	\$53,653
		TOTALS	446.40	\$53,653

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$19,442.10	\$0.00
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$9,681.60	\$0.00
CAP-33	HUMAN RESOURCES	HR-ADM.DIR-SPEC.SUPPORT	\$31,389.81	\$0.00
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$11,930.81	\$0.00
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$938.99	\$0.00
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$6,013.18	\$0.00
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$13,472.60	\$0.00
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$38,187.07	\$0.00
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$19,750.40	\$0.00
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$6,167.49	\$0.00
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$812.58	\$0.00
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$2,364.16	\$0.00
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$3,648.65	\$0.00
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$687.12	\$0.00
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$2,922.73	\$0.00
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$5,154.05	\$0.00
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$6,806.41	\$0.00
			\$179,369.75	\$0.00

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Thrd Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-37	C.CLK SVCS TO C.COUNCIL	41.49%	57,178.70	13,210.73	3,004.40	772.69	253.35	0.27		74,420.14
CAP-38	C.CLK SVCS TO DEPARTMENTS	44.60%	61,460.99	14,200.13	3,229.41	830.56	272.32	0.29		79,993.70
CAP-39	C.CLK SVCS TO C.ADMIN.	13.91%	19,174.18	4,430.06	1,007.49	259.11	84.96	0.09		24,955.89
		100.00%	137,813.88	31,840.92	7,241.30	1,862.36	610.63	0.66		179,369.73

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 COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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INFO.TECHNOLOGY

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-40	INFO.TECH.SERVICES	529,922.42	0.00	0.00	529,922.39
CAP-41	SOFTWARE SUPPORT COST	537,865.00	0.00	0.00	537,865.01
		1,067,787.42	0.00	0.00	1,067,787.40
Cross-Footing Difference Over/(Under)					(0.02)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET FOR: CAP-40 INFO.TECH.SERVICES
 FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
INFO.TECHNOLOGY	IT MANAGER		1,488.00	\$113,817
INFO.TECHNOLOGY	IT TECHNICIAN		1,488.00	\$90,351
INFO.TECHNOLOGY		Gen'l IT Software	0.00	\$160,310
INFO.TECHNOLOGY		GST Contract	0.00	\$130,000
INFO.TECHNOLOGY	GIS SPECIALIST-PT		1,399.84	\$35,444
TOTALS			4,376.84	\$529,922

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-41 SOFTWARE SUPPORT COST
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
INFO.TECHNOLOGY		Specific Software	0.00	\$537,865
		TOTALS	0.00	\$537,865

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-40	INFO.TECH.SERVICES	49.63%								
CAP-41	SOFTWARE SUPPORT COST	50.37%								
		100.00%								

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.

5 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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FINANCIAL ACCOUNTING

CITY OF PLACENTIA, CALIFORNIA
 Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
 FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-45	FINANCIAL MGMT SERVICES	973,314.81	0.00	367,542.13	1,340,856.84
		973,314.81	0.00	367,542.13	1,340,856.84
		Cross-Footing Difference Over/(Under)			(0.10)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and It ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-45 FINANCIAL MGMT SERVICES
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
FINANCIAL ACCT'G	ACCOUNTANT		1,334.10	\$116,814
FINANCIAL ACCT'G	ACCT'G TECHNICIAN		2,604.00	\$206,471
FINANCIAL ACCT'G	DIR.OF FINANCE		1,163.62	\$235,191
FINANCIAL ACCT'G	OFFICE ASSISTANT		1,482.90	\$76,518
FINANCIAL ACCT'G	SR.MGT.ANALYST		1,339.20	\$165,967
FINANCIAL ACCT'G	SR.ACCOUNTANT II		1,264.80	\$172,354
FINANCIAL ACCT'G		Alloc.CAP To Subpool	0.00	\$0
TOTALS			9,188.62	\$973,315

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$47,239.58	\$8,910.88
CAP-20	CITY TREASURER	CITY TREASURER SERVICES	\$18,118.32	\$3,417.67
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$20,906.94	\$3,943.50
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$25,762.78	\$4,859.64
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$12,984.53	\$2,449.28
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$29,092.02	\$5,487.66
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$103,557.99	\$19,534.24
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$47,988.65	\$9,052.13
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$9,994.62	\$1,885.29
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$1,316.82	\$248.39
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$3,828.78	\$722.23
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	\$3,154.89	\$595.11
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$5,909.02	\$1,114.63
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$1,113.50	\$210.04
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$4,736.36	\$893.43
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$8,347.04	\$1,574.51
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$11,029.99	\$2,080.60
			\$355,080.83	\$66,979.23

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-45	FINANCIAL MGMT SERVICES	87.08%	287,628.32	59,625.64	15,155.12	3,872.32	1,259.34	1.39		367,542.13
		87.08%	287,628.32	59,625.64	15,155.12	3,872.32	1,259.34	1.39		367,542.13

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.

In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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DEV.SERVICES

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ECONOMIC DEVEL.

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-48	SUPPORT TO CDBG	12,209.70	0.00	3,177.11	15,386.81
		12,209.70	0.00	3,177.11	15,386.81
Cross-Footing Difference Over/(Under)					(0.00)

Column Description: Note 1 Note 2 Note 3

NOTES:

1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.
2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-48 SUPPORT TO CDBG
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
DEV.SVCS-ECON.DEVEIASST.TO.CITY ADMIN.		10% Of Position	148.79	\$12,210
		TOTALS	148.79	\$12,210

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$652.68	\$5,421.88
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$121.37	\$1,008.15
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$149.56	\$1,242.37
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$75.38	\$626.16
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$168.88	\$1,402.92
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$663.05	\$5,507.83
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$440.06	\$3,655.63
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$57.98	\$481.64
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$22.23	\$184.63
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$34.30	\$284.96
CAP-77	ND-GENERAL GOV	EQRTHQ. & FIRE INS-CH	\$49.03	\$407.27
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$208.54	\$1,732.38
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$48.46	\$402.52
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$485.65	\$4,034.33
			\$3,177.17	\$26,392.67

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-48	SUPPORT TO CDBG	10.74%	2,333.24	623.71	164.29	42.30	13.57	0.01		3,177.11
		10.74%	2,333.24	623.71	164.29	42.30	13.57	0.01		3,177.11

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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PUBLIC WORKS
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ADMINISTRATION

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-50	PUBLIC WORKS ADMIN.	117,095.19	0.00	23,779.81	140,874.99
		117,095.19	0.00	23,779.81	140,874.99
				Cross-Footing Difference Over/(Under) (0.01)	

Column Description: Note 1 Note 2 Note 3

NOTES:

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2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-50 PUBLIC WORKS ADMIN.
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW-ADMIN.	MANAGEMENT ANALYST		416.64	\$32,373
PW-ADMIN.	OFFICE ASSISTANT		372.00	\$20,155
PW-ADMIN.	PUBLIC WKS DIRECTOR		446.40	\$64,567
		TOTALS	1,235.04	\$117,095

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$2,463.51	\$16,328.58
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$1,840.30	\$12,196.02
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$2,267.82	\$15,031.84
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$123.08	\$815.91
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$1,142.99	\$7,576.12
CAP-40	INFO TECHNOLOGY	INFO.TECH.SERVICES	\$2,560.90	\$16,974.38
CAP-41	INFO TECHNOLOGY	SOFTWARE SUPPORT COST	\$401.14	\$2,658.87
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$2,502.53	\$16,587.51
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	\$5,449.06	\$36,117.86
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$816.35	\$5,411.02
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$70.95	\$470.25
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	\$368.45	\$2,442.05
CAP-66	CS-RECREATION	RECREATION BROCHURE	\$609.22	\$4,038.10
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$259.56	\$1,720.43
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$759.31	\$5,032.92
CAP-77	ND-GENERAL GOV	EQRTHQ. & FIRE INS-CH	\$90.95	\$602.84
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$386.86	\$2,564.24
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$1,072.59	\$7,109.47
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$594.26	\$3,938.94
			\$23,779.83	\$157,619.35

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-50	PUBLIC WORKS ADMIN.	13.11%	17,816.88	4,418.74	1,139.44	299.47	105.12	0.14		23,779.81
		13.11%	17,816.88	4,418.74	1,139.44	299.47	105.12	0.14		23,779.81

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.

In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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PUBLIC WORKS

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MAINTENANCE

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ADMINISTRATION

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-51	PW MAINTENANCE ADMIN	35,799.80	0.00	20,537.94	56,337.72
		35,799.80	0.00	20,537.94	56,337.72
		Cross-Footing Difference Over/(Under)			(0.02)

Column Description: Note 1 Note 2 Note 3

NOTES:

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- 2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.*
- 3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.*

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-51 PW MAINTENANCE ADMIN
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-ADMIN	OFFICE ASSISTANT-PT		1,012.96	\$18,446
PW/MTC-ADMIN	MANAGEMENT ANALYST		223.20	\$17,354
		TOTALS	1,236.16	\$35,800

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$2,105.69	\$20,435.59
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$1,115.43	\$10,825.22
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$1,374.55	\$13,340.11
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$87.70	\$851.29
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$692.78	\$6,723.49
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$272.68	\$2,646.38
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$2,139.05	\$20,759.63
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	\$3,280.14	\$31,833.85
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	\$1,860.84	\$18,059.43
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	\$4,215.96	\$40,915.94
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$581.72	\$5,645.65
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$102.73	\$997.02
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	\$237.06	\$2,300.66
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$314.71	\$3,054.22
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$396.22	\$3,845.33
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$64.81	\$628.98
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$275.67	\$2,675.43
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$559.70	\$5,431.89
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$860.51	\$8,351.27
			\$20,537.95	\$199,321.38

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-51	PW MAINTENANCE ADMIN	9.34%	14,915.40	4,231.62	1,040.14	263.35	87.32	0.10		20,537.94
		9.34%	14,915.40	4,231.62	1,040.14	263.35	87.32	0.10		20,537.94

*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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PUBLIC WORKS

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MAINTENANCE

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STREET MAINTENANCE

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-51A	PW MAINTENANCE ADMIN	100,009.71	0.00	27,630.63	127,640.30
		100,009.71	0.00	27,630.63	127,640.30
				Cross-Footing Difference Over/(Under)	
					(0.04)

Column Description: Note 1 Note 2 Note 3

NOTES:

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 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-51A PW MAINTENANCE ADMIN
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-STREET MTC	P.W.SUPERINTENDENT		291.65	\$100,010
		TOTALS	291.65	\$100,010

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$2,957.03	\$34,819.97
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$886.67	\$10,440.81
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$1,092.68	\$12,866.38
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$550.69	\$6,484.73
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$421.83	\$4,967.21
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$3,003.91	\$35,372.09
CAP-50	PW-ADMIN.	PUBLIC WORKS ADMIN.	\$2,302.49	\$27,112.81
CAP-51	PW/MTC-ADMIN	PW MAINTENANCE ADMIN	\$1,306.20	\$15,381.17
CAP-51A	PW/MTC-STREET MTC	PW MAINTENANCE ADMIN	\$2,959.42	\$34,847.98
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	\$808.27	\$9,517.66
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	\$350.73	\$4,129.94
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$141.57	\$1,667.01
CAP-72	ND-GENERAL GOV	P/L MAJOR RISK DEPTS	\$10,719.90	\$126,230.10
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$53.55	\$630.57
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$75.65	\$890.74
			\$27,630.59	\$325,359.17

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-51A	PW MAINTENANCE ADMIN	7.83%	21,963.42	4,234.15	1,070.56	273.02	89.39	0.10		27,630.63
		7.83%	21,963.42	4,234.15	1,070.56	273.02	89.39	0.10		27,630.63

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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PUBLIC WORKS

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MAINTENANCE

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FACILITY
MAINTENANCE

CITY OF PLACENTIA, CALIFORNIA
 Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
 FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-52	C.HALL-CUSTODIAL SVCS	113,266.34	0.00	0.00	113,266.33
CAP-53	PD-CUSTODIAL SVCS	92,875.01	0.00	0.00	92,875.01
CAP-56	C.HALL-FACILITY MTC	14,923.15	0.00	0.00	14,923.16
CAP-57	PD-FACILITY MTC.	14,923.15	0.00	0.00	14,923.15
		235,987.65	0.00	0.00	235,987.65
Cross-Footing Difference Over/(Under)					0.00

Column Description: Note 1 Note 2 Note 3

NOTES:

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3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

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CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-52 C.HALL-CUSTODIAL SVCS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-FAC. MTC	CUSTODIAN		1,190.40	\$92,875
PW/MTC-FAC. MTC	CUSTODIAL-PT		831.96	\$20,391
TOTALS			2,022.36	\$113,266

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-53 PD-CUSTODIAL SVCS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-FAC. MTC	CUSTODIAN		1,190.40	\$92,875
		TOTALS	1,190.40	\$92,875

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-56 C.HALL-FACILITY MTC
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-FAC. MTC	FACILITY MTC.WKR		148.80	\$14,923
		TOTALS	148.80	\$14,923

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-57 PD-FACILITY MTC.
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-FAC. MTC	FACILITY MTC.WKR		148.80	\$14,923
		TOTALS	148.80	\$14,923

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-52	C.HALL-CUSTODIAL SVCS	14.51%								
CAP-53	PD-CUSTODIAL SVCS	11.90%								
CAP-56	C.HALL-FACILITY MTC	1.91%								
CAP-57	PD-FACILITY MTC.	1.91%								
		30.24%								

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*COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.*

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PUBLIC WORKS

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MAINTENANCE

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VEHICLE/EQPT.MTC.

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool	
CAP-58	VEH./EQPT.MAINTENANCE	258,148.24	0.00	0.00	258,148.23	
CAP-59	GASOLINE & DIESEL FUEL	120,000.00	0.00	0.00	120,000.00	
		378,148.24	0.00	0.00	378,148.23	
			Cross-Footing Difference Over/(Under)			(0.01)

Column Description: Note 1 Note 2 Note 3

NOTES:

- 1. Detail Report 2 shows the Division Costs being spread by these Subpools and ties to this column total.*
- 2. Detail Report 3 shows the amounts from other Subpools coming into this Division and it ties to this column total.
Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.*
- 3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.*

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-58 VEH./EQPT.MAINTENANCE
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-VEH/EQPT	EQUIP.MECHANIC		1,488.00	\$97,137
PW/MTC-VEH/EQPT	MAINTENANCE WKR		427.06	\$30,548
PW/MTC-VEH/EQPT	MAINT.WORKER-PT		1,040.00	\$35,464
PW/MTC-VEH/EQPT		Special Supples	0.00	\$95,000
TOTALS			2,955.06	\$258,149

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-59 GASOLINE & DIESEL FUEL
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
PW/MTC-VEH/EQPT		Fuel Supplies	6.00	\$120,000
		TOTALS	6.00	\$120,000

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-58	VEH./EQPT.MAINTENANCE	68.27%								
CAP-59	GASOLINE & DIESEL FUEL	31.73%								
		100.00%								

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary. In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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COMMUNITY SERVICES

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ADMINISTRATION

CITY OF PLACENTIA, CALIFORNIA
 Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
 FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-62	COMM.SVCS.ADMINISTRATION	230,864.69	0.00	151,832.33	382,697.00
CAP-63	BROCHURE PRINT & MAIL	37,300.00	0.00	24,530.98	61,830.97
		268,164.69	0.00	176,363.31	444,527.97
				Cross-Footing Difference Over/(Under)	(0.03)

Column Description: Note 1 Note 2 Note 3

NOTES:

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 Detail Report 4 shows the percentages used to allocate the amounts in Detail Report 3 between the Subpools of this Division.
3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

++++ Please Be Aware that there Will Be Rounding Differences Between Reports +++++

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-62 COMM.SVCS.ADMINISTRATION
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CS-ADMINISTRATION	COMM.SVCS.DIRECTOR		1,473.12	\$227,597
CS-ADMINISTRATION	RECREATION OVERTIME		249.58	\$3,102
CS-ADMINISTRATION	RECREATION STAFF-PT		12.35	\$165
TOTALS			1,735.05	\$230,865

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-63 BROCHURE PRINT & MAIL
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CS-ADMINISTRATION		Print & Mail	0.00	\$37,300
		TOTALS	0.00	\$37,300

CITY OF PLACENTIA, CALIFORNIA
 Detail of Allocations to This Division
 Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$14,466.02	\$1,323.81
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$2,956.66	\$270.56
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$3,643.50	\$333.43
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$1,836.36	\$168.04
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$4,114.36	\$376.51
CAP-41	INFO.TECHNOLOGY	SOFTWARE SUPPORT COST	\$1,184.60	\$108.40
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$14,695.43	\$1,344.78
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$2,808.75	\$257.03
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$370.06	\$33.87
CAP-63	CS-ADMINISTRATION	BROCHURE PRINT & MAIL	\$46,347.67	\$4,241.32
CAP-66	CS-RECREATION	RECREATION BROCHURE	\$76,638.58	\$7,013.30
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$541.49	\$49.55
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$835.69	\$76.47
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$312.92	\$28.64
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$1,331.04	\$121.81
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$1,180.48	\$108.03
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$3,099.72	\$283.66
			\$176,363.33	\$16,139.21

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Thrd Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-62	COMM.SVCS.ADMINISTRATION	78.87%	88,939.69	41,035.47	14,716.48	4,902.30	2,233.21	5.17	0.01	151,832.33
CAP-63	BROCHURE PRINT & MAIL	12.74%	14,369.65	6,629.95	2,377.69	792.05	360.81	0.84	0.00	24,530.98
		91.62%	103,309.35	47,665.42	17,094.17	5,694.34	2,594.02	6.01	0.01	176,363.31

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

23

COMMUNITY SERVICES

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RECREATION

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-64	COMM.SVCS.SUPERVISION	124,036.40	0.00	108,129.50	232,165.90
CAP-66	RECREATION BROCHURE	54,623.09	0.00	47,618.10	102,241.18
		178,659.49	0.00	155,747.60	334,407.08
Cross-Footing Difference Over/(Under)					(0.01)

Column Description: Note 1 Note 2 Note 3

NOTES:

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3. This amount becomes the total for each Subpool that is spread by the Allocation Factor on Report 5.

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CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-64 COMM.SVCS.SUPERVISION
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		595.20	\$36,563
CS-RECREATION	COMM.SVCS.SUPVSR.		372.00	\$31,999
CS-RECREATION	RECREATION STAFF-PT		3,980.35	\$52,421
CS-RECREATION	OVERTIME		124.80	\$3,053
TOTALS			5,072.35	\$124,036

CITY OF PLACENTIA, CALIFORNIA
 COST DETAIL WORKSHEET FOR: CAP-66 RECREATION BROCHURE
 FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CS-RECREATION	COMM.SVCS.COORD.		595.20	\$36,563
CS-RECREATION	COMM.SVCS.SUPVSR.		29.76	\$2,560
CS-RECREATION		Design/Layout	0.00	\$15,500
TOTALS			624.96	\$54,623

CITY OF PLACENTIA, CALIFORNIA
Detail of Allocations to This Division
Total CAP for FY 2012-2013

Source of Allocations to This Division			Amount Allocated to This Division's	
Subpool #	Division	Subpool	Subpools	Services
CAP-10	CITY COUNCIL	CITY LEGISLATIVE SERVICES	\$9,914.90	\$50,031.49
CAP-27	CITY ADMIN.	C.ADM.LEADERSHIP TO STAFF	\$2,668.82	\$13,467.18
CAP-35	HUMAN RESOURCES	HR SVCS-FT EMPLOYEES	\$3,288.83	\$16,595.84
CAP-36	HUMAN RESOURCES	HR SVCS-PT EMPLOYEES	\$13,356.29	\$67,397.00
CAP-38	RECORDS	C.CLK SVCS TO DEPARTMENTS	\$1,657.60	\$8,364.36
CAP-40	INFO.TECHNOLOGY	INFO.TECH.SERVICES	\$3,713.86	\$18,740.48
CAP-45	FINANCIAL ACCT'G	FINANCIAL MGMT SERVICES	\$10,072.11	\$50,824.79
CAP-52	PW/MTC-FAC. MTC	C.HALL-CUSTODIAL SVCS	\$1,521.20	\$7,676.15
CAP-56	PW/MTC-FAC. MTC	C.HALL-FACILITY MTC	\$200.42	\$1,011.36
CAP-58	PW/MTC-VEH/EQPT	VEH./EQPT.MAINTENANCE	\$2,134.83	\$10,772.58
CAP-59	PW/MTC-VEH/EQPT	GASOLINE & DIESEL FUEL	\$437.22	\$2,206.24
CAP-62	CS-ADMINISTRATION	COMM.SVCS.ADMINISTRATION	\$56,051.48	\$282,840.97
CAP-64	CS-RECREATION	COMM.SVCS.SUPERVISION	\$34,004.04	\$171,587.51
CAP-71	ND-GENERAL GOV	P/L GENERAL COVERAGE	\$8,895.77	\$44,888.92
CAP-73	ND-GENERAL GOV	SURETY BOND COVERAGE	\$165.40	\$834.60
CAP-75	ND-GENERAL GOV	TELEPHONE COST	\$2,112.15	\$10,658.12
CAP-77	ND-GENERAL GOV	EQRTHQ.& FIRE INS-CH	\$169.48	\$855.20
CAP-80	ND-GENERAL GOV	GAS/WATER/ELEC-CH	\$720.89	\$3,637.66
CAP-82	ND-GENERAL GOV	GEN.OPNS.COSTS	\$2,983.61	\$15,055.58
CAP-91	CITY HALL	CITY HALL ANN.REPL.COST	\$1,678.79	\$8,471.35
			\$155,747.69	\$785,917.38

COMMENT: This Detail Report splits Allocations to this Division between this Division's Subpools and the Services that it provides to the public.

CITY OF PLACENTIA, CALIFORNIA
Allocations TO This Division - Spread to This Division's Subpools
FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-64	COMM.SVCS.SUPERVISION	11.48%	69,258.79	25,559.98	8,977.70	2,980.37	1,349.57	3.10	0.00	108,129.50
CAP-66	RECREATION BROCHURE	5.06%	30,500.21	11,256.11	3,953.60	1,312.50	594.32	1.37	0.00	47,618.10
		16.54%	99,759.01	36,816.09	12,931.31	4,292.87	1,943.89	4.47	0.01	155,747.60

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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NON-DEPARTMENTAL

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GENERAL
GOVERNMENT

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-71	P/L GENERAL COVERAGE	136,950.00	0.00	0.00	136,949.97
CAP-72	P/L MAJOR RISK DEPTS	319,550.00	0.00	0.00	319,550.00
CAP-73	SURETY BOND COVERAGE	5,000.00	0.00	0.00	5,000.00
CAP-75	TELEPHONE COST	135,000.00	0.00	0.00	134,999.99
CAP-77	EQRTHQ.& FIRE INS-CH	12,619.00	0.00	0.00	12,619.00
CAP-78	EARTHQ.& FIRE INS-PD	7,098.00	0.00	0.00	7,097.99
CAP-80	GAS/WATER/ELEC-CH	53,676.00	0.00	0.00	53,676.01
CAP-81	GAS/WATER/ELEC-PD	92,461.00	0.00	0.00	92,461.01
CAP-82	GEN.OPNS.COSTS	190,700.00	0.00	0.00	190,700.01
		953,054.00	0.00	0.00	953,053.98
Cross-Footing Difference Over/(Under)					(0.02)

Column Description: Note 1 Note 2 Note 3

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CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-71 P/L GENERAL COVERAGE
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Minor Risk-30%	0.00	\$136,950
		TOTALS	0.00	\$136,950

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-72 P/L MAJOR RISK DEPTS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Major Risk-70%	0.00	\$319,550
		TOTALS	0.00	\$319,550

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-73 SURETY BOND COVERAGE
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Cash Handling Bond	0.00	\$5,000
		TOTALS	0.00	\$5,000

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-75 TELEPHONE COST
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Telephone	0.00	\$135,000
		TOTALS	0.00	\$135,000

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-77 EQRTHQ.& FIRE INS-CH
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Ins.Coverage Premium	0.00	\$12,619
		TOTALS	0.00	\$12,619

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-78 EARTHQ.& FIRE INS-PD
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Ins.Coverage Premium	0.00	\$7,098
		TOTALS	0.00	\$7,098

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-80 GAS/WATER/ELEC-CH
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
NO-GENERAL GOV		Utility Costs	0.00	\$53,676
		TOTALS	0.00	\$53,676

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-81 GAS/WATER/ELEC-PD
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Utility Costs	0.00	\$92,461
		TOTALS	0.00	\$92,461

CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-82 GEN.OPNS.COSTS
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
ND-GENERAL GOV		Misc.Non-Dept'l Cost	0.00	\$190,700
		TOTALS	0.00	\$190,700

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-71	P/L GENERAL COVERAGE	8.46%								
CAP-72	P/L MAJOR RISK DEPTS	19.74%								
CAP-73	SURETY BOND COVERAGE	0.31%								
CAP-75	TELEPHONE COST	8.34%								
CAP-77	EQRTHQ.& FIRE INS-CH	0.78%								
CAP-78	EARTHQ.& FIRE INS-PD	0.44%								
CAP-80	GAS/WATER/ELEC-CH	3.32%								
CAP-81	GAS/WATER/ELEC-PD	5.71%								
CAP-82	GEN.OPNS.COSTS	11.78%								
		58.88%								

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

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CITY HALL

CITY OF PLACENTIA, CALIFORNIA
 Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
 FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocations TO Subpool	Allocations FROM Subpool
CAP-91	CITY HALL ANN.REPL.COST	125,000.00	0.00	0.00	125,000.02
		125,000.00	0.00	0.00	125,000.02
		Cross-Footing Difference Over/(Under)			0.02

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CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-91 CITY HALL ANN.REPL.COST
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
CITY HALL		Annual Repl.Chge.	0.00	\$125,000
		TOTALS	0.00	\$125,000

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-91	CITY HALL ANN.REPL.COST	100.00%								
		100.00%								

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
 In this Detail Report, the reader can see how those amounts have been allocated to this Division's Subpools during the calculation process.

26

POLICE STATION

CITY OF PLACENTIA, CALIFORNIA
Summary of Subpool Costs >> Initial Cost + Allocations To = Allocations From
FISCAL YEAR 2017-2018

Subpool #	Subpool	Initial Subpool Costs	Deduct Direct Billing	Allocatons TO Subpool	Allocations FROM Subpool
CAP-92	POLICE DEPT ANN.REPL.COST	70,600.00	0.00	0.00	70,600.00
		70,600.00	0.00	0.00	70,600.00
Cross-Footing Difference Over/(Under)					0.00
<i>Column Description:</i>		<u><i>Note 1</i></u>		<u><i>Note 2</i></u>	<u><i>Note 3</i></u>

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CITY OF PLACENTIA, CALIFORNIA
COST DETAIL WORKSHEET FOR: CAP-92 POLICE DEPT ANN.REPL.COST
FISCAL YEAR 2017-2018

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DESCRIPTION</u>	<u>UNIT TIME</u>	<u>TOTAL COST</u>
POLICE DEPARTMENT		Annual Repl.Chge.	0.00	\$70,600
		TOTALS	0.00	\$70,600

THERE WERE NO ALLOCATIONS TO THIS DIVISION

CITY OF PLACENTIA, CALIFORNIA
 Allocations TO This Division - Spread to This Division's Subpools
 FISCAL YEAR 2017-2018

Ref. #	Subpool	Percent Spread	Spread of First Allocation	Spread of Second Allocation	Spread of Third Allocation	Spread of Fourth Allocation	Spread of 5th-9th Allocations	Spread of 10th-14th Allocations	Spread of 15th-19th Allocations	Total Allocations TO
CAP-92	POLICE DEPT ANN.REPL.COST	100.00%								
		100.00%								

COMMENT: In the prior Detail Report, the total of the allocations from other subpools to this division were shown in summary.
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RESOLUTION R-2018-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF
PLACENTIA, CALIFORNIA, INCREASING,
ESTABLISHING AND ADOPTING CERTAIN CITY FEES,
RATES AND CHARGES FOR VARIOUS CITY SERVICES.**

A. Recitals

WHEREAS, pursuant to the provisions of the California Constitution and the law of the State of California, the City of Placentia is authorized to adopt and implement fees, rates, and charges for municipal services; provided that such fees, rates, and charges do not exceed the estimated reasonable cost of providing such services; and

WHEREAS, pursuant to Government Code Sections 66014, 66017, and 66018, the specific fees to be charged for certain services must be adopted by resolution, following notice and public hearing; and

WHEREAS, notice of public hearing has been given pursuant to Government Code Section 6062a, oral and written presentations have been made and received, and the required public hearing has been held; and

WHEREAS, the City of Placentia desires to implement new fees, rates, and charges for various governmental services provided by the City of Placentia, as set forth herein; and

WHEREAS, all legal prerequisites to the adoption of this Resolution have occurred; and

WHEREAS, the actions implemented through the adoption of this Resolution are statutorily exempt under the California Environmental Quality Act per Section 21080(b) (8) of the Public Resources Code.

B. Resolution

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF PLACENTIA DOES HEREBY RESOLVE, DECLARE, DETERMINE AND ORDER AS FOLLOWS:

1. In all respects as set forth in the Recitals, Part A., above.
2. The fees, rates, and charges set forth in Exhibit A do not exceed the estimated reasonable cost of providing the service for which the fee, rate, or charge is levied.

3. The fees, rates, and charges set forth in Exhibit A are hereby adopted and approved as the fees, rates, and charges for the services identified for each such fee, rate, or charge.

4. The fees, rates, and charges set forth in Exhibit A shall become effective on July 1, 2018.

5. The City Administrator is hereby delegated the authority to reduce one or more fees included in Exhibit A by up to 10% of the adopted fee amount, based on market conditions.

6. If any fee, rate, or charge adopted or increased by this Resolution is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such fee, rate, or charge shall be deemed a separate, distinct, and independent provision of this Resolution, and such holding shall not affect the validity of the remaining fees, rates and charges adopted or revised herein. The City Council hereby declares that it would have adopted this Resolution and each section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one (1) or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

PASSED, ADOPTED AND APPROVED this 1st day of May, 2018.

Chad P, Wanke, Mayor

Attest:

Patrick J. Melia, City Clerk

STATE OF CALIFORNIA
COUNTY OF ORANGE

I, Patrick J. Melia, City Clerk of the City of Placentia, do hereby certify that the foregoing resolution was adopted at a regular meeting of the City Council of the City of Placentia held on the 1st day of May, 2018 by the following vote:

AYES: Councilmembers:
NOES: Councilmembers:
ABSENT: Councilmembers:
ABSTAIN: Councilmembers:

Patrick J. Melia, City Clerk

APPROVED AS TO FORM:

Christian L. Bettenhausen, City Attorney



**UPDATED FEES
FOR VARIOUS CITY SERVICES**

**AMENDING THE COMPREHENSIVE
FEE SCHEDULE**

**ADOPTED MAY 1, 2018
RESOLUTION R-2018-__**

**EFFECTIVE
July 1, 2018**

Planning	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Application Fees					
Building Plan Check Fees - Commercial & TI (<=250)	138.05	-	-100%	Cost for this service is recovered in Building valuation fees	T-087
Building Plan Check Fees - Commercial & TI (>250)	373.84	-	-100%	Cost for this service is recovered in Building valuation fees	T-087
Building Plan Check Fees - Residential (1 Unit)	316.77	-	-100%	Cost for this service is recovered in Building valuation fees	T-088
Building Plan Check Fees - Residential (2-5 Units)	397.86	-	-100%	Cost for this service is recovered in Building valuation fees	T-088
Building Plan Check Fees - Residential (6+ Units)	617.12	-	-100%	Cost for this service is recovered in Building valuation fees	T-088
Building Plan Check Fees - Residential Additions (Elevated decks/ balconies)	126.04	-	-100%	Cost for this service is recovered in Building valuation fees	T-089
Commcl/Indus Tenant Improvement (<=250 sqft)	126.04	-	-100%	Cost for this service is recovered in Building valuation fees	T-090
Commcl/Indus Tenant Improvement (>250 sqft)	247.68	-	-100%	Cost for this service is recovered in Building valuation fees	T-091
Solar Installations	97.50	-	-100%	Cost for this service is recovered in Building valuation fees	T-093
Abandonment of Property	2,861.06				T-101
Abandonment of Property (base fee + deposit)		3,440.00		See Note 1 below; 100% cost recovery	T-101
Adult Oriented Business	1,207.94	7,675.00	535%	100% cost recovery	T-102
Appeal of Staff Decision to Planning Commission	none	2,260.00		New fee; 100% cost recovery	T-103
Appeal of Planning Commission Decision to City Council	1,274.54	3,670.00	188%	100% cost recovery; if City Councilmember brings appeal, no fee	T-104
Building & Zoning Compliance Application	97.50	45.00/ 135.00		Minor \$45/Major \$135, plus inspection fee, if necessary; 100% cost recovery	T-107
CC&R's Review	1,697.42	1,680.00	-1%	100% cost recovery	T-115
Certificate of Compliance	none	850.00		New fee; 100% cost recovery	T-117
Condominium Conversion	3,581.92	4,475.00	25%	100% cost recovery	T-121
Development Agreement Review (deposit)	5,251.92			Actual costs charged against initial deposit of \$5,251.92	T-123
Development Agreement Review (base fee + deposit)		7,885.00		See Note 1 below; 100% cost recovery	T-123
Development Plan Review	4,286.59	9,515.00	122%	100% cost recovery	T-126
Environmental Impact Report Admin/Review (deposit)	3,151.15			Actual costs charged against initial deposit of \$3,151.15	T-129
Environmental Impact Report Admin/Review (base fee + deposit)		7,270.00		See Note 1 below; 100% cost recovery	T-129
Extension of Approval- staff approved applications	235.67	910.00	286%	100% cost recovery	T-130

Planning	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Extension of Approval- Planning Comm/City Council approved applications	235.67	35% of original application fee			T-130
Film Permit (Commercial)	367.42	575.00	56%	Plus any costs from other departments; 100% cost recovery	T-131
Film Permit (Student)	53.09	165.00	211%	Plus any costs from other departments; 100% cost recovery	T-132
General Plan Amendment	5,592.04	9,715.00	74%	100% cost recovery	T-133
General Plan Update Fee (per \$1,000 valuation)	2.27			For all building and planning permits	T-134
General Plan Update Fee (per \$1,000 valuation)		3.00		Plus \$0.095 for ea. planning permit; 50% cost recovery	T-134
Home Occupation Permit	36.68	30.00	-18%	Plus inspection if necessary; 100% cost recovery	T-135
House Move (deposit)	5,251.92			Actual costs charged against initial deposit of \$5,251.92	T-136
House Move (base fee + deposit)		2,080.00		See Note 1 below; 100% cost recovery	T-136
Initial Study Checklist	162.18	375.00	131%	100% cost recovery	T-137
Initial Study Large Project (deposit)	3,151.15		-100%	Services covered by either T-145 or T-129	T-138
Landscape Plan Review (Residential - 3 or more)	411.69				T-139
Landscape Plan Review (Residential - 3 or more) (base fee + deposit)		275.00		See Note 1 below; 100% cost recovery	T-139
Landscape Plan Check (Commercial)	806.97				T-139
Landscape Plan Check (Commercial) (base fee + deposit)		275.00		See Note 1 below; 100% cost recovery	T-139
Letter of Public Convenience/Necessity	none	780.00		New fee; 100% cost recovery	T-141
Lot Line Adjustment	376.27	2,745.00	630%	100% cost recovery	T-142
Negative Declaration (deposit)	3,151.15			Actual costs charged against initial deposit of \$3,151.15	T-145
Negative Declaration (base fee + deposit)		3,090.00		See Note 1 below; 100% cost recovery	T-145
Planning Review / Research (Questions/Issues Requiring Research)	192.22				T-151
Planning Review / Research (Questions/Issues Requiring Research)		145.00		For 1st hr, \$29 for ea. addl. 15 min; 100% cost recovery	T-151
Preliminary Plan Review (deposit)	2,100.77			Actual costs charged against initial deposit of \$2,100.77	T-152
Preliminary Plan Review (base fee + deposit)		2,340.00		See Note 1 below; 100% cost recovery	T-152
Sign Plan Review (Individual Sign)	214.28	165.00	-23%	100% cost recovery	T-153
Sign Plan Review (Integrated Commercial/ Industrial Center)	393.01	250.00	-36%	100% cost recovery	T-153
Sign Plan Review (Master Sign Program)	471.59	710.00	51%	100% cost recovery	T-154
Site Plan Review (Minor)	56.96	90.00	58%	100% cost recovery	T-156
Site Plan Review (Major - Residential)	1,141.77	1,765.00	55%	100% cost recovery	T-156
Site Plan Review (Major - Commercial)	476.87	1,765.00	270%	100% cost recovery	T-156
Special Event Permit (Minor - i.e. outdoor display, etc.)	97.50	135.00	38%	100% cost recovery	T-163

Planning	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Special Event Permit (Major: i.e. car show, fair, etc)	219.19	475.00	117%	Plus any costs from other departments; 100% cost recovery	T-164
Specific Plan Review/Amendment (deposit)	10,503.83			Actual costs charged against initial deposit of \$10,503.83	T-166
Specific Plan Review/Amendment (base fee + deposit)		8,920.00		See Note 1 below; 100% cost recovery	T-166
Study Session (Applicant Requested)	472.67	1,155.00	144%	100% cost recovery	T-167
Technology Fee (Building and Planning Permits) (per \$1,000 valuation)	1.75	1.75	0%		
Technology Fee (Engineering Permits)	10.00	10.00	0%	With additional pages under 11"x17" at a rate of \$0.25 and pages over at \$0.50 per page	
Temporary Advertising Permit	36.68	45.00	23%	100% cost recovery	T-168
Tentative Parcel Map (4 or fewer parcels)	4,476.57	5,095.00	14%	100% cost recovery	T-169
Tentative Tract Map (5 or more parcels)	4,476.57				T-170
Tentative Tract Map (5 or more parcels)		6,550.00		Plus \$61 for ea. addl. lot; 100% cost recovery	T-170
Third Party Review/Preparation of Plans (deposit)	2,100.77			Actual costs charged against initial deposit of \$2,100.77	T-171
Third Party Review/Preparation of Plans (base fee + deposit)		1,160.00		See Note 1 below; 100% cost recovery	T-171
Underground Utility Waiver	1,278.50				T-172
Underground Utility Waiver (base fee + deposit)		1,975.00		See Note 1 below; 100% cost recovery	T-172
Use Conformity Determination (deposit)	407.85			Actual costs charged against initial deposit of \$407.85	T-174
Use Conformity Determination		555.00		100% cost recovery	T-174
Use Permit	3,197.64	6,670.00	109%	100% cost recovery	T-175
Use Permit - (Alcohol)	3,433.70	-	-100%	Recommend deletion of this service; use regular Use Permit process	T-176
Use Permit Modification (Planning Commission)	1,592.18	4,725.00	197%	100% cost recovery	T-177
Use Permit Modification (Staff)	453.05	925.00	104%	100% cost recovery	T-178
Use Permit - Special	917.26	950.00	4%	100% cost recovery	T-179
Use Permit - Temporary (New)	252.42	425.00	68%	100% cost recovery	T-180
Use Permit - Temporary (Renewal)	252.42	250.00	-1%	100% cost recovery	T-180
Variance - Minor	3,850.20	2,420.00	-37%	100% cost recovery	T-188
Variance - With Other Applications	3,850.20	3,835.00	0%	100% cost recovery	T-188
Variance - Standard	3,850.20	6,180.00	61%	100% cost recovery	T-188
Wireless Facility - Preliminary Plan Review (deposit)	2,625.96			Actual costs charged against initial deposit of \$2,625.96	T-189
Wireless Facility - Preliminary Plan Review (base fee + deposit)		1,150.00		See Note 1 below; 100% cost recovery	T-189
Zone Change (deposit)	4,201.53			Actual costs charged against initial deposit of \$4,201.53	T-193
Zone Change		9,715.00		100% cost recovery	T-193
Zone Change - Text Only	4,010.45	2,740.00		100% cost recovery	T-194
Zoning Verification Letter	340.78	355.00	4%	100% cost recovery	T-197
Miscellaneous Fees					
Public Hearing Publication	105.04	-	-100%	Service is included with applications requiring public hearing	T-241

Planning	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Public Hearing Notice Mailing	15.76	-	-100%	Service is included with applications requiring public hearing	T-243

EXPLANATORY NOTE:

Note 1: Base fee as noted, plus, as needed, an Initial deposit determined by the Director of Development Services, against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee. If costs exceed deposit amount, additional deposit(s) will be required.

Building	Current Fee	Recommended Fee	% Change	Explanation
Construction / Demolition				
Construction / Demolition Project Application Fee	90.13	90.00	0%	
Impound Refuse Containers (3rd party cost)	137.00	137.00	0%	
Electrical Permit Fees				
Busways	59.87	60.00	0%	
Issuance Fee	24.16	24.00	-1%	Charged to All Permits
Light standard or Private Street light, first	107.14	107.00	0%	
Light standard or Private Street light, each additional	31.51	32.00	2%	
Miscellaneous Apparatus, Conduits, and Conductors	71.43	71.00	-1%	
Other Electrical Inspections (per hour)	131.30	131.00	0%	
Outlet, Lights, and Switches, each	3.15	3.00	-5%	
Power Apparatus (New or re-wire residential) (per SqFt)	0.15	0.15	0%	
Power Apparatus (New or re-wire garages) (per SqFt)	0.13	0.13	0%	
Power Apparatus (Up to and including 1, each)	26.26	26.00	-1%	
Power Apparatus (Over 1 and not over 10, each)	36.76	37.00	1%	
Power Apparatus (Over 10 and not over 50, each)	47.27	47.00	-1%	
Power Apparatus (Over 50 and not over 100, each)	57.77	58.00	0%	
Power Apparatus (Over 100, each)	68.27	68.00	0%	
Pre-Inspection	73.53	74.00	1%	
Service or Panel (500 V up to 1,000 amp)	126.05	126.00	0%	Per Unit
Signs, Outline Lighting, and Marquees	71.43	71.00	-1%	
Stand alone Electrical Plan Check (hourly rate)	162.81	163.00	0%	
Temporary Pole (each)	84.03	84.00	0%	
Theatrical-type lighting fixtures or assemblies (each)	3.15	3.00	-5%	
Mechanical Permit Fees				
Air Conditioner (100,000 BTU or less) (each)	55.67	56.00	1%	
Air Conditioner (over 100,000 BTU) (each)	84.03	84.00	0%	
Air Handler	84.03	84.00	0%	
Appliance Vent/Chimney (only)	84.03	84.00	0%	
Boiler	84.03	84.00	0%	
Compressor	84.03	84.00	0%	
Duct Work (only)	110.66	111.00	0%	
Evaporative Cooler	84.03	84.00	0%	
Exhaust Hood (Commercial Grease Hood)	231.08	231.00	0%	
Exhaust Hood and Duct (Residential)	84.03	84.00	0%	
Hear Pump (Package Unit)	84.03	84.00	0%	
Heater (100,000 BTU or less) (each)	55.67	56.00	1%	
Heater (over 100,000 BTU) (each)	84.03	84.00	0%	
Heater (Unit, Radlant, etc.)	84.03	84.00	0%	
Heater (Wall/Floor)	84.03	84.00	0%	
Issuance Fee	23.11	23.00	0%	Charged to All Permits
Other Mechanical Inspections (per hour)	131.30	131.00	0%	
Stand Alone Mechanical Plan Check	162.81	163.00	0%	
Vent Fan, Single Duct (each)	71.43	71.00	-1%	
Vent System	84.03	84.00	0%	
Walk-in Box/Refrigerator Coil	84.03	84.00	0%	
New Construction Fees				
A-1 Assembly, Theaters with Stage	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-1 Assembly, Theaters without Stage	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-2 Assembly, Nightclubs	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-2 Assembly, Restaurants, Bars, Banquet Halls	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-3 Assembly, Churches	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-3 Assembly, General, Community Halls, Libraries, and Museums	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
A-4 Assembly, Arenas	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)

Building	Current Fee	Recommended Fee	% Change	Explanation
B, Business	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
E, Education	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
F-1, Factory and Industrial, Moderate Hazard	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
F-2, Factory and Industrial, Low Hazard	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
H-1, High Hazards, Explosives	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
H234, High Hazard	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
H-5 HPM	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
I-1 Institutional, Supervised Environment	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
I-2 Institutional, Hospitals	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
I-2 Institutional, Nursing Homes	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
I-3 Institutional, Restrained	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
I-4 Institutional, Day Care Facility	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
M, Mercantile	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
R-1, Residential, Hotels	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
R-2, Residential, Multi-Family	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
R-3, Residential, One and Two Family	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
R-4, Residential, Care/Assisted Living Facilities	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
S-1 Storage, Moderate Hazard	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
S-2 Storage, Low Hazard	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
U, Utility, Miscellaneous	Table 1-A Charge	Table 1-A Charge		Valuation Based (Valuation Table 1-V)
Plumbing Permit Fees				
Anti-Syphon Valve (each)	25.21	25.00	-1%	
Backflow Preventer (each)	25.21	25.00	-1%	
Bathtub (each)	25.21	25.00	-1%	
Dishwasher (each)	25.21	25.00	-1%	
Drain-Piping Repair/Alterations	25.21	25.00	-1%	
Drinking Fountain	25.21	25.00	-1%	
Floor Sink/Drain (each)	25.21	25.00	-1%	
Garbage Disposal (each)	25.21	25.00	-1%	
Gas Piping (First Five Outlets)	52.52	53.00	1%	
Gas Piping (Each Additional Five Outlets)	5.25	5.00	-5%	
Grease Interceptor	315.11	315.00	0%	
Grease Trap	157.56	158.00	0%	
Issuance Fee	23.11	23.00	0%	Charged to all Permits
Laundry	25.21	25.00	-1%	
P Trap (each)	25.21	25.00	-1%	
Roof Drain-Rainwater System (per drain)	25.21	25.00	-1%	
Septic system (each)	315.11	315.00	0%	
Sewer (new, add, alter, repair, abandonment)	110.29	25.00	-77%	
Sewer clean out only (each)	25.21	25.00	-1%	
Shower Stall (each)	25.21	25.00	-1%	
Sink (each)	25.21	25.00	-1%	
Solar Water System Fixtures (tanks, water treatment equip.)	52.52	53.00	1%	
Stand Alone Plumbing Plan Check (hourly rate)	162.81	163.00	0%	
Urinal (each)	25.21	25.00	-1%	
Waste and vent system	105.04	105.00	0%	
Water Closet (each)	25.21	25.00	-1%	
Water Heater	25.21	25.00	-1%	
Water Line (each)	25.21	25.00	-1%	
Water Pipe Repair Replacement (first 100 lf)	107.14	107.00	0%	
Water Pipe Repair Replacement (each additional 100lf)	47.27	47.00	-1%	

Building	Current Fee	Recommended Fee	% Change	Explanation
Solid Waste Hauling				
Construction /Deconstruction Annual Registration Fee	143.19	143.00	0%	
Convenience Annual Registration Fee	61.39	61.00	-1%	
Recycler Annual Registration Fee	143.19	143.00	0%	
Supplemental Plan Check Fees				
First 2 Hours	283.60	284.00	0%	
Each additional ½ hour (or portion thereof)	126.05	126.00	0%	
Supplemental Inspection Check Fees				
First 2 Hours	210.08	210.00	0%	
Each Additional ½ hour (or portion thereof)	84.03	84.00	0%	
Travel and Documentation Fees				
Other Tenant Improvements (600 sf)	998.90	999.00	0%	
Other Tenant Improvements (3,000 sf)	836.60	837.00	0%	
Other Tenant Improvements (6,000 sf)	836.60	837.00	0%	
Other Tenant Improvements (12,000 sf)	1,698.39	1,698.00	0%	
Other Tenant Improvements (30,000 sf)	1,814.97	1,815.00	0%	
Other Tenant Improvements (60,000 sf)	2,281.29	2,281.00	0%	
Re-inspection	16.41	16.00	-2%	
Miscellaneous Permit Fees				
Application Meeting (Group Meeting Fee)	468.63	469.00	0%	
Building & Zoning Inspection	73.53	74.00	1%	
Carport	-	-		
Issuance Fee	23.11	23.00	0%	
Solar Panels	246.84	247.00	0%	
Address Change	1,638.60	1,639.00	0%	
Awning	See Note 1 below	See Note 1 below		Minimum Charge: 150.00
Close or Open Exterior Wall	See Note 1 below	See Note 1 below		250.00
Wood Fence	See Note 1 below	See Note 1 below		120.00
Masonry Wall	See Note 1 below	See Note 1 below		150.00
Patio Cover	See Note 1 below	See Note 1 below		150.00
Add for screening	See Note 1 below	See Note 1 below		3.16 per square foot
Pre Fab Patio Room	See Note 1 below	See Note 1 below		250.00
Residential Alterations	See Note 1 below	See Note 1 below		200.00
Room Addition	See Note 1 below	See Note 1 below		250.00
Roof (first 2000 sq.ft)	298.31	298.00	0%	
Roof (2001 sq. ft. - 4000 sq ft)	408.60	409.00	0%	
Roof (4001 sq. ft. - 6000 sq. ft.)	629.18	629.00	0%	
Roof (6001 sq. ft. - plus)	787.79	788.00	0%	
Pool re-plaster	126.05	126.00	0%	
Gunite	598.72	599.00	0%	
Spa or Hot Tub-Inground (Pre-fabricated)	450.61	451.00	0%	
Swimming Pool Electrical	94.53	95.00	0%	
Swimming Pool Plumbing	78.78	79.00	0%	
Stucco (first 400 square feet)	262.60	263.00	0%	
Stucco (each additional 100 square feet)	21.01	21.00	0%	
Windows (1 only)	84.03	84.00	0%	
Windows (2 only)	105.04	105.00	0%	
Windows (3-10)	189.07	189.00	0%	
Windows (11-20)	378.14	378.00	0%	
Windows (21-50)	567.21	567.00	0%	
Windows (51-100)	756.28	756.00	0%	
Windows (100-200)	945.34	945.00	0%	
Windows (200-500)	1,134.41	1,134.00	0%	

Building

Current Fee

Recommended Fee % Change

Explanation

EXPLANATORY NOTE:

Note 1: Fee is the larger of Minimum Charge or Table 1-A charge

BUILDING VALUATION TABLES

cost per sq. ft.									
Group (2012 International Building Code)	B	C	D	E	F	G	H	I	J
	IA	IB	IIA	IIB	IIIA	IIIB	IV	VA	VB
A-1 Assembly, theaters, with stage	212.00	204.85	199.65	191.24	179.60	174.56	184.86	164.20	157.69
A-1 Assembly, theaters, without stage	194.08	186.93	181.72	173.31	161.66	156.64	166.93	146.29	139.78
A-2 Assembly, nightclubs	166.35	161.60	157.13	150.84	141.62	137.83	145.25	128.47	123.67
A-2 Assembly, restaurants, bars, banquet halls	165.35	160.60	155.13	149.84	139.62	136.83	144.25	126.47	122.67
A-3 Assembly, churches	195.96	188.81	183.60	175.20	163.70	158.66	168.82	148.30	141.80
A-3 Assembly general, community halls, libraries, museums	163.95	156.80	150.60	143.10	130.66	126.83	136.81	115.27	100.76
A-4 Assembly, arenas	193.08	185.93	179.72	172.31	159.68	155.64	165.93	144.29	138.78
B Business	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
E Educational	178.16	172.02	166.90	159.29	148.37	140.44	153.73	129.09	124.71
F-1 Factory and industrial, moderate hazard	100.75	96.02	90.26	86.94	77.68	74.37	83.16	64.01	60.19
F-2 Factory and industrial, low hazard	99.75	95.02	90.26	85.94	77.68	73.37	82.16	64.01	59.19
H-1 High Hazard, explosives	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	0.00
H234 High Hazard	94.40	89.68	84.92	80.59	72.52	68.22	76.82	58.86	54.03
H-5 HPM	169.14	162.95	157.42	149.72	135.78	130.75	143.54	119.31	113.65
I-1 Institutional, supervised environment	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
I-2 Institutional, hospitals	287.21	281.02	275.49	267.79	252.87	0.00	261.61	236.40	0.00
I-2 Institutional, nursing homes	108.55	102.37	186.83	179.13	166.20	0.00	172.95	148.74	0.00
I-3 Institutional, restrained	192.65	186.47	180.93	173.23	160.79	154.76	167.05	144.32	136.66
I-4 Institutional, day care facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
M Mercantile	123.91	119.17	113.69	108.40	98.85	96.06	102.82	85.70	81.90
R-1 Residential, hotels	169.51	163.62	159.09	152.26	140.12	136.46	148.59	125.88	121.46
R-2 Residential, multiple family	142.14	136.24	131.71	124.88	113.41	109.75	121.89	99.18	94.76
R-3 Residential, one and two family	133.78	130.13	126.82	123.67	118.74	115.78	119.75	110.94	103.92
R-4 Residential, care/assisted living facilities	168.08	162.18	157.65	150.82	138.52	134.86	146.99	124.28	119.86
S-1 Storage, moderate hazard	93.40	88.68	82.92	79.59	70.52	67.22	75.82	56.86	53.03
S-2 Storage, low hazard	92.40	87.68	82.92	78.59	70.52	66.22	74.82	56.86	52.03
U Utility, miscellaneous	71.08	67.13	62.83	59.33	53.24	49.79	56.48	41.64	39.44

TABLE 1 A - BUILDING PERMIT FEES

TOTAL VALUATION		FEE
\$1.00	to \$500.00	\$62.00
\$501.00	to \$2,000.00	\$62.00 for the first \$500.00 plus \$3.30 for each additional \$100.00, or fraction thereof, to and including \$2,000.00.
\$2,001.00	to \$25,000.00	\$111.50 for the first \$2,000.00 plus \$15.00 for each additional \$1,000.00, or fraction thereof, to and including \$25,000.00.
\$25,001.00	to \$50,000.00	\$456.50 for the first \$25,000.00 plus \$10.85 for each additional \$1,000.00, or fraction thereof, to and including \$50,000.00.
\$50,001.00	to \$100,000.00	\$727.75 for the first \$50,000.00 plus \$7.55 for each additional \$1,000.00, or fraction thereof, to and including \$100,000.00.
\$100,001.00	to \$500,000.00	\$1,105.25 for the first \$100,000.00 plus \$6.00 for each additional \$1,000.00, or fraction thereof, to and including \$500,000.00.
\$500,001.00	to \$1,000,000.00	\$3,505.25 for the first \$500,000.00 plus \$5.10 for each additional \$1,000.00, or fraction thereof, to and including \$1,000,000.00.
\$1,000,001.00	and up	\$6,055.25 for the first \$1,000,000.00 plus \$3.40 for each additional \$1,000.00
PLAN CHECK 65 PERCENT OF BUILDING FEE		
IF THESE FEES DO NOT REACH THE ESTABLISHED MINIMUM FEE, THE MINIMUM FEE APPLIES.		

Public Works/Engineering	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
General Permit and Inspection Fees					
All Projects:					
Grading Permit (Includes Inspection) (per hour)	363.42				T-301
Inspection: (per hour)	88.52				T-301
Plan Check (Per Sheet - up to 3 Revisions)	590.35				T-301
Plan Check (Per Sheet - Each Revision over 3)	432.79				T-301
Standard Projects:					
Grading Permit only		255.00		100% cost recovery	T-301
Inspection: (per hour)		180.00		For 1st hour, \$115 ea. addl. hr.; 100% cost recovery	T-301
Plan Check (Per Sheet)		760.00		For 1st sheet, \$600 ea. addl. sheet; 100% cost recovery	T-301
Larger Projects:				See Note 2 below; 100% cost recovery	T-301
Parcel / Tract Map Checking					
Parcel/Tract Map Checking (Per Hour)	284.30				T-306
Parcel/Tract Map Checking (Per Sheet)		1,055.00		For 1st sheet, \$660 ea. addl. sheet; 100% cost recovery	T-306
Other Permit and Inspection Fees					
Special Event Lane/Road Closure Permit	302.73	delete fee		Not needed; covered by Encroachment Permit	
Engineering Study/Report Review (Per hour)	284.30	-	-100%	Recommend elimination; service not performed	T-308
Traffic Control Plan Check (3 checks Included in fee)		990.00		New fee, for review of temporary traffic control plans; 100% cost recovery	T-309
Water Quality Management Plan Review (3 checks included in fee)	397.42	2,945.00	641%	For developer applications; 100% cost recovery	T-310
Sediment and Erosion Plan Check (per hour) (3 checks included in fee)	177.64				T-312
Sediment and Erosion Plan Check (per sheet) (3 checks included in fee)		760.00		For 1st sheet, \$600 ea. addl. sheet; 100% cost recovery	T-312
Transportation Permit - Annual Permit	94.53	90.00	-5%	State mandated fee is \$90	T-314
Transportation Permit - Single Trip	16.81	16.00	-5%	State mandated fee is \$16	T-314
Encroachment					
Encroachment Plan Check (1st sheet - up to 3 revisions)	-	155.00		100% cost recovery	T-320
Encroachment Plan Check (ea addl sheet - up to 3 revisions)	-	90.00		100% cost recovery	T-320
Encroachment Permit	78.59	125.00	59%	100% cost recovery	T-320
Encroachment Inspection (per hour)	88.52	135.00	53%	For 1st hour, \$70 ea. addl. hr.; 100% cost recovery	T-320
Other Services					
PW Special Inspection (per hour)	88.52	100.00	13%	\$100 for 1st hour, \$70 ea. addl. hr.; 100% cost recovery	T-321
Traffic Engineering Development Plan Check Review (base fee + deposit)	new	1,465.00		See Note 1 below; 100% cost recovery	T-322
Traffic Impact Analysis Review (base fee + deposit)	new	1,710.00		See Note 1 below; 100% cost recovery	T-323
Sewer Capacity Study	new	970.00		100% cost recovery	T-325
Self Haul Permit	200.00	-	-100%	Service not performed	T-328
FOG					
FOG Plan Check Fee (3 checks included in fee)	361.46	555.00	54%	100% cost recovery	T-443
FOG Annual Service - with Interceptor	343.42	190.00	-45%	100% cost recovery	T-444
FOG Annual Service - without Interceptor	265.42	1,930.00	627%	100% cost recovery	T-444

Public Works/Engineering

Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
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EXPLANATORY NOTES:

Note 1: Base fee as noted, plus, as needed, an initial deposit determined by the Director of Public Works, against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates in excess of the amounts included in the base fee. If costs exceed deposit amount, additional deposit(s) will be required.

Note 2: An initial deposit of amount indicated or as determined by the City Engineer, against which the City will charge the cost of outside consultants/attorneys, other City costs and staff time at Fully Burdened Hourly Rates. If costs exceed deposit amount, additional deposit(s) will be required.

Police	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Alarms and Alarm System Permits					
Alarm Permit (Commercial) (Bi-Annual)	67.00				T-350
Alarm Permit (Commercial) (Annual)		75.00			T-350
Alarm Permit Residential) (Bi-Annual)	67.00				T-350
Alarm Permit Residential) (Annual)		25.00			T-350
Alarm Permit Reinstatement Fee		eliminate		\$120.28 currently authorized, but not being charged	
False Alarms (each alarm after first 2 for permit holders, each alarm for non-permit holders)	85.00	235.00	176%	100% cost recovery	T-350
Miscellaneous Permits					
ABC Permit (One Day Non-Profit)	-	120.00		Current practice is to not charge for non-profits; recommend a 50% cost recovery for non-profits	T-352
ABC Permit or Transfer (Commercial)	108.19	245.00	126%	Recommend 100% cost recovery	T-352
Bingo Permit (Non-Profit)	55.67	295.00	430%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Bingo Permit	55.67	585.00	951%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356
Fortune Tellers/Annual Renewal (Non-Profit)	108.19	295.00	173%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Fortune Tellers/Annual Renewal	108.19	585.00	441%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356
Gaming Permit (Non-Profit)	108.19	295.00	173%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Gaming Permit	108.19	585.00	441%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356
Second Hand Dealer License/Renewal (Non-Profit)	110.29	295.00	167%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Second Hand Dealer License/Renewal	110.29	585.00	430%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356
Solicitor's Vendor Permit/Renewal (Non-Profit)	110.29	295.00	167%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Solicitor's Vendor Permit/Renewal	110.29	585.00	430%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356
Live Entertainment Permit (Non-Profit)	165.96	295.00	78%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-356
Live Entertainment Permit	165.96	585.00	252%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-356

Police	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Carnival Permit investigation (Non-Profit)	827.70	285.00	-66%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 50% cost recovery	T-358
Carnival Permit investigation	827.70	565.00	-32%	Recommended annual fee, plus Fingerprint Fee (T-382) if required	T-358
Private Patrol Operator Permit	-	delete fee		Private patrol operators are licensed by California Bureau of Security and Investigative Services	T-368
Motor Vehicle Fees/Services					
290PC & 11590H&S Registration	12.88	13.00	1%	Plus Fingerprint Fee (T-382); one-time fee for narcotic registrants; annual fee for sex registrants; 100% cost recovery	T-372
Bike License (Per year)	2.00	2.00	0%	State-mandated fee is \$2 annually (\$3 for 3/year renewal)	T-374
Civil Subpoena - Officer (minimum for first three hrs + time >3 hrs)	157.56	515.00	227%	Recommendation: \$170 for each additional hour > 3 hrs; 100% cost recovery	T-376
Civil Subpoena - Clerical (per quarter-hour)	-	25.00		100% cost recovery	T-376
Firearms Storage	1.05	delete fee		Recommendation is to delete fee; no fee currently being charged	T-377
Party Disturbance (Second Response) (\$0 first courtesy response)	242.67	310.00	28%	No fee currently being charged for 2nd response; recommended fee is for 2nd response and provides 100% cost recovery	T-378
Private Party Impound	14.37	delete fee			T-379
Property Release Fee	22.00	30.00	36%	Currently charge \$22 for 2nd and subsequent appointments; \$30 is full cost recovery, but recommend: \$0-victims; \$0 1st appointment and \$30 2nd and subsequent appointments - property owners; \$30 - all others	T-380
Public Fingerprinting Fee	20.00	20.00	0%	Plus DOJ/FBI fees; 100% cost recovery	T-382
Permit Parking					
Residential Parking Permits (first 5)	10.50	10.50	0%	(No changes are recommended	T-384
Residential Parking Permits (Replacement)	10.50	10.50	0%	(pending staff review of parking	T-384
Temporary Parking Permit	1.05	1.05	0%	(permit system	T-384
Traffic					
Citation Sign Off - Fix-It Ticket	5.00	14.00	180%	Currently charge only non-residents with other agency citation; recommendation is 100% cost recovery and to charge residents and non-residents, regardless of agency issuing citation	T-386
Commercial Vehicle Sign Off	26.53	delete fee		Program discontinued; commercial citations are referred to CHP	T-386
Reports and Administrative Services					
Visa/Passport Clearance Letter	28.00	30.00	7%	100% cost recovery	T-392
Activity Permit	21.78	delete fee		For block parties, similar activities. Recommendation is to delete fee; no fee currently being charged.	T-394

Police	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Vehicle Release Fee (Per Vehicle)					
Vehicle Repossession Entry	15.00	15.00	0%	100% cost recovery	T-395
Vehicle Release (Non 30-Day Impound)	150.00	175.00	17%	100% cost recovery	T-396
Vehicle Release (Vehicle Storage)	130.00	-	-100%	Included in above service	T-396
Vehicle 30-Day Impound Release	250.00	260.00	4%	100% cost recovery	T-397
Vehicle 30-Day Impound Release (DUI)	358.00	260.00	-27%	100% cost recovery; plus fine, as appropriate	T-397
Records					
Copies of Arrest Logs	0.10	0.25	150%	Per page, plus any special costs	T-648
Copies of Police Logs	0.10	0.25	150%	Per page, plus any special costs	T-648
Location Premise History Search	22.00	0.25	-99%	Per page, plus any special costs	T-648
Copies of Police Reports	0.10	0.25	150%	Per page, plus any special costs	T-648
Copies of Police Photos	5.00	0.25	-95%	Per page, plus any special costs	T-648

Code Enforcement		Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Miscellaneous Fees						
Real Estate Sign Retrieval	30.06	-	-100%	Recommended for deletion; chronic violators can be issued an Admin Citation	T-411	
Massage Establishment - Business License Application	394.02				T-419	
Massage Establishment - Inspection Fee	95.75				T-419	
Massage Establishment Permit		985.00		Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-419	
Massage Technician Permit	135.94	485.00	257%	Recommended annual fee, plus Fingerprint Fee (T-382) if required; 100% cost recovery	T-422	
Code Enforcement Reinspection	114.85	115.00	0%	Fee may be revised in future based on actual experience	T-426	

Community Services		Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Aquatics Programs						
Swim Lessons	60.00-70.00	70.00-80.00	17%	Market driven	T-505	
Aquatics Day Class	65.00-70.00	75.00-80.00	15%	Market driven		
Aquatics Night Class	60.00	70.00	17%	Market driven		
Contract Recreation Classes						
Class Fees		Increase fees for all classes by 26.5%		100% cost recovery	T-514	
Instructor/City Percentages:						
Classes held at City owned facilities	60% Inst/40% City	60% Inst/40% City	0%			
Classes held offsite/non-City owned facilities	65% Inst/35% City	65% Inst/35% City	0%			
Administration Fee for Classes	5.00	10.00	100%	100% cost recovery	T-514	
Youth Sports Programs (Participant Registration Fee)						
Placentia Youth Basketball	90.00	110.00	22%	25% cost recovery	T-517	
Adult Sports Programs (Team Registration Fee)						
Adult Futsal (Indoor Soccer)	210.08	300.00	43%	23% cost recovery	T-519	
Adult Basketball	315.11	400.00	27%	20% cost recovery	T-519	
Excursions						
Excursion (single day)	N/A	55.00-119.00		{ New fee structure	T-527	
Excursion (multi-day)	N/A	150.00-300.00		{ for Excursions; goal is	T-527	
Excursion (administrative fee)		10.00		{ 100% cost recovery	T-527	
Facility Rentals (based on 2-hour minimum) - Includes Set Up, Staffing, Cleaning, Breakdown, and Overhead						
Permit Processing Fee (All Users)	12.00	20.00	67%	Market driven	T-551	
Whitten Refundable Security Fee (Damage Deposit)	150.00	150.00	0%		T-551	
Whitten Center Main Room (150 Max) - Fri-Sun (Resident Non Profit)	48.00	74.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Mon-Thurs (Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Fri-Sun (Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Mon-Thurs (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Fri-Sun (Resident, Non Resident Non Profit)	58.00	90.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Mon-Thurs (Resident, Non Resident Non Profit)	48.00	74.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Fri-Sun (Resident, Non Resident Non Profit)	43.00	67.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Mon-Thurs (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Fri-Sun (Non Resident)	74.00	114.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Mon-Thurs (Non Resident)	64.00	99.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Fri-Sun (Non Resident)	58.00	90.00	54%	100% cost recovery	T-551	
Whitten Center Room A or B (75 Max) - Mon-Thurs (Non Resident)	53.00	82.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Fri-Sun (Commercial)	90.00	139.00	54%	100% cost recovery	T-551	
Whitten Center Main Room (150 Max) - Mon-Thurs (Commercial)	85.00	131.00	54%	100% cost recovery	T-551	

Community Services

	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Whitten Center Room A or B (75 Max) - Fri-Sun (Commercial)	74.00	114.00	54%	100% cost recovery	T-551
Whitten Center Room A or B (75 Max) - Mon-Thurs (Commercial)	69.00	107.00	54%	100% cost recovery	T-551
Aguirre Refundable Security Fee (Damage Deposit)	100.00	100.00	0%		T-551
Aguirre (60 Max). - Fri-Sun (Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Mon-Thurs (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Fri-Sun (Resident, Non Resident Non Profit)	43.00	67.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Mon-Thurs (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Fri-Sun (Non Resident)	58.00	90.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Mon-Thurs (Non resident)	53.00	82.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Fri-Sun (Commercial)	74.00	114.00	54%	100% cost recovery	T-551
Aguirre (60 Max). - Mon-Thurs (Commercial)	69.00	107.00	54%	100% cost recovery	T-551
Backs Refundable Security Fee (Damage Deposit)	150.00	150.00	0%		T-551
Backs Main Room (150 Max) - Fri-Sun (Resident Non Profit)	48.00	74.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Mon-Thurs (Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Fri-Sun (Resident, Non Resident Non Profit)	58.00	90.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Mon-Thurs (Resident, Non Resident Non Profit)	48.00	74.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Fri-Sun (Non Resident)	74.00	114.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Mon-Thurs (Non Resident)	64.00	99.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Fri-Sun (Commercial)	90.00	139.00	54%	100% cost recovery	T-551
Backs Main Room (150 Max) - Mon-Thurs (Commercial)	85.00	131.00	54%	100% cost recovery	T-551
Koch Building Refundable Security Fee (Damage Deposit)	100.00	100.00	0%		T-551
Koch Building (30 Max) - Fri-Sun (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Mon-Thurs (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Fri-Sun (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Mon-Thurs (Resident, Non Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Fri-Sun (Non Resident)	53.00	82.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Mon-Thurs (Non Resident)	47.00	73.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Fri-Sun (Commercial)	53.00	82.00	54%	100% cost recovery	T-551
Koch Building (30 Max) - Mon-Thurs (Commercial)	47.00	73.00	54%	100% cost recovery	T-551
Gyms Refundable Security Fee (Damage Deposit)	100.00	100.00	0%		T-551
Oberle Gym (348 Max) - Mon-Sun (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Oberle Gym (348 Max) - Mon-Sun (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Oberle Gym (348 Max) - Mon-Sun (Non Resident)	43.00	67.00	54%	100% cost recovery	T-551
Oberle Gym (348 Max) - Mon-Sun (Commercial)	48.00	74.00	54%	100% cost recovery	T-551
Tynes Gym (303 Max) - Mon-Sun (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551

Community Services

	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Tynes Gym (303 Max) - Mon-Sun (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Tynes Gym (303 Max) - Mon-Sun (Non Resident)	43.00	67.00	54%	100% cost recovery	T-551
Tynes Gym (303 Max) - Mon-Sun (Commercial)	48.00	74.00	54%	100% cost recovery	T-551
Whitten Kitchen (All Users) - Flat Fee/Full Kitchen	100.00	125.00	25%	Market driven	T-551
Gomez Community Center Refundable Security Fee (Damage Deposit)	100.00	100.00	0%		T-551
Gomez Community Center (60 Max) - Fri-Sun (Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Mon-Thurs (Resident Non Profit)	32.00	50.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Fri-Sun (Resident , Non Resident Non Profit)	43.00	67.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Mon-Thurs (Resident, Non Resident Non Profit)	37.00	57.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Fri-Sun (Non Resident)	58.00	90.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Mon-Thurs (Non Resident)	53.00	82.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Fri- Sun (Commercial)	74.00	114.00	54%	100% cost recovery	T-551
Gomez Community Center (60 Max) - Mon-Thurs (Commercial)	69.00	107.00	54%	100% cost recovery	T-551
Whitten Center Community Pool Rental	new	275.00	275%	Not being rented currently	T-551
Gomez Center Community Pool Rental	new	275.00	275%	Not being rented currently	T-551
Special Event Fees (for grass areas) Damage Deposit	300.00	300.00	0%		T-551
Special Event Fees (for grass areas) per hour	45.00	45.00	0%	Market driven	T-551
Park Shelter/Table Rentals (Based on 2-hour minimum)					
Permit Processing Fee (All Users)	12.00	20.00	67%	Market driven	T-552
Picnic Shelter Refundable Security Fee (Cleaning/Damage Deposit)	100.00	100.00	0%		T-552
Kraemer Picnic Shelter Rental Rate - Resident (Per shelter area)	37.00	56.00	51%	50% cost recovery	T-552
Kraemer Picnic Shelter Rental Rate - Non-Resident (Per shelter area)	64.00	97.00	51%	50% cost recovery	T-552
Picnic Shelter Refundable Security Fee (Cleaning/Damage Deposit)	100.00	100.00	0%		T-552
Koch Picnic Shelter Rental Rate - Resident (Per area)	37.00	56.00	51%	50% cost recovery	T-552
Koch Picnic Shelter Rental Rate - Non-Resident (Per area)	64.00	97.00	51%	50% cost recovery	T-552
Parque del Arroyo Verde Picnic Table Rental Rate - Resident	35.00	53.00	51%	50% cost recovery	T-552
Parque del Arroyo Verde - Picnic Table Rental Rate - Non Resident	60.00	91.00	51%	50% cost recovery	T-552
Parque de los Vaqueros Picnic Table Rental Rate - Resident	35.00	53.00	51%	50% cost recovery	T-552

Community Services

	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Parque de los Vaqueros Picnic Table Rental Rate - Non Resident	60.00	91.00	51%	50% cost recovery	T-552
Tuffree Park Picnic Table Rental Rate - Resident	35.00	53.00	51%	50% cost recovery	T-552
Tuffree Park Picnic Table Rental Rate - Non Resident	60.00	91.00	51%	50% cost recovery	T-552
Placentia Champions Sports Complex Picnic Table Rental Rate - Resident	35.00	53.00	51%	50% cost recovery	T-552
Placentia Champions Sports Complex Picnic Table Rental Rate - Non Resident	60.00	91.00	51%	50% cost recovery	T-552
Sportsfield Rentals (per hour)					
Sportsfield Processing Fee - One time fee	25.00	65.00	160%	100% cost recovery	T-554
Sportsfield Application Fee - Melrose Middle School SB1 (Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554
Sportsfield Application Fee - Melrose Middle School SB1 (Resident)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Melrose Middle School SB1 (Non-Resident Non-Profit)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Melrose Middle School SB1 (Non-Resident)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - Melrose Middle School SB1 (Commercial)	42.00	42.00	0%	Market driven	T-554
Sportsfield Application Fee - Parque De Los Niños SB1 (Resident Non-Profit)	3.15	4.00	27%	Market driven	T-554
Sportsfield Application Fee - Parque De Los Niños SB1 (Resident)	5.25	6.00	14%	Market driven	T-554
Sportsfield Application Fee - Parque De Los Niños SB1 (Non-Resident Non-Profit)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Parque De Los Niños SB1 (Non-Resident)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Parque De Los Niños SB1 (Commercial)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - PCSC (Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554
Sportsfield Application Fee - PCSC (Resident)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - PCSC (Non-Resident Non-Profit)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - PCSC (Non-Resident)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - PCSC (Commercial)	42.00	42.00	0%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park P4 (Resident Non-Profit)	3.15	4.00	27%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park P4 (Resident)	5.25	6.00	14%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park P4 (Non-Resident Non-Profit)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park P4 (Non-Resident)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park P4 (Commercial)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Baseball (Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554

Community Services

	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Sportsfield Application Fee - Tuffree Park Baseball (Resident)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Baseball (Non-Resident Non-Profit)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Baseball (Non-Resident)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Baseball (Commercial)	42.00	42.00	0%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Tennis Courts 1 & 2 (Resident Non-Profit)	2.10	3.00	43%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Tennis Courts 1 & 2 (Resident)	4.20	5.00	19%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Tennis Courts 1 & 2 (Non-Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Tennis Courts 1 & 2 (Non-Resident)	10.50	11.00	5%	Market driven	T-554
Sportsfield Application Fee - Tuffree Park Tennis Courts 1 & 2 (Commercial)	15.75	16.00	2%	Market driven	T-554
Sportsfield Application Fee - Valdez Middle School SB1 (Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554
Sportsfield Application Fee - Valdez Middle School SB1 (Resident)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Valdez Middle School SB1 (Non-Resident Non-Profit)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Valdez Middle School SB1 (Non-Resident)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - Valdez Middle School SB1 (Commercial)	42.00	42.00	0%	Market driven	T-554
Sportsfield Application Fee - Torii Hunter Softball (Resident Non-Profit)	6.30	7.00	11%	Market driven	T-554
Sportsfield Application Fee - Torii Hunter Softball (Resident)	8.40	9.00	7%	Market driven	T-554
Sportsfield Application Fee - Torii Hunter Softball (Non-Resident Non-Profit)	12.60	13.00	3%	Market driven	T-554
Sportsfield Application Fee - Torii Hunter Softball (Non-Resident)	21.00	21.00	0%	Market driven	T-554
Sportsfield Application Fee - Torii Hunter Softball (Commercial)	42.00	42.00	0%	Market driven	T-554
Athletic Field Lighting (per hour)					
Sportsfield Application Fee - Kraemer Middle School P1	11.55	12.00	4%	Market driven	T-558
Sportsfield Application Fee - Kraemer Middle School P13	11.55	12.00	4%	Market driven	T-558
Sportsfield Application Fee - Kraemer Middle School P17	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Kraemer Middle School P2	11.55	12.00	4%	Market driven	T-558
Sportsfield Application Fee - Kraemer Middle School SB1	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Kraemer Middle School SB2	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Melrose Middle School SB1	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - PCSC Jenson	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - PCSC March	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - PCSC Munoz	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - PCSC Valadez	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Tuffree Middle School P1	15.76	16.00	2%	Market driven	T-558

Community Services

	Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Sportsfield Application Fee - Tuffree Middle School P2	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Tuffree Middle School P3	11.55	12.00	4%	Market driven	T-558
Sportsfield Application Fee - Tuffree Park P4	11.55	12.00	4%	Market driven	T-558
Sportsfield Application Fee - Tuffree Park SB1	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Tuffree Park SB2	15.76	16.00	2%	Market driven	T-558
Sportsfield Application Fee - Tuffree Park Tennis Court 1	5.25	6.00	14%	Market driven	T-558
Sportsfield Application Fee - Tuffree Park Tennis Court 2	5.25	6.00	14%	Market driven	T-558
Sportsfield Application Fee - Valdez Middle School SB1	15.76	16.00	2%	Market driven	T-558

Finance and General		Current Fee	Recommended Fee	% Change	Explanation	Fee Study Reference
Finance Fees						
New Business License Processing	14.00	29.00 / 14.00			\$29 for in City; \$14 for outside City; 100% cost recovery	T-640
NSF Check Processing	10.00	30.00	200%		Plus any bank fees; 100% cost recovery	T-645
Citywide Copy Charge						
Letter/Legal Copies	0.10	0.25	150%		Per page, plus any special copying costs; 100% cost recovery	T-648
Microfilm Copies	0.75	0.25	-67%		Per page, plus any special copying costs; 100% cost recovery	T-648
Blueprint Copies	2.25	0.25	-89%		Per page, plus any special copying costs; 100% cost recovery	T-648

NOTICE OF PUBLIC HEARING

NOTICE IS HEREBY GIVEN that the City Council of the City of Placentia will hold a public hearing in the Council Chambers of the Placentia City Hall, 401 East Chapman Avenue on **Tuesday, April 3, 2018 at 7:00 P.M.** to consider the following item:

ADJUSTMENT OF VARIOUS CITY FEES

The City Council will consider the adoption of a resolution amending and establishing various City fees. The proposed action includes the addition or increase of fees related to development, police services, public works, and community services.

The proposed fee changes and the data indicating the amount of cost, or estimated cost, required to provide the service for which the fee is levied and the revenue source anticipated to provide the service will be available to the public 10 days prior to the hearing date in the Office of the City Clerk, located at 401 East Chapman Avenue, Placentia, California.

ALL INTERESTED PERSONS are invited to attend this hearing and express opinions upon the items listed above.

ANY WRITTEN MATERIALS to be submitted to the City Council should be submitted to the City Clerk's Office at least twenty-four (24) hours prior to the hearing. **Ten (10) copies are requested.**

IF YOU CHALLENGE this proposal in court you may be limited to raising only those issues you or someone else raised at the public hearing described in this notice or in written correspondence delivered to the City Council.

FURTHER INFORMATION on these items may be obtained at the Finance Department or by telephone: (714) 993-8237.

Patrick J. Melia
City Clerk

PUBLISHED:
POSTED:



Cost of Services Study and Update to Comprehensive Fee Schedule

City Council Meeting
May 1, 2018



Purpose of Cost of Services/ User Fee Studies

- State Law: user fee cannot exceed the “costs reasonably borne”; otherwise it is a “tax”
- Identify which services are, or can be, supported by fees
- Identify the full cost of providing those services
- Identify the portions of service costs currently recovered by user fees
- Identify the resulting amounts of service costs funded by tax subsidies
- City Councils then make the final policy decisions of how much users should pay, and how much subsidy is appropriate, for various services



Background

- City's previous comprehensive cost of services/user fee studies were conducted in 2007 and 2012
- Many fees have not been updated since 1990
- In January 2017
 - Council approved 5.04% across-the-board increase of fees set in 2012
 - Increase represented four years of aggregate CPI
 - Council selected Revenue and Cost Specialists, LLC (RCS) to conduct an updated cost of services/user fee study
- Study commenced in fall of 2017, due to turnover and vacancies in Finance Department staffing



Scope and Approach of RCS Study (continued)

- Personal Choice Public Services were divided into five groups
 - Community Development
 - Planning, Building and Public Works/Engineering
 - Public Safety
 - Police and Code Enforcement
 - Utilities and Assessment Services
 - Refuse, Sewer, Assessment Districts
 - Recreation and Cultural Services
 - Community Services
 - Administrative Services
 - Finance and Other
- 126 individual services were studied



Scope and Approach of RCS Cost of Services Study

- Two phases to the study
 - Identify and fully cost the staff hours providing services supported by fees
 - Schedule of Fully Burdened Hourly Rates
 - Fully cost the fee-supported services and show how those services are currently being funded
- City services were divided into two groups
 - Community Supported Public Services (100% funded from tax revenues)
 - Personal Choice Public Services (funded with user fees, or combination of user fees and tax revenues)



Community Development Services Fees

- Includes planning, building and public works/engineering services
- 70 individual services studied in this area
 - 57 are currently being subsidized with tax revenues; fees recommended to be increased
 - 13 fees are recommended to be reduced
- Recommend goal of 100% cost recovery through fees
- No significant changes to Building fees
- Some increases to planning & public works/engineering fees
- Elimination of some planning fees
- “Base fee plus deposit” approach recommended for some fees
- New fee proposed for streamlined opening of new small businesses



Public Safety Services Fees

- Includes various police and code enforcement services
- 27 individual services studied
 - 24 are currently being subsidized with tax revenues; fees recommended to be increased
- False alarm response services are heavily subsidized currently
- Recommend 100% cost recovery through fees
 - Exception is 50% cost recovery for regulatory permits for non-profit organizations



Recreation and Cultural Services Fees

- 16 individual services studied
 - All 16 are currently subsidized with tax revenues
- Recommend 100% cost recovery for contract classes, facility rentals and excursions
- Recommend 50% cost recovery for park shelter rentals
- Recommend 25% cost recovery for youth sports
- Other services are more market-driven
 - Aquatics and swim lessons
 - Sports field rentals and lighting



Other Services and Fees

- FOG (Fats, Oils and Grease) monitoring program annual fees proposed to be restructured
- Current sewer and refuse fees are not sufficient to cover the full costs of those services
- Street lighting and landscape district assessments are not sufficient to cover the full costs of operating the districts
- New business license processing and NSF check processing fees are proposed to be increased



Summary of Study Results

- Most fee-supported services are currently receiving significant subsidies from tax revenues
- RCS estimated a potential \$521,000 of additional annual revenue
 - Staff recommends \$400,000 as a more conservative estimate
- If adopted this evening, fees would go into effect July 1, 2018, which are necessary for the FY 18-19 budget



Staff Recommendation:

- Conduct Public Hearing
- Adopt Resolution No. 2018-__ Increasing, Establishing and Adopting Certain City Fees, Rates and Charges for Various Services
- Direct Staff to prepare annual updates to City's user fees based upon CPI increases, during the next four years
- Direct Staff to establish a policy for conducting comprehensive cost of services/user fee studies every five years

