

2009-11 Financial Plan

Appendix B

Capital Improvement Plan

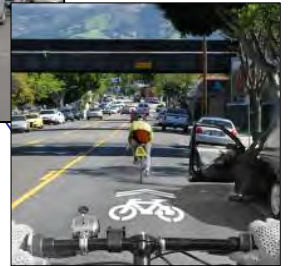


**Major City Goal:
Infrastructure Maintenance**



**Major City Goal:
Economic Development**

**Major City Goal:
Traffic Congestion Relief**



**Major City Goal:
Preservation of Critical Services**



2009-11 Financial Plan

Appendix B

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Capital Improvement Plan

city of san luis obispo

CAPITAL IMPROVEMENT PLAN

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CAPITAL IMPROVEMENT PLAN

Section 1
INTRODUCTION

INTRODUCTION

PURPOSE AND SCOPE

All of the City's construction projects and equipment purchases costing \$15,000 or more are included in the Capital Improvement Plan. (Minor capital outlays costing less than \$15,000 are included with the Financial Plan operating program budgets.)

Through the Capital Improvement Plan (CIP), the City systematically plans, schedules and finances capital projects to ensure cost-effectiveness and conformance with established policies and longer-term plans.

As discussed below under *Major City Goals* and later under *Project Evaluation*, one of the key drivers in determining the City's CIP priorities for 2009-11 are the results of Council goal-setting, which starts the City's budget process.

ORGANIZATION

The CIP is a four-year plan organized into the same six functional groupings used for the operating programs:

1. Public Safety
2. Public Utilities
3. Transportation
4. Leisure, Cultural and Social Services
5. Community Development
6. General Government

It is composed of six sections:

1. Introduction
2. Summary of CIP Expenditures
 - a. Summary by function for each year.
 - b. Summary by funding source for each year.
 - c. Project costs for each CIP project by program and phase: study, environmental review, design, real property acquisitions, site preparation, construction, construction management and equipment acquisitions.
 - d. Funding sources for each CIP project.
3. Project Descriptions

Detailed descriptions of each project, including the following information:

- a. Function and request title
- b. CIP project summary
- c. Project objectives
- d. Existing situation
- e. Goal and policy links
- f. Project work completed
- g. Environmental review
- h. Project constraints and limitations
- i. Stakeholders
- j. Project phasing and funding sources
- k. Key project assumptions
- l. Project manager and team support
- m. Alternatives
- n. Operating program
- o. Project effect on the operating budget
- p. Location map/schematic design (if applicable)

4. Status of Current CIP Projects
5. Budget and Fiscal Policies
6. CIP Preparation Process

FISCAL CONDITION SUMMARY

Just two years ago, we characterized the City's fiscal outlook as the best in many years. This was largely due to the passage of Measure Y in November 2006, which established a general-purpose, ½-cent City sales tax. It also reflected an improved local economy and the absence of the threat of more State budget takeaways.

Unfortunately, this is not the case today. The City is facing another very tough budget season. While Measure Y revenues continue to be a bright spot – in fact, without them we would be facing a dire fiscal situation instead of “just” a very tough one – all of the other bright spots have darkened from two years ago.

There are several key actors in our fiscal story. However, the most significant is the largest economic downturn since the Great Depression. This results in declines or tepid growth in our most

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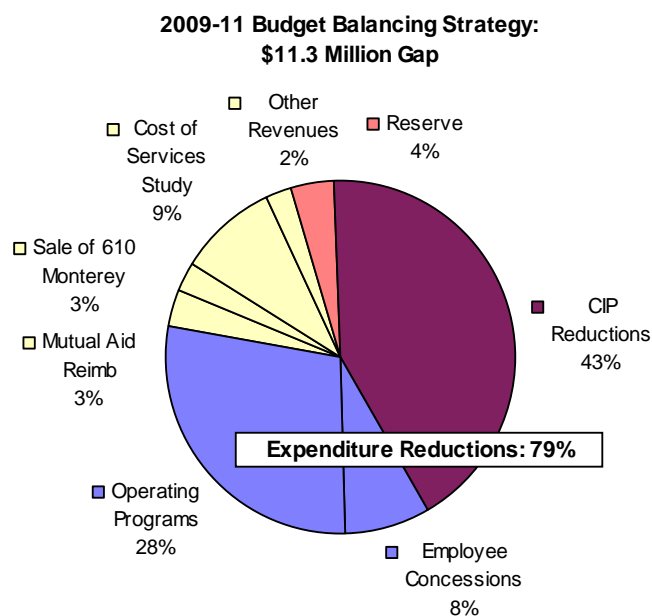
important revenues, while costs – “but for” the corrective actions reflected in the Preliminary Financial Plan, would continue to grow.

The Gap Facing Us

The five-year fiscal forecast (Forecast) presented to the Council in December 2008 projected a “budget gap” of \$10.4 million annually in 2009-11. Based largely on continued and steep downturns in transient occupancy tax (TOT) revenues since then, this has grown to \$11.3 million. This would be much worse without Measure Y revenues: it would rise to almost \$17 million annually.

Budget-Balancing Strategy

In April 2009, the Council conceptually approved the budget-balancing strategy in closing this gap. As shown below, expenditure reductions play the largest role in this strategy, accounting for about 80% of the total, including CIP reductions that account for over 40%.



Background: What We’ve Already Done

While the challenges facing us are significant, we did not start this process flat-footed. Based on the “six-point” *Fiscal Health Contingency Plan* we prepared in October 2001, we have had an “early warning” system and general strategy for responding to the alarms. This resulted in the following preventative measures.

1. Hiring and travel/training “chill” starting in June 2008.
2. Total hiring *freeze* in filling regular positions in December 2008 based on the results of the Forecast, pending adoption of Financial Plan.
3. September Budget “Rebalancing” Actions. On September 30, 2008, the Council completed the short-term action steps set forth in *the Fiscal Health Contingency Plan* when it took formal action to “re-balance” the budget by closing a gap of \$4.8 million in the current year.

Fiscal Health Contingency Plan	
1.	Maintain reserves at minimum policy level.
2.	Follow other key budget and fiscal policies.
3.	Monitor fiscal health on an ongoing basis.
4.	Assess the challenge: short or long-term problem?
5.	Identify options.
6.	Prepare and implement action plan.

The most significant of these actions was to “freeze” implementation of a new neighborhood patrol program and delete \$2.4 million in capital improvement plan (CIP) projects, including \$925,000 for street paving. Largely because of these short-term actions, we project beginning 2009-11 with a balanced budget and reserves at policy levels.

Based on the *Fiscal Health Contingency Plan* action steps, we have now arrived at “Step 6: Preparing and Implementing the Action Plan”—which in this case is the 2009-11 Financial Plan.

Evaluation Criteria

Based largely on the framework set forth in the *Fiscal Health Contingency Plan*, we used the following criteria in preparing the proposed budget-balancing strategy:

1. Can it be implemented and realistically be relied upon as a budget balancer in 2009-11?
2. Is it within our control to do?

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3. Is it reasonable and balanced? Does it reflect shared sacrifice?
4. Is it focused on service impacts and priorities— not an “across-the-board” approach?
5. Is it sensitive to costs and “affordability?”
6. Does it maintain essential facilities, infrastructure and equipment at reasonable levels?
7. How does the “value” compare with the effort?
8. How will we be positioned afterwards for the future?

Role of CIP Reductions in Budget Balancing

As noted above, the 2009-11 budget gap grew to \$11.3 million (an added \$900,000), largely due to steep downturns in TOT revenues since then. The budget-balancing actions in the Preliminary Financial Plan closely follow the conceptual strategy approved by the Council in April 2009

Closing the Gap		
	Annualized	% of Total
Reserve *	445,400	4%
New Revenues		
Cost of Services Study	1,030,700	9%
Use of Property		
Sale of 610 Monterey	325,000	3%
Other Uses of Property	60,700	1%
Mutual Aid Reimbursements	375,000	3%
Impoved Cost Recovery	205,000	1%
Expenditure Reductions		
CIP Reductions	4,756,900	43%
Employee Concessions	899,700	8%
Operating Programs	3,182,800	28%
Total	\$11,281,200	100%

* Retains at 20% policy but on lower operating expenditures

As reflected above, while reserves and added revenues play an important role, about 80% of the proposed budget-balancing strategy relies upon expenditure reductions; and of this, CIP reductions account for over 40%.

More detail regarding the budget-balancing strategy for 2009-11 for reserves, new revenues and operating cost reductions are provided in the Financial Plan *Budget Message*. The following outlines the City’s approach to CIP reductions.

Forecast Assumption Versus Financial Plan. The December 2008 Forecast assumed an annual General Fund CIP of about \$8.4 million. The proposed budget balancing strategy reduces to this to about \$3.6 million, for a savings of \$4.8 million compared with the forecast.

This is certainly less than we had planned in light of passage of Measure Y. On the other hand, it represents a significant increase over the General Fund CIP for several years prior to that. For example, the General Fund CIP budget (excluding fleet replacements) was \$1.6 million in 2006-07.

Moreover, as reflected in the work program for the “Infrastructure Maintenance” major City goal, even with limited resources, we are planning a very aggressive “maintenance-oriented” CIP in 2009-11. And as reflected in the open space preservation CIP project, we recommend continuing to allocate significant General Fund resources to this goal in leveraging outside funding, albeit at a lower level than in 2007-09.

Public Art Policy. The City’s public art policy calls for the City to invest 1% of the General Fund construction component of the CIP. Given the fiscal challenges facing us, we do not recommend funding public art at this level. On the other hand, in good times and bad, we require the private sector to contribute ½% of construction costs towards public art. Accordingly, we recommend continuing to fund public art in 2009-11, but at ½% of construction costs, consistent with private sector obligations.

Project Phasing. Each project initially submitted by departments presented a compelling case for meeting capital needs. However, any additional CIP projects will have to be balanced by deeper cuts in the operating budget. Accordingly, in several cases, while a project may have been meritorious, its costs relative to the resources available was so large that it has been deferred beyond the four-year CIP.

**Important
Caveat**

Even with the constrained General Fund CIP, there will still be some “new” projects underway in 2009-11 funded by the enterprise funds, grants and impact fees; and carryover projects from 2007-09.

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The deferred projects are summarized later under *CIP Highlights*. Of these, the following three key projects are especially noteworthy, in light of their desirability versus resource constraints.

1. **Mid-Higuera Widening.** Moving forward with this project in any meaningful way, given our past and current resource commitments to other projects, like the recent Santa Barbara and Orcutt Street widenings and the Los Osos Valley Road/Highway 101 interchange, is simply beyond the resources we can envision being available within the next four years. In fact, given the deferred timeframe for this project, we recommend that \$543,500 in current TIF funding from the Mid-Higuera widening project be redirected to accomplish the bicycle/pedestrian bridge over Highway 101 in order to facilitate completion of that segment of the Railroad Safety Trail.

However, as directed by the Council, we will return with analysis of the costs and benefits of the median proposed for South Higuera that assesses whether removal of the median would significantly reduce project costs; and if so, whether this warrants removal of the median from the *Mid-Higuera Street Enhancement Plan*.

2. **South Street Median Landscaping.** The medians will be completed by CalTrans soon and will be filled with wood chips until the City installs irrigation and landscaping. This is unlikely to happen within the next four years. However, we will return to the Council in Fall 2009 with an analysis of low-cost, interim improvements.
3. **Laguna Lake Dredging.** Dredging Laguna Lake is a very expensive proposition and would require \$580,000 for the acquisition of the equipment necessary to dredge. This does not include the costs of additional staffing that would be required. We will return to the Council in Fall 2009 with the results of Laguna Lake dredging Initial Study, Mitigated Negative Declaration and implementation options.

Possible "Stimulus" Funding in Augmenting the CIP. As discussed at the April 14, 2009 Council meeting, the City is leaving no stone unturned in pursuing opportunities to use "stimulus" funding in meeting City CIP needs (as well as operating where available and appropriate). It is possible that we may be able to offset some of the reduced CIP with "stimulus" funding.

MAJOR CITY GOALS

For 2009-11, in recognition of the extraordinary fiscal challenges facing us, the Council has adopted just four major City goals:

- Preservation of Essential Services and Fiscal Health
- Infrastructure Maintenance
- Traffic Congestion Relief
- Economic Development

The goal-setting process is summarized below and discussed in greater detail in Section B of the Financial Plan (Policies and Objectives). However, these focused goals reflect four things:

1. Responding pro-actively and responsibly to the greatest economic downturn since the Great Depression.
2. Priorities expressed by the community during the goal-setting process.
3. Focus on preserving core services and maintaining what we already have.
4. Close alignment with the priorities that surfaced both before and during the Measure Y campaign.

Goal-Setting Process: Background

The fundamental purpose of the City's Financial Plan is to link what we want to accomplish over the next two years with the resources required to do so. The Financial Plan process approved by the Council does this by:

1. Identifying the most important, highest priority things for us to accomplish for the community.

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- 2. Establishing a reasonable timeframe and organizational responsibility for achieving them.
- 3. Allocating the resources necessary to do so.

Obviously, this approach only has meaning if there is a way of identifying key goals at the beginning of the process that drive budget preparation, not follow it. For this reason, the City begins its two-year budget process with Council goal-setting. This follows an extensive effort to involve advisory bodies and the community in this process.

It also follows consideration of a number of analytical reports such as the General Fund Five-Year Fiscal Forecast and comprehensive updates on the status of long-term plans and policies, current major City goals and capital projects. While the specifics of the process vary from plan to plan, the City has used this basic approach for the past eighteen years.

Goal-Setting Process for 2009-11

For 2009-11, the Council held five workshops for this purpose on November 20, 2008 (“Setting the Table”); December 16, 2008 (“Building the Foundation”), January 15, 2009 (Community Forum), January 31, 2009 (Council Goal-Setting) and April 14, 2009 (Goal Work Programs).

Using the services of a professional facilitator, the Council reached agreement on 13 goals organized into the following three priority groupings at its January 31 goal-setting workshop:

1 Major City Goals. These represent the most important, highest priority goals for the City to accomplish over the next two years, and as such, resources to accomplish them should be included in the 2009-11 Financial Plan. The Financial Plan fully funds all four of the major City goals set by the Council, in accordance with the detailed work programs approved by the Council in April 2009, summarized as follow:

Top Council Goals for 2009-11
<p>Major City Goals</p> <ul style="list-style-type: none"> • Preservation of Essential Services and Fiscal Health • Infrastructure Maintenance • Traffic Congestion Relief • Economic Development <p>Other Important Council Objectives</p> <ul style="list-style-type: none"> • Land Use and Circulation Revisions • Open Space Preservation • Green House Gas Reduction and Energy Conservation • Downtown Maintenance & Beautification • Historic Preservation

- **Preservation of Essential Services and Fiscal Health.** Adopt a balanced budget that retains the City’s fiscal health, preserves essential services and implements long term productivity improvements and cost-reduction strategies.
- **Infrastructure Maintenance.** Sustain an effective level of existing core infrastructure maintenance such as streets, sidewalks, creek & flood protection, park, and protection of other physical assets.
- **Traffic Congestion Relief.** Continue efforts on projects which relieve traffic congestion, such as street modifications, intersection improvements, pedestrian improvements, bicycle facilities, traffic signal operations and public transit
- **Economic Development.** In collaboration with Cal Poly, Cuesta and the business community, develop strategies to increase economic development including emphasis on head-of-household jobs and environmentally sustainable businesses.

Detailed work programs are provided in *Section B: Policies and Objectives* of the Financial Plan.

2 Other Important Council Objectives. Goals in this category are also important for the City to accomplish over the next two years. In general, goals in this category reflect the continuation of current goals or new initiatives that are not likely to have significant General Fund resource requirements.

In addition to the four *Major City Goals* set by the Council, all of “Other Important Council Objectives” are also reflected in the Preliminary Financial Plan based on the detailed work programs approved by the Council in April 2009, summarized as follows:

- **Land Use and Circulation Revisions.** Initiate a focused revision of the Land Use and Circulation Elements.

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- **Open Space Preservation.** Continue efforts to acquire, preserve and protect open space and develop a master plan for City-owned agricultural land.
- **Green House Gas Reduction and Energy Conservation.** Adopt and begin implementing a plan to reduce greenhouse gases and conserve energy for municipal operations and the community.
- **Downtown Maintenance & Beautification.** Expand Downtown beautification efforts, including enhanced maintenance and cleanliness; review and upgrade of standards; and making phased physical improvements.
- **Historic Preservation.** Complete a draft Historic Preservation Ordinance, and if resources permit in 2010-11, update the inventory of historic and cultural resources within the City.

Detailed work program for each of these objectives are also provided in *Section B: Policies and Objectives* of the Preliminary Financial Plan

③ **Address As Resources Permit.** While it is desirable to achieve these goals over the next two years, doing so is subject to current resource availability. The four goals adopted by the Council in this priority grouping are:

- **Creek and Flood Protection.** Advance Mid-Higuera flood protection improvements by seeking Zone 9 funding to complete design, obtain approvals and make progress toward construction as resources will allow.
- **Skate Park.** Develop plans and specifications and seek funding to construct a skate park.
- **Urban Forest.** Update master plan and develop recommendations to renew the urban forest and plant more trees.
- **Homeless Services.** Identify and pursue opportunities to implement the “Ten-Year Plan to End Chronic Homelessness.”

All four of these goals are reflected in the Preliminary Financial Plan in some fashion.

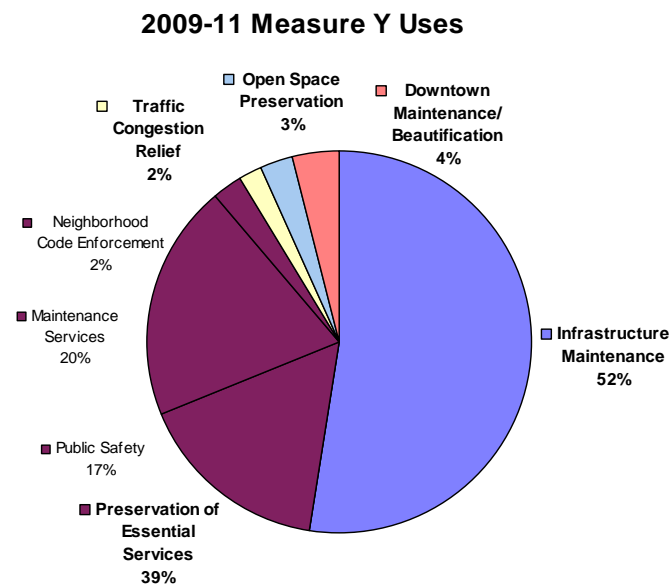
KEY ROLE OF MEASURE Y REVENUES

Measure Y is a ½-cent general purpose sales tax adopted in November 2006 with 65% voter approval. It is projected to generate about \$5.6 million annually in added General Fund revenues in 2009-11.

As noted above, Measure Y revenues play an important role in mitigating even deeper cuts in City services. Given the deep recession and its impact on key General Fund revenues, we will not be able to sustain the level of service and facility improvements we launched in 2007-09 in far different economic times. However, Measure Y revenues will allow us to continue funding many of the community priorities that surfaced before and during the Measure Y campaign; and equally important, they will prevent the much deeper cuts in these priority areas that would otherwise be required.

Linkage to Council Goal-Setting

The proposed uses of Measure Y revenues in 2009-11 are closely aligned with the top goals and objectives adopted by the Council, summarized as follows:



As reflected above, Measure Y uses fall into five categories in alignment with top Council goals:

- **Preservation of Essential Services:** Public Safety; Maintenance Services (Streets & Sidewalks, Parks, Creek & Flood Protection and

INTRODUCTION

CIP Project Management); and Neighborhood Code Enforcement

- Infrastructure Maintenance
- Traffic Congestion Relief
- Open Space Preservation
- Downtown Maintenance & Beautification

These are described in greater detail on pages 1-12.

Accountability for Use of Measure Y Revenues

The ordinance approved by the voters in adopting Measure Y is very clear that these revenues are for general purposes in funding essential services like police, fire, streets, flood protection, code enforcement and open space preservation.

Voters recognized that challenges and priorities change over time; and that the Council would need flexibility in using Measure Y revenues in responding to these. For this reason, one of the key accountability features in Measure Y is using the City's budget and goal-setting process as the primary way of determining the use of these General Fund revenues. As provided in Section 4(B) of Measure Y:

Integration of the Use of Funds into the City's Budget and Goal-Setting Process. The estimated revenue and proposed use of funds generated by this measure shall be an integral part of the City's budget and goal setting process, and significant opportunities will be provided for meaningful participation by citizens in determining priority uses of these funds.

In short, the proposed use of Measure Y revenues in 2009-11 are based on the results of Council goal-setting, which – as intended in Measure Y – reflect the community priorities that surfaced before and during the Measure Y campaign as well as those that emerged during the 2009-11 goal-setting process.

CIP HIGHLIGHTS

As summarized below, the two-year CIP for 2009-11 totals \$27.1 million:

CIP Summary: 2009-11

CIP Expenditures by Function	2009-10	2010-11
Public Safety	1,343,400	138,700
Public Utilities	4,697,000	6,065,400
Transportation	7,250,900	3,496,700
Leisure, Cultural & Social Services	1,100,800	1,467,900
Community Development	1,131,000	
General Government	322,700	125,000
Total	\$15,845,800	\$11,293,700

CIP Expenditures by Source	2009-10	2010-11
General Fund	4,081,700	3,275,400
Parkland Development Fees	374,000	919,700
Transportation Impact Fees	822,500	253,600
CDBG Fund	403,000	100,000
Other Grants and Contributions	3,065,000	463,300
Fleet Replacement Fund	1,492,000	160,800
Enterprise and Agency Funds	5,607,600	6,120,900
Total	\$15,845,800	\$11,293,700

The following summarizes major CIP projects for 2009-11:

Plans, Studies and Design

We will complete a number of important studies and design efforts during 2009-11 that will set the course for the construction portion of our CIP in the following years. These include:

1. Comprehensive Directional Sign Program: \$25,000 for design
2. Railroad Safety Trail Lighting: \$15,000 for study and design
3. Calle Joaquin Lift Station Replacement: \$235,000 for environmental review, land acquisition and design
4. Santa Rosa Skate Park design: \$178,600

Major Construction and Acquisition Projects

While planning for the future will be an important part of our work program during the next two years, we will also undertake a number of major construction and acquisition projects to maintain and improve our facilities and infrastructure, including the following “top dozen” projects:

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Public Safety

1. Fire ladder truck/engine replacement:
\$1,040,000 (debt financed)

Public Utilities

2. Water distribution system improvements: \$2.6 million
3. Wastewater collection system improvements: \$3.1 million
4. Telemetry system upgrade: \$2.3 million

Transportation

5. Street reconstruction and resurfacing projects: \$4.0 million
6. Sidewalk accessibility improvements: \$335,000
7. Bikeway improvements:
Railroad Safety Trail Phase 3 (\$2.1 million) and Railroad Safety Trail bridge: Highway 101 crossing (\$543,500).
8. Creek and flood protection improvements, including storm drain replacements and repair, culvert repairs and creek silt removal: \$935,000

Leisure, Cultural & Social Services

9. Santa Rosa Skate Park construction: \$1.3 million
10. Playground Equipment Replacement: \$224,000
11. Santa Rosa Park Restroom Replacement: \$268,000

Community Development

12. Open space preservation: \$1.1 million.

Deferred Projects Beyond 2009-13

As discussed above, each project initially submitted by departments presented a compelling case for meeting capital needs. However, any additional CIP projects will have to be balanced by deeper cuts in the operating budget. Accordingly, in several cases, while a project may have been meritorious, its costs relative to the resources available was so large that it has been deferred beyond the four-year CIP.

Stated simply, given the very remote possibility of funding such a project within the next four years, the CIP Review Committee concluded that including the project at all – even if in year 3 or 4 – would convey a misleading picture of the likelihood of the project moving forward.

The chart below reflects the projects that are not recommended in the 2009-13 CIP, funded from

Projects Deferred Beyond 2009-13 (Four Year Cost)			
Project	General Fund	TIF Fund	Total
Police Station Remodel: Lower Level	\$576,000		\$576,000
Future Public Safety Facility Site Analysis	37,000		37,000
Fire Station Engine Bay Door Safety System	66,000		66,000
Emergency Back-up Generator at Fire Station 4	133,300		133,300
Highway 1 (Santa Rosa) Gateway Improvements	650,000		650,000
City Hall Entry Steps Replacement	100,000		100,000
Concrete Street Rehabilitation	1,230,000		1,230,000
South Higuera Widening: Margarita to Elks	135,000	135,000	270,000
Mid Higuera Widening: Marsh to High		3,800,000	3,800,000
South Street Median Landscaping	510,000		510,000
New Sidewalk Construction	100,000		100,000
Laguna Lake Dredging	580,000		580,000
Madonna Road at Laguna Lake Improvements	350,000		350,000
Traffic Signal LED Fixture Replacements	40,000		40,000
Traffic Signal Hardware Maintenance	95,000		95,000
Street Light Monitors	410,000		410,000
Fueling System Upgrades (General Fund Share)	43,200		43,200
Vertical Survey Network	110,000		110,000
Jennifer Bridge Ramp/Bike Boulevard Connection		260,000	260,000
Park Restroom Replacement: Johnson Park	288,000		288,000
French Park Playground Shade Structure	40,000		40,000
Jack House Elevator Removal	80,000		80,000
Community Gardens Expansion	64,900		64,900
Parks and Recreation Element Update	75,000		75,000
Golf Course Master Plan	60,000		60,000
Golf Course Wash Water Recycling System	66,500		66,500
Total	5,839,900	4,195,000	10,034,900

either transportation impact fees (TIF) or the General Fund.

Carryover Projects from 2007-09

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Along with the projects presented in the 2009-11 Financial Plan, the following major projects previously funded in prior Financial Plans will be underway during the next two years:

1. Public safety dispatch center
2. Radio system upgrade
3. Water reuse system improvements at the Water Reclamation Facility
4. Tank Farm sewer lift station
5. Railroad safety trail: phase 4
6. Los Osos Valley Road interchange design
7. Monterey parking structure design
8. Roller hockey rink expansion

Debt Financings

The only debt financing planned for 2009-11 is a lease-purchase agreement for a replacement fire truck/engine in 2010-11. Debt service costs for this financing are included in the Financial Plan.

PROJECT EVALUATION

To assist the City Manager in developing the recommended CIP for 2009-11, the Budget Review Team and CIP Review Committee evaluated all departmental requests. Review team members included:

Operating and Capital Improvement Plan

Kathe Bishop, Senior Administrative Analyst
Brigitte Elke, Principal Administrative Analyst
Monica Irons, Human Resources Director
Debbie Malicoat, Finance Manager
Sallie McAndrew, Accounting Supervisor
Shelly Stanwyck, Assistant City Manager
Bill Statler, Director of Finance & IT
Jennifer Thompson, Revenue Supervisor

Capital Improvement Plan

Betsy Kiser, Director of Parks & Recreation
Deborah Linden, Police Chief
Barbara Lynch, City Engineer
John Mandeville, Director of Community Development
Carrie Mattingly, Director of Utilities

Jay Walter, Director of Public Works

In preparing their CIP recommendations, this joint review team considered the following evaluation factors in setting priorities for limited funds:

1. Does it complete an existing project?
2. Is it mandated by the state or federal government?
3. Is there significant outside funding for the project?
4. Is it necessary to address an immediate public health or safety concern that cannot be deferred beyond 2009-11?
5. Is it necessary to adequately maintain existing facilities, infrastructure or equipment?
6. Was it previously scheduled in the 2007-09 Financial Plan?
7. Does it implement a high priority Council goal for 2009-11?
8. Will it result in significant operating savings in the future that makes a compelling case for making this investment solely on a financial basis? If yes, how can we ensure that these savings will in fact occur?

The resulting 2009-13 CIP reflects these priority assessments.

STATUS OF CURRENT CIP PROJECTS

The CIP for 2009-11 presents new projects or required supplemental funding for existing ones.

However, in addition to these projects, there are a number of projects funded and currently underway from previous Financial Plans that will carryover into 2009-11.

The CIP Status Report provided in *Section 4* takes a more focused look at these projects by showing the financial status for all projects as of June 1, 2009; and a qualitative summary of progress by phase (study, design or construction) for major CIP projects.

INTRODUCTION

In accordance with the City's Financial Plan policy, CIP project budget balances will be re-appropriated at year-end. Unless a contract has been formally awarded, CIP project appropriations lapse three years after budget adoption.

Organization

The status report is organized into two parts:

1. **Status of Major CIP Projects.** This one-page chart concisely presents our progress to-date on 22 major CIP projects by presenting the “percent complete” based on the phase that it is in: construction, design or study.

As reflected in this summary, we are making outstanding progress on our highest-priority CIP projects. Most of the projects are in the construction phase (14 of 22), with 4 in design and 4 under study. Of those under construction, 12 (86%) are completed. Of those in study or design, six (75%) are complete within their phase.

2. **CIP Financial Report.** This report presents the financial status of *all CIP projects* with activity during the fiscal year. As such, it includes equipment and land purchases as well as some completed projects.

BUDGET AND FISCAL POLICIES

The overall goal of the City's Financial Plan is to link what we want to accomplish over the next two years with the resources required to do so. Formal statements of fiscal policies provide the foundation for achieving this goal.

The City's *Budget and Fiscal Policies* are set forth in the Policies and Objectives section of the Financial Plan. These include comprehensive policies governing the development and management of the CIP. For this reason, they are included in their entirety in *Section 5* of this Appendix.

CIP Financial Reporting and Funding

The following summarizes key policies related to CIP financial reporting and funding.

CIP Budget and Financial Reporting. It is the City's policy to prepare our financial statements in accordance with generally accepted accounting principles (GAAP). The City prepares its budget for each fund in accordance with its respective basis of accounting. This includes the CIP.

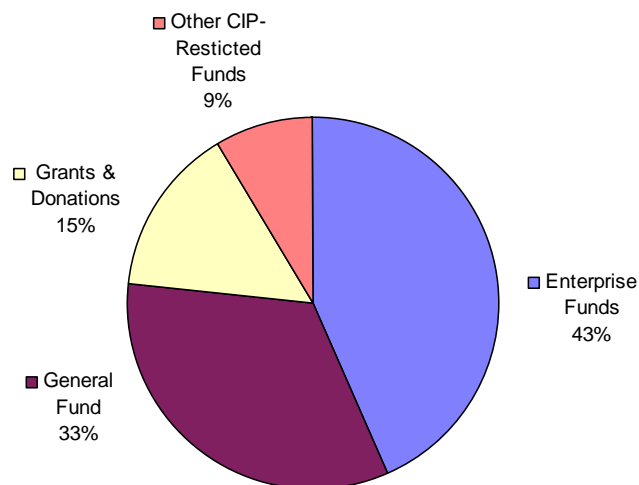
CIP Revenues. It is the City's policy to discourage earmarking general-purpose revenues, whether in the General Fund or enterprise funds. For this reason, there are no “dedicated” revenues for CIP purposes, except in limited circumstances where revenues are legally restricted for capital projects. This includes:

1. **Development Impact Fees.** It is the City's policy that new development should pay for its fair share of the cost of constructing the community facilities needed to serve it. For this reason, the City has established development impact fees for water, sewer and transportation improvements under the stringent requirements set by the State under “AB 1600.”
2. **In-Lieu Fees.** The City has adopted parkland dedication and “inclusionary moderate and low income housing” requirements. In some cases, developers may pay in-lieu fees instead.
3. **Grants.** Projects may be funded—typically on a discretionary, case-by-case basis—from grant programs where the use is restricted for CIP purposes by an outside agency. In preparing the CIP, the City only shows grant funding where these revenues are received on a formula-based entitlement (like the Community Development Block Grant program) or the grant award has already been made (in this case, the amount shown is based on the awarded amount).
4. **Donations.** Very rarely the City may receive donations; but in these cases, they are generally earmarked by the donor for a specific project.

As reflected in the summary below, these restricted revenues represent a small portion of the City's overall CIP: grant and donations account for 15%; and all other CIP-restricted revenues only account for 9%. Over 75% of the CIP is funded from the General Fund and Enterprise Funds.

INTRODUCTION

2009-11 CIP Funding Summary



In summary, with these few exceptions, this means that CIP projects compete with resources for delivery of day-to-day services and other new initiatives, within the overall resource capacity of the General Fund and applicable enterprise funds.

This is appropriate, given that this is the fundamental purpose of the City's budget process: balancing limited resources between basic services, new program initiatives, infrastructure maintenance and new facilities. It also means that the CIP is directly tied to the City's overall fiscal health and financial outlook.

CIP PREPARATION PROCESS

Preparation of the City's CIP is closely integrated with the City's goal-setting and overall budgetary process. *Section 6* provides background information on the CIP and budget process, including workshops, public hearings and key dates in the preparation process.



INTRODUCTION

Use of Measure Y Revenues

The uses of Measure Y revenues for 2009-11 in funding operating programs and capital improvement plan (CIP) projects are aligned with top Council goals and objectives, and closely match projected revenues.

	Operating Programs		CIP		Two-Year
	2009-10	2010-11	2009-10	2010-11	Budget Total
Infrastructure Maintenance					
Meadow Park Roof Replacement			5,000	40,000	45,000
Andrews Creek Bypass				330,000	330,000
Storm Drain Replacements			260,000	260,000	520,000
Minor Storm Drain Facilities			25,000	25,000	50,000
Higuera Culvert Repair			150,000		150,000
Sidewalk Repair			20,000	20,000	40,000
Sidewalk ADA Access Improvements			135,000	100,000	235,000
Warden Bridge Resurfacing			45,000		45,000
Street Reconstruction & Resurfacing			2,050,000	1,900,000	3,950,000
Street Light Painting			50,000	50,000	100,000
Urban Forest Management Plan			25,000	25,000	50,000
Street Fleet Replacements: Paver and Roller			365,800		365,800
Other Infrastructure Maintenance Projects			97,500		97,500
Total Infrastructure Maintenance			3,228,300	2,750,000	5,978,300
Traffic Congestion Relief					
Bicycle Safety	15,000	15,000			30,000
Traffic Safety Report Implementation			25,000	25,000	50,000
Neighborhood Traffic Management			20,000	20,000	40,000
Sidewalk Repair			20,000	20,000	40,000
Street Light Replacements - Broad Street			60,000		60,000
Total Traffic Congestion Relief	15,000	15,000	125,000	65,000	220,000
Preservation of Essential Services					
Public Safety					
Police Protection: Traffic Safety & Patrol	476,500	483,300			959,800
Fire Prevention & Training	400,900	424,800			825,700
Fire Engine/Truck Replacement: Debt Service				97,000	97,000
Maintenance Services					
Streets, Sidewalks and Traffic Signal Operations	179,100	184,600	40,000	66,500	470,200
Creek & Flood Protection	434,600	461,200			895,800
Parks	164,700	169,300	29,400	48,700	412,100
Project Management & Inspection	242,100	249,500			491,600
Neighborhood Code Enforcement					
Enhanced Building & Zoning Code Enforcement	122,100	125,700			247,800
"SNAP" Enhancement	18,100	18,100			36,200
Total Preservation of Essential Services	2,038,100	2,116,500	69,400	212,200	4,436,200
Open Space Preservation			322,500		322,500
Downtown Maintenance & Beautification					
Sidewalk Repairs	5,000	5,000	20,000	20,000	50,000
Mission Style Sidewalks			100,000	100,000	200,000
Sidewalk Scrubbing	20,000	20,000			40,000
Pedestrian Lighting				70,000	70,000
Comprehensive Signing Program			25,000	50,000	75,000
Total Downtown Maintenance & Beautification	25,000	25,000	145,000	240,000	435,000
TOTAL	\$2,078,100	\$2,156,500	\$3,890,200	\$3,267,200	\$11,392,000

Projected Measure Y Revenues

2009-10	5,572,800
2010-11	5,778,100
Total	\$11,350,900

CAPITAL IMPROVEMENT PLAN

Section 2
CIP SUMMARY

CAPITAL IMPROVEMENT PLAN

CIP SUMMARY

The following schedules summarize the four-year Capital improvement Plan (CIP):

1. Summary by function for each year.
2. Summary by funding source for each year.
3. Project costs for each CIP project by program and phase (as applicable):
 - a. Study
 - b. Environmental review
 - c. Design
 - d. Real property acquisition
 - e. Site preparation
 - f. Construction
 - g. Construction management
 - h. Equipment acquisition
4. Funding sources for each CIP project by major fund:
 - a. Capital Outlay Fund (General Fund and Grants)
 - b. Community Development Block Grant Fund
 - c. Parkland Development Fund (Park In-Lieu Fees and Grants)
 - d. Transportation Impact Fee Fund (Development Impact Fees and Grants)
 - e. Open Space Protection Fund (General Fund and Grants)
 - f. Fleet Replacement Fund (General Fund)
 - g. Enterprise and Agency Funds (Water, Sewer, Parking, Transit, Golf and Whale Rock Reservoir)

As discussed in the Introduction, these summaries are followed by detailed descriptions of each CIP project.

CAPITAL IMPROVEMENT PLAN

SUMMARY OF CIP EXPENDITURES BY FUNCTION

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PUBLIC SAFETY				
Police Protection	25,000	138,700	540,400	1,144,200
Fire & Environmental Safety	1,318,400		110,000	106,500
Total Public Safety	1,343,400	138,700	650,400	1,250,700
PUBLIC UTILITIES				
Water Services	2,808,200	3,875,000	2,381,200	2,474,700
Wastewater Services	1,813,800	1,840,400	7,892,800	4,294,000
Whale Rock Reservoir	75,000	350,000	35,000	
Total Public Utilities	4,697,000	6,065,400	10,309,000	6,768,700
TRANSPORTATION				
Streets	2,794,300	2,290,100	4,387,200	19,005,000
Pedestrian & Bicycle Paths	3,011,600	465,000	395,000	395,000
Creek & Flood Protection	560,000	705,000	4,335,000	1,245,000
Parking	885,000	36,600	96,900	
Transit				
Total Transportation	7,250,900	3,496,700	9,214,100	20,645,000
LEISURE, CULTURAL & SOCIAL SERVICES				
Parks & Recreation	832,100	1,451,800	1,419,100	1,168,900
Cultural Services	268,700	16,100	234,200	104,500
Total Leisure, Cultural & Social Services	1,100,800	1,467,900	1,653,300	1,273,400
COMMUNITY DEVELOPMENT				
Natural Resource Protection	1,072,500		260,000	300,000
Housing	35,000			
Construction Regulation	23,500		72,900	24,700
Total Community Development	1,131,000		332,900	324,700
GENERAL GOVERNMENT				
Information Technology		125,000	940,000	520,000
Geographic Information Services			120,000	
Buildings	15,000		135,500	265,000
CIP Reserve	307,700			
Total General Government	322,700	125,000	1,195,500	785,000
TOTAL	\$15,845,800	\$11,293,700	\$23,355,200	\$31,047,500

CAPITAL IMPROVEMENT PLAN

SUMMARY OF CIP EXPENDITURES BY FUNDING SOURCE

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
CAPITAL OUTLAY FUND				
General Fund	3,759,200	3,275,400	6,516,200	6,313,700
Federal & State Grants			3,098,600	486,900
Other Sources	225,000	90,000	135,000	225,000
Total Capital Outlay Fund	3,984,200	3,365,400	9,749,800	7,025,600
COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND				
Federal Grants	403,000	100,000	100,000	100,000
PARKLAND DEVELOPMENT FUND				
Park In-lieu Fees	374,000	919,700		
Federal & State Grants		50,000		
Other Sources		323,300		
Total Parkland Development Fund	374,000	1,293,000		
TRANSPORTATION IMPACT FEE FUND				
Transportation Impact Fees	822,500	253,600	73,000	3,675,000
Federal & State Grants	2,090,000		1,200,000	12,600,000
Total Transportation Impact Fee Fund	2,912,500	253,600	1,273,000	16,275,000
OPEN SPACE PROTECTION FUND				
General Fund	322,500		260,000	200,000
Grants	750,000			100,000
Total	1,072,500		260,000	300,000
FLEET REPLACEMENT FUND				
General Fund	1,492,000	160,800	1,362,800	284,900
ENTERPRISE AND AGENCY FUNDS				
Water Fund	2,808,200	3,882,500	2,443,000	2,507,700
Sewer Fund	1,813,800	1,846,700	7,946,100	4,325,300
Parking Fund	885,000	40,400	118,200	7,700
Transit Fund		1,300	7,300	1,300
Golf Fund	25,600		60,000	220,000
Whale Rock Fund	75,000	350,000	35,000	
Total Enterprise and Agency Funds	5,607,600	6,120,900	10,609,600	7,062,000
TOTAL	\$15,845,800	\$11,293,700	\$23,355,200	\$31,047,500

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - PUBLIC SAFETY

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
POLICE PROTECTION				
Sewer Lateral Replacement at Police Annex	25,000			
Replace HVAC Ducting in Records Area				
Design			7,500	
Construction				36,000
Mobile Data Computer Replacements				429,000
In-Car Video System Replacements				244,200
Public Safety Automatic Vehicle Locator System			85,000	
Portable Video Surveillance Equipment			18,000	
Laserfiche Server Replacement			63,000	
Computer Aided Dispatch Server Replacement				250,000
CAD/RMS System Replacement				
Study				153,000
Police Station Parking Lot Maintenance			82,000	
Police Station Exterior Painting				
Design			1,500	
Construction			48,000	
Police Station Interior Painting				32,000
Fleet Replacements				
Patrol Sedans		68,700	139,900	
Non-Patrol Vehicles			60,400	
Pickup		32,200		
SUV's (2)		37,800	35,100	
Total Police Protection	25,000	138,700	540,400	1,144,200
FIRE & ENVIRONMENTAL SAFETY				
Self Contained Breathing Apparatus	220,900			
Cardiac Monitor Replacements			29,100	29,100
Fire Station Facility Improvements and Repairs				
Station 1: Carpet replacement			15,600	24,400
Station 3: Shower Stalls and Flooring Replacement				
Construction	50,000			
Construction Management	7,500			
Station 3: Engine Bay Slab				19,000
Fleet Replacements				
Hybrid SUV's (3)			65,300	34,000
Ladder Truck/Engine	1,040,000			
Total Fire & Environmental Safety	1,318,400		110,000	106,500
TOTAL PUBLIC SAFETY	\$1,343,400	\$138,700	\$650,400	\$1,250,700

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - PUBLIC UTILITIES

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
WATER SERVICES				
<i>Water Distribution</i>				
Distribution System Master Plan Implementation	250,000	250,000	250,000	250,000
Distribution System Improvements	1,180,000	1,375,000	1,400,000	1,425,000
Polybutylene Water Service Replacements	450,000	250,000	350,000	350,000
Water Reuse Master Plan Implementation	250,000	250,000	250,000	250,000
Fleet Addition: Pickup and valve machine	87,700			
Fleet Replacements				
Emergency Generator	33,800			
<i>Water Customer Service</i>				
Fleet Replacements				
Pickups				49,500
<i>Water Treatment Plant</i>				
Major Facility Maintenance	200,000	250,000	100,000	100,000
Fleet Replacements				
Crew Cab 4x4 Pickup	31,700			
Pickup				24,700
<i>Administration and Engineering</i>				
Utilities Telemetry System Upgrade	325,000	1,500,000		
Exterior Painting: Utilities Administrative Offices			9,000	
Fleet Replacement:				
Sedan			22,200	
Pickup				25,500
Total Water Services	2,808,200	3,875,000	2,381,200	2,474,700
WHALE ROCK RESERVOIR				
<i>Whale Rock Operations</i>				
Utilities Telemetry System Upgrade	75,000	350,000		
Siltation Study			35,000	
Total Whale Rock Reservoir	75,000	350,000	35,000	

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - PUBLIC UTILITIES

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
WASTEWATER SERVICES				
<i>Wastewater Collection</i>				
Collection System Improvements	1,728,000	1,393,000	1,559,000	1,747,000
Voluntary Lateral Rehabilitation Program	52,000	52,000	52,000	52,000
Calle Joaquin Lift Station Replacement				
Environmental Review		10,000		
Land Acquisition		25,000		
Design		200,000		
Construction				1,900,000
Fleet Replacement				
Pickup			22,800	
Emergency Generator	33,800			
<i>Water Reclamation Facility (WRF)</i>				
Master Plan Implementation				
Design			5,000,000	
WRF Major Maintenance		160,400	650,000	595,000
WRF Disinfection Modifications				
Design			600,000	
<i>Administration and Engineering</i>				
Exterior Painting: Utilities Administrative Offices			9,000	
Total Wastewater Services	1,813,800	1,840,400	7,892,800	4,294,000
TOTAL PUBLIC UTILITIES	\$4,697,000	\$6,065,400	\$10,309,000	\$6,768,700

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - TRANSPORTATION

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
STREETS				
<i>Pavement Maintenance</i>				
Street Reconstruction, Resurfacing and Sealing	1,850,000	1,400,000	2,005,000	2,060,000
Downtown and Gateway Paving	200,000	500,000		
Fleet Replacements				
Asphalt Roller	56,000			
Patch Truck	169,300			
Asphalt Paver	143,100			
Transfer Truck			182,400	
Skid Steer			72,200	
Stencil Truck				97,300
Hooklift Truck				72,400
Front-End Loader			171,100	
Top-Kick Dump Trucks (2)			173,800	
Pickup Truck			26,400	
Street Sweeper			186,800	
<i>Street Improvements</i>				
Traffic Safety Report Implementation	25,000	25,000	25,000	25,000
Neighborhood Traffic Management	20,000	20,000	20,000	20,000
Los Osos Valley Road Interchange				
Design	79,700			
Construction				15,500,000
Construction Management				750,000
Land Acquisition			1,200,000	
Traffic Model Update	72,500	72,500		
Traffic Volume Counts			48,000	
Guardrail Replacements				
Design			25,000	
Construction				60,000
Prado Road Bridge Deck Maintenance				
Construction			150,000	
Construction Management			10,000	
Street Sign Maintenance				
Construction		60,000	60,000	60,000
Equipment Acquisition	40,000	6,500	6,500	6,500
Transportation Impact Fee Reimbursement	28,700	86,100		
<i>Traffic Signals and Street Lights</i>				
Traffic Signal Reconstruction				
Construction				258,800
Street Light Painting	50,000	50,000	25,000	25,000
Downtown Pedestrian Lighting		70,000		70,000
Street Light Replacement: Broad Street	60,000			
Total Streets	2,794,300	2,290,100	4,387,200	19,005,000

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - TRANSPORTATION

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PEDESTRIAN AND BICYCLE PATHS				
<i>Pedestrian Improvements</i>				
Sidewalk Repair	20,000	20,000	20,000	20,000
Sidewalk Accessibility Improvements	135,000	200,000	250,000	250,000
Mission Style Sidewalks	100,000	100,000	100,000	100,000
Comprehensive Directional Sign Program				
Design	25,000			
Construction		50,000		
<i>Bikeway Improvements</i>				
Bicycle Facility Improvements	25,000	25,000	25,000	25,000
Railroad Safety Trail: Lighting				
Study	5,000			
Design	10,000			
Construction		60,000		
Construction Management		10,000		
Railroad Safety Trail: Phase 3				
Construction	2,100,000			
Construction Management	48,100			
Railroad Safety Trail: Bridge Over Hwy 101				
Design	150,000			
Construction	393,500			
Total Pedestrian and Bicycle Paths	3,011,600	465,000	395,000	395,000

CREEK AND FLOOD PROTECTION

Andrews Creek Bypass Channel		330,000		
Silt Removal				
Los Osos Valley Road (LOVR) Bypass Channel			80,000	
San Luis Obispo Creek at Marsh Street		40,000		
Tributary to Acaia Creek (Hollyhock)				40,000
Prefumo Creek at Madonna Road		50,000		
San Luis Obispo Creek at WRF			55,000	
Sydney Creek at Morrison Street				40,000
Prefumo Creek Arm of Laguna Lake	125,000			145,000
Corrugated Metal Pipe Storm Drain Replacements	260,000	260,000	260,000	260,000
Minor Storm Drain Facilities	25,000	25,000	25,000	25,000
Storm Drain Culvert Repairs				
Construction	150,000		50,000	
Marsh Street Bridge Rehabilitation				
Construction			3,000,000	
Construction Management			500,000	

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - TRANSPORTATION

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
Chorro Bridge Rehabilitation				
Environmental Review				250,000
Design				250,000
Land Acquisition				50,000
Johnson Pump Station Pump Replacement				
Design			10,000	
Construction			140,000	
Drainage Design Manual Update			200,000	100,000
Broad Street Creek Bank Reinforcement				
Design			15,000	
Construction				35,000
Toro Street Creek Bank Stabilization				50,000
Total Creek and Flood Protection	560,000	705,000	4,335,000	1,245,000
PARKING				
Upgrade Parking Structure Equipment	113,000			
Parking Lot Resealing and Resurfacing	122,000			
Purchase 610 Monterey	650,000			
Fleet Additions				
Utility Cart		36,600		
Fleet Replacements				
Utility Carts			76,900	
Sedan			20,000	
Total Parking	885,000	36,600	96,900	
TOTAL TRANSPORTATION	\$7,250,900	\$3,496,700	\$9,214,100	\$20,645,000

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - LEISURE, CULTURAL & SOCIAL SERVICES

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PARKS & RECREATION				
<i>Recreation Programs</i>				
Administration Software Replacement			112,000	
Santa Rosa Skate Park				
Design	178,600			
Construction		1,099,100		
Construction management		193,900		
Playground Equipment Replacement				
Meadow Park Playground				
Design				
Construction	123,000			
Construction Management	18,500			
Johnson Park Playground				
Design		7,200		
Construction			55,200	
Construction Management			7,200	
Santa Rosa Park Playground				
Design		28,000		
Construction			163,000	
Construction Management			28,000	
Throop Park Playground				
Design				
Construction	72,400			
Construction management	10,900			
Emerson Park Playground				
Design		13,500		
Construction			90,400	
Construction Management			13,500	
Islay Hill Park Playground				22,500
Design				
Ludwick Center Playground				10,000
Design				
Sinsheimer Playground				15,000
Design				
Sinsheimer Park Master Plan Implementation				
Design			25,600	
Construction				215,000
Construction Management				32,000
Laguna Lake Park Master Plan Implementation				
Design			22,000	
Construction				83,800
Construction Management				12,600
Equipment Acquisition			25,000	

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - LEISURE, CULTURAL & SOCIAL SERVICES

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PARKS & RECREATION, continued				
Ludwick Center HVAC Ducting and Economizer				
Design			7,500	
Construction				52,000
Exterior Painting: Ludwick and Senior Centers				
Design			1,500	
Construction			90,000	
Exterior Painting: Parks and Recreation Building				
Design			1,500	
Construction			20,000	
<i>Parks and Landscape</i>				
Park Restroom Replacement: Santa Rosa Park				
Construction	208,000			
Construction Management	60,000			
Damon-Garcia Fields Maintenance Building				
Construction			64,000	
Meadow Park Roof Replacement				
Design	5,000			
Construction		40,000		
Mission Plaza Walkway Replacement			65,000	
Warden Bridge Deck Rehabilitation	45,000			
Poinsettia Creek Walk				95,000
Parks Pavement Maintenance			300,000	
Sinsheimer Stair Replacement				
Design			12,000	
Construction				80,000
Downtown Urban Forest Management	25,000	25,000	25,000	25,000
Fleet Replacements				
Park Maintenance Mowers	60,100		125,000	
Park Maintenance Pickups			27,800	56,500
Urban Forest Maintenance Pickup			23,700	
Urban Forest Maintenance Water Truck		22,100		
<i>Swim Center</i>				
Pool Replastering				
Design			22,500	
Construction				165,000
Construction Management				22,500
Pool Cover Replacement		23,000		
Replace T-Bar Ceiling Replacement			24,200	
Bath House Roof Replacement				
Design			7,500	
Construction				62,000

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - LEISURE, CULTURAL & SOCIAL SERVICES

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PARKS & RECREATION, continued				
<i>Golf Course</i>				
Administrative Software			25,000	
Restroom replacement: Golf Course				
Design			35,000	
Construction				220,000
Fleet Replacement: Mower	25,600			
Total Parks & Recreation	832,100	1,451,800	1,419,100	1,168,900
CULTURAL SERVICES				
Jack House Fire Sprinklers				
Construction	43,000			
Construction Management	10,000			
Jack House Restroom Building Remodel				
Construction			195,000	
Jack House Gazebo and Concrete Walkways				
Design			15,000	
Construction				80,000
SPRR Freight Warehouse Rehabilitation				
Construction	182,000			
Construction Management	18,000			
Public Art	15,700	16,100	24,200	24,500
Total Cultural Services	268,700	16,100	234,200	104,500
TOTAL LEISURE, CULTURAL & SOCIAL SERVICES	\$1,100,800	\$1,467,900	\$1,653,300	\$1,273,400

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - COMMUNITY DEVELOPMENT

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
NATURAL RESOURCES PROTECTION				
Greenbelt Acquisition	1,072,500		200,000	200,000
Froom Ranch Recreational Development			30,000	
Prefumo Creek Fish Ladder Redesign			30,000	100,000
Total Natural Resources Protection	1,072,500		260,000	300,000
HOUSING				
Anderson Hotel Window Replacements	35,000			
Total Housing	35,000			
CONSTRUCTION REGULATION				
<i>Engineering Development Review</i>				
Fleet Replacement: Pickups	23,500		24,300	
<i>CIP Project Engineering</i>				
Fleet Replacement: Pickups			48,600	24,700
Total Construction Regulation	23,500		72,900	24,700
TOTAL COMMUNITY DEVELOPMENT	\$1,131,000		\$332,900	\$324,700

CAPITAL IMPROVEMENT PLAN

PROJECT DETAIL AND PHASING - GENERAL GOVERNMENT

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
INFORMATION TECHNOLOGY				
Technology Infrastructure		125,000	400,000	
IT Disaster Prevention and Recovery Plan Study			40,000	
Firewall and VPN Replacement				85,000
FoxPro Application Conversion			185,000	185,000
Sharepoint Electronic Content Management			65,000	
Office Application Software Replacement			250,000	
Information Technology Strategic Plan Study				250,000
Total Information Technology		125,000	940,000	520,000
GEOGRAPHIC INFORMATION SERVICES				
Enterprise GIS Server			15,000	
Replacement of Global Positioning System Equipment Acquisition			55,000	
Construction Management			5,000	
Aerial Photos			45,000	
Total Geographic Information Services			120,000	
BUILDINGS				
Sealing Exterior Masonry at City County Museum Construction	15,000			
Corporation Yard Fuel Island Rehabilitation Design			8,000	
Construction				35,000
Corporation Yard Transfer Pit Cover Structure Design			30,000	
Construction				230,000
HVAC Refrigeration Compressor: Corp Yard			21,000	
City Hall Emergency Power Upgrade Design			45,000	
City Hall Exterior Painting Design			1,500	
Construction			30,000	
Total Buildings	15,000		135,500	265,000
CIP RESERVE				
Contingency for General Fund CIP Projects	307,700			
Total CIP Reserve	307,700			
TOTAL GENERAL GOVERNMENT	\$322,700	\$125,000	\$1,195,500	\$785,000

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - CAPITAL OUTLAY FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
GENERAL FUND				
Police Protection				
Sewer Lateral Replacement at Police Annex	25,000			
Replace HVAC Ducting in Records Area			7,500	36,000
Mobile Data Computers				429,000
In-Car Video System Replacements				244,200
Public Safety Automatic Vehicle Locator System			85,000	
Portable Video Surveillance Equipment			18,000	
Laserfiche Server Replacement			63,000	
Computer Aided Dispatch Server Replacement				250,000
CAD/RMS System Replacement				153,000
Police Station Parking Lot Maintenance			82,000	
Police Station Exterior Painting			49,500	
Police Station Interior Painting				32,000
Fire & Environmental Safety				
Self Contained Breathing Apparatus	220,900			
Cardiac Monitor Replacement			29,100	29,100
Fire Station Facility Improvements and Repairs				
Station 1: Carpet replacement			15,600	24,400
Station 3: Shower Stalls and Flooring Replacemen	57,500			
Station 3: Engine Bay Slab				19,000
Streets				
Street Reconstruction, Resurfacing and Sealing	1,850,000	1,400,000	2,005,000	2,060,000
Downtown and Gateway Paving	200,000	500,000		
Traffic Safety Report Implementation	25,000	25,000	25,000	25,000
Neighborhood Traffic Management	20,000	20,000	20,000	20,000
Guardrail Replacements			25,000	60,000
Prado Road Bridge Deck Maintenance			160,000	
Street Sign Maintenance	40,000	66,500	66,500	66,500
Traffic Signal Reconstruction				258,800
Street Light Painting	50,000	50,000	25,000	25,000
Downtown Pedestrian Lighting		70,000		70,000
Street Light Replacement: Broad Street	60,000			
Pedestrian and Bicycle Paths				
Sidewalk Repair	20,000	20,000	20,000	20,000
Sidewalk Accessibility Improvements	135,000	100,000	150,000	150,000
Mission Style Sidewalks	100,000	100,000	100,000	100,000
Comprehensive Directional Sign Program	25,000	50,000		

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - CAPITAL OUTLAY FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
GENERAL FUND				
Creek and Flood Protection				
Andrews Creek Bypass Channel		330,000		
Corrugated Metal Pipe Storm Drain Replacements	260,000	260,000	260,000	260,000
Minor Storm Drain Facilities	25,000	25,000	25,000	25,000
Storm Drain Culvert Repairs	150,000		50,000	
* Marsh Street Bridge Rehabilitation			401,400	
* Chorro Bridge Rehabilitation				63,100
Johnson Pump Station Pump Replacement			150,000	
Drainage Design Manual Update			200,000	100,000
Broad Street Creek Bank Reinforcement			15,000	35,000
Toro Street Creek Bank Stabilization				50,000
Parks and Recreation				
Administration Software Replacement			112,000	
* Playground Equipment Replacement	29,400	48,700	357,300	47,500
Sinsheimer Park Master Plan Implementation			25,600	247,000
Laguna Lake Park Master Plan Implementation			47,000	96,400
Damon-Garcia Fields Maintenance Building			64,000	
Ludwick Center HVAC Ducting and Economizer			7,500	52,000
Exterior Painting: Ludwick and Senior Centers			91,500	
Exterior Painting: Parks and Recreation Building			21,500	
Meadow Park Roof Replacement	5,000	40,000		
Mission Plaza Walkway Replacement			65,000	
Warden Bridge Deck Rehabilitation	45,000			
Poinsettia Creek Walk				95,000
Parks Pavement Maintenance			300,000	
Sinsheimer Stair Replacement			12,000	80,000
Downtown Urban Forest Management	25,000	25,000	25,000	25,000
Pool Cover Replacement		23,000		
Olympic Pool Replastering			22,500	187,500
Replace T-Bar Ceiling			24,200	
Replace Bath House Roof			7,500	62,000
Cultural Services				
Jack House Fire Sprinklers	53,000			
Jack House Restroom Building Remodel			195,000	
Jack House Gazebo and Concrete Walkways			15,000	80,000
Public Art	15,700	16,100	24,200	24,500

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - CAPITAL OUTLAY FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
GENERAL FUND				
Information Technology				
* Technology Infrastructure		106,100	340,000	
* IT Disaster Prevention and Recovery Plan			34,400	
Firewall and VPN Replacement				85,000
* FoxPro Application Conversion			151,000	151,000
* Sharepoint Electronic Content Management			55,900	
* Office Application Software Replacement			215,000	
* IT Strategic Plan				210,700
Geographic Information Services				
Enterprise GIS Server			15,000	
Replacement of Global Positioning System			60,000	
Aerial Photos			45,000	
Buildings				
Sealing Exterior Masonry at City County Museum	15,000			
Corporation Yard Fuel Island Rehabilitation			8,000	35,000
Corporation Yard Transfer Pit Cover Structure			30,000	230,000
HVAC Refrigeration Compressor: Corp Yard			21,000	
City Hall Emergency Power Upgrade			45,000	
City Hall Exterior Painting			31,500	
CIP Reserve				
Contingency for General Fund CIP Projects	307,700			
Total General Fund	3,759,200	3,275,400	6,516,200	6,313,700
FEDERAL AND STATE GRANTS				
* Marsh Street Bridge Rehabilitation			3,098,600	
* Chorro Bridge Rehabilitation				486,900
Total Federal and State Grants			3,098,600	486,900
OTHER SOURCES				
* SPRR Freight Warehouse Rehabilitation	100,000			
Silt Removal	125,000	90,000	135,000	225,000
Total Other Sources	225,000	90,000	135,000	225,000
TOTAL CAPITAL OUTLAY FUND	\$3,984,200	\$3,365,400	\$9,749,800	\$7,025,600

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - CDBG FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
FEDERAL AND STATE GRANTS **				
* Sidewalk Accessibility Improvements		100,000	100,000	100,000
* Park Restroom Replacement: Santa Rosa Park	268,000			
* SPRR Freight Warehouse Rehabilitation	100,000			
Anderson Hotel Window Replacements	35,000			
TOTAL COMMUNITY DEVELOPMENT BLOCK GRANT (CDBG) FUND	\$403,000	\$100,000	\$100,000	\$100,000

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - PARKLAND DEVELOPMENT FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PARK IN-LIEU FEES				
* Santa Rosa Skate Park	178,600	919,700		
* Playground Equipment Replacement	195,400			
Total Park In-Lieu Fees	374,000	919,700		
FEDERAL AND STATE GRANTS				
* Santa Rosa Skate Park		50,000		
Total Federal and State Grants		50,000		
OTHER SOURCES				
* Santa Rosa Skate Park		323,300		
Total Other Sources		323,300		
TOTAL PARKLAND DEVELOPMENT FUND	\$374,000	\$1,293,000		

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - TRANSPORTATION IMPACT FEE FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
TRANSPORTATION IMPACT FEES				
* Los Osos Valley Road Interchange	79,700			3,650,000
* Street Widening: S. Higuera - Margarita to Elks				
Traffic Model Update	72,500	72,500		
Traffic Volume Counts			48,000	
* Mid-Higuera Widening: Marsh to High				
Transportation Impact Fee Reimbursement	28,700	86,100		
Bicycle Facility Improvements	25,000	25,000	25,000	25,000
Railroad Safety Trail: Lighting	15,000	70,000		
* Railroad Safety Trail: Phase 3	58,100			
Railroad Safety Trail Bridge: Hwy 101 Crossing	543,500			
Total Impact Fees	822,500	253,600	73,000	3,675,000
FEDERAL AND STATE GRANTS				
* Los Osos Valley Road Interchange			1,200,000	12,600,000
* Mid-Higuera Wideining: Marsh to High				
* Railroad Safety Trail: Phase 3	2,090,000			
Total Grants	2,090,000		1,200,000	12,600,000
TOTAL TRANSPORTATION IMPACT FEE FUND	\$2,912,500	\$253,600	\$1,273,000	\$16,275,000

Note: Includes Los Osos Valley Road (LOVR) Interchange Sub-Area Impact Fees

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - OPEN SPACE PROTECTION FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
GENERAL FUND				
* Greenbelt Acquisition	322,500		200,000	200,000
Froom Ranch Recreational Development			30,000	
* Prefumo Creek Fish Ladder Redesign			30,000	
Total General Fund	322,500		260,000	200,000
FEDERAL AND STATE GRANTS				
* Greenbelt Acquisition	750,000			
* Prefumo Creek Fish Ladder Redesign				100,000
Total Grants	750,000			100,000
TOTAL OPEN SPACE PROTECTION FUND	\$1,072,500		\$260,000	\$300,000

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - FLEET REPLACEMENT FUND

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
GENERAL FUND				
Police Protection				
Patrol Sedans		68,700	139,900	
Non-Patrol Vehicles			60,400	
Pickup		32,200		
SUV's (2)		37,800	35,100	
Fire & Environmental Safety				
Hybrid SUV's (3)			65,300	34,000
Ladder Truck/Engine	1,040,000			
Streets				
Pickup Truck			26,400	
Asphalt Roller	56,000			
Transfer Truck			182,400	
Skid Steer			72,200	
Stencil Truck				97,300
Hooklift Truck				72,400
Patch Truck	169,300			
Asphalt Paver	143,100			
Front-End Loader			171,100	
Top-Kick Dump Trucks (2)			173,800	
Street Sweeper			186,800	
Parks & Recreation				
Park Maintenance Mowers	60,100		125,000	
Park Maintenance Pickups			27,800	56,500
Urban Forest Maintenance Pickup			23,700	
Urban Forest Maintenance Water Truck		22,100		
Engineering Development Review				
Pickups	23,500		24,300	
CIP Project Engineering				
Pickups			48,600	24,700
TOTAL FLEET REPLACEMENT FUND	\$1,492,000	\$160,800	\$1,362,800	\$284,900

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - ENTERPRISE AND AGENCY FUNDS

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
WATER FUND				
Water Distribution				
Distribution Master Plan Implementation	250,000	250,000	250,000	250,000
Distribution System Improvements	1,180,000	1,375,000	1,400,000	1,425,000
Polybutylene Water Service Replacements	450,000	250,000	350,000	350,000
Water Reuse Master Plan Implementation	250,000	250,000	250,000	250,000
Fleet Addition: Pickup and valve machine	87,700			
Fleet Replacements				
Emergency Generator	33,800			
Water Customer Service				
Fleet Replacements				
Pickups				49,500
Water Treatment Plant				
Major Facility Maintenance	200,000	250,000	100,000	100,000
Fleet Replacements				
Pickups	31,700			24,700
Administration & Engineering				
* Technology Infrastructure		7,500	24,000	
* IT Disaster Prevention and Recovery Plan			2,300	
* FoxPro Application Conversion			17,000	17,000
* Utilities Telemetry System Upgrade	325,000	1,500,000		
* Sharepoint Electronic Content Management			3,800	
* Office Application Software Replacement			14,700	
Exterior Painting: Utilities Administrative Offices			9,000	
* IT Strategic Plan				16,000
Fleet Replacements				
Sedan			22,200	
Pickup				25,500
Total Water Fund	2,808,200	3,882,500	2,443,000	2,507,700

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - ENTERPRISE AND AGENCY FUNDS

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
SEWER FUND				
Wastewater Collection				
Collections System Improvements	1,728,000	1,393,000	1,559,000	1,747,000
Voluntary Lateral Rehabilitation Program	52,000	52,000	52,000	52,000
Calle Joaquin Lift Station Replacement		235,000		1,900,000
Fleet Replacement				
Pickup			22,800	
Emergency Generator	33,800			
Water Reclamation Facility (WRF)				
WRF Master Plan Implementation			5,000,000	
WRF Major Maintenance		160,400	650,000	595,000
WRF Disinfection Modifications			600,000	
Administration & Engineering				
* Technology Infrastructure		6,300	20,000	
* IT Disaster Prevention and Recovery Plan			1,800	
* FoxPro Application Conversion			17,000	17,000
* Sharepoint Electronic Content Management			3,000	
* Office Application Software Replacement			11,500	
Exterior Painting: Utilities Administrative Offices			9,000	
* IT Strategic Plan				14,300
Total Sewer Fund	1,813,800	1,846,700	7,946,100	4,325,300

CAPITAL IMPROVEMENT PLAN

PROJECT EXPENDITURES BY SOURCE - ENTERPRISE AND AGENCY FUNDS

	2009-11 Financial Plan		Proposed	Proposed
	2009-10	2010-11	2011-12	2012-13
PARKING FUND				
* Technology Infrastructure		3,800	12,000	
* IT Disaster Prevention and Recovery Plan			1,100	
* Sharepoint Electronic Content Management			1,700	
* Office Application Software Replacement			6,500	
* IT Strategic Plan				7,700
Upgrade Parking Structure Equipment	113,000			
Parking Lot Resealing and Resurfacing	122,000			
Purchase 610 Monterey	650,000			
Fleet Additions				
Utility Cart		36,600		
Fleet Replacements				
Utility Carts			76,900	
Sedan			20,000	
Total Parking Fund	885,000	40,400	118,200	7,700
TRANSIT FUND				
* IT Disaster Prevention and Recovery Plan			400	
* Technology Infrastructure		1,300	4,000	
* Sharepoint Electronic Content Management			600	
* Office Application Software Replacement			2,300	
* IT Strategic Plan				1,300
Total Transit Fund		1,300	7,300	1,300
GOLF FUND				
Administrative Software			25,000	
Restroom replacement: Golf Course			35,000	220,000
Fleet Replacement: Mower	25,600			
Total Golf Fund	25,600		60,000	220,000
WHALE ROCK FUND				
* Utilities Telemetry System Upgrade	75,000	350,000		
Siltation Study			35,000	
Total Whale Rock Fund	75,000	350,000	35,000	
TOTAL ENTERPRISE & AGENCY FUNDS	\$5,607,600	\$6,120,900	\$10,609,600	\$7,062,000

CAPITAL IMPROVEMENT PLAN

Section 3 PROJECT DESCRIPTIONS

PUBLIC SAFETY

SEWER LATERAL REPLACEMENT AT POLICE ANNEX AT 1016 WALNUT

CIP Project Summary

Replacing the sewer lateral at the Police Annex at 1016 Walnut to eliminate repeated clogging will cost \$25,000 in 2009-10.

Project Objectives

1. Eliminate repeated sewage intrusion to the building.
2. Minimize police operations disruptions.
3. Reduce needed emergency responses.
4. Reduce exposure of staff to raw sewage.
5. Maximize building service life.
6. Maintain a positive image for the City of San Luis Obispo.

Existing Situation

The building age of the police annex building at 1016 Walnut (a converted house) is estimated to be 60-70 years old with no record of construction. The street tree roots have infiltrated the sewer lateral, requiring repeated emergency repairs for pipe clogging. In addition to the pending cosmetic and structural repairs, replacing the sewer lateral will prolong the life of the building, minimize police operation interruptions, reduce frequent emergency line clearings, and minimize staff contact with raw sewage.

Goal and Policy Links

1. Major City Goal: infrastructure maintenance
2. Adopted Building Maintenance Program goal: maximum facility service life

Project Work Completed

An evaluation of the problem and determination of possible solutions has been done by staff.

Environmental Review

Unless it is deemed necessary for tree removal, no environmental review is anticipated.

Project Constraints and Limitations

Other than adverse weather conditions, no constraints or limitations are anticipated.

Stakeholders

Police staff occupying the building and Building Maintenance staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		25,000				25,000
Total	-	25,000		-	-	25,000

PUBLIC SAFETY

SEWER LATERAL REPLACEMENT AT POLICE ANNEX AT 1016 WALNUT

Project Funding Source

General Fund

Key Project Assumptions

The cost is based on staff experience. In order to optimize planning and costs, phasing is based on including this project along with the siding and structural improvements already planned. Operations will be disrupted by the already scheduled projects and replacing the sewer lateral at the same time will minimize disruption and security concerns. The project costs assume no specialized design is needed since the work is a straight-forward mechanical replacement. Eventual replacement of the police station is far enough in the future to warrant this maintenance work.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Building Maintenance

Police Department

Alternatives

1. ***Deny the Project.*** The sewer line will continue to clog, disrupting police operations, and diverting maintenance resources to deal with the problem. The line will eventually be damaged enough by the roots that typical line clearing will no longer be effective, and emergency line replacement will need to be executed.
2. ***Defer or Re-phase the Request.*** Deferral is not recommended due to the nature of the occupants. Police staff requires bathroom facilities that are in good operational status. The condition of the lateral will degrade, requiring unplanned emergency replacement of the line. Current phasing is to coincide with the cosmetic and structural projects scheduled for 08-09, this project will create a stable working situation for the annex, and minimize the number of impacts on police staff.
3. ***Change the Scope of the Project.*** Change of the project scope is not feasible.

Operating Program

Police (80100)

Project Effect on the Operating Budget

Project Management

CIP Administration:	90 hours
CIP Inspection:	40 hours
CIP Engineering:	80 hours
Building Maintenance:	20 hours

PUBLIC SAFETY

SEWER LATERAL REPLACEMENT AT POLICE ANNEX AT 1016 WALNUT

Operations and Maintenance After Project Completion

There will be no on-going cost after the completion of the project. Savings and efficiency should be realized through reduction in emergency repairs and reduction in disruptions, and less staff time to attend to the repeated problem.

Location Map/Schematic Design



REPLACE HVAC DUCTING IN RECORDS AT POLICE DEPARTMENT

CIP Project Summary

Replacing the HVAC ducting in the records division will cost \$7,500 for design in 2011-12 and \$36,000 for construction in 2012-13.

Project Objectives

1. Create a more comfortable working environment for occupants.
2. Reduce air movement sounds from registers.
3. Increase HVAC system efficiency.
4. Decrease mechanical repair time.
5. Maximize building service life.

Existing Situation

The existing HVAC distribution ducting over-head in the plenum is original to the building construction in 1968. The air-handling supply system was upgraded in 1982 only to the point of the variable air volume (VAV) units. The air distribution ducting from the VAV forward has been field modified many times to adjust to component and occupant changes. These modifications have left the distribution ducting in a less than optimal condition. Duct sizing is not consistent or properly sized to adjust for length of run or designed air-flow requirements per register. The many changes have resulted in un-even and excessively noisy air-flow. In addition to the mechanical system imperfections, the modifications have resulted in a patch-work ducting that, due to the air-flow imbalance, requires multiple patching and sealing repairs to keep the supply air inside the duct. This project will replace the remaining ducting to create a reliable, mechanically sound, occupant friendly environment and minimize (or eliminate) the numerous on-going repairs.

Goal and Policy Links

1. Major City Goal: Infrastructure maintenance
2. Adopted Building Maintenance Program goal: Maximum facility service life

Project Work Completed

Staff has consulted with HVAC vendors for rough order magnitude of cost.

Environmental Review

No environmental review will be needed.

Project Constraints and Limitations

No constraints or limitations anticipated.

Stakeholders

Police staff occupying the records area of the building, and Building Maintenance staff.

PUBLIC SAFETY

REPLACE HVAC DUCTING IN RECORDS AT POLICE DEPARTMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				7,500		7,500
Construction					36,000	36,000
Total	-	-		7,500	36,000	43,500

Project Funding Source

General Fund

Key Project Assumptions

Staff consulted with a local HVAC mechanical vendor to determine an estimate for this work. Design estimate is still pending. Current design estimate is based on similar projects. The phasing is based on the city policy to plan for a four year CIP project, and that maintenance of existing structures is a priority and that the existing Police building will be in use far enough into the future to make this a viable request.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Building Maintenance
Police Department

Alternatives

1. **Deny the Project.** The current situation is not optimal, but could be endured until the final disposition of the police facility is known.
2. **Defer or Re-phase the Request.** Deferring will not have a significant impact on police operations. The project could be deferred until the final long range plan for the police facility is established.
3. **Change the Scope of the Project.** Change in scope would be difficult. The ducting functions as an integral whole. Changing just part of the ducting would not affect the whole.

Operating Program

Police (80100)

REPLACE HVAC DUCTING IN RECORDS AT POLICE DEPARTMENT

Project Effect on the Operating Budget

Project Management

CIP Administration: 110 hours
CIP Engineering: 80 hours
CIP Inspection: 40 hours
Building Maintenance: 40 hours

Operations and Maintenance After Project Completion

Ongoing operation and maintenance costs should be reduced due to increased system efficiency and less staff time making repairs.

MOBILE DATA COMPUTERS

CIP Project Summary

Replacing public safety mobile data computers (MDCs) will cost \$429,000 in 2012-13.

Project Objectives

1. Increase cellular bandwidth available to the MDCs.
2. Improve data access.
3. Enhance stability, usability, and efficiency of the MDCs.
4. Upgrade the processing and memory capabilities of the MDCs.
5. Ensure compatibility with the In-Car Video system replacement.

Existing Situation

The 2001-05 Information Technology Strategic Plan recognized MDCs as a mission critical system for the Police and Fire departments. MDCs provide real-time, remote access to public safety databases. Examples of the information that can be viewed include: warrants, hazardous materials, vehicle information, and 911 call information. Instead of dispatch relaying all of this information via radio to public safety personnel in the field, MDCs allow immediate access to incident information. In many situations, MDCs provide real-time information more efficiently than radio communication.

According to the City's technology replacement standard, the MDCs will have reached the end of their life-cycle and will need to be replaced in 2012-13 (replacement every five years). By then, new technology will undoubtedly be available that will enhance the capabilities of the MDCs. Increased bandwidth for example, will allow more multimedia and video streams to be sent to the MDCs.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. 2001-05 Information Technology Strategic Plan.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

1. Determine new applications MDCs will access given available cellular bandwidth.
2. Ensure system compatibility with in-car video system.
3. Coordinate with fleet maintenance if the vehicle is scheduled for replacement.

Stakeholders

Information Technology, Police, Fire and Fleet Maintenance will plan, coordinate, and implement this project.

PUBLIC SAFETY

MOBILE DATA COMPUTERS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition					429,000	429,000
Total	-	-	-	-	429,000	429,000

Project Funding Source

General Fund

Key Project Assumptions

A total of thirty-nine (39) MDCs will be replaced as follows: Twenty-eight (28) in police vehicles, eight (8) in fire vehicles, one (1) for Information Technology and two (2) spares. The cost per MDC is estimated as \$10,000 each, which includes: computer, power management, vehicle mounting equipment, antenna, modem and installation.

This estimate assumes installation will occur in conjunction with the replacement of the in-car video systems and be coordinated with fleet maintenance if the vehicle is being replaced.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff
Police
Fire
Fleet Maintenance

Alternatives

1. **Deny the Project.** Public safety MDCs will eventually go out of maintenance and become increasingly difficult to maintain. This alternative is not recommended as Public Safety will not be able to rely on equipment that is faulty.
2. **Defer or Re-phase the Request.** As the MDCs age, it will become increasingly difficult to maintain them and require more vehicle down time and increased staff time. This alternative is not recommended as Public Safety will not be able to rely on equipment that has become faulty.
3. **Change the Scope of the Project.** Fewer vehicles could be equipped with MDCs, however this is not recommended because it would hamper the capabilities of our public safety vehicles and the ability to troubleshoot problems with the MDCs. More vehicles could be equipped with MDCs, increasing the number of people that are able to utilize the benefits of having an MDC.

MOBILE DATA COMPUTERS

Operating Program

Information Technology

Project Effect on the Operating Budget

Information Technology – 500 hours

Police – 80 hours

Fire – 40 hours

Fleet Maintenance – 240 hours

Operations and Maintenance After Project Completion

Costs that may be incurred after the project is completed would be associated with repair or maintenance of any faulty equipment.

POLICE IN-CAR VIDEO SYSTEM REPLACEMENT

CIP Project Summary

Replacing the in-car video camera system will cost \$244,200 in 2012-13.

Project Objectives

Replacing the existing in-car video camera system with new technology based on lifecycle replacement schedule.

Existing Situation

The marked police vehicles are equipped with in-car video cameras that record incidents and contacts that officers have with members of the public. The camera footage is used as evidence in criminal cases and assist the department in the investigation of citizen complaints and civil claims and lawsuits. The current in-car video system was installed in late 2007, and based on the City's equipment replacement standard, the system is due for replacement in 2012-13 (replacement every five years).

This project is being submitted in conjunction with the proposed replacement of the Mobile Data Computers (MDCs) in the police vehicles; both systems were simultaneously installed in 2007. The replacement of both the MDCs and video cameras at the same time also allows fleet staff and contractors to only re-wire the vehicles once, a significant savings in staff time and/or contractor fees since the wiring of both the MDC and video camera technology is a time consuming and complex project.

Goal and Policy Links

1. Police operating program goal to maintain basic public safety service levels.
2. 2001-05 Information Technology Strategic Plan.
3. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.

Project Work Completed

Network infrastructure (switch, conduit, and fiber optic cabling) is in place to support this project.

Environmental Review

No environmental review is needed for this project.

Project Constraints and Limitations

After research has been completed, the Police Department and Information Technology staff may decide to postpone system replacement if the existing system continues to function reliably.

Stakeholders

Police Department and Information Technology staff will plan, coordinate and implement this project.

PUBLIC SAFETY

POLICE IN-CAR VIDEO SYSTEM REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition					244,200	244,200
Total	-	-	-	-	244,200	244,200

Project Funding Source

General Fund

Key Project Assumptions

The project costs are based on cost estimates from product vendors and prior purchase of similar equipment.

Project Manager and Team Support

Project Manager

Ian Parkinson, Police Captain

Project Team

Police
Information Technology

Alternatives

1. **Deny the Project.** This alternative is not recommended. Based on the City equipment replacement schedule, Finance & Information Technology staff recommends this equipment be replaced every five years to ensure system reliability and functionality. This equipment is vital to the operations of the Police Department,.
2. **Defer or Re-phase the Request.** Deferring the replacement increases the possibility that the equipment will fail and vital video recordings will not be captured.

Operating Program

Police Administration

Project Effect on the Operating Budget

Project Management

Information Technology - 100 hours
Police - 40 hours
Fleet Maintenance - 240 hours

PUBLIC SAFETY

POLICE IN-CAR VIDEO SYSTEM REPLACEMENT

Operations and Maintenance After Project Completion

Costs that may be incurred after the project is completed would be associated with repair or maintenance of faulty equipment.

PUBLIC SAFETY AUTOMATIC VEHICLE LOCATOR SYSTEM

CIP Project Summary

Purchasing an Automatic Vehicle Locator (AVL) System will cost \$85,000 in 2011-12.

Project Objective

Increase the effectiveness of Public Safety dispatching.

Existing Situation

Background. The Police Department recently completed the Public Safety Answering Point System upgrade to meet both Phase I and Phase II compliance for Wireless Enhanced 911 in 2006-07. A component of this enhancement included implementation of a Computer Aided Dispatch (CAD) Mapping System. This feature allows dispatch to view a map of the City with plotted locations for all emergency calls that are in progress. AVL will work concurrently with CAD Mapping and will display coordinates of emergency vehicles on the map as well.

AVL is a device that makes use of the Global Positioning System (GPS) to remotely track the location of vehicles. AVL devices combine GPS technology, cellular communications, street-level mapping, and a user interface to pinpoint the longitude, latitude, ground speed, and course direction of a given vehicle. The modems installed in public safety vehicles equipped with mobile data computers (MDCs) are AVL-equipped devices.

The benefits of activating AVL for public safety are:

1. Improve response times by enabling communications technicians to quickly determine which emergency vehicles are closest to a call location.
2. Enable communications technicians to deploy police and fire units more efficiently, which will help manage the increase in emergency calls resulting from wireless 911.
3. Assist officers in the field identify specific GPS locations at accident scenes. This information will be given to City Traffic Engineering for their statistical analysis and safety investigations.

Goal and Policy Links

1. Police and Fire operation goal of maintaining public safety services levels and response times for 911 emergency calls for services.
2. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
3. 2007-09 Financial Plan, Appendix B pages 3-11 to 3-13.

Project Work Completed

AVL equipped devices are installed in police and fire vehicles equipped with MDCs, and CAD Mapping is already being utilized by dispatchers.

Environmental Review

No environmental review required.

PUBLIC SAFETY

PUBLIC SAFETY AUTOMATIC VEHICLE LOCATOR SYSTEM

Project Constraints and Limitations

No constraints for this project.

Stakeholders

Police, Fire and Finance/IT Departments

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	Budget-to-date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				85,000		85,000
Total				85,000		85,000

Project Funding Source

General Fund

Key Project Assumptions

Staff consulted with Spillman for an updated price quote on the Mobile Mapping/AVL module (36 software licenses, training, installation and travel).

Project Manager and Team Support

Project Manager

Police Department

Project Team

Police Department
Finance & Information Technology

Alternatives

Deny or defer the Project. Denying or deferring the project will prevent the department from reducing response times and improving efficiency by linking police and fire vehicles to CAD mapping through the Automatic Vehicle Locator (AVL) System.

Operating Program

Police Support Services

Project Effect on the Operating Budget

Approximately 40 hours of Police staff time will be spent with vendor coordination, project coordination, and public safety personnel training. Approximately 40 hours of technical support from Information Technology staff

PUBLIC SAFETY

PUBLIC SAFETY AUTOMATIC VEHICLE LOCATOR SYSTEM

will be needed for project management and implementation activities.

Operations and Maintenance After Project Completion

First year maintenance is included in the price quote, second year maintenance is estimated at \$1,900. This cost will be ongoing and included in our annual maintenance fees.

PUBLIC SAFETY

PORTABLE VIDEO SURVEILLANCE EQUIPMENT FOR PARK SAFETY

CIP Project Summary

Purchasing portable video surveillance equipment to enhance safety and decrease vandalism in City parks will cost \$18,000 in 2011-12.

Project Objective

Increase safety and decrease damage to parks throughout the City.

Existing Situation

Background. Since 2000 there have been over 100 reported vandalisms at various City parks. French Park incurred the most vandalism, totaling 46 incidents. Over the past three years alone, staff estimates that there has been approximately \$15,000 worth of damage done to city property by the vandalisms. The property damaged has been to the sprinkler systems, bathrooms, park benches, light posts, and playground equipment. Unfortunately these locations are centered in the park, which makes it difficult for night time police patrols to prevent these crimes through conventional patrol. These crimes have also proven to be sporadic in time, with no set pattern.

The use of video cameras can be used both to capture and deter possible vandals. If the camera is not concealed, it can be seen and would discourage a potential vandal from committing the crime. If the camera is covertly concealed and someone commits a crime, the captured images could be used to help identify and capture the criminal either while the crime is in progress, or after the fact.

Because vandalism occurs at several City park locations, the type of camera system being considered is mobile and can be easily moved to different locations. The system operates on 110v power and is pole mounted, usually on a standard light pole.

Goal and Policy Links

Council policy adopted on April 18, 2006, regulating the use of continuous or periodic routine video monitoring in public areas or City facilities.

Project Work Completed

Staff has researched various video systems in order to provide a cost estimate.

Environmental Review

No environmental review required.

Project Constraints and Limitations

No constraints for this project.

Stakeholders

Community members
Police and Public Works Department

PUBLIC SAFETY

PORTABLE VIDEO SURVEILLANCE EQUIPMENT FOR PARK SAFETY

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-date	2009-10	2010-11	2011-12	2012-13	
Equipment Acquisition				18,000		18,000
Total				18,000		18,000

Project Funding Source

General Fund

Key Project Assumptions

Price is based on vendor quotes.

Project Manager and Team Support

Project Manager

Police Department, Captain Ian Parkinson

Project Team

Police Department
Finance & Information Technology
Building Maintenance

Alternatives

1. **Deny the Project.** Denying the project could result in continued or increasing costs to the City for repair of damage caused by vandals in the City parks.
2. **Defer or Re-phase the Request.** The project could be deferred to a later year and staff would continue to investigate vandalisms and repair damage in the same manner being used currently.
3. **Change the Scope of the Project.** This project is not subject to a reduction in scope. The cost estimate is accurate for the type of system needed to combat the ongoing vandalism. The scope of the project could be expanded to include cameras in other locations at an increased cost.

Operating Program

Police Support Services

Project Effect on the Operating Budget

Police - 20 hours
Finance & Information Technology Staff - 25 hours
Building Maintenance/Electrician - 5 hours

PORTABLE VIDEO SURVEILLANCE EQUIPMENT FOR PARK SAFETY

Operations and Maintenance After Project Completion

There will be an ongoing monthly cost of \$40 for cellular service. The electrical power for the camera would come from a pre-existing city pole and will be wired and installed by an on-duty City electrician.

POLICE LASERFICHE SERVER REPLACEMENT

CIP Project Summary

Replacing the Police Department's LaserFiche server will cost \$63,000 in 2011-12.

Project Objectives

1. Ensuring reliable and effective information technology and equipment to support basic, mission critical and state mandated police service functions in our community.
2. Providing for prudent lifecycle replacement of information technology and equipment will reduce technology and equipment failures, downtime and obsolescence.

Existing Situation

The LaserFiche system provides for connectivity from our Police Records Division to the District Attorney's Office for electronic report filing. This system has expanded and now serves as the department-wide source for police document storage and retrieval, including archiving of records. The server supporting the LaserFiche system was replaced, as scheduled, in 2005-06 to allow for effective processing speed and adequate file storage capacity. Based on the City's equipment replacement schedule, Finance & Information Technology staff recommends the server be replaced every five years to ensure system reliability. The next replacement of the LaserFiche server is anticipated for 2011-12, and this is estimated to cost \$63,000.

Included in this cost is also additional data storage space for the Laserfiche data; currently the Police Department's Laserfiche data is stored on the storage network at City Hall. This storage is reaching maximum capacity and the purchase of additional storage space is critical due to the high volume of data that the department generates and also the department's current Laserfiche conversion project as well.

Goal and Policy Links

1. Police operating program goal to maintain basic public safety service levels.
2. 2001-05 Information Technology Strategic Plan.
3. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
4. 2007-09 Financial Plan, Appendix B, pages 3-14 to 3-15.

Project Work Completed

No project work has been completed at this time.

Environmental Review

No environmental review required

Project Constraints and Limitations

There are no project constraints or limitations.

Stakeholders

Police and Finance/IT Departments
District Attorney's Office

PUBLIC SAFETY

POLICE LASERFICHE SERVER REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				63,000		63,000
Total	-	-	-	63,000	-	63,000

Project Funding Source

General Fund

Key Project Assumptions

Cost projections are based upon price quotes received from vendors.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Police
Information Technology

Alternatives

1. **Deny the Project.** The Police Department's operating goal to maintain basic public safety service levels and the goal of using reliable technology to maintain productivity and customer service levels would be compromised. The City's data storage network will also be compromised if this project is denied, since this project also includes funding to purchase additional storage on the network for Laserfiche.
2. **Defer or Re-phase the Request.** Public Safety would have to contend with aging and potentially obsolete equipment for critical business operations and more staff time would be required of Information Technology to keep this equipment functional.

Operating Program

Police Support Services

Project Effect on the Operating Budget

Project Management

Police - 20 hours
Information Technology - 40 hours

POLICE LASERFICHE SERVER REPLACEMENT

Operations and Maintenance After Project Completion

There will be no ongoing costs related to the server after project completion. The ongoing annual maintenance costs for Laserfiche software is already accounted for in the department's budget.

POLICE COMPUTER AIDED DISPATCH SERVER REPLACEMENT

CIP Project Summary

Replacing the two Computer Aided Dispatch/Records Management System (CAD/RMS) servers at the Police Department will cost \$250,000 in 2012-13.

Project Objectives

1. Provide “maintenance only” of existing police technology and equipment in order to maintain essential police services in our community.
2. Ensure reliable and effective information technology and equipment to support basic, mission critical and state mandated police service functions in our community.
3. Provide for prudent lifecycle replacement of information technology and equipment will reduce technology and equipment failures, downtime and obsolescence.

Existing Situation

The Police Department’s current CAD/RMS servers were installed in August of 2007. The unique configuration for these two CAD/RMS servers was a result of staff from both the Police Department and Finance & Information Technology (F&IT) working with representatives from Spillman Technologies. The Police Department has utilized Spillman software for over ten years; therefore, staff relied on their expertise of the software to propose a recommended strategy for a server configuration.

Our collaboration efforts resulted in a system that would prevent the interruption of public safety services; a design referred to as “clustering.” Clustering provides fault tolerance, whereby back-up system elements are utilized to ensure continued system operation in the event of a hardware failure. The server configuration was designed to have 99.9% uptime, which translates into very few hours of downtime per year for users. This unique design involved the purchase and configuration of two IBM servers, each being a mirror image of the other so that the end user would have no knowledge of the system being “down” or recognizing which server was in use. Because of this, both Police and F&IT staff work closely with Spillman and IBM to ensure that any changes made to the configuration and/or operating system are duplicated on each server.

Based on the City’s Information Technology standard of replacing servers every three years, these servers would have been due for an upgrade in 2010. However, F&IT staff feels that the servers are continuing to perform at acceptable levels, therefore the replacement date can be postponed to 2012. Due to the postponement, staff will be required to purchase warranty extensions, as the current warranties will expire in 2010.

Goal and Policy Links

1. Police operating program goal to maintain basic public safety service levels.
2. 2001-05 Information Technology Strategic Plan.
3. Information Technology Policy and Procedures Manual.
4. Information technology goal of using reliable technology to maintain productivity and customer service levels.

PUBLIC SAFETY

POLICE COMPUTER AIDED DISPATCH SERVER REPLACEMENT

Project Work Completed

No project work has been completed at this time.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

There are no constraints or limitations for the project.

Stakeholders

Police and Information Technology Departments.

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition					250,000	250,000
Total					250,000	250,000

Project Funding Source

General Fund

Key Project Assumptions

Cost projections are based upon price quotes received from vendors.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Police
Information Technology

Alternatives

1. ***Deny the Project.*** This alternative is not recommended. Based on the City equipment replacement schedule, Finance & Information Technology staff recommends this equipment be replaced every three and a half years

POLICE COMPUTER AIDED DISPATCH SERVER REPLACEMENT

to ensure system reliability and functionality. This equipment is vital to the emergency and business operations of the Police Department.

2. ***Defer or Re-phase the Request.*** Police and IT staff would have to contend with aging and potentially obsolete equipment for critical operations and more staff time would be required of IT to keep this equipment functioning.

Operating Program

Police Support Services

Project Effect on the Operating Budget

Project Management

Approximately 60 hours will be needed from Police staff. Approximately 60 hours of technical support from Information Technology staff will be needed.

Operations and Maintenance After Project Completion

There will not be any ongoing costs after the project is completed, the only unforeseen costs would be associated with the failure of the hardware and/or replacement parts.

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM REPLACEMENT

CIP Project Summary

Beginning an upgrade of the Public Safety Computer Aided Dispatch/Records Management system (CAD/RMS) will cost \$153,000 in 2012-13 for study and design.

Project Objectives

1. Upgrade existing public safety CAD/RMS hardware and software.
2. Ensure reliable and effective information technology to support basic, mission critical and state mandated police, fire and emergency medical services in our community.

Existing Situation

The Spillman CAD/RMS was purchased in late 1996 and the Police and Fire Departments implemented the system in January 1998. Additional Spillman modules have been added to the CAD/RMS system over the years. To date twenty modules are being utilized that range from Records Management to a National Fire Incident Reporting system. The CAD/RMS system communicates with the mobile software in the police and fire vehicles and interfaces with several other systems including 911, Geobase addressing, Dynamic Imaging photo system, and ThinkStream software which facilitates CAD-to-CAD communication throughout the County.

By 2012, the existing CAD/RMS system will be 16 years old. Since the City purchased the Spillman system, many excellent CAD/RMS products have been developed that may offer greater functionality and reliability, and could more effectively meet the needs of the Police and Fire Departments. In addition, since 9/11, many cities and counties are moving toward utilizing common CAD/RMS systems that facilitate interoperability and information sharing among agencies. A comprehensive needs assessment and product analysis will be required to determine if the Spillman system should be replaced or upgraded, and what other systems are available that meet the needs of the City and enhance interoperability with other agencies in the County. Staff is projecting study and design for this project will occur in 2012-13. It is anticipated that acquisition and implementation of a new public safety CAD/RMS will cost approximately \$1,000,000 in 2013-14.

Goal and Policy Links

1. Police operating program goal to maintain basic public safety service levels.
2. 2001-05 Information Technology Strategic Plan.
3. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
4. 2007-09 Financial Plan Appendix B, pages 3-16 to 3-17.

Project Work Completed

No project work has been completed at this time.

Environmental Review

No environmental review is needed for this project.

PUBLIC SAFETY

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM REPLACEMENT

Project Constraints and Limitations

1. After research has been completed, the Police Department, Fire Department and Information Technology staff may decide to postpone system replacement.
2. Implementing the project may take longer if we contract with a new vendor, as we will have to work closely to ensure proper data changeover. This will involve all three departments (Police, Fire and Finance & Information Technology).

Stakeholders

Police, Fire and Finance & Information Technology Departments.
 Other law enforcement and fire agencies in the county.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study					153,000	153,000
Total	-	-	-	-	153,000	153,000

Project Funding Source

General Fund

Key Project Assumptions

Project study cost estimate is based upon staff's past experience with similar studies conducted in the City.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Police
 Fire
 Information Technology

Alternatives

1. **Deny the Project.** The Police Department's operational goal to maintain basic public safety service levels and the goal of using reliable technology to maintain productivity and customer service levels would be compromised.
2. **Defer or Re-phase the Request.** Public Safety would continue to use the existing Spillman software; however other systems will not be assessed and interoperability will not be enhanced.

COMPUTER AIDED DISPATCH/RECORDS MANAGEMENT SYSTEM REPLACEMENT

Operating Program

Police Administration

Project Effect on the Operating Budget

Project Management

Police/Fire Department - approximately 100 hours of staff time will be needed.

Project Support - approximately 200 hours of technical support from Information Technology staff will be needed for this project.

Operations and Maintenance After Project Completion

Costs that would be incurred after the project was completed would be the purchase of the recommended CAD/RMS system.

PUBLIC SAFETY

PARKING LOT MAINTENANCE FOR 1042 WALNUT

CIP Project Summary

Repaving the Police Station parking lot at 1042 Walnut will cost \$82,000 in 2011-12.

Project Objectives

1. Repair or replace unsound asphalt surface and base.
2. Reseal deteriorating existing asphalt surfaces.

Existing Situation

The Police Department’s parking lot has various pot holes and cracking. Patching of the more hazardous potholes has been completed in the past; however full restoration of the lot is now needed in order to avoid further deterioration and unsafe conditions. The project will involve removal and replacement of asphalt and striping.

Goal and Policy Links

1. Maximize building service life.
2. Safe and energy efficient buildings.
3. 2007-09 Financial Plan Appendix B, pages 3-32 to 3-33.

Project Work Completed

Condition of the parking lot has been reviewed by the City’s Engineering staff.

Environmental Review

No environmental review required.

Project Constraints and Limitations

No constraints or limitations.

Stakeholders

Police Department staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				82,000		82,000
Total	-	-	-	82,000	-	82,000

Project Funding Source

General Fund

PARKING LOT MAINTENANCE FOR 1042 WALNUT

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Public Works Engineering
Community Development
Police Department

Alternatives

1. ***Deny the Project.*** The parking lot will continue to deteriorate requiring spot repairs. Water intrusion and vehicle weight will cause wear problems to compound over time that will eventually lead to the need for expensive reconstruction work.
2. ***Defer or Re-phase the Request.*** The parking lot will continue to deteriorate requiring spot repairs. Water intrusion and vehicle weight will cause wear problems to compound over time that will eventually lead to increasing repair costs.

Operating Program

Police Administration

Project Effect on the Operating Budget

Project Management

Engineering Design Staff - 120 hours
Engineering Inspection Staff - 100 hours
Public Works Administration Staff - 100 hours
Community Development - 10 hours

Operations and Maintenance After Project Completion

1. No immediate costs will be incurred after the project is completed.
2. If the parking lot is repaved, then the likelihood of regular repairs of damaged areas will not be required; thus saving costs.

EXTERIOR PAINTING OF POLICE STATION

CIP Project Summary

Painting the exterior of the Police Station main building and vehicle entry gates at 1042 Walnut will cost \$1,500 for design and \$48,000 for construction in 2011-12.

Project Objectives

1. Protect stucco from deterioration.
2. Prevent moisture intrusion.
3. Renew the building shell's painted surface.
4. Prevent wood rot.
5. Extend life of security fencing.
6. Maximize building service life.

Existing Situation

The exterior of the Police Department was last painted in 1988 with elastomeric paint, which is a flexible, durable paint recommended for use on stucco surfaces. This type of paint helps to prevent the absorption of moisture through the porous surfaces of stucco. In order to insure the best seal, repainting is recommended about every ten years; the building is now ten years overdue for repainting. In addition to the building exterior, the iron entry and exit gates and the connecting fencing that secures the parking lot from Walnut Street are in serious need of an anti-rust treatment and painting. The estimated cost for the fence work is \$8,000.

This maintenance work will extend the service life of the building and security gates, prevent internal structural damage that would lead to more costly repairs, and enhance the look of the facility.

Due to the current fiscal situation, staff has determined that this project can be deferred until 2011-12.

Goal and Policy Links

1. Major City Goal: infrastructure maintenance
2. Adopted Building Maintenance Program goal: maximum facility service life
3. 2007-09 Financial Plan Appendix B, pages 3-34 to 3-35
4. 2005-07 Financial Plan Appendix B, page 41

Project Work Completed

This project was included for 2009-10 in the 2007-09 Financial Plan under the *Police Station Interior and Exterior Painting* project. The interior and exterior components of that project have now been separated into individual projects. Project costs are based on estimates provided by a painting contractor.

Environmental Review

This project is expected to be categorically exempt from the Environmental Review process under CEQA.

Project Constraints and Limitations

Other than adverse weather conditions, no constraints or limitations are anticipated.

Stakeholders

Police staff occupying the building, the public, and Building Maintenance staff.

PUBLIC SAFETY

EXTERIOR PAINTING OF POLICE STATION

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				1,500		1,500
Construction				48,000		48,000
Total	-		-	49,500	-	49,500

Project Funding Source

General Fund

Key Project Assumptions

Staff consulted with a local painting contractor to determine a cost estimate for this work. Costs may change if there are changes in the labor or materials market.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Building Maintenance
Police Department

Alternatives

1. **Deny the Project.** Existing exterior painted surface will degrade as surface seal integrity deteriorates. Water wicking through cracks in paint eventually damages the stucco and wood base, and the security fence will continue to degrade at an accelerated pace as the rust increases.
2. **Defer or Re-phase the Request.** Deferring repainting until later is possible but may result in additional costs.
3. **Change the Scope of the Project.** Change in scope of the exterior building paint is not feasible. The vehicle gate rehabilitation could be deferred at the risk of increased cost to replace the gates at a later time.

Operating Program

Police (80100)

EXTERIOR PAINTING OF POLICE STATION

Project Effect on the Operating Budget

Project Management

CIP Administration	110 hours
CIP Engineering:	80 hours
CIP Inspection:	20 hours
Building Maintenance:	20 hours

Operations and Maintenance After Project Completion

There will be no on-going costs after the completion of the project. Proper maintenance of the building shell and vehicle gates will minimize future repair costs.

PUBLIC SAFETY

INTERIOR PAINTING OF POLICE STATION BUILDING

CIP Project Summary

Painting the interior of the Police Department located at 1042 Walnut Street will cost \$32,000 in 2012-13.

Project Objectives

Maintain the interior appearance of the building.

Existing Situation

The interior of the main Police Station building was painted in 2000. It is showing signs of high use wear and tear and should be included in the maintenance painting schedule. The estimate for the interior painting is \$32,000. Because the interior of 1042 Walnut had some paint touch up completed in 2007, staff feels that a complete re-painting can be held off until 2012-13.

Goal and Policy Links

1. Maximize building service life
2. A positive image for the City of San Luis Obispo
3. 2007-09 Financial Plan Appendix B, pages 3-34 to 3-35

Project Work Completed

Staff has consulted with a painting contractor to estimate project costs.

Environmental Review

No environmental review will be needed.

Project Constraints and Limitations

No constraints for this project.

Stakeholders

Police staff occupying the building, the public, and Building Maintenance staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction					32,000	32,000
Total	-	-	-	-	32,000	32,000

Project Funding Source

General Fund

INTERIOR PAINTING OF POLICE STATION BUILDING

Key Project Assumptions

Staff consulted with a local painting contractor to determine a budget estimate for this work.

Project Manager and Team Support

Project Manager

Police Department

Project Team

Building Maintenance
Police Department

Alternatives

1. ***Deny the Project.*** The wear and tear on the interior building walls is not critical at this point; however it should be on the painting maintenance schedule for upkeep, like all other city buildings. Therefore, denying this project is not recommended.
2. ***Defer or Re-phase the Request.*** Deferring repainting until later is possible but additional costs for preparation and repairs may result.
3. ***Change the Scope of the Project.*** Changing the scope of the request could include painting the interior of the building in phases, however this may increase cost and therefore, this alternative is not recommended.

Operating Program

Police (80100)

Project Effect on the Operating Budget

Project Management

Building Maintenance:	10 hours
CIP Inspection:	20 hours

Operations and Maintenance After Project Completion

There will be no on-going cost after the completion of the project.

FLEET REPLACEMENT – PATROL SEDANS FOR POLICE DEPARTMENT

CIP Project Summary

Replacing two patrol sedans in 2010-11 will cost \$68,700.
Replacing four patrol sedans in 2011-12 will cost \$139,900.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Police staff based at the Police Department. These vehicles are used daily by patrol officers working through out the City. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Police Patrol and Fleet Maintenance

PUBLIC SAFETY

FLEET REPLACEMENT – PATROL SEDANS FOR POLICE DEPARTMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	
Equipment Acquisition			68,700	139,900		208,600
Total	-	-	68,700	139,900	-	208,600

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Ian Parkinson – Police Captain
 Ron Holstine – Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Programs

Police Patrol (80200)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Police Staff	24
Fleet Maintenance Staff	40
Public Works Administration	16

FLEET REPLACEMENT – PATROL SEDANS FOR POLICE DEPARTMENT

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

PUBLIC SAFETY

FLEET REPLACEMENT – PATROL SEDANS FOR POLICE DEPARTMENT

Description of Replacement Units

Replacement Fiscal Year	2009-10	2010-11	
City Fleet Number		0620	0625
Vehicle Type		sedan	sedan
Make		Ford	Ford
Model		Crown Vic	Crown Vic
Model Year		2006	2006
Date Entered City Service		2005	2005
Odometer Reading at 11-01-08		60597	63052
Replacement Guidelines			
Target: Mileage		80,000	80,000
Projected at Replacement:		82,000	85,000
Replacement Cost			
Base Unit		\$22,600	\$22,600
Assessories		\$500	\$500
Special Painting/Striping		\$1,500	\$1,500
New Code3 & equipment transfer		\$6,100	\$6,100
Inflation Adjustment		\$614	\$614
Delivery		\$300	\$300
Sales Tax		\$2,740	\$2,740
Total Replacement Costs		\$34,354	\$34,354

Total: 2009-10

Total: 2010-11 **\$68,700**

Replacement Fiscal Year	2011-12			
City Fleet Number	0711	0712	0713	0714
Vehicle Type	sedan	sedan	sedan	sedan
Make	Ford	Ford	Ford	Ford
Model	Crown Vic	Crown Vic	Crown Vic	Crown Vic
Model Year	2007	2007	2007	2007
Date Entered City Service	2007	2007	2007	2007
Odometer Reading at 11-01-08	42397	32563	48873	45320
Replacement Guidelines				
Target: Mileage	80,000	80,000	80,000	80,000
Projected at Replacement:	81,000	78,000	84,000	82,000
Replacement Cost				
Base Unit	\$22,600	\$22,600	\$22,600	\$22,600
Accessories	\$500	\$500	\$500	\$500
Special Painting/Striping	\$1,500	\$1,500	\$1,500	\$1,500
New Code3 & equipment transfer	\$6,100	\$6,100	\$6,100	\$6,100
Inflation Adjustment	\$1,228	\$1,228	\$1,228	\$1,228
Delivery	\$300	\$300	\$300	\$300
Sales Tax	\$2,750	\$2,750	\$2,750	\$2,750
Total Replacement Costs	\$34,978	\$34,978	\$34,978	\$34,978

Total: 2011-12 **\$139,900**

FLEET REPLACEMENT – NON-PATROL SEDANS FOR POLICE DEPARTMENT

CIP Project Summary

Replacing three non-patrol sedans with used sedans in 2011-12 will cost \$60,400.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

These vehicles are utilized by Police Administrative and Detective staff based at the Police Department. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Non-Patrol Sedans

Currently the police department has three unmarked police cars that have been identified for replacement based on city policy. Typically the city can locate used vehicles that are less expensive and can fill the needs of the department. These non-patrol sedans are proposed to again be replaced in kind with used vehicles. These vehicles are operated daily by police administrative and investigative staff working through out the City. Fleet policy allows for purchase of used sedans for administrative use for low profile and under cover use. Though these units were approved for replacement in the last Financial Plan, staff believes these units can reasonably be deferred for replacement until 2011.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.
3. These vehicles were approved for replacement the 2007-09 Financial Plan.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

PUBLIC SAFETY

FLEET REPLACEMENT – NON-PATROL SEDANS FOR POLICE DEPARTMENT

Stakeholders

Police Administration, Detectives and Fleet Maintenance.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				60,400		60,400
Total	-	-	-	60,400	-	60,400

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on used vehicle pricing.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Ian Parkinson – Police Captain
 Ron Holstine – Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Programs

Police Administration (80100)
 Police Investigations (80300)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Police Staff	40
Fleet Maintenance Staff	80
Public Works Administration	24

PUBLIC SAFETY

FLEET REPLACEMENT – NON-PATROL SEDANS FOR POLICE DEPARTMENT

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated.

Description of Replacement Units

Replacement Fiscal Year	2011-12		
City Fleet Number	0408	0330	0209
Vehicle Type	sedan	sedan	sedan
Make	Oldsmobile	Chevrolet	Chevrolet
Model	Aurora	Malibu	Impala
Model Year	2001	2001	2001
Date Entered City Service	2003	2002	2002
Odometer Reading at 11-01-08	55395	54712	52875
Replacement Guidelines			
Target: Years or Mileage	8/90,000	8/90,000	8/90,000
Projected at Replacement:	10/88,000	10/87,000	10/85,000
Replacement Cost			
Base Unit	\$13,700	\$13,700	\$13,700
Custom work	\$600	\$600	\$600
New Code3 & equipment transfer	\$3,200	\$3,200	\$3,200
Radio	\$0	\$0	\$0
Inflation Adjustment	\$700	\$700	\$700
Delivery	\$300	\$300	\$300
Sales Tax	\$1,619	\$1,619	\$1,619
Total Replacement Costs	\$20,119	\$20,119	\$20,119

Total: 2011-12 **\$60,400**

FLEET REPLACEMENT – PICKUP AND SUVs FOR POLICE DEPARTMENT

CIP Project Summary

Replacing one standard size SUV in 2010-11 will cost \$37,800.

Replacing one pickup with a patrol sedan in 2010-11 will cost \$32,200.

Replacing one extended body size SUV with a similar size used SUV in 2011-12 will cost \$35,100.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Police Patrol and Investigation staff based at the Police Department. These vehicles are used for tactical operations, public relations, and crime scene investigations. These vehicles accrue unusually high mileage based on type of use. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Possible unsuitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

CSI Pickup to Patrol Sedan

The existing police patrol pickup is utilized by the Crime Scene Investigators. This vehicle was selected because it had the ability to transport additional equipment that these officers need to process crime scenes. Unfortunately it was determined that this vehicle has had too many mechanical/maintenance problems and is not a suitable vehicle for patrol use. Staff recommends converting this vehicle back to a regular patrol sedan.

Patrol S.U.V.

The existing vehicle utilized by Police Patrol staff Sergeant based at the Police Department. This vehicle is used daily working through out the City and has been identified for replacement based on city policy.

Used Unmarked S.U.V.

The existing SUV are utilized by Police staff based at the Police Department. This vehicle is and an extra long (XL) multi-passenger vehicle has been identified for replacement based on city policy. Typically the city can locate used vehicles that are less expensive and can fill the needs of the department. Fleet policy allows for purchase of used sedans for administrative use for low profile and under cover use. Like the non-patrol sedans, this unit is proposed to again be replaced in kind with used vehicles. This vehicle is operated daily by police administrative and investigative staff working through out the City.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

PUBLIC SAFETY

FLEET REPLACEMENT – PICKUP AND SUVs FOR POLICE DEPARTMENT

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State’s cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Police Department and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition			70,000	35,100		105,100
Total	-	-	70,000	35,100	-	105,100

Project Funding Source

General Fund

Key Project Assumptions

1. Replacement costs are based on used vehicle pricing as well as State contract based new vehicle pricing.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Ian Parkinson – Police Captain

Ron Holstine – Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

PUBLIC SAFETY

FLEET REPLACEMENT – PICKUP AND SUVs FOR POLICE DEPARTMENT

Operating Program

Police Patrol (80200)
 Police Investigations (80300)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Police Staff	16
Fleet Maintenance Staff	32
Public Works Administration	16

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2010-11		2011-12
City Fleet Number	0617	*0610	0604
Vehicle Type	SUV	pickup	SUV
Make	Chevrolet	Ford	Chevrolet
Model	Tahoe	F150	Suburban
Model Year	2006	2005	2002
Date Entered City Service	2005	2005	2005
Odometer Reading at 11-01-08	64432	59448	74000
Replacement Guidelines			
Target: Years or Mileage	11/90000	11/90000	11/90000
Projected at Replacement:	4/100,000	5/95000	9/95000
Replacement Cost			
Base Unit	\$28,700	\$22,600	\$27,500
Accessories	\$500	\$1,500	\$200
Striping	\$1,500	\$1,500	\$0
MDC transfer or replacement	\$3,200	\$3,200	\$3,200
Radio	\$0	\$0	\$0
Inflation Adjustment	\$678	\$576	\$1,236
Delivery	\$300	\$300	\$300
Sales Tax	\$2,966	\$2,520	\$2,704
Total Replacement Costs	\$37,844	\$32,196	\$35,140

Total: 2010-11 **\$70,000**
 Total: 2011-12 **\$35,100**

* Change in equipment type to a patrol sedan: see explanation

SELF CONTAINED BREATHING APPARATUS (SCBA)

CIP Project Summary

Replacing 40 Self Contained Breathing Apparatus (SCBA) will cost \$220,900 in 2009-10.

Background

The SCBA is one of the most important safety items a firefighter wears while exposed to a hazardous environment. This piece of Personal Protective Equipment (PPE) helps provide respiratory protection from the deadly, carcinogenic products released on a hazardous material spill and from the products of combustion produced from a fire. The current SCBAs provided by the fire department to our firefighters do not meet the latest National Fire Protection Agency (NFPA) guidelines. The current SCBAs are deficient in that they do not provide a heads up display of the remaining air supply, a universal air connection for rescue operations, dual air gauge redundancy, and chemical/biological/radiological/nuclear (CBRN) protection.

While NFPA standards are not legally binding on fire departments, they have a significant affect on the manufacturers of SCBAs. Incidents and tragedies in the US over the past decade have moved the industry to greatly enhance the safety provided by this equipment. At the same time, the support for this City's current stock of breathing apparatus has declined here on the Central Coast. Failures and breakage have increased as the equipment ages, and the repairs and parts are getting harder to obtain in a timely fashion. These failures have occurred at emergency incidents when they are needed most. The City and the Department have an obligation to ensure that our personnel have the proper safety equipment that meets today's standards, and which will allow them to do their jobs and do them safely.

During the past fiscal year, California has seen record numbers of wildland fires across the state. City firefighters have responded to most of these fires to assist the State and Federal wildland agencies with extinguishment. This mutual aid assistance is reimbursed at a rate that nets significant revenue to the City. The 2008 record revenues seemed to be a good match for this unusual expense, as this request will serve the firefighters and the City for the next 15 years. However, a mid-year budget request was deferred to the 2009-11 budget cycle.

Project Objectives

1. Improve the reliability of this vital equipment and also the safety of firefighters.
2. Compliance with NFPA standards.
3. Reduce down time on a fire scene with new quick change bottles.
4. Provide an easier-to-read cylinder pressure gauge that keeps the user advised of critical information.
5. Provide an automatically activated Personal Alarm Safety System (PASS) that sounds when a firefighter becomes immobile on scene, assisting in that firefighter's rescue.
6. Provide safer fire ground rescue operations with a universal air connection, allowing firefighters to give air to another firefighter, even from another fire department, who is low on air to escape a hazardous environment.

Existing Situation

The NFPA Standards #1981 and #1982 are the nationally recognized guidelines regulating SCBAs and PASS devices, respectively. The guidelines are reviewed by the NFPA and updates are made based on past incidents/accidents as well as improvements in technology. NFPA #1981 and #1982's latest updates are in the 2007 edition. Our current SCBAs only meet the 1998 standards which lack any "heads up display" (HUD), Chemical/Biological/Radiological/Nuclear (CBRN) certification, a universal air connection (UAC), and

SELF CONTAINED BREATHING APPARATUS (SCBA)

“redundant air gauge” requirement. Our current SCBAs are eight years old and the work required to retrofit our current SCBAs to 2007 edition levels would not be recommended as it would cost more than the price of a new unit.

Goal and Policy Links

1. Safety element – The City’s policy dictates minimizing injury and loss of life.
2. NFPA Guidelines – We strive to meet the nationally recognized guideline for respiratory protection.

Project Work Completed

The Fire Department over the last month has completed an extensive study evaluating the currently available SCBAs that meet NFPA #1981 and #1982, 2007 edition. Department staff met with vendors and ran field trials on SCBAs that meet the latest standards and that are available in our area. The SCBAs tested were the MSA Model M7, Draeger PSS 7000, Scott Model NXG7, Scott Model AP 75, and the Sperian Warrior.

The Fire Department established an SCBA Committee and researched the following:

- The storage/racking compatibility with our current storage/racking system
- The reliability and service of the companies and their product
- The voice amplification system of each product
- The different firefighter rescue capabilities involving bypassing first stage regulators, universal air connections, buddy breather connections, firefighter down location equipment, and firefighter accountability systems
- Compatibility with neighboring fire department’s SCBAs and equipment
- Battery requirements
- Compatibility with our current air bottle refill station, air tools, and mask fitting system
- Service life
- Testing requirements
- NFPA requirements
- Radio compatibility
- Training provided
- Specifications and weight

Ten members tested the SCBAs through a field test course, ranking the SCBAs in order of preference. Included in the field trial were factors such as mask fit, ease of use, comfort, and the ability to perform firefighting tasks. In addition, 21 members went through a tabletop trial and rated them in order of preference. The table top trial required each member to try on the SCBAs in a classroom environment and simulate some of the possible movements involved in working on a fire (walking, crawling, looking up, and working with arms above head).

The SCBA committee recommended a sole source purchase of the Scott NXG7. This is due to the extensive study performed on each model of apparatus and the consensus reached by the SCBA committee, which addressed the vital rescue and safety aspects of the SCBAs as they relate to our Fire Department’s operations. In addition, despite the fact that costs were not revealed to the raters, the Scott NXG7 turned out to be the lowest bid.

PUBLIC SAFETY

SELF CONTAINED BREATHING APPARATUS (SCBA)

Environmental Review

No environmental review required.

Project Constraints and Limitations

The current bids obtained by the manufacturers of the SCBAs tested are only honored for one year.

Stakeholders

Fire Department safety personnel and the public they serve.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		220,900				220,900
Total		220,900	-			220,900

Project Funding Source

General Fund

Key Project Assumptions

Cost projections were provided by Allstar Fire Equipment for the purchase of the Scott SCBAs, which are always subject to change, but their written bid shows the bid price to be valid until 12/31/09.

Project Manager and Team Support

Project Manager

Fire Department Emergency Response Battalion Chief and Training Battalion Chief

Project Team

Fire Department SCBA Committee.

Alternatives

1. ***Deny the Project.*** This is not recommended since the existing breathing apparatus and its support is deteriorating to the point of affecting the Fire Department's ability to safely accomplish its mission.
2. ***Defer or Re-phase the Request.*** Phasing a purchase of breathing apparatus is not a safe alternative since the Department needs one uniform type of equipment in service.

PUBLIC SAFETY

SELF CONTAINED BREATHING APPARATUS (SCBA)

Operating Program

Fire Emergency Response

Project Effect on the Operating Budget

Project Management

Fire Department – 20 Hours

Operations and Maintenance After Project Completion

\$2,500 per year for SCBA flow test as required by NFPA guidelines.

CARDIAC MONITORS

CIP Project Summary

Purchasing two (2) new Zoll E Series cardiac monitors with associated battery support system will cost \$29,100 (including trade-in allowance of \$6,000) in 2011-12 and \$29,100 (including trade in allowance of \$6,000) in 2012-13.

Project Objectives

1. Replace four (4) old outdated Zoll M Series cardiac monitors with new Zoll E Series cardiac monitors on Engine 5 (E-5), Engine 6 (E-6), OES 271, and Squad 1 (S-1).
2. Maintain inventory of Zoll E Series cardiac monitors including peripherals such as batteries, charging units, blood pressure cuffs, cables, pulse oximetry sensors and software upgrades.

Existing Situation

Cardiac monitors are the primary tool used by paramedics in performing Advanced Life Support (ALS) when diagnosing patients with heart conditions or complaints of chest pain. Not only are cardiac monitors a diagnostic tool but they are also used to “shock” the heart rhythm back to a viable rhythm in certain types of cardiac events.

The cardiac monitors on Engine 5 (E-5), Engine 6 (E-6), OES 271, and Squad 1 (S-1) are 10 years old, outdated and need to be replaced with a new model Zoll E Series monitors, the department’s current standard. This is due to many software and hardware upgrades that are available on the new E Series monitors that allow them to be integrated into our current documentation system. The new E Series monitors are also equipped with special functions that the old M Series monitors do not have.

The impact of the new models is standardization of all our Fire Department apparatus. The Zoll E series models are superior to our current models as they can be set up for data collection. The new Zoll E Series cardiac monitors are able to communicate with our new Electronic Patient Care documentation program that we are currently utilizing. This communication is done either via Blue Tooth, Flash Cards or RS 232 Cabling. The information is uploaded to our computers as a part of the patient’s medical record for E-filing and integrated into our Department’s Quality Assurance/Quality Improvement program. They also have additional life saving features such as carbon dioxide detection, non-invasive blood pressure monitoring, and Real Help CPR software which our current equipment does not have. In addition, the batteries are far superior and have a much longer life span than our current monitors.

Currently our department is able to trade in the old cardiac monitors for a \$3,000 credit towards the purchase of a new monitor. This agreement has proven valuable in that it allows us to have more purchasing power and actually get a monetary return on our old equipment.

Goal and Policy Links

Safety Element – The City’s policy dictates minimizing injury and loss of life.

Project Work Completed

The Zoll cardiac monitors have been researched, tested, and successfully used by Fire Department paramedics for more than 10 years.

PUBLIC SAFETY

CARDIAC MONITORS

Environmental Review

No environmental review required.

Project Constraints and Limitations

None.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				29,100	29,100	58,200
Total				29,100	29,100	58,200

Project Funding Source

General Fund

Project Manager and Team Support

Project Manager

Fire Captain/Paramedic Coordinator Jody Larson

Team Support

Fire Department

Alternatives

1. **Deny the Project.** This alternative is not recommended. Our cardiac monitors have evolved into an important component of our medical care documentation. Utilizing Zoll E-Series cardiac monitors having the capability of data transfer has greatly improved our overall patient care documentation, training, and Quality Assurance/Quality Improvement program. Not upgrading would make that communication link and data collection component non-existent. The county ambulance provider, San Luis Ambulance Service, is strictly using the E-series. Standardization is also cost effective in that it does not require separate standards for maintenance of equipment and training personnel to use them effectively. Lastly, as things progress in the EMS world, replacing outdated equipment will provide the best possible care to our citizens.
2. **Defer or Re-phase the Request.** Replace only 1 Zoll E-Series Cardiac Monitor each year. This alternative is not recommended. It delays the replacement rotation of the current old models and prolongs the inevitable in that they will all need to be replaced. It is also a factor in the trade in allowance we receive from our older model cardiac monitors. As time passes without replacing the older cardiac monitors their trade in value becomes less. Additionally, as stated earlier the cardiac monitor is an essential tool for Paramedics and as such it is imperative that they are reliable. Replacing only one cardiac monitor per year would make us reliant on older equipment which could be more prone to failure resulting in unacceptable patient care.

CARDIAC MONITORS

Operating Program

85200 – Emergency Response

Project Effect on the Operating Budget

Project Management

Fire staff would use approximately 8 hours to complete this project.

Operations and Maintenance after Project Completion

Each monitor would require annual maintenance service at a cost of \$300 per year.

PUBLIC SAFETY

CARPET: FIRE STATION NO. 1

CIP Project Summary

Replacing carpet at Fire Station No. 1, will cost \$15,600 for upstairs in 2011-12 and \$24,400 for downstairs carpet in 2012-13.

Project Objectives

1. Replace carpet that is reaching the end of its useful life.
2. Eliminate old carpet that is stained and moldy from previous water damage.
3. Reduce tripping hazards caused by wrinkling and lifting carpet.
4. Maintain aesthetics of this newer building.
5. Provide sanitary, safe working environment.

Existing Situation

The main station is the biggest station and houses both suppression and administrative staff. Additionally, it is the most visited station by the public and hosts the Fire Department's annual open house. The original carpet was installed in 1996. The first year of building occupancy, significant rainfall resulted in water intrusion into the building and molding of the carpet. Mitigated measures were used to deal with the problems, in addition to the carpet being regularly cleaned. The carpet is worn out and degraded from continual foot traffic.

Goal and Policy Links

1. Maximize building service life
2. Safety Element – The City's policy dictates minimizing injury
3. Maintain a positive image for the City of San Luis Obispo

Project Work Completed

Evaluation of existing carpet has been conducted by a commercial carpet representative. Also Building Maintenance repair technicians have consulted with carpet company representatives about repair potential and estimated carpet life. They concur that the carpet is in need of replacement in the next few years.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

Installation will have to occur in phases throughout the building in order to maintain on-going operations.

Stakeholders

Employees and visitors of the Fire Department.

PUBLIC SAFETY

CARPET: FIRE STATION NO. 1

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				15,600	24,400	40,000
Total	-	-	-	15,600	24,400	40,000

Project Funding Source

General Fund

Key Project Assumptions

Cost projects are based upon price quotes received from vendors.

Project Manager and Team Support

Project Manager

Fire Department

Project Team

Fire Department
Building Maintenance

Alternatives

1. **Deny the Project.** Carpet will continue to deteriorate resulting in an increase in repair costs which will not be a permanent solution. Repeated carpet cleanings result in further seam separation and delamination. The carpet will continue to degrade in its appearance.
2. **Defer or Re-phase the Request.** To a lesser degree all the items mentioned in denying the project will occur. Placing the project in the 3rd and 4th year of this CIP cycle is already deferring the request.
3. **Change the Scope of the Project.** Only replace carpet downstairs and in the dining area upstairs, the most heavily trafficked and used areas. The dorm, day-room and hallway areas would continue to degrade. Not replacing all of the carpet will result in a mismatched appearance and savings will not be significant.

Operating Program

Fire Department (85100)

Project Effect on the Operating Budget

Project Management

Fire staff will use approximately 20 hours to complete this project.

PUBLIC SAFETY

CARPET: FIRE STATION NO. 1

Operations and Maintenance – After Project Completion

Cost for periodic carpet cleaning will be the same as currently.

REPLACEMENT OF SHOWER STALLS AND FLOORING AT FIRE STATION 3

CIP Project Summary

Replacing inferior fiberglass shower stalls and replacing water damaged flooring will cost \$50,000 for construction and \$7,500 for construction management in 2009-10.

Project Objectives

1. Arrest damage to building structure.
2. Provide safe and productive work environment.
3. Stop water from leaking out of stalls into surrounding areas.
4. Replace damaged flooring material.
5. Conform to City building standard of tiled shower stalls.
6. Maximum building service life.

Existing Situation

During a remodel in 2000, financial restrictions led to inferior fiberglass shower stalls being installed. Over time these types of stalls separated at the seams and leaked into the surrounding structure. These leaks have led to floor damage, and could lead to more extensive moisture related problems, if not corrected. Due to the flexible nature of the fiberglass, repairs are temporary and do not address the poor performance of the fiberglass shells that are not holding up to the high use. This project will remove the inferior product and repair any moisture related structural damage. The replacement stalls will be mortar bed and tile in accordance with city building standards. This project was approved in the 2008-09 budget and the design work is nearly complete. Construction was scheduled in the 2007-09 Financial Plan for the 2009-10 fiscal year. It seems reasonable to move forward with the completed design and end the deterioration of this City facility.

Goal and Policy Links

1. 2007-09 Financial Plan Appendix B, page 3-70.
2. Major City Goal: infrastructure maintenance.
3. Adopted Building Maintenance Program goal: maximum facility service life.

Project Work Completed

Design contract has been awarded, design approximately 75% complete.

Environmental Review

No environmental review will be required.

Project Constraints and Limitations

Excluding the securing of funding, no constraints or limitations anticipated.

Stakeholders

Fire station staff that use the showers on a daily basis and Building Maintenance staff that maintain the building.

PUBLIC SAFETY

REPLACEMENT OF SHOWER STALLS AND FLOORING AT FIRE STATION 3

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design	14,200					14,200
Construction Management		7,500				7,500
Construction		50,000				50,000
Total	14,200	57,500	-	-	-	71,700

Project Funding Source

General Fund

Key Project Assumptions

The requested phasing assumes this project will be continued forward from the current design phase. Cost projection is based on engineer's estimate. Design is almost complete but final bid cost is currently unknown. Project assumes no major structural damage from leaking has occurred.

Project Manager and Team Support

Project Manager

Public Works Engineering

Project Team

Fire Department
Building Maintenance

Alternatives

1. **Deny the Project.** Will likely increase the amount of structural damage that will need to be repaired and increase maintenance staff workload responding to repair requests, and prolong remedying a hazardous situation.
2. **Defer or Re-phase the Request.** The current phasing is reasonable. To delay the work will increase eventual reconstruction costs, and increase likelihood of moisture related complications.
3. **Change the Scope of the Project.** Given the high use, premature failure, and City standard for mortar bed and ceramic tile surfaces, this is the only reasonable scope. The fiberglass stalls have clearly shown that they are not practical.

Operating Program

Fire Administration

REPLACEMENT OF SHOWER STALLS AND FLOORING AT FIRE STATION 3

Project Effect on the Operating Budget

Project Management

CIP Administration	90 hours
CIP Inspection	40 hours
CIP Engineering	80 hours
Building Maintenance	20 hours

Operations and Maintenance After Project Completion

There will be no on-going cost after the completion of the project.

REPLACEMENT OF ENGINE BAY SLAB AT FIRE STATION 3

CIP Project Summary

Replacing the failing engine bay floor slab at Fire Station 3 to insure building stability will cost \$19,000 for design and soils testing in 2012-13. Funding for construction will be requested in the 2013-15 Financial Plan.

Project Objectives

1. Replace the broken floor slab.
2. Ensure the building is structurally and seismically sound.
3. Install a slab that is designed and built to accommodate the weight of today's engines.

Existing Situation

The concrete slab in the engine bay in Fire Station 3 has been deteriorating for several years. It has cracked into many pieces, and shifts under the weight of the newer equipment. The sinking of the slab indicates several problems; slab failure, a soils compaction issue, and possible structural problems. As the slab sinks, the base cove wall tiles have pulled away from the wall, and have been drawn down with the slab, marking the drop of the slab. The situation has existed for years, and has been marked by a small gap between the bay door edge and the slab, and visible movement of the slab when an engine moves over it. Recently there has been a dramatic increase in sinking of the slab. This drop is easily measured by the gap left under the rigid leading edge of the full front bay door. At the front roll-up door edge, the slab has sunk approximately four inches. While the gap under the door is a minor nuisance that allows debris to blow in and bay heating out, it is an obvious and dramatic signal in how far the slab has sunk. The specific reason for the recent increase in deterioration is currently unknown. The theory put forth by the structural engineer is as follows: historically, the Fire Station 3 site has experienced constant and on-going ground water intrusion, and water run off problems. To address the run off issues, a French drain was installed to remove the rain water from the immediate building area. Added to that is the lack of significant rain fall in the last several years which resulted in the soil under the building drying out and compacting then contributing to further movement of the slab.

Goal and Policy Links

1. Maximize building service life
2. Provide comfortable and productive work environment

Project Work Completed

Staff has consulted with a structural engineer on scope and cost.

Environmental Review

An environmental review is not anticipated. The structural engineer and Public Works engineering staff recommend soils testing be performed.

Project Constraints and Limitations

Fire equipment will need to remain outside the bay while floor is removed, replaced, and coating cures.

PUBLIC SAFETY

REPLACEMENT OF ENGINE BAY SLAB AT FIRE STATION 3

Stakeholders

The public, Fire Department personnel working in the facility and Building Maintenance.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design					12,500	12,500
Soils testing					6,500	6,500
Total	-	-	-	-	19,000	19,000

Project Funding Source

General Fund

Key Project Assumptions

The cause of the problem is known, and only the engine bay (due to the weight of the engines) is the most seriously affected. Based on the current visible damage, extensive repairs to the rest of the building slab will not be needed.

Project Manager and Team Support

Project Manager

Public Works Engineering

Project Team

Public Works Engineering
Fire Department
Building Maintenance

Alternatives

1. **Deny the Project.** Existing situation will worsen, with possible damage to building and fire equipment. This project would also investigate/address the seismic reliability of the structure in light of the existing damage. The slab could sink to the point where the engine bay door will become inoperable, or possibly threatening structural integrity.
2. **Defer or Re-phase the Request.** Deferral of project will result in continued deterioration, and leave the reliability of the building an unknown.
3. **Change the Scope of the Project.** Slab jacking has been discussed. Considering the slab is currently in many pieces, and soils issues need to be addressed, this process is likely not feasible.

Operating Program

Fire Administration

PUBLIC SAFETY

REPLACEMENT OF ENGINE BAY SLAB AT FIRE STATION 3

Project Effect on the Operating Budget

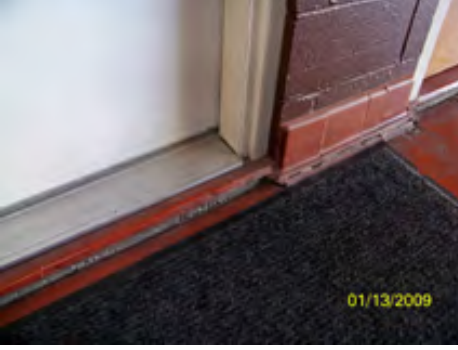
Project Management

CIP Administration	110 hours
CIP Inspection	40 hours
CIP Engineering	80 hours
Building Maintenance	40 hours
Fire Dept staff	40 hours

Operations and Maintenance After Project Completion

There will be no on-going cost after the completion of the project.

Location Photos



FLEET REPLACEMENT – FIRE PREVENTION VEHICLES

CIP Project Summary

Replacing two Ford Explorers with a Ford Escape Hybrid will cost \$65,300 in 2011-12 and one in 2012-13 will cost \$34,000.

Project Objectives

1. Provide a safe, reliable vehicle for Prevention Inspectors and Prevention maintenance personnel.
2. Provide greener more fuel efficient vehicles.
3. Reduce carbon emissions.
4. Insure that Fire Prevention assignments are performed adequately.
5. Provide adequate vehicles in the event of a major incident.
6. Improve employee productivity.

Existing Situation

The Fire Prevention Bureau needs to replace its three existing administrative staff vehicles, Ford Explorers. These units were purchased used in 2000 and although their current base mileage is approximately 65,000 miles on each unit, their current condition, poor fuel mileage, and high carbon footprint of these three vehicles warrant replacement.

The decision to replace fleet vehicles is based on a combination of the following factors.

1. Fuel economy and green house emissions.
2. Actual miles of operation compared to expected miles or hours.
3. Actual years of operation compared to expected years.
4. Possible unsuitability of the equipment for future operations.
5. Fire Prevention and Emergency Response operating program goals
6. Fleet Coordinators evaluation of vehicles and equipment.

Goal and Policy Links

Fleet Management Policy (Section 405 of the management Manual)

Project Work Completed

The Fire Prevention Bureau has consulted with the Fire Chief and Fire Department Mechanic to identify the most appropriate vehicle for this use.

Environmental Review

No environmental review required.

Project Constraints and Limitations

None

Stakeholders

Fire Prevention Bureau employees.

PUBLIC SAFETY

FLEET REPLACEMENT – FIRE PREVENTION VEHICLES

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				65,300	34,000	99,300
Total	-	-	-	65,300	34,000	99,300

Project Funding Source

General Fund

Key Project Assumptions

The vehicles are able to be procured through piggybacking on the City of Arroyo Grande’s contract.

Project Manager and Team Support

Bill Dugger and Viv Dilts-Fire

Alternatives

1. **Deny the Project.** Denying the project will result in retaining vehicles, which are not environmentally friendly, are becoming undependable and will need replacement or overhaul of major components in the near future.
2. **Defer or Re-phase the Request.** Deferring the replacement will result in the Fire Prevention Bureau using aging vehicles that are becoming increasingly undependable, have high carbon emissions and demonstrate poor fuel economy.

Operating Program:

Fire Prevention (85300)

Project Effect on the Operating Budget

Project Management

Approx. 8 Hours of staff time will be used comprising specifications, quotes and equipment inspections. An additional 20 hours of preparation and installation per vehicle will be required by the fire mechanic.

Operations and Maintenance After Project Completion

Routine maintenance and repair costs for a light fire fleet unit will be incurred through-out the projected lifespan of the vehicle.

PUBLIC SAFETY

FLEET REPLACEMENT – FIRE PREVENTION VEHICLES

Description of Replacement Units

Replacement Fiscal Year	2011-12		2012-13	
City Fleet Number	238	236	237	
Vehicle Type	SUV	SUV	SUV	
Make	Ford	Ford	Ford	
Model	Explorer	Explorer	Explorer	
Model Year	2000	1999	2000	
Date Entered City Service	Jan-02	Jan-02	Jan-02	
Odometer Reading at 12-1-08	70,000	69,200	66,000	
Replacement Guidelines				
Target: Years, Mileage or Hours	10	10	10	
Projected at Replacement	10	10	10	
Replacement Cost				
Base Unit	29,400	29,400	29,400	
Delivery	200	200	200	
Sales Tax	2,600	2,600	2,600	
3% Inflation		900	1,800	
Total Replacement Costs	32,200	33,100	0	34,000

Total: 2011-12 **\$65,300**

Total: 2012-13 **\$34,000**

FLEET REPLACEMENT – “QUINT” FIRE ENGINE/TRUCK

CIP Project Summary

Purchasing a 100-foot “Quint” fire engine/truck will cost \$1,040,000 in 2009-10. Given its long-life (16 years in front-line service) and the fiscal challenges facing the City, it is recommended that this replacement be financed over 16-years with a lease-purchase agreement. This results in annual debt service costs of \$97,000 beginning in 2010-11.

Project Objectives

1. Maintain fleet reliability.
2. Provide adequate ladder height for existing and proposed high rises.
3. Provide a more maneuverable unit.
4. Keep maintenance costs reasonable.
5. Improve employee productivity.
6. Provide adequate, safe equipment to perform emergency response goals at all times according to the Safety Element.
7. Improve aerial firefighting and rescue capability.
8. Retain the current Quint as a reserve aerial ladder truck after “front-line” replacement to ensure the City has one aerial in service and available at all times.

Existing Situation

We currently have in service one 1993, 75-foot “Quint,” which serves as both a fire engine and ladder truck. It will reach its target useful life of sixteen years as a “front-line” unit in 2009. The decision to replace a front-line fire engine/truck is based on a combination of the following factors.

1. Actual miles of operation compared to expected miles or hours.
2. Prior capital improvement plans (CIP). In this case, the 2007-11 CIP identified replacement of the Aerial Quint in 2009-11.
3. Actual years of operation compared to expected years.
4. Possible unsuitability of the equipment for future operations.
5. Emergency Response operating program goals.
6. Technological safety advances and National Fire Protection Association (NFPA #1901) guidelines.

“Quint” Engine/Truck

Historically, the options in fire apparatus available to fire agencies were limited to a choice between fire engines or fire ladder trucks. These two fundamental types of apparatus dictated a staffing configuration of separate engine companies and ladder companies, each charged with a specific set of goals and responsibilities:

1. “Ladder truck functions” traditionally include forcible entry, ventilation and rescue.
2. “Engine functions” include laying hose, water supply and pumping capabilities.

Advances in fire apparatus technology provided significant options in adapting to various communities’ unique needs. One of these options is the development of the “Quint” (short for the five functions served by a combination fire engine/ladder truck). Whether a Quint is seen as an engine with ladders, or a ladder truck with a pump, the result of their development is flexibility in apparatus configuration. This combination of ladder and engine functions enabled the Fire Department to purchase one piece of apparatus rather than two.

FLEET REPLACEMENT – “QUINT” FIRE ENGINE/TRUCK

The existing Quint was purchased in 1993 and is coming to the end of its front-line service life of 16 years. Maintenance costs are rising, reliability is falling, and the demands of being the front line responder in the City’s busiest area served by Fire Station No. 1 have taken their toll. Now is the appropriate time to purchase a new Quint with a 100-foot ladder, which meets the needs of the City now and into the foreseeable future.

The existing 1993 Aerial/Quint will serve as a back-up ladder truck during maintenance and repair of the new Aerial/Quint and will be available for second alarm fires. In this more limited capacity, it can continue to serve the City for perhaps another decade.

Need to Replace the 75-Foot Ladder Quint with a 100-foot Unit

The current Quint has a 75-foot aerial ladder, which is adequate to meet the height needs of existing buildings in the City. However, in adequately planning for future needs over the next twenty years, the Fire Department recommends that the replacement Quint have a 100-foot aerial ladder. The cost difference between a Quint with a 100-foot ladder and one with a 75-foot ladder is about \$300,000 (\$1.04 million versus \$700,000).

There are two factors driving the need for a Quint with a 100-foot ladder:

1. **Applicable Share for New “Tall Buildings.”** Finance is currently developing a mitigation fee program that would fund this cost difference from new tall buildings in the future, which will be sole beneficiaries within the City limits from this added capacity. With this approach, existing residents and businesses are responsible for funding the replacement of firefighting equipment needed to meet existing needs.

However, to the degree that added capacity is required to meet the needs of new development (estimated at \$300,000), it is consistent with City policy for new development to fund its fair share of this added cost. Only new development within the City limits that would benefit from the added capacity (generally buildings taller than 50 feet) would participate in the fee program; and fees for these would be proportional to the added benefit. While there are several approaches to accomplish this objective, the methodology currently under consideration is to assess the fee based on the amount of building square footage above 50 feet. The mitigation plan should be completed by Fall 2009. Adoption of mitigation fees will be subject to Council approval.

It is important to note that the need for a taller ladder truck is not solely a function of height, but also of building set-back. For example, the fire protection needs of the Anderson Hotel – one of the City’s tallest buildings – can be met with a 75-foot ladder, because its walls are at a 90-degree angle to the ground. However, under current design guidelines, tall buildings in the future will have setbacks on the top floors and this will require a taller ladder than 75 feet. In short, ladder height needs are determined by the hypotenuse of the triangle formed by the ladder, not by the height of the building.

2. **Cal Poly Contract.** The City currently has a contract with California Polytechnic State University (Cal Poly) to provide emergency services to the campus. Including the new buildings being built, Cal Poly will have 13 buildings on campus that need 100-foot ladder access. This does not include buildings with set-back configurations, which will also need a longer aerial to implement rescue. The longest ground ladder available is 35 feet; and most engines carry a 24-foot ladder. Even a 35-foot ladder will **not** reach the roof of a three-story building. Cal Poly has 53 buildings three stories in height or taller, that might require an aerial ladder in an emergency.

Cal Poly has also negotiated to pay an annual contribution of \$25,000 per year for the second (2009-10) through the fifth year of its five year contract. This is calculated by amortizing half of the cost of a new 100-foot Quint truck over its maximum 20 year life.

PUBLIC SAFETY

FLEET REPLACEMENT – “QUINT” FIRE ENGINE/TRUCK

Goal and Policy Links

1. 2007-09 Financial Plan, Appendix B, Page 3-84
2. Fleet Management Policy (Section 405 of the management Manual)

Project Work Completed

1. The Fire Fleet mechanic has consulted with Fire Administration to identify vehicles for replacement.
2. A Quint replacement committee has been formed to determine type of replacement.
3. Proposals for different types and configurations of ladder trucks have been assembled.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

Price of the vehicle is based upon chassis pre-payment discounts, which has been the Fire Department standard for large apparatus purchases in the past. Pricing is contingent upon purchasing the vehicle as soon after July 1, 2009 as possible. Delaying the purchase of this unit could result in an estimated \$40,000 to \$50,000 increase in cost due to inflation and implementation of new emissions standards for motors built after January, 2010.

Project Phasing and Funding Sources

Project Costs

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		1,040,000				1,040,000
Total	-	1,040,000	-	-	-	1,040,000

Project Funding by Source

1. **New Development.** Over time as new development occurs, \$300,000 of this cost will be recovered from new development benefiting from the added height (“tall buildings” over 50-feet).
2. **Cal Poly.** The current contract calls for an additional contribution of \$25,000 per year from Cal Poly once the contract for a 100-foot ladder Quint has been entered into.
3. **Debt Financing.** Given its long-life (16 years in front-line service), funding the cost of this replacement via a lease-purchase agreement is consistent with the City’s debt financing policies. Accordingly, In light of the fiscal challenges facing the City, it is recommended that this replacement be financed over 16-years with a lease-purchase agreement. Based on 16-year term and an interest rate of 5.25%, annual debt service costs will be \$97,000, starting in 2010-11.

Project Managers

Bill Dugger and Viv Dilts-Fire

PUBLIC SAFETY

FLEET REPLACEMENT – “QUINT” FIRE ENGINE/TRUCK

Alternatives

Defer Replacement

1. The current Quint has reached its targeted useful life as a front-line engine. Deferral impacts reliability in delivering day-to-day emergency response services: medical, fire, hazardous materials and heavy rescue. The existing Quint is well worn and will be subject to extended periods of down time if it continues to be operated in its current capacity. Additionally this unit will require expensive overhaul of major components if left operating in its current role. This will subject the City of San Luis Obispo to be exposed to lengthy delays waiting for mutual aid assistance during these periods.
2. The Fire Department will continue operating a vehicle that is inadequate in meeting current and future aerial ladder needs.
3. The Fire Department will continue to operate without a reserve aerial which leaves the City unprotected when the existing aerial is out of service for maintenance and repair.

Operating Program: Emergency Response

Project Effect on the Operating Budget

Project Management

Fire Fleet Maintenance Coordinator – 80 Hours

Administrative Analyst – 20 Hours

Operations and Maintenance After Project Completion

Regular maintenance will be performed by the Fire Department’s Fleet Maintenance Coordinator.

Description of Replacement Unit

Replacement Fiscal Year	2009-10
City Fleet Number	9403
Vehicle Type	Pierce
Make	Aerial Quint
Model	Lance
Model Year	1993
Date Entered City Service	3/15/1994
Odometer Reading at 12-1-08	77,650
Replacement Guidelines	
Target: Years, Mileage or Hours	16 years
Projected at Replacement	16 years
Replacement Cost	
Base Unit, Equipment & Tax	1,040,000
Accessories & Other Costs	
Delivery	Included
Total Replacement Costs	1,040,000

PUBLIC UTILITIES

WATER DISTRIBUTION MASTER PLAN IMPLEMENTATION

CIP Project Summary

Implementing the projects identified in the Water System Master Plan, in order to provide additional facilities necessary to serve planned growth in the Margarita Specific Plan and Airport Specific Plan areas, is expected to cost \$250,000 annually in 2009-13 for construction of new water mains.

Background. The projects described in this request have been identified as necessary water system improvements to provide for new development as anticipated by the City's General Plan. These projects are identified in the Water System Master Plan, which was prepared in conjunction with the Margarita Area Specific Plan and the Airport Area Specific Plan. The projects identified in this request are needed to provide the backbone water system for planned growth in the Margarita and Airport Annexation Areas. The sequence of projects will be driven by private development in these areas. The City collects Water Impact Fees from new development, a portion of which was established to cover the City's cost to provide these facilities.

Project Objectives

1. Ensure funding is available to support developer reimbursement of master planned facilities.
2. Provide funding for Water Distribution components of major roadway construction projects.
3. Provide funding for City projects to extend master planned water infrastructure in new annexation areas.
4. Provide for a backbone water distribution system to serve the Margarita and Airport Specific Plan areas.

Existing Situation

The Water System Master Plan makes recommendations for expansion of the City's Water Distribution System into the Margarita and Airport Annexation Areas. These areas are predominantly undeveloped. The new water mains anticipated by this request are expected to be constructed with the major roadways planned in accordance with the Margarita Specific Plan and the Airport Specific Plan. Priorities will be driven by private development, once these areas are annexed to the City. The funding for the master plan improvements for the water distribution system is provided by area specific water impact fees that are paid by new development.

Goal and Policy Links

1. Urban Water Management Plan, Section 4.2
2. Airport Area Specific Plan, Section 7.2
3. Water System Master Plan, Section 4
4. Approved 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan

Project Work Completed

1. Water System Master Plan
2. Staff evaluation of recommended improvements
3. Financing Plan and Impact Fee development
4. Adopted area-specific Water Impact Fees
5. Council adopted policy that new development pay its fair share of infrastructure improvements

PUBLIC UTILITIES

WATER DISTRIBUTION MASTER PLAN IMPLEMENTATION

Environmental Review

Each project included in this Financial Plan Request will require an environmental determination from the Community Development Department. These water system projects are covered to some extent by the EIRs for the Margarita and Airport Area Specific Plans. Additional environmental review will occur, as needed, for each project proposed to be covered by this funding.

Project Constraints and Limitations

1. These projects must comply with established standards for potable water facilities and construction.
2. The timing of some water main installations is driven by private development and the need to first construct collector roads and other related infrastructure.

Stakeholders

Property owners in the Airport and Margarita Annexation Areas will require the backbone water distribution facilities in order to fully develop their properties. The new water mains will provide a more reliable supply of water for fire fighting purposes.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget Available	2009-10	2010-11	2011-12	2012-13	Total
Study	22,100					22,100
Construction	1,461,400	250,000	250,000	250,000	250,000	2,461,400
Total	1,483,500	250,000	250,000	250,000	250,000	2,483,500

The costs for the projects covered by this request are 100% attributable to new development. The Water Impact Fees have been structured to recover these costs.

* Note: The construction money listed in the “Budget Available” column includes funding that has been identified for water mains in the Airport and Margarita specific plan areas, which have not yet been built. It is anticipated that this money will be used to construct the water mains in Prado Road, Tank Farm, Santa Fe, Buckley, and other roads, as the annexation of these areas are completed and development proposals necessitate the construction of this “backbone” infrastructure. It is recognized that the timing of these projects may change, as they are driven by the development schedules of the property owners in the Margarita and Airport specific plan areas.

Project Funding Source: Water Fund

Key Project Assumptions

The projects listed in this request assume successful annexation of the Airport and Margarita Specific Plan Areas.

PUBLIC UTILITIES

WATER DISTRIBUTION MASTER PLAN IMPLEMENTATION

Project Manager and Team Support

Project Manager. It is expected that the master planned water mains included in this request will be built by developers and reimbursed by the City. Proposals for developer reimbursements will be reviewed by Utilities staff for consistency with the area specific plans and the City’s adopted Water System Master Plan. Any master planned water mains that are proposed to be built with a City roadway project will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. Plans for master planned water mains will be subject to review and approval by the City Engineer. A Public Works Inspector and the Water Distribution Supervisor will be involved during construction of these facilities. Environmental compliance will be assured through coordination with the Community Development Department. These water main installations could also be built by new development requiring the facilities. In such cases, the developer may qualify for reimbursement of some portion of the costs and/or a credit towards their Water Impact Fees.

Alternatives

Deny the project. Denial of the funding for these projects is not recommended, as doing so may result in limitations in water delivery capabilities to meet future water customer demands.

Operating Program: Water Distribution

Project Effect on the Operating Budget

Project Management

Design, engineering, project management and inspection services may include a combination of consultant services and Public Works Engineering staff.

Requesting Department. 40 hours for coordination, documentation, and preliminary design.

Project Support. Public Works: 160 hours for design and design review, 10 hours for bidding, 200 hours for inspection and construction management, each year. Community Development: 20 hours for environmental review and documentation.

Operations and Maintenance After Project Completion

The projects included in this request are not expected to immediately result in additional costs to operate or maintain the water distribution system. Water Distribution staff will operate and maintain these facilities. As the system grows, periodic re-evaluation will occur to determine proper levels of staffing.

Projects List

Project	Phase	Estimated Cost	Fiscal Year	Attributable to New Development
New Water Mains in Airport and Margarita	Construction	\$250,000	2009-10	100%
New Water Mains in Airport and Margarita	Construction	\$250,000	2010-11	100%
New Water Mains in Airport and Margarita	Construction	\$250,000	2011-12	100%
New Water Mains in Airport and Margarita	Construction	\$250,000	2012-13	100%

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

CIP Project Summary

Replacing pipelines and related infrastructure to eliminate capacity issues, leaking, deteriorating or substandard mains and facilities, to strengthen portions of the distribution system, and to improve water flow for fire protection is expected to cost \$1,180,000 in 2009-10; \$1,375,000 in 2010-11; \$1,400,000 in 2011-12; and \$1,425,000 in 2012-13.

Background. The Water Distribution System includes approximately 184 miles of pipe, ranging in size from 4” to 30” in diameter. The system also includes 13 potable water storage reservoirs, 8 pump stations, and one municipal well. Fire hydrants, sample stations, air-release valves, blow-offs, shut-off valves, and pressure regulating valves are all essential components of the system as well. The City’s residential and non-residential water customers receive high quality drinking water through approximately 14,400 service connections. Records indicate that some active water mains are over 100 years old. The improvements documented in this request are essential for maintaining required levels of service to the City’s water customers.

Project Objectives

1. Ensure reliable water service
2. Reduce the need for emergency repairs
3. Enhance available fire flows

Existing Situation

Replacement of water distribution pipes, mainlines and related infrastructure is an ongoing program. Growth within the City limits and more stringent fire protection regulations have placed increased demands on the water distribution system. Many City water facilities are improperly sized, are made of inferior materials, and/or are deteriorating due to age. Some water lines in the City are over 100 years old. The expected useful life of a water pipeline is approximately fifty years, which corresponds with a replacement schedule of approximately 2% of the system each year. The City has approximately 184 miles of water lines.

Projects have been selected and prioritized based on specific criteria. The highest priority projects will have the greatest impact in reducing disruptions to water service and improving fire flows. The projects have also been prioritized to stay ahead of the Pavement Management Program schedule for resurfacing streets. These projects include replacing undersized mains in areas requiring increased fire flows and replacing aging mains that have had multiple failures and emergency repairs. Other projects are expected to improve water system operations.

In the project list for the first year of this Financial Plan, the first three projects are in Pavement Management Area #1. The streets in this area were just slurry sealed last year. Typically, staff strives to avoid replacing water mains in newly surfaced streets. Staff recently became aware of some significant deficiencies on these three streets. All three were originally constructed in 1941, making them almost 70 years old. The water mains are well beyond the 50-year life expectancy. They are also all 4” in diameter, where 8” is now our minimum size. These lines are cast iron, and likely do not have the protective mortar lining that we see in newer ductile iron water mains. Typically, these older cast iron mains have substantial corrosion inside (tuberculation), which further reduces the water flow capabilities. At one end of the water main in Grove Street, it was discovered that the line did not connect to Palm Street, as expected, compromising fire flows in the area and reducing reliability of the system.

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Goal and Policy Links

1. Adopted Urban Water Management Plan, Section 4.2.
2. Approved 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan
3. Water System Master Plan, Section 2.2.
4. Uninterrupted water flow for customer use and public safety is a primary goal of the Water Distribution Program
5. 2009-11 Financial Plan Council Objective – Downtown Maintenance and Beautification.
6. 2009-11 Financial Plan Major City Goal – Infrastructure Maintenance.

Project Work Completed

The Water System Master Plan has been completed and the document makes recommendations for improvements to the existing Water Distribution System. The replacement of failing, substandard waterlines and related infrastructure is an ongoing program. Water distribution infrastructure replacement should take place at an average rate of about two percent of the system per year, as identified in the City's adopted Urban Water Management Plan.

Environmental Review

Compliance with the California Environmental Quality Act (CEQA) will be included with all Water Distribution projects, as appropriate. Typically, replacement of existing water distribution facilities is categorically exempt from the CEQA process.

Project Constraints and Limitations

The projects listed in this Financial Plan Request have been coordinated with the Pavement Management Program.

Stakeholders

The Engineering section of the Public Works Department will provide the design of the projects included in this request, with review and input from the City Engineer and the Water Distribution Supervisor. The Fire Marshal will provide input as to the placement, relocation, and/or addition of fire hydrants

Project Phasing and Funding Sources

The Water Distribution System Improvements master account currently has an available balance of \$890,000. This is due to: (1) favorable bids on projects awarded, and; (2) previously approved projects that are pending construction. Estimated costs for projects previously approved and pending construction total \$590,000. Funding requests are estimated at \$1,180,000 in 2009-10 and \$1,375,000 in 2010-11.

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Project Costs by Type

	<i>Project Costs</i>					
	Available Budget	2009-10	2010-11	2011-12	2012-13	Total
Construction	890,000	1,180,000	1,375,000	1,400,000	1,425,000	6,270,000
Total	890,000	1,180,000	1,375,000	1,400,000	1,425,000	6,270,000

Project Funding by Source: Water Fund

Key Project Assumptions

The projects have been selected to approach a level of spending of approximately \$1,400,000 annually, in the first two years. The annual amounts budgeted in successive years have been adjusted upwards slightly, in order to account for inflation. While these budgetary cost estimates are intended only as a spending guide, it is anticipated that all of the projects listed for each year will be completed. If the total budget adopted for this Financial Plan Request proves to be inadequate to complete the entire list of projects for a given year, staff will defer lower priority projects to subsequent years.

Project Manager and Team Support

Project Manager. Each of the projects under this request will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. A Public Works Engineer will design each project with review and input from the City Engineer, a Public Works Inspector and the Water Distribution Supervisor. Environmental compliance will be assured through coordination with the Community Development Department.

Alternatives

- Defer the project.** Deferral of this replacement schedule is not recommended, since it would result in a greater frequency of water main failures, disruption in water service, and damage to public streets. Falling behind in the programmatic replacement of aging infrastructure typically results in higher overall costs.
- Downsize the project.** Reducing the level of spending for water main replacements is not recommended. Over the years, the City has fallen behind the fifty-year replacement schedule. Reducing the amount of distribution infrastructure replacements will push the program further behind, and could result in increased demands on staff, impacts to water customers, and reduced fire fighting capabilities due to undersized mains, system failures, and emergency repairs.

Operating Program: Water Distribution

Project Effect on the Operating Budget

Project Management

Requesting Department - 160 hours annually for coordination, design support, and construction support.

Project Support - Public Works Engineering: 500 hours annually for design, 1500 hours annually for inspection, 100 hours annually for administration support staff. Community Development: 32 hours annually for environmental review. Fire Department: 12 hours annually for review of hydrant spacing.

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Operations and Maintenance After Project Completion

The long-term benefits of a proper program of water distribution system improvements and main line replacements will help to reduce the demands on staff to make emergency repairs, which are more disruptive to the public, are more costly, and interrupt water service to customers. When staff has fewer emergency situations to respond to, they have more time for preventative maintenance, which prolongs the expected service life of Water Distribution facilities and equipment.

Projects List

Project cost estimates for previously approved projects that are pending construction and for projects in 2009-10 total \$2,070,000. Funding in the amount of \$890,000 is currently available in the master account, resulting in a net funding request of \$1,180,000 in 2009-10.

Approved Projects Pending Construction	Cost Estimate	Pavement Area
Ella – Ruth to Osos (tie over services and abandon)	\$30,000	2
Rachel Court – Renew 2” Galvanized Iron Pipe	\$30,000	2
Toro – Phillips to Higuera	\$530,000	1

2009-2010 Project List	Cost Estimate	Pavement Area
Grove – Phillips to Palm	\$175,000	1
Phillips – California to Park	\$250,000	1
Park – Mill to end	\$36,000	1
Caudill – Lawton to Broad	\$222,000	3
Chandler – Mitchell to Lawrence	\$82,000	3
Sweeney – Rockview to Broad	\$132,000	3
Perkins – Broad to end	\$183,000	3
Hydrant Installations (232 Foothill, 475 Marsh, 1200 Monterey)	\$30,000	-
AMR System for Large Meters (3” and larger) <i>Utilities staff</i>	\$75,000	-
Large Vault Replacement (1050 Southwood and Cuesta Park)	\$25,000	-
Trench Repair	\$170,000	-
Raise Valve Covers on Paving Projects	\$100,000	-

Project cost estimates and projected funding requirements are \$1,396,000 in 2010-11.

2010-2011 Project List	Cost Estimate	Pavement Area
Slack – Grand to Henderson	\$186,000	8
Garden – Higuera to Marsh	\$65,000	9
Higuera – High to 277 Higuera (8” Steel)	\$88,000	4
Roundhouse – Santa Barbara to Emily	\$125,000	4
Parker – South to 2103 Parker (abandon line in easement)	\$144,000	4
Archer – Tie to Marsh	\$30,000	4
Santa Barbara – Broad to High	\$207,000	4
Ward – Sandercock to High	\$85,000	4
Leff – High to Nipomo	\$196,000	4
Trench Repair	\$170,000	-
Raise Valve Covers on Paving Projects	\$100,000	-

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Projects List (continued)

2011-2012 Project List	Cost Estimate	Pavement Area
Pacific – Nipomo to Higuera	\$462,000	4
Chorro – Broad to Upham	\$228,000	4
Oceanaire – Madonna to Cayucos	\$425,000	5
Rosita – Foothill to Cerro Romauldo (also abandon 4’')	\$88,000	7
Hill – Lincoln to 525 Hill	\$35,000	7
Trench Repair	\$150,000	-
Raise Valve Covers on Paving Projects	\$100,000	-

2012-2013 Project List	Cost Estimate	Pavement Area
Ferrini – Foothill to Felton	\$263,000	7
S. Tassajara – Foothill to Ramona	\$115,000	7
S. Tassajara – Luneta to Dead End	\$88,000	7
Santa Lucia – Cerro Romauldo to Tolosa	\$208,000	7
Tolosa – Santa Lucia to Tassajara	\$128,000	7
La Canada – Tolosa to Cerro Romauldo	\$208,000	7
La Entrada – Foothill to San Jose	\$225,000	7
Trench Repair	\$150,000	-
Raise Valve Covers on Paving Projects	\$100,000	-

Future Projects	Cost Estimate	Pavement Area
Olilve – tie over services and abandon 4’ west of Santa Rosa	\$40,000	7
Craig – Patricia to Jeffrey	\$198,000	7
Christina – Warren to Craig	\$129,000	7
Boysen – Santa Rosa to N. Chorro	\$315,000	7
Chorro – Ferrini to Foothill	\$410,000	7
Chorro – Mission to Foothill PRV	\$500,000	7
Lincoln – West to Chorro	\$450,000	7
West – Chorro to Lincoln	\$180,000	7
Murray – Santa Rosa to 1262 Murray	\$400,000	8
Hathway – Longview to Fredricks	\$550,000	8
Fredricks & Grand – remove 10’ steel remnant	\$25,000	8
Hope – Grand to dead end	\$276,000	8
McCollum – Albert to Grand	\$212,000	8
Loomis – Buena Vista to San Miguel	\$98,000	8
San Miguel – Santa Ynez to Buena Vista	\$152,000	8
Buena Vista – McCollum to Santa Ynez	\$125,000	8
Casa – Murray to Desiree	\$224,000	8
Taft – Kentucky to end (in Hwy 101 off-ramp)	\$110,000	8
Mill – Santa Rosa to Pepper	\$360,000	1
Higuera – Johnson to Toro	\$120,000	1
Iris – Johnson to Fixlini	\$85,000	1
Pacific – Johnson to Pepper	\$122,000	1
Santa Rosa – Leff to Pacific	\$345,000	1
Johnson – Peach to Monterey	\$273,000	1
Peach – Johnson to Toro	\$122,000	1
Marsh – California to Santa Rosa	\$440,000	1
California – Monterey to Marsh	\$135,000	1

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

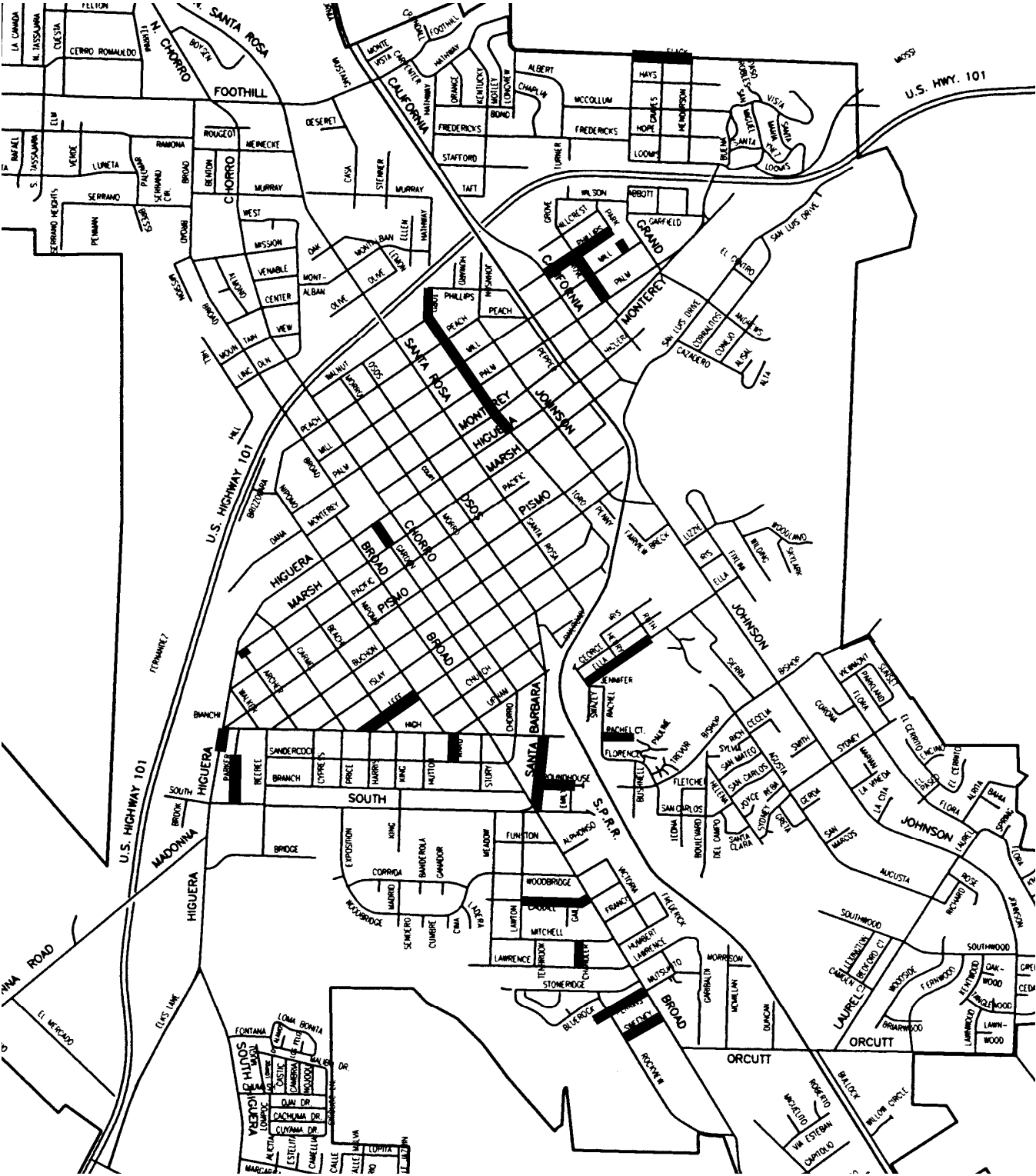
Projects List (continued)

Future Projects	Cost Estimate	Pavement Area
Sydney – Augusta to Johnson	\$165,000	2
Sydney – Flora to end	\$80,000	2
Bishop @ Augusta (tie over services and abandon 4" ACP)	\$30,000	2
Reba – Augusta to Dead End	\$56,000	2
Greta – Sydney to Augusta	\$105,000	2
Gerda – Augusta to Dead End	\$56,000	2
Railroad Easement – Orcutt to Boulevard Del Campo	\$660,000	2
Woodbridge – Lawton to Broad	\$171,000	3
Funston – Meadow to Broad	\$191,000	3

PUBLIC UTILITIES

WATER DISTRIBUTION SYSTEM IMPROVEMENTS

Location Map (2009-11 projects only)



POLYBUTYLENE WATER SERVICE REPLACEMENTS

CIP Project Summary

Replacing polybutylene water services, in order to proactively and systematically eliminate this inferior material from the Water Distribution System, will cost \$450,000 in 2009-10; \$250,000 in 2010-11; and , \$350,000 annually 2011-13.

Background. Polybutylene plastic water service pipe became the pipe of choice for many domestic water agencies in the mid 1970's. The pipe was lightweight, easy to handle and work with, had outstanding flow characteristics, and was very economical. By the mid 1980's, serious concerns began to develop with regard to the long-term durability of polybutylene. The pipe began to fail at the service connections and the failure rate has been increasing. Most agencies discontinued the use of polybutylene in the mid to late 1980's. The City of San Luis Obispo began using polybutylene water service pipe exclusively around 1977, and continued through 1990. During that period of time, the City experienced significant growth and it is estimated that more than 4,000 polybutylene services were installed, ranging in size from ¾" through 2". Prior to the polybutylene replacement program, Water Distribution staff documented a significant increase in the number of polybutylene service line failures. In 1999 alone, there were 196 failures, resulting in significant workload impacts and effects on the daily work schedules of Water Distribution staff.

Project Objectives

1. Replace substandard infrastructure to ensure reliable service.
2. Minimize impacts on operating staff as a result of emergency maintenance and repairs.
3. Minimize deterioration of street paving caused by service line failures.

Existing Situation

Staff estimates that several years remain in this multi-year program. However, the effectiveness of the program is apparent, as the number of service line failures continues to decrease. The last area of public streets that have a high concentration of polybutylene water services is the Edna-Islay area of East Tank Farm Road. It is estimated that around 225 polybutylene services remain in this area. After this, the remaining polybutylene services are more scattered, in condominium developments, or are otherwise expected to be more difficult to replace. As the program to replace polybutylene water services moves into the condominium developments, the cost to replace each service is expected to be higher. In previous years, the annual funding level was set at \$350,000. In order to ensure removal of virtually all polybutylene services from City streets, an additional \$100,000 is proposed in the first year of this Financial Plan. This advance of funding will also allow the polybutylene replacement program to stay ahead of the paving program. The second year shows only \$250,000, since a smaller project is expected to be more appropriate for the first service lines that will be replaced within condominium developments.

Goal and Policy Links

1. Approved Urban Water Management Plan, Section 4.2.2
2. Approved 1999-01, 2001-03, 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B
3. It is a goal of the Water Distribution Operating Program to provide reliable water service.

Project Work Completed

1. To date, \$2,700,000 has been budgeted to replace polybutylene water service lines.
2. Multiple projects have been completed, as well as replacements by City staff, which has resulted in replacement of approximately 70% of the polybutylene services.

PUBLIC UTILITIES

POLYBUTYLENE WATER SERVICE REPLACEMENTS

Environmental Review

Projects to replace existing defective water services are categorically exempt from the California Environmental Quality Act (CEQA).

Project Constraints and Limitations

1. This project is coordinated with Public Works to stay ahead of the Pavement Management Plan.
2. Close coordination with affected neighborhoods and individual property owners is required.
3. The proposed level of funding for this project will result in projects that are properly sized, given the work required by Utilities to identify the services and the work required by Public Works to produce the project plans and specifications.

Stakeholders

The Engineering section of Public Works will design the projects. Utilities Water Distribution staff will identify the polybutylene services that will be replaced with each project.

Project Phasing and Funding Sources

The Polybutylene Water Service Replacement master account currently has an available balance of \$359,300. A polybutylene replacement project is currently in the design phase and anticipated to go out to bid in early-Summer 2009.

Project Costs by Type

	<i>Project Costs</i>					
	Available Budget	2009-10	2010-11	2011-12	2012-13	Total
Construction	359,300	450,000	250,000	350,000	350,000	1,759,300
Total	359,300	450,000	250,000	350,000	350,000	1,759,300

Project Funding Source: Water Fund

Key Project Assumptions

The proposed level of funding assumes that polybutylene service line replacements in condominium developments will be more expensive to construct.

Project Manager and Team Support

Project Manager. Polybutylene replacement projects will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. A Public Works Engineer will design each project with review and input from the City Engineer, a Public Works Inspector and the Water Distribution Supervisor. Environmental compliance will be assured through coordination with the Community Development Department.

PUBLIC UTILITIES

POLYBUTYLENE WATER SERVICE REPLACEMENTS

Alternatives

1. **Deny the Project.** Denial or deferral of this project and replacement schedule is not recommended as maintenance staff is already forced to spend a significant amount of time performing emergency repairs on polybutylene service lines, thereby reducing the time available for much needed preventative maintenance and other activities, as well as the reliability of service to our water customers.
2. **Change the Scope of the Project.** The benefits of this program have been felt by Water Distribution staff. As the number of polybutylene service lines in the system is reduced, there is a corresponding decrease in the need to make emergency service line repairs. If we do not commit to an aggressive replacement program at this time, service line failures will result in damage to streets and higher costs associated with the emergency repairs. Funding for this important program could be increased. However, staff feels that the proposed level of funding results in projects that are the appropriate size, given the demands on Water Distribution and Engineering staff.

Operating Program: Water Distribution

Project Effect on the Operating Budget

Project Management

Utilities Department staff will identify the services to be replaced in coordination with the Pavement Management program. Public Works will design, bid, and oversee construction of the project.

Requesting Department - 120 hours annually, to identify polybutylene services.

Project Support - Engineering: 150 hours annually, Inspection: 250 hours annually, Contract Administration: 100 hours annually

Operations and Maintenance After Project Completion

Some cost savings may be realized after all polybutylene is removed from the water distribution system, and the need for emergency repair of service line failures is virtually eliminated. Staff will then have more time for preventative maintenance and other activities.

WATER REUSE MASTER PLAN IMPLEMENTATION

CIP Project Summary

Implementing the Water Reuse Master Plan in order to expand the use of the recycled water for non-potable uses will result in a series of construction projects that are expected to cost \$250,000 annually in 2009-13.

Background. Since 1994, the City's Water Reclamation Facility has discharged effluent to San Luis Obispo Creek that meets the requirements for most non-potable uses. The existing recycled water system provides distribution of recycled water to areas in the southern part of the City. Recycled water deliveries first began in San Luis Obispo near the end of 2006. Expansion of the system over time will increase the use of recycled water in other areas.

Project Objectives

1. Increase the City's safe annual yield by utilizing recycled water for non-potable purposes, thereby offsetting the use of potable water.
2. Make beneficial use of a dependable water supply to meet a portion of the City's non-potable demand.
3. Facilitate and fund existing user site improvements, as appropriate.
4. Provide recycled water to meet future non-potable demand.

Existing Situation

For the past several years, new development within the identified recycled water use areas of the City have been conditioned to construct their landscape irrigation systems to recycled water standards. As the recycled water distribution system is incrementally expanded, more of these and other users will be connected to the system and served with recycled water. In addition, existing landscaped areas in commercial developments and common areas in condominium projects will be retrofitted to allow the use of recycled water for irrigation. The funding could also be used to support reimbursement agreements for upsizing of recycled water mains in new construction and to help with the conversion of existing irrigation systems, as appropriate.

Goal and Policy Links

1. Major City Goal, 1991-93, 1993-95, 1995-97, 1997-99, 1999-01, 2001-03, 2003-05
2. Approved 1991-93 Financial Plan Supplement, 1992-93 Budget
3. Approved 1993-95, 1995-97, 1997-99, 1999-01, 2001-03, 2003-05, 2005-07, 2007-09 Financial Plans
4. Water Management Element of the General Plan, Section 7.0 and Section 10
5. Adopted Urban Water Management Plan, Section 3.2
6. Approved Water Reuse Master Plan, July 2004

Project Work Completed

Improvements at the Water Reclamation Facility have been completed and the initial phase of the recycled water distribution system has been installed. Current recycled water use areas include; Damon-Garcia Sports Fields, Laguna Lake Golf Course, Laguna Middle School, Los Osos Valley Road medians, Calle Joaquin parkways, the Courtyard by Marriott, Irish Hills Plaza, Costco, and Laguna Village Plaza.

The Water Reuse Master Plan was completed in July of 2004 and approved by Council on September 21, 2004. The Water Reuse Master Plan identifies several landscape areas that currently use potable water for irrigation. Projects identified in this Financial Plan Request have been prioritized by staff to maximize the use of recycled water with the lowest initial cost. Funding will be used to extend recycled water mains and to fund user site improvements to convert existing facilities to recycled water.

PUBLIC UTILITIES

WATER REUSE MASTER PLAN IMPLEMENTATION

Environmental Review

The Water Reuse Master Plan received environmental review in compliance with CEQA. Specific projects to expand the Water Reuse system will each receive additional review and environmental documentation.

Project Constraints and Limitations

Projects to expand the recycled water distribution system will generally be designed to be located within existing public right-of-way. City and State standards for separation between potable water, non-potable water, and sanitary sewer could result in significant design challenges. User site improvements may be on private property.

Stakeholders

City property and privately owned property having large landscape areas within the recycled water service area will benefit from the use of recycled water, since it is priced 10% less than potable water. The use of recycled water for offsetting potable water use will improve the availability and reliability of our potable water supplies.

Project Phasing and Funding Sources

The Water Reuse Master Plan Implementation master account currently has an available balance of \$571,900 to support previously approved projects that are pending construction. Funding in the amount of \$250,000 annually is requested to support expansion of the water reuse system.

Project Costs by Type

	<i>Project Costs</i>					
	Available Budget	2009-10	2010-11	2011-12	2012-13	Total
Construction	571,900	250,000	250,000	250,000	250,000	1,571,900
Total	571,900	250,000	250,000	250,000	250,000	1,571,900

Project Funding Source: Water Fund

Key Project Assumptions

The identified project priorities have been established based on the Water Reuse Master Plan analysis, expressed customer interest, projected water use, and cost. The amounts budgeted and the projects identified assume a mix of pipeline extensions and user site modifications required to convert to recycled water.

Project Manager and Team Support

Project Manager. Each of the projects under this request will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. A Public Works Engineer will design each project with review and input from the City Engineer, Utilities Project Manager, a Public Works Inspector, and the Water Distribution Supervisor. Environmental compliance will be assured through coordination with the Community Development Department. Any above-ground facilities may also require input from the Community Development Department. Regulatory compliance with the requirements for the use of recycled water at new user sites will be ensured by the Utilities Project Manager.

PUBLIC UTILITIES

WATER REUSE MASTER PLAN IMPLEMENTATION

Alternatives

Deny or defer the Project. This alternative is not recommended, as it would result in the inefficient use of the City’s water resources and failure of the City to comply with the requirements of the State Revolving Fund loan and grant funding, which was provided for construction of the system and requires expansion of the system and use of recycled water up to 1,000 acre-feet per year.

Operating Program

The Water Reuse Project affects both the Water Reclamation Facility (WRF) and Water Distribution operating programs. The WRF staff will be responsible for producing the recycled water to meet State and Federal standards and for onsite water storage. The Water Distribution section will be responsible for the operation and maintenance of the delivery system, meter reading, and other related services.

Project Effect on the Operating Budget

Project Management

Water Distribution staff, as well as Utilities Administration, will provide coordination, plan review, and other support services for the implementation of the Water Reuse Master Plan.

Requesting Department - Approximately 20 hours per year of Utilities staff time will be required for reviewing plans that will expand the Water Reuse system. The Utilities Project Manager will spend approximately 500 hours per year to train and monitor new user site supervisors and coordinate with regulatory agencies.

Project Support - The annual construction projects will require approximately 300 hours for engineering, 200 hours for contract administration, and 450 hours for inspection.

Operations and Maintenance After Project Completion

Water Distribution staff will assume responsibility for the expanded Reclaimed Water Distribution System. Preliminary estimates of workload indicate that no new staff will be needed at this time. As the system grows, actual workload impacts will be measured and the proper level of staffing will be re-evaluated.

Project Lists

Approved Projects Pending Construction	Length	Pipe Size	Paving Area	Cost Estimate
South Higuera – Prado to Margarita	900 ft	10”	5	\$250,000
Margarita – South Higuera to Estelita	1,050 ft	8”	5	\$237,500
User site improvements	n/a	n/a	n/a	\$ 84,400

2009-2010 Project List	Length	Pipe Size	Paving Area	Cost Estimate
Margarita – Estelita to End (1,200 ft)	1,200 ft	6”	5	\$150,000
User site improvements	n/a	n/a	n/a	\$100,000

PUBLIC UTILITIES

WATER REUSE MASTER PLAN IMPLEMENTATION

Project Lists (continued)

2010-2011 Project List	Length	Pipe Size	Paving Area	Cost Estimate
Oceanaire – Madonna Road to Lakeview	880 ft	6"	6	\$110,000
Lakeview – Oceanaire to Balboa	470 ft	6"	6	\$ 59,000
Balboa - Lakeview to CL Smith Elementary	170 ft	6"	6	\$ 21,000
Royal Way – LOVR to Pines HOA	300 ft	4"	6	\$ 33,000
User site improvements	n/a	n/a	n/a	\$ 27,000

2011-2012 Project List	Length	Pipe Size	Paving Area	Cost Estimate
Brookpine – Tank Farm to Ironbark	510 ft	4"	3*	\$ 56,000
Ironbark – Brookpine to end	920 ft	4"	3*	\$102,000
Hollyhock – Tank Farm to Felecia	160 ft	4"	3*	\$ 18,000
Poinsettia – Tank Farm to Marigold	200 ft	4"	3*	\$ 22,000
User site improvements	n/a	n/a	n/a	\$ 52,000

2012-2013 Project List	Length	Pipe Size	Paving Area	Cost Estimate
Poinsettia – Tank Farm to Columbine (690 ft)	690 ft	4"	3*	\$ 48,000
Columbine – Poinsettia to end (440 ft)	440 ft	4"	3*	\$ 76,000
Brookpine – Ironbark to Purple Sage (765 ft)	765 ft	4"	3*	\$ 84,000
User site improvements	n/a	n/a	n/a	\$ 42,000

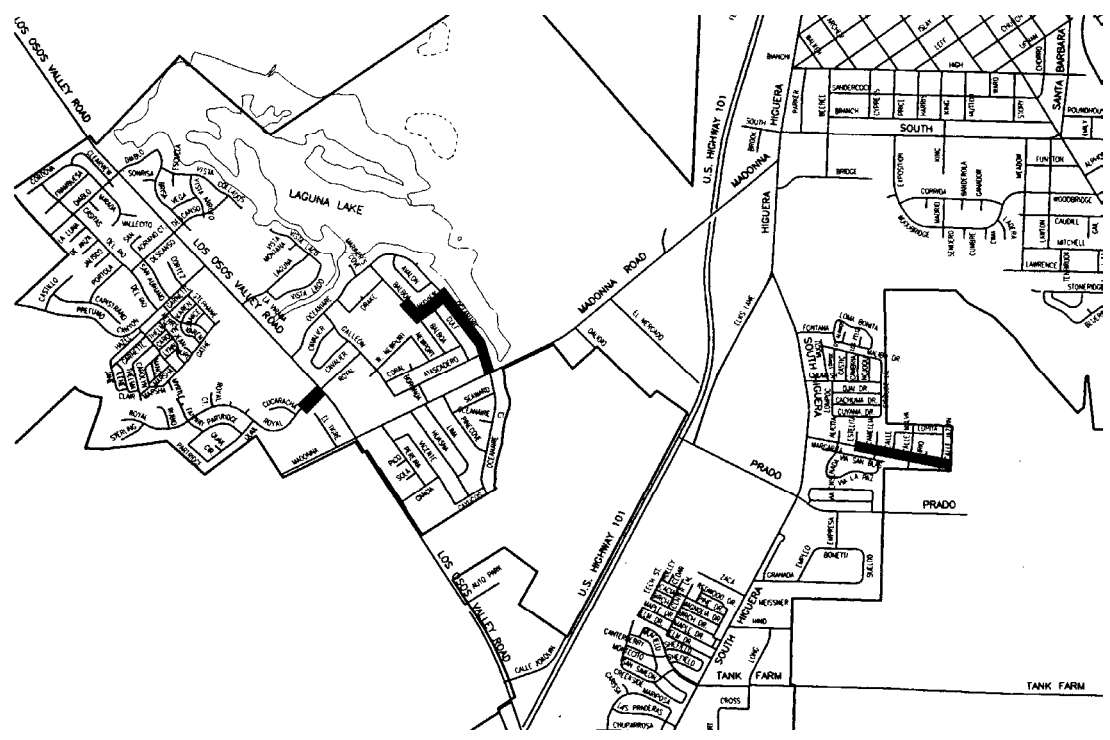
Future Projects	Length	Pipe Size	Paving Area	Cost Estimate
Tank Farm Road – End of line to Spanish Oaks	700 ft	4"	3	\$ 77,000
Spanish Oaks – Tank Farm to Huckleberry	270 ft	4"	3	\$ 30,000
Broad Street – from end northwest to Capitolio	1,100 ft	10"	3	\$176,000
Broad Street – from end southeast to Aerovista	2,100 ft	10"	3	\$336,000
Los Osos Valley Road – from end to Diablo	780 ft	8"	6	\$187,500
Diablo – LOVR to Mirada	190 ft	4"	6	\$ 20,900
Descanso – LOVR to 250' southwesterly	250 ft	4"	6	\$ 27,500

These projects were selected to maximize the use of recycled water at the lowest cost. The projects identified (*) may conflict with the Pavement Management Program plans for resurfacing these streets. For cosmetic reasons, resurfacing of the streets could be delayed or other options explored at the time these projects get designed.

PUBLIC UTILITIES

WATER REUSE MASTER PLAN IMPLEMENTATION

Location Map (2009-11 projects only)



PUBLIC UTILITIES

FLEET ADDITION – WATER DISTRIBUTION: PICKUP AND VALVE EXERCISE EQUIPMENT

CIP Project Summary

Adding a full size pickup and new valve exercise equipment for water distribution operations will cost \$87,700 in 2009-10.

Project Objectives

1. Provide preventative maintenance on water system valves to ensure proper operation and extend useful life.
2. Reduce the size of the area affected during emergencies and planned water system shutdowns by ensuring proper valve operation.
3. Provide safe work environment.
4. Improve employee productivity by allowing transfer of valve maintenance data digitally into the Hansen database and by removing the need for a separate piece of equipment to clean debris from valve wells.

Existing Situation

During 2008, the water distribution team implemented a water valve maintenance program. The need for a preventative maintenance program, a large component of which is exercising all valves in the water system, was first identified in the development and adoption of the City's initial Urban Water Management Plan in 1994. The analysis revealed the need for a minimum of two additional staff to implement the ongoing preventative maintenance program. In 1995, the two additional staff were hired but due to increases in non-planned system repairs associated with aging infrastructure and significant increases in failures of polybutylene water services, these staff were not able to achieve the goals of the preventative maintenance program.

A valve maintenance program is important to the Utilities Department because exercising the water valves allows them to perform as designed during emergency or planned water system shutdowns. The program also identifies valves which have been improperly left closed adversely affecting fire flows and impacting water quality. Additionally, during valve maintenance staff becomes familiar with valve and pressure zone locations. This familiarity allows staff to assess existing water system maps and make updates concurrent to performing valve maintenance. The familiarity with water valve lay out as well as the water maps has increased ownership of the water system and buy in of the Water Distribution Team. As a result, morale and work flow have been improved. Staff also identifies valves on abandoned pipelines which are left over from past CIP projects and have been assumed to be active. The deliverables from the valve maintenance program include all of the above as well as the ability to provide more efficient water shut downs for CIP projects.

Due to changes in work flow and methodologies, as well as the annual replacement of old pipelines and polybutylene services, initial implementation of the valve maintenance program this past year has been possible. Existing staff has utilized an 18-year old "home-made" valve turning machine and existing vehicles up to this time. Most of the workflow has been maintained by utilizing light trucks that are borrowed or are made available by other departments. Since the roll out of this program over 1,000 water valves have been exercised. Multiple valves were found to be paved over and were brought to grade. Approximately 100 individual updates to the water system maps have been completed. Planned and unplanned water system shutdowns have been more reliable and all valves maintained are left in an accessible state and ready for future use.

The ongoing valve maintenance program will require an additional truck for transporting the valve exercise machine as well as a new valve exercise machine. The new valve exercise machines provide many safety features for both worker safety as well as features to minimize the potential for damaging a valve during operation. A new valve machine will have data logging and GPS capability. This will allow the valve machine to download data directly into the Hansen maintenance management program removing the manual data entry step that has proven to be time consuming. GPS capability will allow precise valve location data that will aide system mapping and paving projects. With the new valve exercise machine and the service truck, staff production and efficiency will

PUBLIC UTILITIES

FLEET ADDITION – WATER DISTRIBUTION: PICKUP AND VALVE EXERCISE EQUIPMENT

be significantly increased. The ultimate goal for the valve maintenance program would be to exercise every valve in the system on a two year cycle and to keep detailed records of data associated with individual valves.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

Publics Works staff has met with Water Distribution to ensure that the additions have been correctly specified.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Water Distribution and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		87,700				87,700
Total	-	87,700	-	-		87,700

Project Funding Source: Water Fund

Key Project Assumptions

1. Cost for valve exercise machine based on quote from equipment supplier
2. Vehicle cost based on existing State cooperative purchasing prices.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Supervisor

Project Team

Noah Evans – Water Distribution Supervisor
Ron Holstine - Fleet Maintenance Supervisor

PUBLIC UTILITIES

FLEET ADDITION – WATER DISTRIBUTION: PICKUP AND VALVE EXERCISE EQUIPMENT

Alternatives

Deny, Defer or Re-phase the Request. This will reduce or eliminate the overall effectiveness of an annual valve exercise program and lead to more issues in the future relative to broken or inoperable valves. This will ultimately impact the level of service provided to our customers and result in larger water shut down areas during emergency events or construction projects.

Operating Program

Water Distribution

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	16
Fleet Manager	48
Public Works Administration	24

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

No cost savings anticipated.

Description of Units to be Acquired:

Model Year:	2009-10	
Make:	Ford	Wachs
Model:	F250	ERV-750
Description:	Pickup	Valve Exercise Machine
Base Cost:	\$19,170	\$52,000
Accessories or Trailer:	\$1,500	\$6,000
Radio	\$2,000	\$0
Sales Tax @8.75 Percent:	\$1,984	\$5,075
Total Acquisition Cost:	\$24,654	\$63,075

Total: 2009-10 **\$87,700**

PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUPS FOR WATER CUSTOMER SERVICE

CIP Project Summary

Replacing two compact extended cab pickups in 2012-13 will cost \$49,500.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The two existing pickup trucks are utilized by Customer Service staff for daily water meter reading and maintenance activities. These vehicles receive heavy use in town and idle extensively (i.e. mileage not reflective of engine wear). The vehicles have approximately 16,000 and 19,000 miles as of November 2008 and are expected to have between 56,000 and 60,000 miles at the time of replacement. The vehicles carry heavy loads that result in increasing maintenance costs based on past experience. These vehicles are critical for collection of water and sewer revenues and therefore are recommended for replacement due to the projected increasing maintenance costs and potential unacceptable reduced reliability. The vehicles can be re-evaluated in the 2011-13 Financial Plan development to consider extending the length of service life based on maintenance and other factors listed below. The decision to replace is based on a combination of the following factors:

1. Heavy usage which is not reflective of actual vehicle mileage.
2. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
3. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Customer Service and Fleet Maintenance

PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUPS FOR WATER CUSTOMER SERVICE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition					49,500	49,500
Total	-	-	-	-	49,500	49,500

Project Funding Source: Water Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Supervisor

Project Team

Noah Evans – Water Distribution Supervisor
 Ron Holstine - Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment. Reduced vehicle reliability could severely impact staff’s ability to read all water meters on a monthly basis.

Operating Program

Water Customer Service

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	2
Fleet Maintenance Staff	48
Public Works Administration	24

PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUPS FOR WATER CUSTOMER SERVICE

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

No cost savings anticipated.

Replacement Fiscal Year	2012-13	
City Fleet Number	0704	0703
Vehicle Type	pickup	pickup
Make	Chevrolet	Chevrolet
Model	Colorado	Colorado
Model Year	2007	2007
Date Entered City Service	2007	2007
Odometer Reading at 11-01-08	19,100	16,000
Replacement Guidelines		
Target: Years and Mileage	11/90,000	11/90,000
Projected at Replacement:	*6/60,000	*6/56,000
Replacement Cost		
Base Unit	\$16,900	\$16,900
Accessories & Other Costs	\$2,300	\$2,300
Special Painting/Striping	\$100	\$100
Radio	\$2,000	\$2,000
Inflation Adjustment	\$1,278	\$1,278
Delivery	\$300	\$300
Sales Tax	\$1,864	\$1,864
Total	\$24,742	\$24,742

Total: 2012-13 **\$49,500**

* Below fleet replacement guideline target; see “current situation” explanation

PUBLIC UTILITIES

WATER TREATMENT PLANT – MAJOR FACILITY MAINTENANCE

CIP Project Summary

Performing routine maintenance of facilities at the City's Water Treatment Plant in order to ensure proper operation and prolong the useful life of equipment and other facilities will cost \$200,000 in 2009-10; \$250,000 in 2010-11; and \$100,000 annually in 2011-13..

Background. The City's Water Treatment Plant was originally constructed in 1961. In 1995, a significant upgrade to the plant was completed to meet changing water quality requirements. In April of 2008, another major upgrade project was completed that replaced older equipment, added additional treated water storage, and enhanced treatment processes. The maintenance of the facilities and equipment at the Water Treatment Plant is necessary in order to prolong the useful life of the facilities and ensure staff's ability to operate the plant and treat water to State and Federal standards.

Project Objectives

1. Provide maintenance to facilities and equipment at the Water Treatment Plant and related sites.
2. Prolong the useful life of facilities and equipment.

Existing Situation

Roofing. The roofs of the Chemical Feed Building, Filter Control Building, and the Ozone Generation Building are in need of replacement. Two of the roofs are built-up type, and one is an "EPDM" roof. All are the original roofs for these buildings. An inspection by a qualified roofing contractor indicated that there may be some asbestos in the mastic and/or felt underlayment of the built-up roofs. Cost estimates include the complete removal and replacement of the roofing on all three buildings. **Estimated Cost: \$150,000 in 2009-10.**

Raw Waterline Protection. The Salinas Raw Water Pipeline dates back to the early 1960's (built as part of the Whale Rock Project), and includes about a mile of pipe that runs above ground as it winds through Stenner Canyon. Erosion of the rocky terrain above the pipeline has resulted in large rocks falling down the canyon wall and damaging the pipeline. The area where this occurs most often is relatively small. In order to protect this pipeline to ensure water delivery and prolong its service life, some form of protection from falling rocks needs to be designed and installed. **Estimated Cost: \$50,000 in 2009-10.**

Raw Waterline Recoating. Once the rock fall protection is in place, the entire length of the above-ground pipeline will be recoated. The above-ground raw water pipeline has not been recoated since it was originally installed. In some areas, tree branches and brush have rubbed against the pipeline, wearing through the top coat and exposing the prime coat underneath. Other than this minor abrasion in some locations, the prime coat is in good condition. The reddish prime coat has been determined to contain lead. Special consideration of the preparation work and the coating system will be necessary due to the presence of lead in the prime coat. **Estimated Cost: \$150,000 in 2010-11.**

Filter Media Replacement. With the most recent upgrade to the Water Treatment Plant (completed April 30, 2008), two of the Water Treatment Plant's four dual-media filters received the incorrect media. The smaller size anthracite has resulted in significantly shorter filter run times, which causes greater demands on plant staff and other operating resources. The project would remove the incorrect material from the filter beds and replace it with the correct media. **Estimated Cost: \$100,000 in 2010-11.**

Compressor Replacements. The Water Treatment Plant utilizes 3 large air compressors in the production of ozone used in the disinfection process. These compressors are over 14 years old and maintenance demands have been increasing. The cost to rebuild each compressor is relatively close to the cost of replacement. It was

PUBLIC UTILITIES

WATER TREATMENT PLANT – MAJOR FACILITY MAINTENANCE

determined that replacement is preferred, since the new units will be substantially more energy efficient. The budget has been established to begin replacing these compressors one at a time, beginning in 2011-12. **Estimated Cost: \$100,000 in 2011-12 and \$100,000 in 2012-13.**

Goal and Policy Links

1. Urban Water Management Plan, Section 4.1.
2. Water System Master Plan, Section 2.1.
3. 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan.
4. Maintaining facilities and equipment in order to ensure proper operation of the plant is a primary goal of the Water Treatment Program.

Project Work Completed

For each of the projects described above, engineering consultants, contractors, and/or equipment vendors have been contacted by staff and have provided information on those projects for which they have some expertise. This information was used to develop preliminary project scopes and these budgetary cost estimates.

Environmental Review

Each of the projects listed in this request will receive an environmental determination from the Community Development Department. Most of the projects listed in this request are expected to be categorically exempt from the California Environmental Quality Act (CEQA).

Project Constraints and Limitations

All projects at the Water Treatment Plant will need to occur in such a way that it will not impact water treatment operations. Replacement of the roofing will need to occur during the drier summer months.

Access to the Salinas Raw Water Pipeline for rock protection project and the recoating project is extremely difficult. The pipeline is suspended on concrete piers on the side of steep canyon walls. The pipeline can be up to 50 feet above the ground, where it crosses ravines and creeks. The rocky terrain makes certain portions of the pipeline inaccessible to vehicles. Poison oak is prevalent in the area.

Stakeholders

Water Treatment Plant staff.

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction	on-going	200,000	250,000	100,000	100,000	650,000
Total		200,000	250,000	100,000	100,000	650,000

Project Funding by Source: Water Fund

PUBLIC UTILITIES

WATER TREATMENT PLANT – MAJOR FACILITY MAINTENANCE

Key Project Assumptions

The magnitude of forces from the falling rock will be difficult to estimate. Certain assumptions will need to be made in the design of a system to protect the pipeline. The location of the most damage is fairly easy to determine. However, falling rock could occur in other areas, as well. This request is to protect the pipeline in the area where most of the damage has occurred.

The funding shown in 2011-12 and 2012-13 is for the replacement of large air compressors used in the ozone generation process. It was determined that the cost of rebuilding each compressor was very close to the cost of new replacement units. It was decided that replacing each compressor would lead to greater overall cost savings, since the new compressor units are more energy efficient.

Project Manager and Team Support

Project Manager. The Water Treatment Plant Supervisor will assist Public Works Engineering with recommendations for the design of a rock protection system.

Project Team. Design by Public Works will include input from the Water Treatment Plant Supervisor, Natural Resources Manager, and Community Development (environmental determination). Since the site is outside the City limits, coordination with and possibly permitting by the County may be required. Much of the property adjacent to the plant is actually owned by Cal Poly, which will require coordination and permission to enter onto their property to construct the pipeline improvements.

Alternatives

Defer projects. Deferring the projects included in this request is not recommended, since these projects have been identified and selected to enhance operations and prolong the service life of facilities and equipment that are critical to Water Treatment Plant operations. Deferral of the Old Water Plant Demolition Project is not recommended, as it is considered an attractive nuisance and could expose the City to some liability.

Operating Program: Water Treatment

Project Effect on the Operating Budget

Project Management

Project Management

Engineering Design Staff:	300 hours
Engineering Inspection Staff:	80 hours
Public Works Administration Staff:	40 hours
Community Development Environmental Review:	8 hours
Utilities Department:	50 hours

Operations and Maintenance After Project Completion

The projects listed in this request will not have an affect on the staffing levels or operating costs at the Water Treatment Plant. Replacement of the building roofs and protection of the raw water pipeline will prolong the expected service life of these facilities and help to avoid possible damage that could lead to more costly repairs. Replacement of the media in Filters 2 and 3 will optimize the performance of the filtration process.

PUBLIC UTILITIES

WATER TREATMENT PLANT – MAJOR FACILITY MAINTENANCE

Projects List

2009-2010 Project List	Cost Estimate
Replacement of Building Roofs	\$150,000
Protection of Raw Waterline	\$50,000

2010-2011 Project List	Cost Estimate
Raw Waterline Recoating	\$150,000
Replace Media in Filters 2 & 3	\$100,000

2011-2012 Project List	Cost Estimate
Replace Compressor	\$100,000

2012-2013 Project List	Cost Estimate
Replace Compressor	\$100,000

PUBLIC UTILITIES

FLEET REPLACEMENT –SUV AND PICKUP FOR WATER TREATMENT

CIP Project Summary

Replacing one 4x4 sport utility vehicle (SUV) with a ½ ton 4x4 crew cab pickup in 2009-10 will cost \$31,700. Replacing one compact extended cab compact pickup in 2012-13 will cost \$24,700.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.
4. Provide reliable vehicle transportation for staff.

Existing Situation

There are currently 10 staff at the Water Treatment Plant (WTP). The following three vehicles are available for WTP staff to utilize for their daily job duties; Ford Ranger pickup, Chevy ¾ ton pickup with crane, and the Jeep Cherokee 4x4 SUV which is recommended for replacement in 2009-10 and the compact pickup in 2012-13. The WTP staff must be able to travel to remote facility sites, such as Islay Tank, which requires a four wheel drive vehicle for access. The existing Jeep Cherokee has served this purpose, but a quad cab 4x4 pickup would provide more operational flexibility for hauling supplies and repair equipment to the various remote locations.

SUV to 4x4 Crew Cab Pickup

The existing Jeep has approximately 62,000 miles as of November 2008 and is projected to have 70,000 miles at the time of replacement. This vehicle is recommended for replacement due to numerous maintenance issues that raise questions relative to vehicle safety and reliability. Some of the ongoing maintenance issues include: dashboard gauges and lights go out (hitting dash brings them back on most times), knocking sound in rear axles, rough transmission shifting, etc. This vehicle was purchased used as a rental return and appears to have been driven in an abusive manner prior to City acquisition. The recommended replacement will provide increased operational flexibility and efficiency as well as providing reliable transportation. This fleet replacement was approved in the 2007-09 Financial Plan but has been moved up one year due to the ongoing maintenance issues identified above.

Compact Extended Cab Pickup

The existing extended cab pickup has approximately 48,000 miles as of November 2008 and is projected to have 96,000 miles at the time of replacement. This vehicle is recommended for replacement due to mileage and projected increasing maintenance costs and potential reduced reliability.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacement for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

PUBLIC UTILITIES

FLEET REPLACEMENT –SUV AND PICKUP FOR WATER TREATMENT

Environmental Review

No environmental review is required

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Water Treatment Plant and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		31,700			24,700	56,400
Total	-	31,700	-	-	24,700	56,400

Project Funding by Source: Water Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs will increase by 2% annually from 2007-08 “benchmark” costs.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Dean Furukawa – Water Treatment Plant Supervisor

Ron Holstine – Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to higher costs for maintenance and operation. Reduced vehicle reliability could impact staff productivity.

Operating Program

Water Treatment Plant

PUBLIC UTILITIES

FLEET REPLACEMENT –SUV AND PICKUP FOR WATER TREATMENT

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	4
Fleet Maintenance Staff	48
Public Works Administration	24

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No significant cost savings are anticipated.

Description of Replacement Units

Replacement Fiscal Year	2009-10	2012-13
City Fleet Number	9912	0501
Vehicle Type	*SUV	pickup
Make	Jeep	Ford
Model	Cherokee	Ranger
Model Year	1998	2004
Date Entered City Service	1999	2004
Odometer Reading at 11-0-08	61,713	47,522
Replacement Guidelines		
Target: Years or Mileage	11/90,000	11/90,000
Projected at Replacement	9/65,000	8/96,000
Replacement Cost		
Base Unit	\$23,590	\$16,900
Accessories & Other Costs	\$3,300	\$2,300
Radio	\$2,000	\$2,000
Inflation Adjustment	\$0	\$1,272
Delivery	\$300	\$300
Sales Tax	\$2,528	\$1,966
Total	\$31,718	\$24,738

Total: 2009-10 \$31,700

Total: 2012-13 \$24,700

* Proposed change in vehicle type: see "Existing Situation" for explanation

PUBLIC UTILITIES

UTILITIES TELEMETRY SYSTEM UPGRADE

CIP Project Summary

Designing and implementing upgrades to the City's water telemetry system will cost \$400,000 in 2009-10 for the design and project management and \$1,850,000 in 2010-11 for construction and system configuration.

Project Objectives

1. Upgrade remote system operations and oversight for the following facilities: Whale Rock and Water Distribution systems.
2. Ensure reliable and dependable water systems operation and reduce potential emergency situations and associated customer service interruptions.
3. Install a system that will meet the long-term department needs, looking especially at usability, compatibility with business processes and reliability.
4. Install a system using up-to-date technology that will be adequately supported in the future.
5. Insure proper notification and response to potential emergency situations.

Existing Situation

The Utilities Department uses telemetry systems for oversight and operation of facilities for the following department sections: Whale Rock, Water Treatment Plant, Water Distribution, Water Reclamation Facility and Wastewater Collections. The existing systems were mainly implemented and developed by in-house staff and many of the systems have been in operation for over 18 years.

The 2007-09 Financial Plan included funding for the study phase of this project which was completed in November 2008. The study evaluated all of the operational systems utilized by Whale Rock, Water Distribution, Water Treatment Plant, Wastewater Collections, and the Water Reclamation Facility staff. The study revealed that the most significant problems are with the Whale Rock and Water Distribution systems. Both of these systems are very old and outdated. In addition, much of the water distribution system is not monitored remotely and does not provide notification of problems which results in impacts to our water customers.

The Water Treatment Plant control system was recently upgraded during the Water Treatment Plant Upgrade Project that was completed in March of 2008 and no significant issues were identified in this area. A Master Plan is currently under development for the Water Reclamation Facility to identify facility upgrades necessary to meet future water quality regulations and projected increased capacity needed to serve the community at full build-out of the General Plan. Improvements to the overall control system at the Water Reclamation Facility will be identified in future Master Plan improvement projects for the Water Reclamation Facility. The Wastewater Collection control system is currently providing for the operational needs of the section, but future replacement of equipment as it reaches the end of service life will be included in future operations budgets or in a future CIP request. *This request only provides for upgrades to the Whale Rock and Water Distribution telemetry operations systems.*

Goal and Policy Links

1. The 2001-05 Information Technology Strategic Plan adopted by Council in March 2001, which identifies rebuilding the telemetry system as a high priority.
2. Water System Master Plan, October 2000.
3. Supervisory Control and Data Acquisition (SCADA) System Upgrade Assessment Report, November 2008.

PUBLIC UTILITIES

UTILITIES TELEMETRY SYSTEM UPGRADE

Project Work Completed

1. 2001-05 Information Technology Strategic Plan
2. SCADA System Upgrade Assessment Report, November 2008

Environmental Review

Since the majority of the project will likely involve replacement of existing equipment, minimal environmental review is anticipated. There could be some minor visual impacts associated with antennas and other equipment or some limited construction work associated with the installation of conduits in city streets or adjacent areas. The environmental review necessary for the project will be more clearly defined during the design phase and will likely require an initial environmental review by the Community Development Department.

Project Constraints and Limitations

Development of detailed phasing and construction plans to ensure existing telemetry system remains fully operational during installation and acceptance of the new system.

Stakeholders

Whale Rock, Water Distribution, and Information Technology staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study	100,000					100,000
Design		400,000				400,000
Construction			1,850,000			1,850,000
Total	100,000	400,000	1,850,000			2,350,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Whale Rock Fund	10,000	75,000	350,000			435,000
Water Fund	50,000	325,000	1,500,000			1,875,000
Wastewater Fund	40,000					40,000
Total	100,000	400,000	1,850,000			2,350,000

Key Project Assumptions

The design and implementation costs for the project are based on preliminary estimates provided in the SCADA System Upgrade Assessment Report prepared by DLT&V Systems Engineering.

PUBLIC UTILITIES

UTILITIES TELEMETRY SYSTEM UPGRADE

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology (Steve Schmidt, and Jason Takagi), Utilities (Gary Henderson, Bob Hamilton, and Noah Evans)

Alternatives

Deny, Defer or Re-Phase the Project. The existing telemetry system is critical for the reliable and dependable operation of the water and wastewater facilities. The water distribution and Whale Rock systems have been identified as the highest priority for upgrades based on age and reliability issues. The manufacturer will discontinue manufacturing parts for these systems at the start of 2009. Failure of system oversight and control can lead to system service disruptions and can result in impacts to our water customers. Failure to properly plan for the replacement and upgrade of the system will result in a less than efficient replacement of system components as they fail.

Operating Program

Information Technology

Project Effect on the Operating Budget

Project Management

During design and implementation, significant staff resources will be committed to project management for Information Technology and Utilities staff.

Operations and Maintenance After Project Completion

After installation, levels of maintenance and operation staffing similar to current levels will be required.

PUBLIC UTILITIES

EXTERIOR PAINTING OF UTILITIES ADMINISTRATION BUILDING

CIP Project Summary

Painting the exterior of the Utilities Administration building to waterproof and recoat exterior walls, trim and the external stairway will cost \$1,000 for design and \$17,000 for construction in 2011-12.

Project Objectives

1. Prevent moisture damage to interior wall framing and plaster
2. Renew the building's exterior painted surfaces
3. Maximize building service life
4. A positive image for the City of San Luis Obispo
5. Protect building exterior from deterioration
6. Prevent moisture intrusion

Existing Situation

The exterior of the Utilities Administration Building at 879 Morro Street has not been painted since the building renovation in 1999. Maintenance painting of the building is a best management practice to prevent absorption of moisture through the porous surface of the stucco. In order to insure the best seal, repainting is recommended every ten years. This project would extend the service life of the building, prevent internal structural damage that would lead to more costly repairs, and enhance the appearance of the facility.

Goal and Policy Links

1. Major City Goal: Infrastructure Maintenance.
2. Adopted Building Maintenance Program goal: maximum facility service life.
3. 2007-09 Financial Plan Appendix B, Page 3-120.

Project Work Completed

Staff has discussed preliminary cost estimates with a painting contractor.

Environmental Review

No environmental review is anticipated at this time.

Project Constraints and Limitations

The project start and completion dates could be influenced by the weather.

Stakeholders

Building occupants, the general public, and Building Maintenance staff.

PUBLIC UTILITIES

EXTERIOR PAINTING OF UTILITIES ADMINISTRATION BUILDING

Project Phasing and Funding Sources

Project Costs

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				1,000		1,000
Construction				17,000		17,000
Total	-	-	-	18,000	-	18,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Water Fund				9,000		9,000
Sewer Fund				9,000		9,000
Total	-	-	-	18,000	-	18,000

Key Project Assumptions

The cost estimate is based upon a quote from a single contractor. Actual bids from other contractors could vary to some degree. This estimate includes an industrial coating on the rear stairwell.

Project Manager and Team Support

Project Manager. This project will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. Engineering will produce the plans and specifications with input from Building Maintenance. The Utilities Administration staff will provide input with regard to scheduling.

Alternatives

1. **Deny the Project.** This alternative is not recommended, since the existing painted surface will degrade with time. Water wicking would eventually create damage.
2. **Defer or Re-phase the Request.** Project deferral is not recommended, since continued deterioration of the existing paint can lead to damage that will be more costly to repair.
3. **Change the Scope of the Project.** Recoating of the rear staircase could be removed from the scope. This is not recommended, since deferred maintenance could lead to damage that would be more costly to repair.

Operating Program

Utilities Administration

PUBLIC UTILITIES

EXTERIOR PAINTING OF UTILITIES ADMINISTRATION BUILDING

Project Effect on the Operating Budget

Project Management

CIP Administration:	100 hours
CIP Inspection:	20 hours
CIP Engineering:	40 hours
Utilities Administration:	8 hours
Building Maintenance:	16 hours

Operations and Maintenance After Project Completion

The project will minimize potential need for structural repairs from exposure to weather.

PUBLIC UTILITES

FLEET REPLACEMENT – SEDAN AND PICKUP FOR WATER ADMINISTRATION

CIP Project Summary

Replacing one sedan in 2011-12 will cost \$22,200.

Replacing one compact extended cab pickup truck in 2012-13 will cost \$25,500.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.
4. Provide reliable vehicle transportation for staff.

Existing Situation

The Chevy Lumina sedan is utilized by Utilities Administration staff at 879 Morro Street as a pool vehicle. The existing light pickup truck (Ford Ranger) is utilized by Utilities Conservation staff. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Sedan

This unit was identified for replacement in 2009/10 in the 2007-09 Financial Plan but replacement is recommended to be extended one year based on the new Fleet Management guidelines. This vehicle is extensively used for travel to conferences, training seminars, and regulatory meetings for all Utilities Department staff. The replacement unit is based on a standard sedan of similar size but could be a candidate for an alternative fuel vehicle. Given rapid changes in the automobile industry, staff will need to wait to evaluate if any alternative fuel vehicles have become viable options at the time of procurement.

The unit had approximately 67,000 miles as of November 2008 and is projected to have 93,000 miles at time of replacement. The vehicle will be 12 years old at the time of replacement. This vehicle is recommended for replacement due to age/mileage and projected increased maintenance costs and reduced reliability.

Pickup Truck

The truck is used on a daily basis for field investigations and customer service requests by Utilities Water Conservation staff. The existing pickup has approximately 40,000 miles as of November 2008 and is projected to have approximately 56,000 miles at replacement. The vehicle will be 14 years old at the time of replacement. This vehicle is recommended for replacement due to age and projected increased maintenance costs and reduced reliability. This fleet replacement was approved in the 2007-09 Financial Plan but is being extended by two years.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.
3. The sedan and pickup were identified for replacement in the 2007/09 Financial Plan.

PUBLIC UTILITES

FLEET REPLACEMENT – SEDAN AND PICKUP FOR WATER ADMINISTRATION

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State’s cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Utilities Administration and Conservation and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				22,200	25,500	47,700
Total	-		-	22,200	25,500	47,700

Project Funding Source

Water Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs will increase by 2% annually from 2007-08 “benchmark” costs.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Gary Henderson – Water Division Manager
Ron Holstine – Fleet Maintenance Supervisor

PUBLIC UTILITES

FLEET REPLACEMENT – SEDAN AND PICKUP FOR WATER ADMINISTRATION

Alternatives

Deny, Defer or Re-phase the Request. This may lead to higher costs for maintenance and operation. Reduced vehicle reliability could impact staff productivity.

Operating Program

Water Administration (55100)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	4
Fleet Maintenance Staff	48
Public Works Administration	24

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

No cost savings anticipated.

Description of Replacement Units

Replacement Fiscal Year	2011-12	2012-13
City Fleet Number	0027	9822
Vehicle Type	sedan	compact PU
Make	Chevrolet	Ford
Model	Lumina	Ranger
Model Year	1999	1998
Date Entered City Service	2000	1998
Odometer Reading at 11-01-08	67,000	40,000
Replacement Guidelines		
Target: Years and Mileage	11/90,000	11/90,000
Projected at Replacement	12/93,000	14/56,000
Replacement Cost		
Base Unit	\$17,100	\$16,900
Accessories & Other Costs	\$200	\$3,000
Special Painting/Striping	\$100	\$100
Radio	\$2,000	\$2,000
Inflation Adjustment	\$772	\$1,320
Delivery	\$300	\$300
Sales Tax	\$1,689	\$1,925
Total	\$22,161	\$25,545

Total: 2011-12 \$22,200

Total: 2012-13 \$25,500

WHALE ROCK RESERVOIR SILTATION STUDY

CIP Project Summary

Performing a survey of Whale Rock Reservoir to determine the rate of siltation and its impact on water storage capacity at the reservoir will cost \$35,000 in 2011-12.

Background. Whale Rock Reservoir was constructed by the California Department of Water Resources between 1958 and 1961. At that time, the Whale Rock Commission was established to operate and maintain the reservoir and related facilities, and to manage the water supply. The Whale Rock Commission is comprised of the City of San Luis Obispo, Cal Poly State University, California Men's Colony, and the Department of Water Resources. Each year, the City attempts to account for siltation of the reservoir in the estimation of safe annual yield of raw water from the lake. Historically, estimates for siltation at Whale Rock Reservoir have been based on information from studies performed at Salinas Reservoir. The proposed survey and analysis will provide empirical support and greater reliability to these estimates.

Project Objectives

1. Acquire current information on the rate of siltation of Whale Rock Reservoir.
2. Accurately account for reduced storage capacity of the reservoir resulting from siltation.

Existing Situation

Some topographical information of the terrain inundated by Whale Rock Reservoir was available prior to the completion of the dam in 1961. Since that time, only the portion of the basin above the water level could be surveyed. Using sounding technology, an underwater survey can be conducted that will create cross-sections of the reservoir basin at 100-foot intervals. This new survey data can then be compared to old topographical information to more accurately estimate the amount of siltation that has occurred since the reservoir was first constructed.

Goal and Policy Links

1. Urban Water Management Plan, Section 2.4
2. Water and Wastewater Management Element, Chapter 5

Project Work Completed

A reputable company capable of performing the underwater survey has been contacted, and budgetary cost estimates have been established.

Environmental Review

The survey project will receive an environmental determination from the Community Development Department. It is expected that the project will be categorically exempt from CEQA or receive a negative declaration.

Project Constraints and Limitations

The survey company will be required to coordinate with Whale Rock Reservoir staff for access to the lake. The survey must not interfere with reservoir operations.

PUBLIC UTILITIES

WHALE ROCK RESERVOIR SILTATION STUDY

Stakeholders

Whale Rock Commission and Whale Rock staff

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				35,000		35,000
Total				35,000		35,000

Project Funding Source: Whale Rock Fund

Key Project Assumptions

The analysis of the new survey results assumes that the data is at least somewhat compatible with historic topographic information, and that the difference between the two will represent a relatively accurate estimate of siltation that has occurred since the reservoir was first put into operation.

Project Manager and Team Support

Project Manager. The Water Division Manager will be the lead person on this project.

Project Team. The Whale Rock Supervisor and Water Division Manager will work together to develop the project scope and analyze the results of the survey.

Alternatives

Defer the Request. Deferring this survey project is not recommended, since the information will provide a more accurate accounting of siltation at Whale Rock Reservoir.

Operating Program: Whale Rock

Project Effect on the Operating Budget

Project Management

Requesting Department. Approximately 20 hours for contract management and analysis of the results.

Project Support. None.

Operations and Maintenance After Project Completion

Performance of a siltation study at Whale Rock Reservoir will not have an affect on the facility's operations and maintenance costs.

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

CIP Project Summary

Constructing improvements to the wastewater collection system, in order to replace aging and inadequate sewer infrastructure, ensure uninterrupted wastewater collection, and reduce required maintenance will cost \$1,728,000 in 2009-10; \$1,393,000 in 2010-11; \$1,559,000 in 2011-12; and \$1,747,000 in 2012-13 for sewer main replacements and other related work.

Background. This project involves the replacement of sewer mains and related facilities that are beginning to fail due to their age, structural deficiencies, alignment and grade problems, root intrusion, and hydraulic overloading. A proper sewer main replacement schedule effectively reduces blockages, spills, overflows, and required maintenance. Modern materials and better pipe joints result in a significant reduction in root intrusion and Inflow and Infiltration (I/I). Much of the City's wastewater collection system is on a periodic maintenance schedule. When these older sewers are replaced, routine maintenance of the lines is eliminated or reduced.

Project Objectives

1. Replace aging, deteriorated, deficient, or otherwise troublesome sewer infrastructure
2. Reduce periodic maintenance requirements
3. Reduce infiltration and inflow of storm water
4. Provide uninterrupted sewage flow without health hazard or wastewater leakage

Existing Situation

Growth within the City has resulted in increased flows in many portions of the wastewater collection system. Some pipes are over 100 years old and are undersized. Maintenance requirements increase dramatically as a pipeline approaches the end of its useful life. With an expected service life of fifty years, approximately 2% of the wastewater collection system must be replaced each year. In some cases, pipelines can be rehabilitated without digging them up. Trenchless methods of sewer rehabilitation are utilized whenever it is economically feasible or necessitated by environmental conditions.

Goal and Policy Links

1. Wastewater Management Plan, Section 12
2. Wastewater Master Plan Update - Brown and Caldwell, October 2000, Chapter 4
3. Approved 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan
4. 2005-07 Major Council Goal to adequately maintain infrastructure
5. Uninterrupted sewage flow without health hazard is a primary goal of the Wastewater Collection program
6. 2009-11 Financial Plan Council Objective – Downtown Maintenance and Beautification
7. 2009-11 Financial Plan Major City Goal – Infrastructure Maintenance

Project Work Completed

Wastewater Collection staff constantly evaluate the system using maintenance and inspection records to identify capacity and maintenance problems that could be addressed by the capital improvement program. Replacements, repairs or rehabilitation needing immediate attention have been identified and are included in this request. The annual lists of projects have been coordinated with Public Works with regards to the Pavement Management Plan, in order to minimize impacts to City streets. Wastewater collection infrastructure replacement should take place at an average rate of about 2% per year (industry standard). Wastewater Collection System Improvements is an ongoing program.

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

Environmental Review

Replacing existing utility infrastructure is typically categorically exempt from the California Environmental Quality Act (CEQA). The Community Development Department will provide the environmental determinations on these projects, as appropriate, to fully comply with CEQA.

Project Constraints and Limitations

Coordination with the Downtown Association will occur for projects within the downtown district.

Stakeholders

The Engineering section of the Public Works Department will perform the design of the projects included in this request, with review and input from the City Engineer and the Wastewater Collections Supervisor.

Project Phasing and Funding Sources

It is expected that the actual cost of completing any particular project will vary from the preliminary "budgetary" cost estimate. While these cost estimates are intended only as a budgetary guide, it is anticipated that all of the projects listed for each year will be completed. If the total budget adopted for this Financial Plan Request proves to be inadequate to complete the entire list of projects for a given year, staff will either defer lower priority projects or return to Council with a request for the additional funding.

Project Costs by Type

	<i>Project Costs</i>					
	Available Budget	2009-10	2010-11	2011-12	2012-13	Total
Construction	\$1,209,000	1,728,000	1,393,000	1,559,000	1,747,000	7,636,000
Total	1,209,000	1,728,000	1,393,000	1,559,000	1,747,000	7,636,000

Project Funding Source: Sewer Fund

Key Project Assumptions

The project lists and budgetary estimates assume conventional sewer main replacement. Unforeseen conditions could result in higher construction costs.

Project Manager and Team Support

Project Manager. At the appropriate time, each of the projects under this request will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. A Public Works Engineer will design each project with review and input from the City Engineer, a Public Works Inspector, and the Wastewater Collection Supervisor. Environmental compliance will be assured through coordination with the Community Development Department.

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

Alternatives

Reduce the rate of system replacement/repair. Reducing the rate of sewer main replacements will result in important projects being deferred, and will not keep pace with the recommended replacement cycle. Deferral of these projects will result in continued deterioration of the sewer mains, leading to possible collapse, interruption of service, increased maintenance, and sewage spills. Sewer backups and spills can result in fines to the City, as well as causing a public health hazard and damage to private property.

Operating Program: Wastewater Collection

Project Effect on the Operating Budget

Project Management

Requesting Department. 120 hours annually for coordination and plan review.

Project Support. Public Works Engineering: 500 hours annually for design, 1500 hours annually for inspection, and 300 hours annually for administration support. Community Development: 10 hours annually for environmental review.

Operations and Maintenance After Project Completion

The on-going program of replacing failing and deteriorated sewer mains seeks to maintain the existing level of service, while minimizing the number of sewer blockages. These projects will not have an appreciable effect on the Operating Budget. Failure to complete these projects may negatively impact the operating budget, as maintenance requirements and emergency repairs would be expected to increase.

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

Projects List (**Bold** type indicates downtown construction, *Italic* type indicates candidate for lining)

Approved Project s Pending Construction	Paving Area	Length (feet)	Estimated Cost
Pismo Boring – Railroad to San Luis Drive	1	220	\$287,000
Woodbridge Boring – Woodbridge to San Carlos	n/a	880	\$532,000
San Luis Creek Siphon – Motel Inn to San Luis Drive	n/a	280	\$150,000
Park Street – Phillips to Mill (Creek Crossing)	n/a	330	\$90,000
Chorro – Mission to Lincoln (due to water project)	7	1,500	\$150,000
Total			\$1,209,000

2009-2010 Project List	Paving Area	Length (feet)	Estimated Cost
Group Project:			
Chorro – Broad to Upham	4	882	\$221,000
Chorro – Upham to Islay	4	1,035	\$260,000
Islay – Chorro to Beach	4	1,551	\$389,000
Beach – Islay to Pismo	4	702	\$176,000
Pismo – Beach to Archer	4	993	\$249,000
Group Project (<i>liners</i>)			
Johnson Easement-Manhole #M12-6 to Manhole #M12-24	n/a	296	\$77,000
Vets hall easement-Manhole # L07-45 to Manhole #L08-3	n/a	504	\$131,000
Rich Court Easement	2	265	\$75,000
Margarita Lift Station Upgrade (Collections staff)			\$25,000
Laguna Wet Well Coating (Collections Staff)	n/a	n/a	\$85,000
Raise Manhole Covers on Paving Projects			\$40,000
Total			\$1,728,000

2010-2011 Project List	Paving Area	Length (feet)	Estimated Cost
Group Project:			
Pismo – Railroad to Santa Rosa	1	1,580	\$395,000
Santa Rosa – Pismo to Pacific	1	355	\$89,000
Osos – Pacific to Marsh	9	344	\$86,000
Toro – San Luis Creek to Pismo	1	200	\$50,000
Pacific – 1185 Pacific to Osos	9	460	\$115,000
Group Project: (pipe bursting)			
Peach – Manhole #K08-9 (near Pepper) to Santa Rosa	1	1,397	\$321,000
Santa Rosa – Peach to Mill	1	360	\$83,000
Loomis – Henderson to Grand	8	755	\$174,000
Silver City Lift Station Pump Upgrade (Collections Staff)	n/a	n/a	\$30,000
Raise Manhole Covers on Paving Projects			\$50,000
Total			\$1,393,000

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

Projects List (continued)

2011-2012 Project List	Paving Area	Length (feet)	Estimated Cost
Group Project:			
Skylark – Woodland to end	1	677	\$176,000
Woodland – Wilding to end (just past Skylark)	1	658	\$171,000
Wilding – Lizzie to end	1	902	\$234,000
Lizzie – Wilding to Fixlini	1	349	\$90,000
Viewmont – Sunset to Flora	2	477	\$124,000
Santa Rosa – Palm to Monterey	1	341	\$88,000
Monte Vista to California (K06-1 to J06-9)	8	595	\$150,000
<i>Liner:</i>			
<i>Southwood Easement – MH #M12-31 to MH #M12-14</i>	n/a	1,723	\$448,000
Airport Lift Station Pump Upgrade (Collections Staff)	n/a	n/a	\$28,000
Raise Manhole Covers on Paving Projects			\$50,000
Total			\$1,559,000

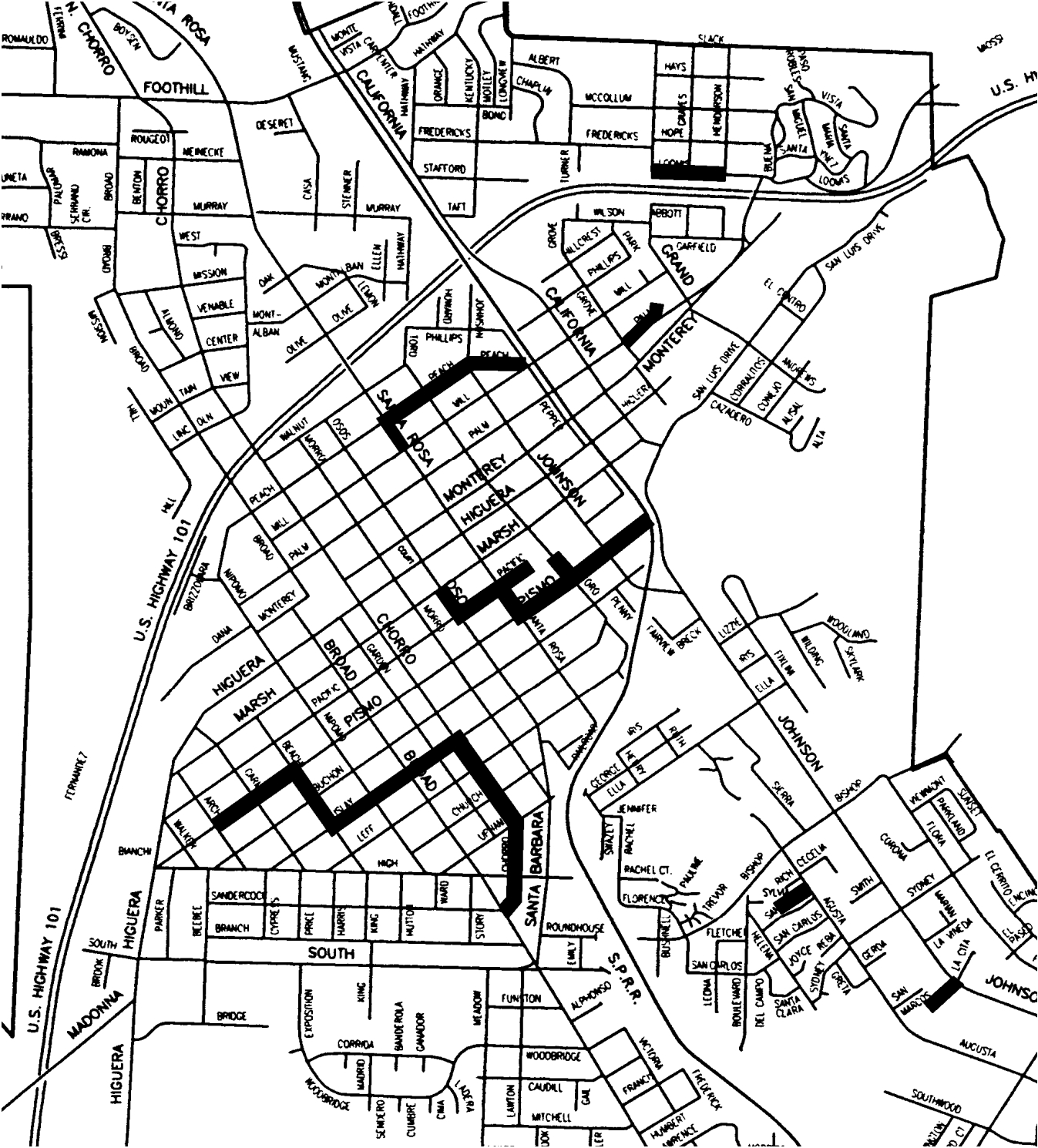
2012-2013 Project List	Paving Area	Length (feet)	Estimated Cost
Group Project:			
Broad – Higuera to Marsh	9	299	\$77,000
Chorro – Higuera to Marsh	9	300	\$78,000
Garden – Higuera to Marsh	9	299	\$77,000
Morro – Higuera to Marsh	9	301	\$78,000
Osos – Higuera to Marsh	9	296	\$77,000
<i>Liner:</i>			
<i>Higuera St (J10-48 to J12-17)</i>	n/a	2,350	\$587,500
<i>Higuera St.(J10-47 to J12-19)</i>	n/a	2,778	\$694,500
Foothill Lift Station Pump Upgrade (Collections Staff)	n/a	n/a	\$28,000
Raise Manhole Covers on Paving Projects			\$50,000
Total			\$1,747,000

Future Projects	Paving Area	Length (feet)	Estimated Cost
Railroad Crossing - Taft to Murray (bore)	8	433	\$220,000
Hutton - High to Sandercock	4	340	\$85,000
Sandercock - Hutton to King	4	360	\$90,000
<i>Liner Projects:</i>			
<i>Highland – 1 Highland to Fel-Mar</i>	7	1,705	\$450,000
<i>Oakridge Easement to Highland</i>	7	870	\$220,000

PUBLIC UTILITIES

WASTEWATER COLLECTION SYSTEM IMPROVEMENTS

Location Map (2009-11 projects only)



VOLUNTARY LATERAL REHABILITATION

CIP Project Summary

Providing technical and financial assistance to homeowners for the repair or replacement of their private sewer laterals, to reduce infiltration and inflow into the sewer system and reduce wastewater treatment costs, will cost \$52,000 annually beginning in 2009-10.

Background. This request continues the City's sewer lateral repair program, which was withdrawn from the 2005-07 Financial Plan due to impacts on the Sewer Fund, and reinstated in 2007-08. This current request offers a reimbursement that staff feels is reasonable and will help encourage homeowners to repair or replace their sewer laterals. Private sewer laterals have been identified as a significant source of infiltration and inflow (I/I) of stormwater into the sewer system. Through this program, homeowners can qualify for reimbursement of 50% of the cost of repairing or replacing their sewer lateral, up to a maximum of \$1,000. This program offers additional financial support to participants by waiving the encroachment permit fee to the customer.

Project Objectives

1. Encourage the repair or replacement of deficient sewer laterals.
2. Reduce the amount of (I/I) entering the City's wastewater collection system.
3. Reduce additional wastewater treatment costs associated with wet weather.
4. Provide ongoing professional assistance to residential property owners.
5. Reduce wastewater overflows and provide uninterrupted sewer services.

Existing Situation

Infiltration and inflow (I/I) has overloaded the wastewater collection system during heavy rains resulting in poor customer service and occasional sewage spills. Spills have been reduced in the past several years as a result of the installation of relief sewers, aggressive preventative maintenance, and other infrastructure upgrades. However, significant I/I continues to adversely impact the Water Reclamation Facility, causing additional treatment costs and other problems. I/I can lead to wastewater discharge violations and fines.

Studies performed in 1994 showed that privately owned sewer laterals are a significant source of I/I. It is estimated that there are over 100 miles of privately owned sewer laterals in the City, with the majority being more than 50 years old and made from inferior materials. Expansive soil conditions and poor installation practices have compounded the I/I problem. Ownership and maintenance of these laterals is the responsibility of the homeowner, but directly affects the operation and management of the City's Wastewater Collection System and Water Reclamation Facility.

This request will assist homeowners by offering a reimbursement that will cover a significant portion of the cost to repair or replace their sewer lateral. This financial assistance not only provides a rebate of up to \$1,000, but also includes waiver of the encroachment permit fee. While minor repairs are also covered under this program, the complete replacement of a private sewer lateral can cost between \$5,000 and \$10,000. While the rebate and waiver of the encroachment permit fee represents a small portion of the cost, past experience has demonstrated that public interest in the program is high. While interest in the program remains high, recent participation has slowed, most likely due to the recent downturn in the housing market. Public information outreach will be utilized to keep citizens aware of the program benefits and to encourage lateral repairs in advance of the City's Pavement Management Program. This information outreach will likely utilize the Utilities Department web-site and Resource newsletter. It is understood, however, that the need for homeowners to replace their laterals is often unpredictable, and could end up affecting new pavement.

PUBLIC UTILITIES

VOLUNTARY LATERAL REHABILITATION

Goal and Policy Links

1. Wastewater Management Plan
2. Uninterrupted wastewater flow is a primary goal of Wastewater Collection Program.
3. Management of I/I and sanitary sewer overflows is a primary objective of the State of California’s statewide general waste discharge requirements for sanitary sewer systems.

Project Work Completed

The City’s Wastewater Collections staff has conducted extensive investigations of the wastewater collection system and has determined that privately owned sewer laterals are a significant source of I/I. Prior to this program being approved for the 1997-99 Financial Plan, staff held four community meetings and found customer interest to be very strong. During program implementation, customer participation was very good and the program was well utilized. Even after the original program was discontinued, customer inquiries continued and were heard during recent City Council meetings.

The program is intended to serve single family residential homeowners. Multifamily and commercial properties would not be eligible because of the income generating nature of those types of developments. Eligibility would be handled on a case by case basis. To date, the program has resulted in the repair or replacement of several hundred laterals throughout the City, reducing I/I and the associated wastewater treatment costs.

Environmental Review

No environmental review required.

Project Constraints and Limitations

None.

Stakeholders

Homeowners in the City and wastewater collection staff will work closely to ensure the program’s components and process is fairly implemented. Past program modifications have typically been driven by the desire to provide better customer service and have come from both homeowners and City staff. This has led to the most recent program definition, which is a stream-lined, effective process for both the program participants and the City. Promotion of the program has been accomplished primarily through the City’s website, site meetings, the Utilities Department newsletter, and word-of-mouth.

Project Phasing and Funding Sources

Funding in the amount of \$157,700 is currently available in the Lateral Rehabilitation Program. Based on this availability of funding and the level of program participation, this funding request is for \$52,000 annually.

Project Costs

	<i>Project Costs</i>					
	Available Budget	2009-10	2010-11	2011-12	2012-13	Total
Construction	121,300	40,000	40,000	40,000	40,000	281,300
Inspection Reimbursement	36,400	12,000	12,000	12,000	12,000	84,400
Total	157,700	52,000	52,000	52,000	52,000	365,700

\$10,400 has been identified as the estimated cost of encroachment permits and \$1,600 for plumbing permits needed to repair or replace approximately 40 laterals annually. These costs are reimbursed to the General Fund from the Sewer Fund.

PUBLIC UTILITIES

VOLUNTARY LATERAL REHABILITATION

Project Funding Source: Sewer Fund

Key Project Assumptions

Recent participation in this program has slowed and the project budget has been revised to best reflect future participation. The project budget estimates are for a reimbursement that will encourage homeowners to repair or replace their laterals and assumes a \$1,000 reimbursement for 40 laterals annually, and a \$12,000 cost reimbursement to the General Fund for lateral inspection services and plumbing permits. If participation exceeds the annual estimated reimbursement funding, Utilities will request additional funding to cover the additional reimbursement requests and reevaluate program funding levels.

Project Manager and Team Support

Project Manager. Bud Nance, Wastewater Collection Supervisor

Project Team. Public Works – Engineering and Development Review
Community Development – Building Division

Alternatives

Deny the Project. Denial of this program is not recommended because it would not proactively address the problems with defective sewer laterals and would not reduce additional treatment costs associated with I/I.

Operating Program: Wastewater Collection

Project Effect on the Operating Budget

Project Management

The Wastewater Collections Supervisor administers this program, spending approximately 100 hours per year. Utilities Administrative Assistants also spend about 100 hour per year, combined, documenting and assisting customers. Approximately 80-200 hours per year are estimated for inspection of individual projects by Public Works and Building Division staff. The Sewer Lateral Program reimburses Public Works and Community Development for the cost of these inspection services.

Operations and Maintenance After Project Completion

This on-going program has no effect on the operating budget, as it is an assistance program for the repair of privately owned, single-family, residential sewer laterals. Long-term benefits include a projected decrease in I/I entering the wastewater collection system, reducing sanitary sewer overflows, wet weather treatment demands, and wastewater discharge violations at the Water Reclamation Facility. The cost savings associated with these long-term benefits has not been quantified.

PUBLIC UTILITIES

CALLE JOAQUIN LIFT STATION

CIP Project Summary

Replacing the Calle Joaquin Lift Station (formerly referred to as the Howard Johnson Lift Station) to correct existing deficiencies and provide adequate infrastructure to existing and new development will cost \$235,000 in 2010-11 and \$1,900,000 in 2012-13.

Background. The City's Wastewater Master Plan identifies the replacement of the Calle Joaquin Lift Station to address existing deficiencies as well as capacity requirements associated with new development. This facility currently serves a portion of South Higuera south of Tank Farm Road, Los Osos Valley Road east of Froom Ranch and the Calle Joaquin area; and has been identified to serve the western portion of the Airport Area Annexation.

Project Objectives

1. Replace aging, deteriorated, deficient, or otherwise troublesome sewer infrastructure
2. Reduce periodic maintenance requirements
3. Provide uninterrupted sewage flow without health hazard or effluent leakage
4. Provide infrastructure needed to serve new annexation areas

Existing Situation

The Calle Joaquin Lift Station lacks adequate wet well depth, which causes wastewater to back-up in the collection system. This results in the need for frequent cleaning to prevent system blockages and overflows. Replacement of the lift station will deepen the wet well, provide for build-out of the service area in accordance with the General Plan, reduce maintenance costs, and provide emergency back-up power to the lift station.

Identified in the City's 2000 Wastewater Master Plan for replacement, this facility is not adequate to serve the southwestern portion of the airport area. The boundaries of the Urban Reserve in the airport area were expanded after completion of the 2000 Wastewater Master Plan, and the southwestern most portion of the Urban Reserve has not been studied in detail. Council approved a Master Plan Update project with the adoption of the 2007-09 Financial Plan to address this issue, and that planning work is now near completion. Once complete, the plan will be presented to Council with recommendations for infrastructure needed to serve this area. The result may include facilities that are much different than what is currently envisioned. This request will likely need to be revised at a later date, and will consider the conclusions of the master planning effort and direction by City Council.

Goal and Policy Links

1. Wastewater Element of the General Plan, Section 12
2. Wastewater Master Plan, Chapter 8
3. Approved 2005-07, 2007-09 Financial Plan, Appendix B – Capital Improvement Plan
4. Uninterrupted sewage flow without health hazard is a primary goal of the Wastewater Collection

Project Work Completed

This facility has been identified in the Wastewater Master Plan as requiring replacement to meet the need of future growth related to the Airport and Irish Hills annexation Areas. Preliminary cost estimates have been provided for this project along with design information such as flow and service area.

PUBLIC UTILITIES

CALLE JOAQUIN LIFT STATION

Environmental Review

This project will receive environmental review consistent with the California Environmental Quality Act (CEQA) in conjunction with the final design. It is expected that the project will receive a Mitigated Negative Declaration determination from the Community Development Department.

Project Constraints and Limitations

1. This project must comply with the requirements of several regulatory agencies.
2. Construction must occur in such a manner as to prevent interference with wastewater collection operations.
3. Some property acquisition may be necessary.

Stakeholders

Wastewater Collection staff will be involved in much of the project design, which will be performed by a consultant. Public Works engineering and inspection staff will be involved in the review of the contract documents, assistance with the bidding process, and oversight of the construction management contract. The City’s Natural Resources Manager and City Biologist may be involved with biological monitoring during construction. The Architectural Review Commission may be involved in the review of the design of any structures associated with the project.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study						
Environmental Review			10,000			10,000
Land Acquisition			25,000			25,000
Design			200,000			200,000
Construction					1,900,000	1,900,000
Total	-	-	235,000	-	1,900,000	2,135,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Sewer Fund			235,000		1,900,000	2,135,000
Total	-	-	235,000	-	1,900,000	2,135,000

Key Project Assumptions

This project assumes capacity for build out for the western portion of the airport annexation area and its projected land uses.

PUBLIC UTILITIES

CALLE JOAQUIN LIFT STATION

Project Manager and Team Support

Project Manager. Jennifer Metz, Utilities Project Manager

Project Team. Plans and specification will be developed by a consultant. Wastewater Collection and Engineering will provide review and input into design and contract development. Community Development and Natural Resources will review; provide input, and assist in ensuring compliance with environmental documents.

Alternatives

Defer or Re-phase the Request. Deferring this project is not recommended. This facility is critical for growth in its existing service area and for the airport annexation area. Deferral may require postponement of some development projects until this facility is upgraded.

Operating Program

Wastewater Collection (55310)

Project Effect on the Operating Budget

Project Management

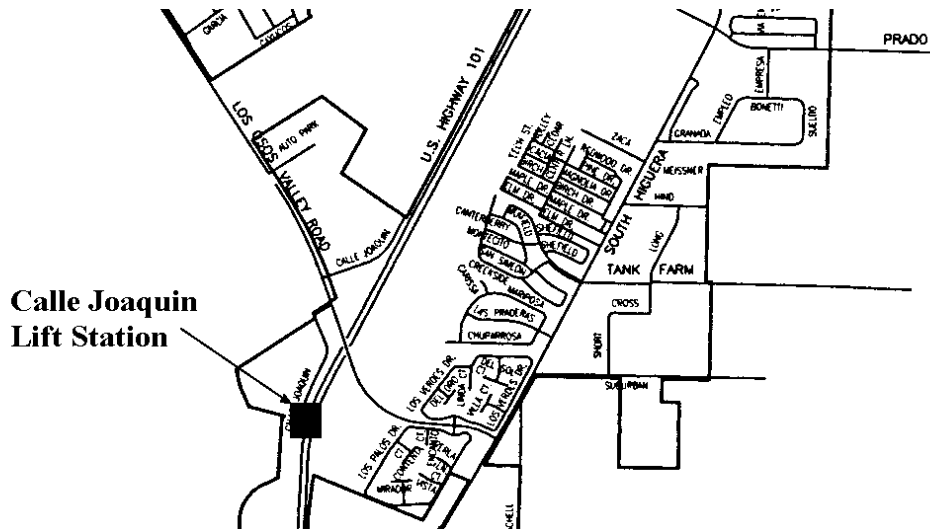
Requesting Department. Utilities Project Manager, Wastewater Division Manager and Wastewater Collection staff will require approximately 75 hours for project brainstorming, assistance in the preparation and review of the study, and review of the project plans and specifications.

Project Support. Approximately 40 hours of Community Development Department staff time will be required for review of the environmental documents and general project review. Approximately 100 hours of Engineering Division staff time will be required to review plans and specifications. In addition, approximately 300 hours of Engineering Division staff time may be required during construction for inspection services and contract management, and 150 hours of Public Works Administration time for project support.

Operations and Maintenance After Project Completion

This project is expected to reduce on-going maintenance requirements and associated costs.

Location Map



PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUP TRUCK FOR WASTEWATER COLLECTION

CIP Project Summary

Replacing one full size, standard cab ½ ton pickup in 2011-12 will cost \$22,800.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The Wastewater Collection section's Dodge pick-up is the one of two light duty vehicles used as a stand-by vehicle and will exceed the 90,000 mile recommended target mileage in 2009-10. Because this vehicle has an excellent maintenance record with a majority of its mileage being on the highway it is being deferred for replacement until 2011-12. Having a reliable stand-by vehicle is critical to timely response to after hour's calls.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.
3. Identified for replacement in the 2007-09 Financial Plan.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Wastewater Collections and Fleet Maintenance

PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUP TRUCK FOR WASTEWATER COLLECTION

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				22,800		22,800
Total	-	-	-	22,800	-	22,800

Project Funding Source

Sewer Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

David Hix - Wastewater Division Manager
Ron Holstine - Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Wastewater Collections (55310)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	2
Fleet Maintenance Staff	48
Public Works Administration	24

PUBLIC UTILITIES

FLEET REPLACEMENT – PICKUP TRUCK FOR WASTEWATER COLLECTION

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

No cost savings anticipated.

Description of Replacement Units

Replacement Fiscal Year	2011-12
City Fleet Number	0233
Vehicle Type	pickup
Make	Dodge
Model	Ram 150
Model Year	2002
Date Entered City Service	2002
Odometer Reading at 11-01-08	85,000
Replacement Guidelines	
Target: Years or Mileage	11/90,000
Proposed: Years or Mileage	9/126,000
Replacement Cost	
Base Unit	\$15,850
Accessories & Other Costs	\$2,000
Radio	\$2,000
Inflation Adjustment	\$794
Delivery	\$300
Sales Tax	\$1,806
Total	22,750

Total: 2011-12 **\$22,800**

PUBLIC UTILITIES

FLEET REPLACEMENT – EMERGENCY GENERATOR FOR UTILITIES

CIP Project Summary

Replacing two 180-kilowatt (kW) emergency generators with one 200-kW generator in 2009-10 will cost \$67,600.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.
4. Provide emergency power for reliable and complaint water and wastewater services.

Existing Situation

The Utilities Department's two 180-kW emergency generators no longer meet the California Air Resources Board's (CARB) tier III emissions for diesel engines and, because of the age, cannot be retrofitted to meet the new standard. The two generators also significantly exceed their 15 year replacement target, incorporate old and dated technology, and have become less reliable. These generators, along with the Utilities Department's four 100-kW generators, provides critical emergency power to the City's water and wastewater systems and are an integral part of the Utilities' Department emergency response strategy. Staff has determined that one 200 kW generator will be needed to meet projected future emergency power requirements resulting in a net decrease of one generator.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacement for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Wastewater Collections, Water Distribution and Fleet Maintenance

PUBLIC UTILITIES

FLEET REPLACEMENT – EMERGENCY GENERATOR FOR UTILITIES

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		67,600				67,600
Total	-	67,600	-	-	-	67,600

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Water		33,800				33,800
Sewer		33,800				33,800
Total	-	67,600	-	-	-	67,600

Key Project Assumptions

1. Equipment costs are based on cooperative purchase pricing.
2. Equipment hours at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

David Hix - Wastewater Division Manager
Ron Holstine - Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Wastewater Collections (55310)
Water Distribution (55160)

PUBLIC UTILITIES

FLEET REPLACEMENT – EMERGENCY GENERATOR FOR UTILITIES

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Utilities Administration	4
Fleet Maintenance Staff	48
Public Works Administration	24

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

There will be ongoing savings relative to maintenance and periodic testing due to not replacing one of the existing generators.

Description of Replacement Units

Replacement Fiscal Year	2009-10	
City Fleet Number	8301	8628
Vehicle Type	Generator	Generator
Make	Caterpillar	Caterpillar
Model	180KW	180KW
Model Year	1983	1986
Date Entered City Service	1983	1986
Odometer Reading at 11-01-08	n/a	n/a
Replacement Guidelines		
Target: Years or Mileage	15	15
Proposed: Years or Mileage	26	23
Replacement Cost		
Base Unit	\$56,200 not being replaced	
Accessories & Other Costs	\$6,000	
Delivery	\$0	
Sales Tax	\$5,443	
Total	67,643	

Total: 2009-10 **\$67,600**

WATER RECLAMATION FACILITY MASTER PLAN IMPLEMENTATION

CIP Project Summary

Implementing the Water Reclamation Facility Master Plan in order to meet proposed water quality regulations for additional treatment and to correct existing deficiencies will cost \$5,000,000 in 2011-12 for engineering design. This request also identifies \$40,444,000 in 2013-14 for construction.

Background. The Water Reclamation Facility (WRF) Master Plan identifies projects, facilities and processes that require replacement, upgrade, or modification. These improvements are needed to correct existing deficiencies, comply with proposed wastewater discharge requirements, and to increase the capacity of the plant to meet future demands. New discharge requirements may require new treatment processes and process improvements to remove nutrients before discharge to San Luis Obispo Creek. Wastewater flow to the WRF is expected to increase over time, resulting from the anticipated growth and development envisioned by the City's General Plan. Future population increases are forecasted to be very low with corresponding flows at the WRF not requiring capacity upgrade for several years. The City's consultant, Brown and Caldwell, is finalizing its recommendation for these issues. The criteria for the recommendation consider maintaining and/or enhancing the production of high quality recycled water and comprehensive energy savings. The City will then issue a request for proposals (RFP) for consultant design services for the production of plans, specifications, cost estimates, and schedules that will best address the needed improvements. The portion of the costs attributable to new development will be recovered through the collection of Wastewater Impact Fees, which are adopted and periodically updated by the Council.

Project Objectives

1. Address existing deficiencies and operational problems in the WRF.
2. Ensure reliable wastewater treatment meeting current and proposed water quality regulations.
3. Provide adequate capacity to meet the needs of the General Plan.
4. Ensure and enhance production of recycled water.

Existing Situation

The Water Reclamation Facility currently has capacity to treat 5.1 million gallons per day (MGD) in dry weather, and 22 MGD of wet weather flow. The Wastewater Master Plan identified that the WRF will be at capacity when the City's population nears 50,000 and certain processes and equipment that need to be added or upgraded to ensure the WRF can meet future demands and be compliant with water quality regulations during wet weather flows. Recently new population and growth projections show the City to be growing very slowly and that the WRF may have adequate capacity for at least 10 years. Staff will be studying this new information, facility flows and other data to determine when a capacity improvement will be required.

The adoption of a Total Maximum Daily Load (TMDL) study for nutrients in San Luis Obispo Creek by the State Water Resources Control Board (SWRCB) in 2006 may result in a new discharge requirement for the WRF to reduce nitrate discharges (nutrients) below the drinking water limit. This limit is the result of San Luis Obispo Creek having a Municipal and Domestic Supply (MUN) beneficial use designation that requires the WRF's discharge to comply with drinking water standards. City staff and its water quality consultant have submitted a Use Attainability Analysis (UAA) to determine if the MUN designation is valid. Since submitting the UAA in September 2006, City staff and our consultant have provided additional requested information, met with interested parties and held several meetings with RWQCB staff. The City is now aggressively pursuing resolution of this issue with the RWQCB given the significant costs meeting the new discharge requirements. If the UAA is approved, the beneficial use designation that is driving the nutrient requirement would be removed, and treatment upgrades will not need to be as extensive. The WRF's National Pollutant Discharge Elimination System (NPDES) permit has been administratively extended until this issue is resolved.

WATER RECLAMATION FACILITY MASTER PLAN IMPLEMENTATION

At the time this request was drafted the outcome of the UAA is still unknown. Recently the RWQCB has indicated a willingness to provide the City some additional time to discuss and resolve the remaining issues with the UAA. Staff will be meeting with RWQCB in the near future. The timelines presented in this request reflect that additional time will be granted. This request has been broken down into two distinct cost estimates; infrastructure and treatment. This cost breakdown will allow needed treatment and infrastructure improvements to move forward if required. The alternatives section shows just the infrastructure portion of the Master Plan.

Nutrient Removal. Process upgrades to remove nitrates from the WRF's effluent will include an additional aeration process, chemical addition, primary and final clarification, flow equalization and additional pumping, piping, and ancillary equipment. Because of increased flows during wet weather from Inflow and Infiltration (I/I), the City's consultant has identified the most cost effective process to ensure compliance during these periods. While past studies in 1987 and 1991 have shown that the City's I/I is wide spread and identified private sewer laterals as the largest contributor, staff will be pursuing an updated I/I study to verify these findings and provide an I/I reduction implementation plan if needed. These improvements will add significant new operating and maintenance costs to the WRF.

Infrastructure. The WRF has a considerable amount of equipment, facilities, and processes that are in need of replacement or require significant ongoing maintenance. Much of this equipment is very old, with some dating back to the 1920's and has reached the end of their useful life. These improvements are facility-wide such as: an updated head works, new primary clarifier equipment, some revised pumping and piping to maximize efficiency, a new digester and modifications to existing digesters, an additional DAFT and belt filter press. Replacement of the Repair and Maintenance Shop (which is too small to perform many maintenance activities), a possible expansion of the Laboratory, and an Operations Building that will house telemetry control equipment which monitors the WRF's processes, provide adequate locker room facilities, and have training and meeting space are also needed. It is recommended that these improvements be constructed concurrently with the required nutrient removal upgrade because of economy of scale, financing and coordination with the new processes.

Goal and Policy Links

1. Wastewater Element of the General Plan, Section 12.
2. Wastewater Master Plan, Chapter 8.
3. Approved 2003-05, 2005-07, and 2007-09 Financial Plan, Appendix B – Capital Improvement Plan.
4. Providing wastewater treatment and capacity to support growth and meet water quality standards that is consistent with the City's General Plan is a primary function of the Water Reclamation Facility.

Project Work Completed

1. Wastewater Master Plan Update, October 2000.
2. The study phase of the Water Reclamation Facility Upgrade Project is currently in progress.

Environmental Review

The WRF upgrade project(s) will receive appropriate environmental review in accordance with the California Environmental Quality Act (CEQA). Environmental review is within the work scope of this project and will be performed in conjunction with the final design. It is expected that the project(s) will receive a Mitigated Negative Declaration determination from the Community Development Department.

PUBLIC UTILITIES

WATER RECLAMATION FACILITY MASTER PLAN IMPLEMENTATION

Project Constraints and Limitations

1. This project must comply with the requirements of several regulatory agencies.
2. Portions of this project are in response to requirements from the WRF’s NPDES permit, which is still under negotiation with the RWQCB. The outcome of these negotiations could affect the final project definition.
3. Construction must occur in such a manner as to prevent interference with wastewater treatment operations.

Stakeholders

WRF staff will be involved in much of the project design, which will be performed by a consultant. Public Works engineering and inspection staff will be involved in the review of the contract documents, assistance with the bidding process, and oversight of the construction management contract. The City’s Natural Resources Manager and City Biologist may be involved with biological monitoring during construction. The Architectural Review Commission may be involved in the review of the design of any structures associated with the project.

Stakeholders for the regulatory portion of this project include the RWQCB, Environmental Protection Agency, SWRCB, downstream users and other parties that are interested in San Luis Obispo Creek. This process has already begun with two public meetings and several meetings with interested parties.

Project Phasing and Funding Sources

The table below provides an estimate of costs for the WRF Implementation Plan to address possible nutrient removal requirements and needed infrastructure improvements. Timelines for this estimate show design costs beginning in 2011-12 with construction possibly in 2013-14. Construction costs for these improvements are estimated to be \$40,444,000. These improvements could be deferred or changed to comply with deadlines or schedules resulting from the negotiations with the RWQCB and/or resolution of the UAA.

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Study	499,500					499,500
Design				5,000,000		5,000,000
Total	499,500			5,000,000		5,499,500

Note: Project costs that are attributable to new development in the City will be recovered through the collection of City-wide Wastewater Development Impact Fees. Timelines for this estimate are dependant upon timing of when a capacity and infrastructure project will be required.

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Sewer Fund	499,500					499,500
Debt Proceeds *				5,000,000		5,000,000
Total	499,500			5,000,000		5,499,500

* Staff will seek low-interest loans from the State Revolving Fund (SRF), if available, to fund design and construction of these projects.

PUBLIC UTILITIES

WATER RECLAMATION FACILITY MASTER PLAN IMPLEMENTATION

Key Project Assumptions

The project assumes certain mandates from regulatory agencies. These requirements may end up being reduced or could end up being more significant. Staff is in the process of negotiating these requirements with the regulatory agencies.

Project Manager and Team Support

Project Manager. Wastewater Division Manager

Project Team. Plans and specifications for the project will be developed by a consultant. The WRF Supervisor, Utilities Project Manager, City Engineer and Public Works Inspector will provide review and input into the development of contract documents. The Community Development Department will assist in ensuring compliance with environmental regulations.

Alternatives

Approve infrastructure improvements of the WRF Master Plan. If the City is successful with the UAA and the MUN designation for San Luis Obispo Creek is removed, infrastructure improvements at the WRF will still be required. The table below is an estimate of costs for the WRF Implementation Plan with the recommended infrastructure improvements. Timelines for this estimate show design costs possibly beginning in 2012-13 with construction possibly in 2014-15. Construction costs for these improvements are estimated to be \$16,800,000. These improvements may be deferred if possible to coordinate with projected capacity improvements to meet General Plan requirements.

Project Costs by Type – Project with only infrastructure improvements.

	Project Costs					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Study	499,500					499,500
Design					2,000,000	2,000,000
Total	499,500				2,000,000	2,499,500

Deny the Project. Denying this project is not recommended. Components of this project are requirements of the City’s NPDES permit for operation of the WRF and would place the City in violation of the permit conditions. Failure to address these issues may result in increased operating and maintenance costs, inadequate capacity, and possible fines from wastewater discharge violations.

Operating Program: Water Reclamation Facility

Project Effect on the Operating Budget

Project Management

Utilities staff will work with the consultant to ensure that the preliminary studies and subsequent design receive thorough review and will efficiently meet the project goals.

1. **Requesting Department.** The Utilities Project Manager, Wastewater Division Manager and Water Reclamation Facility staff will require 200 hours for project brainstorming, assistance in the preparation and review of the study, and review of the project plans and specifications.

WATER RECLAMATION FACILITY MASTER PLAN IMPLEMENTATION

2. ***Project Support.*** Approximately 40 hours of Community Development Department staff time will be required for review of the environmental documents and general project review. Approximately 100 hours of Engineering Division staff time will be required to review plans and specifications. In addition, approximately 400 hours of Engineering Division staff time will be required during construction for inspection services and contract management, which assumes a portion of the construction management, will be provided by an outside consultant. Additionally, 150 hours of Public Works Administration time will be required for project support.

Operations and Maintenance After Project Completion

There is not enough information available to determine the ongoing costs for this project. It is expected that this project will increase the overall operational and maintenance costs for the WRF. Additional information on this subject will be presented to Council with the final project design report, which is expected in late 2009 or early 2010.

PUBLIC UTILITIES

MAJOR WATER RECLAMATION FACILITY MAINTENANCE

CIP Project Summary

Completing major maintenance projects at the Water Reclamation Facility in order to ensure proper function, prolong service life and maintain high quality treatment processes will cost \$160,400 in 2010-11; \$650,000 in 2011-12; and \$595,000 in 2012-13.

Background. As part of the continual operation of the Water Reclamation Facility (WRF), existing processes and equipment require routine maintenance and periodic replacement. Changes in treatment requirements and the availability of new technology are also driving projects identified in this request. The WRF has a mixture of new and old equipment. Some of the WRF equipment and several of the facility's major structures are very old but are operational as the result of regular maintenance performed over the years. It is important to implement and continue with comprehensive preventative and capital maintenance programs, starting from the time of equipment and structure installation. There are numerous projects proposed under this activity that are grouped together as "Major Facility Maintenance." Projects will be presented to Council for review and approval either individually or in logical groups.

Project Objectives

1. Rehabilitate and maintain existing equipment and structures
2. Prolong the service life of facilities and equipment
3. Maintain high levels of wastewater treatment
4. Continuously meet all standards set by state and federal agencies

Existing Situation

The ages of WRF structures and equipment range from around 70 years to less than two years, and all of these facilities require routine scheduled capital maintenance in order to continue to serve the City's wastewater treatment needs. The equipment, if not properly maintained, can lead to failure of treatment processes, causing the WRF to be out of compliance with discharge limits imposed by regulatory agencies.

In 2009-10, the projects list includes replacement of eight (8) heating, air conditioning and ventilation (HVAC) units. These units are on buildings that house critical wastewater treatment equipment that must be kept cool. Failure of HVAC units can result in damage to this equipment.

Goal and Policy Links

1. Wastewater Element of the General Plan, Section 12
2. Wastewater Master Plan, Chapter 4
3. Approved 2005-07 and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan
4. Facility maintenance is a major activity of the Water Reclamation program

Project Work Completed

All proposed projects have been planned and their costs estimated. Major Equipment Maintenance is an on-going program at the WRF. Over the years, WRF staff have developed an understanding of how often major equipment needs to be taken off-line for cleaning, inspection, maintenance and repair. This schedule has been prepared in a comprehensive plan to best meet the needs of the treatment facility, while minimizing impacts to overall plant operations.

PUBLIC UTILITIES

MAJOR WATER RECLAMATION FACILITY MAINTENANCE

Environmental Review

All projects will receive environmental review, with the Community Development Department assisting with the environmental documentation. Maintenance of existing municipal wastewater treatment facilities is generally categorically exempt from the California Environmental Quality Act (CEQA).

Project Constraints and Limitations

Construction of these projects must occur in such a way as to prevent interference with the City's ability to provide proper treatment of wastewater within a strict regulatory setting.

Stakeholders

WRF staff will be involved in the scoping of projects. At the appropriate time, each project will be assigned to a Public Works engineer. Project plans and specifications will be developed with review and input from the City Engineer, Public Works Inspector and Water Reclamation Facility Supervisor. Bidding and construction inspection for each project will be provided by Public Works.

Project Phasing and Funding Sources

The WRF Facility Maintenance master account currently has an available balance of \$1,444,600. This is due to: (1) favorable bids on projects awarded, and; (2) previously approved projects that are pending construction. Estimated costs for projects previously approved and pending construction total \$860,000. Project requests are estimated at \$350,000 in 2009-10 and \$395,000 in 2010-11, resulting in a net funding request of \$160,400 in 2010-11. Project cost estimates and projected funding requirements in years three and four are \$650,000 in 2011-12 and \$595,000 in 2012-13.

Project Costs by Type

	Project Costs					Total
	Available Budget	2009-10	2010-11	2011-12	2012-13	
Construction	\$1,444,600		\$160,400	\$650,000	\$595,000	\$2,850,000
Total	1,444,600		\$160,400	\$650,000	\$595,000	\$2,850,000

Project Funding Source: Sewer Fund

Key Project Assumptions

The prioritization of projects at the WRF is subject to change. Often, new problems arise that have the potential to adversely affect the plant's ability to meet regulatory requirements. This could result in the need to shift projects to other budget years in order to maintain compliance with regulations.

Project Manager and Team Support

Project Manager. At the appropriate time, each of the projects under this request will be assigned to a design engineer from the Engineering section of the Public Works Department.

Project Team. A Public Works Engineer will design each project with review and input from the City Engineer, a Public Works Inspector and the Water Reclamation Supervisor. Environmental compliance will be assured through coordination with the Community Development Department.

PUBLIC UTILITIES

MAJOR WATER RECLAMATION FACILITY MAINTENANCE

Alternatives

Defer the projects. Deferral of the projects is not recommended as it may result in equipment failure and costly emergency repair and replacement. In addition, process equipment failure may result in violation of discharge requirements leading to fines and civil liabilities.

Operating Program: Water Reclamation

Project Effect on the Operating Budget

Project Management

1. **Requesting Department.** 40 hours per project to coordinate with the contractor and adjust processes and operations to accommodate construction.
2. **Project Support**
Public Works CIP Engineering:
 Design - 800 hours annually (Assumes some design is provided by outside consultant)
 Inspection/Construction Management - 300 hours annually (Assumes inspection by coatings inspector)
 Public Works Administration - 200 hours annually for bidding and contract administration
Community Development: 10 hours for environmental review.

Operations and Maintenance After Project Completion

Implementation of these projects will help to avoid increases in operating costs, by prolonging the expected service life of WRF facilities and equipment. Reducing the likelihood of equipment failure helps to avoid costly emergency repairs, and ensures reliable wastewater treatment.

Projects List

Project cost estimates for previously approved projects that are pending construction and for projects listed in 2009-11 total \$1,705,000. Funding in the amount of \$1,444,600 is currently available in the master account, resulting in a net funding request of \$160,400 in 2010-11.

Approved Projects Pending Construction	Cost Estimate
Empty, Clean, and Repair Digester #1	\$300,000
Clean, Repair, and Recoat Clarifier #2	\$220,000
Replace 8 HVAC Units	\$100,000
Dual Media Filter Backwash Pump	\$65,000
Maintenance Painting	\$100,000
Telemetry Upgrades	\$75,000
Total	\$860,000

2009-2010 Project List	Cost Estimate
Clean, Repair, Sandblast and Recoat Clarifier #5	\$175,000
Maintenance Painting	\$100,000
Telemetry Upgrades	\$75,000
Total	\$350,000

PUBLIC UTILITIES

MAJOR WATER RECLAMATION FACILITY MAINTENANCE

Project Lists (continued)

2010-2011 Project List	Cost Estimate
Clean Repair and Recoat Clarifier # 1	\$120,000
Replace Fine Bubble Diffusers (purchase only)	\$100,000
Maintenance Painting	\$100,000
Telemetry Upgrades	\$75,000
Total	\$395,000

Project cost estimates and projected funding requirements in years two and three are \$650,000 in 2011-12 and \$595,000 in 2012-13.

2011-2012 Project List	Cost Estimate
Empty, Clean, and Repair Digester #3	\$300,000
Replace Bowl Assemblies for RAS Pumps	\$175,000
Maintenance Painting	\$100,000
Telemetry Upgrades	\$75,000
Total	\$650,000

2012-2013 Project List	Cost Estimate
Empty, Clean, and Repair Digester #2	\$350,000
Asphalt Overlay and Slurry Seal Road to Outfall	\$120,000
Maintenance Painting	\$75,000
Telemetry Upgrades	\$50,000
Total	\$595,000

Preliminary project lists for 2013-14 and thereafter are forecasted in the Sewer Fund analysis and long-term Capital Improvement Project planning.

2013-2014 Project List (preliminary)	Cost Estimate
Patch and Slurry Seal All WRF Roads and Sludge Beds	\$375,000
Clean, Repair, and Recoat Clarifier #3	\$250,000
Maintenance Painting	\$75,000
Total	\$700,000

2014-2015 Project List (preliminary)	Cost Estimate
Clean, Repair, and Recoat Clarifier #4	\$250,000
Replace Oxidation Reduction Potential Unit (purchase only)	\$75,000
Replace Fine Bubble Diffusers (purchase only)	\$125,000
Maintenance Painting	\$85,000
Total	\$535,000

2015-2016 Project List (preliminary)	Cost Estimate
Clean, Repair, and Recoat DAFT	\$200,000
Clean, Repair, and Recoat Clarifier #5	\$170,000
Maintenance Painting	\$85,000
Total	\$455,000

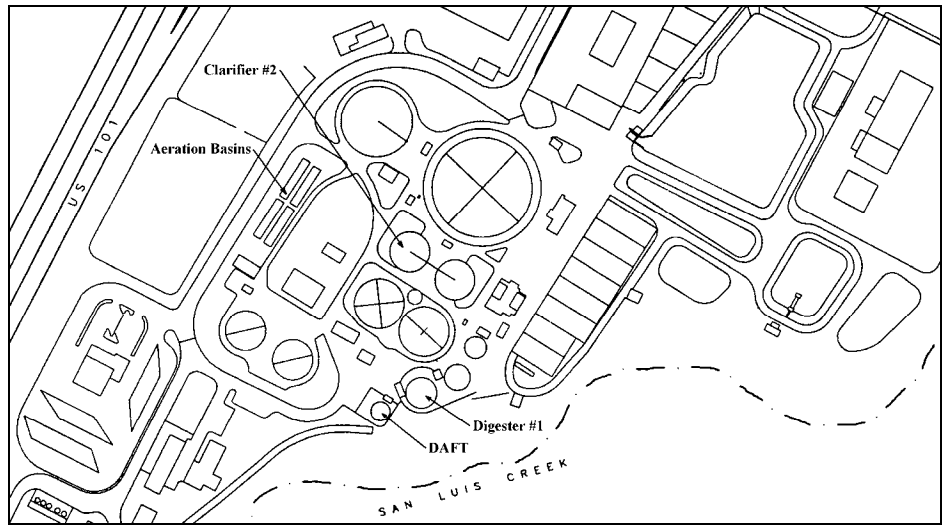
PUBLIC UTILITIES

MAJOR WATER RECLAMATION FACILITY MAINTENANCE

Project Lists (continued)

2016-2017 Project List (preliminary)	Cost Estimate
Empty, Clean, and Repair Digester #1	\$400,000
Clean, Repair, and Recoat Clarifier #2	\$170,000
Maintenance Painting	\$85,000
Total	\$655,000

Location Map (2009-11 Projects Only)



WATER RECLAMATION FACILITY DISINFECTION MODIFICATIONS

CIP Project Summary

Complying with State and Federal water quality regulations for the Water Reclamation Facility's disinfection processes will cost \$600,000 in 2011-12 for design. This request also identifies \$3,500,000 in 2013-14 for construction.

Background. Since 2002, the Regional Water Quality Control Board (RWQCB) has required the City to study the fate and concentration of Trihalomethanes (THMs) from the Water Reclamation Facility's (WRF) discharge to San Luis Obispo Creek. THMs are a disinfection by-product created by the interaction of chlorine and organic matter found in wastewater. Chlorine is used at the WRF for disinfection and in several other processes to control biological growth. In 2005, a discharge limitation was placed in the WRF's National Pollutant Discharge Elimination System (NPDES) Permit, with a final compliance date of May, 2010, because the studies found THMs to exceed the limit identified in State and Federal water quality regulations. Staff and the City's consultant are negotiating with the RWQCB to extend this deadline until the beneficial use designation of San Luis Obispo Creek has been resolved. Recently the RWQCB has indicated a willingness to provide the City some relief from the 2010 deadline. Staff will be meeting with RWQCB in the near future to discuss the extension and a new compliance date. The timelines presented in this request reflect that an extension will be granted.

Project Objectives

1. Comply with State and Federal water quality regulations.
2. Complete pilot studies and test proposed disinfection process.
3. Ensure design and construction of a reliable, compliant and cost effective disinfection process.

Existing Situation

Past studies to determine the concentration and fate of THMs in San Luis Obispo found that they are present in unacceptable concentrations too far downstream for the RWQCB to allow the WRF's existing discharge to continue. City staff and consultants hired by the City have studied the use of chlorine dioxide, a powerful disinfectant that creates no THMs, on several WRF processes with promising results. In 2006 the City hired a consultant to design a small-scale pilot project utilizing chlorine dioxide, in order to replicate the many operating conditions found at the WRF. The pilot project has been successful in demonstrating that chlorine dioxide is a viable option for final disinfection and that the process will bring THM levels into compliance with the WRF's NPDES permit requirements. Pilot testing requires only one additional test and completion of the final report that will define the ultimate scope and cost of the final design.

The THM limit has been adopted by the State from Federal requirements and, unlike some other State requirements, has very stringent compliance schedules. City staff and the environmental consultant have developed a document called a Use Attainability Analysis (UAA) that may remove or change the Municipal and Domestic Supply (MUN) beneficial use designation for San Luis Obispo Creek. The MUN beneficial use requires the WRF's discharge to comply or exceed drinking water standards and is the trigger for the THM limit. Removal or changing of the MUN beneficial use could result in a less stringent THM discharge limit for the City.

This request has been separated from the WRF Master Plan Implementation request in recognition that presently it remains a standalone project with specific objectives, costs, and deadlines. Staff and the City's consultant have been working with the RWQCB on extending this deadline past 2010 because of the unknown outcome of the UAA with the ultimate goal of combining any disinfection modification with the WRF Master Plan Implementation. Combining this project with WRF Master Plan Implementation would allow adequate time for the UAA and MUN issues to be resolved resulting in a project that would likely cost less, and be evaluated

WATER RECLAMATION FACILITY DISINFECTION MODIFICATIONS

comprehensively with the rest of the WRF Master Plan projects to ensure compliance. Staff believes that a schedule extension is possible given the City's completion of studies of THM in San Luis Obispo Creek, pilot studies of disinfection systems at the WRF, ongoing negotiations and discussions with the RWQCB on the MUN designation and its impact on the THM deadline and the City's WRF Master Plan.

While staff is hopeful that chlorine dioxide will provide a cost effective and viable solution to meet discharge limitations, costs placed in this request reflect relatively conservative estimates for achieving compliance in 2014. The study to determine ultimate scope and a cost estimate for design will be complete in summer 2009 allowing the City to prepare for design in case the City's efforts to eliminate or modify the MUN beneficial use designation and/or THM limit is unsuccessful. This request shows funding and phasing to ensure compliance in 2014, while also reflecting the most practical lead times for any additional study, or to stop or modify design or construction in the event the THM discharge limit is removed or changed.

Goal and Policy Links

1. Wastewater Element of the General Plan, Section 12
2. Wastewater Master Plan, Chapter 8
3. Approved 2003-05, 2005-07, and 2007-09 Financial Plans, Appendix B – Capital Improvement Plan
4. Providing wastewater treatment and capacity to support growth and meet water quality standards that is consistent with the City's General Plan is a primary function of the Water Reclamation Facility.

Project Work Completed

1. Wastewater Master Plan Update, October 2000
2. San Luis Obispo in-stream THM fate studies
3. In-plant use of chlorine dioxide studies
4. Design, construction and near completion of final effluent pilot project
5. On-going development of Use Attainability Analysis for beneficial uses of San Luis Obispo Creek
6. On going negotiations and discussion with the RWQCB

Environmental Review

The WRF upgrade project will receive appropriate environmental review consistent with the California Environmental Quality Act (CEQA). Environmental review is within the work scope of this project and will be performed in conjunction with the final design. It is expected that the project will receive a Mitigated Negative Declaration determination from the Community Development Department.

Project Constraints and Limitations

1. This project must comply with the requirements of several regulatory agencies.
2. This project is in response to requirements from the WRF's NPDES permit.
3. Construction must occur in such a manner as to prevent interference with wastewater treatment operations.

Stakeholders

WRF staff will be involved in much of the project design, which will be performed by a consultant. Public Works engineering and inspection staff will be involved in the review of the contract documents, assistance with the bidding process, and oversight of the construction management contract. The Architectural Review Commission may be involved in the review of the design of any structures associated with the project.

PUBLIC UTILITIES

WATER RECLAMATION FACILITY DISINFECTION MODIFICATIONS

Project Phasing and Funding Sources

The table below provides an estimate of costs for the disinfection modifications. Timelines for this estimate show design costs beginning in 2011-12 with construction possibly in 2014-15. Construction costs for these improvements are estimated to be \$3,500,000. These improvements could be deferred or changed dependant upon ongoing negotiations with the RWQCB.

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Pilot Studies	200,000					200,000
Design				600,000		600,000
Total	200,000			600,000		800,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Sewer Fund	200,000			600,000		800,000
Debt Proceeds *						
Total	200,000			600,000		800,000

* Staff will seek low-interest loans from the State Revolving Fund (SRF), if available, to fund construction of these projects.

Key Project Assumptions

The project assumes mandates from regulatory agencies. These requirements may end up being reduced or eliminated. Staff is in the process of negotiating these requirements with the regulatory agencies.

Project Manager and Team Support

Project Manager. Jim Autry, WRF Supervisor

Project Team. Plans and specifications for the project will be developed by a consultant. The Wastewater Division Manager, Utilities Project Manager, City Engineer and Public Works Inspector will provide review and input into the development of contract documents. The Community Development Department will assist in ensuring compliance with environmental regulations.

Alternatives

Deny the Project. Denying this project is not recommended. Components of this project are requirements of the City's NPDES permit for operation of the WRF and would place the City in violation of the permit conditions. Failure to address these issues may result in increased operating and maintenance costs and possible fines for wastewater discharge permit violations.

Operating Program: Water Reclamation Facility

WATER RECLAMATION FACILITY DISINFECTION MODIFICATIONS

Project Effect on the Operating Budget

Project Management

Utilities staff will work with the consultant to ensure that the studies and subsequent design have been given thorough review and will offer efficiency with compliance.

1. **Requesting Department.** The WRF Supervisor, Wastewater Division Manager, Utilities Project Manager, and Water Reclamation Facility Staff will require 200 hours for project brainstorming, assistance in the preparation and review of the study, and review of the project plans and specifications.
2. **Project Support.** Approximately 40 hours of Community Development Department staff time may be required for review of the environmental documentation and other project components. Approximately 100 hours of Engineering Division staff time may be required to review plans and specifications. In addition, approximately 400 hours of Engineering Division staff time will be required during construction for inspection services and contract management, which assumes a portion of the construction management, will be provided by an outside consultant. Additionally, 150 hours of Public Works Administration time will be required for project support. Because of the unknown nature of the final design and construction, there is no firm time estimate for inspection services, but costs are shown based on worst case preliminary construction estimates from our consultant.

Operations and Maintenance After Project Completion

There is not enough information available to determine the ongoing costs for this project. It is expected that this project will increase the overall operational and maintenance costs for the WRF. This will be presented to Council with the final design report for the project.

PAVEMENT MAINTENANCE – STREET RECONSTRUCTION & RESURFACING

CIP Project Summary

Performing major repairs to City streets to maintain the Pavement Condition Index (PCI) will cost \$1,850,000 in 2009-10; \$1,400,000 in 2010-11; \$2,005,000 in 2011-12; and \$2,060,000 in 2012-13 for study and construction.

Project Objectives

1. Improve the smoothness and appearance of City street pavement.
2. Prevent street pavement from deteriorating.
3. Increase the average Pavement Condition Index (PCI) of the City's street pavement.

Existing Situation

The City's Pavement Management Plan (PMP) was adopted by the Council in 1998. Two key elements of the PMP are the establishment of nine principal areas within the City; and a plan in which each of these areas will receive maintenance every eight years through a rotating schedule, with the ninth area, the downtown, being handled on a coordinated basis with other work in the same area, rather than on a fixed schedule. Beginning in 1998-99, pavement maintenance work began in Area 1 and was performed annually through 2005 in each of the eight outlying areas. This is a revolving schedule, meaning that once work was completed in Area 8, work would then resume the following year in Area 1.

Budgetary challenges in the past have forced reductions in program funding as well as a postponement of the pavement rotation schedule. As a result of these funding reductions, work in Area 1, originally scheduled for 2005-07, was deferred to the 2007-08 fiscal year.

Pavement surfaces are periodically inspected for cracks, roughness, and several other types of pavement distress. A value referred to as the Pavement Condition Index (PCI) is based on this pavement inspection and quantifies the condition of the street. With a rating of "100" being a perfect street and "0" being a street that has structurally failed, the PCI is a useful tool in monitoring the condition of a City's pavement system.

The primary goal of the PMP is to increase the City-average PCI to 80. Periodic inspections of the street conditions and analysis with the City's pavement management software, *MicroPaver*, showed that the average PCI of the City's 125 miles of streets has risen from 70 in 1998 to 75 in 2007. While progress was made during the last two years towards increasing the PCI, prior years of budget problems have not allowed the City to achieve an average PCI of 80. The requested funding amount is based on just maintaining the PCI at its current level of 75. An estimated inflation factor of 4% has been applied for each subsequent year from 2009-10 through 2012-13.

Project Work Plan

The following plan summarizes the use of annual funds, based on the recommendations of the PMP.

1. Local Street Rehabilitation within designated Pavement Area

Approximately 50% of each year's annual budget is planned to be used on major pavement rehabilitation (street reconstruction and asphalt concrete overlays) of Local Streets within the current year's designated Pavement Area. *MicroPaver* will be used to determine the best strategy for long-term cost-effectiveness, and will recommend streets as candidates for major rehabilitation. The final design will be based on pavement deflection testing.

TRANSPORTATION

PAVEMENT MAINTENANCE – STREET RECONSTRUCTION & RESURFACING

2. **City-Wide Collector and Arterial Street Rehabilitation**

Approximately 25% of the annual budget is planned to be used on major pavement rehabilitation for Collector and Arterial Streets City-wide. *MicroPaver* will be used to select the most appropriate streets for work in the second year, but will not be limited to work within the current Pavement Area.

3. **MicroSurfacing**

The remaining 25% of the annual budget is to be used to fund the annual microsurfacing program. Staff has found that a routine program of applying microsurfacing to streets to be a cost-effective tool in preventive maintenance of existing asphalt pavements. The microsurfacing is to be applied within the designated Pavement Area for that year, and to the majority of streets within that area which are not receiving major rehabilitative work.

The percentages listed are fluid as the program works to maximize the benefits for the funding available.

Goal and Policy Links

1. 1998 Pavement Management Plan - Goal to provide of smooth, safe and clean street pavement. Ten-year objective to achieve and maintain an average PCI of 80.
2. 2007-09 Major City Goal: Restore neighborhood street paving and catch up with deferred street maintenance.
3. Transportation Planning and Engineering Program Goal: Safe and Well-Maintained Streets.
4. Measure Y Priority – Neighborhood Paving & Deferred Street Maintenance
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

1. Continued use of pavement management software.
2. City-wide inspection of all City streets completed in 2006.
3. Maintained and updated pavement database.
4. Paving projects have been completed on an annual basis since 1998.

Environmental Review

Paving projects typically receive a Notice of Exemption under maintenance of existing facilities.

Project Constraints and Limitations

The primary constraint to paving and microsurfacing work is seasonal. Projects should be scheduled during the dry summer months when good weather can be expected, and when schools are out of session.

Stakeholders

Street maintenance projects temporarily impact residents, businesses and the traveling public due to the necessary street closures, detours and noise associated with construction activities.

Positive effects of well-maintained pavement surfaces are received by anyone who uses City streets for transportation purposes.

TRANSPORTATION

PAVEMENT MAINTENANCE – STREET RECONSTRUCTION & RESURFACING

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Study		25,000		25,000		50,000
Construction		1,825,000	1,400,000	1,980,000	2,060,000	7,265,000
Total		1,850,000	1,400,000	2,005,000	2,060,000	7,315,000

Project Funding Source

General Fund

Note: \$25,000 is budgeted every two years for deflection testing used to assist in the method of pavement rehabilitation for the selected streets.

Key Project Assumptions

The planning and scheduling of street maintenance projects relies on year-round coordination by staff. This includes prior year programming of underground work and sidewalk ramps, evaluation of street conditions, use of pavement management software to scope the projects, deflection testing of selected streets, preparing the plans and specifications, and managing the construction projects.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Community Development Department – Environmental Review

Public Works Department – Traffic Division

Utilities Department – Maintenance Division

Alternatives

Funding this program at the amount recommended will maintain the Pavement Condition Index (PCI) at its current level. Alternatives to the funding amounts shown above would have the following effects:

Estimated Impacts of Adjusting the Funding Amount

As an option, this program could be funded at either higher or lower dollar amounts with the following estimated impact to the overall condition of the City streets. The dollar figures reference below are for the 2009-10 fiscal year.

1. An annual Project Cost starting at \$2,900,000 would **increase** the PCI approximately 1% per year.
2. An annual Project Cost starting at \$1,230,000 would **decrease** the PCI approximately 1% per year.

TRANSPORTATION

PAVEMENT MAINTENANCE – STREET RECONSTRUCTION & RESURFACING

3. An annual Project Cost starting at \$620,000 would **decrease** the PCI approximately 2% per year.
4. Denying the project altogether would result in a **decrease** of the PCI approximately 3 to 5% per year.

Operating Program

Street and Sidewalk Maintenance

Project Effect on the Operating Budget

Project Management

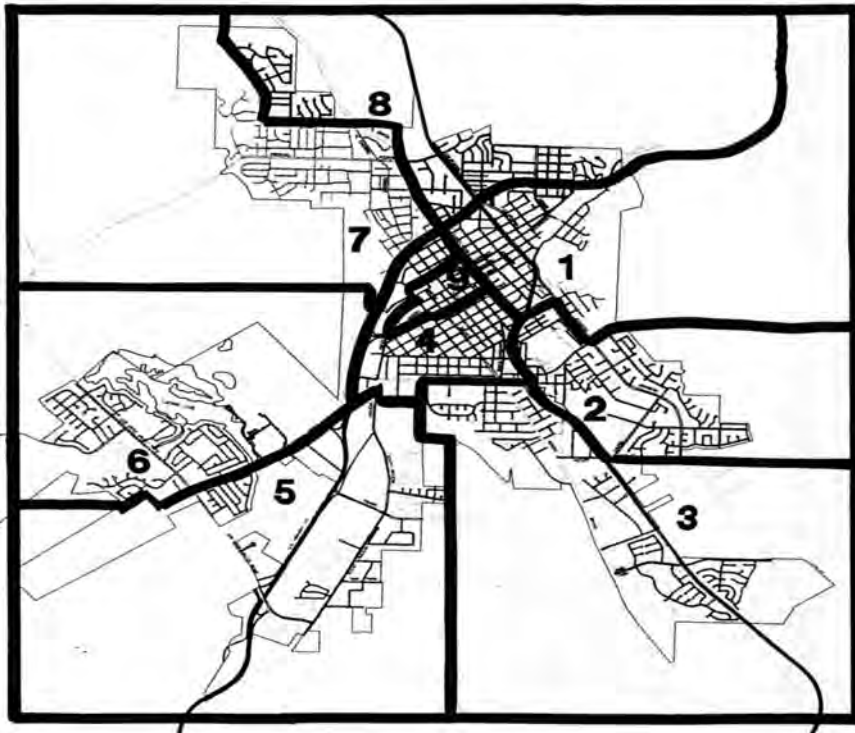
CIP Engineering Design Staff:	600 hours
CIP Engineering Inspection Staff:	400 hours
Public Works Administration Staff:	90 hours
Community Development Environmental Review Staff:	4 hours

Operation and Maintenance after Project Completion

Improving the condition of the City streets will result in less time and money required for routine maintenance tasks, such as pothole repairs, and will reduce complaints.

Location Map

Pavement Maintenance Areas



TRANSPORTATION

DOWNTOWN AND GATEWAY PAVING

CIP Project Summary

Providing funding to complete paving work downtown and on gateways will cost \$200,000 in 2009-10 and \$500,000 in 2010-11.

Project Objectives

1. Improve the smoothness and appearance of City street pavement.
2. Prevent street pavement from deteriorating.

Existing Situation

The Pavement Management Plan, adopted by City Council in 1998, recommends annual pavement maintenance work to be performed in the downtown area. Staff has identified streets in the downtown and on the gateway approaches that are in need of repair: Marsh Street from Higuera to Santa Rosa, Monterey Street from California Blvd to the 101 on-ramp, Chorro Street from Monterey to Higuera, and Pacific Street from Nipomo to Broad.

Marsh Street was last paved in 1995 and has been identified as an ideal street to receive microsurfacing. This relatively inexpensive treatment will extend the life of the street and defer the need for more expensive reconstruction for approximately ten years. In order to capitalize on this long-term benefit, this work should be done soon – before the condition of the street deteriorates to warrant an overlay or reconstruction which is much more disruptive to the Downtown. Accordingly, Marsh Street has been budgeted and scheduled for 2009-10.

Monterey Street from California Blvd to the 101 onramp has been identified as a street in need of repair. This portion of Monterey Street is an old concrete street that was overlaid with asphalt approximately 30 years ago. Repairing this aged asphalt is recommended as a needed improvement given that the location is a ‘City Gateway’ where visitors get their first and last impressions of the City. As recommended by the Council, this work has been scheduled for 2010-11.

Funding for the remaining streets will be proposed in the next Financial Plan.

Goal and Policy Links

1. 2009-11 Major City Goal: Infrastructure Maintenance
2. 2009-11 Council Objective: Downtown Maintenance and Beautification
3. 1998 Pavement Management Plan
4. 2007-09 Major City Goal: Restore neighborhood street paving and catch up with deferred street maintenance
5. Transportation Planning and Engineering Program Goal: Safe and Well-Maintained Streets
6. Measure Y Priority – Neighborhood Paving & Deferred Street Maintenance

Project Work Completed

Downtown paving has been conducted on an annual basis since 1998.

Environmental Review

Paving projects typically receive a Notice of Exemption under maintenance of existing facilities.

TRANSPORTATION

DOWNTOWN AND GATEWAY PAVING

Project Constraints and Limitations

The projects will have impacts to highly traveled streets downtown and will require outreach by staff.

Stakeholders

The Downtown Association in conjunction with the downtown business community is the largest stakeholder for the project. Staff has been involved with each project's outreach to the association members at association breakfast meetings and monthly economic activity committee meetings. Residents and visitors are also impacted temporarily during construction. Those same stakeholders, however, reap the benefits of smooth pavement surfaces. Staff will work with the various business and motel owners along Monterey Street for the gateway project.

Project Phasing and Funding Sources

The proposed budget shown in the following table is based on the estimated construction costs for the specific streets identified in the project list.

Project Costs by Type

	<i>Project Costs</i>				
	2009-10	2010-11	2011-12	2012-13	Total
Construction	200,000	500,000			700,000
Total	200,000	500,000			700,000

Project Funding Source

General Fund

Key Project Assumptions

The costs are based on recent construction and could change with increases in costs for labor and asphalt. The project also assumes that there is not significant utility underground work to be completed in the near future.

Project Manager and Team Support

Project Manager

CIP Project Engineering staff

Project Team

Public Works Administration
Community Development

Alternatives

1. *Deny the Project.* Paving would not occur in any areas of the downtown.

TRANSPORTATION

DOWNTOWN AND GATEWAY PAVING

2. *Redefine the Project Scope.* Priorities of the various segments recommended for resurfacing could be altered or additional funds provided to do work sooner. Additionally, a reduction in the overall budget is an option which would result in fewer street improvements in the downtown area.

Operating Program

General Street Maintenance (50300)

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff: 150 hours
CIP Engineering Inspection Staff: 100 hours
Public Works Administration Staff: 90 hours
Community Development Environmental Review Staff: 1 hour

Operation and Maintenance After Project Completion

Improving the condition of the downtown streets will result in less time and money required for routine maintenance tasks, such as pothole repairs.

Project List

Fiscal Year	Project Location	Estimated Cost
2009-10	Marsh Street – Higuera to Santa Rosa	\$200,000
2010-11	Monterey Street – California to 101 onramp	\$500,000
2013-14 tentative	Pacific Street – Nipomo to Broad	\$100,000
2013-14 tentative	Chorro Street – Monterey to Higuera	\$100,000

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE CONSTRUCTION EQUIPMENT

CIP Project Summary

Replacing one roller in 2009-10 will cost \$56,000.
Replacing one transfer truck in 2011-12 will cost \$182,400.
Replacing one skid steer in 2011-12 will cost \$72,200.
Replacing one stencil truck in 2012-13 will cost \$97,300.
Replacing one hooklift truck in 2012-13 will cost \$72,400.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Streets Maintenance staff based at the Corporation Yard. These vehicles are used daily by maintenance staff working on City street infrastructure. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Possible unsuitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Roller

The existing vehicle utilized by the Streets Maintenance paving crew based at the Corporation Yard. It is used to roll hot asphalt for repair and reconstruction of street surfaces. The frequency of the roller varies between daily in the summer to weekly in the winter. The unit has low hours but will be within fleet policy for replacement for age in year 2009-10. However, the current roller is undersized for heavy tonnage projects. It has a 36 inch drum whereas the replacement roller will have a 47 inch to 52 inch drum. This is the minimum size necessary to correctly roll hot mix asphalt according to industry practices. On larger projects, the street division currently rents this roller for approximately \$500 per day. Last year streets spent approximately \$10,000 just on roller rentals.

Transfer Truck

The existing vehicle utilized by Street Maintenance staff based at the Corporation Yard for hauling in fresh asphalt, sand and road base as well as hauling away of similar spoils from construction and demolishing work. The frequency of the truck is weekly on a year round basis. The unit will be within fleet policy for replacement in year 2011-12.

Skid Steer

The existing vehicle utilized by Street Maintenance staff based at the Corporation Yard. This unit is used to demolish and haul concrete from repairs and reconstructions of street surfaces. It is not a seasonal unit for all types of work on daily basis. The unit will be within fleet policy for replacement in year 2010-11. It is showing signs of wear and needing more repair work but staff believes replacement can be deferred to 2011-12.

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE CONSTRUCTION EQUIPMENT

Stencil Truck

The existing vehicle utilized by the Street Maintenance sign crew based at the Corporation Yard. Also known by street maintenance staff as the miscellaneous truck, this unit is used to paint striping, curbs, close streets, and delineate traffic. It is not a seasonal unit and is used daily for all types of work on a year round basis. The unit will be within fleet policy for replacement in year 2012-13.

Hooklift

The existing vehicle utilized by the Street Maintenance concrete crew based at the Corporation Yard. Also known as the concrete truck, this unit is use to demolish and haul concrete for repair and reconstruction of street surfaces. Although the unit is in reasonable condition, it was not correctly specified in year 2000 but was altered in an attempt to adapt it to it intended purpose. The unit is difficult to maneuver because the truck chassis is too long for ideal use in close areas like the downtown. This unit will be within fleet policy replacement target in year 2012-13.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations.

No project constraints or limitations exist.

Stakeholders.

Street Maintenance and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		56,000		254,600	169,700	480,300
Total	-	56,000	-	254,600	169,700	480,300

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE CONSTRUCTION EQUIPMENT

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Street Maintenance Supervisor

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Streets and Sidewalk Maintenance (50300)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Street Maintenance Staff	40
Fleet Maintenance Staff	80
Public Works Administration	16

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE CONSTRUCTION EQUIPMENT



Roller



Hook Lift



Skid Steer



Stencil Truck



Transfer Truck

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE CONSTRUCTION EQUIPMENT

Description of Replacement Units

Replacement Fiscal Year	2009-10	2010-11
City Fleet Number	9819	
Vehicle Type	roller	
Make	GMC	
Model	Caterpillar	
Model Year	1997	
Date Entered City Service	1997	
Odometer Reading at 11-01-08	na	
Hour meter reading at 11-01-08	1,262	
Replacement Guidelines		
Target: Years and hours	12/5000	
Projected at Replacement:	12/1500	
Replacement Cost		
Base Unit	\$50,800	
Accessories & Other Costs	\$100	
Special Painting/Striping	\$100	
Radio	-	
Inflation Adjustment	\$0	
Delivery	\$500	
Sales Tax	\$4,463	
Total	\$55,963	

Total: 2009-10 **\$56,000**

Total: 2010-11 **\$0**

Replacement Fiscal Year	2011-12		2012-13	
City Fleet Number	9713	9601	0116	0030
Vehicle Type	transfer truck	skid steer	stencil truck	hook lift
Make	Freightliner	CASE	Ford	Ford
Model		1840	1FDXF	F450
Model Year	1994	1995	2000	2000
Date Entered City Service	2002	1995	2000	2002
Odometer Reading at 11-01-08	500,000	na	43,317	32,503
Hour meter reading at 11-01-08	na	1,061	na	na
Replacement Guidelines				
Target: Years or hours	12/60000	12/5000	12/60000	12/60000
Projected at Replacement:	17/575000	16/1500	12/59,000	12/46,000
Replacement Cost				
Base Unit	\$159,100	\$42,500	\$31,900	\$31,900
Accessories & Other Costs	\$100	\$21,000	\$50,000	\$28,500
Radio	\$2,000	\$100	\$2,000	\$2,000
Special Painting/Striping	\$100	\$0	\$100	\$100
Inflation Adjustment	\$6,452	\$2,544	\$5,040	\$3,750
Delivery	\$500	\$500	\$500	\$500
Sales Tax	\$14,114	\$5,565	\$7,782	\$5,622
Total	\$182,366	\$72,209	\$97,322	\$72,372

Total: 2011-12 **\$254,600**

Total: 2012-13 **\$169,700**

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE HEAVY EQUIPMENT

CIP Project Summary

Replacing one patch truck in 2009-10 will cost \$169,300.

Replacing one asphalt paver in 2009-10 will cost \$143,100.

Replacing one front-end loader in 2011-12 will cost \$171,100.

Replacing two top-kick dump trucks in 2011-12 will cost \$173,800.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Streets Maintenance staff based at the Corp Yard. These vehicles are used daily by maintenance staff working on City street infrastructure. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Possible unsuitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.
6. All units were approved for replacement in the 2007-09 Financial Plan.

Patch Truck

The patch truck is an all in one unit used to heat and transport hot mix asphalt for permanently repairing patches and potholes instead of using temporary patching materials that eventually fail and have to be patched again. This saves on material and manpower and lessens the inconvenience to the motoring public. The existing patch truck (ID 9801) is recommended for replacement in 2009-10 when the unit will be 18 years old. Based on its critical need for paving, maintenance history, current condition and intense use it is recommended to be replaced with a similar unit.

Paver

The existing asphalt Paver (ID 9908) is recommended for replacement in 2009-10 which will be 5 years ahead of fleet replacement policy guidelines. This equipment suffers from poor service support from the manufacture and maintenance history. In addition, Street maintenance staff has expanded their in-house paving program significantly to the point where this unit is not designed for the caliber and volume of work being done even if it were in ideal condition. The quality of the asphalt mat is not as good as it should be due to the limitations of the undersized unit we currently use. The new paver will have a conveyer fed auger system rather than the antiquated gravity feed system currently employed. This insures a more equal distribution of asphalt to the augers which in turn lays down a more uniform mat that decreases the labor intensive shoveling and raking required to compensate for this limitation, particularly on hills and uneven surfaces. Because of this, the unit is less efficient taking more man hours to use due to the need for manual loading of asphalt. When it goes out of service for extended periods waiting for parts, production is interrupted to an unreasonable level. There have been times when the machine broke down in the middle of a paving project requiring a crane to be rented to lift the 4 ton paver onto the trailer for transport to vehicle maintenance for repairs leaving a partially paved road and hot mix asphalt in the transport trucks becoming useless spoils which have to then be disposed of. At \$75 per ton plus disposal fees, this can be an expensive waste. In addition, because of the expanded production use by in-house

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE HEAVY EQUIPMENT

staff, the unit experiencing wear from level of use not originally intended. Staff recommends replacing it with a unit intended for the higher volume of paving work being performed.

Front End Loader

Staff recommends the existing front end loader (ID 9406) replacement be moved out to 2011-12. Though the unit will be 17 years old it is reasonable to defer replacement based on maintenance history, current condition, and projected use. It would be replaced with a similar unit at that time.

Top-Kick Dump Trucks

The existing patch body and top kick dump trucks, like the Front End Loader, can be reasonably deferred to 2011-12 based on present condition and maintenance history. They would be replaced with similar units at that time.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Street Maintenance and Fleet Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		312,400		344,900		657,300
Total	-	312,400	-	344,900		657,300

Project Funding Source

General Fund

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE HEAVY EQUIPMENT

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Street Maintenance Supervisor

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Streets and Sidewalk Maintenance (50300)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Street Maintenance Staff	40
Fleet Maintenance Staff	80
Public Works Administration	16

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE HEAVY EQUIPMENT



Paver



Patch body



Top Kick



Cat loader

TRANSPORTATION

FLEET REPLACEMENT – STREET MAINTENANCE HEAVY EQUIPMENT

Description of Replacement Units

Replacement Fiscal Year	2009-10		2011-12		
City Fleet Number	9108	9908	9406	9106	9107
Vehicle Type	heavy truck	paver	loader	dump truck	dump truck
Make	GMC	Lee Boy	Catapillar	GMC	GMC
Model	patch body	paver	4WD	top kick	top kick
Model Year	1991	1998	1994	1991	1991
Date Entered City Service	1991	1999	1994	1991	1991
Odometer Reading at 11-01-08	47,125	n/a	n/a	25,561	29,952
Hour meter reading at 11-01-08	n/a	320	3497	n/a	n/a
Replacement Guidelines					
Target: Years or hours	12 years	12 / 5000	12 / 5000	12 years	12 years
Projected at Replacement:	18 years	*11 / 400	17 / 4200	20 years	20 years
Replacement Cost					
Base Unit	\$72,000	\$120,000	\$129,400	\$72,000	\$72,000
Accessories & Other Costs	\$200	\$9,000	\$20,000	\$2,300	\$2,300
Patch Body	\$88,000	\$0	-	-	-
Special Painting/Striping	\$100	\$100	\$100	\$100	\$100
Radio	\$2,000	\$2,000	\$2,000	\$2,000	\$2,000
Inflation Adjustment	\$0	\$0	\$6,060	\$3,056	\$3,056
Delivery	\$500	\$500	\$300	\$500	\$500
Sales Tax	\$6,493	\$11,471	\$13,256	\$6,944	\$6,944
Total	\$169,293	\$143,071	\$171,116	\$86,900	\$86,900

Total: 2009-10 \$312,400

Total: 2011-12 \$344,900

* See "Existing Situation" for explanation

TRANSPORTATION

FLEET REPLACEMENT – STREET SWEEPER

CIP Project Summary

Replacing one street sweeper in 2011-12 will cost \$186,800.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicle is utilized by Street Maintenance staff based at the Corporation Yard for daily maintenance of City streets and construction work. Because of significantly expanded street routes and street reconstruction performed in-house by City staff, the sweeper replacement target has changed in the City Fleet Policy to reflect increase use and wear. Sweeper replacement use to be based on a ten cycle with the first five years in front line service and last five years in backup service. Prior to this change in replacement target and the addition of a third sweep in 2008, this replacement unit was being used excessively, which resulted increased high repair costs and more down time than usual for servicing. The existing street sweeper will be within fleet policy for replacement in year 2009-10 but, with the positive impact of having a third sweeper, staff is recommending deferral of replacement to 2011-12. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Street Maintenance and Fleet Maintenance staff

TRANSPORTATION

FLEET REPLACEMENT – STREET SWEEPER

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				186,800		186,800
Total	-	-	-	186,800	-	186,800

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Street Maintenance Supervisor

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Creek and Flood Protection (50320)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Street Maintenance Staff	8
Fleet Maintenance Staff	24
Public Works Administration	8

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

TRANSPORTATION

FLEET REPLACEMENT – STREET SWEEPER



Sweeper

TRANSPORTATION

TRAFFIC SAFETY REPORT IMPLEMENTATION

CIP Project Summary

Constructing traffic safety improvement projects as identified in the Annual Traffic Safety Reports will cost \$25,000 annually.

Background

In January 2002, the City initiated a comprehensive Traffic Safety Program aimed at reducing collisions at the highest collision rate locations in the City. The program concentrates on identifying intersections and roadway segments which have experienced three or more collisions in a one-year period and then prioritizes these locations based upon collision rates as compared to similar locations within the City. Based on the collision rates, staff identifies mitigation measures for the high priority locations. This program has been extremely successful, with a 30% overall reduction in collisions since the program was started in 2002.

Project Objectives

1. Reduce the number & severity of vehicle related collisions.
2. Reduce the number & severity of pedestrian and bicycle related collisions.

Existing Situation

Each year the Council reviews the City's Annual Traffic Safety Report of the previous calendar year statistics. Since the program began in 2002 15 high cost and numerous moderate to minor cost safety projects have been completed. Coupled with investments in enforcement activities these projects have result in a 30% reduction in traffic collision since 2002. Although all major safety projects have been completed or are currently under construction, in order to continue to be successful, a prolonged commitment both financially and through staff resources is necessary to properly implement safety mitigation and reduce collisions. Specific safety projects are identified each year following completion of the Traffic Safety Report and are presented to Council.

Goal and Policy Links

1. 1994 Circulation Element (Transportation Goals and Objectives, Goals 1-3, 5 & 6 and Strategies 4 & 7.
2. 2001-2007 Annual Traffic Safety Reports, as approved by City Council.

Project Work Completed

Project work completed includes approximately 150 low cost projects and 15 high cost projects from the 2001 thru 2007 Annual Traffic Safety Reports. Major improvements include Buena Vista & Garfield intersection realignment, Downtown signal indication upgrades, traffic signal installations at Broad & Pacific, Higuera & Granada, and Johnson & Ella, traffic signal upgrades at Marsh & Santa Rosa, Marsh & Osos, Johnson & Bishop, and Madonna & El Mercado.

Each year the traffic safety funds are exhausted or carried over for use in the following year for safety related project. The program has made various safety improvements completed from the 2006 and 2007 annual traffic safety report, including downtown traffic signal indication upgrades in addition signal indication upgrades at High/Pismo & High and signal indication upgrades at Marsh & Broad. It is anticipated that any remaining safety funds will be exhausted by the conclusion of FY 2008-09.

TRANSPORTATION

TRAFFIC SAFETY REPORT IMPLEMENTATION

Environmental Review

The granting of a *Categorical Exemption* by the Community Development Director is anticipated for all projects.

Project Constraints and Limitations

Project constraints for individual projects will be identified as part of each year's Traffic Safety Report.

Stakeholders

Project stakeholders for individual projects will be identified as part of each year's Traffic Safety Report.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2010-11	2012-13	Total
Construction		25,000	25,000	25,000	25,000	100,000
Total	-	25,000	25,000	25,000	25,000	100,000

Project Funding Source

General Fund

Key Project Assumptions

Costs for construction are based on recent pricing information and could change with an increase in labor, material costs, and an unstable bidding environment.

Project Manager and Team Support

Project Manager

Traffic Engineer

Project Support

Transportation Planning & Engineering
CIP Project Engineering

Alternatives

1. ***Deny the Project.*** The City's Circulation Element goals will not be achieved and collisions rates will likely increase.
2. ***Defer or Re-phase the Request.*** The project could be deferred to another year with the same affects noted above.

TRANSPORTATION

TRAFFIC SAFETY REPORT IMPLEMENTATION

Operating Program

General Street Maintenance (50300)

Project Effect on the Operating Budget

Project Management

Public Works – Traffic 200 hours

Public Works – CIP Inspection 200 hours

Operations and Maintenance After Project Completion

There are no significant ongoing cost impacts.

NEIGHBORHOOD TRAFFIC MANAGEMENT

CIP Project Summary

Constructing Neighborhood Traffic Management (NTM) projects requested by residents will cost \$20,000 annually.

Project Objectives

1. Reduce auto traffic speed in residential neighborhoods.
2. Promote pedestrian safety in residential neighborhoods.
3. Preserve neighborhood quality.
4. Reduce through traffic on local residential and residential collector streets.

Existing Situation

This project will continue the current efforts of the City's NTM Plan to improve traffic conditions in existing neighborhoods. Issues regarding traffic safety and neighborhood traffic were one of the highest ranking concerns received from comments by the public as part of the 2005-07 Financial Plan utility bill survey.

The Circulation Element of the General Plan specifically identified seven residential areas that would benefit from adoption of NTM plans and construction of recommended projects. The 1998 NTM Guidelines outline procedures for selecting eligible projects and sharing project financing between neighborhoods and the City.

Since adoption of the guidelines in June 1998, Public Works has become involved with eleven small-scale and six large-scale NTM plans. Each year the City receives requests for solutions to speeding and cut-through traffic problems within neighborhoods. Based upon current workload and resources, typically two or three of these requests develop into full-blown NTM projects. Beginning with the 2003-05 Financial Plan, and then again in the 2005-07 Financial Plan, NTM allocations were reduced due to financial limitations and budget constraints. Due to these budget reductions, staff has created a ranking program of NTM requests to spend limited resources in the highest need areas. The ranking system is based on criteria established by the City Traffic Engineer and includes traffic speeds, volume, presence or absence of continuous sidewalks, bicycle facilities, collisions, and presence of schools or other activity centers.

Currently there are twenty (20) active or delayed NTM requests being processed by the City. Based upon prior commitment policies established by Council, if these NTM's were fully implemented it would result in over \$300,000 in necessary funding to complete. Staff is proposing to spread this commitment over a period of years using the ranking system. Current high ranking priority areas for NTM consideration include:

Johnson-Pismo-Buchon neighborhood
Broad-Chorro-Murray neighborhood

In addition to these large scale NTM project areas, residents on streets such as: Jeffery, Cuesta, Highland, Rockview, Flora, Islay, and Grove have requested NTM review and implementation. Annually, the NTM program would need approximately \$50,000 to \$80,000 to be effective in addressing high profile locations. Based upon current staff resources and historical processing time, it is anticipated that 1-2 major NTM projects can be completed each year (depending on complexity) and 1-2 small NTM projects can be completed.

TRANSPORTATION

NEIGHBORHOOD TRAFFIC MANAGEMENT

Goal and Policy Links

1. 1994 Circulation Element of the General Plan
2. 1994 Land Use Element
3. 1998 Neighborhood Traffic Management Guidelines
4. 2007-09 Financial Plan, Appendix B, pages 3-208 to 3-210
5. 2009-11 Major City Goal – Infrastructure Maintenance

Project Work Completed

The Council adopted the Neighborhood Traffic Management Guidelines in June 1998. Since that time small and medium NTM projects have been processed in several areas, including Augusta Street, High Street, Margarita Avenue, Ella Street, Patricia Drive, Diablo Drive, Ramona Drive, Chorro Street, Fredericks Street, Spanish Oaks Drive, and Highland Avenue.

As part the 2007 Annual Traffic Safety Report, commitments were made to the Pismo/Buchon neighborhood. To-date staff have has formulated an NTM program within the neighborhood, held several neighborhood meetings, formed an action team made up of neighborhood residences, and is currently completing the final traffic studies and developing an action plan. Once the action plan is completed and approved by the neighborhood, staff will return to Council with the plan for neighborhood improvements. In addition to this project the Council has also approved and additional \$100,000 for intersection improvements at Johnson & Buchon. Based on preliminary results from studies completed, staff anticipates the final NTM improvements to include various new traffic control devices and roadway reconfigurations which would likely exhaust the \$100,000 currently allocated for Johnson & Buchon in addition to the \$120,000 budgeted to date from the Neighborhood Traffic Management Program.

Environmental Review

Depending on the NTM strategy identified, minimum environmental review is anticipated with most, if not all, receiving Categorical Exclusions under the CEQA guidelines.

Project Constraints and Limitations

Significant public involvement and coordination with community or neighborhood groups is needed as part of each NTM project.

Stakeholders

Residents and neighborhoods that have current NTM program requests.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		20,000	20,000	20,000	20,000	80,000
Total	-	20,000	20,000	20,000	20,000	80,000

TRANSPORTATION

NEIGHBORHOOD TRAFFIC MANAGEMENT

Project Funding Source

General Fund

Key Project Assumptions

The basis for cost projections is the number of households within each neighborhood that have submitted petitions for Neighborhood Traffic Management. Based on the Neighborhood Traffic Management Guidelines, funding the installation of NTM facilities is the shared responsibility of the City and the study area households or property owners. The City funding allowance, established in 1998, for households is \$140.00, with cost overruns equally shared by the City and the study area households. The value of \$140.00 has not been updated since 1998 when construction costs were considerably lower than they are today.

Even with a recommendation to spread the commitment over a period of year and utilizing a priority ranking system, it would cost approximately \$60,000 annually just to address the most critical NTM's. However, given the staff workload and the City's current financial situation, staff is only recommending 1/3 of projected costs, or \$20,000 annually.

Project Manager and Team Support

Project Manager

Transportation Engineer II

Project Team

Transportation Planning & Engineering
CIP Project Engineering
General Streets Maintenance

Alternatives

1. ***Deny the project.*** In 1998 the City Council adopted the Neighborhood Traffic Management Guidelines (resolution 8811, 1998 series). Neighborhood wellness and traffic issues continue to be high priorities for the residents of the City. Denying the project would not address high priority areas of concern of the community.
2. ***Defer or Re-phase the project.*** The project could be deferred to another year; however with twenty neighborhoods waiting for traffic calming and two to three additional requests each year, it is unlikely that addressing all NTM requests could ever be completed.
3. ***Change the Scope of the Project.*** The project request is a reduced amount from the City Council adopted Neighborhood Traffic Management Guidelines. The budget requests could be increased to \$60,000 to reduce the backlog in NTM requests and address the high priority NTM requests for large scale project areas.

Operating Program

Transportation Planning & Engineering

TRANSPORTATION

NEIGHBORHOOD TRAFFIC MANAGEMENT

Project Effect on the Operating Budget

Project Management

Hours of transportation staff time needed for design and inspection:	800
Hours of transportation staff time needed for project coordination:	400

Operations and Maintenance After Project Completion

Implementing improvements as a result of a completed NTM will result in fewer staff hours spent studying traffic concerns in those neighborhoods.

LOS OSOS VALLEY ROAD INTERCHANGE IMPROVEMENTS

CIP Project Summary

Designing the widening of the bridge on Los Osos Valley Road over Highway 101 and reconfiguration of the on and off ramps to improve traffic circulation will cost an added \$79,700 for design in 2009-10, \$1,200,000 for Right of Way in 2011-12 and \$16,300,000 for construction and construction management in 2012-13.

Project Objectives

1. Reduce traffic congestion at the Los Osos Valley Road/Highway 101 Interchange.
2. Provide sufficient capacity to accommodate traffic demands of future development anticipated by both City and County General Plans.
3. Improve pedestrian and bicycle access and circulation in the area.
4. Identify and then acquire necessary rights of way as they become available or area properties develop.
5. Acquire additional funding from regional, state and federal sources to complete the project.

Existing Situation

During peak traffic periods, traffic conditions at the Los Osos Valley Road/Highway 101 Interchange come close to exceeding service standards established by the City's Circulation Element (Level of Service D). Recent development projects in the area have increased volumes along Los Osos Valley Road and US 101. Modifying the interchange will maintain appropriate levels of traffic flow and provide capacity for additional traffic coming from future development of surrounding City and County parcels. Modifications will also eliminate existing gaps in bicycle and pedestrian circulation along Los Osos Valley Road.

In 2000 the City, the County and the San Luis Obispo Council of Governments (SLOCOG) agreed to jointly finance preparation of a Project Study Report (PSR) to evaluate design options for modifying the interchange. The PSR was approved by Caltrans in February 2004 and contained five alternatives recommended for further consideration. The Council reviewed those alternatives (April 6, 2004) and reduced the total number to four to be passed on to the Project Report (PR) phase of the Caltrans process. Together the PSR and PR will establish the final configuration for the interchange improvements.

A Caltrans Project Report and Environmental Determination have recently been completed, and the design phase (preparation of plans, specifications and estimates) has begun. Other improvements, such as the relocation of Calle Joaquin and minor striping modifications, have been completed to achieve interim operational improvements at the interchange.

The city has developed a project financial plan to fund the project and was successful in receiving California Transportation Commission (CTC) recommendation of up to \$13.8 million in State Transportation Improvement Plan (STIP) funding to help with right of way and construction. This STIP funding will not be allocated until 2012-13. However, and the City has fully funded the plans and specifications component of the project in an attempt to accelerate design and permitting to take advantage of a possible advanced funding opportunity from the State. Because of the magnitude of funding needed to complete the project, it is anticipated that the City funding component of the project will need to be debt financed or other funding mechanisms.

Staff continues to work on local access issues associated with the Los Verdes condominium developments. This project request does not include costs associated with creating additional access to Higuera Street to these complexes. If access options are resolved that include creating new access to Higuera for the condominiums, staff will need to bring forward an additional funding request for Council consideration.

TRANSPORTATION

LOS OSOS VALLEY ROAD INTERCHANGE IMPROVEMENTS

Note: At the time of preparing this project request, staff is continuing to work on accelerating the right-of-way component of this project to take advantage of potential federal funding programs as well as getting the project ready for construction by 2010-11. Accordingly, it is likely that the project phasing and related funding will require subsequent modification.

Goal and Policy Links

1. 1994 General Plan Circulation Element (Figure 4, project C.2)
2. 1995 Transportation Impact Fee (TIF) Program
3. 2005-07 Major City Goal: Traffic Congestion Relief
4. 2007-09 Major City Goal: Traffic Congestion Relief
5. 2009-11 Major City Goal: Traffic Congestion Relief

Project Work Completed

1. Caltrans and the City have approved a Project Study Report for the Project.
2. The relocation of Calle Joaquin is complete.
3. Minor operational improvements along LOVR have been completed.
4. The Los Osos Valley Road (LOVR) Impact Fee program has been established to help fund the project.
5. The Project Report and Environmental Determination process is approximately 95% complete.

Environmental Review

Environmental review under both federal (NEPA) and State (CEQA) requirements for this project is complete.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Study (PSR)	200,000					200,000
Environmental Review	700,000					700,000
Design	2,500,000	79,700				2,579,700
Construction Management					800,000	800,000
Right-of-Way				1,200,000		1,200,000
Construction					15,500,000	15,500,000
Total	3,400,000	79,700		1,200,000	16,300,000	20,979,700

TRANSPORTATION

LOS OSOS VALLEY ROAD INTERCHANGE IMPROVEMENTS

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
State Grant*	100,000					100,000
County of SLO Grant**	30,000					30,000
Direct Developer Contribution***	600,000					600,000
Transportation Impact Fee****	2,670,000				3,000,000	5,670,000
LOVR Impact Fee****		79,700			700,000	779,700
Regional, State or Federal Grants				1,200,000	12,600,000	13,800,000
Total	3,400,000	79,700		1,200,000	16,300,000	20,979,700

* State Highway Assistance (SHA) grant through SLOCOG

** State Transportation Improvement Program (STIP) grants – City and County apportionments

*** The TIF program was amended by Council in May 2006 to reflect project cost increases. It is anticipated that the City funding for the project may need to be financed due to limitations on annually accrued TIF amounts.

**** The LOVR Impact Fee Area has been amended to reflect project cost increases.

Department Coordinator and Project Support

1. **Department Coordinator:** Tim Bochum, Deputy Director of Public Works
2. **Project Support:**
 - Project management – Timothy Bochum, Deputy Director of Public Works
 - Construction management – Construction Management Supervisor – Contract Services
 - Project design – Matt Horn, Supervising Civil Engineer
 - Environmental review – Doug Davidson, Deputy Director of Community Development

Alternatives

Defer or Abandon the Project: Traffic congestion at the interchange will increase as new growth occurs, and the City and County will be faced with the need to curtail growth that contributes to traffic volumes at this interchange. The City could increase its Level of Service criteria to decrease the number or degree of improvements needed and thus live with a slightly higher level of congestion at peak times during the day.

Project Effect on the Operating Budget

Project Management

Transportation Planning and Engineering: 400 hours for project coordination

CIP Project Engineering Program: 1,000 hours for project management

Development Review Program: 60 hours for environmental review

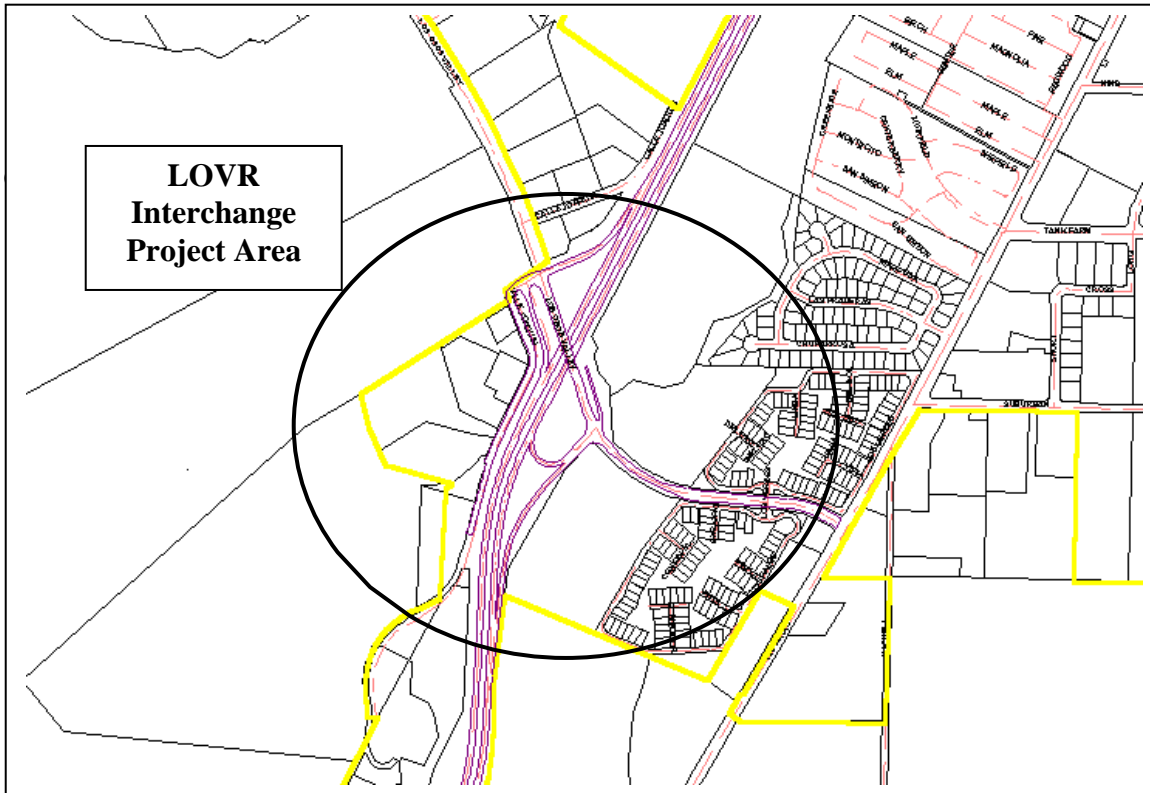
Operations and Maintenance After Project Completion

Once the project is complete, the City and Caltrans will maintain the interchange, under the terms of an existing maintenance agreement. City street maintenance staff will likely have fewer requests for pavement repair as a result.

TRANSPORTATION

LOS OSOS VALLEY ROAD INTERCHANGE IMPROVEMENTS

Location Map



TRAFFIC MODEL UPDATE

CIP Project Summary

Completing the upgrade to the traffic model to enable forecasting of circulation impacts and conducting focused revisions to the Land Use and Circulation Elements will cost \$72,500 annually in 2009-11 to pay for contract services (or contract staff assistance) and outreach efforts.

Project Objectives

1. Upgrade the traffic model to enable forecasting of circulation impacts.
2. Evaluate the effectiveness of existing policies and programs of the Circulation and Land Use Elements.
3. Identify and develop strategic revisions to the Land Use and Circulation Elements.
4. Evaluate Sphere of Influence areas and develop work programs for these areas.
5. Identify new policies and programs that may be warranted to address changing legislation.

Existing Situation: Factors Driving the Need for Change.

The City's Land Use and Circulation Elements have not been significantly updated since 1994, though the Land Use Element has been amended several times annually. The Council reviewed a work program for a full-scale update to both elements in August 2008 and several options for reduced scale updates in Fall 2008. As part of the goal-setting process, the Council identified initiation of the project as an "Other Important Council Objective."

Goals and Policy Links

1. The Council identified initiation of a focused revision of the Land Use and Circulation Elements as an "Other Important Council Objective" in the 2009-11 Financial Plan.
2. The Circulation Element directs the City to meet the transportation needs of current and planned-for population by managing city and regional growth consistent with the Land Use Element.
3. The Circulation Element also directs the City to increase the use of alternative forms of transportation and depend less on the single-occupant use of vehicles.
4. Policy 9.1 of the Land Use Element indicates the City should conduct a comprehensive review of the Land Use Element about every ten years and at other times deemed necessary to consider possible changes in citizen's preferences, technology, population characteristics and regional plans.

Project Work Completed

The Council funded an upgrade to the existing traffic model in the 2007-09 Financial Plan. This conversion of the model to a multimodal based model has begun and the first phase (converting the base year scenario) is expected to be complete in July 2009. Additional work to complete the future land use forecasts is still necessary to complete the full model upgrade.

Environmental Review

Upgrading the traffic model will not trigger environmental review. Revisions to the Land Use and Circulation Elements will require environmental review. Minor revisions are anticipated to require a Mitigated Negative Declaration, however, in the event that the initial study of environmental impact indicates that an Environmental Impact Report (EIR) is required to pursue amendments to the respective elements, staff will return to Council with proposed work program revisions. The cost of developing and EIR is typically substantial and would argue against trying to do isolated revisions and would instead, due to economies of scale, be more appropriate when paired with a full update to both Circulation and Land Use Elements.

TRANSPORTATION

TRAFFIC MODEL UPDATE

Program Constraints and Limitations

Work to complete the traffic model update and strategic review of the Circulation Element can be accomplished using existing staff if temporary or contract staff can be used to backfill some of their current workload. Of the two alternatives (temporary staffing assistance versus consultant help) the option of using temporary staff to backfill current staff workload is the least expensive option and impact to the General Fund.

It is assumed that adequate staffing and resources will be available to do the work associated with the Land Use Element. Community Development staff will be available to provide support to the program once the Housing Element, Orcutt Area Specific Plan, and Broad Street Corridor Plan efforts are complete dependent on other Council priorities. Major update efforts for policy and program changes to both Land Use and Circulation Elements will occur outside of the 2009-2011 Financial Plan timeframe, however, minor revisions will occur during the 2009-11 Financial Plan. However, if the environmental review associated with the minor revisions triggers the need for an Environmental Impact Report, the cost of preparing it would argue against trying to do isolated revisions and would instead, due to economies of scale, be more appropriate when paired with a full update to both Circulation and Land Use Elements.

Initiating a revision to the Land Use and Circulation Elements focused or otherwise will be difficult with limited funding and staffing. Significant resident and business community involvement is anticipated and will require a substantial amount of outreach and input from various stakeholders. In addition, current efforts related to SB 375 and associated “sustainable communities’ strategies”, as well as AB 32, California Environmental Quality Act (CEQA) changes and direction from the Air Resources Board may limit the City’s ability to treat the project as a focused series of strategic revisions to existing programs versus a more comprehensive look at land use and circulation policies and programs developed in the context of regional directives.

Stakeholders

Public Works and Community Development will be the lead Departments in this effort. Other City departments will be involved as changes are proposed.

The stakeholders include City residents, business and property owners, Chamber of Commerce, Downtown Association, Residents for Quality Neighborhoods, Cal Poly, SLO Property Owners’ Association, SLO Greenbuild, Air Pollution Control District, Regional Water Quality Control Board, County of San Luis Obispo, LAFCO, EcoSlo, Sierra Club, Caltrans, San Luis Obispo County Bicycle Coalition, Airport Land Use Commission, San Luis Obispo Coastal Unified School District, Union Pacific Railroad, public utilities, Advisory Bodies, and the San Luis Obispo Council of Governments.

Implementation

The timing associated with these tasks assumes some level of contract or intern assistance for regular staff.

Task	Date
1. Public outreach and input (throughout process).	Fall 2009
2. Recruit temporary or contract staff or consultant assistance for traffic model development.	July 2009
3. Develop traffic forecast model.	June 2010

TRANSPORTATION

TRAFFIC MODEL UPDATE

Task	Date
4. Identify and develop of strategic revisions to the Land Use Element where sections have been superseded	June 2011
5. Conduct traffic model assessments of various land use modifications for future year forecasts and strategic revisions to the Circulation Element	Mar 2010 – June 2011
6. Evaluate effectiveness of existing Land Use and Circulation Element policies and programs and recommend changes where appropriate	June 2011
7. Produce work program for Sphere of Influence areas and identify new programs that may be warranted to address changing legislation	June 2011

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	
Study		72,500	72,500			145,000
Total	-	72,500	72,500	-		145,000

Project Funding by Source

	<i>Project Funding Sources</i>					Total
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	
Transportation Impact Fee		72,500	72,500			145,000
Total	-	72,500	72,500	-	-	145,000

Key Program Assumptions

It will take staff time and assistance from contract staff or consultants to achieve this goal. Staff resources from Community Development and Public Works Departments will be required for the life of this project. If the project is funded to enable contract staff to perform existing assignments thus liberating existing staff to develop the forecast traffic model, the cost to develop the model will be approximately \$145,000 instead of \$200,000.

Project Manager and Team Support

Project Manager. Tim Bochum, Public Works and Kim Murry, Community Development Long Range Division will take the lead but support from and collaboration with other staff and departments will be important.

Project Team. Economic Development Manager, Jennifer Metz, Utilities, Peggy Mandeville, Public Works, Jake Hudson, Public Works, Jeff Hook, Community Development, Michael Codron, Community Development and other staff will be involved as changes are proposed.

Alternatives

1. *Continue the Status Quo.* While the policy direction in the Land Use and Circulation Elements is substantially sound, recent development proposals have highlighted the need to update the elements to be more reflective of current trends and community desires. In addition, several sections (Airport Area,

TRANSPORTATION

TRAFFIC MODEL UPDATE

Margarita Area and Orcutt Area Specific Plan in process) of the Land Use Element have been superseded by subsequent adoption of Specific Plans. These outdated sections need to be revised.

2. ***Defer or Re-Phase the Request.*** The work for these elements has been identified as a needed effort by the Planning Commission for at least two Financial Plan cycles. Deferring work on these items will not only lose the momentum of upgrading the traffic model, but will limit the ability of staff to keep these elements up-to-date.
3. ***Change the Scope of the Request.*** The work scope has already been substantially reduced based on direction from Council. Reducing the scope in order to reduce costs will prevent the upgrade of the traffic model, thus hampering the ability to understand the impacts of proposed revisions to the Land Use and Circulation Elements.

Operating Program

Transportation Planning and Engineering

Project Effect on the Operating Budget

Project Management

As reflected above, significant investment of staff resources will be required in updating the traffic model.

Operations and Maintenance After Project Completion

Staff time will be incurred in keeping the model up-to-date.

TRANSPORTATION

TRAFFIC VOLUME COUNTS

CIP Project Summary

Continuing citywide traffic counts to monitor Levels of Service (LOS) on streets resulting from development and travel changes will cost \$48,000 in 2011-12.

Background

As prescribed in policy 7.7 of the City Circulation Element, Public Works contracts with a vendor to perform traffic volume counts throughout the city every two years. Funds for this reoccurring project are distributed over two fiscal years and are funded through Transportation Impact Fees.

Project Objectives

1. Determine the change in traffic volumes and levels of service for arterial streets, regional routes, and highways.
2. Collect information needed for various transportation activities and projects and for other City planning and engineering activities.
3. Provide information for traffic model updates and bicycle and pedestrian modal split objectives.
4. Provide useful information for development and redevelopment of property available within the City including mitigation fees.

Existing Situation

The City has conducted bi-annual traffic volume counts since 1998. These counts assist the City and private development in determining changes in roadway conditions, intersections or roadways that may need to be analyzed as part of development projects, and help forecast circulation improvements that may be necessary to mitigate project specific and cumulative growth. In previous years volume counts were conducted using General Fund operational money within the Transportation Planning and Engineer Budget. However, in May 2005, the Transportation Impact Fee program was modified to include the costs associated with the annual count program to better reflect new development responsibility and primary use of this information.

Accurate and current information on traffic volume and LOS is required for various transportation planning and engineering tasks such as; signal timing revision, traffic safety investigation, and congested corridor analysis. It is also useful for the City's growth management, pavement management, and traffic mitigation activities.

Goal and Policy Links

1. Section 7.7 of the Circulation Element
2. 2009-11 Major Council Goal – Traffic Congestion Relief

Project Work Completed

Annual counts were taken in 2005 and again in 2007. There is currently funding for the 2009 traffic counting cycle.

Environmental Review

This project is not subject to California Environmental Quality Act (CEQA) review.

TRANSPORTATION

TRAFFIC VOLUME COUNTS

Project Constraints and Limitations

There are no known project constraints.

Stakeholders

The primary stakeholders will be the motoring public who may be temporarily inconvenienced during the traffic counts disruptions. Transportation Planning and Engineering staff are also stakeholders as the traffic counts will affect such tasks as signal timing revision, traffic safety investigation, congested corridor analysis, growth management, pavement management and various traffic mitigation activities.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study				48,000		48,000
Total	-	-		48,000		48,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Transportation Impact Fee				48,000		48,000
Total	-	-	-	48,000	-	48,000

Key Project Assumptions

Costs are based on recent pricing information and could change depending on the bidding environment.

Project Manager and Team Support

Project Manager

City Traffic Engineer

Team Support

Transportation Planning and Engineering

Alternatives

1. **Deny the Project.** Policy 7.7 of the Circulation Element states that the City shall bi-annually monitor changes in traffic volumes throughout the city, not conducting these counts would be a disregard of that policy.
2. **Defer or Re-phase the Request.** The project could be deferred to another year with the same effects noted above.

TRANSPORTATION

TRAFFIC VOLUME COUNTS

3. ***Change the Scope of the Project.*** Fewer locations could be counted, however the data to be collected at each location currently identified is key for optimizing operations.

Operating Program

Transportation Planning and Engineering

Project Effect on the Operating Budget

Project Management

Public Works - Traffic: 60 hours for inspection & contract management

Operations and Maintenance After Project Completion

There are no significant operating cost impacts after project completion.

TRANSPORTATION

GUARDRAIL REPLACEMENTS

CIP Project Summary

Replacing or improving substandard guardrails at various locations will cost \$25,000 for design in 2011-12 and \$60,000 for construction in 2012-13.

Project Objectives

1. Improve traffic safety and collision severity
2. Reduce City liability

Existing Situation

The City has a number of older street and creek crossings that have antiquated guardrails. Some of these railings were installed as long as 50 years ago. Since then, standards and technology have changed dramatically. Some of these guardrails, known in the industry as “knife edges” have a propensity to become dislodged during a collision and cause significant damage by spearing the vehicle when hit. The City should begin replacement of these guardrails to meet State standards for traffic safety attenuation. This project would retrofit, replace, or remove three of these antiquated guardrails.



Figure 1. Example of “Knife Edge” Guard Rail Collision (Orcutt Road)

Goal and Policy Links

1. 1994 Circulation Element of the General Plan
2. 1994 Land Use Element
3. 2009-11 Major City Goal – Infrastructure Maintenance

Project Work Completed

Locations identified:

1. Prado Road Bridge at San Luis Creek
2. Broad Street Bridge at Stenner Creek
3. Loomis Drive adjacent to Cuesta Park

TRANSPORTATION

GUARDRAIL REPLACEMENTS

Environmental Review

It is anticipated that the project would be categorically exempt from environmental review under California Environmental Quality Act (CEQA) as it would replace existing facilities.

Project Phasing and Funding Sources

Project Costs by Type

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				25,000		25,000
Construction					60,000	60,000
Total				25,000	60,000	85,000

Project Funding by Source

General Fund

Note: Staff will pursue any grants that may be available to help fund this project.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Community Development

Alternatives

Deny or defer the Project. Denying or deferring the project will leave in place several guardrails that do not meet the State standard for guardrails and could increase liability for the City if not improved.

Operating Program

Street and Sidewalk Maintenance

Project Effect on the Operating Budget

Project Management

CIP Project Engineering: 100 hours for design oversight and consultant services
CIP Project Engineering: 275 hours for inspection
Transportation Planning and Engineering: 30 hours for project management

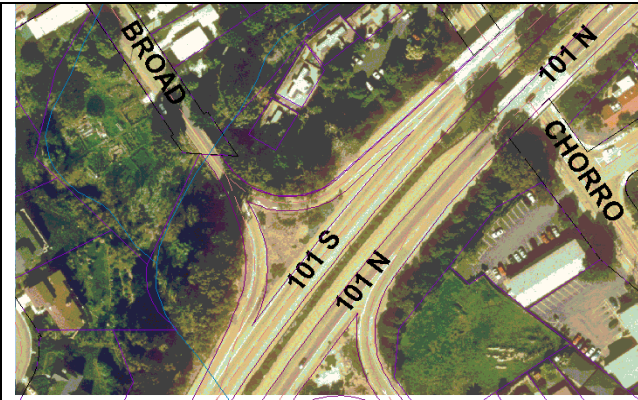
TRANSPORTATION

GUARDRAIL REPLACEMENTS

Operation and Maintenance After Project Completion

This project would have a minimal effect on the operating costs because the project involves only the replacement of existing guardrails. With the improved materials and guardrail designs, a minor decrease in the operating costs may be expected; these new facilities may require less frequent maintenance or repair.

Location Maps



Broad Street Bridge @ Stenner Creek



Prado Rd Bridge @ San Luis Obispo Creek



Loomis Street adjacent to Cuesta Park

TRANSPORTATION

PRADO ROAD BRIDGE DECK MAINTENANCE

CIP Project Summary

Sealing and overlaying the Prado Road bridge deck with polyester concrete resin to protect the reinforcing in the bridge deck and extend the life of the bridge will cost \$160,000 in 2011-12 for construction and construction management.

Project Objectives

1. Protect the bridge decks from water infiltration, corrosion and the resulting damage.
2. Extend the life of the structure.

Existing Situation

Historically asphalt was used to cap decks. Whether this was done with the idea of protecting the deck from water or to simplify overlays of the adjacent street is uncertain. The effect, however, is to trap moisture on the deck and accelerate the corrosion of the deck steel. Asphalt overlays were in the State manual for bridge maintenance for many years. The State no longer uses asphalt after recognizing the long term damage done by this activity.

Preventing water from filtering through the deck will reduce the corrosion of the bridges reinforcing steel. Corrosion of the steel will not only lessen the strength of the bridge but will also cause the bridge to break apart because the “rust” takes up much more space than the reinforcing bar did. Portions of the bridge, usually on the underside of the deck, will pop off leaving the reinforcing exposed. Eventually the structure will deteriorate from the inside.

The City’s most recent bridge replacement project cost over \$5,000,000 and caused noticeable disruption to the community and the creek system. Routine maintenance will delay replacements of this kind for many years.

Staff completed a removal of the asphalt overlay on the Prado Road bridge four years ago in an attempt to determine the condition of the deck steel. The purpose was to provide additional information as to the condition of the structure and determine whether it was worthwhile putting maintenance money into. The results of the testing, after the asphalt removal, were a strong indication that the interior reinforcing steel is still in good condition. However, the concrete deck shows extensive cracking and exposed reinforcement. The deck must receive a sealant and overlay in the near future to prevent the start of rust in the deck.

The most recent report for the downtown Broad street bridge from the State’s Structure Maintenance and Investigation staff identify several areas of spalling (material flaking) and exposed reinforcing steel on the underside of the deck and recommends maintenance for this bridge. This project will be recommended for funding in the next Financial Plan.

Goal and Policy Links

1. Transportation Planning and Engineering Program Goals: Safe and well maintained streets
2. 2005-07 Financial Plan, Appendix B, Page 158
3. 2007-09 Financial Plan, Appendix B, Page 217
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Financial Plan Major City Goal – Infrastructure Maintenance

TRANSPORTATION

PRADO ROAD BRIDGE DECK MAINTENANCE

Project Work Completed

Specifications have been obtained from Caltrans for these specialized products.

Environmental Review

The work can be completed under a Notice of Exemption as it is maintenance only. The deck is waxed underneath prior to installing the sealant to prevent it from penetrating the deck and entering the creek.

Project Constraints and Limitations

There will be significant affects on traffic; however, they will be for extremely short periods of time, 1 to 3 days. Public Works will initiate an information campaign to notify the traveling public of various closures.

Stakeholders

Community at-large that use this bridge.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				150,000		150,000
Construction Management				10,000		10,000
Total				160,000		160,000

Project Funding Source

General Fund

Note: Highway Bridge Rehabilitation and Replacement (HBRR) Funds have recently been made available for some maintenance work on a priority basis. Staff will apply for HBRR grant funds to complete this work. If grants are obtained, they will pay for 88.53% of the project cost, reducing the General Fund cost to \$18,352.

Key Project Assumptions

Project Manager and Team Support

Project Manager

CIP Project Engineering Staff

Project Team

Public Works Administration
Community Development

TRANSPORTATION

PRADO ROAD BRIDGE DECK MAINTENANCE

Alternatives

1. **Deny the Project.** If the bridges do not receive routine maintenance, particularly when they first show signs of deterioration, they will eventually fail. The City's most recent bridge replacements, Higuera Bridge and Foothill Bridge, were left to the point where the bridge was in imminent danger of collapse. Both of those projects caused considerable disruption. If left too long, damage becomes irreversible and the bridge will have to be replaced. Maintenance for these structures can significantly delay replacement.
2. **Change or Re-phase the Project.** The Broad Street project could be advanced ahead of the Prado project and is estimated to cost \$100,000.

Operating Program

Creek & Flood Protection (50320)

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff: 100 hours

CIP Engineering Inspection Staff: 20 hours

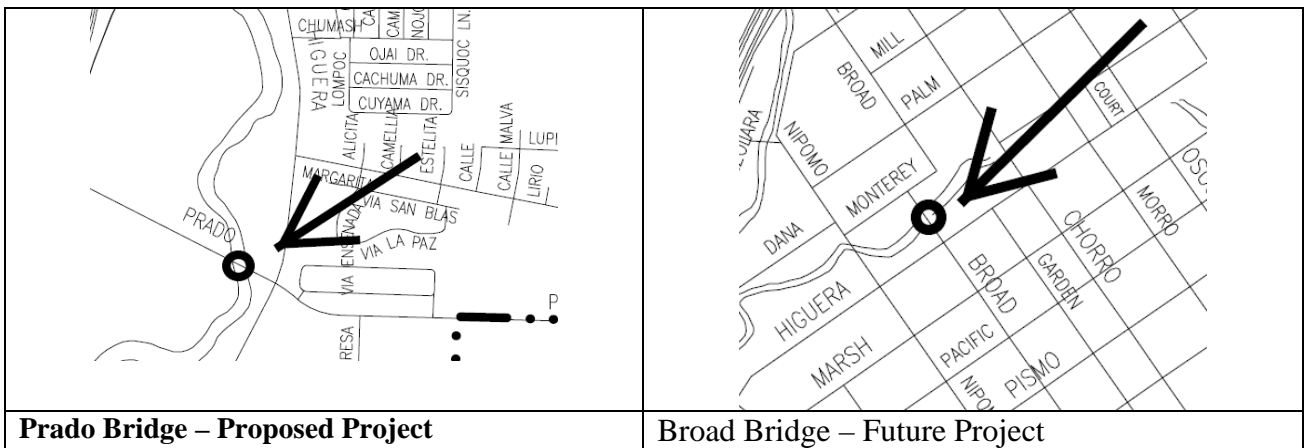
Public Works Administration Staff: 90 hours

Community Development Environmental Review Staff: 3 hours

Operation and Maintenance after Project Completion

1. No additional operating costs will be incurred.
2. Long term cost savings will be realized through delayed bridge replacement.

Location Maps



TRANSPORTATION

STREET SIGN MAINTENANCE

CIP Project Summary

Replacing roadway signs which no longer meet minimum retroreflectivity requirements as recently mandated by the U.S. Department of Transportation, Federal Highway Administration, will cost \$40,000 in 2009-10 and \$66,500 annually thereafter until 2018.

Background

Effective January 22, 2008, the U.S. Department of Transportation, Federal Highway Administration (FHWA) now requires public agencies to maintain minimum retroreflectivity for street signs as established in Section 2A.09 of the Manual on Uniform Traffic Control Devices. Compliance dates for the ruling are:

1. January 2012 for implementation and continued use of an assessment or management method that is designed to maintain traffic sign retroreflectivity at or above the established minimum levels.
2. January 2015 for replacement of regulatory, warning and ground-mounted guide (except street name) signs that are identified using the assessment or management method as failing to meet the established minimum levels.
3. January 2018 for replacement of street name signs and overhead guide signs that are identified using the assessment or management method as failing to meet the established minimum levels.

If the FHWA determines that the City has failed to comply with Federal Regulations, it may withhold approval of federal funding for any further projects within the City until compliance has been accomplished. In addition, the City may be held liable for any damages incurred from any incident related to signs not meeting the new minimum retroreflectivity requirements after 2015.

Project Objectives

1. Survey and measure all roadway signs and measure their current retroreflectivity in the development of a road sign maintenance and inventory system.
2. Replace roadway signs which do not meet minimum retroreflectivity level and achieve compliance with federal requirements.

Existing Situation

Currently the City has no formal routine method for evaluating and maintaining street signs. Current maintenance practices for sign replacement are based on observations from City field crews and citizen requests. Based on previous inventories and surveys, staff estimates that there are approximately 15,000 street signs in the City and that approximately one quarter to one half of those signs will not meet the minimum retroreflectivity levels now required by FHWA. In order to implement a plan which will bring the City into compliance with the federal mandate by the 2015 deadline, a significant financial commitment would be required by the City, but given the current fiscal crisis facing the City, may not be feasible at this time. Staff, instead, proposes to proceed with a plan which will not likely achieve the mandate by 2015, which will however demonstrate the City's intent to comply and be acceptable to the regulating agency.

As mentioned above, the estimated number of all roadway signs is 15,000. This total includes an estimation of 6,400 regulatory signs and 8,000-9,000 warning signs, such as school zone and speed curve advisories. The estimate of 15,000 total signs is based on an actual field survey conducted in the late 1990's and an approximation of new signs installed based on work orders processed since then. It is assumed that this survey was accurate and

TRANSPORTATION

STREET SIGN MAINTENANCE

there exists a high level of confidence in the road sign estimation.

The Federal mandate also requires that each agency maintain a mechanism/program for tracking sign retro-reflectivity to ensure that all pertinent signs meet minimum thresholds. Therefore, the recommended sign database software will replace the current work order system for signs. Due to the large volume of existing signs and the constantly changing inventory of signs with new installations, relocations, removals, knockdowns, and repairs the most cost effective method to achieve this is to utilize an advanced database which, based on a sign's material and the date it was installed, modified, or tested, can estimate when a particular sign will no longer meet federal requirements and need to be replaced. .

Each time a work order is submitted for change, removal, or installation the database will be automatically updated. After 8 years when the entire city has been surveyed and measured, this database will replace the need to complete a field inventory and measurement during each paving program. Staff will have the ability to produce reports directly from the database indicating sign locations and replacement recommendations based on the last reflectivity measurement, installation date and/or sign sheeting material.

Staff proposes to inventory and test all signs over a four year period from 2009 thru 2013 utilizing a City purchased retro-reflectometer and Global Positioning System (GPS) equipment operated by a combination of City staff and volunteer student labor whenever possible. During and following this inventory and testing period staff will proceed with a priority based replacement of non-compliant signs over an eight year period from 2010 to 2018, at which time the City should be in full compliance with the Federal regulations. Once compliance is met annual sign maintenance costs will be significantly less.

Goal and Policy Links

1. 1994 Circulation Element (Transportation Goals and Objectives, Goals 1, 3 & 6 and Strategy 7.
2. 2001-2007 Annual Traffic Safety Reports, as approved by City Council.
3. 23 Code of Federal Regulation (CFR) part 655, subpart F
4. FHWA Manual on Uniform Traffic Control Devices 2003 Edition, 2nd Revision: Section 2A.09

Project Work Completed

None to date

Environmental Review

The granting of a *Categorical Exemption* by the Community Development Director is anticipated for this project.

Project Constraints and Limitations

Assuming that sign replacement work is included in the annual paving projects, staff would need to utilize in-house staff to conduct the surveys and measurements. Staff would also attempt to take advantage and recruit volunteers (Cal Poly engineering students) as needed. If staff is unable to recruit volunteers, this approach would require significant effort by current Transportation or Engineering staff which would possibly result in longer plan preparation time and impact the delivery schedule of pavement projects.

Stakeholders

Project stakeholders for individual projects will be identified as part of each year's replacement schedule.

TRANSPORTATION

STREET SIGN MAINTENANCE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Software		15,000	6,500	6,500	6,500	34,500
Survey Equipment		25,000				25,000
Construction			60,000	60,000	60,000	180,000
Total	-	40,000	66,500	66,500	66,500	239,500

Project Funding by Source

	<i>Project Funding</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund		40,000	66,500	66,500	66,500	239,500
Total	-	40,000	66,500	66,500	66,500	239,500

Key Project Assumptions

Costs for construction are based on recent pricing information and could change with an increase in labor, material costs, and an unstable bidding environment. Estimates for the number of signs and percentage of signs needing replacement are based on previous inventories and surveys and could change once a comprehensive inventory and testing is completed.

Project Manager and Team Support

Project Manager

Transportation Planning & Engineering

Project Team

Transportation Planning & Engineering - Traffic

CIP Project Engineering - Inspection

Streets Maintenance

Community Development

Alternatives

1. **Deny the Project.** If the FHWA determines that the City has failed to comply with Federal Regulations they may withhold approval of federal funding for any future projects within the City until compliance has been accomplished. In addition the City may be held liable for any damages incurred from any incident related to signs not meeting the new minimum retroreflectivity requirements after 2015.
2. **Defer or Re-phase the Request.** The project could be deferred; however deferring the project will require larger volumes of sign replacements and expenditures in subsequent years in order to demonstrate City intent to comply or to meet compliance by the federally mandated deadline of 2015.

TRANSPORTATION

STREET SIGN MAINTENANCE

3. ***Proceed with recommended plan and defer survey services to engineering staff.*** Depending on the size of the approved CIP and budget reduction strategies there may be available in-house staff resources to conduct the inventory and testing. However if this alternative is approved and budget reduction strategies include staff reductions in CIP engineering, there may not be enough staff resources to proceed.

4. ***Proceed with a plan to achieve compliance with the Federal Mandate by the compliance deadline.*** In order to meet the compliance dates mandated by FHWA staff proposes to inventory and test all signs in 2009 and begin an accelerated replacement of non-compliant signs by area annually from 2009 thru 2015, at which time the City will be in full compliance with Federal Regulations. Once compliance is met annual sign maintenance costs will be significantly less. Staff has evaluated the possibility of only surveying the areas that are planned for replacements in the same year; however the cost of the survey method necessary to meet compliance by the Federal deadline is primarily in deployment therefore conducting smaller surveys in multiple years could cost as much as five times more over the course of a four year period as opposed to conducting the entire study in the first year.

Operating Program

Street and Sidewalk Maintenance

Project Effect on the Operating Budget

Project Management

Public Works – Traffic	300 hours
Public Works – CIP Inspection	100 hours
Public Works – Street Maintenance	100 hours
Public Works Administration	100 hours

Operations and Maintenance After Project Completion

There are no significant operating cost impacts after project completion.

TRANSPORTATION

TRANSPORTATION IMPACT FEE CREDIT (VILLAGE MARKETPLACE)

CIP Project Summary

Reimbursing a developer for project improvements from the Transportation Impact Fee Fund will cost \$28,700 in 2009-10 and \$86,100 in 2010-11, for a total of \$114,800.

Background. The developer of the Village Marketplace project made improvements to the Orcutt Road and Broad Street intersection in accordance with a reimbursement agreement dated January 25, 2006. This reimbursement will constitute a complete and final payment for said improvements.

Project Objectives

Reimburse the Village Marketplace project for oversizing transportation facilities.

Existing Situation

Occasionally, the City requests that private development projects construct additional improvements to public infrastructure beyond those normally required to build their project. This “oversizing” of public improvements is encouraged to complete necessary infrastructure sooner rather than later and allow orderly development to occur without additional disruptions to the public or numerous construction projects to complete needed improvements. In order to ensure this work, the City has normally agreed to reimburse these private projects for the oversized improvements recognizing that if the City was to undertake the improvements, it would require similar expenditures of public funds to complete the necessary improvements.

One such case has been street and signal improvements performed by Minor Subdivision 99-214 (Source Commercial Group) at the intersection of Broad Street at Orcutt Road (now called Village Marketplace). This commercial project was built on the southeast corner of the intersection and as part of that development approval, was required to complete frontage improvements that included curb, gutter and sidewalk along with additional paving on Broad Street and Orcutt Road. As part of the approvals of the project the City requested that they complete additional improvements to construct the dual left turn lanes in the southbound direction from Broad Street to Orcutt Road. The timing of this improvement made sense in that the project would be widening Orcutt Road and the second receiving lane could be constructed to allow the dual left turn lane to be completed. The dual left turn lane (including changes to the traffic signal) was not a project specific requirement of the development project and as such was considered an oversizing of public infrastructure. The costs for this improvement are eligible for reimbursement from the City Transportation Impact Fee (TIF) fund which is impact mitigation money collected from all new development.

Goal and Policy Links

1. Reimbursement Agreement approved by the City Council on January 17, 2006.
2. Section 16.20.110 of the City’s Municipal Code “Reimbursement Agreements”

Project Work Completed

The physical improvements to the intersection were completed in late 2004 and accepted by the City. A reimbursement agreement was approved by the Council on January 17, 2006 in the amount of \$204,625.56.

Environmental Review

None required.

TRANSPORTATION

TRANSPORTATION IMPACT FEE CREDIT (VILLAGE MARKETPLACE)

Project Constraints and Limitations

There are no significant project constraints or limitations.

Stakeholders

The stakeholder is the Village Marketplace developer and those that will rely on the TIF for other projects.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Total Reimbursement Amount		28,700	86,100			114,800
Previously Reimbursed 12/2006	36,000					36,000
Previously Reimbursed 01/2006	40,600					40,600
TIF Credit 3220 Broad	13,300					13,300
Total	89,900	28,700	86,100			204,700

Project Funding Source

Transportation Impact Fee Fund

Key Project Assumptions

Costs are based on a completed project and the reimbursement agreement.

Project Manager and Team Support

Project Manager

Deputy Director of Public Works

Project Team

Engineering Development Review
Finance & Information Technology

Alternatives

1. **Deny the Project.** If we do nothing the current Council Approved reimbursement agreement still exist and will require future action.
2. **Defer or Re-phase the Request.** The reimbursement agreement and City Municipal Code allows for a 15 year reimbursement period.

TRANSPORTATION

TRANSPORTATION IMPACT FEE CREDIT (VILLAGE MARKETPLACE)

Project Effect on the Operating Budget

Project Management

Public Works – Development Review 2 hours
Finance 2 hours

Operations and Maintenance After Project Completion

These facilities already exist so there will be no additional operating costs.

TRANSPORTATION

TRAFFIC SIGNAL RECONSTRUCTION

CIP Project Summary

Reconstructing traffic signals at the intersections of Broad & Pismo and Broad & Buchon to reduce maintenance, call outs and likelihood of overall system failures will cost \$258,800 for construction in 2012-13.

Background

The traffic signal at Broad & Pismo was originally constructed sometime in the late 1950's/early 1960's; and the traffic signal Broad & Buchon was originally constructed in early 1968. Both Broad Street signals were operated by Caltrans until Route 227 was reestablished on South Street in the early 1990's, at which point both traffic signals were acquired by the City. These two traffic signals are some of the earliest installed within the City.

Project Objectives

1. Replace aging equipment, conduit and wiring prior to failure.
2. Upgrade substandard equipment prior to failure and/or potential traffic collisions.
3. Reduce the likelihood of operational failures.
4. Reduce unscheduled maintenance calls.

Existing Situation

At each of these intersections the existing rigid conduits and pull boxes are currently at or exceeding capacity and failing due to fatigue and rust. Also most of the wiring within these conduits is failing due to age, thin insulation, moisture intrusion, exposed wiring, and failure prone splices. In addition to wiring and conduit deficiencies, the signal poles that were installed on Broad Street by Caltrans in 1968 appear to be salvaged, with open holes drilled in them for equipment that may have been at their previous locations. At both of these intersections the poles are suffering from metal fatigue and rust, with exposed internal wiring due to holes caused by rust and drilling. These signals also do not meet current Caltrans structural specifications nor do they meet Federal uniform traffic control device requirements.

Goal and Policy Links

1. Major City Goals for 2007-09: Infrastructure Maintenance & Traffic Congestion Relief
2. General Plan: Circulation Element
 - a. Transportation Goal #3
 - b. Transportation Objectives #11, #14, & #21
3. 2009-11 Financial Plan Major City Goal: Infrastructure Maintenance
4. 2009-11 Financial Plan Major City Goal: Traffic Congestion Relief

Project Work Completed

Ongoing maintenance activities.

Environmental Review

This project will receive a *Categorical Exemption*; replacement or reconstruction of existing structures or facilities on the same site having substantially the same purpose and capacity.

TRANSPORTATION

TRAFFIC SIGNAL RECONSTRUCTION

Project Constraints and Limitations

There are no known project constraints.

Stakeholders

The primary stakeholders will be the motoring public who may be temporarily inconvenienced during the traffic signal reconstruction. Transportation Planning and Engineering staff and the Signal Technicians are also stakeholders as signal reconstruction will affect such tasks as signal timing revision, traffic safety investigation, and congested corridor analysis.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction					258,800	258,800
Total	-	-	-	-	258,800	258,800

Project Funding Source

General Fund

Key Project Assumptions

Costs for construction are based on recent pricing information and could change with an increase in labor, steel costs, and an unstable bidding environment.

Project Manager and Team Support

Project Manager

Traffic Engineer

Project Team

Transportation Planning & Engineering – Traffic
CIP Project Engineering

Alternatives

Deny the Project. These two traffic signals are prone to failure due to their current condition. When they do fail the intersection will revert to stop control, resulting in traffic congestion, until these improvements can be funded.

Operating Program

Traffic Signals and Street Lighting

TRANSPORTATION

TRAFFIC SIGNAL RECONSTRUCTION

Project Effect on the Operating Budget

Project Management

Transportation Planning & Engineering – Traffic	200 hours
CIP Engineering Inspection	600 hours
Public Works Administration	300 hours
Community Development:	10 hours

Operation and Maintenance after Project Completion

With new traffic signals in place at the two locations, maintenance callouts will likely be reduced, providing time for the Traffic Signal Technicians to work at other locations.

TRANSPORTATION

STREET LIGHT PAINTING

CIP Project Summary

Painting downtown street light poles to preserve appearance and prevent deterioration will cost \$50,000 annually in 2009-11; and \$25,000 annually starting in 2011-12.

Project Objectives

1. Improve street light appearance downtown.
2. Prevent deterioration and permanent damage to the street light poles and their foundations.

Existing Situation

In the late 1980's, the City replaced 68 smooth metal street light poles in the downtown with decorative fluted metal poles. The majority of the poles are mounted over the original pole foundation with an adapter plate and the plate area grouted. An inspection seven years ago showed that many of these poles are corroding and some of the grout at the base of the pole is breaking loose leaving the anchor bolts exposed. The condition of the adapter plates is unknown. The adapter plate is a heavy metal plate with four holes in the plate to fit over the foundation bolts of the original pole and four anchor bolts welded to the plate to mount the new pole on. The stability of the pole relies on the good condition of those anchor bolts.

The project was not deemed urgent enough to warrant funding during previously adopted financial plans. The City has also been considering the replacement of many of these lights with a pedestrian level street light which spoke to delaying the maintenance of these larger poles. The Council has approved the pedestrian lighting plan, but full implementation could take many years and multiple pedestrian lights are needed to replace a single street light.

Staff is currently planning a two pronged approach to improving the appearance of the street lighting. Some pedestrian level lighting work will be completed, removing some of these fluted poles, and some of the poles will be painted. Staff will develop a prioritization of pedestrian level lighting so that poles that are repainted are in areas that will be converted to pedestrian lighting last. The poles will be repainted to the newly adopted green color for the downtown. Project work will also include removal of the grout and inspection of foundation support bolts to determine if these are corroded and in need of replacement. The grout will then be replaced around the base of the poles. The poles will have to be hand cleaned in place, primed and coated. The work will be labor intensive.

Goal and Policy Links

1. 2007-09 Financial Plan, Appendix B (Approved, then deferred 9/30/08)
2. Signal and Light Maintenance Program Goal: Well lighted streets and neighborhoods
3. 2009-11 Major City Goal: Infrastructure Maintenance
4. 2009-11 Council Objective: Downtown Maintenance and Beautification

Project Work Completed

The location and number of poles to be painted has been determined.

Environmental Review

This project will receive a Notice of Exemption.

TRANSPORTATION

STREET LIGHT PAINTING

Project Constraints and Limitations

There are no known constraints or limitations.

Stakeholders

The work will affect businesses owners in the immediate vicinity of the work, but the duration of work at each individual pole will be short. Staff will work with the Downtown Association to notify businesses of the upcoming work.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		50,000	50,000	25,000	25,000	150,000
Total		50,000	50,000	25,000	25,000	150,000

Project Funding by Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Community Development

Alternatives

1. **Deny the Project.** If this project does not proceed, the light poles will continue to deteriorate and eventually have to be replaced.
2. **Change the Scope of the Project.** The project scope could be changed to reduce the amount spent each year, completing fewer poles each year and extending the duration of the project.

TRANSPORTATION

STREET LIGHT PAINTING

Operating Program

Traffic Signals and Street Lights

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	80 hours
CIP Engineering Inspection	100 hours
Public Works Administration	90 hours
Community Development	3 hours

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. There will be costs incurred to maintain the repainted poles if vandalism occurs.

DOWNTOWN PEDESTRIAN LIGHTING

CIP Project Summary

Implementing the Downtown Pedestrian Lighting Plan will cost \$70,000 in 2010-11 and in 2012-13.

Background

Improving lighting on the sidewalks in the downtown for pedestrians was originally identified as an “Other Important Council Objective” in the 2001-03 Financial Plan and then went on to be included in both the 2005-07 and the 2007-09 Financial Plans as part of the Major City Goal for the Downtown. The emphasis of this goal was to focus on improving pedestrian visibility and enhancing the historical and architectural character of the downtown. The first step in achieving this goal was achieved when the Council adopted the Downtown Pedestrian Lighting Plan and adopted a Downtown Pedestrian Lighting District in February of 2006. Since this adoption, approximately 19 lights have been installed through private or City projects, the last project being the installation of seven light fixtures on Higuera Street between Broad and Nipomo a part of a downtown paving project. Installation of an additional 240 lights is required to ultimately complete the downtown pedestrian plan. Staff is proposing progress on this activity again as part of the 2009-11 Council Goal for the Downtown.

Project Objectives

1. Implement the Downtown Pedestrian Lighting Plan
2. Install pedestrian lighting in downtown or provide the infrastructure for lights installed through donations.

Existing Situation

Light levels are generally low in the mid-block sections of the downtown. This is largely due to the trees blocking and interfering with the light from the tall cobra heads causing large shadows on the sidewalks and streets. Recognizing this, Council adopted a goal to increase pedestrian visibility and enhance the downtown with a vintage style pedestrian light. As stated above, Council adopted a vintage-style light fixture, a downtown lighting district and a location plan for their placement. Implementing the lighting plan could be handled in various ways. For example:

1. Install lights as part of future large scale private or public developments, such as occurred with the 919 Palm City Offices/Parking Structure project and the Court Street project.
2. Fund and install the infrastructure – conduits, foundations – with the light fixture and pole funded through donations collected via a sponsorship program. At one time the Downtown Association offered to implement an “Adopt-a-Light” program.
3. Move forward with installation of one or two blocks of lights a year (7 to 14 fixtures) through a typical CIP project or coordinate and “piggy back” on to other future downtown CIP projects such as paving, sidewalk or underground utility projects. Upcoming paving projects that could be a candidate for piggy backing would be Chorro between Monterey and Higuera (five lights).

Goal and Policy Links

1. Adopted Downtown Pedestrian Lighting Plan
2. Signal and Light Maintenance Program Goal: Well-lighted Streets and Neighborhoods
3. 2001-23 Other Council Objective: Downtown Pedestrian Lighting Plan
4. 2007-09 Major City Goal: Downtown Improvements
5. 2009-11 Council Objective: Downtown Maintenance and Beautification

TRANSPORTATION

DOWNTOWN PEDESTRIAN LIGHTING

Project Work Completed

The Downtown Pedestrian Lighting plan was adopted by Council in early 2006, since this time about 19 lights have been installed at various locations through private development or city projects.

Environmental Review

It is anticipated that this project will receive a Categorical Exemption from the Community Development Department.

Project Constraints and Limitations

Projects would be coordinated with other city or private projects. Project would be coordinated around downtown events.

Stakeholders

The Downtown Association and the Chamber of Commerce have been interested in this program and would like to see progress made to start installations. The Association has expressed an interest in implementing a donation based program similar to the memorial bench program.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction			70,000		70,000	140,000
Total	-	-	70,000	-	70,000	140,000

Project Funding Source

General Fund

Note: The Downtown Association and Chamber of Commerce have expressed some interest in beginning a donations program for the lights. If that program is instituted, donated funds may reimburse the City for the light standard.

Key Project Assumptions

Costs for construction are based on recent pricing information and could change with an increase in labor and steel costs.

Locations for installing lighting will first be determined by upcoming construction projects within the boundary of the lighting district or by a priority list developed by staff based on highest need. Preliminary thinking would be to install along the length of Higuera, then Monterey and then highly used side streets leading to parking lots and structures.

TRANSPORTATION

DOWNTOWN PEDESTRIAN LIGHTING

Project Manager and Team Support

Project Manager

CIP - Engineering

Project Team

Public Works

Community Development

Alternatives

1. **Deny the Project.** The downtown as a whole would continue to have a low level of lighting on sidewalks.
2. **Defer or Re-phase the Request.** The project could be deferred to another year with the same affects noted above.
3. **Change the Scope of the Project.** The project could be reduced to install fewer or more lights with costs changing in accordance with those changes assuming a single block of lighting costs approximately \$70,000 to install.

Operating Program

Traffic Signals and Street Lighting

Project Effect on the Operating Budget

Project Management

CIP Engineering

Project Administration 90 hours per project

Project Management 100 hours per block

Inspection 40 hours per block

Community Development 3 hour for environmental document review per project

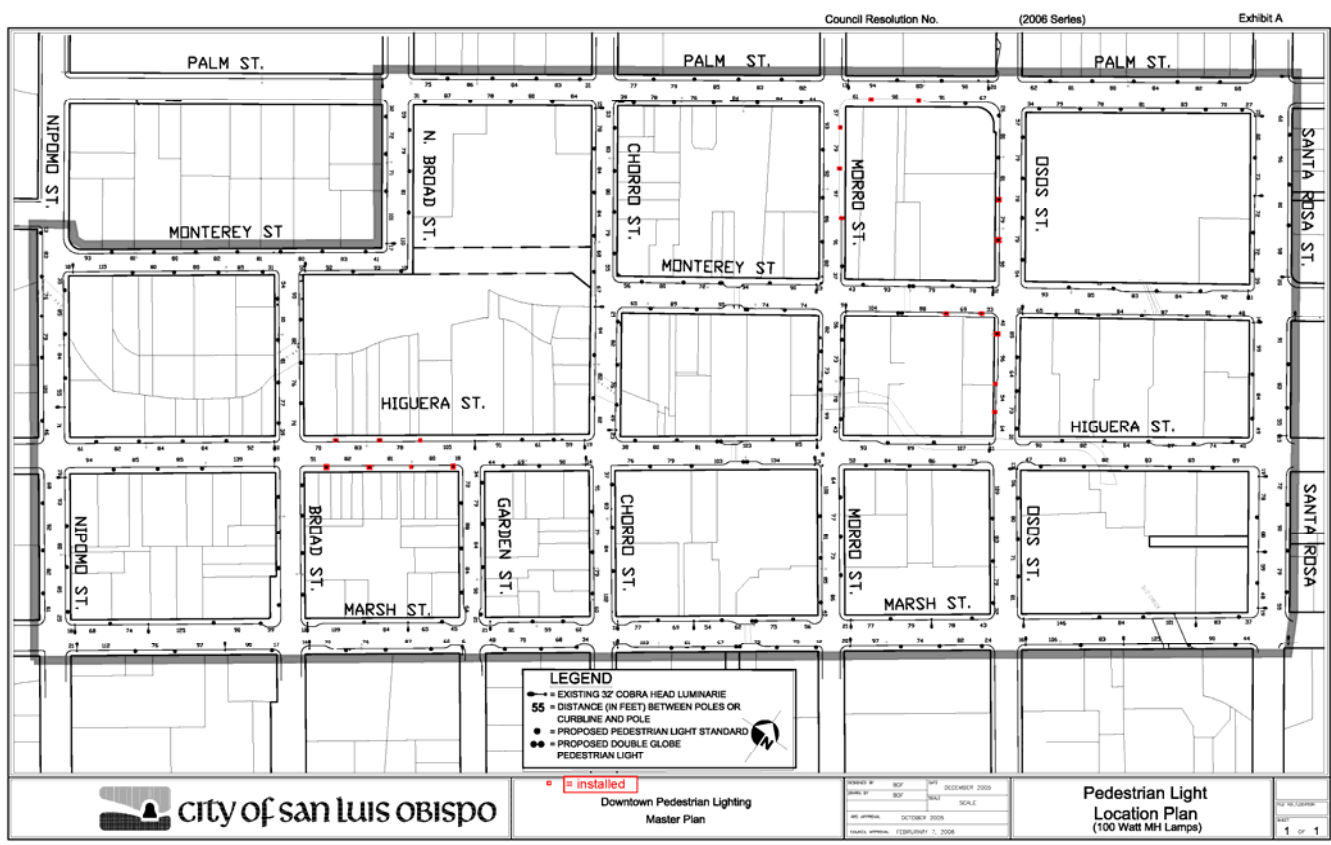
Operations and Maintenance After Project Completion

There will be modest electrical costs after project completion.

TRANSPORTATION

DOWNTOWN PEDESTRIAN LIGHTING

Location Map



TRANSPORTATION

STREET LIGHT REPLACEMENT – BROAD STREET

CIP Project Summary

Converting existing street lights to an underground connection in conjunction with the Broad Street Utilities Undergrounding project will cost \$60,000 in 2009-10.

Project Objectives

Maintain adequate street lighting after the Utilities Undergrounding project is completed.

Existing Situation

In cooperation with the County of San Luis Obispo, the City has established with, a joint underground district for Broad Street from Orcutt Road to the County Airport. This project is a joint effort between agencies and private utility companies and entails the installation of underground utility lines followed by the removal of the overhead lines and poles. Design of the project is currently underway and construction is scheduled to begin in 2009.

Within the limits of the proposed Broad Street undergrounding district (southerly City limits to just north of Orcutt Road) are six existing street lights on wood poles with overhead service. These poles were planned to be replaced with metal poles and underground service provided. In addition to the existing street lights, there are approximately 19 proposed street lights on the southwesterly side of Broad Street. Three of those were originally planned to be installed with the construction of the Damon-Garcia Sports Fields, but were omitted from the contract because the overhead wires were physically in the way. With the removal of the overhead wires, those three street lights which are to be paid for by the City, could be installed in conjunction with the undergrounding effort.

Because of the current fiscal restraints, staff is recommending that only the six existing lights be addressed with the underground district. Conversion to steel poles and addition of lights will be installed either as a condition of future development or under future City CIP projects.

Goal and Policy Links

1. City Council Goal to require underground electric facilities
2. 1994 Circulation Element – Scenic Roads Designation for Broad Street
3. Adopted City Ordinance for undergrounding of this street segment

Project Work Completed

Initial planning for limits of the undergrounding has been completed.

The undergrounding district was established through an ordinance passed by City Council in 2003.

Design of the undergrounding of private utility lines is in progress and is anticipated to be completed in 2009.

Environmental Review

The utility companies provide their own environmental review for the undergrounding project. This CIP is incidental to the utility company work.

Project Constraints and Limitations

This project will be performed in conjunction with the undergrounding effort performed by the private utility companies, and as such, will be coordinated with their construction schedule.

TRANSPORTATION

STREET LIGHT REPLACEMENT – BROAD STREET

Stakeholders

The determination and establishment of underground districts is based on providing a benefit to the general public. In this case the motorists who use this portion of Broad Street will be adversely affected during construction, but will enjoy the finished product with the overhead utility lines removed from sight. The City's participation in the project will not yield any significant change to those affected by the related undergrounding project.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		60,000				60,000
Total		60,000				60,000

Project Funding Source

General Fund

Key Project Assumptions

The cost of construction shown is only an estimate. The final design of City-improvements associated with this project has not yet been completed and the final cost is only estimated at this time. It also assumes that there will be no cost to the City to continue to use the existing wooden poles.

The construction schedule shown is dependent upon on the utility companies completing their design of the undergrounding project per the schedule submitted to the City in 2008.

Department Coordinator and Project Review/Support

Project Manager

CIP Project Engineering

Project Review and Support

Public Works Administration
Utilities – Maintenance

Alternatives

1. **Deny the Project.** Denying the project will eliminate some of the existing street lighting along Broad Street from the Southerly City Limits to Orcutt Road.
2. **Change the Scope.** The scope is only to convert the existing lights to an underground service. Replacing the poles with standard metal light posts and installing the 3 additional lights required as part of the Damon Garcia Sports Fields project would increase the cost to approximately \$250,000. The benefit would be that future trenching and light standard installation would not be required.

TRANSPORTATION

STREET LIGHT REPLACEMENT – BROAD STREET

Operating Program

Signal and Light Maintenance (50330)

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff: 100 hours for project management.

CIP Engineering Inspection Staff: 100 hours for project inspection.

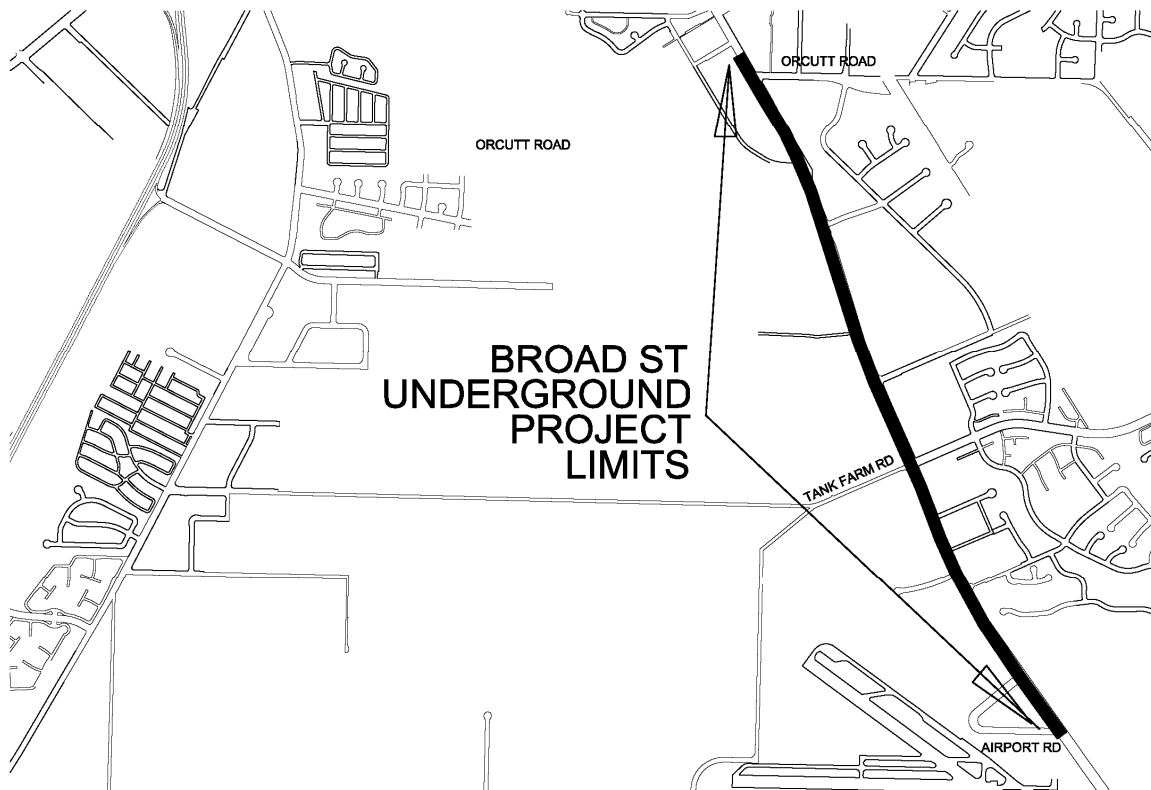
Public Works Administration Staff: 20 hours

Finance Division: 8 hours for management of reimbursement to the utilities for placement of conduit.

Operations and Maintenance After Project Completion

There are no significant operating cost impacts after project completion.

Location Map/Schematic Design



TRANSPORTATION

SIDEWALK REPAIR

CIP Project Summary

Repairing sidewalks will cost \$20,000 annually.

Project Objectives

1. Improve pedestrian access
2. Reduce liability from sidewalk damage

Existing Situation

Areas of the City's sidewalks are damaged by street tree roots or other problems. Damaged areas are often displaced resulting in an uneven walkway that can pose difficulties to pedestrians. Current practice is to annually contract for such sidewalk repairs in the area scheduled for pavement maintenance that year. Curbs and gutters are also repaired if needed to match restored sidewalk grades.

Goal and Policy Links

1. General Street Maintenance Program Goal: Safe and Smooth Sidewalks
2. 2005-07 Financial Plan
3. 2007-09 Major City Goal: Street Maintenance
4. 2007-09 Financial Plan, Appendix B, Page 258
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

None.

Environmental Review

This project will receive a Notice of Exemption.

Project Constraints and Limitations

There are no known project constraints or limitations.

Stakeholders

Sidewalk users, Streets Maintenance and CIP Project Engineering staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		20,000	20,000	20,000	20,000	80,000
Total	-	20,000	20,000	20,000	20,000	80,000

TRANSPORTATION

SIDEWALK REPAIR

Project Funding Source

General Fund

Key Project Assumptions

The construction will be limited to the funds available.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering
Community Development

Operating Program

General Streets Maintenance (50300)

Alternatives

1. ***Deny the Project.*** Sidewalk repair work would be severely limited due to the lack of funding. Any liabilities resulting from damaged areas would remain.
2. ***Change the Scope of the Project.*** Additional funding could be used to make more repairs. Currently repair work is limited by the funding allocation rather than by the work needed. Reducing the scope would have a similar affect to denying the project.

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff - 240 hours
CIP Engineering Inspection Staff - 120 hours
Public Works Administration Staff - 90 hours
Community Development - 10 hours

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The replacement of damaged sidewalk with new sidewalk will reduce the maintenance costs because ongoing grinding or patching of raised areas and sunken areas will not be required for a period of years.

SIDEWALK ACCESSIBILITY IMPROVEMENTS

CIP Project Summary

Removing existing concrete curb returns and sidewalks and constructing ramps that improve accessibility to City sidewalks will cost \$135,000 in 2009-10; \$200,000 in 2010-11; and \$250,000 annually thereafter.

Project Objectives

1. Improve accessibility at street crossings
2. Comply with provisions of the Americans with Disabilities Act (ADA)

Existing Situation

The City has an established system of streets with curbs, gutters, and sidewalks. This system works well for most people but can be challenging to negotiate for those with physical disabilities. One of the impediments to travel is the difference in elevation between the street grade and the sidewalk grade at points of transition. While it would be difficult to furnish continuous access between the street and the sidewalk, it is feasible to provide access at corners where people using the sidewalk most often cross the street. The method of access that works best is a ramp with a safe transition.

The City has identified 1,846 points at intersections where pedestrians cross the street. More than 40 percent of these crossing points already have some sort of transition ramp provided; however some of these were built some years ago and do not conform to current standards that allow ready use by wheelchairs. The remaining 60 percent of crossing points continue to have a step between the street and sidewalk.

According to ADA requirements, any alteration to a street causes an agency to provide access ramps where none exist, and to make compliant any ramps that existed previously. Some ADA compliance problems have arisen from differing interpretations of the term "alteration." Many highway agencies consider the removal of a wearing surface and its replacement with a new thickness of paving as merely routine maintenance-part of the long-term maintenance program for a roadway-and, therefore, not an "alteration."

The ADA definition of an alteration, however, can be much broader. The Federal Department of Justice Title II implementing regulation (28 CFR §35.151) defines an alteration as a change that "...affects or could affect the usability of a facility or part of a facility." A Federal district appeals court decision held if a street is to be altered to make it more usable by the general public, it must also be made more usable for those with ambulatory disabilities. Under this interpretation, if resurfacing affects the usability of a street for motor vehicles (or for pedestrians at crosswalks), curb ramps should be included where pedestrian routes cross curbs or other barriers to use. Surface projects of more limited scope, such as spot patching, thincoat sealing, reseating of disturbed curbing, restriping of existing markings in place, and similar efforts, could be considered as maintenance rather than alterations. Federal Highway Department policy states that agencies should plan to incorporate curb ramps on all resurfacing projects beyond normal maintenance where pedestrian routes exist.

Until a recent review of ADA requirements, the City was installing ramps based on a priority system established as part of the City's Transition Plan. As noted above, ADA guidelines now make it clear that ramp installations and upgrades are required in conjunction with street resurfacing and the City should proceed under this direction. The exception is areas receiving slurry seals.

TRANSPORTATION

SIDEWALK ACCESSIBILITY IMPROVEMENTS

Goal and Policy Links

1. Americans with Disabilities Act
2. City Adopted ADA Transition Plan – Curb Ramps
3. 2007-09 Major Council Goal: Street Paving
4. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

None.

Environmental Review

The project is anticipated to receive a Notice of Exemption.

Project Constraints and Limitations

There are no known project constraints or limitations

Stakeholders

Citizens with limited mobility or visual impairments benefit from the construction of ramps to new standards. Other community members such as people pushing strollers also benefit.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		135,000	200,000	250,000	250,000	835,000
Total		135,000	200,000	250,000	250,000	835,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund		135,000	100,000	150,000	150,000	535,000
CDBG			100,000	100,000	100,000	300,000
Total		135,000	200,000	250,000	250,000	835,000

Key Project Assumptions

We will continue our past levels of Community Development Block Grant (CDBG) funding for this work, and that the balance of costs will need to be funded from the General Fund.

TRANSPORTATION

SIDEWALK ACCESSIBILITY IMPROVEMENTS

Department Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering
Community Development

Alternatives

1. ***Deny the Project.*** Ramps will not be built as required under the ADA or the funds will be taken from the street reconstruction budget to complete the necessary work. If ramps are not built with street reconstruction projects, the City could face action by the State and Federal agencies which regulate accessibility issues, or by a private party.
2. ***Change the Scope of the Project.*** The minimum number of ramps constructed will be a function of the amount of street reconstruction completed in addition to completing installations specifically requested by members of the community. Doing more ramps would improve the City's accessibility; however, additional funding would have to be provided.

Operating Program

Street and Sidewalk Maintenance

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff - 360 hours
CIP Engineering Inspection Staff - 160 hours
Public Works Administration Staff - 90 hours
Community Development - 10 hours

Operation and Maintenance After Project Completion

There will be minor additional costs associated with maintenance of ramps versus maintenance of sidewalk due to the need to maintain the truncated dome surface.

TRANSPORTATION

MISSION STYLE SIDEWALKS

CIP Project Summary

Installing mission style sidewalks in the downtown core will cost \$100,000 annually.

Project Objectives

Complete installation of mission style sidewalks in the downtown core in a reasonable timeframe.

Existing Situation

The City formally began its mission style sidewalk program in 1975 (Resolution No. 2715). After 25 years, our current “case-by-case” approach under which existing sidewalks are upgraded in conjunction with new private or public sector projects has resulted in about 15,000 linear feet of mission style sidewalks, with about 18,000 feet remaining in “gray” sidewalks in the downtown core. At this rate, it will be another 60 years before installation of mission style sidewalks in the downtown core is complete (not including the expanded area approved by the Council in October 2000).

As part of the 1989-91 Financial Plan, the Council approved a CIP program of \$300,000 annually for this purpose; however, funding was subsequently eliminated for this based on the revenue shortfalls in the mid-90’s due to the recession and State budget takeaways. No projects were ever funded under this program.

Goal and Policy Links

1. Conceptual Physical Plan for the City’s Center.
2. Mission Style Sidewalk Program (approved by the Council in 1975; subsequently amended several times since then, most recently in October 2000 by Resolution No. 9114).
3. 2007-09 Financial Plan, Appendix B, Page 265
4. 2009-11 Council Objective: Downtown Maintenance and Beautification

Project Work Completed

Standard plans and specifications have already been developed for mission style sidewalks.

Environmental Review

No special environmental review is anticipated.

Project Constraints and Limitations

Implementing this project will require close review with the downtown property and business owners. It will also require close coordination with other City CIP and private sector development projects in the downtown. After consulting with stakeholders on priorities and phasing, the recommended approach is to complete the installations on a contiguous, block-by-block basis. Under this phased approach, the current policy would remain that any new or reconstructed sidewalks as part of a private or public sector development project be constructed in the mission style.

Stakeholders

The primary stakeholders will be the downtown businesses and the Downtown Association. Primary concerns

TRANSPORTATION

MISSION STYLE SIDEWALKS

will deal with timing of the project to minimize disruption to businesses and maintaining access to businesses during construction. Staff will meet with individuals affected prior to the work and use the Downtown Association to provide wide area notice of the work.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		100,000	100,000	100,000	100,000	400,000
Total		100,000	100,000	100,000	100,000	400,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs. Projections assume little work accomplished over the ten year projection by others.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works CIP Project Engineering
Community Development

Alternatives

1. ***Deny the Project.*** Without a concerted program to install mission style sidewalks, the work may never be completed. Few properties under go significant enough redevelopment to trigger the requirement.
2. ***Defer or Re-phase the Request.*** Deferring or re-phasing the project will result in a longer timeframe to complete the goal of mission style sidewalks in the downtown core.
3. ***Assessment District Financing.*** Rather than using General Fund revenues (or perhaps in conjunction with them on a matching basis), we could form an assessment district in the downtown under which property owners are assessed a “fair share” portion of construction costs. Many other downtowns have taken this approach in completing downtown infrastructure and “street furniture/hardware” upgrades.

Operating Program

Street and Sidewalk Maintenance

TRANSPORTATION

MISSION STYLE SIDEWALKS

Project Effect on the Operating Budget

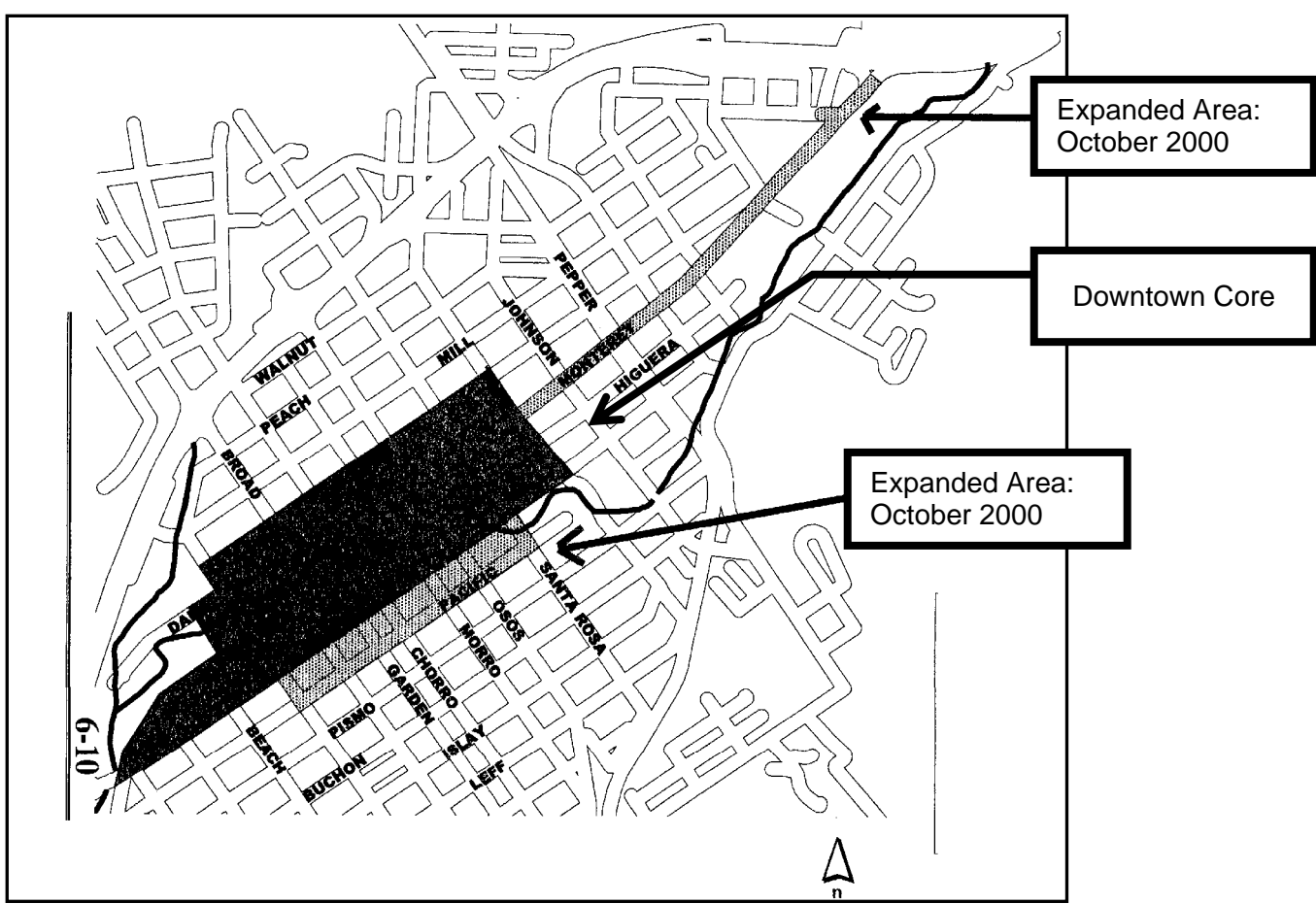
Project Management

- CIP Engineering Design Staff - 65 hours
- CIP Engineering Inspection Staff - 50 hours
- Public Works Administration Staff - 90 hours
- Community Development - 10 hours

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The new facilities will reduce required maintenance crew workload for repairing tree damaged sidewalks.

Location Map



TRANSPORTATION

COMPREHENSIVE DIRECTIONAL SIGN PROGRAM

CIP Project Summary

Developing and implementing a comprehensive directional sign program in Downtown San Luis Obispo will cost \$25,000 for design in 2009-10 and \$50,000 for installation in 2010-11.

Project Objectives

1. Achieve Major City goal for Downtown improvements.
2. Provide functional information for residents and visitors to San Luis Obispo and enhance their overall experience while here.
3. Increase foot traffic to several important and attractive features in Downtown San Luis Obispo.

Existing Situation

The City's Downtown has changed significantly over the past few years and provides an ever growing wealth of activities and attractions. The need for directional signs is becoming increasingly obvious as more and more people are looking for destination points within the Downtown. Currently, there is no system of orientation throughout the downtown core that would facilitate the visit to many of our "jewels" such as the various museums, the Mission church, public art pieces, and historical landmarks. The Chamber of Commerce Visitor Center on Chorro Street is the only point of contact Downtown that provides maps and informational brochures to visitors.

Over the years, the City has been approached by organizations such as the Downtown Association, the Chamber of Commerce, and the Vintners Association regarding the need for a professional and useful signage system to entice the community at-large and visitors to our city to visit and enjoy our vast assortment of cultural and historical treasures Downtown and in the surrounding environs.

For 2007-09, the Promotional Coordinating Committee (PCC) placed the installation of signs and visitor oriented information on its goals submitted to Council. The committee allocated leftover funding in 2008-09 to the study phase of the project and committed Community Promotions funds in 2009-11 for the design and constructions phases of the project.

Goal and Policy Links

1. Major City Goal: Downtown Improvements
2. 2007-09 Goals submitted by the Promotional Coordinating Committee
3. 2009-11 Financial Plan Council Objective – Downtown Maintenance and Beautification

Project Work Completed

The study phase of the project was accomplished in 2008-09.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

TRANSPORTATION

COMPREHENSIVE DIRECTIONAL SIGN PROGRAM

Stakeholders

The community at large, as well as visitors to San Luis Obispo are the primary stakeholders.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design		25,000				25,000
Construction			50,000			50,000
Total	-	25,000	50,000	-	-	75,000

Project Funding Source: General Fund

Key Project Assumptions

In order to seek input from various stakeholders and interest groups in such a program, the project will have to be phased into two stages with the design phase including the community involvement.

Project Manager and Team Support

Project Manager

Administration – Principal Administrative Analyst

Project Team

City Administration
Public Works CIP Engineering
Community Development

Alternatives

Deny, Defer or Re-phase the Request. This is not recommended since the program is an integrate part of the 2009-11 Major City Goal for Downtown and will be funded through Community Promotions.

Operating Program

Project Effect on the Operating Budget

Project Management

Requesting Department – 150 hours
CIP Engineering Design - 60 hours
CIP Engineering Inspection – 60 hours
CIP Administration – 90 hours
Administrative Staff – 20 hours

Operation and Maintenance After Project Completion

The signs will require ongoing maintenance, as the Downtown is a regular target for graffiti and vandalism.

BICYCLE FACILITY IMPROVEMENTS

CIP Project Summary

Constructing small-scale, miscellaneous bicycle facility improvements identified in the City's Bicycle Transportation Plan will cost \$25,000 annually.

Project Objectives

1. Improve bicycle circulation and safety.
2. Reduce conflicts between pedestrians, bicyclists and motorists.
3. Increase bicycle use through the development of improved facilities.
4. Coordinate the construction of public facility improvements to improve cost effectiveness.

Existing Situation

This project will implement goals and objectives of the Bicycle Transportation Plan by constructing small-scale, miscellaneous bicycle facility improvements identified in the Plan. Issues regarding traffic congestion and the development of bikeways were two high priority concerns received from public comments as part of the goal setting process of the 2009-11 Financial Plan.

The Circulation Element of the General Plan recommends that "the City complete a continuous network of safe and convenient bikeways that connect neighborhoods with activity centers and with county bike routes as specified by the Bicycle Transportation Plan.

Those bicycle facility improvements that involve significant paving or striping can be scheduled to occur with the street restoration work called for in the City's Pavement Management Plan.

Goal and Policy Links

1. 1994 Circulation Element of the General Plan
2. 2007 Bicycle Transportation Plan
3. 2007-09 Major City Goal: Bikeway Improvements
4. 2009-11 Major City Goal: Traffic Congestion Relief

Project Work Completed

The following bicycle facility improvements were completed in conjunction with City paving projects during the last two years.

1. Replaced four storm drain inlets located in bike lanes.
2. Modified and restriped the intersection of Marsh Street and California Boulevard to extend the east bound bike lane to the intersection.
3. Restriped the bike lanes at the intersection of California and Foothill Boulevards to comply with State standards.
4. Restriped the intersection of Foothill Boulevard and Santa Rosa Street to include a bike channel.
5. Widened bike lanes on Los Osos Valley Road.
6. Installed shared lane markings on Monterey Street between Buena Vista and Santa Rosa Streets.
7. Restriped Sacramento Drive to include bike lanes.
8. Restriped on-street parking stall on the 1100 block of Chorro Street for conversion to motorcycle and bicycle parking.

TRANSPORTATION

BICYCLE FACILITY IMPROVEMENTS

Environmental Review

It is anticipated that most, if not all, bicycle facility improvements will receive *Categorical Exemptions* under the the California Environmental Quality Act (CEQA) Guidelines Section 15301.c.

Project Constraints and Limitations

In order to make the best use of the funding, this project relies on the City's Pavement Management Program so most bicycle facility improvements can be included in City paving projects.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction	87,000	25,000	25,000	25,000	25,000	187,000
Total	87,000	25,000	25,000	25,000	25,000	187,000

Project Funding Source

Transportation Impact Fee Fund

Project Manager and Team Support

Project Manager

Principal Transportation Planner

Team Support

Deputy Director of Public Works
Construction Management Supervisor
Senior Transportation Engineer
CIP Senior Civil Engineer
Bicycle Programs Assistant

Alternatives

1. ***Deny or defer the project.*** If this project does not proceed, the City's Circulation Element and Bicycle Transportation Plan goals will not be achieved.
2. ***Change the scope of the project.*** If the project is not coordinated with City paving projects, bicycle facility improvements can be completed, but at a higher construction cost.

Operating Program

Transportation Planning and Engineering

TRANSPORTATION

BICYCLE FACILITY IMPROVEMENTS

Project Effects on the Operating Budget

Transportation Planning - Coordination	220 hours
CIP Project Engineering - Design	120 hours
CIP Project Engineering- Coordination	40 hours
CIP Administration	90 hours
CIP Construction Management & Inspection	40 hours

Operations and Maintenance After Project Completion

There would be no additional costs to the operating budget if these improvements are completed.

TRANSPORTATION

RAILROAD SAFETY TRAIL LIGHTING

CIP Project Summary

Adding lighting along the existing railroad safety trail from Orcutt to the Jennifer Street Bridge to improve visibility during early morning and evening hours to facilitate commuters using the trail will cost \$15,000 for study and design in 2009-10 and \$70,000 for construction and construction management in 2010-11.

Background. The Railroad Safety trail is a bicycle/pedestrian trail that runs along the east edge of the Railroad right-of-way between Orcutt Road and the Jennifer Street Bridge. Phase one built in 1998 includes the stretch from Orcutt Road to Sinsheimer Park. As part of this project, lights were only installed near the intersections to increase visibility at the entrances/exits to the path, however, conduits and pull boxes were installed along the length of the path as part of this phase in anticipation of a future lighting project. Phase 2, built in 2001, includes the stretch from Sinsheimer Park north to the Jennifer Street Bridge. Two lights were installed in this stretch.

Project Objectives

1. Improve visibility and safety to commuters using the trail during early morning and evening hours.
2. Encourage use of the Railroad Safety Trail by commuters.

Existing Situation

When the Railroad Safety Trail was conceived it was envisioned as being a daytime use only facility similar to our parks – open from sun up to sun down. Since its inception, the trail has been increasingly used by bicycle “commuters” traveling to and from work in the early morning and evening hours. Since the bike paths were designed predominately for day time use, they have very little to no lighting to accommodate these new users. Additional lighting is needed to provide better visibility during the early morning and evening hours.

Goal and Policy Links

1. 2007 Bicycle Transportation Plan – Lighting
2. General Plan Circulation Element
3. Railroad District Plan
4. 2009-11 Major Council Goal: Traffic Congestion Relief

Project Work Completed

Phase One project included conduits and pull boxes along the length of the path between Orcutt Road and Sinsheimer Park.

Environmental Review

It is anticipated that this project will require an initial study and receive a mitigated Negative Declaration.

Project Constraints and Limitations

Lighting design will need to comply with newly adopted lighting ordinances. The amount of fixtures installed may be limited by power available at nearby electrical services.

TRANSPORTATION

RAILROAD SAFETY TRAIL LIGHTING

Stakeholders

Streets and Parks and Landscape Maintenance staff will be involved in maintaining the new lighting improvements.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study		5,000				5,000
Design		10,000				10,000
Construction			60,000			60,000
Construction Management			10,000			10,000
Total	-	15,000	70,000	-	-	85,000

Project Funding by Source

Transportation Impact Fee (TIF) Fund

Key Project Assumptions

Project assumes conduits and pull boxes installed along the edges for future lighting are usable and that there are adequate power sources nearby to service the new lighting system. Budget is based on installation of 14 additional lights between Orcutt and Jennifer Bridge.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Transportation Planning and Engineering
Streets Maintenance
Parks and Landscape Maintenance
Community Development

Alternatives

1. **Deny the Project.** Bicycle commuters will either continue to use the path without lighting, which may result in accidents or they may choose to drive instead.
2. **Defer or Re-phase the Request.** Same as above if the project is deferred.

Operating Program

Transportation Planning and Engineering

TRANSPORTATION

RAILROAD SAFETY TRAIL LIGHTING

Project Effect on the Operating Budget

Project Management

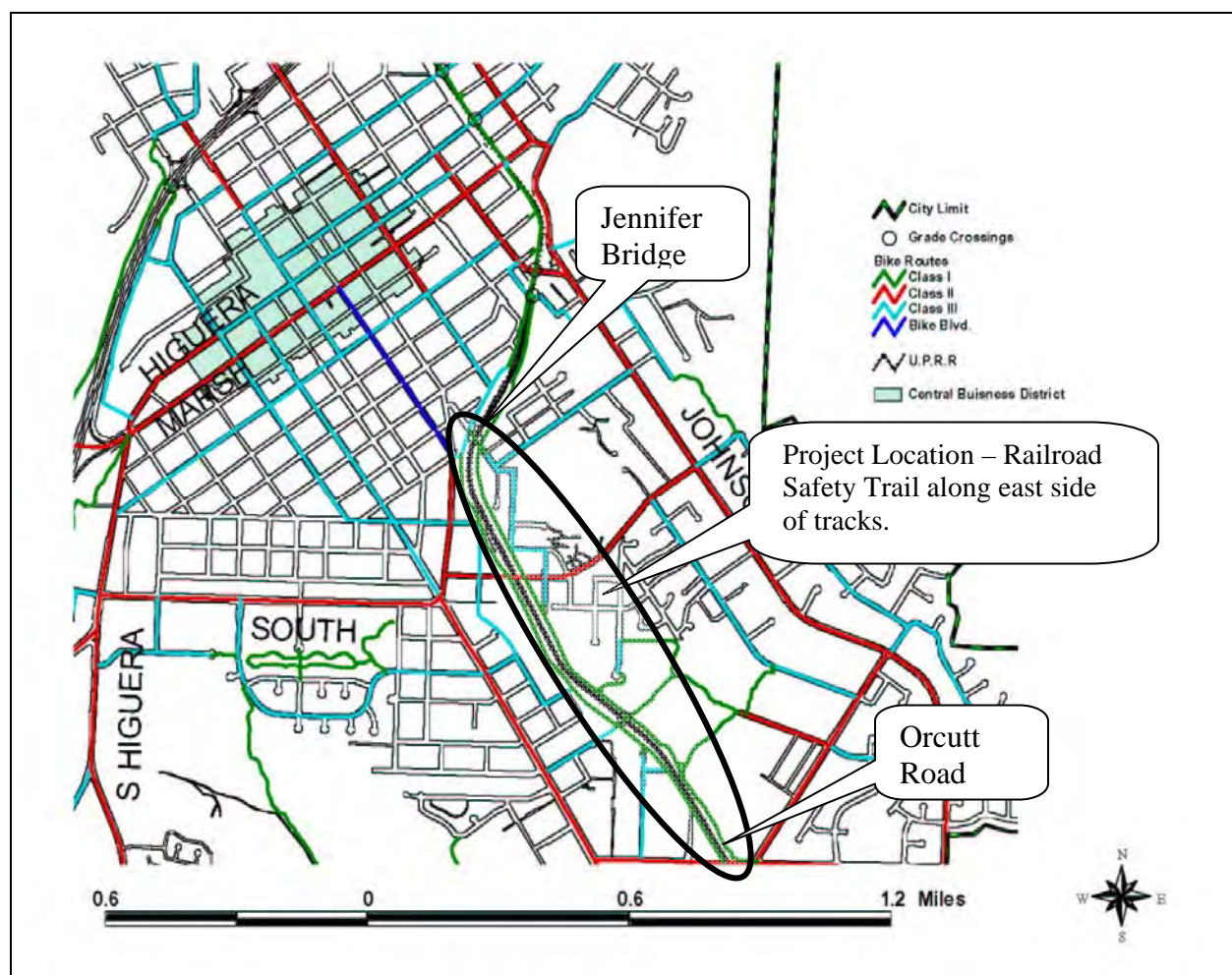
CIP Engineering

Administration	100 hours
Project management -	100 hours (assuming outside design by on call consultant)
Inspection-	80 hours (assuming outside construction management)
Streets and Parks Maintenance	20 hours
Community Development	80 hours Architectural and Environmental Review

Project Maintenance Operation and Maintenance after Project Completion

Adding additional lighting will modestly increase the maintenance required for this facility

Location Map/Schematic Design



RAILROAD SAFETY TRAIL – PHASE 3

CIP Project Summary

Extending the Railroad Safety Trail along the west side of the Union Pacific Railroad (UPRR) between Santa Rosa Street (AMTRAK Station) and Marsh Street will cost \$2,148,100 for construction and construction management in 2009-10.

Project Objectives

1. Reduce conflicts between pedestrians, bicyclists, and railroad operations.
2. Improve safety for all users of the railroad right of way.
3. Reduce trespassing onto active railroad property.
4. Establish a Class I bikeway along the Union Pacific Railroad through San Luis Obispo.
5. Provide more direct pedestrian and bicycle connections between center city neighborhoods and north city destinations such as Cal Poly.

Existing Situation

In November 2000, the Council adopted the preliminary alignment plan for the Railroad Safety Trail. Public Works staff has been working with UPRR to gain support and approval of the proposed bikeway alignment. UPRR has conceptually approved the project, with conditions that include the City entering into license agreements with UPRR in lieu of acquiring land or easements for the bike path.

The task of completing a continuous Class I bikeway throughout the City is an arduous effort. As funding is made available, segments of the bikeway are identified and become individual projects. An example of this is the recently completed Phase 4 segment south of Foothill Blvd.

Phase 3 of the Railroad Safety Trail is another such segment. This segment is located entirely on property owned by the Union Pacific Railroad. Recent progress has been completed on the Phase 3 project. In 2007, the Federal Environmental review of the project was approved which allowed the design work to begin. The design is expected to be completed in 2009. With a complete set of construction plans, City staff would then negotiate a License Agreement with UPRR, thus allowing for the construction and public use of the bikeway.

Phase 3 project work will include 1) building a Class I bicycle and pedestrian path along the west side of the railroad between Toro Street and Marsh Street, 2) providing an improved Class I or Class II facility from Toro Street to the Jennifer Street Bridge, 3) building two bridges: one over Johnson Avenue and another over San Luis Obispo Creek, and 4) installing fencing as required by UPRR.

Goal and Policy Links

1. 1994 General Plan Circulation Element
2. 2007 Bicycle Transportation Plan
3. 2007-09 Financial Plan, pages 3-276 to 279
4. 2000 Railroad Safety Trail Preliminary Alignment Plan (RRM Design)\
5. 2005-07 Major City Goal: Bikeway Improvements
6. 2007-09 Major City Goal: Bikeway Improvements
7. 2009-11 Major City Goal: Traffic Congestion Relief

TRANSPORTATION

RAILROAD SAFETY TRAIL – PHASE 3

Project Work Completed

A preliminary alignment for the path was established when the Council adopted the plan in November 2000. A refined alignment addressing residual concerns raised by UPRR's engineering and operations divisions has received conceptual approval from UPRR (November 17, 2004).

Staff is currently working on the final design of this project. The design is expected to be completed in summer 2009.

Environmental Review

Environmental documents necessary to comply with the California Environmental Quality Act (CEQA) and National Environmental Policy Act (NEPA) have been completed.

Project Constraints and Limitations

While UPRR has conceptually approved the Railroad Safety Trail alignment plans, UPRR still requires a license agreement for each trail segment.

Part of the recommendation for use of Transportation Impact Fees for 2009-10 is contingent upon deprogramming TIF from the Mid-Higuera Widening project and the completed traffic signal project at Higuera/Granada. If TIF funding for Mid-Higuera is not deprogrammed then additional funding from other sources will be necessary to complete the project.

Stakeholders

Members of the cycling community will benefit through a safer cycling corridor. UPRR will also benefit through the improved security fencing which will help keep the public out of the railroad corridor.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Study	145,200					145,200
License Agreements (1)	347,000					347,000
Design (1)	290,000					290,000
Construction		2,100,000				2,100,000
Construction Management		48,100				48,100
Total	782,200	2,148,100				2,930,300

TRANSPORTATION

RAILROAD SAFETY TRAIL – PHASE 3

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund	200					200
Grants (2)	420,000	890,000				1,310,000
ARRA (3)		1,200,000				1,200,000
TIF Fund	362,000	58,100				420,100
Total	782,200	2,148,100				2,930,300

- (1) \$70,000 State Highway Account (SHA) completed Grant (PUSLO8); \$25,000 Federal Transportation Enhancement Activities (TEA) allocated by the California Transportation Commission (CTC) January 2004; \$224,000 Federal TEA allocated by CTC February 2007.
- (2) \$890,000 Bicycle Transportation Account (BTA) construction grant received in 2008 but needing programming in 2009-10.
- (3) At the time of writing this request San Luis Obispo Council of Governments (SLOCOG) has tentatively approved \$1,200,000 in American Reinvestment and Recovery Act (ARRA) funding for the project.

Key Project Assumptions

Completion of this project assumes that the construction documents will be completed by 2009; construction plans will be approved by UPRR; and that TIF or other funds will be available in the future to complete the funding.

At the time of writing this request SLOCOG has tentatively approved \$1,200,000 in ARRA funding for the project. If this funding is not approved the project limits or scope will need to be amended or additional funding secured.

Project Manager and Team Support

Project Manager

Transportation Planning and Engineering

Project Team

CIP Project Engineering
 Transportation Planning and Engineering

Alternatives

1. ***Deny or defer the project.*** If this project does not proceed, the City's Circulation Element, Bicycle Transportation Plan, and Railroad District Plan goals will not be achieved. However, the City could defer construction to a later date. There is a risk of losing the BTA Grant unless the project is phased in some manner to use the BTA Grant in a timely way.
2. ***Change the scope of the project.*** The majority of the construction cost of this phase is in the two bridges. Trimming the length of the project would require the elimination of one or both bridges which are vital to this phase of the project.

TRANSPORTATION

RAILROAD SAFETY TRAIL – PHASE 3

Operating Program

Transportation Planning and Engineering

Project Effect on the Operating Budget

Project Management

Transportation Planning and Engineering Program: 200 hours

Engineering Design Staff: 600 hours

Engineering Inspection Staff: 1000 hours

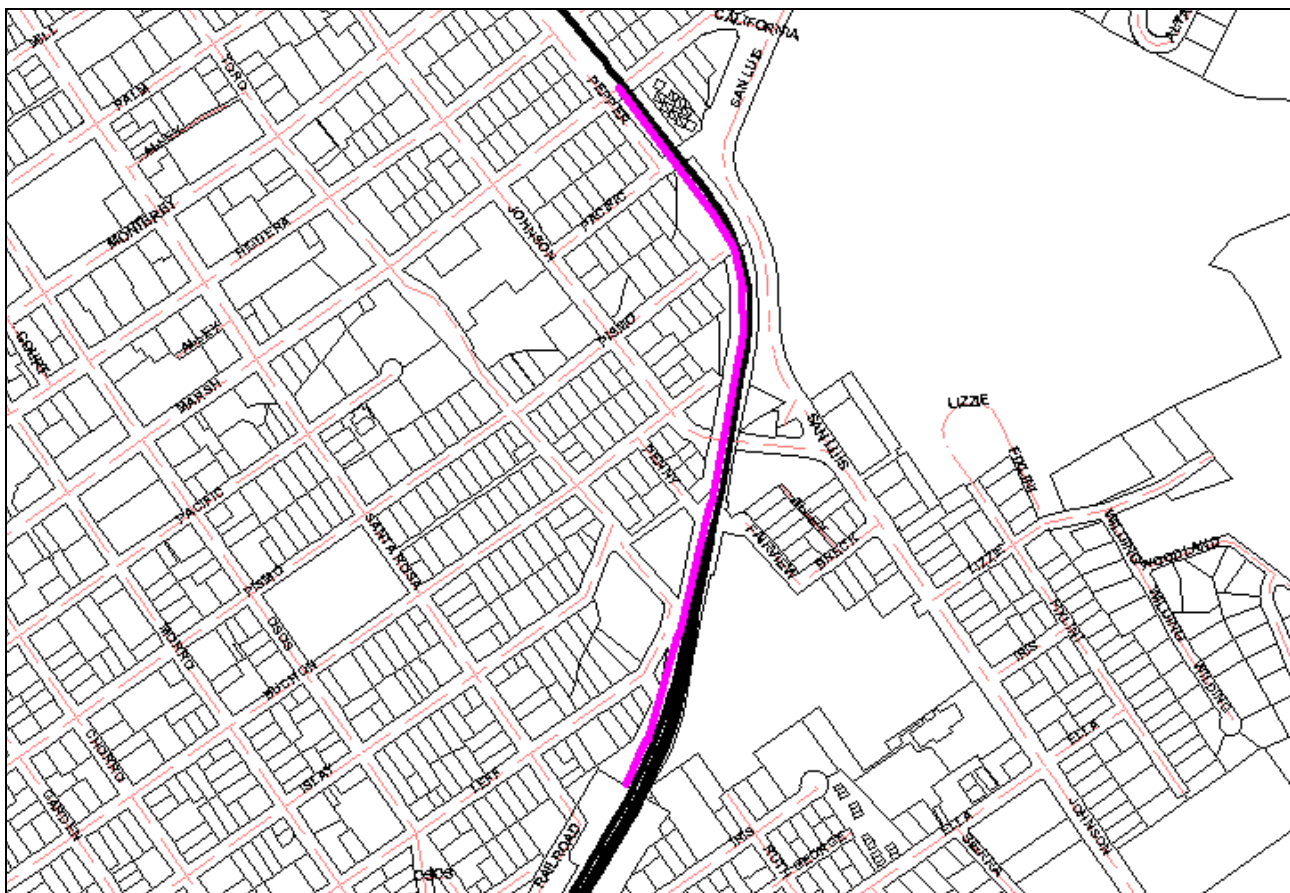
Public Works Administration Staff: 300 hours

Community Development Dept: 8 hours

Operations and Maintenance After Project Completion

Upon completion of the project additional operation and maintenance needs would result in approximately 200 hours per year by Parks Maintenance.

Location Map/Schematic Design



TRANSPORTATION

RAILROAD SAFETY TRAIL: HIGHWAY 101 BICYCLE/PEDESTRIAN BRIDGE

CIP Project Summary

Installing a bicycle/pedestrian bridge over Highway 101 at California Boulevard to extend the Railroad Safety Trail bike path east of the freeway will cost an additional \$150,000 for design and \$393,500 for construction in 2009-10.

Project Objectives

1. Reduce conflicts between pedestrians, bicyclists, and railroad operations.
2. Improve safety for all users of the railroad right of way.
3. Reduce trespassing onto active railroad property.
4. Establish a Class I bikeway along the Union Pacific Railroad (UPRR) through San Luis Obispo.
5. Provide more direct pedestrian and bicycle connections between city neighborhoods and north city destinations such as Cal Poly.

Existing Situation

In November 2000 the Council adopted the preliminary alignment plan for the Railroad Safety Trail. Public Works and RRM Design Group have been working with UPRR to gain support and approval of the proposed bikeway alignment. UPRR has conceptually approved the project, with conditions that include the City entering into license agreements with UPRR in lieu of acquiring land or easements for the bike path. With the major design and acquisition issues resolved, the City is proceeding with negotiations for license agreements and design of the bikeway. The final step in the process is the construction of the bicycle facility.

The project calls for the construction of a bicycle bridge (approximately 155 feet long and 14 feet wide) over State Hwy 101, which will meet all applicable Caltrans Chapter 1000 design standards. The purpose of the bridge is to link a crucial gap in the Railroad Safety Trail, a Class I facility separate from the railroad tracks. A make shift dirt path already exists adjacent to the railroad tracks confirming bicyclists currently use the Union Pacific Railroad Bridge to cross Hwy 101. A dedicated bicycle bridge over Hwy 101 will make a safer connection and provide a legitimate use of the corridor for bicyclists.

In late May of 2007, the City received a State Bicycle Transportation Account (BTA) grant in the amount of \$495,000 with a required local match of \$55,000 for the project.

Goal and Policy Links

1. 1994 General Plan Circulation Element
2. 2007 Bicycle Transportation Plan
3. 2000 Railroad Safety Trail Preliminary Alignment Plan (RRM Design).
4. 2005-07 Major City Goal: Bikeway Improvements
5. 2007-09 Major City Goal: Bikeway Improvements
6. 2009-11 Major City Goal: Traffic Congestion Relief

Project Work Completed

A preliminary alignment for the path was established when the Council adopted the plan in November 2000. A refined alignment addressing residual concerns raised by UPRR's engineering and operations divisions has received conceptual approval from UPRR (November 17, 2004). Preliminary design work is currently underway.

TRANSPORTATION

RAILROAD SAFETY TRAIL: HIGHWAY 101 BICYCLE/PEDESTRIAN BRIDGE

Environmental Review

Environmental documents necessary to comply with CEQA have been completed (reference Mitigated Negative Declaration and Initial Environmental Study). Costs of specific studies (such as a hazardous materials evaluation) have been included in the proposed budget for license agreements.

Project Constraints and Limitations

UPRR has conceptually approved the Railroad Safety Trail design plans, but license agreements will be needed because the bridge connections are located on UPRR property. Since the bridge will span a state highway, Caltrans approval is also needed.

The 2007 Bicycle Transportation Plan requires architectural review of a new bridge structure at Highway 101.

Construction costs initially calculated in 2006 have increased due to increasing costs of concrete and steel. Once a design has been approved and a cost estimate prepared, staff will return to Council to request additional funding if necessary.

The bridge and path will connect to the Railroad Safety Trail, Phase 4 to the north, however, a temporary connection to a public right of way at California Boulevard will be needed to the south until subsequent phases can be funded and constructed.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Design	143,500	150,000				293,500
Construction	406,500	393,500				800,000
Total	550,000	543,500				1,093,500

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund	27,500					27,500
State BTA Grant	495,000					495,000
Transportation Impact Fee Fund	27,500	543,500				571,000
Total	550,000	543,500				1,093,500

The TIF funds proposed for use on this project are recommended to come from the funds currently allocated for the Mid-Higuera Widening project.

TRANSPORTATION

RAILROAD SAFETY TRAIL: HIGHWAY 101 BICYCLE/PEDESTRIAN BRIDGE

Key Project Assumptions

The City Council has agreed to reprogram the TIF funds from the Mid-Higuera Widening project to the Railroad Safety Trail Bridge project. Also, UPRR will enter into a license agreement with the City to allow the City to construct the bridge and adjoining trails on UPRR property.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Team Support

Transportation Planning and Engineering

Alternatives

Deny or Defer the Project. If this project does not proceed, the City's Circulation Element and Bicycle Transportation Plan and Railroad District Plan goals will not be achieved and the State BTA funds will be forfeited.

Operating Program

Transportation Planning and Engineering

Project Effect on the Operating Budget

Project Management:

Transportation Planning and Engineering Program:	120 hours
CIP Engineering:	200 hours
CIP Inspection:	80 hours
CIP Administration:	120 hours
Community Development Dept:	40 hours ARC application processing

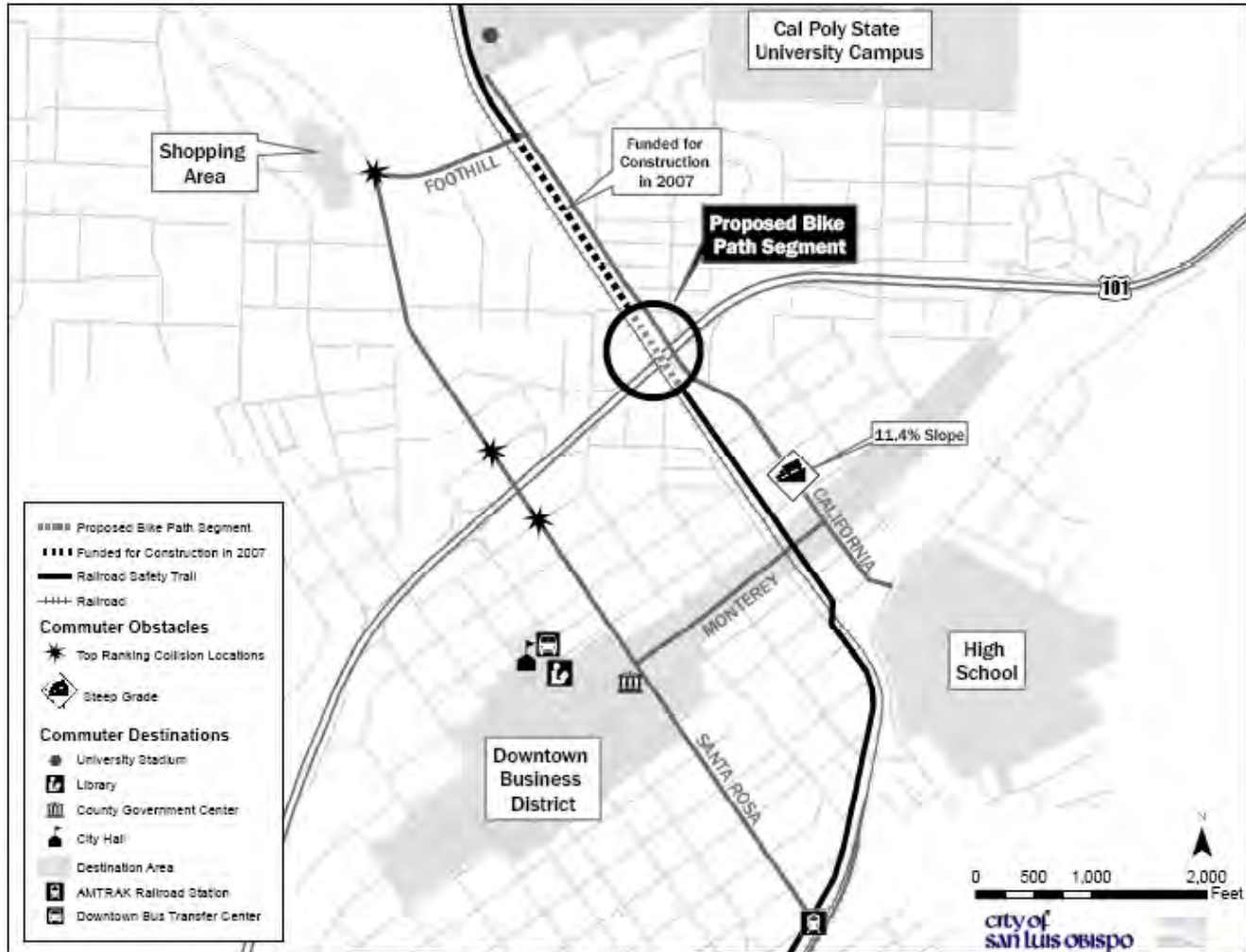
Operations and Maintenance After Project Completion

There will be additional costs for maintaining the bikeway pavement and weed abatement that will take funding from other program activities.

TRANSPORTATION

RAILROAD SAFETY TRAIL: HIGHWAY 101 BICYCLE/PEDESTRIAN BRIDGE

Location Map/Schematic Design



FLOOD PROTECTION: ANDREWS CREEK BYPASS

CIP Project Summary

Retrofitting Andrews Creek Bypass will cost \$330,000 in 2010-11 for construction.

Project Objectives

Reduce flooding for surrounding properties.

Existing Situation

In 1999, the Andrews/Conejo storm drainage improvement project was constructed. The goal of this project was to reduce flooding to the residents of Conejo Avenue. This project installed a high flow bypass system that would allow larger flows in Andrews Creek to be diverted into two pipes, down Andrews Street, and into San Luis Obispo Creek. The rain event of December 2004 flooded two residences on Conejo Avenue indicating that some additional work would be of benefit.

This new project will install a concrete swale, modify the existing bypass entrance, and install debris check dams in the upper watershed.

Goal and Policy Links

1. Adopted Flood Control Program goal: a well-designed and well-maintained storm drainage system which prevents loss of life and minimizes property damage from flooding
2. 2007-09 Major City Goal – Creek and Flood Protection
3. 2007-09 Financial Plan, Appendix B, Page 3-284

Project Work Complete

A hydrologic, hydraulic, and alternatives analysis has been completed for this area. The alternatives analysis suggests several improvements that could be done to improve the storm water capacity of the system. Staff has completed items that do not require permitting or permission from private property owners. Staff continues to work with private property owners to implement other items on private property that could be of benefit. A contract has been awarded to a consultant to prepare the plans, specifications, environmental analysis and regulatory permitting and that work is underway.

Environmental Review

It is anticipated that this project will require an initial biological assessment and receive a Mitigated Negative Declaration from Community Development. Since this project impacts a waterway, additional coordination and permitting with regulating agencies will also be required.

Project Constraints and Limitations

Several permits will be required from agencies responsible for regulation of activities in and around waterways.

Stakeholders

The primary stakeholders are the residents along Conejo that are subject to flooding if the drainage system above them fails to take all the storm water.

TRANSPORTATION

FLOOD PROTECTION: ANDREWS CREEK BYPASS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	To-Date	2009-10	2010-11	2011-2012	2012-2013	
Study	4,000					4,000
Environmental Review	7,000					7,000
Design	153,000					153,000
Construction	41,000		330,000			371,000
Total	205,000		330,000			535,000

Project Funding Source

General Fund

Key Project Assumptions

The project scope assumes preferred alternative will be acceptable to the permitting agencies.

Project Manager and Team Support

Project Manager

CIP Engineering Design Staff

Project Team

CIP Project Engineering
Community Development
Natural Resources

Alternatives

Deny the Project. Denial or deferment of this project will leave flood water situation unchanged.

Operating Program

Creek & Flood Control (50320)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management:	150 hours
CIP Engineering Construction Inspection:	150 hours
Public Works Administration:	100 hours
Community Development:	40 hours
Administration / Natural Resources:	60 hours

TRANSPORTATION

FLOOD PROTECTION: ANDREWS CREEK BYPASS

Operation and Maintenance after Project Completion

Emergency response costs for this area will be lessened to the degree the storm water remains in the system.

Location Map



TRANSPORTATION

SILT REMOVAL

CIP Project Summary

Removing silt to restore creek capacity will cost \$ 125,000 in 2009-10; \$90,000 in 2010-11; \$135,000 in 2011-12; and \$225,000 in 2012-13.

Project Objectives

1. Reduce future flooding and risk of property damage.
2. Reduce future disaster response.

Existing Situation

Silt carried by storm water settles at points in the creek where the storm water's velocity decreases. This reduction in velocity allows solids suspended in the water to settle out. As these deposits build up, the capacity of the creek decreases and flooding of the surrounding areas becomes more likely.

The regular removal of built up silt in areas of the creek assists in keeping the channel open in two ways. Firstly, the physical bulk of the silt can reduce the channel's capacity. Secondly, the presence of silt in the channel encourages the growth of vegetation in the silt, where it would have a more difficult time taking root in the natural channel gravels. This vegetation, can, if large enough, also restrict channel flows.

Goal and Policy Links

1. Creek and Flood Protection Program Goal: A Well-designed and Well-maintained Storm Drainage System
2. 2007-09 Financial Plan Appendix B page 3-290.
3. 2007-09 Major City Goal: Reduced Flood Risk
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Major Council Goal – Infrastructure Maintenance

Project Work Completed

Acquisition of a multi-year Army Corps of Engineer's permit is underway, as is a request for Zone 9 funding.

Environmental Review

These projects will require an initial biological assessment that will likely result in a mitigated negative declarations. The most significant environmental issues will probably relate to impacts to the creek.

Project Constraints and Limitations

The project implementation is largely controlled by regulatory agencies and our ability to obtain permits from them. Seasonal timing and receipt of environmental clearance are also limitations on project implementation.

The last multi-year permit is expiring; however, obtaining a new multi-year permit will assist in overcoming these challenges once it is complete.

Silt removal will not eliminate flooding or flood damage issues in the community. It is simply part of an overall program to minimize problems.

TRANSPORTATION

SILT REMOVAL

Stakeholders

Removing the silt typically affects only those who abut the work area; otherwise, this activity largely goes unnoticed.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		125,000	90,000	135,000	225,000	575,000
Total	-	125,000	90,000	135,000	225,000	575,000

Project Funding by Source

Zone 9 Flood Control and Water Conservation District Funding

Staff will request Zone 9 funds for these projects but does not currently have an allocation for the work. Those requests will have been approved by the Zone 9 Committee, but must now go to the County Board of Supervisors for final approval. If funding is not allocated, staff will put forward a request for General Fund support at a future date.

Key Project Assumptions

The project proposal assumes that permits for this work will be obtainable from the regulatory agencies. Cost projections are based on recent bidding activity. Significant increases in labor and fuel costs could boost these costs as could a lack of available places for contractors to haul the material to.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Administration – Natural Resources Protection

Alternatives

4. **Deny the Project.** Silt will continue to accumulate in creeks, reducing capacity.
5. **Defer or Re-phase the Request.** Silt removals could be spaced out over a longer period of time. Silt would continue to build up and accumulate until it was removed.

Operating Program

Creek & Flood Protection

TRANSPORTATION

SILT REMOVAL

Project Effect on the Operating Budget

Project Management

CIP Project Engineering	180 hours per project
Public Works Administration	100 hours per project
Natural Resources	75 hours per project
Community Development	40 hours per project

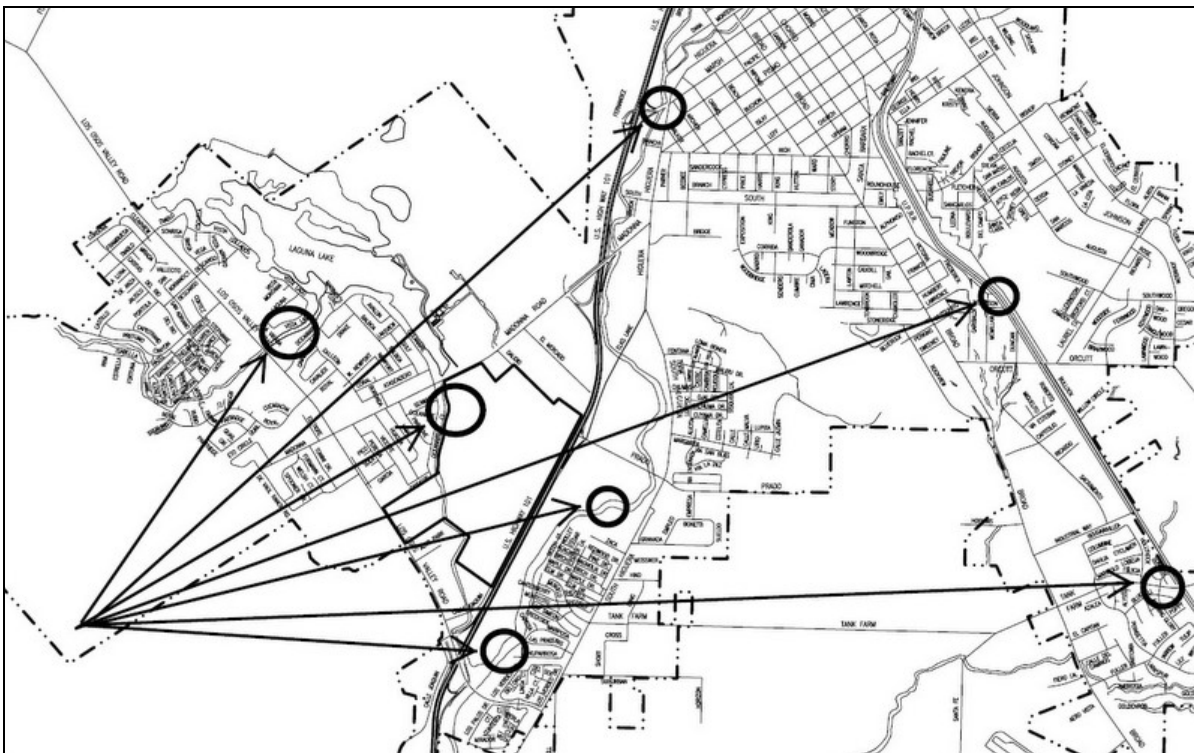
Operations and Maintenance after Project Completion

Emergency response and staff silt removal efforts during storms should be reduced.

Project List

Fiscal Year	Project Location	Estimated Cost
2009-10	Prefumo Creek Arm of Laguna Lake	\$125,000
2010-11	Prefumo Creek at Madonna Road	\$ 50,000
	San Luis Obispo Creek at Marsh Street	\$ 40,000
2011-12	San Luis Obispo – LOVR Bypass channel	\$ 80,000
	San Luis Obispo Creek at the Water Reclamation Facility	\$ 55,000
2012-13	Prefumo Creek Arm of Laguna Lake	\$ 145,000
	Unnamed tributary to Acacia Creek (near Hollyhock) At Tank Farm Road	\$ 40,000
	Sydney Creek at Morrison Street	\$ 40,000

Location Map/Schematic Design



TRANSPORTATION

STORM DRAIN PIPE REPLACEMENT

CIP Project Summary

Continuing with a long-term program to replace corrugated metal pipe (CMP) storm drains to eliminate this substandard and failing material from the storm drain system will cost \$260,000 annually for construction and construction management.

Project Objectives

1. Replace existing CMP storm drains with new material.
2. Prevent property damage or injury.
3. Prevent emergency projects.
4. Prevent street closures.
5. Provide improved storm water capacity.

Existing Situation

In 2001 the entire storm drain system (manholes, inlets, and pipes) was inspected and evaluated to establish overall condition. About 25% of the pipes surveyed were CMP, a material that no longer conforms to City standards and should be replaced based on known performance problems. Over time, the bottom of the pipe, where water collects, typically rusts through. Water then erodes the ground below the pipe, pulls surrounding soil into the pipe, and then carries the soil downstream. The surface above the pipe then settles. As this deterioration progresses and becomes more severe, the pipe deforms and often collapses taking the surrounding improvements with it.

From a flood capacity standpoint, the system was also evaluated. It was determined that about 65% of the drainage sub systems could handle the flow from a 100 year storm event, but that about 25% of the systems could pass no more than a 10 year event.

When Public Works presented the Storm Sewer Management Plan to the Council in early 2005, addressing CMP exclusively was one of the options for system maintenance. A second option was to replace all substandard pipes, regardless of material, including non-CMP pipe with inadequate capacity. Because of the prohibitive costs associated with this second option, Public Works is recommending continuing with the CMP replacement only. The advantages of the CMP replacement alternative are that it 1) focuses resources on the most probable source of system failures 2) is a long-term strategy to resolve high-risk storm sewer material failures and 3) is more financially feasible than the total system replacement alternative. The disadvantage is that the recommendation does not address capacity problems in non-CMP systems.

The 2007-09 Financial Plan included this replacement program for the first time. The original proposal would have replaced all the CMP during a single 8 year rotation of the paving program. The cost was determined to be prohibitively high and the annual expenditure was reduced to provide for removal in approximately 32 years. This project will be replacing pipelines in paving area 5 and 6 to be in advance of the paving operations which are moving into paving areas 3 and 4.

Goal and Policy Links

1. 2007-08 Major City Goal: Reduce Flood Risk/Implement Storm Drain Master Plan
2. Creek and Flood Protection Program Goal: A well-designed and well-maintained storm drainage system
3. Approved Storm Drain Master Plan
4. 2007-09 Financial Plan, Appendix B, Page 293

TRANSPORTATION

STORM DRAIN PIPE REPLACEMENT

5. Measure Y Priority – Creek and Flood Protection
6. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

1. Public Works has completed an inventory of the storm drain system.
2. Public Works has completed a hydraulic evaluation of the storm drain system.

Environmental Review

The project will receive a Notice of Exemption for most of the system. Pipelines with outlets to creeks may require an initial study in conjunction with regulatory permit requirements.

Project Constraints and Limitations

Regulatory permits will be required where outlet structures at creeks must be reconstructed. The project will be addressed in two parts: those pipelines that do not require special environmental review and permits and those that do. That approach will allow the bulk of the project to move forward in a timely manner.

Stakeholders

The Natural Resources division will be involved in impacts to the creek and will be involved during the design phase to minimize those impacts.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-2010	2010-2011	2011-2012	2012-2013	Total
Construction		230,000	230,000	230,000	230,000	920,000
Construction Management		30,000	30,000	30,000	30,000	120,000
Total	-	260,000	260,000	260,000	260,000	1,040,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience. The project phasing assumes that all work requiring permits will be completed in the second year, although the environmental and regulatory work would occur in the first year.

Project Manager and Team Support

Project Manager

CIP Project Engineering

TRANSPORTATION

STORM DRAIN PIPE REPLACEMENT

Project Team

Public Works Administration
Administration
Community Development

Alternatives

1. **Deny the Project.** If the City does not make a concerted effort to begin eliminating CMP from the storm drain system, emergency projects will become more frequent and possibly more disruptive. The material in existing pipes is clearly beyond its life expectancy already. The approach is to work through the nine paving areas on the eight year cycle systematically (downtown handled concurrently with outlying areas) to avoid disturbing new pavement.
2. **Change the Scope of the Project.** The project could be approached on an reduced cycle, increasing the annual expenditure. The request has been written for a 96 year cycle, for CMP replacements only, to bring expenditures down from the original 8, and then 32 year cycle proposal. The failure rate will dictate if any additional funds will need to be added outside the budget process. There are no proposed expenditures for the remainder of the system in this request.

Reduction of the cycle would result in annual costs shown in the table below.

Annual Cost	Replacement Cycle
\$ 863,000	32 years
\$ 585,000	43 years
\$ 390,000	64 years
\$ 260,000	96 years

Operating Program

Creek & Flood Protection

Project Effect on the Operating Budget

Project Management

CIP Project Management	200 hours
CIP Project Inspection	400 hours
CIP Administration	180 hours
Community Development	30 hours

Operation and Maintenance after Project Completion

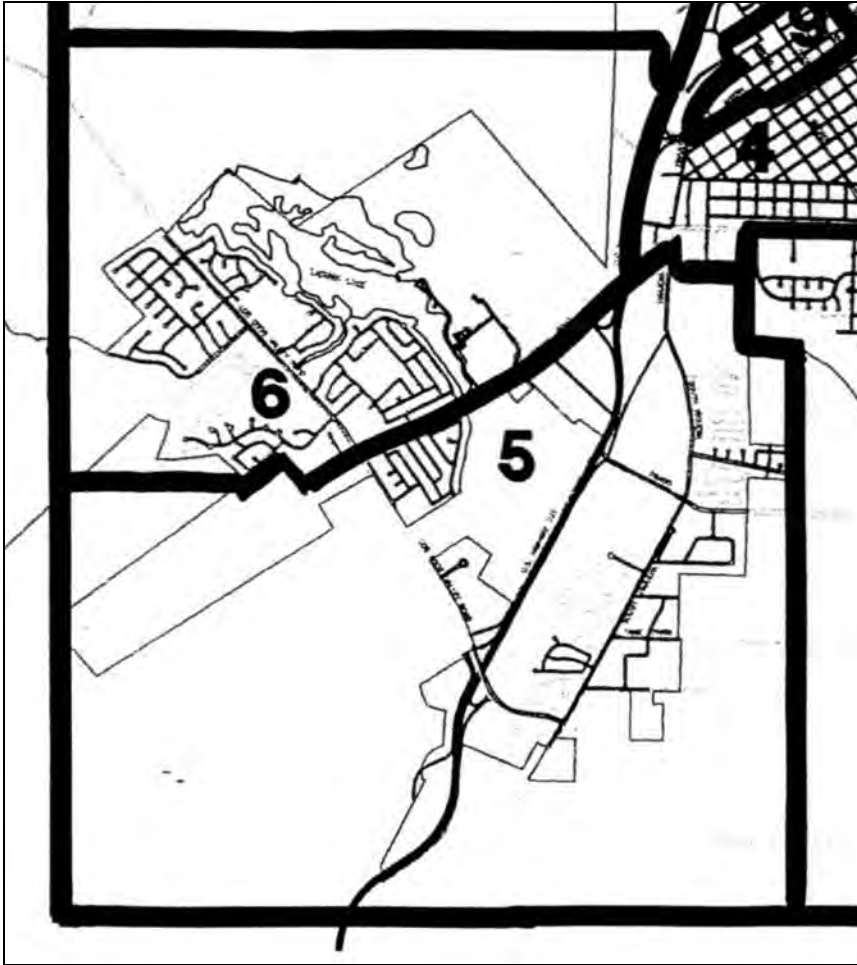
These facilities already exist so there will be no additional operating costs. The new pipes will be less likely to fail and require staff time for emergency response.

TRANSPORTATION

STORM DRAIN PIPE REPLACEMENT

Location Map/Schematic Design

Pavement Management Areas 5 & 6



TRANSPORTATION

MINOR STORM DRAIN FACILITIES

CIP Project Summary

Completing minor storm drain work will cost \$25,000 annually to replace drainage inlets and replace a failed cross gutter.

Project Objectives

1. Install curb and gutter where none exists
2. Prevent sediment from washing off private property into storm drains
3. Replace damaged cross gutters
4. Replace undersized inlets
5. Reduce future flood damage

Existing Situation

Replacement of drainage inlets has been an ongoing program that each year replaces or rehabilitates drainage inlets in advance of the pavement maintenance program. These existing inlets are typically top opening structures with metal grates that tend to clog or are undersized for the current water runoff. The new catch basins are sized appropriately for the current drainage requirements and are typically side opening structures that accept more storm water and are easier to negotiate for bicycles and pedestrians.

In addition to replacement of inlets, staff has expanded this request to include cross gutter replacements. One cross gutter specifically identified is at Felton and Cuesta streets. The cross gutter has failed and is beginning to come out in pieces. This can be problematic for both vehicles and pedestrians. The cross gutter also ceases to serve its intended purpose of moving water across the street because water ponds in the damaged sections. Replacement of this will prevent water ponding, allow smooth passage for pedestrians and vehicles and assist in preserving the adjacent pavement.

Goal and Policy Links

1. 2007-09 Major City Goal: Reduce Flood Risk
2. Creek and Flood Protection Program Goal: A Well-designed and Well-maintained Storm Drainage System
3. 2007-09 Financial Plan, Appendix B page 3-297
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

None.

Environmental Review

These projects will receive a Notice of Exemption.

Project Constraints and Limitations

There are no known constraints.

TRANSPORTATION

MINOR STORM DRAIN FACILITIES

Stakeholders

The construction will affect nearby residents. They will be notified prior to construction to allow for any concerns to be addressed.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		25,000	25,000	25,000	25,000	100,000
Total	-	25,000	25,000	25,000	25,000	100,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Community Development

Alternatives

Deny the Project. The existing conditions as described above will continue, becoming an increasing maintenance burden.

Operating Program

Creek & Flood Protection

TRANSPORTATION

MINOR STORM DRAIN FACILITIES

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	50 hours annually
CIP Engineering Construction Inspection	100 hours annually
Public Works Administration	90 hours annually
Community Development	5 hours annually

Operation and Maintenance After Project Completion

These facilities already exist so there will be no additional operating costs. The new facilities will reduce maintenance by removing problematic inlets, replacing damaged infrastructure and reducing siltation.

Project List

Project	Phase	Cost
<i>2009-10</i>	<i>2009-10 Total:</i>	<i>\$25,000</i>
Drainage Inlet Replacement Area 3	Construction	\$25,000
<i>2010-2011</i>	<i>2010-11 Total:</i>	<i>\$25,000</i>
Drainage Inlet Replacement Area 4	Construction	\$25,000
<i>2011-2012</i>	<i>2011-12 Total:</i>	<i>\$25,000</i>
Drainage Inlet Replacement Area 5	Construction	\$25,000
<i>2012-2013</i>	<i>2012-13 Total:</i>	<i>\$45,000</i>
Drainage Inlet Replacement Area 6	Construction	\$25,000
Felton & Cuesta cross gutter replacement (If funding available)	Construction	\$20,000

TRANSPORTATION

STORM DRAIN CULVERT REPAIRS

CIP Project Summary

Repairing drainage culverts will cost \$150,000 in 2009-10 for repair of the Higuera culvert and \$50,000 in 2011-12 for repair of the Broad culvert.

Background. Storm Drain Culverts are vital components to the City's overall stormwater drainage system. These structures carry water beneath roadways in concrete structures which are designed to meet the drainage capacity needs for stormwater runoff, while providing structural support of the roadway above the facility.

These structures vary in age up to one hundred years old and many are in need of maintenance. Without periodic maintenance and repair, these structures will eventually fail and result in unplanned street closures and impacts to the City's stormwater drainage network.

Project Objectives

1. Repair existing drainage culverts
2. Prevent property damage or injury
3. Prevent emergency projects
4. Prevent street closures

Existing Situation

Higuera between Bridge Street and Elks Lane & Broad Street at Leff

These two locations were included in the 2007-09 Financial Plan, and a detailed review and condition report was completed in 2008. This report identified rehabilitation needs of the structure. Follow up design work is currently underway and will identify specific repair needed to maintain the facilities. Additional construction funds will be needed in order to complete the repairs which are anticipated to be included in the report's final recommendations.

Future Projects

The 2007-09 Financial Plan proposed work on additional culverts in 2009-11. Due to a higher than anticipated level of deterioration, the cost of the Higuera culvert was more costly than shown in the Financial Plan. Staff has shown shifting the two projects listed below to the next Financial Plan for consideration.

Garden between Islay and Leff

The culvert crossing under Garden Street was built in 1909. The structure is showing signs of severe age with reinforcing steel showing in the roof and floor. Floor steel had rusted through in several places. There is settlement in the street and standing water at this low point.

Mission between Broad and Chorro

The culvert crossing under Mission Street was built in 1956 and is constructed of corrugated metal. It has rusted through on the bottom in the same way as our corrugated metal pipes do.

The project scope includes a detailed review of the existing condition, including possible sampling and testing of the materials, design of a repair strategy (or determine replacement is required) and completion of repairs.

TRANSPORTATION

STORM DRAIN CULVERT REPAIRS

Goal and Policy Links

1. 2007-08 Major City Goal: Reduce Flood Risk / Implement Storm Drain Master Plan
2. Creek and Flood Protection Program Goal: A well-designed and well-maintained Storm Drainage System
3. Approved Storm Drain Master Plan
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

Staff has made a preliminary review of the culvert condition.

Environmental Review

The project may require an Initial Study due to the concerns regarding the creek. Because the existing creek crossings are culverts, which unlike bridges have concrete floors, there will be fewer biological concerns than with a bridge.

Project Constraints and Limitations

The project will require regulatory permits as a channelized portion of the creek network. However, because of the work will not take place in a natural channel, permitting will be relatively simple. We will be working close to residents and businesses that will have access concerns.

This project will not address private culverts which may be connected to the City's drainage facilities.

Stakeholders

Adjacent businesses and residents will be most affected by this project. If the Higuera culvert has to be replaced, the work will impact the traveling public significantly. The City's Natural Resources staff will be involved during construction to best protect resources.

Notification and contact information for those in the immediate work area during design should provide the information to staff as to any special needs and concerns in the immediate area. Staff will use media outlets available to spread the word to the traveling public. Natural Resources staff will be involved in project development.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Environmental Review	10,000					10,000
Design	30,000					30,000
Construction	75,000	150,000		50,000		275,000
Construction Management	15,000					15,000
Total	130,000	150,000	-	50,000	-	330,000

TRANSPORTATION

STORM DRAIN CULVERT REPAIRS

Project Funding Source

General Fund

Key Project Assumptions

The project costs assume that there is a reconstruction strategy that will postpone the need for full replacement of the structures.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering
Community Development
Natural Resources

Alternatives

1. ***Deny or Defer the Project.*** The culverts will continue to deteriorate. The longer that maintenance work is deferred, the greater the likelihood that a failure of the structure will occur. Structural failure of any of these facilities would result in unanticipated street closures and the need for an emergency project.
2. ***Change or Re-phase the Project.*** The culvert work could advance the funding for the Broad culvert to the current two year funding approvals. Work on the next two projects could be phased to complete design and permitting work in 2011-13 at an estimated cost of \$40,000. The benefit of this acceleration would be to reduce the likelihood of road closures due to culvert failures.

Operating Program

Creek & Flood Protection

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff:	150 hours
CIP Engineering Inspection Staff:	200 hours
Public Works Administration Staff:	90 hours
Community Development Environmental Review:	80 hours
Natural Resources:	100 hours

Operations and Maintenance After Project Completion

These facilities already exist so there will be no additional operating costs.

TRANSPORTATION

STORM DRAIN CULVERT REPAIRS

Location Map/Schematic Design



Garden Street Culvert Floor

TRANSPORTATION

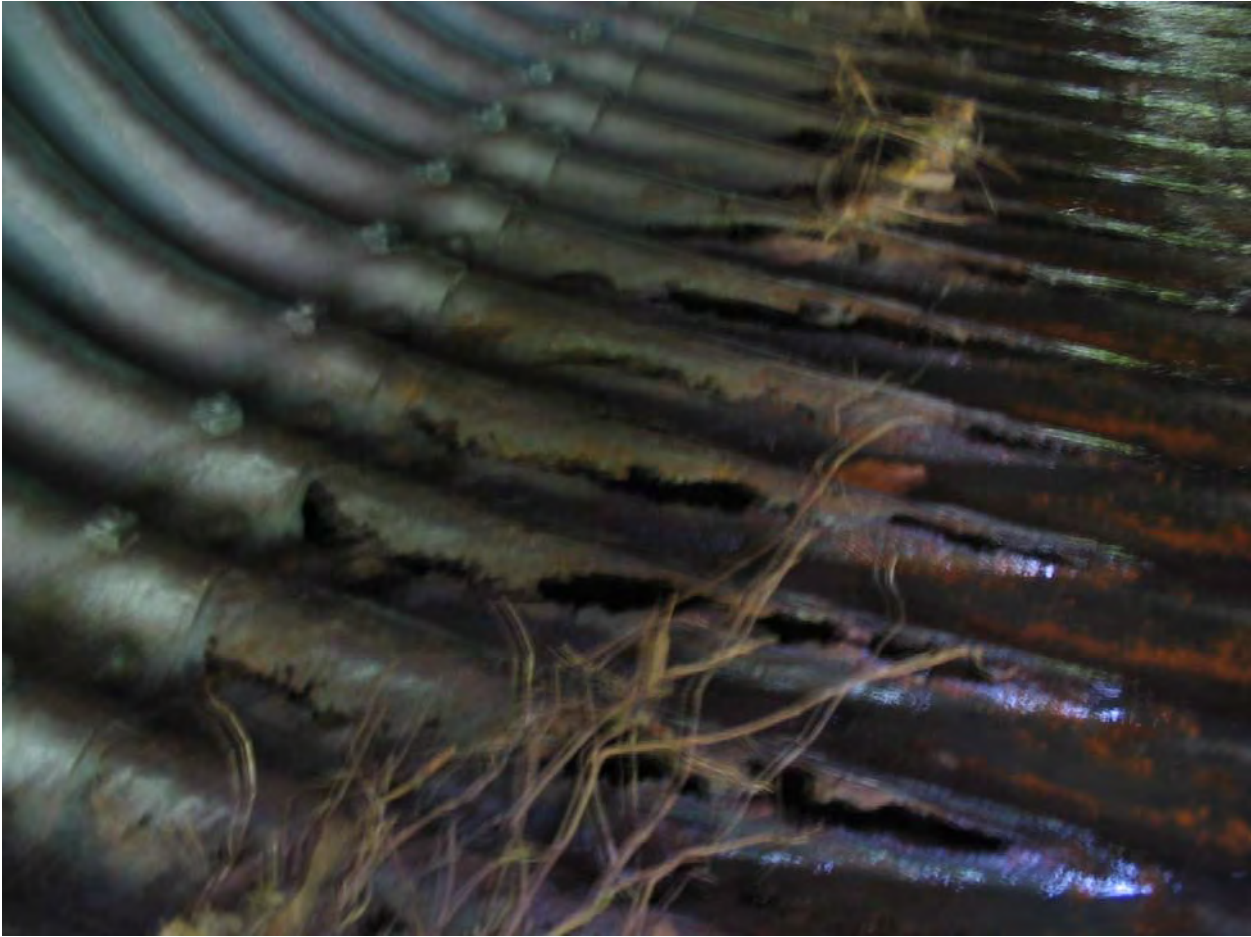
STORM DRAIN CULVERT REPAIRS



Garden Street Culvert Roof

TRANSPORTATION

STORM DRAIN CULVERT REPAIRS



Mission – Broad to Chorro

MARSH STREET BRIDGE REHABILITATION

CIP Project Summary

Rehabilitating the Marsh Street Bridge near Santa Rosa Street will cost \$3,500,000 for construction and construction management in 2011-12.

Project Objectives

1. Prevent catastrophic failure of the bridge.
2. Extend the service life of the bridge to avoid the high cost and disruption of premature bridge replacement.

Existing Situation

The Marsh Street Bridge over San Luis Obispo Creek is located between Santa Rosa and Osos streets. It was built in 1909. The bridge has some structural issues that need to be addressed. This bridge was proposed for maintenance work only as part of the 2007-09 Financial Plan. A site visit showed that since the time of the original proposal for work, the bridge had deteriorated to the point where basic maintenance would not address the issues. During budget reductions in September of 2008, Public Works staff recommended the maintenance project be deleted and followed up with a broader proposal. The Chorro Street Bridge was also included in the 2007-09 Financial Plan for rehabilitation. Staff has determined that this structure is in greater need of the limited resources available for bridge work and will request Council to convert the funding for the Chorro Bridge to Marsh Bridge. Chorro Bridge will then be resubmitted for funding at a future date.

The Marsh Street Bridge suffers from several problems. Currently one of the upstream wing walls is cracked through horizontally. The wing walls serve as extensions of the walls supporting the deck and holding up the street adjacent to the bridge. This crack has allowed the lower portion of this wing wall to shift outward, dragging the bridge railing along with it. So far the wing wall has shifted about four inches and the bridge railing above it has moved about one inch. The failure is likely the result of water behind the wall possibly acting on an existing crack, forcing the wall out. While the bridge itself is not directly threatened by this, the street and railing are. Unless corrected, this movement will continue until the street on that side fails.

During the recent review of the bridge, the underside of the deck (soffit) showed several areas of exposed reinforcing. The number of exposed areas has increased considerably from the prior inspection. The wet weather also revealed several areas where there is concentrated seepage. Also, some reinforcing steel has broken and there are significant areas of concrete spalling, a clear indicator of active corrosion occurring within the structural deck.

From the sidewalk, particularly on the south side, the condition of the rail is evident. The reinforcing has corroded completely away in places and has ruptured the rail along the entire length. The end of the rail has been hit and a section of the rail had to be removed, revealing that the rail is not connected to the bridge deck. The north side has a similar, though not as pronounced, problem.

Research of construction documents indicates the creek has scoured since the construction of the bridge to the point where there is the potential for the bridge footings to be undermined.

This project will contain a more thorough structural and safety assessment of the bridge condition and the design mitigation that will be needed to insure a structurally sound and safe bridge for the City.

TRANSPORTATION

MARSH STREET BRIDGE REHABILITATION

Goal and Policy Links

1. Transportation Planning and Engineering goal: safe and well-maintained streets
2. 2005-07 Financial Plan Appendix B page 165
3. 2007-09 Financial Plan, Appendix B, Page 308 (Funding from Chorro Bridge Page 312)
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

In 2006 the Federal Highway Bridge Rehabilitation and Replacement program notified agencies that they would consider maintenance projects for funding, something they had not previously done. Staff was able to take advantage of that funding and obtained a bridge specialist to review the site in detail with the staff.

Environmental Review

This project will require a mitigated negative declaration from the City and may also require a Memorandum of Understanding from the State Historical Preservation Officer due to the historic designation of the bridge. The most significant environmental issues will probably relate to impacts on the creek beneath the bridge structure. There will also be impacts on nearby residents and businesses.

Project Constraints and Limitations

1. The project will involve rehabilitation or replacement of a designated historic structure.
2. State Department of Transportation clearances and reviews will be required at various stages of the project in order to obtain federal grant assistance.
3. Several permits will be required from agencies responsible for regulation of activities in and around waterways.
4. Work on this structure will present a significant disruption to traffic and the adjacent businesses. Coordination with business owners, obtaining alternate access, and advertising of the work will reduce those impacts.

Stakeholders

Area businesses are the most likely to be impacted by the construction aside from the general traveling public. Staff will meet with the business or property owners as the project progresses to discuss strategies to mitigate the construction. Any necessary conditions for construction can then be incorporated into the construction specifications.

TRANSPORTATION

MARSH STREET BRIDGE REHABILITATION

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Environmental Review	250,000					250,000
Design	250,000					250,000
Land Acquisition	50,000					50,000
Construction				3,000,000		3,000,000
Construction Management				500,000		500,000
Total	550,000	-	-	3,500,000	-	4,050,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund	63,085			401,400		464,485
Grant Fund (HBRR Grant)	486,915			3,098,600		3,585,515
Total	550,000			3,500,000		4,050,000

Key Project Assumptions

The costs are based on recent construction and could change with increases in costs for labor, steel, concrete and fuel. The project description assumes we will be able to complete the necessary work without obtaining regulatory agency permits which would delay the project by as much as two years.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Community Development
Natural Resources Protection

Alternatives

Deny or Defer the Project. Under this option, deterioration would continue and become irreversible. Eventually, the bridge will become a safety hazard and unusable for traffic, and will have to be replaced at a higher cost. Disruption to the creek, the community and nearby businesses would be more intense and time-consuming.

Operating Program

Creek & Flood Protection

TRANSPORTATION

MARSH STREET BRIDGE REHABILITATION

Project Effect on the Operating Budget

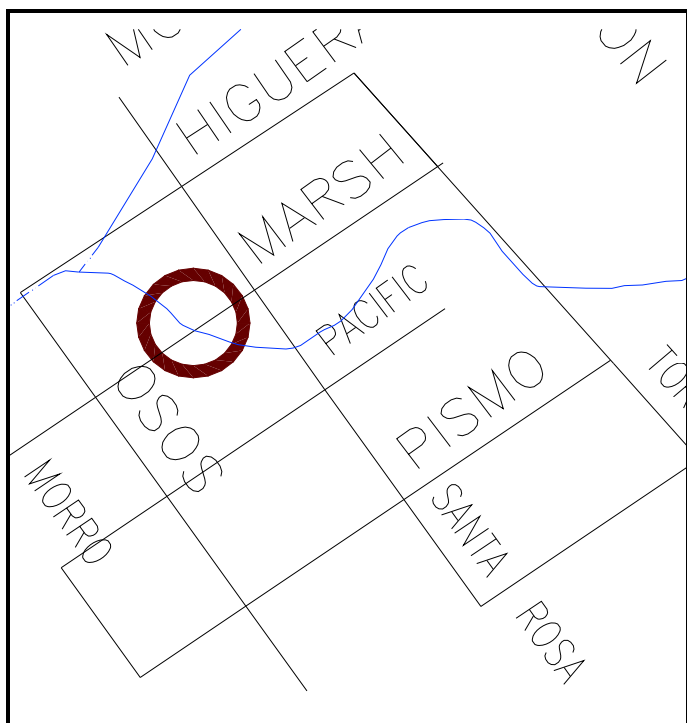
Project Management

CIP Administration:	150 hours
CIP Engineering:	1500 hours – duration of the project
CIP Inspection:	1500 hours – duration of the project
Community Development:	40 hours
Natural Resources:	40 hours

Operation and Maintenance after Project Completion

Future maintenance costs for this bridge will be reduced.

Location Map



TRANSPORTATION

CHORRO STREET BRIDGE REHABILITATION

CIP Project Summary

Rehabilitating Chorro Street Bridge at Lincoln will cost \$550,000 for environmental review, design, and easement acquisition in 2012-13. Total project cost is estimated at \$3 million.

Project Objectives

1. Prevent catastrophic failure of the bridge
2. Extend the service life of the bridge to avoid the high cost and disruption of premature bridge replacement

Existing Situation

The City currently owns 38 vehicle bridges, 28 of which are inspected by the State of California. Once every two years the State completes an inspection of each bridge and develops a rating for that bridge, with a lower numerical rating indicating a worse condition. When a bridge's rating falls to a certain point on the rating scale, it becomes eligible for federal rehabilitation assistance. When it falls to an even lower point, the bridge becomes eligible for federal replacement assistance. To date, the City has replaced six bridges with federal assistance.

Of the 28 bridges inspected by the State, two bridges meet the criteria for replacement, and six more meet the criteria for rehabilitation. They are:

Bridge Location	Eligible for Funds	Rating (out of 100)	
Broad near US 101	Replacement	47.5	
Nipomo near Brizzolara	Replacement	48.4	Cut off 50
Chorro near Lincoln	Rehabilitation	61.1	
Bianchi near Higuera	Rehabilitation	61.3	
California near Marsh	Rehabilitation	62.3	
Broad near Monterey	Rehabilitation	68.6	
Madonna near Los Osos Valley Road	Rehabilitation	68.7	
Calle Joaquin near Los Osos Valley	Rehabilitation	76	Cut off 80

Of the two bridges eligible for replacement, one serves as a freeway off ramp and so serves the City's street network minimally. A request to the California Department of Transportation to assume responsibility for this structure was denied. The other bridge serves a small neighborhood. If it was necessary to close the bridge, the area could be served by a temporary structure with minimal impacts to the City as a whole. The rehabilitation of a more heavily used structure makes sense.

Of the three worst bridges eligible for rehabilitation funding, Chorro is key to the City's circulation and would probably have the greater impact if all traffic using that road had to be rerouted for an extended period due to a failure. For this reason, it was selected to bring forward at this time.

Goal and Policy Links

1. Transportation Planning and Engineering Program goal: Safe and well-maintained streets
2. 2005-07 Financial Plan, Appendix B page 162
3. 2007-09 Financial Plan, Appendix B page 312 (Approved, then budget diverted to Marsh Bridge)
4. 2009-11 Financial Plan Major City Goal – Infrastructure Maintenance

TRANSPORTATION

CHORRO STREET BRIDGE REHABILITATION

Project Work Completed

State review and rating of the City's bridges.

Environmental Review

This project will require at least an initial environmental study that will likely result in a mitigated negative declaration. The most significant environmental issues will probably relate to impacts on the creek beneath the structure. There will be impacts on nearby residents and businesses.

Project Constraints and Limitations

1. State Department of Transportation clearances and reviews will be required at various stages of the project in order to obtain federal grant assistance.
2. Several permits will be required from agencies responsible for regulation of activities in and around waterways.
3. Notification of residents and day time population will be necessary.

Stakeholders

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Environmental Review					250,000	250,000
Design					250,000	250,000
Land Acquisition					50,000	50,000
Total					550,000	550,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund					63,100	63,100
Grant Fund (HBRR Grant)					486,900	486,900
Total					550,000	550,000

Key Project Assumptions

Federal grant funding will be approved for the bridge replacement.

Project Manager and Team

Project Manager

CIP Project Engineering

TRANSPORTATION

CHORRO STREET BRIDGE REHABILITATION

Project Team

Public Works Administration
Community Development
Administration: Natural Resources Protection

Alternatives

1. ***Delay or deny the project.*** Under this option, deterioration would continue and become irreversible. Eventually the bridge will become impassable and have to be replaced at a higher cost. Disruption to the creek, the community, and nearby businesses and residents would be more intense and time-consuming.
2. ***Change the scope of the project.*** As shown in this request, there are several bridges eligible for replacement or rehabilitation. Any one of these structures could be selected for action. Initial costs would be similar. Long term construction costs will be higher for the replacement projects.

Operating Program

Creek & Flood Protection

Project Effect on the Operating Budget

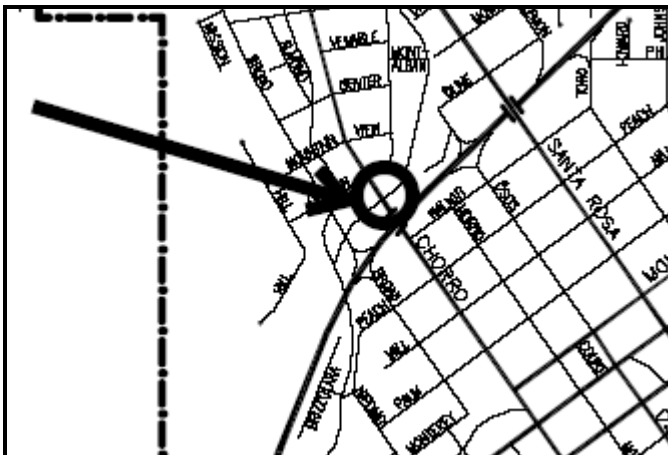
Project Management

CIP Administration:	150 hours
CIP Engineering:	1500 hours – duration of the project
CIP Inspection:	1500 hours – duration of the project
Community Development:	40 hours
Natural Resources:	40 hours

Project Maintenance Operation and Maintenance after Project Completion

Costs for major maintenance of a rehabilitated structure would be postponed for 20 to 50 years.

Location Map



TRANSPORTATION

JOHNSON PUMP STATION – PUMP REPLACEMENT

CIP Project Summary

Replacing the remaining pump in the Johnson Avenue stormwater pump station will cost \$145,000 in 2011-12 for design and construction in order to provide a backup pump and remote monitoring.

Project Objectives

1. Provide a reliable backup pump for the pump station.
2. Prevent Johnson Avenue from flooding during heavy rains for routine and emergency traffic to French Hospital.

Existing Situation

The Johnson Avenue pump station currently pumps storm water out from under the railroad crossing below Buchon Street. The street is at its lowest point here and drainage water must be pumped to adjacent gravity systems. The pump station consists of two pumps that work either in tandem or alternating to pump the underpass area in storms. In 2003 one of the pumps was replaced, but there were insufficient funds to provide funding for the remaining pump. The current pump is over 50 years old and has proven unreliable.

Goal and Policy Links

1. 2007-09 Major City Goal: Reduced Flood Risk
2. Creek and Flood Protection Program Goal: A well-designed and well-maintained Storm Drainage System
3. 2005-07 Financial Plan, Appendix B, Page 195
4. 2007-09 Financial Plan, Appendix B, Page 315
5. Measure Y Priority – Creek and Flood Protection
6. 2009-11 Major City Goal: Infrastructure Maintenance
7. 2009-11 Major City Goal: Creek and Flood Protection

Project Work Completed

Equipment specification was completed with the first pump replacement project.

Environmental Review

The project will receive a Notice of Exemption.

Project Constraints and Limitations

No special project constraints are known at this time.

Stakeholders

Construction is not anticipated to affect anyone as the pump station is located out of the street area. The completed project will affect the traveling public and emergency response personnel who need to travel Johnson Avenue.

TRANSPORTATION

JOHNSON PUMP STATION – PUMP REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				10,000		10,000
Construction				135,000		135,000
Total	-	-	-	145,000	-	145,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Community Development

Alternatives

Deny the Project. Due to the age of the existing backup pump, the likelihood of having the pump fail is high. Flooding of Johnson Avenue is possible for moderate and larger rain events.

Operating Program

Creek & Flood Protection (50320)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	100 hours
CIP Engineering Project Inspection	100 hours
Public Works Administration	120 hours
Community Development	2 hours

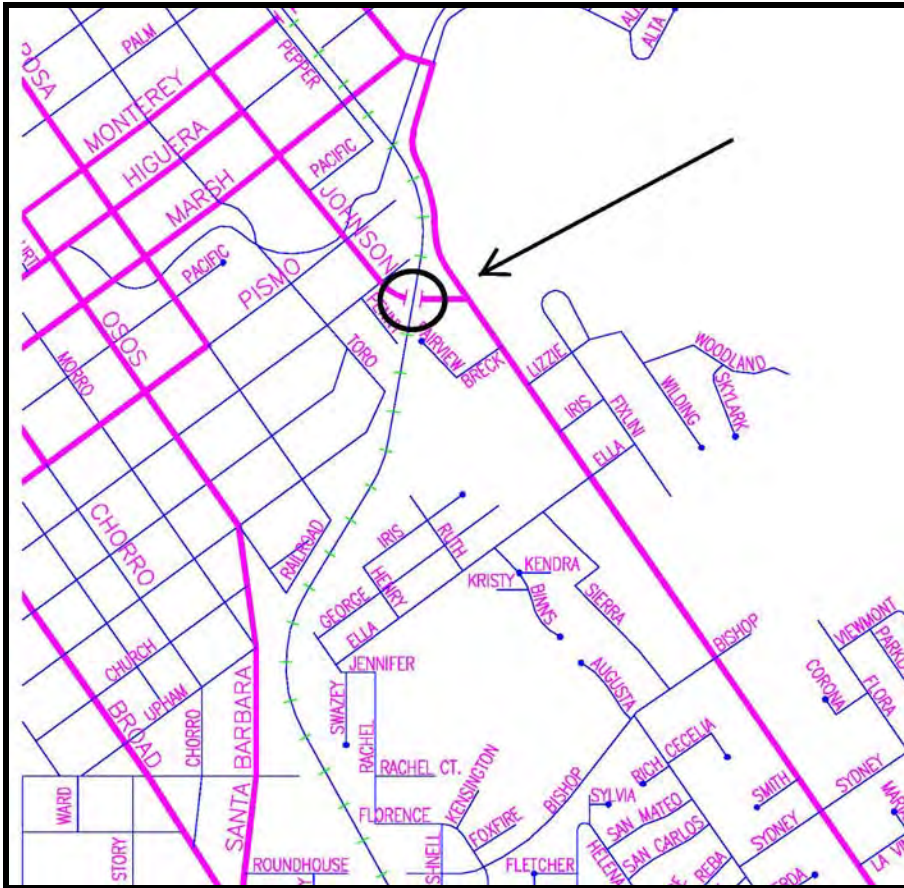
TRANSPORTATION

JOHNSON PUMP STATION – PUMP REPLACEMENT

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The new pump will be less likely to fail and require staff time for repair.

Location Map/Schematic Design



DRAINAGE DESIGN MANUAL UPDATE

CIP Project Summary

Completing a Hydromodification Management Plan is anticipated to cost \$200,000 in 2011-12 and updating the Drainage Design Manual to incorporate this plan and other changes will cost \$100,000 in 2012-13.

Background

After the flooding of 1995, the Army Corps of Engineers required the City to complete a watershed study before they would allow continued isolated stream bank repairs. The Zone 9 Flood Control and Water Conservation District funds paid for the completion of the City / County Waterway Management Plan. This document consists of three volumes, the Waterway Management Plan - Volume 1, the Drainage Design Manual - Volume 2, and the Stream Management and Maintenance Program - Volume 3, and was adopted by the City Council in 2003.

Project Objectives

1. Comply with Regional Water Quality Control Board Stormwater General Permit implementation requirements to develop a Hydromodification Management Plan
2. Integrate hydromodification requirements into current Drainage Design requirements
3. Clarify existing drainage requirement issues raised since adoption of the Drainage Design Manual and improve ease of use

Existing Situation

The Drainage Design Manual has been in use for several years now and various issues have arisen that indicate an update to the manual is needed. The private firms, who are required to use this manual to prepare plans and reports for development projects, have indicated from the first that the manual is somewhat lengthy and difficult to work with. There are also sections of the manual that are open to more than one interpretation making it difficult for staff to enforce drainage requirements.

However, a more compelling driver for this update, and the reason it is coming forward at this time, is a recent decision by the Regional Water Quality Control Board to require local jurisdictions, including the City, to develop Hydromodification Management Plans. The purpose of these plans is to manage the change in how water moves across the land as land development occurs. The goal of minimizing these changes, as put forth by the Regional Water Quality Control Board, is to reduce the damage caused to natural streams through increased run off and to recharge ground water. Staff expects the City to be enrolled under the General Permit for storm water in the summer of 2009 and to be under obligation to implement its approved Stormwater Management Plan. Development of a Hydromodification Management Plan will be required under the enrollment.

A Hydromodification Management Plan specifically addresses development and redevelopment as does the City's Drainage Design Manual. That plan will conflict with the current requirements of the City's Drainage Design Manual. Hydromodification requirements must be integrated into the Manual to provide a clear guide of stormwater management requirements for development and remove conflicting regulations.

Goal and Policy Links

1. Creek and Flood Protection Program Goal to complete activities included in the Stormwater Management Plan
2. 2009-11 Council Goal: Creek and Flood Protection

TRANSPORTATION

DRAINAGE DESIGN MANUAL UPDATE

Project Work Completed

Some initial review of other agency hydromodification plans and costs have been completed by staff. A County wide Technical Advisory Committee has been formed to share effort and costs across multiple agencies.

Environmental Review

No environmental review required.

Project Constraints and Limitations

The development of the Hydromodification Management Plan will likely face considerable scrutiny from the Regional Water Quality Control Board staff, and the environmental and development communities. Staff anticipates using a public notification and outreach approach as the plan moves forward for adoption.

The other, potentially significant issue is the cost. Staff is proposing a modest budget of \$200,000 for the hydromodification work. Indications are that this effort would typically cost a City of our size \$400,000. Staff's approach at this time is to provide compelling information to the Board staff that work completed by other agencies can be used by the City without compromising the Regional Water Quality Control Board's goals for the watershed and to reduce costs with a County wide shared work approach. Staff will be involved with other local agencies through the development process to determine if potential cost sharing and saving can occur through cooperative efforts. Following the hydromodification work, the Drainage Design Manual will be updated to incorporate this plan and other changes and will cost \$100,000 in 2012-13.

Stakeholders

Regional Water Quality Control Board, environmental groups, developers, City staff and possibly other agencies in the County will be interested in the outcome of this work.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study				200,000	100,000	300,000
Total	-	-	-	200,000	100,000	300,000

Project Funding Source

General Fund

Key Project Assumptions

The City's approved Stormwater Management Plan will include a Hydromodification Management Plan requirement and staff will be able to leverage the work of others to reduce the cost to the City.

TRANSPORTATION

DRAINAGE DESIGN MANUAL UPDATE

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

Geographic Information Systems (GIS)

Community Development - Planning

Natural Resources

Alternatives

1. **Deny or Delay the Project.** If the City does nothing or is not timely in completing this work, the City may be fined by the Regional Water Quality Control Board and be subject to third party lawsuits. The Board has also indicated that they will impose a set of hydromodification requirements of their choosing.
2. **Change the Scope of the Project.** It is possible to expand this work to complete and submit a more thorough and detailed evaluation of the City’s current stream channel conditions and hydromodification. This would easily double the current proposed expenditure.

Operating Program

Creek & Flood Protection

Project Effect on the Operating Budget

Project Management

There are several preliminary stages to this project required as part of our enrollment that will require staff time in the first two years of the budget.

	2009-11	2011-13	
CIP Engineering Design Staff:	600	400	hours
CIP Administration Support Staff:		40	hours
Planning & Building Staff:	80	80	hour

Operations and Maintenance after Project Completion

The implementation of the new drainage requirements that will result from the development of the Hydromodification Management Plan are anticipated to add ongoing work to Community Development building and planning staff during review, to building and public works inspection staff during construction, to GIS for device and connection tracking and to code enforcement for long term inspection.

Clarifications to the Drainage Design Manual are anticipated to result in some time savings for both development review staff and developers.

TRANSPORTATION

BROAD STREET BANK REINFORCEMENT

CIP Project Summary

Reinforcing a creek bank on Broad Street at Old Garden Creek will cost \$15,000 in 2011-12 for design and permitting and \$35,000 in 2012-13 for construction.

Project Objectives

1. Reduce future flooding and risk of property damage
2. Reduce future disaster response

Existing Situation

In 1964, the City installed two 72-inch diameter reinforced concrete pipes to pass the flow of Old Garden Creek from the west side of Broad Street to the east side of Broad Street between Meinecke and Murray streets. Just upstream of the culvert entrance the creek bank is stabilized with gabions, which are wire mesh boxes containing rock.

Upstream of the gabion structures, Old Garden Creek is beginning to cut into the creek bank and work its way into the creek bank. If Old Garden Creek continues to cut back into the creek bank, the creek will eventually dislodge the gabions and likely plug the downstream culverts. Some improvements upstream of the gabions structures are needed to prevent this.

Goal and Policy Links

1. Creek and Flood Protection Program Goal: A well-designed and well-maintained Storm Drainage System
2. 2007-09 Major City Goal: Creek and Flood Protection
3. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

None

Environmental Review

The project will likely require an Initial Study due to the work being in the creek.

Project Constraints and Limitations

The project will require permits from the Army Corps of Engineers and Fish and Game Department.

Stakeholders

The completed project will benefit properties in the area by preventing bank erosion and property damage.

TRANSPORTATION

BROAD STREET BANK REINFORCEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				15,000		15,000
Construction					35,000	35,000
Total	-	-	-	15,000	35,000	50,000

Project Funding Source

General Fund

Key Project Assumptions

This project assumes that any bank reinforcement will be acceptable to regulating authorities and private property owners.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Administration – Natural Resources
Community Development

Alternatives

Deny the Project. Old Garden Creek will continue to cut into the creek bank and eventually dislodge the gabion structures.

Operating Program

Creek & Flood Protection (50320)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	200 hours
CIP Engineering Construction Inspection	300 hours
Public Works Administration	100 hours
Natural Resources	75 hours per project
Community Development	40 hours per project

TRANSPORTATION

BROAD STREET BANK REINFORCEMENT

Operations and Maintenance After Project Completion

There are no significant operating cost impacts after project completion.

Location Map/Schematic Design



TRANSPORTATION

TORO STREET CREEK BANK STABILIZATION

CIP Project Summary

Stabilizing the creek bank along Toro Street will cost \$50,000 in 2012-13 for construction.

Project Objectives

1. Prevent failure of Toro Street
2. Extend the life of the existing slope revetment
3. Remove accumulated silts

Existing Situation

Toro Street between Marsh and Pacific streets runs along the top of the bank of San Luis Creek for about two thirds of the block. Much of the creek is actually in the original street right of way with the street built in a later acquired addition. A portion of the creek bank is armored with concrete sack revetment to protect it against erosion as the creek makes a curve to move along behind the buildings fronting Marsh Street. A section of the revetment is severely undermined. Toro Street sits at the top of the bank and so would have to be closed in the event the bank began to fail. While Toro is not a major street it does serve as the loading access for the adjacent commercial development where Scolari's Market is located. A similar problem exists at the base of the bank along the Dallidet Adobe. Some build up of silt has also occurred near the bridge on Toro and would be appropriately dealt with at the same time.

Goal and Policy Links

1. Creek and Flood Protection Program Goal: a well designed and well maintained storm drainage system which prevents loss of life and minimizes property damage from flooding
2. 2005-07 Financial Plan Supplement, Page E-29
3. 2007-09 Financial Plan, Appendix B, Page 318
4. Measure Y Priority – Creek and Flood Protection
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

1. A topographical survey is underway including delineation of property lines
2. Initial contact has been made with some regulatory agencies

Environmental Review

This project will require at least an initial environmental study that will likely result in a mitigated negative declaration. The most significant environmental issues will probably relate to impacts on the creek. There may be impacts on nearby businesses.

Project Constraints and Limitations

Several permits will be required from regulatory agencies and environmental clearance needed from Community Development. The time to obtain the permits is currently unknown. The project will require coordination with the commercial use of Toro Street.

TRANSPORTATION

TORO STREET CREEK BANK STABILIZATION

Stakeholders

The project will be somewhat disruptive to activities along the creek and Toro Street in this area. Staff will work with those impacted by the activity to insure commercial operations can continue. Through traffic will be detoured as needed.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Environmental Review	5,000					5,000
Design	15,000					15,000
Construction					50,000	50,000
Total	20,000	-	-	-	50,000	70,000

Project Funding Source

General Fund

Key Project Assumptions

Project phasing assumes design and permitting will occur over the next three years to be ready for summer of 2012 construction.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Administration
Administration – Natural Resources Protection
Community Development

Alternatives

1. ***Delay or deny the project.*** Under this option, erosion under the concrete revetment will likely continue and eventually cause a failure of Toro Street. The road would have to be closed at that time. The repair would likely be more expensive and difficult to permit once the failure had occurred and contamination of the creek with debris is highly likely.
2. ***Change the scope of the project.*** The project, as planned, is to take a fairly minimal approach to the erosion and couple it with some minimally invasive elements to slow further down cutting of the channel, thereby delaying undermining of the entire length. The project could take a much stronger approach and construct a cut off wall at the edge of Toro Street to protect the roadway. This approach would avoid the long lead times associated with permitting; however, would probably approach \$750,000 in design and construction costs.

TRANSPORTATION

TORO STREET CREEK BANK STABILIZATION

Operating Program

Creek & Flood Protection (50320)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management:	250 hours
CIP Engineering Construction Inspection:	150 hours
Public Works Administration	100 hours
Community Development:	40 hours
Natural Resources Protection:	160 hours

Operation and Maintenance after Project Completion

No increase in operating costs is anticipated from the work and may prevent the need for emergency response work that would be required in the event of a road failure.

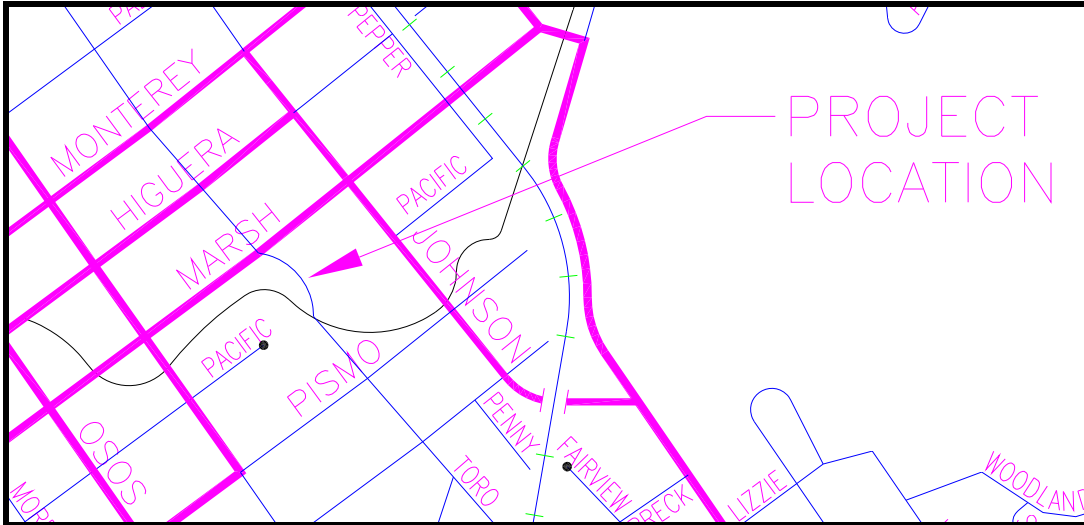
Condition Photo



TRANSPORTATION

TORO STREET CREEK BANK STABILIZATION

Location Map



PARKING STRUCTURE EQUIPMENT UPGRADE

CIP Project Summary

Upgrading four ticket dispensers and four fee computers at the Marsh Street and Palm Parking Structures will cost \$113,000 in 2009-10.

Project Objectives

1. Provide reliable payment systems in our parking structures.
2. Decrease maintenance and staff time for repairs.
3. Ensure secure and adequate revenue generation at our parking structures.

Existing Situation

The current bar code ticket dispensers have been in service for 12 years, having been replaced in 1997. The typical life expectancy is about 10 years. Prior to that, our ticket dispensers were replaced after nine years of service in the structure at 842 Palm and seven years of service at the Marsh Street parking structure. This model of ticket dispenser is no longer manufactured by Federal APD. These units are becoming very worn, outdated and unreliable. Parts for these dispensers are becoming harder to get. The dispensers have older technology with analogue clocks. After twelve years of service, they require replacement.

There are two options for replacement: “bar code” dispensers and “mag-stripe” dispensers. Staff is recommending the “mag-stripe” dispenser option for several reasons. The newer structure at 919 Palm was a test case for the mag-stripe ticket dispensers. These dispensers have been very reliable and allow us to offer a pay-on-foot system. The public has the option to pre-pay at a machine and exit in a lane without an attendant. Mag-stripe dispensers are more secure, more versatile, and offer more expandability for automated payments and credit card payments in the future. This upgrade will not include more pay-on-foot machines at this time because of the substantial cost of the machines. This project will use Federal APD equipment as it is compatible with the existing parking and access controls.

The fee computers in the exit booths require upgrades to read the mag-stripe tickets and process customer payments in a timely manner. New fee displays are necessary to communicate with the upgraded fee computers. The display will show the customer how much to pay when the ticket is automatically read from the programmed information on the back of the mag-stripe ticket. This reduces the opportunity for potential fraud by attendants.

These upgrades will allow Parking Services to provide an improved and more reliable level of service in the parking structures located at Marsh Street and 842 Palm Street. This level of service is critical in ensuring the public's continued use of the parking structures. This upgrade will also provide for increased system security, fraud reduction, and allows exploration of expanding for credit card acceptance and automated payments options which are currently not available with bar code dispensers.

Goal and Policy Links

1. Access and Parking Management Plan.
2. Adopted Parking Services goal to provide adequate, safe, and attractive parking for visitors, customers, and employees in the City of San Luis Obispo.

TRANSPORTATION

PARKING STRUCTURE EQUIPMENT UPGRADE

Project Work Completed

Parking Services has assessed the parking access and revenue control systems in all parking structures. Due to the current economic climate, this upgrade is recommended as the required bare minimum needed to continue providing services at our parking structures.

Environmental Review

No environmental review required.

Project Constraints and Limitations

None.

Stakeholders

Downtown parkers and businesses need reliable parking structure payment systems in all parking structures. As the Parking Services Department continues to transition away providing on-street parking and parking lots in the downtown, the need arises to ensure that parking structures continue to offer the most reliable and best technology available.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		113,000				113,000
Total	-	113,000	-	-	-	113,000

Project Funding Source

Parking Fund

Key Project Assumptions

Equipment and labor costs are based on our service providers 60 day quote and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

Parking Services Manager

Project Team

Parking Services department

TRANSPORTATION

PARKING STRUCTURE EQUIPMENT UPGRADE

Alternatives

1. ***Deny or Delay the Project.*** Postponing the upgrade and replacement of our current dispensers will result in continued maintenance problems, closed entrance lanes, and loss of potential parking revenue. These units have currently reached the end of their life expectancy.
2. ***Purchase New Bar Code Dispensers as opposed to Mag-stripe.*** Another option would be to upgrade to newer “bar-code” dispensers. This would result in a saving of approximately 25% for the overall project. However, bar-code dispensers do not offer the desirable security and versatility that the mag-stripe option does. The bar-code dispenser would not be compatible with the mag-strip system currently in existence at the 919 Palm parking structure. Parking Services would not be able to expand to automated payments at the exit lane, pay-on-foot machines, or offer credit card acceptance at the attendant’s booth without upgrading to a mag-stripe system. Lastly, Federal APD is working on total re-manufacture of their current bar-code system which means there is a high likelihood that the system will become obsolete and the technology will not be supported in the future. Staff does not recommend this option for the reasons stated above.

Operating Program

Parking Services

Project Effect on the Operating Budget

Potentially this project could save the Parking Fund with lower costs for parts, service and maintenance. It will ensure recovery of parking structure revenues.

TRANSPORTATION

PARKING LOT RESEALING AND RESURFACING

CIP Project Summary

Resurfacing the pavement in approach to the Marsh parking Structure, the exterior parking area of the structure at 842 Palm, parking lots 14, 15, the 955 Morro parking lot, and the Amtrak parking lot to prevent deterioration and extend service life will cost \$122,000 in 2009-10.

Project Objectives

1. Provide smooth and safe parking lot pavement
2. Maintain parking lot pavement to ensure the lowest life-cycle cost
3. Provides orderly and efficient parking area for the public.

Existing Situation

Engineering and Parking assessed the current condition of the pavement in all of our public parking areas in and around the downtown. Several parking lots have been resurfaced under prior CIP projects: Lot 10 (corner of Higuera and Nipomo) and Lot 9 (next to the Historic Museum). Several parking lots are part of major redevelopments in the next few years and don't merit resurfacing to extend their life. Several lots are in need of resurfacing to extend the life of the pavement and to prevent more costly grinding and repaving.

The parking lots identified for this CIP are parking lots 14 (corner of Palm and Nipomo), 15 (corner of Monterey and Broad), part of the lot at 955 Morro, and all of the lots near the Amtrak station. The paved driveway approach to the Marsh Street Parking Structure and the exterior parking area on the North side of 842 Palm Parking Structure are both in need of resurfacing as well.

Goal and Policy Links

1. 2009-11 Major Council Goal: Infrastructure Maintenance
2. 2009-11 Financial Plan Council Objective: Downtown Maintenance and Beautification
3. Adopted Parking Services goal to provide adequate, safe, and attractive parking for visitors, customers, and employees in the City of San Luis Obispo
4. Prior CIP approvals. In preceding financial plans there have been on-going CIP allocations for parking lot resurfacing to maintain our parking lots

Project Work Completed

None.

Environmental Review

No environmental review required.

Project Constraints and Limitations

The parking lot next to 955 Morro which is used for Public Works inspector vehicle parking is slated to be part of the Chinatown redevelopment project, which may develop within 3-5 years. The pavement that needs resurfacing is the driving access aisle shared between the private parking lot on the south and north parking for Public Works Inspectors. It is also a pedestrian route from lots 3 and 11. The pavement in this area is fractured and in need of repair. Waiting a few years would not be prudent because it is needed for vehicular and pedestrian access until Chinatown begins construction.

TRANSPORTATION

PARKING LOT RESEALING AND RESURFACING

Stakeholders

Downtown parkers and businesses need adequate, safe, and attractive parking lots and structure driveways.

By shared used agreements with the railroad and with some of the local businesses owners around the Amtrak station, the City is responsible for maintaining the parking areas. The local businesses pay the Parking Fund \$15 a month for each parking space assessed for the parking demand. The Railroad Square building is currently under construction and the Alano Club property is in design and approval phase of redevelopment. Both of these projects will increase the amount of cars parking in the Amtrak parking lots. So there is more impetus to maintain the pavement.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		122,000				122,000
Total	-	122,000	-	-	-	122,000

Project Funding Source

Parking Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

Transportation Planning & Engineering

Community Development

Parking Department

Alternatives

Deny or Delay the Project. Postponing the resealing will result in continued deterioration and failure of the pavement surfaces. Ultimately, this situation would require that the parking lots be completely reconstructed at a much higher cost.

Operating Program

Parking Services (50600)

TRANSPORTATION

PARKING LOT RESEALING AND RESURFACING

Project Effect on the Operating Budget

Project Management

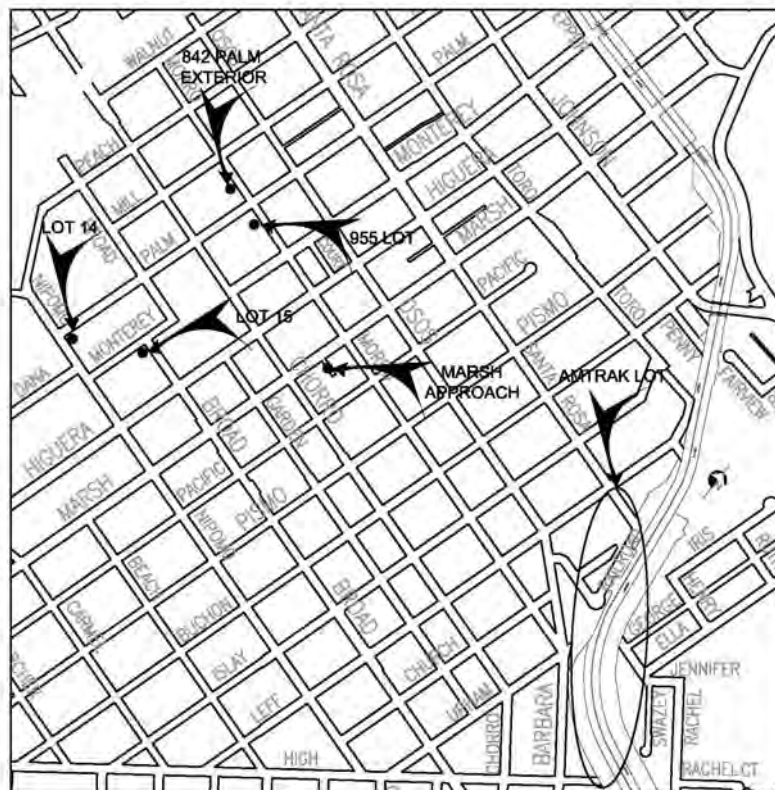
CIP Engineering Design Staff - 210 hours
CIP Engineering Inspection Staff - 120 hours
Public Works Administration Staff - 90 hours
Community Development - 10 hours

Operation and Maintenance after Project Completion

These facilities already exist so no additional maintenance is anticipated.

Location Map/Schematic Design

- | | | | |
|----------|---------------------|---------------------|-------------------|
| • Lot 14 | 29,151 square feet | • 955 Morro Lot | 2,166 square feet |
| • Lot 15 | 3,951 square feet | • Marsh approach | 1,980 square feet |
| • Amtrak | 119,635 square feet | • 842 Palm exterior | 8,065 square feet |



TRANSPORTATION

PURCHASE OF 610 MONTEREY

CIP Project Summary

Purchasing the property located at 610 Monterey is estimated to cost \$650,000 in 2009-10.

Background. The property at 610 Monterey was purchased by the General Fund in 1998. Selling the property to the Parking Fund as a part of the eventual Monterey Street Parking Structure is estimated to cost \$650,000 in 2009-10.

Project Objectives

Provide adequate real estate to the Parking Fund for the eventual construction of the Monterey Street Parking Structure and one-time revenue to the General Fund to assist in balancing the General Fund budget.

Existing Situation

In 1998, the house at 610 Monterey (intersection of Monterey and Nipomo) came on the market. Because this site had been previously identified as a candidate for several possible City uses, the Council approved taking advantage of this opportunity to acquire a strategic Downtown property from a willing seller. Since no specific use was identified for the site at that time, General Fund resources were to purchase the property for \$380,485. The property is currently managed by the Housing Authority with annual rental revenue of approximately \$15,270.

The Council has conceptually approved the design for the next City parking structure in this general location. The current design reserves the majority of this property to set back the parking structure from Monterey Street. Part of the site design for the parking structure allows the properties fronting on Monterey Street to be reserved for some cultural arts use, such as a relocated Little Theater. In 2006, the Council approved the Parking Fund purchase of the adjacent property at 614 Monterey for \$1,167,300, furthering the goal to build a parking structure at this location.

Goal and Policy Links

1. Implementation of Major City Goal: Preservation of Essential Services and Fiscal Health
2. Access and Parking Management Plan
3. Concept Physical Plan for the City's Center (Downtown Concept Plan)

Project Work Completed

No significant work has been undertaken thus far. City staff has contacted the on-call appraiser to fairly set the market value of the 610 Monterey Street property.

Environmental Review

No environmental review required.

Project Constraints and Limitations

There are no program constraints or limitations.

TRANSPORTATION

PURCHASE OF 610 MONTEREY

Stakeholders

The purchase of this property between the General Fund and Parking Fund should not have any significant impacts on stakeholders.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Property Acquisition		650,000				650,000
Total	-	650,000	-	-	-	650,000

Project Funding Source

Parking Fund

Key Project Assumptions

Estimated sale proceeds are based on a “reconnaissance level” assessment of market value. The final purchase price will be based on an independent appraisal.

Project Manager and Team Support

Project Manager

Parking Services Manager

Project Team

Public Works Director

Finance & Information Technology Director

Administrative Analyst, Public Works Division

Alternatives

1. ***Do not sell the property to the Parking Fund.*** Given the currently proposed use of this site as a parking structure and the fiscal challenges facing the General Fund, this option is not recommended.
2. ***Do not perform an appraisal.*** The sale amount should be determined based on independent appraisal of the property’s market value.

Operating Program

Parking Enterprise Fund

TRANSPORTATION

PURCHASE OF 610 MONTEREY

Project Effect on the Operating Budget

Project Management

Parking Services Manager 20 hours
Public Works Administration 10 hours

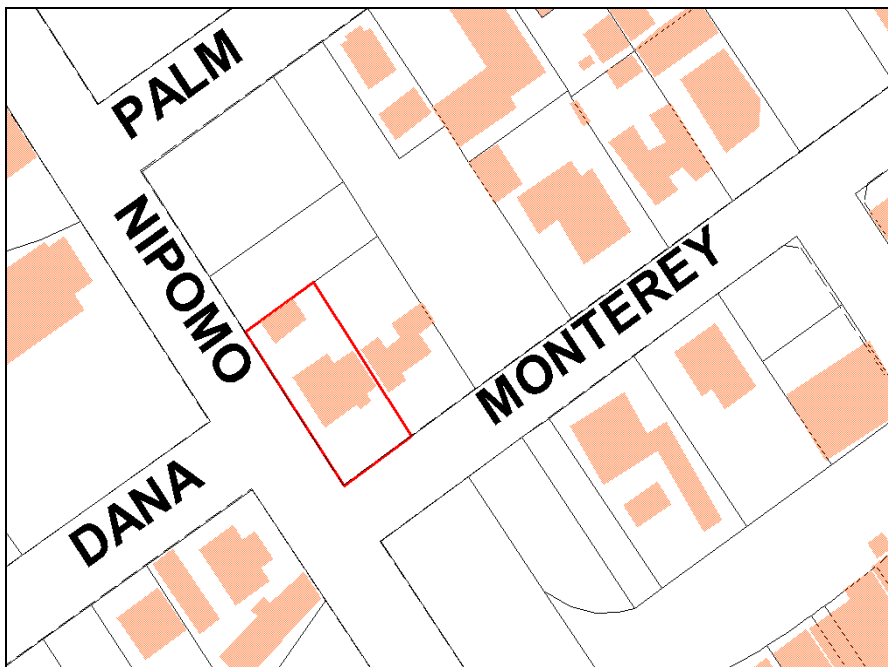
Operations and Maintenance After Project Completion

There will be continued maintenance costs of the house located on the property following the purchase by the Parking Fund, as the plan is to keep it occupied until construction of a parking garage on the site.

Selling the house at 610 Monterey to the Parking Fund is estimated to generate \$650,000 for the General Fund in 2009-10.

The monthly rental fees for 610 Monterey will be received as lease revenues for the Parking Fund.

Location Map/Schematic Design



TRANSPORTATION

FLEET ADDITION – PARKING SERVICES UTILITY CART

CIP Project Summary

Adding one gas powered enforcement scooter in 2010-11 will cost \$36,600.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

There are currently two utility cart vehicles utilized in Parking Services by enforcement staff. These vehicles are used daily throughout the City to gain compliance with the parking regulations and indirectly raise revenues for the Parking Fund. When one vehicle is out of service it takes longer to enforce in the downtown. Current Fleet Replacement policy has a general category for Utility carts with a 6 year, 30,000 mile and 5000 hour replacement target schedule. The Parking Officers uses a specific brand of gasoline powered cart as a specialized type of cart equipment for enforcement purposes. These scooters are narrow with two sliding doors. A Parking Officer needs to be able to double park on densely traveled downtown streets and be able to chalk tires while driving and be able to exit either side to issue parking citations.

In checking with other agencies that use this brand and model, staff found that there was a norm for 5 to 6 year replacement cycle for these particular types of specialty vehicles. The Fleet Committee is pushing back the replacement of our current two utility carts for an additional 2 years. This is due to the favorable condition of our current utility carts and because of the economic challenges facing the City's General Fund. Although this is a separate fund that is healthy enough to afford these utility carts, staff recognizes it may be more beneficial to replace one in the first year and provide for an additional utility cart in the second year to provide for backline support.

Although it is not the primary reason behind parking enforcement, reliable enforcement vehicles insure consistent and efficient parking service work which will maximize fine revenues for the Parking Fund. Staff is recommending adding one gas powered utility cart in 2010-11. As our current vehicles get older they will require more service. Due to the specialized nature of these vehicles, parts must be ordered by mail so they are out of service for a longer period of time than a traditional sedan. The enforcement fleet is cut in half causing an officer to enforce parking on foot during the time the scooter is out for service. This means the officer cannot get around as fast or handle calls for service as far away. This will mean reductions in citation issuance and lowered fine revenues. Therefore staff is recommending an additional scooter to be used as a back up.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

TRANSPORTATION

FLEET ADDITION – PARKING SERVICES UTILITY CART

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Parking Services and Fleet Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition			36,600			36,600
Total	-	-	36,600	-	-	36,600

Project Funding Source

Parking Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs will increase by 2% annually from 2007-08 “benchmark” costs.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Parking Services Manager
Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to lower parking fines. Parking Officers will have to be on foot causing them to be less efficient and there will be less parking citations issued.

Operating Program

Parking Services

TRANSPORTATION

FLEET ADDITION – PARKING SERVICES UTILITY CART

Project Effect on the Operating Budget

Project Management

Parking Services Department – 16 hours
 Fleet Maintenance Staff – 32 hours
 Public Works Administrative Staff – 16 hours

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

Operations and Maintenance After Project Completion

1. Typically operating and maintenance costs incurred following project completion will be fuel, parts and maintenance staff time.
2. Purchase of the additional fleet with ensure collection of parking fine revenues.



GO-4 Interceptor

Description of Addition

Addition Fiscal Year	2010-11	
Addition Cost		
Base Unit		\$26,250
Accessories & Other Costs		\$5,150
Radio		\$1,000
Special Painting/Striping		\$100
Inflation adjustment		\$650
Delivery		\$500
Sales Tax		\$2,944
Total		\$36,594

Total: 2010-11 **\$36,600**

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES UTILITY CARTS

CIP Project Summary

Replacing two gas powered enforcement scooters in 2011-12 will cost \$76,900.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The two existing vehicles are utilized in Parking Services by enforcement staff. These vehicles are used daily throughout the City to gain compliance with the parking regulations and indirectly raise revenues for the Parking Fund. Current Fleet Replacement policy has a general category for Utility carts with a 6 year, 30,000 mile and 5000 hour replacement target schedule. The Parking Enforcement uses a specific brand of gasoline powered cart as a specialized type of cart equipment for enforcement purposes. In checking with other agencies that use this brand and model, staff found that there was a norm for 5 to 6 year replacement cycle for these particular types of specialty vehicles. This led to prior approval for early replacement in the 2007-09 Financial Plan.

Although it is not the primary reason behind parking enforcement, reliable enforcement vehicles insure consistent and efficient parking service work which will maximize fine revenues for the Parking Fund. Staff is recommending replacement in the existing six year cycle to occur in 2010-11 even though the miles and hours targets are not projected to be met. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES UTILITY CARTS

Stakeholders

Parking Operations and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	
Equipment Acquisition				76,900		76,900
Total	-		-	76,900	-	76,900

Project Funding Source

Parking Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs will increase by 2% annually from 2007-08 “benchmark” costs.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Supervisor

Project Team

Robert Horch – Parking Services Manager
Ron Holstine - Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment. Additionally, deferring replacement will adversely effect parking fine generation.

Operating Program

Parking Operations

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES UTILITY CARTS

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Parking Staff	16
Fleet Maintenance Staff	32
Public Works Administration	16

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.



GO-4 Interceptor

Description of Replacement Units

Replacement Fiscal Year	2011-12	
City Fleet Number	0503	0504
Vehicle Type	gas cart	gas cart
Make	GO-4	GO-4
Model	Interceptor	Interceptor
Model Year	2004	2004
Date Entered City Service	2005	2005
Odometer Reading at 11-01-08	10,597	9,865
Hour meter Reading at 11-10-08	2,151	2,323
Replacement Guidelines		
Target: Years or Mileage or hours	6/30,000/5000	6/30,000/5000
Projected at Replacement:	*7/16,000/3500	*7/15,000/3400
Replacement Cost		
Base Unit	\$26,250	\$26,250
Accessories & Other Costs	\$5,150	\$5,150
Radio	\$2,000	\$2,000
Special Painting/Striping	\$100	\$100
Inflation adjustment	\$1,340	\$1,340
Delivery	\$500	\$500
Sales Tax	\$3,092	\$3,092
Total	\$38,432	\$38,432

Total: 2011-12 **\$76,900**

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES SEDAN

CIP Project Summary

Replacing one sedan in 2011-12 will cost \$20,000.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The sedan is used daily by Parking Services staff based at the Parking Services Offices. The sedan is shared by the Parking office staff for local commuting as well as travel to conferences, training, and seminars. The replacement of the sedan is based on a standard sedan of similar size but could be a candidate for an alternative fuel vehicle. Given rapid changes in the automobile industry, staff will need to wait to evaluate if any alternative fuel vehicles have become viable options at the time of procurement.

The existing sedan will be within fleet policy for replacement in year 2010-11 but has lower than normal mileage. This vehicle has significant wear issues that make it appropriate to replace at the age target. However, staff believes it is reasonable to defer replacement until 2011-12. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.
3. Approved for replacement in the 2007-09 Financial Plan.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES SEDAN

Stakeholders

Parking Operations and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				20,000		20,000
Total	-	-	-	20,000	-	20,000

Project Funding Source

Parking Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs have been adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Parking Services Manager

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Parking Services

TRANSPORTATION

FLEET REPLACEMENT – PARKING SERVICES SEDAN

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Parking Services Staff	8
Fleet Maintenance Staff	24
Public Works Administration	8

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2011-12
City Fleet Number	0026
Vehicle Type	sedan
Make	Chevrolet
Model	Lumina
Model Year	1999
Date Entered City Service	2000
Odometer Reading at 11-01-08	43,625
Replacement Guidelines	
Target: Years or Mileage	11/90,000
Projected at Replacement:	11/54,000
Replacement Cost	
Base Unit	\$17,100
Accessories & Other Costs	\$200
Special Painting/Striping	\$100
Radio	\$0
Inflation adjustment	\$692
Delivery	\$300
Sales Tax	\$1,574
Total	\$19,966

Total: 2011-12

20,000

LEISURE, CULTURAL & SOCIAL SERVICES

PARKS & RECREATION SOFTWARE REPLACEMENT

CIP Project Summary

Replacing the software used for administration functions in the Parks & Recreation Department will cost \$112,000 in 2011-12.

Project Objectives

1. Replace or update existing software to perform various Parks & Recreation Department functions, such as program registration, online reservations/registrations, facility reservations and membership management.
2. Provide software and hardware for additional uses: league scheduling, equipment/inventory tracking, and childcare management.

Existing Situation

Since 1994, Parks & Recreation staff have used software programs to manage various functions, such as registering participants for programs, scheduling facility rentals, and providing online registration and reservations. The current program, RecWare Safari, is likely to be discontinued and may no longer be supported within the next three to five years. The management system is heavily relied upon by staff on a daily basis for handling cash and credit card transactions, processing facility permits, producing reports, and invoicing customers.

As technology continues to advance, staff is considering adding additional modules: childcare management, league scheduling, inventory/equipment tracking. Advanced functions could include: class instructor access to data from online, ability for parents to purchase childcare hours online, enhanced point of sale transactions by use of bar coding, purchase and track pass cards. It is highly desired to expand the point of sale locations to include all childcare sites as the current situation involves transporting checks from outlying sites to the department offices. Having online registration for hourly card purchases is not available in the current system.

An analysis of the department's service needs should be considered at the time of purchase. With other vendors in the field, there may be other alternatives that may meet the needs of the City.

Goal and Policy Links

Parks & Recreation Element:

1. 1.33.2 – Recreation facilities shall be developed and operated, and services delivered in the most efficient and economical methods possible.
2. 1.33.11 – Recreation services shall consider the use of technology to provide enhanced service delivery and program offerings.
3. 3.21.15 – The City's Information Technology Master Plan shall support the Parks and Recreation Element/Master Plan by making program registration and activities more accessible.

Project Work Completed

Staff has evaluated the current system and looked at new technology services available for parks and recreation.

Environmental Review

No environmental review required.

LEISURE, CULTURAL & SOCIAL SERVICES

PARKS & RECREATION SOFTWARE REPLACEMENT

Project Constraints and Limitations

1. Some aspects that are desired, such as instructor access to rosters or purchasing blocks of time for child care may not be available or may be costly to create.
2. Currently, the City hosts the data on its database server. Consideration on whether the City should continue the current situation or having it on a third party site may need to be addressed either as policy or practice.

Stakeholders

Parks & Recreation Department staff, Information Technology staff, Parks & Recreation Department customers – external and internal.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Software Acquisition				100,000		100,000
Equipment Acquisition				12,000		12,000
Total	-	-		112,000	-	112,000

Project Funding by Source

General Fund

Key Project Assumptions

Cost projections are based upon industry standards at the time of the report; consideration for increases due to cost of living and other factors should be considered at the time of the purchase. Technology advancements should be assessed at the time the project is begun.

Project Manager and Team Support

Project Manager

Recreation Manager
Information Technology Manager

Project Team

Parks & Recreation and Information Technology (IT) Staff

Alternatives

1. **Deny the Project.** Existing software would continue to be used but at some point, there will no longer be technical support for the program.
2. **Defer or Re-phase the Request.** The project could be delayed until such a time when software support is no longer available.

Operating Program

LEISURE, CULTURAL & SOCIAL SERVICES

PARKS & RECREATION SOFTWARE REPLACEMENT

Parks & Recreation Administration

Project Effect on the Operating Budget

Project Management

About 40-60 hours of the Recreation Manager's time will be needed for the request for proposal (RFP) process, coordinating the purchase and overseeing the installation. IT staff may need to be involved for 20-40 hours during the software installation process, purchasing and installing new workstations, and any related training.

Operation and Maintenance after Project Completion

An annual subscription to maintain support for the software will be needed; current cost is \$13,000/year in the Recreation Administration operating budget. Ongoing support for IT and Parks & Recreation staff will occur as problems arise so is expected to have minimal impact. Staff will need to be trained and could range from 8-20 hours per person, longer for system administrator training.

SANTA ROSA SKATE PARK

CIP Project Summary

Constructing a new in-ground concrete skate park facility in Santa Rosa Park will cost \$178,600 for design in 2009-10 and \$1,293,100 for construction and construction management in 2010-11.

Project Objectives

1. Construct a state-of-the-art skateboard facility
2. Provide a safe place for skateboarders to practice and enjoy

Existing Situation

The City's skateboarding program has been in existence since 1994 and for the first six years shared the Santa Rosa Park multi-use area with roller hockey leagues, youth basketball programs and in-line skating interests. In 2000, due primarily to the steadily growing number of participants with competing needs, the City expanded the multi-use area to include an additional 6,000 square feet concrete slab, fencing and a new storage building, specifically designed for skateboarding activity.

Over the years, the skateboarding area was furnished with ramps and obstacles built by City staff, the users and volunteers. The components were constructed of wood and deteriorated over the years as a result of exposure to the outdoor elements and overuse by skateboarding enthusiasts.

Skateboarders attended the Community Forum in January 2007 to express their concerns about the condition of the existing skate park. As a result, the Council identified skate park improvements as a Major City Goal in the 2007-09 Financial Plan.

During 2007-08, staff conducted a needs assessment for a skate park. Through a series of community meetings, input was gathered on whether the City should pursue replacing the existing equipment with modular steel skate ramps and obstacles or consider construction of a new permanent skate park facility. Consensus was overwhelming for a permanent facility, which would have additional amenities to enhance expanded programs and entice special events and competitions.

The Council received the results of the needs assessment at its May 20, 2008 meeting and supported the idea of having a "premier" skate park located in the City. The Council provided direction to staff to move forward with a master plan for an in-ground concrete skate park, purchase durable modular steel equipment to replace the current wood structures and serve the community safely until a permanent park could be constructed, work with the community on fundraising efforts, and encouraged staff to move forward with the project as quickly as possible.

During 2008-09, a master plan was developed for the new skate park and presented to the Council in January 2009. The skate park is designed to be approximately 15,000 square feet and located in the area of the current skate park and adjacent grass area. An entry/stage area equal in size to the skate park is designed to allow for passage to the facility and provide a stage and seating area for events. A plaza between the skate park and roller hockey rink would provide an area where vendors and groups could gather during large events. In all, approximately 30,000 square feet would be redesigned for the skate park and related amenities.

Goal and Policy Links

1. Major City Goal from 2007-09 – Roller Hockey and Skate Park Improvements
2. Council Goal for 2009-11 – Skate Park (Address as Resource Permit)

LEISURE, CULTURAL & SOCIAL SERVICES

SANTA ROSA SKATE PARK

3. Parks & Recreation Element:

1. 2.51.5 – Park amenities (such as athletic fields, play equipment, skateboarding area, amphitheaters) will be developed, based on funding availability and community demand.
2. 3.00 – City recreation activities are designed to meet the needs of the entire population.
3. 3.10 – Unmet need – Teens, particularly high school age.

Project Work Completed

1. A needs assessment has been completed and presented to Council on May 20, 2008
2. A skate park master plan has been prepared and presented to Council in January, 2009.
3. Citizens interested in construction of a new skate park organized an Ad Hoc committee and have been undertaking fundraising activities.

Environmental Review

An environmental review will be required under the California Environmental Quality Act (CEQA). A mitigated Negative Declaration is anticipated.

Project Constraints and Limitations

1. Neighborhood concerns may be raised as a result of the project.
2. Complex environmental review may be needed.
3. Fund raising efforts may fall short of goals.

Stakeholders

Skate Park facility users; Santa Rosa Park neighbors, Public Works maintenance staff, Parks & Recreation staff, Police

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study	52,000					52,000
Design		178,600				178,600
Construction			1,099,100			1,099,100
Construction Management			193,900			193,900
Equipment Acquisition	83,000					83,000
Total	135,000	178,600	1,293,000	-	-	1,606,600

LEISURE, CULTURAL & SOCIAL SERVICES

SANTA ROSA SKATE PARK

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund	135,000					135,000
Parkland Development Fund		178,600	919,700			1,098,300
Grants			50,000			50,000
Fund Raising			323,300			323,300
Total	135,000	178,600	1,293,000			1,606,600

Staff recommends that the City match community fundraising efforts at a rate of approximately 3:1. Staff will investigate other funding sources, such as grants, to offset General Fund support for the project.

Key Project Assumptions

Cost projections were based upon the best estimate given by the consultant during the master plan development. Change in the projections could occur due to the cost of concrete which has been in flux for some time.

The project will need Parks and Recreation Commission review and most likely architectural review by the Architectural Review Commission. Plans will require building permit plan check review by Community Development.

Project Manager and Team Support

Project Manager

CIP Project Engineering staff

Project Team

Engineering, Parks & Recreation and Public Works – Parks Maintenance staff

Alternatives

- Deny the Project.** Council indicated strong support for a premier in-ground concrete skate park. Denying the project would disappoint a very passionate group of children, teens and adults who would like to see a permanent facility constructed.
- Defer or Re-phase the Request.** At its May 20, 2008 meeting, Council directed staff to move this project forward quickly. Deferral would take the project off of the “fast-track,” and most likely derail all fundraising efforts of the Ad Hoc fundraising committee for years to come.
- Change the Scope of the Project.** The project could be reduced in size or some of the amenities eliminated. In doing so, the project may meet fewer of the needs of the users and be less appealing. This is not recommended because the Needs Study identified the desired features of the skate park community and the Master Plan reflects those desires, which include features for the novice through the expert skateboarder.

Operating Program

Parks & Recreation Administration

LEISURE, CULTURAL & SOCIAL SERVICES

SANTA ROSA SKATE PARK

Project Effect on the Operating Budget

Project Management

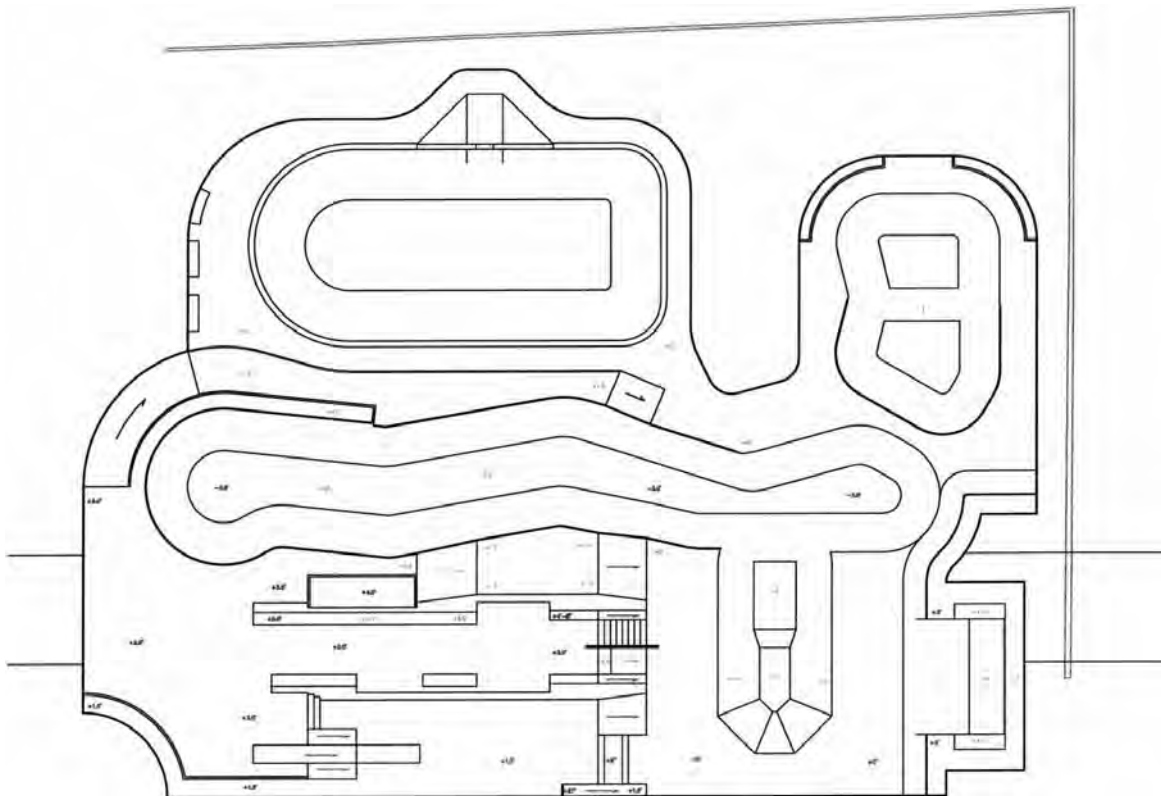
CIP Engineering	
Administration	100 hours
Project Management	200 hours (assuming outside design by on call Landscape Architect)
Inspection	80 hours (assuming outside inspection)
Community Development	40 hours for environmental, architectural and building plan check reviews

Operations and Maintenance After Project Completion

Maintenance of the skate park: There will be a minimal amount of work to maintain concrete surfaces and surrounding areas as the park would more than double the existing concrete slab in place. Most maintenance would involve cleaning/washing concrete surfaces, grooming landscape areas, and trash pickup. There would be an increase in landscape maintenance due to the addition of planters, trees, etc.

Operation of the skate park: With the construction of a new permanent skate park, the facility is likely to be unsupervised, resulting in a reduction in annual staffing costs of approximately \$15,000. Revenues from contests and rentals would increase, but the exact impact is unknown at this time.

Location Map/Schematic Design



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PLAYGROUND EQUIPMENT REPLACEMENT

CIP Project Summary

1. Replacing playground equipment at Meadow and Throop Parks will cost \$195,400 for construction and \$29,400 for construction management in 2009-10.
2. Design for Johnson, Emerson, and Santa Rosa playgrounds will cost \$48,700 for 2010-11 and construction and construction management will cost \$357,300 in 2011-12.
3. Design services for renovation of Islay Hill, Sinsheimer and Ludwick Center playgrounds will cost \$47,500 in 2012-13

Background. In 1999, staff developed a plan to identify replacement of the City’s park playground equipment, which anticipates the useful life of the equipment to be 10-15 years. Based upon research after the last CIP plan, completed projects, and evaluation of existing equipment by maintenance staff, the following useful life projections have been made. Dates are set at the end of a 15 year replacement cycle.

Park	06-07	07-08	08-09	09-10	10-11	11-12	12-13	13-14	14-15	15-16	16-17	17-18	18-19	19-20	20-21	21-22	22-23
Anholm																	
DeVaul Ranch																	
Emerson																	
French																	
Islay Hill																	
Johnson																	
Laguna Hills																	
Laguna Lake ¹																	
Ludwick Center																	
Meadow ¹																	
Mitchell																	
Santa Rosa																	
Sinsheimer (lower) ¹																	
Sinsheimer (Upper)																	
Throop ²																	
Vista Lago																	

 - project has been funded

Notes:

- ¹ – Sinsheimer Playground reached useful life in 2006-07. Laguna Lake Playground reached useful life in 2004-05. Meadow Park was deferred due to the age of the Sinsheimer playground equipment needing more immediate attention; has reached useful life in 2008-09.
- ² – Throop Park remaining play equipment reached useful life in 2008-09.

Future playground replacements should be scheduled for design in the last year of the cycle unless circumstances warrant an earlier project date to ensure a safe play area for children.

State Mandate: AB 1144, passed in 2008, mandates that all that all playgrounds constructed between 1994 and 1999 shall be replaced or upgraded within 15 years of installation. AB 1055, passed in 2000, states that all playgrounds constructed prior to 1994 shall be replaced or upgraded prior to 2003 to satisfy the regulations.

PLAYGROUND EQUIPMENT REPLACEMENT

Compliance with the state playground regulations reduces the City's liability exposure in the event that a child was injured on a structure that was non-compliant.

Project Objectives

1. Provide safe play areas that comply with the State's playground safety regulations
2. Comply with accessibility standards of the Americans with Disabilities Act (ADA)

Existing Situation

Meadow Park (installed in 1994): This playground is frequently used and meets ADA accessibility standards. Critical areas to be addressed are the metal slide on the slope below the building, swing structure, and metal guardrails surrounding the upper play area. State playground safety regulations state that replacement of equipment shall occur after 15 years, which is 2009 for this facility. The swing structure was removed a few years ago as the wood supports deteriorated to the point that continued use would be unsafe; staff has received numerous requests from the public to replace the swings at this site.

Santa Rosa Park (installed in 1995): The Santa Rosa Park playground is one of the most heavily used play areas by the public and is also one that is easily accessible for the mobility impaired. The wooden swing structures experienced wood rot and had to be replaced several years ago. The remaining structure is sound but will need to be considered for replacement by the end of its useful life, determined at 15 years (2010).

Johnson Park (installed in 1995): This playground for 2-5 year olds is frequently used. The playground does not have an accessible path to the transfer point. The swings are similar to what is in other City parks and wood rot in the frame is now being experienced. This playground will need to be replaced by 2010.

Throop Park (installed in 1994): The remaining equipment at Throop Park – two swing bays and arch climber, will reach its useful life in 2009. The swing structure has decayed due to deterioration of the wood supports and was removed for safety reasons. Neighborhood residents who appeared at a November 2004 meeting requested that the concrete bridge and boulders be removed to allow for better supervision of children from all areas of the playground and a 2-5 year old play structure be added. The arch climber will not be replaced in order to accommodate the 2-5 play structure.

Emerson Park (installed in 1996): This playground is not ADA accessible, therefore will require an entry and appropriate surfacing to allow for access to the facility. The equipment is well used and the 15 year useful life of the equipment will be 2011.

Islay Hill Park (installed in 1997): A well-used neighborhood park, the Islay Hill playground also attracts users from throughout the community. The poured-in place surfacing has not done well, with much of the top surface gone and exposing the subsurface, which in turn reduces the head injury criteria necessary for a safe playground environment. At the request of many parents, the swing structure was expanded to an additional swing bay in 2004. The 15 year useful life of the remaining structures is in 2012.

Ludwick Community Center (installed in 1997): This play area was originally built to accommodate the Parks & Recreation Department's Tiny Tot program, which was discontinued in the late 1990's. Currently, the area is leased on a year-to-year basis to the Economic Opportunity Commission (EOC) for their Head Start program. The structure is designed for ages 2-5, which is the age limit for the EOC program. Replacement of the structure should be considered in 2012.

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PLAYGROUND EQUIPMENT REPLACEMENT

Sinsheimer Park Swings (installed in 1998): The swings were replaced in 1998 as a separate project; the swings were a part of the original playground. This area is well used by neighborhood children and park users. The swing structure will reach the 15 year useful life in 2013. The access between upper and lower playlots has been ignored for too long and should be addressed with this project.

Goal and Policy Links

1. Parks & Recreation Element
 - a. 1.33.3 - Provide facilities and activities accessible to all individuals.
 - b. 2.57.2 - Continued implementation of the playground equipment replacement program
 - c. 2.40 - Unmet need – upgrading and replacing playground equipment
2. Compliance with the Americans with Disabilities Act
3. California Department of Health Services Safety Regulations for Playgrounds
4. Previous Financial Plans – Capital Improvement Plan for Playground Equipment Replacement

Environmental Review

This project is a replacement of existing equipment so it is Categorical Exempt under CEQA.

Project Constraints and Limitations

Projects will need building permits and architectural review.

Parking lots, path ways, drinking fountains, etc. serving the play areas will need to comply with accessibility codes. Any deficiencies will also need to be addressed as part of these projects. Work at Johnson Park may trigger ADA compliance issues with the park restroom.

Work at Santa Rosa will need to be coordinated with project to replace the adjacent restroom building.

Stakeholders

For each playground, neighborhood residents should be included in the design phase of the project. Staff-led workshops, with residents choosing from a variety of playground products, have been very helpful in the past in providing a playground that neighborhood children will use.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design			48,700		47,500	96,200
Construction		195,400		308,600		504,000
Construction Management		29,400		48,700		78,100
Total	-	224,800	48,700	357,300	47,500	678,300

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PLAYGROUND EQUIPMENT REPLACEMENT

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund		29,400	48,700	357,300	47,500	482,900
Parkland Development Fund		195,400				195,400
Total	-	224,800	48,700	357,300	47,500	678,300

If available, grants will be sought to offset such costs as the installation of rubberized surfacing which uses recycled tires or maintain accessibility to equipment.

Key Project Assumptions

Cost projections are based upon budgets for similar projects the City has undertaken and with consideration for increases in steel costs and inflation factors. Budgets do not take into account significant costs that may be associated with ADA compliance of pathways, restrooms and parking lots that serve the playgrounds. Also, this program addresses playground equipment and surfacing replacement only and does not address other maintenance issues that may be present.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Recreation

Public Works – Park Maintenance

Community Development – Building and Planning Divisions

Engineering, Parks Maintenance and Parks & Recreation will provide support for neighborhood meetings and initial audit of playground.

Alternatives

1. **Deny the Project.** If the projects are denied, increased costs in maintenance and replacement parts are foreseen in order to maintain a safe play area. At worst case, non-compliant playground equipment would need be removed until such a time when funds are available.
2. **Defer or Re-phase the Request.** Deferral will result in bottlenecking other playground replacements; the scope of the playground replacement program has been restructured to begin the proposed design phase in year 15. Costs for replacing or repairing equipment to maintain safety will grow as equipment continues to age.

Operating Program

Parks & Recreation

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PLAYGROUND EQUIPMENT REPLACEMENT

Project Effect on the Operating Budget

Project Management

1. **Requesting Department.** Approximately 40-60 hours per project of staff time will be needed. Site inspection by a certified playground safety inspector upon completion of installed equipment will be an additional 8-10 hours per playground.
2. **Project Support**
 Parks Maintenance: 20 hours for project review/coordination,
 CIP Engineering:
 Design: 150 hours (Assumes consultant design)
 Inspection/Construction Management: 50 hours per project (Assumes inspection by in-house inspector)
 Public Works Administration: 100 hours per project for bidding and contract administration.
 Community Development: 30 hours per project for environmental and architectural review and building permit plan checking.

Operation and Maintenance after Project Completion

Maintenance costs will remain the same or be reduced depending upon type of surfacing material used.

Current Project List

Project	Phase	Fiscal Year	Estimated Cost
Meadow Park Playground	Construction	2009-10	\$123,000
	Const Mgmt	2009-10	\$18,500
Throop Park Playground (swings, new 2-5 play structure)	Construction	2009-10	\$72,400
	Const Mgmt	2009-10	\$10,900
Johnson Park Playground	Design	2010-11	\$7,200
	Construction	2011-12	\$55,200
	Const Mgmt	2011-12	\$7,200
Santa Rosa Park Playground	Design	2010-11	\$28,000
	Construction	2011-12	\$163,000
	Const Mgmt	2011-12	\$28,000
Emerson Park Playground	Design	2010-11	\$13,500
	Construction	2011-12	\$90,400
	Const Mgmt	2011-12	\$13,500
Islay Hill Park Playground (not the swings)	Design	2012-13	\$22,500
	Construction	2013-14	\$200,000
	Const Mgmt	2013-14	\$20,000
Ludwick Center Playground	Design	2012-13	\$10,000
	Construction	2013-14	\$60,000
	Const Mgmt	2013-14	\$9,000
Sinsheimer Playground (swings)	Design	2012-13	\$15,000
	Construction	2013-14	\$80,000
	Const Mgmt	2013-14	\$12,000

LEISURE, CULTURAL & SOCIAL SERVICES

PLAYGROUND EQUIPMENT REPLACEMENT

Future Project List

Project	Fiscal Year	Estimated Cost
Vista Lago Mini Park Playground	2014-15	\$90,000
Mitchell Park Playground	2017-18	\$328,600
DeVaul Ranch Playground	2018-19	\$160,000
Laguna Hills Playground	2018-19	\$248,200
Islay Hill Park Playground – Swings	2018-19	\$68,000
Throop Park Playground – ages 5-12 Structure only	2019-20	\$140,000
Anholm Park Playground	2020-21	\$180,000
French Park Playground	2022-23	\$250,000

SINSHEIMER PARK MASTER PLAN IMPLEMENTATION

CIP Project Summary

Implementing Sinsheimer Park Master Plan Phase 7 (Maintenance Building) will cost \$25,600 for design in 2011-12 and \$247,000 for construction in 2012-13.

Project Objectives

1. Continue to implement the Sinsheimer Park Master Plan.
2. Enhance the work environment for the Parks Maintenance staff by constructing a new maintenance building at the baseball stadium.

Existing Situation

The Sinsheimer Park Master Plan was revised as a four year, eight-phased plan in 1997. Phases 1 and 2 are now complete with improvements to the baseball stadium and parking lot. Phase 5 (noted as phase 6 on map) has also been completed with the replacement of the Stockton Field lights and conversion of the softball field to a baseball facility.

Staff has assessed the remaining phases and has recommends the following priorities and adjustments:

Recommended During 2009-13

1. Phase 7 – Maintenance Building: Parks Maintenance staff is currently working out of an aging cargo box at the San Luis Obispo Baseball Stadium. The container has no electricity, no water service, roof leaks during inclement weather, and the size is too small for the work needed to maintain the facility. The structure lacks the basic elements necessary to safely carry out the maintenance routines at this heavily used sports complex.

Recommended for Future Capital Improvement Plans

2. Phase 6 – Slope Adjacent to School (noted as phase 5 on master plan map): The area between the park and elementary school has never been developed and landscaped properly. Weeds have taken over the slope and the area is unattractive. There is a stairway leading from the school into the park but no other accessible route exists that would allow mobility impaired users to approach the elementary school and upper ball field from the park. Irrigation improvements are also needed. Staff has received citizen complaints about the appearance of the slope area.
3. Phase 3 – Central Corridor: Although this area has received funding in the past for landscape improvements, the other two phases are more critical at this time. The certified playground safety inspector with the City is recommending that the play area adjacent to the softball field not be considered due to unsafe conditions resulting from errant balls entering into the playground and creating a possible hazard to children. With the changeover of Stockton Field from adult softball to youth baseball and the impending improvements to the existing playground in the park, another play area is not needed and is not being recommended.
4. Phase 8 – Paving Upgrade of Existing Park: The pathways are still in good condition and upgrades can be made within the next 5-7 years.
5. Phase 4 – Perimeter Greenbelt Landscape: Currently, the disc golf course takes up most of this area. An area identified as a roller hockey court behind the baseball stadium now houses the Maino Family Batting Cages. Consultation with residents on Boulevard Del Campo and along Santa Clara Street would need to occur as improvements to this area could impact the neighborhood with increased park activity.

LEISURE, CULTURAL & SOCIAL SERVICES

SINSHEIMER PARK MASTER PLAN IMPLEMENTATION

Goal and Policy Links

1. Parks & Recreation Element 2.56.2 – The Sinsheimer Park Master Plan shall be implemented.
2. 2007-09 Financial Plan Capital Improvement Plan.
3. Advisory Body Goal by the Joint Use Committee to implement the Sinsheimer Park Master Plan for the 2009-11 Financial Plan.

Project Work Completed

Other than being identified in the Master Plan, no other project work on phase 7 has been completed.

Environmental Review

It is anticipated that these projects will be granted a Categorical Exclusion from environmental review.

Project Constraints and Limitations

No significant constraints or limitations are anticipated.

Stakeholders

1. Public using Sinsheimer Elementary School and Sinsheimer Park
2. San Luis Coastal Unified School District
3. Parks Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				25,600		25,600
Construction					215,000	215,000
Construction Management					32,000	32,000
Total	-	-	-	25,600	247,000	272,600

Project Funding by Source

General Fund

LEISURE, CULTURAL & SOCIAL SERVICES

SINSHEIMER PARK MASTER PLAN IMPLEMENTATION

Key Project Assumptions

Cost projections are based upon values related to today’s costs and adjusting for inflation. The project will require architectural review.

Project Manager and Team Support

Project Manager

CIP Engineering Staff

Project Team

Engineering, Parks Maintenance and Parks & Recreation staff

Alternatives

Deny or Defer the Project. The park will continue to be used by the public. The existing maintenance shed will continue to deteriorate and at some point will require staff to vacate the facility unless a new structure is built.

Operating Programs

Parks & Landscape Maintenance (50200)

Project Effect on the Operating Budget

Project Management

Approximately, 20-40 hours of staff time will be needed for project management from Parks & Recreation and Parks Maintenance.

CIP Engineering

Administration 200 hours

Project Management 100 hours per project (assuming outside design)

Inspection 40 hours per project (assuming outside inspection)

Community Development 40 hours for environmental, architectural and building plan check reviews

Operation and Maintenance After Project Completion

No change in the upkeep of the maintenance building is anticipated. Improved efficiency of maintenance and increased equipment life is anticipated from the construction of the maintenance building.

Location Map/Schematic Design

Shaded areas are the proposed phases in this request.

LEISURE, CULTURAL & SOCIAL SERVICES

SINSHEIMER PARK MASTER PLAN IMPLEMENTATION

Preliminary Phasing Plan Four-Year Expansion Plan

Phasing Legend

Phase 1
Baseball Stadium

Phase 2
Parking Lot

Phase 3
Landscape Spine
Between Ballfields

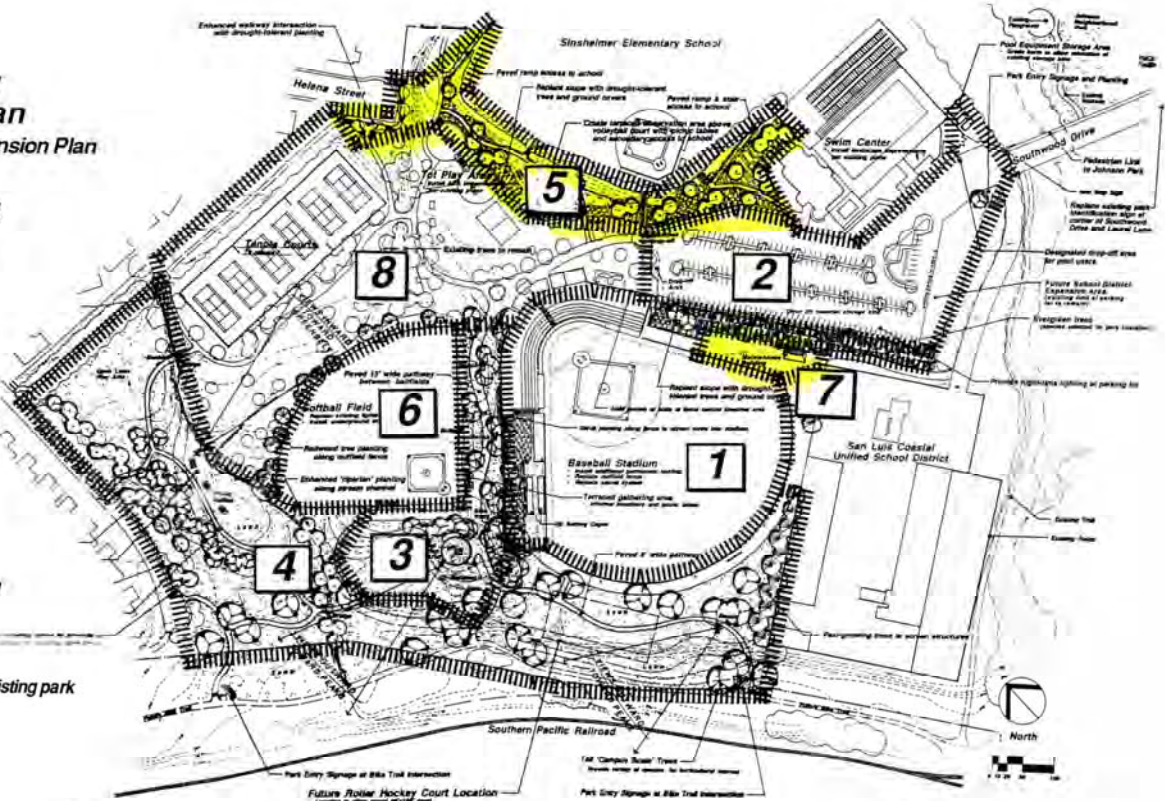
Phase 4
Perimeter Greenbelt


Phase 5
Softball Field

Phase 6
Slope Adjacent to
School

Phase 7
Maintenance Building

Phase 8
Paving upgrade of existing park



sinsheimer park  city of san luis obispo

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LAGUNA LAKE PARK MASTER PLAN IMPLEMENTATION

CIP Project Summary

1. Constructing a permanent dog park area will cost \$8,000 for design in 2011-12 and \$46,000 for construction and construction management in 2012-13.
2. Developing the Nature Interpretive Area will cost \$14,000 for design in 2011-12 and \$50,400 for construction in 2012-13.
3. Planting trees around the park and lake perimeter will cost \$25,000 in 2011-12.

Background. The Laguna Lake Master Plan was originally adopted by the Council in 1993 and subsequently revised in 1998 and 2005. A donated pavilion was installed in 1994 and an ongoing commemorative tree grove program is in place; otherwise, many of the remaining elements of the master plan have been deferred due to competing needs in other parks.

In 2004, staff met with interested citizens regarding amending the Master Plan. As recommended by the Parks & Recreation Commission, the City Council adopted changes to the Master Plan in 2005 by changing the priorities of the Plan and amending three elements to the Plan. The priorities were altered as follows:

1. New park entry sign
2. Shoreline stabilization
3. Tree Planting
4. Nature Interpretive Center
5. Split rail fencing to divide the active park from the nature preserve.

The split rail fencing project was completed in 2006 and a new park entry sign was installed in 2007. Shoreline stabilization was placed on hold until a decision is reached on dredging the lake, as berms may be constructed from materials removed from the lake in the dredging process. Tree planting and the nature interpretive center remain to be completed.

The three elements amended to the Plan in 2005, include:

1. Remove the Adventure Playground and pond elements from the Plan.
2. Provide for a permanent off-leash dog area.
3. Add a disc golf course to the park.

The need for an adventure playground and pond changed with the institution of enhanced playground safety regulations and the availability of newer components from playground manufacturers that offer a sense of adventure with far safer equipment. The current playground equipment is scheduled for replacement in 2009-10 and is expected to incorporate some of the more adventure-like components as a part of the structure.

Similarly, construction of the disc golf course at Laguna Lake Park is currently underway with work being accomplished by the volunteer group SLO Throwers. Under an agreement with the City, the volunteer organization has agreed to design, construct and maintain an 18-hole course that blends with the natural park environment.

With these two elements initiated, the sole remaining new element to complete is the permanent off-leash dog area. Although an informal off-leash dog park has been in existence at the park since 1998, the 2005 amendment gave it permanent status, and with it, an implied commitment to eventually finish the dog park in accordance with

LAGUNA LAKE PARK MASTER PLAN IMPLEMENTATION

accepted dog park standards, including fencing, cross-fencing, water, restrooms, parking and benches. Unfortunately, due to competing needs and limited financial resources, the dog park has remained an open area void of the amenities typical of a finished dog park. The California Joint Powers Insurance Authority encourages the installation of fencing around the designated dog park area to prevent children from running into the area, to separate spectators or passersby from the dogs, and to separate large dogs from small dogs. Over the years, the Laguna Lake Dog Park has become the single most popular feature of the park with intense daily use from the community. The fact that it is “loved to death” is evident from the existing condition of the park: spotting grass coverage, wet areas, uneven surfaces and holes, making it even more critical to bring it to acceptable standards that provide a safe, enjoyable environment for the dogs, their owners and others using the remainder of the park.

Proposed Amenities

Dog Park

The amended master plan indicates an area of approximately 7 acres that would comprise the dog park, which would be both difficult and expensive to fence. Therefore, an area of 3.25 acres is being proposed, as staff has observed the majority of dog park activity within this range. Typically, dog parks consist of two fenced areas where smaller dogs are separated from larger dogs and base material is compatible with dog activities. The area is located near restrooms and parking. Turf is in place in the proposed area and because of the windy conditions present in the park, this would be the preferred base material. Meetings with the users will help determine specifics of the park.

Interpretive Center

An interpretive center with six kiosks is planned for the northeastern portion of the park, across from the restrooms and near the open space entry point. The vision for the site, as identified in the master plan, shows a large patio area surrounded by a stone wall with interpretive kiosks located at the site.

Tree Plantings

Additional trees to be planted throughout Laguna Lake Park would serve as a windbreak in key areas. The Urban Forestry Supervisor has requested that any additional trees be planted near existing irrigation to provide automated watering. This is also stated in the master plan. Windbreaks are proposed along the lake and along the northern boundary to the park, adjacent to the open space. Trees native to the area would be planted as designated in the master plan.

Project Objectives

1. Construct a permanent fenced-in dog park for dog owners to allow their animals to safely run off leash.
2. Develop a nature interpretive area to focus on the qualities of the park.
3. Plant a variety of trees to allow for more natural windbreaks, add more shade and provide an aesthetic value to the park.

Existing Situation

Funding for the Laguna Lake Master Plan has been deferred for several years due to budget constraints. The 2005 review indicates that there is still community interest in seeing the park developed further. Minimal work has been done from the original plan: installation of the park entry sign, construction of the pavilion, and fencing delineating the park from the natural preserve.

LEISURE, CULTURAL & SOCIAL SERVICES

LAGUNA LAKE PARK MASTER PLAN IMPLEMENTATION

Goal and Policy Links

1. Parks & Recreation Element
 - a. 2.55.2 – The revised Laguna Lake Park Master Plan shall be implemented.
 - b. 5.60.1 – Complete the implementation of existing master plans, such as those for Sinsheimer and Laguna Lake Parks.
2. Previous CIP approvals: 1995-1999, 1997-2001, 1999-2003, 2001-2005, 2007-2011
3. 2005-07 Advisory Body Goal by the Parks & Recreation Commission to implement the Laguna Lake Master Plan

Project Work Completed

Other than the Master Plan, no other work has been accomplished.

Environmental Review

A negative declaration is anticipated for all projects.

Project Constraints and Limitations

None anticipated.

Stakeholders

Interested citizens wishing to see improvements made at Laguna Lake Park and dog owners desiring to have a permanent off leash dog area.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				22,000		22,000
Construction					83,800	83,800
Construction Management					12,600	12,600
Acquisition-Trees				25,000		25,000
Total	-	-	-	47,000	96,400	143,400

Project Funding by Source

General Fund.

Efforts will be directed at engaging the off-leash dog proponents in fund raising activities and volunteer labor and obtaining grants to offset project costs

LAGUNA LAKE PARK MASTER PLAN IMPLEMENTATION

Key Project Assumptions

Cost projections were based upon estimates made in the Master Plan for project implementation and accounting for inflation.

Project Manager and Team Support

Project Manager

CIP Engineering Staff

Project Team

Engineering, Parks Maintenance, Parks & Recreation, Community Development

Alternatives

1. ***Deny or Defer the Project.*** The Laguna Lake Park Master Plan implementation has been deferred for many years. Citizen input received in 2005 indicates a desire to see the park projects completed. Delays will add to the costs.
2. ***Change the Scope of the Project.*** The projects could be phased differently if funds are limited.

Operating Program

Parks & Recreation Administration

Project Effect on the Operating Budget

Project Management

CIP Engineering

Administration 100 hours

Project Management 100 hours (assuming outside design)

Inspection 40 hours (assuming outside inspection)

Community Development 40 hours for environmental, architectural and building plan check reviews

Operations and Maintenance After Project Completion

Maintenance Costs: An increase in maintenance efforts is anticipated with the completion of the dog park, although in other communities, efforts to engage the users in self-regulation and maintenance activities have proven successful.

Cost Savings: No cost savings are anticipated.

LEISURE, CULTURAL & SOCIAL SERVICES

LAGUNA LAKE PARK MASTER PLAN IMPLEMENTATION

Location Map/Schematic Design



LEISURE, CULTURAL & SOCIAL SERVICES

DUCTING AND SYSTEM ECONOMIZER INSTALLATION AT LUDWICK CENTER

CIP Project Summary

Installing new ducting and system economizer for the Ludwick Center will cost \$7,500 for design in 2011-12 and \$52,000 for construction in 2012-13.

Project Objectives

1. Provide stable and consistent environmental systems.
2. Provide comfortable environment for building occupants.
3. Minimize repairs costs.
4. Reduce system down-time.
5. Enact proper equipment replacement procedures.
6. Maximize building service life.
7. Safe and energy efficient buildings.
8. Extend service life of heating, ventilation and air conditioning (HVAC) equipment.

Existing Situation

The HVAC system at the Ludwick Community Center has no air recirculation ducting. Called an economizer, the ducting re-circulates an amount of the already heated or cooled air, minimizing the amount of work that the cooling and heating system must do. Currently, whether heating or cooling, the system draws in 100% outside air at all times. For example, on a hot day, the HVAC system will bring in hot outside air, cool it down and send the air to cool the room. When the room has cooled down, the cooling compressors shut off, but air supply fans (per building code) continue to run, drawing in hot outside air, reheating the room and undoing the cooling that has been done. With an economizer system, dampers adjust the amount of outside air going into the building so that the already cooled air is re-circulated. This minimizes the work that the cooling and heating system must do and maximizes occupant comfort. This project would modify the existing system to maximize efficiency and user comfort.

Goal and Policy Links

1. Adopted Building Maintenance Program goal: maximum facility service life
2. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

Staff has consulted with contractor to estimate project costs.

Environmental Review

No environmental review will be needed.

Project Constraints and Limitations

Excluding the weather conditions, no constraints or limitations anticipated.

Stakeholders

Parks and Recreation and Building Maintenance staff and users of the facility.

LEISURE, CULTURAL & SOCIAL SERVICES

DUCTING AND SYSTEM ECONOMIZER INSTALLATION AT LUDWICK CENTER

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				7,500		7,500
Construction					52,000	52,000
Total	-	-	-	7,500	52,000	59,500

Project Funding Source: General Fund

Key Project Assumptions

Economizers are standard equipment. With an engineering design/study, energy savings could be better documented.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Building Maintenance, Parks & Recreation staff

Alternatives

1. *Deny the Project.* The HVAC systems will continue to be over-worked and energy inefficient.
2. *Defer or Re-phase the Request.* Deferment would have the same results as denying the project.
3. *Change the Scope of the Project.* The large “lobby” type area has the heaviest usage. If this area alone could be altered, some customer satisfaction and electrical savings could be realized.

Operating Program

Building Maintenance

Project Effect on the Operating Budget

Project Management

CIP Administration:	110 hours
CIP Inspection:	40 hours
CIP Engineering:	80 hours
Building Maintenance:	20 hours

Operations and Maintenance After Project Completion

There will be no ongoing costs after the completion of the project. Savings should be realized from increased energy efficiency.

LEISURE, CULTURAL & SOCIAL SERVICES

EXTERIOR PAINTING OF THE LUDWICK AND SENIOR CENTERS

CIP Project Summary

Painting the exterior of the Ludwick and Senior Center buildings and trim will cost \$1,500 for design and \$90,000 for construction in 2011-12.

Project Objectives

1. Protect stucco and woodwork from deterioration.
2. Prevent moisture intrusion.
3. Renew the building shell's painted surface.
4. Maximize building service life.
5. Provide a positive image for the City of San Luis Obispo.
6. Proper preservation of historic sites.

Existing Situation

The exterior of the Ludwick Community Center building at 864 Santa Rosa has not been repainted since the 1997 remodel, and the Senior Center at 1445 Santa Rosa has not been painted since the 1989 remodel. Maintenance painting of the building exterior is the best practice to prevent absorption of moisture through the porous surface of stucco and damage to the woodwork. In order insure the best seal, repainting is recommended about every ten years. This project would repaint the building exteriors, ensuring maximum building life span.

Goal and Policy Links

1. Adopted Building Maintenance Program goal: maximum facility service life
2. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

Staff has received estimates from a painting contractor.

Environmental Review

No environmental review anticipated at this time. Should a dramatic color scheme alteration be desired, this project may require staff level architectural review by Community Development Department.

Project Constraints and Limitations

The only constraint or limitation is weather conditions.

Stakeholders

Parks and Recreation occupants, the public, and Building Maintenance staff.

LEISURE, CULTURAL & SOCIAL SERVICES

EXTERIOR PAINTING OF THE LUDWICK AND SENIOR CENTERS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				1,500		1,500
Construction				90,000		90,000
Total	-	-	-	91,500	-	91,500

Project Funding Source: General Fund

Key Project Assumptions

Staff has consulted with a painting contractor to estimate project costs; actual costs could vary depending on changes in the labor and materials markets. The project start and completion would be influenced for the most part by the weather.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Recreation Administration

Building Maintenance

Alternatives

1. *Deny the Project.* Existing painted surface will degrade with surface seal integrity compromised.
2. *Defer or Re-phase the Request.* Project can be deferred based on inspection of existing paint condition at time of planned work, with possible increase of cost due to increased degradation of structure.
3. *Change the Scope of the Project.* Partial painting of building exterior is not practical.

Operating Program

Parks and Recreation Administration

Project Effect on the Operating Budget

Project Management

CIP Administration:	100 hours
CIP Inspection:	40 hours
CIP Engineering:	80 hours
Parks and Recreation Administration:	8 hours
Building Maintenance:	16 hours

LEISURE, CULTURAL & SOCIAL SERVICES

EXTERIOR PAINTING OF THE LUDWICK AND SENIOR CENTERS

Project Maintenance Operation and Maintenance after Project Completion

There will be no on-going costs after the completion of the project. Proper maintenance of the building shell will minimize more costly structural repairs in the future.

LEISURE, CULTURAL & SOCIAL SERVICES

EXTERIOR PAINTING OF PARKS AND RECREATION BUILDING

CIP Project Summary

Painting the exterior of the Parks and Recreation building to waterproof and recoat exterior walls and trim will cost \$1,500 for design and \$20,000 for construction in 2011-12.

Project Objectives

1. Protect stucco and woodwork from deterioration
2. Prevent moisture intrusion
3. Renew the building shells painted surface.

Existing Situation

The exterior of the Parks and Recreation offices building at 1341 Nipomo has not been painted since construction of the building in 1997. Maintenance painting of the building is a best practice to prevent absorption of moisture through the porous surface of cement-based wonder-board siding and damage to the woodwork. In order to insure the best seal, repainting is recommended about every ten years.

Goal and Policy Links

1. Maximize building service life
2. A positive image for the City of San Luis Obispo.
3. 07-09 Financial Plan Appendix B, page 3-543.

Project Work Completed

Staff has received estimates from a painting contractor.

Environmental Review

No environmental review required.

Project Constraints and Limitations

Completion of project work will be dependant on weather conditions.

Stakeholders

Parks and Recreation occupants, the public, and Building Maintenance staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				1,500		1,500
Construction				20,000		20,000
Total	-		-	21,500	-	21,500

LEISURE, CULTURAL & SOCIAL SERVICES

EXTERIOR PAINTING OF PARKS AND RECREATION BUILDING

Project Funding Source

General Fund

Key Project Assumptions

The estimate was from a single vendor; actual costs may be higher or lower depending on changes in the labor and materials markets. The project start and completion would be influenced for the most part by the weather.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Recreation Administration

Building Maintenance

Alternatives

1. **Deny the Project.** Existing painted surface will degrade with surface seal integrity compromised.
2. **Defer or Re-phase the Request.** Project can be deferred based on inspection of existing paint condition at time of planned work, with possible increase of cost due to increased degradation of structure.
3. **Change the Scope of the Project.** Partial painting of building exterior is not practical.

Operating Program

Parks and Recreation

Project Effect on the Operating Budget

Project Management

CIP Administration:	100 hours
CIP Inspection:	20 hours
CIP Engineering:	40 hours
Parks and Recreation Administration:	8 hours
Building Maintenance:	16 hours

Operation and Maintenance after Project Completion

There will be no on-going costs after the completion of the project. Proper maintenance of the building shell will minimize more costly structural repairs in the future.

SANTA ROSA PARK RESTROOM REPLACEMENT

CIP Project Summary

Replacing the aging restroom at Santa Rosa Park near the playground and bring it into compliance with the Americans with Disabilities Act will cost \$208,000 for construction and \$60,000 for construction management in 2009-10.

Background

The requirement to upgrade this restroom to bring them into compliance with the American with Disabilities Act (ADA) is part of a 2004 agreement with the Department of Justice (DOJ.) This project was originally programmed in the 2007-09 Financial Plan along with two other restrooms replacements at Laguna Lake Park. The funding allocation consisted of General and CDBG funds. The design of the Laguna Lake Park restrooms was initiated and completed earlier than the Santa Rosa Restroom. Through this design process, it was determined that the project estimates were too low. Since Laguna Lake restrooms were designed and ready for bidding, it was decided that the funds allocated to Santa Rosa Restroom would be reallocated to Laguna Lake restrooms to allow these restrooms to move forward and to make timely use of the CDBG funds. A small portion (\$40,000) of CDBG funds remain allocated to Santa Rosa Restroom for completion of the design phase. The remaining CDBG funds needed to complete project funding were approved by the Council at the March 3, 2009 meeting.

Project Objectives

1. Provide ADA compliant restrooms at Santa Rosa Park
2. Comply with Department of Justice agreement requirements
3. Replace aging infrastructure
4. 2007-09 Financial Plan Appendix B Page 3-390 – Park Restroom Replacements

Existing Situation

As part of the project to comply with the Department of Justice (DOJ) agreement for upgrades to several City facilities, engineering design staff completed a detailed review of the restroom facilities at Santa Rosa Park. Bringing the existing facility into compliance would have resulted in a loss of fixtures. This was not a recommended option at this highly utilized park. Remodeling to keep the same number of fixtures would require moving exterior walls. The structure is approximately 50 years old, in poor overall condition and nearing the end of its useful life, making it an unsuitable candidate for remodeling. As a result it was determined the restroom should be completely replaced.

Goal and Policy Links

1. 2004 Department of Justice Agreement
2. Parks & Recreation Element: 1.33.3 - Recreation facilities and activities shall be accessible to all individuals, regardless of race, religion, age, gender, disabilities and income level.
3. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
4. City Adopted ADA Transition Plan – Restroom Facility Access
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

An architect was hired to provide design and construction documents. Design is currently 30% complete and is estimated to be 100 % complete by June 2009.

LEISURE, CULTURAL & SOCIAL SERVICES

SANTA ROSA PARK RESTROOM REPLACEMENT

Environmental Review

This project will be subject to both CEQA and NEPA clearances. Replacements of existing facilities are typically categorically exempt from environmental review.

Project Constraints and Limitations

The new restrooms, in addition to surrounding walkways serving the restroom, will be brought into compliance with current accessibility requirements. The project will require architectural review and building permits.

Stakeholders

Parks maintenance is the primary stakeholder due to the ongoing challenges of improper use of restrooms and vandalism. Parks and Recreation Department will be interested in making sure the new restrooms meet the needs of the park programming and anticipated future uses or expansions. They will be involved in the preliminary discussions about what the restroom facilities need to accommodate.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	20011-12	2012-13	Total
Design	50,000					50,000
Construction	122,000	208,000				330,000
Construction Management		60,000				60,000
Total	172,000	268,000	-	-	-	440,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	20011-12	2012-13	Total
General Fund	10,000					10,000
CDBG	114,700	268,000				382,700
CDBG-R	47,300					47,300
Total	172,000	268,000	-	-	-	440,000

Community Development Block Grant (CDBG) funding is a combination of a \$268,000 allocation of the 2009 grant and \$74,659 in reallocated funds from prior year projects, as approved by the City Council at its March 3, 2009 meeting; and CDBG-R funds approved on May 19, 2009.

Key Project Assumptions

Construction costs are based on cost estimates created during the design phase and could change up or down if there are significant fluctuations in the construction market.

LEISURE, CULTURAL & SOCIAL SERVICES

SANTA ROSA PARK RESTROOM REPLACEMENT

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Landscape Maintenance

Parks and Recreation

Community Development – Building and Planning Divisions

Alternatives

1. ***Deny the Project.*** This project is an expansion of the work outlined in the DOJ agreement. If this project is denied, the City must proceed with the work outlined by the agreement resulting in reduced restroom facilities. Additional funding will still be needed as the work scope outlined and budgeted to make these facilities ADA compliant is insufficient.
2. ***Defer or Re-phase the Request.*** This is not recommended as the City will continue to be out of compliance with ADA regulations and the City will be in violation of its agreement with the DOJ.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

CIP Administration	110 hours
CIP Project Management	200 hours (assuming outside design)
CIP Inspection	80 hours (assuming outside inspection)
Community Development	40 hours (for environmental, architectural and building plan check reviews)
Parks Maintenance	30 hours
Parks and Recreation	30 hours
Community Development	80 hours

Project Maintenance Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. If the new facilities are better constructed to withstand vandalism, the effort required by staff to keep them open and operational may be reduced.

DAMON GARCIA MAINTENANCE BUILDING EXTENSION

CIP Project Summary

Finishing the maintenance building at Damon Garcia Park will cost \$64,000 for construction 2011-12.

Project Objectives

1. Complete the construction of the maintenance building
2. Allow equipment to be cleaned and wash water removed and treated properly
3. Provide a paved and covered work area that complies with current building codes, clean water and sanitary sewer system requirements
4. Maximize the service life of the maintenance equipment
5. Allow for additional storage of maintenance supplies under cover

Existing Situation

Due to projected cost overruns during design of the Damon-Garcia Sports Fields, completion of the maintenance area was deferred leaving an uncovered gravel area and a sewer later connection (currently plugged) to be used for equipment cleaning, maintenance and additional material storage. The park is maintenance intensive and yet the maintenance facility, identified in the plan as needed to provide proper maintenance, remains incomplete. This project will install a concrete slab and cover and complete connection of the area, through a separator, to the City's sewer system.

The maintenance needed at the Damon Garcia Park is exceeding that originally envisioned. More aerification is needed. This requires additional equipment to be stationed at the park, putting increased pressure on the main maintenance building. Washing of the equipment is limited because the area to the back of the maintenance building was never covered. In wet weather, or after use, the lack of percolation in the soil leaves the area wet and muddy. Staff must, at times, leave the equipment dirty. This will lead to a shortened life span for the equipment.

The equipment stationed at the facility is not hauled around to other sites due to the need to protect this park and the mitigation corridors from unwanted species that can be imported from other areas of the City. The covered area was intended to be used to wash the equipment off after use and before servicing. The covered area is also intended to double as an equipment service area because of limited space in the main building. Once the main equipment building is full of equipment, it becomes difficult to do maintenance inside it, yet the gravel area outside becomes useless once the wet weather sets in.

During construction of the park, a drain was installed where the cover was to be constructed. The drain could not go directly to the creek due to concerns regarding contamination of the creek by the wash water, which can contain paint from the line striping equipment or hydraulic fluids and grease. Instead, the drain connects to the sanitary sewer system. Due to the rainwater intrusion issue for the sewer system, the drain cannot be used until an adequate roof structure is in place. In order to put the drain in use, a concrete pad and a cover and a separator need to be installed.

Goal and Policy Links

1. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks.
2. Parks and Recreation Administration Program Goal: Well-maintained Parks and Facilities
3. Program objectives for 2003-05 to develop and implement a comprehensive maintenance program for Damon-Garcia Sports Fields

LEISURE, CULTURAL & SOCIAL SERVICES

DAMON GARCIA MAINTENANCE BUILDING EXTENSION

4. 2007-09 Financial Plan (Approved, then deferred September 30, 2008)
5. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

1. Concrete paving and raised curb design was approved as part of the original construction plans in 2003.
2. Plans and specifications by a consultant design firm are anticipated to be completed and approved in June 2009.

Environmental Review

Minor alterations to an existing facility are typically categorically exempt. The project should receive a Notice of Exemption.

Project Constraints and Limitations

Project will require architectural review and a building permit.

Stakeholders

This project primarily affects the Parks Maintenance staff who have been involved to date with the draft design of the structure.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design	12,500					12,500
Construction				64,000		64,000
Total	12,500	-	-	64,000	-	76,500

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs. The request assumes adequate funds are not available to fund construction in 2009-10 to fund the project, although construction documents will be ready.

LEISURE, CULTURAL & SOCIAL SERVICES

DAMON GARCIA MAINTENANCE BUILDING EXTENSION

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works – Park Maintenance

Community Development- Building and Planning Divisions

Alternatives

1. ***Deny the Project.*** This project represents the last incomplete element of the Damon Garcia Sports Fields. Cleaning and maintenance procedures will not occur that are required to keep equipment, and therefore the park, in peak condition.
2. ***Defer or Re-phase the Request.*** The completion of this facility has been deferred already. Deferring the project again will create additional challenges for staff to maintain critical equipment. This facility continues to be in demand for use, and maintenance at a high level is integral to its ability to withstand heavy use.
3. ***Change the Scope of the Project.*** The scope of the project is fairly narrow and does not allow for deviation. It involves pouring a concrete slab, installing a separator in the drain and constructing a roof structure over the slab. All three of the construction elements are required to complete the job.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

CIP Administration	90 hours
CIP Inspection	40 hours
CIP Project Engineering	80 hours
Parks Maintenance	40 hours
Community Development	20 hours

Operation and Maintenance after Project Completion

The maintenance building, perimeter fencing and majority of paving already exist, so there will be no additional operating costs associated with this project.

Some minor additional costs will be incurred to insure the clarifier for the drain is maintained.

Having the ability to clean and perform service functions on site properly will save time and help keep the equipment in better condition, avoiding unnecessary breakdown related costs or shortened life span.

LEISURE, CULTURAL & SOCIAL SERVICES

DAMON GARCIA MAINTENANCE BUILDING EXTENSION

Location Map



(E) Maintenance Building &
Site of Proposed Covered Wash Bay

LEISURE, CULTURAL & SOCIAL SERVICES

MEADOW PARK MULTI-USE BUILDING ROOF REPLACEMENT

CIP Project Summary

Replacing worn roofing and repairing wood dry rot on the roof of the Meadow Park Multi-Use building will cost \$5,000 for design in 2009-10 and \$40,000 for construction in 2010-11.

Project Objectives

1. Replace dry rot in structural wood.
2. Replace the metal roof.
3. Prolong service life of structures.
4. Reduce staff time for maintenance
5. Minimize water damage to building interior.

Existing Situation

The Meadow Park multi-purpose building at 2333 Meadow Street was built in the 1970's. It has a metal roof that has aged and is difficult to repair. During a repainting project several years ago, it was discovered there was significant dry rot in the roof structural wood framing. Though the interior of the building is not experiencing major leaking, the perimeter is experiencing significant leakage. At least half the metal roof will need to be removed to assess and repair the wood damage. The roof is 34 years old and in marginal condition.

Staff has had to resort to inferior short-term repairs to address rain leakage and it is becoming increasingly difficult to make repairs of any kind. Employees and users in affected office areas are disrupted from maintenance staff having to extract water after rain events. Interior finished areas are being stained and damaged, particularly those near exterior perimeter walls.

Goal and Policy Links

1. Maximize building service life
2. Provide comfortable and productive work environment
3. Safe and energy efficient buildings
4. Positive image for the City of San Luis Obispo
5. 05-07 Financial Plan Appendix B, page 299
6. 07-09 Financial Plan Appendix B, page 3-393

Project Work Completed

Staff has discussed cost estimates with a roofing consultant.

Environmental Review

Repairs to existing facilities are categorically exempt from environmental review.

Project Constraints and Limitations

Roofing materials could contain asbestos and will need to be tested and disposed of accordingly. A building permit may be required if the underlying roof substrate needs to be replaced/repaired.

LEISURE, CULTURAL & SOCIAL SERVICES

MEADOW PARK MULTI-USE BUILDING ROOF REPLACEMENT

Stakeholders

Occupants that reserve this building for public use, Park & Recreation program staff, and Building Maintenance.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design		5,000				5,000
Construction			40,000			40,000
Total	-	5,000	40,000	-	-	45,000

Project Funding Source

General Fund

Key Project Assumptions

Current costs are reasonably reliable. Project costs could increase the longer they are deferred. Whether to change the roof type from metal to composition will be determined as part of design and required planning review.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance

Parks and Recreation Administration

Alternatives

1. **Deny the Project.** The roof condition will continue to worsen, increasing underlying damage to framing, disrupting users and increasing the need for repairs.
2. **Defer or Re-phase the Request.** The project can be deferred but will delay correction of existing problems.

Operating Program

Parks and Landscape Maintenance

LEISURE, CULTURAL & SOCIAL SERVICES

MEADOW PARK MULTI-USE BUILDING ROOF REPLACEMENT

Project Effect on the Operating Budget

Project Management

CIP Administration:	100 hours
CIP Inspection:	80 hours
CIP Engineering:	80 hours
Building Maintenance:	40 hours
Parks and Recreation Administration:	8 hours

Operation and Maintenance after Project Completion

There will be no additional operating costs resulting from this work.

MISSION PLAZA WALKWAY REPLACEMENT

CIP Project Summary

Replacing the walkway and upgrading the railing to current standards will cost \$65,000 in 2011-12.

Project Objectives

1. Reduce the chance of injury to Mission Plaza users
2. Prevent closure of the walkways

Existing Situation

The Mission Plaza was constructed in the 1970's. The walkway that takes Plaza users from the stairs in front of the Mission down along side the Warden Bridge to the creek walk has not been replaced since the original construction. This walkway is constructed partly of concrete and partly of brick. The concrete and brick have shifted somewhat over the years leaving an uneven walking surface and the railing is coming loose and is in need of reconstruction. This project will replace the damaged sections with new walkway and replace the railing to current standards.

Goal and Policy Links

1. 2007-09 Major City Goal: Downtown Support
2. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
3. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

Two recently completed projects have replaced sections of the stairs. This third project will replace the walkway and railing between the replaced stairs of the north western walkway.

Environmental Review

Replacement or repair of existing facilities is typically categorically exempt; however due to the sensitive nature of the site to archaeological resources this project may trigger the need for an initial study and the preparation of a mitigated negative declaration.

Project Constraints and Limitations

Project may require architectural review and a building permit. Project work will be coordinated around Plaza events.

Stakeholders

The project will affect Plaza users and the Downtown Association will also be interested in the timing of the project. Engineering staff will coordinate the work with Parks and Recreation for event scheduling and with the Downtown to avoid major tourist seasons. This work can be performed during the winter months which generally have few tourists and events.

LEISURE, CULTURAL & SOCIAL SERVICES

MISSION PLAZA WALKWAY REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				65,000		65,000
Total	-	-	-	65,000	-	65,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

General Street Maintenance

Community Development

Parks & Recreation Department

Downtown Association

Alternatives

Deny the Project. The walkway will continue to deteriorate and eventually the walkway will have to be closed.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

Engineering Design Staff - 210 hours

Engineering Inspection Staff - 120 hours

Public Works Administration Staff - 100 hours

Community Development - 10 hours

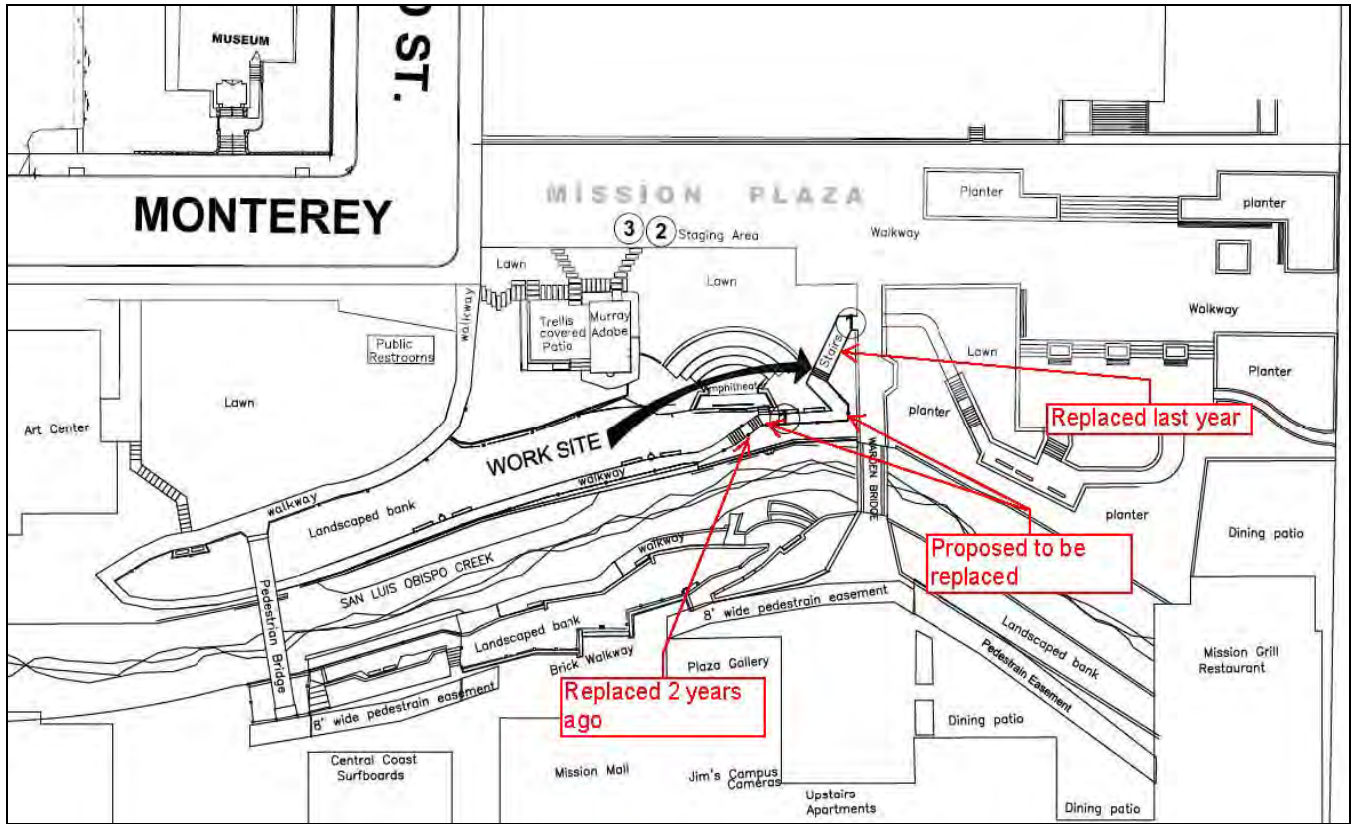
LEISURE, CULTURAL & SOCIAL SERVICES

MISSION PLAZA WALKWAY REPLACEMENT

Project Maintenance Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The new facilities will reduce costs because repairs will not be regularly required.

Location Map



WARDEN BRIDGE DECK REHABILITATION

CIP Project Summary

Repairing and restoring an even walking surface on the Warden Bridge deck will cost \$45,000 in 2009-10.

Project Objectives

1. Reduce the chance of injury to Mission Plaza users
2. Provide an even walking surface

Existing Situation

Many years ago, the Warden Bridge deck was overlaid with bricks. The bricks have shifted in numerous areas and are in need of removal and replacement. This project will reset existing bricks and provide an even walking surface to plaza users. This project was originally included in a larger project to retain the slope at the lower walkway along the north side of the creek, but was re-scoped due to a lack of funding to complete the entire project.

Goal and Policy Links

1. 2007-09 Major City Goal: Downtown Support
2. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
3. 2009-11 Major City Goal: Infrastructure Maintenance
4. 2009-11 Council Objective: Downtown Maintenance and Beautification

Project Work Completed

None.

Environmental Review

The project will receive a Notice of Exemption.

Project Constraints and Limitations

Project construction should be coordinated around Mission Plaza events to minimize disruption.

Stakeholders

The project will affect Mission Plaza users and the Downtown Association will also be interested in the timing of the project. Engineering staff will coordinate the work with Parks and Recreation for event scheduling and with the Downtown to avoid major tourist seasons.

LEISURE, CULTURAL & SOCIAL SERVICES

WARDEN BRIDGE DECK REHABILITATION

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-Date	2009-10	2010-11	2010-11	2011-12	
Construction		45,000				45,000
Total	-	45,000	-	-	-	45,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works –Parks and Urban Forest
 Community Development – Planning and Building
 Parks and Recreation
 Downtown Association

Alternatives

Deny the Project. The deck will remain in its current condition until repairs are made. The City is exposed to higher liability from the uneven walking surface.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

CIP Engineering Design Staff	140 hours
CIP Engineering Inspection Staff	120 hours
Public Works Administration Staff	90 hours
Community Development	10 hours

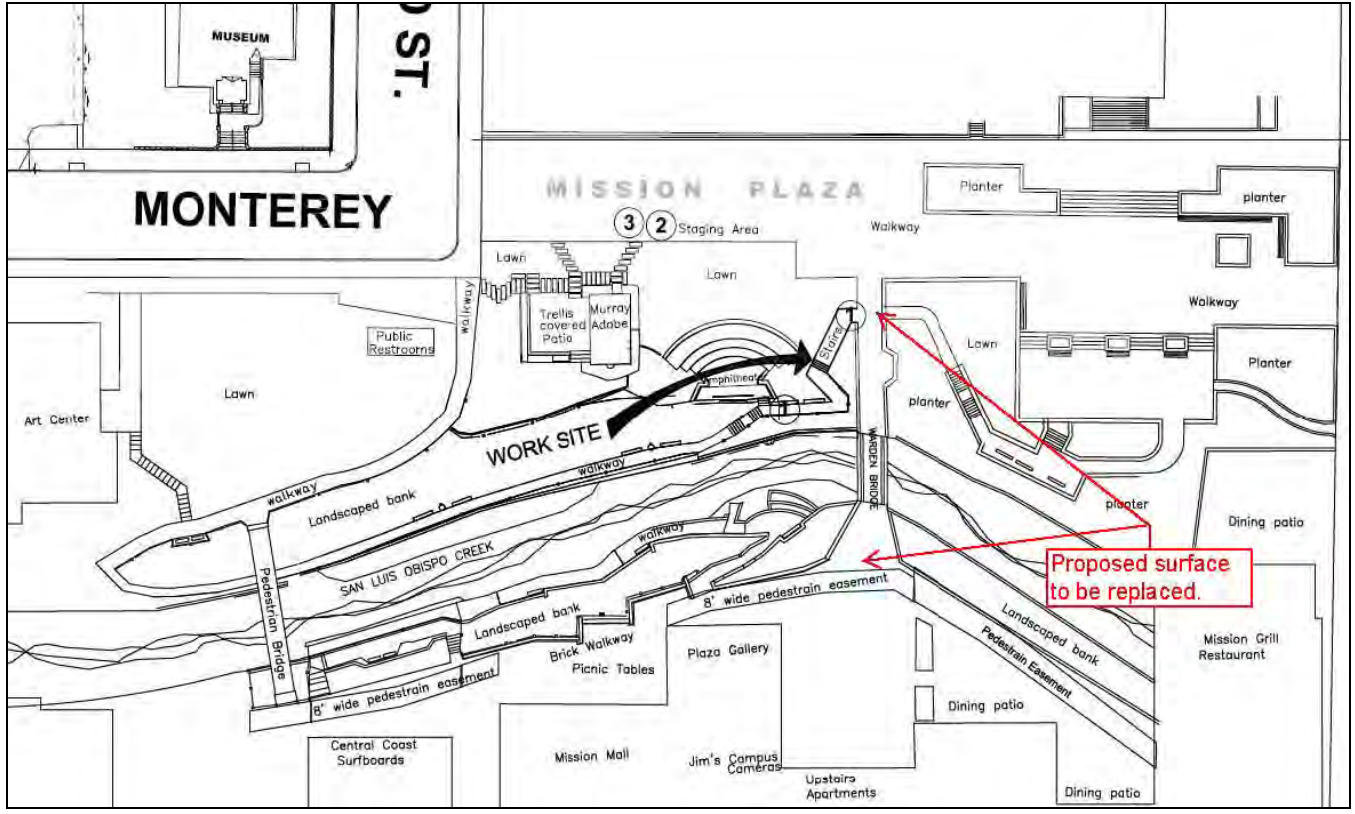
LEISURE, CULTURAL & SOCIAL SERVICES

WARDEN BRIDGE DECK REHABILITATION

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The new facilities will reduce costs because repairs will not be regularly required.

Location Map



LEISURE, CULTURAL & SOCIAL SERVICES

POINSETTIA CREEK WALK REPAIR

CIP Project Summary

Repairing Poinsettia Creek Walk will cost \$95,000 in 2012-13 to remove concrete damaged by trees, complete necessary tree work and restore an even walking surface.

Project Objectives

Provide an even walking surface.

Existing Situation

The Poinsettia Creek Walk currently travels between Poinsettia south of Rosemary to the walkway under the railroad and connects to Spanish Oaks on the east side of the railroad. The walkway has been shifted in numerous places by the roots of adjacent trees and is in need of replacement.

Goal and Policy Links

1. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
2. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

None

Environmental Review

The project will receive a Notice of Exemption.

Project Constraints and Limitations

There are no significant project constraints or limitations.

Stakeholders

Park users will be affected during the work. Notices will be posted notifying users of the closure for repair.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction					95,000	95,000
Total	-	-	-	-	95,000	95,000

Project Funding Source

General Fund

PARK PAVEMENT MAINTENANCE

CIP Project Summary

Resurfacing pavement in City parks will cost \$300,000 in 2011-12.

Project Objectives

1. Maintain pavement condition in City parks at an acceptable level.
2. Reduce future costs through preventive maintenance.

Existing Situation

There are approximately twelve City parks which contain pavement surfaces such as parking lots, walkways and bike paths. These surfaces require periodic maintenance to keep the pavement condition at a satisfactory level.

The ongoing street maintenance schedule is proposed to complete maintenance of streets in Pavement Area 4 in 2011. This Parks Maintenance Capital Improvement Programs (CIP) will address parks in Pavement Areas 1 – 4 as a follow up to the street paving program.

Goal and Policy Links

1. Parks and Landscape Maintenance Program Goal: Safe, Useful and Attractive Parks
2. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

1. Inventory of all pavement surfaces in City parks completed and incorporated into City's pavement database.
2. Evaluation of pavement conditions for these pavement surfaces completed.

Environmental Review

Paving projects typically receive a Notice of Exemption under maintenance of existing facilities.

Project Constraints and Limitations

The primary constraint to paving and work is seasonal. Projects should be scheduled during the dry summer months when good weather can be expected.

Stakeholders

Parks Department and Parks Maintenance Staff
Public users of City parks

LEISURE, CULTURAL & SOCIAL SERVICES

PARK PAVEMENT MAINTENANCE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				300,000		300,000
Total	-	-	-	300,000	-	300,000

Project Funding Source

General Fund

Key Project Assumptions

Detailed cost estimates of the required work have not yet been completed. The budget is based on an estimation of construction costs using the pavement management plan information on area and condition.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

Parks & Landscape Maintenance Staff

Parks & Recreation Department

Alternatives

Deny or Delay the Project. Postponing the work will result in continued deterioration of the pavement surfaces. Ultimately, pavement surfaces would require complete reconstruction at a much higher cost.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

Engineering Design Staff - 100 hours

Engineering Inspection Staff - 40 hours

Public Works Administration Staff - 20 hours

Community Development - 1 hour

LEISURE, CULTURAL & SOCIAL SERVICES

PARK PAVEMENT MAINTENANCE

Project Maintenance Operation and Maintenance after Project Completion

These facilities already exist so no additional maintenance is anticipated.

SINSHEIMER STADIUM STAIR REPLACEMENT

CIP Project Summary

Replacing one set of stairs at Sinsheimer Stadium will cost \$12,000 for design in 2011-12 and \$80,000 for construction in 2012-13.

Project Objectives

Provide safe stairway for field access.

Existing Situation

The easterly stairs leading to the field at Sinsheimer Baseball Stadium were constructed sometime in the late 1960s or early 1970s. Since that time, the stairs have served as access to the field area. The stairs are steel with concrete treads and have degraded over the years and are challenging to use. In most of the stair treads, portions of the concrete are missing or have been patched. The top area of the stairs is separating from the wall. The stairs should be replaced, or eventually they will be required to be closed for use.

Goal and Policy Links

1. Parks and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks.
2. Parks and Recreation Administration Program Goal: Well-maintained Parks and Facilities
3. 2009-11 Major Council Goal – Infrastructure Maintenance

Project Work Completed

None.

Environmental Review

This project is anticipated to be exempt from environmental review.

Project Constraints and Limitations

Project will require a building permit and construction will need to occur when the facility is not programmed for use.

Stakeholders

Parks and Landscape Maintenance staff and the users of the facility.

LEISURE, CULTURAL & SOCIAL SERVICES

SINSHEIMER STADIUM STAIR REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				12,000		12,000
Construction					80,000	80,000
Total	-	-	-	12,000	80,000	92,000

Project Funding by Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs. It assumes that no ramp will be required in addition to the stairs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Landscape Maintenance

Community Development- Building and Planning Divisions

Parks and Recreation

Alternatives

1. **Deny the Project.** The stairs will continue degrade and eventually will need to be closed.
2. **Defer or Re-phase the Request.** The stairs will continue degrade and will be closed when it appears they can no longer be used. Field users will have to enter the field from the sides.

Operating Program

Parks and Landscape Maintenance (50200)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	150 hours
CIP Engineering Construction Inspection	150 hours
Public Works Administration	110 hours
Parks and Recreation	4 hours
Community Development	3 hours

LEISURE, CULTURAL & SOCIAL SERVICES

SINSHEIMER STADIUM STAIR REPLACEMENT

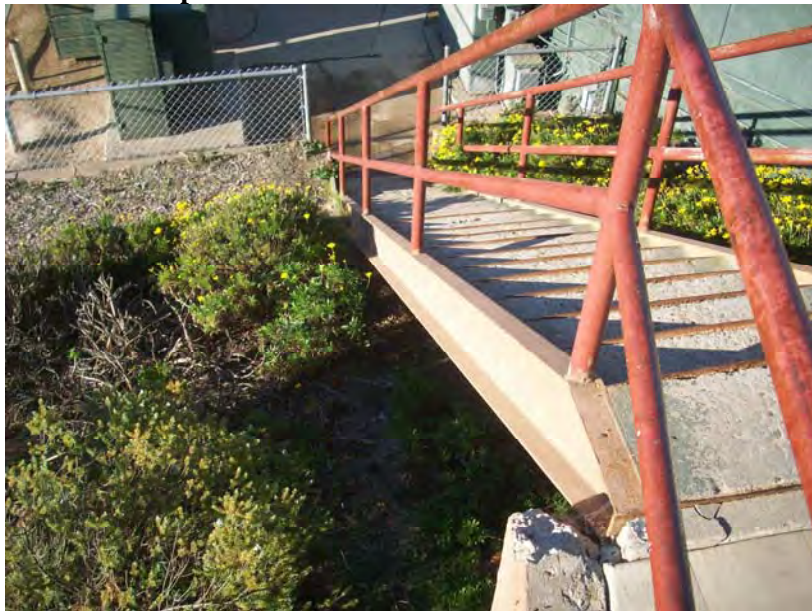
Operation and Maintenance After Project Completion

These facilities already exist so there will be no additional operating costs. Replacement will reduce maintenance efforts now required to keep the stairs open.

Location Map



Stairs to be replaced



DOWNTOWN URBAN FOREST MANAGEMENT

CIP Project Summary

Removing and replacing damaged, diseased or hazardous trees in the Downtown will cost \$25,000 annually.

Project Objectives

1. Address damaged, diseased or hazardous trees through systematic maintenance, pruning and selective removals in the Downtown core area using the recently completed Tree Assessment
2. Reduce the risk that aging or diseased trees may injure people or damage property
3. Replace damaged gray sidewalk at tree wells with Mission Style Sidewalk
4. Introduce the recently approved iron grate tree well covers in the Downtown area
5. Maintain the urban forest ambiance in the Downtown core area by replacing aging trees

Existing Situation

Approximately 130 trees that line the streets of the Downtown core area are approaching maturity and now pose an elevated maintenance responsibility as well as an increased liability. These trees were all planted at about the same time and will decline in health at about the same time, leaving the Downtown core area with a radically different character. Selectively removing the trees posing the greatest liabilities and replacing them with new, approved species will ensure a healthy and diverse urban forest for future generations. The recently updated tree well design will promote healthier tree trunks, further reducing the potential for damage and associated disease.

The City currently has a special sidewalk detail for the downtown area. This is a brown toned concrete walk edged with tile and called "Mission Style Sidewalk." While the Mission Style Sidewalk was adopted in 1975, progress on replacing the older standard gray sidewalk with the new style has been slow. The downtown tree program is becoming more active with the recent completion of the Tree Assessment and the approval of the Downtown Street Tree Maintenance Plan. This project combines the goals of rebuilding tree wells, expanding the inventory of Mission Style Sidewalk and removing trip hazards. Areas of standard gray sidewalk that have been lifted by tree roots will be replaced with Mission Style Sidewalk. Where a large healthy tree exists, the tree well will be expanded to provide as much room as possible for the tree. Where an unhealthy tree exists that needs to be removed, the removal will be accomplished first and a new tree well constructed to include a new cast iron tree grate. The new grates provide a more finished appearance at the well and provide a walking surface that is compliant with the Americans with Disabilities Act (ADA).

Where trees are removed, the replanting will be completed by staff with funds available through the tree maintenance operating budget in accordance with the timelines established in the maintenance plan adopted by the Council.

Goal and Policy Links

1. This project is consistent with City risk management practices: Municipal Code Chapter 12.24; Tree Regulations section 12.24.120 states the City will maintain trees on major streets to ensure healthy and attractive growth. Street trees will be pruned based on a pre-determined schedule approved by the Public Works Director.
2. Approved Downtown Urban Forest Management Plan
3. 2007-09 Major City Goal: Downtown Support
4. 2009-11 Major City Goal: Infrastructure Maintenance
5. 2009-11 Council Objective: Downtown Maintenance and Beautification

LEISURE, CULTURAL & SOCIAL SERVICES

DOWNTOWN URBAN FOREST MANAGEMENT

Project Work Completed

1. A new street tree list has been developed and adopted by the City Council
2. A Downtown Urban Forest Management Plan has been developed and adopted by the City Council.
3. An assessment has been completed by a consulting arborist to guide maintenance work in the Downtown

Environmental Review

The project will receive a Notice of Exemption.

Project Constraints and Limitations

There are no known project constraints and limitations except those outlined in the Management Plan.

Stakeholders

The Downtown Association is a key stakeholder in this project and has been involved during the development of the Management Plan and understands the value of the staggered approach to keeping the Urban Forest healthy. Staff will continue to involve them and keep them abreast of the project work.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	To-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		25,000	25,000	25,000	25,000	100,000
Total		25,000	25,000	25,000	25,000	100,000

Project Funding by Source

General Fund

Key Project Assumptions

The project work to be completed will be controlled by the budget available, rather by certain work to be accomplished.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works-Parks and Urban Forest Maintenance
Community Development –Planning Division

DOWNTOWN URBAN FOREST MANAGEMENT

Alternatives

1. **Deny the Project.** Denying this project would delay the removal of unhealthy trees and delay the replacement of damaged sidewalk.
2. **Change the Scope of the Project.** Downsizing the scope of the project pushes the sidewalk repairs and tree replacements out to future years. It increases the risk of tree failure and the associated liabilities. Increasing the scope of this project to include other areas of the City where large specimens exist would be a proactive approach to take.

Operating Program

Tree Maintenance

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management:	100 hours / project
CIP Engineering Construction Inspection:	200 hours / project
Public Works Administration:	100 hours / project
Community Development:	3 hours / project
Tree maintenance:	100 hours / project

Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. The new trees will require some additional effort to water them; however they initially have a smaller canopy and will require less pruning for a few years. The requirement for larger specimens and the installation of tree guards in heavily vandalized areas should also decrease replanting needs.

Removal of larger trees prone to limb dropping or splitting will reduce claims and the work and cost associated with them. Replacement of damaged sidewalk will reduce possible claims for trip and falls and reduce street division maintenance call outs for patching and grinding of lifted sidewalk.

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARK MAINTENANCE MOWERS

CIP Project Summary

Replacing one mower in 2009-10 will cost \$60,100.
Replacing two mowers in 2011-12 will cost \$125,000.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

One unit due for replacement in 2009-10 (Jacobsen) is very old and of an inferior design. It has remained in the fleet for over 14 years and is in severe need of replacement due to age and operational issues.

The other two mowers are planned to be replaced in the 2011-12. These are properly sized and powered units but will be at replacement targets. Having timely replacements available to staff with appropriately sized mowers will greatly enhance productivity and help balance equipment use.

The Jacobson is planned to be replaced with rotary unit comparable with the existing Toro in 2009-10. Over two years that follow, staff will review use needs and consider whether to recommend different mower configurations for the units projected to be due in 2011-12. There may be some potential advantages to having future mowers configured to accept multiple implement attachments that perform specialty mowing tasks necessary to complete annual turf renovation projects.

All three mowers in this request are essential tools for proper maintenance of park turf. The decision to replace these specialty vehicles is based on a combination of the following factors:

1. Actual miles or hours of operation compared to replacement miles or hours in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Possible unsuitability of some equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARK MAINTENANCE MOWERS

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Parks Landscape Maintenance and Fleet Maintenance

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		60,100		125,000		185,100
Total	-	60,100	-	125,000	-	185,100

Project Funding Source: General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Parks and Landscape Maintenance Supervisor
Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARK MAINTENANCE MOWERS

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Parks Maintenance Staff	4
Fleet Maintenance Staff	16
Public Works Administration	8

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2009-10		2011-12	
City Fleet Number	9602		9911	0308
Vehicle Type	Mower		Riding mower	Mower
Make	Jacobsen		Howard Price	Toro
Model	T42			4000D
Model Year	1995		1998	2003
Date Entered City Service	1995		1999	2003
Hour Meter Reading at 11-01-08	2721		3433	3707
Replacement Guidelines				
Target: Years / Hours	7/5000		7/5000	7/5000
Projected at Replacement:	14/3000		11/3900	7/5200
Replacement Cost				
Base Unit	\$49,911		\$49,911	\$49,911
Accessories & Other Costs	\$1,950		\$1,950	\$1,950
Trailer	\$3,000		\$3,000	\$3,000
Special Painting/Marking	\$100		\$100	\$100
Inflation adjustment	\$0		\$2,198	\$2,198
Delivery	\$300		\$300	\$300
Sales Tax	\$4,835		\$5,028	\$5,028
Total Replacement Costs	\$60,096		\$62,487	\$62,487

Total: 2009-10 \$60,100 Total: 2011-12 \$125,000

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARKS MAINTENANCE PICKUPS

CIP Project Summary

Replacing one ¾ ton standard cab pickup in 2011-12 will cost \$27,800
Replacing two ¾ ton standard cab pickups in 2012-13 will cost \$56,500

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Parks Maintenance staff based at the Corporation Yard used daily by maintenance staff working at multiple City facilities. These pickups are larger units and are required to routinely tow maintenance equipment such as large mowers on trailers. Units 0124 and 0225 are used full time by City staff and will reach replacement targets in 2012-13 but unit 0301 has reached its target mileage early. This is due to full time use during the work week by regular Parks maintenance staff plus weekend work part-time maintenance staff. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Parks and Landscape Maintenance and Fleet Maintenance staff.

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARKS MAINTENANCE PICKUPS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					Total
	Budget-to-Date	2009-10	2010-11	20011-12	20012-13	
Equipment Acquisition				27,800	56,500	84,300
Total	-			27,800	56,500	84,300

Project Funding Source: General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Parks and Landscape Maintenance Supervisor

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Parks and Landscape Maintenance (50200)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Parks & Landscape Maintenance Staff	8
Fleet Maintenance Staff	48
Public Works Administration	24

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – PARKS MAINTENANCE PICKUPS

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2011-12		2012-13	
City Fleet Number	0311		0124	0225
Vehicle Type	Pickup		Pickup	Pickup
Make	Dodge		Ford	Dodge
Model	RAM 3/4		F250	Ram 2500
Model Year	2005		2001	2002
Date Entered City Service	2005		2001	2002
Odometer Reading at 11-01-08	50,350		52,594	57,541
Replacement Guidelines				
Target: Years and Mileage	11/90,000		11/90,000	11/90,000
Projected at Replacement:	6/100,000		11/85,000	10/97,000
Replacement Cost				
Base Unit	\$19,150		\$19,150	\$19,150
Accessories & Other Costs	\$3,100		\$3,100	\$3,100
Special Painting/Striping	\$100		\$100	\$100
Radio	\$2,000		\$2,000	\$2,000
Inflation adjustment	\$974		\$1,461	\$1,461
Delivery	\$300		\$300	\$300
Sales Tax	\$2,131		\$2,131	\$2,131
Total Replacement Costs	\$27,755		\$28,242	\$28,242

Total: 2011-12 **\$27,800**

Total: 2012-13 **\$56,500**

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – URBAN FOREST MAINTENANCE PICKUP AND WATER TRUCK

CIP Project Summary

Replacing the water tank and repainting the cab of the tree watering truck in 2010-11 will cost \$22,100.

Replacing one standard cab compact pickup with an extended cab compact pickup in 2011-12 will cost \$23,700.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Urban Forest Maintenance staff based at the Corp Yard. These vehicles are used daily by maintenance staff working on City tree locations. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Suitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Water Truck

This vehicle is nineteen years old but still in usable condition as a manual tool for watering specialty trees and landscape where irrigation system do not exist. Though the truck chassis is in reasonable mechanical condition, the water tank has significant rust problems and the paint condition on the drivers cab is deteriorating. This project will replace the water tank, add some relevant accessories and repaint the drivers cab.

Standard Cab to Extended Cab Compact Pickup

The current vehicle is a standard cab compact pickup. It will be replaced with an extended cab compact pickup with operable rear doors to provide access and storage in the compartment behind the front seat. This additional space is needed for equipment and paperwork required by the Supervisor to manage contracts and site inspections.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.
3. Replacement of these vehicles was approved in the 2007-09 Financial Plan.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – URBAN FOREST MAINTENANCE PICKUP AND WATER TRUCK

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Tree Maintenance and Fleet Maintenance staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition			22,100	23,700		45,800
Total	-		22,100	23,700		45,800

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Urban Forest Manager

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Tree Maintenance

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – URBAN FOREST MAINTENANCE PICKUP AND WATER TRUCK

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Tree Maintenance Staff	8
Fleet Maintenance Staff	24
Public Works Administration	8

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2010-11	2011-12
City Fleet Number	9109	9910
Vehicle Type	Water truck	*Pickup
Make	GMC	Ford
Model	Cab & Chassy	Ranger
Model Year	1990	1997
Date Entered City Service	1991	1999
Odometer Reading at 11-01-08	22710	59,396
Replacement Guidelines		
Target: Years or Mileage	12/60,000	11/90,000
Projected at Replacement:	19/24000	13/72,000
Replacement Cost		
Base Unit	-	\$16,900
Water tank	\$9,000	-
Accessories & Other Costs	\$3,500	\$1,700
Special Painting/Striping	\$5,000	\$100
Radio	\$2,000	\$2,000
Inflation Adjustment	\$390	\$828
Delivery	\$500	\$300
Sales Tax	\$1,740	\$1,875
Total	\$22,130	\$23,703

Total: 2010-11 \$22,100 Total: 2011-12 \$23,700

* change in unit type; see "current situation" explanation

POOL REPLASTERING

CIP Project Summary

Replastering the Olympic pool shell to repair damage and ensure a safe swimming environment will cost \$22,500 in 2011-12 for design and \$187,500 in 2012-13 for construction and construction management.

Project Objectives

1. Replace deteriorated plaster in the pool shell.
2. Eliminate the expansion joint at the center of the pool.
3. Maximize structural service life of the pool shell.
4. Maintain optimal condition for users.

Existing Situation

The pool was re-plastered in 1998 and has started to deteriorate. This was first noticed before the conversion from use of Bromine to Chlorine in 2003. The early degradation is attributed to failure of the re-plaster contractor to immediately fill the pool with water after applying the plaster. Pool plaster is supposed to cure underwater. In this case, the plaster was dry for three days before the pool was filled. In the intervening time since the condition was first identified, the deterioration has been slowed by diligent and highly exact chemical analyses and adjustment. The plaster is becoming heavily pockmarked with a roughened surface that can compromise structural integrity and create health and safety concerns in the forms of sharp edges and areas where algae and mold can become established. Under normal conditions a re-plastered shell is expected to last for 10 to 15 years. In 2010 the existing shell plaster will be 12 years old.

This project would: rehabilitate the pool shell to new condition, eliminate the potential for sharp edges on the expansion joint that runs the entire width of the pool, negate losses of water through inevitable leaks in the flexible seal of the expansion joint, and facilitate cleaning by removing the roughened pool surface.

Goal and Policy Links

1. 2009-11 Major Council Goal: infrastructure maintenance
2. Adopted Building Maintenance Program goal: maximum facility service life
3. Adopted Swim Center Program goal: a safe, clean, and attractive swim center
4. 2007-09 Financial Plan Appendix B, page 3-425.
5. 2005-07 Financial Plan Appendix B, page 255.

Project Work Completed

Staff has discussed preliminary design and cost estimates with consultant.

Environmental Review

Project should qualify for a Categorical Exemption and no formal environmental review will be needed for this project.

Project Constraints and Limitations

Excluding weather conditions and the usual coordination with users for a facility shut-down, no constraints or limitations anticipated.

LEISURE, CULTURAL & SOCIAL SERVICES

POOL REPLASTERING

Stakeholders

Work will require shutting down the pool. Construction and design staff will work with facility users and program staff to minimize inconvenience and avoid delays.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				22,500		22,500
Construction					165,000	165,000
Construction Management					22,500	22,500
Total	-	-	-	22,500	187,500	210,000

Project Funding Source

General Fund

Key Project Assumptions

Staff consulted with a single source to determine a budget estimate for this work. Given that the cost was from a single source, final costs may vary. The requested phasing assumes this will not be a perennial years 3 and 4 request. Quality outcome is dependent on awarding to contractor that will follow proper procedure.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance

CIP Project Engineering

Swim Center - Aquatics staff

Alternatives

1. **Deny the Project.** The plaster surface will continue to deteriorate to a point where the pool will become unsafe to use. Ultimately, the structural integrity of the shell could be compromised, requiring complete reconstruction.
2. **Defer or Re-phase the Request.** Deterioration of the plaster surface will accelerate as the natural effect of water chemistry on the plaster progresses. Re-plastering costs will become more expensive.
3. **Change the Scope of the Project.** Scope adjustment not feasible.

LEISURE, CULTURAL & SOCIAL SERVICES

POOL REPLASTERING

Operating Program

Swim Center Maintenance

Project Effect on the Operating Budget

Project Management

Swim Center Program:	80 hours
Building Maintenance Staff	40 hours
CIP Project Engineering:	
Design	80 hours (assumes outside design)
Inspection/Construction Management:	60 hours (assumes outside inspection)
Administration Staff:	100 hours
Community Development Building Permit Review	4 hours

Project Maintenance Operation and Maintenance after Project Completion

Cost savings will result from reduced water loss, chemical use, and maintenance repairs of plaster.

LEISURE, CULTURAL & SOCIAL SERVICES

POOL COVER REPLACEMENT

CIP Project Summary

Replacing pool covers to ensure maximum energy and water savings will cost \$23,000 in 2010-11.

Project Objectives

1. Conserve energy
2. Reduce evaporation of pool water
3. Reduce evaporation of pool chemicals

Existing Situation

Accepted industry practice and local experience have demonstrated that covering the Swim Center pool when not in use can substantially reduce the natural gas required to heat the pool water and the chemicals required to treat the pool water. Pool covers generally last about four years, and the investment in new pool covers is usually recovered within 14 months through energy savings. The ten existing pool covers are nearing their functional life-span and will be ready for replacement.

Aquatics staff covers and uncovers the pool daily. This is the largest single factor in minimizing resource consumption (natural gas, chemicals, water) related to the main pool. Without covers in place, the heat loss is significant and compounds quickly the longer it occurs. Signs of deterioration and age are apparent and have required several repairs to date. Replacement will insure uninterrupted usability and maximum energy savings.

Goal and Policy Links

1. Provide safe and energy-efficient facilities.
2. 2009-11 Major Council Goal: Infrastructure Maintenance.

Project Work Completed

Staff has researched cost estimates from suppliers.

Environmental Review

No environmental review will be required for this project.

Project Constraints and Limitations

There are no constraints or limitations.

Stakeholders

Stakeholders include the public along with Aquatics and Swim Center maintenance program staff. Pool covers in proper condition will provide more consistent water temperature, save energy, and allow City staff to safely and efficiently cover and uncover the pool on a daily basis.

LEISURE, CULTURAL & SOCIAL SERVICES

POOL COVER REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition			23,000			23,000
Total	-	-	23,000	-		23,000

Project Funding by Source

General Fund

Project Manager and Team Support

Project Manager

Building Maintenance Supervisor

Project Team

Building Maintenance Staff

Swim Center Staff

Alternatives

1. **Deny the Project.** The need for repairs will increase and result in covers having to be removed, shipped off for repair, and returned. Additional costs for shipping, labor, and wasted energy will be incurred.
2. **Defer or Re-phase the Request.** Replacement could be deferred, but any one-time savings in capital outlay will be quickly offset by ongoing additional costs for natural gas.

Operating Program

Swim Center Maintenance

Project Effect on the Operating Budget

Project Management

Swim Center Maintenance:

20 hours of project coordination

Operation and Maintenance after Project Completion

Energy costs will continue to be controlled by using well-functioning pool covers which can save as much as 75% of heating costs related to an uncovered pool.

SWIM CENTER T-BAR CEILING REPLACEMENT

CIP Project Summary

Replacing the T-bar ceiling in the Swim Center main bath house will cost \$24,200 for construction in 2011-12.

Project Objectives

1. Maximum building service life
2. A positive image for the City of San Luis Obispo
3. Replace deteriorated ceiling components
4. Eliminate possible hazard

Existing Situation

The bath house T-bar ceiling is original to the construction. The T-bar has endured 25 years in a moist environment. Many of the ceiling tiles have been changed, but the frame remains the same. The T-bar has become rusted and unsightly and is no longer in production, and many of the tiles have existed in place for much longer than is visually acceptable. These tiles are specialty made for moist environs and as such, have special properties to endure moisture and moisture intrusion. The years of exposure have led to an unsightly condition that should be addressed for proper facility up-keep. This project would remove the lighting fixtures, and mechanical components, demo and replace the existing ceiling grid and tiles, and then have the fixtures and mechanical components reinstalled.

Goal and Policy Links

1. 2009-11 Major Council Goal: infrastructure maintenance.
2. Adopted Building Maintenance Program goal: maximum facility service life.
3. Adopted Swim Center Program goal: a safe, clean, and attractive swim center.

Project Work Completed

Staff has discussed preliminary costs with T-bar, HVAC, and electrical vendors.

Environmental Review

No environmental review will be needed for this project.

Project Constraints and Limitations

No mechanical constraints anticipated, however, project will disrupt user access to the bath house.

Stakeholders

Swim Center facility users, Parks and Recreation and Building Maintenance staff.

LEISURE, CULTURAL & SOCIAL SERVICES

SWIM CENTER T-BAR CEILING REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				24,200		24,200
Total	-	-	-	24,200	-	24,200

Project Funding by Source

General Fund

Key Project Assumptions

The project is a direct equipment replacement, with no mechanical or architectural changes; it is assumed that design will not be needed. Work will require shutting down the bath house. Construction, Engineering, Building, and Recreation staff will work with users and program staff to minimize inconvenience and avoid delays.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance
Swim Center - Aquatics

Alternatives

1. **Deny the Project.** The T-bar ceiling will continue to deteriorate leading to a more unsightly and possibly hazardous (due to pieces falling out) situation.
2. **Defer or Re-phase the Request.** Deterioration of the T-bar and lighting fixtures will continue until addressed.
3. **Change the Scope of the Project.** It may be possible to save some of the flush mount lighting fixtures, other than that, the parts detailed for replacement are getting severely corroded.

Operating Program

Swim Center Maintenance

LEISURE, CULTURAL & SOCIAL SERVICES

SWIM CENTER T-BAR CEILING REPLACEMENT

Project Effect on the Operating Budget

Project Management

CIP Engineering

Administration 10 hours

Project management 80 hours (assuming no formal bid docs are needed and no outside design)

Inspection 20 hours (assuming minimal in-house inspection)

Swim Center Program: 40 hours

Building Maintenance: 20 hours

Operations and Maintenance After Project Completion

1. There will be no additional or on-going cost associated with the project.
2. Some heating savings may be realized through undamaged ceiling tiles being put in place preventing heated air loss into the above tile area.

LEISURE, CULTURAL & SOCIAL SERVICES

SWIM CENTER BATH HOUSE ROOF REPLACEMENT

CIP Project Summary

Replacing the built-up single layer roofing on the Swim Center Bath House to eliminate leaking problems will cost \$7,500 for design in 2011-12 and \$62,000 for construction in 2012-13.

Project Objectives

1. Maximize service life of structure
2. Reduce staff time for maintenance
3. Provide a safe and productive work environment
4. Minimize water damage to internal areas
5. Comfortable and productive work environments
6. Safe and energy efficient buildings

Existing Situation

The main bath house was built in 1983. The original roof has never been replaced, making this roof 25 years old, with the average life span of a roof being 20 years. Leaking has been increasing in severity over the last six to seven years to the point where further attempts to patch the roof are becoming futile. City staff has also gone to extraordinary measures to minimize leaks, meeting with limited seasonal success. The reoccurring leaks are leading to damaged building materials and damp interior components. This project would replace the roof to seal the building against weather.

Goal and Policy Links

1. 2009-11 Major Council Goal: Infrastructure Maintenance
2. Building Maintenance Program goal: maximum facility service life
3. Adopted Swim Center Program goal: a safe, clean, and attractive swim center

Project Work Completed

Staff has researched preliminary design and cost estimates.

Environmental Review

No environmental review will be required for this project.

Project Constraints and Limitations

Excluding weather conditions, no constraints or limitations anticipated.

Stakeholders

Swim Center facility users, Parks and Recreation and Building Maintenance staff.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				7,500		7,500
Construction					62,000	62,000
Total	-	-	-	7,500	62,000	69,500

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SWIM CENTER BATH HOUSE ROOF REPLACEMENT

Project Funding Source

General Fund

Key Project Assumptions

Project work would have to be coordinated with swim center users.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

Building Maintenance

Swim Center – Aquatics Staff

Alternatives

1. ***Deny the Project.*** This will result in increased leaking during rainy weather. Internal building components and materials exposure to water will continue to increase, causing moisture related problems. Interior office spaces flooding and associated problems will increase and require replacement of interior elements.
2. ***Defer or Re-phase the Request.*** This will result in increased leaking during rainy weather until work is completed.
3. ***Defer or Re-phase the Request.*** Implementing extensive patching and interim repairs has met with limited success. The next interim step will be to start replacing the roof in sections. The roof is deteriorating and needs complete replacement.

Operating Program

Swim Center (50210)

Project Effect on the Operating Budget

Project Management

Swim Center Program:	40 hours
CIP Administration:	110 hours
CIP Inspection:	40 hours
CIP Engineering:	80 hours

Project Maintenance Operation and Maintenance after Project Completion

Minor cost savings will be realized through reduced repair time. More extensive internal repairs will be avoided by roof replacement.

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE ADMINISTRATION SOFTWARE

CIP Project Summary

Providing a golf maintenance management software package and an additional workstation will cost \$25,000 in 2011-12.

Project Objectives

1. Allow for more effective and efficient management of the golf course.
2. Provide maintenance management software to track equipment use, chemical applications, and work tasks.

Existing Situation

Golf Course maintenance staff performs a variety of tasks and functions to keep the course safe to play and aesthetically pleasing. Daily, the staff mows greens, aprons and fairways, checks turf for diseases and stress-related issues, apply fertilizers, pesticides and herbicides when necessary, and complete other related maintenance functions. Much of the work has to be tracked to comply with the County's Agricultural requirements. Keeping tabs on the number of equipment hours used is critical to replacing items in a timely manner.

Having a maintenance management software program would allow staff to track the hours of use for equipment such as mowers and tractors, applications for pesticides, herbicides and fertilizers, and provide a means to track assigned tasks to staff. Currently, staff documents many of their tasks on paper, which can be cumbersome, and use of the data can take time to tabulate when information is needed.

Goal and Policy Links

1. Parks & Recreation Element: 1.33.11 – Recreation services shall consider the use of technology to provide enhanced service delivery and program offerings.
2. 2007-09 Financial Plan Appendix B Page 441 – Golf Administrative Software

Project Work Completed

Staff has investigated a variety of packages that would fit the needs of the golf course.

Environmental Review

No environmental review required.

Project Constraints and Limitations

None anticipated.

Stakeholders

Golf course staff, golfers

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE ADMINISTRATION SOFTWARE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				25,000		25,000
Total	-	-	-	25,000	-	25,000

Project Funding by Source

Project would be funded through the Golf Course Fund with a subsidy from the General Fund.

Key Project Assumptions

Cost projections are based on vendor quotations. Staff is also investigating other alternatives that could be more cost effective and still accomplish the objectives.

Project Manager and Team Support

Project Manager

Recreation Manager and Golf Course Supervisor

Project Assistance

Project assistance would be needed from Information Technology to assist with software and hardware installation.

Alternatives

Deny the Project. Tracking for chemical applications would continue through either spreadsheet or written entries.

Operating Program

Golf Course Operations and Maintenance

Project Effect on the Operating Budget

Project Management

Staff Resources: approximately 40-60 hours of the Recreation Manager's time will be needed to prepare the request for proposal, coordinate the purchase, obtain training for administrative functions, and train staff. Approximately 20-30 hours of time will be needed from Information Technology staff to assist in purchase of an additional workstation, installation of software, and connection to the City's network and the Internet.

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE ADMINISTRATION SOFTWARE

Operation and Maintenance after Project Completion

Operation and Maintenance: Once installed, maintenance will be handled on an as-needed basis. An annual subscription fee of approximately \$2,000 would need to be budgeted.

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE RESTROOM REPLACEMENT

CIP Project Summary

Replacing the aging restroom at the Laguna Lake Golf Course will cost \$35,000 for design in 2011-12 and \$220,000 for construction in 2012-13.

Background. The requirement to upgrade this restroom to bring it into compliance with the Americans with Disabilities Act (ADA) is part of a 2004 agreement with the Department of Justice (DOJ).

Project Objectives

1. Provide ADA compliant restrooms at Laguna Lake Golf Course
2. Comply with DOJ agreement requirements
3. Replace aging infrastructure

Existing Situation

As part of the project to comply with the DOJ agreement for upgrades to several City facilities, staff hired an architect to complete a review of the restroom facilities at Laguna Lake Golf Course. The architect found that a significant amount of remodeling would be required to bring the bathrooms into compliance with ADA standards, resulting in a reduction of fixtures. Additionally, the architect found that the exterior siding, roofing and most likely the structural members of the bathrooms would need a significant amount of repair. The structure was found to be in poor overall condition and nearing the end of its useful life. Given the significant remodeling and repairs needed, the architect and engineering staff recommend complete replacement of this structure.

Goal and Policy Links

1. DOF Agreement.
2. Parks & Recreation Element: 1.33.3 - Recreation facilities and activities shall be accessible to all individuals, regardless of race, religion, age, gender, disabilities and income level.
3. City Adopted ADA Transition Plan – Restroom Facility Access.
4. 2005-07 Financial Plan Appendix B Page 289 – ADA Improvements at Multiple Facilities.
5. 2009-11 Major City Goal – Infrastructure Maintenance.

Project Work Completed

Staff has completed a detailed site review as part of the work for the DOJ agreement.

Environmental Review

This project will be subject to the California Environmental Quality Act (CEQA) environmental clearances. Replacements of existing facilities are typically categorically exempt from environmental review.

Project Constraints and Limitations

The new restrooms, in addition to surrounding walkways serving the restroom, will be brought into compliance with current accessibility requirements. The project will require architectural review and building permits.

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE RESTROOM REPLACEMENT

Stakeholders

Parks and Recreation Department staff and Golf Course Supervisor will be interested in making sure the new restroom meets the needs of the golf course program and anticipated future uses or expansions. They will be involved in the preliminary discussions about what the restroom facilities need to accommodate. Golf Course patrons will also be concerned about the new structure.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	20011-12	2012-13	Total
Design				35,000		35,000
Construction					220,000	220,000
Total	-	-	-	35,000	220,000	255,000

Project Funding by Source

General Fund as a subsidy to the Golf Fund.

Key Project Assumptions

Construction costs are based on the cost estimates derived from recent restroom project estimates and assume that the new restroom will have the same number of stalls as the existing restroom. Due to fluctuations in construction markets, these costs could change up or down.

Project Manager and Team Support

Project Manager

CIP Engineering

Project Team

Parks and Recreation Administration

Golf Course Supervisor

Community Development – Building and Planning Divisions

Alternatives

1. **Deny the Project.** This project is an expansion of the work outlined in the DOJ agreement. If this project is denied, the City must either proceed with an attempt to remodel the existing structure or close the restrooms to public use. Because significant remodeling and repair would be needed it is likely that remodeling costs will be nearly as much as the cost for a complete replacement.
2. **Defer or Re-phase the Request.** This is not recommended as the City will continue to be out of compliance with ADA regulations and the City will be in violation of its agreement with the DOJ.
3. **Reduce the scope of the Project.** The current bathroom facility accommodates 4 fixtures – 2 women’s toilets, 1 men’s toilet and 1 men’s urinal. The project could be downsized to provide only 1 fixture for each gender

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE RESTROOM REPLACEMENT

or provide 1 or 2 unisex toilet rooms. Depending on the current and future programming needs of the golf course this option may or may not be acceptable and would require further input from Parks and Recreation.

Operating Program

Golf Course Operations and Maintenance

Project Effect on the Operating Budget

Project Management

CIP Engineering

Administration 100 hours

Project Management 200 hours (assuming outside design)

Inspection 80 hours (assuming outside inspection)

Community Development 40 hours for environmental, architectural and building plan check reviews

Parks and Recreation 40 hours

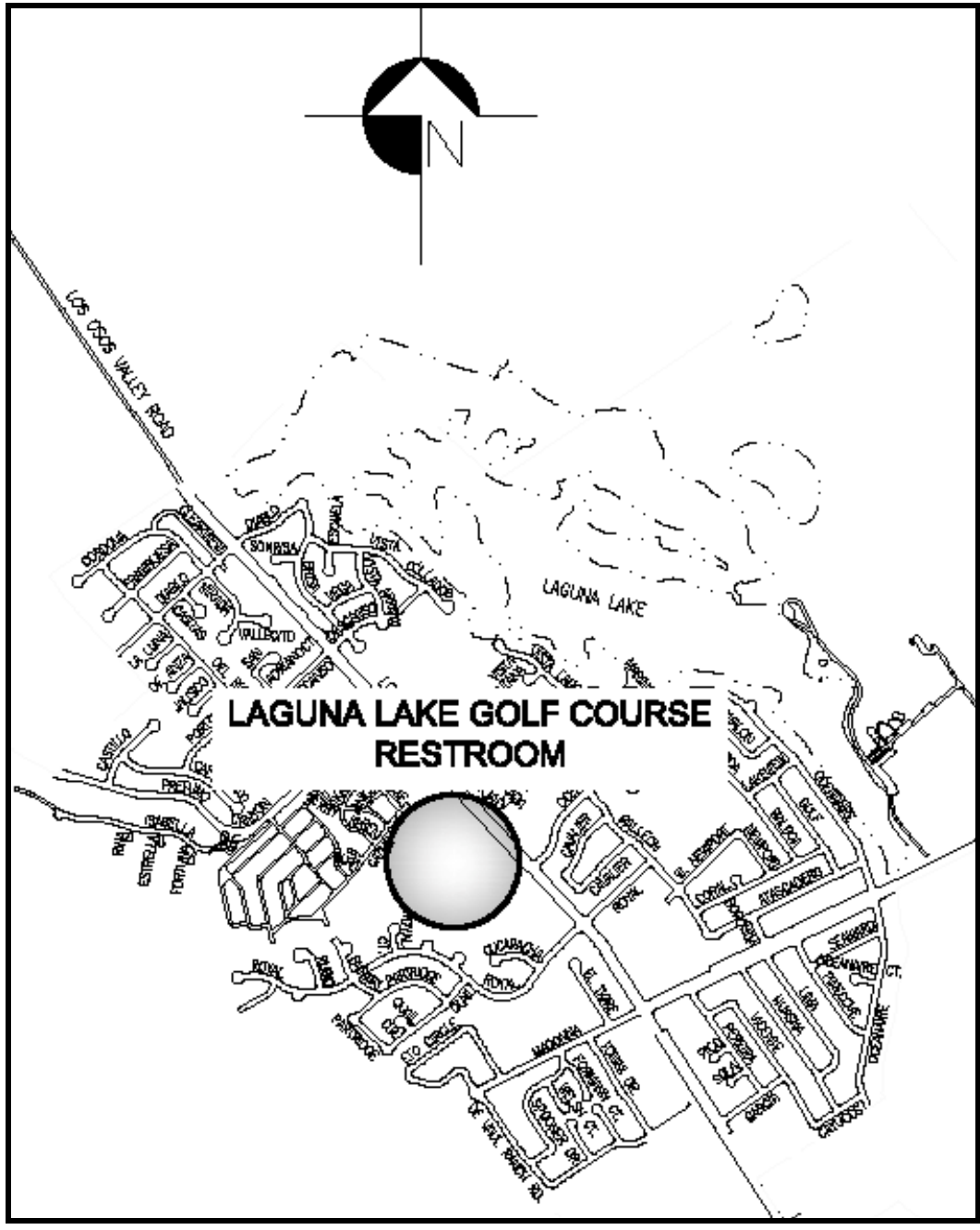
Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs. Having a new facility will likely reduce staff and repair costs to keep restrooms open and operational.

LEISURE, CULTURAL & SOCIAL SERVICES

GOLF COURSE RESTROOM REPLACEMENT

Location Map



LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – GOLF COURSE MOWER

CIP Project Summary

Replacing one tee and apron mower in 2009-10 will cost \$25,600.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The current mower, a Toro Reelmaster 3100D Sidewinder, is utilized daily by maintenance staff at Laguna Lake Golf Course to groom the tees and aprons and serves as a backup for the fairway mower. This unit is central to this primary turf care but is experiencing higher than normal down time for repairs related to hydraulics and mechanical components. The mower is two years beyond the target replacement age and is at the hours-of-operation replacement target. The decision to replace this piece of equipment is based on a combination of the following factors:

1. Actual miles or hours of operation compared to replacement miles or hours in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
4. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

Laguna Lake Golf Course and Fleet Maintenance

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – GOLF COURSE MOWER

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		25,600				25,600
Total	-	25,600	-	-	-	25,600

Project Funding by Source

General Fund as a subsidy to the Golf Fund.

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Ron Holstine – Fleet Maintenance Supervisor

Project Team

Todd Bunte – Golf Course Supervisor
 Ron Holstine – Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Golf Course Operations and Maintenance

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Golf Maintenance Staff	8
Fleet Maintenance Staff	16
Public Works Administration	8

LEISURE, CULTURAL & SOCIAL SERVICES

FLEET REPLACEMENT – GOLF COURSE MOWER

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses.

Description of Replacement Units

Replacement Fiscal Year	2009-10
City Fleet Number	0005
Vehicle Type	Mower
Make	Toro
Model	27"
Model Year	2000
Date Entered City Service	2000
Hour Meter Reading at 11-01-08	4445
Replacement Guidelines	
Target: Years / Hours	7/5000
Projected at Replacement:	9/5000
Replacement Cost	
Base Unit	\$22,200
Accessories & Other Costs	\$1,000
Special Painting/Striping	\$100
Delivery	\$300
Sales Tax	\$2,030
Total Replacement Costs	\$25,630

Total: 2009-10

\$25,600

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE FIRE SPRINKLERS

CIP Project Summary

Installing the fire sprinkler system to the Jack House and the adjacent Service Building and Gift Shop to comply with fire code requirements will cost an additional \$43,000 for construction and \$10,000 for construction management in 2009-10.

Project Objectives

1. Ensure the safety of building occupants.
2. Protect the buildings from fire damage.
3. Comply with applicable fire codes.

Existing Situation

Because the Jack House facilities (including the main house, the service building and the gift shop) are located in the City's designated commercial fire zone, the City's fire ordinance requires these structures to be protected by a fire sprinkler system (the carriage barn is exempt due to its distance from the main house). A fire protection main water line is in place along Marsh Street as well as a fire sprinkler water lateral line dedicated for the Jack House. Project work will include installing a new water service line along with all required fire sprinklers and associated devices.

Goal and Policy Links

1. Municipal Code Section 15.903.2.1.
2. Adopted Fire Department Development Code, Fire Protection Section C2b.
3. Parks and Recreation Master Plan goal: improving and maintaining existing facilities.
4. 2001-03 Financial Plan, pages E-13 & E-38.

Project Work Completed

The design of the fire sprinkler system for all three structures is nearly completed.

Environmental Review

No environmental review required.

Project Constraints and Limitations

Approval and building permit has been obtained from the Building Department.

Stakeholders

Jack House Committee
Public Works
Community and tourists

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE FIRE SPRINKLERS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design	3,000					3,000
Construction	27,000	43,000				70,000
Construction Management		10,000				10,000
Total	30,000	53,000	-	-	-	83,000

Project Funding Source

General Fund

Key Project Assumptions

Cost projections are based upon values related to today's costs and adjusting for inflation. Costs are increased due to replicating materials and finishes for a historical structure.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works

Parks & Recreation

Community Development

Fire Department

Alternatives

1. **Deny the Project.** The project cannot be denied as the fire sprinkler installation is required by Municipal Code and the Fire Department Development Code.
2. **Defer the Project.** The project has been deferred since 2004. The City needs to project a positive image and comply with local ordinances and codes by completing the fire sprinkler system installation at this current time.

Operating Programs

Parks & Recreation Administration

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE FIRE SPRINKLERS

Project Effect on the Operating Budget

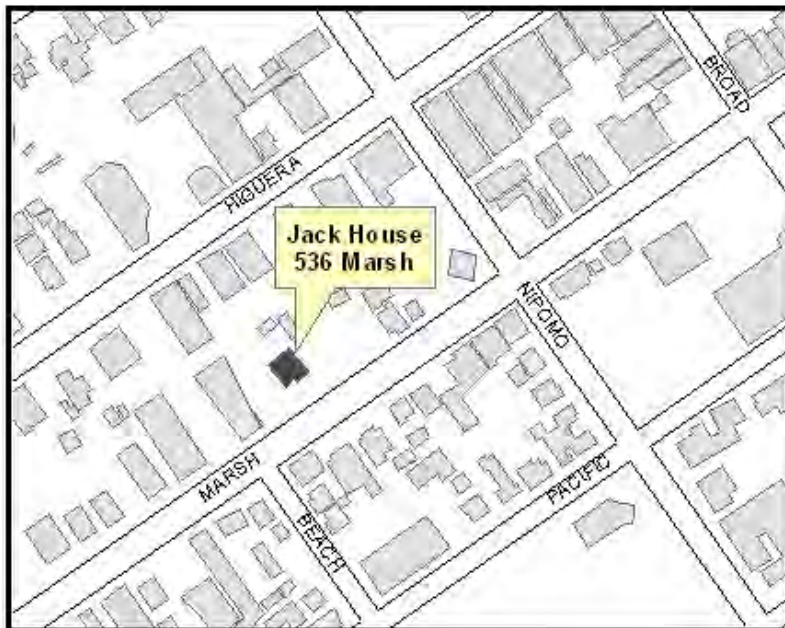
Project Management

CIP Administration:	100 hours
CIP Inspection:	100 hours
CIP Engineering:	80 hours
Community Development:	40 hours
Parks & Recreation:	40 hours

Project Maintenance Operation and Maintenance after Project Completion

Some additional maintenance costs will be incurred over the long term to inspect and maintain this system.

Location Map/Schematic Design



LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE RESTROOM BUILDING REMODEL

CIP Project Summary

Remodeling the restroom building at the Jack House will cost \$195,000 for construction in 2011-12.

Background

The requirement to upgrade this restroom to bring it into compliance with the American with Disabilities Act (ADA) regulations is part of a 2004 agreement with the Department of Justice (DOJ).

Project Objectives

1. Provide ADA compliant restrooms at the Jack House facility
2. Comply with DOJ agreement requirements
3. Replace aging infrastructure

Existing Situation

Staff originally programmed the improvements to the Jack House restroom as part of a city wide ADA compliance project in the 2005-07 Financial Plan (refer to Appendix B, Page 289 - ADA Improvements and Multiple Facilities). An architect was hired to review and provide construction documents for the Jack House restroom along with several other restrooms. The architect found that in order to maintain the existing number of fixtures a significant amount of remodeling would be required. The remodel would involve gutting the interior and removal of two exterior walls. The amounts originally programmed by staff did not anticipate the level of improvements actually needed at this facility in order to maintain the same number of fixtures. As such, additional funds need to be programmed for the construction phase of this project.

Goal and Policy Links

1. DOJ Agreement
2. Parks & Recreation Element: 1.33.3 - Recreation facilities and activities shall be accessible to all individuals, regardless of race, religion, age, gender, disabilities and income level
3. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
4. City Adopted ADA Transition Plan – Restroom Facility Access
5. 2005-07 Financial Plan Appendix B Page 289 – ADA Improvements at Multiple Facilities
6. 2009-11 Major Council Goal – Infrastructure Maintenance

Project Work Completed

Project has been reviewed by Community Development Planning Division Staff. Changes due to the proposed remodeling were found to be architecturally insignificant. Project has been reviewed by the Jack House Committee.

Construction Documents are complete.

Environmental Review

A Notice of Exemption has already been filed for this project.

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE RESTROOM BUILDING REMODEL

Project Constraints and Limitations

The remodel of this restroom facility will impact the use of the Jack House Gardens. At the request of the Jack House Committee the project was scheduled to occur after the 2009 summer events from September through December 2009 in conjunction with the sprinkler project. Due to the City’s financial situation, staff is recommending postponing this project to the next two years of the plan, prioritizing a restroom project with significant grant funding associated with it.

Stakeholders

Parks and Recreation Department and the Jack House Committee have been involved in the review and scheduling of this project. Public Works Building Maintenance and Park Maintenance have been involved with review of this project.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				195,000		195,000
Total	-	-	-	195,000	-	195,000

Project Funding by Source

General Fund

Key Project Assumptions

Construction costs are based on a May 2008 cost estimate provided by the Architect. Due to fluctuations in construction markets and the economy, these costs could change up or down. The request assumes adequate funds are not available to fund construction in 2009-10 to fund the project, although construction documents will be ready.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

- Parks and Recreation Department
- Parks and Landscape Maintenance
- Building Maintenance
- Community Development – Building and Planning Divisions

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE RESTROOM BUILDING REMODEL

Alternatives

1. **Deny the Project.** This project is an expansion of the work outlined in the DOJ agreement. If this project is denied, the City must then either proceed with a reduced scope project or not provide public toilets. Staff does not recommend either of these options for a facility that is programmed for events with large groups such as weddings and receptions.
2. **Advance the Request.** Because plans are ready for construction, and this is a high use facility currently out of compliance with ADA regulations, Council could opt to proceed with construction in 2009-10.
3. **Reduce the scope of the Project.** The existing bathroom facility includes 4 fixtures – 2 women’s toilets and 1 men’s toilet and 1 men’s urinal. The project could be downsized to provide only 1 fixture for each gender or provide 1 or 2 unisex toilet rooms. Staff does not recommend downsizing the restrooms at this facility that currently books events such as weddings, receptions and other large groups.

Operating Program

Parks and Landscape Maintenance

Project Effect on the Operating Budget

Project Management

CIP Engineering Administration	100 hours
CIP Project Management	40 hours
CIP Inspection-	80 hours (assuming outside inspection)
Community Development	20 hours (for building plan check reviews)
Park Maintenance	10 hours
Building Maintenance	10 hours
Parks and Recreation	8 hours

Project Maintenance Operation and Maintenance after Project Completion

This facility already exists so there will be no additional operating costs.

Location Map



LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE GAZEBO AND CONCRETE WALKWAYS

CIP Project Summary

Replacing the Jack House Gazebo and concrete walkways will cost \$15,000 in 2011-12 for design and \$80,000 in 2012-13 for construction.

Project Objectives

1. Replace rotting gazebo
2. Replace existing concrete walkways

Existing Situation

The existing gazebo at the Jack House is rotting and in need of replacement. The existing concrete walkways are narrow and do not meeting current accessibility requirements. Upgrading of the walkways and an access ramp will be required if the gazebo is replaced.

Goal and Policy Links

1. Adopted Building Maintenance Program goal: safe and attractive buildings with maximum building service life
2. Park and Landscape Maintenance Program Goal: Safe, Useful, and Attractive Parks
3. 2007-09 Financial Plan Appendix B page 3-457
4. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

None

Environmental Review

The project will receive a Notice of Exemption

Project Constraints and Limitations

The Jack House Committee will want to participate in the selection of the gazebo which could result in higher cost for a gazebo in order to construct one that matches the existing.

Stakeholders

Facility users will be affected by the work. Building Maintenance, Parks and Landscape Maintenance and the Parks and Recreation staff will coordinate to avoid working during programmed events.

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE GAZEBO AND CONCRETE WALKWAYS

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				15,000		15,000
Construction					80,000	80,000
Total	-	-	-	15,000	80,000	95,000

Project Funding Source

General Fund

Staff will look for opportunities to obtain donation work for some or all of the construction to be completed.

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Parks and Landscape Maintenance

Building Maintenance

Community Development

Parks and Recreation

Alternatives

Deny the Project. At the time the gazebo is determined to be unsafe it will be removed. This could have an adverse affect on the number of rentals, if the gazebo was an important factor in the choice.

Operating Program

Parks and Landscape Maintenance (50200)

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	150 hours
CIP Engineering Construction Inspection	150 hours
Public Works Administration	110 hours
Parks and Recreation	4 hours
Community Development	3 hours

LEISURE, CULTURAL & SOCIAL SERVICES

JACK HOUSE GAZEBO AND CONCRETE WALKWAYS

Project Maintenance Operation and Maintenance after Project Completion

These facilities already exist so there will be no additional operating costs.

LEISURE, CULTURAL & SOCIAL SERVICES

SPRR FREIGHT WAREHOUSE REHABILITATION

CIP Project Summary

Completing the rehabilitation of the Southern Pacific Railroad (SPRR) Freight Warehouse into a Railroad Museum and transit driver lounge will cost \$200,000 for construction and construction management in 2009-10.

Project Objectives

1. Complete the SPRR Freight Warehouse rehabilitation
2. Enhance security due to ability to occupy the building
3. Accomplish program in the Railroad District Plan

Existing Situation

The project consists of three components: 1) Completion of a rehabilitation of the historic Southern Pacific Freight Warehouse building, and within the rehabilitated warehouse, 2) development of an approximately 1000 square foot transit driver lounge and restrooms, and 3) removal of architectural barriers to an approximately 5400 square foot space to be used as a public Railroad Museum.

Figure 1 shows the project location and setting. The project will benefit low/moderate income persons by removing architectural barriers for access to a public museum, and by providing lounge and restroom space used by public transit drivers for layovers between shifts, operating local and regional busses. Once rehabilitation is complete, the building will be ready for tenant improvements to be used as a publicly owned and operated museum by the San Luis Obispo Railroad Museum, a non-profit educational organization. Not only will it become a destination for tourists but will provide an educational resource for SLO County students, historians and researchers. Also, it will benefit the surrounding community by completing the safety and aesthetic improvements to transform what was once a blighted, abandoned railroad structure into an attractive, useful community facility which complements the Railroad Historic District.

SCHEDULE OF PROJECT MILESTONES

<u>MILESTONE</u>	<u>COMPLETED?</u>	<u>COMPLETION DATE</u>
1. Stabilization of the Foundation & Main Structure	Yes	November 2004
2. Repair of Structural & Interior Architectural Components	Yes	November 2004
3. Roof Structural Repairs and Replacement	Yes	November 2004
4. Exterior Architectural Improvements (painting, windows, doors)	Yes	June 2008
5. Accessibility Improvements, Restrooms and Utility Hook-ups, ADA Accessible Restrooms	No	Pending

Completion of these milestones will bring the building into compliance with building code standards for safety and Americans with Disabilities Act (ADA) accessibility requirements, and will allow the building to be used for public transit layovers, and will allow San Luis Obispo Railroad Museum to install tenant improvements needed to operate the building as a public museum.

The Freight Warehouse Rehabilitation project is approximately 80 percent complete; however the building is currently vacant and must remain so until all safety and accessibility improvements have been completed to allow occupancy. While empty and unused, the historic warehouse is highly vulnerable to graffiti, vandalism, break-ins

LEISURE, CULTURAL & SOCIAL SERVICES

SPRR FREIGHT WAREHOUSE REHABILITATION

and fire damage. Completion and occupancy of the warehouse will allow tenant improvements to be installed and the beginning of public use of the facility. It will also deter the loitering of transients around the building and in the immediate area, a past problem in the railroad area which has led to at least two serious structure fires – both resulting in serious damage to historic buildings.

Until the rehabilitation is complete, building maintenance and security is a significant responsibility borne entirely by the City. With completion of the rehabilitation, occupancy will increase building security and tenants will assume some funding and maintenance responsibilities.

Goal and Policy Links

1. 2009-11 Major Council Goal – Infrastructure Maintenance
2. 2005-07 Financial Plan Appendix B page 266
3. 2005-07 Council Goal
5. 1998 Railroad District Plan
6. Resolution 8820 (1998)
7. 1997 Short Range Transit Plan
8. 1994 Land Use Element of the General Plan

Project Work Completed

MILESTONE	COMPLETED?	COMPLETION DATE
Stabilization of the Foundation & Main Structure	Yes	November 2004
Repair of Structural & Interior Architectural Components	Yes	November 2004
Roof Structural Repairs and Replacement	Yes	November 2004
Exterior Architectural Improvements (painting, windows, doors)	Yes	June 2008

Environmental Review

City planning and building approvals have already been granted, and a negative declaration of environmental impact has been approved. The State Historic Preservation Office has reviewed and approved the project as being consistent with the *Secretary's Standards for the Treatment of Historic Properties*. City Building Permit Numbers 5007 (4-7-08), 22158 (6-11-07), and 19157 (5-17-04) have been issued.

Project Constraints and Limitations

No significant project limitations exist; however, prioritization of staff time will need to occur.

Stakeholders

Public Works staff has been involved in previous projects to rehabilitate this facility and will continue to be involved. Community Development Department staff will also be involved. The Railroad Museum Group and

LEISURE, CULTURAL & SOCIAL SERVICES

SPRR FREIGHT WAREHOUSE REHABILITATION

the transit staff (bus-drivers in particular) as users of the finished facility are also interested in seeing this project completed.

Project Phasing and Funding Sources

The facility already has had an investment of public funds of approximately \$626,000 (\$500K in Transportation Enhancement Act (TEA) funding and \$126K in Community Development Block Grant (CDBG) funds). The following costs list the remaining items to be completed and their associated costs.

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design	105,500					105,500
Construction	496,700	182,000				678,700
Construction Management	20,000	18,000				38,000
Total	622,200	200,000	-	-	-	822,200

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund	57,200					57,200
CDBG	125,000	100,000				225,000
Hind Grant		100,000				100,000
TEA Grant	440,000					440,000
Total	622,200	200,000	-	-	-	822,200

Of the funding budgeted to date, approximately \$567,000 has been spent on prior work. Based on eligibility rules with the TEA grant, approximately \$35,000 of TEA funds are available to support additional work.

The San Luis Obispo Railroad Museum proponents have committed volunteer hours and obtained a commitment of for a \$100,000 donation from The Hind Foundation to assist in completing improvements to the facility.

By making the warehouse publicly accessible, the City will eventually begin to realize both direct sales tax income from the museum gift shop and indirect sales tax income from tourism related to railroad enthusiasts who will visit not only this facility but other places in San Luis Obispo.

Key Project Assumptions

1. Operation and maintenance costs for the Railroad Museum will be the responsibility of the Railroad Museum organization, per the executed agreement with the City of San Luis Obispo. Transit layover facilities and general building maintenance will be the responsibility of the City, with assistance from RTA.
2. The funding available with this request, funds left from prior projects and the proposed donation are adequate for finishing the rehabilitation where it is ready for tenant improvements.

SPRR FREIGHT WAREHOUSE REHABILITATION

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance

Community Development – Building & Planning Divisions

Alternatives

1. ***Deny the Project.*** The consequences of doing nothing would result in loss of the remaining TEA grant funds. The structure would not be usable and the \$567,000 in grant funds invested to date would not be leveraged to deliver this historic building to a functional state.
2. ***Defer or Re-phase the Request.*** The cost of this last phase of rehabilitation could be deferred to subsequent years. However, this means implementation of the Railroad Museum and Railroad District Plan program is deferred and the building is more likely to suffer damage in the interim.
3. ***Change the Scope of the Project.*** The project scope could be amended to only complete portions of the project, however all aspects of this last phase must be in place before the building is ready for the tenant improvements proposed by the Railroad Museum. Until the structure is available for tenant improvements, the structure remains vulnerable to vandalism and the investment to date does not result in a functional, publicly accessible structure. Using only the current TEA funds available it would be possible to complete some small portion of additional work such as the platform railing or the ramp.

Operating Program

Transportation Planning & Engineering

Project Effect on the Operating Budget

Project Management

CIP Administration	100 hours
CIP Inspection	80 hours
CIP Project Engineering	160 hours
Community Development	40 hours

Operation and Maintenance After Project Completion

Future maintenance costs for the SPRR Freight Warehouse will be reduced.

LEISURE, CULTURAL & SOCIAL SERVICES

SPRR FREIGHT WAREHOUSE REHABILITATION

Location Map/Schematic Design

Figure 1

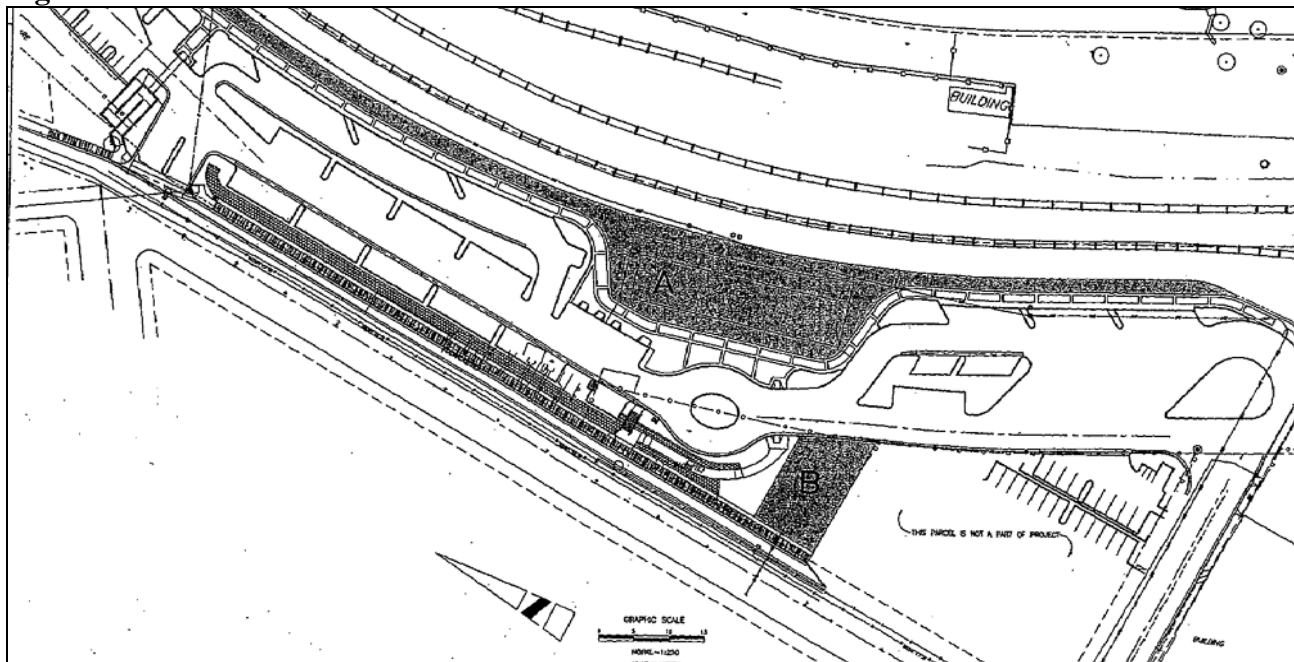
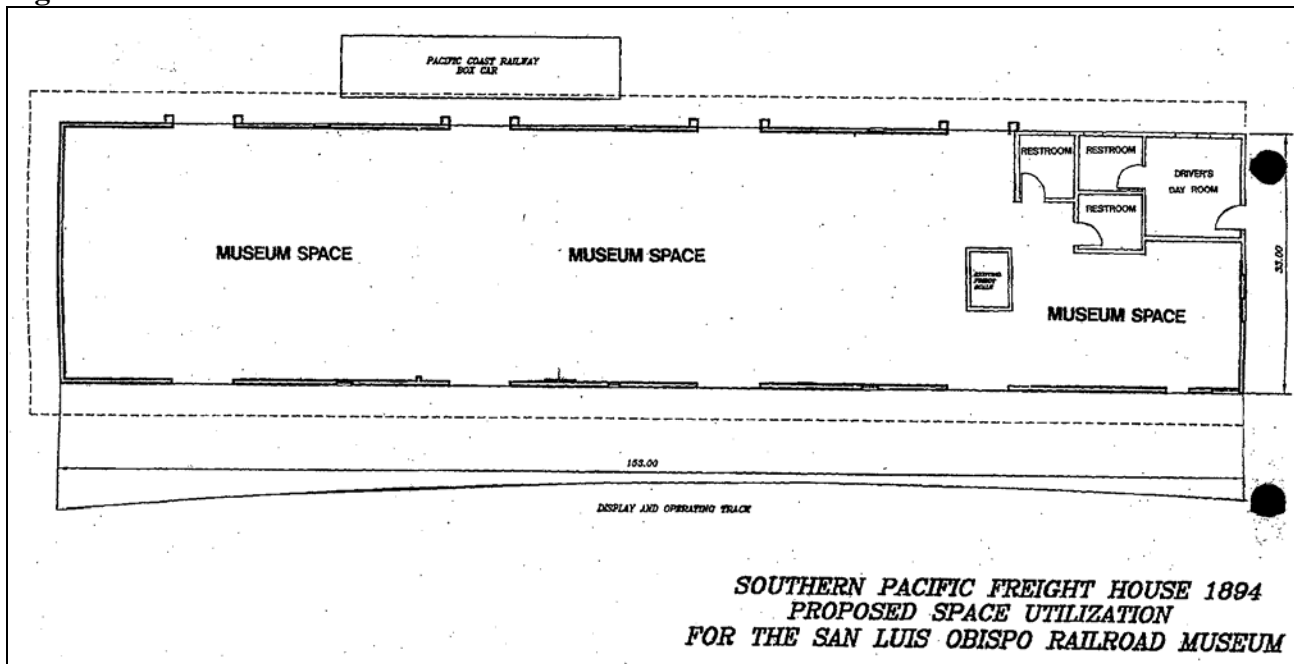


Figure 2



PUBLIC ART

Project Summary

Funding public art at 50% of the City's public art policy level (½% instead of 1%) of eligible construction costs will cost \$15,700 in 2009-10 and \$16,100 in 2010-11.

Project Objectives

Continue funding for public art but at a reduced level given the fiscal challenges facing the City that is the same as private sector requirements.

Existing Situation

Overview. Under the City's public art policy, 1% of the construction component of City capital improvement plan (CIP) projects is to be allocated for public art. Excluded from this 1% requirement are:

1. Underground projects
2. Utility infrastructure projects
3. Projects funded from outside agencies
4. Costs other than construction such as study, environmental review, design, site preparation and acquisition.

Non-residential, private sector improvement projects are also required to include a public art component. While there are some exceptions and the amount varies depending on the size of the project, non-residential private sector projects are generally required to include a public art component with a value that is at least 0.5% of construction costs.

City Projects. Generally, it is preferable for the public art component to be integrated directly into the project. However, in some cases, this is not practical or desirable. In these circumstances, an "in-lieu" contribution may be made to a generic public art account that can be used to fund public art in conjunction with other projects or locations where it can have a greater public benefit than if it was arbitrarily installed with a project to which public art was not well-suited.

To ensure that funds are adequately budgeted for public art regardless of whether public art will be directly incorporated into the project, funds for this purpose are identified separately in the CIP. After the Financial Plan is adopted, the CIP Review Committee will review the approved projects, and make recommendations to the Council regarding the allocation of public art funds to specific projects. This review should be completed by September 2009. Following Council approval, briefings will be held with affected project managers on the most effective process for incorporating public art into their project.

Goal and Policy Links

1. Public Art Policy
2. Public Art Policies and Procedures Manual
3. Financial Plan Policies

Project Work Completed

None.

PUBLIC ART

Environmental Review

The need for significant environmental review of public art projects is unlikely.

Stakeholders

Arts Council
Project Managers assigned public art responsibilities
Community at-large that will enjoy public art

Key Project Assumptions

Funding is based on ½% of construction costs for eligible projects.

Project Phasing, Costs and Funding Sources

The following reflects construction costs for those projects over the next four years that meet the City's requirement for a public art allocation and the resulting public art budget at ½% of eligible costs:

LEISURE, CULTURAL & SOCIAL SERVICES

PUBLIC ART

Construction Costs	2009-10	2010-11	2011-12	2012-13
Sewer Lateral Replacement at Police Annex	25,000			
HVAC Ducting Replacement in Police Station Records Area				36,000
Police Station Parking Lot Maintenance			82,000	
Police Station Exterior Painting			48,000	
Police Station Interior Painting				32,000
Fire Station 3: Shower Stalls and Flooring Replacement	50,000			
Street Reconstruction, Resurfacing and Sealing	1,825,000	1,400,000	1,980,000	2,060,000
Downtown and Gateway Paving	200,000	500,000		
Traffic Safety Report Implementation	25,000	25,000	25,000	25,000
Neighborhood Traffic Management	20,000	20,000	20,000	20,000
Guardrail Improvements				60,000
Prado Road Bridge Deck Maintenance			150,000	
Street Sign Maintenance		60,000	60,000	60,000
Traffic Signal Reconstruction				258,800
Street Light Painting		50,000	25,000	25,000
Downtown Pedestrian Lighting		70,000		70,000
Street Light Replacement: Broad Street	60,000			
Sidewalk Repair	20,000	20,000	20,000	20,000
Sidewalk Accessibility Improvements	135,000	200,000	250,000	250,000
Mission Style Sidewalks	25,000	25,000	25,000	25,000
Comprehensive Directional Sign Program		50,000		
Bicycle Facility Improvements	25,000	25,000	25,000	25,000
Andrews Creek Bypass Channel		330,000		
Silt Removal	125,000	90,000	135,000	225,000
Corrugated Metal Pipe Storm Drain Replacements	260,000	260,000	260,000	260,000
Minor Storm Drain Facilities	25,000	25,000	25,000	25,000
Storm Drain Culvert Repairs	150,000		50,000	
Marsh Street Bridge Rehabilitation			401,500	
Johnson Pump Station Pump Replacement			140,000	
Broad Street Creek Bank Stabilization				35,000
Toro Street Creek Bank Stabilization				50,000
Playground Equipment Replacement			308,600	
Sinsheimer Park Master Plan Implementation				215,000
Laguna Lake Park Master Plan Implementation				83,800
Ludwick Center HVAC Ducting and Economizer				52,000
Exterior Painting: Ludwick and Senior Centers			90,000	
Exterior Painting: Parks and Recreation Building			20,000	
Damon-Garcia Fields Maintenance Building			64,000	
Meadow Park Roof Replacement		40,000		
Mission Plaza Walkway Replacement			65,000	
Warden Bridge Deck Rehabilitation	45,000			
Poinsettia Creek Walk				95,000
Parks Pavement Maintenance			300,000	
Jack House Restroom Building Remodel			195,000	
Sinsheimer Stair Replacement				80,000
Downtown Urban Forest Management	25,000	25,000	25,000	25,000
Olympic Pool Replastering				165,000
Replace T-Bar Ceiling			24,200	
Replace Bath House Roof				62,000
Restroom replacement: Golf Course				220,000
Jack House Fire Sprinklers	43,000			
Jack House Gazebo and Concrete Walkways				80,000
Sealing Exterior Masonry at City County Museum	15,000			
Corporation Yard Fuel Island Rehabilitation				35,000
Corporation Yard Transfer Pit Cover Structure				230,000
City Hall Exterior Painting			30,000	
Total	3,098,000	3,215,000	4,843,300	4,904,600
Public Art @ 0.5%	\$15,700	\$16,100	\$24,200	\$24,500

LEISURE, CULTURAL & SOCIAL SERVICES

PUBLIC ART

Project Funding Source

General Fund

Environmental Review

This will be evaluated on a case-by-case basis, but this is not likely to be a concern.

Project Manager and Department Coordinator

The Director of Parks & Recreation has been assigned overall responsibility for managing the City's art in public places program. Project managers will be assigned by Engineering or the affected operating department on a case-by-case basis after public art projects for 2009-11 are developed in September 2009.

Alternatives

1. ***Increase the allocation level.*** In past years, we have reduced the funding to ½% (2005-07 Financial Plan) and ¾% (2003-05 Financial Plan) due to our tough fiscal circumstances at the time. In the 2007-09 Financial Plan, we returned the funding to the policy level of 1%. Based on our current financial outlook, we do not recommend this option.
2. ***Eliminate funding.*** This would be inconsistent with private sector requirements.

Operating Program

Cultural Services

Project Effect on the Operating Budget

This will depend on the maintenance needs of the public art ultimately installed; however, no significant fiscal impacts are anticipated.

COMMUNITY DEVELOPMENT

GREENBELT ACQUISITION

CIP Project Summary

Completing the Froom Ranch acquisition and participating in one major easement acquisition near Camp San Luis Obispo will cost \$1,072,500 in 2009-10, of which the General Fund's share will be \$322,500 in 2009-10.

Project Objectives

1. **Advance Existing Green Belt Program.** This project will advance the City's existing greenbelt program whose ultimate goal is the preservation of a rural landscape surrounding the City. Since 1996 the City has secured over 6,000 acres of land in fee or easement interest to protect the visual quality, natural environment, recreational use, and agricultural productivity of the City's Greenbelt.
2. **Benefit the Public.** The citizens of the community are the main beneficiaries of this program. It is supported by the business community, environmental organizations, and neighborhood activists. The reason for this is that preserving the community's scenic and natural resource heritage is an important quality-of-life issue, which benefits businesses and residents alike. The community has consistently supported the open space program and this was reflected in the success of Measure Y and the outcome of the recent Goal Setting Workshop.
3. **Critical Linkage.** This project will also set the stage for further expansion of the Irish Hills Natural Reserve and its connection to the Johnson Ranch Open Space, thus creating a 1,500 acre reserve on the City's western border. Further connections are expected to occur through the annexation and development of a portion of the 200 acre Filipponi Ranch, of which 160 acres is expected to be assigned to permanent open space and dedicated in fee to the City.

Existing Situation

Background. Between 1997 and 2003, the Council made annual appropriations into the City's greenbelt acquisition program of approximately \$200,000 per year, plus a one-time special allocation of \$202,500 in 2000, for a total of \$1,402,500 over that six-year period. In July 2003, the Council appropriated \$100,000 in total for the program for the 2003-05 Financial Plan, then made no further allocations until the 2007-09 Financial Plan, when Measure Y monies became available and \$400,000 was once again allocated to the program over two years. Since the inception of the greenbelt acquisition program, the City has also collected an additional \$219,600 in fees that were restricted to open space acquisition and the funds held earned some \$100,000 in interest. Thus, between 1997 and 2009 a total of \$2,222,100 in City funds were made available for fee or easement purchases.

Between July 1997 and the present, the City has made ten major open space purchases totaling \$7,355,000 (there have also been other lands acquired by gift or dedication). Of this, \$5,132,900 represents outside funding. At present, there is approximately \$55,000 remaining in the greenbelt acquisition fund from the 2007-09 Financial Plan allocation. The ability to leverage City allocations to the green belt acquisition program is the critical component of our City's overwhelmingly successful greenbelt acquisition program.

COMMUNITY DEVELOPMENT

GREENBELT ACQUISITION

The City's greenbelt acquisition program funding was set at \$400,000 for 2007-09. Two major acquisitions were begun using these funds

1. The Stenner Ranch easement acquisition was completed in December 2008. In that transaction, \$300,000 in General Fund monies were leveraged with \$350,000 from Federal monies (Army Compatible Use Buffer: ACUB); sale of a surplus piece of City property; and a partial donation from the Stenner Ranch owners.
2. The Froom Ranch acquisition) was brought under a two-year option agreement in July 2008 for an option payment of \$40,000, which will apply to the purchase price if it is completed in timely fashion. Additional City funding and outside fundraising are expected to make up the total needed to complete the Froom Ranch acquisition. There is \$55,000 left in the acquisition fund at this time.

The proposed allocation will continue that history of leveraging, providing the necessary City match to accomplish the Froom Ranch acquisition and one additional easement acquisition in the Greenbelt area between the City of San Luis Obispo and Camp San Luis Obispo. The Froom Ranch acquisition anticipates matching \$300,000 in City funds (including the \$55,000 carried over from 2007-09) with \$400,000 of outside funding. The other acquisition assumes the City matching \$350,000 of Federal (Army Compatible Use Buffer program) monies. Thus for the 2009-11 Greenbelt Acquisition program, \$322,500 of City funding would be leveraged with a total of \$750,000 in outside funding support.

Goal and Policy Links

1. **2009-11 Important Council Objective: Open Space Preservation.** The Council identified Open Space Preservation as an Important Council Objective for 2009-11. This includes continuing efforts to acquire, preserve and protect open space, and develop a master plan for City-owned agricultural land. Implicit in this is the idea that open space lands appropriate for public use will continue to be acquired and made available for appropriate levels of public use.
2. **Prior Major Goal.** Open Space Preservation was a Major City Goal in the 2007-09 Financial Plan, and \$400,000 was appropriated to the effort at that time.
3. **Conservation and Open Space Element (COSE).** This General Plan Element establishes guidelines for land conservation activities around the City, and when acquisition should be by easement or in fee.
4. **Ongoing Efforts Span Financial Planning Periods.** In June 2008, the Council unanimously approved a two-year option agreement (to June 30, 2010) with Phyllis Madonna to purchase 310 acres of the Froom Ranch. At the same time, the Council had approved a potential transaction with the Glick family, which would preserve the 838 acre Stenner Ranch through an agricultural conservation easement. These two projects required more than the funds allocated for the then current two-year Financial Plan. Therefore a logical assumption at the time was that it was the Council's expectation that additional funding would be made available to the project when the time to complete the transaction arrived.
5. **Solid Partnership for Outside Funding Support.** The Land Conservancy of San Luis Obispo County has successfully entered a partnership with the National Guard Bureau to obtain Federal funding support for a program known as the ACUB program. This program is designed to ensure the retention of compatible land uses near military installations in order to protect the mission of the installation. In the case of Camp San Luis Obispo, this means protecting lands as either permanent open space in public ownership or protection of agricultural lands through purchase of easements. In 2007 and again in 2008, the City and Land Conservancy worked together to permanently protect over 1,150 acres of land near Camp San Luis Obispo using funds from the ACUB program, combined with other local funding including City Greenbelt Acquisition funds.

COMMUNITY DEVELOPMENT

GREENBELT ACQUISITION

Thus this program is one with a solid basis to anticipate further fund availability; in fact the Land Conservancy reports that it has already secured funding support in amount of \$350,000 for the Federal 2008-09 fiscal year. City policies support pursuing the use of outside funding support for City programs to the highest degree possible.

Project Work Completed

The City's greenbelt acquisition program is largely driven by volunteerism on the part of landowners. Having funds available to complete a conservation transaction is important, as waiting for funding can lead to changed circumstances that are no longer favorable to the project. One prospective transaction is currently under option with the landowner (until June 30, 2010) and three others involving potential ACUB funding support are being actively investigated.

Environmental Review

Land acquisition for conservation purposes is exempt from the requirements of the California Environmental Quality Act (CEQA); however, all acquisitions must be found to be consistent with the City's General Plan by the Planning Commission and must be approved by the City Council.

Project Constraints and Limitations

There are no significant constraints beyond those imposed by the level of funding.

Stakeholders

The Parks and Recreation Department is kept aware of any developments that may involve fee acquisition of open space lands, especially where public access is, or may be, involved. The Department regularly provides input to the Natural Resources staff in this regard.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Land Acquisition		1,072,500		200,000	200,000	1,472,500
Total	-	1,072,500	-	200,000	200,000	1,472,500

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund		322,500		200,000	200,000	722,500
ACUB Grant		350,000				350,000
Wildlife Conservation Grant		400,000				400,000
Total	-	1,072,500	-	200,000	200,000	1,472,500

COMMUNITY DEVELOPMENT

GREENBELT ACQUISITION

Key Project Assumptions

It is considered reasonably certain that a total of \$750,000 in private, State, and Federal grant funds will be available to match the City's funding during the 2009-11 Financial Plan. In fact, the contemplated projects will not occur if such funding is not forthcoming as anticipated.

Project Manager and Team Support

Project Manager

Natural Resources Manager

Project Team

The City Biologist, Parks and Recreation Ranger staff, and other outside parties (such as the Land Conservancy) will be active in this project. The Community Development Department, the Principal Administrative Analyst, and the Office of the City Attorney will provide supportive roles for any acquisitions.

Alternatives

Fund the Acquisition Program at a Reduced Funding Level. The Council could provide a reduced level of funding for the program. It would be unfortunate to lose the opportunity to leverage funds at a favorable level; however, given the City's financial condition such loss may be unavoidable.

Staff has evaluated this need and concluded that, if the Greenbelt Acquisition program cannot be funded at the full level requested, the ACUB programs would appear to be the features easiest to make up through other potential outside fundraising, and which have the lower level of benefit to the community.

Therefore an alternative funding scenario would be to allocate \$205,000 to the program in total. In this case, the City would be able to complete the Froom Ranch transaction, but would not be able to participate financially in the ACUB transactions. Because the Froom Ranch offers public use of the property, which would not be the case with the ACUB transactions, it is the highest priority acquisition. In addition, the Froom Ranch transaction would set the stage for the joining of the Irish Hills Natural Reserve with the Johnson Ranch Open Space with the annexation and development and conservation of the Filipponi Ranch, which lies between the two open space lands and is anticipated to include a substantial open space dedication component to it.

Operating Program

Natural Resources Protection

Project Effect on the Operating Budget

Project Management

Greenbelt acquisition has generally involved about 50% of the Natural Resources Manager's time.

Operations and Maintenance After Project Completion

Maintenance and operating costs will vary depending upon the nature of the acquisition. Easement acquisitions, for example, may have very minor operational or monitoring needs, whereas a new open space with trails, etc.,

COMMUNITY DEVELOPMENT

GREENBELT ACQUISITION

may involve significant operating expense. In the current situation, it is expected that the Froom Ranch acquisition will result in a modest increase in patrol and maintenance needs for the City Ranger and Natural Resources staffs, extending the time requirements currently being expended on the adjacent Irish Hills Natural Reserve.

COMMUNITY DEVELOPMENT

FROOM RANCH RECREATIONAL DEVELOPMENT AND RESOURCE ENHANCEMENT

CIP Project Summary

Assuming the Froom Ranch acquisition completes in 2009-10, bringing the Froom Ranch Open Space “on-line” and available for the education and enjoyment of our citizens will cost \$30,000 in 2011-12.

Project Objective

This project will permit integration of the Froom Ranch into the public trail system of the Irish Hills Natural Reserve. It will also include limited natural resource enhancements such as erosion control, removal of exotic vegetation, and interpretive and directional signage.

Existing Situation

Background. Presently the City has an option agreement to acquire Froom Ranch. Completion of that purchase is anticipated by the end of the option period, June 30, 2010. The Ranch has been a functioning private ranch for many years and has no “track record” of public use. However, the dense brushland occupying most of the property, and its similarity to the existing and adjacent Irish Hills Natural Reserve provide a reliable prediction for the nature and level of public use of the property once acquired by the City.

There is an existing system of ranch roads, some of which are regularly used. Some have not been used in years and have become trails - these are expected to form the main trail system of the property. Certain roads lend themselves to loops in the existing Irish Hills trail system and these are the projects that will likely be undertaken. Following its acquisition, the next few years will be spent installing the various trail, signage, and natural resource enhancements. Most of the work will be done by trail volunteers, and City funding will primarily go for cost of materials such as lumber. Given the relative positions of the Froom Ranch and Irish Hills Natural Reserve, there is strong community interest in this purchase and in expanding the popular trail system that already exists in the area.

In addition, the property exhibits some resource problems, including erosion in certain areas, past damage to Froom Creek, and the occurrence in some areas of undesirable non-native plants, all of which will be the subject of control programs.

Goal and Policy Links

1. **2009-11 Important Council Objective: Open Space Preservation.** Continue efforts to acquire, preserve and protect open space and develop a master plan for City-owned agricultural land was identified as an Important City Goal for 2009-11 by the City Council. Implicit in this is the idea that open space lands appropriate for public use will be made available for appropriate levels of public use.
2. **Conservation and Open Space Element (COSE):** This General Plan Element provides guidelines for balancing resource protection and permitting public use, and carrying out this project would be consistent with the policies represented within the Element.

Project Work Completed

1. Studies connected to passive recreational development of the property are underway as part of the acquisition project.
2. Citizen groups such as the Central Coast Concerned Mountain Bikers (CCCMB) have indicated their desire and willingness to undertake and oversee the trail system development.

COMMUNITY DEVELOPMENT

FROOM RANCH RECREATIONAL DEVELOPMENT AND RESOURCE ENHANCEMENT

Environmental Review

The City's Conservation Plan program for open space lands allows for the amendment of existing Conservation Plans by the Council when new lands are added to an existing open space as separate item undertaken concurrently with the acquisition process. This involves public input, and formal review of the plan by the Parks and Recreation Commission, Planning Commission, and City Council, as well as environmental review conducted by the Community Development Department. Given the minor extent of improvements needed to integrate the Froom Ranch into the Irish Hills Natural Reserve, it is anticipated that a Mitigated Negative Declaration will be appropriate for the action.

Project Constraints and Limitations

Based upon City experience with other Conservation Plans and their implementation, there are no perceived constraints that might limit implementation or success of the project.

Stakeholders

Conservation Plans for City-owned open space lands are generally completed with full participation of the Parks and Recreation Department. The Conservation Plan process is open to all, and the plan, once prepared, goes through three public hearings at which the public, as well as appointed and elected officials have an opportunity to comment. Implementation in some ways is anticlimactic.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-2010	2010-2011	2011-2012	2012-2013	Total
Construction				30,000		30,000
Total	-	-	-	30,000	-	30,000

Project Funding by Source

General Fund

Key Project Assumptions

Key assumptions are that the Froom Ranch acquisition will be completed in timely fashion and no later than June 30, 2010, and certain specific site planning efforts would commence shortly thereafter. The following year would then see the installation of the great majority of trail improvements and resource enhancements.

Project Manager and Team Support

Project Manager

Natural Resources Manager

Project Team

The City Biologist and the Parks and Recreation staff, specifically the Rangers, are involved in the planning effort currently underway and are expected to be participants in both plan preparation and implementation. Community Development will be involved in the coordination of the environmental review of the Conservation Plan. Citizens

COMMUNITY DEVELOPMENT

FROOM RANCH RECREATIONAL DEVELOPMENT AND RESOURCE ENHANCEMENT

and citizen groups such as the Central Cost Concerned Mountain Bikers (CCCMB) are expected to play a major role in the project as well.

Alternatives

1. ***Deny the Project.*** This will leave the property in its current condition, which is not in keeping with the stated goal of enhancing the recreational experience now enjoyed by the many users of the existing trail system of the Irish Hills Natural Reserve. An undesirable effect might be the establishment of unauthorized or “bootleg” trails that are not properly designed and lead to environmental problems such as erosion or vegetation damage.
2. ***Defer or Re-phase the Request.*** This would have similar consequences as described above.
3. ***Change the Scope of the Project.*** Anticipated trail improvements could be scaled back; however, this again leads to the potential for unauthorized trail construction and resultant damage.

Operating Program

Natural Resources Protection

Project Effect on the Operating Budget

Project Management

This project will require about 5%-10% of Natural Resources staff time to implement. It is not expected that this will impact other aspects of the Natural Resources Program as it has been anticipated that this plan and its implementation would be forthcoming.

Operations and Maintenance After Project Completion

Opening of the Froom Ranch to public use is not expected to significantly increase the need for management and patrol of the property. A more likely response will be adjustment of the routing of such patrol to include the new areas with perhaps less emphasis on the existing areas as their use is well established.

COMMUNITY DEVELOPMENT

PREFUMO CREEK FISH LADDER REDESIGN

CIP Project Summary

Designing and securing the necessary permitting for the reconstruction of the Los Osos Valley Road fish ladder on Prefumo Creek will cost \$30,000 in General Fund monies in 2011-12. The actual ladder construction costs of approximately \$100,000 would come from either State or Federal grant monies in 2012-13.

Project Objectives

1. **Design a “Permittable” Fish Ladder.** The design of a fish passage structure that can be approved by the appropriate agencies is possible to engineer. However, it must be based on the site conditions to receive the permits that allow for actual construction of the structure. To facilitate the permit process, the fish passage criteria set forth by the permitting agencies will be integrated in the design of this ladder. This design will seek to satisfy the State and Federal agency criteria to ensure fish passage for all life history stages so that permitting the project is considerably easier.
2. **Meet an Important Community Goal.** The preservation of steelhead trout in the San Luis Obispo Creek watershed and ensuring their free passage to the pristine, perennial headwaters of Prefumo Creek is an important community goal. The project will replace a dilapidated channel improvement of approximately 150 feet.

Existing Situation

Background. The Land Conservancy of San Luis Obispo County has completed significant fish passage improvement projects both downstream and upstream of the identified area. Access to these sites by anadromous fish is imperative to our regional habitat enhancement efforts.

At the Los Osos Valley Road crossing, Prefumo Creek is carried through a box culvert which differs from a free-span bridge as the creek does not have the ability to adjust its grade naturally over time. The culvert itself is 100-foot long followed by a 50-foot concrete apron which rises approximately 6-feet to match the existing creek bed. There is some downcutting on the downstream side of the culvert because of the concrete nature of the structure. This is also the reason for the installation of the old and existing fish ladder. The ladder acts to concentrate low flows during the summer months to ensure passage is maintained under a wider range of flows. This condition would be factored into the design of the new ladder. The City’s grant funding requests for surveys and studies from State and Federal agencies are not as competitive as implementation projects; thus this CIP project will allow us to complete the planning necessary to apply more favorably for the grant funding necessary to complete the actual construction of the project.

Where Prefumo Creek flows under Los Osos Valley Road, a fish ladder was installed many years ago that is no longer functional. Hydrologic studies need to be completed and engineering plans drawn up before City staff can begin applying for grant funding for implementation and construction of a new fish ladder. This project has been targeted by local California Department of Fish and Game staff as a priority fish passage project because steelhead trout migrate through this section to reach spawning grounds further upstream.

Goal and Policy Links

1. Conservation and Open Space Element. Adopted in 2006; outlines the need for preservation and enhancement of wildlife corridors. This project will develop a plan to ensure the corridor for steelhead is protected and improved.
2. 2009-11 Important Council Objective: Open Space Preservation.

COMMUNITY DEVELOPMENT

PREFUMO CREEK FISH LADDER REDESIGN

Project Work Completed

1. The Land Conservancy of San Luis Obispo County has done extensive work to ensure passage to Steelhead Trout in Prefumo Creek. Two passage improvement projects have been completed downstream and three have been completed upstream.
2. No outside funding has been secured to date, but once the design is developed for this reach of creek, agency support for implementation is anticipated and it could also serve as a possible mitigation measure for City or private projects.

Environmental Review

There will be no complex environmental review with this project because it is planning in nature. Once the design is completed, the agencies will need to review the design and determine if changes need to be made. This will be completed before the permits are applied for to facilitate that process. Permit preparation and review is included in this project workscope.

Project Constraints and Limitations

None are anticipated.

Stakeholders

Non-City stakeholders include State and Federal agencies charged with responsibility for environmental management: the California Department of Fish and Game and the Federal National Marine Fisheries Service.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study				10,000		10,000
Environmental Review				5,000		5,000
Design				15,000		15,000
Construction					100,000	100,000
Total	-	-	-	30,000	100,000	130,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund				30,000		30,000
Grant					100,000	100,000
Total	-	-	-	30,000	100,000	130,000

Key Project Assumptions

It is assumed that this project would be a strong competitor for State or Federal grant monies once the design is finalized.

COMMUNITY DEVELOPMENT

PREFUMO CREEK FISH LADDER REDESIGN

Project Manager and Team Support

Project Manager

City Biologist

Project Team

The project team will be comprised of the City Biologist, Natural Resources Manager, and the firm selected to complete the surveys and fish passage structure design.

Alternatives

1. ***Deny, Defer or Re-phase the Request.*** City staff will have to continue to apply for grant funding from sources that are becoming more competitive and more favorable to on-the-ground projects not projects in the design phase. If this planning and design work is not completed, no passage project can be developed. The design is the foundation to the overall project and must be completed initially.
2. ***Change the Scope of the Project.*** The initial studies of hydrologic conditions are essential to the design of suitable structures, so the scope of the project cannot be decreased. However, additional matching funds for the construction portion of the project could make it more competitive for successful grant funding.

Operating Program

Natural Resources Protection

Project Effect on the Operating Budget

Project Management

Impact on staff resources during the planning stage would be minimal. Most of the time allocated to this project would pertain to permit applications from the respective agencies for construction. Estimated time for this is 200 hours.

Operations and Maintenance After Project Completion

Minimal costs will be associated with the project once completed. Annual monitoring to ensure functionality will require less than 20 hours annually.

COMMUNITY DEVELOPMENT

ANDERSON HOTEL WINDOW REPLACEMENT

CIP Project Summary

Installing twelve new exterior windows on the upper floors of the Anderson Hotel will cost \$35,000 in 2009-10.

Project Objectives

1. Improving the quality of existing affordable housing.
2. Implementing Council adopted priorities for use of Community Development Block Grant (CDBG) funds.
3. Improving energy efficiency and reducing the operating costs of the Anderson Hotel in a manner architecturally compatible with the historic building.

Existing Situation

The existing windows in the Anderson Hotel are single-pane and provide no protection from damaging sun rays and solar heat gain. Windows on two of the building's elevations have already been replaced. This funding proposed will allow for the completion of the window replacement project initiated by the Housing Authority.

Goal and Policy Links

1. The top Council adopted priority for CDBG funding is to develop and *enhance* affordable housing.
2. The Housing Element includes a specific objective to rehabilitate 90 affordable housing units in the City using CDBG, City Affordable Housing Fund and other financial resources (Housing Element Quantified Objectives, Table 6).

Project Work Completed

No project work has been completed to date because under United States Housing and Urban Development Regulations funding cannot be obligated until the environmental review has been approved.

Environmental Review

The project will require review by the State Historic Preservation Office and the City's Cultural Heritage Committee. A federal environmental assessment will need to be prepared for the project. The timeframe for completion of the environment document is August 2009.

Project Constraints and Limitations

The environmental review for the project is expected to be complicated because the Anderson Hotel is a historic building in a flood zone. As a result, additional notification requirements and careful consideration of Federal criteria for treatment of historic properties must be considered. This is considered a project constraint because of the limited funding available for the project.

Stakeholders

The project will be carried out as part of implementing the 2009-10 CDBG Program. The allocation process for CDBG funding includes the Human Resources Commission, the Council and the County Board of Supervisors. The stakeholders also include the Housing Authority, who will be carrying out the project; and the residents of the Anderson Hotel, who will benefit from the project. Other Downtown users will also benefit from the maintenance and improved exterior appearance of this key Downtown building.

COMMUNITY DEVELOPMENT

ANDERSON HOTEL WINDOW REPLACEMENT

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		35,000				35,000
Total	-	35,000	-	-	-	35,000

Project Funding Source: CDBG Fund

Key Project Assumptions

The key assumptions for the project are that it will be executed by the Housing Authority under contract with the City as a sub-recipient of CDBG funding. It is assumed that the budget is sufficient to complete the project, based on cost estimates provided by the Housing Authority.

Project Manager and Team Support

Project Manager. Michael Codron, Housing Programs Manager

Alternatives

1. ***Deny the Project.*** If the project is denied, the City would need to reallocate \$35,000 of CDBG funding for a new, eligible use. The Housing Authority would need to find alternate funding to carry out the project.
2. ***Defer or Re-phase the Request.*** The project could be carried out in a later year, but the City is obligated to timely expenditure of its CDBG funds, so reallocation to another project would be recommended if the project is deferred.
3. ***Change the Scope of the Project.*** The proposed project would complete window replacement at the Anderson Hotel. If less is done with this project, then the Housing Authority would need to find an alternative funding source to complete the window acquisition and installation.

Operating Program

Housing

Project Effect on the Operating Budget

Project Management

Staff resources will include approximately 40 hours of time preparing the environmental review, contracts for allocating the funding, inspections and oversight. These hours are eligible for reimbursement under the City's 20% allowance for CDBG administration.

Operations and Maintenance After Project Completion

1. There will be no on-going costs associated with the project once it is completed.

COMMUNITY DEVELOPMENT

ANDERSON HOTEL WINDOW REPLACEMENT

2. Cost savings will be realized by the Housing Authority in relation to the improved energy efficiency of the proposed window installation.

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING DESIGN PICKUPS

CIP Project Summary

Replacing one compact pickup with a compact extended cab pickup in 2009-10 will cost \$23,500.
Replacing one full size ½ ton pickup with a compact extended cab pickup in 2011-12 will cost \$24,300.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are used daily by Public Works and Community Development staff based at 919 Palm Street for work on design and project review work. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Suitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Compact standard cab to compact extended cab pickup

This pool vehicle is unassigned and used by multiply employees on request in Public Works and Community Development for field work and training travel. Staff initially requested that the compact pickup be replaced with a standard cab, full size pickup to better accommodate multiple persons with tools and paperwork needing to be transported into the field. Staff was shown the extended cab compact pickup that has become the standard model type used for the CIP Inspectors. They agree that a compact, extended cab pickup with the additional storage will provide sufficient passenger and cargo space for the intended use. This pickup replacement was approved in the 2007-09 Financial Plan.

Standard cab ½ ton pickup to compact extended cab pickup

Similarly, this pool vehicle is unassigned and used by multiply employees on request in Public Works and Community Development for field work and training travel. Staff initially requested that the full size standard cab pickup be replaced in kind with a similar size pickup to better accommodate multiple persons with tools and paperwork needing to be transported into the field. Staff was shown the extended cab compact pick which has become the standard model type used for the CIP Inspectors. They agree that the extended cab and addition storage will provide sufficient cargo space for the intended use. This pickup replacement was approved in the 2007-09 Financial Plan.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING DESIGN PICKUPS

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management polices and operational needs, and researched pricing through the State’s cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

Project Constraints and Limitations

No project constraints or limitations exist.

Stakeholders

CIP Project Engineering staff, Transportation Planning & Engineering staff, Community Development staff and Fleet Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition		23,500		24,300		47,800
Total	-	23,500	-	24,300	-	47,800

Project Funding Source

General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs will increase by 2% annually from 2007-08 “benchmark” costs.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Deputy Director of Public Works

Fleet Maintenance Supervisor

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING DESIGN PICKUPS

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

Engineering Development Review (50400)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Engineering Staff	8
Fleet Maintenance Staff	16
Public Works Administration	8

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2009-10	2011-12
City Fleet Number	9907	9909
Vehicle Type	*pickup	*pickup
Make	Ford	Ford
Model	Ranger	F150
Model Year	1996	1997
Date Entered City Service	1999	1999
Odometer Reading at 11-01-08	65,500	47,601
Replacement Guidelines		
Target: Years and Mileage	11/90,000	11/90,000
Projected at Replacement:	13/70,600	14/56,000
Replacement Cost		
Base Unit	\$16,900	\$16,900
Accessories & Other Costs	\$2,300	\$2,300
Special Painting/Striping	\$100	\$100
Radio	\$2,000	\$2,000
Inflation adjustment	\$0	\$852
Delivery	\$300	\$300
Sales Tax	\$1,855	\$1,855
Total	\$23,455	\$24,307

Total: 2009-10 **\$23,500** **Total: 2011-12** **\$24,300**

* Proposed change in vehicle type: see "Existing Situation" explanation.

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING INSPECTION PICKUPS

CIP Project Summary

Replacing two full-size standard cab pickups with compact extended cab pickups in 2011-12 will cost \$48,600. Replacing one full-size standard cab pickup with a compact extended cab pickup in 2012-13 will cost \$24,700.

Project Objectives

1. Comply with fleet replacement policy.
2. Keep maintenance costs reasonable.
3. Provide safe and productive work environment.

Existing Situation

The existing vehicles are utilized by Capital Improvement Program (CIP) Engineering staff based at 919 Palm Street. These vehicles are used daily by engineering inspection staff working on Capital Improvement Projects. The decision to replace is based on a combination of the following factors:

1. Actual miles of operation compared to replacement miles in Fleet policy.
2. Actual years of operation compared to expected years in Fleet Policy.
3. Suitability of the equipment for current use.
4. Review of mechanical condition and history by Fleet Supervisor and operating Department users.
5. Evaluation of maintenance costs by Fleet Supervisor and operating Department users.

Full size standard cab to compact extended cab pickups

Public Works Construction Inspectors work primary in the field which requires them to have what amounts to a mobile office. Traditionally these construction inspectors have used full size, standard cab pick ups. Standard cab pickups have proven to be lacking in ability to carry not only specialty equipment but also a high volume of paperwork such as specification books, plan sets, change orders, logs, etc. which need to be secured, kept organized and be easily accessible.

Engineering Inspectors recently replaced two trucks with compact, extended cab models with rear opening doors. These have provided good working room and sufficient storage space in a vehicle design that has a smaller footprint that is easier to park and is more fuel efficient. After consulting with inspection staff, the Fleet Supervisor and Construction Manager agrees that compact, extended cab pick ups with an extra pair of behind seat access doors are the best configuration to meet the needs of inspection staff.

Goal and Policy Links

1. Fleet Management Policy, section 405 of the Financial Management Manual
2. Fleet Operating program goal to provide safe, efficient, and reliable vehicles and equipment.

Project Work Completed

The fleet manager has evaluated the condition of the proposed fleet replacements for conformance with fleet management policies and operational needs, and researched pricing through the State's cooperative purchasing program or other sources.

Environmental Review

No environmental review is required.

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING INSPECTION PICKUPS

Project Constraints and Limitations

There are no project constraints or limitations.

Stakeholders

CIP Engineering staff, Inspectors and Fleet Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				48,600	24,700	73,300
Total	-	-	-	48,600	24,700	73,300

Project Funding Source: General Fund

Key Project Assumptions

1. Vehicle replacement costs are based on existing State cooperative purchasing prices.
2. Vehicle costs are adjusted by 2% annually from the 2009-11 “benchmark” cost.
3. Vehicle miles at the time of replacement are projected assuming the same proportional usage rate in the future as year-to-date age and usage.

Project Manager and Team Support

Project Manager

Fleet Maintenance Supervisor

Project Team

Construction Engineering Manger

Fleet Maintenance Supervisor

Alternatives

Deny, Defer or Re-phase the Request. This will lead to proportionally higher costs for maintenance and operation reflected in the program budgets for Fleet Maintenance and the Department using the equipment.

Operating Program

CIP Project Engineering (50410)

Project Effect on the Operating Budget

Project Management

Responsible Staff	Hours
Engineering Staff	16
Fleet Maintenance Staff	32
Public Works Administration	16

COMMUNITY DEVELOPMENT

FLEET REPLACEMENT – CIP ENGINEERING INSPECTION PICKUPS

Operations and Maintenance After Project Completion

Typical annual costs for preventative maintenance such as oil/filter changes, inspections, plus as-needed replacement of wear parts such as tires, batteries, brakes, filters, lamps, and fuses. No cost savings is anticipated

Description of Replacement Units

Replacement Fiscal Year	2011-12		2012-13
City Fleet Number	9906	9905	0024
Vehicle Type	*pickup	*pickup	*pickup
Make	Ford	Ford	Ford
Model	F150	F150	F150
Model Year	1997	1998	1999
Date Entered City Service	1999	1999	2000
Odometer Reading at 11-01-08	65,000	86,103	77500
Replacement Guidelines			
Target: Years or Mileage	11/90,000	11/90,000	11/90,000
Projected at Replacement:	14/86,000	13/108,300	13/93000
Replacement Cost			
Base Unit	\$16,900	\$16,900	\$16,900
Accessories & Other Costs	\$2,300	\$2,300	\$2,300
Special Painting/Marking	\$100	\$100	\$100
Radio	\$2,000	\$2,000	\$2,000
Inflation Adjustment	\$852	\$852	\$1,278
Delivery	\$300	\$300	\$300
Sales Tax	\$1,864	\$1,864	\$1,864
Total	\$24,316	\$24,316	\$24,742

Total: 2011-12 \$48,600

Total: 2012-13 \$24,700

* Proposed change in vehicle type: see "Existing Situation"

GENERAL GOVERNMENT

TECHNOLOGY INFRASTRUCTURE

CIP Project Summary

Maintaining the City's technology infrastructure will cost \$125,000 for switch replacement in 2010-11 and \$400,000 for replacement/upgrade of the storage area network in 2011-12.

Project Objectives

1. Ensure reliable technology operations.
2. Meet the electronic storage needs of the City.
3. Provide for future growth of electronic information.
4. Improve network performance.
5. Increase productivity.

Existing Situation

Core Switch Replacement. The core switch of the City's network is an Extreme Networks BlackDiamond installed in 2003. Extreme Networks will stop supporting our core switch in 2010. After 2010, we will not be able to maintain the 24/7, 4 hour response time maintenance agreement with Extreme Networks.

As the core of the City's network, all network services are dependent upon the reliability of this switch. If the core switch were to fail, we would lose most of the network services that are relied upon by all City departments. Additionally, our current BlackDiamond is also unable to take advantage of newer technologies that provide increased bandwidth, performance and user productivity.

Storage Area Network (SAN). The City's current NetApp-based SAN capacity is 8 Terabytes. The SAN is currently at 80% of capacity. Information Technology (IT) has implemented a number of extensive data reduction strategies but IT does not believe they will take the City through 2009-11 without a major SAN upgrade. The City's current system has already been upgraded to its maximum capacity. By 2011-12, the SAN will be over eight years old, which is beyond the technological estimate useful life of systems like this of five to seven years.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. Adopted Budget and Fiscal policies to use capital investments to improve productivity.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

Other than cost, there are no significant project constraints or limitations.

Stakeholders

Information Technology, all City network users, and all City website users.

GENERAL GOVERNMENT

TECHNOLOGY INFRASTRUCTURE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition						
Core Switch			125,000			125,000
Storage Area Network				400,000		400,000
Total	-	-	125,000	400,000	-	525,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund			106,100	340,000		446,100
Water Fund			7,500	24,000		31,500
Sewer Fund			6,300	20,000		26,300
Parking Fund			3,800	12,000		15,800
Transit Fund			1,300	4,000		5,300
Total	-	-	125,000	400,000	-	525,000

Key Project Assumptions

Network storage will grow at projected rates.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff

Alternatives

1. **Deny the Project; Defer or Re-phase the Request.** The City will have to find ways to further reduce organization-wide data storage. Based upon our extensive experience to-date, it is unlikely that the City can significantly reduce current and projected data storage needs and still provide reasonable access to mission-critical data. Maintenance costs will also increase as the SAN ages. After 2010, we may not be able to obtain spare parts for our core switch and any failures would take at least several days to recover from.
2. **Change the Scope of the Project.** While we can defer these upgrade, there are no cost-effective, reasonable scoping options.

GENERAL GOVERNMENT

TECHNOLOGY INFRASTRUCTURE

Operating Program

Information Technology

Project Effect on the Operating Budget

Project Management

Information Technology Staff

Switch Replacement: 200 hours

SAN Replacement: 400 hours

Operations and Maintenance After Implementation

No direct ongoing fiscal impacts are likely after making these improvements. However, productivity should increase.

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY DISASTER PREVENTION AND RECOVERY PLAN

CIP Project Summary

Updating the information technology disaster prevention and recovery plan will cost \$40,000 in 2011-12.

Project Objectives

1. Protect the City in the event that all or part of its information technology (IT) operations and/or systems are rendered unusable.
2. Establish procedures for recovery of critical business functions and IT systems in the event of disasters or emergencies.
3. Identify the impact of potential losses, maintain viable recovery strategies and plans, and ensure the continuity of services.
4. Ensure the plan is workable.

Existing Situation

The current IT disaster recovery plan was written in 1999 in preparation for “Y2k.” Since that time, the information technology landscape and the City’s IT operations have changed significantly, rendering the plan outdated and obsolete. Given the increased number of critical business functions that are dependent on technology, the City needs to revisit and update the IT disaster recovery plan. The plan needs to define the resources, actions, tasks and data required to manage a technology recovery effort – and prevent IT “disasters” from occurring to begin with. Department business processes and continuity needs must be documented and analyzed along with preventions against disasters. The plan should consist of precautions to minimize the effects of the disaster and discuss how to maintain or quickly resume mission-critical functions.

This plan update was previously approved in the 2007-09 Financial Plan. However, funding was deleted as part of the “short-term budget actions” approved by the Council on September 30, 2008.

Goal and Policy Links

1. 2007-12 Capital Improvement Plan.
2. Information Technology disaster recovery plan goal of updating the plan at least every four years.

Project Work Completed

None

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

No project constraints or limitations.

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY DISASTER PREVENTION AND RECOVERY PLAN

Stakeholders

1. City departments will be asked to analyze and document their technology business processes and continuity needs.
2. The Fire Chief and/or designee will be interested in the plan from an Emergency Operations Center (EOC) perspective.
3. Citizens will be affected by the City’s ability to maintain or quickly resume mission-critical functions.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study/Design				40,000		40,000
Total	-	-	-	40,000	-	40,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund				34,400		34,400
Water Fund				2,300		2,300
Sewer Fund				1,800		1,800
Parking Fund				1,100		1,100
Transit Fund				400		400
Total	-	-	-	40,000		40,000

Key Project Assumptions

Information Technology staff will take the lead in developing this plan with oversight, counsel and advice from a qualified consultant. The Fire Chief and/or designee will be asked for guidance and to review the written plan from an EOC perspective.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff
 Fire Chief and/or designee
 Department representatives as needed

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY DISASTER PREVENTION AND RECOVERY PLAN

Alternatives

1. ***Deny the Project.*** Given that the technology disaster recovery plan is obsolete and outdated, the City's ability to effectively perform during a disaster will be compromised.
2. ***Defer or Re-phase the Request.*** The proposed phasing schedule could be modified; however, the outdated technology disaster recovery plan will affect the City's effectiveness during a disaster.

Operating Program

Information Technology (25300)

Project Effect on the Operating Budget

Project Management

Information Technology Staff – 500 hours
Fire Chief and/or designee – 40 hours
Department representatives – 40 hours each

Operations and Maintenance After Implementation

There are no direct ongoing fiscal impacts associated with preparing the plan. However, it is likely that the plan will make recommendations for IT operational improvements, which if implemented, could have significant ongoing cost impacts.

GENERAL GOVERNMENT

FIREWALL AND VIRTUAL PRIVATE NETWORK REPLACEMENT

CIP Project Summary

Replacing City Hall and Police firewalls and Virtual Private Network (VPN) equipment will cost \$85,000 in 2012-13.

Project Objectives

1. Safeguard the network.
2. Maintain network integrity using the latest firewall technology.
3. Provide secure remote connections to the City's network.
4. Improve network volume and data transmissions.

Existing Situation

The City has two firewalls: one at City Hall and another at Police, which protect our sensitive information and mission critical applications from unauthorized access. The firewalls are an integral part of the City's network security strategy and are selective barriers that let local "in-house" traffic out but only let friendly "outside" traffic in. Since the City handshakes with many outside agency networks, including the Internet, maintaining a secure network is a must for the well-being of the City's network and critical business operations..

The City also has two VPN appliances: one at City Hall and another at Police. The Police VPN appliance must meet Federal Information Processing Standard (FIPS) certification in order to receive approval from the California Department of Justice (DOJ) to transmit California Law Enforcement Telecommunication Systems (CLETS) data. These VPN appliances provide secure, encrypted, wired, and wireless connections between remote users and the City's network services. Public safety relies on VPN connections to connect their mission critical mobile data computers to the City's network.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. 2001-05 Information Technology Strategic Plan.

Project Work Completed

None

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

No project constraints or limitations.

GENERAL GOVERNMENT

FIREWALL AND VIRTUAL PRIVATE NETWORK REPLACEMENT

Stakeholders

Information Technology
Public Safety for compliance with Department of Justice requirements
Cal Poly and County for secure network connectivity
City Departments who rely on Internet access and outside resources

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition					85,000	85,000
Total	-	-	-	-	85,000	85,000

Project Funding by Source

General Fund

Key Project Assumptions

None.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff

Alternatives

1. **Deny the Project.** Denying the replacement of the City Hall and Police firewalls and VPN equipment will diminish Information Technology's ability to secure the network from unauthorized access. New attacks continually surface that eventually, staff will be unable to protect against.
2. **Defer or Re-phase the Request.** The current replacement guideline is based on several factors including: increased downtime due to age after this point; and technological obsolescence, which will decrease network security.

Operating Program

Information Technology

GENERAL GOVERNMENT

FIREWALL AND VIRTUAL PRIVATE NETWORK REPLACEMENT

Project Effect on the Operating Budget

Project Management

Information Technology Staff – 240 hours

Operations and Maintenance After Implementation

No direct ongoing fiscal impacts are likely after making these improvements.

GENERAL GOVERNMENT

FOX PRO APPLICATION CONVERSION

CIP Project Summary

Converting FoxPro application user interfaces to Microsoft .NET will cost \$185,000 in 2011-12 and \$185,000 in 2012-13.

Project Objectives

1. Upgrade custom user interfaces to a Common Language Infrastructure.
2. Move to a more Open Architecture based programming environment.
3. Provide more user friendly custom user interfaces.

Existing Situation

The City currently uses Visual FoxPro as the user interface software for a wide-range of mission-critical applications throughout the organization, including land use inventory, GIS, payroll timecards and work orders. Microsoft has stated that Visual FoxPro will not be part of the Microsoft NET framework and there will not be any further versions released. Support for Visual FoxPro however will continue through 2015. By moving to a “Common Language Infrastructure,” the City will future proof its custom applications by making them able to interface with software libraries and resources written in programming languages other than the programming language of the custom applications. The ability to interface multiple programming languages also alleviates the current constraint of needing a programmer that knows a specific language to maintain the City’s custom applications.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. 2001-05 Information Technology Strategic Plan and related policies of standardizing on Microsoft applications whenever possible.
3. Adopted Budget and Fiscal policies to use capital investments to improve productivity.
4. Information Technology goal of using technology to improve productivity and customer service.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

No project constraints or limitations.

Stakeholders

Information Technology staff and key department users of FoxPro applications.

GENERAL GOVERNMENT

FOX PRO APPLICATION CONVERSION

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Acquisition: Software Conversion				185,000	185,000	370,000
Total	-	-	-	185,000	185,000	370,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund				151,000	151,000	302,000
Water Fund				17,000	17,000	34,000
Sewer Fund				17,000	17,000	34,000
Total	-	-	-	185,000	185,000	370,000

Key Project Assumptions

- Utility work orders, water conservation, and waste water/pretreatment FoxPro applications for Utilities will be converted to Microsoft .NET as well as 29 current FoxPro applications will also be converted to Microsoft .NET.
- The cost to convert all current FoxPro applications will average \$11,500 each.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff and key department users of FoxPro applications

Alternatives

- Deny the Project.** The City could continue to use its FoxPro applications; however those applications will probably not be able to run in Microsoft operating systems released after 2015.
- Defer or Re-phase the Request.** This is expected to be a long project and the costs will only increase as the City continues to build upon and rely on its FoxPro applications. The project could also be phased over three to four years.
- Change the Scope of the Project.** The City could choose to not convert all current FoxPro applications.

GENERAL GOVERNMENT

FOX PRO APPLICATION CONVERSION

Operating Program

Information Technology

Project Effect on the Operating Budget

Project Management

Information Technology Staff – 240 hours

Operations and Maintenance After Implementation

No direct ongoing fiscal impacts are likely after making these improvements.

SHAREPOINT ELECTRONIC ENTERPRISE CONTENT MANAGEMENT

CIP Project Summary

More efficiently managing electronic content in the City's Microsoft infrastructure by implementing SharePoint will cost \$65,000 in 2011-12.

Project Objectives

1. Upgrade our website software (FrontPage) that was discontinued in 2006.
2. Provide tools to increase interactivity of the City's website and Intranet.
3. Provide tools to support business document workflow.
4. Provide version control tools for files.
5. Provide official "document of record" repositories.
6. Enable users to safely and efficiently work together on creating documents.
7. Integrate with the City's current software and business practices.
8. Provide information technology (IT) staff with tools to more efficiently manage the City's growing archive of electronic data.

Existing Situation

The City currently uses Microsoft FrontPage 2003 to create and maintain content on the City's website and Intranet. Microsoft discontinued FrontPage at the end of 2006 and created SharePoint Designer as the successor product. Microsoft created SharePoint Designer to specifically address the problems of multiple users working on the same content. By upgrading to SharePoint Designer, the City will be able to more easily create compelling sites tailored specifically to the City's needs.

The same SharePoint tools that allow multiple users to update and maintain the website and Intranet can also be used to easily share documents in a secure environment. Currently the City uses the Microsoft Office products to create and edit files. The stand alone Microsoft Office products are designed around the paradigm of one person creating a file; one person using a file; and each file "owned" by one person. There is only limited support for sharing and collaboration tools. The tools that are available rely on the honor system and do not provide "fool-proof" protections.

However, the paradigm that the City is moving towards is one where multiple people need to author a file; electronic forms and templates are common place; and multiple people must edit, revise, and update the same file. Teamwork is also increasingly important and necessary in order to accomplish City goals and projects. This push for increased teamwork must be matched with team based electronic tools. In order to adapt to this new paradigm the City must increase the capability of the tools the City uses to create, edit and manage electronic information.

By adding the capabilities of Microsoft SharePoint to our existing Microsoft infrastructure, the City will obtain advanced collaboration, business document workflow, version control and file management tools. These tools will directly integrate with the City's current Microsoft Office products and provide the tools to support working in an electronic team-based, collaborative environment.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. 2001-05 Information Technology Strategic Plan.
3. Adopted Budget and Fiscal policies to use capital investments to improve productivity.
4. Information Technology goal of using technology to improve productivity and customer service.

GENERAL GOVERNMENT

SHAREPOINT ELECTRONIC ENTERPRISE CONTENT MANAGEMENT

Project Work Completed

Quotes based on the State of California's Microsoft Select agreement are reflected in the project phasing.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

No project constraints or limitations

Stakeholders

Information Technology staff will hire a SharePoint trainer, coordinate training with all City departments and assist all City departments to integrate Microsoft SharePoint into their business processes. City "websters" will be included in all parts of the project relating to the website and Intranet.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Training				20,000		20,000
Hardware Acquisition				7,000		7,000
Software Acquisition				38,000		38,000
Total	-	-	-	65,000	-	65,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund				55,900		55,900
Water Fund				3,800		3,800
Sewer Fund				3,000		3,000
Parking Fund				1,700		1,700
Transit Fund				600		600
Total	-	-	-	65,000	-	65,000

GENERAL GOVERNMENT

SHAREPOINT ELECTRONIC ENTERPRISE CONTENT MANAGEMENT

Key Project Assumptions

Hardware cost is for a Sharepoint application server.

Software cost is based on:

1. 150 users (managers and key staff members) needing access to “document of record” repositories, electronically approving business documents and centrally managing information policies.
2. 65 users (current FrontPage users) able to create shared electronic workspaces.
3. Sharepoint application server software.

Training costs are based on our past experience in rolling-out similar organization-wide software changes.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff

Alternatives

1. ***Deny the Project.*** The City will continue using tools developed for a single user paradigm in a multiple user environment with continued partial success.
2. ***Defer or Re-phase the Request.*** The City will be unable to take advantage of newer software tools designed for a multiple user environment.
3. ***Change the Scope of the Project.*** Software acquisition costs could be scaled back to \$5,000 if the City only acquired the SharePoint collaboration tools (and not the full package as recommended). Funding could also be increased to \$110,000 allowing all workstations to be loaded with these advanced collaboration and enterprise content management tools.

Operating Program

Information Technology

Project Effect on the Operating Budget

Project Management

Information Technology Staff – 300 hours

Operations and Maintenance After Implementation

No direct ongoing fiscal impacts are likely after making these improvements. However, productivity should increase.

GENERAL GOVERNMENT

OFFICE APPLICATION SOFTWARE REPLACEMENT

CIP Project Summary

Improving productivity and usability by upgrading the City's Microsoft Office suite to the latest version available will cost \$250,000 in 2011-12.

Project Objectives

1. Improve interoperability between the City and outside agencies.
2. Improve customer service by allowing the public to send in a wider variety of file types.
3. Increase productivity by providing training to utilize new tools.
4. Improve network security by ensuring regular security patch updates.
5. Provide better e-mail and communication tools.

Existing Situation

The City currently uses Microsoft's Office 2003 suite of applications to create and edit documents, spreadsheets and presentations. Microsoft will end all support on January 14, 2014. Once support ends Microsoft, will stop providing security updates. It is also unlikely that Microsoft will not support running the Office 2003 suite on its next operating system after Vista.

Microsoft's current Office 2007 suite changed the default file formats used by the applications. These new file formats are not backwards compatible with Office 2003. These incompatibilities are already impacting the City's ability to interact with the public, contractors, and outside agencies. Microsoft does provide a file format conversion program; however, it does not convert all features. When the next successor version for Office 2007 suite is released, it is expected that the Office 2007 file formats will be retained and possibly made more incompatible with Office 2003.

By deferring Office suite upgrades to 2011-12, our intent is to skip the Windows Vista/Office 2007 upgrade in its entirety; and implement a more mature version of the successor platform.

Goal and Policy Links

1. Financial Plan productivity policy that recognizes the importance of new technology and related capital investments in improving productivity.
2. Adopted Budget and Fiscal policies to use capital investments to improve productivity.
3. Information Technology goal of using technology to improve productivity and customer service.
4. Information Technology Strategic Plan goal of staying concurrent with changes in technology.

Project Work Completed

Quotes based on use of cooperative purchasing via the State of California's Microsoft Select agreement are reflected in the project phasing.

Environmental Review

No environmental review is needed.

GENERAL GOVERNMENT

OFFICE APPLICATION SOFTWARE REPLACEMENT

Project Constraints and Limitations

Along with cost concerns, this upgrade will require extensive planning and coordination of user training to ensure a smooth transition to a significantly different desktop operating environment and office applications than our users are accustomed to at this time.

Stakeholders

Information Technology staff will hire a Microsoft Office trainer, coordinate training with all City departments and assist all City departments to integrate the new Microsoft Office applications into their business processes.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Training				60,000		60,000
Software Acquisition				190,000		190,000
Total	-	-	-	250,000	-	250,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund				215,000		215,000
Water Fund				14,700		14,700
Sewer Fund				11,500		11,500
Parking Fund				6,500		6,500
Transit Fund				2,300		2,300
Total	-	-	-	250,000	-	250,000

Key Project Assumptions

Software cost is based on:

1. The next version of Microsoft Office being able to run on Windows XP SP2 computers.
2. 400 computers running Microsoft Office.
3. 350 users that need training.
4. 550 Exchange e-mail boxes.
5. Current cooperative purchasing pricing.

Training costs are based on our past experience in rolling-out similar organization-wide software changes and the existing level of organization wide training available for in-depth training.

GENERAL GOVERNMENT

OFFICE APPLICATION SOFTWARE REPLACEMENT

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff

Alternatives

1. ***Deny the Project.*** The City will continue using the same Microsoft Office suite. As the City's software gets older it will be increasingly difficult to work with newer documents and spreadsheets from outside the City. In addition to compatibility concerns, the City will not be able to capitalize on productivity improvements that upgraded software are likely to bring.
2. ***Defer or Re-phase the Request.*** Same consequences as denying the project.
3. ***Change the Scope of the Project.*** Only key computers and users could be upgraded to the next Microsoft Office suite. However this could cause internal incompatibility problems as those key computers and users create documents that the rest of the City is unable to work with.

Operating Program

Information Technology (25300)

Project Effect on the Operating Budget

Project Management

Information Technology Staff – 500 hours

Operations and Maintenance After Implementation

No direct ongoing fiscal impacts are likely after making these improvements. However, productivity should increase.

INFORMATION TECHNOLOGY STRATEGIC PLAN

CIP Project Summary

Updating the 2001-05 Information Technology Strategic Plan on a comprehensive basis will cost \$250,000 in 2012-13.

Project Objectives

1. Guide our acquisition and support of information technology resources from 2013 and after.
2. Prioritize and identify costs for new initiatives.
3. Serve as the blueprint for the City's two-year operating budget and four-year capital improvement plan (CIP) as part of the 2013-15 Financial Plan.
4. Improve the effectiveness and efficiency of the City's information technology (IT) operations.
5. Improve data access and systems integration.
6. Improve productivity, customer service and public access to City information.

Existing Situation

The City last adopted a comprehensive IT Strategic Plan in 2001, which covered the four-year period of 2001-05. In addition to recommending organizational and system support strategies, the plan identified the following three "strategic initiatives," listed in priority order:

1. Voice and data communications
2. Wireless and fiber
3. Systems and networks

Because of the City's increasing use of technology in improving productivity, customer service and public access to City information, as well as the changing nature of the technology industry, we should review this key element of City operations on a comprehensive basis at least every four to six years. Although this work effort should have been scheduled for 2005-06, the soonest we recommend a comprehensive update at this point is 2012. On one hand, we have completed – or are in the process of completing –virtually all of the major initiatives in the 2001 plan, such as our telemetry system, radio system, financial management system, dispatch center, applications and network software, "e-government," technology infrastructure and "Voice over IP" telephone system.

On the other hand, it has been eight years since our last update; with the proposed phasing will be close to 14 years between plans. An updated plan will assess current strengths and weaknesses in our overall use of information technology and prioritize recommendations for improvement. It is likely that an updated plan will focus on connectivity and communication issues such as wireless communications and data security. It is also likely that the plan will focus on expanded uses of the Internet in improving service delivery to our community and strategies for improved sharing of data and enterprise-wide approach to database management.

Goal and Policy Links

1. 2007-09 Financial Plan Appendix B page 514 – Information Technology Strategic Plan
2. IT Strategic Plan goal of updating the plan at least every four to six years.

Project Work Completed

None.

GENERAL GOVERNMENT

INFORMATION TECHNOLOGY STRATEGIC PLAN

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

Other than resources, there are no significant project constraints or limitations.

Stakeholders

City departments, surrounding public agencies and community at-large (especially in the case of “e-government” applications)

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study/Design					250,000	250,000
Total	-		-	-	250,000	250,000

Project Funding by Source

	<i>Project Funding Sources</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
General Fund					210,700	210,700
Water Fund					16,000	16,000
Sewer Fund					14,300	14,300
Parking Fund					7,700	7,700
Transit Fund					1,300	1,300
Total	-	-	-	-	250,000	250,000

Key Project Assumptions

The last comprehensive evaluation of the City’s IT strategic needs cost \$300,000 in 2000. This request assumes a similar cost based on the 12 years that will have occurred since then, offset by a similar but more focused workscope.

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Information Technology staff, Senior Managers and Application Administrators

INFORMATION TECHNOLOGY STRATEGIC PLAN

Alternatives

1. ***Deny the Project.*** Given that technological obsolescence will impact the productivity of the departments and users on the wide area network, this is not recommended.
2. ***Defer or Re-phase the Request.*** The proposed phasing could be modified to a time-frame beyond 2012-13; however, this will be at least 15 years between strategic plans.
3. ***Prepare the plan in-house.*** There are two key reasons for using an outside professional for this work:
 - a. If performed in-house, this would be a major staff project consuming considerable resources. Given current workloads and other high-priority projects, there would be several adverse impacts if we tried to prepare this plan in-house: basic day-to-day core services would suffer; other projects that require direct staff involvement would be deferred; and the plan would not be prepared as timely.
 - b. We will benefit from a fresh, independent perspective in evaluating the effectiveness of our current operations and systems, and in providing us with advice on “where to from here.”

Operating Program

Information Technology

Project Effect on the Operating Budget

Project Management

Significant staff resources will be required from all City departments.

Operations and Maintenance After Implementation

There are no direct ongoing fiscal impacts associated with preparing the plan. However, it likely that the plan will make recommendations for IT operational improvements, which if implemented, could have significant ongoing cost impacts.

GENERAL GOVERNMENT

ENTERPRISE GIS SERVER

CIP Project Summary

Establishing the GeoDatabase network system will cost \$15,000 in 2011-12 for a dedicated Geographic Information Services (GIS) server .

Project Objectives

1. Install server hardware to support GIS data in Geodatabase format.
2. Create base layers that can integrate with both custom built and off-the-shelf applications.

Existing Situation

The City depends heavily on custom applications that use MapObjects for its GIS mapping components. Unfortunately, MapObjects is discontinued and no longer supported by the software provider (ESRI). GIS programming also relies on Shapefiles as a core component for distributing coordinate information in GIS applications. Shapefiles have been the standard in GIS programming up to now but are being replaced with a newer format called GeoDatabase. This change means that Shapefiles will need to be phased out since they will no longer be sustainable with the current level of GIS technology advancement.

In a broader sense, the City has made significant effort to migrate all its databases from what is referred to as flat-file to a relational database structure. Relational databases most often reside on servers running Microsoft SQL. While much of the City's data is SQL server based, GIS data using the Shapefiles and MapObjects technology is still flat-file based. The recommended replacement for MapObjects is the ArcGIS Server and for Shapefiles is the Enterprise GeoDatabase. Both require a dedicated server to run the services and host data.

Moving the Enterprise GIS System to be on par with other City data in a compatible SQL server format will greatly enhance data integration and result in efficient work process and higher productivity.

Goal and Policy Links

1. Adopted GIS program goal: accurate, comprehensive, and up-to-date geographic information system.
2. Adopted Budget and Fiscal policies to use capital investments to improve productivity.
3. Information Technology goal of using technology to improve productivity and customer service.

Project Work Completed

The City purchased the Enterprise License Agreement through ESRI to acquire all necessary GIS application licenses. Enterprise licensing is being used throughout the City to meet the current license needs. GIS staff is trained to implement Enterprise GIS for the City using ArcGIS Server technology.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

The number of servers and server processor capabilities will depend on needs.

GENERAL GOVERNMENT

ENTERPRISE GIS SERVER

Stakeholders

GIS and Information Technology support staff, various users in all City departments and the public who have access to GIS applications and data.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Equipment Acquisition				15,000		15,000
Total	-		-	15,000	-	15,000

Project Funding Source

General Fund

Key Project Assumptions

The City will continue Enterprise License Agreement with ESRI for all necessary license needs.

Project Manager and Team Support

Project Manager

David Yun, Geographic Information Systems Supervisor

Project Team

Geographic Information Services Staff
Information Technology Staff

Alternatives

1. **Deny the Project** – There is a risk that MapObjects may not work in new operating environment. If it does not, many of the City Apps such as Land Use will lose its map component.
2. **Defer or Re-phase the Request** – The MapObjects risk will continue.
3. **Change the Scope of the Project** – Purchasing the off the shelf product that includes Enterprise GIS setup will be more costly.

Operating Program

Geographic Information Services

Project Effect on the Operating Budget

Project Management

There are no significant project management costs.

Operations and Maintenance After Project Completion

No significant costs are likely after server installation.

GLOBAL POSITIONING SYSTEM REPLACEMENT

CIP Project Summary

Replacing the global positioning system (GPS) will cost \$5,000 for construction management and \$55,000 for equipment acquisition in 2011-12.

Project Objectives

1. Replace failing and outdated system equipment.
2. Provide reliable GPS signal to all users
3. Provide improved ability to use new signal encoding with three dimensional positioning information

Existing Situation

In 1995, the federal government allowed public access to use the national GPS for use of real time location data collection. Shortly thereafter, the City purchased and installed a GPS based on top of the City's South Hill radio transmitter site. These new equipment enhancements will improve the accuracy of GPS surveying performed in the City by allowing users to collect position data that is accurate to within 2 centimeters.

City staff regularly uses GPS to collect location data that require high positional accuracy. Examples are water, sewer, and storm drain infrastructure, communication conduit and pull boxes, street lights, trees, and buildings. Public Works engineers routinely gather GPS data for project design drawings and surveying. Over 2,000 plants were located with GPS for the Damon Garcia Sports Complex mitigation plan. GPS is used to assess the accuracy of many land use elements such as aerial photographs, street alignments, parcel lot lines, and City property boundaries.

The City's current GPS is more than 12 years old. It is experiencing equipment malfunctions and is difficult to repair because the equipment has been discontinued by the manufacturer. In addition to the need to replace failing equipment, upgrading the City's GPS equipment to newer generation electronics will also allow City staff to take advantage of additional satellite signals as well high precision civilian signals than were not available with the original system.

Some details will need to be identified by both Geographic Information Services (GIS) and Information Technology (IT) staff in advance to determine radio frequency needs, mitigation of any radio interference, antenna location(s), base station location(s) and access to IT sites.

This project was originally identified and approved in the 2007-09 Financial Plan. Staff felt the GPS equipment was functioning at proper levels at this time and therefore this project could be a candidate for deferral.

Goal and Policy Links

1. Develop and implement accurate, comprehensive, and up-to-date geographic information systems.
2. Properly Maintenance of land use and infrastructure inventories.

Project Work Completed

GIS staff has received information and preliminary costing from an integrator on the latest in GPS equipment.

GENERAL GOVERNMENT

GLOBAL POSITIONING SYSTEM REPLACEMENT

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

The City currently holds a FCC license for the current GPS. GIS staff will work closely with IT to ensure radio licenses (if needed) are processed correctly.

Stakeholders

All departments will benefit from improved GPS data. GIS will plan and coordinate this acquisition with IT.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction Management				5,000		5,000
Equipment Acquisition				55,000		55,000
Total	-			60,000		60,000

Project Funding Source

General Fund

Key Project Assumptions

This project will need to be set up by a licensed surveyor.

Project Manager and Team Support

Project Manager

David Yun – Geographic Information System Supervisor

Project Team

Geographic Information Systems
Information Technology

Alternatives

1. **Deny the Project.** The GPS equipment is over 12 years old and obsolete. Replacement parts cannot be obtained and must be repairable or the GPS system cannot operate.
2. **Defer or Re-phase the Project.** This project can be differed to later year but this risks an extended off line period for use of the system.

GENERAL GOVERNMENT

GLOBAL POSITIONING SYSTEM REPLACEMENT

Operating Program

Geographic Information Services

Project Effect on the Operating Budget

Project Management

Geographic Information Systems:	60 hours
Information Technology:	80 hours

Operations and Maintenance After Project Completion

No significant costs are likely after installation.

AERIAL PHOTOS

CIP Project Summary

Updating the aerial photos of the City to maintain current imagery will cost \$45,000 in 2011-12.

Project Objectives

1. Maintain accurate, current aerial imagery for citywide geographic information systems (GIS) applications.
2. Update other GIS data using new aerials.
3. Support engineering as a base layer in design projects.
4. Support planning and inspection of community development projects.
5. Provide current and accurate aerial imagery for public safety.
6. Assure accurate, historical reference of land development conditions.

Existing Situation

The City has a series of serial photographs taken in 2000 and 2004 at a moderate resolution (6 inches pixel length). In 2005, several departments contributed to fund an unplanned aerial photo of the City at a higher resolution using high-resolution (3 inches pixel length) digital photography. The resulting imagery data was integrated into the land use program with other past aerial photos and has proven to be valuable information for many departments.

High-Resolution Digital Photography

Digital, high-resolution aerial photographs provide more land surface information. For many departments, it is important information needed to effectively complete tasks. For example, aerial imagery plays a vital role in wild land fire fighting planning for the Fire Department. Having current aerial imagery, which provides exceptional detail that allows for determining small detail when zooming in close, is important to the Police Department. They use this resource for strategic planning and critical incident response. The aerials are also used to set up strategies for traffic control, perimeter control, search/rescue and special weapons team activities. The photos aid the park rangers in monitoring our open space areas and help identify potentially sensitive habitats. Community Development and Public Works use the aerials as a planning tool and as a reference for engineering and other projects. Layers of the City's GIS maps are updated with the help of aerial photos, such as building footprints, trees, and annexation areas. Most recently, re-inventory of the urban forest was largely accomplished using efficient using high resolution imagery.

Cycle of Aerial Photo Capture

The last aerial images were taken in 2005. Prior to 2005, past practice was to retake aerial photos on a four year cycle. The City is experiencing significant changes related to new annexation, commercial areas, developments, and open space acquisitions. Due to these many changes in and adjacent to the City, it is recommended that aerial images be taken every three years.

Additional Areas to Be Added

The City limits are the main focus but departments have expressed need for other areas to be included such as: the airport area, the area south of Los Osos Valley Road (LOVR) interchange, O'Conner Way and Cerro San Luis. This project will include a 1,500 foot buffer around the City limit line and the urban reserve line plus O'Conner Way, LOVR/Foothill Boulevard and specific plan areas.

GENERAL GOVERNMENT

AERIAL PHOTOS

Goal and Policy Links

1. Adopted GIS program goal: accurate, comprehensive, and up-to-date City maps and associated land use and infrastructure inventories
2. 2001-05 Information Technology Strategic Plan

Project Work Completed

Planning for aerial acquisition should start in January 2011 and should be completed by August 2011.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

The aerial photo is best taken in the spring and is dependent on clear weather conditions. Aerials should be taken during mid-day (10:00 am to 3:00 pm) when the sun is high to minimize the shadow length. Costs can be affected if there are unusual fuel cost increase at the time work is scheduled.

Stakeholders

GIS, Fire, Police, Community Development, Public Works Engineering, Park Rangers, Information Technology staff and an Aerial Photographer will be kept apprised of the status of the project and the decisions concerning the areas covered by the aerials.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Aerial acquisition				45,000		45,000
Total	-	-		45,000	-	45,000

Project Funding by Source

General Fund

Key Project Assumptions

1. Staff proposed to contract for aerial photography to occur in May/June 2011 in order to minimize long shadows.
2. The aerial photos will only cover the city limits and its vicinity as shown in the location map.

GENERAL GOVERNMENT

AERIAL PHOTOS

Project Manager and Team Support

Project Manager

David Yun – Geographic Information Systems Supervisor

Project Team

Geographic Information Systems
Information Technology

Alternatives

1. ***Deny the Project.*** City aerial maps will be out of date and inaccurate until new aerials are taken. This is not recommended
2. ***Defer or Re-phase the Request.*** City aerial maps will become increasingly out of date and inaccurate until new aerials are taken. This is not recommended.
3. ***Change the Scope of the Project.*** The project could be decreased to cover only the City limits. However, this is not recommended because it would decrease the usefulness of the aerials and prevent pertinent adjacent information from being taken into account. Users have shown high interest in getting the high resolution images of City's vicinity areas.

Operating Program

Geographic Information Systems

Project Effect on the Operating Budget

Project Management

Geographic Information Systems:	60 hours
Information Technology:	8 hours

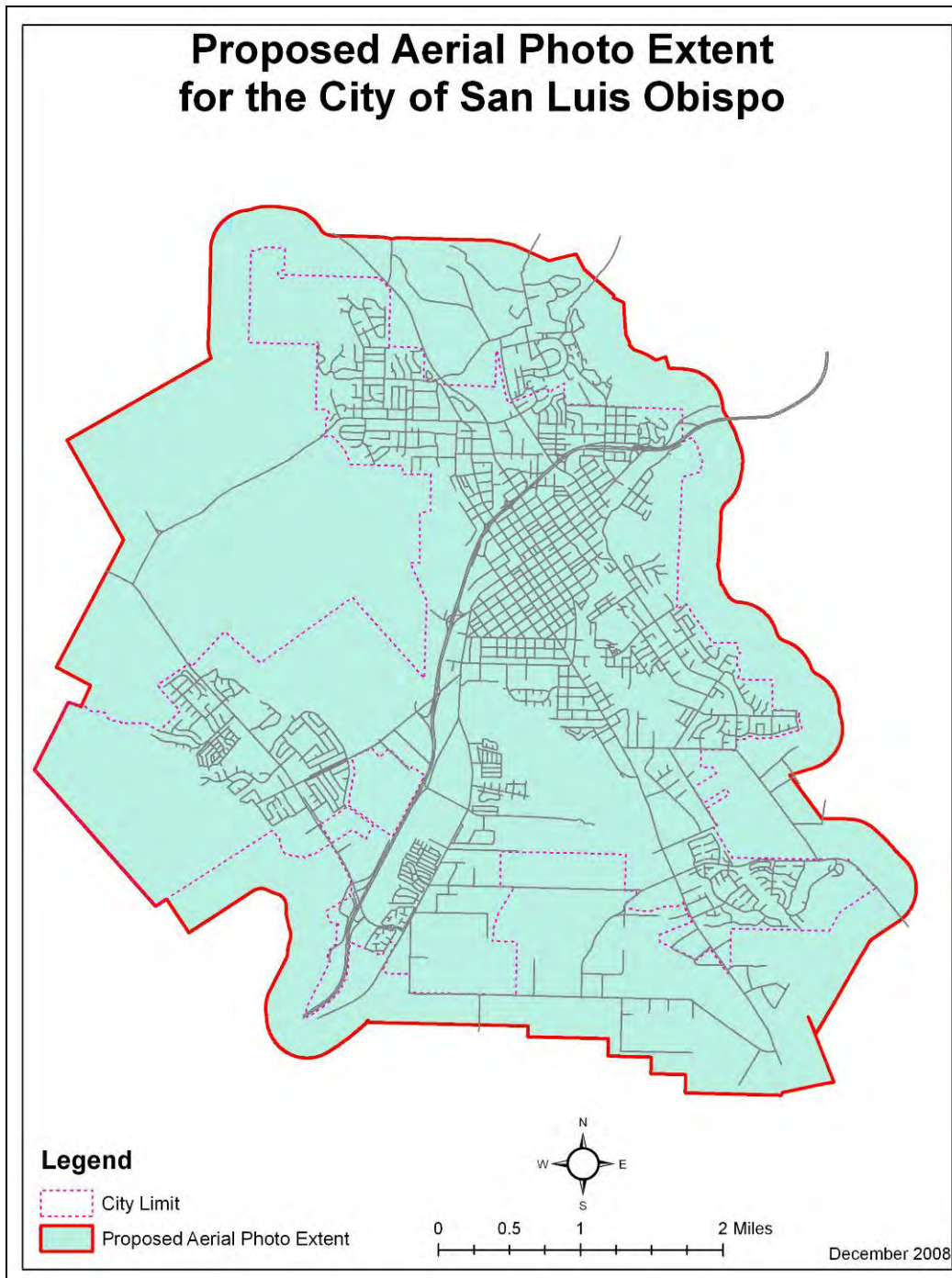
Operations and Maintenance After Project Completion

No significant costs are likely after installation.

GENERAL GOVERNMENT

AERIAL PHOTOS

Location Map



GENERAL GOVERNMENT

SEALING EXTERIOR MASONRY AT CITY/COUNTY HISTORICAL MUSEUM

CIP Project Summary

Sealing exterior masonry of the City/County Historical Museum at 696 Monterey to waterproof and protect structural masonry will cost \$15,000 in 2009-10.

Project Objectives

1. Protect historical building masonry from deterioration.
2. Prevent moisture intrusion.
3. Renew the building shells protective coating.
4. Maximize building service life.
5. Provide comfortable and productive work environment.
6. A positive image for the City of San Luis Obispo.
7. Safe and energy efficient buildings.

Existing Situation

It has been more than ten years since the building's renovation. Sealing the masonry was included in the construction project. Visible signs of water intrusion have begun to appear. The sealant product manufacturer recommends cleaning and resealing at ten-year intervals. This project will reseal and protect the exterior masonry and internal framing and wall surface materials of this historically significant building.

Goal and Policy Links

1. 2009-11 Major Council Goal: Infrastructure Maintenance.
2. Adopted Building Maintenance Program goal: maximum facility service life
3. 2007-09 Financial Plan Appendix B, page 3-455.

Project Work Completed

Staff has gathered cost estimates from the original contractor that sealed the building.

Environmental Review

No environmental review will be required.

Project Constraints and Limitations

Excluding weather conditions, no constraints or limitations anticipated.

Stakeholders

Historical Society, museum visitors, Building Maintenance, and historical site preservation advocates.

GENERAL GOVERNMENT

SEALING EXTERIOR MASONRY AT CITY/COUNTY HISTORICAL MUSEUM

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction		15,000				15,000
Total	-	15,000	-		-	15,000

Project Funding Source

General Fund

Key Project Assumptions

Staff consulted with the original sealant contractor to determine a budget estimate for this work. Given that the cost was from a single source, final costs may vary. The project start and completion date will be contingent on weather conditions.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance

Alternatives

1. **Deny the Project.** Existing sealed masonry surface will degrade with surface seal integrity compromised. Masonry surface will start to wick water, eventually creating damage and unsightly appearance.
2. **Defer or Re-phase the Request.** Re-phasing the project is not applicable. To defer would cause more masonry damage with greater accompanying internal water damage.

Operating Program

Building Maintenance

GENERAL GOVERNMENT

SEALING EXTERIOR MASONRY AT CITY/COUNTY HISTORICAL MUSEUM

Project Management

Project Effect on the Operating Budget

CIP Administration	90 hours
CIP Inspection	40 hours
CIP Engineering	60 hours
Building Maintenance	20 hours

Operations and Maintenance After Project Completion

No costs will be incurred in maintaining the masonry seal after the project is completed. Cost savings should be seen from the long-term elimination of water intrusion.

GENERAL GOVERNMENT

CORPORATION YARD FUEL ISLAND REHABILITATION

CIP Project Summary

Replacing or removing the metal siding and framing of the Corporation Yard fuel island at 25 Prado Road in order to correct severe structural rust damage will cost \$8,000 for design in 2011-12 and \$35,000 for construction in 2012-13.

Project Objectives

1. Renew building shell
2. Extend the service life of the building
3. Prevent more costly future repair or reconstruction

Existing Situation

The siding material of the fuel island has suffered from severe long-term corrosion. Several repairs have been made over the years, but due to constantly wet conditions, rust has progressed and begun to destroy the previously repaired areas. This structure has excessive exposure to moisture due to proximity to the wash rack and windy conditions. It also suffers from a poor design that allows moisture to collect and continuously soak structural metal framing and siding, causing rust. All elements of the structure are metal which allows unchecked rust to place the paneling and framing at risk of corrosion. Although this corrosion is a relatively slow process, left unattended this condition will eventually compromise the structural steel framing and supports. Because the building manufacturer is no longer in business, staff needs time to research a comprehensive design change with a consultant to confirm how to best repair existing damage and mitigate the inherent wet conditions of the adjacent wash rack through a modified design. This project would modify the corrosion situation and prolong the life of the structure.

Goal and Policy Links

1. 2007-09 Financial Plan Appendix B, page 3-553.
2. Adopted Building Maintenance Program goal: maximum facility service life
3. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

Staff has consulted with a metal building fabricator to estimate repairs costs and a potential scope of work. Staff has consulted with the proposed design consultant.

Environmental Review

No environmental review anticipated at this time.

Project Constraints and Limitations

The building manufacturer (Soule) is no longer in business. Staff will have to hire a consultant to approve modifications to the existing framing and metal siding.

GENERAL GOVERNMENT

CORPORATION YARD FUEL ISLAND REHABILITATION

Stakeholders

Corporation Yard fuel island users and Building Maintenance staff

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				8,000		8,000
Construction					35,000	35,000
Total	-	-	-	8,000	35,000	43,000

Project Funding Source

General Fund

Key Project Assumptions

Cost estimates are very tentative because local metal building fabricators have so far been reluctant to examine the building and offer potential solutions or provide cost estimates. After design, we will have the ability to fine tune the construction cost.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Building Maintenance
CIP Project Engineering

Alternatives

1. ***Deny the Project.*** The building will continue to rust until the siding is thoroughly deteriorated.
2. ***Defer or Re-phase the Request.*** It is currently deferred until year 2011-13. By that time the siding will be in much worse shape.
3. ***Change the Scope of the Project.*** Doing less has already been tried. Temporary repairs have failed to solve the long-term problem. The current concept is to remove the metal siding, shore up or replace the vertical supports, and use fiberglass siding (similar to the bus wash) to allow constant air drying and ventilation of the floor.

GENERAL GOVERNMENT

CORPORATION YARD FUEL ISLAND REHABILITATION

Operating Program

Building Maintenance (50230)

Project Effect on the Operating Budget

Project Management

CIP Administration:	110 hours
CIP Engineering:	80 hours
CIP Inspection:	50 hours
Building Maintenance:	15 hours

Operation and Maintenance after Project Completion

No new maintenance cost will be incurred. No significant cost savings other than staff time used to maintain the current structure.

CORPORATION YARD TRASH TRANSFER PIT COVER STRUCTURE

CIP Project Summary

Adding a new open air cover structure over the existing trash transfer pit to prevent storm water intrusion will cost \$30,000 for design in 2011-12 and \$230,000 for construction in 2012-13.

Project Objectives

1. Comply with Municipal Code ordinance 13.08.130: Storm water and unpolluted drainage
2. Minimize storm water entry into sewer system

Existing Situation

The trash transfer pit is a below grade concrete structure where two roll off drop boxes are placed to allow City trucks to back up and unload green waste, trash, and construction debris. Empty and filled roll off boxes are placed and removed by a specially fitted heavy truck. Water from dumped materials and rain that accumulates in the bottom of the pit is removed by a sump pump to a separator and containment vault. The separator allows impurities in the incoming drain water to settle into a holding container. The resulting clarified water from the separator drains into the sewer system. The holding container is manually cleaned on a regular basis by a disposal company.

Ordinance 13.08.130 states that it is unlawful for an industrial user to discharge pollutants into the treatment plant where such pollutants would cause the plant to violate its NPDES permit. This is interpreted to mean that adding rainwater, unnecessarily to the treatment plant can lead to overflows and violations of the City's permit for the plant. The ordinance requires universal compliance, and government agencies are not exempt. The purpose of this code is to prevent additional water from entering the sewer during storm events, as this will have negative consequences, due to lack of hydraulic detention, at the Water Reclamation Facility. Installing a rain proof cover will bring the trash transfer pit into compliance by minimizing intrusion of rain water into the sump area which ultimately drains into the sewer system.

Goal and Policy Links

1. Chapter 13.8 of the San Luis Obispo Municipal Code
2. 2009-11 Major Council Goal: Infrastructure Maintenance

Project Work Completed

Estimates for design and construction work determined.

Environmental Review

The project will need review by Community Development staff.

Project Constraints and Limitations

Funding for this project may be limited based on budget constraints.

GENERAL GOVERNMENT

CORPORATION YARD TRASH TRANSFER PIT COVER STRUCTURE

Stakeholders

City maintenance staff working at the Corporation Yard.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				30,000		30,000
Construction					230,000	230,000
Total	-	-	-	30,000	230,000	260,000

Project Funding Source

General Fund

Key Project Assumptions

Construction costs are based on recent experience and could change if there are changes in labor and material costs.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

Public Works Department

Utilities Department

Alternatives

Deny or delay the Project. To deny or delay the project will hinder reaching compliance with adopted City municipal code. The proposed time line places construction three years out. The City is the enforcing agency and can fine those who do not comply with the policy. Extending the time line will only further delay the City reaching compliance on its own requirements.

Operating Program

Building Maintenance

GENERAL GOVERNMENT

CORPORATION YARD TRASH TRANSFER PIT COVER STRUCTURE

Project Effect on the Operating Budget

Project Management

CIP Engineering Project Management	100 hours
CIP Engineering Project Inspection	50 hours
CIP Administration	120 hours
Community Development	40 hours

Operation and Maintenance after Project Completion

The structure is passive and will require no routine maintenance once construction is complete. It will require periodic maintenance and replacement, similar to other structures and the facility.

Location Map/Schematic Design



Corporation Yard location map
Trash Transfer pit

GENERAL GOVERNMENT

HVAC REFRIGERATION COMPRESSOR REPLACEMENTS AT CORPORATION YARD

CIP Project Summary

Replacing three HVAC (heating, ventilation and air conditioning) refrigeration compressors at the Corporation Yard Administration Building will cost \$21,000 in 2011-12.

Project Objectives

1. Provide stable and consistent environmental systems.
2. Provide comfortable environment for building occupants.
3. Minimize repair costs.
4. Reduce system down-time.
5. Enact proper equipment replacement procedures.
6. Maximize building service life.

Existing Situation

The building (constructed in 1986) has several heating and cooling zones. Currently, because of the age of the units, all the heating units have been replaced on a funded, planned time line. One of the cooling units has been replaced in an unplanned manner due to terminal failure and age of the original unit. The recurring failure of parts of the remaining cooling units indicates that soon they will fail beyond cost effective repair. The units will then have to be replaced in an emergency, non-funded method. Pro-active replacement of commercial equipment after 10-15 years of service is part of proper facility management. These units are 20 years old, and ready for replacement.

Goal and Policy Links

1. Adopted Building Maintenance Program goal: maximum facility service life
2. 2009-11 Major City Goal: Infrastructure Maintenance

Project Work Completed

None completed thus far outside of rough order magnitude costs from supporting vendors.

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

Excluding the securing of funding, no constraints or limitations anticipated.

Stakeholders

All Corporation Yard building B occupants and Building Maintenance staff.

GENERAL GOVERNMENT

HVAC REFRIGERATION COMPRESSOR REPLACEMENTS AT CORPORATION YARD

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Construction				21,000		21,000
Total	-	-	-	21,000	-	21,000

Project Funding Source

General Fund

Key Project Assumptions

There are no assumptions made at this time. This is a straight forward mechanical replacement project.

Project Manager and Team Support

Project Manager

Building Maintenance

Project Team

Building Maintenance

HVAC vendor

Alternatives

1. **Deny the Project.** The units will fail. The cost for parts and repair will equal unit replacement, if parts are available. The units will then have to be replaced in an emergency, unfunded condition.
2. **Defer or Re-phase the Project.** Deferral is possible, but ultimately will be determined by unit failure. Re-phasing would not be optimal. If the project is based on the remaining 3 units being replaced, economy of scale may come into play for total unit replacement costs.

Operating Program

Building Maintenance

GENERAL GOVERNMENT

HVAC REFRIGERATION COMPRESSOR REPLACEMENTS AT CORPORATION YARD

Project Effect on the Operating Budget

Project Management

Building Maintenance: 40 hours

Operations and Maintenance After Project Completion

There will be no additional operating costs. Savings should be realized through modern cooling unit efficiency and reduced repair costs.

CITY HALL EMERGENCY POWER UPGRADE

CIP Project Summary

Evaluating upgrades to the City Hall's emergency power will cost \$45,000 in 2011-12 for study, design and project management. Future costs for the implementation of the emergency power upgrade will be identified during the study phase.

Project Objectives

1. Provide emergency power to mission critical systems located in City Hall.
2. Ensure public safety systems have the highest uptime possible.
3. Provide uninterrupted services to the public during a power outage.

Existing Situation

The current City Hall generator is an undersized 16 kilowatt (kw) unit. This unit cannot provide power for all circuits in City Hall. Historically, we have experienced several power outages a year. The current system is unable to provide adequate power during a power outage to the mission critical technology and heating, ventilation and air conditioning (HVAC) systems. This results in interruptions to the City's network services. These services are relied upon by public safety and customer service staff. The new emergency power system is expected to be adequately sized to provide power to all circuits at City Hall.

Goal and Policy Links

1. Safety Element – Emergency Preparedness and Response
2. 2009-11 Major Council Goal – Infrastructure Maintenance

Environmental Review

The enclosure may require Architectural Review Commission review and approval.

Project Constraints and Limitations

1. Conduit infrastructure into City Hall could limit the amount of emergency power that the City is able to provide.
2. A larger generator will require a larger enclosure and pad. The amount of additional space required is not known at this time.

Stakeholders

Finance & Information Technology and Building Maintenance staff.

GENERAL GOVERNMENT

CITY HALL EMERGENCY POWER UPGRADE

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Study				45,000		45,000
Total	-	-	-	45,000	-	45,000

Construction costs will be determined during study phase.

Project Funding Source

General Fund

Project Manager and Team Support

Project Manager

Steve Schmidt, Information Technology Manager

Project Team

Building Maintenance

Finance & Information Technology

Alternatives

Deny, Defer or Re-Phase the Project. The existing City Hall generator is undersized and will no longer provide adequate emergency power. Until the generator is upgraded power outages will continue to interrupt critical City services located at City Hall.

Operating Program

Building Maintenance

Project Effect on the Operating Budget

Project Management

CIP Administration	120 hours
CIP Inspection	40 hours
CIP Engineering	80 hours
Information Technology	160 hours

Operations and Maintenance After Project Completion

No significant operating cost impacts are likely after project completion.

EXTERIOR PAINTING OF CITY HALL

CIP Project Summary

Painting the exterior of City Hall at 990 Palm Street to waterproof and prevent deterioration will cost \$1,500 for design and \$30,000 for construction in 2011-12.

Project Objectives

1. Protect stucco from deterioration.
2. Prevent moisture damage to interior wall framing and plaster.
3. Renew the building shell's painted surface.
4. Proper preservation of an historic site.
5. Maximize building service life
6. A positive image for the City of San Luis Obispo

Existing Situation

The exterior of City Hall has been previously coated with elastomeric paint, which is recommended for use on stucco surfaces. This type of paint forms an uninterrupted elastic coating which prevents absorption of moisture through the porous surface of stucco. In order ensure a continuous ongoing seal, repainting is recommended about every ten years. City Hall was last painted in 1999. This project would: extend the service life of the building, prevent internal structural damage that would lead to more costly repairs, and enhance the look of the facility. This project would: extend the service life of the building, prevent internal structural damage that would lead to more costly repairs, and enhance the look of the facility.

Goal and Policy Links

1. 2009-11 Major Council Goal: Infrastructure Maintenance.
2. Adopted Building Maintenance Program goal: maximum facility service life.
3. 2005-07 Financial Plan Appendix B, page 297.
4. 2007-09 Financial Plan Appendix B, 3-545.

Project Work Completed

Staff has discussed estimated cost with painting contractor.

Environmental Review

No environmental review anticipated at this time. Should a dramatic color scheme alteration be desired, this project may require staff level architectural review by Community Development Department.

Project Constraints and Limitations

Excluding weather conditions, no constraints or limitations anticipated.

Stakeholders

To project a positive image, insure maximum building service life, and create a positive atmosphere for all those persons that work in or visit City Hall, this will be a valuable project.

GENERAL GOVERNMENT

EXTERIOR PAINTING OF CITY HALL

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
Design				1,500		1,500
Construction				30,000		30,000
Total	-		-	31,500	-	31,500

Project Funding Source

General Fund

Key Project Assumptions

Because the cost estimate was based on a quote from a single vendor, it is subject to revision before bids are solicited. This cost estimate does not include the Transit Center on Osos Street or the metal railing in front of City Hall. To include these two items would cost an additional \$15,000. The project start and completion would be influenced for the most part by the weather.

Project Manager and Team Support

Project Manager

CIP Project Engineering

Project Team

CIP Project Engineering

Building Maintenance

Alternatives

1. **Deny the Project.** Existing painted surface will degrade with surface seal integrity compromised. Water wicking would eventually create damage.
2. **Defer or Re-phase the Request.** Project can be deferred based on inspection of existing paint condition at time of planned work, with possible increase of cost due to degradation from worn painted surfaces.
3. **Change the Scope of the Project.** Partial painting of the building exterior is not practical. This project does not include painting the Transit Center buildings on Osos Street.

Operating Program

Building Maintenance

GENERAL GOVERNMENT

EXTERIOR PAINTING OF CITY HALL

Project Effect on the Operating Budget

Project Management

CIP Administration:	100 hours
CIP Inspection:	40 hours
CIP Engineering:	80 hours
Building Maintenance:	10 hours

Operations and Maintenance After Project Completion

There will be no on-going cost after the completion of the project. Proper maintenance of the building shell will minimize more costly structural repairs in the future.

GENERAL GOVERNMENT

CIP RESERVE

CIP Project Summary

Funding a reasonable General Fund CIP Reserve of \$525,000 (about 7% of General Fund CIP projects over the next two years, including the current balance of \$217,300) will help ensure adequate contingency funding for approved Capital Improvement Plan (CIP) projects in 2009-11. Council approval will be required on a case-by-case basis to allocate funding from this reserve.

Project Objectives

Mitigate the impact of unforeseen costs for approved General Fund CIP projects in 2009-11 on the City's financial condition.

Existing Situation

The City first implemented the General Fund CIP reserve concept with the 2001-03 Financial Plan, in light of experiences with the need to fund supplemental project requests, bid-overages on key projects (largely due to an adverse construction market) and unexpected (but necessary) change orders on several key projects in progress.

We have recently seen a downturn in construction costs. However, due to world-wide demand, prices for steel, concrete and petroleum-based products like asphalt, the construction market can again become volatile. Additionally, until study and design phases are completed, construction budgets are "reconnaissance-level" estimates at this stage in the process. As such, creating a modest CIP reserve is a reasonable way of mitigating these cost concerns. Moreover, given significant reductions in 2009-11 in the General Fund CIP based on its "maintenance-only" focus as part of our budget-balancing strategy, there are fewer opportunities for re-scoping or re-phasing other projects in the event that supplemental funding needs arise over the next two years.

Goal and Policy Links

1. Major City Goal: Preservation of Essential Services and Fiscal Health.
2. Financial Plan policy of preserving the City's long-term fiscal health and setting aside reasonable fund reserves for unforeseen circumstances.

Project Work Completed

None

Environmental Review

No environmental review is needed.

Project Constraints and Limitations

There are no significant project constraints or limitations. The Council can approve the use of these funds on a case-by-case basis.

GENERAL GOVERNMENT

CIP RESERVE

Stakeholders

The organization and community at-large will benefit from a reasonable reserve to address unforeseen circumstances in accomplishing CIP goals.

Project Phasing and Funding Sources

Project Costs by Phase

	<i>Project Costs</i>					
	Budget-to-Date	2009-10	2010-11	2011-12	2012-13	Total
CIP Reserve	217,300	307,700				525,000
Total	217,300	307,700	-	-	-	525,000

Project Funding Source

General Fund

Key Project Assumptions

1. \$525,000 (about 7% of the two-year General Fund CIP) will provide a reasonable buffer for unforeseen circumstances in achieving CIP goals.
2. \$217,300 will be available for carryover at the end of 2007-09.

Project Manager and Team Support

Project Manager

Bill Statler, Director of Finance & Information Technology

Project Team

Department representatives as needed

Alternatives

1. **Do Not Fund a CIP Reserve.** Given our past experience, this is likely to lead to one of four outcomes:
 - Reducing the scope, deferring or deleting projects – largely for remedial maintenance work – that come in over budget.
 - Reducing, deferring or deleting funding from other approved projects (again, which have been approved largely for remedial maintenance) in order to free-up additional project funds.
 - Reducing operating programs (and related service levels) in order to free-up additional project funds.
 - Drawing down upon our unreserved General Fund balance, which will weaken our fiscal condition and ability to respond to other the many other uncertainties facing us.

Based on the likelihood of at least one of these occurring during 2009-11, we do not recommend this option.

GENERAL GOVERNMENT

CIP RESERVE

2. ***Fund at a different level.*** Given other competing priorities, we believe that the proposed amount for the CIP reserve reflects a reasonable balance in setting aside CIP funds to address unforeseen circumstances.

Project Effect on the Operating Budget

This will have a favorable impact on the operating budget by limiting the chances that reductions will have to be made in order to fund high-priority CIP projects.

CAPITAL IMPROVEMENT PLAN

Section 4 CIP STATUS SUMMARY

CIP STATUS REPORT

OVERVIEW

This section presents the status of our current Capital Improvement Plan (CIP) as of June 1, 2009. It is organized into two parts:

Status of Major CIP Projects

This one-page chart concisely presents our progress to-date on 22 major CIP projects by presenting the “percent complete” based on the phase that it is in: construction, design or study.

As reflected in this summary, we are making outstanding progress on our highest-priority CIP projects. Most of the projects are in the construction phase (14 of 22), with 4 in design and 4 under study. Of those under construction, 12 (86%) are completed. Of those in study or design, six (75%) are complete within their phase.

CIP Financial Report

Scope: All Projects with Activity in 2008-09. This report presents the financial status of all CIP projects with activity during the fiscal year. As such, along with construction-related activities, it includes equipment and land purchases.

And since it includes all projects with financial activity in 2008-09, it also includes any projects that were completed during the year, and as such, are no longer in progress.

Organized by Fund. This report presents projects based on the *fund* it is financed through, such as the Community Development Block Grant, Capital Outlay Fund (our largest CIP fund, largely financed through the General Fund) or Enterprise Funds (water, sewer, parking, transit or golf).

If a project is financed through more than one fund, the budget and year-to-date activity will be shown separately in each fund.

Fiscal Year Based. This report is fiscal-year based. This means it shows the *current* fiscal year budget, expenditures, encumbrances and remaining balance for all project phases approved to-date.

For example, if a project has a *project* budget of \$850,000, and spent \$50,000 two years ago and \$200,000 last year, the *current* fiscal year budget shown in the report would be \$600,000: the budget available for the current fiscal (\$850,000 less \$250,000 in project-to-date expenditures before the current fiscal year).

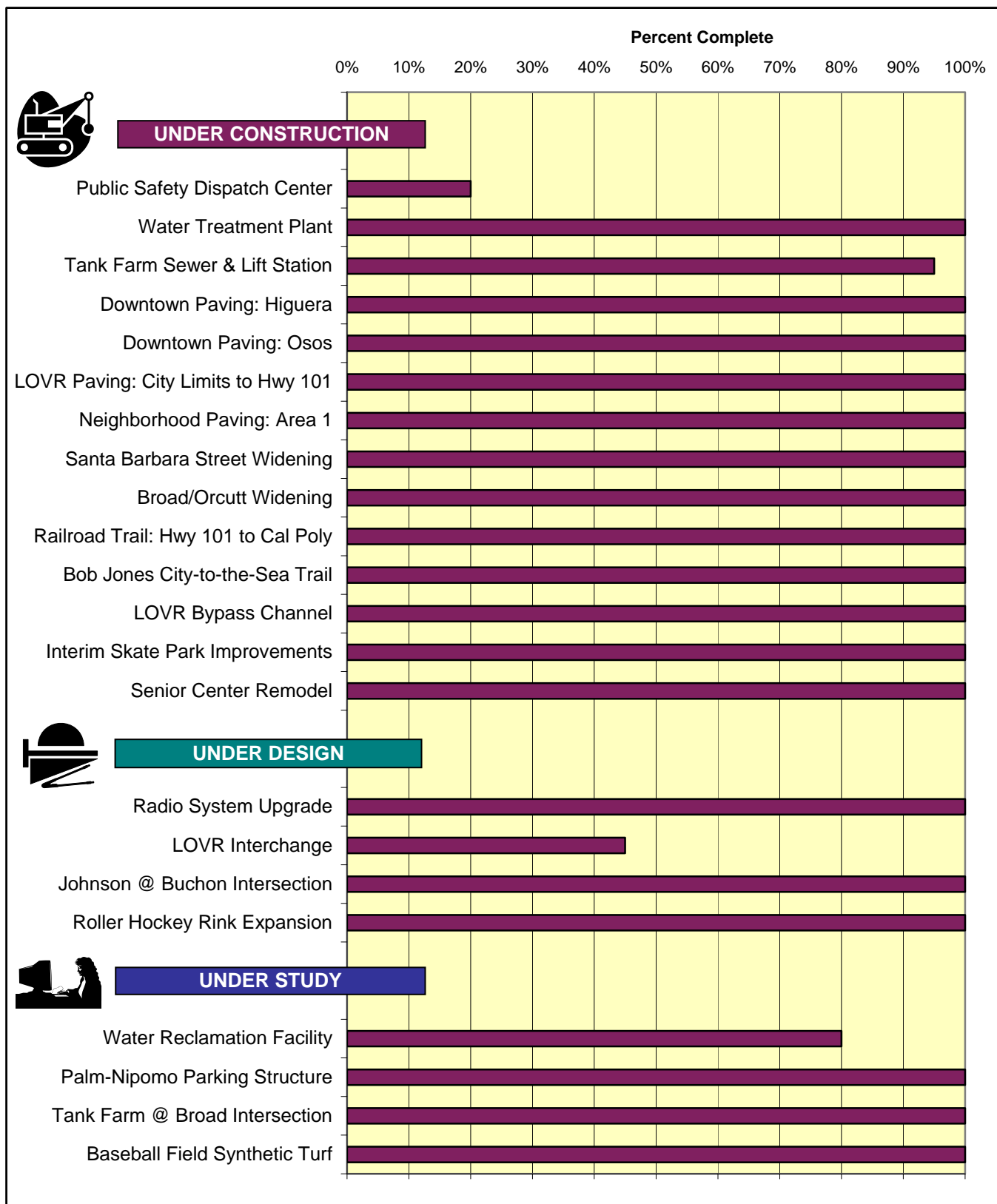
And if we have spent \$150,000 this fiscal year, and there is \$350,000 remaining to be paid on the contract (“encumbered”), then the *current fiscal year* uncommitted balance remaining would show as \$100,000.

In short, whether presented on a project-to-date or year-to-date basis, the uncommitted available balance is the same. However, in reviewing the report, it is important to note that there may have been significant activity in prior years.



CIP STATUS REPORT

STATUS OF MAJOR CIP PROJECTS



SELECTION CRITERIA: expLedgr.account between '90000' and '99999'
 ACCOUNTING PERIOD: 10/09

SORTED BY: FUND,FUNCTION,ACCOUNT
 TOTALED ON: FUND,FUNCTION
 PAGE BREAKS ON: FUND,FUNCTION

FUND-240 CDBG FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90569952	CN-ADA IMPROVEMENTS	7,246.84	980.41	.00	8,051.03	-804.19	111.10
90569953	CN-ADA IMPROVEMENTS	29,065.31	.00	.00	.00	29,065.31	.00
90607953	CN-BUTRON ADOBE	55,098.00	.00	.00	.00	55,098.00	.00
90651953	CN-PRADO DAY CTR IMPROVE	50,000.00	.00	.00	.00	50,000.00	.00
90658953	CN-LA LOMA ADOBE	55,100.00	.00	.00	.00	55,100.00	.00
90755952	DN-PRK RESTROOM REPLCMNT	89,889.70	3,976.20	14,648.06	47,991.29	27,250.35	69.68
90755953	CN-PRK RESTROOM REPLCMNT	408,459.00	.00	.00	40,000.00	408,459.00	.00
90815953	CN-HEALTH SVCS HVAC IMPR	40,000.00	.00	.00	33,125.00	48,775.00	40.45
90816953	CN-JUDSON TERRACE REPAIR	81,900.00	.00	.00	.00	30,000.00	.00
90817953	CN-ANDERSON FIRE SPRINKL	30,000.00	.00	.00	21,799.93	51,899.78	82.74
90833953	CN-CDBG CURB RAMP INST	300,761.00	21,799.93	227,061.29	.00	90,000.00	.00
90833954	CM-CDBG CURB RAMP INST	90,000.00	.00	.00	.00	149,339.00	.00
99868953	CN-SIDEWALK ACCESS IMP	149,339.00	.00	.00	150,967.25	994,182.25	28.31
	TOTAL CAPITAL PROJECTS	1,386,858.85	26,756.54	241,709.35	150,967.25	994,182.25	28.31
	TOTAL CDBG FUND	1,386,858.85	26,756.54	241,709.35	150,967.25	994,182.25	28.31

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FUND-250 LAW ENFORCE GRANT FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90885956	EA-SOFTWARE LIC/APR PROJ	25,000.00	.00	.00	14,761.50	10,238.50	59.05
99899999	COMPLETED PROJECTS	376.17	.00	.00	.00	376.17	.00
	TOTAL CAPITAL PROJECTS	25,376.17	.00	.00	14,761.50	10,614.67	58.17
	TOTAL LAW ENFORCE GRANT FUND	25,376.17	.00	.00	14,761.50	10,614.67	58.17

SELECTION CRITERIA: expLedgr.account between '90000' and '99999',
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FUND-260 PUBLIC ART PRIVATE SECTOR
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90093965	PA-THERAPY POOL PUBLIC A	425.43	.00	.00	.00	425.43	.00
90455965	PA-FOUNTAIN AT MARSH/HIG	64,500.00	3,500.00	.00	3,683.02	60,816.98	5.71
90525965	PA-PUBLIC ART MAINTENANC	24,283.38	.00	.00	473.98	23,809.40	1.95
90617965	PA-BEESON ART PROJECT	684.36	.00	.00	294.65	389.71	43.05
90880965	PA-BUENA VISTA/MONTEREY	90,000.00	.00	.00	1,478.98	88,521.02	1.64
90881965	PA-OUAGLINO BRIDGE ART	12,500.00	.00	.00	12,500.00	.00	100.00
90882965	PA-LTL THEATER SDWLK ART	10,000.00	.00	.00	.00	10,000.00	.00
90883965	PA-BRIDGE ENHANCE ART	27,800.00	.00	.00	.00	27,800.00	.00
99626965	PA-PUBLIC ART IN-LIEU	8,499.33	.00	.00	.00	8,499.33	.00
99899999	COMPLETED PROJECTS	236.09	.00	.00	.00	236.09	.00
	TOTAL CAPITAL PROJECTS	238,928.59	3,500.00	.00	18,430.63	220,497.96	7.71
	TOTAL PUBLIC ART PRIVATE SECT	238,928.59	3,500.00	.00	18,430.63	220,497.96	7.71

SELECTION CRITERIA: expledgr.account between '90000' and '99999'
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FUND-400 CAPITAL OUTLAY FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90013951	SY-FLOOD PLAN PHASE II	600.00	.00	600.00	.00	.00	100.00
90058956	EA-CARDIAC MONITOR/BATT	24,837.54	.00	.00	23,028.76	1,808.78	92.72
90084951	SY-BOB JONES BIKE TRAIL	2,942.31	.00	1,493.56	1,448.75	.00	100.00
90106952	DN-SPRR FREIGHT WAREHOUS	9,327.92	.00	4,000.00	1,000.00	4,327.92	53.60
90106953	CN-SPRR FREIGHT WAREHOUS	33,231.77	.00	.00	32,657.47	574.30	98.27
90106954	CM-SPRR FREIGHT WAREHOUS	10,890.00	.00	.00	10,890.00	.00	100.00
90116953	CN-HVAC IMPROVEMENTS	40,240.00	.00	.00	40,240.00	.00	100.00
90135956	EA-TR 1750-6 MIT-OPTICOM	10,000.00	.00	.00	.00	10,000.00	.00
90195953	CN-BILL ROALMAN BIKE BLV	181,941.51	.00	.00	484.20	181,457.31	.27
90195954	CM-BILL ROALMAN BIKE BLV	49,980.00	.00	.00	.00	49,980.00	.00
90197950	LA-FOOTHILL BLVD BRIDGE	9,434.41	.00	.00	.00	9,434.41	.00
90197952	DN-FOOTHILL BLVD BRIDGE	4,874.85	.00	.00	.00	4,874.85	.00
90197953	CN-FOOTHILL BLVD BRIDGE	80,566.29	.00	.00	2,000.00	78,566.29	2.48
90197954	CM-FOOTHILL BLVD BRIDGE	52,652.31	.00	.00	.00	52,652.31	.00
90197957	ER-FOOTHILL BLVD BRIDGE	18,947.49	332.50	12,534.46	3,558.03	2,855.00	84.93
90215999	CP-CIP RESERVE	275,783.00	.00	.00	.00	275,783.00	.00
90222952	DN-RADIO SYSTEM UPGRADE	88,419.00	2,964.00	10,660.37	30,426.63	47,332.00	46.47
90222953	CN-RADIO SYSTEM UPGRADE	249,000.00	3,272.20	22,905.40	9,816.60	216,278.00	13.14
90222954	CM-RADIO SYSTEM UPGRADE	80,000.00	.00	.00	.00	80,000.00	.00
90222956	EA-RADIO SYSTEM UPGRADE	3,781,972.12	.00	.00	.00	3,781,972.12	.00
90223952	DN-RADIO CONSOLE & DISPA	122,520.80	1,475.19	22,264.94	33,480.69	66,775.17	45.50
90223953	CN-RADIO CONSOLE & DISPA	4,102,769.36	131,942.63	3,198,612.92	360,962.62	543,193.82	86.76
90223954	CM-RADIO CONSOLE & DISPA	519,323.00	19,691.13	221,635.00	88,241.13	209,446.87	59.67
90223955	SP-RADIO CONSOLE & DISPA	350.00	.00	.00	350.00	.00	100.00
90223956	EA-RADIO CONSOLE & DISPA	613,575.00	.00	.00	.00	613,575.00	.00
90262953	CN-NEW SIDEWALK	10,000.00	.00	.00	7,600.00	2,400.00	76.00
90323953	CN-PALM MORRO PARKING/OF	3,199.99	.00	.00	3,200.00	-.01	100.00
90346953	CN-MASTER-STREET R&R	2,055,109.61	3,867.48	24,990.00	36,331.57	1,993,788.04	2.98
90353953	CM-JACK HOUSE FOUNDATION	171,131.81	.00	.00	169,281.34	1,850.47	98.92
90353954	CM-JACK HOUSE FOUNDATION	22,000.00	500.30	1,966.93	20,033.07	.00	100.00
90363965	PA-RR MUSEUM PUBLIC ART	.00	.00	.00	294.66	-294.66	.00
90398952	DN-TRAFFIC SAFETY REPORT	118.43	.00	.00	.00	118.43	.00
90398953	CN-TRAFFIC SAFETY REPORT	1,708.70	.00	.00	849.66	859.04	49.73
90408950	LA-WIDEN ST BARBARA-HIGH	30,948.86	.00	.00	.00	30,948.86	.00
90408952	DN-WIDEN ST BARBARA-HIGH	1,860.43	.00	.00	.00	1,860.43	.00
90408953	CN-WIDEN ST BARBARA-HIGH	394,363.43	.00	.00	181,642.71	212,720.72	46.06
90409953	CN-SIDEWALK REPAIR 2003-	1,116.00	.00	.00	1,116.00	.00	100.00
90417953	CN-JACK HOUSE FIRE SPRIN	27,782.00	.00	.00	.00	27,782.00	.00
90422953	CN-LAGUNA LAKE PLAYGROUN	50,000.00	.00	.00	.00	50,000.00	.00
90441953	CN-CORP YARD ROOF REPAIR	204,089.63	-2,565.00	.00	184,270.65	19,818.98	90.29
90441954	CM-CORP YARD ROOF REPAIR	5,000.00	.00	.00	.00	5,000.00	.00
90455965	PA-FOUNTAIN AT MARSH/HIG	65,500.00	.00	.00	.00	65,500.00	.00
90494953	CN-PROG SPEED SIGN INSTA	40,000.00	.00	.00	.00	40,000.00	.00
90495953	CN-CITY-TO-SHA GREENWAY	65,601.89	1,521.49	.00	17,189.80	48,412.09	26.20
90521952	DN-ORCUTT RD WIDENING	10,000.00	.00	10,000.00	103.46	-103.46	101.03

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FUND-400 CAPITAL OUTLAY FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90521953	CN-ORCUTT RD WIDENING	1,823,209.79	87,690.01	1,148,593.34	379,593.72	295,022.73	83.82
90546953	CN-LOVR REHABILITATION	304,677.17	.00	.00	304,676.24	.93	100.00
90558953	CN-TAFFIC SAFETY REPORT	32,960.07	16,470.07	10,445.00	22,515.07	.00	100.00
90559953	CN-BRIDGE DECK MAINTENAN	14,504.64	.00	7,398.50	.00	7,106.14	51.01
90562952	DN-ANDREWS BYPASS	122,234.24	2,975.66	5,876.59	36,845.00	79,512.25	34.95
90562953	CN-ANDREWS BYPASS	41,217.00	.00	.00	41,217.00	.00	.00
90566963	CA-FINANCIAL MANGE SYSTE	64,814.68	.00	6,393.32	43,606.32	14,815.04	77.14
90568956	EA-FUELING AND GATE SYST	18,100.00	813.35	.00	13,728.38	4,371.62	75.85
90569953	CN-ADA IMPROVEMENTS	31,134.00	.00	.00	.00	31,134.00	.00
90580956	EA-BLDG MNT TRUCK	7,872.53	.00	.00	.00	7,872.53	.00
90581953	CN-SILT REMOVAL	35,954.63	.00	.00	5,040.00	30,914.63	14.02
90610963	CA-CENTRALIZED DATA STRA	15,922.93	.00	1,131.31	.00	14,791.62	7.10
90622952	DN-CITY HALL REMODEL	3,130.00	.00	.00	2,362.50	767.50	75.48
90622953	CN-CITY HALL REMODEL	149,846.25	.00	7,295.83	136,455.06	6,095.36	95.93
90622954	CN-CITY HALL REMODEL	3,285.00	.00	.00	3,285.00	.00	100.00
90628953	CN-CITY HALL CARPET REPL	21,911.95	.00	2,738.90	19,173.06	.00	100.00
90632956	EA-BROADCAST ROOM UPDATE	109,174.95	570.00	11,778.75	25,939.58	71,456.62	34.55
90646953	CN-TORO ST CK BANK STABI	13,350.50	.00	.00	.00	13,350.50	.00
90649953	CN-MID-HIG BY-PASS CHANN	1,391.33	.00	.00	.00	1,391.33	.00
90650953	CN-SINSHEIMER EQUIP REPL	100,000.00	.00	.00	.00	100,000.00	.00
90670952	DN-BOB JONES TRAIL	45,749.90	1,698.82	12,619.82	33,130.08	.00	100.00
90676953	CN-BV-GAR @ MONTEREY	39,391.49	.00	3,400.00	530.00	301,185.57	1.29
90677953	CN-MARSH/SANTA ROSA SIGN	430,266.88	155.00	39,783.68	363,356.29	27,126.91	93.70
90691956	EA-LASERFICHE UPGRADE	70,000.00	.00	360.89	65,281.36	4,357.75	93.77
90700953	CN- SL BYPASS SILT REMOV	42,515.13	.00	.00	16,558.28	22,833.21	42.04
90702953	CN-REUSE PARK CONVERSION	42,110.00	.00	8,787.50	42,515.13	.00	100.00
90704956	EA-VOIP EQUIP	211,449.22	.00	40,000.00	110.13	1,999.87	95.25
90714952	DN-PD ROOF REPLCMNT	7,875.00	.00	.00	204,371.67	7,077.55	96.65
90714953	CN-PD ROOF REPLCMNT	54,500.00	.00	.00	7,875.00	.00	100.00
90715952	DN-POLICE ANNEX REHABILIT	5,850.00	.00	.00	5,850.00	.00	100.00
90715953	CN-POLICE ANNEX REHABILIT	48,300.00	586.16	.00	600.64	47,699.36	1.24
90716952	DN-PD REMODEL/LWR LEVL	58,445.00	4,270.00	47,580.00	10,865.00	.00	100.00
90729953	CN-STREET R&R 07-08	506,795.37	.00	.00	440,715.47	66,079.90	86.96
90729954	CN-STREET R&R 07-08	60,000.00	.00	.00	57,009.82	2,990.18	95.02
90731953	CN-BUCHON/JOHNSON INT IM	100,000.00	.00	.00	.00	100,000.00	.00
90734956	EA-SIG HARDWARE MAINT	58,909.54	.00	.00	6,973.64	51,935.90	11.84
90737953	CN-SDWLK REPAIR 07-08	.00	.00	.00	781.06	-781.06	.00
90738953	CN-CDBG CURB RAMPS 07	222,396.98	.00	.00	196,020.54	26,376.44	88.14
90740952	DN-DIRECTIONAL SIGN PRGM	15,000.00	.00	.00	.00	15,000.00	.00
90741953	CN-RR SAFETY TRAIL HWY 1	24,700.00	.00	.00	.00	24,700.00	.00
90742952	DN-MASTER CMP REPLACE	37,441.42	1,293.65	3,938.88	27,369.98	6,132.56	83.62
90742953	CN-MASTER CMP REPLACE	756,385.74	.00	6,755.00	476.41	749,154.33	.96
90742954	CN-MASTER CMP REPLAC	60,000.00	.00	.00	.00	60,000.00	.00

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FUND-400 CAPITAL OUTLAY FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90742957	ER-MASTER CMP REPLACE	12,400.00	.00	.00	.00	12,400.00	.00
90743953	CN-MINOR STORM DRAIN FAC	50,000.00	.00	.00	25,000.00	25,000.00	50.00
90744952	DN-STORM DRAIN CULVERTS	85,308.19	.00	49,957.00	20,350.55	15,000.64	82.42
90744953	CN-STORM DRAIN CULVERTS	23,483.00	.00	.00	.00	23,483.00	.00
90744954	CM-STORM DRAIN CULVERTS	15,000.00	.00	.00	.00	15,000.00	.00
90746956	EA-PICKUPS STORM MNGT	11,239.88	.00	.00	377.93	10,861.95	3.36
90747956	EA-HYDROCLEANER STRM MNG	18,788.86	.00	.00	395.00	18,393.86	2.10
90749952	DN-SENIOR CTR REMODEL	1,630.21	.00	.00	.00	1,630.21	.00
90749953	CN-SENIOR CTR REMODEL	208,424.31	39,573.96	12,026.13	105,928.70	90,469.48	56.59
90749954	CM-SENIOR CTR REMODEL	20,000.00	2,512.50	.00	43,806.11	-23,806.11	219.03
90751952	DN-ROLLER RINK EXPNSION	41,982.09	62.64	18,567.86	17,414.78	5,999.45	85.71
90751953	CN-ROLLER RINK EXPNSION	200,000.00	.00	.00	.00	200,000.00	.00
90751954	CM-ROLLER RINK EXPNSION	25,000.00	.00	.00	.00	25,000.00	.00
90752951	SY-SKATE PRK IMPR	8.55	.00	.00	.00	8.55	.00
90752956	EA-SKATE PRK IMPR	120,000.00	.00	.00	37,000.00	38,324.53	68.06
90755953	CN-PRK RESTROOM REPLCMNT	205,190.00	.00	.00	96.80	205,093.20	.05
90755954	CM-PARK RESTROOM REPLACE	73,500.00	.00	.00	.00	73,500.00	.00
90756952	DN-DAMON GACIA MNT BLDG	12,500.00	.00	.00	12,500.00	.00	100.00
90759953	CN-DNTN URB FOREST PLN	50,000.00	.00	.00	.00	50,000.00	.00
90766951	SY-CITY GATEWAYS	15,000.00	973.75	3,115.00	3,285.00	8,600.00	42.67
90766952	DN-CITY GATEWAYS	10,000.00	.00	.00	.00	10,000.00	.00
90766953	CN-CITY GATEWAYS	50,000.00	.00	.00	.00	50,000.00	.00
90766954	CM-CITY GATEWAYS	3,000.00	.00	.00	.00	3,000.00	.00
90766955	SP-CITY GATEWAYS	19,000.00	.00	1,000.00	751.09	17,248.91	9.22
90766957	ER-CITY GATEWAYS	2,000.00	.00	.00	.00	2,000.00	.00
90771953	CN-FIBER/EOP RELOC STA 1	49,500.00	.00	.00	.00	49,500.00	.00
90777954	CM-GLOBAL POSITIONING SY	5,000.00	.00	.00	.00	5,000.00	.00
90777956	EA-GLOBAL POSITIONING SY	50,000.00	.00	.00	.00	50,000.00	.00
90778952	DN-CITY HALL ROOF REPAIR	23,900.00	.00	9,980.60	1,919.40	12,000.00	49.79
90778953	CN-CITY HALL ROOF REPAIR	360,000.00	.00	.00	.00	360,000.00	.00
90778954	CM-CITY HALL ROOF	54,000.00	.00	.00	.00	54,000.00	.00
90779952	DN-CY OPERATIONS CTR RMD	8,000.00	.00	80.00	7,920.00	.00	100.00
90779953	CN-CY OPERATIONS CTR RMD	18,000.00	409.56	.00	409.56	17,590.44	2.28
90779955	SP-CY OPERATIONS CTR RMD	4,000.00	.00	.00	.00	4,000.00	.00
90779956	EA-CY OPERATIONS CTR RMD	25,000.00	.00	.00	.00	25,000.00	.00
90792953	CN-OSOS/SR TRAFFIC SIGNA	203,900.89	19,575.44	.00	183,371.55	20,529.34	89.93
90803953	CN-SENIOR CENTER PKG LOT	245,140.63	91,857.48	48,337.12	118,524.22	78,279.29	68.07
90806952	DN-PREFUMO BIKE/PED BR	72,239.00	20,523.97	30,394.25	41,844.75	.00	100.00
90806953	CN-PREFUMO BIKE/PED BR	714,261.00	680.00	.00	680.00	713,581.00	.10
90806954	CM-PREFUMO BIKE/PED BR	12,100.00	.00	.00	.00	12,100.00	.00
90809953	CN-MICRO-SURFACING PROJ	704,477.00	.00	.00	699,872.13	4,604.87	99.35
90809954	CM-MICRO-SURFACING PROJ	97,916.53	.00	1,398.51	74,106.49	22,411.53	77.11
90822953	CN-ALMOND STREET CMP	94,349.00	125.00	.00	73,137.30	21,211.70	77.52
90823953	CN-STORM DRAIN IMP	20,645.00	.00	.00	12,920.00	7,725.00	62.58
90826952	DN-LAGUNA LK PK ACCESS R	3,506.78	.00	.00	3,506.78	.00	100.00

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90826953	CN-LAGUNA LK PK ACCESS R	40,000.00	.00	.00	35,549.26	4,450.74	88.87
90826954	CN-LAGUNA LK PK ACCESS R	8,000.00	.00	.00	.00	8,000.00	.00
90827952	DN-BISHOP-AUGUSTA CR BAN	3,539.90	.00	1,039.15	2,500.75	.00	100.00
90827953	CN-BISHOP-AUGUSTA CR BAN	28,000.00	.00	.00	.00	28,000.00	.00
90827957	ER-BISHOP-AUGUSTA CR BAN	5,000.00	.00	.00	.00	5,000.00	.00
90828956	EA-PD VOICEPRINT REC	44,619.69	.00	.00	44,619.69	.00	100.00
90829956	EA-GAS RANGE REPLACEMENT	6,700.01	.00	.00	5,980.19	719.82	89.26
90830953	CN-DOWNTOWN PAVING 08-09	80,000.00	62.50	.00	70,541.31	9,458.69	88.18
90831953	CN-MISSION PLZA STEP REP	79,139.16	.00	.00	61,459.28	17,679.88	77.66
90834953	CN-LITTLE THEATER WLK RE	20,000.00	.00	.00	.00	20,000.00	.00
90842956	EA-PD ON DUTY WEAPONS	49,000.00	.00	46,817.38	.00	2,182.62	95.55
90843956	EA-FIRE ST ALERT SYS	292,600.00	.00	.00	.00	292,600.00	.00
90844952	DN-ENG BAY DOOR SYS	6,000.00	.00	1,050.00	4,200.00	750.00	87.50
90847956	DN-STA 3 SHOWER & FLR RE	14,210.00	710.50	710.50	13,499.50	.00	100.00
90849953	EA-STREET SWEEPER	176,576.00	.00	.00	173,575.71	3,000.29	98.30
90850950	CN-SIDEWALK REPAIR 08-09	45,000.00	.00	.00	17,955.16	27,044.84	39.90
90850952	LA-CHORRO BRIDGE REHAB	50,000.00	.00	.00	.00	50,000.00	.00
90850957	ER-CHORRO BRIDGE REHAB	250,000.00	.00	.00	.00	250,000.00	.00
90851952	DN-PLAY EQUIP REP-MEADOW	15,500.00	.00	15,500.00	.00	.00	100.00
90853956	EA-FLEET ADD PICKUP	19,000.00	84.13	.00	22,283.99	-3,368.12	117.73
90854952	DN-FOOTHILL/TASSAJARA IM	10,000.00	.00	.00	.00	10,000.00	.00
90854953	CN-FOOTHILL/TASSAJARA IM	115,000.00	.00	.00	.00	115,000.00	.00
90870952	DN-PLAY EQUIP REP-THROOP	10,000.00	.00	9,650.00	.00	350.00	96.50
90872953	CN-GEN TRAF SIGNAL IMP	522,081.00	.00	42,240.00	26,739.51	453,101.49	13.21
90873953	CN-FTHL/CALIF SIG RECON	250,000.00	.00	.00	.00	250,000.00	.00
90874953	CN-FTHL/CALIF SIG PREEMP	500,000.00	.00	.00	.00	500,000.00	.00
90875953	CN-HWY 227 SIG UPGRADES	200,000.00	.00	22,750.00	.00	200,000.00	.00
90876952	DN-GRAND/HWY 101 NB SIG	30,000.00	.00	.00	.00	7,250.00	75.83
90876953	CN-GRAND/HWY 101 NB SIG	300,000.00	.00	.00	.00	300,000.00	.00
90876954	CM-GRAND/HWY 101 NB SIG	40,000.00	.00	.00	.00	40,000.00	.00
90877952	DN-SAFE RTE TO SCHOOL	23,994.23	.00	3,000.00	20,994.23	.00	100.00
90877953	CN-SAFE RTE TO SCHOOL	230,550.00	.00	109,706.00	108.46	120,735.54	47.63
90877954	CM-SAFE RTE TO SCHOOL	26,605.77	.00	.00	.00	26,605.77	.00
90878952	DN-TRAF SIG VEH DET SYS	163,000.00	.00	161,120.00	1,880.00	.00	100.00
90883955	EA-BRIDGE ENHANCE ART	47,200.00	.00	.00	.00	47,200.00	.00
90884953	CN-TRAF OPER REPT IMPLM	165,000.00	.00	.00	.00	165,000.00	.00
90894952	DN-HIGUERA CWP REPT	22,000.00	1,056.20	11,954.40	10,045.60	.00	100.00
90882953	CN-SANTA ROSA ST BRIDGE	20,680.79	.00	.00	.00	20,680.79	.00
99110957	ER-LAGUNA LAKE DREDGING	34,748.86	1,078.01	18,996.55	1,789.86	13,962.45	59.82
99501953	CN-NEIGHBORHOOD TRAFFIC	175,511.81	.00	.00	20,607.43	154,904.38	11.74
99504952	DN-HIGUERA ST BRIDGE STU	56,964.48	.00	.00	.00	56,964.48	.00
99504953	CN-HIGUERA ST BRIDGE STU	1,753,478.32	.00	.00	280.55	1,753,478.32	.34
99868953	CN-SIDEWALK ACCESS IMP	81,400.00	.00	.00	.00	81,119.45	.34
99899999	COMPLETED PROJECTS	6,445.63	.00	.00	.00	6,445.63	.00

SELECTION CRITERIA: exp-ledgr.account between '90000' and '99999'
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FUND-400 CAPITAL OUTLAY FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
TOTAL CAPITAL PROJECTS		29,957,322.43	507,027.42	5,560,690.94	5,753,837.25	18,642,794.24	37.77
TOTAL CAPITAL OUTLAY FUND		29,957,322.43	507,027.42	5,560,690.94	5,753,837.25	18,642,794.24	37.77

SELECTION CRITERIA: expLedgr.account between '90000' and '99999',
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FUND-405 TRANSPORTATION IMPACT FEE
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90073950	LA-HIGUERA WIDENING MARS	1,520,314.44	.00	6,043.75	36,956.25	1,477,314.44	2.83
90073951	SY-HIGUERA WIDENING MARS	5,002.08	.00	.00	.00	5,002.08	.00
90073957	ER-HIGUERA WIDENING MARS	139,847.82	.00	28,960.87	.00	110,886.95	20.71
90087950	LA-RR SAFETY TRAIL PHASE	245,948.26	.00	.00	.00	245,948.26	.00
90087951	SY-RR SAFETY TRAIL PHASE	38,615.24	.00	1,398.05	.00	37,217.19	3.62
90087952	DN-RR SAFETY TRAIL PHASE	390,883.99	-1,045.00	181,805.06	18,177.94	190,900.99	51.16
90195953	CN-BILL ROALMAN BIKE BLV	110,000.00	.00	.00	.00	110,000.00	.00
90347950	LA-RR SAFETY TRAIL PHASE	4,767.59	.00	4,767.59	.00	.00	100.00
90347953	CN-RR SAFETY TRAIL PHASE	755,334.55	59,280.42	46,873.91	427,898.49	280,562.15	62.86
90347954	CM-RR SAFETY TRAIL PHASE	64,576.00	.00	2,279.51	35,236.49	27,060.00	58.10
90398953	CN-TRAFFIC SAFETY REPORT	41,052.00	.00	19,819.00	3,200.00	18,033.00	56.07
90442950	LA-HIGUERA-PRADO RIGHT W	63,100.00	.00	.00	.00	63,100.00	.00
90521950	LA-ORCUTT RD WIDENING	8,000.00	.00	8,000.00	.00	.00	100.00
90521952	DN-ORCUTT RD WIDENING	457.64	.00	457.64	.00	.00	100.00
90572953	CN-BICYCLE FACILITY IMPR	97,061.48	4,960.00	.00	19,291.38	77,770.10	19.88
90573953	CN-SIGNAL HIGUERA AT GRA	74,289.22	.00	.00	.00	74,289.22	.00
90574953	CN-SIGNAL JOHNSON AT ELL	7,058.70	.00	.00	.00	7,058.70	.00
90653951	SY-TRAFFIC VOLUME COUNTS	51,449.62	.00	2,315.00	1,885.00	47,249.62	8.16
90741952	DN-RR SAFETY TRAIL HWY 1	126,582.45	25,419.69	41,812.48	86,201.39	-1,431.42	101.13
90741953	CN-RR SAFETY TRAIL HWY 1	381,800.00	.00	.00	.00	381,800.00	.00
90821952	DN-RRST PHASE 4A	18,164.35	4,617.06	113.27	16,101.08	1,950.00	89.26
90821953	CN-RRST PHASE 4A	301,200.00	.00	.00	.00	301,200.00	.00
90821957	ER-RRST PHASE 4A	5,000.00	.00	.00	.00	5,000.00	.00
99614953	CN-RR BIKE PATH PHASE II	58,063.43	.00	.00	.00	58,063.43	.00
99615953	CN-BICYCLE PROJECTS	37,470.14	.00	.00	.00	37,470.14	.00
99821952	DN-LOVR/US 101 INTERCHAN	2,460,000.00	89,225.70	2,044,153.09	370,946.91	44,900.00	98.17
99821957	ER-LOVR/HWY 101 INTERCHA	1,177.28	.00	.00	.00	1,177.28	.00
99899999	COMPLETED PROJECTS	.78	.00	.00	.00	.78	.00
	TOTAL CAPITAL PROJECTS	7,007,217.06	182,457.87	2,388,799.22	1,015,894.93	3,602,522.91	48.59
	TOTAL TRANSPORTATION IMPACT F	7,007,217.06	182,457.87	2,388,799.22	1,015,894.93	3,602,522.91	48.59

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FUND-410 FLEET REPLACEMENT
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90057956	EA-PD SEDAN REPLCMNT	.00	2,398.57	.00	2,398.57	-2,398.57	.00
90096956	EA-RANGER VEHICLE	.00	.00	.00	880.39	-880.39	.00
90101956	EA-PICK-UP PARKS & LANDS	4,498.25	.00	.00	4,498.25	.00	100.00
90212956	EA-STREET SWEEPER	3,853.89	.00	.00	.00	3,853.89	.00
90255956	EA-PICKUP STREETS	3,496.29	.00	.00	1,640.10	1,856.19	46.91
90257956	EA-SPECIAL PURPOSE TRUCK	85,644.50	.00	.00	92,113.30	-6,468.80	107.55
90578956	EA-PD PATROL UTILITY VEH	.00	.00	.00	523.58	-523.58	.00
90579956	EA-STREETS VEHICLE	1,304.82	.00	.00	.00	1,304.82	.00
90720956	EA-UTLTY 1 TON 4X4	.00	.00	.00	27.00	-27.00	.00
90733956	EA-STREETS PICKUP	6,758.85	.00	.00	820.05	5,938.80	12.13
90760956	EA-PONTOON UTILITY BOAT	5,249.60	.00	.00	4,763.93	485.67	90.75
90761956	EA-PICKUP & SUV TREE MNT	2,849.65	.00	.00	828.10	2,021.55	29.06
90857956	EA-PATROL SEDANS 08-09	112,500.00	1,703.77	.00	108,344.22	4,155.78	96.31
90858956	EA-NON PATROL VEH 08-09	23,800.00	.00	.00	19,955.22	3,844.78	83.85
90859956	EA-EXTENDED CAB PICKUP	20,900.00	.00	.00	.00	20,900.00	.00
90860956	EA-PARK MAINT PICKUP	23,800.00	.00	.00	20,757.03	3,042.97	87.21
90861956	EA-PICKUPS	28,520.94	.00	84.13	19,612.97	8,823.84	69.06
90867956	EA-TRASH COMPACTOR TRUCK	82,800.00	.00	.00	.00	82,800.00	.00
99644956	EA-PICKUP	.04	.00	.00	.00	.04	.00
99838956	EA-PICKUPS ENGINEERING	9,176.78	.00	.00	.00	9,176.78	.00
99899999	COMPLETED PROJECTS	7,420.61	.00	.00	.00	7,420.61	.00
	TOTAL CAPITAL PROEJECTS	422,574.22	4,102.34	84.13	277,162.71	145,327.38	65.61
	TOTAL FLEET REPLACEMENT	422,574.22	4,102.34	84.13	277,162.71	145,327.38	65.61

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FUND-420 PARKLAND DEVELOPMENT FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90421952	DN-FRENCH PARK PLAYGROUND	2,898.95	.00	.00	.00	2,898.95	.00
90421953	CN-FRENCH PARK PLAYGROUND	16,188.89	.00	.00	7,704.98	8,483.91	47.59
90422952	DN-LAGUNA LAKE PLAYGROUND	7,486.34	.00	.00	.00	7,486.34	.00
90422953	CN-LAGUNA LAKE PLAYGROUND	96,100.00	.00	.00	.00	96,100.00	.00
90753952	DN-BB FIELD SYNTHETIC TURF	15,000.00	.00	.00	15,000.00	.00	100.00
99031950	LA-OPEN SPACE-PARKLAND A	3,360.10	.00	.00	-100.00	3,460.10	-2.98
99699953	CN-SINSHMEIER PARK MASTE	37,455.61	.00	.00	.00	37,455.61	.00
	TOTAL CAPITAL PROJECTS	178,489.89	.00	.00	22,604.98	155,884.91	12.66
	TOTAL PARKLAND DEVELOPMENT FU	178,489.89	.00	.00	22,604.98	155,884.91	12.66

CITY OF SAN LUIS OBISPO
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FUND-430 OPEN SPACE PROTECTION
 FUNCTION-70 CAPITAL PROECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90310953	CN-JOHNSON RANCH	52,172.62	.00	.00	8,064.17	44,108.45	15.46
90768952	DN-CREEK MITIGATION	5,000.00	.00	.00	.00	5,000.00	.00
90768953	CN-CREEK MITIGATION	50,000.00	.00	.00	.00	50,000.00	.00
90768954	CM-CREEK MITIGATION	3,000.00	.00	.00	.00	3,000.00	.00
90768955	SP-CREEK MITIGATION	15,000.00	.00	.00	.00	15,000.00	.00
90768957	ER-CREEK MITIGATION	2,000.00	.00	.00	.00	2,000.00	.00
90769956	EA-COMPACT PICKUP	2,122.23	.00	.00	.00	2,122.23	.00
90888953	CN-BOB JONES TRAIL II	350,000.00	4,236.00	.00	6,436.00	343,564.00	1.84
99837950	LA-OPEN SPACE PROTECTION	400,016.00	.00	.00	343,916.50	56,099.50	85.98
99837954	CM-OPEN SPACE PROTECTION	19,418.64	.00	.00	.00	19,418.64	.00
	TOTAL CAPITAL PROECTS	898,729.49	4,236.00	.00	358,416.67	540,312.82	39.88
	TOTAL OPEN SPACE PROTECTION	898,729.49	4,236.00	.00	358,416.67	540,312.82	39.88

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FUND-450 AIRPORT AREA IMPACT FEE
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90588952	DN-TANK FARM BROAD INTER	375,000.00	.00	.00	.00	375,000.00	.00
	TOTAL CAPITAL PROJECTS	375,000.00	.00	.00	.00	375,000.00	.00
	TOTAL AIRPORT AREA IMPACT FEE	375,000.00	.00	.00	.00	375,000.00	.00

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FUND-460 LOVR IMPACT FEE FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90668951	SY-COSTCO-LOVR REIMB	12,459.80	.00	2,613.54	4,042.50	5,803.76	53.42
99821951	SY-LOVR/HWY 101 INTERCHA	2,402.58	.00	2,402.58	.00	.00	100.00
99821957	ER-LOVR/HWY 101 INTERCHA	57,153.64	.00	.00	.00	57,153.64	.00
	TOTAL CAPITAL PROJECTS	72,016.02	.00	5,016.12	4,042.50	62,957.40	12.58
	TOTAL LOVR IMPACT FEE FUND	72,016.02	.00	5,016.12	4,042.50	62,957.40	12.58

SUNGARD PENTAMATION - FUND ACCOUNTING V4.1
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FUND-470 AFFORDABLE HOUSING FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90810950	LA-HOUSING AUTH-HUMBERT	109,900.00	.00	.00	.00	109,900.00	.00
90811950	LA-LAUREL CRK BEGIN MATC	400,000.00	.00	.00	.00	400,000.00	.00
90812950	LA-1ST TIME HOMEBUYERS	230,071.00	185,466.00	.00	219,851.00	10,220.00	95.56
	TOTAL CAPITAL PROJECTS	739,971.00	185,466.00	.00	219,851.00	520,120.00	29.71
	TOTAL AFFORDABLE HOUSING FUND	739,971.00	185,466.00	.00	219,851.00	520,120.00	29.71

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FUND-500 WATER FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90063953	CN-MASTER POLYBUTYLENE	359,468.60	.00	.00	165.42	359,303.18	.05
90195953	CN-BILL ROALMAN BIKE BLV	3,600.00	.00	.00	.00	3,600.00	.00
90225952	DN-TREATMENT PLAN IMPLEM	67.71	.00	.00	.00	67.71	.00
90225953	CN-TREATMENT PLAN IMPLEM	187,985.21	.00	.00	57,862.69	130,122.52	30.78
90225954	CM-TREATMENT PLANT IMPLE	13,127.75	.00	4,782.60	8,345.15	100.00	100.00
90227953	CN-DIST SYS IMPR MASTER	701,737.69	7,300.00	16,181.00	48,775.01	636,781.68	9.26
90232953	CN-NEW BISHOP WATER TANK	423,169.40	.00	12,381.39	33,376.36	377,411.65	10.81
90238950	LA-MASTER-DIST PLAN IMPL	22,053.70	.00	.00	.00	22,053.70	.00
90238953	CN-MASTER-DIST PLAN IMPL	1,071,596.67	.00	.00	.00	1,071,596.67	.00
90304953	CN-RAW WATER PIPELINE EV	25,303.56	.00	.00	.00	25,303.56	.00
90362953	CN-WATER REUSE MASTER PL	692,434.01	1,050.00	3,145.37	118,481.81	570,806.83	17.57
90450952	DN-HIGHLAND TANK RMVL	100,000.00	.00	19,171.95	62,822.05	18,006.00	81.99
90450953	CN-HIGHLAND TANK RMVL	.00	.00	.00	13,205.32	-13,205.32	.00
90490951	SY-TELEMETRY SYS UPGRADE	40,316.64	.00	15,044.46	23,819.08	1,453.10	96.40
90490953	CN-TELEMETRY SYS UPGRADE	37.91	.00	.00	.00	37.91	.00
90515953	CA-WEB ENABLED UTILITY B	7,718.99	.00	.00	.00	7,718.99	.00
90546953	CN-LOVR REHABILITATION	6,864.00	.00	.00	4,318.01	2,545.99	62.91
90568956	EA-FUELING AND GATE SYST	3,600.00	.00	.00	3,600.00	.00	100.00
90585956	EA-2 TON SERVICE TRUCKS	1,938.96	.00	.00	1,443.45	495.51	74.44
90626951	SY-SALINAS DAM SEISMIC	95,677.09	.00	49,815.65	41,850.44	4,011.00	95.81
90634953	CN-WATERLINE REPL PROJ	49,277.91	3,958.82	275,352.41	8,725.90	40,552.01	17.71
90640953	CN-CHORRO/HAITHWAY IMP	703,862.00	24.14	.00	379,755.57	48,754.02	93.07
90654953	CN-COMPUTERIZED MAINT PR	13,118.35	.00	.00	.00	13,118.35	.00
90664951	SY-OZONE UPGRADE	500.07	.00	.00	.00	500.07	.00
90684953	CN-HIGUERA PAVING/PED LI	31,452.40	.00	.00	.00	31,452.40	.00
90694953	CN-WATERLINE REPL 07-08	35,217.36	.00	.00	1,440.00	33,777.36	4.09
90702953	CN-REUSE PARK CONVERSION	266,890.00	105,705.00	96,645.00	129,627.12	40,617.88	84.78
90721956	EA-WTR DIST FLTIBD CRANE	65,574.43	.00	.00	59,371.55	6,202.88	90.54
90729953	CN-STREET R&R 07-08	13,880.00	.00	.00	13,585.00	295.00	97.87
90791953	CN-HWY 227 UTILITY COVER	46,100.00	.00	.00	.00	46,100.00	.00
90798953	CN-UTILITY TRENCH REPAIR	12,750.60	.00	.00	46.32	12,704.28	.36
90802952	DN-RAW WATER BYPASS	11,838.08	.00	.00	11,949.67	-111.59	100.94
90802953	CN-RAW WATER BYPASS	358,416.00	24,610.04	168,679.34	81,704.05	108,032.61	69.86
90802954	CM-RAW WATER BYPASS	60,000.00	.00	44,904.62	3,357.88	11,737.50	80.44
90830953	CN-DOWNTOWN PAVING 08-09	14,350.00	.00	.00	14,607.40	-257.40	101.79
90862956	EA-PICKUPS 08-09	83,600.00	.00	.00	2,759.89	80,840.11	3.30
90863956	EA-UB SYSTEM UPGRADE	75,000.00	.00	.00	.00	75,000.00	.00
90871953	CN-POLYBUTYLENE SVC REPL	451,600.00	263,470.00	24,700.00	369,400.00	57,500.00	87.27
90887956	EA-WTR PIPE SPLIT SYS	45,466.25	.00	.00	45,466.25	.00	100.00
90890953	CN-EMERG CONST PROJ/WTP	.00	.00	.00	222,840.04	-222,840.04	.00
90896953	CN-TRENCH REPAIR 2008-09	87,000.00	.00	.00	.00	87,000.00	.00
90901953	CN-SLURRY SEAL WTP/WRF	80,000.00	.00	.00	.00	80,000.00	.00
99124952	DN-WATER REUSE	25,701.94	.00	.00	.00	25,701.94	.00
99124953	CN-WATER REUSE	551,780.73	.00	58,032.73	92.04	493,655.96	10.53
99124955	SP-WATER REUSE	451,511.99	.00	3,178.00	16,121.43	432,212.56	4.27

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FUND-500 WATER FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
99124957	ER-WATER REUSE	126,914.81	.00	6,135.51	.00	120,779.30	4.83
99653953	CN-WTP MAJOR EQUIP MAINT	14,896.00	.00	.00	12,433.97	2,462.03	83.47
99862956	EA-VEH REPLC WATER	3,139.70	.00	.00	.00	3,139.70	.00
	TOTAL CAPITAL PROJECTS	7,436,536.51	406,118.00	798,150.03	1,791,348.87	4,847,037.61	34.82
	TOTAL WATER FUND	7,436,536.51	406,118.00	798,150.03	1,791,348.87	4,847,037.61	34.82

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FUND-510 PARKING FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90319951	SY-COPELAND DOWNTOWN-ARC	15,450.61	.00	.00	9,908.38	5,542.23	64.13
90349953	CN-MARSH ST GARAGE PAINT	85,198.36	.00	.00	71,000.00	14,198.36	83.33
90349954	CM-MARSH ST GARAGE PAINT	22,100.00	.00	.00	20,932.50	1,167.50	94.72
90414951	SY-FOXPRO DATABASE CONVE	500.00	.00	.00	.00	500.00	.00
90433952	DN-ELECTRONIC PARKING SI	1,370.66	.00	.00	1,370.46	.20	99.99
90435950	LA-PALM-NIPOMO PKG GARAG	4,126.61	.00	.00	.00	4,126.61	.00
90435952	DN-PALM-NIPOMO PKG GARAG	1,242,899.70	.00	.00	.00	1,242,899.70	.00
90435957	ER-PALM-NIPOMO PKG GARAG	300,000.00	.00	.00	.00	300,000.00	.00
90436956	EA-UTILITY SCOOTER	5,725.63	.00	.00	.00	5,725.63	.00
90440953	CN-TRAFFIC SIGNAL BROAD/	21,257.31	431.21	.00	431.21	21,257.31	.00
90558953	CN-TRAFFIC SAFETY REPORT	8,292.46	.00	.00	1,200.00	7,861.25	5.20
90568956	EA-FUELING AND GATE SYST	1,200.00	.00	.00	.00	1,200.00	100.00
90801953	CN-PKG LOT 9 PAVING	4,192.41	.00	.00	.00	4,192.41	.00
99618953	CN-LOT RESEAL/RESTRIPIING	42,189.90	.00	.00	.00	42,189.90	.00
99707951	SY-ARCH STY-GARAGE ARTIF	21,242.00	.00	21,242.00	.00	.00	100.00
99858953	CN-GARAGE RENOV & REPAIR	15,756.73	.00	.00	.00	15,756.73	.00
99859956	EA-PARKING METER REPLACE	38,181.94	.00	.00	33,251.92	4,930.02	87.09
99860956	EA-PRKG VEHICLE	2,670.54	.00	.00	.00	2,670.54	.00
99899999	COMPLETED PROJECTS	34,984.52	.00	.00	.00	34,984.52	.00
	TOTAL CAPITAL PROJECTS	1,867,339.38	431.21	21,242.00	138,094.47	1,708,002.91	8.53
	TOTAL PARKING FUND	1,867,339.38	431.21	21,242.00	138,094.47	1,708,002.91	8.53

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FUND-520 SEWER FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90046953	CN-DIGESTER 3-CLEAN & RE	14,239.02	.00	14,239.02	.00	.00	100.00
90195953	CN-BILL ROALMAN BIKE BLV	2,000.00	.00	.00	.00	2,000.00	.00
90239953	CN-MASTER-COLL SYS IMPRO	988,917.00	13,257.72	.00	13,294.96	975,622.04	1.34
90243953	CN-MURRAY SEWER LATERALS	56,957.00	.00	.00	50,761.94	6,195.06	89.12
90341951	SY-MASTER-PLAN IMPLMNT W	240,907.82	77,029.03	76,041.34	145,904.13	18,962.35	92.13
90490951	SY-TELEMETRY SYS UPGRADE	31,802.84	.00	12,035.58	19,055.26	712.00	97.76
90515963	CA-WEB ENABLED UTILITY B	5,628.62	.00	.00	.00	5,628.62	.00
90546953	CN-LOVR REHABITATION	2,184.00	.00	.00	584.00	1,600.00	26.74
90566963	CA-FINANCIAL MANGE SYSTE	5,034.00	.00	.00	5,034.00	.00	100.00
90568956	EA-FUELING AND GATE SYST	2,400.00	.00	.00	2,400.00	.00	100.00
90591953	CN-129 CHORRO SEWER REPL	28,634.80	.00	.00	1,197.00	27,437.80	4.18
90630953	CN-LAGUNA LIFT STATION P	3,587.36	.00	.00	.00	3,587.36	.00
90637953	CN-MONTEREY SEWERLINE IM	375,728.37	130.44	.00	290,610.92	85,117.45	77.35
90638953	CN-WRF BELT FILTER PRESS	18,000.00	.00	.00	2,445.00	15,555.00	13.58
90638954	CN-WRF BELT FILTER PRESS	365.44	.00	.00	.00	365.44	.00
90640953	CN-CHORRO/HATHWAY IMP	373,193.00	.00	168,731.53	190,204.66	14,256.81	96.18
90654953	CN-COMPUTERIZED MAINT PR	13,018.35	.00	.00	.00	13,018.35	.00
90686953	CN-ROCKVIEW PUMP UPGRADE	172.80	.00	.00	.00	172.80	.00
90690956	EA-WRF TELEMETRY EQUIP R	24,500.00	.00	24,500.00	.00	.00	100.00
90722956	EA-WW SAMPL/FLOW MONITR	20,000.00	.00	.00	.00	20,000.00	.00
90723956	EA-PRETREATMENT PICKUP	2,978.29	.00	.00	.00	2,978.29	.00
90724956	EA-TRAILER MOUNTED PUMP	19,959.86	.00	.00	.00	19,959.86	.00
90725956	EA-WRF LAB EQUIP	14,305.03	.00	.00	.00	14,305.03	.00
90727956	EA-WRF PICKUP	8,823.47	.00	.00	.00	8,823.47	.00
90728956	EA-WRF ELEC UTIL CARTS	3,278.47	.00	.00	.00	3,278.47	.00
90729953	CN-STREET R&R 07-08	18,454.93	.00	.00	16,970.51	1,484.42	91.96
90786953	CN-BROAD ST SEWERLINE	388,641.00	139,699.10	.00	316,322.87	37,225.81	90.42
90791953	CN-HWY 227 UTILITY COVER	46,100.00	.00	.00	.00	46,100.00	.00
90818953	CN-WRF CLARIFIER 4 & 5	107,091.11	.00	.00	93,822.62	13,268.49	87.61
90818954	CN-WRF CLARIFIER 4 & 5	18,562.50	.00	.00	18,562.50	.00	100.00
90819953	CN-WRF PUMP & MOTOR #2	88,893.21	.00	.00	78,631.00	10,262.21	88.46
90820952	DN-WRF DISINFECTION MOD	600,000.00	.00	.00	.00	600,000.00	.00
90820953	CN-WRF DISINFECTION MOD	377,754.95	.00	.00	8,398.94	344,356.01	8.84
90832953	CN-WRF ASPHALT REPAIR	80,541.26	.00	.00	80,405.44	135.82	99.83
90863956	EA-UB SYSTEM UPGRADE	75,000.00	.00	.00	.00	75,000.00	.00
90901953	CN-SLUURRY SEAL WTP/WRF	220,000.00	.00	.00	.00	220,000.00	.00
90906953	CN-55 BROAD ST SEWERLINE	48,100.00	962.50	.00	962.50	-962.50	102.00
99639953	CN-MASTER-MJR EQUIP RPLC	1,471,247.39	.00	24,974.00	1,650.19	1,444,623.20	1.81
99703950	LA-TANK FARM LIFT STATIO	471,100.00	.00	.00	468,416.00	2,684.00	99.43
99703951	SY-TANK FARM LIFT STATIO	.52	.00	.00	.00	.52	.00
99703952	DN-TANK FARM LIFT STATIO	50,579.47	.00	5.47	175.31	50,398.69	.36
99703953	CN-TANK FARM LIFT STATIO	10,321,225.92	571,560.74	1,593,145.64	8,266,732.62	461,347.66	95.53
99703954	CN-TANK FARM LIFT STATIO	996,272.00	13,656.20	421,418.46	514,781.54	60,072.00	93.97
99863953	CN-LATERAL REHAB PROJ	206,361.95	3,000.00	.00	67,779.04	138,582.91	32.84
99899999	COMPLETED PROJECTS	4,114.86	.00	.00	.00	4,114.86	.00

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FUND-520 SEWER FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
	TOTAL CAPITAL PROJECTS	17,846,656.61	819,295.73	2,443,283.36	10,655,102.95	4,748,270.30	73.39
	TOTAL SEWER FUND	17,846,656.61	819,295.73	2,443,283.36	10,655,102.95	4,748,270.30	73.39

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FUND-530 TRANSIT FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90267951	SY-SHORT RANGE TRANSIT P	4,739.40	.00	4,739.40	.00	.00	100.00
90414951	SY-FOXPRO DATABASE CONVE	500.00	.00	.00	.00	500.00	.00
90454951	SY-SMART CARD STUDY	5,000.00	.00	.00	.00	5,000.00	.00
90589956	EA-BUSES AND TROLLEY	2,743,169.52	4,587.72	6,862.02	2,354,040.86	382,266.64	86.06
90748956	EA-PARTICULATE TRAPS	15,711.68	.00	.00	10,020.76	5,690.92	63.78
90864956	EA-BUSES 08-09	750,000.00	.00	.00	.00	750,000.00	.00
90918956	EA-DOUBLE DECK BUS	850,000.00	.00	.00	.00	850,000.00	.00
90919953	CN-BUS STOP IMPR	25,700.00	.00	.00	.00	25,700.00	.00
90920956	EA-AVL PASSENG ACCESS SY	405,000.00	.00	.00	.00	405,000.00	.00
90921956	EA-ELECT FAREBOX UPGRD	400,000.00	.00	.00	.00	400,000.00	.00
90922953	CN-TRANSIT FAC IMPROV	68,660.00	.00	.00	.00	68,660.00	.00
99001953	CN-BUS STOPS	17,928.84	.00	.00	9,871.50	8,057.34	55.06
99001956	EA-BUS STOPS	25,300.11	.00	.00	10,539.94	14,760.17	41.66
99601952	DN-BUS MAINT FACILITY EX	36,000.00	.00	12,500.00	.00	23,500.00	34.72
99601956	EA-BUS MAINT FACILITY EX	144,000.00	.00	.00	16,768.46	127,231.54	11.64
99891956	EA-CAPITAL BUS MAINTENAN	420,000.00	.00	.00	.00	420,000.00	.00
	TOTAL CAPITAL PROJECTS	5,911,709.55	4,587.72	24,101.42	2,401,241.52	3,486,366.61	41.03
	TOTAL TRANSIT FUND	5,911,709.55	4,587.72	24,101.42	2,401,241.52	3,486,366.61	41.03

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FUND-540 GOLF COURSE FUND
 FUNCTION-70 CAPITAL PROECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90139953	CN-TREE REMOVAL & REPLAC	10,460.50	995.00	.00	2,570.00	7,890.50	24.57
90139956	EA-TREE REMOVAL & REPLAC	43.64	.00	.00	.00	43.64	.00
90277952	DN-BRIDGE REPR GOLF CRSE	218.18	.00	.00	.00	218.18	.00
90277953	CN-BRIDGE REPR GOLF CRSE	62,046.31	.00	.00	54,207.53	7,838.78	87.37
90568956	EA-FUELING AND GATE SYST	5,700.00	.00	.00	.00	5,700.00	.00
90657953	CN-RELOCATE HOLE #3	.78	.00	.00	.00	.78	.00
90763952	DN-GOLF SHOP ROOF REPL	8,200.00	1,230.00	820.00	7,380.00	.00	100.00
90763953	CN-GOLF SHOP ROOF REPLC	26,800.00	.00	.00	.00	26,800.00	.00
90764956	EA-IRRIG CNTFL REPAIRS	4,966.11	305.38	1,544.32	1,275.56	2,146.23	56.78
90765956	EA-UTILITY CARTS-GOLF	885.97	.00	.00	.00	885.97	.00
90865953	CN-BARRIER NETTING	44,600.00	.00	.00	44,600.00	.00	100.00
99899999	COMPLETED PROJECTS	7,785.16	.00	.00	.00	7,785.16	.00
	TOTAL CAPITAL PROECTS	171,706.65	2,530.38	2,364.32	110,033.09	59,309.24	65.46
	TOTAL GOLF COURSE FUND	171,706.65	2,530.38	2,364.32	110,033.09	59,309.24	65.46

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FUND-640 WHALE ROCK FUND
 FUNCTION-70 CAPITAL PROJECTS

ACCOUNT	TITLE	BUDGET	PERIOD EXPENDITURES	ENCUMBRANCES OUTSTANDING	YEAR TO DATE EXP	AVAILABLE BALANCE	YTD/ BUD
90069952	DN-OLD CREEK HABITAT PLA	145,316.01	.00	464.58	.00	144,851.43	.32
90490951	SY-TELEMETRY SYS UPGRADE	7,949.99	.00	3,008.18	4,763.81	178.00	97.76
90866956	EA-4X4 PICKUP	25,000.00	.00	.00	23,697.62	1,302.38	94.79
99899999	COMPLETED PROJECTS	30,345.00	.00	.00	30,345.00	30,345.00	.00
	TOTAL CAPITAL PROJECTS	208,611.00	.00	3,472.76	28,461.43	176,676.81	15.31
	TOTAL WHALE ROCK FUND	208,611.00	.00	3,472.76	28,461.43	176,676.81	15.31
	TOTAL REPORT	74,745,043.42	2,146,509.21	11,488,913.65	22,960,251.75	40,295,878.02	46.09

CAPITAL IMPROVEMENT PLAN

Section 5 BUDGET AND FISCAL POLICIES

BUDGET AND FISCAL POLICIES

Formally articulated budget and fiscal policies provide the fundamental framework and foundation for preparing and implementing the City's Financial Plan. As set forth below, these include:

- Financial Plan Purpose and Organization
- Financial Reporting and Budget Administration
- General Revenue Management
- User Fee Cost Recovery Goals
- Enterprise Funds Fees and Rates
- Revenue Distribution
- Investments
- Appropriations Limitation
- Fund Balance and Reserves
- Capital Improvement Management
- Capital Financing and Debt Management
- Human Resource Management
- Productivity
- Contracting for Services

Changes for 2009-11

The following summarizes changes in the City's Budget and Fiscal Policies for 2009-11.

Recreation Program Cost Recovery Goals. These reflect the changes approved by the Council in April 2009:

Activity	Cost Recovery Goal	
	Previous	Revised
Triathlon	Mid-Range	High
Banner permit applications	*	High
Other special events except Triathlon and Holiday in the Plaza	Mid-Range	Low
Youth basketball	Mid-Range	Low
Classes	High	Mid-Range
Outdoor facility rentals	Mid-Range	High
Batting cages	*	Low
Aquatics	**	Low

* Not previously identified

** Specific activities like lap swim and lessons were distributed among several goal categories.

Property Tax Allocations. This section under *Revenue Distribution* has been shortened, focusing on the State's role in allocating these revenues since the passage of Proposition 13 in 1978.

Parking Fines. As approved by the Council in April 2009, this section under *Revenue Distribution* continues the current policy that all parking fines will be allocated to the Parking Fund *except* for those collected by Police staff (who are funded by the General Fund) in implementing neighborhood wellness programs.

Public Art. The City's public art policy generally requires that 1% of eligible project construction costs be set aside for public art. However, given the City's fiscal situation for 2009-11, public art will be funded at the same level required by the private sector: 0.5% rather than 1%.

General Plan Consistency Review. While it has been the City's longstanding practice, in accordance with State requirements, to ensure that the Planning Commission reviews the Preliminary Capital Improvement Plan for General Plan consistency and provide its findings to the Council before adoption, this has been added to the *Capital Improvement Management* policies to reinforce the importance of this review.

Overtime Management. As approved by the Council in April 2009, this section has been added to the *Human Resources Management* policies.

FINANCIAL PLAN PURPOSE AND ORGANIZATION

A. Financial Plan Objectives. Through its Financial Plan, the City will link resources with results by:

1. Identifying community needs for essential services.
2. Organizing the programs required to provide these essential services.
3. Establishing program policies and goals, which define the nature and level of program services required.
4. Identifying activities performed in delivering program services.
5. Proposing objectives for improving the delivery of program services.

BUDGET AND FISCAL POLICIES

6. Identifying and appropriating the resources required to perform program activities and accomplish program objectives.
 7. Setting standards to measure and evaluate the:
 - a. Output of program activities.
 - b. Accomplishment of program objectives.
 - c. Expenditure of program appropriations.
- B. Two-Year Budget.** Following the City's favorable experience over the past twenty-four years, the City will continue using a two-year financial plan, emphasizing long-range planning and effective program management. The benefits identified when the City's first two-year plan was prepared for 1983-85 continue to be realized:
1. Reinforcing the importance of long-range planning in managing the City's fiscal affairs.
 2. Concentrating on developing and budgeting for the accomplishment of significant objectives.
 3. Establishing realistic timeframes for achieving objectives.
 4. Creating a pro-active budget that provides for stable operations and assures the City's long-term fiscal health.
 5. Promoting more orderly spending patterns.
 6. Reducing the amount of time and resources allocated to preparing annual budgets.
- C. Measurable Objectives.** The two-year financial plan will establish measurable program objectives and allow reasonable time to accomplish those objectives.
- D. Second Year Budget.** Before the beginning of the second year of the two-year cycle, the Council will review progress during the first year and approve appropriations for the second fiscal year.
- E. Operating Carryover.** Operating program appropriations not spent during the first fiscal year may be carried over for specific purposes

into the second fiscal year with the approval of the City Manager.

- F. Goal Status Reports.** The status of major program objectives will be formally reported to the Council on an ongoing, periodic basis.
- G. Mid-Year Budget Reviews.** The Council will formally review the City's fiscal condition, and amend appropriations if necessary, six months after the beginning of each fiscal year.
- H. Balanced Budget.** The City will maintain a balanced budget over the two-year period of the Financial Plan. This means that:
1. Operating revenues must fully cover operating expenditures, including debt service.
 2. Ending fund balance (or working capital in the enterprise funds) must meet minimum policy levels. For the general and enterprise funds, this level has been established at 20% of operating expenditures.

Under this policy, it is allowable for total expenditures to exceed revenues in a given year; however, in this situation, beginning fund balance can only be used to fund capital improvement plan projects, or other "one-time," non-recurring expenditures.

FINANCIAL REPORTING AND BUDGET ADMINISTRATION

- A. Annual Reporting.** The City will prepare annual financial statements as follows:
1. In accordance with Charter requirements, the City will contract for an annual audit by a qualified independent certified public accountant. The City will strive for an unqualified auditors' opinion.
 2. The City will use generally accepted accounting principles in preparing its annual financial statements, and will strive to meet the requirements of the GFOA's Award for Excellence in Financial Reporting program.

BUDGET AND FISCAL POLICIES

3. The City will issue audited financial statements within 180 days after year-end.

B. Interim Reporting. The City will prepare and issue timely interim reports on the City's fiscal status to the Council and staff. This includes: on-line access to the City's financial management system by City staff; monthly reports to program managers; more formal quarterly reports to the Council and Department Heads; mid-year budget reviews; and interim annual reports.

C. Budget Administration. As set forth in the City Charter, the Council may amend or supplement the budget at any time after its adoption by majority vote of the Council members. The City Manager has the authority to make administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

GENERAL REVENUE MANAGEMENT

A. Diversified and Stable Base. The City will seek to maintain a diversified and stable revenue base to protect it from short-term fluctuations in any one revenue source.

B. Long-Range Focus. To emphasize and facilitate long-range financial planning, the City will maintain current projections of revenues for the succeeding five years.

C. Current Revenues for Current Uses. The City will make all current expenditures with current revenues, avoiding procedures that balance current budgets by postponing needed expenditures, accruing future revenues, or rolling over short-term debt.

D. Interfund Transfers and Loans. In order to achieve important public policy goals, the City has established various special revenue, capital project, debt service and enterprise funds to account for revenues whose use should be restricted to certain activities. Accordingly, each fund exists as a separate financing entity from other funds, with its own revenue sources, expenditures and fund equity.

Any transfers between funds for operating purposes are clearly set forth in the Financial Plan, and can only be made by the Director of Finance & Information Technology in accordance with the adopted budget. These operating transfers, under which financial resources are transferred from one fund to another, are distinctly different from interfund borrowings, which are usually made for temporary cash flow reasons, and are not intended to result in a transfer of financial resources by the end of the fiscal year.

In summary, interfund transfers result in a change in fund equity; interfund borrowings do not, as the intent is to repay in the loan in the near term.

From time-to-time, interfund borrowings may be appropriate; however, these are subject to the following criteria in ensuring that the fiduciary purpose of the fund is met:

1. The Director of Finance & Information Technology is authorized to approve temporary interfund borrowings for cash flow purposes whenever the cash shortfall is expected to be resolved within 45 days. The most common use of interfund borrowing under this circumstance is for grant programs like the Community Development Block Grant, where costs are incurred before drawdowns are initiated and received. However, receipt of funds is typically received shortly after the request for funds has been made.
2. Any other interfund borrowings for cash flow or other purposes require case-by-case approval by the Council.
3. Any transfers between funds where reimbursement is not expected within one fiscal year shall not be recorded as interfund borrowings; they shall be recorded as interfund operating transfers that affect equity by moving financial resources from one fund to another.

USER FEE COST RECOVERY GOALS

A. Ongoing Review

Fees will be reviewed and updated on an ongoing basis to ensure that they keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

In implementing this goal, a comprehensive analysis of City costs and fees should be made at least every five years. In the interim, fees will be adjusted by annual changes in the Consumer Price Index. Fees may be adjusted during this interim period based on supplemental analysis whenever there have been significant changes in the method, level or cost of service delivery.

B. User Fee Cost Recovery Levels

In setting user fees and cost recovery levels, the following factors will be considered:

1. ***Community-Wide Versus Special Benefit.***
The level of user fee cost recovery should consider the *community-wide* versus *special service* nature of the program or activity. The use of general-purpose revenues is appropriate for community-wide services, while user fees are appropriate for services that are of special benefit to easily identified individuals or groups.
2. ***Service Recipient Versus Service Driver.***
After considering community-wide versus special benefit of the service, the concept of *service recipient* versus *service driver* should also be considered. For example, it could be argued that the applicant is not the beneficiary of the City's development review efforts: the community is the primary beneficiary. However, the applicant is the *driver* of development review costs, and as such, cost recovery from the applicant is appropriate.
3. ***Effect of Pricing on the Demand for Services.*** The level of cost recovery and related pricing of services can significantly affect the demand and subsequent level of services provided. At full cost recovery, this has the specific advantage of ensuring that the City is providing services for which

there is genuinely a market that is not overly-stimulated by artificially low prices.

Conversely, high levels of cost recovery will negatively impact the delivery of services to lower income groups. This negative feature is especially pronounced, and works against public policy, if the services are specifically targeted to low income groups.

4. ***Feasibility of Collection and Recovery.***
Although it may be determined that a high level of cost recovery may be appropriate for specific services, it may be impractical or too costly to establish a system to identify and charge the user. Accordingly, the feasibility of assessing and collecting charges should also be considered in developing user fees, especially if significant program costs are intended to be financed from that source.

C. Factors Favoring Low Cost Recovery Levels

Very low cost recovery levels are appropriate under the following circumstances:

1. There is *no* intended relationship between the amount paid and the benefit received. Almost all "social service" programs fall into this category as it is *expected* that one group will subsidize another.
2. Collecting fees is not cost-effective or will significantly impact the efficient delivery of the service.
3. There is *no* intent to limit the use of (or entitlement to) the service. Again, most "social service" programs fit into this category as well as many public safety (police and fire) emergency response services. Historically, access to neighborhood and community parks would also fit into this category.
4. The service is non-recurring, generally delivered on a "peak demand" or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source.

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Many public safety services also fall into this category.

5. Collecting fees would discourage compliance with regulatory requirements and adherence is primarily self-identified, and as such, failure to comply would not be readily detected by the City. Many small-scale licenses and permits might fall into this category.

D. Factors Favoring High Cost Recovery Levels

The use of service charges as a major source of funding service levels is especially appropriate under the following circumstances:

1. The service is similar to services provided through the private sector.
2. Other private or public sector alternatives could or do exist for the delivery of the service.
3. For equity or demand management purposes, it is intended that there be a direct relationship between the amount paid and the level and cost of the service received.
4. The use of the service is specifically discouraged. Police responses to disturbances or false alarms might fall into this category.
5. The service is regulatory in nature and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. Building permit, plan checks, and subdivision review fees for large projects would fall into this category.

E. General Concepts Regarding the Use of Service Charges

The following general concepts will be used in developing and implementing service charges:

1. Revenues should not exceed the reasonable cost of providing the service.

2. Cost recovery goals should be based on the total cost of delivering the service, including direct costs, departmental administration costs and organization-wide support costs such as accounting, personnel, information technology, legal services, fleet maintenance and insurance.
3. The method of assessing and collecting fees should be as simple as possible in order to reduce the administrative cost of collection.
4. Rate structures should be sensitive to the "market" for similar services as well as to smaller, infrequent users of the service.
5. A unified approach should be used in determining cost recovery levels for various programs based on the factors discussed above.

F. Low Cost-Recovery Services

Based on the criteria discussed above, the following types of services should have very low cost recovery goals. In selected circumstances, there may be specific activities within the broad scope of services provided that should have user charges associated with them. However, the primary source of funding for the operation as a whole should be general-purpose revenues, not user fees.

1. Delivering public safety emergency response services such as police patrol services and fire suppression.
2. Maintaining and developing public facilities that are provided on a uniform, community-wide basis such as streets, parks and general-purpose buildings.
3. Providing social service programs and economic development activities.

G. Recreation Programs

The following cost recovery policies apply to the City's recreation programs:

1. Cost recovery for activities directed to adults should be relatively high.

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2. Cost recovery for activities directed to youth and seniors should be relatively low. In those circumstances where services are similar to those provided in the private sector, cost recovery levels should be higher.

Although ability to pay may not be a concern for all youth and senior participants, these are desired program activities, and the cost of determining need may be greater than the cost of providing a uniform service fee structure to all participants. Further, there is a community-wide benefit in encouraging high-levels of participation in youth and senior recreation activities regardless of financial status.

3. Cost recovery goals for recreation activities are set as follows:

High-Range Cost Recovery Activities (60% to 100%)

- a. Adult athletics
- b. Banner permit applications
- c. Child care services (except Youth STAR)
- d. Facility rentals (indoor and outdoor; excludes use of facilities for internal City uses)
- e. Triathlon

Mid-Range Cost Recovery Activities (30% to 60%)

- f. Classes
- g. Holiday in the Plaza
- h. Major commercial film permit applications

Low-Range Cost Recovery Activities (0 to 30%)

- i. Aquatics
- j. Batting cages
- k. Community gardens
- l. Junior Ranger camp
- m. Minor commercial film permit applications
- n. Skate park
- o. Special events (except for Triathlon and Holiday in the Plaza)
- p. Youth sports
- q. Youth STAR
- r. Teen services
- s. Senior/boomer services

4. For cost recovery activities of less than 100%, there should be a differential in rates between residents and non-residents. However, the Director of Parks and Recreation is authorized to reduce or eliminate non-resident fee differentials when it can be demonstrated that:

- a. The fee is reducing attendance.
- b. And there are no appreciable expenditure savings from the reduced attendance.

5. Charges will be assessed for use of rooms, pools, gymnasiums, ball fields, special-use areas, and recreation equipment for activities not sponsored or co-sponsored by the City. Such charges will generally conform to the fee guidelines described above. However, the Director of Parks and Recreation is authorized to charge fees that are closer to full cost recovery for facilities that are heavily used at peak times and include a majority of non-resident users.

6. A vendor charge of at least 10 percent of gross income will be assessed from individuals or organizations using City facilities for moneymaking activities.

7. Director of Parks and Recreation is authorized to offer reduced fees such as introductory rates, family discounts and coupon discounts on a pilot basis (not to exceed 18 months) to promote new

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recreation programs or resurrect existing ones.

- 8. The Parks and Recreation Department will consider waiving fees only when the City Manager determines in writing that an undue hardship exists.

H. Development Review Programs

The following cost recovery policies apply to the development review programs:

- 1. Services provided under this category include:
 - a. Planning (planned development permits, tentative tract and parcel maps, rezonings, general plan amendments, variances, use permits).
 - b. Building and safety (building permits, structural plan checks, inspections).
 - c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments).
 - d. Fire plan check.
- 2. Cost recovery for these services should generally be very high. In most instances, the City's cost recovery goal should be 100%.
- 3. However, in charging high cost recovery levels, the City needs to clearly establish and articulate standards for its performance in reviewing developer applications to ensure that there is "value for cost."

I. Comparability With Other Communities

In setting user fees, the City will consider fees charged by other agencies in accordance with the following criteria:

- 1. Surveying the comparability of the City's fees to other communities provides useful background information in setting fees for several reasons:
 - a. They reflect the "market" for these fees and can assist in assessing the

reasonableness of San Luis Obispo's fees.

- b. If prudently analyzed, they can serve as a benchmark for how cost-effectively San Luis Obispo provides its services.
- 2. However, fee surveys should never be the sole or primary criteria in setting City fees as there are many factors that affect how and why other communities have set their fees at their levels. For example:
 - a. What level of cost recovery is their fee intended to achieve compared with our cost recovery objectives?
 - b. What costs have been considered in computing the fees?
 - c. When was the last time that their fees were comprehensively evaluated?
 - d. What level of service do they provide compared with our service or performance standards?
 - e. Is their rate structure significantly different than ours and what is it intended to achieve?
 - 3. These can be very difficult questions to address in fairly evaluating fees among different communities. As such, the comparability of our fees to other communities should be one factor among many that is considered in setting City fees.

ENTERPRISE FUND FEES AND RATES

- A. **Water, Sewer and Parking.** The City will set fees and rates at levels which fully cover the total direct and indirect costs—including operations, capital outlay, and debt service—of the following enterprise programs: water, sewer and parking.
- B. **Golf.** Golf program fees and rates should fully cover direct operating costs. Because of the nine-hole nature of the golf course with its focus on youth and seniors, subsidies from the General Fund to cover indirect costs and capital improvements may be considered by the Council

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as part of the Financial Plan process, along with the need to possibly subsidize direct operating costs as well.

- C. **Transit.** Based on targets set under the Transportation Development Act, the City will strive to cover at least twenty percent of transit operating costs with fare revenues.
- D. **Ongoing Rate Review.** The City will review and adjust enterprise fees and rate structures as required to ensure that they remain appropriate and equitable.
- E. **Franchise Fees.** In accordance with long-standing practices, the City will treat the water and sewer funds in the same manner as if they were privately owned and operated. This means assessing reasonable franchise fees in fully recovering service costs.

At 3.5%, water and sewer franchise fees are based on the mid-point of the statewide standard for public utilities like electricity and gas (2% of gross revenues from operations) and cable television (5% of gross revenues).

As with other utilities, the purpose of the franchise fee is reasonable cost recovery for the use of the City's street right-of-way. The appropriateness of charging the water and sewer funds a reasonable franchise fee for the use of City streets is further supported by the results of recent studies in Arizona, California, Ohio and Vermont which concluded that the leading cause for street resurfacing and reconstruction is street cuts and trenching for utilities.

REVENUE DISTRIBUTION

The Council recognizes that generally accepted accounting principles for state and local governments discourage the "earmarking" of General Fund revenues, and accordingly, the practice of designating General Fund revenues for specific programs should be minimized in the City's management of its fiscal affairs. Approval of the following revenue distribution policies does not prevent the Council from directing General Fund resources to other functions and programs as necessary.

- A. **Property Taxes.** With the passage of Proposition 13 on June 6, 1978, California cities no longer can set their own property tax rates. In addition to limiting annual increases in market value, placing a ceiling on voter-approved indebtedness, and redefining assessed valuations, Proposition 13 established a maximum county-wide levy for general revenue purposes of 1% of market value. Under subsequent state legislation, which adopted formulas for the distribution of this countywide levy, the City now receives a percentage of total property tax revenues collected countywide as determined by the State and administered by the County Auditor-Controller.

Accordingly, while property revenues are often thought of local revenue sources, in essence they are State revenue sources, since the State controls their use and allocation.

With the adoption of a Charter revision in November 1996, which removed provisions that were in conflict with Proposition 13 relating to the setting of property tax revenues between various funds, all property tax revenues are now accounted for in the General Fund.

- B. **Gasoline Tax Subventions.** All gasoline tax revenues (which are restricted by the State for street-related purposes) will be used for maintenance activities. Since the City's total expenditures for gas tax eligible programs and projects are much greater than this revenue source, operating transfers will be made from the gas tax fund to the General Fund for this purpose. This approach significantly reduces the accounting efforts required in meeting State reporting requirements.
- C. **Transportation Development Act (TDA) Revenues.** All TDA revenues will be allocated to alternative transportation programs, including regional and municipal transit systems, bikeway improvements, and other programs or projects designed to reduce automobile usage. Because TDA revenues will not be allocated for street purposes, it is expected that alternative transportation programs (in conjunction with other state or federal grants for this purpose) will be self-supporting from TDA revenues.

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D. **Parking Fines.** All parking fine revenues will be allocated to the parking fund, except for those collected by Police staff (who are funded by the General Fund) in implementing neighborhood wellness programs.

INVESTMENTS

A. **Responsibility.** Investments and cash management are the responsibility of the City Treasurer or designee. It is the City's policy to appoint the Director of Finance and Information Technology as the City's Treasurer.

B. **Investment Objective.** The City's primary investment objective is to achieve a reasonable rate of return while minimizing the potential for capital losses arising from market changes or issuer default. Accordingly, the following factors will be considered in priority order in determining individual investment placements:

1. Safety
2. Liquidity
3. Yield

C. **Tax and Revenue Anticipation Notes: Not for Investment Purposes.** There is an appropriate role for tax and revenue anticipation notes (TRANS) in meeting legitimate short-term cash needs within the fiscal year. However, many agencies issue TRANS as a routine business practice, not solely for cash flow purposes, but to capitalize on the favorable difference between the interest cost of issuing TRANS as a tax-preferred security and the interest yields on them if re-invested at full market rates.

As part of its cash flow management and investment strategy, the City will only issue TRANS or other forms of short-term debt if necessary to meet demonstrated cash flow needs; TRANS or any other form of short-term debt financing will not be issued for investment purposes.

As long as the City maintains its current policy of maintaining fund/working capital balances that are 20% of operating expenditures, it is unlikely that the City would need to issue

TRANS for cash flow purposes except in very unusual circumstances.

D. **Selecting Maturity Dates.** The City will strive to keep all idle cash balances fully invested through daily projections of cash flow requirements. To avoid forced liquidations and losses of investment earnings, cash flow and future requirements will be the primary consideration when selecting maturities.

E. **Diversification.** As the market and the City's investment portfolio change, care will be taken to maintain a healthy balance of investment types and maturities.

F. **Authorized Investments.** The City will invest only in those instruments authorized by the California Government Code Section 53601.

The City will not invest in stock, will not speculate and will not deal in futures or options. The investment market is highly volatile and continually offers new and creative opportunities for enhancing interest earnings. Accordingly, the City will thoroughly investigate any new investment vehicles before committing City funds to them.

G. **Authorized Institutions.** Current financial statements will be maintained for each institution in which cash is invested. Investments will be limited to 20 percent of the total net worth of any institution and may be reduced further or refused altogether if an institution's financial situation becomes unhealthy.

H. **Consolidated Portfolio.** In order to maximize yields from its overall portfolio, the City will consolidate cash balances from all funds for investment purposes, and will allocate investment earnings to each fund in accordance with generally accepted accounting principles.

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- I. **Safekeeping.** Ownership of the City's investment securities will be protected through third-party custodial safekeeping.
- J. **Investment Management Plan.** The City Treasurer will develop and maintain an Investment Management Plan that addresses the City's administration of its portfolio, including investment strategies, practices and procedures.
- K. **Investment Oversight Committee.** As set forth in the Investment Management Plan, this committee is responsible for reviewing the City's portfolio on an ongoing basis to determine compliance with the City's investment policies and for making recommendations regarding investment management practices.

Members include the City Manager, Assistant City Manager, Director of Finance & Information Technology/City Treasurer, Finance Manager and the City's independent auditor.

- L. **Reporting.** The City Treasurer will develop and maintain a comprehensive, well-documented investment reporting system, which will comply with Government Code Section 53607. This reporting system will provide the Council and the Investment Oversight Committee with appropriate investment performance information.

APPROPRIATIONS LIMITATION

- A. The Council will annually adopt a resolution establishing the City's appropriations limit calculated in accordance with Article XIII-B of the Constitution of the State of California, Section 7900 of the State of California Government Code, and any other voter approved amendments or state legislation that affect the City's appropriations limit.
- B. The supporting documentation used in calculating the City's appropriations limit and projected appropriations subject to the limit will be available for public and Council review at least 10 days before Council consideration of a resolution to adopt an appropriations limit. The

Council will generally consider this resolution in connection with final approval of the budget.

- C. The City will strive to develop revenue sources, both new and existing, which are considered non-tax proceeds in calculating its appropriations subject to limitation.
- D. The City will annually review user fees and charges and report to the Council the amount of program subsidy, if any, that is being provided by the General or Enterprise Funds.
- E. The City will actively support legislation or initiatives sponsored or approved by League of California Cities which would modify Article XIII-B of the Constitution in a manner which would allow the City to retain projected tax revenues resulting from growth in the local economy for use as determined by the Council.
- F. The City will seek voter approval to amend its appropriation limit at such time that tax proceeds are in excess of allowable limits.

FUND BALANCE AND RESERVES

- A. **Minimum Fund and Working Capital Balances.** The City will maintain a minimum fund balance of at least 20% of operating expenditures in the General Fund and a minimum working capital balance of 20% of operating expenditures in the water, sewer and parking enterprise funds. This is considered the minimum level necessary to maintain the City's credit worthiness and to adequately provide for:
1. Economic uncertainties, local disasters, and other financial hardships or downturns in the local or national economy.
 2. Contingencies for unseen operating or capital needs.
 3. Cash flow requirements.
- B. **Fleet Replacement.** For the General Fund fleet, the City will establish and maintain a Fleet Replacement Fund to provide for the timely replacement of vehicles and related equipment with an individual replacement cost of \$15,000 or more. The City will maintain a minimum

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fund balance in the Fleet Replacement Fund of at least 20% of the original purchase cost of the items accounted for in this fund.

The annual contribution to this fund will generally be based on the annual use allowance, which is determined based on the estimated life of the vehicle or equipment and its original purchase cost. Interest earnings and sales of surplus equipment as well as any related damage and insurance recoveries will be credited to the Fleet Replacement Fund.

- C. **Future Capital Project Designations.** The Council may designate specific fund balance levels for future development of capital projects that it has determined to be in the best long-term interests of the City.
- D. **Other Designations and Reserves.** In addition to the designations noted above, fund balance levels will be sufficient to meet funding requirements for projects approved in prior years which are carried forward into the new year; debt service reserve requirements; reserves for encumbrances; and other reserves or designations required by contractual obligations, state law, or generally accepted accounting principles.

CAPITAL IMPROVEMENT MANAGEMENT

- A. **CIP Projects: \$15,000 or More.** Construction projects and equipment purchases which cost \$15,000 or more will be included in the Capital Improvement Plan (CIP); minor capital outlays of less than \$15,000 will be included with the operating program budgets.
- B. **CIP Purpose.** The purpose of the CIP is to systematically plan, schedule, and finance capital projects to ensure cost-effectiveness as well as conformance with established policies. The CIP is a four-year plan organized into the same functional groupings used for the operating programs. The CIP will reflect a balance between capital replacement projects that repair, replace or enhance existing facilities, equipment or infrastructure; and capital facility projects that significantly expand or add to the City's existing fixed assets.

- C. **Project Manager.** Every CIP project will have a project manager who will prepare the project proposal, ensure that required phases are completed on schedule, authorize all project expenditures, ensure that all regulations and laws are observed, and periodically report project status.
- D. **CIP Review Committee.** Headed by the City Manager or designee, this Committee will review project proposals, determine project phasing, recommend project managers, review and evaluate the draft CIP budget document, and report CIP project progress on an ongoing basis.
- E. **CIP Phases.** The CIP will emphasize project planning, with projects progressing through at least two and up to ten of the following phases:
 1. **Designate.** Appropriates funds based on projects designated for funding by the Council through adoption of the Financial Plan.
 2. **Study.** Concept design, site selection, feasibility analysis, schematic design, environmental determination, property appraisals, scheduling, grant application, grant approval, specification preparation for equipment purchases.
 3. **Environmental Review.** EIR preparation, other environmental studies.
 4. **Real Property Acquisitions.** Property acquisition for projects, if necessary.
 5. **Site Preparation.** Demolition, hazardous materials abatements, other pre-construction work.
 6. **Design.** Final design, plan and specification preparation and construction cost estimation.
 7. **Construction.** Construction contracts.
 8. **Construction Management.** Contract project management and inspection, soils and material tests, other support services during construction.

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- 9. **Equipment Acquisitions.** Vehicles, heavy machinery, computers, office furnishings, other equipment items acquired and installed independently from construction contracts.
- 10. **Debt Service.** Installment payments of principal and interest for completed projects funded through debt financings. Expenditures for this project phase are included in the Debt Service section of the Financial Plan.

Generally, it will become more difficult for a project to move from one phase to the next. As such, more projects will be studied than will be designed, and more projects will be designed than will be constructed or purchased during the term of the CIP.

- F. **CIP Appropriation.** The City’s annual CIP appropriation for study, design, acquisition and/or construction is based on the projects designated by the Council through adoption of the Financial Plan. Adoption of the Financial Plan CIP appropriation does not automatically authorize funding for specific project phases. This authorization generally occurs only after the preceding project phase has been completed and approved by the Council and costs for the succeeding phases have been fully developed.

Accordingly, project appropriations are generally made when contracts are awarded. If project costs at the time of bid award are less than the budgeted amount, the balance will be unappropriated and returned to fund balance or allocated to another project. If project costs at the time of bid award are greater than budget amounts, five basic options are available:

- 1. Eliminate the project.
- 2. Defer the project for consideration to the next Financial Plan period.
- 3. Rescope or change the phasing of the project to meet the existing budget.
- 4. Transfer funding from another specified, lower priority project.
- 5. Appropriate additional resources as necessary from fund balance.

- G. **CIP Budget Carryover.** Appropriations for CIP projects lapse three years after budget adoption. Projects which lapse from lack of project account appropriations may be resubmitted for inclusion in a subsequent CIP. Project accounts, which have been appropriated, will not lapse until completion of the project phase.

- H. **Program Objectives.** Project phases will be listed as objectives in the program narratives of the programs, which manage the projects.

- I. **Public Art.** CIP projects will be evaluated during the budget process and prior to each phase for conformance with the City's public art policy, which generally requires that 1% of eligible project construction costs be set aside for public art. Excluded from this requirement are underground projects, utility infrastructure projects, funding from outside agencies, and costs other than construction such as study, environmental review, design, site preparation, land acquisition and equipment purchases.

It is generally preferred that public art be incorporated directly into the project, but this is not practical or desirable for all projects; in this case, an in-lieu contribution to public art will be made. To ensure that funds are adequately budgeted for this purpose regardless of whether public art will be directly incorporated into the project, funds for public art will be identified separately in the CIP.

Given the City’s fiscal situation for 2009-11, public art will be funded at the same level required by the private sector: 0.5% rather than 1%.

- J. **General Plan Consistency Review.** The Planning Commission will review the Preliminary CIP for consistency with the General Plan and provide its findings to the Council prior to adoption.

CAPITAL FINANCING AND DEBT MANAGEMENT

- A. **Capital Financing**

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1. The City will consider the use of debt financing only for one-time capital improvement projects and only under the following circumstances:
 - a. When the project's useful life will exceed the term of the financing.
 - b. When project revenues or specific resources will be sufficient to service the long-term debt.
2. Debt financing will not be considered appropriate for any recurring purpose such as current operating and maintenance expenditures. The issuance of short-term instruments such as revenue, tax or bond anticipation notes is excluded from this limitation. (See Investment Policy)
3. Capital improvements will be financed primarily through user fees, service charges, assessments, special taxes or developer agreements when benefits can be specifically attributed to users of the facility. Accordingly, development impact fees should be created and implemented at levels sufficient to ensure that new development pays its fair share of the cost of constructing necessary community facilities.
4. Transportation impact fees are a major funding source in financing transportation system improvements. However, revenues from these fees are subject to significant fluctuation based on the rate of new development. Accordingly, the following guidelines will be followed in designing and building projects funded with transportation impact fees:
 - a. The availability of transportation impact fees in funding a specific project will be analyzed on a case-by-case basis as plans and specification or contract awards are submitted for City Manager or Council approval.
 - b. If adequate funds are not available at that time, the Council will make one of two determinations:
 - Defer the project until funds are available.
 - Based on the high-priority of the project, advance funds from the General Fund, which will be reimbursed as soon as funds become available. Repayment of General Fund advances will be the first use of transportation impact fee funds when they become available.
5. The City will use the following criteria to evaluate pay-as-you-go versus long-term financing in funding capital improvements:

Factors Favoring Pay-As-You-Go Financing

 - a. Current revenues and adequate fund balances are available or project phasing can be accomplished.
 - b. Existing debt levels adversely affect the City's credit rating.
 - c. Market conditions are unstable or present difficulties in marketing.

Factors Favoring Long Term Financing

 - d. Revenues available for debt service are deemed sufficient and reliable so that long-term financings can be marketed with investment grade credit ratings.
 - e. The project securing the financing is of the type, which will support an investment grade credit rating.
 - f. Market conditions present favorable interest rates and demand for City financings.
 - g. A project is mandated by state or federal requirements, and resources are insufficient or unavailable.
 - h. The project is immediately required to meet or relieve capacity needs and current resources are insufficient or unavailable.
 - i. The life of the project or asset to be financed is 10 years or longer.

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B. Debt Management

1. The City will not obligate the General Fund to secure long-term financings except when marketability can be significantly enhanced.
2. An internal feasibility analysis will be prepared for each long-term financing which analyzes the impact on current and future budgets for debt service and operations. This analysis will also address the reliability of revenues to support debt service.
3. The City will generally conduct financings on a competitive basis. However, negotiated financings may be used due to market volatility or the use of an unusual or complex financing or security structure.
4. The City will seek an investment grade rating (Baa/BBB or greater) on any direct debt and will seek credit enhancements such as letters of credit or insurance when necessary for marketing purposes, availability and cost-effectiveness.
5. The City will monitor all forms of debt annually coincident with the City's Financial Plan preparation and review process and report concerns and remedies, if needed, to the Council.
6. The City will diligently monitor its compliance with bond covenants and ensure its adherence to federal arbitrage regulations.
7. The City will maintain good, ongoing communications with bond rating agencies about its financial condition. The City will follow a policy of full disclosure on every financial report and bond prospectus (Official Statement).

C. Debt Capacity

1. **General Purpose Debt Capacity.** The City will carefully monitor its levels of general-purpose debt. Because our general purpose debt capacity is limited, it is important that we only use general purpose debt financing for high-priority projects where we cannot

reasonably use other financing methods for two key reasons:

- a. Funds borrowed for a project today are not available to fund other projects tomorrow.
- b. Funds committed for debt repayment today are not available to fund operations in the future.

In evaluating debt capacity, general-purpose annual debt service payments should generally not exceed 10% of General Fund revenues; and in no case should they exceed 15%. Further, direct debt will not exceed 2% of assessed valuation; and no more than 60% of capital improvement outlays will be funded from long-term financings.

2. **Enterprise Fund Debt Capacity.** The City will set enterprise fund rates at levels needed to fully cover debt service requirements as well as operations, maintenance, administration and capital improvement costs. The ability to afford new debt for enterprise operations will be evaluated as an integral part of the City's rate review and setting process.

D. Independent Disclosure Counsel

The following criteria will be used on a case-by-case basis in determining whether the City should retain the services of an independent disclosure counsel in conjunction with specific project financings:

1. The City will generally not retain the services of an independent disclosure counsel when all of the following circumstances are present:
 - a. The revenue source for repayment is under the management or control of the City, such as general obligation bonds, revenue bonds, lease-revenue bonds or certificates of participation.
 - b. The bonds will be rated or insured.
2. The City will consider retaining the services of an independent disclosure counsel when

BUDGET AND FISCAL POLICIES

one or more of following circumstances are present:

- a. The financing will be negotiated, and the underwriter has not separately engaged an underwriter’s counsel for disclosure purposes.
- b. The revenue source for repayment is not under the management or control of the City, such as land-based assessment districts, tax allocation bonds or conduit financings.
- c. The bonds will not be rated or insured.
- d. The City’s financial advisor, bond counsel or underwriter recommends that the City retain an independent disclosure counsel based on the circumstances of the financing.

E. Land-Based Financings

- 1. **Public Purpose.** There will be a clearly articulated public purpose in forming an assessment or special tax district in financing public infrastructure improvements. This should include a finding by the Council as to why this form of financing is preferred over other funding options such as impact fees, reimbursement agreements or direct developer responsibility for the improvements.
- 2. **Eligible Improvements.** Except as otherwise determined by the Council when proceedings for district formation are commenced, preference in financing public improvements through a special tax district shall be given for those public improvements that help achieve clearly identified community facility and infrastructure goals in accordance with adopted facility and infrastructure plans as set forth in key policy documents such as the General Plan, Specific Plan, Facility or Infrastructure Master Plans, or Capital Improvement Plan.

Such improvements include study, design, construction and/or acquisition of:

- a. Public safety facilities.

- b. Water supply, distribution and treatment systems.
- c. Waste collection and treatment systems.
- d. Major transportation system improvements, such as freeway interchanges; bridges; intersection improvements; construction of new or widened arterial or collector streets (including related landscaping and lighting); sidewalks and other pedestrian paths; transit facilities; and bike paths.
- e. Storm drainage, creek protection and flood protection improvements.
- f. Parks, trails, community centers and other recreational facilities.
- g. Open space.
- h. Cultural and social service facilities.
- i. Other governmental facilities and improvements such as offices, information technology systems and telecommunication systems.

School facilities will not be financed except under appropriate joint community facilities agreements or joint exercise of powers agreements between the City and school districts.

- 3. **Active Role.** Even though land-based financings may be a limited obligation of the City, we will play an active role in managing the district. This means that the City will select and retain the financing team, including the financial advisor, bond counsel, trustee, appraiser, disclosure counsel, assessment engineer and underwriter. Any costs incurred by the City in retaining these services will generally be the responsibility of the property owners or developer, and will be advanced via a deposit when an application is filed; or will be paid on a contingency fee basis from the proceeds from the bonds.
- 4. **Credit Quality.** When a developer requests a district, the City will carefully evaluate the applicant’s financial plan and ability to carry the project, including the payment of assessments and special taxes during build-

BUDGET AND FISCAL POLICIES

- out. This may include detailed background, credit and lender checks, and the preparation of independent appraisal reports and market absorption studies. For districts where one property owner accounts for more than 25% of the annual debt service obligation, a letter of credit further securing the financing may be required.
5. **Reserve Fund.** A reserve fund should be established in the lesser amount of: the maximum annual debt service; 125% of the annual average debt service; or 10% of the bond proceeds.
 6. **Value-to-Debt Ratios.** The minimum value-to-date ratio should generally be 4:1. This means the value of the property in the district, with the public improvements, should be at least four times the amount of the assessment or special tax debt. In special circumstances, after conferring and receiving the concurrence of the City's financial advisor and bond counsel that a lower value-to-debt ratio is financially prudent under the circumstances, the City may consider allowing a value-to-debt ratio of 3:1. The Council should make special findings in this case.
 7. **Appraisal Methodology.** Determination of value of property in the district shall be based upon the full cash value as shown on the ad valorem assessment roll or upon an appraisal by an independent Member Appraisal Institute (MAI). The definitions, standards and assumptions to be used for appraisals shall be determined by the City on a case-by-case basis, with input from City consultants and district applicants, and by reference to relevant materials and information promulgated by the State of California, including the Appraisal Standards for Land-Secured Financings prepared by the California Debt and Investment Advisory Commission.
 8. **Capitalized Interest During Construction.** Decisions to capitalize interest will be made on case-by-case basis, with the intent that if allowed, it should improve the credit quality of the bonds and reduce borrowing costs, benefiting both current and future property owners.
 9. **Maximum Burden.** Annual assessments (or special taxes in the case of Mello-Roos or similar districts) should generally not exceed 1% of the sales price of the property; and total property taxes, special assessments and special taxes payments collected on the tax roll should generally not exceed 2%.
 10. **Benefit Apportionment.** Assessments and special taxes will be apportioned according to a formula that is clear, understandable, equitable and reasonably related to the benefit received by—or burden attributed to—each parcel with respect to its financed improvement. Any annual escalation factor should generally not exceed 2%.
 11. **Special Tax District Administration.** In the case of Mello-Roos or similar special tax districts, the total maximum annual tax should not exceed 110% of annual debt service. The rate and method of apportionment should include a back-up tax in the event of significant changes from the initial development plan, and should include procedures for prepayments.
 12. **Foreclosure Covenants.** In managing administrative costs, the City will establish minimum delinquency amounts per owner, and for the district as a whole, on a case-by-case basis before initiating foreclosure proceedings.
 13. **Disclosure to Bondholders.** In general, each property owner who accounts for more than 10% of the annual debt service or bonded indebtedness must provide ongoing disclosure information annually as described under SEC Rule 15(c)-12.
 14. **Disclosure to Prospective Purchasers.** Full disclosure about outstanding balances and annual payments should be made by the seller to prospective buyers at the time that the buyer bids on the property. It should not be deferred to after the buyer has made the decision to purchase. When appropriate, applicants or property owners may be

BUDGET AND FISCAL POLICIES

required to provide the City with a disclosure plan.

F. Conduit Financings

1. The City will consider requests for conduit financing on a case-by-case basis using the following criteria:
 - a. The City's bond counsel will review the terms of the financing, and render an opinion that there will be no liability to the City in issuing the bonds on behalf of the applicant.
 - b. There is a clearly articulated public purpose in providing the conduit financing.
 - c. The applicant is capable of achieving this public purpose.
2. This means that the review of requests for conduit financing will generally be a two-step process:
 - a. First asking the Council if they are interested in considering the request, and establishing the ground rules for evaluating it
 - b. And then returning with the results of this evaluation, and recommending approval of appropriate financing documents if warranted.

This two-step approach ensures that the issues are clear for both the City and applicant, and that key policy questions are answered.

3. The workscope necessary to address these issues will vary from request to request, and will have to be determined on a case-by-case basis. Additionally, the City should generally be fully reimbursed for our costs in evaluating the request; however, this should also be determined on a case-by-case basis.

G. Refinancings

1. **General Guidelines.** Periodic reviews of all outstanding debt will be undertaken to determine refinancing opportunities. Refinancings will be considered (within federal tax law constraints) under the following conditions:
 - a. There is a net economic benefit.
 - b. It is needed to modernize covenants that are adversely affecting the City's financial position or operations.
 - c. The City wants to reduce the principal outstanding in order to achieve future debt service savings, and it has available working capital to do so from other sources.
2. **Standards for Economic Savings.** In general, refinancings for economic savings will be undertaken whenever net present value savings of at least five percent (5%) of the refunded debt can be achieved.
 - a. Refinancings that produce net present value savings of less than five percent will be considered on a case-by-case basis, provided that the present value savings are at least three percent (3%) of the refunded debt.
 - b. Refinancings with savings of less than three percent (3%), or with negative savings, will not be considered unless there is a compelling public policy objective.

BUDGET AND FISCAL POLICIES

HUMAN RESOURCE MANAGEMENT

A. Regular Staffing

1. The budget will fully appropriate the resources needed for authorized regular staffing and will limit programs to the regular staffing authorized.
2. Regular employees will be the core work force and the preferred means of staffing ongoing, year-round program activities that should be performed by full-time City employees rather than independent contractors. The City will strive to provide competitive compensation and benefit schedules for its authorized regular work force. Each regular employee will:
 - a. Fill an authorized regular position.
 - b. Be assigned to an appropriate bargaining unit.
 - c. Receive salary and benefits consistent with labor agreements or other compensation plans.
3. To manage the growth of the regular work force and overall staffing costs, the City will follow these procedures:
 - a. The Council will authorize all regular positions.
 - b. The Human Resources Department will coordinate and approve the hiring of all regular and temporary employees.
 - c. All requests for additional regular positions will include evaluations of:
 - The necessity, term and expected results of the proposed activity.
 - Staffing and materials costs including salary, benefits, equipment, uniforms, clerical support and facilities.
 - The ability of private industry to provide the proposed service.
 - Additional revenues or cost savings, which may be realized.
4. Periodically, and before any request for additional regular positions, programs will be evaluated to determine if they can be accomplished with fewer regular employees. (See Productivity Review Policy)
5. Staffing and contract service cost ceilings will limit total expenditures for regular employees, temporary employees, and independent contractors hired to provide operating and maintenance services.

B. Temporary Staffing

1. The hiring of temporary employees will not be used as an incremental method for expanding the City's regular work force.
2. Temporary employees include all employees other than regular employees, elected officials and volunteers. Temporary employees will generally augment regular City staffing as extra-help employees, seasonal employees, contract employees, interns and work-study assistants.
3. The City Manager (City Manager) and Department Heads will encourage the use of temporary rather than regular employees to meet peak workload requirements, fill interim vacancies, and accomplish tasks where less than full-time, year-round staffing is required.

Under this guideline, temporary employee hours will generally not exceed 50% of a regular, full-time position (1,000 hours annually). There may be limited circumstances where the use of temporary employees on an ongoing basis in excess of this target may be appropriate due to unique programming or staffing requirements. However, any such exceptions must be approved by the City Manager based on the review and recommendation of the Human Resources Director.

4. Contract employees are defined as temporary employees with written contracts approved by the City Manager who may receive approved benefits depending on

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hourly requirements and the length of their contract. Contract employees will generally be used for medium-term (generally between six months and two years) projects, programs or activities requiring specialized or augmented levels of staffing for a specific period.

The services of contract employees will be discontinued upon completion of the assigned project, program or activity. Accordingly, contract employees will not be used for services that are anticipated to be delivered on an ongoing basis.

C. Overtime Management

1. Overtime should be used only when necessary and when other alternatives are not feasible or cost effective.
2. All overtime must be pre-authorized by a department head or delegate unless it is assumed pre-approved by its nature. For example, overtime that results when an employee is assigned to standby and/or must respond to an emergency or complete an emergency response.
3. Departmental operating budgets should reflect anticipated annual overtime costs and departments will regularly monitor overtime use and expenditures.
4. When considering the addition of regular or temporary staffing, the use of overtime as an alternative will be considered. The department will take into account:
 - a. The duration that additional staff resources may be needed.
 - b. The cost of overtime versus the cost of additional staff.
 - c. The skills and abilities of current staff.
 - d. Training costs associated with hiring additional staff.
 - e. The impact of overtime on existing staff.

D. Independent Contractors

Independent contractors are not City employees. They may be used in two situations:

1. Short-term, peak workload assignments to be accomplished using personnel contracted through an outside temporary employment agency (OEA). In this situation, it is anticipated that City staff will closely monitor the work of OEA employees and minimal training will be required. However, they will always be considered the employees of the OEA and not the City. All placements through an OEA will be coordinated through the Human Resources Department and subject to the approval of the Human Resources Director.
2. Construction of public works projects and delivery of operating, maintenance or specialized professional services not routinely performed by City employees. Such services will be provided without close supervision by City staff, and the required methods, skills and equipment will generally be determined and provided by the contractor. Contract awards will be guided by the City's purchasing policies and procedures. (See Contracting for Services Policy)

PRODUCTIVITY

Ensuring the “delivery of service with value for cost” is one of the key concepts embodied in the City's Mission Statement (San Luis Obispo Style—Quality With Vision). To this end, the City will constantly monitor and review our methods of operation to ensure that services continue to be delivered in the most cost-effective manner possible.

This review process encompasses a wide range of productivity issues, including:

- A. Analyzing systems and procedures to identify and remove unnecessary review requirements.

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- B. Evaluating the ability of new technologies and related capital investments to improve productivity.
- C. Developing the skills and abilities of all City employees.
- D. Developing and implementing appropriate methods of recognizing and rewarding exceptional employee performance.
- E. Evaluating the ability of the private sector to perform the same level of service at a lower cost.
- F. Periodic formal reviews of operations on a systematic, ongoing basis.
- G. Maintaining a decentralized approach in managing the City's support service functions. Although some level of centralization is necessary for review and control purposes, decentralization supports productivity by:
 - 1. Encouraging accountability by delegating responsibility to the lowest possible level.
 - 2. Stimulating creativity, innovation and individual initiative.
 - 3. Reducing the administrative costs of operation by eliminating unnecessary review procedures.
 - 4. Improving the organization's ability to respond to changing needs, and identify and implement cost-saving programs.
 - 5. Assigning responsibility for effective operations and citizen responsiveness to the department.

CONTRACTING FOR SERVICES

A. General Policy Guidelines

- 1. Contracting with the private sector for the delivery of services provides the City with a significant opportunity for cost containment and productivity enhancements. As such, the City is committed to using private sector resources in delivering municipal services as

a key element in our continuing efforts to provide cost-effective programs.

- 2. Private sector contracting approaches under this policy include construction projects, professional services, outside employment agencies and ongoing operating and maintenance services.
- 3. In evaluating the costs of private sector contracts compared with in-house performance of the service, indirect, direct, and contract administration costs of the City will be identified and considered.
- 4. Whenever private sector providers are available and can meet established service levels, they will be seriously considered as viable service delivery alternatives using the evaluation criteria outlined below.
- 5. For programs and activities currently provided by City employees, conversions to contract services will generally be made through attrition, reassignment or absorption by the contractor.

B. Evaluation Criteria

Within the general policy guidelines stated above, the cost-effectiveness of contract services in meeting established service levels will be determined on a case-by-case basis using the following criteria:

- 1. Is a sufficient private sector market available to competitively deliver this service and assure a reasonable range of alternative service providers?
- 2. Can the contract be effectively and efficiently administered?
- 3. What are the consequences if the contractor fails to perform, and can the contract reasonably be written to compensate the City for any such damages?
- 4. Can a private sector contractor better respond to expansions, contractions or special requirements of the service?
- 5. Can the work scope be sufficiently defined to ensure that competing proposals can be

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fairly and fully evaluated, as well as the contractor's performance after bid award?

6. Does the use of contract services provide us with an opportunity to redefine service levels?
7. Will the contract limit our ability to deliver emergency or other high priority services?
8. Overall, can the City successfully delegate the performance of the service but still retain accountability and responsibility for its delivery?



CAPITAL IMPROVEMENT PLAN

Section 6 CIP PREPARATION PROCESS

CIP PREPARATION PROCESS

OVERVIEW

Complementing the City's *Budget and Fiscal Policies* are a number of major policy documents that also guide the preparation and execution of the City's Capital Improvement Plan (CIP). A brief narrative summary for each of the following documents is provided in this section of the 2009-13 CIP.

Citywide Policy Documents

- City Charter
- Municipal Code
- City Council Policies and Procedures Manual
- City Code of Ethics
- General Plan
- Conceptual Physical Plan for the City's Center
- Facilities Master Plan: 1988-2010

Utilities

- Urban Water Management Plan
- Wastewater Management Plan

Transportation

- Short-Range Transit Plan
- Access and Parking Management Plan
- Pavement Management Plan
- Bicycle Transportation Plan

Creek & Flood Protection

- Waterway Management Plan
- Storm Sewer Management Plan

Leisure, Cultural & Social Services

- Parks and Recreation Master Plan

Administrative

- Information Technology Strategic Plan
- Property Management Manual
- Public Art Policy
- Fleet Management Program
- Goals and Objectives Reporting System
- Risk Management Manual

Financial

- General Fund Five Year Fiscal Forecast: 2009-2014
- Financial Management Manual
- Investment Management Plan
- Revenue Management Manual
- Cost Allocation Plan
- Monthly and Quarterly Financial Reports
- Comprehensive Annual Financial Report (CAFR)

The following materials are also included in this section to facilitate the reader's understanding of the CIP document and preparation process:

- **Budget Glossary.** Defines terms that may be used in a manner unique to public finance or the City's budgetary process in order to provide a common terminology in discussing the City's financial operations.
- **Major Preparation Guidelines and Budget Calendar.** Describes the steps, procedures and calendar used in developing and documenting the 2009-11 Financial Plan.
- **Goal-Setting and the Budget Process Overview.** Presents a graphic overview of the City's goal-setting and budget process.
- **Budget Resolution.** Provides the resolution approving the 2009-11 Financial Plan and 2009-10 Budget, which includes the CIP.

CIP PREPARATION PROCESS

SUMMARY OF MAJOR POLICY DOCUMENTS

Citywide Policy Documents

City Charter. The City of San Luis Obispo changed from a General Law City to a Charter City on May 1, 1876. Under the state constitution, charter cities have more independence than general law cities in managing their municipal affairs.

Municipal Code. The Municipal code contains all of the regulatory, penal, and administrative ordinances of the City of San Luis Obispo, codified according to the Government Code of the State of California.

City Council Policies and Procedures Manual. This manual establishes guidelines for the conduct of Council meetings. It also sets forth other policies and procedures related to the Council such as appointments to advisory bodies, Council compensation, and Council/staff relationships.

City Code of Ethics. The purpose of this code is to establish and communicate City standards for ethical conduct. Containing examples, it addresses conflicts-of-interest (real and perceived), public confidence, acceptance of favors, use of confidential information, use of City facilities, contracts, outside employment personal investments, and each individual employee's personal responsibility for ethical behavior.

General Plan. A General Plan is the blueprint of a community's future addressing land use, transportation, housing, open space preservation, conservation of resources, public safety and noise. In addition to these mandated topics, called *elements*, San Luis Obispo's General Plan also addresses energy conservation, park and recreational facility development, water, and wastewater treatment facilities.

Conceptual Physical Plan for the City's Center. The City's downtown business and shopping area is over 100 years old and is rich in historical, cultural, and social significance. This plan guides development and change in the central business district by providing design concepts and policies for this key area of the City.

Facilities Master Plan: 1988-2010. This report consolidates the findings of previous consultant and staff reports, census and economic data, field investigations, staff interviews and data from city-wide office workspace studies. The master plan examines potential solutions to existing and projected facility needs.

Utilities

Urban Water Management Plan. This policy document provides a strategic plan for the continued development of the City's water resources and its treatment and delivery systems.

Wastewater Management Plan. Wastewater is another critical resource consideration for the City. Recent upgrades to the water reclamation facility and other large capital requirements required to modernize the entire infrastructure will significantly influence financial planning for many years to come. Like the Urban Water Management Plan, this document is a policy instrument that defines and analyzes the key wastewater issues facing the City and recommends solutions.

Transportation

Short-Range Transit Plan. This plan outlines five-year goals and objectives for transit system operation and objectives.

Access and Parking Management Plan. This plan establishes vehicle parking policies and programs throughout the City. However, its primary focus is the management of parking in the Downtown. It identifies management techniques for putting to better use existing parking spaces, and for reducing employee demand for parking spaces in the Downtown. It also addresses parking impacts and strategies in neighborhoods, as well as general funding concepts.

CIP PREPARATION PROCESS

SUMMARY OF MAJOR POLICY DOCUMENTS

Pavement Management Plan. The City maintains over 100 miles of streets representing a significant community investment in infrastructure and rights-of-way. The Plan's objectives are to establish design and maintenance standards, prioritize maintenance actions, schedule long term maintenance activities to obtain maximum pavement life, and protect the investment made in pavement systems.

Bicycle Transportation Plan. This plan identifies projects and programs that encourage and enhance bicycling in San Luis Obispo. A key element of this plan is the recommended network of bikeways (on-street lanes and routes and off-street paths) that extend throughout the community and connect neighborhoods with activity centers.

Creek & Flood Protection

Waterway Management Plan. There are several natural waterways, feeder streams, and catch basins within the City that are critical drainage channels as well as sensitive resource areas. The objectives of the policy include maintaining creeks in a natural state to the maximum extent feasible and preventing the loss of life and minimizing property damage from flooding. Additionally, the policy establishes design capabilities, development guidelines, flood management standards and priorities, and an action plan.

Storm Sewer Management Plan. This plan sets forth a long-term strategy to address the maintenance, rehabilitation and capacity improvements for the facilities that carry urban runoff. It presents a system for prioritizing facility maintenance, replacement and improvement in addressing system deficiencies. With the use of this management plan, the City will be able to transition from a reactive replacement strategy to a proactive plan of system improvements: replacing, repairing, and maintaining existing flood control facilities before failure; and systematically resolving historic flooding problems while avoiding the creation of new flooding hazards.

Leisure, Cultural & Social Services

Parks and Recreation Master Plan. This plan evaluates current and future parks and recreation needs, identifies City recreation goals, policies and programs, and establishes short and long-range implementation and funding mechanisms to ensure our facilities and programs keep pace with our changing community.

Administrative

Property Management Manual. This document aims to maximize the productive use of the City's real property assets by defining property management activities, assigning responsibility for property management to the appropriate City departments, and establishing a process for developing and maintaining a comprehensive inventory and data base of the City's real property assets.

Public Art Policy. Adopted in May of 1990, this policy encourages the creation and placement of public art throughout the community. Implementation components include "percent for art" and matching fund programs.

Fleet Management Program. This policy document establishes fleet management responsibilities including purchasing and disposition, insurance, vehicle utilization, and operations and maintenance.

Goals & Objectives Reporting System. The Financial Plan identifies major goals to be accomplished over its two-year timeframe. Formal reports are provided to the Council on a periodic basis that report our progress in accomplishing these goals as well as the status of capital improvement plan projects or other key objectives.

Risk Management Manual. The City's goals, policies, and procedures regarding risk management activities are provided in this document.

CIP PREPARATION PROCESS

SUMMARY OF MAJOR POLICY DOCUMENTS

Financial

General Fund Five-Year Fiscal Forecast: 2009-2014. The City begins each of its two-year Financial Plans with a detailed forecast of the General Fund's projected financial position for the next five years. This forecast is provided to the Council in conjunction with the goal-setting process. The forecast looks at trends for the past 15 years in the consumer price index, population, revenues and expenditures. Based on these past trends as well as economic forecasts prepared for the state and region by the UCLA and UCSB, revenue forecasts prepared by the State Controller's Office, and other key assumptions prepared by the staff about likely revenue and expenditure factors that will affect the upcoming Financial Plan, the forecast provides an "order of magnitude" feel for the fiscal challenges likely to face the City in preparing the budget.

Financial Management Manual. This manual is distributed to key individuals throughout the organization who are involved in managing the financial operations of the City. As indicated by its title, the purpose of this document is to provide a single, up-to-date reference source of the major policies and procedures that guide the administration of the City's fiscal affairs. Subject areas include internal control concepts, purchasing policies and procedures, travel guidelines, fixed assets and inventory management, budget policies and procedures, accounting policies and procedures, and general administrative policies that affect the City's fiscal operations.

Investment Management Plan. The purpose of this plan is to establish strategies, practices, and procedures to be used in administering the City's investment portfolio in accordance with the City's adopted Investment Policy.

Revenue Management Manual. This manual is distributed to key individuals throughout the organization who are responsible for managing the revenue operations of the City. As indicated by its title, the purpose of this document is to provide a single, up-to-date reference source of the major policies and procedures that guide the administration

of the City's revenues. Subject areas include revenue chart of accounts, revenue sources, cash management, accounts receivable, City fees, employee labor rates, and revenue management policies.

Cost Allocation Plan. The cost allocation plan identifies the total cost of providing City services by allocating indirect costs such as accounting, personnel, legal, and facility usage to direct program cost areas. This information is used in setting City fees, reimbursing the General Fund for services provided to other funds, evaluating service delivery options, and recovering grant administration costs. The plan is updated every two years in conjunction with the Financial Plan.

Interim Financial Reports. In addition to providing up-to-date, on-line access to City financial information, the Department of Finance & Information Technology publishes interim financial statements on a monthly and quarterly basis. Monthly reports are distributed to the operating departments at a detailed level for ongoing monitoring and tracking of revenues and expenditures. Formal quarterly reports are prepared for distribution to a broader group of end users that summarize revenues, expenditures, and fund balance, and highlight key trends and issues. The purpose of these reports is to provide meaningful information on an ongoing basis regarding the City's financial position as well as emerging trends.

Comprehensive Annual Financial Report (CAFR). The CAFR includes the City's audited general-purpose financial statements as well as a comprehensive review of the City's financial operations and statistical information of general interest about the San Luis Obispo community. The City's commitment to the highest levels of financial reporting is evidenced by its receipt of the Certificate of Achievement for Excellence in Financial Reporting for all of its CAFR's issued since 1983-84.

CIP PREPARATION PROCESS

BUDGET GLOSSARY

Activities. Specific services performed in accomplishing program objectives and goals. (See Program)

Appropriation. An authorization made by the Council that permits the City to incur obligations and to make expenditures of resources.

Assessed Valuation. A value established for real property for use as a basis in levying property taxes. For all agencies in the State of California, assessed value is established by the County for the secured and unsecured property tax rolls; the utility property tax roll is valued by the State Board of Equalization. Under Article XIII of the State Constitution (Proposition 13 adopted by the voters on June 6, 1978), properties are assessed at 100% of full value. Proposition 13 also modified the value of real taxable property for fiscal 1979 by rolling back values to fiscal 1976 levels. From this base of assessment, subsequent annual increases in valuation are limited to a maximum of 2%. However, increases to full value are allowed for property improvements or upon change in ownership. Personal property is excluded from these limitations, and is subject to annual reappraisal. Property taxes for general purposes cannot exceed 1% of assessed value.

Audit. Prepared by an independent certified public accountant (CPA), the primary objective of an audit is to determine if the City's financial statements fairly present the City's financial position and results of operations in conformity with generally accepted accounting principles. In conjunction with performing an audit, independent auditors customarily issue a Management Letter stating the adequacy of the City's internal controls as well as recommending improvements to the City's financial management practices.

Bonds. A form of borrowing (debt financing) which reflects a written promise from the City to repay a sum of money on a specific date at a specified interest rate. Bonds are used to finance large capital projects such as buildings, streets, utility infrastructure, and bridges. (See Debt Financing Policy and Revenue Bonds)

Budget. A financial plan for a specified period of time that matches projected revenues and planned expenditures to municipal services, goals and objectives. The City of San Luis Obispo uses a financial plan covering two fiscal years, with actual budget appropriations made annually.

Budget Amendment. Under the City Charter, the Council has the sole responsibility for adopting the City's budget, and may amend or supplement the budget at any time after adoption by majority vote. The City Manager has the authority to approve administrative adjustments to the budget as long as those changes will not have a significant policy impact nor affect budgeted year-end fund balances.

Budget Message. Included in the opening section of the budget, the Budget Message provides the Council and the public with a general summary of the most important aspects of the budget, changes from previous fiscal years, and the views and recommendations of the City Manager.

Budget and Fiscal Policies. General and specific guidelines adopted by the Council that govern financial plan preparation and administration.

Capital Improvement Plan (CIP). A four-year plan for maintaining or replacing existing public facilities and assets, and for building or acquiring new ones that have an initial useful life beyond one year. The CIP only includes projects that cost \$15,000 or more; projects costing less than \$15,000 are included in the operating budget.

Capital Project Funds. This fund type is used to account for financial resources used in acquiring or building major capital facilities other than those financed by Proprietary Funds and Trust Funds. (See Fund)

Certificates of Participation. Form of lease-purchase financing used to construct or acquire capital facilities and equipment.

CIP PREPARATION PROCESS

BUDGET GLOSSARY

Debt Financing. Borrowing funds for capital improvements needed today and pledging future revenues to repay principal and interest expenditures (See Debt Service). The City of San Luis Obispo uses debt financing only for one-time capital improvements whose life will exceed the term of financing and where expected revenues are sufficient to cover the long-term debt. (See Debt Financing Policy)

Debt Instrument. Methods of borrowing funds, including general obligation bonds, revenue bonds, lease/purchase agreements, lease-revenue bonds, tax allocation bonds, certificates of participation, and assessment district bonds. (See Bonds and Revenue Bonds)

Debt Service. Payments of principal and interest on bonds and other debt instruments according to a pre-determined schedule.

Debt Service Funds. This fund type is used to account for the payment and accumulation of resources related to general long-term debt principal and interest; debt service payments related to enterprise operations are directly accounted for in those funds. (See Fund)

Department. A major organizational unit of the City that has been assigned overall management responsibility for an operation or a group of related operations within a functional area.

Enterprise Funds. This fund type is used to account for operations that are: (a) financed and operated in a manner similar to private sector enterprises and it is the City's intent that the costs (including depreciation) of providing goods or services to the general public be financed or recovered primarily through user charges; or (b) the City or an outside grantor agency has determined that a periodic determination of revenues earned, expenses, and net income is appropriate for capital maintenance, public policy, management control, accountability, or other purposes. The City has established five enterprise funds: water, sewer, parking, transit and golf. (See Fund)

Expenditure. The outflow of funds paid or to be paid for an asset, goods or services regardless of when the invoice is actually paid. This term applies to all funds. Note: An encumbrance is not an expenditure; an encumbrance reserves funds to be expended.

Expenditure Savings. Under the City's budgeting procedures, staffing cost projections are based on all positions being filled throughout the year. Cost projections for major supply purchases and service contracts are projected on a similar basis. However, costs may be less due to vacancies and purchase cost-savings. Past experience indicates that actual expenditures are likely to be less than budgeted amounts, due in large part to this costing methodology. Accordingly, the expenditure savings category is used to account for this factor in preparing fund balance and working capital projections.

Financial Plan. A parent document for the budget that establishes management policies, goals and objectives for all programs within the City over a two-year period. (See Budget)

Financial Position. In the Financial Plan, the term financial position is used generically to describe either fund balance or working capital. Because governmental and enterprise funds use different bases of accounting, fund balance and working capital are different measures of results under generally accepted accounting principles. However, they represent similar concepts: resources available at the beginning of the year to fund operations, debt service, and capital improvements in the following year.

Fiscal Year. The beginning and ending period for recording financial transactions. The City has specified July 1 to June 30 as its fiscal year.

Fixed Assets. Assets of long-term nature such as land, buildings, machinery, furniture and other equipment. The City has defined such assets as those with an expected life in excess of one year and an acquisition cost in excess of \$5,000.

CIP PREPARATION PROCESS

BUDGET GLOSSARY

Fund. An accounting entity that records all financial transactions for specific activities or government functions. The six generic fund types used by the City are: General Fund, Special Revenue, Debt Service, Capital Project, Enterprise, and Trust & Agency Funds.

Fund Balance. Also known as financial position, fund balance for the governmental fund types is the excess of fund assets over liabilities, and represents the cumulative effect of revenues and other financing sources over expenditures and other financing uses. Fund balance is a similar (although not exact) concept as working capital in the enterprise funds (See Working Capital).

Function. A group of related programs crossing organizational (departmental) boundaries and aimed at accomplishing a broad goal or accomplishing a major service. The six functions in the City's financial plan are: Public Safety; Public Utilities; Transportation; Leisure, Cultural and Social Services; Community Development; and General Government.

General Fund. The primary operating fund of the City, all revenues that are not allocated by law or contractual agreement to a specific fund are accounted for in the General fund. Except for subvention or grant revenues restricted for specific uses, General fund resources can be utilized for any legitimate governmental purpose. (See Fund)

Goal. A statement of broad direction, purpose or intent.

Governmental Funds. Funds generally used to account for tax-supported activities. The City utilizes four different types of governmental funds: the general fund, special revenue funds, a debt service fund and capital projects funds.

Investment Revenue. Interest income from the investment of funds not immediately required to meet cash disbursement obligations.

Line-Item Budget. A budget that lists detailed expenditure categories (temporary salaries, postage,

telephone service, chemicals, travel, etc.) separately, along with the amount budgeted for each specified category. The City uses a program rather than line-item budget; however, detail line-item accounts are maintained and recorded for financial reporting and control purposes.

Major City Goals. Provides policy guidance and direction for the highest priority objectives to be accomplished during the Financial Plan period.

Measurement Focus. Types of balances reported in a given set of financial statements (ie. Economic resources, current financial resources, assets and liabilities resulting from cash transactions).

Objective. A statement of specific direction, purpose, or intent based on the needs of the community and the goals established for a specific program.

Operating Budget. The portion of the budget that pertains to daily operations and delivery of basic governmental services. The program budgets in the financial plan form the operating budget. (See Operating Programs – Overview)

Operations. A grouping of related programs within a functional area. (See Function and Program)

Program. A grouping of activities organized to accomplish basic goals and objectives. The financial plan includes seventy programs grouped into six functions. (See Function, Operation, and Activity)

Reserve. An account used to indicate that a portion of a fund's balance is legally restricted for a specific purpose and is, therefore, not available for general appropriation.

Revenue Bonds. Bonds sold to construct a project that will produce revenues pledged for the payment of related principal and interest. (See Bonds)

Special Revenue Funds. This fund type is used to account for the proceeds from specific revenue sources (other than trusts or major capital projects)

CIP PREPARATION PROCESS

BUDGET GLOSSARY

that are legally restricted to expenditures for specific purposes. (See fund)

Subventions. Revenues collected by the State (or other level of government) that are allocated to the City on a formula basis. The major subventions received by the City from the State of California include motor vehicle in-lieu and gasoline taxes.

Trust and Agency Funds. Also known as Fiduciary Fund Types, these funds are used to account for assets held by the City in a trustee capacity or as an agent for private individuals, organizations, or other governmental agencies. The fiduciary funds used by the City include expendable trust and agency funds. Expendable trust funds are accounted for in the same manner as Governmental Funds (general, special revenues, debt service, and capital project funds). Agency funds are custodial in nature (assets equal liabilities) and do not measure the results of operations. Due to its significance to the City's operations and organizational structure, budget information for the operation of the Whale Rock Reservoir (which is accounted for as an agency fund of the City) is included in the City's financial plan. (See Fund)

Working Capital. Also known as financial position in private sector accounting and in enterprise fund accounting in the public sector, working capital is the excess of current assets over current liabilities. For the enterprise funds, this term is a similar (although not exact) concept as fund balance in the governmental fund types (See Fund Balance).

CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

In preparing the 2009-11 Financial Plan, several key workshops were held and documents produced that significantly affected its development. The following is a description of each of these along with a calendar of key dates in the preparation process.

COUNCIL GOAL-SETTING

The City's budget process is driven by – and as such, starts with – Council goal-setting. The City uses the following five-step process in identifying the highest priority, most important things to accomplish over the next two years, and in allocating the resources needed to do so.

① Council Budget Workshop: “Setting the Table”

Held on November 20, 2008, the purpose of this workshop was to “set the table” for upcoming goal-setting workshops by providing in-depth background materials on the:

1. Status of General Plan implementation programs
2. Long-term capital improvement plan: Facility and infrastructure improvements through General Plan build-out
3. Status of 2007-09 goals and objectives
4. Status of current capital improvement plan (CIP) projects
5. General fiscal outlook

② Council Budget Workshop: “Building the Foundation”

Held on December 16, 2008, the purpose of this workshop was to lay the framework for preparing the 2009-11 Financial Plan:

1. Recommended goal-setting process for 2009-11.
2. Financial Plan policies and organization.
3. Audited financial results for 2007-08.
4. General Fund five-year fiscal forecast.

③ Community Forum

The first of these was a special workshop on January 15, 2009, at which the Council considered candidate goals presented by community groups, interested individuals and Council advisory bodies. Along with about 500 responses to the City's “Budget Bulletin Survey,” over 200 community members participated in this interactive forum.

④ Council Goal-Setting Workshop

The Community Forum was followed by an all-day workshop on January 31, 2009, facilitated by an outside consultant specializing in group goal-setting. At this workshop, Council members discussed the specific goals presented by each Council member, resulting in their setting and prioritizing goals for 2009-11.

At the end of this goal-setting workshop, the Council agreed upon thirteen goals organized into three priority groupings:

1. **Major City Goals.** These represent the most important, highest priority goals for the City to accomplish over the next two years, and as such, resources to accomplish them should be included in the 2009-11 Financial Plan.

If the work program approved by the Council for a Major City Goal is not included in the City Manager's Preliminary Financial Plan, compelling reasons and justification must be provided as to why resources could not be made available to achieve this goal.

2. **Other Important Council Objectives.** Goals in this category are also important for the City to accomplish, and resources should be made available in the 2009-11 Financial Plan if at all possible.
3. **Address As Resources Permit.** While it is desirable to achieve these goals over the next two years, doing so is subject to current resource availability.

CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

5 Major City Goal Work Programs

Following the goal-setting workshop on January 31, staff prepared detailed work programs for achieving Council goals in order to:

1. Clearly define and scope the adopted goal.
2. Ensure that there is a clear understanding of the means selected to pursue the goal.
3. Convert the general goal into specific action steps to measure progress in achieving it.

Each work program provides the following information:

1. Objective.
2. Discussion of its relationship to Measure Y, “stimulus” funding opportunities, workscope summary, existing situation and related work accomplished in the past.
3. Constraints and limitations.
4. Stakeholders.
5. Action plan detailing specific tasks and schedule for the next two years. When applicable, likely “carryover and spin-off” tasks beyond the next two years are also discussed.
6. Key assumptions in preparing the work program.
7. Responsible department.
8. Financial and staff resources required to achieve the goal.
9. General Fund revenue potential, if any.
10. Outcome—final work product at the end of the next two years.

After an in-depth review, the Council conceptually approved the work programs on April 14, 2009.

BUDGET INSTRUCTIONS

Comprehensive guidelines were issued to the staff on January 20, 2009 describing the City’s fiscal situation, overall budget strategy, procedures for preparing operating program and capital

improvement plan budget submittals, and budget review calendar. These were preceded by focused instructions for preparing Capital Improvement Plan in October 2008.

MID-YEAR BUDGET REVIEW

On February 24, 2009, the Council was provided with a detailed update and review of the City’s financial condition at the mid-point of 2008-09 along with year-end fund balance and working capital projections.

PLANNING COMMISSION CIP REVIEW

The Planning Commission reviewed the proposed CIP on June 10, 2009 for consistency with the General Plan.

PRELIMINARY FINANCIAL PLAN: COUNCIL WORKSHOPS AND HEARINGS

After issuance of the Preliminary Financial Plan on May 28, 2009, the Council will hold five workshops and hearings covering the following topics:

1. **June 4.** Preliminary Financial Plan overview and General Fund operating programs.
2. **June 9.** General Fund CIP (and other non-enterprise fund projects).
3. **June 11.** Enterprise Fund operating programs, CIP projects, revenues and rates.
4. **June 16.** Continued review and adoption of the Preliminary Financial Plan.

CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

FINANCIAL PLAN APPENDICES

Appendix A Significant Operating Program Changes

Supporting documentation for each significant operating program change recommended by the City Manager is included in this appendix. Significant operating program changes include: major service expansions; increases in regular staffing; major changes in the method of delivering services; significant one-time costs; changes in operation that affect other departments or customer service; and changes that affect current policies.

This section of the Appendix includes a narrative for each request providing the following information:

1. Functional area affected
2. Request title
3. Request summary
4. Key objectives
5. Existing Situation: Factors driving the request for change
6. Goal and Policy Links
7. Program Work Completed
8. Environmental Review
9. Program Constraints and Limitations
10. Stakeholders
11. Implementation
12. Key program Assumptions
13. Program Manager and Team Support
14. Alternatives
15. Operating program
16. Cost summary

Appendix B Capital Improvement Plan

Supporting documentation for each recommended capital improvement plan (CIP) project is included in this document providing the following information for each project:

1. Function
2. Request title
3. CIP project summary
4. Project objectives
5. Existing situation
6. Goal and policy links
7. Project work completed
8. Environmental review
9. Project constraints and limitations
10. Stakeholders
11. Project phasing and funding sources
12. Key project assumptions
13. Project manager and team support
14. Alternatives
15. Operating program
16. Project effect on the operating budget
17. Location map/schematic design (if applicable)

BUDGET REVIEW TEAM

To assist the City Manager in developing the recommended operating program changes and CIP projects included in these documents, a Budget Review Team was created with the responsibility for evaluating each request and submitting their recommendations to the City Manager.

The team was composed of the following staff members who were divided into two review groups for operating program changes and CIP project requests:

Operating and Capital Improvement Plan

Kathe Bishop, Senior Administrative Analyst
Brigitte Elke, Principal Administrative Analyst
Monica Irons, Human Resources Director
Debbie Malicoat, Finance Manager
Sallie McAndrew, Accounting Supervisor
Shelly Stanwyck, Assistant City Manager
Bill Statler, Director of Finance & IT
Jennifer Thompson, Revenue Supervisor

CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

Capital Improvement Plan

Betsy Kiser, Director of Parks & Recreation
Deborah Linden, Police Chief
Barbara Lynch, City Engineer
John Mandeville, Director of Community Development
Carrie Mattingly, Director of Utilities
Jay Walter, Director of Public Works



CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

Calendar of Key Budget Dates

July 10, 2008	<ul style="list-style-type: none">■ City Manager briefs Council advisory body members on their role in the budget process at quarterly meeting with the Mayor.
September 2, 2008 <i>Regular Council Meeting</i>	<ul style="list-style-type: none">■ Council reviews and conceptually approves the Financial Plan process and calendar for 2009-11.
August 26, 2008	<ul style="list-style-type: none">■ City Manager and Director of Finance & IT send memorandum to advisory body chairs on the goal setting process.
September 30, 2008 <i>Special Budget Workshop</i> <i>Short-Term Budget Actions</i>	<ul style="list-style-type: none">■ Council approves short-term budget balancing actions in light of adverse events following adoption of 2008-09 Financial Plan Supplement in June 2008.
October 2008 through January 2009	<ul style="list-style-type: none">■ Council advisory bodies begin preparing work programs and goals for consideration by the Council for 2009-11.■ Community groups and interested individuals requested to prepare candidate goals for consideration by the Council.■ Finance begins preparing five year General Fund fiscal forecast.■ “Community Budget Bulletin” providing information about the Financial Plan process and survey sent to all City utility customers (about 500 responses received by January 2009).
October 16, 2008	<ul style="list-style-type: none">■ Finance issues Capital Improvement Plan (CIP) budget instructions and holds briefing with departments.
November 20, 2008 <i>Special Budget Workshop:</i> <i>Setting the Table</i>	<ul style="list-style-type: none">■ Council holds budget workshop on the on the status of General Plan implementation programs; long-term CIP status of 2007-09 major City goals; status of current CIP projects; and general fiscal outlook.
December 16, 2008 <i>Special Budget Workshop:</i> <i>Building the Foundation</i>	<ul style="list-style-type: none">■ Council finalizes goal-setting process for 2009-11; reviews and approves Financial Plan policies; reviews Annual Financial Report for 2007-08; and discusses the results of the General Fund five-year fiscal forecast.
January 20, 2009	<ul style="list-style-type: none">■ Finance issues budget instructions and holds briefing with departments.
January 15, 2009 <i>Special Budget Workshop:</i> <i>Community Forum</i>	<ul style="list-style-type: none">■ Council holds Community Forum: considers candidate goals presented by community groups, interested individuals and Council advisory bodies; reviews results of “Community Budget Bulletin” surveys.
January 31, 2009 <i>Special Budget Workshop:</i> <i>Council Goal-Setting</i>	<ul style="list-style-type: none">■ Council holds goal-setting workshop: considers candidate goals and other information presented to them at the January 15 Community Forum; discusses Council member goals; and sets and prioritizes goals for 2009-11.
February 2, 2009	<ul style="list-style-type: none">■ Departments submit CIP budget requests.
February 24, 2009 <i>Special Budget Workshop</i>	<ul style="list-style-type: none">■ Council considers mid-year budget review.

CIP PREPARATION PROCESS

MAJOR PREPARATION GUIDELINES

Calendar of Key Budget Dates

<p>March 9 through April 2009</p>	<ul style="list-style-type: none"> ■ Departments submit Council goal work programs and operating budget requests. ■ Budget Review Team and CIP Review Committee begin evaluating budget proposals and hold briefings with departments to discuss budget requests.
<p>April 14, 2009 <i>Special Budget Workshop: Council Goal Work Programs & Strategic Budget Direction</i></p>	<ul style="list-style-type: none"> ■ Council reviews and approves reports on overtime practices and economic stimulus update. ■ Council reviews and conceptually approves detailed work programs to accomplish Major City Goals. ■ Council reviews and conceptually approves budget balancing strategy.
<p>April 21, 2009 <i>Special Budget Workshop: Work Program and Revenue Follow-Up</i></p>	<ul style="list-style-type: none"> ■ Council holds follow-up review on new revenues as part of budget balancing strategy. ■ Council reviews and conceptually approves detailed work programs to accomplish Other Important Council Objectives.
<p>May 19, 2009 <i>Regular Council Meeting: Revenue Follow-Up</i></p>	<ul style="list-style-type: none"> ■ Council reviews and approves new final revenue follow-up for child care fees, open container violations and encroachment permits.
<p>April through May 22, 2009</p>	<ul style="list-style-type: none"> ■ Budget Review Team completes review of budget proposals and revenue projections; makes recommendations to the City Manager. ■ City Manager finalizes preliminary budget recommendations.
<p>May 28, 2009</p>	<ul style="list-style-type: none"> ■ Finance completes and distributes the Preliminary Financial Plan.
<p>June 4, 9, 11, 2009 <i>Special Budget Workshops: General Fund Operating General Fund CIP Enterprise Fund</i></p>	<ul style="list-style-type: none"> ■ June 4: Council considers overview of Preliminary Financial Plan and reviews General Fund operating programs. ■ June 9: Council reviews General Fund CIP. ■ June 11: Council reviews enterprise fund operating programs, CIP projects, changes in working capital and rate requirements.
<p>June 10, 2009 <i>Planning Commission Meeting</i></p>	<ul style="list-style-type: none"> ■ Planning Commission reviews preliminary CIP for consistency with the General Plan.
<p>June 16, 2009 <i>Regular Council Meeting</i></p>	<ul style="list-style-type: none"> ■ Council continues budget hearings; adopts the 2009-11 Financial Plan and 2009-10 Budget; and approves water and sewer fund rate increases.

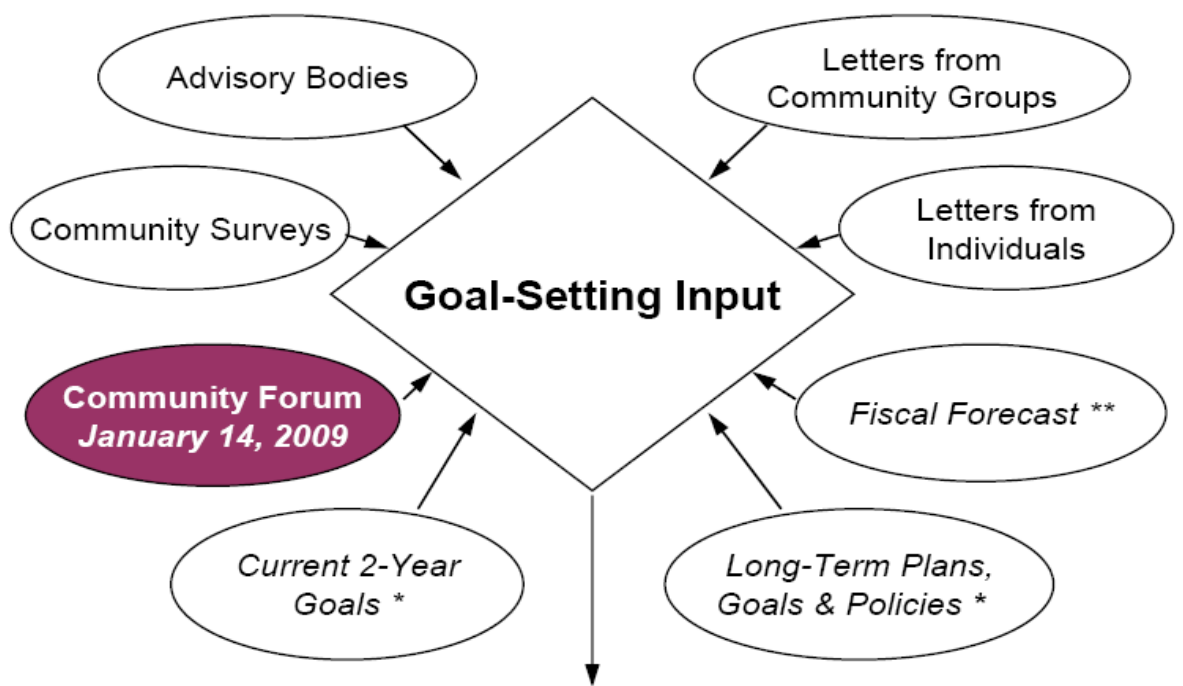


Council Review/Action Dates

CIP PREPARATION PROCESS

GOAL-SETTING AND THE BUDGET PROCESS

Goal-Setting and the Budget Process 2009-11 Financial Plan



* November 20, 2008
"Setting the Table"
Budget Workshop

** December 16, 2008
"Budget Foundation"
Workshop

**Council Goal-Setting
Workshop
January 31, 2009**

Staff Budget Preparation

Major City Goal Work Programs & Strategic Budget Direction: **April 14**
Preliminary Budget: **May 28**
Budget Workshops: **June 4, 9 and 11**
Adopted Budget: **June 16, 2009**

city of san luis obispo

CIP PREPARATION PROCESS

BUDGET RESOLUTION

RESOLUTION NO. 10099 (2009 SERIES)

A RESOLUTION OF THE COUNCIL OF THE CITY OF SAN LUIS OBISPO APPROVING THE 2009-11 FINANCIAL PLAN AND 2009-10 BUDGET

WHEREAS, the City Manager has submitted the 2009-11 Financial Plan to the Council for its review and consideration in accordance with budget policies and objectives established by the Council; and

WHEREAS, the 2009-11 Financial Plan is based upon extensive public comment and direction of the Council after thirteen budget workshops, meetings and public hearings.

NOW, THEREFORE, BE IT RESOLVED by the Council of the City of San Luis Obispo that the 2009-11 Financial Plan is hereby approved and that the operating, debt service and capital improvement plan budget for the fiscal year beginning July 1, 2009 and ending June 30, 2010 is hereby adopted.

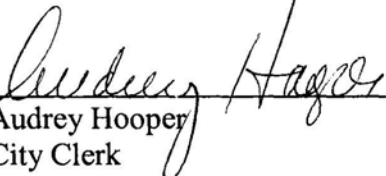
Upon motion of Council Member Carter, seconded by Council Member Marx, and on the following vote:

- AYES: Council Members Ashbaugh, Carter and Marx, and Mayor Romero
- NOES: Vice Mayor Settle
- ABSENT: None

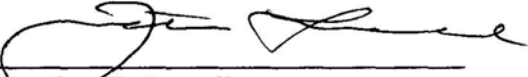
The foregoing resolution was adopted this 16th day of June 2009.


 Mayor David F. Romero

ATTEST:


 Audrey Hooper
 City Clerk

APPROVED:


 Jonathan P. Lowell
 City Attorney