

# CITY OF INDUSTRY

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CITY COUNCIL/SUCCESSOR  
AGENCY TO THE INDUSTRY  
URBAN-DEVELOPMENT  
AGENCY - JOINT SPECIAL  
MEETING AGENDA



OCTOBER 18, 2018  
9:00 AM

Mayor/Chairman Mark Radecki  
Mayor Pro Tem/Vice-Chair Cory Moss  
Council Member/Board Member  
Abraham Cruz  
Council Member/Board Member  
Catherine Marcucci  
Council Member/Board Member  
Newell Ruggles

Location: City Council Chamber, 15651 East Stafford Street, City of Industry, California 91744

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## **Addressing the City Council/Agency Board:**

- ▶ **Agenda Items:** Members of the public may address the City Council/Agency Board on any matter listed on the Agenda. In order to conduct a timely meeting, there will be a three-minute time limit per person for any matter listed on the Agenda. Anyone wishing to speak to the City Council/Agency Board is asked to complete a Speaker's Card which can be found at the back of the room and at the podium. The completed card should be submitted to the City Clerk prior to the Agenda item being called and prior to the individual being heard by the City Council/Agency Board.
- ▶ **Public Comments (Agenda Items Only):** During public comments, if you wish to address the City Council/Agency Board during this Special Meeting, under Government Code Section 54954.3(a), you may only address the City Council concerning any item that has been described in the notice for the Special Meeting.

## **Americans with Disabilities Act:**

- ▶ In compliance with the ADA, if you need special assistance to participate in any City meeting (including assisted listening devices), please contact the City Clerk's Office (626) 333-2211. Notification of at least 48 hours prior to the meeting will assist staff in assuring that reasonable arrangements can be made to provide accessibility to the meeting.

## **Agendas and other writings:**

- ▶ In compliance with SB 343, staff reports and other public records permissible for disclosure related to open session agenda items are available at City Hall, 15625 East Stafford Street, Suite 100, City of Industry, California, at the office of the City Clerk during regular business hours, Monday through Thursday 9:00 a.m. to 5:00 p.m., and Fridays 9:00 a.m. to 4:00 p.m. Any person with a question concerning any agenda item may call the City Clerk's Office at (626) 333-2211.

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1. Call to Order
  2. Flag Salute
  3. Roll Call
  4. Public Comments

5. **ACTION ITEMS**

5.1 Presentation on the City of Industry's User Fee and Cost Allocation Plan

*RECOMMENDED ACTION: Provide direction to Staff.*

6. **CLOSED SESSION**

6.1 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Case: San Gabriel Valley Water and Power, LLC v. City of Industry, *et al.*  
Superior Court of California, County of Los Angeles

Case No. BS174700

6.2 CONFERENCE WITH LEGAL COUNSEL – EXISTING LITIGATION

Pursuant to Government Code Section 54956.9(d)(1)

Case: Skyscraper Brewing Company, Inc. v. Successor Agency to the  
Industry Urban-Development Agency, City of Industry, *et al.*

Superior Court of California, County of Los Angeles Pomona Courthouse  
South, Case No. KC068505

7. Adjournment. The next regular Successor Agency and City Council Meetings will be held on Thursday, October 25, 2018 at 8:30 a.m. and 9:00 a.m., respectively.

*CITY COUNCIL*

ITEM NO. 5.1



# CITY OF INDUSTRY

Incorporated June 18, 1957

## MEMORANDUM

TO: Honorable Mayor and Members of the City Council

FROM: Troy Helling, Acting City Manager *TH*

STAFF: Yamini Pathak, Acting Director of Finance *Y*

DATE: October 18, 2018

SUBJECT: Consideration to Receive a Presentation on the City of Industry's User Fee and Cost Allocation Plan, Provide Comments & Direction to Staff on Proposed User Fee's

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### **BACKGROUND**

The California Constitution grants cities the authority to establish fees to recover the cost of providing services. The City of Industry has never completed a User Fee Study. Typically, these studies are completed every three to five years to reflect the impact of inflation, and other cost increases and changes to service structure for providing City services. This allows the City to keep up with the cost of providing services and reduce unintended subsidies. The City contracted with MGT Consulting Group (MGT) to conduct an analysis of the City's Building, Engineering and Planning user fees. Beginning in early 2018, MGT and City Administration staff worked closely with subject matter experts to review and update each departments' fee schedule. The goals of the study were to:

- Develop user-friendly fee schedules;
- Ensure the City is accurately accounting for the total costs to provide fee-related services by conducting a cost-based user fee study;
- Analyze areas where the City may adjust fees based on the full cost of services and other economic or policy implications;
- Identify best practices for establishing user fees and maintenance of fees over time; and
- Review data from comparable agencies providing similar fee services.

### **DISCUSSION**

#### *Fee Study Methodology*



The primary goal of conducting a user fee study is to identify the full cost to provide development-fee related services and recommend recovery levels for each fee. The costs are calculated by applying fully-burdened hourly rates of City and contract staff against average time requirements for each service. MGT provided guidance on the fee study process and the calculation methodology. Data were collected using the fiscal year 2017-2018 Adopted Budgets, staff time estimates, and service annual volume data. MGT's executive summary provides an overview of the findings and results of the fee analysis and is provided with this agenda item.

### *Fee Study Findings*

City and contract staff carefully analyzed each fee and developed recommendations based on the following principles:

- Consideration of the public/community-wide benefit.
- The effect of price increases on demand for services.
- Fee levels to encourage and discourage certain behaviors.

Departments also considered fees charged by neighboring agencies to validate fee recommendations.

### *Department Summary*

#### *Development Services – Building*

The City of Industry's building department is currently fully serviced by the Los Angeles County staff. The City may decide to analyze these fees in the near future with the intentions of adopting their own fee schedule unique to the services being provided in Industry. For now, the City has decided to keep the Building fees unchanged. The City of Industry will need to adopt The LA County building fee schedule. Presented as an attachment.

#### *Development Services – Planning*

Planning applications, however, are reviewed by City Staff and Annealta Consulting Group. MGT's analysis of Planning department fees demonstrated that all fees are set below full cost recovery. The department expends more processing these services than is received in fee revenue. This is likely because Planning fees have not been adjusted in decades. Many of the fees analyzed only recover a small fraction of what it cost the City to process. MGT's standard recommendation for development-related departments is to recover full cost (100%). However, due to the large gaps between fees and costs, staff have requested that MGT present results based on both 100% and 50% full cost recovery.

Part of the study includes obtaining annual volume figures for each fee service (i.e., how many times each fee is charged in a typical year). This allows MGT to present annualized cost and revenue figures. If we implement the 100% fee recovery level, based on annual figures, the City should generate additional annual revenue of \$700,026. \$574,132 of this revenue is from the collection of Business License fees, which are currently collected. These results are attached – Exhibit A.

If the 50% fee recovery amounts are implemented, then the City would see an increased annual revenue of \$340,528 with \$287,066 of that coming from Business License fees. These results attached – Exhibit B.

### *Development Services - Engineering*

The Development Services-Engineering department is being outsourced 100% to contractors by the City of Industry. MGT held various on-site and over the phone meetings with contractors to accurately calculate the City's (contractor) cost. As previously mentioned, these fees have not been increased in decades. The analysis indicates current fees are very low and out of date. The results for Engineering show that the City recovers less than 20% of its cost for most of the fees charged. Normally, this would be considered a "red flag" result. However, subsequent investigations determined that City and contract staff find the results reasonable and are not surprised by the large gap between costs and the fee charged. Several fees have been proposed which are commonly charged elsewhere. If the City implements the 100% fee recovery level, based on annual figures, increased annual revenue of \$1,272,534 would be realized. Engineering results are attached – Exhibit C.

### *Comparison Survey*

MGT and the City worked together to select four comparison agencies as well as a limited number of fees from each department. In total 15 fees were analyzed and compared. Comparison studies have an important role in the fee update process. However, comparisons alone cannot determine how fees are set. Comparisons give decision makers context for fee updates being contemplated; it allows us to review what other neighboring agencies of similar size charge. The comparison survey is attached – Exhibit D.

### *Cost Allocation Plan*

The City of Industry also hired MGT to do a cost allocation plan, simultaneously to the user fee study. A cost allocation plan is a method to calculate and assign the cost of supporting programs that serve operating programs. Supporting programs are such as City Manager, City Clerk, Finance, Human Resources, and so on. Operating programs are Engineering, Public Works, Police, Fire, and Building. With a cost plan, we can assign support cost in a manner that is reasonable and logical and is reflective of the use of the service.

### *Applications of a Cost Plan*

- Recover allowable indirect cost from Federal or State grant programs.
- Reimbursement to the general fund for support provided to internal service and enterprise funds.
- User Fees – Applied as a citywide overhead to department staff hourly rates.
- SB90 – Integrated as an overhead cost rate.
- Useful in the budgeting process to understand the true or full cost of providing services.
  - Subsidy decisions
  - Resource allocation

### *Preparing the Cost Plan*

- Collect financial and operating data.
- MGT had meetings with supporting departments to discuss methodology and services provided.
- Determine department functions.
- Identify and request allocation data.
- Prepare cost plan model, draft plan and conduct an internal review.
- City draft review.
- Incorporate changes and produce a final draft.

The Cost Allocation Plan can be found as Exhibit F – Cost Allocation Plan.

**FISCAL IMPACT:**

The completed fee study provides the City with an updated picture of the full cost for each fee-related service provided by the City. The City is under-recovering on almost all fee-related services. Based on MGT’s cost recovery study, the general fund would see an increase in revenue of approximately \$1,613,062 (If 50% recovery for planning) or \$1,972,560 (if 100% recovery for planning) if fees are adopted as recommended. The table below shows the detail for the potential annual increased revenue.

**Annual Increased Revenue Table**

<b>General Fund Department</b>	<b>Change in Revenue</b>
Building	\$ -
Engineering	\$1,272,534
Planning	50% - \$340,528 100% - \$700,026
<b>Total</b>	<b>50% - \$1,613,062</b> <b>100% - \$1,972,560</b>

**Future Fee Escalator Considerations**

MGT and the City of Industry both understand that tripling or quadrupling fees from one year to the next would be problematic. Accordingly, MGT and the City discussed various options that would eventually get the City to 100% recovery. One solution involves increasing fees incrementally by 20% each year for five years until 100% cost recovery is achieved. By year six the fees will likely need to be analyzed again. For year 6 (six) and beyond, it is recommended that a CPI factor is applied to amounts on the master fee schedule as part of the regular budget process. This ensures that fees keep pace with costs over time.

**RECOMMENDATION**

Staff recommends the City Council provide comments and direction to staff on the proposed User Fee and Cost Allocation Study. Should the Council have any comments or

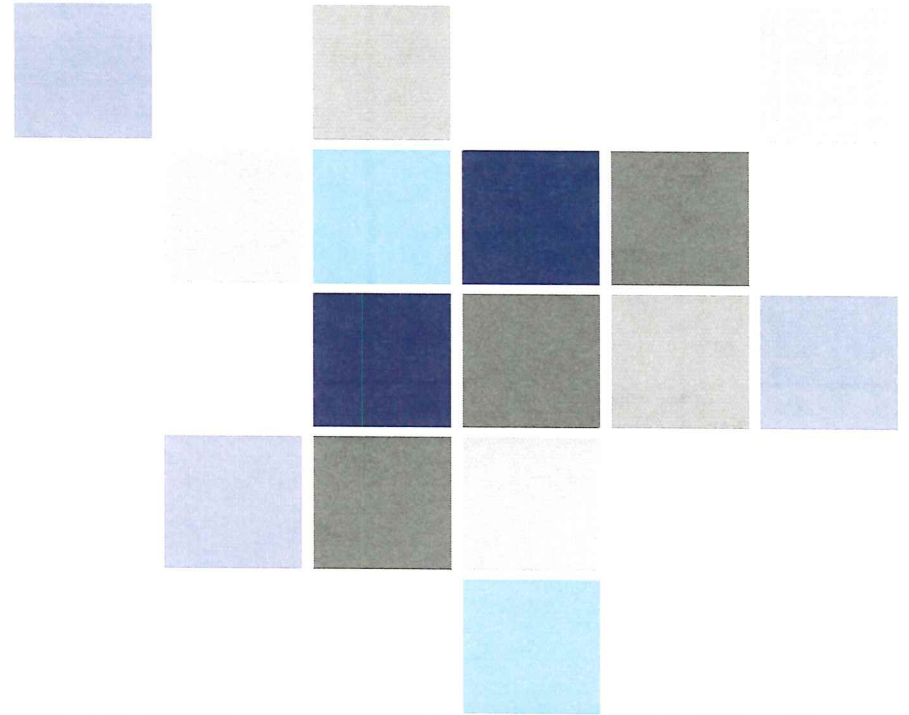
changes, staff will incorporate said changes in the adoption staff report and present the User Fee and Cost Allocation Study to adopt at the November 8, 2018, City Council Meeting.

Attachments:

1. Exhibit A – Planning – 100% Cost Recovery
2. Exhibit B – Planning – 50% Cost Recovery
3. Exhibit C – Engineering-100 % Cost Recovery
4. Exhibit D – Comparison Survey
5. Exhibit E – LA County Building Fee Schedule
6. Exhibit F – Cost Allocation Plan

# Cost Allocation Plan

City of Industry, CA



*Report Presentation*

October 18, 2018





# Agenda

- What is cost allocation
- Applications of cost allocation
- Preparing the cost allocation plan
- Cost plan schedules





# What is Cost Allocation?



- Definition of Cost

- Direct Cost

- Project, program, or task specific.
    - Easily identifiable and tracked to a particular cost objective.
    - Operating programs, grantee departments.

- Indirect Cost

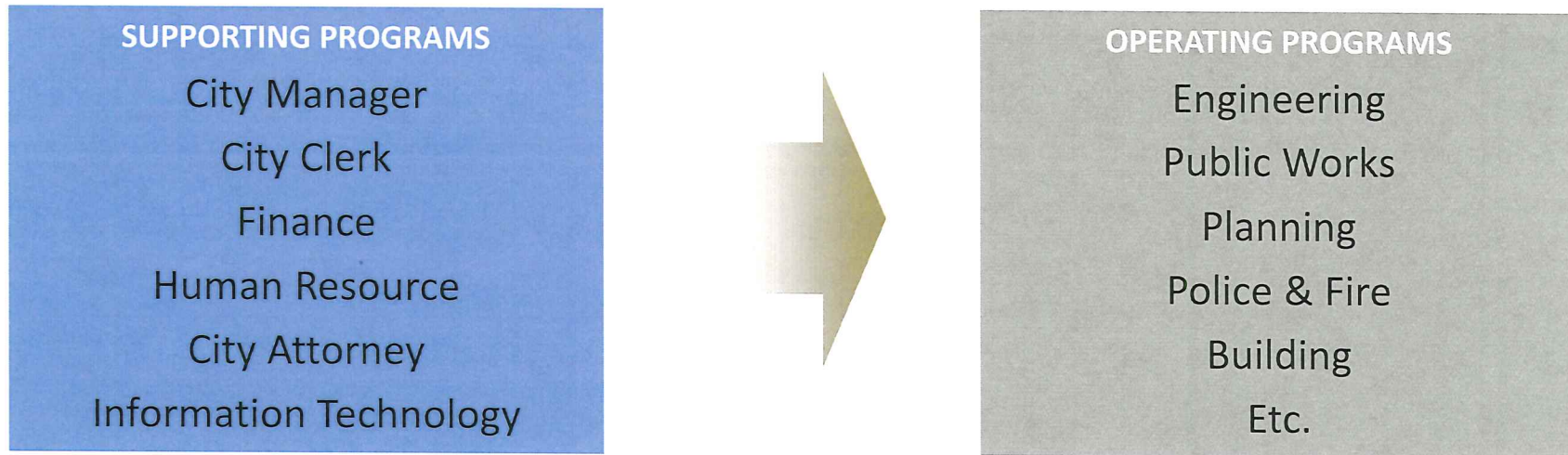
- Cost which benefit more than one task, activity or program.
    - Cost that cannot be assigned, or directed, to a specific task, activity or program *without making an effort disproportionate to the results achieved.*
    - Administrative/Overhead/Support programs.



# What is Cost Allocation?



- A method to calculate and assign the cost of supporting programs that serve operating programs.



- Assigning support cost in a manner that is reasonable, logical and is reflective of the use of the service.



# Applications of Cost Allocation



- Recover allowable indirect cost from Federal or State grant programs.
- Reimbursement to the general fund for support provided to internal service and enterprise funds.
- User Fee calculations
- Integrate into SB90 claims
- Useful in budgeting process to understand the true or full cost of providing services
  - Subsidy decisions
  - Resource allocation





# Preparing the Cost Allocation Plan



- Collect financial and operational data.
- Department meetings to discuss methodology and services provided.
- Determine department functions.
- Identify and request allocation data.
- Prepare cost plan model, draft plan and conduct internal review.
- City Draft Review.
- Incorporate changes and produce final plan.



# Cost Plan – Table of Contents



- Identifies the allocated departments, the cost pools created, and the basis of the allocation.

City of Industry  
Full Cost Plan

16-17  
8/22/2018

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Schedule Description	Allocation Basis Units	Allocation Basis Source	Page #
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2 Personnel Service Analysis			18
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2 Records Request/Research	Percentage per Department		21
2 Council/Commission	# of Agenda Items		22
2 Liability Claims	Budget Size		23
2 Allocation Summary			25
<b>503 - City Manager</b>			27
3 Department Costs			28
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3 Allocation Summary			32
<b>505 - City Treasurer</b>			34
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5 Treasury	Interest Income per fund		37
5 Allocation Summary			39
<b>506 - Finance</b>			41
6 Personnel Service Analysis			42
6 Department Costs			43
6 Incoming Costs			45
6 Purchasing (POs)	# of Po's		46
6 Purchasing (FTEs)	# of FTE's		47
6 Payroll	# of payroll checks		48
6 Accounts Receivable (Trash)	Direct allocation to refuse fund		49
6 Accounts Receivable (Budget Size)	Budget size		50
6 Budget	Budget size		52

# Cost Plan – Detailed Schedules



- Summarizes all allocation results
  - Receiving departments are in columns. Allocating departments are in rows

## Summary Schedule

Department	504 - Engineering	509 - Public Works Administratio n	521 - Planning	526 - Development Services	527 - Field Operations	528 - Legislative Services	556 - IUDA - Administratio n	601 - Public Safety	620 - EI Encanto	621 - Community Prom. & Economic Development
1 501 - City Council	\$128,569	\$6	\$72,145	\$2,489	\$1,496	\$4,294	\$155	\$63,647	\$1,579	\$9,399
2 502 - City Clerk	144,530	0	51,703	163	98	282	10	4,177	104	617
3 503 - City Manager	165	19	22,850	8,019	4,819	13,835	499	205,064	5,086	30,283
5 505 - City Treasurer	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216
6 506 - Finance	210	24	94,929	24,005	18,965	18,057	828	269,937	8,337	40,052
7 507 - Central Services	175	20	24,241	38,096	30,295	14,678	529	236,436	5,396	32,127
8 508 - Human Resources	0	0	298,068	100,066	85,162	0	0	63,872	0	0
10 515 - Non Departmental	1	0	192	68	41	117	4	1,727	43	255
11 520 - City Attorney/Legal	265	30	36,663	12,867	7,732	22,198	801	0	8,161	48,588
13 525 - Information Technology Division	0	0	93,111	31,259	26,603	0	0	19,952	0	0
<b>Total Current Allocations</b>	<b>\$288,131</b>	<b>\$14,315</b>	<b>\$708,118</b>	<b>\$231,248</b>	<b>\$189,427</b>	<b>\$87,677</b>	<b>\$17,043</b>	<b>\$879,028</b>	<b>\$42,921</b>	<b>\$175,537</b>



# Cost Plan – Detailed Schedules



- Allocated Departments – have their own detailed schedule.
- Same basic structure
- Common components are:
  - Narratives
  - Department Costs
  - Incoming Costs
  - Cost Pool Allocations
  - Total Allocations





# Cost Plan – Detailed Schedules



## A. Department Costs

Dept:1 501 - City Council

Description		Amount	General Admin	Agenda Items	Budget
<b>Personnel Costs</b>					
Salaries	S1	115,886	0	57,943	57,943
<i>Salary % Split</i>			<i>.00%</i>	<i>50.00%</i>	<i>50.00%</i>
Benefits	S	204,392	0	102,196	102,196
Subtotal - Personnel Costs		320,278	0	160,139	160,139
<b>Services &amp; Supplies Cost</b>					
Office Supplies & Postage	S	1,353	0	676	676
Dues and Subscriptions	S	42,623	0	21,312	21,312
Miscellaneous	S	1,513	0	757	757
Professional Services	S	600	0	300	300
Printing and Photographs	S	263	0	131	131
Travel and Meetings	S	4,423	0	2,212	2,212
Vehicle Expenses	S	329	0	165	165
Subtotal - Services & Supplies		51,104	0	25,552	25,552
<b>Department Cost Total</b>		371,382	0	185,691	185,691
<b>Adjustments to Cost</b>					
Subtotal - Adjustments		0	0	0	0
<b>Total Costs After Adjustments</b>		371,382	0	185,691	185,691
General Admin Distribution			0	0	0
<b>Grand Total</b>		<b>\$371,382</b>		<b>\$185,691</b>	<b>\$185,691</b>



# Cost Plan – Detailed Schedules



## B. Incoming Costs - (Default Spread Expense%)

Dept:1 501 - City Council

Department	First Incoming	Second Incoming	Agenda Items	Budget
1 Budget	\$0	\$1,213	\$606	\$606
Subtotal - 501 - City Council	0	1,213	606	606
2 Liability Claims	0	118	59	59
Subtotal - 502 - City Clerk	0	118	59	59
3 Budget	0	5,037	2,519	2,519
Subtotal - 503 - City Manager	0	5,037	2,519	2,519
5 Treasury	0	11,661	5,830	5,830
Subtotal - 505 - City Treasurer	0	11,661	5,830	5,830
6 Purchasing (POs)	0	162	81	81
6 Purchasing (FTEs)	0	4,483	2,241	2,241
6 Payroll	0	15,141	7,570	7,570
6 Accounts Receivable (Budget Size)	0	1,083	542	542
6 Budget	0	1,173	586	586
6 General Accounting	0	4,857	2,428	2,428
Subtotal - 506 - Finance	0	26,898	13,449	13,449
7 Budget	0	7,302	3,651	3,651
7 FTE's	0	50,907	25,454	25,454
Subtotal - 507 - Central Services	0	58,209	29,105	29,105
8 HR	0	187,862	93,931	93,931
Subtotal - 508 - Human Resources	0	187,862	93,931	93,931
10 Budget	0	46	23	23
Subtotal - 515 - Non Departmental	0	46	23	23
11 Budget	0	11,685	5,843	5,843
Subtotal - 520 - City Attorney/Legal	0	11,685	5,843	5,843
13 Information Technology	0	58,916	29,458	29,458
Subtotal - 525 - Information Technology	0	58,916	29,458	29,458
<b>Total Incoming</b>	<b>0</b>	<b>361,646</b>	<b>180,823</b>	<b>180,823</b>
<b>C. Total Allocated</b>		<b>\$733,028</b>	<b>\$366,514</b>	<b>\$366,514</b>
			50.00%	50.00%





# Cost Plan – Detailed Schedules



## Budget Allocations

Dept:1 501 - City Council

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$1,213	\$0	\$1,213	\$0	\$1,213
2 502 - City Clerk	308,654.42	0.54%	1,008	0	1,008	988	1,996
3 503 - City Manager	595,678.56	1.05%	1,945	0	1,945	1,907	3,852
4 504 - Engineering	7,914.33	0.01%	26	0	26	25	51
5 505 - City Treasurer	1,048,334.32	1.84%	3,424	0	3,424	3,356	6,780
6 506 - Finance	1,460,570.76	2.57%	4,770	0	4,770	4,675	9,445
7 507 - Central Services	2,325,984.39	4.09%	7,596	0	7,596	7,446	15,042
8 508 - Human Resources	1,395,331.11	2.45%	4,557	0	4,557	4,467	9,024
9 509 - Public Works Administration	900.00	0.00%	3	0	3	3	6
11 520 - City Attorney/Legal	1,389,268.01	2.44%	4,537	0	4,537	4,447	8,984
12 521 - Planning	1,096,686.97	1.93%	3,582	0	3,582	3,511	7,092
13 525 - Information Technology Division	425,935.86	0.75%	1,391	0	1,391	1,363	2,755
14 526 - Development Services	384,877.90	0.68%	1,257	0	1,257	1,232	2,489
15 527 - Field Operations	231,296.10	0.41%	755	0	755	740	1,496
16 528 - Legislative Services	664,018.04	1.17%	2,169	0	2,169	2,126	4,294
17 556 - IUDA - Administration	23,954.05	0.04%	78	0	78	77	155
18 601 - Public Safety	9,841,956.15	17.31%	32,142	0	32,142	31,505	63,647
19 620 - El Encanto	244,104.26	0.43%	797	0	797	781	1,579
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	4,747	0	4,747	4,653	9,399
21 622 - Public Works	431,063.56	0.76%	1,408	0	1,408	1,380	2,788
22 623 - Streets and Roads	1,922,376.71	3.38%	6,278	0	6,278	6,154	12,432
23 624 - Other Contracted Services	794,751.03	1.40%	2,596	0	2,596	2,544	5,140
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	27,141	0	27,141	26,603	53,744
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	4,718	0	4,718	4,624	9,342
26 627 - Industry Hills Maintenance	252,429.91	0.44%	824	0	824	808	1,632
27 628 - Habitat & Open Space	5,799.99	0.01%	19	0	19	19	38
28 702 - Streets	14,256,893.46	25.07%	46,561	0	46,561	45,638	92,198
29 703 - Storm Drains	156,070.95	0.27%	510	0	510	500	1,009
30 704 - Signals/ Safety Devices	89,549.66	0.16%	292	0	292	287	579
31 705 - Bridges & Culverts	325,019.70	0.57%	1,061	0	1,061	1,040	2,102
32 706 - Admin. Studies, General, Budget	404,678.67	0.71%	1,322	0	1,322	1,295	2,617
33 711 - Industry Hills CIP	159,980.79	0.28%	522	0	522	512	1,035
35 713 - Equestrian C.I.P.	63,235.32	0.11%	207	0	207	202	409
36 714 - Toner Canyon Property	81,623.06	0.14%	267	0	267	261	528
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	46	0	46	45	91
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	3,206	0	3,206	3,143	6,349
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	70	0	70	68	138
40 718 - City Electric Improvements	1,976,567.68	3.48%	6,455	0	6,455	6,327	12,782
42 800 - CRIA Administration City	118,702.01	0.21%	388	0	388	380	768
46 816 - Administrative Account (EQ)	392,833.83	0.69%	1,283	0	1,283	1,258	2,540
47 817 - General Account (EQ)	636,889.32	1.12%	2,080	0	2,080	2,039	4,119
48 900 - Capital Expenditures	747,916.60	1.32%	2,443	0	2,443	2,394	4,837



# Cost Plan – Detailed Schedules



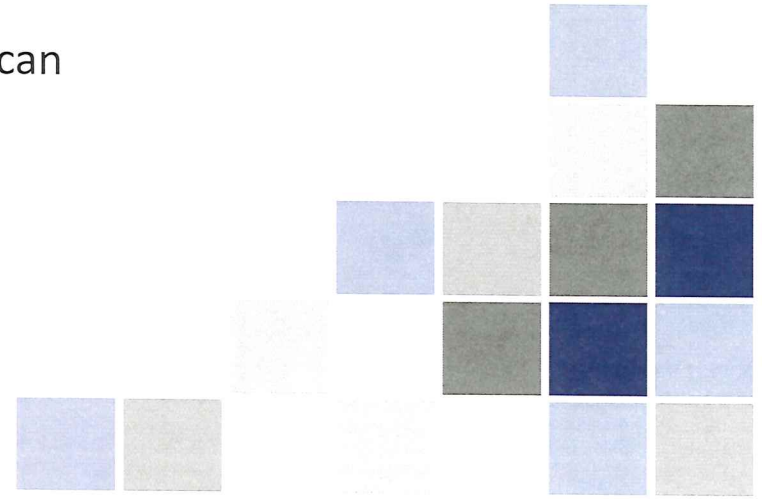
## Allocation Summary

Dept:1 501 - City Council

Department	Agenda Items	Budget	Total
1 501 - City Council	\$0	\$1,213	\$1,213
2 502 - City Clerk	0	1,996	1,996
3 503 - City Manager	128,518	3,852	132,370
4 504 - Engineering	128,518	51	128,569
5 505 - City Treasurer	0	6,780	6,780
6 506 - Finance	44,426	9,445	53,871
7 507 - Central Services	0	15,042	15,042
8 508 - Human Resources	0	9,024	9,024
9 509 - Public Works Administration	0	6	6
11 520 - City Attorney/Legal	0	8,984	8,984
12 521 - Planning	65,052	7,092	72,145
13 525 - Information Technology Division	0	2,755	2,755
14 526 - Development Services	0	2,489	2,489
15 527 - Field Operations	0	1,496	1,496
16 528 - Legislative Services	0	4,294	4,294
17 556 - IUDA - Administration	0	155	155
18 601 - Public Safety	0	63,647	63,647
19 620 - El Encanto	0	1,579	1,579
20 621 - Community Prom.& Economic De	0	9,399	9,399
21 622 - Public Works	0	2,788	2,788
22 623 - Streets and Roads	0	12,432	12,432
23 624 - Other Contracted Services	0	5,140	5,140
24 625 - Civic-Financial Center Expenses	0	53,744	53,744
25 626 - Workman Temple Homestead	0	9,342	9,342
26 627 - Industry Hills Maintenance	0	1,632	1,632
27 628 - Habitat & Open Space	0	38	38
28 702 - Streets	0	92,198	92,198
29 703 - Storm Drains	0	1,009	1,009
30 704 - Signals/ Safety Devices	0	579	579
31 705 - Bridges & Culverts	0	2,102	2,102
32 706 - Admin, Studies, General, Budget	0	2,617	2,617
33 711 - Industry Hills CIP	0	1,035	1,035
35 713 - Equestrian C.I.P.	0	409	409
36 714 - Toner Canyon Property	0	528	528
37 715 - Tres Hermanos Ranch Property	0	91	91
38 716 - Property Redevelopment & Demc	0	6,349	6,349
39 717 - IPUC- Reclaimed Water & La Pur	0	138	138
40 718 - City Electric Improvements	0	12,782	12,782
42 800 - CRIA Administration City	0	768	768
46 816 - Administrative Account (EQ)	0	2,540	2,540
47 817 - General Account (EQ)	0	4,119	4,119



The entire Cost Allocation Plan report can be found as Attachment B.

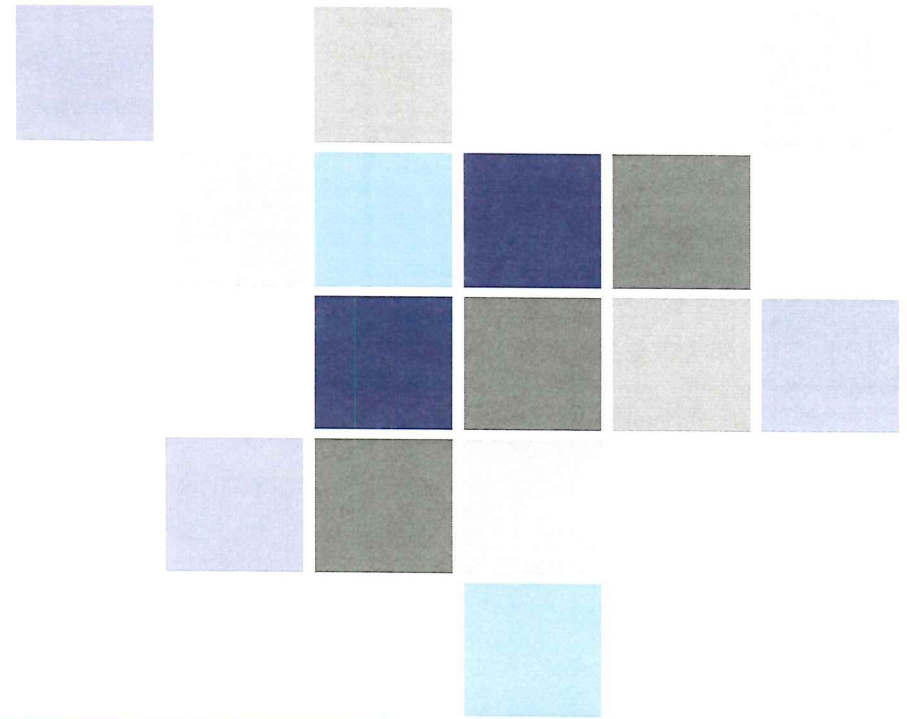


**Question/Discussion**



# USER FEE AND COST ALLOCATION PLAN STUDY

City of Industry, CA



*Report Presentation*

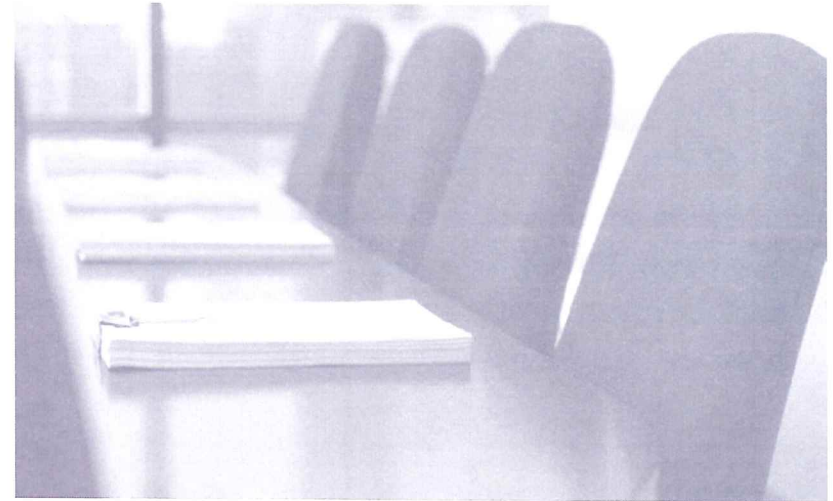
October 18, 2018



# Agenda



- Introductions
- Background
- Fee Study
- Fee Study Goals
- Cost Allocation Plan
- Questions and Answers







## Background



- The City of Industry has never previously undergone a User Fee study to evaluate fees. There has been no fee restructuring.
  - Currently the Building department is handled entirely by Los Angeles County.
  - Planning is currently handled with a combination of City staff and contractors.
  - PW is fully outsourced to contractors.
  - Annual CPI increases
    - The City has not kept pace with CPI increase, and therefore cost.
-



## Fee Study



- The City of Industry hired MGT Consulting Group in 2017 to conduct fee analysis for Building, Planning and Public Works departments.



# Fee Study Goals



- Streamline Fees
  - Increase user-friendliness
  - Restructure fees
    - Remove fees that don't apply to current department activities
    - Add fees for services currently done by the City (not previously charged)
  - Analyze cost to determine whether they are being appropriately recovered
-



# MGT Consulting Group



- Public Sector Consulting Firm
- 30 + years in California
- More than 350 Studies
- Specializing in:
  - Cost of Services Studies
  - Cost Allocation Plans
  - SB90 Claiming

## Similar Studies (Current or Recent)

- ❖ City of Anaheim
- ❖ City of Beaumont
- ❖ City of Burbank
- ❖ City of Corona
- ❖ City of Encinitas
- ❖ City of La Mesa
- ❖ City of Long Beach
- ❖ City of Newport Beach
- ❖ City of Pomona
- ❖ City of Redlands
- ❖ City of San Marcos
- ❖ City of Santa Ana
- ❖ City of Santa Monica
- ❖ City of West Hollywood
- ❖ City of Whittier
- ❖ Butte County
- ❖ El Dorado County
- ❖ Los Angeles County
- ❖ Marin County
- ❖ Monterey County
- ❖ Napa County
- ❖ Orange County
- ❖ San Mateo County
- ❖ Santa Barbara Co, Env Health
- ❖ Santa Barbara Co, Public Works



# Methodology



The analysis to determine the cost of providing fee-for-service activities is comprised of two basic elements:

1. Hourly rates of staff and/or contractors providing the service
2. Time spent to provide the service

The product of the hourly rate calculation times the time spent yields the cost of providing the service.

---





# Fully Burdened Hourly Rates



- For Public Works, MGT did not have to calculate hourly rates as it is done 100% by contractors. The City of Industry provided MGT with the current hourly rates for CNC Engineering (contractors).
- For Planning, MGT did not calculate hourly rates for Annea Alta (contractors). However, we did produce hourly rates for City Planning staff that is involved in fee-for-service activities.
  - A full work year accounts for 2,080 hours annually. MGT begins to burden the rate by removing hours that are not spent directly to work related activities. MGT removes the following hours:
    - Vacation – 13 Days (104 Hours)
    - Holiday – 11 Days (88 Hours)
    - Sick Leave – 9 Days (72 Hours)
    - Floating Holiday – 2 Days (16 Hours)
  - After removing these hours, we arrive at 1,800 direct hours per employee. On top of Salaries/Benefits MGT layers department and citywide overhead to develop the fully burdened hourly rates. The following slide will illustrate the fully burdened rates for City Planning Staff.



# Fully Burdened Hourly Rates



Agency: City of Industry  
Department: Planning  
Fiscal Year: 2017-2018

## Hourly

I	Ord	Position	Annual Salary	Salary & Benefits	Internal Dept Admin	External Support	Total
1	1	PLANNING TECHNICIAN I	\$ 115,049	\$ 55.31	\$ 18.19	\$ 12.88	\$ 86.38
2	2	PLANNING & SAFETY MANAGER	\$ 295,555	\$ 142.09	\$ 46.72	\$ 33.10	\$ 221.91



# Full Cost Example



<b>Example: Planning service full cost</b>	
<b>Fee: Minor Lot Line Adjustment - \$200</b>	
<u>Staff Providing Service:</u>	<u>Plannig Technician I</u>
Time Spent (in hours):	3
Hourly Rate:	\$86.38
Calculation:	3 Hours x \$86.38
<b><i>City's full cost:</i></b>	<b><i>\$259.14</i></b>
Current Fee Collected	\$200
Fee Subsidy	\$59.14



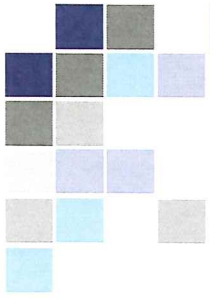
# Fee Study Results - Planning



- There are no fees recovering more than what it cost the City to provide the service. All fees are recovering less than 100% of the full cost. Recovery levels are about 50%
  - **Business License**: Historically, the City of Industry did not charge for business licenses. Planning staff suggested to add 3 fees related to business license:
    - Business License, Business License Renewal, and Business License for Contractors
    - Based on the high volume of business licenses requested annually multiplied by the full cost of \$129 per license calculated by MGT the City of Industry could potentially increase annual revenues by \$574,132. Broken down below:
      - ♦ **Business License: \$96,442 (747 annually x \$129 full cost)**
      - ♦ **Business License Renewal: \$451,869 (3,500 annually x \$129 full cost)**
      - ♦ **Business License for Contractors: \$25,821 (200 annually x \$129 full cost)**









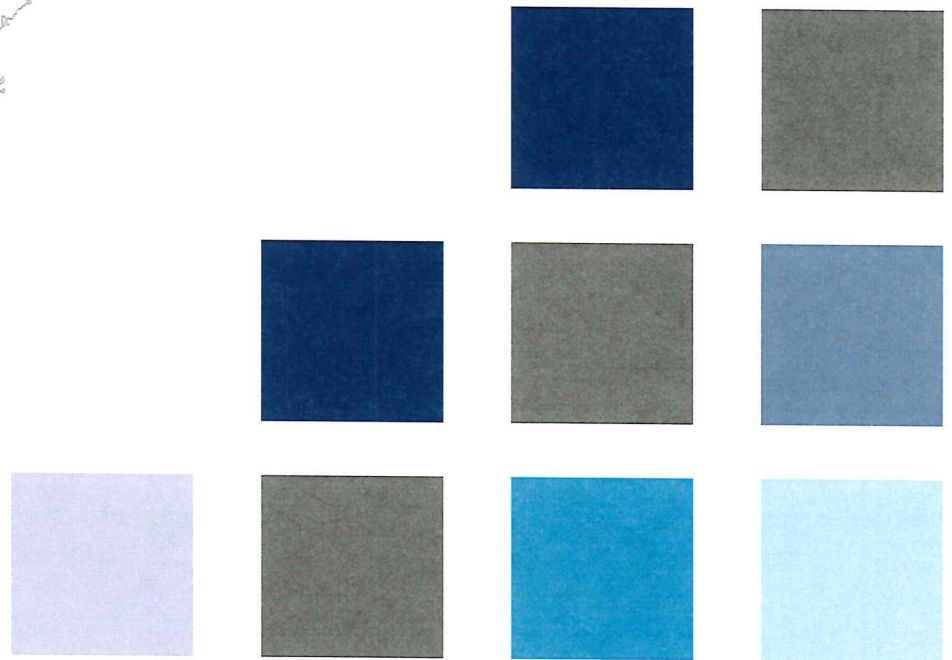


NAME

Title

850.386.3191

email@mgtconsulting.com



WWW.MGTCONSULTING.COM

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User Fee Study Summary Sheet

City of Industry  
 Planning  
 2017-2018

Exhibit A - 100% Cost Recovery

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery %	Annual Cost	Annual		Per Unit		Annual		
				Current Fee	Full Cost			Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
<b>On Site Grading (Rough grading plan check and permit fees are separate):</b>														
2	Plan Check Fee	+\$20 each addtl acre over 3.5 acres	24	\$ 320	\$ 2,300	14%	\$ 55,200	\$ 7,680	\$ 47,520	100%	\$ 2,300	\$ 55,200	\$ 47,520	\$ -
3	<b>Permit Fee:</b>													
3.1	1-100 cubic yards & material	Revised Fee Structure	10	\$ 200	\$ 200	100%	\$ 2,000	\$ 2,000	\$ -	100%	\$ 200	\$ 2,000	\$ -	\$ -
3.2	101-500 cubic yards & material	Revised Fee Structure	5	\$ 240	\$ 500	48%	\$ 2,500	\$ 1,200	\$ 1,300	100%	\$ 500	\$ 2,500	\$ 1,300	\$ -
3.3	500-1000 cubic yards	Revised Fee Structure	3	\$ 280	\$ 800	35%	\$ 2,400	\$ 840	\$ 1,560	100%	\$ 800	\$ 2,400	\$ 1,560	\$ -
3.4	1001-5000 cubic yards	Revised Fee Structure	5	\$ 320	\$ 1,000	32%	\$ 5,000	\$ 1,600	\$ 3,400	100%	\$ 1,000	\$ 5,000	\$ 3,400	\$ -
3.5	5001+ Cubic yards	Revised Fee Structure	2	\$ 360	\$ 1,500	24%	\$ 3,000	\$ 720	\$ 2,280	100%	\$ 1,500	\$ 3,000	\$ 2,280	\$ -
<b>4 Landscaping:</b>														
5	Plan Check Fee	+\$5 each addtl acre over 3.5 acres	12	\$ 60	\$ 93	64%	\$ 1,118	\$ 720	\$ 398	100%	\$ 93	\$ 1,118	\$ 398	\$ -
6	Permit Fee	+\$5 each addtl acre over 3.5 acres	12	\$ 30	\$ 93	32%	\$ 1,118	\$ 360	\$ 758	100%	\$ 93	\$ 1,118	\$ 758	\$ -
<b>7 Planning Fees:</b>														
8	Conditional Use Permit	Deposit	8	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	EIR	Deposit	1	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.1	EIR - Negative/Mitigated Declaration Fee	Deposit	-	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.2	EIR - Exemption Fee	Pass-through	-	\$ 75	\$ 100	75%	\$ -	\$ -	\$ -	100%	\$ 100	\$ -	\$ -	\$ -
10	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
11	Development Plan (Short Form)	Flat Fee - NEW	232	\$ -	\$ 95	0%	\$ 22,094	\$ -	\$ 22,094	100%	\$ 95	\$ 22,094	\$ 22,094	\$ -
12	Development Plan (Long Form)	Deposit	15	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
<b>14 Parcel Map – Plan Check and Filing Fees:</b>														
15	Tentative Parcel Map	+\$50 per parcel	2	\$ 200	\$ 4,829	4%	\$ 9,657	\$ 400	\$ 9,257	100%	\$ 4,829	\$ 9,657	\$ 9,257	\$ -
16	Minor Lot Line	Flat Fee	2	\$ 200	\$ 259	77%	\$ 518	\$ 400	\$ 118	100%	\$ 259	\$ 518	\$ 118	\$ -
17	Zone Change/Code Amendment	Deposit	3	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	General Plan Amendment	Deposit	1	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
20	Zone Exception (Variance)	Deposit	2	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
22	Business License	Free	747	\$ -	\$ 129	0%	\$ 96,442	\$ -	\$ 96,442	100%	\$ 129	\$ 96,442	\$ 96,442	\$ -
23	Business License Renewal Fee	Free	3,500	\$ -	\$ 129	0%	\$ 451,869	\$ -	\$ 451,869	100%	\$ 129	\$ 451,869	\$ 451,869	\$ -
24	Business License for Contractor Fee	Free	200	\$ -	\$ 129	0%	\$ 25,821	\$ -	\$ 25,821	100%	\$ 129	\$ 25,821	\$ 25,821	\$ -
25	Banner Permit	Free	30	\$ -	\$ 161	0%	\$ 4,829	\$ -	\$ 4,829	100%	\$ 161	\$ 4,829	\$ 4,829	\$ -
26	Temp Event Permit	Free	32	\$ -	\$ 161	0%	\$ 5,151	\$ -	\$ 5,151	100%	\$ 161	\$ 5,151	\$ 5,151	\$ -
27	Copies	Per copy	-	\$ 0.10	\$ 0.10	100%	\$ -	\$ -	\$ -	100%	\$ 0.10	\$ -	\$ -	\$ -
28	Picture Arcade Manager	Flat Fee	1	\$ 50	\$ 111	45%	\$ 111	\$ 50	\$ 61	100%	\$ 111	\$ 111	\$ 61	\$ -
29	Zoning letters	Free	188	\$ -	\$ 95	0%	\$ 17,904	\$ -	\$ 17,904	100%	\$ 95	\$ 17,904	\$ 17,904	\$ -
30	Filming Permit	Film LA	36	\$ -	\$ 55	0%	\$ 1,997	\$ -	\$ 1,997	100%	\$ 55	\$ 1,997	\$ 1,997	\$ -
31	Advertising/Notices to Paper	Actual Cost	24	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
32	Notice of Determination/Intente	New	20	\$ 75	\$ 111	68%	\$ 2,219	\$ 1,500	\$ 719	100%	\$ 111	\$ 2,219	\$ 719	\$ -
33	Sign Approval	New	60	\$ -	\$ 95	0%	\$ 5,714	\$ -	\$ 5,714	100%	\$ 95	\$ 5,714	\$ 5,714	\$ -
34	Temporary Street Parking	New	35	\$ -	\$ 24	0%	\$ 833	\$ -	\$ 833	100%	\$ 24	\$ 833	\$ 833	\$ -
35	LA County Clerk Filing Fee	Pass-through	20	\$ 75	\$ 75	100%	\$ 1,500	\$ 1,500	\$ -	100%	\$ 75	\$ 1,500	\$ -	\$ -
Total User Fees							\$718,996	\$18,970	\$700,026		\$718,996	\$700,026	\$0	
% of Full Cost								3%	97%		100%	3690%	0%	



User Fee Study Summary Sheet

City of Industry  
 Planning  
 2017-2018

Exhibit B - 50% Cost Recovery

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Annual		Per Unit		Annual				
				Current Fee	Full Cost	Current Recovery %	Annual Cost	Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue	Recommended Subsidy
<b>On Site Grading (Rough grading plan check and permit fees are separate):</b>														
2	Plan Check Fee	+\$20 each addtl acre over 3.5 acres	24	\$ 320	\$ 2,300	14%	\$ 55,200	\$ 7,680	\$ 47,520	50%	\$ 1,150	\$ 27,600	\$ 19,920	\$ 27,600
3	Permit Fee:													
3.1	1-100 cubic yards & material	Revised Fee Structure	10	\$ 200	\$ 200	100%	\$ 2,000	\$ 2,000	\$ -	50%	\$ 100	\$ 1,000	\$ (1,000)	\$ 1,000
3.2	101-500 cubic yards & material	Revised Fee Structure	5	\$ 240	\$ 500	48%	\$ 2,500	\$ 1,200	\$ 1,300	50%	\$ 250	\$ 1,250	\$ 50	\$ 1,250
3.3	500-1000 cubic yards	Revised Fee Structure	3	\$ 280	\$ 800	35%	\$ 2,400	\$ 840	\$ 1,560	50%	\$ 400	\$ 1,200	\$ 360	\$ 1,200
3.4	1001-5000 cubic yards	Revised Fee Structure	5	\$ 320	\$ 1,000	32%	\$ 5,000	\$ 1,600	\$ 3,400	50%	\$ 500	\$ 2,500	\$ 900	\$ 2,500
3.5	5001+ Cubic yards	Revised Fee Structure	2	\$ 360	\$ 1,500	24%	\$ 3,000	\$ 720	\$ 2,280	50%	\$ 750	\$ 1,500	\$ 780	\$ 1,500
<b>4 Landscaping:</b>														
5	Plan Check Fee	+\$5 each addtl acre over 3.5 acres	12	\$ 60	\$ 93	64%	\$ 1,118	\$ 720	\$ 398	50%	\$ 47	\$ 559	\$ (161)	\$ 559
6	Permit Fee	+\$5 each addtl acre over 3.5 acres	12	\$ 30	\$ 93	32%	\$ 1,118	\$ 360	\$ 758	50%	\$ 47	\$ 559	\$ 199	\$ 559
<b>7 Planning Fees:</b>														
8	Conditional Use Permit	Deposit	8	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9	EIR	Deposit	1	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.1	EIR - Negative/Mitigated Declaration Fee	Deposit	-	\$ -	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
9.2	EIR - Exemption Fee	Pass-through	-	\$ 75	\$ 100	75%	\$ -	\$ -	\$ -	100%	\$ 100	\$ -	\$ -	\$ -
10	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
11	Development Plan (Short Form)	Flat Fee - NEW	232	\$ -	\$ 95	0%	\$ 22,094	\$ -	\$ 22,094	50%	\$ 48	\$ 11,047	\$ 11,047	\$ 11,047
12	Development Plan (Long Form)	Deposit	15	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
13	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
<b>14 Parcel Map – Plan Check and Filing Fees:</b>														
15	Tentative Parcel Map	+\$50 per parcel	2	\$ 200	\$ 4,829	4%	\$ 9,657	\$ 400	\$ 9,257	50%	\$ 2,414	\$ 4,829	\$ 4,429	\$ 4,829
16	Minor Lot Line	Flat Fee	2	\$ 200	\$ 259	77%	\$ 518	\$ 400	\$ 118	50%	\$ 130	\$ 259	\$ (141)	\$ 259
17	Zone Change/Code Amendment	Deposit	3	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
18	General Plan Amendment	Deposit	1	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
19	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
20	Zone Exception (Variance)	Deposit	2	\$ 1,200	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A	N/A
21	Fish and Game	\$3,168 if EIR required	-	\$ 2,281	\$ 2,281	100%	\$ -	\$ -	\$ -	100%	\$ 2,281	\$ -	\$ -	\$ -
22	Business License	Free	747	\$ -	\$ 129	0%	\$ 96,442	\$ -	\$ 96,442	50%	\$ 65	\$ 48,221	\$ 48,221	\$ 48,221
23	Business License Renewal Fee	Free	3,500	\$ -	\$ 129	0%	\$ 451,869	\$ -	\$ 451,869	50%	\$ 65	\$ 225,934	\$ 225,934	\$ 225,934
24	Business License for Contractor Fee	Free	200	\$ -	\$ 129	0%	\$ 25,821	\$ -	\$ 25,821	50%	\$ 65	\$ 12,911	\$ 12,911	\$ 12,911
25	Banner Permit	Free	30	\$ -	\$ 161	0%	\$ 4,829	\$ -	\$ 4,829	50%	\$ 80	\$ 2,414	\$ 2,414	\$ 2,414
26	Temp Event Permit	Free	32	\$ -	\$ 161	0%	\$ 5,151	\$ -	\$ 5,151	50%	\$ 80	\$ 2,575	\$ 2,575	\$ 2,575
27	Copies	Per copy	-	\$ 0.10	\$ 0.10	100%	\$ -	\$ -	\$ -	50%	\$ 0.05	\$ -	\$ -	\$ -
28	Picture Arcade Manager	Flat Fee	1	\$ 50	\$ 111	45%	\$ 111	\$ 50	\$ 61	50%	\$ 55	\$ 55	\$ 5	\$ 55
29	Zoning letters	Free	188	\$ -	\$ 95	0%	\$ 17,904	\$ -	\$ 17,904	50%	\$ 48	\$ 8,952	\$ 8,952	\$ 8,952
30	Filming Permit	Film LA	36	\$ -	\$ 55	0%	\$ 1,997	\$ -	\$ 1,997	50%	\$ 28	\$ 999	\$ 999	\$ 999
31	Advertising/Notices to Paper	Actual Cost	24	\$ -	\$ -	0%	\$ -	\$ -	\$ -	50%	\$ -	\$ -	\$ -	\$ -
32	Notice of Determination/Intente	New	20	\$ 75	\$ 111	68%	\$ 2,219	\$ 1,500	\$ 719	50%	\$ 55	\$ 1,110	\$ (390)	\$ 1,110
33	Sign Approval	New	60	\$ -	\$ 95	0%	\$ 5,714	\$ -	\$ 5,714	50%	\$ 48	\$ 2,857	\$ 2,857	\$ 2,857
34	Temporary Street Parking	New	35	\$ -	\$ 24	0%	\$ 833	\$ -	\$ 833	50%	\$ 12	\$ 417	\$ 417	\$ 417
35	LA County Clerk Filing Fee	Pass-through	20	\$ 75	\$ 75	100%	\$ 1,500	\$ 1,500	\$ -	50%	\$ 38	\$ 750	\$ (750)	\$ 750
Total User Fees							\$718,996	\$18,970	\$700,026					
% of Full Cost							3%	97%						
							\$359,498	\$340,528	\$359,498					
							50%	1795%						

City of Industry  
 Engineering  
 2017-2018

Exhibit C - Engineering 100% Recovery

Ord	Service Name	Fee Description	Annual Volume	Current						Recommendations				
				Per Unit		Current Recovery %	Annual		Per Unit		Annual		Recommend ed Subsidy	
				Current Fee	Full Cost		Annual Revenue	Annual Subsidy	Recovery Level	Fee @ Policy Level	Annual Revenue	Increased Revenue		
1	Grading (Rough grading plan check and permit fees are separate)													
2	Plan Check Fee	Base Fee	8	\$ 320	\$ 20,248	2%	\$ 161,980	\$ 2,560	\$ 159,420	100%	\$ 20,248	\$ 161,980	\$ 159,420	\$ -
2.1	Each Addtl acre over 3.5	Per Acre	8	\$ -	\$ 5,785	0%	\$ 46,280	\$ -	\$ 46,280	100%	\$ 5,785	\$ 46,280	\$ 46,280	\$ -
3	Permit Fee	Base Fee	8	\$ 200	\$ 14,315	1%	\$ 114,520	\$ 1,600	\$ 112,920	100%	\$ 14,315	\$ 114,520	\$ 112,920	\$ -
3.1	Each Addtl acre over 3.5	Per Acre	8	\$ -	\$ 4,090	0%	\$ 32,720	\$ -	\$ 32,720	100%	\$ 4,090	\$ 32,720	\$ 32,720	\$ -
4	Landscape													
5	Plan Check Fee	+ \$30 for each additional acre over 3.5	12	\$ 60	\$ 93	65%	\$ 1,114	\$ 720	\$ 394	100%	\$ 93	\$ 1,114	\$ 394	\$ -
6	Permit Fee	+ \$30 for each additional acre over 3.5	12	\$ 30	\$ 93	32%	\$ 1,114	\$ 360	\$ 754	100%	\$ 93	\$ 1,114	\$ 754	\$ -
7	Street Improvements, Sanitary Sewer, Construction and Storm Drain (Plan Check Fee)													
8	Estimated Construction Cost													
9	\$0 - \$1,000	Fee	2	\$ 150	\$ 845	18%	\$ 1,690	\$ 300	\$ 1,390	100%	\$ 845	\$ 1,690	\$ 1,390	\$ -
10	\$1,000 - \$10,000	+ \$3.35 per \$100 in excess of \$1,000	2	\$ 150	\$ 845	18%	\$ 1,690	\$ 300	\$ 1,390	100%	\$ 845	\$ 1,690	\$ 1,390	\$ -
11	\$10,001 - \$20,000	+ \$2.25 per \$100 in excess of \$10,000	2	\$ 451	\$ 1,360	33%	\$ 2,720	\$ 902	\$ 1,818	100%	\$ 1,360	\$ 2,720	\$ 1,818	\$ -
12	\$20,001 - \$50,000	+ \$0.70 per \$100 in excess of \$20,000	1	\$ 677	\$ 2,178	31%	\$ 2,178	\$ 677	\$ 1,501	100%	\$ 2,178	\$ 2,178	\$ 1,501	\$ -
13	\$50,001 - \$100,000	+ \$0.45 per \$100 in excess of \$50,000	2	\$ 887	\$ 3,208	28%	\$ 6,415	\$ 1,773	\$ 4,642	100%	\$ 3,208	\$ 6,415	\$ 4,642	\$ -
14	\$100,001 and over	+ \$0.27 per \$100 in excess of \$100,000	5	\$ 1,112	\$ 5,268	21%	\$ 26,338	\$ 5,558	\$ 20,780	100%	\$ 5,268	\$ 26,338	\$ 20,780	\$ -
15	Permit Fee	2.5x plan check fee	14	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
16	Miscellaneous Street Improvement Construction Permit Fees													
17	Driveway Approach	+ \$70 for each addtl driveway on same site	4	\$ 100	\$ 845	12%	\$ 3,380	\$ 400	\$ 2,980	100%	\$ 845	\$ 3,380	\$ 2,980	\$ -
18	Sidewalk (Excluding Driveways)													
19	0 - 500 lineal foot	Flat Fee	2	\$ 150	\$ 1,083	14%	\$ 2,165	\$ 300	\$ 1,865	100%	\$ 1,083	\$ 2,165	\$ 1,865	\$ -
20	501 - 1,000 lineal foot	+ \$0.10 per lineal foot over 500 ft	1	\$ 150	\$ 1,743	9%	\$ 1,743	\$ 150	\$ 1,593	100%	\$ 1,743	\$ 1,743	\$ 1,593	\$ -
21	Over 1,000 lineal foot	+ \$0.05 per lineal foot over 1,000 ft	1	\$ 200	\$ 2,733	7%	\$ 2,733	\$ 200	\$ 2,533	100%	\$ 2,733	\$ 2,733	\$ 2,533	\$ -
22	Parkway Drain	Flat Fee	1	\$ 70	\$ 423	17%	\$ 423	\$ 70	\$ 353	100%	\$ 423	\$ 423	\$ 353	\$ -
23	I.P.C. & P.C. Sanitary Sewer Connection													
24	I.P.C. & P.C. Mainlines	+ repave	4	\$ 230	\$ 1,030	22%	\$ 4,120	\$ 920	\$ 3,200	100%	\$ 1,030	\$ 4,120	\$ 3,200	\$ -
25	LA County Saddle Connection Fee	Pass-Through Fee	2	\$ 155	\$ 155	100%	\$ 310	\$ 310	\$ -	100%	\$ 155	\$ 310	\$ -	\$ -
26	Los Angeles County Sanitation District Trunk Line	Flat Fee	2	\$ 35	\$ 845	4%	\$ 1,690	\$ 70	\$ 1,620	100%	\$ 845	\$ 1,690	\$ 1,620	\$ -
27	I.P.D Storm Drain Connection													
28	Connection at property line or within easement	Flat Fee	2	\$ 40	\$ 1,030	4%	\$ 2,060	\$ 80	\$ 1,980	100%	\$ 1,030	\$ 2,060	\$ 1,980	\$ -
29	Connection within City right-of-way	Flat Fee	2	\$ 75	\$ 1,030	7%	\$ 2,060	\$ 150	\$ 1,910	100%	\$ 1,030	\$ 2,060	\$ 1,910	\$ -
30	Excavation Permit Fees													
31	Trench Length													
32	0' - 100'	Flat Fee	38	\$ 50	\$ 1,790	3%	\$ 68,617	\$ 1,917	\$ 66,700	100%	\$ 1,790	\$ 68,617	\$ 66,700	\$ -
33	101' - 500'	+ \$0.50 per lineal foot over 100'	38	\$ 50	\$ 2,655	2%	\$ 101,775	\$ 1,917	\$ 99,858	100%	\$ 2,655	\$ 101,775	\$ 99,858	\$ -
34	501' - 1,000'	+ \$0.25 per lineal foot over 500'	38	\$ 250	\$ 3,520	7%	\$ 134,933	\$ 9,583	\$ 125,350	100%	\$ 3,520	\$ 134,933	\$ 125,350	\$ -
35	Over 1,001'	+ \$0.15 per lineal foot over 1,000'	38	\$ 375	\$ 4,385	9%	\$ 168,092	\$ 14,375	\$ 153,717	100%	\$ 4,385	\$ 168,092	\$ 153,717	\$ -
36	Traffic Control Permit	New Fee	115	\$ -	\$ 1,790	0%	\$ 205,850	\$ -	\$ 205,850	100%	\$ 1,790	\$ 205,850	\$ 205,850	\$ -
37	Parcel Map - Plan Check & Filing Fees													
38	Tentative Parcel Map	+ \$50 per parcel	2	\$ 200	\$ 1,943	10%	\$ 3,885	\$ 400	\$ 3,485	100%	\$ 1,943	\$ 3,885	\$ 3,485	\$ -
39	Final Parcel Map	+ \$100 per parcel	2	\$ 300	\$ 1,295	23%	\$ 2,590	\$ 600	\$ 1,990	100%	\$ 1,295	\$ 2,590	\$ 1,990	\$ -
40	Record Mylar	Flat Fee	2	\$ 50	\$ 120	42%	\$ 240	\$ 100	\$ 140	100%	\$ 120	\$ 240	\$ 140	\$ -
41	Recording	Flat Fee	2	\$ 20	\$ 120	17%	\$ 240	\$ 40	\$ 200	100%	\$ 120	\$ 240	\$ 200	\$ -
42	Minor Lot Line Adjustment	Flat Fee	1	\$ 200	\$ 2,063	10%	\$ 2,063	\$ 200	\$ 1,863	100%	\$ 2,063	\$ 2,063	\$ 1,863	\$ -
43	New Fees													
44	Industrial Waste Permit	New Fee	13	\$ -	\$ 740	0%	\$ 9,620	\$ -	\$ 9,620	100%	\$ 740	\$ 9,620	\$ 9,620	\$ -
45	Domestic Wastewater Clearance	New Fee	22	\$ -	\$ 1,400	0%	\$ 30,800	\$ -	\$ 30,800	100%	\$ 1,400	\$ 30,800	\$ 30,800	\$ -
46	Annual Domestic Wastewater Clearance Inspection	New Fee	500	\$ -	\$ 330	0%	\$ 165,000	\$ -	\$ 165,000	100%	\$ 330	\$ 165,000	\$ 165,000	\$ -
47	Sewer area Studies	New Fee	6	\$ -	\$ 740	0%	\$ 4,440	\$ -	\$ 4,440	100%	\$ 740	\$ 4,440	\$ 4,440	\$ -
48	Hydrology/Hydraulic Reports	New Fee	2	\$ -	\$ 740	0%	\$ 1,480	\$ -	\$ 1,480	100%	\$ 740	\$ 1,480	\$ 1,480	\$ -
49	Underground Storage Tanks	New Fee	1	\$ -	\$ -	0%	\$ -	\$ -	\$ -	100%	\$ -	\$ -	\$ -	\$ -
Total User Fees							\$1,319,064	\$46,531	\$1,272,534		\$1,319,064	\$1,272,534	\$0	
% of Full Cost								4%	96%		100%	2735%	0%	



## Exhibit D

### City of Industry 17-18 Comparison Survey

Fee Category	Industry	Commerce	Irwindale	Ontario	Vernon	Fee Type
Permit Issuance	\$30	\$0	\$56	\$75	\$161	Building
Temporary Certificate of Occupancy	\$110	\$150	\$204	\$1,000	\$385	Building
Hearing - Building Board of Appeals	\$466	N/A	\$867	\$450	\$0	Building
Inspection outside of business hours, per hour	\$106	Actual Cost	\$198	\$120	\$244	Building
Geotechnical Site Review	\$447	Actual Cost	\$832	N/A	Actual Cost	Building
Conditional User Permit	\$1,200 Deposit	\$1,000	\$450	\$1,088	\$16,628	Planning
Minor Lot Line	\$259	\$500	\$200	N/A	\$450	Planning
Zone Change/Conde Ammendment	\$1,200 Deposit	\$1,000	\$800	\$2,000 deposit	\$11,075	Planning
General Plan Ammendment	\$1,200 Deposit	\$1,000	\$1,000	Time and Materials	Actual Cost	Planning
Zoning Letters	\$95	\$100	\$150	\$77	\$276	Planning
Grading Plan Check - up to 3.5 acres	\$20,248	Actual Cost	\$3,000 Deposit	5.45 % of construction cost	\$547 - 1-5 sheets \$1017 6-10 sheets \$1330 11-25 sheets Additional Sheets - \$232	Engineering
Grading Permit Fee - up to 3.5 acres	\$4,090	Actual Cost	\$3,000 Deposit	5.45 % of construction cost	Valuation Based \$6,079 for first \$500K	Engineering
Tentative Parcel Map	\$1,943	Actual Cost	\$800 + \$60 per lot	\$3,544	\$5585 four parcels or less (or lots)	Engineering
Final Parcel Map	\$1,295	Actual Cost	\$800 + \$60 per lot	\$1,797	\$5585 four parcels or less (or lots)	Engineering
Excavation Permit 0'-100'	\$1,790	Actual Cost	\$3,000 Deposit	5.45 % of construction cost	Valuation Based \$1,450 for first 50K	Engineering

# Exhibit E

## CITY OF INDUSTRY BUILDING CODE FEE SCHEDULE

Effective July 1, 2017, Building Permit Fees in the City of Industry will be as follows:

1. Permit Issuance Fee - to be paid in addition to the fees set forth in a through k below. . . . .	\$	30.00
a. For a site inspection not otherwise covered herein by a fee and which is regulated by a Los Angeles County Ordinance. . . . .	\$	456.20
b. For inspection of any use, occupancy or change in use or occupancy Group R or U Occupancy. . . . .	\$	236.80
Occupancy groups other than R or U		
Affected floor area:		
Up to 5,000 square feet. . . . .	\$	583.50
5,001 to 10,000 square feet. . . . .	\$	702.20
10,001 to 100,000 square feet. . . . .	\$	1,167.50
above 100,000 square feet. . . . .	\$	1,769.60
c. RESERVED		
d. For inspection of the demolition of a building or structure (including sewage system termination). . . . .	\$	177.00
e. For inspection or reinspection of Group A, Division 4, structures, each. . . . .	\$	236.80
f. For inspection of structures or devices regulated by Chapter 66, the first inspection of the first structure or device. . . . .	\$	177.00
and for each additional structure or device. . . . .	\$	28.40
g. For application and investigation fee for relocation building permits as required by Chapter 34:		
Floor area: up to 2,500 square feet. . . . .	\$	471.50
2,501 square feet and above. . . . .	\$	943.20
h. For investigation and/or permit for trailer coaches required by Chapter 69. . . . .	\$	175.30
i. For inspections outside of normal business hours, per hour. . . . .	\$	106.30



j.	For inspections for which no fee is specifically indicated, per hour. . . . .	\$ 106.30
k.	For inspection of barriers for swimming pools, spas and hot tubs. . . . .	\$ 99.70
2.	For search of office records and a single copy of microfilmed permit. . . . .	\$ 3.20
	For each hour expended responding to public records requests which do not reasonably describe identifiable records. . . . .	\$ 37.20
3.	For Approval in Concept review pursuant to the 1976 Coastal Act (Section 30,000 et seq. Public Resources Code). . . . .	\$ 140.90
4.	For Geotechnical site review and processing geological or engineering reports submitted pursuant to Sections 110, 111, 113, 1804 and Appendix Section 3309:	
	A. Geotechnical review of building plans and geotechnical reports	
	i. Geotechnical site review (to determine if geotechnical reports are required). . . . .	\$ 446.60
	ii. Geotechnical report, site, and plan review (review of initial and two addenda reports) The fee shall be 0.42% of the valuation of the proposed structure  However, the minimum fee shall be. . . . . \$ 1,102.00 and the maximum fee shall be. . . . . \$ 7,104.60	
	iii. Review of Geotechnical addenda beyond third review (per hour). . . . .	\$ 182.90
	B. Geotechnical site inspections and geotechnical report review PRIOR to building permit application	
	i. Geotechnical site review (to determine if geotechnical reports are required). . . . .	\$ 446.60
	ii. Geotechnical report and plan review prior to building permit application (per review). . . . .	\$ 884.80

C. Geotechnical review of grading plans:	
1 - 1,000 cubic yards. . . . .	\$ 729.40
1,001 - 10,000 cubic yards. . . . .	\$ 975.00
10,001 - 100,000 cubic yards. . . . .	\$ 1,328.90
100,001 - 500,000 cubic yards. . . . .	\$ 1,747.00
500,001 cubic yards and above, the fee shall be	<u>\$ 1,747.00</u>
plus <u>\$ 109.20</u> / 100,000 cubic yards of additional grading	

D. Geotechnical report and grading plan review (review of initial and two addenda reports):	
1 - 1,000 cubic yards. . . . .	\$ 1,528.60
1,001 - 10,000 cubic yards. . . . .	\$ 2,292.20
10,001 - 100,000 cubic yards. . . . .	\$ 2,782.80
100,001 - 500,000 cubic yards. . . . .	\$ 3,819.50
500,001 cubic yards and above, the fee shall be	<u>\$ 3,819.50</u>
plus <u>\$ 164.00</u> / 100,000 cubic yards of additional grading	

i. Review of Geotechnical addenda beyond third review (per hour). . . . .	\$ 182.90
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5. For processing Coastal Engineering Reports. . . . .	\$ 419.70
6. For determining occupant load for purposes of parking requirements pursuant to Title 22 (Zoning Ordinance). . . . .	\$ 118.60
7. Reproduction of microfilmed plans. . . . .	\$ 33.60
plus \$ 3.20 for each sheet to be reproduced	
8. Assignment of house numbers. . . . .	\$ 58.50
9. For additional review required by complexity of plans or changes, additions or revisions of approved or resubmitted plans or reports, per hour. . . . .	\$ 118.60
10. For services required beyond the first and second check of plans or reports, due to changes, errors or omissions, per hour. . . . .	\$ 118.60
11. For the issuance of a Certificate of Occupancy. . . . .	\$ 109.50
12. For the issuance of a Temporary Certificate of Occupancy. . . . .	\$ 164.50
13. For each extension of a Temporary Certificate of Occupancy. . . . .	\$ 109.50
14. For processing of 45-day notice pursuant to Section 103.4. . . . .	\$ 478.30

15. For processing and recording a Notice of Violation pursuant to Section 103.4. . . . .	\$ 380.10
16. For processing and recording a Rescission of Notice of Violation pursuant to Section 103.4. . . . .	\$ 327.00
17. For investigation of alternate materials and methods of construction	
For the initial filing fee. . . . .	\$ 237.30
For each hour or fraction thereof, in excess of two. . . . .	\$ 118.60
18. Preliminary plan review for conceptual approval, code application/interpretation prior to submittal of permit application (two staff-hour minimum). . . . .	\$ 237.20
(exception: no fee for 15 minutes or less)	
Additional fee beyond minimum, per hour or fraction thereof. . . . .	\$ 118.60
19. Review of drawings and data which are sufficient to determine nature and scope of work in lieu of submittal of plans and specifications as defined in Section 107.2 (including pedestrian protection, underground tanks, etc.). . . . .	\$ 88.60
20. Minimum Plan Check fee for plans to be "standardized". . . . .	\$ 163.00
21. Plan maintenance fee, 2% of building permit fee (Based on valuation of work) \$ 10.70 minimum, \$ 456.20 maximum	
22. Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than. . . . .	\$ 364.60
Exception: One or two family dwellings, when work is performed by owner-builder. . . . .	\$ 182.30
23. Noncompliance fee, when person fails to comply with written order:	
Group R-3 occupancy. . . . .	\$ 109.50
All other occupancies. . . . .	\$ 219.30

24. Request for hearing before Building Board of Appeals. . . . . \$ 465.60

Exception:

- a) Regarding the unsafe condition of building or structure per Sec. 102.4.1.
- b) Regarding the initial determination as a welded steel moment frame building in a high earthquake damaged area.
- c) Regarding the initial determination as a pre-April 13, 1975 Concrete Tilt-up Building.
- d) Regarding initial determination as an unreinforced masonry building (URM)/potentially earthquake hazardous building.

P:\bpub\MNGMT & FIELD SUPPORT\Ken Le\FeeSchedules\FY2017-2018\Building\INDUSTRY\bdg17-18.xlsx



**CITY OF INDUSTRY  
PLUMBING CODE FEE SCHEDULE**

Effective July 1, 2017 Plumbing Permit Fees in the City of Industry will be as follows:

**Table No. I**

For issuing each permit. . . . .	\$ 30.00
In addition:	
For each plumbing fixture or trap or set of fixtures on one trap (including drainage vent, water piping and backflow prevention devices therefor), (hose bibbs are considered fixtures) . . . . .	\$ 17.60
For each permanent-type dishwasher whether individually trapped or not. . .	\$ 17.60
For future stacks or branches, each waste inlet. . . . .	\$ 9.60
For each roof drain. . . . .	\$ 17.60
For each drainage or sewer backwater valve. . . . .	\$ 50.80
For each industrial waste pretreatment interceptor, including its trap and vent, excepting kitchen-type grease interceptors functioning as fixture traps. . . . .	\$ 17.60
For each swimming pool drainage trap and receptor, whether connected to a building drain or a building sewer (water supply for pool not included). . . . .	\$ 17.60
For each gas piping system on any one meter or alteration, extension or retest of existing gas piping system:	
Low pressure system:	
5 outlets or less. . . . .	\$ 17.60
For each additional outlet over five. . . . .	\$ 4.50
Medium or high pressure system:	
Each system. . . . .	\$ 72.70
Additional fee for each outlet. . . . .	\$ 4.50

For each gas meter not under control and maintenance of the serving gas supplier. . . . .	\$ 17.60
For each gas pressure regulator other than appliance regulators. . . . .	\$ 17.60
For each water heater and/or vent. . . . .	\$ 17.60
For repair or alteration of drainage and/or vent piping, each fixture. . . . .	\$ 17.60
For each piece of water-treating equipment. . . . .	\$ 17.60
For each water pressure regulator. . . . .	\$ 17.60

For potable water not covered elsewhere in fee schedule:

1-1/2 inch and smaller. . . . .	\$ 17.60
2 inches to 3 inches. . . . .	\$ 54.90
Over 3 inches. . . . .	\$ 118.60

For replacing water piping in a building, (1) each fixture, each water treating device and each piece of water-using or dispensing equipment, or (2) each branch or riser that has none of the above items connected thereto. . . . . \$ 7.30

For sprinkling systems on any one meter, each backflow prevention device therefor. . . . . \$ 17.60

For each backflow-prevention device on unprotected water supplies, pools, tanks, vats, etc. (including incidental water piping). . . . . \$ 17.60

For each trap primer. . . . . \$ 17.60

For each solar potable water-heating system, including water heater and vent. . . . . \$ 59.10

Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than . . . . . \$ 364.60

Exception: One or two family dwellings, when work is performed by owner-builder. . . . . \$ 182.30

Noncompliance fee:

R-3 occupancies. . . . .	\$ 109.50
Other occupancies. . . . .	\$ 219.30

For investigation of alternate materials and methods of construction	
For the initial filing fee. . . . .	\$ 237.20
For each hour or fraction thereof, in excess of two. . . . .	\$ 118.60

**Table No. II**

For issuing each permit. . . . .	\$ 30.00
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In addition:

For the connection of a house sewer to a public sewer, or for the extension of a house lateral onto a lot for future use (separate permit required for each such connection or extension). . . . .	\$ 50.80
For each house sewer manhole. . . . .	\$ 50.80
For each installation of a section of house sewer for future use. . . . .	\$ 32.80
For the connection of each additional building or additional work to a house sewer. . . . .	\$ 32.80
For the connection of a house sewer to a private sewage disposal system. . . . .	\$ 32.80
For each private sewage disposal system (septic tank and seepage pits or pits and/or drainfield). . . . .	\$ 104.20
For each grey water system (storage tanks and disposal/irrigation fields). . . . .	\$ 104.20
For each cesspool, overflow seepage pit, percolation test pit, swimming pool drywell, or drainfield extension or replacement. . . . .	\$ 50.80
For disconnection, abandonment, alteration or repair of any house sewer or private sewage disposal system or part thereof. . . . .	\$ 32.80

**Plan Check Fee**

- (a) A plan checking fee as indicated shall be paid to the Chief Plumbing Inspector at the time of submitting plans and specifications for work described in this subsection. Said fee shall be equal to 40% of the required plumbing permit fee as set forth in Table I of this Article.

If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems as follows:

(1) Combination waste and vent system. . . . .	\$ 182.20
(2) Gas system containing an earthquake actuated shut-off valve. . . . .	\$ 63.70
(3) Chemical waste system. . . . .	\$ 36.30
(4) Rainwater system. . . . .	\$ 118.60

The minimum plan checking fee (including all surcharges) shall be. . . . . \$ 118.60

- (b) For plan checking individual systems not required to be reviewed under subsection (a) above:

(1) Combination waste and vent systems. . . . .	\$ 273.80
(2) Gas system containing an earthquake actuated shut-off valve. . . . .	\$ 90.00
(3) Chemical waste system. . . . .	\$ 54.90
(4) Rainwater system. . . . .	\$ 182.30
(5) Grey water system. . . . .	\$ 104.20

- (c) For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions, per hour. . . . . \$ 118.60

**CITY OF INDUSTRY  
MECHANICAL CODE FEE SCHEDULE**

Effective July 1, 2017, Mechanical Permit Fees in the City of Industry will be as follows:

**Permit Fees**

For the issuance of each permit . . . . . \$ 30.00

For the installation, alteration or relocation of each refrigeration compressor or absorption unit, and for each fuel burning furnace, heater, boiler and vented decorative appliance including vents attached thereto:

Up to and including 100,000 BTU. . . . .	\$ 29.40
More than 100,000 BTU and up to and including 500,000 BTU. . . . .	\$ 56.60
More than 500,000 BTU. . . . .	\$ 141.70

For each air inlet and air outlet served by any air-conditioning system . . . . .	\$ 4.60
Or when the number of air inlets and outlets are unknown, for each 1,000 square feet or fraction thereof of conditioned area. . . . .	\$ 40.30

NOTE: An air-conditioned system includes heating and/or cooling.

For the installation, relocation or replacement of each appliance vent installed and not included in an appliance permit. . . . . \$ 14.00

For the installation or alteration of each air handling unit for air conditioning including ducts attached thereto:

Up to and including 2,000 CFM	
Each unit up to 10. . . . .	\$ 14.00
Each unit over 10. . . . .	\$ 4.30
More than 2,000 CFM and up to and including 10,000 CFM, each. . . . .	
More than 10,000 CFM, each. . . . .	\$ 70.90

NOTE: This fee shall not apply to an air handling unit which is a portion of a factory assembled air-conditioning appliance for which a permit is required elsewhere in this Code.



For each evaporative cooler other than portable type. . . . .	\$	23.70
For ventilation fans which serve a single register:		
Each fan up to 10 . . . . .	\$	17.30
Each fan over 10. . . . .	\$	6.10
For each ventilation system which is not a portion of any air-conditioning system for which a permit is required elsewhere in this Code. . . . .	\$	36.70
For the installation of each commercial kitchen hood, spray booth or product conveying duct system, including the fans and ducts attached thereto. . . . .	\$	70.90
For the installation of each fire damper. . . . .	\$	11.50
For the alteration of an existing duct system for which a permit is not required elsewhere in this Code. . . . .	\$	29.40
Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than. . . . .	\$	364.60
Exception: One or two family dwellings, when work is performed by owner-builder. . . . .	\$	182.30
Noncompliance fee:		
R-3 occupancies. . . . .	\$	109.50
Other occupancies. . . . .	\$	219.30
For investigation of alternate materials and methods of construction		
For the initial filing fee. . . . .	\$	237.20
For each hour or fraction thereof, in excess of two . . . . .	\$	118.60

NOTE: 1) For a refrigeration system rating; one horsepower, one ton or 12,000 BTU per hour shall mean the same quantity.

2) For steam boilers rated in boiler horsepower; one horsepower shall equal 50,000 BTU per hour.

**Plan Check Fee**

The Mechanical Code requires plan check fees to be paid at the time of submitting plans and specifications.

The plan check fee shall be 50% of the required mechanical permit fee.

EXCEPTION: Identical appliances of 100,000 BTU or less, installed in a single building:

Up to and including 10. . . . . 50% of permit fee  
For each appliance over 10. . . . . an additional 5% of its permit fee

If any of the following systems is included in the work proposed, a surcharge shall be collected for each of these systems as follows:

- (i) A commercial type I or II hood. . . . . \$ 182.30
- (ii) Garage ventilation systems. . . . . \$ 182.30
- (iii) Stairs pressurization systems. . . . . \$ 182.30
- (iv) Product conveying systems. . . . . \$ 182.30

The minimum plan checking fee (including all surcharges) shall be. . . . . \$ 118.60

2. Installations of the following individual systems:

- (i) A commercial type I or II hood. . . . . \$ 273.80
- (ii) Garage ventilation systems. . . . . \$ 273.80
- (iii) Stairs pressurization systems. . . . . \$ 273.80
- (iv) Product conveying systems. . . . . \$ 273.80

3. Tenant improvement installations requiring review to verify compliance with the State's Energy Regulations, when a building permit is not required for that work, the fee shall be \$ 29.40 /1,000 sq. ft. of conditioned space, with a minimum fee of \$ 59.40

4. For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions, per hour. . . . . \$ 118.60

**CITY OF INDUSTRY  
ELECTRICAL CODE FEE SCHEDULE**

Effective July 1, 2017, Electrical Permit Fees in the City of Industry will be as follows:

**ELECTRICAL PERMIT FEES**

PERMITS

1. For issuing permits, each. . . . . \$ 30.00

SYSTEM FEE SCHEDULE

(Note: The following do not include permit issuing fee.)

New Residential Buildings

The following fees shall include all wiring and electrical equipment in or on each building, or other electrical equipment on the same premises constructed at the same time.

2. For new multifamily residential buildings (apartments and condominiums) having three (3) or more living units not including garages, carports, and other noncommercial automobiles storage areas constructed at the same time, per square foot. . . . . \$0.12

For garages, carports, and other accessory buildings used in conjunction with multifamily residential buildings use BRANCH CIRCUIT FEE OR UNIT FEE SCHEDULE.

3. For new single and two-family residential buildings not including garages, carports and other minor accessory buildings constructed at the same time, per square foot. . . . . \$0.15

For garages, carports and other minor accessory buildings constructed at the same time as the single or two-family residential buildings a fee will not be required. For other types of residential occupancies and alterations, additions and modifications to existing residential buildings, use BRANCH CIRCUIT FEE OR UNIT FEE SCHEDULE.

4. Private Swimming Pools

For new private, residential, inground swimming pools for single, or multifamily occupancies, including a complete system of necessary branch circuit wiring, bonding, grounding, underwater lighting, water pumping and other similar electrical equipment directly related to the operation of a swimming pool, each. . . . .	\$	87.80
For other types of swimming pools, therapeutic whirlpools, spas, hot tubs and alterations to existing swimming pools, each. . . . .	\$	59.10

5. Carnivals and Circuses

Carnivals, circuses or other traveling shows or exhibitions utilizing transportable-type rides, booths, displays and attractions.

For electric generators and electrically driven rides, each. . . . .	\$	42.10
For mechanically driven rides and walk-through attractions or displays having electric lighting each. . . . .	\$	17.60
For a system of area and booth lighting, each. . . . .	\$	17.60

For permanently installed rides, booths, displays, and attractions, use UNIT FEE SCHEDULE.

6. Temporary Power Service

For a temporary service power pole or pedestal, including all pole or pedestal mounted receptacle outlets and appurtenances, each. . . . .	\$	47.20
For a temporary distribution system and temporary lighting and receptacle outlets for construction sites, decorative lighting, Christmas tree sales lots, firework stands, sales booths, additional pole, etc., each. . . . .	\$	23.10

BRANCH CIRCUIT AND UNIT FEE SCHEDULES

(Note: 1. The following do not include permit issuing fees;  
2. Where appropriate either fee schedule may be used.)

7. Branch Circuit Fees (Alternate to Unit Fees)

Branch circuit fees apply to new branch circuit wiring and the lighting fixtures, switches and receptacles which are supplied by these branch circuits, including their outlets.

For 15 or 20 ampere 120 volt lighting or general use receptacles:	
First 10 branch circuits, each. . . . .	\$ 18.80
Each additional branch circuit from 11 to 40 inclusive. . . . .	\$ 15.60
Each additional branch circuit over 40. . . . .	\$ 14.00
For 15 or 20 ampere 208 volt to 277 volt lighting, each. . . . .	\$ 29.60

Exception: An individual multiwire branch circuit supplying one appliance may be counted as one circuit.

Unit Fees (Alternate to Branch Circuit Fees)

8. Receptacle, Switch, Lighting, or other.

For receptacle, switch, lighting, or other outlets at which current is used or controlled except services, feeders and meters:	
First 20, each. . . . .	\$ 2.30
Additional outlets, each. . . . .	\$ 1.60

Note: For multi-outlet assemblies, each five feet or fraction thereof may be considered as one outlet.

9. Lighting Fixtures

For lighting fixtures, sockets, or other lamp holding devices:	
First 20, each. . . . .	\$ 2.30
Additional fixtures, each. . . . .	\$ 1.60
For pole or platform mounted lighting fixtures, each. . . . .	\$ 2.70
For theatrical-type lighting fixtures or assemblies, each. . . . .	\$ 2.70

10. Residential Appliances of Three Horsepower or Less:

For fixed residential appliances or receptacle outlets for same, including wall-mounted electric ovens, counter-mounted cooking tops, electric ranges, self-contained room, console, or through-wall air conditioners, space heaters, food waste grinders, dishwashers, washing machines, water heaters, clothes dryers, or other motor-operated appliances, not exceeding three (3) horsepower (HP) in rating, each. . . . .		\$ 11.60
---	--	----------

Note: For other types of air conditioners and other motor-driven appliances having larger electrical ratings, see Power Apparatus.



11. Other Appliances of Three Horsepower or Less:

For any appliance installed in a non-residential occupancy and not exceeding three (3) horsepower (HP), kilowatt (KW), or kilovolt-ampere (KVA) in rating, including medical and dental devices, food, beverage, and ice cream cabinets, illuminated showcases, drinking fountains, vending machines, laundry machines, or other similar types of equipment, each. . . . . \$ 16.80

(Note: 1. As used in the above sentence, "non-residential occupancy" includes but is not limited to hotels and motels.

2. For other types of air conditioners and other motor driven appliances having larger electrical ratings, see Power Apparatus.)

12. Power Apparatus:

For motors, generators, transformers, rectifiers, synchronous converters, capacitors, industrial heating, air conditioners and heat pumps, cooking or baking equipment, and other apparatus, with a rating as follows:

Rating in horsepower (HP), kilowatts (KW), kilovolt amperes (KVA), or kilovolt-amperes-reactive (KVAR).

Rating over 3 and not over 10, each. . . . . \$ 21.70  
Rating over 10 and not over 50, each. . . . . \$ 50.10  
Rating over 50 and not over 100, each. . . . . \$ 93.40  
Rating over 100, each. . . . . \$ 154.20

(Note: 1. For equipment or appliances having more than one motor, transformer, heater, etc., the sum of the combined ratings may be used.

2. These fees include all switches, circuit breakers, contactors, thermostats, relays and other directly related control equipment.)

13. Busways

For cable trays, trolley and plug-in type busways, each 100 feet or fraction thereof. . . . . \$ 28.30

Note: An additional fee will be required for lighting fixtures, motors and other appliances that are connected to trolley and plug-in type busways. No fee is required for portable tools.

14. Signs, Outline Lighting, and Marquees:

For signs, outline lighting systems, or marquees supplied from one branch circuit, each. . . . .	\$	42.10
For additional branch circuits within the same sign, outline lighting system, or marquee, each. . . . .	\$	14.00

15. Services, Switchboards, Switchboard Sections, Motor Control Centers and Panelboards:

For services, switchboards, switchboard sections, motor control centers and panelboards of 600 volts or less and not over 399 amperes in rating, each. . . . .	\$	42.10
For services, switchboards, switchboard sections, motor control centers and panelboards of 600 volts or less and 400 amperes to 1,000 amperes in rating, each. . . . .	\$	82.60
For services, switchboards, switchboard sections, motor control centers and panelboards over 600 volts or over 1000 amperes in rating, each. . . . .	\$	175.80

16. Miscellaneous Apparatus, Conduits and Conductors:

For electrical apparatus, conduits and conductors for which a permit is required but for which no fee is herein set forth. . . . .	\$	70.80
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(Note: This fee is not applicable when a fee is paid for one or more services, outlets, fixtures, appliances, power apparatus, busways, signs or other equipment.)

Other Inspections:

17. For each extra inspection resulting from defective workmanship or materials, each. . . . .	\$	35.80
18. For inspection of electrical equipment for which no fee is herein set forth and for emergency inspections for the time consumed: For the first 1/2 hour, or fraction thereof. . . . .	\$	59.40
or, for each hour, or fraction thereof. . . . .	\$	118.60
19. For any single hazardous location area, as defined by the provisions of Chapter 5 of the California Electrical Code, larger than 2,000 sq. ft or an aggregate area consisting of smaller hazardous location areas totaling over 2,000 sq. ft., a surcharge in addition to any other applicable fees each. . . . .	\$	236.90

20.	For investigation and review of test reports from local testing laboratories, or to comply with Section 83-3. Reports for one (1) to ten (10) electrical items, apparatus, machine tools, appliances, or other electrical equipment, . . . . .	\$ 273.80
	For eleven (11) to twenty (20) items. . . . .	\$ 547.10
	For twenty-one (21) to fifty (50) items. . . . .	\$ 820.80
	For more than fifty (50) items. . . . .	\$ 912.10
	For high voltage switchgears, transformers or substations, each. . . . .	\$ 547.10
21.	For investigation of alternate materials and methods of construction	
	For the initial filing fee. . . . .	\$ 237.20
	For each hour or fraction thereof, in excess of two. . . . .	\$ 118.60
	Investigation fee for work done without a required permit shall be equal to the permit fee, but not less than. . . . .	\$ 364.60
	Exception: One or two family dwellings, when work is performed by owner-builder. . . . .	\$ 182.30
	Noncompliance Fee:	
	For one and two family dwelling occupancies. . . . .	\$ 109.50
	For other occupancies. . . . .	\$ 219.30

Plan Checking Fee:

The fee shall be equal to seventy percent (70%) of the required electrical permit fee provided however, the minimum fee shall be. . . . . \$ 118.60

The fee for each tenant improvement plan check (installations requiring review to verify compliance with the State's Electrical Energy Conservation requirements (Title 24), when a building plan check is not required for that work, shall be \$ 14.70 for each 1,000 square feet; provided however, the minimum fee shall be \$ 59.40

For additional review required by complexity of plans, or revisions of approved plans or reports, or for services beyond the first and second plan check, due to changes, errors or omissions, per hour. . . . . \$ 118.60

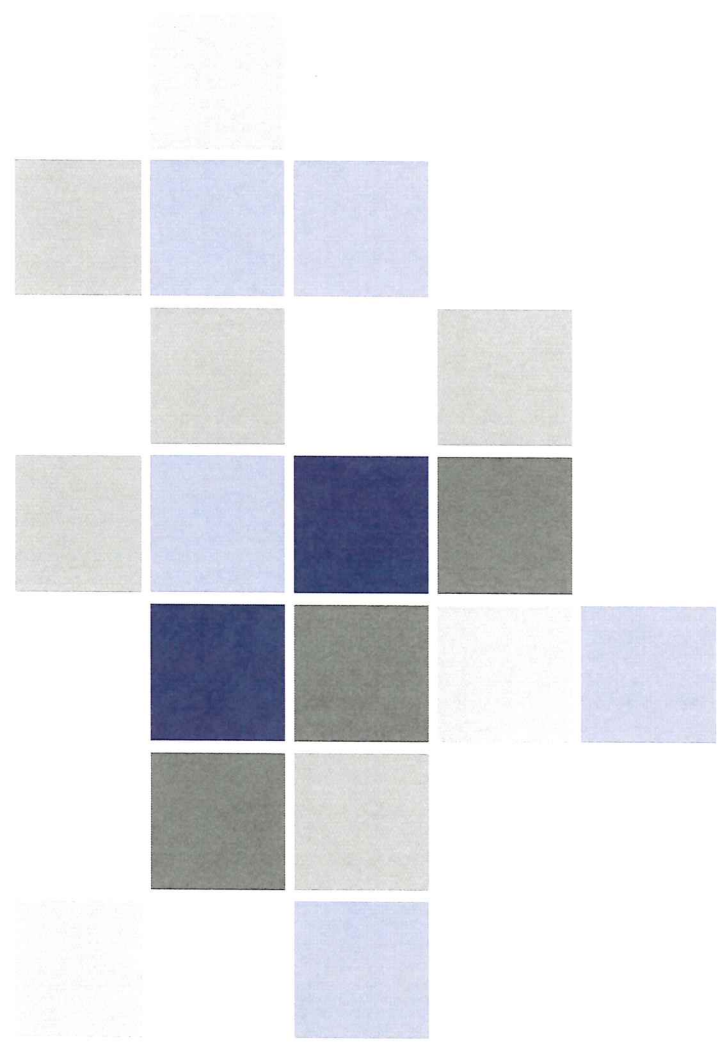


# FULL COST ALLOCATION PLAN

*BASED ON 2016-2017 ACTUAL EXPENDITURES*

CITY OF INDUSTRY, CALIFORNIA

August 22, 2018





**City of Industry  
Full Cost Plan**

16-17  
8/22/2018

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Summary Schedule

Department	504 - Engineering	509 - Public Works Administration	521 - Planning	526 - Development Services	527 - Field Operations	528 - Legislative Services	556 - IUDA - Administration	601 - Public Safety	620 - El Encanto	621 - Community Prom. & Economic Development
1 501 - City Council	\$128,569	\$6	\$72,145	\$2,489	\$1,496	\$4,294	\$155	\$63,647	\$1,579	\$9,399
2 502 - City Clerk	144,530	0	51,703	163	98	282	10	4,177	104	617
3 503 - City Manager	165	19	22,850	8,019	4,819	13,835	499	205,064	5,086	30,283
5 505 - City Treasurer	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216	14,216
6 506 - Finance	210	24	94,929	24,005	18,965	18,057	828	269,937	8,337	40,052
7 507 - Central Services	175	20	24,241	38,096	30,295	14,678	529	236,436	5,396	32,127
8 508 - Human Resources	0	0	298,068	100,066	85,162	0	0	63,872	0	0
10 515 - Non Departmental	1	0	192	68	41	117	4	1,727	43	255
11 520 - City Attorney/Legal	265	30	36,663	12,867	7,732	22,198	801	0	8,161	48,588
13 525 - Information Technology Division	0	0	93,111	31,259	26,603	0	0	19,952	0	0
<b>Total Current Allocations</b>	<b>\$288,131</b>	<b>\$14,315</b>	<b>\$708,118</b>	<b>\$231,248</b>	<b>\$189,427</b>	<b>\$87,677</b>	<b>\$17,043</b>	<b>\$879,028</b>	<b>\$42,921</b>	<b>\$175,537</b>

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Summary Schedule

Department	622 - Public Works	623 - Streets and Roads	624 - Other Contracted Services	625 - Civic-Financial Center Expenses	626 - Workman Temple Homestead	627 - Industry Hills Maintenance	628 - Habitat & Open Space	702 - Streets	703 - Storm Drains	704 - Signals/Safety Devices
1 501 - City Council	\$2,788	\$12,432	\$5,140	\$53,744	\$9,342	\$1,632	\$38	\$92,198	\$1,009	\$579
2 502 - City Clerk	183	816	337	3,527	613	107	2	6,050	66	38
3 503 - City Manager	8,981	40,054	16,559	173,156	30,099	5,260	121	297,052	3,252	1,866
5 505 - City Treasurer	14,216	14,216	14,216	14,216	14,216	14,216	14,216	7,037	7,037	7,037
6 506 - Finance	12,379	52,064	22,616	234,080	40,998	7,569	5,135	380,348	4,147	2,603
7 507 - Central Services	9,528	42,493	17,567	183,698	31,931	5,580	128	315,138	3,450	1,979
8 508 - Human Resources	0	0	0	0	0	0	0	0	0	0
10 515 - Non Departmental	76	337	139	1,458	253	44	1	2,502	27	16
11 520 - City Attorney/Legal	14,411	64,266	26,569	277,826	48,293	8,439	194	476,615	5,218	2,994
13 525 - Information Technology Division	0	0	0	0	0	0	0	0	0	0
<b>Total Current Allocations</b>	<b>\$62,562</b>	<b>\$226,678</b>	<b>\$103,144</b>	<b>\$941,705</b>	<b>\$175,747</b>	<b>\$42,847</b>	<b>\$19,835</b>	<b>\$1,576,940</b>	<b>\$24,205</b>	<b>\$17,111</b>

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Summary Schedule

Department	705 - Bridges & Culverts	706 - Admin, Studies, General, Budget	711 - Industry Hills CIP	712 - El Encanto C.I.P.	713 - Equestrian C.I.P.	714 - Toner Canyon Property	715 - Tres Hermanos Ranch Property	716 - Property Redevelopment & Demo	717 - IPUC- Reclaimed Water & La Puent	718 - City Electric Improvements
1 501 - City Council	\$2,102	\$2,617	\$1,035	\$0	\$409	\$528	\$91	\$6,349	\$138	\$12,782
2 502 - City Clerk	138	172	68	0	27	35	6	417	9	839
3 503 - City Manager	6,772	8,432	3,333	0	1,318	1,701	292	20,456	445	41,183
5 505 - City Treasurer	7,037	7,037	0	0	0	0	0	61	548,100	774
6 506 - Finance	8,955	10,784	4,634	64	2,414	2,169	373	26,180	25,013	52,546
7 507 - Central Services	7,184	8,945	3,536	0	1,398	1,804	310	21,701	3,620	43,691
8 508 - Human Resources	0	0	0	0	0	0	0	0	10,645	0
10 515 - Non Departmental	57	71	28	0	11	14	2	172	4	347
11 520 - City Attorney/Legal	10,866	13,529	5,348	0	2,114	2,729	469	32,821	714	66,078
13 525 - Information Technology Division	0	0	0	0	0	0	0	0	3,325	0
<b>Total Current Allocations</b>	<b>\$43,110</b>	<b>\$51,585</b>	<b>\$17,982</b>	<b>\$64</b>	<b>\$7,691</b>	<b>\$8,979</b>	<b>\$1,543</b>	<b>\$108,156</b>	<b>\$592,012</b>	<b>\$218,240</b>



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Summary Schedule

Department	723 - Miscellaneous	800 - CRIA Administration City	812 - Speedway (EQ)	814 - Banquet (EQ)	815 - Grand Arena (EQ)	816 - Administrative Account (EQ)	817 - General Account (EQ)	900 - Capital Expenditures	985 - Other Uses	999 - Refuse Fund
1 501 - City Council	\$0	\$768	\$0	\$0	\$0	\$2,540	\$4,119	\$4,837	\$0	\$0
2 502 - City Clerk	0	50	0	0	0	167	270	317	0	0
3 503 - City Manager	0	2,473	0	0	0	8,185	13,270	15,583	0	0
5 505 - City Treasurer	166,008	38	0	0	0	0	0	0	0	0
6 506 - Finance	0	33,324	0	0	0	10,437	16,921	19,871	21,778	225,800
7 507 - Central Services	0	65,579	0	0	0	8,683	14,078	16,532	62,955	0
8 508 - Human Resources	0	212,905	0	0	0	0	0	0	212,905	0
10 515 - Non Departmental	0	21	0	0	0	69	112	131	0	0
11 520 - City Attorney/Legal	0	3,968	0	0	0	13,133	21,292	25,003	0	0
13 525 - Information Technology Division	0	66,508	0	0	0	0	0	0	66,508	0
<b>Total Current Allocations</b>	<b>\$166,008</b>	<b>\$385,635</b>	<b>\$0</b>	<b>\$0</b>	<b>\$0</b>	<b>\$43,214</b>	<b>\$70,061</b>	<b>\$82,275</b>	<b>\$364,147</b>	<b>\$225,800</b>

**City of Industry  
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Summary Schedule

Department	103 - Prop A	104 - Prop C	135 - Debt Service	140 - Debt Service	145 - 91-1 Assesment	220 - Succesor Agency-Administrativ	221- Succesor Agency Project 1	222 - Succesor Agency Project 2	223 - Succesor Agency Project 3	230 - Succesor Agency - Public Works
1 501 - City Council	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
2 502 - City Clerk	0	0	0	0	0	0	0	0	0	0
3 503 - City Manager	0	0	0	0	0	0	0	0	0	0
5 505 - City Treasurer	281	0	0	2,952	403	2	5,872	732	697	0
6 506 - Finance	0	0	0	0	0	0	0	0	0	0
7 507 - Central Services	0	0	0	0	0	0	0	0	0	0
8 508 - Human Resources	0	0	0	0	0	0	0	0	0	0
10 515 - Non Departmental	0	0	0	0	0	0	0	0	0	0
11 520 - City Attorney/Legal	0	0	0	0	0	0	0	0	0	0
13 525 - Information Technology Division	0	0	0	0	0	0	0	0	0	0
<b>Total Current Allocations</b>	<b>\$281</b>	<b>\$0</b>	<b>\$0</b>	<b>\$2,952</b>	<b>\$403</b>	<b>\$2</b>	<b>\$5,872</b>	<b>\$732</b>	<b>\$697</b>	<b>\$0</b>

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Summary Schedule

Department	231 - Successor Agency Land	241 - Successor Agency D/S Project 1	242 - SA Debt Service Project 2	243 - SA Debt Service Project 3	440 - PFA Debt Service	2nd Allocation Orphans	Total
1 501 - City Council	\$0	\$0	\$0	\$0	\$0	\$0	\$500,994
2 502 - City Clerk	0	0	0	0	0	0	215,937
3 503 - City Manager	0	0	0	0	0	0	990,481
5 505 - City Treasurer	1,807	284	66	46	152,866	0	1,157,850
6 506 - Finance	0	0	0	0	0	0	1,698,543
7 507 - Central Services	0	0	0	0	0	0	1,253,503
8 508 - Human Resources	0	0	0	0	0	0	983,623
10 515 - Non Departmental	0	0	0	0	0	0	8,342
11 520 - City Attorney/Legal	0	0	0	0	0	0	1,260,190
13 525 - Information Technology Division	0	0	0	0	0	0	307,268
<b>Total Current Allocations</b>	<b>\$1,807</b>	<b>\$284</b>	<b>\$66</b>	<b>\$46</b>	<b>\$152,866</b>	<b>\$0</b>	<b>\$8,376,731</b>

**City Council**

The City Council acts on City laws and are bound to uphold State and Federal laws; they appoint members to the various City boards, commissions and committees.

The cost of the City Council department includes the following two functions:

Budget: Cost associated with budget are allocated based on the total expenditures per department.

Council/Comission Meetings: Cost associated with Council/Commission meetings are allocated based on number of agenda items for each department.

**City of Industry  
Full Cost Plan**

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8/22/2018

A. Department Costs

Dept:1 501 - City Council

Description		Amount	General Admin	Agenda Items	Budget
<b>Personnel Costs</b>					
Salaries	S1	115,886	0	57,943	57,943
<i>Salary % Split</i>			<i>.00%</i>	<i>50.00%</i>	<i>50.00%</i>
Benefits	S	204,392	0	102,196	102,196
<b>Subtotal - Personnel Costs</b>		<b>320,278</b>	<b>0</b>	<b>160,139</b>	<b>160,139</b>
<b>Services &amp; Supplies Cost</b>					
Office Supplies & Postage	S	1,353	0	676	676
Dues and Subscriptions	S	42,623	0	21,312	21,312
Miscellaneous	S	1,513	0	757	757
Professional Services	S	600	0	300	300
Printing and Photographs	S	263	0	131	131
Travel and Meetings	S	4,423	0	2,212	2,212
Vehicle Expenses	S	329	0	165	165
<b>Subtotal - Services &amp; Supplies</b>		<b>51,104</b>	<b>0</b>	<b>25,552</b>	<b>25,552</b>
<b>Department Cost Total</b>		<b>371,382</b>	<b>0</b>	<b>185,691</b>	<b>185,691</b>
<b>Adjustments to Cost</b>					
<b>Subtotal - Adjustments</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Costs After Adjustments</b>		<b>371,382</b>	<b>0</b>	<b>185,691</b>	<b>185,691</b>
General Admin Distribution			0	0	0
<b>Grand Total</b>		<b>\$371,382</b>		<b>\$185,691</b>	<b>\$185,691</b>



**City of Industry  
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**B. Incoming Costs - (Default Spread Expense%)**

Dept:1 501 - City Council

Department	First Incoming	Second Incoming	Agenda Items	Budget
1 Budget	\$0	\$1,213	\$606	\$606
Subtotal - 501 - City Council	0	1,213	606	606
2 Liability Claims	0	118	59	59
Subtotal - 502 - City Clerk	0	118	59	59
3 Budget	0	5,037	2,519	2,519
Subtotal - 503 - City Manager	0	5,037	2,519	2,519
5 Treasury	0	11,661	5,830	5,830
Subtotal - 505 - City Treasurer	0	11,661	5,830	5,830
6 Purchasing (POs)	0	162	81	81
6 Purchasing (FTEs)	0	4,483	2,241	2,241
6 Payroll	0	15,141	7,570	7,570
6 Accounts Receivable (Budget Size)	0	1,083	542	542
6 Budget	0	1,173	586	586
6 General Accounting	0	4,857	2,428	2,428
Subtotal - 506 - Finance	0	26,898	13,449	13,449
7 Budget	0	7,302	3,651	3,651
7 FTE's	0	50,907	25,454	25,454
Subtotal - 507 - Central Services	0	58,209	29,105	29,105
8 HR	0	187,862	93,931	93,931
Subtotal - 508 - Human Resources	0	187,862	93,931	93,931
10 Budget	0	46	23	23
Subtotal - 515 - Non Departmental	0	46	23	23
11 Budget	0	11,685	5,843	5,843
Subtotal - 520 - City Attorney/Legal	0	11,685	5,843	5,843
13 Information Technology	0	58,916	29,458	29,458
Subtotal - 525 - Information Technology	0	58,916	29,458	29,458
<b>Total Incoming</b>	<b>0</b>	<b>361,646</b>	<b>180,823</b>	<b>180,823</b>
<b>C. Total Allocated</b>		<b>\$733,028</b>	<b>\$366,514</b>	<b>\$366,514</b>
			50.00%	50.00%

**City of Industry  
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Agenda Items Allocations

Dept:1 501 - City Council

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 503 - City Manager	81	35.06%	\$65,113	\$0	\$65,113	\$63,405	\$128,518
4 504 - Engineering	81	35.06%	65,113	0	65,113	63,405	128,518
6 506 - Finance	28	12.12%	22,508	0	22,508	21,918	44,426
12 521 - Planning	41	17.75%	32,958	0	32,958	32,094	65,052
<b>Subtotal</b>	<b>231</b>	<b>100.00%</b>	<b>185,691</b>	<b>0</b>	<b>185,691</b>	<b>180,823</b>	<b>366,514</b>
Direct Bills					0		0
<b>Total</b>					<b>\$185,691</b>		<b>\$366,514</b>

Basis Units: # of Agenda Items  
Source:

**City of Industry  
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Budget Allocations

Dept:1 501 - City Council

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$1,213	\$0	\$1,213	\$0	\$1,213
2 502 - City Clerk	308,654.42	0.54%	1,008	0	1,008	988	1,996
3 503 - City Manager	595,678.56	1.05%	1,945	0	1,945	1,907	3,852
4 504 - Engineering	7,914.33	0.01%	26	0	26	25	51
5 505 - City Treasurer	1,048,334.32	1.84%	3,424	0	3,424	3,356	6,780
6 506 - Finance	1,460,570.76	2.57%	4,770	0	4,770	4,675	9,445
7 507 - Central Services	2,325,984.39	4.09%	7,596	0	7,596	7,446	15,042
8 508 - Human Resources	1,395,331.11	2.45%	4,557	0	4,557	4,467	9,024
9 509 - Public Works Administration	900.00	0.00%	3	0	3	3	6
11 520 - City Attorney/Legal	1,389,268.01	2.44%	4,537	0	4,537	4,447	8,984
12 521 - Planning	1,096,686.97	1.93%	3,582	0	3,582	3,511	7,092
13 525 - Information Technology Division	425,935.86	0.75%	1,391	0	1,391	1,363	2,755
14 526 - Development Services	384,877.90	0.68%	1,257	0	1,257	1,232	2,489
15 527 - Field Operations	231,296.10	0.41%	755	0	755	740	1,496
16 528 - Legislative Services	664,018.04	1.17%	2,169	0	2,169	2,126	4,294
17 556 - IUDA - Administration	23,954.05	0.04%	78	0	78	77	155
18 601 - Public Safety	9,841,956.15	17.31%	32,142	0	32,142	31,505	63,647
19 620 - El Encanto	244,104.26	0.43%	797	0	797	781	1,579
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	4,747	0	4,747	4,653	9,399
21 622 - Public Works	431,063.56	0.76%	1,408	0	1,408	1,380	2,788
22 623 - Streets and Roads	1,922,376.71	3.38%	6,278	0	6,278	6,154	12,432
23 624 - Other Contracted Services	794,751.03	1.40%	2,596	0	2,596	2,544	5,140
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	27,141	0	27,141	26,603	53,744
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	4,718	0	4,718	4,624	9,342
26 627 - Industry Hills Maintenance	252,429.91	0.44%	824	0	824	808	1,632
27 628 - Habitat & Open Space	5,799.99	0.01%	19	0	19	19	38
28 702 - Streets	14,256,893.46	25.07%	46,561	0	46,561	45,638	92,198
29 703 - Storm Drains	156,070.95	0.27%	510	0	510	500	1,009
30 704 - Signals/ Safety Devices	89,549.66	0.16%	292	0	292	287	579
31 705 - Bridges & Culverts	325,019.70	0.57%	1,061	0	1,061	1,040	2,102
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	1,322	0	1,322	1,295	2,617
33 711 - Industry Hills CIP	159,980.79	0.28%	522	0	522	512	1,035
35 713 - Equestrian C.I.P.	63,235.32	0.11%	207	0	207	202	409
36 714 - Toner Canyon Property	81,623.06	0.14%	267	0	267	261	528
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	46	0	46	45	91
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	3,206	0	3,206	3,143	6,349
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	70	0	70	68	138
40 718 - City Electric Improvements	1,976,567.68	3.48%	6,455	0	6,455	6,327	12,782
42 800 - CRIA Administration City	118,702.01	0.21%	388	0	388	380	768
46 816 - Administrative Account (EQ)	392,833.83	0.69%	1,283	0	1,283	1,258	2,540
47 817 - General Account (EQ)	636,889.32	1.12%	2,080	0	2,080	2,039	4,119
48 900 - Capital Expenditures	747,916.60	1.32%	2,443	0	2,443	2,394	4,837

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Budget Allocations

Dept:1 501 - City Council

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	185,691	0	185,691	180,823	366,514
Direct Bills					0		0
<b>Total</b>					<b>\$185,691</b>		<b>\$366,514</b>
Basis Units: Budget Size							
Source:							

**City of Industry  
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Allocation Summary

Dept:1 501 - City Council

Department	Agenda Items	Budget	Total
1 501 - City Council	\$0	\$1,213	\$1,213
2 502 - City Clerk	0	1,996	1,996
3 503 - City Manager	128,518	3,852	132,370
4 504 - Engineering	128,518	51	128,569
5 505 - City Treasurer	0	6,780	6,780
6 506 - Finance	44,426	9,445	53,871
7 507 - Central Services	0	15,042	15,042
8 508 - Human Resources	0	9,024	9,024
9 509 - Public Works Administration	0	6	6
11 520 - City Attorney/Legal	0	8,984	8,984
12 521 - Planning	65,052	7,092	72,145
13 525 - Information Technology Division	0	2,755	2,755
14 526 - Development Services	0	2,489	2,489
15 527 - Field Operations	0	1,496	1,496
16 528 - Legislative Services	0	4,294	4,294
17 556 - IUDA - Administration	0	155	155
18 601 - Public Safety	0	63,647	63,647
19 620 - El Encanto	0	1,579	1,579
20 621 - Community Prom.& Economic De	0	9,399	9,399
21 622 - Public Works	0	2,788	2,788
22 623 - Streets and Roads	0	12,432	12,432
23 624 - Other Contracted Services	0	5,140	5,140
24 625 - Civic-Financial Center Expenses	0	53,744	53,744
25 626 - Workman Temple Homestead	0	9,342	9,342
26 627 - Industry Hills Maintenance	0	1,632	1,632
27 628 - Habitat & Open Space	0	38	38
28 702 - Streets	0	92,198	92,198
29 703 - Storm Drains	0	1,009	1,009
30 704 - Signals/ Safety Devices	0	579	579
31 705 - Bridges & Culverts	0	2,102	2,102
32 706 - Admin, Studies, General, Budget	0	2,617	2,617
33 711 - Industry Hills CIP	0	1,035	1,035
35 713 - Equestrian C.I.P.	0	409	409
36 714 - Toner Canyon Property	0	528	528
37 715 - Tres Hermanos Ranch Property	0	91	91
38 716 - Property Redevelopment & Demc	0	6,349	6,349
39 717 - IPUC- Reclaimed Water & La Pu	0	138	138
40 718 - City Electric Improvements	0	12,782	12,782
42 800 - CRIA Administration City	0	768	768
46 816 - Administrative Account (EQ)	0	2,540	2,540
47 817 - General Account (EQ)	0	4,119	4,119



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Allocation Summary

Dept:1 501 - City Council

Department	Agenda Items	Budget	Total
48 900 - Capital Expenditures	\$0	\$4,837	\$4,837
<b>Total</b>	<b>\$366,514</b>	<b>\$366,514</b>	<b>\$733,028</b>

City Clerk

The City Clerk is the official records keeper of the City, custodian of the City seal, and is the Secretary for the City Council, Industry Public Utilities Commission, Industry Property Housing and Management Authority, City of Industry Public Facilities, Successor Agency to the Industry Urban-Development Agency, and the Oversight Board of the Successor Agency to the Industry Urban-Development Agency.

The cost of the City Clerk's department includes the following three functions:

Records Request: Cost associated with Records Request are allocated based on the percentage of request for each department.

Council/Commission Meetings: Cost associated with Council/Commission meetings are allocated based on number of agenda items for each department.

Liability Claims: Cost associated with liability claims are allocated based on budget size.

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Personnel Service Analysis

Dept:2 502 - City Clerk

Position	Salary	General Admin	Records Request/Research	Council/Commission	Liability Claims
Diane Schlichting	\$119,600	\$17,940 15.00%	\$23,920 20.00%	\$71,760 60.00%	\$5,980 5.00%
<b>Total</b>	<b>119,600</b>	<b>17,940</b>	<b>23,920</b>	<b>71,760</b>	<b>5,980</b>
<b>Relative %</b>	<b>0.00%</b>	<b>15.00%</b>	<b>20.00%</b>	<b>60.00%</b>	<b>5.00%</b>

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A. Department Costs

Dept:2 502 - City Clerk

Description		Amount	General Admin	Records Request/Research	Council/Commission	Liability Claims
<b>Personnel Costs</b>						
Salaries	S	94,121	14,118	18,824	56,473	4,706
<i>Salary % Split</i>			<i>15.00%</i>	<i>20.00%</i>	<i>60.00%</i>	<i>5.00%</i>
Benefits	S	136,808	20,521	27,362	82,085	6,840
<b>Subtotal - Personnel Costs</b>		<b>230,930</b>	<b>34,639</b>	<b>46,186</b>	<b>138,558</b>	<b>11,546</b>
<b>Services &amp; Supplies Cost</b>						
Office Supplies & Postage	S	1,892	284	378	1,135	95
Dues and Subscriptions	S	8,180	1,227	1,636	4,908	409
Miscellaneous	S	18	3	4	11	1
Professional Services	S	45,270	6,791	9,054	27,162	2,264
Printing and Photographs	S	128	19	26	77	6
Travel and Meetings	S	4,658	699	932	2,795	233
Workers Compensation	S	2,647	397	529	1,588	132
Advertising and Printing	S	11,710	1,757	2,342	7,026	586
Election Expenses	D	3,221	0	0	0	0
<b>Subtotal - Services &amp; Supplies</b>		<b>77,725</b>	<b>11,176</b>	<b>14,901</b>	<b>44,702</b>	<b>3,725</b>
<b>Department Cost Total</b>		<b>308,654</b>	<b>45,815</b>	<b>61,087</b>	<b>183,260</b>	<b>15,272</b>
<b>Adjustments to Cost</b>						
Election Expenses	D	(3,221)	0	0	0	0
<b>Subtotal - Adjustments</b>		<b>(3,221)</b>	<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Costs After Adjustments</b>		<b>305,433</b>	<b>45,815</b>	<b>61,087</b>	<b>183,260</b>	<b>15,272</b>
General Admin Distribution			(45,815)	10,780	32,340	2,695
<b>Grand Total</b>		<b>\$305,433</b>		<b>\$71,867</b>	<b>\$215,600</b>	<b>\$17,967</b>

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:2 502 - City Clerk

Department	First Incoming	Second Incoming	Records Request/Res earch	Council/Comi ssion	Liability Claims
1 Budget	\$1,008	\$988	\$470	\$1,409	\$117
Subtotal - 501 - City Council	1,008	988	470	1,409	117
2 Liability Claims	0	98	23	69	6
Subtotal - 502 - City Clerk	0	98	23	69	6
3 Budget	0	4,187	985	2,955	246
Subtotal - 503 - City Manager	0	4,187	985	2,955	246
5 Treasury	0	11,661	2,744	8,231	686
Subtotal - 505 - City Treasurer	0	11,661	2,744	8,231	686
6 Purchasing (POs)	0	394	93	278	23
6 Purchasing (FTEs)	0	897	211	633	53
6 Payroll	0	3,028	713	2,138	178
6 Accounts Receivable (Budget Size)	0	900	212	636	53
6 Budget	0	975	229	688	57
6 General Accounting	0	4,037	950	2,849	237
Subtotal - 506 - Finance	0	10,230	2,407	7,221	602
7 Budget	0	6,069	1,428	4,284	357
7 FTE's	0	10,181	2,396	7,187	599
Subtotal - 507 - Central Services	0	16,250	3,824	11,471	956
8 HR	0	37,572	8,841	26,522	2,210
Subtotal - 508 - Human Resources	0	37,572	8,841	26,522	2,210
10 Budget	0	38	9	27	2
Subtotal - 515 - Non Departmental	0	38	9	27	2
11 Budget	0	9,712	2,285	6,855	571
Subtotal - 520 - City Attorney/Legal	0	9,712	2,285	6,855	571
13 Information Technology	0	11,783	2,773	8,318	693
Subtotal - 525 - Information Technology	0	11,783	2,773	8,318	693
<b>Total Incoming</b>	<b>1,008</b>	<b>102,519</b>	<b>24,359</b>	<b>73,078</b>	<b>6,090</b>
<b>C. Total Allocated</b>		<b>\$408,960</b>	<b>\$96,226</b>	<b>\$288,677</b>	<b>\$24,056</b>
			23.53%	70.59%	5.88%



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Records Request/Research Allocations

Dept:2 502 - City Clerk

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 503 - City Manager	45	45.00%	\$32,447	\$0	\$32,447	\$10,855	\$43,302
4 504 - Engineering	45	45.00%	32,447	0	32,447	10,855	43,302
6 506 - Finance	10	10.00%	7,210	0	7,210	2,412	9,623
<b>Subtotal</b>	<b>100</b>	<b>100.00%</b>	<b>72,104</b>	<b>0</b>	<b>72,104</b>	<b>24,122</b>	<b>96,226</b>
Direct Bills					0		0
<b>Total</b>					<b>\$72,104</b>		<b>\$96,226</b>

Basis Units: Percentage per Department  
Source:

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Council/Comission Allocations

Dept:2 502 - City Clerk

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
3 503 - City Manager	81	35.06%	\$75,849	\$0	\$75,849	\$25,375	\$101,225
4 504 - Engineering	81	35.06%	75,849	0	75,849	25,375	101,225
6 506 - Finance	28	12.12%	26,220	0	26,220	8,772	34,991
12 521 - Planning	41	17.75%	38,393	0	38,393	12,844	51,237
<b>Subtotal</b>	<b>231</b>	<b>100.00%</b>	<b>216,311</b>	<b>0</b>	<b>216,311</b>	<b>72,366</b>	<b>288,677</b>
Direct Bills					0		0
<b>Total</b>					<b>\$216,311</b>		<b>\$288,677</b>

Basis Units: # of Agenda Items  
Source:

**City of Industry  
Full Cost Plan**

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Liability Claims Allocations

Dept:2 502 - City Clerk

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$118	\$0	\$118	\$0	\$118
2 502 - City Clerk	308,654.42	0.54%	98	0	98	0	98
3 503 - City Manager	595,678.56	1.05%	189	0	189	64	253
4 504 - Engineering	7,914.33	0.01%	3	0	3	1	3
5 505 - City Treasurer	1,048,334.32	1.84%	332	0	332	113	445
6 506 - Finance	1,460,570.76	2.57%	463	0	463	157	620
7 507 - Central Services	2,325,984.39	4.09%	737	0	737	250	987
8 508 - Human Resources	1,395,331.11	2.45%	442	0	442	150	592
9 509 - Public Works Administration	900.00	0.00%	0	0	0	0	0
11 520 - City Attorney/Legal	1,389,268.01	2.44%	440	0	440	149	590
12 521 - Planning	1,096,686.97	1.93%	348	0	348	118	465
13 525 - Information Technology Division	425,935.86	0.75%	135	0	135	46	181
14 526 - Development Services	384,877.90	0.68%	122	0	122	41	163
15 527 - Field Operations	231,296.10	0.41%	73	0	73	25	98
16 528 - Legislative Services	664,018.04	1.17%	211	0	211	71	282
17 556 - IUDA - Administration	23,954.05	0.04%	8	0	8	3	10
18 601 - Public Safety	9,841,956.15	17.31%	3,120	0	3,120	1,056	4,177
19 620 - El Encanto	244,104.26	0.43%	77	0	77	26	104
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	461	0	461	156	617
21 622 - Public Works	431,063.56	0.76%	137	0	137	46	183
22 623 - Streets and Roads	1,922,376.71	3.38%	609	0	609	206	816
23 624 - Other Contracted Services	794,751.03	1.40%	252	0	252	85	337
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	2,635	0	2,635	892	3,527
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	458	0	458	155	613
26 627 - Industry Hills Maintenance	252,429.91	0.44%	80	0	80	27	107
27 628 - Habitat & Open Space	5,799.99	0.01%	2	0	2	1	2
28 702 - Streets	14,256,893.46	25.07%	4,520	0	4,520	1,530	6,050
29 703 - Storm Drains	156,070.95	0.27%	49	0	49	17	66
30 704 - Signals/ Safety Devices	89,549.66	0.16%	28	0	28	10	38
31 705 - Bridges & Culverts	325,019.70	0.57%	103	0	103	35	138
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	128	0	128	43	172
33 711 - Industry Hills CIP	159,980.79	0.28%	51	0	51	17	68
35 713 - Equestrian C.I.P.	63,235.32	0.11%	20	0	20	7	27
36 714 - Toner Canyon Property	81,623.06	0.14%	26	0	26	9	35
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	4	0	4	2	6
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	311	0	311	105	417
39 717 - IPUC- Reclaimed Water & La Pur	21,348.70	0.04%	7	0	7	2	9
40 718 - City Electric Improvements	1,976,567.68	3.48%	627	0	627	212	839
42 800 - CRIA Administration City	118,702.01	0.21%	38	0	38	13	50
46 816 - Administrative Account (EQ)	392,833.83	0.69%	125	0	125	42	167
47 817 - General Account (EQ)	636,889.32	1.12%	202	0	202	68	270
48 900 - Capital Expenditures	747,916.60	1.32%	237	0	237	80	317

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Liability Claims Allocations

Dept:2 502 - City Clerk

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	18,026	0	18,026	6,031	24,056
Direct Bills					0		0
<b>Total</b>					<b>\$18,026</b>		<b>\$24,056</b>
Basis Units: Budget Size							
Source:							

**City of Industry  
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Allocation Summary

Dept:2 502 - City Clerk

Department	Records Request/Res earch	Council/Comi ssion	Liability Claims	Total
1 501 - City Council	\$0	\$0	\$118	\$118
2 502 - City Clerk	0	0	98	98
3 503 - City Manager	43,302	101,225	253	144,779
4 504 - Engineering	43,302	101,225	3	144,530
5 505 - City Treasurer	0	0	445	445
6 506 - Finance	9,623	34,991	620	45,234
7 507 - Central Services	0	0	987	987
8 508 - Human Resources	0	0	592	592
9 509 - Public Works Administration	0	0	0	0
11 520 - City Attorney/Legal	0	0	590	590
12 521 - Planning	0	51,237	465	51,703
13 525 - Information Technology Division	0	0	181	181
14 526 - Development Services	0	0	163	163
15 527 - Field Operations	0	0	98	98
16 528 - Legislative Services	0	0	282	282
17 556 - IUDA - Administration	0	0	10	10
18 601 - Public Safety	0	0	4,177	4,177
19 620 - El Encanto	0	0	104	104
20 621 - Community Prom.& Economic De	0	0	617	617
21 622 - Public Works	0	0	183	183
22 623 - Streets and Roads	0	0	816	816
23 624 - Other Contracted Services	0	0	337	337
24 625 - Civic-Financial Center Expenses	0	0	3,527	3,527
25 626 - Workman Temple Homestead	0	0	613	613
26 627 - Industry Hills Maintenance	0	0	107	107
27 628 - Habitat & Open Space	0	0	2	2
28 702 - Streets	0	0	6,050	6,050
29 703 - Storm Drains	0	0	66	66
30 704 - Signals/ Safety Devices	0	0	38	38
31 705 - Bridges & Culverts	0	0	138	138
32 706 - Admin, Studies, General, Budget	0	0	172	172
33 711 - Industry Hills CIP	0	0	68	68
35 713 - Equestrian C.I.P.	0	0	27	27
36 714 - Toner Canyon Property	0	0	35	35
37 715 - Tres Hermanos Ranch Property	0	0	6	6
38 716 - Property Redevelopment & Demc	0	0	417	417
39 717 - IPUC- Reclaimed Water & La Pur	0	0	9	9
40 718 - City Electric Improvements	0	0	839	839
42 800 - CRIA Administration City	0	0	50	50
46 816 - Administrative Account (EQ)	0	0	167	167
47 817 - General Account (EQ)	0	0	270	270

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Allocation Summary

Dept:2 502 - City Clerk

Department	Records Request/Res earch	Council/Comi ssion	Liability Claims	Total
48 900 - Capital Expenditures	\$0	\$0	\$317	\$317
<b>Total</b>	<b>\$96,226</b>	<b>\$288,677</b>	<b>\$24,056</b>	<b>\$408,960</b>



**City of Industry  
Full Cost Plan**

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**City Manager**

The City Manager's department is responsible for overseeing the operation of the City and is accountable to the City Council. The City Manager is responsible for submission of the City budget and capital improvement plan and responsible for its administration after Council adoption.

The cost of the City Manager's department includes the following function:

Budget: Cost associated with budget are allocated based on the total expenditures per department.

**City of Industry  
Full Cost Plan**

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A. Department Costs

Dept:3 503 - City Manager

Description		Amount	General Admin	Budget
<hr/>				
Personnel Costs				
Salaries	S1	231,809	0	231,809
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>
Benefits	S	236,485	0	236,485
Subtotal - Personnel Costs		<hr/> 468,294	0	<hr/> 468,294
Services & Supplies Cost				
Office Supplies & Postage	S	1,709	0	1,709
Dues and Subscriptions	S	86,101	0	86,101
Miscellaneous	S	2,319	0	2,319
Professional Services	S	11,105	0	11,105
Printing and Photographs	S	48	0	48
Travel and Meetings	S	9,103	0	9,103
Workers Compensation	S	14,375	0	14,375
Tuition Reimbursement	S	2,625	0	2,625
Subtotal - Services & Supplies		<hr/> 127,385	0	<hr/> 127,385
<b>Department Cost Total</b>		595,679	0	595,679
Adjustments to Cost				
Subtotal - Adjustments		<hr/> 0	0	<hr/> 0
<b>Total Costs After Adjustments</b>		595,679	0	595,679
General Admin Distribution			0	0
<b>Grand Total</b>		<hr/> <hr/> \$595,679		<hr/> <hr/> \$595,679

**City of Industry  
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**B. Incoming Costs - (Default Spread Expense%)**

Dept:3 503 - City Manager

Department	First Incoming	Second Incoming	Budget
1 Agenda Items	\$65,113	\$63,405	\$128,518
1 Budget	1,945	1,907	3,852
Subtotal - 501 - City Council	67,058	65,312	132,370
2 Records Request/Research	32,447	10,855	43,302
2 Council/Commission	75,849	25,375	101,225
2 Liability Claims	189	64	253
Subtotal - 502 - City Clerk	108,485	36,294	144,779
3 Budget	0	8,080	8,080
Subtotal - 503 - City Manager	0	8,080	8,080
5 Treasury	0	11,661	11,661
Subtotal - 505 - City Treasurer	0	11,661	11,661
6 Purchasing (POs)	0	463	463
6 Purchasing (FTEs)	0	3,945	3,945
6 Payroll	0	12,113	12,113
6 Accounts Receivable (Budget Size)	0	1,738	1,738
6 Budget	0	1,881	1,881
6 General Accounting	0	7,790	7,790
Subtotal - 506 - Finance	0	27,929	27,929
7 Budget	0	11,712	11,712
7 FTE's	0	44,798	44,798
Subtotal - 507 - Central Services	0	56,510	56,510
8 HR	0	127,746	127,746
Subtotal - 508 - Human Resources	0	127,746	127,746
10 Budget	0	74	74
Subtotal - 515 - Non Departmental	0	74	74
11 Budget	0	18,743	18,743
Subtotal - 520 - City Attorney/Legal	0	18,743	18,743
13 Information Technology	0	51,846	51,846
Subtotal - 525 - Information Technology	0	51,846	51,846
<b>Total Incoming</b>	<b>175,543</b>	<b>404,195</b>	<b>579,738</b>
<b>C. Total Allocated</b>		<b>\$1,175,417</b>	<b>\$1,175,417</b>
		100.00%	

**City of Industry  
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Budget Allocations

Dept:3 503 - City Manager

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$5,037	\$0	\$5,037	\$0	\$5,037
2 502 - City Clerk	308,654.42	0.54%	4,187	0	4,187	0	4,187
3 503 - City Manager	595,678.56	1.05%	8,080	0	8,080	0	8,080
4 504 - Engineering	7,914.33	0.01%	107	0	107	58	165
5 505 - City Treasurer	1,048,334.32	1.84%	14,219	0	14,219	7,623	21,843
6 506 - Finance	1,460,570.76	2.57%	19,811	0	19,811	10,621	30,432
7 507 - Central Services	2,325,984.39	4.09%	31,549	0	31,549	16,914	48,463
8 508 - Human Resources	1,395,331.11	2.45%	18,926	0	18,926	10,147	29,073
9 509 - Public Works Administration	900.00	0.00%	12	0	12	7	19
11 520 - City Attorney/Legal	1,389,268.01	2.44%	18,844	0	18,844	10,103	28,946
12 521 - Planning	1,096,686.97	1.93%	14,875	0	14,875	7,975	22,850
13 525 - Information Technology Division	425,935.86	0.75%	5,777	0	5,777	3,097	8,875
14 526 - Development Services	384,877.90	0.68%	5,220	0	5,220	2,799	8,019
15 527 - Field Operations	231,296.10	0.41%	3,137	0	3,137	1,682	4,819
16 528 - Legislative Services	664,018.04	1.17%	9,007	0	9,007	4,829	13,835
17 556 - IUDA - Administration	23,954.05	0.04%	325	0	325	174	499
18 601 - Public Safety	9,841,956.15	17.31%	133,494	0	133,494	71,570	205,064
19 620 - El Encanto	244,104.26	0.43%	3,311	0	3,311	1,775	5,086
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	19,714	0	19,714	10,569	30,283
21 622 - Public Works	431,063.56	0.76%	5,847	0	5,847	3,135	8,981
22 623 - Streets and Roads	1,922,376.71	3.38%	26,075	0	26,075	13,979	40,054
23 624 - Other Contracted Services	794,751.03	1.40%	10,780	0	10,780	5,779	16,559
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	112,722	0	112,722	60,433	173,156
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	19,594	0	19,594	10,505	30,099
26 627 - Industry Hills Maintenance	252,429.91	0.44%	3,424	0	3,424	1,836	5,260
27 628 - Habitat & Open Space	5,799.99	0.01%	79	0	79	42	121
28 702 - Streets	14,256,893.46	25.07%	193,377	0	193,377	103,675	297,052
29 703 - Storm Drains	156,070.95	0.27%	2,117	0	2,117	1,135	3,252
30 704 - Signals/ Safety Devices	89,549.66	0.16%	1,215	0	1,215	651	1,866
31 705 - Bridges & Culverts	325,019.70	0.57%	4,408	0	4,408	2,364	6,772
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	5,489	0	5,489	2,943	8,432
33 711 - Industry Hills CIP	159,980.79	0.28%	2,170	0	2,170	1,163	3,333
35 713 - Equestrian C.I.P.	63,235.32	0.11%	858	0	858	460	1,318
36 714 - Toner Canyon Property	81,623.06	0.14%	1,107	0	1,107	594	1,701
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	190	0	190	102	292
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	13,316	0	13,316	7,139	20,456
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	290	0	290	155	445
40 718 - City Electric Improvements	1,976,567.68	3.48%	26,810	0	26,810	14,373	41,183
42 800 - CRIA Administration City	118,702.01	0.21%	1,610	0	1,610	863	2,473
46 816 - Administrative Account (EQ)	392,833.83	0.69%	5,328	0	5,328	2,857	8,185
47 817 - General Account (EQ)	636,889.32	1.12%	8,639	0	8,639	4,631	13,270
48 900 - Capital Expenditures	747,916.60	1.32%	10,145	0	10,145	5,439	15,583

**City of Industry  
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Budget Allocations

Dept:3 503 - City Manager

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	771,221	0	771,221	404,195	1,175,417
Direct Bills					0		0
<b>Total</b>					<b>\$771,221</b>		<b>\$1,175,417</b>

Basis Units: Budget Size  
Source:

City of Industry  
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Allocation Summary

Dept:3 503 - City Manager

Department	Budget	Total
1 501 - City Council	\$5,037	\$5,037
2 502 - City Clerk	4,187	4,187
3 503 - City Manager	8,080	8,080
4 504 - Engineering	165	165
5 505 - City Treasurer	21,843	21,843
6 506 - Finance	30,432	30,432
7 507 - Central Services	48,463	48,463
8 508 - Human Resources	29,073	29,073
9 509 - Public Works Administration	19	19
11 520 - City Attorney/Legal	28,946	28,946
12 521 - Planning	22,850	22,850
13 525 - Information Technology Division	8,875	8,875
14 526 - Development Services	8,019	8,019
15 527 - Field Operations	4,819	4,819
16 528 - Legislative Services	13,835	13,835
17 556 - IUDA - Administration	499	499
18 601 - Public Safety	205,064	205,064
19 620 - El Encanto	5,086	5,086
20 621 - Community Prom.& Economic De	30,283	30,283
21 622 - Public Works	8,981	8,981
22 623 - Streets and Roads	40,054	40,054
23 624 - Other Contracted Services	16,559	16,559
24 625 - Civic-Financial Center Expenses	173,156	173,156
25 626 - Workman Temple Homestead	30,099	30,099
26 627 - Industry Hills Maintenance	5,260	5,260
27 628 - Habitat & Open Space	121	121
28 702 - Streets	297,052	297,052
29 703 - Storm Drains	3,252	3,252
30 704 - Signals/ Safety Devices	1,866	1,866
31 705 - Bridges & Culverts	6,772	6,772
32 706 - Admin, Studies, General, Budget	8,432	8,432
33 711 - Industry Hills CIP	3,333	3,333
35 713 - Equestrian C.I.P.	1,318	1,318
36 714 - Toner Canyon Property	1,701	1,701
37 715 - Tres Hermanos Ranch Property	292	292
38 716 - Property Redevelopment & Demc	20,456	20,456
39 717 - IPUC- Reclaimed Water & La Pur	445	445
40 718 - City Electric Improvements	41,183	41,183
42 800 - CRIA Administration City	2,473	2,473
46 816 - Administrative Account (EQ)	8,185	8,185
47 817 - General Account (EQ)	13,270	13,270



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Dept:3 503 - City Manager

Allocation Summary

Department	Budget	Total
48 900 - Capital Expenditures	\$15,583	\$15,583
<b>Total</b>	<b>\$1,175,417</b>	<b>\$1,175,417</b>

**City Treasurer**

The City Treasurer's Office primary mission is to safeguard and protect the City's liquid assets and manage the City's investment portfolio ensuring optimal investment income is achieved through prudent investment strategies and safe risk management practices.

The cost of the City Treasurer's office includes the following function:

Interest Income: Cost associated with Interest Income are allocated based on the total interest income per fund.

**City of Industry  
Full Cost Plan**

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**A. Department Costs**

Dept:5 505 - City Treasurer

Description		Amount	General Admin	Treasury
<b>Personnel Costs</b>				
Salaries	S1	219,702	0	219,702
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>
Benefits	S	250,364	0	250,364
Subtotal - Personnel Costs		470,066	0	470,066
<b>Services &amp; Supplies Cost</b>				
Dues and Subscriptions	S	821	0	821
Miscellaneous	S	680	0	680
Bank Fees	S	17,858	0	17,858
Professional Services	S	549,270	0	549,270
Repair and Maintenance Equipment	S	400	0	400
Workers Compensation	S	9,240	0	9,240
Subtotal - Services & Supplies		578,268	0	578,268
<b>Department Cost Total</b>		<b>1,048,334</b>	<b>0</b>	<b>1,048,334</b>
<b>Adjustments to Cost</b>				
Subtotal - Adjustments		0	0	0
<b>Total Costs After Adjustments</b>		<b>1,048,334</b>	<b>0</b>	<b>1,048,334</b>
General Admin Distribution			0	0
<b>Grand Total</b>		<b>\$1,048,334</b>		<b>\$1,048,334</b>

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:5 505 - City Treasurer

Department	First Incoming	Second Incoming	Treasury
1 Budget	\$3,424	\$3,356	\$6,780
Subtotal - 501 - City Council	3,424	3,356	6,780
2 Liability Claims	332	113	445
Subtotal - 502 - City Clerk	332	113	445
3 Budget	14,219	7,623	21,843
Subtotal - 503 - City Manager	14,219	7,623	21,843
5 Treasury	0	11,661	11,661
Subtotal - 505 - City Treasurer	0	11,661	11,661
6 Purchasing (FTEs)	0	1,793	1,793
6 Payroll	0	6,056	6,056
6 Accounts Receivable (Budget Size)	0	3,058	3,058
6 Budget	0	3,310	3,310
6 General Accounting	0	13,710	13,710
Subtotal - 506 - Finance	0	27,927	27,927
7 Budget	0	20,612	20,612
7 FTE's	0	20,363	20,363
Subtotal - 507 - Central Services	0	40,975	40,975
8 HR	0	75,145	75,145
Subtotal - 508 - Human Resources	0	75,145	75,145
10 Budget	0	130	130
Subtotal - 515 - Non Departmental	0	130	130
11 Budget	0	32,986	32,986
Subtotal - 520 - City Attorney/Legal	0	32,986	32,986
13 Information Technology	0	23,567	23,567
Subtotal - 525 - Information Technolog	0	23,567	23,567
<b>Total Incoming</b>	<b>17,975</b>	<b>223,481</b>	<b>241,457</b>
<b>C. Total Allocated</b>		<b>\$1,289,791</b>	<b>\$1,289,791</b>
			100.00%

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Treasury Allocations

Dept:5 505 - City Treasurer

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	408,795.18	1.09%	\$11,661	\$0	\$11,661	\$0	\$11,661
2 502 - City Clerk	408,795.18	1.09%	11,661	0	11,661	0	11,661
3 503 - City Manager	408,795.18	1.09%	11,661	0	11,661	0	11,661
4 504 - Engineering	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
5 505 - City Treasurer	408,795.18	1.09%	11,661	0	11,661	0	11,661
6 506 - Finance	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
7 507 - Central Services	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
8 508 - Human Resources	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
9 509 - Public Works Administration	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
10 515 - Non Departmental	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
11 520 - City Attorney/Legal	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
12 521 - Planning	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
13 525 - Information Technology Division	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
14 526 - Development Services	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
15 527 - Field Operations	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
16 528 - Legislative Services	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
17 556 - IUDA - Administration	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
18 601 - Public Safety	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
19 620 - El Encanto	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
20 621 - Community Prom.& Economic De	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
21 622 - Public Works	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
22 623 - Streets and Roads	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
23 624 - Other Contracted Services	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
24 625 - Civic-Financial Center Expenses	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
25 626 - Workman Temple Homestead	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
26 627 - Industry Hills Maintenance	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
27 628 - Habitat & Open Space	408,795.18	1.09%	11,661	0	11,661	2,556	14,216
28 702 - Streets	202,339.02	0.54%	5,772	0	5,772	1,265	7,037
29 703 - Storm Drains	202,339.02	0.54%	5,772	0	5,772	1,265	7,037
30 704 - Signals/ Safety Devices	202,339.02	0.54%	5,772	0	5,772	1,265	7,037
31 705 - Bridges & Culverts	202,339.02	0.54%	5,772	0	5,772	1,265	7,037
32 706 - Admin, Studies, General, Budget	202,339.02	0.54%	5,772	0	5,772	1,265	7,037
38 716 - Property Redevelopment & Demc	1,743.30	0.00%	50	0	50	11	61
39 717 - IPUC- Reclaimed Water & La Pur	15,760,783.56	42.16%	449,568	0	449,568	98,532	548,100
40 718 - City Electric Improvements	22,259.98	0.06%	635	0	635	139	774
41 723 - Miscellaneous	4,773,621.15	12.77%	136,165	0	136,165	29,843	166,008
42 800 - CRIA Administration City	1,094.76	0.00%	31	0	31	7	38
51 103 - Prop A	8,089.44	0.02%	231	0	231	51	281
52 104 - Prop C	11.52	0.00%	0	0	0	0	0
53 135 - Debt Service	8.54	0.00%	0	0	0	0	0
54 140 - Debt Service	84,882.93	0.23%	2,421	0	2,421	531	2,952
55 145 - 91-1 Assesment	11,579.80	0.03%	330	0	330	72	403

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Treasury Allocations

Dept:5 505 - City Treasurer

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
56 220 - Successor Agency-Administrative	51.03	0.00%	\$1	\$0	\$1	\$0	\$2
57 221- Successor Agency Project 1	168,864.01	0.45%	4,817	0	4,817	1,056	5,872
58 222 - Successor Agency Project 2	21,056.96	0.06%	601	0	601	132	732
59 223 - Successor Agency Project 3	20,054.95	0.05%	572	0	572	125	697
60 230 - Successor Agency - Public Works	0.29	0.00%	0	0	0	0	0
61 231 - Successor Agency Land	51,964.07	0.14%	1,482	0	1,482	325	1,807
62 241 - Successor Agency D/S Project 1	8,175.82	0.02%	233	0	233	51	284
63 242 - SA Debt Service Project 2	1,889.11	0.01%	54	0	54	12	66
64 243 - SA Debt Service Project 3	1,314.02	0.00%	37	0	37	8	46
65 440 - PFA Debt Service	4,395,707.66	11.76%	125,385	0	125,385	27,481	152,866
<b>Subtotal</b>	<b>37,382,317.86</b>	<b>100.00%</b>	<b>1,066,310</b>	<b>0</b>	<b>1,066,310</b>	<b>223,481</b>	<b>1,289,791</b>
Direct Bills					0		0
<b>Total</b>					<b>\$1,066,310</b>		<b>\$1,289,791</b>

Basis Units: Interest Income per fund  
Source:

City of Industry  
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Allocation Summary

Dept:5 505 - City Treasurer

Department	Treasury	Total
1 501 - City Council	\$11,661	\$11,661
2 502 - City Clerk	11,661	11,661
3 503 - City Manager	11,661	11,661
4 504 - Engineering	14,216	14,216
5 505 - City Treasurer	11,661	11,661
6 506 - Finance	14,216	14,216
7 507 - Central Services	14,216	14,216
8 508 - Human Resources	14,216	14,216
9 509 - Public Works Administration	14,216	14,216
10 515 - Non Departmental	14,216	14,216
11 520 - City Attorney/Legal	14,216	14,216
12 521 - Planning	14,216	14,216
13 525 - Information Technology Division	14,216	14,216
14 526 - Development Services	14,216	14,216
15 527 - Field Operations	14,216	14,216
16 528 - Legislative Services	14,216	14,216
17 556 - IUDA - Administration	14,216	14,216
18 601 - Public Safety	14,216	14,216
19 620 - El Encanto	14,216	14,216
20 621 - Community Prom.& Economic De	14,216	14,216
21 622 - Public Works	14,216	14,216
22 623 - Streets and Roads	14,216	14,216
23 624 - Other Contracted Services	14,216	14,216
24 625 - Civic-Financial Center Expenses	14,216	14,216
25 626 - Workman Temple Homestead	14,216	14,216
26 627 - Industry Hills Maintenance	14,216	14,216
27 628 - Habitat & Open Space	14,216	14,216
28 702 - Streets	7,037	7,037
29 703 - Storm Drains	7,037	7,037
30 704 - Signals/ Safety Devices	7,037	7,037
31 705 - Bridges & Culverts	7,037	7,037
32 706 - Admin, Studies, General, Budget	7,037	7,037
38 716 - Property Redevelopment & Demc	61	61
39 717 - IPUC- Reclaimed Water & La Pur	548,100	548,100
40 718 - City Electric Improvements	774	774
41 723 - Miscellaneous	166,008	166,008
42 800 - CRIA Administration City	38	38
51 103 - Prop A	281	281
52 104 - Prop C	0	0
53 135 - Debt Service	0	0
54 140 - Debt Service	2,952	2,952

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Allocation Summary

Dept:5 505 - City Treasurer

Department	Treasury	Total
55 145 - 91-1 Assesment	\$403	\$403
56 220 - Successor Agency-Administrative	2	2
57 221- Successor Agency Project 1	5,872	5,872
58 222 - Successor Agency Project 2	732	732
59 223 - Successor Agency Project 3	697	697
60 230 - Successor Agency - Public Works	0	0
61 231 - Successor Agency Land	1,807	1,807
62 241 - Successor Agency D/S Project 1	284	284
63 242 - SA Debt Service Project 2	66	66
64 243 - SA Debt Service Project 3	46	46
65 440 - PFA Debt Service	152,866	152,866
<b>Total</b>	<b>\$1,289,791</b>	<b>\$1,289,791</b>



### Finance

The City Finance Department oversees the fiscal affairs and financial operations of the City of Industry.

The cost of the City Finance department includes the following 8 functions:

Purchasing (PO's): Half of the cost associated with Purchasing are allocated based on the the number of purchase orders for each department.

Purchasing (FTE's): Half of the cost associated with Purchasing are allocated based on the the number of full time employees for each department.

Payroll: Cost associated with Payroll are allocated based on the number of payroll checks for each department.

Accounts Receivable: Half of the cost associated with AR are allocated directly to the refuse fund.

Accounts Receivable: Half of the cost associated with AR are allocated based on total expenditures for each department.

Budget: Cost associated with Budget are allocated based on total expenditures for each department (Budget Size).

General Accounting: Cost associated with general accounting are allocated based on total expenditures for each department (Budget Size).

HR Support: Cost associated with HR support are allocated directly to the HR department.

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Personnel Service Analysis

Dept:6 506 - Finance

Position	Salary	General Admin	Purchasing (POs)	Purchasing (FTEs)	Payroll	Accounts Receivable (Trash)	Accounts Receivable (Budget Size)	Budget	General Accounting	HR Support
Finance Manager	\$109,875	\$21,975 20.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$0 0.00%	\$54,938 50.00%	\$32,963 30.00%	\$0 0.00%
Accountant II	73,328	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	73,328 100.00%	0 0.00%
Accounting Technician I	53,416	13,354 25.00%	0 0.00%	0 0.00%	40,062 75.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%
Accounting Technician I	56,098	0 0.00%	0 0.00%	0 0.00%	0 0.00%	28,049 50.00%	28,049 50.00%	0 0.00%	0 0.00%	0 0.00%
Administrative Technician	53,416	2,671 5.00%	0 0.00%	0 0.00%	5,342 10.00%	22,702 42.50%	22,702 42.50%	0 0.00%	0 0.00%	0 0.00%
Financial Analyst	82,300	0 0.00%	12,345 15.00%	12,345 15.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	57,610 70.00%	0 0.00%
Director of Finance	212,121	127,273 60.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	0 0.00%	63,636 30.00%	21,212 10.00%
<b>Total</b>	<b>640,554</b>	<b>165,272</b>	<b>12,345</b>	<b>12,345</b>	<b>45,404</b>	<b>50,751</b>	<b>50,751</b>	<b>54,938</b>	<b>227,537</b>	<b>21,212</b>
<b>Relative %</b>	<b>0.00%</b>	<b>25.80%</b>	<b>1.93%</b>	<b>1.93%</b>	<b>7.09%</b>	<b>7.92%</b>	<b>7.92%</b>	<b>8.58%</b>	<b>35.52%</b>	<b>3.31%</b>

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**A. Department Costs**

Dept:6 506 - Finance

Description	Amount	General Admin	Purchasing (POs)	Purchasing (FTEs)	Payroll	Accounts Receivable (Trash)	Accounts Receivable (Budget Size)	Budget	General Accounting	
<b>Personnel Costs</b>										
Salaries	S	331,261	85,470	6,384	6,384	23,480	26,246	26,246	28,411	117,670
<i>Salary % Split</i>			<i>25.80%</i>	<i>1.93%</i>	<i>1.93%</i>	<i>7.09%</i>	<i>7.92%</i>	<i>7.92%</i>	<i>8.58%</i>	<i>35.52%</i>
Benefits	S	251,976	65,014	4,856	4,856	17,861	19,964	19,964	21,611	89,507
<b>Subtotal - Personnel Costs</b>		<b>583,237</b>	<b>150,484</b>	<b>11,240</b>	<b>11,240</b>	<b>41,341</b>	<b>46,210</b>	<b>46,210</b>	<b>50,022</b>	<b>207,177</b>
<b>Services &amp; Supplies Cost</b>										
Office Supplies & Postage	S	7,964	2,055	153	153	565	631	631	683	2,829
Dues and Subscriptions	S	770	199	15	15	55	61	61	66	274
Miscellaneous	S	2,213	571	43	43	157	175	175	190	786
Building Maintenance	S	485	125	9	9	34	38	38	42	172
Professional Services	S	467,567	120,639	9,011	9,011	33,142	37,045	37,045	40,101	166,089
Accounting Services	S	344,960	89,005	6,648	6,648	24,451	27,331	27,331	29,586	122,536
Equipment Rental	S	5,497	1,418	106	106	390	436	436	471	1,953
Printing and Photographs	S	1,150	297	22	22	82	91	91	99	409
Travel and Meetings	S	388	100	7	7	27	31	31	33	138
Workers Compensation	S	10,399	2,683	200	200	737	824	824	892	3,694
Computer Services	S	18,435	4,756	355	355	1,307	1,461	1,461	1,581	6,548
Computer Equipments	S	15,885	4,098	306	306	1,126	1,259	1,259	1,362	5,643
Computer- Licenses	S	1,622	418	31	31	115	128	128	139	576
<b>Subtotal - Services &amp; Supplies</b>		<b>877,334</b>	<b>226,365</b>	<b>16,908</b>	<b>16,908</b>	<b>62,187</b>	<b>69,511</b>	<b>69,511</b>	<b>75,245</b>	<b>311,646</b>
<b>Department Cost Total</b>		<b>1,460,571</b>	<b>376,849</b>	<b>28,149</b>	<b>28,149</b>	<b>103,528</b>	<b>115,720</b>	<b>115,720</b>	<b>125,267</b>	<b>518,822</b>
<b>Adjustments to Cost</b>										
Subtotal - Adjustments		0	0	0	0	0	0	0	0	0
<b>Total Costs After Adjustments</b>		<b>1,460,571</b>	<b>376,849</b>	<b>28,149</b>	<b>28,149</b>	<b>103,528</b>	<b>115,720</b>	<b>115,720</b>	<b>125,267</b>	<b>518,822</b>
General Admin Distribution			(376,849)	9,788	9,788	36,000	40,240	40,240	43,560	180,413
<b>Grand Total</b>		<b>\$1,460,571</b>		<b>\$37,937</b>	<b>\$37,937</b>	<b>\$139,528</b>	<b>\$155,960</b>	<b>\$155,960</b>	<b>\$168,826</b>	<b>\$699,235</b>

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**A. Department Costs**

Dept:6 506 - Finance

Description	Amount	HR Support
<hr/>		
Personnel Costs		
Salaries	331,261	10,970
<i>Salary % Split</i>		<i>3.31%</i>
Benefits	251,976	8,344
Subtotal - Personnel Costs	583,237	19,314
Services & Supplies Cost		
Office Supplies & Postage	7,964	264
Dues and Subscriptions	770	25
Miscellaneous	2,213	73
Building Maintenance	485	16
Professional Services	467,567	15,484
Accounting Services	344,960	11,423
Equipment Rental	5,497	182
Printing and Photographs	1,150	38
Travel and Meetings	388	13
Workers Compensation	10,399	344
Computer Services	18,435	610
Computer Equipments	15,885	526
Computer- Licenses	1,622	54
Subtotal - Services & Supplies	877,334	29,053
<b>Department Cost Total</b>	1,460,571	48,367
Adjustments to Cost		
Subtotal - Adjustments	0	0
<b>Total Costs After Adjustments</b>	1,460,571	48,367
General Admin Distribution		16,819
<b>Grand Total</b>	\$1,460,571	\$65,186

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:6 506 - Finance

Department	First Incoming	Second Incoming	Purchasing (POs)	Purchasing (FTEs)	Payroll	Accounts Receivable (Trash)	Accounts Receivable (Budget Size)	Budget	General Accounting	HR Support
1 Agenda Items	\$22,508	\$21,918	\$1,154	\$1,154	\$4,244	\$4,744	\$4,744	\$5,135	\$21,269	\$1,983
1 Budget	4,770	4,675	245	245	902	1,009	1,009	1,092	4,522	422
Subtotal - 501 - City Council	27,278	26,593	1,399	1,399	5,146	5,752	5,752	6,227	25,790	2,404
2 Records Request/Research	7,210	2,412	250	250	919	1,028	1,028	1,112	4,607	429
2 Council/Commission	26,220	8,772	909	909	3,343	3,736	3,736	4,045	16,752	1,562
2 Liability Claims	463	157	16	16	59	66	66	72	297	28
Subtotal - 502 - City Clerk	33,893	11,341	1,175	1,175	4,321	4,830	4,830	5,229	21,655	2,019
3 Budget	19,811	10,621	790	790	2,907	3,250	3,250	3,518	14,569	1,358
Subtotal - 503 - City Manager	19,811	10,621	790	790	2,907	3,250	3,250	3,518	14,569	1,358
5 Treasury	11,661	2,556	369	369	1,358	1,518	1,518	1,643	6,806	634
Subtotal - 505 - City Treasurer	11,661	2,556	369	369	1,358	1,518	1,518	1,643	6,806	634
6 Purchasing (POs)	0	811	21	21	77	87	87	94	388	36
6 Purchasing (FTEs)	0	6,276	163	163	600	670	670	725	3,004	280
6 Payroll	0	21,197	551	551	2,025	2,263	2,263	2,450	10,148	946
6 Accounts Receivable (Budget Size)	0	4,260	111	111	407	455	455	492	2,040	190
6 Budget	0	4,612	120	120	441	492	492	533	2,208	206
6 General Accounting	0	19,101	496	496	1,825	2,040	2,040	2,208	9,144	852
Subtotal - 506 - Finance	0	56,256	1,461	1,461	5,374	6,007	6,007	6,503	26,932	2,511
7 Budget	0	28,717	746	746	2,743	3,066	3,066	3,319	13,748	1,282
7 FTE's	0	71,270	1,851	1,851	6,808	7,610	7,610	8,238	34,120	3,181
Subtotal - 507 - Central Services	0	99,987	2,597	2,597	9,552	10,677	10,677	11,557	47,868	4,463
8 HR	0	225,435	5,855	5,855	21,536	24,072	24,072	26,058	107,925	10,061
Subtotal - 508 - Human Resources	0	225,435	5,855	5,855	21,536	24,072	24,072	26,058	107,925	10,061
10 Budget	0	181	5	5	17	19	19	21	86	8
Subtotal - 515 - Non Departmental	0	181	5	5	17	19	19	21	86	8
11 Budget	0	45,957	1,194	1,194	4,390	4,907	4,907	5,312	22,001	2,051
Subtotal - 520 - City Attorney/Legal	0	45,957	1,194	1,194	4,390	4,907	4,907	5,312	22,001	2,051
13 Information Technology	0	82,483	2,142	2,142	7,880	8,808	8,808	9,534	39,488	3,681
Subtotal - 525 - Information Technology	0	82,483	2,142	2,142	7,880	8,808	8,808	9,534	39,488	3,681
<b>Total Incoming</b>	<b>92,642</b>	<b>561,409</b>	<b>16,988</b>	<b>16,988</b>	<b>62,481</b>	<b>69,840</b>	<b>69,840</b>	<b>75,601</b>	<b>313,121</b>	<b>29,191</b>
<b>C. Total Allocated</b>		<b>\$2,114,623</b>	<b>\$54,925</b>	<b>\$54,925</b>	<b>\$202,010</b>	<b>\$225,800</b>	<b>\$225,800</b>	<b>\$244,428</b>	<b>\$1,012,357</b>	<b>\$94,377</b>
			2.60%	2.60%	9.55%	10.68%	10.68%	11.56%	47.87%	4.46%

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Purchasing (POs) Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	7	0.40%	\$162	\$0	\$162	\$0	\$162
2 502 - City Clerk	17	0.98%	394	0	394	0	394
3 503 - City Manager	20	1.15%	463	0	463	0	463
6 506 - Finance	35	2.01%	811	0	811	0	811
7 507 - Central Services	175	10.05%	4,053	0	4,053	1,534	5,587
8 508 - Human Resources	21	1.21%	486	0	486	184	670
11 520 - City Attorney/Legal	23	1.32%	533	0	533	202	734
12 521 - Planning	80	4.59%	1,853	0	1,853	701	2,554
13 525 - Information Technology Division	159	9.13%	3,682	0	3,682	1,394	5,077
14 526 - Development Services	22	1.26%	510	0	510	193	702
15 527 - Field Operations	8	0.46%	185	0	185	70	255
16 528 - Legislative Services	13	0.75%	301	0	301	114	415
17 556 - IUDA - Administration	6	0.34%	139	0	139	53	192
18 601 - Public Safety	45	2.58%	1,042	0	1,042	395	1,437
19 620 - El Encanto	58	3.33%	1,343	0	1,343	509	1,852
20 621 - Community Prom.& Economic De	45	2.58%	1,042	0	1,042	395	1,437
21 622 - Public Works	29	1.66%	672	0	672	254	926
22 623 - Streets and Roads	31	1.78%	718	0	718	272	990
23 624 - Other Contracted Services	47	2.70%	1,088	0	1,088	412	1,501
24 625 - Civic-Financial Center Expenses	416	23.88%	9,634	0	9,634	3,648	13,282
25 626 - Workman Temple Homestead	82	4.71%	1,899	0	1,899	719	2,618
26 627 - Industry Hills Maintenance	27	1.55%	625	0	625	237	862
27 628 - Habitat & Open Space	156	8.96%	3,613	0	3,613	1,368	4,981
28 702 - Streets	49	2.81%	1,135	0	1,135	430	1,564
30 704 - Signals/ Safety Devices	7	0.40%	162	0	162	61	223
31 705 - Bridges & Culverts	10	0.57%	232	0	232	88	319
32 706 - Admin, Studies, General, Budget	1	0.06%	23	0	23	9	32
33 711 - Industry Hills CIP	12	0.69%	278	0	278	105	383
34 712 - El Encanto C.I.P.	2	0.11%	46	0	46	18	64
35 713 - Equestrian C.I.P.	23	1.32%	533	0	533	202	734
38 716 - Property Redevelopment & Demc	3	0.17%	69	0	69	26	96
40 718 - City Electric Improvements	1	0.06%	23	0	23	9	32
42 800 - CRIA Administration City	112	6.43%	2,594	0	2,594	982	3,576
<b>Subtotal</b>	<b>1,742</b>	<b>100.00%</b>	<b>40,343</b>	<b>0</b>	<b>40,343</b>	<b>14,582</b>	<b>54,925</b>
Direct Bills					0		0
<b>Total</b>					<b>\$40,343</b>		<b>\$54,925</b>

Basis Units: # of Po's  
Source:

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Purchasing (FTEs) Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	5.00	11.11%	\$4,483	\$0	\$4,483	\$0	\$4,483
2 502 - City Clerk	1.00	2.22%	897	0	897	0	897
3 503 - City Manager	4.40	9.78%	3,945	0	3,945	0	3,945
5 505 - City Treasurer	2.00	4.44%	1,793	0	1,793	0	1,793
6 506 - Finance	7.00	15.56%	6,276	0	6,276	0	6,276
8 508 - Human Resources	1.50	3.33%	1,345	0	1,345	854	2,199
12 521 - Planning	7.00	15.56%	6,276	0	6,276	3,987	10,263
13 525 - Information Technology Division	1.00	2.22%	897	0	897	570	1,466
14 526 - Development Services	2.35	5.22%	2,107	0	2,107	1,339	3,445
15 527 - Field Operations	2.00	4.44%	1,793	0	1,793	1,139	2,932
18 601 - Public Safety	1.50	3.33%	1,345	0	1,345	854	2,199
39 717 - IPUC- Reclaimed Water & La Pur	0.25	0.56%	224	0	224	142	367
42 800 - CRIA Administration City	5.00	11.11%	4,483	0	4,483	2,848	7,331
49 985 - Other Uses	5.00	11.11%	4,483	0	4,483	2,848	7,331
<b>Subtotal</b>	<b>45.00</b>	<b>100.00%</b>	<b>40,343</b>	<b>0</b>	<b>40,343</b>	<b>14,582</b>	<b>54,925</b>
Direct Bills					0		0
<b>Total</b>					<b>\$40,343</b>		<b>\$54,925</b>

Basis Units: # of FTE's  
Source:

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Payroll Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	5	10.20%	\$15,141	\$0	\$15,141	\$0	\$15,141
2 502 - City Clerk	1	2.04%	3,028	0	3,028	0	3,028
3 503 - City Manager	4	8.16%	12,113	0	12,113	0	12,113
5 505 - City Treasurer	2	4.08%	6,056	0	6,056	0	6,056
6 506 - Finance	7	14.29%	21,197	0	21,197	0	21,197
8 508 - Human Resources	1	2.04%	3,028	0	3,028	1,788	4,816
12 521 - Planning	11	22.45%	33,309	0	33,309	19,665	52,974
13 525 - Information Technology Division	1	2.04%	3,028	0	3,028	1,788	4,816
14 526 - Development Services	2	4.08%	6,056	0	6,056	3,575	9,632
15 527 - Field Operations	2	4.08%	6,056	0	6,056	3,575	9,632
18 601 - Public Safety	1	2.04%	3,028	0	3,028	1,788	4,816
39 717 - IPUC- Reclaimed Water & La Pu	5	10.20%	15,141	0	15,141	8,939	24,079
42 800 - CRIA Administration City	4	8.16%	12,113	0	12,113	7,151	19,263
49 985 - Other Uses	3	6.12%	9,084	0	9,084	5,363	14,448
<b>Subtotal</b>	<b>49</b>	<b>100.00%</b>	<b>148,378</b>	<b>0</b>	<b>148,378</b>	<b>53,631</b>	<b>202,010</b>
Direct Bills					0		0
<b>Total</b>					<b>\$148,378</b>		<b>\$202,010</b>

Basis Units: # of payroll checks  
Source:



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Accounts Receivable (Trash) Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
50 999 - Refuse Fund	100	100.00%	\$165,853	\$0	\$165,853	\$59,948	\$225,800
<b>Subtotal</b>	100	100.00%	165,853	0	165,853	59,948	225,800
Direct Bills					0		0
<b>Total</b>					\$165,853		\$225,800

Basis Units: Direct allocation to refuse fund  
Source:

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Accounts Receivable (Budget Size) Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$1,083	\$0	\$1,083	\$0	\$1,083
2 502 - City Clerk	308,654.42	0.54%	900	0	900	0	900
3 503 - City Manager	595,678.56	1.05%	1,738	0	1,738	0	1,738
4 504 - Engineering	7,914.33	0.01%	23	0	23	9	32
5 505 - City Treasurer	1,048,334.32	1.84%	3,058	0	3,058	0	3,058
6 506 - Finance	1,460,570.76	2.57%	4,260	0	4,260	0	4,260
7 507 - Central Services	2,325,984.39	4.09%	6,785	0	6,785	2,627	9,412
8 508 - Human Resources	1,395,331.11	2.45%	4,070	0	4,070	1,576	5,646
9 509 - Public Works Administration	900.00	0.00%	3	0	3	1	4
11 520 - City Attorney/Legal	1,389,268.01	2.44%	4,052	0	4,052	1,569	5,622
12 521 - Planning	1,096,686.97	1.93%	3,199	0	3,199	1,239	4,438
13 525 - Information Technology Division	425,935.86	0.75%	1,242	0	1,242	481	1,724
14 526 - Development Services	384,877.90	0.68%	1,123	0	1,123	435	1,557
15 527 - Field Operations	231,296.10	0.41%	675	0	675	261	936
16 528 - Legislative Services	664,018.04	1.17%	1,937	0	1,937	750	2,687
17 556 - IUDA - Administration	23,954.05	0.04%	70	0	70	27	97
18 601 - Public Safety	9,841,956.15	17.31%	28,708	0	28,708	11,117	39,825
19 620 - El Encanto	244,104.26	0.43%	712	0	712	276	988
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	4,240	0	4,240	1,642	5,881
21 622 - Public Works	431,063.56	0.76%	1,257	0	1,257	487	1,744
22 623 - Streets and Roads	1,922,376.71	3.38%	5,607	0	5,607	2,171	7,779
23 624 - Other Contracted Services	794,751.03	1.40%	2,318	0	2,318	898	3,216
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	24,241	0	24,241	9,387	33,628
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	4,214	0	4,214	1,632	5,845
26 627 - Industry Hills Maintenance	252,429.91	0.44%	736	0	736	285	1,021
27 628 - Habitat & Open Space	5,799.99	0.01%	17	0	17	7	23
28 702 - Streets	14,256,893.46	25.07%	41,586	0	41,586	16,103	57,689
29 703 - Storm Drains	156,070.95	0.27%	455	0	455	176	632
30 704 - Signals/ Safety Devices	89,549.66	0.16%	261	0	261	101	362
31 705 - Bridges & Culverts	325,019.70	0.57%	948	0	948	367	1,315
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	1,180	0	1,180	457	1,638
33 711 - Industry Hills CIP	159,980.79	0.28%	467	0	467	181	647
35 713 - Equestrian C.I.P.	63,235.32	0.11%	184	0	184	71	256
36 714 - Toner Canyon Property	81,623.06	0.14%	238	0	238	92	330
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	41	0	41	16	57
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	2,864	0	2,864	1,109	3,973
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	62	0	62	24	86
40 718 - City Electric Improvements	1,976,567.68	3.48%	5,765	0	5,765	2,233	7,998
42 800 - CRIA Administration City	118,702.01	0.21%	346	0	346	134	480
46 816 - Administrative Account (EQ)	392,833.83	0.69%	1,146	0	1,146	444	1,590
47 817 - General Account (EQ)	636,889.32	1.12%	1,858	0	1,858	719	2,577
48 900 - Capital Expenditures	747,916.60	1.32%	2,182	0	2,182	845	3,026

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Accounts Receivable (Budget Size) Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	165,853	0	165,853	59,948	225,800
Direct Bills					0		0
<b>Total</b>					<b>\$165,853</b>		<b>\$225,800</b>
Basis Units: Budget size							
Source:							

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Budget Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$1,173	\$0	\$1,173	\$0	\$1,173
2 502 - City Clerk	308,654.42	0.54%	975	0	975	0	975
3 503 - City Manager	595,678.56	1.05%	1,881	0	1,881	0	1,881
4 504 - Engineering	7,914.33	0.01%	25	0	25	10	35
5 505 - City Treasurer	1,048,334.32	1.84%	3,310	0	3,310	0	3,310
6 506 - Finance	1,460,570.76	2.57%	4,612	0	4,612	0	4,612
7 507 - Central Services	2,325,984.39	4.09%	7,344	0	7,344	2,844	10,188
8 508 - Human Resources	1,395,331.11	2.45%	4,406	0	4,406	1,706	6,112
9 509 - Public Works Administration	900.00	0.00%	3	0	3	1	4
11 520 - City Attorney/Legal	1,389,268.01	2.44%	4,387	0	4,387	1,699	6,085
12 521 - Planning	1,096,686.97	1.93%	3,463	0	3,463	1,341	4,804
13 525 - Information Technology Division	425,935.86	0.75%	1,345	0	1,345	521	1,866
14 526 - Development Services	384,877.90	0.68%	1,215	0	1,215	471	1,686
15 527 - Field Operations	231,296.10	0.41%	730	0	730	283	1,013
16 528 - Legislative Services	664,018.04	1.17%	2,097	0	2,097	812	2,909
17 556 - IUDA - Administration	23,954.05	0.04%	76	0	76	29	105
18 601 - Public Safety	9,841,956.15	17.31%	31,076	0	31,076	12,034	43,110
19 620 - El Encanto	244,104.26	0.43%	771	0	771	298	1,069
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	4,589	0	4,589	1,777	6,366
21 622 - Public Works	431,063.56	0.76%	1,361	0	1,361	527	1,888
22 623 - Streets and Roads	1,922,376.71	3.38%	6,070	0	6,070	2,350	8,420
23 624 - Other Contracted Services	794,751.03	1.40%	2,509	0	2,509	972	3,481
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	26,241	0	26,241	10,161	36,402
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	4,561	0	4,561	1,766	6,328
26 627 - Industry Hills Maintenance	252,429.91	0.44%	797	0	797	309	1,106
27 628 - Habitat & Open Space	5,799.99	0.01%	18	0	18	7	25
28 702 - Streets	14,256,893.46	25.07%	45,017	0	45,017	17,432	62,449
29 703 - Storm Drains	156,070.95	0.27%	493	0	493	191	684
30 704 - Signals/ Safety Devices	89,549.66	0.16%	283	0	283	109	392
31 705 - Bridges & Culverts	325,019.70	0.57%	1,026	0	1,026	397	1,424
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	1,278	0	1,278	495	1,773
33 711 - Industry Hills CIP	159,980.79	0.28%	505	0	505	196	701
35 713 - Equestrian C.I.P.	63,235.32	0.11%	200	0	200	77	277
36 714 - Toner Canyon Property	81,623.06	0.14%	258	0	258	100	358
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	44	0	44	17	61
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	3,100	0	3,100	1,200	4,300
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	67	0	67	26	94
40 718 - City Electric Improvements	1,976,567.68	3.48%	6,241	0	6,241	2,417	8,658
42 800 - CRIA Administration City	118,702.01	0.21%	375	0	375	145	520
46 816 - Administrative Account (EQ)	392,833.83	0.69%	1,240	0	1,240	480	1,721
47 817 - General Account (EQ)	636,889.32	1.12%	2,011	0	2,011	779	2,790
48 900 - Capital Expenditures	747,916.60	1.32%	2,362	0	2,362	914	3,276

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Budget Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	179,535	0	179,535	64,893	244,428
Direct Bills					0		0
<b>Total</b>					<b>\$179,535</b>		<b>\$244,428</b>
Basis Units: Budget size							
Source:							

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General Accounting Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$4,857	\$0	\$4,857	\$0	\$4,857
2 502 - City Clerk	308,654.42	0.54%	4,037	0	4,037	0	4,037
3 503 - City Manager	595,678.56	1.05%	7,790	0	7,790	0	7,790
4 504 - Engineering	7,914.33	0.01%	104	0	104	40	144
5 505 - City Treasurer	1,048,334.32	1.84%	13,710	0	13,710	0	13,710
6 506 - Finance	1,460,570.76	2.57%	19,101	0	19,101	0	19,101
7 507 - Central Services	2,325,984.39	4.09%	30,419	0	30,419	11,779	42,198
8 508 - Human Resources	1,395,331.11	2.45%	18,248	0	18,248	7,066	25,314
9 509 - Public Works Administration	900.00	0.00%	12	0	12	5	16
11 520 - City Attorney/Legal	1,389,268.01	2.44%	18,169	0	18,169	7,035	25,204
12 521 - Planning	1,096,686.97	1.93%	14,342	0	14,342	5,554	19,896
13 525 - Information Technology Division	425,935.86	0.75%	5,570	0	5,570	2,157	7,727
14 526 - Development Services	384,877.90	0.68%	5,033	0	5,033	1,949	6,982
15 527 - Field Operations	231,296.10	0.41%	3,025	0	3,025	1,171	4,196
16 528 - Legislative Services	664,018.04	1.17%	8,684	0	8,684	3,363	12,046
17 556 - IUDA - Administration	23,954.05	0.04%	313	0	313	121	435
18 601 - Public Safety	9,841,956.15	17.31%	128,711	0	128,711	49,840	178,551
19 620 - El Encanto	244,104.26	0.43%	3,192	0	3,192	1,236	4,428
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	19,007	0	19,007	7,360	26,368
21 622 - Public Works	431,063.56	0.76%	5,637	0	5,637	2,183	7,820
22 623 - Streets and Roads	1,922,376.71	3.38%	25,140	0	25,140	9,735	34,875
23 624 - Other Contracted Services	794,751.03	1.40%	10,394	0	10,394	4,025	14,418
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	108,683	0	108,683	42,085	150,768
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	18,892	0	18,892	7,315	26,207
26 627 - Industry Hills Maintenance	252,429.91	0.44%	3,301	0	3,301	1,278	4,580
27 628 - Habitat & Open Space	5,799.99	0.01%	76	0	76	29	105
28 702 - Streets	14,256,893.46	25.07%	186,448	0	186,448	72,197	258,645
29 703 - Storm Drains	156,070.95	0.27%	2,041	0	2,041	790	2,831
30 704 - Signals/ Safety Devices	89,549.66	0.16%	1,171	0	1,171	453	1,625
31 705 - Bridges & Culverts	325,019.70	0.57%	4,251	0	4,251	1,646	5,896
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	5,292	0	5,292	2,049	7,342
33 711 - Industry Hills CIP	159,980.79	0.28%	2,092	0	2,092	810	2,902
35 713 - Equestrian C.I.P.	63,235.32	0.11%	827	0	827	320	1,147
36 714 - Toner Canyon Property	81,623.06	0.14%	1,067	0	1,067	413	1,481
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	183	0	183	71	255
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	12,839	0	12,839	4,972	17,811
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	279	0	279	108	387
40 718 - City Electric Improvements	1,976,567.68	3.48%	25,849	0	25,849	10,009	35,858
42 800 - CRIA Administration City	118,702.01	0.21%	1,552	0	1,552	601	2,153
46 816 - Administrative Account (EQ)	392,833.83	0.69%	5,137	0	5,137	1,989	7,127
47 817 - General Account (EQ)	636,889.32	1.12%	8,329	0	8,329	3,225	11,554
48 900 - Capital Expenditures	747,916.60	1.32%	9,781	0	9,781	3,787	13,569

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General Accounting Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	743,587	0	743,587	268,770	1,012,357
Direct Bills					0		0
<b>Total</b>					<b>\$743,587</b>		<b>\$1,012,357</b>
Basis Units: Budget size							
Source:							

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HR Support Allocations

Dept:6 506 - Finance

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
8 508 - Human Resources	100	100.00%	\$69,321	\$0	\$69,321	\$25,056	\$94,377
<b>Subtotal</b>	100	100.00%	69,321	0	69,321	25,056	94,377
Direct Bills					0		0
<b>Total</b>					<b>\$69,321</b>		<b>\$94,377</b>

Basis Units: Direct to HR  
Source:



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Allocation Summary

Dept:6 506 - Finance

Department	Purchasing (POs)	Purchasing (FTEs)	Payroll	Accounts Receivable (Trash)	Accounts Receivable (Budget Size)	Budget	General Accounting	HR Support	Total
1 501 - City Council	\$162	\$4,483	\$15,141	\$0	\$1,083	\$1,173	\$4,857	\$0	\$26,898
2 502 - City Clerk	394	897	3,028	0	900	975	4,037	0	10,230
3 503 - City Manager	463	3,945	12,113	0	1,738	1,881	7,790	0	27,929
4 504 - Engineering	0	0	0	0	32	35	144	0	210
5 505 - City Treasurer	0	1,793	6,056	0	3,058	3,310	13,710	0	27,927
6 506 - Finance	811	6,276	21,197	0	4,260	4,612	19,101	0	56,256
7 507 - Central Services	5,587	0	0	0	9,412	10,188	42,198	0	67,385
8 508 - Human Resources	670	2,199	4,816	0	5,646	6,112	25,314	94,377	139,134
9 509 - Public Works Administration	0	0	0	0	4	4	16	0	24
11 520 - City Attorney/Legal	734	0	0	0	5,622	6,085	25,204	0	37,645
12 521 - Planning	2,554	10,263	52,974	0	4,438	4,804	19,896	0	94,929
13 525 - Information Technology Division	5,077	1,466	4,816	0	1,724	1,866	7,727	0	22,675
14 526 - Development Services	702	3,445	9,632	0	1,557	1,686	6,982	0	24,005
15 527 - Field Operations	255	2,932	9,632	0	936	1,013	4,196	0	18,965
16 528 - Legislative Services	415	0	0	0	2,687	2,909	12,046	0	18,057
17 556 - IUDA - Administration	192	0	0	0	97	105	435	0	828
18 601 - Public Safety	1,437	2,199	4,816	0	39,825	43,110	178,551	0	269,937
19 620 - El Encanto	1,852	0	0	0	988	1,069	4,428	0	8,337
20 621 - Community Prom.& Economic De	1,437	0	0	0	5,881	6,366	26,368	0	40,052
21 622 - Public Works	926	0	0	0	1,744	1,888	7,820	0	12,379
22 623 - Streets and Roads	990	0	0	0	7,779	8,420	34,875	0	52,064
23 624 - Other Contracted Services	1,501	0	0	0	3,216	3,481	14,418	0	22,616
24 625 - Civic-Financial Center Expenses	13,282	0	0	0	33,628	36,402	150,768	0	234,080
25 626 - Workman Temple Homestead	2,618	0	0	0	5,845	6,328	26,207	0	40,998
26 627 - Industry Hills Maintenance	862	0	0	0	1,021	1,106	4,580	0	7,569
27 628 - Habitat & Open Space	4,981	0	0	0	23	25	105	0	5,135
28 702 - Streets	1,564	0	0	0	57,689	62,449	258,645	0	380,348
29 703 - Storm Drains	0	0	0	0	632	684	2,831	0	4,147
30 704 - Signals/ Safety Devices	223	0	0	0	362	392	1,625	0	2,603
31 705 - Bridges & Culverts	319	0	0	0	1,315	1,424	5,896	0	8,955
32 706 - Admin, Studies, General, Budget	32	0	0	0	1,638	1,773	7,342	0	10,784
33 711 - Industry Hills CIP	383	0	0	0	647	701	2,902	0	4,634
34 712 - El Encanto C.I.P.	64	0	0	0	0	0	0	0	64
35 713 - Equestrian C.I.P.	734	0	0	0	256	277	1,147	0	2,414
36 714 - Toner Canyon Property	0	0	0	0	330	358	1,481	0	2,169
37 715 - Tres Hermanos Ranch Property	0	0	0	0	57	61	255	0	373
38 716 - Property Redevelopment & Demc	96	0	0	0	3,973	4,300	17,811	0	26,180
39 717 - IPUC- Reclaimed Water & La Pur	0	367	24,079	0	86	94	387	0	25,013
40 718 - City Electric Improvements	32	0	0	0	7,998	8,658	35,858	0	52,546
42 800 - CRIA Administration City	3,576	7,331	19,263	0	480	520	2,153	0	33,324
46 816 - Administrative Account (EQ)	0	0	0	0	1,590	1,721	7,127	0	10,437

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Allocation Summary

Dept:6 506 - Finance

Department	Purchasing (POs)	Purchasing (FTEs)	Payroll	Accounts Receivable (Trash)	Accounts Receivable (Budget Size)	Budget	General Accounting	HR Support	Total
47 817 - General Account (EQ)	\$0	\$0	\$0	\$0	\$2,577	\$2,790	\$11,554	\$0	\$16,921
48 900 - Capital Expenditures	0	0	0	0	3,026	3,276	13,569	0	19,871
49 985 - Other Uses	0	7,331	14,448	0	0	0	0	0	21,778
50 999 - Refuse Fund	0	0	0	225,800	0	0	0	0	225,800
<b>Total</b>	<b>\$54,925</b>	<b>\$54,925</b>	<b>\$202,010</b>	<b>\$225,800</b>	<b>\$225,800</b>	<b>\$244,428</b>	<b>\$1,012,357</b>	<b>\$94,377</b>	<b>\$2,114,623</b>

**Central Services**

The Central Services Department focus their work on delivering services and providing support to the efforts of the Industry City Council, community projects, and essential daily functions of the entire organization through forward thinking and innovation

The cost of the Central Services deparment includes the following two functions:

Budget: Half of the cost associated with Non-Departmental are allocated based the total expenditures by department.

FTE: Half of the cost associated with Information Technology are allocated based on the total number of full time employees by department.

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**A. Department Costs**

Dept:7 507 - Central Services

Description		Amount	General Admin	Budget	FTE's
<b>Personnel Costs</b>					
Salaries	S	0	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>	<i>.00%</i>
Benefits	S	0	0	0	0
Subtotal - Personnel Costs		0	0	0	0
<b>Services &amp; Supplies Cost</b>					
General Insurance and Bonding	P	305,507	0	305,507	0
Telephone	P	2,224	0	0	2,224
Office Supplies & Postage	P	47,824	0	0	47,824
Dues and Subscriptions	P	7,847	0	0	7,847
Miscellaneous	P	2,363	0	2,363	0
Building Maintenance	P	263,774	0	263,774	0
Professional Services	P	286,182	0	286,182	0
Repair and Maintenance Equipment	P	2,322	0	2,322	0
Equipment Rental	P	43,859	0	43,859	0
Printing and Photographs	P	4,910	0	0	4,910
Travel and Meetings	P	638	0	0	638
Vehicle Expenses	P	10,925	0	0	10,925
Workers Compensation	P	324	0	0	324
Computer Services	P	196,032	0	0	196,032
Computer Equipments	P	88	0	0	88
Computer - Software	P	11,780	0	0	11,780
Lease Obligation- PFA	P	0	0	0	0
Utilities - Gas	P	4,491	0	0	4,491
Utilities - Water	P	1,882	0	0	1,882
Utilities - Electric	P	57,674	0	0	57,674
Storage Payments	P	(3,500)	0	(3,500)	0
Insurance Claims- Administrative	P	4,750	0	4,750	0
Insurance Claims	P	44,839	0	44,839	0

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A. Department Costs

Dept:7 507 - Central Services

Description		Amount	General Admin	Budget	FTE's
Refuse Disposal-Residents	P	28,536	0	28,536	0
Parking Citation	P	60,904	0	60,904	0
Furniture, Equipment & Fixtures	P	3,251	0	3,251	0
<b>Subtotal - Services &amp; Supplies</b>		<b>1,389,424</b>	<b>0</b>	<b>1,042,786</b>	<b>346,638</b>
<b>Department Cost Total</b>		<b>1,389,424</b>	<b>0</b>	<b>1,042,786</b>	<b>346,638</b>
Adjustments to Cost					
<b>Subtotal - Adjustments</b>		<b>0</b>	<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Costs After Adjustments</b>		<b>1,389,424</b>	<b>0</b>	<b>1,042,786</b>	<b>346,638</b>
General Admin Distribution			0	0	0
<b>Grand Total</b>		<b>\$1,389,424</b>		<b>\$1,042,786</b>	<b>\$346,638</b>

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:7 507 - Central Services

Department	First Incoming	Second Incoming	Budget	FTE's
1 Budget	\$7,596	\$7,446	\$11,289	\$3,753
Subtotal - 501 - City Council	7,596	7,446	11,289	3,753
2 Liability Claims	737	250	741	246
Subtotal - 502 - City Clerk	737	250	741	246
3 Budget	31,549	16,914	36,373	12,091
Subtotal - 503 - City Manager	31,549	16,914	36,373	12,091
5 Treasury	11,661	2,556	10,670	3,547
Subtotal - 505 - City Treasurer	11,661	2,556	10,670	3,547
6 Purchasing (POs)	4,053	1,534	4,193	1,394
6 Accounts Receivable (Budget Size)	6,785	2,627	7,064	2,348
6 Budget	7,344	2,844	7,647	2,542
6 General Accounting	30,419	11,779	31,670	10,528
Subtotal - 506 - Finance	48,601	18,784	50,574	16,811
7 Budget	0	45,733	34,323	11,410
Subtotal - 507 - Central Services	0	45,733	34,323	11,410
10 Budget	0	288	216	72
Subtotal - 515 - Non Departmental	0	288	216	72
11 Budget	0	73,187	54,928	18,259
Subtotal - 520 - City Attorney/Legal	0	73,187	54,928	18,259
<b>Total Incoming</b>	<b>100,144</b>	<b>165,157</b>	<b>199,113</b>	<b>66,188</b>
<b>C. Total Allocated</b>		<b>\$1,654,725</b>	<b>\$1,241,899</b>	<b>\$412,827</b>
			75.05%	24.95%

**City of Industry  
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Budget Allocations

Dept:7 507 - Central Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$7,302	\$0	\$7,302	\$0	\$7,302
2 502 - City Clerk	308,654.42	0.54%	6,069	0	6,069	0	6,069
3 503 - City Manager	595,678.56	1.05%	11,712	0	11,712	0	11,712
4 504 - Engineering	7,914.33	0.01%	156	0	156	19	175
5 505 - City Treasurer	1,048,334.32	1.84%	20,612	0	20,612	0	20,612
6 506 - Finance	1,460,570.76	2.57%	28,717	0	28,717	0	28,717
7 507 - Central Services	2,325,984.39	4.09%	45,733	0	45,733	0	45,733
8 508 - Human Resources	1,395,331.11	2.45%	27,435	0	27,435	3,408	30,843
9 509 - Public Works Administration	900.00	0.00%	18	0	18	2	20
11 520 - City Attorney/Legal	1,389,268.01	2.44%	27,315	0	27,315	3,393	30,709
12 521 - Planning	1,096,686.97	1.93%	21,563	0	21,563	2,679	24,241
13 525 - Information Technology Division	425,935.86	0.75%	8,375	0	8,375	1,040	9,415
14 526 - Development Services	384,877.90	0.68%	7,567	0	7,567	940	8,507
15 527 - Field Operations	231,296.10	0.41%	4,548	0	4,548	565	5,113
16 528 - Legislative Services	664,018.04	1.17%	13,056	0	13,056	1,622	14,678
17 556 - IUDA - Administration	23,954.05	0.04%	471	0	471	59	529
18 601 - Public Safety	9,841,956.15	17.31%	193,510	0	193,510	24,039	217,549
19 620 - El Encanto	244,104.26	0.43%	4,800	0	4,800	596	5,396
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	28,577	0	28,577	3,550	32,127
21 622 - Public Works	431,063.56	0.76%	8,475	0	8,475	1,053	9,528
22 623 - Streets and Roads	1,922,376.71	3.38%	37,797	0	37,797	4,695	42,493
23 624 - Other Contracted Services	794,751.03	1.40%	15,626	0	15,626	1,941	17,567
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	163,400	0	163,400	20,299	183,698
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	28,403	0	28,403	3,528	31,931
26 627 - Industry Hills Maintenance	252,429.91	0.44%	4,963	0	4,963	617	5,580
27 628 - Habitat & Open Space	5,799.99	0.01%	114	0	114	14	128
28 702 - Streets	14,256,893.46	25.07%	280,315	0	280,315	34,823	315,138
29 703 - Storm Drains	156,070.95	0.27%	3,069	0	3,069	381	3,450
30 704 - Signals/ Safety Devices	89,549.66	0.16%	1,761	0	1,761	219	1,979
31 705 - Bridges & Culverts	325,019.70	0.57%	6,390	0	6,390	794	7,184
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	7,957	0	7,957	988	8,945
33 711 - Industry Hills CIP	159,980.79	0.28%	3,146	0	3,146	391	3,536
35 713 - Equestrian C.I.P.	63,235.32	0.11%	1,243	0	1,243	154	1,398
36 714 - Toner Canyon Property	81,623.06	0.14%	1,605	0	1,605	199	1,804
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	276	0	276	34	310
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	19,303	0	19,303	2,398	21,701
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	420	0	420	52	472
40 718 - City Electric Improvements	1,976,567.68	3.48%	38,863	0	38,863	4,828	43,691
42 800 - CRIA Administration City	118,702.01	0.21%	2,334	0	2,334	290	2,624
46 816 - Administrative Account (EQ)	392,833.83	0.69%	7,724	0	7,724	959	8,683
47 817 - General Account (EQ)	636,889.32	1.12%	12,522	0	12,522	1,556	14,078
48 900 - Capital Expenditures	747,916.60	1.32%	14,705	0	14,705	1,827	16,532

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Budget Allocations

Dept:7 507 - Central Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	1,117,946	0	1,117,946	123,953	1,241,899
Direct Bills					0		0
<b>Total</b>					<b>\$1,117,946</b>		<b>\$1,241,899</b>
Basis Units: Budget Size							
Source:							



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FTE's Allocations

Dept:7 507 - Central Services

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	5.00	13.70%	\$50,907	\$0	\$50,907	\$0	\$50,907
2 502 - City Clerk	1.00	2.74%	10,181	0	10,181	0	10,181
3 503 - City Manager	4.40	12.05%	44,798	0	44,798	0	44,798
5 505 - City Treasurer	2.00	5.48%	20,363	0	20,363	0	20,363
6 506 - Finance	7.00	19.18%	71,270	0	71,270	0	71,270
13 525 - Information Technology Division	1.00	2.74%	10,181	0	10,181	2,410	12,591
14 526 - Development Services	2.35	6.44%	23,926	0	23,926	5,663	29,589
15 527 - Field Operations	2.00	5.48%	20,363	0	20,363	4,819	25,182
18 601 - Public Safety	1.50	4.11%	15,272	0	15,272	3,614	18,887
39 717 - IPUC- Reclaimed Water & La Pu	0.25	0.68%	2,545	0	2,545	602	3,148
42 800 - CRIA Administration City	5.00	13.70%	50,907	0	50,907	12,048	62,955
49 985 - Other Uses	5.00	13.70%	50,907	0	50,907	12,048	62,955
<b>Subtotal</b>	<b>36.50</b>	<b>100.00%</b>	<b>371,623</b>	<b>0</b>	<b>371,623</b>	<b>41,204</b>	<b>412,827</b>
Direct Bills					0		0
<b>Total</b>					<b>\$371,623</b>		<b>\$412,827</b>

Basis Units: # of FTE's  
Source:

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Allocation Summary

Dept:7 507 - Central Services

Department	Budget	FTE's	Total
1 501 - City Council	\$7,302	\$50,907	\$58,209
2 502 - City Clerk	6,069	10,181	16,250
3 503 - City Manager	11,712	44,798	56,510
4 504 - Engineering	175	0	175
5 505 - City Treasurer	20,612	20,363	40,975
6 506 - Finance	28,717	71,270	99,987
7 507 - Central Services	45,733	0	45,733
8 508 - Human Resources	30,843	0	30,843
9 509 - Public Works Administration	20	0	20
11 520 - City Attorney/Legal	30,709	0	30,709
12 521 - Planning	24,241	0	24,241
13 525 - Information Technology Division	9,415	12,591	22,006
14 526 - Development Services	8,507	29,589	38,096
15 527 - Field Operations	5,113	25,182	30,295
16 528 - Legislative Services	14,678	0	14,678
17 556 - IUDA - Administration	529	0	529
18 601 - Public Safety	217,549	18,887	236,436
19 620 - El Encanto	5,396	0	5,396
20 621 - Community Prom.& Economic De	32,127	0	32,127
21 622 - Public Works	9,528	0	9,528
22 623 - Streets and Roads	42,493	0	42,493
23 624 - Other Contracted Services	17,567	0	17,567
24 625 - Civic-Financial Center Expenses	183,698	0	183,698
25 626 - Workman Temple Homestead	31,931	0	31,931
26 627 - Industry Hills Maintenance	5,580	0	5,580
27 628 - Habitat & Open Space	128	0	128
28 702 - Streets	315,138	0	315,138
29 703 - Storm Drains	3,450	0	3,450
30 704 - Signals/ Safety Devices	1,979	0	1,979
31 705 - Bridges & Culverts	7,184	0	7,184
32 706 - Admin, Studies, General, Budget	8,945	0	8,945
33 711 - Industry Hills CIP	3,536	0	3,536
35 713 - Equestrian C.I.P.	1,398	0	1,398
36 714 - Toner Canyon Property	1,804	0	1,804
37 715 - Tres Hermanos Ranch Property	310	0	310
38 716 - Property Redevelopment & Demc	21,701	0	21,701
39 717 - IPUC- Reclaimed Water & La Pu	472	3,148	3,620
40 718 - City Electric Improvements	43,691	0	43,691
42 800 - CRIA Administration City	2,624	62,955	65,579
46 816 - Administrative Account (EQ)	8,683	0	8,683
47 817 - General Account (EQ)	14,078	0	14,078

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Allocation Summary

Dept:7 507 - Central Services

Department	Budget	FTE's	Total
48 900 - Capital Expenditures	\$16,532	\$0	\$16,532
49 985 - Other Uses	0	62,955	62,955
<b>Total</b>	<b>\$1,241,899</b>	<b>\$412,827</b>	<b>\$1,654,725</b>

**Human Resources**

The Human Resources department's primary role is to support the City of Industry organization by providing services related to human resources management. The City's mission is to hire quality employees who meet the needs of the City, and to enhance the workplace for all employees.

The cost of the Human Resources department includes the following function:

HR: Cost associated with Human Resources are allocated based on the total number of full time employees by department.

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Personnel Service Analysis

Dept:8 508 - Human Resources

Position	Salary	General Admin	HR
HR Technician	\$74,993	\$0 0.00%	\$74,993 100.00%
HR Analyst	41,434	0 0.00%	41,434 100.00%
Dev/Admin Services Director	148,485	0 0.00%	148,485 100.00%
<b>Total</b>	<b>264,912</b>	<b>0</b>	<b>264,912</b>
<b>Relative %</b>	<b>0.00%</b>	<b>0.00%</b>	<b>100.00%</b>

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**A. Department Costs**

Dept:8 508 - Human Resources

Description		Amount	General Admin	HR
<b>Personnel Costs</b>				
Salaries	S	108,469	0	108,469
<i>Salary % Split</i>			<i>.00%</i>	<i>100.00%</i>
Benefits	S	1,018,451	0	1,018,451
Subtotal - Personnel Costs		<u>1,126,920</u>	0	<u>1,126,920</u>
<b>Services &amp; Supplies Cost</b>				
Office Supplies & Postage	S	72	0	72
Dues and Subscriptions	S	7,000	0	7,000
Miscellaneous	S	46	0	46
Building Maintenance	S	894	0	894
Professional Services	S	235,644	0	235,644
Equipment Rental	S	4,052	0	4,052
Travel and Meetings	S	478	0	478
Workers Compensation	S	19,727	0	19,727
Advertising and Printing	S	499	0	499
Subtotal - Services & Supplies		<u>268,411</u>	0	<u>268,411</u>
<b>Department Cost Total</b>		1,395,331	0	1,395,331
<b>Adjustments to Cost</b>				
Subtotal - Adjustments		<u>0</u>	0	0
<b>Total Costs After Adjustments</b>		1,395,331	0	1,395,331
General Admin Distribution			0	0
<b>Grand Total</b>		<u><u>\$1,395,331</u></u>		<u><u>\$1,395,331</u></u>

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:8 508 - Human Resources

Department	First Incoming	Second Incoming	HR
1 Budget	\$4,557	\$4,467	\$9,024
Subtotal - 501 - City Council	4,557	4,467	9,024
2 Liability Claims	442	150	592
Subtotal - 502 - City Clerk	442	150	592
3 Budget	18,926	10,147	29,073
Subtotal - 503 - City Manager	18,926	10,147	29,073
5 Treasury	11,661	2,556	14,216
Subtotal - 505 - City Treasurer	11,661	2,556	14,216
6 Purchasing (POs)	486	184	670
6 Purchasing (FTEs)	1,345	854	2,199
6 Payroll	3,028	1,788	4,816
6 Accounts Receivable (Budget Size)	4,070	1,576	5,646
6 Budget	4,406	1,706	6,112
6 General Accounting	18,248	7,066	25,314
6 HR Support	69,321	25,056	94,377
Subtotal - 506 - Finance	100,904	38,230	139,134
7 Budget	27,435	3,408	30,843
Subtotal - 507 - Central Services	27,435	3,408	30,843
10 Budget	0	173	173
Subtotal - 515 - Non Departmental	0	173	173
11 Budget	0	43,904	43,904
Subtotal - 520 - City Attorney/Legal	0	43,904	43,904
13 Information Technology	0	17,675	17,675
Subtotal - 525 - Information Technology	0	17,675	17,675
<b>Total Incoming</b>	<b>163,924</b>	<b>120,709</b>	<b>284,633</b>
<b>C. Total Allocated</b>		<b>\$1,679,964</b>	<b>\$1,679,964</b>
			100.00%

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HR Allocations

Dept:8 508 - Human Resources

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	5.00	12.05%	\$187,862	\$0	\$187,862	\$0	\$187,862
2 502 - City Clerk	1.00	2.41%	37,572	0	37,572	0	37,572
3 503 - City Manager	3.40	8.19%	127,746	0	127,746	0	127,746
5 505 - City Treasurer	2.00	4.82%	75,145	0	75,145	0	75,145
6 506 - Finance	6.00	14.46%	225,435	0	225,435	0	225,435
12 521 - Planning	7.00	16.87%	263,007	0	263,007	35,061	298,068
13 525 - Information Technology Division	1.00	2.41%	37,572	0	37,572	5,009	42,581
14 526 - Development Services	2.35	5.66%	88,295	0	88,295	11,770	100,066
15 527 - Field Operations	2.00	4.82%	75,145	0	75,145	10,017	85,162
18 601 - Public Safety	1.50	3.61%	56,359	0	56,359	7,513	63,872
39 717 - IPUC- Reclaimed Water & La Pu	0.25	0.60%	9,393	0	9,393	1,252	10,645
42 800 - CRIA Administration City	5.00	12.05%	187,862	0	187,862	25,043	212,905
49 985 - Other Uses	5.00	12.05%	187,862	0	187,862	25,043	212,905
<b>Subtotal</b>	<b>41.50</b>	<b>100.00%</b>	<b>1,559,255</b>	<b>0</b>	<b>1,559,255</b>	<b>120,709</b>	<b>1,679,964</b>
Direct Bills					0		0
<b>Total</b>					<b>\$1,559,255</b>		<b>\$1,679,964</b>

Basis Units: # of FTE's  
Source:



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Allocation Summary

Dept:8 508 - Human Resources

Department	HR	Total
1 501 - City Council	\$187,862	\$187,862
2 502 - City Clerk	37,572	37,572
3 503 - City Manager	127,746	127,746
5 505 - City Treasurer	75,145	75,145
6 506 - Finance	225,435	225,435
12 521 - Planning	298,068	298,068
13 525 - Information Technology Division	42,581	42,581
14 526 - Development Services	100,066	100,066
15 527 - Field Operations	85,162	85,162
18 601 - Public Safety	63,872	63,872
39 717 - IPUC- Reclaimed Water & La Pu	10,645	10,645
42 800 - CRIA Administration City	212,905	212,905
49 985 - Other Uses	212,905	212,905
<b>Total</b>	<b>\$1,679,964</b>	<b>\$1,679,964</b>

**Non-Departmental**

The Non-Departmental department encompasses functions that are essential to the operations of the City but do not fall within the jurisdiction of any single department or are expenditures of an organization-wide nature.

The cost of the Non-Departmental department includes the following function:

Budget: Cost associated with Non-Departmental are allocated based the total expenditures by department.

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**A. Department Costs**

Dept:10 515 - Non Departmental

Description		Amount	General Admin	Budget
<b>Personnel Costs</b>				
Salaries	S	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>
Benefits	P	(179)	0	(179)
<b>Subtotal - Personnel Costs</b>		<b>(179)</b>	<b>0</b>	<b>(179)</b>
<b>Services &amp; Supplies Cost</b>				
Professional Services	P	6,600	0	6,600
Workers Compensation	P	(11,048)	0	(11,048)
<b>Subtotal - Services &amp; Supplies</b>		<b>(4,448)</b>	<b>0</b>	<b>(4,448)</b>
<b>Department Cost Total</b>		<b>(4,627)</b>	<b>0</b>	<b>(4,627)</b>
<b>Adjustments to Cost</b>				
<b>Subtotal - Adjustments</b>		<b>0</b>	<b>0</b>	<b>0</b>
<b>Total Costs After Adjustments</b>		<b>(4,627)</b>	<b>0</b>	<b>(4,627)</b>
General Admin Distribution			0	0
<b>Grand Total</b>		<b>\$(4,627)</b>		<b>\$(4,627)</b>

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:10 515 - Non Departmental

Department	First Incoming	Second Incoming	Budget
5 Treasury	\$11,661	\$2,556	\$14,216
Subtotal - 505 - City Treasurer	11,661	2,556	14,216
<b>Total Incoming</b>	11,661	2,556	14,216
<b>C. Total Allocated</b>		<b>\$9,589</b>	<b>\$9,589</b>
			100.00%

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Budget Allocations

Dept:10 515 - Non Departmental

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.65%	\$46	\$0	\$46	\$0	\$46
2 502 - City Clerk	308,654.42	0.54%	38	0	38	0	38
3 503 - City Manager	595,678.56	1.05%	74	0	74	0	74
4 504 - Engineering	7,914.33	0.01%	1	0	1	0	1
5 505 - City Treasurer	1,048,334.32	1.84%	130	0	130	0	130
6 506 - Finance	1,460,570.76	2.57%	181	0	181	0	181
7 507 - Central Services	2,325,984.39	4.09%	288	0	288	0	288
8 508 - Human Resources	1,395,331.11	2.45%	173	0	173	0	173
9 509 - Public Works Administration	900.00	0.00%	0	0	0	0	0
11 520 - City Attorney/Legal	1,389,268.01	2.44%	172	0	172	72	244
12 521 - Planning	1,096,686.97	1.93%	136	0	136	57	192
13 525 - Information Technology Division	425,935.86	0.75%	53	0	53	22	75
14 526 - Development Services	384,877.90	0.68%	48	0	48	20	68
15 527 - Field Operations	231,296.10	0.41%	29	0	29	12	41
16 528 - Legislative Services	664,018.04	1.17%	82	0	82	34	117
17 556 - IUDA - Administration	23,954.05	0.04%	3	0	3	1	4
18 601 - Public Safety	9,841,956.15	17.31%	1,217	0	1,217	510	1,727
19 620 - El Encanto	244,104.26	0.43%	30	0	30	13	43
20 621 - Community Prom.& Economic De	1,453,417.00	2.56%	180	0	180	75	255
21 622 - Public Works	431,063.56	0.76%	53	0	53	22	76
22 623 - Streets and Roads	1,922,376.71	3.38%	238	0	238	100	337
23 624 - Other Contracted Services	794,751.03	1.40%	98	0	98	41	139
24 625 - Civic-Financial Center Expenses	8,310,537.22	14.62%	1,028	0	1,028	430	1,458
25 626 - Workman Temple Homestead	1,444,581.62	2.54%	179	0	179	75	253
26 627 - Industry Hills Maintenance	252,429.91	0.44%	31	0	31	13	44
27 628 - Habitat & Open Space	5,799.99	0.01%	1	0	1	0	1
28 702 - Streets	14,256,893.46	25.07%	1,764	0	1,764	738	2,502
29 703 - Storm Drains	156,070.95	0.27%	19	0	19	8	27
30 704 - Signals/ Safety Devices	89,549.66	0.16%	11	0	11	5	16
31 705 - Bridges & Culverts	325,019.70	0.57%	40	0	40	17	57
32 706 - Admin, Studies, General, Budget	404,678.67	0.71%	50	0	50	21	71
33 711 - Industry Hills CIP	159,980.79	0.28%	20	0	20	8	28
35 713 - Equestrian C.I.P.	63,235.32	0.11%	8	0	8	3	11
36 714 - Toner Canyon Property	81,623.06	0.14%	10	0	10	4	14
37 715 - Tres Hermanos Ranch Property	14,029.00	0.02%	2	0	2	1	2
38 716 - Property Redevelopment & Demc	981,762.58	1.73%	121	0	121	51	172
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.04%	3	0	3	1	4
40 718 - City Electric Improvements	1,976,567.68	3.48%	244	0	244	102	347
42 800 - CRIA Administration City	118,702.01	0.21%	15	0	15	6	21
46 816 - Administrative Account (EQ)	392,833.83	0.69%	49	0	49	20	69
47 817 - General Account (EQ)	636,889.32	1.12%	79	0	79	33	112
48 900 - Capital Expenditures	747,916.60	1.32%	93	0	93	39	131

**City of Industry  
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Budget Allocations

Dept:10 515 - Non Departmental

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	56,858,906.04	100.00%	7,033	0	7,033	2,556	9,589
Direct Bills					0		0
<b>Total</b>					<b>\$7,033</b>		<b>\$9,589</b>
Basis Units: Budget Size							
Source:							

City of Industry  
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Allocation Summary

Dept:10 515 - Non Departmental

Department	Budget	Total
1 501 - City Council	\$46	\$46
2 502 - City Clerk	38	38
3 503 - City Manager	74	74
4 504 - Engineering	1	1
5 505 - City Treasurer	130	130
6 506 - Finance	181	181
7 507 - Central Services	288	288
8 508 - Human Resources	173	173
9 509 - Public Works Administration	0	0
11 520 - City Attorney/Legal	244	244
12 521 - Planning	192	192
13 525 - Information Technology Division	75	75
14 526 - Development Services	68	68
15 527 - Field Operations	41	41
16 528 - Legislative Services	117	117
17 556 - IUDA - Administration	4	4
18 601 - Public Safety	1,727	1,727
19 620 - El Encanto	43	43
20 621 - Community Prom.& Economic De	255	255
21 622 - Public Works	76	76
22 623 - Streets and Roads	337	337
23 624 - Other Contracted Services	139	139
24 625 - Civic-Financial Center Expenses	1,458	1,458
25 626 - Workman Temple Homestead	253	253
26 627 - Industry Hills Maintenance	44	44
27 628 - Habitat & Open Space	1	1
28 702 - Streets	2,502	2,502
29 703 - Storm Drains	27	27
30 704 - Signals/ Safety Devices	16	16
31 705 - Bridges & Culverts	57	57
32 706 - Admin, Studies, General, Budget	71	71
33 711 - Industry Hills CIP	28	28
35 713 - Equestrian C.I.P.	11	11
36 714 - Toner Canyon Property	14	14
37 715 - Tres Hermanos Ranch Property	2	2
38 716 - Property Redevelopment & Demc	172	172
39 717 - IPUC- Reclaimed Water & La Pu	4	4
40 718 - City Electric Improvements	347	347
42 800 - CRIA Administration City	21	21
46 816 - Administrative Account (EQ)	69	69
47 817 - General Account (EQ)	112	112

City of Industry  
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Allocation Summary

Dept:10 515 - Non Departmental

Department	Budget	Total
48 900 - Capital Expenditures	\$131	\$131
<b>Total</b>	<b>\$9,589</b>	<b>\$9,589</b>



**Attorney/Legal**

The Attorney/Legal department serves as legal counsel to the City of Industry government. Our clients include the Mayor, City Council, and the city's various Departments, Boards, and Commissions.

The cost of the Attorney/Legal department includes the following function:

Budget: Cost associated with the Attorney/Legal department are allocated based the total expenditures by department.

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Full Cost Plan**

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A. Department Costs

Dept:11 520 - City Attorney/Legal

Description		Amount	General Admin	Budget
<hr/>				
Personnel Costs				
Salaries	S	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>
Benefits	S	0	0	0
Subtotal - Personnel Costs		<hr/> 0	<hr/> 0	<hr/> 0
Services & Supplies Cost				
Professional Services	P	86,583	0	86,583
Legal Services	P	1,302,181	0	1,302,181
Travel and Meetings	P	504	0	504
Subtotal - Services & Supplies		<hr/> 1,389,268	<hr/> 0	<hr/> 1,389,268
<b>Department Cost Total</b>		1,389,268	0	1,389,268
Adjustments to Cost				
Subtotal - Adjustments		<hr/> 0	<hr/> 0	<hr/> 0
<b>Total Costs After Adjustments</b>		1,389,268	0	1,389,268
General Admin Distribution			0	0
<b>Grand Total</b>		<hr/> <hr/> \$1,389,268	<hr/> <hr/> \$1,389,268	

**City of Industry  
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**B. Incoming Costs - (Default Spread Expense%)**

Dept:11 520 - City Attorney/Legal

Department	First Incoming	Second Incoming	Budget
1 Budget	\$4,537	\$4,447	\$8,984
Subtotal - 501 - City Council	4,537	4,447	8,984
2 Liability Claims	440	149	590
Subtotal - 502 - City Clerk	440	149	590
3 Budget	18,844	10,103	28,946
Subtotal - 503 - City Manager	18,844	10,103	28,946
5 Treasury	11,661	2,556	14,216
Subtotal - 505 - City Treasurer	11,661	2,556	14,216
6 Purchasing (POs)	533	202	734
6 Accounts Receivable (Budget Size)	4,052	1,569	5,622
6 Budget	4,387	1,699	6,085
6 General Accounting	18,169	7,035	25,204
Subtotal - 506 - Finance	27,140	10,505	37,645
7 Budget	27,315	3,393	30,709
Subtotal - 507 - Central Services	27,315	3,393	30,709
10 Budget	172	72	244
Subtotal - 515 - Non Departmental	172	72	244
11 Budget	0	43,713	43,713
Subtotal - 520 - City Attorney/Legal	0	43,713	43,713
<b>Total Incoming</b>	<b>90,109</b>	<b>74,938</b>	<b>165,047</b>
<b>C. Total Allocated</b>		<b>\$1,554,315</b>	<b>\$1,554,315</b>
			100.00%

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Budget Allocations

Dept:11 520 - City Attorney/Legal

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	371,382.44	0.79%	\$11,685	\$0	\$11,685	\$0	\$11,685
2 502 - City Clerk	308,654.42	0.66%	9,712	0	9,712	0	9,712
3 503 - City Manager	595,678.56	1.27%	18,743	0	18,743	0	18,743
4 504 - Engineering	7,914.33	0.02%	249	0	249	16	265
5 505 - City Treasurer	1,048,334.32	2.23%	32,986	0	32,986	0	32,986
6 506 - Finance	1,460,570.76	3.11%	45,957	0	45,957	0	45,957
7 507 - Central Services	2,325,984.39	4.95%	73,187	0	73,187	0	73,187
8 508 - Human Resources	1,395,331.11	2.97%	43,904	0	43,904	0	43,904
9 509 - Public Works Administration	900.00	0.00%	28	0	28	2	30
11 520 - City Attorney/Legal	1,389,268.01	2.95%	43,713	0	43,713	0	43,713
12 521 - Planning	1,096,686.97	2.33%	34,507	0	34,507	2,156	36,663
13 525 - Information Technology Division	425,935.86	0.91%	13,402	0	13,402	837	14,239
14 526 - Development Services	384,877.90	0.82%	12,110	0	12,110	757	12,867
15 527 - Field Operations	231,296.10	0.49%	7,278	0	7,278	455	7,732
16 528 - Legislative Services	664,018.04	1.41%	20,893	0	20,893	1,305	22,198
17 556 - IUDA - Administration	23,954.05	0.05%	754	0	754	47	801
19 620 - El Encanto	244,104.26	0.52%	7,681	0	7,681	480	8,161
20 621 - Community Prom.& Economic De	1,453,417.00	3.09%	45,731	0	45,731	2,857	48,588
21 622 - Public Works	431,063.56	0.92%	13,563	0	13,563	847	14,411
22 623 - Streets and Roads	1,922,376.71	4.09%	60,487	0	60,487	3,779	64,266
23 624 - Other Contracted Services	794,751.03	1.69%	25,007	0	25,007	1,562	26,569
24 625 - Civic-Financial Center Expenses	8,310,537.22	17.68%	261,489	0	261,489	16,336	277,826
25 626 - Workman Temple Homestead	1,444,581.62	3.07%	45,453	0	45,453	2,840	48,293
26 627 - Industry Hills Maintenance	252,429.91	0.54%	7,943	0	7,943	496	8,439
27 628 - Habitat & Open Space	5,799.99	0.01%	182	0	182	11	194
28 702 - Streets	14,256,893.46	30.32%	448,590	0	448,590	28,025	476,615
29 703 - Storm Drains	156,070.95	0.33%	4,911	0	4,911	307	5,218
30 704 - Signals/ Safety Devices	89,549.66	0.19%	2,818	0	2,818	176	2,994
31 705 - Bridges & Culverts	325,019.70	0.69%	10,227	0	10,227	639	10,866
32 706 - Admin, Studies, General, Budget	404,678.67	0.86%	12,733	0	12,733	795	13,529
33 711 - Industry Hills CIP	159,980.79	0.34%	5,034	0	5,034	314	5,348
35 713 - Equestrian C.I.P.	63,235.32	0.13%	1,990	0	1,990	124	2,114
36 714 - Toner Canyon Property	81,623.06	0.17%	2,568	0	2,568	160	2,729
37 715 - Tres Hermanos Ranch Property	14,029.00	0.03%	441	0	441	28	469
38 716 - Property Redevelopment & Demc	981,762.58	2.09%	30,891	0	30,891	1,930	32,821
39 717 - IPUC- Reclaimed Water & La Pu	21,348.70	0.05%	672	0	672	42	714
40 718 - City Electric Improvements	1,976,567.68	4.20%	62,192	0	62,192	3,885	66,078
42 800 - CRIA Administration City	118,702.01	0.25%	3,735	0	3,735	233	3,968
46 816 - Administrative Account (EQ)	392,833.83	0.84%	12,360	0	12,360	772	13,133
47 817 - General Account (EQ)	636,889.32	1.35%	20,040	0	20,040	1,252	21,292
48 900 - Capital Expenditures	747,916.60	1.59%	23,533	0	23,533	1,470	25,003

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Budget Allocations

Dept:11 520 - City Attorney/Legal

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
<b>Subtotal</b>	47,016,949.89	100.00%	1,479,377	0	1,479,377	74,938	1,554,315
Direct Bills					0		0
<b>Total</b>					<b>\$1,479,377</b>		<b>\$1,554,315</b>
Basis Units: Budget Size							
Source:							

City of Industry  
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Allocation Summary

Dept:11 520 - City Attorney/Legal

Department	Budget	Total
1 501 - City Council	\$11,685	\$11,685
2 502 - City Clerk	9,712	9,712
3 503 - City Manager	18,743	18,743
4 504 - Engineering	265	265
5 505 - City Treasurer	32,986	32,986
6 506 - Finance	45,957	45,957
7 507 - Central Services	73,187	73,187
8 508 - Human Resources	43,904	43,904
9 509 - Public Works Administration	30	30
11 520 - City Attorney/Legal	43,713	43,713
12 521 - Planning	36,663	36,663
13 525 - Information Technology Division	14,239	14,239
14 526 - Development Services	12,867	12,867
15 527 - Field Operations	7,732	7,732
16 528 - Legislative Services	22,198	22,198
17 556 - IUDA - Administration	801	801
19 620 - El Encanto	8,161	8,161
20 621 - Community Prom.& Economic De	48,588	48,588
21 622 - Public Works	14,411	14,411
22 623 - Streets and Roads	64,266	64,266
23 624 - Other Contracted Services	26,569	26,569
24 625 - Civic-Financial Center Expenses	277,826	277,826
25 626 - Workman Temple Homestead	48,293	48,293
26 627 - Industry Hills Maintenance	8,439	8,439
27 628 - Habitat & Open Space	194	194
28 702 - Streets	476,615	476,615
29 703 - Storm Drains	5,218	5,218
30 704 - Signals/ Safety Devices	2,994	2,994
31 705 - Bridges & Culverts	10,866	10,866
32 706 - Admin, Studies, General, Budget	13,529	13,529
33 711 - Industry Hills CIP	5,348	5,348
35 713 - Equestrian C.I.P.	2,114	2,114
36 714 - Toner Canyon Property	2,729	2,729
37 715 - Tres Hermanos Ranch Property	469	469
38 716 - Property Redevelopment & Demc	32,821	32,821
39 717 - IPUC- Reclaimed Water & La Pu	714	714
40 718 - City Electric Improvements	66,078	66,078
42 800 - CRIA Administration City	3,968	3,968
46 816 - Administrative Account (EQ)	13,133	13,133
47 817 - General Account (EQ)	21,292	21,292
48 900 - Capital Expenditures	25,003	25,003

City of Industry  
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Allocation Summary

Dept:11 520 - City Attorney/Legal

Department	Budget	Total
<hr/>		
Total	<u>\$1,554,315</u>	<u>\$1,554,315</u>

**Information Technology**

The IT department oversees the installation and maintenance of computer network systems within the City.

The cost of the IT department includes the following function:

IT: Cost associated with Information Technology are allocated based on the total number of full time employees by department.



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**A. Department Costs**

Dept:13 525 - Information Technology Division

Description		Amount	General Admin	Information Technology
<hr/>				
Personnel Costs				
Salaries	S	0	0	0
<i>Salary % Split</i>			<i>.00%</i>	<i>.00%</i>
Benefits	S	0	0	0
Subtotal - Personnel Costs		<hr/> 0	<hr/> 0	<hr/> 0
Services & Supplies Cost				
Telephone	P	27,003	0	27,003
Dues and Subscriptions	P	2,310	0	2,310
Professional Services	P	118,623	0	118,623
Computer Supplies	P	189	0	189
Computer Services	P	231,440	0	231,440
Computer Equipments	P	24,525	0	24,525
Computer- Licenses	P	21,846	0	21,846
Subtotal - Services & Supplies		<hr/> 425,936	<hr/> 0	<hr/> 425,936
 <b>Department Cost Total</b>		 425,936	 0	 425,936
Adjustments to Cost				
Subtotal - Adjustments		<hr/> 0	<hr/> 0	<hr/> 0
 <b>Total Costs After Adjustments</b>		 425,936	 0	 425,936
General Admin Distribution			0	0
 <b>Grand Total</b>		 <hr/> <hr/> \$425,936	 <hr/> <hr/> \$425,936	

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**B. Incoming Costs - (Default Spread Expense%)**

Dept:13 525 - Information Technology Division

Department	First Incoming	Second Incoming	Information Technology
1 Budget	\$1,391	\$1,363	\$2,755
Subtotal - 501 - City Council	1,391	1,363	2,755
2 Liability Claims	135	46	181
Subtotal - 502 - City Clerk	135	46	181
3 Budget	5,777	3,097	8,875
Subtotal - 503 - City Manager	5,777	3,097	8,875
5 Treasury	11,661	2,556	14,216
Subtotal - 505 - City Treasurer	11,661	2,556	14,216
6 Purchasing (POs)	3,682	1,394	5,077
6 Purchasing (FTEs)	897	570	1,466
6 Payroll	3,028	1,788	4,816
6 Accounts Receivable (Budget Size)	1,242	481	1,724
6 Budget	1,345	521	1,866
6 General Accounting	5,570	2,157	7,727
Subtotal - 506 - Finance	15,765	6,910	22,675
7 Budget	8,375	1,040	9,415
7 FTE's	10,181	2,410	12,591
Subtotal - 507 - Central Services	18,556	3,450	22,006
8 HR	37,572	5,009	42,581
Subtotal - 508 - Human Resources	37,572	5,009	42,581
10 Budget	53	22	75
Subtotal - 515 - Non Departmental	53	22	75
11 Budget	13,402	837	14,239
Subtotal - 520 - City Attorney/Legal	13,402	837	14,239
13 Information Technology	0	11,783	11,783
Subtotal - 525 - Information Technology	0	11,783	11,783
<b>Total Incoming</b>	<b>104,312</b>	<b>35,074</b>	<b>139,386</b>
<b>C. Total Allocated</b>		<b>\$565,321</b>	<b>\$565,321</b>
		100.00%	

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Information Technology Allocations

Dept:13 525 - Information Technology Division

Department	Units	Allocation Percent	First Allocation	Direct Billed	Department Allocation	Second Allocation	Total
1 501 - City Council	5.00	11.11%	\$58,916	\$0	\$58,916	\$0	\$58,916
2 502 - City Clerk	1.00	2.22%	11,783	0	11,783	0	11,783
3 503 - City Manager	4.40	9.78%	51,846	0	51,846	0	51,846
5 505 - City Treasurer	2.00	4.44%	23,567	0	23,567	0	23,567
6 506 - Finance	7.00	15.56%	82,483	0	82,483	0	82,483
8 508 - Human Resources	1.50	3.33%	17,675	0	17,675	0	17,675
12 521 - Planning	7.00	15.56%	82,483	0	82,483	10,628	93,111
13 525 - Information Technology Division	1.00	2.22%	11,783	0	11,783	0	11,783
14 526 - Development Services	2.35	5.22%	27,691	0	27,691	3,568	31,259
15 527 - Field Operations	2.00	4.44%	23,567	0	23,567	3,037	26,603
18 601 - Public Safety	1.50	3.33%	17,675	0	17,675	2,278	19,952
39 717 - IPUC- Reclaimed Water & La Pur	0.25	0.56%	2,946	0	2,946	380	3,325
42 800 - CRIA Administration City	5.00	11.11%	58,916	0	58,916	7,592	66,508
49 985 - Other Uses	5.00	11.11%	58,916	0	58,916	7,592	66,508
<b>Subtotal</b>	<b>45.00</b>	<b>100.00%</b>	<b>530,248</b>	<b>0</b>	<b>530,248</b>	<b>35,074</b>	<b>565,321</b>
Direct Bills					0		0
<b>Total</b>					<b>\$530,248</b>		<b>\$565,321</b>

Basis Units: Based on the # of users  
Source:

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Allocation Summary

Dept:13 525 - Information Technology Division

Department	Information Technology	Total
1 501 - City Council	\$58,916	\$58,916
2 502 - City Clerk	11,783	11,783
3 503 - City Manager	51,846	51,846
5 505 - City Treasurer	23,567	23,567
6 506 - Finance	82,483	82,483
8 508 - Human Resources	17,675	17,675
12 521 - Planning	93,111	93,111
13 525 - Information Technology Division	11,783	11,783
14 526 - Development Services	31,259	31,259
15 527 - Field Operations	26,603	26,603
18 601 - Public Safety	19,952	19,952
39 717 - IPUC- Reclaimed Water & La Pur	3,325	3,325
42 800 - CRIA Administration City	66,508	66,508
49 985 - Other Uses	66,508	66,508
<b>Total</b>	<b>\$565,321</b>	<b>\$565,321</b>