



AGENDA

SAN RAFAEL CITY COUNCIL – MONDAY, JUNE 21, 2021

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be held virtually using Zoom and is being streamed to YouTube at www.youtube.com/cityofsanrafael.

How to participate in the meeting:

- Submit public comment in writing before 4:00 p.m. the day of the meeting to city.clerk@cityofsanrafael.org.
- Join the Zoom webinar and use the 'raise hand' feature to provide verbal public comment.
- Dial-in to Zoom's telephone number using the meeting ID and provide verbal public comment.

Any member of the public who needs accommodations should contact the City Clerk (email city.clerk@cityofsanrafael.org or phone at 415-485-3066) who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

CLOSED SESSION AT 5:00 P.M.

Watch on Webinar: <https://tinyurl.com/cs-2021-06-21>

Watch on YouTube: www.youtube.com/cityofsanrafael

Listen by phone: (669) 900-9128

ID: 886 9407 0354

OPEN SESSION

1. Mayor Kate to announce Closed Session item.

CLOSED SESSION

2. Closed Session:
 - a. Conference with Labor Negotiators - Government Code Section 54957.6
Lead Negotiators: Timothy L. Davis and Stephanie Vollmer (Burke, Williams & Sorensen)
Agency Designated Representatives: Jim Schutz, Cristine Alilovich, Nadine Hade, Thomas Wong, Carmen Valdez, and Sylvia Gonzalez-Shelton
Employee Organization: SEIU - Childcare; San Rafael Police Mid-Management Association; Public Employee Union, Local 1; San Rafael Firefighters' Association; San Rafael Police Association; SEIU Local 1021; Western Council of Engineers; San Rafael Fire Chief Officers' Association; Unrepresented Mid-Management; Unrepresented Executive Management

REGULAR MEETING AT 7:00 P.M.

Watch on Webinar: <https://tinyurl.com/cc-2021-06-21>

Watch on YouTube: www.youtube.com/cityofsanrafael

Listen by phone: (669) 900-9128

ID: 899 2635 9885

OPEN TIME FOR PUBLIC EXPRESSION

The public is welcome to address the City Council at this time on matters not on the agenda that are within its jurisdiction. Please be advised that pursuant to Government Code Section 54954.2, the City Council is not permitted to discuss or take action on any matter not on the agenda unless it determines that an emergency exists, or that there is a need to take immediate action which arose following posting of the agenda. Comments may be no longer than two minutes and should be respectful to the community.

CITY MANAGER'S REPORT:

3. City Manager's Report:

COUNCILMEMBER REPORTS:

(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)

4. Councilmember Reports:

CONSENT CALENDAR:

The opportunity for public comment on consent calendar items will occur prior to the City Council's vote on the Consent Calendar. The City Council may approve the entire consent calendar with one action. In the alternative, items on the Consent Calendar may be removed by any City Council or staff member, for separate discussion and vote.

5. Consent Calendar Items:

a. **Approval of Minutes**

Approve Minutes of City Council / Successor Agency Regular Meeting of Monday, June 7, 2021 (CC)

Recommended Action – Approve minutes as submitted

b. **Planning Commission Appointment**

Approve Appointment of Camille Harris to Fill One Four-Year Term to the End of June 2025 on the Planning Commission (CC)

Recommended Action – Approve appointment

c. **Pickleweed Advisory Committee Appointments**

Approve Appointments of Kate Sprague, Louise Yost, Rosa Vasquez and Nancy Palacios to Fill Four Four-Year Terms to the End of December 2024 on the Pickleweed Advisory Committee Due to the Expiration of Terms of Jenny Broering, Louise Yost and Lieu Phan and the Creation of Two Additional Positions on the Pickleweed Advisory Committee (CC)

Recommended Action – Approve appointments

- d. **Statement of Economic Interests Annual Filings**
Report on Fair Political Practices Commission Form 700, Statement of Economic Interests, 2020 Annual Filings, For Section 87200 Filers and Designated Employees, Including Consultants, Design Review Board, And Park and Recreation Commission (CC)
Recommended Action – Accept Report

- e. **Liability Claims Administration Services**
Resolution Authorizing the City Manager to Execute an Agreement with George Hills Company for the Provision of Third-Party Liability Claims Administration Services for a Three-Year Period, in an Amount Not to Exceed \$299,800 (CA)
Recommended Action – Adopt Resolution

- f. **Crime Analyst Services**
Resolution Authorizing the City Manager to Renew an Agreement for Crime Analysis Services with LexisNexis Risk Solutions, Inc., for One Year, in an Amount Not to Exceed \$143,799, And Appropriating This Amount from The Safety Grant Fund to Support the Agreement (PD)
Recommended Action – Adopt Resolution

- g. **Third Street Rehabilitation – Contract for Construction Management, Inspection, and Material Testing**
Resolution Approving and Authorizing the City Manager to Execute a Professional Services Agreement with Coastland Civil Engineering, Inc. For Construction Management, Inspection, And Material Testing Services Associated with The Third Street Rehabilitation Project, in an Amount Not to Exceed \$1,168,300 Funded through Grants (PW)
Recommended Action – Adopt Resolution

PUBLIC HEARINGS

6. Public Hearings:

- a. **Eviction Moratorium Through September 2021**
An Urgency Ordinance of the City Council of the City of San Rafael, Pursuant to California Government Code Section 36937(B), Barring Evictions in The City of San Rafael Through September 30, 2021 Due to the Public Health Emergency Arising from COVID-19 (CD)
Recommended Action – Adopt Ordinance (4/5 vote)

- b. **Baypoint Lagoons Assessment District**
Resolution Confirming the Engineer’s Annual Report for the Baypoint Lagoons Assessment District and the Assessment Diagram Connected Therewith and Ordering the Levy and Collection of Assessments for FY 2021-22 (PW)
Recommended Action – Adopt Resolution

- c. **Point San Pedro Road Median Landscaping Assessment District**
Resolution Confirming the Engineer’s Annual Levy Report for the Point San Pedro Road Median Landscaping Assessment District and the Assessment Diagram Connected Therewith and Ordering the Levy and Collection of Assessments for FY 2021-22 (PW)

Recommended Action – Adopt Resolution

OTHER AGENDA ITEMS

7. Other Agenda Items:

- a. **Public Art Pilot Program Update and Mural at 3301 Kerner Boulevard**
Informational Report Regarding the San Rafael Pilot Public Art Program and the Installation of a Public Art Mural at 3301 Kerner Boulevard (CM)
Recommended Action – Accept Report

- b. **Final Citywide Proposed Budget for Fiscal Year 2021-2022 and Legal Spending Limit**
 - i. Resolution Approving the Citywide Budget and Capital Improvement Program for the Fiscal Year 2021-2022 and Providing for the Appropriations and Expenditure of All Sums Set Forth in the Budget in the Amount of \$127,789,398 (Fin);
Recommended Action – Adopt Resolution

 - ii. Resolution Approving Fiscal Year 2021-2022 Gann Appropriations Limit at \$150,770,339 (Fin)
Recommended Action – Adopt Resolution

- c. **Approval of the New Memorandum of Understanding with San Rafael and San Rafael Police Association (SRPA)**
Resolution Approving a Memorandum of Understanding Pertaining to Compensation and Working Conditions for San Rafael Police Association (SRPA) (July 1, 2021 Through June 30, 2024) (HR)
Recommended Action – Adopt Resolution

- d. **Successor Memorandum of Understanding Between the City of San Rafael and San Rafael Firefighters' Association**
Discussion and Consideration of a Memorandum of Understanding Pertaining to Compensation and Working Conditions for San Rafael Firefighters' Association (July 1, 2021 Through June 30, 2024) (HR)
Recommended Action – Direct staff to return with resolution adopting MOU

SAN RAFAEL SUCCESSOR AGENCY:

- 1. Consent Calendar: - None.

ADJOURNMENT:

Any records relating to an agenda item, received by a majority or more of the Council less than 72 hours before the meeting, shall be available for inspection online. Sign Language interpreters may be requested by calling (415) 485-3066 (voice), emailing Lindsay.lara@cityofsanrafael.org or using the California Telecommunications Relay Service by dialing "711", at least 72 hours in advance of the meeting. Copies of documents are available in accessible formats upon request.



MINUTES

SAN RAFAEL CITY COUNCIL – MONDAY, JUNE 7, 2021

CORONAVIRUS (COVID-19) ADVISORY NOTICE

In response to Executive Order N-29-20, the City of San Rafael will no longer offer an in-person meeting location for the public to attend. This meeting will be held virtually using a webinar and streamed through YouTube Live at www.youtube.com/cityofsanrafael. Comments submitted via YouTube Live must be submitted according to the directions located on the YouTube video description. The City is not responsible for any interrupted service. To ensure the City Council receives your comments, submit written comments to the City Clerk prior to the meeting. For more information regarding real-time public comments, please visit our Live Commenting Pilot page at <https://www.cityofsanrafael.org/live-commenting-pilot/>.

Want to listen to the meeting and comment in real-time over the phone? Call the telephone number listed on this agenda and dial the Meeting ID when prompted. Feel free to contact the City Clerk’s office at 415-485-3066 or by email to lindsay.lara@cityofsanrafael.org if you have any questions.

Any member of the public who needs accommodations should contact the City Clerk (email lindsay.lara@cityofsanrafael.org or phone at 415-485-3066) who will use their best efforts to provide reasonable accommodations to provide as much accessibility as possible while also maintaining public safety in accordance with the City procedure for resolving reasonable accommodation requests.

- Present: Mayor Kate
Vice Mayor Bushey
Councilmember Hill
Councilmember Kertz
Councilmember Llorens Gulati
- Absent: None
- Also Present: City Manager Jim Schutz
City Attorney Robert Epstein
Community Development Director Alicia Giudice

CLOSED SESSION AT 5:00 P.M.

Watch on Webinar: <https://tinyurl.com/cs-2021-06-07>

Watch on YouTube: www.youtube.com/cityofsanrafael

Listen by phone: (669) 900-9128

ID: 812-1534-2238#

OPEN SESSION

1. Mayor Kate to announce Closed Session item.

CLOSED SESSION

2. Closed Session:

- a. Conference with Labor Negotiators - Government Code Section 54957.6
Lead Negotiators: Timothy L. Davis and Stephanie Vollmer (Burke, Williams & Sorensen)
Agency Designated Representatives: Jim Schutz, Cristine Alilovich, Nadine Hade, Thomas Wong, Carmen Valdez, and Sylvia Gonzalez-Shelton
Employee Organization: SEIU - Childcare; San Rafael Police Mid-Management Association; Public Employee Union, Local 1; San Rafael Firefighters' Association; San Rafael Police Association; SEIU Local 1021; Western Council of Engineers; San Rafael Fire Chief Officers' Association; Unrepresented Mid-Management; Unrepresented Executive Management

REGULAR MEETING AT 7:00 P.M.

Watch on Webinar: <https://tinyurl.com/cc-2021-06-07>

Watch on YouTube: www.youtube.com/cityofsanrafael

Listen by phone: (669) 900-9128

ID: 817-3692-0337#

Mayor Kate called the meeting to order at 7:01 p.m. and invited Community Development Director Alicia Giudice to call the roll. All members of the City Council were present.

City Attorney Robert Epstein announced that no reportable action was taken in the Closed Session held prior to the meeting.

Mayor Kate provided opening remarks, which included tonight's Agenda items, Gun Safety Month and a land acknowledgement.

Community Development Director Alicia Giudice informed the community that the meeting would be streamed live to YouTube and members of the public would provide public comment either on the telephone or through Zoom or YouTube live chat. She explained the process for community participation on the telephone, Zoom and YouTube.

OPEN TIME FOR PUBLIC EXPRESSION

Correspondence in real-time through YouTube, Zoom or telephone

- Barry Taranto addressed the City Council regarding catalytic converter and vehicle thefts
- M. Anne Hussong addressed the City Council regarding several recent, dangerous incidents on Laurel Place
- Eileen Richardson, Downtown Streets Team, addressed the City Council regarding Downtown Streets Team's past work place culture
- Name withheld addressed the City Council regarding the previous comment on Laurel Place, homelessness and 4th Street
- Parker addressed the City Council regarding the previous comment on Laurel Place and homelessness
- Rita addressed the City Council regarding needle distributing services and homelessness

CITY MANAGER'S REPORT:

3. City Manager's Report:

City Manager Jim Schutz announced:

- COVID-19 and the City's response update
- Downtown Summer Market every Thursday 5:00 - 8:00 p.m. and Dining Under the Lights every Thursday and Friday 5:00 - 9:00 p.m.

COUNCILMEMBER REPORTS:

(including AB 1234 Reports on Meetings and Conferences Attended at City Expense)

4. Councilmember Reports:

- Councilmember Bushey reported on new library committee and San Rafael Sanitation District meetings.
- Councilmember Kertz reported on Marin Wildfire Prevention Authority, Homelessness and San Rafael Art Advisory Council meetings.
- Councilmember Llorens Gulati reported on County of Marin rental assistance events, as well as, Marin Clean Energy Board, MCCMC Climate Action Committee, Canal Outbreak Response Team and the Canal Policy Working Group meetings.
- Councilmember Hill reported on a MCCMC meeting.
- Mayor Kate reported on two SMART, two Marin Transit and MCCMC meetings, as well as, speaking engagements at Dominican, the Rotary and the SR Chamber of Commerce.

CONSENT CALENDAR:

Mayor Kate invited public comment.

Speakers: Karen Strolia, Downtown Streets Team, Zoe Neil, Downtown Streets Team, Brad Gaffney, Breanna Kennedy

Councilmember Bushey moved and Councilmember Kertz seconded to approve the Consent Calendar.

5. Consent Calendar Items:

a. **Approval of Minutes**

Approve Minutes of City Council / Successor Agency Regular Meeting of Monday, May 17, 2021 (CC)

Approved minutes as submitted

b. **Legal Services Contract**

Resolution Approving and Authorizing the City Manager to Execute an Agreement with Burke, Williams & Sorensen, LLP for Essential Legal Services to Supplement Staff in the City Attorney's Office, in an Amount Not to Exceed \$150,000 (CA)

Resolution 14918 - Resolution Approving and Authorizing the City Manager to Execute an Agreement with Burke, Williams & Sorensen, LLP for Essential Legal Services to Supplement Staff in the City Attorney's Office, in an Amount Not to Exceed \$150,000

- c. **Downtown Streets Team**
Resolution Authorizing the City Manager to Execute a Two-Year Agreement with the Downtown Streets Team for Homeless Support Services in Fiscal Years 2021-2022 and 2022-2023 in an Amount Not to Exceed \$200,000 (CM)
Resolution 14919 - Resolution Authorizing the City Manager to Execute a Two-Year Agreement with the Downtown Streets Team for Homeless Support Services in Fiscal Years 2021-2022 and 2022-2023 in an Amount Not to Exceed \$200,000
- d. **Audit Services**
Resolution Approving and Authorizing the City Manager to Execute an Amendment to the Agreement for Professional Auditing Services Between the City and Maze & Associates Accountancy Corporation, Extending the Term of the Agreement for Auditing Services for the Fiscal Year Ending June 30, 2021, in an Amount Not to Exceed \$86,160 (Fin)
Resolution 14920 - Resolution Approving and Authorizing the City Manager to Execute an Amendment to the Agreement for Professional Auditing Services Between the City and Maze & Associates Accountancy Corporation, Extending the Term of the Agreement for Auditing Services for the Fiscal Year Ending June 30, 2021, in an Amount Not to Exceed \$86,160
- e. **Annual Adjustment to the Library Parcel Tax**
Report Concerning the Annual Consumer Price Index (CPI) Rate Adjustment for the Special Library Services Parcel Tax for the Fiscal Year July 1, 2021 Through June 30, 2022 as Specified in Voter-Approved Measure D (San Rafael Municipal Code Chapter 3.36) (Fin/Lib)
Accepted Report
- f. **City Investment Policy**
Annual Review and Resolution to Approve the City of San Rafael Investment Policy (Fin)
Accepted Report and Resolution 14921 - Annual Review and Resolution to Approve the City of San Rafael Investment Policy
- g. **Parcel Map Lands of BioMarin Pharmaceutical, Inc.**
Resolution Approving the Parcel Map for the "Lands of BioMarin Pharmaceutical, Inc." at 999 Third Street (PW)
Resolution 14922 - Resolution Approving the Parcel Map for the "Lands of BioMarin Pharmaceutical, Inc." at 999 Third Street
- h. **Special Tax on Properties at Loch Lomond 10 – Mello-Roos District No. 1992-1**
Resolution Setting the Special Tax for Community Facilities District No. 1992-1 (Loch Lomond #10) for Fiscal Year 2021-22 (PW)
Resolution 14923 - Resolution Setting the Special Tax for Community Facilities District No. 1992-1 (Loch Lomond #10) for Fiscal Year 2021-22

- i. **Special Tax on Properties at the Village at Loch Lomond Marina – Mello-Roos District No. 2**
Resolution Setting the Special Tax for City of San Rafael Community Facilities District No. 2 (The Village at Loch Lomond Marina) for Fiscal Year 2021-22 (PW)
Resolution 14924 - Resolution Setting the Special Tax for City of San Rafael Community Facilities District No. 2 (The Village at Loch Lomond Marina) for Fiscal Year 2021-22

- j. **Baypoint Lagoons Assessment District**
Baypoint Lagoons Landscaping and Lighting Assessment District Annual Assessment: (PW)
 - i. **Resolution Directing Filing of Engineer’s Annual Report FY 2021-22**
Resolution 14925 - Resolution Directing Filing of Engineer’s Annual Report FY 2021-22

 - ii. **Resolution Approving Engineer’s Annual Report FY 2021-22**
Resolution 14926 - Resolution Approving Engineer’s Annual Report FY 2021-22

 - iii. **Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of June 21, 2021**
Resolution 14927 - Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of June 21, 2021

- k. **Point San Pedro Road Median Landscaping Assessment District**
Point San Pedro Road Median Landscaping Assessment District Annual Assessment: (PW)
 - i. **Resolution Directing Filing of Engineer’s 2021-22 Annual Report**
Resolution 14928 - Resolution Directing Filing of Engineer’s 2021-22 Annual Report

 - ii. **Resolution Approving Engineer’s 2021-22 Annual Report**
Resolution 14929 - Resolution Approving Engineer’s 2021-22 Annual Report

 - iii. **Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of June 21, 2021**
Resolution 14930 - Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council Meeting of June 21, 2021

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
 NOES: Councilmembers: None
 ABSENT: Councilmembers: None

SPECIAL PRESENTATIONS

6. Special Presentations:

- a. Presentation of LGBTQ+ Pride Month Proclamation (CM)

Mayor Kate presented a Proclamation to Lynn Murphy, Mental Health Outreach Provider.

Lynn Murphy, Mental Health Outreach Provider provided comments.

b. Presentation of Juneteenth Proclamation (HR)

Mayor Kate presented a Proclamation to Antonette Bullock, Community Services Officer.

Antonette Bullock, Community Services Officer provided comments.

PUBLIC HEARINGS

7. Public Hearings:

- a. **["TEFRA" Public Hearing for Tax-Exempt Financing – 855 C Street](#)**
Resolution Approving Issuance of Revenue Bonds By the California Municipal Finance Authority for the Purpose of Providing Financing for a Residential Rental Housing Project Known As Centertown Apartments at 855 C Street, Pursuant to the Tax and Equity Fiscal Responsibility Act of 1982 ("TEFRA") (CD)
Additional call-in phone number for public comment: (844) 854-2222 (Toll Free)
Access Code: 920111

Lisa Goldfien, Assistant City Attorney presented the Staff Report.

Staff responded to questions from Councilmembers.

Mayor Kate invited public comment; however, there was none.

Councilmember Kertz moved and Councilmember Hill seconded to adopt the resolution.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Resolution 14931 - Resolution Approving Issuance of Revenue Bonds By the California Municipal Finance Authority for the Purpose of Providing Financing for a Residential Rental Housing Project Known As Centertown Apartments at 855 C Street, Pursuant to the Tax and Equity Fiscal Responsibility Act of 1982 ("TEFRA")

OTHER AGENDA ITEMS

8. Other Agenda Items:

- a. **[Homelessness](#)**
Informational Report on Status of Homelessness in San Rafael (CM)

Jim Schutz, City Manager introduced Andrew Hening, Director of Homeless Planning & Outreach who presented the Staff Report.

Police Chief David Spiller provided comments.

Jim Schutz, City Manager clarified that Andrew Hening, Director of Homeless Planning & Outreach combined the Staff Reports for Items 8.a and 8.b.

City Attorney Robert Epstein provided clarifying comments regarding public comment process for Items 8.a and 8.b.

Staff responded to questions from Councilmembers.

Mayor Kate invited public comment for Items 8.a and 8.b.

Speakers: Amy Likover, Federation of San Rafael Neighborhoods, Rita Channon, Bobby Moske, Pat Langley, Marin Organizing Committee, Deborah Fuqua, M. Anne Hussong, Jake Anderson, Nick Morris, Street Chaplaincy, Dionne Garcia, Brad Gaffney, Breanna, Jeanne Chatmann, Ian McCamey, Name withheld, Name withheld, Paula

Staff responded to public comment.

Councilmembers provided comments.

Councilmember Bushey moved and Councilmember Llorens Gulati seconded to accept the report.

AYES:	Councilmembers:	Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None

Accepted Report

Councilmember Bushey moved and Councilmember Kertz seconded to adopt the resolution.

AYES:	Councilmembers:	Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES:	Councilmembers:	None
ABSENT:	Councilmembers:	None

Resolution 14932 - Resolution of the San Rafael City Council Authorizing the City Manager to Execute an Agreement with the County of Marin to Provide Funding for Housing First Case Management in an Amount Not to Exceed \$260,000

b. **Homelessness Case Management**

Resolution of the San Rafael City Council Authorizing the City Manager to Execute an Agreement with the County of Marin to Provide Funding for Housing First Case Management in an Amount Not to Exceed \$260,000 (Fin)

Recommended Action – Adopt Resolution

The Staff Report for Item 8.b Homelessness Case Management was combined (and presented) with Item 8.a. See Item 8.a Homelessness.

c. [Preliminary Citywide Budget for Fiscal Year 2021-2022](#)

Preliminary Citywide Budget, Capital Improvement Program, Goals and Objectives, and Gann Appropriations Limits for Fiscal Year 2021-2022 (Fin)

Nadine Hade, Finance Director presented the Staff Report.

Staff responded to questions from Councilmembers.

Mayor Kate invited public comment; however, there was none.

Councilmembers provided comments.

Councilmember Bushey moved and Councilmember Kertz seconded to accept the report.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Accepted Report

d. [Successor Memorandum of Understanding Between the City of San Rafael and San Rafael Police Association](#)

Discussion and Consideration of a Memorandum of Understanding Pertaining to Compensation and Working Conditions for San Rafael Police Association (July 1, 2021 Through June 30, 2024) (HR)

Sylvia Gonzalez, HR Operations Manager presented the Staff Report.

Mayor Kate invited public comment; however, there was none.

Councilmembers provided comments.

Councilmember Bushey moved and Councilmember Llorens Gulati seconded to direct staff to return with resolution adopting MOU.

AYES: Councilmembers: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: Councilmembers: None
ABSENT: Councilmembers: None

Directed staff to return with resolution adopting MOU

SAN RAFAEL SUCCESSOR AGENCY:

1. Consent Calendar: - None.

ADJOURNMENT:

Mayor Kate adjourned the meeting at 11:06 p.m.

LINDSAY LARA, City Clerk

APPROVED THIS ____ DAY OF _____, 2021

KATE COLIN, Mayor

DRAFT



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Clerk's Office

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: _____ 

TOPIC: PLANNING COMMISSION APPOINTMENT

SUBJECT: APPROVE APPOINTMENT OF CAMILLE HARRIS TO FILL ONE FOUR-YEAR TERM TO THE END OF JUNE 2025 ON THE PLANNING COMMISSION

RECOMMENDATION

It is recommended to appoint Camille Harris to the Planning Commission to the end of June 2025.

BACKGROUND / ANALYSIS

On May 10, 2021, the City Council interviewed applicants to fill a vacancy on the Planning Commission following Elias Hill's appointment to the City Council. During interviews, the City Council chose to appoint Jon Haveman to the Planning Commission. Prior to the interviews it was brought to the City Council's attention that Berenice Davidson's term was going to expire at the end of June and that Commissioner Davidson would not be reapplying for another term. The City Council subsequently recommended that staff return with a recommendation to appoint Camille Harris to the end of June 2025.

The Planning Commission consists of resident volunteers appointed by the City Council to make decisions or advise the Council on land use and property development issues. The Commission assures that new development is consistent with our long-range General Plan, State laws and other public policies that advance the interests of our community.

FISCAL IMPACT

There is no fiscal impact associated with this action.

RECOMMENDED ACTION

It is recommended to appoint Camille Harris to the Planning Commission to the end of June 2025.

ATTACHMENTS

1. Application – Camille Harris

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

#2

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, February 04, 2021 2:17:16 PM
Last Modified: Friday, February 05, 2021 7:12:27 AM
Time Spent: 16:55:10
IP Address: 205.169.52.117

Page 1

Q1

Contact Information

First and Last Name	CAMILLE HARRIS
Address	████████████████████
City/Town	SAN RAFAEL
State/Province	CA
ZIP/Postal Code	94901
Email Address	██
Phone Number	██████████

Q2

What Board would you like to apply to?

Measure E Transaction and Use Tax Oversight Committee
,
Planning Commission

Page 3

Q6

How long have you lived in San Rafael?

OFF AND ON FOR 9 YEARS

Q7

Business Information

Respondent skipped this question

Q8

How did you hear about this vacant position?

Other (please specify):
Lindsay Lara

Q9

Do you participate in any civic activities? If so, what are they?

Yes - I'm an ambassador for my MBA program

Q10

List any civic organizations of which you are a member:

n/a

Q11

Education:

B.S. from University of Maryland, College Park
In progress MBA from University of California, Davis

Q12

Why are you interested in serving on a board or commission?

I would love to be more active in the community I love so much.

Q13

Describe possible areas in which you may have a conflict of interest with the City:

None that I can think of

Q14

Upload your resume.

Camille Harris _ 2021 _ Resume.pdf (164.9KB)

Page 4: Demographics

Q15

Ethnicity

[REDACTED]

Q16

To which gender do you most identify?

[REDACTED]

Q17



How old are you?

PROFILE

Creative & Strategically-Minded Entrepreneur with over a decade of varied marketing, human resources, and operations experience. Seeking a Marketing position to fully utilize passion for marketing, employee engagement, and process improvement, and merge with a BS in Marketing and MBA curriculum focused on Analytics, Marketing, and Strategy.

Specialties: Marketing Project Management, Content Management, Marketing Campaigns, A/B Testing, Process Improvement, Strategic Planning, Change Management, HRIS, Cross-Functional Collaboration, Performance Management, Interpersonal Communication, Coaching, Training, Corporate Communications

Technologies: MS Office, Advanced Excel (Charts, Formulas, Pivot Tables, Macros, Graphs), Adobe Suite, Outreach IO

EDUCATION

Master of Business Administration, (STEM Designated), Emphases: **Analytics, Marketing, and Strategy**, Expected June 2022

University of California Davis, Graduate School of Management

- **Relevant Courses:** Marketing Management, Markets & The Firm, Digital Marketing, Marketing Strategy, Marketing Research, Customer Relationship Management, Power & Influence in Management, Data Analysis for Managers

Bachelor of Science, Marketing & International Business, 2007

University of Maryland, College Park

ENTREPRENEURSHIP, PEOPLE OPERATIONS, & MARKETING EXPERIENCE

Principal, Symbiotic Consulting LLC, Sacramento, CA, May 2020 – Present

- Provide holistic, strengths-based coaching to creative professionals and entrepreneurs.
- Build trusting relationships with clients in service of co-creating a safe and supportive coaching environment.
- Utilize ICF Core Competencies to partner with clients in a process that inspires them to maximize their personal and professional potential.

People Operations Specialist, Mattermost, Inc., San Francisco, CA, September 2017 – March 2020

- Grew fully remote team by over 300% including assisting with 3 confidential executive searches by collaborating with various department heads to assess headcount needs, source candidates, schedule/conduct interviews, and overhaul recruitment documentation with a marketing perspective.
- Marketed culture development, addressing staff inquiries related to company policies, resources, and culture fit.
- Supported Administrative team in planning and executing annual on-site, MatterCon, including assisting with preparation of immigration letters and collaborating with vendors.
- Spearheaded and managed a comprehensive remote on-boarding program (from Day 0 to 90), including management of Bamboo HR, team calendar, and other tools.
- Coordinated all staff off-boarding, consistently maintaining utmost confidentiality for all departing staff members.

CONTENT MARKETING & TECH PROJECT MANAGEMENT EXPERIENCE

Project Coordinator, Judicata, Inc., San Francisco, CA, February 2016 – July 2017

- Created and oversaw outbound Marketing Campaigns. Identified qualified leads, targeted marketing campaigns for various audiences, developed email subject/message copy, tested A/B content based on KPI's, & utilized the Outreach.io marketing platform resulting in the successful on-boarding of 1000s of new customers through email marketing.
- Led project oversight for legal technology company providing research and analytics tools. Reviewed case law to ensure the accuracy of software to read and analyze legal briefs, communicated with end-users to understand product preferences, and presented findings to Product Managers, Engineers, and Executives.
- Led office management procedures to support day to day operations, answered and directed incoming phone calls, oversaw outbound correspondence, maintained financial records, and reviewed P&L statements.

Content Moderator, HubPages, Inc., San Francisco, CA, April 2011 – December 2018

- Oversaw issues related to ad placement, content management, and site bugs. Provided technical support to site contributors and users and addressed user inquiries related to moderation decisions and content policies.
- Led review and approval of 1000s of user-generated articles for web publishing site, edited user-submitted questions, and author-generated answers. Reviewed content for compliance with ad-partner policies and worked with content creators to interpret and adhere to site rules and regulations.
- Partnered with remote team to maintain adherence to moderation standards. Contributed to development and implementation of policies. Trained new team members on updated procedures & assessed performance/decisions.

COMMUNITY SERVICE

Masks for Docs, People Operations Lead, Sacramento, CA

Be the Match, Volunteer, Oakland, CA



SAN RAFAEL CITY COUNCIL STAFF REPORT

Department: City Clerk

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: _____

TOPIC: PICKLEWEED ADVISORY COMMITTEE APPOINTMENTS

SUBJECT: APPROVE APPOINTMENTS OF KATE SPRAGUE, LOUISE YOST, ROSA VASQUEZ AND NANCY PALACIOS TO FILL FOUR FOUR-YEAR TERMS TO THE END OF DECEMBER 2024 ON THE PICKLEWEED ADVISORY COMMITTEE DUE TO THE EXPIRATION OF TERMS OF JENNY BROERING, LOUISE YOST AND LIEU PHAN AND THE CREATION OF TWO ADDITIONAL POSITIONS ON THE PICKLEWEED ADVISORY COMMITTEE

RECOMMENDATION:

Approve appointments of Kate Sprague, Louise Yost, Rosa Vasquez and Nancy Palacios to fill four four-year terms to the end of December 2024 on the Pickleweed Advisory Committee due to the expiration of terms of Jenny Broering, Louise Yost and Lieu Phan and the creation of two additional positions on the Pickleweed Advisory Committee.

BACKGROUND:

The terms of Jenny Broering, Louse Yost, and Lieu Phan expired at the end of December 2020 on the Pickleweed Advisory Committee and staff solicited applications to fill the vacancies. Subsequently, the City Council approved a staff recommendation that increased the number of Pickleweed Advisory Committee members from five to seven. The vacancies to be filled include four Canal residents and one non-Canal resident, and up-to two of the members could be Youth Members.

The Pickleweed Advisory Committee provides valuable input in representing and advocating for the Canal area resident's needs and wishes for programs and services; and is a primary public networking resource between the Canal residents, representatives from governmental and non-profit agencies, and others. The Pickleweed Advisory Committee works in conjunction with the City of San Rafael. [Meetings](#) are held on the first Wednesday of the month at the Albert J. Boro Community Center in Meeting Room 3;

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

however, due to COVID-19 the Planning Commission is meeting virtually until meetings will resume in-person.

ANALYSIS:

The deadline for submitting applications was November 22, 2020 and was left open until filled to receive additional applications. The City Clerk's Office received ten applications and a subcommittee of the City Council selected six to be interviewed by the subcommittee. A subcommittee of the City Council met to interview six applicants on June 9, 2021; however, Neady Mendoza Rodriguez and Jenny Broering withdrew their application. Following interviews, the City Council subcommittee recommended the appointment of Kate Sprague, Louise Yost, Rosa Vasquez and Nancy Palacios. Staff recommends the City Council approve the appointments recommended by the subcommittee, and the City Clerk's office will recruit to fill one vacancy on the Pickleweed Advisory Committee.

The bylaws for the Pickleweed Advisory Committee indicate the following eligibility requirements:

The Committee shall be composed of seven (7) regular voting members which may include two youth members, plus one (1) alternate member. Each shall have the same duties and responsibilities and shall consist of the following:

1. Members of the Committee shall be at least 18 years of age, except for the youth member which shall be a minimum age of a first-year high school student;
2. At least six (6) members of the Committee shall reside within the Canal neighborhood; and
3. One (1) member of the Committee must be a City of San Rafael resident but may reside outside of the Canal neighborhood.

Lieu Phan, who did not reapply, was the non-Canal neighborhood representative, so the City Council has the option to appoint a non-Canal resident to one of the vacancies, and Nancy Palacios can be appointed to this position. The Committee also allows for two youth members, of which we received one application (Naedy Mendoza Rodriguez, who withdrew her application). Four of the vacancies must be filled by Canal neighborhood residents.

FISCAL IMPACT: There is no fiscal impact associated with this item.

COMMUNITY OUTREACH:

The call for applications for the Pickleweed Advisory Committee was advertised through mass email notification, Canal Alliance, the City website, Nextdoor and Facebook social media platforms.

RECOMMENDED ACTION:

Approve appointments of Kate Sprague, Louise Yost, Rosa Vasquez and Nancy Palacios to fill four four-year terms to the end of December 2024 on the Pickleweed Advisory Committee due to the expiration of terms of Jenny Broering, Louise Yost and Lieu Phan and the creation of two additional positions on the Pickleweed Advisory Committee.

ATTACHMENT:

1. Four (4) Applications
2. Pickleweed Advisory Committee Bylaws

#3

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, December 01, 2020 11:38:04 PM
Last Modified: Wednesday, December 02, 2020 12:03:10 AM
Time Spent: 00:25:06
IP Address: 67.169.74.151

Page 1

Q1

Contact Information

First and Last Name	Kate Sprague
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2 Pickleweed Advisory Committee

What Board would you like to apply to?

Page 3

Q6

How long have you lived in San Rafael?

10 years

Q7 Respondent skipped this question

Business Information

Q8 Other (please specify):
Boards and Commissions Vacancies Email

How did you hear about this vacant position?

Q9

Do you participate in any civic activities? If so, what are they?

I serve on our HOA board, am a board member of the Glenwood School Foundation board, am active in leadership in our church, support St. Vincent de Paul's Dining Room through lunch-making, and attend and speak at City Council meetings when possible. We also use the public library regularly, primarily the Pickleweed Branch, and we have enjoyed participating in the Dia de Los Muertos festivities in our neighborhood.

Q10

List any civic organizations of which you are a member:

I am on the board of the Glenwood School Foundation. We are active members at St. Paul's Episcopal Church in San Rafael. I am an inactive member of San Rafael Elks.

Q11

Education:

Bachelor of Science in Mathematics, University of Puget Sound
Master of Science in Education, Northwestern University
Masters in Education Administration, San Francisco State University (graduating January 2020)

Q12

Why are you interested in serving on a board or commission?

I think it is important to be involved in our community in order to be part of decision-making and forward progress. I am grateful to live in a city like San Rafael, with all of the resources and thoughtful planning. With two small children growing up in San Rafael, I am committed to the community. I would like to be part of the future of San Rafael.

Q13

Describe possible areas in which you may have a conflict of interest with the City:

NA

Q14

Upload your resume.

Kate Sprague Resume.pdf (44.6KB)

Page 4: Demographics

Q15

Ethnicity



Q16



To which gender do you most identify?

Q17



How old are you?

Katherine (Kate) Sudar Sprague

San Rafael, CA 94901 Phone: [REDACTED] E-mail: [REDACTED]

EDUCATION:

San Francisco State University San Francisco, CA January 2021

Master of Arts in Education: Educational Administration

- California Tier 1 Administrative Services Credential

Northwestern University Evanston, IL June 2006

Master of Science in Education and Social Policy: Elementary Teaching

- California Clear Multiple Subject Teaching Certificate

University of Puget Sound Tacoma, WA May 2004

Bachelor of Science in Mathematics

PROFESSIONAL EXPERIENCE:

Mill Valley School District, Mill Valley, CA August 2013-present

Instructional Technology Coach, district-wide

- Implemented pilot and subsequent district adoption of i-Ready online assessment and instructional system
- Developed training materials and provided training for teachers and administrators on various digital platforms and tools
- Provided training on digital learning modalities such as Zoom, Clever, Google Classroom, and Seesaw
- Managed Zoom meetings and webinars, including Q+A sessions and School Board meetings
- Built website for teacher and staff access to resources
- Integrated digital calendaring system for one-on-one meetings, office hours, and virtual professional development opportunities
- Managed online resources access for teachers K-8
- Crafted communications for student information
- Crafted communications for parent information
- Managed student and parent portal accounts in student information system
- Drafted documents for 1:1 iPad Program
- Google Administrator experience, including groups and accounts
- Collaborated to implement new internet content filtering solution
- Trained teachers on website creation and maintenance
- Provided support for middle school administration with students and parents
- Implemented and maintained digital District Staff Tech Resources materials
- Developed Digital Citizenship Standards with middle school teachers
- Presented at Board of Trustees meeting annually
- Developed procedures and system for teacher app requests
- Developed budget for technology professional development
- Attended EdTechTeacher Innovation Conferences
- Attended Computer Using Educators Conference

District Technology Advisory Committee Co-Leader

- Drafted agendas
- Led discussions on agenda items
- Facilitated feedback from stakeholders

District Math Resource Committee Leader

- Drafted agendas
- Led meetings
- Structured development of digital math resource assessment tool
- Presented digital tool to advisory group

District Global Studies Team Member

District Equity Team Member

- Courageous Conversations workshop participant
- Leadership for Racial Equity “LEADS” workshop series participant

Edna Maguire School, Mill Valley, CA August 2008 – June 2013

4th Grade teacher, inclusive classroom

- Rating of “Excellent” on annual evaluation
- School Technology Team Member
- Helped draft school technology standards
- Provided hardware and software support to teachers
- Maintained classroom website with regular updates
- Created classroom wiki for internet-based sharing
- Utilized digital record keeping and assessment building
- Piloted online progress report
- Attended district-provided technology training

District Technology Advisory Committee Member

- Helped revise district technology plan and standards

County Apple Training Participant

- Trained by Apple professional
- Employed multiple web-based resources in the classroom
- Shared learning with teachers at site

District Math Assessment Team Member

- Piloted DataDirector assessment and data management software
- Piloted MAP assessment suite including data interpretation
- Collaborated with district technology staff for successful implementation

Edna Maguire Redesign/Rebuild Site Committee Member

Devonshire School, Skokie, IL September 2006 – June 2008

5th Grade teacher, inclusive classroom

- Culturally diverse population with many English Language Learners
- Rating of “Excellent” on annual evaluation

District Leadership Team Member

- Evaluated data to set district goals
- Collaborated with teachers and administrators

District Data Team Member

- Analyzed school/district standardized test data to determine trends
- Managed data through software analysis programs
- Presented findings to teachers

PROFESSIONAL ORGANIZATIONS:

Past Member, Computer Using Educators

Past Educator Representative, California Association for the Gifted

Past Member, International Society for Technology in Education

VOLUNTEER ACTIVITIES:

Treasurer for 50 Sonoma Homeowners Association

Member at Large for Glenwood School Foundation

RenewalWorks Committee Member for St. Paul’s Episcopal Church

Organizer for Marin County Kappa Alpha Theta Alumnae Chapter

#9

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Tuesday, February 02, 2021 8:06:59 PM
Last Modified: Tuesday, February 02, 2021 8:20:58 PM
Time Spent: 00:13:59
IP Address: 107.77.213.34

Page 1

Q1

Contact Information

First and Last Name	Louise Yost
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Pickleweed Advisory Committee

What Board would you like to apply to?

Page 3

Q6

How long have you lived in San Rafael?

20 years

Q7

Respondent skipped this question

Business Information

Q8

Community Center / Library

How did you hear about this vacant position?

Q9

Do you participate in any civic activities? If so, what are they?

I take a poetry class at College of Marin, and I am the volunteer Events Director for the Environmental Health Network.

Q10

List any civic organizations of which you are a member:

Pickleweed Advisory Committee.
Sierra Club
KQED member.

Q11

Education:

BA in Sociology
Certificate in Arts Administration

Q12

Why are you interested in serving on a board or commission?

Serving is an opportunity to give back to the Canal neighborhood where I live. I also love meeting new neighbors, and enjoy getting to know City staff.

Q13

Describe possible areas in which you may have a conflict of interest with the City:

I have no financial conflict of interest with the City.

Q14

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q15

Ethnicity

[Redacted]

Q16

To which gender do you most identify?

[Redacted]

Q17



How old are you?

#6

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, December 10, 2020 7:59:55 PM
Last Modified: Thursday, December 10, 2020 10:04:54 PM
Time Spent: 02:04:58
IP Address: 172.58.91.178

Page 1

Q1

Contact Information

First and Last Name	Nancy Palacios
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Pickleweed Advisory Committee

What Board would you like to apply to?

Page 3

Q6

How long have you lived in San Rafael?

2.5 years

Q7

Respondent skipped this question

Business Information

Q8

Social Media,
Other (please specify):
Personal research

Q9

Do you participate in any civic activities? If so, what are they?

My civic participation this year was motivated primarily by my immigrant roots and racial inequalities in this county. Some formal and informal civic activities I participated in included: voting in the 2020 election, participating in a Black Lives Matter March in Marinwood in June, writing emails to Lori Frugoli and Tiburon City Council regarding restorative Justice for Yema, donating to Marin Community Fridge, and verbally participating in Marin City Council Meeting and Tiburon Council Meeting.

Q10

List any civic organizations of which you are a member:

I donate on a monthly basis to Canal Alliance and I volunteered in the Phone Banking Program.

Q11

Education:

Bachelors Degree in Accountancy from Santa Clara University

Q12

Why are you interested in serving on a board or commission?

I am daughter of Mexican immigrants whose perseverance has motivated me to be an active participant in this community. I was born and raised in San Francisco and since moving to Marin two and a half years ago I came to realize how essential our Latino community is in Marin. We are the backbone of this county and we deserve proper recognition.

My situation is a bit different, I live in a neighborhood where I maybe the only Latina and my child is biracial. Each time I drive around the Canal neighborhood or stop by a local store I am reminded of the unity of our Latino community and how essential our presence is in this county. I am interested in being on this board because I have the passion and pride of my heritage and I want every child to succeed in this community.

Q13

Describe possible areas in which you may have a conflict of interest with the City:

I am an accountant that audits and consults with many private foundations. Some foundations are located in Marin such as Kalliopeia Foundation.

Q14

Respondent skipped this question

Upload your resume.

Boards and Commissions Application

Q15

Ethnicity

[REDACTED]

Q16

To which gender do you most identify?

[REDACTED]

Q17

How old are you?

[REDACTED]

#13

COMPLETE

Collector: Web Link 1 (Web Link)
Started: Thursday, March 11, 2021 9:59:29 AM
Last Modified: Thursday, March 11, 2021 10:07:50 AM
Time Spent: 00:08:20
IP Address: 172.58.94.255

Page 1

Q1

Contact Information

First and Last Name	Rosa Vasquez
Address	[REDACTED]
City/Town	San Rafael
State/Province	CA
ZIP/Postal Code	94901
Email Address	[REDACTED]
Phone Number	[REDACTED]

Q2

Pickleweed Advisory Committee

What Board would you like to apply to?

Page 3

Q6

How long have you lived in San Rafael?

17 years

Q7

Respondent skipped this question

Business Information

Q8

City Manager's Newsletter

How did you hear about this vacant position?

Q9

Do you participate in any civic activities? If so, what are they?

Yes, Lideres del Canal, Aliados de la salud, El Consejo Restaurativo de Marin(Restorative Justice of Marin), Luma and Amplifying Lidars del Canal.

Q10

List any civic organizations of which you are a member:

Lideres del Canal, Aliados de la salud and Luma.

Q11

Education:

One year of College and a lot if experiance

Q12

Why are you interested in serving on a board or commission?

To make desitions for betterment of Canal.

Q13

Describe possible areas in which you may have a conflict of interest with the City:

With the parking in the Canal area

Q14

Respondent skipped this question

Upload your resume.

Page 4: Demographics

Q15

Ethnicity

[Redacted]

Q16

To which gender do you most identify?

[Redacted]

Q17

How old are you?

[Redacted]



SAN RAFAEL

THE CITY WITH A MISSION

Agenda Item No: 5.d

Meeting Date: June 21, 2021

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Clerk's Office

Prepared by: Lindsay Lara, City Clerk

City Manager Approval: 

TOPIC: STATEMENT OF ECONOMIC INTERESTS ANNUAL FILINGS

SUBJECT: ACCEPT REPORT ON FAIR POLITICAL PRACTICES COMMISSION FORM 700, STATEMENT OF ECONOMIC INTERESTS, 2020 ANNUAL FILINGS, FOR SECTION 87200 FILERS AND DESIGNATED EMPLOYEES, INCLUDING CONSULTANTS, DESIGN REVIEW BOARD, AND PARK AND RECREATION COMMISSION

RECOMMENDATION: Accept report.

BACKGROUND:

On September 21, 2020, the City Council, by [Resolution No. 14855](#), updated/adopted a Conflict of Interest Code for Designated Employees as required by the Fair Political Practices Commission (FPPC).

The City Council is the Code Reviewing Body for all Forms 700, "Conflict of Interest Statement for Designated Employees", and the City Clerk is the Filing Officer.

The annual filings of Form 700 for designated employees, including the Design Review Board, Park and Recreation Commission, and the City's consultants, due April 1, 2021, were for the most part filed in a timely manner, substantially complying with filing requirements, and have been verified for completeness. These documents are available for review in the City Clerk's office.

All Forms 700, Statement of Economic Interests filed by Section 87200 filers, such as the Mayor and City Council, City Manager, City Treasurer/Finance Director and City Attorney were filed by the deadline of Monday, April 1, 2021. The Planning Commission had four late filers who have received their late filer notification. Originals were forwarded to the FPPC on April 1, 2021, with copies retained on file for public review.

ATTACHMENTS:

1. Conflict of Interest Code
 - a. Exhibit A – Designated Employee List
 - b. Exhibit B – Disclosure Categories

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

APPENDIX A
Designated Employees

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
All Departments	Associate Management Analyst	1, 2
	Management Analyst	1, 2
	Senior Management Analyst	1, 2
	Administrative Analyst	1, 2
	Professional Analyst (Fixed Term)	1, 2
	Business Systems Analyst (Fixed Term)	1, 2
City Attorney	Assistant City Attorney	1, 2
	Deputy City Attorney II	1, 2
City Clerk	City Clerk	1, 2
	Deputy City Clerk	1, 2
City Manager	Assistant City Manager	1, 2
	Director of Homeless Planning & Outreach	1, 2
	Director of Economic Development and Innovation	1, 2
	Economic Development Program Coordinator	1, 2
	Sustainability and Volunteer Program Coordinator	1, 2
Community Development	Community Development Director	1, 2
	Planning Manager	1, 2
	Senior Planner	1, 2
	Associate Planner	1, 2
	Assistant Planner	1, 2
	Planning Technician	1, 2
	Senior / Code Enforcement Supervisor	1, 2
	Code Enforcement Official III	1, 2
	Code Enforcement Official II	1, 2
	Code Enforcement Official I	1, 2
	Chief Building Official	1, 2
	Permit Services Coordinator	1, 2
	Senior Building Inspector	1, 2
	Building Inspector II	1, 2
	Building Inspector I	1, 2
Digital Service and Open Government	Director of Digital Service and Open Government	1, 2
	Technology Operations Manager	1, 2
	Data & Infrastructure Manager	1, 2
	Civic Design Manager	1, 2
	Network Analyst	3a, 3d, 3g
	GIS Analyst	3e, 3g
Fire	Fire Chief	1, 2
	Deputy Fire Chief	1, 2
	Battalion Chief – Operations	1, 2
	Battalion Chief – Administration	1, 2
	Administrative Fire Captain	2, 3d, 3e, 3g
	Deputy Fire Marshal	1, 2
	Fire Prevention Specialist	2, 3d, 3e, 3g
	Fire Prevention Inspector II	2, 3d, 3e, 3g
	Fire Prevention Inspector I	2, 3d, 3e, 3g
	Environmental Management Coordinator	2, 3d, 3e, 3g
	Emergency Management Coordinator	2, 3d, 3e, 3g

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
	Vegetation Management Specialist	2, 3d, 3e, 3g
Finance	Accounting Manager	1, 2
	Revenue Supervisor	1, 2
	ERP Project Manager (Fixed Term)	1, 2
	Principal Accountant	1, 2
	Senior Accountant	1, 2
	Payroll Administrator <u>Technician</u>	3a, 3c, 3g
<u>Human Resources</u>	Human Resources Director <u>Director of Employee Experience and Culture</u>	1, 2
	Human Resources Coordinator <u>Operations Manager</u>	1, 2
<u>Library and Recreation</u>	Community Services Director <u>Library and Recreation Director</u>	1, 2
	Assistant Library and Recreation Director	1, 2
	Senior Recreation Supervisor	3a, 3b, 3f, 3g
	Recreation Supervisor	3a, 3b, 3f, 3g
	Program Coordinator	3a, 3b, 3f, 3g
	Recreation Coordinator	3a, 3b, 3f, 3g
	Events Coordinator	1, 2
	<u>Supervising Librarian</u>	<u>3a, 3b, 3f, 3g</u>
	<u>Librarian I/II</u>	<u>3a, 3b, 3f, 3g</u>
<u>Parking Services</u>	Parking Services Manager	1, 2
	Parking Operations Supervisor	2, 3a, 3d, 3g
Police	Chief of Police	1, 2
	Police Captain	1, 2
	Police Lieutenant	1, 2
	Police Support Services Supervisor	3d, 3e, 3f, 3g
	Police Community Services Officer	3d, 3f, 3g
	Youth Services Program Supervisor	3d, 3f, 3g
Public Works	Public Works Director	1, 2
	Assistant Public Works Director / City Engineer	1, 2
	Deputy Public Works Director	1, 2
	Senior Civil Engineer	1, 2
	Associate Civil Engineer	1, 2
	Assistant Civil Engineer	1, 2
	Sr. Associate Engineer	1, 2
	Jr. Engineer	3e, 3g
	Engineering Technician I	3e, 3g
	Engineering Technician II	3e, 3g
	Traffic Engineer	1, 2
	Traffic Engineering Technician I	3e, 3g
	Traffic Engineering Technician II	3e, 3g
	Streets Maintenance Supervisor	1, 2
	Parks Maintenance Supervisor	1, 2
	Operations and Maintenance Manager	1, 2
	Facility Repair Supervisor	3d, 3e, 3f
	Shop & Equipment Supervisor	3d, 3e, 3f
	<u>Senior Project Manager</u>	<u>1, 2</u>
Sanitation District	District Manager / District Engineer	1, 2
	Sr. Civil Engineer	1, 2
	Associate Civil Engineer	1, 2
	Jr. Engineer	1, 2
	Sewers Maintenance Supervisor	3d, 3e, 3f

<u>DEPARTMENT</u>	<u>POSITION</u>	<u>DISCLOSURE CATEGORY</u>
	Sewer Maintenance Superintendent	3d, 3e, 3f
Boards & Commissions	Design Review Board	1, 2
	Park & Recreation Commission	1, 2
Consultants **		1, 2

** With respect to Consultants, the relevant department director may determine in writing that a particular consultant is hired to perform a range of duties that are limited in scope and thus is not required to comply with the disclosure requirements described in these categories. Such determination shall include a description of the consultant's duties and, based upon that description, a statement of the extent of disclosure requirements. The department director shall forward a copy of this determination to the City Clerk. Nothing herein excuses any such consultant from any other provision of this Conflict of Interest Code.

Designated Employees 2020

APPENDIX B

Disclosure Categories

Category 1: All investments and sources of income.

Category 2: All interests in real property in the jurisdiction of San Rafael or within 2 miles of the jurisdiction of San Rafael.

Category 3: Investments in business entities and sources of income of the type which have or foreseeably could contract with the City to provide services, supplies, materials, machinery, or equipment; or which could be enhanced when a designated employee makes or participates in making a decision.

- a. Personnel agencies or personnel consultants;
- b. Municode and Marin County newspapers;
- c. Financial institutions;
- d. Department record forms, communications equipment, safety equipment, firefighting or fire detection equipment, automotive or rolling stock sales, automotive parts or equipment, general departmental supplies or equipment;
- e. Building supplies or building, contractor, or construction firms;
- f. Travel agencies, recreation and athletic supplies, building maintenance and cleaning supplies;
- g. Book, software, and audio-visual publishers and distributors; computer equipment manufacturers and distributors.

NOTE: PENALTY FOR LATE FILING:

As required under the Political Reform Act of 1974, as amended, section 91013, if any person files an original statement after any deadline, he shall be liable in the amount of \$10.00 per day after the deadline until the statement is filed, up to a maximum of \$100.00, whichever is greater.

(Regulations of the Fair Political Practices Commission, Title 2, Division 6, California Code of Regulations.)

§ 18730. Provisions of Conflict of Interest Codes.

(a) Incorporation by reference of the terms of this regulation along with the designation of employees and the formulation of disclosure categories in the Appendix referred to below constitute the adoption and promulgation of a conflict of interest code within the meaning of Section 87300 or the amendment of a conflict of interest code within the meaning of Section 87306 if the terms of this regulation are substituted for terms of a conflict of interest code already in effect. A code so amended or adopted and promulgated requires the reporting of reportable items in a manner substantially equivalent to the requirements of article 2 of chapter 7 of the Political Reform Act, Sections 81000, et seq. The requirements of a conflict of interest code are in addition to other requirements of the Political Reform Act, such as the general prohibition against conflicts of interest contained in Section 87100, and to other state or local laws pertaining to conflicts of interest.

(b) The terms of a conflict of interest code amended or adopted and promulgated pursuant to this regulation are as follows:

(1) Section 1. Definitions.

The definitions contained in the Political Reform Act of 1974, regulations of the Fair Political Practices Commission (Regulations 18110, et seq.), and any amendments to the Act or regulations, are incorporated by reference into this conflict of interest code.

(2) Section 2. Designated Employees.

The persons holding positions listed in the Appendix are designated employees. It has been determined that these persons make or participate in the making of decisions which may foreseeably have a material effect on economic interests.

(3) Section 3. Disclosure Categories.

This code does not establish any disclosure obligation for those designated employees who are also specified in Section 87200 if they are designated in this code in that same capacity or if the geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction in which those persons must report their economic interests pursuant to article 2 of chapter 7 of the Political Reform Act, Sections 87200, et seq.

In addition, this code does not establish any disclosure obligation for any designated employees who are designated in a conflict of interest code for another agency, if all of the following apply:

(A) The geographical jurisdiction of this agency is the same as or is wholly included within the jurisdiction of the other agency;

(B) The disclosure assigned in the code of the other agency is the same as that required under article 2 of chapter 7 of the Political Reform Act, Section 87200; and

(C) The filing officer is the same for both agencies.¹

Such persons are covered by this code for disqualification purposes only. With respect to all other designated employees, the disclosure categories set forth in the Appendix specify which kinds of economic interests are reportable. Such a designated employee shall disclose in his or her statement of economic interests those economic interests he or she has which are of the kind described in the disclosure categories to which he or she is assigned in the Appendix. It has been determined that the economic interests set forth in a designated employee's disclosure categories

are the kinds of economic interests which he or she foreseeably can affect materially through the conduct of his or her office.

(4) Section 4. Statements of Economic Interests: Place of Filing.

The code reviewing body shall instruct all designated employees within its code to file statements of economic interests with the agency or with the code reviewing body, as provided by the code reviewing body in the agency's conflict of interest code.²

(5) Section 5. Statements of Economic Interests: Time of Filing.

(A) Initial Statements. All designated employees employed by the agency on the effective date of this code, as originally adopted, promulgated and approved by the code reviewing body, shall file statements within 30 days after the effective date of this code. Thereafter, each person already in a position when it is designated by an amendment to this code shall file an initial statement within 30 days after the effective date of the amendment.

(B) Assuming Office Statements. All persons assuming designated positions after the effective date of this code shall file statements within 30 days after assuming the designated positions, or if subject to State Senate confirmation, 30 days after being nominated or appointed.

(C) Annual Statements. All designated employees shall file statements no later than April 1. If a person reports for military service as defined in the Servicemember's Civil Relief Act, the deadline for the annual statement of economic interests is 30 days following his or her return to office, provided the person, or someone authorized to represent the person's interests, notifies the filing officer in writing prior to the applicable filing deadline that he or she is subject to that federal statute and is unable to meet the applicable deadline, and provides the filing officer verification of his or her military status.

(D) Leaving Office Statements. All persons who leave designated positions shall file statements within 30 days after leaving office.

(5.5) Section 5.5. Statements for Persons Who Resign Prior to Assuming Office.

Any person who resigns within 12 months of initial appointment, or within 30 days of the date of notice provided by the filing officer to file an assuming office statement, is not deemed to have assumed office or left office, provided he or she did not make or participate in the making of, or use his or her position to influence any decision and did not receive or become entitled to receive any form of payment as a result of his or her appointment. Such persons shall not file either an assuming or leaving office statement.

(A) Any person who resigns a position within 30 days of the date of a notice from the filing officer shall do both of the following:

(1) File a written resignation with the appointing power; and

(2) File a written statement with the filing officer declaring under penalty of perjury that during the period between appointment and resignation he or she did not make, participate in the making, or use the position to influence any decision of the agency or receive, or become entitled to receive, any form of payment by virtue of being appointed to the position.

(6) Section 6. Contents of and Period Covered by Statements of Economic Interests.

(A) Contents of Initial Statements.

Initial statements shall disclose any reportable investments, interests in real property and business positions held on the effective date of the code and income received during the 12 months prior to the effective date of the code.

(B) Contents of Assuming Office Statements.

Assuming office statements shall disclose any reportable investments, interests in real property and business positions held on the date of assuming office or, if subject to State Senate confirmation or appointment, on the date of nomination, and income received during the 12 months prior to the date of assuming office or the date of being appointed or nominated, respectively.

(C) Contents of Annual Statements. Annual statements shall disclose any reportable investments, interests in real property, income and business positions held or received during the previous calendar year provided, however, that the period covered by an employee's first annual statement shall begin on the effective date of the code or the date of assuming office whichever is later, or for a board or commission member subject to Section 87302.6, the day after the closing date of the most recent statement filed by the member pursuant to Regulation 18754.

(D) Contents of Leaving Office Statements.

Leaving office statements shall disclose reportable investments, interests in real property, income and business positions held or received during the period between the closing date of the last statement filed and the date of leaving office.

(7) Section 7. Manner of Reporting.

Statements of economic interests shall be made on forms prescribed by the Fair Political Practices Commission and supplied by the agency, and shall contain the following information:

(A) Investment and Real Property Disclosure.

When an investment or an interest in real property³ is required to be reported,⁴ the statement shall contain the following:

1. A statement of the nature of the investment or interest;

2. The name of the business entity in which each investment is held, and a general description of the business activity in which the business entity is engaged;
3. The address or other precise location of the real property;
4. A statement whether the fair market value of the investment or interest in real property equals or exceeds \$2,000, exceeds \$10,000, exceeds \$100,000, or exceeds \$1,000,000.

(B) Personal Income Disclosure. When personal income is required to be reported,⁵ the statement shall contain:

1. The name and address of each source of income aggregating \$500 or more in value, or \$50 or more in value if the income was a gift, and a general description of the business activity, if any, of each source;
2. A statement whether the aggregate value of income from each source, or in the case of a loan, the highest amount owed to each source, was \$1,000 or less, greater than \$1,000, greater than \$10,000, or greater than \$100,000;
3. A description of the consideration, if any, for which the income was received;
4. In the case of a gift, the name, address and business activity of the donor and any intermediary through which the gift was made; a description of the gift; the amount or value of the gift; and the date on which the gift was received;
5. In the case of a loan, the annual interest rate and the security, if any, given for the loan and the term of the loan.

(C) Business Entity Income Disclosure. When income of a business entity, including income of a sole proprietorship, is required to be reported,⁶ the statement shall contain:

1. The name, address, and a general description of the business activity of the business entity;

2. The name of every person from whom the business entity received payments if the filer's pro rata share of gross receipts from such person was equal to or greater than \$10,000.

(D) Business Position Disclosure. When business positions are required to be reported, a designated employee shall list the name and address of each business entity in which he or she is a director, officer, partner, trustee, employee, or in which he or she holds any position of management, a description of the business activity in which the business entity is engaged, and the designated employee's position with the business entity.

(E) Acquisition or Disposal During Reporting Period. In the case of an annual or leaving office statement, if an investment or an interest in real property was partially or wholly acquired or disposed of during the period covered by the statement, the statement shall contain the date of acquisition or disposal.

(8) Section 8. Prohibition on Receipt of Honoraria.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept any honorarium from any source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (a), (b), and (c) of Section 89501 shall apply to the prohibitions in this section.

(D) This section shall not limit or prohibit payments, advances, or reimbursements for travel and related lodging and subsistence authorized by Section 89506.

(8.1) Section 8.1. Prohibition on Receipt of Gifts in Excess of \$500.

(A) No member of a state board or commission, and no designated employee of a state or local government agency, shall accept gifts with a total value of more than \$500 in a calendar year from any single source, if the member or employee would be required to report the receipt of income or gifts from that source on his or her statement of economic interests.

(B) This section shall not apply to any part-time member of the governing board of any public institution of higher education, unless the member is also an elected official.

(C) Subdivisions (e), (f), and (g) of Section 89503 shall apply to the prohibitions in this section.

(8.2) Section 8.2. Loans to Public Officials.

(A) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the elected officer holds office or over which the elected officer's agency has direction and control.

(B) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any officer, employee, member, or consultant of the state or local government agency in which the public official holds office or over which the public official's agency has direction and control. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(C) No elected officer of a state or local government agency shall, from the date of his or her election to office through the date that he or she vacates office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected

officer has been elected or over which that elected officer's agency has direction and control.

This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status.

(D) No public official who is exempt from the state civil service system pursuant to subdivisions (c), (d), (e), (f), and (g) of Section 4 of Article VII of the Constitution shall, while he or she holds office, receive a personal loan from any person who has a contract with the state or local government agency to which that elected officer has been elected or over which that elected officer's agency has direction and control. This subdivision shall not apply to loans made by banks or other financial institutions or to any indebtedness created as part of a retail installment or credit card transaction, if the loan is made or the indebtedness created in the lender's regular course of business on terms available to members of the public without regard to the elected officer's official status. This subdivision shall not apply to loans made to a public official whose duties are solely secretarial, clerical, or manual.

(E) This section shall not apply to the following:

1. Loans made to the campaign committee of an elected officer or candidate for elective office.

2. Loans made by a public official's spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such persons, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans from a person which, in the aggregate, do not exceed \$500 at any given time.

4. Loans made, or offered in writing, before January 1, 1998.

(8.3) Section 8.3. Loan Terms.

(A) Except as set forth in subdivision (B), no elected officer of a state or local government agency shall, from the date of his or her election to office through the date he or she vacates office, receive a personal loan of \$500 or more, except when the loan is in writing and clearly states the terms of the loan, including the parties to the loan agreement, date of the loan, amount of the loan, term of the loan, date or dates when payments shall be due on the loan and the amount of the payments, and the rate of interest paid on the loan.

(B) This section shall not apply to the following types of loans:

1. Loans made to the campaign committee of the elected officer.

2. Loans made to the elected officer by his or her spouse, child, parent, grandparent, grandchild, brother, sister, parent-in-law, brother-in-law, sister-in-law, nephew, niece, aunt, uncle, or first cousin, or the spouse of any such person, provided that the person making the loan is not acting as an agent or intermediary for any person not otherwise exempted under this section.

3. Loans made, or offered in writing, before January 1, 1998.

(C) Nothing in this section shall exempt any person from any other provision of Title 9 of the Government Code.

(8.4) Section 8.4. Personal Loans.

(A) Except as set forth in subdivision (B), a personal loan received by any designated employee shall become a gift to the designated employee for the purposes of this section in the following circumstances:

1. If the loan has a defined date or dates for repayment, when the statute of limitations for filing an action for default has expired.

2. If the loan has no defined date or dates for repayment, when one year has elapsed from the later of the following:

a. The date the loan was made.

b. The date the last payment of \$100 or more was made on the loan.

c. The date upon which the debtor has made payments on the loan aggregating to less than \$250 during the previous 12 months.

(B) This section shall not apply to the following types of loans:

1. A loan made to the campaign committee of an elected officer or a candidate for elective office.

2. A loan that would otherwise not be a gift as defined in this title.

3. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor has taken reasonable action to collect the balance due.

4. A loan that would otherwise be a gift as set forth under subdivision (A), but on which the creditor, based on reasonable business considerations, has not undertaken collection action.

Except in a criminal action, a creditor who claims that a loan is not a gift on the basis of this paragraph has the burden of proving that the decision for not taking collection action was based on reasonable business considerations.

5. A loan made to a debtor who has filed for bankruptcy and the loan is ultimately discharged in bankruptcy.

(C) Nothing in this section shall exempt any person from any other provisions of Title 9 of the Government Code.

(9) Section 9. Disqualification.

No designated employee shall make, participate in making, or in any way attempt to use his or her official position to influence the making of any governmental decision which he or she knows or has reason to know will have a reasonably foreseeable material financial effect, distinguishable from its effect on the public generally, on the official or a member of his or her immediate family or on:

(A) Any business entity in which the designated employee has a direct or indirect investment worth \$2,000 or more;

(B) Any real property in which the designated employee has a direct or indirect interest worth \$2,000 or more;

(C) Any source of income, other than gifts and other than loans by a commercial lending institution in the regular course of business on terms available to the public without regard to official status, aggregating \$500 or more in value provided to, received by or promised to the designated employee within 12 months prior to the time when the decision is made;

(D) Any business entity in which the designated employee is a director, officer, partner, trustee, employee, or holds any position of management; or

(E) Any donor of, or any intermediary or agent for a donor of, a gift or gifts aggregating \$500 or more provided to, received by, or promised to the designated employee within 12 months prior to the time when the decision is made.

(9.3) Section 9.3. Legally Required Participation.

No designated employee shall be prevented from making or participating in the making of any decision to the extent his or her participation is legally required for the decision to be made. The

fact that the vote of a designated employee who is on a voting body is needed to break a tie does not make his or her participation legally required for purposes of this section.

(9.5) Section 9.5. Disqualification of State Officers and Employees.

In addition to the general disqualification provisions of section 9, no state administrative official shall make, participate in making, or use his or her official position to influence any governmental decision directly relating to any contract where the state administrative official knows or has reason to know that any party to the contract is a person with whom the state administrative official, or any member of his or her immediate family has, within 12 months prior to the time when the official action is to be taken:

(A) Engaged in a business transaction or transactions on terms not available to members of the public, regarding any investment or interest in real property; or

(B) Engaged in a business transaction or transactions on terms not available to members of the public regarding the rendering of goods or services totaling in value \$1,000 or more.

(10) Section 10. Disclosure of Disqualifying Interest.

When a designated employee determines that he or she should not make a governmental decision because he or she has a disqualifying interest in it, the determination not to act may be accompanied by disclosure of the disqualifying interest.

(11) Section 11. Assistance of the Commission and Counsel.

Any designated employee who is unsure of his or her duties under this code may request assistance from the Fair Political Practices Commission pursuant to Section 83114 and Regulations 18329 and 18329.5 or from the attorney for his or her agency, provided that nothing in this section requires the attorney for the agency to issue any formal or informal opinion.

(12) Section 12. Violations.

This code has the force and effect of law. Designated employees violating any provision of this code are subject to the administrative, criminal and civil sanctions provided in the Political Reform Act, Sections 81000-91014. In addition, a decision in relation to which a violation of the disqualification provisions of this code or of Section 87100 or 87450 has occurred may be set aside as void pursuant to Section 91003.

¹ Designated employees who are required to file statements of economic interests under any other agency's conflict of interest code, or under article 2 for a different jurisdiction, may expand their statement of economic interests to cover reportable interests in both jurisdictions, and file copies of this expanded statement with both entities in lieu of filing separate and distinct statements, provided that each copy of such expanded statement filed in place of an original is signed and verified by the designated employee as if it were an original. See Section 81004.

² See Section 81010 and Regulation 18115 for the duties of filing officers and persons in agencies who make and retain copies of statements and forward the originals to the filing officer.

³ For the purpose of disclosure only (not disqualification), an interest in real property does not include the principal residence of the filer.

⁴ Investments and interests in real property which have a fair market value of less than \$2,000 are not investments and interests in real property within the meaning of the Political Reform Act. However, investments or interests in real property of an individual include those held by the individual's spouse and dependent children as well as a pro rata share of any investment or interest in real property of any business entity or trust in which the individual, spouse and dependent children own, in the aggregate, a direct, indirect or beneficial interest of 10 percent or greater.

⁵ A designated employee's income includes his or her community property interest in the income of his or her spouse but does not include salary or reimbursement for expenses received from a state, local or federal government agency.

⁶ Income of a business entity is reportable if the direct, indirect or beneficial interest of the filer and the filer's spouse in the business entity aggregates a 10 percent or greater interest. In addition, the disclosure of persons who are clients or customers of a business entity is required only if the clients or customers are within one of the disclosure categories of the filer.

Note: Authority cited: Section 83112, Government Code. Reference: Sections 87103(e), 87300-87302, 89501, 89502 and 89503, Government Code.

HISTORY

1. New section filed 4-2-80 as an emergency; effective upon filing (Register 80, No. 14).
Certificate of Compliance included.
2. Editorial correction (Register 80, No. 29).
3. Amendment of subsection (b) filed 1-9-81; effective thirtieth day thereafter (Register 81, No. 2).
4. Amendment of subsection (b)(7)(B)1. filed 1-26-83; effective thirtieth day thereafter (Register 83, No. 5).
5. Amendment of subsection (b)(7)(A) filed 11-10-83; effective thirtieth day thereafter (Register 83, No. 46).
6. Amendment filed 4-13-87; operative 5-13-87 (Register 87, No. 16).
7. Amendment of subsection (b) filed 10-21-88; operative 11-20-88 (Register 88, No. 46).
8. Amendment of subsections (b)(8)(A) and (b)(8)(B) and numerous editorial changes filed 8-28-90; operative 9-27-90 (Reg. 90, No. 42).

9. Amendment of subsections (b)(3), (b)(8) and renumbering of following subsections and amendment of Note filed 8-7-92; operative 9-7-92 (Register 92, No. 32).
10. Amendment of subsection (b)(5.5) and new subsections (b)(5.5)(A)-(A)(2) filed 2-4-93; operative 2-4-93 (Register 93, No. 6).
11. Change without regulatory effect adopting Conflict of Interest Code for California Mental Health Planning Council filed 11-22-93 pursuant to title 1, section 100, California Code of Regulations (Register 93, No. 48). Approved by Fair Political Practices Commission 9-21-93.
12. Change without regulatory effect redesignating Conflict of Interest Code for California Mental Health Planning Council as chapter 62, section 55100 filed 1-4-94 pursuant to title 1, section 100, California Code of Regulations (Register 94, No. 1).
13. Editorial correction adding History 11 and 12 and deleting duplicate section number (Register 94, No. 17).
14. Amendment of subsection (b)(8), designation of subsection (b)(8)(A), new subsection (b)(8)(B), and amendment of subsections (b)(8.1)-(b)(8.1)(B), (b)(9)(E) and Note filed 3-14-95; operative 3-14-95 pursuant to Government Code section 11343.4(d) (Register 95, No. 11).
15. Editorial correction inserting inadvertently omitted language in footnote 4 (Register 96, No. 13).
16. Amendment of subsections (b)(8)(A)-(B) and (b)(8.1)(A), repealer of subsection (b)(8.1)(B), and amendment of subsection (b)(12) filed 10-23-96; operative 10-23-96 pursuant to Government Code section 11343.4(d) (Register 96, No. 43).
17. Amendment of subsections (b)(8.1) and (9)(E) filed 4-9-97; operative 4-9-97 pursuant to Government Code section 11343.4(d) (Register 97, No. 15).

18. Amendment of subsections (b)(7)(B)5., new subsections (b)(8.2)-(b)(8.4)(C) and amendment of Note filed 8-24-98; operative 8-24-98 pursuant to Government Code section 11343.4(d) (Register 98, No. 35).

19. Editorial correction of subsection (a) (Register 98, No. 47).

20. Amendment of subsections (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 5-11-99; operative 5-11-99 pursuant to Government Code section 11343.4(d) (Register 99, No. 20).

21. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-6-2000; operative 1-1-2001 pursuant to the 1974 version of Government Code section 11380.2 and Title 2, California Code of Regulations, section 18312(d) and (e) (Register 2000, No. 49).

22. Amendment of subsections (b)(3) and (b)(10) filed 1-10-2001; operative 2-1-2001.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 2).

23. Amendment of subsections (b)(7)(A)4., (b)(7)(B)1.-2., (b)(8.2)(E)3., (b)(9)(A)-(C) and footnote 4. filed 2-13-2001. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2001, No. 7).

24. Amendment of subsections (b)(8.1)-(b)(8.1)(A) filed 1-16-2003; operative 1-1-2003.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District,

nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2003, No. 3).

25. Editorial correction of History 24 (Register 2003, No. 12).

26. Editorial correction removing extraneous phrase in subsection (b)(9.5)(B) (Register 2004, No. 33).

27. Amendment of subsections (b)(2)-(3), (b)(3)(C), (b)(6)(C), (b)(8.1)-(b)(8.1)(A), (b)(9)(E) and (b)(11)-(12) filed 1-4-2005; operative 1-1-2005 pursuant to Government Code section 11343.4 (Register 2005, No. 1).

28. Amendment of subsection (b)(7)(A)4. filed 10-11-2005; operative 11-10-2005 (Register 2005, No. 41).

29. Amendment of subsections (a), (b)(1), (b)(3), (b)(8.1), (b)(8.1)(A) and (b)(9)(E) filed 12-18-2006; operative 1-1-2007. Submitted to OAL pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2006, No. 51).

30. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 10-31-2008; operative 11-30-2008. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2008, No. 44).

31. Amendment of section heading and section filed 11-15-2010; operative 12-15-2010. Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of*

Administrative Law, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2010, No. 47).

32. Amendment of section heading and subsections (a)-(b)(1), (b)(3)-(4), (b)(5)(C), (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) and amendment of footnote 1 filed 1-8-2013; operative 2-7-2013.

Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2013, No. 2).

33. Amendment of subsections (b)(8.1)-(b)(8.1)(A), (b)(8.2)(E)3. and (b)(9)(E) filed 12-15-2014; operative 1-1-2015 pursuant to section 18312(e)(1)(A), title 2, California Code of Regulations.

Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements) (Register 2014, No. 51).

34. Redesignation of portions of subsection (b)(8)(A) as new subsections (b)(8)(B)-(D), amendment of subsections (b)(8.1)-(b)(8.1)(A), redesignation of portions of subsection (b)(8.1)(A) as new subsections (b)(8.1)(B)-(C) and amendment of subsection (b)(9)(E) filed 12-1-2016; operative 12-31-2016 pursuant to Cal. Code Regs. tit. 2, section 18312(e). Submitted to OAL for filing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision,

April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2016, No. 49).

35. Amendment of subsections (b)(8.1)-(b)(8.1)(A) and (b)(9)(E) filed 12-12-2018; operative 1-11-2019 pursuant to Cal. Code Regs., tit. 2, section 18312(e). Submitted to OAL for filing and printing pursuant to *Fair Political Practices Commission v. Office of Administrative Law*, 3 Civil C010924, California Court of Appeal, Third Appellate District, nonpublished decision, April 27, 1992 (FPPC regulations only subject to 1974 Administrative Procedure Act rulemaking requirements and not subject to procedural or substantive review by OAL) (Register 2018, No. 50).



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: CITY ATTORNEY

Prepared by: Lisa Goldfien,
Assistant City Attorney

City Manager Approval: _____

TOPIC: LIABILITY CLAIMS ADMINISTRATION SERVICES

SUBJECT: RESOLUTION AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT WITH GEORGE HILLS COMPANY FOR THE PROVISION OF THIRD-PARTY LIABILITY CLAIMS ADMINISTRATION SERVICES FOR A THREE-YEAR PERIOD, IN AN AMOUNT NOT TO EXCEED \$299,800

RECOMMENDATION:

Adopt a resolution authorizing the City Manager to approve a three-year agreement with George Hills Company for the provision of third-party liability claims administration services in an amount not to exceed \$299,800.

BACKGROUND:

For cities the size of San Rafael, with our level of staffing, it is not possible to reliably maintain the capacity in-house to manage claims adjustments, investigations, and other liability claims administration functions for property damage and personal injury claims made by third parties against the City. Therefore, the City has historically contracted for these services with an outside claims administration company.

In 2001, after an extensive Request for Proposals (RFP) process to qualify, investigate, and interview candidates to administer the City's third-party liability claims, the City awarded a contract to George Hills Company, a long-established Northern California provider of third-party liability claims administration for public entities. Since then, George Hills has handled the City's liability claims out of its Sonoma and Solano County offices. The claims have been handled efficiently, promptly and at reasonable cost.

The City's current agreement for services with George Hills Company is scheduled to expire on June 30, 2021.

ANALYSIS:

City staff has been happy with the services provided by George Hills Company. Mr. Rodger Hayton, the account manager for the City's claims, has actively and very successfully investigated and resolved third-party claims and has diligently supervised litigation of those claims that have not been resolved at an

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

early stage. A claims audit performed in 2020 by the City's excess insurance pool, the California Joint Powers Risk Management Association, concluded that "Overall, claim files receive the attention and work required to show the good results that are being seen on files."

The proposed contract cost covers all claims administration services and provides additional administrative services including direct access to the company's claims data system, the provision of monthly reports and loss runs, assistance with audits, and filing of regulatory reports.

City staff has confidence in the company's ability to effectively manage the City's liability claims and recommends renewal of the company's contract for a three-year term.

FISCAL IMPACT:

The total cost of the current one-year contract is \$95,950. For the proposed new contract, the total annual will increase by approximately 3% to \$97,800 for FY 2021-22 and will increase by approximately 3% per year to \$99,650 for FY 2022-23 and \$102,350 for FY 2023-24. The total cost over three years will be \$299,800. The first-year costs are accounted for in the proposed FY 2021-22 budget as part of the City's general liability internal service fund and funds for the ongoing costs for future years have been earmarked.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Adopt the resolution as recommended by staff approving a three-year agreement.
2. Adopt resolution with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt a resolution authorizing the City Manager to approve a three-year agreement with George Hills Company for the provision of third-party liability claims administration services in an amount not to exceed \$299,800.

ATTACHMENTS:

1. Resolution
2. July 1, 2021- June 30, 2024 Agreement for Claims Adjusting and Administration Services

RESOLUTION NO.

**RESOLUTION OF THE SAN RAFAEL CITY COUNCIL
AUTHORIZING THE CITY MANAGER TO EXECUTE AN AGREEMENT
WITH GEORGE HILLS COMPANY FOR THE PROVISION OF THIRD-PARTY
LIABILITY CLAIMS ADMINISTRATION SERVICES FOR A THREE-YEAR
PERIOD, IN AN AMOUNT NOT TO EXCEED \$299,800**

WHEREAS, the City of San Rafael's third-party liability claims administration services have been provided by George Hills Company for the past several years; and

WHEREAS, the City has been very satisfied with the services provided by George Hills Company, and the City wishes to continue to contract for such services for an additional year;

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of San Rafael hereby approves and authorizes the City Manager to execute an Agreement with George Hills Company for the Provision of Third-Party Liability Claims Administration Services for a term of three years (July 1, 2021 to June 30, 2024), in an amount not to exceed \$299,800 and in the form included with the staff report for this resolution, subject to final approval as to form by the City Attorney.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the San Rafael City Council held on the 21st day of June 2021, by the following vote to wit:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

LINDSAY LARA, City Clerk

CLAIMS ADJUSTING AND ADMINISTRATION
SERVICE CONTRACT BETWEEN
THE CITY OF SAN RAFAEL AND GEORGE HILLS COMPANY, INC.

This contract is made and entered into this 1st day of July, 2021 by and between the CITY OF SAN RAFAEL, hereinafter referred to as "CLIENT," and GEORGE HILLS COMPANY, INC., hereinafter referred to as "GH."

GH is a California Corporation doing business as licensed, independent insurance adjusters and administrators, with John Chaquica, CEO, responsible for contract compliance and terms. Chris Shaffer, Vice President Claims Administration, shall oversee the daily operations.

The company's corporate office is located at P.O. Box 278, Rancho Cordova, California, 95741, telephone, (916) 859-4800.

The CLIENT is located at 1400 Fifth Avenue, San Rafael, CA 94901.

IT IS HEREBY AGREED by and between the parties signing this contract as follows:

I. GENERAL

CLIENT is desirous of availing itself of liability and property claims adjusting and administration services for those claims assigned per the Scope of Services (Section II). GH is a Third-Party Claims Administrator handling self-insured claims and is ready to and capable of performing such services. As such, GH may act as a representative of the CLIENT when directed for the investigation, adjustment, processing, and evaluation of general liability, motor vehicle, and potential money damage claims or incidents filed by third parties against the CLIENT, or against parties for whom the CLIENT is alleged to be legally responsible, which are premised upon allegations of willful, intentional, negligent, or careless acts and/or omissions ("CLAIMS").

II. SCOPE OF SERVICES

GH agrees to provide complete claim handling services on each accident or incident, as directed by CLIENT. Each CLAIM will be subject to the Scope of Services and Client Expressed Authority and Limitations form, attached hereto as Exhibit A. CLIENT shall determine the scope of services to be provided by GH by signing the the Scope of Services and Client Expressed Authority and Limitations for each Contract. The Scope of Services and Client Expressed Authority and Limitations form shall be the controlling document for the scope of claims adjusting services to be provided by GH for CLIENT and may be amended as needed during the Contractual period.

III. DENIAL, COMPROMISE, OR SETTLEMENT OF CLAIMS

It is agreed that CLIENT has granted \$0 authority to GH for the purpose of compromising, settling, and paying any claims against CLIENT being handled by GH. GH will issue payment for legal expenses as defined in the Client Expressed Scope of Work form. Prior approval to compromise or settle any claim or pay any expense will be obtained from the designated claims officer or employee on matters exceeding the authority granted above.

IV. FILE RETENTION

GH shall serve as the custodian of the client's data, for documents related to each of the claims subject to this agreement only, and as such shall electronically retain all related records through the life of this contract. Upon termination of this contract, GH shall dispose of or transfer the data at the client's direction. Client and GH may agree via a separate signed agreement to retain records for a longer period of time.

V. CONFIDENTIALITY

All data, documents, discussions, or other information developed or received by or for GH in performance of this contract are confidential and not to be disclosed to any person except as authorized by CLIENT or CLIENT's designee, or as required by law.

VI. CONFLICT OF INTEREST

In the event GH receives a claim from the CLIENT in which there arises a "conflict of interest," GH shall immediately notify CLIENT. CLIENT may then, at their expense choose to hire another well-qualified claim firm to handle that particular claim to a conclusion. GH covenants that it presently knows of no interest, direct or indirect, which would conflict in any manner with the performance of services required under this contract.

VII. CLIENT RESPONSIBILITY

CLIENT agrees to the following:

- 1) CLIENT shall cooperate with GH as reasonably necessary for GH to perform its services.
- 2) CLIENT agrees to provide direction to GH as requested regarding particular project requirements.
- 3) CLIENT shall identify a primary contact person(s) for an account as well as for billing and loss run submission. In addition, CLIENT shall be responsible for reporting all changes in the primary point of contact to GH.
- 4) CLIENT shall be responsible for reporting to GH all Bodily Injury Claims in addition to all other items noted in Attachment B to this Agreement "Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA)."
- 5) CLIENT shall be responsible for updating GH on any changes to coverage/policy language; including limits, retentions/deductibles and coverage changes by April 30 of each year.
- 6) CLIENT shall obtain any necessary consent in the collection of any CLIENT data that is transmitted to a third party (i.e., lawyer, actuary, or auditor). CLIENT shall provide GH with reasonable assurances that it has the necessary consent to transmit CLIENT data to a third party. CLIENT acknowledges that the claims data may contain confidential and/or protected health information ("PHI"). In the event CLIENT authorizes and directs GH to provide claims data to a third party, CLIENT will indemnify, defend and hold harmless GH from and against all claims, damages, losses and expenses, including court costs and reasonable attorneys' fees, arising out of or resulting from:(i) any action against GH that is

based on any negligent act or omission of CLIENT or a third party in transmitting and/or disclosing the PHI and/or claims data; or (ii) the violation of any state or federal statute, ordinance, or regulation by CLIENT or a third party in transmitting and/or disclosing the claims data.

VIII. **COMPENSATION, FEES AND EXPENSES**

The following compensation, fees and expenses, shall be paid in consideration for the services provided by GH as described in Section II – Scope of Services, which has been agreed to, including claims activity. This section shall remain enforced and services provided during the term of this contract, unless otherwise amended pursuant to section XIX of this Contract.

The amounts to be paid pursuant to this Contract are detailed in two distinct areas of services: first, under subsection A below, “General and Administrative Services,” which is outlined above in paragraph II, Scope of Work, and stated in greater detail in Attachment A, Sections A, E, F and H; and second, services specifically related to claims handling and administration, which is detailed in Attachment A, Sections B, C, D, G and I, for which an annual fixed fee is charged pursuant to subsection B, “Claim Administration Services,” as stated below. Both fees will be billed together monthly. Additionally, if CLIENT elects any optional services that are listed in subsection C below, such agreed upon additional amounts will also be billed together monthly.

1) **General and Administrative Services**

a. **Annual Administration Fee:**

FY21-22: \$3,800

FY22-23: \$3,900

FY23-24: \$4,100

b. **Mileage – Adjuster:** Mileage is paid at the IRS rate.

c. **MMSEA:** There is a \$250 annual reporting fee. which are paid directly to ExamWorks, for the performance of CMS reporting.

d. **Adjuster Travel Expenses:** GH will separately charge for any travel expenses in connection with attendance at mediations, settlement conferences, trials, etc. This will be subject to prior approval and that actual expenses will be submitted with receipts on a monthly basis.

e. **CXP Access Fee:** Access to the CMIS is Included in the annual administration fee, it includes the setup and management of up to five (5) user accounts through CXP.

f. **iMetrics Report Fee:** There will be no charge for our iMetrics business intelligence reports with executive in-person debriefs.

- g. **Custom Reports:** Additional charges for custom reporting shall be defined as, requiring a third-party programmer for three hours or more and is client specific.
- h. **Catastrophic Fees:** GH recognizes that there are events that are unanticipated and catastrophic. When such events occur, it requires additional hours for the handling of such claims. As such, to preserve the quality and efficiency of service for which we are known, GH proposes that should any one catastrophic event occur resulting in five or more claimants, or two or more claimants with their own defense counsel, CLIENT shall be billed at the current hourly rate for all services. Catastrophic Fees under this section only apply to CLIENTs which have selected a “Fixed Fee” or “Time and Expense with a cap” payment options.
- i. **3% Escalator:** GH pricing option for the contract is a 3% annual increase.
- j. **General File:** A general administrative file shall be established and maintained to track effort related to services necessary to fulfill our contractual obligations and not otherwise associated with a claim.
- k. **Paper Files:** GH is prepared to take the lead to arrange for all services relating to conversion storage, copying, scanning, shipping, and disposal. GH will provide you a quote for any services related to storage, retrieval, copying, scanning, shipping, and disposal of paper files.

2) Claims Administration Services

- a. **Time and Expense:** For informational purposes only, where a contract is based on Time and Expenses or for purposes of Catastrophic Fees under Section VIII(1)(h), the GH Claims team charges time to each claim on the basis of 1/10th time for based on the task performed. This time and further descriptions shall be on each monthly invoice.

The current hourly rates are:

Supervisor:	\$115/hour*
Adjuster:	\$95/hour*
Claims Processing:	\$75/hour*

**Subject to the 3% escalator*

- c. **Fixed Fee Per Year**

The CLIENT elects a fix fee as compensation for services performed by GH pursuant to this Contract. The following fees are calculated on an

annual basis but charged to the CLIENT monthly (prorated) for services rendered as described herein.

Fixed Fee	
Year One: FY21-22	\$93,750
Year Two: FY22-23	\$95,500
Year Three: FY23-24	\$98,000

3) First Party Subrogation Services And Fees

GH is a claim administration firm experienced in the handling of first party subrogation claims and is ready and capable of performing such services on behalf of CLIENT. GH does not handle subrogation claims with a value of less than \$1000. For any claim in excess of \$1,000, CLIENT authorizes GH to initiate its Subrogation Services as described more fully in Attachment A, Scope of Services and and Client Expressed Authority and Limitations as well as Attachment A-1, Subrogation Agreement. Our services are unique to a first party loss of the CLIENT caused by the intentional or negligent act of a third party. CLIENT will pay a Subrogation Fee in the amount of 30% for each and every recovery obtained. The minimum amount to be paid to GH will be \$250 per claim upon recovery.

4) Optional Services

a. Legal Services and Consultation (Optional):

GH employs in-house General Counsel which have vast experience in claims and litigation handling for all claims which are, or could be, subject to this agreement. GH offers the services of its attorneys as an additional resource for GH clients as follows:

- i. Litigation Management: \$ _N/A_ * p/hour
 These services include the oversight of all assigned GH claims adjusters and monitoring and handling of “watch list” claims (highest exposure, most complex litigation). These services are also available on a claim by claim basis in support of the Lead Adjuster assigned due to the complexity of the claims.
- ii. Monitoring Counsel: \$ _N/A* p/hour
 This case specific service includes evaluating coverage issues, monitoring claim and litigation strategy, analyzing liability and damage issues, participating in discussions regarding resolution by trial or settlement, and controlling costs.

- iii. Outside General and Special Counsel: \$ N/A* p/hour
These services include confidential analysis and problem solving for managing risk and avoiding unnecessary litigation and provides immediate access to legal advice This includes identifying coverage issues, providing input and assistance on Public Records Act Requests, tort claim handling and strategy, conflicts of interest, oversight of outside litigation counsel and providing legal opinions on potential and active litigation.
- iv. Trial/Mediation/Board Meetings Attendance: \$ N/A* p/hour
These services include attending Board Meetings, trial, mediation, and other court hearing attendance including appearing before Courts of Appeal. Analysis and consultation provided before, during and after these significant litigation events can reduce exposure and maximize opportunities for resolution.
- v. Legal Training and Seminars:\$N/A* p/hour
These services include providing customized seminars and training upon request. Subject areas include memorandums of coverage, all aspects of risk management, claims handling and litigation, employment law and general liability claims. Courses are customized to address the client's specific needs.
- vi. Professional and Financial Services: \$150/hour
As related to risk management and loss prevention in alignment with the scope of services.

NOTE: These services are traditionally Time and Expense, however an annual fee can be considered.

IX. PAYMENT SCHEDULE

GH will submit its invoices to CLIENT, and payment shall be made by CLIENT, within a reasonable period of time, not to exceed thirty (30) days from the date of the invoice.

X. TERM AND TERMINATION

The term of this contract shall be for three (3) years and shall commence on July 1, 2021 through and including June 30, 2024. Either party may terminate this contract for any reason upon issuing a ninety (90) day written notice to the other party pursuant to section XVIII of this Contract.

Termination for Convenience: CLIENT may at any time and for any reason terminate this Agreement upon ninety (90) days written notice to GH pursuant to section XVIII of this Contract. Notice shall be deemed served on the date of mailing. Upon receipt of such notice, GH shall discontinue services at the end of the 90-day period in connection with the scope of services of this Agreement. Upon such termination, GH shall be entitled to payment from CLIENT for services completed and provided through the date of termination, per Section VIII.

Termination Costs: If termination takes place in less than three (3) years from start of term, CLIENT may be subject to a fee, not to exceed \$2,500, intended to cover costs associated with outgoing data conversion, transition and contract close out.

Upon completion of data conversion and return of data back to CLIENT (electronic and/or hard copy), GH will destroy any remaining files.

XI. FAIR EMPLOYMENT

It is the policy of GH to provide fair and equal treatment to all staff members. GH is an Equal Opportunity Employer and does not discriminate in any way against any person on the basis of age, race, sex, color, national origin, national ancestry, physical disability, medical condition, mental disability, religion, creed, marital status, sexual orientation, gender identification, gender expression, use of family care leave or any other classification deemed protected by law.

XII. INDEPENDENT CONTRACTOR

In performing claims administrative services herein agreed upon, GH, and all GH employees, shall have the status of an independent contractor of the CLIENT and shall not be deemed to be an officer, employee, or agent of CLIENT.

XIII. INDEMNIFICATION

GH will defend, indemnify, and hold harmless CLIENT from and against all claims, demands, actions, or causes of action arising directly or indirectly from the negligent action, conduct, or failure to act by GH personnel ("Indemnity Event"), except that indemnity under this section does not apply with respect to any claim, demand, action, or cause of action arising out of the sole negligence or willful misconduct of the CLIENT. This right to indemnity shall not cover any claims in which there is a failure to give GH prompt and timely notice, within thirty (30) days of notice received by the CLIENT which implicates this provision, but only if and to the extent that such failure materially prejudices the defense of such claims. For an Indemnity Event, the maximum amount recoverable by CLIENT against GH for damages and costs (inclusive of attorneys' fees) is limited to the insurance policy limits, of the policy which covers the Indemnity Event held by GH, in place at the time of the Indemnity Event.

CLIENT will defend, indemnify, and hold harmless GH, and/or employees of GH, from and against all claims, demands, actions, or causes of action, which may arise, from the action, conduct, or failure to act by CLIENT. In any cases subject to this indemnity provision, wherein GH, or any employee of GH, is named in a filed or verified complaint simply by virtue of the fact it is the CLAIMS ADMINISTRATION firm, or an employee thereof, on a given claim, the CLIENT will defend GH, and/or its employees, at no cost to GH or its employees.

XIV. INSURANCE

GH shall provide CLIENT with Certificates of Insurance duly executed by an authorized representative of insurance company or companies authorized to transact business in the State of California, and said Certificates shall evidence that the GH has in full force and effect: (1) \$1,000,000 per occurrence Commercial General Liability coverage applying to bodily injury, personal injury, and property damage; (2) \$3,000,000 Each Claim/Annual Aggregate Professional Liability coverage; (3) statutory coverage for workers compensation; and (4) fidelity coverage for theft of CLIENT property in the amount of \$1,000,000 per loss. GH shall include CLIENT as an additional insured under the Commercial General Liability insurance referenced above by endorsement or policy

wording. GH will provide a waiver of subrogation endorsement on the workers compensation policy.

GH will provide thirty (30) days written notice, prior to the cancellation or reduction in insurance coverage will be provided.

XV. EMPLOYEE SOLICITATION

During the period of this contract, and for a period of one (1) year thereafter, GH agrees not to solicit for employment any CLIENT employee contacted during the performance of this contract; CLIENT agrees not to solicit for employment, or employ, during the period of this contract, and for a period of one (1) year thereafter, any employee of GH contacted by the CLIENT during the performance of this contract.

XVI. PERMITS, LICENSES, CERTIFICATES

GH, at GH's sole expense, shall obtain and maintain during the term of this Contract, all permits, licenses, and certificates required in connection with the performance of services under this Contract, including appropriate business license.

XVII. ARBITRATION

GH and CLIENT agree that in the event of any dispute with regard to the provisions of the Contract, the services rendered or the amount of GH's compensation and the dispute cannot be settled through informal negotiation, the parties agree first to try in good faith to settle the dispute by mediation before resorting to arbitration. The parties agree that any and all disputes, claims or controversies arising out of or relating to this Agreement shall be submitted to JAMS, or its successor, for mediation, and if the matter is not resolved through mediation, then it shall be submitted to JAMS, or its successor, for final and binding arbitration. Either party may commence mediation by providing to JAMS and the other party a written request for mediation, setting forth the subject of the dispute and the relief requested. The parties will cooperate with JAMS and with one another in selecting a mediator from the JAMS panel of neutrals and in scheduling the mediation proceedings. The parties agree that they will participate in the mediation in good faith and that they will share equally in its costs. All offers, promises, conduct and statements, whether oral or written, made in the course of the mediation by any of the parties, their agents, employees, experts and attorneys, and by the mediator or any JAMS employees, are confidential, privileged and inadmissible for any purpose, including impeachment, in any arbitration or other proceeding involving the parties, provided that evidence that is otherwise admissible or discoverable shall not be rendered inadmissible or non-discoverable as a result of its use in the mediation. Either party may initiate arbitration with respect to the matters submitted to mediation by filing a written demand for arbitration at any time following the initial mediation session. The mediation may continue after the commencement of arbitration if the parties so desire. Any arbitration arising out of or related to this Agreement shall be conducted in accordance with the expedited procedures set forth in the JAMS Comprehensive Arbitration Rules and Procedures as those Rules exist on the effective date of this Agreement, including Rules 16.1 and 16.2 of those Rules. In any arbitration arising out of or related to this Agreement, the arbitrator shall award to the prevailing party, if any, the costs and attorneys' fees reasonably incurred by the prevailing party in connection with the arbitration.

FORCE MAJEURE CLAUSE.

GH shall be relieved of any liability if unable to meet the terms and conditions of this Agreement due to any "Act of God", natural disasters such as earthquake or fires, floods, riots, epidemics, pandemics, including COVID-19 regulations or restrictions issued by federal, state or local governmental authorities, strikes, or any act or order which is beyond the control of GH, provided GH takes all reasonable steps practical and necessary to effect prompt resumption of its responsibilities hereunder.

XVIII. NOTICES

All notices to GH shall be sent via certified U.S. Mail, postage prepaid, to the following address:

GH
George Hills Company
Attn: John Chaquica, CEO
P.O. Box 278
Rancho Cordova, CA 95741.

All notices to the CLIENT shall be personally served or mailed, postage prepaid, to the following address:

Client:
Robert F. Epstein
City Attorney
City of San Rafael
1400 Fifth Avenue
San Rafael, CA 94901

This subsection only, regarding Notices, may be amended unilaterally by either party by and through the mailing of new or amended contact information to the other party via certified U.S. Mail at any time.

XIX. AMENDMENT

GH and CLIENT agree that the terms and conditions of the Contract may be reviewed or modified at any time. Any modifications to this Contract, however, shall be effective only when agreed to in writing by both the CLIENT and GH, excepting only, modifications to the contact information to which Notices shall be sent under subsection XVIII.

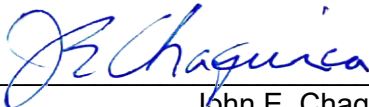
XX. ENTIRE CONTRACT

GH and CLIENT agree that this contract constitutes the entire contract of the parties regarding the subject matter described herein and supersedes all prior communications, contracts, and promises, either written or oral.

XXI. TIME OF ESSENCE

Time is of the essence in respect to all provisions of this Contract that specify a time for performance: provided, however that the foregoing shall not be construed to limit or deprive a party of the benefits of any grace or use period allowed in this Contract.

6/14/21
Date

BY: 
John E. Chaquica, CEO
GEORGE HILLS COMPANY INC.

Date

BY: _____
Jim Schutz, City Manager
CITY OF SAN RAFAEL

ATTEST:

Lindsay Lara, City Clerk

APPROVED AS TO FORM:

Robert F. Epstein, City Attorney

ATTACHMENT A

SCOPE OF SERVICES AND CLIENT EXPRESSED AUTHORITY AND LIMITATIONS UNDER THE CONTRACT

This Attachment A is intended to provide the scope of services and specific service expectations in the Service Contract, that would not otherwise require revision during the contract period, and which may differ from or elaborate upon our Client Service Profile. Services to be provided by GH on behalf of CLIENTS may include all or some of the following,

I. SERVICES INCLUDED IN THE CONTRACT

A. General Administrative Services

Throughout each year GH performs numerous functions which support claims administration on behalf of the Client, but do not include any claims handling, and are performed by non-claims personnel. Additionally, in the first year of a new client there are several “on-boarding” services that are general and administrative in nature. Below is a list of such services which are included within the terms of this Contract:

- 1) Access to CMIS and training.
- 2) A monthly listing of open claims, showing expense categories, reserves, and total incurred.
- 3) Monthly claim summary reports.
- 4) Providing loss run data and required reports.
- 5) Providing annual reports to outside agencies.
- 6) Filing of regulatory reports (such as 1099, W-9, etc.).
- 7) Establish and maintain a trust fund to pay indemnity and expenses that may be due on claims. The amount to be maintained in the trust fund shall be determined by CLIENT.
- 8) If the trust fund is not set-up with the GH preferred bank—California Bank & Trust, there may be an additional set-up fee (other banks processes can be extraordinarily time consuming).
- 9) New bank account set up (signature cards, test checks, online access, set up bank in CXP).
- 10) Discussion and agreement on the Approval process.
- 11) Process checks weekly.
- 12) Submit positive pay if applicable/monitor positive pay (review daily emails from bank for exceptions).
- 13) Maintain a copy of all checks drawn by GH to pay claims and claims related expenses.
- 14) Submit monthly check registers of all transactions made for the period.
- 15) Monitor account balance, prepare replenishment requests as needed (customize request for each client’s need).
- 16) Monthly bank reconciliation (prepared and sent to CLIENT).
- 17) Special reports that requested to go with billing invoices (by member, claim type, etc.).
- 18) Payment of invoices that are pass-throughs (i.e., invoices for medical record copies, ExamWorks, etc.).
- 19) Certificates of insurance as required by the Contract.

B. Investigative Services

- 1) Receipt and examination of all reports of accidents or incidents that are or may be the subject of claims.
- 2) Investigate accidents or incidents as warranted, to include on-site investigation, photographs, witness interviews, determination of losses and other such investigative services necessary to determine all CLIENT losses but not to include extraordinary investigative services outside the expertise of GH.
- 3) In the event CLIENT or other agency conducts any investigation, and upon Client's request, GH shall review and analyze for liability and/or damage issues and for possible additional follow-up investigation.
- 4) Maintain service on a 24-hour, 7 days per week basis, to receive reports of any incident or accident which may be the subject of a liability claim and provide immediate investigative services to the extent necessary to provide a complete investigation.
- 5) Undertake items of investigation requiring special handling for CLIENT at the direction of the CLIENT's Attorney or authorized representative.

C. Liability and Claim Handling Services

- 1) Promptly set up a claim file upon receipt of the claim and maintain a claim file on each potential or actual claim reported.
- 2) Assess and evaluate the nature and extent of each claim and establish claims reserves for indemnity and legal expense.
- 3) GH will follow any CLIENT policy regarding tort claim rejection instructions, including rejection and return of an untimely or insufficient claim.
- 4) Ensure timely tort claim handling, including contact and follow-up with claimants regarding claim issues and processing.
- 5) Any bodily injury claim that is being pursued shall be indexed. Notice only matters or precautionary bodily injury claims that are not pursued do not need to be indexed.
- 6) Determine the need for defense representation, recommend legal counsel, and support litigation activity.
- 7) Report claims to the excess insurer in compliance with excess carrier's reporting requirements and coordinate with the excess insurer on a claim's progress in accordance with the excess insurer's reporting requirements.
- 8) Maintain records on any such claim and notify CLIENT when CLIENT is about to exhaust the Self-Insured Retention.
- 9) Obtain settlement contracts and releases upon settlement of claims or potential claims not in litigation.
- 10) Perform periodic reviews, as needed, of CLIENT files and claims as well as statutory requirements to ensure compliance including excess insurance related requirements.
- 11) Perform the necessary data gathering for the Medicare, Medicaid, and SCHIP Extension Act of 2007 (MMSEA) and the Set Aside Contracts in compliance with Section 111 of the MMSEA including the required reporting. (*See Attachment B*)
- 12) To the extent there is privileged information or PHI shared between agencies, which is subject to protection under HIPAA, GH shall implement all necessary measures in compliance with the Act and will execute a Business Associates Agreement (BAA).

D. Litigation Support Services

- 1) Upon notification by the CLIENT that litigation has been filed on an open claim, GH shall follow the litigation referral process as outlined in the Client Expressed Scope of Work Instructions form.

- 2) Work cooperatively with CLIENT in choosing outside counsel from approved panel, and assist defense counsel in on-going litigation defense efforts.
- 3) Obtain and maintain a Litigation Plan and Budget.
- 4) Review legal bills for compliance with Litigation Plan and Budget; Review, evaluate and adjust defense counsel invoices for legal services.
- 5) Cooperate with and assist defense counsel assigned to litigation of open claims and provide such investigative services as directed during pre-trial and trial stages.
- 6) Assist in responding to discovery or preparing discovery.
- 7) At the request of the CLIENT, attend mandatory settlement conferences on behalf of CLIENT.
- 8) Appear on behalf of CLIENT in small claims actions filed against CLIENT on open claims handled by GH.
- 9) Review and evaluate case evaluations, correspondence and status reports forwarded to GH by counsel. Regularly discuss, review, and direct investigation, discovery, and case strategy with counsel.
- 10) Cooperate with counsel as a team with an open communication approach on each case to obtain the most economical and best result for the CLIENT.

E. Reports and Procedures

- 1) Within thirty (30) days of assignment, or sooner if practicable, required, or requested, GH will provide CLIENT with a report pursuant to specified claims handling instructions, showing name(s) of claimant(s), type of claim, date of loss, comments on liability, reserve recommendations, settlement recommendations, and other pertinent information. Subsequent to the initial thirty (30) day report, GH will report as often as warranted by any important change in status but no longer than every ninety (90) days until the claim closes unless extended diary is appropriate.
- 2) All original reports, documents, and claim data of every kind or description, that are prepared in whole or in part by or for GH in connection with this contract shall be CLIENT's property and constitute GH's work product for which compensation is paid. A copy of all reports, documents, and claim data of every kind or description that is in whole or in part by or for the CLIENT is the property of GH. Additional copies of original reports, documents, and data requested by CLIENT will be at CLIENT's expense in accordance with this contract.
- 3) GH agrees that CLIENT have access and the right to audit and reproduce any of the GH's relevant records to ensure that the CLIENT is receiving all services to which the CLIENT is entitled under this Contract or for any purpose relating to the Contract.

F. Data

- 1) Utilize GH's claims management system—CXP (ClaimsXpress).
- 2) Record all claim information including all financial data.
- 3) Provide CLIENT and broker Read only on-line access to the claims data system (up to five users), if desired by CLIENT.
- 4) Provide monthly standard loss run and check register.
- 5) Provide annual claims data report upon request. Written authorization and/or a Business Associate Agreement may be required for confidential information protected by HIPAA.
- 6) Provide assistance to CLIENT in developing customized reports when requested (may require additional charge).
- 7) Arrange for electronic file conversion for any open and closed claims at the direction of CLIENT.

G. Claim Review Meetings

GH shall, on a mutually agreed periodic basis, meet with Client to review and discuss the CLIENTS claims inventory and claims results of specified periods and delivery of services by CLAIM ADMINISTRATOR.

H. Financial Accounting

- 1) Establish and maintain a trust fund for the purpose of paying indemnity and expenses that may be due on the claims. The amount to be maintained in the trust fund shall be determined by the Client.
- 2) Maintain a copy of all checks drawn by the GH to pay claims and claims related expenses.
- 3) Submit monthly check registers of all transactions made for the period.
- 4) Complete or update Attachment B "Preferred Method of Check Processing" for check processing options.
- 5) Approval process shall be documented in GH Client Expressed Scope of Work Standards and Instruction Form.
- 6) GH will provide monthly bank reconciliation reports to CLIENT for audit purposes.

I. Third Party Subrogation Services

- 1) GH personnel are well versed in the identification, handling, and pursuit of subrogation claims arising out of CLAIMS which are the subject of this Contract. Included within this contract, GH will perform the following functions:
- 2) Identify potential opportunities to recover from persons, businesses, and entities other than the CLIENT.
- 3) Prepare and file a claim with each identified entity.
- 4) As applicable, tender defense to or seek recovery from any identified entity.
- 5) With the assistance of counsel, prepare and file any necessary litigation required to effect the claim of recovery on behalf of the CLIENT
- 6) Manage litigation related to such claims made to other person, businesses or entities

J. First Party Subrogation Services

GH is a claim administration firm experienced in the handling of first party subrogation claims and is ready and capable of performing such services on behalf of CLIENT. GH does not handle subrogation claims with a value of less than \$1000. For any claim in excess of \$1,000, CLIENT may retain GH for Subrogation Services. Our services are unique to a first party loss of the CLIENT caused by the intentional or negligent act of a third party. Such losses generally are for the recovery of damages, and may include:

- 1) Labor costs, fully loaded and including benefit costs, for district or other personnel responding to or in any manner providing services;
- 2) Services or materials provided by outside vendors or contractors;
- 3) Internal or external vehicle or equipment use and/or rental;
- 4) Materials and/or goods utilized for the repair/replacement of damaged property; and/or
- 5) Additional fees that may be specific to the individual entity that are provided for within district ordinances or other governing documents.

II. CLIENT EXPRESSED AUTHORITY AND LIMITATIONS

The list immediately below contains numerous services provided in this Contract for which GH requests the CLIENT expressly establish authority and/or limitations, on the ability of GH to act on behalf of the CLIENT. The CLIENT will check the appropriate box establishing the authority of GH to act or the limitation as to that authority.

INVESTIGATION:

- George Hills will conduct all investigations
- CLIENT will conduct all investigations
- X CLIENT will direct GH on each claim as to who performs investigations

In the event the Client or other agency conducts any investigation, GH shall review for completeness.

Retention of Vendors (appraisers, translators, copy services, Independent Adjuster, IME's, Surveillance, etc.):

- X Must be preauthorized by CLIENT
- Does not need preauthorization

REJECTION OF CLAIMS:

CLIENTS position regarding rejections (*e.g., if entity so dictates, a claim will be rejected for insufficiency*). Check all that apply.

Protocols for Rejections

- X GH needs authorization
- GH does not need authorization
- X GH sends the Rejection
- CLIENT sends the Rejection
- X GH sends out Denial Letter simultaneously with Rejection outlining the reason

LITIGATION:

Check all that apply.

- X GH will handle litigated claims
 - X Full
 - As assigned
 - Check Issuance and Data Input
 - Data Input only
- CLIENT will handle litigated claims inhouse, with GH to capture data into SIMS
 - CLIENT will send data to GH weekly
 - CLIENT will send data to GH monthly

Mandatory Settlement Conferences

GH always attends

X At CLIENT request only

Small Claims Actions filed against CLIENT

X GH always appears

At CLIENT request only

Legal Counsel

X GH must have CLIENT authorization to refer to outside Legal Counsel

GH does not need CLIENT authorization to refer to outside Legal Counsel

GH must use CLIENT approved Legal Panel for Attorney selection

CLIENT does not have an approved Legal Panel for Attorney selection

All Litigation to be handled by CLIENT inhouse Legal

GH always sends Litigation Assignment packets to Legal Counsel

CLIENT specific Litigation Guidelines: Yes No

CLIENT specific Litigation Referral Form/Letter: Yes No

CLIENT specific Litigation Budget Form: Yes No

Pay fees for Experts, photocopies, medical records as: Expense Legal

EXCESS REPORTING:

X GH will report claims to the excess insurer in compliance with excess carrier's reporting requirements and coordinate with the excess insurer on a claim's progress in accordance with the excess insurer's reporting requirements.

CLIENT will report claims to the excess insurer in compliance with excess carrier's reporting requirements and coordinate with the excess insurer on a claim's progress in accordance with the excess insurer's reporting requirements.

AUTHORITY LEVELS:

Reserve within SIR:

X \$0.00 Other: \$ (specify amount)

Adjuster must seek approval from (client contact) to post indemnity reserves above authority level.

Medical Treatment:

X Medical Authorizations should only be sent to the claimant once liability is determined to be adverse to the CLIENT.

Medical Authorizations should go out as soon as it is determined that a BI claim is being pursued.

CLAIMS EXCEEDING SIR:

GH stops tracking activity once the SIR has been reached.

GH will continue to track all activity at and/or above the SIR. The Excess JPA/Carrier will provide GH with activity documentation above the SIR.

GH will reserve to Full Value and track recoveries.

THIRD PARTY SUBROGATION SERVICES:

GH is authorized to initiate third party subrogation claims on behalf of CLIENT

X GH must obtain authorization to initiate third party subrogation claims on behalf of CLIENT.

FIRST PARTY SUBROGATION SERVICES:

CLIENT elects to incorporate the first party subrogation services of GH into the contract

CLIENT authorizes GH to initiate first party subrogation claims on behalf of CLIENT

CLIENT agrees to the additional compensation payable to GH for its first party subrogation services as follows:

GH shall be entitled to _____% of the gross recovery for each claim initiated by GH through its first party subrogation efforts.

CLIENT agrees to the terms and conditions stated in Attachment B, Subrogation Services.

6/14/21

Date

BY:



John E. Chaquica, CEO
GEORGE HILLS COMPANY INC.

Date

BY:

Jim Schutz, City Manager
CITY OF SAN RAFAEL

ATTACHMENT A-1

SUBROGATION AGREEMENT

This Subrogation Agreement is made and entered into this 1st day of July, 2021 by and between the _____, hereinafter referred to as "CLIENT", and GEORGE HILLS COMPANY, INC., hereinafter referred to as "GH".

- I. GH does not handle subrogation claims with a value of less than \$1000. For those claims in excess of \$1000, CLIENT may, at CLIENT's own expense:
 - a. Authorize GH to act as a representative of CLIENT for the investigation, adjustment, processing, supervision and evaluation of an ultimate recovery of potential money from damage claims against parties for whom it is alleged to be legally responsible.
 - b. Authorize GH to engage the services of a litigation attorney to consult, review, and determine the best legal strategy available at the time to obtain the best possible result for CLIENT. Upon determination by the attorney that a civil action is in the best interest of CLIENT, GH will notify CLIENT and obtain authorization to pursue recovery in accordance with the recommendations of the litigation attorney.
 - c. While GH is handling a subrogation claim for CLIENT pursuant to the terms of this Contract, the institution of a civil action is determined by CLIENT to be the best course of action, CLIENT may elect to do so at CLIENT's own expense.
 - i. Recall the claim to CLIENT's control so that CLIENT may pursue recovery in a manner to be determined by the CLIENT's attorney to be in the best interest of the CLIENT.
 - ii. In the event CLIENT recalls the claim as indicated above, CLIENT shall be responsible for payment to GH for any and all time and expense incurred by GH's subrogation claim adjuster and/or other subrogation division staff up to the time wherein the claim has been recalled by CLIENT.
- II. CLIENT will pay a Subrogation Fee in the amount of 30% for each and every recovery obtained. The minimum amount to be paid to GH will be \$250 per claim upon recovery. However, GH has the authority to reject any claim for any reason, relieving CLIENT of any fiscal responsibility for rejected claims only.
 - a. Generally, no recovery shall be agreed to involving payment plans if the recovery is less than \$5,000 and/or greater than a one-year term. Exceptions can be made on a case-by-case basis. If a recovery is agreed to exceed this amount and/or length of time, Subrogation fee shall be 45%. In the event a payment plan is authorized and entered into, the subrogation fee will be based upon the total amount of the lien and will be invoiced to the CLIENT upon the entry of the payment agreement. GH will make every attempt to enforce the provisions of the payment agreement with the claimant, but in no way guarantees the fulfillment of the terms of the payment agreement. In the event the terms of the payment agreement are not fulfilled and warrant pursuit through the small claims process, authority to pursue through small claims will be requested.
 - b. Authorize GH to appear in small claims court for recovery of funds. Authority for the pursuit of recovery through small claims will be requested prior to the filing of documents with the court to initiate the small claims action. Each appearance will be an additional fee of \$150. All costs for the handling of small claims court actions, i.e. service of process of documents on the responsible parties, mileage, parking, and toll shall be an additional cost and will be the responsibility of the

CLIENT. Additional allocated costs shall be billed separately upon the cost being incurred, such as, but not limited to: skip tracing, service of process, and third-party sub contracted investigation.

- c. GH reserves the right to cease working on any claim whereas information has not been made available to GH within 120 days after GH has submitted the information and/or documentation request to CLIENT, at such time the claim will be closed.
- d. Due to the nature of these services, in that compensation is contingent upon recovery, if the contract is terminated prior to recovery or other closure of any claim, the CLIENT shall pay GH for all expenses and time spent, to date, on any claim(s) currently open and recovery in process. Payment shall be based on the current hourly rate of GH. GH will submit the final invoice within five business days of termination.

III. General Terms and Conditions

- a. **Successors and Assigns.**

All of the rights, benefits, duties, liabilities, and obligations of the parties shall inure to the benefit of, and be binding upon, their respective successors and assigns.
- b. **Construction.**

The title and headings of the Sections in this Agreement are intended solely for reference and do not modify, explain, or construe any provision of this Agreement. All references to sections, recitals, and the preamble shall, unless otherwise stated, refer to the Sections, Recitals, and Preamble of this Agreement. In construing this Agreement, the singular form shall include the plural and vice versa. This Agreement shall not be construed as if it had been prepared by one of the parties, but rather as if both parties have prepared the Agreement.
- c. **Integration.**

This Agreement, and all related documents referred to in this Agreement, constitute the entire Agreement between the parties. There are no oral agreements which are not expressly set forth in this Agreement and the related documents being executed in connection with this Agreement. This Agreement may not be modified, amended, or otherwise changed except by a writing executed by the party to be charged.
- d. **Third-Party Rights.**

Nothing in this Agreement, express or implied, is intended to confer upon any person, other than the parties and their respective successors and assigns, any rights or remedies.
- e. **Severability.**

If any term or provision of this Agreement is held invalid or unenforceable, the remainder of this Agreement shall not be affected.
- f. **Waivers.**

No waiver or breach of any provision shall be deemed a waiver of any other provision, and no waiver shall be valid unless it is in writing and executed by the

waiving party. No extension of time for performance of any obligation or act shall be deemed an extension of time for any other obligation or act.

g. Counterparts.

This Agreement may be executed in one or more counterparts, each of which shall be deemed an original and all of which taken together shall constitute one and the same instrument. The execution of this Agreement shall be deemed to have occurred, and this Agreement shall be enforceable and effective, only upon the complete execution of this Agreement by Seller and Purchaser.

h. Authority of Parties.

All persons executing this Agreement on behalf of a party warrant that they have the authority to execute this Agreement on behalf of that party.

i. Governing Law.

This Agreement shall be governed by and construed in accordance with California law.

6/14/21
Date

BY: 
John E. Chaquica, CEO
GEORGE HILLS COMPANY, INC.

Date

BY: _____
Jim Schutz, City Manager
CITY OF SAN RAFAEL

ATTACHMENT B
MEDICARE, MEDICAID, AND SCHIP EXTENSION ACT OF 2007 (MMSEA)

This law requires liability insurers, self-insurers, no fault insurers and workers' compensation insurers to report certain information to The Centers for Medicare and Medicaid Services (CMS) concerning Medicare beneficiaries. The penalty for failure to comply is \$1,000 per day, per claimant.

George Hills Company, Inc. (GH) has contracted with ExamWorks for Mandatory Insurer Reporting (MIR) for the CLIENT. ExamWorks shall represent the CLIENT—and Responsible Reporting Entity (RRE) to this existing contract and this addendum and will be the designated reporting agent. GH will be responsible for gathering and reporting accurate claims data required by MMSEA to ExamWorks in a timely manner. GH agrees to assume the responsibility for reporting data to ExamWorks to meet all reporting requirements in accordance with MMSEA, on behalf of the RRE; including assuming responsibility for any fines or penalties that are directly caused by GH's non-compliance. GH further agrees to indemnify and hold-harmless, RRE, and staff, for any penalties or fines resulting from GH's direct failure to timely and accurately provide the reporting data to ExamWorks. The above-mentioned obligations to indemnify and hold-harmless shall not be applicable to matters relating to delays caused by RRE or other third parties, or inaccurate data supplied to GH by RRE or other third parties.

By contract with GH, ExamWorks will indemnify and hold GH harmless from and against any claim, damage, fine, loss and expense, arising in connection with, or as a result of, any error, omission, or negligent performance of its obligations as reporting agent, which indemnity will include all reasonable costs of litigation and attorneys' fees incurred. Without in any way limiting the indemnity set forth in this Contract, all work performed by ExamWorks will be done in a professional manner.

GH shall perform the necessary data gathering for RRE and ExamWorks; as such GH shall include in our monthly invoicing the time incurred for such work at our contract hourly rate or will be included in your monthly flat fee or claims adjusting.

ExamWorks will perform the MMSEA Mandatory Insurer Reporting function for GH, and its RREs, shall be charged as an Allocated Expense, as defined in Attachment C, subject to the following. RRE will designate ExamWorks, unless otherwise requested, as its exclusive vendor for all of RRE's "Qualified Referrals" (those claims determined to require Medicare Set Aside (MSA) or a Claim Settlement Allocation (CSA) and RRE will utilize other ExamWorks services related to Medicare Secondary Payer (MSP) compliance identified in their fee schedule.

**ATTACHMENT C
PREFERRED METHOD OF CHECK PROCESSING**

1. Selection of Bank

- a) GH uses CA Bank & Trust
- b) Clients Choice

Name

Address

Please provide signature cards, sample check, starting check number, name of contact person

2. Trust Balance Desired \$_____

3. Account funding: GH will notify client when the balance falls below required balance

4A. Number of Signatures Required

- a) One
- b) Two on all checks
- c) Two on checks in excess of \$_____

4B. If two signatures are required please specify:

- a) Both GH
- b) One GH, one client

GH signers: John Chaquica, CEO; Chris Shaffer, Vice President; Kimberly Santin, Finance Director

5. Accountability

- a) Positive Pay: Yes No

GH recommends positive pay to mitigate the potential for fraud.

- b) Check Registers: Yes No
 Weekly Monthly

- c) Statement to be balanced by client, or
 Statement to be balanced by GH with copies to client

ATTACHMENT D ALLOCATED EXPENSES

Typically, allocated expenses are those expenses that are generated by a claim (by outside vendors other than George Hills) that cannot be foreseen nor included in an agreement. These are generally allocated back to the specific claim file for which the cost was incurred and then charged back to the entity whose claim incurred that cost. In most situations are pass-through costs (with processing fees) for services and/or fees not directly generated by the TPA, but rather by a third-party consultant where the TPA has acted as an agent on behalf of the entity to necessarily outsource services to a third-party consultant and/or miscellaneous fees applicable to the specific claim applied by an outside entity, such as a court or copy service. Below, George Hills has provided a list, by no means an exhaustive list, of typical allocated expenses.

- Fees of outside counsel for claims in suit, coverage opinions, and litigation, and for representation and hearings or pretrial conferences;
- Fees of court reporters;
- All court costs, court fees, and court expenses;
- Fees for service of process;
- CMS reporting costs and fees (ExamWorks);
- Costs of undercover operatives and detectives;
- Costs for employing experts for the preparation of maps, professional photographs, accounting, chemical or physical analysis, or diagrams;
- Costs for employing experts for the advice, opinions, or testimony concerning claims under investigation or in litigation for which a declaratory judgment is sought;
- Costs for independent medical examination or evaluation for rehabilitation;
- Costs of legal transcripts of testimony taken at coroner's inquests, or criminal or civil proceeding;
- Costs for copies of any public records or medical records;
- Costs of depositions and court reporting;
- Costs and expenses of subrogation, (if not George Hills);
- Costs of engineers, handwriting experts, or any other type of expert used in the preparation of litigation or used in a one-time basis to resolve disputes;
- Witness fees and travel expenses;
- Costs of photographers and photocopy services (if not George Hills—our costs for this is included in our rate);
- Costs of appraisal fees and expenses not included in flat fee or performed by others;
- Costs of indexing claimants;
- Services performed outside the TPA's normal geographical regions;
- Costs associated with Medicare Set-Aside analysis and submission or Medicare Conditional Lien negotiation;
- Investigation of possible fraud including SIU services and related expenses; and/or
- Any other similar cost, fee, or expense that is not otherwise included in the TPA's service fees that is reasonably chargeable to the investigation, negotiation, settlement, or defense of a claim or loss or to the protection or perfection of the subrogation rights of the entity, including travel related expenses.

ATTACHMENT E

BUSINESS ASSOCIATE AGREEMENT BETWEEN LIABILITY COOPERATIVE OF NEVADA AND GEORGE HILLS COMPANY, INC.

This Business Associate Agreement (“BAA”) is made and entered into this 1st day of July, 2021 by and between the CLIENT, hereinafter referred to as “CLIENT,” and GEORGE HILLS COMPANY, INC., hereinafter referred to as “GH.”

I. RECITALS

WHEREAS, on or about DATE, GH entered into a written contract with CLIENT to perform obligations and services related to the handling and administration of general liability claims filed against or with CLIENT.

WHEREAS, the obligations of the Contract require that CLIENT provide to GH date, documents, and information which may contained protected health information (“PHI”) and/or electronic PHI (“ePHI”) within the definition of the Health Information Portability and Accountability Act (“HIPAA”) related to the general liability claims, for the purpose of administering those claims.

NOW, THEREFORE, in consideration of the mutual promises of the parties and for other good and valuable consideration, the receipt and sufficiency of which is hereby acknowledged, the PARTIES hereto agree as follows:

II. DEFINITIONS

Catch-all definition:

The following terms used in this AGREEMENT shall have the same meaning as those terms in the HIPAA Rules: Breach, Data Aggregation, Designated Record Set, Disclosure, Health Care Operations, Individual, Minimum Necessary, Notice of Privacy Practices, Protected Health Information, Required By Law, Secretary, Security Incident, Subcontractor, Unsecured Protected Health Information, and Use.

Specific definitions:

(a) Business Associate. “Business Associate” shall generally have the same meaning as the term “business associate” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean GH.

(b) Covered Entity. “Covered Entity” shall generally have the same meaning as the term “covered entity” at 45 CFR 160.103, and in reference to the party to this agreement, shall mean GH.

(c) HIPAA Rules. “HIPAA Rules” shall mean the Privacy, Security, Breach Notification, and Enforcement Rules at 45 CFR Part 160 and Part 164.

III. OBLIGATIONS AND ACTIVITIES OF BUSINESS ASSOCIATE

Pursuant to this agreement GH agrees to:

- (a) Not use or disclose protected health information other than as permitted or required by the Agreement or as required by law;
- (b) Use appropriate safeguards, and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information, to prevent use or disclosure of protected health information other than as provided for by the Agreement;
- (c) Report to covered entity any use or disclosure of protected health information not provided for by the Agreement of which it becomes aware, including breaches of unsecured protected health information as required at 45 CFR 164.410, and any security incident of which it becomes aware;
- (d) In accordance with 45 CFR 164.502(e)(1)(ii) and 164.308(b)(2), if applicable, ensure that any subcontractors that create, receive, maintain, or transmit protected health information on behalf of the business associate agree to the same restrictions, conditions, and requirements that apply to the business associate with respect to such information;
- (e) Make available protected health information in a designated record set to the GH as necessary to satisfy covered entity's obligations under 45 CFR 164.524;
- (f) Make any amendment(s) to protected health information in a designated record set as directed or agreed to by the covered entity pursuant to 45 CFR 164.526, or take other measures as necessary to satisfy covered entity's obligations under 45 CFR 164.526;
- (g) Maintain and make available the information required to provide an accounting of disclosures to the GH as necessary to satisfy covered entity's obligations under 45 CFR 164.528;
- (h) To the extent the business associate is to carry out one or more of covered entity's obligation(s) under Subpart E of 45 CFR Part 164, comply with the requirements of Subpart E that apply to the covered entity in the performance of such obligation(s); and
- (i) Make its internal practices, books, and records available to the Secretary for purposes of determining compliance with the HIPAA Rules.

IV. PERMITTED USES AND DISCLOSURES BY BUSINESS ASSOCIATE

- (a) Business associate may only use or disclose protected health information for the purposes described in the Contract between GH and CLIENT, specifically for the purpose of adjusting and administering the general liability claims filed against CLIENT.
- (b) Business associate may use or disclose protected health information as required by law.
- (c) Business associate agrees to make uses and disclosures and requests for protected health information consistent with covered entity's minimum necessary policies and procedures.

(d) Business associate may not use or disclose protected health information in a manner that would violate Subpart E of 45 CFR Part 164 if done by covered entity [if the Agreement permits the business associate to use or disclose protected health information for its own management and administration and legal responsibilities or for data aggregation services as set forth in optional provisions (e), (f), or (g) below, then add “, except for the specific uses and disclosures set forth below.”]

(e) Business associate may use protected health information for the proper management and administration of the business associate or to carry out the legal responsibilities of the business associate.

(f) Business associate may disclose protected health information for the proper management and administration of business associate or to carry out the legal and contractual responsibilities of the business associate, provided the disclosures are required by law, or business associate obtains reasonable assurances from the person to whom the information is disclosed that the information will remain confidential and used or further disclosed only as required by law or for the purposes for which it was disclosed to the person, and the person notifies business associate of any instances of which it is aware in which the confidentiality of the information has been breached.

(g) Business associate may provide data containing PHI and or ePHI to third party entities for storage, security, and/or aggregation services relating to the claims administration services provided by GH.

V. PROVISIONS FOR COVERED ENTITY TO INFORM BUSINESS ASSOCIATE OF PRIVACY PRACTICES AND RESTRICTIONS

(a) Covered entity shall notify business associate of any limitation(s) in the notice of privacy practices of covered entity under 45 CFR 164.520, to the extent that such limitation may affect business associate’s use or disclosure of protected health information.

(b) Covered entity shall notify business associate of any changes in, or revocation of, the permission by an individual to use or disclose his or her protected health information, to the extent that such changes may affect business associate’s use or disclosure of protected health information.

(c) Covered entity shall notify business associate of any restriction on the use or disclosure of protected health information that covered entity has agreed to or is required to abide by under 45 CFR 164.522, to the extent that such restriction may affect business associate’s use or disclosure of protected health information.

///

VI. PERMISSIBLE REQUESTS BY COVERED ENTITY

Covered entity shall not request business associate to use or disclose protected health information in any manner that would not be permissible under Subpart E of 45 CFR Part 164 if done by covered entity.

VII. TERM AND TERMINATION

(a) Term. The Term of this Agreement shall be effective as of DATE and shall terminate on DATE or on the date covered entity terminates for cause as authorized in paragraph (b) of this Section, whichever is sooner.

(b) Termination for Cause. Business associate authorizes termination of this Agreement by covered entity, if covered entity determines business associate has violated a material term of the Agreement and business associate has not cured the breach or ended the violation within the time specified by covered entity.

(c) Obligations of Business Associate Upon Termination.

Upon termination of this Agreement for any reason, business associate, with respect to protected health information received from covered entity, or created, maintained, or received by business associate on behalf of covered entity, shall:

Retain only that protected health information which is necessary for business associate to continue its proper management and administration or to carry out its legal and contractual responsibilities;

Return to covered entity, or destroy, the protected health information that the business associate maintains in any form;

Continue to use appropriate safeguards and comply with Subpart C of 45 CFR Part 164 with respect to electronic protected health information to prevent use or disclosure of the protected health information, other than as provided for in this Section, for as long as business associate retains the protected health information;

Not use or disclose the protected health information retained by business associate other than for the purposes for which such protected health information was retained and subject to the same conditions set out above under "Permitted Uses and Disclosures By Business Associate" which applied prior to termination; and


Return to covered entity, or destroy, the protected health information retained by business associate when it is no longer needed by business associate for its proper management and administration or to carry out its legal and contractual responsibilities.

///

///

(d) Survival. The obligations of business associate under this Section shall survive the termination of this Agreement.

6/14/21
Date

BY: 
John E. Chaquica, CEO
GEORGE HILLS COMPANY INC.

Date

BY: _____
Jim Schutz, City Manager
CITY OF SAN RAFAEL

pattern predictions and execute regional – as opposed to jurisdictional – response strategies while collaborating with resources. All parties share their crime information for a regional approach to recognizing trends and collaborating on solutions.

Accordingly, the Marin County Police Chiefs agreed in 2014 to use the BSCC funds, with additional funds from the Marin County Probation Department’s AB 109 funds, to hire a regional crime analyst who provided crime data analysis to all the Marin law enforcement agencies. On March 3, 2014 the City Council approved a resolution authorizing an agreement, using these AB 109 funds, for professional services with BAIR Analytics, Inc. to provide a crime analyst for a period of one year as a countywide resource. Each year since 2014, on request of the Police Chiefs and recommendation of staff, the City Council has approved a resolution authorizing the City Manager to renew the professional services agreement with LexisNexis Risk Solutions, Inc. (“LexisNexis”), the legal successor to BAIR Analytics, to extend the crime analyst services under the agreement through the following year.

The City entered into the current Analyst for Hire agreement with LexisNexis on July 24, 2020 (Attachment 2). The agreement is supplemented with “Schedule A” setting forth the specific terms and pricing for an agreed upon term. The current services and pricing terms expire on June 30, 2021.

ANALYSIS: During the contract, the analyst has:

- Conducted research and strategic crime analysis and identified crime patterns and trends;
- Analyzed long term crime patterns and trends using probability studies and complex statistical analyses;
- Developed and tested hypotheses; developed victim and suspect profiles;
- Forecasted future criminal activity;
- Prepared strategic action plans;
- Assisted operations and management personnel in planning deployment of resources;
- Made written and oral presentations;
- Identified series of crimes;
- Gathered data on criminal activity, probation and parole information to analyze crime trends;
- Used and maintained general and specialized computer applications to gather, categorize and analyze crime data as well as assist in dissemination of information pertinent to law enforcement; and
- Coordinated and participated in regional meetings of law enforcement management and crime analysis professionals to share information on crime patterns, risk analysis of known offenders, new methodologies and developing tools.

Each of Marin County’s police agencies, as well as the Sheriff’s Office and Adult Probation, have shared their records management data (including report narratives) with the crime analyst via secure computer links. The data has been used to compile different analytic reports such as: Predictive Analysis, Hot Spot Analysis, Trend Analysis, Space-Time Predication Analysis, and Geographic Profile Analysis.

The Marin County Police Chiefs have again decided to use the Marin County Police Chief's BSCC and the Marin County Probation AB 109 funds to renew the contract for the LexisNexis crime analyst for a new term of twelve months, through June 30, 2022.

To renew the agreement the City must execute an updated Schedule A setting forth the terms and pricing for the services from July 1, 2021 through June 30, 2022 (Attachment 3).

FISCAL IMPACT: There is no direct fiscal impact to the City of San Rafael because the contract is funded by Marin County Probation AB 109 funds and the Marin County Police Chiefs' BSCC funds. The funds to support this contract will be deposited to and appropriated from the Safety Grant Fund. The proposed renewal of the agreement with LexisNexis is for 12 months, beginning July 1, 2021 and ending June 30, 2022, for a total contract amount not to exceed \$143,799.

OPTIONS: The City Council has the following options to consider relating to this item:

1. Approve the Resolution as proposed to renew the agreement for crime analyst services from July 1, 2021 through June 30, 2022.
2. Give direction to staff for changes to the recommendations.
3. Direct staff to develop alternatives to the recommendations.

RECOMMENDED ACTION: Adopt a resolution authorizing the City Manager to renew the Analyst for Hire agreement with LexisNexis Inc. for crime analyst services from July 1, 2021 through June 30, 2022, in an amount not to exceed \$143,799.

ATTACHMENTS:

1. Resolution
2. Analyst for Hire Agreement dated July 24, 2020
3. Schedule A to Agreement, services and pricing for new term from July 1, 2021 through June 30, 2022

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL AUTHORIZING THE CITY MANAGER TO RENEW AN AGREEMENT FOR CRIME ANALYSIS SERVICES WITH LEXISNEXIS RISK SOLUTIONS, INC., FOR ONE YEAR, IN AN AMOUNT NOT TO EXCEED \$143,799, AND APPROPRIATING THIS AMOUNT FROM THE SAFETY GRANT FUND TO SUPPORT THE AGREEMENT

WHEREAS, in 2011, California Governor Brown signed Assembly Bill 109 (AB 109), establishing the California Prison Realignment Plan, under which low-level offenders and parole violators are sent to county jail instead of state prison to serve their sentence; and

WHEREAS, in Fiscal Year 2012-13 the California Board of State and Community Corrections (BSCC) allotted funds to cities throughout the state to enable a collective effort by municipal law enforcement agencies in each county to address criminal activity and an increase in calls for service due to realignment; and

WHEREAS, each county was to elect one city/town to be the fiscal agent for the funds and the City of San Rafael was chosen as the fiscal agent for Marin County; and

WHEREAS, in 2014, the Marin County Police Chiefs agreed to use their departments' BSCC funds, with additional funds from the Marin County Probation Department's AB 109 funds, to hire a regional crime analyst to provide crime data analysis to all the Marin County law enforcement agencies; and

WHEREAS, on March 3, 2014 the City Council approved a resolution authorizing an agreement to use these funds to obtain professional crime analyst services (the "Analyst for Hire" agreement) from BAIR Analytics, Inc. for a period of one year, as a countywide resource; and that agreement has been renewed with BAIR Analytics, Inc. and subsequently to that company's successor, LexisNexis Risk Solutions, Inc. (LexisNexis), continuously since; and

WHEREAS, the current Analyst for Hire agreement with LexisNexis was executed on July 24, 2020, and its payment and services terms in Schedule A are scheduled to expire on June 30, 2021. The Marin County Police Chiefs wish to renew the agreement for another one-year term; and

WHEREAS, the City of San Rafael will again act as the fiduciary agent and project manager for the agreement, on behalf of the law enforcement agencies in Marin County; and

WHEREAS, the cost of the crime analysis services under the renewed Analyst for Hire agreement will again be supported by funds provided by Marin County Probation AB 109 funds and the Marin County Police Chiefs' BSCC funding, to be deposited in the City's Safety Grant Fund;

NOW THEREFORE, BE IT RESOLVED, that the San Rafael City Council hereby authorizes the City Manager to renew the Analyst for Hire agreement with LexisNexis Risk Solutions Inc., by executing a new Schedule A, in an amount not to exceed \$143,799 for services from July 1, 2021 through June 30, 2022, in the form included with the staff report for this resolution, subject to final approval as to form by the City Attorney;

BE IT FURTHER RESOLVED, that the San Rafael City Council appropriates \$143,799 from the City's Safety Grant Fund to support this Agreement.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of said City on the 21st day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

Lindsay Lara, City Clerk



ANALYST FOR HIRE AGREEMENT

This ANALYST FOR HIRE AGREEMENT ("Agreement") made effective as of July 24, 2020 (the "Effective Date") between LexisNexis Risk Solutions FL Inc. ("LN") and the City of San Rafael, via its Police Department with its principal place of business at 1400 Fifth Avenue, San Rafael, CA 94901 (hereinafter "Customer").

WHEREAS LN is in the business of providing analytical software and services dedicated to providing public safety, national security and defense entities the innovative tools and subject-matter expertise needed to identify, analyze and resolve problems created by the actions of offenders and their networks that threaten citizens and communities; and

WHEREAS Customer is the municipal law enforcement agency and utilizes LN's products in its law enforcement efforts; and

WHEREAS Customer has determined it would be in Customer's best interest to have dedicated full-time crime analysts and technical personnel to support its law enforcement efforts; and

WHEREAS LN and Customer wish to enter into an agreement pursuant to which LN will arrange with such crime analysts and technical personnel for them to provide their services to Customer;

NOW, THEREFORE, in consideration of the covenants and agreements contained herein, LN and Customer agree as follows:

1. SERVICES PROVIDED UNDER STATEMENT OF WORK. For any analysts/technical personnel who will be performing services for Customer pursuant to this Agreement, LN will issue and Customer will execute a Statement of Work in the form attached as Appendix A hereto referencing its incorporation of the terms and conditions of this Agreement and stating the name(s) and the payment rate(s) and/or Fee for the personnel, duration of services, brief description of project, authorization of additional costs beyond the payment rate(s) (such as travel, parking, drug testing), and any other terms to which LN and the Customer may choose to agree. In the event of a conflict between the terms of this Agreement and the terms of any Statement of Work, the terms of this Agreement shall control unless the Statement of Work specifically (and not generally) identifies the conflicting terms in this Agreement and explicitly states that such terms shall not apply but shall instead be superseded by the Statement of Work. The Statement of Work will be signed by an authorized representative of Customer. Upon expiration of a Statement of Work, to the extent that any services performed by one or more analysts/technical personnel are thereafter provided on the same or a different project, they shall be provided under the terms of this Agreement.

2. BILLING AND PAYMENT. LN will bill Customer through invoices issued to Customer in arrears on a monthly basis with one-twelfth (1/12) of the Fee, along with such other associated costs, as approved by Customer, except that LN has sole discretion to bill on a less frequent basis if it deems it appropriate to do so. Customer agrees that it may be electronically invoiced for those fees. Payments must be received by LN within thirty (30) days of the invoice date. Any balance not timely paid will accrue interest at the rate of eighteen percent (18%) per annum or the highest rate allowed by applicable law, whichever is less.

3. ACCEPTANCE OF SERVICES. Customer's project manager or other agent shall review at regular intervals the time records and work product of analysts and/or technical personnel. Customer's approval of such time records (including, but not limited to, costs of any applicable overtime rates, travel, per diem and other costs stated thereon) and/or work product shall be deemed granted unless Customer provides notice to LN of some objection to the time records or work product of the analysts and/or technical personnel. Acceptance by Customer shall not be unreasonably withheld and any refusal to accept shall be noted on the time record for the relevant period, with a written explanation of the reasons that the work was not acceptable and failure to so note such refusal shall constitute acceptance. Nothing herein shall eliminate Customer's obligation to pay LN for any services provided by analysts/technical personnel which Customer has approved by some other means.

4. ANALYSTS/TECHNICAL PERSONNEL NOT EMPLOYEES OF CUSTOMER. LN and Customer agree that for purposes of FICA, FUTA and income tax withholding, as well as for purposes of any pension plan or health benefit plan maintained by Customer for its own employees; the analysts/technical personnel supplying services under this Agreement are not employees of Customer.

RESERVED

5. DUTIES AND SUBSTITUTION OF ANALYSTS/TECHNICAL PERSONNEL. LN will locate analysts/technical personnel for Customer according to the qualifications, experience, and project requirements set forth by Customer and given to LN. The work to be performed by the analysts/technical personnel providing services under this Agreement shall be set out by Customer and stated in the Statement of Work. The analysts/technical personnel shall report the results of the work, to the extent required by Customer, to Customer's Project Manager or other designated official, but the primary control over such personnel shall be exercised by LN or, in the case of such personnel who is a valid independent contractor, by that personnel itself. Because Customer has the opportunity to interview all analysts/technical personnel located by LN prior to their commencement of any services for Customer, LN shall have no liability to Customer if such personnel are determined by Customer not to meet its requirements and Customer shall not be relieved of making payments to LN for the services provided by such personnel up to the time that they are terminated in accordance with this Agreement.

6. NOTICE OF TERMINATION OF SERVICES. Customer agrees to notify LN prior to its termination of any services of the analysts/technical personnel covered by this Agreement regardless of whether such termination comes before, is coincident with, or follows the duration date set forth in a written Statement of Work covering such services. Customer can terminate analysts/technical personnel with a 30-day notice to LN. Payment is due to LN through analysts/technical personnel termination date. If any analysts/technical personnel providing services under this Agreement has terminated the relationship with LN, and whether or not such termination is in violation of such personnel's agreement with LN, LN shall notify Customer of such termination within three days of receipt of notice from such personnel.

7. INTELLECTUAL PROPERTY RIGHTS. Customer agrees that all material, documentation, deliverables and other tangible expressions of information including but not limited to software programs and software documentation, designs, technical data, formulae, and processes, whether in final production or draft, which result from any work performed by any analysts/technical personnel providing services under this Agreement and all rights, title and interest, including any copyright, patent rights and all other intellectual property rights, shall belong exclusively to LN unless some other arrangements have been agreed to by both parties in writing. LexisNexis will return all copies of Customer Data provided upon termination of this contract and shall remove all such Customer Data, including back up and archival copies, maintained by LexisNexis except Customer Data that LexisNexis is required to retain to meet its legal and regulatory requirements. Where such retention is required, LexisNexis shall delete all Customer Data promptly upon such requirements permitting deletion. LexisNexis will continue to maintain the confidentiality of any Customer Data during the period of retention. No Confidential Information will be used by LexisNexis for any future purposes that are not specifically authorized by the Customer.

8. CONFIDENTIALITY. Customer and LN acknowledge that they each may have access to confidential information of the disclosing party ("Disclosing Party") relating to the Disclosing Party's business including, without limitation, technical, financial, strategies and related information, computer programs, algorithms, know-how, processes, ideas, inventions (whether patentable or not), schematics, Trade Secrets (as defined below) and other information (whether written or oral), and in the case of LN's information, product information, pricing information, product development plans, forecasts, the LN Services, and other business information ("Confidential Information"). Confidential Information shall not include information that: (i) is or becomes (through no improper action or inaction by the Receiving Party (as defined below) generally known to the public; (ii) was in the Receiving Party's possession or known by it prior to receipt from the Disclosing Party; (iii) was lawfully disclosed to Receiving Party by a third-party and received in good faith and without any duty of confidentiality by the Receiving Party or the third-party; or (iv) was independently developed without use of any Confidential Information of the Disclosing Party by employees of the Receiving Party who have had no access to such Confidential Information. "Trade Secret" shall be deemed to include any information which gives the Disclosing Party an advantage over competitors who do not have access to such information as well as all information that fits the definition of "trade secret" set forth under applicable law. Each receiving party ("Receiving Party") agrees not to divulge any Confidential Information or information derived therefrom to any third-party and shall protect the confidentiality of the Confidential Information with the same degree of care it uses to protect the confidentiality of its own confidential information and trade secrets, but in no event less than a reasonable degree of care. Notwithstanding the foregoing, the Receiving Party may disclose Confidential Information solely to the extent required by subpoena, court order or other governmental authority, provided that the Receiving Party shall give, if permitted by law, the Disclosing Party prompt written notice of such subpoena, court order or other governmental authority so as to allow the Disclosing Party to have an opportunity to obtain a protective order to prohibit or restrict such disclosure at its sole cost and expense. Confidential Information disclosed pursuant to subpoena, court order or other governmental authority shall otherwise remain subject to the terms applicable to Confidential Information. Each party's obligations with respect to

Confidential Information shall continue for the term of this Agreement and for a period of five (5) years thereafter, provided however, that with respect to Trade Secrets, each party's obligations shall continue for so long as such Confidential Information continues to constitute a Trade Secret. Notwithstanding the foregoing, if Customer is bound by the Freedom of Information Act, 5 U.S.C. 552, the California Public Records Act [Cal. Gov. Code sections 6250, *et seq.*], or other federal, state, or municipal open records laws or regulations which may require disclosure of information, and disclosure thereunder is requested, Customer agrees that it shall notify LN in writing and provide LN an opportunity to object, if so permitted thereunder, prior to any disclosure.

Customer shall not request of the analysts/technical personnel providing services under this Agreement any information regarding the rate(s) and other terms of remuneration agreed to between LN and such analysts/technical personnel, nor shall Customer induce such analysts/technical personnel to provide such information, nor shall Customer disclose or permit to be disclosed to such personnel, directly or through another party, any information regarding the rate(s) or other terms of remuneration agreed to between Customer and LN, unless otherwise required by court order, subpoena, public records act request, or other federal, state, or local law. As LN considers such information to be "Confidential", Customer agrees to notify LN immediately if such rate(s) or other terms are disclosed to it by any analysts/technical personnel or any other party, or if it learns that any analysts/technical personnel have received information about the rate(s) or other such terms agreed to between Customer and LN.

9. EXCISE, SALES, ETC. TAXES ON SERVICES. The charges for all services under this Agreement are exclusive of any state, local, or otherwise applicable sales, use, or similar taxes. If any such taxes are applicable, they shall be charged to Customer's account.

10. LICENSES; PERMITS, ETC. LN represents and warrants that LN has all licenses, permits, City Business Operations Tax Certificate, qualifications, and approvals of whatsoever nature that are legally required for LN to practice its profession or provide any services under the Agreement. LN represents and warrants that LN shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement any licenses, permits, and approvals that are legally required for LN to practice its profession or provide such Services. Without limiting the generality of the foregoing, if LN is an out-of-state corporation, LN warrants and represents that it possesses a valid certificate of qualification to transact business in the State of California issued by the California Secretary of State pursuant to Section 2105 of the California Corporations Code.

11. LN NOT AN AGENT. Except as Customer may specify in writing, LN and LN's personnel shall have no authority, express or implied, to act on behalf of Customer in any capacity whatsoever as an agent. LN and LN's personnel shall have no authority, express or implied, to bind Customer to any obligations whatsoever.

12. LIABILITY AND INDEMNIFICATION, EXCEPT FOR A PARTY'S OBLIGATIONS UNDER SECTIONS 9 CONFIDENTIALITY OR 12 INDEMNIFICATION FOR THIRD PARTY CLAIMS, NEITHER PARTY SHALL HAVE LIABILITY TO THE OTHER FOR ANY SPECIAL, CONSEQUENTIAL, EXEMPLARY, INCIDENTAL OR INDIRECT DAMAGES (INCLUDING, BUT NOT LIMITED TO, LOSS OF PROFITS, REVENUES, DATA AND/OR USE) ARISING OUT OF OR IN CONNECTION WITH THIS AGREEMENT OR THE PERFORMANCE OF AN SOW, EVEN IF ADVISED OF THE POSSIBILITY THEREOF. EXCEPT FOR A PARTY'S OBLIGATIONS UNDER SECTIONS 9 OR 12, EACH PARTY'S LIABILITY FOR ANY REASON AND UPON ANY CAUSE OF ACTION SHALL AT ALL TIMES AND IN THE AGGREGATE AMOUNT BE LIMITED TO THE AMOUNT ACTUALLY PAID UNDER THE RELATED SOW UNDER WHICH SUCH LIABILITY AROSE. NEITHER PARTY SHALL BRING ANY CLAIM ARISING HEREUNDER MORE THAN 12 MONTHS AFTER SUCH CLAIM ACCRUES.

LN shall assume the defense of and indemnify and hold harmless Customer from and against all third party actions or third party claims against Customer, its officers, agents or employees from any and all loss, including reasonable attorneys' fees, sustained by Customer by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of negligence or deliberate, willful, or criminal acts by the Customer, its officers, agents or employees and except for actions or claims alleging dangerous conditions of Customer property which arise out of the acts or failure to act by the Customer, its officers, agents or employees which are not created by an LN employee or LN invitee. LN shall have the right to defend any such claim and Customer shall extend reasonable cooperation in connection with such defense, which shall be at LN's expense. LN or its designated representative shall also have the sole right to settle any such claim for indemnification if such settlement includes a complete release of Customer. Customer may at its expense, participate in the defense of any such claim for indemnification if its position is not materially inconsistent with that of LN and if in its reasonable judgment such claim or the resolution thereof would have an ongoing material effect on Customer. In the event LN fails to defend the same within a reasonable length of time, Customer shall be entitled to assume the sole defense

thereof, and LN shall be liable to repay Customer for all expenses reasonably incurred in connection with said defense (including reasonable attorney's fees and settlement payments) if it is determined that such request for indemnification was proper.

Customer shall assume the defense of and indemnify and hold harmless LN from and against all third party actions or third party claims against LN, its officers, agents or employees from any and all loss, including reasonable attorneys' fees, sustained by LN by virtue of any damages to any person(s), firm or corporation who may be injured by or to any property that may be damaged arising out of the performance of this Agreement, except for actions or claims alleged to have occurred in full, or in part, as a result of negligence or deliberate, willful, or criminal acts by LN, its officers, agents or employees and except for actions or claims alleging dangerous condition of LN property which arise out of the acts or failure to act by LN, its officers, agents or employees which are not created by a Customer employee or Customer invitee.

The indemnification provisions contained in this Agreement include but are not limited to any violation of applicable law, ordinance, regulation or rule, including where the claim, loss, damage, charge or expense was caused by deliberate, willful, or criminal acts of either party to this Agreement, or any of their agents, officers or employees or their performance under the terms of this Agreement.

It is the intent of the parties that where negligence or responsibility for injury or damages is determined to have been shared, principles of comparative negligence will be followed, and each party shall bear the proportionate cost of any loss, damage, expense and liability attributable to that party's negligence.

Each party shall establish procedures to notify the other party which shall include prompt written notice to the other party upon its initial receipt of information that could reasonably support any such claims, administrative actions or legal actions with respect to any of the matters described in this indemnification section. The parties shall cooperate in the defense of such actions brought by others with respect to the matters covered in this Agreement.

Nothing set forth in this Agreement shall establish a standard of care for or create any legal rights for any person not a party to this Agreement.

The indemnity provisions of this Agreement shall survive the expiration or earlier termination of this Agreement.

12.1. **INSURANCE.** During the term of this Agreement, LN shall comply with the insurance provisions set forth in Addendum 1 to this Agreement, attached hereto and incorporated herein by reference.

13. **TERMINATION OF THIS AGREEMENT.** This Agreement will continue in effect until terminated by Customer or LN which termination shall occur only at the expiration of the term provided for in the Statement of Work or otherwise for a material breach of this Agreement. Customer can terminate all or part of the Agreement with LN with a 30-day notice. Payment is due to LN through Agreement termination date.

14. **ASSIGNMENT.** Neither this Agreement nor any interest hereunder may be assigned or otherwise transferred by either party to third parties other than affiliates of either party without the prior written consent of the other party which shall not be unreasonably withheld. This Agreement shall be binding upon and inure to the benefit of the heirs, successors, assigns, and delegates of the parties hereto.

15. **NOTICES.** Any requirement to "notify", or for "notice" or "notification", in connection with the subject matter of this Agreement shall be in writing and shall be effective when delivered personally (including by Federal Express, Express Mail, or similar courier service) to the party for whom intended, or five (5) days following deposit of the same into the United States mail, certified mail, return receipt requested, first class postage prepaid, addressed to such party at the address set forth below its signature to this Agreement. Either party may designate a different address by notice to the other given in accordance herewith.

16. **NONDISCRIMINATION.** LN, with regards to the work performed by it after award and prior to completion of the work pursuant to this Agreement, shall not discriminate on the ground of race, color, religion, sex, national origin, age, marital status, physical handicap or sexual orientation in selection and retention of subcontractors, including procurement of materials and leases of equipment. LN shall not participate either directly or indirectly in discrimination prohibited by federal, state, or local regulations.

17. SEVERABILITY. If any term or provision of this Agreement shall be found to be illegal or otherwise unenforceable, the same shall not invalidate the whole of this Agreement, but such term or provision shall be deemed modified to the extent necessary by the adjudication to render such term or provision enforceable, and the rights and obligations of the parties shall be construed and enforced accordingly, preserving to the fullest permissible extent the intent and agreements of the parties herein set forth.

18. ECONOMIC SANCTIONS LAWS. Customer acknowledges that LN is subject to economic sanctions laws, including but not limited to those enforced by the U.S. Department of the Treasury's Office of Foreign Assets Control ("**OFAC**"), the European Union, and the United Kingdom. Accordingly, Customer shall comply with all economic sanctions laws of the United States, the European Union, and the United Kingdom. Customer shall not provide access to LN Services to any individuals identified on OFAC's list of Specially Designated Nationals ("**SDN List**"), the UK's HM Treasury's Consolidated List of Sanctions Targets, or the EU's Consolidated List of Persons, Groups, and Entities Subject to EU Financial Sanctions. Customer shall not take any action which would place LN in a position of non-compliance with any such economic sanctions laws.

19. COMPLETE AGREEMENT AND AMENDMENT. This Agreement and any written Statement of Works executed hereunder contain the entire agreement between the parties hereto with respect to the matters covered herein. Customer acknowledges that it is entering into this Agreement solely on the basis of the agreements and representations contained herein. This Agreement shall not be modified in any way except in writing signed by both parties and stating expressly that it constitutes a modification of this Agreement.

20. WAIVER. Neither Customer's acceptance of, or payment for, any Service or Additional Service performed by LN, nor any waiver by either party of any default, breach or condition precedent, shall be construed as a waiver of any provision of this Agreement, nor as a waiver of any other default, breach or condition precedent or any other right hereunder.

21. LAW AND DISPUTES. This Agreement shall be governed by the laws of the State of California its conflict of laws provisions notwithstanding. Any lawsuit pertaining to this agreement shall be brought in State or Federal courts in the State of California. The prevailing party in any action brought to enforce the terms of this Agreement shall be entitled to recover its attorney's fees and costs.

22. COUNTERPARTS. This Agreement may be executed in one or more counterparts, each of which shall be deemed to be an original, but all of which together shall constitute but one and the same instrument.

AUTHORIZATION AND ACCEPTANCE

I HEREBY CERTIFY that I am authorized to execute this Agreement on behalf of Customer.

CUSTOMER: City of san Rafael, via its Police Department

Signature: 


Print: Jim Schutz

Title: City Manager

Date: 7-24-2020

I HEREBY CERTIFY that I am authorized to execute this Agreement on behalf of Lexis Nexis.

Lexis Nexis Risk Solutions FL Inc.:

Signature: 

Print: Haywood Talcove

Title: CEO (LNSSI)

Date: June 12, 2020

ADDENDUM 1 TO ANALYST FOR HIRE AGREEMENT
BETWEEN THE CITY OF SAN RAFAEL AND LEXISNEXIS RISK SOLUTIONS FL INC.

INSURANCE.

A. During the term of this Agreement, LN shall maintain, at no expense to **CUSTOMER**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If it employs any person, LN shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. LN's worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CUSTOMER**.

B. The insurance coverage required of the LN in this section shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **CUSTOMER**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. The additional insured coverage under LN'S insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by **CUSTOMER** and shall not call upon **CUSTOMER's** insurance or self-insurance coverage for any contribution. The "primary and noncontributory" coverage in LN'S policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, LN hereby grants to **CUSTOMER** a waiver of any right to subrogation which any insurer of LN may acquire against **CUSTOMER** by virtue of the payment of any loss under such insurance. LN agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CUSTOMER** has received a waiver of subrogation endorsement from the insurer.

**SCHEDULE A
Analyst for Hire
Accurint Virtual Crime Center
Online (Subscription)**

Customer Name:	City of San Rafael on behalf of the San Rafael Police Department
Billgroup #:	ACC-1616930
LN Account Manager:	Erica Smith

This Schedule A sets forth additional or amended terms and conditions for the use of the Analyst for Hire and Accurint Virtual Crime Center services ("LN Services"), as set forth in the services agreement between Customer and LN or LN's affiliate(s) for the LN Services ("Agreement"), to which this Schedule A is incorporated by reference. The LN Services herein shall be provided by LexisNexis Risk Solutions FL Inc. ("LN"). Customer acknowledges that the services provided under this Schedule A are non-FCRA services and are not "consumer reports" within the meaning of the FCRA and Customer agrees not to use such reports in any manner that would cause them to be characterized as "consumer reports".

1. SCHEDULE A TERM

The term of this Schedule A will be 12 months beginning July 1, 2021 and ending June 30, 2022 (the "Term"). If an account is activated after the first day of a calendar month, charges will not be pro-rated.

2. ANALYST FOR HIRE ("AFH")

2.1 AFH Annual Fee: Beginning on the effective date hereof, each 12-month period ("Year") Customer shall pay to LN \$143,798.64 ("AFH Annual Fee"), to be invoiced in equal monthly installments, in exchange for the professional service of one (1) Analyst for Hire ("AFH User").

3. ACCURINT VIRTUAL CRIME CENTER ("AVCC")

3.1 The AFH Annual Fee includes unlimited use of Accurint Virtual Crime Center, Accurint for Law Enforcement, Accurint for Law Enforcement Plus (as further described in Section 2.3) and Accurint for Law Enforcement Mobile solely for the AFH User.

3.2 Accurint for Law Enforcement Plus Premium Features: Email Search, Real Time Phones, Real Time MVR and Virtual Identity Search & Report, including when these features are report components.

3.3 Accurint for Law Enforcement Plus Subscription: All of the searches and reports included in the attached Price Schedules are referred to as the "Features". The AFH Annual Fee includes unlimited access to all Features, excluding those Features identified herein as Excluded Features but including the Premium Features listed in Section 2.2.

3.4 Features Not Included: The following Features ("Excluded Features") are not included in the AFH Annual Fee and shall in all cases be charged separately according to the pricing specified in the attached Price Schedule:

Advanced Sexual Offender Search
Bankruptcy Docket Sheet
Bankruptcy Documents
Canadian Phones
Comprehensive Healthcare Business and Provider Report
Court Search Wizard
DE Corporation Search and Report
FCRA Credit Reports
Flat Rate Comprehensive Healthcare Business and Provider Report
Identity Authenticate
Identity Verification

Law Enforcement Location Report
MVR Reports (Driving Records)
National Motor Vehicle Accident Search and Report
News Searches
Online Batch Services
Property Deed Image
Provider Report Card
Provider Sanction Search and Report
Provider Search and Report
Real Time Person Search
Workplace Locator
XML

LN standard pricing will be in effect for any new features made generally available by LN subsequent to the execution of this Schedule A.

3.5 Amounts Payable: Customer agrees to pay LN in accordance with any invoice for the fees set forth above.

4. EXPIRATION

Unless otherwise accepted by LN, the terms herein are valid if the Schedule A is signed by the Customer and received by LN on or before **May 27, 2021**.

5. CONFIDENTIAL INFORMATION

This Schedule A contains the confidential pricing information of LN. Customer acknowledges that the disclosure of such pricing information could cause competitive harm to LN, and as such, Customer agrees to maintain this Schedule A in trust and confidence and take reasonable precautions against disclosure to any third party to the extent permitted by local and state law.

AGREED TO AND ACCEPTED BY: City of San Rafael on behalf of the San Rafael Police Department

Signed: _____
Name: _____
Title: _____
Date: _____

AGREED TO AND ACCEPTED BY: LexisNexis Risk Solutions FL Inc.

Signed: _____
Name: _____
Title: _____
Date: _____

Accurint for Law Enforcement Plus
(Updated October 8, 2020)
(Plan 44)

(Pricing is per hit unless otherwise indicated. All searches/reports with a price of \$0.00 are considered "Standard Features" and are included in Subscription plan.)

PRICE SCHEDULE (Subscription)	
ACCURINT FOR LAW ENFORCEMENT PLUS FEATURES	PRICE
Accurint Mapping (Charged per layer)	\$0.00
Advanced Motor Vehicle Search	\$0.00
Advanced Person Alerts Update	\$0.00
Advanced Person Search	\$0.00
Advanced Sexual Offender Search	\$2.00
Automated Valuation Model (AVM) Report	\$0.00
Bankruptcies, Liens & Judgments Search	\$0.00
Bankruptcy Search	\$0.00
Bankruptcy Report	\$0.00
Boolean Search	\$0.00
Business Search	\$0.00
Businesses In The News (not discountable)	\$5.00
Civil Courts Search (Report Included)	\$0.00
CLIA Report	\$0.00
Corporation Filings (Report Included Except In Delaware)	\$0.00
Criminal Records	\$0.00
Criminal Records Report	\$0.00
DEA Controlled Substances License Search	\$0.00
Death Records	\$0.00
Death Records Report	\$0.00
Driver Licenses	\$0.00
Email Search	\$0.40
FAA Aircraft (Report Included)	\$0.00
FAA Certifications (Report Included)	\$0.00
Federal Civil Court Records Search	\$0.00
Federal Criminal Court Records Search	\$0.00
Federal Firearms & Explosives	\$0.00
Federal Employer ID Numbers (FEIN)	\$0.00
Fictitious Business Name	\$0.00
Foreclosures Search (Report Included)	\$0.00
Hunting/Fishing Licenses	\$0.00
Identity Authenticate (charged per search)	\$1.25
Identity Verification (charged per search)	\$0.60
Liens & Judgments	\$0.00
Lineup	\$0.00
Marriages / Divorces Search	\$0.00
Motor Vehicles Search	\$0.00
Motor Vehicles Report	\$0.00

National Motor Vehicle Accident Search & Report (not discountable)	\$3.00
National UCC Filings (Report Included)	\$0.00
NCPDP (National Council for Prescription Drug Programs) Search	\$0.00
NCPDP (National Council for Prescription Drug Programs) Report	\$0.00
NPI Data Search	\$0.00
NPI Report	\$0.00
Passport Validation	\$0.00
People At Work Search	\$0.00
People In The News (not discountable)	\$5.00
Person Alerts Monitoring (Monthly Monitoring Transactions Per Acct.) (Alerts Charged At Regular Price)	--
-1 - 50	\$0.00
-51 - 250	\$0.00
-251 - 500	\$0.00
-501 - 1,000	\$0.00
-1,001 - 5,000	\$0.00
-5,001 - 25,000	\$0.00
-25,001 - 100,000	\$0.00
Person Search	\$0.00
Phones Plus	\$0.50
Professional Licenses (Report Included)	\$0.00
Property Deed Search	\$0.00
Property Assessment Search	\$0.00
Property Assessment Report	\$0.00
Property Deed Report (excluding Deed Image)	\$0.00
Provider Search	\$0.25
Provider Report	\$5.00
Provider Report Card (charged per search)	\$5.00
Provider Sanction Search (charged per search)	\$0.25
Provider Sanction Report	\$5.00
Real Time Phone Search	\$0.50
Relavint Plus Link Analysis (per diagram)	\$0.00
Reverse Lookup	\$0.00
Sexual Offenders (Report Included)	\$0.00
USA Patriot Act	\$0.00
Virtual Identity Search & Report	\$2.00
Watercraft	\$0.00
Watercraft Report	\$0.00
Wildcard Search	\$0.00
WorkPlace Locator (not discountable)	\$3.50
Reports	
Asset Report: Property Deeds & Assessments, Vehicle Registrations, Watercraft, FAA Pilots, FAA Aircraft, and UCC Filings.	\$0.00
Business Link Report	\$0.00
Comprehensive Report (Best Value): Summary Report, Associates, Bankruptcy, Concealed Weapons Permits, Criminal Records, DEA Controlled Substances License Search, Driver's Licenses, FAA Aircraft, FAA Pilots, Federal Firearms & Explosives	\$0.00

License Search, Hunting/Fishing Permits, Liens/Judgments, National Motor Vehicle Accident Search & Report, Neighbors, People at Work, Phones Plus, Possible Education, Professional Licenses, Property, Relatives (3 Degrees), Sexual Offenders, UCC Filings, Vehicle Registrations, Voter Registration and Watercraft.	
Contact Card Report: Summary Report: Names Associated with Subject, Contact List: At Home, At Work, Through Family, Through Associates, Through Neighbors, Possible Relocation, Address Summary and Phones Plus (optional).	\$0.00
Finder Report: Address Summary, Others Using SSN, Date/Location Where SSN Issued, Phone Summary, Current Listed Phones, Unverified Phones With Type And Date Indicators, Current Neighbor Phones, Possible Relative Phones (2 Degrees), Possible Associate Phones, Phones At Historical Addresses, Bankruptcy Filings And Corporate Affiliations.	\$0.00
Law Enforcement Location Report (charged per search)	\$1.00
Relatives, Neighbors, & Associates Report	\$0.00
Comprehensive Address Report: (Base Report Features: Current And Previous Residents And Phones At Address)	\$0.00
Additional Report Options:	--
-Bankruptcy	\$0.00
-Businesses At Address	\$0.00
-Concealed Weapons Permit Search	\$0.00
-Criminal Records Search	\$0.00
-Criminal Records Report	\$0.00
-Driver Licenses At Address	\$0.00
-Hunting/Fishing License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicles Registered At Address	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors At Address	\$0.00
-Property Ownership Current / Previous	\$0.00
-Sexual Offenders Search (Report Included)	\$0.00
Comprehensive Business Report (Base Report Features: Name and TIN Variations, Parent Company, and Industry Information)	\$0.00
Additional Report Options:	--
-Associated Businesses	\$0.00
-Associated People	\$0.00
-Bankruptcy	\$0.00
-Business Registrations	\$0.00
-Corporation Filings	\$0.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-Liens and Judgments	\$0.00
-Motor Vehicles	\$0.00
-Properties	\$0.00
-UCC Filings	\$0.00
Custom Comprehensive Report (Base Report Features: Others Using Same SSN, Date and Location where SSN Issued, Company Header, Address Summary, Possible Education, Comprehensive Report Summary)	\$0.00
Additional Report Options:	--
-Associates	\$0.00

-Bankruptcy	\$0.00
-Criminal Records	\$0.00
-DEA Controlled Substances License Search	\$0.00
-Driver Licenses Information	\$0.00
-Email Search	\$0.40
-Federal Firearms & Explosives License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicle(s) Registration (Watercraft & Boat Trailers Included)	\$0.00
-National Motor Vehicle Accident Search & Report	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors (Up To 6 Neighbors At 10 Different Addresses)	\$0.00
-People At Work	\$0.00
-Phones Plus	\$0.50
-Professional Licenses (Report Included)	\$0.00
-Properties	\$0.00
-Real Time Vehicle Registrations (charged per search) (not discountable)	\$3.50
-Relatives (Up to 3 Degrees of Separation)	\$0.00
-Sexual Offenders	\$0.00
-Supplemental Data Sources	\$0.00
-UCC Filings	\$0.00
Flat Rate Comprehensive Healthcare Business Report (includes Base Report Features and Additional Report Options listed below)	\$10.00
Comprehensive Healthcare Business Report (Base Report Features: Name, Address and Phone Variations; Parent Company, ID Numbers and Industry Information)	\$0.50
Additional Report Options:	--
-Associated Businesses	\$1.00
-Associated People	\$1.00
-Bankruptcy (charged per search)	\$1.00
-Business Phone Matches	\$0.25
-Business Registrations	\$0.25
-Corporation Filings	\$1.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.25
-IRS 5500	\$0.50
-Liens And Judgments (charged per search)	\$0.25
-Motor Vehicles	\$0.75
-Properties	\$1.00
-Sanctions	\$0.50
-UCC Filings	\$0.50
-Verification	\$0.75
-Watercraft	\$1.00
Flat Rate Comprehensive Healthcare Provider Report (includes Base Report Features and Additional Report Options listed below)	\$6.00
Comprehensive Healthcare Provider Report (Base Report Features: Gender, Date of Birth, Social Security Number, Tax ID(s) UPIN and NPI number)	\$0.50
Additional Report Options:	--
-Additional Deceased Data Sources	\$0.00

-Associates	\$0.00
-Bankruptcy (charged per search) (not discountable)	\$0.25
-Business Address Summary	\$0.25
-Business Affiliations	\$0.50
-Business Phone Matches	\$0.25
-DEA Licenses	\$0.25
-Degrees	\$0.00
-Education	\$0.50
-Group Affiliations	\$0.50
-GSA Sanctions (charged per search)	\$0.50
-Hospital Affiliations	\$0.50
-Liens And Judgments (charged per search)	\$0.25
-Medical Licenses (charged per search)	\$1.00
-Possible Criminal Records (charged per search)	\$0.25
-Professional Licenses (charged per search)	\$1.00
-Sanctions (Disciplinary) (charged per search)	\$0.50
-Sexual Offenses (charged per search)	\$1.00
-Specialties	\$0.00
-Verification	\$0.75
Online Batch	
Advanced Person Search	\$0.50
Batch Person Search	\$0.50
Batch Telephone	\$0.10
Deceased Person	\$0.25
Real Time Phone Search	\$0.50

Accurint for Law Enforcement
(Updated October 8, 2020)
(Plan 44)

(Pricing is per hit unless otherwise indicated. All searches/reports with a price of \$0.00 are considered "Standard Features" and are included in Subscription plan.)

PRICE SCHEDULE (Subscription)	
ACCURINT FOR LAW ENFORCEMENT FEATURES	PRICE
Advanced Motor Vehicle Search	\$0.00
Advanced Person Alerts Update	\$0.00
Advanced Person Search	\$0.00
Automated Valuation Model (AVM) Report	\$0.00
Associates ("Next Steps")	\$0.00
Bankruptcies, Liens & Judgments Search	\$0.00
Bankruptcy Search	\$0.00
Bankruptcy Report	\$0.00
Bankruptcy Docket Sheet (\$0.50 For First 5 Pages & \$0.20 Per Page Thereafter) (not discountable)	\$0.50
Bankruptcy Documents (Per Page, Up To Max Charge Of \$6 Per Document) (not discountable)	\$0.20
Boolean Search	\$0.00
Business Credit	\$0.00
Business Credit Report	\$0.00
Business Search	\$0.00
Businesses In The News (not discountable)	\$5.00
Canadian Phones	\$0.40
Civil Courts Search (Report Included)	\$0.00
CLIA Report	\$0.00
Concealed Weapons Permit	\$0.00
Corporation Filings (Report Included Except In Delaware)	\$0.00
Court Search Wizard (Additional Fees May Apply; Orders Are Non-Refundable)	--
-County Civil Lower & Upper Court - 7 Year (not discountable)	\$35.00
-County Civil Lower & Upper Court - 10 Year (not discountable)	\$40.00
-County Criminal - 7 Year (not discountable)	\$25.00
-County Criminal - 10 Year (not discountable)	\$30.00
-Federal Division Civil - 7 Year (not discountable)	\$16.00
-Federal Division Civil - 10 Year (not discountable)	\$25.00
-Federal Division Criminal - 7 Year (not discountable)	\$16.00
-Federal Division Criminal - 10 Year (not discountable)	\$25.00
-Statewide Criminal (not discountable)	\$24.00
Criminal Records	\$0.00
Criminal Records Report	\$0.00
DEA Controlled Substances License Search	\$0.00
Death Records	\$0.00
Death Records Report	\$0.00
Delaware Corporations (not discountable)	\$1.00
Delaware Corporations Report (not discountable)	\$11.00

Disclosed Entity Service	\$0.00
Driver Licenses	\$0.00
Dun & Bradstreet Search (not discountable)	\$0.25
Dun & Bradstreet Report (not discountable)	\$3.75
Email Search	\$0.40
FAA Aircraft (Report Included)	\$0.00
FAA Pilots (Report Included)	\$0.00
Federal Civil Court Records Search	\$0.00
Federal Criminal Court Records Search	\$0.00
Federal Firearms & Explosives	\$0.00
Federal Employer ID Numbers (FEIN)	\$0.00
Fictitious Business Name	\$0.00
Foreclosures Search (Report Included)	\$0.00
Hunting/Fishing Licenses	\$0.00
Identity Authenticate (charged per search)	\$1.25
Identity Verification (charged per search)	\$0.60
Law Enforcement Location Report (charged per search)	\$1.00
Liens & Judgments	\$0.00
Liens & Judgments Report	\$0.00
Marriages / Divorces Search	\$0.00
Motor Vehicles Search	\$0.00
Motor Vehicles Report	\$0.00
MVR Reports (Driving Records)** (plus state fee) (charged per search) (not discountable)	\$6.00
** Coverage and state fees are available in the product and are subject to change	--
MVR Wildcard Search	\$0.00
National Motor Vehicle Accident Search & Report (not discountable)	\$3.00
National UCC Filings (Report Included)	\$0.00
NCPDP (National Council for Prescription Drug Programs) Search	\$0.00
NCPDP (National Council for Prescription Drug Programs) Report	\$0.00
Neighbors ("Next Steps")	\$0.00
NPI Data Search	\$0.00
NPI Report	\$0.00
Passport Validation	\$0.00
People At Work Search	\$0.00
People In The News (not discountable)	\$5.00
Person Alerts Monitoring (Monthly Monitoring Transactions Per Acct.) (Alerts Charged At Regular Price)	--
-1 - 50	\$0.00
-51 - 250	\$0.00
-251 - 500	\$0.00
-501 - 1,000	\$0.00
-1,001 - 5,000	\$0.00
-5,001 - 25,000	\$0.00
-25,001 - 100,000	\$0.00
Professional Licenses (Report Included)	\$0.00
Property Deed Search	\$0.00

Property Assessment Search	\$0.00
Property Assessment Report	\$0.00
Property Deed Report (excluding Deed Image)	\$0.00
Property Deed Image (additional charge when ordered from within Property Reports) (not discountable)	\$8.00
Property Search (Property Assessments, Deeds & Mortgages)	\$0.00
Property Report (Property Assessments, Deeds & Mortgages, excluding Deed Image)	\$0.00
Provider Search	\$0.25
Provider Report	\$5.00
Provider Report Card (charged per search)	\$5.00
Provider Sanction Search (charged per search)	\$0.25
Provider Sanction Report	\$5.00
Real Time Person Search (charged per search)	\$3.50
Real Time Phone Search	\$0.50
Relatives ("Next Steps")	\$0.00
Relatives, Neighbors & Associates ("Next Steps")	\$0.00
Relavint Visual Link Analysis (Per Diagram)	\$0.00
Satellite Image Search	\$0.00
Sexual Offenders (Report Included)	\$0.00
USA Patriot Act	\$0.00
Virtual Identity Search & Report	\$2.00
Voter Registrations	\$0.00
Watercraft	\$0.00
Watercraft Report	\$0.00
WorkPlace Locator (not discountable)	\$3.50
Reports	
Asset Report: Property Deeds & Assessments, Vehicle Registrations, Watercraft, FAA Pilots, FAA Aircraft, and UCC Filings.	\$0.00
Business Link Report	\$0.00
Comprehensive Report (Best Value): Summary Report, Associates, Bankruptcy, Concealed Weapons Permits, Criminal Records, DEA Controlled Substances License Search, Driver's Licenses, FAA Aircraft, FAA Pilots, Federal Firearms & Explosives License Search, Hunting/Fishing Permits, Liens/Judgments, National Motor Vehicle Accident Search & Report, Neighbors, People at Work, Phones Plus, Possible Education, Professional Licenses, Property, Relatives (3 Degrees), Sexual Offenders, UCC Filings, Vehicle Registrations, Voter Registration and Watercraft.	\$0.00
Contact Card Report: Summary Report: Names Associated with Subject, Contact List: At Home, At Work, Through Family, Through Associates, Through Neighbors, Possible Relocation, Address Summary and Phones Plus (optional).	\$0.00
Finder Report: Address Summary, Others Using SSN, Date/Location Where SSN Issued, Phone Summary, Current Listed Phones, Unverified Phones With Type And Date Indicators, Current Neighbor Phones, Possible Relative Phones (2 Degrees), Possible Associate Phones, Phones At Historical Addresses, Bankruptcy Filings And Corporate Affiliations.	\$0.00
Summary Report: Address Summary, Others Using SSN, Date/Location Where SSN Issued, Census Data, Bankruptcy Indicator, Property Indicator And Corporate Affiliations Indicator.	\$0.00
Comprehensive Address Report: (Base Report Features: Current And Previous Residents And Phones At Address)	\$0.00

Additional Report Options:	--
-Bankruptcy	\$0.00
-Businesses At Address	\$0.00
-Concealed Weapons Permit Search	\$0.00
-Criminal Records Search	\$0.00
-Criminal Records Report	\$0.00
-Driver Licenses At Address	\$0.00
-Hunting/Fishing License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicles Registered At Address	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors At Address	\$0.00
-Property Ownership Current / Previous	\$0.00
-Sexual Offenders Search (Report Included)	\$0.00
Comprehensive Business Report (Base Report Features: Name and TIN Variations, Parent Company, and Industry Information)	\$0.00
Additional Report Options:	--
-Associated Businesses	\$0.00
-Associated People	\$0.00
-Bankruptcy	\$0.00
-Business Registrations	\$0.00
-Corporation Filings	\$0.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.00
-IRS 5500	\$0.00
-Liens and Judgments	\$0.00
-Motor Vehicles	\$0.00
-Properties	\$0.00
-UCC Filings	\$0.00
-Watercraft	\$0.00
Custom Comprehensive Report (Base Report Features: Others Using Same SSN, Date and Location where SSN Issued, Company Header, Address Summary, Possible Education, Comprehensive Report Summary)	\$0.00
Additional Report Options:	--
-Associates	\$0.00
-Bankruptcy	\$0.00
-Criminal Records	\$0.00
-DEA Controlled Substances License Search	\$0.00
-Driver Licenses Information	\$0.00
-Email Search	\$0.40
-Federal Firearms & Explosives License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicle(s) Registration (Watercraft & Boat Trailers Included)	\$0.00
-National Motor Vehicle Accident Search & Report	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors (Up To 6 Neighbors At 10 Different Addresses)	\$0.00
-People At Work	\$0.00

-Phones Plus	\$0.00
-Professional Licenses (Report Included)	\$0.00
-Properties	\$0.00
-Real Time Vehicle Registrations (charged per search) (not discountable)	\$3.50
-Relatives (Up to 3 Degrees of Separation)	\$0.00
-Sexual Offenders	\$0.00
-Supplemental Data Sources	\$0.00
-UCC Filings	\$0.00
Flat Rate Comprehensive Healthcare Business Report (includes Base Report Features and Additional Report Options listed below)	\$10.00
Comprehensive Healthcare Business Report (Base Report Features: Name, Address and Phone Variations; Parent Company, ID Numbers and Industry Information)	\$0.50
Additional Report Options:	--
-Associated Businesses	\$1.00
-Associated People	\$1.00
-Bankruptcy (charged per search)	\$1.00
-Business Phone Matches	\$0.25
-Business Registrations	\$0.25
-Corporation Filings	\$1.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.25
-IRS 5500	\$0.00
-Liens And Judgments (charged per search)	\$0.25
-Motor Vehicles	\$0.75
-Properties	\$1.00
-Sanctions	\$0.50
-UCC Filings	\$0.50
-Verification	\$0.75
-Watercraft	\$1.00
Flat Rate Comprehensive Healthcare Provider Report (includes Base Report Features and Additional Report Options listed below)	\$6.00
Comprehensive Healthcare Provider Report (Base Report Features: Gender, Date of Birth, Social Security Number, Tax ID(s) UPIN and NPI number)	\$0.50
Additional Report Options:	--
-Additional Deceased Data Sources	\$0.00
-Associates	\$0.00
-Bankruptcy (charged per search) (not discountable)	\$0.25
-Business Address Summary	\$0.25
-Business Affiliations	\$0.50
-Business Phone Matches	\$0.25
-DEA Licenses	\$0.25
-Degrees	\$0.00
-Education	\$0.50
-Group Affiliations	\$0.50
-GSA Sanctions (charged per search)	\$0.50
-Hospital Affiliations	\$0.50
-Liens And Judgments (charged per search)	\$0.25

-Medical Licenses (charged per search)	\$1.00
-Possible Criminal Records (charged per search)	\$0.25
-Professional Licenses (charged per search)	\$1.00
-Sanctions (Disciplinary) (charged per search)	\$0.50
-Sexual Offenses (charged per search)	\$1.00
-Specialties	\$0.00
-Verification	\$0.75
Online Batch	
Advanced Person Search	\$0.50
Deceased Person	\$0.25
Address (Single)	\$0.13
Address (Multiple)	\$0.16
Waterfall Phones: Directory Assistance Match, Address And Name Variations, Co-Residents, Phones Plus & Relatives; Add-Ons Possible Relocation, Neighbors & People At Work (Single)	\$0.23
Waterfall Phones: Directory Assistance Match, Address And Name Variations, Co-Residents, Phones Plus & Relatives; Add-Ons Possible Relocation, Neighbors & People At Work (Multiple)	\$0.25
Waterfall Phone with Address (single)	\$0.25
Waterfall Phone with Address (multiple)	\$0.30
Address and/or Phone Confirmation (per input) (single)	\$0.03
Address and/or Phone Confirmation (per input) (multiple)	\$0.04
Phones Plus	\$0.50
Real Time Phone Search	\$0.50
Real Time Motor Vehicle Registrations	\$1.50
Property - Add Up To Five Properties Owned By The Subject	\$1.00
Consumer InstantID	\$0.65
Consumer InstantID With Fraud Defender	\$0.95
Consumer InstantID With Red Flags Rule	\$0.90
Business InstantID	\$1.30
Business InstantID With Fraud Defender	\$1.30
Multiple = 2 Or More Phones/Addresses Returned	--

Accurint for Law Enforcement Mobile
(Updated August 15, 2019)
(Plan 44)

PRICE SCHEDULE	
FEATURES	PRICE
Advanced Motor Vehicle Search	\$0.00
Advanced Person Search	\$0.00
Business Search	\$0.00
Identity Authenticate (charged per search)	\$1.25
Identity Verification (charged per search)	\$0.60
Motor Vehicles Search	\$0.00
Motor Vehicles Report	\$0.00
Phones Plus	\$0.00
Property Search (Property Assessments, Deeds & Mortgages)	\$0.00
Property Report (Property Assessments, Deeds & Mortgages, excluding Deed Image)	\$0.00
Real Time Phone Search	\$0.00
Reports	
Comprehensive Report (Best Value): Summary Report, Associates, Bankruptcy, Concealed Weapons Permits, Criminal Records, DEA Controlled Substances License Search, Driver's Licenses, FAA Aircraft, FAA Pilots, Federal Firearms & Explosives License Search, Hunting/Fishing Permits, Liens/Judgments, National Motor Vehicle Accident Search & Report, Neighbors, People at Work, Phones Plus, Possible Education, Professional Licenses, Property, Relatives (3 Degrees), Sexual Offenders, UCC Filings, Vehicle Registrations, Voter Registration and Watercraft.	\$0.00
Comprehensive Address Report: (Base Report Features: Current And Previous Residents And Phones At Address)	\$0.00
Additional Report Options:	--
-Bankruptcy	\$0.00
-Businesses At Address	\$0.00
-Concealed Weapons Permit Search	\$0.00
-Criminal Records Search	\$0.00
-Criminal Records Report	\$0.00
-Driver Licenses At Address	\$0.00
-Hunting/Fishing License Search	\$0.00
-Liens And Judgments	\$0.00
-Motor Vehicles Registered At Address	\$0.00
-Neighborhood Profile (2010 Census)	\$0.00
-Neighbors At Address	\$0.00
-Property Ownership Current / Previous	\$0.00
-Sexual Offenders Search (Report Included)	\$0.00
Comprehensive Business Report (Base Report Features: Name and TIN Variations, Parent Company, and Industry Information)	\$0.00
Additional Report Options:	--
-Associated Businesses	\$0.00
-Associated People	\$0.00

-Bankruptcy	\$0.00
-Business Registrations	\$0.00
-Corporation Filings	\$0.00
-Dun & Bradstreet Records (not discountable)	\$3.75
-FAA Aircraft	\$0.00
-IRS 5500	\$0.00
-Liens and Judgments	\$0.00
-Motor Vehicles	\$0.00
-Properties	\$0.00
-UCC Filings	\$0.00
-Watercraft	\$0.00



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin,
Director of Public Works**

City Manager Approval: _____

TOPIC: THIRD STREET REHABILITATION – CONTRACT FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIAL TESTING

SUBJECT: A RESOLUTION APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND CIVIL ENGINEERING, INC. FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIAL TESTING SERVICES ASSOCIATED WITH THE THIRD STREET REHABILITATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$1,168,300 FUNDED THROUGH GRANTS

RECOMMENDATION:

Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with Coastland Engineering, Inc. (Coastland) for construction management, inspection, and material testing services associated with the Third Street Rehabilitation project, in an amount not to exceed \$1,168,300.

BACKGROUND: In 2004, the Transportation Authority of Marin (TAM) established the Measure A Expenditure Plan (Plan), a voter-approved sales tax providing funds for major roadway projects in Marin County. Plan projects were prioritized based on roadway condition, traffic volumes, transit frequency, and existing bicycle and pedestrian access. Approximately \$12.9 million in Measure A funds has been allocated from TAM for design and construction of the [Third Street Rehabilitation project](#). The construction funding was authorized by the TAM Board of Commissioners on May 27, 2021, after the City Council adopted a resolution on May 3, 2021 accepting the Third Street Rehabilitation project and directing staff to request funding.

Third Street, from Miracle Mile to Union Street will have roadway, pedestrian, and bicycle improvements, including but not limited to, street resurfacing, curb ramps, sidewalk, raised intersections through the downtown core, storm drains, traffic signal upgrades, bulb-outs for improved pedestrian visibility, narrowing travel lanes, adding trees, and reconfiguring the roadway between West Street and Shaver Street to allow room for an eight-foot-wide Class IV cycle track on the south side of Second Street with a dedicated sidewalk for pedestrians.

In addition, the Rehabilitation project will be a joint effort with Marin Municipal Water District (MMWD) and San Rafael Sanitation District (SRSD) for pipeline replacement work. Combining these three projects into one will provide a cost savings for all parties by sharing construction

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

management resources, improving coordination among different types of work, reducing construction impacts to the public, and consolidating the overall project timeline for residents and businesses.

More information about the project, including prior meetings, timeline, and design details can be found on the City of San Rafael [website](#). Key prior City Council meetings included the feasibility report, presented to the City Council at the [June 3, 2019](#) meeting and an Informational Report with design updates on [November 2, 2020](#) that reviewed feedback received from the public.

ANALYSIS: On April 29, 2021, Public Works received five proposals from qualified firms. Proposals were evaluated by City staff based on criteria specified in the RFP including, but not limited to, understanding of the Scope of Work, previous experience with similar projects, qualified personnel, and familiarity with City procedures for project delivery.

On May 11, 2021, the five proposing firms were interviewed by panel members consisting of the City and San Rafael Sanitation District staff as well as the project manager from CSW/Stuber-Stroeh Engineering Group, Inc, who is the design consultant for the project. The panel members found Coastland as the most qualified consultant for this project. After successful negotiations, Coastland submitted a revised scope and fee proposal to perform the construction management, inspection, and material testing services for a sum of \$1,168,300, which was found to be complete and within industry standards.

FISCAL IMPACT: The consultant's fee of \$1,168,300 is being funded by TAM Measure A/AA grant funds.

OPTIONS: The City Council has the following options to consider relating to this matter:

1. Adopt a resolution authorizing the City Manager to execute a professional services agreement with Coastland.
2. Do not accept the proposal from Coastland and provide further direction to staff.

RECOMMENDED ACTION: Adopt a resolution approving and authorizing the City Manager to execute a professional services agreement with Coastland Engineering, Inc. for construction management, inspection, and material testing services associated with the Third Street Rehabilitation project, in an amount not to exceed \$1,168,300.

ATTACHMENT:

1. Resolution
2. Draft Agreement with Exhibit A (Proposal)

RESOLUTION NO.

A RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING AND AUTHORIZING THE CITY MANAGER TO EXECUTE A PROFESSIONAL SERVICES AGREEMENT WITH COASTLAND CIVIL ENGINEERING, INC. FOR CONSTRUCTION MANAGEMENT, INSPECTION, AND MATERIAL TESTING SERVICES ASSOCIATED WITH THE THIRD STREET REHABILITATION PROJECT, IN AN AMOUNT NOT TO EXCEED \$1,168,300, FUNDED THROUGH GRANTS

WHEREAS, the City desires to implement safety improvements along the Third Street corridor from Miracle Mile to Union Street; and

WHEREAS, the City was allocated Measure A funding through the Transportation Authority of Marin (TAM) for the Third Street Rehabilitation project; and

WHEREAS, the City has conducted significant public outreach and refined the project design accordingly; and

WHEREAS, the City requires outside professional assistance for the construction management, inspection, and material testing services associated with the aforementioned project; and

WHEREAS, in response to the request for proposals (RFP), the Department of Public Works received five proposals and conducted team interviews; and

WHEREAS, staff has reviewed the proposal and identified Coastland Engineering, Inc. to be the most qualified firm; and

WHEREAS, Coastland Engineering, Inc.'s proposal in the amount of \$1,168,300 was found to be complete and within industry standards;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL

RESOLVES as follows:

1. The City Council hereby approves and authorizes the City Manager to execute a Professional Services Agreement with Coastland Engineering, Inc. for construction management, inspection, and material testing services associated with the Third Street Rehabilitation Project in the amount not to exceed \$1,168,300 in the form attached to the Staff Report to the City Council for this matter, subject to final approval as to form by the City Attorney.

2. Funds totaling \$1,168,300 will be appropriated for this project from the Measure A allocation.
3. The Director of Public Works is hereby authorized to take any and all such actions and make changes as may be necessary to accomplish the purpose of this resolution.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Monday, the 21st day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

**AGREEMENT FOR PROFESSIONAL SERVICES
FOR THE THIRD STREET REHABILITATION PROJECT**

This Agreement is made and entered into this ____ day of _____, 20____, by and between the CITY OF SAN RAFAEL (hereinafter "CITY"), and COASTLAND CIVIL ENGINEERING, INC. (hereinafter "CONSULTANT").

RECITALS

WHEREAS, the CITY has determined that professional construction management, inspection, and material testing services are required for the Third Street Rehabilitation Project (City Project No. 11315); and

WHEREAS, the CONSULTANT has agreed to render such services.

AGREEMENT

NOW, THEREFORE, the parties hereby agree as follows:

1. **PROJECT COORDINATION.**

A. **CITY'S Project Manager.** Shawn Graf is hereby designated the PROJECT MANAGER for the CITY and said PROJECT MANAGER shall supervise all aspects of the progress and execution of this Agreement.

B. **CONSULTANT'S Project Director.** CONSULTANT shall assign a single PROJECT DIRECTOR to have overall responsibility for the progress and execution of this Agreement for CONSULTANT. Mike Janet is hereby designated as the PROJECT DIRECTOR for CONSULTANT. Should circumstances or conditions subsequent to the execution of this Agreement require a substitute PROJECT DIRECTOR, for any reason, the CONSULTANT shall notify the CITY within ten (10) business days of the substitution.

2. **DUTIES OF CONSULTANT.**

CONSULTANT shall perform the duties and/or provide services as outlined in the CONSULTANT'S proposal dated June 4, 2021, marked as Exhibit A, attached hereto, and incorporated herein.

3. **DUTIES OF CITY.**

CITY shall pay the compensation as provided in Paragraph 4, and perform the duties as described in Exhibit A.

4. COMPENSATION.

For the full performance of the services described herein by **CONSULTANT**, **CITY** shall pay **CONSULTANT** on a time and materials basis, for services rendered in accordance with the rates shown in Exhibit A, in an amount not to exceed **\$1,168,300**.

Payment will be made monthly upon receipt by PROJECT MANAGER of itemized invoices submitted by **CONSULTANT**.

5. TERM OF AGREEMENT.

The term of this Agreement shall be for two (2) year(s) and commence upon the date of the execution of the agreement. Upon mutual agreement of the parties, and subject to the approval of the City Manager the term of this Agreement may be extended for an additional period of up to two (2) year(s).

6. TERMINATION.

A. **Discretionary.** Either party may terminate this Agreement without cause upon thirty (30) days written notice mailed or personally delivered to the other party.

B. **Cause.** Either party may terminate this Agreement for cause upon fifteen (15) days written notice mailed or personally delivered to the other party, and the notified party's failure to cure or correct the cause of the termination, to the reasonable satisfaction of the party giving such notice, within such fifteen (15) day time period.

C. **Effect of Termination.** Upon receipt of notice of termination, neither party shall incur additional obligations under any provision of this Agreement without the prior written consent of the other.

D. **Return of Documents.** Upon termination, any and all **CITY** documents or materials provided to **CONSULTANT** and any and all of **CONSULTANT's** documents and materials prepared for or relating to the performance of its duties under this Agreement, shall be delivered to **CITY** as soon as possible, but not later than thirty (30) days after termination.

7. OWNERSHIP OF DOCUMENTS.

The written documents and materials prepared by the **CONSULTANT** in connection with the performance of its duties under this Agreement, shall be the sole property of **CITY**. **CITY** may use said property for any purpose, including projects not contemplated by this Agreement.

8. INSPECTION AND AUDIT.

Upon reasonable notice, **CONSULTANT** shall make available to **CITY**, or its agent, for inspection and audit, all documents and materials maintained by **CONSULTANT** in connection with its performance of its duties under this Agreement. **CONSULTANT** shall fully cooperate with **CITY**

or its agent in any such audit or inspection.

9. ASSIGNABILITY.

The parties agree that they shall not assign or transfer any interest in this Agreement nor the performance of any of their respective obligations hereunder, without the prior written consent of the other party, and any attempt to so assign this Agreement or any rights, duties or obligations arising hereunder shall be void and of no effect.

10. INSURANCE.

A. **Scope of Coverage.** During the term of this Agreement, **CONSULTANT** shall maintain, at no expense to **CITY**, the following insurance policies:

1. A commercial general liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, for death, bodily injury, personal injury, or property damage.

2. An automobile liability (owned, non-owned, and hired vehicles) insurance policy in the minimum amount of one million dollars (\$1,000,000) dollars per occurrence.

3. If any licensed professional performs any of the services required to be performed under this Agreement, a professional liability insurance policy in the minimum amount of one million dollars (\$1,000,000) per occurrence/two million dollars (\$2,000,000) aggregate, to cover any claims arising out of the **CONSULTANT's** performance of services under this Agreement. Where **CONSULTANT** is a professional not required to have a professional license, **CITY** reserves the right to require **CONSULTANT** to provide professional liability insurance pursuant to this section.

4. If it employs any person, **CONSULTANT** shall maintain worker's compensation insurance, as required by the State of California, with statutory limits, and employer's liability insurance with limits of no less than one million dollars (\$1,000,000) per accident for bodily injury or disease. **CONSULTANT's** worker's compensation insurance shall be specifically endorsed to waive any right of subrogation against **CITY**.

B. **Other Insurance Requirements.** The insurance coverage required of the **CONSULTANT** in subparagraph A of this section above shall also meet the following requirements:

1. Except for professional liability insurance or worker's compensation insurance, the insurance policies shall be specifically endorsed to include the **CITY**, its officers, agents, employees, and volunteers, as additional insureds (for both ongoing and completed operations) under the policies.

2. The additional insured coverage under **CONSULTANT'S** insurance policies shall be "primary and noncontributory" with respect to any insurance or coverage maintained by **CITY** and shall not call upon **CITY's** insurance or self-insurance coverage for any contribution. The

“primary and noncontributory” coverage in **CONSULTANT’S** policies shall be at least as broad as ISO form CG20 01 04 13.

3. Except for professional liability insurance or worker’s compensation insurance, the insurance policies shall include, in their text or by endorsement, coverage for contractual liability and personal injury.

4. By execution of this Agreement, **CONSULTANT** hereby grants to **CITY** a waiver of any right to subrogation which any insurer of **CONSULTANT** may acquire against **CITY** by virtue of the payment of any loss under such insurance. **CONSULTANT** agrees to obtain any endorsement that may be necessary to effect this waiver of subrogation, but this provision applies regardless of whether or not **CITY** has received a waiver of subrogation endorsement from the insurer.

5. If the insurance is written on a Claims Made Form, then, following termination of this Agreement, said insurance coverage shall survive for a period of not less than five years.

6. The insurance policies shall provide for a retroactive date of placement coinciding with the effective date of this Agreement.

7. The limits of insurance required in this Agreement may be satisfied by a combination of primary and umbrella or excess insurance. Any umbrella or excess insurance shall contain or be endorsed to contain a provision that such coverage shall also apply on a primary and noncontributory basis for the benefit of **CITY** (if agreed to in a written contract or agreement) before **CITY’S** own insurance or self-insurance shall be called upon to protect it as a named insured.

8. It shall be a requirement under this Agreement that any available insurance proceeds broader than or in excess of the specified minimum insurance coverage requirements and/or limits shall be available to **CITY** or any other additional insured party. Furthermore, the requirements for coverage and limits shall be: (1) the minimum coverage and limits specified in this Agreement; or (2) the broader coverage and maximum limits of coverage of any insurance policy or proceeds available to the named insured; whichever is greater. No representation is made that the minimum Insurance requirements of this agreement are sufficient to cover the obligations of the **CONSULTANT** under this agreement.

C. Deductibles and SIR’s. Any deductibles or self-insured retentions in **CONSULTANT’S** insurance policies must be declared to and approved by the **PROJECT MANAGER** and City Attorney and shall not reduce the limits of liability. Policies containing any self-insured retention (SIR) provision shall provide or be endorsed to provide that the SIR may be satisfied by either the named insured or **CITY** or other additional insured party. At **CITY’S** option, the deductibles or self-insured retentions with respect to **CITY** shall be reduced or eliminated to **CITY’S** satisfaction, or **CONSULTANT** shall procure a bond guaranteeing payment of losses and related investigations, claims administration, attorney's fees and defense expenses.

D. Proof of Insurance. **CONSULTANT** shall provide to the **PROJECT MANAGER** or **CITY’S** City Attorney all of the following: (1) Certificates of Insurance evidencing the insurance

coverage required in this Agreement; (2) a copy of the policy declaration page and/or endorsement page listing all policy endorsements for the commercial general liability policy, and (3) excerpts of policy language or specific endorsements evidencing the other insurance requirements set forth in this Agreement. **CITY** reserves the right to obtain a full certified copy of any insurance policy and endorsements from **CONSULTANT**. Failure to exercise this right shall not constitute a waiver of the right to exercise it later. The insurance shall be approved as to form and sufficiency by **PROJECT MANAGER** and the City Attorney.

11. INDEMNIFICATION.

A. Except as otherwise provided in Paragraph B., **CONSULTANT** shall, to the fullest extent permitted by law, indemnify, release, defend with counsel approved by **CITY**, and hold harmless **CITY**, its officers, agents, employees and volunteers (collectively, the “**City Indemnitees**”), from and against any claim, demand, suit, judgment, loss, liability or expense of any kind, including but not limited to attorney's fees, expert fees and all other costs and fees of litigation, (collectively “**CLAIMS**”), arising out of **CONSULTANT’S** performance of its obligations or conduct of its operations under this Agreement. The **CONSULTANT'S** obligations apply regardless of whether or not a liability is caused or contributed to by the active or passive negligence of the **City Indemnitees**. However, to the extent that liability is caused by the active negligence or willful misconduct of the **City Indemnitees**, the **CONSULTANT'S** indemnification obligation shall be reduced in proportion to the **City Indemnitees’** share of liability for the active negligence or willful misconduct. In addition, the acceptance or approval of the **CONSULTANT’S** work or work product by the **CITY** or any of its directors, officers or employees shall not relieve or reduce the **CONSULTANT’S** indemnification obligations. In the event the **City Indemnitees** are made a party to any action, lawsuit, or other adversarial proceeding arising from **CONSULTANT’S** performance of or operations under this Agreement, **CONSULTANT** shall provide a defense to the **City Indemnitees** or at **CITY’S** option reimburse the **City Indemnitees** their costs of defense, including reasonable attorneys’ fees, incurred in defense of such claims.

B. Where the services to be provided by **CONSULTANT** under this Agreement are design professional services to be performed by a design professional as that term is defined under Civil Code Section 2782.8, then, to the extent permitted by law including without limitation, Civil Code sections 2782, 2782.6 and 2782.8, **CONSULTANT** shall indemnify and hold harmless the **CITY** and its officers, officials, and employees (collectively **City Indemnitees**) from and against damages, liabilities or costs (including incidental damages. Court costs, reasonable attorney’s fees as may be determined by the Court, litigation expenses and fees of expert witnesses incurred in connection therewith and costs of investigation) to the extent they are caused by the negligence, recklessness, or willful misconduct of **CONSULTANT**, or any subconsultants, or subcontractor or anyone directly or indirectly employed by them, or anyone for whom they are legally liable (collectively **Liabilities**). Such obligation to hold harmless and indemnify any indemnity shall not apply to the extent that such **Liabilities** are caused in part by the negligence or willful misconduct of such **City Indemnitee**.

C. The defense and indemnification obligations of this Agreement are undertaken in addition to, and shall not in any way be limited by, the insurance obligations contained in this

Agreement, and shall survive the termination or completion of this Agreement for the full period of time allowed by law.

12. NONDISCRIMINATION.

CONSULTANT shall not discriminate, in any way, against any person on the basis of age, sex, race, color, religion, ancestry, national origin or disability in connection with or related to the performance of its duties and obligations under this Agreement.

13. COMPLIANCE WITH ALL LAWS.

CONSULTANT shall observe and comply with all applicable federal, state and local laws, ordinances, codes and regulations, in the performance of its duties and obligations under this Agreement. **CONSULTANT** shall perform all services under this Agreement in accordance with these laws, ordinances, codes and regulations. **CONSULTANT** shall release, defend, indemnify and hold harmless **CITY**, its officers, agents and employees from any and all damages, liabilities, penalties, fines and all other consequences from any noncompliance or violation of any laws, ordinances, codes or regulations.

14. NO THIRD PARTY BENEFICIARIES.

CITY and **CONSULTANT** do not intend, by any provision of this Agreement, to create in any third party, any benefit or right owed by one party, under the terms and conditions of this Agreement, to the other party.

15. NOTICES.

All notices and other communications required or permitted to be given under this Agreement, including any notice of change of address, shall be in writing and given by personal delivery, or deposited with the United States Postal Service, postage prepaid, addressed to the parties intended to be notified. Notice shall be deemed given as of the date of personal delivery, or if mailed, upon the date of deposit with the United States Postal Service. Notice shall be given as follows:

TO CITY 's Project Manager:	Shawn Graf City of San Rafael 111 Morphew Street San Rafael, CA 94901
------------------------------------	--

TO CONSULTANT 's Project Director:	Mike Janet Coastland Engineer, Inc. 1400 Neotomas Avenue Santa Rosa, CA 95405
---	--

16. INDEPENDENT CONTRACTOR.

For the purposes, and for the duration, of this Agreement, **CONSULTANT**, its officers, agents and employees shall act in the capacity of an Independent Contractor, and not as employees of

the **CITY**. **CONSULTANT** and **CITY** expressly intend and agree that the status of **CONSULTANT**, its officers, agents and employees be that of an Independent Contractor and not that of an employee of **CITY**.

17. ENTIRE AGREEMENT -- AMENDMENTS.

A. The terms and conditions of this Agreement, all exhibits attached, and all documents expressly incorporated by reference, represent the entire Agreement of the parties with respect to the subject matter of this Agreement.

B. This written Agreement shall supersede any and all prior agreements, oral or written, regarding the subject matter between the **CONSULTANT** and the **CITY**.

C. No other agreement, promise or statement, written or oral, relating to the subject matter of this Agreement, shall be valid or binding, except by way of a written amendment to this Agreement.

D. The terms and conditions of this Agreement shall not be altered or modified except by a written amendment to this Agreement signed by the **CONSULTANT** and the **CITY**.

E. If any conflicts arise between the terms and conditions of this Agreement, and the terms and conditions of the attached exhibits or the documents expressly incorporated by reference, the terms and conditions of this Agreement shall control.

18. SET-OFF AGAINST DEBTS.

CONSULTANT agrees that **CITY** may deduct from any payment due to **CONSULTANT** under this Agreement, any monies which **CONSULTANT** owes **CITY** under any ordinance, agreement, contract or resolution for any unpaid taxes, fees, licenses, assessments, unpaid checks or other amounts.

19. WAIVERS.

The waiver by either party of any breach or violation of any term, covenant or condition of this Agreement, or of any ordinance, law or regulation, shall not be deemed to be a waiver of any other term, covenant, condition, ordinance, law or regulation, or of any subsequent breach or violation of the same or other term, covenant, condition, ordinance, law or regulation. The subsequent acceptance by either party of any fee, performance, or other consideration which may become due or owing under this Agreement, shall not be deemed to be a waiver of any preceding breach or violation by the other party of any term, condition, covenant of this Agreement or any applicable law, ordinance or regulation.

20. COSTS AND ATTORNEY'S FEES.

The prevailing party in any action brought to enforce the terms and conditions of this Agreement, or arising out of the performance of this Agreement, may recover its reasonable costs

(including claims administration) and attorney's fees expended in connection with such action.

21. CITY BUSINESS LICENSE / OTHER TAXES.

CONSULTANT shall obtain and maintain during the duration of this Agreement, a **CITY** business license as required by the San Rafael Municipal Code **CONSULTANT** shall pay any and all state and federal taxes and any other applicable taxes. **CITY** shall not be required to pay for any work performed under this Agreement, until **CONSULTANT** has provided **CITY** with a completed Internal Revenue Service Form W-9 (Request for Taxpayer Identification Number and Certification).

22. SURVIVAL OF TERMS.

Any terms of this Agreement that by their nature extend beyond the term (or termination) of this Agreement shall remain in effect until fulfilled and shall apply to both Parties' respective successors and assigns.

23. APPLICABLE LAW.

The laws of the State of California shall govern this Agreement.

24. COUNTERPARTS AND ELECTRONIC SIGNATURE.

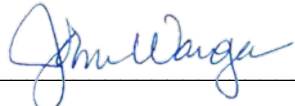
This Agreement may be executed by electronic signature and in any number of counterparts, each of which shall be deemed an original, but all of which together shall constitute one document. Counterpart signature pages may be delivered by telecopier, email or other means of electronic transmission.

IN WITNESS WHEREOF, the parties have executed this Agreement as of the day, month and year first above written.

CITY OF SAN RAFAEL

CONSULTANT

JIM SCHUTZ, City Manager

By:  _____
Name: John Wanger
Title: CEO

ATTEST:

LINDSAY LARA, City Clerk

[If CONSULTANT is a corporation, add signature of second corporate officer]

APPROVED AS TO FORM:

By: 

Name: Paul W. Wade

Title: CFO

ROBERT F. EPSTEIN, City Attorney



COASTLAND

CIVIL ENGINEERING - CONSTRUCTION MANAGEMENT - BUILDING DEPARTMENT SERVICES

June 4, 2021

April Miller, Senior Civil Engineer
Public Works Department
City of San Rafael
111 Morpew Street
San Rafael, CA 94901

Re: Proposal for Construction Management, Inspection and Materials Testing Services for the Third Street Rehabilitation Project

Dear April:

Coastland Civil Engineering (Coastland) is very happy to provide Resident Engineer and Inspection services for the Third Street Rehabilitation Project (Project).

PROJECT UNDERSTANDING

The Project presents an opportunity to improve the traffic flow capacity and pedestrian safety on one of the City of San Rafael's (City) most congested roadways. This will require extensive knowledge and experience of the pavement rehabilitation process; construction impacts to traffic and how this will affect the City and community. Public outreach will play a key role in ensuring the project progresses smoothly with as little disruption to the community as possible. The consultant team should be able to offer a cohesive and efficient approach to the project and serve as the City's representative and advocate. We believe this knowledge, experience and uncommon partnership can only be presented by a local team with a long-term, positive track record serving the North Bay that knows the project area and is familiar with existing conditions.

SCOPE OF WORK

Coastland's overall approach to performing Construction Management and Inspection focuses on teaming with City forces to produce a high quality, cost effective project. We will manage the project in accordance with Federal requirements and follow the filing method and criteria of the LAPM. Our Resident Engineer and Inspector will keep the City informed regarding costs, changes, public relations, and construction progress. We will coordinate closely with the City, MMWD, San Rafael Sanitation District and the property owners for the entire project duration. From the onset of the project, we will establish the lines of communication and decision-making roles with all Project stakeholders. Based on our understanding of the Project, our scope of services is as listed in Attachment A.

PROJECT STAFFING

Matt Vail, PE, will act as the Resident Engineer; DeWayne White, acting as the Inspector; and Mike Janet will be Principal in charge. Mike can be reached via email (janet@coastlandcivil.com) or the Santa Rosa office phone number listed below. We are including as part of our team two subconsultants. RGH Consultants will provide materials testing and inspection services. AIM Consulting will provide public outreach and communications services.

WORK ESTIMATE

Based on the Scope of Work as noted above, we have prepared a comprehensive budget that identifies staffing rates, total hours, costs per task, and direct expenses. Inspector rates are in compliance with current California General Prevailing Wage Rate Determinations.

We propose to provide our services on a time-and-materials basis with a not-to-exceed amount. Our proposal is based on a project duration of 300 working days and part-time Resident Engineer as outlined in our work estimate. We are providing full-time inspection at 40 hours per week and estimating inspector overtime at 150 hours for typical overrun.

Santa Rosa
1400 Neotomas Avenue
Santa Rosa, CA 95405
Tel: 707.571.8005

Auburn
11641 Blocker Drive, Ste. 170
Auburn, CA 95603
Tel: 530.888.9929

Pleasant Hill
3478 Buskirk Avenue, Ste. 1000
Pleasant Hill, CA 94523
Tel: 925.233.5333

Fairfield
324 Campus Lane, Ste. A
Fairfield, CA 94534
Tel: 707.702.1961

Our proposal also includes attending meetings, project closeout, and vehicle costs. Based on these items, we estimate the not-to-exceed fee to be \$1,168,300 (see attached Work Estimate). If the contract time extends beyond 300 working days, or the scope or level of services change, our costs may also increase. Similarly, if the contract time is reduced, charges will decrease accordingly.

Coastland is registered as a contractor with the Department of Industrial Relations and abides by all prevailing wage requirements.

Our team is enthusiastic about working with the City on this project. As CEO of Coastland, I am authorized to sign contracts on behalf of the company. We accept the City's standard Professional Services Agreement form. I can be reached at wanger@coastlandcivil.com or the phone number listed below. This proposal shall remain a firm offer for 90 days. We look forward to hearing from you.

Sincerely,



John Wanger, PE
Principal



Mike Janet
Construction Services Manager



ATTACHMENT A

Pre-Construction

Task 1 – Constructability Review

Coastland's Construction Manager (CM), Resident Engineer (RE) and the Lead Inspector will review the 100% Design drawings. The review will look for missing information, conflicting details, and the overall constructability of the design documents. Coastland will also look for construction sequencing and schedule opportunities and will review and comment on the work constraints.

Task 2 – Project Bidding

Coastland will conduct a pre-bid site visit for the bidders, assist in preparing responses to bidder's questions and the issuance of addendum, and participate in the bid opening process. Coastland will assist the City in reviewing the bids, create a bid tabulation, review bids for completeness and provide recommendation for award to the responsive and responsible low bidder.

Construction Phase

Task 1 – Pre-Construction Meeting

Immediately following the Notice to Proceed, our Construction Manager will schedule and administer the pre-construction meeting. During this meeting we will establish lines of communication and decision-making roles with all project stakeholders. We will also discuss safety requirements, responsibilities of the project team members, working hours, quality control procedures, submittal requirements, project schedule, change order and potential claim procedures, and safety procedures.

Coastland will be responsible for generating pre-construction meeting invitations including the meeting agenda. Agenda items include lines of communication, public relations, safety, submittals, change procedures, payments, progress schedules, contract time, requests for information, and other applicable items. Coastland will prepare and distribute meeting minutes to all parties.

Following the pre-construction meeting, Coastland will continue to work with the City team, contractor, and Coastland's design team to ensure that all project issues are addressed promptly and that the City's best interests are considered at all times.

Task 2 – Pre-Construction Site Visit and Documentation

Coastland will take pre-construction digital photos of the construction site with special attention given to sensitive areas including any private residences and businesses adjacent to the project. Documenting the site prior to construction will help mitigate



possible disputes between the City, contractor, and property owners within or adjacent to the project limits. These photos will be logged and filed with the project files.

Task 3 – Project Start-Up

Coastland will assemble project files in accordance with the City's standard format. Coastland utilizes a centralized system for document control to create, store, organize, track, and link all project information. Our digital record-keeping will ensure the constant flow of documentation to a form that quickly and easily identifies trends and critical issues and will help keep the project moving as it helps document the work.

Task 4 - Daily Field Inspections and Documentation

A critical aspect of our services is maintaining close communication with City staff to ensure scheduling goals are met. To help maintain close communication, Coastland's inspector will be accessible to the City at all times at the project site and through the use of email and cellular phones. Coastland's on-site inspector will examine all construction activities to ensure that the contract work adheres to the contract documents, City standards and the established schedule.

We will maintain records and provide documentation of the work in the form of daily reports, weekly summary of construction activities, deficiency lists, and progress photographs of construction activities. Daily reports will describe the contractor's level of effort, specific work being done, started, or finished, and relevant points raised by the contractor that may require consideration and response. We also document proposed change orders and claims, important conversations, safety issues or accidents, extra work in progress, materials testing performed, information for "as-built" drawings, quantities for progress payments, environmental concerns, and hazardous materials.

Coastland will provide a digital photo logbook of construction activities, progress, and areas of concern or interest. The photo log will be compiled on a portable storage device (USB drive) and will identify the location and date of each photo. The log will be maintained through the duration of the project to assure continuity from one week to the next and will be submitted to the City at the close of the project.

Coastland will continually review the specifications and plans to ensure the work is of good quality and meets the requirements of the contract documents. Coastland will immediately report any deviation from the approved contract documents.

Our inspector will identify actual and potential problems and provide solutions. We will maintain daily documentation and resolve issues by proposing field changes and avoid any delays.

Our inspector will review the Contractor's traffic control plan to make certain that access is maintained during construction.

In summary, our Inspector's responsibilities include:



- Represent the City in ensuring that the terms of the construction contract are followed throughout the term of the project.
- Participate in regular meetings called by the Construction Manager.
- Protect the interest of the City.
- Daily inspection of the contractor's work for conformance to the contract documents, codes, regulations, and City standards.
- Prepare and submit daily inspection reports that document all job site activities.
- Serve as a daily contact for the contractor as to performance of the construction.
- Respond promptly to City requests.
- Verify construction material quantities.
- Monitor traffic control procedures.
- Distribute notifications to impacted public regarding the status of construction.
- Document construction activities with photographs and maintain a photo log.
- Respond to calls from the public promptly and log any complaints in a timely manner.
- Work overtime as needed to assure presence on site during all construction activities.
- Document and maintain complete field files containing construction period correspondences, changes, discussions with contractor, memos, reports, and other pertinent items.

Task 4b – Special Inspection and Material Testing

Coastland will partner with RGH Consultants to provide material testing services.

- Asphalt Pavement Section Testing:
RGH will perform intermittent site visits to test compaction of exposed aggregate base rock and new asphalt placed. Additionally, we anticipate the work will take place during the evening hours when traffic loads are light.
- Asphalt Laboratory Testing:
RGH will collect samples of the asphalt utilized during construction to perform laboratory testing. Laboratory tests will include specific gravity, CT 309; stabilometer value (S-value), CT 366; asphalt content, CT 382; and sieve analysis, CT 202. We anticipate performing a suite of tests per day of asphalt placement.
- Concrete Sampling and Testing:
RGH will collect concrete samples (cylinders) and perform compressive strength tests.
- Other geotechnical items as needed.

Task 5 – Progress Meetings

Coastland will conduct weekly coordination and progress meetings to focus on completed and upcoming work, any construction delays, schedule updates, proposed changes, change orders, contractor's questions, public relations, safety, and other concerns that are identified by a project team member. We will work to foster honest, open communication at these weekly meetings which will help in timely resolution of any disputes and/or potential claims.



Task 6 – Status Reports and Documentation

Task 6a – Reports

Complete and accurate record keeping will be an essential component of this project. We will ensure project documents and certified payroll are complete and correct sub-contractors are used. We will keep the City informed and document all construction issues with the following:

- Weekly Statement of Working Days
- Progress Meeting Minutes
- Field Directive Log
- Change order tracking
- Regular phone calls and e-mails

Task 6b – Submittal Management

Coastland will coordinate all submittals and monitor the status of the submittals to assure the contractor provides timely response. At the pre-construction conference, we will provide the contractor with a log of all required submittals and due dates.

Submittals will be stamped, logged, and distributed to the designer for complete review and approval. Submittals will be filed numerically, and approved copies will be distributed to the City, project members, and the contractor.

Task 6c – Requests for Information (RFI)

Coastland will receive and log all Requests for Information (RFI's) from the contractor and forward the RFI to the designer. Coastland will track the status of all RFI's by generating a weekly RFI log that lists the "Ball-in-court" status, description, and if an RFI results in a potential change order.

Task 6d – Change Order Management

In the event that a change order is required, Coastland will negotiate the changes with the contractor and prepare documentation. All changes will be approved by the contractor, Coastland, and the City prior to starting work on the change. With the City's approval, Coastland can negotiate with the contractor to produce the best construction method for the change at the lowest cost. If a change order requires input from the design engineer, our Construction Manager will coordinate with them to ensure it is reviewed. A Change Order Log will be created that will show Change Order number, description, status, approved date, start and completion dates and cost.

Task 7 – Construction Engineering/Management

Our goal is to ensure that construction and contract administration are performed in compliance with City requirements and standards, and the project plans and specifications. To accomplish this goal, our Construction Manager will manage the day-to-day construction activities with the contractor. He will be accessible to the City at all times. The Construction Manager will be responsible for keeping the City informed of the progress of the project, changes that may be needed, pay estimate input and releasing information to the public. In addition, our Construction Manager will complete all contract administration documentation in a timely, accurate and orderly fashion.



In summary, our Construction Manager's responsibilities include:

- Continuous communication and coordination with the contractor through regular progress meetings.
- Review and routing of project submittals and RFIs.
- Prepare project pay estimates and maintain records associated with the project's federal funding requirements.
- Accept work performed or, if work is rejected, work with contractor to correct construction errors.
- Prepare and approve Contract Change Orders.
- Provide claims management.
- Monitor permit and environmental compliance.
- Confirm labor compliance.
- Develop a project punch list and make recommendations for project acceptance.
- Prepare As-Built plans.
- Maintain an up-to-date construction file containing all records associated with the construction of the project.

Task 8 – Cost and Schedule Management

Coastland will continually review the construction progress and perform field measurements and quantity calculations. Each month, Coastland will provide accurate calculations for all work items completed and accepted to provide progress payment recommendations to the City. Coastland will review the contractor's progress pay estimate request and schedule of values to assess if they are reasonable and will compare this to the field measurements and quantity calculations. We will continually monitor project costs and keep the City informed regularly.

Coastland will review the contractor's construction schedule for accuracy, reasonableness, and will verify that it meets the project schedule, order of work, and contract requirements. Progress schedules will be reviewed weekly to ensure the contractor is meeting the critical dates. If the contractor fails to meet critical dates, it will immediately be brought to his attention and remedies to get back on schedule will be accomplished. Schedule updates may be required once a month or more. We will negotiate any time extensions for the contractor due to change orders, weather, or other delays. Coastland will also maintain an as-built progress schedule.

Task 9 - Public Relations and Notifications

Coastland will ensure every effort is made to keep residents and businesses informed of construction progress and minimize disruptions due to limited access and excessive noise. Our Construction Manager will proactively meet with property owners prior to and during construction to address any concerns from those affected by the project.

We will monitor traffic control and flagging procedures to ensure construction proceeds smoothly and public impact is minimized. There may be traffic delays during peak traffic periods. Accordingly, we will keep all residents and businesses informed on construction status and impacts through the use of message boards and notification



letters. Our Construction Manager will also make introductions to the affected properties and provide his 24-hour contact phone number as appropriate. Coastland will ensure that Contractor provides advanced notice to residents and businesses, as required by the specifications, regarding roadwork and lane closures.

Coastland will log and respond to questions and concerns from the public in a timely manner and will record the contractor's activities as they relate to public safety and public convenience.

Additionally, our inspector will accurately document pre-construction conditions with a photo log to verify the project area is restored to its original form following construction.

Our subconsultant AIM will also provide public outreach services including developing and maintaining a stakeholder database throughout the project's duration. Other deliverables will include:

- Project Hotline and Email
- Webpage Development and Update
- Communication Collateral and Handouts
- Public Information and Direct Mail Notifications

Task 11 – Utility Coordination

Coastland will focus on coordinating with the contractor and utility owners to identify and resolve potential utility conflict in advance of the work.

Task 12 – Post-Construction Meeting

Following completion of the work, Coastland will organize and conduct the post-construction meeting. The meeting will document all requirements necessary for final closeout and payment and confirm all contract obligations have been met. Recommendations for improvement will be made and incorporated into future projects. The results of the meeting will be summarized in meeting minutes.

Task 13 – Project Closeout

Coastland will verify completion of punch list items, issue notice of completion, prepare recommendations for final acceptance of the project, review as-builts for accuracy and completeness, prepare and recommend final payment, and transmit all construction documentation to the City. At the completion of the project, we will provide the City with the following:

- All contract files and records (hard & electronic files)
- Annotated journal of photos and CD of digital photos
- As-built project schedule

OPTIONAL TASKS

If requested by the City, conflict resolution & claim management can be added under an amendment on a Time & Materials basis.





WORK ESTIMATE

Third Street Rehabilitation Project		PROPOSAL FOR CM & INSPECTION SERVICES					City of San Rafael			
TASK INFORMATION							HOURS AND COST INFORMATION			
Task No. <small>(Coastland Code)</small>	Task Information	CM	Lead Inspector	Inspector	Inspector OT	Admin	Direct Costs	Total Hours	Total Costs	Comments
		\$170	\$145	\$145	\$203	\$85				
Pre-Construction Phase										
1	Constructability Review	60	40					100	\$16,000	90% Design Review
2	Project Bidding	20	10					30	\$4,850	Bidders Questions and Bid Evaluation
Construction Phase										
1	Pre-Construction Meeting	8	4			4		16	\$2,280	Agendas / conduct meeting
2	Site Visit & Documentation	8	20			8		36	\$4,940	Job walk / photos/Meet with City
3	Project Start-Up	24	8			10		42	\$6,090	Assemble filing / CM program
4	Daily Field Inspections & Documentation		1,800	1,200		180		3,180	\$450,300	Based on 300 working days
4a	Overtime Inspection				150			150	\$30,450	Typical overruns for paving project
4b	Special Inspection						230,000		\$230,000	RGH Consulting
5	Progress Meetings/Other Mtgs	120	60			120		300	\$39,300	Assume attendance @ 60 mtgs (CM & Inspector)
6	Status Reports & Documentation	120	60			40		220	\$32,500	Review progress/documentation
6a	Reports	48	48			24		120	\$17,160	Status /Daily Updates to City
6b	Submittal Management	80	40			80		200	\$26,200	Based on 40 submittals
6c	Requests For Information	80	40			80		200	\$26,200	Based on 40 RFIs
6d	Change Order Management	48	24			24		96	\$13,680	Based on 12 change orders
7	Construction Management	350				120		470	\$69,700	
8	Cost and Schedule Management	48	24			32		104	\$14,360	Based on 16 monthly payments & CPM updates
9	Public Relations & Outreach	120	120			200	\$28,750	440	\$83,550	Notices/meeting/coordination etc
10	Conflict Resolution & Claim Management							0		Provided on a time and materials basis if required
11	Utility Coordination	40	80			24		144	\$20,440	Coordination/spot inspection
12	Post Construction Meeting	6	2			6		14	\$1,820	Walk through
13	Project Closeout	20	20			8		48	\$6,980	As-builts / files
	Photographs & video						\$100		\$100	
	Vehicle/Equipment expenses						\$71,400		\$71,400	4200 hours x \$17/hr= \$71,400
	Total Hours	1,200	2,400	1,200	150	960		5,910		
	TOTAL	\$204,000	\$348,000	\$174,000	\$30,450	\$81,600	\$330,250		\$1,168,300	

NOTES: Coastland reserves the right to adjust estimated hours should the Contractor schedule additional crews or overtime work.

- 1 Based on 300 working days for Construction.
- 2 Based on full time inspection at 40 hours per week and 20 hours a week for a second inspector. 150 hours (0.5 hours per day) of overtime have been included for typical overruns.
- 3 Based on part time Resident Engineer at 20 hours per week. Project Administration at 16 hours per week.
- 4 Based on an estimated number of RFIs, change orders and submittals shown above.






Agenda Item No: 6.a
Meeting Date: June 21, 2021

SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Community Development

Prepared by: Alicia Giudice
Community Development Director

City Manager Approval: _____ 

TOPIC: EVICTION MORATORIUM THROUGH SEPTEMBER 2021

SUBJECT: AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL, PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 36937(B), BARRING EVICTIONS IN THE CITY OF SAN RAFAEL THROUGH SEPTEMBER 30, 2021 DUE TO THE PUBLIC HEALTH EMERGENCY ARISING FROM COVID-19

RECOMMENDATION:

Adopt, with at least 4/5 vote, an urgency ordinance enacting a temporary moratorium through September 30, 2021 on evictions of tenants residing in residential rental units in San Rafael and setting forth the facts constituting such urgency.

BACKGROUND:

Countywide Eviction Moratorium

On March 24, 2020, the Marin County Board of Supervisors adopted Resolution No. 2020-27 Barring Evictions in Marin County Due to the Public Health Emergency Arising from COVID-19 (the "Eviction Ban Resolution"). This resolution encompassed properties located within the incorporated and unincorporated areas of the County and thus included properties located within the City of San Rafael.

The countywide eviction moratorium that was in effect from March 27, 2020 through September 30, 2020. The resolution specified that landlords could not recover possession of a rental unit if the tenant provided notice to the landlord within 30 days after the date that rent was due that they were unable to pay the rent because of financial impacts related to COVID-19.

On April 28, 2020, the Marin County Board of Supervisors adopted Resolution 2020-40 amending and updating the Eviction Ban Resolution, including adding in a 90 day repayment provision for renters to repay back rent, and requiring landlords to provide a notice of the eviction ban prior to serving a notice of eviction on any tenant.

_____ **FOR CITY CLERK ONLY**

File No.: _____

Council Meeting: _____

Disposition: _____

On August 31, 2020, the State passed AB 3088, which established a statewide eviction moratorium that is set to expire on June 30, 2021. Both the County and State eviction moratoriums are limited to evictions based on non-payment of rent due to COVID-19 and do not prohibit other types of evictions.

In September 2020, City and County elected officials and staff joined representatives from the Canal Alliance, Community Action Marin, and Legal Aid of Marin to form the Canal Policy Working Group (CPWG). This group was formed to work collaboratively on the development of a range of actions aimed at keeping residents in their homes and addressing the growing burden of rental debt. The CPWG has been working urgently towards a path to recovery that puts equity front and center, for residents, businesses, and landlords alike. The Canal Policy Working Group quickly identified housing instability as the most critical issue facing the City.

As of October 15, 2020, unemployment rates for low wage earners in Marin increased more than 40% since the beginning of 2020. National trends further show those that were still employed experiencing wage stagnation and even declines in income. Even before the crisis, 52.3% of renter households in Marin paid more than 30% of their income towards rent, and 27.7% paid more than 50%. These households were rent burdened before the COVID-19 pandemic and are still at further risk of falling behind financially and face possible future eviction from their homes if they cannot fully return to work and/or pay their rent.

On November 2, 2020, City Council adopted [Resolution No. 14867](#), which recognized the disproportionate impact that COVID-19 has had on historically marginalized and under-resourced communities of color in Marin County and committed to pursuing bold, collaborative solutions to address this crisis. The resolution also articulated the City Council's commitment to protect housing for our essential workers and to preserve the ability for many community members to stay in their homes in San Rafael. On November 3, 2020, the Marin County Board of Supervisors adopted [a matching resolution](#).

The County's current eviction moratorium, which covers all jurisdictions within Marin County, will expire on June 30, 2021. On June 8, 2021, the County adopted a new eviction moratorium that only covers unincorporated areas of the County, leaving each jurisdiction in the County to consider implementing their own eviction moratoriums.

In addition to the threat of eviction, many households are still facing an overwhelming accumulation of rental debt due to pandemic-related job and income loss. Based on the applications for rental assistance received by the County since December 2020, a high percentage of those facing this crisis live in San Rafael. It is very difficult to gather data on evictions because most evictions take place informally, without being processed through the courts. During the pandemic, this has been especially true.

ANALYSIS:

The countywide eviction moratorium has not been renewed on a countywide basis. Additionally, some of tenant protections provided by SB 91 expire on June 30, 2021. SB 91 is the State law prohibiting landlords from evicting residential tenants based on failure to pay rent if the tenants had previously submitted a declaration showing they suffered "COVID-19-related financial distress" under AB 3088 (Covid-19 Tenant Relief Act).

SB 91 only provides limited protections after June 30, 2021. While SB 91 does protect tenants from eviction that have paid 25% of their rental debt accruing between September 1, 2020 and June 30, 2021, SB 91 does not afford **any** protections to tenants who cannot pay 25% of past due rental debt (accrued between the dates of September 1, 2020, and June 30, 2021) by the date June 30, 2021 (Code of Civil Procedure section 1179.03(g)(1)(B)). Accordingly, starting on July 1, 2021, tenants who have not been

able to pay their landlords, including those tenants who have to date been unable to avail themselves of rental assistance programs, could be subject to unlawful detainer actions.

Under SB 91, if a tenant has paid 25% of their rent accrued between September 1, 2020 and June 30, 2021, a tenant could still be evicted in the event a tenant is not able to make a payment for July 2021 rent, or rent that is owed thereafter. (Code of Civil Procedure section 1179.03(g)(1)(A).).

For these reasons, adopting a San Rafael eviction moratorium will provide tenants additional protections from eviction and allow more time for them to financial recover by receiving rental assistance and/or returning to work. Based on data provided by the County of Marin, more than 50% of rental assistance requests are from residents of San Rafael. To continue to provide tenant protections beyond the end of the countywide moratorium, the City is recommending the adoption of an emergency, temporary eviction moratorium in San Rafael, through September 30, 2021. The goal of this action is to support our residents in remaining housed in the community and allowing more time for rental assistance funding to be distributed.

The proposed ordinance would be adopted as an urgency ordinance under Government Code section 36937(b). Ordinarily, to adopt a City ordinance, the City Council would introduce the ordinance and hold a public hearing, and then schedule the final adoption for a second meeting, with publication of a summary of the ordinance in between. The ordinance would not go into effect until 30 days after the final adoption. As an urgency ordinance however, the proposed ordinance would be adopted in a single meeting and could become effective immediately, if it is approved by at least 4/5 of the Councilmembers. In this case, instead of taking immediate effect upon adoption, the urgency ordinance provides that it will go into effect on July 1, 2021, after the expiration of the countywide moratorium and when the State protections of SB 91 become more limited. In order to be adopted under section 36937(b), the ordinance must include findings explaining that the urgency ordinance is necessary to protect the public peace, health or safety. The ordinance includes these findings.

FISCAL IMPACT:

There is no immediate financial impact to the City's budget.

OPTIONS:

The City Council has the following options to consider on this matter:

1. Staff's recommended action to approve an eviction moratorium urgency ordinance.
2. Adopt ordinance with modifications.
3. Direct staff to return with more information.
4. Take no action.

RECOMMENDED ACTION:

Adopt, by at least 4/5 vote, an urgency ordinance enacting a temporary moratorium through September 30, 2021 on evictions of tenants residing in residential rental units in San Rafael and setting forth the facts constituting such urgency.

ATTACHMENTS:

1. Urgency Ordinance
2. Correspondence

ORDINANCE NO.

**AN URGENCY ORDINANCE OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL,
PURSUANT TO CALIFORNIA GOVERNMENT CODE SECTION 36937(B),
BARRING EVICTIONS IN THE CITY OF SAN RAFAEL THROUGH SEPTEMBER 30,
2021 DUE TO THE PUBLIC HEALTH EMERGENCY ARISING FROM COVID-19**

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES ORDAIN AS FOLLOWS:

WHEREAS, Government Code Section 36937(b) authorizes the adoption of an urgency ordinance for the immediate preservation of the public peace, health or safety; and

WHEREAS, on February 26, 2020, community transmission of a widespread, ongoing global outbreak of respiratory illness known as COVID-19 was confirmed by the Centers for Disease Control and Prevention (CDC) in the Bay Area; and

WHEREAS, on March 4, 2020, California Governor Newsom declared a state of emergency in the State of California; and

WHEREAS, on March 16, 2020, a Shelter-in-Place Order for all of Marin County was issued by the Marin County Health Officer; and

WHEREAS, on March 17, 2020, the City Council ratified and confirmed the Emergency Services Director's Proclamation of Local Emergency; and

WHEREAS, on March 16, 2020, Governor Newsom issued Executive Order N-28-2 authorizing local governments to halt evictions for renters and homeowners, slow foreclosures, and protect against utility shutoff for Californians affected by COVID-19. These protections were extended on August 31, 2020 by California Assembly Bill (AB) 3088, the Tenant, Homeowner, and Small Landlord Relief and Stabilization Act of 2020, and again on January 29, 2021 by California Senate Bill (SB) 91, with an effective date through June 30, 2021; and

WHEREAS, SB 91 includes provisions establishing a rental assistance program, and provides parameters for distribution of those funds; and

WHEREAS on March 24, 2020, pursuant to the powers established under Government Code sections 8630 and 8634, the Marin County Board of Supervisors adopted Resolution No. 2020-27 barring evictions in Marin County due to the public health emergency arising from COVID-19 (the "Eviction Ban" Resolution). The Eviction Ban Resolution encompassed properties located within the incorporated and unincorporated areas of the County and thus included properties located within the City of San Rafael; and

WHEREAS, on April 28, 2020, the Marin County Board of Supervisors adopted Resolution 2020-40 amending and updating the Eviction Ban Resolution, including adding in a 90-day repayment provision for renters to repay back rent, and requiring landlords to provide a notice of the Eviction Ban prior to serving a notice of eviction on any tenant. Resolution 2020-40 included properties located within the City of San Rafael. The Eviction Ban was updated and extended on May 26, 2020, June 23, 2020, July 28, 2020, and most recently on January 12, 2021; and

WHEREAS, both the state’s COVID-19 Tenant, Homeowner, and Small Landlord Relief and Stabilization Act of 2020 and the Marin County Eviction Ban are set to expire on June 30, 2021; and

WHEREAS, while SB 91 does protect tenants from eviction that have paid 25% of rental debt accruing between September 1, 2020 and June 30, 2021, SB 91 does not afford any protections to tenants who cannot pay 25 percent of past due rental debt (accrued between the dates of September 1, 2020, and June 30, 2021) by the June 30, 2021. (Code of Civil Procedure section 1179.03(g)(1)(B)). Accordingly, starting on July 1, 2021, tenants who have not been able to pay their landlords, including those tenants who have to date been unable to avail themselves of assistance programs, could be subject to unlawful detainer actions.

WHEREAS, without local protection, eviction notices for failure to pay rent are likely to surge as many Marin County residents are unable to earn income due to the pandemic or are forced to pay substantial medical expenses associated with the pandemic; and

WHEREAS, the Coronavirus Aid, Relief, and Economic Security Act (“CARES Act”) signed into law on March 27, 2020, appropriated \$5 billion in additional Community Development Block Grant (CDBG) Program funding to state and local governments; and

WHEREAS, the CARES Act directs the Department of Housing and Urban Development (“HUD”) to administer these funds pursuant to Section 106 of the Housing and Community Development Act of 1974 (42 U.S.C. 5306). This provision calls for HUD to allocate the supplemental funds to CDBG grantees—including eligible local governments, states, and insular areas—proportional to their conventional Fiscal Year 2020 CDBG allocation, as published by HUD in April 2020; and

WHEREAS, HUD has provided clear direction that the CARES Act funding be allocated based on public health need, risk of transmission of coronavirus, number of coronavirus cases compared to the national average, and economic and housing market disruptions, and other factors, as determined by the Secretary; and

WHEREAS, data on COVID-19 cases, supplied by the County of Marin Health and Human Services (HHS), and data on overcrowding, gathered from the U.S. Census American Community Survey, were utilized to determine the communities with the greatest risk for coronavirus transmission; additionally, data from HUD’s CHAS/Consolidated Plan tool were utilized to determine the percentage of low-income households in each community, in line with the use of HUD dollars to be used for low- income individuals and households who make below 80% of the area median income; and

WHEREAS, the above described data resulted in a CARES Act allocation within the County of Marin as follows:

- San Rafael: 52.7%, \$943,853.84
- Novato: 27.1%, \$485,359.37
- County Other: 20.2%, \$361,780.79; and

WHEREAS, in allocating CARES Act funding, the County of Marin relied upon data from the Marin County Health and Human Services regarding COVID-19 positivity rates, and relied upon U.S. Census American Community Survey 2018 5-year estimates regarding rates of overcrowding; and

WHEREAS, additional substantial federal and state rental assistance funding is available through September 30, 2021, to help mitigate the impacts on property owners of not evicting tenants while COVID-19 cases continue, and while the financial repercussions of the COVID-19 pandemic are still being felt by renters within the City of San Rafael; and

WHEREAS, the County of Marin currently has over twenty-two million dollars available for rental assistance and 1,063 applications from renter households waiting for assistance; and

WHEREAS, over 50% of rental assistance requests waiting or in progress are from residents living in San Rafael; and

WHEREAS, the County of Marin and City of San Rafael, anticipate that additional requests for rental assistance from individual tenants is expected in the coming months; and

WHEREAS, the rental assistance is expected to improve financial stability for residents living in San Rafael, the application process is time consuming, and is expected to last several months thus requiring a need for creation of an eviction moratorium specific to the City of San Rafael; and

WHEREAS, implementation of an eviction moratorium in San Rafael, will reduce the likelihood of displacement, debt, and continued increases in COVID-19 positivity rates by limiting the potential for displacement, thereby supporting the long-term recovery of these residents; and

WHEREAS, for the reasons set forth herein, there is currently an urgent and imminent threat necessitating the immediate need to bar evictions in San Rafael, but because the rental protections established by the COVID-19 Tenant, Homeowner, and Small Landlord Relief and Stabilization Act of 2020 and by the Marin County Eviction Ban are set to expire in June 30, 2021, the City finds and declares that this Ordinance should become effective on July 1; and

WHEREAS, this Ordinance will lower the risk of displacement of vulnerable populations, which is essential for public health and will help tenants experiencing poverty and high segregation be in good standing after the Ordinance expires; and

WHEREAS, so too will this Ordinance help ameliorate the broader public health, safety, and welfare effects of the COVID-19 crisis and its impacts on housing in San Rafael; failure to temporarily bar evictions in certain geographic locations disproportionately impacted by COVID-19 will worsen the already severe impacts of COVID-19 in these areas; and

WHEREAS, this Ordinance is temporary and not a general ordinance in force required to be codified; and

WHEREAS, adoption of this Ordinance is consistent with the City's General Plan policies; and

WHEREAS, pursuant to California Environmental Quality Act ("CEQA") Guidelines § 15378 and California Public Resources Code § 21065, the Council finds that this ordinance is not a "project" because its adoption is not an activity that has the potential for a direct physical change or reasonably foreseeable indirect physical change in the environment; and that, even if this ordinance qualified as a "project" subject to CEQA, and pursuant to CEQA Guidelines § 15061(b)(3), there is no possibility that this project will have a significant impact on the physical environment; and

WHEREAS, for all the foregoing reasons, the City Council finds and declares that adoption of this Ordinance is necessary for the immediate preservation of the public peace, health, safety and welfare and its urgency is hereby declared;

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES HEREBY ORDAIN AS FOLLOWS:

SECTION 1. Declaration of Threat to Public Health, Safety, and Welfare Necessitating Urgency Ordinance

The City Council of the City of San Rafael hereby finds and declares that there is a current and immediate threat to the public health, safety and welfare and a need for the immediate preservation of the public peace, health, safety and welfare that warrants this urgency ordinance, which finding and declaration is based upon the facts, findings, and declarations stated in the recitals of this Ordinance, and all oral and written testimony presented at the June 21, 2021 San Rafael City Council meeting.

SECTION 2. Title

This Ordinance shall be known as the "COVID-19 Eviction Moratorium."

SECTION 3. Term

This Ordinance shall become effective on July 1, 2021 upon its adoption by at least 4/5 vote of the City Council of the City of San Rafael pursuant to section 36937(b) of the California Government Code and shall remain in effect through September 30, 2021 unless repealed or extended by the City Council.

SECTION 4. Definitions

- i. "COVID-19 Financial Distress" means: Loss of income caused by the COVID-19 pandemic; Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic; Increased expenses directly related to health impacts of the COVID-19 pandemic; Childcare responsibilities or responsibilities to care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit a person's ability to earn income; Increased costs for childcare or attending to an elderly, disabled, or sick family member directly related to the COVID-19 pandemic; Other circumstances related to the COVID-19 pandemic that have reduced a person's income or increased their expenses.

- ii. "Declaration of COVID-19-related financial distress" means the following written statement:

I am currently unable to pay my rent or other financial obligations under the lease in full because of one or more of the following:

1. *Loss of income caused by the COVID-19 pandemic.*
2. *Increased out-of-pocket expenses directly related to performing essential work during the COVID-19 pandemic.*
3. *Increased expenses directly related to health impacts of the COVID-19 pandemic.*
4. *Childcare responsibilities or responsibilities to care for an elderly, disabled, or sick family member directly related to the COVID-19 pandemic that limit my ability to earn income.*
5. *Increased costs for childcare or attending to an elderly, disabled, or sick family member directly related to the COVID-19 pandemic.*
6. *Other circumstances related to the COVID-19 pandemic that have reduced my income or increased my expenses.*

Any public assistance, including unemployment insurance, pandemic unemployment assistance, state disability insurance (SDI), or paid family leave, that I have received since the start of the COVID-19 pandemic does not fully make up for my loss of income and/or increased expenses.

I declare that the foregoing statements are true and correct and that this declaration is signed under penalty of perjury under the laws of the State of California:

Declarant

Dated: _____

- iii. "Landlord" means any natural person, partnership, corporate or fictitious entity, acting as a lessor or sublessor, whether **as a principal or through an agent, who receives or is entitled to receive rent in exchange for the use or occupancy of any residential unit for rent, and includes a predecessor in interest.**
- iv. "Notice demanding payment of rent" means any notice demanding payment of rent or any notice informing a tenant of the termination of their right to occupy the Residential Unit in accordance with applicable California law, including but not limited to a 3- or 30-day notice to pay or quit.
- v. "Rent" means the consideration, including any funds, labor, bonus, benefit, or gratuity, demanded or received by a landlord for or in connection with the use and occupancy of a residential unit and the housing services provided therewith, or for the assignment of a rental agreement for a residential unit.

- vi. "Residential unit" means a structure or the part of a structure, including, but not limited to, houses, apartments, mobilehomes and recreational vehicles, that is used as a home, residence, or sleeping place by one person who maintains a household or by two or more persons who maintain a common household.
- vii. "Tenancy" means the occupancy of residential unit(s).
- viii. "Tenant" means a residential tenant, subtenant, lessee, sublessee, or any other person entitled by written or oral rental agreement, or by sufferance, to use or occupancy of a residential unit.

SECTION 5. Geographic Scope

This Ordinance applies to all residential units located within the City of San Rafael.

SECTION 6. Moratorium on Rental Evictions

(1) A temporary moratorium on eviction from residential units for non-payment of rent by tenants impacted by the COVID-19 crisis is imposed as follows:

No landlord or owner of residential unit(s) shall endeavor to evict a residential tenant or otherwise require a tenant to vacate if the residential tenant has provided a Declaration of COVID-19-related financial distress to the landlord, owner, or landlord or owner's representative within 15 days after receiving notice demanding payment of rent from landlord, that the residential tenant is unable to pay rent due to COVID-19 financial distress, as further detailed below:

- a. For Tenants that provide the declaration of financial impact due to COVID-19 provided above, Landlords are prohibited from engaging in any of the following actions for non-payment of rent with respect to a Tenant of a residential unit between July 1, 2021 and September 30, 2021:
 - (1) Serving a notice of termination of tenancy;
 - (2) Filing or serving an unlawful detainer lawsuit, ejectment action, or other action to recover possession of a residential unit; or
 - (3) Evicting a Tenant or requiring a Tenant to vacate a residential unit, including by seeking the entry of an eviction judgment or by causing or permitting a writ of possession to be executed, including in the case of judgments entered prior to the date of this ordinance;
- b. A landlord who has been provided with a Declaration of COVID-19-related financial distress shall not serve a notice pursuant to CCP 1161(2), file, prosecute, or otherwise pursue an unlawful detainer action based on a notice of termination, or otherwise seek to evict for nonpayment of rent.

- c. Actions to recover an unpaid COVID-19 rental debt, as defined in Section 1179.02 of the Code of Civil Procedure, are governed by SB 91, and nothing in this ordinance shall be construed to supersede or conflict with SB 91.
- d. A landlord may not take any actions to evict or attempt to evict a residential tenant unless the landlord demonstrates that the landlord provided a copy of the following notice in at least 12-point font to tenants when serving tenants with a Notice demanding payment of rent:

"NOTICE: THE CITY OF SAN RAFAEL HAS ADOPTED A TEMPORARY MORATORIUM THROUGH SEPTEMBER 30, 2021 ON EVICTIONS FOR RESIDENTIAL TENANTS FOR NONPAYMENT OF RENT DUE TO COVID-19. A COPY OF THE CITY RESOLUTION IS ATTACHED.

During this moratorium, which expires on September 30, 2021, if you are unable to pay the amount demanded in this notice, and have decreased income or increased expenses due to COVID-19, your landlord will not be able to evict you for this missed payment if you sign and deliver the declaration form included with your notice to your landlord within 15 days, excluding Saturdays, Sundays, and other judicial holidays, but you will still owe this money to your landlord. If you do not sign and deliver the declaration within this time period, you may lose the eviction protections available to you. You must return this form to be protected.

You should keep a copy or picture of the signed form for your records.

You will still owe this money to your landlord and can be sued for the money, but you cannot be evicted from your home if you comply with these requirements.

You should keep careful track of what you have paid and any amount you still owe to protect your rights and avoid future disputes. Failure to respond to this notice may result in an unlawful detainer action (eviction) being filed against you.

UPDATED INFORMATION MAY BE AVAILABLE FROM THE CITY'S COMMUNITY DEVELOPMENT DEPARTMENT BY CONTACTING ALICIA.GIUDICE@CITYOFSANRAFAEL.ORG or (415) 485-3092, OR BY VISITING:WWW.CITYOFSANRAFAEL.ORG/DEPARTMENTS/HOUSING/

- e. For purposes of this Ordinance, the declaration required under subsection (a) may be provided in writing, including through paper copy, email, or text communications to a landlord or the landlord's representative with whom the residential tenant has previously corresponded by email or text.
- f. Landlords of residential unit(s), and those acting on their behalf, are prohibited from harassing or intimidating residential tenants for acts or omissions expressly permitted under this Ordinance.
- g. Nothing in this Urgency Ordinance shall relieve the tenant of liability for the unpaid rent, nor restrict a landlord's ability to recover rent due. A tenant shall not be deemed in default of rent payment obligations unless the Tenant fails to tender rent payments which were unpaid due to COVID-19 Financial Distress, within 90 days after the expiration or termination date of this Ordinance.

- h. A landlord may not charge or collect a late fee for rent that is delayed for the reasons stated in this Ordinance.
- i. Landlords and tenants of residential units are encouraged to agree on a payment plan that would allow landlords to accept partial rent payments during the term of the eviction moratorium if tenants are able to make such payments.
- j. The Community Development Director, or the Director's designee, is authorized to develop and publish guidelines and forms consistent with this Ordinance, if needed.
- k. The remedies available under this Ordinance shall be in addition to any existing remedies which may be available to the residential tenant under local, state or federal law.
- l. The moratorium on evictions enacted by this Ordinance shall become effective on July 1, 2021 and will remain in effect through September 30, 2021, unless repealed or superseded by local action, or state or federal law.
- m. This Urgency Ordinance applies to terminations of tenancies for nonpayment of rent, including eviction notices, no-fault eviction notices as defined herein, and unlawful detainer actions based on such notices, served or filed during the effective period of this Urgency Ordinance. For purposes of this Urgency Ordinance, "no-fault eviction notices" refer to any eviction for which the notice to terminate tenancy is not based on alleged fault by the tenant.

SECTION 7. Affirmative Defense to Eviction, Unlawful Detainer Action; Civil Remedies

This Urgency Ordinance grants a defense where an unlawful detainer action is commenced in violation of this Urgency Ordinance. Additionally, an aggrieved tenant may institute a civil proceeding for injunctive relief, money damages of not less than three times actual damages, and whatever other relief the court deems appropriate. The prevailing party shall be entitled to reasonable attorney's fees and costs as determined by the court. The remedy available under this section shall be in addition to any other existing remedies which may be available to the tenant under local, state or federal law.

SECTION 8. Severability

If any provision of this Ordinance or the application of any such provision to any person or circumstance, shall be held invalid, the remainder of this Ordinance, to the extent it can be given effect, or the application of those provisions to persons or circumstances other than those to which it is held invalid, shall not be affected thereby, and to this end the provisions of this Ordinance are severable.

SECTION 9. Effective Date Of Ordinance.

This Ordinance is hereby declared to be an urgency measure and shall become effective immediately upon adoption by at least a four-fifths (4/5) vote of the City Council pursuant to Government Code section 36937(b). The City Clerk is directed to publish forthwith a copy of this

Ordinance, together with the names of those Councilmembers voting for or against same, in a newspaper of general circulation published and circulated in the City of San Rafael, County of Marin, State of California.

Kate Colin, Mayor

ATTEST:

LINDSAY LARA, City Clerk

I, LINDSAY LARA, City Clerk of the City of San Rafael, certify that the foregoing Ordinance was passed by the City Council of the City of San Rafael, California, by a vote of at least four-fifths (4/5) of the members thereof, at a regular meeting held on Monday, the 21st day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

Fw: Homeless Disaster

Lidia Que <Lidia.Que@cityofsanrafael.org>

Mon 6/14/2021 3:20 PM

Cc: Lindsay Lara <Lindsay.Lara@cityofsanrafael.org>; Jim Schutz <Jim.Schutz@cityofsanrafael.org>

Good afternoon council,

Please see below email to be added as public comment for next week's meeting.

Best,

Lidia

Lidia I. Que | City of San Rafael

SENIOR ADMINISTRATIVE ASSISTANT

City Manager's Office

1400 5th Avenue, Room 203

San Rafael, CA 94901

415.485.3056

Website: www.cityofsanrafael.org



From: christopher bolei [REDACTED]
Sent: Monday, June 14, 2021 2:15 PM
To: Lidia Que <Lidia.Que@cityofsanrafael.org>
Subject: Homeless Disaster

Hi folks,

You know our new tent city in San Rafael? Guess what? It will be getting A LOT BIGGER on July 1st if the eviction moratorium is not extended. Despite Governor Newsome's decision to reopen the state, the effects of the pandemic have not "magically disappeared". Also, the numbers regarding those in need of rental assistance (not one person in Fairfax needs assistance?) that the county is using are not based on reality. There are still hundreds, if not thousands of us who do.

There are a variety of reasons why the county has under-counted the true number of those in need. I would be happy to have that discussion with you if you desire. It is based on logic. I personally know 3 people that did not apply for county assistance, but are an inch from eviction should the protections go away. One of them wasn't aware of it. One of them borrowed money (which the federal government will not pay back to them), and one of them was ashamed and prideful, so they sold their possessions to pay rent. There are probably many more people who need protection. Undocumented folks aren't going to apply for rental assistance, that's for sure.

The point is if the eviction protection ending will be a disaster for MANY, MANY people, including myself. I have been put in this situation through NO FAULT OF MY OWN! My partner is disabled, and we have begged and borrowed all we can! WE NEED HELP!

What happened to the millions and millions of dollars that the Fed gave the county? Why is it taking so long to distribute it? This pandemic has caused PTSD in myself and my partner, and that is NOT an exaggeration.

I grew up in San Rafael. In fact, I run a page on FB with that very name. Never in a million years did I think I would need to rely on the government for help, but here we are. I have paid taxes all my life, and it is time for the City to STEP UP and help those in need!

Please extend the moratorium until September, at least! The unemployment (PUA) has been extended. Newsome may extend eviction protection as well, but we can't rely on him. Do the right thing for your constituents during this unprecedented disaster.

The manager of my apartment complex told me 25 families applied for aid through the county. 25! Just in this one complex. Please don't put us out on the street. We are SCARED!

Thank you,

Chris Bolei
San Rafael Resident
Sent from [Outlook](#)



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin
Director of Public Works**

City Manager Approval: 

TOPIC: BAYPOINT LAGOONS ASSESSMENT DISTRICT

SUBJECT: RESOLUTION CONFIRMING THE ENGINEER’S ANNUAL REPORT FOR THE BAYPOINT LAGOONS ASSESSMENT DISTRICT AND THE ASSESSMENT DIAGRAM CONNECTED THEREWITH AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FY 2021-22.

RECOMMENDATION: Staff recommends the City Council hold a public hearing and adopt the resolution ordering the levy of assessments.

BACKGROUND: To comply with provisions of the Landscaping and Lighting Act of 1972, which governs the Baypoint Lagoons Landscaping and Lighting District (Assessment District), the City Council must approve an Engineer’s report on an annual basis. On June 7, 2021 City Council approved three resolutions in accordance with this year’s Engineer’s Annual Report and assessment process.



Assessment District boundaries in east San Rafael

1. Resolution directing filing of Engineer’s FY 2021-22 Annual Report.
2. Resolution approving Engineer’s FY 2021-22 Annual Report.
3. Resolution of intention to order improvements and setting a public hearing on the annual assessment for the City Council meeting of June 21, 2021.

In 1990, the Baypoint Lagoons Landscaping and Lighting District (Assessment District) was formed to protect and enhance wildlife habitat and water quality in the Baypoint (Spinnaker) Lagoons, the adjacent ponds, and diked salt marsh. There are four total ponds/lagoons located within the Assessment District. Primarily, maintenance provided by this district has historically included mowing around the lagoon, replanting areas with native vegetation, and eradicating exotic plants such as cattails.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

The Assessment District has three dedicated Funds:

1. Eradication of Exotic Plants Fund

The HOA took over the maintenance of the waterfront around the lagoon in the mid-2000's. The fund is currently being used to cover part of the work that Foth and Van Dyke is doing in the lagoon including water quality control enzyme applications, water quality testing and designing water circulation and aeration equipment.

The Eradication of Exotic Plants Fund balance as of June 30, 2021 is anticipated to be \$44,985.

2. Environmental Monitoring Fund

This fund was set up to address the homeowners concern over the odor emitted from the lagoons in the summer months. The Assessment District has requested that these funds be utilized to address odor control.

Foth and Van Dyke is under contract to study the pond and propose odor control solutions. Once the Foth and Van Dyke study and design of an odor-control system is complete in the coming year, these funds will be utilized for the installation of the aeration system, estimated at \$37,000 to \$45,000. The aerator will oxygenate the pond and reduce algae growth that produces the odors.

The Environmental Monitoring Fund balance as of June 30, 2021 is anticipated to be \$51,515.

3. Cayes Stormwater Pump Station Improvements Fund

Though the Cayes Pump Station is located just outside the boundaries of the Assessment District, the station serves as the main odor regulator for the district's lagoon since it regulates the water levels of the lagoons. The Assessment District has set aside money every year since 2006 to fund improvements that would allow expanded functionality and remote operability of the control system. The improvements would allow for a more automated control of the water level to reduce odors caused by hot weather and algae growth.

The Cayes Stormwater Pump Station Improvements Fund balance as of June 30, 2021 is anticipated to be \$85,050.

The City Council is responsible for filing and approving an Annual Engineer's Report for the Assessment District, including a proposed levy and assessment for the upcoming fiscal year. Prior to the final approval of the report each year, the City Council must hold a public hearing to provide members of the public with an opportunity to comment on the Annual Report and proposed assessment. Pursuant to the Landscaping and Lighting Act of 1972, the purpose of the public hearing is to comply with requirements of the California Streets and Highways Code (sections referenced):

1. (Section 22628) Any interested person, prior to the conclusion of the hearing, may file a written protest with the clerk, stating their objection to the assessment and Engineer's report as filed;

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 3

2. (Section 22630) During the hearing, the City Council may order changes in any of the matters provided in the Engineer's report;
3. (Section 22630.5) If there is a majority protest against the increase of the assessment from any previous year, the proposed increase in the assessment shall be abandoned.
4. (Section 22631) If a majority protest has not been filed, the City Council may adopt a resolution confirming the diagram and assessment, either as originally proposed or as changed.

ANALYSIS: The activities for the Assessment District Fund during FY 2021-22 were as follows:

July 1, 2020 Fund Balance	\$209,692.00
Revenues	
Assessments	\$24,099.53
Interest	\$316.68
Total Revenues	\$24,416.21
YTD Expenditures	
County Admin Fee	\$386.00
Engineer's report	\$6,815.19
Environmental Monitoring Fund <i>Foth and Van Dyke study</i>	\$10,192.12
Pump Station Improvements Fund <i>Cammisa + Wipf design</i>	\$37,942.50
<i>PG&E utility hook up</i>	\$2,000.00
Total Expenditures (proj.)	\$57,335.81
Projected June 30, 2021 Fund Balance	\$176,772.40

FISCAL IMPACT: All revenues and expenses are generated by the Assessment District and are contained within the Baypoint Lagoons Assessment District Fund (Fund No. 235). The proposed FY 2021-22 assessment is \$131.44 per parcel, which has remained unchanged since 1996. The City does incur indirect General Fund costs as it relates to staff time spent monitoring and adjusting the lagoon water level, as well as managing the capital improvements at the Cayes Stormwater Pump Station. The District pays for all direct contracted costs.

OPTIONS:

The City Council has the following options to consider relating to this item:

1. Conduct the public hearing and adopt the resolution, thus ordering the levy of assessments for FY 2021-22.
2. Do not adopt the resolution, which will result in no levy of assessments for FY 2021-22. This may result in an inability to perform the required improvements in the Assessment District as there will be no revenue collected in the coming year if the levy of assessments is not approved.

RECOMMENDED ACTION: Staff recommends the City Council hold a public hearing and adopt the resolution ordering the levy of assessments.

ATTACHMENTS:

1. Resolution ordering the levy and collection of assessments for FY 2021-22
2. Engineer's Annual Report FY 2021-22
3. Public Hearing Notice

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL CONFIRMING THE ENGINEER'S ANNUAL REPORT FOR THE BAYPOINT LAGOONS ASSESSMENT DISTRICT AND THE ASSESSMENT DIAGRAM CONNECTED THEREWITH AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FY 2021-22

WHEREAS, in accordance with Chapter 3 of the Landscaping and Lighting Act of 1972, the City Council directed CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work for the Baypoint Lagoons Landscaping and Lighting District, City of San Rafael, Marin County, California, to prepare and file an annual report for fiscal year 2021-22, a copy of which report is on file in the Department of Public Works and incorporated herein by reference; and

WHEREAS, on June 7, 2021 the City Council adopted its resolution of intention to levy and collect assessments within the assessment district for fiscal year 2021-22 and set a public hearing to be held on June 21, 2021; and

WHEREAS, the Engineer's Annual Report establishes the fiscal year 2021-22 assessment at \$131.44 per parcel, unchanged since 1996; and

WHEREAS, at the public hearing, the City Council provided an opportunity for interested parties to comment on the annual report, either in writing or orally, and the City Council has considered such comments;

NOW, THEREFORE IT IS HEREBY RESOLVED that the City Council does hereby confirm the diagram and assessments as set forth in the annual report of the Engineer of Work and does hereby levy the assessments set forth therein for fiscal year 2021-22.

I, LINDSAY LARA, Clerk of the City of San Rafael, do hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 21st day of June, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

ENGINEER'S ANNUAL REPORT
FOR
BAYPOINT LAGOONS LANDSCAPING
AND LIGHTING DISTRICT

2021 - 2022

FOR THE CITY OF SAN RAFAEL

CALIFORNIA

COUNCIL MEETING

JUNE 7, 2021

First Meeting

JUNE 21, 2021

Second Meeting

Prepared By:
CSW/Stuber-Stroeh Engineering Group, Inc.
45 Leveroni Court
Novato, CA 94949

**ENGINEER'S ANNUAL REPORT
2021-2022**

BAYPOINT LAGOONS LANDSCAPING AND LIGHTING DISTRICT
CITY OF SAN RAFAEL, MARIN COUNTY, CALIFORNIA
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits the enclosed annual report as directed by the City Council.

DATED: _____, 2021



CSW/STUBER-STROEH ENGINEERING GROUP, INC.
Engineer of Work

By Alan G. Cornwell
Alan G. Cornwell

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was approved on _____, 2020 and confirmed by the City Council of the City of San Rafael, Marin County, California, on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Marin on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

**ENGINEER'S ANNUAL REPORT
2021-2022**

BAYPOINT LAGOONS LANDSCAPING AND LIGHTING DISTRICT
CITY OF SAN RAFAEL, MARIN COUNTY, CALIFORNIA
(Pursuant to the Landscaping and Lighting Act of 1972)

CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work for Baypoint Lagoons Landscaping and Lighting District, City of San Rafael, Marin County, California, makes this annual report, as directed by the City Council, by its Resolution No. _____, adopted _____, 2021.

The improvements which are the subject of this report are briefly described as follows:

Creating, maintaining, and monitoring open space habitat. Each year for the foreseeable future, cattail removal will be undertaken to enhance the habitat. After at least five years of cattail eradication, a monitoring assessment will be completed to document the effectiveness of the removal effort. The monitoring will be done in accordance with the proposal for SPINNAKER LAGOON MANAGEMENT, as prepared by Resource Management International, Inc. previously known as Western Ecological Services Company, Inc., dated February 25, 1998, and the letter dated November 28, 1999 by Wetlands Research Associates. The future Report will reflect anticipated costs to provide funds for the monitoring program necessary to demonstrate the contingent viability of the diked marsh area. Future monitoring is the best way to demonstrate to interested agencies the success of the mitigation program that is the responsibility of the district.

This report consists of six parts, as follows:

PART A - Plans (SPINNAKER LAGOON MANAGEMENT PLAN, WETLAND RESEARCH ASSOCIATES LETTER, and PACIFIC OPEN SPACE, INC. LETTER) for the improvements are filed with the City Clerk. Although separately bound, the plans and specifications are a part of this report and are included in it by reference.

PART B - An Amended Estimated Cost of the Assessment District.


PART C - Assessment Roll - An assessment of the estimated cost of the improvement on each benefited parcel of land within the assessment district.

PART D - Method of Apportionment of Assessment - A statement of the method by which the undersigned has determined the amount proposed to be assessed against each parcel.

PART E - List of Property Owners - A list of the names and addresses of the owners of real property within this assessment district, as shown on the last equalized assessment roll for taxes, or as known to the Clerk. The list is keyed to Exhibit "C" by assessment number.

PART F - Assessment Diagram - A diagram showing all of the parcels of real property within this assessment district. The diagram is keyed to Part "C" by assessment number.

Respectfully submitted,
CSW/Stuber-Stroeh Engineering Group, Inc.

By  _____
Alan G. Cornwell, Engineer of Work

PART A

Plans for the maintenance and improvement of the lagoon are the monitoring portions of the report prepared by Western Ecological Services Company, Inc., dated May 31, 1996 and titled REVISED PROPOSAL FOR 1998 and 1999 BUDGET FOR SPINNAKER LAGOON MANAGEMENT, the Letter Report prepared November 28, 1999 by Wetlands Research Associates, Inc., the Letter Proposal prepared by Pacific OpenSpace dated August 9, 1999, and subsequent documents and contracts between Pacific OpenSpace and the City of San Rafael. These documents have been filed previously with the clerk of the legislative body and are incorporated in this report by reference.

The actual eradication of the cattails has been handled directly through a City contract. Several years ago, the City obtained a number of preliminary proposals to completely eliminate the cattails from the entire lagoon. At that time, the estimated cost to do this work was \$90,000. Since the Assessment District was not able to fund the amount from a single annual assessment, the City developed a program to complete a portion of the eradication each year on an on-going basis, thereby arresting future expansion of the cattail area and slowly reclaiming the lagoon from the emerging cattail areas. In addition, the City also began replanting some areas with native vegetation. The fund to eradicate exotic plants has remained constant with no additional allocation. The fund value is currently \$55,000.00.

In past years, additional weed abatement was performed by Pacific OpenSpace, Inc. under the direction of the City. The Pacific OpenSpace maintenance crew performed weed control in the form of mowing at Baypoint Lagoon during 2005. The major focus of their work was the eradication of broadleaf perennials, such as bristly ox-tongue (*Picris echioides*) and fennel (*Foeniculum vulgare*), as well as perennial weeds such as Harding grass (*Phalaris aquatica*). The most recent maintenance mowing by Pacific OpenSpace took place on March 21, 2006 followed by spraying of broadleaf weeds on May 15, 2006. In 2006 the contract between the City and Pacific OpenSpace lapsed, and the second mowing was not completed with Assessment District funds. No mowing using Assessment District funds occurred during the 2016-2017 fiscal year.

The Homeowners Association has continued to take an active role in managing and directing the Assessment District. Representatives from the Homeowners Association have met on numerous occasions with the District Engineer, the City's engineering staff and the City's maintenance staff regarding the management and operations of the lagoon and surrounding open area. These meetings started a number of years ago and have continued, allowing the homeowners to gain expertise and insight into the original intentions of the Assessment District and develop ideas and plans to make the best use of the Assessment District funds. The most recent discussion took place in May 2017.

Based on the active role that the homeowners have taken, much of the annual landscape control maintenance work that had previously been completed by the District is being paid for directly by the Homeowners Association. This includes the annual or bi-annual mowing around the lagoon.

In early 2015, the Baypoint homeowners approached Nader Mansourian, then Director of Public Works, with two concerns relative to the assessment district. The first concern was the seemingly hopeless task of obtaining adequate funds to replace and upgrade the City of San Rafael's Cayes Storm Water Pump Station, and the second, the more immediate need, to address the odor nuisance from the Lagoon.

PART A

First Concern:

Since 2006, the Assessment District has set aside money every year to fund improvements to the Cayes Storm Water Pump Station. The amount of set aside started small, \$5,000.00, and has increased to approximately \$15,000.00 annually. However, in Fiscal Year 2018-2019 maintenance to clean the pump station and outfall was undertaken which reduced Cayes Pump Fund (see below). The amount set aside is designated to fund the control improvements to the pump station to bring the control system up to date and allow a more automated control of the water level to reduce the potential for hot weather odors and algae growth. This fund now stands at \$157,000.00. The cost of the controls system has increased steadily over the years, and there has never been a formal assessment of the specific control system improvements needed to automate the system. The Homeowners Association would like to work with the City to use District funds to undertake a formal study to determine the feasibility, cost, and potential benefit of enhancing the control systems at the Cayes Storm Water Pump Station, with specific emphasis on alleviating the unpleasant odors which emanate from the lagoon. As noted below, this more pressing need (odor control) has been the focus of the homeowners, and the funds normally anticipated to be added to the fund from 2015-2016 and 2016-2017 assessments have been used for other benefits. Nevertheless, an additional \$10,000 allocation from the 2020-2021 assessments is suggested for the coming year.

Second Concern:

In the summer of 2014, the odor complaints continued to get worse, and the funding for the improvements to the Cayes Storm Water Pump Station continued to be short of what was needed to fund the pump station improvements. Members of the Assessment District approached the City and requested that funds from the district be allocated to further study options to control the odor. In January, 2015, the City Council, acting on the request from the members of the Assessment District, authorized the Public Works Director to engage Siegel Environmental to study the problem and suggest solutions to the odor problems that might be accomplished without changing the controls at the pump station. The cost of the study was \$35,485.00, and the members of the Assessment District agreed to fund this out of the set aside funds available in the district. The study was completed in February, 2016, and the District paid the appropriate invoices.

The result of this work reduced the overall funds available. Since the work was environmentally driven, the District paid for the study from the set-asides allocated as the Environmental Monitoring Fund. This reduced the Environmental monitoring fund to \$31,515.00. For the subsequent two years the set-aside from the District has continued to grow this balance. Based on the contribution since 2016, the fund is \$51,515. No additional funds will be added for 2020-2021.

Environmental Monitoring: It is anticipated that a complete monitoring of the environmental health of the lagoon will be required at some time in the future. This year no additional allocation is being recommended for the 2020-2021 expenditures. The fund will remain at \$51,515.00 in June, 2021.

Cayes Storm Water Pump Station: The homeowners continue to desire to add motor controls to better regulate the level of the lagoon. This would require that additional control devices be integrated into the Cayes Storm Water Pump Station. The District is allocating \$10,000.00 of next year's expenditures toward further analysis of the Cayes Storm Water Pump Station controls. The fund is projected to hold \$167,000.00 in June, 2021.

PART A

Eradication of Exotic Plants: This fund has remained the same for many years, anticipating removal of invasive and exotic plants and debris. In earlier years, the District removed grass and cattails along with mowing the waterfront. As noted above, the Home Owners Association took over the maintenance of the water front around 2006. Since that time the City has performed sporadic maintenance on the vegetation within the lagoon which is difficult to reach from the shoreline. Until the 2019-2020 fiscal year, the City did this with its own maintenance staff and did not charge the district for the work. The fund will remain at 39,178.00 in June 2021.

Additional Activities for the Fiscal Year 2017-2018: During Fiscal Year 2017-2018 the City, on behalf of the District, has made several inquiries into obtaining additional funding for restoration of the Lagoon. In the fall of 2017, the City made a grant application to the San Francisco Bay Restoration Authority under the Authority's First Round of Measure AA Funding. Unfortunately, the City's project was not chosen. In addition, the City has continued to work with Mr. Stuart Siegel (Siegel Environmental and Adjunct Professor at San Francisco State University to try and persuade the San Francisco Bay Joint Venture to accept the project in order to demonstrate to the Restoration Authority that the project has been "vetted" and has support from the environmental community. These efforts are on-going. As with many grant applications, final approval may be several years in the future.

2018 – 2019 Activities

During Fiscal Year 2018-2019 the City contracted with Ghilotti Construction to clean the pump station and outlet pipes to improve flow. The cost of the work was \$32,111.00. This was paid out of the Pump Station Fund, reducing it to \$103,899. ($\$136,000 - \$32,111 = \$103,899$)

2019 – 2020 Activities

During Fiscal Year 2019-2020 the Homeowners Association requested that the City provide maintenance to remove non-native vegetation which had be a growing concern to the viability of the lagoon. The City completed two tasks relating to long-term maintenance on the lagoon and two others on the pump station. The first was to improve the maintenance operation on the pump station. This included the annual cleaning and debris removal before the beginning of the rainy season. The City included this work as part of the routine maintenance required for the pump station and did not charge the District for that work. The second task was to upgrade the controls and improve their responsiveness and long term viability. The City contracted this work through the City's Stormwater Maintenance Fund and expects the District to reimburse the fund. This will reduce the Pump Station Control Fund.

A discussion of the two maintenance tasks follow:

The first task was algae removal and was performed by Solitude Lake Management, LLC. This work was completed in the fall of 2019. The work included having a pontoon watercraft fitted with a skimmer remove the surface algae from the pond and place it along the shoreline. The City's maintenance staff then removed the algae from the site. The outside (Solitude Lake Management, LLC) cost for this work was \$11,550. The City did not assess the District for the work done by City staff and equipment.

The second effort removed the cattail vegetation from the pond and pampas grass and debris from the islands, some of which was hampering the operations of the gate and pipe connection at the

PART A

outlet to San Rafael Bay. The City first lowered the level in the lagoon to allow better access to the cattails. Then the City contracted Forster and Kroeger Landscape to hand cut the cattails below the lowered waterline and remove them from the site. The cost of the cattail removal was \$4,272 and again the City did not charge the District for the City's staff and equipment.

The total cost of the work was \$15,822 (\$11,550 + \$4,272). This was paid out of the Eradication of Exotic Plants Fund reducing it to \$39,178 (\$55,000 - \$15,822). Since this type of work will be likely be needed at regular intervals in the future we are allocating \$16,000 of the 2020-2021 assessment budget to the Eradication of Exotic Plants Fund replacing that spent in the 2019-2020 year.

The cost of the upgrades to the controls of the Cayes Pump Station was \$42,007.50. The expenses below shown a reduction in the Pump Station Control Fund of this amount reducing the Fund from \$156,000 to \$114,992.50. These reductions are reflected in Part B below.

2020 – 2021 Activities

At the request of the Homeowners and noted in the 2020-2021 Report, the City is coordinating an effort to help reduce odors and better manage both the water levels in the lagoon and the lagoon itself. On behalf of the homeowners and the District, the City has entered into two contracts, one with Cammissa + Wipf and another Foth and Van Dyke to provide various improvements. Cammissa + Wipf is designing a control system for the Cayes Pump Station and Foth and Van Dyke is designing an aeration system in addition to monitoring water quality.

The City contracted with Cammissa + Wipf to design lagoon control improvements to better manage the water levels in the lagoon. Cammissa + Wipf is currently designing those controls. The Cammissa + Wipf contract is for \$74,100 and Cammissa + Wipf are approximately 50% complete as of April 2021. The cost to upgrade and rehabilitate the pump station is estimated to be in the range of \$400,000 to \$500,000. The City will be including that amount in future Capital Improvement Budgets to supplement the contribution from the District. The District will continue to make an allocation of 2021-2022 assessment proceeds to the Pump Station Control Fund (\$10,000). The Pump Station Control Fund is expected to have a balance of \$85,050.00 (\$124,992.50 - \$37,942.50 - \$2,000) on June 30, 2021.

The City entered into a contract with Foth and Van Dyke on April 15, 2021 to provide various services including monthly monitoring and reporting, water quality control enzyme applications, water quality testing, improving water circulation and installing equipment. The Contract covers the entire Spinnaker Point Lagoon. Since the Lagoon is only approximately half within the frontage of the Bay Point Lagoons Assessment District, the District is only responsible for half of the contract. The contract will run through 2022 and has a not-to-exceed amount of \$51,242 (\$25,621 assigned to the District). Using the funds available from the Eradication of Exotic Plants, the District will be able to cover these costs. No contribution from the 2021-2022 proceeds is available for the Eradication Fund. The Eradication Fund is expected to have a balance of \$44,985.88 (\$55,178 - \$10,192.12) on June 30, 2021.

Together, both of these contracts total \$125,342. In addition, Foth and Van Dyke suggests the City allow a budget of \$37,000 to \$45,000 for the installation of the equipment. This amount will be funded through the Monitoring and Status Report Fund. This will mostly deplete this fund, although future assessment revenue may be assigned to this fund to re-build it when needed for

PART A

further improvements. The Monitoring and Status Report Fund is expected to remain with a balance of \$51,515.00 on June 30, 2021.

PART B
ESTIMATE OF COSTS

First Year Expenditures 1993-1994, Phase II Program	\$ 27,017.00
Assessment Proceeds, Plus 1992-1993 Surplus	<u>\$ 27,208.36</u>
Surplus to Carry Forward	\$ 191.36
Second Year Expenditures 1994-1995, Phase II Program	\$ 25,340.05
Assessment Proceeds, Plus 1993-1994 Surplus	<u>\$ 25,385.36</u>
Surplus to Carry Forward	\$ 45.31
Third Year Expenditures 1995-1996, Phase II Program	\$ 19,990.88
Assessment Proceeds, Plus 1994-1995 Surplus	<u>\$ 27,253.67</u>
Surplus to Carry Forward	\$ 7,262.79
Fourth Year Expenditures 1996-1997, Phase II Program	\$ 22,116.76
Assessment Proceeds, Plus 1995-1996 Surplus	<u>\$ 34,471.15</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 12,354.39
Fifth Year Expenditures 1997-1998, Phase II Program	\$ 29,681.42
Assessment Proceeds, Plus 1996-1997 Surplus	<u>\$ 39,644.38</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 9,962.96
Sixth Year Expenditures 1998-1999, Phase II Program	\$ 26,646.72
Assessment Proceeds, Plus 1997-1998 Surplus	<u>\$ 37,171.32</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 10,524.60
Seventh Year Expenditures 1999-2000, Phase II Program	\$ 12,350.00
Assessment Proceeds, Plus 1998-1999 Surplus	<u>\$ 37,647.13</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 25,297.13
Eighth Year Expenditures 2000-2001, Phase II Program	\$ 45,079.76
Assessment Proceeds, Plus 1999-2000 Surplus	<u>\$ 75,205.08</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 30,125.32
Ninth Year Expenditures 2001-2002, Phase II Program	\$ 20,386.00
Assessment Proceeds, Plus 2000-2001 Surplus	<u>\$ 55,382.83</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 34,996.83
Tenth Year Expenditures 2002-2003, Phase II Program	\$ 25,944.08
Assessment Proceeds, Plus 2001-2002 Surplus	<u>\$ 60,097.87</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 34,153.79
Eleventh Year Expenditures 2003-2004, Phase II Program	\$ 28,333.58
Assessment Proceeds, Plus 2002-2003 Surplus	<u>\$ 63,743.79</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 35,410.21
Twelfth Year Expenditures 2004-2005, Phase II Program	\$ 28,041.08
Assessment Proceeds, Plus 2004-2005 Surplus	<u>\$ 59,634.21</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 31,593.13
Thirteenth Year Expenditures 2005-2006 Phase II Program	\$ 12,669.63
Assessment Proceeds, Plus 2005-2006 Surplus	<u>\$ 56,078.66</u>
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 43,409.03

**PART B
ESTIMATE OF COSTS**

Fourteenth Year Expenditures 2006-2007 Phase II Program	\$ 10,566.59	
Assessment Proceeds, Plus 2006-2007 Surplus	<u>\$ 68,278.56</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 57,711.97	
Fifteenth Year Expenditures 2007-2008 Phase II Program	\$ 386.00	
Assessment Proceeds, Plus 2007-2008 Surplus	<u>\$ 86,473.89</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 86,087.89	
Sixteenth Year Expenditures 2008-2009 Phase II Program	\$ 4,896.06	
Assessment Proceeds, Plus 2008-2009 Surplus	<u>\$ 111,250.42</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 106,354.36	
Seventeenth Year Expenditures 2009-2010 Phase II Program	\$ 5,079.22	
Assessment Proceeds, Plus 2009-2010 Surplus	<u>\$ 133,546.22</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 128,467.00	
Eighteenth Year Expenditures 2010-2011 Phase II Program	\$ 4,344.03	
Assessment Proceeds, Plus 2010-2011 Surplus	<u>\$ 153,053.53</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 148,709.50	
Nineteenth Year Expenditures 2011-2012 Phase II Program	\$ 4,391.16	
Assessment Proceeds, Plus 2011-2012 Surplus	<u>\$ 173,033.03</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 168,641.87	
Twentieth Year Expenditures 2012-2013 Phase II Program	\$ 4,338.60	
Assessment Proceeds, Plus 2012-2013 Surplus	<u>\$ 192,959.40</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	188,620.80	
Twenty-First Year Expenditures 2013-2014 Phase II Program	\$ 4,881.03	
Assessment Proceeds, Plus 2013-2014 Surplus	<u>\$ 214,106.83</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	209,225.80	
Twenty-Second Year Expenditures 2014-2015 Phase II Program including, Conceptual Enhancement and Measurement Report*	\$ 23,503.31	
Assessment Proceeds, Plus 2014-2015 Surplus	<u>\$ 233,684.33</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD	\$ 210,181.02	
Twenty-Third Year Expenditures 2015-2016 Phase II Program including, Conceptual Enhancement and Measurement Report**	\$ 22,516.31	
Assessment Proceeds, Plus 2015-2016 Surplus	<u>\$ 212,712.63</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD		\$ 190,196.32
Twenty-Third through Twenty-Fourth Year Adjustment***		<u>\$ 27,723.68</u>
Available Funds on July 1, 2016		\$ 217,920.00
Twenty-Fourth Year Expenditures 2016-2017 Phase II Program including, Assessment Proceeds, Plus 2016-2017 Surplus	\$ 5,721.61	
	<u>\$ 244,047.24</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD		
Available Funds on July 1, 2017***		\$ 238,325.63
Twenty-Fifth Year Expenditures 2017-2018 Phase II Program including, Assessment Proceeds, Plus 2017-2018 Surplus	\$ 5,487.25	
	<u>\$ 263,384.52</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD		

PART B
ESTIMATE OF COSTS

Available Funds on June 1, 2018 (2018-2019 Report)		\$ 257,897.27
Unallocated Contingencies from City Finance Department		<u>\$ 2,219.73</u>
Available Funds on June 1, 2018 (per City Finance Department)		\$ 260,117.00
Twenty-Sixth Year Expenditures 2018-2019 Phase II Program	\$ (37,930.63)	
Including Pump Station Clean-out (used Pump Station Control Fund)		
and Assessment Proceeds Plus 2018-2019 /surplus	\$ 285,332.00	
SURPLUS & RESERVE FUND TO CARRY FORWARD		
Available Funds on June 1, 2020		\$ 247,401.37
Unallocated Contingencies from City Finance Department		<u>\$ 5,013.08</u>
Available Funds on June 30, 2020 (per City Finance Department)		\$ 252,414.45
Twenty-Seventh Year Expenditures 2019-2020 Phase II Program	\$ (5,028.00)	
Vegetation Removal (used Eradication of Exotic Plant Fund)	\$ (15,822.00)	
Cayes Pump Station Controller Upgrade	\$ (42,007.50)	
Assessment Proceeds 2019-2020	\$ 24,099.53	
Interest	<u>\$ 2,390.00</u>	
SURPLUS & RESERVE FUND TO CARRY FORWARD		
Available (Estimated) Funds on June 1, 2020		\$ 216,052.48
Unallocated Contingencies from City Finance Department		<u>\$ (6,360.48)</u>
Available Funds on June 30, 2020 (per City Finance Department)		\$ 209,692.00
Twenty-Eighth Year Expenditures 2020-2021 Phase II Program		
Water Quality Program (Foth and Van Dyke)	\$ (10,192.12)	
Cayes Pump Station Electrical Upgrade (Cammissa + Wipf)	\$ (37,942.50)	
PG&E Utility Hook-Up	\$ (2,000.00)	
Marin County fee	\$ (386.00)	
2020-2021 Engineer's Report	\$ (6,815.19)	
Assessment Proceeds 2020-2021	\$ 24,099.53	
Interest	<u>\$ 316.68</u>	
Total Twenty-Eighth Year Expenditures	\$ (32,919.60)	
SURPLUS & RESERVE FUND TO CARRY FORWARD		
Available (Estimated) Funds on June 1, 2021		\$ 176,772.40
Twenty-Ninth Year, Phase II Program (2021-2022)		
Monitoring and Status Report Fund	\$ 51,515.00	
Pump Station Control Fund	\$ 85,050.00	
Eradication of Exotic Plants	<u>\$ 44,985.88</u>	
Total Funds available for Phase II Monitoring, Pump Station Fund & Eradication	<u>\$ 181,551.88</u>	
Anticipated 2021-2022 Expenses		
Water Quality monitoring and Improvements (Foth)	\$ (19,984.38)	
Pump Station Electrical and Control Design	\$ (36,157.50)	
Aeration Control pump and installation	<u>\$ (45,000.00)</u>	
Total Anticipated 2021-2022 Expenses	<u>\$ (101,141.88)</u>	
Reduction in 2021-2022 Available Funds		\$ (101,141.88)

**PART B
ESTIMATE OF COSTS**

Incidental Expenses		
Uncollected Assessments (2021-2022)	\$	1,268.39
Engineer's Report (2021-2022)	\$	6,800.00
Cayes Pump Station – 2021-2022 Allocation	\$	10,000.00
Eradication of Exotic Plants Fund – 2021-2022 Allocation	\$	0.00
County Administrative Fees	\$	400.00
Total Cost of Incidental Expenses	\$	<u>18,468.39</u>
 Contingencies	 \$	 <u>2,121.05</u>
 TOTAL ANTICIPATED TWENTY-NINTH YEAR EXPENSES AND ALLOCATIONS:	 \$	 <u>100,998.44</u>
TWENTY-NINTH YEAR ASSESSMENT:		<u>\$ 25,367.92</u>
Total Twenty-Ninth Year Available Funds:		<u>\$ 100,998.44</u>

*2014-2015 expenses were not fully available at the time the 2014-2015 report was prepared. The 2015 expense for Siegel Environmental of \$18,110.00 should be added, reducing the 2014-2015 allocation (\$5,000.00) to the environmental and monitoring fund to zero (\$0.00) and using a portion of the reserves in that fund to pay for the study (\$13,110.00).

**2015-2016 expenses include the payments to Siegel Environmental to complete the Conceptual Enhancements and Management Report, \$17,375.00. This does not allow any contribution to the Environmental and Monitoring Fund as previously noted and reduces the Environmental and Monitoring Fund to (\$67,000.00-\$35,485.00) \$31,515.

***Based on a complete reconciliation of revenue and expenses from years 1 – 23, the City’s ledger shows the May 6, 2016 balance of \$205,748.13, \$15,551.81 (\$27,723.68 using July 1, 2016 fund balance of \$217,920.00) greater than the balance which has been carried by the Assessment District; this balance has been building gradually over the years since the Homeowners Association elected to take on the maintenance and District projections of expenses have been purposely conservative. This was further updated in 2017-2018 year to reflect fund balances at fiscal year-end as of July 1, 2016 and 2017.

****For 2019-2020, prior contingencies were used to pay, in part, for the Pump Station clean-out.

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
1	\$131.44	1	009-361-06
2	\$131.44	2	009-361-05
3	\$131.44	3	009-361-04
4	\$131.44	4	009-361-03
5	\$131.44	5	009-361-02
6	\$131.44	6	009-361-08
7	\$131.44	7	009-361-09
8	\$131.44	8	009-361-10
9	\$131.44	9	009-361-11
10	\$131.44	10	009-361-12
11	\$131.44	11	009-361-17
12	\$131.44	12	009-361-16
13	\$131.44	13	009-361-15
14	\$131.44	14	009-361-14
15	\$131.44	15	009-361-13
16	\$131.44	16	009-361-19
17	\$131.44	17	009-361-20
18	\$131.44	18	009-361-21
19	\$131.44	19	009-361-22
20-1	\$0.00	20	009-371-02
20-2	\$0.00	Portion of 20	009-371-03
21	\$131.44	21	009-372-01
22	\$131.44	22	009-372-02
23	\$131.44	23	009-372-03
24	\$131.44	24	009-372-04
25	\$131.44	25	009-372-05

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
26	\$131.44	26	009-372-06
27	\$131.44	27	009-372-07
28	\$131.44	28	009-372-08
29	\$131.44	29	009-372-09
30	\$131.44	30	009-372-10
31	\$131.44	31	009-372-11
32	\$131.44	32	009-372-12
33	\$131.44	33	009-372-13
34	\$131.44	34	009-372-14
35	\$131.44	35	009-372-15
36	\$131.44	36	009-372-26
37	\$131.44	37	009-372-27
38	\$131.44	38	009-372-25
39	\$131.44	39	009-372-24
40	\$131.44	40	009-372-23
41	\$131.44	41	009-372-22
42	\$131.44	42	009-372-21
43	\$131.44	43	009-372-20
44	\$131.44	44	009-372-18
45	\$131.44	45	009-372-19
46	\$131.44	46	009-362-03
47	\$131.44	47	009-362-04
48	\$131.44	48	009-362-05
49	\$131.44	49	009-362-13
50	\$131.44	50	009-362-12
51	\$131.44	51	009-362-14

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
52	\$131.44	52	009-362-15
53	\$131.44	53	009-362-16
54	\$131.44	54	009-362-17
55	\$131.44	55	009-362-18
56	\$131.44	56	009-362-19
57	\$131.44	57	009-362-20
58	\$131.44	58	009-362-21
59	\$131.44	59	009-362-10
60	\$131.44	60	009-362-09
61	\$131.44	61	009-362-06
62	\$131.44	62	009-362-22
63	\$131.44	63	009-362-25
64	\$131.44	64	009-362-26
65	\$131.44	65	009-362-30
66	\$131.44	66	009-362-31
67	\$131.44	67	009-362-32
68	\$131.44	68	009-362-33
69	\$131.44	69	009-362-34
70	\$131.44	70	009-362-29
71	\$131.44	71	009-362-35
72	\$131.44	72	009-362-38
73	\$131.44	73	009-362-39
74	\$131.44	74	009-362-42
75	\$131.44	75	009-362-43
76	\$131.44	76	009-362-46
77	\$131.44	77	009-373-11

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
78	\$131.44	78	009-373-14
79	\$131.44	79	009-373-15
80	\$131.44	80	009-373-18
81	\$131.44	81	009-373-19
82	\$131.44	82	009-373-01
83	\$131.44	83	009-373-02
84	\$131.44	84	009-373-03
85	\$131.44	85	009-373-04
86	\$131.44	86	009-373-08
87	\$131.44	87	009-373-07
88	\$131.44	88	009-373-06
89	\$131.44	89	009-373-05
90	\$0.00	Portion of Parcel A (Shoreline Park)	009-010-34
91-1	\$0.00	Parcels B, F, L & M	009-361-24
92-1	\$0.00	Parcel C & Lots L46, L61, L60, L62, L63, L64, L70, L71, L72, L73, L74, L75 & L76	009-362-49
93	\$0.00	Parcel D	009-362-11
94-1	\$0.00	Parcel E	009-362-47
94-2	\$0.00	Portion of Parcel E	009-373-22
96-1	\$0.00	Parcels G, H & I & Lots L77, L78, L79, L80 & L81	009-373-23
99-1	\$0.00	Parcels C, J & K	009-372-28
103	\$0.00	Parcel N	009-010-31
104-1	\$0.00	Parcel A	009-390-01
104-3	\$131.44	94	009-390-03
104-4	\$131.44	95	009-390-04

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
104-5	\$131.44	96	009-390-05
104-6	\$131.44	97	009-390-06
104-7	\$131.44	98	009-390-07
104-8	\$131.44	99	009-390-08
104-9	\$131.44	100	009-390-09
104-10	\$131.44	101	009-390-10
104-11-1	\$131.44	102	009-390-66
104-12	\$131.44	103	009-390-12
104-13	\$131.44	104	009-390-13
104-14	\$131.44	105	009-390-14
104-15	\$131.44	106	009-390-15
104-16	\$131.44	107	009-390-16
104-17	\$131.44	108	009-390-17
104-18	\$131.44	109	009-390-61
104-19	\$131.44	110	009-390-19
104-20	\$131.44	111	009-390-20
104-21	\$131.44	112	009-390-21
104-22	\$131.44	113	009-390-22
104-23	\$131.44	114	009-390-23
104-24	\$131.44	115	009-390-24
104-25	\$131.44	116	009-390-25
104-26	\$131.44	117	009-390-26
104-27	\$131.44	118	009-390-27
104-28	\$131.44	119	009-390-28
104-29	\$131.44	120	009-390-29
104-30	\$131.44	121	009-390-30

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
104-31	\$131.44	122	009-390-31
104-32	\$131.44	123	009-390-63
104-33	\$131.44	124	009-390-51
104-34	\$131.44	125	009-390-34
104-35	\$131.44	126	009-390-35
104-36	\$131.44	127	009-390-36
104-37	\$131.44	128	009-390-37
104-38-1	\$0.00	Parcel B & Lots 128E, 129E, 132E, 133E & 134E	009-390-64
104-39	\$131.44	129	009-390-39
104-41	\$131.44	130	009-390-41
104-42	\$131.44	131	009-390-42
104-43	\$131.44	132	009-390-43
104-45-1	\$131.44	133	009-390-65
104-47-1	\$131.44	134	009-390-59
104-49	\$0.00	Parcel D	009-390-49
104-51-1	\$131.44	135	009-411-01
104-51-2	\$131.44	136	009-411-02
104-51-3	\$131.44	137	009-411-03
104-51-4	\$131.44	138	009-411-04
104-51-5	\$131.44	139	009-411-05
104-51-6	\$131.44	140	009-411-06
104-51-7	\$131.44	141	009-411-07
104-51-8	\$131.44	142	009-411-08
104-51-9	\$131.44	143	009-411-09
104-51-10	\$131.44	144	009-411-10
104-51-11	\$131.44	145	009-411-11

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
104-51-12	\$131.44	146	009-411-12
104-51-13	\$0.00	Parcel F	009-411-13
104-51-14	\$131.44	147	009-412-01
104-51-15-1	\$0.00	Lots 147E, 148E, 149E, 150E, 151E, 152E & 155E	009-412-20
104-51-16	\$131.44	148	009-412-03
104-51-18	\$131.44	149	009-412-05
104-51-20	\$131.44	150	009-412-07
104-51-22	\$131.44	151	009-412-09
104-51-24	\$131.44	152	009-412-11
104-51-26	\$131.44	153	009-412-13
104-51-27	\$131.44	154	009-412-14
104-51-28	\$131.44	155	009-412-15
104-51-30	\$131.44	156	009-412-17
104-51-31	\$0.00	156E	009-412-18
104-51-32	\$0.00	Parcel G	009-412-19
104-51-33	\$0.00	Portion of Parcel O	009-400-03
104-51-34-1	\$131.44	157	009-420-45
104-51-34-2	\$0.00	157E	009-420-46
104-51-35-1	\$131.44	158	009-420-47
104-51-35-2	\$0.00	158E	009-420-48
104-51-36-1	\$131.44	159	009-420-49
104-51-36-2	\$0.00	159E	009-420-50
104-51-37-1	\$131.44	160	009-420-51
104-51-37-2	\$0.00	160E	009-420-52
104-51-38-1	\$131.44	161	009-420-53
104-51-38-2	\$0.00	161E	009-420-54

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
104-51-39-1	\$131.44	162	009-420-55
104-51-39-2	\$0.00	162E	009-420-56
104-51-40-1	\$0.00	Parcels H & I & Lots 163E, 164E, 167E, 168E, 169E, 170E & 171E	009-420-71
104-51-41-1	\$131.44	163	009-420-57
104-51-42-1	\$131.44	164	009-420-59
104-51-43	\$131.44	165	009-420-10
104-51-44	\$131.44	166	009-420-11
104-51-45-1	\$131.44	167	009-420-61
104-51-46-1	\$131.44	168	009-420-63
104-51-47-1	\$131.44	169	009-420-65
104-51-48-1	\$131.44	170	009-420-67
104-51-49-1	\$131.44	171	009-420-69
104-51-51	\$131.44	172	009-420-17
104-51-52	\$131.44	173	009-420-18
104-51-53	\$131.44	174	009-420-19
104-51-54	\$131.44	175	009-420-20
104-51-55	\$131.44	176	009-420-21
104-51-56	\$131.44	177	009-420-22
104-51-57	\$131.44	178	009-420-23
104-51-58	\$131.44	179	009-420-24
104-51-59	\$131.44	180	009-420-25
104-51-60	\$131.44	181	009-420-26
104-51-61	\$131.44	182	009-420-27
104-51-62	\$131.44	183	009-420-28
104-51-63	\$131.44	184	009-420-29

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

SPECIAL ASSESSMENT NUMBER	AMOUNT OF ASSESSMENT (Fiscal Year 2021-2022)	PROPERTY DESCRIPTION Baypoint Lagoons	ASSESSOR'S PARCEL NUMBER
104-51-64	\$131.44	185	009-420-30
104-51-65	\$131.44	186	009-420-31
104-51-66	\$131.44	187	009-420-32
104-51-67	\$131.44	188	009-420-33
104-51-68	\$131.44	189	009-420-34
104-51-69	\$131.44	190	009-420-35
104-51-70	\$131.44	191	009-420-36
104-51-71	\$131.44	192	009-420-37
104-51-72	\$131.44	193	009-420-38
104-51-73	\$131.44	194	009-420-39
104-51-74	\$131.44	195	009-420-40
104-51-75	\$131.44	196	009-420-41
104-51-76	\$131.44	197	009-420-42
104-51-77	\$131.44	198	009-420-43
105	\$0.00	Parcel P	009-010-34
106	\$0.00	Parcel Q	009-010-35
TOTAL ASSESSMENT	\$25,367.92	(For Twenty-Sixth Year)	

The lines and dimensions of each parcel are as shown on the maps of the County Assessor of the County of Marin.

Property descriptions are lot or parcel numbers as shown on the recorded final maps of Baypoint Lagoons, recorded: in Book 20 of Maps at Page 80, and Book 21 of Maps at Page 34, Book 21 of Maps at Page 55, and Record Maps Book 1998 at Page 99, Marin County Records.

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT

There are 193 single family dwelling units existing within the Assessment District boundary.

(NOTE: This is a reduction from 207 originally included. The reduction is based on the actual number of lots recorded and is appropriate.)

Subdivision Phase I consists of 89 lots, of which lot 20 anticipates low cost housing (not single family) and lots 1 through 19 and 21 through 89 anticipates one single family dwelling unit each. Subdivision Phase II consists of 41 lots and anticipates one single family dwelling unit each.

Subdivision IIIa consists of 22 lots and anticipates one single family dwelling unit each.

Subdivision IIIb consists of an additional 42 units, one single family dwelling unit each.

The “Remaining” 12 lots were not created and have been removed from the assessment.

The number of single family dwelling units is:

Phase I.....	88
Phase II.....	41
Phase IIIa.....	22
Phase IIIb	<u>42</u>
TOTAL:.....	193

Each of the single family dwelling unit lots are assessed for equal portions of the total assessment.

This assessment is exempt from the procedures and requirements of the (recently enacted Proposition 218) California Constitution, Article 13D, Section 4 pursuant to the exemption contained in Article 13D, Section 5(d) [*previously majority voter approval or*] Section 5(b) [*petition signed by persons owning all the property*]. The benefits are entirely special benefits and there are no general benefits. Additionally, the proposed assessment is the same assessment as last year.

Assessment Parcels 1 through 19, 21 through 89, 104-3 through 104-11-1, 104-12 through 104-37, 104-39 through 104-47-1, 104-51-1 through 104-51-12, 104-51-14, 104-51-16, 104-51-18, 104-51-20, 104-51-22, 104-51-24, 104-51-26 through 104-51-28, 104-51-30, 104-51-34-1, 104-51-35-1, 104-51-36-1, 104-51-37-1, 104-51-38-1, 104-51-39-1, 104-51-41-1 through 104-51-77 are each assessed 1/193 of the total assessment.

Assessment Parcels 20-1 and 20-2, 90 through 104-1, 104-38-1, 104-49, 104-51-13, 104-51-15-1, 104-51-31 through 104-51-33, 104-51-34-2, 104-51-35-2, 104-51-36-2, 104-51-37-2, 104-51-38-2, 104-51-39-2, 104-51-40-1, 105 and 106 each have zero (\$0.00) assessment.

The following changes were made to the Assessment Rolls and Assessment Diagram in the 2004-2005 Baypoint Lagoons Annual Engineer’s Report due to Mapping Changes at the Marin County Assessor’s Office:

On May 6, 2005 our office contacted the Marin County Assessor's Office due to obvious changes to the Assessor's Parcel Maps for the Baypoint Lagoons development. According to information

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT

received from Mapping Department staff, in calendar year 2004 several Applications for Parcel Merger were received by the County of Marin from representatives of Baypoint Lagoons Homeowners Association. The following parcels were affected by the Parcel Merger Applications:

Assessment Numbers 91, 95, 101 and 102, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-361-24 by the Marin County Assessor's Office. Assessment Number 91 has been changed to 91-1 and reflects the new APN. Assessment Numbers 95, 101 and 102 have been removed from Parts C and E of this Report.

Assessment Numbers 92, 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118 and 119, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-362-49 by the Marin County Assessor's Office. Assessment Number 92 has been changed to 92-1 and reflects the new APN. Assessment Numbers 107, 108, 109, 110, 111, 112, 113, 114, 115, 116, 117, 118 and 119 have been removed from Parts C and E of this Report.

Assessment Numbers 96, 97, 98, 120, 121, 122, 123 and 124, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-362-23 by the Marin County Assessor's Office. Assessment Number 96 has been changed to 96-1 and reflects the new APN. Assessment Numbers 97, 98, 120, 121, 122, 123 and 124 have been removed from Parts C and E of this Report.

Assessment Numbers 99, 100 and 104-2, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-372-28 by the Marin County Assessor's Office. Assessment Number 99 has been changed to 99-1 and reflects the new APN. Assessment Numbers 100 and 104-2 have been removed from Parts C and E of this Report.

Assessment Numbers 104-38, 104-40, 104-44, 104-46, 104-47-2, 104-48, 104-48-1 and 104-50, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-390-64 by the Marin County Assessor's Office. Assessment Number 104-38 has been changed to 104-38-1 and reflects the new APN. Assessment Numbers 104-40, 104-44, 104-46, 104-47-2, 104-48 and 104-50 have been removed from Parts C and E of this Report.

Assessment Numbers 104-51-15, 104-51-17, 104-51-19, 104-51-21, 104-51-23, 104-51-25 and 104-51-29, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-412-20 by the Marin County Assessor's Office. Assessment Number 104-51-15 has been changed to 104-51-15-1 and reflects the new APN. Assessment Numbers 104-51-17, 104-51-19, 104-51-21, 104-51-23, 104-51-25 and 104-51-29 have been removed from Parts C and E of this Report.

Assessment Numbers 104-51-40, 104-51-41-2, 104-51-42-2, 104-51-45-2, 104-51-46-2, 104-51-47-2, 104-51-48-2, 104-51-49-2 and 104-51-50, all zero (\$0.00) assessment parcels, were merged into a single parcel assigned APN 009-420-71 by the Marin County Assessor's Office. Assessment Number 104-51-40 has been changed to 104-51-40-1 and reflects the new APN. Assessment Numbers 104-51-41-2, 104-51-42-2, 104-51-45-2, 104-51-46-2, 104-51-47-2, 104-51-48-2, 104-51-49-2 and 104-51-50 have been removed from Parts C and E of this Report.

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1	009-361-06
2	009-361-05
3	009-361-04
4	009-361-03
5	009-361-02
6	009-361-08
7	009-361-09
8	009-361-10
9	009-361-11
10	009-361-12
11	009-361-17
12	009-361-16

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
13	009-361-15
14	009-361-14
15	009-361-13
16	009-361-19
17	009-361-20
18	009-361-21
19	009-361-22
20-1	009-371-02
20-2	009-371-03
21	009-372-01
22	009-372-02

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
23	009-372-03
24	009-372-04
25	009-372-05
26	009-372-06
27	009-372-07
28	009-372-08
29	009-372-09
30	009-372-10
31	009-372-11
32	009-372-12
33	009-372-13
34	009-372-14

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
35	009-372-15
36	009-372-26
37	009-372-27
38	009-372-25
39	009-372-24
40	009-372-23
41	009-372-22
42	009-372-21
43	009-372-20
44	009-372-18
45	009-372-19
46	009-362-03

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
47	009-362-04
48	009-362-05
49	009-362-13
50	009-362-12
51	009-362-14
52	009-362-15
53	009-362-16
54	009-362-17
55	009-362-18
56	009-362-19
57	009-362-20
58	009-362-21

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
59	009-362-10
60	009-362-09
61	009-362-06
62	009-362-22
63	009-362-25
64	009-362-26
65	009-362-30
66	009-362-31
67	009-362-32
68	009-362-33
69	009-362-34
70	009-362-29

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
71	009-362-35
72	009-362-38
73	009-362-39
74	009-362-42
75	009-362-43
76	009-362-46
77	009-373-11
78	009-373-14
79	009-373-15
80	009-373-18
81	009-373-19
82	009-373-01

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
83	009-373-02
84	009-373-03
85	009-373-04
86	009-373-08
87	009-373-07
88	009-373-06
89	009-373-05
90	009-010-34
91-1	009-361-24
92-1	009-362-49
93	009-362-11
94-1	009-362-47

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
94-2	009-373-22
96-1	009-373-23
99-1	009-372-28
103	009-010-31
104-1	009-390-01
104-3	009-390-03
104-4	009-390-04
104-5	009-390-05
104-6	009-390-06
104-7	009-390-07
104-8	009-390-08

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-9	009-390-09
104-10	009-390-10
104-11-1	009-390-66
104-12	009-390-12
104-13	009-390-13
104-14	009-390-14
104-15	009-390-15
104-16	009-390-16
104-17	009-390-17
104-18	009-390-61
104-19	009-390-19
104-20	009-390-20

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-21	009-390-21
104-22	009-390-22
104-23	009-390-23
104-24	009-390-24
104-25	009-390-25
104-26	009-390-26
104-27	009-390-27
104-28	009-390-28
104-29	009-390-29
104-30	009-390-30
104-31	009-390-31
104-32	009-390-63

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-33	009-390-51
104-34	009-390-34
104-35	009-390-35
104-36	009-390-36
104-37	009-390-37
104-38-1	009-390-64
104-39	009-390-39
104-41	009-390-41
104-42	009-390-42
104-43	009-390-43
104-45-1	009-390-65
104-47-1	009-390-59

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-49	009-390-49
104-51-1	009-411-01
104-51-2	009-411-02
104-51-3	009-411-03
104-51-4	009-411-04
104-51-5	009-411-05
104-51-6	009-411-06
104-51-7	009-411-07
104-51-8	009-411-08
104-51-9	009-411-09
104-51-10	009-411-10
104-51-11	009-411-11

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-12	009-411-12
104-51-13	009-411-13
104-51-14	009-412-01
104-51-15-1	009-412-20
104-51-16	009-412-03
104-51-18	009-412-05
104-51-20	009-412-07
104-51-22	009-412-09
104-51-24	009-412-11
104-51-26	009-412-13
104-51-27	009-412-14
104-51-28	009-412-15

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-30	009-412-17
104-51-31	009-412-18
104-51-32	009-412-19
104-51-33	009-400-03
104-51-34-1	009-420-45
104-51-34-2	009-420-46
104-51-35-1	009-420-47
104-51-35-2	009-420-48
104-51-36-1	009-420-49
104-51-36-2	009-420-50
104-51-37-1	009-420-51
104-51-37-2	009-420-52

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-38-1	009-420-53
104-51-38-2	009-420-54
104-51-39-1	009-420-55
104-51-39-2	009-420-56
104-51-40-1	009-420-71
104-51-41-1	009-420-57
104-51-42-1	009-420-59
104-51-43	009-420-10
104-51-44	009-420-11
104-51-45-1	009-420-61
104-51-46-1	009-420-63
104-51-47-1	009-420-65

PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-48-1	009-420-67
104-51-49-1	009-420-69
104-51-51	009-420-17
104-51-52	009-420-18
104-51-53	009-420-19
104-51-54	009-420-20
104-51-55	009-420-21
104-51-56	009-420-22
104-51-57	009-420-23
104-51-58	009-420-24
104-51-59	009-420-25
104-51-60	009-420-26

PART D
ASSESSMENT

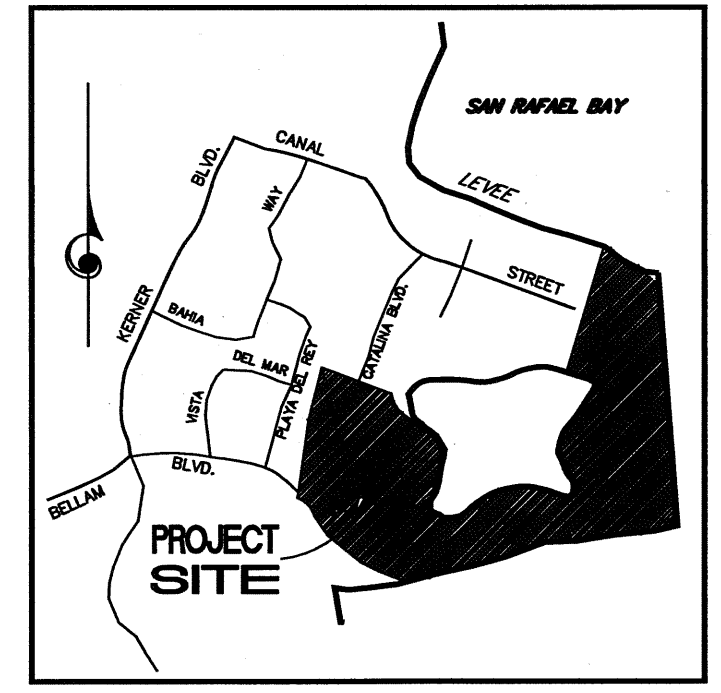
(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-61	009-420-27
104-51-62	009-420-28
104-51-63	009-420-29
104-51-64	009-420-30
104-51-65	009-420-31
104-51-66	009-420-32
104-51-67	009-420-33
104-51-68	009-420-34
104-51-69	009-420-35
104-51-70	009-420-36
104-51-71	009-420-37
104-51-72	009-420-38

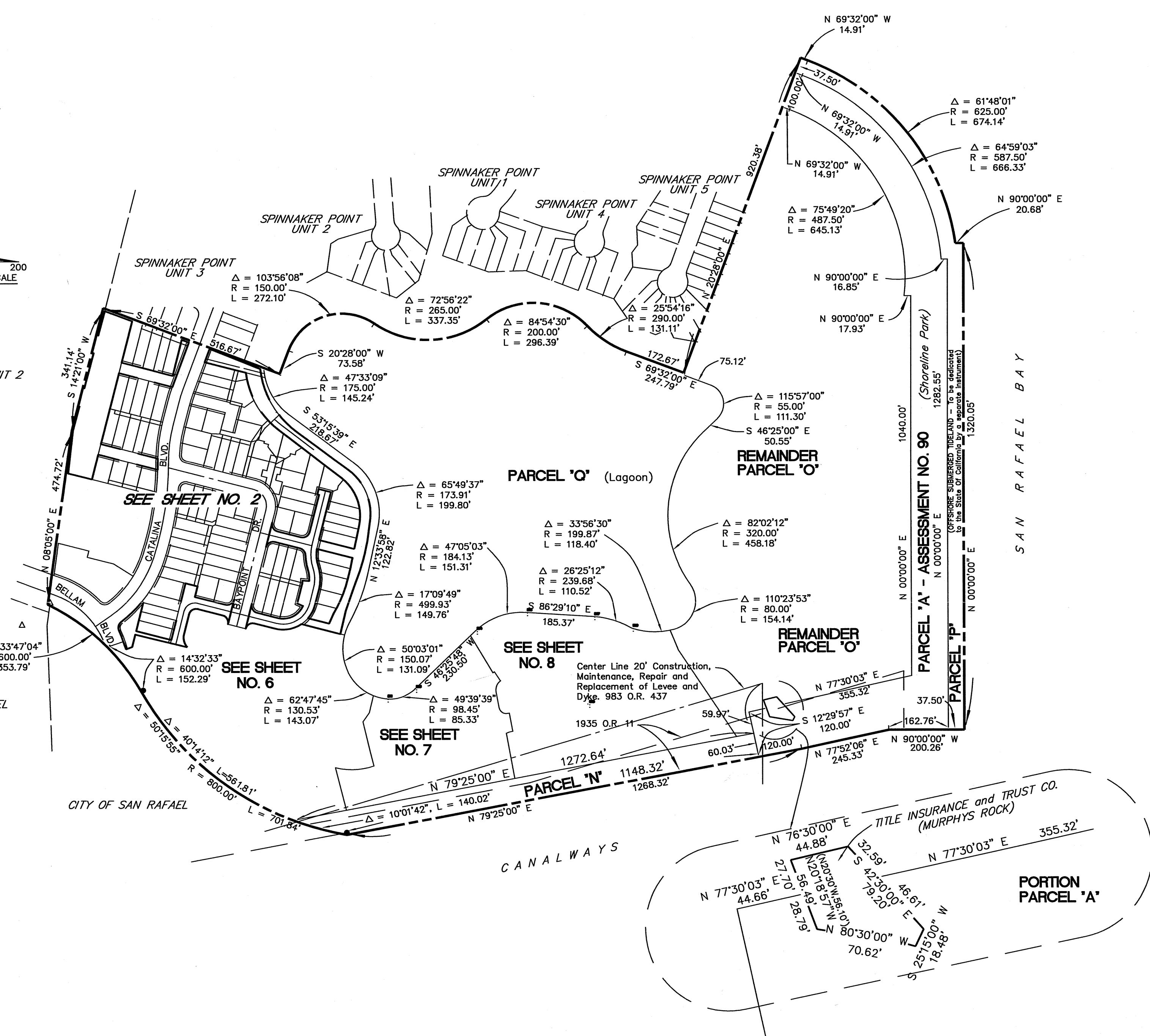
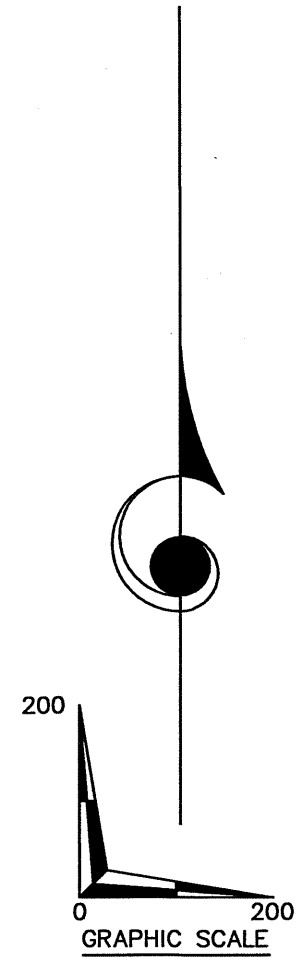
PART D
ASSESSMENT

(Please Refer to Part D – Method of
for a Summary of Changes to P

ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
104-51-73	009-420-39
104-51-74	009-420-40
104-51-75	009-420-41
104-51-76	009-420-42
104-51-77	009-420-43
106	009-010-35



LOCATION MAP
NO SCALE



LEGEND :
ASSESSMENT DISTRICT BOUNDARY

- REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42
- REVISED 6/99: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 8.
- REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.
- REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

**ASSESSMENT DIAGRAM
BAYPOINT LAGOONS
ASSESSMENT DISTRICT**

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702

CITY OF SAN RAFAEL
MARIN COUNTY CALIFORNIA
SCALE : 1" = 200' REVISED MAY 2005

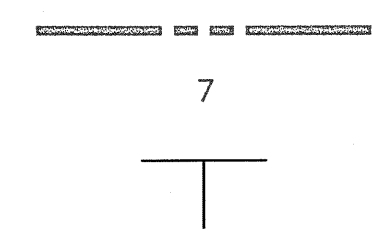
CSW
[St]² CSW/STUBER-STROEH
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS
45 Leveroni Court, Novato, California 94949
(415) 892-4763 FAX (415) 892-4502

CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA
1	40.00'	38.50'	55°09'00"
2	20.00'	31.42'	90°00'00"
3	20.00'	31.42'	90°00'00"
4	20.00'	31.42'	90°00'00"
5	640.00'	21.94'	01°57'52"

LEGEND :

- ASSESSMENT DISTRICT BOUNDARY
- LOT NUMBER
- PARCEL LINE



NOTE: Common Area means those portions of the subdivision owned or controlled by the Bay Point Lagoons Association for the use and enjoyment of the owners. Exclusive Use Common Area shall be for the exclusive use of the Owner of the designated Lot and shall be appurtenant to that Lot. Each owner shall have the exclusive right to use the Exclusive Use Common Areas that have been allocated to Owner's Lot in this Subdivision.

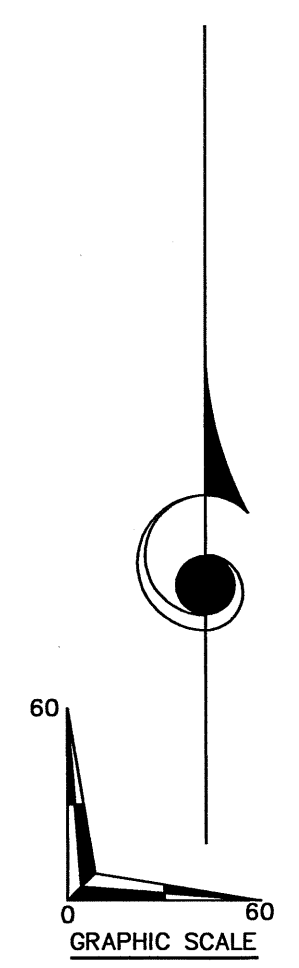
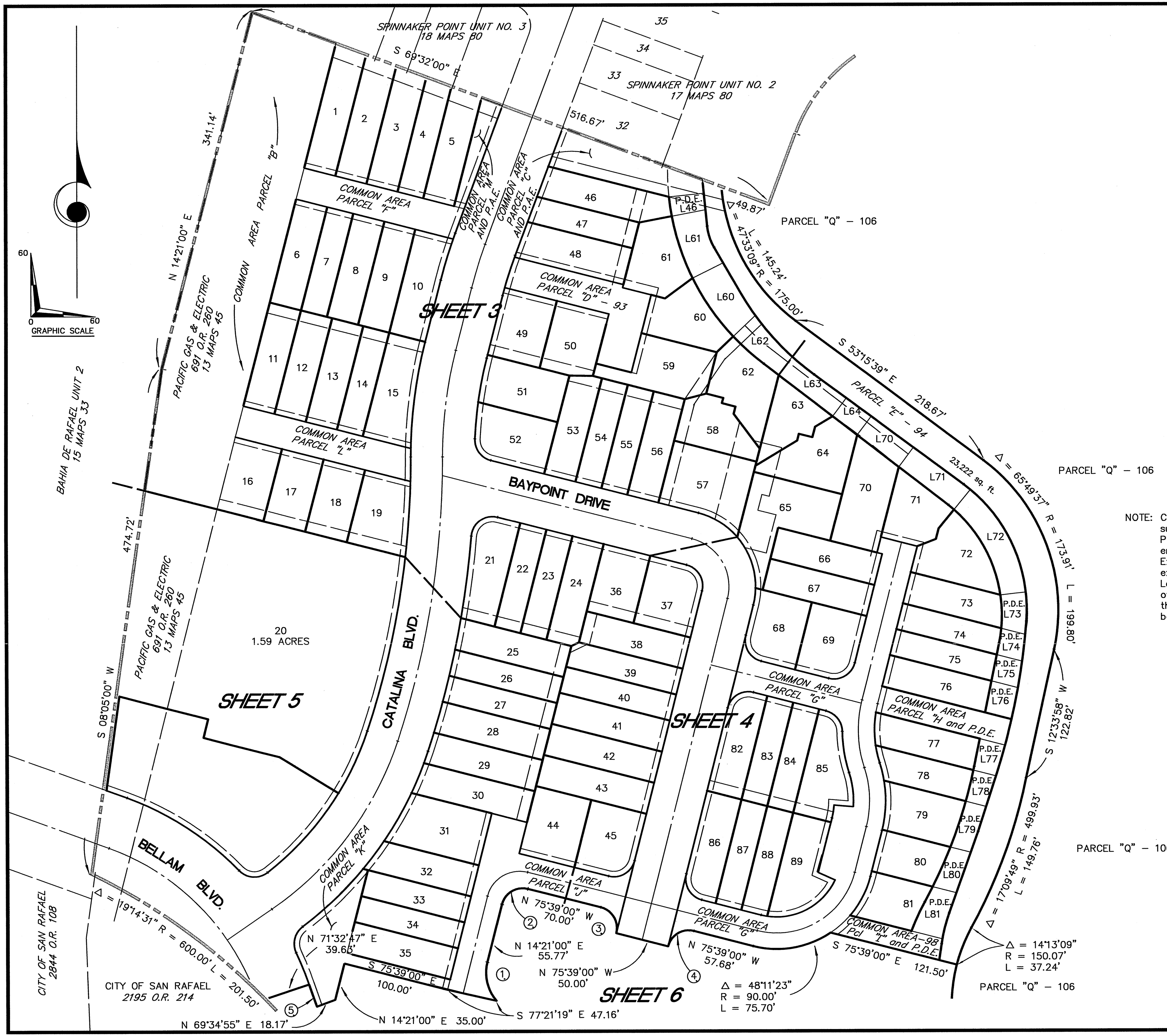
- REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42
- REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.
- REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

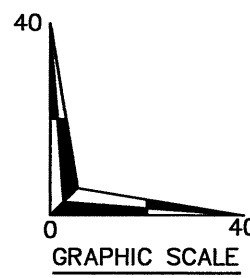
**ASSESSMENT DIAGRAM
BAYPOINT LAGOONS
ASSESSMENT DISTRICT**

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702

CITY OF SAN RAFAEL
MARIN COUNTY CALIFORNIA
SCALE : 1" = 60'
REVISED JUNE 2018

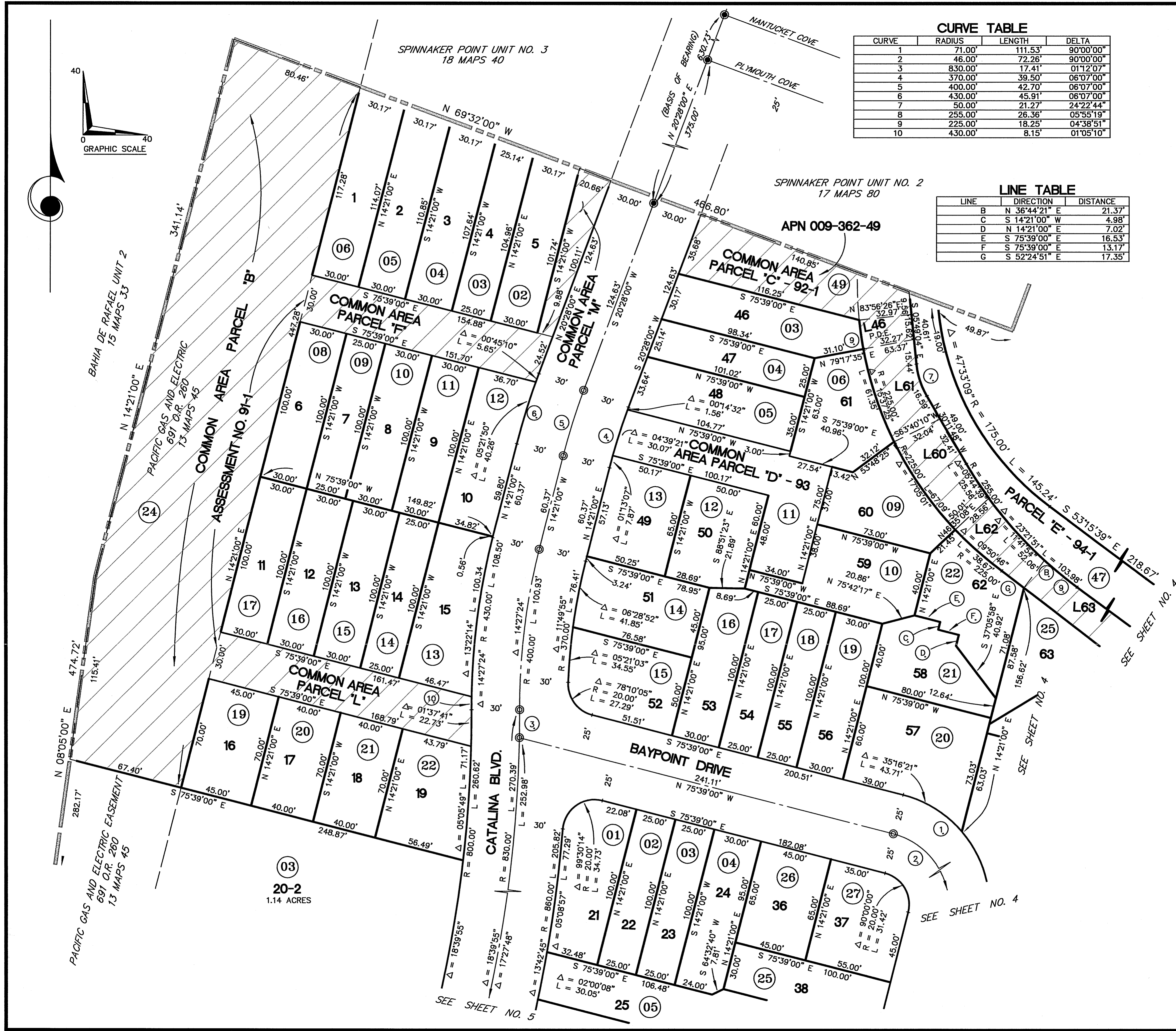
CSW
[St]² CSW/STUBER-STROEH
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS
45 Leveroni Court, Novato, California 94949 Sheet 2 of 8





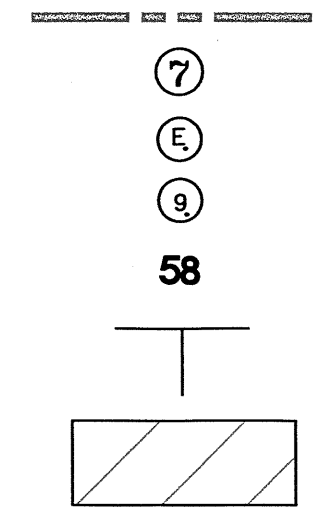
CURVE	RADIUS	LENGTH	DELTA
1	71.00'	111.53'	90°00'00"
2	46.00'	72.26'	90°00'00"
3	830.00'	17.41'	01°12'07"
4	370.00'	39.50'	06°07'00"
5	400.00'	42.70'	06°07'00"
6	430.00'	45.91'	06°07'00"
7	50.00'	21.27'	24°22'44"
8	255.00'	26.36'	05°55'19"
9	225.00'	18.25'	04°38'51"
10	430.00'	8.15'	01°05'10"

LINE	DIRECTION	DISTANCE
B	N 36°44'21" E	21.37'
C	S 14°21'00" W	4.98'
D	N 14°21'00" E	7.02'
F	S 75°39'00" E	16.53'
F	S 75°39'00" E	13.17'
G	S 52°24'51" E	17.35'



LEGEND :

- ASSESSMENT DISTRICT BOUNDARY
- ASSESSOR'S PARCEL NUMBER
- LINE TABLE REFERENCE
- CURVE TABLE REFERENCE
- ASSESSMENT & LOT NUMBER
- PARCEL LINE
- MERGED COMMON AREA PARCELS



REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42 - MERGED COMMON AREA PARCELS

REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "0" ADDED SHEET 7.

REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "0" ADDED SHEET 6.

**ASSESSMENT DIAGRAM
BAYPOINT LAGOONS
ASSESSMENT DISTRICT**

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702

CITY OF SAN RAFAEL

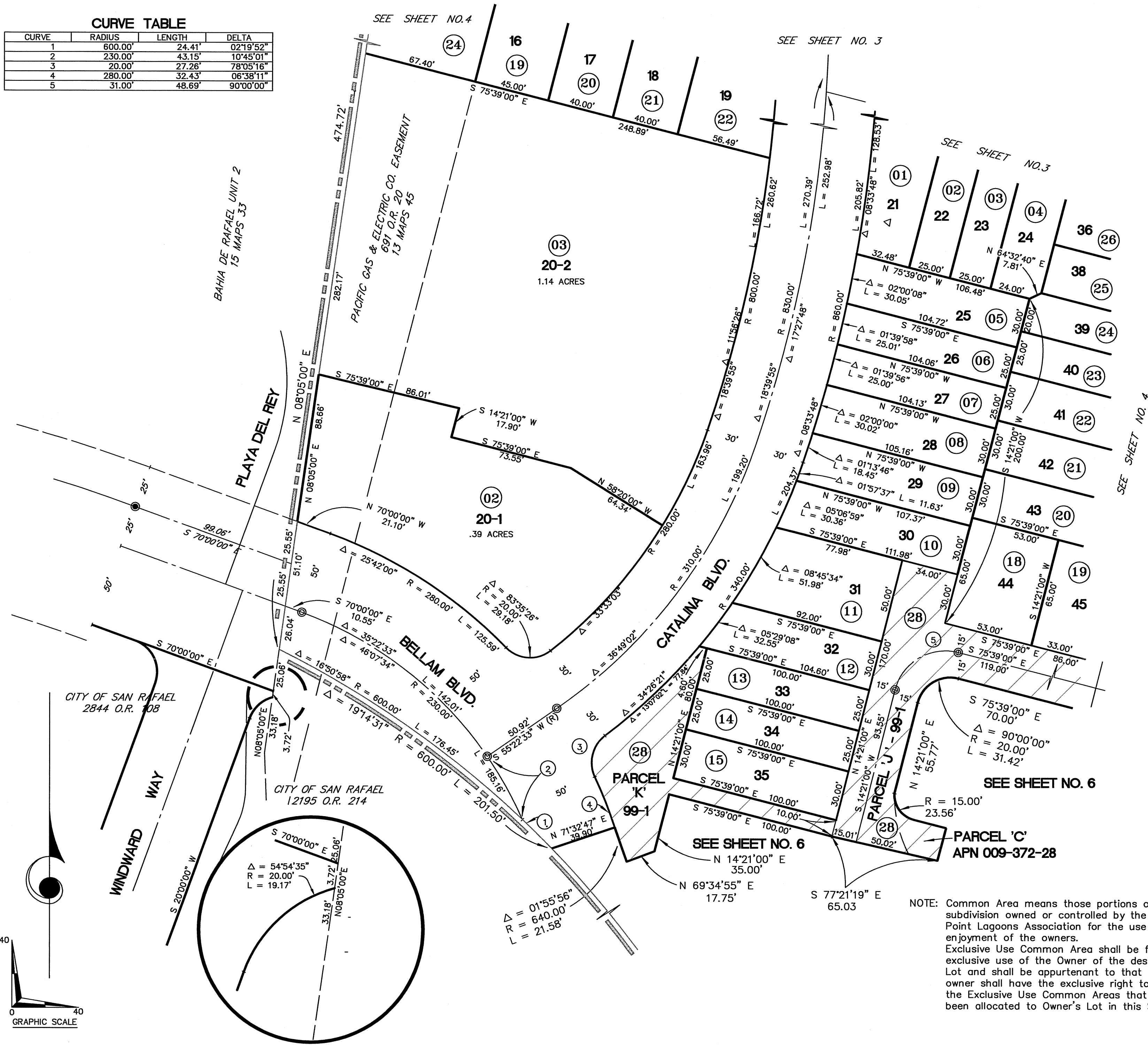
MARIN COUNTY CALIFORNIA
SCALE : 1" = 40'
REVISED MAY 2005

CSW
[St]² CSW/STUBER-STROEH
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS

45 Leveroni Court, Novato, California 94949 Sheet 3 of 8

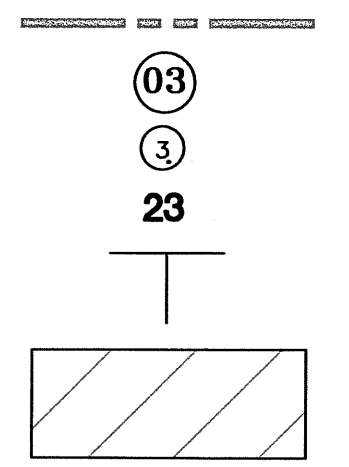
CURVE TABLE

CURVE	RADIUS	LENGTH	DELTA
1	600.00'	24.41'	02°19'52"
2	230.00'	43.15'	10°45'01"
3	20.00'	27.26'	78°05'16"
4	280.00'	32.43'	06°38'11"
5	31.00'	48.69'	90°00'00"



LEGEND :

- ASSESSMENT DISTRICT BOUNDARY
- ASSESSOR'S PARCEL NUMBER
- CURVE TABLE REFERENCE
- ASSESSMENT & LOT NUMBER
- PARCEL LINE
- MERGED COMMON AREA PARCELS



REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42 - MERGED COMMON AREA PARCELS
 REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.
 REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

**ASSESSMENT DIAGRAM
 BAYPOINT LAGOONS
 ASSESSMENT DISTRICT**

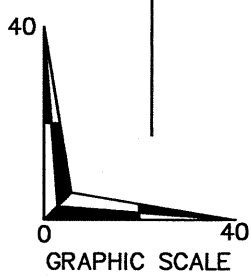
LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
 A CALIFORNIA CORPORATION
 DOCUMENT NO. 89-60702

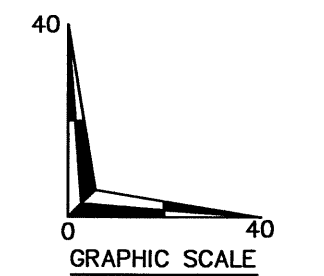
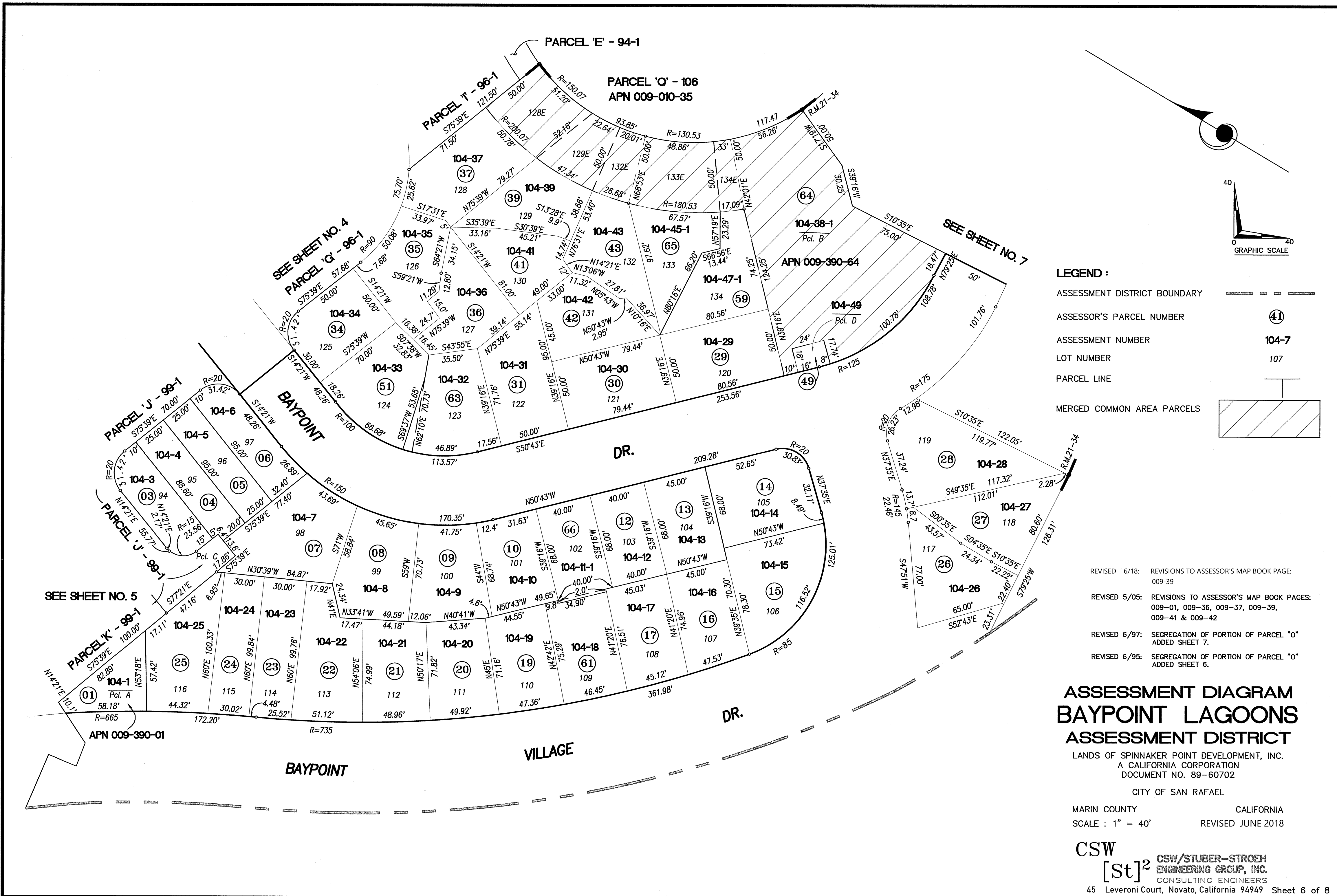
CITY OF SAN RAFAEL
 MARIN COUNTY CALIFORNIA
 SCALE : 1" = 40'
 REVISED MAY 2005

CSW
[St]² CSW/STUBER-STROEH
 ENGINEERING GROUP, INC.
 CONSULTING ENGINEERS

45 Leveroni Court, Novato, California 94949 Sheet 5 of 8

NOTE: Common Area means those portions of the subdivision owned or controlled by the Bay Point Lagoons Association for the use and enjoyment of the owners. Exclusive Use Common Area shall be for the exclusive use of the Owner of the designated Lot and shall be appurtenant to that Lot. Each owner shall have the exclusive right to use the Exclusive Use Common Areas that have been allocated to Owner's Lot in this Subdivision.





LEGEND :

- ASSESSMENT DISTRICT BOUNDARY
- ASSESSOR'S PARCEL NUMBER
- ASSESSMENT NUMBER
- LOT NUMBER
- PARCEL LINE
- MERGED COMMON AREA PARCELS

- REVISED 6/18: REVISIONS TO ASSESSOR'S MAP BOOK PAGE: 009-39
- REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42
- REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.
- REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

**ASSESSMENT DIAGRAM
BAYPOINT LAGOONS
ASSESSMENT DISTRICT**

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702

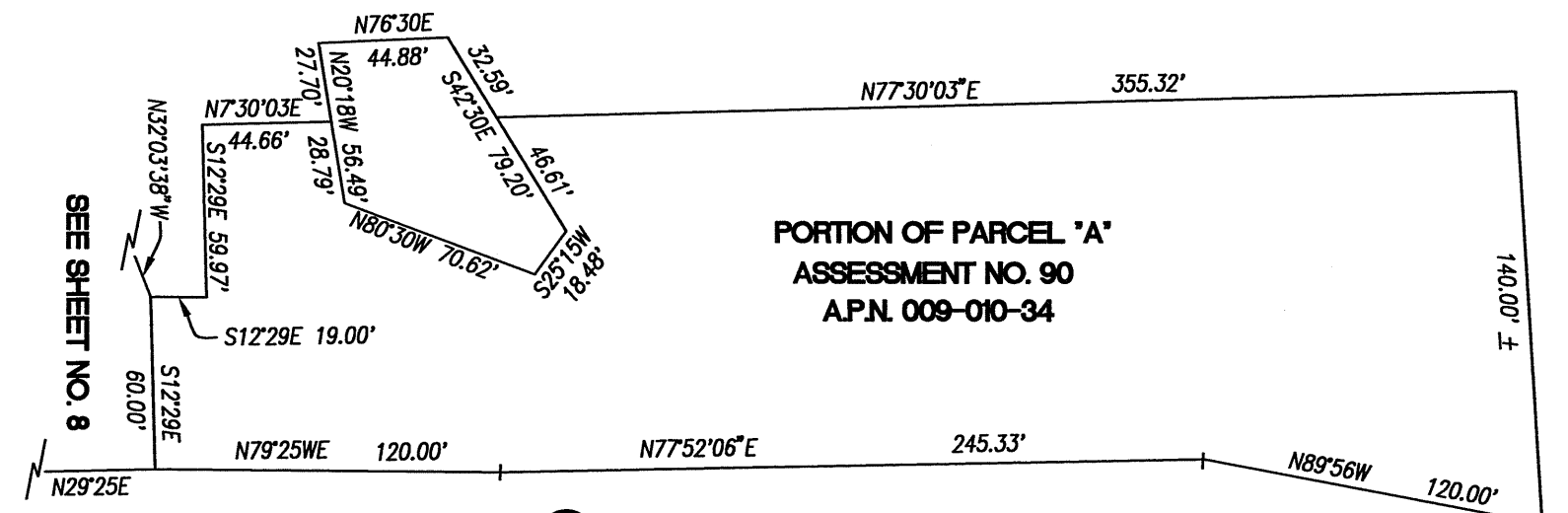
CITY OF SAN RAFAEL

MARIN COUNTY CALIFORNIA
SCALE : 1" = 40' REVISED JUNE 2018

CSW
[St]² CSW/STUBER-STROEH
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS

45 Leveroni Court, Novato, California 94949 Sheet 6 of 8

CURVE	RADIUS	LENGTH	DELTA
1	125.0000	4.3112	01°58'34"
2	20.0000	32.1057	91°58'34"
3	30.0000	34.5329	65°57'11"
4	60.0000	9.7785	09°20'16"
5	60.0000	15.9104	15°11'36"
6	60.0000	9.3992	08°58'32"
7	60.0000	25.7614	24°36'01"
8	60.0000	8.2164	07°50'46"
9	20.0000	21.1288	60°31'46"
10	75.0000	38.3587	29°18'14"
11	75.0000	18.6928	14°16'49"
12	75.0000	21.4715	16°24'11"
13	148.4500	13.0370	05°01'54"
14	148.3251	40.5957	15°40'53"
15	148.4500	45.2613	17°28'09"
16	148.9539	29.7739	11°27'10"
17	180.4921	11.4044	03°37'13"
18	180.5300	23.9814	07°36'40"
19	130.5300	17.3397	07°36'40"
20	130.5300	8.2456	03°37'10"
21	99.0195	19.7455	11°25'31"
22	98.4500	8.6460	05°01'54"
23	121.1492	10.5753	05°00'05"
24	75.0000	10.9343	08°21'12"
25	98.6563	30.0173	17°25'58"
26	98.4500	26.9226	15°40'06"



LEGEND :

- ASSESSMENT DISTRICT BOUNDARY
- ASSESSOR'S PARCEL NUMBER
- CURVE TABLE REFERENCE
- ASSESSMENT NUMBER
- LOT NUMBER
- PARCEL LINE
- MERGED COMMON AREA PARCELS

REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42 - MERGED COMMON AREA PARCELS

REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.

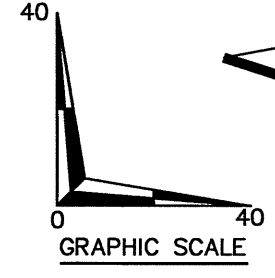
REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

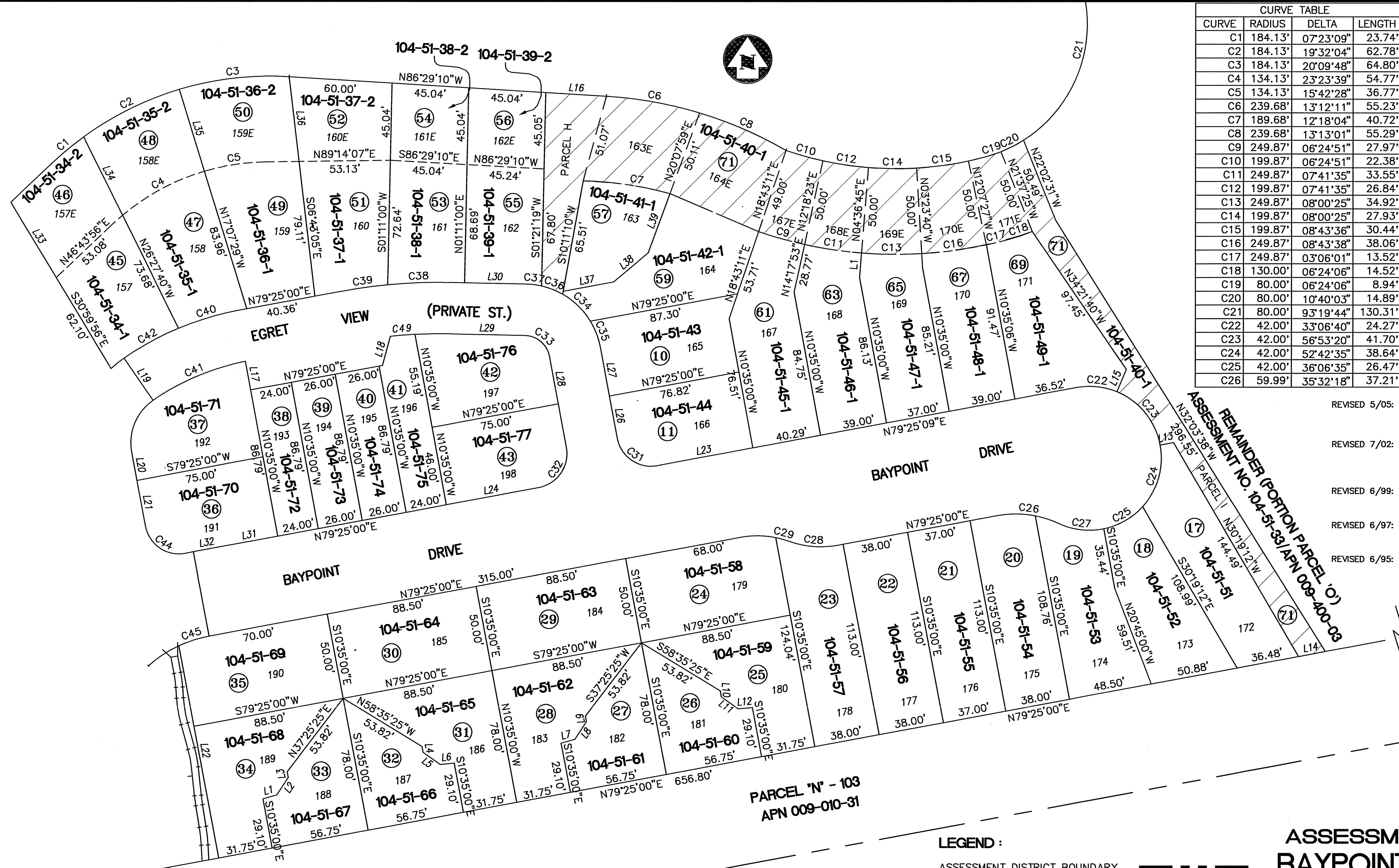
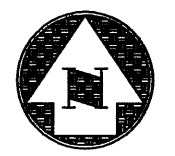
ASSESSMENT DIAGRAM BAYPOINT LAGOONS ASSESSMENT DISTRICT

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702

CITY OF SAN RAFAEL
MARIN COUNTY CALIFORNIA
SCALE : 1" = 40' REVISED MAY 2005

CSW [St]² CSW/STUBER-STROEH
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS
45 Leveroni Court, Novato, California 94949 Sheet 7 of 8





CURVE TABLE			
CURVE	RADIUS	DELTA	LENGTH
C1	184.13'	07°23'09"	23.74'
C2	184.13'	19°32'04"	62.78'
C3	184.13'	20°09'48"	64.80'
C4	134.13'	23°23'39"	54.77'
C5	134.13'	15°42'28"	36.77'
C6	239.68'	13°12'11"	55.23'
C7	189.68'	12°18'04"	40.72'
C8	239.68'	13°13'01"	55.29'
C9	249.87'	06°24'51"	27.97'
C10	199.87'	06°24'51"	22.38'
C11	249.87'	07°41'35"	33.55'
C12	199.87'	07°41'35"	26.84'
C13	249.87'	08°00'25"	34.92'
C14	199.87'	08°00'25"	27.93'
C15	199.87'	08°43'36"	30.44'
C16	249.87'	08°43'38"	38.06'
C17	249.87'	03°06'01"	13.52'
C18	130.00'	06°24'06"	14.52'
C19	80.00'	06°24'06"	8.94'
C20	80.00'	10°40'03"	14.89'
C21	80.00'	93°19'44"	130.31'
C22	42.00'	33°06'40"	24.27'
C23	42.00'	56°53'20"	41.70'
C24	42.00'	52°42'35"	38.64'
C25	42.00'	36°06'35"	26.47'
C26	59.99'	35°32'18"	37.21'

C27	42.00'	36°43'33"	26.92'
C28	55.00'	30°16'22"	29.06'
C29	55.00'	08°23'19"	8.05'
C30	55.00'	21°53'02"	21.01'
C31	20.00'	90°00'00"	31.42'
C32	20.00'	90°00'00"	31.42'
C33	15.00'	78°14'00"	20.48'
C34	45.00'	28°57'29"	22.74'
C35	45.00'	20°42'16"	16.26'
C36	45.00'	16°46'35"	13.18'
C37	45.00'	11°47'40"	9.26'
C38	315.00'	06°39'41"	36.62'
C39	315.00'	05°06'19"	28.07'
C40	175.00'	12°06'27"	36.98'
C41	145.00'	23°18'42"	59.00'
C42	175.00'	11°56'23"	36.47'
C43	30.00'	65°57'11"	34.53'
C44	20.00'	91°58'34"	32.11'
C45	75.00'	14°16'49"	18.69'

REMAINDER (PORTION PARCEL 'O')
ASSESSMENT NO. 104-51-38 APRN 009-400-03

- REVISED 5/05: REVISIONS TO ASSESSOR'S MAP BOOK PAGES: 009-01, 009-36, 009-37, 009-39, 009-41 & 009-42 - MERGED COMMON AREA PARCELS
- REVISED 7/02: SEGREGATION OF PARCELS 104-51-34 THROUGH 104-51-39, 104-51-42, AND 104-51-45 THROUGH 104-51-49
- REVISED 6/99: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 8.
- REVISED 6/97: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 7.
- REVISED 6/95: SEGREGATION OF PORTION OF PARCEL "O" ADDED SHEET 6.

LINE TABLE		
LINE	LENGTH	BEARING
L1	8.38	N74°10'43"E
L2	12.08	S33°32'01"W
L3	3.47	S10°35'00"E
L4	3.47	S10°35'00"E
L5	12.08	S54°42'01"E
L6	8.38	S84°39'17"W
L7	8.38	N74°10'43"E
L8	12.08	S33°32'01"W
L9	3.47	S10°35'00"E
L10	3.47	S10°35'00"E

L11	12.08	S54°42'01"E
L12	8.38	S84°39'17"W
L13	7.93	N79°25'00"E
L14	15.94	N79°25'00"E
L15	14.11	N22°31'40"E
L16	35.31	S86°29'10"E
L17	16.99	S10°35'00"E
L18	17.73	S15°06'13"W
L19	30.00	N34°37'49"W
L20	16.81	S10°35'00"E
L21	27.09	S10°35'00"E
L22	125.69	S10°35'00"E

L23	56.82	N79°25'00"E
L24	55.00	N79°25'00"E
L25	26.00	N10°35'00"W
L26	25.00	N10°35'00"W
L27	29.09	N10°35'00"W
L28	28.09	N10°35'00"W
L29	44.26	N88°49'00"W
L30	35.80	N88°49'00"W
L31	32.66	N79°25'00"E
L32	17.34	N79°25'00"E
L33	51.23	S30°59'56"E

L34	51.01	N26°27'40"W
L35	50.00	N17°07'29"W
L36	49.76	S06°43'05"E
L37	29.81	S79°25'00"W
L38	26.38	S49°40'00"W
L39	36.71	N20°07'59"E

LEGEND :

- ASSESSMENT DISTRICT BOUNDARY (dashed line)
- ASSESSOR'S PARCEL NUMBER (circle with number)
- LINE TABLE REFERENCE (L11)
- CURVE TABLE REFERENCE (C27)
- ASSESSMENT NUMBER (104-7)
- LOT NUMBER (163E)
- PARCEL LINE (line with hatching)
- MERGED COMMON AREA PARCELS (hatched area)

ASSESSMENT DIAGRAM
BAYPOINT LAGOONS
ASSESSMENT DISTRICT

LANDS OF SPINNAKER POINT DEVELOPMENT, INC.
A CALIFORNIA CORPORATION
DOCUMENT NO. 89-60702
CITY OF SAN RAFAEL
MARIN COUNTY CALIFORNIA
SCALE : 1" = 40'
REVISED MAY 2005

CSW [St]² CSW/STUBER-STROEHL
ENGINEERING GROUP, INC.
CONSULTING ENGINEERS
45 Leveroni Court, Novato, California 94949 Sheet 8 of 8

B-1608.08

PART F
ASSESSMENT DIAGRAM

See sheets 1 through 8 which follow.

Marin Independent Journal

4000 Civic Center Drive, Suite 301

San Rafael, CA 94903

415-382-7335

legals@marinij.com

CITY OF SAN RAFAEL
1400 FIFTH AVENUE
CITY CLERK, ROOM 209
SAN RAFAEL, CA 94901

.....

Account Number: 2070419

Ad Order Number: 0006583479

Customer's Reference RESOLUTION NO. 14927 BAYPOINT LAGOONS LANDSCAPING & LIGHTING DISTRICT
/ PO Number:

Publication: Marin Independent Journal

Publication Dates: 06/11/2021

Amount: \$141.02

SAN RAFAEL CITY COUNCIL RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS AND SETTING A PUBLIC HEARING ON THE ANNUAL ASSESSMENT FOR THE CITY COUNCIL MEETING OF JUNE 21, 2021

**BAYPOINT LAGOONS LANDSCAPING AND LIGHTING DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)**

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES that:

1. The City Council intends to levy and collect assessments within the Baypoint Lagoons Landscaping and Lighting District, City of San Rafael, Marin County, California, during the fiscal year 2021-22. The area of land to be assessed is located in the City of San Rafael, Marin County.
2. In accordance with this Council's resolution directing the filing of an Engineer's Annual Report, CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. All interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of the assessment district and the proposed assessments upon assessable lots and parcels of land within the assessment district.
3. The proposed assessment does not increase the assessment from the previous year.
4. On Monday, the 21st of June, 2021 at the hour of 7:00 o'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held virtually through Zoom at the webinar location listed on the agenda online at <https://www.cityofsanrafael.org/departments/public-meetings/>, as well as being streamed to YouTube at www.youtube.com/cityofsanrafael.
5. The City Clerk is authorized and directed to give the notice of hearing required by the Landscaping and Lighting Act of 1972 by publishing a copy of this resolution once in the Marin Independent Journal, publication to be completed not less than ten (10) days before June 21, 2021.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 7th day of June 2021, by the following vote, to wit:

**AYES: COUNCILMEMBERS: Bushey, Hill, Kertz,
Llorens Gulati & Mayor Kate
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None**

/s/
LINDSAY LARA, City Clerk

June 11, 2021

Marin Independent Journal

4000 Civic Center Drive, Suite 301
San Rafael, CA 94903
415-382-7335
legals@marinij.com

2070419

CITY OF SAN RAFAEL
1400 FIFTH AVENUE
CITY CLERK, ROOM 209
SAN RAFAEL, CA 94901

PROOF OF PUBLICATION (2015.5 C.C.P.)

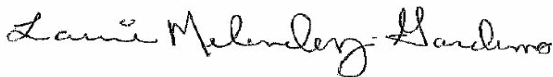
STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

06/11/2021

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 11th day of June, 2021.



Signature

PROOF OF PUBLICATION

Legal No. **0006583479**

RESOLUTION NO. 14927

SAN RAFAEL CITY COUNCIL RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS AND SETTING A PUBLIC HEARING ON THE ANNUAL ASSESSMENT FOR THE CITY COUNCIL MEETING OF JUNE 21, 2021

**BAYPOINT LAGOONS LANDSCAPING AND LIGHTING DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)**

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES that:

1. The City Council intends to levy and collect assessments within the Baypoint Lagoons Landscaping and Lighting District, City of San Rafael, Marin County, California, during the fiscal year 2021-22. The area of land to be assessed is located in the City of San Rafael, Marin County.
2. In accordance with this Council's resolution directing the filing of an Engineer's Annual Report, CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. All interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of the assessment district and the proposed assessments upon assessable lots and parcels of land within the assessment district.
3. The proposed assessment does not increase the assessment from the previous year.
4. On Monday, the 21st of June, 2021 at the hour of 7:00 o'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held virtually through Zoom at the webinar location listed on the agenda online at <https://www.cityofsanrafael.org/departments/public-meetings/>, as well as being streamed to YouTube at www.youtube.com/cityofsanrafael.
5. The City Clerk is authorized and directed to give the notice of hearing required by the Landscaping and Lighting Act of 1972 by publishing a copy of this resolution once in the Marin Independent Journal, publication to be completed not less than ten (10) days before June 21, 2021.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 7th day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None

/s/
LINDSAY LARA, City Clerk

June 11, 2021



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Public Works

**Prepared by: Bill Guerin
Director of Public Works**

City Manager Approval: 

TOPIC: POINT SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

SUBJECT: RESOLUTION CONFIRMING THE ENGINEER'S ANNUAL LEVY REPORT FOR THE POINT SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT AND THE ASSESSMENT DIAGRAM CONNECTED THEREWITH AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FY 2021-22

RECOMMENDATION: Staff recommends that the City Council hold the public hearing and adopt the resolution.

BACKGROUND: In order to comply with provisions of the Landscaping and Lighting Act of 1972, which governs this assessment district, the City Council must approve an Engineer's report for the Point San Pedro Median Landscaping Assessment District on an annual basis. On June 7, 2021, City Council adopted three resolutions in accordance with this year's Annual Engineer's Report and assessment process:

1. Resolution Directing Filing of Engineer's FY 2021-22 Annual report
2. Resolution Approving Engineer's FY 2021-22 Annual Report
3. Resolution of Intention to Order Improvements and Setting a Public Hearing on the Annual Assessment for the City Council meeting of June 21, 2021

In 2011, the Point San Pedro Road Median Landscaping District was formed to generate revenue to reconstruct, repair, and maintain the 29 median islands along Point San Pedro Road, from Union Street to Biscayne Drive. While the medians themselves are located within San Rafael City limits, there are pockets of County unincorporated regions served by Point San Pedro Road, therefore both the City and the County have a vested interest and responsibility in the medians. As a part of the formation of the assessment district, the City of San Rafael and the County of Marin entered into a Memorandum of Understanding (MOU) setting forth their respective rights and duties with respect to the formation of the assessment district and also designating the City of San Rafael as the lead agency.

The San Rafael City Council is responsible for filing and approving an Annual Engineer's Report for the assessment district, which includes a proposed levy and assessment for the upcoming fiscal year 2021-22. Prior to the final approval of the report and the levy of assessments each

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 2

year, the City Council must hold a public hearing to provide members of the public with an opportunity to comment on the Annual Report and proposed assessment. Pursuant to the Landscaping and Lighting Act of 1972, the purpose of the public hearing is to comply with requirements of the California Streets and Highways code (sections referenced):

1. (Section 22628) Any interested person, prior to the conclusion of the hearing, may file a written protest with the clerk, stating their objection to the assessment and Engineer's report as filed;
2. (Section 22630) During the hearing, the City Council may order changes in any of the matters provided in the Engineer's report;
3. (Section 22630.5) If there is a majority protest against the increase of the assessment from any previous year, the proposed increase in the assessment shall be abandoned.
4. (Section 22631) If a majority protest has not been filed, the City Council may adopt a resolution confirming the diagram and assessment, either as originally proposed or as changed. The adoption of the resolution confirms the levy of an assessment for the 2020-21 fiscal year.

ANALYSIS: As presented at the June 7, 2021 City Council meeting, the Assessment District intends to increase the total annual assessment by \$2.99 for FY 2021-22 per Equivalent Benefit Unit (EBU). The Equivalent Benefit Unit establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit. Details for how the EBU applies to other land uses, such as apartments and businesses, is outlined in the Engineer's Report.

The total annual assessment has two components:

1. Capital debt service assessment

This amount is to finance the debt service associated with the large capital costs of re-constructing the medians in 2014. The total project cost was \$1,703,245, which included expenditures for design, construction and construction management. The total amount bonded for the capital portion of the district was \$1,750,000.

The total annual debt service payment for the assessment district is outlined in the 20-year debt service schedule in the Annual Engineer's Report. The average annual debt service is \$144,942. When the district was formed, residents were given the option to pre-pay the capital portion of the assessment, and some residents chose this option.

2. Operations and maintenance assessment

This portion of the assessment is intended to fund the annual operations and maintenance portion of the assessment district. Operations and maintenance costs include:

- Monthly contractual maintenance for all 29 medians
- Landscaping repairs and plant replacement
- Irrigation system maintenance and repairs
- Utilities (water and electricity)
- Engineer's report for the assessment district

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 3

- Annual fee charged by County of Marin Assessors' Office for collection of assessments

Total operation and maintenance costs for FY 2021-22 is projected to be \$185,200.

From FY 2013-14 to FY 2017-18, the total annual assessment stayed flat at \$79.48. While the assessment stayed flat, the revenue generated did not keep up with the actual operations and maintenance costs for the 29 medians. The revenue generated under the \$79.48 assessment for operation and maintenance costs was \$82,814 while the actual operational cost was closer to \$110,150. Year after year, the difference was made up by steady use of a modest Operation and Maintenance Fund balance. Though there was the ability to increase the total assessment by 3% each year, the City did not elect to bring forward an increase in prior years, due to input from the citizen's oversight committee. The City and committee agreed to first get a better handle on issues and actual costs associated with maintaining the relatively new medians to a standard that meets the community's expectations, prior to pursuing an increase.

In recent years, the City and the Roadway Committee have made considerable progress on resolving community concerns regarding maintenance expectations of the medians. Since FY 2018-19, the City and Roadway Committee have agreed on the need to raise the assessment annually up to the maximum allowable rate in order to bring the revenues generated from the annual assessment closer to the actual annual maintenance costs for the 29 medians.

While the District has reduced the gap between the revenue generated and expenses, there remains a shortfall. Therefore, the City and Roadway Committee are recommending the maximum rate increase (3%) once again be applied for FY 2021-22.

The assessment proposed for FY 2021-22 is the maximum allowable rate of **\$102.78** (considering the allowed increase of the greater of local area CPI or 3% each year). The assessment district does not need to return to the voters of the assessment district for approval of the increase per Proposition 218.

The FY 2021-22 assessment is composed of:

Debt Service Assessment (Not Prepaid)**	\$52.79 per EBU*
Non-Bonded Assessment (annual Operation and Maintenance costs)	\$49.99 per EBU*
Total FY 2021-22 Assessment	\$102.78 per EBU*

**EBU = Equivalent Benefit Unit method of assessment apportionment establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit. Details for how the EBU applies to other land uses, such as apartments and businesses, is outlined in the Engineer's Report.*

*** When the assessment district was first established, property owners were allowed to pay a pre-payment for the improvement cost. Parcels that have prepaid or paid off their full assessment lien (bonded obligation) are no longer levied for the Debt Service Assessment but will continue to pay their proportionate share of the Non-Bonded Operation and Maintenance Assessment.*

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 4

A four-year history of assessments is as follows:

	FY 2017-18	FY 2018-19	FY 2019-20	FY 2020-21	FY 2021-22 (proposed)
Total Assessment	\$79.48	\$83.98	\$96.88	\$99.79	\$102.78
% Increase over prior year	0%	6%**	15%**	3%	3%
Operations & Maintenance Revenue Generated*	\$76,492	\$124,284	\$129,551	\$138,613	\$150,107

**Each year about 4% of assessments are uncollected, and therefore annual revenues are always slightly lower than anticipated*

***The increases in FY 2018-19 and FY 2019-20 assessments were greater than 3% due to “catch up” increases allowed from prior years when the assessment was not increased.*

The total proposed increase over last year’s rate is \$2.99. The revenue generated from this increase will be used entirely to support operation and maintenance costs of the district.

Operations and Maintenance Budget FY 2021-22

Monthly contractual maintenance	\$80,500
Landscaping Rehabilitation/Repair	\$10,200
Irrigation repairs	\$10,200
Utilities (Water + Electricity)	\$65,000
Engineer’s Report	\$10,300
County Fee	\$9,000
Total	\$185,200

It should be noted that MMWD has notified the City that due to current drought conditions, the utility costs of irrigation, especially for high-water needs landscaping like that in place in the Pt. San Pedro medians, is going to be greatly increasing. Knowing that further drought is likely, the Roadway Committee is going to be working closely with the City Parks department to plan for replacement of high-water needs plants with more drought-tolerant landscaping as funds are available.

FISCAL IMPACT: All operation and maintenance reserve fund revenues and expenses are contained within the Point San Pedro Road Median Assessment District Fund (fund no. 234). All debt service revenues and expenses are contained within the Point San Pedro Road Median Assessment District Fund #714.

The Public Works Department does incur General Fund staff costs for personnel who execute and manage the landscaping maintenance contract. There are also staff costs associated with budgetary and financial management of the assessment district and coordination with the consultant who prepares the annual Engineer’s report. Per the MOU from 2011, the City has agreed to offset the City staff time associated with maintaining the assessment district as the City’s contribution to the assessment district.

COMMUNITY OUTREACH: The City works closely with several community representatives on the Point San Pedro Road Coalition Roadway Committee which has served as the Citizen’s Oversight committee for the district.

The Committee is in frequent and direct communication with the Parks Supervisor who manages the medians landscaping contractor. The Committee has been a great partner to the City; serving

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 5

as the liaison to the community in relaying concerns and reporting issues when they arise, as community members are often the first eyes on issues with the medians. The Roadway Committee also receives a weekly report from the maintenance contractor of work done on the medians, and utilizes it to respond to maintenance inquiries from residents.

The Committee members [post an annual note to the community](#) via NextDoor and the Pt San Pedro Road Coalition website updating residents on the district's financial situation and maintenance priorities.

OPTIONS:

The City Council has the following options to consider relating to this item:

1. Conduct the public hearing and adopt the resolution, thus ordering the levy of assessments for FY 2021-22.
2. Do not adopt the resolution, which will result in no levy of assessments for FY 2021-22. This may result in an inability for the required maintenance on the Point San Pedro to be performed, as there will be no revenue for the assessment district collected in the coming year if the levy of assessments is not approved.

RECOMMENDED ACTION: Hold the public hearing and adopt the resolution.

ATTACHMENTS:

1. Resolution ordering the levy and collection of assessments for FY 2021-22
2. Engineer's Annual Report FY 2021-22
3. Public Hearing Notice

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL CONFIRMING THE ENGINEER'S ANNUAL LEVY REPORT FOR THE POINT SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT AND THE ASSESSMENT DIAGRAM CONNECTED THEREWITH AND ORDERING THE LEVY AND COLLECTION OF ASSESSMENTS FOR FY 2021-22

WHEREAS, the City Council, pursuant to the provisions of the Landscaping and Lighting Act of 1972, being Part 2, Division 15 of the California Streets and Highways Code, commencing with Section 22500 (the "1972 Act"), did by previous Resolution adopted on June 7, 2021, initiate proceedings for the annual levy of assessments for the San Rafael Pt. San Pedro Road Median Landscaping Assessment District (the "District") for the fiscal year commencing July 1, 2021 and ending June 30, 2022 (Fiscal Year 2021-22) for the special benefits received by properties therein from the improvements related thereto, and set a public hearing to be held on June 21, 2021; and

WHEREAS, an Engineer's Report, entitled "City of San Rafael Pt. San Pedro Road Median Landscaping Assessment District, Fiscal Year 2021-22 Engineer's Annual Levy Report", a copy of which is on file in the Department of Public Works and incorporated herein by reference, has been prepared, filed and presented to the City Council in connection with the proposed annual levy of assessments for parcels within the District for Fiscal Year 2021-22 as required by the 1972 Act and the Constitution; and

WHEREAS, at the public hearing, the City Council provided an opportunity for interested parties to comment on the annual report, either in writing or orally, and the City Council desires to proceed to levy and collect the annual assessments against parcels of land within the District for Fiscal Year 2021-22, to pay the costs and expenses determined to be of special benefit to the properties within the District, as described in the Engineer's Report;

NOW, THEREFORE IT IS HEREBY RESOLVED that the City Council does hereby confirm the diagram and assessments as set forth in the annual report of the Engineer of Work and does hereby levy the assessments set forth therein for Fiscal Year 2021-22.

I, LINDSAY LARA, Clerk of the City of San Rafael, do hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 21st day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:
NOES: COUNCILMEMBERS:
ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

ENGINEER'S ANNUAL REPORT
FOR
POINT SAN PEDRO MEDIAN
ASSESSMENT DISTRICT

2021-2022

FOR THE CITY OF SAN RAFAEL
CALIFORNIA
COUNCIL MEETING

JUNE 7, 2021
First Meeting

JUNE 21, 2021
Second Meeting

Prepared By:
CSW/Stuber-Stroeh Engineering Group, Inc.
45 Leveroni Court
Novato, CA 94949



**ENGINEER'S ANNUAL REPORT
2021-2022**

POINT SAN PEDRO MEDIAN ASSESSMENT DISTRICT
CITY OF SAN RAFAEL, MARIN COUNTY, CALIFORNIA
(Pursuant to the Landscaping and Lighting Act of 1972)

The undersigned respectfully submits the enclosed annual report as directed by the City Council.

DATED: _____, 2021.



CSW/STUBER-STROEH ENGINEERING GROUP, INC.

Engineer of Work

By Alan G. Cornwell
Alan G. Cornwell

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was filed with me on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was approved on _____, 2020 and confirmed by the City Council of the City of San Rafael, Marin County, California, on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

I HEREBY CERTIFY that the enclosed Engineer's Annual Report, together with Assessment and Assessment Diagram thereto attached, was filed with the County Auditor of the County of Marin on the _____ day of _____, 2021.

LINDSAY LARA, City Clerk, City of San Rafael, Marin County,
California

By _____

ENGINEER'S ANNUAL REPORT
2021-2022

POINT SAN PEDRO MEDIAN ASSESSMENT DISTRICT
CITY OF SAN RAFAEL, MARIN COUNTY, CALIFORNIA
(Pursuant to the Landscaping and Lighting Act of 1972)

The City of San Rafael engaged CSW/Stuber-Stroeh Engineering Group, Inc., to provide the Annual Engineer's Report for the Point San Pedro Median Assessment District (PSPMAD) in April, 2019. The prior Engineer of Work, Wildan Financial Services (Wildan), had provided the formation report for PSPMAD and previous Annual Reports since PSPMAD's formation in 2011. As the Engineer of work for PSPMAD, San Rafael, Marin County, California, we are submitting this annual report, as directed by the City Council, by its Resolution No. _____, adopted _____, 2021.

The prior Engineer of Work, Wildan, prepared detailed annual reports from the 2011-2012 year through 2018-2019 year. We have included the 2018-2019 report as an appendix and included in this report to maintain continuity for year-to-year annual reports. The improvements which are the subject of this report are briefly described as follows:

The original landscaping for the twenty-nine (29) median islands along Point San Pedro Road and Third Street (hereafter, referred to collectively as the "Pt. San Pedro Road Medians" or "Medians") were installed in connection with and for the benefit of the surrounding developments and properties that are directly adjacent to Point San Pedro Road and Third Street and/or serve as the primary access streets to those developments and properties. Pt San Pedro Road traverses both within the City limits of the City of San Rafael and in the immediate contiguous unincorporated area of the County of Marin. No local funding source was established to ensure the ongoing maintenance of those improvements. Ultimately, without a direct source of revenue pledged for repair, reconstruction and maintenance of the landscaping within these Medians, it was necessary for both the County and City to limit the servicing of what landscaping remained to occasional trimming to control over-growth and the landscaping fell into disrepair. The District was formed in 2011 to address the deteriorating condition and improve the medians.

This report consists of six parts and four appendices, as follows:

PART A – Introduction, purpose, current status and improvement Plans (POINT SAN PEDRO ROAD LANDSCAPING PLANS, consisting of 19 sheets of directional plans describing the planting to be done in the median islands along Third Street and Point San Pedro Road) for the improvements are filed with the City Clerk. Although separately bound, the plans and specifications are a part of this report and are included in it by reference. A reduced version is included with Appendix A, 2021-2022 Annual Engineers Report

PART B - An Amended Estimated Cost of the Assessment District.

PART C - Assessment Roll - An assessment of the estimated cost of the improvement on each benefited parcel of land within the assessment district.

PART D - Method of Apportionment of Assessment and Annual Maximum Increases allowed by the District - A statement of the method by which the undersigned has determined the amount proposed to be assessed against each parcel.

PART E - List of Property Owners - A list of the names and addresses of the owners of real property within this assessment district, as shown on the last equalized assessment roll for taxes, or as known to the Clerk. The list is keyed to Exhibit "C" by assessment number.

PART F - Assessment Diagram - A diagram showing all of the parcels of real property within this assessment district. The diagram is keyed to Part "C" by assessment number.

APPENDIX A 2018-2019 Wildan Engineer's Report


APPENDIX B Annual Calculations of Allowable Assessment Increase

APPENDIX C-1 Assessor's Parcel Maps of Merged Parcels

APPENDIX C-2 Assessor's Parcel Maps of Village at Loch Lomond Marina, a re-subdivision of Assessment Numbers 545, 546, 547, 548, 549 and 2626.

APPENDIX D Assessment Diagram

Respectfully submitted,
CSW/Stuber-Stroeh Engineering Group, Inc.

By 

Alan G. Cornwell, Engineer of Work

PART A

INTRODUCTION

Due in part to a severe drought in 1976, and the subsequent deterioration of the irrigation system, the landscape improvements within the median islands along Point San Pedro Road and Third Street east of Union Street significantly declined to a point that very little of the original landscaping remained other than some of the trees and vegetation that were able to survive with little water. Although the original landscaping for the twenty-nine (29) median islands along Point San Pedro Road and Third Street (hereafter, referred to collectively as the “Pt. San Pedro Road Medians” or “Medians”) were installed in connection with and for the benefit of the surrounding developments and properties that are directly adjacent to Point San Pedro Road and Third Street and/or serve as the primary access streets to those developments and properties, no local funding source was established to ensure the ongoing maintenance of those improvements. Ultimately, without a direct source of revenue pledged for repair, reconstruction and maintenance of the landscaping within these Medians (located, both within the City limits of the City of San Rafael and in the immediate contiguous unincorporated area of the County of Marin), it was necessary for both the County and City to limit the servicing of what landscaping remained to occasional trimming to control over-growth.

PURPOSE

As a result many property owners in close proximity to Point San Pedro Road both within the City limits of the City of San Rafael and in the immediate contiguous unincorporated area of the County of Marin, organized an effort to facilitate the formation of an assessment district in the area to fund the capital costs associated with construction and restoration of the landscaping within the Pt. San Pedro Road Medians, as well as the ongoing maintenance and operation of those improvements. Because these Medians and the properties that derive a direct and special benefit from those improvements (properties immediately adjacent to and/or directly access the streets where the medians are located), encompasses an area (territory) that includes properties and improvement areas within both the City of San Rafael and unincorporated portions of the County of Marin, in order to establish such an assessment district the two agencies entered into a Memorandum of Understanding (MOU) concerning the formation of an assessment district for the purpose of funding in whole or in part through annual assessments, the capital costs and ongoing maintenance and operation of the landscaping within the Pt. San Pedro Road Medians. Pursuant to the MOU between the City of San Rafael (hereafter, referred to as the “City”) and the County of Marin (hereafter, referred to as the “County”), adopted by both the County Board of Supervisors and by the City Council, the City was designated as the lead agency with the City Council being the legislative body for the proposed assessment district.

Ultimately in 2011, the City Council initiated proceedings and declared their intention to establish a special benefit assessment district pursuant to the provisions of the Landscape and Lighting Act of 1972, being Part 2 of Division 15 of the California Streets and Highways Code commencing with §22500 (hereafter referred to as the “1972 Act”), and as applicable for the issuance of related bonds, pursuant to the Improvement Bond Act of 1915 Part 1 of Division 10 of the California Streets and Highways Code commencing with §8500 (hereafter referred to as the “1915 Act”), said district to be designated as the:

Pt. San Pedro Road Median Landscaping Assessment District

PART A

(hereafter referred to as “District”), for the purpose of providing a revenue source to fund the annual debt service obligation for bonds issued to finance the construction, installation, enhancement, renovation and rehabilitation of the landscaping and related facilities; as well as the annual costs and expenses for the ongoing operation, maintenance, and servicing of those improvements including administration and other incidental expenses.

In accordance with the 1972 Act and the requirements of the California Constitution, Article XIII D (hereafter referred to as the “Constitution”), the City Council called for an Engineer’s Report to be prepared regarding the formation of the District and proposed assessments. As part of this District formation, in accordance with the Constitution Article XIII D Section 4 and the provisions of Government Code, Section 53753, the City conducted a property owner protest ballot proceeding for the proposed District special benefit assessments. In conjunction with this ballot proceeding, a noticed public hearing was held on June 20, 2011 to consider public testimonies, comments and written protests regarding the formation of the District and the levy of assessments. Upon conclusion of the public hearing, protest ballots received were opened and tabulated to determine whether majority protest existed (with ballots weighted based on proportional assessment amounts), and on June 22, 2011 the City Council confirmed the results of that ballot tabulation, with approximately 61.4% of the weighted ballots being in favor of the assessments and 38.61% being opposed. Finding that majority protest did not exist, the City Council approved and adopted the formation of the District and ordered the levy and collection of assessments for fiscal year 2011/2012 (first year’s annual assessments).

The assessment rate, method of apportionment and assessments including the assessment range formula established in the Engineer’s Report at the time of formation of the District and as described herein, became effective commencing in Fiscal Year 2011/2012 and may be levied annually pursuant to the provisions of the 1972 Act and as applicable to the provisions of the 1915 Act. The annual assessments each fiscal year shall be based on the estimated revenues needed to support the annual debt service obligation for bonds or other financing issued to fund the construction, installation, enhancement, renovation and rehabilitation of the landscaping and related facilities; as well as the annual costs and expenses for the ongoing operation, maintenance, and servicing of those improvements including administration and other incidental expenses as authorized pursuant to the 1972 Act and the 1915 Act.

This Engineer’s Annual Report (hereafter referred to as “Report”) has been prepared in connection with the annual levy and collection of assessments of said District to be collected on the County Tax Rolls for fiscal year 2019/2020, pursuant to Chapter 3, beginning with §22620 of the 1972 Act. The District includes all lots and parcels of land within a defined boundary as shown on the District Diagram included in this Report as Part IV and further identified by the Marin County Assessor’s Office Assessor’s Parcel Numbers (parcels), a listing of which along with the 2021/2022 annual assessment amount for each is contained in Appendix C in this Report.

The word “parcel,” for the purposes of this Report, refers to an individual property assigned its own Assessor’s Parcel Number (APN) by the Marin County Assessor’s Office. The Marin County Auditor/Controller uses Assessor’s Parcel Numbers and a specific Fund Number to identify properties to be assessed on the tax roll for the special benefit assessments described herein.

This Report describes the District and identifies the improvements, including any proposed substantial changes to such improvements to be provided, the estimated expenditures, and the resulting special benefit assessments to be levied and collected on the County tax rolls for fiscal year 2021/2022. The total District annual assessment presented herein is based on an estimated budget that reflects the

PART A

revenues required to fund, in whole or in part, the capital costs associated with construction and restoration of the landscaping within the Pt. San Pedro Road Medians, as well as the ongoing maintenance and operation of those improvements. While the proposed total annual assessment for each property will be comprised of two components, one for debt service on Bonds or other financing issued for the initial capital construction costs and the second for the annual operation and maintenance of the improvements, all annual assessment revenues, including those budgeted for operation and maintenance, shall be pledged first to the repayment of the capital improvement costs (debt service on bonds or other financing) with the remaining annual assessment revenues (not applied to debt service and associated administrative expenses) being applied to maintenance and authorized incidental expenses.

Each fiscal year, an Engineer's Report shall be prepared and presented to the City Council describing the District, any changes to the District or improvements, the proposed budget and assessments for that fiscal year, and the City Council shall hold a noticed public hearing regarding these matters prior to approving and adopting the annual levy of assessments. At the conclusion of the public hearing the City Council may, by resolution, adopt this Report (as submitted or amended) including the assessment diagram; any changes to the improvements to be made, and order the levy and collection of the assessments as described herein. In such case, the assessments (as provided herein or as amended) shall be submitted to the County Auditor/Controller for inclusion on the property tax roll for fiscal year 2021/2022.

ADDITIONAL ACTIVITIES FOR THE FISCAL YEAR 2018-2019:

Maintenance continued as scheduled

Change in contractors to address complaints

Replacement of plants

New proposals requested in April, 2019

ACTIVITIES FOR FISCAL YEAR 2019-2020

The City continued to actively manage the new contractor, Gardener's Guild, overseeing the conditions of the landscaping and working directly with the staff at Gardener's Guild to improve the appearance of the median landscaping. Under the new contract, the City required Gardener's Guild to provide additional day per week of maintenance during the months of March through October. This effort was partially thwarted in April, 2020, as the State mandated Shelter-in-Place rules did not allow routine landscape maintenance to take place. However, the City has taken a more active role in managing the maintenance contractor and the general condition of the landscape has improved.

In addition to routine maintenance, Gardener's Guild has made three major irrigation repair efforts in August and October, 2019 and currently in May, 2020, as well as minor monthly fixes. A "spring" replanting of over 300 new plants to replace diseased or dying plants was completed in January, 2020.

The maintenance contract states that the median islands are to be mulched. This is an on-going effort and the City assists by providing wood chip mulch from the City's stockpile and loads it into the Gardener's Guild equipment to be placed during the normal maintenance once or twice per

PART A

week depending on the time of the year. Mulching in this manner is slower a process than hiring an outside contractor would be, but is more cost-effective. The mulching was include in the original contract when the District was originally formed, however the City has continued to provide the Contractor with the mulch and the contractor has spread the mulch during its normal maintenance. This has slowed the process, but is expected to be complete by September of this year.

The City and the Pt. San Pedro Road Coalition, Roadway Committee, continues to be concerned about the future cost of maintaining the medians and will be revisiting the annual costs and the revenues from the District regularly. The District revenues in 2019-2020 were approximately \$130,000. The expected annual levy for maintenance is almost \$136,000, leaving a shortfall of \$6,000. The District is allowed to increase the levy up to 3% per year or the value of the Consumer Price Index increase. The expenses for the 2019-2020 year were over \$150,000.

At this time last year, the district predicted that the steady increases it could achieve financial self-sustainment (revenues = expenses) within a few years. However, several large, unplanned expenses arose over the current year that have pushed out that timeline for self-sufficiency. Primarily, MMWD rate increases and a number of irrigation repairs (including some billed from the prior year) caused expenses in FY 2019-20 to exceed the planned budget by nearly \$30,000. The excess was funded by the current Maintenance Fund balance.

The City will continue to work closely with the Roadway Committee to monitor the District's finances over the coming year, and has also developed options with the Committee for expenditure reductions and other strategies to ensure long-term financial solvency of the district.

It is important to note that all Point San Pedro Road Median Landscaping Assessment District fees collected are legally restricted for use on the Point San Pedro medians and cannot be used for any other purpose.

ACTIVITIES FOR FISCAL YEAR 2020-2021

The work completed in 2019-2020 significantly reduced the maintenance repairs for the irrigations system along the corridor. Maintenance costs were minimal and the expenses to the district were limited to the utilities (mostly water and some electricity) along with the monthly payments to the Gardener's Guild for normal maintenance.

The District was also successful in collecting the past due funds for the County's share of the General Benefit. This provided a one-time payment of \$67,878.98 into the District account due for the prior years. The County also recognizes that an annual payment of approximately \$7,900 will be paid into the District. These amounts are reflected in Part B of this report.

As provide in the District formation documents, the Engineer recommends that the annual assessment be increased to cover continued cost escalation for maintenance and utilities. The District formation documents allow an annual increase of up to 3% or the value of the Consumer Price Index, whichever is greater. The CPI for 2021 is 1.81%. The Engineer recommends a 3% increase as follows: Operations and Maintenance ($48.53 \times 1.03 = \$49.99$) and Debt Service ($51.25 \times 1.03 = \52.79) for a total annual levy of \$102.79.

PART A

GENERAL BENEFITS

For the original formation of the District the Engineer's Report included a discussion of General Benefits. As noted in the discussion the County and City derive general benefits equivalent to 10% of the overall benefits of the District. However, as also noted, such general benefits did not extend to the landscaping itself, only to the traffic safety provided by the physical presence of the medians and other physical median improvements intended for traffic safety. At the time of formation the median islands had all been constructed and had been in place for many years. The median islands were in reasonable repair considering their age and very little repair, replacement or rehabilitation was necessary.

Since the District is comprised of properties that lie within both the County and the City, a Memorandum of Understanding (MOU) was executed by the County and the City stating their mutual intention to form the District and the obligations of each jurisdiction. The MOU identified each jurisdiction's share of the General Benefit: County, 37% and the City, 63%. However, the County's share was specifically capped at \$25,000 initially and \$6,000 for future annual contributions. The formation Engineer's report showed the County and the City initially contributing \$16,835 and \$28,665 respectively.

The original formation Engineer's Report did not anticipate a large need for median island replacement, repair or rehabilitation. In order to meet their respective obligations for general benefits, a general understanding developed that the County and the City would contribute their administrative staff time or fees to the District as each jurisdiction's General Benefit contribution. While this was not explicitly stated in the original or subsequent annual Engineer's Reports it was implied and confirmed by previous City and County staff. This was also made clear in the "Estimated Annual Operation & Maintenance Costs" table in each year's Engineer's report: the *City Contribution for Annual Administration* was equal to Personnel & Staffing, Other Professional Fees, and Miscellaneous Administration Expenses. In the same section, the *County Contribution for Annual Administration* was equal to the County Collection Fee. Based on these figures, the understanding is that the City has accounted for the staff time necessary to administer the District and the County would waive the normal administrative assessment fees charged to assessment districts, limited by the 37% or \$6,000 cap (adjusted for the CPI).

PLANS

The Plans showing the improvements to the medians are included in Appendix A.

PART B
ESTIMATE OF COSTS

Estimated Annual Operation and Maintenance Costs (Non Bonded)
Fiscal Year 2021-2022

2020-2021 ASSESSMENT YEAR

Projected Available Funds on June 30, 2020 (2020-2021 Engineer's Report)	\$ 56,110.94
Adjustment to match final amount from City Records	\$ 31,390.06
Actual Funds available on July 1, 2020 (City Finance Department	\$ 87,501.00

2020-2021 ASSESSMENT YEAR ACTIVITY

Direct Expenditures

County fee	\$ 8,892.33	
Irrigation	\$ 5,765.00	
Landscaping Services	\$ 80,563.56	
Landscaping Rehabilitation/Repair	\$ 0.00	
Utilities	\$ 64,956.86	
Engineer's Report	\$ 14,656.97	

Assessment Proceeds	\$ 138,613.42
Interest	\$ 51.08
County Payment	\$ 67,879.98
 Available Funds / Surplus to Carry Forward (June 30, 2021)	 \$ 119,230.76

Anticipated Expenditures 2021-2022

Uncollected Assessments (2021-2022)	\$ 9,363.61	
Monthly Contractual Maintenance	\$ 80,500.00	
Landscape Rehabilitation / Repair Fund	\$ 10,200.00	
Irrigation Repair Fund	\$ 10,200.00	
Utilities (Water + Electricity)	\$ 65,000.00	
Engineer's Report	\$ 10,300.00	
City Staff Time	\$ 14,315.27	
County/City Administrative Fee	\$ <u>9,000.00</u>	
	\$ 208,899.19	

Contingencies (Future Additional Capital Reserve and Maintenance Costs)	\$ <u>88,935.84</u>
---	---------------------

TOTAL ANTICIPATED 2021-2022 EXPENSES AND ALLOCATIONS:	\$ <u>297,835.03</u>
---	----------------------

2021-2022 ASSESSMENT FUNDING

Special Benefit Contribution—Properties	\$ 156,382.00
General Benefit Contribution—City (63%)	\$ 14,316.27
General Benefit Contribution—County (37% plus catchup 2012-2019)	\$ <u>7,906.00</u>
Total anticipated funding	\$ 178,604.27
Total estimated available funds June 30, 2022:	\$ <u>297,835.03</u>

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

Assessor's Parcel Number	Assessment #	Sheet #	Operations & Maintenance EBU	Operations & Maintenance Assessment	Debt Service EBU	Debt Service Assessment	Total Assessments ⁽¹⁾
008-010-04	1	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-05	2	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-58	3M	3	0.0	\$0.00	0.0	\$0.00	\$0.00
008-010-14	5	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-16	6	3	9.24	\$462.00	9.25	\$488.22	\$950.22
008-010-19	7	3	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-20	8	3	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-21	9	3	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-22	10	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-26	11	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-27	12	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-28	13	2	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-31	14	2	2.25	\$112.50	2.25	\$118.76	\$231.26
008-010-34	15	3	17.56	\$878.00	17.56	\$926.82	\$1,804.82
008-010-35	16	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-36	17	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-57	18M		1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-43	21	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-45	22	3	0.0	\$0.00	0.0	\$0.00	\$0.00
008-010-46	23	3	1.5	\$75.00	0.0	\$0.00	\$75.00
008-010-47	24	3	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-48	25	3	1.5	\$75.00	1.5	\$79.17	\$154.17
008-010-49	26	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-50	27	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-51	28	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-52	29	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-53	30	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-55	31	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-010-56	32	3	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-01	33	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-02	34	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-03	35	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-04	36	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-05	37	2	1.0	\$50.00	1.0	\$52.78	\$102.78
008-140-06	38	2	1.0	\$50.00	1.0	\$52.78	\$102.78
009-031-09	39	6	5.32	\$266.00	5.32	\$280.79	\$546.79
009-031-11	40	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-031-12	41	6	34.18	\$1,709.00	34.17	\$1,803.49	\$3,512.49

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

009-031-13	42	4	0.0	\$0.00	0.0	\$0.00	\$0.00
009-031-14	43	3	0.0	\$0.00	0.0	\$0.00	\$0.00
009-041-03	44	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-041-04	45	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-041-06	46	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-041-07	47	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-041-08	48	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-01	49	6	1.0	\$50.00	0.0	\$0.00	\$50.00
009-042-02	50	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-03	51	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-07	52	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-042-08	53	6	1.0	\$50.00	0.0	\$0.00	\$50.00
009-042-09	54	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-10	55	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-11	56	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-12	57	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-13	58	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-14	59	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-15	60	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-16	61	6	1.0	\$50.00	0.0	\$0.00	\$50.00
009-042-17	62	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-18	63	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-042-21	65M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-051-01	66	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-051-02	67	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-051-03	68	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-051-04	69	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-051-05	70	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-051-06	71	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-051-07	72	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-051-08	73	6	1.0	\$50.00	0.0	\$0.00	\$50.00
009-052-01	74	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-02	75	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-03	76	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-04	77	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-05	78	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-06	79	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-07	80	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-08	81	6	0.0	\$0.00	0.0	\$0.00	\$0.00
009-052-09	82	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-10	83	6	1.0	\$50.00	0.0	\$0.00	\$50.00
009-052-11	84	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-12	85	6	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

009-052-13	86	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-14	87	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-15	88	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-052-16	89	6	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-01	90	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-02	91	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-03	92	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-04	93	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-05	94	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-06	95	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-07	96	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-08	97	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-09	98	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-10	99	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-11	100	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-12	101	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-13	102	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-14	103	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-15	104	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-16	105	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-17	106	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-18	107	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-19	108	3	1.0	\$50.00	0.0	\$0.00	\$50.00
009-061-20	109	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-21	110	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-22	111	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-23	112	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-24	113	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-25	114	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-26	115	3	1.0	\$50.00	0.0	\$0.00	\$50.00
009-061-27	116	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-28	117	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-29	118	3	1.0	\$50.00	0.0	\$0.00	\$50.00
009-061-30	119	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-31	120	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-32	121	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-33	122	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-061-34	123	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-01	124	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-02	125	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-03	126	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-04	127	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-05	128	3	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

009-181-06	129	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-07	130	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-08	131	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-09	132	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-10	133	3	1.0	\$50.00	0.0	\$0.00	\$50.00
009-181-11	134	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-12	135	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-13	136	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-14	137	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-15	138	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-16	139	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-17	140	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-18	141	3	1.0	\$50.00	1.0	\$52.78	\$102.78
009-181-19	142	3	0.0	\$0.00	0.0	\$0.00	\$0.00
014-042-05	143	5	1.0	\$50.00	1.0	\$52.78	\$102.78
014-042-06	144	5	0.0	\$0.00	0.0	\$0.00	\$0.00
014-042-17	145	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-042-18	146	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-042-19	147	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-042-20	148	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-042-22	149	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-042-26	150	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-042-27	151	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-072-04	152	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-072-20	153	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-072-21	154	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-072-33	155	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-072-34	156	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-073-05	157	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-073-06	158	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-073-07	159	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-073-08	160	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-073-09	161	4	1.0	\$50.00	1.0	\$52.78	\$102.78
014-073-10	162	4	0.0	\$0.00	0.0	\$0.00	\$0.00
014-101-09	163	2	16.0	\$800.00	0.0	\$0.00	\$800.00
014-101-11	164	2	0.76	\$38.00	0.0	\$0.00	\$38.00
014-111-01	165	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-02	166	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-03	167	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-14	168	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-15	169	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-17	170	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-111-21	171	2	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

014-111-34	172	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-151-11	174	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-151-12	175	2	0.0	\$0.00	0.0	\$0.00	\$0.00
014-151-17	176	2	20.02	\$1,001.00	20.02	\$1,056.66	\$2,057.66
014-161-02	177	2	5.16	\$258.00	5.18	\$273.40	\$531.40
014-161-07	178	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-161-34	179M	2	1.5	\$75.00	0.0	\$0.00	\$75.00
014-161-19	181	2	1.5	\$75.00	0.0	\$0.00	\$75.00
014-161-20	182	2	1.56	\$78.00	1.57	\$82.86	\$160.86
014-161-21	183	2	1.5	\$75.00	1.5	\$79.17	\$154.17
014-161-28	184	2	3.28	\$164.00	3.26	\$172.06	\$336.06
014-161-30	185	2	5.0	\$250.00	5.0	\$263.90	\$513.90
014-161-32	186	2	4.08	\$204.00	4.07	\$214.81	\$418.81
014-161-33	187	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-01	188	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-02	189	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-03	190	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-04	191	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-19	192	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-37	193M	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-27	195	2	4.375	\$218.75	4.38	\$231.18	\$449.93
014-171-28	196	2	1.5	\$75.00	1.5	\$79.17	\$154.17
014-171-29	197	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-30	198	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-32	199	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-33	200	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-171-36	201	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-04	202	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-05	203	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-06	204	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-07	205	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-08	206	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-09	207	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-10	208	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-11	209	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-12	210	2	0.0	\$0.00	0.0	\$0.00	\$0.00
014-172-13	211	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-19	212M	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-16	214	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-172-17	215	2	1.0	\$50.00	0.0	\$0.00	\$50.00
014-172-18	216	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-01	217	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-02	218	2	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

014-173-03	219	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-04	220	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-05	221	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-15	222	2	0.0	\$0.00	0.0	\$0.00	\$0.00
014-173-16	223	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-17	224	2	1.0	\$50.00	1.0	\$52.78	\$102.78
014-173-18	225	2	1.0	\$50.00	1.0	\$52.78	\$102.78
015-231-12	226	5	1.0	\$50.00	1.0	\$52.78	\$102.78
015-231-13	227	5	1.0	\$50.00	1.0	\$52.78	\$102.78
015-231-18	228	5	1.0	\$50.00	1.0	\$52.78	\$102.78
015-231-19	229	5	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-01	230	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-02	231	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-03	232	9	0.0	\$0.00	0.0	\$0.00	\$0.00
015-241-04	233	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-05	234	9	0.0	\$0.00	0.0	\$0.00	\$0.00
015-241-21	235M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-07	236	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-12	237	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-14	238	9	0.0	\$0.00	0.0	\$0.00	\$0.00
015-241-22	239M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-17	241	9	1.0	\$50.00	1.0	\$52.78	\$102.78
015-241-18	242	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-01	243	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-05	244	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-08	245	10	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-10	246	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-11	247	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-12	248	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-13	249	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-14	250	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-15	251	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-18	252	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-19	253	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-20	254	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-21	255	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-23	256	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-011-24	257	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-28	258	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-29	259	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-011-30	260	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-03	261	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-05	262	10	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-012-12	263	10	1.0	\$50.00	0.0	\$0.00	\$50.00
016-012-13	264	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-14	265	10	0.0	\$0.00	0.0	\$0.00	\$0.00
016-012-16	266	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-17	267	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-18	268	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-19	269	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-23	270	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-26	271	10	1.0	\$50.00	0.0	\$0.00	\$50.00
016-012-27	272	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-32	273	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-33	274	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-34	275	10	0.0	\$0.00	0.0	\$0.00	\$0.00
016-012-37	276	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-38	277	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-46	278	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-54	279	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-55	280	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-59	281	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-64	282	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-012-65	283	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-012-67	284	10	1.0	\$50.00	0.0	\$0.00	\$50.00
016-012-68	285	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-01	286	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-02	287	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-80	288M	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-10	289	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-11	290	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-021-79	291	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-15	292	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-16	293	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-20	294	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-22	295	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-25	296	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-35	298	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-36	299	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-37	300	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-77	301M	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-46	302	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-49	303	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-021-50	304	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-51	305	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-52	306	5	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-021-53	307	5	0.0	\$0.00	0.0	\$0.00	\$0.00
016-021-54	308	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-55	309	9	0.0	\$0.00	0.0	\$0.00	\$0.00
016-021-58	310	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-61	311	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-64	312	9	1.0	\$50.00	0.0	\$0.00	\$50.00
016-021-65	313	9	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-73	314	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-021-74	315	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-021-75	316	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-01	317	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-02	318	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-03	319	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-04	320	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-05	321	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-06	322	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-07	323	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-08	324	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-09	325	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-10	326	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-11	327	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-12	328	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-13	329	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-14	330	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-15	331	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-16	332	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-17	333	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-18	334	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-19	335	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-20	336	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-21	337	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-22	338	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-23	339	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-25	340	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-26	341	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-27	342	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-28	343	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-29	344	6	1.5	\$75.00	0.0	\$0.00	\$75.00
016-031-30	345	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-31	346	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-32	347	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-33	348	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-031-34	349	5	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-031-35	350	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-41	351M	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-38	353	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-031-39	354	12	1.5	\$75.00	1.5	\$79.17	\$154.17
016-031-40	355	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-032-02	356	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-03	357	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-05	358	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-06	359	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-09	360	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-10	361	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-032-11	362	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-01	363	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-02	364	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-03	365	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-04	366	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-05	367	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-06	368	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-07	369	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-15	370	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-16	371	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-17	372	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-18	373	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-19	374	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-033-20	375	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-01	376	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-02	377	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-03	378	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-04	379	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-05	380	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-06	381	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-07	382M	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-96	383M	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-10	384	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-11	385	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-12	386	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-13	387	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-16	388	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-17	389	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-20	390	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-21	391	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-22	392	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-23	393	4	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

016-041-24	394	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-25	395	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-26	396	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-27	397	5	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-28	398	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-29	399	5	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-31	400	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-33	401	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-34	402	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-46	403	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-51	404	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-52	405	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-61	406	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-62	407	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-63	408	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-64	409	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-65	410	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-67	411	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-68	412	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-69	413	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-70	414	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-72	415	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-73	416	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-74	417	5	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-75	418	5	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-77	420	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-95	421M	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-79	422	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-80	423	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-81	424	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-82	425	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-83	426	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-84	427	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-85	428	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-86	429	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-88	431	5	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-89	432	5	0.0	\$0.00	0.0	\$0.00	\$0.00
016-041-97	433M	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-041-93	435	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-041-94	436	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-051-05	437	3	0.0	\$0.00	0.0	\$0.00	\$0.00
016-051-06	438	3	0.0	\$0.00	0.0	\$0.00	\$0.00
016-052-02	439	4	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

016-052-03	440	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-052-04	441	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-05	442	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-06	443	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-07	444	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-08	445	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-09	446	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-13	447	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-15	448	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-18	449	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-20	450	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-21	451	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-22	452	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-23	453	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-24	454	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-25	455	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-26	456	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-27	457	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-28	458	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-052-29	459	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-01	460	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-02	461	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-03	462	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-06	463	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-053-07	464	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-08	465	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-09	466	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-10	467	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-053-12	468	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-02	469	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-08	470	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-10	471	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-12	472	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-054-13	473	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-14	474	4	0.0	\$0.00	0.0	\$0.00	\$0.00
016-054-15	475	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-16	476	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-17	477	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-18	478	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-19	479	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-054-24	480	3	0.0	\$0.00	0.0	\$0.00	\$0.00
016-054-25	481	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-061-01	482	2	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-062-01	483	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-062-02	484	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-062-03	485	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-01	486	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-02	487	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-03	488	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-04	489	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-08	490	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-09	491	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-10	492	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-13	493	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-14	494	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-15	495	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-16	496	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-17	497	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-18	498	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-19	499	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-20	500	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-21	501	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-22	502	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-23	503	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-24	504	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-25	505	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-26	506	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-27	507	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-28	508	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-29	509	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-30	510	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-31	511	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-32	512	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-33	513	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-34	514	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-35	515	2	0.0	\$0.00	0.0	\$0.00	\$0.00
016-064-36	516	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-37	517	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-38	518	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-39	519	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-40	520	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-41	521	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-42	522	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-43	523	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-44	524	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-45	525	2	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-064-46	526	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-47	527	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-48	528	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-49	529	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-50	530	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-51	531	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-52	532	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-53	533	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-54	534	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-55	535	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-56	536	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-57	537	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-58	538	2	1.0	\$50.00	0.0	\$0.00	\$50.00
016-064-59	539	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-60	540	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-61	541	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-68	542	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-69	543	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-064-70	544	2	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-12	550	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-13	551	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-14	552	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-15	553	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-16	554	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-17	555	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-18	556	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-23	557	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-25	558	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-26	559	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-27	560	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-34	561	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-35	562	13	0.0	\$0.00	0.0	\$0.00	\$0.00
016-091-36	563	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-37	564	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-38	565	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-39	566	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-40	567	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-41	568	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-63	569M	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-47	570	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-48	571	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-50	572	13	0.0	\$0.00	0.0	\$0.00	\$0.00
016-091-51	573	13	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

016-091-52	574	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-54	575	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-55	576	13	0.0	\$0.00	0.0	\$0.00	\$0.00
016-091-58	577	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-60	578	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-091-62	580	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-092-01	581	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-092-02	582	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-093-01	583	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-093-02	584	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-093-04	585	13	0.0	\$0.00	0.0	\$0.00	\$0.00
016-093-05	586	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-094-01	587	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-094-02	588	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-094-04	589	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-094-05	590	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-12	591	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-13	592	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-15	593	11	0.0	\$0.00	0.0	\$0.00	\$0.00
016-101-16	594	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-23	595	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-28	596	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-30	597	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-32	598	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-33	599	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-34	600	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-101-35	601	11	0.0	\$0.00	0.0	\$0.00	\$0.00
016-101-36	602	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-02	603	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-03	604	11	1.0	\$50.00	0.0	\$0.00	\$50.00
016-102-04	605	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-05	606	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-06	607	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-102-07	608	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-09	609	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-10	610	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-12	611	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-102-13	612	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-102-16	613	11	0.0	\$0.00	0.0	\$0.00	\$0.00
016-102-17	614	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-102-18	615	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-29	616M	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-04	618	12	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-111-07	619	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-08	620	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-09	621	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-10	622	11	0.0	\$0.00	0.0	\$0.00	\$0.00
016-111-11	623	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-14	624	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-111-15	625	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-16	626	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-18	627	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-19	628	11	0.0	\$0.00	0.0	\$0.00	\$0.00
016-111-24	629	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-111-30	630M	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-26	631	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-111-28	633	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-01	634	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-02	635	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-03	636	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-112-04	637	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-05	638	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-06	639	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-07	640	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-09	641	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-11	642	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-112-16	643	13	0.0	\$0.00	0.0	\$0.00	\$0.00
016-112-17	644	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-01	645	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-02	646	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-113-03	647	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-04	648	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-05	649	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-06	650	11	1.0	\$50.00	0.0	\$0.00	\$50.00
016-113-07	651	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-11	652	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-12	653	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-13	654	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-14	655	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-15	656	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-113-20	657	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-114-01	658	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-121-04	659	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-121-06	660	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-121-07	661	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-121-08	662	13	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-121-10	663	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-121-11	664	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-121-12	665	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-121-17	666	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-121-18	667	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-01	668	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-02	669	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-03	670	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-04	671	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-05	672	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-06	673	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-122-07	674	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-08	675	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-09	676	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-122-11	677	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-131-02	678	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-131-03	679	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-131-04	680	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-131-09	681	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-131-10	682	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-131-11	683	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-131-13	684	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-131-14	685	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-01	686	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-02	687	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-03	688	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-04	689	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-132-09	690	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-10	691	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-132-11	692	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-132-13	693	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-14	694	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-132-15	695	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-01	696	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-02	697	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-03	698	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-04	699	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-05	700	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-06	701	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-07	702	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-133-08	703	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-134-02	704	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-134-03	705	12	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-134-04	706	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-134-05	707	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-134-06	708	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-134-07	709	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-134-09	710	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-134-12	711	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-01	712	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-02	713	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-03	714	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-04	715	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-05	716	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-09	717	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-10	718	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-11	719	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-12	720	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-141-13	721	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-141-14	722	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-141-15	723	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-18	724	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-21	725	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-22	726	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-141-24	727	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-03	728	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-04	729	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-05	730	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-11	731	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-12	732	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-13	733	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-15	734	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-16	735	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-17	736	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-18	737	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-19	738	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-142-20	739	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-25	740M	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-142-23	741	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-01	743	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-03	744	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-04	745	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-05	746	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-06	747	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-151-07	748	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-151-08	749	8	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-152-01	750	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-02	751	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-03	752	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-04	753	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-05	754	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-06	755	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-07	756	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-08	757	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-09	758	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-10	759	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-13	760	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-14	761	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-15	762	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-16	763	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-17	764	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-18	765	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-19	766	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-20	767	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-21	768	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-22	769	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-152-23	770	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-01	771	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-02	772	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-03	773	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-04	774	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-05	775	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-06	776	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-07	777	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-08	778	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-153-09	779	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-10	780	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-153-11	781	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-154-04	782	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-154-05	783	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-154-06	784	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-154-07	785	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-154-08	786	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-01	787	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-55	788M	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-07	789	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-161-15	790	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-16	791	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-17	792	12	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-161-18	793	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-19	794	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-20	795	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-21	796	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-22	797	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-27	798	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-28	799	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-29	800	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-34	801	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-161-36	802	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-161-39	803	8	0.0	\$0.00	0.0	\$0.00	\$0.00
016-161-42	805	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-46	806	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-161-48	807	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-49	808	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-50	809	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-51	810	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-52	811	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-53	812	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-161-54	813	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-162-01	814	12	0.0	\$0.00	0.0	\$0.00	\$0.00
016-162-02	815	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-01	816	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-02	817	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-03	818	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-04	819	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-05	820	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-06	821	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-07	822	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-08	823	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-09	824	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-10	825	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-163-11	826	12	1.0	\$50.00	0.0	\$0.00	\$50.00
016-163-12	827	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-163-13	828	12	1.0	\$50.00	1.0	\$52.78	\$102.78
016-172-01	829	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-172-02	830	8	0.0	\$0.00	0.0	\$0.00	\$0.00
016-173-01	831	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-02	832	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-173-03	833	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-04	834	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-05	835	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-173-06	836	8	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-173-07	837	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-173-08	838	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-09	839	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-10	840	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-11	841	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-12	842	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-13	843	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-173-14	844	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-173-15	845	8	0.0	\$0.00	0.0	\$0.00	\$0.00
016-174-01	846	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-02	847	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-03	848	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-04	849	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-05	850	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-06	851	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-07	852	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-08	853	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-09	854	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-10	855	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-11	856	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-12	857	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-13	858	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-174-14	859	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-15	860	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-16	861	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-17	862	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-18	863	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-19	864	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-174-20	865	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-175-01	866	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-175-02	867	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-175-03	868	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-181-01	869	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-02	870	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-06	871	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-10	872	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-12	873	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-15	874	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-16	875	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-17	876	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-18	877	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-19	878	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-20	879	8	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-181-21	880	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-22	881	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-23	882	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-181-25	883	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-01	884	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-02	885	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-03	886	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-182-04	887	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-05	888	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-06	889	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-07	890	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-08	891	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-182-10	892	8	0.0	\$0.00	0.0	\$0.00	\$0.00
016-183-01	893	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-183-02	894	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-191-09	895	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-10	896	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-13	897	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-14	898	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-15	899	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-191-16	900	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-17	901	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-18	902	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-19	903	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-20	904	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-21	905	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-22	906	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-191-24	907	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-01	908	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-02	909	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-03	910	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-13	911	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-22	912M	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-15	913	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-201-16	914	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-201-20	916	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-201-21	917	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-202-01	918	8	1.0	\$50.00	0.0	\$0.00	\$50.00
016-202-02	919	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-202-03	920	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-01	921	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-08	922	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-09	923	8	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-203-10	924	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-11	925	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-12	926	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-13	927	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-14	928	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-15	929	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-16	930	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-203-18	931	8	1.0	\$50.00	1.0	\$52.78	\$102.78
016-213-03	932	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-213-05	933	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-213-06	934	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-213-07	935	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-213-08	936	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-213-09	937	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-213-12	938	7	2.975	\$148.75	2.97	\$156.76	\$305.51
016-213-13	939	7	7.54	\$377.00	0.0	\$0.00	\$377.00
016-213-14	940	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-213-15	941	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-231-05	942	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-241-06	943	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-241-22	944M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-241-09	945	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-241-23	947M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-241-21	949	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-08	950	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-09	951	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-242-12	952	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-13	953	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-242-23	954	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-242-32	955M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-25	956	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-32	957	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-27	958	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-28	959	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-30	960	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-242-31	961	6	1.5	\$75.00	1.5	\$79.17	\$154.17
016-261-02	962	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-261-03	963	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-261-05	964	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-261-06	965	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-261-09	966	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-261-10	967	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-261-11	968	7	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-271-10	969	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-271-11	970	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-271-16	971	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-281-01	972	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-281-02	973	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-03	974	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-04	975	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-05	976	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-06	977	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-07	978	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-08	979	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-09	980	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-10	981	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-281-11	982	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-12	983	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-13	984	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-14	985	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-15	986	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-16	987	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-17	988	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-18	989	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-19	990	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-20	991	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-21	992	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-281-22	993	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-23	994	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-24	995	4	1.0	\$50.00	0.0	\$0.00	\$50.00
016-281-25	996	4	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-26	997	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-27	998	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-28	999	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-29	1000	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-30	1001	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-31	1002	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-281-32	1003	3	1.0	\$50.00	0.0	\$0.00	\$50.00
016-282-01	1004	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-02	1005	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-03	1006	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-04	1007	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-05	1008	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-06	1009	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-07	1010	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-282-08	1011	3	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-283-01	1012	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-02	1013	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-03	1014	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-04	1015	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-05	1016	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-06	1017	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-07	1018	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-08	1019	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-09	1020	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-10	1021	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-283-11	1022	3	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-06	1023	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-291-07	1024	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-08	1025	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-09	1026	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-10	1027	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-11	1028	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-12	1029	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-13	1030	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-291-14	1031	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-16	1032	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-17	1033	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-18	1034	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-19	1035	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-20	1036	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-21	1037	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-291-22	1038	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-23	1039	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-24	1040	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-25	1041	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-291-29	1042	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-40	1043	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-41	1044	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-291-43	1045	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-46	1046	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-291-52	1047	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-291-54	1048	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-301-01	1049	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-02	1050	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-03	1051	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-04	1052	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-05	1053	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-06	1054	6	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-301-07	1055	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-08	1056	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-09	1057	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-301-10	1058	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-11	1059	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-12	1060	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-13	1061	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-14	1062	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-15	1063	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-16	1064	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-17	1065	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-301-18	1066	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-301-19	1067	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-301-20	1068	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-301-22	1069	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-301-23	1070	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-01	1071	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-02	1072	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-03	1073	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-04	1074	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-05	1075	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-06	1076	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-07	1077	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-08	1078	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-09	1079	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-10	1080	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-11	1081	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-31	1082M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-14	1084	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-15	1085	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-20	1086	6	1.0	\$50.00	0.0	\$0.00	\$50.00
016-302-21	1087	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-32	1088M	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-24	1090	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-25	1091	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-26	1092	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-27	1093	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-28	1094	6	0.0	\$0.00	0.0	\$0.00	\$0.00
016-302-29	1095	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-302-30	1096	6	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-01	1097	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-02	1098	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-03	1099	7	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-310-04	1100	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-05	1101	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-06	1102	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-07	1103	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-08	1104	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-09	1105	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-10	1106	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-11	1107	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-12	1108	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-13	1109	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-14	1110	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-15	1111	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-310-18	1112	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-19	1113	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-20	1114	7	1.0	\$50.00	0.0	\$0.00	\$50.00
016-310-24	1115	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-25	1116	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-26	1117	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-27	1118	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-28	1119	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-29	1120	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-30	1121	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-31	1122	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-32	1123	7	0.0	\$0.00	0.0	\$0.00	\$0.00
016-310-33	1124	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-310-34	1125	7	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-01	1126	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-02	1127	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-321-03	1128	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-04	1129	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-05	1130	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-06	1131	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-07	1132	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-08	1133	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-09	1134	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-321-10	1135	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-01	1136	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-02	1137	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-03	1138	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-04	1139	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-05	1140	13	1.0	\$50.00	0.0	\$0.00	\$50.00
016-322-06	1141	13	1.0	\$50.00	1.0	\$52.78	\$102.78
016-322-07	1142	13	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

016-330-01	1143	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-02	1144	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-03	1145	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-04	1146	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-05	1147	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-06	1148	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-07	1149	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-08	1150	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-10	1151	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-11	1152	10	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-12	1153	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-13	1154	11	1.0	\$50.00	1.0	\$52.78	\$102.78
016-330-14	1155	11	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-01	1156	3	0.0	\$0.00	0.0	\$0.00	\$0.00
017-181-08	1157	3	0.0	\$0.00	0.0	\$0.00	\$0.00
017-181-09	1158	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-10	1159	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-11	1160	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-12	1161	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-16	1162	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-34	1163	3	1.0	\$50.00	0.0	\$0.00	\$50.00
017-181-35	1164	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-36	1165	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-45	1166M	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-39	1167	3	0.0	\$0.00	0.0	\$0.00	\$0.00
017-181-40	1168	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-41	1169	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-42	1170	3	1.0	\$50.00	1.0	\$52.78	\$102.78
017-181-44	1172	3	1.0	\$50.00	1.0	\$52.78	\$102.78
184-010-09	1173	18	0.0	\$0.00	0.0	\$0.00	\$0.00
184-010-15	1174	18	2.25	\$112.50	2.25	\$118.76	\$231.26
184-010-16	1175	18	1.0	\$50.00	1.0	\$52.78	\$102.78
184-010-49	1176	18	0.0	\$0.00	0.0	\$0.00	\$0.00
184-010-50	1177	18	0.0	\$0.00	0.0	\$0.00	\$0.00
184-010-51	1178	18	7.51	\$375.50	7.51	\$396.38	\$771.88
184-010-52	1179	18	42.0	\$2,100.00	42.0	\$2,216.76	\$4,316.76
184-010-53	1180	18	0.0	\$0.00	0.0	\$0.00	\$0.00
184-020-03	1181	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-020-04	1182	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-020-05	1183	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-020-06	1184	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-020-07	1185	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-030-01	1186	19	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-030-04	1187	19	1.0	\$50.00	0.0	\$0.00	\$50.00
184-030-05	1188	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-030-16	1189	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-030-17	1190	18	0.0	\$0.00	0.0	\$0.00	\$0.00
184-041-01	1191	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-02	1192	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-03	1193	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-04	1194	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-041-05	1195	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-06	1196	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-07	1197	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-041-08	1198	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-09	1199	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-12	1200	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-13	1201	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-14	1202	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-15	1203	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-16	1204	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-17	1205	16	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-18	1206	16	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-20	1207	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-041-21	1208	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-042-01	1209	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-042-02	1210	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-042-03	1211	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-042-04	1212	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-042-05	1213	16	0.0	\$0.00	0.0	\$0.00	\$0.00
184-043-01	1214	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-043-02	1215	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-03	1216	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-04	1217	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-05	1218	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-043-18	1219M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-07	1220	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-08	1221	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-09	1222	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-10	1223	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-043-11	1224	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-12	1225	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-13	1226	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-16	1228	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-043-17	1229	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-051-01	1230	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

184-051-02	1231	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-051-03	1232	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-051-04	1233	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-051-05	1234	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-051-06	1235	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-051-07	1236	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-01	1237	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-02	1238	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-03	1239	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-052-04	1240	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-05	1241	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-06	1242	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-052-07	1243	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-01	1244	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-02	1245	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-03	1246	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-04	1247	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-05	1248	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-06	1249	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-121-07	1250	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-01	1251	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-02	1252	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-03	1253	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-04	1254	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-05	1255	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-06	1256	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-07	1257	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-08	1258	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-131-09	1259	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-132-01	1260	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-132-02	1261	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-132-05	1262	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-132-06	1263	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-132-09	1264	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-10	1265	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-11	1266	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-12	1267	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-13	1268	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-14	1269	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-15	1270	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-16	1271	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-17	1272	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-18	1273	20	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-132-19	1274	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-20	1275	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-21	1276	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-22	1277	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-23	1278	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-24	1279	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-25	1280	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-26	1281	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-27	1282	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-132-28	1283	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-133-01	1284	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-133-02	1285	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-133-03	1286	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-133-04	1287	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-133-05	1288	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-133-06	1289	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-01	1290	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-02	1291	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-141-03	1292	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-04	1293	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-05	1294	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-06	1295	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-07	1296	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-08	1297	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-141-09	1298	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-01	1299	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-02	1300	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-03	1301	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-04	1302	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-05	1303	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-06	1304	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-142-07	1305	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-08	1306	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-09	1307	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-10	1308	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-11	1309	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-12	1310	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-13	1311	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-14	1312	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-15	1313	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-16	1314	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-17	1315	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-18	1316	23	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-142-19	1317	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-20	1318	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-21	1319	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-22	1320	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-23	1321	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-24	1322	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-25	1323	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-26	1324	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-27	1325	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-28	1326	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-29	1327	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-142-30	1328	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-31	1329	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-32	1330	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-142-33	1331	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-143-01	1332	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-143-02	1333	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-143-03	1334	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-143-04	1335	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-143-07	1336M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-01	1338	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-03	1339	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-04	1340	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-12	1341M	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-06	1342	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-144-07	1343	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-144-10	1345	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-144-11	1346	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-01	1347	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-02	1348	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-03	1349	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-04	1350	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-05	1351	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-06	1352	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-151-07	1353	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-08	1354	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-09	1355	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-10	1356	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-151-11	1357	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-12	1358	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-13	1359	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-14	1360	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-15	1361	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-151-16	1362	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-17	1363	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-18	1364	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-19	1365	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-22	1366	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-23	1367	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-24	1368	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-26	1369	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-151-27	1370	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-01	1371	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-02	1372	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-03	1373	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-04	1374	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-05	1375	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-06	1376	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-07	1377	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-08	1378	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-09	1379	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-10	1380	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-11	1381	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-13	1382	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-15	1383	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-16	1384	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-38	1385M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-37	1386M	#N/A	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-21	1387	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-22	1388	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-23	1389	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-152-24	1390	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-152-29	1393	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-152-31	1394	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-152-33	1395	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-34	1396	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-152-35	1397	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-152-36	1398	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-01	1399	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-02	1400	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-03	1401	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-04	1402	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-05	1403	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-161-06	1404	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-07	1405	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-08	1406	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-161-09	1407	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-10	1408	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-11	1409	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-161-12	1410	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-01	1411	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-02	1412	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-03	1413	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-04	1414	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-05	1415	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-162-06	1416	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-07	1417	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-08	1418	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-09	1419	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-10	1420	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-11	1421	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-12	1422	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-13	1423	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-14	1424	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-15	1425	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-16	1426	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-17	1427	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-18	1428	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-19	1429	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-20	1430	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-162-21	1431	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-01	1432	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-02	1433	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-03	1434	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-163-04	1435	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-05	1436	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-06	1437	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-07	1438	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-08	1439	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-09	1440	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-10	1441	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-11	1442	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-12	1443	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-13	1444	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-163-14	1445	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-164-02	1446	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-164-03	1447	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-164-04	1448	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-164-10	1449	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-164-11	1450	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-171-01	1451	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-02	1452	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-03	1453	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-04	1454	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-05	1455	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-06	1456	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-07	1457	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-08	1458	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-09	1459	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-10	1460	23	0.0	\$0.00	0.0	\$0.00	\$0.00
184-171-11	1461	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-12	1462	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-13	1463	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-14	1464	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-15	1465	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-16	1466	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-17	1467	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-171-18	1468	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-01	1469	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-02	1470	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-172-03	1471	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-04	1472	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-05	1473	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-06	1474	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-07	1475	21	1.0	\$50.00	0.0	\$0.00	\$50.00
184-172-08	1476	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-09	1477	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-10	1478	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-11	1479	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-12	1480	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-13	1481	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-14	1482	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-15	1483	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-16	1484	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-17	1485	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-18	1486	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-19	1487	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-22	1488	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-23	1489	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-24	1490	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-25	1491	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-26	1492	23	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-172-27	1493	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-28	1494	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-29	1495	23	1.0	\$50.00	0.0	\$0.00	\$50.00
184-172-30	1496	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-31	1497	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-32	1498	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-33	1499	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-34	1500	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-172-35	1501	23	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-01	1502	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-02	1503	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-03	1504	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-04	1505	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-05	1506	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-06	1507	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-07	1508	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-08	1509	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-09	1510	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-180-10	1511	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-11	1512	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-12	1513	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-13	1514	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-180-14	1515	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-01	1516	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-02	1517	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-03	1518	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-190-04	1519	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-05	1520	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-06	1521	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-07	1522	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-190-08	1523	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-09	1524	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-10	1525	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-11	1526	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-12	1527	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-13	1528	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-14	1529	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-15	1530	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-190-16	1531	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-01	1532	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-02	1533	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-03	1534	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-04	1535	20	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-200-05	1536	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-06	1537	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-07	1538	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-08	1539	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-09	1540	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-200-10	1541	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-11	1542	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-200-12	1543	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-13	1544	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-14	1545	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-15	1546	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-16	1547	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-200-17	1548	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-18	1549	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-19	1550	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-20	1551	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-21	1552	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-22	1553	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-23	1554	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-24	1555	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-25	1556	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-26	1557	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-27	1558	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-28	1559	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-29	1560	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-30	1561	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-200-31	1562	20	0.0	\$0.00	0.0	\$0.00	\$0.00
184-210-01	1563	19	20.5	\$1,025.00	0.0	\$0.00	\$1,025.00
184-220-01	1564	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-02	1565	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-03	1566	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-04	1567	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-05	1568	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-06	1569	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-07	1570	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-08	1571	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-09	1572	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-10	1573	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-11	1574	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-12	1575	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-13	1576	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-14	1577	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-15	1578	20	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-220-16	1579	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-17	1580	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-18	1581	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-19	1582	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-20	1583	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-21	1584	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-22	1585	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-23	1586	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-24	1587	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-25	1588	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-26	1589	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-27	1590	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-28	1591	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-29	1592	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-30	1593	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-31	1594	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-32	1595	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-220-33	1596	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-34	1597	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-35	1598	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-36	1599	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-37	1600	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-38	1601	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-39	1602	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-40	1603	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-41	1604	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-42	1605	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-220-43	1606	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-44	1607	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-45	1608	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-46	1609	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-47	1610	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-48	1611	20	1.0	\$50.00	0.0	\$0.00	\$50.00
184-220-49	1612	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-50	1613	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-51	1614	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-220-52	1615	20	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-01	1616	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-02	1617	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-03	1618	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-04	1619	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-05	1620	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-06	1621	19	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-230-07	1622	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-08	1623	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-09	1624	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-10	1625	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-11	1626	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-12	1627	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-13	1628	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-14	1629	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-230-15	1630	19	1.0	\$50.00	0.0	\$0.00	\$50.00
184-230-16	1631	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-230-17	1632	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-230-18	1633	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-240-02	1634	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-240-03	1635	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-04	1636	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-05	1637	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-06	1638	19	1.0	\$50.00	0.0	\$0.00	\$50.00
184-240-07	1639	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-08	1640	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-09	1641	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-10	1642	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-11	1643	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-12	1644	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-240-14	1645	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-240-15	1646	19	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-01	1647	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-02	1648	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-03	1649	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-04	1650	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-05	1651	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-06	1652	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-07	1653	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-08	1654	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-09	1655	24	1.0	\$50.00	0.0	\$0.00	\$50.00
184-250-10	1656	24	1.0	\$50.00	0.0	\$0.00	\$50.00
184-250-11	1657	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-12	1658	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-13	1659	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-14	1660	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-15	1661	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-16	1662	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-17	1663	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-18	1664	24	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-250-19	1665	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-20	1666	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-21	1667	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-22	1668	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-23	1669	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-24	1670	24	1.0	\$50.00	0.0	\$0.00	\$50.00
184-250-25	1671	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-26	1672	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-27	1673	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-28	1674	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-29	1675	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-30	1676	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-31	1677	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-32	1678	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-33	1679	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-34	1680	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-35	1681	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-36	1682	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-37	1683	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-38	1684	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-39	1685	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-40	1686	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-41	1687	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-42	1688	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-43	1689	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-44	1690	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-45	1691	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-46	1692	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-47	1693	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-48	1694	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-49	1695	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-50	1696	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-51	1697	24	1.0	\$50.00	0.0	\$0.00	\$50.00
184-250-52	1698	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-53	1699	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-54	1700	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-55	1701	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-56	1702	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-57	1703	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-58	1704	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-59	1705	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-60	1706	24	1.0	\$50.00	1.0	\$52.78	\$102.78
184-250-62	1707	19	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

184-250-64	1708	19	0.0	\$0.00	0.0	\$0.00	\$0.00
184-260-01	1709	21	1.06	\$53.00	1.05	\$55.42	\$108.42
184-260-02	1710	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-04	1711	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-05	1712	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-06	1713	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-07	1714	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-08	1715	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-09	1716	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-260-10	1717	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-11	1718	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-12	1719	21	0.0	\$0.00	0.0	\$0.00	\$0.00
184-260-13	1720	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-14	1721	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-15	1722	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-16	1723	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-17	1724	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-19	1725	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-20	1726	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-21	1727	21	1.0	\$50.00	1.0	\$52.78	\$102.78
184-260-22	1728	21	0.0	\$0.00	0.0	\$0.00	\$0.00
185-010-01	1729	26	0.0	\$0.00	0.0	\$0.00	\$0.00
185-010-04	1730	26	0.0	\$0.00	0.0	\$0.00	\$0.00
185-010-10	1731	26	0.0	\$0.00	0.0	\$0.00	\$0.00
185-010-11	1732	26	1.0	\$50.00	0.0	\$0.00	\$50.00
185-010-12	1733	26	1.0	\$50.00	0.0	\$0.00	\$50.00
185-010-13	1734	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-14	1735	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-15	1736	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-16	1737	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-17	1738	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-18	1739	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-19	1740	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-010-20	1741	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-020-02	1742	10	16.0	\$800.00	0.0	\$0.00	\$800.00
185-020-03	1743	16	0.09	\$4.50	0.0	\$0.00	\$4.50
185-020-04	1744	16	3.03	\$151.50	0.0	\$0.00	\$151.50
185-030-02	1745	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-030-04	1746	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-030-05	1747	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-030-06	1748	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-030-07	1749	17	1.0	\$50.00	0.0	\$0.00	\$50.00
185-030-08	1750	16	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-030-09	1751	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-01	1752	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-02	1753	15	1.0	\$50.00	0.0	\$0.00	\$50.00
185-041-03	1754	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-04	1755	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-05	1756	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-06	1757	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-07	1758	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-08	1759	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-09	1760	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-10	1761	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-11	1762	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-12	1763	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-13	1764	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-14	1765	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-15	1766	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-16	1767	15	1.0	\$50.00	0.0	\$0.00	\$50.00
185-041-17	1768	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-18	1769	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-19	1770	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-20	1771	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-21	1772	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-22	1773	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-23	1774	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-24	1775	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-25	1776	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-26	1777	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-27	1778	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-28	1779	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-29	1780	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-041-32	1781	15	0.0	\$0.00	0.0	\$0.00	\$0.00
185-041-33	1782	15	0.0	\$0.00	0.0	\$0.00	\$0.00
185-041-34	1783	15	1.0	\$50.00	0.0	\$0.00	\$50.00
185-041-35	1784	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-01	1785	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-02	1786	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-03	1787	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-04	1788	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-05	1789	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-06	1790	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-07	1791	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-08	1792	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-042-09	1793	15	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-042-10	1794	15	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-01	1795	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-02	1796	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-03	1797	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-04	1798	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-05	1799	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-06	1800	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-07	1801	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-08	1802	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-09	1803	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-10	1804	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-11	1805	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-051-12	1806	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-02	1807	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-03	1808	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-04	1809	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-05	1810	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-052-06	1811	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-07	1812	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-08	1813	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-09	1814	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-052-10	1815	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-11	1816	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-12	1817	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-13	1818	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-14	1819	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-052-15	1820	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-052-16	1821	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-17	1822	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-052-18	1823	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-01	1824	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-02	1825	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-03	1826	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-04	1827	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-053-05	1828	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-06	1829	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-07	1830	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-08	1831	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-053-09	1832	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-03	1833	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-061-04	1834	16	0.65	\$32.50	0.0	\$0.00	\$32.50
185-061-05	1835	16	0.23	\$11.50	0.0	\$0.00	\$11.50
185-061-06	1836	16	0.14	\$7.00	0.0	\$0.00	\$7.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-061-07	1837	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-08	1838	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-09	1839	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-10	1840	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-11	1841	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-12	1842	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-13	1843	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-061-14	1844	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-061-15	1845	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-16	1846	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-17	1847	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-18	1848	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-061-19	1849	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-20	1850	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-22	1851	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-061-23	1852	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-01	1853	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-02	1854	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-03	1855	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-04	1856	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-05	1857	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-06	1858	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-062-07	1859	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-063-01	1860	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-01	1861	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-02	1862	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-03	1863	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-04	1864	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-05	1865	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-06	1866	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-071-07	1867	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-08	1868	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-09	1869	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-071-10	1870	16	0.0	\$0.00	0.0	\$0.00	\$0.00
185-071-11	1871	16	0.0	\$0.00	0.0	\$0.00	\$0.00
185-072-01	1872	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-02	1873	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-03	1874	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-04	1875	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-05	1876	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-06	1877	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-07	1878	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-08	1879	16	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-072-09	1880	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-10	1881	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-11	1882	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-12	1883	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-13	1884	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-072-14	1885	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-15	1886	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-16	1887	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-17	1888	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-072-18	1889	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-01	1890	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-02	1891	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-03	1892	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-04	1893	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-05	1894	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-06	1895	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-073-07	1896	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-081-01	1897	10	1.0	\$50.00	1.0	\$52.78	\$102.78
185-081-02	1898	10	1.0	\$50.00	1.0	\$52.78	\$102.78
185-081-03	1899	10	1.0	\$50.00	1.0	\$52.78	\$102.78
185-081-04	1900	10	1.0	\$50.00	1.0	\$52.78	\$102.78
185-081-05	1901	10	1.0	\$50.00	1.0	\$52.78	\$102.78
185-082-03	1902	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-082-04	1903	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-082-05	1904	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-082-06	1905	17	2.6	\$130.00	2.61	\$137.76	\$267.76
185-082-07	1906	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-083-01	1907	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-083-02	1908	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-083-03	1909	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-084-01	1910	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-084-02	1911	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-085-01	1912	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-085-02	1913	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-085-03	1914	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-085-04	1915	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-085-05	1916	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-086-01	1917	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-086-02	1918	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-086-03	1919	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-087-01	1920	16	1.0	\$50.00	0.0	\$0.00	\$50.00
185-087-02	1921	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-087-03	1922	16	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-087-04	1923	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-087-05	1924	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-087-06	1925	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-091-01	1926	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-092-01	1927	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-092-02	1928	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-092-03	1929	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-01	1930	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-02	1931	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-03	1932	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-04	1933	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-05	1934	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-06	1935	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-07	1936	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-08	1937	17	0.0	\$0.00	0.0	\$0.00	\$0.00
185-093-09	1938	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-10	1939	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-093-11	1940	17	1.0	\$50.00	0.0	\$0.00	\$50.00
185-094-01	1941	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-02	1942	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-03	1943	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-04	1944	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-05	1945	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-06	1946	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-07	1947	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-08	1948	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-09	1949	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-10	1950	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-094-11	1951	16	1.0	\$50.00	1.0	\$52.78	\$102.78
185-095-01	1952	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-095-02	1953	17	1.0	\$50.00	0.0	\$0.00	\$50.00
185-095-03	1954	17	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-01	1955	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-02	1956	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-03	1957	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-101-04	1958	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-05	1959	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-06	1960	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-07	1961	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-08	1962	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-09	1963	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-10	1964	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-11	1965	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-101-12	1966	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-13	1967	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-14	1968	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-15	1969	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-16	1970	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-17	1971	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-101-18	1972	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-19	1973	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-101-20	1974	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-21	1975	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-22	1976	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-23	1977	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-101-24	1978	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-01	1979	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-102-02	1980	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-03	1981	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-04	1982	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-05	1983	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-06	1984	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-07	1985	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-08	1986	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-09	1987	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-102-10	1988	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-102-11	1989	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-01	1990	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-02	1991	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-03	1992	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-04	1993	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-05	1994	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-06	1995	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-07	1996	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-08	1997	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-09	1998	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-12	1999	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-13	2000	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-14	2001	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-15	2002	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-16	2003	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-17	2004	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-18	2005	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-19	2006	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-20	2007	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-21	2008	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-111-22	2009	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-23	2010	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-24	2011	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-25	2012	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-26	2013	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-27	2014	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-28	2015	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-29	2016	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-30	2017	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-31	2018	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-32	2019	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-33	2020	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-36	2021	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-37	2022	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-38	2023	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-39	2024	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-40	2025	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-41	2026	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-42	2027	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-43	2028	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-111-44	2029	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-111-45	2030	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-112-01	2031	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-02	2032	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-03	2033	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-04	2034	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-05	2035	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-06	2036	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-07	2037	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-08	2038	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-112-09	2039	21	0.0	\$0.00	0.0	\$0.00	\$0.00
185-121-01	2040	21	0.0	\$0.00	0.0	\$0.00	\$0.00
185-121-02	2041	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-03	2042	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-04	2043	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-05	2044	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-06	2045	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-07	2046	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-08	2047	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-09	2048	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-10	2049	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-11	2050	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-121-12	2051	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-121-13	2052	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-121-14	2053	21	0.0	\$0.00	0.0	\$0.00	\$0.00
185-131-01	2054	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-02	2055	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-03	2056	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-04	2057	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-05	2058	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-06	2059	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-07	2060	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-08	2061	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-09	2062	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-10	2063	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-11	2064	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-12	2065	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-13	2066	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-14	2067	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-131-15	2068	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-01	2069	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-02	2070	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-03	2071	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-04	2072	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-05	2073	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-06	2074	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-07	2075	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-08	2076	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-09	2077	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-10	2078	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-11	2079	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-12	2080	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-13	2081	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-14	2082	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-15	2083	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-16	2084	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-17	2085	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-18	2086	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-19	2087	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-20	2088	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-132-21	2089	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-02	2090	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-03	2091	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-04	2092	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-133-05	2093	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-133-06	2094	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-133-07	2095	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-08	2096	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-09	2097	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-10	2098	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-11	2099	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-12	2100	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-13	2101	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-133-14	2102	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-141-01	2103	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-141-02	2104	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-01	2105	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-02	2106	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-03	2107	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-04	2108	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-05	2109	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-06	2110	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-07	2111	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-08	2112	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-09	2113	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-142-10	2114	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-01	2115	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-02	2116	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-03	2117	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-04	2118	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-05	2119	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-06	2120	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-07	2121	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-08	2122	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-09	2123	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-10	2124	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-11	2125	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-12	2126	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-13	2127	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-14	2128	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-15	2129	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-16	2130	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-17	2131	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-18	2132	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-19	2133	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-20	2134	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-21	2135	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-22	2136	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-23	2137	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-143-24	2138	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-143-25	2139	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-01	2140	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-02	2141	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-03	2142	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-04	2143	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-144-05	2144	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-06	2145	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-07	2146	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-08	2147	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-09	2148	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-10	2149	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-11	2150	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-12	2151	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-13	2152	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-14	2153	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-144-15	2154	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-01	2155	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-02	2156	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-03	2157	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-04	2158	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-05	2159	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-06	2160	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-07	2161	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-08	2162	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-09	2163	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-10	2164	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-145-11	2165	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-01	2166	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-02	2167	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-03	2168	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-04	2169	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-05	2170	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-06	2171	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-07	2172	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-146-08	2173	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-146-09	2174	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-151-01	2175	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-151-02	2176	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-152-01	2177	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-152-04	2178	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-01	2179	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-02	2180	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-153-03	2181	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-153-04	2182	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-05	2183	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-06	2184	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-07	2185	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-08	2186	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-09	2187	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-10	2188	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-11	2189	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-153-12	2190	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-13	2191	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-14	2192	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-15	2193	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-153-16	2194	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-153-17	2195	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-18	2196	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-19	2197	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-20	2198	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-153-21	2199	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-01	2200	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-154-02	2201	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-03	2202	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-04	2203	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-05	2204	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-06	2205	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-07	2206	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-08	2207	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-11	2208	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-12	2209	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-13	2210	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-14	2211	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-15	2212	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-16	2213	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-17	2214	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-18	2215	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-19	2216	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-20	2217	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-21	2218	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-154-23	2219	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-155-01	2220	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-155-02	2221	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-155-03	2222	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-156-01	2223	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-156-02	2224	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-156-03	2225	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-156-04	2226	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-156-05	2227	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-156-06	2228	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-157-01	2229	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-157-02	2230	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-157-03	2231	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-157-04	2232	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-157-05	2233	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-157-06	2234	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-157-07	2235	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-157-08	2236	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-158-01	2237	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-158-02	2238	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-161-01	2239	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-161-02	2240	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-03	2241	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-04	2242	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-05	2243	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-06	2244	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-07	2245	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-08	2246	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-09	2247	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-10	2248	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-11	2249	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-12	2250	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-13	2251	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-14	2252	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-15	2253	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-161-16	2254	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-161-17	2255	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-161-18	2256	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-162-01	2257	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-02	2258	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-03	2259	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-04	2260	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-162-05	2261	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-06	2262	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-07	2263	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-162-08	2264	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-01	2265	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-02	2266	21	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-163-03	2267	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-04	2268	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-05	2269	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-163-06	2270	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-07	2271	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-08	2272	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-163-09	2273	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-10	2274	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-11	2275	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-12	2276	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-13	2277	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-16	2278	21	1.0	\$50.00	0.0	\$0.00	\$50.00
185-163-17	2279	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-18	2280	21	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-19	2281	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-163-20	2282	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-164-01	2283	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-164-02	2284	26	0.0	\$0.00	0.0	\$0.00	\$0.00
185-171-01	2285	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-171-02	2286	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-171-03	2287	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-171-04	2288	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-171-05	2289	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-171-06	2290	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-172-01	2291	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-172-02	2292	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-172-03	2293	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-172-04	2294	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-172-05	2295	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-01	2296	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-02	2297	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-03	2298	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-04	2299	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-05	2300	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-06	2301	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-07	2302	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-08	2303	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-09	2304	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-10	2305	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-14	2306	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-173-18	2307	26	1.0	\$50.00	0.0	\$0.00	\$50.00
185-173-19	2308	26	1.0	\$50.00	0.0	\$0.00	\$50.00
185-174-01	2309	26	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-174-02	2310	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-174-03	2311	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-174-04	2312	26	1.0	\$50.00	1.0	\$52.78	\$102.78
185-191-01	2313	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-191-02	2314	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-192-01	2315	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-192-02	2316	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-192-03	2317	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-192-04	2318	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-192-05	2319	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-193-01	2320	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-02	2321	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-03	2322	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-193-04	2323	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-05	2324	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-193-06	2325	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-07	2326	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-193-08	2327	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-09	2328	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-10	2329	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-11	2330	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-14	2331	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-15	2332	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-16	2333	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-17	2334	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-193-19	2335	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-01	2336	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-02	2337	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-194-03	2338	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-04	2339	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-05	2340	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-06	2341	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-194-07	2342	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-08	2343	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-09	2344	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-10	2345	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-11	2346	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-12	2347	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-194-13	2348	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-194-14	2349	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-01	2350	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-02	2351	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-03	2352	22	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-195-04	2353	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-05	2354	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-06	2355	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-07	2356	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-08	2357	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-09	2358	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-10	2359	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-11	2360	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-12	2361	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-13	2362	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-14	2363	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-15	2364	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-16	2365	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-17	2366	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-18	2367	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-195-19	2368	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-01	2369	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-02	2370	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-03	2371	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-06	2372	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-07	2373	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-08	2374	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-09	2375	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-196-10	2376	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-197-01	2377	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-197-02	2378	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-197-03	2379	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-197-04	2380	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-01	2381	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-02	2382	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-04	2383	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-06	2384	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-07	2385	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-08	2386	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-09	2387	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-10	2388	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-11	2389	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-12	2390	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-13	2391	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-14	2392	22	0.0	\$0.00	0.0	\$0.00	\$0.00
185-201-15	2393	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-16	2394	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-201-17	2395	22	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-221-01	2396	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-02	2397	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-221-03	2398	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-04	2399	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-05	2400	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-06	2401	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-07	2402	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-09	2403	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-10	2404	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-13	2405	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-15	2406	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-16	2407	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-221-17	2408	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-221-18	2409	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-19	2410	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-20	2411	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-21	2412	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-22	2413	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-23	2414	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-221-25	2415	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-28	2416	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-221-30	2417	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-221-31	2418	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-01	2419	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-02	2420	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-03	2421	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-04	2422	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-05	2423	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-06	2424	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-07	2425	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-08	2426	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-222-09	2427	22	0.0	\$0.00	0.0	\$0.00	\$0.00
185-251-01	2428	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-251-02	2429	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-251-03	2430	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-251-04	2431	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-251-05	2432	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-251-06	2433	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-252-01	2434	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-252-02	2435	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-253-01	2436	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-253-02	2437	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-253-03	2438	22	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-253-04	2439	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-253-05	2440	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-253-06	2441	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-253-07	2442	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-254-01	2443	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-254-02	2444	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-254-03	2445	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-254-04	2446	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-254-05	2447	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-01	2448	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-02	2449	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-03	2450	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-04	2451	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-05	2452	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-06	2453	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-07	2454	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-08	2455	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-09	2456	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-10	2457	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-11	2458	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-12	2459	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-255-13	2460	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-256-01	2461	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-256-02	2462	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-256-03	2463	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-256-04	2464	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-256-05	2465	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-01	2466	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-02	2467	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-03	2468	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-04	2469	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-271-05	2470	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-06	2471	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-271-07	2472	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-08	2473	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-09	2474	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-271-10	2475	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-11	2476	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-271-12	2477	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-13	2478	22	1.0	\$50.00	0.0	\$0.00	\$50.00
185-271-14	2479	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-15	2480	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-271-16	2481	22	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

185-272-01	2482	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-02	2483	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-03	2484	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-04	2485	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-05	2486	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-06	2487	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-272-07	2488	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-273-01	2489	22	1.0	\$50.00	1.0	\$52.78	\$102.78
185-273-02	2490	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-041-02	2491	10	1.455	\$72.75	1.45	\$76.53	\$149.28
186-041-03	2492	10	1.905	\$95.25	1.91	\$100.81	\$196.06
186-042-02	2493	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-042-03	2494	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-05	2495	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-06	2496	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-07	2497	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-08	2498	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-09	2499	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-051-10	2500	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-051-11	2501	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-12	2502	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-051-13	2503	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-071-03	2504	13	1.0	\$50.00	1.0	\$52.78	\$102.78
186-071-04	2505	10	1.455	\$72.75	1.46	\$77.06	\$149.81
186-071-05	2506	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-071-09	2507	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-072-01	2508	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-072-09	2509	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-072-10	2510	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-072-16	2511	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-072-17	2512	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-05	2513	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-081-07	2514	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-08	2515	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-09	2516	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-081-10	2517	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-15	2518	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-16	2519	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-17	2520	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-18	2521	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-19	2522	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-20	2523	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-081-21	2524	10	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-082-01	2525	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-082-02	2526	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-091-01	2527	13	1.0	\$50.00	0.0	\$0.00	\$50.00
186-091-02	2528	13	1.0	\$50.00	1.0	\$52.78	\$102.78
186-091-08	2529	13	1.0	\$50.00	0.0	\$0.00	\$50.00
186-091-10	2530	13	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-01	2531	10	1.5	\$75.00	1.5	\$79.17	\$154.17
186-092-02	2532	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-04	2533	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-05	2534	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-06	2535	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-08	2536	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-09	2537	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-092-10	2538	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-092-11	2539	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-12	2540	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-092-14	2541	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-02	2542	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-03	2543	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-04	2544	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-05	2545	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-06	2546	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-08	2547	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-09	2548	15	0.0	\$0.00	0.0	\$0.00	\$0.00
186-101-10	2549	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-13	2550	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-14	2551	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-15	2552	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-16	2553	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-101-17	2554	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-111-01	2555	13	1.0	\$50.00	1.0	\$52.78	\$102.78
186-111-02	2556	13	1.0	\$50.00	0.0	\$0.00	\$50.00
186-112-01	2557	13	1.5	\$75.00	1.5	\$79.17	\$154.17
186-112-02	2558	13	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-23	2559M	8	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-07	2560	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-08	2561	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-14	2562	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-15	2563	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-16	2564	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-18	2565	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-112-21	2568	15	5.4	\$270.00	0.0	\$0.00	\$270.00
186-112-22	2569	15	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-121-14	2570	15	1.0	\$50.00	0.0	\$0.00	\$50.00
186-121-17	2571	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-18	2572	15	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-21	2573	15	1.0	\$50.00	0.0	\$0.00	\$50.00
186-121-24	2574	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-25	2575	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-28	2576	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-29	2577	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-30	2578	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-121-31	2579	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-37	2580M	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-121-36	2582	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-122-07	2583	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-122-08	2584	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-131-03	2585	8	1.0	\$50.00	1.0	\$52.78	\$102.78
186-131-04	2586	8	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-04	2587	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-132-14	2588	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-15	2589	14	1.0	\$50.00	0.0	\$0.00	\$50.00
186-132-18	2590	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-132-22	2591	14	1.0	\$50.00	0.0	\$0.00	\$50.00
186-132-23	2592	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-24	2593	14	1.0	\$50.00	0.0	\$0.00	\$50.00
186-132-25	2594	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-26	2595	14	4.78	\$239.00	4.79	\$252.82	\$491.82
186-132-27	2596	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-40	2597	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-41	2598	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-132-42	2599	14	1.0	\$50.00	0.0	\$0.00	\$50.00
186-141-01	2600	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-141-02	2601	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-03	2602	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-04	2603	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-141-05	2604	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-06	2605	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-07	2606	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-09	2607	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-10	2608	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-141-11	2609	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-15	2610	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-141-16	2611	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-17	2612	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-20	2613	27	0.0	\$0.00	0.0	\$0.00	\$0.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-141-22	2614	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-23	2615	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-24	2616	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-26	2617	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-30	2618	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-141-31	2619	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-141-32	2620	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-141-33	2621	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-141-34	2622	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-01	2623	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-02	2624	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-37	2625M	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-05	2626	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-06	2627	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-07	2628	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-14	2630	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-142-15	2631	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-142-16	2632	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-17	2633	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-18	2634	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-19	2635	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-20	2636	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-25	2637	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-142-26	2638	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-142-27	2639	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-30	2640	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-142-32	2642	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-33	2643	27	0.0	\$0.00	0.0	\$0.00	\$0.00
186-142-34	2644	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-35	2645	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-142-36	2646	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-152-02	2647	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-152-03	2648	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-152-10	2649	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-152-11	2650	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-01	2651	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-02	2652	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-03	2653	27	1.0	\$50.00	0.0	\$0.00	\$50.00
186-153-04	2654	27	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-05	2655	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-06	2656	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-71	2657M	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-21	2658	14	1.5	\$75.00	1.5	\$79.17	\$154.17

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-153-22	2659	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-23	2660	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-24	2661	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-153-26	2662	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-35	2663	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-36	2664	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-37	2665	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-38	2666	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-153-44	2667	14	1.0	\$50.00	0.0	\$0.00	\$50.00
186-153-45	2668	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-48	2669	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-49	2670	14	0.0	\$0.00	0.0	\$0.00	\$0.00
186-153-51	2671	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-52	2672	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-53	2673	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-55	2674	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-56	2675	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-57	2676	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-58	2677	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-59	2678	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-60	2679	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-61	2680	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-62	2681	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-69	2683	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-153-70	2684	14	1.0	\$50.00	1.0	\$52.78	\$102.78
186-470-65	2685	26	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-66	2686	26	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-81	2687	19	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-85	2688	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-470-87	2689	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-470-90	2690	19	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-91	2691	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-93	2692	19	0.0	\$0.00	0.0	\$0.00	\$0.00
186-470-99	2693	17	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-01	2694	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-02	2695	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-03	2696	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-04	2697	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-05	2698	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-06	2699	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-491-07	2700	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-01	2701	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-02	2702	26	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-492-03	2703	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-04	2704	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-05	2705	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-06	2706	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-07	2707	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-08	2708	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-09	2709	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-10	2710	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-11	2711	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-12	2712	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-13	2713	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-492-14	2714	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-01	2715	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-02	2716	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-03	2717	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-05	2718	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-06	2719	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-07	2720	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-08	2721	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-09	2722	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-10	2723	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-11	2724	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-12	2725	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-13	2726	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-14	2727	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-15	2728	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-16	2729	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-17	2730	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-18	2731	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-19	2732	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-493-21	2733	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-22	2734	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-23	2735	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-24	2736	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-25	2737	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-26	2738	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-27	2739	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-28	2740	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-493-29	2741	26	0.0	\$0.00	0.0	\$0.00	\$0.00
186-493-30	2742	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-494-01	2743	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-494-02	2744	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-494-03	2745	26	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-494-04	2746	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-494-05	2747	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-495-01	2748	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-495-02	2749	26	1.0	\$50.00	1.0	\$52.78	\$102.78
186-495-03	2750	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-495-04	2751	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-495-05	2752	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-501-01	2753	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-501-02	2754	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-01	2755	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-02	2756	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-03	2757	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-502-06	2758	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-08	2759	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-09	2760	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-10	2761	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-502-11	2762	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-12	2763	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-13	2764	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-14	2765	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-15	2766	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-16	2767	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-17	2768	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-18	2769	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-502-19	2770	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-20	2771	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-22	2772	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-23	2773	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-502-25	2774	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-01	2775	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-02	2776	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-03	2777	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-04	2778	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-05	2779	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-06	2780	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-503-07	2781	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-02	2782	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-03	2783	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-04	2784	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-05	2785	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-06	2786	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-504-08	2787	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-510-01	2788	22	1.0	\$50.00	0.0	\$0.00	\$50.00

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-510-02	2789	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-510-03	2790	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-510-04	2791	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-510-05	2792	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-01	2793	9	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-02	2794	9	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-03	2795	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-06	2796	10	8.0	\$400.00	0.0	\$0.00	\$400.00
186-520-09	2797	10	1.5	\$75.00	0.0	\$0.00	\$75.00
186-520-10	2798	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-520-11	2799	10	8.0	\$400.00	0.0	\$0.00	\$400.00
186-520-12	2800	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-13	2801	10	1.0	\$50.00	1.0	\$52.78	\$102.78
186-520-14	2802	10	1.0	\$50.00	0.0	\$0.00	\$50.00
186-520-15	2803	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-520-16	2804	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-520-19	2805	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-520-20	2806	10	0.0	\$0.00	0.0	\$0.00	\$0.00
186-530-01	2807	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-02	2808	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-03	2809	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-06	2810	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-07	2811	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-08	2812	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-09	2813	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-10	2814	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-11	2815	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-12	2816	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-13	2817	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-14	2818	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-15	2819	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-16	2820	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-17	2821	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-18	2822	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-19	2823	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-20	2824	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-21	2825	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-22	2826	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-23	2827	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-24	2828	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-25	2829	22	1.0	\$50.00	0.0	\$0.00	\$50.00
186-530-26	2830	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-27	2831	22	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-530-28	2832	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-29	2833	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-30	2834	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-31	2835	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-32	2836	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-33	2837	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-34	2838	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-35	2839	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-36	2840	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-37	2841	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-38	2842	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-39	2843	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-40	2844	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-41	2845	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-42	2846	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-43	2847	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-44	2848	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-45	2849	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-46	2850	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-47	2851	21	1.0	\$50.00	0.0	\$0.00	\$50.00
186-530-48	2852	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-49	2853	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-50	2854	21	1.0	\$50.00	0.0	\$0.00	\$50.00
186-530-51	2855	21	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-52	2856	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-53	2857	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-54	2858	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-55	2859	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-56	2860	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-57	2861	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-58	2862	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-59	2863	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-60	2864	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-61	2865	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-64	2866	17	0.0	\$0.00	0.0	\$0.00	\$0.00
186-530-66	2867	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-67	2868	22	1.0	\$50.00	1.0	\$52.78	\$102.78
186-530-68	2869	19	0.0	\$0.00	0.0	\$0.00	\$0.00
186-540-01	2870	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-02	2871	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-03	2872	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-04	2873	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-05	2874	25	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-540-06	2875	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-07	2876	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-08	2877	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-09	2878	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-10	2879	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-11	2880	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-540-12	2881	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-13	2882	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-14	2883	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-15	2884	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-16	2885	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-17	2886	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-18	2887	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-19	2888	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-20	2889	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-21	2890	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-22	2891	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-23	2892	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-24	2893	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-540-25	2894	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-540-26	2895	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-27	2896	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-28	2897	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-29	2898	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-30	2899	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-31	2900	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-540-32	2901	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-33	2902	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-34	2903	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-35	2904	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-540-36	2905	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-37	2906	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-38	2907	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-39	2908	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-40	2909	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-41	2910	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-42	2911	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-43	2912	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-44	2913	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-45	2914	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-46	2915	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-47	2916	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-48	2917	25	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-540-49	2918	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-50	2919	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-540-51	2920	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-540-52	2921	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-551-01	2922	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-02	2923	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-03	2924	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-04	2925	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-05	2926	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-08	2927	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-09	2928	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-10	2929	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-12	2930	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-14	2931	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-15	2932	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-16	2933	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-20	2934	19	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-21	2935	19	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-22	2936	19	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-23	2937	19	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-24	2938	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-25	2939	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-26	2940	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-27	2941	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-28	2942	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-29	2943	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-30	2944	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-31	2945	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-32	2946	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-33	2947	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-34	2948	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-35	2949	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-36	2950	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-37	2951	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-551-38	2952	19	1.0	\$50.00	0.0	\$0.00	\$50.00
186-551-42	2953	19	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-43	2954	19	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-45	2955	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-47	2956	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-48	2957	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-551-49	2958	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-552-01	2959	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-552-02	2960	25	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-552-03	2961	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-552-05	2962	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-552-06	2963	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-552-07	2964	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-552-08	2965	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-01	2966	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-02	2967	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-03	2968	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-04	2969	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-05	2970	20	1.0	\$50.00	0.0	\$0.00	\$50.00
186-560-06	2971	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-07	2972	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-08	2973	20	1.0	\$50.00	0.0	\$0.00	\$50.00
186-560-09	2974	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-10	2975	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-11	2976	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-12	2977	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-13	2978	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-14	2979	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-15	2980	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-16	2981	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-17	2982	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-18	2983	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-19	2984	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-20	2985	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-21	2986	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-22	2987	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-23	2988	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-24	2989	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-25	2990	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-26	2991	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-27	2992	20	1.0	\$50.00	1.0	\$52.78	\$102.78
186-560-28	2993	19	0.0	\$0.00	0.0	\$0.00	\$0.00
186-571-01	2994	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-02	2995	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-03	2996	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-04	2997	25	1.0	\$50.00	0.0	\$0.00	\$50.00
186-571-09	2998	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-10	2999	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-11	3000	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-12	3001	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-22	3002	25	0.0	\$0.00	0.0	\$0.00	\$0.00
186-571-23	3003	25	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

186-571-24	3004	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-25	3005	25	1.0	\$50.00	1.0	\$52.78	\$102.78
186-571-26	3006	25	1.0	\$50.00	1.0	\$52.78	\$102.78
016-070-09	545-09	28	42.0	\$2,100.00	42.0	\$2,216.76	\$4,316.76
016-070-10	545-10	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-12	545-12	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-13	545-13	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-14	545-14	28	2.12	\$106.00	2.12	\$111.89	\$217.89
016-070-16	545-16	28	2.16	\$108.00	2.16	\$114.00	\$222.00
016-070-15	545-15	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-070-17	545-17	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-070-18	545-18	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-19	545-19	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-20	545-20	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-21	545-21	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-070-22	545-22	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-01	549-01	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-02	549-02	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-03	549-03	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-04	549-04	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-05	549-05	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-06	549-06	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-07	549-07	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-08	549-08	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-09	549-09	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-10	549-10	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-11	549-11	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-12	549-12	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-13	549-13	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-14	549-14	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-15	549-15	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-16	549-16	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-17	549-17	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-18	549-18	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-19	549-19	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-20	549-20	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-21	549-21	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-22	549-22	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-23	549-23	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-24	549-24	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-25	549-25	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-26	549-26	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-27	549-27	28	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll

016-341-28	549-28	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-29	549-29	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-30	549-30	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-31	549-31	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-32	549-32	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-33	549-33	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-34	549-34	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-35	549-35	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-36	549-36	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-37	549-37	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-38	549-38	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-39	549-39	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-40	549-40	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-41	549-41	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-42	549-42	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-43	549-43	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-44	549-44	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-45	549-45	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-46	549-46	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-47	549-47	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-48	549-48	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-49	549-49	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-50	549-50	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-51	549-51	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-52	549-52	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-53	549-53	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-54	549-54	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-55	549-55	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-56	549-56	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-57	549-57	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-58	549-58	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-59	549-59	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-60	549-60	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-61	549-61	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-62	549-62	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-63	549-63	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-64	549-64	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-65	549-65	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-66	549-66	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-67	549-67	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-68	549-68	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-69	549-69	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-70	549-70	28	1.0	\$50.00	1.0	\$52.78	\$102.78

**PART C
ASSESSMENT ROLL**

(Please Refer to Part D – Method of Apportionment of Assessment
for a Summary of Changes to Part C – Assessment Roll)

016-341-71	549-71	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-72	549-72	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-73	549-73	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-74	549-74	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-75	549-75	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-76	549-76	28	1.0	\$50.00	1.0	\$52.78	\$102.78
016-341-77	549-77	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-78	549-78	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-79	549-79	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-80	549-80	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-81	549-81	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-82	549-82	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-83	549-83	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-84	549-84	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-85	549-85	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-86	549-86	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-87	549-87	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-88	549-88	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-89	549-89	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-90	549-90	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-91	549-91	28	0.0	\$0.00	0.0	\$0.00	\$0.00
016-341-92	549-92	28	0.0	\$0.00	0.0	\$0.00	\$0.00
Subtotal			3,127.64	156,381.75	2,728.81	144,026.59	300,408.34
Parcel Count			3,127.64	156,381.75	2,728.81	144,026.59	300,408.34

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

METHOD OF APPORTIONMENT

The 1972 Act permits the establishment of assessment districts by agencies for the purpose of providing certain public improvements including, the acquisition, construction, installation, maintenance and servicing of landscaping within public right-of-ways such as medians. The 1972 Act requires that the cost of these improvements be levied according to benefit rather than assessed value: “The net amount to be assessed upon lands within an assessment district may be apportioned by any formula or method which fairly distributes the net amount among all assessable lots or parcels in proportion to the estimated benefits to be received by each such lot or parcel from the improvements.”

The method of apportionment described in this Report for allocation of special benefit assessments utilizes commonly accepted engineering practices and has been established pursuant to the provisions of the 1972 Act and California Constitution. The formulas used for calculating assessments reflect the composition of parcels within the District and the improvements and activities to be provided, and have been designed to fairly apportion costs based on a determination of the proportional special benefits to each parcel.

PROPOSITION 218 BENEFIT ANALYSIS

The estimated annual cost of the improvements have been identified and allocated to properties within the District based on special benefit. The improvements to be provided by this District and for which properties are assessed, have been identified as local amenities that provide a direct reflection and extension of the properties within the District and are considered by many property owners to be an essential component to the overall development and use of properties within the District.

This District was formed to provide and establish a local landscaping enhancement that affects the presentation of the surrounding properties and therefore directly benefit the parcels to be assessed within the District. The assessments and method of apportionment is based on the premise that the assessments will be used to construct and install landscape improvements within the existing Point San Pedro Road Medians as well as provide for the annual maintenance of those improvements, and the assessment revenues generated through the District will be used solely for such purposes.

In conjunction with the provisions of the 1972 Act, the California Constitution Article XIII D addresses several key criteria for the levy of assessments, notably:

Article XIII D Section 2d defines District as follows:

“District means an area determined by an agency to contain all parcels which will receive a special benefit from a proposed public improvement or property-related service”;

Article XIII D Section 2i defines Special Benefit as follows:

“Special benefit” means a particular and distinct benefit over and above general benefits conferred on real property located in the district or to the public at large. General enhancement of property value does not constitute “special benefit”.

Article XIII D Section 4a defines proportional special benefit assessments as follows:

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

“An agency which proposes to levy an assessment shall identify all parcels which will have a special benefit conferred upon them and upon which an assessment will be imposed. The proportionate special benefit derived by each identified parcel shall be determined in relationship to the entirety of the capital cost of a public improvement, the maintenance and operation expenses of a public improvement, or the cost of the property related service being provided. No assessment shall be imposed on any parcel which exceeds the reasonable cost of the proportional special benefit conferred on that parcel.”

The method of apportionment (method of assessment) set forth in the Report is based on the premise that each assessed property receives special benefits from the median improvements to be funded by the assessments, and the assessment obligation for each parcel reflects that parcel’s proportional special benefits as compared to other properties that receive special benefits.

To identify and determine the proportional special benefit to each parcel within the District, it is necessary to consider the entire scope of the improvements provided as well as the properties that benefit from those improvements. The improvements and the associated costs described in this Report have been identified and allocated based on a benefit rationale and calculations that proportionally allocate the net cost of only those improvements determined to be of special benefit to properties within the District. The various public improvements and the associated costs have been identified as either “general benefit” (not assessed) or “special benefit”.

General Benefits

Assessments are established on the basis of calculated proportional special benefit to properties within a district. Because general benefits are not assessable, the general benefit costs are excluded from the assessment calculation. With respect to this District, although the various median improvements installed and maintained are located within the street right-of-way that serve as the primary access and entryway to the properties within the District and these improvements are entirely within the proposed boundaries of the District (extending the length of the District), it is also recognized that these medians are certainly visible to the general public and may even be in proximity to and occasionally accessed by properties outside the District boundaries that are not assessed. The fact that these streets are accessible to the general public and maybe in proximity to some properties outside the District boundaries (those properties being the China Camp State Park or other public open space and some residential developments located northwest of the District that could, but would not typically be accessed via Point San Pedro Road) would suggest that at least a portion of the overall cost of these medians is of “General Benefit”, but not necessarily the proposed landscape improvements.

While Point San Pedro Road and Third Street are certainly accessible and may be used by the general public, various traffic circulation studies/evaluations conducted in conjunction with the developments in the area, collectively suggest that approximately ninety percent (90%) of the daily traffic circulation on these streets comes from the properties within the District, meaning that only about ten percent 10% would be considered traffic associated with the general public or properties outside the District. Per an August 2009 Average Daily Trip (“ADT”) study along Point San Pedro Road, while the average daily trips on Point San Pedro Road varies at different locations between Union Street and Biscayne Drive, the ADT on Point San Pedro Road collectively totaled approximately 44,000 trips. Based on the District’s residential density at the time of formation (single and multi-family residential) of approximately 2,743 units, and utilizing trip generation data as outlined by the Institute of Transportation Engineers Informational Report, Seventh Edition, the expected ADT for these

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

residential properties is estimated to be 26,094 (approximately 60%) of the total ADT along Point San Pedro Road. An additional 13,340 (approximately 30%) of the total ADT is estimated for the various non-residential properties within the District (commercial, church, non-exempt public owned property), which represent approximately 21% of the District's total acreage. The remaining estimated ADT along Point San Pedro Road (approximately 10%) is reasonably attributed to be generated from external sources. In addition to these studies and analysis, although Point San Pedro Road and Third Street may be considered primary circulation streets for the area, these streets and the associated medians are more isolated than most traditional arterial or collector streets found in the City and County. The north-easterly boundaries of the District abuts the China Camp State Park; the easterly and south-easterly boundaries are adjacent to the San Pablo Bay; and the south-westerly boundary is adjacent to the San Rafael Canal; all of which limits direct access to Point San Rafael Road. Although the western and north-western boundaries of the District are comprised of other developed properties (residential and non-residential), neither Point San Pedro Road or that portion of Third Street within the boundaries of the District would typically be used by these properties as their primary access and certainly not as a direct connection to Highway 101 or the rest of the City.

In review of these facts, it was determined that while the landscape improvements may be visually appealing to the occasional motorist and visitor to the area or the State Park, such benefits are not quantifiable and are considered neither special or general benefit. However, it has also recognized that median islands are constructed for traffic mitigation reasons and as such, there is a measurable general benefit to the public at large and to properties outside the District afforded by the physical existence of these medians, but that benefit is not related to nor extends to the enhancement of those medians by the landscaping within those medians. Therefore, it has been determined that the general benefit to the public at large and properties outside the District is limited to those costs related to and associated with the repair, replacement, rehabilitation and maintenance of the physical median structure and traffic control devices (i.e. curbs, gutters, retaining walls, signage, striping and pavement), but not the actual landscape improvements. Furthermore, it has been determined that only about ten percent 10% of these costs are consider a general benefit to the public at large and properties outside the District.

In addition to the general benefit to properties outside the District and to the public at large noted above, it is reasonable to conclude that the physical medians also provide a general benefit to properties in the District. However, it must also be recognized that these medians were originally constructed and facilitated by the development and planned development of the properties within the District and would otherwise not have been necessary or required for traffic mitigation, and as such these physical medians certainly provide more than just a general benefit to those properties which routinely access Point San Pedro Road and Third Street and these medians, landscaped or not, clearly provide a direct and special benefit to those properties.

Based on the preceding discussion, it has been determined that the general benefit from the medians is limited to those costs related to and associated with the repair, replacement, rehabilitation and maintenance of the physical median structure and traffic control devices within or associated with the medians and not the proposed landscape improvements and amenities themselves. However, it is also recognized that not all costs associated with the renovation and maintenance of these physical medians are considered a general benefit, and although the City and County intend to fund the initial cost of the repair, replacement and rehabilitation of the median islands (curbs, gutters, retaining walls, signage, striping and pavement) in connection with the construction and installation of the landscape improvements, the need for such repairs, replacements, or rehabilitation and the ongoing maintenance

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

of those median islands shall be addressed as part of the ongoing maintenance budgets, which will be addressed as a combination of City, County and assessment funding.

Special Benefits

The proposed Point San Pedro Road Median landscaping will expand and extend the aesthetic presentation of each property within the District by providing enhanced level of landscaping that is directly associated with each property and development along Point San Pedro Road/Third Street. The proposed landscape improvements will provide a physical extension of each private property's front yard or business frontage and creates an aesthetic continuity and cohesion between the various residential and non-residential properties within the District that could not be accomplished individually. These landscape improvements will create both a visual and physical local beautification and unification of the properties that will directly and proportionately benefit the properties to be assessed. The location and extent of the improvements in relationship to each of the properties in the proposed District clearly makes these improvements a direct and special benefit to these parcels. It has therefore been determined that the proposed improvements and the related cost and expenses to construct and maintain these landscape improvements (excluding those general benefit costs noted above) are entirely special benefits to the properties within the boundaries of the proposed District and the net annual cost to fund such improvements shall be proportionately shared by those properties receiving such special benefits.

METHOD OF ASSESSMENT

The method of apportionment (method of assessment) developed for this District is based on the premise that each of the property to be assessed receives a direct and special benefit from the improvements to be financed by the District assessments.

The total assessment amount for each parcel in the District shall consist of two parts: Each parcel's proportional share of the annual bond debt service that will be established each fiscal year, based on the amount of 1915 Act Bonds issued for the District ("Debt Service - Assessment"); and the parcel's proportional share of additional funding for operation & maintenance and other incidental expenses which have not been financed through the bond issuance ("Non-Bonded-Assessments") that will be collected in annual installments pursuant to the 1972 Act. The combined Debt Service Assessment and Non-Bonded Assessment for each parcel represent the parcel's Maximum Annual Assessment and obligation for the District. Once Bonds are issued, the Debt Service Obligation for a parcel will not change even if the land use of the property changes, and their portion of the annual debt service will be calculated based on the established debt service schedule for the bonds (fixed lien amount). The amount that may be collected for the non-bonded projects and incidental expenses shall not exceed the revenues that maybe levied at the approved Maximum Assessment Rate established in this Report (including the allowable annual inflationary adjustment), less the debt service payment. This calculation will establish the Non-Bonded Assessment Rate for that fiscal year.

The proportionate share and benefit for Non-Bonded Projects are calculated annually for each parcel based on current parcel development. The bonded debt service obligation for each parcel is based on the unpaid lien established at the time the bonds are issued. Parcels that have prepaid or paid off their full assessment lien (bonded obligation) are no longer levied for the Debt Service Assessment, but will continue to pay their proportionate share of the Non-Bonded Assessment at the assessment rate established each fiscal year and the method of apportionment described herein.

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

Equivalent Benefit Units

The method of apportionment for this District calculates the receipt of special benefit from the respective improvements based on the actual or proposed land use of the parcels within the District. The special benefit received by each lot or parcel is equated to the overall land use of parcels within the District based on the parcel’s actual land use or proposed development. All costs associated with the improvements are distributed among the parcels based upon a calculation of the proportional special benefit received by each parcel. The benefit formula used to determine the assessment obligation is therefore based upon both the improvements that benefit the parcels within the District as well as the use and relative characteristics of each property as compared to other parcels that benefit from those specific improvements.

The Equivalent Benefit Unit (“EBU”) method of assessment apportionment establishes a basic unit (base value) of benefit and then calculates the benefit derived by each assessed parcel as a multiple (or a fraction) of the basic unit.

For the purposes of this Engineer's Report and proportional annual assessment obligation, an EBU is the quantum of benefit derived from the funded improvements, programs and services by a single-family residential parcel (residential unit). Thus, the "benchmark" property (the single-family residential parcel/unit) derives one (1.0) EBU of benefit. All other land uses are proportionately weighted (assigned an EBU) based on an assessment formula that equates the property’s specific development to that of the benchmark property (single-family residential unit). This proportional weighting may be based on several factors that may include, but are not limited to: the various land uses associated with properties in the District; the estimated daily trips generated associated with these land uses; and the relative size (units or acreage) of each parcel. The following provides a discussion and summary of the EBU calculation and determination of proportional special benefit applicable to the various properties and land uses in the District.

Equivalent Benefit Unit Summary	
Total O&M Equivalent Benefit Units	
Paid Public Property EBU for O&M	44.44
Total EBU Assessed on Tax Rolls for O&M	3,100.48
Total Equivalent Benefit Units (“EBU”) for O&M	3,144.92
Total Debt Service Equivalent Benefit Units	
Prepaid Public Property EBU for Debt Service	44.44
Prepaid Cash Collection EBU for Debt Service	354.40
Total EBU Applied to Tax Roll for Debt Service	2,746.10
Total Equivalent Benefit Units (“EBU”) for Debt Service	3,144.94

Trip Generation Factors

Utilizing trip generation data outlined by the Institute of Transportation Engineers Informational Report (“ITEIR”), Seventh Edition; an initial (baseline) benefit comparison (trip generation ratio) can be established between the various types of land use classifications that are associated with the parcels in this District. While this data provides an overall comparison of typical traffic flow generated by

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

different types of land uses and is certainly a reflection of the direct exposure the property owners, residents, tenants, and patrons of those properties would typically have to the median landscaping, as noted above, trip generation is only one indicator considered in developing each property's proportional benefits. The following table summarizes the average daily weekday trip generation data outlined in the ITEIR and provides a trip ratio using the average trips generated by single-family residential as the base unit:

Land Use	Average Daily	
	Trips	Trip Ratio
Single Family Residential	9.57	1.0
Multi-Family Residential	6.72	0.7
Non-Residential (General Commercial Use)	44.32	4.6

Development Density Factors

Single-family residential properties comprise almost ninety percent (90%) of the parcels within the District (2,727 parcels), with a median development density of approximately three and half (3.5) units per acre, representing approximately forty-nine percent (49%) of the total acreage of the parcels to be assessed. While the specific acreage of an individual residential parcel is not a relevant factor for establishing proportional benefit within this land use (the proportional special benefit to each single-family residential property is considered the same regardless of the size of the parcel), the average number of single-family residential units developed per acre, provides another proportional comparison (nexus) to other land uses including multi-family residential properties, developed non-residential properties and vacant-undeveloped properties. If such properties were developed as single-family residential developments rather than as multi-family residential or non-residential, their proportional benefit would have been between three and four units per acre.

Equivalent Benefit Units by Land Use

Utilizing a combination of trip ratio data, development densities and other property specific factors such as acreage; number of residential units; and development status (developed versus vacant) a fair and reasonable representation of each parcel's proportional special benefit and Equivalent Benefit Unit (EBU) can be established and ultimately each parcel's proportional share of the net cost to provide the improvements (assessment amount).

The following outlines the EBU calculations to be applied to each of the various land use classifications identified for this District:

Single-Family Residential Property

A single-family residential property is defined as any lot or property identified by the Marin County Assessor's Office with a residential land use or known by the City to have a residential land use that has been developed or may be developed as a single-family dwelling unit. This land use includes all developed single-family residential detached homes, mobile homes, condominiums/townhouses, residential estates, single-family residential attached homes on separate parcels and subdivided single-family residential lots within an approved residential subdivision whether that parcel is developed or vacant. For purposes of establishing equivalent benefit units for all other land uses in this District, the single-family residential land use is designated as the basic unit of assessment and shall be assigned 1.000 EBU per parcel (unit).

Single-family residential properties that are comprised of two or more individual parcels, but are in actuality a single lot (cannot be developed independently) are identified as either Bifurcated lots

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

and/or Contiguous lots and shall collectively be treated and assessed as one single-family residential property.

- A Bifurcated lot is defined as one residential lot split into two or more separate parcels by a tax rate area code. For purposes of calculating the assessment obligation, Bifurcated parcels are treated as one residential property, and the entire assessment obligation is apportioned to only one of the parcels (the un-assessed parcel would be identified as exempt).
- A Contiguous lot is defined as two or more adjacent residential parcels with the same owner that together may only be developed as one residential lot due to certain development restrictions such as zoning or topography. For purposes of calculating the assessment obligation, parcels identified as Contiguous properties are treated as one residential property, and the entire assessment obligation is apportioned to only one of the parcels (the un-assessed parcel or parcels would be identified as exempt).

Multi-Family Residential Property

A multi-family residential property is defined as a fully subdivided residential parcel that has more than one residential unit developed on the parcel. (This land use includes apartments, duplexes, triplexes, etc., but does not include condominiums and town-homes which are typically assigned individual Assessor's Parcel Numbers and designated as single-family residential property). This multi-family residential property land use designation may also include properties identified by the County Assessor's Office as mixed use property for which there is more than one residential unit (known number of residential units) associated with the property and for which the parcel's primary use is residential, but may also include a non-residential component or unit.

Although multi-family residential properties receive similar special benefits to that of single-family residential property and an appropriate and comparative calculation of proportional special benefits is reasonably reflected by the parcel's total number of residential units, it would not be reasonable to conclude that on a per unit basis, the benefits are equal. Studies have consistently shown that multi-family units impact public infrastructure at reduced levels compared to a single-family residence, which is reflective of their reduced structure size, development density and trip generation. Furthermore, as the density (number of units per parcel) increase, the average number of vehicular trips generated, tend to decline because the population density per unit tend to decrease (largely because of reduced unit sizes). Based collectively on these considerations, it has been determined that an appropriate weighting of the proportional special benefit per unit for multi-family residential properties as compared to a single-family residential is best represented by the following sliding scale: 0.750 EBU per unit for the first 5 units; plus 0.625 EBU per unit for units 6 through 25; plus 0.500 EBU per unit for units 26 through 50; plus 0.375 EBU per unit for units 51 through 100; plus 0.250 EBU per unit for units 101 and greater.

Developed Non-Residential Property (Commercial/Industrial):

This land use is defined as a developed property with structures or facilities that are used or may be used for commercial or industrial purposes, whether those structures or facilities are occupied or not. This land use designation includes all developed commercial/industrial properties (such as commercial retail; food services; banks; shopping centers; recreational facilities; office buildings; professional buildings; service centers; warehousing and manufacturing); and properties with specific commercial or recreational use, including but not limited to golf courses, marinas and quarries. Based on the trip generation information, these non-residential properties generate approximately 4.6 times more traffic activity than a single-family residential property; and using the median density of single-family residential properties of 3.5 units per acre as an indicator of the potential residential development per acre, non-residential properties would reasonably be assigned 4.00 EBU per Acre.

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

Although an apportionment of 4.00 EBU per acre is an appropriate representation of the proportional; special benefit for most non-residential properties, because commercial/industrial parcels typically represent a separate and independent commercial enterprise or business, it has been determined that the proportional special benefit for any individual non-residential parcel is at least equal to that of a single-family residential property. Therefore, a non-residential parcel that is less than one-quarter of an acre in size shall be assigned 1.00 EBU (minimum EBU). Likewise, it is reasonable to conclude that the special benefit to a non-residential parcel does not proportionately increase as the acreage of that parcel increases. Therefore, non-residential Property is assigned EBU on a decreasing scale, with 4.00 EBU for the first four (4) acres; 3.00 EBU per Acre for the next four (4) acres (acreage between 4 and 8 acres); 2.00 EBU per Acre for the following four (4) acres (acreage between 8 and 12 acres), 1.00 EBU per Acre for the next four (4) acres (acreage between 12 and 16 acres), and 0.00 for acreage above sixteen (16) acres. The tiered EBU assignment reflects the expected decreased benefit derived by the property from the improvements in relation to the property's increase in size, as well as account for decreased development density (such as parking areas, private landscaped areas, outdoor storage, areas with development restrictions etc.) over larger properties. Therefore, a maximum number of assessable acres (benefiting acres) for any given land use has been limited to sixteen (16) acres. Thus, for any one non-residential Property the maximum EBU assigned would be 40.0 EBU

Lastly, for commercial properties consisting of large private recreational areas, such as golf properties, the acreage of outdoor recreation space (such as the golf course itself) will be excluded from the calculation of assessable acreage and the acreage will be limited to the clubhouse area. For mixed-used property (consisting of both residential and non-residential components), the non-residential EBU assignment discussed in the preceding paragraph will be applied for parcels with less than three (3) residential units, as these properties are assumed to function primarily as non-residential property, and the multi-family property EBU assignment (discussed in multi-family residential property section), will be applied for mixed-use properties with three (3) or more residential units as these property are reasonably assumed to be primarily used for residential purposes.

Private Institutional Property

Private institutional properties include those properties identified by the Marin County Assessor's Office or known by the City to be developed properties used for private institutional purposes, such as churches, hospitals, etc. Similar to non-residential properties, the special benefits these properties receive from the improvements are equated to the residential based upon parcel size (net-acreage), however, it is reasonable to conclude that private institutional properties receive less proportional special benefit from the improvements than typical non-residential properties. This conclusion is based on the fewer weekly trip generations and general lower average density of development per acre. Similar to non-residential properties, the maximum number of assessable acres (benefiting acres) for any given parcel has been limited to sixteen (16) acres. Private Institutional Property will be assigned 2.00 EBU for the first four (4) acres with a minimum of 1.00 EBU assignment; 1.50 EBU per Acre for the next four (4) acres (acreage between 4 and 8 acres); 1.00 EBU per Acre for the following four (4) acres (acreage between 8 and 12 acres), 0.50 EBU per Acre for the next four (4) acres (acreage between 12 and 16 acres), and 0.00 for acreage above sixteen (16) acres. Thus, for private institutional properties the maximum EBU assigned to any one parcel is 20.0 EBU.

Developed Public Properties (Public Institutions)

Non-Exempt Public properties are defined as any property identified by the Marin County Assessor's Office which is owned by a public entity and which is not designated as an open space,

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

common area, utility, and/or right-of-way property. Non-exempt public properties include, but are not limited to, schools, fire stations, etc.

While these developed public properties still generate traffic along the improvement roads, they can reasonably be expected to benefit to a lesser extent than other developed properties. Public schools in particular consist of large open space/recreational area, with only a portion of the property actually consisting of structures. To account for the reduced development density and/or reduced direct trip generation associated with these properties as well as the use of such properties by the general public, the proportional special benefit assigned to this property type is 1.00 EBU per Acre (with a maximum of 16.0 acres assessed).

Most parcels identified as non-exempt public properties are also identified by the County Assessor's Office as non-taxable and the proposed assessments for such properties cannot generally be collected on the tax rolls. Therefore, the proportional capital projects assessment obligation calculate for each of these properties will be prepaid by contributions from the City and County in proportion to the cost sharing agreement identified in the MOU. In addition, the City and County have agreed to contribute funds for some of the costs associated with the annual operation and maintenance the improvements of which a portion is for the calculated annual assessments for these non-exempt public properties.

Vacant-Undeveloped Property

Vacant-undeveloped properties are defined as any property identified by the Marin County Assessor's Office as vacant property with no structural improvements associated with a parcel or known by the City to be vacant, which may be developed for either residential or non-residential use. All vacant-undeveloped land uses are equated to the residential property based upon parcel size (net-acreage). Since the properties are not developed, their special benefit from the improvements is clearly less than that of developed properties and it has been determined that the proportional special benefit to such properties compared to other property uses is reflected by an assignment of 0.5 EBU per acre or fraction thereof, with a minimum of 1.0 EBU per parcel and a maximum of 8.0 EBU per parcel (utilizing the same 16.0 acreage maximum applied to other land uses).

A parcel that is solely considered a parking lot (no commercial structure) that may be used by the general public at no charge is not considered a developed non-residential property, but shall be classified as vacant property.

Exempt Property

Pursuant to the California Constitution Article XIID non-taxable properties (government owned) are not exempt from the assessments unless they derive no special benefit. This land use identifies parcels that for various reasons, it has been determined that the parcel does not and will not receive special benefits from District improvements. This land use classification may include but is not limited to:

- Lots or parcels identified as public streets and other roadways (typically not assigned an APN by the County);
- Dedicated public easements including open space areas, utility rights-of-way, greenbelts, parkways, or other publicly-owned or utility-owned land that serves the community or general public and are not considered or classified as developed public properties;
- Parcels of land that are privately owned, but cannot be developed independently from an adjacent property or is part of a shared interest with other properties, such as common areas, sliver parcels, bifurcated lots or properties with very restrictive development potential or use.

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

Therefore these parcels shall be exempt from assessment and are assigned 0.00 EBU. However, these properties shall be reviewed annually by the assessment engineer to confirm the parcel’s use and/or development status has not changed.

A summary list of the various land use classifications discussed in the preceding paragraphs and their corresponding EBU calculations are shown in the following table.

Land Use	Equivalent Benefit Unit Formula
Single Family Residential	1.000 EBU per Dwelling Unit or Parcel
Multi-Family Residential	0.750 EBU per Unit for first 5 units (units 1 through 5) 0.625 EBU per Unit for next 20 units (units 6 through 25) 0.500 EBU per Unit for next 25 units (units 26 through 50) 0.375 EBU per Unit for next 50 units (units 51 through 100) 0.250 EBU per Unit for remaining units (units 101 and greater)
Private Institutional	2.000 EBU per Acre for first 4 acres (minimum 1.0 EBU per parcel) 1.500 EBU per Acre for next 4 acres (between 4 and 8 acres) 1.000 EBU per Acre for next 4 acres (between 8 and 12 acres) 0.500 EBU per Acre for next 4 acres (between 12 and 16 acres) 0.000 EBU for remaining Acres (acreage greater than 16 acres)
Developed Non-Residential	4.000 EBU per Acre for first 4 acres (minimum 1.0 EBU per parcel) 3.000 EBU per Acre for next 4 acres (between 4 and 8 acres) 2.000 EBU per Acre for next 4 acres (between 8 and 12 acres) 1.500 EBU per Acre for next 4 acres (between 12 and 16 acres) 0.000 EBU for remaining Acres (acreage greater than 16 acres)
Vacant/Undeveloped	0.500 EBU per Acre (minimum 1.0 EBU per parcel (maximum 16.0 assessed acres)
Public Agency Property	1.000 EBU per Acre (maximum 16.0 assessed acres)

A summary table of the total proportional EBU and assessment revenue for the various land use classifications represented above, is included in Part V (Assessment Roll).

Assessment Calculations

Applying the method of apportionment outlined in Part D of this Report and the budget estimates above results in the following calculation of assessments:

Debt Service Assessment (Not Prepaid):

$$2,728.81 \times 52.78/\text{EBU's} = \$144,026.59$$

Non-Bonded Assessment:

$$3,127.64 \times 50.00/\text{EBU} = \$156,382$$

Therefore, a single benefit unit or the Annual Assessment Rate (Applicable to a typical Single-family Dwelling Unit) would be:

$$\$52.78 + \$50.00 = \$102.78(1) \text{ per EBU}$$

PART D
METHOD OF APPORTIONMENT OF ASSESSMENT & ALLOWABLE INCREASES

- (1) To account for normal inflationary increases in the cost of goods and services related to the operation of the improvements and District, the combined annual assessment rate (debt service rate plus non-bonded rate) includes an annual adjustment that is equal to the percentage increase the Consumer Price Index (San Francisco/Oakland Urban Area) or three percent (3%), whichever is greater, and results in a maximum rate of \$102.78 for Fiscal Year 2021/2022. The City Council proposes to levy and adopt an assessment rate of \$102.78 for fiscal year 2021/2022.

Since the formation of the District two events have occurred which could trigger the Assessment Diagram to be altered. The first is actually a series of events where individual property owners have requested merging of two individual assessor's parcels. The second is the re-subdivision of the Village at Loch Lomond (Assessment Nos. 545, 546, 547, 548, 549, and 2629). While these events have been recognized in prior annual reports, the Assessment Diagrams have not been updated. This report includes Appendix C-1 and C-2, which provide information on the parcels that have been merged and the re-subdivision of the Village at Loch Lomond.

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1	008-010-04
2	008-010-05
3M	008-010-58
5	008-010-14
6	008-010-16
7	008-010-19
8	008-010-20
9	008-010-21
10	008-010-22
11	008-010-26
12	008-010-27
13	008-010-28
14	008-010-31
15	008-010-34

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
16	008-010-35
17	008-010-36
18M	008-010-57
21	008-010-43
22	008-010-45
23	008-010-46
24	008-010-47
25	008-010-48
26	008-010-49
27	008-010-50
28	008-010-51
29	008-010-52
30	008-010-53

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
31	008-010-55
32	008-010-56
33	008-140-01
34	008-140-02
35	008-140-03
36	008-140-04
37	008-140-05
38	008-140-06
39	009-031-09
40	009-031-11
41	009-031-12
42	009-031-13
43	009-031-14
44	009-041-03
45	009-041-04
46	009-041-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
47	009-041-07
48	009-041-08
49	009-042-01
50	009-042-02
51	009-042-03
52	009-042-07
53	009-042-08
54	009-042-09
55	009-042-10
56	009-042-11
57	009-042-12
58	009-042-13
59	009-042-14
60	009-042-15
61	009-042-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
62	009-042-17
63	009-042-18
65M	009-042-21
66	009-051-01
67	009-051-02
68	009-051-03
69	009-051-04
70	009-051-05
71	009-051-06
72	009-051-07
73	009-051-08
74	009-052-01
75	009-052-02
76	009-052-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
---------------------------------	--------------------------------

77

009-052-04

78

009-052-05

79

009-052-06

80

009-052-07

81

009-052-08

82

009-052-09

83

009-052-10

84

009-052-11

85

009-052-12

86

009-052-13

87

009-052-14

88

009-052-15

89

009-052-16

90

009-061-01

91

009-061-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
92	009-061-03
93	009-061-04
94	009-061-05
95	009-061-06
96	009-061-07
97	009-061-08
98	009-061-09
99	009-061-10
100	009-061-11
101	009-061-12
102	009-061-13
103	009-061-14
104	009-061-15
105	009-061-16
106	009-061-17
107	009-061-18
108	009-061-19
109	009-061-20

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
110	009-061-21
111	009-061-22
112	009-061-23
113	009-061-24
114	009-061-25
115	009-061-26
116	009-061-27
117	009-061-28
118	009-061-29
119	009-061-30
120	009-061-31
121	009-061-32
122	009-061-33
123	009-061-34
124	009-181-01
125	009-181-02
126	009-181-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
127	009-181-04
128	009-181-05
129	009-181-06
130	009-181-07
131	009-181-08
132	009-181-09
133	009-181-10
134	009-181-11
135	009-181-12
136	009-181-13
137	009-181-14
138	009-181-15
139	009-181-16
140	009-181-17
141	009-181-18

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
142	009-181-19
143	014-042-05
144	014-042-06
145	014-042-17
146	014-042-18
147	014-042-19
148	014-042-20
149	014-042-22
150	014-042-26
151	014-042-27
152	014-072-04
153	014-072-20
154	014-072-21
155	014-072-33
156	014-072-34

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
157	014-073-05
158	014-073-06
159	014-073-07
160	014-073-08
161	014-073-09
162	014-073-10
163	014-101-09
164	014-101-11
165	014-111-01
166	014-111-02
167	014-111-03
168	014-111-14
169	014-111-15
170	014-111-17
171	014-111-21

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
172M	014-111-34
174	014-151-11
175	014-151-12
176	014-151-17
177	014-161-02
178	014-161-07
181	014-161-19
182	014-161-20
183	014-161-21
184	014-161-28
185	014-161-30
186	014-161-32
187	014-161-33
179M	014-161-34
188	014-171-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
189	014-171-02
190	014-171-03
191	014-171-04
192	014-171-19
193M	014-171-37
195	014-171-27
196	014-171-28
197	014-171-29
198	014-171-30
199	014-171-32
200	014-171-33
201	014-171-36
202	014-172-04
203	014-172-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
204	014-172-06
205	014-172-07
206	014-172-08
207	014-172-09
208	014-172-10
209	014-172-11
210	014-172-12
211	014-172-13
214	014-172-16
215	014-172-17
216	014-172-18
212M	014-172-19
217	014-173-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
218	014-173-02
219	014-173-03
220	014-173-04
221	014-173-05
222	014-173-15
223	014-173-16
224	014-173-17
225	014-173-18
226	015-231-12
227	015-231-13
228	015-231-18
229	015-231-19
230	015-241-01
231	015-241-02
232	015-241-03
233	015-241-04
234	015-241-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
235M	015-241-21
236	015-241-07
237	015-241-12
238	015-241-14
239M	015-241-22
241	015-241-17
242	015-241-18
243	016-011-01
244	016-011-05
245	016-011-08
246	016-011-10
247	016-011-11
248	016-011-12
249	016-011-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
250	016-011-14
251	016-011-15
252	016-011-18
253	016-011-19
254	016-011-20
255	016-011-21
256	016-011-23
257	016-011-24
258	016-011-28
259	016-011-29
260	016-011-30
261	016-012-03
262	016-012-05
263	016-012-12
264	016-012-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
---------------------------------	--------------------------------

265

016-012-14

266

016-012-16

267

016-012-17

268

016-012-18

269

016-012-19

270

016-012-23

271

016-012-26

272

016-012-27

273

016-012-32

274

016-012-33

275

016-012-34

276

016-012-37

277

016-012-38

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
278	016-012-46
279	016-012-54
280	016-012-55
281	016-012-59
282	016-012-64
283	016-012-65
284	016-012-67
285	016-012-68
286	016-021-01
287	016-021-02
288M	016-021-80
289	016-021-10
290	016-021-11
291	016-021-79

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
292	016-021-15
293	016-021-16
294	016-021-20
295	016-021-22
296	016-021-25
298	016-021-35
299	016-021-36
300	016-021-37
301M	016-021-77
302	016-021-46
303	016-021-49
304	016-021-50
305	016-021-51
306	016-021-52
307	016-021-53

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
308	016-021-54
309	016-021-55
310	016-021-58
311	016-021-61
312	016-021-64
313	016-021-65
314	016-021-73
315	016-021-74
316	016-021-75
317	016-031-01
318	016-031-02
319	016-031-03
320	016-031-04
321	016-031-05
322	016-031-06
323	016-031-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
324	016-031-08
325	016-031-09
326	016-031-10
327	016-031-11
328	016-031-12
329	016-031-13
330	016-031-14
331	016-031-15
332	016-031-16
333	016-031-17
334	016-031-18
335	016-031-19
336	016-031-20
337	016-031-21
338	016-031-22

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
339	016-031-23
340	016-031-25
341	016-031-26
342	016-031-27
343	016-031-28
344	016-031-29
345	016-031-30
346	016-031-31
347	016-031-32
348	016-031-33
349	016-031-34
350	016-031-35
351M	016-031-41
353	016-031-38

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
354	016-031-39
355	016-031-40
356	016-032-02
357	016-032-03
358	016-032-05
359	016-032-06
360	016-032-09
361	016-032-10
362	016-032-11
363	016-033-01
364	016-033-02
365	016-033-03
366	016-033-04
367	016-033-05
368	016-033-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
369	016-033-07
370	016-033-15
371	016-033-16
372	016-033-17
373	016-033-18
374	016-033-19
375	016-033-20
376	016-041-01
377	016-041-02
378	016-041-03
379	016-041-04
380	016-041-05
381	016-041-06
382M	016-041-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
383M	016-041-96
384	016-041-10
385	016-041-11
386	016-041-12
387	016-041-13
388	016-041-16
389	016-041-17
390	016-041-20
391	016-041-21
392	016-041-22
393	016-041-23
394	016-041-24

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
395	016-041-25
396	016-041-26
397	016-041-27
398	016-041-28
399	016-041-29
400	016-041-31
401	016-041-33
402	016-041-34
403	016-041-46
404	016-041-51
405	016-041-52
406	016-041-61
407	016-041-62

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
408	016-041-63
409	016-041-64
410	016-041-65
411	016-041-67
412	016-041-68
413	016-041-69
414	016-041-70
415	016-041-72
416	016-041-73
417	016-041-74
418	016-041-75
420	016-041-77
421M	016-041-95
422	016-041-79

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
423	016-041-80
424	016-041-81
425	016-041-82
426	016-041-83
427	016-041-84
428	016-041-85
429	016-041-86
431	016-041-88
432	016-041-89
433M	016-041-97
435	016-041-93
436	016-041-94
437	016-051-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
438	016-051-06
439	016-052-02
440	016-052-03
441	016-052-04
442	016-052-05
443	016-052-06
444	016-052-07
445	016-052-08
446	016-052-09
447	016-052-13
448	016-052-15
449	016-052-18
450	016-052-20
451	016-052-21
452	016-052-22

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
453	016-052-23
454	016-052-24
455	016-052-25
456	016-052-26
457	016-052-27
458	016-052-28
459	016-052-29
460	016-053-01
461	016-053-02
462	016-053-03
463	016-053-06
464	016-053-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
465	016-053-08
466	016-053-09
467	016-053-10
468	016-053-12
469	016-054-02
470	016-054-08
471	016-054-10
472	016-054-12
473	016-054-13
474	016-054-14
475	016-054-15
476	016-054-16
477	016-054-17
478	016-054-18
479	016-054-19

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
480	016-054-24
481	016-054-25
482	016-061-01
483	016-062-01
484	016-062-02
485	016-062-03
486	016-064-01
487	016-064-02
488	016-064-03
489	016-064-04
490	016-064-08
491	016-064-09
492	016-064-10
493	016-064-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
--	---

494

016-064-14

495

016-064-15

496

016-064-16

497

016-064-17

498

016-064-18

499

016-064-19

500

016-064-20

501

016-064-21

502

016-064-22

503

016-064-23

504

016-064-24

505

016-064-25

506

016-064-26

507

016-064-27

508

016-064-28

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
509	016-064-29
510	016-064-30
511	016-064-31
512	016-064-32
513	016-064-33
514	016-064-34
515	016-064-35
516	016-064-36
517	016-064-37
518	016-064-38
519	016-064-39
520	016-064-40
521	016-064-41
522	016-064-42
523	016-064-43
524	016-064-44
525	016-064-45

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
526	016-064-46
527	016-064-47
528	016-064-48
529	016-064-49
530	016-064-50
531	016-064-51
532	016-064-52
533	016-064-53
534	016-064-54
535	016-064-55
536	016-064-56
537	016-064-57
538	016-064-58
539	016-064-59
540	016-064-60

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
541	016-064-61
542	016-064-68
543	016-064-69
544	016-064-70
550	016-091-12
551	016-091-13
552	016-091-14
553	016-091-15
554	016-091-16
555	016-091-17
556	016-091-18
557	016-091-23
558	016-091-25

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
559	016-091-26
560	016-091-27
561	016-091-34
562	016-091-35
563	016-091-36
564	016-091-37
565	016-091-38
566	016-091-39
567	016-091-40
568	016-091-41
569M	016-091-63
570	016-091-47
571	016-091-48

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
572	016-091-50
573	016-091-51
574	016-091-52
575	016-091-54
576	016-091-55
577	016-091-58
578	016-091-60
580	016-091-62
581	016-092-01
582	016-092-02
583	016-093-01
584	016-093-02
585	016-093-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
586	016-093-05
587	016-094-01
588	016-094-02
589	016-094-04
590	016-094-05
591	016-101-12
592	016-101-13
593	016-101-15
594	016-101-16
595	016-101-23
596	016-101-28
597	016-101-30
598	016-101-32
599	016-101-33

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
600	016-101-34
601	016-101-35
602	016-101-36
603	016-102-02
604	016-102-03
605	016-102-04
606	016-102-05
607	016-102-06
608	016-102-07
609	016-102-09
610	016-102-10
611	016-102-12
612	016-102-13
613	016-102-16
614	016-102-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
615	016-102-18
616M	016-111-29
618	016-111-04
619	016-111-07
620	016-111-08
621	016-111-09
622	016-111-10
623	016-111-11
624	016-111-14
625	016-111-15
626	016-111-16
627	016-111-18
628	016-111-19
629	016-111-24

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
--	---

630M

016-111-30

631

016-111-26

633

016-111-28

634

016-112-01

635

016-112-02

636

016-112-03

637

016-112-04

638

016-112-05

639

016-112-06

640

016-112-07

641

016-112-09

642

016-112-11

643

016-112-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
644	016-112-17
645	016-113-01
646	016-113-02
647	016-113-03
648	016-113-04
649	016-113-05
650	016-113-06
651	016-113-07
652	016-113-11
653	016-113-12
654	016-113-13
655	016-113-14
656	016-113-15
657	016-113-20

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
658	016-114-01
659	016-121-04
660	016-121-06
661	016-121-07
662	016-121-08
663	016-121-10
664	016-121-11
665	016-121-12
666	016-121-17
667	016-121-18
668	016-122-01
669	016-122-02
670	016-122-03
671	016-122-04
672	016-122-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
673	016-122-06
674	016-122-07
675	016-122-08
676	016-122-09
677	016-122-11
678	016-131-02
679	016-131-03
680	016-131-04
681	016-131-09
682	016-131-10
683	016-131-11
684	016-131-13
685	016-131-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
686	016-132-01
687	016-132-02
688	016-132-03
689	016-132-04
690	016-132-09
691	016-132-10
692	016-132-11
693	016-132-13
694	016-132-14
695	016-132-15
696	016-133-01
697	016-133-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
698	016-133-03
699	016-133-04
700	016-133-05
701	016-133-06
702	016-133-07
703	016-133-08
704	016-134-02
705	016-134-03
706	016-134-04
707	016-134-05
708	016-134-06
709	016-134-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
710	016-134-09
711	016-134-12
712	016-141-01
713	016-141-02
714	016-141-03
715	016-141-04
716	016-141-05
717	016-141-09
718	016-141-10
719	016-141-11
720	016-141-12
721	016-141-13
722	016-141-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
723	016-141-15
724	016-141-18
725	016-141-21
726	016-141-22
727	016-141-24
728	016-142-03
729	016-142-04
730	016-142-05
731	016-142-11
732	016-142-12
733	016-142-13
734	016-142-15
735	016-142-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
736	016-142-17
737	016-142-18
738	016-142-19
739	016-142-20
740M	016-142-25
741	016-142-23
743	016-151-01
744	016-151-03
745	016-151-04
746	016-151-05
747	016-151-06
748	016-151-07
749	016-151-08

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
750	016-152-01
751	016-152-02
752	016-152-03
753	016-152-04
754	016-152-05
755	016-152-06
756	016-152-07
757	016-152-08
758	016-152-09
759	016-152-10
760	016-152-13
761	016-152-14
762	016-152-15
763	016-152-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
764	016-152-17
765	016-152-18
766	016-152-19
767	016-152-20
768	016-152-21
769	016-152-22
770	016-152-23
771	016-153-01
772	016-153-02
773	016-153-03
774	016-153-04
775	016-153-05
776	016-153-06
777	016-153-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
778	016-153-08
779	016-153-09
780	016-153-10
781	016-153-11
782	016-154-04
783	016-154-05
784	016-154-06
785	016-154-07
786	016-154-08
787	016-161-01
788M	016-161-55
789	016-161-07
790	016-161-15
791	016-161-16
792	016-161-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
793	016-161-18
794	016-161-19
795	016-161-20
796	016-161-21
797	016-161-22
798	016-161-27
799	016-161-28
800	016-161-29
801	016-161-34
802	016-161-36
803	016-161-39
805	016-161-42
806	016-161-46
807	016-161-48
808	016-161-49

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
809	016-161-50
810	016-161-51
811	016-161-52
812	016-161-53
813	016-161-54
814	016-162-01
815	016-162-02
816	016-163-01
817	016-163-02
818	016-163-03
819	016-163-04
820	016-163-05
821	016-163-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
822	016-163-07
823	016-163-08
824	016-163-09
825	016-163-10
826	016-163-11
827	016-163-12
828	016-163-13
829	016-172-01
830	016-172-02
831	016-173-01
832	016-173-02
833	016-173-03
834	016-173-04
835	016-173-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
836	016-173-06
837	016-173-07
838	016-173-08
839	016-173-09
840	016-173-10
841	016-173-11
842	016-173-12
843	016-173-13
844	016-173-14
845	016-173-15
846	016-174-01
847	016-174-02
848	016-174-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
849	016-174-04
850	016-174-05
851	016-174-06
852	016-174-07
853	016-174-08
854	016-174-09
855	016-174-10
856	016-174-11
857	016-174-12
858	016-174-13
859	016-174-14
860	016-174-15
861	016-174-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
862	016-174-17
863	016-174-18
864	016-174-19
865	016-174-20
866	016-175-01
867	016-175-02
868	016-175-03
869	016-181-01
870	016-181-02
871	016-181-06
872	016-181-10
873	016-181-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
874	016-181-15
875	016-181-16
876	016-181-17
877	016-181-18
878	016-181-19
879	016-181-20
880	016-181-21
881	016-181-22
882	016-181-23
883	016-181-25
884	016-182-01
885	016-182-02
886	016-182-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
887	016-182-04
888	016-182-05
889	016-182-06
890	016-182-07
891	016-182-08
892	016-182-10
893	016-183-01
894	016-183-02
895	016-191-09
896	016-191-10
897	016-191-13
898	016-191-14
899	016-191-15
900	016-191-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
901	016-191-17
902	016-191-18
903	016-191-19
904	016-191-20
905	016-191-21
906	016-191-22
907	016-191-24
908	016-201-01
909	016-201-02
910	016-201-03
911	016-201-13
912M	016-201-22
913	016-201-15
914	016-201-16
916	016-201-20

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
917	016-201-21
918	016-202-01
919	016-202-02
920	016-202-03
921	016-203-01
922	016-203-08
923	016-203-09
924	016-203-10
925	016-203-11
926	016-203-12
927	016-203-13
928	016-203-14
929	016-203-15

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
930	016-203-16
931	016-203-18
932	016-213-03
933	016-213-05
934	016-213-06
935	016-213-07
936	016-213-08
937	016-213-09
938	016-213-12
939	016-213-13
940	016-213-14
941	016-213-15
942	016-231-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
943	016-241-06
944M	016-241-22
945	016-241-09
947M	016-241-23
949	016-241-21
950	016-242-08
951	016-242-09
952	016-242-12
953	016-242-13
954	016-242-23
955M	016-242-32
956	016-242-25
958	016-242-27

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
959	016-242-28
960	016-242-30
961	016-242-31
962	016-261-02
963	016-261-03
964	016-261-05
965	016-261-06
966	016-261-09
967	016-261-10
968	016-261-11
969	016-271-10
970	016-271-11
971	016-271-16
972	016-281-01
973	016-281-02
974	016-281-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
975	016-281-04
976	016-281-05
977	016-281-06
978	016-281-07
979	016-281-08
980	016-281-09
981	016-281-10
982	016-281-11
983	016-281-12
984	016-281-13
985	016-281-14
986	016-281-15

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
987	016-281-16
988	016-281-17
989	016-281-18
990	016-281-19
991	016-281-20
992	016-281-21
993	016-281-22
994	016-281-23
995	016-281-24
996	016-281-25
997	016-281-26
998	016-281-27
999	016-281-28
1000	016-281-29
1001	016-281-30

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1002	016-281-31
1003	016-281-32
1004	016-282-01
1005	016-282-02
1006	016-282-03
1007	016-282-04
1008	016-282-05
1009	016-282-06
1010	016-282-07
1011	016-282-08
1012	016-283-01
1013	016-283-02
1014	016-283-03
1015	016-283-04
1016	016-283-05
1017	016-283-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1018	016-283-07
1019	016-283-08
1020	016-283-09
1021	016-283-10
1022	016-283-11
1023	016-291-06
1024	016-291-07
1025	016-291-08
1026	016-291-09
1027	016-291-10
1028	016-291-11
1029	016-291-12
1030	016-291-13
1031	016-291-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1032	016-291-16
1033	016-291-17
1034	016-291-18
1035	016-291-19
1036	016-291-20
1037	016-291-21
1038	016-291-22
1039	016-291-23
1040	016-291-24
1041	016-291-25
1042	016-291-29
1043	016-291-40
1044	016-291-41

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1045	016-291-43
1046	016-291-46
1047	016-291-52
1048	016-291-54
1049	016-301-01
1050	016-301-02
1051	016-301-03
1052	016-301-04
1053	016-301-05
1054	016-301-06
1055	016-301-07
1056	016-301-08
1057	016-301-09
1058	016-301-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1059	016-301-11
1060	016-301-12
1061	016-301-13
1062	016-301-14
1063	016-301-15
1064	016-301-16
1065	016-301-17
1066	016-301-18
1067	016-301-19
1068	016-301-20
1069	016-301-22
1070	016-301-23
1071	016-302-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1072	016-302-02
1073	016-302-03
1074	016-302-04
1075	016-302-05
1076	016-302-06
1077	016-302-07
1078	016-302-08
1079	016-302-09
1080	016-302-10
1081	016-302-11
1082M	016-302-31
1084	016-302-14
1085	016-302-15
1086	016-302-20
1087	016-302-21
1088M	016-302-32

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1090	016-302-24
1091	016-302-25
1092	016-302-26
1093	016-302-27
1094	016-302-28
1095	016-302-29
1096	016-302-30
1097	016-310-01
1098	016-310-02
1099	016-310-03
1100	016-310-04
1101	016-310-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1102	016-310-06
1103	016-310-07
1104	016-310-08
1105	016-310-09
1106	016-310-10
1107	016-310-11
1108	016-310-12
1109	016-310-13
1110	016-310-14
1111	016-310-15
1112	016-310-18
1113	016-310-19

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1114	016-310-20
1115	016-310-24
1116	016-310-25
1117	016-310-26
1118	016-310-27
1119	016-310-28
1120	016-310-29
1121	016-310-30
1122	016-310-31
1123	016-310-32
1124	016-310-33
1125	016-310-34
1126	016-321-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1127	016-321-02
1128	016-321-03
1129	016-321-04
1130	016-321-05
1131	016-321-06
1132	016-321-07
1133	016-321-08
1134	016-321-09
1135	016-321-10
1136	016-322-01
1137	016-322-02
1138	016-322-03
1139	016-322-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1140	016-322-05
1141	016-322-06
1142	016-322-07
1143	016-330-01
1144	026-330-02
1145	016-330-03
1146	016-330-04
1147	016-330-05
1148	016-330-06
1149	016-330-07
1150	016-330-08
1151	016-330-10
1152	016-321-11

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1153	016-330-12
1154	016-330-13
1155	016-330-14
1156	017-181-01
1157	017-181-08
1158	017-181-09
1159	017-181-10
1160	017-181-11
1161	017-181-12
1162	017-181-16
1163	017-181-34
1164	017-181-35
1165	017-181-36
1166M	017-181-45
1167	017-181-39
1168	017-181-40

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1169	017-181-41
1170	017-181-42
1172	017-181-44
1173	184-010-09
1174	184-010-15
1175	184-010-16
1176	184-010-49
1177	184-010-50
1178	184-010-51
1179	184-010-52
1180	184-010-53
1181	184-020-03
1182	184-020-04
1183	184-020-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1184	184-020-06
1185	184-020-07
1186	184-030-01
1187	184-030-04
1188	184-030-05
1189	184-030-16
1190	184-030-17
1191	184-041-01
1192	184-041-02
1193	184-041-03
1194	184-041-04
1195	184-041-05
1196	184-041-06
1197	184-041-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1198	184-041-08
1199	184-041-09
1200	184-041-12
1201	184-041-13
1202	184-041-14
1203	184-041-15
1204	184-041-16
1205	184-041-17
1206	184-041-18
1207	184-041-20
1208	184-041-21
1209	184-042-01
1210	184-042-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1211	184-042-03
1212	184-042-04
1213	184-042-05
1214	184-043-01
1215	184-043-02
1216	184-043-03
1217	184-043-04
1218	184-043-05
1219M	184-043-18
1220	184-043-07
1221	184-043-08
1222	184-043-09
1223	184-043-10
1224	184-043-11
1225	184-043-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1226	184-043-13
1228	184-043-16
1229	184-043-17
1230	184-051-01
1231	184-051-02
1232	184-051-03
1233	184-051-04
1234	184-051-05
1235	184-051-06
1236	184-051-07
1237	184-052-01
1238	184-052-02
1239	184-052-03
1240	184-052-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1241	184-052-05
1242	184-052-06
1243	184-052-07
1244	184-121-01
1245	184-121-02
1246	184-121-03
1247	184-121-04
1248	184-121-05
1249	184-121-06
1250	184-121-07
1251	184-131-01
1252	184-131-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1253	184-131-03
1254	184-131-04
1255	184-131-05
1256	184-131-06
1257	184-131-07
1258	184-131-08
1259	184-131-09
1260	184-132-01
1261	184-132-02
1262	184-132-05
1263	184-132-06
1264	184-132-09
1265	184-132-10
1266	184-132-11
1267	184-132-12
1268	184-132-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1269	184-132-14
1270	184-132-15
1271	184-132-16
1272	184-132-17
1273	184-132-18
1274	184-132-19
1275	184-132-20
1276	184-132-21
1277	184-132-22
1278	184-132-23
1279	184-132-24
1280	184-132-25
1281	184-132-26

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1282	184-132-27
1283	184-132-28
1284	184-133-01
1285	184-133-02
1286	184-133-03
1287	184-133-04
1288	184-133-05
1289	184-133-06
1290	184-141-01
1291	184-141-02
1292	184-141-03
1293	184-141-04
1294	184-141-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1295	184-141-06
1296	184-141-07
1297	184-141-08
1298	184-141-09
1299	184-142-01
1300	184-142-02
1301	184-142-03
1302	184-142-04
1303	184-142-05
1304	184-142-06
1305	184-142-07
1306	184-142-08

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1307	184-142-09
1308	184-142-10
1309	184-142-11
1310	184-142-12
1311	184-142-13
1312	184-142-14
1313	184-142-15
1314	184-142-16
1315	184-142-17
1316	184-142-18
1317	184-142-19
1318	184-142-20
1319	184-142-21
1320	184-142-22
1321	184-142-23

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1322	184-142-24
1323	184-142-25
1324	184-142-26
1325	184-142-27
1326	184-142-28
1327	184-142-29
1328	184-142-30
1329	184-142-31
1330	184-142-32
1331	184-142-33
1332	184-143-01
1333	184-143-02
1334	184-143-03
1335	184-143-04
1336M	184-143-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1338	184-144-01
1339	184-144-03
1340	184-144-04
1341M	184-144-12
1342	184-144-06
1343	184-144-07
1345	184-144-10
1346	184-144-11
1347	184-151-01
1348	184-151-02
1349	184-151-03
1350	184-151-04
1351	184-151-05
1352	184-151-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1353	184-151-07
1354	184-151-08
1355	184-151-09
1356	184-151-10
1357	184-151-11
1358	184-151-12
1359	184-151-13
1360	184-151-14
1361	184-151-15
1362	184-151-16
1363	184-151-17
1364	184-151-18

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
---------------------------------	--------------------------------

1365

184-151-19

1366

184-151-22

1367

184-151-23

1368

184-151-24

1369

184-151-26

1370

184-151-27

1371

184-152-01

1372

184-152-02

1373

184-152-03

1374

184-152-04

1375

184-152-05

1376

184-152-06

1377

184-152-07

1378

184-152-08

1379

184-152-09

1380

184-152-10

1381

184-152-11

1382

184-152-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1383	184-152-15
1384	184-152-16
1385M	184-152-38
1386M	184-152-37
1387	184-152-21
1388	184-152-22
1389	184-152-23
1390	184-152-24
1393	184-152-29
1394	184-152-31
1395	184-152-33
1396	184-152-34
1397	184-152-35
1398	184-152-36
1399	184-161-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1400	184-161-02
1401	184-161-03
1402	184-161-04
1403	184-161-05
1404	184-161-06
1405	184-161-07
1406	184-161-08
1407	184-161-09
1408	184-161-10
1409	184-161-11
1410	184-161-12
1411	184-162-01
1412	184-162-02
1413	184-162-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1414	184-162-04
1415	184-162-05
1416	184-162-06
1417	184-162-07
1418	184-162-08
1419	184-162-09
1420	184-162-10
1421	184-162-11
1422	184-162-12
1423	184-162-13
1424	184-162-14
1425	184-162-15
1426	184-162-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1427	184-162-17
1428	184-162-18
1429	184-162-19
1430	184-162-20
1431	184-162-21
1432	184-163-01
1433	184-163-02
1434	184-163-03
1435	184-163-04
1436	184-163-05
1437	184-163-06
1438	184-163-07
1439	184-163-08
1440	184-163-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1441	184-163-10
1442	184-163-11
1443	184-163-12
1444	184-163-13
1445	184-163-14
1446	184-164-02
1447	184-164-03
1448	184-164-04
1449	184-164-10
1450	184-164-11
1451	184-171-01
1452	184-171-02
1453	184-171-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1454	184-171-04
1455	184-171-05
1456	184-171-06
1457	184-171-07
1458	184-171-08
1459	184-171-09
1460	184-171-10
1461	184-171-11
1462	184-171-12
1463	184-171-13
1464	184-171-14
1465	184-171-15
1466	184-171-16
1467	184-171-17
1468	184-171-18

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1469	184-172-01
1470	184-172-02
1471	184-172-03
1472	184-172-04
1473	184-172-05
1474	184-172-06
1475	184-172-07
1476	184-172-08
1477	184-172-09
1478	184-172-10
1479	184-172-11
1480	184-172-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1481	184-172-13
1482	184-172-14
1483	184-172-15
1484	184-172-16
1485	184-172-17
1486	184-172-18
1487	184-172-19
1488	184-172-22
1489	184-172-23
1490	184-172-24
1491	184-172-25
1492	184-172-26
1493	184-172-27
1494	184-172-28

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1495	184-172-29
1496	184-172-30
1497	184-172-31
1498	184-172-32
1499	184-172-33
1500	184-172-34
1501	184-172-35
1502	184-180-01
1503	184-180-02
1504	184-180-03
1505	184-180-04
1506	184-180-05
1507	184-180-06
1508	184-180-07
1509	184-180-08

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1510	184-180-09
1511	184-180-10
1512	184-180-11
1513	184-180-12
1514	184-180-13
1515	184-180-14
1516	184-190-01
1517	184-190-02
1518	184-190-03
1519	184-190-04
1520	184-190-05
1521	184-190-06
1522	184-190-07
1523	184-190-08
1524	184-190-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1525	184-190-10
1526	184-190-11
1527	184-190-12
1528	184-190-13
1529	184-190-14
1530	184-190-15
1531	184-190-16
1532	184-200-01
1533	184-200-02
1534	184-200-03
1535	184-200-04
1536	184-200-05
1537	184-200-06
1538	184-200-07
1539	184-200-08
1540	184-200-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1541	184-200-10
1542	184-200-11
1543	184-200-12
1544	184-200-13
1545	184-200-14
1546	184-200-15
1547	184-200-16
1548	184-200-17
1549	184-200-18
1550	184-200-19
1551	184-200-20
1552	184-200-21
1553	184-200-22
1554	184-200-23

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1555	184-200-24
1556	184-200-25
1557	184-200-26
1558	184-200-27
1559	184-200-28
1560	184-200-29
1561	184-200-30
1562	184-200-31
1563	184-210-01
1564	184-220-01
1565	184-220-02
1566	184-220-03
1567	184-220-04
1568	184-220-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1569	184-220-06
1570	184-220-07
1571	184-220-08
1572	184-220-09
1573	184-220-10
1574	184-220-11
1575	184-220-12
1576	184-220-13
1577	184-220-14
1578	184-220-15
1579	184-220-16
1580	184-220-17
1581	184-220-18
1582	184-220-19
1583	184-220-20
1584	184-220-21

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1585	184-220-22
1586	184-220-23
1587	184-220-24
1588	184-220-25
1589	184-220-26
1590	184-220-27
1591	184-220-28
1592	184-220-29
1593	184-220-30
1594	184-220-31
1595	184-220-32
1596	184-220-33
1597	184-220-34
1598	184-220-35
1599	184-220-36

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1600	184-220-37
1601	184-220-38
1602	184-220-39
1603	184-220-40
1604	184-220-41
1605	184-220-42
1606	184-220-43
1607	184-220-44
1608	184-220-45
1609	184-220-46
1610	184-220-47
1611	184-220-48
1612	184-220-49
1613	184-220-50
1614	184-220-51
1615	184-220-52

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1616	184-230-01
1617	184-230-02
1618	184-230-03
1619	184-230-04
1620	184-230-05
1621	184-230-06
1622	184-230-07
1623	184-230-08
1624	184-230-09
1625	184-230-10
1626	184-230-11
1627	184-230-12
1628	184-230-13
1629	184-230-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1630	184-230-15
1631	184-230-16
1632	184-230-17
1633	184-230-18
1634	184-240-02
1635	184-240-03
1636	184-240-04
1637	184-240-05
1638	184-240-06
1639	184-240-07
1640	184-240-08
1641	184-240-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1642	184-240-10
1643	184-240-11
1644	184-240-12
1645	184-240-14
1646	184-240-15
1647	184-250-01
1648	184-250-02
1649	184-250-03
1650	184-250-04
1651	184-250-05
1652	184-250-06
1653	184-250-07
1654	184-250-08
1655	184-250-09
1656	184-250-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1657	184-250-11
1658	184-250-12
1659	184-250-13
1660	184-250-14
1661	184-250-15
1662	184-250-16
1663	184-250-17
1664	184-250-18
1665	184-250-19
1666	184-250-20
1667	184-250-21
1668	184-250-22
1669	184-250-23
1670	184-250-24
1671	184-250-25

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1672	184-250-26
1673	184-250-27
1674	184-250-28
1675	184-250-29
1676	184-250-30
1677	184-250-31
1678	184-250-32
1679	184-250-33
1680	184-250-34
1681	184-250-35
1682	184-250-36
1683	184-250-37
1684	184-250-38
1685	184-250-39

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1686	184-250-40
1687	184-250-41
1688	184-250-42
1689	184-250-43
1690	184-250-44
1691	184-250-45
1692	184-250-46
1693	184-250-47
1694	184-250-48
1695	184-250-49
1696	184-250-50
1697	184-250-51
1698	184-250-52
1699	184-250-53
1700	184-250-54

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1701	184-250-55
1702	184-250-56
1703	184-250-57
1704	184-250-58
1705	184-250-59
1706	184-250-60
1707	184-250-62
1708	184-250-64
1709	184-260-01
1710	184-260-02
1711	184-260-04
1712	184-260-05
1713	184-260-06
1714	184-260-07
1715	184-260-08

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1716	184-260-09
1717	184-260-10
1718	184-260-11
1719	184-260-12
1720	184-260-13
1721	184-260-14
1722	184-260-15
1723	184-260-16
1724	184-260-17
1725	184-260-19
1726	184-260-20
1727	184-260-21
1728	184-260-22
1729	185-010-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1730	185-010-04
1731	185-010-10
1732	185-010-11
1733	185-010-12
1734	185-010-13
1735	185-010-14
1736	185-010-15
1737	185-010-16
1738	185-010-17
1739	185-010-18
1740	185-010-19
1741	185-010-20
1742	185-020-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1743	185-020-03
1744	185-020-04
1745	185-030-02
1746	185-030-04
1747	185-030-05
1748	185-030-06
1749	185-030-07
1750	185-030-08
1751	185-030-09
1752	185-041-01
1753	185-041-02
1754	185-041-03
1755	185-041-04
1756	185-041-05
1757	185-041-06
1758	185-041-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1759	185-041-08
1760	185-041-09
1761	185-041-10
1762	185-041-11
1763	185-041-12
1764	185-041-13
1765	185-041-14
1766	185-041-15
1767	185-041-16
1768	185-041-17
1769	185-041-18
1770	185-041-19
1771	185-041-20
1772	185-041-21

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1773	185-041-22
1774	185-041-23
1775	185-041-24
1776	185-041-25
1777	185-041-26
1778	185-041-27
1779	185-041-28
1780	185-041-29
1781	185-041-32
1782	185-041-33
1783	185-041-34
1784	185-041-35
1785	185-042-01
1786	185-042-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1787	185-042-03
1788	185-042-04
1789	185-042-05
1790	185-042-06
1791	185-042-07
1792	185-042-08
1793	185-042-09
1794	185-042-10
1795	185-051-01
1796	185-051-02
1797	185-051-03
1798	185-051-04
1799	185-051-05
1800	185-051-06
1801	185-051-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1802	185-051-08
1803	185-051-09
1804	185-051-10
1805	185-051-11
1806	185-051-12
1807	185-052-02
1808	185-052-03
1809	185-052-04
1810	185-052-05
1811	185-052-06
1812	185-052-07
1813	185-052-08
1814	185-052-09
1815	185-052-10
1816	185-052-11

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1817	185-052-12
1818	185-052-13
1819	185-052-14
1820	185-052-15
1821	185-052-16
1822	185-052-17
1823	185-052-18
1824	185-053-01
1825	185-053-02
1826	185-053-03
1827	185-053-04
1828	185-053-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1829	185-053-06
1830	185-053-07
1831	185-053-08
1832	185-053-09
1833	185-061-03
1834	185-061-04
1835	185-061-05
1836	185-061-06
1837	185-061-07
1838	185-061-08
1839	185-061-09
1840	185-061-10
1841	185-061-11
1842	185-061-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1843	185-061-13
1844	185-061-14
1845	185-061-15
1846	185-061-16
1847	185-061-17
1848	185-061-18
1849	185-061-19
1850	185-061-20
1851	185-061-22
1852	185-061-23
1853	185-062-01
1854	185-062-02
1855	185-062-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1856	185-062-04
1857	185-062-05
1858	185-062-06
1859	185-062-07
1860	185-063-01
1861	185-071-01
1862	185-071-02
1863	185-071-03
1864	185-071-04
1865	185-071-05
1866	185-071-06
1867	185-071-07
1868	185-071-08
1869	185-071-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1870	185-071-10
1871	185-071-11
1872	185-072-01
1873	185-072-02
1874	185-072-03
1875	185-072-04
1876	185-072-05
1877	185-072-06
1878	185-072-07
1879	185-072-08
1880	185-072-09
1881	185-072-10
1882	185-072-11
1883	185-072-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1884	185-072-13
1885	185-072-14
1886	185-072-15
1887	185-072-16
1888	185-072-17
1889	185-072-18
1890	185-073-01
1891	185-073-02
1892	185-073-03
1893	185-073-04
1894	185-073-05
1895	185-073-06
1896	185-073-07
1897	185-081-01
1898	185-081-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1899	185-081-03
1900	185-081-04
1901	185-081-05
1902	185-082-03
1903	185-082-04
1904	185-082-05
1905	185-082-06
1906	185-082-07
1907	185-083-01
1908	185-083-02
1909	185-083-03
1910	185-084-01
1911	185-084-02
1912	185-085-01
1913	185-085-02
1914	185-085-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1915	185-085-04
1916	185-085-05
1917	185-086-01
1918	185-086-02
1919	185-086-03
1920	185-087-01
1921	185-087-02
1922	185-087-03
1923	185-087-04
1924	185-087-05
1925	185-087-06
1926	185-091-01
1927	185-092-01
1928	185-092-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1929	185-092-03
1930	185-093-01
1931	185-093-02
1932	185-093-03
1933	185-093-04
1934	185-093-05
1935	185-093-06
1936	185-093-07
1937	185-093-08
1938	185-093-09
1939	185-093-10
1940	185-093-11
1941	185-094-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1942	185-094-02
1943	185-094-03
1944	185-094-04
1945	185-094-05
1946	185-094-06
1947	185-094-07
1948	185-094-08
1949	185-094-09
1950	185-094-10
1951	185-094-11
1952	185-095-01
1953	185-095-02
1954	185-095-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1955	185-101-01
1956	185-101-02
1957	185-101-03
1958	185-101-04
1959	185-101-05
1960	185-101-06
1961	185-101-07
1962	185-101-08
1963	185-101-09
1964	185-101-10
1965	185-101-11
1966	185-101-12
1967	185-101-13
1968	185-101-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1969	185-101-15
1970	185-101-16
1971	185-101-17
1972	185-101-18
1973	185-101-19
1974	185-101-20
1975	185-101-21
1976	185-101-22
1977	185-101-23
1978	185-101-24
1979	185-102-01
1980	185-102-02
1981	185-102-03
1982	185-102-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1983	185-102-05
1984	185-102-06
1985	185-102-07
1986	185-102-08
1987	185-102-09
1988	185-102-10
1989	185-102-11
1990	185-111-01
1991	185-111-02
1992	185-111-03
1993	185-111-04
1994	185-111-05
1995	185-111-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
1996	185-111-07
1997	185-111-08
1998	185-111-09
1999	185-111-12
2000	185-111-13
2001	185-111-14
2002	185-111-15
2003	185-111-16
2004	185-111-17
2005	185-111-18
2006	185-111-19
2007	185-111-20

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2008	185-111-21
2009	185-111-22
2010	185-111-23
2011	185-111-24
2012	185-111-25
2013	185-111-26
2014	185-111-27
2015	185-111-28
2016	185-111-29
2017	185-111-30
2018	185-111-31
2019	185-111-32
2020	185-111-33

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2021	185-111-36
2022	185-111-37
2023	185-111-38
2024	185-111-39
2025	185-111-40
2026	185-111-41
2027	185-111-42
2028	185-111-43
2029	185-111-44
2030	185-111-45
2031	185-112-01
2032	185-112-02
2033	185-112-03
2034	185-112-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2035	185-112-05
2036	185-112-06
2037	185-112-07
2038	185-112-08
2039	185-112-09
2040	185-121-01
2041	185-121-02
2042	185-121-03
2043	185-121-04
2044	185-121-05
2045	185-121-06
2046	185-121-07
2047	185-121-08
2048	185-121-09
2049	185-121-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2050	185-121-11
2051	185-121-12
2052	185-121-13
2053	185-121-14
2054	185-131-01
2055	185-131-02
2056	185-131-03
2057	185-131-04
2058	185-131-05
2059	185-131-06
2060	185-131-07
2061	185-131-08
2062	185-131-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2063	185-131-10
2064	185-131-11
2065	185-131-12
2066	185-131-13
2067	185-131-14
2068	185-131-15
2069	185-132-01
2070	185-132-02
2071	185-132-03
2072	185-132-04
2073	185-132-05
2074	185-132-06
2075	185-132-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2076	185-132-08
2077	185-132-09
2078	185-132-10
2079	185-132-11
2080	185-132-12
2081	185-132-13
2082	185-132-14
2083	185-132-15
2084	185-132-16
2085	185-132-17
2086	185-132-18
2087	185-132-19
2088	185-132-20
2089	185-132-21

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2090	185-133-02
2091	185-133-03
2092	185-133-04
2093	185-133-05
2094	185-133-06
2095	185-133-07
2096	185-133-08
2097	185-133-09
2098	185-133-10
2099	185-133-11
2100	185-133-12
2101	185-133-13
2102	185-133-14
2103	185-141-01
2104	185-141-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2105	185-142-01
2106	185-142-02
2107	185-142-03
2108	185-142-04
2109	185-142-05
2110	185-142-06
2111	185-142-07
2112	185-142-08
2113	185-142-09
2114	185-142-10
2115	185-143-01
2116	185-143-02
2117	185-143-03
2118	185-143-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2119	185-143-05
2120	185-143-06
2121	185-143-07
2122	185-143-08
2123	185-143-09
2124	185-143-10
2125	185-143-11
2126	185-143-12
2127	185-143-13
2128	185-143-14
2129	185-143-15
2130	185-143-16
2131	185-143-17
2132	185-143-18
2133	185-143-19

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2134	185-143-20
2135	185-143-21
2136	185-143-22
2137	185-143-23
2138	185-143-24
2139	185-143-25
2140	185-144-01
2141	185-144-02
2142	185-144-03
2143	185-144-04
2144	185-144-05
2145	185-144-06
2146	185-144-07

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2147	185-144-08
2148	185-144-09
2149	185-144-10
2150	185-144-11
2151	185-144-12
2152	185-144-13
2153	185-144-14
2154	185-144-15
2155	185-145-01
2156	185-145-02
2157	185-145-03
2158	185-145-04
2159	185-145-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2160	185-145-06
2161	185-145-07
2162	185-145-08
2163	185-145-09
2164	185-145-10
2165	185-145-11
2166	185-146-01
2167	185-146-02
2168	185-146-03
2169	185-146-04
2170	185-146-05
2171	185-146-06
2172	185-146-07
2173	185-146-08
2174	185-146-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2175	185-151-01
2176	185-151-02
2177	185-152-01
2178	185-152-04
2179	185-153-01
2180	185-153-02
2181	185-153-03
2182	185-153-04
2183	185-153-05
2184	185-153-06
2185	185-153-07
2186	185-153-08
2187	185-153-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2188	185-153-10
2189	185-153-11
2190	185-153-12
2191	185-153-13
2192	185-153-14
2193	185-153-15
2194	185-153-16
2195	185-153-17
2196	185-153-18
2197	185-153-19
2198	185-153-20
2199	185-153-21
2200	185-154-01
2201	185-154-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2202	185-154-03
2203	185-154-04
2204	185-154-05
2205	185-154-06
2206	185-154-07
2207	185-154-08
2208	185-154-11
2209	185-154-12
2210	185-154-13
2211	185-154-14
2212	185-154-15
2213	185-154-16
2214	185-154-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2215	185-154-18
2216	185-154-19
2217	185-154-20
2218	185-154-21
2219	185-154-23
2220	185-155-01
2221	185-155-02
2222	185-155-03
2223	185-156-01
2224	185-156-02
2225	185-156-03
2226	185-156-04
2227	185-156-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2228	185-156-06
2229	185-157-01
2230	185-157-02
2231	185-157-03
2232	185-157-04
2233	185-157-05
2234	185-157-06
2235	185-157-07
2236	185-157-08
2237	185-158-01
2238	185-158-02
2239	185-161-01
2240	185-161-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2241	185-161-03
2242	185-161-04
2243	185-161-05
2244	185-161-06
2245	185-161-07
2246	185-161-08
2247	185-161-09
2248	185-161-10
2249	185-161-11
2250	185-161-12
2251	185-161-13
2252	185-161-14
2253	185-161-15

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2254	185-161-16
2255	185-161-17
2256	185-161-18
2257	185-162-01
2258	185-162-02
2259	185-162-03
2260	185-162-04
2261	185-162-05
2262	185-162-06
2263	185-162-07
2264	185-162-08
2265	185-163-01
2266	185-163-02
2267	185-163-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2268	185-163-04
2269	185-163-05
2270	185-163-06
2271	185-163-07
2272	185-163-08
2273	185-163-09
2274	185-163-10
2275	185-163-11
2276	185-163-12
2277	185-163-13
2278	185-163-16
2279	185-163-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2280	185-163-18
2281	185-163-19
2282	185-163-20
2283	185-164-01
2284	185-164-02
2285	185-171-01
2286	185-171-02
2287	185-171-03
2288	185-171-04
2289	185-171-05
2290	185-171-06
2291	185-172-01
2292	185-172-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2293	185-172-03
2294	185-172-04
2295	185-172-05
2296	185-173-01
2297	185-173-02
2298	185-173-03
2299	185-173-04
2300	185-173-05
2301	185-173-06
2302	185-173-07
2303	185-173-08
2304	185-173-09
2305	185-173-10
2306	185-173-14
2307	185-173-18
2308	185-173-19

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2309	185-174-01
2310	185-174-02
2311	185-174-03
2312	185-174-04
2313	185-191-01
2314	185-191-02
2315	185-192-01
2316	185-192-02
2317	185-192-03
2318	185-192-04
2319	185-192-05
2320	185-193-01
2321	185-193-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2322	185-193-03
2323	185-193-04
2324	185-193-05
2325	185-193-06
2326	185-193-07
2327	185-193-08
2328	185-193-09
2329	185-193-10
2330	185-193-11
2331	185-193-14
2332	185-193-15
2333	185-193-16
2334	185-193-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2335	185-193-19
2336	185-194-01
2337	185-194-02
2338	185-194-03
2339	185-194-04
2340	185-194-05
2341	185-194-06
2342	185-194-07
2343	185-194-08
2344	185-194-09
2345	185-194-10
2346	185-194-11
2347	185-194-12

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2348	185-194-13
2349	185-194-14
2350	185-195-01
2351	185-195-02
2352	185-195-03
2353	185-195-04
2354	185-195-05
2355	185-195-06
2356	185-195-07
2357	185-195-08
2358	185-195-09
2359	185-195-10
2360	185-195-11

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2361	185-195-12
2362	185-195-13
2363	185-195-14
2364	185-195-15
2365	185-195-16
2366	185-195-17
2367	185-195-18
2368	185-195-19
2369	185-196-01
2370	185-196-02
2371	185-196-03
2372	185-196-06
2373	185-196-07
2374	185-196-08
2375	185-196-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2376	185-196-10
2377	185-197-01
2378	185-197-02
2379	185-197-03
2380	185-197-04
2381	185-201-01
2382	185-201-02
2383	185-201-04
2384	185-201-06
2385	185-201-07
2386	185-201-08
2387	185-201-09
2388	185-201-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2389	185-201-11
2390	185-201-12
2391	185-201-13
2392	185-201-14
2393	185-201-15
2394	185-201-16
2395	185-201-17
2396	185-221-01
2397	185-221-02
2398	185-221-03
2399	185-221-04
2400	185-221-05
2401	185-221-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2402	185-221-07
2403	185-221-09
2404	185-221-10
2405	185-221-13
2406	185-221-15
2407	185-221-16
2408	185-221-17
2409	185-221-18
2410	185-221-19
2411	185-221-20
2412	185-221-21
2413	185-221-22
2414	185-221-23

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2415	185-221-25
2416	185-221-28
2417	185-221-30
2418	185-221-31
2419	185-222-01
2420	185-222-02
2421	185-222-03
2422	185-222-04
2423	185-222-05
2424	185-222-06
2425	185-222-07
2426	185-222-08
2427	185-222-09
2428	185-251-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2429	185-251-02
2430	185-251-03
2431	185-251-04
2432	185-251-05
2433	185-251-06
2434	185-252-01
2435	185-252-02
2436	185-253-01
2437	185-253-02
2438	185-253-03
2439	185-253-04
2440	185-253-05
2441	185-253-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2442	185-253-07
2443	185-254-01
2444	185-254-02
2445	185-254-03
2446	185-254-04
2447	185-254-05
2448	185-255-01
2449	185-255-02
2450	185-255-03
2451	185-255-04
2452	185-255-05
2453	185-255-06
2454	185-255-07
2455	185-255-08

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2456	185-255-09
2457	185-255-10
2458	185-255-11
2459	185-255-12
2460	185-255-13
2461	185-256-01
2462	185-256-02
2463	185-256-03
2464	185-256-04
2465	185-256-05
2466	185-271-01
2467	185-271-02
2468	185-271-03
2469	185-271-04
2470	185-271-05

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2471	185-271-06
2472	185-271-07
2473	185-271-08
2474	185-271-09
2475	185-271-10
2476	185-271-11
2477	185-271-12
2478	185-271-13
2479	185-271-14
2480	185-271-15
2481	185-271-16
2482	185-272-01
2483	185-272-02
2484	185-272-03
2485	185-272-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2486	185-272-05
2487	185-272-06
2488	185-272-07
2489	185-273-01
2490	185-273-02
2491	186-041-02
2492	186-041-03
2493	186-042-02
2494	186-042-03
2495	186-051-05
2496	186-051-06
2497	186-051-07
2498	186-051-08
2499	186-051-09
2500	186-051-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2501	186-051-11
2502	186-051-12
2503	186-051-13
2504	186-071-03
2505	186-071-04
2506	186-071-05
2507	186-071-09
2508	186-072-01
2509	186-072-09
2510	186-072-10
2511	186-072-16
2512	186-072-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2513	186-081-05
2514	186-081-07
2515	186-081-08
2516	186-081-09
2517	186-081-10
2518	186-081-15
2519	186-081-16
2520	186-081-17
2521	186-081-18
2522	186-081-19
2523	186-081-20
2524	186-081-21
2525	186-082-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
---------------------------------	--------------------------------

2526

186-082-02

2527

186-091-01

2528

186-091-02

2529

186-091-08

2530

186-091-10

2531

186-092-01

2532

186-092-02

2533

186-092-04

2534

186-092-05

2535

186-092-06

2536

186-092-08

2537

186-092-09

2538

186-092-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2539	186-092-11
2540	186-092-12
2541	186-092-14
2542	186-101-02
2543	186-101-03
2544	186-101-04
2545	186-101-05
2546	186-101-06
2547	186-101-08
2548	186-101-09
2549	186-101-10
2550	186-101-13
2551	186-101-14
2552	186-101-15
2553	186-101-16
2554	186-101-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2555	186-111-01
2556	186-111-02
2557	186-112-01
2558	186-112-02
2559M	186-112- 23
2560	186-112-07
2561	186-112-08
2562	186-112-14
2563	186-112-15
2564	186-112-16
2565	186-112-18
2568	186-112-21
2569	186-112-22
2570	186-121-14
2571	186-121-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2572	186-121-18
2573	186-121-21
2574	186-121-24
2575	186-121-25
2576	186-121-28
2577	186-121-29
2578	186-121-30
2579	186-121-31
2580M	186-121-37
2582	186-121-36
2583	186-122-07
2584	186-122-08
2585	186-131-03
2586	186-131-04
2587	186-132-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2588	186-132-14
2589	186-132-15
2590	186-132-18
2591	186-132-22
2592	186-132-23
2593	186-132-24
2594	186-132-25
2595	186-132-26
2596	186-132-27
2597	186-132-40
2598	186-132-41
2599	186-132-42
2600	186-141-01
2601	186-141-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2602	186-141-03
2603	186-141-04
2604	186-141-05
2605	186-141-06
2606	186-141-07
2607	186-141-09
2608	186-141-10
2609	186-141-11
2610	186-141-15
2611	186-141-16
2612	186-141-17
2613	186-141-20
2614	186-141-22
2615	186-141-23
2616	186-141-24

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2617	186-141-26
2618	186-141-30
2619	186-141-31
2620	186-141-32
2621	186-141-33
2622	186-141-34
2623	186-142-01
2624	186-142-02
2625M	186-142-37
2626	186-142-05
2627	186-142-06
2628	186-142-07
2630	186-142-14
2631	186-142-15
2632	186-142-16
2633	186-142-17
2634	186-142-18

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2635	186-142-19
2636	186-142-20
2637	186-142-25
2638	186-142-26
2639	186-142-27
2640	186-142-30
2642	186-142-32
2643	186-142-33
2644	186-142-34
2645	186-142-35
2646	186-142-36
2647	186-152-02
2648	186-152-03
2649	186-152-10
2650	186-152-11

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2651	186-153-01
2652	186-153-02
2653	186-153-03
2654	186-153-04
2655	186-153-05
2656	186-153-06
2657M	186-153-71
2658	186-153-21
2659	186-153-22
2660	186-153-23
2661	186-153-24
2662	186-153-26
2663	186-153-35
2664	186-153-36
2665	186-153-37

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2666	186-153-38
2667	186-153-44
2668	186-153-45
2669	186-153-48
2670	186-153-49
2671	186-153-51
2672	186-153-52
2673	186-153-53
2674	186-153-55
2675	186-153-56
2676	186-153-57
2677	186-153-58
2678	186-153-59
2679	186-153-60

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2680	186-153-61
2681	186-153-62
2683	186-153-69
2684	186-153-70
2685	186-470-65
2686	186-470-66
2687	186-470-81
2688	186-470-85
2689	186-470-87
2690	186-470-90
2691	186-470-91
2692	186-470-93
2693	186-470-99
2694	186-491-01
2695	186-491-02
2696	186-491-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2697	186-491-04
2698	186-491-05
2699	186-491-06
2700	186-491-07
2701	186-492-01
2702	186-492-02
2703	186-492-03
2704	186-492-04
2705	186-492-05
2706	186-492-06
2707	186-492-07
2708	186-492-08
2709	186-492-09
2710	186-492-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2711	186-492-11
2712	186-492-12
2713	186-492-13
2714	186-492-14
2715	186-493-01
2716	186-493-02
2717	186-493-03
2718	186-493-05
2719	186-493-06
2720	186-493-07
2721	186-493-08
2722	186-493-09

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2723	186-493-10
2724	186-493-11
2725	186-493-12
2726	186-493-13
2727	186-493-14
2728	186-493-15
2729	186-493-16
2730	186-493-17
2731	186-493-18
2732	186-493-19
2733	186-493-21
2734	186-493-22
2735	186-493-23
2736	186-493-24

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2737	186-493-25
2738	186-493-26
2739	186-493-27
2740	186-493-28
2741	186-493-29
2742	186-493-30
2743	186-494-01
2744	186-494-02
2745	186-494-03
2746	186-494-04
2747	186-494-05
2748	186-495-01
2749	186-495-02

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2750	186-495-03
2751	186-495-04
2752	186-495-05
2753	186-501-01
2754	186-501-02
2755	186-502-01
2756	186-502-02
2757	186-502-03
2758	186-502-06
2759	186-502-08
2760	186-502-09
2761	186-502-10
2762	186-502-11

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2763	186-502-12
2764	186-502-13
2765	186-502-14
2766	186-502-15
2767	186-502-16
2768	186-502-17
2769	186-502-18
2770	186-502-19
2771	186-502-20
2772	186-502-22
2773	186-502-23
2774	186-502-25
2775	186-503-01

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2776	186-503-02
2777	186-503-03
2778	186-503-04
2779	186-503-05
2780	186-503-06
2781	186-503-07
2782	186-504-02
2783	186-504-03
2784	186-504-04
2785	186-504-05
2786	186-504-06
2787	186-504-08
2788	186-510-01
2789	186-510-02
2790	186-510-03

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2791	186-510-04
2792	186-510-05
2793	186-520-01
2794	186-520-02
2795	186-520-03
2796	186-520-06
2797	186-520-09
2798	186-520-10
2799	186-520-11
2800	186-520-12
2801	186-520-13
2802	186-520-14
2803	186-520-15
2804	186-520-16

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2805	186-520-19
2806	186-520-20
2807	186-530-01
2808	186-530-02
2809	186-530-03
2810	186-530-06
2811	186-530-07
2812	186-530-08
2813	186-530-09
2814	186-530-10
2815	186-530-11
2816	186-530-12
2817	186-530-13

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2818	186-530-14
2819	186-530-15
2820	186-530-16
2821	186-530-17
2822	186-530-18
2823	186-530-19
2824	186-530-20
2825	186-530-21
2826	186-530-22
2827	186-530-23
2828	186-530-24
2829	186-530-25
2830	186-530-26

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2831	186-530-27
2832	186-530-28
2833	186-530-29
2834	186-530-30
2835	186-530-31
2836	186-530-32
2837	186-530-33
2838	186-530-34
2839	186-530-35
2840	186-530-36
2841	186-530-37

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2842	186-530-38
2843	186-530-39
2844	186-530-40
2845	186-530-41
2846	186-530-42
2847	186-530-43
2848	186-530-44
2849	186-530-45
2850	186-530-46
2851	186-530-47
2852	186-530-48
2853	186-530-49
2854	186-530-50

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2855	186-530-51
2856	186-530-52
2857	186-530-53
2858	186-530-54
2859	186-530-55
2860	186-530-56
2861	186-530-57
2862	186-530-58
2863	186-530-59
2864	186-530-60
2865	186-530-61
2866	186-530-64
2867	186-530-66
2868	186-530-67
2869	186-530-68

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2870	186-540-01
2871	186-540-02
2872	186-540-03
2873	186-540-04
2874	186-540-05
2875	186-540-06
2876	186-540-07
2877	186-540-08
2878	186-540-09
2879	186-540-10
2880	186-540-11
2881	186-540-12
2882	186-540-13
2883	186-540-14

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2884	186-540-15
2885	186-540-16
2886	186-540-17
2887	186-540-18
2888	186-540-19
2889	186-540-20
2890	186-540-21
2891	186-540-22
2892	186-540-23
2893	186-540-24
2894	186-540-25
2895	186-540-26
2896	186-540-27
2897	186-540-28
2898	186-540-29
2899	186-540-30

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2900	186-540-31
2901	186-540-32
2902	186-540-33
2903	186-540-34
2904	186-540-35
2905	186-540-36
2906	186-540-37
2907	186-540-38
2908	186-540-39
2909	186-540-40
2910	186-540-41
2911	186-540-42
2912	186-540-43

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2913	186-540-44
2914	186-540-45
2915	186-540-46
2916	186-540-47
2917	186-540-48
2918	186-540-49
2919	186-540-50
2920	186-540-51
2921	186-540-52
2922	186-551-01
2923	186-551-02
2924	186-551-03
2925	186-551-04

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2926	186-551-05
2927	186-551-08
2928	186-551-09
2929	186-551-10
2930	186-551-12
2931	186-551-14
2932	186-551-15
2933	186-551-16
2934	186-551-20
2935	186-551-21
2936	186-551-22
2937	186-551-23

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2938	186-551-24
2939	186-551-25
2940	186-551-26
2941	186-551-27
2942	186-551-28
2943	186-551-29
2944	186-551-30
2945	186-551-31
2946	186-551-32
2947	186-551-33
2948	186-551-34
2949	186-551-35
2950	186-551-36

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2951	186-551-37
2952	186-551-38
2953	186-551-42
2954	186-551-43
2955	186-551-45
2956	186-551-47
2957	186-551-48
2958	186-551-49
2959	186-552-01
2960	186-552-02
2961	186-552-03
2962	186-552-05
2963	186-552-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2964	186-552-07
2965	186-552-08
2966	186-560-01
2967	186-560-02
2968	186-560-03
2969	186-560-04
2970	186-560-05
2971	186-560-06
2972	186-560-07
2973	186-560-08
2974	186-560-09
2975	186-560-10

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2976	186-560-11
2977	186-560-12
2978	186-560-13
2979	186-560-14
2980	186-560-15
2981	186-560-16
2982	186-560-17
2983	186-560-18
2984	186-560-19
2985	186-560-20
2986	186-560-21
2987	186-560-22
2988	186-560-23
2989	186-560-24
2990	186-560-25

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
2991	186-560-26
2992	186-560-27
2993	186-560-28
2994	186-571-01
2995	186-571-02
2996	186-571-03
2997	186-571-04
2998	186-571-09
2999	186-571-10
3000	186-571-11
3001	186-571-12
3002	186-571-22
3003	186-571-23

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
---------------------------------	--------------------------------

3004

186-571-24

3005

186-571-25

3006

186-571-26

545-09

016-070-09

545-10

016-070-10

545-12

016-070-12

545-13

016-070-13

545-14

016-070-14

545-15

016-070-15

545-16

016-070-16

545-17

016-070-17

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
545-18	016-070-18
545-19	016-070-19
545-20	016-070-20
545-21	016-070-21
545-22	016-070-22
549-01	016-341-01
549-02	016-341-02
549-03	016-341-03
549-04	016-341-04
549-05	016-341-05
549-06	016-341-06

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-07	016-341-07
549-08	016-341-08
549-09	016-341-09
549-10	016-341-10
549-11	016-341-11
549-12	016-341-12
549-13	016-341-13
549-14	016-341-14
549-15	016-341-15
549-16	016-341-16
549-17	016-341-17
549-18	016-341-18
549-19	016-341-19

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-20	016-341-20
549-21	016-341-21
549-22	016-341-22
549-23	016-341-23
549-24	016-341-24
549-25	016-341-25
549-26	016-341-26
549-27	016-341-27
549-28	016-341-28
549-29	016-341-29
549-30	016-341-30
549-31	016-341-31
549-32	016-341-32
549-33	016-341-33

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-34	016-341-34
549-35	016-341-35
549-36	016-341-36
549-37	016-341-37
549-38	016-341-38
549-39	016-341-39
549-40	016-341-40
549-41	016-341-41
549-42	016-341-42
549-43	016-341-43
549-44	016-341-44
549-45	016-341-45
549-46	016-341-46
549-47	016-341-47
549-48	016-341-48

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-49	016-341-49
549-50	016-341-50
549-51	016-341-51
549-52	016-341-52
549-53	016-341-53
549-54	016-341-54
549-55	016-341-55
549-56	016-341-56
549-57	016-341-57
549-58	016-341-58
549-59	016-341-59
549-60	016-341-60
549-61	016-341-61
549-62	016-341-62
549-63	016-341-63

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-64	016-341-64
549-65	016-341-65
549-66	016-341-66
549-67	016-341-67
549-68	016-341-68
549-69	016-341-69
549-70	016-341-70
549-71	016-341-71
549-72	016-341-72
549-73	016-341-73
549-74	016-341-74
549-75	016-341-75
549-76	016-341-76

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-77	016-341-77
549-78	016-341-78
549-79	016-341-79
549-80	016-341-80
549-81	016-341-81
549-82	016-341-82
549-83	016-341-83
549-84	016-341-84
549-85	016-341-85
549-86	016-341-86
549-87	016-341-87
549-88	016-341-88
549-89	016-341-89

SPECIAL ASSESSMENT NUMBER	ASSESSOR'S PARCEL NUMBER
549-90	016-341-90
549-91	016-341-91
549-92	016-341-92

PART F
ASSESSMENT DIAGRAM

See sheets 1 through 35 in Appendix B.

APPENDIX A

City of San Rafael

Pt. San Pedro Road Median Landscaping Assessment District

Annual Calculation of Allowable Assessment
Increase



APPENDIX B

City of San Rafael

Pt. San Pedro Road Median Landscaping Assessment District

Assessment Diagram

ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
 COUNTY OF MARIN
 STATE OF CALIFORNIA

FILED IN OFFICE OF THE CITY CLERK OF THE CITY OF SAN RAFAEL, THIS _____ DAY OF _____, 2011.

 CITY CLERK
 CITY OF SAN RAFAEL

AN ASSESSMENT WAS LEVIED BY THE CITY COUNCIL OF SAN RAFAEL ON THE LOTS, PIECES, AND PARCELS OF LAND SHOWN IN THIS ASSESSMENT DIAGRAM. SAID ASSESSMENT WAS LEVIED ON THE _____ DAY OF _____, 2011. SAID ASSESSMENT DIAGRAM AND ASSESSMENT ROLL WERE RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS OF THAT CITY ON THE _____ DAY OF _____, 2011. REFERENCE IS MADE TO THE ASSESSMENT ROLL RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS FOR THE EXACT AMOUNT OF EACH ASSESSMENT LEVIED AGAINST EACH PARCEL SHOWN ON THE ASSESSMENT DIAGRAM.

 CITY CLERK
 CITY OF SAN RAFAEL

RECORDED IN THE OFFICE OF THE SUPERINTENDENT OF STREETS, CITY OF SAN RAFAEL, THIS _____ DAY OF _____, 2011.

 SUPERINTENDENT OF STREETS
 CITY OF SAN RAFAEL

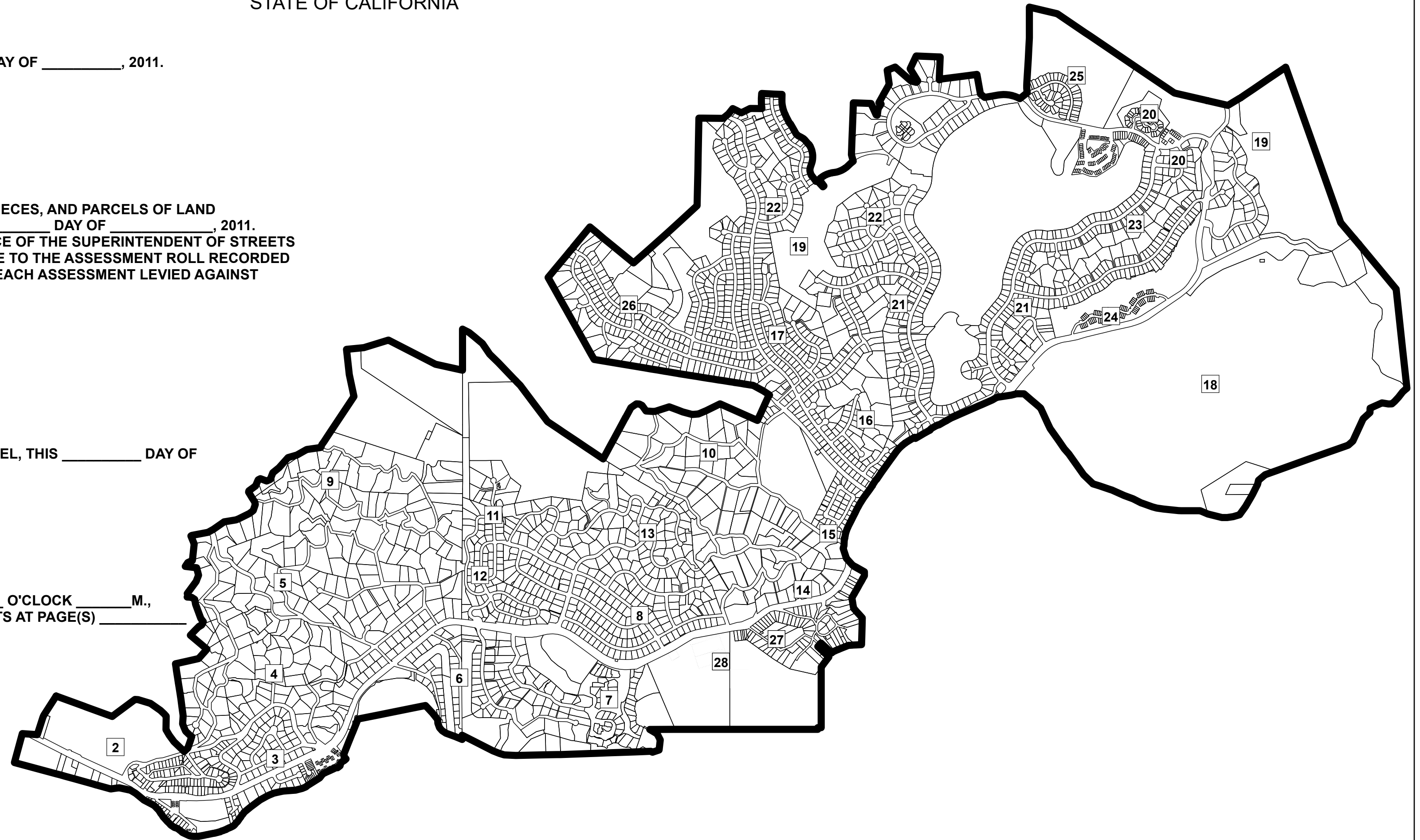
FILED THIS _____ DAY OF _____, 2011, AT THE HOUR OF _____ O'CLOCK _____ M., BOOK _____ OF MAPS OF ASSESSMENT AND COMMUNITY FACILITIES DISTRICTS AT PAGE(S) _____ IN THE OFFICE OF THE RECORDER OF THE COUNTY OF MARIN, STATE OF CALIFORNIA.

 BY DEPUTY,
 COUNTY RECORDER
 COUNTY OF MARIN



DOCUMENT NO.: _____

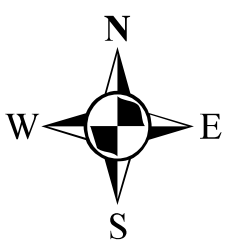
FEE: _____

NOTE:
 THE LINES AND DIMENSIONS OF EACH LOT OR PARCEL SHOWN ON THIS DIAGRAM SHALL BE THOSE LINES AND DIMENSIONS WITHIN THE MARIN COUNTY ASSESSOR'S MAPS AND SHALL BE GOVERNED BY THE MARIN COUNTY ASSESSOR'S MAPS FOR THOSE PARCELS LISTED.



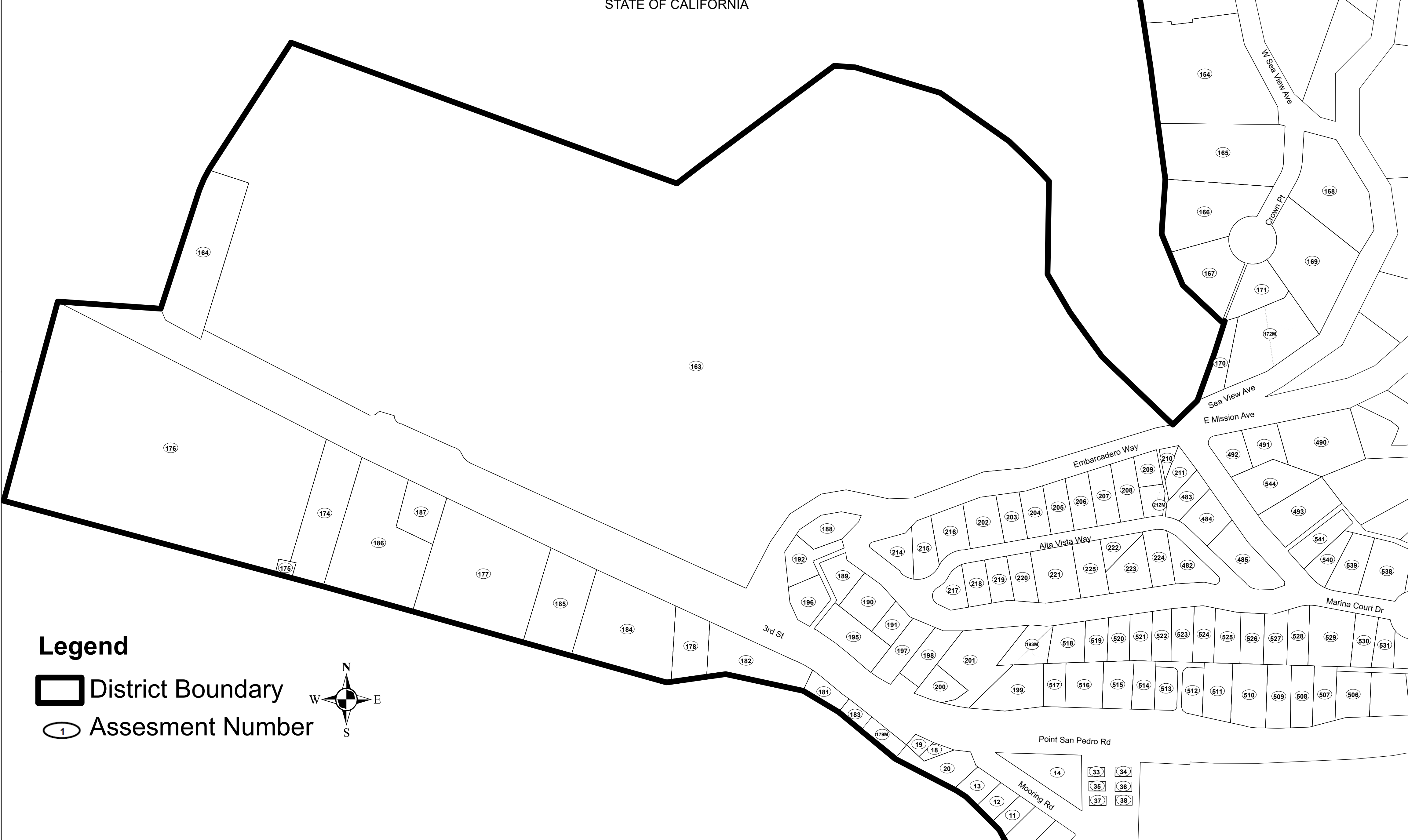
Legend

-  District Boundary
-  Sheet Number



ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

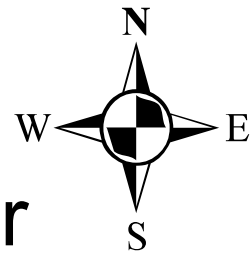
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

 District Boundary

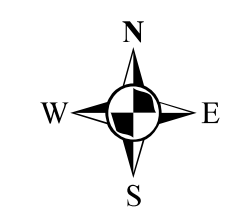
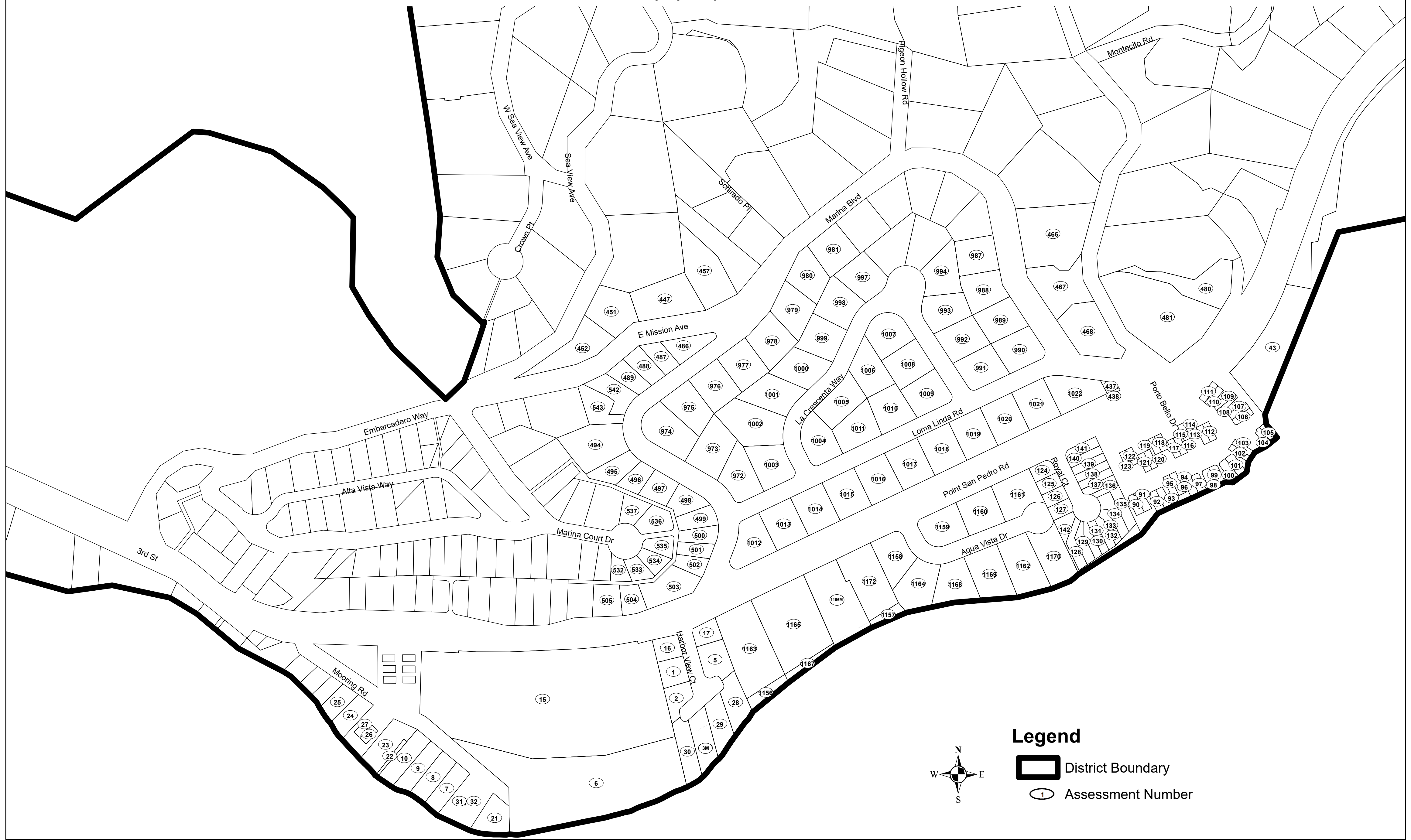
 Assesment Number




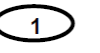
ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

-  District Boundary
-  Assessment Number


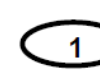
ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

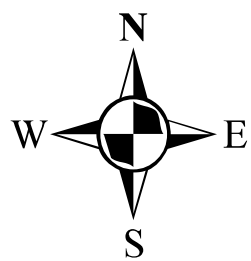
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA

SHEET 4 OF 35



Legend

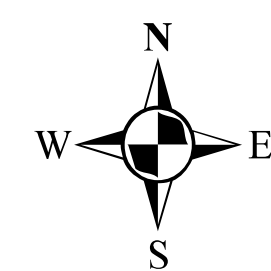
-  District Boundary
-  Assessment Number




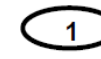
ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



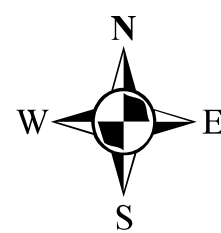
Legend

-  District Boundary
-  Assessment Number



ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

-  District Boundary
-  Assessment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

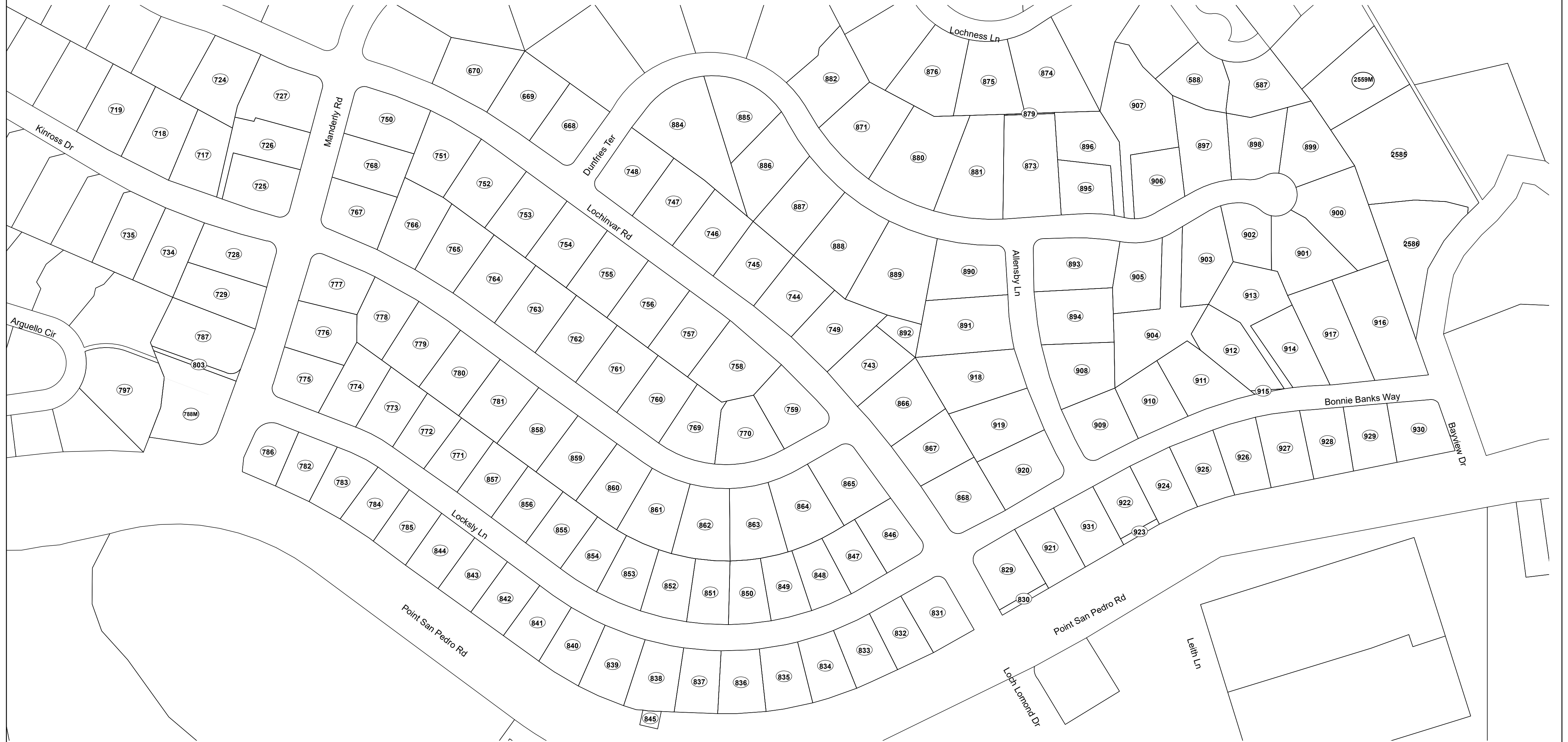
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA




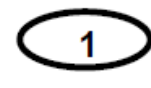
ASSESSMENT DIAGRAM

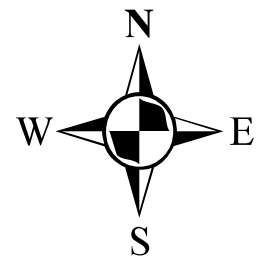
PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

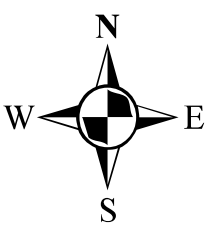
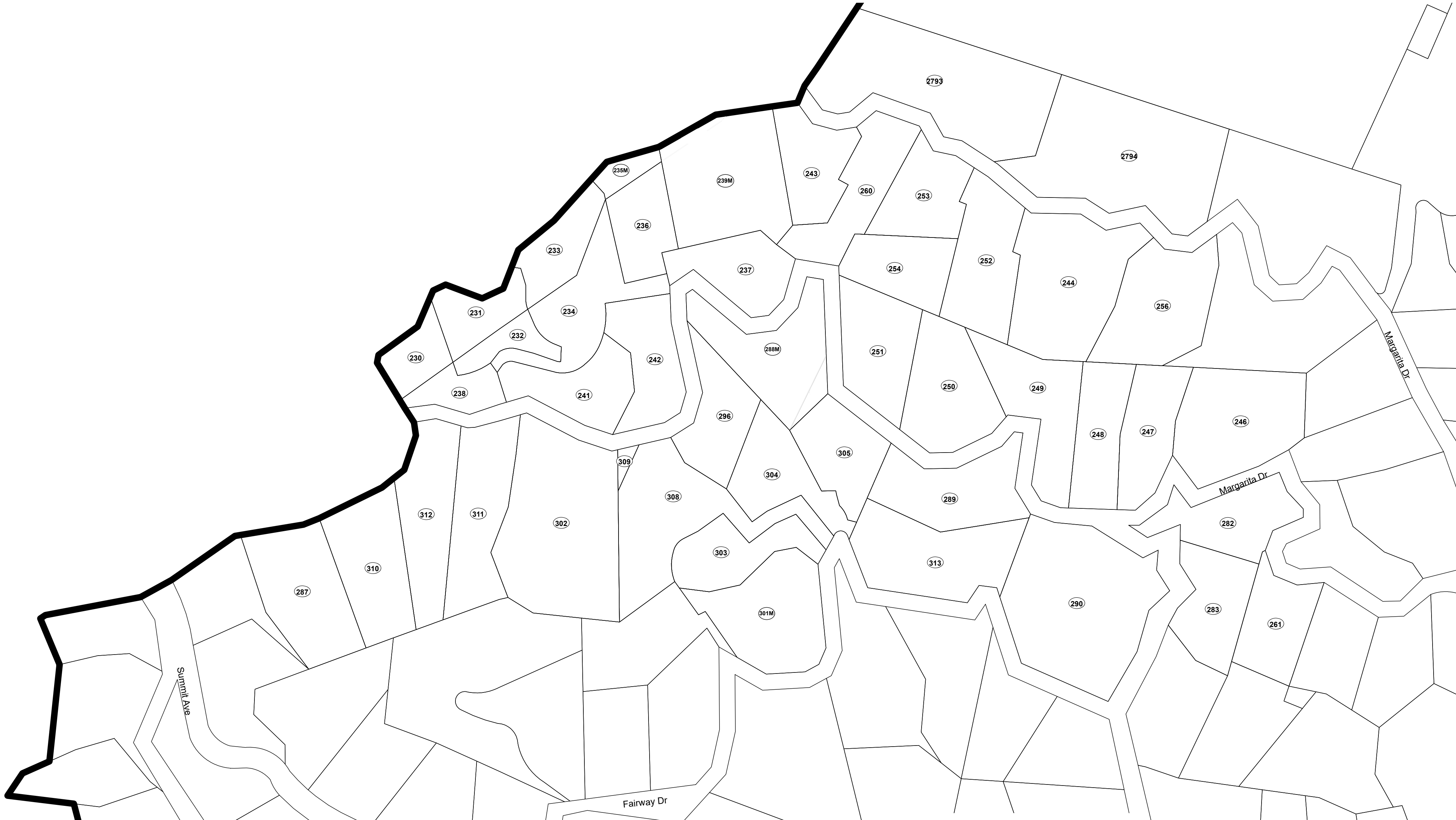
-  District Boundary
-  Assessment Number




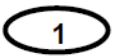
ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend


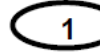
-  District Boundary
-  Assessment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

-  District Boundary
-  Assessment Number


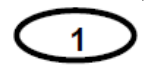
ASSESSMENT DIAGRAM

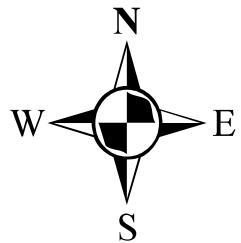
PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



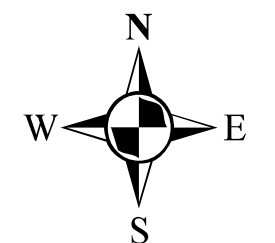
Legend

-  District Boundary
-  Assessment Number



ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA

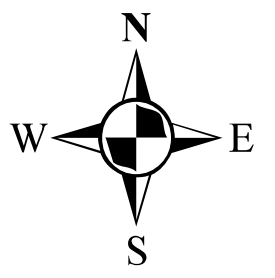


- Legend**
- District Boundary
 - Assessment Number


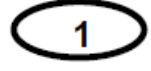
ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



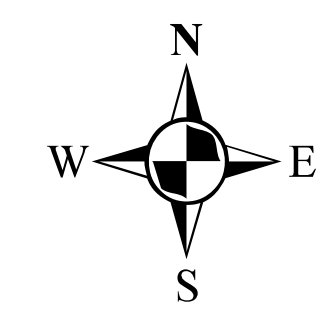
Legend

-  District Boundary
-  Assessment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA

SHEET 16 OF 35



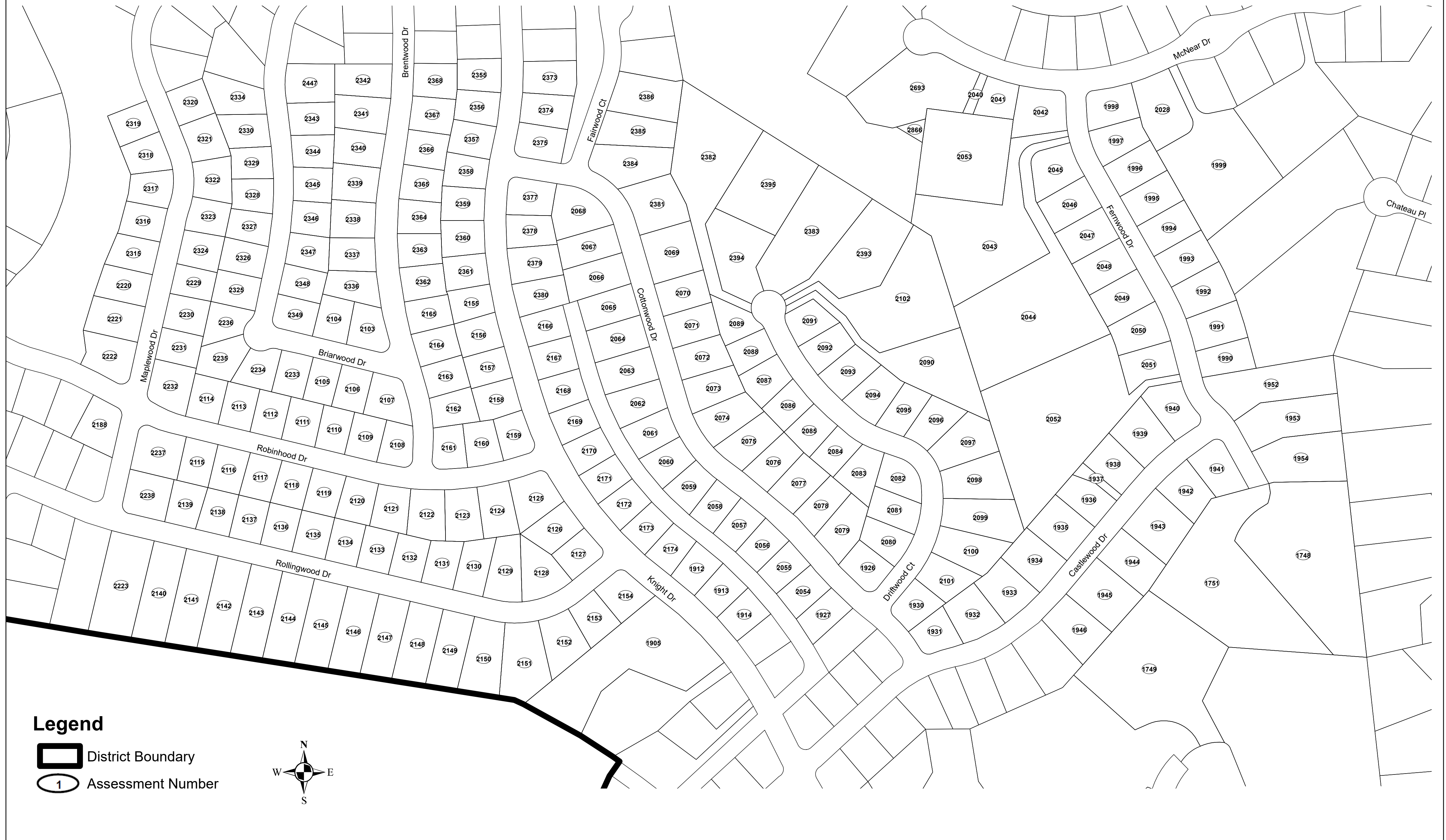
Legend

- District Boundary
- Assessment Number

ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA





ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA

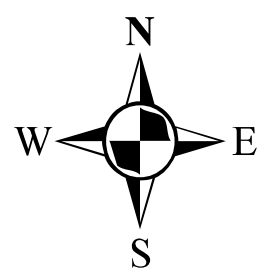


Legend

-  District Boundary
-  Assessment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

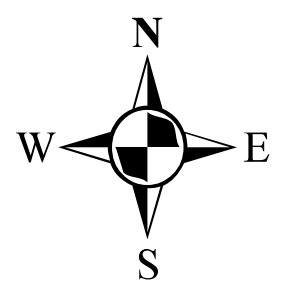
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA





Legend
[] District Boundary
[1] Assessment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

-  District Boundary
-  Assesment Number

ASSESSMENT DIAGRAM PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

- District Boundary
- Assesment Numbe

ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA

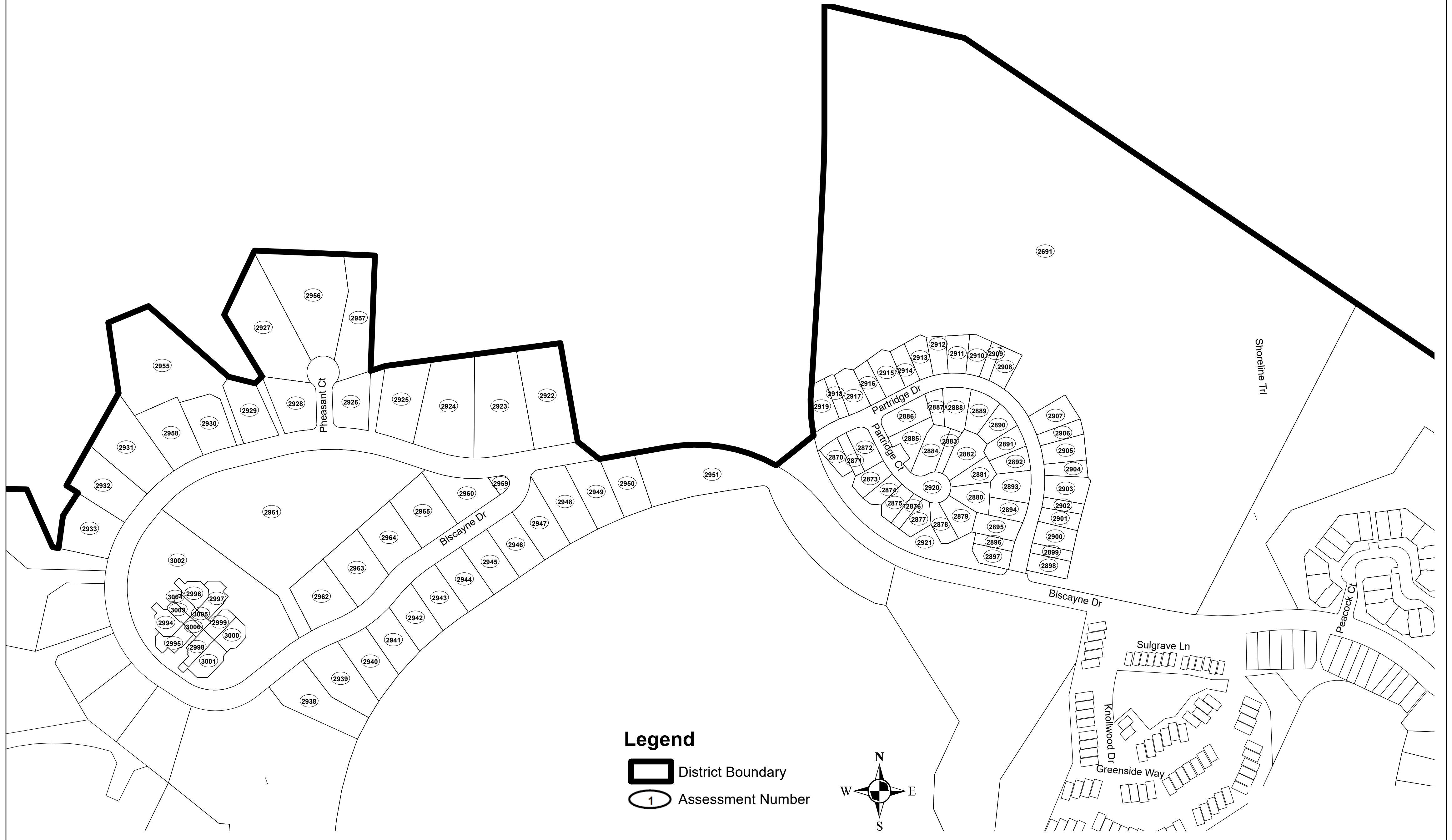
SHEET 24 OF 35



ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

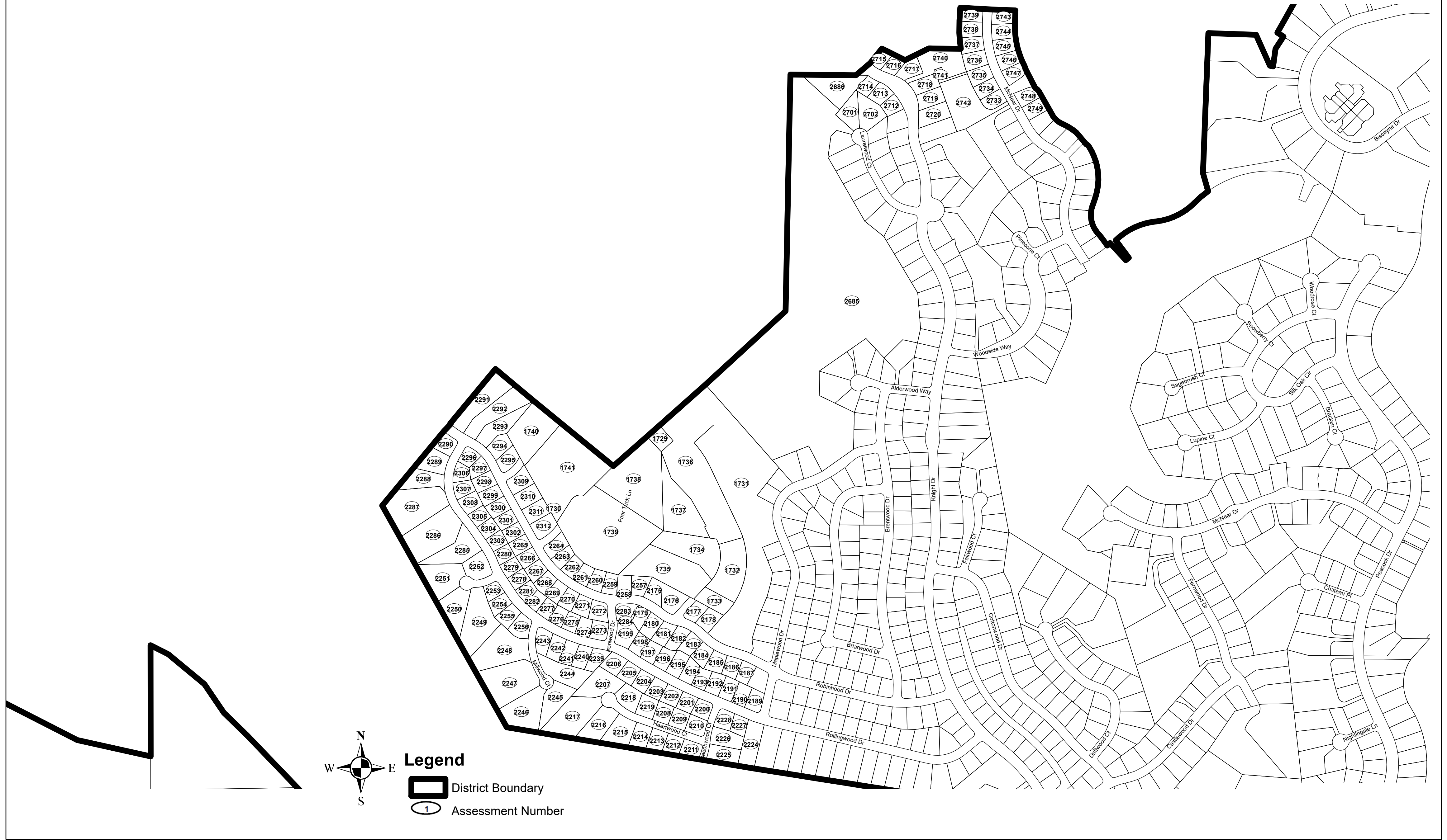
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



ASSESSMENT DIAGRAM

PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



ASSESSMENT DIAGRAM

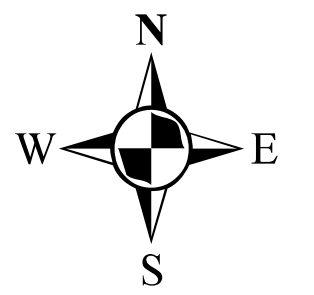
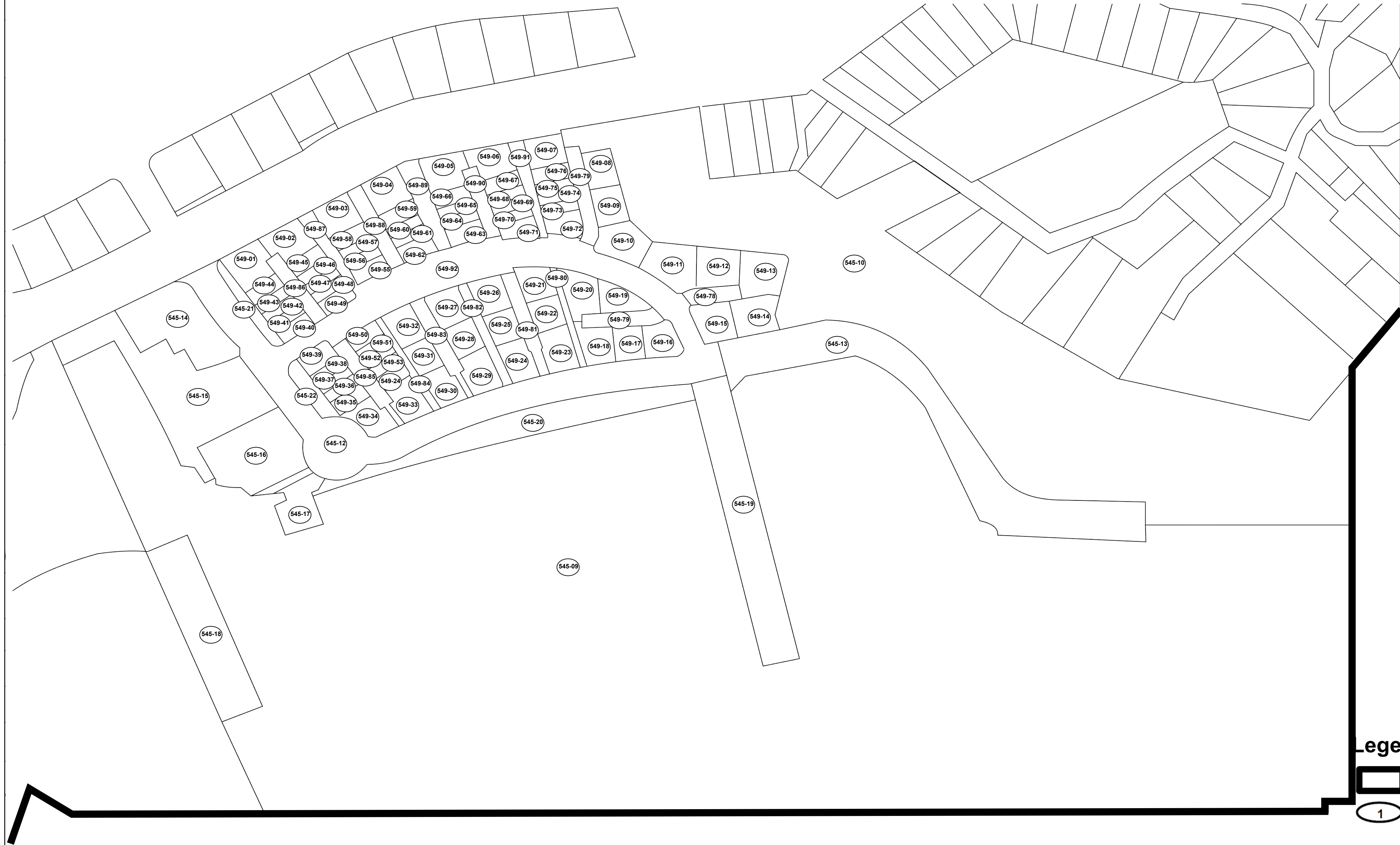
PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT

CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



SHEET 27 OF 35



ASSESSMENT DIAGRAM
PT. SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT
CITY OF SAN RAFAEL
COUNTY OF MARIN
STATE OF CALIFORNIA



Legend

-  District Boundary
-  Assessment Number

Marin Independent Journal

4000 Civic Center Drive, Suite 301

San Rafael, CA 94903

415-382-7335

legals@marinij.com

CITY OF SAN RAFAEL
1400 FIFTH AVENUE
CITY CLERK, ROOM 209
SAN RAFAEL, CA 94901

.....

Account Number: 2070419

Ad Order Number: 0006583480

Customer's Reference RESOLUTION NO 14930 SAN PEDRO RESO- PUBLIC HEARING
/ PO Number:

Publication: Marin Independent Journal

Publication Dates: 06/11/2021

Amount: \$149.22

SAN RAFAEL CITY COUNCIL RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS AND SETTING A PUBLIC HEARING ON THE ANNUAL ASSESSMENT FOR THE CITY COUNCIL MEETING OF JUNE 21st, 2021

**POINT SAN PEDRO ROAD MEDIAN
LANDSCAPING ASSESSMENT DISTRICT
(Pursuant to the Landscaping and Lighting Act of 1972)**

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES that:

1. The City Council intends to levy and collect assessments within the Point San Pedro Road Median Landscaping Assessment District, City of San Rafael, Marin County, California, during the fiscal year 2021-22. The area of land to be assessed is located in the City of San Rafael, Marin County.
2. In accordance with this Council's resolution directing the filing of an Engineer's Annual Report, CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. All interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of the assessment district and the proposed assessments upon assessable lots and parcels of land within the assessment district.
3. The proposed assessment increases the assessment \$2.99 from the previous year, from \$99.79 to \$102.78 per EBU (Equivalent Benefit Unit), which is the maximum allowable assessment amount for FY 2021-22.
4. On Monday, the 21st of June, 2021 at the hour of 7:00 o'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held virtually through Zoom at the webinar location listed on the agenda online at <https://www.cityofsanrafael.org/departments/public-meetings/>, as well as being streamed to YouTube at www.youtube.com/cityofsanrafael.
5. The City Clerk is authorized and directed to give the notice of hearing required by the Landscaping and Lighting Act of 1972 by publishing a copy of this resolution once in the Marin Independent Journal, publication to be completed not less than ten (10) days before June 21, 2021.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 7th day of June 2021, by the following vote, to wit:

**AYES: COUNCILMEMBERS: Bushey, Hill,
Kertz, Llorens Gulati & Mayor Kate
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None**

/s/
LINDSAY LARA, City Clerk

June 11,2021

Marin Independent Journal

4000 Civic Center Drive, Suite 301
San Rafael, CA 94903
415-382-7335
legals@marinij.com

2070419

CITY OF SAN RAFAEL
1400 FIFTH AVENUE
CITY CLERK, ROOM 209
SAN RAFAEL, CA 94901

PROOF OF PUBLICATION (2015.5 C.C.P.)

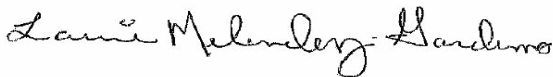
STATE OF CALIFORNIA County of Marin

I am a citizen of the United States and a resident of the County aforesaid: I am over the age of eighteen years, and not a party to or interested in the above matter. I am the principal clerk of the printer of the MARIN INDEPENDENT JOURNAL, a newspaper of general circulation, printed and published daily in the County of Marin, and which newspaper has been adjudged a newspaper of general circulation by the Superior Court of the County of Marin, State of California, under date of FEBRUARY 7, 1955, CASE NUMBER 25566; that the notice, of which the annexed is a printed copy (set in type not smaller than nonpareil), has been published in each regular and entire issue of said newspaper and not in any supplement thereof on the following dates, to-wit:

06/11/2021

I certify (or declare) under the penalty of perjury that the foregoing is true and correct.

Dated this 11th day of June, 2021.



Signature

PROOF OF PUBLICATION

Legal No. **0006583480**

RESOLUTION NO. 14930

SAN RAFAEL CITY COUNCIL RESOLUTION OF INTENTION TO ORDER IMPROVEMENTS AND SETTING A PUBLIC HEARING ON THE ANNUAL ASSESSMENT FOR THE CITY COUNCIL MEETING OF JUNE 21st, 2021

POINT SAN PEDRO ROAD MEDIAN LANDSCAPING ASSESSMENT DISTRICT (Pursuant to the Landscaping and Lighting Act of 1972)

THE CITY COUNCIL OF THE CITY OF SAN RAFAEL RESOLVES that:

1. The City Council intends to levy and collect assessments within the Point San Pedro Road Median Landscaping Assessment District, City of San Rafael, Marin County, California, during the fiscal year 2021-22. The area of land to be assessed is located in the City of San Rafael, Marin County.
2. In accordance with this Council's resolution directing the filing of an Engineer's Annual Report, CSW/Stuber-Stroeh Engineering Group, Inc., Engineer of Work, has filed with the City Clerk the report required by the Landscaping and Lighting Act of 1972. All interested persons are referred to that report for a full and detailed description of the improvements, the boundaries of the assessment district and the proposed assessments upon assessable lots and parcels of land within the assessment district.
3. The proposed assessment increases the assessment \$2.99 from the previous year, from \$99.79 to \$102.78 per EBU (Equivalent Benefit Unit), which is the maximum allowable assessment amount for FY 2021-22.
4. On Monday, the 21st of June, 2021 at the hour of 7:00 o'clock P.M., the City Council will conduct a public hearing on the question of the levy of the proposed annual assessment. The hearing will be held virtually through Zoom at the webinar location listed on the agenda online at <https://www.cityofsanrafael.org/departments/public-meetings/>, as well as being streamed to YouTube at www.youtube.com/cityofsanrafael.
5. The City Clerk is authorized and directed to give the notice of hearing required by the Landscaping and Lighting Act of 1972 by publishing a copy of this resolution once in the Marin Independent Journal, publication to be completed not less than ten (10) days before June 21, 2021.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on the 7th day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS: Bushey, Hill, Kertz, Llorens Gulati & Mayor Kate
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None

/s/
LINDSAY LARA, City Clerk

June 11, 2021



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: City Manager

Prepared by: Cristine Alilovich,
Assistant City Manager

City Manager Approval: _____ 

TOPIC: PUBLIC ART PILOT PROGRAM UPDATE AND MURAL AT 3301 KERNER BOULEVARD

SUBJECT: ACCEPT INFORMATIONAL REPORT REGARDING THE SAN RAFAEL PILOT PUBLIC ART PROGRAM AND THE INSTALLATION OF A PUBLIC ART MURAL AT 3301 KERNER BOULEVARD

RECOMMENDATION:

Accept the informational report regarding the San Rafael Pilot Public Art Program and the installation of a public art mural at 3301 Kerner Boulevard.

BACKGROUND:

On [February 16, 2021](#) the City Council approved Ordinance No. 1991, amending Section 14.25.040 of the City of San Rafael Municipal Code, exempting from environmental and design review any public art projects that undergo review through a separate review process established by the City for that purpose.

Public art is defined as all forms of art including, but not limited to: sculptures, murals, mosaics, and fountains, which are located on the exterior of a publicly owned facility or on a privately owned property when such artwork is placed in a location intended to be visible to the general public.

Pilot Public Art Program 2021:

To facilitate a path for reviewing public art projects, the City created a Pilot Public Arts program for the calendar year 2021. The program includes a Public Art Advisory Group (Advisory Group) made up of local community art representatives, a member each of the Planning Commission and the Design Review Board, and a representative with diversity, equity & inclusion expertise. For public art projects that are being proposed for installation at a City park, a member of the Park & Recreation Commission will also be included as a member of the Advisory Group. The Advisory Group was created to discuss and provide feedback on proposed public art projects in a public forum that includes an opportunity for both the Advisory Group members and members of the public to comment on proposed public art projects.

The Advisory Group is an advisory body only and was formed in order to provide the City Council with their collective feedback on the public art projects that come forward during this pilot program. The

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

Advisory Group does not have official authority to approve public art projects. Once reviewed by the Advisory Group, public art projects will be considered by the City Council for approval.

Two community groups (Canal Arts Initiative and San Rafael Social Justice Public Art Group) formed over the past year and each brought forward their own public art projects in the Canal neighborhood and the Terra Linda neighborhood respectively.

The following is a brief description of each of the two community groups:

1. Canal Arts Initiative

The Canal Arts Initiative (CAI) is a group of local volunteers and community-based organizations that serve the Canal neighborhood in San Rafael. The goal of the CAI centers around a three-pronged mission:

- a) First, with City support, an alliance of businesses and building owners, community organizations, citizens and artists bring visible transformation to the Canal, expressing its colorful mix of cultures.
- b) Promote the use of color on buildings. A wall or an entire building, simply repainted with a lively palette, can make an engaging difference at little cost.
- c) A public art program for the Canal would include participatory education elements throughout its conception and creation, with an emphasis on history and meaning, and reflection on its impact.

The CAI group's first concept for a public art project is to create a mural in the Canal neighborhood.

2. San Rafael Social Justice Public Art Group

The San Rafael Social Justice Community Art Group (SJCA group) came together in fall 2020 in response to the chalk art mural created at the intersection of Manuel T. Freitas Parkway and Las Gallinas Avenue over the summer of 2020. The chalk mural, honoring the life of Breonna Taylor, was removed per City policy to keep public property clear of markings. The group is comprised of 11 arts and community members who live and work in San Rafael. In addition, the group partnered with Youth in Arts, a San Rafael based non-profit to provide expertise, fundraising, and a youth component to the project. The project's focus is on creating art that includes a positive message to celebrate the core themes of JEDI – Justice, Equity, Diversity, and Inclusion through the lens of a Marin-based Black, Indigenous and People of Color (BIPOC) perspective.

In addition, the SJCA group aims to demonstrate that art is a representation of the collective community, and that the community can come together to heal, learn, and feel hope and unity. To that end, the creation of the art piece itself proposes to have an educational and awareness building experience “baked in” for the community.

The SJCA group identified Arbor Park, a small parkette at the southwest corner of the intersection of Manuel T. Freitas Parkway and Las Gallinas Avenue as their preferred location for the artwork. This location is close in proximity to the chalk art mural and is owned by the City of San Rafael. Arbor Park resides in the northern part of San Rafael in the Terra Linda neighborhood. Located at the southwest intersection of Las Gallinas Ave and Manuel T. Freitas Pkwy, Arbor Park is what San Rafael calls a Parkette, or a small park. It consists of a few benches, grass area, and walking path. The park is highly

visible to cars and pedestrians who travel in Terra Linda along Manuel T. Freitas which is the main thoroughfare for the neighborhood.

ANALYSIS:

The following is an informational report on the progress of the two public art projects:

1. Canal Arts Initiative Update

The CAI group identified the office building at 3301 Kerner Blvd. as a perfect location for a mural, as the visible entryway into the neighborhood. The CAI group has been collaborating with the Canal community, including collaborating with the Canal Alliance, the San Rafael Chamber of Commerce, Artworks Downtown, the Marin Society of Artists, and Storek Studio/Architecture to insure the artistic concept for the mural is a community-driven process.

The CAI group put forth a call for artists in late 2020 with applications due on December 15, 2020. The CAI group selected a group of artists to work with through a community-driven process and they collaboratively designed the proposed mural (Attachment). The proposed mural tells the story of an immigrant from the Canal neighborhood from their childhood to becoming a respected elder in the community. Along with the mural, the CAI is creating interpretive messages to accompany the art piece and tell the story of the mural.

The proposed location of the mural, 3301 Kerner Blvd, was purchased by the County of Marin in the fall of 2020 through the State-funded [Project Homekey](#) program. The mural will be painted on removable panels and affixed to the front of the building. This will allow the panels to be removed when the mural and/or building require maintenance. Since it is a County of Marin owned building, the CAI group has worked with the County on installation requirements. The County is supportive of the installation of the mural, as is the future owner of the building (Eden Housing). Under state law, the County (as the current owner of the property) is not required to comply with City zoning and building ordinances, however the County has indicated its preference for the artwork to be considered through San Rafael's 2021 Pilot Public Art Program.

The CAI group secured a grant from the [California Arts Council](#) to achieve the first major installation of color and art in Canal: the installation of a large, colorful mural in the Canal neighborhood. the City of San Rafael is providing an additional \$10,000 of funding to support the project and the artists creating the mural in acknowledgement of the collective work of the artists, as well as the assistance the CAI group provided the City with the pilot program.

The artists have been working diligently on-site to co-create the mural and will continue to do so until it is completed; it is expected to be complete and installed by June 30, 2021.

2. San Rafael Social Justice Community Art Group Update

The SJCA group issued a Call for Artists in early 2021. All artists, adults and children practicing in and around San Rafael were eligible and encouraged to apply. Two applications were received and one of them was considered to meet the minimum qualifications defined in the Call for Artists. The SJCA group is very enthusiastic about the artist's proposal. The selected artist has proposed to co-create the art piece with a group of youth. The SJCA group's partner, Youth in Arts (YIA), has recently issued a process for youth to apply to be part of this project. [Make Art. Be Heard. Get PAID - Calling all TEEN Artists! \(constantcontact.com\)](#)

SAN RAFAEL CITY COUNCIL AGENDA REPORT / Page: 4

The youth program will be held this summer on Monday and Wednesday mornings (9:30 am– 12:30pm) from June 28-Aug 4 at Youth in Arts. The youth artists will be paid a stipend for their work and there is space for 10 individuals.

Given that the artist is proposing a co-creation process with the youth, rather than a “fully baked piece of art,” the approval process for this project will be as follows:

1. The art team will work on creating a conceptual artwork design in early summer. Once the design image/rendering has been created, it will be presented at a future Pilot Public Art Advisory Group meeting in mid-summer to gather feedback and the community.
2. The San Rafael Social Justice Community Public Art Group, YIA, and the artists will then bring forth their final design/art piece to the City Council to request approval to place the artwork in Arbor Park.
3. If approved, final installation would occur in late Summer 2021.

YIA (on behalf of the San Rafael Social Justice Community Public Art Group) was able to secure a \$10,000 grant from the County of Marin for this project. The City of San Rafael is providing an additional \$10,000 of funding to support the artists creating the art piece and in acknowledgement of the collective work of the artists, as well as the assistance the Social Justice Community Art Group provided the City with the pilot program.

Both groups (the CAI group and the SJCA group) presented their proposed projects at the first convening of the Pilot Public Art Advisory Group in May. The Advisory Group members were overwhelmingly supportive of both projects. Public comment was received during the meeting and all comments were in favor of both projects moving forward.

At the conclusion of the 2021 pilot, staff will evaluate the process that the two public art projects went through and will develop recommendations for the next iteration of the program to be established in early 2022.

COMMUNITY OUTREACH:

Extensive community outreach has been conducted for both projects with community groups in both the Canal and Terra Linda neighborhoods.

Staff presented an informational report regarding Public Art on February 16, 2021 at a regular meeting of the City Council.

In addition, the City created a [webpage](#) dedicated to Public Art with information regarding these projects and an opportunity for members of the public to sign up for news and notices about public art projects in San Rafael. The City promoted updates on the projects on Nextdoor, Twitter, and other social media. Additionally, on May 25, the first Pilot Public Art Advisory meeting was held in which the proposed public art projects were presented and members of the projects provided feedback.

FISCAL IMPACT:

The fiscal impact for supporting both of these projects at \$10,000 each, is a total of \$20,000, in which there are sufficient funds as part of the City's general fund fiscal year 2020-21 budget.

OPTIONS:

The City Council has the following options:

1. Accept the informational report.
2. Accept the report with modifications.
3. Direct staff to return with more information.

ATTACHMENTS:

1. Canal Arts Initiative mural image

Canal Arts Initiative



Proposed mural at 3301 Kerner Boulevard, San Rafael



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Finance

Prepared by: Nadine Atieh Hade,
Finance Director

Bill Guerin,
Director of Public Works

City Manager Approval: _____

A handwritten signature in black ink, appearing to be 'AS', written over a horizontal line.

TOPIC: FINAL CITYWIDE PROPOSED BUDGET FOR FISCAL YEAR 2021-2022 AND LEGAL SPENDING LIMIT

- SUBJECT:**
- 1. RESOLUTION APPROVING THE CITYWIDE BUDGET AND CAPITAL IMPROVEMENT PROGRAM FOR THE FISCAL YEAR 2021-2022 AND PROVIDING FOR THE APPROPRIATIONS AND EXPENDITURE OF ALL SUMS SET FORTH IN THE BUDGET IN THE AMOUNT OF \$127,789,398;**
 - 2. RESOLUTION APPROVING FISCAL YEAR 2021-2022 GANN APPROPRIATIONS LIMIT AT \$150,770,339**

RECOMMENDATION:

1. Adopt a resolution approving the Fiscal Year 2021-22 operating budget and Three-Year Capital Improvement Program.
2. Adopt a resolution approving the Fiscal Year 2021-22 Gann Appropriations limit.

SUMMARY:

This report presents the final proposed citywide budget for Fiscal Year (FY) 2021-22, beginning July 1, 2021 and ending June 30, 2022. This item is the culmination of a process that included a public discussion of the assumptions underlying the draft budget that were presented at the City Council meeting on June 7, 2021. In addition, the preliminary Capital Improvement Program was presented to the City Council on May 3, 2021 for feedback and discussion.

FOR CITY CLERK ONLY

Council Meeting:

Disposition:

For the FY 2021-22 budget, ongoing General Fund operational expenditures are supported by current period revenues and the spending plans of all other funds are supported by projected revenues and accumulated resources in their respective funds. Proposed appropriations citywide total \$127,789,398 and are within the legal spending limit.

BACKGROUND:

This report will focus on the following:

1. Brief status of FY 2020-21 budget performance
2. Proposed Goals and Objectives for FY 2021-22
3. Proposed operating and capital budget presented for all City funds for FY 2021-22
4. FY 2021-22 Appropriations Limit

BUDGET ACTION

The purpose of this report is to provide the City Council and community with the final proposed citywide budget for FY 2021-22 which has been prepared for adoption based on the direction provided at earlier public meetings.

The budget is both a spending plan for the City's available financial resources and the legal authority for City departments to spend these resources for public purposes. Through these resources, services are provided to meet the needs of the community. The City Council and City staff respond to the community's needs in part through the budget, which is intended to balance not only revenues and costs, but also community priorities.

Consistent with the direction provided by the City Council in [May 2014](#), the additional one-quarter percent sales tax revenues provided by Measure E, effective April 1, 2014 through March 31, 2034, are dedicated to funding major construction and improvements to public safety facilities (also referred to as the [San Rafael Essential Facilities](#) project).

"GANN" APPROPRIATIONS LIMIT

Article XIII B of the California Constitution (enacted with the passage of Proposition 4 in 1979 – the Gann initiative – with modifications under Proposition 111 passed in June 1990, and implemented by California Government Code sections 7900, and following) provides the basis for the Gann appropriation limitation. The City's appropriation growth rate is limited to changes in population and either the change in California per capita income or the change in the local assessment roll due to new, non-residential construction.

ANALYSIS:

UPDATE ON CURRENT BUDGET/FISCAL YEAR 2020-21

General Fund

Revenues: The original FY 2020-21 budget, adopted on [June 15, 2020](#), projected \$75,483,680 in revenues. This was based on the soundest information available at the time as economists and revenue experts forecasted reductions in revenue based on the pandemic. The City worked with two revenue consulting companies (HdL and Management Partners) and other local agencies to project losses for FY 2020-21. Fortunately for the State of California, the federal aid (stimulus checks and extra unemployment

dollars) has played a significant role and revenues are not as impacted as originally expected. the mid-year budget review (updated budget) presented on [March 1, 2021](#), revenues were increased by \$5,500,000 for a projected balance of \$80,983,680 based on higher than anticipated sales and use tax receipts as well as the passage of Measure R and receipt of CARES Act funds. Current revenues are projected to be \$83,429,224, which is \$2,445,544, or 3% above the updated budget, based on activity through April which is the most up to date information available. This is due to an estimated increase in property transfer tax of approximately \$366,000, higher than anticipated Educational Revenue Augmentation Fund (ERAF) payments received from the County of \$367,970 and continuing increases in sales tax revenues estimated at approximately \$1,711,500.

Expenditures: As part of the approved FY 2020-21 budget, expenses were reduced by \$6,686,000 as the City was preparing for projected revenue losses associated with the COVID-19 pandemic and acted immediately to reduce expenses. During the fiscal year, an effort by all departments was made to keep to the original budget except for one request to increase appropriations during the mid-year budget update for the Public Safety Center total utility and janitorial service costs in the amount of \$275,000.

The impacts of COVID-19 have caused a revenue strain on several of the City's other funds such as Parking, Childcare, and Recreation. At this point, most funds continue to be self-sufficient by using available fund balances. However, due to starting the year with no available fund balance and with having to endure the year with significantly reduced program activity while still utilizing staff for other activities such as disaster service workers, the Recreation fund will need an additional transfer of an estimated \$500,000 from the General Fund. The Recreation fund receives an annual subsidy of approximately \$2 million each year from the General Fund as approved in the original budget. With this additional request, the total transfer from the General Fund to the Recreation fund amounts to \$2,500,000 for FY 2020-21.

Operating results: The proposed increase to revenues of \$2,445,544, in addition to the proposed increase in expenses (transfers out to the Recreation fund) of \$500,000 changes the updated budget estimated positive net result of \$3,042,072 to \$4,987,616 for FY 2020-21. With the replenishment to the Emergency reserve fund in the amount of \$499,248 (in order to maintain the 10% per City Council policy), net unassigned funds, (otherwise known as surplus), are forecasted to be \$4,488,368 at year-end. See Table 1 for additional details.

Due to the concerted city-wide effort to stay within the originally budgeted expenditures, the City is estimating a surplus of which Staff recommend be allocated towards several competing needs such as starting to right-size employee compensation to comparable agencies, vehicle maintenance, the maintenance of City owned parks and buildings, infrastructure needs, and the City's policy focus areas outlined in the Goals and Objectives section.

Staff will formally request the aforementioned adjustments be made to the budget along with other adjustments if necessary, in August 2021 once the year-end update is presented to the City Council.

Table 1

General Fund	Adopted Budget FY 2020-21	Approved Changes	Current Budget	Proposed Changes	Revised Budget
Revenues	75,483,680	5,500,000	80,983,680	2,445,544	83,429,224
Transfers in	3,914,620		3,914,620	-	3,914,620
FY20-21 Resources	79,398,300	5,500,000	84,898,300	2,445,544	87,343,844
FY19-20 P.O. reserve	-	-	-	-	-
Total Resources	79,398,300	5,500,000	84,898,300	2,445,544	87,343,844
Expenditures	79,581,228	266,557	79,847,785	-	79,847,785
P.O. Rollover	-	-	-	-	-
Operating Transfer out	2,000,000	8,443	2,008,443	500,000	2,508,443
Total Appropriations	81,581,228	275,000	81,856,228	500,000	82,356,228
Net Result	(2,182,928)	5,225,000	3,042,072	1,945,544	4,987,616
Allocations					
Use/(Source) of Emergency Reserves	2,182,928	-	2,182,928	(2,682,176)	(499,248)
Unassigned Funds Available	-	5,225,000	5,225,000	(736,632)	4,488,368

Other Funds

The evaluation of other funds will continue with the year-end close. Any required adjustments will be presented to the City Council as part of the year-end update which staff will present to the City Council in September 2021.

GOALS AND OBJECTIVES

Each year, the City Council establishes a set of goals, objectives, and key implementation tasks ([Goals and Objectives](#)) that guide decision-making. This year, the City created four new Policy Focus areas to highlight overarching policy priorities while retaining five City Service areas to highlight operational efforts that will be of particular focus in FY 2021-22. The four Policy Focus areas and five City Service areas are listed below:

Policy Focus Areas

- **Economic Recovery:** Building back our economy stronger and more resilient than before.
- **Housing & Homelessness:** Creating new housing, keeping people in their homes, and use a “Housing First” model.
- **Racial Equity:** Working to achieve racial equity and advance opportunities for all.
- **Sustainability, Climate Change & Disasters:** Reducing greenhouse gas emissions while mitigating and adapting to climate change.

City Service Areas

A. Neighborhood and Economic Vitality: Create and preserve a healthy economy and sustain vibrant neighborhoods, Downtown, and other business areas.

B. Quality of Life: Serve and strengthen community relationships by providing literary, artistic, recreational, and cultural experiences for all residents and improving resident engagement and governmental transparency.

C. Public Safety: Prevent and respond to emergencies through essential facility improvements and community and organizational emergency readiness.

D. Public Assets: Improve and preserve public assets by sustaining effective levels of core infrastructure while reducing traffic congestion by expanding bicycle, pedestrian, and transit options.

E. Foundational Services: Sustain organizational viability and exemplary service through short and long-term financial success, organizational excellence and succession planning, and technology to improve efficiency and service levels.

Each Policy Focus and City Service area has a set of objectives, each of which, has a subset of key implementation tasks. These objectives and key implementation tasks provide a basis for making resource allocation decisions during the budget process and serve as a focal point for assessing and coordinating the City's various short and long-term strategic planning. The resources required to perform each objective and task are summarized in the Time and Intensity graphic within the Goals and Objectives. Additionally, the Policy and City areas address the community's needs and priorities, as well as reflect an evaluation of community condition and the government's operating environment.

After a collaborative process that included all City departments, City staff presented the draft Goals and Objectives for FY 2021-22 to the City Council at its study session on April 30, 2021. The feedback provided in that discussion were incorporated into the [Goals and Objectives document hyperlinked here](#) (Attachment 1) for the consideration by the City Council.

PROPOSED FISCAL YEAR 2021-22 CITYWIDE BUDGET

HIGHLIGHTS

- ❖ **Citywide Budget:** The total proposed FY 2021-22 expenditure budget for the City is \$127,789,398 (Attachment 2, Exhibit I). This sum reflects all funds and operations for the City, including active capital projects. The Capital Improvement Program has planned expenditures of \$22 million for the year, of which staff reports will be submitted for approval of major projects and their associated funding source. Appropriations are supported by FY 2021-22 revenue and other sources projected at \$123,850,111, as well as by fund balances retained from previous periods for capital projects.
- ❖ **General Fund Budget:** The proposed General Fund expenditure budget comprises \$89,562,734 for operations, an increase of approximately \$7.2 million over the prior year adjusted budget, supported by revenues, transfers in, and reserves, projected at \$89,616,102, resulting in a surplus before allocations of \$53,368.
- ❖ **State Budget Impacts:** On May 14, 2021, Governor Gavin Newsom signed the May revision to the FY 2021-22 state budget, which totals approximately \$203 billion in spending. The May revision projects a \$75.7 billion surplus, contrasting against a projected \$54 billion deficit in the prior year's budget. City staff will look for any opportunities to pursue additional assistance and available funding.
 - **COVID-19:** In recognition of the disproportionate impact the COVID-19 Pandemic has had on low-income Californians and small businesses, the Budget proposes \$3 billion of pandemic relief for immediate action in January of 2021. Included in the package is \$2.4

billion for Golden State Stimulus (a \$600 payment to low-income workers), an additional \$2 billion for grants to small businesses bringing the total to over \$2.5 billion, as well as fee relief for impacted industries such as restaurants and personal services.

- **Housing**: In January 2021 the COVID-19 Tenant Relief Act was signed, creating the California COVID-19 Rent Relief Program providing up to \$2.6 billion in federal assistance to those facing financial hardships as a result of the pandemic. The federal American Rescue Plan Act in March of 2021 provides an additional \$2.6 billion for a total of \$5.2 billion in federal rental relief aid. The May Revision also proposes \$1.75 billion to help support affordable housing projects.
 - **Homelessness**: The budget extends project Homekey, an effort to acquire motels for homeless housing, with \$2.75 billion in one-time funds to purchase additional motels, develop short-term community mental health facilities, and purchase or preserve housing dedicated to seniors. The revision adds \$40 million in one-time funds for the Homeless Coordinating Financing Council to provide grants and technical assistance to local jurisdictions to develop action plans that will address family homelessness.
 - **Transportation**: President Biden's proposed American Jobs Plan is set to provide a massive investment in broad infrastructure improvements. The May Revision proposes investing an additional \$11 billion in the transportation system and related zero-emission vehicle efforts. Included is \$2 billion through 2028 to advance State Highway Operation and Protection Program projects, Interregional Transportation Program projects, and local road and bridge investments.
 - **Emergency Preparedness and Response**: The Revision proposes \$98.4 million and 224 positions for Cal OES to address disasters across the state as well as an additional \$133.9 million for California Disaster Assistance Act funding, a Southern Regional Emergency Operations Center, and Wildfire Forecast and Threat Intelligence Center. The revision also includes \$38.9 million to augment CAL FIRE's resources for the 2021 fire season.
 - **Environmental Quality**: The budget proposes a \$1.5 billion comprehensive strategy to achieve the state's zero-emission vehicle goals by 2035 and 2045. An additional \$1 billion is proposed to support a coordinated forest health and fire prevention strategy that maximizes technology and science-based approaches to protect state forestlands. The budget also includes \$500 million in one-time funds for toxic site cleanup and investigations.
 - **Public Safety**: At the local level, the May Revision includes \$9 million in ongoing funding and \$100 million one-time funding for the CalVIP program providing grants to cities and community-based organizations to support services such as community education, diversion programs, outreach to at-risk transitional age youth, and violence reduction models.
- ❖ **American Rescue Plan Act**: On March 11, 2021, President Biden signed into law the American Rescue Plan Act (ARPA). The ARPA provided \$65.1 billion in direct aid to every city, town, and village across the country to help stabilize communities. The City of San Rafael has been allocated an amount of \$16,088,886. Of this one-time money, the first 50% of the allocation has been received and the second 50% will be distributed a year from now. Jurisdictions have until December 31, 2024 to spend the funding. On May 17th, the Treasury Department issued an [Interim Final Rule](#) document that provides guidance on what the funds may be used for. However, this document is not final and will be open for public comment through July 16, 2021. At this point, staff does not recommend bringing an ARPA Funding Plan to the City Council for approval since there are many eligibility and reporting questions pending that need to be addressed by the Treasury Department. However, in preparation for the utilization of the funds, staff proposes to prioritize allocations on unfunded initiatives and projects related to the City's policy focus areas that are one-time in nature. Staff has prepared a list of high priority needs below that address

Economic Recovery, Housing & Homelessness, Racial Equity and Sustainability, Climate Change & Disasters. To provide an order of magnitude, a dollar symbol is placed after each item with one (\$) representing an estimated cost of under \$500,000, two (\$\$) a cost over \$500,000 and under \$1,000,000, three (\$\$\$) a cost over \$1,000,000 and under \$3,000,000 and 4 (\$\$\$\$) a cost over \$3,000,000.

- Economic recovery for small businesses including action items that result from the Economic Development Strategic Plan or other special initiatives (\$)
- Dedicate resources that keep racial equity work at the forefront of everything we do (\$\$\$)
- Support housing and homelessness initiatives including new homelessness programs and the facilitation of new housing (\$\$\$)
- Support climate change, sustainability and adaptation projects to reduce greenhouse emissions while mitigating and adapting to climate change (\$\$\$\$)
- Fund key community infrastructure projects such as a synthetic turf at the Pickleweed play fields and replacing pump stations (\$\$\$\$)
- Fund key technology infrastructure to replace and update outdated software systems (\$\$\$\$)

Lastly, projects where the use of ARPA funds is eligible will be brought to the City Council for approval prior to commencement. Staff recommends that ARPA funding received by the City and any expenditures thereof be separately tracked and accounted for to ensure allocation in accordance with the requirements and limitations on expenditures of those funds as required by the Act.

General Fund

The City's General Fund accounts for most of the major services to residents and businesses (such as police, fire suppression and prevention, planning, building, library, parks, streets, engineering, traffic enforcement and management, and cultural programs). The General Fund operating-related appropriations for FY 2021-22 total approximately \$89.6 million. These appropriations comprise \$87.6 million of operating expenditures and \$2 million of transfers to community services in support of the Recreation Fund.

The appropriations are supported by \$87.9 million in projected revenues and \$1.8 million of transfers from other funds. The transfers include a \$635 thousand reimbursement from Gas Tax for support of street maintenance salaries; \$683 thousand from the Employee Retirement internal service fund for debt service on the outstanding pension obligation bonds; and \$436 thousand from the Parking Services Enterprise Fund for administrative support.

The following table (Table 2) summarizes the detailed information provided in Exhibit II and presents the proposed FY 2021-22 budget with a comparison to the projected FY 2020-21 budget. The table presents year-over-year change in revenues and expenses as these are key performance metrics.

Revenues available for operations are projected to be \$4.4 million, or 5.3% higher than those of the FY 2020-21 year. This is mainly due to the receipt of Measure R funds for the entire year versus one quarter in FY20-21 and an increase in transient occupancy tax of approximately 20%. Other revenue items are budgeted for modest gains above FY20-21 projections, for example a 2% increase is budgeted in property tax revenues and 1% in sales tax revenues.

Expenditures are projected to increase by \$7.7 million, or 9.7% over those of the FY 2020-21 projected budget. Increases to the FY 2021-22 expense budget include approximately \$6.1 million in personnel

expenses as the furloughs lapse (\$700,000), frozen positions became unfrozen and funded (\$1,300,000), and wages increase as part of labor negotiations and as the City works to meet compensation goal needs (\$2,200,000). Respectively, pension expenses determined by MCERA also increased as the composite rate for the City of San Rafael will be 62.57 percent, a 1.8 percent increase from the current rate of 60.77 percent (\$1,900,000). Other increases in the budget of approximately \$1,900,000 are to support the City’s goals and objectives, primarily focused on the policy focus areas.

Table 2

General Fund	Projected FY 2020-21	Proposed FY 2021-22	\$ Change from previous year	% Change from previous year
Revenues	\$ 83,429,224	\$ 87,861,080	\$ 4,431,856	5.3%
Transfers in	3,914,620	1,755,022		
Total Resources	\$ 87,343,844	\$ 89,616,102	\$ 2,272,258	2.6%
Expenditures	\$ 79,847,785	\$ 87,562,734	\$ 7,714,949	9.7%
Transfers out – operating	2,508,443	2,000,000		
Total Operating Uses	\$ 82,356,228	\$ 89,562,734	\$ 7,206,506	8.8%
Net Results before Allocations	\$ 4,987,616	\$ 53,368		
(Source) / Use of reserved funds				
Emergency reserve	(499,248)	(720,651)		
Total Results	\$ 4,488,368	\$ (667,283)		
Allocation of unassigned funds	-	667,283		
Net After Allocations	\$ 4,488,368	\$ 3,821,085		

Revenue Trends and Assumptions:

Sales and Transaction & Use Tax:

The COVID-19 pandemic has not caused the severity in recessionary impact many had feared in Sales and Use tax remittances. Low interest rates have buoyed construction and auto sales as well as the timely passage of the Wayfair ruling dramatically increased remittances from the County pool from online transactions, now accounting for the City’s largest Major Industry Group for tax remittances. Growth in auto sales and building and construction is projected to slow in FY 2021-22 where restaurants and hotels and fuel and service stations are projected to grow 23.9% and 15.5%, respectively, as we project to recover from the pandemic.

With the assistance of HdL Companies, the City’s sales tax consultant, recurring sales tax revenues are estimated to increase slightly from \$22.3 million as currently proposed in the FY 2020-21 budget, to \$22.5

million in FY 2021-22, an increase of approximately 1 percent. Sales taxes account for approximately 26% of the City's General Fund revenues.

Revenues from the Measure E Transactions & Use tax, which applies to most local retail sales, are estimated to rise from \$12.5 million as currently proposed in the FY 2020-21 budget, to \$12.8 million in FY 2021-22, an increase of 2 percent. One-third of these funds are allocated to service debt related to the 2018 Lease Revenue Bonds. Measure E revenues account for about 15% of the City's General Fund revenues. Revenues from the new Measure R Transactions & Use tax are projected to generate \$4.3 million in its first full year of implementation.

The State recently informed San Rafael and other local agencies that a taxpayer, which allocates the majority of its tax revenue through the countywide use tax pools, may be reporting incorrectly. The State said in their communication that they are looking into the matter and depending on their ultimate determination, some portion of this taxpayer's revenue will shift outside of the Marin pool. This would have the result of dampening some of the growth in revenue allocations that San Rafael would have otherwise received from this use-tax pool. The amount of any potential shift, however, is unknown. This change in taxpayer filing is expected to begin sometime in 2021. In their most recent sales tax forecast HdL calculated an estimated loss of San Rafael's pool allocations for calendar year 2021. Staff will continue to update City Council on any material shifts.

Property Tax:

Property taxes are currently projected to modestly increase by 2% over the prior year for a total of \$22.6 million. Property tax makes up 26% of the City's General Fund revenues.

Other General Fund Revenues:

Other revenues (including business tax, transient occupancy tax, development fees, permits, and charges for services) are expected to show a modest increase of 3% when compared to the prior year's budget. These revenues account for 29% of the City's General Fund revenues.

Expenditure Trends and Assumptions:

As we look forward to the recovery from the pandemic, we are projecting general fund expenditures to grow by 9.7% in FY 2021-22. The growth in expenditures incorporates increases in personnel costs as we increase compensation based on collective bargaining contract commitments. General Fund budgeted contributions to the Marin County Employees Retirement Association (MCERA) are projected to increase by \$2.3 million, or 14% when compared to the previous year. The increase is attributable to unfreezing positions as well as increased compensation coupled with an increase of 1.8% in the City's net contribution rate. Pension expenses represent approximately 16.7% of total citywide expenditures, and approximately \$18.6 million, or 20.7%, of an \$89.6 million general fund budget.

Capital Spending and Other Funds

Capital Improvement Program (CIP)

The CIP is a multi-year planning tool used to identify and implement the City's capital needs over the upcoming three-year period: FY 2021-22 through FY 2023-24. The CIP document summarizes the City's planned capital and infrastructure improvement projects, including their funding sources, and prioritizes projects after analysis and coordination with other City departments to ensure that all department needs

are represented. Project selection and priority is based on recommendations by a Working Group representing various City departments to accommodate high priority needs, which focused on life/safety, maintenance and repair, public and City Council input, and other factors. The CIP is intended to provide a comprehensive three-year project list for the City’s known capital and infrastructure needs.

The general categories within the CIP are as follows:

- **City-Owned Properties:** City facilities including buildings, parking garages and lots
- **Drainage:** Stormwater systems including roadway drainage and the City’s 12 stormwater pump stations
- **Parks:** Park infrastructure and facilities including playgrounds, recreation equipment, and restrooms
- **Streets/Transportation:** Roadway improvements including construction, resurfacing, and maintenance of existing bicycle and pedestrian facilities including sidewalks and bike lanes.
- **Transportation:** Transportation projects are separated out from Streets/Transportation projects. Transportation projects include traffic and signal improvements that increase traffic flow and capacity, as well as any circulation improvements that expand bicycle/pedestrian thoroughfare beyond the existing facilities in place. For example, new multi-use pathways and the expansion of existing sidewalk.

On [May 3, 2021](#), Public Works presented the preliminary three-year CIP for Fiscal Year (FY) 2021-22 through FY 2023-24 for discussion and review by the City Council. The purpose of the presentation was to provide the community members and the City Council an opportunity to participate in reviewing and sharing feedback relating to the CIP.

Major new projects/studies identified in the FY 2021-22 to FY 2023-24 CIP include:

- 20 Meyer Road Slide Repair
- North San Pedro Medians at SMART Railroad Crossing
- Center Street Resurfacing – Phases I and II
- Francisco Blvd West at Irwin St: Trash Rack
- Sun Valley Park Playground Improvements
- Grand Ave (Second St to Fourth St) Class IV Cycle Track
- Bike & Ped Master Plan 2022 Update

There are currently twelve major annual funding sources for the CIP:

Figure 2

Fund #	Fund Name	Description
205	Stormwater Fund	Established to fund stormwater maintenance, programs, and improvements throughout the City. Fund #205 receives annual revenues from the City’s Stormwater Activity fee (Municipal Code Chapter 9.40).

206	Gas Tax; Measure AA; Senate Bill 1 Funds	The Gas Tax is revenue collected and subsequently distributed by the State of California based on a percentage tax on each gallon of gas purchased in San Rafael. Gas Tax may be used for capital projects or maintenance on local streets, roads, traffic, and bicycle/pedestrian facilities. Additionally, local sales tax, passed by voters in 2018 as Measure AA, contributes to a portion of this fund for roadway improvement projects.
208	Childcare Fund	Projects identified in the CIP as utilizing Childcare Funds are restricted to facility improvements at the City’s childcare centers.
235	Baypoint Lagoon Assessment District	The Baypoint Lagoons Lighting and Landscape District was formed to protect and enhance wildlife habitat and water quality in Baypoint (Spinnaker) Lagoon and the adjacent diked salt marsh.
236	Loch Lomond Assessment District	The Loch Lomond (Melo-Roos) Assessment District was established in 1992 to pay for the repair and maintenance of the stormwater system infrastructure in the District.
240	Parkland Dedication	This fund was established to account for long-term developer deposits used to acquire and increase capacity of the City’s park infrastructure.
241	Measure A	Measure A is a nine-year ¼ percent transactions and use tax managed by the County of Marin. The tax is restricted to care for parks and open spaces. The Department of Library and Recreation, in consultation with the Parks and Recreation Commission, provides input each year as to which parks projects should be prioritized to receive Measure A funding.
246	Traffic Mitigation Fee	Traffic Mitigation Fees are an impact fee charged to a developer in connection with the approval of a private land development project with the purpose of offsetting or subsidizing public improvements made necessary by the private development. The City utilizes Traffic Mitigation Fees for circulation-related projects identified in the General Plan.
420	Measure E	Measure E was passed by San Rafael voters in November 2013 extending an existing 0.5% sales tax for 20 years and adding 0.25% (25 cents on a \$100 purchase). In February 2014, the City Council directed staff to set aside the revenues from the added quarter percent to fund public safety facilities improvements.
501	Parking Services	Projects identified in the CIP as utilizing Parking Services Funds are restricted to parking-related projects, including maintenance and upgrades at City parking garages and parking lots.
603	Building Maintenance	The Building Maintenance Fund supports routine maintenance and capital projects associated with the City’s buildings, parks and other facilities. The Building Maintenance Fund is an internal revenue fund, which means General Fund monies are the sole source of revenue.

	Grants (various)	The City actively seeks grant funding for capital projects and programs. Grant funding is available from regional, state, and federal agencies for safety, transportation, emergency response, and other types of projects.
--	-----------------------------	---

While some CIP projects are grant-funded, most are not and are paid for through Funds 205 (Stormwater), 206 (Gas Tax), 246 (Traffic Mitigation), and 603 (Building Maintenance). Within each fund type is an Operating Budget which consists of expenses related to maintenance of infrastructure, equipment purchasing, miscellaneous contractual services, Annual Programs, and other non-project related work. Additionally, after deducting the Operating Budget from the total available funding in each fund type, staff allocated a 15-percent contingency of the remaining funds to provide a buffer for unanticipated expenses which may arise mid-year.

Beginning in March 2020, the COVID-19 pandemic created financial burdens for the City, its residents and businesses. Inevitably, the economic downturn resulted in a reduction of the City's revenues, impacting CIP funding revenues in Funds 206 (Gas Tax), 208 (Childcare), 241 (Measure A-Parks), and 501 (Parking Services). The CIP for fiscal year 2020-21 assumed a 30-percent reduction in gas tax revenues as many sectors of the economy closed and the community sheltered in place. Staff are pleased to report that gas tax revenues were better than forecasted with an additional \$600,000 received above what was anticipated. Unfortunately, this trend did not continue for the other mentioned City funds.

Staff are not anticipating any revenue reductions in Funds 206 (Gas Tax) or 246 (Traffic Mitigation) this fiscal year and have budgeted accordingly when recommending projects in the CIP. The two funds that continue to be impacted are Funds 208 (Childcare) and 501 (Parking Services). The Library and Recreation Department as well as Parking Services had to suspend or postpone planned CIP projects last fiscal year and will again do the same until revenues return to appropriate levels.

As has been noted in prior year CIPs, the long-term capital and infrastructure improvement needs for City-owned property, parks, and drainage far exceed the available revenues each year. Therefore, a considerable number of projects are identified as real capital and infrastructure needs (and maintained on the CIP project list) but are categorized as "Unfunded".

Historically, staff transfers a flat amount each year from the Gas Tax to the General Fund to support personnel costs of Streets Maintenance staff, which we propose to do again this year in the amount of \$635,000. Personnel costs of employees performing street and road maintenance and repairs total over \$2M annually in the General Fund and are an allowable use of State gas tax monies.

The complete, [final draft of the CIP is hyperlinked here](#) (Attachment 3).

Capital Project Funds

These funds are dedicated to the tracking and reporting of capital projects. The most significant capital project activity is the Public Safety Essential Facilities program, which in the last year has completed projects such as the construction of the new Public Safety Center and the rehabilitation of Fire Stations 52 and 57. This project has been funded from the following sources: (1) direct use of designated Measure E general tax funds; (2) Lease Revenue Bonds, Series 2018, which will be repaid from designated Measure E general tax funds; and (3) allocations from the paramedic tax used to fund capital projects. In FY 2021-22, the City expects to start construction on the rehabilitation of Fire Stations 54 and 55.

Special Revenue and Grant Funds

These funds have restricted uses, based on their respective sources. One significant fund in this group is the Emergency Medical Services/Paramedic Fund (EMS). The fund has planned expenditures of \$8.6 million for the upcoming fiscal year, of which \$5.1 million, or 60%, comes from the Paramedic Tax. The balance of the funding of this activity comes primarily from third-party recovery for emergency medical response and transport services. The spending plan requires no change in the level of support from taxpayers in San Rafael, County Services Area #13, and County Services Area #19, and Marinwood Community Services District.

The EMS fund is projected to retain \$801,476 in unallocated fund balance on June 30, 2022. This balance serves as an operational reserve equal to ten percent of expenditures. Funds not needed for the operations reserve are used to fund capital improvements that directly support the delivery of emergency medical transport services (e.g., Phase II essential public facilities projects, such as Fire Stations 54 and 55). The tax rate for fiscal year 2021-22 remains unchanged from the prior year, however, expenditure growth is projected to outpace revenue growth in future periods and further increases to the San Rafael tax rate may be necessary to support the program in the future.

The City's Cannabis Business Tax is also reported in a special revenue fund. San Rafael has several licensees in active commerce. The City anticipates the receipt of \$500,000 in excise tax revenues for the FY 2021-22 year in which the fund will incur \$500,000 in qualifying expenses. The program is expected to generate revenues of approximately \$640,000 as it is forecasted to generate associated sales tax and licensing fees of \$140,000 received by the General Fund.

The Measure A Open Space Program is in its ninth year. Funding for this activity is primarily provided by a nine-year, county-wide sales tax that is managed by the County of Marin, with the City providing discretionary contributions as needed. The focus for FY 2021-22, for which \$472 thousand in revenues is projected, remains on park capital improvements and open-space enjoyment and safety. The FY 2021-22 Measure A – Open Space Workplan was presented and approved separately at the City Council meeting of May 3, 2021.

Measure D, the successor Library parcel tax to Measure C, is entering its fifth year. This special revenue source has successfully expanded service levels, relative to those established under Measure C (previous Library parcel tax). The purpose of the tax is to “augment the capacity of the City of San Rafael to provide quality library services to its residents.” Measure D provides for expanded book and periodical purchases, including e-books; funds events and classes for all ages, and provides for supplementary technology supplies. Capital reserves were established under Measure C (previous Library parcel tax) for facility-related uses.

The Recreation and Childcare Funds are anticipating spending plans of \$4 million and \$4.2 million, respectively. Revenue projections will depend on the reopening which, although underway, could see setbacks should coronavirus case rates rise again. Management will keep the City Council apprised of any events affecting the performance of these funds.

Measure C, a historic wildfire prevention measure is entering its second year. Funding for this activity is provided by a ten-year parcel tax and is managed by the Marin Wildfire Prevention Authority, a Joint Powers Authority. The City of San Rafael is expected to receive \$1,826,000 in revenues to support coordinated wildfire prevention including early detection, warning and alerts; reducing vegetation;

ensuring defensible space around homes, neighborhoods and critical infrastructure; and improving disaster evacuation routes/procedures.

Other significant funds in this category include Gas Tax and Storm Water Funds. The spending plans for these funds were developed in conjunction with the Capital Improvement Program described previously. Costs for new CIP projects are not included in the budget until they are brought to Council for approval at time of commencement.

Parking Fund

The Parking Fund is a self-sustaining enterprise fund whose revenues are dedicated to parking services. Currently, parking operations are funded via parking fees and fines, and fund balance is the only resource with which to cover capital improvements. The parking structures and lots have deferred maintenance issues that will need to be addressed in the coming years. In 2014, the Public Works Department engaged an engineering firm to evaluate current conditions of the garage structures and provide recommendations for repair and maintenance items. The study determined that the four city-owned structures (3rd/Lootens, 3rd/A, 3rd/C, 5th/C parking structures) require significant structural repairs due to deferred maintenance. The FY 2021-22 operating budget for this fund is \$4.9 million, inclusive of operating transfers.

Internal Service Funds and Capital Replacement Funds

These funds are used to manage services that are delivered within the organization. For example, computer replacement, employee benefits, workers compensation, general liability, capital replacement, technology replacement and vehicle replacement are funded via internal charges to the funds that utilize these respective services.

Successor Agency

Prior to the state-initiated dissolution of the Redevelopment Agency in January 2012, the City Council met as the Redevelopment Agency and approved its annual budget as part of the citywide budget process. Under the current legislation, the Successor Agency is not required to prepare an annual budget. Funding for the Successor Agency follows a different process specified in the new law: funding must be approved by the Successor Agency's Oversight Board and the California Department of Finance for six-month periods. The economic development-related functions of the former Redevelopment Agency have been fully transferred to the City Manager's Office. The San Rafael Successor Agency Oversight Board has approved allowable administrative expenses of \$144,000 in FY 2021-22 for City staff time and other costs associated with the dissolution of the former Redevelopment Agency, although this amount is expected to be reduced, and eventually eliminated, in future years.

Status of Pension Funding

The City's [Pension Funding Policy](#) requires that the Finance Director and City Manager report on the status of pension funding as part of the annual budget adoption process.

The most recent pension actuarial valuation was prepared as of June 30, 2020 and approved by the MCERA Board on February 10, 2021. This valuation was used to determine the contribution rates for FY 2021-22. The composite rate for the City of San Rafael will be 62.57 percent, a 1.8 percent increase from the current rate of 60.77 percent. The budgeted pension contribution for FY 2021-22 provides full funding for the required contribution. The valuation also reported an unfunded actuarial liability of \$148.2 million for the City, representing a funded ratio of 76.2%.

MCERA's investment target (discount rate) was updated from 7.00% to 6.75% during the measurement period. The City has dedicated a portion of its employee retirement reserve to buffer the impact of unexpected increases. This reserve, which currently totals \$2.8 million, is also used to accumulate payments for debt service on the \$4.5 million pension obligation bonds issued in 2010; and for optional, supplementary payments to MCERA.

Status of Other Postemployment Benefit (OPEB) Funding (Retiree Healthcare)

The City's OPEB Funding Policy was adopted on [September 18, 2017](#). The Policy cites the City's goal of fully funding the Actuarially Determined Contribution (ADC) each year. The budgeted OPEB contribution for FY 2020-21 provides full funding for the required contribution. The contribution is based on an investment target (discount rate) of 6.75%. The most recent actuarial valuation, as of June 30, 2019, reports \$21.8 million in plan assets offset by \$48.3 million in actuarially accrued liabilities, leaving an unfunded actuarial liability of \$26.5 million. The City's ADC for FY 2021-22 is \$3.1 million.

General Fund Balance and Reserves

Under the proposed FY 2021-22 budget, all funds are projected to have a positive fund balance as of July 1, 2021, as well as at June 30, 2022.

General Fund Emergency Reserves are projected to increase from \$8.3 million to \$9 million, or 10% of General Fund expenditures, maintaining the minimum target reserve levels. There are sufficient funds retained in the general liability and workers compensation reserves to fund projected claims in those respective areas.

GANN APPROPRIATIONS LIMIT

The Appropriations Limit for each year is based on the prior year Appropriations Limit, adjusted by factors that incorporate changes in cost of living and population. For FY 2021-22, the City is using a 5.73 percent increase in California's per capita personal income from January 1, 2020 to January 1, 2021 (this figure is provided by the California Department of Finance). For the change in population, the City is using negative 0.43 percent – representing the change in population for Marin County, which is higher than San Rafael's figure of negative 0.62 percent for the period January 1, 2020 to January 1, 2021 (provided by the State of California Department of Finance).

The attached Exhibit A establishes the new Appropriations Limit for FY 2021-22, which has been calculated to be \$150,770,339. The actual budget subject to the limitation excludes self-supporting funds, capital improvement funds, capital outlay grant funds, and specific exclusions such as the Gas Tax Fund. The FY 2021-22 appropriations subject to the GANN Limit is \$82,522,271 (Attachment 4, Exhibit B). Therefore, the portion of the City's budget appropriation that is restricted by the GANN limit is \$68,248,068 under the legal limit.

STAFFING

For FY 2021-22, all departments are focused on finding ways to maximize the capacity of our current staff by re-examining the way our teams are currently organized, and by creatively implementing process improvements cross departmentally. This is especially important as the City reopens and reimagines the way it provides services with the goal of equity amongst all that we do.

In the last quarter of the FY 2019-20, in preparation for the unknown financial repercussions of the COVID-19 pandemic, the City froze vacant positions and offered a Voluntary Separation Retirement program. The savings of these actions were presented in the FY 2020-21 budget and were adhered to throughout the year which successfully decreased expenses by more than \$1,200,000. For FY 2021-22, staff recommends the frozen positions to be reinstated and reviewed for hiring on a per position basis. Additionally, a furlough was implemented for FY 2020-21 which will not be carried into FY 2021-22.

The Department of Public Works is proposing to convert one job classification into a new job classification in order to meet the current service needs. With the additions of the 40,000 ft² Public Safety Center, Fire Station 52 and 57, there is an increased workload for the City's facility maintenance team. The staffing needs associated with maintaining these new facilities are not currently adequate. Therefore, the department proposes to convert the vacant Public Works Dispatcher position to a Facilities Maintenance Worker position. The cost of this change will be offset by the reduced facility maintenance professional services costs. The proposed changes have been discussed with the labor representatives of the affected bargaining units.

The City's current approved level of staffing for FY 2020-21 is 411.73 which is six more positions than what had been approved at the original budget in June of 2020. The six positions approved throughout the year are all funded through non-general fund operations and consist of one San Rafael Sanitary District position which does not come from City funds and the other five positions are fixed term wildfire specialists funded through Measure C, the Wildfire Prevention program.

The history and detail for the 411.73 FTE/positions being proposed for FY 2021-22 are presented in Attachment 2, Exhibit III. In summary, the FY2021-22 personnel proposal ends with 411.73 full-time employees which remains the same as the current FTE. There are no requests for additional positions at this time.

FISCAL IMPACT: The preliminary fiscal year 2021-22 budget has been prepared for all funds. Funding sources are sufficient to support the preliminary spending plans presented. There is no fiscal impact associated to the acceptance of this report.

OPTIONS: The City Council can choose to either:

- (1) Accept the report, recommendations and resolutions as presented; or
- (2) Make modifications to the recommendations and/or resolutions.

RECOMMENDATION: Accept the report and:

1. Adopt the Resolution Approving the Citywide Budget and Capital Improvement Program for the Fiscal Year 2021-2022 and Providing for the Appropriations and Expenditure of All Sums Set Forth in the Budget

2. Adopt the Resolution Approving Fiscal Year 2021-2022 Gann Appropriations

ATTACHMENTS:

1. FY 2021-22 City Council Goals & Objectives
2. Resolution Approving the Citywide Budget and Capital Improvement Program for the Fiscal Year 2021-2022 and Providing for the Appropriations and Expenditure of All Sums Set Forth in the Budget, and Exhibits I, II, III (Budget and Personnel Actions)
3. Capital Improvement Program: FY 2021-22 through 2023-24
4. Resolution Approving Fiscal Year 2021-2022 Gann Appropriations Limit, and Exhibits A and B

GOALS & OBJECTIVES FY 2021-2022



SAN RAFAEL

THE CITY WITH A MISSION

TABLE OF CONTENTS

Executive Summary	4
How do I get my services?	5
Policy Focus Areas	6
City Service Areas	11
Measuring Progress	17
Intensity - Cost & People	18
Accomplishments	19

ABOUT OUR CITY

We are a 21st century government,
making City services easy to use
and work for everyone.

LIFEZARFAL
IN SARFAL EL



OUR PURPOSE

EXECUTIVE SUMMARY

This document is intended to be used by the City Council, staff, and the community as an illustration of the City's key focus areas for the next fiscal year. It highlights both our overarching policy priorities and also our operational efforts that will be of particular focus in FY 2021-22. It can be easily scanned to understand this year's focus and highlights our recent accomplishments.

The City's work is bound by numerous constraints such as financial resources, personnel resources, State mandates, mandatory services, contractual relationships, and the like. However, even with such constraints, there is also always an opportunity to put our values and vision into action through special focus areas that respond to critical community needs and desires.

The City, as a municipal corporation, is not an island and there is very little that we do that does not interact or partner with other organizations and stakeholders. Yet, it is important to understand the distinctions about how City services differ from those of the County of Marin, State of California, school districts, local utilities, special districts, and joint power authorities--not to mention other entities such as healthcare providers, non-profits, and community-based organizations. The graphic on the next page attempts to put City services into the broader context.

Financial resources are the City's biggest constraint. Our largest revenues are sales tax, where we receive two cents of every dollar spent on a taxable good, and property tax, where we receive twelve cents of every dollar paid. The bulk of those taxes go to the State of California, the County of Marin, schools, and transit agencies. We may have visions of what we want to achieve but they are impacted by what we can afford.

The City of San Rafael is a "full service" city which means typical municipal services are provided in-house. City staff make up 75% of our overall expenditures because our services are provided by people. We don't make widgets, there are people providing everything we do from responding to a burglary, providing advanced life support, extinguishing a wildfire, repaving a street, maintaining a park, providing library materials, running a ceramics class, or inspecting to make sure your kitchen remodel is safe for your family--just a few examples of what City employees do every day.



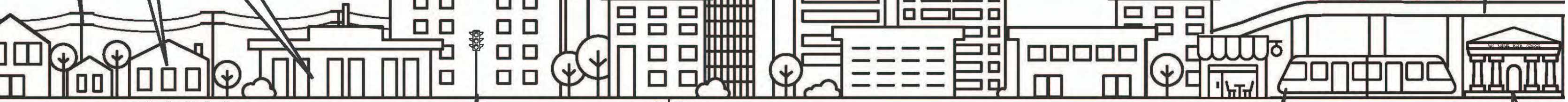
HOW DO I GET MY SERVICES?

STATE OF CALIFORNIA
 Freeways & bridges (Caltrans)
 Department of Motor Vehicles (DMV)
 Income tax and corporate tax collection
 Unemployment

COUNTY OF MARIN
 Health and Human Services
 Homelessness and Mental Health
 Tax assessments
 Birth & marriage certificates
 Registrar of Voters
 County Courts & Jail
 County open space & parks

PG&E / MCE
 Electricity & gas service

CITY OF SAN RAFAEL
 Planning & building approvals
 Libraries & Community Centers
 Homelessness assistance
 Business retention & expansion
 City parks & playgrounds
 Sustainability programs



MARIN SANITARY SERVICE
 Refuse & recycling

SAN RAFAEL, LAS GALLINAS VALLEY, & CENTRAL MARIN SANITATION DISTRICTS
 Sewer & sewerage treatment

CITY OF SAN RAFAEL
 Police Department
 Fire Department
 Parking services
 Traffic signals
 Street maintenance
 Drain and Creek maintenance

MARIN TRANSIT & GOLDEN GATE TRANSIT
 Bus services

MARIN MUNICIPAL WATER DISTRICT
 Local water supply, watersheds & reservoirs

SRCS, MILLER CREEK SCHOOL DISTRICT
 K-12 Public Education

SMART
 Sonoma Marin Area Rapid Transit

POLICY FOCUS AREAS

ECONOMIC RECOVERY

Building back our economy stronger and more resilient than before

SUSTAINABILITY, CLIMATE CHANGE & DISASTERS

Reducing greenhouse gas emissions while mitigating and adapting to climate change

RACIAL EQUITY

Working to achieve racial equity and advance opportunities for all

HOUSING & HOMELESSNESS

Creating new housing, keeping people in their homes, and use a “Housing First” model





ECONOMIC RECOVERY

- Using results of the Keep Marin Working survey, Mayor Kate's Walkabout takeaways, and "Going the Extra Mile" (GEM) focus groups, develop an Economic Recovery Strategic Plan in coordination with local and regional partners to set action items for the City's long-term recovery response. (GP 2040 EV-1.3A)
- Assist regional small business support to bring immediate relief to local businesses as they transition to a new economic normal.
- In partnership with the Chamber of Commerce, support "one-time" economic development programs such as small business technical assistance, explore feasibility of improvement districts, development of business incubators, and helping business go green.
- Iterate and evolve successful COVID-19 inspired business support programs including Dining Under the Lights, outdoor parklets, downtown market, and year-round Shop San Rafael campaigns.
- Explore new revenues to fund economic development such as a tourism based improvement assessment or an increased Transient Occupancy Tax.



RACIAL EQUITY

- Partner with "Not in Our Town" (NIOT) to formally join community coalition against hate, bigotry, and bullying to create a safe community for all. Create formal process and respond quickly to issues as they arise. Make City's values visible.
- Commit and dedicate resources that keep racial equity work at the forefront of everything we do, including performing an equity audit on City policies and programs to create the background and framework for an equity action plan.
- Conduct racial equity trainings appropriate for elected officials, boards and commissions, management and supervisory staff, and all other staff.
- Based on results of the pilot program, modify the public art process to ensure it continues to be streamlined, inclusive, and representative of all voices.
- Implement Racial and Identity Profiling Act (CA Assembly Bill 953), before required date, to collect detailed information regarding police stops and searches, including data on perceived demographics.



HOUSING & HOMELESSNESS

- Initiate state mandated update to the City's Housing Element for 2023-2030 Regional Housing Needs Allocation (RHNA) cycle to improve development of affordable housing.
- Partner with the Canal Policy Working Group and other stakeholders to implement policies to protect renters and low-income earners from increasing housing prices and uncertain economic conditions to support maintaining and improving our housing base and reduce likelihood of homelessness.
- Issue new Notice of Funding Availability (NOFA) to facilitate new housing using the City's Affordable Housing Trust Fund.
- Continue to support the countywide Coordinated Entry system and our commitment to ending chronic and veteran homelessness
- Refine and evolve our response to homelessness based on pilot efforts, new learnings, leveraged investments, emerging best practices, and shifting realities on the street, such as encampments
- Play a leadership role regionally by working with local nonprofits, other governmental agencies, philanthropy, the business community, and other stakeholder groups to ensure an equitable, countywide response to homelessness and affordable housing



SUSTAINABILITY, CLIMATE CHANGE, & DISASTERS

- Seek grant funding to launch a community-driven adaptation planning process based in social equity to address and reduce the impacts of climate change, such as sea level rise, storm events, extreme heat, and fires.
- Collaborate with the Transportation Authority of Marin and other community partners to develop an electric vehicle (EV) strategy for San Rafael, including increasing EV's and EV charging infrastructure at City facilities and in the community.
- Convene a time-limited facilitated working group to identify opportunities and priorities to support San Rafael's business ecosystem to reduce greenhouse gases and become more resilient while growing good quality jobs and inclusionary employment.
- Continue implementing the Wildfire Prevention and Protection Action Plan including expanding coordination of wildfire prevention and response planning with County fire agencies, community groups, FireSafeMarin, and other stakeholders. Use Marin Wildfire Prevention Authority funding to create a safer and more resilient community through wildfire prevention and mitigation strategies, projects, and programs (e.g. egress/escape routes) while also considering ecologically sound practices like habitat protection and carbon resource management.

CITY SERVICE AREAS



Services provided by
the City of San Rafael

GOAL A: NEIGHBORHOOD AND ECONOMIC VITALITY

Create and preserve a healthy economy and sustain vibrant neighborhoods, Downtown, and other business areas

City Service Examples

- Review and approve new developments
- Business retention, expansion, and attraction
- Facilitate new housing units of all types
- Reduce the number of people losing their housing & increase rates of homelessness resolution
- Conduct building/safety inspections and permitting including the Housing Inspection Program (HIP)
- Manage public parking program
- Climate change/sustainability programs

- Improve online permitting and plan checking to make it easy to apply for a permit with a process that is streamlined and frictionless, where multiple departments can collaborate on applications, with easy integration with other systems.
- Research and implement virtual building inspections to improve efficiency and service.
- Provide ongoing support to maintain the Cannabis Program including creating an out-of-town delivery registry and providing an additional application licensing round for remaining delivery, manufacturing, testing laboratory and distribution licenses.
- Prioritize implementation of key General Plan 2040 programs including neighborhood planning, economic vitality, and improving and preserving public assets.
- Streamline the Planning Division review of City Business Licenses by providing real-time information on zoning and allowable business types based on address. This tool will enhance the ability for local businesses to quickly determine where they can establish a business.
- Create new digital content supporting local businesses through the Life in San Rafael small business campaign. The Life in San Rafael campaign's goal is to capture the diversity, tastes, experiences and nuances that make San Rafael great and share it with others.



GOAL B: QUALITY OF LIFE

Serve and strengthen community relationships by providing literary, artistic, recreational and cultural experiences for all residents and improving resident engagement and governmental transparency

City Service Examples

- Libraries - books, computers, digital materials, community events, film screenings
- Community Centers - recreation, programs, classes, activities, pool
- Childcare - preschool and school-age
- Cultural center - art exhibits, gardens
- Parks - park rentals, fields, courts, playgrounds

- Create a Parks and Recreation Master Plan to better determine the City's related goals and priorities in collaboration with the City's Park and Recreation Commission. This will help identify future projects and how resources should be utilized.
- Finish conceptual design for the Library and Community Center at Albert Park. Identify preferred site location and develop a funding strategy for the new Downtown Library.
- Begin implementation of Age-Friendly Strategic Action Plan 2020-2023 that may include conducting ageism trainings; assisting with the production and assistance of emergency preparedness materials; exploring and increasing opportunities for the employment for older adults and providing community education on the cost of residential care, and civic participation.
- Building upon lessons learned and virtual success during the pandemic, continue to develop virtual library program offerings and creatively identify ways to provide new and innovative virtual experiences.
- Work with residents and businesses to enable more regular cleanup efforts and community-driven solutions to reduce the upstream causes of litter and to explore having neighborhood "green teams".
- Submit the Prop 68 Per Capita grant application to replace the Sun Valley Playground; and finalize project scope and design.
- Improve the appearance of public parking facilities by collaborating with local artists and art groups.



GOAL C: PUBLIC SAFETY

Prevent and respond to emergencies through essential facility improvements and community and organizational emergency readiness

City Service Examples

- Fire - Emergency response and advanced life support care, wildfire and structure fire response and prevention, commercial and residential inspection programs
- Police - protect life and property, traffic enforcement, crime prevention, mental health outreach
- Disaster Preparedness - Emergency Management, Planning/Coordination and Disaster Recovery, community preparedness and education, vegetation management, defensible space, and evacuation tools

- Examine emergency medical services delivery in San Rafael to ensure the highest-quality care is provided and the appropriate resources are provided in a responsible and effective manner for the increasing demands for service.
- Provide resiliency training for front line personnel on behavioral health and well-being topics, facilitate peer support program, and improve screenings for cancer/cardiac health.
- Partner with County of Marin to expand mobile crisis team approach to increase mental health and crisis support and the unique needs of the involved parties including social and racial equity issues.
- Continue to improve the City's multi-hazard and all-risk capabilities by developing and updating Emergency Operation Plans (EOP) and annexes, seeking improvements to infrastructure, and providing regular training and exercise opportunities through collaboration among emergency management personnel, non-government organizations, and various stakeholders.
- Continue evaluating policing practices through an equity lens and make modification to policies as needed. Develop and implement strategies to attract Black, Indigenous, people of color (BIPOC) and female candidates to increase diversity in the workforce.
- Improve safety and seismic resistance at Fire Stations 54 and 55 while ensuring the renovations address needs now and into the foreseeable future.



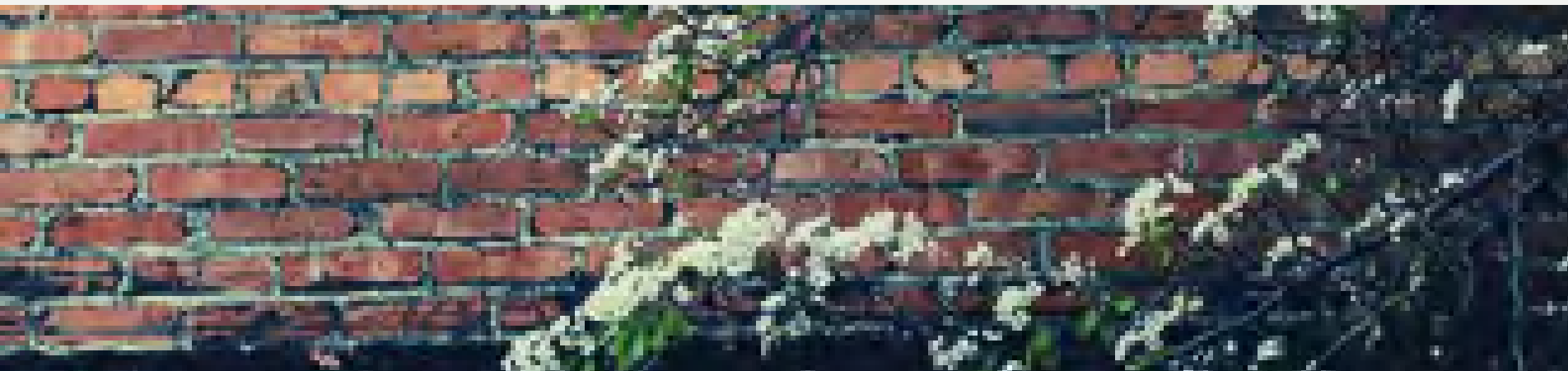
GOAL D: PUBLIC ASSETS

Improve and preserve public assets by sustaining effective levels of core infrastructure while reducing traffic congestion by expanding bicycle, pedestrian, and transit options

City Service Examples

- Pave and maintain roadways
- Keep parks and playgrounds clean and safe
- Clear drains, creeks, and pumps free of debris
- Provide safe multi-modal transportation options including biking, walking, and public transportation
- Manage traffic signal lights and street lights
- Maintain City owned buildings

- Reconstruct and rehabilitate Third Street to benefit motorists and improve the safety for bicyclist and pedestrians.
- Continue collaborating with the County of Marin and regional partners to expand the Canal WiFi network to the northwest end of the neighborhood.
- Continue traffic signal upgrades on Fifth Avenue and Fourth Street and expand connectivity to the North San Rafael traffic signal system.
- Create and adopt a City of San Rafael Street Tree Ordinance to clarify responsibility and maintenance of trees within the right of way.
- Complete construction of the Southern Heights Bridge.
- Support the Golden Gate Bridge, Highway and Transportation District in relocating the San Rafael (Bettini) Transit Center.
- Form a South East San Rafael Parking Task Force to review options and make improvements to the use of existing and new parking supply to improve parking conditions in all neighborhoods.
- Aggressively pursue federal funding in the US Army Corps of Engineers FY 2022 Workplan for the full dredging of the San Rafael Channel.



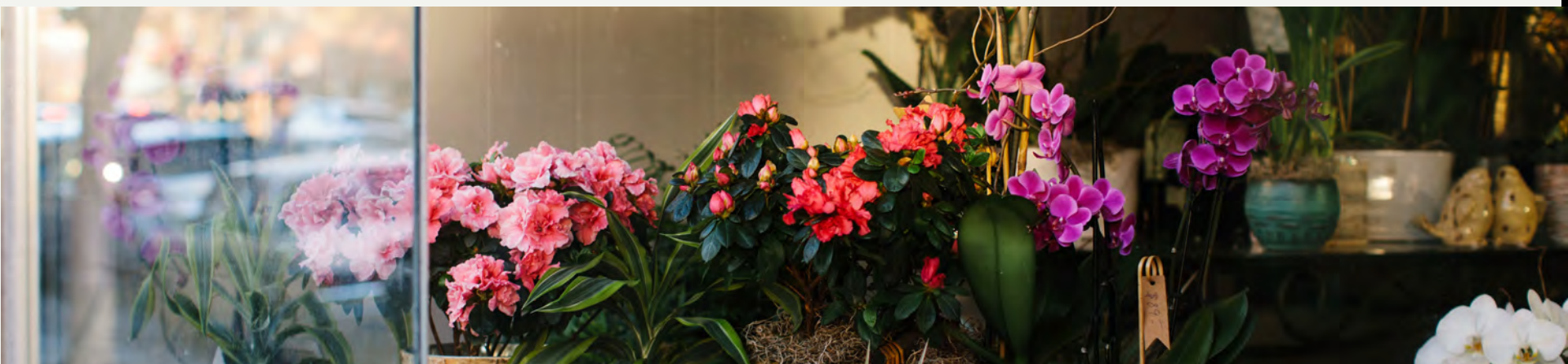
GOAL E: FOUNDATIONAL SERVICES

Sustain organizational viability and exemplary service through short and long-term financial success, organizational excellence and succession planning, and technology to improve efficiency and service levels

City Service Examples

- Ensuring fiscal responsibility and accountability
- Support local elections and the public record
- Issue City Business Licenses
- Support Boards and Commissions
- Support Goals A-D through professional services including human resources, legal, finance, and digital services

- Complete redistricting process using 2020 U.S. Census data to ensure voting district boundaries maintain equal number of voters and adjust district maps as necessary.
- Establish procedures and implement hybrid meeting model for City Council Chamber meetings so the public can attend virtually, even after meetings return in person. Develop procedures for other meeting locations based on need and resources.
- Evaluate our Boards and Commissions to ensure they provide relevant input and continue to reflect the diversity in our community. Create guidelines to standardize Boards and Commissions meetings to promote easier community engagement.
- Plan and prepare for new Enterprise Resource Planning (ERP) implementation to better organize and integrate department functions.
- Update and roll out a new Master Fee Schedule citywide to ensure the City is recovering its cost for those services.
- Continue next phases of internal "Together San Rafael" efforts including improvements to: employee recognition, employee experience including on-boarding and mentoring, and innovation learning labs.



MEASURING PROGRESS

The City of San Rafael is in the process of formalizing a data-driven approach to the implementation of the goals and objectives contained in this document. Current city goals and objectives focus on high level policy priorities, such as Economic Recovery and Racial Equity, as well as specific projects and initiatives that the City will undertake in service of those policy priorities.

Today, we have identified the following needs:

1. We would like more clarity into how progress is being made against goals and objectives. How do we know if we're on track?
2. While projects are thematically related to Council's policy priorities, we would like a way to measure the impact of short-term project-based work against long term policy objectives. How do we know if we are moving the needle?

In the future, the City would like to be able to:

- Establish meaningful objectives and align key indicators or measures with them.
- Elevate measures beyond workload (outputs), and tie outputs to outcomes.
- Align projects and initiatives to desired outcomes and use data to see if those projects are making a meaningful difference.
- Set targets and stretch goals.

To get started, City staff would:

- Select key goals and begin defining useful measures
- Socialize and get buy-in from staff and elected officials
- Collect and analyze data to determine current state, set baseline measures
- Measure indicators to determine trend lines and impact of key projects and initiatives
- Use data to support decision making and improve performance outcomes

Sample Goal Structure

Here is an example of how the projects and initiatives listed in the 2021-22 Goals and Objectives document, could roll up to time-bound, measurable goals. These goals would in turn, align to the policy focus areas.

Policy Focus Area	Economic Recovery
Definition	Building back our economy stronger and more resilient than before
Goal/Outcome	Grow the number of small businesses per capita by 15% by 2023
Indicator/Metric	Number of small businesses per capita
Related Metrics	<ul style="list-style-type: none"> • Downtown foot traffic • Revenue from parking garages • Business license applications
Project/Initiative	Iterate and evolve successful COVID-19 inspired business support programs including Dining Under the Lights, outdoor parklets, downtown market, and year round Shop San Rafael campaigns.
Activity/Output	<ul style="list-style-type: none"> • Bi-weekly social media campaign to promote Dining Under the Lights • SBA Loan program outreach to small business owners • Partner with the Chamber of Commerce on community events

INTENSITY - COST AND PEOPLE

Economic Recovery

Goals	\$	👤
Economic Recovery Plan	\$\$	ΩΩΩ
General business support	\$	ΩΩ
Economic dev. programs	\$\$\$	ΩΩΩ
Business support programs	\$	ΩΩ
Revenues for economic dev.	\$	ΩΩ

Racial Equity

Goals	\$	👤
"Not in Our Town" (NIOT)	\$	Ω
Internal city equity audit	\$\$\$	ΩΩΩΩ
Racial equity trainings	\$	ΩΩΩΩ
Public art process	\$	ΩΩ
Racial and Identity Data	\$	Ω

Housing and Homelessness

Goals	\$	👤
Update to Housing Element	\$\$\$	ΩΩΩ
Protect low-income renters	\$	ΩΩ
Facilitate new housing	\$\$\$	ΩΩ
Support Coordinated Entry	\$\$	ΩΩ
Homelessness programs	\$\$\$	ΩΩΩ

Sustainability, Climate Change, and Disasters

Goals	\$	👤
Adaptation planning	\$\$\$\$	ΩΩΩΩ
Electric vehicle (EV) strategy	\$\$	ΩΩ
Greenhouse gas reduction	\$	ΩΩ
Wildfire Prevention Plan	\$\$\$\$	ΩΩΩΩ

Goal A: Neighborhood and Economic Vitality

Goals	\$	👤
Online permitting	\$\$\$	ΩΩΩ
Virtual building inspections	\$	ΩΩ
Cannabis Program	\$	Ω
Implement General Plan 2040	\$	ΩΩΩ
Business licenses	\$	ΩΩ
Life in San Rafael	\$	ΩΩ

Goal B: Quality of Life

Goals	\$	👤
Parks and Rec. Master Plan	\$\$\$	ΩΩ
New Downtown Library	\$\$	Ω
Age-Friendly Strategic Plan	\$	ΩΩΩΩ
Virtual Library Programs	\$	Ω
Reduce Litter	\$	ΩΩ
Sun Valley Playground	\$\$\$\$	ΩΩ
Public parking facilities art	\$	ΩΩ

Goal C: Public Safety

Goals	\$	👤
Emergency medical services	\$	ΩΩ
Resiliency training	\$	ΩΩ
Expand mobile crisis team	\$\$\$	ΩΩ
Multi-hazard capabilities	\$\$	ΩΩ
Diverse workforce	\$	ΩΩ
Fire Stations 54 and 55	\$\$\$\$	ΩΩ

Key

Symbol	Description
\$	Under \$50K
\$\$	\$51K to \$150K
\$\$\$	\$151K to \$300K
\$\$\$\$	Over \$300K
Ω	One department and/or low time intensity
ΩΩ	Two departments and/or medium time intensity
ΩΩΩ	Three departments and/or high time intensity
ΩΩΩΩ	Several departments and/or very high time intensity

Goal D: Public Assets

Goals	\$	👤
Improvements on Third Street	\$\$\$\$	Ω
Expand the Canal Wi-Fi	\$\$\$	ΩΩΩ
Traffic signal upgrades	\$\$\$	ΩΩ
Street Tree Ordinance	\$	ΩΩ
Southern Heights Bridge	\$\$\$\$	ΩΩ
San Rafael Channel dredging	\$\$\$\$	ΩΩ

Goal E: Foundational Services

Goals	\$	👤
Complete redistricting process	\$\$	ΩΩ
Ensure hybrid meeting model	\$\$	ΩΩ
Boards and Commissions	\$	ΩΩ
Enterprise Resource Planning	\$\$\$\$	ΩΩΩΩ
Master Fee Schedule	\$\$	ΩΩΩΩ
"Together San Rafael"	\$	ΩΩΩΩ

COVID-19 Accomplishments

These represent a few of the many COVID-19 related accomplishments completed in a year like no other.

- All City Council meetings were streamed live to Youtube with ability to provide comment through the "chat" feature
- Community Development launched online permitting and a virtual public counter
- Code Enforcement completed approximately 400 Covid-related compliance inspections
- The City narrowed the digital equity gap in San Rafael through the development of the Canal Wi-Fi Network in collaboration with the County of Marin, San Rafael City Schools, and Canal Alliance to provide free access to the internet
- Economic Development provided EOC COVID-19 business support during the pandemic, including administering the San Rafael Small Business Disaster Grant program, providing ongoing updates on reopening milestones, vaccine information, and access to capital and federal, state local relief programs
- The City developed programs that help business adapt to COVID-19 reopening protocols including curbside pick-up, parklets/outdoor dining opportunities, consumer health and safety compliance signage
- The City Council adopted an urgency ordinance enacting a temporary moratorium on rent increase for tenants residing in certain residential units in areas most disproportionately impacted by COVID-19
- The Library provided curbside library services at the Downtown and Pickleweed libraries
- The Library and Recreation Department created an array of virtual programming including storytime and other age appropriate programs using Facebook Live, YouTube, and Zoom
- The Library and Recreation Department partnered with the Marin County Office of Education to provide essential Learning Hubs to San Rafael students in elementary through high school at the Albert J. Boro and San Rafael Community Centers
- The City's childcare program provided childcare for essential workers through a partnership with the County of Marin, the YMCA, Community Action Marin, and the Marin County Office of Education
- The City partnered with the SF Marin Food Bank to utilize the Albert J. Boro Community Center as a weekly food distribution site
- The Sustainability and Volunteer program created an older adult COVID-19 wellness check program co-implemented with the Library and Childcare that was used as a model by the State to develop their Social Bridging program which Marin County now subscribes to

ACCOMPLISHMENTS

In a year that was dominated by COVID-19, here are a few Non-COVID related accomplishments that were completed in the City.

- The City partnered with the County to launch Project Roomkey, which increased shelter capacity by over 50%
- The City Council passed an ordinance approving renter relocation assistance for those living in the Canal Opportunity Zone
- The Library and Recreation Department increased promotion to Spanish speaking patrons through bilingual content posted to the Library's social media accounts and through a Spanish email newsletter
- Parking Services successfully relocated from a leased location to City Hall, resulting in approximately \$50,000 in annual savings
- The Police Department worked with the community to revise its use of force policy including the banning of the use of the Carotid Restraint and enhancing use of de-escalation techniques
- The Police Department developed a curriculum and delivered implicit bias training to call takers and dispatchers to recognize when community members request calls for service which may be racially motivated
- The City Council adopted changes to the City's Inclusionary housing policies to get more affordable housing units built
- The City improved Spanish-language community engagement practices through increased translation support and outreach coordination with community partners
- Public Works completed construction of the Public Safety Center and Fire and Police moved in August, 2020
- The City Council accepted and the Fire Department began implementing the Wildfire Prevention and Protection Action Plan (WPPAP)
- Partnering with Coordinated Entry, placement rates for people experiencing chronic homelessness increased by over 50%. 300 people have been housed since October 1, 2017, with over 90% of those people still housed
- Public Works completed the modernization of 44 traffic signals in the Downtown
- Public Works major capital improvement projects including: Phase II of the Multi-use Pathway on Francisco Blvd West, traffic signal upgrades at 3rd/Hetherton, and the resurfacing of Smith Ranch Road/Lucas Valley Road
- The City transitioned to Renewable Diesel for all our DPW and Fire trucks
- The City partnered with CalFire, and various state and local organizations to plant over 100 trees with community volunteers
- The City completed the first phase of illegal dumping pilot project and launched phase two with an interdepartmental Together San Rafael Team
- The City worked with the community on the successful passage of Measure C (wildfire prevention) and Measure R (general services)

RESOLUTION NO.

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL
APPROVING THE CITYWIDE BUDGET AND CAPITAL IMPROVEMENT
PROGRAM FOR THE FISCAL YEAR 2021-2022 AND PROVIDING FOR THE
APPROPRIATIONS AND EXPENDITURE OF ALL SUMS SET FORTH IN
THE BUDGET IN THE AMOUNT OF \$127,789,398**

WHEREAS, on April 30, 2021, the San Rafael City Council conducted a Study Session with public discussion of Goals and Objectives for the fiscal year July 1, 2021 - June 30, 2022; and

WHEREAS, on May 3, 2021, City staff submitted to the San Rafael City Council at its regular meeting a Preliminary Capital Improvement Program for the fiscal year July 1, 2021 – June 30, 2022; and

WHEREAS, on June 7, 2021, City staff presented to the San Rafael City Council at its regular meeting the proposed City-wide Operating budget for the fiscal year July 1, 2021 – June 30, 2022; and

WHEREAS, after examination, deliberation and due consideration of the Goals and Objectives, Capital Improvement Program, City-wide Operating Budget and corresponding staff recommendations, the San Rafael City Council provided direction to the City Manager, and the City Manager has submitted a Final, Proposed Budget; and

WHEREAS, it is the intention of this Council to adopt the Proposed Budget submitted by the City Manager as the approved budget for the fiscal year 2021-2022; and

WHEREAS, it is the intention of this Council to carry forward unspent capital projects resources funded in fiscal year 2020-2021 to complete the balance of these projects in the 2021-2022 fiscal year; and

WHEREAS, it is the intention of this Council to carry forward unspent operational funds from fiscal year 2020-2021 encumbered through approved, active purchase orders to complete the balance of these purchases in the 2021-2022 fiscal year;

NOW, THEREFORE, BE IT RESOLVED by the San Rafael City Council that:

1. The City Manager's proposed one-year budget for the City of San Rafael for the fiscal year July 1, 2021 through June 30, 2022, is hereby adopted, with net appropriations of \$127,789,398. General Fund operational uses total \$89,562,734 as presented in Exhibit II attached hereto and incorporated herein. A total of \$928,586 is appropriated for General Plan support, \$29,736,654 is appropriated for special revenue and grant

activities, \$4,884,424 for the parking enterprise, \$1,497,817 for capital projects, and \$19,193,477 for internal service funds and asset replacement as presented in Exhibit I attached hereto and incorporated herein.

2. The sums of money therein set forth are hereby appropriated from the revenues of the City to the departments, functions, programs and funds therein set forth for expenditure during the fiscal year 2021-2022.
3. The Capital Improvement Program and projects presented for implementation in fiscal year 2021-2022 are hereby approved.
4. The budget has unfrozen all previously frozen positions and removed furloughs while keeping Full Time Equivalent positions at 411.73, authorized positions, as presented in Exhibit III, attached hereto and incorporated herein.
5. The City of San Rafael will carry forward unspent capital project funds from fiscal year 2020-2021 and reappropriate these funds in fiscal year 2021-2022 to be used solely to pay for the remaining portion of City Council authorized expenditures for street, facility, storm drain, traffic mitigation, park and other long-term capital projects started in the 2020-2021 or prior fiscal years.
6. Transfers are authorized from the General Fund to the San Rafael Essential Facilities capital project from Measure E revenues for the purpose of funding the San Rafael Essential Facilities projects.
7. Funds set aside in the Emergency Medical Services Fund balance for the purpose of funding future capital expenditures necessary to support the facilities used to deliver emergency medical transportation and related paramedic services will be made available to qualifying capital projects.

I, LINDSAY LARA, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting of the Council of said City on Monday, the 21st day of June 2021, by the following vote, to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk

CITY OF SAN RAFAEL
CONSOLIDATED FUNDS

FY 2021-22 PROJECTED BUDGET		June 30, 2021	Total			Total			June 30, 2022
FUND NAME	Projected Balance	Projected Balance	Operating and Capital Revenue	Transfers In	Total Resources	Operating and Capital Budget	Transfers to Other Funds	Total Appropriations	Projected Balance
GENERAL OPERATING FUNDS:									
001	General Fund Available Balance	4,488,368	\$87,861,080	\$1,755,022	\$89,616,102	87,562,734	\$2,000,000	\$89,562,734	\$4,541,737
218	General Plan Special Revenue Fund	1,015,042	1,136,203		1,136,203	928,586		928,586	1,222,659
SPECIAL REVENUE & GRANT FUNDS:									
205	Storm Water Fund	729,468	834,456		834,456	1,145,725		1,145,725	418,199
206	Gas Tax	3,456,912	5,528,495	-	5,528,495	4,201,062	635,000	4,836,062	4,149,345
207	Development Services	1,224	225		225	-		-	1,449
208	Child Care	128,153	4,201,219		4,201,219	4,242,239		4,242,239	87,133
210	Paramedic/EMS	787,219	8,575,845		8,575,845	8,561,588	-	8,561,588	801,476
216	Cannabis	325,973	500,000		500,000	500,000		500,000	325,973
217	State Lands Fund	298,182	37,576		37,576	-		-	335,758
222	Recreation Revolving	276,445	1,887,462	2,000,000	3,887,462	4,028,762		4,028,762	135,145
223	Household Haz. Waste Fund	386,675	184,443		184,443	176,919		176,919	394,199
228	Hazardous Materials Fund	55,251			-			-	55,251
234	Pt. San Pedro A.D. Maintenance Portion	129,302	158,013		158,013	185,200		185,200	102,115
235	Baypoint Lagoons L & L Assessment District	209,692	24,533		24,533	229,378		229,378	4,847
236	Loch Lomond CFD #10	781,403	25,598		25,598	19,148		19,148	787,853
237	Loch Lomond Marina CFD #2	505,900	80,851		80,851	131,210		131,210	455,541
240	Parkland Dedication	332,985	671		671	-		-	333,656
241	Measure A Open Space	500,203	472,679		472,679	723,350		723,350	249,532
242	Measure C Wildfire Prevention	88,882	1,826,452		1,826,452	1,817,118		1,817,118	98,216
495	Low and moderate Income Housing Fund	979,696	2,454		2,454	95,000		95,000	887,150
LIBRARY AND FALKIRK:									
214	Library Revolving	135,438	8,293		8,293	40,000		40,000	103,731
215	Library Special Assessment Fund	1,107,221	1,101,828		1,101,828	1,224,045		1,224,045	985,004
	Library Fund	1,242,659	1,110,120	-	1,110,120	1,264,045	-	1,264,045	1,088,734
PUBLIC SAFETY:									
200	Abandoned Vehicle	26,315	75,000	85,000	160,000	171,465		171,465	14,850
202	Asset Seizure	1,637			-	-		-	1,637
204	Crime Prevention	4,473			-	-		-	4,473
230	Youth Services - Police	88,474	15,000		15,000	25,005		25,005	78,469
	Public Safety Fund	120,900	90,000	85,000	175,000	196,470	-	196,470	99,430
TRAFFIC AND HOUSING:									
243	Affordable Housing in lieu	4,389,137	869,881		869,881			-	5,259,017
245	Housing & Parking In-lieu	362,413	708		708			-	363,121
246	East S.R. Traffic Mitigation	1,797,944	2,975		2,975	308,837		308,837	1,492,082
	Traffic & Housing Mitigation Funds	6,549,494	873,564	-	873,564	308,837	-	308,837	7,114,221
GRANT:									
201	A.D.A.. Access Projects	-	-		-	-		-	-
260	Pickleweed Childcare Grant	220,934	386,352		386,352	434,398		434,398	172,888
281	Public Safety Grants	489,790	400,000		400,000	721,200		721,200	168,590
283	Grant-Other	143,267	99,250		99,250	120,005		120,005	122,512
	Grant Funds	853,990	885,602	-	885,602	1,275,603	-	1,275,603	463,990
SPECIAL REVENUE & GRANT FUND TOTAL		18,740,607	27,300,258	2,085,000	29,385,258	29,101,654	635,000	29,736,654	18,389,211

CITY OF SAN RAFAEL
CONSOLIDATED FUNDS

FY 2021-22 PROJECTED BUDGET FUND NAME	June 30, 2021 Projected Balance	Total			Total			June 30, 2022 Projected Balance
		Operating and Capital Revenue	Transfers In	Total Resources	Operating and Capital Budget	Transfers to Other Funds	Total Appropriations	
ASSESSMENT DISTRICTS:								
302	Financing Authority 1997 Bonds	151,695	-	-	-	-	-	151,695
304	Peacock Gap Assessment District	2,875	-	-	-	-	-	2,875
306	Mariposa Assessment District	16,573	-	-	-	-	-	16,573
Var.	Assessment District Projects	302,890	-	-	-	-	-	302,890
ASSESSMENT DISTRICT TOTAL		474,033	-	-	-	-	-	474,033
CAPITAL PROJECT FUNDS:								
401	Capital Improvement	1,768,229	9,850	9,850	1,393,886	-	1,393,886	384,193
405	Open Space Acquisition	121,120	257	257	-	-	-	121,377
406	Bedroom Tax	103,107	220	220	-	-	-	103,327
407	Parks Capital Projects	17,224	-	-	-	-	-	17,224
420	Measure E - Public Safety Facilities	3,578,097	17,695	17,695	103,931	-	103,931	3,491,861
CAPITAL PROJECT FUND TOTAL		5,587,777	28,023	28,023	1,497,817	-	1,497,817	4,117,983
ENTERPRISE FUND:								
501	Parking Services-Cash Beg.Bal	1,937,545	3,341,546	3,341,546	4,363,215	521,209	4,884,424	394,667
ENTERPRISE FUND TOTAL		1,937,545	3,341,546	-	3,341,546	4,363,215	521,209	4,884,424
INTERNAL SERVICE FUNDS:								
227	Sewer Maintenance	-	3,128,628	3,128,628	3,128,624	-	3,128,624	4
600	Vehicle Replacement-Cash Beg.Bal	2,026,019	1,205,434	1,205,434	1,200,000	-	1,200,000	2,031,453
601	P.C. Replacement	1,129,269	2,002,102	2,002,102	2,146,105	-	2,146,105	985,266
602	Fire Equipment Replacement	977,707	133,047	133,047	131,000	-	131,000	979,754
603	Building Improvement-Cash Beg.Bal	873,812	1,001,652	1,001,652	540,098	-	540,098	1,335,366
604	Employee Benefits	293,517	703,492	703,492	991,759	-	991,759	5,250
605	Liability Insurance	1,024,412	1,775,494	1,775,494	2,528,985	-	2,528,985	270,921
606	Workers Compensation Insurance	928,602	2,402,621	2,402,621	2,017,859	-	2,017,859	1,313,364
607	Dental Insurance	254,276	499,136	499,136	495,000	-	495,000	258,412
608	Radio Replacement	4,366	713,526	713,526	748,499	-	748,499	(30,607)
609	Telephone/Internet	161,390	484,163	484,163	487,735	-	487,735	157,818
611	Employee Retirement	2,695,390	6,708	6,708	4,000	683,813	687,813	2,014,285
612	Retiree Health Benefit OPEB-Cash Beg.bal	359,213	4,259,187	4,259,187	3,960,000	-	3,960,000	658,400
613	Police Equipment Replacement Fund	251,286	37,033	37,033	130,000	-	130,000	158,319
INTERNAL SERVICE FUND TOTAL		10,979,259	18,352,224	-	18,352,224	683,813	19,193,477	10,138,006
TRUST AND AGENCY FUNDS:								
712	Library Fiduciary	2,347,402	5,051	5,051	-	-	-	2,352,453
TRUST & AGENCY FUND TOTAL		2,347,402	5,051	-	5,051	-	-	2,352,453
COMBINED FUNDS TOTAL		45,570,034	138,024,384	3,840,022	141,864,406	3,840,022	145,803,692	41,630,749
LESS: INTERFUND TRANSFER				(3,840,022)	(3,840,022)	(3,840,022)	(3,840,022)	
LESS: INTERNAL SERVICE CHARGES			(14,174,272)		(14,174,272)	(14,174,272)	(14,174,272)	
NET TOTALS FY 2020-2021		45,570,034	123,850,112	-	123,850,113	127,789,398	127,789,398	41,630,749

**GENERAL FUND
PROPOSED BUDGET FY 2021-2022**

EXHIBIT II

**GENERAL FUND
REVENUES & OTHER OPERATIONAL SOURCES**

Taxes

Property Tax and related	\$ 22,606,360
Sales Tax	22,494,401
Sales Tax -Measure E	12,826,295
Sales Tax -Measure R	4,274,765
Franchise Tax	4,133,700
Business Tax	2,640,000
Transient Occupancy Tax	2,400,000

Other Agencies

CSA #19 Fire Service	2,328,422
VLF Backfill	6,350,000
Other Agencies (Prop 172, Owner Prop Tax, State Mandate, Other agencies)	1,296,725

Other Revenues

Permits & Licenses (building, electrical, encroachment, use, alarm)	2,902,778
Fine & Forfeitures (traffic, vehicle, etc.)	182,100
Interest & Rents (investment earnings, rents, etc.)	273,800
Charges for Services (includes dev't fees and plan review)	2,372,983
Other Revenue (damage reimbursements, misc income)	778,750

Sub-total: Revenues **\$ 87,861,080**

TRANSFERS IN

Assessment District reimbursements	
from Gas Tax	550,000
from Parking Services Fund - Admin. cost	521,209
from Measure E for 2018 Lease Revenue Bond	
from Employee Retirement Fund - POB debt payment	683,813

Sub-total: Transfers In **\$ 1,755,022**

TOTAL SOURCES **\$ 89,616,102**

EXPENDITURES AND OTHER OPERATIONAL USES

Expenditures by Department

Finance	7,098,718
Non-Departmental	3,788,776
City Manager/City Council	2,850,879
City Clerk	590,334
Digital Services	1,465,798
Mgt Serv: Adm,HR	512,363
City Attorney	1,175,877
Community Development	5,472,187
Police	25,675,569
Fire	21,385,526
Public Works	13,767,228
Library	3,084,017
Economic Development	695,462

Sub-total: Expenditures **\$ 87,562,734**

OPERATIONAL TRANSFERS OUT

to Recreation Fund - Operating support	2,000,000
--	-----------

Sub-total: Transfers Out **\$ 2,000,000**

TOTAL USES **\$ 89,562,734**

NET OPERATING RESULTS **\$ 53,368**

**CITY OF SAN RAFAEL
Authorized Positions**

EXHIBIT III

Departments	Final 2010-2011	Final 2011-2012	Final 2012-2013	Final 2013-2014	Final 2014-2015	Final 2015-2016	Final 2016-2017	Final 2017-2018	Final 2018-2019	Final 2019-2020	Adopted 2020-2021	Mid-Year Changes 2020-2021	Final 2020-2021	Proposed 2021-2022
Regular														
Community Development	20.75	18.25	18.25	17.80	17.80	19.80	20.00	21.00	21.00	21.75	21.75	-	21.75	21.75
Community Services	61.16	59.82	59.02	60.25	60.82	60.84	60.94	60.94	60.94	56.41	56.41	-	56.41	56.41
City Attorney	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	3.50	-	3.50	3.50
City Clerk	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	2.00	-	2.00	2.00
City Manager/Council	7.70	8.50	8.50	9.56	9.56	11.56	13.56	13.56	13.56	12.56	12.56	-	12.56	12.56
Economic Development (former RDA)	5.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	3.00	2.00	2.00	-	2.00	2.00
Finance	10.00	10.00	10.00	10.00	11.72	12.72	12.72	11.72	11.72	11.72	11.72	-	11.72	11.72
Fire	76.00	75.00	76.00	79.00	81.75	81.75	81.75	82.35	82.35	82.00	82.00	5.00	87.00	87.00
Library	26.68	21.74	21.74	23.41	23.41	23.41	23.41	23.41	23.41	21.66	21.66	-	21.66	21.66
Management Services	31.15	28.23	26.23	26.33	27.33	27.83	27.33	29.33	29.33	30.33	29.63	-	29.63	29.63
Police	90.00	87.00	87.00	89.00	90.00	92.00	92.80	92.00	92.00	93.30	94.50	-	94.50	94.50
Public Works	62.80	62.00	60.00	61.00	62.00	62.00	63.00	66.67	66.67	68.00	68.00	1.00	69.00	69.00
Sub - Total Regular Positions	396.74	379.04	375.24	384.85	392.89	400.41	404.01	409.48	409.48	405.23	405.73	6.00	411.73	411.73
Change from previous year	7.97		(3.80)	9.61	8.04	7.52	3.60	5.47	-	(2.50)	0.50	5.50	6.00	-
Authorized, unbudgeted - extended absence/no cost					1.00	2.00	2.00	1.00	1.00	-	-	-	-	-
Total Authorized Positions	399.72	379.04	375.24	384.85	393.89	402.41	406.01	410.48	410.48	405.23	405.73	6.00	411.73	411.73

General Notes:

The above-authorized positions are presented as full-time equivalent employees (FTE's) based on various workweek hours as negotiated in employee agreements. The totals by department reflect a combination of full-time or permanent part-time, or fixed term positions that are entitled to all or pro-rated benefits in accordance with the negotiated agreements for employees or individuals who are under contract. The totals reflected above, or in the detail department program sections, do not include temporary or seasonal employees that are utilized for short-term or specific reasons during the year.



SAN RAFAEL
THE CITY WITH A MISSION

CAPITAL IMPROVEMENT PROGRAM

FY 21/22 - 23/24

This page intentionally left blank.



SAN RAFAEL

THE CITY WITH A MISSION

Capital Improvement Program
FY 2021-22 to FY 2023-24

City Council

Kate Colin, Mayor

Maika Llorens Gulati, District 1 Councilmember

Eli Hill, District 2 Councilmember

Maribeth Bushey, District 3 Councilmember

Rachel Kertz, District 4 Councilmember

Table of Contents

Section I. Overview	5
Background	5
CIP Process and Project Selection	5
Section II. Project Funding	8
Fund Types	8
Fiscal Year 2021-22 Funding and Revenue Update.....	9
FY 2020-21 Grant Activities.....	10
Federal.....	10
State	10
Local	11
Section III. FY 20/21 Completed Projects	16
Section IV: Upcoming Projects; Project Description and Budget Details	20
FUND 205: STORMWATER FUND	20
FUND 206: GAS TAX	23
FUND 208: CHILDCARE FUND	32
FUND 241: MEASURE A – PARKS	33
FUND 246: TRAFFIC MITIGATION FUND	35
FUND 420: MEASURE E – ESSENTIAL FACILITIES	39
FUND 603: BUILDING MAINTENANCE	40
Section V: Rating Categories and Project Ratings	44
Section VI: Project Funding Tables	49

Section I. Overview

Background

Marin County's oldest City, San Rafael lies between San Francisco and California's famous wine country. The City is in central Marin County and, while serving as the County seat, is the economic, financial, cultural, and service center of the region. With a history dating back almost 150 years, the public infrastructure includes miles of streets and sidewalks, numerous public buildings, acres of medians and open space, and many other assets.

The City has a tradition of prudent financial management, including maintaining public assets in good condition to minimize lifecycle costs. Residents and business owners greatly value the beauty of the community's built and natural environment and have high expectations regarding the upkeep of public facilities. These factors have led the City to engage in active planning of capital improvements.

The City of San Rafael's Capital Improvement Program (CIP) is a comprehensive, multi-year planning tool used to guide the City's decision-making process for construction, repair, and replacement of City assets such as roadways, storm drain systems, parks, City buildings, and public safety facilities. The CIP document summarizes projects, including their funding sources, and prioritizes projects after analysis and coordination with other City departments to ensure a comprehensive and equitable approach is achieved. In the City of San Rafael, a new CIP budget is developed every year outlining proposed improvements for the next three years. When the City's annual budget is adopted, the CIP for that year is also adopted.

The CIP seeks to balance the need to repair and replace existing assets and to deliver new assets where they are most needed considering available resources. The CIP reflects a process to identify and prioritize community values utilizing the core principles of *Together San Rafael*.

Incorporated in 1874, San Rafael has an aging infrastructure and backlog of deferred maintenance of City-owned facilities and assets. With the development of the CIP each year, more projects are identified and requested than available resources can accomplish. To this end, staff developed a model to prioritize and select projects to move forward for consideration.

CIP Process and Project Selection

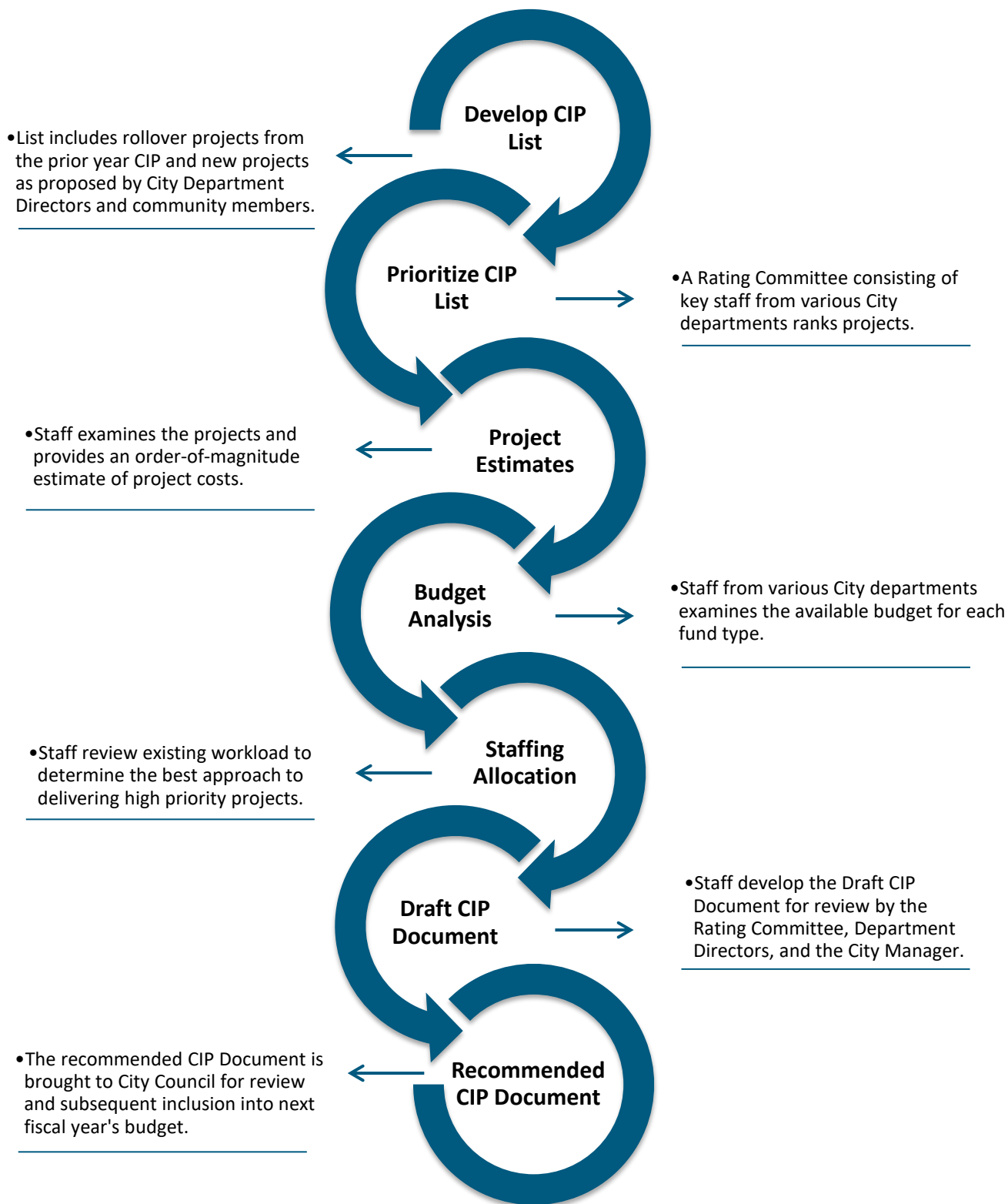
Projects identified in the CIP are primarily driven by staff evaluation or engineering studies and/or reports such as the 2018 Bicycle and Pedestrian Master Plan (BPMP). City staff also receive input from community members, the City Council, Department Directors, and commissions such as the Parks and Recreation Commission.

Project selection and priority is based on recommendations by a Rating Committee consisting of key staff from various City departments. When rating projects, the Committee considers health/safety/liability, priority initiatives, time sensitivity of funds involved, and the ability of a project to maintain or enhance functionality. These four criteria, which are weighted factors shown as percentages, are further defined as follows:

1. Health/Safety/Liability (35%) – Projects that are critical to public health and safety or significantly reduce the City’s risk of liability will receive a higher rating.
2. Priority Initiatives (20%) – This category assigns priority to projects based on the City’s goals, including the guiding principles of Together San Rafael, the General Plan, City Council/community supported projects, and that advance equity in the community.
3. Time Sensitive Funds (25%) – CIP projects funded by state or federal grants often have funding deadlines or project milestones. As such, grant-funded projects will be rated higher to accommodate timely-use-of-fund requirements from the granting agency.
4. Maintain/Enhance Functionality (20%) – This category rates projects according to the importance and urgency of the proposed repair, rehabilitation, or replacement. Proposed maintenance that can be deferred will be rated lower than a pressing maintenance item associated with a critical City asset.

Once the Rating Committee has prioritized projects, staff reviews available funding and allocates an order-of-magnitude budget for the highest ranked projects from each category. Staff also recommends retaining a contingency budget in each category as opposed to allocating all available funding to projects. This will ensure that should unanticipated needs surface mid-year, staff have available funds to address this without impacting planned projects. Should contingency funds remain at the end of the fiscal year, they will be allocated to a project during the next fiscal year.

Section V of this document provides a table of the rating criteria above as well as a summary of the final ratings based on the Rating Committee’s ranking. The following flowchart outlines the process staff follow during the development of the CIP.



Section II. Project Funding

Fund Types

Capital Improvement Program projects are paid for through a variety of different funds. Each fund type has its own source of revenue as well as restrictions governing its use. The table below summarizes the primary funding sources.

Fund #	Fund Name	Description
205	Stormwater Fund	Established to fund stormwater maintenance, programs, and improvements throughout the City. Fund #205 receives annual revenues from the City's Stormwater Activity fee (Municipal Code Chapter 9.40).
206	Gas Tax; Measure AA; Senate Bill 1 Funds	The Gas Tax is revenue collected and subsequently distributed by the State of California based on a percentage tax on each gallon of gas purchased in San Rafael. Gas Tax may be used for capital projects or maintenance on local streets, roads, traffic, and bicycle/pedestrian facilities. Additionally, local sales tax, passed by voters in 2018 as Measure AA, contributes to a portion of this fund for roadway improvement projects.
208	Childcare Fund	Projects identified in the CIP as utilizing Childcare Funds are restricted to facility improvements at the City's childcare centers.
235	Baypoint Lagoon Assessment District	The Baypoint Lagoons Lighting and Landscape District was formed to protect and enhance wildlife habitat and water quality in Baypoint (Spinnaker) Lagoon and the adjacent diked salt marsh.
236	Loch Lomond Assessment District	The Loch Lomond (Melo-Roos) Assessment District was established in 1992 to pay for the repair and maintenance of the stormwater system infrastructure in the District.
240	Parkland Dedication	This fund was established to account for long-term developer deposits used to acquire and increase capacity of the City's park infrastructure.
241	Measure A	Measure A is a nine-year ¼ percent transaction and use tax managed by the County of Marin. The tax is restricted to care for parks and open spaces. The Department of Library and Recreation, in consultation with the Parks and Recreation Commission, provides input each year as to which parks projects should be prioritized to receive Measure A funding.
246	Traffic Mitigation Fee	Traffic Mitigation Fees are an impact fee charged to a developer in connection with the approval of a private land development project with the purpose of offsetting or subsidizing public improvements made necessary by the private development. The City utilizes Traffic

		Mitigation Fees for circulation-related projects identified in the General Plan.
420	Measure E	Measure E was passed by San Rafael voters in November 2013 extending an existing 0.5% sales tax for 20 years and adding 0.25% (25 cents on a \$100 purchase). In February 2014, the City Council directed staff to set aside the revenues from the added quarter percent to fund public safety facilities improvements.
501	Parking Services	Projects identified in the CIP as utilizing Parking Services Funds are restricted to parking-related projects, including maintenance and upgrades at City parking garages and parking lots.
603	Building Maintenance	The Building Maintenance Fund supports routine maintenance and capital projects associated with the City's buildings, parks and other facilities. The Building Maintenance Fund is an internal revenue fund, which means General Fund monies are the sole source of revenue.
	Grants (various)	The City actively seeks grant funding for capital projects and programs. Grant funding is available from regional, state, and federal agencies for safety, transportation, emergency response, and other types of projects.

Fiscal Year 2021-22 Funding and Revenue Update

While some CIP projects are grant-funded, most are not and are paid for through Funds 205 (Stormwater), 206 (Gas Tax), 246 (Traffic Mitigation), and 603 (Building Maintenance). Within each fund type is an Operating Budget which consists of expenses related to maintenance of infrastructure, equipment purchasing, miscellaneous contractual services, Annual Programs, and other non-project related work. Additionally, after deducting the Operating Budget from the total available funding in each fund type, staff allocated a 15-percent contingency of the remaining funds to provide a buffer for unanticipated expenses which may arise mid-year.

Beginning in March 2020, the COVID-19 pandemic created severe financial burdens for the City, its residents and businesses. Inevitably, the economic downturn resulted in a reduction of the City's revenues, impacting CIP funding revenues in Funds 206 (Gas Tax), 208 (Childcare), 241 (Measure A-Parks), and 501 (Parking Services). The CIP for fiscal year 20/21 assumed at 30-percent reduction in gas tax revenues as many sectors of the economy closed and the community sheltered in place. Staff are pleased to report that gas tax revenues were better than forecasted with an additional \$600,000 received above what was anticipated. Unfortunately, this trend did not continue for other City funds.

Staff are not anticipating any revenue reductions in Funds 206 (Gas Tax) or 246 (Traffic Mitigation) this fiscal year and have budgeted accordingly when recommending projects in the CIP. The two funds that continue to be impacted are Funds 208 (Childcare) and 501 (Parking Services). The Library and Recreation Department as well as Parking Services had to suspend or postpone planned CIP projects last fiscal year and will again do the same until revenues return to appropriate levels.

FY 2020-21 Grant Activities

Grants are a critical component of the City's capital project funding. While some grant applications can be completed by a single staff member in a few days, others take months of cross-departmental coordination, extensive public outreach, and consulted expertise. Below is a list of the applications Public Works submitted during this past fiscal year:

Federal

- **Building Resilient Infrastructure and Communities (BRIC) Grant** – The federally managed BRIC program aims to direct federal dollars towards proactive, disaster mitigation projects as opposed to reactive, post-disaster rebuilding. Any mitigation projects identified in a Local Hazard Mitigation Plan are eligible for a 75%-25% federal-local cost share through BRIC. In fall 2020, after extensive cross-departmental collaboration and technical consultation with architects and engineers, Public Works submitted an application for the \$5.8 million seismic and floodproofing of Fire Station 54 located in the Canal neighborhood. However, the application was withdrawn during CalOES' evaluation process since the project fit FEMA's definition of "reconstruction" – which meant it would be limited to receiving only \$150,000 in federal funding, as opposed to 75% of \$5.8m.
- **Highway Safety Improvement Program (HSIP)** – HSIP is a federally funded program intended for local streets & road safety improvement projects. The City submitted two HSIP grant applications in November 2020 based on local traffic collision data. The first was for \$5.6m for improvements to traffic circulation at the intersection of Freitas Parkway at Del Presidio Boulevard and the second was for \$2.4m to make traffic signal improvements on Fourth Street between Lincoln Avenue and A Street.
- **Community Block Development Grant (CDBG):** CDBG is a program providing annual funding through the federal Housing and Urban Development Department (HUD) on a formula basis to states, cities, and counties for development and improvement projects in low and moderate-income neighborhoods. Each year Public Works receives around \$100,000 in CDBG funds to utilize towards capital improvement projects in regions of the City that meet the program's income eligibility. Funds have historically been used for capital projects which specifically benefit the Canal neighborhood.

State

- **Statewide Park Program (SPP) Round Four** – SPP is a highly competitive statewide funding opportunity with the goal of either creating new parks or adding new amenities to existing parks. Only projects in critically underserved communities are eligible; defined based on ratio of park space per 1,000 residents, median household income, and number of people below the poverty level. After six months of cross-departmental coordination and eight public outreach events, Public Works and Recreation staff submitted a SPP application for the Pickleweed Park Enhancements Project seeking approximately \$8.4m to convert the natural

grass soccer fields to synthetic turf and install new recreation amenities. The City will be notified whether the application was successful in fall 2021.

- **State of California Proposition 68 Per Capita Grant** – The Prop 68 Per Capita Grant program provides funds to localities for local park rehabilitation, creation, and infrastructure improvements. Funds are distributed to local jurisdictions based on population size. San Rafael will be receiving \$177,952, which will support replacement of playground equipment at Sun Valley Park.
- **Active Transportation Program (ATP)** – ATP is a highly competitive statewide program created to increase and/or enhance biking and walking, user safety and mobility, public health, and reduce greenhouse emissions. The program also ensures that disadvantaged communities fully share in the benefits. In September 2020, staff applied for \$1,575,000 to fund the Project Approval and Environmental Document (PA&ED) phase for a pedestrian and bicycle bridge crossing the San Rafael Canal between Harbor Street and the Third Street/Embarcadero Way intersection. Unfortunately, in March 2021 the City received notification that it was not successful in securing the grant funding for this project.
- **Office of Traffic Safety (OTS)** – The goal of the California Office of Traffic Safety is to prevent serious injury and death resulting from motor vehicle crashes so that all roadway users arrive at their destination safely. Having reviewed crash data, staff propose to improve Lincoln Avenue between Second Street and Mission Avenue as this corridor experiences a statistically disproportionate number of accidents. In January 2021, the City applied for approximately \$400,000 in funding to support engineering improvements, enforcement by the police, and a robust education/outreach effort.

Local

- **San Francisco Bay Trail Project** – The Association of Bay Area Governments, having received funding from the State Coastal Conservancy, issued a call for applications for trail planning and construction projects that will complete gaps in the San Francisco Bay Trail. In April 2021, staff applied for \$225,000 in funds to subsidize the installation of bicycle facilities on Grand Avenue between Second and Third Streets, which segment constitutes the upper reaches of the designated Bay Trail. Initial responses from Bay Trail staff are positive and staff believes the City is well positioned to have grant funds awarded for this project.
- **Transportation Authority of Marin (TAM) Quick Build Grant:** In spring 2020, in response to the unprecedented impact on local economies from the COVID-19 pandemic, TAM announced a new competitive “Quick Build” grant program designed to provide funding for local jurisdictions to support business, services and institutions in Marin. Funding was made available through the Measure AA ½ cent Transportation Sales Tax, and eligible projects included those that supported active transportation modes and business recovery efforts. San Rafael was awarded \$20,000 to purchase barricades and safety equipment to convert public parking spaces in downtown San Rafael into outdoor dining and recreation areas.

Fund 205: Stormwater

Fund 205 Total Available	\$1,140,000
Operating Budget	\$623,000
CIP Projects	\$440,000
CIP 15% Contingency	\$77,000



Total Available Funds

The 205 Stormwater Fund receives approximately \$840,000 in annual revenues from the City's Stormwater Activity fee. With the past rainy season being less intense than expected, the City is able to rollover additional funds from last fiscal year.

Operating Budget

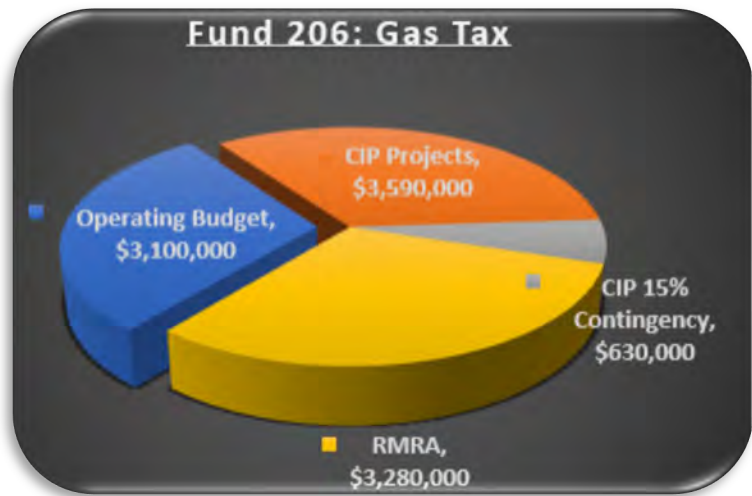
The Operating Budget for Fund 205 covers expenses incurred for the maintenance of the City's drainage system and primarily its stormwater pump stations. Expenses include pump and motor replacement at various stations, generator rentals, utilities, etc.

CIP Projects and Contingency

The 205 Stormwater Fund pays for CIP projects that involve the improvement of the City's drainage infrastructure including storm drain pipes, drainage basins, levees, and pump stations. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Fund 206: Gas Tax

Fund 206 Total Available	\$10,600,000
Operating Budget	\$3,100,000
CIP Projects	\$3,590,000
CIP 15% Contingency	\$630,000
RMRA	\$3,280,000



Total Available Funds

The 206 Gas Tax Fund receives annual revenues from a variety of sources, including the State Gas Tax, the City's Refuse Regulatory Fee, Construction Impact Fee, Senate Bill 1: Road Maintenance and Rehabilitation Account (RMRA), and local gas tax funds through voter-approved initiatives such as Measures A and AA.

Operating Budget

The Operating Budget for Fund 206 covers the costs of the City's CIP Annual Programs including the Sidewalk Repair Program. Additionally, funds are also earmarked for the maintenance of local streets, traffic signals, miscellaneous contractual services, and partially cover the salaries of street maintenance staff.

CIP Projects and 15% Contingency

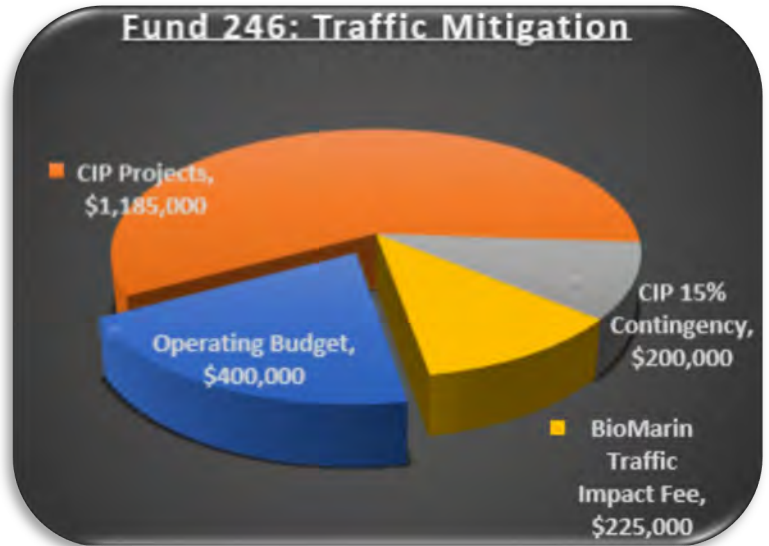
Eligible CIP projects for the 206 Gas Tax Fund include a variety of projects within the public right-of-way such as street resurfacing/restriping, curb ramp installation, pedestrian and bicycle improvements, bridge repair, storm drain improvements, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Senate Bill 1: Road Maintenance and Rehabilitation Account (RMRA)

Senate Bill 1 generates additional revenues that become part of the 206 Gas Tax Fund. These restricted funds are reserved for specific projects, and their use is audited at the end of every fiscal year. Project eligibility is the same as other 206 projects.

Fund 246: Traffic Mitigation

Fund 246 Total Available	\$1,785,000
Operating Budget	\$400,000
CIP Projects	\$1,185,000
CIP 15% Contingency	\$200,000
BioMarin Traffic Impact Fee	\$225,000



Total Available Funds

The 246 Traffic Mitigation Fund receives revenues from the Traffic Mitigation Fee charged to developers in connection with the approval of a private land development project. Designed as an impact fee, revenues aim to offset additional vehicular trips associated with a development by providing funding for high priority circulation improvements throughout the City identified in the General Plan. Since the fee is dependent on approved development, annual revenues vary widely from year to year and future revenues are largely unpredictable during the development of the CIP each spring. Staff has estimated that \$600,000 in annual revenues are anticipated in each of the upcoming three-years.

Operating Budget

The Operating Budget for Fund 246 covers the cost of implementing the striping and pavement markings, citywide crosswalk improvements, and miscellaneous contractual costs associated with citywide signalization improvements.

CIP Projects and 15% Contingency

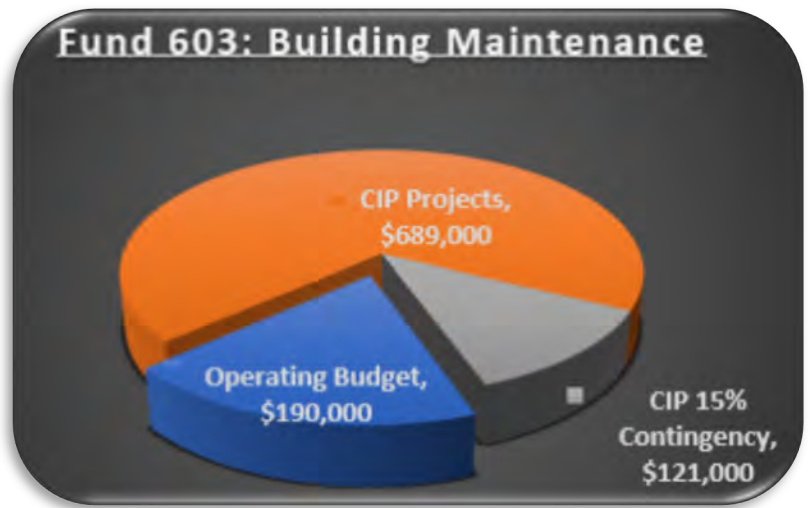
Eligible projects for 246 funds are those specifically identified as circulation improvements in Exhibit 21A of the 2020 General Plan, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

BioMarin Traffic Impact Fee

In conjunction with proposed site improvements to occur at 999 Third Street, BioMarin and the City of San Rafael have agreed to impact fees dedicated for transportation improvements. These restricted funds are intended for transportation improvements and not for pedestrian related projects.

Fund 603: Building Maintenance

Fund 603 Total Available	\$1,000,000
Operating Budget	\$190,000
CIP Projects	\$689,000
CIP 15% Contingency	\$121,000



Total Available Funds

The 603 Building Maintenance Fund is an internal revenue fund supported by the City's General Fund. The budget for this fund is set at \$500,000 annually. Additional funding from prior year CIP projects has augmented the budget for this next fiscal year.

Operating Budget

The Operating Budget for Fund 603 covers the costs of various upkeep projects completed by the Building Maintenance staff. Smaller scale maintenance such as replacement of failed lighting fixtures, repairs to HVAC systems, repairs to the irrigation system, and replacement of worn carpet are examples of operating budget expenses.

CIP Projects and 15% Contingency

The 603 Building Maintenance Fund pays for improvement projects to City-owned property, including the community centers, library, City Hall, City park infrastructure, etc. Fifteen percent of the non-operating budget funding is reserved to account for any small, unanticipated expenses not identified in the CIP document.

Section III. FY 20/21 Completed Projects

Francisco Boulevard West Multi-Use Pathway (Rice Drive to Second Street) - Phase II

Phase II of this multi-use pathway project converted Francisco Boulevard West between Second Street and Rice Drive to a one-way southbound street allowing the City to repurpose the other travel lane on the roadway into a bicycle pathway. This project completes the regional bicycle facility from Larkspur to Downtown San Rafael, a long-standing goal of the City.



Smith Ranch Road and Lucas Valley Road Resurfacing

Lucas Valley Road/Smith Ranch Road from Highway 101 to Redwood Highway resides within State of California right-of-way. This project replaced the top layer of asphalt pavement. Additionally, new ADA compliant wheelchair ramps were installed along with new lighting fixtures mounted underneath Highway 101 to better illuminate the roadway.

Francisco Boulevard East Sidewalk Widening

Following years of planning, design, and procurement of funding, the sidewalk along Francisco Boulevard East was widened to provide an approximately 8-foot-wide sidewalk/bike pathway between Vivian Street and Grand Avenue. This facility will serve pedestrians and bicyclists for years to come making access to key destinations much safer.





C and D Street Two-Way Conversion

In conjunction with the opening of the new Public Safety Center, C and D Streets between Fifth Avenue and First Street were converted from one-way to two-way streets. This will allow for better circulation for both the public and emergency response vehicles in our downtown area.

Downtown Traffic Signal Modernization

The traffic signals in the Downtown San Rafael area play a critical role in keeping traffic moving. The Innovative Developments to Enhance Arterials, or IDEA, grant-funded project upgraded key signal infrastructure and installed new video cameras throughout the Downtown area at many busy intersections.





Third Street at Hetherton Street Improvements

The intersection of Third Street at Hetherton Street is one of the busiest in San Rafael with a large volume of not only vehicles but pedestrians as well. The project installed traffic signal equipment, one wheelchair ramp on the northeast corner, and a new crosswalk on the east leg. The project also eliminated the existing crosswalk on the south leg of the intersection.

Public Safety Center Street Resurfacing

With the Public Safety Center (PSC) open, this project resurfaced with either asphalt or slurry seal the following: C Street (Mission to Fourth), D Street (Fifth to Fourth), Fifth Avenue (A to Ray Court), and Via Sessi.



San Rafael High School Crosswalk Improvements

The City, partnering with San Rafael City Schools, administered a construction contract to install a mid-block pedestrian crosswalk to allow students and the public to safely cross Third Street east of Union Street.

Other Completed Projects

- **Quiet Zone Implementation for the Jacoby Street Crossing**
 - Following months of coordination with the California Public Utilities Commission, Federal Railroad Administration, and SMART, the City designated the Jacoby Street railroad crossing as a Quiet Zone.
- **Safe Pathways Pedestrian Crossing Improvements**
 - Pedestrian crosswalk improvements near schools are important safety projects for the City. This project installed ADA accessible ramps on Fifth Avenue at River Oaks Road adjacent to Sun Valley Elementary school.
- **Bellam Boulevard and Vista del Mar Pedestrian Improvements**
 - High pedestrian activity in this crosswalk merited installation of flashing beacons and additional street lighting to illuminate the crosswalk.
- **North San Rafael Traffic Signal Connections**
 - To improve connectivity of the existing traffic signal network in the Terra Linda area, this project installed new communication devices that allow remote monitoring from Public Works.
- **Forbes Avenue at H Street Storm Drain Improvement**
 - This small drainage improvement installed a new catch basin on the northwest corner of the intersection and connected it to an existing catch basin on the northeast corner to avoid flooding of accessible wheelchair ramps.
- **City Hall: Council Chambers Accessibility Improvements**
 - The project installed an ADA-compliant wheelchair ramp within the Chambers.
- **Stormwater Operations and Maintenance (annual project)**
 - Maintenance of the City's 12 pump stations.
- **Sidewalk Repair Program 2020-2021**
 - Working hand-in-hand with community members, buckling sidewalks were replaced at many locations across the City. As necessary, trees were removed to accommodate installation of new sidewalks while reducing the possibility of future uplifting from tree roots.

Section IV: Upcoming Projects; Project Description and Budget Details

FUND 205: STORMWATER FUND

205.1 — Rotary Manor Culvert Replacement

Project Information

The damaged corrugated metal pipe (CMP) culvert located underground at Rotary Manor requires replacement and reestablishment of the community gardens above.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater	\$164,000	\$15,000		
Construction	External Fund			\$1,000,000	
	Subtotal	\$164,000	\$15,000	\$1,000,000	
Total Cost Estimate		\$1,179,000			

205.2 — San Quentin Pump Station Reconstruction

Project Information

The San Quentin Pump Station Reconstruction project will construct a new station to convey storm drain runoff from low-lying areas into the San Francisco Bay as well as rehabilitate the existing discharge pipe located between the station and the Bay.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater	\$375,000			
Construction	205 Stormwater Grant: Unsecured				\$3,200,000
	Subtotal	\$375,000			
Total Cost Estimate		\$375,000			

205.3 — Storm Drain Replacement at 2111 Francisco Boulevard East

Project Information

The Bay Area Toll Authority (BATA) plans to construct a widened sidewalk on Francisco Boulevard East from the Bay Park Center office complex to Grange Way. This work will complete a gap closure in the bicycle/pedestrian network connecting the Richmond San Rafael Bridge to the Andersen Drive flyover. Existing City storm drain pipes under the proposed sidewalk require replacement which should be performed concurrently with the sidewalk widening project or in advance in conjunction with sanitary sewer work.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater				
Construction	205 Stormwater		\$100,000		
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

205.4 — Francisco Boulevard West at Irwin Street Trash Rack

Project Information

In 2018, the Sonoma-Marín Area Rail Transit (SMART) District closed Francisco Boulevard West to reconstruct the roadway in conjunction with installation of railroad tracks. The sidewalk installed at that time has since impacted City maintenance crews' ability to clean the trash rack at the intersection of Irwin Street. This project will implement changes to allow for better maintenance and flow of drainage waters.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater			\$100,000	
Construction	205 Stormwater				\$300,000
	Subtotal			\$100,000	\$300,000
Total Cost Estimate		\$400,000			

205.5— C Street Storm Drain Improvements – First to Second Streets

Project Information

The intersection of Second Street at C Street is subject to flooding as a result of settlement of storm drain pipes and the inability to adequately convey water to the downstream storm drain system. This project will make pipe repairs as well as install a new underground drainage system on C Street from Second to First Streets. This first phase will prepare the design only of the project.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater				\$40,000
Construction	205 Stormwater				\$150,000
	Subtotal				\$190,000
Total Cost Estimate		\$190,000			

205.6— 121 Irwin Street Headwall/Weir

Project Information

Adjacent to the residence of 121 Irwin Street is a historic waterway where runoff intersects the street. This project will design and install a structure to allow drainage runoff to enter the street without the large volume of debris of rock, silt, and mud likewise entering the roadway.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater		\$25,000		
Construction	205 Stormwater		\$100,000		
	Subtotal		\$125,000		
Total Cost Estimate		\$125,000			

FUND 206: GAS TAX

206.1 — Third Street Safety Improvements: Lindaro to Union Street

Project Information

Funded in part by a Caltrans Highway Safety Improvement Program grant, this project will install new wheelchair ramps, modify traffic signals, install a new communications network, and rehabilitate the asphalt pavement.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$31,000			
	Grant: Caltrans HSIP	\$280,000			
Construction	Grant: TAM Measure A		\$1,000,000		
	Grant: Caltrans HSIP		\$1,295,000		
	246 Traffic Mitigation		\$500,000	\$300,000	
	Subtotal	\$311,000	\$2,795,000	\$300,000	
Total Cost Estimate		\$3,406,000			

206.2 – Third Street Rehabilitation: Miracle Mile to Lindaro Street

Project Information

The City received major allocation from the Transportation Authority of Marin through the Measure A program to rehabilitate Third Street. In 2019, the City completed a Feasibility Study for Third Street corridor. Since then, the corridor has been subdivided into two City projects with this project covering Miracle Mile to Lindaro Street. The Third Street Safety Improvements project will make roadway improvements from Lindaro to Union. The intent of the improvements is to provide congestion relief and safety improvements along Third Street.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	Grant: TAM Measure A	\$1,300,000			
Construction	Grant: TAM Measure A			\$10,600,000	
	206 Gas Tax (RMRA)			\$1,000,000	
	206 Gas Tax			\$650,000	
Subtotal		\$1,300,000		\$12,250,000	
Total Cost Estimate		\$13,550,000			

206.3 — 20 Meyer Road Slide Repair

Project Information

In November 2020, a small landslide occurred adjacent to the property of 20 Meyer Road. The project will include repairs to the roadway and installation of a retaining wall.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$75,000			
Construction	206 Gas Tax		\$200,000		
	Subtotal	\$75,000	\$200,000		
Total Cost Estimate		\$275,000			

206.4 — Francisco Boulevard East Resurfacing

Project Information

This project includes removal of the existing asphalt and resurfacing Francisco Boulevard East from Vivian Way to Grand Avenue. Adjustment of utilities covers and installation of new striping is included in the scope of work.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax (RMRA)	\$20,000			
Construction	206 Gas Tax (RMRA)		\$2,000,000		
	Subtotal	\$20,000	\$2,000,000		
Total Cost Estimate		\$2,020,000			

206.5 — B St at Woodland Ave: Box Culvert Repairs

Project Information

Feeding into the upper reaches of San Rafael Creek is a reinforced concrete box culvert conveying water away from the Gerstle Park neighborhood. A small portion of the ceiling of the culvert requires rehabilitation to provide better structural stability of the system. This project will replace a section of the culvert as well as coordination with utility companies and regulatory environmental agencies.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$50,000			
Construction	206 Gas Tax		\$250,000		
	Subtotal	\$50,000	\$250,000		
Total Cost Estimate		\$300,000			

206.6 — First Street at Mahon Creek Wall Repair

Project Information

During a winter storm, a small portion of an existing rock retaining wall washed out. This project includes the repair of the wall, which is located on First Street between D Street and E Street.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$16,000			
Construction	206 Gas Tax			\$300,000	
	Subtotal	\$16,000		\$300,000	
Total Cost Estimate		\$316,000			

206.7 — Bungalow Avenue and Woodland Avenue Resurfacing

Project Information

Bungalow Avenue, which is an older street with a concrete road below, requires resurfacing. The project will include installation of wheelchair ramps, rehabilitation of the underground storm drain system, and improved drainage to mitigate flooding at Woodland Avenue. In conjunction with this work, the City will resurface portions of Woodland Avenue between Lindaro Street and B Street following installation of a sewer main project performed by the San Rafael Sanitation District.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$50,000			
Construction	Grant: TAM Measure AA		\$1,050,000		
	Subtotal	\$50,000	\$1,050,000		
Total Cost Estimate		\$1,100,000			

206.8 — Southern Heights Boulevard at Courtright Road Retaining Wall

Project Information

Southern Heights Boulevard at the intersection of the private driveway of Courtright Road shows signs of settlement. This project will install a retaining wall system to support the roadway, resurface the roadway, and install storm drain infrastructure.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$160,000			
Construction	206 Gas Tax (RMRA)			\$800,000	
	Subtotal	\$160,000		\$800,000	
Total Cost Estimate		\$960,000			

206.9 — Schoen Park Modifications

Project Information

As a result of installing new playground amenities at the nearby Pickleweed Park, the City proposes to repurpose the existing area of Schoen Park to create additional on-street parking and help alleviate, in part, the demand for public parking in the Canal and Spinnaker Point neighborhoods.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$76,000			
Construction	206 Gas Tax		\$800,000		
	Subtotal	\$76,000	\$800,000		
Total Cost Estimate		\$876,000			

206.10 — MCSTOPPP Full Trash Capture Device

Project Information

In recent years, the State of California has mandated that cities comply by 2030 with requirements to remove trash and debris from waterways. This project will implement a full trash capture device at one of two storm drain pump stations to remove trash before entering the San Francisco Bay. This project is partially funded through an Environmental Protection Agency (EPA) grant awarded to the County of Marin, who is partnering with the City of San Rafael to implement this project.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	205 Stormwater	\$30,000			
	206 Gas Tax	\$185,000			
Construction	206 Gas Tax				\$810,000
	Grant: EPA				\$590,000
	Subtotal	\$215,000			\$1,400,000
Total Cost Estimate		\$1,615,000			

206.11 — North San Pedro Medians at SMART Railroad Crossing

Project Information

Approaching the railroad crossing on North San Pedro Road are medians used as a supplemental safety measure (SSM) required to have a quiet zone through San Rafael in which the SMART trains does not sound its horn. The City desires to reconstruct these medians at the railroad crossing and refresh the pavement striping.

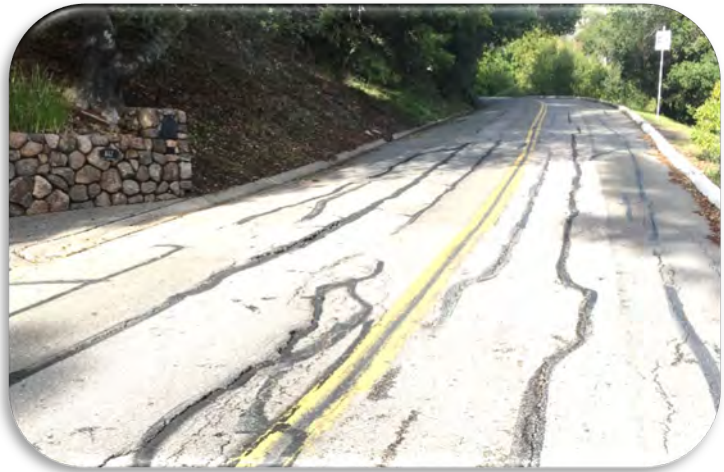


	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax				
Construction	206 Gas Tax			\$100,000	
	Subtotal			\$100,000	
Total Cost Estimate		\$100,000			

206.12 — Fairhills Drive Roadway Rehabilitation

Project Information

This project will consider three separate locations on Fairhills Drive in which settlement of the roadway appears possible near 216, 407, and 447 Fairhills Drive. Resurfacing of the roadway in conjunction with retaining walls will be designed.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax			\$150,000	
Construction	206 Gas Tax				
	Subtotal			\$150,000	
Total Cost Estimate		\$150,000			

206.13 — Woodland Avenue Pedestrian Improvements

Project Information

Adjacent to 132 Woodland Avenue is a wood retaining wall that supports an asphalt pedestrian sidewalk. The retaining wall has deteriorated and needs replacement to ensure the pedestrian sidewalk is functional. This project will review retaining wall alternatives, construct a concrete sidewalk, curb, gutter, and other safety improvements in this location. Resurfacing of the roadway contiguous with the sidewalk improvements will be considered.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	Grant: TAM Measure AA				\$200,000
Construction	206 Gas Tax				
	Subtotal				\$200,000
Total Cost Estimate		\$200,000			

206.14 — Center Street Resurfacing

Project Information

Center Street located in the Sun Valley neighborhood, which is an older street with a concrete road below, requires resurfacing. The project will include installation of wheelchair ramps and improvements to the storm drain system prior to repaving the roadway.

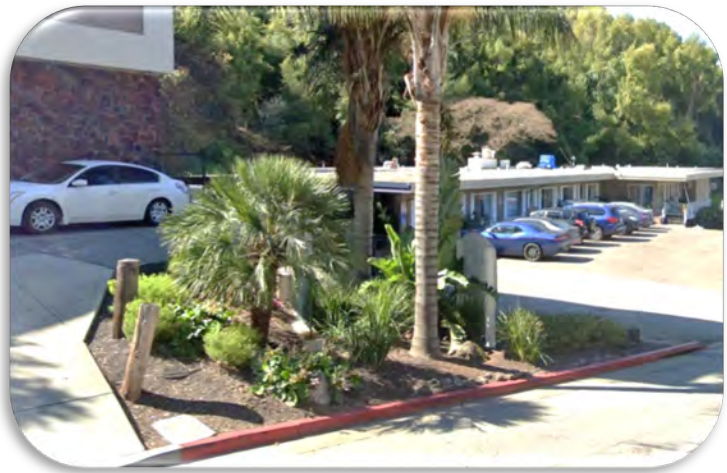


	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$60,000			
Construction	Grant: TAM Measure AA			\$1,000,000	\$350,000
	Subtotal	\$60,000		\$1,000,000	\$350,000
Total Cost Estimate		\$1,410,000			

206.15 — Professional Center Parkway Sidewalk Gap Closure

Project Information

On the south side of Professional Center Parkway are several gaps in the existing pedestrian facility. This project will review ADA requirements for providing a complete facility, including the need for retaining walls, adjustments to private driveways, and grading of the roadway.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax		\$75,000		
Construction	206 Gas Tax				
	Subtotal		\$75,000		
Total Cost Estimate		\$75,000			

206.16 — Las Gallinas Channel Study

Project Information

Located on Freitas Parkway as well as portions of Del Ganado Road, the City has a concrete lined drainage channel that was a historic waterway. This project will review the existing concrete and assess next steps for repair or other improvements.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax		\$100,000		
Construction	206 Gas Tax				
	Subtotal		\$100,000		
Total Cost Estimate		\$100,000			

206.17 — Merrydale Rd (Puerto Suello Pathway to North San Pedro Rd) Bicycle Facility Study

Project Information

At the top of Lincoln hill/end of Merrydale Road is the end of the Puerto Suello hill pathway. The City, in concert with other stakeholders such as SMART, desires to study potential bicycle facility improvements to connect the Puerto Suello hill pathway to North San Pedro Road. This project is outlined in the City’s 2018 Bicycle and Pedestrian Master Plan.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax		\$25,000		
Construction	206 Gas Tax				
	Subtotal		\$25,000		
Total Cost Estimate		\$25,000			

FUND 208: CHILDCARE FUND

208.1 — Childcare Portable Building Replacement

Project Information

The scope of work includes replacement of portable buildings used for childcare centers at the Mary Silveira and Lucas Valley school campuses as well as the Pickleweed Preschool adjacent to the Albert J. Boro Community Center. Due to revenue losses stemming from the pandemic, this project has been temporarily suspended. This project will be reassessed once sufficient funds have been accumulated.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	208 Childcare	\$25,000			
Construction	208 Childcare				
	Subtotal	\$25,000			
Total Cost Estimate		\$25,000			

FUND 241: MEASURE A – PARKS

241.1 — Park and Recreation Master Plan

Project Information

In consultation with the Park and Recreation Commission, the City will review the conditions of all parks and playground structures to understand deficiencies and where future improvements should be focused to meet current codes and ADA regulations. This assessment will become part of a Park and Recreation Master Plan, which Plan will be guided by a steering committee of various stakeholders.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	241 Measure A - Parks		\$250,000		
Construction	241 Measure A - Parks				
	Subtotal		\$250,000		
Total Cost Estimate		\$250,000			

241.2 — Pickleweed Park Enhancements/Field Renovation

Project Information

One of the most heavily utilized fields in San Rafael is located at Albert J. Boro Community Center. This project proposes to replace the natural field with a synthetic turf requiring less maintenance and allowing sporting activities to be permitted throughout the year. Furthermore, this project would implement additional enhancements and amenities at Pickleweed Park and surrounding grounds. All work on this project is subject to the City receiving grant funding for construction, which is currently being sought after at this time.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	241 Measure A - Parks	\$20,000			
Construction	Grant: Prop 68 SPP (Unsecured)				
	Subtotal	\$20,000			
Total Cost Estimate		\$20,000			

241.3 — Sun Valley Park Playground Improvements

Project Information

In preparation for utilizing a Proposition 68 Per Capita grant to replace playground equipment at Sun Valley Park, as well as increase accessibility to the equipment, the City will generate conceptual level exhibits for use during public outreach meetings. Residents will provide feedback on what improvements to pursue during the design and construction phases.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	241 Measure A - Parks	\$25,000	\$50,000		
Construction	241 Measure A - Parks Grant: Per Capita Grant			\$238,000 \$178,000	
	Subtotal	\$25,000	\$50,000	\$416,000	
Total Cost Estimate		\$491,000			

241.4 — Albert Park Field Fencing

Project Information

The baseball field at Albert Park is well utilized by many teams. One project at this field is to install additional netting down the first and third base lines to ensure foul balls do not hit parked vehicles or children playing at the Parkside Children's Center.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance	\$10,000			
Construction	241 Measure A – Parks		\$200,000		
	Subtotal	\$10,000	\$200,000		
Total Cost Estimate		\$210,000			

FUND 246: TRAFFIC MITIGATION FUND

246.1 — Grand Avenue (Second to Fourth Streets) Class IV Cycle Track

Project Information

The 2018 update to the City’s Bicycle and Pedestrian Master Plan includes the study and installation of a Class IV protected bicycle facility on Grand Avenue between Second Street and Fourth Street. A portion of this corridor is also the upper reaches of the San Francisco Bay Trail alignment. This project will conceptualize potential improvements and seek grant funding for the portion between Second and Third Streets located on the Bay Trail.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	206 Gas Tax	\$30,000	\$100,000		
Construction	206 Gas Tax		\$75,000		
	246 Traffic Mitigation		\$500,000		
	Grant: SF Bay Trail (Unsecured)		\$225,000		
	Subtotal	\$30,000	\$900,000		
Total Cost Estimate		\$930,000			

246.2 — Fourth Street/Second Street at Miracle Mile Intersection Improvements

Project Information

The 2018 update to the City’s Bicycle and Pedestrian Master Plan includes the study and design of intersection improvements at Fourth Street/Second Street and Miracle Mile to improve pedestrian, bicycle, and motor vehicle access. The proposed funding for this project will review existing conditions and provide conceptual design exhibits for soliciting public feedback.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	246 Traffic Mitigation			\$150,000	
Construction	246 Traffic Mitigation				
	Grant: (Unsecured)				
	Subtotal			\$150,000	
Total Cost Estimate		\$150,000			

246.3 — Bellam Boulevard Traffic Study

Project Information

Bellam Boulevard is a heavily traveled corridor linking Interstate 580 and Highway 101. Planned improvements to be implemented by the Transportation Authority of Marin (TAM) within the next two years will assist in reducing congestion at Bellam Boulevard and the northbound Highway 101 off-ramp. The proposed funding will study the corridor for operational improvements once TAM’s future work is complete.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	246 Traffic Mitigation				\$100,000
Construction	246 Traffic Mitigation				
	Subtotal				\$100,000
Total Cost Estimate		\$100,000			

246.4 – Citywide Traffic Signal Battery Backup Systems

Project Information

During Fall 2019, Pacific Gas & Electric (PG&E) de-energized electrical lines throughout Marin County and the Bay Area as a safety precaution. The events, known as Public Safety Power Shutoffs (PSPS), resulted in traffic signals going dark and thus impacting traffic throughout the City. This on-going project proposes to install battery backup systems at critical signalized intersections to ensure traffic flow during PSPS events and other power disruptions.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	246 Traffic Mitigation				
Construction	246 Traffic Mitigation		\$75,000	\$75,000	\$75,000
	Subtotal		\$75,000	\$75,000	\$75,000
Total Cost Estimate		\$225,000			

246.5 — Second Street Intersection Improvements

Project Information

Second Street is a major thoroughfare through Downtown San Rafael. This project will consider ways to improve critical intersections including but not limited to pavement resurfacing, wheelchair ramps, and traffic signal upgrades with new communication equipment.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	246 Traffic Mitigation	\$240,000	\$100,000		
Construction	246 Traffic Mitigation				\$200,000
	Subtotal	\$240,000	\$100,000		\$200,000
Total Cost Estimate		\$540,000			

246.6 – Bicycle and Pedestrian Master Plan Update

Project Information

The heart of bicycle and pedestrian projects is a strong and robust master plan that provides a framework for future facilities. To this end, the City desires to update its 2018 master plan to account for changing conditions and community desires. This plan update will also incorporate a section on trails throughout the City and provide a framework for future trail projects.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	246 Traffic Mitigation 241 Measure A – Parks		\$100,000 \$100,000		
Construction	246 Traffic Mitigation				
	Subtotal		\$200,000		
Total Cost Estimate		\$200,000			

FUND 420: MEASURE E – ESSENTIAL FACILITIES

420.1 — Fire Stations 54 and 55 Remodel

Project Information

Work includes remodeling of the existing fire stations to meet current state and local codes for the safety of the firefighters and the residents they serve. This is part of Phase II of the strategic plan approved in July 2015 for essential public safety facilities.



Fire Station 54



Fire Station 55

	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	420 Measure E	\$655,000			
Construction	420 Measure E		\$8,600,000		
	Subtotal	\$655,000	\$8,600,000		
Total Cost Estimate		\$9,255,000			

FUND 603: BUILDING MAINTENANCE

603.1 – Albert Park Ball Field: ADA Wheelchair Ramp and Restroom Improvements

Albert Park Ball Field is utilized throughout the year for sporting events. This project includes ADA improvements, including a new wheelchair ramp adjacent to an existing staircase, as well as installation of a prefabricated restroom.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance	\$55,000			
Construction	603 Building Maintenance	\$235,000	\$100,000		
	Subtotal	\$290,000	\$100,000		
Total Cost Estimate		\$390,000			

603.2 – Shoreline Park Restroom

Project Information

The restroom has been non-operational and closed for several years. Repairs are necessary to restore proper functioning of the restroom. The new restroom installed will be built to meet the latest ADA standards.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance	\$40,000	\$150,000		
	Subtotal	\$40,000	\$150,000		
Total Cost Estimate		\$190,000			

603.3 – Albert J. Boro Community Center: Leveling

Project Information

The Albert J. Boro Community Center was built on softer soils near the San Francisco Bay which have resulted in the building settling over time. The proposed project will level portions of the building that have settled.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$150,000		
	Subtotal		\$150,000		
Total Cost Estimate		\$150,000			

603.4 – Albert J. Boro Community Center: Lighting, HVAC, and Roofing

Project Information

After many years of use, the lighting within areas of the Albert J. Boro Community Center as well as portions of the heating, ventilation, and air conditioning (HVAC) systems need to be replaced. These electrical upgrades are eligible to be paid for by a zero percent interest loan from Pacific Gas and Electric (PG&E). Prior to the HVAC work, sections of the existing roof must be replaced to ensure a watertight seal.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$225,000		
	Subtotal		\$225,000		
Total Cost Estimate		\$225,000			

603.5 – Falkirk Cultural Center: ADA Improvements

Project Information

Built in 1888, the Falkirk Cultural Center sits atop an 11-acre estate that houses beautiful gardens and art galleries. The gardens include a concrete pathway with retaining walls to allow access to the third floor of the mansion. The proposed project will design and reconstruct this pathway to meet current ADA requirements.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance			\$60,000	\$400,000
	Subtotal			\$60,000	\$400,000
Total Cost Estimate		\$460,000			

603.6 – Gerstle Park Restroom Repair

Project Information

The Facility Assessment Study identified deficiencies within several City facilities. This project is based on the recommendations in the study and includes replacing the siding of an existing restroom at Gerstle Park.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	603 Building Maintenance				
Construction	603 Building Maintenance		\$40,000		
	Subtotal		\$40,000		
Total Cost Estimate		\$40,000			

603.7 – Downtown Library: Bathroom Conversion

Project Information

The downtown library desires to convert an existing staff restroom into a publicly accessible restroom. This is to increase the number of publicly accessible adult restroom facilities from one to two.



	Funding Source	Prior Funding	FY 2021-22	FY 2022-23	FY 2023-24
Planning/Design	Private Donation			\$20,000	
Construction	Private Donation				\$60,000
	Subtotal			\$20,000	\$60,000
Total Cost Estimate		\$80,000			

Section V: Rating Categories and Project Ratings

RATING CATEGORIES	Health / Safety / Liability	Priority Initiative	Time-Sensitive Funds	Maintain/Enhance Functionality
WEIGHTING	35%	20%	25%	20%
RANK SCORING 1 to 10	7 - 10 strong contribution toward public health & safety and/or reduction of City liability	7 - 10 strong support from community/Council aligns with City goals	10 grant funded, urgent	7 - 10 urgent repair/rehab/ replacement of City asset necessary
	4 - 6 some improvement to public health & safety and/or reduction of City liability	4 - 6 some support from community/Council meets City objectives	7 grant funded, upcoming timeline 3 grant funded, no timeline	4 - 6 repair/rehab/replacement of City asset should be completed eventually
	0 - 3 little improvement to public health & safety and/or reduction of City liability	0 - 3 little support from community/Council little contribution toward City goals	0 not time sensitive	0 - 3 repair/rehab/replacement of City asset can be deferred

Health/ Safety/ Liability:

Projects that are critical to public health and safety or significantly reduce the City's risk of liability will receive a higher rating. This category includes projects with may be the result of litigation.

Priority Initiative:

This category assigns priority to projects based on City's goals including the guiding principles of Together San Rafael, the General Plan, community and/or City Council supported projects, and equity.

Time-Sensitive Funds:

CIP projects funded by state/federal grants often have funding deadlines. Grant-funded projects with timely-use-of-funding requirements will be rated higher than those without upcoming deadlines.

Maintain Functionality:

This category rates projects according to the importance and urgency of the proposed repair, rehabilitation, or replacement. Proposed maintenance that can be deferred will be rated lower than pressing maintenance on a critical city asset.

Project Rating System

FUNDING SOURCE		PROJECT NAME	STATUS	RANK SCORING 1 to 10	Health / Safety / Liability	Priority Initiative	Time- Sensitive Funds	Maintain / Enhance Functionality
					35%	20%	25%	20%
205	Stormwater	Rotary Manor Culvert Replacement	In Design	7.5	10	10	0	10
205	Stormwater	San Quentin Pump Station Reconstruction	In Design	7.1	10	8	0	10
205	Stormwater	Francisco Blvd West at Irwin St: Trash Rack		6.4	9	6	0	10
205	Stormwater	Storm Drain Replacement at 2111 Francisco Blvd East	In Design	5.8	8	6	0	9
205	Stormwater	MCSTOPPP: Catch Basin Trash Capture	In Design	5.7	7	8	0	8
205	Stormwater	121 Irwin St Headwall/Weir		4.4	5	4	0	9
205	Stormwater	Las Casas Drainage Basin Repair		4.2	5	5	0	7
205	Stormwater	Piombo Pump Station: Electrical Panel Replacement		4.0	4	5	0	8
205	Stormwater	Levee Analysis Inventory Study		3.1	3	8	0	2
205	Stormwater	Spinnaker Point Salt Marsh Remediation (Conceptual Design Only)		1.7	2	3	0	2
206	Gas Tax - RMRA	Third St Safety Improvements: Lindaro St to Union St	In Design	8.9	9	8	10	8
206	Gas Tax	Third St Rehabilitation: Miracle Mile to Lindaro St	In Design	7.8	8	8	7	8
206	Gas Tax	Canal Neighborhood Pedestrian Improvements	In Construction	7.3	9	8	7	4
206	Gas Tax	20 Meyer Rd Slide Repair	In Design	7.1	10	8	0	10
206	Gas Tax - RMRA	Francisco Blvd East Resurfacing	In Design	7.0	8	8	3	9
206	Gas Tax	B St at Woodland Ave: Box Culvert Repairs	In Design	7.0	10	8	0	9
206	Gas Tax	North San Pedro Medians at SMART Railroad Crossing		6.6	9	8	0	9
206	Gas Tax	First St at Mahon Creek Wall Repair	In Design	6.4	9	8	0	8
206	Gas Tax	Bungalow Ave & Woodland Ave Resurfacing	In Design	6.3	6	9	3	8
206	Gas Tax - RMRA	Southern Heights Blvd at Courtright Rd: Retaining Wall	In Design	6.2	9	7	0	8
206	Gas Tax	Fairhills Dr Roadway Rehabilitation		6.2	9	7	0	8
206	Gas Tax	Woodland Ave Ped Improvements		6.0	8	8	0	8
206	Gas Tax	Schoen Park Modifications	In Design	5.7	6	10	0	8
206	Gas Tax - RMRA	Center St Resurfacing - Phase 1 & 2		5.7	5	7	3	9
206	Gas Tax	Storm Drain Improvements: East St at Jessup St		5.4	8	5	0	8
206	Gas Tax	Fourth St Curb Ramp Replacement		5.3	7	7	0	7
206	Gas Tax	Storm Drain Improvements: C St from First St to Second St		5.1	6	6	0	9
206	Gas Tax	Los Gamos Rd at Oleander Dr Flood Warning System		5.0	8	7	0	4
206	Gas Tax - RMRA	Redwood Hwy Resurfacing: Civic Center Dr to Smith Ranch Rd		4.9	5	5	3	7
206	Gas Tax	Storm Drain Improvements: First St at D St		4.6	5	5	0	9
206	Gas Tax	Professional Center Pkwy Sidewalk Gap Closure		4.5	6	7	0	5
206	Gas Tax	Las Gallinas Channel Study		4.5	6	7	0	5
206	Gas Tax	Merrydale Rd (Puerto Suello Pathway to North San Pedro Rd) Bicycle Facility Study		4.5	6	7	0	5
206	Gas Tax	Storm Drain Improvements: Woodland Ave		4.4	5	5	0	8
206	Gas Tax	Mission Ave (B St to E St) Sidewalk Gap Closure		4.1	7	5	0	3
206	Gas Tax	Merrydale Pathway - North Connector Study	Conceptual	4.0	5	8	0	3
206	Gas Tax	Riviera Dr Resurfacing - Phase 1		3.2	4	4	0	5
206	Gas Tax	Riviera Dr Resurfacing - Phase 2		3.2	4	4	0	5
206	Gas Tax	Manderly Rd Medians		2.9	3	5	0	4
206	Gas Tax	Freitas Pkwy and Montecillo Intersection (K-rail Only)		2.7	6	3	0	0

Project Rating System

208	Childcare Fund	Childcare Portable Building Replacement (Silveira/Pickleweed/Lucas	Suspended	7.5	10	10	0	10
208	Childcare Fund	Childcare Portable Building Replacement (Vallecito)		5.3	7	7	0	7
208	Childcare Fund	Parkside Preschool Playground Tent Replacement		5.3	7	6	0	8
235								
235	Baypoint Lagoon Assessment Dis	Cayes Pump Station Control System	In Design	6.1	6	7	3	9
241								
241	Measure A: Parks	Sun Valley Park Playground Improvements	Conceptual	7.2	7	7	7	8
241	Measure A: Parks	Albert Park Field Fencing	In Design	6.5	10	5	0	10
241	Measure A: Parks	Park and Recreation Master Plan	In Design	6.2	8	9	0	8
246								
246	Traffic Mitigation	Grand Ave (Second St to Fourth St) Class IV Cycle Track	Conceptual	6.1	6	8	3	8
246	Traffic Mitigation	Freitas Pkwy at Del Presidio Roundabout		5.8	9	8	0	5
246	Traffic Mitigation	Fourth St/Second St at Miracle Mile Intersection Improvements	Conceptual	5.6	8	7	0	7
246	Traffic Mitigation	Bellam Blvd Traffic Study		5.6	9	6	0	6
246	Traffic Mitigation	B St Fiber & Communication Extensions	In Design	5.5	7	8	0	7
246	Traffic Mitigation	Citywide Traffic Signal Battery Backup Systems		5.3	7	7	0	7
246	Traffic Mitigation	North San Rafael Traffic Signal Connections	In Construction	5.3	7	7	0	7
246	Traffic Mitigation	Second St Intersection Improvements		5.3	6	8	0	8
246	Traffic Mitigation	Fourth St Signal System Improvements: B St to Cijos St		4.7	6	7	0	6
246	Traffic Mitigation	Fifth Ave Signal System Improvements: Court St to E St	In Construction	4.4	5	6	0	7
246	Traffic Mitigation	Bike Connection from Second/Tamalpais to Third/Tamalpais		4.2	5	6	0	6
246	Traffic Mitigation	B St 2-Way Conversion	In Design	4.1	3	10	0	5
246	Traffic Mitigation	Safe Routes to School: Davidson Phase 2		4.0	5	5	0	6
246	Traffic Mitigation	Bellam Blvd and Andersen Dr Intersection Improvements		4.0	5	4	0	7
420								
420	Measure E: Essential Facilities	Fire Stations 54 & 55 Remodel	In Construction	7.5	10	10	0	10
501								
501	Parking Services	Seismic Upgrades to Parking Structures at Third St/A St and Third St/C St		6.9	10	9	0	8
501	Parking Services	Seismic Upgrades to Parking Structure at Fifth Ave/C St		6.9	10	9	0	8
501	Parking Services	Fifth Ave/Garden Ln Parking Lot Resurfacing		6.2	8	9	0	8
501	Parking Services	Seismic Upgrades to Parking Structure at Third St/Lootens Pl		4.7	10	0	0	6

Project Rating System

603	Building Maintenance	Albert Park Ball Field: ADA Wheelchair Ramp and Restroom	In Design	7.5	10	10	0	10
603	Building Maintenance	A.J. Boro Community Center: Leveling		6.7	10	7	0	9
603	Building Maintenance	A.J. Boro Community Center: Lighting, HVAC, Roofing Replacement		6.6	8	7	3	8
603	Building Maintenance	Falkirk Cultural Center: ADA Improvements		6.6	9	7	0	10
603	Building Maintenance	City Hall/Library Fire Sprinkler System (Study/Design Only)		6.5	10	8	0	7
603	Building Maintenance	Gerstle Park Restroom Repair		6.5	10	6	0	9
603	Building Maintenance	Shoreline Park Restroom	In Design	6.3	10	5	0	9
603	Building Maintenance	City Hall: Council Chambers Accessibility Improvements	In Construction	6.1	10	7	0	6
603	Building Maintenance	B Street Community Center: Stage Area Electrical Panel Upgrade		5.9	10	5	0	7
603	Building Maintenance	Downtown Library: Bathroom Conversion		5.3	6	7	0	9
603	Building Maintenance	City Hall: Server Room Sewer Repair		5.1	7	7	0	6
603	Building Maintenance	Terra Linda Pool House Electrical Upgrades		4.9	7	5	0	7
603	Building Maintenance	B Street Community Center: Parking Lot Resurfacing		4.5	7	5	0	5
603	Building Maintenance	Pickleweed Park Resilience Hub		4.3	6	6	0	5
603	Building Maintenance	Terra Linda Community Center: HVAC Replacement		3.1	3	5	0	5
603	Building Maintenance	Resurface City Hall Parking Lots, Lower and Upper		2.9	3	4	0	5
603	Building Maintenance	Downtown Library: Reroof		2.7	3	3	0	5
603	Building Maintenance	Victor Jones Park Restroom Repair		2.7	3	3	0	5
603	Building Maintenance	Court Street Plaza Fountain Repair		2.1	2	2	0	5
603	Building Maintenance	Downtown Library: Children's Patio Enclosure		2.1	2	3	0	4
603	Building Maintenance	Terra Linda Recreation Center Hardscape Repair		2.1	2	2	0	5
603	Building Maintenance	A.J. Boro Community Center: Parking Lot Expansion		2.0	0	5	0	5

Section VI: Project Funding Tables

Fund 206 - Gas Tax

Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24	
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction
Third St Safety Improvements: Lindaro St to Union St	In Design	\$31,000							
Grant: Measure A Major Road Improvements					\$1,000,000				
Grant: Caltrans HSIP		\$280,000			\$1,295,000				
Transfer from Fund 246					\$500,000		\$300,000		
Third St Rehabilitation: Miracle Mile to Lindaro St	In Design				\$500,000				
Grant: State-Local Partnership Program					\$1,500,000				
Grant: Measure A Major Road Improvements		\$1,300,000			\$8,700,000				
SB1: Road Maintenance & Rehab Account (RMRA)					\$1,000,000				
<i>B St Fiber & Communication Extensions</i>	In Design				\$150,000				
20 Meyer Rd Slide Repair	In Design	\$75,000			\$200,000				
Francisco Blvd East Resurfacing	In Design								
SB1: Road Maintenance & Rehab Account (RMRA)		\$20,000			\$2,000,000				
B St at Woodland Ave: Box Culvert Repairs	In Design	\$50,000			\$250,000				
First St at Mahon Creek Wall Repair	In Design	\$16,000					\$300,000		
Bungalow Ave & Woodland Ave Resurfacing	In Design	\$50,000							
TAM Measure AA					\$1,050,000				
Southern Heights Blvd at Courtright Rd: Retaining Wall	In Design	\$160,000							
SB1: Road Maintenance & Rehab Account (RMRA)							\$800,000		
Schoen Park Modifications	In Design	\$76,000			\$800,000				
MCSTOPPP: Catch Basin Trash Capture	In Design	\$185,000							\$810,000
Additional 205 Funds		\$30,000							
Grant: EPA									\$590,000
North San Pedro Medians at SMART Railroad Crossing	6.6						\$100,000		
Fairhills Dr Roadway Rehabilitation	6.2					\$150,000			
TAM Measure AA									
Woodland Ave Ped Improvements	6								\$200,000
TAM Measure AA									
Grant: Unsecured									
Center St Resurfacing - Phase 1 & 2	5.7	\$60,000							
TAM Measure AA							\$1,000,000		\$350,000
Professional Center Pkwy Sidewalk Gap Closure	4.5				\$75,000				
Las Gallinas Channel Study	4.5				\$100,000				
Merrydale Rd (Puerto Suello Pathway to North San Pedro Rd) Bicycle Facility Study	4.5				\$25,000				
Unfunded Projects Shown Below									
Storm Drain Improvements: East St at Jessup St	5.4								
Fourth St Curb Ramp Replacement	5.3								
Grant: Unsecured									
Los Gamos Rd at Oleander Dr Flood Warning System	5								
Redwood Hwy Resurfacing: Civic Center Dr to Smith Ranch Rd	4.9								
Storm Drain Improvements: First St at D St	4.6								
Storm Drain Improvements: Woodland Ave	4.4								
Mission Ave (B St to E St) Sidewalk Gap Closure	4.1								
Grant: Unsecured									
Merrydale Pathway - North Connector Study	Conceptual								
Grant: Unsecured									
Subtotal Fund 206 Only					\$3,150,000		\$1,550,000		\$1,360,000
Subtotal RMRA Funds Only					\$3,000,000		\$800,000		\$0
Subtotal (Grant-funded)					\$12,495,000		\$0		\$590,000
Subtotal Other Funds (Non-206/Non-RMRA/Non-Grant)					\$500,000		\$300,000		\$0
Grand Total (All Fund Types)					\$19,145,000		\$2,650,000		\$1,950,000

Fund 241 - Measure A: Parks										
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24		
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	
Park and Recreation Master Plan	In Design			\$250,000				Measure A funds sunset during FY 21-22. No future funding will be available unless voters approve a ballot measure to replace this revenue stream.		
Pickleweed Park Enhancements/Field Renovation Grant: Unsecured	Conceptual	\$20,000								
Sun Valley Park Playground Improvements Grant: Prop 68 Per Capita	Conceptual	\$25,000		\$50,000		\$238,000	\$178,000			
Albert Park Field Fencing Additional 603 Funds	In Design				\$200,000					
Trails Master Plan - Integrated with Bike & Ped Master Plan (transfer to Fund 246)	Conceptual	\$10,000		\$100,000						
Bernard Hoffman Playground Improvements	6									
Gerstle Park Tennis Court Resurfacing and ADA Improvements	5.9									
Peacock Gap Tennis Court Resurfacing and ADA Improvements	5.9									
Boyd Park Tennis Court Resurfacing and ADA Improvements	5.9									
Santa Margarita Tennis/Basketball Court Resurfacing and ADA Improvements Grant: Unsecured Prop 68 grant	5.9									
Peacock Gap Park Playground Improvements	4.9									
Gerstle Park Playground Improvements	4.4									
Boyd Park Playground Improvements	4									
Unfunded Projects Shown Below										
Terra Linda Community Center: Pool Shade Structure	3.1									
Terra Linda Community Center: Basketball Court Repaving	2.9									
Bernard Hoffman Drainage and Irrigation Improvements	2									
Starkweather Park Improvements	1.8									
Total from Fund 241						\$600,000	\$238,000			

Fund 246 - Traffic Mitigation									
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24	
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction
Third Street Safety Improvements: Lindaro to Union (transfer to Fund 206)	See 206		\$800,000						
Grand Ave (Second St to Fourth St) Class IV Cycle Track Additional 206 Funds Grant: Unsecured Bay Trail grant	Conceptual				\$500,000				
Fourth St/Second St at Miracle Mile Intersection Improvements Grant: Unsecured	Conceptual	\$30,000		\$100,000	\$75,000				
Bike & Ped Master Plan: Update	Conceptual				\$225,000				
Trails Master Plan - Integrated with Bike & Ped Master Plan (transfer from Fund 241)	Conceptual			\$100,000		\$150,000			
Bellam Blvd Traffic Study	5.6			\$100,000				\$100,000	
Citywide Traffic Signal Battery Backup Systems	5.3				\$75,000		\$75,000		\$75,000
Second St Intersection Improvements	5.3	\$240,000		\$100,000					\$200,000
Unfunded Projects Shown Below									
Freitas Pkwy at Del Presidio Roundabout Grant: Unsecured	5.8								
Fourth St Signal System Improvements: B St to Cijos St Grant: Unsecured	4.7								
Safe Routes to School: Davidson Phase 2	4								
Bellam Blvd and Andersen Dr Intersection Improvements	4								
North San Pedro and Merrydale Intersection: Feasibility Study	#N/A								
Subtotal 246 Funds					\$875,000	\$225,000		\$375,000	
Subtotal Grant Funding					\$225,000	\$0		\$0	
Subtotal Other Non-246 Funds					\$175,000	\$0		\$0	
Grand Total (All Fund Types)					\$1,275,000	\$225,000		\$375,000	

Fund 420 - Essential Facilities									
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24	
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction
Fire Stations 54 & 55 Remodel	In Construction	\$655,000		\$8,600,000					
Total from Fund 420				\$8,600,000		\$0			\$0

Fund 501 - Parking Services									
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24	
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction
Unfunded Projects Shown Below									
Seismic Upgrades to Parking Structures at Third St/A St and Third St/C St	6.9								
Seismic Upgrades to Parking Structure at Fifth Ave/C St	6.9								
Fifth Ave/Garden Ln Parking Lot Resurfacing	6.2								
Seismic Upgrades to Parking Structure at Third St/Lootens Pl	4.7								
Total from Fund 501				\$0		\$0			\$0

Fund 603 - Building Maintenance									
Project Name	Rank Scoring 1 to 10	Prior Funding		FY 2021-22		FY 2022-23		FY 2023-24	
		Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction	Planning / Design	Construction
Albert Park Ball Field: ADA Wheelchair Ramp and Restroom	In Design	\$55,000	\$235,000	\$100,000					
Shoreline Park Restroom	In Design		\$40,000	\$150,000					
A.J. Boro Community Center: Leveling	6.7			\$150,000					
A.J. Boro Community Center: Lighting, HVAC, Roofing Replacement Grant: Unsecured	6.6			\$225,000					
Falkirk Cultural Center: ADA Improvements	6.6					\$60,000			\$400,000
Gerstle Park Restroom Repair	6.5			\$40,000					
Downtown Library: Bathroom Conversion Donated Funds	5.3					\$20,000	\$60,000		
Unfunded Projects Shown Below									
City Hall/Library Fire Sprinkler System (Study/Design Only)	6.5								
B Street Community Center: Stage Area Electrical Panel Upgrade	5.9								
City Hall: Server Room Sewer Repair	5.1								
Terra Linda Pool House Electrical Upgrades	4.9								
B Street Community Center: Parking Lot Resurfacing	4.5								
Pickleweed Park Resilience Hub	4.3								
Terra Linda Community Center: HVAC Replacement	3.1								
Resurface City Hall Parking Lots, Lower and Upper	2.9								
Downtown Library: Reroof	2.7								
Victor Jones Park Restroom Repair	2.7								
Court Street Plaza Fountain Repair	2.1								
Downtown Library: Children's Patio Enclosure	2.1								
Terra Linda Recreation Center Hardscape Repair	2.1								
A.J. Boro Community Center: Parking Lot Expansion	2								
Total from Fund 603				\$665,000		\$60,000			\$400,000

GANN LIMITATION CALCULATION
Fiscal Year 2021-22

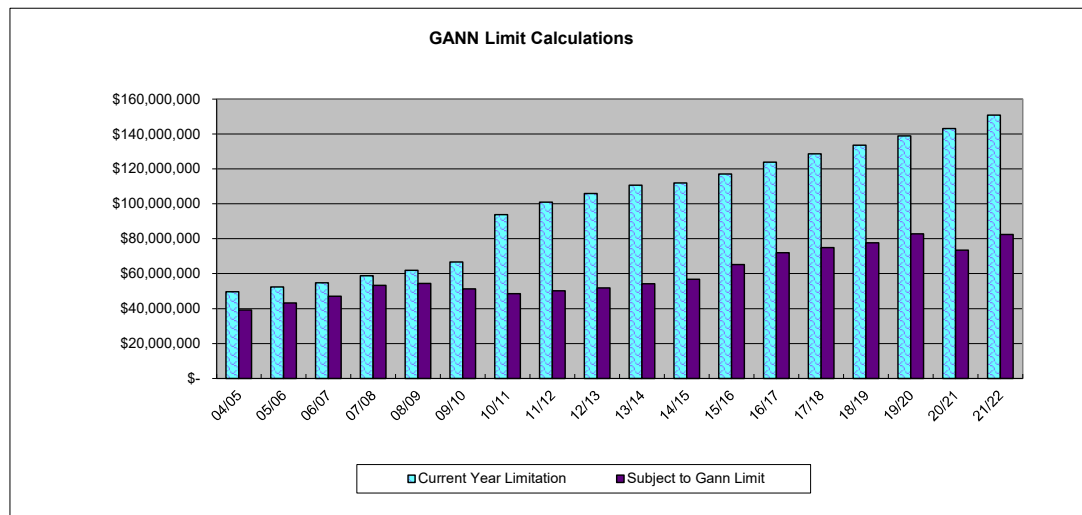
Fiscal Year	(A) Cost of Living		(B) Change in Population		Factor (Highest B X Highest A)	Prior Year Limitation	Current Year Limitation	Subject to Gann Limit	Variance Gann 'gap'
	California Per Capita Personal Income (Source: State)	Change in Assessment Roll for Nonresidential Construction (Source: County)	Change in Population for San Rafael (Source: State)	Change in Population for Marin County (Source: State)					
94/95							\$ 24,635,128		
95/96	4.72		0.60	1.22	1.060000	x \$ 24,635,128 =	\$ 26,113,235		
96/97	4.67	5.50	1.37	1.43	1.070000	x \$ 26,113,235 =	\$ 27,941,557		
97/98	4.67	5.40	2.17	1.64	1.080000	x \$ 27,941,557 =	\$ 30,176,882		
98/99	4.15	6.80	1.42	1.56	1.080000	x \$ 30,176,882 =	\$ 32,591,032		
99/00	4.53	6.26	1.47	1.62	1.079800	x \$ 32,591,032 =	\$ 35,192,257		
00/01	4.91	9.27	1.50	1.82	1.112600	x \$ 35,192,257 =	\$ 39,154,905		
01/02	7.82	6.67	0.53	0.72	1.086000	x \$ 39,154,905 =	\$ 42,522,227		
02/03	-1.27	5.15	0.69	0.81	1.060000	x \$ 42,522,227 =	\$ 45,073,561		
03/04	2.31	2.43	1.45	0.77	1.039152	x \$ 45,073,561 =	\$ 46,838,297		
04/05	3.28	2.06	-0.16	2.53	1.058900	x \$ 46,838,297 =	\$ 49,597,072	\$ 39,274,542	\$ 10,322,530
05/06	5.26	1.59	0.07	0.33	1.056100	x \$ 49,597,072 =	\$ 52,379,468	\$ 43,215,534	\$ 9,163,934
06/07	3.96	0.57	0.49	0.74	1.047300	x \$ 52,379,468 =	\$ 54,857,017	\$ 47,167,477	\$ 7,689,540
07/08	4.42	2.09	0.97	0.97	1.054300	x \$ 54,857,017 =	\$ 58,867,753	\$ 53,279,474	\$ 5,588,279
08/09	4.29	2.63	0.68	0.93	1.052600	x \$ 58,867,753 =	\$ 61,964,197	\$ 54,394,753	\$ 7,569,444
09/10	0.62	6.65	0.57	0.81	1.075100	x \$ 61,964,197 =	\$ 66,617,708	\$ 51,368,817	\$ 15,248,891
10/11	-2.54	39.62	0.79	0.93	1.409200	x \$ 66,617,708 =	\$ 93,877,675	\$ 48,469,424	\$ 45,408,251
11/12	2.51	-34.13	0.81	0.90	1.034300	x \$ 93,877,675 =	\$ 100,987,679	\$ 50,180,413	\$ 50,807,266
12/13	3.77	0.12	0.92	1.05	1.048600	x \$ 100,987,679 =	\$ 105,895,680	\$ 51,825,702	\$ 54,069,978
13/14	5.12	2.09	0.34	0.42	1.055600	x \$ 105,895,680 =	\$ 110,641,157	\$ 54,313,859	\$ 56,327,297
14/15	-0.23	0.85	0.39	0.42	1.012700	x \$ 110,641,157 =	\$ 112,046,300	\$ 56,717,201	\$ 55,329,098
15/16	3.82	7.99	0.60	0.73	1.087800	x \$ 112,046,300 =	\$ 117,140,576	\$ 65,177,999	\$ 51,962,576
16/17	5.37	0.68	0.12	0.33	1.057200	x \$ 117,140,576 =	\$ 123,841,017	\$ 71,967,785	\$ 51,873,231
17/18	3.69	0.11	0.25	0.18	1.039500	x \$ 123,841,017 =	\$ 128,732,737	\$ 74,893,075	\$ 53,839,661
18/19	3.67	0.06	-0.02	0.17	1.038500	x \$ 128,732,737 =	\$ 133,688,947	\$ 77,599,200	\$ 56,089,748
19/20	3.85	0.26	0.04	-0.01	1.038900	x \$ 133,688,947 =	\$ 138,889,447	\$ 82,867,376	\$ 56,022,071
20/21	3.73	1.91	-0.66	-0.60	1.031100	x \$ 138,889,447 =	\$ 143,208,909	\$ 73,554,079	\$ 69,654,830
21/22	5.73	1.00	-0.62	-0.43	1.052800	x \$ 143,208,909 =	\$ 150,770,339	\$ 82,522,271	\$ 68,248,068

= Value selected for Factor calculation

- (a) Includes increase for Paramedic Tax Revenue Generated by Measure P
- (b) Includes increase for Paramedic Tax Revenue Generated by Measure I
- (c) Reduce the limit by \$1,142,323 to reflect the amount associated with Measure P at the time the limit was increased in fiscal year 2011-2012 for Measure I
- (d) 2015-16 - The Limit is reduced by \$4,743,389 for the Paramedic Tax - Measure I for the increase of \$3,890,000 added in 2011 - 2012 that "Sunset" or Expired after 4 years at the end of 2015.
- (e) 2020-21 - Appropriations subject to the limit declined due to both the reduction in budgeted revenues as a result of the COVID-19 pandemic as well as the exclusion of debt service on the 2018 bonds beginning in FY21.

<https://www.dof.ca.gov/Forecasting/Demographics/Estimates/documents/PriceandPopulatio>

Note: County assessment roll factor for FY10/11 is an outlier. Reallocate using State per capita income factor for FY10/11 to ensure that the city falls below the Gann limit under each scenario for conservatism.



**City of San Rafael
Appropriation Limit Analysis
FY 2021-22**

Total Appropriations	Fund #	2020-2021 Adopted Budget	Less Exempt Expenditures	Less Non-Tax Revenues	2021-2022 Appropriations Subject to Gann Limit
General Fund	001	\$ 84,463,804	\$ 879,154	\$ 13,412,359	\$ 70,172,291
Abandoned Vehicle Abatement Fund	200	171,465	1,365	160,000	10,100
Storm Water Fund	205	1,145,725	-	834,456	311,269
Emergency Medical Services Fund	210	8,561,588	116,922	3,431,100	5,013,566
Library Fund	214	40,000	-	8,293	31,707
Library Special Assessment Fund	215	1,224,045	11,964	-	1,212,081
Measure G - Cannabis	216	500,000	963	-	499,037
General Plan Special Revenue Fund	218	928,586	2,688	1,136,203	-
Recreation Revolving Fund	222	4,028,762	53,353	1,887,462	2,087,947
Police Youth Service fund	230	25,005	5	15,000	10,000
Measure A Open Space Fund	241	723,350	-	-	723,350
Measure C Wildfire Prevention Parcel Tax	242	1,817,118	49,008	-	1,768,110
Open Space Fund	405	-	-	-	-
LongTerm Capital Outlay (Excess of \$100K & 10yr Life)	N/A	-	-	-	-
General Fund Debt Service - Capital Outlays	N/A	5,098,930	4,416,117	-	682,813
Total Appropriations		\$ 108,728,378	\$ 5,531,539	\$ 20,884,873	\$ 82,522,271
					\$ 150,770,339
					Available Room Under Appropriation Limit
					\$ 68,248,068

RESOLUTION NO.

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF SAN RAFAEL APPROVING FISCAL YEAR 2021-2022 GANN APPROPRIATIONS LIMIT AT \$150,770,339

WHEREAS, California Constitution Article XIII B, which was approved as Proposition 4 by the voters of the State of California on November 6, 1979, imposes on the state and on each local jurisdiction a limitation on the amount of budget appropriations they are permitted to make annually (the "Appropriations Limit", sometimes referred to as the "Gann Appropriations Limit") and limits changes in the Appropriations Limit to an annual adjustment for the change in the cost of living and the change in population; and

WHEREAS, California Government Code Section 7910, which implements Article XIII B, requires that the governing body of each local jurisdiction shall establish its Appropriations Limit at a regularly scheduled meeting or noticed special meeting; and

WHEREAS, as permitted by Proposition 111, adopted by the voters in 1990, the City has elected to use the percent change in the population of San Rafael from January 1, 2020 to January 1, 2021, and the percent change in California's per capita personal income, for the calculation of the annual adjustment to the City's Appropriations Limit; and

WHEREAS, documentation used in the determination of the City's Appropriations Limit has been available to the public in the Finance Department as provided by Government Code Section 7910;

NOW, THEREFORE, BE IT RESOLVED that the City Council of San Rafael, pursuant to the provisions of Article XIII B and Government Code Sections 7901 through 7914, does hereby establish the Appropriations Limit for fiscal year 2021-2022 for the City of San Rafael at \$150,770,339 as documented in Exhibit A, and further establishes the 2021-2022 Appropriations Subject to the Gann Appropriations Limit at \$82,522,271 as documented in Exhibit B, which Exhibits are attached hereto and incorporated herein by reference as though fully set forth.

I, **LINDSAY LARA**, Clerk of the City of San Rafael, hereby certify that the foregoing resolution was duly and regularly introduced and adopted at a regular meeting on the City Council of said City held on Monday, the 21st day of June 2021, by the following vote to wit:

AYES: COUNCILMEMBERS:

NOES: COUNCILMEMBERS:

ABSENT: COUNCILMEMBERS:

LINDSAY LARA, City Clerk



SAN RAFAEL CITY COUNCIL AGENDA REPORT

Department: Human Resources

Prepared by: Sylvia Gonzalez-Shelton
Human Resources Operations Manager

City Manager Approval: _____

TOPIC: APPROVAL OF THE NEW MEMORANDUM OF UNDERSTANDING WITH SAN RAFAEL POLICE ASSOCIATION (SRPA)

SUBJECT: RESOLUTION APPROVING A MEMORANDUM OF UNDERSTANDING PERTAINING TO COMPENSATION AND WORKING CONDITIONS FOR SAN RAFAEL POLICE ASSOCIATION (SRPA) (JULY 1, 2021 THROUGH JUNE 30, 2024)

RECOMMENDATION: Adopt Resolution.

BACKGROUND:

The San Rafael Police Association (“SRPA”) represents 86 full-time equivalent positions in the San Rafael Police Department, including safety and non-safety classifications. The most recent Memorandum of Understanding (“MOU”) for SRPA expired on June 30, 2020 and was extended by side letter through June 30, 2021. Over the past several months, representatives of the City and SRPA have met in good faith and worked diligently to negotiate the terms of a successor MOU. The City and SRPA reached a tentative agreement on May 6, 2021, for a three-year successor MOU and SRPA membership subsequently ratified the tentative agreement. The proposed new MOU was presented at the June 7, 2021 Council meeting for discussion and there were no public comments. Staff is returning with a resolution for approval of the MOU with SRPA.

ANALYSIS:

The following are the highlights that reflect the terms and significant economic items included in the proposed successor MOU between the City and SRPA. In addition to the economic items, some operational items were also addressed in the successor MOU.

1. **Term of the Agreement:** July 1, 2021 through June 30, 2024
2. **Salary Increase:** Individual classification salary increase percentages may be lower or higher than the percentages listed below, based on the amount of labor market adjustment agreed to for each position in the bargaining unit. The salary schedule included in the attached MOU authorizes the proposed new salary for each position.

FOR CITY CLERK ONLY

File No.: _____

Council Meeting: _____

Disposition: _____

- a. Year 1: Value of a 3.5% base wage increase for the bargaining group, effective July 1, 2021
- b. Year 2: Value of a 4% base wage increase for the bargaining group, effective July 1, 2022
- c. Year 3: Value of a 4% base wage increase for the bargaining group, effective July 1, 2023

3. Non-Economic Items: In addition to items discussed above, agreement was reached on other proposals, which reflect minor changes to existing provisions with no additional cost. The attached MOU includes all of the changes agreed to by the parties. A brief overview of these negotiated MOU sections includes:

- Retiree Health Insurance (Section 4.2.2B): For the annual July 1 conversion of sick leave to fund an employee’s retiree health care trust, the remaining sick leave balance requirement will be increased to 250 hours.
- Sick Leave (Section 5.1.3): Update familial relationships under definition of “immediate family” to be in line with definition under California Paid Family Leave.
- Vacation Rate of Accrual (Section 5.2.2): Clean up language to remove reference to days and reflect only accrued hours based on the existing and unchanged Vacation Accrual chart and existing practice.
- Overtime (Sections 6.2.1 and 6.2.2): Employees may use up to 120 hours of comp time each calendar year. Employees may take an additional 80 hours of comp time for the remainder of the year under the single day vacation guidelines.
- City Manager Arbitration (Section 7.3.3): Update language to allow the mutually acceptable Arbitrator to provide an alternative recommendation for disciplinary action in addition to the ability to affirm or reject the City’s form of discipline.

FISCAL IMPACT:

The current total annual salary and benefit cost to the City for the 86 FTE positions represented by SRPA is \$ \$17,555,496. The additional ongoing incremental cost of the successor MOU beyond the FY 20/21 budget is:

	<u>Incremental FY 2021-22</u>	<u>Incremental FY 2022-23</u>	<u>Incremental FY 2023-24</u>
Wages:			
Base Salary (COLA)	\$150,790	\$156,023	\$162,065
Labor market adjustments	\$176,330	\$221,589	\$231,560
Other costs:			
Pension*	\$201,636	\$233,033	\$242,969
Taxes (Medicare, W/C)	<u>\$ 32,918</u>	<u>\$ 38,368</u>	<u>\$ 40,066</u>
Total Incremental Cost:	\$561,674	\$649,013	\$676,660

**This incremental pension cost results only from the negotiated wage increase and does not include the cost of associated MCERA rate changes. The terms and conditions of the pension benefit plan remain unchanged.*

While the incremental cost is \$561,674 for fiscal year 2021-2022, \$649,013 for fiscal year 2022-2023, and \$676,660 for fiscal year 2023-2024, the increases are compounding and therefore the projected total salary and benefit cost increase for the items specified above is \$3,659,708 for the three-year term. The increase in compensation included in this resolution is in line with the City’s current budget projections. Funding for these positions is provided for in the City’s General Fund.

OPTIONS:

The City Council has the following options to consider in this matter:

- Staff's recommendation to adopt the resolution.
- Adopt resolution with modifications.
- Direct staff to return with more information.
- Take no action.

RECOMMENDED ACTION:

Staff recommends that the City Council adopt the resolution to approve the Memorandum of Understanding between the City of San Rafael and San Rafael Police Association pertaining to compensation and working conditions (July 1, 2021 through June 30, 2024).

ATTACHMENTS:

- Resolution with attached MOU between City of San Rafael and San Rafael Police Association for July 1, 2021 to June 30, 2024 (and all attachments).

RESOLUTION NO.

RESOLUTION OF THE SAN RAFAEL CITY COUNCIL APPROVING A MEMORANDUM OF UNDERSTANDING BETWEEN THE CITY AND SAN RAFAEL POLICE ASSOCIATION (SRPA) PERTAINING TO COMPENSATION AND WORKING CONDITIONS (JULY 1, 2021 THROUGH JUNE 30, 2024)

WHEREAS, the San Rafael Police Association (SRPA) labor agreement with the City will expire on June 30, 2021, after a one-year extension; and

WHEREAS, the City of San Rafael and representatives of SRPA have met and conferred in good faith with regard to wages, hours and working conditions in accordance with the provisions of the Meyers-Milias-Brown Act; and

WHEREAS, a Memorandum of Understanding (“MOU”) pertaining to the three-year period from July 1, 2021, through June 30, 2024, has been ratified by SRPA members.

NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF SAN RAFAEL DOES RESOLVE, DETERMINE AND ORDER AS FOLLOWS:

Section 1: From and after the date of adoption of this Resolution, the City of San Rafael and San Rafael Police Association (SRPA) shall utilize the MOU for the period beginning July 1, 2021, attached hereto, as the official document of reference respecting compensation and working conditions for employees represented by SRPA.

Section 2: The schedules describing classes of positions and salary ranges are attached to said MOU and, together with the MOU itself, are hereby adopted and shall be attached hereto and incorporated in full.

I, Lindsay Lara, Clerk of the City of San Rafael, hereby certify that the foregoing Resolution was duly and regularly introduced and adopted at a regular meeting of the City Council of the City of San Rafael, held on Monday, the 21st of June 2021, by the following vote, to wit:

AYES: Councilmembers:

NOES: Councilmembers:

ABSENT: Councilmembers:

Lindsay Lara, City Clerk

MEMORANDUM OF UNDERSTANDING

between

CITY OF SAN RAFAEL

and

SAN RAFAEL POLICE ASSOCIATION

JULY 1, 2021 - JUNE 30, 2024

TABLE OF CONTENTS

1	GENERAL PROVISIONS	1
1.1.	INTRODUCTION	1
1.1.1.	<i>Scope of Agreement</i>	1
1.1.2.	<i>Term of MOU</i>	1
1.2.	RECOGNITION	1
1.2.1.	<i>Bargaining Unit</i>	1
1.3.	NON-DISCRIMINATION	1
1.3.1.	<i>In General</i>	1
1.3.2.	<i>Bargaining Unit Discrimination</i>	2
1.4.	INSPECTION OF MEMORANDUM OF UNDERSTANDING	2
1.5.	EXISTING LAWS, REGULATIONS & POLICIES	2
1.6.	STRIKES & LOCKOUTS	2
1.7.	SEVERABILITY	2
1.8.	PREVAILING RIGHTS	2
1.9.	FULL UNDERSTANDING, MODIFICATION, WAIVER	2
1.9.1.	<i>Understanding</i>	2
1.9.2.	<i>Waiver & Modification</i>	2
2	MMBA	3
2.1.	BARGAINING UNIT RIGHTS	3
2.1.1.	<i>Bargaining Unit Stewards Designation</i>	3
2.1.2.	<i>Release Time</i>	3
2.1.3.	<i>Association Orientation of New Employees</i>	3
2.1.4.	<i>Employee Information</i>	3
2.2.	DUES DEDUCTION	3
2.2.1.	<i>Collection of Dues</i>	3
2.2.2.	<i>Dues Collection during Separation from Employment</i>	3
2.3.	MANAGEMENT RIGHTS	3
2.4.	COMMENCEMENT OF NEGOTIATIONS	4
3	COMPENSATION	5
3.1.	GENERAL WAGES AND COMPENSATION	5
3.1.1.	<i>Pay Dates</i>	5
3.1.2.	<i>General Wage Increases</i>	5
3.1.3.	<i>Definitions</i>	5
3.1.4.	<i>Compensation Plan</i>	6
3.1.5.	<i>Fair Labor Standards Act</i>	6
3.2.	STEP INCREASES	6
3.2.1.	<i>Entry Level Step</i>	6
3.2.2.	<i>Consideration for Step Increases</i>	6
3.2.3.	<i>Merit Increases</i>	6
3.3.	ADDITIONAL PAY	6
3.3.1.	<i>Shift Differential Pay</i>	6
3.3.2.	<i>Court Pay</i>	7
3.3.3.	<i>Call Back Pay</i>	7
3.3.4.	<i>Educational Expense Reimbursement</i>	7
3.3.5.	<i>Certificate Incentive</i>	8
3.3.6.	<i>Bilingual Pay</i>	8
3.3.7.	<i>Uniform Allowance</i>	9
3.3.8.	<i>Special Weapons and Tactics (SWAT) Team</i>	9
3.3.9.	<i>Hostage Negotiations Team (HNT)</i>	9
3.3.10.	<i>Field Training Officer (FTO)</i>	9
3.3.11.	<i>Motor Officer Pay</i>	10
3.3.12.	<i>Major Accident Investigation Team</i>	10
3.3.13.	<i>Crime Scene Investigator (CSI)</i>	10
3.3.14.	<i>Self-Defense and Tactics (SDAT) & Firearms Instructor Pay</i>	10
3.3.15.	<i>Detective Pay</i>	10
3.3.16.	<i>Out of Class Pay</i>	10

3.3.17.	<i>Canine Handler Pay</i>	11
4.1	EMPLOYEE BENEFITS COMMITTEE	11
4.2	HEALTH & WELFARE	11
4.2.1	<i>Full Flex Cafeteria Plan</i>	11
4.2.2	<i>Retirees Health Insurance</i>	12
4.2.3	<i>Health and Dependent Care Spending Accounts</i>	12
4.3	PERS HEALTH INSURANCE BENEFITS	13
4.4	DENTAL PLAN	13
4.5	VISION PLAN	13
4.6	LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT	13
4.7	LONG TERM DISABILITY POLICY	13
4.8	RETIREMENT	13
4.8.1	<i>Retirement Contribution</i>	13
4.8.2	<i>Retirement Plans</i>	14
4.8.3	<i>Member Cost of Living Rates</i>	14
4.8.4	<i>Pension Costs</i>	14
5	LEAVES	15
5.1	SICK LEAVE	15
5.1.1	<i>Eligibility</i>	15
5.1.2	<i>Sick Leave Accrual</i>	15
5.1.3	<i>Use of Sick Leave</i>	15
5.1.4	<i>Advance of Sick Leave</i>	15
5.1.5	<i>Service Credit for Sick Leave</i>	15
5.1.6	<i>Compensation for Unused Portion</i>	15
5.2	VACATION LEAVE	16
5.2.1	<i>Eligibility</i>	16
5.2.2	<i>Rate of Accrual</i>	16
5.2.3	<i>Administration of Vacation Leave</i>	16
5.2.4	<i>Vacation Sign-up</i>	16
5.2.5	<i>Vacation Cap</i>	17
5.2.6	<i>Vacation Cash-In</i>	17
5.3	HOLIDAYS	17
5.4	OTHER LEAVE	17
5.4.1	<i>Bereavement Leave</i>	17
5.4.2	<i>Jury Duty</i>	18
5.4.3	<i>Military Leave</i>	18
5.4.4	<i>Leave of Absence Without Pay</i>	18
5.4.5	<i>Industrial Injury Leave</i>	18
5.4.6	<i>Medical Leave of Absence</i>	19
5.4.7	<i>Absence without Authorized Leave</i>	19
5.4.8	<i>Catastrophic Leave</i>	19
6	TERMS & CONDITIONS OF EMPLOYMENT	19
6.1	HOURS OF WORK/FLSA WORK PERIOD	19
6.1.1	<i>Alternate Work Weeks</i>	19
6.1.2	<i>Shift Rotation</i>	21
6.1.3	<i>Patrol Briefing</i>	21
6.1.4	<i>Employee Break and Meal Periods</i>	21
6.2	OVERTIME	22
6.2.1	<i>Overtime</i>	22
6.2.2	<i>Requests for Compensatory Time Off</i>	22
6.3	SHIFT CHANGES	23
6.4	PROBATIONARY PERIOD	23
6.4.1	<i>Purpose of Probation</i>	23
6.4.2	<i>Length of Probationary Period</i>	23
6.4.3	<i>Rejection During Probation</i>	23
6.4.4	<i>Extension of Probationary Period</i>	23
6.4.5	<i>Notification of Rejection or Extension</i>	24
6.4.6	<i>Regular Status</i>	24

6.4.7	<i>Promotion of Probationary Employee</i>	24
6.4.8	<i>Unsuccessful Passage of Promotional Probation</i>	24
6.5	PERSONNEL RULES & REGULATIONS	24
6.5.1	<i>Employer-Employee Resolution</i>	24
6.5.2	<i>Drug and Alcohol Policy</i>	24
6.5.3	<i>Outside Employment Policy</i>	25
6.5.4	<i>Harassment Policy</i>	25
6.5.5	<i>Wireless Communication Policy</i>	25
6.5.6	<i>Medical Standards</i>	25
6.5.7	<i>Temporary Light Duty Policy Statement</i>	25
6.5.8	<i>Reinstatement</i>	26
6.6	MISCELLANEOUS	27
6.6.1	<i>Gratuities / Solicitation of Contributions</i>	27
6.6.2	<i>Return of City Equipment</i>	27
6.6.3	<i>Political Activity</i>	27
6.6.4	<i>Employment of Relatives</i>	27
6.6.5	<i>Labor / Management Advisory Meetings</i>	27
6.6.6	<i>Gym Membership Reimbursement</i>	27
6.6.7	<i>Public Safety Center Fitness Program</i>	27
7	PROCEDURES	30
7.1	DEMOTION & SUSPENSION	30
7.1.1	<i>Demotion</i>	30
7.1.2	<i>Suspension</i>	30
7.2	TERMINATION OF EMPLOYMENT	31
7.2.1	<i>Resignation</i>	31
7.2.2	<i>Termination - Layoff</i>	31
7.2.3	<i>Termination - Disciplinary Action</i>	31
7.2.4	<i>Retirement</i>	31
7.3	DISCIPLINARY ACTION	31
7.3.1	<i>Right to Discipline & Discharge</i>	31
7.3.2	<i>Appeals</i>	32
7.3.3	<i>City Manager and Arbitration</i>	32
7.4	GRIEVANCE PROCEDURE	32
7.4.1	<i>Definition</i>	32
7.4.2	<i>Initial Discussions</i>	32
7.4.3	<i>Referral to the City Manager</i>	32
7.4.4	<i>City Manager and Arbitration</i>	33
7.4.5	<i>No Abridgement of Other Rights of Appeal</i>	33
7.4.6	<i>Pay Claims</i>	33
7.4.7	<i>Matters Excluded from the Grievance Procedure of the Memorandum of Understanding</i>	33
7.5	POSITION RECLASSIFICATION	33
7.6	REDUCTION IN FORCE	34
7.6.1	<i>Notice</i>	34
7.6.2	<i>Order of Layoff</i>	34
7.6.3	<i>Re-Employment Eligibility List</i>	34

LIST OF EXHIBITS

Exhibit A	Salary Schedule for July 1, 2021 – June 30, 2024
Exhibit B	Canine Program Side Letter

MEMORANDUM OF UNDERSTANDING
between
CITY OF SAN RAFAEL
and
SAN RAFAEL POLICE ASSOCIATION

The parties have met and conferred in good faith regarding wages, hours and other terms and conditions of employment for the employees in said representative unit, have freely exchanged information, opinions and proposals, and have reached agreement on all matters relating to the employment conditions and employer-employee relations of such employees.

This Memorandum of Understanding shall be presented to the City Council of the City of San Rafael as the joint recommendation of the undersigned parties for salary and employee benefit adjustments for the period commencing July 1, 2021 and ending June 30, 2024.

1 GENERAL PROVISIONS

1.1. INTRODUCTION

1.1.1. Scope of Agreement

The salaries, hours, fringe benefits, and working conditions set forth have been mutually agreed upon by the designated bargaining representatives of the City of San Rafael (herein-after called "CITY") and the San Rafael Police Association (herein-after called "ASSOCIATION") and shall apply to all employees of the City working in the classifications and bargaining unit set forth herein.

In accepting employment with the City of San Rafael, each employee agrees to be governed by and to comply with the Personnel Ordinance, Rules and Regulations, Administrative Procedures, and regulations and directives of the Police Department.

1.1.2. Term of MOU

This agreement shall be in effect from July 1, 2021 through June 30, 2024.

1.2. RECOGNITION

1.2.1. Bargaining Unit

The City hereby recognizes the Association as the bargaining representative for the purpose of establishing salaries, hours, fringe benefits and working conditions for all employees within the San Rafael Police Association Bargaining Unit (as referenced in Exhibit A attached).

New classifications developed by the City and determined to be appropriately included in the Bargaining Unit, shall be assigned a wage scale by the City. The City will forward to the Association the new classification and wage scale. The wage scale for the new classification shall then be subject to the meet and confer process.

1.3. NON-DISCRIMINATION

1.3.1. In General

The parties to this contract agree that they shall not, in any manner, discriminate against any person whatsoever because of race, color, age, religion, ancestry, national origin, sex, sexual preference, marital status, medical condition or disability.

Any employee who believes they are being discriminated against should refer to the City of San Rafael's Harassment Policy for the process of receiving an internal administrative review of their complaint. This administrative procedure shall be used as the internal complaint procedure in lieu of

the grievance procedure outlined in this MOU (Article 7.4). Nothing contained in this subsection shall limit an employee's rights under the Police Officer Bill of Rights and/or the disciplinary review and appeal procedure outlined in this MOU.

1.3.2. Bargaining Unit Discrimination

No member, official, or representative of the Association shall in any way suffer any type of discrimination in connection with continued employment, promotion, or otherwise by virtue of membership in or representation of Association.

1.4. INSPECTION OF MEMORANDUM OF UNDERSTANDING

Both the City and the Association agree to keep duplicate originals of this agreement on file in a readily accessible location available for inspection by any City employee, or member of the public, upon request.

1.5. EXISTING LAWS, REGULATIONS & POLICIES

This MOU is subject to all applicable laws.

The City agrees to meet and confer with the Association on proposed changes to policies or procedures that impact bargaining rights.

1.6. STRIKES & LOCKOUTS

During the term of this MOU, the City agrees that it will not lock out employees, and the Association agrees that it will not encourage or approve any strike or slowdown growing out of any dispute relating to the terms of this Agreement. The Association will take whatever lawful steps are necessary to prevent any interruption of work in violation of this Agreement, recognizing with the City that all matters of controversy within the scope of this Agreement shall be settled by established procedures set forth in the City's charter, ordinances, and regulations, as may be amended from time to time.

1.7. SEVERABILITY

If any article, paragraph or section of this MOU shall be held to be invalid by operation of law, or by any tribunal of competent jurisdiction, or if compliance with or any enforcement of any provision hereof be restrained by such tribunal, the remainder of this MOU shall not be affected thereby, and the parties shall enter into meet and confer sessions for the sole purpose of arriving at a mutually satisfactory replacement for such article, paragraph or section

1.8. PREVAILING RIGHTS

All matters within the scope of meeting and conferring which have previously been adopted through rules, regulations, ordinance or resolution, which are not specifically superseded by this MOU, shall remain in full force and effect throughout the term of this Agreement.

1.9. FULL UNDERSTANDING, MODIFICATION, WAIVER

1.9.1. Understanding

The parties jointly represent to the City Council that this MOU sets forth the full and entire understanding of the parties regarding the matters set forth herein.

1.9.2. Waiver & Modification

Except as specifically otherwise provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right, and agrees that the other shall not be required, to meet and confer with respect to any subject or matter covered herein during the period of the term of this MOU. The foregoing shall not preclude the parties hereto from meeting and conferring at any time during the term of this Agreement with respect to any subject matter within the scope to meeting and conferring for a proposed MOU between the parties to be effective on or after July 1, 2024.

2.1. BARGAINING UNIT RIGHTS

2.1.1. Bargaining Unit Stewards Designation

The Association shall, by written notice to the City Manager, designate certain of its members as Employee Representatives. Association representatives who are official representatives of the Association shall be given reasonable time off with pay to attend meetings with management representatives, or to be present at hearings where matters within the scope of representation, collective bargaining, or grievances are being considered. The use of official time for this purpose shall be reasonable and shall not interfere with the performance of City services. Such employee representatives shall submit through the Police Department chain of command a written request for excused absence to the Police Chief at least forty-eight (48) hours prior to the scheduled meeting whenever possible. Except by mutual agreement, the number of employees excused for such purposes shall not exceed three (3).

2.1.2. Release Time

Two hundred (200) hours per calendar year shall be provided for union release time, apart from MMB activity, with ten days advance notice and approval of the Police Chief. Any additional hours shall be granted only with ten days advance notice and approval of the Police Chief

2.1.3. Association Orientation of New Employees

Whenever the City hires an employee within any classification covered by this Memorandum of Understanding and represented by the Association, the City will provide the new employee with a copy of the current Memorandum of Understanding. The City shall make available two hours, at a mutually agreeable time, during the initial thirty (30) days of employment for new employee orientation by the Association. In addition, the City will also provide reasonable advance notice to the Association of all employee orientations conducted by the City.

2.1.4. Employee Information

The City shall provide the Association with the name, job title, department, work location, work, home and personal cell phone numbers, home address and personal email address on file with the City for all employees within the Association every 120 days. In addition, a report with similar information of each Association new hire will be provided to the Association within 30 days of the hire date.

2.2. DUES DEDUCTION

2.2.1. Collection of Dues

City agrees, upon written consent of the employee involved, to deduct dues, as established by the Association, from the salaries of its members. The sums so withheld shall be remitted by City along with a list of employees who have had said dues deducted.

2.2.2. Dues Collection during Separation from Employment

The provisions specified in this section shall not apply during periods of separation from the representative Unit by any such employee but shall reapply to such employee commencing with the next full pay period following the return of the employee to the representative Unit. The term separation includes transfer out of the Unit, layoff, and leave without pay absences with duration of more than 30 calendar days.

2.3. MANAGEMENT RIGHTS

The City reserves, retains, and is vested with, solely and exclusively, all rights of management which have not been expressly abridged by specific provision of this Memorandum of Understanding or by law to manage the City, as such rights existed prior to the execution of this Memorandum of Understanding. The sole and exclusive rights of management, as they are not abridged by this Agreement or by law, shall include, but not be limited to, the following rights:

1. To manage the City generally and to determine the issues of policy.
2. To determine the existence or non-existence of facts which are the basis of the management decision.
3. To determine the necessity of organization or any service or activity conducted by the City and expand or diminish services.
4. To determine the nature, manner, means technology, and extent of services to be provided to the public.
5. Methods of financing.
6. Types of equipment or technology to be used.
7. To determine and/or change the facilities, methods, technology, means and size of the work force by which the City operations are to be conducted.
8. To determine and change the number of locations, re-locations and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operation of the City.
9. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments.
10. To relieve employees from duties for lack of work or similar non-disciplinary reasons.
11. To establish and modify productivity and performance programs and standards.
12. To discharge, suspend, demote or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in City Personnel Rules and Regulations.
13. To determine job classifications and to reclassify employees.
14. To hire, transfer, promote and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding and the City's Personnel Rules and Regulations.
15. To determine policies, procedures and standards for selection, training, and promotion of employees.
16. To establish employee performance standards including, but not limited to quality and quantity standards; and to require compliance therewith.
17. To maintain order and efficiency in it facilities and operations.
18. To establish and promulgate and/or modify rules and regulations to maintain order and safety in the City which are not in contravention with this Agreement.
19. To take any and all necessary action to carry out the mission of the City in emergencies.

The City and the Association agree and understand that if, in the exercise of rights set forth above, the effect of said exercise of rights by the City impacts an area within the scope of representation as set forth in the Meyers-Milias-Brown Act and case law interpreting said Act; or Federal law, the City shall have the duty to meet and confer with the Association regarding the impact of its decision/exercise of rights.

2.4. COMMENCEMENT OF NEGOTIATIONS

It is mutually agreed to begin the Meet and Confer process no later than the first Monday in February, regarding the terms and conditions applicable to successor MOUs. The process will be initiated by the San Rafael Police Association through the submittal of upcoming contract requests it wishes to be considered.

3 COMPENSATION

3.1. GENERAL WAGES AND COMPENSATION

3.1.1. Pay Dates

City employees are paid twice per month on the 15th and the last working day of the month. When a holiday falls on a pay day, the pay day will be transferred to the previous day of regular business unless the Finance Division is unable to complete the payroll by that work day, in which case the pay day will be the day following the holiday. The method of the distributing payroll shall be established by the Finance Division.

During the term of this Agreement, the City may institute a change of the payroll schedule from 24 pay cycles per year to 26 pay cycles per year, providing the City gives the association six months' notice.

3.1.2. General Wage Increases

Base salary increase shall be defined as an increase to general wages, excluding any benefit increases. Salary increases for all bargaining unit positions are established based on the base hourly rates set forth in the table attached as Exhibit A and included as part of this MOU. For the term of this agreement, the following base salary increases shall be applied on the identified effective date:

- Effective the first full pay period including July 1, 2021 or the first full pay period following City Council ratification of a new MOU, whichever occurs later:
 - A 1.6% base wage increase for all non-sworn ("miscellaneous") classifications;
 - A 4.0% base wage increase for sworn ("safety") classifications to include Police Officer, Police Corporal and Police Sergeant. The base wage increase for sworn classifications includes a 2.4% equity adjustment.
- Effective July 1, 2022:
 - A 1.6% base wage increase for all non-sworn ("miscellaneous") classifications;
 - A 4.5% base wage increase for sworn ("safety") classifications to include Police Officer, Police Corporal and Police Sergeant. The base wage increase for sworn classifications includes a 2.9% equity adjustment.
- Effective July 1, 2023:
 - A 1.6% base wage increase for all non-sworn ("miscellaneous") classifications;
 - A 4.5% base wage increase for sworn ("safety") classifications to include Police Officer, Police Corporal and Police Sergeant. The base wage increase for sworn classifications includes a 2.9% equity adjustment.

3.1.3. Definitions

Total Compensation shall be defined as: Top step salary (excluding longevity pay steps), educational incentive pay, holiday pay, uniform allowance, employer paid deferred compensation (except for such portion that may be part of employee cafeteria plan), employer's contribution towards employees' share of retirement, employer paid contributions toward insurance premiums for health, life, long term disability, dental and vision plans, and employer paid cafeteria/flexible spending accounts.

Either Party may prepare total compensation surveys in support of labor negotiations. The City will prepare total compensation surveys both with and without the employer's retirement contribution included in the computation. The City and the Association shall review the benchmark and related survey data for accuracy and completeness.

3.1.4. *Compensation Plan*

The Compensation Plan adopted by the City Council shall provide for salary schedules, base hourly rates, ranges, steps and any other special circumstances or items related to the total compensation paid employees. Each position within the classified services shall be allocated to its appropriate class in the classification plan on the basis of duties and responsibilities. Each class shall be assigned a salary range or a rate established in the salary plan. All persons entering the classified service shall be compensated in accordance with the salary plan then in effect.

3.1.5. *Fair Labor Standards Act*

The Parties shall continue to discuss changes to ensure the City's compliance with the FLSA. The Parties understand that the City has the management right to administer its payroll system in compliance with the law and also understand that all impacts of any resulting changes to employee compensation must be negotiated with SRPA. The City does not believe that any changes will lead to wage reductions for employees and the City will provide an offset if that occurs.

3.2. STEP INCREASES

3.2.1. *Entry Level Step*

All initial employment shall be at the entry level step for the base hourly pay rate as indicated in Attachment A. The City Manager or his/her designee may authorize, upon the recommendation of the Police Chief, a position at an appropriate higher salary when, in his/her opinion, it is necessary in order to obtain qualified personnel or when it appears that the education or experience of a proposed employee is substantially superior to the minimum requirements of the class and justifies beginning salary in excess of the first step. Initial employment appointments above Step C will require City Manager Approval.

3.2.2. *Consideration for Step Increases*

An employee may be considered for a step increase in accordance with their anniversary date and the parameters of the base hourly pay rate schedule. Advancement to a higher base hourly rate within the schedule may be granted for continued improvements and efficient and effective service by the employee in the performance of his/her duties. Base hourly rate advancement shall be made only upon the recommendation of the Police Chief, with the approval of the City Manager or their designee, and are not automatic, but based on acceptable work performance.

Accelerated merit performance step increases of five percent (5%) may be granted an employee based upon the recommendation of the Police Chief and approval of the City Manager.

3.2.3. *Merit Increases*

Employees at the maximum step of their base hourly pay rate may be granted a merit pay award of up to five percent (5%) above and beyond their base hourly pay rate. A merit pay award may be effective for up to one (1) year. A merit pay award when expired is not a disciplinary action and is not appealable. Merit pay awards may be granted in recognition of meritorious performance beyond the scope of regular duties and in response to extraordinary conditions.

3.3. ADDITIONAL PAY

3.3.1. *Shift Differential Pay*

A three percent (3%) shift differential shall be paid for all represented employees regularly scheduled to work fifty percent (50%) or more of their shift after 1500 hours.

A five percent (5%) shift differential shall be paid for all represented employee regularly scheduled to work fifty percent (50%) or more of their shift after 2200 hours.

Employees assigned to work the swing or graveyard shift time periods on overtime or in accordance with Article 6.3, Shift Changes, are excluded from shift differential pay for those time periods.

Shift differential shall not be considered an additional percentage on salary for personnel involved but shall apply only to hours actually worked; e.g., differential does not apply to sick leave, vacation or compensatory time, but does include overtime for employees regularly assigned to the swing or graveyard shifts. The current operational policies and provisions for shift rotation and assignment remain in effect.

3.3.2. *Court Pay*

If a police employee receives a subpoena requiring them, in the course and scope of their official employment, to appear in court or other official hearing other than during their regular tour of duty or shift of hours, they shall receive a minimum of two (2) hours pay at the overtime rate. "Other than during their regular tour of duty or shift hours" shall include vacation and compensatory time off.

The employee shall submit the required documentation (copy of subpoena and overtime slip) for all related court pay on or immediately after the actual court appearance or after date of cancellation.

If such appearance commences during the employee's regular tour of duty or shift of hours and continues beyond the normal completion time of the employee's regular tour of duty or shift of hours, then the employee will be compensated at the overtime rate for the actual time spent beyond the normal completion time of said tour/shift.

If an employee receives more than one subpoena for the same scheduled time, he/she will receive the minimum time frame rate only once.

The Police Department will provide appearance information for police employees. The department will be responsible for having such information available, when known, by 1800 hours. If the matter is not canceled by 1800 hours, on the court day preceding the appearance date, an employee shall receive one (1) hour pay at the overtime rate. Time spent at the appearance shall be compensated at the overtime rate.

Nothing in the provision shall be construed to mean that the Association agrees in any way to any method of "flex scheduling."

3.3.3. *Call Back Pay*

Call-back pay shall be provided at one and one-half times the regular rate with a three (3) hour minimum whenever required by the Department and with the expectation that the full three (3) hours will be worked. At no time will the minimum compensation overlap with a regularly scheduled work assignment.

3.3.4. *Educational Expense Reimbursement*

The Educational Expense Reimbursement Program shall apply to all employees of the Police Department represented by this contract who have completed a total of two (2) or more continuous years of full-time service with the San Rafael Police Department. The Educational Expense Reimbursement Program shall relate to the completion of college credits while off-duty for job-related courses, awarded from an accredited community college or an accredited college or an accredited university. Job-related courses are defined as those which contribute to current job performance or prepare the employee for other City positions, including but not limited to obtaining bilingual skills.

An eligible employee who takes a job-related course during off-duty hours at an accredited institution of learning (see above) shall be eligible to receive reimbursement for the costs of tuition, fees, and course materials, up to a maximum of \$1,500 per fiscal year. The employee will be eligible for this reimbursement upon the successful completion of the course and upon the employee having achieved a grade of "Pass" or "C" or better.

In order for the eligible employee to qualify for reimbursement, the employee must:

- a. *Chief of Police or Designee Approval* – Prior to enrollment, the employee must receive the written approval of the Chief of Police (the "Chief") or designee concerning the particular

course. The decision of the Chief shall be final. To be approved by the Chief, the Chief must find that the course is job-related after reviewing the request, which briefly describes why the employee believes the course to be job-related.

- b. Reimbursement Request – Provided that the Chief finds that the course is job-related and approves the employee’s request, the employee shall submit a request for reimbursement to the Chief or designee that includes a copy of the employee’s course grade, the receipts for all course expenses, and a total amount requested for reimbursement.

To ensure that the City receives adequate benefit from the increased education of the educational expense reimbursement recipients, the following table of time worked after completion of course work shall apply to all recipients who terminate employment with the City of their own volition.

Time between receiving reimbursement and termination of employment	Percentage of tuition reimbursement to be repaid to the City
Up to 12 months	100%
Between 12 months and 18 months	50%
Over 18 months	0%

3.3.5. Certificate Incentive

The Certification Incentive Program for all employees of the Police Department offers monthly payment for POST Certification as follows:

Effective January 1, 2007 the payment for POST Intermediate or Advance Certification to Police Officer, Police Corporal or Police Sergeant shall be:

<i>Intermediate Certificate</i>	<i>3.0% increase to base hourly pay rate</i>
<i>Advanced Certificate</i>	<i>5.0% increase to base hourly pay rate</i>

Effective with the pay period start date of January 1, 2007 the payment for POST certificates for Communication Dispatcher, Dispatch Supervisor or Civilian Supervisor shall be:

<i>Public Safety Dispatcher Certificate</i>	<i>3.0% increase to base hourly pay rate</i>
<i>Records Supervisory Certificate</i>	<i>5.0% increase to base hourly pay rate</i>

3.3.6. Bilingual Pay

Expert Fluency Program. A ten percent (10%) pay incentive shall be paid to up to ten (10) designated bilingual employees (sworn or non-sworn).

Full Fluency Program. A five percent (5%) bilingual pay incentive shall be paid to up to ten (10) designated bilingual employees (sworn or non-sworn).

Conversational Fluency Program. Effective July 1, 2006, a two and one-half percent (2.5%) pay incentive shall be paid to up to thirty-five (35) designated bilingual employees (sworn and non-sworn).

Within the limits established in the first three paragraphs of this section, to qualify for the Expert or Full or Conversational Programs, employees must be certified as proficient in a language deemed to be of work-related value to the Police Department as determined by the Police Chief and approved by the City Manager by established standards. It is agreed that the City will meet and confer with the Association in order to establish standards for the Expert Fluency Program with the understanding that the standards will focus on external testing and/or certification satisfactory to the Police Chief. Full or conversational proficiency certification may be obtained by passing a standardized departmental test (to be developed by the department) or a Fluency Certification of Completion from a

departmental conversational test, or obtaining a conversational certification issued by an agency or other vendor approved by the Police Chief.

Fluency in more than one foreign language does not entitle an employee to more than one of the bilingual pay categories. Both parties agree to re-certification of proficiency every three (3) years at the department's expense and discretion to continue eligibility for the bilingual differential. The City shall provide initial certification testing and testing to advance to a higher program level each year if there are candidates who are both interested and qualified. Employees may acquire certification during the intervening periods at their own expense.

Shift assignments and distribution of bilingual employees shall be at the discretion of the Chief of Police.

3.3.7. *Uniform Allowance*

Each of the following represented classification will receive a uniform allowance for each six (6) months of service ending June 30 and December 31 as follows:

Effective July 1, 2018

	Classification	Semi - Annual	Annual
A.	All sworn employees, Police Service Specialist	\$730.00	\$1,460.00
B.	All other represented employees	\$325.00	\$650.00
C.	A pro-rated portion of the allowance may be given for the first and last six (6) months of service upon recommendation of the Police Chief.		

3.3.8. *Special Weapons and Tactics (SWAT) Team*

Police Department personnel assigned to the Special Weapons and Tactics (SWAT) Team shall receive additional compensation amounting to two and one-half percent (2.5%) of their base hourly pay rate. Team members shall be entitled to callback pay pursuant to the Call-Back Pay provisions of this MOU (Section 3.3.3). The City will pay for the equipment for SWAT team members, provided members obtain prior approval of the Chief of Police.

Employees shall be appointed to a five-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee.

3.3.9. *Hostage Negotiations Team (HNT)*

Police Department personnel assigned to the Hostage Negotiations Team (HNT) Team shall receive additional compensation amounting to one percent (1%) of their base hourly pay rate. Team members shall be entitled to callback pay pursuant to the Call-Back Pay provisions of this MOU (Section 3.3.3).

Employees shall be appointed to a five-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee.

3.3.10. *Field Training Officer (FTO)*

- a. The Police Department has established a program for selection of Field Training Officers. Field Training Officers and the Field Training Program Supervisor shall receive additional compensation amounting to two and one-half percent (2.5%) of their base hourly pay rate while assigned to the Patrol Division and shall receive an additional two and one-half percent (2.5%) while engaged in training of new Police Officers and Community Service Officers. Shift assignment will be at the discretion of the Chief of Police and based upon the needs of the Department. All other sworn personnel assigned as Field Training Officers will be paid five percent (5%) above their base hourly pay rate while engaged in training of new Police Officers and Community Service Officers.

- b. Non-sworn personnel may be formally assigned, in writing, to train employees in their new job classifications. For actual hours spent training this new employee, during the specified training period, the assigned trainer will be paid five percent (5%) above their base hourly pay rate.
- c. Employees shall be appointed to a three-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee.

3.3.11. Motor Officer Pay

Police Department personnel assigned to the following duty shall receive additional compensation amounting to five percent (5%) of their base hourly pay rate: Operation of a solo-motorcycle for more than 50% of his/her work month.

3.3.12. Major Accident Investigation Team

Tier 1 MAIT personnel on the Department's call-out list shall receive additional compensation amounting to one percent (1%) above their base hourly pay rate. All MAIT Personnel shall be entitled to callback pay pursuant to the Call-Back Pay provisions of this MOU (Section 3.3.3)

Employees shall be appointed to a three-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee.

3.3.13. Crime Scene Investigator (CSI)

Crime Scene Investigators on the Department's call-out list and the Supervisor shall receive additional compensation amounting to one percent (1%) above their base hourly pay rate. All Crime Scene Investigators shall be entitled to callback pay pursuant to the Call-Back Pay provisions of this MOU (Section 3.3.3).

Employees shall be appointed to a three-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee. The three-year term shall not apply to Community Service Officers.

3.3.14. Self-Defense and Tactics (SDAT) & Firearms Instructor Pay

The Police Department has established a program for selection of Self-Defense and Tactics (SDAT) & Firearms Instructors. Self Defense and Tactics (SDAT) or Firearms Instructors shall receive additional compensation amounting to two and one-half percent (2.5%) above their base hourly pay rate. Anyone that is a Self-Defense and Tactics (SDAT) Instructor and also a Firearms Instructor will be eligible for only a total of two and one-half percent (2.5%) and not a compounded five percent (5%).

Employees shall be appointed to a three-year term beginning July 1, 2014 and may be extended on an annual basis by mutual agreement between the department and the employee. The three-year term shall not apply to Community Service Officers.

3.3.15. Detective Pay

Sworn personnel assigned to the Support Services Divisions Investigations Unit shall receive additional compensation amounting to five percent (5%) above their base hourly pay rate. Unit members shall be entitled to callback pay pursuant to the Call-Back Pay provisions of this MOU (Section 3.3.3).

3.3.16. Out of Class Pay

Police Services Specialists assigned in writing by their supervisor to work as a Communications Dispatcher shall be compensated at a rate 5% greater than the employee's current base hourly pay rate. The out-of-class increase shall be retroactive to the first day of the assignment and based on hours actually worked in the higher classification.

3.3.17. Canine Handler Pay

The parties agree to initiate a Canine Handler Program at a time to be determined by the Police Department. Officers assigned to and participating in the canine program shall receive additional compensation amounting to 5% above their base hourly pay rate subject to the restrictions stated in the attached Canine Handler Program Side Letter.

4 BENEFITS

4.1 EMPLOYEE BENEFITS COMMITTEE

Both parties agree to continue to utilize the Employee Benefits Committee for ongoing review of benefit programs, cost containment and cost savings options. The Committee shall be made up of representatives of the SEIU, SEIU-Childcare, Western Council of Engineers, Local 1 – Confidential, Police Association, Police Mid-Management, Fire Association, Fire Chief Officers Association, Management, and Mid-Management employees.

The Employee Benefits Committee may make recommendations for changes to existing benefits. However, changes to benefits identified in this agreement shall only occur after the City and Association have mutually agreed to meet and confer on such changes and have completed the meet and confer process, including impasse resolution. There shall be no change to any benefits that are subject to the meet and confer process provided in this Memorandum of Understanding absent the specific, written agreement of the Association and completion of the meet and confer process.

4.2 HEALTH & WELFARE

4.2.1 Full Flex Cafeteria Plan

Effective January 1, 2010, the City implemented a full flex cafeteria plan for active employees, in accordance with IRS Code Section 125. Active employees participating in the City's full flex cafeteria plan shall receive a monthly flex dollar allowance to purchase benefits under the full flex cafeteria plan.

Effective January 1, 2021, the monthly flex dollar allowance shall be:

For employee only:	\$ 781.06
For employee and one dependent:	\$1,563.18
For employee and two or more dependents:	\$2,032.23

The flex dollar allowances shall increase on the December 15th paycheck up to a maximum of three percent (3.0%) on an annual basis, based on but not to exceed the Kaiser Bay Area premium rate increase for the upcoming calendar year.

The City shall contribute to the cost of medical coverage for each eligible employee and his/her dependents, an amount not to exceed the California Public Employees' Medical and Hospital Care Act (PEMHCA) Minimum Employer contribution, as determined by CalPERS on an annual basis. This portion of the monthly flex dollar allowance is identified as the City's contribution towards PEMHCA. The monthly flex dollar allowance (including the PEMHCA minimum contribution) may be used in accordance with the terms of the cafeteria plan to purchase health benefits or may be converted to taxable income.

Conditional Opt-Out Arrangement: An employee may elect to waive the City's health insurance coverage and receive a \$300 monthly Opt-Out payment in accordance with the terms of the cafeteria plan, and the Affordable Care Act, if the employee complies with the following conditions:

- 1) The employee certifies that the employee and all individuals in the employee's tax family for whom coverage is waived have alternative Minimum Essential Coverage as defined by the Patient Protection and Affordable Care Act through a provider other than a federal marketplace, a state exchange, or an individual policy.

- 2) During the City's annual open enrollment period, the employee must complete an annual written attestation confirming that the employee and the other members of the employee's tax family are enrolled in alternative Minimum Essential Coverage. The employee agrees to notify the City no later than 30 days if the employee or other member(s) of the employee's tax family lose coverage under the alternative Minimum Coverage Plan.
- 3) The employee understands that the City is legally required to immediately stop conditional opt-out payments if the City learns that the employee and/or members of the employee's family do not have the alternative Minimal Essential Coverage.

The City reserves the right to modify at any time, the amount an employee is eligible to receive under this paragraph, if required by IRS Cafeteria Plan regulations, other legislation or Federal and/or California agency guidance.

4.2.2 Retirees Health Insurance

Employees represented by the Association who retire from the Marin County Employees' Retirement Association (MCERA) within 120 days of leaving their City of San Rafael position (and who comply with the appropriate retirement provisions under the MCERA laws and regulations) are eligible to continue in the City's retiree group health insurance program offered through PEMHCA. The City's contribution towards retiree coverage shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis.

A. Employees hired before January 1, 2010

The City shall make a monthly retiree health insurance payment on behalf of employees hired before January 1, 2010 and who retire from the City of San Rafael as described in this section.

The City's monthly payment shall be the difference between the premium cost of coverage minus the PEMHCA minimum contribution. The City's total payment (PEMHCA minimum contribution plus additional cost of retiree premiums) shall be \$386 per month. The City's retiree health insurance contribution shall continue for the lifetime of the retiree and retiree's spouse, in accordance with PEMHCA eligibility provisions for coverage.

- ##### **B. Employees hired on or after January 1, 2010**
- and who meet the eligibility requirements for retiree health insurance are eligible to continue in the City's group health insurance program. The City's maximum contribution towards retiree coverage under this subsection, 4.2.3b, shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis. The City shall not be responsible for making any contributions towards the cost of coverage of the retiree's spouse, registered domestic partner, or dependents upon the employee's retirement from the City in excess of the PEMHCA minimum contribution as required by CalPERS.

The City shall additionally make available a retiree health care trust to enable these employees to prefund retiree health care premiums while employed by the City. The retiree health care trust shall be funded by annual conversion of 50 hours of sick time in service on July 1 of each year, provided an employee has a remaining balance of 250 hours of sick leave after the conversion.

4.2.3 Health and Dependent Care Spending Accounts

City will offer as part of its Section 125 Plan for as long as such a plan is desired by the Association and available pursuant to the IRS Code a Health and Dependent Care Spending Accounts. The Flexible Spending Accounts offered by the City include:

- a. Healthcare Spending Account: Out-of-pocket medical expenses that qualify under the IRS Code effective January 1, 2013 at IRS Code limit, not to exceed \$ \$2,500. Employees are responsible to pay the monthly administrative fee and any increase established by the third-party administrator.

- b. Dependent Care Spending Accounts: Dependent care expenses that qualify under the IRS Code at the IRS Code limit. Employees are responsible to pay the monthly administrative fee and any increase established by the third-party administrator.
- c. Premium Only Plan: Excess Medical premiums shall be deducted from employee's pay with pre-tax dollars as long as such deduction is allowable under the applicable IRS Code.

City shall establish an annual enrollment period and each employee must re-enroll annually for either plan noted in Section 4.2.3. a. and/or b.

4.3 PERS HEALTH INSURANCE BENEFITS

Upon reasonable advance notice to the Association, the City shall have the option of either contracting with the Public Employees Retirement System (PERS) Health Benefits Division for health insurance or contracting directly with some or all of the providers of health insurance under the PERS program; provided, however, contracting directly with the providers shall not cause any material reduction in insurance benefits for active or retired employees from those benefits available under the PERS program; and provided further such contracting shall not cause a material increase in premiums for either the City or the employees. There shall be no requirement for the City to meet and confer upon the City's exercising the option described above in accordance with the provisions of this paragraph.

4.4 DENTAL PLAN

The City will provide a dental insurance program providing 100% coverage for diagnostic and preventative care, \$25 deductible on corrective coverage (80/20) per eligible patient per calendar year, 80/20 cost sharing for cast, crowns and restorations, and orthodontic coverage (50/50) within the limits prescribed in the Group Plan document. The City shall continue the current or comparable program and shall pay any increased premium rate increases from date of the increase for the term of this MOU

The maximum benefit amount is \$1,500 per person per Calendar Year.

4.5 VISION PLAN

The City will contract for a vision plan for employee only vision benefits. Employees will be eligible to enroll qualified family members and will pay the premium costs for such enrollment.

4.6 LIFE INSURANCE AND ACCIDENTAL DEATH & DISMEMBERMENT

Effective January 1, 2010, the City shall be responsible for paying premiums for a life insurance and Accidental Death and Dismemberment (AD&D) policy for each employee. The life and AD&D policy shall provide a \$5,000 life insurance and a \$5,000 AD&D benefit.

4.7 LONG TERM DISABILITY POLICY

An employee shall have the option to fund a PORAC Long-Term Disability policy with after-tax income. In lieu of the City sponsored LTD plan, the City will pay an annual \$100 lump sum payment minus applicable taxes to each employee. This lump sum payment will be made in the first pay period in December of each year of this MOU.

4.8 RETIREMENT

4.8.1 Retirement Contribution

Bargaining unit members shall pay the full share of the employee's contribution to the Marin County Retirement System.

Effective the pay period including September 1, 2013, all current and "PEPRA" ("classic" and "new") bargaining unit members shall contribute an additional 1% of pensionable compensation to MCERA, over and above the employee's contribution noted above.

The City of San Rafael acknowledges that under its current practice, the employee's share of their retirement contribution is deducted with pretax dollars. This practice will continue until changed through the Meet and Confer process or until IRS regulations change.

4.8.2 Retirement Plans

The City shall provide the Marin County Employee Retirement Association 3% at 55-retirement program to all safety members, as defined under the 1937 Act Government Code Section 31664, subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans. This shall be based on an employee's single highest year of compensation.

The City shall provide the Marin County Employee Retirement Association 2.7% at 55-retirement program to all miscellaneous members, as defined under the 1937 Act Government Code Section 31676, subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans. This shall be based on an employee's single highest year of compensation.

Safety employees hired on or after July 1, 2011 will receive an MCERA retirement benefit at the formula 3%@55 calculated based on the average of their highest three years of compensation, with a 2% COLA benefit cap.

Non-safety employees hired on or after July 1, 2011 will receive an MCERA retirement benefit at the formula 2%@55 calculated based on the average of their highest three years of compensation, with a 2% COLA benefit cap.

Safety employees hired on or after January 1, 2013 who are defined as "new members" of MCERA in accordance with the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the MCERA 2.7% @ 57 plan for Safety members. The employee is responsible for paying the employee contribution of half of the total normal cost of the plan, as defined by MCERA, through a payroll deduction. Final compensation will be based upon the highest annual average compensation earnable during the thirty-six (36) consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee.

Non-safety employees hired on or after January 1, 2013 who are defined as "new members" of MCERA in accordance with the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the MCERA 2% @ 62 plan for Miscellaneous members. The employee is responsible for paying the employee contribution of half of the total normal cost of the plan, as defined by MCERA, through a payroll deduction. Final compensation will be based upon the highest annual average compensation earnable during the thirty-six (36) consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee.

4.8.3 Member Cost of Living Rates

Bargaining unit members who are eligible to participate in the Marin County Employee Retirement Association will pay their full share of member's cost of living rates as allowed under Articles 6 and 6.8 of the 1937 Retirement Act. Miscellaneous and safety member contribution rates include both the basic and COLA portions (50% of COLA is charged to members as defined in the 1937 Act).

4.8.4 Pension Costs

The parties shall discuss pension issues during the term of this MOU utilizing the Labor-Management Committee process memorialized in Section 6.6.5 of this agreement.

5 LEAVES

5.1 SICK LEAVE

5.1.1 Eligibility

Sick leave with pay shall be granted to each eligible employee. Sick leave shall not be considered a privilege, which an employee may use at the employee's discretion, but shall be allowed only in case of necessity and actual sickness or disability. The employee is required to notify employee's immediate supervisor or Police Chief according to department Rules and Regulations at the beginning of his/her daily duties. Every employee who is absent from his/her duties for two (2) consecutive work days shall file with the Human Resources Director should he/she so request, a physician's certificate or the employee's personal affidavit stating the cause of the illness or disability. The inability or refusal by said employee to furnish the requested information, as herein required, shall constitute good and sufficient cause for disciplinary action, including dismissal.

5.1.2 Sick Leave Accrual

All eligible full-time employees shall earn sick leave credits at the rate of eight (8) hours per month commencing with the date of employment (accrual pro-rated for P/T employees). Unused sick leave may be accumulated with no limit. A cap of twelve hundred (1200) hours shall be in effect for sick leave separation payoff purposes only.

5.1.3 Use of Sick Leave

An employee eligible for sick leave with pay will be granted such leave with the approval of the Chief of Police for the following purposes:

1. Personal illnesses or illness within the immediate family (immediate family is defined as: employee's spouse or registered domestic partner, dependent children grandchildren, siblings, and/or employee's parents or parent(s)-in-law), or physical incapacity resulting from causes beyond the employee's control; or,
2. Enforced quarantine of the employee in accordance with community health regulations; or
3. Medical appointments that cannot be scheduled during non-working hours shall be charged to sick leave, unless the employee is a sworn police officer.

5.1.4 Advance of Sick Leave

Whenever circumstances require, and with the approval of the City Manager, sick leave may be taken in advance of accrual up to a maximum determined by the City Manager, provided that any employee separated from the service who has been granted sick leave that is un-accrued at the time of such separation shall reimburse the City of all salary paid in connection with such un-accrued leave.

5.1.5 Service Credit for Sick Leave

Employees who are eligible to accrue sick leave and who retire from the City of San Rafael's Marin County Employee's Retirement System, on or after January 1, 2003, and within 120 days of leaving City employment (excludes deferred retirement), shall receive employment service credit, for retirement purposes only, for all hours of accrued, unused sick leave (exclusive of any sick leave hours said employee is eligible to receive and elects to receive in compensation at the time of retirement).

Note: Refer to Section 5.1.2, Sick Leave Accrual, for sick leave cap limitation for payoff purposes.

5.1.6 Compensation for Unused Portion

Upon separation from employment, by resignation, retirement or death, an employee who leaves the City in good standing shall receive compensation for all accrued, unused sick leave based upon the rate of three percent (3%) for each year of service up to a maximum of fifty percent (50%).

5.2 VACATION LEAVE

5.2.1 Eligibility

Annual vacation with pay shall be granted each eligible employee. Employees will be permitted to use accrued vacation leave after six (6) months of employment subject to the approval of the Police Chief.

5.2.2 Rate of Accrual

Vacation benefits shall accrue during the probationary period. Each regular full-time employee (part time regular are prorated) shall commence to accrue vacation at the following rate for continuous service:

Vacation Accrual chart:

YEARS OF SERVICE	ACCRUAL PER YEAR	ACCRUAL PER MONTH
1 - 3 years	80 hours	6.66 hours
4 - 10 years	120 hours	10 hours
11 - 15 years	160 hours	13.34 hours
16 + years	200 hours	16.68 hours

When an employee is on an approved leave without pay, vacation accrual is prorated based upon paid hours in the pay period.

5.2.3 Administration of Vacation Leave

The City Manager, upon the recommendation of the Police Chief, may advance un-accrued vacation to any permanent regular and part-time employee.

The time at which an employee may use their accrued vacation leave and the amount to be taken at any one time shall be determined by the employee's Chief of Police with particular regard for the needs of the City, but also, insofar as possible, considering the wishes of the employee.

In the event that one or more City holidays falls within an annual vacation leave, such holidays shall not be charged as vacation leave, unless the employee is on a schedule to be paid for designated holidays in lieu of days off.

Upon termination, an employee shall be compensated in cash at their current rate of pay for any vacation accrued but not taken, up to the maximum accrual cap.

5.2.4 Vacation Sign-up

Vacation sign-ups shall occur every six months during the designated shift rotations as outlined in Section 6.1.2 of this MOU. Employees will sign up for vacation based on seniority within their assigned work unit using the Vacation Sign-Up Roster. Employees who do not sign up during shift rotation will be able to sign up for vacation beyond the traditional shift sign up period only if the desired week(s) are open and available.

Employees may take a single vacation day only if the following criteria are met:

1. The single day vacation is selected 120 hours prior to the date to be taken.
2. The single vacation day does not cause the employee's assigned shift to go below the minimum staffing requirements.
3. The single vacation day may be denied between 120 and 71 hours in advance of the date to be taken if staffing is projected to fall below minimum staffing requirements due to additional employees using sick leave, comp time or for specific department needs.
4. If there are schedule changes due to additional employees using sick leave, comp time or other causes between 70 hours and the date to be taken, the department will honor the employee's single vacation leave request and allow the employee to use the single vacation day.

The Parties agree to discuss the vacation sign-up process (Section 5.2.4) and CTO (Section 6.2.2) during the term of this Agreement. The Parties must mutually agree to any changes to either or both sections.

5.2.5 *Vacation Cap*

No employee may accrue more than 250 hours of vacation leave. Vacation accruals will resume once the employee's accumulated vacation balance falls below the allowable cap limit.

Employees may, for special situations, i.e., extended medical leave, request an increase in their cap. Each request would need to be in writing, submitted through the department, and receive the approval of the Police Chief and the City Manager. Such requests would be reviewed on a case-by-case basis and would be evaluated based on the reason for the request. This additional vacation accrual could not exceed one-half of the employee's regular annual vacation accrual. In no case would the addition over the cap be extended beyond one additional year from date of approval.

5.2.6 *Vacation Cash-In*

Vacation Conversion: An employee is eligible to request a conversion of vacation time to a cash payment in May or November in any fiscal year in accordance with the following:

An employee who has taken at least ten (10) days of vacation in the preceding twelve (12) months and has accrued vacation during that time may request up to seven (7) days of vacation conversion. Such requests may be granted at the discretion of the City Manager.

If the request is granted, May requests will be paid in the last pay period in June and November requests will be paid in the last pay period in December. Employees cannot cash in more than seven (7) days of vacation in any one twelve (12) month period.

5.3 HOLIDAYS

The following thirteen (13) holidays will be observed:

New Year's Day	Labor Day
Martin Luther King Day	Admission Day
Washington's Birthday	Veteran's Day
Lincoln's Birthday	Thanksgiving Day
Cesar Chavez Day	Day after Thanksgiving
Memorial Day	Christmas Day
Independence Day	

All represented employees in the Police Department shall receive straight time compensation for every holiday worked or which falls on a regularly scheduled day off in each given year, which all other employees receive as time off. Said compensation shall be during the pay period that the holiday occurs.

5.4 OTHER LEAVE

5.4.1 *Bereavement Leave*

In the event of the death of an employee's spouse, registered domestic partner, child, parent, sibling, in-laws, grandparent, grandchild or relative who lives or has lived in the home of the employee to such an extent that the relative was considered a member of the immediate family and/or another individual who has a legal familial relationship to the employee and resided in the employee's household, up to three (3) days of accrued sick leave within the State and up to five (5) days of accrued sick leave out of State may be granted for bereavement leave.

In those cases where the death involves an individual who had such a relationship with the employee, as defined above, the employee shall sign a simple affidavit describing the relationship and submit this to the Police Chief as part of the request for bereavement leave.

5.4.2 *Jury Duty*

Employees required to report to jury duty shall be granted a leave of absence with pay from their assigned duties until released by the court, provided that the employee provides advance notice to the Police Chief and remits to the City all per diem service fees except mileage or subsistence allowance within thirty days from the termination of such duty.

5.4.3 *Military Leave*

Military leave shall be granted in accordance with the State of California Military and Veteran's Code as amended from time to time. All employees entitled to military leave shall give the Police Chief an opportunity, within the limits of military regulations, to determine when such leave shall be taken.

5.4.4 *Leave of Absence Without Pay*

Leave of absence without pay may be granted by the City Manager upon the written request of the employee. Applicable accrued leave must be exhausted prior to the granting of leave without pay.

5.4.5 *Industrial Injury Leave*

For benefits under Workers Compensation, an employee should report any on the job injury to his/her supervisor as soon as possible, preferably within twenty-four (24) hours. The Human Resources' office coordinates benefits for Worker's Compensation claims.

For further information, see the City's Workers' Compensation policy located on the Intranet (<https://intranet.cityofsanrafael.org>).

Employees of the City who have suffered any disability arising out of, and in the course of their employment as defined by the Worker's Compensation Insurance and Safety Act of the State of California are entitled to all benefits allowed them by the Workers' Compensation Insurance and Safety Act of the State of California.

NON-SAFETY EMPLOYEES

Temporary disability payments (TD) are made to all employees (full and part-time) when a physician reports an employee is unable to perform their job duties due to an industrial injury and the City cannot accommodate the restrictions mandated by their physician. TD is set by State law and is approximately two-thirds of full salary with state-mandated minimums and maximums. For full-time, regular employees, however, the City augments disability payments to bring them to full salary for the first three (3) calendar months and to $\frac{3}{4}$ pay for the next 6 months. Compensation leave payments shall not exceed the employee's regular full pay for the first three (3) calendar months and three-fourths ($\frac{3}{4}$) of the regular full pay for the following six (6) calendar months.

All other employees shall be entitled to such compensation as may be allowed them by the Worker's Compensation Insurance and Safety Act of the State of California.

SAFETY EMPLOYEES

Compensation leave payments are governed by Labor Code Section 4850. Labor Code Section 4850 provides that employees who sustain an industrial injury which precludes them from working are eligible to receive full salary for a period of up to one year during the period of such disability.

Sick Leave Usage Post Industrial Injury/Illness

The following rule applies to both Safety and Non-Safety personnel who have suffered an industrial injury/illness: Available accrued sick leave cannot be used for more than 60 calendar days after one of the following has been determined:

- The employee has reached maximum medical improvement and/or has been determined "permanent and stationary."
- The employee has been determined to be unable to return to their usual and customary occupation, with or without reasonable accommodation.

Given the above has occurred, next steps would include:

- The interactive process; attempt to locate other appropriate employment within the City
- If none available proceed with termination process, including disability retirement application and/or Skelly process, if appropriate.

5.4.6 *Medical Leave of Absence*

Family leave shall be granted in accordance with the federal Family and Medical Leave Act of 1993 and the California Family Rights Act of 1991. Requests for Family Care Leave are submitted to the Police Chief for approval and reviewed by the Human Resources Director for consistency with the law prior to approval. Employees approved for this type of leave must use appropriate accrued and unused vacation leave and/or compensatory time before going on leave without pay status. Accrued and unused sick leave may be used if requested. Sick leave usage is to be consistent with the sick leave provisions of the MOU; to be eligible for this family leave benefit, an employee must have worked for the City of San Rafael for at least 12 months and have worked a minimum of 1,250 hours in the previous 12-month period. For details, please see the City's FMLA policy located on the Intranet.

5.4.7 *Absence without Authorized Leave*

An unauthorized absence of an employee for three consecutive workdays shall constitute grounds for termination.

5.4.8 *Catastrophic Leave*

All employees of the Police Department should refer to City-Wide Catastrophic Leave Policy located on the City's Intranet (<https://intranet.cityofsanrafael.org>).

6 TERMS & CONDITIONS OF EMPLOYMENT

6.1 HOURS OF WORK/FLSA WORK PERIOD

The work period for personnel assigned to patrol is pursuant to a 21-day Section 207(k) of the FLSA, which begins and ends at 5:00 a.m. shift change. The work period for all other personnel is seven days, Sunday through Saturday of each calendar week, starting at midnight on the first day of the period and ending one minute before midnight on the last day of the period. An employee's normal total number of work hours per year shall be 2080 hours.

The parties may reopen negotiations during the term of the Agreement to negotiate the City's administration of a new payroll system and/or changes made to comply with a 28-day FLSA work period. Any changes to mandatory subjects of bargaining during the term of the MOU will be implemented subject to mutual agreement.

6.1.1 *Alternate Work Weeks*

Both parties agree that at the discretion of the Police Chief, alternative work schedules which include a total of 2,080 annual working hours, if mutually agreed to, may be implemented for designated periods of time for all represented employees for the lifetime of this MOU; any new alternative work schedule established during the term of this MOU shall initially be established on a six-month trial basis. During the trial period if there is a significant increase in overtime costs attributable to the trial plan, or significant increases in sick leave usage or workers compensation claims the department may opt to stop the trial work schedule.

For illustration and definition purposes the following chart is prepared:

Schedule	Definition
4-10	Four (4) consecutive ten (10) hour days with three (3) consecutive days off.

5-8	Five (5) consecutive eight (8) hour days with two (2) consecutive days off.
3-12	The standard work period will consist of 156 hours of work in a 28-day period, broken into thirteen (13) twelve (12) hour days. The standard work cycle consists of working alternately, three (3) consecutive days in a seven-day period, then four (4) consecutive days in a seven-day period. Each member will be given an extra twelve (12) hour day off during each 28-day period to ensure that no more than thirteen days are worked. This extra day off may be different for each employee on a given team to ensure adequate daily staffing. This extra day off will coincide with the employees' regular days off. As a result of working 156 hours in each 28-day period instead of the standard 160 hours, each member will owe the City 4 hours. The City and the Police Association agree to allow each member to bank these 4 hours for three 28-day periods, for a total of twelve (12) hours. Each member would be required to pay back these hours by working a scheduled day off selected by the Department. The scheduled pay back would be for training or other assignments as required by the Department.
4-4	Four (4) consecutive ten (10) hour days with four (4) consecutive days off. Each employee will work three-hundred twenty (320) hours of work within an eight-week cycle.

The following Alternative work schedules are currently being used:

PATROL:

The shifts listed are basic shifts that must be filled in order to meet the minimum staffing levels. If an officer filling one of those shifts is absent for a period of a week or longer, another officer may be required to change shifts to fill the vacancy in accordance with the existing provisions of the MOU regarding changes of assignments.

The rosters anticipate a minimum of twenty-seven officers being assigned to patrol in a duty status in the indicated shifts. In the event twenty-seven officers are not available, the department may opt to return to five eight-hour shifts per week for all patrol officers.

It is the department's intent to match staffing levels with calls for service. If calls for service change, the department may alter the hours of shifts to meet the change.

DETECTIVES:

A 4-10 or 5-8 plan for all detectives with the approval of the Bureau Commander.

FRONT OFFICE:

A system combining 5-8/4-10 for all front office Records Clerks.

COMMUNICATIONS DISPATCHERS:

1. Alternate Work Schedules for Communications Dispatchers include a 4-4 plan, a 4-10 plan or a 3-12 plan. Depending on department needs, some dispatchers may be assigned to work a 4-4 schedule while others may be assigned to a 4-10 schedule or a 3-12 schedule.
2. Under the 3-12 plan, Dispatchers will be required to work the following three-week schedule: Week 1 - three (3) 12-hour days; Week 2 - three (3) 12-hour days; and Week 3 - four (4) 12-hour days. The fourth 12-hour day in Week 3 is to be determined by the Division Captain and Dispatch Supervisor as part of the rotation schedule.
3. Overtime shall be earned in accordance with the FLSA, meaning that: a) only actual work hours are counted toward overtime; b) only actual work over 40 hours in the City's workweek are paid pursuant to FLSA requirements; and c) all actual work over 40 hours in the City's workweek will be paid at a rate of 1.5 times the individual employee's regular rate of pay.
4. Non-FLSA overtime will also be earned if a Dispatcher on a 3-12 schedule works over his or her scheduled work day or work week (e.g. more than 12 hours on a single day or more than 36 hours in a work week where the employee was scheduled to work three (3) 12-hour shifts, or more than 48 hours in the work week in which the Dispatcher is scheduled to work four (4) 12-hour shifts). The City will use the premium portion of any non-FLSA overtime premium pay

due in any specific workweek to offset any FLSA overtime premium due in the same work week.

The 3-12 Alternate Work Schedule will not have any impact on holiday pay, sick, and vacation accrual rates. However, any holiday, sick, and vacation days off will be deducted for the number of hours scheduled to work, i.e. a sick day under the 3-12 plan will result in the deduction of twelve (12) hours of sick time.

6.1.2 Shift Rotation

Both parties agree that at the discretion of the Police Chief, the starting dates for the rotation, if mutually agreed to, may be changed for a designated rotation for all represented employees for the life of this MOU.

For members of the Patrol Bureau and Information Services Bureau, the spring rotation shall begin on the Sunday nearest the 15th of March and the fall rotation shall begin on the Sunday nearest the 15th of September. If the members of the Patrol Bureau or Information Services Bureau are working a 3-12 schedule, which operates on three-week cycles, then the Spring rotation shall begin on the Sunday nearest to the 15th of March following a completed three-week cycle and the Fall rotation shall begin on the Sunday nearest to the 15th of September following a completed three-week cycle.

Sergeants assigned to Patrol may select their shift by seniority, within rank. This paragraph shall not apply to probationary Sergeants. Probationary Sergeants shall be assigned at the discretion of the Division Captain, and any remaining open Sergeant slots shall be filled by seniority, within rank.

Corporals assigned to Patrol may select their shift by seniority, within rank. This paragraph shall not apply to probationary Corporals. Probationary Corporals shall be assigned at the discretion of the Division Captain, and any remaining open Corporal slots shall be filled by seniority, within rank.

Officers assigned to Patrol and not on probation may select their shift by seniority, within rank. This paragraph shall not apply to probationary Officers. Probationary Officers shall be assigned at the discretion of the Division Captain, and any remaining open Officer slots shall be filled by seniority, within rank.

Police Call Taker & Records Specialists work group working in the Records Unit will have the option to rotate three times per year: on the Sunday nearest the 15th of January; on the Sunday nearest the 15th of May; and on the Sunday nearest the 15th of September. This will begin at the September 2011 rotation. This practice will be at the discretion of the Chief of Police.

6.1.3 Patrol Briefing

Patrol briefing periods will be conducted within Patrol employees designated shifts.

6.1.4 Employee Break and Meal Periods

Employee break and meal periods are as follows:

Uniformed Patrol employees: One 15-minute break in first half of shift and one 45-minute meal period as scheduled and approved by the designated supervisor.

All other employees: One 15-minute break to be taken in the first half of the shift, one fifteen-minute break to be taken in the second half of the shift, and one 30-minute meal period as scheduled and approved by the designated supervisor. Combination of meal and break period must have prior supervisory approval.

No changes will be made in break and meal periods that would alter an employee's regularly scheduled working time without the advance approval from the employee's supervisor.

Break and meal periods are paid time and, as such, departmental needs will take priority. In the event that work demands preclude an employee from taking his or her break, and/or meal period, the employee will not be eligible for overtime compensation.

6.2 OVERTIME

6.2.1 Overtime

All represented employees who work overtime shall on forms provided by the Police Department designate whether they want the time accrued as compensatory time (C.T.) or paid as overtime at the rate of time and one-half. After initial selection (O/T pay vs. C.T.) if an employee wants to convert compensatory time to cash, or vice versa, the employee must submit a written request to the Police Chief and approval shall be at the discretion of the Police Chief.

Employees may accrue up to 200 hours of compensatory time at any time. Employees may use up to 120 hours of comp time each calendar year. Employees may take an additional 80 hours of comp time for the remainder of the year, however those 80 hours will fall under the single day vacation guidelines. Employees who have a comp time balance in excess of the 200-hour cap will receive pay in lieu of continued carrying of these hours from the City on the next available pay check. At the end of the calendar year, any unused accrued comp time may be carried over to the next calendar year and said balance would affect the employees' ability to accrue additional comp time.

Before any Sergeant will be allowed to work an overtime shift replacing a beat officer, the overtime opportunity shall be posted for forty-eight (48) hours to allow officers to sign up. Only if officers fail to sign up, or the need to replace a beat officer arises with less than forty-eight (48) hours' notice, will sergeants be given the opportunity to work overtime in place of an officer/corporal. This restriction shall not apply to special events or foot beat duty.

Both parties agree that any changes in the overtime provisions of this MOU are subject to the meet and confer process.

All entry-level probationary employees shall not be allowed to accrue and bank any compensatory time until they have successfully completed their training program. Any overtime worked during their training program shall be paid at time and a half. This section does not apply to any employee that is promoted within the police department, and due to that promotion, is required to complete a training program. Promoted employees may elect to accrue and bank compensatory time or have such time paid at time and a half.

6.2.2 Requests for Compensatory Time Off

In the event that the granting of a request for compensatory time off creates one or more vacancies which bring the shift below the minimum staffing level or which otherwise needs to be filled, then the current practice will be utilized as follows: The supervisor will post the vacant slot(s) to be voluntarily back-filled with overtime. If one or more vacancies still exist then the supervisor will 1) assign personnel from the previous shift to hold over at the overtime rate, and/or 2) assign personnel from the following shift to report early at the overtime rate, and/or, in civilian work units, 3) assign personnel to work on their day(s) off.

All employees shall be granted compensatory time off when submitted at least 72 hours in advance of the requested time off. If an employee makes a request for compensatory time off with less than 72 hours advance notice and this request does not bring the shift below one above minimum staffing, then the employee shall be granted the time off. If the granting of the request would bring the shift to minimum staffing then the granting of the request would be at the discretion of the Police Chief or his designee.

Any comp time requests after an employee uses 120 hours in a calendar year will fall under the pre-existing single day vacation guidelines. Employees may take up to 80 hours of additional comp time only if the following criteria are met:

- The comp time is selected 120 hours prior to the date to be taken.
- The comp time does not cause the employee's assigned shift to go below the minimum staffing requirements.

- The comp time may be denied between 120 and 71 hours in advance of the date to be taken if staffing is projected to fall below minimum staffing requirements due to additional employees using sick leave, comp time or for specific department needs.
- If there are schedule changes due to additional employees using sick leave, comp time or other causes between 70 hours and the date to be taken, the department will honor the employee's comp time leave request and allow the employee to use the comp time.

6.3 SHIFT CHANGES

Changes in the days or hours of the regular work schedule of an employee shall entitle such employee to be additionally compensated at one-half (1/2) their hourly pay rate for each hour worked outside their regular schedule unless the City has given the employee a minimum of seven (7) full days (or 168 hours) advance notice of such a change. No advance notice to employees by the City of shift change shall be required and no additional compensation shall be paid when shift changes occur as a result of work related emergencies, i.e., multiple sicknesses, disabilities or injuries; an unplanned for vacancy or shortage occurring less than seven days in advance of the shift change if the employee is given a minimum of twelve hours advance notice or at the specific request of an employee. If a shift change is due to work related illness or accident, it shall be considered an emergency and no overtime will be paid.

Vacancies of less than one workweek will be filled by overtime rather than shift changes.

This section shall not apply to personnel shortages arising from mutual aid requests, states of emergency declared by the Mayor, Board of Supervisors, Governor or the President or unplanned for critical incidents or situations of more than twenty-four hours duration.

6.4 PROBATIONARY PERIOD

6.4.1 Purpose of Probation

After passing an examination and accepting appointment, each employee shall serve a period of probation beginning on the date of appointment. Such period shall be for the purpose of determining the employee's ability to perform satisfactorily the duties prescribed for the position.

6.4.2 Length of Probationary Period

The probationary period on original appointments shall be eighteen (18) months. The probationary period on promotional appointments shall be twelve (12) months for internal promotions from:

- Police Officer to Police Corporal
- Police Corporal to Police Sergeant
- Dispatcher to Lead Dispatcher
- Lead Dispatcher to Dispatch Supervisor
- Records Specialist/Call Taker to Records Supervisor

All other internal promotions shall be subject to an eighteen (18) month probationary period.

6.4.3 Rejection During Probation

During the probationary period, an employee may be rejected at any time by the Appointing Authority without the right of appeal; except as otherwise provided for by the Public Safety Officers Bill of Rights Act, Government Code 3300, et.seq. for sworn officers, and as provided for in applicable existing case law concerning appeal rights/remedies of probationary employees.

6.4.4 Extension of Probationary Period

The probationary period shall not be extended except in the case of extended illness or injury or compelling personal situation during which time the employee was unable to work. In such cases, the probationary period may be extended for the length of time the ill or injured employee was unable to work.

6.4.5 Notification of Rejection or Extension

Upon determining that a probationary employee's work is not satisfactory, the Police Chief shall notify the Human Resources Director in writing of his/her intention to terminate the employee.

After discussion with the Human Resources Director, the Police Chief shall notify the employee in writing of the extension or rejection.

6.4.6 Regular Status

Regular status shall commence with the day following the expiration date of the probationary period.

6.4.7 Promotion of Probationary Employee

An employee serving a probationary period may be promoted to a higher position classification provided the employee is certified from the appropriate Eligible List. The employee promoted in this manner shall serve a new probationary period for the position to which employee is promoted and the new probationary period and promotional appointment shall be effective the same date.

6.4.8 Unsuccessful Passage of Promotional Probation

An employee who does not successfully pass the promotional probationary period shall be reinstated to the position in which the employee held regular status prior to his/her promotion. Provided, however, that if the cause for not passing the promotional probationary period was sufficient grounds for dismissal, the employee shall be subject to dismissal without reinstatement to the lower position.

6.5 PERSONNEL RULES & REGULATIONS

Both parties agree to the most updated Personnel Rules and Regulations that exist on July 1, 2011 for the purposes of this agreement, which are available on the City's intranet website. In the event that conditions appear in both the Rules and Regulations and the MOU, the MOU prevails.

6.5.1 Employer-Employee Resolution

The City and the Association agree to abide by the City of San Rafael's Employer-Employee Relations Resolution.

6.5.2 Drug and Alcohol Policy

The City and Association jointly recognize alcoholism and drug abuse as illnesses, which may be treatable. The parties are concerned regarding alcoholism and drug problems which cause poor attendance and unsatisfactory employment related performance, and/or which may pose a danger to employees or the public. Therefore, the City and Association endorse the concept of a drug free work place.

Possession, sale, use, or being under the influence of drugs or alcohol while on the job is strictly prohibited. Employees violating this policy are subject to discipline, up to and including termination. When reasonable cause (relates to readiness and/or ability to perform job responsibilities) exists, the City may require employees to submit to a medical examination, including but not limited to a urine or blood analysis, to determine whether the employee is using drugs or alcohol. Said testing shall occur on City time and be paid for by the City. An employee's failure to submit to a medical examination will be considered an act of insubordination, and therefore, subject to disciplinary action.

Depending on the circumstances causing the order for medical examination, employees testing positive may be subject to discipline, up to and including termination. Upon being informed that the employee tested positive, the employee may request a meeting with the Human Resources Director and the Police Chief to review the test results and provide the employee's explanation for such results.

Employees are encouraged to voluntarily participate in the City sponsored employee assistance program (EAP). However, EAP participation may be a City-mandated alternative to disciplinary action arising out of a violation of the City's drug and alcohol policy.

As a course of participating in the EAP on a mandated basis, an employee may be required to enter into a “return to work agreement,” with the City. Said agreement shall stipulate ongoing freedom from drug and/or alcohol use as a condition of continued employment.

Employees who seek voluntary assistance for alcohol and/or substance will not be disciplined for seeking such assistance. Requests from employees to the Police Chief for such assistance shall remain confidential and shall not be revealed to other employees or management personnel, who do not have a need to know, without the employee’s consent. Employees enrolled in substance abuse programs shall be subject to all Employer rules, regulations and job performance standards with the understanding that an employee enrolled in such a program is receiving treatment for an illness.

An employee who is disciplined/discharged for inappropriate alcohol and/or drug use may appeal such action pursuant to Section 7.3.2 of the Memorandum of Understanding.

6.5.3 Outside Employment Policy

All employees of the Police Department should refer to City wide policy located on the City’s Intranet (<https://intranet.cityofsanrafael.org>) for policies and procedures related to outside employment.

6.5.4 Harassment Policy

It is the City’s intent and purpose to provide all officials, employees, applicants and contractors with an environment that is free from any form of harassment, discrimination or retaliation. Employees shall refer to the City Policy against Harassment, Discrimination and Retaliation which is available on the City’s Intranet website.

6.5.5 Wireless Communication Policy

Union members agree to adhere to the provisions of the City’s Wireless Communication Policy which is available on the City’s Intranet Website.

6.5.6 Medical Standards

Attachments to the City of San Rafael’s official job class specifications have been developed by Rehab 90 to describe the activity and frequency of the activities performed by the employee in the course and scope of their job classification. These descriptions are available for review by the employee’s treating physician to assist the physician in determining whether the employee is able to return to his/her job after an absence due to an injury or illness.

6.5.7 Temporary Light Duty Policy Statement

The purpose of this temporary light duty program is to minimize the losses of productive time, while at the same time reintroducing the employee to work sooner to prevent deterioration of skills, facilitate recovery and reduce income loss. Light duty assignments will be structured so that employees are not placed in a duty status that would aggravate or incur an injury or illness. Light duty assignments are to be limited to temporary periods and are not to be used to create a permanent light duty assignment.

1. Coverage

Any employee who suffers a temporary and partial disability due to an industrial or non-industrial injury or illness will be covered by this light duty program.

2. Determination/Required Reports

- a. Light Duty assignments may be made following evaluation and determination by the Police Chief. The determination will be based on available medical information, and consultation with the employee or the affected supervisor. Determination will also be based on the needs of the City and the impact of light duty departmental operations.
- b. After the initial report, updated medical reports shall be submitted to the Police Chief at two-week intervals, or at other agreed upon intervals, for as long as the employee is off work.

Reports will be required for all industrial or non-industrial injuries or illnesses regardless of whether or not a light duty assignment has been made.

- c. Reports will be evaluated by the Police Chief for purposes of continuing or terminating a current light duty assignment or to determine when to commence a light duty assignment.

3. Light Duty Assignments - Definitions/Restrictions

- a. Light duty assignments may consist of reduced work hours, limited work or any combination thereof.
- b. Light duty assignments will not adversely affect the employee's normal wage rate or retirement benefits.
- c. Light duty assignments will be within the employee's assigned department and will involve work which is consistent with the duties of the employee's classification.
- d. When feasible, light duty assignments will be during the employee's normal shift and duty hours. However, if it is determined that no useful work will be performed during the normal shift or duty hours, the employee will be assigned light duty during normal office hours of 8:00 a.m. to 5:00 p.m. Monday through Friday.
- e. Specific light duty assignments will be developed based upon a case-by-case review of the medical restrictions, so as not to aggravate or incur an injury or illness.
- f. Employees will not be placed in light duty assignments that in the normal course of events will require that they provide direct field emergency response.

4. Holidays/Vacations

- a. Holidays shall be observed in accordance with the light duty assignment work hours and workweek. That is, if an employee is assigned to work hours in a department, division, or operating unit where employees in that work unit take the holiday off, so shall the light duty employee. If the employee is assigned to work hours on a work holiday, so shall the light duty employee. Compensation for holidays shall be in accordance with applicable Memorandum of Understanding or the Personnel Rules and Regulations.
- b. Employees assigned to light duty shall take their assigned (selected) vacation as normally scheduled. Vacations shall cover the same number of duty and calendar days as would have been enjoyed by the employee if they had remained on full duty. Employees may reschedule their assigned (selected) vacation with the approval of the Police Chief, provided the rescheduling does not result in increased costs or lost time to the City for relief personnel to cover the rescheduled vacation.

5. Return to Full Duty

Employees will be returned to full duty as soon as possible following medical certification that the employee is able to resume the full duties of his or her classification.

6.5.8 Reinstatement

Reinstatement after resignation shall be considered as new employment. Reinstatement may only be made upon request to the Police Chief if the individual has:

1. Left City service within the prior twenty-four (24) months.

and

2. Left City service in good standing. Good standing shall be defined for the purposes of reinstatement as: "The employee having provided in writing to the Department two weeks' notice of their resignation".

6.6 MISCELLANEOUS

6.6.1 Gratuities / Solicitation of Contributions

All employees of the Police Department should refer to Departmental General Orders for the policy and procedures related to gratuities/solicitation of contributions.

6.6.2 Return of City Equipment

Upon termination of employment, all City property assigned to an employee shall be returned to the employee's supervisor.

6.6.3 Political Activity

The political activity of City employees shall comply with pertinent provisions of State and Federal Law.

6.6.4 Employment of Relatives

The City retains the right:

1. To refuse to place one party to a relationship under the direct supervision of the other party to a relationship where such has the potential for creating adverse impact on supervision, safety, security or morale.
2. To refuse to place both parties to a relationship in the same Bureau or shift where such has the potential for creating adverse impact on supervision, safety, security, or morale or involves potential conflicts of interest.

6.6.5 Labor / Management Advisory Meetings

During the term of the Agreement, the City and the Association agree that consultation meetings may contribute to improved employer-employee relations.

The committee shall be comprised of three (3) representatives from the San Rafael Police Association and three (3) from City Management. The parties agree that committee members may change depending on the subject matter.

Meetings may be requested by either party. The party requesting the meeting shall submit a proposed agenda and the receiving party shall acknowledge and confirm the date, time and location of the requested meeting.

6.6.6 Gym Membership Reimbursement

Employees are eligible to receive up to \$50 reimbursement per month for paid gym memberships. Such reimbursement shall be paid once per year by the City in a lump-sum check and reported as taxable income to the employee.

6.6.7 Public Safety Center Fitness Program

PURPOSE AND SCOPE:

The purpose of this policy is to establish guidelines for employees utilizing the Public Safety Center (PSC) fitness facility. The Department requires all those electing to use the PSC fitness facility to adhere to the conditions and policies as described in this policy. Persons who do not meet the conditions as described in this directive will be deemed to be engaging in activities outside the scope of their employment, and the City shall not have any liability for injuries or losses resulting from such activities. The City will not accept responsibility for injuries incurred as a result of recreational exercise/activities or competitive events.

PROCEDURES:

It is the position of the City to encourage a high level of physical fitness among police personnel. To assist employees in achieving this goal, the Department has implemented an on-duty work-out policy for all San Rafael Police employees.

- A. On-Duty Participation:
1. On-duty participation is defined as one hour of on-duty time, a maximum of two days per workweek, for the purpose of exercise.
 - i. This time includes: 10 minutes to change, 40 minutes to exercise, and 10 minutes to shower and change.
- B. Exercise time and use of the PSC fitness facility may not begin until the Waiver and Release of Liability form has been read, signed, and filled out for all employees.
- C. Part-time employees may exercise in the PSC fitness facility during off duty time only.
- D. Use of the Public Safety Center fitness facility by Participants:
- 1) All personnel, regardless of assignment, may use the PSC fitness facility for workouts between the hours of 0700hrs to 2200hrs.
 - 2) No more than one (1) on-duty employee from each workgroup will be allowed in the PSC fitness facility area at one time. For example, one officer, one dispatcher, one detective at a time.
 - 3) There shall be no meals or snacks eaten in the PSC fitness facility; water or other workout drinks are acceptable.
 - 4) All personnel using the PSC fitness facility shall wipe down all equipment after use and pick up any trash.
- E. The PSC fitness facility is the only approved and authorized on-duty work out facility:
- 1) On duty exercise must take place within the PSC so employees can remain available for emergencies or return to their duty assignment in the event exigencies arise. Employees must be prepared to change into uniform without undue delay if necessary.
 - 2) The PSC fitness facility is located on the second floor. This area is close to the sleeping quarters of the firefighters and police employees should respect the shared area appropriately.
- F. Provisions of the on-duty exercise policy that are specifically related to personnel assigned to Patrol are as follows:
- 1) On duty exercise time shall be utilized in lieu of a meal break. Personnel participating in an on-duty work out will remain personally responsible for sustenance in their vehicle as time permits in the balance of their workload.
 - 2) On-duty exercise time is approved by the Watch Commander or his/ her designee only when the shift is above minimum staffing. Due consideration must be given to staffing and activity levels. Exercise time may be canceled at the discretion of the Watch Commander (or designee). The Watch Commander's decision regarding on-duty exercise cannot be grieved.
 - 3) No more than one (1) employee from patrol may exercise on-duty at any given time. When on-duty, there shall only be one (1) on-duty patrol officer in the workout room at a time.
 - 4) A police radio shall be audible inside the PSC fitness facility any time patrol personnel are exercising. Patrol personnel shall respond to their call sign when called from communications.
 - 5) Participants assigned to patrol wishing to use on-duty time for exercise must request the desired time at the beginning of the shift. Requests may also be made a shift in advance. Seniority will be used to determine exercise times.

- 6) Reports and calls for service have priority over exercise time. No work-related assignments should remain pending while working out unless they can be completed in a timely manner without incurring overtime,
 - 7) Personnel participating in on-duty workouts shall not be permitted to do so in conjunction with briefing at the beginning of their shift or proximate to the completion of their shift. On-duty workouts may only take place at the direction and with approval of the Watch Commander (or designee).
 - 8) On-duty exercise time may not be taken on the last hour of the shift (as enumerated in section 7 of this section).
 - 9) During Field Training, neither the Field Training Officer (FTO) nor the Officer in Training (OIT) may utilize the PSC fitness facility on-duty.
- G. Employees are required to immediately report any injuries or serious illnesses while using the PSC fitness facility to their supervisor:
- H. Miscellaneous provisions of the on-duty exercise policy:
- 1) No exercise program hours will be carried over from one day to the next.
 - 2) Performance issues, at the discretion of the Chief of Police, may be the basis for an individual being denied permission to participate in on-duty exercise.
 - 3) Break periods (rest breaks) cannot be used to extend exercise time.
 - 4) The provisions and implementation of this on-duty exercise policy will not be subject to challenge or grievance by employees.

INJURIES OR SERIOUS ILLNESSES:

Employees are required to immediately report all injuries or serious illnesses that require medical attention. Following such an injury, exercise privileges will be suspended immediately until further notice. Determination of when an injured participant may resume exercise activity will be at the discretion of the Chief of Police or his/her designee following a complete review of the injury report. This determination will be based on the nature of the injury and the health/fitness needs of the individual.

- a) An injured employee may be required to submit a memo detailing their injury/illness and obtain clearance in writing from the attending physician prior to resuming exercise activities.
- b) Once cleared to resume physical fitness activities, the injured participant will follow the exercise prescribed without deviation. Deviation from the prescribed exercise program may result in disqualification from using the PSC fitness facility on-duty and off-duty.
- c) Those participants whose injury/illness requires a "light duty" status may use the PSC fitness facility following a clearance by their attending physician. Exercise activity will be limited to the fitness program prescribed.
- d) Failure to immediately report any injury or illness resulting from working out in the PSC fitness facility may result in loss of facility use privileges both on and off duty.

OFF DUTY EXERCISE BY EMPLOYEES:

Employees may use the PSC fitness facility during their off-duty time under the following guidelines:

- a) Must read, sign, and submit the Waiver and Release of Liability form, which must then be authorized by the Chief of Police.
- b) Exercise sessions are on off-duty time only and there is no limit to how many times one can use the facility.
- c) Follow all safety rules.

- d) Follow all guidelines as described in this policy.
- e) Only SRPD employees are allowed to use the facility.

GENERAL SAFETY RULES:

- a) Proper warmup and cooldown activities are to be performed before and after weight training and cardiovascular workout sessions.
- b) All safety stops and mechanisms on exercise equipment must be properly adjusted before each use.
- c) All weight plates must be removed from the lifting bar and returned to the proper storage rack immediately after use.
- d) Proper athletic footwear and shirts must be worn while exercising in the PSC fitness facility.
- e) All injuries or exercise equipment needing repair should be reported to the Watch Commander immediately.
- f) Spotters are required for all heavy lifting. If no spotters are available, no heavy lifting will be allowed.

PROGRAM LENGTH:

- a) This will be a pilot program for six (6) months. At the end of the six months, the program will be evaluated by the Chief of Police to determine if the program should continue and/or be modified.
- b) If at any time during the program the Chief of Police determines that it is detrimental to the functioning of the department, the Chief may cancel the program. The Chiefs decision to cancel the program will not be subject to challenge or grievance.

7 PROCEDURES

7.1 DEMOTION & SUSPENSION

7.1.1 Demotion

The Police Chief or designee may demote an employee when the following occurs:

- A. The employee fails to perform his/her required duties;
- B. The need for a position which an employee fills no longer exists;
- C. An employee requests such a demotion.

No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications.

When the action is initiated by the Police Chief, written notice of demotion shall be provided to an employee at least ten (10) working days before the effective date of the demotion, and a copy filed with the Human Resources Director. Withholding a salary step increase or withdrawing a merit step increase within or above the salary range of the employee's position shall not be deemed a demotion.

Disciplinary demotion action shall be in accordance with Article 7.3, "Disciplinary Action."

7.1.2 Suspension

The Police Chief or designee may suspend an employee from a position at any time for disciplinary purpose. Intended suspension action shall be reported immediately to the Human Resources Director, and shall be taken in accordance with Article 7.3, "Disciplinary Action."

7.2 TERMINATION OF EMPLOYMENT

7.2.1 Resignation

An employee wishing to leave the City service in good standing shall file with his/her immediate supervisor, at least fourteen (14) days before leaving the service, a written resignation stating the effective date and reason for leaving. A copy of the resignation shall be forwarded to the Police Chief and Human Resources Department.

7.2.2 Termination - Layoff

The Appointing Authority may terminate an employee because of changes in duties or organization, or abolition of position, or shortage of work or funds, or completion of work for which employment was made.

7.2.3 Termination - Disciplinary Action

An employee may be terminated at any time for disciplinary action, as provided in Article 7.3, "Disciplinary Action."

7.2.4 Retirement

Retirement from the City services shall, except as otherwise provided, be subject to the terms and conditions of the City's contract as amended from time to time, with the Marin County Retirement System.

7.3 DISCIPLINARY ACTION

7.3.1 Right to Discipline & Discharge

Disciplinary action shall mean discharge/dismissal, demotion, reduction in salary, suspension resulting in loss of pay, transfer for purposes of punishment, and written reprimand.

The City shall have the right to discharge or discipline any employee for dishonesty, insubordination, drunkenness, incompetence, negligence, failure to perform work as required or to observe the Department's safety rules and regulations or for engaging in strikes, individual or group slowdowns or work stoppages, or refusal to accept overtime, or for violating or ordering the violation of the Memorandum of Understanding.

The City may discipline or discharge an employee for the following:

- a. Fraud in securing appointment.
- b. Negligence of duty.
- c. Violation of safety rules.
- d. Unacceptable attendance record, including tardiness, overstaying lunch or break periods.
- e. Possession, Distribution or under the influence of alcoholic beverages, non-prescribed or unauthorized narcotics or dangerous drugs during working hours.
- f. Inability, unwillingness, refusal or failure to perform work as assigned, required or directed.
- g. Unauthorized soliciting on City property or time.
- h. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- i. Unacceptable behavior toward the general public or fellow employees or officers of the City.
- j. Falsifying employment application materials, time reports, records, or payroll documents or other City records.
- k. Disobedience to proper authority.
- l. Misuses of City property.
- m. Violation of any of the provisions of these working rules and regulations or departmental rules and regulations.

- n. Disorderly conduct, participation in fights, horseplay or brawls.
- o. Dishonesty or theft.
- p. Establishment of a pattern of violations of any City policy or rules and regulations over an extended period of time in which a specific incident in and of itself would not warrant disciplinary action, however, the cumulative effect would warrant such action.
- q. Failure to perform to an acceptable level of work quality and quantity.
- r. Insubordination.
- s. Other acts inimical to the public service.
- t. Inability or refusal to provide medical statement on cause of illness or disability.

7.3.2 Appeals

If an employee believes he or she has been unjustly disciplined/discharged, he or she shall have the right to appeal his or her case through the appropriate procedure. A transfer for purpose of punishment not resulting in economic loss and a written reprimand shall only be appealable up to the level of the City Manager or "his/her designee and not eligible for arbitration. Discharge/dismissal, demotion, reduction in salary, suspension resulting in loss of pay, and transfer for purposes of punishment resulting in economic loss shall be appealable up to the level of arbitration. Such appeal must be filed with the City Manager by the employee in writing within five (5) working days from the date of receipt of the notice of discipline/discharge letter and unless so filed the right of appeal is lost.

7.3.3 City Manager and Arbitration

The employee (Appellant) may request the appeal be heard by the City Manager or may request arbitration. If arbitration is requested, representatives of the City and the employee (Appellant) shall meet promptly to select a mutually acceptable arbitrator, and to the extent possible for both parties the selection of the arbitrator should be made within 60 days of the request for arbitration. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the Association and the City.

A hearing before the arbitrator shall be held within sixty days of the selection of the Arbitrator unless the mutually acceptable Arbitrator's schedule does not so permit. The Arbitrator shall hear each party's case as presented during the hearing and shall subsequently have the power to affirm, reject, or provide a lesser form of discipline. Decisions of the Arbitrator on matters properly before them shall be final and binding on the parties hereto, to the extent permitted by the Charter of the City.

7.4 GRIEVANCE PROCEDURE

7.4.1 Definition

A grievance is any dispute, which involves the interpretation or application of any provision of this Memorandum of Understanding.

7.4.2 Initial Discussions

Any employee who believes that he or she has a grievance may discuss his or her complaint with the top management official in the Police Department or with such subordinate management official as the Police Chief may designate. If the issue is not resolved within five (5) working days in the Department, or if the employee elects to submit his or her grievance directly to an official of the employee organization which is formally recognized as the representative of the classification to which he or she is assigned, the procedures hereafter specified may be invoked.

7.4.3 Referral to the City Manager

Any employee or any official of the employee organization which has been formally recognized by the City and which has jurisdiction over any position directly affected by the grievance may notify the City Manager and Police Chief in writing that a grievance exists, and in such notification, state the particulars of the grievance and, if possible, the nature of the determination which is desired. No grievance may be processed under Section 7.4.4 below which has not first been heard and investigated in pursuance of

Section 7.4.2. A grievance which remains unresolved thirty (30) calendar days after it has been submitted in writing may be referred to the next step (see Section 7.4.4).

Any time limit may be extended to a definite date by mutual agreement of the Association and the appropriate management representative.

7.4.4 City Manager and Arbitration

If the grievance is not resolved at the previous step, the grievant, the Association, or the City may, after completion of the previous step in the grievance procedure, submit the grievance by written notice to the City Manager. If arbitration is requested, representatives of the City and the Association shall meet promptly to select a mutually acceptable arbitrator. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the Union and the City. Each party, however, shall bear the cost of its own presentation, including preparation and post hearing briefs, if any. A hearing before the arbitrator shall be held within sixty days of the selection of the Arbitrator unless the mutually accepted Arbitrator's schedule does not so permit, and the arbitrator shall render a decision, within sixty days of the completion of the hearing unless the Arbitrator's schedule does not so permit, which is binding on the parties hereto, to the extent permitted by the Charter of the City.

7.4.5 No Abridgement of Other Rights of Appeal

The provisions of this grievance procedure shall not abridge on rights granted to employees under the City Charter or City ordinances, resolutions, rules and regulations providing other procedures for resolving disputes, except that an employee may not submit a grievance to an arbitrator in accordance with this grievance procedure if the employee has elected to use another procedure available under the City Charter or City ordinances, resolutions, rules and regulations for the resolution of his or her grievance.

If an employee feels he or she has been unjustly discharged/disciplined, the employee shall have the right to appeal his/her case pursuant to Section 7.3.2. Such appeals must be filed in writing within five (5) working days from date of receipt of the notice letter of discharge/discipline and unless so filed the right of appeal is lost, but, in the event that the dispute is carried to arbitration and that such employee is found to have been properly discharged/disciplined under the provisions of Article 7.3, such employee may not be ordered reinstated and no penalty may be assessed upon the Employer. The arbitrator shall not have the power to amend or modify either party's position; but shall rule on the merits of each party's case as presented during the hearing.

In addition to the arbitrators proposed by the State Mediation and Conciliation Service, the parties shall be free to select from a pool of arbitrators mutually agreed to by the City and the Association. The parties shall continue to meet and confer, after the adoption of this MOU on a mutually agreeable panel of arbitrators. Once agreed to the panel shall be identified by side letter to the MOU.

7.4.6 Pay Claims

All complaints involving or concerning payment of compensation shall be filed in writing and no adjustments shall be retroactive for more than thirty (30) days from the date of filing.

7.4.7 Matters Excluded from the Grievance Procedure of the Memorandum of Understanding

In those cases where the matter concerns any rule or policy or administrative procedure of the City contained in the City Charter, the Personnel Ordinance, or the Personnel Rules and Regulations which are adopted pursuant to the City Charter, the appeal procedures contained therein shall be utilized.

7.5 POSITION RECLASSIFICATION

Reclassification of positions covered by this MOU shall be in accordance with the City's Reclassification Policy available on the City's Intranet website.

7.6 REDUCTION IN FORCE

7.6.1 Notice

Employees designated for layoff or demotion due to a reduction in force shall be notified in writing at least thirty (30) calendar days prior to the anticipated date of termination or demotion. The employee organization shall also be so notified.

7.6.2 Order of Layoff

In reduction of forces, the last employee hired shall be the first employee laid off, and in rehiring, the last employee laid off shall be the first employee rehired until the list of former employees is exhausted; provided that the employee retained or rehired is capable, in the opinion of the City, to perform the work required. An employee laid off from City services prior to being rehired must pass the physical examination administered by a City-appointed physician and must pass the background check administered by the Police Department. The names of employees laid off shall be placed on a Re-employment Eligible List as hereinafter specified.

7.6.3 Re-Employment Eligibility List

The Re-employment Eligible List shall consist of the names of employees and former employees having probationary or permanent status that was laid off in that classification. The rank order on such list shall be determined by relative seniority as specified above. Such list shall take precedence over all other eligible lists in making appointments to the classification in which the employee worked.

Employees who did not complete their probationary period prior to being laid off; if re-employed must complete their probationary period. The employee may petition to the Police Chief for early release from this probationary period.

The name of any person laid off shall continue on the appropriate Re-employment Eligible List for a period of one (1) year after it is placed thereon. The names of any eligible employees on a Re-employment Eligible List shall be automatically removed from said list at the expiration of the appropriate period of eligibility.

SAN RAFAEL POLICE ASSOCIATION:

CITY OF SAN RAFAEL:

Peter Hoffmann
Lead Negotiator

Tim Davis, Lead Negotiator
Burke Williams & Sorensen

Zachary Brickell
SRPA President

Stephanie Vollmer
Burke Williams & Sorensen

Mark Wilkinson
SRPA Representative

Sylvia Gonzalez-Shelton
HR Operations Manager

Thomas Wong
Analyst

Date

Date

SAN RAFAEL POLICE ASSOCIATION
SALARY SCHEDULE
Effective July 1, 2021

Grade*	Position		Entry Level Step A1	A	B	C	D	E
6203	COMMUNITY SERVICE OFFICER	Annually	\$ 64,450	\$ 67,673	\$ 71,057	\$ 74,610	\$ 78,340	\$ 82,257
		Monthly	\$ 5,371	\$ 5,639	\$ 5,921	\$ 6,217	\$ 6,528	\$ 6,855
		Hourly	\$ 30.9858	\$ 32.5351	\$ 34.1619	\$ 35.8700	\$ 37.6635	\$ 39.5466
6207	MENTAL HEALTH LIAISON	Annually	\$ 86,344	\$ 90,662	\$ 95,195	\$ 99,954	\$ 104,952	\$ 110,200
		Monthly	\$ 7,195	\$ 7,555	\$ 7,933	\$ 8,330	\$ 8,746	\$ 9,183
		Hourly	\$ 41.5117	\$ 43.5873	\$ 45.7666	\$ 48.0550	\$ 50.4577	\$ 52.9806
6202	POLICE ADMINISTRATIVE TECHNICIAN	Annually	\$ 66,022	\$ 69,323	\$ 72,789	\$ 76,429	\$ 80,250	\$ 84,263
		Monthly	\$ 5,502	\$ 5,777	\$ 6,066	\$ 6,369	\$ 6,688	\$ 7,022
		Hourly	\$ 31.7414	\$ 33.3285	\$ 34.9949	\$ 36.7447	\$ 38.5819	\$ 40.5110
9420	POLICE CADET	Annually	\$ 30,131	\$ 31,638	\$ 33,220	\$ 34,881	\$ 36,625	\$ 38,456
		Monthly	\$ 2,511	\$ 2,636	\$ 2,768	\$ 2,907	\$ 3,052	\$ 3,205
		Hourly	\$ 14.4862	\$ 15.2105	\$ 15.9711	\$ 16.7696	\$ 17.6081	\$ 18.4885
2121	POLICE CALL TAKER & RECORDS SPECIALIST	Annually	\$ 62,041	\$ 65,143	\$ 68,400	\$ 71,820	\$ 75,412	\$ 79,182
		Monthly	\$ 5,170	\$ 5,429	\$ 5,700	\$ 5,985	\$ 6,284	\$ 6,599
		Hourly	\$ 29.8275	\$ 31.3189	\$ 32.8848	\$ 34.5291	\$ 36.2555	\$ 38.0683
6201	POLICE SUPPORT SERVICES SUPERVISOR	Annually	N/A	\$ 98,073	\$ 102,977	\$ 108,126	\$ 113,532	\$ 119,209
		Monthly	N/A	\$ 8,173	\$ 8,581	\$ 9,010	\$ 9,461	\$ 9,934
		Hourly	N/A	\$ 47.1506	\$ 49.5081	\$ 51.9835	\$ 54.5827	\$ 57.3118
9622	POLICE COMMUNICATIONS DISPATCH TRAINEE	Annually	\$ 54,141	\$ 56,848	\$ 59,691	\$ 62,675	\$ 65,809	\$ 69,100
		Monthly	\$ 4,512	\$ 4,737	\$ 4,974	\$ 5,223	\$ 5,484	\$ 5,758
		Hourly	\$ 26.0295	\$ 27.3310	\$ 28.6975	\$ 30.1324	\$ 31.6390	\$ 33.2209
6205	POLICE COMMUNICATIONS DISPATCHER	Annually	\$ 67,687	\$ 71,071	\$ 74,625	\$ 78,356	\$ 82,274	\$ 86,388
		Monthly	\$ 5,641	\$ 5,923	\$ 6,219	\$ 6,530	\$ 6,856	\$ 7,199
		Hourly	\$ 32.5418	\$ 34.1689	\$ 35.8774	\$ 37.6712	\$ 39.5548	\$ 41.5325
6215	POLICE LEAD COMMUNICATIONS DISPATCHER	Annually	N/A	\$ 76,402	\$ 80,222	\$ 84,233	\$ 88,445	\$ 92,867
		Monthly	N/A	\$ 6,367	\$ 6,685	\$ 7,019	\$ 7,370	\$ 7,739
		Hourly	N/A	\$ 36.7318	\$ 38.5684	\$ 40.4969	\$ 42.5217	\$ 44.6478
6106	POLICE CORPORAL	Annually	N/A	N/A	N/A	\$ 107,788	\$ 113,178	\$ 118,837
		Monthly	N/A	N/A	N/A	\$ 8,982	\$ 9,431	\$ 9,903
		Hourly	N/A	N/A	N/A	\$ 51.8213	\$ 54.4123	\$ 57.1329
6206	POLICE EVIDENCE & PROPERTY TECHNICIAN	Annually	\$ 67,687	\$ 71,071	\$ 74,625	\$ 78,356	\$ 82,274	\$ 86,388
		Monthly	\$ 5,641	\$ 5,923	\$ 6,219	\$ 6,530	\$ 6,856	\$ 7,199
		Hourly	\$ 32.5418	\$ 34.1689	\$ 35.8774	\$ 37.6712	\$ 39.5548	\$ 41.5325
6107	POLICE OFFICER	Annually	\$ 88,687	\$ 93,122	\$ 97,778	\$ 102,667	\$ 107,800	\$ 113,190
		Monthly	\$ 7,391	\$ 7,760	\$ 8,148	\$ 8,556	\$ 8,983	\$ 9,432
		Hourly	\$ 42.6381	\$ 44.7700	\$ 47.0085	\$ 49.3589	\$ 51.8269	\$ 54.4182
6109	POLICE RECRUIT	Annually	\$ 78,761	\$ 82,699	\$ 86,834	\$ 91,176	\$ 95,735	\$ 100,522
		Monthly	\$ 6,563	\$ 6,892	\$ 7,236	\$ 7,598	\$ 7,978	\$ 8,377
		Hourly	\$ 37.8660	\$ 39.7593	\$ 41.7473	\$ 43.8347	\$ 46.0264	\$ 48.3277
6111	POLICE REGULATORY OFFICER	Annually	\$ 67,687	\$ 71,071	\$ 74,625	\$ 78,356	\$ 82,274	\$ 86,388
		Monthly	\$ 5,641	\$ 5,923	\$ 6,219	\$ 6,530	\$ 6,856	\$ 7,199
		Hourly	\$ 32.5418	\$ 34.1689	\$ 35.8774	\$ 37.6712	\$ 39.5548	\$ 41.5325
4524	POLICE SECURITY OFFICER	Annually	\$ 63,396	\$ 66,566	\$ 69,894	\$ 73,389	\$ 77,058	\$ 80,911
		Monthly	\$ 5,283	\$ 5,547	\$ 5,824	\$ 6,116	\$ 6,421	\$ 6,743
		Hourly	\$ 30.4787	\$ 32.0027	\$ 33.6028	\$ 35.2830	\$ 37.0471	\$ 38.8995
6104	POLICE SERGEANT	Annually	N/A	N/A	N/A	\$ 123,251	\$ 129,414	\$ 135,885
		Monthly	N/A	N/A	N/A	\$ 10,271	\$ 10,784	\$ 11,324
		Hourly	N/A	N/A	N/A	\$ 59.2554	\$ 62.2182	\$ 65.3291
9525	YOUTH SERVICES PROGRAM SUPERVISOR	Annually	\$ 96,753	\$ 101,591	\$ 106,671	\$ 112,004	\$ 117,604	\$ 123,484
		Monthly	\$ 8,063	\$ 8,466	\$ 8,889	\$ 9,334	\$ 9,800	\$ 10,290
		Hourly	\$ 46.5160	\$ 48.8418	\$ 51.2839	\$ 53.8481	\$ 56.5405	\$ 59.3675

*Entry Level Pay Grade is 1XXXX (e.g., Entry Level Police Officer grade code is 16107)

SAN RAFAEL POLICE ASSOCIATION
SALARY SCHEDULE
Effective July 1, 2022

Grade*	Position		Entry Level Step A1	A	B	C	D	E
6203	COMMUNITY SERVICE OFFICER	Annually	\$ 65,482	\$ 68,756	\$ 72,194	\$ 75,803	\$ 79,593	\$ 83,573
		Monthly	\$ 5,457	\$ 5,730	\$ 6,016	\$ 6,317	\$ 6,633	\$ 6,964
		Hourly	\$ 31.4816	\$ 33.0557	\$ 34.7085	\$ 36.4439	\$ 38.2661	\$ 40.1794
6207	MENTAL HEALTH LIAISON	Annually	\$ 87,726	\$ 92,112	\$ 96,718	\$ 101,554	\$ 106,631	\$ 111,963
		Monthly	\$ 7,310	\$ 7,676	\$ 8,060	\$ 8,463	\$ 8,886	\$ 9,330
		Hourly	\$ 42.1759	\$ 44.2847	\$ 46.4989	\$ 48.8238	\$ 51.2650	\$ 53.8283
6202	POLICE ADMINISTRATIVE TECHNICIAN	Annually	\$ 67,079	\$ 70,432	\$ 73,954	\$ 77,652	\$ 81,534	\$ 85,611
		Monthly	\$ 5,590	\$ 5,869	\$ 6,163	\$ 6,471	\$ 6,795	\$ 7,134
		Hourly	\$ 32.2493	\$ 33.8618	\$ 35.5549	\$ 37.3326	\$ 39.1992	\$ 41.1592
9420	POLICE CADET	Annually	\$ 30,613	\$ 32,144	\$ 33,751	\$ 35,439	\$ 37,211	\$ 39,071
		Monthly	\$ 2,551	\$ 2,679	\$ 2,813	\$ 2,953	\$ 3,101	\$ 3,256
		Hourly	\$ 14.7180	\$ 15.4539	\$ 16.2266	\$ 17.0379	\$ 17.8898	\$ 18.7843
2121	POLICE CALL TAKER & RECORDS SPECIALIST	Annually	\$ 63,034	\$ 66,186	\$ 69,495	\$ 72,970	\$ 76,618	\$ 80,449
		Monthly	\$ 5,253	\$ 5,515	\$ 5,791	\$ 6,081	\$ 6,385	\$ 6,704
		Hourly	\$ 30.3048	\$ 31.8200	\$ 33.4110	\$ 35.0815	\$ 36.8356	\$ 38.6774
6201	POLICE SUPPORT SERVICES SUPERVISOR	Annually	N/A	\$ 99,642	\$ 104,625	\$ 109,856	\$ 115,349	\$ 121,116
		Monthly	N/A	\$ 8,304	\$ 8,719	\$ 9,155	\$ 9,612	\$ 10,093
		Hourly	N/A	\$ 47.9050	\$ 50.3002	\$ 52.8153	\$ 55.4560	\$ 58.2288
9622	POLICE COMMUNICATIONS DISPATCH TRAINEE	Annually	\$ 55,008	\$ 57,758	\$ 60,646	\$ 63,678	\$ 66,862	\$ 70,205
		Monthly	\$ 4,584	\$ 4,813	\$ 5,054	\$ 5,307	\$ 5,572	\$ 5,850
		Hourly	\$ 26.4459	\$ 27.7682	\$ 29.1567	\$ 30.6145	\$ 32.1452	\$ 33.7525
6205	POLICE COMMUNICATIONS DISPATCHER	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
6215	POLICE LEAD COMMUNICATIONS DISPATCHER	Annually	N/A	\$ 77,625	\$ 81,506	\$ 85,581	\$ 89,860	\$ 94,353
		Monthly	N/A	\$ 6,469	\$ 6,792	\$ 7,132	\$ 7,488	\$ 7,863
		Hourly	N/A	\$ 37.3195	\$ 39.1855	\$ 41.1448	\$ 43.2020	\$ 45.3621
6106	POLICE CORPORAL	Annually	N/A	N/A	N/A	\$ 112,100	\$ 117,705	\$ 123,590
		Monthly	N/A	N/A	N/A	\$ 9,342	\$ 9,809	\$ 10,299
		Hourly	N/A	N/A	N/A	\$ 53.8941	\$ 56.5888	\$ 59.4183
6206	POLICE EVIDENCE & PROPERTY TECHNICIAN	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
6107	POLICE OFFICER	Annually	\$ 92,235	\$ 96,846	\$ 101,689	\$ 106,773	\$ 112,112	\$ 117,717
		Monthly	\$ 7,686	\$ 8,071	\$ 8,474	\$ 8,898	\$ 9,343	\$ 9,810
		Hourly	\$ 44.3436	\$ 46.5608	\$ 48.8888	\$ 51.3333	\$ 53.8999	\$ 56.5949
6109	POLICE RECRUIT	Annually	\$ 80,022	\$ 84,023	\$ 88,224	\$ 92,635	\$ 97,267	\$ 102,130
		Monthly	\$ 6,668	\$ 7,002	\$ 7,352	\$ 7,720	\$ 8,106	\$ 8,511
		Hourly	\$ 38.4719	\$ 40.3955	\$ 42.4153	\$ 44.5360	\$ 46.7628	\$ 49.1010
6111	POLICE REGULATORY OFFICER	Annually	\$ 68,770	\$ 72,208	\$ 75,819	\$ 79,610	\$ 83,590	\$ 87,770
		Monthly	\$ 5,731	\$ 6,017	\$ 6,318	\$ 6,634	\$ 6,966	\$ 7,314
		Hourly	\$ 33.0625	\$ 34.7156	\$ 36.4514	\$ 38.2740	\$ 40.1877	\$ 42.1970
4524	POLICE SECURITY OFFICER	Annually	\$ 64,410	\$ 67,631	\$ 71,012	\$ 74,563	\$ 78,291	\$ 82,205
		Monthly	\$ 5,368	\$ 5,636	\$ 5,918	\$ 6,214	\$ 6,524	\$ 6,850
		Hourly	\$ 30.9664	\$ 32.5147	\$ 34.1405	\$ 35.8475	\$ 37.6399	\$ 39.5219
6104	POLICE SERGEANT	Annually	N/A	N/A	N/A	\$ 128,181	\$ 134,590	\$ 141,320
		Monthly	N/A	N/A	N/A	\$ 10,682	\$ 11,216	\$ 11,777
		Hourly	N/A	N/A	N/A	\$ 61.6256	\$ 64.7069	\$ 67.9423
9525	YOUTH SERVICES PROGRAM SUPERVISOR	Annually	\$ 98,301	\$ 103,216	\$ 108,377	\$ 113,796	\$ 119,486	\$ 125,460
		Monthly	\$ 8,192	\$ 8,601	\$ 9,031	\$ 9,483	\$ 9,957	\$ 10,455
		Hourly	\$ 47.2603	\$ 49.6233	\$ 52.1044	\$ 54.7097	\$ 57.4451	\$ 60.3174

*Entry Level Pay Grade is 1XXXX (e.g., Entry Level Police Officer grade code is 16107)

SAN RAFAEL POLICE ASSOCIATION
SALARY SCHEDULE
Effective July 1, 2023

Grade*	Position		Entry Level Step A1	A	B	C	D	E
6203	COMMUNITY SERVICE OFFICER	Annually	\$ 66,529	\$ 69,856	\$ 73,349	\$ 77,016	\$ 80,867	\$ 84,910
		Monthly	\$ 5,544	\$ 5,821	\$ 6,112	\$ 6,418	\$ 6,739	\$ 7,076
		Hourly	\$ 31.9853	\$ 33.5846	\$ 35.2638	\$ 37.0270	\$ 38.8783	\$ 40.8222
6207	MENTAL HEALTH LIAISON	Annually	\$ 89,129	\$ 93,586	\$ 98,265	\$ 103,178	\$ 108,337	\$ 113,754
		Monthly	\$ 7,427	\$ 7,799	\$ 8,189	\$ 8,598	\$ 9,028	\$ 9,480
		Hourly	\$ 42.8507	\$ 44.9932	\$ 47.2429	\$ 49.6050	\$ 52.0853	\$ 54.6895
6202	POLICE ADMINISTRATIVE TECHNICIAN	Annually	\$ 68,152	\$ 71,559	\$ 75,137	\$ 78,894	\$ 82,839	\$ 86,981
		Monthly	\$ 5,679	\$ 5,963	\$ 6,261	\$ 6,575	\$ 6,903	\$ 7,248
		Hourly	\$ 32.7653	\$ 34.4036	\$ 36.1237	\$ 37.9299	\$ 39.8264	\$ 41.8177
9420	POLICE CADET	Annually	\$ 31,103	\$ 32,658	\$ 34,291	\$ 36,006	\$ 37,806	\$ 39,697
		Monthly	\$ 2,592	\$ 2,722	\$ 2,858	\$ 3,000	\$ 3,151	\$ 3,308
		Hourly	\$ 14.9535	\$ 15.7012	\$ 16.4862	\$ 17.3105	\$ 18.1761	\$ 19.0849
2121	POLICE CALL TAKER & RECORDS SPECIALIST	Annually	\$ 64,042	\$ 67,245	\$ 70,607	\$ 74,137	\$ 77,844	\$ 81,736
		Monthly	\$ 5,337	\$ 5,604	\$ 5,884	\$ 6,178	\$ 6,487	\$ 6,811
		Hourly	\$ 30.7896	\$ 32.3291	\$ 33.9456	\$ 35.6428	\$ 37.4250	\$ 39.2962
6201	POLICE SUPPORT SERVICES SUPERVISOR	Annually	N/A	\$ 101,237	\$ 106,299	\$ 111,613	\$ 117,194	\$ 123,054
		Monthly	N/A	\$ 8,436	\$ 8,858	\$ 9,301	\$ 9,766	\$ 10,254
		Hourly	N/A	\$ 48.6715	\$ 51.1051	\$ 53.6603	\$ 56.3433	\$ 59.1605
9622	POLICE COMMUNICATIONS DISPATCH TRAINEE	Annually	\$ 55,888	\$ 58,682	\$ 61,616	\$ 64,697	\$ 67,932	\$ 71,328
		Monthly	\$ 4,657	\$ 4,890	\$ 5,135	\$ 5,391	\$ 5,661	\$ 5,944
		Hourly	\$ 26.8691	\$ 28.2125	\$ 29.6232	\$ 31.1043	\$ 32.6595	\$ 34.2925
6205	POLICE COMMUNICATIONS DISPATCHER	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
6215	POLICE LEAD COMMUNICATIONS DISPATCHER	Annually	N/A	\$ 78,867	\$ 82,810	\$ 86,950	\$ 91,298	\$ 95,863
		Monthly	N/A	\$ 6,572	\$ 6,901	\$ 7,246	\$ 7,608	\$ 7,989
		Hourly	N/A	\$ 37.9167	\$ 39.8125	\$ 41.8031	\$ 43.8933	\$ 46.0879
6106	POLICE CORPORAL	Annually	N/A	N/A	N/A	\$ 116,584	\$ 122,413	\$ 128,534
		Monthly	N/A	N/A	N/A	\$ 9,715	\$ 10,201	\$ 10,711
		Hourly	N/A	N/A	N/A	\$ 56.0499	\$ 58.8524	\$ 61.7950
6206	POLICE EVIDENCE & PROPERTY TECHNICIAN	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
6107	POLICE OFFICER	Annually	\$ 95,924	\$ 100,720	\$ 105,756	\$ 111,044	\$ 116,596	\$ 122,426
		Monthly	\$ 7,994	\$ 8,393	\$ 8,813	\$ 9,254	\$ 9,716	\$ 10,202
		Hourly	\$ 46.1173	\$ 48.4232	\$ 50.8444	\$ 53.3866	\$ 56.0559	\$ 58.8587
6109	POLICE RECRUIT	Annually	\$ 81,302	\$ 85,367	\$ 89,635	\$ 94,117	\$ 98,823	\$ 103,764
		Monthly	\$ 6,775	\$ 7,114	\$ 7,470	\$ 7,843	\$ 8,235	\$ 8,647
		Hourly	\$ 39.0874	\$ 41.0418	\$ 43.0939	\$ 45.2486	\$ 47.5110	\$ 49.8866
6111	POLICE REGULATORY OFFICER	Annually	\$ 69,870	\$ 73,364	\$ 77,032	\$ 80,884	\$ 84,928	\$ 89,174
		Monthly	\$ 5,823	\$ 6,114	\$ 6,419	\$ 6,740	\$ 7,077	\$ 7,431
		Hourly	\$ 33.5915	\$ 35.2711	\$ 37.0346	\$ 38.8863	\$ 40.8307	\$ 42.8722
4524	POLICE SECURITY OFFICER	Annually	\$ 65,441	\$ 68,713	\$ 72,148	\$ 75,756	\$ 79,544	\$ 83,521
		Monthly	\$ 5,453	\$ 5,726	\$ 6,012	\$ 6,313	\$ 6,629	\$ 6,960
		Hourly	\$ 31.4619	\$ 33.0350	\$ 34.6867	\$ 36.4210	\$ 38.2421	\$ 40.1542
6104	POLICE SERGEANT	Annually	N/A	N/A	N/A	\$ 133,309	\$ 139,974	\$ 146,973
		Monthly	N/A	N/A	N/A	\$ 11,109	\$ 11,665	\$ 12,248
		Hourly	N/A	N/A	N/A	\$ 64.0907	\$ 67.2952	\$ 70.6600
9525	YOUTH SERVICES PROGRAM SUPERVISOR	Annually	\$ 99,874	\$ 104,868	\$ 110,111	\$ 115,617	\$ 121,398	\$ 127,468
		Monthly	\$ 8,323	\$ 8,739	\$ 9,176	\$ 9,635	\$ 10,116	\$ 10,622
		Hourly	\$ 48.0164	\$ 50.4173	\$ 52.9381	\$ 55.5850	\$ 58.3643	\$ 61.2825

*Entry Level Pay Grade is 1XXXX (e.g., Entry Level Police Officer grade code is 16107)

**SIDE LETTER BETWEEN THE CITY OF SAN RAFAEL AND THE
SAN RAFAEL POLICE ASSOCIATION REGARDING CANINE HANDLER PROGRAM**

Compensation

In accordance with the Fair Labor Standards Act (FLSA), the City and the Association agree that the average amount of time required for the proper care of feeding, grooming, cleaning, cleaning, and kenneling, a police canine is one half (1/2) hour per day for every day the officer has the responsibility for the dog.

All canine handlers who have an active canine will report for their regularly scheduled shift one hour later than scheduled. For example, if the canine handler is scheduled to work from 1600 to 0200 hours, the canine handler will be required to be at work and on duty at 1700 hours. This will allow the canine handlers to accrue one hour per day, four days a week, for a total of four hours a week. This is thirty minutes more than required by FLSA and will be used to compensate the canine handlers for additional canine maintenance activities as assigned by their supervisor.

Work Shifts

Officers assigned as canine handlers will work a 4-10 shift. If there are two canine handlers each will be assigned to hours (generally swing shift) that provide maximum seven day coverage. Canine handlers will rotate between shifts every four months.

Canine handlers shall receive a five percent (5%) incentive pay added to their base wage so long as they are assigned to the canine program and are responsible for their canine. Newly assigned canine handlers will be required to resign from collateral assignments as Field Training Officers (FTO) and/or SWAT. After one (1) year as a canine handler, the canine handler will be allowed to apply for collateral assignments as they open, excluding Field Training Officer. Reinstatement to SWAT after one year will be based on the officer's ability to pass the physical agility test, the recommendation of the SWAT lieutenant, and the recommendation of the canine program lieutenant.

Canine Food and Care

The City shall provide canine food, reasonable veterinary care, ordinary equipment, and any other essential items associated with the care and maintenance of any police canine that has not been permanently retired.

Retirement

The Chief of Police shall have the sole authority to deem a canine permanently retired and may factor in past, present, and future veterinary costs in making the decision on whether to permanently retire the canine.

Canine Purchase

In the event the City owned canine is permanently retired, the most recent canine handler shall have the option to purchase the canine from the City for one dollar (\$1). The purchase of the canine shall include an indemnification and hold harmless agreement signed by the purchasing officer releasing the City from all liability, including future veterinary care, maintenance, and other costs, relating to the canine.

Removal from Program

The City may remove an employee from the canine program without providing a hearing or other due process unless the removal is for disciplinary reasons. An employee removed from the canine program under any circumstances shall no longer receive canine incentive pay. An employee removed from the program for disciplinary reasons will have appeal rights under the Public Safety Officers Procedural Bill of Rights and the MOU. Except for this specific appeal right, the parties agree that discretion for this assignment remains with the City.

City Vehicles

Canine Officers will transport their assigned police service dogs in a City of San Rafael canine vehicle during their work shifts. Canine Officers will use these vehicles normally for patrol duties. Canine Officers may only use a take-home vehicle, if any, for transportation to and from an assigned work shift or other authorized activities.

San Rafael Police Association:



Carl Huber, Police Corporal

City of San Rafael:



Anil Comelo, Human Resources Director

- a. Year 1: Value of a 3.5% base wage increase for the bargaining group, effective July 1, 2021
- b. Year 2: Value of a 4.0% base wage increase for the bargaining group, effective July 1, 2022
- c. Year 3: Value of a 4.0% base wage increase for the bargaining group, effective July 1, 2023

3. Full Flex Cafeteria Plan: Employees will receive a temporary increase in their monthly Flex Dollar Allowance as noted below:

The monthly flex dollar allowance effective the first paycheck in December 2021 shall be:

For employee only: \$ 755.62

For employee and one dependent: \$1,220.46

For employee and two or more dependents: \$1,798.14

These flex cafeteria increases are one time (temporary) in nature and will be funded using non-recurring revenue. Effective the first paycheck in December 2024, the monthly flex dollar allowance will revert back to:

For employee only: \$ 733.39

For employee and one dependent: \$1,173.42

For employee and two or more dependents: \$1,525.46

4. Bilingual Pay: In order to support the Fire Department's goal of improving diversity in the recruiting process and in order to best serve the needs of the whole community, employees will be eligible for bilingual incentive pay in the amount of \$200 per month.

5. Non-Economic Items: In addition to items discussed above, agreement was reached on other proposals, which reflect minor changes to existing provisions with no additional cost. The attached draft redline MOU includes all the changes agreed to by the parties. A brief overview of these negotiated MOU sections includes:

- Joint study on service delivery models and reopener options (Section 1.8): The Association and Department Management Staff agree to participate in a joint study to analyze the service delivery models related to the (Advanced Life Support) ALS and (Basic Life Support) BLS provisions in the MOU.
- Sick Leave (Section 5.1.3): Update familial relationships under definition of "immediate family" to be more in line with definition under California Paid Family Leave.
- Work Schedule/Established Work Week (Section 6.1.1): Clarify all non-suppression employees will work on a 40 hour per week, seven day per week schedule.
- Hiring Additional Personnel (Sections 6.8.3): In an effort to maintain full staffing, the City will be able to hire one additional personnel; mutual consent of the Fire Chief and association still required beyond one additional personnel.
- Arbitration (Section 7.3.5): Update language to allow the mutually acceptable Arbitrator to provide an alternative recommendation for disciplinary action in addition to the ability to affirm or reject the City's form of discipline.
- Referral to City Manager (Section 7.4.3): Clean up language regarding requirement to notify City Manager and Fire Chief of grievance in writing.

FISCAL IMPACT:

The current total annual salary and benefit cost to the City for the 67 employees of SRFA is \$17,231,211. The additional ongoing incremental cost of the successor MOU beyond the FY 21/22 budget is:

	<u>Incremental FY 2021-22</u>	<u>Incremental FY 2022-23</u>	<u>Incremental FY 2023-24</u>
Wages:			
Base Salary	\$261,004	\$356,629	\$373,933
Other costs:			
Pension*	\$185,322	\$253,171	\$265,434
Taxes (Medicare, W/C)	<u>\$ 28,478</u>	<u>\$ 38,984</u>	<u>\$ 40,884</u>
Total Incremental Cost:	\$474,804	\$648,784	\$680,250

**This incremental pension cost results only from the negotiated wage increase and does not include the cost of associated MCERA rate changes. The terms and conditions of the pension benefit plan remain unchanged.*

While the incremental cost is \$474,804 for fiscal year 2021-2022, and the incremental cost is \$648,784 for fiscal year 2022-2023, and the incremental cost is \$680,250 for fiscal year 2023-24, the increases are compounding and therefore the projected wages and other costs total \$3,402,230 plus \$254,773 in one-time health plan contribution changes, totaling \$3,657,003 for the three-year term. The one-time changes will not contribute to employee pension costs. The increase in compensation included in this resolution is in line with the City’s current budget projections and is within the current salary growth assumptions used by MCERA in the most recent actuarial valuation which is used to establish pension contribution rates and measure pension liabilities. Funding for these positions is provided for in the City’s General Fund.

OPTIONS:

The City Council has the following options to consider in this matter:

- Direct staff to return at the next meeting with a resolution seeking approval of the successor MOU between the City of San Rafael and San Rafael Firefighters’ Association.
- Direct staff to return with more information.

RECOMMENDED ACTION:

Staff recommends that the City Council take public comment, and direct staff to return at the next meeting with a resolution seeking approval of the successor Memorandum of Understanding between the City of San Rafael and San Rafael Fire Association pertaining to compensation and working conditions (July 1, 2021 through June 30, 2024).

ATTACHMENTS:

1. Draft MOU (with track changes) between City of San Rafael and San Rafael Firefighters Association for July 1, 2021 to June 30, 2024 (and all attachments).

MEMORANDUM OF UNDERSTANDING

between

CITY OF SAN RAFAEL

and

SAN RAFAEL FIREFIGHTERS' ASSOCIATION

I.A.F.F., LOCAL 1775

JULY 1, 2021~~18~~ - JUNE 30, 2024~~0~~

This Page Intentionally Left Blank

TABLE OF CONTENTS

1	<i>GENERAL PROVISIONS</i>	5
1.1	RECOGNITION	5
1.1.1	Association Recognition	5
1.1.2	City Recognition.....	5
1.2	NON-DISCRIMINATION	5
1.2.1	In General	5
1.2.2	Association Discrimination.....	6
1.3	INSPECTION OF MEMORANDUM OF UNDERSTANDING	6
1.4	EXISTING LAWS, REGULATIONS & POLICIES	6
1.5	STRIKES & LOCKOUTS	6
1.6	SEVERABILITY	6
1.7	FULL UNDERSTANDING, MODIFICATION, WAIVER	6
1.7.1	Joint Representation.....	6
1.7.2	Waiver & Modification	6
1.7.3	Effective Dates.....	7
1.8	JOINT STUDY ON SERVICE DELIVERY MODELS AND REOPENER OPTION	7
2	<i>MMBA</i>	7
2.1	ASSOCIATION RIGHTS	7
2.1.1	Advance Notice of Change	7
2.1.2	Dues Deduction	8
2.1.3	Release Time.....	8
2.1.4	Association Access to Work Locations.....	9
2.1.5	Association Office Space.....	9
2.1.6	Conduct of Business.....	9
2.1.7	Association Meetings.....	9
2.1.8	Association Orientation of New Employees.....	9
2.1.9	Employee Information.....	9
2.2	MANAGEMENT RIGHTS	10
3	<i>COMPENSATION</i>	11
3.1	TOTAL COMPENSATION	11
3.1.1	Salary Increases	11
3.1.2	Compensation Goal & Definitions.....	12
3.1.3	Compensation Surveys.....	12
3.1.4	Pay Schedule.....	13
3.1.5	Fair Labor Standards Act.....	13
3.2	EDUCATIONAL INCENTIVE	13
3.2.1	Thirty (30) College Units Fire Science	13
3.2.2	AA Degree Fire Science	13
3.2.3	EMT I	13
3.2.4	Other Job-Related Courses.....	13
3.3	OUT OF CLASS COMPENSATION	14
3.3.1	Firefighters and Firefighter-Paramedics	14
3.3.2	Fire Engineers	14
3.3.3	Fire Captains	14
3.4	SPECIALTY COMPENSATION	14
3.4.1	Paramedic Certification.....	14
3.4.2	Paramedic Liaison	15
3.4.3	EMT I Ambulance Drivers.....	15
3.4.4	ALS Transport Units	15
3.4.5	BLS Transport Unit.....	15
3.5	OTHER COMPENSATION	15
3.5.1	Uniform Allowance.....	15

3.5.2	Call-Back Pay	16
3.5.3	Bilingual Pay	16
4	<i>BENEFITS</i>	16
4.1	JOINT BENEFITS COMMITTEE	16
4.2	HEALTH & WELFARE	16
4.2.1	Full Flex Cafeteria Plan	16
4.2.2	Life Insurance and Accidental Death & Dismemberment	18
4.2.3	Retirees Health Insurance	18
4.2.4	Contributions into Retiree Health Savings Account (RHSA)	18
4.2.5	Deferred Compensation Plan	18
4.2.6	Flexible Spending Account (125 Plan) for Health & Dependent Care Expenses Reimbursement	19
4.3	DENTAL PLAN	19
4.3.1	Dental Plan	19
4.4	RETIREMENT	19
4.4.1	Retirement Contribution.....	19
4.4.2	Additional Pension Funding.....	19
4.4.3	Retirement Plans	20
5	<i>SICK LEAVE</i>	20
5.1.1	Accrual.....	20
5.1.2	Sick Leave Usage.....	21
5.1.3	Sick Leave Service Credit Option.....	21
5.1.4	Sick Leave Payoff upon Termination of Employment.....	21
5.2	VACATION LEAVE	21
5.2.1	Policy Statement.....	21
5.2.2	Rate of Accrual	22
5.2.3	Vacation Accrual Cap	22
5.2.4	Vacation Accrual when on 4850 Leave	23
5.2.5	Vacation Relief.....	23
5.3	LEAVE CONVERSION TO HOUR FOR HOUR	23
5.3.1	Accrued Balance Conversion	23
5.3.2	Sick and Vacation Leave Usage.....	23
5.3.3	Hourly Rate for Leave Payoff.....	23
5.3.4	Vacation and Sick Leave Accrual Conversion	24
5.4	HOLIDAYS	24
5.4.1	Days Observed	24
5.4.2	Holiday Pay.....	24
5.4.3	Holiday Routine	24
5.5	OTHER LEAVE	25
5.5.1	Court Appearance.....	25
5.5.2	Jury Duty.....	25
5.5.3	Military Leave.....	25
5.5.4	Workers' Compensation / Industrial Injury Leave.....	25
5.5.5	Family Medical Leave / California Family Rights Act	25
5.5.6	Catastrophic Leave.....	25
5.5.7	Bereavement Leave.....	25
6	<i>TERMS & CONDITIONS OF EMPLOYMENT</i>	26
6.1	HOURS OF WORK	26
6.1.1	Work Schedule / Established Work Week	26
6.1.2	Shift Trade Policy.....	26
6.2	OVERTIME	26
6.2.1	Overtime	26
6.2.2	Contract Overtime.....	27
6.2.3	Maximum Continuous Hours of Work.....	27
6.3	EMD-CERTIFICATION	27
6.4	SELECTION PROCESS	27

6.4.1	Promotional Recruitments	27
6.4.2	Fire Captain Qualifications.....	27
6.4.3	Fire Captain – Administrative Duty	28
6.4.4	Rule of Three	29
6.4.5	Duration of Eligibility Lists.....	30
6.5	CAREER DEVELOPMENT PROGRAM	30
6.6	PROBATIONARY PERIOD.....	30
6.6.1	Purpose of Probation	30
6.6.2	Periodic Probationary Evaluation	30
6.6.3	Length of Probationary Period	30
6.6.4	Rejection During Probation.....	30
6.6.5	Extension of Probationary Period	30
6.6.6	Notification of Extension or Rejection	30
6.6.7	Regular Status	30
6.6.8	Promotion of Probationary Employee.....	30
6.6.9	Unsuccessful Passage of Promotional Probation.....	31
6.7	TRANSFERS / REASSIGNMENTS	31
6.7.1	Types of Transfers.....	31
6.7.2	Minimum Qualifications & Probation.....	31
6.7.3	Station Transfers	31
6.8	STAFFING LEVELS.....	31
6.8.1	Constant Staffing	31
6.8.2	Minimum Staffing	31
6.8.3	Hiring Additional Personnel	32
6.8.4	Paramedic Staffing	32
6.9	PERSONNEL RULES & REGULATIONS.....	32
6.9.1	Wireless Communication Policy	32
6.9.2	Drug & Alcohol Policy	32
6.9.3	Outside Employment Policy.....	32
6.9.4	Use of Fire Apparatus for Shopping	33
6.9.5	Light Duty Policy Statement.....	33
6.9.6	No Smoking / Tobacco Use Policy	33
6.9.7	Grooming Standards.....	33
6.10	MISCELLANEOUS	34
6.10.1	Safety Committees	34
6.10.2	Management & Miscellaneous Positions.....	34
6.10.3	Medical Standards.....	34
6.10.4	Physical Fitness Program.....	34
6.10.5	Association Meetings with the Fire Chief.....	37
6.10.6	Shared Services	37
6.10.7	Gym Reimbursement.....	37
7	PROCEDURES	37
7.1	DEMOTION.....	37
7.1.1	Demotion.....	37
7.2	TERMINATION OF EMPLOYMENT.....	37
7.2.1	Resignation	37
7.2.2	Termination - Layoff (Lack of work or funds)	37
7.2.3	Termination - Disciplinary Action	38
7.2.4	Termination During Probation.....	38
7.2.5	Retirement	38
7.3	DISCIPLINARY ACTION.....	38
7.3.1	Definition	38
7.3.2	Authority.....	38
7.3.3	Causes for Disciplinary Action	38
7.3.4	Appeal of Disciplinary Action	39
7.3.5	Arbitration (Disciplinary Action).....	39

7.4	GRIEVANCE PROCEDURE	39
7.4.1	Definition	39
7.4.2	Initial Discussions	40
7.4.3	Referral to City Manager.....	40
7.4.4	Arbitration (Grievance).....	40
7.5	REDUCTION IN FORCE	40
7.5.1	Authority.....	40
7.5.2	Notice	40
7.5.3	Order of Layoff.....	40
7.5.4	Seniority.....	41
7.5.5	Bumping Rights	41
7.5.6	Transfer Rights	41
7.6	RE-EMPLOYMENT	41
7.6.1	General Guidelines	41
7.6.2	Right to Re-Employment.....	41
7.6.3	Time Limits.....	41
7.6.4	Availability	42
7.6.5	Probationary Status	42
7.6.6	Restoration of Benefits	42

LIST OF EXHIBITS

Exhibit A	Salary Schedules for July 1, 2021 18 – June 30, 2024 0
Exhibit B	San Rafael Firefighters’ Association Represented Benchmark and Internal Relationships
Exhibit C	San Rafael Fire Department Drug and Alcohol Testing Policy and Procedures
Exhibit D	Firefighters Outside Employment Policy
Exhibit E	Memorandum from Liebert Cassidy Whitmore regarding Firefighters Memorandum of Understanding & Firefighters Bill of Rights
Exhibit F	Side Letter, Chief Officer Suppression Qualifications
Exhibit G	Side Letter, Acting Captain Requirements

MEMORANDUM OF UNDERSTANDING
between
CITY OF SAN RAFAEL
and
SAN RAFAEL FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 1775

The San Rafael Firefighters' Association, I.A.F.F., Local 1775, and representatives of the City of San Rafael have met and conferred in good faith regarding wages, hours and other terms and conditions of employment of employees in the representation unit specified in Chapter 1, have exchanged freely information, opinions and proposals and have reached agreement on all matters relating to the employment conditions and the employer/employee relations of such employees.

This Memorandum of Understanding is entered into pursuant to the Meyers-Milias-Brown Act (Government Code Sections 3500, et seq.) and has been jointly prepared by the parties.

This Memorandum of Understanding shall be presented to the San Rafael City Council as the joint recommendations of the undersigned for salary and employee benefit adjustments for the period commencing July 1, 20~~21~~¹⁸ and ending June 30, 20~~24~~⁴⁰. When ratified by the City Council, this Memorandum of Understanding shall be binding upon the San Rafael Firefighters' Association, I.A.F.F., Local 1775, the employees it represents, and the City of San Rafael.

As used throughout this Memorandum of Understanding, the pronoun designations "he" or "his" is intended to be applicable to both the male and female gender.

1 GENERAL PROVISIONS

1.1 RECOGNITION

1.1.1 *Association Recognition*

The San Rafael Firefighters' Association, I.A.F.F., Local 1775, hereinafter referred to as the "Association" is the recognized employee organization, as defined by Government Code Section 3501, (b), for all employees in classifications represented by the Association, said classifications being set forth in Exhibit A.

1.1.2 *City Recognition*

The Municipal Employee Relations Officer of the City of San Rafael or any person or organization duly authorized by the Municipal Relations Officer, is the representative of the City of San Rafael, hereinafter referred to as the "City" in Employer-Employee relations, as provided in Resolution No. 12189 adopted by the City Council on February 5, 2007.

1.2 NON-DISCRIMINATION

1.2.1 *In General*

The parties to this contract agree that they shall not, in any manner, discriminate against any person whatsoever because of race, color, age, religion, ancestry, national origin, sex, sexual orientation, perceived sexual orientation, gender, gender expression, gender identity,, marital status, medical condition (cancer-related or genetic characteristics), genetic information (including family medical history) or physical or mental disability.

Any employee who believes they are being discriminated against should refer to the City of San Rafael's Harassment Policy for the process of receiving an internal administrative review of their complaint. This administrative procedure shall be used as the internal complaint procedure in lieu of the grievance procedure outlined in this MOU (Chapter 7).

1.2.2 Association Discrimination

No member, official, or representative of the Association shall, in any way, suffer any type of discrimination in connection with continued employment, promotion, or otherwise by virtue of membership in or representation of the Association.

1.3 INSPECTION OF MEMORANDUM OF UNDERSTANDING

Both the City and the Association agree to keep duplicate originals of this Memorandum on file in a readily accessible location available for inspection by any employee or member of the public upon request.

1.4 EXISTING LAWS, REGULATIONS & POLICIES

This Memorandum is subject to all applicable laws.

1.5 STRIKES & LOCKOUTS

During the term of this Memorandum of Understanding, the City agrees that it will not lock out employees, and the Association agrees that it will not agree to, encourage, or approve any strike or slow down growing out of any dispute relating to the terms of this Agreement. The Association will take whatever lawful steps are necessary to prevent any interruption of work in violation of this Agreement.

1.6 SEVERABILITY

If any article, paragraph or section of this Memorandum shall be held to be invalid by operation of law, or by any tribunal or competent jurisdiction, or if compliance with or any enforcement of any provision hereof be restrained by such tribunal, the remainder of this Memorandum shall not be affected thereby, and the parties shall, if possible, enter into meet and confer sessions for the sole purpose of arriving at a mutually satisfactory replacement for such article, paragraph or section.

1.7 FULL UNDERSTANDING, MODIFICATION, WAIVER

1.7.1 Joint Representation

The parties jointly represent to the City Council that this Memorandum of Understanding sets forth the full and entire understanding of the parties regarding the matters set forth herein.

1.7.2 Waiver & Modification

Except as specifically otherwise provided herein, it is agreed and understood that each party hereto voluntarily and unqualifiedly waives its right and agrees that the other shall not be required to meet and confer with respect to any subject or matter covered herein, nor as to wages or fringe benefits during the period of the term of this Memorandum. The foregoing shall not preclude the parties hereto from meeting and conferring at any time during the term of this Agreement with respect to any subject matter within the scope of meeting and conferring for a proposed Memorandum of Understanding between the parties to be effective on or after July 1, 2024.

1.7.3 *Effective Dates*

This Agreement will be in effect from July 1, 2021~~18~~ through June 30, 2024~~0~~. It shall be automatically renewed from year to year thereafter unless either party shall have notified the other, in writing, at least sixty (60) days prior to the annual anniversary of the above date that it desires to modify the Memorandum. In the event that such notice is given, negotiations shall begin no later than thirty (30) days prior to the anniversary date.

1.8 JOINT STUDY ON SERVICE DELIVERY MODELS AND REOPENER OPTION

The Association and Department Management Staff agree to participate in a joint study to analyze the service delivery models related to the ALS and BLS provisions in the MOU set forth in section 3.4.4 and 3.4.5. The joint study will review the following:

- a. Potential benefits or detriments of alternative delivery models such as a BLS pilot program including the research and consider the creation of a Part-time Medical Technician Job Classification including establishing a minimum set of training standards including physical standards (feeder network for internally developed ALS candidates)
- b. Assessing overtime costs
- c. Assessing force hires
- d. Assessing trend on service levels (for purposes of this criteria, service levels means response times to calls for service and maintaining effective response force consistent with Department policies)
- e. Assessing the need for mutual aid
- f. Safety of the public and Department personnel
- g. Staffing levels
- h. Cost analysis of any options
- i. Assessing SOPs
- j. Assessing ALS candidate pool trends for ALS hires
- k. Establish criteria for downgrading a call from an ALS call to a BLS call.
- l. Any other relevant criteria

The parties will complete the study and document the findings in a report no later than June 30, 2022. The report will be provided to the City Manager for review. Should an outside agency be used to assist the study, the agency would have to be mutually agreed upon by SRFA and the City. Opening the MOU to address the findings of the study would require the mutual agreement of the SRFA and the City.

2 MMBA

2.1 ASSOCIATION RIGHTS

2.1.1 Advance Notice of Change

Except in cases of emergency, reasonable advance written notice shall be given the Association of any ordinance, rule, resolution or regulation directly relating to matters within the scope of representation proposed to be adopted by the City Council, and any Board or Commission, or any Department and the Association shall be given the opportunity to meet and confer with the City and Representatives prior to adoption. In cases of emergency, when the City Council

determines that an ordinance, rule, policy, resolution or regulation must be adopted immediately without prior notice or meeting with the Association, the City shall provide such notice and opportunity to meet and confer at the earliest practical time following the adoption of such ordinance, rule, policy, resolution or regulation. A copy of any such ordinance, rule, policy, resolution or regulation shall be provided to the association together with the notice required by this Section, whenever possible.

2.1.2 *Dues Deduction*

Payroll deduction for membership dues shall be granted by the City to the Association.

The following procedures shall be observed in the withholding of employee earnings:

1. Payroll deductions shall be for a specified amount in uniform as between employee members of the Association and shall not include fines, fees and/or assessments. Dues deductions shall be made only upon the employees' written authorization.
2. Authorization, cancellation or modifications of payroll deduction shall be made upon forms provided or approved by the City Manager or his/her designee. The voluntary payroll deduction authorization shall remain in effect until employment with the City is terminated or until canceled or modified by the employee by written notice to the City Manager or his/her designee. Employees may authorize dues deductions only for the organization certified as the recognized employee organization of the classification to which such employees are assigned.
3. Amounts deducted and withheld by the City shall be transmitted to the officer designated in writing by the Association as the person authorized to receive such funds, at the address specified.
4. The employee's earnings must be sufficient, after all other required deductions are made, to cover the amount of the deductions herein authorized. When an employee is in a non-pay status for an entire pay period, no withholdings will be made to cover that pay period from future earnings, nor will the employee deposit the amount with the City which would have been withheld if the employee had been in a pay status during that period.
5. In the case of an employee who is in a non-pay status during a part of the pay period, if the salary is not sufficient to cover the full withholding, no deductions shall be made. In this connection, all other required deductions have priority over the employee organization deduction.
6. The Association shall file with the City an indemnity statement wherein the Association shall indemnify, defend, and hold the City harmless against any claim made and against any suit initiated against the City on account of check-off of Association dues, assessments and other payments to the Association. In addition, the Association shall refund to the City any amounts paid to it in error upon presentation of supporting evidence.

2.1.3 *Release Time*

The City shall allow a reasonable number of Association representatives who are official representatives of the Association be given time off without loss of compensation or other benefits when formally meeting and conferring with representatives of this City on matters within the scope of representation. One hundred forty-four (144) hours per calendar year shall be provided for union release time, apart from MMB activity, with ten days advance notice and approval of the Fire Chief. Once approved, hours will be deducted from this total on an hour for

hour basis per representative. Except by mutual agreement, the number of Association representatives excused for such purposes shall not exceed three (3) at any one time, per the approval process outlined above.

2.1.4 Association Access to Work Locations

Reasonable access to employee work locations shall be granted to officers of the Association and officially designated representatives of the Association for the purpose of processing grievances or contacting members of the Association concerning business within the scope of representation, which are to be discussed with City representatives. Access may be restricted so as not to interfere with the normal operations of Department or with established safety or security requirements.

2.1.5 Association Office Space

The Association shall be allowed office space on City property at a mutually agreed upon location, with telephone service maintained at the expense of the Association.

2.1.6 Conduct of Business

Consultations between the City and the Association, for discussion of grievances and for negotiations between the City and Association representatives normally will be conducted during regular working hours. Association representatives who are on duty will be allowed to participate in such meetings.

Association officers are authorized reasonable time during on-duty hours to process employee complaints or grievances, and to conduct negotiations with management at the local level.

2.1.7 Association Meetings

The Association shall be able to use Fire Department facilities for meetings provided space and time are available. All meetings using Fire Department facilities must have prior approval of the Fire Chief or his/her designee. Employees and companies normally covering the first in district where any such meeting is being held will be allowed to attend provided they remain ready and available to perform their duties. Association officers and employees who have business to present at the meeting but are assigned to other stations will be allowed to attend meetings. Arrangements for this purpose will be the same as routine department cover-ins, provided that the Association and Duty Chief both determine the resulting coverage meets acceptable emergency response safety standards.

2.1.8 Association Orientation of New Employees

Whenever the City hires an employee within any classification covered by this Memorandum of Understanding and represented by the Association, the City will inform the employee, as soon as possible, of the terms and provisions of this Memorandum of Understanding and will provide said employee with a copy of the current Memorandum of Understanding. The City shall make available two hours, at a mutually agreeable time, during the initial thirty (30) days of employment for new employee orientation by the Association. In addition, the City will also provide reasonable advance notice to the Association of all employee orientations conducted by the City.

2.1.9 Employee Information

The City shall provide the Association with the name, job title, department, work location, work, home and personal cell phone numbers, home address and personal email address on file with the City for all employees within the Association every 120 days. In addition, a report with

similar information of each Association new hire will be provided to the Association within 30 days of the hire date.

2.2 MANAGEMENT RIGHTS

The City reserves, retains, and is vested with, solely and exclusively, all rights of management which have not been expressly abridged by specific provision of this Memorandum of Understanding or by law to manage the City, as such rights existed prior to the execution of this Memorandum of Understanding. The sole and exclusive rights of management, as they are not abridged by this Agreement or by law, shall include, but not be limited to, the following rights:

1. To manage the City generally and to determine the issues of policy.
2. To determine the existence of facts which are the basis of the management decision.
3. To determine the necessity of any organization or any service or activity conducted by the City and expand or diminish services.
4. To determine the nature, manner, means, technology and extent of services to be provided to the public.
5. Methods of financing.
6. Types of equipment or technology to be used.
7. To determine and/or change the facilities, methods, technology, means and size of the work force by which the City operations are to be conducted.
8. To determine and change the number of locations, re-locations and types of operations, processes and materials to be used in carrying out all City functions including, but not limited to, the right to contract for or subcontract any work or operation of the City.
9. To assign work to and schedule employees in accordance with requirements as determined by the City, and to establish and change work schedules and assignments.
10. To relieve employees from duties for lack of work or similar non-disciplinary reasons.
11. To establish and modify organizational productivity and performance programs and standards.
12. To discharge, suspend, demote or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in City Personnel Rules and Regulations, the Firefighters Procedural Bill of Rights and this Memorandum of Understanding.
13. To determine job classifications and to reclassify employees.
14. To hire, transfer, promote and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding and the City's Rules and Regulations.
15. To determine policies, procedure and standards for selection, training and promotion of employees.
16. To establish employee performance standards including but not limited to, quality and quantity standards; and to require compliance therewith.
17. To maintain order and efficiency in its facilities and operations.
18. To establish and promulgate and/or modify rules and regulations to maintain order and safety in the City which are not in contravention with this Agreement.
19. To take any and all necessary action to carry out the mission of the City in emergencies.

The City and Association agree and understand that if, in the exercise of any of the rights set forth above, the effect of said exercise of rights by the City impacts an area within the scope of

representation as set forth in the Meyers/Milias/Brown Act, case law interpreting said act, and/or Federal law, the City shall have the duty to meet and confer with the Association regarding the impact of its decision/exercise of rights.

3 COMPENSATION

3.1 TOTAL COMPENSATION

~~3.1.1~~ *Entry Level Step*

~~All entry level Firefighters hired on or after July 1, 2013 shall be paid at the entry level step for the base hourly pay rate and incentives as indicated in Exhibit A through the probationary year.~~

~~3.1.2~~ 3.1.1 *Salary Increases*

First Year compensation increases will take effect the pay period including July 1, 2021 or the first full pay period following Council ratification of a new MOU, whichever occurs later:

Year 1:

- ~~Entry Level Firefighter - 2.0% general salary increase July 1, 2021 and 2.0% general salary increase January 1, 2022~~
- Firefighter Paramedic - 2.0% general salary increase July 1, 2021 and 2.0% general salary increase January 1, 2022
- Fire Engineer - 2.0% general salary increase July 1, 2021 and 1.5% general salary increase January 1, 2022
- Fire Captain - 2.0% general salary increase July 1, 2021 and 2.0% general salary increase January 1, 2022
- Fire Mechanic - 1.6%

Year 2:

- ~~Entry Level Firefighter 2 - 0% general salary increase July 1, 2022 and 2.0% general salary increase January 1, 2023~~
- Firefighter Paramedic - 2.0% general salary increase July 1, 2022 and 2.0% general salary increase January 1, 2023
- Fire Engineer - 2.0% general salary increase July 1, 2022 and 1.5% general salary increase January 1, 2023
- Fire Captain - 2.0% general salary increase July 1, 2022 and 2.0% general salary increase January 1, 2023
- Fire Mechanic - 1.6%

Year 3:

- ~~Entry Level Firefighter - 2.0% general salary increase July 1, 2023 and 2.0% general salary increase January 1, 2024~~
- Firefighter Paramedic - 2.0% general salary increase July 1, 2023 and 2.0% general salary increase January 1, 2024
- Fire Engineer - 2.0% general salary increase July 1, 2023 and 1.5% general salary increase January 1, 2024

- Fire Captain - 2.0% general salary increase July 1, 2023 and 2.0% general salary increase January 1, 2024
- Fire Mechanic - 1.6%

~~Effective the first full pay period including September 1, 2018, the City will increase base wages for all employees by 2.0%.~~

~~Effective the pay period including July 1, 2019, the City will increase base wages for all employees by 2.0%.~~

~~Future salary adjustments for Fire Mechanics will be based on labor market comparisons of Fire Mechanic positions that perform similar duties of the City's Fire Mechanic.~~

~~Effective July 1, 2008, the Fire Captain Specialist base hourly pay rate will be set at 5% above the Fire Captain base hourly pay rate (see Exhibit B).~~

~~3.1.3 — One-Time Payments~~

~~The following one-time, non-pensionable payments are limited to the two years cited in this agreement and are not scheduled to recur in the future.~~

~~Employees represented by the bargaining group will receive a one-time, non-pensionable payment of \$8,000 split as follows:~~

- ~~1. Effective the first full pay period following City Council approval of the MOU, a one-time, non-pensionable payment of \$5,000 in exchange for the elimination of Revenue Sharing. This payment will not contribute to Classic or PEPRA employees' pensions and is subject to normal payroll taxation; and~~
- ~~2.1. Effective the pay period including July 1, 2019, a one-time payment of \$3,000 in exchange for the elimination of Revenue Sharing. This payment will not contribute to Classic or PEPRA employees' pensions and is subject to normal payroll taxation.~~

~~3.1.4~~3.1.2 Compensation Goal & Definitions

It is the goal of the City Council to try to achieve a total compensation package for all employees represented by the Association in an amount equal to the following:

1. The average, plus one dollar, of the total compensation paid to the same or similar classifications in the following ten (10) cities/districts: Alameda, Alameda County, Fairfield, Hayward, Napa, Novato Fire District, Santa Rosa, Southern Marin, South San Francisco, and Vallejo; AND,
2. The highest total compensation paid to the same or similar classifications in agencies in Marin County.

Total Compensation for survey purposes shall be defined as: Top step base hourly pay rate (excluding longevity pay steps), educational incentive pay, EMT pay, holiday pay, uniform allowance, employer paid deferred compensation (except for such portion that may be part of employee cafeteria plan), employer's contribution towards employees' share of retirement, employer paid contributions toward insurance premiums for health, life, long term disability, dental and vision plans, and employer paid cafeteria/flexible spending accounts.

~~3.1.5~~3.1.3 Compensation Surveys

To measure progress towards the above-stated goal, the City will survey the benchmark position, Firefighter-Paramedic before February of the final year of this contract.

Identified benchmark positions from other agencies include positions that are filled as well as those that may be unfilled, so long as the benchmark position is identified by the survey agency as having similar job duties, qualifications, class and grade compared to the Association's benchmark position. The City and the Association may identify other city/agency positions to be included in San Rafael's compensation survey upon similar duties, qualifications, class and grade to those set out in Exhibit B of this MOU.

Survey data will include all salary and benefit increases, as defined in 'total compensation', in place or to be effective no later than February 1 of that same year. The City and the Association shall review the benchmark and related survey data for accuracy and completeness.

3.1.63.1.4 *Pay Schedule*

During the term of this Agreement, the parties may reopen negotiations on the City's proposed change of the payroll schedule for suppression personnel from 24 pay cycles per year to payment after each twenty-four day FLSA 207(k) work period, which would be approximately 15 pay cycles per year. Any changes to mandatory subjects of bargaining during the term of the MOU will be implemented subject to mutual agreement.

3.1.73.1.5 *Fair Labor Standards Act*

The Parties shall continue to discuss changes to ensure the City's compliance with the FLSA. The Parties understand that the City has the management right to administer its payroll system in compliance with the law and also understand that all impacts of any resulting changes to employee compensation must be negotiated with SRFA.

3.2 EDUCATIONAL INCENTIVE

To increase the educational level of the employees in the Fire Department, and to assist in the recruitment of public safety members into the fire service, the City shall pay an educational incentive in accordance with the following:

3.2.1 Thirty (30) College Units Fire Science

Employees who have completed their first year of full-time service with the San Rafael Fire Department and have successfully completed 30 accredited college units of Fire Science or Fire Technology shall receive additional compensation amounting to 2.5% of their base hourly pay rate.

3.2.2 AA Degree Fire Science

Employees who have completed their first year of full-time service with the San Rafael Fire Department and who possess an A.A. or A.S. degree in Fire Science or Fire Technology shall receive additional compensation amounting to 5% of their base hourly pay rate.

3.2.3 EMT I

Employees who have completed their first year of full-time service with the San Rafael Fire Department and who have successfully completed and who maintain an EMT I certification, accredited by the State of California or State Fire Marshal's Office, shall receive an additional compensation amounting to 2.5% of their base hourly pay rate. EMT I re-certification training shall be conducted on duty at times determined by the Fire Chief.

If an employee fails to maintain a valid EMT - 1, said employee shall lose their 2.5% incentive pay. All non-paramedic line employees hired on or after March 7, 1994 shall be required to possess and maintain a valid EMT - 1 certificate as a condition of employment.

3.2.4 Other Job-Related Courses

It is agreed that college course work other than those specified in “3.2.1.” and “3.2.2.” completed by non-safety members of the department may be deemed to be job-related by the Fire Chief to qualify for the 2.5% or 5.0% educational incentives. This is provided in lieu of “3.2.1.” or “3.2.2.” but will not preclude an employee from receiving “3.2.1.” or “3.2.2.” It is agreed that an employee shall receive not more than one (1) educational incentive. Educational incentive for non-safety members of the department shall not exceed 5.0% exclusive of EMT incentives.

3.3 OUT OF CLASS COMPENSATION

When safety employees work out of their normal classification, they will be compensated and governed by the following rules:

3.3.1 *Firefighters and Firefighter-Paramedics*

All firefighters and firefighter-paramedics with one and one-half (1.5) years or more of line service (line service is defined as active participation as a member of an Engine, Truck Company or Medic Unit working a standard 24 hour work schedule with the City of San Rafael Fire Department) who provide documentation which proves that they meet the eligibility requirements to take the Engineer’s promotional examination are eligible to work out-of-class as an Engineer.

All firefighters and firefighter-paramedics with four (4) years or more of line service (line service is defined as active participation as a member of an Engine, Truck Company or Medic Unit working a standard 24 hour work schedule with the City of San Rafael Fire Department) who provide documentation which proves that they meet the eligibility requirements to take the Captain’s promotional examination are eligible to work out-of-class as Captain.

When working out of class as Engineers or Captains, the Firefighter or Firefighter-Paramedic will be paid the appropriate out-of-class compensation for each full shift completed in the out-of-class position. They will be paid at the same step as their regular position, i.e., Step A – Firefighter-Paramedic is paid at Step A, - Engineer or Step A - Captain.

3.3.2 *Fire Engineers*

All Engineers who meet the minimum qualifications of the Captain classification will perform in Acting Captain status as needed and will be paid out-of-class compensation at the same step as their regular position, i.e., Step A - Engineer is paid at Step A - Captain. Engineers will be paid the out-of-class compensation for each full shift completed in the out-of-class position.

3.3.3 *Fire Captains*

All Fire Captains who meet the eligibility requirement to take the Battalion Chief-Operations promotional exam may work out of class as Battalion Chief-Operations. When working out of class as Battalion Chief-Operations, Captains will be paid the appropriate out-of-class compensation for each full shift completed. They will be paid at the same step as their regular position, i.e., Step C-Captain is paid at Step C–Battalion Chief–Operations.

3.4 SPECIALTY COMPENSATION

3.4.1 *Paramedic Certification*

Fire Captains and Engineers are not eligible for the Paramedic compensation. Fire Captains, Engineers and Firefighter-Paramedics are eligible for an A.C.L.S. incentive equal to 2.5% of their base hourly pay rate in lieu of the E.M.T. incentive (applicable only to those employees who have completed their first year of full-time service).

All fees and continuing education expenses associated with license maintenance will be reimbursed by the City upon verification of completion of the required training.

3.4.2 *Paramedic Liaison*

The Paramedic liaison and Assistant Paramedic liaison will be selected by those individuals assigned Paramedic duty and will serve for a minimum of one (1) year and a maximum of two (2) years. The individual selected as the Paramedic Liaison will receive \$200.00 per month premium pay over and above his/her base hourly pay rate while serving in this capacity. The individual selected as the Assistant Paramedic liaison will receive \$100 per month premium pay over and above his/her base hourly pay rate while serving in this capacity. Individuals may serve more than the 2 year maximum if no other candidates accept a nomination and run for the position.

3.4.3 *EMT I Ambulance Drivers*

EMT-1 drivers shall receive a ten-dollar (\$10.00) bonus for each shift, full or partial that they are assigned to drive either ambulance. Regular assignment to the paramedic unit as an EMT-1 shall be voluntary. Non-voluntary assignment to the paramedic unit as an EMT-1 shall be made to cover absence of members regularly assigned to the unit. Association members cannot refuse assignment to staff the paramedic ambulance.

3.4.4 *ALS Transport Units*

The Fire Department operates three ALS transport units. Two full-time ALS units will be staffed with two (2) Firefighter EMT-P. The "cross-staffed" ALS unit will be staffed with a minimum of one (1) Firefighter EMT-P and one (1) EMT Captain, Engineer, or Firefighter. The cross-staffed unit operates from a fire station that will be decided at the discretion of the Fire Chief and may vary on different platoons. Captain or Engineer EMT-Ps may volunteer to staff an ALS ambulance.

The Department will utilize an available fourth ALS Transport Unit at the discretion of the on-duty Battalion Chief or on-duty Fire Captains as needed to maintain adequate service levels.

The City shall have the right to deploy ALS Transport Units where needed as determined by the Fire Chief.

3.4.5 *BLS Transport Unit*

The department may deploy a BLS Transport Unit during the term of this agreement. The management and operational procedures related to this unit will be resolved through negotiations with the Department's Management Staff and the Association.

3.5 OTHER COMPENSATION

3.5.1 *Uniform Allowance*

Uniform members of the Fire Department shall receive a uniform allowance in the amount of \$567.50 at the completion of each six months of service ending May 31 and November 30. Uniform member employees shall receive a pro-rated amount during the first and last six months of service of \$94.58. Effective January 1, 2009 the City shall provide all new hire uniform members with 1 shirt and 1 pair of pants at the time of appointment. When needed, a maximum of 1 shirt and 1 pair of pants per year will be replaced by the City for all members. The uniform shall consist of Workrite Nomex pants and the Workrite Nomex uniform shirt. Fire Association members will be responsible for purchasing all other uniform related product with the uniform allowance provided. When uniform members leave employment, all shirts and pants will be returned to the department.

Fire administration will work with the Fire Association to identify 2 vendors for boot purchase. During odd numbered years, employees will be eligible for 1 pair of boots and will be responsible for any boot cost exceeding \$160.

3.5.2 *Call-Back Pay*

Employees covered by this Memorandum of Understanding shall be paid at a rate of time and one-half of the affected employee's regular hourly rate. Whenever an employee is asked to continue his/her work past the scheduled duty day or is called back to unscheduled duty by the Department. In such cases, a minimum of two hours callback pay shall be paid.

3.5.3 *Bilingual Pay*

Within the job classifications represented by the Union provisions are hereby established whereby an employee may receive bilingual pay for full fluency in a foreign language.

Full fluency is defined as a skill level that will allow the employee to fully assist someone else who does not speak English in coping with situations or problems by translating for, conversing with and/or reading or writing written material.

An employee can petition to the Fire Chief for this bilingual incentive pay. At the recommendation of the Fire Chief, the employee may begin to receive this bilingual pay incentive.

Criteria for approval of the bilingual pay incentive by the Fire Chief includes:

- a. Certification by a recognized school of the appropriate skill level; and/or
- b. Demonstrated ability of the proficiency level on the job; and
- c. Fire Chief's recommendation and statement that the bilingual skill of the employee can be of value to the department and the employee in the completion of their regular work assignments.

An employee approved for the bilingual pay incentive shall receive a ~~n-additional~~ flat dollar amount of \$200.00 per month above their base salary.

This bilingual pay incentive shall be reviewed annually and as shall continue as long as the employee demonstrates (by work experience or re-testing) the full fluency skill level; and as long as the Fire Chief indicates the value of this skill to the department and the employee in the completion of their regular work assignments. Removal of the bilingual pay incentive would be considered a non-disciplinary action.

4 BENEFITS

4.1 JOINT BENEFITS COMMITTEE

Both parties agree to continue to utilize the Joint Benefits Committee for on-going review of benefit programs, cost containment, and cost savings options. The committee shall be made up of representatives of Miscellaneous, Supervisory, Police, Fire and Management employees

4.2 HEALTH & WELFARE

4.2.1 *Full Flex Cafeteria Plan*

Effective January 1, 2010 the City implemented a full flex cafeteria plan for active employees in accordance with IRS Code Section 125. Active employees shall receive a monthly flex dollar allowance to purchase benefits under the full flex cafeteria plan.

The monthly flex dollar allowance includes the California Public Employees' Medical and Hospital Care Act (PEMHCA) contribution hereby referred to as the PEMHCA minimum contribution for an Employee, an Employee & One Dependent or an Employee & Two or More Dependents.

The monthly flex dollar allowance effective the first paycheck in December 20~~21~~¹⁷ shall be:

For employee only:	\$ 733.39 <u>755.62</u>
For employee and one dependent:	\$ 1,173.42 <u>1,220.46</u>
For employee and two or more dependents:	\$ 1,525.46 <u>1,798.14</u>

The monthly flex dollar allowance effective the first paycheck in June 2024 shall be:

<u>For employee only:</u>	<u>\$ 733.39</u>
<u>For employee and one dependent:</u>	<u>\$1,173.42</u>
<u>For employee and two or more dependents:</u>	<u>\$1,525.46</u>

Effective December 2018, flex dollar allowances shall increase on the first paycheck in December up to a maximum of three percent (3.0%) on an annual basis, based on but not to exceed the Kaiser Bay Area premium rate increase for the upcoming calendar year.

The monthly flex dollar allowance may be used in accordance with the terms of the cafeteria plan to purchase medical insurance, taken in the form of cash to contribute to a deferred compensation (457) plan, or may be converted to taxable income.

Conditional Opt-Out Payment: An employee may elect to waive the City's health insurance coverage and receive \$300 monthly Opt-Out payment in accordance with the terms of the cafeteria plan, and the Affordable Care Act, if the employee complies with the following conditions:

- 1) The employee certifies that the employee and all individuals in the employee's tax family for whom coverage is waived, have alternative Minimum Essential Coverage as defined by the Patient Protection and Affordable Care Act through a provider other than a federal marketplace, a state exchange, or an individual policy.
- 2) During the City's annual open enrollment period, the employee must complete an annual written attestation confirming that the employee and the other members of the employee's tax family are enrolled in alternative Minimum Essential Coverage. The employee agrees to notify the City no later than 30 days if the employee or other member(s) of the employee's tax family lose coverage under the alternative Minimum Essential Coverage Plan.
- 3) The employee understands that the City is legally required to immediately stop conditional opt-out payments if the City learns that the employee and/or members of the employee's family do not have the alternative Minimal Essential Coverage.

The City reserves the right to modify at any time, the amount an employee is eligible to receive under this paragraph, if required by IRS Cafeteria Plan regulations, other legislation or Federal and/or California agency guidance.

4.2.2 *Life Insurance and Accidental Death & Dismemberment*

The City pays premiums for a life insurance and Accidental Death and Dismemberment (AD&D) policy for each employee. The life and AD&D policy shall provide a \$5,000 life insurance and a \$5,000 AD&D benefit.

Members of the Firefighters Association may choose to subscribe to a long-term disability (LTD) plan other than that offered by the City as long as there is no cost to the City.

4.2.3 *Retirees Health Insurance*

Employees represented by the Association who retire from the Marin County Retirement System are subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans and are eligible to continue in the City's retiree group health insurance program offered through PEMHCA. The City's contribution towards retiree coverage shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis.

A. Employees hired on or before January 1, 2010

The City shall make a monthly retiree health insurance payment on behalf of employees hired before January 1, 2010 and who retire from the City of San Rafael as described in this Section.

The City's monthly payment shall be the difference between the premium cost of coverage minus the PEMHCA minimum contribution. The City's total payment (PEMHCA minimum contribution plus additional cost of retiree premiums) shall not exceed \$557 per month. The City's retiree health insurance contribution shall continue for the lifetime of the retiree and retiree's spouse, in accordance with PEMHCA eligibility provisions for coverage.

B. Employees hired by the City on or after January 1, 2010 and who meet the eligibility requirements for retiree health insurance are eligible to continue in the City's group health insurance program. The City's maximum contribution towards retiree coverage under this subsection, 4.2.3 B, shall be the PEMHCA minimum contribution as determined by CalPERS on an annual basis. The City shall not be responsible for making any contributions towards the cost of coverage of the retiree's spouse, registered domestic partner, or dependents upon the employee's retirement from the City.

4.2.4 *Contributions into Retiree Health Savings Account (RHSA)*

For employees hired on or after January 1, 2010, the City shall make a contribution each pay period into a Retiree Health Savings Account (RHSA) equal to 2.0% of top Step Firefighter-Paramedic base hourly pay for the pay period. Each eligible employee will make a contribution in the same amount each pay period as a payroll deduction. In the event an employee's salary is not sufficient to contribute the 2.0%, no City or employee contribution will be made until such time as the employee's salary is sufficient to make the contribution.

This contribution will occur each pay period beginning the month after the employee has been hired.

4.2.5 *Deferred Compensation Plan*

Over the course of this Agreement, the City will provide up to two deferred compensation plan providers, as allowed under the Internal Revenue Code Section 457. Costs of the plan are solely the responsibility of employees. No City contributions are provided for employees, except under the Payback provision identified in subsection 4.2.1 of this Memorandum of

Understanding.

4.2.6 *Flexible Spending Account (125 Plan) for Health & Dependent Care Expenses Reimbursement*

The City will continue to offer a Flexible Spending Account (Section 125 Plan) pursuant to the IRS Code. Flexible Spending Accounts offered by the City include:

- a. Out-of-pocket medical expenses that qualify under the IRS Code effective January 1, 2013 at IRS Code limit, not to exceed \$2,500.
- b. Dependent care expenses that qualify under the IRS Code at the IRS Code limit (currently \$5,000 for calendar year 2006).
- c. Excess Medical premiums shall be deducted from employee's pay with pre-tax dollars as long as such deduction is allowable under the applicable IRS Code.

The City shall establish an annual enrollment period for the Flexible Spending Account and each employee must re-enroll if he/she wishes to participate in the FSA for the following calendar year. The City shall have the authority to implement changes to the FSA programs to comply with changes in applicable IRS laws without having to go through the meet and confer process.

4.3 DENTAL PLAN

4.3.1 *Dental Plan*

- a. The City will provide a dental insurance program providing 100% coverage for diagnostic and preventative care; \$25.00 deductible on corrective care (80/20 cost sharing after deductible) per calendar year per person, with a \$75 deductible limit per family; and orthodontic care (50/50 cost sharing).
- b. The dental plan shall provide for an 80/20 cost sharing for basic services such as casts, crowns and restorations. Major services such as bridgework and dentures are covered using a 50/50 cost sharing formula.
- c. The City will pay the entire premium cost for such a dental plan and shall pay the entire cost for any premium rate increases occurring during the term of this agreement.
- d. The calendar year benefit for each eligible, enrolled member is \$1,500 per calendar year. Orthodontic benefits remain unchanged and are limited to those dependents up to the age of 19 and subject to a \$1,000 per person, per lifetime benefit.

4.4 RETIREMENT

4.4.1 *Retirement Contribution*

Bargaining unit members shall pay the full share of the employee's contribution to the Marin County Retirement System.

Member Cost of Living Rates. Bargaining unit members who are eligible to participate in the Marin County Employee Retirement Association will pay their full share of member's cost of living rates as allowed under Articles 6 and 6.8 of the 1937 Retirement Act. Miscellaneous and safety member contribution rates include both the basic and COLA portions (50% of COLA is charged to members as defined in the 1937 Act).

4.4.2 *Additional Pension Funding*

Effective the pay period including September 1, 2013, each member shall pay an additional 1.0% of pensionable compensation to the Marin County Employee Retirement Association

through a payroll deduction to help fund pension. This deduction shall be made on a pre-tax basis to the extent allowed by law.

4.4.3 *Retirement Plans*

On January 1, 2007, the City shall provide the Marin County Employee Retirement Association 3% at 55-retirement program to all safety members, as defined under the 1937 Act Government Code Section 31664, subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans. This is based on an employee's single highest year of compensation with a 3% COLA benefit cap.

On January 1, 2007, the City shall provide the Marin County Employee Retirement Association 2.7% at 55-retirement program to all miscellaneous members, as defined under the 1937 Act Government Code Section 31676, subject to Marin County Employee Retirement Association procedures and regulations and applicable 1937 Act laws that govern such plans. This is based on an employee's single highest year of compensation with a 3% COLA benefit cap.

Safety employees hired on or after July 1, 2011 will receive an MCERA retirement benefit at the formula 3%@55, calculated based on the average of their highest consecutive three years of compensation, with a 2% COLA benefit cap.

Miscellaneous employees hired on or after July 1, 2011 will receive an MCERA retirement benefit at the formula 2% at 55, calculated based on the average of their highest consecutive three years of compensation, in accordance with MCERA regulations. The annual pension adjustment will be a maximum of 2% COLA.

Safety employees hired on or after January 1, 2013 who are defined as "new members" of MCERA in accordance with the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the MCERA 2.7% @ 57 plan for Safety members. The employee is responsible for paying the employee contribution of half of the total normal cost of the plan, as defined by MCERA, through a payroll deduction. Final compensation will be based upon the highest annual average compensation earnable during the thirty-six (36) consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee.

Miscellaneous employees hired on or after January 1, 2013 who are defined as "new members" of MCERA in accordance with the Public Employees' Pension Reform Act (PEPRA) of 2013, shall be enrolled in the MCERA 2% @ 62 plan for Miscellaneous members. The employee is responsible for paying the employee contribution of half of the total normal cost of the plan, as defined by MCERA, through a payroll deduction. Final compensation will be based upon the highest annual average compensation earnable during the thirty-six (36) consecutive months of employment immediately preceding the effective date of his or her retirement or some other period designated by the retiring employee.

5 SICK LEAVE

5.1.1 *Accrual*

Each eligible full-time employee working a 56-hour work week shall earn sick leave credits at the rate of twelve (12) hours per month. Represented employees working a 40-hour work week shall continue to earn sick leave credits at the rate of eight (8) hours per month.

All eligible full-time employees shall earn sick leave credits at the rates specified above, commencing with the date of employment. Unused sick leave may be accumulated to any amount, but a cap exists for payoff purposes (see Section 5.1.4). The sick leave accrual rate is prorated for eligible part time employees.

5.1.2 Sick Leave Usage

An employee eligible for sick leave with pay will be granted such leave with approval of the department head for the following purposes:

- a. Personal illness of the employee or illness within the immediate family (immediate family under subsection 5.1.2 a is defined as employee's spouse, registered domestic partner, dependent children, grandparent, grandchild, sibling and/or employee's parents, ~~not or~~ parent-in-laws) or physical incapacity of the employee resulting from causes beyond the employee's control; or
- b. Enforced quarantine of the employee in accordance with community health regulations; or
- c. In the event of a death or critical illness in the immediate family, an employee may, upon proper notification, be allowed to be granted an absence up to five (5) consecutive calendar days (combining duty and off duty days), using sick leave as needed during this period of absence, for such a circumstance either in or out of state. Where such death or critical illness has occurred, the employee will be expected to furnish satisfactory evidence of the situation to the Fire Chief if requested. The employee may request, and on approval of the Department Head, receive additional sick leave hours off in the event of such a death or critical illness in the immediate family. The immediate family is defined as spouse, children, parents, grandparents, brothers or sisters.

Except that in a. and b. above, an employee may not use sick leave for a work-related injury and/or illness once said employee has been determined permanent and stationary. The Association acknowledges the Fire Chief's right to investigate sick leave abuse.

5.1.3 Sick Leave Service Credit Option

Employees who are eligible to accrue sick leave and who retire from the City of San Rafael, on or after July 1, 1999, and within 120 days of leaving City employment (excludes deferred retirement), shall receive employment service credit, for retirement purposes only, for all hours of accrued, unused sick leave (exclusive of any sick leave hours said employee is eligible to receive and elects to receive in compensation at the time of retirement, pursuant to Section 5.1.4 - Sick Leave Payoff).

5.1.4 Sick Leave Payoff upon Termination of Employment

Upon termination of employment by resignation, retirement or death, employees who leave the municipal service in good standing shall receive compensation of all accumulated unused sick leave, based upon the rate of two percent (2%) of each year of service to a maximum of fifty percent (50%). The maximum accrual limits for sick leave payoff purposes are 1,200 hours for employees working a 40-hour work week and 1,680 hours for employees working a 56-hour work week. Sick leave payoff would be subject to a maximum of 600 hours for 40-hour per week employees and 840 hours for 56-hour per week employees, subject to the 2% per year formula noted above.

5.2 VACATION LEAVE

5.2.1 Policy Statement

Four (4) members per shift shall be allowed off on vacation during all days of the calendar year except for those sets of shifts containing a designated holiday as defined in Section 5.4.1 and including December 24th and 31st. For sets of shifts containing a holiday, three (3) members shall be allowed off on vacation. Vacation shall be administered in accordance with current Fire Department policy, which is incorporated into this MOU by reference of this statement.

5.2.2 *Rate of Accrual*

Vacation benefits shall accrue during the probationary period. Each regular full-time employee (part time regular are prorated) shall accrue vacation at the rate shown in the charts below:

For 40-hour per week employees

MONTHS OF SERVICE	ACCRUAL PER YEAR	ACCRUAL PER PAY PERIOD
0 – 35 months	10 days or 80 hours	3.33 hours
36 – 119 months	15 days or 120 hours	5.0 hours
120 – 179 months	20 days or 160 hours	6.66 hours
180+ months	25 days or 200 hours	8.34 hours

For 56-hour per week employees

MONTHS OF SERVICE	ACCRUAL PER YEAR	ACCRUAL PER PAY PERIOD
0 – 35 months	5 shifts or 120 hours	5.0 hours
36 – 119 months	7.5 shifts or 180 hours	7.5 hours
120 – 179 months	10.0 shifts or 240 hours	10 hours
180+ months	12.5 shifts or 300 hours	12.5 hours

5.2.3 *Vacation Accrual Cap*

During each calendar year employees will be limited (capped) in the number of vacation hours they can accrue.

No employee may accrue more than 250 hours for 40-hour per week employees and 396 hours for 56-hour per week employees. Vacation accruals will resume once the employee's accumulated vacation balance falls below the allowable cap limit.

Employees may, for special situations, i.e., extended medical leave, request an increase in their cap. Each request will need to be in writing, submitted through the department, and received the approval of the Fire Chief and the City Manager. Such requests would be reviewed on a case-by-case basis and would be evaluated based on the reason for the request and be consistent with the provisions of the MOU. This additional vacation accrual could not exceed one-half of the employee's regular annual vacation accrual. In no case would the addition of vacation accrual over the cap be extended beyond one additional year.

In the event that one or more City holidays falls within an annual vacation leave, such holidays shall not be charged as vacation leave, unless the employee is on a schedule to be paid for designated holidays in lieu of days off.

Upon termination, an employee shall be compensated in cash at his/her current rate of pay for any vacation accrued but not taken, up to the maximum accrual cap, provided that the employee has successfully completed his/her initial probationary period.

5.2.4 *Vacation Accrual when on 4850 Leave*

While on 4850 leave, if an employee exceeds the maximum vacation accrual (250 for 40 hours/week employees or 396 for 56 hours/week employees) he/she will be bought down to 200 vacation hours for 40-hour employees and 300 vacation hours for 56-hour employees. This buy-down will occur when the employee returns to regular duty and will be documented via a Personnel Action Report (PAR). The buy-down will not prevent employees from participating in the vacation conversion program or the vacation cash in program. Once the employee's hours have been bought down the employee will then continue to accrue vacation hours at their regular rate.

5.2.5 *Vacation Relief*

Beginning January 2005, the City converted to the constant staffing model and was no longer hiring vacation relief positions. Should the City wish to return to using vacation relief, following meeting and conferring with the Firefighter's Association on the implementation of such change, primary selection for vacation relief will occur annually and will be voluntary based on seniority (those employees in the Firefighter job class with the most seniority in the Fire Department will have the first opportunity to sign up for vacation relief.

If through the above reference voluntary selection process the department is unable to identify an adequate number of firefighters for this annual assignment employees will be assigned by the department using a least senior (seniority within the Fire Department) procedure.

Employees volunteering and/or being assigned to the vacation relief assignment must have completed two years with the San Rafael Fire Department as a safety member. At no time will there be more than two (2) Firefighter/Paramedics per shift assigned to Vacation Relief.

Those employees assigned to this annual vacation relief assignment shall be paid \$125.00 per month.

No employee shall serve more than three (3) consecutive years on vacation relief. After three (3) years of not serving on vacation relief, such employee may then work up to three (3) consecutive years on vacation relief.

5.3 LEAVE CONVERSION TO HOUR FOR HOUR

5.3.1 *Accrued Balance Conversion*

On January 1, 1995, each employee covered by this Memorandum of Understanding working a regularly scheduled 24-hour shift schedule had their current balances of accrued sick leave hours and accrued vacation leave hours multiplied by a factor of 1.5. The resulting figures then became each employee's new accrued balances of sick and vacation leave.

5.3.2 *Sick and Vacation Leave Usage*

Each employee covered by this Memorandum of Understanding shall have one (1) hour of sick leave or one (1) hour of vacation leave, as appropriate, deducted from their accrued balance for each hour of leave used during any reportable 24-hour period.

5.3.3 *Hourly Rate for Leave Payoff*

Effective with the conversion to hour for hour reporting, the hourly rate used for leave payoff purposes shall be based on 2080 annual work hours for represented job classes working a 40 hour work week and 2920 annual work hours for represented job classes working a 24-hour shift schedule.

5.3.4 *Vacation and Sick Leave Accrual Conversion*

When a member moves from a 24-hour shift schedule to a 40-hour work week, accrued vacation and sick hours will be multiplied by 0.714 to determine new vacation and sick leave balances.

When a member moves from a 40-hour work week to a 24-hour shift schedule, accrued vacation and sick hours will be multiplied by 1.4 to determine new vacation and sick leave balances.

Vacation and sick leave accrual for employees on a 40-hour work week will be at the rates outlined (per pay period) in the MOU for 40-hour work week employees.

5.4 HOLIDAYS

5.4.1 *Days Observed*

Employees covered under this Memorandum of Understanding shall be entitled to the following holidays:

January 1 st	New Year's Day
Third Monday in January	Martin Luther King Day
February 12 th	Lincoln's Birthday
Third Monday in February	Washington's Birthday
March 31 st	Cesar Chavez Birthday
Last Monday in May	Memorial Day
July 4 th	Independence Day
First Monday in September	Labor Day
September 9 th	Admission Day
As observed by the City of San Rafael	Veteran's Day
As observed by the City of San Rafael	Thanksgiving Day
As observed by the City of San Rafael	Day after Thanksgiving
December 25 th	Christmas Day

5.4.2 *Holiday Pay*

All twenty-four hour shift employees covered under this Memorandum of Understanding are entitled to additional straight time compensation for every holiday in Section 5.4.1 that they are employed with the City. Straight time or straight hourly rate is defined as base hourly rate plus eligible premium pays. Said compensation shall be paid twice each year on the first pay period of December and the first pay period of June. Effective January 1, 2019, said compensation will be paid in the pay period in which the holiday occurs. The holiday pay formula for each holiday will be based on the employee's straight hourly rate multiplied by twelve hours. The holiday pay amount will be factored into the regular rate of pay for FLSA overtime.

All 40-hour week employees shall receive an 8-hour paid day-off or shall be paid one hour of additional straight time for each hour worked on the holidays listed in Section 5.4, in addition to 8 hours of holiday compensation at the straight hourly rate.

5.4.3 *Holiday Routine*

Holiday routine shall apply to New Year's Day, Martin Luther King Day, Presidents' Day, Cesar Chavez Day, Memorial Day, Independence Day, Labor Day, Veterans Day, Thanksgiving, the day after Thanksgiving and Christmas. In addition to the emergency responses, the holiday

routine shall consist of the normal daily emergency preparedness, routine maintenance of facilities and equipment and the related administrative work, and participation in public education or community events.

5.5 OTHER LEAVE

5.5.1 Court Appearance

Employees required to appear in court or other official hearings shall be granted a leave of absence with pay from their assigned duty until released by the Court. Employees required to appear in Court or other official hearings other than during their regular tour of duty shall receive a minimum of four (4) hours pay calculated at one and one-half times the employee's base hourly pay rate. Employees shall appear in Class A uniform. The Fire Department, when informed, shall provide appearance information for the employees. This information shall be made available, if known, by 6:00 p.m. on the last court day preceding the scheduled appearance date of the employee. Employees will be responsible for calling the dispatcher after 6:00 p.m.

5.5.2 Jury Duty

Employees required to report to jury duty shall be granted a leave of absence with pay from their assigned duty until released by the court. The employee shall notify his/her employer in advance when summoned for jury duty. If the employee is a shift employee and is selected to serve on a jury, said employee shall not be required to perform duty during non-court hours until released by the court.

5.5.3 Military Leave

Military leave as defined in State law shall be granted to any regular employee.

All employees entitled to Military Leave shall give the Fire Chief a reasonable opportunity, within the limits of military regulations, to determine when such leave shall be taken.

5.5.4 Workers' Compensation / Industrial Injury Leave

Safety employees shall be governed by the provisions of Section 4850, et seq. of the Labor Code. Non-safety employees shall be governed by applicable state law and City Rules and Regulations. Refer to Section 5.1.2. for qualifications regarding use of accrued sick leave.

5.5.5 Family Medical Leave / California Family Rights Act

Family leave shall be granted in accordance with the Federal FMLA of 1993 and the CFRA of 1991. Requests for Family leave are submitted to the Fire Chief for approval and reviewed by the Human Resources Director for consistency with the law prior to approval.

5.5.6 Catastrophic Leave

Effective July 1, 2008 Association members have agreed to adhere to the provisions of the City's Catastrophic Leave Policy which is available on the City's Intranet website.

5.5.7 Bereavement Leave

In the event of the death of an employee's spouse, registered domestic partner, child, parent, ~~brother, sistersibling~~, in-law(s), grandparent, grandchild or a relative who lives or has lived in the home of the employee to such an extent that the relative was considered a member of the immediate family and/or another individual who has a legal familial relationship to the employee and resided in the employee's household, up to three (3) days for 37.5 hour per week represented employees (2 shifts for 56 hour per week employees) of paid bereavement leave within the state and up to five (5) days for 37.5 hour per week represented employees (2 shifts

for 56 hour per week employees) of paid bereavement leave may be granted to attend an out of state funeral.

In those cases where the death involves an individual other than immediate family, who had such a relationship with the employees, as defined above, the employee shall sign a simple affidavit describing the relationship and submit this to the Fire Chief as part of the request for bereavement leave.

6 TERMS & CONDITIONS OF EMPLOYMENT

6.1 HOURS OF WORK

All suppression employees shall work a set of twenty-four hour shifts within a three (3) platoon system. Each suppression shift lasts twenty-four (24) consecutive hours, commencing at 0800 and continuing through 0800 the following day. A set is two consecutive twenty-four hour shifts.

6.1.1 *Work Schedule / Established Work Week*

Employees shall be assigned to either eight hours per shift, 40 hour per calendar week administrative shifts or twenty-four hour suppression shifts. All suppression employees are scheduled to work four sets of twenty-four (24) hour shifts within each twenty-four (24) day FLSA Section 7k work period as is illustrated below (commonly referred to as the "2X4" schedule):

X = 24 hour on-duty period

0 = 24 hour off-duty period

Example: XXOOOO/XXOOOO/XXOOOO/XXOOOO

Fire prevention personnel may work different schedules according to administrative needs.

Any employee working the 2 X 4 suppression schedule described above may agree to transfer to prevention, training or other special assignment, subject to the approval of the Fire Chief. An employee assigned to any of these special assignments who works an eight-hour shift shall receive a 5.0% premium pay. The special assignment shall last two years unless the Fire Chief and employee agree to extend the assignment.

The 2 X 4 schedule shall not change the rules regarding use of sick leave. Employees should notify the Fire Department administration that sick leave use is needed according to current policy and before each 24-hour shift. It is acknowledged by all parties that if a Fire Captain, Fire Division Chief or Fire Battalion Chief determines that an employee is too fatigued to continue work said Officer is authorized to send the employee home on sick leave.

6.1.2 *Shift Trade Policy*

To provide a mechanism which will enable Fire Department members to take a normally assigned work shift off without having to use vacation time, a shift trade policy has been implemented in order to maintain appropriate staffing levels. Refer to Fire Department Policy IVI.

6.2 OVERTIME

6.2.1 *Overtime*

The work period for suppression personnel is twenty-four days pursuant to Section 207(k) of the FLSA, which begins at 8 a.m. on the first day of the work period and at 7:59 a.m. on the last day of the work period. [The work period for non-suppression employees is seven days per week for 40 hours per week.](#) The work period for administrative personnel is seven days, Sunday

through Saturday of each calendar week. For administrative personnel, all work periods begin at midnight on the first day of the period and end one minute before midnight on the last day of the period.

The City shall pay FLSA overtime, i.e. hours actually worked in excess of 182 per 24-day work period, in compliance with the law. [For non-suppression employees, the City shall pay FLSA overtime for any hours actually worked in excess of 40 hours per seven-day work period.](#)

Approved paid vacation and approved paid sick leave shall count as hours worked towards overtime. There shall be no compensatory time off; all overtime shall be paid overtime.

In order to maintain appropriate staffing levels, all overtime coverage will be made on a rank for rank basis only as outlined in Fire Department Policy IVI, or with the assurance all positions within the company are covered to current department standards, including the placement of at least one person licensed as a paramedic on each company.

The City may reopen negotiations during the term of the Agreement to negotiate any issue within the scope of representation affected by the City's administration of a new payroll system and/or changes made to comply with the FLSA.

6.2.2 Contract Overtime

For employees working a twenty-four hour shift schedule, approved paid vacation and approved paid sick leave shall count as hours worked towards overtime.

For employees working an eight-hour shift schedule, approved paid vacation and approved paid sick leave shall count as hours worked towards overtime eligibility..

6.2.3 Maximum Continuous Hours of Work

No employee shall work more than one hundred and twenty (120) consecutive hours without the written approval of the Fire Chief or the Fire Chief's designee.

6.3 EMD-CERTIFICATION

EMT-D certification is a requirement for each employee with a safety classification. The certification is to be conducted on duty, between the hours 0800 and 1700, and counted as a portion of the eight-hour routine duty day.

6.4 SELECTION PROCESS

6.4.1 Promotional Recruitments

Recruitments in the Firefighter series to the rank of Fire Engineer and Fire Captain shall be promotional. In the event that no qualified candidates are identified through the examination process, the position(s) will remain vacant and another promotional recruitment will begin as soon as feasible, as determined by the Fire Chief. This will continue until a qualified candidate is found. The City will strive to maintain active promotional lists to prepare for vacancies.

6.4.2 Fire Captain Qualifications

Option 1

- A. Four (4) years full time suppression experience in the Firefighter series.
- B. Associate Degree in Fire Science or Fire Technology.
- C. San Rafael Fire Department Engineer Certification or Engineer Rank.
- D. Completion of NWCG S-231 and S-290 curriculum.
- E. State Fire Training Fire Officer Certification or completion of State Fire Training Company officer curriculum.

- or -

Option 2

- A. Five (5) years full time suppression experience in the Firefighter series.
- B. State Fire Training Fire Officer Certification or completion of State Fire Training Company Officer curriculum.
- C. San Rafael Fire Department Engineer Certification or Engineer rank.
- D. Completion of NWCG S-231 and S-290 curriculum.

- or -

Option 3

- A. Ten (10) years full time suppression experience in the Firefighter series.
- B. San Rafael Fire Department Engineer Certification or Engineer rank.
- C. Completion of Fire Command 1A and 1B or Company Officer 2D.
- D. Completion of NWCG S-231 and S-290 curriculum.

- or -

Option 4

- A. Seven (7) years full time suppression experience in the Firefighter series, with three (3) of those being in the position of Fire Engineer with the City of San Rafael
- B. Fire Command 1A and 1B or Company Officer 2D.
- C. Completion of NWCG S-231 and S-290 curriculum

For the purpose of definition, in Section 6.4.2., Firefighter series shall mean the following job classes: Firefighter, Firefighter-Paramedic, Fire Engineer and Fire Captain.

6.4.3 Fire Captain – Administrative Duty

Application for and acceptance of the position of Fire Captain includes the explicit understanding that Fire Captains may be assigned to either:

- A. Supervise a Fire Company and work a 24-hour per day shift on a 2 x 4 schedule
or
- B. Perform an Administrative assignment with the following conditions:
 - 1. Employee has cleared probation
 - 2. Employee will serve as the Training/ Safety Coordinator
 - 3. To serve as EMS Coordinator
 - 4. Assignment is for a 40-hour work week
 - Four 10-hour work days per week is optional.
 - Work day will include 1 hour for physical fitness

Assignment to Administrative Duty

In the event Administrative assignments remain vacant following the solicitation of volunteers, the assignment will be filled using reverse seniority based on each employee’s date of appointment.

Administrative positions will be filled at the time of the Station bidding and will last for a 2 year period. Any period of time less than 2 years will be considered on a hardship basis at the discretion of the Chief and the incumbent.

In the event that a Captain has fulfilled a 2 year Administrative position but no positions as a Fire Company Captain are available, the Administrative position shall return to the bid process. If no officers choose the Administrative position it shall be filled by the least senior Captain having completed probation.

Once a Captain has served two years in an Administrative position, he/she will not be required to serve again. However, a person serving in the Administrative position may serve in that capacity for more than two years per the discretion of the Chief and the incumbent.

If 2 or more line Captain assignments are vacant at the time of the Station bid, the Administrative position shall be suspended until the Department is able to reach full staffing of the Captain position. When full staffing has been achieved the position shall return to the bid process.

Compensation and Overtime

Captains filling an Administrative position shall receive (5%) Premium Pay as outlined in Section 6.1.1 and shall also receive an additional Incentive Pay of 5% added to the base salary. However, when a Captain works overtime while on Administrative assignment, this additional 10% will not be added to the hourly rate and overtime pay shall be based on the base salary.

Captains filling an Administrative assignment are eligible for shift overtime if it does not conflict with their regular work schedule. If a Captain works shift overtime, the hourly rate of pay will be adjusted to the 24-hour shift rate and the hourly rate will not include the 5% Premium Pay or the 5% Incentive Pay. Captains filling administrative assignments are exempt from mandatory overtime.

Vacation and Sick Leave Accrual

When a member moves from a 24-hour shift to a 40-hour work week, accrued vacation and sick hours will be multiplied by 0.714 to determine new vacation and sick leave balance.

When a member moves from a 40-hour work week to a 24-hour shift, accrued vacation and sick hours will be multiplied by 1.4, to determine new vacation and sick leave balance.

Vacation and sick leave accrual for employees on a 40-hour work week will be at the rates outlined (per pay period) in the MOU for 40-hour work week employees.

6.4.4 Rule of Three

Appointments made off of departmental promotional lists or open lists for Fire Department vacancies which have Fire Department employees on them require filling of vacancies from within the top three names on a certified list as follows:

- 1 opening = 3 candidates
- 2 openings = 4 candidates
- 3 openings = 5 candidates and etc.

The Human Resources Director may remove a name of an eligible employee from a list if he/she has been rejected or passed over three times by the appointing authority.

Nothing herein shall require use of a Rule of Three for entry-level selections, which shall be subject to a Rule of the List. Should the number of candidates fall below the stated number for the vacancy openings, the Human Resources Director may certify an eligibility list in accordance with the City's Personnel Rules and Regulations Article 6.6.

6.4.5 *Duration of Eligibility Lists*

Eligibility lists (entry level and promotional) shall remain in effect for twelve (12) months from the established date and can be extended by an additional six (6) months at the written request of the Fire Chief.

6.5 CAREER DEVELOPMENT PROGRAM

The San Rafael Firefighters Association agrees to conform to the Career Development Guidelines regarding Engineer Certification (Policy 1-V-10) and Firefighter (Policy 1-V-9) as revised 11-18-03 and 9-23-08 respectively, and said policy is hereby incorporated by reference.

6.6 PROBATIONARY PERIOD

6.6.1 *Purpose of Probation*

The purpose of probation is to give the City an opportunity to evaluate an employee's performance prior to the employee entering regular status.

6.6.2 *Periodic Probationary Evaluation*

After passing an examination and accepting appointment, each employee shall serve a probationary period. During this probationary period the employee's performance shall be evaluated at least twice, once during the fourth (4th) month and once during the eighth (8th) month. The results of these evaluations shall be discussed with the employee.

6.6.3 *Length of Probationary Period*

The probationary period on original and promotional appointments shall be for twelve (12) months.

6.6.4 *Rejection During Probation*

During the probationary period an employee may be rejected at any time by the Fire Chief without the right of appeal, except as provided by law.

6.6.5 *Extension of Probationary Period*

The probationary period shall not be extended except in the case of extended illness or injury or compelling personal situation during which time the employee was unable to work. In such cases, the probationary period may be extended for the length of time the ill or injured employee was unable to work.

6.6.6 *Notification of Extension or Rejection*

The Fire Chief shall notify the Human Resources Director in writing of his/her intention to extend the employee's probationary period or reject the employee. After discussion with the Human Resources Director, the Fire Chief shall notify the employee in writing of his/her extension or rejection.

6.6.7 *Regular Status*

For the purpose of this agreement, regular status shall mean; full time, non-probationary status. Regular status shall commence with the day following the expiration date of a probationary period.

6.6.8 *Promotion of Probationary Employee*

An employee serving a probationary period may be promoted to a position in a higher classification. When an employee is promoted under such circumstances, the probationary

period of the lower classification shall be suspended. This suspension, the new promotional probationary period and the promotional appointment shall commence on the same date.

6.6.9 *Unsuccessful Passage of Promotional Probation*

An employee who does not successfully pass his/her promotional probationary period shall be reinstated to the position in which the employee held regular status prior to his/her promotion. If the employee was serving a probationary period at the time of promotion, the suspension of the prior probationary period shall be lifted, the employee shall be reinstated to probationary status in the prior classification and the remainder of that period shall be served. Provided, however, that if the cause for not passing the promotional probationary period is sufficient grounds for dismissal, the employee shall be subject to dismissal without reinstated to the lower position. If the employee has completed the probationary period in the prior classification and the employee is subject to dismissal without reinstatement, the employee has the opportunity to appeal pursuant to the provisions of the Firefighters Procedural Bill of Rights Act and this Memorandum of Understanding.

6.7 TRANSFERS / REASSIGNMENTS

6.7.1 *Types of Transfers*

Transfers may be within the same department (intra-departmental) or between departments (inter-departmental). The requirements for each are as follows:

- a. **Inter-departmental transfers.** An employee may be transferred from a position in one department to a position in the same classification in another department, with the recommendation of the two department heads and the approval of the City Manager.
- b. **Voluntary transfers.** An employee may make a written request for transfer to the Personnel Director to a position in the same or similar classification with the same salary range. Such a request may be made on the recommendation of the affected department head(s) and the approval of the City Manager.

6.7.2 *Minimum Qualifications & Probation*

Any persons transferred to a different classification shall possess the minimum qualifications for that classification. In the case of a voluntary transfer, the employee shall serve a six (6) month probationary period.

6.7.3 *Station Transfers*

Station transfer will be in accordance with department policy 1-V-24, Station Bid Preference Guideline, which is hereby incorporated by reference.

6.8 STAFFING LEVELS

6.8.1 *Constant Staffing*

The City determines the level of service and therefore the overall size of the Fire Department's staff. However, the City is committed to provide safe staffing levels for the City's firefighters and the public. The City and the Association agree to continue Constant Staffing as implemented in 2005. This allows the City to maintain staffing needs through current staffing levels and callback when necessary. Constant Staffing levels will consist of a range not to exceed 22 personnel per each shift operating no more than six companies and no more than 2 medic units. The City shall promptly commence hiring and/or promotions to ensure refreshed staff at each rank and to minimize or eliminate forced overtime.

6.8.2 *Minimum Staffing*

Minimum Staffing will consist of a range of personnel per each Company. The range will consist of staffing each engine company with 3 members qualified to function in the following roles, (1) Captain, (1) Engineer, (1) Firefighter or Firefighter Paramedic. Staffing for each Medic unit shall consist of (2) Firefighter Paramedics.

6.8.3 *Hiring Additional Personnel*

~~In addition to those listed in this paragraph, when the Department reaches full staffing, the City may hire up to three additional personnel for permanent vacancies in an effort to maintain full staffing levels. Hiring additional personnel beyond one additional personnel would require the mutual consent of the Fire Chief and the Firefighters Association.~~

6.8.4 *Paramedic Staffing*

It is a goal of the fire department to assign at least one Firefighter/Paramedic to each Engine or Truck Company and realize ALS assessment capabilities for those units.

Captain or Engineer EMT-Ps no longer receive the direct paramedic incentive that is now built into base salary and are encouraged to continue participation in the paramedic program in an effort to deliver ALS service from all fire stations. The City will facilitate the continued cost of EMT-P licensure and continuing education. Captain and Engineer EMT-Ps are encouraged to assist with fire department staffing to maximize our ability to field Engine/Truck Companies as Assessment Units.

Firefighter/Paramedics will serve in assignments on Engine or Truck Companies and Medic Units to facilitate the maintenance of firefighting and paramedic skills. Quarterly or less frequent station rotation of non-probationary Firefighter/Paramedics between two fire stations may be employed to enable this alternation of duties. Firefighter/Paramedics are available for occasional relocation from regularly assigned stations when exigent circumstances require a paramedic to maintain the provision of ALS service on Medic Units.

6.9 PERSONNEL RULES & REGULATIONS

The City and the Association met and conferred over a revision to the City's Rules and Regulations and agreement was reached in October of 1995. Prior to final consideration of any future, proposed amendments to these rules that constitute a change in or impacts wages, hours or terms and conditions of employment, said proposed amendment(s) shall be subject to the provisions of the Meyers-Milias-Brown (MMB) Act.

6.9.1 *Wireless Communication Policy*

Effective July 1, 2008 Association members have agreed to adhere to the provisions of the City's Wireless Communication Policy which is available on the City's Intranet website.

6.9.2 *Drug & Alcohol Policy*

The City and the Association both support a drug and alcohol free work place. Association members will adhere to the provisions of the Drug and Alcohol Testing Policy and Procedures attached herein as Exhibit E and will continue to work with the City to develop a mutually agreeable policy within the terms of this Memorandum of Understanding. It is understood that the policy will apply to all represented departmental employees and non-represented fire safety employees.

6.9.3 *Outside Employment Policy*

No regular employee shall engage in any employment, activity or enterprise for compensation which is inconsistent, incompatible, in conflict with or inimical to his/her duties with the City. It is the intent of this provision to exercise the authority granted by Section 1126 of the Government

Code, subject to the limitations provided therein. Effective July 1, 2008 Association members have agreed to adhere to the provisions of the City's Firefighters Outside Employment Policy attached herein as Exhibit F and available on the City's intranet website.

6.9.4 *Use of Fire Apparatus for Shopping*

Affected employees will be allowed to use fire vehicles for shopping. Affected employees shall carry a portable radio or alert device and shall remain ready to respond to any call received.

6.9.5 *Light Duty Policy Statement*

Light duty is offered to employees with temporary medical disabilities under the following circumstances:

1. Must be medically authorized by the individual's treating physician.
2. Any and all work restrictions or modifications necessary to accommodate the employee's temporary disability must be thoroughly defined.
3. There must be actual light duty work available that can accommodate the temporary modifications.
4. This option is available to all employees whether the debilitating injury occurred on or off duty.
5. Light duty will be applied in a non-discriminatory manner.
6. All light duty assignments will consist of work, which falls within the scope of regular employment in the Fire Department, which can accommodate prescribed temporary physical limitations. Light duty assignments may include, but are not limited to, departmental work such as: fire prevention, running supplies and administrative projects. Light duty will be the only circumstance where an employee will be required to perform duties outside of his/her job description. It is understood and agreed that light duty assignments will be confined to the Fire Department.

6.9.6 *No Smoking / Tobacco Use Policy*

Employees hired by the City of San Rafael after 7/1/08 are required to sign a condition of employment statement that they agree not to smoke or use tobacco products of any kind while employed by the City of San Rafael. This signature must be obtained prior to the date of hire.

Employees hired **before** 7/1/08 will not be allowed to smoke or use other tobacco products as follows:

1. While inside any City/Fire Department vehicle
2. While in public when on-duty or in uniform
3. In compliance with State Law and Local Ordinances

The City will provide tobacco cessation assistance to employees who desire to stop using tobacco products. Employees will be referred to the City's employee assistance program for initial assistance and, if needed, will be eligible to receive up to \$2500 in additional funds to complete a certified tobacco cessation program. Written approval from the Fire Chief is required for the additional funding.

6.9.7 *Grooming Standards*

All personnel covered by this Memorandum of Understanding shall conform to the Grooming Standards specified in Departmental Policy 1-VI-2 and said policy is hereby incorporated by reference.

6.10 MISCELLANEOUS

6.10.1 *Safety Committees*

Fire Department Committee: In order to promote health and safety among the Fire Department employees, a joint committee of seven (7) will be established with equal representation and authority, with four (4) employees to be designated by the Fire Chief and three (3) employees designated by the Association. This committee shall be called the Health and Safety Committee. The committee shall meet quarterly or more often as needed in order to review accident records and other data bearing on the employee's health and safety. The committee shall make recommendations for the correction of any undesirable conditions, which may be found to exist.

City-Wide Committee: If the City reinstates a City-wide Safety Committee, one member designated by the Firefighter's Association shall serve on this committee.

6.10.2 *Management & Miscellaneous Positions*

The position of Fire Chief is deemed a management position and included in the Resolution Pertaining to the Compensation and Working Conditions for Unrepresented Management and Mid-Management Employees for salaries and fringe benefits. The Fire Division Chief, Fire Battalion Chief - Operations, and Administrative Chief are deemed mid-management positions and are included in the San Rafael Fire Chief Officers' Association schedules for salaries and fringe benefits. The Fire Department clerical personnel are included in the S.E.I.U. 949 Supervisory and Miscellaneous Units Memorandum of Understanding, with the exception of the Administrative Assistant to the Fire Chief position, which is part of the Association of Confidential Employees.

6.10.3 *Medical Standards*

The City will establish pre-employment medical standards for all classifications represented by the San Rafael Firefighters' Association, I.A.F.F., Local 1775. A medical standards ordinance to be applicable to Fire Department personnel in the classification of Firefighter, Firefighter-Paramedic, Engineer, and Captain will be discussed by the City and the Association and will be adopted only after mutual agreement by both parties.

6.10.4 *Physical Fitness Program*

Members of the Association have agreed to adhere to the provisions of the Employee Health and Wellness Program as outlined below:

A. Health and Wellness Committee

Fire Management will manage a Wellness/Fitness Committee with representation comprised of both Fire Management and representatives of the Association. The purpose of the Committee is to maintain a comprehensive Wellness/Fitness program to improve the physical and general health of all unit employees.

B. Health and Wellness Program

Employees shall participate in a Wellness/Fitness program conducted by a mutually agreed upon provider.

1. Comprehensive Fitness Assessment and Profile

A fitness evaluation will be conducted annually by a mutually agreed upon provider. This evaluation may include, but not limited to:

- a. 12 lead EKG printout with computer interpretation at rest

- b. Pulmonary function recording of lung capacity and flow rates
- c. Resting and exercise blood pressure measurement
- d. 12 lead EKG printout during graded exercise treadmill test
- e. Body composition evaluation
- f. Abdominal endurance crunch test
- g. Pushup evaluation of upper body strength and endurance
- h. Grip strength
- i. Lower body strength test
- j. Trunk, legs, shoulder and spinal flexibility tests
- k. Health appraisal and coronary risk questionnaire
- l. Individual fitness profiles compiled from above evaluations

2. Blood Chemistry Panel

The blood chemistry panel shall include, but not limited to the following:

- a. Glucose, Bun, Creatine, Bun/Creatine ration, SGOT, SGPT, LDH, GGTP, Billirubin, Alkaline Phosphate, Calcium, Phosphorus, Potassium, Chloride, Uric Acid, Triglyceride, Cholesterol (HDL & LDL and Coronary risk ratio), Globulin, Albumin, Total Protein and A/G Ratio, PSA for male and OCS for female employees.

3. Heavy Metal and Special Exposure Screening (hazmat members or under specific exposures)

Baseline testing for heavy metals and special exposures may be performed under special circumstances, such as hazardous materials exposures; recurrent exposures; other known exposures; or where under federal, state, or provincial regulations requires it, such as OSHA standards. The following screenings may be utilized: urine screen assesses exposure to arsenic, mercury and lead; blood screen for lead and zinc protoporphyrin assesses exposure to lead; testing and screening for specific exposure or other heavy metal screens may include aluminum, antimony, bismuth, cadmium, chromium, copper, nickel and zinc; and special blood testing may be ordered for organophosphates, RBC cholinesterase, or other toxic exposures such as blood screening for exposure to PCBs.

4. Lecture Series and Individual Presentations

The wellness Portion of the program will include the following:

- a. Lecture series on health, nutrition, injury prevention, and exercise science topics.
- b. Literature for topic specific needs or interests dealing with wellness and fitness to be provided at each work site.

5. Physical Fitness

Unit employees will have up to 2 hours per day for physical fitness and personal and facility readiness, unless an emergency or call for service prevents a workout. Unit employees shall adhere to the physician's recommended physical fitness program. Unit employees must be in their uniforms and ready for duty after completing their workout. Captains shall schedule workout time for each Company. On occasion, Department management may adjust workout times when necessary to accommodate other Department business.

The City will provide funds to purchase additional exercise equipment for each fire station during the term of this agreement. The equipment to be purchased shall be determined by the Health and Wellness committee and approved by the Chief.

C. The Program

This program is designed to provide an effective method for keeping employees healthy by implementing methods for early detection of potential health issues. The City shall pay for annual examination associated with this program and will adhere to all HIPAA confidentiality issues. All medical records are strictly confidential in accordance with State and Federal law. Participation in this program is mandatory.

D. Annual Examination

1. The City shall provide a physical examination conducted by a health professional annually for all unit employees to include a stress EKG reviewed by a cardiologist. The health professional will evaluate all employees' EKG, fitness, and blood chemistry plan results and will provide a confidential summary to each employee. Employees are responsible for adhering to the recommendations indented by the assessment team and any follow-up recommendations from the cardiologist, for actually participating in the lectures series and for reading the literature provided by the City.
2. Upon request, a physician shall provide each male employee a:
 - a. Digital prostate exam
 - b. Hernia examination
 - c. Skin examination
3. Upon request, a physician shall provide each female employee a:
 - a. Mammogram
 - b. Pap Smear
 - c. Breast examination
 - d. Skin examination

E. Examinations and Scheduling

The physical examination and all involved medical tests shall be administered while employees are on duty as scheduled by the City. Employees agree to take such stress EKG and physical examination when scheduled.

F. Agreement to Abide to Examinations Findings

Employees agree to abide by the findings of the medical examination and to comply with any of the program's medical doctor's prescribed plans to correct medical deficiencies, including excess weight. All subsequent additional medical examinations shall be arranged for and paid for by the City. This understanding is not intended to waive any rights of the employee under State law.

G. Findings Make Known to City and Employee

Medical findings determined through such examinations shall be made known to the employee in writing by the physician. The City shall be notified of any work restrictions resulting from said examination, if applicable.

6.10.5 *Association Meetings with the Fire Chief*

The Fire Chief and/or Staff members designated by the Fire Chief, along with the representatives of the Association, shall strive to meet at least quarterly to discuss topics and issues of mutual concern. Meetings may be called by either party. The parties will attempt to schedule the meeting within fourteen (14) calendar days of the request for the meeting, unless otherwise mutually agreed. The parties will develop and share an agenda for the meeting at least twenty-four (24) hours prior to the date of the meeting.

6.10.6 *Shared Services*

The City and the Association agree to pursue opportunities to share services with other agencies, including the potential of the formation of a JPA for fire/rescue services. The City and the Association understand that the Association will be involved in any shared services discussions with any other agency throughout that process.

6.10.7 *Gym Reimbursement*

Employees are eligible to receive up to \$16.50 per month reimbursement for paid gym memberships. Such reimbursement shall be reported as taxable income to the employee.

7 PROCEDURES

7.1 DEMOTION

7.1.1 *Demotion*

The Fire Chief may demote an employee when the following occurs:

- A. The employee fails to perform his/her required duties.
- B. An employee requests such a demotion.

No employee shall be demoted to a classification for which he/she does not possess the minimum qualifications.

When the action is initiated by the Fire Chief, written notice of demotion shall be provided to an employee at least ten (10) calendar days before the effective date of the demotion, and a copy filed with the Personnel Department.

Demotion pursuant to subsection 7.1.1 A of this Memorandum of Understanding shall be deemed disciplinary action and as such shall be handled according to the provisions in Article 7.3, Disciplinary Action, of this Memorandum of Understanding.

7.2 TERMINATION OF EMPLOYMENT

7.2.1 *Resignation*

An employee wishing to leave the City service in good standing shall file with his/her immediate supervisor, at least fourteen (14) calendar days before leaving the service, a written resignation stating the effective date and reason for leaving. A copy of the resignation shall be forwarded to the Fire Chief and the Personnel Department.

7.2.2 *Termination - Layoff (Lack of work or funds)*

The Fire Chief may terminate an employee because of reorganization, abolition of position, and shortage of funds. Said termination shall be considered a Reduction In Force and shall be processed in accordance with Article 7.5, Reduction in Force, of this Memorandum of Understanding.

7.2.3 *Termination - Disciplinary Action*

An employee may be terminated for disciplinary reasons, as provided in Article 7.3, Disciplinary Action, of this Memorandum of Understanding.

7.2.4 *Termination During Probation*

The rejection of an employee during his/her initial probationary period is covered in Article 6.6, Probationary Period, of this Memorandum of Understanding.

7.2.5 *Retirement*

Retirement from the City service shall, except as otherwise provided, be subject to the terms and conditions of the City's contract, as amended from time to time, with the Marin County Retirement System.

7.3 DISCIPLINARY ACTION

7.3.1 *Definition*

Disciplinary action shall mean discharge/dismissal, demotion, reduction in salary, and/or suspension resulting in loss of pay.

7.3.2 *Authority*

The City shall have the right to discharge or discipline any employee for dishonesty, insubordination, drunkenness, incompetence, negligence, failure to perform work as required or to observe the Department's safety rules and regulations or for engaging in strikes, individual or group slowdowns or work stoppages, or for violating or ordering the violation of the Memorandum of Understanding.

7.3.3 *Causes for Disciplinary Action*

The City may discipline or discharge an employee for the following:

- A. Fraud in securing appointment.
- B. Negligence of duty.
- C. Violation of safety rules.
- D. Unacceptable attendance record including tardiness, overstaying lunch or break periods.
- E. Possession, distribution or under the influence of alcoholic beverages, non-prescription or unauthorized narcotics or dangerous drugs during working hours.
- F. Inability, unwillingness, refusal or failure to perform work as assigned, required or directed.
- G. Unauthorized soliciting on City property or time.
- H. Conviction of a felony or conviction of a misdemeanor involving moral turpitude.
- I. Unacceptable behavior toward (mistreatment or discourteousness to) the general public or fellow employees or officers of the City.
- J. Falsifying employment application materials, time reports, records, or payroll documents or other City records.
- K. Disobedience to proper authority.
- L. Misuse of City property.
- M. Violation of any of the provisions of these working rules and regulations or departmental rules and regulations.

- N. Disorderly conduct, participation in fights, horseplay or brawls.
- O. Dishonesty or theft.
- P. Establishment of a pattern of violations of any City policy or rules and regulations over an extended period of time in which a specific incident in and of itself would not warrant disciplinary action, however, the cumulative effect would warrant such action.
- Q. Failure to perform to an acceptable level of work quality and quantity.
- R. Insubordination.
- S. Other acts inimical to the public service.
- T. Inability or refusal to provide medical statement on cause of illness or disability.

7.3.4 *Appeal of Disciplinary Action*

Whenever punitive action is undertaken, the offending employee shall have the opportunity for an administrative appeal which will be conducted in conformance with the Administrative Procedure Act and this Memorandum of Understanding. Such appeal must be filed with the City Manager or his/her designee by the employee in writing within fourteen (14) calendar days from the date of the discipline/discharge and unless so filed the right of appeal is lost.

7.3.5 *Arbitration (Disciplinary Action)*

The appellant may have the appeal heard by the City Manager or may request arbitration. If an employee elects to have an appeal heard by the City Manager, the employee must state in writing that he or she waives his/her right to an appeal that conforms to the procedures of the Administrative Procedure Act.

If arbitration is requested, the arbitration will be held in conformance with the Administrative Procedure Act, California Code of Regulations, and other applicable statutes. Representatives of the City and the appellant shall meet within fourteen (14) calendar days to select a mutually acceptable arbitrator. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the appellant and the City.

A hearing before the arbitrator shall be held within sixty days of the selection of the arbitrator unless the mutually accepted arbitrator's schedule does not so permit, in which case the hearing shall be held not more than 120 days after the selection of the arbitrator. The arbitrator shall ~~not have the power to amend or modify~~ hear either party's position; but shall rule on the merits of each party's case as presented during the hearing, and shall subsequently have the power to affirm, reject, or provide a lesser form of discipline. Decisions of the Arbitrator on matters properly before him/her shall be final and binding on the parties hereto, to the extent permitted by the Charter of the City.

In addition to arbitrators proposed by the State Mediation and Conciliation Service, the parties shall be free to select from a pool of arbitrators mutually agreed to by the City and the Association. The parties shall continue to meet and confer, after the adoption of this MOU on a mutually agreeable panel of arbitrators. Once agreed to the panel shall be identified by a side letter to the MOU.

7.4 GRIEVANCE PROCEDURE

7.4.1 *Definition*

A grievance is any dispute, which involves the interpretation or application of any provision of this Memorandum of Understanding, or any Fire Department policy specifically referenced herein, except issues concerning appeals of punitive action, which is governed by Article 7.3,

Disciplinary Action, of this Memorandum of Understanding. Policy 1-VI-3 is specifically incorporated by reference.

7.4.2 *Initial Discussions*

Any employee who believes that he or she has a grievance may discuss his or her complaint with the Fire Chief or with such subordinate management official as the Fire Chief may designate. If the issue is not resolved within fourteen (14) calendar days, or if the employee elects to submit his or her grievance directly to an official of the association, the procedures hereafter specified shall be invoked.

7.4.3 *Referral to City Manager*

Any employee or any Association official (hereinafter referred to as the "Grievant")~~of the Association may shall~~ notify the City Manager and Fire Chief in writing that a grievance exists, ~~and i~~ In such notification, the reporting Grievant shall state the particulars of the grievance, ~~and, if possible, what the~~ remedy or resolution ~~is~~ desired, if articulable.

No grievance may be processed under Section 7.4.4 below, which has not been first heard and investigated in pursuance of Section 7.4.2. A grievance which remains unresolved fourteen (14) calendar days after it has been submitted to the City Manager in writing may be referred to arbitration.

Any time limit may be extended to a definite date by mutual agreement of the Association and the appropriate management representative.

7.4.4 *Arbitration (Grievance)*

If the grievance is not resolved, the ~~g~~Grievant, ~~the Association, or the City~~ may, after completion of the previous step in the grievance procedure, submit the grievance directly to the City Manager or may request arbitration. If arbitration is requested, representatives of the City and the Grievant shall meet within fourteen (14) calendar days to select a mutually acceptable arbitrator (the selection process shall include the review of the arbitrator's availability). The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the Grievant and the City. Each party, however, shall bear the cost of its own presentations, including preparation and post hearing briefs, if any. A hearing before the arbitrator shall be held within 60 days of the selection of the arbitrator unless the mutually accepted arbitrator's schedule does not so permit, and the arbitrator shall render a decision which is binding on the parties hereto, to the extent permitted by the Charter of the City.

7.5 REDUCTION IN FORCE

7.5.1 *Authority*

The Fire Chief may lay off, without prejudice, any regular employee because of lack of work or funds, or organizational alterations, or for reasons of economy or organization efficiency.

7.5.2 *Notice*

Employees designated for layoff or demotion in lieu of lay off shall be notified in writing at least thirty (30) calendar days prior to the anticipated date of lay off or demotion. The Association shall also be so notified.

7.5.3 *Order of Layoff*

Layoffs and/or reductions in force shall be made by classification. A classification is defined as a position or number of positions having the same title, job description, and salary. Extra-hire employees shall be laid off before permanent employees in the affected classification. In

effecting the preceding order, a part-time permanent employee with more seniority can displace a full-time permanent employee.

7.5.4 *Seniority*

If two or more employees within a classification have achieved permanent status, such employees will be laid off or reduced on the following basis:

- A. Seniority within the affected classifications will be determinative. Such seniority shall include time served in higher classification(s). The computation of seniority for part-time employees will be credited on a pro-rata basis to full-time service. Time spent on a City Manager approved leave of absence without pay does not count toward seniority.
- B. If the seniority of two or more employees in the affected classification or higher classification(s) is equal, departmental seniority shall be determinative.
- C. If all of the above factors are equal, the date of regular status in City service is achieved shall be determinative.
- D. If all of the above are equal, date of certification for appointment shall be determinative.

7.5.5 *Bumping Rights*

An employee designated to be laid off may bump into a class at the same salary level, or into the next lower classification in which such employee has previously held regular status. An employee, who is bumped, shall be laid off in the same manner as an employee whose position is abolished.

7.5.6 *Transfer Rights*

The Personnel Director will make every effort to transfer an employee who is to be affected by a reduction in force to another vacant position for which such employee may qualify. The length of eligibility for such transfer will be the period of notification as provided in Section 7.5.2, but no longer than the effective date of such layoff or reduction.

7.6 RE-EMPLOYMENT

7.6.1 *General Guidelines*

Individuals who have been laid off or demoted shall be offered re-appointment to the same classification in which they held status in the order of seniority in the classification. Individuals demoted in lieu of reduction in force shall be offered restoration to the highest class in which they held status and in which there is a vacancy prior to the appointment of individuals who have been laid off.

7.6.2 *Right to Re-Employment*

Each person who has been laid off or demoted in lieu of a layoff from a position the person held, shall, in writing, be offered re-appointment in the same classification should a vacancy occur in the classification within two years after the layoff or demotion. Prior to being re-employed, the employee must pass a physical exam administered by a City appointed physician and must pass the background check administered by the City.

7.6.3 *Time Limits*

Should the person not accept the re-appointment within seven (7) calendar days after the date of the offer, or should the person decline or be unable to begin work within two weeks after the

date of acceptance of the offer, the person shall be considered unavailable for employment, shall forfeit the right to re-employment and be removed from the re-employment list.

7.6.4 Availability

Whenever a person is unavailable for re-employment, the next senior person who is eligible on the re-employment list shall be offered re-employment.

7.6.5 Probationary Status

Employees re-appointed under the provisions above will not be required to complete a new probationary period if they had previously held permanent status in the classification. Employees who had not completed their probationary period shall serve the remainder of the probationary period upon re-appointment.

7.6.6 Restoration of Benefits

Employees restored to previously held positions shall be deemed to have returned from a leave of absence for the purpose of all rights and benefits legally permissible. Time not on the payroll will not count as time worked for the purposes of seniority accrual.

**SAN RAFAEL FIREFIGHTERS'
ASSOCIATION, I.A.F.F., LOCAL 1775**

CITY OF SAN RAFAEL

John Grey, Local 1775 Attorney

**Tim Davis, Lead Negotiator
Attorney, Burke Williams Sorensen**

Anthony Alviso, Fire Captain

**Stephanie Vollmer
Burke Williams Sorensen**

William Berkey, Firefighter-Paramedic

**Sylvia Gonzalez-Shelton
HR Operations Manager**

Daniel Rotwein, Firefighter-Paramedic

Thomas Wong, Analyst

Robert Winner, Fire Captain

Date

Jimmy Alvarez, Fire Engineer

Conan Kelly, Fire Captain

Graham Winkelman, Firefighter-Paramedic

Date

SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective July 1, 2021

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 113,140	\$ 118,797	\$ 124,737	\$ 130,974	\$ 137,522
		Monthly	\$ 9,428	\$ 9,900	\$ 10,395	\$ 10,914	\$ 11,460
		Hourly	\$ 38.7465	\$ 40.6839	\$ 42.7180	\$ 44.8539	\$ 47.0966
1107	Fire Captain Specialist	Annually	\$ 118,801	\$ 124,741	\$ 130,978	\$ 137,527	\$ 144,403
		Monthly	\$ 9,900	\$ 10,395	\$ 10,915	\$ 11,461	\$ 12,034
		Hourly	\$ 40.6853	\$ 42.7195	\$ 44.8555	\$ 47.0983	\$ 49.4532
7106	Fire Engineer	Annually	\$ 102,474	\$ 107,598	\$ 112,978	\$ 118,627	\$ 124,558
		Monthly	\$ 8,540	\$ 8,967	\$ 9,415	\$ 9,886	\$ 10,380
		Hourly	\$ 35.0940	\$ 36.8487	\$ 38.6911	\$ 40.6257	\$ 42.6569
7109	Fire Mechanic (40 hr/week)	Annually	\$ 92,231	\$ 96,842	\$ 101,684	\$ 106,768	\$ 112,107
		Monthly	\$ 7,686	\$ 8,070	\$ 8,474	\$ 8,897	\$ 9,342
		Hourly	\$ 44.3416	\$ 46.5587	\$ 48.8866	\$ 51.3309	\$ 53.8975
7110	Firefighter (without PM license)	Annually	\$ 89,970	\$ 94,468	\$ 99,192	\$ 104,151	\$ 109,359
		Monthly	\$ 7,497	\$ 7,872	\$ 8,266	\$ 8,679	\$ 9,113
		Hourly	\$ 30.8115	\$ 32.3521	\$ 33.9697	\$ 35.6682	\$ 37.4516
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 100,906	\$ 105,404	\$ 110,127	\$ 115,087	\$ 120,295
		Monthly	\$ 8,409	\$ 8,784	\$ 9,177	\$ 9,591	\$ 10,025
		Hourly	\$ 34.5567	\$ 36.0973	\$ 37.7149	\$ 39.4134	\$ 41.1968

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective January 1, 2022

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 115,403	\$ 121,173	\$ 127,231	\$ 133,593	\$ 140,273
		Monthly	\$ 9,617	\$ 10,098	\$ 10,603	\$ 11,133	\$ 11,689
		Hourly	\$ 39.5215	\$ 41.4975	\$ 43.5724	\$ 45.7510	\$ 48.0386
1107	Fire Captain Specialist	Annually	\$ 121,177	\$ 127,236	\$ 133,598	\$ 140,278	\$ 147,291
		Monthly	\$ 10,098	\$ 10,603	\$ 11,133	\$ 11,690	\$ 12,274
		Hourly	\$ 41.4990	\$ 43.5739	\$ 45.7526	\$ 48.0403	\$ 50.4423
7106	Fire Engineer	Annually	\$ 104,012	\$ 109,212	\$ 114,673	\$ 120,406	\$ 126,427
		Monthly	\$ 8,668	\$ 9,101	\$ 9,556	\$ 10,034	\$ 10,536
		Hourly	\$ 35.6204	\$ 37.4014	\$ 39.2715	\$ 41.2350	\$ 43.2968
7109	Fire Mechanic (40 hr/week)	Annually	\$ 93,706	\$ 98,392	\$ 103,311	\$ 108,477	\$ 113,900
		Monthly	\$ 7,809	\$ 8,199	\$ 8,609	\$ 9,040	\$ 9,492
		Hourly	\$ 45.0511	\$ 47.3036	\$ 49.6688	\$ 52.1522	\$ 54.7598
7110	Firefighter (without PM license)	Annually	\$ 91,769	\$ 96,357	\$ 101,175	\$ 106,234	\$ 111,546
		Monthly	\$ 7,647	\$ 8,030	\$ 8,431	\$ 8,853	\$ 9,295
		Hourly	\$ 31.4278	\$ 32.9991	\$ 34.6491	\$ 36.3816	\$ 38.2006
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 102,924	\$ 107,512	\$ 112,330	\$ 117,389	\$ 122,700
		Monthly	\$ 8,577	\$ 8,959	\$ 9,361	\$ 9,782	\$ 10,225
		Hourly	\$ 35.2478	\$ 36.8192	\$ 38.4692	\$ 40.2016	\$ 42.0207

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective July 1, 2022

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 117,711	\$ 123,596	\$ 129,776	\$ 136,265	\$ 143,078
		Monthly	\$ 9,809	\$ 10,300	\$ 10,815	\$ 11,355	\$ 11,923
		Hourly	\$ 40.3119	\$ 42.3275	\$ 44.4439	\$ 46.6660	\$ 48.9993
1107	Fire Captain Specialist	Annually	\$ 123,601	\$ 129,781	\$ 136,270	\$ 143,083	\$ 150,237
		Monthly	\$ 10,300	\$ 10,815	\$ 11,356	\$ 11,924	\$ 12,520
		Hourly	\$ 42.3290	\$ 44.4454	\$ 46.6677	\$ 49.0011	\$ 51.4511
7106	Fire Engineer	Annually	\$ 106,092	\$ 111,396	\$ 116,966	\$ 122,814	\$ 128,955
		Monthly	\$ 8,841	\$ 9,283	\$ 9,747	\$ 10,235	\$ 10,746
		Hourly	\$ 36.3328	\$ 38.1494	\$ 40.0569	\$ 42.0597	\$ 44.1627
7109	Fire Mechanic (40 hr/week)	Annually	\$ 95,206	\$ 99,966	\$ 104,964	\$ 110,212	\$ 115,723
		Monthly	\$ 7,934	\$ 8,330	\$ 8,747	\$ 9,184	\$ 9,644
		Hourly	\$ 45.7719	\$ 48.0605	\$ 50.4635	\$ 52.9867	\$ 55.6360
7110	Firefighter (without PM license)	Annually	\$ 93,604	\$ 98,285	\$ 103,199	\$ 108,359	\$ 113,777
		Monthly	\$ 7,800	\$ 8,190	\$ 8,600	\$ 9,030	\$ 9,481
		Hourly	\$ 32.0563	\$ 33.6591	\$ 35.3421	\$ 37.1092	\$ 38.9646
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 104,982	\$ 109,662	\$ 114,577	\$ 119,736	\$ 125,154
		Monthly	\$ 8,749	\$ 9,139	\$ 9,548	\$ 9,978	\$ 10,430
		Hourly	\$ 35.9528	\$ 37.5556	\$ 39.2385	\$ 41.0056	\$ 42.8611

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

**SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective January 1, 2023**

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 120,065	\$ 126,068	\$ 132,372	\$ 138,990	\$ 145,940
		Monthly	\$ 10,005	\$ 10,506	\$ 11,031	\$ 11,583	\$ 12,162
		Hourly	\$ 41.1181	\$ 43.1740	\$ 45.3327	\$ 47.5994	\$ 49.9793
1107	Fire Captain Specialist	Annually	\$ 126,073	\$ 132,376	\$ 138,995	\$ 145,945	\$ 153,242
		Monthly	\$ 10,506	\$ 11,031	\$ 11,583	\$ 12,162	\$ 12,770
		Hourly	\$ 43.1755	\$ 45.3343	\$ 47.6010	\$ 49.9811	\$ 52.4801
7106	Fire Engineer	Annually	\$ 107,683	\$ 113,067	\$ 118,721	\$ 124,657	\$ 130,889
		Monthly	\$ 8,974	\$ 9,422	\$ 9,893	\$ 10,388	\$ 10,907
		Hourly	\$ 36.8778	\$ 38.7217	\$ 40.6578	\$ 42.6906	\$ 44.8252
7109	Fire Mechanic (40 hr/week)	Annually	\$ 96,729	\$ 101,565	\$ 106,643	\$ 111,976	\$ 117,574
		Monthly	\$ 8,061	\$ 8,464	\$ 8,887	\$ 9,331	\$ 9,798
		Hourly	\$ 46.5042	\$ 48.8294	\$ 51.2709	\$ 53.8345	\$ 56.5262
7110	Firefighter (without PM license)	Annually	\$ 95,477	\$ 100,250	\$ 105,263	\$ 110,526	\$ 116,052
		Monthly	\$ 7,956	\$ 8,354	\$ 8,772	\$ 9,210	\$ 9,671
		Hourly	\$ 32.6974	\$ 34.3323	\$ 36.0489	\$ 37.8514	\$ 39.7439
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 107,082	\$ 111,856	\$ 116,868	\$ 122,131	\$ 127,658
		Monthly	\$ 8,923	\$ 9,321	\$ 9,739	\$ 10,178	\$ 10,638
		Hourly	\$ 36.6718	\$ 38.3067	\$ 40.0233	\$ 41.8258	\$ 43.7183

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective July 1, 2023

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 122,466	\$ 128,590	\$ 135,019	\$ 141,770	\$ 148,858
		Monthly	\$ 10,206	\$ 10,716	\$ 11,252	\$ 11,814	\$ 12,405
		Hourly	\$ 41.9405	\$ 44.0375	\$ 46.2394	\$ 48.5514	\$ 50.9789
1107	Fire Captain Specialist	Annually	\$ 128,594	\$ 135,024	\$ 141,775	\$ 148,864	\$ 156,307
		Monthly	\$ 10,716	\$ 11,252	\$ 11,815	\$ 12,405	\$ 13,026
		Hourly	\$ 44.0391	\$ 46.2410	\$ 48.5531	\$ 50.9807	\$ 53.5297
7106	Fire Engineer	Annually	\$ 109,837	\$ 115,329	\$ 121,095	\$ 127,150	\$ 133,507
		Monthly	\$ 9,153	\$ 9,611	\$ 10,091	\$ 10,596	\$ 11,126
		Hourly	\$ 37.6153	\$ 39.4961	\$ 41.4709	\$ 43.5445	\$ 45.7217
7109	Fire Mechanic (40 hr/week)	Annually	\$ 98,276	\$ 103,190	\$ 108,350	\$ 113,767	\$ 119,456
		Monthly	\$ 8,190	\$ 8,599	\$ 9,029	\$ 9,481	\$ 9,955
		Hourly	\$ 47.2483	\$ 49.6107	\$ 52.0912	\$ 54.6958	\$ 57.4306
7110	Firefighter (without PM license)	Annually	\$ 97,386	\$ 102,255	\$ 107,368	\$ 112,737	\$ 118,373
		Monthly	\$ 8,116	\$ 8,521	\$ 8,947	\$ 9,395	\$ 9,864
		Hourly	\$ 33.3514	\$ 35.0190	\$ 36.7699	\$ 38.6084	\$ 40.5388
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 109,223	\$ 114,093	\$ 119,205	\$ 124,574	\$ 130,211
		Monthly	\$ 9,102	\$ 9,508	\$ 9,934	\$ 10,381	\$ 10,851
		Hourly	\$ 37.4053	\$ 39.0728	\$ 40.8238	\$ 42.6623	\$ 44.5927

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

SAN RAFAEL FIREFIGHTERS' ASSOCIATION
BASE PAY SCHEDULE
Effective January 1, 2024

NOTE: 2,920 annual hours for Safety employees; 2,080 annual hours for Fire Mechanic

Grade Code	Title		A	B	C	D	E
7105	Fire Captain*	Annually	\$ 124,916	\$ 131,161	\$ 137,719	\$ 144,605	\$ 151,836
		Monthly	\$ 10,410	\$ 10,930	\$ 11,477	\$ 12,050	\$ 12,653
		Hourly	\$ 42.7793	\$ 44.9183	\$ 47.1642	\$ 49.5224	\$ 51.9985
1107	Fire Captain Specialist	Annually	\$ 131,166	\$ 137,724	\$ 144,610	\$ 151,841	\$ 159,433
		Monthly	\$ 10,930	\$ 11,477	\$ 12,051	\$ 12,653	\$ 13,286
		Hourly	\$ 44.9198	\$ 47.1658	\$ 49.5241	\$ 52.0003	\$ 54.6003
7106	Fire Engineer	Annually	\$ 111,484	\$ 117,059	\$ 122,911	\$ 129,057	\$ 135,510
		Monthly	\$ 9,290	\$ 9,755	\$ 10,243	\$ 10,755	\$ 11,292
		Hourly	\$ 38.1796	\$ 40.0885	\$ 42.0930	\$ 44.1976	\$ 46.4075
7109	Fire Mechanic (40 hr/week)	Annually	\$ 99,849	\$ 104,841	\$ 110,083	\$ 115,588	\$ 121,367
		Monthly	\$ 8,321	\$ 8,737	\$ 9,174	\$ 9,632	\$ 10,114
		Hourly	\$ 48.0043	\$ 50.4045	\$ 52.9247	\$ 55.5709	\$ 58.3495
7110	Firefighter (without PM license)	Annually	\$ 99,334	\$ 104,300	\$ 109,515	\$ 114,991	\$ 120,741
		Monthly	\$ 8,278	\$ 8,692	\$ 9,126	\$ 9,583	\$ 10,062
		Hourly	\$ 34.0184	\$ 35.7193	\$ 37.5053	\$ 39.3806	\$ 41.3496
7126	Firefighter-Paramedic (after probationary year, includes Paramedic Pay)	Annually	\$ 111,408	\$ 116,375	\$ 121,590	\$ 127,065	\$ 132,815
		Monthly	\$ 9,284	\$ 9,698	\$ 10,132	\$ 10,589	\$ 11,068
		Hourly	\$ 38.1534	\$ 39.8543	\$ 41.6403	\$ 43.5155	\$ 45.4846

*Fire Captain assigned to Administrative Duty receives an additional 5% Premium pay and 5% Incentive pay

**SAN RAFAEL FIREFIGHTERS' ASSOCIATION
MEMORANDUM OF UNDERSTANDING**

**REPRESENTED BENCHMARKS
AND
INTERNAL RELATIONSHIPS**

Effective JULY 1, 2008

Benchmark Job Class: Firefighter*

Internal Relationship: Fire Captain Specialist = Fire Captain + 5% (base salary)**

*Firefighter is identified as the benchmark job class for compensation survey purposes. Under the current system any increase granted to the Firefighter would also be granted to other job classes.

**New Fire Captain Specialist internal relationship established July 1, 2008. The Fire Dispatcher internal relationship was terminated June 30, 2008.

The Fire Mechanic position shall be based on the City's ability to pay and the labor market comparison for mechanic positions that perform similar duties to those of the Fire Mechanic.

Note: This exhibit is used to display salary relationships; the MOU document itself must be reviewed to see specifics of compensation changes.

DRUG AND ALCOHOL TESTING POLICY AND PROCEDURES

The procedures outlined in this document relating to drug and alcohol abuse and drug and alcohol testing shall also be subject to all applicable provisions of the Memorandum of Understanding between the City of San Rafael (hereinafter "Employer") and the San Rafael Firefighters Association, Local 1775 (hereinafter "Association") as well as any Rules and Regulations or Policies and Procedures which have been agreed to following the meet and confer process.

Section 1. **Policy:** The Employer and the Association, recognize that drug use by employees would be a threat to public welfare and safety of department personnel. It is the goal of this policy to provide an alcohol/drug free workplace and to eliminate illegal drug use and alcohol abuse through education and rehabilitation of the affected personnel. The possession, use or being under the influence of alcoholic beverages or unauthorized drugs shall not be permitted at the Employer's work sites and/or while an employee is on duty. Exception: Alcohol may be stored at the workplace for use at social events which may or may not be held at City facilities. Employees on duty shall not consume alcohol under any circumstances.

Section 2. **Informing Employees About Drug and Alcohol Testing:** All employees shall be fully informed of the Fire Department's drug and alcohol testing policy. Employees will be provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, the Employer shall inform the employees on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use. All newly hired employees will be provided with this information on their initial date of hire. No employees shall be tested before this information is provided to them. Prior to any testing, the employee will be

required to sign the attached consent and release form. Employees who wish to voluntarily seek assistance may do so by contacting the Fire Chief or The Association. The person contacted will contact the employer on behalf of the employee and make arrangements to implement the rehabilitation portions of this policy. No disciplinary action will be taken against an employee unless he/she refuses the opportunity for rehabilitation, fails to complete a rehabilitation program successfully, or again tests positive for drugs within two (2) years of completing an appropriate rehabilitation program.

Section 3. **Employee Testing:** Employees shall not be subject to random medical testing involving urine or blood analysis or a similar or related test for the purpose of discovering possible drug or alcohol abuse. If, however, there is reasonable suspicion that an employee's work performance is currently impaired due to drug or alcohol abuse, the Employer may require the employee to undergo a medical test consistent with the conditions set forth in this Policy. This reasonable suspicion may be based upon the following:

Involvement in a fatal or serious bodily injury accident or in an accident involving substantial property damage (i.e., in excess of \$25,000); or

An observable phenomena, such as direct observation of drug/alcohol use or the physical symptoms of being under the influence of a drug or alcohol; or

An arrest or conviction of a drug related offense; or

Involvement in a physical altercation while on duty.

Section 4. **Sample Collection:** The collection and testing of the samples shall be performed only by a laboratory and by a physician or health care professional qualified and authorized to administer and determine the meaning of any test results. The laboratory performing the test shall

be one that is certified by the National Institute of Drug Abuse (NIDA). The laboratory chosen must be agreed to between the Association and the Employer.

The laboratory used shall also be one whose procedures are periodically tested by NIDA where they analyze unknown samples sent to an independent party. The results of employee tests shall be made available to the Medical Review Physician.

Collection of blood or urine samples shall be conducted in a manner which provides the highest degree of security for the sample and freedom from adulteration. Recognized strict chain of custody procedures must be followed for all samples as required by the NIDA. The Association and the Employer agree that security of the biological urine and blood samples is absolutely necessary, therefore, the Employer agrees that if the security of the sample is compromised in any way, any positive test shall be invalid and may not be used for any purpose.

Blood or urine samples will be submitted as per NIDA Standards. Employees have the right for Association or legal counsel representatives to be present during the submission of the sample.

A split sample shall be reserved in all cases for an independent analysis in the event of a positive test result. All samples must be stored in a scientifically acceptable preservation manner as established by NIDA. All positive confirmed samples and related paperwork must be retained by the laboratory for at least six (6) months for the duration of any grievance, disciplinary action or legal proceedings, whichever is longer. Employer retained sample will be stored in the evidence locker of the San Rafael Police Department. At the conclusion of this period, the paperwork and specimen shall be destroyed.

Tests shall be conducted in a manner to ensure that an employee's legal drug use and diet does not affect the test results.

Section 5. **Drug Testing:** The laboratory shall test for only the substances and within the limits for the initial and confirmation test as provided within NIDA standards. The initial test shall use an

immunoassay which meets the requirements of the Food and Drug Administration for commercial distribution. The following initial cutoff levels shall be used when screening specimens to determine whether they are negative for these five drugs or classes of drugs:

Marijuana metabolites	100 ng/ml
Cocaine metabolites	300 ng/ml
Opiate metabolites ¹	300 ng/ml
Phencyclidine	25 ng/ml
Amphetamines	1,000 ng/ml

If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. Only specimens identified as positive on the initial test shall be confirmed using gas chromatography/mass spectrometry (GC/MS) techniques at the following listed cutoff values.

Marijuana metabolites ²	15 ng/ml
Cocaine metabolites ³	150 ng/ml

Opiates

Morphine	300 ng/ml
Codeine	300 ng/ml
Phencyclidine	25 ng/ml

Amphetamines

Amphetamine	500 ng/ml
Methamphetamine	500 ng/ml

¹ If immunoassay is specific for free morphine the initial test level is 25 ng/ml.

² Delta-9-tetrahydrocannabinol-9-carboxylic acid

³ Benzoylecgonine

If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's file.

Section 6. Alcohol Testing: A breathalyzer or similar test equipment shall be used to screen for alcohol use and if positive shall be confirmed by a blood alcohol test performed by the laboratory. The screening test shall be performed by an individual qualified through and utilizing equipment certified by the State of California. An initial positive alcohol level shall be .08 grams per 210 L. of breath. If initial testing results are negative, testing shall be discontinued, all samples destroyed and records of the testing expunged from the employee's file. If initial testing results are positive, the test shall be confirmed using a blood alcohol level. Sampling handling procedures, as detailed in Section 4, shall apply. A positive blood alcohol level shall be .08 grams per 100 ml of blood. If confirmatory testing results are negative all samples shall be destroyed and records of the testing expunged from the employee's file.

Section 7. Medical Review Physician: The Medical Review Physician shall be chosen and agreed upon between the Association and the Employer and must be a licensed physician with a knowledge of substance abuse disorders.

The Medical Review Physician shall be familiar with the characteristics of drug tests (sensitivity, specificity, and predictive value), the laboratories running the tests and the medical conditions and work exposures of the employees. The role of the Medical Review Physician will be to review and interpret the positive test results. The Medical Review Physician must examine alternate medical explanations for any positive test results. This action shall include conducting a medical interview with the affected employee, review of the employee's medical history and review of any of the relevant biomedical factors. The Medical Review Physician must review all medical records made available by the tested employee when a confirmed positive test could have resulted

from legally prescribed medication.

Section 8. **Laboratory Results:** The laboratory will advise only the employee and the Medical Review Physician of any positive results. The results of a positive drug or alcohol test can only be released to the Employer by the Medical Review Physician once he has completed his review and analysis of the laboratory's test. The Employer will be required to keep the results confidential and it shall not be released to the general public.

Section 9. **Testing Program Costs:** The Employer shall pay for all costs involving drug and alcohol testing as well as the expenses involved of the Medical Review Physician. The Employer shall also reimburse each employee for their time and expenses, including travel incurred, involved in the testing procedure.

Section 10. **Rehabilitation Program:** Any employee who tests positive for illegal drugs or alcohol, shall be medically evaluated, counseled and referred for rehabilitation as recommended by the EAP Counselor (The EAP Program selected for use in conjunction with this policy will be one agreed to by the employer and the union. It is anticipated that a specific EAP/drug alcohol counselor will be selected and named in this policy.) Employees who successfully complete a rehabilitation program will be retested once every quarter for the following twenty-four (24) months. An employee may voluntarily contact the EAP Counselor and/or may voluntarily enter rehabilitation without having previously tested positive. Employees who enter a rehabilitation program on their own initiative shall not be subject to retesting as outlined above. Employees covered by this policy will be allowed to use their accrued and earned annual leave and/or sick leave for the necessary time off involved in the rehabilitation program. If an employee, subject to retesting, tests positive during the twenty-four (24) month period, they shall be subject to

disciplinary action as per the Department Rules and Regulations and/or Memorandum of Understanding. Any employee testing positive during the twenty-four (24) month period shall be re-evaluated by the E.A.P. counselor to determine if the employee requires additional counseling and/or treatment. The employee must participate in any additional rehabilitation and/or counseling as directed by the E.A.P. counselor. Subsequent to completion of additional counseling and/or treatment, the employee will again be subject to random retesting for a twenty-four (24) month period. If an employee tests positive during this subsequent twenty-four (24) month period, the employee will be subject to discipline as per the Department Rules and Regulations and/or Memorandum of Understanding.

Section 11. **Duty assignment after treatment.** Once an employee successfully completes rehabilitation, they shall be returned to their regular duty assignment. Once treatment and any follow-up care is completed, and three (3) years have passed since the employee entered the program, the employee's personnel file shall be purged of any reference to his/her drug or alcohol problem.

Section 12. **Right of Appeal:** The employee has the right to challenge the results of the drug or alcohol tests and any discipline imposed in the same manner that any other Employer action under the terms of this agreement is grievable.

Section 13. **Association held Harmless:** The Employer assumes sole responsibility for the administration of this policy and shall be solely liable for any legal obligations and costs arising out of the provisions and/or application of this collective bargaining agreement relating to drug and alcohol testing. The Association shall be held harmless for the violation of any worker rights arising from the administration of the drug and alcohol testing program.

Section 14. **Changes in Testing Procedures:** The parties recognize that during the life of this agreement, there may be improvements in the technology of testing procedure which provide for more accurate testing. In that event, the parties will bargain in good faith whether to amend this procedure to include such improvements.

Section 15. **Conflict with Other Laws.** This Article is in no way intended to supersede or waive any constitutional or other rights that the employee may be entitled to under Federal, State or local statutes.

APPROVED: _____

Dated: _____

By: _____

APPROVED: _____

Dated: _____

By: _____

CONSENT AND RELEASE FORM
FOR DRUG/ALCOHOL TEST PROGRAM

I acknowledge that I have received a copy of, have been duly informed, and understand the San Rafael Fire Department's drug and alcohol testing policy and procedures. I have been provided with information concerning the impact of the use of alcohol and drugs on job performance. In addition, I have been informed on how the tests are conducted, what the test can determine and the consequence of testing positive for drug use.

I have been informed of the San Rafael Fire Department's Employee Assistance Program. I understand that if I voluntarily come forward and ask for assistance to deal with a drug or alcohol problem through the Employee Assistance Program, that I will not be disciplined by the Employer.

I understand how drug/alcohol tests are collected and further understand that these are medical tests that are conducted under the auspices of a Medical Review Physician. I understand that the Medical Review Physician will review and interpret any positive test results, and that I will have an opportunity to be interviewed by the Medical Review Physician to review my status, my medical history and any relevant biomedical factors prior to the San Rafael Fire Department being informed whether I passed or failed the test.

I understand that a confirmed positive drug or alcohol test result will result in my referral to the San Rafael Fire Department Employee Assistance Program and that I will be required to complete a rehabilitation program. No disciplinary action will be taken against me unless I refuse to take a drug/alcohol test, refuse the opportunity for rehabilitation, fail to complete a rehabilitation program successfully, or again test positive for drugs/alcohol within two (2) years of completing an

appropriate rehabilitation program. I understand that such disciplinary action, as described herein, may include dismissal from the San Rafael Fire Department.

Printed or Typed Name of Employee

Signature of Employee

Date

CITY OF SAN RAFAEL POLICIES AND PROCEDURES



Subject:	Firefighters Outside Employment
Resolution No.	N/A
Issue Date:	July 9, 2008
Revision Date:	N/A
Prepared By:	Leslie Loomis, HR Director
Approved By:	Ken Nordhoff, City Manager

FIREFIGHTERS OUTSIDE EMPLOYMENT POLICY

PURPOSE:

In order to avoid actual or perceived conflicts of interest for employees engaging in outside employment, all employees shall complete an annual outside employment notification form and submit it to the Fire Chief between January 1-15 of each calendar year. Outside employment shall be administered in accordance with the provisions of this policy.

RESPONSIBILITY:

All City Departments, Divisions, and City Officials. Any substantial violation of the provisions contained herein respecting outside employment or use of City property or resources shall constitute sufficient grounds for disciplinary action, up to and including termination.

REFERENCES:

Government Code 1126

DEFINITIONS:

- A. **Outside Employment:** Any employee who receives wages, compensation or other consideration of value from another employer, organization or individual not affiliated directly with the City for services, product(s) or benefits rendered. For purposes of this section, the definition of "Outside Employment" includes those employees who are self employed and not affiliated with the City for services, product(s) or benefits rendered.
- B. **Outside Overtime:** Any employee who performs duties or services on behalf of an outside organization, company or individual for the City of San Rafael. Such outside overtime shall be requested and scheduled directly through the employee's department so that the City may be reimbursed for the cost of wages and benefits (see section on Procedure, item H for more details).
- C. **Employee:** For the purposes of interpretation of this policy, "employee" shall mean any person holding full time or part time employment in a position in the classified service except when referred to by job title.

POLICY:

Employees shall not engage in any employment, activity, or enterprise for compensation which is inconsistent, incompatible, in conflict with, or inimical to his/her duties as a City officer or employee, or would tend to impair their independence of judgment or action in the performance of their official duties, functions or responsibilities.

PROCEDURE:

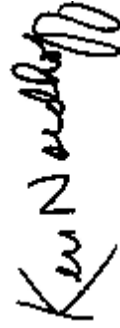
- A. City employees who find it necessary or desirable to engage in employment, including self-employment, in addition to their City duties shall present, in writing, to the Fire Chief, notification of outside employment (see Attachment A). The form shall provide the following information about the employees job:
1. Name and telephone number of prospective/present employer (if prior to the implementation of this policy)/self employment.
 2. Position to be held and anticipated start date.
 3. Overview of job duties.
 4. Extent of commitment – approximate hours per week.
- B. Those City Employees represented by the San Rafael Firefighters Association who find it necessary or desirable to engage in outside employment, including self-employment, within the City of San Rafael, with duties that are related to the San Rafael Fire Department, in addition to their City duties shall present, in writing, to the Fire Chief, a request for authorization to engage in outside employment (see Attachment B). Examples would include Fire Extinguisher and/or Systems sales, design, installation and/or maintenance and inspection, vegetation management, EMS provider. The form shall provide the following information about the job the employee desires to engage in:
1. Name and telephone number of prospective/present employer (if prior to the implementation of this policy)/self employment.
 2. Address of work site.
 3. Position to be held and anticipated start date.
 4. Anticipated end date (if applicable).
 5. Detailed description of duties to be performed.
 6. Days/hours of work to be performed.
 7. Average number of hours of work per month.
- C. **Employees shall not engage in activities that (Government Code Section 1126):**
1. Involves the use for private gain or advantage of City time, facilities, equipment, and supplies, or the badge, uniform, prestige, or influence of one's City office or employment.
 2. Involves receipt or acceptance by an employee of any money or other consideration from anyone other than the City for the performance of an act which the employee would be required or expected to render in the regular course of their City employment or as a part of their duties as a City employee.

3. Involves the performance of an act in other than their capacity as a City employee, which act may later be subject directly or indirectly to the control, inspection, review, audit, or enforcement by such employee or the department by which they are employed.
 4. Involves time demands that would render performance of the employee's duties for the City less efficient.
 5. Involves employment which reasonably may be considered a potential conflict under the joint employment provisions of the Fair Labor Standards Act, Section 522.
- D. The employee engaged in outside employment shall advise the Fire Chief if the nature, character, and/or the extent of the outside employment has changed or if the outside employment is terminated. Outside employment will be reviewed at the time of the employee's annual evaluation. Any promotion or reassignment will automatically require a review. The employee shall not use outside employment to justify any failure of his/her employment performance or failure to respond promptly to the needs of the department when summoned.
- E. Employees are prohibited from using any City equipment or resources in the course of or for the benefit of any outside employment. This shall include the prohibition of access to official records or data bases of the City or other agencies through the use of the employee's position with the City.
- F. No employee shall allow any unauthorized person to rent, borrow or use any City equipment or resources in the course of or for the benefit of any outside employment.
- G. **Outside Employment While on Disability:**
Employees who are placed on disability leave or modified/light duty by the City of San Rafael shall adhere to the City's light duty policy and to State and federal laws.

ATTACHMENTS:

- Notification of Outside Employment
- Request for Authorization to Engage in Outside Employment

APPROVED BY:



9-23-2008

Ken Nordhoff, City Manager

Date

APR 01 2008

LIEBERT CASSIDY WHITMORE

A PROFESSIONAL LAW CORPORATION

LOS ANGELES | FRESNO | SAN FRANCISCO

Exhibit E

153 TOWNSEND STREET, SUITE 520
SAN FRANCISCO, CALIFORNIA 94107
T: (415) 512-3000 F: (415) 856-0306

GCHAN@LCWLEGAL.COM
(415) 512-3014

March 26, 2008

ATTORNEY-CLIENT PRIVILEGED

VIA FIRST CLASS U.S. MAIL

Leslie Loomis
Human Resources Manager
City of San Rafael
P.O. Box 151560
San Rafael, CA 94915

Re: *Firefighters' Memorandum of Understanding & Firefighters Bill of Rights*
Client-Matter: SA026-001

Dear Ms. Loomis:

This is in follow-up to your e-mail exchange of March 12, 2008 with Cynthia O'Neill. You requested that we review the Memorandum of Understanding between the City of San Rafael and San Rafael Firefighters' Association, I.A.F.F., Local 1775 (hereinafter "MOU") and to provide proposed changes to the language contained in the MOU in order to comply with the Firefighters Procedural Bill of Rights (hereinafter "FBOR"). Pursuant to your request, we have reviewed the MOU to determine what language should be revised in light of the FBOR and we are available to discuss the proposed changes with you at your convenience.

The FBOR mainly governs two areas: 1) permissible interrogation and investigation processes; and 2) administrative appeals of "denials of promotion on grounds other than merit" or "punitive action", which is defined in the FBOR as "any action that may lead to dismissal, demotion, suspension, reduction in salary, written reprimand, or transfer for purposes of punishment."¹ This has been interpreted to mean that an employee is entitled to an administrative appeal of any action that results in loss of pay,² except in the case of a transfer. An employee is not entitled to an administrative appeal of a transfer unless it is considered punitive, meaning it is imposed for disciplinary purposes.³ As such, all provisions of the MOU that touch upon disciplinary action, investigation of allegations of misconduct, interrogation procedures, grievance procedures, transfers for purposes of punishment, and appeals of disciplinary actions may be affected by the FBOR. We have reproduced those affected provisions below and have underlined our suggested revisions.

¹ Cal. Gov. Code § 3251(c)

² *White v. County of Sacramento* (1982) 31 Cal.3d 676, 682-684

³ *Benach v. County of Los Angeles* (2007) 149 Cal.App.4th 836, 844-846

Please note that since it is generally in the City's best interest to keep the MOU as short as possible, there are portions of the MOU which are affected by the FBOR, but have been left unchanged. We have also reproduced those MOU provisions in this letter for your reference. You will note that we have included comments and recommendations with regard to these unchanged portions to ensure the City is aware of how to comply with the FBOR's provisions.

CHAPTER 1.0 GENERAL PROVISIONS

1.4. Management Rights

12. To discharge, suspend, demote or otherwise discipline employees for proper cause in accordance with the provisions and procedures set forth in City Personnel Rules and Regulations, the Firefighters Procedural Bill of Rights, and this Memorandum of Understanding.

Comments: This acknowledges the requirement that all firefighters be afforded the rights and protections delineated in the FBOR⁴.

14. To hire, transfer, promote and demote employees for non-disciplinary reasons in accordance with this Memorandum of Understanding and the City's Rules and Regulations.

Comments: We do not recommend any changes to this provision. However, please be advised that a demotion or a transfer that results in loss of pay may entitle the firefighter to the opportunity for an administrative appeal under the FBOR.

CHAPTER 2.0 COMPENSATION

2.2.3. EMT I

Employees who have completed their first year of full-time service with the San Rafael Fire Department and who have successfully completed and who maintain an EMT I certification, accredited by the State of California or State Fire Marshal's Office, shall receive an additional compensation amounting to 2.5% of their basic monthly salary. EMT I re-certification training shall be conducted on duty at times determined by the Fire Chief.

If an employee fails to maintain a valid EMT I, said employee shall lose their 2.5% incentive pay. All non-paramedic line employees hired on or after March 7, 1994 shall be required to possess and maintain a valid EMT I certification as a condition of employment.

Comments: We do not recommend any changes to this provision. However, please be advised that the loss of an employee's 2.5% incentive pay may entitle the firefighter to the

⁴ *Id.* § 3260

opportunity for an administrative appeal under the FBOR.

CHAPTER 3.0 PROBATIONARY PERIOD

3.9 Unsuccessful Passage of Promotional Probation

An employee who does not successfully pass his/her promotional probationary period shall be reinstated to the position in which the employee held regular status prior to his/her promotion. If the employee was serving a probationary period at the time of promotion, the suspension of the prior probationary period shall be lifted, the employee shall be reinstated to probationary status in the prior classification and the remainder of that period shall be served. Provided, however, that if the cause for not passing the promotional probationary period is sufficient grounds for dismissal, the employee shall be subject to dismissal without reinstated to the lower position. If the employee has completed the probationary period in the prior classification and the employee is subject to dismissal without reinstatement, the employee has the opportunity to appeal pursuant to the provisions of the Firefighters Procedural Bill of Rights Act and this Memorandum of Understanding.

Comments: The administrative appeal provisions of the FBOR only apply to firefighters who have successfully completed the probationary period. It states that “punitive action or denial of promotion on grounds other than merit shall not be undertaken by any employing department or licensing or certifying agency against any firefighter who has successfully completed the probationary period without providing the firefighter with an opportunity for administrative appeal⁵.” Although there is no case law to help interpret this provision of the FBOR, it does seem clear that there is no right to an administrative appeal after rejection from the initial probation that one serves with an employer, or even a promotional probation if merit-based reasons are the reason for rejection from probation. Until there is case law that interprets this provision, a cautious approach would be to provide an opportunity for an administrative appeal to any employee who has been dismissed from promotional probation “for reasons other than merit” and not returned to his or her original position.

CHAPTER 5.0 HEALTH AND WELFARE

5.7 Sick Leave

5.7.2 Sick Leave Usage

An employee eligible for sick leave with pay will be granted such leave with approval of the department head for the following purposes...

Except that in a. and b. above an employee may not use sick leave for a work related injury and/or illness once said employee has been determined

⁵ *Id.* § 3254(b)

permanent and stationary. The Association acknowledges the Fire Chief's right to investigate sick leave abuse.

Comments: Although we do not recommend any changes in the language of this provision, we would like to bring to your attention that any and all investigation and/or interrogation of an employee is subject to the rights and provisions contained in the FBOR. As a result, those who investigate sick leave usage must be briefed on proper interrogation and investigation procedures to ensure compliance with the FBOR.

CHAPTER 7.0 TERMS & CONDITIONS OF EMPLOYMENT

The Fire Chief may demote an employee when the following occurs:

- A. The employee fails to perform his/her required duties.

Comments: We do not recommend any changes in the language of this provision. We would, however, like to bring to your attention that any demotion, including the one described above, would likely be subject to the FBOR, and most significantly, its appeals processes which are discussed at length below.

7.8.3. Termination – Disciplinary Reasons

An employee may be terminated for disciplinary reasons, as provided in Chapter Eight (8) Disciplinary Action of the Memorandum of Understanding.

Comments: We do not recommend any changes in the language of this provision. However, please note that termination, as it results in a loss of pay, would be considered "punitive action." This stands even if the termination was not carried out for disciplinary reasons. As such, the FBOR would likely be applicable and the terminated employee must be afforded the opportunity for an administrative appeal.

CHAPTER 8.0 DISCIPLINARY ACTION

8.1 Authority

The City shall have the right to discharge or discipline any employee for dishonesty, insubordination, drunkenness, incompetence, negligence, failure to perform work as required or to observe the Department's safety rules and regulations or for engaging in strikes, individual or group slowdowns or work stoppages, or for violating or ordering the violation of the Memorandum of Understanding.

Comments: We do not recommend any changes in the language of this provision. However, please note that the FBOR provides that, subject to several exceptions⁶, punitive action

⁶ *Id.* § 3254(d)

or denial of promotion on grounds other than merit may be imposed for misconduct only if the investigation of the alleged misconduct is completed within one year of discovery by the "Fire Department." It is critically important to act on misconduct as soon as *any* member of the fire department becomes aware of it; the one year time clock is arguably triggered when any member of the Department learns of the misconduct. In addition, if it is determined that disciplinary action will be taken, the offending firefighter must also be served with Notice of the proposed discipline within that same one year as well. Please note that this one year statute of limitations applies only to alleged misconduct that occurred after January 1, 2008⁷. We recommend that all management be aware of this one year statute of limitations and its exceptions, so that the City does not lose the opportunity to discipline because of the time taken to investigate.

Another notice requirement contained in the FBOR is that the offending employee must be notified of the imposition of discipline within the following time constraints. The Notice of Discipline must occur no later than 30 days after the decision to discipline, but not less than 48 hours prior to the effective date of the discipline. Since the earliest that the decision to discipline occurs is at the *Skelly* conference, it is a good idea to issue the Notice of Discipline no later than 30 days after the *Skelly* conference. The 48-hour notice provision serves to delay the effective date of a discipline by at least two days.

8.4 Appeals

Whenever punitive action is undertaken, the offending employee shall have the opportunity for an administrative appeal which will be conducted in conformance with the Administrative Procedure Act and this Memorandum of Understanding. Such appeal must be filed with the City Manager or his/her designee by the employee in writing within fourteen (14) calendar days from the date of the discipline/discharge and unless so filed the right of appeal is lost.

Comments: One of the key protections of the FBOR is that all firefighters must be afforded the right to an administrative appeal of any punitive action.⁸ This language clearly states that the MOU is in conformance with the APA and does afford the right to an administrative appeal.⁹

8.5 City Manager and Arbitration

The appellant may have the appeal heard by the City Manager or may request arbitration.

⁷ *Id.*

⁸ *Id.* § 3254(b)

⁹ *Id.* § 3254.5

8.5.1 Proceeding Heard by City Manager

If an employee elects to have an appeal heard by the City Manager, the employee must state in writing that he or she waives his/her right to an appeal that conforms to the procedures of the Administrative Procedure Act.

8.5.2 Arbitration

If arbitration is requested, the arbitration will be held in conformance with the Administrative Procedure Act, California Code of Regulations, and other applicable statutes. Representatives of the City and the appellant shall meet within fourteen (14) days to select a mutually acceptable arbitrator. The fees and expenses of the arbitrator and of a court reporter shall be shared equally by the appellant and the city.

A hearing before the arbitrator shall be held within sixty days of the selection of the arbitrator unless the mutually accepted arbitrator's schedule does not so permit, in which case the hearing shall be held not more than 120 days after the selection of the arbitrator.¹⁰ The arbitrator shall not have the power to amend or modify either party's position;¹¹ but shall rule on the merits of each party's case as presented during the hearing. Decisions of the Arbitrator on matters properly before him/her shall be final and binding on the parties hereto, to the extent permitted by the Charter of the City.

In addition to arbitrators proposed by the State Mediation and Conciliation Service, the parties shall be free to select from a pool of arbitrators mutually agreed to by the City and the Association. The parties shall continue to meet and confer, after the adoption of this MOU on a mutually agreeable panel of arbitrators. Once agreed to the panel shall be identified by a side letter to the MOU.

Comments: Please note that the Administrative Procedure Act (hereinafter "APA") allows for alternative dispute resolution, namely binding arbitration, as well as non-binding arbitration and mediation. By affording the covered employees with the option to enter into binding arbitration, and following the APA procedures regarding binding arbitration, the requirement that an employee may make an administrative appeal under the APA is satisfied. However, should binding arbitration be negotiated out of the MOU, an alternative hearing method as prescribed by the APA must be included. Please do not hesitate to contact us should this be the case so we can discuss alternative administrative appeal procedures.

In addition, all arbitration procedures must be in conformance with the APA¹² and the

¹⁰ 1 Cal. Code Regs. § 1240

¹¹ We do not understand how an arbitrator could ever modify a party's "position."

¹² Cal. Gov. Code §§ 11420.10-11420.30

California Code of Regulations.¹³ Please note that the current arbitration procedures, as amended in this letter, are consistent with both the APA and the California Code of Regulations.

CHAPTER 9.0 GRIEVANCE PROCEDURE

9.1 Definition

A grievance is any dispute, which involves the interpretation or application of any provision of this Memorandum of Understanding, or any Fire Department policy specifically referenced herein, except issues concerning appeals of punitive action, which is governed by Chapter 8.0. Policy 1-VI-3 is specifically incorporated by reference.¹⁴

Comments: So as to avoid any confusion in determining when the appeals processes contained in the APA and FBOR must be followed, this clarifies that all appeals of punitive action must be undertaken in accordance with Chapter 8.0 of this MOU, and that all other grievances will be resolved in accordance with Chapter 9.0.

This concludes our comments and suggested revisions of the MOU as it pertains to the FBOR. Thank you for your attention to the above. Should you have any questions or would like to discuss this further, please do not hesitate to contact us.

Sincerely,

LIEBERT CASSIDY WHITMORE



Grace Y. Chan

CJO/GYC/ab

¹³ 1 Cal. Code Regs. §§ 1200-1258

¹⁴ We have not reviewed Policy 1-VI-3 so we do not know its relevance to FBOR issues.

**This Page
Intentionally Left
Blank**

CITY OF



San Rafael

 Mayor
 Albert J. Bova

 Council Members:
 Paul M. Cohen
 Barbara Heller
 Gary O. Phillips
 David J. Zappacchi

September 25, 1995

Mr. James Lydon, President
 San Rafael Firefighters' Association
 P.O. Box 2518
 San Rafael, CA 94912

Subject: Personnel Rules Letter of Agreement

Dear Jim,

The City Council met with its labor negotiators in closed session on Monday, 9-18-95 to discuss the unresolved issue associated with the experience qualifications for the Fire Chief officer classifications, which the City and the Association have been discussing as a part of finalizing the meet and confer process on the revised Personnel Rules and Regulations. The final proposal from the City, on this issue, as well as a summary of the second, agreed "rules" issue, is as follows:

1. Experience qualifications of Fire Chief Officer classifications, excluding Fire Chief:
 - A. 3 yrs. line captain experience for promotion/appointment to any current or future chief officer class that has emergency incident commander responsibilities. 2 yrs of line captain experience for acting assignment to such a position.
 - B. No impact on the status of incumbent chief officer employees in their current positions.
 - C. Chief officer classifications, minus Fire Chief, include: Fire Division Chief, Fire Marshal, and Fire Training Officer. (Note: Fire Marshal and Fire Training Officer presently hold the rank of Battalion Chief.)
 - D. The incumbent Fire Marshal remains eligible to serve as an acting incident commander, in accordance with the 11-93 arbitrated special agreement. The training program, once completed, detailed in this special agreement serves to qualify the incumbent, as to the experience necessary, to compete for promotion to other chief officer opportunities.
2. Section 1.5 of Personnel Rules: Collective Bargaining Agreements.

As per our tentative agreement dated 3-21-95, section 1.5 of the revised Personnel Rules will be changed to read:

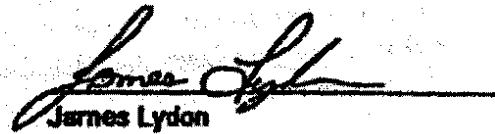
Mr. James Lydon, President
San Rafael Firefighters' Assn.
September 25, 1995
Page 2

These rules are not intended to supersede any provisions of an existing collective bargaining agreement. What this means is that if any section of these Rules and Regulations is covered by a provision of a collective bargaining agreement, the collective bargaining agreement shall prevail and the parallel provisions in the Rules and Regulations shall not apply to the affected Unit.

In addition to the above two items, we agreed that the experience section of each of the current chief officer job descriptions included in the Fire Department's Career Development Guide will be updated to reflect the qualifications conditions noted in # 1 of this letter.

This letter constitutes the agreement of the parties, as evidenced by their signatures below. It is intended that this letter shall be appended to the current Memorandum of Understanding (MOU) and shall be appended to future MOU's, unless modified by the meet and confer process set forth in Resolution No. 4027.


Suzanna Golt
Assistant City Manager


James Lydon
President, San Rafael Firefighters'
Association

cc: Mayor and City Council
Pamela J. Nicolai
Robert Maroucci
Daryl Chandler
Dick Whitmore
John Grey

**SIDE LETTER AGREEMENT
BETWEEN CITY OF SAN RAFAEL AND
SAN RAFAEL FIREFIGHTERS' ASSOCIATION, I.A.F.F., LOCAL 1775
REGARDING ACTING CAPTAIN REQUIREMENTS**

Representatives of the City of San Rafael (City) and IAFF Local 1775 (Union) have met and conferred and reached agreement on this Side Letter of Agreement. The following provisions represent the mutual understanding and consent of both parties:

Section 3.4.2 – Engineer Out of Class Compensation

The incumbent Fire Engineers listed below are not required to meet the minimum qualifications of the Captain classification in order to perform in Acting Captain status:

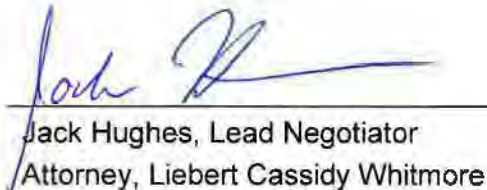
Rick Brown
Matt Locatelli
Cameron Mrsny
Rich Nettleman

Arthur Phillips
Jason Schmitt
Dan Sutherlin

**SAN RAFAEL FIREFIGHTERS' ASSOCIATION,
I.A.F.F., LOCAL 1775**

CITY OF SAN RAFAEL

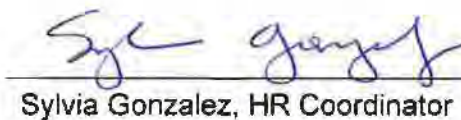

Andrew Rogerson, Fire Captain

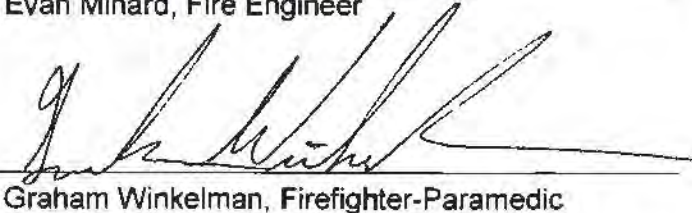

Jack Hughes, Lead Negotiator
Attorney, Liebert Cassidy Whitmore


Kyle Hamilton, Fire Captain


Deirdre Dolan, Human Resources Director


Evan Minard, Fire Engineer


Sylvia Gonzalez, HR Coordinator


Graham Winkelman, Firefighter-Paramedic


John Grey, Local 1775 Attorney