



City of Biggs

Agenda Item Staff Report For the Regular City Council Meeting: July 10, 2018

TO: Honorable Mayor and Members of the City Council
FROM: City Administrator
SUBJECT: Consultant Contract Allocations

Direct staff regarding possible allocation update.

Background

For many years, the City of Biggs has been allocating a portion of the consultant contracts to the General Plan Update, Fund 214, which was also used for related projects such as the Municipal Services Review, sphere of influence update with Butte County Local Area Formation Commission. The fund has no current active uses and no funding sources, therefore it is recommended to shift the allocated costs to other funds.

Following are current cost allocations to Fund 214:

- Engineering – 4%
- Planning – 5%
- Attorney – 1%
- Accountant – 1%

Additionally, the City Engineer cost allocation included a 1% allocation to bridge replacement reserve.

Please see attached current allocations, followed by a recommended new cost allocation.

Recommendation:

Direct staff regarding cost allocations of consultant contracts or approve the attached recommended cost allocation of consultant contractual costs.

Mark Sorensen, City Administrator

CONSULTANT CONTRACT ALLOCATION

FY 18-19 Budget -- City of Biggs

Bennett Engineering Services

| Engeneering General | GPU | Sewer Operating | Water Operating | Gen Fund Street Maint | Street Maintenance LTF | Street Maintenance RSTP | Bridge Replacement Reserve | Sewer Improvement | Water Improvement | Total Allocation |
|---------------------|----------|-----------------|-----------------|-----------------------|------------------------|-------------------------|----------------------------|-------------------|-------------------|------------------|
| 010-4370-1081 | 214 | 030-4460-1081 | 040-4710-1081 | 010-4412-1081 | 080-4412-1081 | 092-4412-1081 | 13-1081 | 105-4735-1081 | 110-4715-1081 | |
| 50.0% | 4.0% | 7.0% | 3.0% | 5.0% | 0.0% | 0.0% | 1.0% | 20.0% | 10.0% | 100.0% |
| \$ 15,000 | \$ 1,200 | \$ 2,100 | \$ 900 | \$ 1,500 | \$ - | \$ - | \$ 300 | \$ 6,000 | \$ 3,000 | \$ 30,000 |

Michael Baker International

| Planning Prof. Services | Electric Operation | Sewer Operating | Water Operating | Gas Tax | Street Maintenance LTF | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|-------------------------|--------------------|-----------------|-----------------|---------------|------------------------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4160-1411 | 050-4720-1411 | 030-4460-1411 | 040-4710-1411 | 022-4412-1411 | 080-4412-1411 | 092-4412-1411 | 214 | 105-4735-1411 | 110-4715-1411 | |
| 85.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 5.0% | 5.0% | 5.0% | 100.0% |
| \$ 25,500 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,500 | \$ 1,500 | \$ 1,500 | \$ 30,000 |

Greg Einhorn, City Attorney

| General | Electric Operation | Sewer Operating | Water Operating | NBE CFD | Street Maintenance LTF | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|---------------|--------------------|-----------------|-----------------|----------|------------------------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4140-1040 | 050-4720-1040 | 030-4460-1040 | 040-4710-1040 | 200 | 080-4412-1040 | 092-4412-1040 | 214 | 105-4735-1040 | 110-4715-1040 | |
| 20.0% | 50.0% | 10.0% | 10.0% | 3.0% | 0.0% | 0.0% | 1.0% | 5.0% | 1.0% | 100.0% |
| \$ 9,600 | \$ 24,000 | \$ 4,800 | \$ 4,800 | \$ 1,440 | \$ - | \$ - | \$ 480 | \$ 2,400 | \$ 480 | \$ 48,000 |

Roy Seiler, City Accounting Consultant

| City Admin | Solid Waste | Electric Operation | Sewer Operating | Water Operating | Gas Tax | NBE CFD | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|---------------|---------------|--------------------|-----------------|-----------------|---------------|----------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4120-1411 | 060-4470-1411 | 050-4720-1411 | 030-4460-1411 | 040-4710-1411 | 022-4412-1411 | 200 | 092-4412-1411 | 214 | 105-4735-1411 | 110-4715-1411 | |
| 15.0% | 2.0% | 25.0% | 20.0% | 20.0% | 1.0% | 5.0% | 1.0% | 1.0% | 8.0% | 2.0% | 100.0% |
| \$ 3,150 | \$ 420 | \$ 5,250 | \$ 4,200 | \$ 4,200 | \$ 210 | \$ 1,050 | \$ 210 | \$ 210 | \$ 1,680 | \$ 420 | \$ 21,000 |

CONSULTANT CONTRACT ALLOCATION

FY 18-19 Budget -- City of Biggs

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Bennett Engineering Services

| Engeneering General | GPU | Sewer Operating | Water Operating | Gen Fund Street Maint | Street Maintenance LTF | Street Maintenance RSTP | Bridge Replacement Reserve | Sewer Improvement | Water Improvement | Total Allocation |
|---------------------|------|-----------------|-----------------|-----------------------|------------------------|-------------------------|----------------------------|-------------------|-------------------|------------------|
| 010-4370-1081 | 214 | 030-4460-1081 | 040-4710-1081 | 010-4412-1081 | 080-4412-1081 | 092-4412-1081 | 13-1081 | 105-4735-1081 | 110-4715-1081 | |
| 50.0% | 0.0% | 9.0% | 6.0% | 5.0% | 0.0% | 0.0% | 0.0% | 20.0% | 10.0% | 100.0% |
| \$ 15,000 | \$ - | \$ 2,700 | \$ 1,800 | \$ 1,500 | \$ - | \$ - | \$ - | \$ 6,000 | \$ 3,000 | \$ 30,000 |

Michael Baker International

| Planning Prof. Services | Electric Operation | Sewer Operating | Water Operating | Gas Tax | Street Maintenance LTF | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|-------------------------|--------------------|-----------------|-----------------|---------------|------------------------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4160-1411 | 050-4720-1411 | 030-4460-1411 | 040-4710-1411 | 022-4412-1411 | 080-4412-1411 | 092-4412-1411 | 214 | 105-4735-1411 | 110-4715-1411 | |
| 90.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 0.0% | 5.0% | 5.0% | 100.0% |
| \$ 27,000 | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ - | \$ 1,500 | \$ 1,500 | \$ 30,000 |

Greg Einhorn, City Attorney

| General | Electric Operation | Sewer Operating | Water Operating | NBE CFD | Street Maintenance LTF | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|---------------|--------------------|-----------------|-----------------|----------|------------------------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4140-1040 | 050-4720-1040 | 030-4460-1040 | 040-4710-1040 | 200 | 080-4412-1040 | 092-4412-1040 | 214 | 105-4735-1040 | 110-4715-1040 | |
| 21.0% | 50.0% | 10.0% | 10.0% | 3.0% | 0.0% | 0.0% | 0.0% | 5.0% | 1.0% | 100.0% |
| \$ 10,080 | \$ 24,000 | \$ 4,800 | \$ 4,800 | \$ 1,440 | \$ - | \$ - | \$ - | \$ 2,400 | \$ 480 | \$ 48,000 |

Roy Seiler, City Accounting Consultant

| City Admin | Solid Waste | Electric Operation | Sewer Operating | Water Operating | Gas Tax | NBE CFD | Street Maintenance RSTP | General Plan Update | Sewer Improvement | Water Improvement | Total Allocation |
|---------------|---------------|--------------------|-----------------|-----------------|---------------|----------|-------------------------|---------------------|-------------------|-------------------|------------------|
| 010-4120-1411 | 060-4470-1411 | 050-4720-1411 | 030-4460-1411 | 040-4710-1411 | 022-4412-1411 | 200 | 092-4412-1411 | 214 | 105-4735-1411 | 110-4715-1411 | |
| 15.0% | 3.0% | 25.0% | 20.0% | 20.0% | 1.0% | 5.0% | 1.0% | 0.0% | 8.0% | 2.0% | 100.0% |
| \$ 3,150 | \$ 630 | \$ 5,250 | \$ 4,200 | \$ 4,200 | \$ 210 | \$ 1,050 | \$ 210 | \$ - | \$ 1,680 | \$ 420 | \$ 21,000 |