City of South Lake Tahoe
City Council
Meeting Agenda
Tuesday, March 26, 2024 at 5:30 pm
City Hall - Council Chambers - 1901 Lisa Maloff Way, South Lake Tahoe

City Council
Cody Bass, Mayor
John Friedrich, Mayor Pro Tem
Cristi Creegan, Councilmember
Tamara Wallace, Councilmember
Scott Robbins, Councilmember

Mission of the City Council
The City was established to provide essential, outstanding and cost-effective services that enhance environmental sustainability, economic vitality and the quality of life for our residents, businesses and guests.

Public Participation
City Council meetings are held in person at the time and location listed on this agenda. Meetings are live-streamed on Channel 21, City website at www.cityofslt.us, YouTube at https://www.youtube.com/channel/UC3LYne8Ih-kTPLnnuyJW9SQ/live and via ZOOM at this link https://us06web.zoom.us/j/83312261065

A public agenda packet is available for review at City Hall, 1901 Lisa Maloff Way, on the City's Website at www.cityofslt.us, or by contacting the City Clerk's Office, (530) 542-6005 or sblankenship@cityofslt.us
Providing Public Comment:

In Person: Every agenda for regular meetings provides an opportunity for members of the public to directly address the legislative body (City Council), on any item of public interest which is within the jurisdiction of the City Council during Public Communications. For items on the agenda or in connection with any item which the City Council will consider, the public is given the opportunity to comment before or during the City Council's consideration of the item [Government Code Section 54954.3(a)].

Remote Participation: If you are joining the meeting via ZOOM and would like to make a comment, press the "raise a hand" button. If you are joining the meeting via Channel 21 or live stream and would like to make a comment, please call (530) 542-6500. The meeting ID is: 833 1226 1065 press *9 to indicate a desire to make a comment. Press *6 to unmute your phone. The Clerk will call you by the last three digits of your phone number when it is your turn to speak. ***Note: The Mayor reserves the right to conduct the meeting with in-person public participation only, if there is a technology malfunction that***

precludes the use of remote public participation.

In Writing: Written comments received by 3 p.m. the day before the meeting will be distributed to City Council prior to the meeting. Written public comment regarding any item on this agenda may be sent to PublicComment@cityofslt.us. When emailing comments, identify the agenda item number in the subject line to which your comments relate. Any such comment that is a public record and is emailed to PublicComment@cityofslt.us or otherwise provided to a majority of the City Council before the meeting will be made available for public inspection during normal business hours at the City Clerk's Office located at City Hall, 1901 Lisa Maloff Way, South Lake Tahoe [Government Code Section 54957.5(b)]. Written comments will not be read out loud during the meeting.

The City Council Chambers meeting facility is accessible to people with disabilities. Every reasonable effort will be made to accommodate any person needing special assistance to attend this meeting. Contact the City Clerk at (530) 542-6005 at least 48 hours in advance of the meeting for assistance [28 CFR 35.102.35.104 ADA Title II and Brown Act Government Code Sections 54953.2, 54954.1, 54954.2, and 54957.5].

Spanish Interpretations: The public may access Spanish interpretation using the ZOOM link listed on the front of the Agenda from an internet device (smartphone, laptop, tablet, home computer) with audio capabilities and selecting the Spanish language option. Persons without an internet device may attend the meeting in-person and a device will be provided while supplies last. Requests for interpreter services to offer public comment may be made by contacting the City Clerk.

Land Acknowledgement

> Land Acknowledgement - The City of South Lake Tahoe acknowledges the lands we occupy today are the lands and home of the Waší̌iw, the people from here known today as the Washoe Tribe of Nevada and California, a sovereign nation. Since the beginning of time and for thousands of years before the arrival of any other people, the Washoe lived here and cared for this place, with values and intention that we can all learn from. On behalf of the City Council, I would like to acknowledge, thank, and honor the Indigenous Washoe Tribal Communities that are the past, present, and future stewards of the Lake Tahoe Basin.

Call to Order/Pledge of Allegiance

Roll Call

Closed Session Report

Public Communications
This is the public's opportunity to speak on any topic NOT LISTED on this agenda. Comments shall be limited to four (4) minutes. In accordance with the Brown Act, the City Council cannot deliberate or vote on any matter raised under public communications, but may briefly respond to statements made or questions posed. (Government Code Sections 54954.2)

City Commission and Student Advisory Reports

Consent Agenda
Public Comment - This is the public's opportunity to speak on any topic listed on the Consent Agenda.

Comments shall be limited to three (3) minutes.

The consent agenda consists of items of a repeating or routine nature considered under a single action. Any Councilmember may have an item on the consent agenda removed and considered separately upon request.

Pass a Motion to adopt the Consent Agenda in one motion except as indicated at each item.

1. City Council Meeting Minutes
Requested Action / Suggested Motions: Pass a Motion approving the March 12, 2024, Regular City Council meeting minutes.
Responsible Staff Member(s): Susan Blankenship, City Clerk
Item 1- Executive Summary.pdf
03 12 2024 Meeting Minutes.pdf

2. 2023-2024 Master Fee Schedule
Requested Action / Suggested Motions:

Pass a Resolution adopting the Annual Master Schedule of Fees and Charges for City Services.

Responsible Staff Member(s): Akemi Nishimura, Accountant I
Item 2- Executive Summary.pdf
01-Staff Report - Master Fee Schedule
02-Resolution - Master Fee Schedule
03-Master Fee Schedule 23 24 (Exh. A to Reso.).pdf
04-Strengthening Financial Position Feb 2013.pdf
05-Master Fee Schedule 2023-2024 (Red-Lined).pdf

3. Accessory Dwelling Unit Ordinance Amendment (Second Reading)
Requested Action / Suggested Motions: Pass an Ordinance amending South Lake Tahoe City Code Section 6.85.050, Accessory Dwelling Units.
CEQA Determination: This action is statutorily exempt from CEQA under section 15282(h) which exempts ordinances adopted per Section 65852.2 of the California Government Code.
Responsible Staff Member(s): Anna Kashuba, Senior Planner
Item 3- Executive Summary.pdf
01 - Staff Report - ADU Ord Amendment.docx
02 - Ordinance.docx
03 - Ordinance (Redlined).pdf
04-Public Notice ADUs Ordinance.pdf

4. Ordinance Amending City Code Chapters 4.60 and 4.65 Regarding Public Nuisances Consisting of Abandoned Structures (Second Reading)
Requested Action / Suggested Motions: Pass an Ordinance amending South Lake Tahoe City Code Title 4, Chapters 4.60 (Nuisances consisting of abandoned or substantially damaged non dwelling structures) and 4.65 (Nuisances consisting of abandoned or substantially damaged dwelling structures) to include structures that are in a partial state of construction in the definition of abandoned building and to create consistency in remedying nuisances associated with non dwelling and dwelling structures.
Responsible Staff Member(s): Hilary Roverud, Assistant City Manager
Item 4- Executive Summary.pdf
01-Staff Report

02-Ordinance
03-Public Notice Abandoned Structures Ordinance.pdf

5. Ordinance Amending Chapter 4.185 of the South Lake Tahoe City Code (Shared Mobility Devices) to Modify Parking Restrictions (Second Reading)
Requested Action / Suggested Motions:

Pass an Ordinance amending Chapter 4.185 to the South Lake Tahoe City Code regarding regulation of shared mobility devices.

CEQA Determination: This action is exempt from review under CEQA Guidelines section 15301(c) (Existing facilities consisting of operation, repair, maintenance, permitting, or minor alteration of existing public facilities involving negligible or no expansion of existing or former use, including existing streets, bicycle and pedestrian trails, and similar facilities that do not create additional automobile lanes).
Responsible Staff Member(s): Dan Bardzell, Assistant City Attorney
Item 5- Executive Summary.pdf
01 - Staff Report.docx
02 - Shared Mobility Device Ordinance (redline).pdf
03 - Shared Mobility Device Ordinance.pdf
04-Public Notice Shared Mobility Devices Ordinace.pdf

6. Amendment No. 2 to Agreement with On Course Events for Live at Lakeview Summer Concert Series Increasing City Contribution to $20,000 for 2024
Requested Action / Suggested Motions: Pass a Resolution authorizing and directing the Mayor to execute Amendment No. 2 to Agreement with On Course Events, appropriating additional $10,000 from General Fund Undesignated Excess Reserves, and increasing funding to $20,000 per year for 2024 to produce Live at Lakeview Summer Concert Series.
CEQA Determination: This action is categorically exempt from review under CEQA Guidelines section 15323 (Normal Operations of Facilities for Public Gatherings).
Responsible Staff Member(s): John Stark, Director of Parks & Recreation
Item 6- Executive Summary.pdf
01-Staff Report - Amendment No. 2 with On Course Events.docx
02-Amendment No. 2 to Agreement with On Course Events.docx
03-Resolution-On Course Events.docx
04-C-136-2019 On Course Events Concessionaire Agreement.pdf
05-C-033-2023 Amendment No. 1 to Agreement with On Course Events
06-Sponsorship Request - City of SLT.pdf

7. Lakeview Commons Recreation Concessionaire Agreement with Tahoe City Kayak & Paddleboards
Requested Action / Suggested Motions: Pass a Motion authorizing and directing the Mayor to execute an agreement with Tahoe City Kayak & Paddleboards to operate the Lakeview Commons recreation concession for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms.
CEQA Determination: This action is categorically exempt under CEQA Guidelines 15301 (Existing Facilities).
Responsible Staff Member(s): John Stark, Director of Parks & Recreation
Item 7- Executive Summary.pdf
01-Staff Report - Lakeview Commons Concessionaire Award.docx
02-Concessionaire Agreement with Tahoe City Kayak Paddleboard
03- RFP Lakeview Commons 2024.pdf

8.

Reimbursement Agreement with El Dorado County for Purchase of two Teal 2 Unmanned Aircraft

Vehicles (UAV) Using 2019 and 2021 Homeland Security Grant Funds

Requested Action / Suggested Motions:

Pass a Resolution authorizing and directing the Mayor to execute a funding reimbursement agreement with El Dorado County in the amount of $31,247.46 for the purchase of Qty 2 Teal 2 Unmanned Aircraft Vehicles (UAV) at the estimated cost of $31,132.63, appropriating funding in the FY 2023-2024 budget, authorizing purchase of the equipment from Teal Drones, LLC, and authorizing the City Manager to sign and submit all necessary documents for the completion of the grant scope.

Responsible Staff Member(s): Jay Manning, Battalion Chief, and Jim Drennan, Fire Chief
Item 8- Executive Summary.pdf
01-Staff_Report_-_El_Dorado_County_Funding_Agreement.docx
02-Resolution - El Dorado County Teal 2 Funding.docx
03-El Dorado County Funding Agreement 2019 Funds (Exh. A to Reso).pdf
04-El Dorado County Funding Agreement 2021 Funds (Exh. B to Reso).pdf
05 - Teal 2 Quote
06-Teal 2 Spec Sheet

9.

Law Enforcement Specialized Unit Grant – Domestic Violence Programs

Requested Action / Suggested Motions:

Pass a Resolution ratifying grant application, authorizing and directing the Mayor to execute the grant agreement, and authorizing receipt of grant funds from the California Office of Emergency Services (CalOES) in support of the South Lake Tahoe Police Department and Live Violence Free through the Law Enforcement Specialized Unit Grant sub-award LE23 07 7994 for calendar year 2024 in an amount up to $203,142.

Responsible Staff Member(s): Jeff Roberson, Police Lieutenant
Item 9- Executive Summary.pdf
01-Staff Report - Cal OES Grant Ratification.docx
02-Resolution-CalOES Live Violence Free Grant.docx
03-CalOES Performance Assessment 02-28-24.pdf
04-LE23 07 7994 - SUBAWARD.pdf
05-SLTPD-LVF Operational Agreement 2024.pdf

10.

Contract with Cadence Team, Inc. to Purchase Police Department Server Upgrade, Disaster Recovery Site, and Video Storage Solution

Requested Action / Suggested Motions:

Pass a Resolution authorizing and directing the City Manager to execute a purchase contract with Cadence Team, Inc. through CMAS cooperative purchasing agreement for the purchase of hardware and software for the Police Department to upgrade existing server infrastructure, establish disaster recovery Site, and enhance video storage solution of for a total amount not to exceed $230,940.24, and appropriating $230,941 from Proposition 172 Police Safety Sales Tax available fund balance.

Responsible Staff Member(s): Gabriel Raab, Network Systems Administrator, and Jeff Roberson, Police Lieutenant
Item 10- Executive Summary.pdf
01-Staff Report - Police Server Purchase.docx

02-NIST backup policy.pdf
03-CJIS Security Policy.pdf
04- Signed-RIMS Collaborate MOU-SLTPD.pdf
05-CMAS HPE Aruba #3-20-70-3296D.pdf
06-Quote - DHCI for PD.pdf
07-Resolution-PD Server Upgrade and DR.docx

11. Purchase Order with Holt of California for Grader Repair
Requested Action / Suggested Motions: Pass a Motion authorizing and directing the City Manager to execute a sole source Purchase Order with Holt of California for snow grader repair for an amount of $78,307.93.
Responsible Staff Member(s): Anush Nejad, Director of Public Works and Phil Harwood, Fleet Supervisor
Item 11- Executive Summary.pdf
01-Staff Report - Holt Repair Purchase Order.docx
02- Sole Source- signed.pdf
03 - Holt Repair Quote.pdf

12. Reapproval of City Salary Tables
Requested Action / Suggested Motions: Pass a Resolution reapproving City Salary Tables.
Responsible Staff Member(s): Ember Buckman, Human Resources Manager
Item 12- Executive Summary.pdf
01-Staff Report Reapproval of City Salary Tables.docx
02-Resolution_Reapproval_City_Salary_Tables.docx
03 - UnRep-01.01.2019 Effective 12.29.2018 (Exh A to Reso).pdf
04 - PSC-01.01.2020 Effective 12.28.2019 (Exh B to Reso).pdf
05 - PSC-10.01.2021 Effective 09.18.2021 (Exh C to Reso).pdf
06 - PSC-10.01.2022 Effective 10.01.2022 (Exh D to Reso).pdf
07 - PSC-10.01.2023 Effective 09.30.2023 (Exh E to Reso).pdf
08 - PSC-11.25.2023 Effective 11.25.2023 (Exh F to Reso).pdf
09 - Local 39 Admin-01.01.2019 Effective 01.01.2019 (Exh G to Reso).pdf
10 - Local 39 Admin-01.01.2020 Effective 12.28.2019 (Exh H to Reso).pdf
11 - Local 39 Admin-10.01.2021 Effective 09.18.2021 (Exh I to Reso).pdf
12 - Local 39 Admin-10.01.2022 Effective 10.01.2022 (Exh J to Reso).pdf
13 - Local 39 Admin-10.01.2023 Effective 09.30.2023 (Exh K to Reso).pdf
14 - Fire-01.01.2021 Effective 12.26.2020 (Exh L to Reso).pdf
15 - Fire-10.01.2022 Effective 10.01.2022 (Exh M to Reso).pdf
16 - Fire-10.01.2023 Effective 09.30.2023 (Exh N to Reso).pdf
17 - PEA - 10.1.23 Effective 10.01.2023 (Exh O to Reso).pdf
18 - City Wide Salary Schedule 2019 Adopted 3-26-24 (EXH P to Reso).pdf
19 - City Wide Salary Schedule adopted by CC 12-03-19, Readopted 3-26-24 (Exh Q to Reso).pdf
20 - City Wide Salary Schedule adopted by CC 11-03-20, Readopted 3-26-24 (Exh R to Reso).pdf
21 - City Wide Salary Schedule adopted by CC 12-7-21, Readopted 3-26-24 (Exh S to Reso).pdf
22 - City Wide Salary Schedule adopted by CC 11-15-22, Readopted 3-26-24 (Exh T to Reso).pdf
23 - City Wide Salary Schedule adopted by CC 12-12-23, Readopted 3-26-24 (Exh U to Reso).pdf
24 - Salary Schedules approved between 2020 & 2023 (Exh V to Reso).pdf

13. Revisions to Compensation and Benefits Package for Unrepresented Employees to Replace Cash Distributions to Certain Employees with Cost of Living Increases, and to Update Paid Time Off, Public Safety Uniform pay, and Strike Team Response Policies
Requested Action / Suggested Motions: Pass a Resolution approving revisions to the compensation and benefits package for unrepresented employees, including the elected City Clerk.
Responsible Staff Member(s): Ember Buckman, Human Resources Manager
Item 13- Executive Summary.pdf
01-Staff Report - Unrepresented Compensation Benefit Package.docx

02-Resolution - Unrepresented Compensation Benefit Package.docx
03 - Unrepresented Employee Group Compensation and Benefit Package 2023-2026 Revised 03-11-2024 (EXH A to Reso).pdf

Regular-New Business

14. Pre-Zoning, General Plan Amendment, and Initiation of Proceedings for Cleanup Annexation Scenario

Requested Action / Suggested Motions:

1) Pass a Motion to hold first reading (by title only) of an Ordinance pre-zoning 90 parcels located within the City Sphere of Influence in El Dorado County for subsequent annexation of such properties and amending South Lake Tahoe City Code Title 6, Chapter 6.55, Article II (Plan Area Maps and Statements), and refer second reading and adoption to April 23, 2024; 2) Pass a Resolution adopting an amendment to the General Plan LU-1, Land Use Diagram; and 3) Pass a Resolution initiating proceedings for the annexation of such properties.

CEQA Determination: This action is categorically exempt under CEQA Guidelines section 15319 (Annexation of Existing Facilities and Lots for Exempt Facilities).
Responsible Staff Member(s): John Hitchcock, Planning Manager
Item 14- Executive Summary.pdf
01-Staff Report - Clean Up Area Annexation.docx
02 - Annexation Map Cleanup Area.pdf
03 - Ownership by Property Owner Map.pdf
04 - TRPA PAS Land Use & Zoning Designations.pdf
05 - Pre-Zone Land Use Designations.pdf
06 - Chapter 6.55 Ordinance Redlined.docx
07-Annexation Ordinance First Reading.docx
08-Resolution - General Plan Amendment for Cleanup Annexation.docx
09-Resolution - Initiating Annexation Proceedings LAFCO.docx
10 - Proof of Mailing.pdf
11 - Tribune Public Notice.pdf
12 - Fiscal Impact Analysis Memo 10-16-23.pdf
13 - Plan For Service 12-15-23.pdf

15. Purchase of Various Equipment for Snow Removal and Public Works/Parks Maintenance
Requested Action / Suggested Motions: Pass a Motion authorizing the City Manager to purchase: 1) Two (2) John Deer Graders from Pape Machinery for $581,726.65 each; 2) One (1) Boom Truck from Altec, Inc. for $179,014.34; 3) One Brine Master from C&H Outdoor, LLC (Sno-Biz) for $33,286.81; 4) One (1) E32 Bobcat Excavator from Bobcat of Sacramento for $53,616.53; 5) One (1) Bobcat UW 56 Toolcat Utility Work Machine from Bobcat of Sacramento for $99,344.76 for Public Works and Parks Departments, all through Sourcewell Cooperative Agreements, per South Lake Tahoe City Code section 3.45.090 (Cooperative Purchasing).
Responsible Staff Member(s): Anush Nejad, Director of Public Works, Phil Harwood, Maintenance Manager, and John Stark, Director of Parks and Recreation
Item 15- Executive Summary.pdf
01-Staff Report - Equipment Purchases.docx
02 - Grader Specs and Quote.pdf
03 - Boom Truck Specs and Quote.pdf
04 - Brine Master Specs and Quote.pdf
05 - E32 Excavator Specs and Quote.pdf
06 - UW 56 Utility Machine Specs and Quote.pdf

16. Ratification of Prohousing Incentive Grant Application to California Department of Housing and Community Development for the Bear's Den Rehabilitation and the Affordable Housing Project at 3900 and 3908 Lake Tahoe Boulevard

Requested Action / Suggested Motions:

Pass a Resolution ratifying the grant application and authorizing the City Manager to accept funds from the California Department of Housing and Community Development for Prohousing Incentive Program up to $120,000 for the Bear's Den rehabilitation and up to $500,000 for the affordable housing project at 3900 and 3908 Lake Tahoe Boulevard, for a total amount not to exceed $620,000.

CEQA Determination: This action is categorically exempt from review with respect to the affordable housing project at 3900 and 3908 Lake Tahoe Boulevard under CEQA Guidelines section 15332 (In-Fill Development Projects) and with respect to the Bear's Den Rehabilitation under CEQA Guidelines section 15301 (Existing Facilities).
Responsible Staff Member(s): Jessica Wackenhut Lomeli, Housing Manager
Item 16- Executive Summary.pdf
01-Staff Report - Prohousing Incentive Program.docx
02-Resolution - Prohousing Incentive Program.docx
03 - PIP Submitted Application.pdf

Agenda Planning Calendar

17. Agenda Planning Calendar
Requested Action / Suggested Motions: A Councilmember may request that an item be placed on a future agenda. Upon the support of one (1) additional Council Member, direction shall be given to the City Manager to calendar the item for a convenient future agenda, but no sooner than the second meeting after the request was made, and/or modify the Agenda Planning Calendar as desired.

Responsible Staff Member(s): Susan Blankenship, City Clerk and Joe Irvin, City Manager
Item 17- Executive Summary.pdf
APC - 03 21 2024.pdf

Updates and Announcements (City Attorney, City Clerk, City Manager)

Councilmember Reports and Comments - Assignments to Boards, Committees, and Commissions

Adjournment
I, Susan Blankenship, City Clerk for the City of South Lake Tahoe, declare that the foregoing agenda for the Tuesday March 26, 2024, City Council meeting was posted and available for review on Thursday, March 21, 2024, at City Hall, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150. The agenda was also available on the City website at https://www.cityofslt.us.

Signed March 21, 2024 \\sb\\ Susan Blankenship, Elected City Clerk

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:1

Agenda Item: City Council Meeting Minutes

Executive Summary: City Council are asked to approve the Minutes of the March 12, 2024, meeting.

Requested Action / Suggested Motions: Pass a Motion approving the March 12, 2024, Regular City Council meeting minutes.

Responsible Staff Member: Susan Blankenship, City Clerk

Reviewed and Approved By: Susan Blankenship, City Clerk

Attachments:

03 12 2024 Meeting Minutes.pdf

City of South Lake Tahoe
City Council
Meeting Minutes
Tuesday, March 12, 2024 at 9:00 am
City Hall - Council Chambers - 1901 Lisa Maloff Way, South Lake Tahoe

NOTE: The Meeting Minutes represent actions taken during the meeting of the City Council. Complete Council member discussions on Regular Session meeting items can be viewed in archived video recordings on the City's website at http://www.cityofslt.us *Public submittals on items are retained in the administrative record and can be viewed in the City Clerk's repository at* http://www.cityofslt.us

Call to Order/ Pledge of Allegiance
At 9:02 a.m. Mayor Pro Tem Friedrich called the meeting to order. Mayor Pro Tem Friedrich then led the pledge of allegiance to the flag.

Land Acknowledgement
Mayor Pro Tem Friedrich read the Washoe Tribe of Nevada and California Land Acknowledgement.

Roll Call
Present were Mayor Pro Tem Friedrich, and Councilmembers Creegan, Wallace, and Robbins.
Mayor Bass was absent. Note: Mayor Bass joined the meeting remotely for Agenda Item II only.

Also present were City Manager Irvin, City Attorney Stroud, and City Clerk Blankenship.

Closed Session Report
None.

Public Communications
Public Comment was heard from the following people:
1. Nicole Smith, South Lake Brewing- Minimum wage increase (oppose)
2. Stacey Ballard- Council participation in the "Disability Experience" activity
3. Jerry Bindel- Successful housing meeting yesterday
4. Amelia Richmond- Successful City Housing Solutions community meeting
5. Angie Reagan, Access Tahoe- Council participation in "Disability Experience" activity

Written Public Comment was received from the following person:
1. Keith Wells- Residential Vacancy Tax (oppose)

City Commission Reports
None.

Presentations
1. **Presentation - Basin Entry Fee**
   Action: Received and filed presentation from Chad Hayes.
   Written Public Comments were received from the following people:
   1. Keith Wells

Consent Agenda
Note: Item 8 was pulled from consent by Councilmember Robbins.
Action: Moved/Seconded: Creegan/Wallace
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed consent agenda.

2. **City Council Meeting Minutes**
   Action: Passed **Motion 2024-025** approving the February 27, 2024 City Council meeting minutes.

3. **Grant Acceptance from Parasol for Fire Department Life Safety House**
   Action: Passed **Motion 2024-026** approving receipt of a $3,500 grant from the Parasol Foundation to assist in the purchase of a Fire Department Life Safety House for use at all elementary schools for fire safety education on an annual basis.

4. **Fire Department 2023 Annual Report**
   Action: Received and filed.

5. **Police Department 2023 Annual Report**
   Action: Received and filed.

6. **Annual Report and Ordinance Renewal for Military Equipment Use (AB 481)**
   Action: Passed **Resolution 2024-033** accepting receipt of the "AB 481 2022 Annual Report" and approving renewal of Ordinance 2022-1163, "Adoption of 'Military Equipment' Use Policy" Including Updated Equipment List.

7. **South Tahoe Public Utility District Water Conservation Rebate Program**
   Action: Passed **Motion 2024-0027** approving acceptance of a rebate from South Tahoe Public Utility District for efficiency upgrades at City park facilities.

8. **General Plan Annual Progress Report, Housing Element Implementation Update, and Surplus Land Inventory for 2023**
   Action: Moved/Seconded: Robbins/Creegan
   Yes: Friedrich, Creegan, Wallace, Robbins
   Absent: Bass
   Action: Passed Resolution **2024-027** accepting and filing the 2023 General Plan Annual Progress Report, including the Housing Element Implementation Update; and, 2) Passed Resolution **2024-028** accepting the Surplus Land Inventory.
   Public Comment was heard from the following people:
   1. Mike Phillips
   2. John Messina
   3. Stacey Ballard

Regular- Unfinished Business

9. US 50/89 Road Safety Audit

Action: Moved/Seconded: Wallace/Friedrich
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Motion 2024-028** approving the US 50/89 Road Safety Audit Study.
The following people addressed the Council:
1. Josh Pilotouski, Caltrans District 3 Consultant
2. Fernando Rivera, Caltrans

Public Comment was heard from the following people:
1. Victoria Ortiz, Lake Tahoe Bicycle Coalition
2. Angie Reagan
3. Nick Speal

Regular- New Business

10. Rental Assistance Program

Action: Moved/Seconded: Robbins/Friedrich
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Resolution 2024-029** adopting the Rental Assistance Guidelines and approving $200,000 expenditure allocation in the Mid-Year Budget Review Process for implementation of a Rental Assistance Program.
Public Comment was received from the following people:
1. Mike Phillips
2. John Messina
3. Michelle Benedict
4. Stacey Ballard

Written Public Comment was received from the following person:
1. David Jinkens (two comments)

At this time, Mayor Bass joined the meeting via Zoom.

11. Fiscal Year 2023-2024 Mid-Year Budget Review, Amendments to the Allocated Permanent Position Listing, and Five-Year Financial Plan Update

Action: Moved/Seconded: Wallace/Robbins
Yes: Friedrich, Bass, Creegan, Wallace, Robbins
Action: Passed **Resolution 2024-030** approving FY 2023-2024 Mid-Year Budget Adjustments, Amendments to the Allocated Permanent Positions Listing for changes made during Mid-Year and Corresponding Salary Tables. **City Council provided direction** for the City Manager to reengage in community polling for input on use of excess funds.
Public Comment was heard from the following people:
1. David Gregorich, Parks and Recreation Commission
2. Jerry Bindel, Parks and Recreation Commission, South Lake Tahoe Lodging Association

At this time, Mayor Bass left the meeting.

12. Ski Run Business Improvement District Annual Report and Budget

Note: Councilmember Robbins recused himself from participating on this item due to real property interest, and left the meeting.

Action: Moved/Seconded: Wallace/Creegan
Yes: Friedrich, Creegan, Wallace
Recused: (absent) Robbins
Absent: Bass
Action: Passed **Resolution 2024-031**. approving a letter of intent to levy an assessment to the Ski Run Business Improvement District members and setting a time and place of a future public hearing whereby members of the Ski Run Business Improvement District can provide written protests on the content of the Annual Report for the upcoming fiscal year.

At this time, Councilmember Robbins returned to the meeting.

13. Americans with Disabilities Act (ADA) Self-Evaluation and Transition Plan- 2024 Update

Action: Moved/Seconded: Creegan/Wallace
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Resolution 2024-032** adopting the 2024 ADA Self Evaluation and Transition Plan Update.
Public comment was heard from the following people:

3. Stacey Ballard
4. Angie Reagan
5. Nick Speal

14. 2024 Road Rehabilitation Program Update

Action: Moved/Seconded: Creegan/Wallace
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Motion 2024-029** approving the 2024 Road Rehabilitation Program.
Public Comment was heard from the following people:

1. John Messina
2. Nick Speal, Lake Tahoe Bicycle Coalition

15. Ordinance Amending City Code Chapters 4.60 and 4.65 Regarding Public Nuisances Consisting of Abandoned Structures (First Reading)

Action: Moved/Seconded: Wallace/Robbins
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Motion 2024-030** to hold a first reading (by title only) of an Ordinance amending South Lake Tahoe City Code Title 4, Chapters 4.60 (Nuisances consisting of abandoned or substantially damaged non-dwelling structures) and 4.65 (Nuisances consisting of abandoned or substantially damaged dwelling structures) to include structures that are in a partial state of construction in the definition of abandoned building and to create consistency in remedying nuisances associated with non-dwelling and dwelling structures.

16. **Rental Registry Ordinance (First Reading)**
Action: Moved/Seconded: Robbins/Friedrich
Yes: Friedrich, Robbins
No: Creegan, Wallace
Absent: Bass
Action: Failed **Motion 2024-031** to hold a first reading (by title only) of an ordinance amending the South Lake Tahoe City Code by adding Title 6, Chapter 6.28(Rental Registry), and refer second reading and adoption to the March 26, 2024, meeting.
Action: Moved/Seconded: Robbins/Friedrich
Yes: Friedrich, Robbins
No: Creegan, Wallace
Absent: Bass
Action: Failed **Motion 2024-032** to place this item on a future agenda.
Public Comment was heard from the following people:
1. John Messina
2. Mike Phillips
3. Michelle Benedict
4. Missing some
5. Amelia Richmond
6. Nick Speal
7. Natalie Yanish, South Tahoe Association of Realtors

Written Public Comment was heard from the following person:
1. Michelle Benedict

17. **Ordinance Amending City Code Section 6.85.050 (Accessory Dwelling Units (First Reading)**
Action: Moved/Seconded:
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Motion 2024-033** to hold a first reading (by title only) of amendments to South Lake Tahoe City Code Section 6.85.050, Accessory Dwelling Units, and refer second reading and adoption to the March 26,2024 meeting; and, providing direction to the City Manager on the condominiumization of accessory dwelling units.
Public Comment was heard from the following people:
1. Seth Dallob
2. Ed Mosur

18. **Preapproved Accessory Dwelling Unit Design Program**
Action: Moved/Seconded: Wallace/Robbins
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action: Passed **Motion 2024-034** directing staff to submit a Request for Proposal (RFP) for the assessment of properties and accessory dwelling unit designs, including three of the following: studio, one bedroom, two bedroom, and an above detached garage option, if feasible. The RFP will include pre-built modular unit options.
Public Comment was heard from the following people:
1. Seth Dallob

19. Ordinance Amending Chapter 4.185 of the South Lake Tahoe City Code (Shared Mobility Devices) to Modify Parking Restrictions (First Reading)
Action: Moved/Seconded: Robbins/Creegan
Yes: Friedrich, Creegan, Wallace, Robbins
Absent: Bass
Action:Passed **Motion 2024-035** to hold first reading (by title only) of an ordinance amending Chapter 4.185 to the South Lake Tahoe City Code regarding regulation of shared mobility devices and refer second reading and adoption to March 26, 2024. City Council provided direction to the Chief of Police to reach out to private property owners on integrating corral locations on private property.
Note: Staff distributed a PowerPoint slide.
Public Comment was heard from the following people:
1. Ed Mosur
2. John Messina

Agenda Planning Calendar

20. Agenda Planning Calendar
Action: Received and filed.

Updates and Announcements (City Attorney, City Clerk, City Manager)

City Manager Irvin
1. Will coordinate Councilmember participation in Ms. Ballard's "Disability Experience" with Risk Manager Penado.
2. Thank you to City employees for working on the City Council agenda

Councilmember Reports and Comments –

Councilmember Robbins
1. Attended City Housing Solutions community meeting.
2. Request to move Rental Registry Ordinance item to a future agenda (no second from Council)

Mayor Pro Tem Friedrich
1. Attended City Housing Solutions community meeting.
2. Attended Tahoe Transportation District meeting.

Adjournment

At 4:28 p.m. Mayor Pro Tem Friedrich adjourned the meeting.

_____ Date: _____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:2

Agenda Item: 2023-2024 Master Fee Schedule

Executive Summary: A public hearing was conducted at the February 27, 2024 meeting. The 2023-2024 Master Fee Schedule incorporates CPI adjustments, reflects continuing efforts to promote full cost recovery for certain fees, incorporates market comparisons, and adds new fees adopted by City Council over the past year. The Master Fee Schedule seeks to balance the City's cost recovery goals, market conditions, and overall policy considerations.

Requested Action / Suggested Motions:

Pass a Resolution adopting the Annual Master Schedule of Fees and Charges for City Services.

Responsible Staff Member: Akemi Nishimura, Accountant I

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Master Fee Schedule
02-Resolution - Master Fee Schedule
03-Master Fee Schedule 23 24 (Exh. A to Reso.).pdf
04-Strengthening Financial Position Feb 2013.pdf
05-Master Fee Schedule 2023-2024 (Red-Lined).pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: 2023-2024 Master Fee Schedule

Location: Finance Department

Responsible Staff Member: Akemi Nishimura, Accountant I, (530) 542-6061;
Olga Tikhomirova, Director of Finance, (530) 542-7431

Background:
User fees in California are required to conform to the California Constitution (including Proposition 26) and statutory requirements including Government Code Sections 66014 through 66018.5. User fees imposed to provide specific services, to cover reasonable regulatory costs to issue licenses and permits, or for entrance to or use of city property are generally excluded from the definition of "tax" under Proposition 26. Section 1(e) of article XIIIC of the California Constitution describes these exceptions. One of these exceptions is regarding fees for the use of City property such as the campground. These fees are not limited to cost-recovery and the city can charge whatever the market will bear.

Issue and Discussion:
After a comprehensive user fee study in fiscal year 2014-2015 city staff continues to evaluate the fees and charges annually for appropriateness of the fee structure and the cost of the service provided. The comprehensive Financial Policies previously adopted by Council regarding user fees states:

> *The City provides certain services to its residents and businesses that are funded in whole or in part by fees that are intended to cover all or a portion of the cost of providing such services. To the extent User Fees do not cover the entire cost of providing such services, the General Fund subsidizes the additional expense. Careful examination of User Fees shall enhance the stability of the General Fund.*
>
> *…fees shall be adjusted by no less than the amount of the annual change in the Consumer Price Index.*

Staff's last CPI update was adopted by the City Council on April 4, 2023. It is fiscally prudent at this time to consider an adjustment of the fees by the CPI change that has occurred since the previously adopted period.

Consistent with the City Council motion passed at the February 19th, 2019 meeting, staff is using the San Francisco-Oakland-Hayward Urban All Items index (formerly the San Francisco-Oakland-San Jose Urban All Items index). This index has been historically utilized to apply an increase to those fees that are not restricted by either local market forces or otherwise dictated by state or local laws and ordinances. The current rate of increase is 2.62%. Excluded from the change are fees that are bound by agreement or are limited by State or City Code. Further consideration for fee changes is as follows:

- Revenue derived from User Fees shall not exceed the cost of providing the overall service
- The method of collecting and assessing fees shall be as simple as possible
- Fee levels shall be sensitive to the market for similar services
- The cost recovery shall consider the community-wide benefit versus special benefit
- The cost recovery shall consider the financial benefit to the service user
- Consideration has been made for Proposition 26 requirements

The Master Fee Schedule attached shows the existing fees as well as the proposed fees to be in effect upon adoption by the City Council, or as soon thereafter as practical. Also noted is the dollar amount of the change, which in most cases is minimal.

AREAS OF EXCEPTION TO THE PROPOSED 2.62% INCREASE AND OTHER CHANGES:

Recreation Services: Per recommendations noted in the 2015 City Wide Fee Study, Recreation Facility Rental fees are market based and the Recreation Program fees are based on the relation between community benefit and subsidy level (level of cost recovery). As such staff decided to reject CPI increase on some programs and accept it in other programs and rentals where fees were below market rate or cost recovery level. Where CPI increase was rejected, the program fees were compared to similar providers in the area such as Kahle Community Center, Carson Valley Swim Center, and Incline Village Parks and Recreation.

Staff accepted CPI increases for Facility and Building Rentals based on the market rates and the high demand combined. Staff also proposed adding Facility Rental Setup Fee at a flat rate to the Recreation section for any additional setup assistance requested by the renter. The fee was previously listed only in the Public Works section at the actual fully burdened cost rate which has now been changed to a flat rate. Late Payment Penalty Fee is added to all facility and park rentals. Lakeview Commons is removed from Private Rental while Bijou Community Park is added to Public Rental according to the current demand. Bijou Park Sport Court has been replaced by Skatepark and its rental fee was removed.

Staff proposed to increase the Swimming Lesson and Golf Course fees to make them comparable to surrounding areas. The increase is more than the CPI increase but still within the cost recovery as these fees have not been increased since 2020. Bijou Golf Course use in partnership with Boys and Girls Club is added free of charge to facilitate programs that benefit the community. In addition to Youth Basketball League fee adopted on January 4th, 2024, Youth Flag Football League fee is added to the schedule.

Staff proposed to eliminate the seasonal Campground fees and replace them with a year-round fee. Ice Arena fees are updated according to the rates that the private operator currently charges or intends to charge in 2024.

Development Services: Staff accepted CPI increases for Building and Housing fees. All the inspection fees under various categories are matched to one rate for the consistency. Some fee descriptions and units are also updated to simplify and streamline the fee schedule. Permits that are included in other permit fees such as Encroachment Permit, permits that are redundant such as Deferred Submittal or Revision, or permits no longer offered such as Expedited Plan Review are removed.

Staff proposed to establish Fire Sprinkler Fees and Inspections category to group all Residential Fire Inspection and Review fees. Fire Safety Plan Review - SFD is moved from the Fire Department section and renamed as Residential Fire Plan Review. The fee is also increased to

match the Building Plan Review fee. Well Deconstruction Fee is removed since this will be on a regular demolition permit.

Per Resolution 2023-065, Single-Family Allocation Acceptance fees were established under Planning in June 2023 and added to the current fee schedule. These fees are subject to the CPI increase and adjusted for 2024. Inclusionary Housing Requirement (Ordinance 2023-1180) adopted in November 2023 is added to complement the fee schedule.

Temporary arts and craft shows are now permitted as minor/major special events, therefore, the fee is removed. Historic Determination is also removed as it is now done by TRPA.

VHR - Non-Tourist Core, QVHR, and Hosted Rental fees are moved to the Police Department section to streamline the application/renewal processes and improve enforcement.

Staff proposed adding a fee for Letter of Public Convenience or Necessity (PCN). A PCN is required when the State of California requires a new business to obtain permission to sell alcohol from a local jurisdiction. In the past the City prepared these PCNs free of charge but the staff proposes to recover the staff time costs.

Public Works: Staff accepted all CPI increases for the current year except Transportation Permit, which are already comparable to Caltrans and El Dorado County. Staff proposed to change the rates for plan reviews and surveying from the fixed amount to an hourly rate to accommodate the various sizes and scope.

Staff proposed to increase Stop Work Fee twice as much as the Encroachment Permit Fee; when a contractor or other entity/individual does perform illegal work within the right-of-way, there is a considerable amount of additional staff time for removing the contractor, determining the non-compliant work done and removing such work, which is estimated double the cost.

Fees that are redundant such as Street Trench Permit and Investigation fees, or services no longer offered such as Time Extension and Use of Equipment are removed.

Fire Department: Staff accepted all CPI increases for the current year. Areas of exception are the fees for Day Care Facility 6+ and Fire Inspection/Re-Inspection, which are increased to be consistent with the rates currently used by the Building Department. Special Event Review/Permit-Per Hour for Fire is consolidated with Fire Plan Review - Commercial, MFD, Special Event fee (as renamed). Special Fire Inspections is added at a rate consistent with the Building Department's fee. Fire Safety Plan Review - SFD is moved to the Building Department section. Tents Structure over 200 sq. ft. is removed as it falls under the Fire Inspection/Re-Inspection category.

Fire Investigation Report and Fire Incident Report are electronically provided through City Clerk's Office (Public Record Request) free of charge.

Police Department: Per Resolution 2023-074, a Parking Citation fine for Heavenly Valley No Parking/RPP Area is added. Per Resolution 2024-015, the Administrative Citations for violations of Article V (Vacation Home Rentals) are amended. Section 3.50.440 (A) VHR Maximum Occupancy is removed as that provision only applied in residential areas where VHRs are no longer permitted under Measure T. Staff proposed adding Administrative Fee and Administrative Hearing Fee for Administrative Citations to the fee schedule; these fees have been in place since the passage of Ordinance 1037 on March 20, 2012.

VHR - Non-Tourist Core, QVHR, and Hosted Rental fees are moved from Building to Police Department and listed along with VHR - Tourist Core fees. Vacation Home Rental Permit Master Report Fee is adjusted to make it consistent across all departments.

Per Ordinance 2024-1181 adopted on January 23, 2024, staff proposed adding Public Safety License Amendment Fee for the licensed Cannabis businesses that wish to facilitate on-site consumption.

Fees that are obsolete such as Civil Subpoena and Police Report Copy fees are removed. Special Event Review/Permit fees are consolidated with the Special Event Permit fees under the Development Services - Planning section.

Airport: Staff accepted all CPI increases for the current year except Offices, Fuel Flowage Fee, and Hangars. No increase is proposed for those fees as they are already comparable to fair market rates. In 2023, the rate difference between the aeronautical and non-aeronautical use of Hangar and Storage Unit Rental was removed; however, staff proposed to bring back the additional fee for the non-aeronautical use per FAA recommendation.

Staff proposed adding a Local Emergency Agency Training Ramp Use fee for non-airport emergency training. The fee is to accommodate the needs of first responders and other local emergency agencies; since the training use ultimately benefits the community, the fee is set at a lower rate compared to the regular daily and hourly use rates, and it can be shared among the local emergency agencies.

City Clerk: Staff accepted all CPI increases for the current year except the Notary Service fee, which is determined by California Government Code Section 8211.

Finance: The passage of Measure B on June 5, 2012 precludes any CPI changes to the tax rate per $1,000 of gross receipts and sets the maximum annual tax of $20,000; therefore, no changes to the Business and Professions Tax Rates were proposed. Staff accepted CPI increases for Administrative fees and Business License reports. Vacation Home Rental Permit Master Report Fee is adjusted to make it consistent across all departments.

Financial Implications:
Fees that are less than full cost recovery will be required to be subsidized by other General Fund revenues.

Environmental Considerations: This is not a “project” subject to review under the California Environmental Quality Act (CEQA) Guidelines section 15378(b)(5) (organizational or administrative activities that will not result in direct or indirect physical changes in the environment).

Policy Implications:
Implementation of the recommended fees for Fiscal Year 2023-2024 is consistent with the City’s adopted Financial Policies of cost recovery for City provided services where applicable.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Adopting the Annual Master Schedule of Fees and Charges for City Services 2023-2024

BACKGROUND

A. User fees in California are required to conform to the California Constitution including Proposition 26 and statutory requirements including Government Code Sections 66014 through 66018.5. User fees imposed to provide specific services, to cover reasonable regulatory costs to issue licenses and permits, for entrance to or use of city property, and fines for violating the City Code are generally excluded from the definition of "tax" under Proposition 26. Section 1 (e) of article XIIIC of the California Constitution describes these exceptions.

B. Staff's last CPI update was adopted by the City Council on April 4th, 2023. It is fiscally prudent at this time to adjust fees by the CPI change that has occurred since the previously adopted period.

C. The City of South Lake Tahoe has conducted an analysis of the costs of its services, and wishes to recover the costs of providing services, such that general revenues are not diverted from general services to subsidize services.

D. Pursuant to Government Code Sections 66016 and 66018, certain specific fees to be charged for services must be adopted by the City Council by Resolution after providing and holding a public hearing. The City Council held a duly noticed public hearing on February 27, 2024.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Adopts the new fee amounts according to the implementation dates as set forth in the applicable codes and all fees and charges as presented in the Master Fee Schedule attached hereto as Exhibit "A."

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:
Yes:
No:
Absent:
Abstain:

_____ Date: _____

Cody Bass, Mayor

Attest:

_____

Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

City of South Lake Tahoe

Master Fee Schedule

CITY OF
SOUTH LAKE TAHOE

Adopted March 26th, 2024

CITY OF
SOUTH LAKE TAHOE

Master Schedule of Fees and Charges for City Services
Table of Contents

RECREATION

RECREATION COMPLEX.....1-2

GOLF COURSE.....2

CAMPGROUD.....3

BOAT RAMP.....3

ICE ARENA.....3

DEVELOPMENT SERVICES & PUBLIC WORKS DEPARTMENTS

BUILDING.....4

HOUSING.....4

PLANNING.....4-5

PUBLIC WORKS- ENGINEERING.....6

POLICE AND FIRE DEPARTMENTS

FIRE.....7-8

POLICE.....8-11

INTERNAL SERVICES

AIRPORT.....12

CITY CLERK.....13

FINANCE.....13

Recreation Complex

Fee Description	Unit	Adopted Fee 3/26/2024
FACILITY RENTALS		
Building Rental:		
Gymnasium	hourly	$69
Meeting Rooms, Recreation Complex	hourly	$38
Kitchen, Recreation Complex	hourly	$32
Senior Center Large Multi-Purpose Room	hourly	$63
Senior Center, Conference Room	hourly	$45
Senior Center, Arts & Crafts Room	hourly	$45
Public Shower Adult/discount for senior, disabled, youth	each	$3/$2
Non-Profit Organizations	25% off base rate	25%
Recognized Local Youth Sport Organizations May Have Free Use of Meeting Rooms in the Recreation Complex	No Charge	No Charge
Facility Rental Setup Fee	hourly	$43
Group Rentals May Be Subject to $500 minimum or $1,500 maximum Security Deposit and/or Cleaning Fees at the Discretion of the City of South Lake Tahoe	$500 (Security Deposit)	$500 Minimum or $1,500 Maximum
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or $50 Maximum
Late Payment Penalty Fee	10% of total rental fee due	10% of total rental fee due
Pool Rental (Per Hour):		
Swimming Pool Hourly Rental Rate	hourly	$82
Lifeguard Hourly Rate (Rental)	hourly	actual cost at fully burdened rate + overhead
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or $50 Maximum
Late Payment Penalty Fee	10% of total rental fee due	10% of total rental fee due
Outdoor Park Facility Rentals:		
Alcohol Use Permit, City Sanctioned Public/Private Outdoor Facilities	each	$64
Bijou Park, Kiwanis Picnic Shelter (4 Hours)	hourly	$169
Bijou Park, Rotary Picnic Shelter (4 Hours)	hourly	$169
Recreation Complex Group Picnic Areas (4 Hours)	hourly	$169
Gazebos and Picnic Areas beyond 4 hour minimum rental	hourly	$45
Private Rental: Regan Beach West (Per Hour; 2-Hour Minimum)	Mon-Thur $/hr	$217
	Fri & Sun $/hr	$280
	Sat $/hr	$341
Late Payment Penalty Fee	10% of total rental fee due	10% of total rental fee due
Public Special Event Park Rentals:		
Lakeview Commons or Bijou Community Park Special Event Rental, Attendance up to 500 persons	day	$1,066
Lakeview Commons or Bijou Community Park Special Event Rental, Attendance 501-2,000 persons	day	$1,332
Bijou Bike Park or Skate Park Rental	day	$248
Disc Golf Course Rental for Tournaments & Special Events (Bijou Park)	day	$261
Bijou Park Concession (absent lease agreement)	day	$292
Bijou Community Park Parking Lot Rental	daily	$103
Community Playfield Parking Lot Rental	daily	$103
Special Event Vendor Fee	Not to Exceed $125 per event	Not to Exceed $125 per event
Non-Profit Organizations	25% Off Base Rate	25%
Late Payment Penalty Fee	10% of total rental fee due	10% of total rental fee due
Facility Rental Setup Fee	hourly	$43
Group Rentals May Be Subject to $500 Security Deposit and/or Cleaning Fees at the Discretion of the City of South Lake Tahoe	$500 (Security Deposit)	$500
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or $50 Maximum

Facility Day Use (Includes Pool, Weight Room, Gym, Ping Pong, Foosball, Traversing Wall):		
Adult: 18-54 Year	each	$6
Youth: 18 Years and Under	each	$4
Senior 55 Years and Up or Permanent Disability	each	$5
Daily Day Rate for Medi-Cal, WIC , and Veteran Participants:		
Adult: 18 and Over	each	$3
Youth: 18 Years and Under	each	$2

Recreation Complex (cont.)

Fee Description	Unit	Adopted Fee 3/26/2024
Facility Day Use (Includes Pool, Weight Room, Gym, Ping Pong, Foosball, Traversing Wall Cont.):		
Multi-Use Passes:		
Adult - 20 Use	each	$80
Adult - 90 Day	each	$160
Senior or Permanent Disability - 20 Use	each	$50
Senior or Permanent Disability - 90 Day	each	$120
Youth - 20 Use	each	$45
Youth - 90 Day	each	$95
Individual Annual Pass	each	$225
Family Annual Pass (up to 4 people)	each	$825
Administrative Fee for replacement of annual passes only	each	$10
Non-Profit Organizations	25% Off Base Rate	25%
Swimming Programs:		
H2O Exercise: Adult 18-54 years	each	$7
H2O Exercise: Senior or Permanent Disability	each	$6
H2O Exercise: Adult 18-54 years - 10 Use Pass	each	$50
H2O Exercise: Senior or Perm Disability - 10 Use Pass	each	$40
H2O Exercise: Individual Annual Pass	each	$295
Swimming Lessons (Group) 8 Class Session	each	$49
Swimming Lessons (Group) 6 Class Session	each	$39
Swimming Lessons (Group) 4 Class Session	each	$29
Private Lessons (25 minutes) 1 Student	each	$33
Private Lessons (25 minutes) 2 Students	each	$44
Private Lessons (25 minutes) 3 Students	each	$55
Children 3 years and Under Are Free with a Paying Adult for Recreation Swim Only	each	$0
Master Swim Drop In	each	$10
Master Swim Session 10 Use Punch Card	each	$60
Non-Profit Organizations	25% Off Base Rate	25%
Youth and Teens:		
Star Camp Care (pre- and post-camp child care, per hour)	each	$8
Youth Adventure Camps	each	Fee based on production costs
Kid's Summer Day Camp	each	$35
Kid's Summer Day Camp (Weekly Fee)	each	$150
Kid's Summer Day Camp Multi-Child Discount	10% off base fee	10%
Youth Basketball League	per season participant	$50
Youth Flag Football League	per season participant	$85

Golf Course

Fee Description	Unit	Adopted Fee 3/26/2024
9 Hole	each	$20
Senior	each	$18
9 Hole Youth (14 and under, fee valid after 12 pm daily)	each	$11
9 Hole Family (1 adult & 1 youth (14 and under), after 12pm daily)	each	$24
Add 9 Holes	each	$13
Twilight	each	$17
Cart Rental	each	$5
Club Rental	each	$17
Passes:		
20 Use	each	$280
10 Use	each	$155
10 Use Twilight (after 3 pm)	each	$130
10 Use Senior	each	$140
10 Use Family (1 Adult & 1 Youth (14 and under) after 12 pm daily)	each	$180
10 Use Youth (14 and under, valid after 12 pm daily)	each	$85
Individual Season Pass (no restrictions)	each	$450
Administrative Fee for replacement of annual passes only	each	$10
Bijou Golf Course use in partnership with Boys and Girls Club	No Charge	No Charge

Campground

Fee Description	Unit	Adopted Fee 3/26/2024
Campground Site Fee - No hook up, up to 6 people and 1 car (includes $10 infrastructure fee)	per day	$45
Standard Cabin (includes $10 infrastructure fee)	per day	$90
Reservation Fee (non-refundable)	each	$10
Cancellation Fee (Inside 30 days from arrival date)	One night rental fee	$50
Cancellation Fee (Outside 30 days of arrival date)	each	$10
Dump Fee (charged to campers not staying in our campground)	each	$15
Extra person	each	$6
Visitor Day Use	each	$5
Pets	each	$2
Extra Vehicle (no holding tanks)	each	$6
Motorcycles and Electric Scooters	each	$3
Late Checkout Fees	per site	$10

Boat Ramp*

Fee Description	Unit	Adopted Fee 3/26/2024
Day Use	per day	$17
Annual Pass	each	$138
***The Division of Boating and Waterways currently limits these fees to $17 for Day Use and $138 for an Annual Pass.**		

Ice Arena**

Fee Description	Unit	Adopted Fee 3/26/2024
ICE ARENA:		
Learn to Play	n/a	Free
Morning School Skate	n/a	Free
School Skate Week (PE program)	n/a	Free
Military Discount (Served In combat area)	n/a	Free
Wounded Warriors (military event)	n/a	Free
Charity Events (i.e. St. Baldrick's), fees subject to review	n/a	Ice free all day
Ice Sheet Rental See schedule for rates by time	per hour	$491
Party Room Full (hourly - 1 hour minimum)	per hour	$125
SKATING PROGRAMS:		
Public Skate: Adult 18-54 years - varies	per person	$20
Public Skate: Youth (between 5-18 years) - varies	per person	$20
Public Skate: Child 5 & under - varies	per person	$10
Public Skate: Senior 55 & up - resident	per person	$7
Public Skate: Senior 55 & up - varies	per person	$7
Blue Card (available to frequent users/members)	each	n/a
Skate Rental	each	n/a
Free Style - Drop - In	each	$15
Hockey - Drop - In	per person	$20
Hockey League: Adult 18-54 years, 10 games	each	$250
Hockey League: Single Game	each	$25
Hockey League: Youth	each	$113
SKATING LESSONS:		
Skate/Hockey School: per lesson	per lesson	$20
Private Skate lessons (1 student, 2 student, 3 or more)	per lesson	Varies by instructor
City Sponsored Ice Programs:		
Partnerships with City recreation programs	fee determined by program type and need	Fee determined by program type and need
Facility Rentals (various use agreements):		
Year Round Rentals for Rec Programs/Rec Center typically billed monthly	Refer to contract	Refer to contract
****The listed Ice Arena Fees represent the maximum allowable charges.**		

Development Services - Building

Fee Description	Unit	Adopted Fee 3/26/2024
Building Permit & Inspection:		
Building Permit Fee (25% plan review deposit due with application) Valuation shall be determined at the discretion of the Building Official utilizing the most current square foot valuation based on the proposed use and type of construction as published by the International Code Council or construction contract value submitted by the applicant	% of valuation	2% of valuation - $257 minimum
Administrative Processing	per hour/ 1 hr min.	$125
Active Building Permit Extension	each	$187
Building Plan Review Extension	each	$187
Building Plan Review	per hour / 1 hr min.	$125
Stop Work Notice of Violation	each	$418
Stop Work/Red Tag Permit Fee	each	2x the Building Permit Fee
Special Building Inspections	per hour / 1 hr. min. regular working hours per hour / 3 hr. min. outside of regular working hours	$173
Building Inspection/Reinspection Fee	each	$173
Document Printing & Copying	per page	$0.10
Permit Technology Fee	each permit	$12
Illegal Unit Review	each	$1,081
Admin Fee for Cost of Collection on Liens, Nuisance, etc.	% of collection costs	% of collection costs
Temporary Certificate of Occupancy Application	each	$173
Fire Sprinkler Fees and Inspections:		
Residential Suppression Sys 1-50 hds	per inspection	$242
Residential Suppression Sys 50+ hds	per inspection	$590
Residential Fire Plan Review	hourly	$125
General Plan/Community Plan/Area Plan Maint. Fee	each	$1.12 per $1,000 valuation
Vacation Home Rental Fees:		
Vacation Home Rental Permit Inspection Fee	each	$173
Vacation Home Rental Permit Re-Inspection Fee	each	$102

Development Services - Housing

Fee Description	Unit	Adopted Fee 3/26/2024
Loan Subordination Fee	each	$2,111
Multi-Family Dwelling Inspection Fee	each unit	$102
Single Room Occupancy Inspection Fee	each unit	$102
Reinspection Service	per hour / 1 hr. min.	$173
Substandard Condition Inspection	each	$641

Development Services - Planning

Fee Description	Unit	Adopted Fee 3/26/2024
Allocations:		
Deposit - Building Permit	per application	$1,000
Residential Permit Processing	per living unit	$766
Single-Family Allocation Acceptance	per allocation	
	Under 2,000 sq. ft.	$0
	2,001-2,500 sq. ft.	$2,052
	2,501-3,000 sq. ft.	$5,131
	3,001-5,000 sq. ft.	$10,262
	>/=5,001 sq. ft.	$15,393
Inclusionary Housing Requirement	each nonexempt unit	
	Under 2,000 sq. ft.	exempt
	2,001-2,500 sq. ft.	$5.29/Sq. Ft.
	2,501-3,000 sq. ft.	$5.84/Sq. Ft.
	3,001-5,000 sq. ft.	$16.77/Sq. Ft.
	>/=5,001 sq. ft.	$17.65/Sq. Ft.

Development Services - Planning (cont.)

Fee Description	Unit	Adopted Fee 3/26/2024
General Permits:		
Major General Planning Application (variance, special use permit, major design review, wireless communications facilities, small wireless communications facilities)	application	$3,144
Minor General Planning Application (minor variance, minor design review, eligible facilities request)	application	$995
Permit Revision and/or Permit Extension	each	$586
Categorical Exemption	each	$80
Negative Declaration Review	each	$4,311
Negative Declaration Preparation	each	$7,805
EIR/EIS	each	Cost of consultant + 25%
Other Permits:		
Fence Permits	each	$284
Home Occupation Permit	each	$143
Minor Sign Review and Approval	each	$157
Major Sign Review and Approval	each	$391
Sign Application Revision	each	$157
Locally Unique Sign Application	each	$3,144
Minor Special Event Permit	each	$226
Major Special Event Permit	each	$448
Non-Profit Producer and Free to the Public - Special Event	each	$0
Temporary Use Permit	each	$673
Certificate of Compliance (Subdivision Map Act)	each	$867
Tentative Subdivision Map	each	$5,714
Condominiumization of Existing Residential Dev.	each	$5,876
Cannabis Use Permit:		
Cannabis Use Permit	each	$5,681
Cost Recovery Deposit Amounts for Cannabis Use Permit and Development Agreement		
a) Retailer / Cultivator / Testing Lab/ Manufacturing/ Distribution	each	$23,463
b) Microbusiness	each	$24,700
Annual Inspection Fee	each	$2,051
Re-Inspection Fee	each	$873
Other Services:		
Zoning Letter	each	$247
Document Copying	page	$0.10
Planning Review of Building Permits	per hour/1 hr. min.	$125
Admin Fee for Cost of Collection on Liens, Nuisance, etc.	% of collection costs	25%
Public Notice Label Preparation	each	$229
Letter of Public Convenience or Necessity	each	$448
Planning Documents:		
General Plan Amendment	each	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit
Community Plan Amendment/Area Plan/Plan Area Statement	each	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit
Annexation:		
Annexation	each	Fully burdened hourly staff cost
Mobile Vending:		
Location Permit	each	$586
New Vendor Permit	each	$177
Renewal Permit	each	$88
Publicly Visible Art On Private Property:		
Public Murals	each	$0
Non-mural Publicly Visible Art	each	$257

Public Works

Fee Description	Unit	Adopted Fee 3/26/2024
Street/Property Abandonment	each	$3,201
Single-Family Residential Public Works plan review fee	per hour	$125
Multi-Family Residential Public Works plan review fee (6 units or less)	per hour	$125
Large Multi-Family Residential Public Works plan review fee (7 or more units)	each	$1,671
Commercial Development/Redevelopment Public Works plan review fee (less than 1 acre site)	each	$521
Commercial Development/Redevelopment Public Works plan review fee (greater than 1 acre site)	each	$1,671
GIS Fee (special requests for information/maps)	each	$339
Traffic Control Permit	each	$418
Grading Fee < 3 cubic Yards (no fee)	project	$0
Grading Fee 3 - 7 Cubic Yards	project	$553
Grading Fee 8 - 350 Cubic Yards	project	$935
Grading Fee 350+ Cubic Yards	project	$2,411
Parcel Merger/Lot Line Adjustment/Parcel Maps (does not include county fees paid directly to El Dorado County)	per hour	$125
Final Subdivision Map (does not include county fees paid directly to El Dorado County)	per hour	$125
Tentative Subdivision Map (does not include county fees paid directly to El Dorado County)	per hour	$125
Obstruction Permit	each	$300
Encroachment (Street Cut) Permit/Minor	each	$748
Encroachment (Street Cut) Permit/Major; base + 1.5% of Construction value >$20,000	each	$748
Transportation Yearly Permit	each	$148
Transportation Single Permit	each	$105
Road Closure, One Day	day	$466
Monitoring Well Permit; price for each well up to 3 wells/locations. Greater than 3 is half price	each up to 3	$458
Monitoring Well Destruction, Each Well	each	$341
Stop Work Fee	each	$1,496
Storm water Inspection Fee: Commercial	each	$256
Storm water Inspection Fee: Commercial Reinspection	each	$128
Storm water Inspection Fee: Industrial	each	$319
Storm water Inspection Fee: Industrial Reinspection	each	$128
Easement Request/Review	each	$1,384
Reproduction Fee	per 23x26 sheet file plans and record maps	$4
Street Name Change; actual costs of City staff, equipment, and materials	each	Actual
Unapproved Work (ROW)/Correction Fee/Inspections of Repairs to City Infrastructure; deposit plus actual time and materials of various city staff	each	$924
Special Event Review; includes Base fee then scalable by event size	each	$3,533
Facility Setup/Takedown Fee; actual costs of staff which may include overtime if event is after normal business hours	per hour	$43
Traffic Control Device Rental & Setup; minimum plus actual costs of equipment, labor and/or materials	each	$221
Condominiumization of Existing Residential Dev.	each	$1,677

Fire Department

Fee Description	Recovery USA	Unit	Adopted Fee 3/26/2024
Emergency Medical Service:			
Advanced/Basic Life Support, incident response		hourly	$520 + Medicare Mileage factor
Advanced/Basic Life Support - with standby to support air ambulance transport, incident response		hourly	$1,009/hr
Advanced/Basic Life Support - with engine standby for CPR, incident response		hourly	$1,009/hr
County Fire Services:			
Lake Valley Fire District Contract			Per agreement (with CPI)
Fallen Leaf Fire District Contract			Per agreement (with CPI)
Wild Land Fire Suppression Fee:			
Support Vehicle		hourly	CA OES rate
Pumping Engine		hourly	CA OES rate
Ladder Truck		hourly	CA OES rate
Motor Vehicle Accident:			
Level 1 Basic Response	X	hourly	$1,132
Level 2 Extrication	X	hourly	$1,716
Level 3 Multi Casualty	X	hourly	$2,517
Hazardous Materials Clean-Up:			
Level 1 Basic Response	X	hourly	$753
Level 2 Full Alarm Response	X	hourly	$2,517
Bomb Response/Bomb Squad:			
Level 1 Full Alarm Response	X	hourly	$1,132
Level 2 Full Alarm Engine Response plus TD Bomb Unit	X	hourly	$2,517
Pipeline Breakage/Power Line Incidents:			
Level 1 Single Engine	X	hourly	$1,132
Level 2 Full Alarm Engine Response	X	hourly	$2,517
Fire Hydrant Flow Test		hourly	$329
Witnessed Acceptance Test		hourly	$329
Fire Watch Service	X		Actual costs
Structure Fire Suppression (includes scene safety, initial investigation, traffic control, patient contact, hazard control)	X	hourly per engine hourly per ladder truck	$2,517 $2,517
Emergency Assistance to Boats/Water Incidents: Includes boat responses, swift water and ice rescues, etc.			
Level 1 Single Engine	X	incident	$1,132
Rescue: Includes working with Search & Rescue for victim recovery, Rope Rescue, etc.			
Level 1 in City	X	incident	$800
Miscellaneous Fees:			
False Alarm Responses 1st Offense	X	response	$160
False Alarm Responses 2nd Offense	X	response	$268
Open Burning and Recreational Fires		inspection	$267
Arson Investigation - Includes scene safety, investigation, source ID, Arson dog, equipment use, mobile detection and report	X	investigation	At cost using fully burdened rate
Fire Investigation Reports		report	$0
Fire Incident Report		report	$0
Copies		page	$0.10
Photographs		See police fee	See police fee
Video Tape Duplication		See police fee	See police fee
Fireworks/Pyrotechnical Display Permit		permit	$438
Fire Dance Permit Annual Fee		permit	$220
Per Event Inspection		each	$57
Defensible Space Inspections for AB38 (Real Estate Sale)		per hour	$31
Defensible Space Inspections for Homeowners (includes tree marking)		per hour	$31

Fire Department (cont.)

Fee Description	Recovery USA	Unit	Adopted Fee 3/26/2024
Miscellaneous Fees (cont.):			
Special Fire Inspections		per hour / 1 hr. min. regular working hours per hour / 3 hr. min. outside of regular working hours	$173
Fire Plan Review & Inspection Fees:			
Auto Alarm/Ext System - 10		per inspection	$242
Auto Alarm/Ext System - 100		per inspection	$590
Suppression Sys-50 hds/Dry Chem sys		per inspection	$242
Suppression Sys-200 hds		per inspection	$590
Underground Main <2”		per inspection	$118
Underground Main >2”		per inspection	$242
Board 7 Care Facility 7-50		per inspection	$135
Board 7 Care Facility 50+		per inspection	$335
Day Care Facility 6+		per inspection	$125
Fire Plan Review - Commercial, MFD, Special Event		each	$257
Basic Fire Inspection, <1k k sq. ft.		each	$94
Basic Fire Inspection, 1k - 4k sq. ft.		each	$131
Basic Fire Inspection, 4k - 9k sq. ft.		each	$157
Basic Fire Inspection, >9 k sq. ft.		each	$199
Child Care Inspection Occupancy Permit Non-Home		each	$106
Child Care Inspection Occupancy Permit Home		each	$106
Miscellaneous Fire Services		each	At Cost
Fire Inspection/Re-Inspection		each	$173
Operational Permit and Inspection CFC 105.6		each	$248

Police Department

Fee Description	Unit	Adopted Fee 3/26/2024
Special Business Regulation:		
Other Permits - New	each	$463
Other Permits - Renewal	each	$230
Pedicab Permit - Owner/Operator New	each	$257
Pedicab Permit - Owner/Operator Renewal	each	$90
Pedicab Permit - Driver New	each	$152
Pedicab Permit - Driver Renewal	each	$60
Sidewalk Vending Permit - New	each	$161
Sidewalk Vending Permit - Renewal	each	$27
Other Police Functions:		
Misdemeanor Booking	per booking	$43
Fingerprinting	each	$26
Live Scan Fingerprinting	each	$18
Local Criminal Clearance Letter	each	$10
Towed Vehicle Release	each	$161
Special Police Service	each	actual cost at fully burdened rate
DUI Incident Response - Police & Fire	incident	actual cost at fully burdened rate
Copy of Dispatch Event	report	$0.11
Restitution Rate	each	actual cost at fully burdened rate
Govt. Code Controlled Activities		actual cost at fully burdened rate
Other Special Activities	hourly	actual cost at fully burdened rate
Special Police Boat Service	hourly	actual cost at fully burdened rate
Equipment Reimbursement	each	Actual cost
Firearm(s) Release (by appointment only)	weapon	$43
Ski Run Blvd. Vehicle Control	hourly	actual cost at fully burdened rate
Tape Duplication - Audio	tape	$22
Tape Duplication - Video	tape	$22
Crime Scene/Police Photo Reproduction (CD photo)	CD	$22

Police Department (cont.)

Fee Description	Unit	Adopted Fee 3/26/2024
Taxicab Fees:		
Taxicab Company Permit	Annual	$5
Taxicab Vehicle Permit	Annual per vehicle	$5
Taxicab Driver Permit	Annual	$27
Police False Alarm Response:		
1st & 2nd False Alarm		No charge
Excessive > 3 False Alarms	alarm	Per city code
Non Permitted False Alarm		Per city code
Initial Permit Application - Resident, 3 year period	permit	$40
Renewal Permit - Resident, every 3 years	permit	$19
Initial Permit Application - Business, 1 year period	permit	$40
Renewal Permit - Business, every year	permit	$19
Vacation Home Rentals - Tourist Core:		
Vacation Home Rental Permit - Late Fee On Renewal	violation	Counted as violation
Vacation Home Rental Permit Master Report	report	$66
Vacation Home Rental Permit Label Report	report	$62 + cost of labels
Vacation Home Rental Permit - Annual Fee - Tourist Core	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants Fractional	$200 $350 $650 $850 $19.23 to $850
Vacation Home Rentals - Non-Tourist Core:		
Vacation Home Rental Application fee	each	$535
Vacation Home Rental Permit - Annual Fee - Non-Tourist Area	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants	$250 $500 $1,000 $1,325
Vacation Home Rental Permit Master Report	report	$66
Qualified Vacation Home Rentals:		
Qualified Vacation Home Rental Application fee	each	$535
Qualified Vacation Home Rental Permit - Annual Fee	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants	$100 $150 $200 $250
Hosted Rental Fees:		
Hosted Rental Permit	each	$281
Hosted Rental Annual Renewal Fee	each	$281
Parking Program:		
Parking Garage	per 20 min/daily max	$1.25/$25
Monthly Garage Pass April 1-Oct 31	each month	$125
Winter Full Week Pass Nov 1-Mar 31	each month	$175
6 Month Pass	per 6 months	$500
5 p.m. until 3 a.m.	$.50 per 20 min/up to $5	$.50 per 20 min/up to $5
Holiday Rates (can include days before/after Holiday)	Double Regular Rates	$2.50/$50
Parking validations - 1 packet of 50 - 1 hr validations	each packet of 50	$50
Electric Car Charging Electricity Fee	each	Rate as determined by STJPPA
Electric Car Charging Overstay Fee	each	Rate as determined by STJPPA
Parking - Bellamy/Transit Way	per 20 min/2 hr max	$1
Parking - Upper Ski Run (identified in map)	per contract	per contract
Parking Citation - Kiosk Violations	per violation	$41
Cannabis:		
Public Safety License Fee	each	$1,190 + $85 x's # of employees (fingerprint/background)
Public Safety License Renewal Fee	each	$1,190 + $85 x's # of employees (fingerprint/background)
Public Safety License Amendment Fee	each	$300
Public Safety Mitigation Fee Amounts:		
Retailer	each	$13,750
Microbusiness with Retail	each	$21,250
Testing Lab/Manufacturer, Cultivator, Distributor, Microbusiness without Retail	each	$7,500
Delivery Component	each	$5,000

Police Department (cont.)

Fee Description	Unit	Adopted Fee 3/26/2024
Shared Mobility:		
Shared Mobility Device Fee	per device	$81
Parking Citations:		
City Code:		
4.25.300 - Parking, Restricted Parking	Occurrence	$75
4.25.300 (C) - Heavenly Valley No Parking/RPP Area	Occurrence	$300
4.25.330 - No Stopping Zone	Occurrence	$75
4.25.360 - Time Limited Parking Zone	Occurrence	$55
4.25.370 - Parked in Excess of 72 Hours	Occurrence	$75
4.25.410 - Parked Wrong Side of Street	Occurrence	$25
4.25.440 - Designated Taxi Zone / Bus Stop	Occurrence	$75
4.25.590 - Parking Garage Payment Required	Occurrence	$75
4.25.600 - Parking Garage Parked within Parking Space	Occurrence	$55
4.25.620 - Use of Entrance and Exit	Occurrence	$75
4.25.740 - Paid Parking - No Ticket	Occurrence	$75
4.25.750 - Paid Parking Time Expired	Occurrence	$75
4.25.840 - Residential Parking / Permit Zone	Occurrence	$75
4.95.050 - Private Property - Restrictions	Occurrence	$200
7.05.420 - Area restricted-Snow Removal	Occurrence	$205
All other City Parking Codes	Occurrence	$75
California Vehicle Codes:		
21113 - Parking on Public Grounds	Occurrence	$75
21113(a) - Unauthorized parking on public grounds	Occurrence	$75
21211(b) - Park in bike path	Occurrence	$75
21211a - Blocking designated bicycle path	Occurrence	$75
22500.1 - Parked In Fire Lane	Occurrence	$105
22500a - Park Within Intersection	Occurrence	$75
22500b - Park on Crosswalk	Occurrence	$75
22500d - Park Within 15ft Fire Station driveway	Occurrence	$105
22500e - Block Driveway	Occurrence	$75
22500f - Park on a Sidewalk	Occurrence	$75
22500g - Obstructing Traffic/HWY Construction	Occurrence	$105
22500h - Double Parking	Occurrence	$75
22500i - Park in Bus Loading Zone	Occurrence	$75
22507 (a) - Heavenly Valley No Parking/RPP Area	Occurrence	$300
22507.8(a) - Handicap Disabled Only	Occurrence	$455
22507.8(b) - Block Disabled Stall/Space	Occurrence	$455
22507.8c - Parked in Handicap Crosshatch	Occurrence	$455
22514 - Within 15ft of Fire Hydrant	Occurrence	$105
22515 - Unattended Running Vehicle	Occurrence	$75
22523(b) - Abandoned Vehicle	Occurrence	$250
4000a - Expired Registration	Occurrence	$75
5204(a) - No Tabs	Occurrence	$75
All other California Vehicle Codes	Occurrence	$75
Administrative Citations*		
City Code:		
2.30.060 (E) - Administrative Fee for Administrative Citations	Occurrence	$20
2.30.080 (A) - Administrative Hearing Fee for Administrative Citations	Occurrence	$100
3.35.040 - No Business License	Occurrence	$100
3.50.380 (B) - Unpermitted VHR - Owner/Agent Responsible	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (B) - Vacation Home Rental (Parking Space Availability - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (C)- Vacation Home Rental (Commercial Activity Prohibited - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (D) - Vacation Home Rental (Compliance with SLTCC - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (E) - Vacation Home Rental (Posting of Permit - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (F) - Vacation Home Rental (Marketing/Advertising Requirements - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000

Police Department (cont.)

Fee Description	Unit	Adopted Fee 3/26/2024
Administrative Citations (cont.)*		
City Code:		
3.50.440 (G) - Vacation Home Rental (Authorization to Inspect - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (H) - Vacation Home Rental (Outdoor Spas/Hot Tubs prohibited between 10 p.m.-8 a.m. - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (I) - Vacation Home Rental (Interior Signage - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (J) - Vacation Home Rental (Exterior Signage - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (K) - Vacation Home Rental (Parking Requirements - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (L) - Vacation Home Rental (Noise and Amplified Music Prohibited between 10 p.m. - 8 a.m. - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (M) - Vacation Home Rental (Emergency Lighting - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (N) - Vacation Home Rental (Lighting Design - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (O) - Vacation Home Rental (Parking of Commercial Vehicle - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (P) - Vacation Home Rental (Records Relating to VHR - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (Q) - Vacation Home Rental (Camping Prohibited - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.440 (R) - Vacation Home Rental (Trash/Bear Boxes Required - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
3.50.450 (D) Vacation Home Rental (Operating without a Permit) (Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,500 $3,000 $5,000
4.150 - Refuse and Garbage	Occurrence	$150
4.35.020 - No Operator License - Mobile Vending	Occurrence	$100
4.40.020 - Nuisances Generally	Occurrence	$50
4.40.030 - Outdoor Display	Occurrence	$100
4.40.040 - Nuisances Generally - Noise	Occurrence	$100
4.45.040 - Abandoned Vehicle	Occurrence	$150
4.50.030 - Illegal Dumping	Occurrence	$1,000
4.50.050 - Unsuitable Trash Container - Commercial	Occurrence	$300
4.50.050 - Unsuitable Trash Container - Residential	Occurrence	$150
4.55 - Graffiti	Occurrence	$50
4.60 - Abandoned or Damaged Structure	Occurrence	$1,000
4.135.010 Police Service	Occurrence	$500
4.140.100 Private Patrols	Occurrence	$25
6.05 - Handbills	Occurrence	$100
6.10.160 - Exterior Lighting	Occurrence	$100
6.15 - Building Code Violation	Occurrence	$100
6.40.050 - Noncompliant Sign	Occurrence	$100
6.55.280 - No Home Occupation Permit	Occurrence	$100
7.05 - Sidewalk Snow Removal	Occurrence	$100
7.05.500 - Placing Snow in Right-of-Way	Occurrence	$100
7.05.560 - Sidewalk Snow Removal	Occurrence	$100
All Code Violations Not Listed Above or Specified in the Code	Occurrence	$250

***The fines for a second and any subsequent violation within a 12-month period for all violations with the exception of Vacation Home Rental violations will be double that of the previous fine assessed. The above penalties shall not supersede fines and penalties listed in the current City Code for specific violations. Except for Vacation Home Rental violations, under no circumstances shall a penalty be greater than $1,000.**

Airport

Fee Description	Unit	Adopted Fee 3/26/2024
Offices	square foot or agreement	$2.30
Ground Lease Rate	square foot or agreement	$0.35
Gratuitous Transportation	vehicle	$60
Conference/Meeting Room hourly rental	hour	$32
Conference/Meeting Room daily rental	day	$317
Restaurant Facilities	Per agreement	Per agreement
Airport Terminal Lobby (upper/lower) hourly rental	hour	$63
Airport Terminal Lobby (upper/lower) daily rental	day	$382
Advertising	Negotiated	Negotiated
Advertising "Paper" Pick-Up Ads	monthly	$81
Rental Car Ground Lease Area	Negotiated / Market Rate Conditions	Negotiated / Market Rate Conditions
Other Use of Terminal	Negotiated	Negotiated
Commercial Filming:		
Small Scale Commercial Filming (less than 50 persons); waived if City promotion	per day/winter	$461
Small Scale Commercial Filming (less than 50 persons); waived if City promotion	per day/summer	$768
Large Scale Film Production (film crew larger than 50 persons) - Prep / Strike Location	per day	$344
Large Scale Film Production (film crew larger than 50 persons) - Filming Days	per day	$5,721
Airport Escort Required on Filming Days	per day	$286
Movement Area Filming (Runway and/or Taxiway)*	per day*	$2,500*
Large Scale Filming (more than 50 persons) Security Deposit	Negotiated	Based on Location Agreement
Large Scale Film Production (film crew larger than 50 persons) - City Film Support for Permits, Police, Fire, etc.	Per Hour	Fully Burdened Rate of Employee Used
***Any filming conducted on runways or taxiways defined as the Movement Area by the Federal Aviation Administration will have a $2,500 per day additional fee on top of other rates.**		
Aviation Use of Airfield		
GA Ramp Fee for A/C under 5,000 lbs	day	$10
GA Ramp Fee for A/C over 5,001 lbs "paid with landing fee"	day	$25
Monthly Tie Down Fee	Flat Rate	$77
Landing Fee	Helicopter Takeoff Weight 3,001+	 $50.00 flat rate
Landing Fee	FixedWingTakeoffWeightPer1,000lbs. 5,501 - 19,000 20,000 - 49,000 50,000+	 $8 $10 $12
Fuel Flowage Fee	per gallon/per agmt	$0.20
Building:		
All Hangars (Box and Tee)	per square foot	$0.96
All Storage Units (Aeronautical Use)	per square foot	$0.96
All Storage Units (Non-Aeronautical Use)	Aeronautical use fee plus 10%	Aeronautical use fee plus 10%
Other Fees:		
Parking	per space	$103
Airport Parking Lot Rental 100 Spaces	1/2 Parking Lot	$1,144/day
Ground Transportation - Limousine; yearly	per company	$759
Gratuitous Transportation - Taxi Cab; yearly, negotiable	vehicle	$38
North GA or Terminal Ramp; hourly, 300 linear feet full width	hourly	$317
North GA or Terminal Ramp; day, 300 linear feet full width	day	$3,810
Taxiway A between H and J- North End; hourly	hourly	$317
Taxiway A between H and J- North End; daily	day	$3,810
Local Emergency Agency Training Ramp Use (Non Airport Emergency)	yearly	$5,000
Airport Technician	Fully burdened hourly rate	Fully burdened hourly rate
Dump Truck, Sander, Grader, Loader	hourly	$217
Carpet Cleaning; includes equipment use +actual costs of City staff	hourly + actual	Fully burdened hourly rate
Airport Hangar Waitlist Fee	each	$250
Airport Lease Security Deposit (refundable deposit)	each	$750
Airport Key Card (refundable deposit)	each	$50
Lost/Stolen Key Card Replacement (non- refundable)	each	$50
Airport Hangar Key (refundable deposit)	each	$25
Lost/Stolen Hangar Key Card Replacement (non- refundable)	each	$25
****Local Emergency Agency Partners conducting training exercises to improve interagency airport emergency response is exempted from use fees.**		

City Clerk

Fee Description	Unit	Adopted Fee 3/26/2024
Appeals	per appeal	$371
Document Printing and Copying - .10 per page plus postage	document page	$0.10
City Council Chambers Use Application Fee	per application	$27
City Council Chambers Rental, M-F, 8-5 p.m.	per hour	$43
Video Meeting Electronic File Transfer, 1 per Drive	Thumb Drive	$5
Verbatim Transcript Service	actual outsource cost	hourly or actual outsource cost
Notary Service	per signature	$15
Notary Service - Providing California Notary Acknowledgement or Jurat Form	per form	$1
Agenda Mailing Service, .10 per page plus postage	agenda	.10 per page plus postage
Filming Application Fee	application	$192
Public Property Use Fee (for filming only)	use	$749
Temporary Sign Deposit (yard signs)	campaign	$170

Finance

Fee Description	Unit	Adopted Fee 3/26/2024
Business and Professions Tax Rates:		
Schedule A (per $1,000 gross receipts)	per 1,000 gross receipts	$1.07
Schedule B (per $1,000 gross receipts)	per 1,000 gross receipts	$1.62
Schedule C (per $1,000 gross receipts)	per 1,000 gross receipts	$2.14
Schedule D (per $1,000 gross receipts)	per 1,000 gross receipts	$2.69
Schedule E (per $1,000 gross receipts)	per 1,000 gross receipts	$3.22
Schedule N (non-profit 501(c)(3); veterans; etc.)	n/a	$0.00
Maximum Annual Amount of Tax (Measure B, June 2012)	application	$20,000.00
Administrative Fee - New license application (Including $12 Business License Technology Fee)	application	$83
Administrative Fee - New Business One Time 6 Month License Application	application	$41
Administrative Fee - Annual Renewal (Including Business License Technology Fee)	application	$65
AB1379 (amended SB1186; ADA info and access fee - State of CA mandated; effective 1/1/2018 through 12/31/2023)	per business certificate	$4
Business License Technology Fee; collected with admin fee	business application	$12
Business License Certificate - duplicate copy	certificate	$19
Lien Release Fee	lien	Passed on to Seller through Escrow
Administrative Fee for Delinquent Refuse Collections	lien	$85
TOT and Business License Reports:		
Delinquent Tax Analysis	per project	At cost using fully burdened hourly rate
Motel Tax Master (name/address listing)	per report	$62
Individual TOT Report	per motel/per year	$18
Vacation Home Rental Master Report	per report	$66
Vacation Home Rental Label Report	per report	$62 + cost of labels
Business License Master Report, Standard Format	per report	$62
Business License Master Report Requiring Specific Formatting Due to Information Request	per report	$62 + fully burdened hourly rate
Business License Label Report	per report	$62 + cost of labels
Miscellaneous Fees:		
Returned Check (NSF) Processing	per check	$27
Geobase Information Service, Research	per project	At cost using fully burdened hourly rate
Stop Payment Fee	per check	At cost using actual bank charge

Financial Policies:
Strengthening Financial Position

To preserve General Fund revenues, the City will take proactive steps to strengthen its financial condition. The following policies shall guide those efforts.

A. Diversified Economy and Revenues

1. Preservation of Commercial and Industrial Development Opportunities

The City shall diversify its economic base by encouraging a broad range of private sector commercial and industrial employment. While it is important to maintain an inventory of land zoned for residential use, the City shall carefully consider economic impacts before rezoning any commercial or industrial land to residential use. The City Council shall be presented with an analysis of trend data comparing percentages of residential development to commercial/industrial development.

2. Jobs/Housing Balance

The City shall promote an equal ratio of jobs to housing, and shall encourage the expansion of businesses that will provide opportunities for residents to work in the community.

3. Effect of Fees/Charges/Rates on Commercial and Industrial Development

In setting fees, charges, and/or rates on commercial and industrial development, the City shall evaluate the comparative fee structure of other neighboring jurisdictions. The City shall strive to implement fees, charges and/or rates that are competitive with other jurisdictions and that shall not have a negative impact on sales tax or other valuable sources of revenue.

B. Economic Incentives for Commercial and Industrial Development

The City shall provide economic incentives for commercial and/or industrial development when such incentives shall lead to a positive economic return for the City in terms of jobs, workforce housing opportunities, enhanced revenues, a more diversified economic base, or enhanced transportation or other public services. Any economic incentive policies shall be attached as an Appendix to this document.

C. Intergovernmental Revenues

1. Grants

   Grants from federal, state or private organizations are an appropriate and desirable means of enhancing available revenues. However, grant funding is rarely a long-term, stable economic base. Grant applications and subsequent grant awards shall be approved by the City Council. The City shall ensure that grant funding is appropriately leveraged to enhance City services as set forth in its Grant Funding and Compliance Policy. (See separate policy document).

2. State Shared Revenues

   To protect against fluctuations in intergovernmental revenues, the City shall maintain 25 percent General Fund Committed fund balance as a reserve against unanticipated or uncontrollable reductions in state subventions.

D. User Fee Cost Recovery

The City provides certain services to its residents and businesses that are funded in whole or in part by fees that are intended to cover all or a portion of the cost of providing such services. To the extent User Fees do not cover the entire cost of providing such services; the General Fund subsidizes the additional expense. Careful examination of User Fees shall enhance the stability of the General Fund. The following policies shall be implemented to ensure that User Fees keep pace with changes in the cost-of-living as well as changes in methods or levels of service delivery.

1. General Principles

   a. Revenues derived from User Fees shall not exceed the reasonable cost of providing the service.

   b. Cost recovery goals shall be based on the total cost of delivering the service, including all direct costs, departmental administration costs, and organization-wide support costs such as accounting, personnel, data processing, building and/or vehicle maintenance, and insurance.

c. The method of assessing and collecting fees shall be as simple as possible in order to reduce the administrative cost of collection. Although a high cost of recovery may be appropriate for specific services, if it is impractical or costly to charge the user, a lower level of cost recovery shall be appropriate.

d. Fee levels shall be sensitive to the "market" for similar services, including the provision of services by private sector service or program providers. User Fees shall not be set so high that services shall not be used. Conversely, User Fees shall not be set so low that the City is stimulating a demand by artificially low prices. Specifically, the City shall carefully consider whether it is appropriate to provide services at a subsidized cost (or a cost that does not include all cost of services, such as room rental costs, building maintenance or personnel charges) if such services are available through the private sector.

e. Fee levels shall be sensitive to smaller, infrequent users of the service, for example, small businesses that may have less of an opportunity to recover the cost of User Fees through ordinary business income.

f. The level of cost recovery should consider the community-wide versus special benefit of the program or activity that is the subject of the User Fee. The use of general-purpose revenues shall be appropriate for community-wide services, while User Fees at some level shall be appropriate for services that are of special benefit to easily identified individuals or groups. (For example, it would be unusual to charge a User Fee for a community-wide event such as an Easter Egg Hunt, while it would be appropriate to charge a User Fee at some level for an adult recreational program with a limited number of participants.)

g. The level of cost recovery shall consider the financial benefit to the service user, and whether the user is a service driver or a service recipient. In cases where there user benefits financially from the provision of the service, and the service would not be provided but for the expanded business or revenue opportunities, the level of User Fee should more closely approximate 100% cost recovery. (For example, a developer receives financial benefit at the conclusion of the development review process, and the City would not provide the review of development applications but for the expanded business or revenue opportunity for the developer. While the community may be the actual service recipient of the review of development applications, the developer is the service driver.)

2. Factors Favoring High Levels of Cost Recovery. High cost recovery levels are especially appropriate in the following circumstances:

    a. The service is similar to services provided through the private sector.

    b. Other private or public sector alternatives could or do exist for the delivery of the service.

    c. The demand for the service is high and cost of service is needed as a mechanism to help control demand.

    d. The cost of service can be used as a mechanism for encouraging compliance with the law. (For example, police response to false burglary alarm calls.)

    e. The service is regulatory and voluntary compliance is not expected to be the primary method of detecting failure to meet regulatory requirements. (For example, building permit, plan checks and subdivision review services.)

3. Factors Favoring Low Levels of Cost Recovery. In addition to the general policy considerations noted above, low cost recovery levels are appropriate in the following circumstances:

    a. The program or services falls within the range of general public services which are provided to the community to promote the general safety, health and well-being of the community, and there is no intended relationship between the amount paid and the benefit received. (For example, police and fire services, general access to park facilities.)

    b. The service is not generally available through private sources and is necessary to promote the general safety, health and well-being of the community. (For example, teen after school programs.)

    c. The service is generally non-recurring, delivered on a “peak demand” or emergency basis, cannot reasonably be planned for on an individual basis, and is not readily available from a private sector source. (For example, police and fire services in response to emergencies.)

    d. Collecting fees would discourage compliance with regulatory requirements and adherence to regulatory requirements is not

readily identified by the City. (For example, home-based business licenses.)

4. Periodic Adjustment of User Fees. A comprehensive analysis of User Fees shall be made at least every three years. In the interim, if applicable, fees shall be adjusted by no less than the amount of the annual change in the Consumer Price Index. Fees may also be adjusted more frequently based on supplemental analysis whenever there has been significant change in the method, level or cost of service delivery. A schedule reporting the rate of all User Fees shall be included as an Appendix to the budget, and the City Council may direct adjustment in User Fees as part of the annual budget process.

5. Development Review Programs. Cost recovery for development review programs shall be very high, and in most cases the goal for cost recovery should be 100%. The City shall also impose clear performance standards to ensure that there is high value for services rendered. This cost recovery principle applies to the following types of development review programs:

    a. Planning (planned development permits, tentative and parcel maps, rezonings, general plan amendments, variances, use permits, etc.)

    b. Building and safety inspections (building permits, structural plan checks, fire inspections, etc.)

    c. Engineering (public improvement plan checks, inspections, subdivision requirements, encroachments, etc.)

E. Enterprise Fund Rates

Each of the enterprise funds shall be operated in a manner to fully cover the total direct and indirect costs (including operations, capital outlay and debt service) for operating such functions so as to avoid General Fund subsidies for enterprise operations.

1. Rates shall be reviewed on an annual basis and shall be adjusted as appropriate and equitable.

2. Rates charged for enterprise activities shall be compared periodically against rates charged by other public agencies for purposes of benchmarking cost of service and operations. Private contracting opportunities shall be evaluated as appropriate as a means of reducing expenses, while remaining in compliance with the City's Purchasing Policies.

F. Collections

The City shall implement a uniform collection program. The costs of this collection program shall be reviewed annually to ensure the total direct and indirect costs are fully covered. The costs shall be passed on to the delinquent customers as a penalty in the collection process.

The City's options for collection are:

a. Property Liens. A lien shall be placed on the property should the owner fail to pay charges, penalties and interest charges. Enforcement of liens shall be made in accordance with the applicable section of the City Code subject to delinquent payment, and may be initiated through a court ruling. Collections against property liens are typically done by issuing a warrant for enforcement or foreclosure proceeding in the case where a deed of trust has been secured by the City against the property, and may result in a sale pursuant to a writ of execution.

b. Special Assessments. A resolution must be presented to the City council to declare a special assessment on a delinquent customer's real property. Upon passage and adoption a certified copy shall be recorded with the County Recorder's office. The assessment shall be collected at the same time and in the same manner as ordinary municipal taxes. Special assessments are typically levied as a result of delinquent property assessments, non-payment of nuisance abatement costs or refuse fees.

c. Withholding Entitlements. The City may withhold issuing any licenses, permits and other entitlements until payment for charges due, including penalties and interest is received.

d. Collection Agency (other enforcement procedures). The City can take other actions allowed for enforcement of a civil judgment. Collection agency fees shall be passed on to the customer through penalty and interest charges therefore avoiding gifting of public funds.

e. Closure of Business
The City Code allows for closure of a business for failure to comply with any provision of the Business Tax or Occupancy Tax chapters relating to the payment of monies due. Proper notice and due process shall be given to the business operator before closure.

Recreation Complex

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
FACILITY RENTALS				
Building Rental:				
Gymnasium	hourly	$67	$2	$69
Meeting Rooms, Recreation Complex	hourly	$37	$1	$38
Kitchen, Recreation Complex	hourly	$31	$1	$32
Senior Center Large Multi-Purpose Room	hourly	$61	$2	$63
Senior Center, Conference Room	hourly	$44	$1	$45
Senior Center, Arts & Crafts Room	hourly	$44	$1	$45
Public Shower Adult/discount for senior, disabled, youth	each	$3/$2	$0	$3/$2
Non-Profit Organizations	25% off base rate	25%	$0	25%
Recognized Local Youth Sport Organizations May Have Free Use of Meeting Rooms in the Recreation Complex	No Charge	No Charge	n/a	No Charge
Facility Rental Setup Fee	hourly	n/a	n/a	$43
Group Rentals May Be Subject to $500 minimum or $1,500 maximum Security Deposit and/or Cleaning Fees at the Discretion of the City of South Lake Tahoe	$500 (Security Deposit)	$500 Minimum or $1,500 Maximum	$0	$500 Minimum or $1,500 Maximum
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or$50 Maximum	$0	$15 Minimum or $50 Maximum
Late Payment Penalty Fee	10% of total rental fee due	n/a	n/a	10% of total rental fee due
Pool Rental (Per Hour):				
Swimming Pool Hourly Rental Rate	hourly	$80	$2	$82
Lifeguard Hourly Rate (Rental)	hourly	actual cost at fully burdened rate + overhead	n/a	actual cost at fully burdened rate + overhead
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or$50 Maximum	$0	$15 Minimum or $50 Maximum
Late Payment Penalty Fee	10% of total rental fee due	n/a	n/a	10% of total rental fee due
Outdoor Park Facility Rentals:				
Alcohol Use Permit, City Sanctioned Public/Private Outdoor Facilities	each	$62	$2	$64
Bijou Park, Kiwanis Picnic Shelter (4 Hours)	hourly	$165	$4	$169
Bijou Park, Rotary Picnic Shelter (4 Hours)	hourly	$165	$4	$169
Recreation Complex Group Picnic Areas (4 Hours)	hourly	$165	$4	$169
Gazebos and Picnic Areas beyond 4 hour minimum rental	hourly	$44	$1	$45
Private Rental: Regan Beach West ~~and Lakeview Commons~~ (Per Hour; 2-Hour Minimum)	Mon-Thur $/hr	$211	$6	$217
	Fri & Sun $/hr	$273	$7	$280
	Sat $/hr	$332	$9	$341
Late Payment Penalty Fee	10% of total rental fee due	n/a	n/a	10% of total rental fee due
Public Special Event Park Rentals:				
Lakeview Commons or Bijou Community Park Special Event Rental, Attendance up to 500 persons	day	$1,039	$27	$1,066
Lakeview Commons or Bijou Community Park Special Event Rental, Attendance 501-2,000 persons	day	$1,298	$34	$1,332
Bijou Bike Park or Skate Park Rental	day	$242	$6	$248
Disc Golf Course Rental for Tournaments & Special Events (Bijou Park)	day	$254	$7	$261
Bijou Park Concession (absent lease agreement)	day	$285	$7	$292
~~Bijou Park Sport Court (Per Day)~~	~~daily~~	~~$254~~	~~$7~~	~~$261~~
~~Late Payment Penalty Fee 10% of total rental fee due~~				
Bijou Community Park Parking Lot Rental	daily	$100	$3	$103
Community Playfield Parking Lot Rental	daily	$100	$3	$103
Special Event Vendor Fee	Not to Exceed $125 per event	Not to Exceed $125 per event	$0	Not to Exceed $125 per event
Non-Profit Organizations	25% Off Base Rate	25%	$0	25%
Late Payment Penalty Fee	10% of total rental fee due	n/a	n/a	10% of total rental fee due
Facility Rental Setup Fee	hourly	n/a	n/a	$43
Group Rentals May Be Subject to $500 Security Deposit and/or Cleaning Fees at the Discretion of the City of South Lake Tahoe	$500 (Security Deposit)	$500	$0	$500
Group Rentals May Be Subject to a Minimum of $15 Cancellation Fee and Maximum of $50 at the Discretion of City of South Lake Tahoe	$15 (Cancellation Fee)	$15 Minimum or$50 Maximum	$0	$15 Minimum or $50 Maximum
Facility Day Use (Includes Pool, Weight Room, Gym, Ping Pong, Foosball, Traversing Wall):				
Adult: 18-54 Year	each	$6	$0	$6
Youth: 18 Years and Under	each	$4	$0	$4
Senior 55 Years and Up or Permanent Disability	each	$5	$0	$5
Daily Day Rate for Medi-Cal, WIC , and Veteran Participants:				
Adult: 18 and Over	each	$3	$0	$3
Youth: 18 Years and Under	each	$2	$0	$2
Multi-Use Passes:				
Adult - 20 Use	each	$80	$0	$80
Adult - 90 Day	each	$160	$0	$160
Senior or Permanent Disability - 20 Use	each	$50	$0	$50
Senior or Permanent Disability - 90 Day	each	$120	$0	$120
Youth - 20 Use	each	$45	$0	$45
Youth - 90 Day	each	$95	$0	$95
Individual Annual Pass	each	$225	$0	$225
Family Annual Pass (up to 4 people)	each	$825	$0	$825
~~South Tahoe Recreation Passport~~	~~each~~	~~$22~~	~~$0~~	~~$22~~
Administrative Fee for replacement of annual passes only	each	$10	$0	$10
Non-Profit Organizations	25% Off Base Rate	25%	$0	25%

Recreation Complex (cont.)

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Swimming Programs:				
H2O Exercise: Adult 18-54 years	each	$7	$0	$7
H2O Exercise: Senior or Permanent Disability	each	$6	$0	$6
H2O Exercise: Adult 18-54 years - 10 Use Pass	each	$50	$0	$50
H2O Exercise: Senior or Perm Disability - 10 Use Pass	each	$40	$0	$40
H2O Exercise: Individual Annual Pass	each	$295	$0	$295
Swimming Lessons (Group) 8 Class Session	each	$47	$2	$49
Swimming Lessons (Group) 6 Class Session	each	$37	$2	$39
Swimming Lessons (Group) 4 Class Session	each	n/a	n/a	$29
Private Lessons (25 minutes) 1 Student	each	$31	$2	$33
Private Lessons (25 minutes) 2 Students	each	$42	$2	$44
Private Lessons (25 minutes) 3 Students	each	$52	$3	$55
Children 3 years and Under Are Free with a Paying Adult for Recreation Swim Only	each	$0	$0	$0
Master Swim Drop In	each	$10	$0	$10
Master Swim Session ~~(6 weeks)~~ 10 Use Punch Card	each	$60	$0	$60
Non-Profit Organizations	25% Off Base Rate	25%	$0	25%
Youth and Teens:				
Star Camp Care (pre- and post-camp child care, per hour)	each	$8	$0	$8
Youth Adventure Camps	each	Fee based on production costs	$0	Fee based on production costs
Kid's Summer Day Camp	each	$35	$0	$35
Kid's Summer Day Camp (Weekly Fee)	each	$150	$0	$150
Kid's Summer Day Camp Multi-Child Discount	10% off base fee	10%	$0	10%
Youth Basketball League	per season participant	Adopted 1/4/2024	n/a	$50
Youth Flag Football League	per season participant	n/a	n/a	$85

Golf Course

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
9 Hole	each	$18	$2	$20
Senior	each	$16	$2	$18
9 Hole Youth (14 and under, fee valid after 12 pm daily)	each	$11	$0	$11
9 Hole Family (1 adult & 1 youth (14 and under), after 12pm daily)	each	$22	$2	$24
Add 9 Holes	each	$11	$2	$13
Twilight	each	$15	$2	$17
Cart Rental	each	$5	$0	$5
Club Rental	each	$15	$2	$17
~~Walker/Spectator~~	~~each~~	~~$5~~	~~$0~~	~~$5~~
Passes:				
20 Use	each	$240	$40	$280
10 Use	each	$135	$20	$155
10 Use Twilight (after 3 pm)	each	$110	$20	$130
10 Use Senior	each	$120	$20	$140
10 Use Family (1 Adult & 1 Youth (14 and under) after 12 pm daily)	each	$160	$20	$180
10 Use Youth (14 and under, valid after 12 pm daily)	each	$85	$0	$85
Individual Season Pass (no restrictions)	each	$450	$0	$450
Administrative Fee for replacement of annual passes only	each	$10	$0	$10
Bijou Golf Course use in partnership with Boys and Girls Club	No Charge	n/a	n/a	No Charge

Campground

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
~~Spring/Fall - No hook up, up to 6 people and 1 car (includes $10 infrastructure fee)~~	~~per day~~	~~$41~~	~~$0~~	~~$41~~
~~Summer~~ Campground Site Fee - No hook up, up to 6 people and 1 car (includes $10 infrastructure fee)	per day	$45	$0	$45
~~Spring/Fall Standard Cabin (includes $10 infrastructure fee)~~	~~per day~~	~~$90~~	~~$0~~	~~$90~~
~~Summer~~ Standard Cabin (includes $10 infrastructure fee)	per day	$90	$0	$90
Reservation Fee (non-refundable)	each	$10	$0	$10
Cancellation Fee (Inside 30 days from arrival date)	One night rental fee	$50	$0	$50
Cancellation Fee (Outside 30 days of arrival date)	each	$10	$0	$10
Dump Fee (charged to campers not staying in our campground)	each	$15	$0	$15
Extra person	each	$6	$0	$6
Visitor Day Use	each	$5	$0	$5
Pets	each	$2	$0	$2
Extra Vehicle (no holding tanks)	each	$6	$0	$6
Motorcycles and Electric Scooters	each	$3	$0	$3
Late Checkout Fees	per site	$10	$0	$10

Boat Ramp*

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Day Use	per day	$17	$0	$17
Annual Pass	each	$138	$0	$138

***The Division of Boating and Waterways currently limits these fees to $17 for Day Use and $138 for an Annual Pass.**

Ice Arena**

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
ICE ARENA:				
Learn to Play	n/a	Free	$0	Free
Morning School Skate	n/a	Free	$0	Free
School Skate Week (PE program)	n/a	Free	$0	Free
Military Discount (Served In combat area)	n/a	Free	$0	Free
Wounded Warriors (military event)	n/a	Free	$0	Free
Charity Events (i.e. St. Baldrick's), fees subject to review	n/a	Ice free all day	$0	Ice free all day
Ice Sheet Rental See schedule for rates by time	per hour	$491	$0	$491
Party Room Full (hourly - 1 hour minimum)	per hour	$88	$37	$125
SKATING PROGRAMS:				
Public Skate: Adult 18-54 years - varies	per person	$22	($2)	$20
Public Skate: Youth (between 5-18 years) - varies	per person	$22	($2)	$20
Public Skate: Child 5 & under - varies	per person	$8	$2	$10
Public Skate: Senior 55 & up - resident	per person	$8	($1)	$7
Public Skate: Senior 55 & up - varies	per person	$22	($15)	$7
Blue Card (available to frequent users/members)	each	n/a	n/a	n/a
Skate Rental	each	$4	n/a	n/a
Free Style - Drop - In	each	$17	($2)	$15
Hockey - Drop - In	per person	$17	$3	$20
Hockey League: Adult 18-54 years, 10 games	each	$380	($130)	$250
Hockey League: Single Game	each	$33	($8)	$25
Hockey League: Youth	each	$113	$0	$113
SKATING LESSONS:				
Skate/Hockey School: per lesson	per lesson	$16	$4	$20
Private Skate lessons (1 student, 2 student, 3 or more)	per lesson	Varies by instructor	n/a	Varies by instructor
City Sponsored Ice Programs:				
Partnerships with City recreation programs	fee determined by program type and need	Fee determined by program type and need	n/a	Fee determined by program type and need
Facility Rentals (various use agreements):				
Year Round Rentals for Rec Programs/Rec Center typically billed monthly	Refer to contract	Refer to contract	n/a	Refer to contract

****The listed Ice Arena Fees represent the maximum allowable charges.**

Development Services - Building

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
~~Encroachment Permit:~~				
~~Encroachment Permit (each approach) includes overlays and replacements~~	~~each~~	~~$215~~	~~$6~~	~~$221~~
~~Encroachment Permit Existing~~	~~each~~	~~$215~~	~~$6~~	~~$221~~
~~Encroachment Permit Remove and Replace~~	~~each~~	~~$215~~	~~$6~~	~~$221~~
Building Permit & Inspection:				
Building Permit Fee (25% plan review deposit due with application) Valuation shall be determined at the discretion of the Building Official utilizing the most current square foot valuation based on the proposed use and type of construction as published by the International Code Council or construction contract value submitted by the applicant	% of valuation	2% of valuation - $250 minimum	$7	2% of valuation - $257 minimum
Administrative Processing	per hour/ 1 hr min.	$122	$3	$125
~~Deferred Submittal or Revision~~	~~% of valuation~~	~~2% of valuation - $250 minimum~~	~~$7~~	~~2% of valuation - $257 minimum~~
Active Building Permit Extension	each	$182	$5	$187
Building Plan Review Extension	each	$182	$5	$187
Building ~~In House~~ Plan Review ~~Hourly Rate~~	per hour / 1 hr min.	$122	$3	$125
~~Expedited Plan Review~~	~~per hour / 1 hr min.~~	~~$242~~	~~$6~~	~~$248~~
Stop Work Notice of Violation	each	$407	$11	$418
Stop Work/Red Tag Permit Fee	each	2x the Building Permit Fee	$0	2x the Building Permit Fee
Special Building Inspections	per hour / 1 hr. min. regular working hours per hour / 3 hr. min. outside of regular working hours	$169	$4	$173
Building Inspection/Reinspection Fee	each ~~per work, for which an inspection was requested, is not ready for inspection~~	$169	$4	$173
Document Printing & Copying	per page	$0.10	$0	$0.10
Permit Technology Fee	each permit	$12	$0	$12
Illegal Unit Review	each	$1,053	$28	$1,081
Admin Fee for Cost of Collection on Liens, Nuisance, etc.	% of collection costs	% of collection costs	$0	% of collection costs
Temporary Certificate of Occupancy Application	each	$169	$4	$173
~~Express/Over The Counter Permit~~	~~each~~	~~$250~~	~~$7~~	~~$257~~
Fire Sprinkler Fees and Inspections:				
Residential Suppression Sys~~-50 hds/Dry Chem sys~~ 1-50 hds	per inspection	$236	$6	$242
Residential Suppression Sys~~-200 hds~~ 50+ hds	per inspection	$575	$15	$590
~~Fire Safety Plan Review - SFD~~ Residential Fire Plan Review	~~each~~ hourly	$119	$6	$125
~~*Specific flat rate fees below are consolidated for consistency with minimum building permit fee~~				
~~Well Deconstruction (Electrical and Pluming Terminations)~~	~~each~~	~~$56~~	~~$1~~	~~$57~~
General Plan/Community Plan/Area Plan Maint. Fee	each	$1.09 per $1,000 valuation	$0.03	$1.12 per $1,000 valuation
Vacation Home Rental Fees:				
Vacation Home Rental Permit Inspection Fee	each	$164	$9	$173
Vacation Home Rental Permit Re-Inspection Fee	each	$99	$3	$102

Development Services - Housing

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Loan Subordination Fee	each	$2,057	$54	$2,111
Multi-Family Dwelling Inspection Fee	each unit	$99	$3	$102
Single Room Occupancy Inspection Fee	each unit	$99	$3	$102
Reinspection Service	per hour / 1 hr. min.	$169	$4	$173
Substandard Condition Inspection	each	$625	$16	$641

Development Services - Planning

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Allocations:				
Deposit - Building Permit	per application	$1,000	$0	$1,000
Residential Permit Processing	per living unit	$746	$20	$766
Single-Family Allocation Acceptance	per allocation	Adopted 6/6/2023		
	Under 2,000 sq. ft.	$0	$0	$0
	2,001-2,500 sq. ft.	$2,000	$52	$2,052
	2,501-3,000 sq. ft.	$5,000	$131	$5,131
	3,001-5,000 sq. ft.	$10,000	$262	$10,262
	>/=5,001 sq. ft.	$15,000	$393	$15,393
Inclusionary Housing Requirement	each nonexempt unit	Adopted 11/21/2023		
	Under 2,000 sq. ft.	exempt	$0	exempt
	2,001-2,500 sq. ft.	$5.29/Sq. Ft.	$0	$5.29/Sq. Ft.
	2,501-3,000 sq. ft.	$5.84/Sq. Ft.	$0	$5.84/Sq. Ft.
	3,001-5,000 sq. ft.	$16.77/Sq. Ft.	$0	$16.77/Sq. Ft.
	>/=5,001 sq. ft.	$17.65/Sq. Ft.	$0	$17.65/Sq. Ft.

Development Services - Planning (cont.)

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
General Permits:				
Major General Planning Application (variance, special use permit, major design review, wireless communications facilities, small wireless communications facilities)	application	$3,064	$80	$3,144
Minor General Planning Application (minor variance, minor design review, eligible facilities request)	application	$970	$25	$995
Permit Revision and/or Permit Extension	each	$571	$15	$586
Categorical Exemption	each	$78	$2	$80
Negative Declaration Review	each	$4,201	$110	$4,311
Negative Declaration Preparation	each	$7,606	$199	$7,805
EIR/EIS	each	Cost of consultant + 25%	$0	Cost of consultant + 25%
Other Permits:				
Fence Permits	each	$277	$7	$284
Home Occupation Permit	each	$139	$4	$143
Minor Sign Review and Approval	each	$153	$4	$157
Major Sign Review and Approval	each	$381	$10	$391
Sign Application Revision	each	$153	$4	$157
Locally Unique Sign Application	each	$3,064	$80	$3,144
Minor Special Event Permit	each	$220	$6	$226
Major Special Event Permit	each	$437	$11	$448
Non-Profit Producer and Free to the Public - Special Event	each	$0	$0	$0
Temporary Use Permit	each	$656	$17	$673
~~Temporary Arts & Crafts Shows~~	~~per show~~	~~$673~~	~~$18~~	~~$691~~
Certificate of Compliance (Subdivision Map Act)	each	$845	$22	$867
Tentative Subdivision Map	each	$5,568	$146	$5,714
Condominiumization of Existing Residential Dev.	each	$5,726	$150	$5,876
~~**Vacation Home Rentals:**~~				
~~Vacation Home Rental Application fee~~	~~each~~	~~$521~~	~~$14~~	~~$535~~
~~Vacation Home Rental Permit - Annual Fee~~	~~4 or less occupants~~ ~~5 to 8 occupants~~ ~~9 to 12 occupants~~ ~~13 or more occupants~~	~~$250~~ ~~$500~~ ~~$1,000~~ ~~$1,325~~	~~$0~~ ~~$0~~ ~~$0~~ ~~$0~~	~~$250~~ ~~$500~~ ~~$1,000~~ ~~$1,325~~
~~Vacation Home Rental Permit Master Report~~	~~report~~	~~$66~~	~~$0~~	~~$66~~
~~**Qualified Vacation Home Rentals:**~~				
~~Qualified Vacation Home Rental Application fee~~	~~each~~	~~$521~~	~~$14~~	~~$535~~
~~Qualified Vacation Home Rental Permit - Annual Fee~~	~~4 or less occupants~~ ~~5 to 8 occupants~~ ~~9 to 12 occupants~~ ~~13 or more occupants~~	~~$100~~ ~~$150~~ ~~$200~~ ~~$250~~	~~$0~~ ~~$0~~ ~~$0~~ ~~$0~~	~~$100~~ ~~$150~~ ~~$200~~ ~~$250~~
~~**Hosted Rental Fees:**~~				
~~Hosted Rental Permit~~	~~each~~	~~$274~~	~~$7~~	~~$281~~
~~Hosted Rental Annual Renewal Fee~~	~~each~~	~~$274~~	~~$7~~	~~$281~~
Cannabis Use Permit:				
Cannabis Use Permit	each	$5,536	$145	$5,681
Cost Recovery Deposit Amounts for Cannabis Use Permit and Development Agreement				
a) Retailer / Cultivator / Testing Lab/ Manufacturing/ Distribution	each	$22,864	$599	$23,463
b) Microbusiness	each	$24,069	$631	$24,700
Annual Inspection Fee	each	$1,999	$52	$2,051
Re-Inspection Fee	each	$851	$22	$873
Other Services:				
Zoning Letter	each	$241	$6	$247
Document Copying	page	$0.10	$0	$0.10
Planning Review of Building Permits	per hour/1 hr. min.	$122	$3	$125
Admin Fee for Cost of Collection on Liens, Nuisance, etc.	% of collection costs	25%	$0	25%
~~Historic Determination~~	~~each~~	~~$227~~	~~$6~~	~~$233~~
Public Notice Label Preparation	each	$223	$6	$229
Letter of Public Convenience or Necessity	each	n/a	n/a	$448
Planning Documents:				
General Plan Amendment	each	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit	n/a	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit
Community Plan Amendment/Area Plan/Plan Area Statement	each	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit	n/a	Fully burdened hourly staff cost and/or cost of consultant-$8,855 deposit
Annexation:				
Annexation	each	Fully burdened hourly staff cost	n/a	Fully burdened hourly staff cost
Mobile Vending:				
Location Permit	each	$571	$15	$586
New Vendor Permit	each	$172	$5	$177
Renewal Permit	each	$86	$2	$88
Publicly Visible Art On Private Property:				
Public Murals	each	$0	$0	$0
Non-mural Publicly Visible Art	each	$250	$7	$257

Public Works—~~Engineering~~

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Street/Property Abandonment	each	$3,119	$82	$3,201
Single-Family Residential Public Works plan review fee	~~each~~ per hour	~~$440~~	n/a	$125
Multi-Family Residential Public Works plan review fee (6 units or less)	~~each~~ per hour	~~$508~~	n/a	$125
Large Multi-Family Residential Public Works plan review fee (7 or more units)	each	$1,628	$43	$1,671
Commercial Development/Redevelopment Public Works plan review fee (less than 1 acre site)	each	$508	$13	$521
Commercial Development/Redevelopment Public Works plan review fee (greater than 1 acre site)	each	$1,628	$43	$1,671
GIS Fee (special requests for information/maps)	each	$330	$9	$339
Traffic Control Permit	each	$407	$11	$418
Grading Fee < 3 cubic Yards (no fee)	project	$0	$0	$0
Grading Fee 3 - 7 Cubic Yards	project	$539	$14	$553
Grading Fee 8 - 350 Cubic Yards	project	$911	$24	$935
Grading Fee 350+ Cubic Yards	project	$2,349	$62	$2,411
Parcel Merger/Lot Line Adjustment/Parcel Maps (does not include county fees paid directly to El Dorado County)	~~each~~ per hour	~~$2,851~~	n/a	$125
Final Subdivision Map (does not include county fees paid directly to El Dorado County)	~~each~~ per hour	~~$6,616~~	n/a	$125
Tentative Subdivision Map (does not include county fees paid directly to El Dorado County)	~~each~~ per hour	~~$3,455~~	n/a	$125
Obstruction Permit	each	$292	$8	$300
~~Street Trench Permit (Greater Than 250 Cubic Yards)~~	~~each~~	~~$1,441~~	~~$38~~	~~$1,479~~
Encroachment (Street Cut) Permit/Minor	each	$729	$19	$748
Encroachment (Street Cut) Permit/Major; base + 1.5% of Construction value >$20,000	each	$729	$19	$748
Transportation Yearly Permit	each	$148	$0	$148
Transportation Single Permit	each	$105	$0	$105
Road Closure, One Day	day	$454	$12	$466
~~Road Closure, 2-30 days~~	~~days~~	~~$747~~	~~$20~~	~~$767~~
Monitoring Well Permit; price for each well up to 3 wells/locations. Greater than 3 is half price	each up to 3	$446	$12	$458
Monitoring Well Destruction, Each Well	each	$332	$9	$341
~~Private Trench Crossings in Addition to the Encroachment Fee~~	~~each~~	~~$388~~	~~$10~~	~~$398~~
Stop Work Fee	each	$687	$809	$1,496
~~Investigation fees (grading work > 3 cubic yards without a City or other TRPA/Water Board Permit)~~	~~each~~	~~$625~~	~~$16~~	~~$641~~
Storm water Inspection Fee: Commercial	each	$249	$7	$256
Storm water Inspection Fee: Commercial Reinspection	each	$125	$3	$128
Storm water Inspection Fee: Industrial	each	$311	$8	$319
Storm water Inspection Fee: Industrial Reinspection	each	$125	$3	$128
Easement Request/Review	each	$1,349	$35	$1,384
~~Time Extension – Existing Permits~~	~~each~~	~~Equal to cost of the existing permit base fee~~	~~n/a~~	~~Equal to cost of the existing permit base fee~~
~~Special Agreement Review; actual costs on a time and material basis using staff hourly rates against a deposit based on scope estimation~~	~~project~~	~~Actual~~	~~n/a~~	~~Actual~~
Reproduction Fee	per 23x26 sheet file plans and record maps	$4	$0	$4
Street Name Change; actual costs of City staff, equipment, and materials	each	Actual	n/a	Actual
Unapproved Work (ROW)/Correction Fee/Inspections of Repairs to City Infrastructure; deposit plus actual time and materials of various city staff	each	$900	$24	$924
~~Street and Traffic Sign Installation, Replacement and Traffic Control Striping; actual costs of City staff, equipment, and materials~~	~~each~~	~~Actual~~	~~n/a~~	~~Actual~~
Special Event Review; includes Base fee then scalable by event size	each	$3,443	$90	$3,533
Facility Setup/Takedown Fee; actual costs of staff which may include overtime if event is after normal business hours	~~each~~ per hour	~~Actual~~	n/a	$43
Traffic Control Device Rental & Setup; minimum plus actual costs of equipment, labor and/or materials	each	$215	$6	$221
~~Use of Equipment; base fee plus actual costs of labor~~	~~each~~	~~Actual~~	~~n/a~~	~~Actual~~
~~Tentative Subdivision Map~~	~~each~~	~~$3,455~~	moved to below Final Subdivision Map	
Condominiumization of Existing Residential Dev.	each	$1,634	$43	$1,677

Fire Department

Fee Description	Recovery USA	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Emergency Medical Service:					
Advanced/Basic Life Support, incident response		hourly	$507 + Medicare Mileage factor	$13	$520 + Medicare Mileage factor
Advanced/Basic Life Support - with standby to support air ambulance transport, incident response		hourly	$983/hr	$26	$1,009/hr
Advanced/Basic Life Support - with engine standby for CPR, incident response		hourly	$983/hr	$26	$1,009/hr
County Fire Services:					
Lake Valley Fire District Contract			Per agreement (with CPI)	n/a	Per agreement (with CPI)
Fallen Leaf Fire District Contract			Per agreement (with CPI)	n/a	Per agreement (with CPI)
Wild Land Fire Suppression Fee:					
Support Vehicle		hourly	CA OES rate	n/a	CA OES rate
Pumping Engine		hourly	CA OES rate	n/a	CA OES rate
Ladder Truck		hourly	CA OES rate	n/a	CA OES rate
Motor Vehicle Accident:					
Level 1 Basic Response	X	hourly	$1,103	$29	$1,132
Level 2 Extrication	X	hourly	$1,672	$44	$1,716
Level 3 Multi Casualty	X	hourly	$2,453	$64	$2,517
Hazardous Materials Clean-Up:					
Level 1 Basic Response	X	hourly	$734	$19	$753
Level 2 Full Alarm Response	X	hourly	$2,453	$64	$2,517
Bomb Response/Bomb Squad:					
Level 1 Full Alarm Response	X	hourly	$1,103	$29	$1,132
Level 2 Full Alarm Engine Response plus TD Bomb Unit	X	hourly	$2,453	$64	$2,517
Pipeline Breakage/Power Line Incidents:					
Level 1 Single Engine	X	hourly	$1,103	$29	$1,132
Level 2 Full Alarm Engine Response	X	hourly	$2,453	$64	$2,517
Fire Hydrant Flow Test		hourly	$321	$8	$329
Witnessed Acceptance Test		hourly	$321	$8	$329
Fire Watch Service	X		Actual costs	n/a	Actual costs
Structure Fire Suppression (includes scene safety, initial investigation, traffic control, patient contact, hazard control)	X	hourly per engine	$2,453	$64	$2,517
		hourly per ladder truck	$2,453	$64	$2,517
Emergency Assistance to Boats/Water Incidents: Includes boat responses, swift water and ice rescues, etc.					
Level 1 Single Engine	X	incident	$1,103	$29	$1,132
Rescue: Includes working with Search & Rescue for victim recovery, Rope Rescue, etc.					
Level 1 in City	X	incident	$780	$20	$800
Miscellaneous Fees:					
False Alarm Responses 1st Offense	X	response	$156	$4	$160
False Alarm Responses 2nd Offense	X	response	$261	$7	$268
Open Burning and Recreational Fires		inspection	$260	$7	$267
Arson Investigation - Includes scene safety, investigation, source ID, Arson dog, equipment use, mobile detection and report	X	investigation	At cost using fully burdened rate	n/a	At cost using fully burdened rate
Fire Investigation Reports		report	$9	($9)	$0
Fire Incident Report		report	$46	($46)	$0
Copies		page	$0.12	($0.02)	$0.10
Photographs		See police fee	See police fee	n/a	See police fee
Video Tape Duplication		See police fee	See police fee	n/a	See police fee
Fireworks/Pyrotechnical Display Permit		permit	$427	$11	$438
Fire Dance Permit Annual Fee		permit	$214	$6	$220
Per Event Inspection		each	$56	$1	$57
Defensible Space Inspections for AB38 (Real Estate Sale)		per hour	$70	($39)	$31
Defensible Space Inspections for Homeowners (includes tree marking)		per hour	$30	$1	$31
~~Expert Testimony (includes case preparation, documents, etc.)~~		~~per case~~	~~At cost using fully burdened rate~~	~~n/a~~	~~At cost using fully burdened rate~~
~~Special Event Review/Permit - Per Hour for Fire~~		~~hourly~~	~~$197~~	~~$5~~	~~$202~~
Special Fire Inspections		per hour / 1 hr. min. regular working hours per hour / 3 hr. min. outside of regular working hours	n/a	n/a	$173
~~Expert Testimony (includes case preparation, documents, etc.)~~		~~per case~~	~~At cost using fully burdened rate~~	~~n/a~~	~~At cost using fully burdened rate~~
~~Special Event Review/Permit - Per Hour for Fire~~		~~hourly~~	~~$190~~	~~$5~~	~~$195~~

Fire Department (cont.)

Fee Description	Recovery USA	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Fire Plan Review & Inspection Fees:					
Auto Alarm/Ext System - 10		per inspection	$236	$6	$242
Auto Alarm/Ext System - 100		per inspection	$575	$15	$590
Suppression Sys-50 hds/Dry Chem sys		per inspection	$236	$6	$242
Suppression Sys-200 hds		per inspection	$575	$15	$590
Underground Main <2"		per inspection	$115	$3	$118
Underground Main >2"		per inspection	$236	$6	$242
Board 7 Care Facility 7-50		per inspection	$132	$3	$135
Board 7 Care Facility 50+		per inspection	$326	$9	$335
Day Care Facility 6+		per inspection	$115	$10	$125
~~Fire Safety Plan Review - SFD~~		~~each~~	~~$119~~	~~$3~~	~~$122~~
Fire ~~Safety~~ Plan Review - Commercial, MFD, Special Event		each	$250	$7	$257
Basic Fire Inspection, <1k k sq. ft.		each	$92	$2	$94
Basic Fire Inspection, 1k - 4k sq. ft.		each	$128	$3	$131
Basic Fire Inspection, 4k - 9k sq. ft.		each	$153	$4	$157
Basic Fire Inspection, >9 k sq. ft.		each	$194	$5	$199
Child Care Inspection Occupancy Permit Non-Home		each	$103	$3	$106
Child Care Inspection Occupancy Permit Home		each	$103	$3	$106
Miscellaneous Fire Services		each	At Cost	n/a	At Cost
Fire Inspection/Re-Inspection		each	$115	$58	$173
Operational Permit and Inspection CFC 105.6		each	$242	$6	$248
~~Tents Structure > 200 sq. ft.~~		~~each~~	~~$115~~	~~$3~~	~~$118~~

Police Department

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Special Business Regulation:				
Other Permits - New	each	$451	$12	$463
Other Permits - Renewal	each	$224	$6	$230
Pedicab Permit - Owner/Operator New	each	$250	$7	$257
Pedicab Permit - Owner/Operator Renewal	each	$88	$2	$90
Pedicab Permit - Driver New	each	$148	$4	$152
Pedicab Permit - Driver Renewal	each	$58	$2	$60
Sidewalk Vending Permit - New	each	$157	$4	$161
Sidewalk Vending Permit - Renewal	each	$26	$1	$27
Other Police Functions:				
Misdemeanor Booking	per booking	$42	$1	$43
Fingerprinting	each	$25	$1	$26
Live Scan Fingerprinting	each	$18	$0	$18
Local Criminal Clearance Letter	each	$10	$0	$10
Towed Vehicle Release	each	$157	$4	$161
Special Police Service	each	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
DUI Incident Response - Police & Fire	incident	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
Copy of Dispatch Event	report	$0.11	$0.00	$0.11
~~Civil Subpoena~~	~~each~~	~~$294~~	~~$8~~	~~$302~~
Restitution Rate	each	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
~~Subpoena Duces Tecum~~	~~page + hourly + microfilm~~	~~.10 + $25 per hour per person + $.20 per microfilm~~	~~n/a~~	~~.10 + $25 per hour per person + $.20 per microfilm~~
Govt. Code Controlled Activities		actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
Other Special Activities	hourly	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
Special Police Boat Service	hourly	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
Equipment Reimbursement	each	Actual cost	n/a	Actual cost
Firearm(s) Release (by appointment only)	weapon	$42	$1	$43
Ski Run Blvd. Vehicle Control	hourly	actual cost at fully burdened rate	n/a	actual cost at fully burdened rate
~~Police Report Copy~~	~~pages~~	~~$5~~	~~$0~~	~~$5~~
Tape Duplication - Audio	tape	$21	$1	$22
Tape Duplication - Video	tape	$21	$1	$22
Crime Scene/Police Photo Reproduction (CD photo)	CD	$21	$1	$22
~~Special Event Review/Permit (Small Event): 124 or less~~	~~permit~~	~~$83~~	~~$2~~	~~$85~~
~~Special Event Review/Permit (Medium Event): 125-299)~~	~~permit~~	~~$165~~	~~$4~~	~~$169~~
~~Special Event Review/Permit (Large Event): 300 or more~~	~~permit~~	~~$328~~	~~$9~~	~~$337~~
~~Non-Profit Special Event Review/Permit (Small Event): 124 or less~~	~~permit~~	~~$62~~	~~$2~~	~~$64~~
~~Non-Profit Special Event Review/Permit (Medium Event): 125-299)~~	~~permit~~	~~$124~~	~~$3~~	~~$127~~
~~Non-Profit Special Event Review/Permit (Large Event): 300 or more~~	~~permit~~	~~$246~~	~~$6~~	~~$252~~

Police Department (cont.)

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Taxicab Fees:				
Taxicab Company Permit	Annual	$5	$0	$5
Taxicab Vehicle Permit	Annual per vehicle	$5	$0	$5
Taxicab Driver Permit	Annual	$26	$1	$27
Police False Alarm Response:				
1st & 2nd False Alarm		No charge	n/a	No charge
Excessive > 3 False Alarms	alarm	Per city code	n/a	Per city code
Non Permitted False Alarm		Per city code	n/a	Per city code
Initial Permit Application - Resident, 3 year period	permit	$39	$1	$40
Renewal Permit - Resident, every 3 years	permit	$19	$0	$19
Initial Permit Application - Business, 1 year period	permit	$39	$1	$40
Renewal Permit - Business, every year	permit	$19	$0	$19
Vacation Home Rentals - Tourist Core:				
Vacation Home Rental Permit - Late Fee On Renewal	violation	Counted as violation	n/a	Counted as violation
Vacation Home Rental Permit Master Report	report	$63	$3	$66
Vacation Home Rental Permit Label Report	report	$60 + cost of labels	$2	$62 + cost of labels
Vacation Home Rental Permit - Annual Fee - Tourist Core	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants Fractional	$200 $350 $650 $850 $19.23 to $850	$0 $0 $0 $0 $0	$200 $350 $650 $850 $19.23 to $850
Vacation Home Rentals - Non-Tourist Core:				
Vacation Home Rental Application fee	each	$521	$14	$535
Vacation Home Rental Permit - Annual Fee - Non-Tourist Area	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants	$250 $500 $1,000 $1,325	$0 $0 $0 $0	$250 $500 $1,000 $1,325
Vacation Home Rental Permit Master Report	report	$66	$0	$66
Qualified Vacation Home Rentals:				
Qualified Vacation Home Rental Application fee	each	$521	$14	$535
Qualified Vacation Home Rental Permit - Annual Fee	4 or less occupants 5 to 8 occupants 9 to 12 occupants 13 or more occupants	$100 $150 $200 $250	$0 $0 $0 $0	$100 $150 $200 $250
Hosted Rental Fees:				
Hosted Rental Permit	each	$274	$7	$281
Hosted Rental Annual Renewal Fee	each	$274	$7	$281
Parking Program:				
Parking Garage	per 20 min/daily max	$1.25/$25	$0	$1.25/$25
Monthly Garage Pass April 1-Oct 31	each month	$125	$0	$125
Winter Full Week Pass Nov 1-Mar 31	each month	$175	$0	$175
6 Month Pass	per 6 months	$500	$0	$500
5 p.m. until 3 a.m.	$.50 per 20 min/up to $5	$.50 per 20 min/up to $5	$0	$.50 per 20 min/up to $5
Holiday Rates (can include days before/after Holiday)	Double Regular Rates	$2.50/$50	$0	$2.50/$50
Parking validations - 1 packet of 50 - 1 hr validations	each packet of 50	$50	$0	$50
Electric Car Charging Electricity Fee	each	Rate as determined by STJPPA	n/a	Rate as determined by STJPPA
Electric Car Charging Overstay Fee	each	Rate as determined by STJPPA	n/a	Rate as determined by STJPPA
Parking - Bellamy/Transit Way	per 20 min/2 hr max	$1	$0	$1
Parking - Upper Ski Run (identified in map)	per contract	per contract	n/a	per contract
Parking Citation - Kiosk Violations	per violation	$41	$0	$41
Cannabis:				
Public Safety License Fee	each	$1,190 + $85 x's # of employees (fingerprint/background)	$0	$1,190 + $85 x's # of employees (fingerprint/background)
Public Safety License Renewal Fee	each	$1,190 + $85 x's # of employees (fingerprint/background)	$0	$1,190 + $85 x's # of employees (fingerprint/background)
Public Safety License Amendment Fee	each	n/a	n/a	$300
Public Safety Mitigation Fee Amounts:				
Retailer	each	$13,750	$0	$13,750
Microbusiness with Retail	each	$21,250	$0	$21,250
Testing Lab/Manufacturer, Cultivator, Distributor, Microbusiness without Retail	each	$7,500	$0	$7,500
Delivery Component	each	$5,000	$0	$5,000
Shared Mobility:				
Shared Mobility Device Fee	per device	$79	$2	$81

Police Department (cont.)

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Parking Citations:				
City Code:				
4.25.300 - Parking, Restricted Parking	Occurrence	$75	$0	$75
4.25.300 (C) - Heavenly Valley No Parking/RPP Area	Occurrence	Adopted 8/8/2023	n/a	$300
4.25.330 - No Stopping Zone	Occurrence	$75	$0	$75
4.25.360 - Time Limited Parking Zone	Occurrence	$55	$0	$55
4.25.370 - Parked in Excess of 72 Hours	Occurrence	$75	$0	$75
4.25.410 - Parked Wrong Side of Street	Occurrence	$25	$0	$25
4.25.440 - Designated Taxi Zone / Bus Stop	Occurrence	$75	$0	$75
4.25.590 - Parking Garage Payment Required	Occurrence	$75	$0	$75
4.25.600 - Parking Garage Parked within Parking Space	Occurrence	$55	$0	$55
4.25.620 - Use of Entrance and Exit	Occurrence	$75	$0	$75
4.25.740 - Paid Parking - No Ticket	Occurrence	$75	$0	$75
4.25.750 - Paid Parking Time Expired	Occurrence	$75	$0	$75
4.25.840 - Residential Parking / Permit Zone	Occurrence	$75	$0	$75
4.95.050 - Private Property - Restrictions	Occurrence	$200	$0	$200
7.05.420 - Area restricted-Snow Removal	Occurrence	$205	$0	$205
All other City Parking Codes	Occurrence	$75	$0	$75
California Vehicle Codes:				
21113 - Parking on Public Grounds	Occurrence	$75	$0	$75
21113(a) - Unauthorized parking on public grounds	Occurrence	$75	$0	$75
21211(b) - Park in bike path	Occurrence	$75	$0	$75
21211a - Blocking designated bicycle path	Occurrence	$75	$0	$75
22500.1 - Parked In Fire Lane	Occurrence	$105	$0	$105
22500a - Park Within Intersection	Occurrence	$75	$0	$75
22500b - Park on Crosswalk	Occurrence	$75	$0	$75
22500d - Park Within 15ft Fire Station driveway	Occurrence	$105	$0	$105
22500e - Block Driveway	Occurrence	$75	$0	$75
22500f - Park on a Sidewalk	Occurrence	$75	$0	$75
22500g - Obstructing Traffic/HWY Construction	Occurrence	$105	$0	$105
22500h - Double Parking	Occurrence	$75	$0	$75
22500i - Park in Bus Loading Zone	Occurrence	$75	$0	$75
22507 (a) - Heavenly Valley No Parking/RPP Area	Occurrence	Adopted 8/8/2023	n/a	$300
22507.8(a) - Handicap Disabled Only	Occurrence	$455	$0	$455
22507.8(b) - Block Disabled Stall/Space	Occurrence	$455	$0	$455
22507.8c - Parked in Handicap Crosshatch	Occurrence	$455	$0	$455
22514 - Within 15ft of Fire Hydrant	Occurrence	$105	$0	$105
22515 - Unattended Running Vehicle	Occurrence	$75	$0	$75
22523(b) - Abandoned Vehicle	Occurrence	$250	$0	$250
4000a - Expired Registration	Occurrence	$75	$0	$75
5204(a) - No Tabs	Occurrence	$75	$0	$75
All other California Vehicle Codes	Occurrence	$75	$0	$75
Administrative Citations*				
City Code:				
2.30.060 (E) - Administrative Fee for Administrative Citations	Occurrence	$20	$0	$20
2.30.080 (A) - Administrative Hearing Fee for Administrative Citations	Occurrence	$100	$0	$100
3.35.040 - No Business License	Occurrence	$100	$0	$100
3.50.380 (B) - Unpermitted VHR - Owner/Agent Responsible	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
~~3.50.440 (A) - Vacation Home Rental (Maximum Occupancy - Occupant and Owner Responsible)~~	~~Occurrence~~	~~$500~~	~~$0~~	~~$500~~
3.50.440 (B) - Vacation Home Rental (Parking Space Availability - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$250	$1,250 $2,750 $4,750	$1,500 $3,000 $5,000
3.50.440 (C)- Vacation Home Rental (Commercial Activity Prohibited - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$500	$1,000 $2,500 $4,500	$1,500 $3,000 $5,000
3.50.440 (D) - Vacation Home Rental (Compliance with SLTCC - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (E) - Vacation Home Rental (Posting of Permit - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (F) - Vacation Home Rental (Marketing/Advertising Requirements - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (G) - Vacation Home Rental (Authorization to Inspect - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (H) - Vacation Home Rental (Outdoor Spas/Hot Tubs prohibited between 10 p.m.-8 a.m. - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$500	$1,000 $2,500 $4,500	$1,500 $3,000 $5,000

Police Department (cont.)

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Administrative Citations (cont.)*				
City Code:				
3.50.440 (I) - Vacation Home Rental (Interior Signage - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (J) - Vacation Home Rental (Exterior Signage - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (K) - Vacation Home Rental (Parking Requirements - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$250	$1,250 $2,750 $4,750	$1,500 $3,000 $5,000
3.50.440 (L) - Vacation Home Rental (Noise and Amplified Music Prohibited between 10 p.m. - 8 a.m. - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$500	$1,000 $2,500 $4,500	$1,500 $3,000 $5,000
3.50.440 (M) - Vacation Home Rental (Emergency Lighting - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (N) - Vacation Home Rental (Lighting Design - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (O) - Vacation Home Rental (Parking of Commercial Vehicle - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$250	$1,250 $2,750 $4,750	$1,500 $3,000 $5,000
3.50.440 (P) - Vacation Home Rental (Records Relating to VHR - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.440 (Q) - Vacation Home Rental (Camping Prohibited - Occupant and Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$500	$1,000 $2,500 $4,500	$1,500 $3,000 $5,000
3.50.440 (R) - Vacation Home Rental (Trash/Bear Boxes Required - Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
3.50.450 (D) Vacation Home Rental (Operating without a Permit) (Owner/Agent Responsible)	First occurrence Second occurrence within year Subsequent occurrence within year	$1,000	$500 $2,000 $4,000	$1,500 $3,000 $5,000
4.150 - Refuse and Garbage	Occurrence	$150	$0	$150
4.35.020 - No Operator License - Mobile Vending	Occurrence	$100	$0	$100
4.40.020 - Nuisances Generally	Occurrence	$50	$0	$50
4.40.030 - Outdoor Display	Occurrence	$100	$0	$100
4.40.040 - Nuisances Generally - Noise	Occurrence	$100	$0	$100
4.45.040 - Abandoned Vehicle	Occurrence	$150	$0	$150
4.50.030 - Illegal Dumping	Occurrence	$1,000	$0	$1,000
4.50.050 - Unsuitable Trash Container - Commercial	Occurrence	$300	$0	$300
4.50.050 - Unsuitable Trash Container - Residential	Occurrence	$150	$0	$150
4.55 - Graffiti	Occurrence	$50	$0	$50
4.60 - Abandoned or Damaged Structure	Occurrence	$1,000	$0	$1,000
4.135.010 Police Service	Occurrence	$500	$0	$500
4.140.100 Private Patrols	Occurrence	$25	$0	$25
6.05 - Handbills	Occurrence	$100	$0	$100
6.10.160 - Exterior Lighting	Occurrence	$100	$0	$100
6.15 - Building Code Violation	Occurrence	$100	$0	$100
~~6.40 - Political Signs~~	~~Occurrence~~	~~$100~~	~~$0~~	~~$100~~
6.40.050 - Noncompliant Sign	Occurrence	$100	$0	$100
~~6.40.080 - Garage Sale Signs~~	~~Occurrence~~	~~$50~~	~~$0~~	~~$50~~
6.55.280 - No Home Occupation Permit	Occurrence	$100	$0	$100
~~6.55.810 - Marijuana~~	~~Occurrence~~	~~$1,000~~	~~$0~~	~~$1,000~~
7.05 - Sidewalk Snow Removal	Occurrence	$100	$0	$100
7.05.500 - Placing Snow in Right-of-Way	Occurrence	$100	$0	$100
7.05.560 - Sidewalk Snow Removal	Occurrence	$100	$0	$100
All Code Violations Not Listed Above or Specified in the Code	Occurrence	$250	$0	$250

***The fines for a second and any subsequent violation within a 12-month period for all violations with the exception of Vacation Home Rental violations will be double that of the previous fine assessed. The above penalties shall not supersede fines and penalties listed in the current City Code for specific violations. Except for Vacation Home Rental violations, under no circumstances shall a penalty be greater than $1,000.**

Airport

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Offices	square foot or agreement	$2.30	$0	$2.30
Ground Lease Rate	square foot or agreement	$0.34	$0.01	$0.35
Gratuitous Transportation	vehicle	$58	$2	$60
Conference/Meeting Room hourly rental	hour	$31	$1	$32
Conference/Meeting Room daily rental	day	$309	$8	$317
Restaurant Facilities	Per agreement	Per agreement	n/a	Per agreement
Airport Terminal Lobby (upper/lower) hourly rental	hour	$61	$2	$63
Airport Terminal Lobby (upper/lower) daily rental	day	$372	$10	$382
Advertising	Negotiated	Negotiated	n/a	Negotiated
Advertising "Paper" Pick-Up Ads	monthly	$79	$2	$81
Rental Car Ground Lease Area	Negotiated / Market Rate Conditions	Negotiated / Market Rate Conditions	n/a	Negotiated / Market Rate Conditions
Other Use of Terminal	Negotiated	Negotiated	n/a	Negotiated
Commercial Filming:				
Small Scale Commercial Filming (less than 50 persons); waived if City promotion	per day/winter	$449	$12	$461
Small Scale Commercial Filming (less than 50 persons); waived if City promotion	per day/summer	$748	$20	$768
Large Scale Film Production (film crew larger than 50 persons) - Prep / Strike Location	per day	$335	$9	$344
Large Scale Film Production (film crew larger than 50 persons) - Filming Days	per day	$5,575	$146	$5,721
Airport Escort Required on Filming Days	per day	$279	$7	$286
Movement Area Filming (Runway and/or Taxiway)*	per day*	$2,500*	$0	$2,500*
Large Scale Filming (more than 50 persons) Security Deposit	Negotiated	Based on Location Agreement	n/a	Based on Location Agreement
Large Scale Film Production (film crew larger than 50 persons) - City Film Support for Permits, Police, Fire, etc.	Per Hour	Fully Burdened Rate of Employee Used	n/a	Fully Burdened Rate of Employee Used
***Any filming conducted on runways or taxiways defined as the Movement Area by the Federal Aviation Administration will have a $2,500 per day additional fee on top of other rates.**				
Aviation Use of Airfield				
GA Ramp Fee for A/C under 5,000 lbs	day	$10	$0	$10
GA Ramp Fee for A/C over 5,001 lbs "paid with landing fee"	day	$24	$1	$25
Monthly Tie Down Fee	Flat Rate	$75	$2	$77
Landing Fee	Helicopter Takeoff Weight			
	3,001+	$50.00 flat rate	$0	$50.00 flat rate
Landing Fee	FixedWingTakeoffWeightPer1,000lbs.			
	5,501 - 19,000	$8.00	$0	$8
	20,000 - 49,000	$10.00	$0	$10
	50,000+	$12.00	$0	$12
Fuel Flowage Fee	per gallon/per agmt	$0.20	$0	$0.20
Building:				
All Hangars (Box and Tee)	per square foot	$0.96	$0	$0.96
All Storage Units (Aeronautical Use)	per square foot	$0.96	$0	$0.96
All Storage Units (Non-Aeronautical Use)	~~per square foot~~ Aeronautical use fee plus 10%	~~$0.96~~	n/a	Aeronautical use fee plus 10%
Other Fees:				
Parking	per space	$100	$3	$103
Airport Parking Lot Rental 100 Spaces	1/2 Parking Lot	$1,115/day	$29	$1,144/day
Ground Transportation - Limousine; yearly	per company	$740	$19	$759
Gratuitous Transportation - Taxi Cab; yearly, negotiable	vehicle	$37	$1	$38
North GA or Terminal Ramp; hourly, 300 linear feet full width	hourly	$309	$8	$317
North GA or Terminal Ramp; day, 300 linear feet full width	day	$3,713	$97	$3,810
Taxiway A between H and J- North End; hourly	hourly	$309	$8	$317
Taxiway A between H and J- North End; daily	day	$3,713	$97	$3,810
Local Emergency Agency Training Ramp Use (Non Airport Emergency)	yearly	n/a	n/a	$5,000
Airport Technician	Fully burdened hourly rate	Fully burdened hourly rate	n/a	Fully burdened hourly rate
Dump Truck, Sander, Grader, Loader	hourly	$211	$6	$217
Carpet Cleaning; includes equipment use +actual costs of City staff	hourly + actual	Fully burdened hourly rate	n/a	Fully burdened hourly rate
Airport Hangar Waitlist Fee	each	$250	$0	$250
Airport Lease Security Deposit (refundable deposit)	each	$750	$0	$750
Airport Key Card (refundable deposit)	each	$50	$0	$50
Lost/Stolen Key Card Replacement (non- refundable)	each	$50	$0	$50
Airport Hangar Key (refundable deposit)	each	$25	$0	$25
Lost/Stolen Hangar Key Card Replacement (non- refundable)	each	$25	$0	$25
****Local Emergency Agency Partners conducting training exercises to improve interagency airport emergency response is exempted from use fees.**				

City Clerk

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Appeals	per appeal	$362	$9	$371
Document Printing and Copying - .10 per page plus postage	document page	$0.10	$0	$0.10
City Council Chambers Use Application Fee	per application	$26	$1	$27
City Council Chambers Rental, M-F, 8-5 p.m.	per hour	$42	$1	$43
Video Meeting Electronic File Transfer, 1 per Drive	Thumb Drive	$5	$0	$5
Verbatim Transcript Service	actual outsource cost	hourly or actual outsource cost	n/a	hourly or actual outsource cost
Notary Service	per signature	$15	$0	$15
Notary Service - Providing California Notary Acknowledgement or Jurat Form	per form	$1	$0	$1
Agenda Mailing Service, .10 per page plus postage	agenda	.10 per page plus postage	$0	.10 per page plus postage
Filming Application Fee	application	$187	$5	$192
Public Property Use Fee (for filming only)	use	$730	$19	$749
Temporary Sign Deposit (yard signs)	campaign	$166	$4	$170

Finance

Fee Description	Unit	Adopted Fee 4/4/2023	$ Change	Proposed Fee 2.62%
Business and Professions Tax Rates:				
Schedule A (per $1,000 gross receipts)	per 1,000 gross receipts	$1.07	$0	$1.07
Schedule B (per $1,000 gross receipts)	per 1,000 gross receipts	$1.62	$0	$1.62
Schedule C (per $1,000 gross receipts)	per 1,000 gross receipts	$2.14	$0	$2.14
Schedule D (per $1,000 gross receipts)	per 1,000 gross receipts	$2.69	$0	$2.69
Schedule E (per $1,000 gross receipts)	per 1,000 gross receipts	$3.22	$0	$3.22
Schedule N (non-profit 501(c)(3); veterans; etc.)	n/a	$0.00	$0	$0.00
Maximum Annual Amount of Tax (Measure B, June 2012)	application	$20,000	$0	$20,000.00
Administrative Fee - New license application (Including $12 Business License Technology Fee)	application	$81	$2	$83
Administrative Fee - New Business One Time 6 Month License Application	application	$40	$1	$41
Administrative Fee - Annual Renewal (Including Business License Technology Fee)	application	$63	$2	$65
AB1379 (amended SB1186; ADA info and access fee - State of CA mandated; effective 1/1/2018 through 12/31/2023)	per business certificate	$4	$0	$4
Business License Technology Fee; collected with admin fee	business application	$12	$0	$12
Business License Certificate - duplicate copy	certificate	$19	$0	$19
Lien Release Fee	lien	Passed on to Seller through Escrow	n/a	Passed on to Seller through Escrow
Administrative Fee for Delinquent Refuse Collections	lien	$83	$2	$85
TOT and Business License Reports:				
Delinquent Tax Analysis	per project	At cost using fully burdened hourly rate	n/a	At cost using fully burdened hourly rate
Motel Tax Master (name/address listing)	per report	$60	$2	$62
Individual TOT Report	per motel/per year	$18	$0	$18
Vacation Home Rental Master Report	per report	$60	$6	$66
Vacation Home Rental Label Report	per report	$60 + cost of labels	$2	$62 + cost of labels
Business License Master Report, Standard Format	per report	$60	$2	$62
Business License Master Report Requiring Specific Formatting Due to Information Request	per report	$60 + fully burdened hourly rate	$2	$62 + fully burdened hourly rate
Business License Label Report	per report	$60 + cost of labels	$2	$62 + cost of labels
Miscellaneous Fees:				
Returned Check (NSF) Processing	per check	$26	$1	$27
Geobase Information Service, Research	per project	At cost using fully burdened hourly rate	n/a	At cost using fully burdened hourly rate
Stop Payment Fee	per check	At cost using actual bank charge	n/a	At cost using actual bank charge

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:3

Agenda Item: Accessory Dwelling Unit Ordinance Amendment (Second Reading)

Executive Summary: The City's accessory dwelling unit (ADU) ordinance was initially adopted in March of 2021 and requires amendments in order to comply with state legislation that took effect on January 1, 2024. Changes to the ordinance include more flexibility in height, expanded options for structures that can be converted to ADUs, removal of the limited detached ADU category, and setback exemptions to accommodate ADUs. A first reading of this item was held on March 12, 2024.

Requested Action / Suggested Motions: Pass an Ordinance amending South Lake Tahoe City Code Section 6.85.050, Accessory Dwelling Units.

Responsible Staff Member: Anna Kashuba, Senior Planner

Reviewed and Approved By: Zach Thomas, Director of Development Services Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01 - Staff Report - ADU Ord Amendment.docx
02 - Ordinance.docx
03 - Ordinance (Redlined).pdf
04-Public Notice ADUs Ordinance.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Accessory Dwelling Unit Ordinance Amendment, Second Reading

Location: Citywide

Responsible Staff: Anna Kashuba, Senior Planner

Background: In the spring of 2021, the South Lake Tahoe City Council adopted Ordinance 2021-1152. This ordinance added Chapter 6.85, Residential Development and Design Standards to City Code, creating objective development and design standards for residential developments. Section 6.85.050 specifically established development and design criteria for accessory dwelling units (ADU). Since the adoption of this ordinance, inconsistencies with state law have been identified in Section 6.85.050 and new state laws have been adopted that require the City's ADU standards be amended.

Issue and Discussion: Multiple new state laws regarding ADUs became effective on January 1, 2024, that require updating of City Code Section 6.85.050. This section discusses the proposed changes to the ordinance regarding ADU size, required setbacks, and number and type allowed.

Previously the City had implemented an 800 square foot maximum for detached ADUs on single family parcels where another ADU exists. This limit has been removed and the standard maximum size of 850 square feet for ADUs under two bedrooms and 1000 square feet for ADUs of 2 bedrooms or more shall apply.

To expand options for building ADUs on parcels with an existing dwelling, the ordinance proposes that an existing single-family residence may be converted to an ADU so long as a new primary dwelling is proposed on the parcel at the time of conversion. Additionally, the ordinance explicitly allows for accessory living spaces as defined by TRPA Code of Ordinances Section 21.3.6 to be converted to ADUs.

Under certain scenarios, the amendment would allow for three ADUs on a single-family parcel, where a maximum of two were previously allowed. The amendment explicitly states that mixed-use parcels with a residential component may construct ADUs. This was a grey area in previous legislature that has since been codified.

Setback exemptions have been provided for parcels where standard setbacks would prevent an ADU of 800 square feet.

While these changes are required for compliance with California state law, certain elements will not become effective until consistent amendments are made to TRPA's Code of Ordinances. TRPA code changes will be required before a property owner may construct more than two ADUs on a parcel. Additionally, TRPA's code requires conforming zoning in order for ADUs to be built on the parcel, while California law and the City do not.

On February 22, 2024, the Planning Commission received a presentation, took public comment, and discussed these changes. Before passing a resolution recommending adoption by City Council, a discussion was had regarding the ability to convert an existing single-family home to an ADU, while proposing a new single-family dwelling on the parcel. Concerns arose that, where sufficient coverage exists, this may result in two large homes, defeating the "affordable by design" appeal of ADUs. Commissioners discussed the possibility of placing a size limit consistent with that of new constriction ADUs on single family homes to be converted. There was no consensus to add this to the resolution; however, Planning Commission would like to raise this concern with City Council.

A first reading of this item was held on March 12, 2024 by City Council.

Environmental Considerations: This action is statutorily exempt from CEQA under section 15282(h) which exempts ordinances adopted per Section 65852.2 of the California Government Code.

Public Notice: In compliance with Government Code Division 1, Chapter 2.7 (Public Hearings), a notice was published in the Tahoe Daily Tribune on March 1, 2024. Any comments received will be transmitted to the City Council and posted on the City website.

Financial Implications: There are no significant financial implications of City Council adopting an ordinance amending South Lake Tahoe City Code Section 6.85.050. A minimal increase in building fees collected may be observed should the amendments encourage the construction of new ADUs.

Policy Implications: The adoption of this ordinance is consistent with affordable housing goals of the 2022-2027 Housing Element to encourage construction of a variety of affordable and workforce housing options (Goal HE-2). In accordance with Program 2-8 the City has advocated for changes to TRPA Code of Ordinances in alignment with these amendments.

Ordinance 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

An Ordinance amending South Lake Tahoe City Code Section 6.85.050 (Accessory Dwelling Units)

FINDINGS

A. Section 65300 of the California Government Code of the State of California requires cities to prepare long-range comprehensive guides known as general plans; and

B. California Government Code section 65583 requires that the City prepare and adopt an update to the Housing Element of the General Plan that includes a review of the City's ability to accommodate its share of the region's housing need; and

C. The City Council adopted the 2022-2027 Housing Element on June 21, 2022, which was then certified by the State Housing and Community Development Department (HCD) on August 30, 2022; and

D. On March 2, 2021, the City of South Lake Tahoe City Council adopted Ordinance 2021-1152 adding Chapter 6.85 to Title 6 to create state mandated streamline procedures for multifamily developments and ADUs.

E. In 2023, the California Legislature approved, and the Governor signed into law, several bills that amended Government Code Sections 65852.2 and 65852.22 to impose new Limits on local authority to regulate ADUs and Junior ADUs (JADUs) and requires that the City’s ADU ordinance incorporate State-mandated standards for certain types of ADUs. The legislation took effect on January 1, 2024.

F. The adoption of this Ordinance is consistent with the City's Housing Element. The City's Housing Element provides policies and programs to address the housing crisis facing the City; and

G. On February 22, 2024, per Government Code Section 65853 et seq., the Planning Commission held a public hearing and provided a written recommendation to the City Council to adopt the proposed changes.

Now, Therefore, the City Council of City of South Lake Tahoe does ordain as follows:

SECTION 1. Title 6, Chapter 6.85, Section 050 of the South Lake Tahoe City Code shall be amended to read as follows:

6.85.050 Accessory dwelling units.

A. Purpose. The purpose of this section is to provide regulations for the development of accessory dwelling units (ADU) and junior accessory dwelling units (JADU) through a ministerial process consistent with California Government Code Sections 65852.2 and 65852.22, as may be amended from time to time. Accessory dwelling units expand housing opportunities by increasing the number of housing units available within existing neighborhoods and provide housing generally at a lower cost. This section provides standards to minimize adverse impacts on the public health, safety, and general welfare that may be associated with accessory dwelling units.

B. TRPA Permitting. The TRPA may not permit ADUs and JADUs to the same extent allowed by this code and state law. Pursuant to state regulations that prevent local jurisdictions from imposing further restrictions on ADUs, applicants for all ADU and JADU permits must obtain authorization from both the city (in accordance with applicable provisions of this code and state law), and TRPA (in accordance with applicable Regional Plan requirements).

C. Applicability. Any construction, establishment, alteration, enlargement, or modification of an ADU or JADU shall comply with the requirements of this section and the building code. An ADU or JADU that conforms to the standards of this section shall not be:

1. Deemed to be inconsistent with the general plan designation and zone for the parcel on which the ADU or JADU is located.
2. Deemed to exceed the allowable density for the parcel on which the ADU or JADU is located.
3. Considered in the application of any city ordinance, policy, or program to limit residential growth.
4. Required to correct a nonconforming zoning condition. This does not prevent the city from enforcing compliance with applicable building standards in compliance with California Health and Safety Code Section 17980.12, as may be amended from time to time.

D. Review and Permitting. Prior to construction of any ADU or JADU, the property owner shall obtain a building permit, subject to all standard application and processing fees and procedures that apply to building permits generally, except as noted below.

1. The city shall issue a building permit within 60 days from the date that the city received a completed application, unless either:

a. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay;

b. The city requires corrections to the building permit application; in which case the 60-day time period is tolled until the applicant resubmits a corrected application; or

c. The building permit application is submitted with a permit application to construct a new single-family or multifamily dwelling on the parcel, in which case the city may delay acting on the building permit application until the city has acted on the permit application to construct the new single-family or multifamily dwelling, in which case the building permit for the ADU will be issued in conjunction with the other permit.

2. No impact fees (including school fees) shall be charged to an ADU or JADU that is less than 750 square feet in size. Any impact fee charged to an ADU 750 square feet or greater shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., ADU divided by the floor area of the primary dwelling, multiplied by the typical fee amount charged for a new dwelling). For the purposes of this paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.

3. A demolition permit for a detached garage that is to be replaced by ADU shall be reviewed according to review timeframes applicable to ADUs and shall be issued at the same time as the ADU permit.

4. A certificate of occupancy shall not be issued for an ADU before a certificate of occupancy has been issued for the primary dwelling.

E. Types. Any ADU or JADU permitted shall be consistent with one of the following.

1. Attached. An ADU that is created in whole or in part from newly constructed space that is attached to the proposed or existing primary dwelling, including attached garages, such as through a shared wall, floor, or ceiling.

2. Detached. An ADU that is created in whole or in part from newly constructed space that is detached or separated from the proposed or existing primary dwelling. Detached ADUs may be attached to structures that are not attached to the primary dwelling, such as a detached garage, storage shed, or another ADU if more than one is permitted.

3. Converted. A converted ADU must be entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to garages, studios, pool houses, living areas associated with residential accessory structures as defined by TRPA Code of Ordinance Section 21.3.6, as may be amended, or other similar structures. This includes the conversion of an existing primary single-family dwelling to an ADU, so long as a new primary dwelling is proposed on the parcel at the time of conversion. Such conversions may include an expansion of not more than 150 square feet beyond the same physical

dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure. ADUs that do not satisfy this section shall be defined as either an attached or detached accessory dwelling unit or a JADU should it meet all requirements of subsection (E)(4).

4. JADU. An ADU that meets all the following qualifies as a JADU.

    a. Is entirely located within a single-family detached primary dwelling, including inhabitable space within the primary dwelling, such as an attached garage.

    b. Is no larger than 500 square feet.

    c. Has sanitation facilities independent of that of the primary dwelling or may share sanitation facilities with the existing structure.

    d. Has an efficiency kitchen with a sink with a maximum waste line drain of one and one-half inches, a cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas, a food preparation counter or counters that total at least 15 square feet in area, and food storage cabinets that total at least 30 cubic feet of shelf space.

F. Single Family Parcels. The following development and design standards shall be applicable to all parcels with existing or proposed single family dwellings, including parcels with existing or proposed mixed-use projects with a single-family dwelling.

1. Number and Type. Any one of the following ADU combinations (a, b, c or d) or any single ADU or JADU listed below is allowed on a parcel with an existing or proposed single family dwelling.

    a. One detached ADU, one converted ADU, and one JADU;

    b. One attached ADU and one JADU;

    c. One attached ADU and one converted ADU; or

    d. One attached ADU and one detached ADU.

2. Size.

    a. Attached and detached. Shall not exceed 850 square feet each for ADUs with fewer than two bedrooms or 1,000 square feet each for ADUs with two or more bedrooms.

    b. Converted. May assume the maximum size of the existing structure it is to be constructed from and may be expanded by no more than 150 square feet for the sole purpose of accommodating ingress and egress to the converted structure.

    c. JADU. Shall not exceed 500 square feet.

3. Height.

a. Single-Story. A single-story accessory dwelling unit shall not exceed 16 feet in height above grade, measured to the peak of the structure.

b. Two-Story. An accessory dwelling unit that is constructed with a second story shall not exceed the maximum allowable structure height for the area in which it is located.

c. Converted and JADUs. Shall not be expanded beyond the existing height of the structure or portion of a structure they are to be constructed from.

4. Setbacks.

a. All new construction ADUs shall adhere to setback standards in SLTCC 6.85.030 Table 6.85-1, except where this prevents an ADU of 800 square feet the following setback exceptions shall apply:

i. Rear and interior side setbacks may be reduced to 4 feet.

ii. Front and street side setbacks may be reduced by the minimum necessary to accommodate an ADU of 800 square feet when no alternative exists.

b. Nonconforming setbacks are not required to be corrected for the construction of an ADU or JADU from an existing structure.

G. Multifamily Parcels. The following development and design standards shall be applicable to all parcels with existing or proposed multifamily dwellings, including parcels with existing or proposed mixed-use projects with a multifamily component.

1. Number and Type. Any of the following ADUs shall be allowed on parcels with existing or proposed multifamily dwellings.

a. Detached. Up to two detached ADUs shall be allowed on a parcel that has an existing or proposed multifamily structure.

b. Converted Spaces within a Multifamily Structure.

i. Portions of multifamily dwelling structures that are not part of an existing unit may be converted to ADUs, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, garages, or living areas associated with residential accessory structures as defined by TRPA Code of Ordinance Section 21.3.6, as may be amended, provided that any such space converted to an ADU complies with minimum state building standards for dwellings.

ii. At least one converted ADU shall be allowed within an existing multifamily structure. The total number of converted ADUs within the structures shall not exceed 25 percent of the existing multifamily units.

2. Size.

a. Detached. Shall not exceed 850 square feet each for ADUs with fewer than two bedrooms or 1,000 square feet each for ADUs with two or more bedrooms.

b. Converted. A converted ADU may assume the maximum size of the existing structure it is to be constructed from and may be expanded by no more than 150 square feet for the sole purpose of accommodating ingress and egress to the converted structure.

3. Height.

a. Single-Story. A single-story accessory dwelling unit shall not exceed 16 feet in height above grade, measured to the peak of the structure, except when the ADU is located on a lot with an existing or proposed multistory multifamily dwelling, a height of 18 feet shall be allowed.

b. Two-Story. An accessory dwelling unit that is constructed with a second story shall not exceed the maximum allowable structure height for the area in which it is located.

c. Converted. Shall not be expanded beyond the existing height of the structure or portion of a structure they are to be constructed from.

4. Setbacks.

a. All new construction, detached ADUs shall meet the following setbacks:

i. Rear and interior side setbacks of 4 at least feet.

ii. Front and street side setbacks shall be consistent with setbacks required for the multifamily development pursuant to SLTCC Chapter 6.58. These setbacks may be reduced by the minimum necessary to accommodate an ADU of 800 square feet when no alternative exists.

b. Nonconforming setbacks are not required to be corrected for the construction of an ADU from an existing structure.

H. Standards Applicable to All ADUs and JADUs.

1. Access.

a. All ADUs shall have an entrance separate from that of the primary entrance of the existing structure.

b. In no case shall a passageway, breezeway, or similar connection between structures on the parcel be required in conjunction with the construction of an ADU.

2. Rent and ownership.

a. In no case shall an ADU or JADU be rented for a period of less than 30 days.

b. No ADU, unless otherwise permitted by state law, may be sold or otherwise conveyed separately from the parcel and the primary dwelling in the case of a single-family parcel or from the parcel and all of the dwelling units in the case of a multifamily parcel.

3. Design.
    a. ADUs shall be designed and constructed to match the existing single-family dwelling architecturally and aesthetically in terms of exterior materials and colors, building elements, structure mass, and roof pitch, as well as any applicable design guidelines.
    b. Within any historic district zone or historic district overlay zone, the design of ADUs shall be consistent with the design and development guidelines applicable to such zones.
    c. If the ADU is a manufactured home, the manufactured home shall be erected and permanently attached on a permanent foundation and shall be made to match the primary dwelling in terms of architectural style, exterior materials and colors, and roof pitch.
4. Permanent Foundations.
    a. All ADUs shall be permanently attached to a permanent foundation as described in SLTCC 6.85.030(A)(2)(p) unless approved as a movable tiny house (SLTCC 6.85.060).
    b. A recreational vehicle, commercial coach, trailer, motor home, camper, camping trailer, or boat shall not be used as an ADU. Movable tiny houses (as defined in SLTCC 6.85.060) may be used as ADUs subject to the requirements of SLTCC 6.85.060.
5. No minimum parcel size or parcel width shall be required for the construction of an ADU.
6. Fire sprinklers are required in an ADU if they are required in the primary dwelling.
7. The correction of nonconforming zoning conditions is not required to establish an ADU on a parcel with a primary dwelling.
8. New utility connections are required consistent with state law.
9. Parking.
    a. No parking space is required for a JADU.
    b. One off-street parking space shall be provided per ADU, except as noted in subsection (d) below. This space may be provided as tandem parking, including on an existing driveway. No parking shall be permitted other than on a paved driveway. Parking spaces may also be provided through a mechanical vehicle parking lift. Location of parking is subject to SLTCC Chapter 6.85.
    c. When a garage, carport, or covered parking area is demolished for the construction of an ADU or converted to an ADU, the lost parking space(s) are not required to be replaced.
    d. Parking is not required for an ADU if any of the following apply:

i. When the ADU is located within one-half mile walking distance of a public transit stop.

ii. When the ADU is located within a historic district.

iii. When the ADU is part of the proposed or existing primary residence or an accessory structure, including all JADUs and converted ADUs.

iv. When there is a designated car share vehicle parking space located within one block of the ADU.

v. When on street parking permits are required but not offered to the occupant of the ADU.

I. Additional Requirements for JADUs Only.

1. Owner Occupancy. On a parcel where a JADU exists, owner-occupancy shall be required in either the remaining portion of the structure or the newly created JADU. A person with legal or equitable title to the property shall reside on the property either in the primary dwelling or the JADU as that person's legal domicile and primary residence. Owner-occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.

2. Deed Restriction Recordation. Prior to issuance of a building permit for a JADU, a deed restriction shall be recorded against the title of the property in the county recorder's office and a copy filed with the director. The deed restriction shall run with the land and bind all future owners. The form of the deed restriction will be provided by the city and shall provide that:

a. The JADU shall not be sold separately from the primary dwelling, except as may otherwise be permitted by state law.

b. The JADU is restricted to the approved size and other attributes allowed by subsection (E)(4).

c. The deed restriction runs with the land and is enforceable against future property owners.

d. The deed restriction may be removed if the owner eliminates the JADU. To remove the deed restriction, an owner may make a written request of the director, providing evidence that the JADU has in fact been eliminated. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of a JADU removed, for example removing the kitchen facilities, the remaining structure and improvements shall otherwise comply with applicable provisions of this code.

e. The deed restriction is enforceable by the director or designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to,

obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.

SECTION 2. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 3. The City Council finds that adoption of the proposed Ordinance is statutorily exempt from CEQA under section 15282(h) which exempts ordinances adopted per Section 65852.2 of the California Government Code.

SECTION 4. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

SECTION 5. This Ordinance shall become effective thirty days after the date of its adoption.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024, by the following vote:

Yes:
No:
Abstain:
Absent:

_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

First Reading:

Published:
Second Reading:
Effective:

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

6.85.050 Accessory dwelling units.

A. Purpose. The purpose of this section is to provide regulations for the development of accessory dwelling units (ADU) and junior accessory dwelling units (JADU) through a ministerial process consistent with California Government Code Sections 65852.2 and 65852.22, as may be amended from time to time. Accessory dwelling units expand housing opportunities by increasing the number of housing units available within existing neighborhoods and provide housing generally at a lower cost. This section provides standards to minimize adverse impacts on the public health, safety, and general welfare that may be associated with accessory dwelling units.

B. ~~Secondary Units versus Accessory Dwelling Units~~TRPA Permitting. ~~Secondary units as defined by TRPA are permitted on parcels greater than one acre in size and are not subject to the requirements in this section.~~ The TRPA may not permit ADUs and JADUs to the same extent allowed by this code and state law. Pursuant to state regulations that prevent local jurisdictions from imposing further restrictions on ~~accessory dwelling units~~ADUs, applicants for all ~~accessory dwelling unit~~ADU and JADU permits must obtain authorization from both the city (in accordance with applicable provisions of this code and state law), and TRPA (in accordance with applicable Regional Plan requirements).

C. Applicability. Any construction, establishment, alteration, enlargement, or modification of an ~~accessory dwelling unit~~ADU shall comply with the requirements of this section and the building code. An ~~accessory dwelling unit~~ADU or ~~junior accessory dwelling unit~~JADU that conforms to the standards of this section shall not be:

1. Deemed to be inconsistent with the general plan designation and zone for the parcel on which the ~~accessory dwelling unit~~ADU or ~~junior accessory dwelling unit~~JADU is located.

2. Deemed to exceed the allowable density for the parcel on which the ~~accessory dwelling unit~~ADU or ~~junior accessory dwelling unit~~JADU is located.

3. Considered in the application of any city ordinance, policy, or program to limit residential growth.

4. Required to correct a nonconforming zoning condition. This does not prevent the city from enforcing compliance with applicable building standards in compliance with California Health and Safety Code Section 17980.12, as may be amended from time to time.

D. Review and Permitting. Prior to construction of any ADU or JADU, the property owner shall obtain a building permit, subject to all standard application and processing fees and procedures that apply to building permits generally, except as noted below.

1. The city shall issue a building permit within 60 days from the date that the city received a completed application, unless either:

a. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay;

b. The city requires corrections to the building permit application; in which case the 60-day time period is tolled until the applicant resubmits a corrected application; or

c. The building permit application is submitted with a permit application to construct a new single-family or multifamily dwelling on the parcel, in which case the city may delay acting on the building permit application until the city has acted on the permit application to construct the new single-family or multifamily dwelling, in which case the building permit for the ADU will be issued in conjunction with the other permit.

2. No impact fees (including school fees) shall be charged to an ADU or JADU that is less than 750 square feet in size. Any impact fee charged to an ADU 750 square feet or greater shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., ADU divided by the floor area of the primary dwelling, multiplied by the typical fee amount charged for a new dwelling). For the purposes of this paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.

3. A demolition permit for a detached garage that is to be replaced by an ADU shall be reviewed according to review timeframes applicable to ADUs and shall be issued at the same time as the ADU permit.

4. A certificate of occupancy shall not be issued for an ADU before a certificate of occupancy has been issued for the primary dwelling.

~~D~~E. Types. An~~y accessory dwelling unit~~ADU or JADU ~~approved under this section may~~permitted shall be consistent with one of the following ~~types:~~.

1. Attached. An ~~accessory dwelling unit~~ADU that is created in whole or in part from newly constructed space that is attached to the proposed or existing primary dwelling, including attached garages, such as through a shared wall, floor, or ceiling.

2. Detached. An ~~accessory dwelling unit~~ADU that is created in whole or in part from newly constructed space that is detached or separated from the proposed or existing primary dwelling.~~,~~ Detached ADUs may be attached to structures that are not attached to the primary dwelling, ~~including an existing stand-alone~~such as a detached garage, storage shed, or another ADU if more than one is permitted.~~converted into an accessory dwelling unit~~. ~~The detached accessory dwelling unit shall be located on the same parcel as the proposed or existing primary dwelling.~~

3. Converted. ~~An accessory dwelling unit that~~ A converted ADU must be entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to garages, studios, pool houses, living areas associated with residential accessory structures as defined by TRPA Code of Ordinances

section 21.3.6, as may be amended, or other similar structures. This includes the conversion of an existing primary single-family dwelling to an ADU, so long as a new primary dwelling is proposed on the parcel at the time of conversion. Such conversions may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure. An ADU that does not satisfy this section shall be defined as either an attached or detached ADU or a JADU should it meet all requirements of subsection (E)(4).

~~a. Is entirely located within the proposed or existing primary dwelling or accessory structure, including but not limited to attached garages, storage areas, or similar uses; or an accessory structure including but not limited to studio, pool house, or other similar structure. Such conversion may include an expansion of not more than 150 square feet beyond the same physical dimensions as the existing structure if the expansion is for the sole purpose of accommodating ingress and egress to the converted structure.~~

~~b. An accessory dwelling unit that does not satisfy the requirements of subsection (D)(3)(a) of this section shall be defined to be either an attached or detached accessory dwelling unit or a junior accessory dwelling unit.~~

4. ~~Junior Accessory Dwelling Unit~~JADU.

~~a.~~ An ~~accessory dwelling unit~~ADU that meets all the following qualifies as a ~~junior accessory dwelling unit~~JADU.~~:~~

~~i~~a. Is entirely located within a single-family detached primary dwelling ~~and consists of the conversion of an existing bedroom~~, including inhabitable space within the primary dwelling, such as an attached garage.

~~ii~~b. Is ~~less than~~no larger than 500 square feet.

~~iii. Has independent exterior access from the primary dwelling.~~

~~iv~~c. Has sanitation facilities independent of that of the primary dwelling or may share sanitation facilities with the existing structure ~~that are either shared with or separate from those of the primary dwelling~~.

~~v~~d. ~~Includes~~ Has an efficiency kitchen with a sink with a maximum waste line drain of one and one-half inches, ~~which includes~~ a cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas, a food preparation counter or counters that total at least 15 square feet in area, and food storage cabinets that total at least 30 cubic feet of shelf space ~~are of reasonable size in relation to the size of the junior accessory dwelling unit~~.

~~b. Owner-Occupancy Requirements. All junior accessory dwelling units shall be subject to an owner-occupancy requirement. A person with legal or equitable title to the property shall reside on the property in either the primary dwelling or~~

~~junior accessory dwelling unit as that person's legal domicile and primary residence. However, the owner-occupancy requirement of this subsection does not apply if the property is owned by another governmental agency, land trust, or housing organization.~~

~~c. Deed Restriction.~~

~~i. Prior to issuance of a building permit for a junior accessory dwelling unit, a deed restriction shall be recorded against the title of the property in the county recorder's office and a copy filed with the director. The deed restriction shall run with the land and bind all future owners. The form of the deed restriction will be provided by the city and shall provide that:~~

~~ii. The junior accessory dwelling unit shall not be sold separately from the primary dwelling, except as may otherwise be permitted by state law.~~

~~iii. The junior accessory dwelling unit is restricted to the approved size and other attributes allowed by this subsection (D)(4).~~

~~iv. The deed restriction runs with the land and is enforceable against future property owners.~~

~~v. The deed restriction may be removed if the owner eliminates the junior accessory dwelling unit. To remove the deed restriction, an owner may make a written request of the director, providing evidence that the junior accessory dwelling unit has in fact been eliminated. If the junior accessory dwelling unit is not entirely physically removed but is only eliminated by virtue of having a necessary component of a junior accessory dwelling unit removed, for example removing the kitchen facilities, the remaining structure and improvements shall otherwise comply with applicable provisions of this code.~~

~~vi. The deed restriction is enforceable by the director or designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the junior accessory dwelling unit in violation of the recorded restrictions or abatement of the illegal unit.~~

~~E~~F. ~~Location and Number~~Single Family Parcels. The following development and design standards shall be applicable to all parcels with existing or proposed single family dwellings, including parcels with existing or proposed mixed-use projects with a single family dwelling.

~~1. An accessory dwelling unit shall only be allowed on a parcel zoned to allow single-family or multifamily dwelling residential uses and that includes a proposed or existing dwelling.~~

12. Single-Family AreasNumber and Type. Any one of the following accessory dwelling unitsADU combinations (a, b, c or d) or any single ADU or JADU listed below are permitted in areas zoned for single-family use as followsis allowed on a parcel with an existing or proposed single family dwelling.:

a. One detached ADU, one converted ADU, and one JADU;

b. One attached ADU and one JADU;

c. One attached ADU and one converted ADU; or

d. One attached ADU and one detached ADU.

2. Size.

a. Attached and detached. Shall not exceed 850 square feet each for ADUs with fewer than two bedrooms or 1,000 square feet each for ADUs with two or more bedrooms.

b. Converted. May assume the maximum size of the existing structure it is to be constructed from and may be expanded by no more than 150 square feet for the sole purpose of accommodating ingress and egress to the converted structure.

c. JADU. Shall not exceed 500 square feet.

3. Height.

a. Single-Story. A single-story accessory dwelling unit shall not exceed 16 feet in height above grade, measured to the peak of the structure.

b. Two-Story. An accessory dwelling unit that is constructed with a second story shall not exceed the maximum allowable structure height for the area in which it is located.

c. Converted and JADUs. Shall not be expanded beyond the existing height of the structure or portion of a structure they are to be constructed from.

4. Setbacks.

a. All new construction ADUs shall adhere to setback standards in SLTCC 6.85.030 Table 6.85-1, except where this prevents an ADU of 800 square feet the following setback exceptions shall apply:

i. Rear and interior side setbacks may be reduced to 4 feet.

ii. Front and street side setbacks may be reduced by the minimum necessary to accommodate an ADU of 800 square feet when no alternative exists.

b. Nonconforming setbacks are not required to be corrected for the construction of an ADU or JADU from an existing structure.

~~a. Single-Family Parcel. Only one attached accessory dwelling unit or junior accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-family dwelling, where the accessory dwelling unit or junior accessory dwelling unit:~~

~~i. Is either within a proposed single-family dwelling, within the existing space of an existing single-family dwelling, or within the existing space of an accessory structure, plus up to 150 additional square feet if such expansion is for the sole purpose of accommodating ingress and egress to the converted structure;~~

~~ii. Has exterior access that is independent of that for the single-family dwelling; and~~

~~iii. Has side and rear setbacks sufficient for fire and safety, as dictated by applicable building and fire codes.~~

~~b. Limited Detached. One detached new construction accessory dwelling unit shall be allowed on a parcel with a proposed or existing single-family dwelling, in addition to a junior accessory dwelling unit, if the accessory dwelling unit meets all the following requirements:~~

~~i. Is detached from the primary dwelling;~~

~~ii. Is 800 square feet or smaller in size;~~

~~iii. Has a peak height above grade of 16 feet or less; and~~

~~iv. Has side and rear setbacks of at least four feet.~~

~~3. Limitation on Types and Number of Units. In any area zoned for single-family residences, only the following combination of accessory dwelling units may be provided on a single parcel:~~

~~a. Detached accessory dwelling unit and junior accessory dwelling unit.~~

~~b. Detached accessory dwelling unit and attached accessory dwelling unit.~~

~~4~~G. Multifamily ~~Areas~~Parcels. ~~Accessory dwelling units are permitted in multifamily residences as follows:~~The following development and design standards shall be applicable to all parcels with existing or proposed multifamily dwellings, including parcels with existing or proposed mixed-use projects with a multifamily component.

1. Number and Type. Any of the following ADUs shall be allowed on parcels with existing or proposed multifamily dwellings.

a. Detached. Up to two detached ADUs shall be allowed on a parcel that has an existing or proposed multifamily structure.

~~a~~b. Converted Spaces within a Multifamily ~~Development~~Structure.

i. ~~Within any multifamily structure used exclusively for residential use, p~~Portions of ~~such structures that are not used as livable space~~ multifamily dwelling structures that are not part of an existing unit may be converted to ~~accessory dwelling units~~ADUs, including but not limited to storage rooms, boiler rooms, passageways, attics, basements, ~~or~~ garages, or living areas associated with residential accessory structures as defined by TRPA Code of Ordinances Section 21.3.6, as may be amended, provided that any such space converted to an ~~accessory dwelling unit~~ADU complies with minimum state building standards for dwellings.

ii. At least one converted ~~accessory dwelling unit~~ADU shall be allowed within an existing multifamily structure. ~~as long as t~~The total number of converted ~~accessory dwelling units~~ADUs within the structure ~~does~~ shall not exceed 25 percent of the existing multifamily units.

~~b. Limited Detached. Up to two detached accessory dwelling units shall be allowed on a parcel where a multifamily structure exists if each of the detached accessory dwelling units meet all the following requirements:~~

~~i. Have side and rear setbacks of at least four feet; and~~

~~ii. Are 800 square feet or smaller in size.~~

2. Size.

a. Detached. Shall not exceed 850 square feet each for ADUs with fewer than two bedrooms or 1,000 square feet for ADUs with two or more bedrooms.

b. Converted. A converted ADU may assume the maximum size of the existing structure it is to be constructed from and may be expanded by no more than 150 square feet for the sole purpose of accommodating ingress and egress to the converted structure.

3. Height.

a. Single-Story. A single-story accessory dwelling unit shall not exceed 16 feet in height above grade, measured to the peak of the structure, except when the ADU is located on a lot with an existing or proposed multistory multifamily dwelling, a height of 18 feet shall be allowed.

b. Two-Story. An accessory dwelling unit that is constructed with a second story shall not exceed the maximum allowable structure height for the area in which it is located.

b. Converted. Shall not be expanded beyond the existing height of the structure or portion of a structure they are to be constructed from.

4. Setbacks.

a. All new construction, detached ADUs shall meet the following setbacks:

i. Rear and interior side setbacks of at least 4 feet.

ii. Front and street side setbacks shall be consistent with setbacks required for the multifamily development pursuant to SLTCC Chapter 6.58. These setbacks may be reduced by the minimum necessary to accommodate an ADU of 800 square feet when no alternative exists.

b. Nonconforming setbacks are not required to be corrected for the construction of an ADU from an existing structure.

~~F~~H. Standards Applicable to All ~~Accessory Dwelling Units~~ADUs and JADUs. ~~The following standards apply to all accessory dwelling units and junior accessory dwelling units constructed on or moved to a new site and to the remodeling or rebuilding of existing single-family dwelling or multifamily structure to create an accessory dwelling unit.~~

~~1. Parcel Size and Width. No minimum parcel size or parcel width shall apply for the construction of an accessory dwelling unit.~~

~~2~~1. Access. ~~Every accessory dwelling unit~~

a. All ADUs shall have ~~direct exterior access independent of the exterior access of the primary dwelling~~ an entrance separate from that of the primary entrance of the existing structure.

b. In no case shall a passageway, breezeway, or similar connection between structures on the parcel be required in conjunction with the construction of an ADU.

2. Rent and ownership.

a. In no case shall an ADU or JADU be rented for a period of less than 30 days.

b. No ADU, unless otherwise permitted by state law, may be sold or otherwise conveyed separately from the parcel and the primary dwelling in the case of a single family parcel or from the parcel and all of the dwelling units in the case of a multifamily parcel.

3. Design.

a. ADUs shall be designed and constructed to match the existing single-family dwelling architecturally and aesthetically in terms of exterior materials and colors, building elements, structure mass, and roof pitch, as well as any applicable design guidelines.

b. Within any historic district zone or historic district overlay zone, the design of ADUs shall be consistent with the design and development guidelines applicable to such zones.

c. If the ADU is a manufactured home, the manufactured home shall be erected and permanently attached on a permanent foundation and shall be made to match the primary dwelling in terms of architectural style, exterior materials and colors, and roof pitch.

~~3. Fire Sprinklers. Fire sprinklers are required in an accessory dwelling unit if they are required in the primary dwelling.~~

4. Permanent Foundations.

a. All ~~accessory dwelling units~~ADUs shall be permanently attached to a permanent foundation as described in SLTCC 6.85.030(A)(2)(p) unless approved as a movable tiny house (SLTCC 6.85.060).

b. A recreational vehicle, commercial coach, trailer, motor home, camper, camping trailer, or boat shall not be used as an ~~accessory dwelling unit~~ADU. Movable tiny houses (as defined in SLTCC 6.85.060) may be used as ~~accessory dwelling units~~ADUs subject to the requirements of SLTCC 6.85.060.

~~5. Nonconforming Conditions. The correction of nonconforming zoning conditions is not required in order to establish an accessory dwelling unit on a parcel with a primary dwelling.~~

5. No minimum parcel size or parcel width shall be required for the construction of an ADU.

6. Fire sprinklers are required in an ADU if they are required in the primary dwelling.

7. The correction of nonconforming zoning conditions is not required to establish an ADU on a parcel with a primary dwelling.

8. New utility connections are required consistent with state law.

9. Parking.

a. No parking space is required for a JADU.

b. One off-street parking space shall be provided per ADU, except as noted in subsection (d) below. This space may be provided as tandem parking, including on an existing driveway. No parking shall be permitted other than on a paved driveway. Parking spaces may also be provided through a mechanical vehicle parking lift. Location of parking is subject to SLTCC Chapter 6.85.

c. When a garage, carport, or covered parking area is demolished for the construction of an ADU or converted to an ADU, the lost parking space(s) are not required to be replaced.

d. Parking is not required for an ADU if any one of the following apply:

i. When the ADU is located within one-half mile walking distance of a public transit stop.

ii. When the ADU is located within a historic district.

iii. When the ADU is part of the proposed or existing primary residence or an accessory structure, including all JADUs and converted ADUs.

iv. When there is a designated car share vehicle parking space located within one block of the ADU.

v. When on street parking permits are required but not offered to the occupant of the ADU.

~~6. Design.~~

~~a. Accessory dwelling units shall be designed and constructed to architecturally and aesthetically match the existing single-family dwelling in terms of exterior materials and colors, building elements, structure mass, and roof pitch, as well as any applicable design guidelines.~~

~~b. Within any historic district zone or historic district overlay zone, the design of accessory dwelling units shall be consistent with the design and development guidelines applicable to such zones.~~

~~c. If the accessory dwelling unit is a manufactured home, the manufactured home shall be erected and permanently attached on a permanent foundation and shall be made to match the primary dwelling in terms of architectural style, exterior materials and colors, and roof pitch.~~

~~7. No Separate Conveyance. An accessory dwelling unit may be rented, but no accessory dwelling unit, unless otherwise permitted by state law, may be sold or otherwise conveyed separately from the parcel and the primary dwelling in the case of a single-family parcel or from the parcel and all of the dwellings in the case of a multifamily parcel.~~

~~8. Rental Term. No accessory dwelling unit may be rented for a term that is shorter than 30 days.~~

~~9. Impact Fees. No impact fees (including school fees) shall be charged to an accessory dwelling unit that is less than 750 square feet in size. Any impact fee charged to an accessory dwelling unit 750 square feet or greater shall be charged proportionately in relation to the square footage of the primary dwelling unit (e.g., accessory dwelling unit divided by the floor area of the primary dwelling, multiplied by the typical fee amount charged for a new dwelling). For the purposes of this paragraph, impact fees do not include any connection fee or capacity charge for water or sewer service.~~

~~G. Additional Standards Applicable to Attached and Detached Accessory Dwelling Units. The following standards apply only to attached and detached accessory dwelling units.~~

~~1. Size.~~

a. Detached. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed.

b. Attached. May not exceed 850 square feet if it has fewer than two bedrooms or 1,000 square feet if it has two bedrooms. No more than two bedrooms are allowed. An attached accessory dwelling unit shall not exceed 50 percent of the floor area of the primary dwelling.

2. Height.

a. Single-Story. A single-story accessory dwelling unit shall not exceed 16 feet in height above grade, measured to the peak of the structure.

b. Two-Story. An accessory dwelling unit that is constructed with a second story shall not exceed the maximum allowable structure height for the area in which it is located.

3. Passageways. No passageway, breezeway, or similar connection between structures on the parcel shall be required in conjunction with the construction of an accessory dwelling unit.

4. Utilities. New utility connections are required consistent with state law.

5. Parking.

a. One off-street parking space is required for each accessory dwelling unit. The parking requirement for an accessory dwelling unit shall be in addition to the parking requirement for the existing residence on the property. This space may be provided as tandem parking, including on an existing driveway. No parking shall be permitted in the front yard other than on the paved driveway. Parking spaces may also be provided through a mechanical vehicle parking lift.

b. No Replacement. When a garage, carport, or covered parking structure providing required parking for the primary residence or residences is demolished to allow for the construction of an accessory dwelling unit or is converted to an accessory dwelling unit, those parking spaces are not required to be replaced.

c. Additional parking for the accessory dwelling unit is not required in the following instances:

i. The accessory dwelling unit is located within one-half mile walking distance of public transit, including transit stations and bus stations.

ii. The accessory dwelling unit is located within a historic district.

iii. The accessory dwelling unit is part of the proposed or existing primary residence or an accessory structure.

iv. When on-street parking permits are required but not offered to the occupant of the accessory dwelling unit.

v. When there is a designated car share vehicle parking space located within one block of the accessory dwelling unit.

6. Permits.

a. Ministerial Accessory Dwelling Unit Permit. Prior to constructing any attached or detached accessory dwelling unit, the property owner shall obtain a building permit from the city. The city shall issue the permit within 60 days from the date that the city receives a completed application, unless:

i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay;

ii. The city requires corrections to the building permit application; in which case the 60-day time period is tolled until the applicant resubmits a corrected application; or

iii. The building permit application is submitted with a permit application to construct a new single-family or multifamily dwelling on the parcel, in which case the city may delay acting on the building permit application until the city has acted on the permit application to construct the new single-family or multifamily dwelling, in which case the building permit for the accessory dwelling unit will be issued in conjunction with the other permit.

b. Application and Processing Fees. A schedule of fees for the application and processing of a building permit for an accessory dwelling unit will be established by city council resolution.

H. Standards Applicable to Converted Accessory Dwelling Units. The following standards apply only to converted accessory dwelling units:

1. Setback. No setback is required for a legally existing structure that is converted to an accessory dwelling unit.

2. Parking. No additional off-street parking is required for a converted accessory dwelling unit, regardless of if a garage, carport, or covered parking structure is converted into an accessory dwelling unit. If replacement parking is provided, the replacement spaces shall be located in any configuration on the same parcel as the accessory dwelling unit and may include but is not limited to covered spaces, uncovered spaces, or tandem spaces. Replacement parking may only occur on driveways leading to a required parking space or in rear yard on a paved surface, provided such paved area can be easily accessed via the driveway or an alley. No parking shall be permitted in the front yard other than on the paved driveway. Parking spaces may also be provided through a mechanical vehicle parking lift.

~~3. Building Permit. The property owner shall obtain a valid building permit for the converted accessory dwelling unit, subject to all the standard application and processing fees and procedures that apply to building permits generally.~~

I. ~~Standards Applicable to Junior Accessory Dwelling Units. The following standards apply only to junior accessory dwelling units:~~Additional Requirements for JADUs Only.

1. Owner-Occupancy. On a parcel where a JADU exists, owner-occupancy shall be required in either the remaining portion of the structure or the newly created JADU. A person with legal or equitable title to the property shall reside on the property either in the primary dwelling or the JADU as that person's legal domicile and primary residence. Owner-occupancy shall not be required if the owner is a governmental agency, land trust, or housing organization.

2. Deed Restriction Recordation. Prior to issuance of a building permit for a JADU, a deed restriction shall be recorded against the title of the property in the county recorder's office and a copy filed with the director. The deed restriction shall run with the land and bind all future owners. The form of the deed restriction will be provided by the city and shall provide that:

a. The JADU shall not be sold separately from the primary dwelling, except as may otherwise be permitted by state law.

b. The JADU is restricted to the approved size and other attributes allowed by subsection (E)(4).

c. The deed restriction runs with the land and is enforceable against future property owners.

d. The deed restriction may be removed if the owner eliminates the JADU. To remove the deed restriction, an owner may make a written request of the director, providing evidence that the JADU has in fact been eliminated. If the JADU is not entirely physically removed but is only eliminated by virtue of having a necessary component of a JADU removed, for example removing the kitchen facilities, the remaining structure and improvements shall otherwise comply with applicable provisions of this code.

e. The deed restriction is enforceable by the director or designee for the benefit of the city. Failure of the property owner to comply with the deed restriction may result in legal action against the property owner, and the city is authorized to obtain any remedy available to it at law or equity, including, but not limited to, obtaining an injunction enjoining the use of the JADU in violation of the recorded restrictions or abatement of the illegal unit.

~~1. Size. The total area of floor space for a junior accessory dwelling unit shall not exceed 500 feet and shall not expand the size of an existing single-family dwelling~~

~~by more than 150 square feet, provided such expansion is provided solely for the purpose of accommodating ingress and egress.~~

~~2. Efficiency Kitchen. A junior accessory dwelling unit shall include an efficiency kitchen, requiring and limited to the following components:~~

~~a. A sink with a maximum waste line drain of one and one-half inches.~~

~~b. A cooking facility with appliances which do not require electrical service greater than one 120 volts or natural or propane gas.~~

~~c. A food preparation counter or counters that total at least 15 square feet in area.~~

~~d. Food storage cabinets that total at least 30 square feet of shelf space.~~

~~3. Parking. No additional off-street parking is required for a junior accessory dwelling unit.~~

~~4. Permits.~~

~~a. Ministerial Junior Accessory Dwelling Unit Permit. The property owner shall obtain a building permit for the junior accessory dwelling unit, subject to all standard application and processing fees and procedures that apply to building permits generally. The city shall issue a building permit within 60 days from the date that the city received a completed application, unless either:~~

~~i. The applicant requests a delay, in which case the 60-day time period is tolled for the period of the requested delay;~~

~~ii. The city requires corrections to the building permit application, in which case the 60-day time period is tolled until the applicant resubmits a corrected application; or~~

~~iii. The application to create a junior accessory dwelling unit is submitted with a permit application to construct a new single-family dwelling on the parcel. The city may delay acting on the permit application for the junior accessory dwelling unit until the city acts on the permit application to construct the new single-family dwelling, but the application to construct the junior accessory dwelling unit will still be considered ministerial without discretionary review or a hearing. (Ord. 1152 § 4; Ord. 1160 § 3)~~

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Tahoe Daily Tribune** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(530) 541-3880**.

Notice ID: nY2iDMGvdiZVIiyrSUpV | **Proof Updated: Mar. 13, 2024 at 08:41am PDT**
Notice Name: Accessory Dwelling Units

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF SOUTH LAKE TAHOE CITY CLERK sblankenship@cityofslt.us (530) 542-6005	Tahoe Daily Tribune

Columns Wide:	2	**Ad Class:**	Legals
Total Column Inches:	7.58		
Number of Lines:	38		

03/15/2024: Other	106.99
Internet Flat Fee Charge	40.00
Affidavit flat charge	10.00

Subtotal	$156.99
Tax	$0.00
Processing Fee	$0.00
Total	**$156.99**

See Proof on Next Page

LEGAL PUBLICATION

CITY OF SOUTH LAKE TAHOE
SUMMARY OF PROPOSED ORDINANCE

NOTICE IS HEREBY GIVEN that on March 12, 2024, the City of South Lake Tahoe City Council waived first reading, read by title only and referred to second reading and adoption at the March 26, 2024, City Council meeting, the following ordinance:

"An Ordinance Amending South Lake Tahoe City Code Section 6.85.050 (Accessory Dwelling Units)"

City Attorney's Summary of Ordinance:

"This Ordinance updates the City's regulations of Accessory Dwelling Units (ADUs) to be consistent with changes in state law. Changes in the ordinance include more flexibility in height, expanded options for structures that can be converted to ADUs, removal of the limited detached ADU category, and setback exemptions to accommodate ADUs."

A copy of the proposed ordinance in its entirety is available for review at the City Clerk's Office or by contacting the City Clerk.

Susan Blankenship
Susan Blankenship, City Clerk
sblankenship@cityofslt.us
City of South Lake Tahoe
1901 Lisa Maloff Way, Ste 206
South Lake Tahoe, Ca 96150
(530) 542-6005

Published: March 15, 2024

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:4

Agenda Item: Ordinance Amending City Code Chapters 4.60 and 4.65 Regarding Public Nuisances Consisting of Abandoned Structures (Second Reading)

Executive Summary: Abandoned, damaged and partially constructed structures constitute blight, become attractive nuisances, lower property values and are a source of frustration to neighborhoods. Proposed City Code amendments would allow partially constructed structures to be addressed through abatement, administrative citation, and/or any other alternative abatement process permitted by state law. Proposed amendments would also create more consistency in the procedures for addressing dwelling and non-dwelling structures, creating more clarity and ease of administration. On March 12th, the City Council passed a motion to hold first reading of an ordinance amending the City Code to allow partially constructed structures to be addressed through abatement, administrative citation, and/or any other alternative abatement process permitted by state law.

Requested Action / Suggested Motions: Pass an Ordinance amending South Lake Tahoe City Code Title 4, Chapters 4.60 (Nuisances consisting of abandoned or substantially damaged non dwelling structures) and 4.65 (Nuisances consisting of abandoned or substantially damaged dwelling structures) to include structures that are in a partial state of construction in the definition of abandoned building and to create consistency in remedying nuisances associated with non dwelling and dwelling structures.

Responsible Staff Member: Hilary Roverud, Assistant City Manager

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report
02-Ordinance
03-Public Notice Abandoned Structures Ordinance.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Ordinance amending City Code Chapters 4.60 and 4.65 regarding nuisances consisting of Abandoned Structures

Location: Citywide

Responsible Staff Member: Hilary Roverud, Assistant City Manager

Background: On September 12, 2023 the City Council directed staff to explore enforcement options to address nuisance and safety issues related to partially constructed structures.

Issue and Discussion: Abandoned, damaged and partially constructed structures constitute blight, become attractive nuisances, lower property values and are a source of frustration to neighborhoods. The City Code currently contains procedures for remedying properties that contain abandoned or damaged dwelling and non-dwelling structures and are found to be an attractive nuisance. However, the City Code does not currently specify procedures for remedying partially constructed structures that are left incomplete and constitute an attractive nuisance.

On March 12th, the City Council passed a motion to hold first reading of an ordinance amending the City Code to allow partially constructed structures to be addressed through abatement, administrative citation, and/or any other alternative abatement process permitted by state law. Proposed amendments would also create more consistency in the procedures for addressing dwelling and non-dwelling structures, creating more clarity and ease of administration.

Financial Implications: There are no direct financial implications associated with the City Code amendments. However, any citations issued would include fines consistent with the City Master Fee Schedule (currently up to $1000 per occurrence). Fines paid are reflected in the budget as Police Department revenue.

Environmental Considerations: Adoption of this ordinance is not a “project” subject to review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) (continuing administrative or maintenance activities, such as purchases for supplies).

Policy Implications: City Strategic Plan Priority 1 includes the goal of minimizing the impact our built environment has on Lake Tahoe. The proposed amendments will provide additional tools for the City to address environmental impacts and safety issues associated with partially constructed projects.

Ordinance 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

Ordinance amending South Lake Tahoe City Code Title 4, Chapters 4.60 (Nuisances consisting of abandoned or substantially damaged nondwelling structures) and 4.65 (Nuisances consisting of abandoned or substantially damaged dwelling structures) to include structures that are in a partial state of construction in the definition of abandoned building and to create consistency in remedying nuisances associated with nondwelling and dwelling structures.

FINDINGS

A. Abandoned, damaged and partially constructed structures constitute blight, become attractive nuisances, lower property values and are a source of frustration to neighborhoods.

B. Amendments to the South Lake Tahoe City Code are necessary to include partially constructed structures in the definition of abandoned structures and to initiate appropriate code enforcement actions.

Now, Therefore, the City Council of City of South Lake Tahoe does ordain as follows:

SECTION 1. Chapter 4.60 (Nuisances consisting of abandoned or substantially damaged nondwelling structures) of the South Lake Tahoe City Code is amended to read in its entirety as follows:

Chapter 4.60
NUISANCES CONSISTING OF ABANDONED OR SUBSTANTIALLY DAMAGED NONDWELLING STRUCTURES

Sections:

4.60.010 Recitals.
4.60.020 Definitions.
4.60.030 Remedies.
4.60.040 Authority not exclusive.

4.60.010 Recitals.

The existence of abandoned or substantially damaged nondwelling structures, as defined herein, is considered an attractive nuisance, as such structures are found to constitute

neighborhood blight and deterioration in the community. Further, these structures represent a significant safety hazard to the surrounding neighborhood and the community as they attract children and others to the dangerous condition of the abandoned or substantially damaged structures. (Ord. 814 § 1. Code 1997 § 17-85)

4.60.020 Definitions.

A. “Abandoned or substantially damaged nondwelling structure” means a structure which meets any of the following:

1. Whenever the building or structure has been so damaged by fire, wind, earthquake, snow, flood, or has otherwise become so dilapidated or deteriorated as to become:

a. An attractive nuisance to children; or

b. A harbor for vagrants; or as to

c. Enable persons to resort thereto or loiter therein for the purpose of committing unlawful acts; or

2. Whenever any structure is in such a condition as to constitute a public nuisance in any manner, under any provision of law or in equity; or

3. Whenever any portion of a structure remains on a site after the demolition or destruction of the structure or whenever any structure is abandoned for a period in excess of 180 days so as to constitute such structure or portion thereof a public or attractive nuisance or hazard to the public.

4. Whenever a structure has remained in a state of partial construction for a period 180 days or more, and where the continuation of the condition is unsightly or hazardous to the public health, safety, or welfare.

B. “Nondwelling unit” means a structure not designed or intended to be used for occupancy for living and sleeping purposes. (Ord. 814 § 1. Code 1997 § 17-86)

4.60.030 Remedies.

Upon the building official’s determination that a structure is an abandoned or substantially damaged nondwelling structure, the city may choose to abate the public nuisance under chapter 4.40 or under any alternative abatement process permitted under state law, or issue administrative citations under chapter 2.30. Nothing in this section shall be construed as limited in the city’s ability to concurrently or consecutively use any of those proceedings as the city may deem effective. (Ord. 814 § 1. Code 1997 § 17-87)

4.60.040 Authority not exclusive.

The authority conferred by this chapter is not exclusive. Dwelling unit buildings and/or structures which may meet the criteria for abandonment pursuant to the Uniform Building Code and other applicable provisions of state law are addressed in Chapter 6.15 SLTCC and abatement of such structures shall be administered by the city building department. (Ord. 814 § 1. Code 1997 § 17-88)

-88)

SECTION 2. Chapter 4.65 (Nuisances consisting of abandoned or substantially damaged

dwelling structures) of the South Lake Tahoe City Code is amended to read in its entirety as follows:

Chapter 4.65
NUISANCES CONSISTING OF ABANDONED OR SUBSTANTIALLY DAMAGED DWELLING STRUCTURES

Sections:
4.65.010 Findings and purpose.
4.65.020 Definitions.
4.65.030 Rehabilitation Required.
4.65.040 Remedies.

4.65.010 Findings and purpose.

The city of South Lake Tahoe finds it is a responsibility of property ownership, whether a local or an out of town resident, to prevent their property from becoming a burden to the neighborhood and community as well as a threat to the public health, safety or welfare. This finding is based on the following:

A. Vacant buildings are a major cause and source of blight in both residential and nonresidential neighborhoods, especially when the owner of the building fails to actively maintain and mange the upkeep of the building.

B. Vacant or boarded buildings often attract transients and criminals, including drug users. Use of such buildings by transients and criminals, who may employ primitive cooking or heating methods, creates a risk of fire for the building and adjacent properties.

C. Vacant or boarded properties are often used as dumping grounds for junk, debris, and abandoned vehicles and are often overgrown with weeds and other vegetation.

D. Vacant buildings that are boarded up to prevent entry by transients and other long term vacancies discourage economic development and retard appreciation of property values.

E. Seasonal occupancy and out of town ownership frequently account for a majority of nuisances involving vacant or boarded buildings which are also often substandard or unkept, thus constituting public nuisances.

F. Dwelling structures that are abandoned in a partial state of construction create an attractive nuisance and have many of the same detriments to the community as vacant or boarded properties.

The purpose of this chapter, therefore, is to monitor these vacant and boarded buildings and require their upkeep and ongoing maintenance so that they do not become or continue to be attractive nuisances, are not used by trespassers, are properly maintained and do not become a blighting influence in the neighborhood. City departments involved in such monitoring include the police department, the fire department, the public works department, and the planning department. (Ord. 879 § 1. Code 1997 § 17-89)

4.65.020 Definitions.

1. “Abandoned building” means a structure which has been vacated as evidenced by discontinuance of utility service and/or unmaintained, or is uninhabitable as deemed by the

building official or code enforcement officer, or where a structure remains in a state of partial construction for a period of 180 days or more and where continuation of the condition is unsightly or hazardous to the public health, safety, or welfare.

2. “Blight” means anything that destroys or prevents economic growth, or causes devaluation of a building or structure.

3. “Boarded building” means a structure which has been covered or closed with boards or similar material to deter entrance or secure for a specific reason or purpose.

4. “Building” means any structure as to which government agencies have regulatory power, used or intended for supporting or sheltering any use or occupancy (designed or used for the support, shelter, or enclosure of persons, animals, or property of any kind).

5. “Damaged/destroyed” means buildings damaged or destroyed by fire or other similar calamity and determined to be uninhabitable by the city of South Lake Tahoe or other federal or state agency.

6. “Derelict” means an abandoned structure or other development, including foundations. Abandonment is determined without regard to intent to abandon. Evidence of abandonment includes lack of maintenance, access, utility connections, habitability or ability to function in the applicable use category which causes loss of development rights as determined by Tahoe Regional Planning Agency.

7. “Dwelling” means any building or portion thereof which contains living facilities, including provisions for sleeping, eating, cooking and sanitation.

8. “Maintenance” is the ordinary maintenance and repair, which is the upkeep, or preservation of the condition of a building both inside and out in order to keep the existing structure in a safe condition, orderly appearance and to prevent corrosion or deterioration caused by weather, age or other conditions.

9. “Multiple-family dwelling” means more than one residential dwelling unit located on a single parcel and used exclusively for residence purposes. Multiple-family dwellings may be contained in separate buildings such as two or more detached houses on a single parcel, or in a larger building on a parcel such as a duplex, a triplex, or an apartment building.

10. “Occupancy” is the purpose for which a building, or part thereof, is used or intended to be used.

11. “Owner” means any person, agent, firm or corporation having a legal or equitable interest in the property.

12. “Parcel” means an area of land or in the case of a condominium, separate space, for which boundaries have been established by some legal instrument such as a recorded map or recorded deed and which is recognized as a separate legal entity for purpose of transfer of title.

13. “Permit” means an official document or certificate issued by the building official authorizing performance of a specified activity.

14. “Rehabilitation” means upgrading existing facilities by repair, reconstruction, or modification.

15. “Repair” means the reconstruction or renewal of any part of an existing building for the purpose of its maintenance.

16. “Residential” means uses, facilities and activities primarily pertaining to the occupation of buildings on a permanent basis for living, cooking, and sleeping.

17. “Residential unit” means one or more rooms which may include one or more bedrooms, with not more than one kitchen, designed to be occupied permanently as an independent housekeeping unit by one family or one collective household with facilities for living, cooking, sleeping and eating.

18. “Shall” as used in this code is mandatory.

19. “Single-family dwelling” means one residential dwelling unit located on a parcel used exclusively for residence purposes. A single-family dwelling unit may be contained in a detached building such as a single-family house.

20. “Site” means a parcel of land bounded by a property line or a designated portion of a public right-of-way.

21. “Structural repairs” means repairs to those elements of a structure that affect the bearing capacity of the structure including without limitation, pier pilings, bracing and supports, bearing walls, rafters, foundations and base materials under asphalt or concrete.

22. “Structure” means anything constructed or built, any edifice or building of any kind, or any piece of work artificially built or composed of parts joined together in some definite manner, which requires location on the ground or is attached to something having a location on the ground.

23. “Uninhabitable structure” means a building, structure or other development determined by the building official to be unfit or unsafe for occupancy.

24. “Utility” means a public or quasi-public entity which provides gas, water, electricity, cable TV, telephone or similar services.

25. “Vacant building” means a structure with no occupant(s), and/or furnishings and may or may not be boarded up.

26. “Vacant parcel” means a parcel which is undeveloped or unimproved and has no established use. (Ord. 879 § 1. Code 1997 § 17-90)

4.65.030 Rehabilitation Required.

A. The owner(s) of any boarded building, whether boarded by voluntary action of the owner or as a result of enforcement activity by the city, shall cause the boarded building to be rehabilitated for occupancy within 90 days after written notification by the city.

B. No person shall allow a building designed for human use or occupancy to stand vacant for more than 90 days, unless one of the following applies:

1. The building is the subject of an active building permit for repair or rehabilitation and the owner is progressing diligently to complete the repair or rehabilitation.

2. The building meets all codes, does not contribute to blight, is ready for occupancy, and

is actively being offered for sale, lease, rent, or used as a second home.

3. The code enforcement officer or his/her designee determines that the building does not contribute to and is not likely to contribute to blight because the owner is actively maintaining and monitoring the building so that it does not contribute to blight. Active maintenance and monitoring shall include:

a. Maintenance of landscaping and plant materials in good condition.

b. Maintenance of the exterior of the building, including but not limited to paint and finishes, in good condition.

c. Regular removal of all exterior trash, debris, and graffiti.

d. Maintenance of the building in continuing compliance with all applicable codes and regulations.

e. Prevention of criminal activity on the premises, including but not limited to use and sale of controlled substances, prostitution and criminal street gang activity.

4.65.040 Remedies.

Upon the building official's determination that a dwelling structure is an abandoned building or boarded building, the city may choose to abate the public nuisance under chapter 4.40 or under any alternative abatement process permitted under state law, or issue administrative citations under chapter 2.30 in the amount of $1,000 per building for the first violation and an additional citation in the amount of $1,000 per building that remains in violation of this chapter 90 days following the imposition of the first citation. Nothing in this section shall be construed as limiting the city's ability to concurrently or consecutively use any of those proceedings as the city may deem effective.

SECTION 4. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 5. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

SECTION 6. This Ordinance shall become effective 30 days following its adoption.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:

Yes:
No:
Abstain:
Absent:

Date:_____

Mayor

Attest:

Susan Blankenship, City Clerk

First Reading:
Published:
Second Reading:
Effective:

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Tahoe Daily Tribune** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(530) 541-3880**.

Notice ID: Xuwb5sqOPJZ3z2NJbvuk | **Proof Updated: Mar. 13, 2024 at 08:36am PDT**
Notice Name: Abandoned Structures

See Proof on Next Page

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF SOUTH LAKE TAHOE CITY CLERK sblankenship@cityofslt.us (530) 542-6005	Tahoe Daily Tribune

Columns Wide:	2	**Ad Class:**	Legals
Total Column Inches:	9.38		
Number of Lines:	47		

03/15/2024: Other	131.15
Internet Flat Fee Charge	40.00
Affidavit flat charge	10.00

Subtotal	$181.15
Tax	$0.00
Processing Fee	$0.00
Total	**$181.15**

LEGAL PUBLICATION

CITY OF SOUTH LAKE TAHOE
SUMMARY OF PROPOSED ORDINANCE

NOTICE IS HEREBY GIVEN that on March 12, 2024, the City of South Lake Tahoe City Council waived first reading, read by title only and referred to second reading and adoption at the March 26, 2024, City Council meeting, the following ordinance:

"An Ordinance amending South Lake Tahoe City Code Title 4, Chapters 4.60 (Nuisances consisting of abandoned or substantially damaged nondwelling structures) and 4.65 (Nuisances consisting of abandoned or substantially damaged dwelling structures) to include structures that are in a partial state of construction in the definition of abandoned building and to create consistency in remedying nuisances associated with nondwelling and dwelling structures"

City Attorney's Summary of Ordinance:

"This Ordinance amends the public nuisance provisions of the South Lake Tahoe City Code regarding abandoned dwelling and nondwelling structures to include as a nuisance condition certain construction projects that have remained in a period of partial construction for 180 days or more, and to amend the enforcement and remedy provisions of the Code for internal consistency."

A copy of the proposed ordinance in its entirety is available for review at the City Clerk's Office or by contacting the City Clerk.

Susan Blankenship
Susan Blankenship, City Clerk
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City of South Lake Tahoe
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Published: March 15, 2024

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:5

Agenda Item: Ordinance Amending Chapter 4.185 of the South Lake Tahoe City Code (Shared Mobility Devices) to Modify Parking Restrictions (Second Reading)

Executive Summary: At the City Council meeting on August 8, 2023, Councilmember Robbins requested, and Mayor Pro Tem Friedrich seconded, that an item be brought back to City Council to amend Ordinance 2020-1140 to add a requirement that scooters be parked in corrals. As a result, City staff drafted a proposed amendment to Ordinance 2020-1140 to address concerns regarding SMDs being parked in unsafe and undesirable locations. A first reading of the proposed amendment was considered and approved by City Council at the Council meeting on March 12, 2024. The present agenda item brings that proposed amendment back for a second reading and adoption.

Requested Action / Suggested Motions:

Pass an Ordinance amending Chapter 4.185 to the South Lake Tahoe City Code regarding regulation of shared mobility devices.

Responsible Staff Member: Dan Bardzell, Assistant City Attorney

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01 - Staff Report.docx
02 - Shared Mobility Device Ordinance (redline).pdf
03 - Shared Mobility Device Ordinance.pdf
04-Public Notice Shared Mobility Devices Ordinace.pdf

City of South Lake Tahoe
Report to City Council

Meeting Date: March 26, 2024

Title: Amendment to Ordinance Regulating Shared Mobility Devices (Second Reading)

Location: Citywide

Responsible Staff Member: Dan Bardzell, Assistant City Attorney

Background:

On February 11, 2020, City Council adopted Ordinance 2020-1140 adding Chapter 4.185 to the South Lake Tahoe City Code. This ordinance regulates Shared Mobility Devices (SMDs). For purposes of this ordinance, a "shared mobility device" is defined, in pertinent part, as any wheeled transportation device, other than a bicycle, e-bicycle, automobile or motorcycle, by which a person can be propelled, moved or drawn; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method.

Issue and Discussion:

At the City Council meeting on August 8, 2023, Councilmember Robbins requested, and Mayor Pro Tem Friedrich seconded, that an item be brought back to City Council to amend Ordinance 2020-1140 to add a requirement that scooters be parked in corrals. As a result, City staff drafted a proposed amendment to Ordinance 2020-1140 (*Attachment 2*: redline amended ordinance; *Attachment 3*: clean amended ordinance) to address concerns regarding SMDs being parked in unsafe and undesirable locations.

A first reading of the proposed amendment was considered and approved by City Council at the Council meeting on March 12, 2024. The foregoing agenda item brings that proposed amendment back for a second reading and adoption.

Specifically, the amendment would add a requirement that any rider shall not lock, park, or end a ride within any Class I or Class II bikeway or trail in the City. It would also add a requirement that any rider shall not lock, park, or end a ride except within a corral created either by geofencing, or by physical striping, marking or signage if the SMD is within 1,000 feet from a corral.

Additionally, the amendment would require any operator of SMDs within the city to use geofencing or similar technology to prohibit riders from operating or parking SMDs in violation of the above requirements.

The amendment would also authorize the City to establish locations of corrals and adopt additional rules to implement the provisions of this chapter.

Financial Implications:

While not included in the ordinance, if the City installs new signs and pavement markings for designated corrals, the City will incur additional costs which could be covered by the permit fees.

Policy Implications:

The proposed amended ordinance balances the popularity and demand for this alternative mode of transportation with establishing additional recommended public safety requirements.

Chapter 4.185
SHARED MOBILITY DEVICES

Sections:

4.185.010 Purpose.
4.185.020 Definitions.
4.185.030 Shared bicycles prohibited.
4.185.040 Permit required.
4.185.050 Application for permit.
4.185.060 Issuance of permits.
4.185.070 Fleet limits.
4.185.080 Geofencing and City-designated riding and parking zones. ~~Operating regulations.~~
4.185.090 Operating regulations.
4.185.~~090~~ 100 Impoundment and retrieval of shared mobility devices.
4.185.~~100~~ 110 Revocation of permit.
4.185.~~110~~ 120 Enforcement.

4.185.010 Purpose.

The purpose of this chapter is to establish a process for permitting and regulating operators and riders of shared mobility devices to achieve the city's goals of encouraging alternative modes of transportation while protecting public health and safety.

4.185.020 Definitions.

For the purposes of this chapter, the following terms, phrases and words shall have the meanings hereinafter set forth:

"Bikeway" means a facility that is provided primarily for bicycle travel as defined by California Streets and Highways Code section 890.4.

"Class I bikeway" means a bike path or shared use path which provides a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.

"Class II bikeway" means a bike lane which provides a restricted right-of-way designated for the exclusive or semi exclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted.

“Corral” means an area designated by the chief of police for staging or parking shared mobility devices that is created either by geofencing, or by physical striping, marking or signage.

“Fleet” means all shared mobility devices in the city owned by a specific operator.

“Geofencing” means the creation of a virtual geographic boundary, defined by Global Positioning System (GPS), radio-frequency identification (RFID), or other technology, that enables an operator to regulate speed, issue notifications, and take other actions, when a shared mobility device within its fleet enters or leaves an area.

“Operator” means any individual, firm, association, partnership, or corporation arranging to provide shared mobility devices within the city.

“Permit” means a permit issued to an operator under this chapter.

“Rider” means any person who is riding or is in actual physical control of a shared mobility device.

“Shared mobility device” means any wheeled transportation device, other than a bicycle, e-bicycle, automobile or motorcycle, by which a person can be propelled, moved or drawn; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method; is displayed, placed or offered for rent in any public area or public right-of-way by an operator for shared use by members of the public; and is available to members of the public in unstaffed, self-service locations.

4.185.030 Shared bicycles prohibited.
Shared bicycles and shared e-bicycles are prohibited.

4.185.040 Permit required.
It is unlawful for any operator to conduct a shared mobility device business without a permit.

4.185.050 Application for permit.
A. An operator shall submit a permit application to the chief of police containing, at a minimum, the following:

1. The operator's name and business address, and the name and natural person or persons who will serve as a local point of contact for the operator;

2. Proof of a valid city business and professions certificate;

3. The type and number of shared mobility devices the operator intends to deploy with a list of identifying serial numbers designated for each device, and a schedule for phased deployment of the fleet, if applicable;

4. The location of any building or property proposed to be used by the operator for its shared mobility device business operations within the city; and

5. A $75.00 nonrefundable fee for each shared mobility device in the operator's fleet for use within the city. If phased deployment of the fleet is proposed, payment for the first phase of deployment is due with the application and payment for any subsequent phases of deployment is due prior to each deployment.

B. At the time of application, the operator must provide proof of insurance naming the city of South Lake Tahoe as an additional insured for an amount no less than $2,000,000 per occurrence for bodily injury, personal injury, and property damage, and with an aggregate amount of no less than $4,000,000, and which meets the following requirements:

1. If the operator maintains broader coverage and/or higher limits than the minimums required for all policies, the city requires and shall be entitled to the broader coverage and/or higher limits maintained by the operator. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the city.

2. The operator's insurance coverage shall be the primary insurance coverage with respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees, or volunteers shall be excess of the operator's insurance and shall not contribute with it.

3. The operator agrees to waive rights of subrogation which any insurer of operator may acquire from operator by virtue of the payment of any loss. The operator agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies

regardless of whether or not the city has received a waiver of subrogation endorsement from the insurer.

4. The operator shall provide immediate written notice to the city if (1) any of the required insurance policies is terminated; (2) the limits of any of the required polices are reduced; or (3) the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, the operator shall obtain and submit proof of substitute insurance.

C. Each application must bear the operator's signature agreeing to:

1. Provide the city with anonymized data on its fleet trip activity within the city, including the Zip Code of each rider; and

2. Indemnify, defend, and hold harmless the city, its elected and appointed boards, officers, employees, agents, volunteers, contractors, and invitees from any and all liability, for any and all claims, demands, actions, losses, damages, and injuries direct or indirect, including any and all costs and expenses in connection therewith, arising from operator's activities, from and against each and every claim and demand of whatsoever nature made on behalf of or by any person, persons, firm, partnership, corporation or otherwise, including operator's employees, except for claims arising out of the sole negligence or willful misconduct of the city.

3. Submit to photo enforcement violations of this chapter, including the requirement to effectively prohibit riders under 18 years of age.

4.185.060 Issuance of permits.

A. Each permit shall contain the following:

1. The number and each type of shared mobility devices the operator is authorized to deploy, up to no more than 500 shared mobility devices per operator;

2. A requirement to effectively prohibit shared mobility devices in the operator's fleet from entering or operating on the public walkways and public rights-of-way within the Heavenly Village area, with an extent to be determined by the city manager, through geofencing or similar technology;

3. A requirement to effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride within any Class I or Class II bikeway or trail in the city;

4. A requirement to effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride except within a corral if the shared mobility device is within 1,000 feet from a corral; and

~~3~~5. A requirement that each shared mobility device in the operator's fleet have affixed to it a designated serial number in a font and style that may be observed with the naked eye from 50 feet away.

B. No permit will be issued prior to the operator obtaining any discretionary and building permits required to occupy any building or property within the city proposed to be used for operations, such as warehouse or office space.

C. Any operator in compliance with this chapter may apply for a permit annually.

4.185.070 Fleet limits.

A. No more than 1,000 shared mobility devices shall be permitted within the city at a time. Once that limit is reached, no more permits will be issued to operators.

B. It is unlawful for an operator to deploy more shared mobility devices than allowed by that operator's permit.

4.185.080 Geofencing and City-designated riding and parking zones.

A. The chief of police may establish special parking, no-ride zones, speed zones, or other areas where riding and/or parking restrictions may apply. These locations may either be permanent or temporary.

B. The chief of police may establish locations of corrals. All corral locations will be published on the city's website.

C. The chief of police may require that an operator mark or geofence these areas and make that information available through its smartphone app.

D. The chief of police may require that operators direct riders to specified designated parking areas (city designated parking zones, or special areas for

events). Geofencing must be integrated into the operator's app within one week of notice from the chief of police.

E. The city manager, or their designee, may adopt additional rules to implement the provisions of this chapter, including geographic restrictions for shared mobility devices.

4.185.~~080~~ 090 Operating regulations.

A. Operators shall comply with the following:

1. Each operator is subject to all applicable laws, rules and regulations including those in this code and the California Vehicle Code pertaining to the operation and safety standards of the shared mobility devices in its fleet.

2. Each operator shall limit the motorized-assisted speed of each shared mobility device to no more than 15 miles per hour.

3. Through geofencing or similar technology, each operator shall effectively prohibit riders from entering or operating shared mobility devices on public walkways and public rights-of-way within the Heavenly Village area, as designated in the operator's permit.

4. Through geofencing or similar technology, each operator shall effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride within any Class I or Class II bikeway or trail in the city.

5. Through geofencing or similar technology, each operator shall effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride except within a corral if the shared mobility device is within 1,000 feet from a corral.

~~4~~6. The chief of police may require operators, through geofencing or similar technology, to temporarily prevent the operation of shared mobility devices in a specific area during an emergency situation or within the perimeter of a permitted special event, when necessary to maintain public health and safety. For permitted special events, the city will provide 10 days' notice to operators of any additional geofencing requirements.

~~5~~7. When a rider operates a shared mobility device in the operator's fleet within an area subject to geofencing, the operator shall notify the rider of the restricted area.

~~6~~8. Each operator must effectively prohibit a person and account holder from renting more than one shared mobility device at a time.

~~7~~9. Each operator must effectively prohibit riders under 18 years of age.

~~8~~10. Operators shall ban the accounts of riders with two or more citations under this chapter.

~~9~~11. Operators shall remove all shared mobility devices from operation within the city during the period of November 1 through April 30 each year.

B. Riders shall comply with the following:

1. All riders are subject to all applicable laws, rules and regulations including those in this code and the California Vehicle Code.

2. All riders must be 18 years of age or older with a valid driver's license.

3. No rider shall operate a shared mobility device with more than one rider per device at a time.

4. Riders must park shared mobility devices on a sidewalk or other hard surface, in a manner that does not impede pedestrian access and provides a minimum of three feet for a pedestrian walkway; does not impede or obstruct access to ADA parking zones, street furniture, curb ramps, entry ways, driveways, sidewalk cafes, bus stops, loading zones, or landscaping; and does not impede or obstruct vehicular traffic on a street or alley.

5. No rider shall lock, park, or end a ride within any Class I or Class II bikeway or trail in the city.

6. If a rider is within 1,000 feet from a corral, the rider shall only lock, park, or end a ride within a corral.

4.185.~~090~~ 100 Impoundment and retrieval of shared mobility devices.

A. Within three hours of notice from the city, an operator shall retrieve a shared mobility device that is in any of the following conditions:

1. Inoperable or not safe to operate and parked on a city street, sidewalk or other city property; or

2. Parked, displayed, offered or made available for rent in violation of this chapter or the California Vehicle Code.

B. The city may impound a shared mobility device that is:

1. Not retrieved within three hours of notice to the operator; or

2. In a condition or parked in a manner that poses an imminent life safety hazard. No notice is required prior to impounding a shared mobility device posing an imminent life safety hazard.

4.185.~~100~~ 110 Revocation of permit.

A. The city manager may revoke a permit on any of the following grounds, and shall provide written notice of the reason for the revocation to the operator:

1. The violation by operator of any of the terms, conditions or requirements of the permit or of this chapter.

2. Failure to effectively prohibit riders under the age of 18 from accessing shared mobility devices, which may be established either by multiple administrative citations issued to the operator based on photographic evidence of underage riders, by a city-conducted survey identifying a pattern of underage riders using the operator's shared mobility devices, or any combination thereof.

B. An operator may appeal the city manager's decision to revoke or not renew a permit to the city council under the administrative appeal procedures in Chapter 2.35 SLTCC.

C. Within 10 business days of the revocation of an operator's permit, the operator shall remove its fleet from the city and shall retrieve any shared mobility devices impounded by the city. If the operator fails to remove or retrieve any of its shared mobility devices, the city may remove and dispose of the shared mobility device at the operator's cost.

4.185.~~110~~ 120 Enforcement.

A. Any operator or rider violating any provision of this chapter is subject to administrative citations under Chapter 2.30 SLTCC.

B. The city may issue an administrative citation with a $100.00 fine to an operator based on photographic evidence that includes the serial number of an operator's shared mobility device and demonstrates that a rider is using that shared mobility device in violation of this chapter, including a rider under the age of 18, riders operating a shared mobility device with more than one rider per device at one time, and operating or parking a shared mobility device within a restricted area subject to geofencing requirements.

C. Any operator violating, permitting, or assisting the violation of any provisions of this chapter shall be subject to any and all civil remedies, including, without limitation, permit revocation. All remedies provided herein shall be cumulative and not exclusive. Any violation of these provisions shall constitute a separate violation for each and every day during which such violation is committed or continued.

D. In addition to the remedies set forth in this chapter, operating a shared mobility device business in violation of any provision of this chapter is hereby declared to constitute a public nuisance under Chapter 4.40 SLTCC and, as such, may be abated or enjoined from further operation in the city.

Ordinance 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

An Ordinance Amending South Lake Tahoe City Code Chapter 4.185 (Shared Mobility Devices) to Modify Parking Restrictions

FINDINGS

A. On February 11, 2020, the City Council adopted Ordinance 2020-1140 (Shared Mobility Devices) adding Chapter 4.185 to the South Lake Tahoe City Code, which established a process for permitting and regulating operators and riders of shared mobility devices to achieve the city's goals of encouraging alternative modes of transportation while protecting public health and safety.

B. While the City desires to continue to provide transportation alternatives consistent with the City's transportation and environmental goals, the proliferation of shared mobility devices creates public safety concerns due to improper parking of shared mobility devices.

C. At the City Council meeting on August 8, 2023, Councilmember Robbins requested, and Mayor Pro Tem Friedrich seconded, that an item be brought back to City Council to amend Chapter 4.185 to add a requirement that scooters be parked in corrals.

D. City staff prepared the requested item and also included additional proposed parking restrictions prohibiting shared mobility devices from being locked, parked, or ending a ride within any Class I or Class II bikeway or trail in the city.

E. California Vehicle Code section 21225 authorizes cities to regulate the parking and operation of these devices on pedestrian and bicycle facilities and city streets and highways, so long as such regulations are not in conflict with the California Vehicle Code.

Now, Therefore, the City Council of City of South Lake Tahoe does ordain as follows:

SECTION 1. Chapter 4.185 (Shared Mobility Devices) of the South Lake Tahoe City Code is amended to read in its entirety as follows:

Chapter 4.185
SHARED MOBILITY DEVICES

Sections:

4.185.010 Purpose.
4.185.020 Definitions.
4.185.030 Shared bicycles prohibited.

4.185.040 Permit required.
4.185.050 Application for permit.
4.185.060 Issuance of permits.
4.185.070 Fleet limits.
4.185.080 Geofencing and City-designated riding and parking zones.
4.185.090 Operating regulations.
4.185.100 Impoundment and retrieval of shared mobility devices.
4.185.110 Revocation of permit.
4.185.120 Enforcement.

4.185.010 Purpose.
The purpose of this chapter is to establish a process for permitting and regulating operators and riders of shared mobility devices to achieve the city's goals of encouraging alternative modes of transportation while protecting public health and safety.

4.185.020 Definitions.
For the purposes of this chapter, the following terms, phrases and words shall have the meanings hereinafter set forth:

"Bikeway" means a facility that is provided primarily for bicycle travel as defined by California Streets and Highways Code section 890.4.

"Class I bikeway" means a bike path or shared use path which provides a completely separated right-of-way designated for the exclusive use of bicycles and pedestrians with crossflows by motorists minimized.

"Class II bikeway" means a bike lane which provides a restricted right-of-way designated for the exclusive or semi exclusive use of bicycles with through travel by motor vehicles or pedestrians prohibited, but with vehicle parking and crossflows by pedestrians and motorists permitted.

"Corral" means an area designated by the chief of police for staging or parking shared mobility devices that is created either by geofencing, or by physical striping, marking or signage.

"Fleet" means all shared mobility devices in the city owned by a specific operator.

"Geofencing" means the creation of a virtual geographic boundary, defined by Global Positioning System (GPS), radio-frequency identification (RFID), or other technology, that enables an operator to regulate speed, issue notifications, and take other actions, when a shared mobility device within its fleet enters or leaves an area.

"Operator" means any individual, firm, association, partnership, or corporation arranging to provide shared mobility devices within the city.

“Permit” means a permit issued to an operator under this chapter.

“Rider” means any person who is riding or is in actual physical control of a shared mobility device.

“Shared mobility device” means any wheeled transportation device, other than a bicycle, e-bicycle, automobile or motorcycle, by which a person can be propelled, moved or drawn; is accessed via an on-demand portal, whether a smartphone application, membership card, or similar method; is displayed, placed or offered for rent in any public area or public right-of-way by an operator for shared use by members of the public; and is available to members of the public in unstaffed, self-service locations.

4.185.030 Shared bicycles prohibited.
Shared bicycles and shared e-bicycles are prohibited.

4.185.040 Permit required.
It is unlawful for any operator to conduct a shared mobility device business without a permit.

4.185.050 Application for permit.
A. An operator shall submit a permit application to the chief of police containing, at a minimum, the following:

1. The operator’s name and business address, and the name and natural person or persons who will serve as a local point of contact for the operator;

2. Proof of a valid city business and professions certificate;

3. The type and number of shared mobility devices the operator intends to deploy with a list of identifying serial numbers designated for each device, and a schedule for phased deployment of the fleet, if applicable;

4. The location of any building or property proposed to be used by the operator for its shared mobility device business operations within the city; and

5. A $75.00 nonrefundable fee for each shared mobility device in the operator’s fleet for use within the city. If phased deployment of the fleet is proposed, payment for the first phase of deployment is due with the application and payment for any subsequent phases of deployment is due prior to each deployment.

B. At the time of application, the operator must provide proof of insurance naming the city of South Lake Tahoe as an additional insured for an amount no less than $2,000,000 per occurrence for bodily injury, personal injury, and property damage, and with an aggregate amount of no less than $4,000,000, and which meets the following requirements:

1. If the operator maintains broader coverage and/or higher limits than the minimums required for all policies, the city requires and shall be entitled to the broader coverage and/or higher limits maintained by the operator. Any available insurance proceeds in excess of the specified minimum limits of insurance and coverage shall be available to the city.

2. The operator's insurance coverage shall be the primary insurance coverage with respect to the city, its officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by the city, its officers, officials, employees, or volunteers shall be excess of the operator's insurance and shall not contribute with it.

3. The operator agrees to waive rights of subrogation which any insurer of operator may acquire from operator by virtue of the payment of any loss. The operator agrees to obtain any endorsement that may be necessary to affect this waiver of subrogation, but this provision applies regardless of whether or not the city has received a waiver of subrogation endorsement from the insurer.

4. The operator shall provide immediate written notice to the city if (1) any of the required insurance policies is terminated; (2) the limits of any of the required polices are reduced; or (3) the deductible or self-insured retention is increased. In the event of any cancellation or reduction in coverage or limits of any insurance, the operator shall obtain and submit proof of substitute insurance.

C. Each application must bear the operator's signature agreeing to:

1. Provide the city with anonymized data on its fleet trip activity within the city, including the Zip Code of each rider; and

2. Indemnify, defend, and hold harmless the city, its elected and appointed boards, officers, employees, agents, volunteers, contractors, and invitees from any and all liability, for any and all claims, demands, actions, losses, damages, and injuries direct or indirect, including any and all costs and expenses in connection therewith, arising from operator's activities, from and against each and every claim and demand of whatsoever nature made on behalf of or by any person, persons, firm, partnership, corporation or otherwise, including operator's employees, except for claims arising out of the sole negligence or willful misconduct of the city.

3. Submit to photo enforcement violations of this chapter, including the requirement to effectively prohibit riders under 18 years of age.

4.185.060 Issuance of permits.

A. Each permit shall contain the following:

1. The number and each type of shared mobility devices the operator is authorized to deploy, up to no more than 500 shared mobility devices per operator;

2. A requirement to effectively prohibit shared mobility devices in the operator's fleet from entering or operating on the public walkways and public rights-of-way within the Heavenly Village area, with an extent to be determined by the city manager, through geofencing or similar technology;

3. A requirement to effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride within any Class I or Class II bikeway or trail in the city;

4. A requirement to effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride except within a corral if the shared mobility device is within 1,000 feet from a corral; and

5. A requirement that each shared mobility device in the operator's fleet have affixed to it a designated serial number in a font and style that may be observed with the naked eye from 50 feet away.

B. No permit will be issued prior to the operator obtaining any discretionary and building permits required to occupy any building or property within the city proposed to be used for operations, such as warehouse or office space.

C. Any operator in compliance with this chapter may apply for a permit annually.

4.185.070 Fleet limits.

A. No more than 1,000 shared mobility devices shall be permitted within the city at a time. Once that limit is reached, no more permits will be issued to operators.

B. It is unlawful for an operator to deploy more shared mobility devices than allowed by that operator's permit.

4.185.080 Geofencing and City-designated riding and parking zones.

A. The chief of police may establish special parking, no-ride zones, speed zones, or other areas where riding and/or parking restrictions may apply. These locations may either be permanent or temporary.

B. The chief of police may establish locations of corrals. All corral locations will be published on the city's website.

C. The chief of police may require that an operator mark or geofence these areas and make that information available through its smartphone app.

D. The chief of police may require that operators direct riders to specified designated parking areas (city designated parking zones, or special areas for events). Geofencing

must be integrated into the operator's app within one week of notice from the chief of police.

E. The city manager, or their designee, may adopt additional rules to implement the provisions of this chapter, including geographic restrictions for shared mobility devices.

4.185.090 Operating regulations.

A. Operators shall comply with the following:

1. Each operator is subject to all applicable laws, rules and regulations including those in this code and the California Vehicle Code pertaining to the operation and safety standards of the shared mobility devices in its fleet.

2. Each operator shall limit the motorized-assisted speed of each shared mobility device to no more than 15 miles per hour.

3. Through geofencing or similar technology, each operator shall effectively prohibit riders from entering or operating shared mobility devices on public walkways and public rights-of-way within the Heavenly Village area, as designated in the operator's permit.

4. Through geofencing or similar technology, each operator shall effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride within any Class I or Class II bikeway or trail in the city.

5. Through geofencing or similar technology, each operator shall effectively prohibit, using geofencing or similar technology, any shared mobility devices in the operator's fleet from being locked, parked, or ending a ride except within a corral if the shared mobility device is within 1,000 feet from a corral.

6. The chief of police may require operators, through geofencing or similar technology, to temporarily prevent the operation of shared mobility devices in a specific area during an emergency situation or within the perimeter of a permitted special event, when necessary to maintain public health and safety. For permitted special events, the city will provide 10 days' notice to operators of any additional geofencing requirements.

7. When a rider operates a shared mobility device in the operator's fleet within an area subject to geofencing, the operator shall notify the rider of the restricted area.

8. Each operator must effectively prohibit a person and account holder from renting more than one shared mobility device at a time.

9. Each operator must effectively prohibit riders under 18 years of age.

10. Operators shall ban the accounts of riders with two or more citations under this chapter.

11. Operators shall remove all shared mobility devices from operation within the city during the period of November 1 through April 30 each year.

B. Riders shall comply with the following:

1. All riders are subject to all applicable laws, rules and regulations including those in this code and the California Vehicle Code.

2. All riders must be 18 years of age or older with a valid driver's license.

3. No rider shall operate a shared mobility device with more than one rider per device at a time.

4. Riders must park shared mobility devices on a sidewalk or other hard surface, in a manner that does not impede pedestrian access and provides a minimum of three feet for a pedestrian walkway; does not impede or obstruct access to ADA parking zones, street furniture, curb ramps, entry ways, driveways, sidewalk cafes, bus stops, loading zones, or landscaping; and does not impede or obstruct vehicular traffic on a street or alley.

5. No rider shall lock, park, or end a ride within any Class I or Class II bikeway or trail in the city.

6. If a rider is within 1,000 feet from a corral, the rider shall only lock, park, or end a ride within a corral.

4.185.100 Impoundment and retrieval of shared mobility devices.

A. Within three hours of notice from the city, an operator shall retrieve a shared mobility device that is in any of the following conditions:

1. Inoperable or not safe to operate and parked on a city street, sidewalk or other city property; or

2. Parked, displayed, offered or made available for rent in violation of this chapter or the California Vehicle Code.

B. The city may impound a shared mobility device that is:

1. Not retrieved within three hours of notice to the operator; or

2. In a condition or parked in a manner that poses an imminent life safety hazard. No notice is required prior to impounding a shared mobility device posing an imminent life safety hazard.

4.185.110 Revocation of permit.

A. The city manager may revoke a permit on any of the following grounds, and shall provide written notice of the reason for the revocation to the operator:

1. The violation by operator of any of the terms, conditions or requirements of the permit or of this chapter.

2. Failure to effectively prohibit riders under the age of 18 from accessing shared mobility devices, which may be established either by multiple administrative citations issued to the operator based on photographic evidence of underage riders, by a city-conducted survey identifying a pattern of underage riders using the operator's shared mobility devices, or any combination thereof.

B. An operator may appeal the city manager's decision to revoke or not renew a permit to the city council under the administrative appeal procedures in Chapter 2.35 SLTCC.

C. Within 10 business days of the revocation of an operator's permit, the operator shall remove its fleet from the city and shall retrieve any shared mobility devices impounded by the city. If the operator fails to remove or retrieve any of its shared mobility devices, the city may remove and dispose of the shared mobility device at the operator's cost.

4.185.120 Enforcement.

A. Any operator or rider violating any provision of this chapter is subject to administrative citations under Chapter 2.30 SLTCC.

B. The city may issue an administrative citation with a $100.00 fine to an operator based on photographic evidence that includes the serial number of an operator's shared mobility device and demonstrates that a rider is using that shared mobility device in violation of this chapter, including a rider under the age of 18, riders operating a shared mobility device with more than one rider per device at one time, and operating or parking a shared mobility device within a restricted area subject to geofencing requirements.

C. Any operator violating, permitting, or assisting the violation of any provisions of this chapter shall be subject to any and all civil remedies, including, without limitation, permit revocation. All remedies provided herein shall be cumulative and not exclusive. Any violation of these provisions shall constitute a separate violation for each and every day during which such violation is committed or continued.

D. In addition to the remedies set forth in this chapter, operating a shared mobility device business in violation of any provision of this chapter is hereby declared to constitute a public nuisance under Chapter 4.40 SLTCC and, as such, may be abated or enjoined from further operation in the city.

SECTION 2. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of

competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 3. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

SECTION 4. This Ordinance shall become effective 30 days following its adoption.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:

Yes:
No:
Abstain:
Absent:

_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

First Reading:
Published:
Second Reading:
Effective:

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

Column

INTERIM AD DRAFT

This is the proof of your ad scheduled to run in **Tahoe Daily Tribune** on the dates indicated below. If changes are needed, please contact us prior to deadline at **(530) 541-3880**.

Notice ID: gFMn7TFb3o5odYdP04iE | **Proof Updated: Mar. 13, 2024 at 08:34am PDT**
Notice Name: Shared Mobility Devices

This is not an invoice. Below is an estimated price, and it is subject to change. You will receive an invoice with the final price upon invoice creation by the publisher.

FILER	FILING FOR
CITY OF SOUTH LAKE TAHOE CITY CLERK sblankenship@cityofslt.us (530) 542-6005	Tahoe Daily Tribune

Columns Wide:	2	**Ad Class:**	Legals
Total Column Inches:	7.58		
Number of Lines:	38		

03/15/2024: Other	106.99
Internet Flat Fee Charge	40.00
Affidavit flat charge	10.00

Subtotal	$156.99
Tax	$0.00
Processing Fee	$0.00
Total	**$156.99**

See Proof on Next Page

LEGAL PUBLICATION

CITY OF SOUTH LAKE TAHOE
SUMMARY OF PROPOSED ORDINANCE

NOTICE IS HEREBY GIVEN that on March 12, 2024, the City of South Lake Tahoe City Council waived first reading, read by title only and referred to second reading and adoption at the March 26, 2024, City Council meeting, the following ordinance:

"An Ordinance Amending South Lake Tahoe City Code Chapter 4.185 (Shared Mobility Devices) to Modify Parking Restrictions"

City Attorney's Summary of Ordinance:

"This Ordinance would amend the regulations of shared mobility devices such as electric scooters to require that such a device be parked in a corral area designated by the chief of police where a ride ends within 1,000 feet from a corral. This Ordinance would also amend the regulations to prohibit parking of such a device within any Class I or Class II bikeway or trail."

A copy of the proposed ordinance in its entirety is available for review at the City Clerk's Office or by contacting the City Clerk.

Susan Blankenship
Susan Blankenship, City Clerk
sblankenship@cityofslt.us
City of South Lake Tahoe
1901 Lisa Maloff Way, Ste 206
South Lake Tahoe, Ca 96150
(530) 542-6005

Published: March 15, 2024

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:6

Agenda Item: Amendment No. 2 to Agreement with On Course Events for Live at Lakeview Summer Concert Series Increasing City Contribution to $20,000 for 2024

Executive Summary: On November 5, 2019, City Council approved an Agreement with On Course Events to produce Live at Lakeview Summer Concert Series during summer months at Lakeview Commons. The Agreement required the City to contribute $5000 per season in cash in addition to in-kind services needed to support the event each week. The Agreement expired on November 5, 2022, with the option to extend the Agreement for an additional 24 months upon mutual agreement of both parties. On November 4, 2022, On Course Events confirmed the desire to extend the Agreement and requested an additional cash payment from the City of $5000 per season. March 14, 2023, Council ratified an amendment to the agreement to extend the agreement for two years and approve the additional cash payment bringing the total cash payment per season to $10,000. In February 2024, On Course Events contacted City staff to explain a further need for financial support to continue to offer the series in 2024 due to a changing financial landscape in revenue expectations based upon 2023 performance. Since bringing the series back from post-pandemic, overall production costs have increased by more than 25 percent and consumer spending has dropped by over 35 percent. On Course Events is seeking an additional $10,000 from the City bringing total City support to $20,000 for 2024. Staff requests that Council authorize this amendment.

Requested Action / Suggested Motions: Pass a Resolution authorizing and directing the Mayor to execute Amendment No. 2 to Agreement with On Course Events, appropriating additional $10,000 from General Fund Undesignated Excess Reserves, and increasing funding to $20,000 per year for 2024 to produce Live at Lakeview Summer Concert Series.

Responsible Staff Member: John Stark, Director of Parks & Recreation

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Amendment No. 2 with On Course Events.docx
02-Amendment No. 2 to Agreement with On Course Events.docx
03-Resolution-On Course Events.docx
04-C-136-2019 On Course Events Concessionaire Agreement.pdf
05-C-033-2023 Amendment No. 1 to Agreement with On Course Events
06-Sponsorship Request - City of SLT.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Amendment No. 2 to Agreement with On Course Events for Live at Lakeview Summer Concert Series

Location: Citywide

Responsible Staff Member: John Stark, Parks and Recreation Director

Background: The inaugural Live at Lakeview Summer Concert Series was introduced to the City during summer 2012 by Rob Giustina, owner of On Course Events Production Company. Following the 2012 concert series and other successful events at Lakeview Commons, Council expressed an interest in supporting signature events that offer free and unique community gathering opportunities.

On March 19, 2013, City Council authorized the release of a Request for Proposal for Signature Events at Lakeview Commons. One proposal was received from Rob Giustina of On Course Events.

On April 16, 2013, City Council made the following action: "*to award to On Course Events the Live at Lakeview summer concerts for the 2013 and 2014 summer seasons and offer sponsorship in the amount of $2,500; and to recognize Live at Lakeview as a city signature event with no rental fees assessed; and to include the crafting of termination language".*

On Course Events proceeded to fulfill the terms of the contract and successfully produce weekly summer music concerts in 2013 and 2014. Due to the growing popularity and interest in continuing the music series, the City released another Request for Proposals (RFP) for Lakeview Commons Signature Summer Events on January 5, 2015. The City received one proposal from Rob Giustina of On Course Events.

On March 3, 2015, City Council moved to "*award a five (5) year agreement(2015, 2016, 2017, 2018, 2019) to On Course Events for producing the City of South Lake Tahoe's Signature Summer Event; To designate the City of South Lake Tahoe as the title sponsor and to read, "City of South Lake Tahoe and On Course Events Presents"; To pay an annual payment to On course Events of $5,000 for year one (1) of the contract period and to reduce that annual payment amount to $2,500 for contract years two (2) through five (5); To approve the time extension for the stage tear down to be completed by 9:00am on the following morning; And for the City of South Lake Tahoe's Planning Department to review and approve the flyer/signage for this year and for future contracted years events*. The fifth year concluded on August 29, 2019.

On August 20, 2019, City Council authorized the release of Request for Proposals for Signature Summer Events at Lakeview Commons. The City received one proposal from Rob Guistina, owner of On Course Events (Attached).

On November 5, 2019 City council moved to "*award a thirty six (36) month agreement beginning November 5, 2019. The City may exercise an option to extend for two (2) additional twelve (12) month periods."* The November 5, 2019 Agreement (Attachment 02) included an increase in cash donation of $2500 per year from the City bringing the total annual cash contribution to $5,000 per year.

The first thirty-six (36) month term ended on November 5, 2022. City Council approved extension of the contract for a two (2) twelve (12) month periods with the new contract expiration date of November 5, 2024. Additional funding was also approved in the amount of $5,000 annually, bringing total annual support for the series from the City to $10,000.

In February 2024, On Course Events contacted City staff to explain a further need for financial support to continue to offer the series in 2024 due to a changing financial landscape in revenue expectations based upon 2023 performance. Since bringing the series back from post-pandemic, overall production costs have increased by more than 25% and consumer spending has dropped by over 35%. On Course Events is seeking an additional $10,000 from the City bringing total City support to $20,000 for the series. Additionally, On Course Events requests a two (2) year agreement option with the option to renew upon expiration of the contract in 2026. However, since there are no extensions left on the 2019 agreement, staff will issue a new Request for Proposals later this year.

On Course Events is also seeking additional sponsorship from the LTVA beyond the $6,000 contributed last year to support the series and this request is currently under review.

Issue and Discussion: On Course Events states increased costs of production have risen 25 percent and consumer spending has dropped 35 percent since returning the series post pandemic as the rationale for increased funding request from the City. Staff recommends Council consider an increase in annual funding for the production of Live at Lakeview Summer Concert Series in the amount of $10,000 per year bringing the total contribution to $20,000 for 2024.

Financial Implications: Under the current Agreement, the cost to the City to produce the Summer Concert Series includes both in-kind services plus $10,000 in cash donations. In-kind services include personnel from the Public Works, and Parks and Recreation for street closures, Cal Trans permitting, signage, additional parks maintenance, supplies, and clean up. Rental fees are waived for Lakeview Commons under the premise that the concessionaire provides a service to the City to produce the concerts.

To support the costs of production, the On Course Events is requesting cash contributions in the amount of $20,000 for the 2024 season. Cash contributions are paid from the Special Events account 100-04225-44038. The Resolution authorizes additional budget appropriations of $10,000 from General Fund Undesignated Excess Reserves.

Environmental Considerations: The Lakeview Commons Summer Concert Series is categorically exempt from review under the California Environmental Quality Act (CEQA) because the events will allow for the normal operations of existing facilities for public gatherings for which the facilities were designed (CEQA Guidelines section 15323 – Normal Operations of Facilities for Public Gatherings).

Policy Implications: Strategic Plan Priorities supported by the summer concert series includes: Community for All

Amendment No. 2 to Concessionaire/Vendor Agreement with On Course Events (C-136-2019)

The Concessionaire /Vendor Agreement (C-136-2019) entered on November 5, 2019, between the City of South Lake Tahoe, a municipal corporation ("CITY") and **On Course Events,** a Sole Proprietorship ("Concessionaire") is hereby amended as set forth below.

Section 5 is amended to read in its entirety as follows:

5. City Contribution. As consideration for the public benefit provided by offering this free weekly concert series, for the remaining term of this Agreement, the City agrees to contribute funding in the amount of twenty-thousand ($20,000) for the 2024 season. City also agrees to waive the fees for the annual Special Event Permit, provide access to City electricity and water at no cost, and provide event support from City staff at no cost, including support from the Police Department and Public Works Department at a level deemed appropriate by the City Manager, in his sole discretion.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 2 to Agreement to be executed on March 26, 2024.

CITY OF SOUTH LAKE TAHOE

By:_____
Cody Bass, Mayor

CONCESSIONAIRE

By:_____
Rob Guistina, Owner
On Course Events
Business License #04798

APPROVED AS TO FORM:

_____
Heather Stroud, City Attorney

ATTEST:

_____
Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Authorizing $10,000 Budget Appropriations from General Fund Undesignated Excess Reserves to Support Funding for On Course Events Live at Lakeview Series

BACKGROUND

A. The inaugural Live at Lakeview Summer Concert Series was introduced to the City during summer 2012 by Rob Giustina, owner of On Course Events Production Company. Following the 2012 concert series and other successful events at Lakeview Commons, Council expressed an interest in supporting signature events that offer free and unique community gathering opportunities. On March 19, 2013, City Council authorized the release of a Request for Proposal for Signature Events at Lakeview Commons. One proposal was received from Rob Giustina of On Course Events.
B. On April 16, 2013, City Council made the following action: “to award to On Course Events the Live at Lakeview summer concerts for the 2013 and 2014 summer seasons and offer sponsorship in the amount of $2,500; and to recognize Live at Lakeview as a city signature event with no rental fees assessed; and to include the crafting of termination language”.
C. On Course Events proceeded to fulfill the terms of the contract and successfully produce weekly summer music concerts in 2013 and 2014. Due to the growing popularity and interest in continuing the music series, the City released another Request for Proposals (RFP) for Lakeview Commons Signature Summer Events on January 5, 2015. The City received one proposal from Rob Giustina of On Course Events.
D. On March 3, 2015 City Council moved to “award a five (5) year agreement (2015,2016,2017,2018,2019) to On Course Events for producing the City of South Lake Tahoe’s Signature Summer Event; To designate the City of South Lake Tahoe as the title sponsor and to read, “City of South Lake Tahoe and On Course Events Presents”; To pay an annual payment to On course Events of $5,000 for year one (1) of the contract period and to reduce that annual payment amount to $2,500 for contract years two (2) through five (5); To approve the time extension for the stage tear down to be completed by 9:00am on the following morning; And for the City of South Lake Tahoe’s Planning Department to review and approve the flyer/signage for this year and for future contracted years events. The fifth year concluded on August 29, 2019.
E. On August 20, 2019 City Council authorized the release of Request for Proposal for Signature Summer Events at Lakeview Commons. The City received one proposal from Rob Guistina, owner of On Course Events

F. On November 5, 2019 City council moved to “award a thirty six (36) month agreement beginning November 5, 2019. The City may exercise an option to extend for two (2) additional twelve (12) month periods.” The November 5, 2019 Agreement included an increase in cash donation of $2500 per year from the City bringing the total annual cash contribution to $5,000 per year.

G. The first thirty-six (36) month term ended on November 5, 2022. City Council approved extension of the contract for al two (2) twelve (12) month periods with the new contract expiration date of November 5, 2024. Additional funding was also approved in the amount of $5,000 annually, bringing total annual support for the series from the City to $10,000.

H. In February 2024, On Course Events contacted City staff to explain a further need for financial support to continue to offer the series in 2024 due to a changing financial landscape in revenue expectations based upon 2023 performance. Since bringing the series back from post-pandemic, overall production costs have increased by more than 25% and consumer spending has dropped by over 35%. On Course Events is seeking an additional $10,000 from the City bringing total City support to $20,000 for the series. Additionally, On Course Events requests a two (2) year agreement option with the option to renew upon expiration of the contract in 2026.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Authorizes the Finance Director to amend FY 23/24 budget to appropriate additional $10,000 from General Fund Undesignated Excess Reserves into the Special Events account 100-04225-44038 designated to provide additional funding requested to support the 2024 Live at Lakeview series.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:
Yes:
No:
Absent:
Abstain:

_____ Date:_____

Cody Bass, Mayor

Attest:

_____

Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

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CITY OF SOUTH LAKE TAHOE
CONCESSIONAIRE/VENDOR AGREEMENT

This Agreement is made and entered into as of the 5th day of November 2019 by and between the **City of South Lake Tahoe**, a municipal corporation ("City") and **On Course Events**, a Sole Proprietorship ("Concessionaire").

RECITALS

A. WHEREAS, The City manages that certain real property more commonly known as Lakeview Commons at El Dorado Beach in South Lake Tahoe, California.

B. WHEREAS, the City desires to hire a Concessionaire to host, manage and promote a summer event series at said real property.

C. WHEREAS, Concessionaire has the skill and experience necessary to host, manage and promote a summer event series at said real property.

AGREEMENT

1. Scope of Agreement. The City, in consideration of Concessionaire's duties hereinafter specified and of the covenants and agreements herein contained to be performed by Concessionaire, does hereby grant to Concessionaire the right to host, manage, promote and operate that real property more commonly known as Lakeview Commons at El Dorado Beach and more specifically described and shown in **Exhibit A** (hereinafter the "Facility"), for the purposes of a summer concert series as described in **Exhibit B**. Concessionaire does hereby agree to use its best efforts, at all times during the Term of this Agreement, in order to manage and operate the Facility for the purposes hereinafter stated. In the event of any inconsistencies between this Agreement, the attached exhibits, and any required regulatory permits including the annual Special Events Permit, the following order of precedence applies: (1) Regulatory permits; (2) Agreement; (3) Exhibits.

2. Use. Concessionaire's right to use the Facility is nonexclusive, and Concessionaire and the City, its agents, employees and contractors shall have the right to enter the Premises for any purpose that does not unreasonably interfere with the rights granted to Concessionaire under this Agreement. Such purposes may include but are not limited to the City entering to: inspect the

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Facility; determine whether Concessionaire is complying with the Agreement; make repairs, alterations or improvements.

Concessionaire hereby acknowledges that it shall use its best efforts to fulfill the purposes of this Agreement consisting of hosting weekly events which are free of charge to all members of the public at the Facility from mid-June through August each year. The event series shall be held weekly during this time period, except that no events shall take place during the week of July 4, and the events shall be held no more than once a week. Concessionaire shall submit the proposed dates of the event series to the City no later than March 15 of each year and the event dates shall be authorized by the City Manager in writing.

a. Qualifications on Use. Concessionaire's right to use the Facility shall be for hosting concert events which are free of charge to all members of the public, including the right to "set up" and "take down" all event related activities, materials and equipment. All other uses shall be considered a breach of this Agreement, and shall give the City authority to immediately terminate this Agreement.

b. Prior Encumbrances. This Agreement is subject to all easements, leases, liens, conditions, restrictions, encumbrances and claims of title which may affect the Premises. Concessionaire accepts the Facility in its present condition.

c. Licenses, Permits, etc. Concessionaire represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Concessionaire to practice its profession and to host the summer event series at the Facility, including, but not limited to all road closure, right of way, and other permits required by California Department of Transportation. Concessionaire represents and warrants to City that Concessionaire shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of Concessionaire to practice its profession. Concessionaire shall maintain a City of South Lake Tahoe business license at all times services are performed under this Agreement. Concessionaire acknowledges that payments made pursuant to this Agreement may be withheld until this provision has been satisfied.

   Concessionaire shall complete a Special Event Application annually in accordance with the Lakeview Commons Special Event Guidelines. The completed application shall be submitted to the

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Recreation Services Superintendent no later than ninety (90) days prior to the first event of the summer season.

d. Alcohol sales. Upon issuance of all required permits including a license from the California Department of Alcoholic Beverage Control, Concessionaire may sell wine and beer during the weekly events to be consumed with a defined area with additional security in place, to be specified in the annual Special Event Permit.

e. Promotion and Signs. Concessionaire shall not display and shall not permit any other person to display any signs whatsoever within the Facility without the prior signed, written consent of the City Manager or his designee, and without obtaining applicable City permits and approvals. Application for such consent shall show in reasonable detail the type, character, and size of any such sign Concessionaire desires to display. City agrees not to withhold or delay approval of reasonable requests for signs. All promotional materials and signs for the event shall prominently display the City of South Lake Tahoe logo.

f. Vendors. City reserves the right to prohibit the sale, rental, or use by Concessionaire of any article or item which City regards as objectionable or beyond the scope of this Agreement. Objectionable merchandise includes, but is not limited to, drugs or drugs paraphernalia, obscene literature/merchandise, weapons or any merchandise deemed objectionable by the City Manager or his designee. Permissible vendors include those selling merchandise, food and drink. Vendors involving carnival rides, bounce houses, climbing walls and other similar activities are expressly prohibited. All vendors are required to comply with applicable City Code provisions and shall obtain and maintain all required permits and licenses.

   Concessionaire shall submit to the City a list of all vendors who will participate in the summer event series fifteen (15) business days prior to the first event in 2020. The City may approve or reject the use of certain vendors, based on the scope of this paragraph, 2(e), and the City shall provide Concessionaire written notification of its approval or rejection.

g. Chemicals. No pesticides, herbicides, or fungicides may be used by Concessionaire on the Facility that are not approved in writing by City in advance of proposed use.

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3. Term. This Agreement is granted for a term of thirty-six (36) months beginning on the date set forth above. The City may exercise an option renew the Agreement for two (2) additional twelve (12)-month periods.

4. Security Deposit. Concessionaire shall pay to the City a deposit to be held by the City in the amount designated in the Lakeview Commons Special Event Guidelines specific to the expected number of attendees. Deposit shall be paid to the City no later than ten (10) days before the first day event of the season by check or money order made payable to the City of South Lake Tahoe and shall be given directly to the City Recreation Services Department.

5. City Contribution. As consideration for the public benefit provided by offering this free weekly concert series, for each year during the term of this Agreement, the City agrees to contribute funding in the amount of five-thousand dollars ($5,000.00). City also agrees to waive the fees for the annual Special Event Permit, provide access to City electricity and water at no cost, and provide event support from City staff at no cost, including support from the Police Department and Public Works Department at a level deemed appropriate by the City Manager, in his sole discretion.

6. Revenues. The Concessionaire shall provide the City Manager a sworn statement of annual gross revenues resulting from the operation of the Facility before December 1 of every calendar year.

    a. Gross Revenues. The term Gross Revenues as used herein shall include the total aggregate amount of the business done, sales made, rentals, deposits, commissions received, and services performed by Concessionaire in, on, or from the Facility for cash and on credit (it being understood that sales on credit are to be included in Gross Revenues whether or not payment is actually made to Concessionaire). Any transaction on an installment basis involving the extending of credit shall be treated as a sale for the full price at the time such transaction was entered into, irrespective of the time of payment or when title passes. No deduction shall be allowed for uncollected credit accounts and returned checks. 'Gross Revenues' shall not include the amount of any tax on sales from the Facility where such taxes are added to the selling price, stated separately, and paid by Concessionaire's customers, and remitted directly to the taxing authorities by Concessionaire. In the event merchandise is taken in trade, Gross Revenues shall mean the full price of the merchandise sold.

7. Records and Inspection. Concessionaire shall keep true and accurate books and records showing all of its income and expenses and business transactions

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in connection with the Facility in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the one year period following the termination of the Agreement, to inspect such books and records, including, profit and loss statements, State of California sales tax return records, Federal and State income tax returns, and Federal and State payroll tax reports. If such audit reveals that there is a deficiency in the manner Concessionaire maintains its records, Concessionaire shall immediately cure such deficiency and shall pay all City expenses incurred for such audit immediately upon demand by City. If such audit reveals that there is a deficiency in the payment of any Fee, then such deficiency shall become immediately due and payable together with interest thereon at the rate of twelve percent (12%), or the highest rate permitted by law, whichever is less, per annum from the past date due until paid and Concessionaire shall immediately pay for the costs of any audit by City if the audit reveals that Concessionaire either understated annual Gross Revenues by more than one half percent (0.5%) of the Gross Revenues for any year or underpaid the Concessionaire's Fees by greater than One Thousand Dollars ($1,000.00). In the event that the City discovers a pattern of deficiency, this pattern shall constitute a default of this Agreement. Concessionaire shall pay the costs of all audited financial statements required by the City under this Agreement.

Any information obtained by City pursuant to the provisions of this Section 6 shall be treated as confidential, except in any proceedings between the parties hereto, and except further that City may divulge such information to a lender and/or to any person as required by law. The City is subject to the California Public Records Act and, if required by the California Public Records Act, may disclose certain information.

8. No Partnership Formed. City is not, and shall not in any way or for any purpose become an agent, partner, or joint venturer of Concessionaire in its business or otherwise.

9. Termination. At any time during the Term of this Agreement, Concessionaire shall have the right to terminate this Agreement upon ninety (60) days prior written notice to the City. At any time during the Term of this Agreement, the City shall have the right to terminate this Agreement upon thirty (30) days prior written notice to Concessionaire for any reason.

10. Ownership Of Documents.
All plans, studies, documents and other writings, including working notes and internal documents, prepared by and for Concessionaire, its officers, employees and agents and subcontractors in the course of implementing this Agreement, shall become the property of City upon payment to

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Concessionaire for such work, and City shall have the sole right to use such materials in its discretion without further compensation to Concessionaire or to any other party. Concessionaire shall, at Concessionaire's expense, provide such reports, plans, studies, documents and other writings to City upon written request. All documents prepared by Concessionaire are confidential and shall be maintained to preserve their confidential nature. Release of any such documents to third parties shall only be made upon written consent of City.

11. Employees, Volunteers, and Personnel. All persons employed or utilized in connection with the operation of the Facility, including relatives and minors, age of fourteen and above, with valid work permits and employed under the strict guidelines of California Child Labor laws, shall be adequately trained for such purposes. If in the reasonable judgment of City, any such person is incompetent, disorderly, discourteous, or otherwise objectionable, such person, including relatives, Concessionaire shall ensure that such person not be a part of the activities set forth in this Agreement.

Concessionaire acknowledges and agrees that Concessionaire's employees and volunteers are independent contractors and are solely the employees and volunteers of Concessionaire and not the City and shall not be eligible for any City employee benefits and, to the extent Concessionaire's employees otherwise would be eligible for any City employee benefits of any kind but for the express terms of this Agreement, Concessionaire (on behalf of itself and its employees) hereby expressly declines to participate in such City employee benefits of any kind.

Concessionaire shall ensure that all employees who supervise minors meet the provisions of the Public Resources Code, Section 5164, that Concessionaire will require employees that have direct supervision over or conduct programs with minors, to be fingerprinted. Livescan fingerprinting service is available at the South Lake Tahoe Police Department. Concessionaire shall file with the City a certificate showing that within the last two years, every person employed in the Facility's programs with minors has been examined and has been found to be free of communicable tuberculosis, all in accordance with the provisions of the Public Resources Code, Section 5164.

12. Operating Schedule. Concessionaire may access the Facility to set up events beginning at 7:00 a.m. on the day of events. Concessionaire must remove all equipment, staging, merchandise, signs, and every object associated with Concessionaire's services under this Agreement by midnight (12:00 a.m.) on the night of events. If extenuating circumstances arise, Concessionaire may complete removal no later than 9:00 a.m. the following day provided that Concessionaire notifies City as soon as possible of the need for an extension. The City will facilitate the Concessionaire's "take down" of all event

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equipment, staging, merchandise, signs and all other objects by providing Concessionaire the necessary access and keys for removal of such objects and things. Any changes to this operating schedule must be noted in the annual Special Event Permit application submitted ninety (90) days prior to the first event of the season.

13. Quality of Concessionaire's Services. The Concessionaire shall conduct its operations in a business-like manner in accordance with this Agreement and so as to not unreasonably interfere with the public's use of other areas of the Facility or infringe upon the normal method of operations of any parties authorized as of the date hereof to conduct business near the Facility.

The Concessionaire shall control the conduct, demeanor, performance, and appearance of its officers, members, employees, agents, volunteers, independent contractors, subcontractors, representatives, customers, and patrons, and upon reasonable objection of the other party concerning the conduct, demeanor, performance or appearance of any such person, the party to whom such objection is made shall immediately take all necessary steps in the discretion of either party to correct the cause of the such objection. The City reserves the right to reasonably request that the Concessionaire remove any such person in the event that the steps to correct such objection are unsuccessful.

Concessionaire shall furnish good, prompt, and efficient service adequate to meet all reasonable demands therefor. The City Manager may periodically evaluate Concessionaire's performance under the Agreement. As a result of these performance evaluations, the City Manager may reasonably request Concessionaire to modify its operation so as to furnish good, prompt and efficient service.

The Concessionaire shall not conduct any business or activity not specifically authorized by this Agreement, unless approved by the City Manager.

14. Independent Contractor. It is understood that Concessionaire and his employees, volunteers, and assigns, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of City. Concessionaire shall obtain no rights to retirement benefits or other benefits which accrue to City's employees, and Concessionaire hereby expressly waives any claim it may have to any such rights. All employees, agents, contractors or subcontractors hired or retained by Concessionaire are employees, agents, contractors or subcontractors of Concessionaire and not of the City.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

15. Professional Ability of Concessionaire. City has relied upon the professional training and ability of Concessionaire to perform the services hereunder as a material inducement to enter into this Agreement. Concessionaire shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Concessionaire under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Concessionaire's field of expertise.

16. Compliance with Laws. Concessionaire shall comply with all applicable federal, state, regional and local laws, codes, ordinances and regulations in carrying out his/her duties under this Agreement. Concessionaire shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Agreement. The City, its officials, officers, elected officials, appointed officials and employees shall not be liable at law or in equity as a result of any failure of Concessionaire to comply with this section.

In the event it is determined that the Concessionaire is required to pay prevailing wages for the work performed under this Agreement, the Concessionaire shall pay all penalties and wages as required by law.

17. Indemnity. CONCESSIONAIRE, AS A MATERIAL PART OF THE CONSIDERATION TO CITY, HEREBY ASSUMES ALL RISK OF DAMAGE TO PROPERTY INCLUDING, BUT NOT LIMITED TO, CITY'S EQUIPMENT AND ALTERATIONS OR INJURY TO PERSONS IN, UPON OR ABOUT THE FACILITY, AND CONCESSIONAIRE HEREBY WAIVES ALL CLAIMS AND RECOURSE AGAINST THE CITY, INCLUDING THE RIGHT TO CONTRIBUTION FOR LOSS OR DAMAGE BY REASON OF DEATH OR INJURY TO PERSONS OR DAMAGES TO PROPERTY, WHETHER THE PERSON OR PROPERTY OF CONCESSIONAIRE, ITS AGENTS OR EMPLOYEES, OR THIRD PERSONS ARISING FROM ANY CAUSE, EXCEPT CLAIMS ARISING FROM THE SOLE GROSS NEGLIGENCE OR SOLE WILLFUL MISCONDUCT OF CITY, ITS OFFICERS, DIRECTORS, AGENTS, OR EMPLOYEES. THE PROVISIONS OF THIS ENTIRE SECTION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

Concessionaire hereby agrees that City shall not be liable for injury to Concessionaire's business or any loss of income therefrom or for damage to the property of Concessionaire, or injury to or death of Concessionaire, Concessionaire' employees, invitees, customers, agents or contractors or any other person, whether such damage or injury is caused by fire, steam, flood, electricity, gas, water or rain, or from the breakage, leakage or other defects of sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures, or from any other cause, whether said damage or injury results from conditions

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arising upon the Facility, or from other sources or places, and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Concessionaire, except damage or injury caused solely by City's gross negligence or willful misconduct.

Concessionaire shall indemnify, hold harmless, and defend the City, and its officers, directors, agents and employees (each of which is an indemnitee) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses, including attorneys' fees, penalties, judgments or obligations whatsoever for or in connection with injury (including death) or damage to any person or property or pecuniary or monetary loss resulting from, arising out of, or in any way related to activity conducted by Concessionaire, including, but not limited to, Concessionaire's development, construction, occupation, use, operation, or maintenance of the concession, Facility, or any facilities, including events occurring on the Facility regardless of how the injury or damage was caused or suffered unless the injury or damage resulted from the sole gross negligence or the intentional and willful misconduct of City, its officers, directors, agents, or employees.

City shall have no responsibility to safeguard the equipment and property of Concessionaire or any of its invitees. City shall have no responsibility to safeguard or protect the Concessionaire, or its employees, agents, officers, directors, or any of its invitees from bodily injury (including death) or personal injury.

In the event a claim is made against City or City is named a co-defendant in any action, arising out of, or in any way related to activity conducted by Concessionaire, Concessionaire shall immediately notify City of such fact and, at City's option, shall either retain legal counsel to represent City in such action at Concessionaire's sole expense or reimburse City for City's litigation costs, expenses, and attorney' fees in undertaking its own legal representation.

In the event a claim is made against both City and Concessionaire for the joint and several liabilities of City and Concessionaire, the determination as to the apportionment of liability between City and Concessionaire shall be made by the judge in a court of competent jurisdiction. Neither City nor Concessionaire shall request that the apportionment of liability be determined by a jury.

Notwithstanding the apportionment of liability between City and Concessionaire, Concessionaire shall nevertheless be responsible to indemnify and hold harmless City as fully set forth above, unless the court determines that the injury or damage resulted from the sole gross negligence or intentional and willful misconduct of City, its officers, directors, agents, or employees.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

a. Waiver. The Concessionaire hereby waives any claim against the City, its officers, directors, agents, or employees for damage or loss caused in connection with or as a result of any suit or proceeding directly or indirectly attacking the validity of this Agreement or any part thereof or as a result of any judgment or award in any suit or proceeding declaring this Agreement null, void, or delaying the same or any part thereof from being carried out. The Concessionaire further waives any claim against the City, its officers, directors, agents, or employees in any way related to or arising out of loss to the Concessionaire due to the City hosting similar events the summer concert series at the Facility.

18. Insurance Requirements.

a. Concessionaire, at Concessionaire's own cost and expense, shall procure and maintain, for the duration of the contract, the following insurance policies.

i. Workers' Compensation Coverage. Concessionaire shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for his/her employees in accordance with the laws of the State of California. In addition, Concessionaire shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation of all Workers' Compensation policies must be received by City at least thirty (30) days prior to such change. Concessionaire shall provide thirty (30) days written notice of nonrenewal of any Workers' Compensation policies. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Concessionaire for City.

ii. General Liability Coverage. Concessionaire shall maintain commercial general liability insurance in an amount not less than one million dollars ($1,000,000) per occurrence for bodily injury, personal injury and property damage. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

iii. Automobile Liability Coverage. Concessionaire shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Concessionaire arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned vehicles, in an amount of not less than one million dollars ($1,000,000) combined single limit for each occurrence.

v. Fire and Property Coverage. Concessionaires shall maintain fire and property insurance on all improvements and equipment owned by the Concessionaire. Standard Fire Insurance with extended coverage and vandalism and malicious mischief endorsements thereon, on all improvements owned by the Concessionaire, placed or constructed upon the Facility by Concessionaire, in an amount equal to ninety percent (90%) of the full replacements cost thereof, and insuring the interests of the City and the Concessionaire as same shall appear. Concessionaire and City agree, to extent permissible, that they will waive their rights to subrogate fire damage. The policy shall contain a special endorsement that such proceeds shall be disbursed and used to repair or rebuild and such improvements so damaged or destroyed (if such course of action is required by this Agreement.)

b. Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing a AM Best's rating of no less than A:VII and shall name the City as an additional insured.

c. Deductibles and Self-Insured Retentions. The Concessionaire shall be responsible for all deductibles in all of Concessionaire's insurance policies. The amount of deductibles for insurance coverage required herein shall be reasonable.

d. Certificates of Insurance. Concessionaire shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Concessionaire shall not commence work under this contract until all insurance required under this section has been approved by City as to form, amount and carrier, nor shall Concessionaire allow any subcontractor to commence work on any subcontract until all similar insurance required and reasonably consistent limits of the subcontractor has been so obtained and approved. Certificates of insurance shall contain no exclusions unless negotiated with the City Attorney and approved, in writing, by the City Attorney.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

19. Facilities and Equipment Provided by City. City and Concessionaire have jointly inspected the Facility prior to execution of the Agreement, and Concessionaire agrees that they have performed tests as they determined in their sole discretion to determine the condition of the Facility. The Parties agree that all improvements appurtenances and equipment existing on the Facility shall remain on the Facility for use by the Concessionaire in accordance with and subject to the limitations set forth in this Agreement. Concessionaire acknowledges and agrees that the Facility is in good and tenantable condition. Concessionaire has determined that the Facility is acceptable for Concessionaire's use, and Concessionaire acknowledges that City has not made any representations or warranties in connection with the physical condition, improvements, structures or appurtenances of the Facility or their fitness for Concessionaire's use upon which Concessionaire has relied directly or indirectly for any purpose. All improvements, structures, and fixtures are provided to Concessionaire without warranty of any kind including, without limitation, implied warranties of merchantability and fitness for a particular purpose.

20. Facilities and Equipment Provided by Concessionaire. Concessionaire shall provide, at its own expense, all equipment required for execution of its duties under this Agreement that does not already exist on or at the Facility.

21. Concessionaire's Maintenance Obligations. Concessionaire agrees to maintain in good order and repair and in a clean and safe condition any and all concession structures, facilities, improvements, and equipment at the Facility, at Concessionaire's sole cost and expense, during the entire Term of this Agreement. Concessionaire is responsible for returning the venue to the original condition following each scheduled event as outlined in the Special Event Guidelines. Concessionaire shall repair any area damaged by Concessionaire, Concessionaire's agents, employees, invitees and visitors whether through active or passive negligence. Should Concessionaire fail, neglect or refuse to do so, the City shall have the right, but not the obligation, to perform such maintenance or repairs for the Concessionaire's account, and the Concessionaire agrees to promptly reimburse the City for the cost thereof (plus an additional twenty percent (20%) for overhead), provided, however, that the City shall first give Concessionaire ten (10) days' written notice of its intent to perform such maintenance. City shall not be obligated to make any repairs to or maintain any improvements on or at the Facility unless otherwise required by this Agreement.

City reserves the right of entry for its employees and agents to inspect the Facility as deemed necessary by City, and the right (but not obligation) to do any and all work of any nature necessary for preservation, maintenance and

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

operation of the Facility. Concessionaire shall be given reasonable notice when any such work may become necessary and will adjust concession operations to permit City to proceed expeditiously with such work. City shall not be liable to Concessionaire for injury or damage that may result from any defect in the construction or condition of the Facility, nor for any damage that may result from interruption of Concessionaire's use of the Facility during any repairs by City. Concessionaire waives any right to repair the Facility at the expense of City under any applicable law.

City shall have the obligation to repair the Facility to the extent the damage or destruction is caused by the sole negligence of City. Concessionaire shall have the obligation to repair or replace in all other cases. Concessionaire expressly agrees, at its own cost and expense, to maintain and operate all of the Facility in a clean, safe, wholesome, and sanitary condition free of trash, garbage or obstructions of any kind and in compliance with any applicable laws, rules or regulations of any governmental authority having jurisdiction over the Facility. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions.

22. Title to Improvements. Concessionaire hereby acknowledges the title of City in and to the Facility described in this Agreement, including real property improvements existing or erected thereon, and the Fixtures (as defined below), and hereby covenants and agrees never to assail, contest, or resist said title. Subject to the following paragraph, upon expiration or termination of this Agreement, any alterations to the Facility or to any structures located thereon, and all fixtures, including, without limitation, restrooms, and arenas (collectively, the 'Fixtures'), shall remain upon the Facility and be surrendered to and become the property of the City.

23. Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City: City of South Lake Tahoe
City Manager
1901 Lisa Maloff Way
South Lake Tahoe, CA 96150

Provide a copy to: City Attorney's Office
City of South Lake Tahoe
1901 Lisa Maloff Way, Suite 300
South Lake Tahoe, CA 96150

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

If to Concessionaire: Rob Guistina, Owner
On Course Events
981 Tulare Ave
South Lake Tahoe, CA 96150
Robg@Oncourseevents.com

24. Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Concessionaire. Assignments of any or all rights, duties or obligations of the Concessionaire under this Agreement will be permitted only with the express written consent of the City Manager. Concessionaire shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Concessionaire's interest in the Agreement or in the Facility, without City Manager's prior written consent, which may be granted or denied in City's discretion, which shall not be unreasonable withheld. If City consents to such subcontract, Concessionaire shall be fully responsible to City for all acts or omissions of the sublessee or subcontractor. Nothing in the Agreement shall create any contractual relationship between City and sublessee or subcontractor nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such subcontractor other than as otherwise required by law.

Nothing in this Agreement prohibits Concessionaire from contracting for services at the Facility with the exception of those limitations set forth in paragraph 2(e) herein. Examples of such services include food vendors, merchandise vendors, etc.

25. Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement. No delay, failure or omission of City to re-enter the Facility or to exercise any right, power, privilege, or option or be accrued shall impair any such right, power, privilege, or option or be construed as a waiver of such default or a relinquishment of any right or acquiescence therein.

26. Taxes. Concessionaire shall pay when due all taxes levied on personal property used or maintained upon the Facility and shall pay any possessory or use tax that may be levied in connection with use of the Facility. Concessionaire agrees to indemnify and save City harmless from all taxes

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

whatsoever arising out of or in any way connected to the operations conducted by Concessionaire upon the Facility.

27. Payment of Debts; No Liens. Concessionaire shall promptly pay all debts incurred by it for materials, supplies, equipment, merchandise or services used, including assistance and services of City staff as set forth in paragraph 2(g) herein, in or about or in connection with its business or operations, and the wages and salaries and payroll taxes of all employees employed thereon. Concessionaire shall permit no liens to be levied upon or to attach to the Facility used by it in the performance of this Agreement. Concessionaire shall pay before delinquency all license fees, taxes, and assessments imposed, levied or assessed upon items or upon any property used by Concessionaire in the performance of this Agreement or upon Concessionaire's possessory interest therein, upon Concessionaire's business or activity conducted hereunder or Concessionaire's right to conduct same, or based upon the proceeds of such business or activity. If any lien is filed, Concessionaire shall cause such lien to be released and removed within ten (10) days after the date of filing, and if Concessionaire fails to do so, City may take such action as may be necessary to remove such lien and Concessionaire shall pay City such amounts expended by City.

28. Default. The occurrence of any one or more of the following events shall constitute a material default ('Default') of this Agreement by Concessionaire.

a. The violation of any provision, term or requirement of this Agreement.

b. The abandonment, vacation, or discontinuance of operations on the Facility for more than one day unless discontinuance of operations has been previously approved by the City in writing. Abandonment or discontinuation by Concessionaire of operations hereunder. "Discontinuation" shall mean any closing (other than a scheduled closing or closing necessitated by acts beyond the control of the Concessionaire) or failure to provide all services or amenities for thirty (30) consecutive days or more. "Abandonment" shall mean an implied or express repudiation or renunciation of any operations under this Agreement or any material part thereof, subject to the renovation and refurbishment authorization provided for in this Agreement.

c. The failure of Concessionaire to make any payment of Concession Fees or any other payment required to be made by Concessionaire hereunder, after ten (10) days written notice from City of non-payment.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

d. The interest of Concessionaire in the Agreement is assigned, transferred, passes to, or devolves upon, by operation of law or otherwise, to any other person, firm, or corporation without the prior written consent of the City.

e. The failure to maintain the Facility and the improvements constructed thereon in a state of repair required by this Agreement, and in a clean, sanitary, safe condition, where such failure continues for more than ten (10) days after written notice from the City for correction thereof. Nothing herein shall prohibit the City from requiring that safety and health conditions shall be corrected in accordance with the requirements of the Uniform Building Code or Uniform Fire Code, as may be adopted by the City from time to time.

f. Deterioration of service for any period which materially and adversely affects the operation or service required to be performed by Concessionaire under the Agreement which is not corrected within thirty (30) days after written notice from the City for correction thereof; and the failure to maintain service standards thereafter.

g. The failure of Concessionaire to be in compliance with local, state and federal law.

h. The filing of a voluntary petition in bankruptcy by Concessionaire, the adjudication of Concessionaire as bankrupt, the appointment of any receiver of Concessionaire's assets, the making of a general assignment for the benefit of creditors, and/or a petition or answer seeking a reorganization of Concessionaire under the federal bankruptcy laws or any other federal or state laws.

i. Concessionaire's misrepresentation or inaccuracy of facts in its required forms, documents, and submittals required as part of this Agreement or in the submittals in the solicitation and selection of a Concessionaire to perform the services under this Agreement.

j. The filing of any lien or stop notice on account of Concessionaire where such lien/notice is not removed or enjoined and/or a bond for satisfaction of such lien is not posted within ten (10) days.

k. The failure of Concessionaire to operate in the manner required by this Agreement, or Concessionaire' breach of or default under any provision of this Agreement not otherwise specified above, where such failure or default continues for more than fifteen (15) days after written notice from the City to correct the condition specified.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

l. The discovery of any material fraudulent statement in the Concessionaire's proposal leading to award of this Agreement, within three (3) years from the Effective Date, which significantly affects the Concessionaire's qualifications to perform under the Agreement following notice by the City Manager.

m. If a Principal or Owner of Concessionaire has been found guilty of, regardless of final adjudication, or a plea of nolo contendere to, any illegal conduct or activity which (i) is customarily considered to be a "white collar crime" such as, fraud, embezzlement or misappropriation of funds, or (ii) involves an act of moral turpitude, or (iii) which results in a felony conviction, unless Concessionaire has demonstrated to the satisfaction of the City within fifteen (15) days after adjudication of said Principal or Owner that action is being diligently taken to remove said Principal or Owner from any aspect of the business' operation pending an appeal of the conviction and, in not even shall such removal take longer than One Hundred Twenty (120) days. For the purposes of this section, the term "moral turpitude" shall mean conduct or acts that tend to degrade the Principals or Owners in society or bring them into public hatred, contempt, scorn or ridicule, or that will tend to shock, insult or offend the community or ridicule public morals or decency or harm the image of the City by virtue of its association with the facility.

29. Remedies. In the event of a Default by Concessionaire, City may:

a. Terminate this Agreement in which case Concessionaire shall immediately surrender possession of the Facility and all City owned-Improvements and Equipment to City.

b. Take possession of the Facility as the agent and on account of Concessionaire, and if it so elects may license or rent the whole or any part of the Facility for the balance or any part of the term of this Agreement and retain any license fees received and apply the same in payment on account of Concessionaire. The performance of any or all of said acts by City shall not release Concessionaire from the full and strict compliance with all of the terms, conditions and covenants of this Agreement on Concessionaire's part, and Concessionaire shall pay any deficiency that may exist after deducting any license fees received, if any.

30. Dispute Resolution. Any dispute concerning this Agreement will be first submitted to the City Manager or his designee for resolution. If no resolution is reached, such dispute shall be submitted to the City Council. The decision of the City Council shall be final and shall be appealable only to the El Dorado

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

Superior Court pursuant to California Code of Civil Procedure §1094.5, and as provided by law.

31. Right of Entry. Concessionaire agrees that City and its agents may enter upon the Facility at all reasonable times to inspect the same, and to fulfill any of the rights granted City under the terms of this Agreement, or otherwise to protect any of the rights of City and there shall be no liability against City for damages thereby sustained by Concessionaire nor shall Concessionaire by entitled to any abatement or reduction of rental herein by reason of the exercise by City of any such right herein reserved.

32. Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in the Superior Courts in the County of El Dorado, South Lake Tahoe Division.

33. Prohibited Interests. Concessionaire maintains and warrants that it has not employed nor retained any Concessionaire or person, other than the independent contractors hired in accordance with Concessionaire's standard business practice, to solicit or secure this Agreement. Further, Concessionaire warrants that it has not paid nor has it agreed to pay any Concessionaire or person, other than a bona fide employee working solely for Concessionaire or an independent contractor hired as discussed above, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

34. Equal Opportunity Employment. Concessionaire represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race, religion, color, national origin, disability, ancestry, sex or age. Such non-discrimination shall include, but not be limited to, all activities related to initial employment, upgrading, demotion, transfer, recruitment or recruitment advertising, layoff or termination. Concessionaire shall also comply with all relevant provisions of City's Minority Business Enterprise program, Affirmative Action Plan, or other related programs or guidelines currently in effect or hereinafter enacted.

35. Drug-Free Workplace Certification. By signing this Agreement, Concessionaire hereby certifies under penalty of perjury under the laws of the State of California that the Concessionaire will comply with the requirements of the

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Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and will provide a drug-free work place by taking the following actions:

a. Publish a statement notifying employees that unlawful manufacture, distribution dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355 (a).

b. Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:

   i. The dangers of drug abuse in the workplace;
   ii. The person's or organization's policy of maintaining a drug-free workplace;
   iii. Any available counseling, rehabilitation and employee assistance program; and
   iv. Penalties that may be imposed upon employees for drug abuse violations.

c. Provide, as required by Government Code Section 8355(c), that every employee who performs grant activities under this Agreement:

   i. Will receive a copy of the Concessionaire's drug-free policy statement; and
   ii. Will agree to abide by the terms of the Concessionaire's statement as a condition of employment on this Agreement.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of the Agreement, or both, and Concessionaire may be ineligible for award of any future City agreements if City determines that any of the following has occurred: the Concessionaire (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

36. Americans with Disabilities Act. By signing this Agreement, Concessionaire assures the City that it complies with the American with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et.seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA.

37. Amendments. This Agreement may be modified or amended only by a written document executed by both Concessionaire and City and approved as to form by the City Attorney.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

38. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

39. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between City and Concessionaire. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

40. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

41. Time is of the Essence. Time is of the essence for this Agreement.

42. Authority to Enter Agreement. Concessionaire has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF SOUTH LAKE TAHOE: CONCESSIONAIRE:

DocuSigned by:

By Jason Collin
7367671408A34A3...
Jason Collin, Mayor

By signed in counterpart
Rob Guistina, Owner

Business License # 004798

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38. Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

39. Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between City and Concessionaire. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

40. Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

41. Time is of the Essence. Time is of the essence for this Agreement.

42. Authority to Enter Agreement. Concessionaire has all requisite power and authority to conduct its business and to execute, deliver, and perform the Agreement. Each party warrants that the individuals who have signed this Agreement have the legal power, right, and authority to make this Agreement and to bind each respective party.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF SOUTH LAKE TAHOE:

By signed in counterpart
Jason Collin, Mayor

CONCESSIONAIRE:

By
Rob Cristina, Owner

Business License # 004798

APPROVED AS TO FORM:

DocuSigned by:
By Heather Stroud
E2CED0B8A572478...
Heather L. Stroud, City Attorney

ATTEST:

DocuSigned by:
By
25C5DBDB3A944...
Susan Blankenship, City Clerk

Attachments:

Exhibit A – Description of the Facility and Map
Exhibit B – On Course Events Proposal

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EXHIBIT A

DESCRIPTION OF FACILITY

Lakeview Commons at El Dorado Beach is located at Highway 50 & Lakeview Ave in South Lake Tahoe. The facility includes amphitheater style seating for 2200 persons, onsite food and non-motorized watercraft concessionaires, picnic tables and barbeques throughout. The facility provides a central gathering place for visitors and residents of South Lake Tahoe. Any event proposed for Lakeview Commons is required to allow public access at all times. According to the Lakeview Commons Event Guidelines no more than one third of the beach may be occupied by Special Event Activity, tents and structures must not create an unreasonable obstruction to the panoramic view and natural setting of the venue. (LVC Guidelines p. 5 2m).

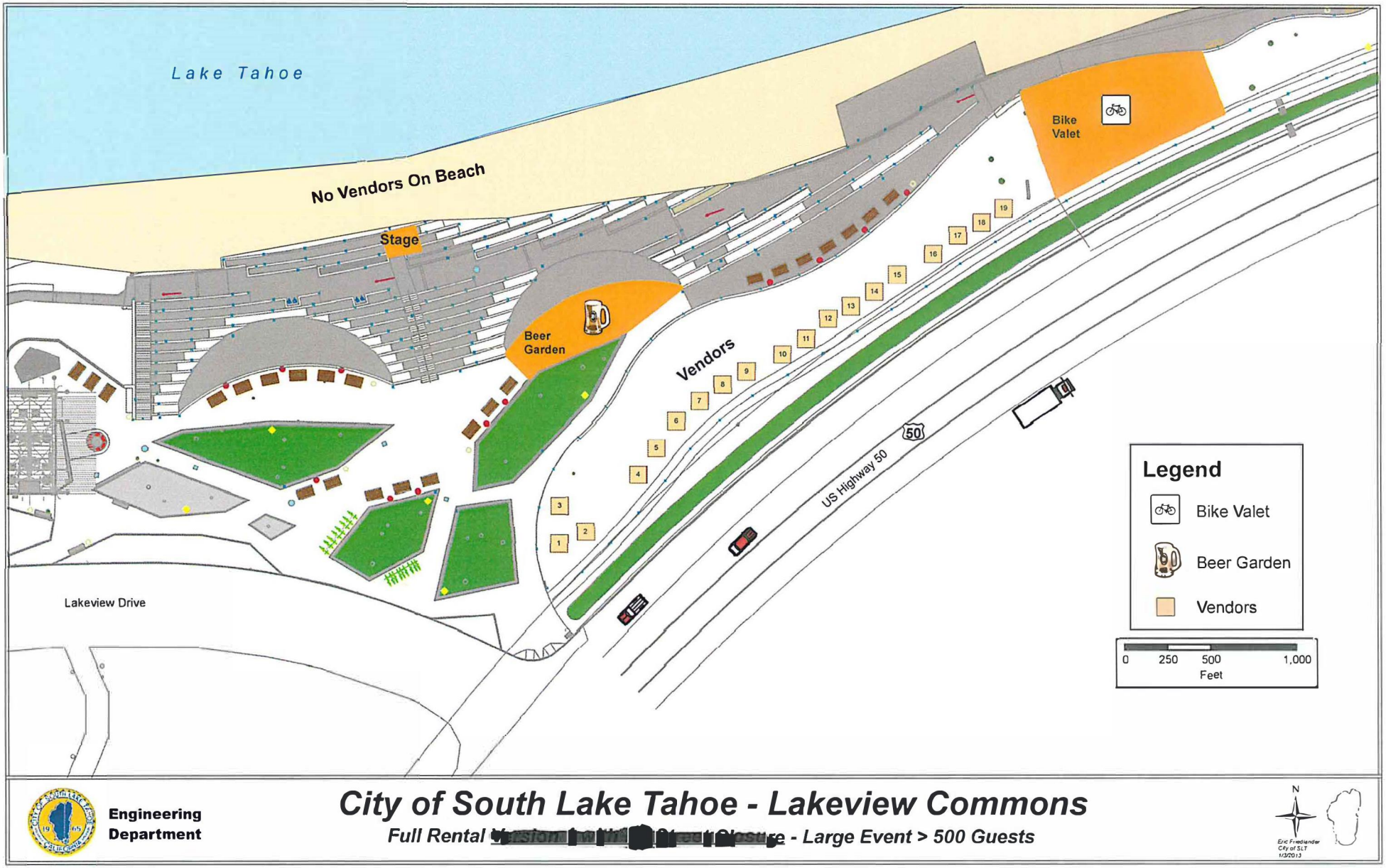
Lake Tahoe
No Vendors On Beach
Stage
Beer Garden
Bike Valet
Vendors
US Highway 50
50
Lakeview Drive
Legend
Bike Valet
Beer Garden
Vendors
0
250
500
1,000
Feet
N
Engineering Department
City of South Lake Tahoe - Lakeview Commons
Full Rental [redacted] - Large Event > 500 Guests
Eric Fredlander
City of SLT
1/2013

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EXHIBIT B

ON COURSE EVENTS PROPOSAL

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ON COURSE
EVENTS

Lakeview Commons Signature Summer Event Series

RFP # 2019-10-15

Submitted:
February 5, 2015

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

ON COURSE EVENTS

September 9, 2019

Dear Frank Rush, City Manager, and members of the South Lake Tahoe City Council;

This letter is submitted in response to a Request for Proposal from On Course Events in relation to production of the Live at Lakeview Summer Music Series at Lakeview Commons, South Lake Tahoe, California.

In celebration of the continued improvements the City has made to the area surrounding Lakeview Commons, On Course Events proposes to renew the agreement for continued production the Live at Lakeview Summer Music Series to highlight the positive changes taking place in the local community.

In the summer of 2012, On Course Events created and produced this unique, free concert series at the newly renovated Lakeview Commons venue. Over the past eight seasons, with 83 concerts successfully produced, this weekly series has become the pinnacle of summer in South Lake Tahoe. Each week, 800-1000 guests enjoyed free music, local vendors, food concessionaires, a free bike valet, and a beer/wine garden. Through innovative venue design and professional, responsive event execution, locals and visitors alike came to experience the sense of community that this location and event series provided.

In addition to Live at Lakeview, On Course Events has played an instrumental role in planning and producing successful events at Lakeview Commons since the venue's renovations including Race the Lake of the Sky, South Shore's Best Sunset Band, Laser Day, the Wednesday Night SUP Series and more.

Throughout the body of this document, you will find details to establish why On Course Events should be awarded with another multi-year contract for this community event series as well as receive support from the City Council and other City Services units. You will also find the latest event application submitted by On Course Events in Spring of 2019. The On Course Team is confident that with the City's support these events can continue to be a positive and culturally influential experience for our community.

Thank you, in advance, for your time and considerations.

Respectfully submitted,

Rob Giustina
On Course Events
C: 530-545-9382
E: Robg@oncourseevents.com

Live at Lakeview Summer Music Series

ON COURSE EVENTS

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

Table of Contents

B. Related Experience, Background and Qualifications 3
C. Proposed Signature Event Plan 5
D. Compliance with Lakeview Commons Special Event Guidelines 8
E. Event Financing Plan 24
F Financial Capability of Proposer 25
G. Local Business Preference 26
H. Professional References 27
Appendix A-C: Professional References 28

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B. Related Experience, Background and Qualifications

On Course Events is an award-winning event planning and production company based in South Lake Tahoe, CA. With over 15 years of successful event production experience, the On Course Team has an extensive background in festival and concert production, action sports exhibitions and competitions, corporate meetings, and fundraising events.

On Course Events is responsible for founding and producing the Live at Lakeview Summer Music Series, at Lakeview Commons since the opening of the new venue in 2012. As the creators of this Signature Summer Events Series, the company has continued to build upon its successes while being extremely responsive to any issues that may have arrived. Upon the successful completion of 83 Live at Lakeview concerts in the past eight seasons, On Course Events has developed and solidified a comprehensive operations plan, secured the necessary funding to produce the event through sponsorships, and garnered a loyal following within the community.

In addition to Live at Lakeview, On Course Events has played an instrumental role in planning and producing successful events at Lakeview Commons since the venue's renovations including Race the Lake of the Sky, South Shore's Best Sunset Band & the Wednesday Night SUP Series. As outlined below in figure 1.1, this production company also holds an extensive resume of professional experience; locally, domestically and internationally

Figure 1.1 Related Experience, Background, and Qualifications

Event	Event Location	Brief Description of Event	Responsibilities
Live at Lakeview Summer Music Series 2012-2019	Lakeview Commons, South Lake Tahoe, CA	A free community concert series on the shores of beautiful South Lake Tahoe. The event highlights the unique recreation of the area with a free bike valet, a variety of live music, live painting, local vendors and non-profit booths and a beer/wine garden.	Created, produced, and managed a total of 83 concerts over 8 seasons. Managed all aspects of production including staffing, marketing, promotions, staging, sound, vendors, and entertainment.
Live at Grandview Equinox Spring Festival 2014-2015	Sierra-at-Tahoe Resort, Twin Bridges, CA	A free outdoor concert series on the brand new Solstice Plaza in the base area of Sierra-at-Tahoe Resort. The event series highlights the unique recreation of the area with skiing/snowboarding and a variety of live music and local vendors.	Created, produced, and managed 4 outdoor concerts in inaugural season; 3 additional concerts are currently scheduled for 2015 Managed all aspects of production including staffing, marketing, promotions, staging, sound, vendors, and entertainment.
Snowglobe Music Festival Big Air Exhibition 2012-2019	Lake Tahoe Community College, South	Local skiers/snowboarders perform a variation of flips and grabs over 30 feet above the festival crowd on Lake Tahoe's largest man-made feature.	Built, maintained, and managed the Big Air Exhibition and its athletes. Provided operational support in areas including artist relations and event setup.

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	Lake Tahoe, CA		
SUP Series 2012-2015	Lakeview Commons, South Lake Tahoe, CA	Weekly Standup Paddle races right from the heart of South Lake Tahoe. The event attracts competitors and spectators of all ages and abilities.	Provided staff and consultation services for this popular competition
Race the Lake of the Sky 2012-2014	Lakeview Commons, South Lake Tahoe, CA	A world class Standup Paddle competition that attracts people from all around the world to enjoy the unique recreation of Lake Tahoe.	Provided staff and consultation services for this world class competition
USASA South Tahoe Series 2011-2013	Lake Tahoe (Various Resorts)	USASA is the world's largest snowboard and freeski association with 33 regions across the nation. Competitors of all ages compete in a variety of disciplines to earn points to qualify for Nationals held in April.	Directed and managed 1 of 33 regional series, hosting 14-18 local events each winter season.
USASA National Championships 2001-2015	Copper Mountain, CO	The National Championships of the United States Snowboard and Freeski Association attracts competitors from all 33 regions.	Manage venue, course, and overall completion.
Stateline Showdown Series 2012	Heavenly Mountain Resort, South Lake Tahoe, CA	A series of 5 snowboard competitions paired with a concert series. The event allowed guests to enjoy the unique recreation of Lake Tahoe during the day followed by live music.	Developed and managed a series of 5 snowboard competitions. Developed and managed a series of concerts to supplement competitions.
Blowsion Surf Slam 2009-2018	Pacific City, OR	Over 40 of the world's greatest Watercraft Freeriders and Racers gather to compete in this action packed competition on the Oregon Shoreline.	Developed and managed International Jet Ski Competition Operations including vendor management, competition management, equipment, stage, sound, and staffing.

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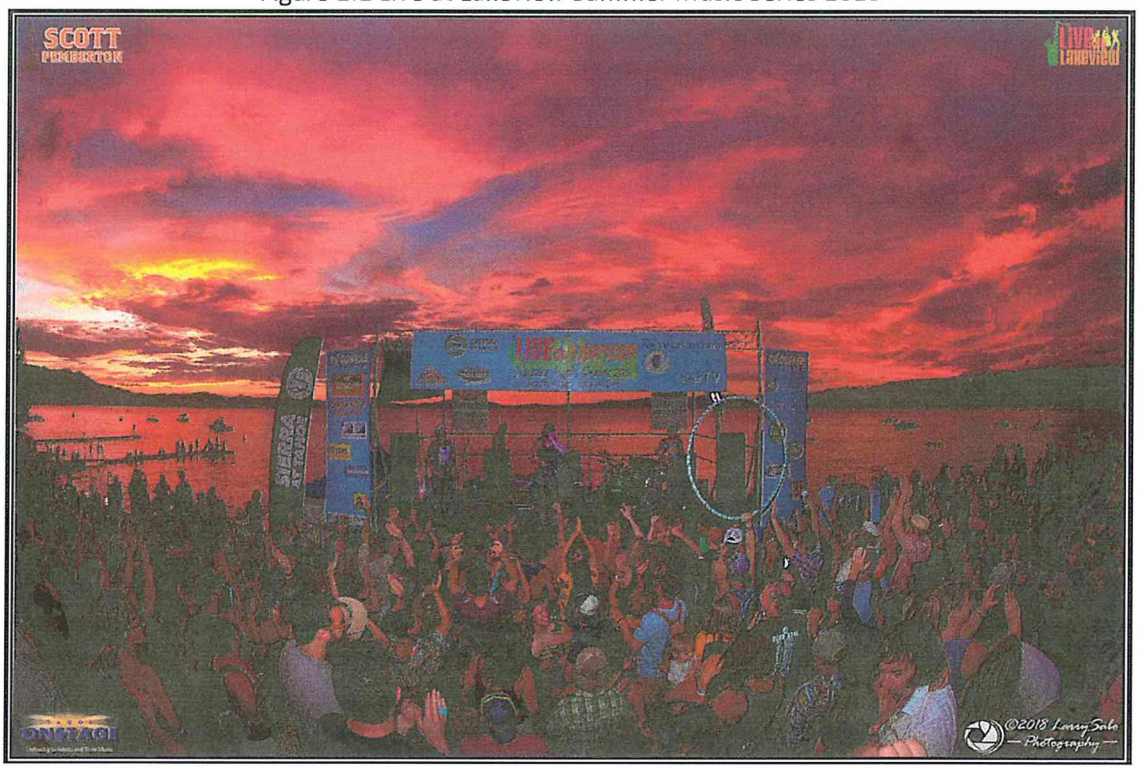
C. Proposed Special Event Plan

On Course Events is proposing to continue the Live at Lakeview Summer Music Series for an additional five years. This section will outline the overall concept and theme that has been established for the proposed event series. It will cover the overall design of the event series as well as new improvements and innovative ideas to attract residents and visitors alike.

Figure 2.1 Live at Lakeview Summer Music Series 2018



Concept and Theme Development

During the inaugural season of Live at Lakeview in 2012, the series quickly became the pinnacle of summer for families, visitors and local residents of all ages. These events were initially created to provide an opportunity for the community of South Lake Tahoe to gather on a weekly basis to enjoy the unique beauty and recreation that this area has to offer.

In celebration of the continued improvements the City has made to the area surrounding Lakeview Commons, On Course Events proposes to renew the agreement for continued production the Live at Lakeview Summer Music Series to highlight the positive changes taking place in the local community.

Each Thursday, from 4:30 – 8:30 p.m., On Course Events proposes to host a free community concert on the shores of Lake Tahoe at Lakeview Commons for a total of ten weeks. Each event will feature live music selected from a variety of genres, which may include Jazz, Funk, Rock,

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Reggae, Latin, Bluegrass, Indie and World. Other highlights include a free bike valet, local vendors, food concessionaires, non-profit organizations and a beer/wine garden.

In an effort to limit the event's footprint and promote recreation, a free bike valet will be offered again. Local non-profit organizations are given the opportunity to run and operate the valet as a fundraising tool. The Live at Lakeview Bike Valet has helped to raise over $3000 for local non-profit organizations over the past three seasons.

From hand-crafted, locally made jewelry and gifts to delicious kettle corn, the local vendors and food concessionaires add a great value and large amount of energy to each event. Over the course of the past three seasons, these events have resulted in over a dozen new business license permits for the City of South Lake Tahoe. As shown below in Figure 2.2 those who attend Live at Lakeview thoroughly enjoy the variety of options each local vendor offers.

Figure 2.2 Vendors at Live at Lakeview Summer Music Series 2014

Live at Lakeview has been built as a community event series and offers a variety of fundraising and awareness opportunities for local non-profit organizations. Over a dozen local NPO's have participated in the series over the course of the past eight years. In an effort to provide support back to the local community, On Course Events donates a portion of the Beer/Wine Garden proceeds benefit the Heavenly Ski & Snowboard Foundation resulting in thousands of dollars in scholarships for local athletes.

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Figure 2.3 Live at Lakeview Summer Music Series 2019 Poster

After successfully executing 83 concerts over the course of eight seasons, a comprehensive production and operations plan has been established. A solid marketing and promotions campaign has also been established including a variety of sponsorship packages, public relations efforts, and a heavy utilization of social media communication.

As shown above in Figure 2.3 On Course Events developed and established the branding and logo for the Live at Lakeview Summer Music Series through the creation of its website, flyers, social media lineup, video commercials and logo to brand the series. Sponsor logos are displayed based on the level of event sponsorship and priority with title sponsors aligned on the main stage banners and all promotional materials. The same campaign will be used in future promotions to maintain consistency in branding the series.

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Design and Quality of Improvements

In this section you will find a description of the design and layout of the event at the Lakeview Commons Venue, along with some innovative ideas to attract residents and visitors.

Each Thursday, for the past eight summers, locals and visitors alike have gathered in droves at Lakeview Commons to experience the variety of live music and sense of community that the Live at Lakeview Summer Music Series provides. This community atmosphere is created through the innovative design that On Course Events has implemented at this magnificent venue. The lakeside stage coupled with a breathtaking backdrop of Lake Tahoe and amphitheater style seating set the stage for this event series. In previous years, this event design has attracted guests on foot, bicycles, standup paddleboards, boats and jet skis.

On Course Events adds more value by offering local vendors and food concessionaires throughout the upper plaza section. The beer and wine garden is placed along the east side of the venue, designed to offer a perfect view of the stage and the lake.

As shown below in Figure 2.4, the Live at Lakeview Bike Valet holds an average of 300 bikes each week with a consistent overflow of bikes around the venue. In response to the growing popularity of the series, On Course Events is exploring options to expand the footprint of the beer and wine garden. This may include increasing the area of the current beer and wine garden or submitting for a permit to open the full park up as a designated, drinkable area with additional security in place.

Figure 2.4 Live at Lakeview Bike Valet

On Course Events plans to continue its proactive stance on informing and educating the public in regards to any parking plans, road closure times, and free bike valet service to ensure all pertinent event information is available. Volunteer marshals and various media outlets will be

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utilized to achieve this, including local television and radio, print advertising, press releases, and social media outlets.

D. Compliance with Lakeview Commons Special Event Guidelines

On Course Events has proven its responsiveness to the *Lakeview Commons Event Application Guidelines* since they were implemented in 2013. Each component of the Event Guidelines is explained in detail below.

Figure 3.1 Event Description

Live at Lakeview Event Description	
(a) Event Name	Live at Lakeview Summer Concert Series
(b) Event Dates	Thursdays in 2020 – June 18, 25; July 2,9,16,23,30; August 6, 13, 20, 27
(c) Event Location	Lakeview Commons, South Lake Tahoe, CA
(d) Beneficiaries of Fundraising	Not primary purpose of event. Key summer fundraising opportunity for South Shore non-profit organizations.
(e) Changes for This Year	Expand footprint of beer and wine garden and continue to inform and educate the community on free bike valet and current parking available.

1. Event Description

(a-c) Event name, date & location:

On Course Events is proposing to continue hosting the Live at Lakeview Summer Concert Series at Lakeview Commons. The proposed event series would be held on 10 Thursday evenings each summer. The dates for 2020 include June 18, 25; July 2,9,16,23,30; August 6, 13, 20, & 27.

(d) Beneficiaries of fundraising:

While this is not the primary purpose for the event series, On Course Events offers a variety of fundraising opportunities for local non-profit organizations including the Bike Valet, Beer/Wine Garden and vendor booth spaces. Over the past three seasons, these events have helped to raise over $3000 for various non-profits that operated our bike valet. On Course Events also donates a portion of the Beer/Wine Garden proceeds benefit the South Tahoe BMX Association resulting in thousands of dollars in scholarships for local athletes.

While fundraising is secondary to creating a sustainable event series, On Course Events prides itself in being the key summer fundraising opportunity for many of South Lake Tahoe's non-profit organizations.

(e) *Changes for this year*

To build upon the success of the first eight seasons of Live at Lakeview, On Course Events is exploring options to expand the footprint of the beer and wine garden. This may include increasing the area of the current beer and wine garden or submitting for a permit to open the

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full park up as a designated, drinkable area with additional security in place. On Course Events will also continue to inform the public about parking, road closures, and the free, extra-large, bike valet through volunteer efforts and various media outlets.

Figure 3.2 Event Details (a-h)

Live at Lakeview Event Details (a-h)	
(a) Event Times	Set-up 7:00 am – 4:00 pm Event 4:30 pm- 9:00 pm Breakdown complete by next day at 9:00 am
(b) Attendance	800-1000 guests per event
(c) Notification	All residents and businesses within 300 feet will be notified by May 18, 2020
(d) Traffic	Develop traffic plan to minimize disruptions. Maintain emergency access at all times
(e) Alternative Transportation	Operate free bike valet (increased size) Designate an area of parking for set up, deliveries, and vendor access
(f) Parking	Partner with local businesses to provide off-site parking Designate a curbside "loading zone" All staff and volunteers will park offsite or ride bicycles
(g) Disabled Access	Additional handicap parking spaces provided upon City requests Venue is ADA compliant On Course Events will ensure no temporary structures are blocking access points
(h) Personnel	See Figure 3.3 for complete breakdown of On Course Events personnel

2. Event Details

(a) Event Times:

Each event will take place on a Thursday with live music from 4:30-9:00 pm. Set-up for the event will begin at 7:00 am the day of the event. Set-up will begin this early so our staff can place the stage without disrupting the public use of the beach. Due to the safety needs of our staff and the noise constraints of the night, breakdown will be complete by 9:00 am the following morning prior to public use of the beach. At that time, a full sweep of the venue will be made by our staff and volunteers to ensure no trash or equipment is left behind.

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(b) Attendance:
An average of 800-1000 attendees gathered for each Live at Lakeview concert over the past three seasons. With approximately 60% of attendees arriving on bicycles, paddleboards, and kayaks, we are able to reduce the number of cars driven by attendees, limiting the impact on traffic and parking in the surrounding area.

(c) Notification:
On Course Events will notify all residents and businesses within 300 feet of Lakeview Commons about our proposed event series prior to May 18, 2020. This written notification will include the dates of the entire event series, planned hours of operation, expected number of attendees, hours of amplified music, weekly genres of music, road closures, and event content.

(d) Traffic:
On Course Events will work with the City staff and Police Department, as needed, to develop the most appropriate traffic plan to minimize any disruptions to business and residential traffic flows. We plan to run and operate a free bike valet again this year to limit the parking impacts around the venue. Our staff will ensure emergency access is maintained at all times.

(e) Alternative Transportation:
Similar to the first three seasons, On Course Events will encourage Live at Lakeview attendees to use the free bike valet service. Public transportation and carpooling will also be encouraged. On Course Events plans to designate an area of parking for event set up, delivery of supplies, an access for vendors. Road closures will be requested for each event to ensure safety of all attendees, vendors, and event staff members.

(f) Parking:
On Course Events will work with the City's Recreation Complex and other event partners to provide off-site parking for event attendees, similar to the first three seasons. Our staff will designate curbside "loading zone only" area for supply load in and out. All event staff will use offsite parking or ride bicycles to ensure minimal impact on the limited public parking available on-site.

(g) Disabled Access:
Additional handicap parking spaces will be provided and clearly marked in the on-site parking areas, as the City of South Lake Tahoe advises. All restrooms, pathways, and viewing areas at Lakeview Commons are currently ADA compliant and On Course Events will ensure no event displays or tents block any of these access points.

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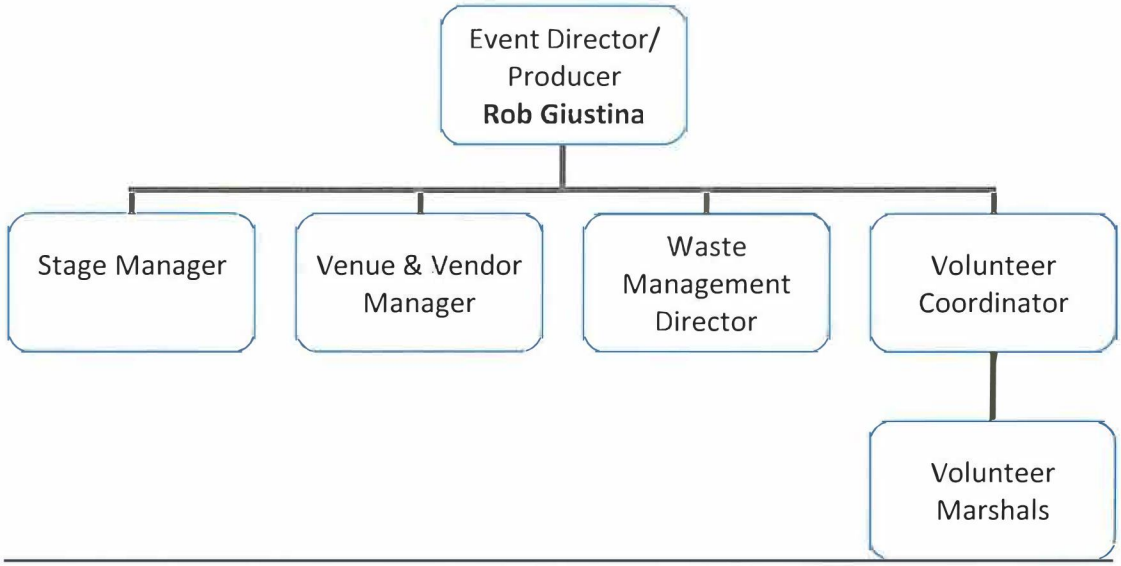
(h) Personnel:

Figure 3.2 Live at Lakeview Staff/Personnel



Event Director/Producer – Responsibilities include oversight of all aspects of the event including set-up, breakdown, security, staffing, volunteers, staging, sound, and vendors.

Stage Manager – Responsibilities include oversight of entertainment, sound management, staging, and sound staff.

Venue and Vendor Manager – Responsible for vendor solicitation, registration, oversight of set-up and breakdown of vendor booths. Also responsible to ensure all vendors meet city license requirements.

Waste Management Director – Organize and supervise all zero-waste stations, coordinate with South Tahoe Refuse Company to ensure proper waste management. Coordinate weekly beach clean-up efforts to ensure minimal impact to venue or surrounding areas.

Volunteer Coordinator – Manages and trains all volunteers with effective communication methods to prevent confusion or misdirection of volunteers. Responsible for ensuring an adequate number of volunteers are in position throughout the event. On Course Events will provide a minimum of 5 volunteers at each event.

Volunteer Marshal – Supports entire staff efforts during set-up and breakdown as well as weekly beach clean-ups. Support events by educating the public on city ordinances and rules, encouraging positive behavior, and assisting guests with directional and waste management questions.

All volunteers and staff will assist with the safe exit of event attendees after each event.

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Figure 3.4 Event Details (i-q)

Live at Lakeview Event Details (i-q)	
(i) Community Noise Impacts, Event Sound	Zero noise complaints 2012-2019; maintain same *sound management plan*
(j) Sale or Handouts of Food, Beverages and Merchandise	All vendors will be required to submit proof of necessary paperwork List of event vendors will be submitted to the City 15 business days prior to event Food concessionaires will be solicited and booked upon approval and proof of required certifications
(k) Alcohol	Necessary permits will be obtained from ABC prior to operating beer garden and selling alcohol on site.
(l) Signs and Banners	All signage will comply with City code Signage will be kept to a minimum Main stage signage with event logo and sponsor logos One 24" x 24" sign stand in center of venue plaza
(m) Temporary Structures	Staging 16' x 24' (will not occupy more than 1/3 of beach) All tents and staging will be placed to ensure it does not create unreasonable obstruction to the view and natural setting.
(n) First Aid Provisions	Provided as deemed necessary by Special Events Review Team
(o) Safety	All power cords will be taped down Maintain 20' corridor for emergency vehicles.
(p) Security	Implement set schedule, emergency protocol, and communication plans 2 licensed and bonded security guards in the beer garden area 1-2 additional volunteer security guards patrolling the venue
(q) Waste Management & Environment	Striving for a zero-waste event series

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	Partner with South Tahoe Refuse Co. Waste Management Directors & Coordinators

(i) Community Noise Impacts, Event Sound:
On Course Events will maintain the same *sound management plan* as the previous eight years. The sound levels, music genres, and overall set-up will be maintained as there were zero noise complaints during the past eight seasons. In the event of a complaint, On Course Events will be responsive and immediately implement a new *sound management plan* which will include a decibel reading, prior to each event, at the property line during sound check. Any necessary adjustments will be made at that time, in order to abide by sound limits.

(j) Sale or Handouts of Food, Beverages and Merchandise:
On Course Events has a current Business License issued by the City of South Lake Tahoe. All local vendors will be required to submit proof of a valid City of South Lake Tahoe Business License. All vendors will also be required to obtain and show proof of a Temporary Sellers Permit from the California State Board of Equalization noting the physical location of the event to be at 1001 Lakeview Ave, South Lake Tahoe, CA 96150. The Vendor Manager will also ensure all non-local vendors provide the City of South Lake Tahoe a $50 business tax fee.

All food concessionaires are subject to the approval of the on-site concessionaire and are also required to submit proof of a food handler safety certification for the El Dorado County Environmental Health Department. In addition, all cooking equipment will be required to have cleared inspection from the Fire Department. These vendors will also be required to provide proof of a valid City of South Lake Tahoe Business License, plus a Temporary Sellers Permit from the California State Board of Equalization noting the physical location of the event to be at 1001 Lakeview Ave, South Lake Tahoe, CA 96150.

On Course Events will submit a list of all event vendors to the Community Services Department at least *15 business days* prior to each event of the series. Each vendor list submitted will include a detailed description of vendors with names, products, and permit information. Only event related products will be sold on site and On Course Events will ensure no product sales significantly compete with adjacent merchants.

All vendor permits will be clearly displayed to provide easy inspection by the City of South Lake Tahoe.

(k) Alcohol:
On Course Events will obtain the necessary permits from ABC prior to operating the beer garden and selling alcohol onsite. As indicated on the site plan (see Appendix A) the sale of alcohol will be restricted inside the perimeter of the beer garden, located on the east side of

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the Lakeview Commons venue. On Course Events will provide the required licensed and bonded security personnel to maintain safety and strict compliance to all city codes and regulations.

(l) Signs and Banners:
All signage and banners will comply with the City code governing signs and banners (Chapter 25-7 item O). In order to secure sponsorship dollars to provide the community with a free concert each week, On Course Events will need to hang banners on the main stage with event-related information (name of concert and title/presenting sponsors). As indicated in our site plan (see Appendix A) there will also be one 24" x 24" sign stand in the center of the plaza with event-related information along with directional and informational signage around the venue. Overall, signage will be kept to a minimum and will not create an unreasonable obstruction to the view and natural setting of the Lakeview Commons.

(m) Temporary Structures:
As shown in Appendix A, all tents and staging areas will not be placed in a manner that creates an unreasonable obstruction to the panoramic view and natural setting of Lakeview Commons. The 16' x 24' stage will not occupy more than 1/3 of the beach to ensure the public has plenty of beach access during the event. On Course Events will ensure that all tents meet the NFPA standards and are approved by the SLTFD. We plan to coordinate, if necessary, with the City's Building Official for any inspections of temporary structures to ensure compliance within the *Lakeview Commons Event Application Guidelines.*

(n) First Aid Provisions:
On Course Events will provide any necessary First Aid Provisions as deemed by the special events review team of the City of South Lake Tahoe.

(o) Safety:
Our site plan (see Appendix A) indicates all of the considerations for safety hazards during the Live at Lakeview events. Electrical cords along the staging area will be taped down, as will any power cords running throughout the venue. On Course Events will maintain a designated 20' corridor on Lakeview/Harrision Avenues to allow access for emergency vehicles at any time during the event. On Course will also ensure access to fire hydrants is unobstructed at all times during the event.

(p) Security:
On Course Events assumes the responsibility for the behavior of event participants and will have appropriate security in place at each event of the series. Our team will continue the implementation of a set schedule, emergency protocol, and communication plans to minimize any risks of security problems. On Course Events will continue working with the City Police, as needed, to develop the most efficient and appropriate security plan for the event series.

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With an expected attendance ranging from 500-1000 attendees at each event, where alcohol will be for sale, On Course Events will hire 1-2 licensed and bonded security personnel to patrol the beer garden area for each event of the series.

On Course will also provide an additional 1-2 volunteer security guards to patrol the venue. Our volunteers will remain committed to educating and informing the community of city ordinances; however, neither the licensed and bonded or volunteer security guards can enforce city ordinances outside the confinements of the beer garden.

(q) Waste Management & Environment:
On Course Events strives to host a zero-waste event series and intends to provide multiple extra trash and recycling bins around the venue. We know that Lake Tahoe is the jewel of the Sierras and it must be protected. The On Course Team remains committed ensuring this event series has a very minimal impact, if any, on the event facility and its surrounding environment.

Weekly beach cleanups, initiated during the inaugural season in 2012, will continue be hosted again every Monday morning to keep the area clear of any litter and debris from these events as well as the full weekend of use at Lakeview Commons.

We plan to partner with the South Tahoe Refuse Company again to host various zero-waste stations with volunteers posted at each to direct and educate our guests. On Course Events will also encourage vendors to use recycled content products, compostable cups, and utensils and materials.

3. Site Plan and/Route Map
Please refer to appendix A for a complete layout of the site plan for the Live at Lakeview Summer Concert Series.

4. Rental Fees
On Course Events will be requesting sponsorship from the City of South Lake Tahoe to cover these rental fees.

5. Deposit Requirements
On Course Events will submit a deposit for $500 based on the expected attendance of 800-1000 guests.

6. Not-for-Profit Events
On Course Events offers a variety of fundraising opportunities for local non-profit organizations including the Bike Valet, Beer/Wine Garden and vendor booth spaces. Over the past three seasons, these events have helped to raise over $3000 for various non-profits that operated our bike valet. On Course Events also donates a portion of the Beer/Wine Garden proceeds benefit the South Tahoe BMX Association resulting in thousands of dollars in scholarships for local athletes.

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While fundraising is secondary to creating a sustainable event series, On Course Events prides itself in being the key summer fundraising opportunity for many of South Lake Tahoe's non-profit organizations.

7. City Services

(a) Police:
On Course Events plans to continue working with the South Lake Tahoe Police Department to ensure event attendees remain compliant with City Ordinances.

In addition, On Course Events will be requesting a road closure on Lakeview Ave. for the safety of our attendees, staff, vendors, and entertainment. We will coordinate with the South Lake Tahoe Police Department to ensure closures are complete before the road is used for event set-up.

(b) Fire Department:
On Course Events will comply with any necessary requirements of the Fire Department and will remain responsive to any necessary site inspections, etc.

(c) Street Occupancy:
Due to the high traffic of Lakeview Ave, and the high number of attendees entering the venue from that direction, On Course Events will be requesting road closures to ensure the safety of all attendees, staff, vendors, and entertainment. On Course Events will also be requesting barricades and signage to ensure street occupancy needs are met and that the safety of attendees and the general public is ensured. We are requesting sponsorship from the City of South Lake Tahoe to cover the staff costs associated with this service.

(d) Equipment:
On Course Events is requesting sponsorship from the City of South Lake Tahoe in the form of traffic control equipment including cones, lane divider poles, and safety vests.

(e) Access to Water or Power:
We will be utilizing the same power as the first three seasons, which includes power at the stage, at the bottom of the stairs for exit lighting and in the beer garden area as well.

8. Event Organizer Contact Information
Please refer to figure 3.3 below for the appropriate event organizer contact information.

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

Figure 3.3 Contact Information

Type of Contact	Name	Phone #	E-mail
Primary Contact	Rob Giustina	(530)545-9482	Robg@Oncourseevents.com
Public/Media Contact	Leslie Schultz	(530)721-0333	Leslie@Oncourseevents.com
On-Site Liaison	Rob Giustina	(530)545-9482	Robg@Oncourseevents.com
Additional On-Site Liaison	CarolAnne Giustina	(949)510-8632	CA@Oncourseevents.com

9. Insurance

On Course Events possesses the necessary insurance certifications and can provide proof of this documentation upon request.

10. General Conditions

On Course Events staff and volunteers will work hard to educate and inform all event attendees of the city ordinances and general conditions. However, neither the licensed and bonded or regular volunteer security staff can enforce city ordinances outside the confinements of the beer garden.

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Please note that the City of South Lake Tahoe is subject to the provisions of the Freedom of Information and Protection of Privacy Act, and therefore, cannot guarantee that any information provided can be held in confidence.

On behalf of the applicant organization, I/we acknowledge that I/we have read and understood the conditions in the Special Event Application Guidelines and agree to comply with them.

I/we acknowledge that I/we have received a copy of, read and understood the City of South Lake Tahoe's Special Events Guidelines and agree to be bound by and comply with the terms and conditions.

By signing below, the event producer / applicant agrees to indemnify and save harmless the City in respect of any and all claims, demands, suits and costs arising out of any act or omission of the organizer or of any servant, agent or officer of the organizer arising out of or resulting from the use of the site/route by the organizer.

Signature: Leslie Schultz Date September 9. 2019

ATTACHMENTS

1. Sound Management Plan	☒ *attached*	☐ *not applicable*
2. Schedule of performing artists	☒ *attached*	☐ *not applicable*
3. Site Plan / Route Map (see #4)	☒ *attached*	☐ *not applicable*
4. Production Schedule	☒ *attached*	☐ *not applicable*
5. Insurance certificates	☒ *attached*	☐ *not applicable*

Copy of 2018 COI attached. 2019 will be submitted within 10 business days of first event

Please return application form to:

City of South Lake Tahoe, Community Services Department
Attention: Special Event Application
1180 Rufus Allen Blvd.
South Lake Tahoe, CA 96150 Phone (530)542-6058 Fax: (530)542-2981

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

1. Sound Management Plan

On Course Events will maintain the same *sound management plan* as in prior years.

This event series will include amplified entertainment, music, and announcements each week. The sound levels, music genres, and overall set-up will remain the same as there were zero noise complaints during the first three seasons of the event series. Our stage manager, lead producer, and sound technician will maintain sound levels to comply with City's noise regulations. This will be maintained through numerous decibel readings around the venue and the property line.

In the event of a community complaint, On Course Events staff is prepared to alter this *sound management plan*. Any necessary adjustments will be made at that time, in order to abide by sound limits.

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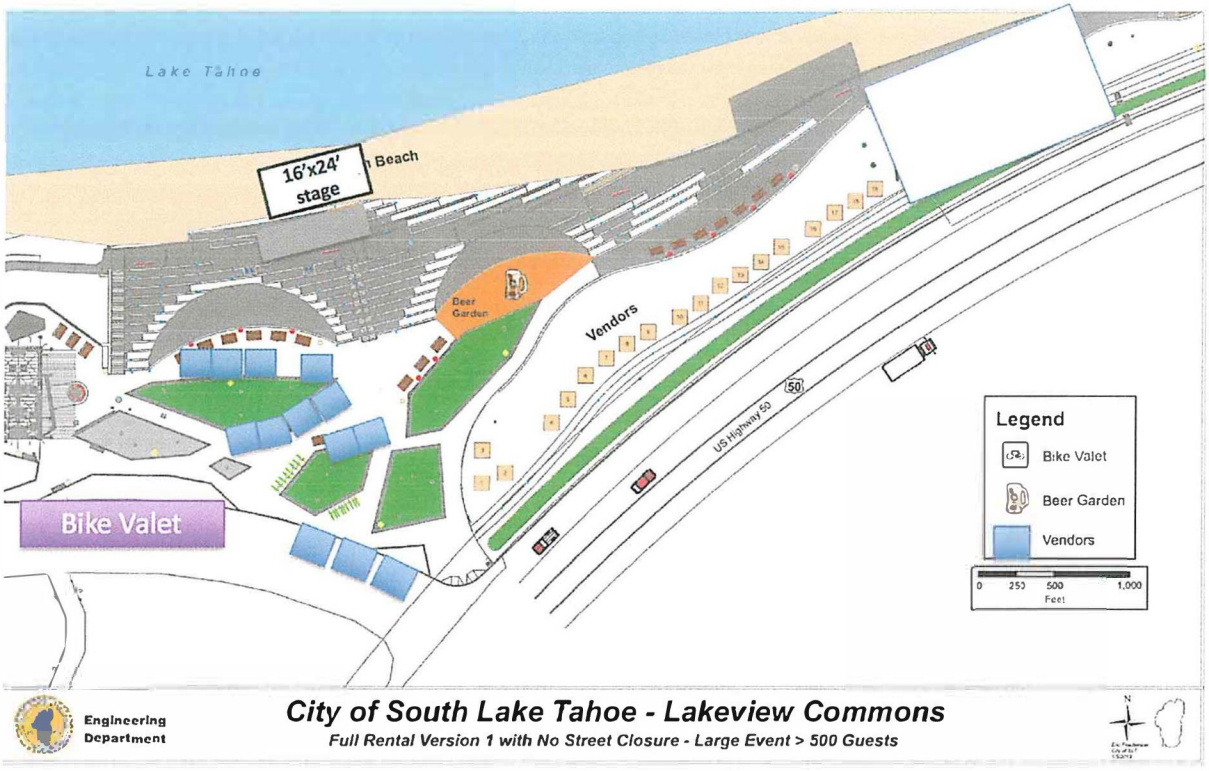
2. Schedule of Performing Artists - 2020

	Time of Event	Genre of Mu	Ar
Thursday, June 18	4:30 – 8:30 pm	Funk	TBD
Thursday, June 25	4:30 – 8:30 pm	Soul	TBD
Thursday, July 2	4:30 – 8:30 pm	Rock & Roll	TBD
Thursday, July 9	4:30 – 8:30 pm	Soul	TBD
Thursday, July 16	4:30 – 8:30 pm	Bluegrass	TBD
Thursday, July 23	4:30 – 8:30 pm	Reggae	TBD
Thursday, July 30	4:30 – 8:30 pm	Americana	TBD
Thursday, August 6	4:30 – 8:30 pm	Rock & Roll	TBD
Thursday, August 13	4:30 – 8:30 pm	Funk	TBD
Thursday, August 20	4:30 – 8:30 pm	Reggae	TBD
Thursday, August 27	4:30 – 8:30 pm	Rock & Roll	TBD

DocuSign Envelope ID: 4BC17D6E-B6D8-40A8-B4D3-F25A4F916800

3. Site Plan

Live at Lakeview Summer Music Series
Event Site Map



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4. Production Schedule

Timeframe	Action / Event	Location	Notes
7:00 AM – 3:00 PM	Event Setup	Lakeview Commons (upper and lower level)	
2:00 PM	Road closure	Lakeview Ave from Highway 50 to Harrison Avenue	
2:00 – 4:00 PM	Vendor Setup	Lakeview Plaza (upper level)	
3:00 – 4:00 PM	Band Load-in & Sound Check	Boat Ramp and Stage Area	
4:30 – 5:45 PM	Event Starts: Opening Act Plays	Stage Area	(1) *1:15 min set* Beer garden opens and vendors are selling items
5:45 – 6:00 PM	Set change / Announcements	Stage Area	
6:00 – 8:30 PM	Headlining Act Plays		2 sets with a 15 min break.
8:30 – 11:00 PM	Strike Venue	Lakeview Commons (upper and lower level)	
9:00 AM	Final Strike	Lakeview Commons (lower level)	Finishing touches and final sweep of the beach

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E. Event Financing Plan

The Live at Lakeview Summer Music Series has been successfully funded and executed, for the past eight years, through a strong blend of On Course Events infrastructure, ongoing event sponsorships, vendor booth sales, beer garden proceeds, and community donations of both cash and time. Upon approval of event permit and Signature Event Status, On Course Events will immediately continue to solicit sponsorships and renew ongoing partnerships. Businesses will be offered packages at Co-Title, Presenting, Associate, Supporting and Community Levels.

These businesses will supply capital and in-kind-trade in exchange for varying levels of exposure through the following outlets:

- Event entitlement of Series ("Co-Sponsor's" Live at Lakeview")
- Logo recognition on Stage Banner(s)
- Banner or flag locations at event site
- Logo inclusion in all print and promotional materials
- Radio, TV and On-Site Announcer mentions
- Booth space for each weekly event for promotion or VIP
- Social media recognition and highlights

In addition, On Course Events is seeking support from the South Lake Tahoe City Council and other city services to keep the Live at Lakeview Summer Concert Series as a financially viable option. Upon completing of the first eight seasons, we have developed and solidified an event budget to keep Live at Lakeview entertaining the community for the next five years and hopefully more in the future. On Course Events seeks to request the city waive the venue rental fees in exchange for providing this free concert series to the community and tourists of South Lake Tahoe as a Signature Event Series.

On Course Events also requests that the City of South Lake Tahoe continue as a recognized co-title sponsor of the Live at Lakeview Summer Concert Series, through a nominal support of $5000 support package per season. This equates to $454.55 per week for the 11-week concert series.

The City of South Lake Tahoe will be recognized as a sponsor through:

- Prominent logo inclusion as co-title sponsor in all print and promotional materials
- Prominent logo recognition as co-title sponsor on Stage Banners
- Prominent logo recognition as co-title sponsor through on-site vendor booth tents
- Radio, TV and On Site Announcer mentions as co-title sponsor
- Booth space as needed for City event promotions and community outreach
- Social media recognition as co-title sponsor

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F. Financial Capability of Proposer

On Course Events is a financially viable company with significant infrastructure to effectively produce the Live at Lakeview Summer Concert Series. In the first eight seasons of the series, the On Course team has secured sponsorships to cover the hard costs of the event including staff, security, entertainment, production, insurance, sound engineering, marketing, and promotions. Supplementary revenue will come from capital sponsorships, vendor booth sales, alcohol sales and community donations.

The entire community and various local businesses have continued to support Live at Lakeview and they are all eager to enjoy this concert series again for many seasons to come. Based upon the growing success of the first eight years of Live at Lakeview and the strong relationships On Course Events has built, the necessary sponsorships are in place to continue to run this series for many years to come.

In order to continue this growth trend and secure future additional sponsor support in a timely and professional manner, which is typically 6 months to a year in advance, On Course Events is seeking a five-year contract with the City of South Lake Tahoe. This multi-year contract will enable On Course Events to provide long-term value to the City and all event sponsors that are supporting this community-focused event.

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G. Local Business

On Course Events is based in the City of South Lake Tahoe with a current Business License in place.

Ratification of Amendment No. 1 to Concessionaire/Vendor Agreement with On Course Events (C-136-2019)

The Concessionaire /Vendor Agreement (C-136-2019) entered on November 5, 2019, between the City of South Lake Tahoe, a municipal corporation ("CITY") and **On Course Events,** a Sole Proprietorship ("Concessionaire") is hereby amended as set forth below.

3. Term. This Agreement is granted a renewal for two (2) additional (12) month periods, retroactive to November 4, 2022. The expiration date of the Agreement is November 5, 2024.

5. City Contribution. As consideration for the public benefit provided by offering this free weekly concert series, for each year during the remaining term of this Agreement, the City agrees to contribute funding in the amount of ten-thousand ($10,000). City also agrees to waive the fees for the annual Special Event Permit, provide access to City electricity and water at no cost, and provide event support from City staff at no cost, including support from the Police Department and Public Works Department at a level deemed appropriate by the City Manager, in his sole discretion.

IN WITNESS WHEREOF, the parties have caused this Amendment No. 1 to Agreement to be executed on March 14, 2023.

CITY OF SOUTH LAKE TAHOE

Cody L. Bass

By: Cody L. Bass (Jun 20, 2023 17:30 PDT)

Cody Bass, Mayor Pro Tem

CONCESSIONAIRE

By: Rob Giustina (Jun 28, 2023 19:34 PDT)

Rob Guistina, Owner
On Course Events
Business License #04798

APPROVED AS TO FORM:

Heather Stroud (May 30, 2023 09:53 PDT)

Heather Stroud, City Attorney

ATTEST:

Sue Blankenship (May 30, 2023 09:52 PDT) May 30, 2023

Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

ONCOURS-01 MDELAET

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY) 5/24/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER GDI Insurance Agency, Inc.	CONTACT NAME: PHONE (A/C, No, Ext): (209) 634-2929 FAX (A/C, No): (209) 634-2927 E-MAIL ADDRESS: info@gdiins.com
INSURED Rob Giustina dba On Course Events 981 Tulare Ave S. Lake Tahoe, CA 96150	INSURER(S) AFFORDING COVERAGE — NAIC # INSURER A : Evanston Insurance Company INSURER B : United Financial Casualty Company — 11770 INSURER C : State Compensation Ins. Fund — 35076 INSURER D : INSURER E : INSURER F :

COVERAGES **CERTIFICATE NUMBER:** **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	X COMMERCIAL GENERAL LIABILITY CLAIMS-MADE X OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: X POLICY PRO-JECT LOC OTHER:	X	X	3DS5474-M3928035	6/29/2023	8/31/2023	EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG	$ 1,000,000 $ 100,000 $ 5,000 $ 1,000,000 $ 2,000,000 $ 2,000,000
B	AUTOMOBILE LIABILITY ANY AUTO OWNED AUTOS ONLY X SCHEDULED AUTOS X HIRED AUTOS ONLY X NON-OWNED AUTOS ONLY	X	X	00625814-0	5/24/2023	11/24/2023	COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)	$ 1,000,000 $ $ $
	UMBRELLA LIAB OCCUR EXCESS LIAB CLAIMS-MADE DED RETENTION $						EACH OCCURRENCE AGGREGATE	$ $
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y / N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N / A	X	9339516-2023	5/26/2023	5/26/2024	X PER STATUTE OTH-ER E.L. EACH ACCIDENT E.L. DISEASE - EA EMPLOYEE E.L. DISEASE - POLICY LIMIT	$ 1,000,000 $ 1,000,000 $ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Live at Lakeview - 6/29/2023, 7/6/2023, 7/13/2023, 7/20/2023, 7/27/2023, 8/3/2023, 8/10/2023, 8/17/2023, 8/24/2023 & 8/31/2023.

The certificate holder is named as Additional Insured to negligent acts or omissions of the Named Insured and only with respectes to the Operations of the Insured during the coverage period.

CERTIFICATE HOLDER

City of South Lake Tahoe
1901 Airport Rd
South Lake Tahoe, CA 96150

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Michael Delaet

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C-033-2023 On Course Events Amendment

Final Audit Report 2023-06-29

Created:	2023-05-30
By:	jo Mcdonough (jmcdonough@cityofslt.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAA8zRZdGqASFIxjsY3eopifZDfXw8Xu-cS

"C-033-2023 On Course Events Amendment" History

Document created by jo Mcdonough (jmcdonough@cityofslt.us)
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Document emailed to Sue Blankenship (sblankenship@cityofslt.us) for signature
2023-05-30 - 4:40:42 PM GMT

Email viewed by Sue Blankenship (sblankenship@cityofslt.us)
2023-05-30 - 4:52:41 PM GMT- IP address: 104.47.65.254

Document e-signed by Sue Blankenship (sblankenship@cityofslt.us)
Signature Date: 2023-05-30 - 4:52:53 PM GMT - Time Source: server- IP address: 128.92.136.146

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2023-05-30 - 4:53:32 PM GMT

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2023-06-21 - 0:29:32 AM GMT- IP address: 128.92.136.146

Signer cbass@cityofslt.us entered name at signing as Cody L. Bass
2023-06-21 - 0:30:05 AM GMT- IP address: 128.92.136.146

Document e-signed by Cody L. Bass (cbass@cityofslt.us)
Signature Date: 2023-06-21 - 0:30:07 AM GMT - Time Source: server- IP address: 128.92.136.146

Document emailed to robg@oncourseevents.com for signature

2023-06-21 - 0:30:08 AM GMT

Email viewed by robg@oncourseevents.com

2023-06-29 - 2:33:24 AM GMT- IP address: 47.33.63.96

Signer robg@oncourseevents.com entered name at signing as Rob Giustina

2023-06-29 - 2:34:45 AM GMT- IP address: 47.33.63.96

Document e-signed by Rob Giustina (robg@oncourseevents.com)

Signature Date: 2023-06-29 - 2:34:47 AM GMT - Time Source: server- IP address: 47.33.63.96

Agreement completed.

2023-06-29 - 2:34:47 AM GMT

Live at Lakeview Summer Music Series - Sponsorship Request
Voted Best Annual Event of Tahoe in 2023 *(Ahead of 4th of July Fireworks & Celebrity Golf)*

EVENT SERIES DETAILS:

Event Title:	Live at Lakeview Summer Music Series
Event Dates:	10 Live Events, Every Thursday June 20 – August 29, 2024 (no event on July 4)
Event Time:	4:30 – 8:30 pm
Event Location:	Lakeview Commons, South Lake Tahoe, California
Social Reach:	7.2k Facebook Fans, 1.7k Instagram Followers, Average weekly reach: 15k

Event Update:
Since reviving the series post-pandemic, overall production costs have increased by more than 25% & consumer spending (the series' primary revenue source - beer garden sales) have dropped by over 35%. Crowds continued to pack Lakeview Commons every Thursday last summer, the community loves the series so much it was voted the "2023 Best of Tahoe" award for Best Annual Event, but attendees do not have the spending money they used to.

On Course Events is seeking additional support to make this Signature South Lake Tahoe Series a sustainable event for our community, for years to come.

CITY OF SOUTH LAKE TAHOE CURRENT SPONSORSHIP:

Co-Title Level Sponsorship:

- $10,000 Annual Cash Contribution Currently Under Contract

ADDITIONAL SPONSORSHIP REQUEST:

- Additional $10,000 Annual Cash Contribution, for a total of $20,000

- Minimum of 2-year Agreement with option to renew in 2026

ON COURSE EVENTS DELIVERABLES:

- Prominent Logo Placement for over 90 days on Main Stage Banner, Roadside Banner, Plaza Banners, All Advertising Materials & Posters
- Prominent mention in weekly artist preview blogs and PR campaigns
- Prominent Mentions in Radio Interviews, TV Appearances and Weekly PA Announcements
- Social Media Tags, Collaborative Posts & Shoutouts
- Option to host booth on-site for promotional purposes

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:7

Agenda Item: Lakeview Commons Recreation Concessionaire Agreement with Tahoe City Kayak & Paddleboards

Executive Summary: The Lakeview Commons Recreation Concession RFP resulted in three proposals. The selection committee reviewed the proposals and selected Tahoe City Kayak and Paddleboard (TCKP) for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms. TCKP will enhance the recreational opportunities at Lakeview Commons by offering rental of paddle sports equipment including kayaks, paddleboards, and sailboats. Additionally, they will offer guided experiences and classes further enhancing opportunities for the public to recreate. Staff are seeking a motion from Council to select TCKP as the vendor for the Lakeview Commons Recreation Concession for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms.

Requested Action / Suggested Motions: Pass a Motion authorizing and directing the Mayor to execute an agreement with Tahoe City Kayak & Paddleboards to operate the Lakeview Commons recreation concession for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms.

Responsible Staff Member: John Stark, Director of Parks & Recreation

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Lakeview Commons Concessionaire Award.docx
02-Concessionaire Agreement with Tahoe City Kayak Paddleboard
03- RFP Lakeview Commons 2024.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Lakeview Commons Recreation Concession RFP Selection

Location: Lakeview Commons El Dorado Beach

Responsible Staff Member: John Stark, Parks and Recreation Director

Background: The City of South Lake Tahoe issued a Request for Proposals (RFP) to operate the Lakeview Commons paddle sports recreation concession. The City recognizes the opportunity to serve the public with high quality non-motorized watercraft rental services to enhance the user experience. Three proposals were received by the submission deadline of February 16, 2024. A selection committee reviewed the proposals and chose Outdoor Immersion Inc. d/b/a Tahoe City Kayak & Paddleboard (TCKP). TCKP has 27 years of experience operating concessions for non-motorized water craft rentals at Commons Beach in Tahoe City as well as experience operating paddle sports rentals at Sand Harbor in Nevada. TCKP will enhance the recreational opportunities at Lakeview Commons by offering rental of paddle sports equipment including kayaks, paddleboards, and sailboats. Additionally, they will offer guided experiences and classes further enhancing opportunities for the public to recreate. Staff are seeking a motion from Council to select TCKP as the vendor for the Lakeview Commons Recreation Concession for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms.

Issue and Discussion: Staff are seeking a motion from Council to select TCKP as the vendor for the Lakeview Commons Recreation Concession for a three-year term beginning May 1, 2024, with the option to extend the agreement for three one-year terms.

Financial Implications: Under the Agreement, the City would receive an annual fee of 18 percent of gross sales made by TCKP operating the Lakeview Commons Recreation Concession. This fee would be submitted to the City by December 1st of each year of the agreement and would be submitted to Parks & Recreation Concession Revenue account 100-04170-35330.

Environmental Considerations: The proposed action is categorically exempt from the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15301 (Existing Facilities) because the work done under the Agreement would consist of program provision and light maintenance, repair or minor alteration of existing public facilities involving negligible or no expansion of existing or former use.

Policy Implications: Strategic Plan Priorities supported by the Lakeview Commons Recreation Concession include:
Goal 2.2 Equitable Access 3. Evaluate opportunities to expand collaborative partnerships to promote health and wellness, combat childhood obesity, and encourage active lifestyles.

CITY OF SOUTH LAKE TAHOE
CONCESSIONAIRE AGREEMENT
LAKEVIEW COMMONS

This Agreement is entered into this 26th day of March 2024 by and between the City of South Lake Tahoe, a municipal corporation ("City") and Outdoor Immersion, Inc., a Nevada corporation, D.B.A. Tahoe City Kayak & Paddleboard ("Concessionaire"). The City and Concessionaire shall be collectively referred to as "parties" or individually referred to as City, Concessionaire or party.

RECITALS

A. WHEREAS, the El Dorado County owns, and the City leases from El Dorado County in a 50-year Ground Lease recorded in the official records of El Dorado County at Document No. 2022-0034736, the parcel at APN 026-050-006, more commonly known as Lakeview Commons and El Dorado Beach, near the intersection of U.S. 50 and Lakeview Avenue, South Lake Tahoe, CA 96150 (the "Premises"), as depicted in Exhibit "A";

B. WHEREAS, the City issued a Request for Proposals to provide recreational concession services on the Premises, and Concessionaire has submitted a proposal that has been selected as the most favorable for the City;

C. WHEREAS, Concessionaire has proposed opening and operating for renting non-motorized watercraft and offering guided experiences at the Premises ("Services"), specifically using the Facility depicted on Exhibit A, and has proposed pricing for said Services;

D. WHEREAS, Concessionaire has the skill and experience necessary to operate and provide Services at Premises; and

E. WHEREAS, City is relying on Concessionaire's expertise and skill to provide quality Services to enhance the services offered to the public on the Premises.

NOW, THEREFORE, the City and Concessionaire do hereby agree as follows:

AGREEMENT

1) Scope of Services. The City, in consideration of the payment of fees hereinafter specified to be paid by Concessionaire and of the covenants and agreements herein contained to be performed by Concessionaire, does hereby grant to Concessionaire the exclusive right to manage and operate and provide Services at the Premises for the purposes hereinafter specified. Concessionaire does hereby agree to use its best efforts, at all times during the Term of this Agreement, in order to manage and operate the Premises for the purposes hereinafter stated.

2) Use. Concessionaire's right to use the Premises is nonexclusive, and Concessionaire and the City, its agents, employees and contractors shall have the right to enter the Premises for any purpose that does not unreasonably interfere with the rights granted to Concessionaire under this Agreement. Such purposes may include but are not limited to the City entering to: inspect the Premises; determine whether Concessionaire is complying with the Agreement; make repairs, alterations or improvements.

Concessionaire hereby acknowledges that it shall use its best efforts to fulfill the purposes of this Agreement.

a) Description of Use. Concessionaire's right to use the Premises and Facility shall be for the following purposes:
   i) Rental of approved non-motorized watercraft and rental and sale of related merchandise;
   ii) Paid guided tours and lessons for the public;
   iii) Concessionaire shall establish and set prices substantially similar to the selections and corresponding prices set forth in Concessionaire's proposal to the City's RFP for Concession Services attached hereto and incorporated herein by reference as Exhibit "B."
   iv) Unless otherwise approved by the City Manager or their designee, all other uses not consistent with this section shall be considered a breach of this Agreement and shall give the City authority to immediately terminate this Agreement.

b) Prior Encumbrances. This Agreement is subject to all easements, liens, conditions, restrictions, encumbrances and claims of title which may affect the Premises in its present condition.

c) Additional Services. Concessionaire shall not institute any additional services not described in Exhibit B without the prior signed, written consent of the City, which consent shall not be withheld unreasonably.

d) Prices. Annually, the prices offered may be reviewed by the Concessionaire and/or the City to determine if certain prices need to be increased or decreased depending on market analysis, usage of services, and other criteria to be determined between the parties.

e) Licenses, Permits, etc. Concessionaire represents and warrants to City that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of Concessionaire to conduct and provide the services required of and set forth within this Agreement. Concessionaire represents and warrants to City that Concessionaire shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits insurance and approvals which are legally required of Concessionaire to conduct and provide the services required of and set forth withing this Agreement. Concessionaire shall maintain a City of South Lake Tahoe business license at all times services are performed under this Agreement.

f) Promotion and Signs. Concessionaire shall not display and shall not permit any other person to display any signs whatsoever within or on the Premises without the prior signed, written consent of the City Manager or their designee, and without obtaining applicable City permits and approvals. Application for such consent shall show in reasonable detail the type, character, and size of any such sign Concessionaire desires to display. Concessionaire is allowed to display an A-frame sign Friday through Sundays, 8:00 am to 5:00 pm and holidays or during City-sanctioned community events. Concessionaire is allowed to park a vehicle with a wrapped advertisement in the Lakeview Commons parking lot during operations.

g) Sales and Rentals. City reserves the right to prohibit the sale rental or use by Concessionaire of any article or item which City regards as objectionable or beyond the scope of merchandise or equipment deemed necessary for proper services to the public pursuant to this Agreement.
   i) Concessionaire shall include the following procedures in the rental process:
      (1) Require and verify identification for all renters.
      (2) Close rental operation during Lake wind advisory or other extreme weather events such as lightning.
      (3) Instruct all renters on proper use of personal flotation device.

h) Chemicals. No pesticides, herbicides, or fungicides may be used by Concessionaire on the Premises that are not approved in writing by City in advance of proposed use.

3) Term. This Agreement is granted for a term of three (3) years beginning on the May 1, 2024 ("Effective Date"). The Agreement may be extended for three (3), one-year renewals for the 2027, 2028, and 2029 seasons upon the mutual written agreement of the parties unless terminated earlier in accordance with section 7 of this Agreement.

4) Fees. Concessionaire shall pay to the City an annual fee based upon the percentage of all gross sales generated from all of the Concessionaire's activities set forth within this Agreement. The percentage shall be calculated based on the following rate as proposed by the Concessionaire in RFP submittal: Concessionaire shall remit to City eighteen percent (18%) of all Gross Sales (not inclusive of sales tax and 3rd party booking /processing fees of all activities (watersports rentals, guided tours, lessons, and retail items). Concessionaire shall calculate the annual fee by providing written documentation summarizing the annual fee calculation; said written documentation shall include supporting documentation and materials demonstrating how the annual fee was calculated.

The Concessionaire shall pay the annual fee and provide the City Manager a sworn statement of annual gross sales resulting from the Services before December 1 of every calendar year until all Fees owed to the City, pursuant to this Agreement, have been satisfied.

a) Gross Sales. The term Gross Sales as used herein shall include the total aggregate amount of the business done, sales made, rentals, deposits, commissions received,

and services performed by Concessionaire in, on, or from the Premises for cash and on credit (it being understood that sales on credit are to be included in Gross Sales whether or not payment is actually made to Concessionaire). Gross Sales shall include those revenues generated from rentals or sale of merchandise. Any transaction on an installment basis involving the extending of credit shall be treated as a sale for the full price at the time such transaction was entered into, irrespective of the time of payment or when title passes. No deduction shall be allowed for uncollected credit accounts and returned checks. 'Gross Sales' shall not include the amount of any tax on sales from the Premises where such taxes are added to the selling price, stated separately, and paid by Concessionaire's customers, and remitted directly to the taxing authorities by Concessionaire. In the event merchandise is taken in trade, Gross Sales shall mean the full price of the merchandise sold.

b) Late Payment. If any payment of the Fees owed to the City is not received by the City when due, Concessionaire shall pay to the City an additional sum of ten percent (10%) of the overdue Fee as a late charge, plus interest at a rate of twelve percent (12%) per annum, or the highest rate permitted by law, whichever is less. Acceptance of any late charge shall not constitute a waiver of Concessionaire's default with respect to the overdue amount or prevent City from exercising any of the other rights and remedies available to the City.

5) Records and Inspection. Concessionaire shall keep true and accurate books and records showing all of its income and expenses and business transactions in connection with the Facility in separate records of account in a manner reasonably acceptable to City, and City shall have the right through its representatives, and at all reasonable times, including any time during the one year period following the termination of the Agreement, to inspect such books and records, including, profit and loss statements, State of California sales tax return records, Federal and State income tax returns, and Federal and State payroll tax reports. These records shall be kept for a period of two years after termination of this Agreement. If such audit reveals that there is a deficiency in the manner Concessionaire maintains its records, Concessionaire shall immediately cure such deficiency and shall pay all City expenses incurred for such audit immediately upon demand by City. If such audit reveals that there is a deficiency in the payment of any Fee, then such deficiency shall become immediately - due and payable together with interest thereon at the rate of twelve percent (12%), or the highest rate permitted by law, whichever is less, per annum from the past date due until paid and Concessionaire shall immediately pay for the costs of any audit by City if the audit reveals that Concessionaire either understated annual Gross Sales by more than one half percent (0.5%) of the Gross Sales for any year or underpaid the Concessionaire's Fees by greater than One Thousand Dollars ($1,000.00). In the event that the City discovers a pattern of deficiency, this pattern shall constitute a default of this Agreement. Concessionaire shall pay the costs of all audited financial statements required by the City under this Agreement.

Any information obtained by City pursuant to the provisions of this Section 5 shall be treated as confidential, except in any proceedings between the parties hereto, and except further that City may divulge such information to a lender and/ or to any person

as required by law. The City is subject to the California Public Records Act and, if required by law, the City may disclose certain information.

6) No Partnership Formed. City is not, and shall not in any way or for any purpose become an agent, partner, or joint venturer of Concessionaire in its business or otherwise.

7) Termination. The City shall have the right to immediately terminate this Agreement at any time during the Term of this Agreement for any reason, upon 90 days written notice. Concessionaire shall be entitled to compensation for services performed up to the effective date of termination.

8) Ownership of Documents. All plans, studies, documents and other writings, including working notes and internal documents, prepared by and for Concessionaire, its officers, employees and agents and subcontractors in the course of implementing this Agreement, shall become the property of City upon payment to Concessionaire for such work, and City shall have the sole right to use such materials in its discretion without further compensation to Concessionaire or to any other party. Concessionaire shall, at Concessionaire's expense, provide such reports, plans, studies, documents and other writings to City upon written request.

9) Employees and Personnel. All persons employed and/ or utilized in connection with the Services, including all employees (part-time and full-time), volunteers, and agents shall be deemed employees of Concessionaire and not the City. Concessionaire shall ensure that all employees and/or persons utilized by Concessionaire for work relating to this Agreement are adequately trained for such purposes, shall be courteous, and shall be suitably and neatly attired so as to be recognizable as employees of Concessionaire. If in the reasonable judgment of City, any such person is incompetent, disorderly, discourteous, or otherwise objectionable, the City Manager shall provide written notice to Concessionaire to advise Concessionaire of the behavior. Concessionaire shall devote its own time and attention to the conduct of the Services to be rendered on and from the Premises and shall provide the City Manager with a response providing the steps taken to address the City Manger's notice.

   a) Concessionaire acknowledges and agrees that all persons employed by and/ or utilized by Concessionaire will not be eligible for any City employee benefits and, to the extent Concessionaire' s employees, volunteers or agents would otherwise be eligible for any City employee benefits of any kind but for the express terms of this Agreement, Concessionaire (on behalf of itself and its employees) hereby expressly declines to participate in such City employee benefits of any kind.

   b) City is not required to make any deductions or withholdings from the compensation payable to Concessionaire under the provisions of this Contract and is not required to issue W-2 Forms for income and employment tax purposes for any of Concessionaire's assigned personnel. Any third party persons employed by Concessionaire shall be entirely and exclusively under the direction, supervision, and control of Concessionaire. Concessionaire hereby indemnifies and holds City harmless from any and all claims that may be made against City based upon any contention by any third party that an employer-employee relationship exists by reason of this Agreement.

c) Concessionaire shall ensure that all persons employed by and/or utilized by Concessionaire and who supervise minors, meet the provisions of the Public Resources Code, Section 5164.

d) Concessionaire shall file with the City a certificate showing that within the last two years, every person employed and/or utilized by Concessionaire for work subject to this Agreement is found to be free of communicable tuberculosis in accordance with the provisions of the Public Resources Code, Section 5163.

e) At all times during the Term of this Agreement, Concessionaire shall comply with the provisions of the Labor Code relating to the employment of minors.

10) Operating Schedule. The Services shall be operated seasonally and Concessionaire is required to operate from 9:30 a.m. to 6:00 p.m. seven (7) days a week between the first Saturday before Memorial Day and September 30. Exceptions to regular operating hours may occur as a result of inclement weather directly impacting business volume. Concessionaire may operate during the remainder of the calendar year, except when the Premises are closed, but may operate on a reduced or alternative schedule subject to the determination of the Concessionaire and agreement by the City. Concessionaire shall ensure that sufficient personnel are available to provide service in a business-like manner. Any changes to this operating schedule must be approved by the City Manager in writing.

11) Special Events. Concessionaire may hold special events at the Premises where said special events are approved and permitted by the City. Concessionaire shall submit a list of all scheduled events by April 30 prior to each summer season to the City Manager who shall utilize the City's standard special events application and review process for issuance or denial of special event permits, licenses and/or authorizations.

12) Quality of Concessionaire's Services. The Concessionaire shall conduct its operations in a business-like manner in accordance with this Agreement and shall not unreasonably interfere with the public's use of other areas of the Premises or infringe upon the normal method of operations of any parties authorized as of the date hereof to conduct business on the Premises.

a) In addition to all other local, State and Federal safety requirements to which Concessionaire is bound, the Concessionaire shall additionally:
   i) Require and verify identification of all persons renting watercraft or other equipment from Concessionaire.
   ii) Cease all rentals of watercraft and other equipment during lake wind advisory, Red Flag warnings or other extreme weather events such as lightning.
   iii) Instruct all persons renting watercraft and other equipment from Concessionaire on proper use of floatation device.

b) The Concessionaire shall at all times control the conduct, demeanor, performance, and appearance of its officers, members, employees, agents, volunteers, independent contractors, subcontractors, representatives, customers, and patrons. The City reserves the right to reasonably request that the Concessionaire take all

necessary steps to correct the cause of such objection and if necessary, remove any person in the event that the steps to correct such objection are unsuccessful.

c) Concessionaire shall furnish good, prompt, efficient, and friendly service adequate to meet all reasonable demands therefor and to the satisfaction of the City. The City Manager may periodically evaluate Concessionaire's performance under the Agreement. As a result of these evaluations, the City Manager may reasonably request Concessionaire to modify its operation so as to furnish good, prompt and efficient service.

d) Concessionaire shall not conduct any business or activity not specifically authorized by this Agreement, unless approved by the City Manager.

13) Independent Contractor. It is understood and agreed by the parties that the Concessionaire, in the performance of the work and services agreed to be performed, shall act as and be an independent contractor and shall not act as an agent or employee of the City.

14) Professional Ability of Concessionaire. City has relied upon the professional training and ability of Concessionaire to perform the services hereunder as a material inducement to enter into this Agreement. Concessionaire shall therefore provide properly skilled professional and technical personnel to perform all services under this Agreement. All work performed by Concessionaire under this Agreement shall be in accordance with applicable legal requirements and shall meet the standard of quality ordinarily to be expected of competent professionals in Concessionaire's field of expertise.

15) Compliance with Laws. Concessionaire shall comply with all applicable federal, state, regional and local laws, codes, ordinances and regulations in carrying out his/ her duties under this Agreement. Concessionaire shall observe and comply with all applicable laws, ordinances, regulations and codes of federal, state and local governments, and shall commit no trespass on any public or private property in performing any of the work authorized by this Agreement. The City, its officials, officers, elected officials, appointed officials and employees shall not be liable at law or in equity as a result of any failure of Concessionaire to comply with this section.

In the event it is determined that the Concessionaire is required to pay prevailing wages for any work performed under this Agreement, the Concessionaire shall pay all penalties and wages as required by law.

16) Indemnity. CONCESSIONAIRE, AS A MATERIAL PART OF THE CONSIDERATION TO CITY, HEREBY ASSUMES ALL RISK OF DAMAGE OR LOSS TO THE FACILITY INCLUDING, BUT NOT LIMITED TO, CITY'S EQUIPMENT, FURNITURE, OR OTHER PROPERTY IN THE FACILITY AND, PROPERTY DAMAGE, INJURY OR DEATH TO PERSONS IN, UPON OR ABOUT THE FACILITY, AND CONCESSIONAIRE HEREBY WAIVES ALL CLAIMS AND RECOURSE AGAINST THE CITY, INCLUDING THE RIGHT TO CONTRIBUTION FOR LOSS OR DAMAGE BY REASON OF DEATH OR INJURY TO PERSONS OR DAMAGES TO PROPERTY, WHETHER THE PERSON OR PROPERTY OF CONCESSIONAIRE, ITS AGENTS OR EMPLOYEES, OR THIRD PERSONS ARISING FROM ANY CAUSE, EXCEPT CLAIMS ARISING FROM THE

SOLE GROSS NEGLIGENCE OR SOLE WILLFUL MISCONDUCT OF CITY, ITS OFFICERS, DIRECTORS, AGENTS, OR EMPLOYEES. THE PROVISIONS OF THIS ENTIRE SECTION SHALL SURVIVE THE TERMINATION OR EXPIRATION OF THIS AGREEMENT.

Concessionaire hereby agrees that City shall not be liable for injury to Concessionaire's business or any loss of income therefrom or for damage to the property of Concessionaire, or injury to or death of Concessionaire, Concessionaire's employees, invitees, customers, agents or contractors or any other person, whether such damage or injury is caused by fire, steam, flood, electricity, gas, water or rain, or from the breakage, leakage or other defects of sprinklers, wires, appliances, plumbing, air conditioning or lighting fixtures, or from any other cause, whether said damage or injury results from conditions arising upon the Premises, or from other sources or places, and regardless of whether the cause of such damage or injury or the means of repairing the same is inaccessible to Concessionaire, except damage or injury caused solely by City's sole gross negligence or willful misconduct.

Concessionaire shall indemnify, hold harmless, and defend the City, and its officers, directors, agents and employees (each of which is an indemnitee) from and against any and all claims, losses, damages, demands, liabilities, suits, costs, expenses, including attorneys' fees, penalties, judgments or obligations whatsoever for or in connection with injury (including death) or damage to any person or property or pecuniary or monetary loss resulting from, arising out of, or in any way related to activity conducted by Concessionaire, including, but not limited to, Concessionaire's development, construction, occupation, use, operation, or maintenance of the concession, Premises, or any facilities, including events occurring on the Premises regardless of how the injury or damage was caused or suffered unless the injury or damage resulted from the sole gross negligence or willful misconduct of City, its officers, directors, agents, or employees.

City shall have no responsibility to safeguard the equipment and property of Concessionaire or any of its invitees. City shall have no responsibility to safeguard or protect the Concessionaire, or its employees, agents, officers, directors, or any of its invitees from bodily injury (including death) or personal injury.

In the event a claim is made against City or City is named a co-defendant in any action, arising out of, or in any way related to activity conducted by Concessionaire, Concessionaire shall immediately notify City of such fact and, at City's option, shall either retain legal counsel to represent City in such action at Concessionaire's sole expense or reimburse City for City's litigation costs, expenses, and attorneys' fees in undertaking its own legal representation.

In the event a claim is made against both City and Concessionaire for the joint and several liabilities of City and Concessionaire, the determination as to the apportionment of liability between City and Concessionaire shall be made by the judge in a court of competent jurisdiction. Neither City nor Concessionaire shall request that the apportionment of liability be determined by a jury.

Notwithstanding the apportionment of liability between City and Concessionaire, Concessionaire shall nevertheless be responsible to indemnify and hold harmless City

as fully set forth above, unless the court determines that the injury or damage resulted from the sole gross negligence or willful misconduct of City, its officers, directors, agents, or employees.

a) Waiver. The Concessionaire hereby waives any claim against the City, its officers, directors, agents, or employees for damage or loss caused in connection with or as a result of any suit or proceeding directly or indirectly attacking the validity of this Agreement or any part thereof or as a result of any judgment or award in any suit or proceeding declaring this Agreement null, void, or delaying the same or any part thereof from being carried out.

b) Customer Waivers. Concessionaire shall require each customer using its Services to sign a waiver on a form to be approved by the City's Risk Manager, which includes a waiver of liability and holds the City harmless from any property loss or damage or injury including death. Concessionaire shall maintain these waivers for a period of five years and shall make them available to the City upon request.

17) Insurance Requirements.

a) Concessionaire, at Concessionaire's own cost and expense, shall procure and maintain, for the duration of the Agreement, the following insurance policies.

i) Workers' Compensation Coverage. Concessionaire shall maintain Workers' Compensation Insurance and Employer's Liability Insurance for its employees in accordance with the laws of the State of California. In addition, Concessionaire shall require each subcontractor to similarly maintain Workers' Compensation Insurance and Employer's Liability Insurance in accordance with the laws of the State of California for all of the subcontractor's employees. Any notice of cancellation of all Workers' Compensation policies must be received by City at least thirty (30) days prior to such change. Concessionaire shall provide thirty (30) days written notice of nonrenewal of any Workers' Compensation policies. The insurer shall agree to waive all rights of subrogation against City, its officers, agents, employees and volunteers for losses arising from work performed by Concessionaire for City.

ii) General Liability Coverage. Concessionaire shall maintain commercial general liability insurance with coverage at least as broad as Insurance Services Office (ISO) form GC 00 01 in an amount not less than one million dollars ($1,000,000) per occurrence and two million dollars ($2,000,000) aggregate for bodily injury, personal injury and property damage, and products and completed operations, including without limitation, blanket contractual liability. The aggregate shall apply separately to this project/location. If a commercial general liability insurance form or other form with a general aggregate limit is used, either the general aggregate limit shall apply separately to the work to be performed under this Agreement or the general aggregate limit shall be at least twice the required occurrence limit.

iii) Automobile Liability Coverage. Concessionaire shall maintain automobile liability insurance covering bodily injury and property damage for all activities of the Concessionaire arising out of or in connection with the work to be performed under this Agreement, including coverage for owned, hired and non-owned

vehicles, in an amount of not less than one million dollars ($1,000,000) combined single limit for each occurrence.

iv) Fire and Property Coverage. Concessionaires shall maintain fire and property insurance on all improvements and equipment owned by the Concessionaire. Standard Fire Insurance with extended coverage and vandalism and malicious mischief endorsements thereon, on all improvements owned by the Concessionaire, placed or constructed upon the Facility by Concessionaire, in an amount equal to ninety percent (90%) of the full replacements cost thereof, and insuring the interests of the City and the Concessionaire as same shall appear. Concessionaire and City agree, to extent permissible, that they will waive their rights to subrogate fire damage. The policy shall contain a special endorsement that such proceeds shall be disbursed and used to repair or rebuild and such improvements so damaged or destroyed (if such course of action is required by this Agreement.)

b) Endorsements. Each general liability and automobile liability insurance policy shall be with insurers possessing a AM Best' s rating of no less than A:VII and shall be endorsed with the following specific language:

i) City, its elected or appointed officers, officials, employees, agents and volunteers are to be covered as additional insureds under Concessionaire's General Liability and Automobile Liability policies with respect to liability arising out of this Agreement and/or work performed by or on behalf of the Concessionaire, including materials, parts or equipment furnished in connection with such work or operations.

ii) This policy shall be considered primary insurance as respects City, its elected or appointed officers, officials, employees, agents and volunteers. Any insurance maintained by City, including any self- insured retention City shall be considered excess insurance only and shall not contribute with it.

iii) This insurance shall act for each insured and additional insured as though a separate policy had been written for each, except with respect to the limits of liability of the insuring Concessionaire.

iv) The insurer waives all rights of subrogation against City its elected or appointed officers, officials, employees or agents and City shall be provided with evidence of such waiver.

v) Any failure to comply with reporting provisions of the policies shall not affect coverage provided to City, its elected or appointed officers, officials, employees, agents or volunteers.

vi) No policies of insurance carried by Concessionaire shall be suspended, voided, canceled, or changed in coverage or in limits except after thirty (30) days written notice to the City Attorney by Certified Mail.

c) Deductibles and Self-Insured Retentions. The Concessionaire shall be responsible for all deductibles in all of Concessionaire' s insurance policies. The amount of deductibles for insurance coverage required herein shall be reasonable.

d) Certificates of Insurance. Concessionaire shall provide certificates of insurance with original endorsements to City as evidence of the insurance coverage required herein. Concessionaire shall not commence work under this contract until all insurance required under this section has been approved by City as to form, amount and carrier, nor shall Concessionaire allow any subcontractor to commence work on any subcontract until all similar insurance required and reasonably consistent limits of the subcontractor has been so obtained and approved. Certificates of insurance shall contain no exclusions unless negotiated with the City Attorney and approved, in writing, by the City Attorney.

18) Facilities and Equipment Provided by City. City and Concessionaire have jointly inspected the Facility prior to execution of the Agreement, and Concessionaire agrees that they have performed tests as they determined in their sole discretion to determine the condition of the Facility. The Parties agree that all improvements appurtenances and equipment existing on the Facility as of the Effective Date of this Agreement or installed by the City during the Term of this Agreement shall remain on the Facility for use by the Concessionaire in accordance with and subject to the limitations set forth in this Agreement. Concessionaire acknowledges and agrees that the Facility is in good and tenantable condition. Concessionaire has determined that the Facility is acceptable for Concessionaire's use, and Concessionaire acknowledges that City has not made any representations or warranties in connection with the physical condition, improvements, structures or appurtenances of the Facility or their fitness for Concessionaire's use upon which Concessionaire has relied directly or indirectly for any purpose. All improvements, structures, and fixtures are provided to Concessionaire without warranty of any kind including, without limitation, implied warranties of merchantability and fitness for a particular purpose.

19) Facilities and Equipment Provided by Concessionaire. Concessionaire shall provide, at its own expense equipment, personal flotation devices and all other mandatory safety equipment.

20) Concessionaire's Maintenance Obligations. Concessionaire agrees to maintain in good order and repair and in a clean and safe condition any and all concession structures, facilities, improvements, and equipment, at Concessionaire's sole cost and expense, during the entire Term of this Agreement.

a) Concessionaire expressly agrees, at its own cost and expense, to maintain and operate all of the Facility in a clean, safe, wholesome, and sanitary condition free of trash, garbage or obstructions of any kind and in compliance with any applicable laws, rules or regulations of any governmental authority having jurisdiction over the Facility. Concessionaire shall remedy without delay any defective, dangerous, or unsanitary conditions.

b) Concessionaire shall perform all required general maintenance and upkeep of the Facility. General maintenance shall not include work relating to the foundation and the roof, or work relating to electrical, plumbing, and mechanical requirements. Prior

to conducting any required general maintenance, Concessionaire shall inform the City's Parks and Recreation Director, in writing, of its intention to conduct general maintenance, and provide a detailed description of the maintenance to be performed.

c) Concessionaire shall repair any area damaged by Concessionaire, Concessionaire's agents, employees, invitees and visitors whether through active or passive negligence. Should Concessionaire fail, neglect or refuse to do so, the City shall have the right, but not the obligation, to perform such maintenance or repairs for the Concessionaire's account, and the Concessionaire agrees to promptly reimburse the City for the cost thereof (plus an additional twenty percent (20%) for overhead), provided, however, that the City shall first give Concessionaire ten (10) days' written notice of its intent to perform such maintenance. City shall not be obligated to make any repairs to or maintain any improvements on or at the Premises unless otherwise required by this Agreement.

d) Concessionaire agrees to assist City staff to secure all restrooms on the Premises and shall ensure that all restrooms are locked and secured at the time of Concessionaire's closure each evening, unless otherwise instructed by City staff. Concessionaire also agrees to advise the City of any necessary maintenance or damage to the restrooms.

e) Concessionaire shall provide the City with a $1,500 deposit to secure performance of obligations under this section. This deposit shall be in addition to any other remedies provided for under the terms of this Agreement and shall not serve as a limitation on any other City remedy.

City reserves the right of entry for its employees and agents to inspect the Premises as deemed necessary by City, and the right (but not obligation) to do any and all work of any nature necessary for preservation, maintenance and operation of the Facility. Concessionaire shall be given reasonable notice when any such work may become necessary and will adjust concession operations to permit City to proceed expeditiously with such work. City shall not be liable to Concessionaire for injury or damage that may result from any defect in the construction or condition of the Premises, nor for any damage that may result from interruption of Concessionaire's use of the Premises during any repairs by City. Concessionaire waives any right to repair the Premises at the expense of City under any applicable law.

21) Title to Improvements. Concessionaire hereby acknowledges the title of City in and to the Premises described in this Agreement, including real property improvements existing or erected thereon, and the Fixtures (as defined below), and hereby covenants and agrees never to assail, contest, or resist said title. Subject to the following paragraph, upon expiration or termination of this Agreement, any alterations to the Premises or to any structures located thereon, and all fixtures, including, without limitation, restrooms, and arenas (collectively, the 'Fixtures'), shall remain upon the Premises and be surrendered to and become the property of the City. All fixtures, appurtenances or alterations installed by Concessionaire must be approved by the City before installation.

22) Safety and Environmental Matters.

In order to insure the safety of the public, these safety precautions will be followed at all times; (1) Smoking will be strictly prohibited on the Facility and the surrounding area, and (2) All injury accidents shall be reported to the City Manager within twenty-four (24) hours.

a) Fire Protection. Concessionaire shall take all necessary precautions to prevent fire in or about the Facility, and Concessionaire shall carefully observe all rules of City relative to fire prevention. Concessionaire shall maintain a fire extinguisher for fire prevention as may be specified or required by the City of South Lake Tahoe Fire Department, EI Dorado County, or any other agency having jurisdiction to regulate fire prevention measures at the Facility.

b) Hazardous Substances. No goods, merchandise, or material shall be kept, stored, or sold in or on the Facility which are in any way explosive or hazardous; and no offensive or dangerous trade, business, or occupation shall be carried on therein or thereon, and nothing shall be done on the Premises, other than as is provided for in this Agreement, and no machinery or apparatus shall be used or operated on the Premises which will in any way injure the Premises or adjacent buildings. Gasoline and other flammable material shall be stored, handled, and used by Concessionaire as required by present or future regulations and laws.

c) Concessionaire represents and warrants to City that Concessionaire will not permit its employees, agents, contractors or invitees to generate, store, release, treat or dispose of any Hazardous Materials on, under or about the Premises, except in accordance with all applicable hazardous substance laws (as defined below). Concessionaire shall indemnify, protect, defend (by counsel acceptable to City) and hold harmless City, its officers, employees, successors and assigns (individually and collectively, 'lndemnitees') from and against any and all claims, judgments, causes of action, damages, penalties, fines, taxes, costs, liabilities, losses, and expenses arising at any time during or after the Term as a result (directly or indirectly) of or in connection with (a) Concessionaire and/or Concessionaire's agents, employees, invitees, or contractors breach of any prohibition or provision of the preceding sentence, or (b) the presence of Hazardous Materials (as defined below) on, under or about the Premises or other property as a result (directly or indirectly) of Concessionaire's and/or Concessionaire's agents, employees, invitees, or contractors activities, or failure to act, in connection with the Premises. This indemnity shall include the cost of any required or necessary repair, cleanup or detoxification, and the preparation and implementation of any closure, monitoring or other required plans, whether such action is required or necessary prior to or following the termination of this Agreement. Neither the written consent by City to the presence of Hazardous Materials on, under or about the Facility, nor the strict compliance by Concessionaire with all hazardous substance laws, shall excuse Concessionaire from Concessionaire's obligation of indemnification pursuant hereto. The provisions of this section will survive the expiration or termination of this Agreement.

d) For purposes of this Agreement the term 'Hazardous Materials' includes, but is not limited to, substances defined as 'hazardous substances,' 'hazardous materials,' or 'toxic substances' in the Comprehensive Environmental Response, Compensation and liability Act of 1980, as amended, 42 U.S.C. Section 9601, et seq.; the

Hazardous Materials Transportation Act, 49 U.S.C. Section 1801, et seq.; the Resource Conservation and Recovery Act, 42 U.S.C. Section 6901, et. seq.; and those substances defined as hazardous, toxic, hazardous wastes, toxic wastes, or as hazardous or toxic substances, including, but not limited to, petroleum and petroleum by-products, by any law or statute now or after this date in effect in California; and in the regulations adopted and publications promulgated pursuant to those laws ("Hazardous Substance Laws").

23) Notices. Any notice required to be given under this Agreement shall be in writing and either served personally or sent prepaid, first class mail. Any such notice shall be addressed to the other party at the address set forth below. Notice shall be deemed communicated within 48 hours from the time of mailing if mailed as provided in this section.

If to City:	City of South Lake Tahoe Joseph Irvin, City Manager 1901 Lisa Maloff Way South Lake Tahoe, CA 96150
With a copy to:	Heather Stroud, City Attorney 1901 Lisa Maloff Way, Suite 300 South Lake Tahoe, CA 96150
If to Concessionaire:	Andrew Laughlin Outdoor Immersion Inc., DBA Tahoe City Kayak & Paddleboard 521 N Lake Blvd, Tahoe City, CA 96145

24) Assignment and Subcontracting. The parties recognize that a substantial inducement to City for entering into this Agreement is the professional reputation, experience and competence of Concessionaire. Assignments of any or all rights, duties or obligations of the Concessionaire under this Agreement will be permitted only with the express written consent of the City Manager. Concessionaire shall not voluntarily or by operation of law assign, transfer, sublet, or otherwise transfer or encumber all or any part of Concessionaire's interest in the Agreement without City Manager's prior written consent, which may be granted or denied in City's sole discretion, which shall not be unreasonable withheld. If City consents to such assignment, Concessionaire shall be fully responsible to City for all acts or omissions of the assignee. Nothing in the Agreement shall create any contractual relationship between City and the assignee nor shall it create any obligation on the part of City to pay or to see to the payment of any monies due to any such assignee other than as otherwise required by law.

25) Waiver. Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this Agreement. No delay, failure or omission of City to re-enter the Premises or to exercise any right, power, privilege, or option or be accrued shall impair any such right, power, privilege, or option or be construed as a waiver of such default or a relinquishment of any right or acquiescence therein.

26) Taxes. Concessionaire shall pay when due all taxes levied on personal property used or maintained upon the Premises and shall pay any possessory or use tax that may be levied in connection with use of the Premises. Concessionaire agrees to indemnify and save City harmless from all taxes whatsoever arising out of or in any way connected to the operations conducted by Concessionaire upon the Premises.

27) Payment of Debts; No Liens. Concessionaire shall promptly pay all debts incurred by it for materials, supplies, equipment, merchandise or services used in or about or in connection with its business or operations, and the wages and salaries and payroll taxes of all employees employed thereon. Concessionaire shall permit no liens to be levied upon or to attach to the Facility used by it in the performance of this Agreement. Concessionaire shall pay before delinquency all license fees, taxes, and assessments imposed, levied or assessed upon items or upon any property used by Concessionaire in the performance of this Agreement or upon Concessionaire's possessory interest therein, upon Concessionaire's business or activity conducted hereunder or Concessionaire's right to conduct same, or based upon the proceeds of such business or activity. If any lien is filed, Concessionaire shall cause such lien to be released and removed within ten (10) days after the date of filing, and if Concessionaire fails to do so, City may take such action as may be necessary to remove such lien and Concessionaire shall pay City such amounts expended by City.

28) Default. The occurrence of any one or more of the following events shall constitute a material default ('Default') of this Agreement by Concessionaire.

a) The violation of any provision, term or requirement of this Agreement.

b) The abandonment, vacation, or discontinuance of operations for more than one day unless discontinuance of operations has been previously approved by the City in writing. Abandonment or discontinuation by Concessionaire of operations hereunder. "Discontinuation" shall mean any closing (other than a scheduled closing or closing necessitated by acts beyond the control of the Concessionaire) or failure to provide all services or amenities for thirty (30) consecutive days or more. "Abandonment" shall mean an implied or express repudiation or renunciation of any operations under this Agreement or any material part thereof, subject to the renovation and refurbishment authorization provided for in this Agreement.

c) The failure of Concessionaire to make any payment of Concession Fees or any other payment required to be made by Concessionaire hereunder, after ten (10) days written notice from City of non-payment.

d) The interest of Concessionaire in the Agreement is assigned, transferred, passes to, or devolves upon, by operation of law or otherwise, to any other person, firm, or corporation without the prior written consent of the City.

e) The failure to maintain the Facility and the improvements constructed thereon in a state of repair required by this Agreement, and in a clean, sanitary, safe condition, where such failure continues for more than ten (10) days after written notice from the City for correction thereof. Nothing herein shall prohibit the City from requiring that safety and health conditions shall be corrected in accordance with the

requirements of the Uniform Building Code or Uniform Fire Code, as may be adopted by the City from time to time.

f) Deterioration of service for any period which materially and adversely affects the operation or service required to be performed by Concessionaire under the Agreement which is not corrected within thirty (30) days after written notice from the City for correction thereof; and the failure to maintain service standards thereafter.

g) The failure of Concessionaire to be in compliance with local, state and federal law.

h) The filing of a voluntary petition in bankruptcy by Concessionaire, the adjudication of Concessionaire as bankrupt, the appointment of any receiver of Concessionaire's assets, the making of a general assignment for the benefit of creditors, and/or a petition or answer seeking a reorganization of Concessionaire under the federal bankruptcy laws or any other federal or state laws.

i) Concessionaire's misrepresentation or inaccuracy of facts in its required forms, documents, and submittals required as part of this Agreement or in the submittals in the solicitation and selection of a Concessionaire to perform the services under this Agreement.

j) The filing of any lien or stop notice on account of Concessionaire where such lien/notice is not removed or enjoined and/or a bond for satisfaction of such lien is not posted within ten (10) days.

k) The failure of Concessionaire to operate in the manner required by this Agreement, or Concessionaire' breach of or default under any provision of this Agreement not otherwise specified above, where such failure or default continues for more than fifteen (15) days after written notice from the City to correct the condition specified.

l) The discovery of any material fraudulent statement in the Concessionaire's proposal leading to award of this Agreement, within three (3) years from the date this Agreement is executed, which significantly affects the Concessionaire's qualifications to perform under the Agreement following notice by the City Manager.

m) If a Principal or Owner of Concessionaire has been found guilty of, regardless of final adjudication, or a plea of nolo contendere to, any illegal conduct or activity which (i) is customarily considered to be a "white collar crime" such as, fraud, embezzlement or misappropriation of funds, or (ii) involves an act of moral turpitude, or (iii) which results in a felony conviction, unless Concessionaire has demonstrated to the satisfaction of the City within fifteen (15) days after adjudication of said Principal or Owner that action is being diligently taken to remove said Principal or Owner from any aspect of the business' operation pending an appeal of the conviction and, in not even shall such removal take longer than One Hundred Twenty (120) days. For the purposes of this section, the term "moral turpitude" shall mean conduct or acts that tend to degrade the Principals or Owners in society or bring them into public hatred, contempt, scorn or ridicule, or that will tend to shock, insult or offend the community or ridicule public morals or decency or harm the image of the City by virtue of its association with the facility.

29) Remedies. In the event of a Default by Concessionaire, City may:
   a) Terminate this Agreement in accordance with section 7, in which case Concessionaire shall immediately surrender possession of the Facility and all City-owned improvements and equipment to City.

   b) Take possession of the Facility as the agent and on account of Concessionaire, and if it so elects may license or rent the whole or any part of the Facility for the balance or any part of the term of this Agreement and retain any license fees received and apply the same in payment on account of Concessionaire. The performance of any or all of said acts by City shall not release Concessionaire from the full and strict compliance with all of the terms, conditions and covenants of this Agreement on Concessionaire's part, and Concessionaire shall pay any deficiency that may exist after deducting any license fees received, if any.

30) Dispute Resolution. Any dispute concerning this Agreement will be first submitted to the City Manager or their designee for resolution. If no resolution is reached the parties agree to select a mediator and submit the dispute to mediation. Both parties shall equally share in the cost of mediation.

31) Controlling Law Venue. This Agreement and all matters relating to it shall be governed by the laws of the State of California and any action brought relating to this Agreement shall be held exclusively in the Superior Courts in the County of El Dorado, South Lake Tahoe Division.

32) Prohibited Interests. Concessionaire warrants that it has not paid nor has it agreed to pay any person or entity, other than a bona fide employee working solely for Concessionaire or an independent contractor hired as discussed above, any fee, commission, percentage, brokerage fee, gift or other consideration contingent upon or resulting from the award or making of this Agreement. For breach or violation of this warranty, City shall have the right to rescind this Agreement without liability. For the term of this Agreement, no member, officer or employee of City, during the term of his or her service with City, shall have any direct interest in this Agreement, or obtain any present or anticipated material benefit arising therefrom.

33) Equal Opportunity Employment. Concessionaire represents that it is an equal opportunity employer and it shall not discriminate against any subcontractor, employee or applicant for employment because of race. religion, color, national origin, disability, ancestry, sex or age.

34) Drug-Free Workplace Certification. By signing this Agreement, Concessionaire hereby certifies under penalty of perjury under the laws of the State of California that the Concessionaire will comply with the requirements of the Drug-Free Workplace Act of 1990 (Government Code Section 8350, et seq.) and will provide a drug-free work place by taking the following actions:

   a) Publish a statement notifying employees that unlawful manufacture, distribution dispensation, possession, or use of a controlled substance is prohibited and specifying actions to be taken against employees for violations, as required by Government Code Section 8355(a).

b) Establish a Drug-Free Awareness Program as required by Government Code Section 8355(b) to inform employees about all of the following:
   i) The dangers of drug abuse in the workplace;
   ii) The person's or organization's policy of maintaining a drug-free workplace;
   iii) Any available counseling, rehabilitation and employee assistance program; and
   iv) Penalties that may be imposed upon employees for drug abuse violations.

Failure to comply with these requirements may result in suspension of payments under this Agreement or termination of the Agreement, or both, and Concessionaire may be ineligible for award of any future City agreements if City determines that any of the following has occurred: the Concessionaire (1) has made false certification, or (2) violates the certification by failing to carry out the requirements as noted above.

35) Americans with Disabilities Act. By signing this Agreement, Concessionaire assures the City that it complies with the American with Disabilities Act (ADA) of 1990, (42 U.S.C. 12101, et seq.), which prohibits discrimination on the basis of disability, as well as all applicable regulations and guidelines issued pursuant to ADA. Concessionaire also agrees to participate in and make itself available for (l) training by City staff regarding ADA accessibility at the Facility and surrounding Premises, and (2) a walk-through with City staff prior to commencing operations to the public pursuant to this Agreement. At said walk-through, City staff may require changes to the layout and plans for service at the Facility, and Concessionaire agrees to comply with and make such changes as recommended by City staff.

36) Amendments. This Agreement may be modified or amended only by a written document executed by both Concessionaire and City and approved as to form by the City Attorney.

37) Severability. If any term or portion of this Agreement is held to be invalid, illegal, or otherwise unenforceable by a court of competent jurisdiction, the remaining provisions of this Agreement shall continue in full force and effect.

38) Entire Agreement. This Agreement constitutes the complete and exclusive statement of Agreement between City and Concessionaire. All prior written and oral communications, including correspondence, drafts, memoranda, and representations, are superseded in total by this Agreement.

39) Execution. This Agreement may be executed in several counterparts, each of which shall constitute one and the same instrument and shall become binding upon the parties when at least one copy hereof shall have been signed by both parties hereto. In approving this Agreement, it shall not be necessary to produce or account for more than one such counterpart.

40) Time is of the Essence. Time is of the essence for this Agreement.

41) Advice of Counsel. Each party hereto has been provided full opportunity for review of this Agreement by legal counsel. Therefore no presumption or rule that ambiguity shall be construed against the drafting party shall apply to the interpretation or enforcement of this Agreement.

IN WITNESS WHEREOF, the parties have caused this Agreement to be executed on the date first written above.

CITY OF SOUTH LAKE TAHOE:

By_____
Cody Bass
Mayor

CONCESSIONAIRE:

By_____
Andrew Laughlin
Tahoe City Kayak & Paddleboard
Business License # _____

APPROVED AS TO FORM:

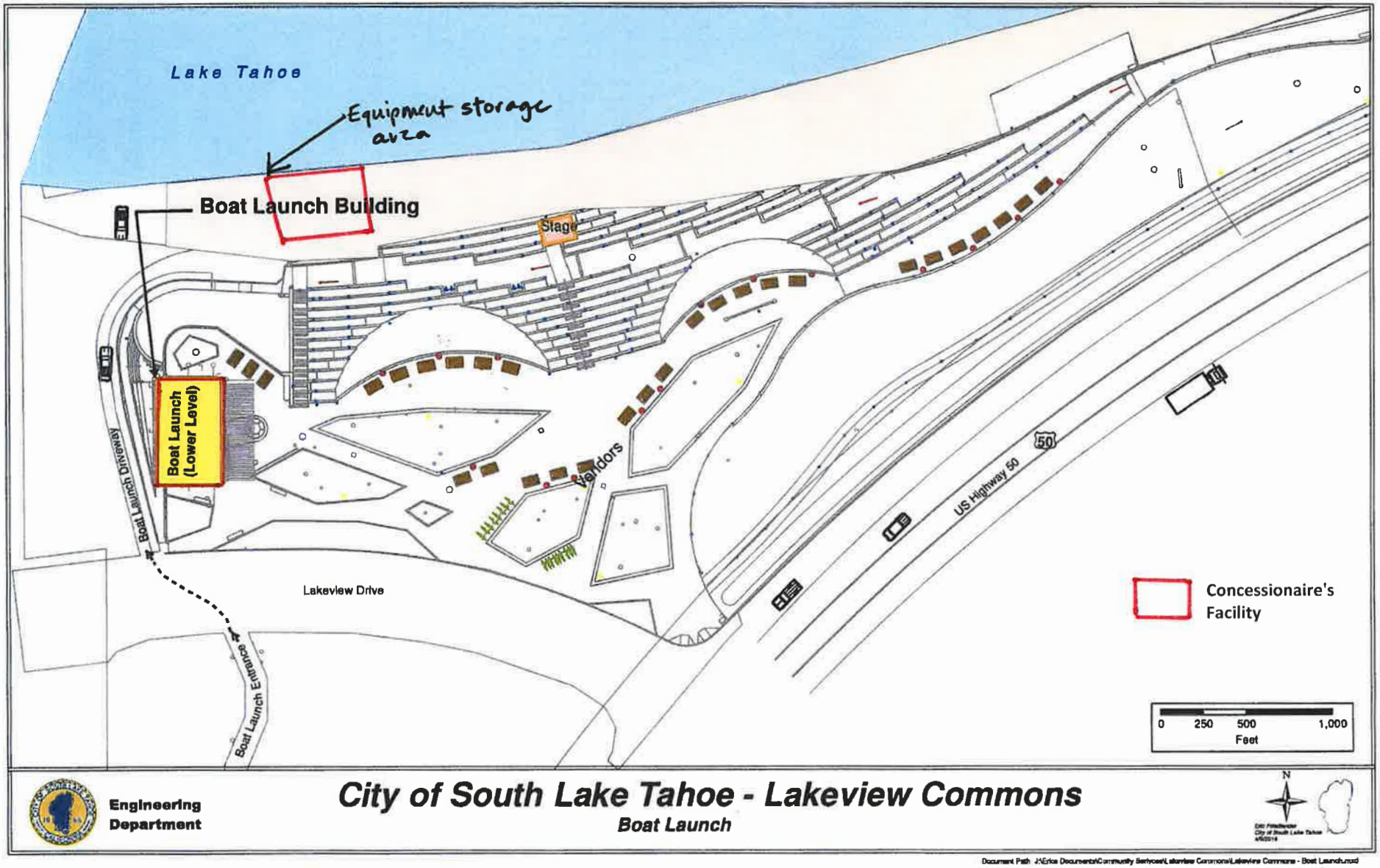
By_____
Heather Stroud, City Attorney

ATTEST:

By_____
Susan Blankenship, City Clerk

Attachments:
Exhibit A - Site Plan
Exhibit B – Tahoe City Kayak & Paddleboard Proposal

Exhibit A - Site Plan



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13 D: SCOPE OF WORK & IMPLEMENTATION

OVERVIEW OF OPERATION

Our goal is to make the experience of accessing the El Dorado Beach area for paddle sports as efficient, safe, informational, and fun as possible. We intend to accomplish this by having the best rental processes, software, staff education, signage, equipment, and industry standards. Our company's 27 years of experience renting non-motorized watercraft at Lake Tahoe, our access to some of the most well-known brands in paddle sports equipment, and our current partnerships with rental software companies who specialize in the paddle sports industry, make us highly qualified for the job of concessionaire at El Dorado Beach.

THE SCOPE OF WORK & IMPLEMENTATION DELIVERABLES ARE GROUPED INTO THE FOLLOWING NINE AREAS & DESCRIBED IN DETAIL IN THE FOLLOWING PAGES

SCOPE PART ONE: SCOPE OF SERVICE SPECIFICS ***(FROM PAGES 6-7 OF THE RFP)***

SCOPE PART TWO: CUSTOMER EXPERIENCE & EDUCATION

SCOPE PART THREE: STAFFING & TRAINING

SCOPE PART FOUR: EMPLOYEE COMPENSATION

SCOPE PART FIVE: RISK MANAGEMENT & CUSTOMER SAFETY

SCOPE PART SIX: NO CASH

SCOPE PART SEVEN: MARKETING AND SIGNAGE

SCOPE PART EIGHT: STORAGE AND LAYOUT

SCOPE PART NINE: IMPLEMENTATION TIMELINE/DELIVERY SCHEDULE

SCOPE PART ONE: SCOPE OF SERVICE SPECIFICS

(IN RESPONSE TO PARTS A TO K LISTED IN THE RFP ON PAGES 6-7)

A: HOURS of OPERATION & SEASONAL SCHEDULE

We will keep this concession open to the public from 9:30am until 6:00pm, 7 days a week. We will frequently operate tours beyond 6:00pm for our Sunset Kayak Tour, Full Moon Tour, or 4th of July Fireworks Tour.

We will be open 7 days a week, weather permitting, from first Saturday before Memorial Day through the end of September. If weather, smoke, and staffing levels allow, we will open in early May and close after Halloween weekend. Our Tahoe City operation is frequently open from May 10th to November 1st, and we would like to mirror that at El Dorado Beach.

As longtime Tahoe residents and business managers, we are very accustomed to making operational adjustments for weather, seasonal shifts, varying lake levels, and mobilizing and refining staffing plans accordingly.

B: CONCESSIONAIRE SERVICES TO BE PROVIDED

We would like to provide 3 types of concessionaire services:

1) **Rentals**
2) **Guided Tours and Lessons**
3) **Basic Retail offerings of beach-related items**

RENTALS OF QUALITY, DURABLE AND RELIABLE PADDLECRAFT

Initially, we'd like to rent out a similar mix of watercraft to our Tahoe City location. This includes:

1) **Tandem Sit-on-Top Kayaks (Perception Tribe 13.5, or similar)**
2) **Single Sit-on-Top Kayaks (Perception Tribe 9.5, or similar)**
3) **Stand Up Paddleboards (Pau Hana Navio, or similar)**
4) **4-6 person "oversized" paddleboards (Pau Hana Bimini, or similar,** EXHIBIT 7**)**
5) **4-person Hobie "Fiesta" pedal-drive kayaks (**EXHIBIT 8**)**
6) **Hobie Eclipse pedal-drive paddleboards (**EXHIBIT 6**)**
7) **Hobie Compass pedal drive kayaks**

While there may be some requests for canoes, clear kayaks, pedal boats, and water bikes, we have found that these items are a liability in windy/wavy conditions and perpetuate the need to rescue customers more often. Canoes and clear kayaks, in particular, have a tendency to take on water and sink, which is a scenario we very much seek to avoid.

The **Hobie** brand's pedal-driven kayaks and paddleboards have proven to be fantastic rental craft for us over the past several years. Their flipper-style propulsion system is significantly faster than hand paddling, and the fact that the propulsion flippers protrude down a foot beneath the watercraft massively increases the craft's stability and resistance to cross winds (similar to the centerboard on a sailboat).

A customer request that we get from time to time is for a human-powered watercraft that a family of 4 could fit upon - one of the reasons, perhaps, that canoes are popular on smaller, less windy lakes. We try to meet this need with multi-person watercraft such as the **Pau Hana Bimini** (a 6-person paddleboard) (EXHIBIT 7) and **Hobie Fiesta** (a 4-person pedal kayak; EXHIBIT 8). We've also been considering adding a sectional kayak called the **Point 65 North "Tequila" kayak** (EXHIBIT 9). This kayak model lets you buy a bow and a stern, and then add as many modular middle sections (seats for passengers) as you'd like.

We are open to exploring and trialing new rental options for our customers over time, especially if there seems to be a lot of demand for something we don't currently have. After looking at our rental data for the past 10 years, however, our 2-person (tandem) sit-on-top kayaks are the most high-demand rental item in our inventory. For this reason, they would comprise a larger portion of our 1st year rental fleet at El Dorado Beach, and then we would assess & adjust our rental inventory based on demand over time.

Based on projected volume and demand, our initial fleet would include the following items:

10 Single Kayaks
14 Tandem Kayaks
12 Stand-Up Paddle Boards
1 Hobie Tandem Island Sailing Kayak
3 Hobie Eclipse Pedal Paddle boards
3 Hobie Single Pedal Powered Kayak
1 Hobie Tandem Pedal Powered Kayak
1 Pau Hana Bimini 6-person Paddleboard
1 Hobie Fiesta 4 -person Pedal Kayak

RENTAL PRICING

We would implement a rental pricing structure that matches our North Tahoe rates, as we have found that consistency makes for less customer confusion when referring our patrons from one of our locations to another. Our current rental rates are as follows:

PADDLECRAFT	1 HOUR RATE	3 HOUR RATE	FULL DAY RATE
Single Kayaks	$30	$60	$90
Stand-Up Paddle Boards	$30	$60	$90
Tandem Kayaks	$45	$90	$110
Tandem Island Sailboat	2 Hours: $140	3 Hours: $185	Full Day: $225
All pedal-driven kayaks and paddleboards	Single Kayak Rate plus $8 per pedal drive	Single Kayak Rate plus $8 per pedal drive	Single Kayak Rate plus $8 per pedal drive

**** Rental rates are subject to change based on regional competition.***

We find that most customers upgrade to our 3-hour rate when they realize that they get 3 hours of paddling for the price of 2 hours. Our 3-hour rate is our most profitable price point, year after year.

We would also like to offer discounts to locals who would like to paddle frequently. Initial ideas include a "15 pack" of 3-hour rentals for $300. Valid on midweek days, and Sundays after 2pm.

GUIDED EXPERIENCES

Guided tours and lessons have always been a large part of what we do. We find that a significant portion of the public is too apprehensive to venture out paddle to their own, or they just want an experience where they'll learn better paddling skills and/or information about the history and ecology of Lake Tahoe. Through our tours we seek to educate, entertain, and provide the safety of a well-trained guide.

All of our guides must successfully complete the ACA (American Canoe & Kayak Association) "Trip Leader" course, which certifies them to teach and perform water rescues, basic paddle skills, and trip planning. The ACA is widely considered to be the national standard in paddle training. We are the only company on Lake Tahoe that has all of our guide staff members complete this training. Our guides also hold current certifications in CPR and First Aid, and many are also certified Wilderness First Responders.

Most of our guides supplement the "on-call" nature of guide work by working shifts on our rental beach. The knowledge they impart during those shifts, as well as the fact that they are trained and ready to do rescues vastly improves the quality and safety of our rental program.

SUNSET KAYAK TOUR: This tour begins 2 hours before sunset (start times change as days get longer and then shorter). This is a stunning time of day to see Lake Tahoe as the water reflects the vibrant sunset. $65 per person.

DISCOVER KAYAKING TOUR: This is a 1.5 hour lesson/tour hybrid that is designed to introduce people to basic paddle strokes and techniques for staying stable and comfortable in their kayak. If the class is doing well, we will go on a short tour to the Upper Truckee River mouth and talk about history, ecology and water clarity. $55 per person.

EMERALD BAY BOAT CAMP OVERNIGHT: This outstanding experience is offered twice each summer. Reservations for campsites must be made months in advance, so we will announce the dates for this tour when we've secured our sites. This tour will include a nature paddle in the Upper Truckee River, a hike on Fannette Island, a tour of Vikingsholm, stories and music by the campfire, and all meals prepared and served by our guides. $375 per person.

GET UP STAND UP: This one-hour paddle is an affordable way to learn proper technique for stand-up paddle boarding, and a great way to enjoy the lake's smoothest water. This tour/lesson is best done early morning at 8-9 am ideally, to ensure beginners get on the lake before the waves from power boats and wind make conditions more challenging. All instruction is individualized, meeting guests where they are, and progressing and pace that feels comfortable. The vast majority of guests progress from complete SUP novice to standing and paddling with confidence – and joy! – within the hour. Sitting or kneeling is also completely acceptable and also constitutes a successful paddleboard experience. $55 per person.

HISTORY & NATURE TOUR: The Upper Truckee River is home to river otters, endangered Lahontan Cutthroat Trout, and many species of birds. This scenic wonder is just a short paddle from our rental beach. Enjoy this family-friendly nature paddle while hearing tales of the Wild West from Tahoe's past. $85 per person.

ILLUMINATED KAYAK FULL MOON TOUR: This tour starts an hour before sunset, and paddlers get to catch the sunset and the spectacular moon rise over the lake. LED lighting kits on the bottom of our kayaks and paddleboards illuminate the crystal-clear waters beneath the watercraft. At twilight, all guests turn on the provided headlamps which serve as kayak running lights in the dark. $85 per person

4TH OF JULY FIREWORKS TOUR: This tour launches an hour before sunset. It is a modified version of our Sunset Tour. We give every guest a headlamp and a glow stick to illuminate their body and kayak. We do our standard tour until dark, and then group (raft up) the kayaks together inside the buoy line for safety and enjoy the best seats in the house for the Fireworks display. $80 per person.

PADDLEBOARD YOGA: We are open to partnering with a South Lake local yoga studio to offer an early morning paddleboard yoga session. We have found that yoga studios are better at marketing this to their own clientele, and utilizing our boards for the class. We have experience with this in Tahoe City, having partnered with Mountain Lotus Yoga for many years. Price TBD.

**Prices are subject to change in order to be locally competitive.*

RETAIL

While we wouldn't have the square footage at Lakeview Commons to offer a full-service paddle shop, we would like to offer some basic beach items that emphasize the safety and comfort of our guests, such as vital sunscreen, towels, wide-brimmed sun hats, and waterproof mobile phone cases. We would develop a simple display case for these items to be displayed under the logo tent. If there seemed to be enough demand from the boat ramp customers, and with permission, we could sell to them as well.

We would also print some logo-wear items with "South Lake Tahoe Kayak & Paddleboard" printed them. Top priorities would be fast drying T-shirts, trucker hats, and perhaps a drybag or keepsake water bottle.

C: This amount must be paid to the City on or before December 1st each year of the agreement. Concessionaire shall submit a sworn statement of gross sales and other income resulting from the operations of the Summer season for that year.

We will fully and respectfully abide by this RFP requirement.

D: No food or beverages will be allowed to be sold as this concession right belongs to another concessionaire through a separate agreement with the City.

We will abide by this RFP requirement.

E: Respondents should note that nearby private entities, such as lodging facilities, may have their own concession agreements for similar types of service on their property.

We understand, and believe that our marketing efforts and the high traffic location of Lakeview Commons will yield enough business to sustain us.

F: Concessionaire agrees to obtain all necessary permits and licenses required to comply with all applicable Federal, State, County and City laws including obtaining a City of South Lake Tahoe Business License, etc.

We will abide by this RFP requirement.

G: The Concessionaire shall bear all responsibility for operational expenses in the concession area. Concessionaire shall maintain the concession premises and improvements to the standards of repair, orderliness, sanitation and safety acceptable to the Recreation Services Department.

We will abide by this RFP requirement, and will communicate with the Recreation Services Department as regularly and promptly as needed.

H: Tenant Improvements are the responsibility of the Concessionaire. All Tenant Improvements must be approved by the Director of Public Works or his/her designated Representative.

We understand, and will abide by this RFP requirement.

I: Concessionaire will be allowed to use one tent shade to be taken down daily at end of each business operating hours. Location of the tent shade subject to approval by the City.

We will abide by this RFP requirement. We were told during the site visit meeting that the previous concessionaire placed his tent on the sand next to the water, just east of the floating dock and the "No Pedestrians" sign. We would like to do the same, unless the City requires us to set up in a different area. A location that's visible to pedestrians walking along the upper level of Lakeview Commons would be ideal for business, if allowable.

J: Concessionaire shall operate within designated area outside boat launch structure. The area shall be determined on a seasonal basis with City staff so as not to impeded public access to the beach and state park areas.

We will abide by this RFP requirement and make every effort to contain our operation within the parameters set forth by the City staff.

K: No Subcontracting Policy: Concessionaire shall not sublease or otherwise assign any rights or obligations to an outside contractor.

We will abide by this RFP requirement

SCOPE PART TWO: CUSTOMER EXPERIENCE & EDUCATION

We feel that the key elements to a top-notch customer experience are:

1. A FAST CHECK-IN PROCESS: On a busy weekend in July or August, the bottleneck in the rental process is the check-in line. A slow check-in process can frustrate customers and prevent kayaks from turning over as quickly, thus limiting profitability and customer satisfaction. The check-in process is driven by software. Our favorite software on the market today is **Peek Pro**.

Peek Pro allows customers to scan a QR code, which we have on a free-standing podium sign next to our tent, and they can use their own phone/device to fill out waivers, sign up for a time slot to paddle, and enter their credit card info. While we can also complete these steps on our own iPads at the front of the line (for the rare instances where customers don't have a device), most customers prefer to get the ball rolling while they wait. Getting all the administrative work done on customer devices eliminates their feeling of being in limbo and gets everyone on the water faster.

2. CHECK OUT PROCESS: Peek Pro, unlike most other kayak rental software, has a check-out screen that shows all the people who are out on the water, and those who haven't checked back in. When customers return, our staff can see if they have exceeded the rental time that they've paid for, and charge an additional hour if they've gone over their time. If we end the day with people still on the water, **we know exactly who has not checked back in** (and thus may need rescue). Our favorite part is that our staff is incentivized to diligently complete all check-outs, because the tip button on the iPad doesn't appear until the end of the check-out process. Since tips have proven to be the #1 retention incentive for beach staff, this has been invaluable for customer safety *and* employee morale.

3. CUSTOMER EDUCATION: This is key to a smooth rental operation. Taking extra steps on the front end of the rental process makes for fewer rescues, faster lines, and more dependable return times:

- **CLEAR SIGNAGE:** Customers are actively informed about today's weather/wind direction, rental rates, the steps for check-in, methods of payment, unsafe areas to paddle (power boating lanes), proper attire and the Paddler's Safety Checklist. We routinely point out these signs & reiterate messaging.
- **EASY-TO-FOLLOW INSTRUCTIONS:** Employees are trained how to explain, as quickly and concisely as possible (*and with simple, clear English adaptation for non-native speakers*), a few basic paddling tips and key safety concerns. We inform all customers how to avoid power boats, practical turn-around spots, and how to avoid headwinds, to name but a few important examples. These are part of seasonal employee training, so that everyone is on the same page and our message is consistent and compelling.

4. EXCELLENT EQUIPMENT: Through our retail store in Tahoe City, we have access to some of the highest quality, safest and most durable brands in paddle sports. We've found that providing customers with well-maintained equipment from reputable and recognizable brands leads to a good impression and repeat business. Having exciting new products, such as Hobie's Eclipse (a pedal-driven paddleboard) or Adventure Island (a pedal-powered sailing kayak), has always been part of our strategy as well. Giving people a "WOW" factor leads to positive reviews & word of mouth, plus repeat business.

SCOPE PART THREE: STAFFING & TRAINING

Staffing levels at the beach location will vary from 2-4 people per day, based on the month of the year (peak season/shoulder, quieter season & weeks), the weather forecast and weekday, weekend or holiday. On a Wednesday in mid-May, for example, we'd typically need 2 staff members. On a Saturday in July, we'd need at least 4 staff members, and can easily bring in day-of additional staff to accommodate demand. **On any given day, we will have at least one staff member who is CPR and First Aid Certified.** While roles can be swapped, the daily duties would be as follows:

STAFF MEMBER 1: Manage the front desk (under the tent) for rental check-in and retail sales.
STAFF MEMBER 2: Manage rental returns and checkout.
STAFF MEMBER 3: Fit PFDs and give pre-launch safety tips.
STAFF MEMBER 4: Stage kayaks from storage & help to launch and receive returns.

Every season, a Beach Manager is appointed, who is in charge of scheduling, fleet maintenance, reporting payroll, and staff oversight. There is also an Assistant Beach Manager who is in charge of these duties on the Beach Manager's days off. Barring any extenuating circumstances (illness, etc.), one of these two managers is on site every day, and additional expert staff are always available to bolster our presence. The Beach Manager is the face of the operation on the water, and consistently promotes safe efficient, and fun use of the rental equipment. **He/she is there to provide our guest the experience of a lifetime, every time.**

EXCELLENCE IN STAFF TRAINING: We've been in the kayak rental and tour business for over 25 years, and we've learned that a well-trained staff is the key to success. Well-trained employees with a positive attitude are less likely to make mistakes, which minimizes risk and liability.

With all of our employees embodying and implementing our "Your Kayak is Waiting" philosophy, we see the training and resulting behavioral choices reflected in higher tips, promotions, and a low-stress, fun, friendly and safe workplace.

While a positive attitude, appearance, and work ethic are catalysts that affect everything else we do, technical skills and procedural knowledge are, of course, also important. We provide annual employee training in:

A) **Our Peek Pro Software**
B) **CPR and First Aid**
C) **Product Knowledge (i.e. why different shapes and sizes of watercraft perform the way they do, how to match customers with appropriate watercraft, equipment repair and maintenance, proper PFD fitting, etc.)**
D) **Safety and Housekeeping Procedures/Duties**

E) **ACA Guide Training is mandatory each summer for those who wish to guide tours including returning guides. We encourage as many beach staff members as possible to attend our 3-day course. Those employees who do attend become a wealth of skills and knowledge. This elevates the professionalism of our entire operation, and prepares our staff for handling many emergencies. See below for additional details of Guide Training Curriculum.**

F) **Expectations of our landlord (the City of South Lake Tahoe) regarding interactions with the public, facility maintenance, and our contractual obligations.**

G) **Leave No Trace, water clarity ecology & the science of 'Keep Tahoe Blue', and current conservation efforts & initiatives, and our *'leave it cleaner than you found it'* ethos.**

WORLD-CLASS GUIDE TRAINING

Simon Norton, Head Guide, and Liz McNeil, Professional Paddler, co-design and deliver the Tahoe City Kayak 3-day Guide Training. Simon and Liz have paddled on every continent and bring a combined 60 years of global paddling experience to every group.

In addition to ACA skills training detailed below, our Guide Training is built on our proprietary model of "The 5 Hats of the Paddle Guide". The 5 Hats are summarized as follows:

1: **LOGISTICS & PROFESSIONALISM:** Welcoming, Friendly, Rapport Building, Confidence Projection, Consistency, Being Prepared, Gear

2: **PADDLE INSTRUCTOR:** Detailed Paddle Safety talk on land, on-water tips, single & tandem practical awareness & skills

3**: TAHOE EDUCATOR:** History, Geography, Stories & Lore, Facts, Stats, fun stuff, trivia, Q & A

4: **SAFETY & RISK MANAGEMENT:** Rescues, Towing Weather, natural hazards, Sun, hydration, First Aid, reading the group dynamics

5: **ENTERTAINER & CATERER:** lunches, snacks, water, appropriate jokes, stories, banter

We routinely train the majority of our staff in both Guiding and beach rentals. Doing this will ensure that on any given day, we will have a staff member capable of instruction, guiding, and water rescue. During slower times, where our staff is underutilized, it could also give us the opportunity to sell a last-minute kayak tour or lesson.

PADDLING, ON-WATER GROUP MANAGEMENT AND RESCUE SKILLS TAUGHT & ASSESSED INCLUDE*: (THESE ARE ALL TAUGHT AT ACA LEVEL 2 STANDARD)*

- The Risk Management & Safety Responsibility Mindset *"their lives are your responsibility"*
- Leave No Trace Ethics
- PFD Policy & Whistle
- Proper positioning, handhold and orientation of paddle as it was designed to be used
- Launching & Landing
- Preventing Capsize
- Wet Exit & multiple techniques of Self-Rescues including Cowboy/Girl & Paddle Float
- Effective Forward, Reverse & Sideways Paddling Techniques
- Turning techniques for single and tandem kayaks including full 360 turns
- Speed Approach (forwards & reverse) and Stop Maneuver – quickly getting to guests in need
- Sculling and Bracing
- Raft Up Group & on-water signals and communication
- Pump & Paddle Float
- Client Rescue techniques including T-Rescue, Stirrup Use, Bow Hug & Assisted Self-Entry
- In-Line, Contact, Rafted and Tandem Towing
- Reading Weather and Basic Navigation
- Emergency Procedures and Communication using Cell Phones & VHF Radio Calls
- Group Management, Scenarios & calm decision making on the water
- On Water First Aid, Sunscreen, Hydration & management of sea sickness
- Recognition & avoidance of hypothermia & hyperthermia
- Hazard Assessment & Avoidance
- Stand Up Paddleboard balance, positioning, paddling, turning and self-rescue techniques

Red Cross CPR & First Aid is included for all Guide Trainees as part of our 3-day Training

GRADUATED GUIDES

Our guides are assessed and observed for their ability to take guests onto the water. All guides must attend at least 1 shadow guiding event, observing a senior guide's process throughout a full tour or lesson. Guides then progress to co-guiding where they work alongside an established guide. Only when Tahoe City Kayak senior staff *and* the trainee guide BOTH feel the new guide is ready to take a group out on their own, are new guides graduated to solo guide status, with regular monitoring and check ins.

SCOPE PART FOUR: EMPLOYEE COMPENSATION (& BONUSES)

The Beach Manager and Assistant Manager both receive a bonus at the end of the season that is based on a percentage of gross sales. This structure incentivizes the managers to keep an eye on the bottom line and their day-to-day equipment inventory, and as needed, retrieve more boats from storage at peak times.

In addition to daily gratuities, beach technicians receive an added bonus on exceptionally high-volume rental days. The initial baseline is set at $3,200 of revenue per day, with a minimum $10 bonus every time staff surpass the daily target.

All individuals on staff would receive an hourly pay rate. We typically survey local businesses and want-ads to determine regional and industry comparisons and then go slightly higher. Presently, Tahoe City Kayak pays most employees between $18.50 and $26 per hour, depending on experience and position.

SCOPE PART FIVE: RISK MANAGEMENT & CUSTOMER SAFETY

Tahoe City Kayak (TCK) takes RISK MANAGEMENT very seriously. We instruct all of our staff about Risk Management mindsets, approach, communication, consistency, skills & vigilance.

We believe that the key elements to a safe Paddle Sports concession are:

1. **A Consistent, Reliable, Practical & Simple process for check in/check out**
    a) **Keeping track of customers**
    b) **A secure and organized waiver process**
2. **Customer Education**
3. **Clear signage**
4. **A Strict PFD and ankle leash policy**
5. **Well-maintained Equipment**
6. **A clear emergency protocol for staff members**
7. **Excellent Staff Training**
    a) **CPR and First Aid**
    b) **ACA Protocols & Expert Guide & Instructor Training**
    c) **City of South Lake Tahoe beach rules**
    d) **Schedule of daily duties (trash removal, etc.)**
8) **Clear & consistent policies regarding safety**

1. CONSISTENT & CLEAR CHECK IN/CHECK OUT PROCESS: A description of this process is described above in the "Customer Experience & Education" portion of this bid. To summarize: Our Peak Pro software digitally captures customer contact information and waivers, and allows our staff to see who hasn't checked out (i.e. they're still on the water, and we need to be aware). Our staff is incentivized to diligently check out returning customers, because the software doesn't give an opportunity to tip until checkout.

2. CUSTOMER EDUCATION: This, also, is covered in the "Customer Experience/Education" section above.

3. CLEAR SIGNAGE: This is important for liability reasons, and to help our staff remember what to say regarding safety and directions. Signage should include:

a) **Today's wind/weather**
b) **Steps for check in/check out**
c) **Paddler's Safety Checklist (from the ACA)**
d) **Unsafe paddling areas (power boating lanes, etc.)**
e) **Basic Paddling Techniques**

4. PFDS AND ANKLE LEASHES: Every customer, without exception, must be wearing a properly fitting PFD (with a safety whistle) as they paddle away from our concession area, and paddleboarders must be wearing an ankle leash (in addition to their PFD). We realize that actually wearing a PFD is not required by law for paddlers over 13 years old, but we feel it is a good policy for every customer's safety. We also know that ankle leashes are not required by law (we advocate that they should be), but getting separated from your board on a windy day can be life-threatening. We also make that sure that torn and/or faded PFDs are replaced, and that all our paddleboards have a well-fitting ankle leash.

5. WELL MAINTAINED EQUIPMENT: The Beach Manager is responsible for digitally documenting the physical state of all equipment, and this same individual must see repairs through to completion (through delegation, or doing it himself/herself). Our Peek Pro rental software can track any equipment that is down for maintenance (so we don't reserve it), and alerts management when repairs have not been completed in a reasonable amount of time.

6. EMERGENCY PROTOCOLS: Every day we will have a CPR/First Aid certified staff member present, and also have someone on staff who is ACA certified to do kayak rescues.

While staff members are encouraged to use ACA and Red Cross protocols for rescues and scene management, the Beach Manager will be responsible for elevating the response to an incident if it can't be immediately resolved with our staff. Examples of situations that need to be elevated include paddlers missing more than 2 hours (or within 2 hours of dusk), life threatening injuries/accidents, or members of the public who pose a threat to our customers or staff. In these types of situations, our staff will follow these steps (once they've done everything they can to ensure our staff and customers are out of the way of further danger).

FOR MISSING PADDLERS (BEYOND 2 HOURS, OR LESS THAN 2 HOURS FROM DUSK):

A) Call TCK General Manager or Owner
B) TCK top management will alert El Dorado Emergency Services or Sherriff (or whichever agency the City of South Lake Tahoe deems as their preferred first responder).
C) If TCK top management is unavailable, the Beach Manager must contact El Dorado Emergency Services or Sherriff.
D) If we cannot reach El Dorado Community Services, we will contact the Lake Tahoe Coast Guard.

E) Once the scene is stabilized and/or help is on the way, TCK top management will notify The City of South Lake Tahoe of the incident.
F) An incident report will be filled out by the responding staff member, and eye-witness contact information will be gathered.

7. EXCELLENT STAFF TRAINING: This topic is covered in the "Staffing/Training" section above. Safety training it a top priority for our business, and we spare no expense ensuring that all staff are properly trained to handle any situation that arises on the water.

8. CLEAR POLICIES FOR CUSTOMER SAFETY, AS FOLLOWS:

WEATHER CONSIDERATIONS

- We will shut down rental operations when there are sustained winds over 15 mph (i.e. a Lake Wind Advisory/Small Craft Warning)
- No beginners paddling when there are white caps (12.5mph winds)
- If lightning is spotted on the lake, we will suspend rental operations until the storm has passed.
- If foul weather is in the forecast (but it is calm right now), we will limit rental times to 1 hour, and participants must stay within view of the boat ramp at El Dorado Beach.

RENTAL POLICIES

- Children must be at least 5 or older to go on our watercraft (this is in our insurance policy)
- Children must be at least 10 years old to paddle in a single kayak or paddleboard (height, weight & physical ability can be considered).
- Children must be at least 16 years old to paddle without a parent or guardian on the water with minor (although an adult guardian must sign their waiver beforehand).
- All participants must READ and agree to rental rules and assumption of risk document.
- All participants must wear their PFD.
- All paddleboarders must wear their ankle leash in addition to their PFD.

ZODIAC RESCUE BOAT

We currently own an 11-foot Zodiac RIB rescue boat with an Evinrude outboard motor. We are prepared to keep this vessel down at Lakeview Commons, if the city would allow it. While there isn't room to store it inside of the building, we could store it on its trailer in the parking lot or use our **Wheel EEZ Sand Dolly** to roll it onto the beach at night. If the city is interested in this type of scenario, it could allow us another level of safety in the event of a missing customer at the end of the day.

SCOPE PART FIVE: NO CASH

We don't accept cash for customer payments. We believe that accepting cash on the beach creates more problems than it solves. It makes the concession a target for thievery, both internally and externally. A no-cash policy also makes reporting transparent to our landlords (who are getting a percentage of our gross sales). Since all rental customers have to provide a credit card in case their rental equipment is damaged, we assess that it has a negligible impact on sales & revenue.

We proudly offer Apple Pay and other electronic forms of payments.

SCOPE PART SIX: MARKETING AND SIGNAGE

CUSTOMER EDUCATION SIGNAGE

We have found it is important to inform customers, through concise signage and repeatable catch phrases for employees, about things such as:

A) Wind and weather forecast (i.e. how to avoid paddling back to us in a headwind).
B) How to avoid conflicts with power boaters (aka "Rules of the Road")
C) What to wear (i.e. Sun Protection, fast-drying clothes, a PFD)
D) How to start the check-in process
E) What a reasonable turn-around spot would be for a 2 or 3-hour paddle
F) Our strict PFD and ankle leash policy

Each of the items listed above will get an area on one of our signs next to the rental tent. We are fond of using "wind signs," which are plastic sandwich-board-style signs that have a sand-filled base to keep it from blowing over.

EXAMPLES OF OUR SIGNAGE

10 POINTERS FOR PADDLEBOARDERS:

- Always wear an ankle leash and life jacket (PFD)! "Cold Water Shock" can be a serious health risk.
- Know the weather forecast (ask our staff). Avoid high wind, waves, and lightning!
- Paddlers are not allowed in certain areas
- Look for buoys and signs on the water that indicate swim areas. Ask a staff member if you don't understand the signage or any instructional language.
- A wider stance is a more stable stance. Motion is your friend and balance support like a bicycle.
- Stand with your feet on either side of the board's center carry handle (the board's balance point)
- The board will wobble side to side in the water. Don't fight it. Stay loose.
- When your paddle is straight up and down, your paddle stroke moves you straight ahead.
- When you hold the paddle at a 45-degree angle to the water, your paddle stroke will make the board turn.
- Paddling backwards puts on the brakes.
- Straighter arms make a more efficient paddle stroke and use your "core" muscles.

10 POINTERS FOR KAYAKERS:

- Always wear a life jacket (PFD)! "Cold Water Shock" can be a serious risk.
- Know the weather forecast (ask our staff). Avoid high wind, waves, and lightning!
- Paddlers are <u>not allowed</u> in certain areas.

- Look for buoys and signs on the water that indicate these swim areas. Ask a staff member you don't understand the signage or any instructional language.
- Relax your hips and your kayak will feel more stable
- Straighter arms will make a more efficient paddle stroke and use your "core" muscles.
- Forward Stroke: your kayak will go straight ahead if the paddle blade enters the water by your feet, and exits by your hips.
- Turning (Sweep) Stroke: Your kayak will turn if you do longer, arcing strokes that sweep past your waist/hips.
- Paddling backwards puts on the brakes.
- Tandem (double) kayakers: Try to paddle at the same time, on the same side, to glide straight ahead.
- If you feel like your kayak is tipping, take a strong paddle stroke on the side you are tipping toward. This almost always brings you back to center.

STAYING SAFE ON THE WATER:

- Don't paddle too far from shore! Lake Tahoe is cold. If you're more than a 3-5 minute swim from shore, you are taking serious health risks from "Cold Water Shock," and potential conflicts with power boaters.

- Lake Tahoe gets windy most afternoons. Don't get caught paddling into the wind on your way back! Ask our staff which direction the wind will be coming from. Make sure the wind will be at your back on the way home, and stay within sight of our rental tent when the wind exceeds 12 mph (know the forecast).

- ***RULES of the ROAD***: If another boat is approaching you from the other direction, both of you should turn slightly to the right to avoid a collision (just like cars driving on the right side of the road). Sailboats under sail always have the right of way.

- Be aware of power boats launching and returning from the boat ramp. Allow them a launch path that goes straight out from the boat ramp (a "launch lane"). If you must paddle across the launch lane, treat it like crossing a busy street: Look both ways before crossing, and yield to power boat traffic in the launch lane.

- If you cannot swim, we do not want you to paddle our watercraft. If you choose to paddle, wear your life jacket at all times and paddle in water that is shallow enough for you to stand up in.

- Wear sun protection. Our high mountain sun can cause rapid damage to eyes and skin.

- Wear fast-drying clothing and/or bring something dry to change into in the event you get wet.

- Stay hydrated! Paddling can be hard work.
- Children should be accompanied by an adult while on the water.
- Children under the age of 10 should be in a tandem (double) kayak with an adult.
- We cannot accommodate children under 5 years old, due to insurance reasons.

PADDLE TALK: All Tour & Lesson groups receive a 10-15 minute hands-on-your-paddle Paddle Talk that covers name learning, introductions, all basic hand hold positions, paddle strokes, turning, balancing, safety and capsize procedure. All rentals get similar basic pointers and advice from our Beach Rental Techs as they prepare to launch onto the water.

WEATHER AND WAVE FORECAST

We have a whiteboard hanging above the check-in table that we update every morning prior to opening with the current weather and wave forecast. We use the NOAA website and the hourly forecast on **weather.com** to create our forecast for the day and consult wind apps including Wind Alert and Windy.

MARKETING SIGNAGE

While the facility/location for this concession is fantastic, the visibility of both the storefront space(facing into the boat ramp) and the area for the rental tent (visually blocked by the hill and the restroom building) is obscured from view to the thousands of (potential) customers who may be driving by.

While we would certainly abide by any rules or restrictions from the city, getting permission to create any kind of attention-grabbing visual presence at the street level of Lakeview Commons would almost certainly generate more revenue for the concessionaire and the city. As one of the very few areas in South Lake Tahoe where the main road follows the lakeshore, but not one where people are driving slowly, signage is key.

MARKETING IDEAS

We would Implement a combination of print ads, radio spots, web ads, social media and concierge relationship-building.

Our preferred print advertising outlets are Getaway Reno-Tahoe, Tahoe Weekly, 101 Fun Things to do at Lake Tahoe, and Tahoe Daily Tribune. Running ads in these publications from, at minimum, mid-June to mid-September, would be a good baseline. We usually include a $5 off coupon in these ads to incentivize people.

For radio spots, we would advertise with KTKE 101.5 and KRLT, running ads on weekends to catch the largest crowd in-area. We find these are particularly good when we do a special event like a “Women’s Sunset Paddle”.

Besides constantly working to streamline and get **maximum SEO** on our own websites, we would place web ads on Tahoe.com, YP.com, and Yelp. We also, with the exception of July and August, run midweek promotions with Travelzoo, Viator, and Airbnb Experiences.

PROPOSED SIGNAGE IDEAS

We have a few ideas that we’d like to implement (pending approval from the city):

IDEA #1: The idea came from seeing the Christmas Tree sales. If a sign with these dimensions could be approved, even if it’s only allowed to be up for 2 or 3 months(or however long the Christmas Tree sign was approved for), that would be ideal. (EXHIBIT 1)

IDEA #2: We currently own a number of 12-, 14-, and 16-foot-long enclosed trailers. If we were allowed a parking spot for the whole summer, right next to the road, we would wrap one of these trailers with our logo and a “call to action” directing customers to the beach. This trailer could also serve as extra storage for additional rental paddleboards and/or a rescue zodiac. (EXHIBIT 2)

IDEA #3: We could put our logo/wrap on one of the Ford E350 vans that we currently own. This van could then be parked in a parking spot nearest the road. We also could leave a rescue zodiac or jet ski on a trailer attached to the van. This would make the zodiac ready for action in an emergency. (EXHIBIT 3)

The more signage we are allowed to have, the more we'll catch customers' attention.

We would also put a sign with rental rates on the outside wall next to the concession retail space. It would be the same size as the sign that the current concessionaire has posted there.

If the city does not approve any of these ideas for a visual presence at the street level, we will do our very best to put out strong marketing efforts to mitigate the low visibility of the actual concession location.

Social Media ads, especially on Facebook and Instagram, have proven to be very beneficial as well. We create ads that target an audience within 15 miles of the rental beach. More people are navigating the world by iPhone these days than anything else, so these social media ads might be the most valuable of all.

A local graphic designer, **Riley Bathurst**, currently builds and maintains our Tahoe City Kayak website. He also builds web pages for Palisades Tahoe and several other high-profile clients. He makes sure that our SEO is optimized and that we are correctly directionalized on Google Maps, Apple Maps, etc. If we win this concession bid, he has committed to having a fully functional website within 5 weeks.

Concierge relationship-building is, in our opinion, the most important form of advertising other than SEO for our own website. Currently, we

- Create a full-color Concierge Guide with easy reference tabs to each one of our rental and tour products. This guide explains what we offer in greater detail (prices, what to wear, tour descriptions), than our brochures and business cards (which we also distribute).

- Meet with the Concierge Team of key properties early in the season (at a staff meeting or luncheon if possible) to give a presentation on what we do and how to find/book us.

- Take the Concierge Team on a free kayak or paddleboard tour as a team-building event.

- Get a list of their names and contact info so that we can set them up in our Peek Pro system to have one free midweek rental and on-going ½ price rentals (midweek) for themself and a friend.

- Create a unique promo code for their property that, if used to book online, tracks the guests that they refer to us so that we can offer them a 10% gratuity for the online bookings that they make.

- Follow-up visits throughout the summer to keep us on their radar, sometimes dropping off a bottle of wine or local novelty foods.

SCOPE PART SEVEN: STORAGE & LAYOUT

The goal of our concession design will be to create the ability for our staff to roll out (literally) our operation quickly in the morning, and to have a polished appearance that doesn't block the public's ability to use the boat ramp area.

In contrast to the current concessionaire's fixed racks that exist within the concession building, we would purchase the **"12 SUP Rolling Rack"** that can be found on the BounceSUP website. This sturdy rack has stout beach tires on it, and the spacing on the rack can be modified to fit either kayaks or paddleboards. (EXHIBIT 4)

We would also purchase the **"Stand Up Paddleboard Dolly 5"** that can be found on westcoastsailing.net. This dolly is designed to allow one person to transport 5 paddleboards simultaneously, and can be easily modified to transport multiple kayaks (stacked) by removing some of the upright posts. (EXHIBIT 5)

We would have to build stout wooden ramps to be placed (just for a moment/temporarily) at the base of each of the steps in front of the concession fold-up doors. These would allow us to roll out one (or more) of the racks, and roll them directly down to the concession tent.

Having a setup that allows 2 employees to roll a significant number of watercraft to the water at once will accelerate our morning set-up time and get more customers on the water sooner. The sooner they're on the water, the sooner they'll return and give that same asset (kayak or paddleboard) a chance to earn its next rental fare.

LOGO TENT

We would like to position a logo tent in the same location as the last concessionaire. It appears this tent was positioned on the East side of the concrete pad and the floating boat dock, closest to the water.

Over our last 20 years of kayak rentals, Tahoe City Kayak has lost more than one logo tent to wind damage. The best we've found so far is the EZ Up Endeavor 10'x10'. This is the EZ Up brand's most durable tent (according to them), and it has proven itself in our eyes (we currently use this tent at our Tahoe City concession). EZ Up produces sharp, professional logo printing, and replacement parts are easily available, ensuring minimal down time if the tent is damaged.

In order to mitigate wind issues, we would make anchors out of large plastic buckets, filled with sand. These would be placed at the 4 corners of the tent and attached to the frame with 1" nylon cam straps. Since the tent would have to be removed every evening the heavy buckets and tent frame would be transported to and from the concession building using a standard appliance dolly/cart.

The line for rentals would form at our logo tent. There would be podiums containing iPads all along the line so that customers could begin filling out their digital waivers before they reach the front of the line. Customers would then be helped by our rental staff with PFDs, paddles, safety information, and watercraft.

BEACH ORGANIZATION AND SPACE USAGE

If the lake level is high again for Summer 2024, we will organize our watercraft so that there is minimal impedance on the public's space and the adjacent beach. The aforementioned "12 SUP Rolling Racks" will certainly help with this, since storing watercraft over top of each other will minimize the footprint. We have a solution in the water as well.

We are currently a dealer for Bote.com, and they make an inflatable floating dock called the "Dock 7." (EXHIBIT 10) This stout inflatable platform uses the same technology as their inflatable paddleboards to create a sturdy and stable surface. Most importantly, however, is its ability to be anchored down and the fact that there are webbing loops all around the perimeter of the platform. These webbing loops are designed to have kayaks and paddleboards moored to them. This would create a star-fish effect of moored watercraft just off-shore in knee-deep water. During busy times when we are receiving a large number of watercraft returns, or when we are staging for a large group reservation, this will allow us to have more boats in place with a smaller beach footprint.

Life jacket racks would have to be built to organize our PFDs by size as they come in and out. We propose that these racks be upright pieces of 4x4 lumber with a sturdy/wide base. The upright 4x4s would have wooden dowels sticking out from every side. Each side could hold PFDs of a particular size, slung on the dowels through their arm holes. The effect would look similar to a large, free-standing coat rack. Easily accessible and organized Paddle holders would also be created.

SEPARATION OF MOTORIZED AND NON-MOTORIZED BOAT TRAFFIC

Since we are launching kayaks and paddleboards right next to the boat ramp, it will be important to educate customers about the rules of the 'road', i.e. water navigation, with ample visual cues. We would place a line of perpendicular orange buoys going out about half-way between our concession tent (at the East edge of the paved area by the water), and the boat ramp. This will give our staff a visual cue to point out to customers. They can tell customers to view the boat launch lane as a busy street in which they (the customers) should stop, look both ways, and yield to power boats in the launch lane.

ADHERENCE TO SPACE CONSTRAINTS OF THE CITY OF SOUTH LAKE TAHOE

We have been made aware that there have been some issues with the previous concessionaire regarding overstepping the allowed beach space for concession operations. **This is something we take very seriously.** Through our rolling racks (which could be stored inside the building when not in use), and our floating docks, we would make every effort to operate within the parameters set out by the city. Our utmost goal would be to maintain an excellent relationship that can continue for many years.

ELECTRICAL POWER FOR OPERATIONS

During the site visit, we were told that the previous concessionaire used an extension cord that plugged into the outlet next to the Lake Tahoe Water Trail sign, and covered it with a rubber mat. For improvement and safety, we propose use of small Goal Zero battery packs to make sure that our iPads don't run out of power during the day – we use these in Tahoe City on a daily basis.

SCOPE PART EIGHT: IMPLEMENTATION TIMELINE/DELIVERY SCHEDULE

WE ALREADY HAVE THE NECESSARY INVENTORY: With less than 2 months between the announcement of the winner, and the contractual start of operations, time will be of the essence. We are in a strong position with our equipment, as we already own the majority of the kayaks, paddleboards, paddles, PFDs, iPads, vehicles, and trailers that will be necessary to begin basic operations.

Although there was stratospheric demand for retail paddle sports items during the pandemic, the past two years have seen a steady decline in retail demand, and have left our retail store with an overstock of exactly the types of kayaks, SUPs, paddles, and PFDs we would need for this concession. We also have a considerable amount of equipment left over from our former concession at Sand Harbor. Most manufacturers have massively cut production in response to the downturn in retail demand, and this will create inevitable procurement issues for a potential concessionaire who doesn't have a warehouse full of this equipment, as we do. Most paddle sports brands require dealers to order equipment in September if they want it for the following May.

STAFFING STRATEGY: We plan on reaching out to business contacts at Heavenly Ski Resort and Lake Tahoe Community College (especially their Outdoor Recreation majors) for potential hires. We'll also post jobs on craigslist, marketplace, outdoor industry jobs, etc.

We are fortunate to have many returning staff members in our Tahoe City location who will gladly help with the initial setup of equipment and the training of new staff. Because most of the rental and tour offerings at El Dorado Beach will mirror very similar offerings from our Tahoe City location, we won't have to reinvent our training, which as previously mentioned, is currently the most thorough and professional of any outfitter operating at Lake Tahoe.

MARKETING AND CONCIERGE RELATIONSHIP BUILDING will be prioritized and expedited in year one, and we'll fast-track our **Airbnb Experiences and Viator** business 'funnels' up and running before peak season; those two outlets tend to yield big numbers. Our current location in Tahoe City shares many similarities to El Dorado beach such as concerts, proximity to popular restaurants and community-oriented events. We are certain that with an increase in online presence in various advertising channels, and perhaps some signage at the street level, that this concession can do significantly more business in Summer 2024 and beyond.

PROJECTED AND PROPOSED TIMELINE

MARCH 26 Award of concession contract

MARCH 27 TO APRIL 7TH

1. Apply for South Lake Tahoe Business License
2. Riley Bathurst, our web designer, begins to build a website
3. Place job ads for staff
4. Place orders for a small quantity of additional watercraft and accessories needed, beyond what Tahoe City Kayak already has in stock
5. Reach out to Airbnb Experiences to set up an account for South Tahoe Kayak & Paddleboard
6. Reach out to Viator to set up an account for South Tahoe Kayak & Paddleboard
7. Set up Lakeview Commons as a satellite location covered by our insurance
8. Reach out to Peek Pro to begin setting up a satellite location with similar rental and tour offerings

APRIL 8TH TO APRIL 21ST

1. Create a Logo for the business
2. Interview job applicants
3. Begin designing a brochure
4. Create business cards
5. Create concierge book (a summary of what we offer for concierge's reference)
6. Order a new beach tent canopy with our logo (we already have the tent frame)
7. Reach out to hotels in close proximity to Lakeview Commons (particularly the Beachcomber, and Hotel Azul) to get on their schedule to meet with concierge/front desk staff.
8. Begin cleaning out the kayak storage and office areas of the boat ramp building, and assess any needs for repairs or upgrades (new locks, paint, etc.).
9. Finalize setup of
   a. Airbnb Experiences
   b. Peek Pro Booking Software
   c. Viator

APRIL 22ND TO MAY 3RD

1) Extend job offers to successful interview candidates
2) Continue interviews for potential candidates (if necessary)

3) Begin construction on any racks, ramps, or other items necessary for the concession/storage space.
4) Order logo wear (T-Shirts, hats, towels), sunscreen, and iPhone cases.
5) Integrate Peek Pro into new website build.
6) Launch New Website.
7) Create (or contract out) any street-level signage approved by the city.
8) Create and print signage for the concession, including
    a. Rental Pricing
    b. 10 Pointers for kayakers/paddleboarders
    c. QR codes and directions for Peek Pro booking
    d. Safety tips encounters with power boaters

MAY 4TH TO MAY 11TH

1) Begin filling the indoor space with kayaks and paddleboards from our Tahoe City warehouse and winter storage in Carson City.
2) Train new staff members on Peek Pro software, our service philosophy, etc. (see staff training section above)
3) Meet with local concierge to communicate our offerings, incentives, and distribute our brochures.
4) New staff members signed up for CPR/First Aid courses
5) Make sure iPads have a reliable Verizon connection and Peek Pro software updated.

MAY 12TH TO MAY 17TH

1) Create daily checklists for the staff with opening and closing procedures.
2) Have a final staff training day where we do a dry run of set-up, tear down, customer check in/out, and safety procedures.
3) Train staff on launch and operation of the Zodiac rescue boat (if allowed by the city)

MAY 18TH OPENING DAY!

13 E: COMPENSATION SCHEDULE

We would like to offer 18% of gross annual sales at Lakeview Commons (before sales tax) as our concession fee for the year.

We would pay this fee to the City of South Lake Tahoe on or before December 1st of each year of our contract.

We would pay with whatever method the City would prefer.

Our payment would be accompanied by a sworn statement of gross sales and other income resulting from operations at Lakeview Commons for that calendar year.

REQUEST FOR PROPOSALS

CITY OF
SOUTH LAKE TAHOE

Concessionaire Recreation Services for Lakeview Commons at El Dorado Beach

RFP#2024-02-16

SUMMARY

The City of South Lake Tahoe is requesting proposals to operate the Lakeview Commons paddle sports recreation concession. The City recognizes the opportunity to serve the public with high quality non-motorized watercraft rental services to enhance the user experience. The City of South Lake Tahoe is soliciting proposals for concessionaire services for the renting and storage of personal watercraft such as canoes, kayaks, water bikes, floaters, paddleboards and associated items approved by the City.

Proposals are due on or before February 16, 2024, no later than 12:00 PM (Pacific Standard Time). Proposals received after the deadline will not be accepted. Proposals and required copies must be submitted by Planet Bids on-line portal and email a copy of the proposal to John Stark, Director of Parks & Recreation at jstark@cityofslt.us.

Read this RFP document carefully as the award will be given to the most "responsible and responsive" Proposer responding to this RFP. The City of South Lake Tahoe reserves the right to accept or reject any or all proposals or to make no award at all, to extend the period for accepting proposals, to advertise the RFP at any time and to waive any minor irregularities in any proposals.

In the opinion of the City of South Lake Tahoe, this RFP is complete and without need of explanation. However, if you have questions, or should you need any clarifying information, please use the Q&A feature that is found within Planet Bids, where the RFP is posted.

Please note that no information given will be binding upon the City unless such information is issued in writing as an official addendum to this RFP.

TIMELINE OF CRITICAL DATES

Release of RFP	**January 23, 2024**
Facilities Tour (Optional)	**February 2, 2024 (10 AM)**
Deadline for Question Submittal via Planet Bids	**February 12, 2024 by 5:00 PM**
RFP submittals DUE	**February 16, 2024 12:00 PM**
Selection Committee Review Period/Interviews	**February 26 - 29, 2024**
Award Date	**March 26, 2024**

SUBMITTAL PROCEDURES

1. Register with the City

All Proposers **must** complete a "Vendor Information Sheet" to be entered in the City of South Lake Tahoe Vendor Database, which is **required to submit a proposal**. Proposers will be notified by the City of any addenda that may be issued to this Request for Proposal (RFP). Proposers must register in the City's Vendor Database to be notified of such addenda
To register, go to: https://pbsystem.planetbids.com/portal/14997/portal-home and follow the instructions applicable to Proposer. Following submission, Proposer will receive a confirmation message within 24 hours from the City. Proposers are *solely responsible* for maintaining up to date and accurate information in the Vendor Database.

2. Number of Copies

Proposals must be submitted through the Planet Bid portal and email a copy of the proposal to John Stark, Director of Parks & Recreation at jstark@cityofslt.us. **Proposals not received by the date and time specified in this RFP, will be rejected.** Documents submitted in response to this RFP will become the property of the City of South Lake Tahoe and will be regarded as public record under California Public Records Act under Government Code 6250 et seq., and subject to review or release to the public, **excluding** financial records marked "confidential" which shall be available for the Proposer to pick up following a review and selection of the firm(s).

3. Format

Font, Type and Style: All proposals shall be single-sided and professionally prepared (no hand written proposals will be accepted). There are no requirements on font size, type or style requirements.

4. Submittal Deadline

Response to this RFP is due on or before **February 16, 2024 no later than 12:00 p.m.** (Pacific Standard Time) through Planet Bids and email a copy of the proposal to John Stark, Director of Parks & Recreation at jstark@cityofslt.us. Reponses received after the deadline will not be accepted; there are no exceptions.

5. Selection Process

A Selection Committee consisting of City Staff will evaluate the submitted proposals. Proposer(s) will be objectively evaluated based on their responses to the project scope outlined in this RFP. The written proposal should clearly demonstrate how the Proposer could best satisfy the requirements of the City. The Selection Committee will utilize the Evaluation Method and Criteria described on pages 8 and 9 of this RFP to rate and rank each proposal.

If more information is needed following a review of the Proposals, the Selection Committee *may* invite one or more of the Proposers to a Selection Interview. Upon completion of interviews, (if needed) a recommendation by the Selection Committee to the City Manager/City Council will be made at that time and awarded in accordance with the City of South Lake Tahoe Procurement Policies & Procedures.

The City of South Lake Tahoe reserves the right to accept or reject any or all proposals or to make no award at all, to extend the period for accepting proposals, to advertise the RFP at any time and to waive any minor irregularities in any proposal.

6. Concessionaire Services Agreement

The Concessionaire Services Agreement with the selected Proposer will begin within 30 days of award of contract. The selected Proposer will be required to sign the City's Standard Concessionaire Services Agreement. A sample of this Agreement is attached hereto, and the City reserves the right to amend or edit this Agreement however it sees fit. The selected proposer may be required to furnish adequate proof of insurance as more fully described in the Concessionaire Agreement.

7. Reservations

a) The City reserves the right to reject any and all proposals, whether or not minimum qualifications are met, and to modify, postpone, or cancel this Request for Proposal, in whole or in part, or decide to award a contract to perform only some of the services outlined in this Request For Proposal, without liability, obligation, or commitment to any party, firm, or organization.

b) In addition, the City reserves the right to request and obtain additional information from any Proposer and to negotiate the final scope of services with the selected Proposer. The City is not liable for any costs incurred by Proposers prior to issuance of an agreement, contract or purchase order. Costs of developing the proposals, oral presentations or any other such expenses incurred by the Proposer in responding to the RFP are entirely the responsibility of the Proposer and shall not be reimbursed in any manner by the City of South Lake Tahoe.

c) Only the City Council of South Lake Tahoe, or the City Manager after being duly authorized by the City Council, may execute the Agreement with the successful Proposer. Further, it is understood that respondents must independently evaluate the information in this RFP and that the City makes no guarantee of data accuracy.

d) The City reserves the right to waive or permit cure of minor informalities and/or insignificant mistakes such as matters of form rather than substance and to conduct discussions and negotiations with any *qualified respondent* in any manner deemed necessary by the City to serve its best interests. The City also reserves the right, based on its sole judgment and discretion, to award a contract based upon the written proposals it receives without conducting discussions, interviews or negotiations.

e) If, in the opinion of the City, a proposal contains false or misleading statements or references, it may be rejected without notice to Proposer.

f) The City reserves the right to obtain written clarification of any point in a Proposer's proposal or to obtain additional information necessary to properly evaluate a particular proposal. Failure of a Proposer to respond to such a request for additional information or clarification may result in rejection of the proposal.

g) The City reserves the right, without qualification, to select a Proposer for further discussions based solely on the content of the RFPs and relevant information obtained from others concerning the respondent's respective records of past performance.

h) Proposer agrees that any response submitted to this RFP will remain current and valid for a period of not less than 120 calendar days from the proposal due date.

8. Local Business Preference (applies to RFP's over $50,000 only)

a) The City shall apply five points to all local businesses which submit proposals for services for The City of South Lake Tahoe.

b) Local Business shall mean a business which maintains its principal place of business in a fixed office/place of business within the City of South Lake Tahoe and possesses a current South Lake Tahoe business license. To establish a principal place of business in South Lake Tahoe, a business must demonstrate the majority of its principals are based in the South Lake Tahoe office, and that it pays South Lake Tahoe payroll taxes on at least 51 percent of its total payroll.

9. Bidder's Security

a) When deemed necessary, bidders' security may be prescribed in invitations to bid, RFP's and RFQ's. Bidders shall be entitled to return of bid security; provided however, that a successful bidder shall forfeit his or her bid security upon his or her refusal or failure to execute that contract within 10 days after receipt of contract.

INTRODUCTION

10. Background

The location of the operation will be the lower level of the Concession building at El Dorado Beach also referred to as the El Dorado Boat Launch at Lakeview Commons. The project area underwent a 3-million-dollar renovation in 2011 and has since experienced a high volume of visitors and locals frequenting the beach and park. The City recognizes the opportunity to serve the public with high quality non-motorized water craft rental services to enhance the user experience.

During low water years, the boat launch ramp has a history of operating solely for non-motorized watercraft and can be confined to the beach area nearest the ramp. During high water years the boat launch ramp becomes a primary access point for motorized vessels requiring clear separation of non vs motorized users for public safety. The concessionaire may be required to coordinate boat launch operations with City staff during high volume periods.

Lakeview Commons has become an attractive venue for special events. Events may impact the concessionaire services operation. All special event applicants including the concessionaires are required to comply with City guidelines and submit applications for review and approval.

11. Objective

The City of South Lake Tahoe is soliciting proposals for concessionaire services for the renting and storage of personal watercraft such as canoes, kayaks, water bikes, floaters, paddleboards and associated items approved by the City.

SCOPE OF SERVICE

12. Scope of Work to be Performed

a.) Concessionaire agrees to provide service seven days a week and agrees to be open, at minimum, 10:00 AM until 6:00 PM. Minimal dates that the concession service is to be provide are the first Saturday before Memorial Day until the Sunday following Labor Day. Maximum dates are to be determined by the Concessionaire.

b.) Concessionaire services shall include the renting and storage of non-motorized personal watercraft and beach amenities such as canoes, kayaks, water bikes, floaters, paddleboards and associated items approved by the City.

c.) This amount must be paid to the City on or before December 1st each year of the agreement. Concessionaire shall submit a sworn statement of gross sales and other income resulting from the operations of the Summer season for that year.

d.) No food or beverages will be allowed to be sold as this concession right belongs to another concessionaire through a separate agreement with the City.

e.) Respondents should note that nearby private entities, such as lodging facilities, may have their own concession agreements for similar types of service on their property.

f.) Concessionaire agrees to obtain all necessary permits and licenses required to comply with all applicable Federal, State, County and City laws including obtaining a City of South Lake Tahoe Business License, etc.

g.) The Concessionaire shall bare all responsibility for operational expenses in the concession area. Concessionaire shall maintain the concession premises and improvements to the standards of repair, orderliness, sanitation and safety acceptable to the Recreation Services Department.

h.) Tenant Improvements are the responsibility of the Concessionaire. All Tenant Improvements must be approved by the Director of Public Works or his/her designated Representative.

i.) Concessionaire will be allowed to use one tent shade to be taken down daily at end of each business operating hours. Location of the tent shade subject to approval by the City.

j.) Concessionaire shall operate within designated area outside boat launch structure. The area shall be determined on a seasonal basis with City staff so as not to impeded public access to the beach and state park areas.

k.) <u>No Subcontracting Policy:</u> Concessionaire shall not sublease or otherwise assign any rights or obligations to an outside contractor.

PROPOSAL CONTENT REQUIREMENTS

13. <u>Proposal Requirements</u> - All proposals must include the following information and shall be organized as described below.

A. Cover Letter (Pass or Fail)

The cover letter shall be addressed to John Stark, Parks and Recreation Director and at a minimum, must contain the following:

- Identification of Firm, including name, address and telephone number
- Name, title, address and telephone number of contact person during period of proposal evaluation
- A statement to the effect that the proposal shall remain valid for a period of not less than 120 calendar days from date of submittal.
- Signed by person authorized to bind the Firm to the terms of the proposal.

B. Financial Capacity (10 points)

Proposer shall prove to the City's satisfaction the ability to provide adequate capitalization to fund improvements if necessary as well as maintain continuous operations given existing obligations combined with the obligations detailed in this RFP. The intent of this narrative is to convince the City the Proposer understands the requirements of proposal, the nature of the work, and the level of effort necessary to successfully provide the defined services.

C. Company History, Background and Experience (0-20 points)

Describe the Company's history, service philosophy, and organizational structure, including the size of the company, location of office(s) and years in business. Provide experience and expertise for t staff members. Also include the Firm's background, experience, and capacity to undertake the project/services for the City of South Lake Tahoe in conformity with the requirements of the RFP.

D. Scope of Work/Implementation (0-35 points)

Describe the Company's general approach to providing the services requested, including an explanation of the methodology to be followed and specific plans to manage, control, and supervise the services in order to insure satisfactory provision of the scope of work.. In developing the work plan, reference should be made to the specific requirements and specifications noted in the Scope of Services (pages 6-7). Provide a delivery schedule designed to meet the requirements of the City. An implementation timeline from the Company is required. Provide description, implementation plan considerations, including timeframes and deliverables for various stages.

E. Compensation Schedule (0-25 points)

Provide a comprehensive compensation schedule. The compensation schedule shall be evaluated based on the overall compensation to the City assuming a standardized sales forecast. The proposal which proposes the highest compensation to the City shall receive 25 points. All other

Respondents will receive a percentage of points based on the variance of compensation from the highest proposal. For example, if a respondent proposes a compensation that equals 75% of the highest proposed fee, that Respondent will receive 75% of the total possible points.

F. Description of Recent Projects/References (0-5 points)

Provide a description of concession agreements or work of a similar nature including at least three (3) recent client references with names and telephone numbers, contact persons.

EVALUATION METHOD & CRITERIA

Proposals will first be reviewed for responsiveness to the requirements. If any information is missing from the required content, the proposal may be deemed non-responsive and returned to proposer and any further review is subject to the City's discretion (see Reservations, page 4).

The Selection Committee will make a recommendation based on the criteria in this Proposal to award the contract/agreement to a selected Proposer. The City may conduct interviews as described on page 4 under Selection Process.

14. <u>Evaluation Criteria</u>

Recommendations for selection will be based on the following weighted criteria of 100 possible points and passing status on all Pass or Fail categories. **This information should match the proposal content requirements on pages 8 and 9.**

Criteria	Points
A. Cover Letter	P/F
B. Financial Capacity	10
C. Company History, Background & Experience	20
D. Scope of Work/Implementation	35
E. Compensation Schedule	25
F. Description of Recent Projects/References	5
Local Preference	5

ATTACHMENT 1

SAMPLE

Concession Services Agreement

ATTACHMENT 2

Lakeview Commons Site Map

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:8

Agenda Item:

Reimbursement Agreement with El Dorado County for Purchase of two Teal 2 Unmanned Aircraft Vehicles (UAV) Using 2019 and 2021 Homeland Security Grant Funds

Executive Summary: City Council is asked to approve a funding reimbursement agreement with El Dorado County for the purchase of two Teal 2 Unmanned Aircraft Vehicles (UAV) Using 2019 and 2021 Homeland Security Grant Funds in an amount up to $31,247.46, appropriate funding in FY 2023-2024 budget, and authorize purchase of equipment and installation from Teal Drones, LLC.

Requested Action / Suggested Motions:

Pass a Resolution authorizing and directing the Mayor to execute a funding reimbursement agreement with El Dorado County in the amount of $31,247.46 for the purchase of Qty 2 Teal 2 Unmanned Aircraft Vehicles (UAV) at the estimated cost of $31,132.63, appropriating funding in the FY 2023-2024 budget, authorizing purchase of the equipment from Teal Drones, LLC, and authorizing the City Manager to sign and submit all necessary documents for the completion of the grant scope.

Responsible Staff Member: Jay Manning, Battalion Chief, and Jim Drennan, Fire Chief

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff_Report_-_El_Dorado_County_Funding_Agreement.docx
02-Resolution - El Dorado County Teal 2 Funding.docx
03-El Dorado County Funding Agreement 2019 Funds (Exh. A to Reso).pdf
04-El Dorado County Funding Agreement 2021 Funds (Exh. B to Reso).pdf
05 - Teal 2 Quote
06-Teal 2 Spec Sheet

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Purchase of Two Teal 2 Unmanned Aircraft Vehicles (UAV) Using 2019 and 2021 Homeland Security Grant Funds in an amount up to $31,247.46

Location: Citywide

Responsible Staff Members: Jay Manning, Battalion Chief, and Jim Drennan, Fire Chief

Background: The Homeland Security Grant is administered by El Dorado County on an annual basis and approves the funding of projects using Homeland Security Grant funds. The funds are divided between public safety departments throughout El Dorado County, City Police and Fire Agencies.

Issue and Discussion: El Dorado County was awarded grant funds in the amount of $261,899.00 for the FY 2019 Homeland Security Grant and $265,040.00 for the FY 2021 Homeland Security Grant, which was included in the County Sheriff's Office Fiscal year 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024 budgets. As required by the Homeland Security Grant, The County Board of Supervisors reaffirmed the creation of an Approval Authority, representing the city of Placerville, City of South Lake Tahoe, Sheriff, Public Health, and Fire Districts to distribute the grant funds at the local level. The Approval Authority has agreed to disburse an amount not to exceed $31,247.46 to the City for the purchase of two Teal 2 UAVs from Teal Drones LLC. The department has gone through countless reviews of different UAV quotes with the Department of Homeland Security to finally be approved for the Teal 2 platform that meets the department's requirements for the security and federal requirements. We chose to reach out to the manufacturer that Cal Fire's UAS program had been working with to develop a platform that met the needs of public safety for Fire identification with the FLIR camera and search and rescue capabilities to help locate missing persons in remote areas. The current pricing was piggybacked to the pricing that Cal Fire's state contracting is currently working with Teal. We chose to sole source the purchase to Teal Drones for that reason after countless rejections by the Department of Homeland security for air platforms that were not adequate for the new federal requirements. The Resolution authorizes the City Manager, or Fire Chief to sign and submit all documents, including but not limited to applications, agreement amendments, payment requests, and necessary documents for the completion of the grant scope.

Financial Implications: Application submitted will be in the amount up to $31,247.46 to fund the purchase two Teal 2 UAVs from Teal Drones LLC., current approved Homeland Security vendor of the drone aircraft units. The price of the equipment is $28,687.62, plus tax and shipping, for a total of $31,132.63.

Upon award, funds should be appropriated into the Fiscal Year 2023-24 budget as follows:

Revenue: 100-02210-33316 County Homeland Security $31,247.46
Expense: 100-02210-46110 Equipment $31,132.63

The Funding/Reimbursement Agreement with the County requires certain compliance with the applicable law and grant requirements, including tagging and maintaining strict accountability of the equipment. Additionally, the equipment is subject to an audit by the County or the State of California (Cal OES) and must be made available for mutual aid, as requested. The federally funded equipment can be disposed only upon receipt of written approval from the U.S. Department of Homeland Security or its delegated representative.

Environmental Considerations: The proposed action of applying for the grant funds is not a "project" under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) because it is a continuing administrative or maintenance activity such as purchases for supplies and personnel-related actions.

Policy Implications: Adhere to the 2021 FINANCIAL MANAGEMENTGRANT FUNDING AND COMPLIANCE POLICY

3.1 APPROVAL PROCESS
Upon Grant approval the Department will receive a grant award letter from the funding agency detailing the measures necessary to accept the award. The city should also receive a finalized grant contract which will become a binding agreement. The grant contract and all compliance measures should be reviewed by the Grants Manager, Project Manager, and the Department Director. Grant Manager reviews the grant contract to ensure ability to maintain compliance, and the Director will ensure the department's capability to comply with the contract and will make the appropriate recommendation to City Manager and City Council.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Authorizing Purchase of Two Teal 2 Unmanned Aircraft Vehicles (UAV) Using 2019 and 2021 Homeland Security Grant Funds in an amount up to $31,247.46

BACKGROUND

A. El Dorado County was awarded grant funds in the amount of $261,899.00 for the FY 2019 Homeland Security Grant and $265,040.00 for the FY 2021 Homeland Security Grant, which was included in the County Sheriff's Office Fiscal year 2019-2020, 2020-2021, 2021-2022, 2022-2023 and 2023-2024 budgets.

B. The grant provides funding for planning, equipment, training, exercises, and management/administrative costs.

C. The county is the Operational Area lead agency, will receive the grant funds, purchase and loan equipment and services to other participating agencies or reimburse agencies who purchase grant approved equipment or services.

D. The City of South Lake Tahoe is a local participating agency in the FY 2019 and FY 2021 Homeland Security Grant programs.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Authorizes and directs the Mayor to sign a reimbursement agreements for FY 2019 and FY 2021 with El Dorado County in the amount not to exceed $31,247.46 for the purchase of Qty 2 Teal 2 Unmanned Ariel Vehicles (UAV) (attached hereto as Exhibits "A" and "B", respectively).
2. Certifies that the City of South Lake Tahoe has or will have sufficient funds to operate and maintain the project.
3. Certifies that if approved, funds under the jurisdiction of The City of South Lake Tahoe are available to begin the project.
4. Certifies that said applicant will expend grant funds in accordance with Grant Sub-Recipient Agreement Between El Dorado County and the City of South Lake Tahoe.
5. Appoints City Manager or a designee to conduct all negotiations, execute and submit all documents including, but not limited to applications, agreements, amendments, payment requests and so on, which may be necessary for the completion of the aforementioned project.
6. Accepts the grant funds and authorize the Finance Director to appropriate the funds into the Fiscal Year 2023-2024 budgets as described in the staff report.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:

Yes:
No:
Absent:
Abstain:

_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

FUNDING/REIMBURSEMENT AGREEMENT WITH THE CITY OF SOUTH LAKE TAHOE

THIS AGREEMENT made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and the City of South Lake Tahoe (wherein after referred to as "City").

Recitals

WHEREAS, County applied for FY 2019 Homeland Security Grant programs ("Grant"); and

WHEREAS, County was awarded grant funds in the amount of $261,899, for the FY 2019 grant, which was included in the County Sheriff's Office Fiscal Year 2019-2020, 2020-2021, 2021-2022, 2022-2023, and 2023 - 2024 budget; and

WHEREAS**,** Grant provides funding for planning, equipment, training, exercises, and management/administrative costs; and

WHEREAS, County, as the Operational Area lead agency, will receive the grant funds, purchase and loan equipment or services to other participating agencies, or reimburse agencies who purchase grant approved equipment or services; and

WHEREAS, as required by the Homeland Security Grant, on June 23, 2015, the County Board of Supervisors reaffirmed the creation of an Approval Authority, representing the City of Placerville, City of South Lake Tahoe, Sheriff, Public Health, and Fire Districts, to distribute the Grant funds at the local level; and

WHEREAS, City is a local participating agency in the FY 2019 Homeland Security Grant program; and

WHEREAS, the Approval Authority has agreed to disburse an amount not to exceed $21,930.00 in grant funds to City, for City to purchase a drone, batteries, propellers and other associated equipment (hereinafter referred to as the "Equipment");

NOW, THEREFORE, County and City mutually agree as follows:

ARTICLE I

Payment of Funds: County will reimburse City in an amount not to exceed $21,930.00 solely for the purchase of Equipment within thirty (30) days after City presents an invoice, as well as documentation verifying that City complied with grant purchasing guidelines to County. In no event shall County's obligation under this Agreement exceed $21,930.00.

ARTICLE II

*Use of Funds***:** City will use the funds to be reimbursed by County solely for the purchase of the Equipment. City is responsible for any other costs incurred in accordance with grant purchasing guidelines related to the Equipment. City shall purchase the Equipment directly from the supplier and shall take title directly without title passing through the County. City will purchase the Equipment by May 31, 2024, or expiration date of grant if a time extension is granted for this project and present the County with an invoice for payment. In the event City does not purchase the Equipment by the grant's expiration date, and invoice the County by the grant's expiration date, or in the event City does not adhere to grant purchasing guidelines, County's obligation for payment shall be null and void, and upon written demand by County, City shall return any funds it has received from County and not spent on the Equipment to County within thirty (30) days of mailing of written demand of County.

City shall submit to County its statement of the total sum of an amount not to exceed $21,930.00, identical to Attachment A, noting that the Equipment has been purchased and received. Such statement shall be signed under penalty of perjury by an authorized signatory of City.

ARTICLE III

*Term***:** This Agreement shall become effective when fully executed by both parties ("Effective Date") covering the reimbursement of purchase of Equipment from the start of the grant term and shall expire when grant performance period expires, currently scheduled for May 31, 2024.

ARTICLE IV

Audit and Access to Records: The County shall have the right of access to any books, documents, papers, or other records which are pertinent to the Grant, to make audits, examinations, excerpts and transcripts. City will keep and maintain an accurate financial account, in accordance with generally accepted accounting principles, of all funds expended by City with respect to the Equipment until notification is provided by the county that the State Homeland Security Grant Program has closed the grant and completed all audits and reviews. Such accounting records shall be available for inspection by the County's designee, during normal business hours at the offices of City, or the offices of its financial consultant.

ARTICLE V

Compliance with Applicable Law and Grant Requirements: City has read and understands the Grant and will comply with and require any vendor of the Equipment to comply with all laws, regulations and guidance documents that apply to the Grant. City is responsible for ensuring that all purchases for goods and services must comply with grant purchasing guidelines. Specifically, City shall comply with 2 Code of Federal Regulations (CFR) Part200, E.O. 12372, and any current Administrative Requirements, Cost Principles, and Audit Requirements.

City agrees to maintain accountability of all items, mark or tag all individual items or sets costing over $5,000 for inventory and control purposes, maintain or repair any items and ensure all CFR required record keeping. ID tag numbers, location of storage, and physical condition will be reported by City to the County at the time of purchase and at least once per year thereafter.

Items lost or destroyed within the Grant Performance Period must be replaced solely by the City at its own expense. City is responsible for ensuring that all items, regardless of cost, procured under this or any federal grant programs will be maintained and controlled for the useful life of the items, and any sale, disposal, or planned destruction of said items will be done only upon receipt of written approval from the U.S. Department of Homeland Security or its delegated representative.

City agrees that federally funded equipment must be made available for mutual aid, as requested.

In the event an audit by the County or the State of California (Cal OES) determines City failed to comply with these guidelines, the County shall provide written notification of the violation and City may be required to reimburse the County for the total cost of the affected items.

ARTICLE VI

Debarment and Suspension Certification: By signing this agreement, City agrees to comply with applicable federal suspension and debarment regulations including, but not limited to **45 CFR 76**.

By signing this agreement, City certifies to the best of its knowledge and belief, that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

B. Have not within a three year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification of destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph b(2) herein;

D. Have not within a three (3)-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default;

E. Shall not knowingly enter any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., **48 CFR part 9, subpart 9.4**), debarred, suspended, declared ineligible or voluntarily excluded from participation in such transactions, unless authorized by the State; and

F. Shall include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

If City is unable to certify to any of the statements in this certification, City shall submit an explanation to County**.**

The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

If City knowingly violates this certification, in addition to other remedies available to the Federal Government, County may terminate this agreement for cause or default.

ARTICLE VII

Independent Authority Liability: City is, and shall be at all times, deemed independent and shall be wholly responsible for the acts of the City's employees, associates, agents, and contractors, if any, in connection with the purchase of the Equipment.

ARTICLE VIII

No Third Party Beneficiary: Nothing in this Agreement shall be construed to create any rights of any kind or nature in any other party not a named party to this Agreement.

ARTICLE IX

*Termination***:** County may terminate this Agreement in the event City becomes unable to substantially perform any terms or conditions of the Agreement. In the event of early termination of the Agreement, funds previously received from County shall be returned to County within thirty (30) days of termination.

ARTICLE X

*Notice to Parties***:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Mail, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

EL DORADO COUNTY SHERIFF'S OFFICE
200 Industrial Drive
Placerville, CA 95667
ATTN: Asst. Deputy Director of OES

or to such other location as the County directs.

Notices to City shall be addressed as follows:

City of South Lake Tahoe
1901 Lisa Maloff Way

South Lake Tahoe, CA 96150
ATTN: Joe Irvin, City Manager

or to such other location as City directs.

ARTICLE XI

Indemnity: City shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys' fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the purchase or use of the Equipment. This duty of City to indemnify and save County harmless includes the duties to defend set forth in California Civil Code section 2778.

This obligation to defend and indemnify the County shall survive the expiration or termination of this Agreement and shall remain in full force and effect. Within thirty (30) days after the Effective Date of this Agreement, City shall provide proof in a form satisfactory to the County's Risk Manager of participation in a self-insurance program, or proof of insurance sufficient to meet City's defense and indemnification obligations herein.

ARTICLE XII

Change to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said Amendment shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XIII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Jeff Leikauf, Sheriff, or successor.

ARTICLE XIV

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XV

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XVI

Venue: Any dispute resolution action arising out of this Agreement, including but not limited to litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Authority waives any removal rights it might have under Code of Civil Procedure Section 394.

ARTICLE XVII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

ARTICLE XVIII

Time is of the Essence: The parties hereto acknowledge and agree that time is of the essence.

REQUESTING DEPARTMENT CONCURRENCE:

By: _____ Dated: _____
Bryan Golmitz
Undersheriff

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

COUNTY OF EL DORADO:

Dated: _____

By:_____
Chair
Board of Supervisors
"County"

ATTEST:
Kim Dawson, Clerk
of the Board of Supervisors

By: _____

Dated:_____

ATTEST:
Susan Alessi, City Clerk

By:_____

Dated:_____

CITY OF SOUTH LAKE TAHOE

Approved By: _____
Mayor

ATTACHMENT "A"

XXX, XXXX

Sheriff Jeff Leikauf
Sheriff's Office
County of El Dorado
200 Industrial Drive
Placerville, California 95667

Re: City of South Lake Tahoe
FY 2019 Homeland Security Grant Equipment

Dear Sheriff Leikauf:

I certify that the City of South Lake Tahoe completed the following purchase of the Equipment in accordance with grant purchasing guidelines and grant assurances.

Attached is the invoice for this Equipment. Please remit the reimbursement at your earliest convenience.

I declare under penalty of perjury under the laws of the State of California that the foregoing certification is true and correct. Executed on the date written above in El Dorado County, State of California.

City of South Lake Tahoe

By:_____

FUNDING/REIMBURSEMENT AGREEMENT WITH THE CITY OF SOUTH LAKE TAHOE

THIS AGREEMENT made and entered into by and between the County of El Dorado, a political subdivision of the State of California (hereinafter referred to as "County") and the City of South Lake Tahoe (wherein after referred to as "City").

Recitals

WHEREAS, County applied for FY 2021 Homeland Security Grant programs ("Grant"); and

WHEREAS, County was awarded grant funds in the amount of $265,040, for the FY 2021 grant, which was included in the County Sheriff's Office Fiscal Year 2023 - 2024 budget; and

WHEREAS**,** Grant provides funding for planning, equipment, training, exercises, and management/administrative costs; and

WHEREAS, County, as the Operational Area lead agency, will receive the grant funds, purchase and loan equipment or services to other participating agencies, or reimburse agencies who purchase grant approved equipment or services; and

WHEREAS, as required by the Homeland Security Grant, on June 23, 2015, the County Board of Supervisors reaffirmed the creation of an Approval Authority, representing the City of Placerville, City of South Lake Tahoe, Sheriff, Public Health, and Fire Districts, to distribute the Grant funds at the local level; and

WHEREAS, City is a local participating agency in the FY 2021 Homeland Security Grant program; and

WHEREAS, the Approval Authority has agreed to disburse an amount not to exceed $9,317.46 in grant funds to City, for City to purchase a drone, batteries, propellers and other associated equipment (hereinafter referred to as the "Equipment");

NOW, THEREFORE, County and City mutually agree as follows:

ARTICLE I

Payment of Funds: County will reimburse City in an amount not to exceed $9,317.46 solely for the purchase of Equipment within thirty (30) days after City presents an invoice, as well as documentation verifying that City complied with grant purchasing guidelines to County. In no event shall County's obligation under this Agreement exceed $9,317.46.

ARTICLE II

*Use of Funds***:** City will use the funds to be reimbursed by County solely for the purchase of the Equipment. City is responsible for any other costs incurred in accordance with grant purchasing guidelines related to the Equipment. City shall purchase the Equipment directly from the supplier and shall take title directly without title passing through the County. City will purchase the Equipment by May 31, 2024, or expiration date of grant if a time extension is granted for this project and present the County with an invoice for payment. In the event City does not purchase the Equipment by the grant's expiration date, and invoice the County by the grant's expiration date, or in the event City does not adhere to grant purchasing guidelines, County's obligation for payment shall be null and void, and upon written demand by County, City shall return any funds it has received from County and not spent on the Equipment to County within thirty (30) days of mailing of written demand of County.

City shall submit to County its statement of the total sum of an amount not to exceed $9,317.46, identical to Attachment A, noting that the Equipment has been purchased and received. Such statement shall be signed under penalty of perjury by an authorized signatory of City.

ARTICLE III

*Term***:** This Agreement shall become effective when fully executed by both parties ("Effective Date") covering the reimbursement of purchase of Equipment from the start of the grant term and shall expire when grant performance period expires, currently scheduled for May 31, 2024.

ARTICLE IV

Audit and Access to Records: The County shall have the right of access to any books, documents, papers, or other records which are pertinent to the Grant, to make audits, examinations, excerpts and transcripts. City will keep and maintain an accurate financial account, in accordance with generally accepted accounting principles, of all funds expended by City with respect to the Equipment until notification is provided by the county that the State Homeland Security Grant Program has closed the grant and completed all audits and reviews. Such accounting records shall be available for inspection by the County's designee, during normal business hours at the offices of City, or the offices of its financial consultant.

ARTICLE V

Compliance with Applicable Law and Grant Requirements: City has read and understands the Grant and will comply with and require any vendor of the Equipment to comply with all laws, regulations and guidance documents that apply to the Grant. City is responsible for ensuring that all purchases for goods and services must comply with grant purchasing guidelines. Specifically, City shall comply with 2 Code of Federal Regulations (CFR) Part200, E.O. 12372, and any current Administrative Requirements, Cost Principles, and Audit Requirements.

City agrees to maintain accountability of all items, mark or tag all individual items or sets costing over $5,000 for inventory and control purposes, maintain or repair any items and ensure

all CFR required record keeping. ID tag numbers, location of storage, and physical condition will be reported by City to the County at the time of purchase and at least once per year thereafter.

Items lost or destroyed within the Grant Performance Period must be replaced solely by the City at its own expense. City is responsible for ensuring that all items, regardless of cost, procured under this or any federal grant programs will be maintained and controlled for the useful life of the items, and any sale, disposal, or planned destruction of said items will be done only upon receipt of written approval from the U.S. Department of Homeland Security or its delegated representative.

City agrees that federally funded equipment must be made available for mutual aid, as requested.

In the event an audit by the County or the State of California (Cal OES) determines City failed to comply with these guidelines, the County shall provide written notification of the violation and City may be required to reimburse the County for the total cost of the affected items.

ARTICLE VI

Debarment and Suspension Certification: By signing this agreement, City agrees to comply with applicable federal suspension and debarment regulations including, but not limited to **45 CFR 76**.

By signing this agreement, City certifies to the best of its knowledge and belief, that it and its principals:

A. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any federal department or agency;

B. Have not within a three year period preceding this application/proposal/agreement been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification of destruction of records, making false statements, or receiving stolen property;

C. Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in Paragraph b(2) herein;

D. Have not within a three (3)-year period preceding this application/proposal/agreement had one or more public transactions (Federal, State, or local) terminated for cause or default;

E. Shall not knowingly enter any lower tier covered transaction with a person who is proposed for debarment under federal regulations (i.e., **48 CFR part 9, subpart 9.4**), debarred, suspended, declared ineligible or voluntarily excluded from participation in such transactions, unless authorized by the State; and

F. Shall include a clause entitled, "Debarment and Suspension Certification" that essentially sets forth the provisions herein, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

If City is unable to certify to any of the statements in this certification, City shall submit an explanation to County**.**

The terms and definitions herein have the meanings set out in the Definitions and Coverage sections of the rules implementing Federal Executive Order 12549.

If City knowingly violates this certification, in addition to other remedies available to the Federal Government, County may terminate this agreement for cause or default.

ARTICLE VII

Independent Authority Liability: City is, and shall be at all times, deemed independent and shall be wholly responsible for the acts of the City's employees, associates, agents, and contractors, if any, in connection with the purchase of the Equipment.

ARTICLE VIII

No Third Party Beneficiary: Nothing in this Agreement shall be construed to create any rights of any kind or nature in any other party not a named party to this Agreement.

ARTICLE IX

*Termination***:** County may terminate this Agreement in the event City becomes unable to substantially perform any terms or conditions of the Agreement. In the event of early termination of the Agreement, funds previously received from County shall be returned to County within thirty (30) days of termination.

ARTICLE X

*Notice to Parties***:** All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Mail, postage prepaid and return receipt requested. Notices to County shall be in duplicate and addressed as follows:

EL DORADO COUNTY SHERIFF'S OFFICE
200 Industrial Drive
Placerville, CA 95667
ATTN: Asst. Deputy Director of OES

or to such other location as the County directs.

Notices to City shall be addressed as follows:

City of South Lake Tahoe
1901 Lisa Maloff Way

South Lake Tahoe, CA 96150
ATTN: Joe Irvin, City Manager

or to such other location as City directs.

ARTICLE XI

Indemnity: City shall defend, indemnify, and hold the County harmless against and from any and all claims, suits, losses, damages and liability for damages of every name, kind and description, including attorneys' fees and costs incurred, brought for, or on account of, injuries to or death of any person, including but not limited to workers, County employees, and the public, or damage to property, or any economic or consequential losses, which are claimed to or in any way arise out of or are connected with the purchase or use of the Equipment. This duty of City to indemnify and save County harmless includes the duties to defend set forth in California Civil Code section 2778.

This obligation to defend and indemnify the County shall survive the expiration or termination of this Agreement and shall remain in full force and effect. Within thirty (30) days after the Effective Date of this Agreement, City shall provide proof in a form satisfactory to the County's Risk Manager of participation in a self-insurance program, or proof of insurance sufficient to meet City's defense and indemnification obligations herein.

ARTICLE XII

Change to Agreement: This Agreement may be amended by mutual consent of the parties hereto. Said Amendment shall become effective only when in writing and fully executed by duly authorized officers of the parties hereto.

ARTICLE XIII

Administrator: The County Officer or employee with responsibility for administering this Agreement is Jeff Leikauf, Sheriff, or successor.

ARTICLE XIV

Authorized Signatures: The parties to this Agreement represent that the undersigned individuals executing this Agreement on their respective behalf are fully authorized to do so by law or other appropriate instrument and to bind upon said parties to the obligations set forth herein.

ARTICLE XV

Partial Invalidity: If any provision of this Agreement is held by a court of competent jurisdiction to be invalid, void or unenforceable, the remaining provisions will continue in full force and effect without being impaired or invalidated in any way.

ARTICLE XVI

Venue: Any dispute resolution action arising out of this Agreement, including but not limited to litigation, mediation, or arbitration, shall be brought in El Dorado County, California, and shall be resolved in accordance with the laws of the State of California. Authority waives any removal rights it might have under Code of Civil Procedure Section 394.

ARTICLE XVII

Entire Agreement: This document and the documents referred to herein or exhibits hereto are the entire Agreement between the parties and they incorporate or supersede all prior written or oral Agreements or understandings.

ARTICLE XVIII

Time is of the Essence: The parties hereto acknowledge and agree that time is of the essence.

REQUESTING DEPARTMENT CONCURRENCE:

By: _____ Dated: _____
Bryan Golmitz
Undersheriff

IN WITNESS WHEREOF, the parties hereto have executed this Agreement the day and year first below written.

COUNTY OF EL DORADO:

Dated: _____

By:_____
Chair
Board of Supervisors
"County"

ATTEST:
Kim Dawson, Clerk
of the Board of Supervisors

By: _____

Dated:_____

ATTEST:
Susan Alessi, City Clerk

By:_____

Dated:_____

CITY OF SOUTH LAKE TAHOE

Approved By: _____
Mayor

ATTACHMENT "A"

XXX, XXXX

Sheriff Jeff Leikauf
Sheriff's Office
County of El Dorado
200 Industrial Drive
Placerville, California 95667

Re: City of South Lake Tahoe
FY 2021 Homeland Security Grant Equipment

Dear Sheriff Leikauf:

I certify that the City of South Lake Tahoe completed the following purchase of the Equipment in accordance with grant purchasing guidelines and grant assurances.

Attached is the invoice for this Equipment. Please remit the reimbursement at your earliest convenience.

I declare under penalty of perjury under the laws of the State of California that the foregoing certification is true and correct. Executed on the date written above in El Dorado County, State of California.

City of South Lake Tahoe

By:_____

Teal Drones, LLC.
2800 S. West Temple, Suite #2
South Salt Lake, UT 84115

Created Date	3/6/2024
Expiration Date	5/31/2024
Quote Number	00000506

Prepared By	Miguel Cotto Morales
Phone	(787) 348-3811
Email	miguel@redcat.red

QUOTATION FOR:

Bill To Name	City of South Lake Tahoe
Bill To	2101 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 United States

SHIP TO:

Ship To Name	City of South Lake Tahoe
Ship To	2101 Lake Tahoe Boulevard South Lake Tahoe, CA 96150 United States

Product Description	Product Code	Quantity	List Price	Discount (Percentage)	Total Price
TEAL 2 SYSTEM - 2.4GHz Includes: (1) Teal 2 2.4GHz with Hadron Payload with 16MP EO and 640x512 R IR, (1) Teal Air Controller (TAC), (2) battery/charger kits (ea kit includes 1 charger & 2 batteries), Teal 2 Transport Case, Teal 2 Tactical Cases, (1) Field Repair Kit (tools, (2) rotor arms, (1 set) propellers, Micro SD card), (1) Quick Start Guide	SYS-2G4-1PK-T2	2.00	$15,809.25	7.00%	$28,687.62

Total Price	$28,687.62
Tax	$0.00
Shipping and Handling	$150.00
Grand Total	$28,837.62

Comments

Payment Terms	Net30
Delivery Time After PO Acceptance	120 Calendar Days
Terms & Conditions	The customer must provide a Purchase Order. A one-year limited warranty is provided upon purchase as described in the 1-YEAR WARRANTY & RETURNS document. The customer shall provide tax exemption documents alongside the purchase order.
Shipping Terms	FedEX Ground Shipping

RED CAT HOLDINGS
Investing in the future of drones

TEAL™

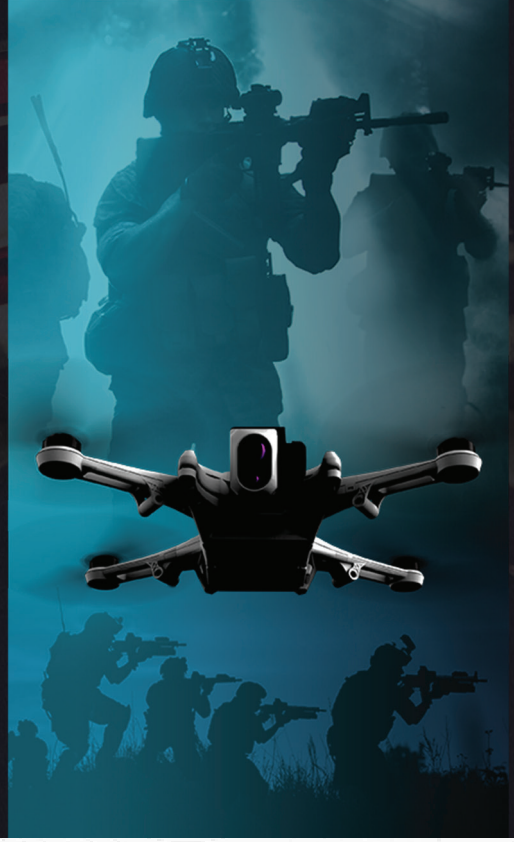
A RED CAT COMPANY

Dominate the Night™

TEAL 2 sUAS

The Teal 2 sUAS, equipped with Teledyne FLIR's new Hadron 640R sensor, provides end users with the highest resolution thermal imaging in a small (Group 1) form factor and is optimized for nighttime operations. Its compact size and rugged design enables the system to be rucksack portable and deployed in the most challenging environments.

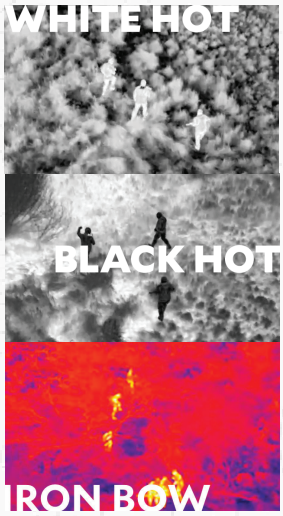
- Equipped with the FLIR Hadron 640R EO/IR payload, optimized for nighttime operations
- Compact and rugged design enables fast deployment in challenging environments
- Multi-vehicle command and control provides a 360 degree view of a target or ISR on multiple targets



CONTROLLER AIRCRAFT

IMAGING SYSTEMS

HEAT SIGNATURES



SPECIFICATIONS

AIRCRAFT

Flight Time	30+ minutes*
Weight	2.75 lbs (1.25 kg)
Flight Speed	23 mph (10 m/s)
Max Flight Ceiling	10,000 ft (3048 m) MSL
Max Range (From Controller)	5 km +
Operation Temp Range	-32 to 110 F (-35.6 to 43.3 C)
Flight Controller	MAVLink Compliant
Wind Limits	18 mph (16 kts) Sustained to 25 mph (22 kts) Gusts

TEAL AIR CONTROL (TAC)

Downlink Resolution	720p
Encryption	AES-256
Latency	~300ms
Software OS	Android
Battery Life	6 hours
Weight	3.7 lbs (1.68 kg)

*US Standard Atmosphere 1976, which is 59F, Sea Level, 29.92 Barometric Pressure

SENSOR

System	Dual Axis EO/IR Gimbal with Hadron 640R
EO Sensor	16MP, 67 degree HFOV
EO Video Recording	4000x3000 at 15fps
Gimbal Pitch Control Range	-120 to +120
IR Sensor	Boson 640 Radiometric, 32 degree HFOV
IR Video Recording	640x512 at 30Hz
Removable Storage	microSD Card
Recorded Video Format	Encoded H.264 in MP4 or TS container

PROCESSOR

Main Processor	Snapdragon 845
GPU	Adreno 630
CPU	Octa-core Kryo 385
Image Signal Processor	Spectra 280
Memory	6GB LPDDR4X

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:9

Agenda Item:

Law Enforcement Specialized Unit Grant – Domestic Violence Programs

Executive Summary: The South Lake Tahoe Police Department and Live Violence Free (LVF) collectively receive the 2024 CalOES grant, valued at $203,142, to partially fund responses to domestic violence and sexual assault. Funding is distributed to the Police Department, Live Violence Free, the Joint Dispatch Center, and covers grant administrative costs. This resolution seeks to replace resolution 2024-017 with corrections as required by CalOES.

Requested Action / Suggested Motions:

Pass a Resolution ratifying grant application, authorizing and directing the Mayor to execute the grant agreement, and authorizing receipt of grant funds from the California Office of Emergency Services (CalOES) in support of the South Lake Tahoe Police Department and Live Violence Free through the Law Enforcement Specialized Unit Grant sub-award LE23 07 7994 for calendar year 2024 in an amount up to $203,142.

Responsible Staff Member: Jeff Roberson, Police Lieutenant

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Cal OES Grant Ratification.docx
02-Resolution-CalOES Live Violence Free Grant.docx
03-CalOES Performance Assessment 02-28-24.pdf
04-LE23 07 7994 - SUBAWARD.pdf
05-SLTPD-LVF Operational Agreement 2024.pdf

City of South Lake Tahoe
Report to City Council

Meeting Date: March 26, 2024

Title: Law Enforcement Specialized Unit Grant – Domestic Violence Programs

Location: Citywide

Responsible Staff Member: Jeff Roberson, Police Lieutenant

Background: Since 2003, the South Lake Tahoe Police Department has worked in partnership with Live Violence Free to supplement the investigation of, and response to domestic violence incidents, advocate for involved parties, educate the community and law enforcement on domestic violence issues, and provide counselling services to victims and perpetrators.

The Law Enforcement Specialized Unit program plays a vital role in the Police Department's ability to effectively protect victims of domestic violence and prosecute the offenders. Domestic violence continues to be a significant issue in our community and has devastating long-term effects on victims and families.

For 2024, the South Lake Tahoe Police Department will receive a grant from the California Office of Emergency Services in the amount up to $203,142.00. We have received this grant annually since 2017. This 2024 Law Enforcement Specialized Unit grant will fund $79,566 toward the salary of one SLTPD Detective. The grant award will provide an additional $13,310 to fund overtime expenses for the Joint Dispatch Center for fielding phone calls related to domestic violence. The grant award will also provide $3,000 to fund the Principal Management Analyst hours for completing grant related reports.

Live Violence Free will receive funding from this grant in operational support of Live Violence Free advocates and administrative costs in the amount up to $107,266. Attached is the Sole Source Justification and the Operational Agreement document between South Lake Tahoe Police Department and Live Violence Free.

The City of South Lake Tahoe would continue to pay salary and benefits for the Detective as a match to the grant in the amount up to $67,714.

The operational period for this specific grant funding cycle is January 1, 2024 through December 31, 2024.

Issue and Discussion: This item is before the City Council is to ratify the grant application, execute the subrecipient award, and authorize acceptance of grant funds from the California Office of Emergency Services (Cal OES) in support of the South Lake Tahoe Police Department / Live Violence Free Law Enforcement Specialized Unit grant for calendar year 2024 in the amount up to $203,142.

On February 13, 2024, Council provided authority to ratify the Law Enforcement Specialized Unit grant application, execute the subrecipient grant from CalOES, approved and authorized the grant identified as Law Enforcement Specialized Units Program Grant (Subaward LE23 07 7994) with Resolution 2024-017.

On February 28, 2024, CalOES conducted an assessment for compliance with the grant requirements. One finding was additional specificity in proof of authority for this grant and amendments to this grant:

[Grant] Subrecipient Handbook Section 1.005 states: The Subrecipients must certify they have written authority by the governing body (e.g., City Council) granting authority for the Subrecipient/Official Designee to enter into specific Grant Subaward (indicated by Cal OES Program name and Grant Subaward performance period), and applicable Grant Subaward Amendments with Cal OES. This authorization includes naming an Official Designee to sign Grant Subaward documents on behalf of the Subrecipient.

This current resolution seeks to supersede resolution 2024-017 with compliant language. Attached is the assessment and the suggested language. This suggested language has been incorporated in this new resolution.

Financial Implications: There will be no impact to the General Fund. This is a reimbursement grant that would be administered by the City of South Lake Tahoe. Upon award and funding, the budget will be loaded as follows:

Account # 238 02110

Revenue:
33221 $203,142

Expenses:
41040 $13,310 (Dispatch Overtime)
42010 $107,266 (Live Violence Free Services)
50001 $82,566 (Operating transfer out to General Fund for City of South Lake Tahoe staff, with $79,567 toward the Domestic Violence detective and $3000 towards the Principal Management Analyst staff time hours)

Environmental Considerations: Not a project: This is not a “project” subject to review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) (continuing administrative or maintenance activities, such as purchases for supplies)

Policy Implications: The approval and receipt of this grant supports Strategic Priority 5.1 Public Safety, Action Item 1) Ensure Police, fire, and snow removal operations receive adequate funding to provide exceptional service to our community.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Authorizing receipt of grant funds from the California Office of Emergency Services (Cal OES) in support of the South Lake Tahoe Police Department and Live Violence Free through the Law Enforcement Specialized Unit Grant for the calendar year 2024 in an amount up to $203,142

BACKGROUND

A. The City of South Lake Tahoe and Live Violence Free are committed to maintain the Domestic Violence Response Team (DVRT) in support of victims and families of domestic violence, and

B. The City of South Lake Tahoe in partnership with Live Violence Free has applied for, and been awarded, a grant through the California Office of Emergency Services in the amount up to $203,142 in support of the DVRT program for calendar year 2024, and

C. Live Violence Free is the only provider of on call domestic and sexual assault victim advocacy, counseling, and professional services in the area. LVF provides extensive crisis intervention and counseling services that directly benefit the health and well-being of our victims, their families, and community families while working cooperatively with the Police Department to identify those needs.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe hereby:

1. Appoints the Chief of Police as an authorized signatory of the City of South Lake Tahoe to enter into Grant Subaward Agreement for The Law Enforcement Specialized Unit Grant Subaward LE23 07 7994 and all applicable Grant Subaward Amendments.
2. Recognizes that the Grant Subaward performance period is January 1, 2024 through December 31, 2024.
3. Ratifies the SLTPD/LVF Law Enforcement Specialized Unit grant application.
4. Approves and authorizes the grant award, and authorizes the Chief of Police to coordinate with the Finance Department to load the budget as follows:

   Account # 238 02110

   Revenue Account: 33221 $203,142

   Expenses Account: 41040 $ 13,310 (Dispatch / Police Officer Overtime)

42010	$107,266	(Live Violence Free Services)
50001	$ 82,566	(Operating transfer out to General Fund for City of South Lake Tahoe staff (PD/Finance))

5. Approves the sole source request for Live Violence Free to provide domestic violence and sexual assault services for an amount not to exceed $107,266.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:

Yes:
No:
Absent:
Abstain:

_____ Date:_____

Cody Bass, Mayor

Attest:

_____

Susan Blankenship, City Clerk

The presence of electronic signatures certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

GAVIN NEWSOM
GOVERNOR

NANCY WARD
DIRECTOR

2/28/2024

Jeffrey Roberson
Lieutenant
South Lake Tahoe, City of – Police Department
1352 Johnson Boulevard
South Lake Tahoe, CA 96150-8200

Re: Performance Assessment – Grant Subaward Number:
LE23 07 7994

Dear Jeffrey Roberson,

Thank you for your time and cooperation during the February 28, 2024, Performance Assessment.

During the Performance Assessment, we discussed Cal OES's requirements for the Grant Subaward, the goals and objectives of the program, source documentation, and the reporting requirements. As a result of the Performance Assessment, I have identified areas that require corrective action. The findings are listed below, along with the corrective action necessary for compliance and the due date by which the corrective action must be completed.

Proof of Authority (SRH 1.055)
The Subrecipient's proof of authority did not include the name of the Official Designee, Cal OES Program name, the Grant Subaward performance period, and/or the ability to sign for amendments.

Citation: The 2024 Subrecipient Handbook, Section 1.055, states that Subrecipients must certify they have written authority by the governing body (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see section 3.030) to enter into specific Grant Subaward (indicated by Cal OES Program name and Grant Subaward performance period), and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming an Official Designee (e.g., Executive Director, District Attorney, Police Chief) to sign Grant Subaward documents on behalf of the Subrecipient.

CORRECTIVE ACTION: The Subrecipient must provide an updated Proof of Authority to Cal OES by April 29, 2024.

3650 SCHRIEVER AVENUE, MATHER, CA 95655
(916) 328-7451 TELEPHONE

Civil Rights – U.S. Department (DOJ), Office of Justice Programs, Office for Civil Rights (OCR) – Certification Form Submission Requirements (SRH 2.025) Finding: The Subrecipient was unable to provide a Certification Form.

Citation: The 2024 Subrecipient Handbook, Section 2.025, states that Subrecipients that receive federal funds are required to complete the U.S. DOJ, OJP online Certification Form and submit annually. This form certifies if the Subrecipient is required to develop an EEOP to keep on file, develop, and submit an EEOP to the OCR, or if they are exempt. Please refer to the U.S. DOJ, OJP website (https://ojp.gov/about/ocr/eeop)

Corrective Action: The Subrecipient must submit a Certification Form by April 29, 2024.

Enclosed please find a copy of the completed Performance Assessment Report and Supplemental Performance Assessment Report for your review. Should you have any additional questions or concerns, please don't hesitate to contact me at Elizabeth.Wilder@caloes.ca.gov.

Sincerely,

Elizabeth Wilder

Elizabeth Wilder
Program Specialist
Law Enforcement Unit

Enclosures:

Performance Assessment Report

Supplemental Assessment Report

SAMPLE RESOLUTION

The Governing Board for (**Subrecipient Name**) appoints (**Designated Official Name or Title**) as the authorized signatory of (**Subrecipient Name**) to enter into Grant Subaward Agreement for (**Cal OES Program Name**), with the Grant Subaward performance period of (**Current Grant Subaward performance period**). This authorization also applies to all applicable Grant Subaward Amendments for the (**Cal OES Program Name**).

(Signature of Board Chair) (Date)

(Typed name and title)

January 8, 2024

Jeffrey Roberson
Lieutenant
South Lake Tahoe, City of - Police Department
1352 Johnson Boulevard
South Lake Tahoe, CA 96150-8200

Subject: **Grant Subaward Application Approval**
Law Enforcement Specialized Units Program
Grant Subaward #: LE23 07 7994

Dear Jeffrey Roberson:

The California Governor's Office of Emergency Services (Cal OES) has approved your Grant Subaward application in the amount of $203,142, subject to enactment of applicable State Budget Act. A copy of your approved Grant Subaward is enclosed for your records.

Cal OES will make every effort to process payment requests within 45 days of receipt of your Report of Expenditures & Request for Funds (Cal OES Form 2-201).

This Grant Subaward is subject to the Cal OES Subrecipient Handbook. You are encouraged to read and familiarize yourself with the Cal OES Subrecipient Handbook, which can be viewed on the Cal OES website at www.caloes.ca.gov.

Please contact your Program Specialist Elizabeth Wilder, at Elizabeth.Wilder@caloes.ca.gov with questions.

Sincerely,

Victim Services Grants Processing Unit

cc: Subrecipient's file
Program Specialist

DocuSign Envelope ID: 2F144307-EC33-4387-B4E9-2344E568E4AB

SPECIAL CONDITION

Grant Subaward No. LE23 07 7994 is hereby approved with the following condition:

- The 2023 STOP funds in the amount of $203,142 cannot be expended until Cal OES has access to funds through the applicable FY2023-24 Federal award.

Should the Federal award(s) be reduced, you will be notified and required to amend the Grant Subaward.

Failure to comply with these requirements may result in the withholding and disallowance of grant payments, the reduction or termination of the Grant Subaward and/or the denial of future grant funds.

DocuSign Envelope ID: 2F144307-EC33-4387-B4E9-2344E568E4AB

(Cal OES Use Only)

Cal OES #	017-73108-04	FIPS #	017-73108	VS#		Subaward #	LE23 07 7994

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
GRANT SUBAWARD FACE SHEET

SMc TL

The California Governor's Office of Emergency Services (Cal OES) hereby makes a Grant Subaward of funds to the following:

1. **Subrecipient:** City of South Lake Tahoe — **1a. UEI#:** FG8YLL3CQ3J1

TL 2. **Implementing Agency:** City of South Lake Tahoe Police Department — **2a. UEI#:** FG8YLL3CQ3J1

3. **Implementing Agency Address:** 1352 Johnson Blvd. (Street) | South Lake Tahoe (City) | 96150-8200 (Zip+4)

4. **Location of Project:** South Lake Tahoe (City) | El Dorado County (County) | 96150-8200 (Zip+4)

5. **Disaster/Program Title:** LE - Law Enforcement Specialized Units Program — **6. Performance/ Budget Period:** 1/1/2024 (Start Date) to 12/31/2024 (End Date)

7. **Indirect Cost Rate:** 10% de minimis — **Federally Approved ICR** (if applicable): _____ %

Item Number	Grant Year	Fund Source	A. State	B. Federal	C. Total	D. Cash Match	E. In-Kind Match	F. Total Match	G. Total Cost
8.	2023	STOP		$203,142		$67,714		$67,714	$270,856
9.	Select	Select							
10.	Select	Select							
11.	Select	Select							
12.	Select	Select							
Total	Project	Cost		$203,142	$203,142	$67,714		$67,714	$270,856

13. **Certification** - This Grant Subaward consists of this title page, the application for the grant, which is attached and made a part hereof, and the Assurances/Certifications. I hereby certify I am vested with the authority to enter into this Grant Subaward, and have the approval of the City/County Financial Officer, City Manager, County Administrator, Governing Board Chair, or other Approving Body. The Subrecipient certifies that all funds received pursuant to this agreement will be spent exclusively on the purposes specified in the Grant Subaward. The Subrecipient accepts this Grant Subaward and agrees to administer the grant project in accordance with the Grant Subaward as well as all applicable state and federal laws, audit requirements, federal program guidelines, and Cal OES policy and program guidance. The Subrecipient further agrees that the allocation of funds may be contingent on the enactment of the State Budget.

14. **CA Public Records Act** - Grant applications are subject to the California Public Records Act, Government Code section 6250 et seq. Do not put any personally identifiable information or private information on this application. If you believe that any of the information you are putting on this application is exempt from the Public Records Act, please attach a statement that indicates what portions of the application and the basis for the exemption. Your statement that the information is not subject to the Public Records Act will not guarantee that the information will not be disclosed.

15. **Official Authorized to Sign for Subrecipient:**

Name: David Stevenson — Title: Chief of Police

Payment Mailing Address: 1901 Lisa Maloff Way, Suite 210 — City: South Lake Tahoe — Zip Code+4: 96150-7167

Signature: _____ — Date: 11/14/23

16. **Federal Employer ID Number:** 941610868

(FOR Cal OES USE ONLY)

I hereby certify upon my personal knowledge that budgeted funds are available for the period and purposes of this expenditure stated above.

DocuSigned by: Mary Rucker — 1/5/2024
(Cal OES Fiscal Officer) (Date)
9ABD0B66E248485...

DocuSigned by: Heather Carlson — 1/5/2024
(Cal OES Director or Designee) (Date)
1476AD62C0BED40...

ENY: 2023-24 Chapter: 12 SL: 18413
Item: 0690-102-0890 Pgm: 0385
FAIN #: 15JOVW-23GG-00561-STOP 07/01/23-06/30/25
Fund: Federal Trust Fund AL#: 16.588
Program: Law Enforcement Specialized Units Program
Match Req.: 25%, C/IK based on TPC
Project ID: OES23STOP000012
SC: 2023-18413 Amount: $203,142

Received by CalOES, Lorna Allen
Mai Log#: 228997, Wednesday,October 25 2023

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUPPLEMENTAL GRANT SUBAWARD INFORMATION

1. **Cal OES Contact Information Section:**
   Governor's Office of Emergency Services
   Nancy Ward, Director
   3650 Schriever Avenue
   Mather, CA 95655
   (916) 845-8506 (phone)

2. **Federal Awarding Agency Section:**

Fund Year	Federal Program Fund / AL#	Federal Awarding Agency	Total Federal Award Amount	Total Local Assistance Amount
2023	Violence Against Women Act (STOP) / 16.588	Office of Violence Against Women	$16,562,077	$14,905,869

3. **Project Description Section:**

   - Project Acronym (Please choose from drop down):
     Law Enforcement Specialized Units Program (LE)

   - Project Description:

   The purpose of the Program is to create or enhance specialized units to provide a coordinated response to victims/survivors of domestic violence and their children.

4. **Research & Development Section:**

   - Is this Subaward a Research & Development grant?
     Yes ☐ No ☒

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Grant Subaward Contact Information

Grant Subaward #: LE23 07 7994 CW

Subrecipient: City of South Lake Tahoe

1. **Grant Subaward Director**:
   Name: Jeffery Roberson Title: Lieutenant
   Telephone #: (530) 542-6521 Email Address: jroberson@cityofslt.us
   Address/City/ Zip Code (9-digit): 1352 Johnson Blvd. South Lake Tahoe, CA 96150-8200

2. **Financial Officer**:
   Name: Lori Marino Title: Principal Management Analyst
   Telephone #: (530) 542-7410 Email Address: lmarino@cityofslt.us
   Address/City/ Zip Code (9-digit): 1901 Lisa Maloff Way, Suite 210, South Lake Tahoe, CA 96150-7167

3. **Programmatic Point of Contact**:
   Name: Jason Nixon Title: Police Detective
   Telephone #: (530) 542-6138 Email Address: jnixon@cityofslt.us
   Address/City/ Zip Code (9-digit): 1352 Johnson Blvd. South Lake Tahoe, CA 96150-8200

4. **Financial Point of Contact**:
   Name: Lori Marino Title: Principal Management Analyst
   Telephone #: (530) 542-7410 Email Address: lmarino@cityofslt.us
   Address/City/ Zip Code (9-digit): 1901 Lisa Maloff Way, Suite 210, South Lake Tahoe, CA 96150-7167

5. **Executive Director** of a Non-Governmental Organization or the **Chief Executive Officer** (i.e., chief of police, superintendent of schools) of the implementing agency:
   Name: David Stevenson Title: Police Chief
   Telephone #: (530) 542-6120 Email Address: dstevenson@cityofslt.us
   Address/City/ Zip Code (9-digit): 1352 Johnson Blvd. South Lake Tahoe, CA 96150-8200

6. **Official Designee**, as stated in Section 15 of the Grant Subaward Face Sheet:
   Name: David Stevenson Title: Police Chief
   Telephone #: (530) 542-6120 Email Address: dstevenson@cityofslt.us
   Address/City/ Zip Code (9-digit): 1352 Johnson Blvd. South Lake Tahoe, CA 96150-8200

7. **Chair** of the **Governing Body** of the Subrecipient:
   Name: Joseph Irvin Title: City Manager
   Telephone #: (530) 542-6043 Email Address: jirvin@cityofslt.us
   Address/City/ Zip Code (9-digit): 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150-7167

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Signature Authorization

Grant Subaward #: LE23 07 7994 @

Subrecipient: City of South Lake Tahoe

TL Implementing Agency: City of South Lake Tahoe Police Department

The **Grant Subaward Director** and **Financial Officer** are **REQUIRED** to sign this form.

Grant Subaward Director:

Printed Name: Jeffery Roberson, Lieutenant

Signature: _____

Date: 10/11/2023

Financial Officer:

Printed Name: Lori Marino, Principal Management Analyst

Signature: Lori Marino Digitally signed by Lori Marino Date: 2023.10.11 14:29:38 -07'00'

Date: 10/11/2023

The following persons are authorized to sign for the **Grant Subaward Director:**

Signature: _____

Printed Name: Jason Nixon, Police Detective

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

The following persons are authorized to sign for the **Financial Officer:**

Signature: O. Tikhomirova

Printed Name: Olga Tikhomirova, Finance Director

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Signature: _____

Printed Name: _____

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Certification of Assurance of Compliance

Subrecipient: City of South Lake Tahoe

	Cal OES Program Name	Grant Subaward #:	Grant Subaward Performance Period
1	Law Enforcement Specialized Units Program	LE23 07 7994	01/01/2024 - 12/31/2024
2			
3			
4			
5			
6			

I, David Stevenson (Official Designee; same person as Section 15 of the Grant Subaward Face Sheet) hereby certify that the above Subrecipient is responsible for reviewing the Subrecipient Handbook (SRH) and adhering to all of the Grant Subaward requirements as directed by Cal OES including, but not limited to, the following areas:

I. Proof of Authority – SRH 1.055

The Subrecipient certifies they have written authority by the governing board (e.g., County Board of Supervisors, City Council, or Governing Board) granting authority for the Subrecipient/Official Designee (see Section 3.030) to enter into a specific Grant Subaward (indicated by the Cal OES Program name and initial Grant Subaward performance period) and applicable Grant Subaward Amendments with Cal OES. The authorization includes naming of an Official Designee (e.g., Executive Director, District Attorney, Police Chief) for the agency/organization who is granted permission to sign Grant Subaward documents on behalf of the Subrecipient. Written proof of authority includes one of the following: signed Board Resolution or approved Board Meeting minutes.

II. Civil Rights Compliance – SRH Section 2.020

The Subrecipient acknowledges awareness of, and the responsibility to comply with all state and federal civil rights laws. The Subrecipient certifies it will not discriminate in the delivery of services or benefits based on any protected class and will comply with all requirements of this section of the SRH.

III. Equal Employment Opportunity – SRH Section 2.025

The Subrecipient certifies it will promote Equal Employment Opportunity by prohibiting discrimination or harassment in employment because of any status protected by state or federal law and will comply with all requirements of this section of the SRH.

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

IV. Drug-Free Workplace Act of 1990 – SRH Section 2.030
The Subrecipient certifies it will comply with the Drug-Free Workplace Act of 1990 and all other requirements of this section of the SRH.

V. California Environmental Quality Act (CEQA) – SRH Section 2.035
The Subrecipient certifies that, if the activities of the Grant Subaward meet the definition of a "project" pursuant to the CEQA, Section 20165, it will comply with all requirements ofCEQA and this section of the SRH.

VI. Lobbying – SRH Sections 2.040 and 4.105
The Subrecipient certifies it will not use Grant Subaward funds, property, or funded positions for any lobbying activities and will comply with all requirements of this section of the SRH.

All appropriate documentation must be maintained on file by the Subrecipient and available for Cal OES upon request. Failure to comply with these requirements may result in suspension of payments under the Grant Subaward(s), termination of the Grant Subaward(s), and/or ineligibility for future Grant Subawards if Cal OES determines that any of the following has occurred: (1) the Subrecipient has made false certification, or (2) the Subrecipient violated the certification by failing to carry out the requirements as noted above.

CERTIFICATION

I, the official named below, am the same individual authorized to sign the Grant Subaward [Section 15 on Grant Subaward Face Sheet], and hereby affirm that I am duly authorized legally to bind the Subrecipient to the above-described certification. I am fully aware that this certification, executed on the date, is made under penalty of perjury under the laws of the State of California.

Official Designee's Signature: _____
Official Designee's Typed Name: David Stevenson
Official Designee's Title: Chief of Police
Date Executed: 10/12/2023

AUTHORIZED BY:

I grant authority for the Subrecipient/Official Designee to enter into the specific Grant Subaward(s) (indicated by the Cal OES Program name and initial Grant Subaward performance period identified above) and applicable Grant Subaward Amendments with Cal OES.

- ☐ City Financial Officer
- ☐ County Financial Officer
- ☑ City Manager
- ☐ County Manager
- ☐ Governing Board Chair

Signature: Joseph Irvin 10/19/2023
Typed Name: Joseph Irvin
Title: City Manager
Date Executed: 10/12/2023

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Federal Fund Grant Subaward Assurances
STOP Violence Against Women Formula Grant Program

Subrecipient: City of South Lake Tahoe

	Cal OES Program Name	Grant Subaward #	Grant Subaward Performance Period
1.	Law Enforcement Specialized Units Program	LE23 07 7994	01/01/2024 - 12/31/2024
2.			
3.			
4.			
5.			
6.			

Subrecipients agree to adhere to the following and ensure these assurances are passed down to Second-Tier Subrecipients.

1. Required Audits and Financial Statements (SRH Section 14.005)

Subrecipients expending $750,000 or more in federal funds annually must comply with the single audit requirement established by the Federal Office of Management and Budget (OMB) Uniform Guidance 2 C.F.R. Part 200, Subpart F and arrange for a single audit by an independent Certified Public Accountant (CPA) firm annually. Audits conducted under this section will be performed using the guidelines established by the American Institute of Certified Public Accountants (AICPA) for such audits.

☒ Subrecipient expends $750,000 or more in federal funds annually.

☐ Subrecipient does not expend $750,000 or more in federal funds annually.

2. Applicability of Part 200 Uniform Requirements and DOJ Grants Financial Guide

The Subrecipient (and any Second-Tier Subrecipient) agrees to comply with the Uniform Administrative Requirements, Cost Principles, and Audit Requirements in 2 C.F.R. Part 200, as adopted and supplemented by the DOJ in 2 C.F.R. Part 2800 (together, the "Part 200 Uniform Requirements") and the current edition of the DOJ Grants Financial Guide as posted on the OVW website, including any updated version that may be posted during the period of performance apply to this Grant Subaward.

The Subrecipient (and any Second-Tier Subrecipient) also agrees that all financial records pertinent to this Grant Subaward, including the general accounting ledger and all supporting documents, are subject to Cal OES's review throughout the life of

the Grant Subaward, during the close-out process, and for seven years after the Subrecipient makes final payments and all other pending matters are closed, unless a different retention period applies. Subrecipients (and any Second-Tier Subrecipients) must provide access to performance measurement information, financial records, supporting documents, statistical records, and any other pertinent records indicated at 2 C.F.R. 200.334.

3. Requirements Related to System for Award Management and Unique Entity Identifiers

Subrecipients (and any Second-Tier Subrecipients) must comply with applicable requirements regarding the System for Award Management (SAM), currently accessible at https://www.sam.gov/. This includes applicable requirements regarding registration with SAM, as well as maintaining the current information in SAM.

Subrecipients also must comply with applicable restrictions for Second-Tier Subawards, including restrictions on Grant Subawards to entities that do not acquire and provide (to Subrecipients) the unique entity identifier assigned by SAM.

The details of the Subrecipients' obligations related to SAM and to unique entity identifiers are posted on the OVW website at https://www.justice.gov/ovw/award-conditions (Award Condition: Requirements related to System for Award Management (SAM) and unique entity identifiers) and are incorporated by reference here.

4. Requirement to Report Actual or Imminent Breach of Personally Identifiable Information

Subrecipients (and any Second-Tier Subrecipients) must have written procedures in place to respond in the event of an actual or imminent "breach" (as defined in OMB M-17-12) if they:

- Create, collect, use, process, store, maintain, disseminate, disclose, or dispose of "Personally Identifiable Information (PII)" (as defined in 2 C.F.R. 200.1) within the scope of an OVW grant-funded program or activity, or

- Use or operate a "Federal information system" (as defined in OMB Circular A-130).

Subrecipients (and any Second-Tier Subrecipients) must have breach procedures that must include a requirement to report actual or imminent breach of PII to Cal OES no later than 24 hours after an occurrence of an actual breach, or the detection of an imminent breach.

5. **Requirements Pertaining to Prohibited Conduct Related to Trafficking in Persons (including reporting requirements and OVW authority to terminate Grant Subaward)**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements (including requirements to report allegations) pertaining to prohibited conduct related to the trafficking of persons, whether on the part of Subrecipients (and any Second-Tier Subrecipients), or individuals defined (for purposes of this condition) as "employees" of Subrecipients (and any Second-Tier Subrecipients).

The details of the Subrecipients' obligations related to prohibited conduct related to trafficking in persons are posted on the OVW website at https://www.justice.gov/ovw/award-conditions (Award Condition: Prohibited conduct by Subrecipients related to trafficking in persons (including reporting requirements and OVW authority to terminate award)), and are incorporated by reference here.

6. **Determination of Suitability to Interact with Participating Minors**

This condition applies to the Grant Subaward (if it is indicated) when some or all of the activities to be carried out under the Grant Subaward (whether by Subrecipients, or Second-Tier Subrecipients) is to benefit a set of individuals under 18 years of age.

Subrecipients (and any Second-Tier Subrecipients) must make determinations of suitability before certain individuals may interact with participating minors. This requirement applies regardless of an individual's employment status.

The details of this requirement are posted on the OVW website at https://www.justice.gov/ovw/award-conditions (Award condition: Determination of suitability required, in advance, for certain individuals who may interact with participating minors), and are incorporated by reference here.

7. **Compliance with Applicable Rules Regarding Approval, Planning, and Reporting of Conferences, Meetings, Trainings, and Other Events**

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable laws, regulations, policies, and official DOJ guidance (including specific cost limits, prior approval and reporting requirements, where applicable) governing the use of federal funds for expenses related to conferences (as that term is defined by DOJ), including the provision of food and/or beverages at such conferences, and costs of attendance at such conferences.

Information on the pertinent DOJ definition of conferences and the rules applicable to this Grant Subaward appears on the OVW website at https://www.justice.gov/ovw/conference-planning.

8. OVW Training Guiding Principles

Subrecipients (and any Second-Tier Subrecipients) understand and agree that any training or training materials developed or delivered with funding under this Grant Subaward must adhere to the OVW Training Guiding Principle for Grantee and Subgrantees, available at https://www.justice.gov/ovw/resources-and-faqs-grantees#Discretionary.

9. Potential Imposition of Additional Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with any additional requirements that may be imposed by OVW during the period of performance for this Grant Subaward, if Subrecipients are designated as "high-risk" for purposes of the DOJ high-risk grantee list.

10. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 42

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 42, specifically including any applicable requirements in Subpart E of 28 C.F.R. Part 42 that relate to an equal employment opportunity program.

11. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 38

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 38.

Among other things, 28 C.F.R. Part 38 includes rules that prohibit specific forms of discrimination on the basis of religion, a religious belief, a refusal to hold a religious belief, or refusal to attend or participate in a religious practice. Part 38 also sets out rules and requirements that pertain to Subrecipient organizations (and any Second-Tier Subrecipient organizations) that engage in or conduct explicitly religious activities, as well as rules and requirements that pertain to Subrecipients (and any Second-Tier Subrecipients) that are faith-based or religious organizations.

12. Compliance with DOJ Regulations Pertaining to Civil Rights and Nondiscrimination - 28 C.F.R. Part 54

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable requirements of 28 C.F.R. Part 54, which relates to nondiscrimination on the basis of sex in certain "educational programs."

13. Restrictions on "Lobbying" and Policy Development

In general, as a matter of federal law, federal funds may not be used by Subrecipients (and any Second-Tier Subrecipients), either directly or indirectly, to support the enactment, repeal, modification, or adoption of any law, regulation, or policy, at any level of government, in order to avoid violation of 18 U.S.C. 1913. Subrecipients (or any Second-Tier Subrecipients) may, however, use federal funds to collaborate with and provide information to federal, state, local, tribal and territorial public officials and agencies to develop and implement policies and develop and promote state, local, or tribal legislation or model codes designed to reduce or eliminate domestic violence, dating violence, sexual assault, and stalking (as those terms are defined in 34 U.S.C. 12291(a)) when such collaboration and provision of information is consistent with the activities otherwise authorized under this grant program.

Another federal law generally prohibits federal funds awarded by OVW from being used by Subrecipients (and any Second-Tier Subrecipients), to pay any person to influence (or attempt to influence) a federal agency, a Member of Congress, or Congress (or an official or employee of any of them) with respect to the awarding of a federal grant or cooperative agreement, subgrant, contract, subcontract, or loan, or with respect to actions such as renewing, extending, or modifying any such award. See 31 U.S.C. 1352. Certain exceptions to this law apply, including an exception that applies to Indian tribes and tribal organizations.

Should any question arise as to whether a particular use of federal funds by a Subrecipient (or any Second-Tier Subrecipient) would or might fall within the scope of these prohibitions, the Subrecipient is to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

14. Compliance with General Appropriations-law Restrictions on the use of Federal Funds

Subrecipients (and any Second-Tier Subrecipients) must comply with all applicable restrictions on the use of federal funds set out in federal appropriations statutes. Pertinent restrictions, for each fiscal year, are set out at https://www.justice.gov/ovw/award-conditions (Award Condition: General appropriations-law restrictions on use of federal award funds), and are incorporated by reference here.

Should a question arise as to whether a particular use of federal funds by Subrecipients (and any Second-Tier Subrecipients) would or might fall within the scope of an appropriations or law restriction, Subrecipients are to contact Cal OES for guidance, and may not proceed without the express prior written approval of Cal OES.

15. Reporting Potential Fraud, Waste, and Abuse, and Similar Misconduct

Subrecipients (and any Second-Tier Subrecipients) must promptly refer to Cal OES any credible evidence that a principal, employee, agent, Subrecipient, contractor, subcontractor, or other person has, in connection with funds under this Grant Subaward-- (1) submitted a claim that violates the False Claims Act; or (2) committed a criminal or civil violation of laws pertaining to fraud, conflict of interest, bribery, gratuity, or similar misconduct.

Potential fraud, waste, abuse, or misconduct involving or relating to funds under this Grant Subaward should must also be reported to Cal OES. Additional information is available from the DOJ OIG website at https://oig.justice.gov/hotline.

16. Restrictions and Certifications Regarding Non-disclosure Agreements and Related Matters

No Subrecipients (and any Second-Tier Subrecipients) under this Grant Subaward, or entity that receives a procurement contract or subcontract with any funds under this Grant Subaward, may require any employee or contractor to sign an internal confidentiality agreement or statement that prohibits or otherwise restricts, or purports to prohibit or restrict, the reporting (in accordance with law) of waste, fraud, or abuse to an investigative or law enforcement representative of a federal department or agency authorized to receive such information.

The foregoing is not intended, and shall not be understood by the agency making this Grant Subaward, to contravene requirements applicable to Standard Form 312 (which relates to classified information), Form 4414 (which relates to sensitive compartmented information), or any other form issued by a federal department or agency governing the nondisclosure of classified information.

a. In accepting this Grant Subaward, Subrecipients (and any Second-Tier Subrecipients):

   1) Represent that they neither require, nor have required, internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

   2) Certify that, if they learn, or are notified, that they have, or have been, requiring their employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds, will provide prompt written

notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

b. If Subrecipients are authorized under this award to make Second-Tier Subawards, procurement contracts, or both:

1) Subrecipients represent that:

a) No other entity (whether through a Second-Tier Subaward ("subgrant"), procurement contract, or subcontract under a procurement contract) that they pass funds to either requires or has required internal confidentiality agreements or statements from employees or contractors that currently prohibit or otherwise currently restrict (or purport to prohibit or restrict) employees or contractors from reporting waste, fraud, or abuse as described above; and

b) Appropriate inquiry has been made, or otherwise Subrecipients have an adequate factual basis, to support this representation; and

2) If learned or notified that any Second-Tier Subrecipient, contractor, or subcontractor entity that receives funds under this Grant Subaward is, or has been, requiring its employees or contractors to execute agreements or statements that prohibit or otherwise restrict (or purport to prohibit or restrict), reporting of waste, fraud, or abuse as described above, they will immediately stop any further obligations of Grant Subaward funds to or by that entity, will provide prompt written notification to Cal OES, and will resume (or permit resumption of) such obligations only if expressly authorized to do so by Cal OES.

17. Compliance with 41 U.S.C. 4712 (including prohibitions on reprisal; notice to employees)

Subrecipients (and any Second-Tier Subrecipients) must comply with, and are subject to, all applicable provisions of 41 U.S.C. 4712, including all applicable provisions that prohibit, under specified circumstances, discrimination against an employee as reprisal for the employee's disclosure of information related to gross mismanagement of a federal grant, a gross waste of federal funds, an abuse of authority relating to a federal grant, a substantial and specific danger to public health or safety, or a violation of law, rule, or regulation related to a federal grant.

Subrecipients (and any Second-Tier Subrecipients) also must inform their employees, in writing (and in the predominant native language of the workforce), of employee rights and remedies under 41 U.S.C. 4712.

18. Encouragement of Policies to Ban Text Messaging while Driving

Pursuant to Executive Order 13513, "Federal Leadership on Reducing Text Messaging While Driving," 74 Fed. Reg. 51225 (October 1, 2009), the DOJ encourages Subrecipients (and any Second-Tier Subrecipients) to adopt and enforce policies banning employees from text messaging while driving any vehicle during the course of performing work funded by this Grant Subaward, and to establish workplace safety policies and conduct education, awareness, and other outreach to decrease crashes caused by distracted drivers.

19. Compliance with Statutory and Regulatory Requirements

Subrecipients (and any Second-Tier Subrecipients) agree to comply with all relevant statutory and regulatory requirements, which may include, among other relevant authorities, the Violence Against Women Act of 1994, P.L. 103-322, the Violence Against Women Act of 2000, P.L. 106-386, the Violence Against Women and Department of Justice Reauthorization Act of 2005, P.L. 109-162, the Violence Against Women Reauthorization Act of 2013, P.L. 113-4, the Omnibus Crime Control and Safe Streets Act of 1968, 34 U.S.C. 10101 et seq., and OVW's implementing regulations at 28 C.F.R. Part 90.

20. VAWA 2013 Nondiscrimination Condition

Subrecipients (and any Second-Tier Subrecipients) acknowledge that 34 U.S.C. 12291(b)(13) prohibits Subrecipients of OVW awards from excluding, denying benefits to, or discriminating against any person on the basis of actual or perceived race, color, religion, national origin, sex, gender identity, sexual orientation, or disability in any program or activity funded in whole or in part by OVW. Subrecipients may provide sex-segregated or sex-specific programming if doing so is necessary to the essential operations of the program, so long as the Subrecipient provides comparable services to those who cannot be provided with the sex-segregated or sex-specific programming. The Subrecipient (and any Second-Tier Subrecipient) agrees that it will comply with this provision.

21. Misuse of Award Funds

Subrecipients (and any Second-Tier Subrecipients) understand and agree that misuse of award funds may result in a range of penalties, including suspension of current and future funds, suspension or debarment from federal grants, recoupment of monies provided under an award, and civil and/or criminal penalties.

22. Confidentiality and Information Sharing

Subrecipients (and any Second-Tier Subrecipients) agrees to comply with the provisions of 34 U.S.C. 12291(b)(2), nondisclosure of confidential or private information, which includes creating and maintaining documentation of

compliance, such as policies and procedures for release of victim information. Subrecipients (and any Second-Tier Subrecipients) also agree to comply with the regulations implementing this provision at 28 CFR 90.4(b) and "Frequently Asked Questions (FAQs) on the VAWA Confidentiality Provision (34 U.S.C. 12291(b)(2))" on the OVW website at https://www.justice.gov/ovw/resources-and-faqs-grantees.

23. Activities that Compromise Victim Safety and Recovery or Undermine Offender Accountability

Subrecipients (and any Second-Tier Subrecipients) agree that Grant Subaward funds will not support activities that compromise victim safety and recovery or undermine offender accountability, such as: procedures or policies that exclude victims from receiving safe shelter, advocacy services, counseling, and other assistance based on their actual or perceived sex, age, immigration status, race, religion, sexual orientation, gender identity, mental health condition, physical health condition, criminal record, work in the sex industry, or the age and/or sex of their children; procedures or policies that compromise the confidentiality of information and privacy of persons receiving OVW-funded services; procedures or policies that impose requirements on victims in order to receive services (e.g., seek an order of protection, receive counseling, participate in couples' counseling or mediation, report to law enforcement, seek civil or criminal remedies, etc.); procedures or policies that fail to ensure service providers conduct safety planning with victims; project design and budgets that fail to account for the access needs of participants with disabilities and participants who have limited English proficiency or are Deaf or hard of hearing; or any other activities outlined in the solicitation or companion guide under which the application was submitted.

24. Policy for Response to Workplace-related Incidents of Sexual Misconduct, Domestic Violence, and Dating Violence

Subrecipients (and any Second-Tier Subrecipients) must have a policy, or issue a policy within 270 days of the award date, to address workplace-related incidents of sexual misconduct, domestic violence, and dating violence involving an employee, volunteer, consultant, or contractor. The details of this requirement are posted on the OVW website at https://www.justice.gov/ovw/award-conditions (Award Condition: Policy for response to workplace-related sexual misconduct, domestic violence, and dating violence), and are incorporated by reference here.

25. Performance Progress Reports and Final Report Submission

Subrecipients agree to provide Cal OES with specific information regarding Grant Subawards. Subrecipients agree to submit an annual report that includes: a) an assessment of whether stated goals and objectives were achieved; b) information on the effectiveness of activities carried out with grant funds, including the number of persons served and the number of persons seeking services who could not be served; c) information on each Grant Subaward made; and d) such other

information as OVW may prescribe. Subrecipients must use the designated forms and/or systems made available by OVW for performance reporting, which identify the information that Subrecipients must collect and report as a condition of receiving funding under this award.

26. Publications Disclaimer for STOP Formula Subrecipients

Subrecipients (and any Second-Tier Subrecipients) agree that all materials and publications (written, web-based, audio-visual, or any other format) resulting from subaward activities shall contain the following statement: "This project was supported by Subgrant No. LE23 07 7994 awarded by the state administering office for the Office on Violence Against Women, U.S. Department of Justice's STOP Formula Grant Program. The opinions, findings, conclusions, and recommendations expressed in this publication/program/exhibition are those of the author(s) and do not necessarily reflect the views of the state or the U.S. Department of Justice."

27. Copyrighted Works

Pursuant to 2 C.F.R. 200.315(b), Subrecipients (and any Second-Tier Subrecipients) may copyright any work that is subject to copyright and was developed, or for which ownership was acquired, under this Grant Subaward. OVW reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use the work, in whole or in part (including in the creation of derivative works), for federal purposes, and to authorize others to do so.

OVW also reserves a royalty-free, nonexclusive, and irrevocable right to reproduce, publish, or otherwise use, in whole or in part (including in the creation of derivative works), any work developed by a Subrecipient (and any Second-Tier Subrecipient), of this Grant Subaward, for federal purposes, and to authorize others to do so.

In addition, Subrecipients (and any Second-Tier Subrecipients or contractors) must obtain advance written approval from Cal OES, and must comply with all conditions specified by Cal OES in connection with that approval, before: 1) using Grant Subaward funds to purchase ownership of, or a license to use, a copyrighted work; or 2) incorporating any copyrighted work, or portion thereof, into a new work developed under this Grant Subaward.

It is the responsibility of Subrecipients (and any Second-Tier Subrecipients, contractors, or subcontractors as applicable) to ensure that this condition is included in any subaward, contract, or subcontract under this award.

28. Ongoing Compliance with Statutory Certifications

Subrecipients (and any Second-Tier Subrecipients) agree that compliance with the statutory certification requirements is an ongoing responsibility during the Grant Subaward period and that, at a minimum, a hold may be placed on the

Subrecipient's funds for noncompliance with any of the requirements of 34 U.S.C. 10449 (regarding rape exam payments), 34 U.S.C. 10449(e) (regarding judicial notification), 34 U.S.C. 10450 (regarding certain fees and costs), and 34 U.S.C. 10451 (regarding polygraphing of sexual assault victims). Non-compliance with any of the foregoing may also result in termination or suspension of the grant or other remedial measures, in accordance with applicable laws and regulations.

29. Requirements for Subrecipients Providing Legal Assistance

Subrecipients (and any Second-Tier Subrecipients) agree that the legal assistance eligibility requirements, as set forth below, are a continuing obligation on the part of Subrecipients (and any Second-Tier Subrecipients).

a. The legal assistance eligibility requirements are:

1) any person providing legal assistance through a program funded under this grant program

a) has demonstrated expertise in providing legal assistance to victims of domestic violence, dating violence, sexual assault, or stalking in the targeted population; or

b) is partnered with an entity or person that has demonstrated expertise described in subparagraph (a); and

c) has completed or will complete training in connection with domestic violence, dating violence, stalking, or sexual assault and related legal issues, including training on evidence-based risk factors for domestic and dating violence homicide;

2) any training program conducted in satisfaction of the requirement of paragraph (1) has been or will be developed with input from and in collaboration with a state, local, territorial, or tribal domestic violence, dating violence, sexual assault, or stalking victim service provider or coalition, as well as appropriate state, local, territorial, and tribal law enforcement officials;

3) any person or organization providing legal assistance through this grant program has informed and will continue to inform state, local, territorial, or tribal domestic violence, dating violence, stalking, or sexual assault programs and coalitions, as well as appropriate state and local law enforcement officials of their work; and

4) Subrecipients' (and any Second-Tier Subrecipients') organizational policies do not require mediation or counseling involving offenders and victims physically together, in cases where sexual assault, dating violence, domestic violence, or

child sexual abuse is an issue. Subrecipients also agree to ensure that any Second-Tier Subrecipient will comply with this condition.

30. Federal Funding Accounting and Transparency Act (FFATA)

Yes	No	
☐	☒	Has the Subrecipient received $25,000,000 or more in federal funds in the preceding fiscal year?
☐	☐	If the answer is yes, does the amount of federal funds received equal 80% or more of the Subrecipient's annual gross revenue?
☐	☐	If the answer is yes to the above two questions, did the Subrecipient report to the U.S. Security and Exchange Commission?

For additional information reference: Award Condition: Reporting Subawards and Executive Compensation (Updated as of September 2016) | Office of Justice Programs (ojp.gov).

CERTIFICATION

I certify the Subrecipient identified above will comply with the requirements of the Subrecipient Handbook and the federal fund Grant Subaward assurances outlined above.

Official Designee's Signature: _____

Official Designee's Typed Name: David Stevenson

Official Designee's Title: Chief of Police

Date Executed: 10/12/2023

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City of South Lake Tahoe			**LE23 07 7994**
A. Personnel Costs - Line-item description and calculation	**STOP 2023**	**STOP 2023 Match**	**Total Amount Allocated**
City of South Lake Tahoe Domestic Violence Response Team **Detective Salaries:** 1 full time Detective assigned to DVRT Progam Regular Salary @ $47.37 hr/ 2080 hours = $98,529.60 Holiday Pay (Salary x 4.62%) $4,552.07 ICI Pay (5% x total salary) $4,926.48 Detective Pay 5% (Salary x 5%) $4,926.48 Uniform Allowance $1,000.00 annually Section125 $57.69 x 26 $1,499.94 Total Salary & Incentives: $115,434.57 (Only charging **$79,567** grant funds/**$19,143** match)	$79,566	$19,143	$98,709
Detective Benefits Workers' Comp (Salary & Incent x 15%) $17,315.19 Health, life, survivor benefits $24,703.18 annually City PERS (Salary+incent x 21%) $24,241.26 Vision/ Dental ($166.66 monthly) $1,999.92 Medicare (salary+incent x 1.45%) $1,673.80 SUI (salary+incet x 0.5%) $577.17 Total Benefits: $70,510.52 (Only charging **$48,571** match)		$48,571	$48,571
Overtime for SLT Dispatch Approx. 242 hrs @ $55.00/hr OT rate- crisis coverage	$13,310		$13,310
Principal Management Analyst Approx. 43.29 hrs @ $69.31 /hr- Grant Management Total Salary & Incentives: $113,041.66; Total Benefits $31,116.59. Total Salary and Benefits $144,158.25 Fully Burdened Rate: $69.31	$3,000		$3,000
Personnel Costs Fund Source Totals	$95,876	$67,714	$163,590
PERSONNEL COSTS CATEGORY TOTAL			$163,590

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Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: City of South Lake Tahoe	Subaward #:LE23 07 7994		
B. Operating Costs - Line-item description and calculation	**STOP 2023**	**STOP 2023 Match**	**Total Amount Allocated**
Executive Director @ 0.03 FTE			
Responsible for overall agency/project operations including high level management. Provides direct supervision to Director of Operations/Client Services, Director of Administration/Grants, and Director of Development/Outreach and all contractors. Coordinates community partnerships and participates in multi-agency collaborations. Provides direct services as needed.			
$8,590 x 6 months x 0.03 FTE	$1,546		$1,546
$9,020 x 6 months x 0.03 FTE	$1,624		$1,624
Director of Administration & Grants @ 0.03 FTE			
Responsible for all fiscal and programmatic aspects of the project, including budget development and compliance, modifications, financial reports, high-level grants management, and monitors grant data. Supervises the Grants & Fiscal Specialist. Collaborates with the contracted Certified Public Accountant and acts as a liaison between CPA and agency.			
$7,333 x 6 months x 0.03 FTE	$1,320		$1,320
$7,700 x 6 months x 0.03 FTE	$1,386		$1,386
Grants & Fiscal Specialist @ 0.03 FTE			
Provides grant management by completing grant applications, general grants management, and completing reports. Supports payroll, accounts payable, and accounts receivable. Supports the Director of Administration & Grants.			
$4,160 x 6 months x 0.03 FTE	$749		$749
$4,368 x 6 months x 0.03 FTE	$786		$786
Director of Operations & Client Services @ 0.03 FTE			
Responsible for day-to-day operations and service provisions. Responsible to track and meet all program goals and objectives. Provides supervision of Advocacy Coordinator, Victim Advocates, Therapy Coordinator, and Therapist.			
$7,961 x 6 months x 0.03 FTE	$1,433		$1,433

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: City of South Lake Tahoe	Subaward #:LE23 07 7994		
B. Operating Costs - Line-item description and calculation	**STOP 2023**	**STOP 2023 Match**	**Total Amount Allocated**
$8,359 x 6 months x 0.03 FTE	$1,505		$1,505
Bilingual Advocacy Coordinator @ 0.5 FTE			
Coordinates with victim advocates and Therapy Coordinator to carry out the Unserved/Underserved program. Also, Provides direct services for victims including advocacy, peer counseling, crisis intervention, emergency assistance, referrals, and supportive services.			
$5,373 x 6 months x 0.5 FTE	$16,119		$16,119
$5,642 x 6 months x 0.5 FTE	$16,926		$16,926
Bilingual Victim Advocate @ 0.5 FTE			
Provides direct services for victims including advocacy, peer counseling, crisis intervention, emergency assistance, referrals, and supportive services.			
$3,958 x 6 months x 0.5 FTE	$11,874		$11,874
$4,156 x 6 months x 0.5 FTE	$12,468		$12,468
Crisis Line Advocates			
Rate is blended and includes on-call stipend plus actual call outs, dependent on number of calls received. $65/weekday, $85/weekend, $125/holiday.			
$2,667 x 12 months x 5% budget	$1,600		$1,600
Employee Benefits			
Calculated at 40% of annual wages of $67,736 Includes FICA, SUI, Worker's Compensation, Medical, Dental, Vision, Long Term Disability, and Retirement for full-time employees.	$27,094		$27,094
Professional Fees			
CPA - share of Certified Public Accountant's direct expenses for grant-specific financial tracking and reports			
285 hours x $60 per hour x 5%	$855		$855
Mileage			

Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Grant Subaward Budget Pages

Multiple Fund Sources

Subrecipient: City of South Lake Tahoe	Subaward #:LE23 07 7994		
B. Operating Costs - Line-item description and calculation	**STOP 2023**	**STOP 2023 Match**	**Total Amount Allocated**
Transportation to meet and accompany victims of domestic violence, sexual assault, child abuse, and stalking. Day-to-day mileage for project staff to provide community outreach, food/clothing distributions, and attend court hearings.			
368 miles x $0.625 per mile	$230		$230
✓ **Indirect Costs**			
Using de Minimis indirect cost rate of 10%			
Used to cover overhead costs including recruitment, communications, copying/printing, dues/fees/subscriptions/memberships, insurance, janitorial, maintenance/repairs, office expenses, postage, utilities, and training.			
Total award ($107,266 - distoritng costs of office rent $0, and indirect $9,751) = $97,515 x 10% - $9,751	$9,751		$9,751
Operating Costs Fund Source Totals	$107,266		$107,266
OPERATING COSTS CATEGORY TOTAL			$107,266

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Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Grant Subaward Budget Pages
Multiple Fund Sources

Subrecipient: City of South Lake Tahoe			Subaward#: LE23 07 7994
C. Equipment Costs - Line-item description and calculation	**STOP 2023**	**STOP 2023 Match**	**Total Amount Allocated**
Equipment Costs Fund Source Totals			
EQUIPMENT COSTS CATEGORY TOTAL			

Grant Subaward Totals - Totals must match the Grant Subaward Face Sheet	**STOP 2023**	**STOP 2023 Match**	**Total Project Cost**
Fund Source Totals	**$203,142**	**$67,714**	**$270,856**

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Budget Summary Report

LE23 Law Enforcement Specialized Units Program	**Subaward#: LE23 07 7994**
South Lake Tahoe, City of	**Subaward Period: 01/01/24 - 12/31/24**
Law Enforcement Specialized Units Program	**Latest Request:**

A Personnel Services - Salaries/Employee Benefits

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23STOP	95,876	0	95,876	0	95,876
L	23STOP	67,714	0	67,714	0	67,714
Total A Personnel Services - Salaries/Employee Benefits		***163,590***	***0***	***163,590***	***0***	***163,590***

B. Operating Expenses

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23STOP	107,266	0	107,266	0	107,266
L	23STOP	0	0	0	0	0
Total B. Operating Expenses		***107,266***	***0***	***107,266***	***0***	***107,266***

C. Equipment

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
F	23STOP	0	0	0	0	0
L	23STOP	0	0	0	0	0
Total C. Equipment		***0***	***0***	***0***	***0***	***0***

F/S/L	Funding Source	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total						

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
Paid/Expended=posted in Ledger w/Claim Schedule, Pending=Processsed, but not yet in Claim Schedule

Budget Summary Report

LE23 Law Enforcement Specialized Units Program	**Subaward#: LE23 07 7994**
South Lake Tahoe, City of	**Subaward Period: 01/01/24 - 12/31/24**
Law Enforcement Specialized Units Program	**Latest Request:**

	Budget Amount	Paid/Expended	Balance	Pending	Pending Balance
Total Local Match:	**67,714**	**0**	**0**	**0**	**67,714**
Total Funded:	**203,142**	**0**	**203,142**	**0**	**203,142**
Total Project Cost:	**270,856**	**0**	**270,856**	**0**	**270,856**

F/S/L (Funding Types): F=Federal, S=State, L=Local Match
Paid/Expended=posted in Ledger w/Claim Schedule, Pending=Processsed, but not yet in Claim Schedule

Grant Subaward Budget Narrative

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

The Personnel section of the Budget Detail Worksheet included in this application reflects the salaries associated with the Detective overseeing the Domestic Violence Response Team, overtime for South Lake Tahoe Dispatchers to respond and serve Domestic Violence victims and reporting parties, and Grant Administration for Finance staff to prepare and submit quarterly reimbursement requests, provide compliance management, and review expenses associated with Live Violence Free as the Partnering Agency.

The South Lake Tahoe Police Department (SLTPD) has assigned 1 full time Detective position in collaboration with Live Violence Free (LVF) to create the Domestic Violence Response Team (DVRT) to assist victims of domestic violence within the Tahoe Basin. Jason Nixon will be the assigned Detective working with Live Violence Free. Cost for salary and incentives are $115,434.57 and benefits are $70,510.52 with a total cost for this position at $185,945 annually. Approximately 69% of the salary will be charged to the grant in the amount not to exceed $79,566 as well as 17% of the salary being used as match in an amount of $19,143. Approximately 69% of the Detective benefits paid by the City of South Lake Tahoe will also be used as match in the amount of $48,571.

Grant Subaward Budget Narrative

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

Police Officer / Detective --Jason Nixon

	Amount per year	
Salary:		
Regular hourly rate @ $47.37	$	98,529.60
Holiday Pay 4.62%	$	4,552.07
Detective Pay 5%	$	4,926.48
Section125 $57.69	$	1,499.94
ICI Pay 5%	$	4,926.48
Uniform Allowance	$	1,000.00
Total Salary and Incentives	$	115,434.57
Benefits:		
Workers' Compensation 15%	$	17,315.19
Health	$	24,526.00
Vision ($25.50/monthly)	$	306.00
Dental ($141.16 monthly)	$	1,693.92
Life ($12.75 monthly)	$	153.00
Survivors Benefits	$	24.18
City PERS 21%	$	24,241.26
Medicare 1.45%	$	1,673.80
SUI 0.5%	$	577.17
Total Benefits	$	70,510.52
Total Salary and Benefits per year	**$**	**185,945.09**
Fully Burdened rate (total / 2080 hours	**$**	**89.40**

Due to the overwhelming need to respond to domestic violence incidences within the city; SLTPD Dispatchers provide 9-1-1 services to respond and serve the numerous calls from victims and reporting parties. An estimated 242 hours of overtime will be billed to the grant at an estimated rate of $55.00 per hour, not

Grant Subaward Budget Narrative

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

to exceed $13,310 during the term of the grant agreement. The Principal Management Analyst in the Finance Department is responsible for all fiscal aspects related to the project and the grant including budget oversight, fiscal reporting, and compliance management. Lori Marino has over 23 years of experience in the Finance Department managing a multitude of grants totaling well over 40 million dollars in annual funding. Lori will bill the grant at a fully burdened hourly rate of $82.16 per hour based on actual time worked, not to exceed $3,000.

Principal Management Analyst - L. Marino

Total Salary and Incentives 10/1/23-09/30/24

	Amount per year
Salary:	
Regular hourly rate @ step 3 @ $53.58	$ 111,446.40
Education Incentive 1.5%	$ 1,671.70
Longevity Pay 5%	$ 5,572.32
Total Salary and Incentives	$ 118,690.42
Benefits:	
Workers' Compensation 6.5%	$ 7,714.88
Health opt out provision	$ 25,158.84
Life Insurance	$ 94.20
Dental	$ 1,693.92
Vision	$ 306.00
Survivors Benefits	$ 24.18
City PERS 10.149%	$ 12,045.89
Long Term Disability .75%	$ 890.18
Medicare 1.45%	$ 1,721.01
SUI .05%	$ 59.35
457 Match $96.15 @ 26 pay periods	$ 2,499.90
Total Benefits	$ 52,208.34
Benefit Rate:	44%
Total Salary and Benefits per year	$ 170,898.76
Fully Burdened rate (total / 2080 hours)	**$ 82.16**

Grant Subaward Budget Narrative

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

The Operational Expense section of the Budget Proposal outlines the salary, benefits, and direct operating costs from the subcontractor, Live Violence Free (LVF). Under this agreement, most of the funds are used to employ two Bilingual Victim Advocates at .50 FTE each for the twelve months of the grant period. These positions will serve as the point of contact person to the SLTPD detective and the victims. They are also committed to providing immediate and long-term victim support. The Victim Advocates can provide victims and the SLTPD with services in English and Spanish. In addition to funding these positions, funds have been delegated to support LVF's Executive Director, Director of Administrations and Grants, Grants and Administration Specialist, Fiscal and Administration Specialist, and Director of Operations and Client Services. The Executive Director supervises LVF's involvement in the project. The Director of Operations and Client Services is responsible for supervision of the advocates and providing support and direction to the staff. The Director of Administration and Grants as well as the Grants and Administration Specialist will provide the daily administrative implementation oversight for the grant and will be responsible for compiling all financial and program progress reports. The Fiscal and Administration Specialist is responsible for LVF's payroll and supports accounts payable. Funds have also been allocated for a percentage of the

Grant Subaward Budget Narrative

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

subcontractor's Professional Fees for a CPA as well as direct costs of program supplies and client care to support emergency client needs, including but not limited to home furnishings, moving expenses, utility/telephone/internet assistance, childcare, transportation, security equipment, car alarms, locksmith, fuel, food/gas/clothing gift cards, cell phone minutes, cell phone equipment, PO boxes, personal care, and car maintenance/repairs. LVF is opting to use the De Minimis Indirect Cost Rate of 10% to cover overhead costs, including recruitment, communications, copying/printing, dues, fees, subscriptions, memberships, insurance, janitorial, maintenance/repairs, office expenses, postage, utilities, and training.

Cal OES
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OF EMERGENCY SERVICES

Grant Subaward Programmatic Narrative

Grant Subaward #: LE23 07 7994 ew

Subrecipient: City of South Lake Tahoe

Problem Statement

The South Lake Tahoe Police Department (SLTPD) has a long-standing and integrated partnership with South Lake Tahoe's only domestic violence agency, Live Violence Free (LVF). The partnership is essential to assisting survivors of domestic violence (DV) and sexual assault (SA) with critical services aimed at reducing the impacts of abuse within the community. Since the formation of LVF in 1977, SLTPD has maintained a close relationship with the agency and has collaborated with LVF's staff to provide survivors of intimate partner violence with court advocacy, shelter, assistance with Temporary Restraining Orders (TROs), counseling services for survivors and their children, a 24-hour crisis call center, support through related court proceedings, and many additional support services. The collaboration between SLTPD and LVF has further developed over the past 18 years since the Domestic Violence Response Team (DVRT) was formed to address the growing need for a multi-agency response to the increasing incidences of DV and SA in the South Lake Tahoe Community.

The continuation and expansion of collaborative efforts between SLTPD and LVF is crucial to effectively serve the unique challenges faced by the community of South Lake Tahoe. A local community needs assessment

conducted by Barton Hospital in 2021 reported 22.1% of SLT residents have been a victim of intimate partner violence compared with a national average of 13.7%. The Center for Disease Control identifies several risk factors for domestic violence which include low income, low academic achievement, substance use, and unemployment. According to the U.S. Census Bureau, 15.5% of SLT residents are living below poverty compared with 11.8% nationally, and the median income of a household in SLT is $41,380 compared to the California medium income of $71,228. While the national unemployment rate is currently 3.6%, the unemployment rate of South Lake Tahoe is a staggering high rate of 9.5%.

Strengthening the existing protocol for coordinated responses is fundamental for victims and their children to receive advocacy and resources that can greatly support them after DV incidences. Detectives provide information regarding LVF's services to victims and 24-hour access to a DV advocate upon the victim's request. Additionally, LVF is notified of all DV reports and given contact information of the victims so the Victim Witness Court advocates can follow up after the incident to ensure they receive desired DV services. Victims and their children are given access not only to advocacy but

are offered legal assistance through LVF which helps to keep DV survivors and their children together and safe from future harm.

Major highlights of the DVRT program are that it provides a coordinated response, increased advocacy for victims, consistent protocols for emergency responders, and more interagency accountability. All domestic violence case follow-up requests or evidence requests from the District Attorney's Office are sent to the SLTPD DV Detective for review. The DV detective will attempt to locate evidence from a variety of sources including surveillance video, photographs, and other trace evidence. The detective will meet with LVF Advocates, CPS, victim/witness advocates, and other agencies to ensure victims are receiving services. SLTPD enters Emergency Protective Orders (EPOs), proof of service the restraining order was served, and any violations of the restraining order into the California Law Enforcement Telecommunications System (CLETS) to enhance coordination of information with other agencies and assist in the protection of victims and their families.

Due to the extreme vulnerability of SLT and the high rate of DV, it is imperative the SLTPD continues to collaborate with LVF in a meaningful and productive way. During the next fiscal year, the two organizations seek to

improve and expand their partnership to include more impactful, subject-specific trainings for the area's DV first responders. Using feedback from first responder focus groups, SLTPD and LVF will provide DV trainings that are subject subject-specific to create a significant training experience for officers. Training will assist officers with difficult DV situations and in identifying the primary aggressor.

SLTPD and LVF seek to continue to strengthen the coordination of services between the two agencies and to constantly enforce policy that ensures accountability and a consistent response to victims of domestic violence. One of the successes of the current DVRT program is its protocol for consistent responses to violations of protection orders in the community. When an order is violated, SLTPD dispatches an officer immediately and notifies LVF of the protection order violation. While SLTPD takes the lead to ensure the victim's safety, LVF is then able to follow up with the victim(s) to provide services including peer counseling and support. This consistent response and protocol for coordination is of great importance to ensure the safety and well-being of victims.

Grant Subaward Programmatic Narrative

Grant Subaward #: LE23 07 7994 ew

Subrecipient: City of South Lake Tahoe

Plan and Implementation

South Lake Tahoe Police Department (SLTPD) plans to continue meeting the Cal OES Law Enforcement Grant Program Components through the continuation and strengthening of the current DVRT program. Presently, SLTPD contracts with the only local Cal OES-funded Domestic Violence Assistance Program and Rape Crisis Program, Live Violence Free (LVF), through an active Operational Agreement which provides for 1.0 full-time equivalent (FTE) Domestic Violence Counselor, which is provided through two Victim Witness Court advocates.

The identified staff that account for the 1.0 FTE provide immediate, in-person response for advocacy on a 24-hour basis. Additionally, LVF staff provide resource and outreach material to SLTPD that is relevant for first responders, will assist with DV protocols, and serves as a way for developing and initiating interagency accountability. There is a space reserved specifically for the Victim Witness Court Advocates at the SLTPD to work on-premises as needed to assist victims of domestic violence and to provide advocacy when requested.

Grant Subaward Programmatic Narrative

Grant Subaward #: LE23 07 7994 ew

Subrecipient: City of South Lake Tahoe

The DVRT program project supported by Cal OES LE funding also provides for one FTE investigator with the SLTPD who is specifically assigned to the program. Detective Jason Nixon has been assigned as the DVRT detective for the current grant cycle and will remain in this position through 2024. Jason has a California Post certificate since 2018 and received his Robert Presley Institute of Criminal Investigations certificate in April 2023. With over 6 years of law enforcement experience, Jason has investigated or assisted in nearly 100 domestic violence cases. He's received regular training in the detection, investigation, and documentation of DV cases from LVF, El Dorado County DA's Office and various law enforcement agencies. He has a strong relationship with Live Violence Free and has worked closely with their staff to ensure interagency collaboration and an effective coordinated response to SLTPD domestic violence calls. He continues to be an effective liaison between the two agencies.

SLTPD's current DV training plan provides four quarterly training sessions for SLTPD officers. Through the next year, SLTPD and LVF anticipate strengthening these trainings by arranging for a law enforcement focus group to identify the challenges of officers when responding to DV calls. The two agencies will then

incorporate the identified challenges into the provided trainings to create increased learning opportunities and valuable tools for officers to utilize.

Currently, when a domestic violence call is made, the 9-1-1 dispatcher deploys two law enforcement officers to respond to the scene. Once on scene, they work quickly to stabilize the situation by separating the parties and addressing medical needs, identifying any weapons, and accounting for all persons involved. After stabilization, law enforcement begins the investigative process which includes conducting victim interviews with detailed accounts of the crime, treating the physical space as a crime scene while collecting vital evidence, photographing and documenting injuries, noting children who were present during the incident and who may have witnessed the crime, taping statements when possible, and providing comprehensive crime reports that can be effectively used later in court proceedings. Law enforcement is trained to explain LVF's services and to offer the victim an advocate on-site. If an advocate is requested, the officer can reach an LVF advocate 24 hours a day via LVF's crisis line, and the advocate can be present in person at the site immediately.

Grant Subaward Programmatic Narrative

Grant Subaward #: LE23 07 7994 ew

Subrecipient: City of South Lake Tahoe

All domestic violence calls requiring police response are reported to the DVRT Detective within 48 hours, and during this time an advocate at LVF is also notified. If advocate contact has not yet been established with the victim, the Victim Witness Court advocate attempts to contact the victim in person or via phone. Within 72 hours of the incident, the advocate (and the Detective, in high-risk cases) will have attempted contact with the victim. Furthermore, the advocate continues to attempt contact at a minimum of once a day over the next three days. Once contact is established, the advocate explains LVF services, including shelter, counseling, legal services, accompaniment to court proceedings, and safety planning along with additional community resource information including the Victim/Witness Assistance Program.

All violations of domestic violence protection orders are treated very seriously with the SLTPD, and when a violation is reported, an officer is dispatched to the scene to take a full report. All violations are then reported to the advocate. The advocate attempts to contact the victim to follow up with them and their children and offer services to support their safety and well-being.

These routine protocols have developed into an integrated and sustainable part of SLTPD's response to domestic violence calls to best serve and

protect DV victims and their children. The DVRT Detective, SLTPD Sergeant/ Lieutenant, and LVF have an ongoing working relationship with open dialogue between the two agencies. Representatives from both agencies meet often to discuss successful strategies to address concerns and diffuse issues or complications.

Capabilities

SLTPD has extensive experience providing training to patrol officers/first responders and to other relevant department personnel since its formation in 1967. Formal training in the area of domestic violence became more readily available to first responders in 2005 with the creation of the DVRT program, and it continues to be a vital and useful training for first responders today. Through communication and interagency collaboration between SLTPD and LVF, the DV training continues to be updated in accordance with today's best evidence-based practices to keep first responders prepared with the latest tools. Detective Nixon will organize the training and has extensive experience with domestic violence issues in the community and utilizes current evidence-informed domestic violence training techniques. Furthermore, Live Violence Free (LVF) provides extensive 40-hour domestic violence and 40-hour sexual assault

training to all LVF advocates, in accordance with California Evidence Code Sections 1035-1036.2 and 1037-1037.8. Advocates are also required to receive 12 hours of continuing education each year in the areas of domestic violence, sexual assault, and related topics.

The DVRT Detective, Jason Nixon, will consult with DV experts and former SLTPD Detectives to lead the DVRT program in South Lake Tahoe. He has a Police Officer Standards and Training certificate and has received specialized training beyond the academy level, related to the investigation of domestic violence crimes, in accordance with Penal Code Sections 13516-13519. Through his experience and education, Detective Nixon has developed a skilled and highly effective approach to working with victims of domestic violence and effectively passed on his knowledge to officers within SLTPD.

Through collaboration with LVF, Detective Nixon will be paramount in assisting the department with training officers to ensure consistent protocols are followed to guarantee victim safety in domestic violence and sexual assault cases.

SLTPD has an extensive history of working with Live Violence Free (LVF), the only domestic violence organization and rape crisis center in the Eastern El Dorado

Grant Subaward Programmatic Narrative

Grant Subaward #: LE23 07 7994 ew

Subrecipient: City of South Lake Tahoe

County and South Lake Tahoe area. Since the organization's foundation in 1977, SLTPD has maintained an impressive working relationship with the agency to ensure domestic violence and sexual assault cases are handled with the appropriate level of care and that victims are provided with essential services to ensure their safety and well-being.

Cal OES
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OF EMERGENCY SERVICES

Operational Agreement Summary

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

Participating Agency/Organization/Individual	Date Signed	Time Frame of OA
1. Live Violence Free	08/13/2021	01/01/24 to 12/31/24
2.		to
3.		to
4.		to
5.		to
6.		to
7.		to
8.		to
9.		to
10.		to
11.		to
12.		to
13.		to
14.		to
15.		to
16.		to
17.		to
18.		to
19.		to
20.		to

LIVE VIOLENCE FREE
AND
SOUTH LAKE TAHOE POLICE DEPARTMENT

OPERATIONAL AGREEMENT: January 1, 2024- December 31, 2024

This Operational Agreement stands as evidence that Live Violence Free and the South Lake Tahoe Police Department (SLTPD) intend to work together toward the mutual goal of providing maximum available assistance for victims of domestic violence and sexual assault in South Lake Tahoe. To this end, each agency agrees to participate in the program by coordinating/ providing the following services:

SLTPD agrees to:

1) Call upon Live Violence Free advocates by calling the 24-Hour Crisis Line at 530-544-4444 or the business line at 530-544-2118 for LVF to provide emergency response and victim support during sexual assault or domestic violence interviews;
2) Refer adult and child victims of sexual assault or domestic violence to Live Violence Free;
3) Provide transportation of victims from the crime scene to a safe location and provide civil standby upon request;
4) Participate in quarterly Eastern El Dorado Sexual Assault Response Team (SART) meetings and quarterly Eastern El Dorado Domestic Violence Response Team (DVRT) meetings;
5) Authorize sexual assault medical exams, as appropriate;
6) Call upon Live Violence Free for victim support as needed;
7) Meet regularly with Live Violence Free staff as needed; and
8) Engage in cross training with Live Violence Free staff, as needed.

Live Violence Free agrees to:

I) Provide advocacy, accompaniment, and supportive services for victims of domestic violence and sexual assault:
2) Provide emergency response and victim support during sexual assault or domestic violence interviews;
3) Call upon SLTPD to perform sexual assault or domestic violence interviews and civil standby. as needed;
4) Coordinate and participate in Eastern El Dorado County SART meetings and Eastern El Dorado County DVRT meetings;
5) Meet regularly with SLTPD staff and officers, as needed; and
6) Engage in cross training with SL TPD staff and officers, as needed.

In an effort to meet the many needs of victims in as comprehensive a manner as possible, the two agencies will continue to work closely together based upon voluntary participation by the clients to protect confidentiality.

We, the undersigned, as authorized representatives of Live Violence Free and the South Lake Tahoe Police Department, do hereby approve this document.

Chelcee Thomas, Executive Director
Live Violence Free

David Stevenson, Chief of Police
South Lake Tahoe Police Department

LIVE VIOLENCE FREE
AND
SOUTH LAKE TAHOE POLICE DEPARTMENT

OPERATIONAL AGREEMENT: July 1, 2021 – June 30, 2024

This Operational Agreement stands as evidence that Live Violence Free and South Lake Tahoe Police Department (SLTPD) intend to work together toward the mutual goal of providing maximum available assistance for victims of domestic violence and sexual assault residing in South Lake Tahoe. To this end, each agency agrees to participate in the program by coordinating / providing the following services:

SLTPD agrees to:

1) Call upon Live Violence Free advocates by calling the 24-Hour Crisis Line at 530-544-4444 or the business line at 530-544-2118 to provide emergency response and victim support during sexual assault or domestic violence interviews;
2) Refer adult and child victims of sexual assault or domestic violence to Live Violence Free;
3) Provide transportation of victims from the crime scene to a safe location and provide civil standby upon request;
4) Participate in quarterly Eastern El Dorado Sexual Assault Response Team (SART) meetings and quarterly Eastern El Dorado Domestic Violence Response Team (DVRT) meetings;
5) Authorize sexual assault medical exams, as appropriate;
6) Call upon Live Violence Free for victim support and to perform child forensic interviews, as needed;
7) Meet regularly with Live Violence Free staff, as needed; and
8) Engage in cross trainings with Live Violence Free staff, as needed.

Live Violence Free agrees to:

1) Provide advocacy, accompaniment, and supportive services for victims of domestic violence and sexual assault:
2) Provide emergency response and victim support during sexual assault or domestic violence interviews;
3) Call upon SLTPD to perform sexual assault or domestic violence interviews and civil standby, as needed;
4) Coordinate and participate in Eastern El Dorado County SART meetings and Eastern El Dorado County DVRT meetings;
5) Provide child sexual abuse forensic interviews;
6) Meet regularly with SLTPD staff and officers, as needed; and
7) Engage in cross training with SLTPD staff and officers, as needed.

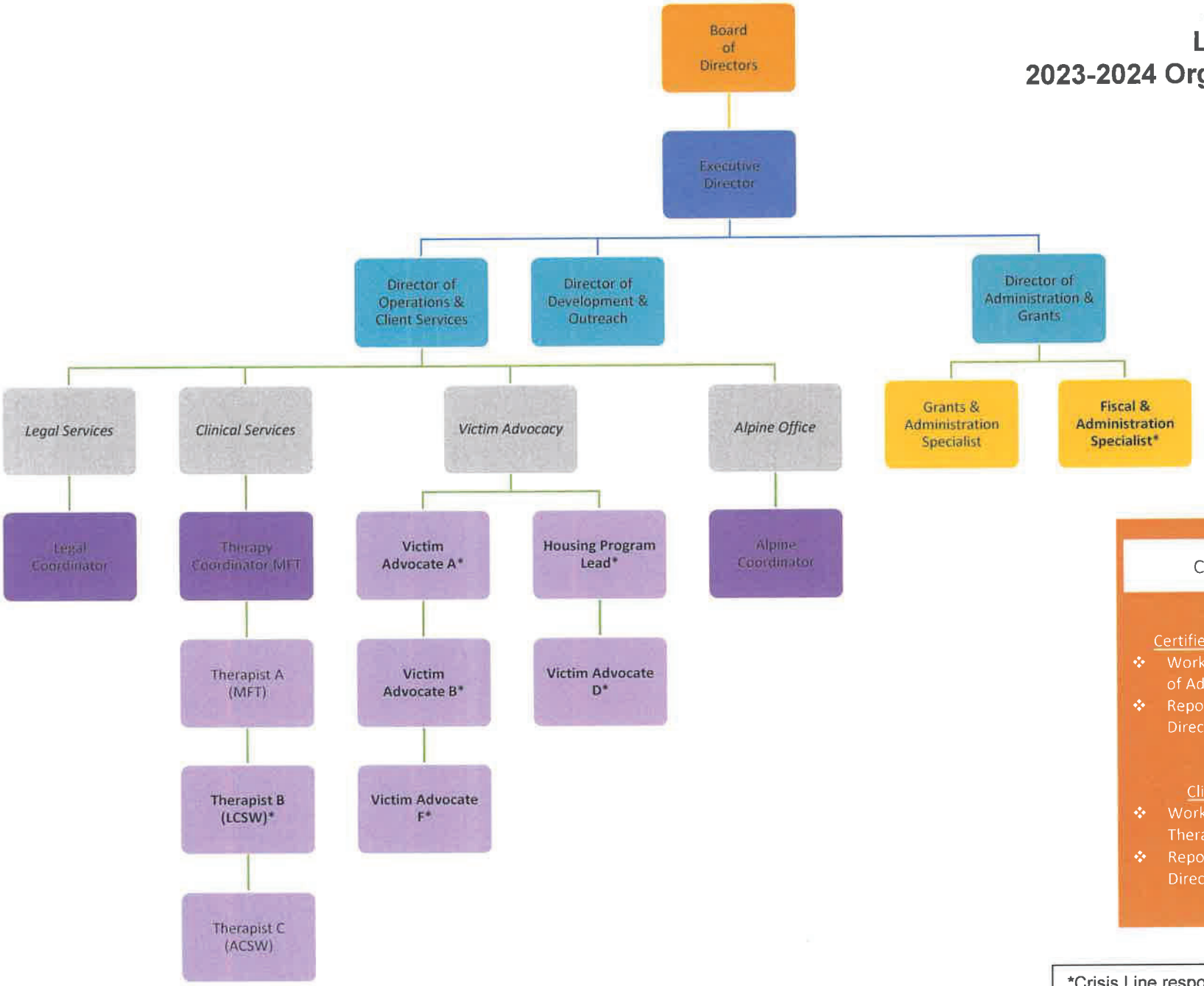
In an effort to meet the many needs of victims in as comprehensive a manner as possible, the two agencies will continue to work closely together based upon voluntary participation by the clients to protect confidentiality.

We, the undersigned, as authorized representatives of Live Violence Free and the South Lake Tahoe Police Department, do hereby approve this document.

Signed: _____ Date: 8/13/21
Chelcee Thomas, Executive Director
Live Violence Free

Signed: _____ Date: 8/13/21
David Stevenson, Chief of Police
South Lake Tahoe Police Department

Live Violence Free
2023-2024 Organizational Chart



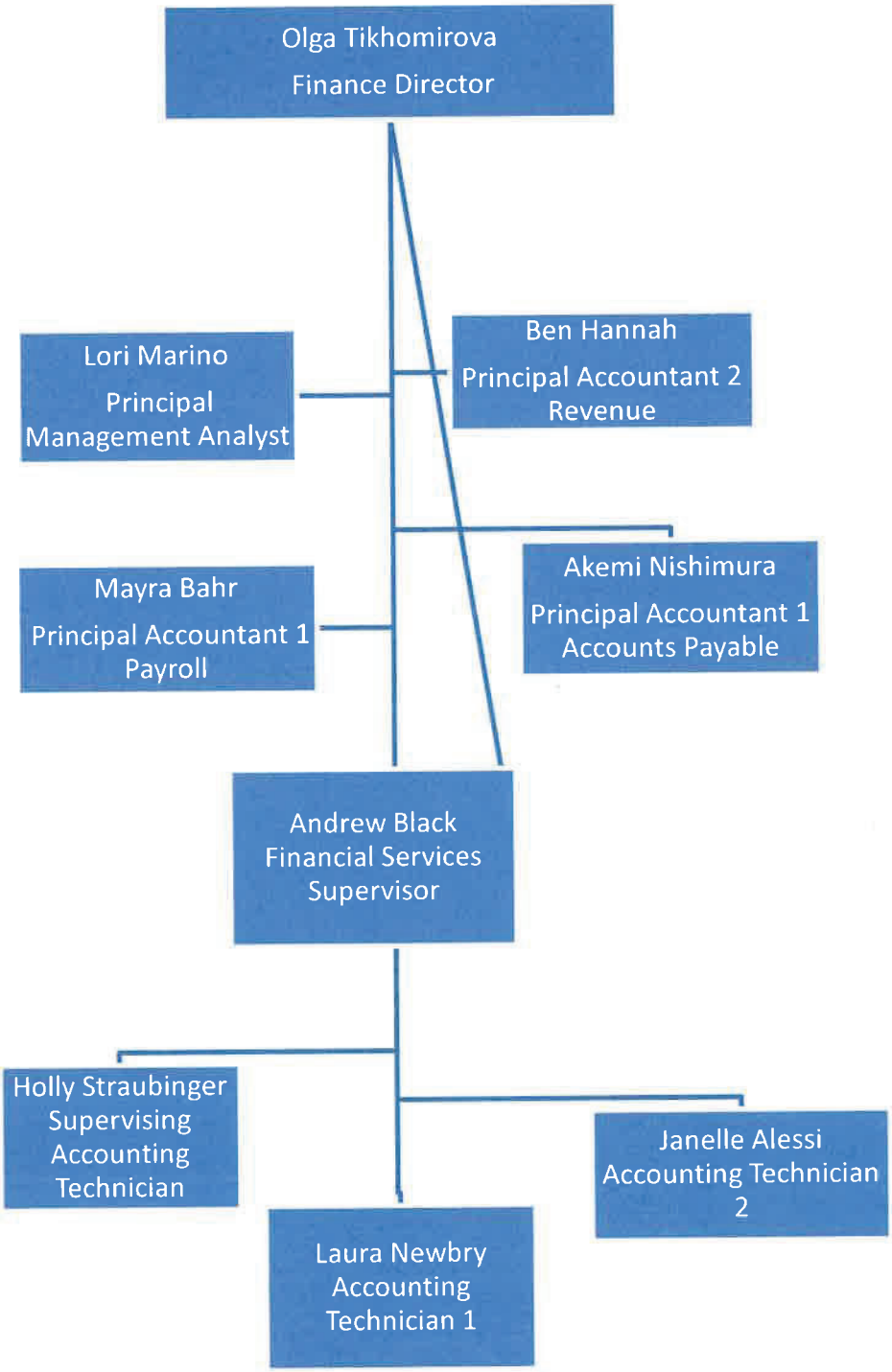
CONTRACTORS

Certified Public Accountant
- Works Directly w/ Director of Administration & Grants
- Reports to Executive Director

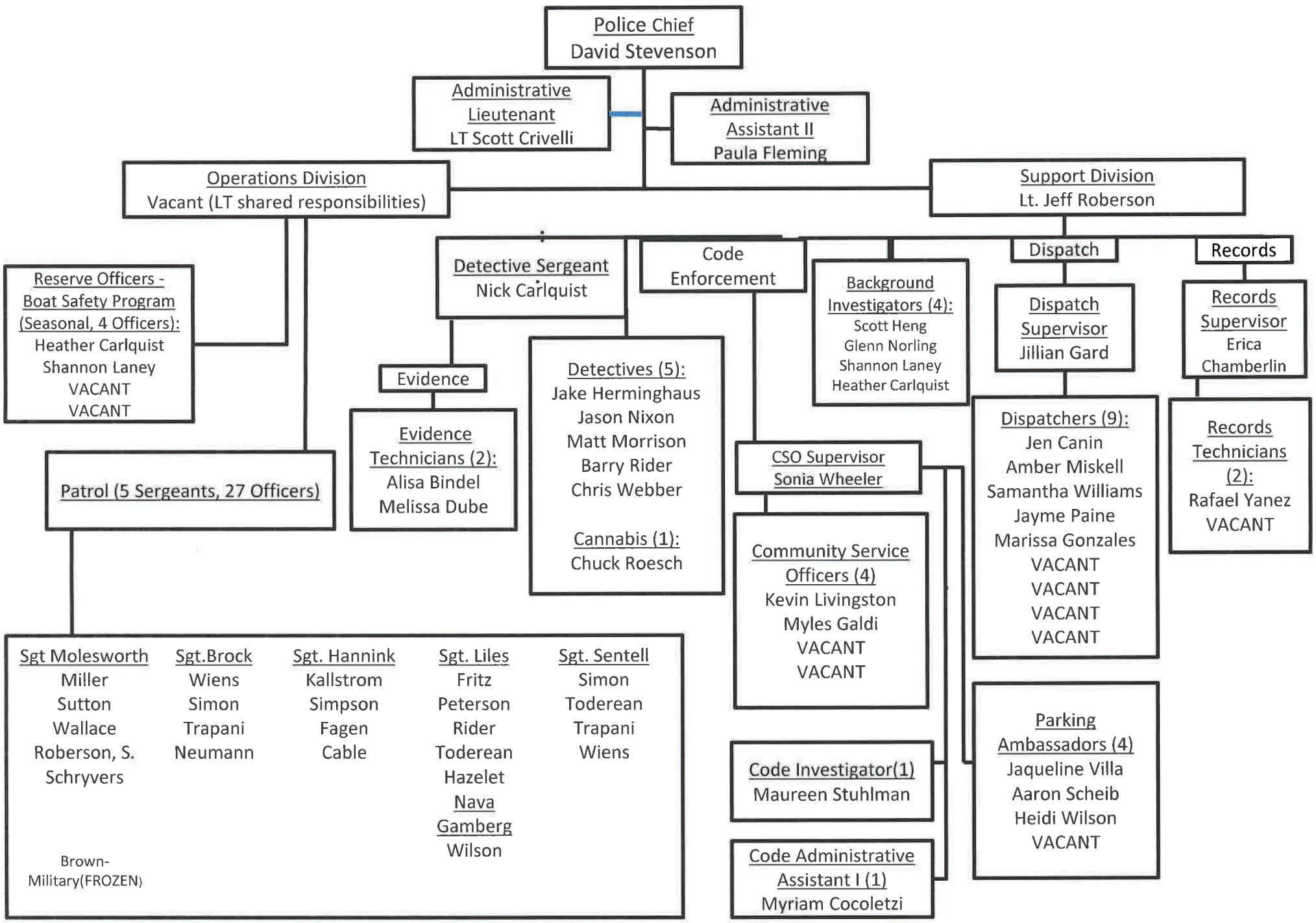
Clinical Supervisor
- Works Directly with Therapist C
- Reports to Executive Director

*Crisis Line responsibilities rotate among direct services staff as indicated with an asterisk and bold type

Financial Services Organization Chart



SOUTH LAKE TAHOE POLICE DEPARTMENT - ORGANIZATIONAL CHART – 42 sworn



Cal OES
GOVERNOR'S OFFICE OF EMERGENCY SERVICES

Non-Competitive Procurement Request

Grant Subaward #: LE23 07 7994

Subrecipient: City of South Lake Tahoe

Total Procurement Amount: $ 107,266.00 Procurement: Live Violence Free

Required narrative justification is attached and meets the requirements of

SRH Section 6.045: YES ☒ NO ☐

I certify a non-competitive procurement is necessary for the contract/procurement identified on this form.

Jeffery Roberson, Lieutenant		10/11/2023
Grant Subaward Director Name	Grant Subaward Director Signature	Date

Cal OES Approval

Narrative response meets the requirements per Subrecipient Handbook Section 6.045.

	Yes	N/A
• Description of the product of service being procured	☒	☐
• Description of why it is necessary to procure the good or service in a non-competitive manner	☐	☐
• Addresses all elements for one or more of the following		
➢ The good or services is available only from one source	☐	☐
➢ Public exigency or emergency for the required equipment will not permit a delay	☐	☐
➢ Competition is determined inadequate after solicitation	☐	☐

☒ Approved	☐ Denied	Elizabeth Wilder Program Specialist Signature	12/13/2023 Date
☒ Approved	☐ Denied	Cindy Berta Unit Chief Signature	12/14/23 Date

CALIFORNIA GOVERNOR'S OFFICE OF EMERGENCY SERVICES
SUBRECIPIENT GRANTS MANAGEMENT ASSESSMENT

Subrecipient: City of South Lake Tahoe	**UEI #** FG8YLL3CQ3J1	**FIPS #:** 017-73108 TL
Grant Disaster/Program Title: Law Enforcement Specialized Units Program		
Performance Period: 01/01/24 **to** 12/31/24	**Subaward Amount Requested:** $ ~~270,856~~ $203,142 TL	
Type of Non-Federal Entity (Check Applicable Box)	☐ State Govt ☒ Local Govt ☐ JPA ☐ Non-Profit ☐ Tribe	

Per Title 2 CFR § 200.332, Cal OES is required to evaluate the risk of noncompliance with federal statutes, regulations and grant terms and conditions posed by each subrecipient of pass-through funding. This assessment is made in order to determine and provide an appropriate level of technical assistance, training, and grant oversight to subrecipients for the award referenced above.

The following are questions related to your organization's experience in the management of federal grant awards. This questionnaire must be completed and returned with your grant application materials.

For purposes of completing this questionnaire, *grant manager* is the individual who has primary responsibility for day-to-day administration of the grant, *bookkeeper/accounting staff* means the individual who has responsibility for reviewing and determining expenditures to be charged to the grant award, and *organization* refers to the subrecipient applying for the award, and/or the governmental implementing agency, as applicable.

Assessment Factors	Response
1. How many years of experience does your current grant manager have managing grants?	>5 years
2. How many years of experience does your current bookkeeper/accounting staff have managing grants?	>5 years
3. How many grants does your organization currently receive?	>10 grant
4. What is the approximate total dollar amount of all grants your organization receives?	$ 44,000,000
5. Are individual staff members assigned to work on multiple grants?	Yes
6. Do you use timesheets to track the time staff spend working on specific activities/projects?	Yes
7. How often does your organization have a financial audit?	Annually
8. Has your organization received any audit findings in the last three years?	Yes
9. Do you have a written plan to charge costs to grants?	Yes
10. Do you have written procurement policies?	Yes
11. Do you get multiple quotes or bids when buying items or services?	Always
12. How many years do you maintain receipts, deposits, cancelled checks, invoices?	>5 years
13. Do you have procedures to monitor grant funds passed through to other entities?	Yes

Certification: *This is to certify that, to the best of our knowledge and belief, the data furnished above is accurate, complete and current.*

Signature: (Authorized Agent)	**Date:** 10/12/23
Print Name and Title: Joseph Irvin, City Manager	**Phone Number:** 530-542-6043
Cal OES Staff Only: SUBAWARD # LE23077994	

Cal OES
GOVERNOR'S OFFICE
OF EMERGENCY SERVICES

Grant Subaward Service Area Information

Grant Subaward #: LE23 07 7994 a

Subrecipient: City of South Lake Tahoe

1. County or Counties Served:
   El Dorado County

   County where principal office is located: El Dorado County

2. U.S. Congressional District(s) Served:
   4

   U.S. Congressional District where principal office is located: 4

3. State Assembly District(s) Served:
   5

   State Assembly District where principal office is located: 5

4. State Senate District(s) Served:
   1

   State Senate District where principal office is located: 1

5. Population of Service Area: 21,636

LIVE VIOLENCE FREE
AND
SOUTH LAKE TAHOE POLICE DEPARTMENT

OPERATIONAL AGREEMENT: January 1, 2024- December 31, 2024

This Operational Agreement stands as evidence that Live Violence Free and the South Lake Tahoe Police Department (SLTPD) intend to work together toward the mutual goal of providing maximum available assistance for victims of domestic violence and sexual assault in South Lake Tahoe. To this end, each agency agrees to participate in the program by coordinating/ providing the following services:

SLTPD agrees to:

1) Call upon Live Violence Free advocates by calling the 24-Hour Crisis Line at 530-544-4444 or the business line at 530-544-2118 for LVF to provide emergency response and victim support during sexual assault or domestic violence interviews;
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3) Provide transportation of victims from the crime scene to a safe location and provide civil standby upon request;
4) Participate in quarterly Eastern El Dorado Sexual Assault Response Team (SART) meetings and quarterly Eastern El Dorado Domestic Violence Response Team (DVRT) meetings;
5) Authorize sexual assault medical exams, as appropriate;
6) Call upon Live Violence Free for victim support as needed;
7) Meet regularly with Live Violence Free staff as needed; and
8) Engage in cross training with Live Violence Free staff, as needed.

Live Violence Free agrees to:

I) Provide advocacy, accompaniment, and supportive services for victims of domestic violence and sexual assault:
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5) Meet regularly with SLTPD staff and officers, as needed; and
6) Engage in cross training with SL TPD staff and officers, as needed.

In an effort to meet the many needs of victims in as comprehensive a manner as possible, the two agencies will continue to work closely together based upon voluntary participation by the clients to protect confidentiality.

We, the undersigned, as authorized representatives of Live Violence Free and the South Lake Tahoe Police Department, do hereby approve this document.

Chelcee Thomas, Executive Director
Live Violence Free

David Stevenson, Chief of Police
South Lake Tahoe Police Department

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:10

Agenda Item:

Contract with Cadence Team, Inc. to Purchase Police Department Server Upgrade, Disaster Recovery Site, and Video Storage Solution

Executive Summary: The Cityâ€™s Strategic Plan emphasizes the utilization of modern technology to enhance efficiency and service accessibility. Furthermore, it emphasizes the implementation of the IT Strategic Plan to ensure the adoption of state-of-the-art technology to enhance security and disaster recovery readiness. The Police Department relies heavily on its data management systems to fulfill its mission effectively. The existing infrastructure of the Police Department's physical server platform and data management systems are outside of its hardware lifecycle and support, and lacks sufficient storage, posing a significant risk to operations and data security. There is no offsite failover location for its computer aided dispatch system (CAD) and other public safety workloads. The best practices of the National Institute of Standards and Technology (NIST) recommends following the 3-2-1 rule of backups whenever possible. This means having at least three copies of critical data, two local (on-site) but on different media, and at least one copy off-site (See Attachment 02). To further enhance readiness in the event of a disaster it is also best practice that a â€˜hot siteâ€™ is available and ready. A hot site is a location where data is not only stored but also kept in a ready state with necessary compute resources. It ensures that operations can be quickly changed over and resumed when needed. There exists an MOU (see Attachment 04) between El Dorado County Sheriffâ€™s Office (EDSO) and the City of South Lake Tahoe to fulfill the need of a disaster recovery hot site. The hardware and software upgrade proposal includes a replacement of the aging equipment with new hardware, meeting growing video storage needs, and moving the existing datacenter down to the EDSO Placerville facility for use as a disaster recovery hot site for the CAD system and other critical workloads. The Police Department server upgrade will consist of 3 Hewlett Packard Enterprise (HPE) DL360 servers with two 144TB HPE storage arrays, software licenses, installation, and ongoing maintenance for a 5-year term. The purchase will be completed through the State of California cooperative purchasing agreement CMAS 3-20-70-3296D. This investment is necessary to ensure the Police Departmentâ€™s operational readiness and effectiveness, and for the IT Department to meet cyber-security and data governance goals.

Requested Action / Suggested Motions:

Pass a Resolution authorizing and directing the City Manager to execute a purchase contract with Cadence Team, Inc. through CMAS cooperative purchasing agreement for the purchase of hardware and software for the Police Department to upgrade existing server infrastructure, establish disaster recovery Site, and enhance video storage solution of for a total amount not to exceed $230,940.24, and appropriating $230,941 from Proposition 172 Police Safety Sales Tax available fund balance.

Responsible Staff Member: Gabriel Raab, Network Systems Administrator, and Jeff Roberson, Police Lieutenant

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Police Server Purchase.docx

02-NIST backup policy.pdf
03-CJIS Security Policy.pdf
04-Signed-RIMS Collaborate MOU- SLTPD.pdf
05-CMAS HPE Aruba #3-20-70-3296D.pdf
06-Quote - DHCI for PD.pdf
07-Resolution-PD Server Upgrade and DR.docx

City of South Lake Tahoe
Report to City Council

Meeting Date: March 26, 2024

Title: Police Department Server Upgrade, Disaster Recovery Site, and Video Storage Solution

Location: Citywide

Responsible Staff Members: Gabriel Raab, Network Systems Administrator and Jeff Roberson, Police Lieutenant

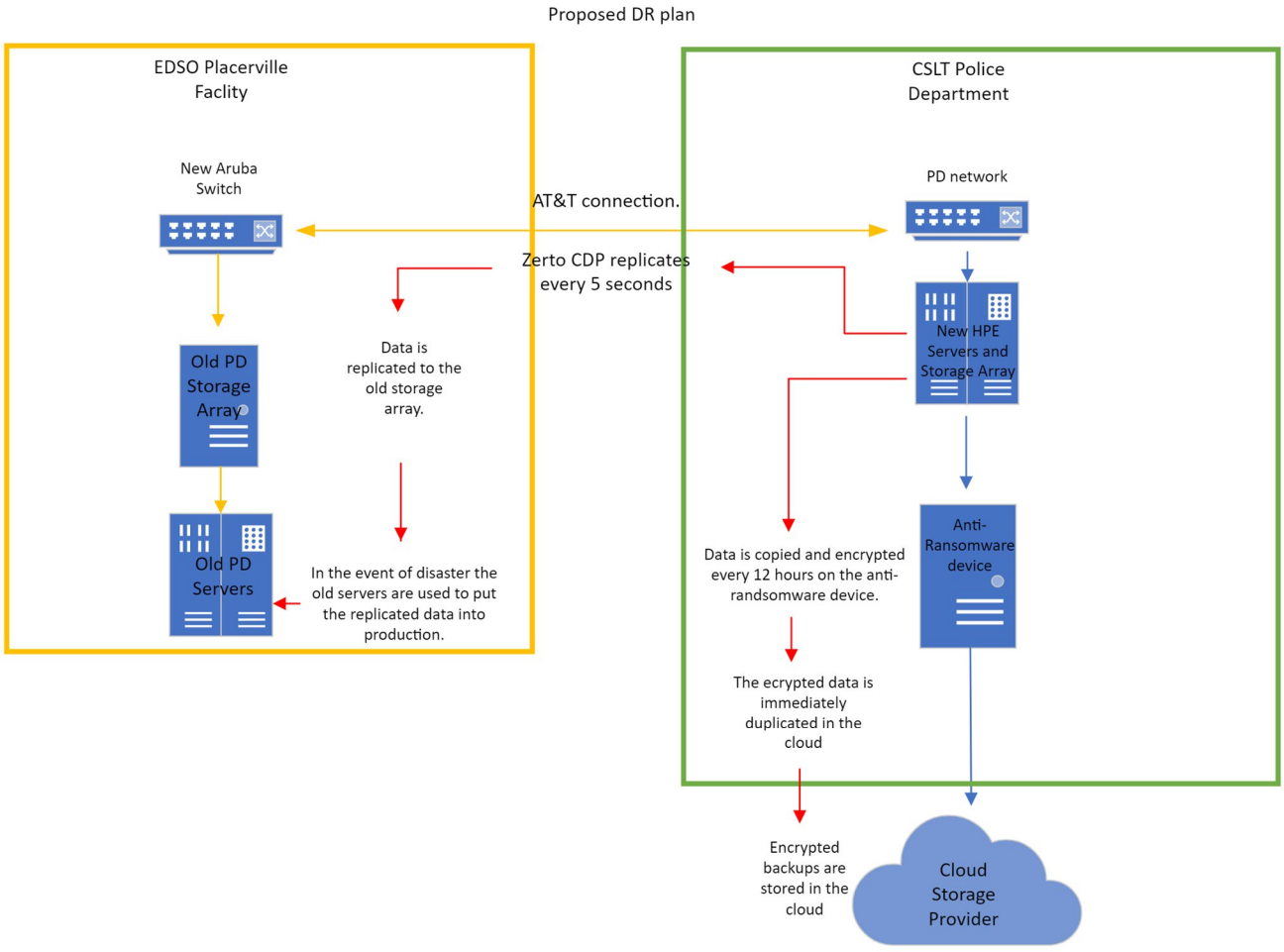
Background: The City's Strategic Plan emphasizes the utilization of modern technology to enhance efficiency and service accessibility. Furthermore, it emphasizes the implementation of the IT Strategic Plan to ensure the adoption of state-of-the-art technology to enhance security and disaster recovery readiness. The Police Department relies heavily on its data management systems to fulfill its mission effectively; however, the current infrastructure is outdated, no longer supported, and cannot meet the growing needs of video surveillance storage. Critically, there is no offsite failover location for its computer aided dispatch system (CAD) and other public safety workloads.

Issue and Discussion: The existing infrastructure of the Police Department's physical server platform and data management systems are outside of its hardware lifecycle and support, and lacks sufficient storage, posing a significant risk to operations and data security. To address this issue, we propose replacing the aging equipment with new hardware, meeting growing video storage needs, and moving the existing datacenter down to the EDSO (El Dorado County Sheriff's Office) Placerville facility for use as a disaster recovery hot site for the CAD system and other critical workloads. While the existing hardware poses a potential risk in a live production environment, it is sufficient and capable of fulfilling the role of a DR (disaster recovery) platform as it will not be under the degradation and stress of daily use.

Following the best practices outlined by the National Institute of Standards and Technology (NIST) the IT Department follows the 3-2-1 rule of backups whenever possible. This means having at least three copies of critical data, two local (on-site) but on different media, and at least one copy off-site (See Attachment 02). To further enhance readiness in the event of a disaster it is also best practice that a 'hot site' is available and ready. A hot site is a location where data is not only stored but also kept in a ready state with necessary compute resources. It ensures that operations can be quickly changed over and resumed when needed.

The current PD data center consists of 4 Dell 640 servers and a 50TB HPE storage array that hosts all the virtual machines relevant to PD operations. This data is also replicated at regular intervals to an anti-ransomware device that encrypts the data. This encrypted data is then replicated to a cloud storage account where it can be retrieved if there is on-site hardware failure.

As it currently stands there is no off-site failover available for the PD data center. Despite the encrypted data stored in the cloud, we would still need an on-site data center to restore the data to in event of a disaster. In accordance with Criminal Justice Information Services Security Policy 5.9.1. (CJIS) (See Attachment 03), this data can only be restored to another CJIS approved location. The City has no other CJIS approved location at its disposal. Thus, EDSO has agreed to lend us space in their Placerville facility for this purpose (See Attachment 04). Because of the criticality of these workloads to public safety and police operations, the EDSO location would be ideal for use as a DR hot site. This would serve not only to store the data, but also provide the hardware resources necessary to run the virtual machines and reduce the disruption to police operations as much as possible.



The proposed upgrade includes:

1. Server Upgrade: The current server infrastructure is outdated and unable to handle the increasing volume of data generated by the Police Department. A server upgrade is necessary to ensure optimal performance and reliability. This server upgrade would consist of 3 Hewlett Packard Enterprise (HPE) DL360 servers with two 144TB HPE storage arrays. Each server has sufficient memory and CPU capacity to support the current environment, plus overhead to provided redundancy should any one server fail. HPE servers were selected as they are currently installed in the Airport and IT Datacenters. They are also used by STPUD and Yuba City Water

District IT departments. Most importantly, IT staff are familiar with this hardware and its management, and they have a proven track record in our production environments.

2. Data Replication Site: Establishing a data replication site is essential to ensure data redundancy and disaster recovery capabilities. In the event of a server failure, data loss, or cyber-attack, having a data replication site ensures continuity of operations and prevents data loss. There exists an MOU (see Attachment 04) between EDSO and CSLT to fulfill this need. We will install the existing servers and network hardware from the Police Department for use in an emergency fail-over situation. The proposal includes the purchase of an HPE Aruba Switch and relevant modules and cables that will support the high bandwidth needs of this rapid data replication at the EDSO site. Aruba was chosen as it aligns with the rest of our network infrastructure and can be managed through the same platform, as well as IT's familiarity with configuring and maintaining this brand of network appliance.

In addition, we propose purchasing licensing for HPE Zerto. In a typical failover scenario, the latest copy of the data (which may be several hours old) is pulled from storage and booted up as a virtual machine in a data center. Then all relevant endpoints must be reconfigured to point to the new data center. The whole process may take several hours. Zerto leverages continuous data protection (CDP) and journal-based recovery. It uses granular checkpoints every five seconds to rewind and restore entire sites and complete workloads within seconds rather than hours. Yuba City Water District has been using Zerto as part of their DR solution for over a year, and their IT supervisor speaks highly of its ease of use, configuration, and its ability to failover faster than manual methods. With this information, we feel Zerto is an excellent fit for the DR hot site as it will allow near instantaneous failover of critical police operations.

3. Video Storage Solution: The Police Department generates a significant amount of video data from surveillance cameras. Due to an increase in security concerns, several new cameras have been added, increasing our storage needs. The 50TB storage array is insufficient to store the video for the required 1 year. A dedicated video storage solution is needed to efficiently manage and store this data, when needed for investigative or compliance reasons. The inclusion of two 144TB HPE storage arrays, in this proposal, ensures that the current environment can be supported along with room to grow and that there is enough space to store high resolution surveillance video for all city locations for the required retention period. HPE storage arrays are already in use in the Police Department and airport data centers. Their selection for this project ensures hardware and software management uniformity in our environments. It should be noted that this video data will not be replicated to the cloud or to the EDSO hot site. It is not considered critical to operations and would far exceed the storage capacity in these locations.

Justification: The proposed upgrades are crucial for the following reasons:

- Enhanced Performance and Reliability: The new server infrastructure will improve performance and reliability, allowing the Police Department to access and manage data more efficiently. It will also help CSLT IT staff to better handle necessary maintenance and cybersecurity goals.

- Data Redundancy and Disaster Recovery: Establishing a DR hot site will provide redundancy, ensure data integrity, and minimize downtime in the event of a hardware failure, disaster, or cyber-attack.

- Improved Data Management: A dedicated video storage solution will streamline data management processes, allowing for quick access and retrieval of video footage. California Government Code 34090.6 requires that all “routine video monitoring” must be maintained for a period of 1 year. This, along with an increased number of security cameras in and around CSLT facilities necessitates more storage.

- Compliance and Security: The upgrades will ensure compliance with data security regulations and NIST standards, reducing the risk of data breaches, unauthorized access, cyber-attack, and an increased preparedness in a disaster event.

Through research, staff learned that California Multiple Award Schedules (CMAS) offers a wide variety of commodity and information technology products and services at prices which have been assessed to be fair, reasonable and competitive. Cadence was selected as the provider of the items listed on the provided quote under CMAS contract # 3-20-70-3296D (see Attachments 05 and 06). In addition, Cadence Team Inc. has detailed knowledge and expertise pertaining to our systems, making them uniquely qualified to work alongside us on this project.

Implementation: The project is expected to be implemented over a 3-month period. If we receive approval, we will create a work order with AT&T to install a new OSI layer 2 circuit at the EDSO facility that will link the DR site with the CSLT’s network. We will also prepare the space at the EDSO by installing a server rack, cable management system, and network equipment. Once receiving the new hardware, the IT department will coordinate with the Police Department to find service outage windows to transfer the data from the old data center to the new system. Once the new system is in place and operational, we can move the old hardware to the EDSO facility and install it in the prepared space. Cadence Team Inc. will then coordinate with us to remotely configure the EDSO and the CSLT data center’s replication and failover systems. We then will test the completed DR solution and make it part of regular cybersecurity exercises outlined in our NIST compliant procedures.

Conclusion: Upgrading the Police Department's server infrastructure, establishing a data replication site, and implementing a video storage solution are critical steps to ensure operational readiness, data security, and compliance. The proposed upgrades will enhance the Police Department's ability to fulfill its mission effectively and efficiently and will also allow the IT department to continue to meet cybersecurity readiness and data governance goals.

Financial Implications: The proposed upgrades require an investment of $230,940.24 (see Attachment 06). The total cost includes hardware, software licenses, installation, and ongoing maintenance for a 5-year term. This investment is necessary to ensure the Police Department's operational readiness and effectiveness, and for the IT Department to meet cyber-security and data governance goals.

Staff is proposing to fund this project from Prop 172 Police Safety Sales Tax which has an available fund balance of approximately $332,000. The purchase will be made through the State of California CMAS cooperative purchasing agreement.

Environmental Considerations: This action is not a project requiring review under the California Environmental Quality Act (CEQA) pursuant to CEQA Guidelines section 15378(b)(5) (organizational or administrative activities that will not result in direct or indirect physical changes in the environment).

Policy Implications: This action is consistent with Strategic Priority 5.2, Digital Government, Action Item 2, Implement the IT Strategic Plan to ensure the City utilizes state-of-the-art technology and ensure such technology is updated appropriately.

PROTECTING DATA FROM RANSOMWARE AND OTHER DATA LOSS EVENTS

A Guide for Managed Service Providers to Conduct, Maintain and Test Backup Files

OVERVIEW

The National Cybersecurity Center of Excellence (NCCoE) at the National Institute of Standards and Technology (NIST) developed this publication to help managed service providers (MSPs) improve their cybersecurity and the cybersecurity of their customers. MSPs have become an attractive target for cyber criminals. When an MSP is vulnerable its customers are vulnerable as well. Often, attacks take the form of ransomware.

Data loss incidents—whether a ransomware attack, hardware failure, or accidental or intentional data destruction—can have catastrophic effects on MSPs and their customers. This document provides recommendations to help MSPs conduct, maintain, and test backup files in order to reduce the impact of these data loss incidents. A backup file is a copy of files and programs made to facilitate recovery. The recommendations support practical, effective, and efficient back-up plans that address the **NIST Cybersecurity Framework Subcategory PR.IP-4: Backups of information are conducted, maintained, and tested.** An organization does not need to adopt all of the recommendations, only those applicable to its unique needs.

This document provides a broad set of recommendations to help an MSP determine:

- items to consider when planning backups and buying a backup service/product
- issues to consider to maximize the chance that the backup files are useful and available when needed
- issues to consider regarding business disaster recovery

CHALLENGE

Backup systems implemented and not tested or planned increase operational risk for MSPs. The impacts of data loss events can include one or more of the following:

- loss of productivity
- revenue/customer loss
- negative reputation and brand impacts

APPROACH

NIST Interagency Report 7621 Rev. 1, Small Business Information Security reinforces the need for file backups to enable businesses to “resume normal operations after an event." To help small businesses, and the MSPs that support them, effectively conduct, maintain and test backup files, the NCCoE identified capabilities that mitigate the risks identified in the Challenge section. Each MSP should consider the business value or dependence it has on the data it controls to determine the appropriate capabilities. In addition, if the MSP is storing customer data (operational or backups), it should take into account any customer data retention requirements.

RECOMMENDATIONS (Planning, Implementations, Testing)

PLANNING

Planning is an iterative process critical to help an organization optimize and balance costs and operational needs. The following recommendations are based on guidance from NIST Special Publication (SP) 800-53, Rev 4, for controls CP-2, Contingency Planning; and CP-9, Contingency Planning-Information System Backup. When creating a backup plan the following considerations and operational issues should be addressed:

- **Identify the files to back up.** Prioritize files based on business value. For example, an organization may not be able to backup all files due to cost, size, or accessibility. Examples of key files are event logs, user files, and applications. See NIST SP 800-53, Rev. 4, AU-9, Protection of Audit information, for more information.
  - Various cloud services may require different backup techniques. For example, the data backup technique for an office collaboration platform may differ from a customer relationship management (CRM) service. In some cases, the data may not be readily available to back up. In those cases, an alternative approach may be required.
  - Customer data files stored by an MSP may need to be backed up. Consider the customer file retention policies and prioritization needs.
- **Determine restoration time.** Establish the desired timeframe to restore files and applications to minimize negative impacts to the organization's mission or business operations–known as recovery time objective (RTO).
  - Issues that may impact the ability to meet RTO include the internet bandwidth available, any off-site backup facility bandwidth, file transfer limitations and hardware file transfer limitations.
- **Determine file backup timing.** Determine maximum age of the backup files to enable operations to be reestablished with minimum acceptable interruption of operations–known as the recovery point objective (RPO). Acceptable backup file age may vary based on the file types and business process impacted (operations, human resources, accounting, for example).
- **Determine the relationships among systems** to understand any dependencies or order of restoration requirements.
- **Determine what set of backup files and other information need to be secured offline** and the update intervals that satisfy the RPO and RTO for those files. This data and information may include passwords, digital certificates, encryption keys, and other information needed to reestablish business operations quickly.
- **Plan to save more than one backup file** to safeguard your information. (See United States Computer Emergency Readiness Team backup recommendations)
  - To increase the chances of recovering lost or corrupted data, follow the 3-2-1 rule:

    3 – Keep three copies of any important file: one primary and two backups.
    2 – Keep the files on two different media types to protect against different types of hazards.
    1 – Store one copy – or "go bag" – off-site (e.g., outside the home or business facility).
- **Develop response and recovery processes and procedures** that utilize the backup files and backup systems. See Section 5 of NIST SP 800-184 Guide for Cybersecurity Event Recovery for additional recommendations.

- **Determine the appropriate technical approach to generating backups** (automation, manual processes).
  - See the Capabilities section below for a discussion of the type of backup technologies that may be considered.
  - Printed copies of some data/files may be sufficient as well as secure.
- **Determine workplace relocation options.** Fire, flood, or other catastrophic events could require temporary or permanent office relocation, and not all backup capabilities will be portable. See NIST SP 800-53 Rev 4, SC-37 Out-of-Band Channels, for more information. See offline backup recommendation above.
- **Identify any regulatory and legal data retention requirements** such as chain of custody, that may affect the backup plan and technical approach. See NIST SP 800-86 for additional information regarding forensic techniques.
  - Be sure to identify customer files/data retention and care requirements, ensuring that those with RPO/RTO and/or specific custody/retention requirements are treated appropriately.
- **Test the planning for recovery** for both individuals and the entire organization. See Section 3.3 of NIST SP 800-184, Guide for Cybersecurity Event Recovery, for plan recommendations.

IMPLEMENTATION RECOMMENDATIONS

- **Integrate the appropriate technologies into the operation** (noted in Capabilities and Technologies section below).
- **Keep a set of systems completely disconnected from the business network** (offline or on a separate/fire-walled network or located outside the office) for use during a recover/emergency situation.
- **Prepare a "Go Bag" for data recovery.** Keep a copy of critical data–including passwords and security keys, in a separate, secure and accessible location to facilitate recovery operations in the event of a data loss incident. Paper copies of some data may be necessary.
  - Be sure to retain credentials for cloud-hosting providers in printed format and/or electronic forms off-site and offline, such as cloud service authentication personal identification numbers, encryption keys and web browser cookies.
- **Physical diversity capability.** Consider an alternative recovery site in case the primary facility is unavailable for recovery activities

TESTING/MONITORING

- **Test (both manual and automated) the response and recovery processes, procedures and technologies** to:
  - verify backup file integrity
  - ensure effectiveness and efficiency of recovery processes and procedures
  - develop lessons learned. Lessons learned from tests may include:
    - time to retrieve files from off-site (cloud or data center across the internet)
    - whether file retrieval time is directly related to file sizes
    - time to restore files to systems,
    - time to rebuild systems,
    - degree of understanding regarding the responsibilities and authorities among the personnel involved.
    - effectiveness of the processes and procedures

  - identification of gaps (technical and procedural)
  - conduct automated testing that may include testing the various aspects of the backup technologies such as automated restoration, file recovery, and network connectivity
  - provide similar lessons through tabletop test exercises
- **Monitor (both manual and automated) the backup systems and files to:**
  - ensure backup files are created
  - ensure backup files can be successfully recovered and are usable
  - monitor automated testing for success/failure enables proactive management.

CAPABILITIES AND TECHNOLOGIES

To effectively conduct, maintain and test backup files to reduce the impact of data loss incidents, consider the following capabilities:

- **Storage technologies**
  - **Cloud storage** is a service offered to enable off-site file storage (internet connected) in a managed facility and information technology (IT) infrastructure. This may include services such as virtual shared drives or offline updatable storage along with encryption, regulatory compliance, backup from/to anywhere, and redundant file storage. However, cloud storage may identify dependencies such as file download capacity limitations, internet access (availability, bandwidth), and restoration time limitations, as well as lack of geographic location control which may affect domestic and international regulatory compliance.
  - **Local hard drive storage** includes server storage typically included in the operational IT infrastructure network or devices physically attached to the workstations and/or servers. Options may include write once read many (WORM) drives, and universal serial bus (USB) drives, as well as network segmentation to restrict access to the backup files. However, planning for local storage may identify dependencies such as lack of location/physical diversity, hardware and software failure management and software patch management.
  - **WORM storage** includes non-rewriteable technology such as compact disk (CD), digital versatile disk (DVD), and specialized solid-state drive. Files/data written to these types of drives cannot be modified, providing effective file/data protection at the hardware level. However, planning for WORM storage may identify dependencies, including susceptibility to the same physical risks as other IT hardware, and the need to store/protect the devices securely and manage them appropriately.
  - **Removable media storage** includes hard drives, solid state drives, CDs and DVDs (rewritable and nonrewritable), USB (thumb drives), and magnetic tape. Planning for removable media storage may identify dependencies similar to on-site and WORM storage. Removable media storage may also apply to use with a go bag as described above.
- **Automated backup system**
  Endpoint, servers, cloud services, and network based – these capabilities include agent and agentless systems as well as on-premises and cloud-based backup capabilities. Planning for automated backup systems may identify dependencies similar to local storage and cloud storage.

- **Encryption and key management**
  Encryption is recommended for data at rest and data in transit to prevent disclosure of data (inadvertent or malicious). Encryption technologies include disk encryption, data file encryption typically included in data loss prevention, and data transmission using Transport Layer Service and HTTPS. Planning for file/data encryption may identify dependencies such as encryption key management to prevent file/data loss. Encryption key management includes controlling use and access to the encryption keys for the life of any encrypted files. Refer to the Recommendation for Key Management, NIST SP 800-57, Part 1, Sections 5.1, 5.2, and 8 for additional information regarding encryption key management; sections 6.2, 8.2.2, and 9.5 for encryption key storage management; and section 9.4 for encryption key backup recommendations. Part 2 and Part 3 of NIST SP 800-57 provide additional details on organizational and application specific key management.
- **Cloud-based backup service providers**
  These capabilities provide backup file storage in each vendor's cloud/data center(s), for example. The services may include on-premises appliances, agent or agentless techniques to identify files to be stored for backup, such as frequency; data type, full or incremental; and various levels of security (encryption, geographic diver-sity). Planning for cloud-based backup services may identify dependencies similar to cloud storage.
- **Backup of data processed in cloud services**
  The capabilities provide backup file storage for the data maintained within each cloud service. Planning for cloud service data backup may identify dependencies similar to cloud storage. A combination of the capabilities listed above may be required to backup data/files stored in cloud services. The combination may be determined on a case-by-case basis.

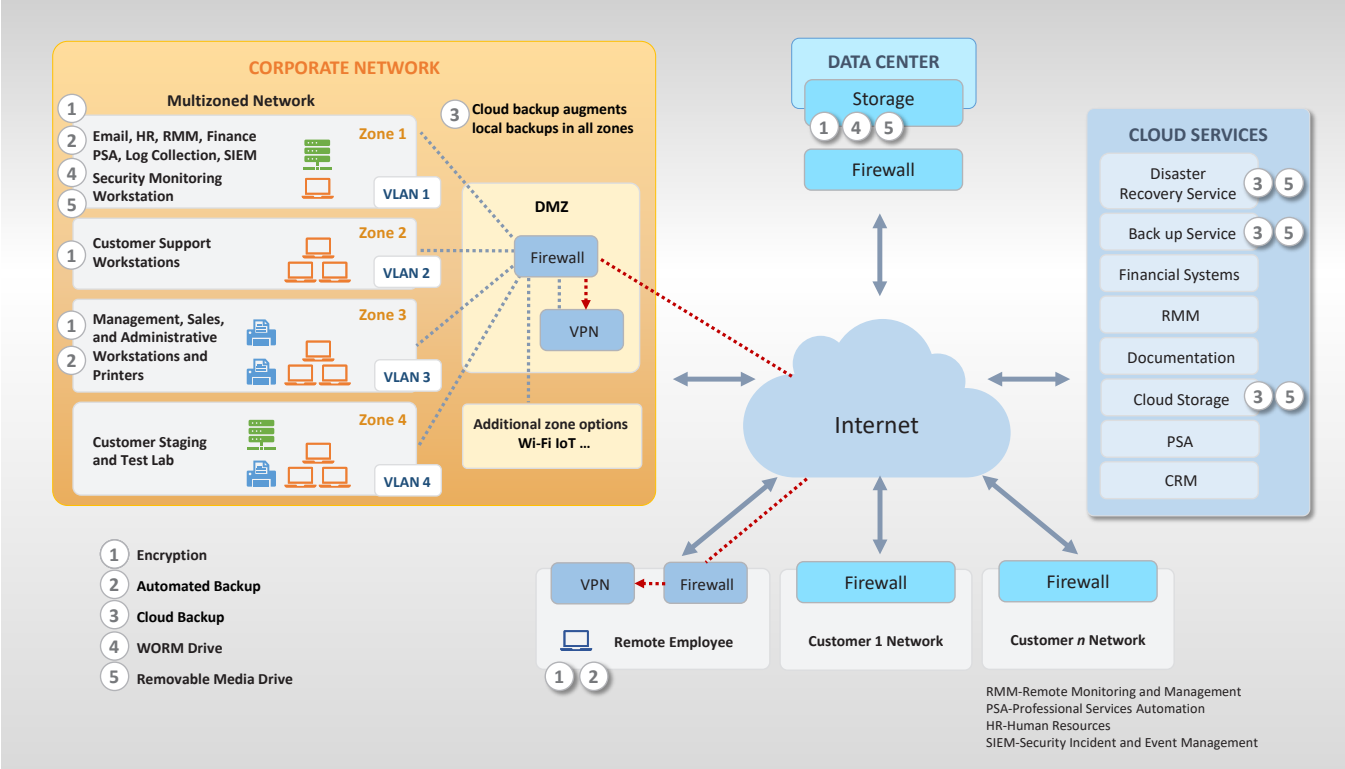
The following NIST publications describe solutions and implementation guides that include the capabilities listed above:

- NIST SP 1800-11, *Data Integrity: Recovering from Ransomware and Other Destructive Events*
- NIST SP 1800-25, *Identifying and Protecting Assets Against Ransomware and Other Destructive Events*
- NIST SP 1800-26, *Detecting and Responding to Ransomware and Other Destructive Events*

ARCHITECTURE

The diagram below illustrates a typical MSP IT infrastructure (including cloud services utilized by MSPs) and highlights where the capabilities listed in the previous section can be implemented to effectively conduct, maintain, and test backup files. Organizations leveraging the reference architecture should adhere to the standard cybersecurity recommended best practices listed in NIST SP 1800-11, Section 6.3.1, Deployment Recommendations.

ARCHITECTURE DIAGRAM



CONCLUSION

Preparing an organization to create and restore backup files can help mitigate the damage from ransomware attacks or other types of data loss incidents. The deployment and implementation recommendations described above can help MSPs conduct, maintain, test and monitor backup files to restore files/data and systems with minimal impact to business operations. The capabilities and technologies described may be used to implement policies and techniques required to achieve the goals of a backup plan. The architecture diagram illustrates the various networks, subnetworks and cloud services where data/file backup technologies may be deployed to achieve the goals of the backup plans. Throughout the document NIST publications were referenced to provide additional details to support planners and technology integrators.

HOW TO PARTICIPATE

As a private-public partnership, we are always seeking insights and expertise from businesses, the public, and technology vendors. If you have feedback on the architecture or the relevance and usefulness of this document, please email smb_nccoe@nist.gov.

The National Cybersecurity Center of Excellence (NCCoE), a part of the National Institute of Standards and Technology (NIST), is a collaborative hub where industry organizations, government agencies, and academic institutions work together to address businesses' most pressing cybersecurity challenges. Through this collaboration, the NCCoE develops modular, easily adaptable example cybersecurity solutions demonstrating how to apply standards and best practices using commercially available technology.

U. S. Department of Justice
Federal Bureau of Investigation
Criminal Justice Information Services Division

Criminal Justice Information Services (CJIS) Security Policy

Version 5.9
06/01/2020

CJISD-ITS-DOC-08140-5.9

Prepared by:
CJIS Information Security Officer

Approved by:
CJIS Advisory Policy Board

EXECUTIVE SUMMARY

Law enforcement needs timely and secure access to services that provide data wherever and whenever for stopping and reducing crime. In response to these needs, the Advisory Policy Board (APB) recommended to the Federal Bureau of Investigation (FBI) that the Criminal Justice Information Services (CJIS) Division authorize the expansion of the existing security management structure in 1998. Administered through a shared management philosophy, the CJIS Security Policy contains information security requirements, guidelines, and agreements reflecting the will of law enforcement and criminal justice agencies for protecting the sources, transmission, storage, and generation of Criminal Justice Information (CJI). The Federal Information Security Management Act of 2002 provides further legal basis for the APB approved management, operational, and technical security requirements mandated to protect CJI and by extension the hardware, software and infrastructure required to enable the services provided by the criminal justice community.

The essential premise of the CJIS Security Policy is to provide appropriate controls to protect the full lifecycle of CJI, whether at rest or in transit. The CJIS Security Policy provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

The CJIS Security Policy integrates presidential directives, federal laws, FBI directives and the criminal justice community's APB decisions along with nationally recognized guidance from the National Institute of Standards and Technology. The Policy is presented at both strategic and tactical levels and is periodically updated to reflect the security requirements of evolving business models. The Policy features modular sections enabling more frequent updates to address emerging threats and new security measures. The provided security criteria assists agencies with designing and implementing systems to meet a uniform level of risk and security protection while enabling agencies the latitude to institute more stringent security requirements and controls based on their business model and local needs.

The CJIS Security Policy strengthens the partnership between the FBI and CJIS Systems Agencies (CSA), including, in those states with separate authorities, the State Identification Bureaus (SIB). Further, as use of criminal history record information for noncriminal justice purposes continues to expand, the CJIS Security Policy becomes increasingly important in guiding the National Crime Prevention and Privacy Compact Council and State Compact Officers in the secure exchange of criminal justice records.

The Policy describes the vision and captures the security concepts that set the policies, protections, roles, and responsibilities with minimal impact from changes in technology. The Policy empowers CSAs with the insight and ability to tune their security programs according to their risks, needs, budgets, and resource constraints while remaining compliant with the baseline level of security set forth in this Policy. The CJIS Security Policy provides a secure framework of laws, standards, and elements of published and vetted policies for accomplishing the mission across the broad spectrum of the criminal justice and noncriminal justice communities.

CHANGE MANAGEMENT

Revision	Change Description	Created/Changed by	Date	Approved By
5	Policy Rewrite	Security Policy Working Group	2/9/2011	See Signature Page
5.1	Incorporate Calendar Year 2011 APB approved changes and administrative changes	CJIS ISO Program Office	7/13/2012	APB & Compact Council
5.2	Incorporate Calendar Year 2012 APB approved changes and administrative changes	CJIS ISO Program Office	8/9/2013	APB & Compact Council
5.3	Incorporate Calendar Year 2013 APB approved changes and administrative changes	CJIS ISO Program Office	8/4/2014	APB & Compact Council
5.4	Incorporate Calendar Year 2014 APB approved changes and administrative changes	CJIS ISO Program Office	10/6/2015	APB & Compact Council
5.5	Incorporate Calendar Year 2015 APB approved changes and administrative changes	CJIS ISO Program Office	6/1/2016	APB & Compact Council
5.6	Incorporate Calendar Year 2016 APB approved changes and administrative changes	CJIS ISO Program Office	6/5/2017	APB & Compact Council
5.7	Incorporate Calendar Year 2017 APB approved changes and administrative changes	CJIS ISO Program Office	08/16/2018	APB & Compact Council
5.8	Incorporate Calendar Year 2018 APB approved changes and administrative changes	CJIS ISO Program Office	06/01/2019	APB & Compact Council
5.9	Incorporate Calendar Year 2019 APB approved changes and administrative changes	CJIS ISO Program Office	06/01/2020	APB & Compact Council

SUMMARY OF CHANGES

Version 5.9

APB Approved Changes

1. **Section 5.13.2 Mobile Device Management (MDM)**: add clarifying language, Fall 2019, APB#18, SA#3, Mobile Device Management (MDM) Requirements in the *CJIS Security Policy*.
2. **Appendix H, Security Addendum**: add example of contract addendum, Fall 2019, APB#18, SA#7, Audit of Vendor Contracts with Authorized Criminal Justice Agencies (CJAs).
3. **NOTE**: There were no Spring 2019 APB actions.

Administrative Changes[1]

1. **Section 5.6.2.2.2 Advanced Authentication Decision Tree**: updated the tree description to account for direct and indirect access to CJI.
2. **Figures 9 and 10:** updated both figures to account for direct and indirect access to CJI.

KEY TO APB APPROVED CHANGES (e.g. "Fall 2013, APB#11, SA#6, add language, Future CSP for Mobile Devices"):

Fall 2013 – Advisory Policy Board cycle and year

APB# – Advisory Policy Board Topic number

SA# – Security and Access Subcommittee Topic number

Summary of change

Topic title

[1] Administrative changes are vetted through the Security and Access Subcommittee and not the entire APB process.

TABLE OF CONTENTS

Executive Summary ..... **i**
Change Management ..... **ii**
Summary of Changes ..... **iii**
Table of Contents ..... **iv**
List of Figures ..... **ix**
1 Introduction **1**
1.1 Purpose 1
1.2 Scope 1
1.3 Relationship to Local Security Policy and Other Policies 1
1.4 Terminology Used in This Document 2
1.5 Distribution of the CJIS Security Policy 2
2 CJIS Security Policy Approach **3**
2.1 CJIS Security Policy Vision Statement 3
2.2 Architecture Independent 3
2.3 Risk Versus Realism 3
3 Roles and Responsibilities **4**
3.1 Shared Management Philosophy 4
3.2 Roles and Responsibilities for Agencies and Parties 4
3.2.1 CJIS Systems Agencies (CSA) 5
3.2.2 CJIS Systems Officer (CSO) 5
3.2.3 Terminal Agency Coordinator (TAC) 6
3.2.4 Criminal Justice Agency (CJA) 6
3.2.5 Noncriminal Justice Agency (NCJA) 6
3.2.6 Contracting Government Agency (CGA) 7
3.2.7 Agency Coordinator (AC) 7
3.2.8 CJIS Systems Agency Information Security Officer (CSA ISO) 7
3.2.9 Local Agency Security Officer (LASO) 8
3.2.10 FBI CJIS Division Information Security Officer (FBI CJIS ISO) 8
3.2.11 Repository Manager 9
3.2.12 Compact Officer 9
4 Criminal Justice Information and Personally Identifiable Information **10**
4.1 Criminal Justice Information (CJI) 10
4.1.1 Criminal History Record Information (CHRI) 10
4.2 Access, Use and Dissemination of Criminal History Record Information (CHRI), NCIC Restricted Files Information, and NCIC Non-Restricted Files Information 11
4.2.1 Proper Access, Use, and Dissemination of CHRI 11
4.2.2 Proper Access, Use, and Dissemination of NCIC Restricted Files Information 11
4.2.3 Proper Access, Use, and Dissemination of NCIC Non-Restricted Files Information 11
4.2.3.1 For Official Purposes 11
4.2.3.2 For Other Authorized Purposes 12
4.2.3.3 CSO Authority in Other Circumstances 12
4.2.4 Storage 12
4.2.5 Justification and Penalties 12

4.2.5.1 Justification 12
4.2.5.2 Penalties 12
4.3 Personally Identifiable Information (PII) 12
5 Policy and Implementation 14
5.1 Policy Area 1: Information Exchange Agreements 15
5.1.1 Information Exchange 15
5.1.1.1 Information Handling 15
5.1.1.2 State and Federal Agency User Agreements 15
5.1.1.3 Criminal Justice Agency User Agreements 16
5.1.1.4 Interagency and Management Control Agreements 16
5.1.1.5 Private Contractor User Agreements and CJIS Security Addendum 16
5.1.1.6 Agency User Agreements 17
5.1.1.7 Outsourcing Standards for Channelers 17
5.1.1.8 Outsourcing Standards for Non-Channelers 18
5.1.2 Monitoring, Review, and Delivery of Services 18
5.1.2.1 Managing Changes to Service Providers 18
5.1.3 Secondary Dissemination 18
5.1.4 Secondary Dissemination of Non-CHRI CJI 18
5.2 Policy Area 2: Security Awareness Training 20
5.2.1 Basic Security Awareness Training 20
5.2.1.1 Level One Security Awareness Training 20
5.2.1.2 Level Two Security Awareness Training 20
5.2.1.3 Level Three Security Awareness Training 21
5.2.1.4 Level Four Security Awareness Training 21
5.2.2 LASO Training 22
5.2.3 Security Training Records 22
5.3 Policy Area 3: Incident Response 24
5.3.1 Reporting Security Events 24
5.3.1.1 Reporting Structure and Responsibilities 24
5.3.1.1.1 FBI CJIS Division Responsibilities 24
5.3.1.1.2 CSA ISO Responsibilities 24
5.3.2 Management of Security Incidents 25
5.3.2.1 Incident Handling 25
5.3.2.2 Collection of Evidence 25
5.3.3 Incident Response Training 25
5.3.4 Incident Monitoring 25
5.4 Policy Area 4: Auditing and Accountability 27
5.4.1 Auditable Events and Content (Information Systems) 27
5.4.1.1 Events 27
5.4.1.1.1 Content 28
5.4.2 Response to Audit Processing Failures 28
5.4.3 Audit Monitoring, Analysis, and Reporting 28
5.4.4 Time Stamps 28
5.4.5 Protection of Audit Information 28
5.4.6 Audit Record Retention 28
5.4.7 Logging NCIC and III Transactions 29

5.5 Policy Area 5: Access Control 30
5.5.1 Account Management 30
5.5.2 Access Enforcement 30
5.5.2.1 Least Privilege 31
5.5.2.2 System Access Control 31
5.5.2.3 Access Control Criteria 31
5.5.2.4 Access Control Mechanisms 31
5.5.3 Unsuccessful Login Attempts 32
5.5.4 System Use Notification 32
5.5.5 Session Lock 32
5.5.6 Remote Access 33
5.5.6.1 Personally Owned Information Systems 33
5.5.6.2 Publicly Accessible Computers 33
5.6 Policy Area 6: Identification and Authentication 35
5.6.1 Identification Policy and Procedures 35
5.6.1.1 Use of Originating Agency Identifiers in Transactions and Information Exchanges 35
5.6.2 Authentication Policy and Procedures 35
5.6.2.1 Standard Authenticators 36
5.6.2.1.1 Password 36
5.6.2.1.2 Personal Identification Number (PIN) 38
5.6.2.1.3 One-time Passwords (OTP) 38
5.6.2.2 Advanced Authentication 38
5.6.2.2.1 Advanced Authentication Policy and Rationale 39
5.6.2.2.2 Advanced Authentication Decision Tree 39
5.6.3 Identifier and Authenticator Management 41
5.6.3.1 Identifier Management 41
5.6.3.2 Authenticator Management 42
5.6.4 Assertions 42
5.7 Policy Area 7: Configuration Management 48
5.7.1 Access Restrictions for Changes 48
5.7.1.1 Least Functionality 48
5.7.1.2 Network Diagram 48
5.7.2 Security of Configuration Documentation 48
5.8 Policy Area 8: Media Protection 49
5.8.1 Media Storage and Access 49
5.8.2 Media Transport 49
5.8.2.1 Digital Media during Transport 49
5.8.2.2 Physical Media in Transit 49
5.8.3 Digital Media Sanitization and Disposal 49
5.8.4 Disposal of Physical Media 49
5.9 Policy Area 9: Physical Protection 51
5.9.1 Physically Secure Location 51
5.9.1.1 Security Perimeter 51
5.9.1.2 Physical Access Authorizations 51
5.9.1.3 Physical Access Control 51

5.9.1.4 Access Control for Transmission Medium 51
5.9.1.5 Access Control for Display Medium 51
5.9.1.6 Monitoring Physical Access 52
5.9.1.7 Visitor Control 52
5.9.1.8 Delivery and Removal 52
5.9.2 Controlled Area 52
5.10 Policy Area 10: System and Communications Protection and Information Integrity 53
5.10.1 Information Flow Enforcement 53
5.10.1.1 Boundary Protection 53
5.10.1.2 Encryption 54
5.10.1.2.1 Encryption for CJI in Transit 54
5.10.1.2.2 Encryption for CJI at Rest 55
5.10.1.2.3 Public Key Infrastructure (PKI) Technology 55
5.10.1.3 Intrusion Detection Tools and Techniques 55
5.10.1.4 Voice over Internet Protocol 56
5.10.1.5 Cloud Computing 56
5.10.2 Facsimile Transmission of CJI 57
5.10.3 Partitioning and Virtualization 57
5.10.3.1 Partitioning 57
5.10.3.2 Virtualization 58
5.10.4 System and Information Integrity Policy and Procedures 58
5.10.4.1 Patch Management 58
5.10.4.2 Malicious Code Protection 59
5.10.4.3 Spam and Spyware Protection 59
5.10.4.4 Security Alerts and Advisories 59
5.10.4.5 Information Input Restrictions 60
5.11 Policy Area 11: Formal Audits 61
5.11.1 Audits by the FBI CJIS Division 61
5.11.1.1 Triennial Compliance Audits by the FBI CJIS Division 61
5.11.1.2 Triennial Security Audits by the FBI CJIS Division 61
5.11.2 Audits by the CSA 61
5.11.3 Special Security Inquiries and Audits 62
5.11.4 Compliance Subcommittees 62
5.12 Policy Area 12: Personnel Security 63
5.12.1 Personnel Screening Requirements for Individuals Requiring Unescorted Access to Unencrypted CJI 63
5.12.2 Personnel Termination 64
5.12.3 Personnel Transfer 64
5.12.4 Personnel Sanctions 64
5.13 Policy Area 13: Mobile Devices 66
5.13.1 Wireless Communications Technologies 66
5.13.1.1 802.11 Wireless Protocols 66
5.13.1.2 Cellular Devices 67
5.13.1.2.1 Cellular Service Abroad 68
5.13.1.2.2 Voice Transmissions Over Cellular Devices 68
5.13.1.3 Bluetooth 68

5.13.1.4 Mobile Hotspots....68
5.13.2 Mobile Device Management (MDM)....69
5.13.3 Wireless Device Risk Mitigations....69
5.13.4 System Integrity....70
5.13.4.1 Patching/Updates....70
5.13.4.2 Malicious Code Protection....70
5.13.4.3 Personal Firewall....70
5.13.5 Incident Response....71
5.13.6 Access Control....71
5.13.7 Identification and Authentication....71
5.13.7.1 Local Device Authentication....71
5.13.7.2 Advanced Authentication....72
5.13.7.2.1 Compensating Controls....72
5.13.7.3 Device Certificates....72
Appendices....A-1
Appendix A Terms and Definitions....A-1
Appendix B Acronyms....B-1
Appendix C Network Topology Diagrams....C-1
Appendix D Sample Information Exchange Agreements....D-1
D.1 CJIS User Agreement....D-1
D.2 Management Control Agreement....D-9
D.3 Noncriminal Justice Agency Agreement & Memorandum of Understanding....D-10
D.4 Interagency Connection Agreement....D-16
Appendix E Security Forums and Organizational Entities....E-1
Appendix F Sample Forms....F-1
F.1 Security Incident Response Form....F-2
Appendix G Best practices....G-1
G.1 Virtualization....G-1
G.2 Voice over Internet Protocol....G-4
G.3 Cloud Computing....G-15
G.4 Mobile Appendix....G-32
G.5 Administrator Accounts for Least Privilege and Separation of Duties....G-53
G.6 Encryption....G-66
G.7 Incident Response....G-76
G.8 Secure Coding....G-89
Appendix H Security Addendum....H-1
Appendix I References....I-1
Appendix J Noncriminal Justice Agency Supplemental Guidance....J-1
Appendix K Criminal Justice Agency Supplemental Guidance....K-1

LIST OF FIGURES

Figure 1 – Overview Diagram of Strategic Functions and Policy Components....4
Figure 2 – Dissemination of restricted and non-restricted NCIC data....13
Figure 3 – Information Exchange Agreements Implemented by a Local Police Department....19
Figure 4 – Security Awareness Training Use Cases....22
Figure 5 – Incident Response Process Initiated by an Incident in a Local Police Department....26
Figure 6 – Local Police Department's Use of Audit Logs....29
Figure 7 – A Local Police Department's Access Controls....34
Figure 8 – Advanced Authentication Use Cases....42
Figure 9 – Authentication Decision for Known Location....46
Figure 10 – Authentication Decision for Unknown Location....47
Figure 11 – A Local Police Department's Configuration Management Controls....48
Figure 12 – A Local Police Department's Media Management Policies....50
Figure 13 – A Local Police Department's Physical Protection Measures....52
Figure 14 – System and Communications Protection and Information Integrity Use Cases....60
Figure 15 – The Audit of a Local Police Department....62
Figure 16 – A Local Police Department's Personnel Security Controls....64

1 INTRODUCTION

This section details the purpose of this document, its scope, relationship to other information security policies, and its distribution constraints.

1.1 Purpose

The CJIS Security Policy provides Criminal Justice Agencies (CJA) and Noncriminal Justice Agencies (NCJA) with a minimum set of security requirements for access to Federal Bureau of Investigation (FBI) Criminal Justice Information Services (CJIS) Division systems and information and to protect and safeguard Criminal Justice Information (CJI). This minimum standard of security requirements ensures continuity of information protection. The essential premise of the CJIS Security Policy is to provide the appropriate controls to protect CJI, from creation through dissemination; whether at rest or in transit.

The CJIS Security Policy integrates presidential directives, federal laws, FBI directives, the criminal justice community's Advisory Policy Board (APB) decisions along with nationally recognized guidance from the National Institute of Standards and Technology (NIST) and the National Crime Prevention and Privacy Compact Council (Compact Council).

1.2 Scope

At the consent of the advisory process, and taking into consideration federal law and state statutes, the CJIS Security Policy applies to all entities with access to, or who operate in support of, FBI CJIS Division's services and information. The CJIS Security Policy provides minimum security requirements associated with the creation, viewing, modification, transmission, dissemination, storage, or destruction of CJI.

Entities engaged in the interstate exchange of CJI data for noncriminal justice purposes are also governed by the standards and rules promulgated by the Compact Council.

1.3 Relationship to Local Security Policy and Other Policies

The CJIS Security Policy may be used as the sole security policy for the agency. The local agency may complement the CJIS Security Policy with a local policy, or the agency may develop their own stand-alone security policy; however, the CJIS Security Policy shall always be the minimum standard and local policy may augment, or increase the standards, but shall not detract from the CJIS Security Policy standards.

The agency shall develop, disseminate, and maintain formal, documented procedures to facilitate the implementation of the CJIS Security Policy and, where applicable, the local security policy. The policies and procedures shall be consistent with applicable laws, executive orders, directives, policies, regulations, standards, and guidance. Procedures developed for CJIS Security Policy areas can be developed for the security program in general, and for a particular information system, when required.

This document is a compendium of applicable policies in providing guidance on the minimum security controls and requirements needed to access FBI CJIS information and services. These policies include presidential directives, federal laws, FBI directives and the criminal justice community's APB decisions. State, local, and Tribal CJA may implement more stringent policies

and requirements. Appendix I contains the references while Appendix E lists the security forums and organizational entities referenced in this document.

1.4 Terminology Used in This Document

The following terms are used interchangeably throughout this document:

- Agency and Organization: The two terms in this document refer to any entity that submits or receives information, by any means, to/from FBI CJIS systems or services.
- Information and Data: Both terms refer to CJI.
- System, Information System, Service, or named applications like NCIC: all refer to connections to the FBI's criminal justice information repositories and the equipment used to establish said connections.
- References/Citations/Directives: Appendix I contains all of the references used in this Policy and may contain additional sources that could apply to any section.

Appendix A and B provide an extensive list of the terms and acronyms.

1.5 Distribution of the CJIS Security Policy

The CJIS Security Policy, version 5.0 and later, is a publically available document and may be posted and shared without restrictions.

2 CJIS SECURITY POLICY APPROACH

The CJIS Security Policy represents the shared responsibility between FBI CJIS, CJIS Systems Agency (CSA), and the State Identification Bureaus (SIB) of the lawful use and appropriate protection of CJI. The Policy provides a baseline of security requirements for current and planned services and sets a minimum standard for new initiatives.

2.1 CJIS Security Policy Vision Statement

The executive summary of this document describes the vision in terms of business needs for confidentiality, integrity, and availability of information. The APB collaborates with the FBI CJIS Division to ensure that the Policy remains updated to meet evolving business, technology and security needs.

2.2 Architecture Independent

Due to advancing technology and evolving business models, the FBI CJIS Division is transitioning from legacy stovepipe systems and moving toward a flexible services approach. Systems such as National Crime Information Center (NCIC), National Instant Criminal Background Check System (NICS), and Next Generation Identification (NGI) will continue to evolve and may no longer retain their current system platforms, hardware, or program name. However, the data and services provided by these systems will remain stable.

The CJIS Security Policy looks at the data (information), services, and protection controls that apply regardless of the implementation architecture. Architectural independence is not intended to lessen the importance of systems, but provide for the replacement of one technology with another while ensuring the controls required to protect the information remain constant. This objective and conceptual focus on security policy areas provide the guidance and standards while avoiding the impact of the constantly changing landscape of technical innovations. The architectural independence of the Policy provides agencies with the flexibility for tuning their information security infrastructure and policies to reflect their own environments.

2.3 Risk Versus Realism

Every "shall" statement contained within the CJIS Security Policy has been scrutinized for risk versus the reality of resource constraints and real-world application. The purpose of the CJIS Security Policy is to establish the minimum security requirements; therefore, individual agencies are encouraged to implement additional controls to address agency specific risks. Each agency faces risk unique to that agency. It is quite possible that several agencies could encounter the same type of risk however depending on resources would mitigate that risk differently. In that light, a risk-based approach can be used when implementing requirements.

3 ROLES AND RESPONSIBILITIES

3.1 Shared Management Philosophy

In the scope of information security, the FBI CJIS Division employs a shared management philosophy with federal, state, local, and tribal law enforcement agencies. Although an advisory policy board for the NCIC has existed since 1969, the Director of the FBI established the CJIS APB in March 1994 to enable appropriate input and recommend policy with respect to CJIS services. Through the APB and its Subcommittees and Working Groups, consideration is given to the needs of the criminal justice and law enforcement community regarding public policy, statutory and privacy aspects, as well as national security relative to CJIS systems and information. The APB represents federal, state, local, and tribal law enforcement and criminal justice agencies throughout the United States, its territories, and Canada.

The FBI has a similar relationship with the Compact Council, which governs the interstate exchange of criminal history records for noncriminal justice purposes. The Compact Council is mandated by federal law to promulgate rules and procedures for the use of the Interstate Identification Index (III) for noncriminal justice purposes. To meet that responsibility, the Compact Council depends on the CJIS Security Policy as the definitive source for standards defining the security and privacy of records exchanged with noncriminal justice practitioners.

3.2 Roles and Responsibilities for Agencies and Parties

It is the responsibility of all agencies covered under this Policy to ensure the protection of CJI between the FBI CJIS Division and its user community. The following figure provides an abstract representation of the strategic functions and roles such as governance and operations.

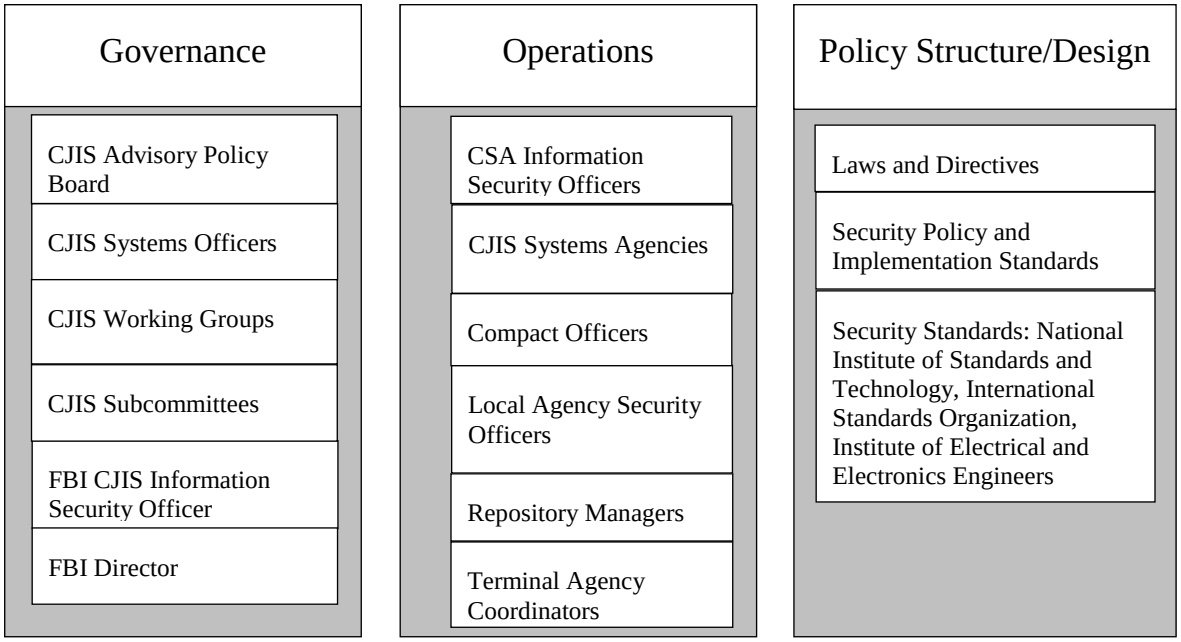


Figure 1 – Overview Diagram of Strategic Functions and Policy Components

This section provides a description of the following entities and roles:

1. CJIS Systems Agency.
2. CJIS Systems Officer.
3. Terminal Agency Coordinator.
4. Criminal Justice Agency.
5. Noncriminal Justice Agency.
6. Contracting Government Agency.
7. Agency Coordinator.
8. CJIS Systems Agency Information Security Officer.
9. Local Agency Security Officer.
10. FBI CJIS Division Information Security Officer.
11. Repository Manager.
12. Compact Officer.

3.2.1 CJIS Systems Agencies (CSA)

The CSA is responsible for establishing and administering an information technology security program throughout the CSA's user community, to include the local levels. The head of each CSA shall appoint a CJIS Systems Officer (CSO). The CSA may impose more stringent protection measures than outlined in this document. Such decisions shall be documented and kept current.

3.2.2 CJIS Systems Officer (CSO)

The CSO is an individual located within the CSA responsible for the administration of the CJIS network for the CSA. Pursuant to the Bylaws for the CJIS Advisory Policy Board and Working Groups, the role of CSO shall not be outsourced. The CSO may delegate responsibilities to subordinate agencies. The CSO shall set, maintain, and enforce the following:

1. Standards for the selection, supervision, and separation of personnel who have access to CJI.
2. Policy governing the operation of computers, access devices, circuits, hubs, routers, firewalls, and other components that comprise and support a telecommunications network and related CJIS systems used to process, store, or transmit CJI, guaranteeing the priority, confidentiality, integrity, and availability of service needed by the criminal justice community.
    a. Ensure appropriate use, enforce system discipline, and ensure CJIS Division operating procedures are followed by all users of the respective services and information.
    b. Ensure state/federal agency compliance with policies approved by the APB and adopted by the FBI.

c. Ensure the appointment of the CSA ISO and determine the extent of authority to the CSA ISO.

d. Ensure the designation of a Terminal Agency Coordinator (TAC) within each agency with devices accessing CJIS systems.

e. Ensure each agency having access to CJI has someone designated as the Local Agency Security Officer (LASO).

f. Ensure each LASO receives enhanced security awareness training (ref. Section 5.2).

g. Approve access to FBI CJIS systems.

h. Assume ultimate responsibility for managing the security of CJIS systems within their state and/or agency.

i. Perform other related duties outlined by the user agreements with the FBI CJIS Division.

3. Outsourcing of Criminal Justice Functions

a. Responsibility for the management of the approved security requirements shall remain with the CJA. Security control includes the authority to enforce the standards for the selection, supervision, and separation of personnel who have access to CJI; set and enforce policy governing the operation of computers, circuits, and telecommunications terminals used to process, store, or transmit CJI; and to guarantee the priority service needed by the criminal justice community.

b. Responsibility for the management control of network security shall remain with the CJA. Management control of network security includes the authority to enforce the standards for the selection, supervision, and separation of personnel who have access to CJI; set and enforce policy governing the operation of circuits and network equipment used to transmit CJI; and to guarantee the priority service as determined by the criminal justice community.

3.2.3 Terminal Agency Coordinator (TAC)

The TAC serves as the point-of-contact at the local agency for matters relating to CJIS information access. The TAC administers CJIS systems programs within the local agency and oversees the agency's compliance with CJIS systems policies.

3.2.4 Criminal Justice Agency (CJA)

A CJA is defined as a court, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

3.2.5 Noncriminal Justice Agency (NCJA)

A NCJA is defined (for the purposes of access to CJI) as an entity or any subunit thereof that provides services primarily for purposes other than the administration of criminal justice.

3.2.6 Contracting Government Agency (CGA)

A CGA is a government agency, whether a CJA or a NCJA, that enters into an agreement with a private contractor subject to the CJIS Security Addendum. The CGA entering into an agreement with a contractor shall appoint an agency coordinator.

3.2.7 Agency Coordinator (AC)

An AC is a staff member of the CGA who manages the agreement between the Contractor and agency. The AC shall be responsible for the supervision and integrity of the system, training and continuing education of employees and operators, scheduling of initial training and testing, and certification testing and all required reports by NCIC. The AC shall:

1. Understand the communications, records capabilities, and needs of the Contractor which is accessing federal and state records through or because of its relationship with the CGA.
2. Participate in related meetings and provide input and comments for system improvement.
3. Receive information from the CGA (e.g., system updates) and disseminate it to appropriate Contractor employees.
4. Maintain and update manuals applicable to the effectuation of the agreement, and provide them to the Contractor.
5. Maintain up-to-date records of Contractor's employees who access the system, including name, date of birth, social security number, date fingerprint card(s) submitted, date security clearance issued, and date initially trained, tested, certified or recertified (if applicable).
6. Train or ensure the training of Contractor personnel. If Contractor personnel access NCIC, schedule the operators for testing or a certification exam with the CSA staff, or AC staff with permission from the CSA staff. Schedule new operators for the certification exam within six (6) months of assignment. Schedule certified operators for biennial re-certification testing within thirty (30) days prior to the expiration of certification. Schedule operators for other mandated class.
7. The AC will not permit an untrained/untested or non-certified Contractor employee to access CJI or systems supporting CJI where access to CJI can be gained.
8. Where appropriate, ensure compliance by the Contractor with NCIC validation requirements.
9. Provide completed applicant fingerprint cards on each Contractor employee who accesses the system to the CGA (or, where appropriate, CSA) for criminal background investigation prior to such employee accessing the system.
10. Any other responsibility for the AC promulgated by the FBI.

3.2.8 CJIS Systems Agency Information Security Officer (CSA ISO)

The CSA ISO shall:

1. Serve as the security point of contact (POC) to the FBI CJIS Division ISO.

2. Document technical compliance with the CJIS Security Policy with the goal to assure the confidentiality, integrity, and availability of criminal justice information to the user community throughout the CSA's user community, to include the local level.
3. Document and provide assistance for implementing the security-related controls for the Interface Agency and its users.
4. Establish a security incident response and reporting procedure to discover, investigate, document, and report to the CSA, the affected criminal justice agency, and the FBI CJIS Division ISO major incidents that significantly endanger the security or integrity of CJI.

3.2.9 Local Agency Security Officer (LASO)

Each LASO shall:

1. Identify who is using the CSA approved hardware, software, and firmware and ensure no unauthorized individuals or processes have access to the same.
2. Identify and document how the equipment is connected to the state system.
3. Ensure that personnel security screening procedures are being followed as stated in this Policy.
4. Ensure the approved and appropriate security measures are in place and working as expected.
5. Support policy compliance and ensure the CSA ISO is promptly informed of security incidents.

3.2.10 FBI CJIS Division Information Security Officer (FBI CJIS ISO)

The FBI CJIS ISO shall:

1. Maintain the CJIS Security Policy.
2. Disseminate the FBI Director approved CJIS Security Policy.
3. Serve as a liaison with the CSA's ISO and with other personnel across the CJIS community and in this regard provide technical guidance as to the intent and implementation of operational and technical policy issues.
4. Serve as a point-of-contact (POC) for computer incident notification and distribution of security alerts to the CSOs and ISOs.
5. Assist with developing audit compliance guidelines as well as identifying and reconciling security-related issues.
6. Develop and participate in information security training programs for the CSOs and ISOs, and provide a means by which to acquire feedback to measure the effectiveness and success of such training.
7. Maintain a security policy resource center (SPRC) on FBI.gov and keep the CSOs and ISOs updated on pertinent information.

3.2.11 Repository Manager

The State Identification Bureau (SIB) Chief, i.e. Repository Manager or Chief Administrator, is the designated manager of the agency having oversight responsibility for a state's fingerprint identification services. If both state fingerprint identification services and CJIS systems control are managed within the same state agency, the SIB Chief and CSO may be the same person.

3.2.12 Compact Officer

Pursuant to the National Crime Prevention and Privacy Compact, each party state shall appoint a Compact Officer who shall ensure that Compact provisions and rules, procedures, and standards established by the Compact Council are complied with in their respective state.

4 CRIMINAL JUSTICE INFORMATION AND PERSONALLY IDENTIFIABLE INFORMATION

4.1 Criminal Justice Information (CJI)

Criminal Justice Information is the term used to refer to all of the FBI CJIS provided data necessary for law enforcement and civil agencies to perform their missions including, but not limited to biometric, identity history, biographic, property, and case/incident history data. The following categories of CJI describe the various data sets housed by the FBI CJIS architecture:

1. Biometric Data—data derived from one or more intrinsic physical or behavioral traits of humans typically for the purpose of uniquely identifying individuals from within a population. Used to identify individuals, to include: fingerprints, palm prints, iris scans, and facial recognition data.
2. Identity History Data—textual data that corresponds with an individual's biometric data, providing a history of criminal and/or civil events for the identified individual.
3. Biographic Data—information about individuals associated with a unique case, and not necessarily connected to identity data. Biographic data does not provide a history of an individual, only information related to a unique case.
4. Property Data—information about vehicles and property associated with crime when accompanied by any personally identifiable information (PII).
5. Case/Incident History—information about the history of criminal incidents.

The following type of data are exempt from the protection levels required for CJI: transaction control type numbers (e.g., ORI, NIC, UCN, etc.) when not accompanied by information that reveals CJI or PII.

The intent of the CJIS Security Policy is to ensure the protection of the aforementioned CJI until the information is: released to the public via authorized dissemination (e.g. within a court system; presented in crime reports data; released in the interest of public safety); purged or destroyed in accordance with applicable record retention rules. CJI introduced into the court system pursuant to a judicial proceeding that can be released to the public via a public records request is not subject to the CJIS Security Policy.

4.1.1 Criminal History Record Information (CHRI)

Criminal History Record Information (CHRI), sometimes informally referred to as "restricted data", is a subset of CJI. Due to its comparatively sensitive nature, additional controls are required for the access, use and dissemination of CHRI. In addition to the dissemination restrictions outlined below, Title 28, Part 20, Code of Federal Regulations (CFR), defines CHRI and provides the regulatory guidance for dissemination of CHRI. While the CJIS Security Policy attempts to be architecturally independent, the III and the NCIC are specifically identified in Title 28, Part 20, CFR, and the NCIC Operating Manual, as associated with CHRI.

4.2 Access, Use and Dissemination of Criminal History Record Information (CHRI), NCIC Restricted Files Information, and NCIC Non-Restricted Files Information

This section describes the requirements for the access, use and dissemination of CHRI, NCIC restricted files information, and NCIC non-restricted files information.

4.2.1 Proper Access, Use, and Dissemination of CHRI

Information obtained from the III is considered CHRI. Rules governing the access, use, and dissemination of CHRI are found in Title 28, Part 20, CFR. The III shall be accessed only for an authorized purpose. Further, CHRI shall only be used for an authorized purpose consistent with the purpose for which III was accessed. Dissemination to another agency is authorized if (a) the other agency is an Authorized Recipient of such information and is being serviced by the accessing agency, or (b) the other agency is performing personnel and appointment functions for criminal justice employment applicants.

4.2.2 Proper Access, Use, and Dissemination of NCIC Restricted Files Information

The NCIC hosts restricted files and non-restricted files. NCIC restricted files are distinguished from NCIC non-restricted files by the policies governing their access and use. Proper access to, use, and dissemination of data from restricted files shall be consistent with the access, use, and dissemination policies concerning the III described in Title 28, Part 20, CFR, and the NCIC Operating Manual. The restricted files, which shall be protected as CHRI, are as follows:

1. Gang Files
2. Known or Appropriately Suspected Terrorist Files
3. Supervised Release Files
4. National Sex Offender Registry Files
5. Historical Protection Order Files of the NCIC
6. Identity Theft Files
7. Protective Interest Files
8. Person With Information (PWI) data in the Missing Person Files
9. Violent Person File
10. NICS Denied Transactions File

The remaining NCIC files are considered non-restricted files.

4.2.3 Proper Access, Use, and Dissemination of NCIC Non-Restricted Files Information

4.2.3.1 For Official Purposes

NCIC non-restricted files are those not listed as restricted files in Section 4.2.2. NCIC non-restricted files information may be accessed and used for any authorized purpose consistent with

the inquiring agency's responsibility. Information obtained may be disseminated to (a) other government agencies or (b) private entities authorized by law to receive such information for any purpose consistent with their responsibilities.

4.2.3.2 For Other Authorized Purposes

NCIC non-restricted files may be accessed for other purposes consistent with the resources of the inquiring agency; however, requests for bulk data are discouraged. Information derived from NCIC non-restricted files for other than law enforcement purposes can be used by authorized criminal justice personnel only to confirm the status of a person or property (i.e., wanted or stolen). An inquiring agency is authorized to charge a nominal administrative fee for such service. Non-restricted files information shall not be disseminated commercially.

A response to a NCIC person inquiry may include NCIC restricted files information as well as NCIC non-restricted files information. Agencies shall not disseminate restricted files information for purposes other than law enforcement.

4.2.3.3 CSO Authority in Other Circumstances

If no federal, state or local law or policy prohibition exists, the CSO may exercise discretion to approve or deny dissemination of NCIC non-restricted file information.

4.2.4 Storage

When CHRI is stored, agencies shall establish appropriate administrative, technical and physical safeguards to ensure the security and confidentiality of the information. These records shall be stored for extended periods only when they are key elements for the integrity and/or utility of case files and/or criminal record files. See Section 5.9 for physical security controls.

4.2.5 Justification and Penalties

4.2.5.1 Justification

In addition to the use of purpose codes and logging information, all users shall provide a reason for all III inquiries whenever requested by NCIC System Managers, CSAs, local agency administrators, or their representatives.

4.2.5.2 Penalties

Improper access, use or dissemination of CHRI and NCIC Non-Restricted Files information is serious and may result in administrative sanctions including, but not limited to, termination of services and state and federal criminal penalties.

4.3 Personally Identifiable Information (PII)

For the purposes of this document, PII is information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name. Any FBI CJIS provided data maintained by an agency, including but not limited to, education, financial transactions, medical history, and criminal or employment history may include PII. A criminal history record for

example inherently contains PII as would a Law Enforcement National Data Exchange (N-DEx) case file.

PII shall be extracted from CJI for the purpose of official business only. Agencies shall develop policies, based on state and local privacy rules, to ensure appropriate controls are applied when handling PII extracted from CJI. Due to the expansive nature of PII, this Policy does not specify auditing, logging, or personnel security requirements associated with the life cycle of PII.

Figure 2 – Dissemination of restricted and non-restricted NCIC data

A citizen of Springfield went to the Springfield Police Department to request whether his new neighbor, who had been acting suspiciously, had an outstanding warrant. The Springfield Police Department ran an NCIC persons inquiry, which produced a response that included a Wanted Person File (non-restricted file) record and a Known or Appropriately Suspected Terrorist File (restricted file) record. The Springfield Police Department advised the citizen of the outstanding warrant, but did not disclose any information concerning the subject being a known or appropriately suspected terrorist.

5 POLICY AND IMPLEMENTATION

The policy areas focus upon the data and services that the FBI CJIS Division exchanges and provides to the criminal justice community and its partners. Each policy area provides both strategic reasoning and tactical implementation requirements and standards.

While the major theme of the policy areas is concerned with electronic exchange directly with the FBI, it is understood that further dissemination of CJI to Authorized Recipients by various means (hard copy, e-mail, web posting, etc.) constitutes a significant portion of CJI exchanges. Regardless of its form, use, or method of dissemination, CJI requires protection throughout its life.

Not every consumer of FBI CJIS services will encounter all of the policy areas therefore the circumstances of applicability are based on individual agency/entity configurations and usage. Use cases within each of the policy areas will help users relate the Policy to their own agency circumstances. The policy areas are:

- Policy Area 1—Information Exchange Agreements
- Policy Area 2—Security Awareness Training
- Policy Area 3—Incident Response
- Policy Area 4—Auditing and Accountability
- Policy Area 5—Access Control
- Policy Area 6—Identification and Authentication
- Policy Area 7—Configuration Management
- Policy Area 8—Media Protection
- Policy Area 9—Physical Protection
- Policy Area 10—Systems and Communications Protection and Information Integrity
- Policy Area 11—Formal Audits
- Policy Area 12—Personnel Security
- Policy Area 13—Mobile Devices

5.1 Policy Area 1: Information Exchange Agreements

The information shared through communication mediums shall be protected with appropriate security safeguards. The agreements established by entities sharing information across systems and communications mediums are vital to ensuring all parties fully understand and agree to a set of security standards.

5.1.1 Information Exchange

Before exchanging CJI, agencies shall put formal agreements in place that specify security controls. The exchange of information may take several forms including electronic mail, instant messages, web services, facsimile, hard copy, and information systems sending, receiving and storing CJI.

Information exchange agreements outline the roles, responsibilities, and data ownership between agencies and any external parties. Information exchange agreements for agencies sharing CJI data that is sent to and/or received from the FBI CJIS shall specify the security controls and conditions described in this document.

Information exchange agreements shall be supported by documentation committing both parties to the terms of information exchange. As described in subsequent sections, different agreements and policies apply, depending on whether the parties involved are CJAs or NCJAs. See Appendix D for examples of Information Exchange Agreements.

There may be instances, on an ad-hoc basis, where CJI is authorized for further dissemination to Authorized Recipients not covered by an information exchange agreement with the releasing agency. In these instances the dissemination of CJI is considered to be secondary dissemination. Law Enforcement and civil agencies shall have a local policy to validate a requestor of CJI as an authorized recipient before disseminating CJI. See Section 5.1.3 for secondary dissemination guidance.

5.1.1.1 Information Handling

Procedures for handling and storage of information shall be established to protect that information from unauthorized disclosure, alteration or misuse. Using the requirements in this Policy as a starting point, the procedures shall apply to the handling, processing, storing, and communication of CJI. These procedures apply to the exchange of CJI no matter the form of exchange.

The policies for information handling and protection also apply to using CJI shared with or received from FBI CJIS for noncriminal justice purposes. In general, a noncriminal justice purpose includes the use of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including – but not limited to - employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

5.1.1.2 State and Federal Agency User Agreements

Each CSA head or SIB Chief shall execute a signed written user agreement with the FBI CJIS Division stating their willingness to demonstrate conformity with this Policy before accessing and participating in CJIS records information programs. This agreement shall include the standards and sanctions governing utilization of CJIS systems. As coordinated through the particular CSA

or SIB Chief, each Interface Agency shall also allow the FBI to periodically test the ability to penetrate the FBI's network through the external network connection or system. All user agreements with the FBI CJIS Division shall be coordinated with the CSA head.

5.1.1.3 Criminal Justice Agency User Agreements

Any CJA receiving access to CJI shall enter into a signed written agreement with the appropriate signatory authority of the CSA providing the access. The written agreement shall specify the FBI CJIS systems and services to which the agency will have access, and the FBI CJIS Division policies to which the agency must adhere. These agreements shall include:

1. Audit.
2. Dissemination.
3. Hit confirmation.
4. Logging.
5. Quality Assurance (QA).
6. Screening (Pre-Employment).
7. Security.
8. Timeliness.
9. Training.
10. Use of the system.
11. Validation.

5.1.1.4 Interagency and Management Control Agreements

A NCJA (government) designated to perform criminal justice functions for a CJA shall be eligible for access to the CJI. Access shall be permitted when such designation is authorized pursuant to executive order, statute, regulation, or interagency agreement. The NCJA shall sign and execute a management control agreement (MCA) with the CJA, which stipulates management control of the criminal justice function remains solely with the CJA. The MCA may be a separate document or included with the language of an interagency agreement. An example of an NCJA (government) is a city information technology (IT) department.

5.1.1.5 Private Contractor User Agreements and CJIS Security Addendum

The CJIS Security Addendum is a uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to CHRI, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information is consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

Private contractors who perform criminal justice functions shall meet the same training and certification criteria required by governmental agencies performing a similar function, and shall be subject to the same extent of audit review as are local user agencies. All private contractors who perform criminal justice functions shall acknowledge, via signing of the CJIS Security

Addendum Certification page, and abide by all aspects of the CJIS Security Addendum. The CJIS Security Addendum is presented in Appendix H. Modifications to the CJIS Security Addendum shall be enacted only by the FBI.

1. Private contractors designated to perform criminal justice functions for a CJA shall be eligible for access to CJI. Access shall be permitted pursuant to an agreement which specifically identifies the agency's purpose and scope of providing services for the administration of criminal justice. The agreement between the CJA and the private contractor shall incorporate the CJIS Security Addendum approved by the Director of the FBI, acting for the U.S. Attorney General, as referenced in Title 28 CFR 20.33 (a)(7).
2. Private contractors designated to perform criminal justice functions on behalf of a NCJA (government) shall be eligible for access to CJI. Access shall be permitted pursuant to an agreement which specifically identifies the agency's purpose and scope of providing services for the administration of criminal justice. The agreement between the NCJA and the private contractor shall incorporate the CJIS Security Addendum approved by the Director of the FBI, acting for the U.S. Attorney General, as referenced in Title 28 CFR 20.33 (a)(7).

5.1.1.6 Agency User Agreements

A NCJA (public) designated to request civil fingerprint-based background checks, with the full consent of the individual to whom a background check is taking place, for noncriminal justice functions, shall be eligible for access to CJI. Access shall be permitted when such designation is authorized pursuant to federal law or state statute approved by the U.S. Attorney General. A NCJA (public) receiving access to CJI shall enter into a signed written agreement with the appropriate signatory authority of the CSA/SIB providing the access. An example of a NCJA (public) is a county school board.

A NCJA (private) designated to request civil fingerprint-based background checks, with the full consent of the individual to whom a background check is taking place, for noncriminal justice functions, shall be eligible for access to CJI. Access shall be permitted when such designation is authorized pursuant to federal law or state statute approved by the U.S. Attorney General. A NCJA (private) receiving access to CJI shall enter into a signed written agreement with the appropriate signatory authority of the CSA, SIB, or authorized agency providing the access. An example of a NCJA (private) is a local bank.

All NCJAs accessing CJI shall be subject to all pertinent areas of the CJIS Security Policy (see Appendix J for supplemental guidance). Each NCJA that directly accesses FBI CJI shall also allow the FBI to periodically test the ability to penetrate the FBI's network through the external network connection or system.

5.1.1.7 Outsourcing Standards for Channelers

Channelers designated to request civil fingerprint-based background checks or noncriminal justice ancillary functions on behalf of a NCJA (public) or NCJA (private) for noncriminal justice functions shall be eligible for access to CJI. Access shall be permitted when such designation is authorized pursuant to federal law or state statute approved by the U.S. Attorney General. All Channelers accessing CJI shall be subject to the terms and conditions described in the Compact

Council Security and Management Control Outsourcing Standard. Each Channeler that directly accesses CJI shall also allow the FBI to conduct periodic penetration testing.

Channelers leveraging CJI to perform civil functions on behalf of an Authorized Recipient shall meet the same training and certification criteria required by governmental agencies performing a similar function, and shall be subject to the same extent of audit review as are local user agencies.

5.1.1.8 Outsourcing Standards for Non-Channelers

Contractors designated to perform noncriminal justice ancillary functions on behalf of a NCJA (public) or NCJA (private) for noncriminal justice functions shall be eligible for access to CJI. Access shall be permitted when such designation is authorized pursuant to federal law or state statute approved by the U.S. Attorney General. All contractors accessing CJI shall be subject to the terms and conditions described in the Compact Council Outsourcing Standard for Non-Channelers. Contractors leveraging CJI to perform civil functions on behalf of an Authorized Recipient shall meet the same training and certification criteria required by governmental agencies performing a similar function, and shall be subject to the same extent of audit review as are local user agencies.

5.1.2 Monitoring, Review, and Delivery of Services

As specified in the interagency agreements, MCAs, and contractual agreements with private contractors, the services, reports and records provided by the service provider shall be regularly monitored and reviewed. The CJA, authorized agency, or FBI shall maintain sufficient overall control and visibility into all security aspects to include, but not limited to, identification of vulnerabilities and information security incident reporting/response. The incident reporting/response process used by the service provider shall conform to the incident reporting/response specifications provided in this Policy.

5.1.2.1 Managing Changes to Service Providers

Any changes to services provided by a service provider shall be managed by the CJA, authorized agency, or FBI. This includes provision of services, changes to existing services, and new services. Evaluation of the risks to the agency shall be undertaken based on the criticality of the data, system, and the impact of the change.

5.1.3 Secondary Dissemination

If CHRI is released to another authorized agency, and that agency was not part of the releasing agency's primary information exchange agreement(s), the releasing agency shall log such dissemination.

5.1.4 Secondary Dissemination of Non-CHRI CJI

If CJI does not contain CHRI and is not part of an information exchange agreement then it does not need to be logged. Dissemination shall conform to the local policy validating the requestor of the CJI as an employee and/or contractor of a law enforcement agency or civil agency requiring the CJI to perform their mission or a member of the public receiving CJI via authorized dissemination.

Figure 3 – Information Exchange Agreements Implemented by a Local Police Department

A local police department executed a Memorandum of Understanding (MOU) for the interface with their state CSA. The local police department also executed an MOU (which included an MCA) with the county information technology (IT) department for the day-to-day operations of their criminal-justice infrastructure. The county IT department, in turn, outsourced operations to a local vendor who signed the CJIS Security Addendum.

5.2 Policy Area 2: Security Awareness Training

Security training is key to the human element of information security. All users with authorized access to CJI should be made aware of their individual responsibilities and expected behavior when accessing CJI and the systems which process CJI. LASOs require enhanced training on the specific duties and responsibilities of those positions and the impact those positions have on the overall security of information systems.

5.2.1 Basic Security Awareness Training

Basic security awareness training shall be required within six months of initial assignment, and biennially thereafter, for all personnel who have access to CJI to include all personnel who have unescorted access to a physically secure location. The CSO/SIB Chief may accept the documentation of the completion of security awareness training from another agency. Accepting such documentation from another agency means that the accepting agency assumes the risk that the training may not meet a particular requirement or process required by federal, state, or local laws.

A significant number of topics can be mentioned and briefly discussed in any awareness session or campaign. To help further the development and implementation of individual agency security awareness training programs the following baseline guidance is provided.

5.2.1.1 Level One Security Awareness Training

At a minimum, the following topics shall be addressed as baseline security awareness training for all personnel who have unescorted access to a physically secure location:

1. Individual responsibilities and expected behavior with regard to being in the vicinity of CJI usage and/or terminals.
2. Implications of noncompliance.
3. Incident response (Identify points of contact and individual actions).
4. Visitor control and physical access to spaces—discuss applicable physical security policy and procedures, e.g., challenge strangers, report unusual activity, etc.

5.2.1.2 Level Two Security Awareness Training

In addition to 5.2.1.1 above, the following topics, at a minimum, shall be addressed as baseline security awareness training for all authorized personnel with access to CJI:

1. Media protection.
2. Protect information subject to confidentiality concerns — hardcopy through destruction.
3. Proper handling and marking of CJI.
4. Threats, vulnerabilities, and risks associated with handling of CJI.
5. Social engineering.
6. Dissemination and destruction.

5.2.1.3 Level Three Security Awareness Training

In addition to 5.2.1.1 and 5.2.1.2 above, the following topics, at a minimum, shall be addressed as baseline security awareness training for all authorized personnel with both physical and logical access to CJI:

1. Rules that describe responsibilities and expected behavior with regard to information system usage.
2. Password usage and management—including creation, frequency of changes, and protection.
3. Protection from viruses, worms, Trojan horses, and other malicious code.
4. Unknown e-mail/attachments.
5. Web usage—allowed versus prohibited; monitoring of user activity.
6. Spam.
7. Physical Security—increases in risks to systems and data.
8. Handheld device security issues—address both physical and wireless security issues.
9. Use of encryption and the transmission of sensitive/confidential information over the Internet—address agency policy, procedures, and technical contact for assistance.
10. Laptop security—address both physical and information security issues.
11. Personally owned equipment and software—state whether allowed or not (e.g., copyrights).
12. Access control issues—address least privilege and separation of duties.
13. Individual accountability—explain what this means in the agency.
14. Use of acknowledgement statements—passwords, access to systems and data, personal use and gain.
15. Desktop security—discuss use of screensavers, restricting visitors' view of information on screen (mitigating "shoulder surfing"), battery backup devices, allowed access to systems.
16. Protect information subject to confidentiality concerns—in systems, archived, on backup media, and until destroyed.
17. Threats, vulnerabilities, and risks associated with accessing CJIS Service systems and services.

5.2.1.4 Level Four Security Awareness Training

In addition to 5.2.1.1, 5.2.1.2, and 5.1.2.3 above, the following topics at a minimum shall be addressed as baseline security awareness training for all Information Technology personnel (system administrators, security administrators, network administrators, etc.):

1. Protection from viruses, worms, Trojan horses, and other malicious code—scanning, updating definitions.
2. Data backup and storage—centralized or decentralized approach.

3. Timely application of system patches—part of configuration management.
4. Access control measures.
5. Network infrastructure protection measures.

5.2.2 LASO Training

LASO training shall be required prior to assuming duties but no later than six months after initial assignment, and annually thereafter.

At a minimum, the following topics shall be addressed as enhanced security awareness training for a LASO:

1. The roles and responsibilities listed in CJIS Security Policy Section 3.2.9.
2. Additional state/local/tribal/federal agency LASO roles and responsibilities.
3. Summary of audit findings from previous state audits of local agencies.
4. Findings from the last FBI CJIS Division audit of the CSA.
5. Most recent changes to the CJIS Security Policy.

5.2.3 Security Training Records

Records of individual basic security awareness training and specific information system security training shall be documented, kept current, and maintained by the CSO/SIB Chief/Compact Officer. Maintenance of training records can be delegated to the local level.

Figure 4 – Security Awareness Training Use Cases

Use Case 1 - Security Awareness Training Program Implementation by a Local Police Department

A local police department with a staff of 20 sworn criminal justice professionals and 15 support personnel worked with a vendor to develop role-specific security-awareness training, and required all staff to complete this training upon assignment and every two years thereafter. The local police department scheduled the sworn law-enforcement training to coincide with their NCIC certification training. The vendor maintained the training records for the police department's entire staff, and provided reporting to the department to help it ensure compliance with the CJIS Security Policy.

Use Case 2 - Level One Security Awareness Training

A local police department hires custodial staff that will have physical access throughout the PD (a physically secure location) after normal business hours to clean the facility. These personnel have unescorted access to a physically secure location and therefore must be given the baseline security awareness training on all the topics identified in CSP Section 5.2.1.1 Level One Security Awareness Training.

Use Case 3 – Level Two Security Awareness Training

A school district maintains a locked file cabinet with hard copies of background check results of all teachers and employees which may include CJI (CHRI). Only authorized personnel who have the

ability to open the cabinet are required to be given the baseline security awareness training on all the topics identified in CSP Sections 5.2.1.1 and 5.2.1.2.

Use Case 4 – Level Three Security Awareness Training

A County Sheriff's Office has employed a number of dispatchers. Part of the function of these dispatchers is to run CJI queries at the request of the Sheriff and deputies. As part of their daily duties, the dispatchers have access to CJI both logically (running queries) and physically (printed copies of reports containing CJI). These dispatchers are entrusted with direct access to CJI and are therefore required to be given the baseline security awareness training on all the topics identified in CSP Sections 5.2.1.1, 5.2.1.2, and 5.2.1.3.

Use Case 5 – Level Four Security Awareness Training

The State Police has hired a number of system and network administrator personnel to help bolster security of the state network. Part of their daily duties may include creating accounts for new personnel, implementing security patches for existing systems, creating backups of existing systems, and implementing access controls throughout the network. These administrators have privileged access to CJI and CJI-processing systems, and are therefore required to be given the baseline security awareness training on all the topics identified in CSP Sections 5.2.1.1, 5.2.1.2, 5.2.1.3, and 5.2.1.4.

5.3 Policy Area 3: Incident Response

The security risk of both accidental and malicious attacks against government and private agencies, remains persistent in both physical and logical environments. To ensure protection of CJI, agencies shall: (i) establish operational incident handling procedures that include adequate preparation, detection, analysis, containment, recovery, and user response activities; (ii) track, document, and report incidents to appropriate agency officials and/or authorities.

ISOs have been identified as the POC on security-related issues for their respective agencies and shall ensure LASOs institute the CSA incident response reporting procedures at the local level. Appendix F contains a sample incident notification letter for use when communicating the details of a CJI-related incident to the FBI CJIS ISO.

Refer to Section 5.13.5 for additional incident response requirements related to mobile devices used to access CJI.

5.3.1 Reporting Security Events

The agency shall promptly report incident information to appropriate authorities. Security events, including identified weaknesses associated with the event, shall be communicated in a manner allowing timely corrective action to be taken. Formal event reporting and escalation procedures shall be in place. Wherever feasible, the agency shall employ automated mechanisms to assist in the reporting of security incidents. All employees, contractors and third party users shall be made aware of the procedures for reporting the different types of event and weakness that might have an impact on the security of agency assets and are required to report any security events and weaknesses as quickly as possible to the designated point of contact.

5.3.1.1 Reporting Structure and Responsibilities

5.3.1.1.1 FBI CJIS Division Responsibilities

The FBI CJIS Division shall:

1. Manage and maintain the CJIS Division's Computer Security Incident Response Capability (CSIRC).
2. Serve as a central clearinghouse for all reported intrusion incidents, security alerts, bulletins, and other security-related material.
3. Ensure additional resources for all incidents affecting FBI CJIS Division controlled systems as needed.
4. Disseminate prompt advisories of system threats and operating system vulnerabilities via the security policy resource center on FBI.gov, to include but not limited to: Product Security Bulletins, Virus Bulletins, and Security Clips.
5. Track all reported incidents and/or trends.
6. Monitor the resolution of all incidents.

5.3.1.1.2 CSA ISO Responsibilities

The CSA ISO shall:

1. Assign individuals in each state, federal, and international law enforcement organization to be the primary point of contact for interfacing with the FBI CJIS Division concerning incident handling and response.
2. Identify individuals who are responsible for reporting incidents within their area of responsibility.
3. Collect incident information from those individuals for coordination and sharing among other organizations that may or may not be affected by the incident.
4. Develop, implement, and maintain internal incident response procedures and coordinate those procedures with other organizations that may or may not be affected.
5. Collect and disseminate all incident-related information received from the Department of Justice (DOJ), FBI CJIS Division, and other entities to the appropriate local law enforcement POCs within their area.
6. Act as a single POC for their jurisdictional area for requesting incident response assistance.

5.3.2 Management of Security Incidents

A consistent and effective approach shall be applied to the management of security incidents. Responsibilities and procedures shall be in place to handle security events and weaknesses effectively once they have been reported.

5.3.2.1 Incident Handling

The agency shall implement an incident handling capability for security incidents that includes preparation, detection and analysis, containment, eradication, and recovery. Wherever feasible, the agency shall employ automated mechanisms to support the incident handling process.

Incident-related information can be obtained from a variety of sources including, but not limited to, audit monitoring, network monitoring, physical access monitoring, and user/administrator reports. The agency should incorporate the lessons learned from ongoing incident handling activities into the incident response procedures and implement the procedures accordingly.

5.3.2.2 Collection of Evidence

Where a follow-up action against a person or agency after an information security incident involves legal action (either civil or criminal), evidence shall be collected, retained, and presented to conform to the rules for evidence laid down in the relevant jurisdiction(s).

5.3.3 Incident Response Training

The agency shall ensure general incident response roles responsibilities are included as part of required security awareness training.

5.3.4 Incident Monitoring

The agency shall track and document security incidents on an ongoing basis. The CSA ISO shall maintain completed security incident reporting forms until the subsequent FBI triennial audit or until legal action (if warranted) is complete; whichever time-frame is greater.

Figure 5 – Incident Response Process Initiated by an Incident in a Local Police Department

A state ISO received a notification from a local police department that suspicious network activity from a known botnet was detected on their network. The state ISO began the process of collecting all pertinent information about this incident, e.g. incident date/time, points-of-contact, systems affected, nature of the incident, actions taken, etc. and requested that the local police department confirm that their malware signatures were up to date. The state ISO contacted both the FBI CJIS ISO and state CSO to relay the preliminary details of this incident. The FBI CJIS ISO instructed the involved parties to continue their investigation and to submit an incident response form once all the information had been gathered. The FBI CJIS ISO contacted the lead for the FBI CSIRC to inform them that an incident response form was forthcoming. The state ISO gathered the remainder of the information from the local police department and submitted a completed incident response form to the FBI CJIS ISO who subsequently provided it to the FBI CSIRC. The FBI CSIRC notified the Department of Justice Computer Incident Response Team (DOJCIRT). The state ISO continued to monitor the situation, passing relevant details to the FBI CJIS ISO, ultimately determining that the botnet was eliminated from the local police department's infrastructure. Subsequent investigations determined that the botnet was restricted to the department's administrative infrastructure and thus no CJI was compromised.

5.4 Policy Area 4: Auditing and Accountability

Agencies shall implement audit and accountability controls to increase the probability of authorized users conforming to a prescribed pattern of behavior. Agencies shall carefully assess the inventory of components that compose their information systems to determine which security controls are applicable to the various components.

Auditing controls are typically applied to the components of an information system that provide auditing capability (servers, etc.) and would not necessarily be applied to every user-level workstation within the agency. As technology advances, more powerful and diverse functionality can be found in such devices as personal digital assistants and cellular telephones, which may require the application of security controls in accordance with an agency assessment of risk.

Refer to Section 5.13.6 for additional audit requirements related to mobile devices used to access CJI.

5.4.1 Auditable Events and Content (Information Systems)

The agency's information system shall generate audit records for defined events. These defined events include identifying significant events which need to be audited as relevant to the security of the information system. The agency shall specify which information system components carry out auditing activities. Auditing activity can affect information system performance and this issue must be considered as a separate factor during the acquisition of information systems.

The agency's information system shall produce, at the application and/or operating system level, audit records containing sufficient information to establish what events occurred, the sources of the events, and the outcomes of the events. The agency shall periodically review and update the list of agency-defined auditable events. In the event an agency does not use an automated system, manual recording of activities shall still take place.

5.4.1.1 Events

The following events shall be logged:

1. Successful and unsuccessful system log-on attempts.
2. Successful and unsuccessful attempts to use:
    a. access permission on a user account, file, directory or other system resource;
    b. create permission on a user account, file, directory or other system resource;
    c. write permission on a user account, file, directory or other system resource;
    d. delete permission on a user account, file, directory or other system resource;
    e. change permission on a user account, file, directory or other system resource.
3. Successful and unsuccessful attempts to change account passwords.
4. Successful and unsuccessful actions by privileged accounts (i.e. root, Oracle, DBA, admin, etc.).
5. Successful and unsuccessful attempts for users to:
    a. access the audit log file;

b. modify the audit log file;

c. destroy the audit log file.

5.4.1.1.1 Content

The following content shall be included with every audited event:

1. Date and time of the event.
2. The component of the information system (e.g., software component, hardware component) where the event occurred.
3. Type of event.
4. User/subject identity.
5. Outcome (success or failure) of the event.

5.4.2 Response to Audit Processing Failures

The agency's information system shall provide alerts to appropriate agency officials in the event of an audit processing failure. Audit processing failures include, for example: software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.

5.4.3 Audit Monitoring, Analysis, and Reporting

The responsible management official shall designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions. Audit review/analysis shall be conducted at a minimum once a week. The frequency of review/analysis should be increased when the volume of an agency's processing indicates an elevated need for audit review. The agency shall increase the level of audit monitoring and analysis activity within the information system whenever there is an indication of increased risk to agency operations, agency assets, or individuals based on law enforcement information, intelligence information, or other credible sources of information.

5.4.4 Time Stamps

The agency's information system shall provide time stamps for use in audit record generation. The time stamps shall include the date and time values generated by the internal system clocks in the audit records. The agency shall synchronize internal information system clocks on an annual basis.

5.4.5 Protection of Audit Information

The agency's information system shall protect audit information and audit tools from modification, deletion and unauthorized access.

5.4.6 Audit Record Retention

The agency shall retain audit records for at least one (1) year. Once the minimum retention time period has passed, the agency shall continue to retain audit records until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes. This includes, for

example, retention and availability of audit records relative to Freedom of Information Act (FOIA) requests, subpoena, and law enforcement actions.

5.4.7 Logging NCIC and III Transactions

A log shall be maintained for a minimum of one (1) year on all NCIC and III transactions. The III portion of the log shall clearly identify both the operator and the authorized receiving agency. III logs shall also clearly identify the requester and the secondary recipient. The identification on the log shall take the form of a unique identifier that shall remain unique to the individual requester and to the secondary recipient throughout the minimum one year retention period.

Figure 6 – Local Police Department's Use of Audit Logs

A state CSO contacted a local police department regarding potentially inappropriate use of CHRI that was retrieved using the local department's ORI. The state CSO requested all relevant information from the police department to reconcile state NCIC and III logs against local police department logs. The police department provided the combination of their CJI processing application's logs with relevant operating system and network infrastructure logs to help verify the identity of the users conducting these queries. The review of these logs substantiated the CSO's suspicion.

5.5 Policy Area 5: Access Control

Access control provides the planning and implementation of mechanisms to restrict reading, writing, processing and transmission of CJIS information and the modification of information systems, applications, services and communication configurations allowing access to CJIS information.

Refer to Section 5.13.6 for additional access control requirements related to mobile devices used to access CJI.

5.5.1 Account Management

The agency shall manage information system accounts, including establishing, activating, modifying, reviewing, disabling, and removing accounts. The agency shall validate information system accounts at least annually and shall document the validation process. The validation and documentation of accounts can be delegated to local agencies.

Account management includes the identification of account types (i.e., individual, group, and system), establishment of conditions for group membership, and assignment of associated authorizations. The agency shall identify authorized users of the information system and specify access rights/privileges. The agency shall grant access to the information system based on:

1. Valid need-to-know/need-to-share that is determined by assigned official duties.
2. Satisfaction of all personnel security criteria.

The agency responsible for account creation shall be notified when:

1. A user's information system usage or need-to-know or need-to-share changes.
2. A user is terminated or transferred or associated accounts are removed, disabled, or otherwise secured.

5.5.2 Access Enforcement

The information system shall enforce assigned authorizations for controlling access to the system and contained information. The information system controls shall restrict access to privileged functions (deployed in hardware, software, and firmware) and security-relevant information to explicitly authorized personnel.

Explicitly authorized personnel include, for example, security administrators, system and network administrators, and other privileged users with access to system control, monitoring, or administration functions (e.g., system administrators, information system security officers, maintainers, system programmers).

Access control policies (e.g., identity-based policies, role-based policies, rule-based policies) and associated access enforcement mechanisms (e.g., access control lists, access control matrices, cryptography) shall be employed by agencies to control access between users (or processes acting on behalf of users) and objects (e.g., devices, files, records, processes, programs, domains) in the information system.

5.5.2.1 Least Privilege

The agency shall approve individual access privileges and shall enforce physical and logical access restrictions associated with changes to the information system; and generate, retain, and review records reflecting all such changes. The agency shall enforce the most restrictive set of rights/privileges or access needed by users for the performance of specified tasks. The agency shall implement least privilege based on specific duties, operations, or information systems as necessary to mitigate risk to CJI. This limits access to CJI to only authorized personnel with the need and the right to know.

Logs of access privilege changes shall be maintained for a minimum of one year or at least equal to the agency's record retention policy – whichever is greater.

5.5.2.2 System Access Control

Access control mechanisms to enable access to CJI shall be restricted by object (e.g., data set, volumes, files, records) including the ability to read, write, or delete the objects. Access controls shall be in place and operational for all IT systems to:

1. Prevent multiple concurrent active sessions for one user identification, for those applications accessing CJI, unless the agency grants authority based upon operational business needs. Agencies shall document the parameters of the operational business needs for multiple concurrent active sessions.
2. Ensure that only authorized personnel can add, change, or remove component devices, dial-up connections, and remove or alter programs.

5.5.2.3 Access Control Criteria

Agencies shall control access to CJI based on one or more of the following:

1. Job assignment or function (i.e., the role) of the user seeking access.
2. Physical location.
3. Logical location.
4. Network addresses (e.g., users from sites within a given agency may be permitted greater access than those from outside).
5. Time-of-day and day-of-week/month restrictions.

5.5.2.4 Access Control Mechanisms

When setting up access controls, agencies shall use one or more of the following mechanisms:

1. Access Control Lists (ACLs). ACLs are a register of users (including groups, machines, processes) who have been given permission to use a particular object (system resource) and the types of access they have been permitted.
2. Resource Restrictions. Access to specific functions is restricted by never allowing users to request information, functions, or other resources for which they do not have access. Three major types of resource restrictions are: menus, database views, and network devices.

3. Encryption. Encrypted information can only be decrypted, and therefore read, by those possessing the appropriate cryptographic key. While encryption can provide strong access control, it is accompanied by the need for strong key management. Follow the guidance in Section 5.10.1.2 for encryption requirements if encryption of stored information is employed as an access enforcement mechanism.
4. Application Level. In addition to controlling access at the information system level, access enforcement mechanisms are employed at the application level to provide increased information security for the agency.

5.5.3 Unsuccessful Login Attempts

Where technically feasible, the system shall enforce a limit of no more than 5 consecutive invalid access attempts by a user (attempting to access CJI or systems with access to CJI). The system shall automatically lock the account/node for a 10 minute time period unless released by an administrator.

5.5.4 System Use Notification

The information system shall display an approved system use notification message, before granting access, informing potential users of various usages and monitoring rules. The system use notification message shall, at a minimum, provide the following information:

1. The user is accessing a restricted information system.
2. System usage may be monitored, recorded, and subject to audit.
3. Unauthorized use of the system is prohibited and may be subject to criminal and/or civil penalties.
4. Use of the system indicates consent to monitoring and recording.

The system use notification message shall provide appropriate privacy and security notices (based on associated privacy and security policies or summaries) and remain on the screen until the user acknowledges the notification and takes explicit actions to log on to the information system.

Privacy and security policies shall be consistent with applicable laws, executive orders, directives, policies, regulations, standards, and guidance. System use notification messages can be implemented in the form of warning banners displayed when individuals log in to the information system. For publicly accessible systems:

1. the system use information is available and when appropriate, is displayed before granting access;
2. any references to monitoring, recording, or auditing are in keeping with privacy accommodations for such systems that generally prohibit those activities; and
3. the notice given to public users of the information system includes a description of the authorized uses of the system.

5.5.5 Session Lock

The information system shall prevent further access to the system by initiating a session lock after a maximum of 30 minutes of inactivity, and the session lock remains in effect until the user reestablishes access using appropriate identification and authentication procedures. Users shall

directly initiate session lock mechanisms to prevent inadvertent viewing when a device is unattended. A session lock is not a substitute for logging out of the information system. In the interest of safety, devices that are: (1) part of a criminal justice conveyance; or (2) used to perform dispatch functions and located within a physically secure location; or (3) terminals designated solely for the purpose of receiving alert notifications (i.e. receive only terminals or ROT) used within physically secure location facilities that remain staffed when in operation, are exempt from this requirement. Note: an example of a session lock is a screen saver with password.

5.5.6 Remote Access

The agency shall authorize, monitor, and control all methods of remote access to the information system. Remote access is any temporary access to an agency's information system by a user (or an information system) communicating temporarily through an external, non-agency-controlled network (e.g., the Internet).

The agency shall employ automated mechanisms to facilitate the monitoring and control of remote access methods. The agency shall control all remote accesses through managed access control points. The agency may permit remote access for privileged functions only for compelling operational needs but shall document the technical and administrative process for enabling remote access for privileged functions in the security plan for the information system.

Virtual escorting of privileged functions is permitted only when all the following conditions are met:

1. The session shall be monitored at all times by an authorized escort
2. The escort shall be familiar with the system/area in which the work is being performed.
3. The escort shall have the ability to end the session at any time.
4. The remote administrative personnel connection shall be via an encrypted (FIPS 140-2 certified) path.
5. The remote administrative personnel shall be identified prior to access and authenticated prior to or during the session. This authentication may be accomplished prior to the session via an Advanced Authentication (AA) solution or during the session via active teleconference with the escort throughout the session.

5.5.6.1 Personally Owned Information Systems

A personally owned information system shall not be authorized to access, process, store or transmit CJI unless the agency has established and documented the specific terms and conditions for personally owned information system usage. When personally owned mobile devices (i.e. bring your own device [BYOD]) are authorized, they shall be controlled in accordance with the requirements in Policy Area 13: Mobile Devices.

This control does not apply to the use of personally owned information systems to access agency's information systems and information that are intended for public access (e.g., an agency's public website that contains purely public information).

5.5.6.2 Publicly Accessible Computers

Publicly accessible computers shall not be used to access, process, store or transmit CJI. Publicly accessible computers include but are not limited to: hotel business center computers, convention center computers, public library computers, public kiosk computers, etc.

Figure 7 – A Local Police Department's Access Controls

A local police department purchased a new computer-assisted dispatch (CAD) system that integrated with their state CSA's CJI interfaces. In doing so, the police department employed least-privilege practices to ensure that its employees were only given those privileges needed to perform their jobs, and as such, excluding IT administrators, employees had only non-administrative privileges on all equipment they used. The police department also used ACLs in the operating systems to control access to the CAD client's executables. The CAD system used internal role-based access controls to ensure only those users that needed access to CJI were given it. The police department performed annual audits of user accounts on all systems under their control including remote access mechanisms, operating systems, and the CAD system to ensure all accounts were in valid states. The police department implemented authentication-failure account lockouts, system use notification via login banners, and screen-saver passwords on all equipment that processes CJI.

5.6 Policy Area 6: Identification and Authentication

The agency shall identify information system users and processes acting on behalf of users and authenticate the identities of those users or processes as a prerequisite to allowing access to agency information systems or services.

5.6.1 Identification Policy and Procedures

Each person who is authorized to store, process, and/or transmit CJI shall be uniquely identified. A unique identification shall also be required for all persons who administer and maintain the system(s) that access CJI or networks leveraged for CJI transit. The unique identification can take the form of a full name, badge number, serial number, or other unique alphanumeric identifier. Agencies shall require users to identify themselves uniquely before the user is allowed to perform any actions on the system. Agencies shall ensure that all user IDs belong to currently authorized users. Identification data shall be kept current by adding new users and disabling and/or deleting former users.

5.6.1.1 Use of Originating Agency Identifiers in Transactions and Information Exchanges

An FBI authorized originating agency identifier (ORI) shall be used in each transaction on CJIS systems in order to identify the sending agency and to ensure the proper level of access for each transaction. The original identifier between the requesting agency and the CSA/SIB/Channeler shall be the ORI, and other agency identifiers, such as user identification or personal identifier, an access device mnemonic, or the Internet Protocol (IP) address.

Agencies may act as a servicing agency and perform transactions on behalf of authorized agencies requesting the service. Servicing agencies performing inquiry transactions on behalf of another agency may do so using the requesting agency's ORI. Servicing agencies may also use their own ORI to perform inquiry transactions on behalf of a requesting agency if the means and procedures are in place to provide an audit trail for the current specified retention period. Because the agency performing the transaction may not necessarily be the same as the agency requesting the transaction, the CSA/SIB/Channeler shall ensure that the ORI for each transaction can be traced, via audit trail, to the specific agency which is requesting the transaction.

Audit trails can be used to identify the requesting agency if there is a reason to inquire into the details surrounding why an agency ran an inquiry on a subject. Agencies assigned a P (limited access) ORI shall not use the full access ORI of another agency to conduct an inquiry transaction.

5.6.2 Authentication Policy and Procedures

Authentication refers to mechanisms or processes that verify users are valid once they are uniquely identified. The CSA/SIB may develop an authentication strategy which centralizes oversight but decentralizes the establishment and daily administration of the security measures for access to CJI.

Each individual's identity shall be authenticated at either the local agency, CSA, SIB or Channeler level. The authentication strategy shall be part of the agency's audit for policy compliance. The FBI CJIS Division shall identify and authenticate all individuals who establish direct web-based interactive sessions with FBI CJIS Services. The FBI CJIS Division shall authenticate the ORI of all message-based sessions between the FBI CJIS Division and its customer agencies but will not

further authenticate the user nor capture the unique identifier for the originating operator because this function is performed at the local agency, CSA, SIB or Channeler level.

5.6.2.1 Standard Authenticators

Authenticators are (the something you know, something you are, or something you have) part of the identification and authentication process. Examples of standard authenticators include passwords, hard or soft tokens, biometrics, one-time passwords (OTP) and personal identification numbers (PIN). Users shall not be allowed to use the same password or PIN in the same logon sequence.

5.6.2.1.1 Password

When agencies use a password as an authenticator for an individual's unique ID, they shall use the basic password standards in 5.6.2.1.1.1, OR follow the advanced password standards in 5.6.2.1.1.2.

NOTE: There is no option to combine or select particular options between the two separate lists below.

5.6.2.1.1.1 Basic Password Standards

When agencies elect to follow the basic password standards, passwords shall:

1. Be a minimum length of eight (8) characters on all systems.
2. Not be a dictionary word or proper name.
3. Not be the same as the Userid.
4. Expire within a maximum of 90 calendar days.
5. Not be identical to the previous ten (10) passwords.
6. Not be transmitted in the clear outside the secure location.
7. Not be displayed when entered.

5.6.2.1.1.2 Advanced Password Standards

When agencies elect to follow the advanced password standards, passwords shall:

1. Passwords shall be a minimum of twenty (20) characters in length with no additional complexity requirements imposed (e.g., ASCII characters, emojis, all keyboard characters, and spaces will be acceptable).
2. Password Verifiers shall not permit the use of a stored "hint" for forgotten passwords and/or prompt subscribers to use specific types of information (e.g., "What was the name of your first pet?") when choosing a password.
3. Verifiers shall maintain a list of "banned passwords" that contains values known to be commonly-used, expected, or compromised. For example, the list may include, but is not limited to:

a. Passwords obtained from previous breach corpuses

b. Dictionary words

c. Repetitive or sequential characters (e.g. ‘aaaaaa’, ‘1234abcd’)

d. Context-specific words, such as the name of the service, the username, and derivatives thereof

4. When processing requests to establish and change passwords, Verifiers shall compare the prospective passwords against the “banned passwords” list.
5. If the chosen password is found to be part of a “banned passwords” list, the Verifier shall:
   a. Advise the subscriber that they need to select a different password,
   b. Provide the reason for rejection, and
   c. Require the subscriber to choose a different password.
6. Verifiers shall limit the number of failed authentication attempts that can be made as described in Section 5.5.3 Unsuccessful Login Attempts.
7. Verifiers shall force a password change if there is evidence of authenticator compromise or every 365 days from the last password change.
8. Verifiers shall use approved encryption and an authenticated protected channel when requesting passwords to protect against eavesdropping and Man-in-the-Middle (MitM) attacks.
9. Verifiers shall store passwords in a manner that is resistant to offline attacks by salting and hashing the password using a one-way key derivation function when stored.
   a. The salt shall be at least 32 bits in length.
   b. The salt shall be chosen arbitrarily so as to minimize salt value collisions among stored hashes.

   Note: Key derivation functions take a password, a salt, and a cost factor as inputs then generate a password hash. Their purpose is to make each password guessing trial by an attacker who has obtained a password hash file expensive and therefore the cost of a guessing attack high or prohibitive.
10. For each subscriber, Verifiers shall protect stored salt and resulting hash values using a password or PIN.

5.6.2.1.2 Personal Identification Number (PIN)

When agencies implement the use of a PIN as a standard authenticator, the PIN attributes shall follow the guidance in section 5.6.2.1.1 (password). When agencies utilize a PIN in conjunction with a certificate or a token (e.g. key fob with rolling numbers) for the purpose of advanced authentication, agencies shall follow the PIN attributes described below. For example: A user certificate is installed on a smartphone for the purpose of advanced authentication (AA). As the user invokes that certificate, a PIN meeting the below attributes shall be used to access the certificate for the AA process.

1. Be a minimum of six (6) digits
2. Have no repeating digits (i.e., 112233)
3. Have no sequential patterns (i.e., 123456)
4. Not be the same as the Userid.
5. Expire within a maximum of 365 calendar days.
    a. If a PIN is used to access a soft certificate which is the second factor of authentication, AND the first factor is a password that complies with the requirements in Section 5.6.2.1.1, then the 365 day expiration requirement can be waived by the CSO.
6. Not be identical to the previous three (3) PINs.
7. Not be transmitted in the clear outside the secure location.
8. Not be displayed when entered.

EXCEPTION: When a PIN is used for local device authentication, the only requirement is that it be a minimum of six (6) digits.

5.6.2.1.3 One-time Passwords (OTP)

One-time passwords are considered a “something you have” token for authentication. Examples include bingo cards, hard or soft tokens, and out-of-band tokens (i.e. OTP received via a text message).

When agencies implement the use of an OTP as an authenticator, the OTP shall meet the requirements described below.

1. Be a minimum of six (6) randomly generated characters
2. Be valid for a single session
3. If not used, expire within a maximum of five (5) minutes after issuance

5.6.2.2 Advanced Authentication

Advanced Authentication (AA) provides for additional security to the typical user identification and authentication of login ID and password, such as: biometric systems, user-based digital certificates (e.g. public key infrastructure (PKI)), smart cards, software tokens, hardware tokens, paper (inert) tokens, out-of-band authenticators (retrieved via a separate communication service channel – e.g., authenticator is sent on demand via text message, phone call, etc.), or “Risk-based Authentication” that includes a software token element comprised of a number of factors, such as

network information, user information, positive device identification (i.e. device forensics, user pattern analysis and user binding), user profiling, and high-risk challenge/response questions.

When user-based certificates are used for authentication purposes, they shall:

1. Be specific to an individual user and not to a particular device.
2. Prohibit multiple users from utilizing the same certificate.
3. Require the user to "activate" that certificate for each use in some manner (e.g., passphrase or user-specific PIN).

5.6.2.2.1 Advanced Authentication Policy and Rationale

The requirement to use or not use AA is dependent upon the physical, personnel, and technical security controls associated with the user location and whether CJI is accessed directly or indirectly. AA shall not be required for users requesting access to CJI from within the perimeter of a physically secure location (Section 5.9), when the technical security controls have been met (Sections 5.5 and 5.10), or when the user has no ability to conduct transactional activities on state and national repositories, applications, or services (i.e. indirect access). Conversely, if the technical security controls have not been met, AA shall be required even if the request for CJI originates from within a physically secure location. Section 5.6.2.2.2 provides agencies with a decision tree to help guide AA decisions. The CSO will make the final determination of whether access is considered indirect.

The intent of AA is to meet the standards of two-factor authentication. Two-factor authentication employs the use of two of the following three factors of authentication: something you know (e.g. password), something you have (e.g. hard token), something you are (e.g. biometric). The two authentication factors shall be unique (i.e. password/token or biometric/password but not password/password or token/token).

EXCEPTION:

AA shall be required when the requested service has built AA into its processes and requires a user to provide AA before granting access. EXAMPLES:

1. A user, irrespective of his/her location, accesses the LEEP portal. The LEEP has AA built into its services and requires AA prior to granting access. AA is required.
2. A user, irrespective of their location, accesses a State's portal through which access to CJI is facilitated. The State Portal has AA built into its processes and requires AA prior to granting access. AA is required.

5.6.2.2.2 Advanced Authentication Decision Tree

The following AA Decision Tree, coupled with figures 9 and 10 below, assists decision makers in determining whether or not AA is required.

1. Is the access to CJI direct access or indirect access?
    a. If access is direct, proceed to question 2.
    b. If access is indirect, decision tree is completed. AA is not required.
2. Can request's physical originating location be determined?

If either (a) or (b) below are true the answer to the above question is "yes". Proceed to question 3.

a. The IP address is attributed to a physical structure; or

b. The mnemonic is attributed to a specific device assigned to a specific location that is a physical structure.

If neither (a) or (b) above are true then the answer is "no". Skip to question number 5.

3. Does request originate from within a physically secure location as described in Section 5.9.1?

   If either (a) or (b) below are true the answer to the above question is "yes". Proceed to question 4.

   a. The IP address is attributed to a physically secure location; or

   b. If a mnemonic is used it is attributed to a specific device assigned to a specific physically secure location.

   If neither (a) or (b) above are true then the answer is "no". Decision tree completed. AA required.

4. Are all required technical controls implemented at this location or at the controlling agency?

   If either (a) or (b) below are true the answer to the above question is "yes". Decision tree completed. AA is not required.

   a. Appropriate technical controls listed in Sections 5.5 and 5.10 are implemented; or

   b. The controlling agency (i.e. parent agency or agency leveraged as conduit to CJI) extends its wide area network controls down to the requesting agency and the extended controls provide assurance equal or greater to the controls listed in Sections 5.5 and 5.10.

   If neither (a) or (b) above are true then the answer is "no". Decision tree completed. AA required.

5. Does request originate from an agency-controlled user device?

   If either (a) or (b) below are true the answer to the above question is "yes". Proceed to question 6.

   a. The static IP address or MAC address can be traced to registered device; or

   b. Certificates are issued to agency managed devices only and certificate exchange is allowed only between authentication server and agency issued devices.

   If neither (a) or (b) above are true then the answer is "no". Decision tree completed. AA required.

6. Is the agency managed user device associated with and located within a criminal justice conveyance?

If any of the (a), (b), or (c) statements below is true the answer to the above question is "yes". Proceed to Figure 9 Step 4.

a. The static IP address or MAC address is associated with a device associated with a criminal justice conveyance; or

b. The certificate presented is associated with a device associated with a criminal justice conveyance; or

c. The mnemonic presented is associated with a specific device assigned and that device is attributed to a criminal justice conveyance.

If none of the (a), (b), or (c) statements above are true then the answer is "no". Proceed to question number 7.

7. Is the user device an agency-issued and controlled smartphone or tablet?

   If both (a) and (b) below are true, the answer to the above question is "yes." Proceed to question number 8.

   a. The law enforcement agency issued the device to an individual; and

   b. The device is subject to administrative management control of the issuing agency.

   If either (a) or (b) above is false, then the answer is "no." Decision tree completed. AA required.

8. Does the agency-issued smartphone or tablet have CSO-approved AA compensating controls implemented?

   If (a) and (b) below are true, the answer to the above question is "yes." Decision tree completed. AA is not required.

   a. An agency cannot meet a requirement due to legitimate technical or business constraints; and

   b. The CSO has given written approval permitting temporary AA compensating controls to be implemented in lieu of the required AA control measures.

   If either (a) or (b) above is false then the answer is "no." Decision tree completed. AA required.

5.6.3 Identifier and Authenticator Management

The agency shall establish identifier and authenticator management processes.

5.6.3.1 Identifier Management

In order to manage user identifiers, agencies shall:

1. Uniquely identify each user.
2. Verify the identity of each user.
3. Receive authorization to issue a user identifier from an appropriate agency official.
4. Issue the user identifier to the intended party.

5. Disable the user identifier after a specified period of inactivity.
6. Archive user identifiers.

5.6.3.2 Authenticator Management

In order to manage information system authenticators, agencies shall:

1. Define initial authenticator content.
2. Establish administrative procedures for initial authenticator distribution, for lost/compromised, or damaged authenticators, and for revoking authenticators.
3. Change default authenticators upon information system installation.
4. Change/refresh authenticators periodically.

Information system authenticators include, for example, tokens, user-based PKI certificates, biometrics, passwords, and key cards. Users shall take reasonable measures to safeguard authenticators including maintaining possession of their individual authenticators, not loaning or sharing authenticators with others, and immediately reporting lost or compromised authenticators.

5.6.4 Assertions

Identity providers can be leveraged to identify individuals and assert the individual's identity to a service or to a trusted broker who will in-turn assert the identity to a service. Assertion mechanisms used to communicate the results of a remote authentication to other parties shall be:

1. Digitally signed by a trusted entity (e.g., the identity provider).
2. Obtained directly from a trusted entity (e.g. trusted broker) using a protocol where the trusted entity authenticates to the relying party using a secure protocol (e.g. transport layer security [TLS]) that cryptographically authenticates the verifier and protects the assertion.

Assertions generated by a verifier shall expire after 12 hours and shall not be accepted thereafter by the relying party.

Figure 8 – Advanced Authentication Use Cases

Use Case 1 - A Local Police Department Authentication Control Scenario

During the course of an investigation, a detective attempts to access Criminal Justice Information (CJI) from a hotel room using an agency issued mobile broadband card. To gain access, the detective first establishes the remote session via a secure virtual private network (VPN) tunnel (satisfying the requirement for encryption). Upon connecting to the agency network, the detective is challenged for a username (identification), password ("something you know"), and a one-time password OTP ("something you have") from a hardware token to satisfy the requirement for advanced authentication. Once the detective's credentials are validated, his identity is asserted by the infrastructure to all authorized applications needed to complete his queries.

Use Case 2 – Use of a Smart Card

A user is issued a smart card that is loaded with user-specific digital certificates from a terminal within a controlled area. The user selects an application that will provide access to Criminal Justice Information (CJI) then enters the proper username (identification) and password ("something you know"). Once prompted, the user connects the smart card ("something you have") to the terminal. The user is prompted to enter a personal identification number (PIN) to unlock the smart card. Once unlocked, the smart card sends the certificates to the authentication management server at the local agency where the combined username, password, and digital user certificates are validated. The user has satisfied the requirement for AA and is granted access to CJI.

Use Case 3 – Out of Band One-Time-Password (OTP) – Mobile phone-based

Using an agency- issued laptop, a user connects to the agency network via an agency-issued mobile broadband card and an encrypted virtual private network (VPN) tunnel. As part of an on-going investigation, the user initiates an application that will permit access to Criminal Justice Information (CJI). The user is prompted to enter a username (identification) and a password ("something you know"). Once that has been completed, a text message containing a one-time password (OTP) is sent via text message (out of band) to the user's agency-issued cell phone. The user is challenged via the CJI application for that OTP. The user enters the OTP ("something you have") then the username, password, and OTP are validated. The user has satisfied the requirement for AA and is granted access to CJI.

Use Case 4 – Improper Use of a One-Time-Password (OTP) – Laptop

Using an agency- issued laptop, a user connects to the agency network via an agency-issued mobile broadband card and an encrypted virtual private network (VPN) tunnel. As part of an on-going investigation, the user initiates an application that will permit access to Criminal Justice Information (CJI). The user is prompted to enter a username (identification) and a password ("something you know"). Once that has been completed, a one-time password (OTP) is sent to the user's agency-issued laptop (in band) via pop-up message. The user is challenged via the CJI application for that OTP; however, the delivery of the OTP to the device that is being used to access CJI (in band) defeats the purpose of the second factor. This method does not satisfy the requirement for AA, and therefore the user should not be granted access to CJI. See the below explanation:

This method of receiving the necessary OTP (in band) does not guarantee the authenticity of the user's identity because anyone launching the CJI application and entering a valid username/password combination is presented the OTP via a pop-up which is intend to be the second factor of authentication. This method makes the application accessible to anyone with knowledge of the valid username and password. Potentially, this is no more secure than using only a single factor of authentication.

Use Case 5 – Risk-based Authentication (RBA) Implementation

A user has moved office locations and requires email access (containing Criminal Justice Information) via an Outlook Web Access (OWA) client utilizes a risk-based authentication (RBA) solution. The user launches the OWA client and is prompted to enter a username (identification) and a password ("something you know"). The RBA detects this computer has not previously been used by the user, is not listed under the user's profile, and then presents high-risk challenge/response question(s) which the user is prompted to answer. Once the questions have been verified as correct, the user is authenticated and granted access to the email. Meanwhile, the RBA logs and collects a number of device forensic information and captures the user pattern analysis to update the user's profile. The CJIS Security Policy requirements for RBA have been satisfied.

Use Case 6 – Improper Risk-based Authentication (RBA) Implementation

A user has moved office locations and requires access to email containing Criminal Justice Information (CJI) via an Outlook Web Access (OWA) client utilizing a risk-based authentication (RBA) solution. The user launches the OWA client and is prompted to enter a username (identification) and a password ("something you know"). The RBA detects this computer has not previously been used by the user and is not listed under the user's profile. The user is prompted to answer high-risk challenge/response questions for verification and authorization to access to the email; however, if the second authentication factor is to answer additional questions presented every time the user logs on, then this solution is referred to as a knowledge-based authentic on (KBA) solution. A KBA solution does not satisfy the requirement for AA, and therefore the user should not be granted access to CJI.

See the below explanation:

A KBA solution is not a viable advanced authentication (AA) solution per the CJIS Security Policy (CSP). The KBA asks questions and compares the answers to those stored within the user's profile. A KBA is neither a CSP compliant two factor authentication solution, nor does it meet the CSP criteria of a risk-based authentication (RBA) solution which logs and collects a number of device forensic information and captures the user pattern analysis to update the user's profile. Using this collected data, the RBA presents challenge/response questions when changes to the user's profile are noted versus every time the user logs in.

Use Case 7 – Advanced Authentication Compensating Controls on Agency-Issued Smartphones

An authorized user is issued a smartphone that is administratively managed by the agency-installed mobile device management (MDM) solution to ensure device compliance with the CJIS Security Policy. The user initiates an email client on the smartphone that contains emails with CJI. The email client challenges the user to enter a username (identification) and a password (one factor: something you know) which are forwarded to the local agency for authentication. The smartphone lacks the technical capability to challenge the user for a second factor of authentication. This email client is used across the state agency so access is a necessity for the user's job functions.

An audit by the CSA identifies the agency's use of the agency smartphone as not compliant with AA requirements due to the authorized user authenticating with only one factor instead of the required two factors.

Subsequently, the agency performs a risk assessment of their smartphone authentication solution and document a legitimate technical constraint due to the lack of technical solutions for smartphone-based two-factor authentication. The risk assessment identifies the following compensating controls that, when combined with the authorized user authenticating to the local agency with their password, meet the intent of the AA requirement by providing a similar level of security:

1. Enhance smartphone policy to enable possession of the smartphone to be considered a factor of authentication (i.e. something you have). Require authorized users to treat the smartphone as a controlled device and protect it as they would a personal credit card or an issued firearm to ensure only they will be in possession of the device

2. Move the email client used to authenticate with the local agency inside an encrypted, password-protected secure container on the smartphone ensuring only the authorized user can access the email application to authenticate.

The agency submits an AA compensating controls request to the CSO outlining the technical constraint identified by the risk assessment, what compensating controls will be employed, and the desired duration of the compensating controls.

The CSO approves the agency's request and provides documentation of the approval to the agency to maintain for audit purposes. The agency enacts the compensating controls and informs agency personnel they are permitted to access CJI via the agency-issued smartphone.

Figure 9 – Authentication Decision for Known Location

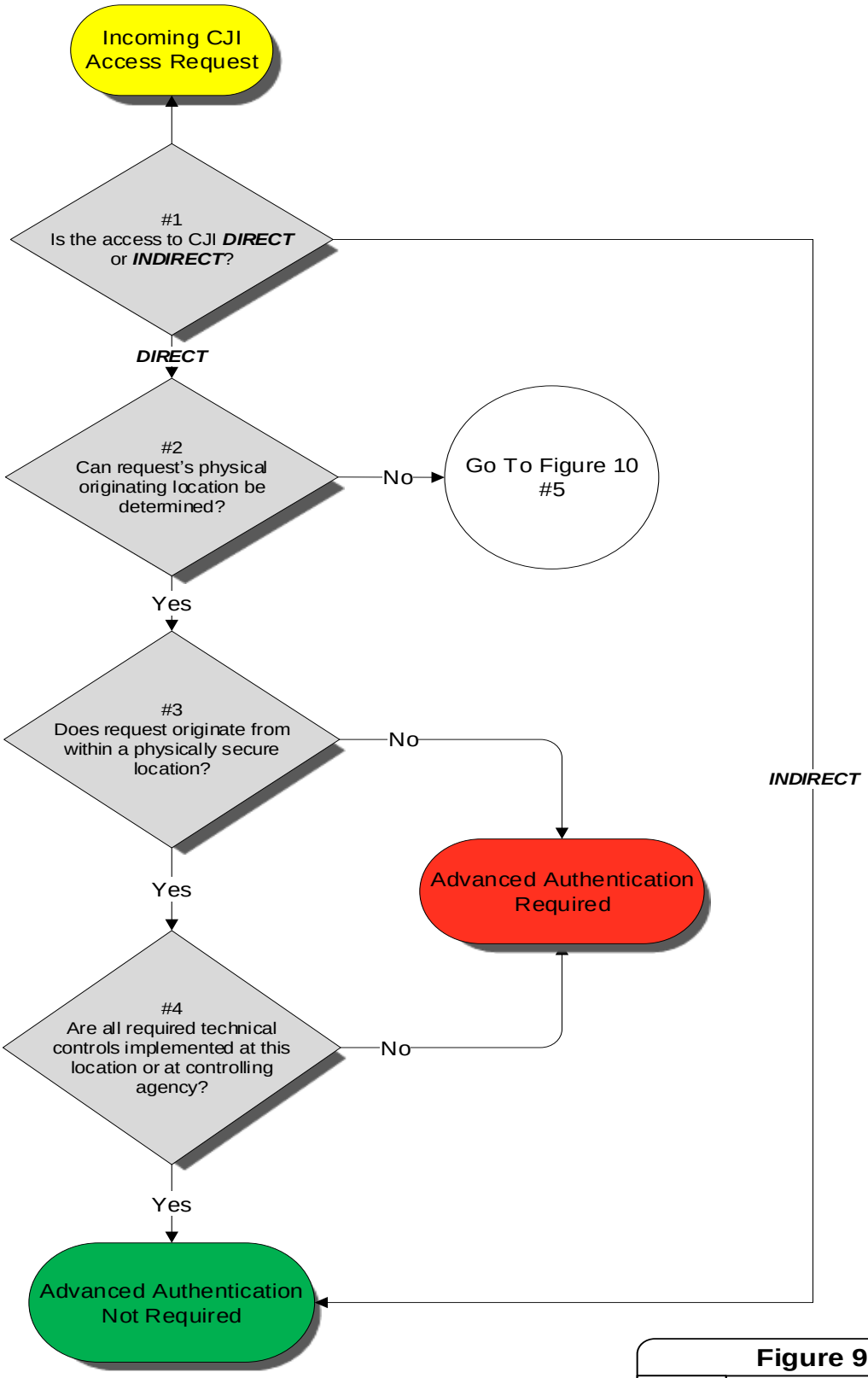


Figure 9
06/01/2020

Figure 10 – Authentication Decision for Unknown Location

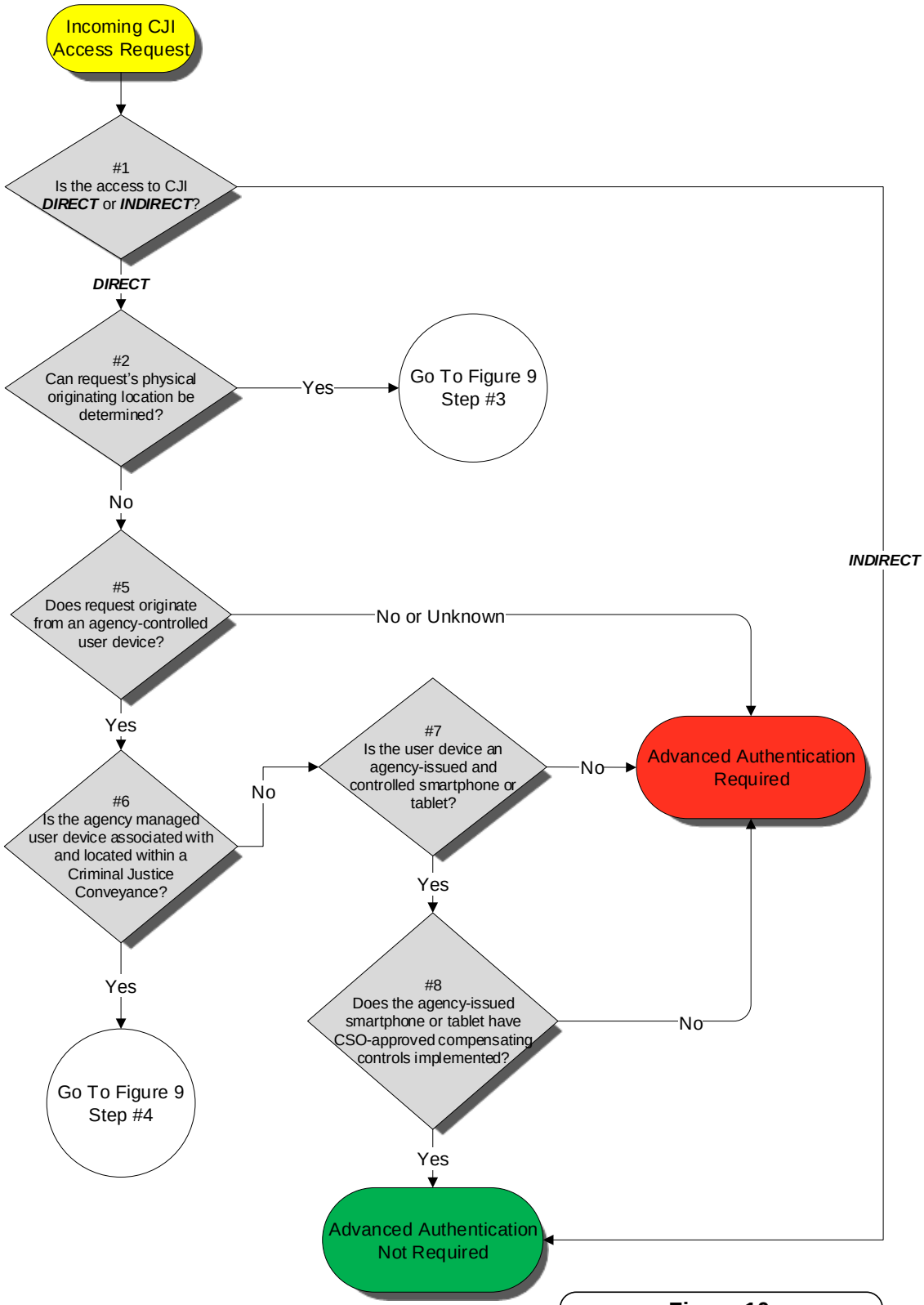


Figure 10
06/01/2020

5.7 Policy Area 7: Configuration Management

5.7.1 Access Restrictions for Changes

Planned or unplanned changes to the hardware, software, and/or firmware components of the information system can have significant effects on the overall security of the system. The goal is to allow only qualified and authorized individuals access to information system components for purposes of initiating changes, including upgrades, and modifications. Section 5.5, Access Control, describes agency requirements for control of privileges and restrictions.

5.7.1.1 Least Functionality

The agency shall configure the application, service, or information system to provide only essential capabilities and shall specifically prohibit and/or restrict the use of specified functions, ports, protocols, and/or services.

5.7.1.2 Network Diagram

The agency shall ensure that a complete topological drawing depicting the interconnectivity of the agency network, to criminal justice information, systems and services is maintained in a current status. See Appendix C for sample network diagrams.

The network topological drawing shall include the following:

1. All communications paths, circuits, and other components used for the interconnection, beginning with the agency-owned system(s) and traversing through all interconnected systems to the agency end-point.
2. The logical location of all components (e.g., firewalls, routers, switches, hubs, servers, encryption devices, and computer workstations). Individual workstations (clients) do not have to be shown; the number of clients is sufficient.
3. "For Official Use Only" (FOUO) markings.
4. The agency name and date (day, month, and year) drawing was created or updated.

5.7.2 Security of Configuration Documentation

The system configuration documentation often contains sensitive details (e.g. descriptions of applications, processes, procedures, data structures, authorization processes, data flow, etc.) Agencies shall protect the system documentation from unauthorized access consistent with the provisions described in Section 5.5 Access Control.

Figure 11 – A Local Police Department's Configuration Management Controls

A local police department decided to update their CAD system, and in doing so tracked all changes made to their infrastructure in a configuration management journal, updated their network topology documents to include all new components in their architecture, then marked all documentation as FOUO and stored them securely.

5.8 Policy Area 8: Media Protection

Media protection policy and procedures shall be documented and implemented to ensure that access to digital and physical media in all forms is restricted to authorized individuals. Procedures shall be defined for securely handling, transporting and storing media.

5.8.1 Media Storage and Access

The agency shall securely store digital and physical media within physically secure locations or controlled areas. The agency shall restrict access to digital and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data shall be encrypted per Section 5.10.1.2.

5.8.2 Media Transport

The agency shall protect and control digital and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel.

5.8.2.1 Digital Media during Transport

Controls shall be in place to protect digital media containing CJI while in transport (physically moved from one location to another) to help prevent compromise of the data. Encryption, as defined in Section 5.10.1.2 of this Policy, is the optimal control during transport; however, if encryption of the data isn't possible then each agency shall institute physical controls to ensure the security of the data.

5.8.2.2 Physical Media in Transit

The controls and security measures in this document also apply to CJI in physical (printed documents, printed imagery, etc.) form. Physical media shall be protected at the same level as the information would be protected in electronic form.

5.8.3 Digital Media Sanitization and Disposal

The agency shall sanitize, that is, overwrite at least three times or degauss digital media prior to disposal or release for reuse by unauthorized individuals. Inoperable digital media shall be destroyed (cut up, shredded, etc.). The agency shall maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies shall ensure the sanitization or destruction is witnessed or carried out by authorized personnel.

5.8.4 Disposal of Physical Media

Physical media shall be securely disposed of when no longer required, using formal procedures. Formal procedures for the secure disposal or destruction of physical media shall minimize the risk of sensitive information compromise by unauthorized individuals. Physical media shall be destroyed by shredding or incineration. Agencies shall ensure the disposal or destruction is witnessed or carried out by authorized personnel.

Figure 12 – A Local Police Department's Media Management Policies

A local police department implemented a replacement CAD system that integrated to their state's CSA and was authorized to process CJI. The police department contracted with an off-site media manager to store backups of their data in the contractor's vaults, but the contractor was not authorized to process or store CJI. To ensure the confidentially of the police department's data while outside its perimeter, they encrypted all data going to the contractor with an encryption product that is FIPS 140-2 certified. The police department rotated and reused media through the contractor's vaults periodically, and when it required destruction, the police department incinerated the media to irreversibly destroy any data on it.

5.9 Policy Area 9: Physical Protection

Physical protection policy and procedures shall be documented and implemented to ensure CJI and information system hardware, software, and media are physically protected through access control measures.

5.9.1 Physically Secure Location

A physically secure location is a facility, a criminal justice conveyance, or an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. The physically secure location is subject to criminal justice agency management control; SIB control; FBI CJIS Security addendum; or a combination thereof.

Sections 5.9.1.1 – 5.9.1.8 describe the physical controls required in order to be considered a physically secure location, while Sections 5.2 and 5.12, respectively, describe the minimum security awareness training and personnel security controls required for unescorted access to a physically secure location. Sections 5.5, 5.6.2.2.1, and 5.10 describe the requirements for technical security controls required to access CJI from within the perimeter of a physically secure location without AA.

5.9.1.1 Security Perimeter

The perimeter of a physically secure location shall be prominently posted and separated from non-secure locations by physical controls. Security perimeters shall be defined, controlled and secured in a manner acceptable to the CSA or SIB.

5.9.1.2 Physical Access Authorizations

The agency shall develop and keep current a list of personnel with authorized access to the physically secure location (except for those areas within the permanent facility officially designated as publicly accessible) or shall issue credentials to authorized personnel.

5.9.1.3 Physical Access Control

The agency shall control all physical access points (except for those areas within the facility officially designated as publicly accessible) and shall verify individual access authorizations before granting access.

5.9.1.4 Access Control for Transmission Medium

The agency shall control physical access to information system distribution and transmission lines within the physically secure location.

5.9.1.5 Access Control for Display Medium

The agency shall control physical access to information system devices that display CJI and shall position information system devices in such a way as to prevent unauthorized individuals from accessing and viewing CJI.

5.9.1.6 Monitoring Physical Access

The agency shall monitor physical access to the information system to detect and respond to physical security incidents.

5.9.1.7 Visitor Control

The agency shall control physical access by authenticating visitors before authorizing escorted access to the physically secure location (except for those areas designated as publicly accessible). The agency shall escort visitors at all times and monitor visitor activity.

5.9.1.8 Delivery and Removal

The agency shall authorize and control information system-related items entering and exiting the physically secure location.

5.9.2 Controlled Area

If an agency cannot meet all of the controls required for establishing a physically secure location, but has an operational need to access or store CJI, the agency shall designate an area, a room, or a storage container, as a controlled area for the purpose of day-to-day CJI access or storage. The agency shall, at a minimum:

1. Limit access to the controlled area during CJI processing times to only those personnel authorized by the agency to access or view CJI.
2. Lock the area, room, or storage container when unattended.
3. Position information system devices and documents containing CJI in such a way as to prevent unauthorized individuals from access and view.
4. Follow the encryption requirements found in Section 5.10.1.2 for electronic storage (i.e. data "at rest") of CJI.

Figure 13 – A Local Police Department's Physical Protection Measures

A local police department implemented a replacement CAD system that was authorized to process CJI over an encrypted VPN tunnel to the state's CSA. The police department established a physically separated wing within their precinct separated by locked doors, walls, and a monitored security system within which CJI was processed by criminal justice professionals. Only those persons with the appropriate authorizations were permitted within this wing unless accompanied by such a person. Within this secure wing the police department further segregated the back-office information systems' infrastructure within a separately controlled area restricted only to those authorized administrative personnel with a need to enter.

5.10 Policy Area 10: System and Communications Protection and Information Integrity

Examples of systems and communications safeguards range from boundary and transmission protection to securing an agency's virtualized environment. In addition, applications, services, or information systems must have the capability to ensure system integrity through the detection and protection against unauthorized changes to software and information. This section details the policy for protecting systems and communications infrastructures.

Refer to Section 5.13.4 for additional system integrity requirements related to mobile devices used to access CJI.

5.10.1 Information Flow Enforcement

The network infrastructure shall control the flow of information between interconnected systems. Information flow control regulates where information is allowed to travel within an information system and between information systems (as opposed to who is allowed to access the information) and without explicit regard to subsequent accesses to that information. In other words, controlling how data moves from one place to the next in a secure manner. Examples of controls that are better expressed as flow control than access control (see Section 5.5) are:

1. Prevent CJI from being transmitted unencrypted across the public network.
2. Block outside traffic that claims to be from within the agency.
3. Do not pass any web requests to the public network that are not from the internal web proxy.

Specific examples of flow control enforcement can be found in boundary protection devices (e.g. proxies, gateways, guards, encrypted tunnels, firewalls, and routers) that employ rule sets or establish configuration settings that restrict information system services or provide a packet filtering capability.

5.10.1.1 Boundary Protection

The agency shall:

1. Control access to networks processing CJI.
2. Monitor and control communications at the external boundary of the information system and at key internal boundaries within the system.
3. Ensure any connections to the Internet, other external networks, or information systems occur through controlled interfaces (e.g. proxies, gateways, routers, firewalls, encrypted tunnels). See Section 5.13.4.3 for guidance on personal firewalls.
4. Employ tools and techniques to monitor network events, detect attacks, and provide identification of unauthorized use.
5. Ensure the operational failure of the boundary protection mechanisms do not result in any unauthorized release of information outside of the information system boundary (i.e. the device "fails closed" vs. "fails open").

6. Allocate publicly accessible information system components (e.g. public Web servers) to separate sub networks with separate, network interfaces. Publicly accessible information systems residing on a virtual host shall follow the guidance in Section 5.10.3.2 to achieve separation.

5.10.1.2 Encryption

Encryption is a form of cryptology that applies a cryptographic operation to provide confidentiality of (sensitive) information. Decryption is the reversing of the cryptographic operation to convert the information back into a plaintext (readable) format. There are two main types of encryption: symmetric encryption and asymmetric encryption (also known as public key encryption). Hybrid encryption solutions do exist and use both asymmetric encryption for client/server certificate exchange – session integrity and symmetric encryption for bulk data encryption – data confidentiality.

5.10.1.2.1 Encryption for CJI in Transit

When CJI is transmitted outside the boundary of the physically secure location, the data shall be immediately protected via encryption. When encryption is employed, the cryptographic module used shall be FIPS 140-2 certified and use a symmetric cipher key strength of at least 128 bit strength to protect CJI.

NOTE: Subsequent versions of approved cryptographic modules that are under current review for FIPS 140-2 compliancy can be used in the interim until certification is complete.

EXCEPTIONS:

1. See Sections 5.13.1.2.2 and 5.10.2.
2. Encryption shall not be required if the transmission medium meets all of the following requirements:
    a. The agency owns, operates, manages, or protects the medium.
    b. Medium terminates within physically secure locations at both ends with no interconnections between.
    c. Physical access to the medium is controlled by the agency using the requirements in Sections 5.9.1 and 5.12.
    d. Protection includes safeguards (e.g., acoustic, electric, electromagnetic, and physical) and if feasible countermeasures (e.g., alarms, notifications) to permit its use for the transmission of unencrypted information through an area of lesser classification or control.
    e. With prior approval of the CSO.

Examples:

- A campus is completely owned and controlled by a criminal justice agency (CJA) – If line-of-sight between buildings exists where a cable is buried, encryption is not required.

- A multi-story building is completely owned and controlled by a CJA – If floors are physically secure or cable runs through non-secure areas are protected, encryption is not required.
- A multi-story building is occupied by a mix of CJAs and non-CJAs – If floors are physically secure or cable runs through the non-secure areas are protected, encryption is not required.

5.10.1.2.2 Encryption for CJI at Rest

When CJI is at rest (i.e. stored digitally) outside the boundary of the physically secure location, the data shall be protected via encryption. When encryption is employed, agencies shall either encrypt CJI in accordance with the standard in Section 5.10.1.2.1 above, or use a symmetric cipher that is FIPS 197 certified (AES) and at least 256 bit strength.

1. When agencies implement encryption on CJI at rest, the passphrase used to unlock the cipher shall meet the following requirements:
    a. Be at least 10 characters
    b. Not be a dictionary word.
    c. Include at least one (1) upper case letter, one (1) lower case letter, one (1) number, and one (1) special character.
    d. Be changed when previously authorized personnel no longer require access.
2. Multiple files maintained in the same unencrypted folder shall have separate and distinct passphrases. A single passphrase may be used to encrypt an entire folder or disk containing multiple files. All audit requirements found in Section 5.4.1 Auditable Events and Content (Information Systems) shall be applied.

    NOTE: Commonly available encryption tools often use a key to unlock the cipher to allow data access; this key is called a passphrase. While similar to a password, a passphrase is not used for user authentication. Additionally, the passphrase contains stringent character requirements making it more secure and thus providing a higher level of confidence that the passphrase will not be compromised.

5.10.1.2.3 Public Key Infrastructure (PKI) Technology

For agencies using public key infrastructure (PKI) technology, the agency shall develop and implement a certificate policy and certification practice statement for the issuance of public key certificates used in the information system. Registration to receive a public key certificate shall:

1. Include authorization by a supervisor or a responsible official.
2. Be accomplished by a secure process that verifies the identity of the certificate holder.
3. Ensure the certificate is issued to the intended party.

5.10.1.3 Intrusion Detection Tools and Techniques

Intrusion detection systems are deployed inside a network to monitor events against a known set of parameters (i.e. malicious activity or policy violations) and make notification to the system of any event which violates any of those parameters. They are passive in nature, listening and

monitoring network traffic. There are mainly two types of IDS; network-based IDS (NIDS) and host-based IDS (HIDS).

Intrusion prevention systems are an IDS with the capability to respond to detected intrusions. They are normally deployed at the perimeter of a network, scanning traffic. Like detection systems, protection systems compare scanned traffic to defined normal parameters but unlike detection systems are able to take some type of immediate action to mitigate, or prevent, an event.

Agencies shall:

1. Implement network-based and/or host-based intrusion detection or prevention tools.
2. Maintain current intrusion detection or prevention signatures.
3. Monitor inbound and outbound communications for unusual or unauthorized activities.
4. Send individual intrusion detection logs to a central logging facility where correlation and analysis will be accomplished as a system wide intrusion detection effort.
5. Review intrusion detection or prevention logs weekly or implement automated event notification.
6. Employ automated tools to support near-real-time analysis of events in support of detecting system-level attacks.

5.10.1.4 Voice over Internet Protocol

Voice over Internet Protocol (VoIP) has been embraced by organizations globally as an addition to, or replacement for, public switched telephone network (PSTN) and private branch exchange (PBX) telephone systems. The immediate benefits are lower costs than traditional telephone services and VoIP can be installed in-line with an organization's existing Internet Protocol (IP) services. Among VoIP's risks that have to be considered carefully are: myriad security concerns, cost issues associated with new networking hardware requirements, and overarching quality of service (QoS) factors.

In addition to the security controls described in this document, the following additional controls shall be implemented when an agency deploys VoIP within a network that contains unencrypted CJI:

1. Establish usage restrictions and implementation guidance for VoIP technologies.
2. Change the default administrative password on the IP phones and VoIP switches.
3. Utilize Virtual Local Area Network (VLAN) technology to segment VoIP traffic from data traffic.

Appendix G.2 outlines threats, vulnerabilities, mitigations, and NIST best practices for VoIP.

5.10.1.5 Cloud Computing

Organizations transitioning to a cloud environment are presented unique opportunities and challenges (e.g., purported cost savings and increased efficiencies versus a loss of control over the data). Reviewing the cloud computing white paper (Appendix G.3), the cloud assessment located within the security policy resource center on FBI.gov, NIST Special Publications (800-144, 800-

145, and 800-146), as well as the cloud provider's policies and capabilities will enable organizations to make informed decisions on whether or not the cloud provider can offer service that maintains compliance with the requirements of the CJIS Security Policy.

The storage of CJI, regardless of encryption status, shall only be permitted in cloud environments (e.g. government or third-party/commercial datacenters, etc.) which reside within the physical boundaries of APB-member country (i.e. U.S., U.S. territories, Indian Tribes, and Canada) and legal authority of an APB-member agency (i.e. U.S. – federal/state/territory, Indian Tribe, or the Royal Canadian Mounted Police (RCMP)).

Note: This restriction does not apply to exchanges of CJI with foreign government agencies under international exchange agreements (i.e. the Preventing and Combating Serious Crime (PCSC) agreements, fugitive extracts, and exchanges made for humanitarian and criminal investigatory purposes in particular circumstances).

Metadata derived from unencrypted CJI shall be protected in the same manner as CJI and shall not be used for any advertising or other commercial purposes by any cloud service provider or other associated entity.

The agency may permit limited use of metadata derived from unencrypted CJI when specifically approved by the agency and its "intended use" is detailed within the service agreement. Such authorized uses of metadata may include, but are not limited to the following: spam and spyware filtering, data loss prevention, spillage reporting, transaction logs (events and content – similar to Section 5.4), data usage/indexing metrics, and diagnostic/syslog data.

5.10.2 Facsimile Transmission of CJI

CJI transmitted via a single or multi-function device over a standard telephone line is exempt from encryption requirements. CJI transmitted external to a physically secure location using a facsimile server, application or service which implements email-like technology, shall meet the encryption requirements for CJI in transit as defined in Section 5.10.

5.10.3 Partitioning and Virtualization

As resources grow scarce, agencies are increasing the centralization of applications, services, and system administration. Advanced software now provides the ability to create virtual machines that allows agencies to reduce the amount of hardware needed. Although the concepts of partitioning and virtualization have existed for a while, the need for securing the partitions and virtualized machines has evolved due to the increasing amount of distributed processing and federated information sources now available across the Internet.

5.10.3.1 Partitioning

The application, service, or information system shall separate user functionality (including user interface services) from information system management functionality.

The application, service, or information system shall physically or logically separate user interface services (e.g. public web pages) from information storage and management services (e.g. database management). Separation may be accomplished through the use of one or more of the following:

1. Different computers.

2. Different central processing units.
3. Different instances of the operating system.
4. Different network addresses.
5. Other methods approved by the FBI CJIS ISO.

5.10.3.2 Virtualization

Virtualization refers to a methodology of dividing the resources of a computer (hardware and software) into multiple execution environments. Virtualized environments are authorized for criminal justice and noncriminal justice activities. In addition to the security controls described in this Policy, the following additional controls shall be implemented in a virtual environment:

1. Isolate the host from the virtual machine. In other words, virtual machine users cannot access host files, firmware, etc.
2. Maintain audit logs for all virtual machines and hosts and store the logs outside the hosts' virtual environment.
3. Virtual Machines that are Internet facing (web servers, portal servers, etc.) shall be physically separate from Virtual Machines (VMs) that process CJI internally or be separated by a virtual firewall.
4. Drivers that serve critical functions shall be stored within the specific VM they service. In other words, do not store these drivers within the hypervisor, or host operating system, for sharing. Each VM is to be treated as an independent system – secured as independently as possible.

The following additional technical security controls shall be applied in virtual environments where CJI is comingled with non-CJI:

1. Encrypt CJI when stored in a virtualized environment where CJI is comingled with non-CJI or segregate and store unencrypted CJI within its own secure VM.
2. Encrypt network traffic within the virtual environment.

The following are additional technical security control best practices and should be implemented wherever feasible:

1. Implement IDS and/or IPS monitoring within the virtual environment.
2. Virtually or physically firewall each VM within the virtual environment to ensure that only allowed protocols will transact.
3. Segregate the administrative duties for the host.

Appendix G-1 provides some reference and additional background information on virtualization.

5.10.4 System and Information Integrity Policy and Procedures

5.10.4.1 Patch Management

The agency shall identify applications, services, and information systems containing software or components affected by recently announced software flaws and potential vulnerabilities resulting from those flaws.

The agency (or the software developer/vendor in the case of software developed and maintained by a vendor/contractor) shall develop and implement a local policy that ensures prompt installation of newly released security relevant patches, service packs and hot fixes. Local policies should include such items as:

1. Testing of appropriate patches before installation.
2. Rollback capabilities when installing patches, updates, etc.
3. Automatic updates without individual user intervention.
4. Centralized patch management.

Patch requirements discovered during security assessments, continuous monitoring or incident response activities shall also be addressed expeditiously.

5.10.4.2 Malicious Code Protection

The agency shall implement malicious code protection that includes automatic updates for all systems with Internet access. Agencies with systems not connected to the Internet shall implement local procedures to ensure malicious code protection is kept current (i.e. most recent update available).

The agency shall employ virus protection mechanisms to detect and eradicate malicious code (e.g., viruses, worms, Trojan horses) at critical points throughout the network and on all workstations, servers and mobile computing devices on the network. The agency shall ensure malicious code protection is enabled on all of the aforementioned critical points and information systems and resident scanning is employed.

5.10.4.3 Spam and Spyware Protection

The agency shall implement spam and spyware protection.

The agency shall:

1. Employ spam protection mechanisms at critical information system entry points (e.g. firewalls, electronic mail servers, remote-access servers).
2. Employ spyware protection at workstations, servers and mobile computing devices on the network.
3. Use the spam and spyware protection mechanisms to detect and take appropriate action on unsolicited messages and spyware/adware, respectively, transported by electronic mail, electronic mail attachments, Internet accesses, removable media (e.g. diskettes or compact disks) or other removable media as defined in this Policy.

5.10.4.4 Security Alerts and Advisories

The agency shall:

1. Receive information system security alerts/advisories on a regular basis.
2. Issue alerts/advisories to appropriate personnel.
3. Document the types of actions to be taken in response to security alerts/advisories.
4. Take appropriate actions in response.

5. Employ automated mechanisms to make security alert and advisory information available throughout the agency as appropriate.

5.10.4.5 Information Input Restrictions

The agency shall restrict the information input to any connection to FBI CJIS services to authorized personnel only.

Restrictions on personnel authorized to input information to the information system may extend beyond the typical access controls employed by the system and include limitations based on specific operational/project responsibilities.

Figure 14 – System and Communications Protection and Information Integrity Use Cases

Use Case 1 – A Local Police Department's Information Systems & Communications Protections

A local police department implemented a replacement CAD system within a physically secure location that was authorized to process CJI using a FIPS 140-2 encrypted VPN tunnel over the Internet to the state's CSA. In addition to the policies, physical and personnel controls already in place, the police department employed firewalls both at their border and at key points within their network, intrusion detection systems, a patch-management strategy that included automatic patch updates where possible, virus scanners, spam and spyware detection mechanisms that update signatures automatically, and subscribed to various security alert mailing lists and addressed vulnerabilities raised through the alerts as needed.

Use Case 2 – Faxing from a Single/Multi-function Device over a Traditional Telephone Line

A dispatcher from county A runs a NCIC query on an individual. The results are printed and then sent to an adjoining county using a single/multi-function device with facsimile capability. For faxing, the device is only connected to a traditional telephone line as is the device at the receiving county. Encryption of a document containing CJI is not required because the document travels over a traditional telephone line.

Use Case 3 – Faxing from a Multi-function Device over a Network

A dispatcher from city A runs a NCIC query on an individual. The results are printed and the dispatcher uses a multi-function copier to fax the file to a city in another state. The dispatcher enters the fax number of the receiver and sends the document. The document containing CJI is automatically converted to a digital file and routed to the receiver over the agency network and the Internet. Because the device uses a network and the Internet for transmitting documents containing CJI, encryption in transit using FIPS 140-2 certified 128 bit symmetric encryption is required.

5.11 Policy Area 11: Formal Audits

Formal audits are conducted to ensure compliance with applicable statutes, regulations and policies.

5.11.1 Audits by the FBI CJIS Division

5.11.1.1 Triennial Compliance Audits by the FBI CJIS Division

The FBI CJIS Division is authorized to conduct audits, once every three (3) years as a minimum, to assess agency compliance with applicable statutes, regulations and policies. The CJIS Audit Unit (CAU) shall conduct a triennial audit of each CSA in order to verify compliance with applicable statutes, regulations and policies. This audit shall include a sample of CJAs and, in coordination with the SIB, the NCJAs. Audits may be conducted on a more frequent basis if the audit reveals that an agency has not complied with applicable statutes, regulations and policies. The FBI CJIS Division shall also have the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.

5.11.1.2 Triennial Security Audits by the FBI CJIS Division

The FBI CJIS Division is authorized to conduct security audits of the CSA and SIB networks and systems, once every three (3) years as a minimum, to assess agency compliance with the CJIS Security Policy. This audit shall include a sample of CJAs and NCJAs. Audits may be conducted on a more frequent basis if the audit reveals that an agency has not complied with the CJIS Security Policy.

5.11.2 Audits by the CSA

Each CSA shall:

1. At a minimum, triennially audit all CJAs and NCJAs which have direct access to the state system in order to ensure compliance with applicable statutes, regulations and policies.
2. In coordination with the SIB, establish a process to periodically audit all NCJAs, with access to CJI, in order to ensure compliance with applicable statutes, regulations and policies.
3. Have the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.
4. Have the authority, on behalf of another CSA, to conduct a CSP compliance audit of contractor facilities and provide the results to the requesting CSA. If a subsequent CSA requests an audit of the same contractor facility, the CSA may provide the results of the previous audit unless otherwise notified by the requesting CSA that a new audit be performed.

Note: This authority does not apply to the audit requirement outlined in the Security and Management Control Outsourcing Standard for Non-Channeler and Channelers related to outsourcing noncriminal justice administrative functions.

5.11.3 Special Security Inquiries and Audits

All agencies having access to CJI shall permit an inspection team to conduct an appropriate inquiry and audit of any alleged security violations. The inspection team shall be appointed by the APB and shall include at least one representative of the CJIS Division. All results of the inquiry and audit shall be reported to the APB with appropriate recommendations.

5.11.4 Compliance Subcommittees

The Criminal Justice Information Services (CJIS) Advisory Policy Board (APB) established the Compliance Evaluation Subcommittee (CES) to evaluate the results of audits conducted by the CJIS Audit Unit (CAU). The CES makes specific recommendations to the APB concerning compliance with applicable policies and regulations. The most current information regarding the CAU audits that are within the purview of the CES and detailed CES sanctions process procedures are available at CJIS.gov (Law Enforcement Enterprise Portal) CJIS Special Interest Groups CES Section and CJIS Section of FBI.gov.

The National Crime Prevention and Privacy Compact (Compact) Council at Article VI established the Compact Council (Council). The Compact Council Sanctions Committee is responsible for ensuring the use of the Interstate Identification Index System for noncriminal justice purposes complies with the Compact and with rules, standards, and procedures established by the Compact Council. As such, the Sanctions Committee reviews the results of audits conducted by the Federal Bureau of Investigation (FBI) of participants in the FBI's Criminal Justice Services (CJIS) Division programs. The Sanctions Committee reviews the audit results and the participant's response to determine a course of action necessary to bring the participant into compliance and make recommendations to the Compact Council or the FBI. Additional information on the Compact Council Sanctions process is available on the Compact Council's web-site.

Figure 15 – The Audit of a Local Police Department

A local police department implemented a replacement CAD system that integrated to their state's CSA and was authorized to process CJI. Shortly after the implementation, their state's CSA conducted an audit of their policies, procedures, and systems that process CJI. The police department supplied all architectural and policy documentation, including detailed network diagrams, to the auditors in order to assist them in the evaluation. The auditors discovered a deficiency in the police department's systems and marked them "out" in this aspect of the FBI CJIS Security Policy. The police department quickly addressed the deficiency and took corrective action, notifying the auditors of their actions.

5.12 Policy Area 12: Personnel Security

Having proper security measures against the insider threat is a critical component for the CJIS Security Policy. This section's security terms and requirements apply to all personnel who have unescorted access to unencrypted CJI including those individuals with only physical or logical access to devices that store, process or transmit unencrypted CJI.

5.12.1 Personnel Screening Requirements for Individuals Requiring Unescorted Access to Unencrypted CJI

1. To verify identification, state of residency and national fingerprint-based record checks shall be conducted prior to granting access to CJI for all personnel who have unescorted access to unencrypted CJI or unescorted access to physically secure locations or controlled areas (during times of CJI processing). However, if the person resides in a different state than that of the assigned agency, the agency shall conduct state (of the agency) and national fingerprint-based record checks and execute a NLETS CHRI IQ/FQ/AQ query using purpose code C, E, or J depending on the circumstances. When appropriate, the screening shall be consistent with:

    a. 5 CFR 731.106; and/or

    b. Office of Personnel Management policy, regulations, and guidance; and/or

    c. agency policy, regulations, and guidance.

    Federal entities bypassing state repositories in compliance with federal law may not be required to conduct a state fingerprint-based record check.

    See Appendix J for applicable guidance regarding noncriminal justice agencies performing adjudication of civil fingerprint submissions.

2. All requests for access shall be made as specified by the CSO. The CSO, or their designee, is authorized to approve access to CJI. All CSO designees shall be from an authorized criminal justice agency.

3. If a record of any kind exists, access to CJI shall not be granted until the CSO or his/her designee reviews the matter to determine if access is appropriate.

    a. If a felony conviction of any kind exists, the Interface Agency shall deny access to CJI. However, the Interface Agency may ask for a review by the CSO in extenuating circumstances where the severity of the offense and the time that has passed would support a possible variance.

    b. Applicants with a record of misdemeanor offense(s) may be granted access if the CSO, or his or her designee, determines the nature or severity of the misdemeanor offense(s) do not warrant disqualification. The Interface Agency may request the CSO review a denial of access determination. This same procedure applies if the person is found to be a fugitive or has an arrest history without conviction.

    c. If a record of any kind is found on a contractor, the CGA shall be formally notified and system access shall be delayed pending review of the criminal history record information. The CGA shall in turn notify the contractor's security officer.

4. If the person appears to be a fugitive or has an arrest history without conviction, the CSO or his/her designee shall review the matter to determine if access to CJI is appropriate.
5. If the person already has access to CJI and is subsequently arrested and or convicted, continued access to CJI shall be determined by the CSO. This does not implicitly grant hiring/firing authority with the CSA, only the authority to grant access to CJI. For offenses other than felonies, the CSO has the latitude to delegate continued access determinations to his or her designee.
6. If the CSO or his/her designee determines that access to CJI by the person would not be in the public interest, access shall be denied and the person's appointing authority shall be notified in writing of the access denial.
7. The granting agency shall maintain a list of personnel who have been authorized unescorted access to unencrypted CJI and shall, upon request, provide a current copy of the access list to the CSO.

It is recommended individual background re-investigations be conducted every five years unless Rap Back is implemented.

5.12.2 Personnel Termination

Upon termination of personnel by an interface agency, the agency shall immediately terminate access to local agency systems with access to CJI. Furthermore, the interface agency shall provide notification or other action to ensure access to state and other agency systems is terminated. If the employee is an employee of a NCJA or a Contractor, the employer shall notify all Interface Agencies that may be affected by the personnel change.

5.12.3 Personnel Transfer

The agency shall review CJI access authorizations when personnel are reassigned or transferred to other positions within the agency and initiate appropriate actions such as closing and establishing accounts and changing system access authorizations.

5.12.4 Personnel Sanctions

The agency shall employ a formal sanctions process for personnel failing to comply with established information security policies and procedures.

Figure 16 – A Local Police Department's Personnel Security Controls

A local police department implemented a replacement CAD system that integrated to their state's CSA and was authorized to process CJI. In addition to the physical and technical controls already in place, the police department implemented a variety of personnel security controls to reduce the insider threat. The police department used background screening consistent with the FBI CJIS Security Policy to vet those with unescorted access to areas in which CJI is processed, including the IT administrators employed by a contractor and all janitorial staff. The police department established sanctions against any vetted person found to be in violation of stated

policies. The police department re-evaluated each person's suitability for access to CJI every five years.

5.13 Policy Area 13: Mobile Devices

This policy area describes considerations and requirements for mobile devices including smartphones and tablets. Mobile devices are not limited to a single form factor or communications medium. The requirements in this section augment those in other areas of the Policy to address the gaps introduced by using mobile devices.

The agency shall: (i) establish usage restrictions and implementation guidance for mobile devices; and (ii) authorize, monitor, control wireless access to the information system. Wireless technologies, in the simplest sense, enable one or more devices to communicate without physical connections—without requiring network or peripheral cabling.

Appendix G provides reference material and additional information on mobile devices.

5.13.1 Wireless Communications Technologies

Examples of wireless communication technologies include, but are not limited to: 802.11, cellular, Bluetooth, satellite, microwave, and land mobile radio (LMR). Wireless technologies require at least the minimum security applied to wired technology and, based upon the specific technology or implementation, wireless technologies may require additional security controls as described below.

5.13.1.1 802.11 Wireless Protocols

Wired Equivalent Privacy (WEP) and Wi-Fi Protected Access (WPA) cryptographic algorithms, used by all pre-802.11i protocols, do not meet the requirements for FIPS 140-2 and shall not be used.

Agencies shall implement the following controls for all agency-managed wireless access points with access to an agency's network that processes unencrypted CJI:

1. Perform validation testing to ensure rogue APs (Access Points) do not exist in the 802.11 Wireless Local Area Network (WLAN) and to fully understand the wireless network security posture.
2. Maintain a complete inventory of all Access Points (APs) and 802.11 wireless devices.
3. Place APs in secured areas to prevent unauthorized physical access and user manipulation.
4. Test AP range boundaries to determine the precise extent of the wireless coverage and design the AP wireless coverage to limit the coverage area to only what is needed for operational purposes.
5. Enable user authentication and encryption mechanisms for the management interface of the AP.
6. Ensure that all APs have strong administrative passwords and ensure that all passwords are changed in accordance with Section 5.6.2.1.
7. Ensure the reset function on APs is used only when needed and is only invoked by authorized personnel. Restore the APs to the latest security settings, when the reset functions are used, to ensure the factory default settings are not utilized.

8. Change the default service set identifier (SSID) in the APs. Disable the broadcast SSID feature so that the client SSID must match that of the AP. Validate that the SSID character string does not contain any agency identifiable information (division, department, street, etc.) or services.
9. Enable all security features of the wireless product, including the cryptographic authentication, firewall, and other available privacy features.
10. Ensure that encryption key sizes are at least 128-bits and the default shared keys are replaced by unique keys.
11. Ensure that the ad hoc mode has been disabled.
12. Disable all nonessential management protocols on the APs.
13. Ensure all management access and authentication occurs via FIPS compliant secure protocols (e.g. SFTP, HTTPS, SNMP over TLS, etc.). Disable non-FIPS compliant secure access to the management interface.
14. Enable logging (if supported) and review the logs on a recurring basis per local policy. At a minimum logs shall be reviewed monthly.
15. Insulate, virtually (e.g. virtual local area network (VLAN) and ACLs) or physically (e.g. firewalls), the wireless network from the operational wired infrastructure. Limit access between wireless networks and the wired network to only operational needs.
16. When disposing of access points that will no longer be used by the agency, clear access point configuration to prevent disclosure of network configuration, keys, passwords, etc.

5.13.1.2 Cellular Devices

Cellular telephones, smartphones (i.e. Blackberry, iPhones, etc.), tablets, personal digital assistants (PDA), and "aircards" are examples of cellular handheld devices or devices that are capable of employing cellular technology. Additionally, cellular handheld devices typically include Bluetooth, infrared, and other wireless protocols capable of joining infrastructure networks or creating dynamic ad hoc networks.

Threats to cellular handheld devices stem mainly from their size, portability, and available wireless interfaces and associated services. Examples of threats to cellular handheld devices include:

1. Loss, theft, or disposal.
2. Unauthorized access.
3. Malware.
4. Spam.
5. Electronic eavesdropping.
6. Electronic tracking (threat to security of data and safety of the criminal justice professional).
7. Cloning (not as prevalent with later generation cellular technologies).
8. Server-resident data.

5.13.1.2.1 Cellular Service Abroad

Certain internal functions on cellular devices may be modified or compromised by the cellular carrier during international use as the devices are intended to have certain parameters configured by the cellular provider which is considered a "trusted" entity by the device.

When devices are authorized to access CJI outside the U.S., agencies shall perform an inspection to ensure that all controls are in place and functioning properly in accordance with the agency's policies prior to and after deployment outside of the U.S.

5.13.1.2.2 Voice Transmissions Over Cellular Devices

Any cellular device used to transmit CJI via voice is exempt from the encryption and authentication requirements.

5.13.1.3 Bluetooth

Bluetooth is an open standard for short-range radio frequency (RF) communication. Bluetooth is used primarily to establish wireless personal area networks (WPAN). Bluetooth technology has been integrated into many types of business and consumer devices, including cell phones, laptops, automobiles, medical devices, printers, keyboards, mice, headsets, and biometric capture devices.

Bluetooth technology and associated devices are susceptible to general wireless networking threats (e.g. denial of service [DoS] attacks, eavesdropping, man-in-the-middle [MITM] attacks, message modification, and resource misappropriation) as well as specific Bluetooth-related attacks that target known vulnerabilities in Bluetooth implementations and specifications. Organizational security policy shall be used to dictate the use of Bluetooth and its associated devices based on the agency's operational and business processes.

5.13.1.4 Mobile Hotspots

Many mobile devices include the capability to function as a WiFi hotspot that allows other devices to connect through the device to the internet over the devices cellular network.

When an agency allows mobile devices that are approved to access or store CJI to function as a Wi-Fi hotspot connecting to the Internet, they shall be configured:

1. Enable encryption on the hotspot
2. Change the hotspot's default SSID
    a. Ensure the hotspot SSID does not identify the device make/model or agency ownership
3. Create a wireless network password (Pre-shared key)
4. Enable the hotspot's port filtering/blocking features if present
5. Only allow connections from agency controlled devices

Note: Refer to the requirements in Section 5.10.1.2 encryption for item #1. Refer to the requirements in Section 5.6.2.2.1 Password for item #3. Only password attributes #1, #2 and #3 are required.

OR

1. Have a MDM solution to provide the same security as identified in items 1 – 5 above.

5.13.2 Mobile Device Management (MDM)

Mobile Device Management (MDM) facilitates the implementation of sound security controls for mobile devices and allows for centralized oversight of configuration control, application usage, and device protection and recovery, if so desired by the agency.

Due to the potential for inconsistent network access or monitoring capability on mobile devices, methods used to monitor and manage the configuration of full-featured operating systems may not function properly on devices with limited-feature operating systems. MDM systems and applications coupled with device specific technical policy can provide a robust method for device configuration management if properly implemented.

Devices that have had any unauthorized changes made to them (including but not limited to being rooted or jailbroken) shall not be used to process, store, or transmit CJI data at any time. User agencies shall implement the following controls when directly accessing CJI from devices running a limited-feature operating system:

1. Ensure that CJI is only transferred between CJI authorized applications and storage areas of the device.
2. MDM with centralized administration configured and implemented to perform at least the following controls:
    a. Remote locking of device
    b. Remote wiping of device
    c. Setting and locking device configuration
    d. Detection of "rooted" and "jailbroken" devices
    e. Enforcement of folder or disk level encryption
    f. Application of mandatory policy settings on the device
    g. Detection of unauthorized configurations
    h. Detection of unauthorized software or applications
    i. Ability to determine the location of agency controlled devices
    j. Prevention of unpatched devices from accessing CJI or CJI systems
    k. Automatic device wiping after a specified number of failed access attempts

EXCEPTION: An MDM is not required when receiving CJI from an indirect access information system (i.e. the system provides no capability to conduct transactional activities on state and national repositories, applications or services). However, it is incumbent upon the authorized agency to ensure CJI is delivered to the appropriate requesting agency or individual. The CSO will make the final determination of whether access is considered indirect.

5.13.3 Wireless Device Risk Mitigations

Organizations shall, at a minimum, ensure that wireless devices:

1. Apply available critical patches and upgrades to the operating system as soon as they become available for the device and after necessary testing as described in Section 5.10.4.1.

2. Are configured for local device authentication (see Section 5.13.7.1).
3. Use advanced authentication or CSO approved compensating controls as per Section 5.13.7.2.1.
4. Encrypt all CJI resident on the device.
5. Erase cached information, to include authenticators (see Section 5.6.2.1) in applications, when session is terminated.
6. Employ personal firewalls on full-featured operating system devices or run a Mobile Device Management (MDM) system that facilitates the ability to provide firewall services from the agency level.
7. Employ malicious code protection on full-featured operating system devices or run a MDM system that facilitates the ability to provide anti-malware services from the agency level.

5.13.4 System Integrity

Managing system integrity on limited function mobile operating systems may require methods and technologies significantly different from traditional full-featured operating systems. In many cases, the requirements of Section 5.10 of the CJIS Security Policy cannot be met with a mobile device without the installation of a third party MDM, application, or supporting service infrastructure.

5.13.4.1 Patching/Updates

Based on the varying connection methods for mobile devices, an always on connection cannot be guaranteed for patching and updating. Devices without always-on cellular connections may not be reachable for extended periods of time by the MDM or solution either to report status or initiate patching.

Agencies shall monitor mobile devices to ensure their patch and update state is current.

5.13.4.2 Malicious Code Protection

Appropriately configured MDM software is capable of checking the installed applications on the device and reporting the software inventory to a central management console in a manner analogous to traditional virus scan detection of unauthorized software and can provide a high degree of confidence that only known software or applications are installed on the device.

Agencies that allow smartphones and tablets to access CJI shall have a process to approve the use of specific software or applications on the devices. Any device natively capable of performing these functions without a MDM solution is acceptable under this section.

5.13.4.3 Personal Firewall

For the purpose of this policy, a personal firewall is an application that controls network traffic to and from a user device, permitting or denying communications based on policy. A personal firewall shall be employed on all mobile devices that have a full-feature operating system (i.e. laptops or tablets with Windows or Linux/Unix operating systems). At a minimum, the personal firewall shall perform the following activities:

1. Manage program access to the Internet.

2. Block unsolicited requests to connect to the user device.
3. Filter incoming traffic by IP address or protocol.
4. Filter incoming traffic by destination ports.
5. Maintain an IP traffic log.

Mobile devices with limited-feature operating systems (i.e. tablets, smartphones) may not support a personal firewall. However, these operating systems have a limited number of system services installed, carefully controlled network access, and to a certain extent, perform functions similar to a personal firewall on a device with a full-feature operating system. Appropriately configured MDM software is capable of controlling which applications are allowed on the device.

5.13.5 Incident Response

In addition to the requirements in Section 5.3 Incident Response, agencies shall develop additional or enhanced incident reporting and handling procedures to address mobile device operating scenarios. Rapid response to mobile device related incidents can significantly mitigate the risks associated with illicit data access either on the device itself or within online data resources associated with the device through an application or specialized interface.

Special reporting procedures for mobile devices shall apply in any of the following situations:

1. Loss of device control. For example:
    a. Device known to be locked, minimal duration of loss
    b. Device lock state unknown, minimal duration of loss
    c. Device lock state unknown, extended duration of loss
    d. Device known to be unlocked, more than momentary duration of loss
2. Total loss of device
3. Device compromise
4. Device loss or compromise outside the United States

5.13.6 Access Control

Multiple user accounts are not generally supported on limited-feature mobile operating systems. Access control (Section 5.5 Access Control) shall be accomplished by the application that accesses CJI.

5.13.7 Identification and Authentication

Due to the technical methods used for identification and authentication on many limited-feature mobile operating systems, achieving compliance may require many different components.

5.13.7.1 Local Device Authentication

When mobile devices are authorized for use in accessing CJI, local device authentication shall be used to unlock the device for use. The authenticator used shall meet the requirements in section 5.6.2.1 Standard Authenticators.

5.13.7.2 Advanced Authentication

When accessing CJI from an authorized mobile device, advanced authentication shall be used by the authorized user unless the access to CJI is indirect as described in Section 5.6.2.2.1. If access is indirect, then AA is not required.

5.13.7.2.1 Compensating Controls

CSO approved compensating controls to meet the AA requirement on agency-issued smartphones and tablets with limited-feature operating systems are permitted. Compensating controls are temporary control measures that are implemented in lieu of the required AA control measures when an agency cannot meet a requirement due to legitimate technical or business constraints. Before CSOs consider approval of compensating controls, Mobile Device Management (MDM) shall be implemented per Section 5.13.2. The compensating controls shall:

1. Meet the intent of the CJIS Security Policy AA requirement
2. Provide a similar level of protection or security as the original AA requirement
3. Not rely upon the existing requirements for AA as compensating controls
4. Expire upon the CSO approved date or when a compliant AA solution is implemented.

Additionally, compensating controls may rely upon other, non-AA, existing requirements as compensating controls and/or be combined with new controls to create compensating controls.

The compensating controls for AA are a combination of controls providing acceptable assurance only the authorized user is authenticating and not an impersonator or (in the case of agency-issued device used by multiple users) controls that reduce the risk of exposure if information is accessed by an unauthorized party.

The following minimum controls shall be implemented as part of the CSO approved compensating controls:

- Possession and registration of an agency issued smartphone or tablet as an indication it is the authorized user
- Use of device certificates per Section 5.13.7.3 Device Certificates
- Implemented CJIS Security Policy compliant standard authenticator protection on the secure location where CJI is stored

5.13.7.3 Device Certificates

Device certificates are often used to uniquely identify mobile devices using part of a public key pair on the device in the form of a public key certificate. While there is value to ensuring the device itself can authenticate to a system supplying CJI, and may provide a critical layer of device identification or authentication in a larger scheme, a device certificate alone placed on the device shall not be considered valid proof that the device is being operated by an authorized user.

When certificates or cryptographic keys used to authenticate a mobile device are used in lieu of compensating controls for advanced authentication, they shall be:

1. Protected against being extracted from the device
2. Configured for remote wipe on demand or self-deletion based on a number of unsuccessful login or access attempts
3. Configured to use a secure authenticator (i.e. password, PIN) to unlock the key for use

APPENDICES

APPENDIX A TERMS AND DEFINITIONS

Access to Criminal Justice Information — The physical or logical (electronic) ability, right or privilege to view, modify or make use of Criminal Justice Information.

Administration of Criminal Justice — The detection, apprehension, detention, pretrial release, post-trial release, prosecution, adjudication, correctional supervision, or rehabilitation of accused persons or criminal offenders. It also includes criminal identification activities; the collection, storage, and dissemination of criminal history record information; and criminal justice employment. In addition, administration of criminal justice includes "crime prevention programs" to the extent access to criminal history record information is limited to law enforcement agencies for law enforcement programs (e.g. record checks of individuals who participate in Neighborhood Watch or "safe house" programs) and the result of such checks will not be disseminated outside the law enforcement agency.

Agency Controlled Mobile Device — A mobile device that is centrally managed by an agency for the purpose of securing the device for potential access to CJI. The device can be agency issued or BYOD (personally owned).

Agency Coordinator (AC) — A staff member of the Contracting Government Agency who manages the agreement between the Contractor and agency.

Agency Issued Mobile Device — A mobile device that is owned by an agency and issued to an individual for use. It is centrally managed by the agency for the purpose of securing the device for potential access to CJI. The device is not BYOD (personally owned).

Agency Liaison (AL) — Coordinator of activities between the criminal justice agency and the noncriminal justice agency when responsibility for a criminal justice system has been delegated by a criminal justice agency to a noncriminal justice agency, which has in turn entered into an agreement with a contractor. The agency liaison shall, inter alia, monitor compliance with system security requirements. In instances in which the noncriminal justice agency's authority is directly from the CJIS systems agency, there is no requirement for the appointment of an agency liaison.

Asymmetric Encryption — A type of encryption that uses key pairs for encryption. One key is used to encrypt a message and another key to decrypt the message. Asymmetric encryption is also commonly known as public key encryption.

Authorized User/Personnel — An individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI.

Authorized Recipient — (1) A criminal justice agency or federal agency authorized to receive CHRI pursuant to federal statute or executive order; (2) A nongovernmental entity authorized by federal statute or executive order to receive CHRI for noncriminal justice purposes; or (3) A government agency authorized by federal statute or executive order, or state statute which has been approved by the United States Attorney General to receive CHRI for noncriminal justice purposes.

Availability — The degree to which information, a system, subsystem, or equipment is operable and in a useable state; frequently represented as a proportion of time the element is in a functioning condition.

Biographic Data — Information collected about individuals associated with a unique case, and not necessarily connected to identity data. Biographic Data does not provide a history of an individual, only information related to a unique case.

Biometric Data — When applied to CJI, it is used to identify individuals, and includes the following types: fingerprints, palm prints, DNA, iris, and facial recognition.

Case / Incident History — All relevant information gathered about an individual, organization, incident, or combination thereof, arranged so as to serve as an organized record to provide analytic value for a criminal justice organization. In regards to CJI, it is the information about the history of criminal incidents.

Certificate Authority (CA) Certificate – Digital certificates required for certificate-based authentication that are issued to tell the client computers and servers that it can trust other certificates that are issued by this CA.

Channeler — A FBI approved contractor, who has entered into an agreement with an Authorized Recipient(s), to receive noncriminal justice applicant fingerprint submissions and collect the associated fees. The Channeler ensures fingerprint submissions are properly and adequately completed, electronically forwards fingerprint submissions to the FBI's CJIS Division for national noncriminal justice criminal history record check, and receives electronic record check results for dissemination to Authorized Recipients. A Channeler is essentially an "expediter" rather than a user of criminal history record check results.

Cloud Client – A machine or software application that accesses cloud services over a network connection, perhaps on behalf of a subscriber.

Cloud Computing – A distributed computing model that permits on-demand network access to a shared pool of configurable computing resources (i.e., networks, servers, storage, applications, and services), software, and information.

Cloud Provider – An organization that provides cloud computing services.

Cloud Subscriber – A person or organization that is a customer of a cloud computing service provider.

CJIS Advisory Policy Board (APB) — The governing organization within the FBI CJIS Advisory Process composed of representatives from criminal justice and national security agencies within the United States. The APB reviews policy, technical, and operational issues relative to CJIS Division programs and makes subsequent recommendations to the Director of the FBI.

CJIS Audit Unit (CAU) — The organization within the FBI CJIS Division responsible to perform audits of CSAs to verify compliance with the CJIS Security Policy**.**

CJIS Security Policy — The FBI CJIS Security Policy document as published by the FBI CJIS ISO; the document containing this glossary.

CJIS Systems Agency (CSA) — A duly authorized state, federal, international, tribal, or territorial criminal justice agency on the CJIS network providing statewide (or equivalent) service to its criminal justice users with respect to the CJI from various systems managed by the FBI CJIS

Division. There shall be only one CSA per state or territory. In federal agencies, the CSA may be the interface or switch to other federal agencies connecting to the FBI CJIS systems.

CJIS Systems Agency Information Security Officer (CSA ISO) — The appointed FBI CJIS Division personnel responsible to coordinate information security efforts at all CJIS interface agencies.

CJIS Systems Officer (CSO) — The individual located within the CJIS Systems Agency responsible for the administration of the CJIS network on behalf of the CJIS Systems Agency.

Compact Council — The entity created by the National Crime Prevention and Privacy Compact of 1998 that has the authority to promulgate rules and procedures governing the use of the III system for noncriminal justice purposes.

Compact Officers — The leadership of the Compact Council, oversees the infrastructure established by the National Crime Prevention and Privacy Compact Act of 1998, which is used by ratifying states to exchange criminal records for noncriminal justice purposes. Their primary responsibilities are to promulgate rules and procedures for the effective and appropriate use of the III system.

Compensating Controls — Compensating controls are temporary control measures implemented in lieu of the required control measures when an agency cannot meet the AA requirement due to legitimate technical or business constraints. The compensating controls must:

1. Meet the intent of the CJIS Security Policy AA requirement
2. Provide a similar level of protection or security as the original AA requirement
3. Not rely upon the existing requirements for AA as compensating controls

Additionally, compensating controls may rely upon other, non-AA, existing requirements as compensating controls and/or be combined with new controls to create compensating controls.

Computer Security Incident Response Capability (CSIRC) — A collection of personnel, systems, and processes that are used to efficiently and quickly manage a centralized response to any sort of computer security incident which may occur.

Confidentiality — The concept of ensuring that information is observable only to those who have been granted authorization to do so.

Contractor — A private business, agency or individual which has entered into an agreement for the administration of criminal justice or noncriminal justice functions with a Criminal Justice Agency or a Noncriminal Justice Agency. Also, a private business approved by the FBI CJIS Division to contract with Noncriminal Justice Agencies to perform noncriminal justice functions associated with civil fingerprint submission for hiring purposes.

Contracting Government Agency (CGA) — The government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor.

Crime Reports Data — The data collected through the Uniform Crime Reporting program and reported upon annually by the FBI CJIS division used to analyze the crime statistics for the United States.

Criminal History Record Information (CHRI) — A subset of CJI. Any notations or other written or electronic evidence of an arrest, detention, complaint, indictment, information or other formal criminal charge relating to an identifiable person that includes identifying information regarding the individual as well as the disposition of any charges.

Criminal Justice Agency (CJA) — The courts, a governmental agency, or any subunit of a governmental agency which performs the administration of criminal justice pursuant to a statute or executive order and which allocates a substantial part of its annual budget to the administration of criminal justice. State and federal Inspectors General Offices are included.

Criminal Justice Agency User Agreement — A terms-of-service agreement that must be signed prior to accessing CJI. This agreement is required by each CJA and spells out user's responsibilities, the forms and methods of acceptable use, penalties for their violation, disclaimers, and so on.

Criminal Justice Conveyance — A criminal justice conveyance is any enclosed mobile vehicle used for the purposes of criminal justice activities with the capability to comply, during operational periods, with the requirements of Section 5.9.1.3.

Criminal Justice Information (CJI) — Criminal Justice Information is the abstract term used to refer to all of the FBI CJIS provided data necessary for law enforcement agencies to perform their mission and enforce the laws, including but not limited to: biometric, identity history, person, organization, property (when accompanied by any personally identifiable information), and case/incident history data. In addition, CJI refers to the FBI CJIS-provided data necessary for civil agencies to perform their mission; including, but not limited to data used to make hiring decisions. The following type of data are exempt from the protection levels required for CJI: transaction control type numbers (e.g. ORI, NIC, UCN, etc.) when not accompanied by information that reveals CJI or PII.

Criminal Justice Information Services Division (FBI CJIS or CJIS) — The FBI division responsible for the collection, warehousing, and timely dissemination of relevant CJI to the FBI and to qualified law enforcement, criminal justice, civilian, academic, employment, and licensing agencies.

Data — See Information and CJI.

Decryption – The inverse cryptographic operation used to convert encrypted information back into a plaintext (readable) format.

Degauss — Neutralize a magnetic field to erase information from a magnetic disk or other storage device. In the field of information technology, degauss has become synonymous with erasing information whether or not the medium is magnetic. In the event the device to be degaussed is not magnetic (e.g. solid state drive, USB storage device), steps other than magnetic degaussing may be required to render the information irretrievable from the device.

Department of Justice (DoJ) — The Department within the U.S. Government responsible to enforce the law and defend the interests of the United States according to the law, to ensure public safety against threats foreign and domestic, to provide federal leadership in preventing and controlling crime, to seek just punishment for those guilty of unlawful behavior, and to ensure fair and impartial administration of justice for all Americans.

Digital Media – Any form of electronic media designed to store data in a digital format. This includes, but is not limited to: memory device in laptops, computers, and mobile devices; and any removable, transportable electronic media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card.

Digital Signature – A digital signature consists of three algorithms: (1) A key generation algorithm that selects a private key uniformly at random from a set of possible private keys. The algorithm outputs the private key and a corresponding public key. (2) A signing algorithm that, given a message and a private key, produces a signature. (3) A signature verifying algorithm that, given a message, public key, and a signature, either accepts or rejects the message's claim to authenticity. Two main properties are required. First, a signature generated from a fixed message and fixed private key should verify the authenticity of that message by using the corresponding public key. Secondly, it should be computationally infeasible to generate a valid signature for a party who does not possess the private key.

Direct Access — (1) Having the authority to access systems managed by the FBI CJIS Division, whether by manual or automated methods, not requiring the assistance of, or intervention by, any other party or agency (28 CFR, Chapter 1, Part 20). (2) Having the authority to query or update national databases maintained by the FBI CJIS Division including national queries and updates automatically or manually generated by the CSA.

Dissemination — The transmission/distribution of CJI to Authorized Recipients within an agency.

Encryption – A form of cryptology that applies a cryptographic operation to provide confidentiality of (sensitive) information.

Escort – Authorized personnel who accompany a visitor at all times while within a physically secure location to ensure the protection and integrity of the physically secure location and any Criminal Justice Information therein. The use of cameras or other electronic means used to monitor a physically secure location does not constitute an escort.

Facsimile (Fax) – Facsimile is: (a) a document received and printed on a single or multi-function stand-alone device, (b) a single or multi-function stand-alone device for the express purpose of transmitting and receiving documents from a like device over a standard telephone line, or (c) a facsimile server, application, service which implements email-like technology and transfers documents over a network.

Federal Bureau of Investigation (FBI) — The agency within the DOJ responsible to protect and defend the United States against terrorist and foreign intelligence threats, to uphold and enforce the criminal laws of the United States, and to provide leadership and criminal justice services to federal, state, municipal, and international agencies and partners.

FBI CJIS Information Security Officer (FBI CJIS ISO) — The FBI personnel responsible for the maintenance and dissemination of the FBI CJIS Security Policy; the liaison between the FBI and the CSA's ISOs and other relevant security points-of-contact (POCs); the provider of technical guidance as to the intent and implementation of technical policy issues; the POC for computer incident notification which also disseminates security alerts to the CSOs and ISOs.

Federal Information Security Management Act (FISMA) — The Federal Information Security Management Act of 2002, a US Federal law that established information security standards for the protection of economic and national security interests of the United States. It requires each federal agency to develop, document, and implement an agency-wide program to provide information

security for the information and information systems that support the operations and assets of the agency, including those provided or managed by another agency, contractor, or other source.

For Official Use Only (FOUO) — A caveat applied to unclassified sensitive information that may be exempt from mandatory release to the public under the Freedom of Information Act (FOIA), 5 U.S.C 522. In general, information marked FOUO shall not be disclosed to anybody except Government (Federal, State, tribal, or local) employees or contractors with a need to know.

Full-feature Operating System — Full-feature operating systems are traditional operating systems used by a standard desktop computer (e.g. Microsoft Windows, Apple OSX/macOS, LINUX/UNIX, etc.). These operating systems are generally open to user control and configuration and therefore require configuration management to properly secure, or "harden", these devices from malicious network based technical attacks (e.g. malware, spyware, hackers, etc.). These operating systems require traditional protection applications such as antivirus programs and personal firewalls.

Guest Operating System — An operating system that has emulated hardware presented to it by a host operating system. Also referred to as the virtual machine (VM).

Hashing — The process of applying a mathematical algorithm to data to produce an alphanumeric value (i.e. hash value) to be used as a representative of that data.

Hash Value — The term that refers to an alphanumeric value which represents the result of applying a cryptographic hash function to data.

Host Operating System — In the context of virtualization, the operating system that interfaces with the actual physical hardware and arbitrates between it and the guest operating systems. It is also referred to as a hypervisor.

Hybrid Encryption — A type of encryption where both asymmetric encryption and symmetric encryption keys are used creating what is referred to as cipher suites. In a hybrid solution the asymmetric encryption keys are used for client/server certificate exchange to provide session integrity while the symmetric encryption keys are used for bulk data encryption to provide data confidentiality.

Hypervisor — See Host Operating System.

Identity History Data — Textual data that corresponds with an individual's biometric data, providing a history of criminal and/or civil events for the identified individual.

In-Band – The communication service channel (network connection, email, SMS text, phone call, etc.) used to obtain an authenticator is the same as the one used for login.

Indirect Access – Having the authority to access systems containing CJI without providing the user the ability to conduct transactional activities (the capability to query or update) on state and national systems (e.g. CJIS Systems Agency (CSA), State Identification Bureau (SIB), or national repositories).

Information — See data and CJI.

Information Exchange Agreement — An agreement that codifies the rules by which two parties engage in the sharing of information. These agreements typically include language which establishes some general duty-of-care over the other party's information, whether and how it can be further disseminated, penalties for violations, the laws governing the agreement (which

establishes venue), procedures for the handling of shared information at the termination of the agreement, and so on. This document will ensure consistency with applicable federal laws, directives, policies, regulations, standards and guidance.

Information Security Officer (ISO) — Typically a member of an organization who has the responsibility to establish and maintain information security policy, assesses threats and vulnerabilities, performs risk and control assessments, oversees the governance of security operations, and establishes information security training and awareness programs. The ISO also usually interfaces with security operations to manage implementation details and with auditors to verify compliance to established policies.

Information System — A system of people, data, and processes, whether manual or automated, established for the purpose of managing information.

Integrated Automated Fingerprint Identification System (IAFIS) — The national fingerprint and criminal history system maintained by the FBI CJIS Division that provides the law enforcement community with automated fingerprint search capabilities, latent searching capability, electronic image storage, and electronic exchange of fingerprints and responses.

Integrity — The perceived consistency of expected outcomes, actions, values, and methods of an individual or organization. As it relates to data, it is the concept that data is preserved in a consistent and correct state for its intended use.

Interconnection Security Agreement (ISA) — An agreement much like an Information Exchange Agreement as mentioned above, but concentrating more on formalizing the technical and security requirements pertaining to some sort of interface between the parties' information systems.

Interface Agency — A legacy term used to describe agencies with direct connections to the CSA. This term is now used predominantly in a common way to describe any sub-agency of a CSA or SIB that leverages the CSA or SIB as a conduit to FBI CJIS information.

Internet Protocol (IP) — A protocol used for communicating data across a packet-switched internetwork using the Internet Protocol Suite, also referred to as TCP/IP. IP is the primary protocol in the Internet Layer of the Internet Protocol Suite and has the task of delivering distinguished protocol datagrams (packets) from the source host to the destination host solely based on their addresses.

Interstate Identification Index (III) — The CJIS service that manages automated submission and requests for CHRI that is warehoused subsequent to the submission of fingerprint information. Subsequent requests are directed to the originating State as needed.

Intrusion Detection — The process of monitoring the events occurring in an information system or network and analyzing them for signs of possible incidents.

Intrusion Detection System — Software which automates the intrusion detection process.

Intrusion Prevention — The process of monitoring events occurring in an information system or network and analyzing them for signs of possible incidents and attempting to stop detected possible incidents.

Intrusion Prevention System — Software which has all the capabilities of an intrusion detection system and can also attempt to stop possible incidents.

Jailbreak (Jailbroken) — The process of attaining privileged control (known as "root access") of a device running the Apple iOS operating system that ultimately allows a user the ability to alter or replace system applications and settings, run specialized applications that require administrator-level permissions, or perform other operations that are otherwise not allowed.

Laptop Devices – Laptop devices are mobile devices with a full-featured operating system (e.g. Microsoft Windows, Apple OSX/macOS, LINUX/UNIX, etc.). Laptops are typically intended for transport via vehicle mount or portfolio-sized carry case, but not on the body. This definition does not include pocket/handheld devices (e.g. smartphones), or mobile devices that feature a limited-feature operating system (e.g. tablets).

Law Enforcement Enterprise Portal (LEEP) — A secure, Internet-based communications portal provided by the FBI CJIS Division for use by law enforcement, first responders, criminal justice professionals, and anti-terrorism and intelligence agencies around the globe. Its primary purpose is to provide a platform on which various law enforcement agencies can collaborate on FOUO matters.

Limited-feature Operating System — Limited-feature operating systems are designed specifically for the mobile environment where battery life and power efficiency are primary design drivers (e.g. Apple iOS, Android, Windows Mobile, Blackberry OS, etc.). There operating systems permit limited user control, but are inherently more resistant than a full-feature operating system to certain types of network based technical attacks due to the limited-feature sets. Devices using these operating systems are required to be managed by a mobile device management solution.

Logical Access – The technical means (e.g., read, create, modify, delete a file, execute a program, or use an external connection) for an individual or other computer system to utilize CJI or CJIS applications.

Logical Partitioning – When the host operating system, or hypervisor, allows multiple guest operating systems to share the same physical resources.

Local Agency Security Officer (LASO) — The primary Information Security contact between a local law enforcement agency and the CSA under which this agency interfaces with the FBI CJIS Division. The LASO actively represents their agency in all matters pertaining to Information Security, disseminates Information Security alerts and other material to their constituents, maintains Information Security documentation (including system configuration data), assists with Information Security audits of hardware and procedures, and keeps the CSA informed as to any Information Security needs and problems.

Management Control Agreement (MCA) — An agreement between parties that wish to share or pool resources that codifies precisely who has administrative control over, versus overall management and legal responsibility for, assets covered under the agreement. An MCA must ensure the CJA's authority remains with regard to all aspects of Section 3.2.2. The MCA usually results in the CJA having ultimate authority over the CJI supporting infrastructure administered by the NCJA.

Metadata — Structured information that describes, explains, locates or otherwise makes it easier to retrieve, use or manage an information resource. Metadata is commonly referred to as data about data, information about information, or information describing the characteristics of data.

Mobile Device — Any portable device used to access CJI via a wireless connection (e.g. cellular, WiFi, Bluetooth, etc.).

Mobile Device Management (MDM) — Centralized administration and control of mobile devices specifically including, but not limited to, cellular phones, smart phones, and tablets. Management typically includes the ability to configure device settings and prevent a user from changing them, remotely locating a device in the event of theft or loss, and remotely locking or wiping a device. Management can also include over-the-air distribution of applications and updating installed applications.

Mobile (WiFi) Hotspot — A mobile (WiFi) hotspot is a zone or area associated with a mobile device (e.g. smartphone, air card) allowing wireless connectivity to the Internet typically through a cellular connection.

National Crime Information Center (NCIC) — An information system which stores CJI which can be queried by appropriate Federal, state, and local law enforcement and other criminal justice agencies.

National Instant Criminal Background Check System (NICS) — A system mandated by the Brady Handgun Violence Prevention Act of 1993 that is used by Federal Firearms Licensees (FFLs) to instantly determine via telephone or other electronic means whether the transfer of a firearm would be in violation of Section 922 (g) or (n) of Title 18, United States Code, or state law, by evaluating the prospective buyer's criminal history.

National Institute of Standards and Technology (NIST) — Founded in 1901, NIST is a non-regulatory federal agency within the U.S. Department of Commerce whose mission is to promote U.S. innovation and industrial competitiveness by advancing measurement science, standards, and technology in ways that enhance economic and national security.

Noncriminal Justice Agency (NCJA) — A governmental agency, or any subunit thereof, that provides services primarily for purposes other than the administration of criminal justice. Examples of services include, but not limited to, employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

NCJA (Government) — A Federal, state, local, or tribal governmental agency or any subunit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJI. An example would be the central IT organization within a state government that administers equipment on behalf of a state law-enforcement agency.

NCJA (Private) — A private agency or subunit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJI. An example would include a local bank.

NCJA (Public) — A public agency or sub-unit thereof whose charter does not include the responsibility to administer criminal justice, but may have a need to process CJI. An example would include a county school board which uses CHRI to assist in employee hiring decisions.

Noncriminal Justice Purpose — The uses of criminal history records for purposes authorized by federal or state law other than purposes relating to the administration of criminal justice, including employment suitability, licensing determinations, immigration and naturalization matters, and national security clearances.

Office of Management and Budget (OMB) — The agency within the Executive Branch of the Federal government responsible to oversee the preparation of the federal budget, to assist in the

supervision of other Executive Branch agencies, and to oversee and coordinate the Presidential Administration's procurement, financial management, information, and regulatory policies.

One-time Password — A disposable, single-use standard authenticator for access CJI. One-time passwords are: minimum of six (6) randomly generated characters, valid for a single session, and if not used, expire within a minimum of five (5) minutes after issuance.

Out-of-Band — The communication service channel (network connection, email, SMS text, phone call, etc.) used to obtain an authenticator is separate from that used for login.

Outsourcing — The process of delegating in-house operations to a third-party. For instance, when the administration of criminal justice functions (network operations, dispatch functions, system administration operations, etc.) are performed for the criminal justice agency by a city or county information technology department or are contracted to be performed by a vendor.

Outsourcing Standard — National Crime Prevention and Privacy Compact Council's Outsourcing Standard. The Compact Council's uniform standards and processes for the interstate and Federal-State exchange of criminal history records for noncriminal justice purposes.

Partitioning – Managing guest operating system, or virtual machine, access to hardware so that each guest OS can access its own resources but cannot encroach on the other guest operating systems resources or any resources not allocated for virtualization use.

Password Verifier (Verifier) – An entity or process that verifies the claimant's identity by verifying the claimant's possession and control of one or two authenticators using an authentication protocol. To do this, the Verifier may also need to validate credentials that link the authenticator(s) to the subscriber's identifier and check their status.

Personal Firewall — An application which controls network traffic to and from a computer, permitting or denying communications based on a security policy.

Personally Identifiable Information (PII) — PII is information which can be used to distinguish or trace an individual's identity, such as name, social security number, or biometric records, alone or when combined with other personal or identifying information which is linked or linkable to a specific individual, such as date and place of birth, or mother's maiden name.

Physical Access – The physical ability, right or privilege to view, modify or make use of Criminal Justice Information (CJI) by means of physical presence within the proximity of computers and network devices (e.g. the ability to insert a boot disk or other device into the system, make a physical connection with electronic equipment, etc.).

Physical Media – Physical media refers to media in printed form. This definition includes, but is not limited to, printed documents, printed imagery, printed facsimile.

Physical Partitioning – When the host operating system, or hypervisor, assigns separate physical resources to each guest operating systems, or virtual machine.

Physically Secure Location — A facility, a criminal justice conveyance, or an area, a room, or a group of rooms, within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems.

Pocket/Handheld Mobile Device – Pocket/Handheld mobile devices (e.g. smartphones) are intended to be carried in a pocket or holster attached to the body and feature an operating system

with limited functionality (e.g., iOS, Android, BlackBerry, etc.). This definition does not include tablet and laptop devices.

Property Data — Information about vehicles and property associated with a crime.

Rap Back — A NGI service that allows authorized agencies to receive notification of subsequent criminal activity reported to the FBI committed by persons of interest.

Receive-Only Terminal (ROT) – A device that is configured to accept a limited type of data but is technically prohibited from forming or transmitting data, browsing or navigating internal or external networks, or otherwise performing outside the scope of receive only (e.g., a printer, dumb terminal, etc.).

Repository Manager, or Chief Administrator — The designated manager of the agency having oversight responsibility for a CSA's fingerprint identification services. If both state fingerprint identification services and CJIS systems control are managed within the same state agency, the repository manager and CSO may be the same person.

Root (Rooting, Rooted) — The process of attaining privileged control (known as "root access") of a device running the Android operating system that ultimately allows a user the ability to alter or replace system applications and settings, run specialized applications that require administrator-level permissions, or perform other operations that are otherwise not allowed.

Salting –The process of applying a non-secret value to data prior to applying a cryptographic process, such as hashing. This process changes the value to be hashed in a manner designed to ensure an attacker cannot reuse the results of computations for one instance.

Secondary Dissemination — The promulgation of CJI from a releasing agency to an authorized recipient agency when the recipient agency has not been previously identified in a formal information exchange agreement.

Security Addendum (SA) — A uniform addendum to an agreement between the government agency and a private contractor, approved by the Attorney General of the United States, which specifically authorizes access to criminal history record information, limits the use of the information to the purposes for which it is provided, ensures the security and confidentiality of the information consistent with existing regulations and the CJIS Security Policy, provides for sanctions, and contains such other provisions as the Attorney General may require.

Sensitive But Unclassified (SBU) — Designation of information in the United States federal government that, though unclassified, often requires strict controls over its distribution. SBU is a broad category of information that includes material covered by such designations as For Official Use Only (FOUO), Law Enforcement Sensitive (LES), Sensitive Homeland Security Information, Security Sensitive Information (SSI), Critical Infrastructure Information (CII), etc. Some categories of SBU information have authority in statute or regulation (e.g. SSI, CII) while others, including FOUO, do not. As of May 9, 2008, the more appropriate terminology to use is Controlled Unclassified Information (CUI).

Server/Client Computer Certificate (device-based) – Digital certificates that are issued to servers or client computers or devices by a CA and used to prove device identity between server and/or client computer devices during the authentication process.

Service — The organized system of apparatus, appliances, personnel, etc, that supply some tangible benefit to the consumers of this service. In the context of CJI, this usually refers to one of the applications that can be used to process CJI.

Shredder — A device used for shredding documents, often as a security measure to prevent unapproved persons from reading them. Strip-cut shredders, also known as straight-cut or spaghetti-cut, slice the paper into long, thin strips but are not considered secure. Cross-cut shredders provide more security by cutting paper vertically and horizontally into confetti-like pieces.

Smartphone – See pocket/handheld mobile devices.

Social Engineering — The act of manipulating people into performing actions or divulging confidential information. While similar to a confidence trick or simple fraud, the term typically applies to trickery or deception for the purpose of information gathering, fraud, or computer system access; in most cases the attacker never comes face-to-face with the victim.

Software Patch — A piece of software designed to fix problems with, or update, a computer program or its supporting data. This includes fixing security vulnerabilities and other bugs and improving the usability or performance. Though meant to fix problems, poorly designed patches can sometimes introduce new problems. As such, patches should be installed in a test environment prior to being installed in a live, operational system. Patches often can be found in multiple locations but should be retrieved only from sources agreed upon through organizational policy.

State and Federal Agency User Agreement — A written agreement that each CSA or SIB Chief shall execute with the FBI CJIS Division stating their willingness to demonstrate conformance with the FBI CJIS Security Policy prior to the establishment of connectivity between organizations. This agreement includes the standards and sanctions governing use of CJIS systems, as well as verbiage to allow the FBI to periodically audit the CSA as well as to allow the FBI to penetration test its own network from the CSA's interfaces to it.

State Compact Officer — The representative of a state that is party to the National Crime Prevention and Privacy Compact, and is the chief administrator of the state's criminal history record repository or a designee of the chief administrator who is a regular full-time employee of the repository.

State Identification Bureau (SIB) — The state agency with the responsibility for the state's fingerprint identification services.

State Identification Bureau (SIB) Chief — The SIB Chief is the designated manager of state's SIB. If both state fingerprint identification services and CJIS systems control are managed within the same state agency, the SIB Chief and CSO may be the same person.

State of Residency – A state of residency is the state in which an individual claims and can provide documented evidence as proof of being his/her permanent living domicile. CJIS Systems Officers have the latitude to determine what documentation constitutes acceptable proof of residency.

Symmetric Encryption — A type of encryption where the same key is used to encrypt and decrypt a message. Symmetric encryption is also known as secret key encryption.

System — Refer to connections to the FBI's criminal justice information repositories and the equipment used to establish said connections. In the context of CJI, this usually refers to

applications and all interconnecting infrastructure required to use those applications that process CJI.

Tablet Devices – Tablet devices are mobile devices with a limited-feature operating system (e.g. iOS, Android, Windows RT, etc.). Tablets typically consist of a touch screen without a permanently attached keyboard intended for transport via vehicle mount or portfolio-sized carry case but not on the body. This definition does not include pocket/handheld devices (e.g. smartphones) or mobile devices with full-featured operating systems (e.g. laptops).

Terminal Agency Coordinator (TAC) — Serves as the point-of-contact at the local agency for matters relating to CJIS information access. A TAC administers CJIS systems programs within the local agency and oversees the agency's compliance with CJIS systems policies.

User Certificate (user-based) – Digital certificates that are unique and issued to individuals by a CA. Though not always required to do so, these specific certificates are often embedded on smart cards or other external devices as a means of distribution to specified users. This certificate is used when individuals need to prove their identity during the authentication process.

Virtual Escort – Authorized personnel who actively monitor a remote maintenance session on Criminal Justice Information (CJI)-processing systems. The escort must have the ability to end the session at any time deemed necessary to ensure the protection and integrity of CJI at all times.

Virtual Machine (VM) – See Guest Operating System

Virtualization — Refers to a methodology of dividing the resources of a computer (hardware and software) into multiple execution environments, by applying one or more concepts or technologies such as hardware and software partitioning, time-sharing, partial or complete machine simulation or emulation allowing multiple operating systems, or images, to run concurrently on the same hardware.

Voice over Internet Protocol (VoIP) — A set of software, hardware, and standards designed to make it possible to transmit voice over packet switched networks, either an internal Local Area Network, or across the Internet.

Wireless Access Point – A wireless access point is a device that logically connects a wireless client device to an organization's enterprise network which processes unencrypted CJI.

Wireless (WiFi) Hotspot – A wireless (WiFi) hotspot is a zone or area within a fixed location allowing wireless connectivity to the Internet typically through a wired connection. Hotspots are typically available in public areas such as airports, hotels and restaurants.

APPENDIX B ACRONYMS

Acronym	Term
AA	Advanced Authentication
AC	Agency Coordinator
ACL	Access Control List
AES	Advanced Encryption Standard
AP	Access Point
APB	Advisory Policy Board
BD-ADDR	Bluetooth-Enabled Wireless Devices and Addresses
BYOD	Bring Your Own Device
CAD	Computer-Assisted Dispatch
CAU	CJIS Audit Unit
CFR	Code of Federal Regulations
CGA	Contracting Government Agency
CHRI	Criminal History Record Information
CJA	Criminal Justice Agency
CJI	Criminal Justice Information
CJIS	Criminal Justice Information Services
ConOps	Concept of Operations
CSA	CJIS Systems Agency
CSIRC	Computer Security Incident Response Capability
CSO	CJIS Systems Officer
DAA	Designated Approving Authority
DoJ	Department of Justice

DoJCERT	DoJ Computer Emergency Response Team
FBI	Federal Bureau of Investigation
FIPS	Federal Information Processing Standards
FISMA	Federal Information Security Management Act
FOIA	Freedom of Information Act
FOUO	For Official Use Only
HIDS	Host-based Intrusion Detection System
HIPS	Host-based Intrusion Prevention System
HTTP	Hypertext Transfer Protocol
IAFIS	Integrated Automated Fingerprint Identification System
IDS	Intrusion Detection System
III	Interstate Identification Index
IP	Internet Protocol
IPS	Intrusion Prevention System
IPSEC	Internet Protocol Security
ISA	Interconnection Security Agreement
ISO	Information Security Officer
IT	Information Technology
LASO	Local Agency Security Officer
LEEP	Law Enforcement Enterprise Portal
LMR	Land Mobile Radio
MAC	Media Access Control
MCA	Management Control Agreement
MDM	Mobile Device Management
MITM	Man-in-the-Middle

MOU	Memorandum of Understanding
NCIC	National Crime Information Center
NCJA	Noncriminal Justice Agency
NICS	National Instant Criminal Background Check System
NIDS	Network-based Intrusion Detection System
NIPS	Network-based Intrusion Prevention System
NIST	National Institute of Standards and Technology
OMB	Office of Management and Budget
ORI	Originating Agency Identifier
OTP	One-time Password
PBX	Private Branch Exchange
PCSC	Preventing and Combating Serious Crime
PDA	Personal Digital Assistant
PII	Personally Identifiable Information
PIN	Personal Identification Number
PKI	Public Key Infrastructure
POC	Point-of-Contact
PSTN	Public Switched Telephone Network
QA	Quality Assurance
QoS	Quality of Service
RCMP	Royal Canadian Mounted Police
RF	Radio Frequency
SA	Security Addendum
SCO	State Compact Officer
SIB	State Identification Bureau

SIG	Special Interest Group
SP	Special Publication
SPRC	Security Policy Resource Center
SSID	Service Set Identifier
TAC	Terminal Agency Coordinator
TLS	Transport Layer Security
UCN	Universal Control Number
VLAN	Virtual Local Area Network
VM	Virtual Machine
VoIP	Voice Over Internet Protocol
VPN	Virtual Private Network
WEP	Wired Equivalent Privacy
WLAN	Wireless Local Area Network
WPA	Wi-Fi Protected Access

APPENDIX C NETWORK TOPOLOGY DIAGRAMS

Network diagrams, i.e. topological drawings, are an essential part of solid network security. Through graphical illustration, a comprehensive network diagram provides the "big picture" – enabling network managers to quickly ascertain the interconnecting nodes of a network for a multitude of purposes, including troubleshooting and optimization. Network diagrams are integral to demonstrating the manner in which each agency ensures criminal justice data is afforded appropriate technical security protections and is protected during transit and at rest.

The following diagrams, labeled Appendix C.1-A through C.1-D, are examples for agencies to utilize during the development, maintenance, and update stages of their own network diagrams. By using these example drawings as a guideline, agencies can form the foundation for ensuring compliance with Section 5.7.1.2 of the CJIS Security Policy.

The purpose for including the following diagrams in this Policy is to aid agencies in their understanding of diagram expectations and should not be construed as a mandated method for network topologies. It should also be noted that agencies are not required to use the identical icons depicted in the example diagrams and should not construe any depiction of a particular vendor product as an endorsement of that product by the FBI CJIS Division.

Appendix C.1-A is a conceptual overview of the various types of agencies that can be involved in handling of CJI, and illustrates several ways in which these interconnections might occur. This diagram is not intended to demonstrate the level of detail required for any given agency's documentation, but it provides the reader with some additional context through which to digest the following diagrams. Take particular note of the types of network interfaces in use between agencies, in some cases dedicated circuits with encryption mechanisms, and in other cases VPNs over the Internet. This diagram attempts to show the level of diversity possible within the law enforcement community. These diagrams in no way constitute a standard for network engineering, but rather, for the expected quality of documentation.

The next three topology diagrams, C.1-B through C.1-D, depict conceptual agencies. For C.1-B through C.1-D, the details identifying specific "moving parts" in the diagrams by manufacturer and model are omitted, but it is expected that any agencies producing such documentation will provide diagrams with full manufacturer and model detail for each element of the diagram. Note that the quantities of clients should be documented in order to assist the auditor in understanding the scale of assets and information being protected.

Appendix C.1-B depicts a conceptual state law enforcement agency's network topology and demonstrates a number of common technologies that are in use throughout the law enforcement community (some of which are compulsory per CJIS policy, and some of which are optional) including Mobile Broadband cards, VPNs, Firewalls, Intrusion Detection Devices, VLANs, and so forth. Note that although most state agencies will likely have highly-available configurations, the example diagram shown omits these complexities and only shows the "major moving parts" for clarity but please note the Policy requires the logical location of all components be shown. The level of detail depicted should provide the reader with a pattern to model future documentation from, but should not be taken as network engineering guidance.

Appendix C.1-C depicts a conceptual county law enforcement agency. A number of common technologies are presented merely to reflect the diversity in the community, including proprietary

Packet-over-RF infrastructures and advanced authentication techniques, and to demonstrate the fact that agencies can act as proxies for other agencies.

Appendix C.1-D depicts a conceptual municipal law enforcement agency, presumably a small one that lacks any precinct-to-patrol data communications. This represents one of the smallest designs that could be assembled that, assuming all other details are properly considered, would meet the criteria for Section 5.7.1.2. This diagram helps to demonstrate the diversity in size that agencies handling criminal justice data exhibit.

Figure C-1-A Overview: Conceptual Connections Between Various Agencies

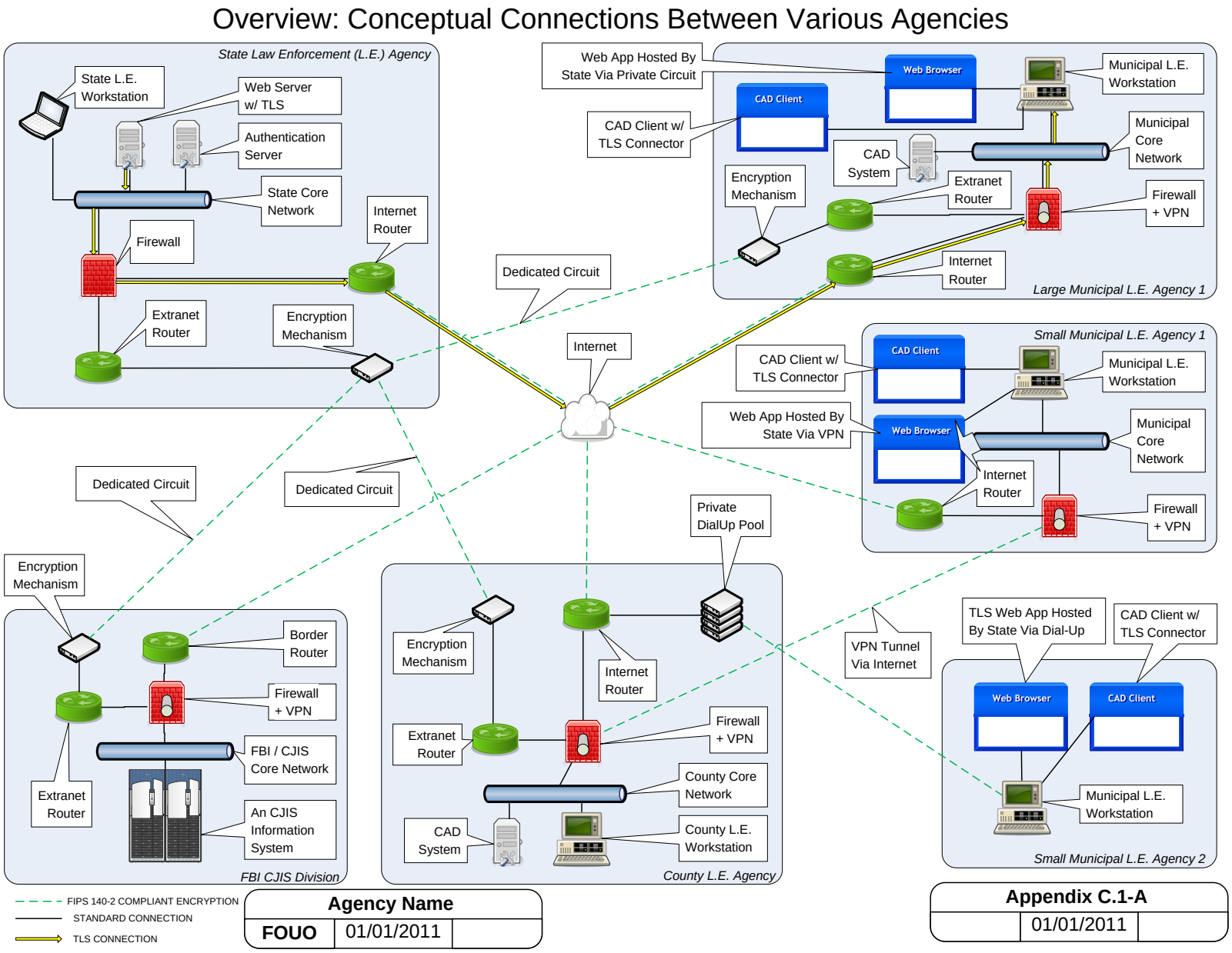


Figure C-1-B Conceptual Topology Diagram for a State Law Enforcement Agency

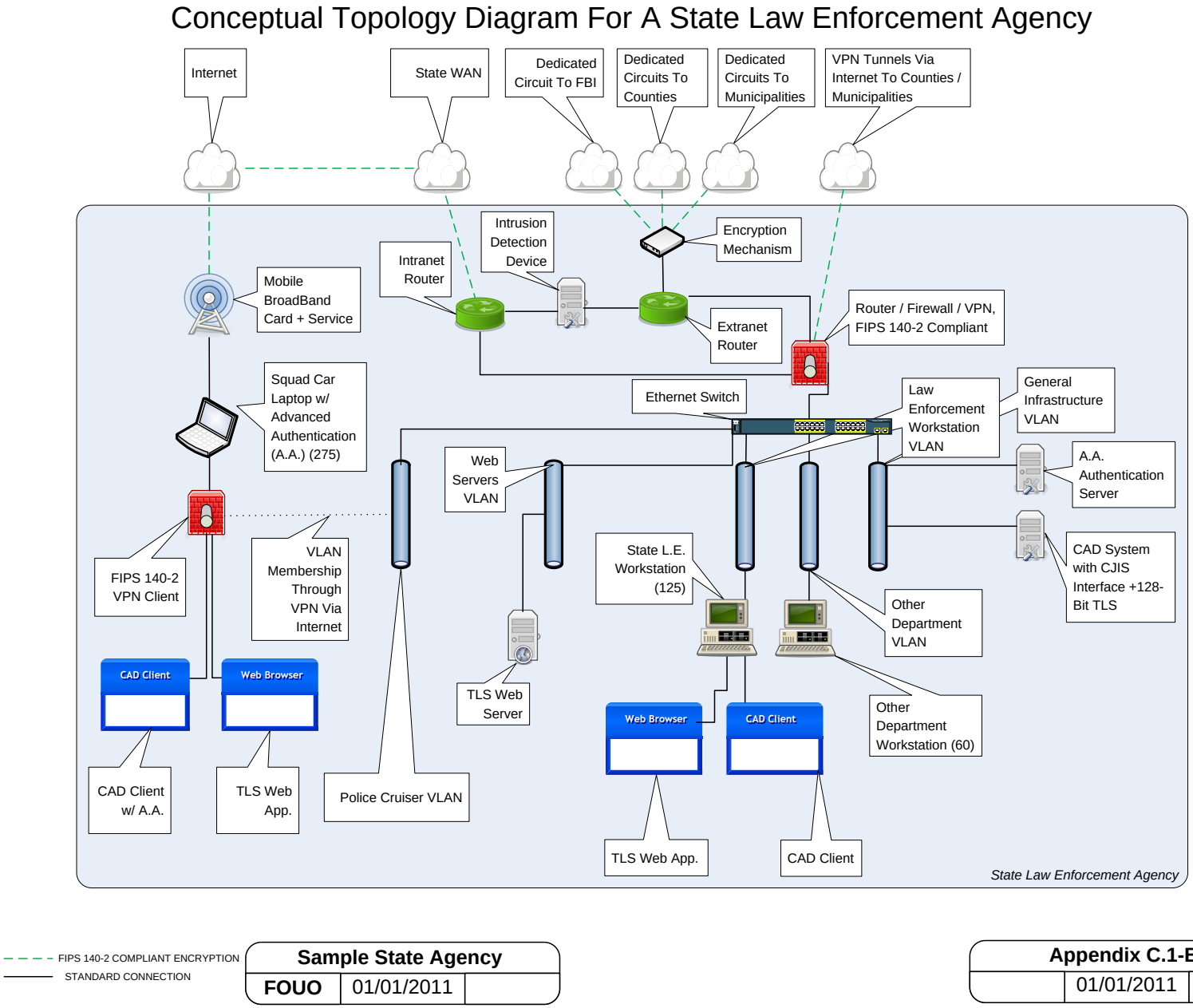
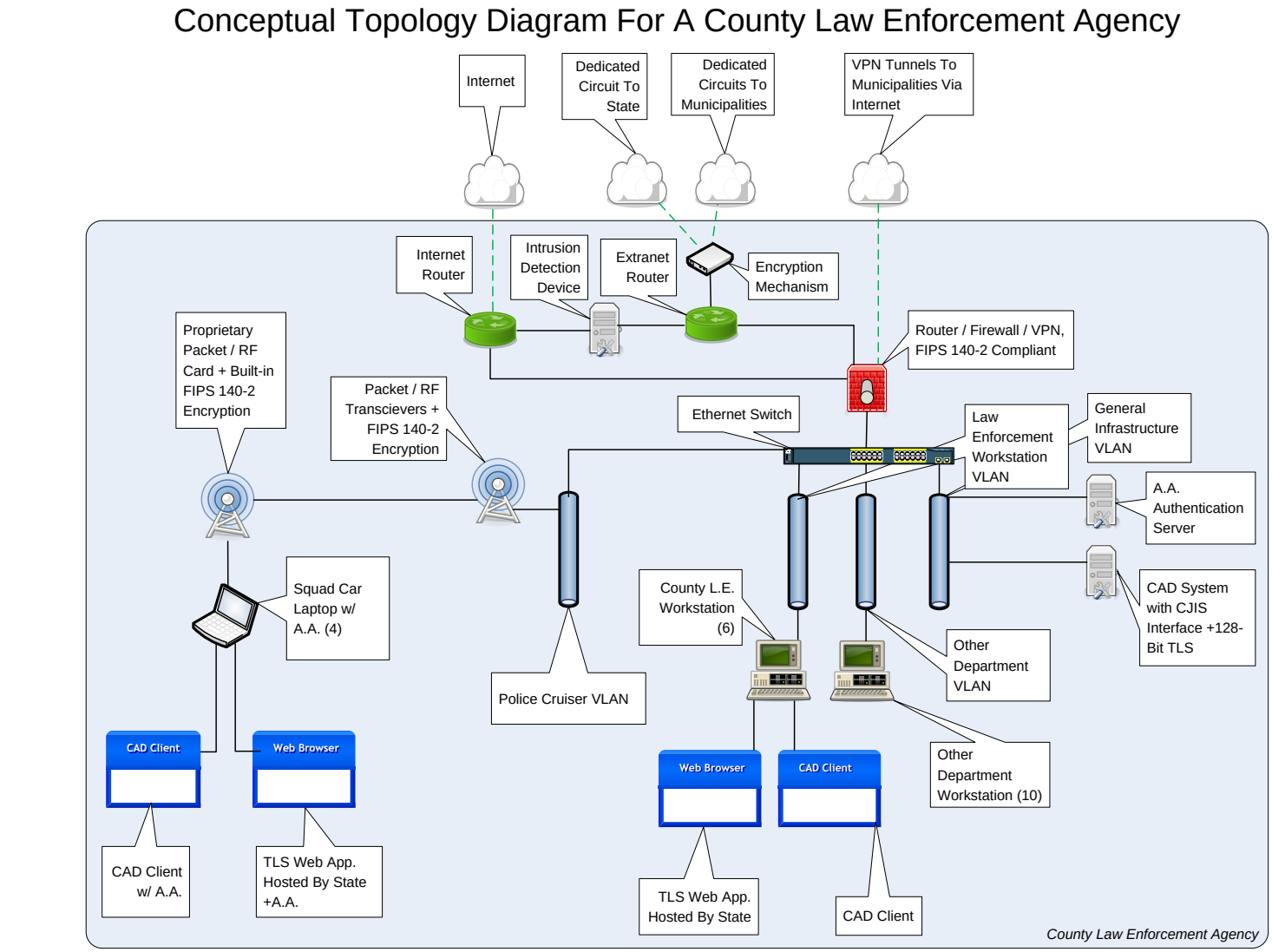


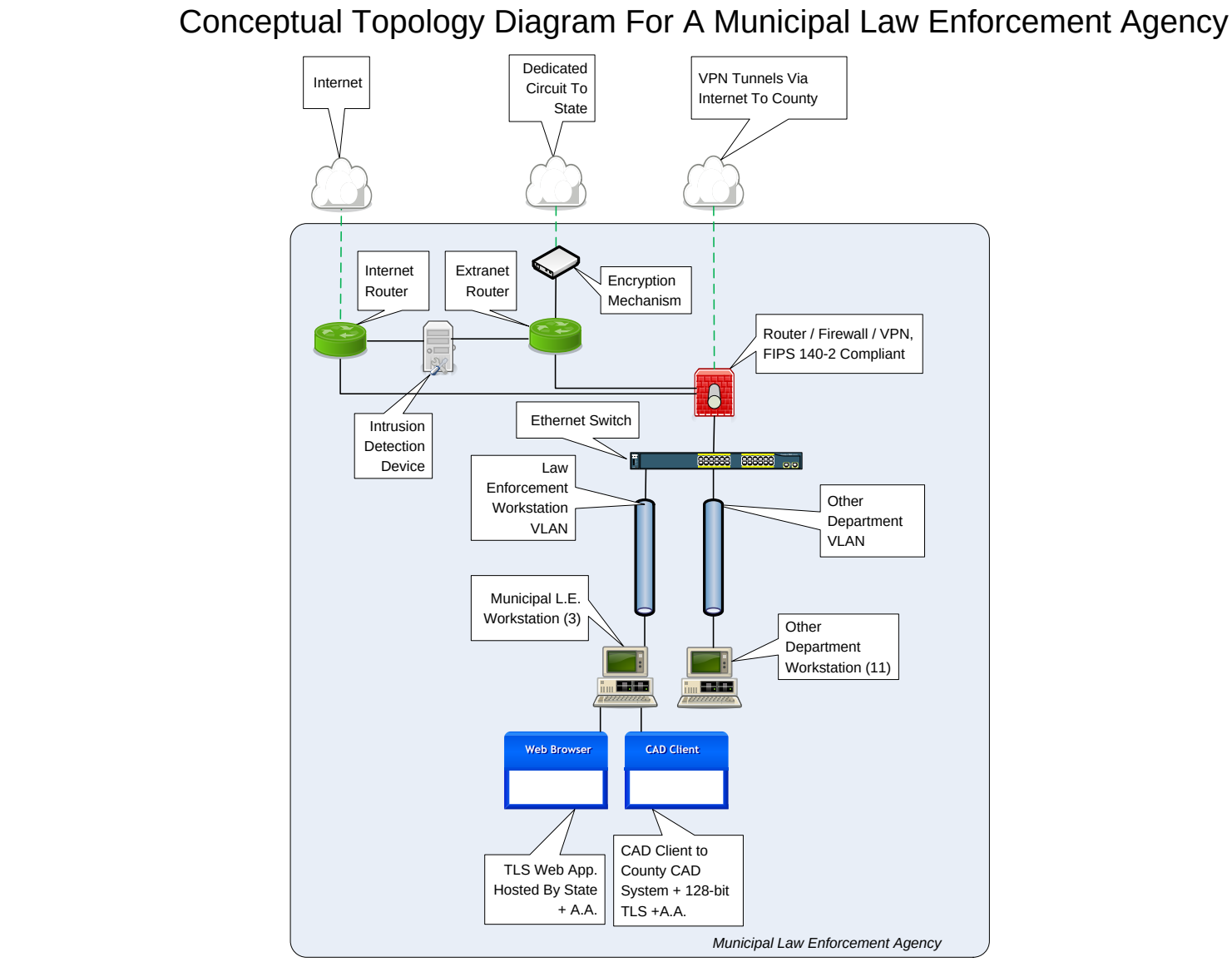
Figure C-1-C Conceptual Topology Diagram for a County Law Enforcement Agency



Sample County Agency		
FOUO	01/01/2011	

Appendix C.1-C		
	01/01/2011	

Figure C-1-D Conceptual Topology Diagram for a Municipal Law Enforcement Agency



APPENDIX D SAMPLE INFORMATION EXCHANGE AGREEMENTS

D.1 CJIS User Agreement

CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)

SYSTEMS USER AGREEMENT

The FBI CJIS Division provides state-of-the-art identification and information services to the local, state, tribal, federal, and international criminal justice communities, as well as the noncriminal justice community, for licensing and employment purposes. These services are administered and maintained by the FBI CJIS Division and managed in cooperation with the CJIS Systems Agency (CSA) and its administrator for CJIS data, the CJIS Systems Officer (CSO). The CJIS Systems include, but are not limited to: the Interstate Identification Index (III); National Crime Information Center (NCIC); Uniform Crime Reporting (UCR), whether summary or incident-based reporting to the National Incident-Based Reporting System; Fingerprint Identification Record System; Law Enforcement National Data Exchange (N-DEx); Law Enforcement Enterprise Portal; and the National Instant Criminal Background Check System (NICS).

The FBI CJIS Division provides the following services to its users, as applicable:

1. Operational, technical, and investigative assistance.

2. Telecommunication lines to state, federal, and regulatory interfaces.

3. Legal and legislative review of matters pertaining to all CJIS Systems.

4. Timely information on all aspects of all CJIS Systems and other related programs by means of operating manuals, code manuals, technical and operational updates, various newsletters, information letters, frequently asked questions, and other relevant documents.

5. Training assistance and up-to-date materials provided to each CSO, NICS Point of Contact (POC), state Compact Officer, State Administrator, Information Security Officer (ISO), and other appropriate personnel.

6. Ongoing assistance to Systems' users through meetings and briefings with the CSOs, State Administrators, Compact Officers, ISOs, and NICS State POCs to discuss operational and policy issues.

7. Advisory Process through which authorized users have input as to the policies and procedures governing the operation of CJIS programs.

8. National Crime Prevention and Privacy Compact Administrative Office through which states and other authorized users may submit issues concerning the noncriminal justice use of the III System.

9. Annual NICS Users Conference.

10. Audit.

11. Staff research assistance.

PART 1

The purpose behind a designated CSO is to unify responsibility for Systems user discipline and to ensure adherence to established procedures and policies within each signatory state/territory/tribal agency and by each federal user. This agreement outlines the responsibilities of each CSO as they relate to all CJIS Systems and other related CJIS administered programs. These individuals are ultimately responsible for planning necessary hardware, software, funding, and training for access to all CJIS Systems.

To ensure continued access as set forth above, the CSA agrees to adhere to all applicable CJIS policies including, but not limited to, the following:

1. The signatory state/tribal agency will provide fingerprints that meet submission criteria for all qualifying arrests. In addition, states/tribal agencies will make their records available for interstate exchange for criminal justice and other authorized purposes unless restricted by state/tribal law, and, where applicable, continue to move toward participation in the III and, upon ratification of the National Crime Prevention and Privacy Compact, the National Fingerprint File.

2. Appropriate and reasonable quality assurance procedures; e.g., hit confirmation, audits for record timeliness, and validation, must be in place to ensure that only complete, accurate, and valid information is maintained in the CJIS Systems.

3. Biannual file synchronization of information entered into the III by participating states.

4. Security - Each agency is responsible for appropriate security measures as applicable to physical security of terminals and telecommunication lines; personnel security to include background screening requirements; technical security to protect against unauthorized use; data security to include III use, dissemination, and logging; and security of criminal history

records. Additionally, each CSO must ensure that all agencies establish an information security structure that provides for an ISO and complies with the CJIS Security Policy.

5. Audit - Each agency shall be responsible for complying with all audit requirements for use of CJIS Systems. Each CSO is responsible for completing a triennial audit of all agencies with access to CJIS Systems through the CSO's lines.

6. Training - Each agency shall be responsible for training requirements, including compliance with operator training mandates.

7. Integrity of the Systems - Each agency shall be responsible for maintaining the integrity of the system in accordance with FBI CJIS Division/state/federal/tribal policies to ensure only authorized terminal access; only authorized transaction submission; and proper handling and dissemination of CJI. Each agency shall also be responsible for computer security incident reporting as required by the *CJIS Security Policy*.

The following documents are incorporated by reference and made part of this agreement for CSA users:

1. Bylaws for the CJIS Advisory Policy Board and Working Groups.

2. CJIS Security Policy.

3. Interstate Identification Index Operational and Technical Manual, National Fingerprint File Operations Plan, NCIC 2000 Operating Manual, UCR Handbook-NIBRS Edition, and National Incident-Based Reporting System Volumes 1, 2, and 4.

4. National Crime Prevention and Privacy Compact, 42 United States Code (U.S.C.) §14616.

5. NCIC Standards and UCR Standards, as recommended by the CJIS Advisory Policy Board.

6. The National Fingerprint File Qualification Requirements.

7. Title 28, Code of Federal Regulations, Parts 20 and 25, §50.12, and Chapter IX.

8. Electronic Fingerprint Transmission Specifications.

9. Other relevant documents, to include: NCIC Technical and Operational Updates, CJIS Information Letters, NICS User Manual, NICS Interface Control Document.

10. Applicable federal, state, and tribal laws and regulations.

PART 2

Additionally, there are authorized federal regulatory recipients and other authorized users that provide electronic fingerprint submissions through a CJIS Wide Area Network (WAN) connection (or other approved form of electronic connection) to the CJIS Division that are required to comply with the following CJIS policies:

1. The authorized user will provide fingerprints that meet submission criteria and apply appropriate and reasonable quality assurance procedures.

2. Security - Each agency is responsible for appropriate security measures as applicable to physical security of communication equipment; personnel security to include background screening requirements; technical security to protect against unauthorized use; and security of criminal history records.

3. Audit - Each authorized user shall be responsible for complying with all audit requirements for CJIS Systems. Additionally, each authorized user is subject to a triennial audit by the CJIS Division Audit staff.

4. Training - Each authorized user receiving criminal history record information shall be responsible for training requirements, including compliance with proper handling of criminal history records.

The following documents are incorporated by reference and made part of this agreement for non-CSA authorized users:

1. CJIS Security Policy.

2. National Crime Prevention and Privacy Compact, 42 U.S.C. §14616.

3. Title 28, Code of Federal Regulations, Parts 20 and 25, § 50.12, and Chapter IX.

4. Other relevant documents, to include CJIS Information Letters.

5. Applicable federal, state, and tribal laws and regulations.

GENERAL PROVISIONS

Funding:

Unless otherwise agreed in writing, each party shall bear its own costs in relation to this agreement. Expenditures will be subject to federal and state budgetary processes and availability of funds pursuant to applicable laws and regulations. The parties expressly acknowledge that this in no way implies that Congress will appropriate funds for such expenditures.

Termination:

1. All activities of the parties under this agreement will be carried out in accordance to the above-described provisions.

2. This agreement may be amended or terminated by the mutual written consent of the parties authorized representatives.

3. Either party may terminate this agreement upon 30-days written notification to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:

    a. The parties will continue participation, financial or otherwise, up to the effective date of termination.

    b. Each party will pay the costs it incurs as a result of termination.

    c. All information and rights therein received under the provisions of this agreement prior to the termination will be retained by the parties, subject to the provisions of this agreement.

ACKNOWLEDGMENT AND CERTIFICATION

As a CSO or CJIS WAN Official (or other CJIS authorized official), I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS Systems users to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in, or obtained by means of, the CJIS Systems. I further acknowledge that failure to comply with these duties and responsibilities may result in the imposition of sanctions against the offending state/agency; other federal, tribal, state, and local criminal justice users; and approved noncriminal justice users with System access, whether direct or indirect. The Director of the FBI (or the National Crime Prevention and Privacy Compact Council), may approve sanctions to include the termination of CJIS services.

I hereby certify that I am familiar with all applicable documents that are made part of this agreement and to all applicable federal and state laws and regulations relevant to the receipt and dissemination of documents provided through the CJIS Systems.

This agreement is a formal expression of the purpose and intent of both parties and is effective when signed. It may be amended by the deletion or modification of any provision contained therein, or by the addition of new provisions, after written concurrence of both parties. The "Acknowledgment and Certification" is being executed by the CSO or CJIS WAN Official (or other CJIS authorized official) in both an individual and representative capacity**.** Accordingly, this agreement will remain in effect after the CSO or CJIS WAN Official (or other CJIS authorized official) vacates his/her position or until it is affirmatively amended or rescinded in writing. This agreement does not confer, grant, or authorize any rights, privileges, or obligations to any third party.

SYSTEMS USER AGREEMENT

Please execute either Part 1 or Part 2

PART 1

_____ Date: _____

CJIS Systems Officer

_____

Printed Name/Title

CONCURRENCE OF CSA HEAD:

_____ Date: _____

CSA Head

_____

Printed Name/Title

PART 2

_____ Date: _____

CJIS WAN Official (or other CJIS Authorized Official)

_____

Printed Name/Title

CONCURRENCE OF CJIS WAN AGENCY HEAD:

_____ Date: _____

CJIS WAN Agency Head

_____

Printed Name/Title

FBI CJIS DIVISION:

_____ Date: _____

[Name]

Assistant Director

FBI CJIS Division

* The FBI Designated Federal Officer should be notified when a CSO or other CJIS WAN/authorized Official vacates his/her position. The name and telephone number of the Acting CSO or other CJIS WAN/authorized Official, and when known, the name and telephone number of the new CSO or other CJIS WAN/authorized Official, should be provided. Revised: 05/03/2006

D.2 Management Control Agreement

Management Control Agreement

Pursuant to the CJIS Security Policy, it is agreed that with respect to administration of that portion of computer systems and network infrastructure interfacing directly or indirectly with the state network (Network Name) for the interstate exchange of criminal history/criminal justice information, the (Criminal Justice Agency) shall have the authority, via managed control, to set, maintain, and enforce:

(1) Priorities.
(2) Standards for the selection, supervision, and termination of personnel access to Criminal Justice Information (CJI).
(3) Policy governing operation of justice systems, computers, access devices, circuits, hubs, routers, firewalls, and any other components, including encryption, that comprise and support a telecommunications network and related criminal justice systems to include but not limited to criminal history record/criminal justice information, insofar as the equipment is used to process or transmit criminal justice systems information guaranteeing the priority, integrity, and availability of service needed by the criminal justice community.
(4) Restriction of unauthorized personnel from access or use of equipment accessing the State network.
(5) Compliance with all rules and regulations of the (Criminal Justice Agency) Policies and CJIS Security Policy in the operation of all information received.

"…management control of the criminal justice function remains solely with the Criminal Justice Agency." Section 5.1.1.4

This agreement covers the overall supervision of all (Criminal Justice Agency) systems, applications, equipment, systems design, programming, and operational procedures associated with the development, implementation, and maintenance of any (Criminal Justice Agency) system to include NCIC Programs that may be subsequently designed and/or implemented within the (Criminal Justice Agency).

_____ _____
John Smith, CIO Date
Any State Department of Administration

_____ _____
Joan Brown, CIO Date
(Criminal Justice Agency)

D.3 Noncriminal Justice Agency Agreement & Memorandum of Understanding

MEMORANDUM OF UNDERSTANDING

BETWEEN

THE FEDERAL BUREAU OF INVESTIGATION

AND

(Insert Name of Requesting Organization)

FOR

THE ESTABLISHMENT AND ACCOMMODATION OF
THIRD-PARTY CONNECTIVITY TO THE
CRIMINAL JUSTICE INFORMATION SERVICES DIVISION'S WIDE AREA NETWORK

1. PURPOSE: This Memorandum of Understanding (MOU) between the Federal Bureau of Investigation (FBI) and **(insert requesting organization's name)**, hereinafter referred to as the "parties," memorializes each party's responsibilities with regard to establishing connectivity to records services accessible via the Wide Area Network (WAN) of the FBI's Criminal Justice Information Services (CJIS) Division.

2. BACKGROUND: The requesting organization, **(insert requesting organization's name)**, being approved for access to systems of records accessible via the CJIS WAN, desires connectivity to the CJIS WAN or via a secure Virtual Private Network (VPN) Connection (Internet) to the CJIS WAN. The CJIS Division has created a framework for accommodating such requests based on the type of connection.

In preparing for such non-CJIS-funded connectivity to the CJIS WAN, the parties plan to acquire, configure, and place needed communications equipment at suitable sites and to make electronic connections to the appropriate systems of records via the CJIS WAN.

To ensure that there is a clear understanding between the parties regarding their respective roles in this process, this MOU memorializes each party's responsibilities regarding the development, operation, and maintenance of third-party connectivity to the CJIS WAN. Unless otherwise contained in an associated contract, the enclosed terms apply. If there is a conflict between terms and provisions contained in both the contract and this MOU, the contract will prevail.

3. AUTHORITY: The FBI is entering into this MOU under the authority provided by Title 28, United States Code (U.S.C.), Section 534; 42 U.S.C. § 14616; and/or Title 28, Code of Federal Regulations, Part 906.

4. SCOPE:

a. The CJIS Division agrees to:

i. Provide the requesting organization with a "CJIS WAN Third-Party Connectivity Package" that will detail connectivity requirements and options compatible with the CJIS Division's WAN architecture upon receipt of a signed nondisclosure statement.

ii. Configure the requesting organization’s connection termination equipment suite at Clarksburg, West Virginia, and prepare it for deployment or shipment under the CJIS WAN option. In the Secure VPN arrangement only, the third party will develop, configure, manage, and maintain its network connectivity to its preferred service provider.

iii. Work with the requesting organization to install the connection termination equipment suite and verify connectivity.

iv. Perform installation and/or routine maintenance on the requesting organization’s third-party dedicated CJIS WAN connection termination equipment after coordinating with the requesting organization’s designated point of contact (POC) and during a time when the CJIS Division's technical personnel are near the requesting organization’s site.

v. Perform periodic monitoring and troubleshooting of the requesting organization’s CJIS WAN connection termination equipment. Software patches will be maintained on the dedicated CJIS WAN connected network equipment only. Under the Secure VPN option, no availability or data thru-put rates will be guaranteed.

vi. Provide 24 hours a day, 7 days a week uninterrupted monitoring from the CJIS Division's Network Operations Center.

vii. Provide information regarding potential hardware end-of-life replacement cycles to the requesting organization for its budgeting purposes.

viii. Maintain third-party dedicated CJIS WAN connection termination equipment as if in the CJIS Division's operational environment.

ix. Update the appropriate software on the requesting organization's dedicated connection termination equipment connected to the CJIS WAN (i.e., Cisco Internetwork Operating System, SafeNet frame relay encryptor firmware, etc.) pursuant to the requesting organization's authorized maintenance contracts.

x. Provide a POC and telephone number for MOU-related issues.

b. The **(insert requesting organization's name)** agrees to:

i. Coordinate requests for third-party connectivity to the CJIS WAN or the Secure VPN with the CJIS Division's POC.

ii. Purchase hardware and software that are compatible with the CJIS WAN.

iii. Pay for the telecommunications infrastructure that supports its connection to the CJIS WAN or Secure VPN.

iv. Maintain telecommunication infrastructure in support of Secure VPN connectivity.

v. Provide any/all hardware and software replacements and upgrades as mutually agreed to by the parties.

vi. Pay for all telecommunication requirements related to its connectivity.

vii. Provide required information for dedicated service relating to Data Link Connection Identifiers, Circuit Identifier, Permanent Virtual Circuit Identifiers, Local Exchange Carrier Identifier, POC, location, etc., as determined by the parties.

viii. Transport the CJIS WAN connection termination equipment suite to the CJIS Division for configuration and preparation for deployment under the dedicated service option.

ix. Provide registered Internet Protocol information to be used by the requesting organization's system to the CJIS Division.

x. Provide the CJIS Division with six months advance notice or stated amount of time for testing activities (i.e., disaster recovery exercises).

xi. Provide the CJIS Division with applicable equipment maintenance contract numbers and level of service verifications needed to perform software upgrades on connection termination equipment.

xii. Provide the CJIS Division with applicable software upgrade and patch images (or information allowing the CJIS Division to access such images).

xiii. Transport only official, authorized traffic over the Secure VPN.

xiv. Provide a POC and telephone number for MOU-related issues.

5. FUNDING: There are no reimbursable expenses associated with this level of support. Each party will fund its own activities unless otherwise agreed to in writing. This MOU is not an obligation or commitment of funds, nor a basis for transfer of funds, but rather is a basic statement of understanding between the parties hereto of the nature of the relationship for the connectivity efforts. Unless otherwise agreed to in writing, each party shall bear its own costs in relation to this MOU. Expenditures by each party will be subject to its budgetary processes and to the availability of funds and resources pursuant to applicable laws, regulations, and policies. The parties expressly acknowledge that the above language in no way implies that Congress will appropriate funds for such expenditures.

6. SETTLEMENT OF DISPUTES: Disagreements between the parties arising under or relating to this MOU will be resolved only by consultation between the parties and will not be referred to any other person or entity for settlement.

7. SECURITY: It is the intent of the parties that the actions carried out under this MOU will be conducted at the unclassified level. No classified information will be provided or generated under this MOU.

8. AMENDMENT, TERMINATION, ENTRY INTO FORCE, AND DURATION:

a. All activities of the parties under this MOU will be carried out in accordance with the above - described provisions.

b. This MOU may be amended or terminated by the mutual written consent of the parties' authorized representatives.

c. Either party may terminate this MOU upon 30-days written notification to the other party. Such notice will be the subject of immediate consultation by the parties to decide upon the appropriate course of action. In the event of such termination, the following rules apply:

i. The parties will continue participation, financial or otherwise, up to the effective date of the termination.

ii. Each party will pay the costs it incurs as a result of the termination.

iii. All information and rights therein received under the provisions of this MOU prior to the termination will be retained by the parties, subject to the provisions of this MOU.

9. FORCE AND EFFECT: This MOU, which consists of nine numbered sections, will enter into effect upon signature of the parties and will remain in effect until terminated. The parties should review the contents of this MOU annually to determine whether there is a need for the deletion, addition, or amendment of any provision. This MOU is not intended, and should not be construed, to create any right or benefit, substantive or procedural, enforceable at law or otherwise by any third party against the parties, their parent agencies, the United States, or the officers, employees, agents, or other associated personnel thereof.

The foregoing represents the understandings reached between the parties.

FOR THE FEDERAL BUREAU OF INVESTIGATION

_____ _____

[Name] Date

Assistant Director

Criminal Justice Information Services Division

FOR THE (insert requesting organization name)

_____ _____

Date

D.4 Interagency Connection Agreement

CRIMINAL JUSTICE INFORMATION SERVICES (CJIS)

Wide Area Network (WAN) USER AGREEMENT

BY INTERIM REMOTE LATENT USERS

The responsibility of the FBI CJIS Division is to provide state-of-the-art identification and information services to the local, state, federal, and international criminal justice communities, as well as the civil community for licensing and employment purposes. The data provided by the information systems administered and maintained by the FBI CJIS Division are routed to and managed in cooperation with the designated interface agency official. This information includes, but is not limited to, the Interstate Identification Index (III), National Crime Information Center (NCIC), Uniform Crime Reporting (UCR)/National Incident-Based Reporting System (NIBRS), and the Integrated Automated Fingerprint Identification System (IAFIS) programs.

In order to fulfill this responsibility, the FBI CJIS Division provides the following services to its users:

- Operational, technical, and investigative assistance;
- Telecommunications lines to local, state, federal and authorized interfaces;
- Legal and legislative review of matters pertaining to IAFIS, CJIS WAN and other related services;
- Timely information on all aspects of IAFIS, CJIS WAN, and other related programs by means of technical and operational updates, various newsletters, and other relative documents;
- Shared management through the CJIS Advisory Process and the Compact Council;
- Training assistance and up-to-date materials provided to each designated agency official, and;
- Audit.

The concept behind a designated interface agency official is to unify responsibility for system user discipline and ensure adherence to system procedures and policies within each interface agency. These individuals are ultimately responsible for planning necessary hardware, software, funding, training, and the administration of policy and procedures including security and integrity for complete access to CJIS related systems and CJIS WAN related data services by authorized agencies.

The following documents and procedures are incorporated by reference and made part of this agreement:

- *CJIS Security Policy*;
- *Title 28, Code of Federal Regulations, Part 20*;
- Computer Incident Response Capability (CIRC);
- Applicable federal and state laws and regulations.

To ensure continued access as set forth above, the designated interface agency agrees to adhere to all CJIS policies, including, but not limited to, the following:

1. The signatory criminal agency will provide fingerprints for all qualifying arrests either via electronic submission or fingerprint card that meet submission criteria. In addition, the agency will make their records available for interstate exchange for criminal justice and other authorized purposes.

2. The signatory civil agency with legislative authority will provide all qualifying fingerprints via electronic submission or fingerprint card that meet submission criteria.

3. Appropriate and reasonable quality assurance procedures must be in place to ensure that only complete, accurate, and valid information is maintained in the system.

4. Security - Each agency is responsible for appropriate security measures as applicable to physical security of terminals and telecommunications lines; Interim Distributed Imaging System (IDIS) equipment shall remain stand-alone

devices and be used only for authorized purposes; personnel security to meet background screening requirements; technical security to protect against unauthorized use; data security, dissemination, and logging for audit purposes; and actual security of criminal history records. Additionally, each agency must establish an information security structure that provides for an Information Security Officer (ISO) or a security point of contact.

5. Audit - Each agency shall be responsible for complying with the appropriate audit requirements.

6. Training - Each agency shall be responsible for training requirements, including compliance with training mandates.

7. Integrity of the system shall be in accordance with FBI CJIS Division and interface agency policies. Computer incident reporting shall be implemented.

Until states are able to provide remote latent connectivity to their respective latent communities via a state WAN connection, the CJIS Division may provide direct connectivity to IAFIS via a dial-up connection or through the Combined DNA Index System (CODIS) and/or National Integrated Ballistics Information Network (NIBIN) connections. When a state implements a latent management system and is able to provide intrastate connectivity and subsequent forwarding to IAFIS, this agreement may be terminated. Such termination notice will be provided in writing by either the FBI or the state CJIS Systems Agency.

It is the responsibility of the local remote latent user to develop or acquire an IAFIS compatible workstation. These workstations may use the software provided by the FBI or develop their own software, provided it is IAFIS compliant.

The CJIS Division will provide the approved modem and encryptors required for each dial-up connection to IAFIS. The CJIS Communication Technologies Unit will configure and test the encryptors before they are provided to the user. Users requesting remote latent connectivity through an existing CODIS and/or NIBIN connection must receive verification from the FBI that there are a sufficient number of Ethernet ports on the router to accommodate the request.

If at any time search limits are imposed by the CJIS Division, these individual agency connections will be counted toward the total state allotment.

ACKNOWLEDGMENT AND CERTIFICATION

As a CJIS WAN interface agency official serving in the CJIS system, I hereby acknowledge the duties and responsibilities as set out in this agreement. I acknowledge that these duties and responsibilities have been developed and approved by CJIS system users in order to ensure the reliability, confidentiality, completeness, and accuracy of all information contained in or obtained by means of the CJIS system. I further acknowledge that a failure to comply with these duties and responsibilities may subject our agency to various sanctions adopted by the CJIS Advisory Policy Board and approved by the Director of the FBI. These sanctions may include the termination of CJIS service.

As the designated CJIS WAN interface agency official serving in the CJIS system, I hereby certify that I am familiar with the contents of the *Title 28, Code of Federal Regulations, Part 20; CJIS Security Policy; Computer Incident Response Capability;* and applicable federal or state laws and regulations applied to IAFIS and CJIS WAN Programs for the dissemination of criminal history records for criminal and noncriminal justice purposes.

*_____ _____

Signature Print or Type

CJIS WAN Agency Official Date

CONCURRENCE OF FEDERAL/REGULATORY AGENCY HEAD OR STATE CJIS SYSTEMS OFFICER (CSO):

*_____ _____

Signature Print or Type

*_____ _____

Title Date

State CSO

FBI CJIS DIVISION:

_____

Signature – [Name]

Assistant Director _____

Title Date

* If there is a change in the CJIS WAN interface agency official, the FBI Designated Federal Employee must be notified in writing 30 days prior to the change.

5/27/2004 UA modification reflects change in CTO title to CSO.

APPENDIX E SECURITY FORUMS AND ORGANIZATIONAL ENTITIES

Online Security Forums / Organizational Entities
AntiOnline
Black Hat
CIO.com
CSO Online
CyberSpeak Podcast
FBI Criminal Justice Information Services Division (CJIS)
Forrester Security Forum
Forum of Incident Response and Security Teams (FIRST)
Information Security Forum (ISF)
Information Systems Audit and Control Association (ISACA)
Information Systems Security Association (ISSA)
Infosyssec
International Organization for Standardization (ISO)
International Information Systems Security Certification Consortium, Inc. $(ISC)^2$
Metasploit
Microsoft Developer Network (MSDN) Information Security
National Institute of Standards and Technology (NIST)
Open Web Application Security Project (OWASP)
SANS (SysAdmin, Audit, Network, Security) Institute
SC Magazine
Schneier.com
Security Focus
The Register
US Computer Emergency Response Team (CERT)
US DoJ Computer Crime and Intellectual Property Section (CCIPS)

APPENDIX F SAMPLE FORMS

This appendix contains sample forms.

F.1 Security Incident Response Form

FBI CJIS DIVISION

INFORMATION SECURITY OFFICER (ISO)

SECURITY INCIDENT REPORTING FORM

NAME OF PERSON REPORTING THE INCIDENT: _____

DATE OF REPORT: _____ (mm/dd/yyyy)

DATE OF INCIDENT: _____ (mm/dd/yyyy)

POINT(S) OF CONTACT (Include Phone/Extension/Email): _____

_____

LOCATION(S) OF INCIDENT: _____

INCIDENT DESCRIPTION: _____

_____

SYSTEM(S) AFFECTED: _____

_____

SYSTEM(S) AFFECTED (e.g. CAD, RMS, file server, etc.): _____

_____

METHOD OF DETECTION: _____

ACTIONS TAKEN/RESOLUTION: _____

_____

_____

Copies To:

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Clarksburg, WV 26306-0102
(304) 625-3660
iso@fbi.gov

APPENDIX G BEST PRACTICES

G.1 Virtualization

Virtualization

This appendix documents security considerations for implementing and operating virtual environments that process, store, and/or transmit Criminal Justice Information.

The FBI CJIS ISO has fielded several inquiries from various states requesting guidance on implementing virtual environments within their data centers. With the proliferation of virtual environments across industry in general there is a realistic expectation that FBI CJIS Auditors will encounter virtual environments during the upcoming year. Criminal Justice Agencies (CJAs) and Noncriminal Justice Agencies (NCJAs) alike need to understand and appreciate the foundation of security protection measures required for virtual environments.

From Microsoft's Introduction to Windows Server 2008
http://www.microsoft.com/windowsserver2008/en/us/hyperv.aspx:

> *"Server virtualization, also known as hardware virtualization, is a hot topic in the IT world because of the potential for serious economic benefits. Server virtualization enables multiple operating systems to run on a single physical machine as virtual machines (VMs). With server virtualization, you can consolidate workloads across multiple underutilized server machines onto a smaller number of machines. Fewer physical machines can lead to reduced costs through lower hardware, energy, and management overhead, plus the creation of a more dynamic IT infrastructure."*

From a trade publication, kernelthread.com
http://www.kernelthread.com/publications/virtualization/:

> *"Virtualization is a framework or methodology of dividing the resources of a computer into multiple execution environments, by applying one or more concepts or technologies such as hardware and software partitioning, time-sharing, partial or complete machine simulation, emulation, quality of service, and many others."*

From an Open Source Software developer
http://www.kallasoft.com/pc-hardware-virtualization-basics/:

> *"Virtualization refers to virtualizing hardware in software, allowing multiple operating systems, or images, to run concurrently on the same hardware. There are two main types of virtualization software:*
>
> - *"Type-1 Hypervisor, which runs 'bare-metal' (on top of the hardware)*
> - *"Type-2 Hypervisor which requires a separate application to run within an operating system*

"Type1 hypervisors usually offer the best in efficiency, while Type-2 hypervisors allow for greater support of hardware that can be provided by the operating system. For the developer, power user, and small business IT professionals, virtualization offers the same basic idea of collapsing multiple physical boxes into one. For instance, a small business can run a web server and an Exchange server without the need for two boxes. Developers and power users can use the ability to contain different development environments without the need to modify their main operating system. Big businesses can also benefit from virtualization by allowing software maintenance to be run and tested on a separate image on hardware without having to take down the main production system."

Industry leaders and niche developers are bringing more products to market every day. The following article excerpts, all posted during September 2008, on www.virtualization.com are examples of industry offerings.

"Microsoft and Novell partnered together for joint virtualization solution. Microsoft and Novell are announcing the availability of a joint virtualization solution optimized for customers running mixed-source environments. The joint offering includes SUSE Linux Enterprise Server configured and tested as an optimized guest operating system running on Windows Sever 2008 Hyper-V, and is fully support by both companies' channel partners. The offering provides customers with the first complete, fully supported and optimized virtualization solution to span Windows and Linux environments."

"Sun Microsystems today account the availability of Sun xVM Server software and Sun xVM Ops Center 2.0, key components in its strategy. Sun also announced the addition of comprehensive services and support for Sun xVM Server software and xVM Ops Center 2.0 to its virtualization suite of services. Additionally, Sun launched xVMserver.org, a new open source community, where developers can download the first source code bundle for SunxVM Server software and contribute to the direction and development of the product."

"NetEx, specialist in high-speed data transport over TCP, today announced Vistual HyperIP bandwidth optimization solutions for VMware environments that deliver a threefold to tenfold increase in data replication performance. Virtual HyperIP is a software-based Data Transport Optimizer that operates on the VMware ESX server and boosts the performance of storage replication applications from vendors such as EMC, NetApp, Symantec, IBM, Data Domain, and FalconStor. Virtual HyperIP mitigates TCP performance issues that are common when moving data over wide –area network (WAN) connections because of bandwidth restrictions, latency due to distance and/or router hop counts, packet loss and network errors. Like the company's award-winning appliance-based HyperIP, Virtual HyperIP eliminates these issues with an innovative software design developed specifically to accelerate traffic over an IP based network."

From several sources, particularly:

http://www.windowsecurity.com/articles/security-virutalization.html
http://csrc.nist.gov/publications/drafts/6--=64rev2/draft-sp800-64-Revision2.pdf

Virtualization provides several benefits:

- Make better use of under-utilized servers by consolidating to fewer machines saving on hardware, environmental costs, management, and administration of the server infrastructure.
- Legacy applications unable to run on newer hardware and/or operating systems can be loaded into a virtual environment – replicating the legacy environment.
- Provides for isolated portions of a server where trusted and untrusted applications can be ran simultaneously – enabling hot standbys for failover.
- Enables existing operating systems to run on shared memory multiprocessors.
- System migration, backup, and recovery are easier and more manageable.

Virtualization also introduces several vulnerabilities:

- Host Dependent.
- If the host machine has a problem then all the VMs could potentially terminate.
- Compromise of the host makes it possible to take down the client servers hosted on the primary host machine.
- If the virtual network is compromised then the client is also compromised.
- Client share and host share can be exploited on both instances. Potentially this can lead to files being copied to the share that fill up the drive.

These vulnerabilities can be mitigated by the following factors:

- Apply "least privilege" technique to reduce the attack surface area of the virtual environment and access to the physical environment.
- Configuration and patch management of the virtual machine and host, i.e. Keep operating systems and application patches up to date on both virtual machines and hosts.
- Install the minimum applications needed on host machines.
- Practice isolation from host and virtual machine.
- Install and keep updated antivirus on virtual machines and the host.
- Segregation of administrative duties for host and versions.
- Audit logging as well as exporting and storing the logs outside the virtual environment.
- Encrypting network traffic between the virtual machine and host IDS and IPS monitoring.
- Firewall each virtual machine from each other and ensure that only allowed protocols will transact.

G.2 Voice over Internet Protocol

Voice over Internet Protocol (VoIP)

Attribution:

The following information has been extracted from NIST Special Publication 800-58, Security Considerations for Voice over IP Systems.

Definitions:

Voice over Internet Protocol (VoIP) – A set of software, hardware, and standards designed to make it possible to transmit voice over packet switched networks, either an internal Local Area Network, or across the Internet.

Internet Protocol (IP) - A protocol used for communicating data across a packet-switched internetwork using the Internet Protocol Suite, also referred to as TCP/IP. IP is the primary protocol in the Internet Layer of the Internet Protocol Suite and has the task of delivering distinguished protocol datagrams (packets) from the source host to the destination host solely based on their addresses.

Summary:

Voice over Internet Protocol (VoIP) has been embraced by organizations globally as an addition to, or replacement for, public switched telephone network (PSTN) and private branch exchange (PBX) telephone systems. The immediate benefits are alluring since the typical cost to operate VoIP is less than traditional telephone services and VoIP can be installed in-line with an organization's existing Internet Protocol services. Unfortunately, installing a VoIP network is not a simple "plug-and-play" procedure. There are myriad security concerns, cost issues with new networking hardware requirements, and overarching quality of service (QoS) factors that have to be considered carefully.

What are some of the advantages of VoIP?

a. Cost – a VoIP system is usually cheaper to operate than an equivalent office telephone system with a Private Branch Exchange and conventional telephone service.

b. Integration with other services – innovative services are emerging that allow customers to combine web access with telephone features through a single PC or terminal. For example, a sales representative could discuss products with a customer using the company's web site. In addition, the VoIP system may be integrated with video across the Internet, providing a teleconferencing facility.

What are some of the disadvantages of VoIP?

a. Startup cost – although VoIP can be expected to save money in the long run, the initial installation can be complex and expensive. In addition, a single standard has not yet emerged for many aspects of VoIP, so an organization must plan to support more than one standard, or expect to make relatively frequent changes as the VoIP field develops.

b. Security – the flexibility of VoIP comes at a price: added complexity in securing voice and data. Because VoIP systems are connected to the data network, and share many of the same hardware and software components, there are more ways for intruders to attack a VoIP system than a conventional voice telephone system or PBX.

VoIP Risks, Threats, and Vulnerabilities

This section details some of the potential threats and vulnerabilities in a VoIP environment, including vulnerabilities of both VoIP phones and switches. Threat discussion is included because the varieties of threats faced by an organization determine the priorities in securing its communications equipment. Not all threats are present in all organizations. A commercial firm may be concerned primarily with toll fraud, while a government agency may need to prevent disclosure of sensitive information because of privacy or national security concerns. Information security risks can be broadly categorized into the following three types: confidentiality, integrity, and availability, (which can be remembered with the mnemonic "CIA"). Additional risks relevant to switches are fraud and risk of physical damage to the switch, physical network, or telephone extensions.

Packet networks depend for their successful operation on a large number of configurable parameters: IP and MAC (physical) addresses of voice terminals, addresses of routers and firewalls, and VoIP specific software such as Call Managers and other programs used to place and route calls. Many of these network parameters are established dynamically every time a network component is restarted, or when a VoIP telephone is restarted or added to the network. Because there are so many places in a network with dynamically configurable parameters, intruders have a wide array of potentially vulnerable points to attack.

Vulnerabilities described in this section are generic and may not apply to all systems, but investigations by NIST and other organizations have found these vulnerabilities in a number of VoIP systems. In addition, this list is not exhaustive; systems may have security weaknesses that are not included in the list. For each potential vulnerability, a recommendation is included to eliminate or reduce the risk of compromise.

Confidentiality and Privacy

Confidentiality refers to the need to keep information secure and private. For home computer users, this category includes confidential memoranda, financial information, and security information such as passwords. In a telecommunications switch, eavesdropping on conversations is an obvious concern, but the confidentiality of other information on the switch must be protected to defend against toll fraud, voice and data interception, and denial of service attacks. Network IP addresses, operating system type, telephone extension to IP address mappings, and communication protocols are all examples of information that, while not critical as individual pieces of data, can make an attacker's job easier.

With conventional telephones, eavesdropping usually requires either physical access to tap a line, or penetration of a switch. Attempting physical access increases the intruder's risk of being discovered, and conventional PBXs have fewer points of access than VoIP systems. With VoIP, opportunities for eavesdroppers increase dramatically, because of the many nodes in a packet network.

Switch Default Password Vulnerability

It is common for switches to have a default login/password set, e.g., admin/admin, or root /root. This vulnerability also allows for wiretapping conversations on the network with port mirroring or bridging. An attacker with access to the switch administrative interface can mirror all packets on one port to another, allowing the indirect and unnoticeable interception of all communications. Failing to change default passwords is one of the most common errors made by inexperienced users.

REMEDIATION: If possible, remote access to the graphical user interface should be disabled to prevent the interception of plaintext administration sessions. Some devices provide the option of a direct USB connection in addition to remote access through a web browser interface. Disabling port mirroring on the switch should also be considered.

Classical Wiretap Vulnerability

Attaching a packet capture tool or protocol analyzer to the VoIP network segment makes it easy to intercept voice traffic.

REMEDIATION: A good physical security policy for the deployment environment is a general first step to maintaining confidentiality. Disabling the hubs on IP Phones as well as developing an alarm system for notifying the administrator when an IP Phone has been disconnected will allow for the possible detection of this kind of attack.

ARP Cache Poisoning and ARP Floods

Because many systems have little authentication, an intruder may be able to log onto a computer on the VoIP network segment, and then send ARP commands corrupting ARP caches on sender(s) of desired traffic, then activate IP. An ARP flood attack on the switch could render the network vulnerable to conversation eavesdropping. Broadcasting ARP replies blind is sufficient to corrupt many ARP caches. Corrupting the ARP cache makes it possible to re-route traffic to intercept voice and data traffic.

REMEDIATION: Use authentication mechanisms wherever possible and limit physical access to the VoIP network segment.

Web Server interfaces

Both VoIP switches and voice terminals are likely to have a web server interface for remote or local administration. An attacker may be able to sniff plaintext HTTP packets to gain confidential information. This would require access to the local network on which the server resides.

REMEDIATION: If possible, do not use an HTTP server. If it is necessary to use a web server for remote administration, use the more secure HTTPS (HTTP over SSL or TLS) protocol.

IP Phone Netmask Vulnerability

A similar effect of the ARP Cache Vulnerability can be achieved by assigning a subnet mask and router address to the phone crafted to cause most or all of the packets it transmits to be sent to an attacker's MAC address. Again, standard IP forwarding makes the intrusion all but undetectable.

REMEDIATION: A firewall filtering mechanism can reduce the probability of this attack. Remote access to IP phones is a severe risk.

Extension to IP Address Mapping Vulnerability

Discovering the IP address corresponding to any extension requires only calling that extension and getting an answer. A protocol analyzer or packet capture tool attached to the hub on the dialing instrument will see packets directly from the target instrument once the call is answered. Knowing the IP address of a particular extension is not a compromise in itself, but makes it easier to accomplish other attacks. For example, if the attacker is able to sniff packets on the local network used by the switch, it will be easy to pick out packets sent and received by a target phone. Without knowledge of the IP address of the target phone, the attacker's job may be much more difficult to accomplish and require much longer, possibly resulting in the attack being discovered.

REMEDIATION: Disabling the hub on the IP Phone will prevent this kind of attack. However, it is a rather simple task to turn the hub back on.

Integrity Issues

Integrity of information means that information remains unaltered by unauthorized users. For example, most users want to ensure that bank account numbers cannot be changed by anyone else, or that passwords are changed only by the user or an authorized security administrator. Telecommunication switches must protect the integrity of their system data and configuration. Because of the richness of feature sets available on switches, an attacker who can compromise the system configuration can accomplish nearly any other goal. For example, an ordinary extension could be re-assigned into a pool of phones that supervisors can listen in on or record conversations for quality control purposes. Damaging or deleting information about the IP network used by a VoIP switch results in an immediate denial of service.

The security system itself provides the capabilities for system abuse and misuse. That is, compromise of the security system not only allows system abuse but also allows the elimination of all traceability and the insertion of trapdoors for intruders to use on their next visit. For this reason, the security system must be carefully protected. Integrity threats include any in which system functions or data may be corrupted, either accidentally or as a result of malicious actions. Misuse may involve legitimate users (i.e. insiders performing unauthorized operations) or intruders.

A legitimate user may perform an incorrect, or unauthorized, operations function (e.g., by mistake or out of malice) and may cause deleterious modification, destruction, deletion, or disclosure of switch software and data. This threat may be caused by several factors including the possibility that the level of access permission granted to the user is higher than what the user needs to remain functional.

Intrusion - An intruder may masquerade as a legitimate user and access an operations port of the switch. There are a number of serious intrusion threats. For example, the intruder may use the permission level of the legitimate user and perform damaging operations functions such as:

- Disclosing confidential data
- Causing service deterioration by modifying the switch software
- Crashing the switch
- Removing all traces of the intrusion (e.g., modifying the security log) so that it may not be readily detected

Insecure state - At certain times the switch may be vulnerable due to the fact that it is not in a secure state. For example:

- After a system restart, the old security features may have been reset to insecure settings, and new features may not yet be activated. (For example, all old passwords may have reverted to the default system-password, even though new passwords are not yet assigned.) The same may happen at the time of a disaster recovery.
- At the time of installation the switch may be vulnerable until the default security features have been replaced.

DHCP Server Insertion Attack

It is often possible to change the configuration of a target phone by exploiting the DHCP response race when the IP phone boots. As soon as the IP phone requests a DHCP response, a rogue DHCP server can initiate a response with data fields containing false information.

This attack allows for possible man in the middle attacks on the IP-media gateway, and IP Phones. Many methods exist with the potential to reboot the phone remotely, e.g. “social engineering”, ping flood, MAC spoofing (probably SNMP hooks, etc.).

REMEDIATION: If possible, use static IP addresses for the IP Phones. This will remove the necessity of using a DHCP server. Further, using a state based intrusion detection system can filter out DHCP server packets from IP Phone ports, allowing this traffic only from the legitimate server.

TFTP Server Insertion Attack

It is possible to change the configuration of a target phone by exploiting the TFTP response race when the IP phone is resetting. A rogue TFTP server can supply spurious

information before the legitimate server is able to respond to a request. This attack allows an attacker to change the configuration of an IP Phone.

REMEDIATION: Using a state based intrusion detection system can filter out DHCP server packets from IP Phone ports, allowing such traffic only from the legitimate server. Organizations looking to deploy VoIP systems should look for IP Phone instruments that can download signed binary files.

Availability and Denial of Service

Availability refers to the notion that information and services be available for use when needed. Availability is the most obvious risk for a switch. Attacks exploiting vulnerabilities in the switch software or protocols may lead to deterioration or even denial of service or functionality of the switch. For example: if unauthorized access can be established to any branch of the communication channel (such as a CCS link or a TCP/IP link), it may be possible to flood the link with bogus messages causing severe deterioration (possibly denial) of service. A voice over IP system may have additional vulnerabilities with Internet connections. Because intrusion detection systems fail to intercept a significant percentage of Internet based attacks, attackers may be able to bring down VoIP systems by exploiting weaknesses in Internet protocols and services.

Any network may be vulnerable to denial of service attacks, simply by overloading the capacity of the system. With VoIP the problem may be especially severe, because of its sensitivity to packet loss or delay.

CPU Resource Consumption Attack without any account information.

An attacker with remote terminal access to the server may be able to force a system restart (shutdown all/restart all) by providing the maximum number of characters for the login and password buffers multiple times in succession. Additionally, IP Phones may reboot as a result of this attack.

In addition to producing a system outage, the restart may not restore uncommitted changes or, in some cases, may restore default passwords, which would introduce intrusion vulnerabilities.

REMEDIATION: The deployment of a firewall disallowing connections from unnecessary or unknown network entities is the first step to overcoming this problem. However, there is still the opportunity for an attacker to spoof his MAC and IP address, circumventing the firewall protection.

Default Password Vulnerability

It is common for switches to have a default login/password set, e.g., admin/admin, or root /root. Similarly, VoIP telephones often have default keypad sequences that can be used to unlock and modify network information.

This vulnerability would allow an attacker to control the topology of the network remotely, allowing for not only complete denial of service to the network, but also a port mirroring attack to the attacker's location, giving the ability to intercept any other conversations taking place over the same switch. Further, the switch may have a web server interface, providing an attacker with the ability to disrupt the network without advance knowledge of switch operations and commands. In most systems, telephones download their configuration data on startup using TFTP or similar protocols. The configuration specifies the IP addresses for Call Manager nodes, so an attacker could substitute another IP address pointing to a call manager that would allow eavesdropping or traffic analysis.

REMEDIATION: Changing the default password is crucial. Moreover, the graphical user interface should be disabled to prevent the interception of plaintext administration sessions.

Exploitable software flaws

Like other types of software, VoIP systems have been found to have vulnerabilities due to buffer overflows and improper packet header handling. These flaws typically occur because the software is not validating critical information properly. For example, a short integer may be used as a table index without checking whether the parameter passed to the function exceeds 32,767, resulting in invalid memory accesses or crashing of the system.

Exploitable software flaws typically result in two types of vulnerabilities: denial of service or revelation of critical system parameters. Denial of service can often be implemented remotely, by passing packets with specially constructed headers that cause the software to fail. In some cases the system can be crashed, producing a memory dump in which an intruder can find IP addresses of critical system nodes, passwords, or other security-relevant information. In addition, buffer overflows that allow the introduction of malicious code have been found in VoIP software, as in other applications.

REMEDIATION: These problems require action from the software vendor, and distribution of patches to administrators. Intruders monitor announcements of vulnerabilities, knowing that many organizations require days or weeks to update their software. Regular checking for software updates and patches is essential to reducing these vulnerabilities. Automated patch handling can assist in reducing the window of opportunity for intruders to exploit known software vulnerabilities.

Account Lockout Vulnerability

An attacker will be able to provide several incorrect login attempts at the telnet prompt until the account becomes locked out. (This problem is common to most password-protected systems, because it prevents attackers from repeating login attempts until the correct password is found by trying all possible combinations.)

The account is unable to connect to the machine for the set lockout time.

REMEDIATION: If remote access is not available, this problem can be solved with physical access control.

NIST Recommendations.

Because of the integration of voice and data in a single network, establishing a secure VoIP and data network is a complex process that requires greater effort than that required for data-only networks. In particular, start with these general guidelines, recognizing that practical considerations, such as cost or legal requirements, may require adjustments for the organization:

1. Develop appropriate network architecture.

- Separate voice and data on logically different networks if feasible. Different subnets with separate RFC 1918 address blocks should be used for voice and data traffic, with separate DHCP servers for each, to ease the incorporation of intrusion detection and VoIP firewall protection at the voice gateway, which interfaces with the PSTN, disallow H.323, SIP, or other VoIP protocols from the data network. Use strong authentication and access control on the voice gateway system, as with any other critical network component. Strong authentication of clients towards a gateway often presents difficulties, particularly in key management. Here, access control mechanisms and policy enforcement may help.

- A mechanism to allow VoIP traffic through firewalls is required. There are a variety of protocol dependent and independent solutions, including application level gateways (ALGs) for VoIP protocols, Session Border Controllers, or other standards-based solutions when they mature.

- Stateful packet filters can track the state of connections, denying packets that are not part of a properly originated call. (This may not be practical when multimedia protocol inherent security or lower layer security is applied, e.g., H.235 Annex D for integrity provision or TLS to protect SIP signaling).

- Use IPsec or Secure Shell (SSH) for all remote management and auditing access. If practical, avoid using remote management at all and do IP PBX access from a physically secure system.

- If performance is a problem, use encryption at the router or other gateway, not the individual endpoints, to provide for IPsec tunneling. Since some VoIP endpoints are not computationally powerful enough to perform encryption, placing this burden at a central point ensures all VoIP traffic emanating from the enterprise network has been encrypted. Newer IP phones are able to provide Advanced Encryption System (AES) encryption at reasonable cost. Note that Federal Information Processing Standard (FIPS) 140-2, Security Requirements for Cryptographic Modules, is applicable to all Federal agencies that use cryptographic-based security systems to protect sensitive information in computer

and telecommunication systems (including voice systems) as defined in Section 5131 of the Information Technology Management Reform Act of 1996, Public Law 104-106.

2. Ensure that the organization has examined and can acceptably manage and mitigate the risks to their information, system operations, and continuity of essential operations when deploying VoIP systems.

VoIP can provide more flexible service at lower cost, but there are significant tradeoffs that must be considered. VoIP systems can be expected to be more vulnerable than conventional telephone systems, in part because they are tied in to the data network, resulting in additional security weaknesses and avenues of attack (see VoIP Risks, Threats, and Vulnerabilities section for more detailed discussion of vulnerabilities of VoIP and their relation to data network vulnerabilities).

Confidentiality and privacy may be at greater risk in VoIP systems unless strong controls are implemented and maintained. An additional concern is the relative instability of VoIP technology compared with established telephony systems. Today, VoIP systems are still maturing and dominant standards have not emerged. This instability is compounded by VoIP's reliance on packet networks as a transport medium. The public switched telephone network is ultra-reliable. Internet service is generally much less reliable, and VoIP cannot function without Internet connections, except in the case of large corporate or other users who may operate a private network. Essential telephone services, unless carefully planned, deployed, and maintained, will be at greater risk if based on VoIP.

3. Special consideration should be given to E-911 emergency services communications, because E-911 automatic location service is not available with VoIP in some cases.

Unlike traditional telephone connections, which are tied to a physical location, VoIP's packet switched technology allows a particular number to be anywhere. This is convenient for users, because calls can be automatically forwarded to their locations. But the tradeoff is that this flexibility severely complicates the provision of E-911 service, which normally provides the caller's location to the 911 dispatch office. Although most VoIP vendors have workable solutions for E-911 service, government regulators and vendors are still working out standards and procedures for 911 services in a VoIP environment. Agencies must carefully evaluate E-911 issues in planning for VoIP deployment.

4. Agencies should be aware that physical controls are especially important in a VoIP environment and deploy them accordingly.

Unless the VoIP network is encrypted, anyone with physical access to the office LAN could potentially connect network monitoring tools and tap into telephone conversations. Although conventional telephone lines can also be monitored when physical access is obtained, in most offices there are many more points to connect with a LAN without arousing suspicion. Even if encryption is used, physical access to VoIP servers and gateways may allow an attacker to do traffic analysis (i.e., determine which parties are communicating). Agencies therefore should ensure that adequate physical security is in place to restrict access to VoIP network components. Physical security measures, including barriers, locks, access control systems, and guards, are the first line of defense. Agencies must make sure that the proper physical countermeasures are in place to mitigate some of

the biggest risks such as insertion of sniffers or other network monitoring devices. Otherwise, practically speaking this means that installation of a sniffer could result in not just data but all voice communications being intercepted.

5. VoIP-ready firewalls and other appropriate protection mechanisms should be employed. Agencies must enable, use, and routinely test the security features that are included in VoIP systems.

Because of the inherent vulnerabilities (e.g. susceptibility to packet sniffing) when operating telephony across a packet network, VoIP systems incorporate an array of security features and protocols. Organization security policy should ensure that these features are used. In particular, firewalls designed for VoIP protocols are an essential component of a secure VoIP system.

6. If practical, "softphone" systems, which implement VoIP using an ordinary PC with a headset and special software, should not be used where security or privacy are a concern.

Worms, viruses, and other malicious software are extraordinarily common on PCs connected to the internet, and very difficult to defend against. Well-known vulnerabilities in web browsers make it possible for attackers to download malicious software without a user's knowledge, even if the user does nothing more than visit a compromised web site. Malicious software attached to email messages can also be installed without the user's knowledge, in some cases even if the user does not open the attachment. These vulnerabilities result in unacceptably high risks in the use of "softphones", for most applications. In addition, because PCs are necessarily on the data network, using a softphone system conflicts with the need to separate voice and data networks to the greatest extent practical.

7. If mobile units are to be integrated with the VoIP system, use products implementing WiFi Protected Access (WPA), rather than 802.11 Wired Equivalent Privacy (WEP).

The security features of 802.11 WEP provide little or no protection because WEP can be cracked with publicly available software. The more recent WiFi Protected Access (WPA), a snapshot of the ongoing 802.11i standard, offers significant improvements in security, and can aid the integration of wireless technology with VoIP. NIST strongly recommends that the WPA (or WEP if WPA is unavailable) security features be used as part of an overall defense-in-depth strategy. Despite their weaknesses, the 802.11 security mechanisms can provide a degree of protection against unauthorized disclosure, unauthorized network access, or other active probing attacks. However, the Federal Information Processing Standard (FIPS) 140-2, Security Requirements for Cryptographic Modules, is mandatory and binding for Federal agencies that have determined that certain information must be protected via cryptographic means. As currently defined, neither WEP nor WPA meets the FIPS 140-2 standard. In these cases, it will be necessary to employ higher level cryptographic protocols and applications such as secure shell (SSH), Transport Level Security (TLS) or Internet Protocol Security (IPsec) with FIPS 140-2 validated cryptographic modules and associated algorithms to protect information, regardless of whether the nonvalidated data link security protocols are used.

8. Carefully review statutory requirements regarding privacy and record retention with competent legal advisors.

Although legal issues regarding VoIP are beyond the scope of this document, readers should be aware that laws and rulings governing interception or monitoring of VoIP lines, and retention of call records, may be different from those for conventional telephone systems. Agencies should review these issues with their legal advisors. See Section 2.5 for more on these issues.

G.3 Cloud Computing

Cloud Computing

Purpose:

This paper is provided to define and describe cloud computing, discuss CJIS Security Policy (CSP) compliance, detail security and privacy, and provide general recommendations.

Attribution:

- NIST SP 800-144, Guidelines on Security and Privacy in Public Cloud Computing (Dec. 2011)
- NIST SP 800-145, the NIST Definition of Cloud Computing (Sept. 2011)
- NIST SP 800-146, Cloud Computing Synopsis and Recommendations (May 2011)
- CJIS Security Policy, Version 5.0

Definitions and Terms:

Cloud computing – A distributed computing model that permits on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services), software, and information.

Cloud subscriber – A person or organization that is a customer of a cloud

Cloud client – A machine or software application that accesses a cloud over a network connection, perhaps on behalf of a subscriber

Cloud provider – An organization that provides cloud services

Summary:

With many law enforcement agencies looking for ways to attain greater efficiency while grappling with reduced budgets, the idea of cloud computing to maintain data and applications is a viable business solution. But the unique security and legal characteristics of law enforcement agencies means any migration to cloud services may be challenging. Anytime the security of information and transactions must be maintained, as it must be with access to the FBI's CJIS systems and the protection of Criminal Justice Information (CJI), security and policy compliance concerns are bound to arise.

Cloud computing has become a popular and sometimes contentious topic of discussion for both the private and public sectors. This is in part because of the difficulty in describing cloud computing in general terms, because it is not a single kind of system. The "cloud" spans a spectrum of underlying technologies, configuration possibilities, service and deployment models. Cloud computing offers the ability to conveniently rent access to fully featured applications, software development and deployment environments, and computing infrastructure assets - such as network-accessible data storage and processing from a cloud service provider.

One of the benefits of cloud computing is the ability to outsource many of the technical functions agencies may not want to perform for various reasons. Ultimately, the move to cloud computing is a business and security risk decision in which the following relevant factors are given proper consideration:

- readiness of existing applications for cloud deployment
- transition costs
- life-cycle costs
- maturity of service orientation in existing infrastructure
- security and privacy requirements – federal, state, and local

Achieving CJIS Security Policy Compliance:

The question that is often asked is, "Can an Agency be compliant with the CJIS Security Policy and also cloud compute?"

Because the CJIS Security Policy is device and architecture independent (per CSP Section 2.2), the answer is yes, and this can be accomplished— assuming the vendor of the cloud technology is able to meet the existing requirements of the CJIS Security Policy.

There are security challenges that must be addressed if CJI is to be sent into or through, stored within, or accessed from the cloud.

Admittedly, the existing CJIS Security Policy requirements may be difficult for some cloud-computing vendors due to the sheer numbers and the geographic disbursement of their personnel; however, the requirements aren't new to vendors serving the criminal justice community and many vendors have been successfully meeting the Policy requirements for years. Even so, they are the minimum security requirements which will provide an acceptable level of assurance that law enforcement and personally identifiable information (PII) will be protected when shared with other law enforcement agencies across the nation.

General CJIS Security Policy Applicability Questions

Before tackling these challenges, the cloud subscriber should first be aware of what security and legal requirements they are subject to prior to entering into any agreement with a cloud provider. Asking the following general questions will help frame the process of determining compliance with the existing requirements of the CJIS Security Policy.

- Will access to Criminal Justice Information (CJI) within a cloud environment fall within the category of remote access? (5.5.6 Remote Access)

- Will advanced authentication (AA) be required for access to CJI within a cloud environment? (5.6.2.2 Advanced Authentication, 5.6.2.2.1 Advanced Authentication Policy and Rationale)

- Does/do any cloud service provider's datacenter(s) used in the transmission or storage of CJI meet all the requirements of a physically secure location? (5.9.1 Physically Secure Location)

- Are the encryption requirements being met? (5.10.1.2 Encryption)
    - Who will be providing the encryption as required in the CJIS Security Policy (client or cloud service provider)? *Note: individuals with access to the keys can decrypt the stored files and therefore have access to unencrypted CJI.*
    - Is the data encrypted while at rest and in transit?

- What are the cloud service provider's incident response procedures? (5.3 Policy Area 3: Incident Response)
    - Will the cloud subscriber be notified of any incident?
    - If CJI is compromised, what are the notification and response procedures?

- Is the cloud service provider a private contractor/vendor?
    - If so, they are subject to the same screening and agreement requirements as any other private contractors hired to handle CJI? (5.1.1.5 Private Contractor User Agreements and CJIS Security Addendum; 5.12.1.2 Personnel Screening for Contractors and Vendors)

- Will the cloud service provider allow the CSA and FBI to conduct compliance and security audits? *Note: Cloud facilities such as datacenters in which CJI will be stored or processed should be audited as would any other datacenter housing and processing CJI.* (5.11.1 Audits by the FBI CJIS Division; 5.11.2 Audits by the CSA)

- How will event and content logging be handled? (5.4 Policy Area 4, Auditing and Accountability)
    - Will the cloud service provider handle the events and content logging required by the CJIS Security Policy and provide that upon request?
    - What are the cloud service provider's responsibilities with regard to media protection and destruction? (5.8 Policy Area 8: Media Protection)

Ultimately, the goal is to remain committed to using technology in its information sharing processes, but not at the sacrifice of the security of the information with which it has been entrusted. As stated in the CJIS Security Policy, device and architecture independence permits the use of cloud computing, but the security requirements do not change.

Cloud Utilization Scenarios

1. Encrypted CJI in a Cloud Environment–Key Management Control, Security Awareness Training, and Personnel Controls

   Prior to permitting CJI to be stored or traverse through a cloud environment, the agency should ensure proper encryption key management control procedures are implemented to determine who has access and control over the encryption keys. Proper key management control is vital to CJI security as those individuals (agency or cloud employees) with access to the keys can decrypt the stored files, and therefore, have unescorted access to unencrypted CJI. This means all those individuals must be subjected to security awareness training (CJIS Security Policy section 5.2) and must meet personnel security (CJIS Security Policy Section 5.12) requirements as individuals with unescorted access to unencrypted CJI.

   Note: As a best security practice, the CJIS ISO Program does not recommend allowing the cloud service provider access to the encryption keys used to protect CJI. However, it may not always be reasonable to expect the agency, criminal justice or noncriminal justice, to accomplish this task.

   a. Scenario 1–Agency Stores CJI in a Cloud:
      A CJA stores encrypted CJI (Backup files and drives) in a cloud service provider's environment. To access CJI, the agency will extract the CJI from the cloud to its local machine, and then decrypt the CJI. The CJI is processed, re-encrypted, and then re-uploaded to the cloud environment for storage. In this scenario, the agency always encrypts the CJI prior to placing it in the cloud and only authorized users of the agency have access to the encryption keys. Since the agency maintains the encryption keys, the cloud service provider employees would not need to undergo fingerprint-based background checks, nor have security awareness training. These requirements are negated, because only authorized personnel with access to the keys have the ability to view this CJI in an unencrypted form.

   b. Scenario 2–Agency Accesses CJI While in a Cloud:

A CJA stores CJI (files and drives) in a cloud service provider's environment, but as part of daily operations authorized users will remotely access the encrypted CJI in the cloud. The user will decrypt the CJI while it is in the cloud's virtual environment, process the data, and then re-encrypt the data prior to ending the remote session. The agency maintains the keys and the cloud service provider does not have access to the encryption keys. However, since the CJI is decrypted within the cloud's virtual environment, any administrative personnel employed by the cloud provider having the ability to access the virtual environment must be identified and subjected to security awareness training and personnel security controls as described in the CJIS Security Policy.

c. Scenario 3–CJI Impact from a Cloud Datacenter Critical Systems Crash–Core Dump[2] Recovery:
A CJA utilizes a cloud service provider (IaaS or PaaS) to store CJI and remotely accesses the environment to process CJI. During normal operation, the cloud provider experiences systems outages within the datacenter in which CJI is processed and stored. The cloud provider's administrators need to repair the systems and restore service using data from a core dump to return to normal operations. The cloud service provider as part of the Service Level Agreement (SLA) with the CJA has been authorized to maintain the encryption keys in order respond to such an event. The cloud administrators with such access have underwent fingerprint-based background checks and security awareness training. This allows the cloud administrators to decrypt CJI so that it is written to the core dump files for restoration following the system outage. CJI, however, is encrypted at all times except when part of the core dump files. As part of the SLA, the cloud service provider has agreed to treat the core dump files as CJI to ensure all protection are in place in compliance with the CJIS Security Policy.

Note: Writing encrypted data to a core dump corrupts the data and makes it unusable because the key no longer decrypts the data. This is problematic when attempting to recover encrypted data written to a core dump. The CJA could have ensured the cloud provider exclude encrypted data (CJI) from the core dump, but chose against it.

The Cloud Model Explained:

Cloud computing is a model for enabling ubiquitous, convenient, on-demand network access to a shared pool of configurable computing resources (e.g., networks, servers, storage, applications, and services) that can be rapidly provisioned and released with minimal management effort or service provider interaction.

[2] Core Dump - A file of a computer's documented memory of when a program or computer crashed. The file consists of the recorded status of the working memory at an explicit time, usually close to when the system crashed or when the program ended atypically as it presents the risk that the system failure would ensure the loss of the encrypted data.

The cloud model as defined by NIST consists of five essential characteristics, offers the option of three service models, and may be deployed via any of four deployment models as shown in Figure 1 below:

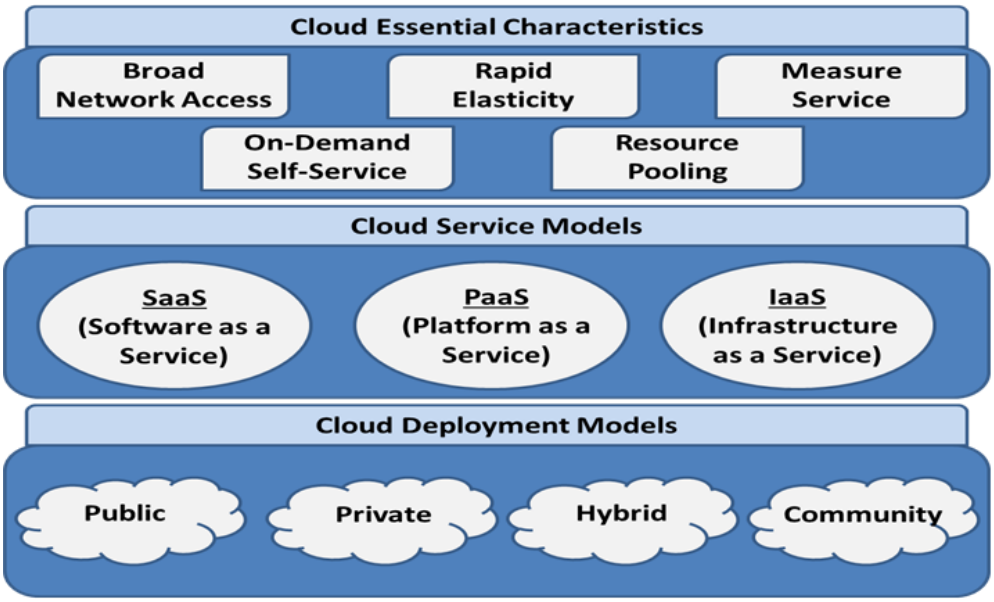


Figure 1 - Visual Depiction of the NIST Cloud Computing Definition

Essential Characteristics:

On-demand self-service

A consumer can unilaterally provision computing capabilities, such as server time and network storage, as needed automatically without requiring human interaction with each service provider.

Broad network access

Capabilities are available over the network and accessed through standard mechanisms that promote use by heterogeneous thin or thick client platforms (e.g., mobile phones, tablets, laptops, and workstations).

Resource pooling

The provider's computing resources are pooled to serve multiple consumers using a multi-tenant model, with different physical and virtual resources dynamically assigned and reassigned according to consumer demand. There is a sense of location independence in which the customer generally has no control or knowledge over the exact location of the provided resources but may be able to specify location at a higher level of abstraction

(e.g., country, state, or datacenter). Examples of resources include storage, processing, memory, and network bandwidth.

Rapid elasticity

Capabilities can be elastically provisioned and released, in some cases automatically, to scale rapidly outward and inward commensurate with demand. To the consumer, the capabilities available for provisioning often appear to be unlimited and can be appropriated in any quantity at any time.

Measured service

Cloud systems automatically control and optimize resource use by leveraging a metering capability* at some level of abstraction appropriate to the type of service (e.g., storage, processing, bandwidth, and active user accounts). Resource usage can be monitored, controlled, and reported, providing transparency for both the provider and consumer of the utilized service.

** Typically this is done on a pay-per-use or charge-per-use basis.*

Deployment Models:

Private cloud

The cloud infrastructure is provisioned for exclusive use by a single organization comprising multiple consumers (e.g., business units). It may be owned, managed, and operated by the organization, a third party, or some combination of them, and it may exist on or off premises.

Community cloud

The cloud infrastructure is provisioned for exclusive use by a specific community of consumers from organizations that have shared concerns (e.g., mission, security requirements, policy, and compliance considerations). It may be owned, managed, and operated by one or more of the organizations in the community, a third party, or some combination of them, and it may exist on or off premises.

Public cloud

The cloud infrastructure is provisioned for open use by the general public. It may be owned, managed, and operated by a business, academic, or government organization, or some combination of them. It exists on the premises of the cloud provider.

Hybrid cloud

The cloud infrastructure is a composition of two or more distinct cloud infrastructures (private, community, or public) that remain unique entities, but are bound together by standardized or proprietary technology that enables data and application portability (e.g., cloud bursting for load balancing between clouds).

Service Models:

Software as a Service (SaaS)

This model provides the consumer the capability to use the provider's applications running on a cloud infrastructure*.

> ** A cloud infrastructure is the collection of hardware and software that enables the five essential characteristics of cloud computing. The cloud infrastructure can be viewed as containing both a physical layer and an abstraction layer. The physical layer consists of the hardware resources that are necessary to support the cloud services being provided, and typically includes server, storage and network components. The abstraction layer consists of the software deployed across the physical layer, which manifests the essential cloud characteristics. Conceptually the abstraction layer sits above the physical layer.*

The SaaS service model is often referred to as "Software deployed as a hosted service and accessed over the Internet."

The applications are accessible from various client devices through either a thin client interface, such as a web browser (e.g., web-based email), or a program interface.

When using the SaaS service model it should be understood that the consumer does not manage or control the underlying cloud infrastructure including network, servers, operating systems, storage, or even individual application capabilities, with the possible exception of limited user-specific application configuration settings.

Platform as a Service (PaaS)

This model provides the consumer the capability to deploy consumer-created or acquired applications* created using programming languages, libraries, services, and tools supported by the provider onto the cloud infrastructure.

> ** This capability does not necessarily preclude the use of compatible programming languages, libraries, services, and tools from other sources.*

When using the PaaS service model the consumer may have control over the deployed applications and possibly configuration settings for the application-hosting environment, but does not manage or control the underlying cloud infrastructure including network, servers, operating systems, or storage.

Infrastructure as a Service (IaaS)

This model provides the consumer the capability to provision processing, storage, networks, and other fundamental computing resources where the consumer is able to deploy and run arbitrary software, including operating systems and applications.

When using the IaaS service model the consumer may have control over operating systems, storage, and deployed applications; and possibly limited control of select

networking components (e.g., host firewalls), but does not manage or control the underlying cloud infrastructure.

Key Security and Privacy Issues:

Although the emergence of cloud computing is a recent development, insights into critical aspects of security can be gleaned from reported experiences of early adopters and also from researchers analyzing and experimenting with available cloud provider platforms and associated technologies. The sections below highlight privacy and security-related issues that are believed to have long-term significance for public cloud computing and, in many cases, for other cloud computing service models.

Because cloud computing has grown out of an amalgamation of technologies, including service oriented architecture, virtualization, Web 2.0, and utility computing, many of the privacy and security issues involved can be viewed as known problems cast in a new setting. The importance of their combined effect in this setting, however, should not be discounted. Public cloud computing does represent a thought-provoking paradigm shift from conventional norms to an open organizational infrastructure—*at the extreme, displacing applications from one organization's infrastructure to the infrastructure of another organization, where the applications of potential adversaries may also operate.*

Governance

Governance implies control and oversight by the organization over policies, procedures, and standards for application development and information technology service acquisition, as well as the design, implementation, testing, use, and monitoring of deployed or engaged services. With the wide availability of cloud computing services, lack of organizational controls over employees engaging such services arbitrarily can be a source of problems. While cloud computing simplifies platform acquisition, it doesn't alleviate the need for governance; instead, it has the opposite effect, amplifying that need.

Dealing with cloud services requires attention to the roles and responsibilities involved between the organization and cloud provider, particularly with respect to managing risks and ensuring organizational requirements are met. Ensuring systems are secure and risk is managed is challenging in any environment and even more daunting with cloud computing. Audit mechanisms and tools should be in place to determine how data is stored, protected, and used, to validate services, and to verify policy enforcement. A risk management program should also be in place that is flexible enough to deal with the continuously evolving and shifting risk landscape.

Compliance

Compliance refers to an organization's responsibility to operate in agreement with established laws, regulations, standards, and specifications. Various types of security and privacy laws and regulations exist within different countries at the national, state, and local levels, making compliance a potentially complicated issue for cloud computing.

Law and Regulations

Cloud providers are becoming more sensitive to legal and regulatory concerns, and may be willing to commit to store and process data in specific jurisdictions and apply required safeguards for security and privacy. However, the degree to which they will accept liability in their service agreements, for exposure of content under their control, remains to be seen. Even so, organizations are ultimately accountable for the security and privacy of data held by a cloud provider on their behalf.

Data Location

One of the most common compliance issues facing an organization is data location. A characteristic of many cloud computing services is that data is stored redundantly in multiple physical locations and detailed information about the location of an organization's data is unavailable or not disclosed to the service consumer. This situation makes it difficult to ascertain whether sufficient safeguards are in place and whether legal and regulatory compliance requirements are being met. External audits and security certifications can alleviate this issue to some extent, but they are not a panacea.

When information crosses borders, the governing legal, privacy, and regulatory regimes can be ambiguous and raise a variety of concerns. Consequently, constraints on the trans-border flow of sensitive data, as well as the requirements on the protection afforded the data, have become the subject of national and regional privacy and security laws and regulations.

Electronic Discovery

The capabilities and processes of a cloud provider, such as the form in which data is maintained and the electronic discovery-related tools available, affect the ability of the organization to meet its obligations in a cost effective, timely, and compliant manner. A cloud provider's archival capabilities may not preserve the original metadata as expected, causing spoliation (i.e., the intentional, reckless, or negligent destruction, loss, material alteration, or obstruction of evidence that is relevant to litigation), which could negatively impact litigation.

Trust

Under the cloud computing paradigm, an organization relinquishes direct control over many aspects of security and privacy, and in doing so, confers a high level of trust onto the cloud provider. At the same time, federal agencies have a responsibility to protect information and information systems commensurate with the risk and magnitude of the harm resulting from unauthorized access, use, disclosure, disruption, modification, or destruction, regardless of whether the information is collected or maintained by or on behalf of the agency; or whether the information systems are used or operated by an agency or by a contractor of an agency or other organization on behalf of an agency

Insider Access

Data processed or stored outside the physical confines of an organization, its firewall, and other security controls bring with it an inherent level of risk. The insider security threat is a well-known issue for most organizations. Incidents may involve various types of fraud, sabotage of information resources, and theft of sensitive information.

Data Ownership

The organization's ownership rights over the data must be firmly established in the service contract to enable a basis for trust and privacy of data. The continuing controversy over privacy and data ownership rights for social networking users illustrates the impact that ambiguous terms can have on the parties involved.

Ideally, the contract should state clearly that the organization retains exclusive ownership over all its data; that the cloud provider acquires no rights or licenses through the agreement, including intellectual property rights or licenses, to use the organization's data for its own purposes; and that the cloud provider does not acquire and may not claim any interest in the data due to security. For these provisions to work as intended, the terms of data ownership must not be subject to unilateral amendment by the cloud provider.

Visibility

Continuous monitoring of information security requires maintaining ongoing awareness of security controls, vulnerabilities, and threats to support risk management decisions. Transition to public cloud services entails a transfer of responsibility to the cloud provider for securing portions of the system on which the organization's data and applications operate.

Ancillary Data

While the focus of attention in cloud computing is mainly on protecting application data, cloud providers also hold significant details about the accounts of cloud consumers that could be compromised and used in subsequent attacks.

Risk Management

Assessing and managing risk in systems that use cloud services can be a challenge. With cloud-based services, some subsystems or subsystem components fall outside of the direct control of a client organization. Many organizations are more comfortable with risk when they have greater control over the processes and equipment involved. Establishing a level of trust about a cloud service is dependent on the degree of control an organization is able to exert on the provider to provision the security controls necessary to protect the organization's data and applications, and also the evidence provided about the effectiveness of those controls. Ultimately, if the level of trust in the service falls below expectations and the organization is unable to employ compensating controls, it must either reject the service or accept a greater degree of risk.

Architecture

The architecture of the software and hardware used to deliver cloud services can vary significantly among public cloud providers for any specific service model. It is important to understand the technologies the cloud provider uses to provision services and the implications the technical controls involved have on security and privacy of the system throughout its lifecycle. With such information, the underlying system architecture of a cloud can be decomposed and mapped to a framework of security and privacy controls that can be used to assess and manage risk.

Identity and Access Management

Data sensitivity and privacy of information have become increasingly an area of concern for organizations. The identity proofing and authentication aspects of identity management entail the use, maintenance, and protection of PII collected from users. Preventing unauthorized access to information resources in the cloud is also a major consideration. One recurring issue is that the organizational identification and authentication framework may not naturally extend into a public cloud and extending or changing the existing framework to support cloud services may prove difficult.

Software Isolation

High degrees of multi-tenancy over large numbers of platforms are needed for cloud computing to achieve the envisioned flexibility of on-demand provisioning of reliable services and the cost

benefits and efficiencies due to economies of scale. Regardless of the service model and multi-tenant software architecture used, the computations of different consumers must be able to be carried out in isolation from one another, mainly through the use of logical separation mechanisms.

Data Protection

Data stored in a public cloud typically resides in a shared environment collocated with data from other customers. Organizations placing sensitive and regulated data into a public cloud, therefore, must account for the means by which access to the data is controlled and the data is kept secure. Similar concerns exist for data migrated within or between clouds.

Value Concentration

Having data collocated with that of an organization with a high threat profile could also lead to a denial of service, as an unintended casualty from an attack targeted against that organization. Similarly, side effects from a physical attack against a high profile organization's cloud-based resources are also a possibility. For example, over the years, facilities of the Internal Revenue Service have attracted their share of attention from would-be attackers.

Data Isolation

Database environments used in cloud computing can vary significantly. Accordingly, various types of multi-tenant arrangements exist for databases. Each arrangement pools resources differently, offering different degrees of isolation and resource efficiency. Regardless of implementation decision, data must be secured while at rest, in transit, and in use, and access to the data must be controlled.

Data Sanitization

The data sanitization practices that a cloud provider implements have obvious implications for security. Sanitization involves the expunging of data from storage media by overwriting, degaussing, or other means, or the destruction of the media itself, to prevent unauthorized disclosure of information. Data sanitization also applies to backup copies made for recovery and restoration of service and residual data remaining upon termination of service.

In a public cloud computing environment, data from one consumer is physically collocated (e.g., in an IaaS data store) or commingled (e.g., in a SaaS database) with the data of other consumers, which can complicate matters. Service agreements should stipulate sufficient measures that are taken to ensure data sanitization is performed appropriately throughout the system lifecycle.

Encryption

Client end-to-end encryption (e.g. encryption/decryption occurs on the law enforcement controlled client prior to data entering the cloud and decryption occurs only on the client device after encrypted data is removed from the cloud service) with cryptographic keys managed solely by law enforcement would prevent exposure of sensitive data.

- May cause significant cloud service functionality limitations on available service types made available for sensitive data. This may also increase expenses to cover key items, such as key management and client software. Additionally, a number of specific SLA or contract clauses may be necessary for the implementation of client end-to end encryption.

Use of cloud services without end-to-end encryption implemented by the client is another option that would require cloud service provider participation in the encryption of data.

- This would require at least some cloud provider personnel to undergo personnel background screening and training.

- Specialized Service Level Agreements (SLA) and/or contractual clauses would be necessary to identify those personnel that may have access to unencrypted, sensitive data.

- Conducting the analysis and gaining approval of particular cloud service implementations not utilizing end-to-end encryption for sensitive law enforcement data may be costly and time consuming due to the high degree of technical complexity.

Availability

In simple terms, availability is the extent to which an organization's full set of computational resources is accessible and usable. Denial of service attacks, equipment outages, and natural disasters are all threats to availability. The concern is that most downtime is unplanned and can impact the mission of the organization. Some examples of unplanned service interruptions that cause concerns are:

- Temporary Outages
- Prolonged and Permanent Outages
- Denial of Service

Incident Response

The complexity of a cloud service can obscure recognition and analysis of incidents. Revising an organization's incident response plan to address differences between the organizational computing environment and a cloud computing environment is an important, but easy-to-overlook prerequisite to transitioning applications and data.

Data Availability

The availability of relevant data from event monitoring is essential for timely detection of security incidents. Cloud consumers are often confronted with extremely limited capabilities for detection of incidents in public cloud environments. The situation varies among cloud service models and cloud providers. For example, PaaS providers typically do not make event logs available to consumers, who are then left mainly with event data from self-deployed applications (e.g., via application logging). Similarly, SaaS consumers are completely dependent upon the cloud provider to provide event data such as activity logging, while IaaS consumers control more of the information stack and have access to associated event sources.

Incident Analysis and Resolution

An analysis to confirm the occurrence of an incident or determine the method of exploit needs to be performed quickly and with sufficient detail of documentation and care to ensure that traceability and integrity is maintained for subsequent use, if needed (e.g., a forensic copy of incident data for legal proceedings). Issues faced by cloud consumers when performing incident analysis include lack of detailed information about the architecture of the cloud relevant to an incident, lack of information about relevant event and data sources held by the cloud provider, ill-defined or vague incident handling responsibilities stipulated for the cloud provider, and limited capabilities for gathering and preserving pertinent data sources as evidence. Understanding and negotiating the provisions and procedures for incident response should be done before entering into a service contract, rather than as an afterthought.

General Recommendations:

A number of significant security and privacy issues were covered in the previous subsections. Table 1 summarizes those issues and related recommendations for organizations to follow when planning, reviewing, negotiating, or initiating a public cloud service outsourcing arrangement.

Table 1: Security and Privacy Issue Areas and Recommendations

Areas	Recommendations
Governance	• Extend organizational practices pertaining to the policies, procedures, and standards used for application development and service provisioning in the cloud, as well as the design, implementation, testing, use, and monitoring of deployed or engaged services. • Put in place audit mechanisms and tools to ensure organizational practices are followed throughout the system lifecycle.
Compliance	• Understand the various types of laws and regulations that impose security and privacy obligations on the organization and potentially impact cloud computing initiatives, particularly those involving data location, privacy and security controls, records management, and electronic discovery requirements. • Review and assess the cloud provider's offerings with respect to the organizational requirements to be met and ensure that the contract terms adequately meet the requirements. • Ensure that the cloud provider's electronic discovery capabilities and processes do not compromise the privacy or security of data and applications.
Trust	• Ensure that service arrangements have sufficient means to allow visibility into the security and privacy controls and processes employed by the cloud provider, and their performance over time. • Establish clear, exclusive ownership rights over data. • Institute a risk management program that is flexible enough to adapt to the constantly evolving and shifting risk landscape for the lifecycle of the system. • Continuously monitor the security state of the information system to support on-going risk management decisions.
Architecture	• Understand the underlying technologies that the cloud provider uses to provision services, including the implications that the technical controls involved have on the security and privacy of the system, over the full system lifecycle and across all system components.
Identity and Access Management	• Ensure that adequate safeguards are in place to secure authentication, authorization, and other identity and access management functions, and are suitable for the organization.
Software Isolation	• Understand virtualization and other logical isolation techniques that the cloud provider employs in its multi-tenant software architecture, and assess the risks involved for the organization.
Data Protection	• Evaluate the suitability of the cloud provider's data management solutions for the organizational data concerned and the ability to control access to data, to secure data while at rest, in transit, and in use, and to sanitize data.

	• Take into consideration the risk of collating organizational data with that of other organizations whose threat profiles are high or whose data collectively represent significant concentrated value. • Fully understand and weigh the risks involved in cryptographic key management with the facilities available in the cloud environment and the processes established by the cloud provider.
Availability	• Understand the contract provisions and procedures for availability, data backup and recovery, and disaster recovery, and ensure that they meet the organization's continuity and contingency planning requirements. • Ensure that during an intermediate or prolonged disruption or a serious disaster, critical operations can be immediately resumed, and that all operations can be eventually reinstituted in a timely and organized manner.
Incident Response	• Understand the contract provisions and procedures for incident response and ensure that they meet the requirements of the organization. • Ensure that the cloud provider has a transparent response process in place and sufficient mechanisms to share information during and after an incident. • Ensure that the organization can respond to incidents in a coordinated fashion with the cloud provider in accordance with their respective roles and responsibilities for the computing environment.

G.4 Mobile Appendix

Mobile Appendix

Introduction

Mobile devices present a unique security challenge with regard to the correct application of CJIS Security Policy requirements. This appendix is intended to provide best practices based on industry standards and on methods to achieve policy compliance in mobile device employment scenarios. The technical methods used to achieve compliance with CJIS Security Policy will typically be different within the mobile environment than those used in fixed locations. Many of the security features and capabilities inherited by endpoint devices from the fixed environment are either not present or present in a different form in the mobile environment. Additionally, the basic technologies used in some types of mobile devices may adequately fulfill some of the CJIS Security Policy requirements which would require additional software or added features in a traditional fixed computing environment. Due to the complexity and rapid evolvement of the mobile environment, this Appendix will remain as device and vendor agnostic as practical, however certain key requirements for specific mobile operating systems will be identified for the major mobile operating systems (e.g. Apple iOS, Android) as the underlying technologies are fundamentally different and offer different levels of built-in compliance to CJIS Security Policy.

Sections within this appendix will provide recommendations regarding priorities and level of effort versus value of applying certain security controls in the mobile environment. These recommendations do not supersede or modify the requirements listed in the CJIS Security Policy, and are intended to describe the effect of inherent security functions and inherent device limitations in many mobile platforms that impact the application of policy elements in the mobile environment.

Mobile Device Risk Scenarios

There are multiple risk scenarios that may apply to mobile devices depending on the category of device (e.g. Laptop, Tablet, and 'Pocket sized' devices such as smartphones) and the methods of device connectivity (e.g. cellular service, WiFi + Cellular, WiFi only). Device category and method of connection define the technology types within the device which inherently affects the total level of compliance with CJIS Security Policy that can be obtained by the mobile device.

It is advisable for acquiring agencies to review the mobile device guidance in this Appendix prior to completing selection and acquisition of particular devices. Both the device category and connectivity methods installed and configured on the device will impact the overall risk scenario associated with the device and may significantly affect the effective cost to bring use of the device in compliance with the CJIS Security Policy. For instance, inclusion of cellular radios with the ability to remotely control a device significantly changes the risk scenario by allowing remote tracking, file deletion, and device management which could provide a higher level of CJIS Security Policy compliance than a WiFi only device that does not guarantee the ability to remotely manage the device. However, inclusion of cellular technology may significantly increase the initial device costs and incur ongoing subscription costs. Appropriate choices based on the intended use of the device along with the types and methods of Criminal Justice Information (CJI) data to be accessed could greatly reduce agency cost and enhance security.

Device Categories

This appendix defines risk levels for three categories of devices. Prior to reading individual sections of this Appendix, the agency should identify which device categories will apply to their employment scenario. If multiple categories of devices are employed, individual technical configurations and local policy will likely need to be defined for each category of device based on the risk inherent in the technical characteristics associated with each device category.

Laptop devices

The laptop device category includes mobile devices in a larger format that are transported either in a vehicle mount or a carrying case and include a monitor with attached keyboard. This includes all traditional laptop computers that utilize a 'traditional', full-featured operating system (e.g. Windows or a Linux variant). Also included in this category are 'tablet' type full-featured computers running a traditional full-featured operating system but without an attached keyboard. The main defining factor is the use of a full-featured operating system and a form factor too large to be carried in a pocket. In general, devices of this type connect via WiFi only, but may include an internal cellular access card in some cases.

The risks associated with this device type are similar to a standard desktop computer at the technical level, but are increased due to the potential to connect directly to the internet without the benefit of organizational network security layers (e.g. network firewall, IDS/IPS, network monitoring devices). There is also an increased risk of intentional device theft from vehicles or unsecure locations as these devices are too large to be carried on the authorized user's body. There may be increased risk from the limited technical ability to wipe or track a lost/stolen device depending on the particular technical means used for remote device connectivity (e.g. cellular or WiFi).

In general, the technical configurations for compliance with most of the CJIS Security Policy that is accomplished via the operating system (e.g. auditing, access control, etc) will remain consistent with normal fixed location computing systems for laptop devices, but some functions may operate in an unexpected manner due to lack of constant connectivity. Thorough testing of applied security policy elements within the expected mobile environments will help ensure the applied policy configurations remain effective and appropriate when applied to mobile laptop devices.

NOTE: Some newer devices running multi-function operating systems (e.g. Windows 8 or similar multi-mode operating systems) may exhibit technical features associated with both laptop and tablet device categories based on their current operating mode which may be reconfigured by the user on demand. If this is the case, it will be necessary to assess and configure multiple operating modes to be compliant with CJIS Security Policy on the device, or restrict the operating mode to one category of operation.

Tablet devices

The tablet device category includes larger format devices transported via vehicle mount or portfolio sized carry case that typically consist of a touch screen without attached keyboard. These devices utilize a limited-feature operating system (e.g. Apple iOS, Google Android, Windows mobile) that is inherently more resistant than a traditional operating system to certain types of network based technical attacks due to the limited-feature sets. Additionally, limited functionality operating systems are designed specifically for the mobile environment where battery life and power efficiency are primary design drivers. This inherently limits the types of services that can

function effectively on the devices (e.g. traditional real-time anti-virus software) as the base operating system may not be designed to allow installed applications enhanced execution priority in the background and or the ability to examine the contents or communications associated within another application. However, this same design methodology significantly limits the vectors available for malware transmission and the device or application data actually accessible to malware if a device becomes infected.

Tablet devices will have different risks associated depending on the installed and configured methods for network access (e.g. 'always on cellular' vs. WiFi only). Physical risks associated with this category are similar to the laptop category for enhanced likelihood of intentional theft or device hijacking while unattended, while the technical risks are similar to the pocket device category.

Pocket devices/Handheld devices

The pocket/handheld device category is technically similar or identical to the tablet category and is primarily differentiated by device form factor. Pocket/handheld devices are characterized as having a limited functionality operating system and a small form factor intended for carry in a pocket or 'holster' attached to the body. The bulk of this category will be cellular 'smartphones' with integrated cellular data connectivity, however devices intended to be worn or carried on the body (e.g. portable fingerprint devices) may also be included in this category if they operate using a limited functionality operating system. Custom or specialty devices may meet the form factor distinction for this category, but operate using a full-feature operating system. In rare cases of this nature the employing agency should apply security guidance and principles in this appendix for both the laptop and pocket device categories.

Risks associated with this category are a reduced threat of theft to a stored devices (e.g. device left unattended in a vehicle) since these devices are typically carried continuously by the authorized user, but include a greater risk of temporary or permanent loss of control due to the device being misplaced by the authorized user.

Due to the installation of a limited functionality operating system, the technical threat to these devices via a network based attack is significantly lower than the laptop category, however, the threat of unauthorized access at the device level may be higher if the device is lost due to technical limits on multi-factor authentication to the operating system itself and practical limits to device passwords due to screen/software keyboard limitations.

NOTE: Data accessible on pocket or tablet devices simply through the entry of a single device PIN or password should not be considered secure due to the likelihood of enhanced password guessing based on fingerprints/smudges on the device touch screen. Any data stored on devices of these types should be protected within a separate secure container using Advanced Authentication.

Device Connectivity

There are three main categories of device connectivity that are associated with varying risk levels and threats to the devices. The Three categories are: Cellular Network Only (always on), WiFi Only (includes 'on demand' cellular), and Cellular (always on) + WiFi network. The risks associated with connectivity categories are general risks and may apply differently to any particular device at different points in its usage or lifecycle. Particular device configurations either through the operating system or a third-party mobile device management (MDM) system may be

able to significantly control and define which particular connectivity risks may be associated with a particular device.

Cellular Network Only (always on)

Cellular network connectivity is characterized by ‘always on’ network connection through the device internal radio to a cellular network provider. There is a reasonable assurance that devices with ‘always on’ cellular can be tracked, managed, or wiped remotely if lost or stolen. This will significantly reduce risks associated with loss of the device and attempted illicit access to the device. One important consideration for this risk category is characterization of the device as ‘always on’ or ‘on demand’. In effect the difference is typically a configuration setting, which in some cases may be changeable by the user. In particular most cellular smart phones contain ‘airplane’ mode settings that disable all internal radios allowing a user authenticated to the device operating system via password or personal identification number (PIN) to disable the cellular system. Access to this functionality may be disabled through the use of some MDM systems which would necessitate a complete power down of the device while carried on aircraft. Additionally, someone illicitly obtaining a device with properly configured password requirements and screen lock timeouts would be unlikely to guess the device password before the device was reported stolen in order for them to disable the cellular connection and prevent tracking or a remote wipe of the device.

Cellular networks do not allow for the same level of exposure of individual devices to random access from the internet. This significantly reduces the potential network based attack vectors that might reach a cellular connected device. The risk scenario in most cases from a network based attack would be similar to a device protected behind rudimentary network defenses (e.g. standard firewall but NOT advanced intrusion detection/prevention) Cellular device communications cannot typically be accessed by other ‘eavesdropping’ devices physically close to them without significant specialized equipment and can be considered well protected against network attacks below the nation/state level of technical capability by the hosting technical infrastructure and technology inherent in the device. However, network based attacks that utilize connections initiated by the user device may still succeed over the cellular infrastructure. For this reason, the technical protections inherent in the cellular infrastructure provide limited protection against user/device initiated actions (e.g. web surfing on a cellular connected web browser). Therefore, the protections provided by always on cellular connections are primarily in the ability to remotely access the mobile device for tracking or data deletion in case of device loss or compromise, which combined with a limited functionality device operating system, the protections are generally equivalent to a ‘personal firewall’ if properly configured and supported by a well-designed organizational infrastructure. However, that equivalency does not apply to full-featured operating systems connected through cellular infrastructure.

NOTE: It should be noted that a technically capable, intentional, thief knowingly obtaining an ‘always on’ cellular device for the purpose of data theft can physically disable the radio by utilizing a Faraday cage or similar external electromagnetic shield device while attempting to guess the device password. While technically possible these methods require specialized equipment and high technical expertise and would be very unlikely to be employed except for specifically targeted attacks. When always on cellular connectivity is combined with a robust incident reporting process and user training for rapid response to device loss or theft, the associated risks can be minimized.

WiFi only (includes ‘on-demand’ cellular)

WiFi only devices do not include cellular radios or include cellular radio that must be manually activated or 'connected' to the cellular network. They connect to the network or internet through WiFi 'hotspots' or external access points or manually to cellular networks. Some MDM or device configurations may be able to limit the types and specific WiFi access points the device can connect to, which may change the risk scenario of the device to a similar risk scenario as the Cellular Network Only scenario. However, if mobile devices are permitted (through technical and or policy decisions) to connect to any WiFi access point designated by the device user, the overall device risk scenario is high and the device may be accessible to a large number of potential network based attack vectors. Unrestricted WiFi access is not recommended on any agency owned device, but must be assumed to exist on any personally owned device authorized to access CJI. Significant compensating controls may be needed to ensure devices accessing CJI over 'public' WiFi access points are not susceptible to communications network eavesdropping, credential hijacking or any of the various potential man-in-the-middle attacks possible through access point spoofing. The communications security risks can be significantly mitigated by mandatory device configurations (e.g. MDM based policy) that only allow devices to connect to cryptographically verified agency controlled WiFi access points.

WiFi only or devices with 'on-demand' cellular access (e.g. user or event driven cellular access initiated from the device and not from a centralized management location) are significantly more at risk from data loss subsequent to device loss or theft as there is no guarantee the tracking or remote wipe can be initiated once the device is out of agency control. This can be mitigated by utilizing tracking/anti-theft products that require a periodic network connection to authorize access and perform automated device locking ('bricking') or remote wipe if network connections are not made within a specified period. Software of this nature is generally available for full-featured laptops but may not be available for limited-feature mobile operating systems.

Cellular (always on) + WiFi Network

This is a hybrid scenario that has become typical with most 'smartphones'. These devices contain both the always on cellular connection, but may also be configured to access local WiFi networks for enhanced bandwidth. In considering devices with these technical characteristics, the theft/loss risks are similar to the cellular only scenario (due to tracking and remote access through the cellular connection), while the data and network based risks must be considered to be similar to the WiFi scenario unless the capability of the device to connect to WiFi networks is limited by technology or policy to agency owned WiFi Access Points configured in accordance with the CJIS Security Policy. Careful consideration must be made to the particular configurations, management systems, and human oriented operational policies based on the particular technical capabilities and configurations of these types of devices.

Incident Handling (CJIS Security Policy Section 5.3)

Additional or enhanced incident reporting and handing procedures will need to be developed to cover mobile device operating scenarios. Various exploits and methods to compromise mobile devices require either specialized equipment or lengthy operations to implement. Rapid response to mobile device related incidents can significantly mitigate the risks associated with illicit data access either on the device itself or within online data resources associated with the device through an application or specialized interface. However, parallel or special incident handling procedures with associated equipment or systems may need to be put in place to properly respond to incidents involving mobile devices. This section lists three areas where enhanced incident handling and

response processes may need to be implemented to ensure mobile device compliance to the incident handling policy in Section 5.3.

If personally owned devices are utilized within the environment in a Bring Your Own device (BYOD) scenario, specialized and costly incident handling procedures and processes may need to be developed to support compliance for those devices. The costs associated with enhanced incident handling procedures may need to be incorporated in the cost and risk based analysis to allow personally owned devices in the BYOD scenario, as the technical methods and risk to achieve compliance under BYOD scenarios may exceed any cost savings potentially achieved through BYOD.

Loss of device Control

Mobile device users should be trained and provided with explicit user actions in case positive control of a mobile device is lost for any period of time. Loss of positive control means the device is in the physical control of non-CJIS authorized individual or the device is left unattended in an unsecure location (e.g. counter of the coffee shop). Even if the device is recovered quickly there is significant risk that either the device settings could be tampered with or data on the device could be illicitly accessed. The level of detail and particular scenarios identified in the agency incident response plan should be consistent with the presence of persistent CJI on the device or the technical means used to access CJI from the device (e.g. ask the question: "Is it reasonable to assume CJI could be accessed") as well as the degree of device configuration control exercised by the user from the device main login. At a minimum, special incident handling procedures should be developed for the following scenarios:

- Device known to be locked, control loss of minimal duration
- Device lock state unknown at time of control loss, duration of loss minimal
- Device lock state unknown at time of control loss, duration of loss extended
- Device known to be unlocked at time of control loss, duration of loss more than momentary.

NOTE: Organizations should define appropriate time value criteria based on the operational environment for the above scenarios. For instance, a 'momentary' loss of control might be considered a matter of seconds in a situation where no one could reasonably have accessed the device, while 'minimal' durations might include a few minutes of time and 'extended' periods would be any time longer than a few minutes.

Other scenarios should be addressed as appropriate to the intended device employment, with explicit user and organizational actions identified based on the device technologies and any organizational management capabilities.

Total Loss of device

Incident response scenarios for the total loss of the device should be developed based on the methods/storage of CJI on the device, the lock state of the device at time of loss (known locked, known unlocked, or unknown), and the technical methods available for remote tracking or wiping of the device. It is critical to implement incident handling procedures quickly in this case. Remote wipe functions can be implemented for always on cellular devices with a high potential for success that may include positive confirmation from the device that the wipe was completed. However, for WiFi only and on demand cellular devices, incident handling procedures that lock the device out

of accessing CJI may be necessary, while there would be no guarantee that any CJI stored on the device could not eventually be accessed. For this reason, CJI should not generally be stored directly on WiFi only or on-demand cellular devices unless an extremely robust anti-tamper system is in place on the device itself.

Potential device Compromise (software/application)

Incident response scenarios for potential device compromise through intentional or unintentional user action should be developed to ensure compliance with policy. This includes rooting, jailbreaking or malicious application installation on the device during a loss of device control scenario or inappropriate user action in the installation of applications to the device (compromise can occur from either intentional threat agent actions or accidental user actions). Triggers for this incident handling process may be driven from either user notification or electronic detection of device tampering from an audit or MDM compliance check.

Audit and Accountability (CJIS Security Policy Section 5.4)

The ability to implement some Audit and Accountability functions specified in the CJIS Security Policy on mobile devices with limited function operating systems (e.g. Android, Apple iOS) is not natively included within the operating system. Either additional device management systems, enterprise mobility management (EMM) or MDM, or auditing from systems accessed by the mobile device with be necessary to ensure appropriate levels of auditing exist.

Auditable Events (reference 5.4.1)

Some of the specific audit requirements in the CJIS Security Policy may not be technically relevant to the mobile operating system due to its internal functioning. To achieve compliance with the CJIS Security Policy it will be necessary in most cases to utilize some form of MDM or EMM system. Additional auditable events that compensate for the technical limitations of limited function mobile operating systems may be available through the use of MDM systems (e.g. association of event with global positioning system (GPS) location of the device). Specific auditable events of interest in the mobile environment will depend on the intended device usage, compartmentalization of data on the device, and options available with the specific technologies employed. For instance, item 2 in Section 5.4.1.1 indicates an auditable event includes attempts to modify elements of user account modification. Due to the limited internal functions of mobile operating systems, this event type is not relevant to the operating system itself as they are generally provisioned with only a single non-modifiable user account on the device. To achieve compliance in a scenario where CJI is stored or accessed from a secure application on the device, auditing of access to the secure application either through application design, or third party MDM capability may provide an acceptable compensating control. For compliance with the policy each auditable event and event content must be compared to the particular technologies and applications employed to determine if adequate compensating controls are being met for audit items that either do not apply to mobile technologies or cannot be implemented within the technology itself.

Alternative and compensating controls that provide detailed audit of access to CJI either on the mobile device itself or through a controlled application to a central server may provide equivalent auditing capability to the events specified in the policy. However, multiple auditing systems may be required to replicate the auditing provided at the operating system level by a full function operating system. Therefore, the overall auditing design should take into account retrieval and

consolidation of events or audit data from multiple auditing systems as appropriate to comply with policy.

Audit Event Collection

Mobile devices without an 'always-on' cellular connection may pose technical challenges to ensure any audit records collected and stored on the mobile device itself can be retrieved for review and analysis per the CJIS Security Policy. Alternatively systems which explicitly require a network connection to a central server to access data or decrypt on-device storage may provide acceptable audit event collection and reporting since there is a guarantee that network connections must be in pace for CJI to be accessed. Careful consideration should be made regarding the accessibility of audit records when developing the mobile audit scheme.

Access Control (CJIS Policy Section 5.5)

Access control associated to limited functionality mobile operating systems will typically operate in a different manner than full function operating systems. For instance there is normally not a provision for multiple user accounts on many mobile operating systems which may mean the policy requirements for access control (e.g. regarding account management) would not be apply to the mobile operating system, but should rather be applied to a particular application, either stand-alone to the device or as part of a client server architecture. Application of access control policy identified in the CJIS Security Policy will often need to be applied to elements of the total system beyond the device operating system.

For example, CJI stored or accessed from a secure mobile application that requires connectivity to a CJIS authorized server architecture could potentially accomplish most or all of the access control policy elements based on user authorization via the secured application and be largely independent of the mobile operating system. Alternatively, if storing CJI in 'general' purpose data storage containers on a mobile device it may not be possible to achieve compliance with the CJIS Security Policy. Careful consideration and deliberate design of mobile applications or data storage will be required to achieve compliance on mobile devices.

Due to the inherent nature of limited function mobile operating systems, very tight access controls to specific data is actually implemented within the operating system. This effectively prevents applications from accessing or manipulating data associated with other applications to a very high degree of confidence as long as the device is not rooted or jailbroken. However, the device user is automatically granted access to all device data through the associated application unless the application itself has a secondary authentication and access control methodology. Additionally, since basic device functions (e.g. phone) are typically protected using the same password or PIN as the device level encryption, use of a weak PIN to allow easy access to basic device functions largely negates the value of the integrated device encryption.

If personally owned devices are utilized within the environment (BYOD scenario), specialized and costly access control methods may be required to reach compliance with CJIS Security Policy. The costs associated with enhanced access control procedures and technologies should be incorporated in the cost and risk based analysis to determine whether or not to allow personally BYOD, as the technical methods and compensating controls required for CJIS Security Policy compliance are likely to exceed any potential cost savings for implementing BYOD.

Device Control levels and access.

Limited function mobile operating systems are typically very constrained on the levels of access provided to the user. However, intentional user actions (e.g. installing an application and accepting inappropriate security access levels for that application) my bypass some of the built in security protections inherent in the limited functionality devices. Compliance with CJIS Security Policy may be difficult without the addition of strict device control policy. In a mixed environment (e.g. agency owned devices and BYOD), access control policy with BYOD systems may be impractical or impossible to fully implement.

Embedded passwords/login tied to device PIN.

Limited function mobile operating systems typically allow the association of multiple passwords and access credentials with particular applications. The system access provided by these embedded credentials will often be tied to the device password or PIN. An example would be access to device integrated email and calendar applications. Alternatively a 'corporate' email application may independently encrypt the data associated with the application and required a separate login from the device itself. Access to CJI utilizing only the device level password or PIN and device embedded credentials is not compliant with CJIS Security Policy unless protected with Advanced Authentication, which is not currently possible on most devices. Therefore, use of integrated device functions (e.g. built in email or chat) to store or transmit CJI would also not be compliant.

Access requirement specification

In general, due to weaknesses associated with password guessing based on analysis of fingerprints or swipes on the device touch screen, short (4-8 digit) device PIN numbers provide limited security to a determined password guessing attack. Conversely, utilization of a robust password at the device level may be inconsistent with quick access to basic device functions (e.g. phone). When developing specific CJIS compliant access control and authentication schemas a layered approach with the device PIN protecting only the basic device functions (e.g. phone, camera, non-secure applications) and a more robust password or multifactor authentication used to protect applications or data storage may achieve policy compliance where the device password/PIN would not. In a layered security deployment, careful attention must be placed on the capability to share data (e.g. cut and paste or screenshot functions) between secure applications with CJI or CJI access and basic device functions with limited security controls.

Special Login attempt limit

Depending on the access and authentication scheme applied to the mobile device, it may be appropriate to fully comply with the CJIS login attempt limits within a secure application or container and not solely at the device level. However, the device itself should have login attempt limits consistent with the risk associated to the data or configurations accessible on the device itself. Since mobile devices are inherently portable, and can easily be removed from a location. Brute force attempts to gain access to the system, especially when protected only by a short PIN, are likely to be successful given sufficient time. Special consideration should be made based on device connectivity methods (cellular, WiFi, etc) on the appropriate number of unsuccessful login attempts that will be allowed and the resultant actions taken by the device. Most devices either natively allow for the device to wipe itself after a failed number of attempts, or allow the application of EMM/MDM applications to perform wiping actions after a predetermined number of failed login attempts.

Login failure actions

Mobile devices with or without MDM software can typically be configured to perform actions based on serial unsuccessful login attempts. Appropriate actions to configure may be dependent on the data resident on the device and the connectivity method employed by the device. Most devices can be configured to delete all data on the device and/or issue an alert to the network if a number of incorrect passwords are entered. This is a very advantageous feature, however specific configuration of the number of attempts and resultant action must be considered against the state of the device after an unsuccessful attempt action is triggered. A full device wipe will typically leave the device in a fully or partially non-functional state which could introduce risk if part of the intended use is time critical phone calls. Where possible, full device wipe associated with unsuccessful attempts at the device level password should be configured but the number of invalid attempts may exceed the CJIS Security Policy at the device level if all CJI on the device is protected by an additional layer of encryption protected by a subsequent secure application authentication method that is technically prevented (via complexity rules or entry rules) from being the same as the device level authentication and the secure application is configured in accordance with the policy and also contains a secure data wipe capability after a specified number of incorrect authentication attempts.

System use Notification (CJIS Policy reference 5.5.4)

Agency policy should include specific mandatory language consistent with the CJIS Security Policy to identify the device restrictions and consent. However, due to screen size limits, some mobile devices may not be technically capable of displaying the full text used with traditional operating systems. To achieve compliance agencies should contact their legal department for appropriate wording of a short version of the system use notification that can be set to display within the constraints of the device lock screen. This may be accomplished through embedding the text into an image displayed on the lock screen or some other external device labeling method if the device does not permit sufficient text to be displayed.

In a BYOD environment or mixed (agency owned and BYOD), it may be necessary to develop or deploy custom applications that can achieve compliance with the system use notification upon access and prior to any CJI access being allowed.

Session Lock (CJIS Policy reference 5.5.5)

Due to the portable nature of mobile devices the session lock limit in the general CJIS Security Policy may be excessive in the mobile environment for certain device functions and insufficient for other functions based on intended device usage. Agencies should examine the minimum lock time practical for all mobile devices based on their employment scenario and ease for which a user can manually lock the device. The actual session lock times should be adjusted as appropriate to the device type, device operational location, and the data accessible on the device when unlocked. Pocket size devices are at greatest risk if screen lock times are insufficient, however, for devices used in emergency response or communication, extended lock times at the basic device level may be considered if CJI is subsequently protected by an application or web interface utilizing more stringent secure locking functions. A well designed solution may include multiple session lock settings at the device and individual application levels to ensure the CJIS Security Policy requirements are met for CJI access, while other device functions are accessible under different session lock configurations.

Device WiFi Policy

Specific WiFi configuration policy should be developed based on the intended use environment and data access requirements for the device. The policy should explicitly cover configuration of device connections. Technical methods specific to the mobile technologies may need to be implemented to ensure all mobile devices are compliant with CJIS Security Policy. Current CJIS Security Policy provides detailed configuration requirements for WiFi connections, however it was originally intended for defining requirements for fixed infrastructure WiFi (802.11) supporting wireless within a facility. The security requirements identified for fixed infrastructure installations are applicable to mobile usage, however there are several mobile specific scenarios where the requirements may not be clear. The following sections identify areas not specifically covered in the existing policy that will require special handling to ensure wireless connections are compliant.

Hotspot capability

Many mobile devices now include the capability to activate an internal WiFi hotspot that allows other devices to connect through the hosting device to the internet over the devices cellular radio. While this is a potentially valuable capability when multiple law enforcement devices may need localized internet or network access, mobile hotspots should be configured as consistent with the CJIS Security Policy on wireless access points. Connections must only be accepted from known and approved devices in order to protect the integrity of the hosting device as well as the communications security of other connected devices. Since most mobile hotspots are not technically capable of providing the device authentication required for infrastructure wireless, use of mobile hotspot capability should assume the overall portable WiFi network itself is not secure and CJI should not be transmitted or exposed on the network without appropriate encryption.

Connection to public hotspots

There are significant risks to connecting to public wireless access points. Rogue access points masquerading as legitimate public access points may allow for man-in-the-middle, eavesdropping, and session hijacking attacks. While not specifically prohibited in the current CJIS Security Policy, it is recommended that connection to public internet access points be technically restricted by device configuration or MDM systems if possible. CJI access mechanisms from mobile devices should include robust authentication methods specifically designed to prevent interception or hijacking of CJI or user information through the use of a rogue access point masquerading as a legitimate public wireless access point. Transmission encryption alone may not provide sufficient protections when device connections originate at public hotspots. Since the public hotspot controls access to all network services at the connection point (e.g. Domain Name System) attacks against the transmission path are possible that would not normally be feasible in a fixed environment where communications exist between two secured network enclaves.

Cellular Service abroad

If mobile devices are used outside of the United States, especially if connected to foreign cellular networks, specific handling procedures may need to be developed for the use of the device while abroad and the assessment or configuration check of the device state once the devices are returned to the United States. Certain device internal functions on cellular devices may be modified or compromised by the cellular carrier as the devices are intended to have certain parameters configured by the cellular service provider which is considered a ‘trusted’ entity by the device.

Cellular carriers within the United States are constrained by United States laws regarding acceptable modifications to devices. Similar legal constraints cannot be assumed to exist in some areas of the world where laws and regulations for data and personal privacy may allow cellular carriers significantly more leeway in changes made to devices on their networks.

Security plans involving cellular connected devices that will be connected to foreign cellular networks should include technical and policy controls to ensure device use while abroad, data resident on the device while abroad, and the software integrity of the device once returned to the United States are all appropriate to the specific device and threat levels associated with the expected foreign travel. This should explicitly include considerations for devices in which an internal subscriber identity module (SIM) card is inserted into the device to obtain Global System for Mobile (GSM) cellular connections abroad to ensure any residual data on the SIM card is properly purged. Additionally, incident handling procedures may need to specify more stringent responses to even momentary loss of device control, and it may not be possible to assume tracking, anti-theft, and remote data wipe functions that work in the United States would be functional in all potentially visited geographic and political regions.

Bluetooth

Mobile devices utilizing Bluetooth should be evaluated for their ability to comply with the CJIS Security Policy Bluetooth requirements prior to acquisition. This includes the data device itself and any authorized Bluetooth accessories which will be associated to the device. While the technical security in current versions of Bluetooth is significantly stronger than legacy versions, mis-configuration of devices can still pose a significant threat in the mobile environment. If not specifically utilized for a required purpose, it would likely be most cost effective to disable or restrict the device Bluetooth radio utilizing device configurations or an MDM product. Additionally, the using agency may need to develop technically extensive training or user awareness programs to ensure use of Bluetooth capability does not render the device out of compliance if device users have the ability to make Bluetooth associations to the device. Specific instructions or guidance for specific devices could be developed to ensure all implementations are compliant.

Voice/Voice over IP (VoIP)

Cellular voice transmissions are distinctly different at the technical level than Voice over IP (VoIP) transmissions using voice/video applications (e.g. FaceTime, Skype). The use of VoIP is not specifically granted the exemption identified in CJIS Security Policy Section 5.5.7.3.2. Agencies wishing to use capability of this type should ensure the specific technical implementation complies with the Policy on authentication and data encryption.

Chat/Text

Device integrated chat/texting applications and many common third party chat applications authenticate and are identified using embedded passwords or the device identifier only. These functions should not be considered secure or appropriate for transmission of CJI data. Texting functions that utilize a cellular service providers Short Message Service (SMS) or Multimedia Messaging Services (MMS) functions do not constitute a secure transmission medium. Third party applications utilizing appropriate encryption and authentication methods independent of the device password/PIN may provide a compliant solution where the device integrated utilities are will not provide a compliant solution.

Administrative Access

Local administrative access to the mobile device, regardless of device category should be restricted by some mechanism. For traditional operating systems, configuration of a separate administrative account other than that used for normal logins to the device is an acceptable method to ensure appropriate access permissions to the mobile user for which they are authorized. However for limited functionality mobile operating systems (e.g. Android, Apple iOS) internal permissions and accounts assume a single authorized device user with explicitly defined permissions. Those permissions may be modified through policy applied to the device, but are typically global to the device itself. As a result, to ensure appropriate separation of access permissions, it may be required to ensure specific applications or software on the device are configured with individual authentication methods to separate application data from 'general user' access. Without additional authentication at the application level, access to specific application data would be available to any user with the ability to unlock the device. This may be appropriate in some scenarios with a high degree of assurance that the device can only be accessed by a single user, but sufficiently stringent device passwords and short screen lock times may prove problematic for practical use of some device functions. An alternate method to ensure strict separation of 'routine' device functions which may be accessed by multiple individuals (e.g. phone function if loaned to someone for a critical call) is to ensure any method used to access or store CJI has a separate and more stringent authentication method configured with rules that make it impossible to use the same authentication credential (e.g. PIN/Password) on both the device authentication and the application or function with access to CJI.

Rooting/Jailbreaking

'Rooting' (Android OS) or 'Jailbreaking (Apple iOS) refer to intentional modifications to the mobile device operating system in order to grant the device user or an installed application elevated control that would not normally exist on the device. The security model internal to the various mobile device architectures vary significantly, however the common effect of rooting or jailbreaking the devices is to bypass many or all of the built in security features. The security feature bypass may be universal to all device features and installed applications once completed. Intentionally rooting or jailbreaking mobile devices should be avoided in any scenario as it potentially defeats all built-in data access and segregation controls on the device. Additionally the rooting or jailbreaking process itself has a heightened risk of introducing malicious code as part of the process, and also substantially increases the risk for malware to infect the device through user action. Extreme caution should be used if software is being installed that requires the devices to be rooted or jailbroken for the software or application to function. This is inclusive of purported security software that requires a rooted or jailbroken device to function. For example, on both the Android and Apple iOS platforms, the built-in security features for data access and memory segmentation prevent the effective operation of 'traditional' anti-virus and intrusion detection/prevention software. Software or applications purporting to perform these functions but requiring rooting or jailbreaking of the device and may actually accomplish the anti-virus or IDS/IPS function but are also likely to significantly increase the overall risk associated to the device by effectively disabling most or all of the integrated security features. A careful risk-based assessment should be conducted by a trained security professional prior to allowing the operation of any rooted or jailbroken mobile devices regardless of intended use. Significant compensating controls would be required to return a rooted or jailbroken device to minimal compliance with most of the CJIS Security Policy and would likely not be a cost effective approach.

NOTE: There is a distinction between rooting a 'stock' Android installation vice the installation of a separately supported secure operating system. There are secure versions of Android available or that can be developed based on the open source Android source code and compiled for installation on a particular hardware device. Installation of a secure, supported mobile operating system that replaces the device original operating system may significantly enhance the security of the device and should not be confused with 'rooting' and Android installation. Due to the close integration of operating system security with hardware elements, and the proprietary nature of Apple source code, there are not currently separate 'secure' versions of the Apple iOS and it is unlikely they will be developed.

Identity and Authentication

Due to the technical methods used for identity and authentication on many limited functionality mobile operating systems, achieving compliance to CJIS Security Policy may require layering of identification and authentication mechanisms. With the complexity and large number of potential identity and authentication solutions in the mobile environment emphasis must be placed on designing secure identity management and authentication architecture prior to the selection of individual devices or applications. Failure to consider a robust identity and authentication scheme as part of system design or acquisition will significantly increase the risk of subsequent noncompliance with CJIS Security Policy and potential added costs for a remedial solution. Many identity and authentication schemes used by existing commercial applications may make claims that appear to be consistent with CJIS Security Policy Advanced Authentication requirements, however, extreme care must be taken to ensure the actual technical implementation is compliant with policy.

Utilizing Unique device Identification

Some commercial applications and features integrated with some mobile operating systems permit the mobile device to be uniquely identified in a cryptographically robust manner. Any authentication schema that considers the possession of the mobile device as a factor in uniquely identifying and authenticating a CJIS authorized user must also include factors beyond than mere possession of the device. Larger form factor devices that cannot be carried on the person of the authorized user should not rely on possession of the device as an identifying factor, but may still include identifying capability within the device to provide assurance that the device itself is an authorized device. This should still be coupled with multi-factor advanced authentication to the device itself or the application hosting CJI. Coupling unique device authentication with robust advanced authentication of the user provides a high degree of confidence that both the specific device and the operator of the device are correctly identified. Utilizing device unique identification in order to authorize initial connections from the remote device back to the CJI hosting system or enclave provides additional protection to the CJI hosting system to reduce the attack surface of the hosting system and should be considered a good practice, but not in itself an authentication mechanism for the device user.

Certificate Use

One method for uniquely identifying mobile devices is to place part of a public key pair on the device in the form of a public key certificate. While there is value to ensuring the device itself can authenticate to a system supplying CJI, and may provide a critical layer of identification or authentication in a larger scheme, a certificate alone placed on the device should not be considered valid proof that the device is being operated by an authorized CJIS user, only that the device itself is authorized to host CJIS users. Additional user identification and authentication should be used to supplement any device certificate installed. Using a PIN or password separate from the device login to 'unlock' the certificate from cryptographic storage within a secure application will provide an additional layer of security and may increase the confidence level the device is being used by the intended user. However, use of public/private key pairs or pre-shared encryption keys can be utilized as part of an architecture to protect against certain session hijacking or man-in-the-middle attacks a mobile device may be susceptible to if connected to public internet connections.

Certificate Protections

Any certificates or cryptographic keys stored on any mobile device should include protections against the certificate or key being extracted from the device. Additionally certificates or other keys stored on mobile devices that grant the device special access or unique identification should be configured for remote wipe on demand or self-deletion based on a number of unsuccessful login or access attempts. Alternatively, methods may be used to revoke or invalidate the unique certificate or keys associated with a device.

Minimum Password/Pin (Reference CJIS Security Policy Section 5.6.2.1)

The minimum password protections identified in the CJIS Security Policy may not be appropriate for the device PIN/password due to immediate access requirement for some device functions (e.g. phone function) secured by the device PIN/password and the difficulty to enter a complex password under emergency conditions on a small screen. In cases where the risk of a complex password on the device itself is deemed significant, a layered authentication approach may be necessary where CJI or access to CJI is protected via one or more additional layers of access control beyond the device PIN/password. In cases where the CJI or access to the CJI is cryptographically segregated from applications accessible using the device level PIN/Password (e.g. secure application or secure browser vice the built-in browser) the authentication mechanism for the secure application or browser may satisfy the CJIS Security Policy requirements if fully compliant as a stand-alone application.

Configuration Management

Due to the potential for inconsistent network access or monitoring capability on mobile devices, methods used to monitor and manage the configuration of traditional full-featured operating systems may not function properly on limited function mobile operating systems. Configuration Management systems in the mobile environment may be designed in order to duplicate some of the functions typically performed by traditional anti-malware systems that will not function properly on some mobile operating systems.

Mobile Device Management (MDM)/Enterprise Mobility Management (EMM)

MDM and EMM systems and applications coupled with device specific technical policy can provide a robust method for device configuration management if properly implemented. MDM capabilities include the application of mandatory policy settings on the device, detection of

unauthorized configurations or software/applications, detection of rooting/jailbreaking of the device, and many other security policy related functions. In many cases, the most cost effective way to achieve CJIS Security Policy compliance on mobile devices is the selection of MDM or EMM applications and infrastructure appropriate to the mobile operating systems and intended access to CJI on the mobile devices. MDM/EMM functions may be applicable to most of the CJIS Security Policy requirements and allow for significant compensating controls in areas where traditional methods of CJIS Security Policy compliance are not technically feasible. Section 5.5.7.3.3 of the CJIS Security Policy specifies the minimum functions required for MDM. However, careful selection of the MDM product will potentially provide a cost effective method for additional areas of compliance in the access, auditing, incident response, authentication, media protection and system integrity sections of the CJIS Security Policy.

Device Backups/Images

Device images and backups provide protection against data loss, but also provide a method to quickly recover a device after damage or potential compromise. Due to an inherently limited ability to access the internal file structure of mobile devices, it can be difficult to easily identify a device compromise or illicit modification of the device. Some device imaging and assessment software may provide a secondary forensic capability, especially if there is intent for the device to be used outside the United States.

Bring Your Own device (BYOD) employment

BYOD environments pose significant challenges to the management of secure device configurations. In many cases it may be impossible to apply effective security that is acceptable to the device owner or it may require extremely costly compensating controls to allow access to CJI on personally owned devices. While allowed by the CJIS Security Policy, agencies are advised to conduct a detailed cost analysis of the ancillary costs of compliance with CJIS Security Policy on personally owned devices when they are approved for use. In some cases, a BYOD user may agree to abide by the same device configurations and limitations as imposed on an agency owned device, but signed user agreements should still be in place to ensure the agency has a legal right to recover or clear the device of all data prior to device disposal or employee termination. In other cases, robust secure applications may provide acceptable levels of compliance in a BYOD environment for limited CJI access but application design and architecture should assume the device itself is un-trusted. If MDM/EMM software capable of detecting rooting or jailbreaking of the device is not installed, any CJIS or data access occurring from the device is at a substantially higher risk of compromise.

Configurations and tests

Common configurations specific to all employed mobile devices should be developed to ensure compliance. Configuration tests should be developed and executed on all versions of mobile devices under all possible connectivity scenarios to ensure CJIS Security Policy compliance under all expected operating conditions. Since mobile devices can expect to operate in different physical and network environments, testing and validating correct security functions is more critical than on fixed computing platforms. Additionally, security functions that function properly on one version of a mobile operating system on a particular device may not function in the same manner even on the same version on a different device or a different version on the same device.

Media Protection

Some mobile device hardware platforms include the ability to add removable storage in the form of memory cards. This function is primarily related to Android and Windows mobile platforms and is intentionally limited on Apple devices, but may be possible through certain application functions. While the Android platform performs robust cryptographic separation of data stores between applications within the 'internal' storage of the device, the Android OS does not provide secure separation of data stores on 'external' storage. Some Android hardware devices include additional storage hardwired inside the device that is classified by the operating system as external storage and the normal separation between applications accessing that storage is not applied. Each potential device considered for acquisition must be assessed regarding specific 'external' media protection requirements which may actually include built-in media or storage.

Protection of device connected media

As a result of the limited protection and encryption capabilities applied to device removable media and SIM cards for cellular provisioning that include onboard data storage, all externally removable media or memory should be handled consistently with the CJIS Security Policy on media protection.

Encryption for device media

While most mobile operating systems have the capability to encrypt internal storage, it may require specific device settings to be enabled. All mobile device storage should meet the encryption requirements identified for media in the CJIS Security Policy. Specific settings may need to be applied to ensure proper encryption is actually employed. Additionally, the device built-in encryption capability is typically tied to the device PIN or password. Depending on the device PIN or password requirements the integrated encryption may be easily bypassed by password guessing and appropriate consideration should be made to ensure additional encryption protected by advanced authentication methods be applied to all CJI.

Physical Protection

Due to small form factors and the fact that mobile devices are often stored in lower security areas and vehicles, physical protection of the devices must be considered in both policy and training. Physical protections will often be the responsibility of the assigned device user and physical protections typically inherited by individual information systems from a secure facility will not be available to mobile devices which will require compensating controls to achieve compliance.

Device Tracking/Recovery

MDM software as well as some integrated mobile operating system functions may allow tracking of stolen or lost devices via 'always-on' cellular data connections and the devices built-in GPS. Device tracking with WiFi only or 'on-demand' cellular access may not be reliable. Enabling device tracking capabilities, while not a replacement for secure storage, could be a compensating control used to substantially reduce overall device risk in some scenarios. Device tracking is not currently required in the CJIS Security Policy but should be applied to agency owned devices where possible as a risk mitigation factor. Enabling of device tracking on personally owned devices in a BYOD environment may raise employee privacy concerns and should be considered only for critical systems with the full knowledge of the employee and concurrence of the legal department. This is an enhanced risk that must be accepted for BYOD employments and should be considered

when allowing BYOD employment. Device tracking is available for both limited function mobile operating systems as well as traditional operating systems installed on laptop devices.

Access to device tracking software or applications within the organization should be controlled with limits and formal processes required to initiate a tracking action. It is advisable to include appropriate clauses in user agreements under what conditions and controls the organization applies to device tracking.

Devices utilizing unique device identification/certificates

Devices utilizing unique device identification or have installed certificates may require additional physical protection and/or additional incident handling steps in case of device loss in order to ensure the device unique identifier or certificate is immediately revoked or disabled. Additional physical protection rules or policy would be appropriate for any device which contains access mechanisms tied to the device.

System Integrity (CJIS Policy Section 5.10)

Managing system integrity on limited function mobile operating systems may require methods and technologies significantly different from traditional full-feature operating systems. In many cases the requirements of Section 5.10 of the CJIS Security Policy cannot be met with a mobile device without the installation of a third party MDM or EMM application and supporting server infrastructure.

Patching/Updates

MDM software may provide compliance to the Section 5.10.4.1 patch management requirements for particular platforms and software versions. However, devices without 'always-on' cellular connections may not be reachable for extended periods of time by the MDM or EMM solution either to report status or initiate patching. Supplementary or manual device accountability methods may need to be implemented to account for devices without persistent connections to ensure their patch and update state is current. Alternatively, some patches or system updates may not be practical over cellular connections and will require connection of devices to a WiFi network. Compliance with CJIS Security Policy requirements through purely technical means may not be practical and considerations should be made for aggressive management of devices through training and mandatory periodic connection of devices to organizationally managed WiFi networks.

TECHNOLOGY NOTE: Apple and Android based devices have different potential issues regarding device operating system updates. Apple maintains support for updating the operating system on Apple hardware for several device generations (typically 3-5 years) and provides a robust mechanism for system updates. However, updates to Android based systems are driven by the individual device manufacturer which may or may not support regular updates to current Android operating system versions. Additionally, different Android device vendors may offer updates/upgrades to the Android operating system on different schedules, which can complicate environments utilizing Android devices from multiple manufacturers.

Malicious code protection/Restriction of installed applications and application permissions

MDM or EMM software will typically allow restrictions on installed applications. One of the few effective attack vectors to compromise mobile operating systems is to manipulate the device user to install a malicious application. Even though the application may be restricted from accessing

other application data, it may have some access to common data stores on the device and access to device functions (e.g. GPS, microphone, and camera) that are undesirable. Unrestricted installation of applications by the device user could pose a significant risk to the device.

Malicious code protection using traditional virus scanning software is technically infeasible on most limited function mobile operating systems that are not rooted or jailbroken. The integrated data and program separations prevent any third party installed program from accessing or 'scanning' within another application data container. Even if feasible, power and storage limitations would be prohibitive in the effect on device battery life and storage capacity on most mobile devices. However, the cryptographic separation between applications and effective application virtualization technologies built into common mobile operating systems partially compensate for the lack of traditional virus scanning technologies. Appropriately configured MDM software is capable of checking the installed applications on the device and reporting the software inventory to a central management console in a matter analogous to traditional virus scan detection of unauthorized software. This behavior is analogous to the software inventory performed by anti-virus products and can provide a high degree of confidence that only known software or applications are installed on the device. While it is theoretically possible to bypass the application sandboxing and data segregation protections to compromise a mobile device through the web browser, the attack methods required are significantly more advanced than those required for a traditional full-featured operating system. Malicious code protections on the device web browser can be enforced through the use of a properly protected web proxy which the device is configured to use as a mandatory device policy. The most common method of malicious code installation is enticing the user to manually install the malicious app which can be mitigated on organizational devices using an MDM or other application installation restrictions which prevent the user from installing unauthorized or unknown applications. Mitigation of this issue within BYOD environments may not be possible and will present a significantly enhanced risk to the device.

TECHNOLOGY NOTE: In the particular area of application installation there is a significant difference between the behavior of Apple iOS and Android platforms. Apple cryptographically restricts the way applications will execute on the device and assigns mandatory application permissions when the application code is signed prior to release on the Apple App Store for distribution. Apps on the Apple platform must conform to Apple's policy on app behavior and cannot exceed their design permissions on access to common device functions once the app has been signed and distributed. However, the Apple method does not typically advertise the precise internal permissions granted to the app to the user prior to installation. At runtime, the app is required to request user permission to access certain device functions, and the user may agree or not agree, which may introduce risk if they are unaware of what they are agreeing to allow. Unsigned or un-trusted apps are cryptographically prevented from executing on non-jailbroken iOS devices. Apple provides a mechanism for organizations to distribute custom apps within an organization with equivalent protections but all receiving devices must have a special certificate installed that will only allow official App Store and the organization custom apps to execute.

Conversely, the Android platform, while also requiring app code signing, allows for self-signed code which can be distributed be means other than an official app store and execute on any Android device. Application permissions are presented to the user once at app installation but ramifications of agreement to certain app permissions may not be obvious to a non-technical user. Permissions in the Android model require user acceptance of all app requested permissions or the app is denied

installation, which can result in unwise user acceptance of excessive permissions in order to gain functionality provided by the app.

On either platform user installation of applications can significantly change the security state of the device. Applications may be able to transmit and receive data or share device common data with other devices over the network or local WiFi or Bluetooth connection. On either platform it is highly desirable to limit allowable applications to a pre-approved pool of apps via MDM or organizational App store structures and device policy. However, the risks associated with uncontrolled app installation is several orders of magnitude greater on Android based devices.

WARNING: Rooted or jailbroken devices are modified in such a manner that the built in protections against malicious code are effectively disabled. A rooted or jailbroken device would require significant and costly compensating controls to achieve compliance.

Firewall/IDS capability

Traditional device or "personal' firewalls as identified in CJIS Security Policy Section 5.10.4.4 may not be practical on limited function mobile device operating systems but significant compensating controls are available. By default, mobile device operating systems have a limited number of system services installed and carefully controlled network access. To a certain extent the mobile operating system performs similar effective functions as a personal firewall would perform on a general purpose operating system. Potential compensating controls for the five (5) personal firewall requirements specified in Section 5.10.4.4 are listed below:

1. Manage Program Access to the Internet: On agency controlled devices with an MDM, limiting the apps installed on the device will effectively perform the same function. Since no software or apps can be installed without MDM approval a robust approval process can effectively ensure internet access is only granted to approved apps. Built-in apps and functions can also be limited on network access by the MDM.
2. Block unsolicited requests to connect to the user device: Default configurations for mobile operating system platforms typically block incoming requests. It is possible to install an app that may 'listen' on the network and accept connections, but the same compensating control identified in item 1 will mitigate the likelihood of that occurring.
3. Filter incoming traffic by IP address or protocol: Protocol filtering effectively occurs due to the limited function of the operating sys long as no installed application opens network access ports. The mitigations in 1 effectively compensate for this control as well.
4. Filter incoming traffic by destination ports: Same as 3.
5. Maintain an IP traffic log: This may not be technically feasible on most mobile operating system platforms as maintaining this log would require access to lower level operating system functions that are not accessible unless the device is rooted or jailbroken. However, individual Apps that communicate over the network or accept connections from the network may permit logs of IP traffic associated to that application to be stored.

Spam Protection

Spam guards installed on corporate or organizational email systems may effectively accomplish the spam protection requirements for the CJIS Security Policy on mobile devices if properly configured to block spam before delivery to the device. If no upstream spam guard is installed on the mail server the mobile devices accesses, the device may not have adequate spam protection. Additionally access to internet based email (web mail) would need to be restricted to web mail with appropriate spam and/or antivirus protections to ensure compliance.

Periodic system integrity checks

One method to compensate for the technical infeasibility of traditional anti-virus and malicious code protection is to install an MDM that performs periodic system integrity checks that validate device configuration and status against an approved baseline. Deviations may provide indicators of potential device compromise or mis-configuration.

G.5 Administrator Accounts for Least Privilege and Separation of Duties

Administrator Accounts for Least Privilege and Separation of Duties

PURPOSE:

This appendix is provided to describe industry best security practices for assigning separate administrator accounts to support the concept of Least Privilege.

ATTRIBUTION:

- SANS, "The Critical Security Controls for Effective Cyber Defense", version 5.0
- NIST SP 800-53, "Security and Privacy Controls for Federal Information Systems and Organizations", Revision 4 dated April 2013
- NIST SP 800-12, "An Introduction to Computer Security: The NIST Handbook" dated October 1995
- CNSSI-4009, "National Information Assurance (IA) Glossary", dated April 2010

DEFINITIONS:

Least Privilege – The principle that security architecture be designed to grant individual users and processes only the minimum accesses to system resources and authorizations required to perform their official duties or function.

Separation of Duties – The security principle requiring the division of roles and responsibilities so that a single individual cannot subvert a critical process or function.

SUMMARY:

The implementation of least privilege is accomplished by assigning user or process access to system resources based on operational or business needs. Thus, access is granted to only those resources required to perform assigned duties. For individuals who have multiple roles within the organization requiring varying levels privileges, this assignment of access can be challenging. Often times the agency will assign a single userid to the individual and elevate the privileges for that account based on the different roles. While it may seem logical to allow the user access to all

required resources using a single account, security vulnerabilities can be introduced into the system.

Associated with least privilege is separation of duties. This concept aids in maintaining the integrity of the system by preventing the abuse of elevated privileges for making unauthorized changes to the system. This objective essentially requires different individuals to perform separate functions with relation to (primarily) administrative duties. For instance, those with the ability to create and assign user access to system should not be able to access the audit logs that contain the evidence of the account actions.

USER ACCESS AND ACCOUNT MANAGEMENT:

Several factors influence the manner in which an agency implements and manages user access. Many times, the size of the agency and the technical expertise of the IT staff employed by the agency become primary drivers. Larger agencies with a broad base of technically savvy personnel normally have the ability to dedicate resources specifically to the administration and management of user access. This could translate to the use of multiple accounts for a single user performing duties requiring varying levels of access.

Smaller agencies with few or no technically experienced personnel will often assign single user accounts with the highest level of access required by users. Other smaller agencies may go as far as assigning every user an account with elevated privileges so there are no delays or problems requiring intervention by already overburdened system administrators. It is not uncommon for a smaller agency to outsource system administration duties.

Regardless of the size or resources of an organization, each agency should base the process for assigning access to system resources based on their operational requirements and a thorough risk assessment. To mitigate risk for accessing system resources, industry best security practices prescribe those individuals performing duties requiring elevated privileges be assigned a separate userid to be used in the performance of those duties. This account would be separate from a standard user account.

Why are some agencies unwilling to implement controls for least privilege? One common reason/perception is administrative overhead. There is a time factor for a system administrator to create user accounts and configure those accounts correctly based on the user's role. In larger agencies with many employees, this could add up to a significant impact on the system administrator(s) especially if there is a high level of turnover. Resources in some agencies may allow for a single system administrator dedicated strictly for account management. On the other end of the spectrum, in agencies with fewer employees, the impact may be more burdensome. While there are fewer user accounts to manage, a full-time system administrator for account

management may not be feasible. Those duties then become shared between a few people or added to the duties of a lone person.

Another reason may be the burden on system administrators to remember multiple userids and passwords. This could result in the user using the same password for each account or the user writing down the credentials for ease of remembrance. Additionally, an administrator could get the credentials mixed up between accounts causing an account lockout. This could then require system administrator intervention to reset or unlock the account.

Some agencies may feel that creating additional accounts reduces system resources. Depending on the size of the agency, this could be a concern. In most cases, the number of individuals that would require a secondary account would be minimal. The impact could be limited to a slight increase in disk space usage on the systems accessed by the system administrators with the separate accounts and perhaps the server housing the account information.

THREATS:

A primary goal of attackers is to gain administrative or root privileges on a network or system. Therefore, protection of credentials with that level of access is a key to preventing unauthorized access. Attackers may use many methods in attempts to gain unauthorized, privileged access to computer or network systems. There are two common techniques that take advantage of improperly managed administrative privileges.

Phishing Attacks

In this first method, consider a small organization with limited system administrative resources. Each user is assigned an account with elevated privileges that allows them to perform a myriad of duties including gaining access to critical system security resources. Because this is the only account the user has, normal non-administrative duties are also performed with administrative rights. While checking their email, the user is fooled into reading a message and opening a malicious attachment. Because the user's account has elevated privileges, malware is now installed on the system with elevated privileges. The malware could now allow the attacker to take over the system and install other malicious software such as key loggers, sniffers, or remote control applications. Other key system resources such as firewalls, routers, switches, or intrusion detection systems are now also compromised.

Password Brute Force Guessing / Cracking

The second method may not be as easy as the first and involves the guessing or cracking of passwords on the part of the attacker. Based on human nature, we tend to develop passwords that

are easy to remember and most likely contain some kind of information that is pertinent to us. Some passwords could be easily guessed with a minimal amount of social engineering or fact finding. Consider again an agency that assigns users a single account to perform all duties including those requiring elevated privileges. A user has created a password that, while meeting the requirements of the CJIS Security Policy, is comprised of easily guessed information about the user. An attacker has previously determined the userid and is now able to begin guessing the password. Upon success, the attacker will have unauthorized access to critical system resources.

MITIGATION:

The first step to implementing least privilege is to create separate user accounts for those individuals that require elevated privileges for their duties. These duties could include system or security administration, reviewing audit logs, backup administration, or configuring network devices (e.g. firewalls, routers). The passwords associated with these accounts should have a higher level of complexity than an account without elevated privileges. By disassociating the access levels required for system administration functions from an individual's "everyday use account", should a password be compromised, access would be limited to that of a user with non-elevated privileges.

Second is to implement procedures to ensure accounts with elevated privileges are used only for those duties requiring the higher level of access. This would mean disabling or blocking access to email, web browsers, and other external facing connections. While technical processes are the preferred method of preventing the misuse of accounts with elevated privileges, written policies can be used in situations where technology does not support that type of account management.

Several governance organizations recognize the importance of the security value of Least Privilege. The Payment Card Industry (PCI) includes requirements in their Data Security Standards (DSS). The National Institute of Standards and Technology (NIST) addresses the concept of Least Privilege in its Special Publication (SP) 800-53 rev. 4. While not considered a governance organization, the System Administration, Networking, and Security (SANS) Institute publishes a list of the top 20 security controls which includes "Controlled Use of Administrator Privileges" at number 12. Although the actual security controls or required implementation may slightly differ, the concept is consistent across the groups. The actual controls from NIST and SANS are included here in this appendix.

NIST CONSIDERATIONS FOR LEAST PRIVILEGE:

NIST Special Publication 800-53 rev. 4 includes controls required for all systems under the Federal Information Security Management Act. The publication specifies the guidance for Least Privilege in the control catalog under the Access Control (AC) family and specifically as AC-6. While the NIST requirements are not enforceable under the CJIS Security Policy, they were the genesis of

the Policy and do provide a sound security baseline that can be leveraged by the criminal and noncriminal justice community. AC-6 is a key control having several enhancements which, when implemented, bolster the overall security of the information system by reducing the risk of compromise through the misuse or misconfiguration of access to system resources.

AC-6 Least Privilege

Control: The organization employs the principle of least privilege, allowing only authorized accesses for users (or processes acting on behalf of users) which are necessary to accomplish assigned tasks in accordance with organizational missions and business functions.

Supplemental Guidance: Organizations employ least privilege for specific duties and information systems. The principle of least privilege is also applied to information system processes, ensuring that the processes operate at privilege levels no higher than necessary to accomplish required organizational missions/business functions. Organizations consider the creation of additional processes, roles, and information system accounts as necessary, to achieve least privilege. Organizations also apply least privilege to the development, implementation, and operation of organizational information systems. Related controls: AC-2, AC-3, AC-5, CM-6, CM-7, PL-2.

Control Enhancements:

(1) *LEAST PRIVILEGE | AUTHORIZE ACCESS TO SECURITY FUNCTIONS*

The organization explicitly authorizes access to [*Assignment: organization-defined security functions (deployed in hardware, software, and firmware) and security-relevant information*].

Supplemental Guidance: Security functions include, for example, establishing system accounts, configuring access authorizations (i.e., permissions, privileges), setting events to be audited, and setting intrusion detection parameters. Security-relevant information includes, for example, filtering rules for routers/firewalls, cryptographic key management information, configuration parameters for security services, and access control lists. Explicitly authorized personnel include, for example, security administrators, system and network administrators, system security officers, system maintenance personnel, system programmers, and other privileged users. Related controls: AC-17, AC-18, AC-19.

Control Enhancements:

(2) *LEAST PRIVILEGE | NON-PRIVILEGED ACCESS FOR NONSECURITY FUNCTIONS*

The organization requires that users of information system accounts, or roles, with access to [*Assignment: organization-defined security functions or security-relevant information*], use non-privileged accounts or roles, when accessing nonsecurity functions.

Supplemental Guidance: This control enhancement limits exposure when operating from within privileged accounts or roles. The inclusion of roles addresses situations where organizations implement access control policies such as role-based access control and where a change of role provides the same degree of assurance in the change of access authorizations for both the user and all processes acting on behalf of the user as would be provided by a change between a privileged and non-privileged account. Related control: PL-4.

(3) *LEAST PRIVILEGE | NETWORK ACCESS TO PRIVILEGED COMMANDS*

The organization authorizes network access to [*Assignment: organization-defined privileged commands*] only for [*Assignment: organization-defined compelling operational needs*] and documents the rationale for such access in the security plan for the information system.

Supplemental Guidance: Network access is any access across a network connection in lieu of local access (i.e., user being physically present at the device). Related control: AC-17.

(4) *LEAST PRIVILEGE | SEPARATE PROCESSING DOMAINS*

The information system provides separate processing domains to enable finer-grained allocation of user privileges.

Supplemental Guidance: Providing separate processing domains for finer-grained allocation of user privileges includes, for example: (i) using virtualization techniques to allow additional privileges within a virtual machine while restricting privileges to other virtual machines or to the underlying actual machine; (ii) employing hardware and/or software domain separation mechanisms; and (iii) implementing separate physical domains. Related controls: AC-4, SC-3, SC-30, SC-32.

(5) *LEAST PRIVILEGE | PRIVILEGED ACCOUNTS*

The organization restricts privileged accounts on the information system to [*Assignment: organization-defined personnel or roles*].

Supplemental Guidance: Privileged accounts, including super user accounts, are typically described as system administrator for various types of commercial off-the-shelf operating systems. Restricting privileged accounts to specific personnel or roles prevents day-to-day users from having access to privileged information/functions. Organizations may differentiate in the application of this control enhancement between allowed privileges for local accounts and for domain accounts provided organizations retain the ability to control information system configurations for key security parameters and as otherwise necessary to sufficiently mitigate risk. Related control: CM-6.

(6) *LEAST PRIVILEGE | PRIVILEGED ACCESS BY NON-ORGANIZATIONAL USERS*

The organization prohibits privileged access to the information system by non-organizational users.

Supplemental Guidance: Related control: IA-8.

(7) *LEAST PRIVILEGE | REVIEW OF USER PRIVILEGES*

The organization:

(a) Reviews [*Assignment: organization-defined frequency*] the privileges assigned to [*Assignment: organization-defined roles or classes of users*] to validate the need for such privileges; and

(b) Reassigns or removes privileges, if necessary, to correctly reflect organizational mission/business needs.

Supplemental Guidance: The need for certain assigned user privileges may change over time reflecting changes in organizational missions/business function, environments of operation, technologies, or threat. Periodic review of assigned user privileges is necessary to determine if the rationale for assigning such privileges remains valid. If the need cannot be revalidated, organizations take appropriate corrective actions. Related control: CA-7.

(8) *LEAST PRIVILEGE | PRIVILEGE LEVELS FOR CODE EXECUTION*

The information system prevents [*Assignment: organization-defined software*] from executing at higher privilege levels than users executing the software.

Supplemental Guidance: In certain situations, software applications/programs need to execute with elevated privileges to perform required functions. However, if the privileges required for execution are at a higher level than the privileges assigned to organizational users invoking such

applications/programs, those users are indirectly provided with greater privileges than assigned by organizations.

(9) *LEAST PRIVILEGE | AUDITING USE OF PRIVILEGED FUNCTIONS*

The information system audits the execution of privileged functions.

Supplemental Guidance: Misuse of privileged functions, either intentionally or unintentionally by authorized users, or by unauthorized external entities that have compromised information system accounts, is a serious and ongoing concern and can have significant adverse impacts on organizations. Auditing the use of privileged functions is one way to detect such misuse, and in doing so, help mitigate the risk from insider threats and the advanced persistent threat (APT). Related control: AU-2.

(10) *LEAST PRIVILEGE | PROHIBIT NON-PRIVILEGED USERS FROM EXECUTING PRIVILEGED FUNCTIONS*

The information system prevents non-privileged users from executing privileged functions to include disabling, circumventing, or altering implemented security safeguards/countermeasures.

Supplemental Guidance: Privileged functions include, for example, establishing information system accounts, performing system integrity checks, or administering cryptographic key management activities. Non-privileged users are individuals that do not possess appropriate authorizations. Circumventing intrusion detection and prevention mechanisms or malicious code protection mechanisms are examples of privileged functions that require protection from non-privileged users.

References: None.

Priority and Baseline Allocation:

P1	**LOW** Not Selected	**MOD** AC-6 (1) (2) (5) (9) (10)	**HIGH** AC-6 (1) (2) (3) (5) (9) (10)

SYSTEM ADMINISTRATION, NETWORKING, AND SECURITY (SANS) CONSIDERATION FOR LEAST PRIVILEGE:

There are many negative factors that affect our cyber lives: massive data loss, intellectual property theft, credit card breaches, and identity theft just to name a few. Cyber defense is rapidly evolving to address the plethora of challenges we face. Defenders have access to a wide array of resources to combat those wishing to do harm. Ranging from the collection of vast amounts of intelligence data to security standards to training and certifications, security practitioners are well armed.

But can information overload actually worsen the problem? Organizations must decide, hopefully based on risk analysis, how to wade through all available resources and select those best suited to their own operating environment. The threats continue to evolve, the attackers become smarter, and user access more mobile. The cloud beckons and can provide reduced cost and infrastructure at a price of less control and accountability for vital information.

The SANS Institute publishes the "20 Critical Security Controls for Effective Cyber Defense". This list of controls is the combined result of work by an international community to create, adopt, and support the controls. The components of the community provide insight, tools, information, and solutions into threats and adversaries. This list includes the control titled "Controlled Use of Administrative Privileges". SANS describes this control as: *The process and tools used to track/control/prevent/correct the use, assignment, and configuration of administrative privileges on computers, networks, and applications.*

Critical Security Control (CSC) 12: Controlled Use of Administrative Privileges

The processes and tools used to track/control/prevent/correct the use, assignment, and configuration of administrative privileges on computers, networks, and applications.

ID #	Description	Category
CSC 12---1	Minimize administrative privileges and only use administrative accounts when they are required. Implement focused auditing on the use of administrative privileged functions and monitor for anomalous behavior.	*Quick win (One of the "First Five")*
CSC 12---2	Use automated tools to inventory all administrative accounts and validate that each person with administrative privileges on desktops, laptops, and servers is authorized by a senior executive	*Quick win*
CSC 12---3	Configure all administrative passwords to be complex and contain letters, numbers, and special characters intermixed, and with no dictionary words present in the password. Pass phrases containing multiple dictionary words, along with special characters, are acceptable if they are of a reasonable length.	*Quick win*

CSC 12---4	Before deploying any new devices in a networked environment, change all default passwords for applications, operating systems, routers, firewalls, wireless access points, and other systems to have values consistent with administration---level accounts.	*Quick win*
CSC 12---5	Ensure that all service accounts have long and difficult--- to---guess passwords that are changed on a periodic basis, as is done for traditional user and administrative passwords.	*Quick win*
CSC 12---6	Passwords should be hashed or encrypted in storage. Passwords that are hashed should be salted and follow guidance provided in NIST SP 800---132 or similar guidance. Files containing these encrypted or hashed passwords required for systems to authenticate users should be readable only with super---user privileges.	*Quick win*
CSC 12---7	Utilize access control lists to ensure that administrative accounts are used only for system administration activities, and not for reading e---mail, composing documents, or surfing the Internet. Web browsers and e---mail clients especially must be configured to never run as administrator.	*Quick win*
CSC 12---8	Through policy and user awareness, require that administrators establish unique, different passwords for their administrative and non---administrative accounts. Each person requiring administrative access should be given his/her own separate account. Users should only use the Windows "administrator" or UNIX "root" accounts in emergency situations. Domain administration accounts should be used when required for system administration instead of local administrative accounts.	*Quick win*
CSC 12---9	Configure operating systems so that passwords cannot be re---used within a timeframe of six months.	*Quick win*
CSC 12---10	Configure systems to issue a log entry and alert when an account is added to or removed from a domain administrators' group, or when a new local administrator account is added on a system.	*Visibility/ Attribution*
CSC 12---11	Configure systems to issue a log entry and alert when unsuccessful login to an administrative account is attempted.	*Visibility/ Attribution*

CSC 12---12	Use multifactor authentication for all administrative access, including domain administrative access. Multi--- factor authentication can include a variety of techniques, to include the use of smart cards with certificates, One Time Password (OTP) tokens, and biometrics.	*Configuration/ Hygiene*
CSC 12---13 (NEW)	When using certificates to enable multi---factor certificate---based authentication, ensure that the private keys are protected using strong passwords or are stored in trusted, secure hardware tokens.	*Configuration/ Hygiene*
CSC 12---14	Block access to a machine (either remotely or locally) for administrator---level accounts. Instead, administrators should be required to access a system using a fully logged and non---administrative account. Then, once logged on to the machine without administrative privileges, the administrator should transition to administrative privileges using tools such as Sudo on Linux/UNIX, RunAs on Windows, and other similar facilities for other types of systems. Users would use their own administrative accounts and enter a password each time that is different than their user account.	*Configuration/ Hygiene*

Quick win: Implementation provides significant risk reduction without major financial, procedural, architectural, or technical changes to an environment, or that provide substantial and immediate risk reduction against very common attacks that most security-aware organizations prioritize these key controls.

Visibility / attribution: Measures to improve the process, architecture, and technical capabilities of organizations to monitor their networks and computer systems to detect attack attempts, locate points of entry, identify already-compromised machines, interrupt infiltrated attackers' activities, and gain information about the sources of an attack.

Configuration / hygiene: reduce the number and magnitude of security vulnerabilities and improve the operations of networked computer systems, with a focus on protecting against poor security practices by system administrators and end-users that could give an attacker an advantage.

SEPARATION OF DUTIES:

Separation of duties is another security control related to least privilege. Many of the same challenges faced by least privilege apply to this concept as well. Agency size and resources play a major in the implementation of separation of duties. As the name implies, some key functions should be separated between different individuals. The goal of this concept is to provide protection

against a single individual's ability to circumvent system security controls to gain unauthorized access or perform unauthorized actions without colluding with other individuals.

Simply put separation of duties entails distributing certain critical mission oriented functions or system administrative support functions amongst different individuals or roles. It also includes delineating information system support duties such as auditing, configuration control, or network security between different individuals.

As with least privilege, an agency's ability to implement separation of duties is typically based on financial and personnel resources. While a very large agency may have ready availability to those resources to ensure critical functions are spread across multiple individuals, a small agency probably does not have that luxury.

THREATS:

What effect can an individual with carte blanc access to all critical functions of a system have? Consider a single individual with the ability to install nefarious applications on a system (e.g. a keylogger). If this same individual also has the ability to edit any audit logs that would have recorded the actions of installing the software, those entries could be deleted and any evidence of the installation eliminated.

Perhaps a disgruntled system administrator wants to open a port on a firewall to allow a remote backdoor connection into the information system in order to siphon off criminal justice information. Because the perpetrator has access to the firewall and all logs, the port can be opened and the logs tampered with to eliminate records of the action.

As mentioned previously, the two concepts of least privilege and separation of duties are related. Additional threats are presented when a system administrator using a single account with unlimited elevated privileges across the information system uses that account to check email. In a successful phishing attack that compromises this account, the attacker now has unrestricted unauthorized access to all system resources and the ability to hide their tracks.

MITIGATION:

The primary method to avoid these situations is to configure system privileges and duties such that a single person is unable to effect questionable change to the system and then are able to erase any evidence of the change.

Technical configurations are most secure and sound enforceable policies compliment the technical solutions. When an information system does not support separating duties, strong policies help mitigate risk.

NIST CONSIDERATIONS FOR SEPARATION OF DUTIES:

NIST Special Publication 800-53 specifies the guidance for separation of duties in the control catalog under the Access Control (AC) family and specifically as AC-5. While the NIST requirements are not enforceable under the CJIS Security Policy, they were the genesis of the Policy and do provide a sound security baseline that can be leveraged by the criminal and noncriminal justice community. AC-5 is a relatively small control with no enhancements but it is significant in protecting the integrity of an information system.

AC-5 Separation of Duties

Control: The organization:

a. Separates [*Assignment: organization-defined duties of individuals*];

b. Documents separation of duties of individuals; and

c. Defines information system access authorizations to support separation of duties.

Supplemental Guidance: Separation of duties addresses the potential for abuse of authorized privileges and helps to reduce the risk of malevolent activity without collusion. Separation of duties includes, for example: (i) dividing mission functions and information system support functions among different individuals and/or roles; (ii) conducting information system support functions with different individuals (e.g., system management, programming, configuration management, quality assurance and testing, and network security); and (iii) ensuring security personnel administering access control functions do not also administer audit functions. Related controls: AC-3, AC-6, PE-3, PE-4, PS-2.

Control Enhancements: None.

References: None.

Priority and Baseline Allocation:

P1	LOW Not Selected	MOD AC-5	HIGH AC-5

G.6 Encryption

Encryption

Purpose:

This paper was created to provide assistance and guidance on encryption types, methods, and to provide general best practices in the implementation of encryption.

Attribution:

- FIPS 140 – 2, Security Requirements for Cryptographic Modules (May 2001)
- FIPS 197, Advanced Encryption Standard (Nov 2001)
- NIST SP 800-111, Guide to Storage Encryption Technologies for End User Devices
- CNSSP-15, National Information Assurance Policy on the Use of Public Standards for Secure Sharing of Information among Security Systems
- CJIS Security Policy

Definitions and Terms:

Encryption – A form of cryptology that applies a cryptographic operation to provide confidentiality of (sensitive) information.

Decryption – The inverse cryptographic operation used to convert encrypted information back into a plaintext (readable) format.

Asymmetric Encryption **–** A type of encryption that uses key pairs for encryption. One key is used to encrypt a message and another key to decrypt the message. Asymmetric encryption is also commonly known as public key encryption.

Symmetric Encryption **–** A type of encryption where the same key is used to encrypt and decrypt a message. Symmetric encryption is also known as secret key encryption**.**

Hybrid encryption – A type of encryption where both asymmetric encryption and symmetric encryption keys are used creating what is referred to as cipher suites. In a hybrid solution the asymmetric encryption keys are used for client/server certificate exchange to provide session integrity while the symmetric encryption keys are used for bulk data encryption to provide data confidentiality**.**

Authorized User/Personnel - An individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI.

Summary:

CJIS Security Policy encryption requirements are intended to provide protection of the sensitive data that is criminal justice information (CJI). The primary goal of encrypting CJI is to prevent unauthorized access to this sensitive data. Encryption is a great tool that can be applied to accomplish this protection and ensure compliance with the vast majority of the CJI requirements. CJIS Security Policy Section 5.10.1.2 details when encryption is required and provides information on the exceptions to the encryption requirement.

Achieving CJIS Security Policy Compliance:

To determine when encryption is required one must first read and understand CJIS Security Policy Section 5.9.1 Physically Secure Location. The reason for this is simple: encryption is not required while within a physically secure location. Conversely, whenever CJI is transmitted or stored (at rest) outside the boundaries of a physically secure location encryption may be required. The exact standards to which the data would be required to meet are detailed along with any exceptions in CJIS Security Policy Section 5.10.1.2.

Additionally, both security awareness training and personnel security requirements can be affected by whether or not CJI is encrypted. Requirements surrounding these Policy areas is determined by answering the following question: Who has unescorted access to unencrypted CJI?

Unless personnel is escorted, security awareness training is required as correlated with the access level needed by personnel as identified in CJIS Security Policy Section 5.2. Similarly, fingerprint-based background checks as detailed in CJIS Security Policy Section 5.12 may be required on individuals to permit unescorted access to CJI.

The intent of all these requirements is to limit access to CJI to only authorized personnel. CJIS Security Policy Appendix A: Terms and Definitions defines authorized user/personnel as an individual, or group of individuals, who have been appropriately vetted through a national fingerprint-based record check and have been granted access to CJI.

What is Encryption?

Encryption is the process of encoding messages or information in such a manner that only people with the knowledge or means to decrypt the message can do so. But how does this work?

In an encryption process, legible data, referred to as plaintext, is encrypted by applying a cipher (otherwise known as an encryption algorithm or crypto key) to the data. The data then becomes encrypted and is now referred to as ciphertext. The ciphertext is essentially unreadable until decrypted. The decryption process requires the process of applying the same algorithm (crypto key) to encrypt the data in an inverse manner to convert the data back into plaintext.

Encryption is important because it allows you to securely protect data that you don't want anyone else to have access to. Encryption has been used throughout history to send “secrets” securely by some form of obfuscation to a recipient. Businesses and enterprises use encryption to protect corporate secrets and sensitive employee data, such as payroll information and personally identifiable information (PII). Governments secure classified information with encryption. Additionally, individuals may use encryption to protect personal information, such as credit card data, banking information, and passwords to guard against things like identity theft.

It should be known that encryption may not always prevent the interception of data. If the stolen data is encrypted, though, it would be extremely difficult for any of the data to be decrypted without having the decryption key. While it may be possible to decrypt the message without possessing the key, it does require large computational resources, great skill, and lots of time to accomplish such a task. Exercising encryption along with key management policies is one of the best security practices that can be put into place with regard to sensitive data security and protection.

Types of Encryption:

<u>Symmetric Encryption</u>

Symmetric encryption is also commonly known as secret key encryption. Symmetric encryption is a form of cryptography utilizing a singular encryption key to guise an electronic message. Its data conversion uses a mathematical algorithm along with a secret key, which results in the inability to make sense out of a message. Symmetric encryption is a two-way algorithm because the mathematical algorithm is reversed when decrypting the message along with using the same secret key.

Symmetric encryption is most often used for data protection whether at rest or in transit, especially in bulk, due to the ease and speed with which the encryption can be implemented. The most common examples of symmetric algorithms are: AES and Triple-DES (3DES or TDEA).

How it works:

To encrypt and send a message to Jane, John does the following:

1. Generates a new symmetric key
2. Encrypts the message using this new symmetric key
3. Sends the message to Jane
4. Sends the encrypted symmetric key to Jane - out of band

To decrypt this ciphertext, Jane does the following:

1. Receives the encrypted message
2. Receives the symmetric key
3. Uses the symmetric key to decrypt the message

Asymmetric Encryption

Asymmetric encryption is also commonly known as public-key encryption Asymmetric cryptography is cryptography in which a pair of keys, a public key and a private key, are used to encrypt and decrypt a message so that it arrives securely. Initially, a network user receives a public and private key pair from a certificate authority. Any other user who wants to send an encrypted message can get the intended recipient's public key from a public directory. They use this key to encrypt the message, and they send it to the recipient. When the recipient gets the message, they decrypt it with their private key, which no one else should have access to.

Creating Key Pairs:

Asymmetric encryption requires the use of algorithms of great computational complexity to create the key pairs. This is accomplished by using a large, random number that an algorithm is applied to which generates a pair of keys for use as asymmetric key algorithms (as shown in Figure 1 below).

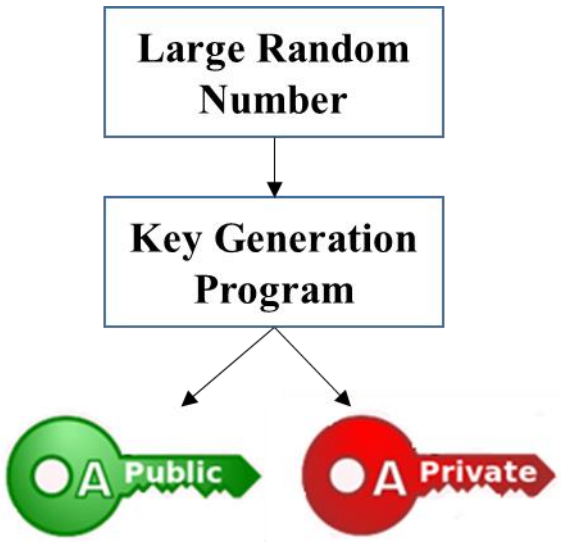


Figure 1 – Asymmetric key pair generation

Asymmetric encryption is most often used to encrypt a single message before transmission. The most common examples of asymmetric algorithms are: RSA and DSA.

How it works:

To encrypt and send a message to Jane, John does the following:

1. Obtains Jane's public key
2. Encrypts the message using Jane's public key
3. Sends the message to Jane

To decrypt this ciphertext, Jane does the following:

1. Receives the encrypted message
2. Uses her private key to decrypt the message

Advantages of Using Symmetric Encryption for Data Protection

Asymmetric encryption requires the use of algorithms with great computational complexity to create the key pairs, and therefore is not practical for large amounts of data. It is typically used for only for short messages. Also, asymmetric encryption must use a comparatively stronger key than symmetric key encryption to achieve the same level of protection as one key (public) will be published in the public directory for all to see.

Symmetric encryption is based on large, but simple algorithms which require less computation. Therefore, is much faster to create and use keys. This allows the same key to be used to encrypt and decrypt the message. So, data can be encrypted in real time. The (shared) key is sent to the recipient out of band so that it can be used to decrypt the data.

For the reasons stated above, symmetric key encryption is the preferred choice by both industry and government alike to encrypt large amounts of data (bulk encryption) simply due to the ease and real time encryption capabilities as detailed above. Additionally, a new key can be generated for every session, message transaction, etc., as desired. This means a sender won't have to use one key (public) to encrypt a message and have the recipient use another key (private) to decrypt the message.

Hybrid Encryption

Hybrid encryption solution exist where both asymmetric encryption and symmetric encryption keys are used to create what is referred to as cipher suites. In a hybrid solution the asymmetric encryption keys are used for client/server certificate exchange to provide session integrity while the symmetric encryption keys are used for bulk data encryption to provide data confidentiality**.**

Hybrid solutions are most often used by Internet browsers to protect data in transit. The most common examples of hybrid encryption are: TLS/SSL, PGP, IPSEC, and S/MIME.

How it works:

To encrypt a message to Jane in a hybrid cryptosystem, John does the following:

1. Obtains Jane's public key
2. Generates a new symmetric key
3. Encrypts the message using this new symmetric key
4. Encrypts the symmetric key using Jane's public key
5. Sends the message to Jane

To decrypt this hybrid cipher text, Jane does the following:

1. Receives the encrypted message
2. Receives the encrypted symmetric key
3. Uses her private key to decrypt the symmetric key
4. Uses the symmetric key to decrypt the message

Explaining Cipher Suites:

A cipher suite is a set of cryptographic algorithms used for the following:

- Protect information required to create shared keys (key exchange)
- Encrypt messages exchanged between clients and servers (bulk encryption)
- Generate message hashes and signatures to ensure the integrity of a message (message authentication)

Examples of Transport Layer Security (TLS) 1.2 Cipher Suites:

- TLS_RSA_WITH_AES_128_CBC_SHA256
- TLS_RSA_WITH_AES_256_CBC_SHA256

A cipher suite specifies one algorithm for each of the above tasks. For example, the TLS_RSA_WITH_AES_128_SHA256 cipher suite is used for TLS. The suite uses the RSA asymmetric algorithm for key exchange, AES with a 128-bit key for bulk data encryption, and SHA256 for message authentication.

Symmetric and Asymmetric Key Strength Comparison:

Symmetric		**Asymmetric**		
Bits of security	**Symmetric key algorithms**	**Finite-Field Cryptography (FFC) (e.g., DSA, D-H)** **Bits of security**	**Integer-Factorization Cryptography (IFC) (e.g., RSA)** **Bits of security**	**Elliptic-Curve Cryptography (ECC) (e.g., ECDSA)** **Bits of security**
80	2TDEA18	*Public key* = 1024 *Private key* = 160	*Key size* = 1024	*Key size* = 160-223
112	3TDEA	*Public key* = 2048 *Private key* = 224	*Key size* = 2048	*Key size* = 224-255
128	AES-128	*Public Key* = 3072 *Private key* = 256	*Key size* = 3072	*Key size* = 256-383
192	AES-192	*Public key* = 7680 *Private key* = 384	*Key size* = 7680	*Key size* = 384-511
256	AES-256	*Public key* = 15360 *Private key* = 512	*Key size* = 15360	*Key size* = 512+

Figure 2 - Symmetric and asymmetric key strength comparison

As you can see in the chart provided above, the equivalent key strengths between symmetric and asymmetric key strengths do not necessarily correlate. There is a reason for this. As stated previously, asymmetric algorithms must use a comparatively stronger key than symmetric key encryption to achieve the same strength. The simplest explanation for this is because one of the keys is published to the public directory and can constantly be attacked by anyone with access to the directory. Therefore, the public key must be made of such strength that it can resist getting compromised while made public.

Federal Information Processing Standard (FIPS) 140-2 Explained

Origin of FIPS 140-2

On July 17, 1995, the National Institute of Standards and Technology (NIST) established the Cryptographic Module Validation Program (CMVP) to validate cryptographic modules to Federal Information Processing Standards (FIPS) Security Requirements for Cryptographic Modules, and other FIPS cryptography based standards. The CMVP is a joint effort between NIST and the Communications Security Establishment Canada (CSEC). FIPS 140-2, Security Requirements for Cryptographic Modules, was released on May 25, 2001 to supersede the original FIPS 140-1. Modules validated as conforming to FIPS 140-1 and FIPS 140-2 are accepted by the Federal Agencies of both countries for the protection of sensitive information.

What is FIPS 140-2?

Federal Information Processing Standard (FIPS) is a standard developed and recommended (often mandated) for use in federal-government-operated IT systems by the following two government bodies:

- The National Institute of Standards and Technology (NIST) in the United States
- The Communications Security Establishment (CSE) in Canada

FIPS 140-2 specifies the security requirements a cryptographic module must meet when utilized within a security system protecting sensitive information within information systems (computer and telecommunication systems). FIPS 140-2 specifies which encryption algorithms can be used and how encryption keys are to be generated and managed.

How does a product get certified?

Vendors of cryptographic modules can have their products tested by independent, accredited Cryptographic and Security Testing (CST) laboratories. The CST laboratories use the Derived Test

Requirements (DTR), Implementation Guidance (IG) and applicable CMVP programmatic guidance to test cryptographic modules against the applicable standards in a variety of implementations. The result of these tests are reported to NIST's Computer Security Division (CSD) and CSEC who jointly serve as the Validation Authorities for the program. These results are then reviewed and certificates would be issued if the results are determined to be acceptable.

What is the difference between being FIPS 140-2 compliant and being FIPS 140-2 certified?

It is common theme to discover a product is “FIPS compliant.” What does this mean, though? The difference between compliance and certification is not subtle. Certification requires a vast testing, verification, and validation process be performed by a CST laboratory as described in the previous section. Compliance is merely a claim stating the implementation of an encryption solution is done in accordance with the security policy related to the FIPS certification. Any claim of compliance would need to be validated and the corresponding certificate number would have to be known.

NIST has addressed related claims as shown below in their Frequently Asked Questions for the Cryptographic Module Validation Program:

> A vendor makes the following claims of conformance to FIPS 140-2. Are they acceptable?
>
> • The module has been designed for compliance to FIPS 140-2. <NO>
>
> • Module has been pre-validated and is on the CMVP pre-validation list. <NO>
>
> • The module will be submitted for testing. <NO>
>
> • The module has been independently reviewed and tested to comply with FIPS 140-2. <NO>
>
> • The module meets all the requirements of FIPS 140-2. <NO>
>
> • The module implements FIPS Approved algorithms; including having algorithm certificates. <NO>
>
> • The module follows the guidelines detailed in FIPS 140-2. <NO>
>
> • The module has been validated and has received Certificate #XXXX. <YES>
>
> A cryptographic module does not meet the requirements or conform to the FIPS 140-2 standard unless a reference can be made to the validation certificate number. The module used must also be the same version/part number as annotated on the validation certificate. Any other claims are not relevant.

To read more FAQs from NIST on FIPS certification, use the following NIST website link: http://csrc.nist.gov/groups/STM/cmvp/documents/CMVPFAQ.pdf

Where can I learn more about FIPS 140-2?

For more information about the FIPS 140-2 standard, go to the following NIST website: http://csrc.nist.gov/cryptval/140-2.htm

General Recommendations:

Encryption key management control is of paramount importance! Agencies should develop policies and procedures define and monitor the administrative tasks involved with protection, storage, organization, access controls and the lifecycle management of encryption keys. After all, encryption keys should not be accessible by just anyone. An encryption key management control process should ensure only authorized users have access to encryption keys. Key management is a best security practice and helps to ensure the confidentiality and integrity of CJI data and enforces key access control.

The CJIS Security Policy is a "living" document under constant review and receiving regular updates through the Advisory Policy Board (APB) process. Agencies need to always keep up to date on the latest requirements. These requirements can be found in CJIS Security Policy Section 5.10.1.2. Please contact the CJIS ISO Program anytime to address any questions or concerns about CJIS Security Policy requirements, the current APB status of CJIS Security Policy requirements, or if seeking general information or guidance.

G.7 Incident Response

Incident Response

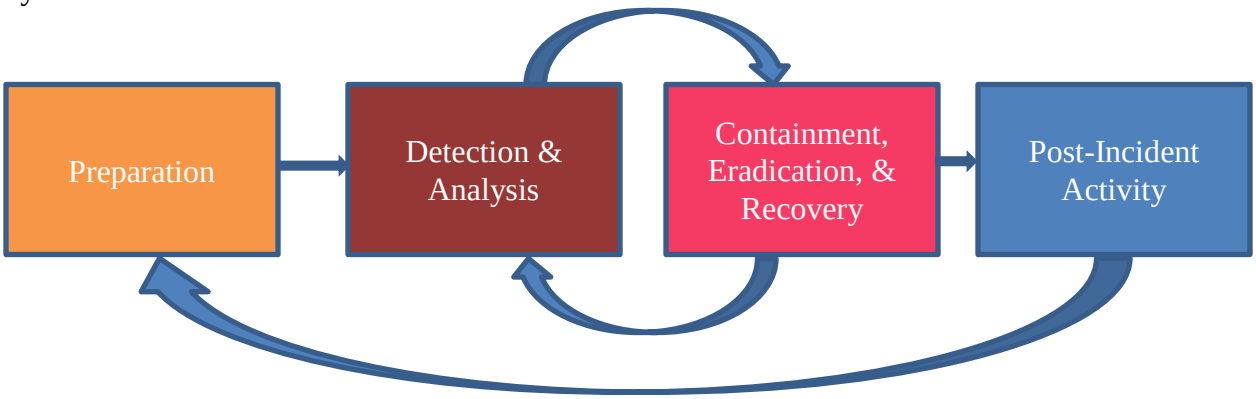
Introduction

Information technology (IT) security incident response is an important and critical component of information technology programs. Performing incident response effectively can be a complex undertaking – for that reason, establishing a successful incident response capability requires planning and resources. Everyone in an organization must be aware of IT security risks, threats, and actions to take in situations where an actual IT security incident has occurred. Even the best-secured and controlled environments can experience these security risks, threats, events, and incidents. This document provides guidelines for appropriate response to IT security incidents, and are independent of specific hardware platforms, operating systems, protocols, or applications.

The following example incidents are used to highlight appropriate actions during each phase:

- Malicious code execution
- Ransomware execution
- Denial of service attack
- Social Engineering
- Phishing

NIST Special Publication 800-61 rev. 2 outlines the "Incident Response Life Cycle" as a collection of phases – distinct sets of activities that will assist in the handling of a computer security incident, from start to finish. The following diagram explains the process flow of the incident response life cycle:



The initial phase of the incident response life cycle, "Preparation", involves establishing and training an incident response team, and acquiring the necessary tools and resources. A computer security incident may not have happened at this phase, but it is important to utilize all available knowledge and security measures to obtain the best posture for responding to potential future incidents. One of the most important preparation steps involves the collection, storage, and accessibility of event data and telemetry from hardware and software resources such as firewall logs, application logs, operating system logs, and other valuable sources of situational data, as well as the output of products that perform analysis on such data. Preventive measures to mitigate or eliminate future incidents are deployed during this phase, using industry best practices, data obtained from research and intelligence sources, and lessons learned from past incidents.

It is also imperative to prepare a list of contact information or notification methodologies to employ when an incident occurs, as well as notification and communication strategies within the team, with stakeholders, and with upper management and potentially other criminal justice and non-criminal justice agencies. This will help ensure that when incidents arise, the proper personnel and organizations are notified and kept informed of the circumstances regarding the incident.

Using the example incident categories outlined earlier, some overview into appropriate actions and activities for the Preparation phase can be given:

Malicious code execution

Preparation for incidents involving malicious code execution should initially involve user awareness of sources of malicious code. There are many potential sources of malicious code, such as web pages, emails, and removable media. The utilization and deployment of effective antivirus software, integrity-monitoring software, and intrusion detection and prevention software are effective measures to take to prepare for incidents involving malicious code execution.

Ransomware execution

Preparation phase activities for incidents involving ransomware execution are much the same as activities for malicious code execution, as ransomware is a specialized form of malware that encrypts potentially important or critical files, with the intention of coercing a victim to pay for a decryption key. Implementing a robust offline backup solution for these types of files is an important preparative action to take regarding the execution of ransomware. This will ensure that when ransomware attacks do happen, the mission impact is as minimal as possible and very little or no data is lost.

Denial of service attack

Denial of service attacks are given attention in the preparation phase. Defensive responses to denial of service attacks typically involve the use of a combination of attack detection and traffic classification and response tools, aiming to block traffic identified as abusive denial of service activity. Deploying solutions such as IDS/IPS devices and software, network hardware with rate-limiting capabilities (routers, switches, and firewalls), and upstream filtering devices at the system perimeter can mitigate for denial of service attacks.

Social Engineering

Preparation for social engineering attacks starts with user awareness training. Understanding and identifying attempts to obtain information in an unauthorized manner is crucial to thwarting these types of scenarios. Social engineering is the art of manipulating people to obtain information they may not be authorized to handle. Training and routinely testing users on potential social engineering scenarios and tactics, and providing training regarding appropriate responses to requests involving personal or otherwise sensitive information (for example, passwords or criminal justice information), is an effective way to ensure social engineering attacks never traverse past the preparation phase of the incident response life cycle.

Phishing

Like social engineering, preparation for phishing attacks is imperative. Phishing is a social engineering technique attackers employ to deceive users, in a fraudulent attempt to obtain sensitive information, or to gain unauthorized access to systems. Phishing is extremely widespread, and attackers disguising fraudulent scenarios in electronic communication such as email and instant messages are the most common. User awareness of these types of tactics is paramount to prepare for phishing attacks and schemes.

Detection and Analysis

The detection and analysis phase begins when a security incident has occurred. To understand when this phase begins, there must be a capability for an intelligent determination of circumstances constituting a security incident. Specialized knowledge and highly trained personnel are necessary for this step to be effective. Many organizations employ teams of personnel who are specifically trained to handle the intricacies of the incident response life cycle. The determination of a security incident can arise from one or several circumstances simultaneously – for example:

- Trained personnel manually reviewing collected event data for evidence of compromise
- Software applications analyzing events, trends, and patterns of behavior
- The observation of suspicious or anomalous activity on a computer system

The goals of this phase are:

- To detect whether a security incident occurred
- To determine the vector (i.e., method) of attack
- To determine the impact of the incident to the mission, systems, and personnel involved in the incident
- To obtain or create intelligence products regarding attack vectors and methodologies, especially when dealing with malicious code

Prioritization of incidents is also an important decision point in the incident response life cycle, as the circumstances regarding an incident can bring the situation to a critical level. There are three major impacts to consider when addressing priority of incidents:

- Functional Impact: the impact to business functionality
- Information Impact: the impact to confidentiality, integrity, and/or availability of criminal justice information
- Recoverability: the amount of time and resources that must be spent on recovering from an incident

Documentation regarding an incident should be thorough and applicable to the incident. This can be crucial in incidents that may lead to legal prosecution, as well as being invaluable to efficiently document, track, handle, manage, and resolve one or more incidents at the same time.

Using the example incident categories outlined earlier, some overview into appropriate actions and activities for the Detection and Analysis phase are given:

Malicious code execution

Detection of malicious code execution is often a primary job of host-based antivirus software. Having a capable and up-to-date antivirus solution installed on a system can detect known malicious code, as well as detect potentially malicious behaviors. The delivery of malicious code to a system can be detected by network traffic analysis and protection tools and hardware. Additionally, some malicious code may produce network traffic that is indicative of successful execution, exploitation, and/or compromise of a system. Solutions such as intrusion detection/prevention systems, Security Information and Event Management (SIEM) tools, and file integrity monitoring software can provide the necessary level of fidelity to make a determination of malicious code execution.

Knowing if or when a system is infected is not always immediately evident. Security controls may have been bypassed or even disabled by the malicious code. However, systems infected by malicious code or software (i.e. malware) can exhibit several indicators. These indicators include, but are not limited to:

Unexpected pop-up windows

Slow start up and/or slow performance

Suspicious hard drive activity including an unexpected lack of storage space

Missing files

Crashes and/or error messages

Unexplained network activity

Hijacked email

Analysis of malicious code can be performed in several ways. Static analysis of malicious code can be performed to determine the capabilities of the malicious code and generate actionable intelligence. Dynamic analysis of malicious code can be used to observe how the malicious code interacts with the system and what actions it performs and can often more rapidly determine the capabilities of malicious code. Both static and dynamic analysis can be performed manually, as well as in an automated fashion. Trained specialized personnel are crucial to the analysis of malicious code.

Ransomware execution

The detection of ransomware is identical to the detection of malicious code. Ransomware is specialized malicious code that encrypts potentially valuable files, generally with the intent to coerce a victim to pay a ransom for the possibility of the decryption of those files. Host-based antivirus solutions can also detect these threats, and network traffic analysis and protection tools and hardware can be used to prevent the successful execution of ransomware. SIEM tools and file integrity monitoring software can also detect the execution of ransomware.

Analysis of ransomware is identical to the analysis of malicious code, and the same intelligence can be determined in the same fashion as with the analysis of malicious code. The most obvious sign that ransomware has affected a system is the existence of encrypted files, the disappearance of certain types of files, and/or the presence of "ransom notes" on the system, which contain instructions for payment to obtain a decryption key, which may or may not be legitimate.

Denial of service attack

Denial of service (DoS) attacks are often detected at the perimeter of an organization but can also be detected within the organization as well. Often, from a user's perspective, the signs of a DoS attack appear to be network performance or administrative maintenance related issues such as slow or broken network connections or down websites. Additionally, an administrator may notice ping time outs, event logs overflowing or alerts from network monitoring systems as issues that may identify a DoS attack. Intrusion detection and prevention software and platforms can detect denial of service attacks, as well as some network monitoring hardware and appliances, such as web application filters, routers,

firewalls, and switches. Devices targeted by denial of service attacks can also detect the attacks in some instances, if they have the capabilities to determine explicit attack activity versus normal network traffic.

Analysis of denial of service attacks include the determination of the source traffic, the protocols used to generate the traffic, the service(s) targeted by the attack, and the potential impacts of the attack. Network monitoring devices can often provide these types of data, with the exception of potential impacts of denial of service attacks on systems.

Social Engineering

Detection of social engineering attacks is primarily based on the situational awareness of the individual targeted by social engineering. Given that social engineering is a broad topic that can involve the manipulation and exploitation of people in control of an information system, user awareness of social engineering attempts is crucial. If the target has security awareness training in detecting attempts to gain information or access in an unapproved manner, social engineering is easier to detect.

Analysis of social engineering attacks will generally rely on the recollection abilities of or documentation taken by the targets of the attack. Social engineering may not occur on an information system and may be completely carried out in-person. If the target can recollect or produce documentation regarding the social engineering attempt, the motivation and desired access can potentially be determined. For successful social engineering attempts, recollection and documentation of the attempt is crucial to determining the level of unauthorized access that was obtained.

Phishing

Detection of phishing attacks generally will first occur at an organization's email point of presence. Some organizations still run their own email servers, and many have migrated to cloud solutions. Having an on-premise email server or server farm or cluster will require additional functionality to detect phishing attempts. For example, the header content of the email will need to be read, as well as the content inside the body of the email, to check for potentially malicious content and potentially falsified data that may indicate a phishing email. Many cloud email providers have built this capability into their email solutions, but it is still possible for users to receive phishing emails, as attacker tactics and capabilities evolve daily. The most effective detection of phishing comes from heightened situational awareness of potential attacks. Validating the source of the email can uncover potential phishing attempts.

Analysis of phishing attacks involves examination of email headers, as well as contents of the body of the email. The body of the email may contain malicious content, attachments, or links to suspicious or malicious content. Manual or automated analysis activities can be

performed on the email content. Analysis of these elements should be performed by trained specialized personnel to generate intelligence and aid with the determination of indicators of compromise.

Containment, Eradication, and Recovery

Containment activities for computer security incidents involve decision-making and the application of strategies to help control attacks and damage, cease attack activities, or reduce the impact or damage caused by the incident. Often, this requires intelligence gathered by the detection and analysis phases of the incident – for example, identification of affected hosts, identification of attacking hosts or attackers, identification of malware and its capabilities, and identification and monitoring of attacker communication channels can be invaluable to the implementation of containment activities. In most cases, it is important to introduce containment solutions all at once, as attackers may escalate their attack activity if deployment of the strategy is delayed.

Eradication efforts for a computer security incident involve removal of latent threats from systems (such as malware on the system and user accounts that may have been created), identifying and mitigating potential vulnerabilities or misconfigurations that may have been exploited, and identification of other hosts that may have been affected within the organization.

Recovery efforts for incidents involve restoration of affected systems to normal operation. This may include actions like restoring systems from backups, rebuilding systems from an agency-approved baseline, replacing compromised files with clean versions, installing patches, changing passwords, and increasing network perimeter and host-based security.

Compromised hosts are often attacked during these phases, as attackers try to regain their foothold on compromised systems or systems on the same network or others in the logical vicinity.

Malicious code execution

Containment activities for malicious code execution involve the logical or physical isolation of the host from the attacker's control and from any mission services or systems that would be impacted by the compromised host. This may include putting the host in a restricted VLAN, using firewalls to block traffic, disconnecting it from the network completely, shutting it down, or disabling functionality. Exercise caution as malicious code may have capabilities to take further actions on a host in case communications with a command and control server are severed. It is important to understand the capabilities of the malicious code before taking containment actions.

Eradication activities include the removal of malicious code from the system. This may be as simple as removing files, configuration rules, accounts, and other persistent items that the malicious code utilizes to function and maintain a presence on the system. This phase

also involves the discovery and removal of indicators of compromise on other systems, if applicable. It is imperative to remediate vulnerabilities that may have been exploited during eradication as well.

Recovery from malicious code execution generally is similar across many environments. Rebuilding the system from a clean baseline or restoring files from backup are typical activities that help restore the functionality of the system to continue the mission. Changing system passwords, installing patches, implementing tighter network access control, and ensuring appropriate levels of logging fidelity of the information system are integral parts of the recovery process.

Ransomware execution

Containment for ransomware execution should be as swift and immediate as possible, as ransomware can execute and spread to accessible media at a rapid pace. Considering files are being encrypted or have already been encrypted, immediate action should be taken to logically or physically isolate the system by disconnecting network connectivity. It is up to the system owner whether to take the risk in powering off the system, as valuable forensic artifacts may be destroyed in the process, but it will halt the execution of the ransomware and protect potentially valuable files. Please note that containment of active ransomware execution is one of the only circumstances where measures such as immediate shutdown are recommended.

Eradication of ransomware does not need to occur in most circumstances, as the entire goal of ransomware is to encrypt files and leave "recovery" instructions to extort victims. The vast majority of ransomware will delete itself once encryption of files is complete, but it is possible that some ransomware is persistent and can remain on the system. If this is the case, analysis should be performed on the ransomware to determine its capabilities, and eradication activities will proceed in an identical fashion to malicious code execution eradication activities.

Recovery from ransomware execution involves restoring encrypted files from backup and may involve the rebuilding of an entire system depending on the extent of the encryption from the ransomware. If a robust offline backup solution for hosts is not present or not utilized on a regular basis, the loss of potentially valuable data may be incredibly costly in several areas to repair, to include man-hours, revenue, and business products, data, and intelligence.

Denial of service attack

Containment of denial of service attacks involve the modification of access control where the attack is occurring. For example, if a web or application server is experiencing a denial of service attack, the system itself, as well as network monitoring devices, should be

examined to determine the source of the attack traffic. Once the source of the traffic is identified, modifications to access controls or rate-limiting features such as firewall access controls lists (ACLs) and web application filters can be employed to block the traffic. Care must be taken to determine if the observed traffic is actually intentional malicious denial of service traffic, versus heavy legitimate network traffic. Implementing access control mechanisms or rate-limiting features may negatively affect the mission of the system. It is also important to note that manual containment in this fashion may not be entirely effective, as attackers can circumvent the ACL by changing the attacking IP address, protocol, or other attribute of the connection.

Eradication is not necessarily applicable in denial of service scenarios, unless a vulnerability or misconfiguration is being exploited to cause the denial of service condition. If this is the case, take steps to remediate the vulnerability or misconfiguration.

Recovery actions depend on the available resources of the information system. For example, on-premise load balancers can be used to distribute the traffic, whether legitimate or malicious, to other less-burdened systems. Many cloud providers and content delivery networks also have denial of service mitigation capabilities. It may also be prudent to increase the resources (memory, processing capacity) of internet-facing systems so that they can handle larger amounts of traffic simultaneously.

Social Engineering

Containment regarding social engineering attacks is dependent upon the information or access that was provided to the attacker. For example, if an attacker gained access to an account on a system following a social engineering attempt, the account should be administratively disabled and all sources of event data regarding that account should be immediately collected. If sensitive data was divulged to the attacker, the impact of the exposure of that data should be examined and mitigating activity should be initiated to determine or reduce the damage of the spread of the information.

Eradication regarding social engineering attacks also depends on the information or access provided to the attacker. Removing or limiting the provided access is a pertinent eradication action. If the information provided is a credential to a system, disable and remove the credential from the system. Eradication may also involve the physical detainment or removal of personnel from a site.

Recovery actions for social engineering attacks are dependent on the information or access provided to the attacker. Additionally, security awareness training is an appropriate recovery action to ensure staff understands the threats of social engineering.

Phishing

Containment of phishing activity is tied very closely to the identification and analysis of the phishing activity. Understanding the tactics of the phishing attacker is paramount to deploying containment activities. Activities include, but are not limited to, administratively blocking sender email addresses and IPs, blocking potential malicious content in email via a web proxy, communicating with potential recipients, and implementation of email content or hyperlink blacklisting if possible. Phishing attacks can also include attempts to have users execute malicious code on systems, where containment activities regarding malicious code will be applicable.

Eradication of phishing attacks include the administrative removal of the emails from email systems, as well as eradication actions for malicious code if applicable.

Recovery from phishing attacks can include:

- Implementation and enforcement of the Domain Keys Identified Mail (DKIM) email authentication method, which can mitigate the possibility that attackers can send spoofed email
- Implementation and enforcement of Sender Policy Framework (SPF) to control and stop sender forgeries
- Implementation and enforcement of Domain-based Message Authentication, Reporting, and Conformance (DMARC), which enables message senders to indicate that their messages are protected with SPF and/or DKIM

Additionally, if malicious code is present in the phishing attack, recovery actions regarding malicious code may be applicable.

Post-Incident Activity

Post-incident activities occur after the detection, analysis, containment, eradication, and recovery from a computer security incident. Arguably one of the most important phases of incident response, post-incident activities involve the reflection, compilation, and analysis of the activities that occurred leading to the security incident, and the actions taken by those involved in the security incident, including the incident response team. Some of the important items to consider:

- Exactly what happened, and at what times?
- How well did staff and management perform in dealing with the incident?
- What information was needed sooner?
- Were any steps or actions taken that might have inhibited the recovery?
- What would the staff and management do differently the next time a similar incident occurs?

- How could information sharing with other organizations have been improved?
- What corrective actions can prevent similar actions in the future?
- What precursors or indicators should be watched for in the future to detect similar incidents?
- What additional tools or resources are needed to detect, analyze, and mitigate future incidents?

Smaller incidents, and those that are similar to others that have been well documented, do not necessarily need much focus in this phase of incident response. Larger and less-understood security incidents should be the focus of a comprehensive post-mortem evaluation that outlines many of the items listed above and should include personnel that can have a direct impact on or are directly affected or responsible for the involved systems.

Post-incident activities such as these also help to serve as training opportunities for all parties involved in the incident, from victims, to system administration personnel, to incident responders.

Malicious code execution

Post-incident activities for malicious code execution generally will follow similar patterns. A timeline of activity should have been prepared using digital forensic data collected during the detection and analysis phases of the incident. This timeline should include all affected systems and times of all activities and actions taken during the incident. Steps that victims and system administrators may have taken during the course of the incident, as well as in close proximity to the time range of the incident, are valuable items to document and discuss. Any deviation from organizational policy should be noted and taken as training items or assigned consequences in accordance with organizational policies. It may also be pertinent to ensure that appropriate information and intelligence sharing was performed during and after the incident occurred. Corrective actions that may have prevented the execution of malicious code, such as antivirus solutions, restrictions on where executables can run, tightened permissions, and script blockers for browsers, should be considered as a mitigation for the risks posed by malicious code threats. Web proxy blocks from information discovered during analysis can be utilized to ensure that malicious hosts are not contacted.

Ransomware execution

Post-incident activities for ransomware execution include all the activities involved with malicious code execution, with the addition of ensuring the functionality of a robust offline backup solution. An offline backup solution ensures that backup data is kept inaccessible to ransomware threats and is available if ransomware is successfully executed. A functional and frequent (such as daily incremental and weekly full) backup process helps ensure that business continuity is maintained in the event of issues and incidents.

Denial of service attack

Denial of service post-incident activities should include a timeline of traffic activities, as well as organizational responses to the attack traffic as well as the timeline of any business impacts and the damage associated with the impacts. Any attack precursors should be investigated and noted, and intelligence implemented to notify personnel and potentially take action as soon as attack traffic is observed. Impacts on affected systems should be noted, and a consensus should be reached on whether the systems should be upgraded or supplemented with load-balancing capabilities.

Social Engineering

Post-incident activities for social engineering incidents should include a timeline that includes all applicable activities, such as points of contact, narratives from the parties involved, CCTV footage (if applicable), system and network log files, and physical access control logging data. If unauthorized access was obtained, the impact of the access should be assessed and mitigating factors should be identified for inclusion to reduce the risk of future incidents (such as multifactor authentication, physical locks, greater CCTV coverage, improved physical access control, etc.). Security awareness training should be imperative if policy was breached, and information or access was given to unauthorized parties.

Phishing

Phishing post-incident activities should also include a timeline of actions taken since the phishing email was received, to include descriptions of the type of phishing campaign observed (malicious code, financial exploitation, credential harvesting, etc.), malicious attachments contained (if any), malicious or suspicious links in the body of emails, as well as narratives from recipients of the email and any potential victims, either self-reported or discovered through email, network, or host-based monitoring. If malicious code was included in the campaign, typical post-incident activities involving malicious code should be considered as well. Training opportunities can often arise from phishing attacks, whether successful or not, that can be valuable in giving employees better situational awareness regarding phishing.

The CJIS Security Policy requires each agency with access to CJI to establish operational incident handling procedures (i.e. a local policy). Gleaning from the requirements in Section 5.3 Incident Response, the local policy may include the following elements:

- Overall incident handling procedures. This section describes and identifies the processes used locally how the agency successfully prepares for, manages, and recovers from an incident. It includes sections on:
    - Preparation
    - Detection and Analysis
    - Containment

    - Recovery
    - User response activities
- How the agency performs incident reporting. This section describes the process of notifying internal and external partners when an incident has occurred and how the incident is documented. It includes sections on:
    - Internal and external points of contact
    - Required tracking and reporting documents
    - Escalation procedures
- Incident management procedures. This section describes the agency's approach to a consistent and repeatable approach to managing incidents. It includes sections on:
    - Roles and responsibilities
    - Incident-related information collection
    - Updating policies with lessons learned
    - Collection of evidence
    - Incident response training
    - Document and artifact retention

G.8 Secure Coding

Secure Coding

This appendix documents a source of information on best practices and standards for secure coding. With the increased use of software products and the rapid pace of modern software development, it is essential to discover and resolve insecure software risks. The mitigations and guidelines to reduce these common risks can be found in secure coding best practices.

Understanding how software applications work can be a daunting thing; however, it could be key to know if data security is in jeopardy. Awareness of secure coding practices allows an agency to review potential vendors and their products prior to purchase and implementation. It also empowers the agency with the knowledge of the questions to ask a vendor of how the software was developed and whether the vendor uses secure coding practices or standards.

Additionally, the information in this appendix can provide a path forward for agencies with the internal capability to produce "in-house" software applications. By implementing security during the code writing process, security is "baked in" and there is more trust the software will aid in protecting the information it processes.

Open Web Application Security Project (OWASP) Foundation

The OWASP Foundation is a not-for-profit charitable organization focused on improving the security of software. OWASP operates as a community of like-minded professionals to provide unbiased and practical information about application security (AppSec) through software tools and documentation. These materials are available under a free and open software license, which can be located at the link below.

https://www.owasp.org/index.php/Main_Page

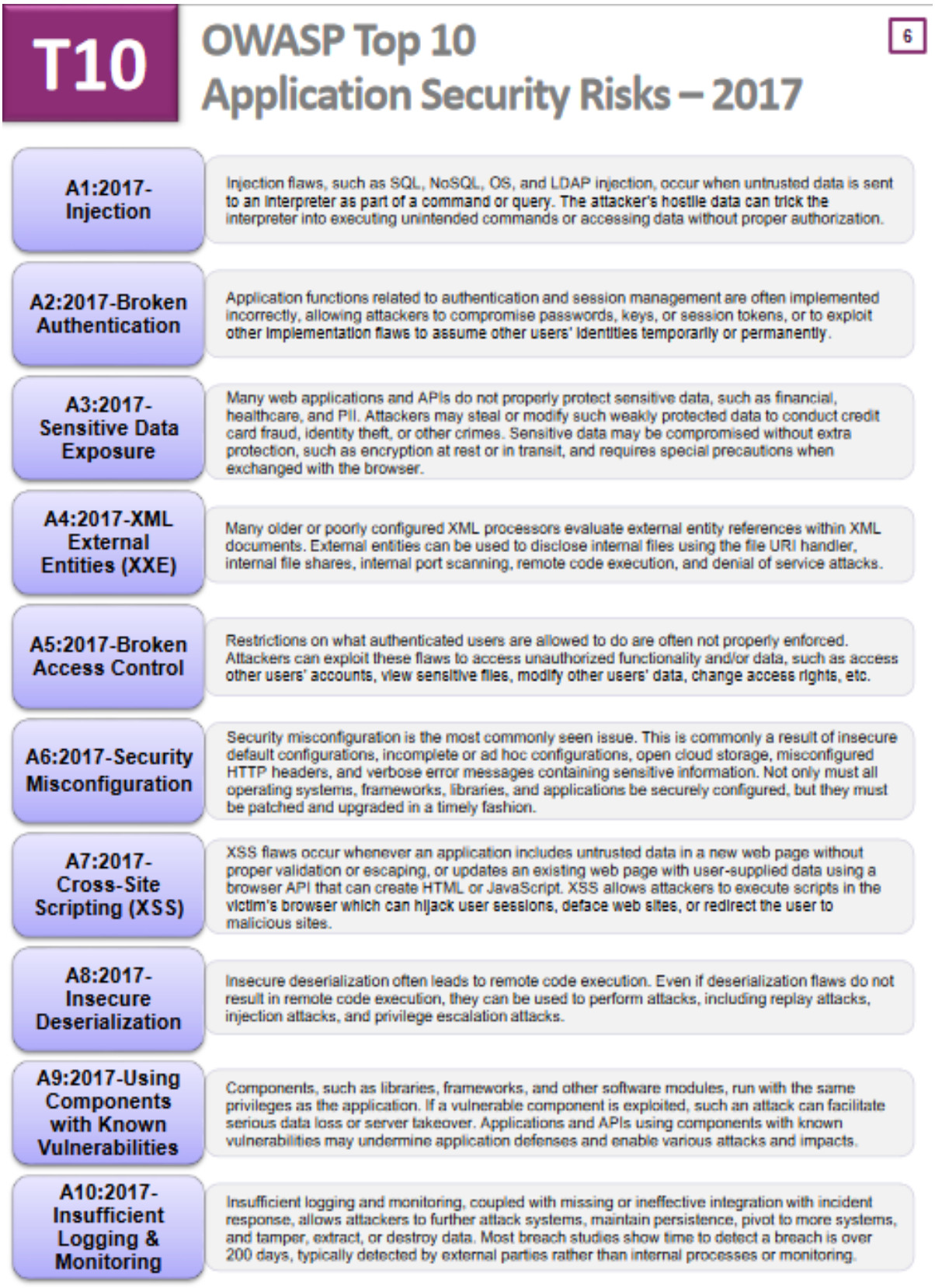
Software is becoming increasingly complex and connected, and the difficulty of achieving application security increases exponentially. The rapid pace of modern software development processes makes the most common risks essential to discover and resolve quickly and accurately.

The OWASP Foundation publishes the Top 10 Application Security Risks, which focus on the most serious web application security risks. The OWASP Top 10 is based primarily on 40 plus data submissions from firms that specialize in application security and an industry survey that was completed by over 500 individuals. This data spans vulnerabilities gathered from hundreds of organizations and over 100,000 real world applications and application program interfaces (API). The Top 10 items are selected and prioritized according to this data, in combination with consensus estimates of exploitability, detectability, and impact.

A primary aim of the OWASP Top 10 is to educate developers, designers, architects, managers, and organizations about the consequences of the most common and most important web application security weaknesses. The Top 10 provides basic techniques to protect against these high risks problem areas, and provides guidance on a path forward.

The OWASP Top 10 focuses on identifying the most serious web application security risks for a broad array of organizations. For each of these risks, generic information about likelihood and technical impact using the following simple ratings scheme, which is based on the OWASP Risk Rating Methodology.

Figure G.8-A


T10
OWASP Top 10
Application Security Risks – 2017
6
A1:2017-Injection
Injection flaws, such as SQL, NoSQL, OS, and LDAP injection, occur when untrusted data is sent to an interpreter as part of a command or query. The attacker's hostile data can trick the interpreter into executing unintended commands or accessing data without proper authorization.
A2:2017-Broken Authentication
Application functions related to authentication and session management are often implemented incorrectly, allowing attackers to compromise passwords, keys, or session tokens, or to exploit other implementation flaws to assume other users' identities temporarily or permanently.
A3:2017-Sensitive Data Exposure
Many web applications and APIs do not properly protect sensitive data, such as financial, healthcare, and PII. Attackers may steal or modify such weakly protected data to conduct credit card fraud, identity theft, or other crimes. Sensitive data may be compromised without extra protection, such as encryption at rest or in transit, and requires special precautions when exchanged with the browser.
A4:2017-XML External Entities (XXE)
Many older or poorly configured XML processors evaluate external entity references within XML documents. External entities can be used to disclose internal files using the file URI handler, internal file shares, internal port scanning, remote code execution, and denial of service attacks.
A5:2017-Broken Access Control
Restrictions on what authenticated users are allowed to do are often not properly enforced. Attackers can exploit these flaws to access unauthorized functionality and/or data, such as access other users' accounts, view sensitive files, modify other users' data, change access rights, etc.
A6:2017-Security Misconfiguration
Security misconfiguration is the most commonly seen issue. This is commonly a result of insecure default configurations, incomplete or ad hoc configurations, open cloud storage, misconfigured HTTP headers, and verbose error messages containing sensitive information. Not only must all operating systems, frameworks, libraries, and applications be securely configured, but they must be patched and upgraded in a timely fashion.
A7:2017-Cross-Site Scripting (XSS)
XSS flaws occur whenever an application includes untrusted data in a new web page without proper validation or escaping, or updates an existing web page with user-supplied data using a browser API that can create HTML or JavaScript. XSS allows attackers to execute scripts in the victim's browser which can hijack user sessions, deface web sites, or redirect the user to malicious sites.
A8:2017-Insecure Deserialization
Insecure deserialization often leads to remote code execution. Even if deserialization flaws do not result in remote code execution, they can be used to perform attacks, including replay attacks, injection attacks, and privilege escalation attacks.
A9:2017-Using Components with Known Vulnerabilities
Components, such as libraries, frameworks, and other software modules, run with the same privileges as the application. If a vulnerable component is exploited, such an attack can facilitate serious data loss or server takeover. Applications and APIs using components with known vulnerabilities may undermine application defenses and enable various attacks and impacts.
A10:2017-Insufficient Logging & Monitoring
Insufficient logging and monitoring, coupled with missing or ineffective integration with incident response, allows attackers to further attack systems, maintain persistence, pivot to more systems, and tamper, extract, or destroy data. Most breach studies show time to detect a breach is over 200 days, typically detected by external parties rather than internal processes or monitoring.

Each organization is unique, and so are the threat actors for that organization, their goals, and the impact of any breach. It is critical to understand the risk to your organization based on applicable threat agents and business impacts.

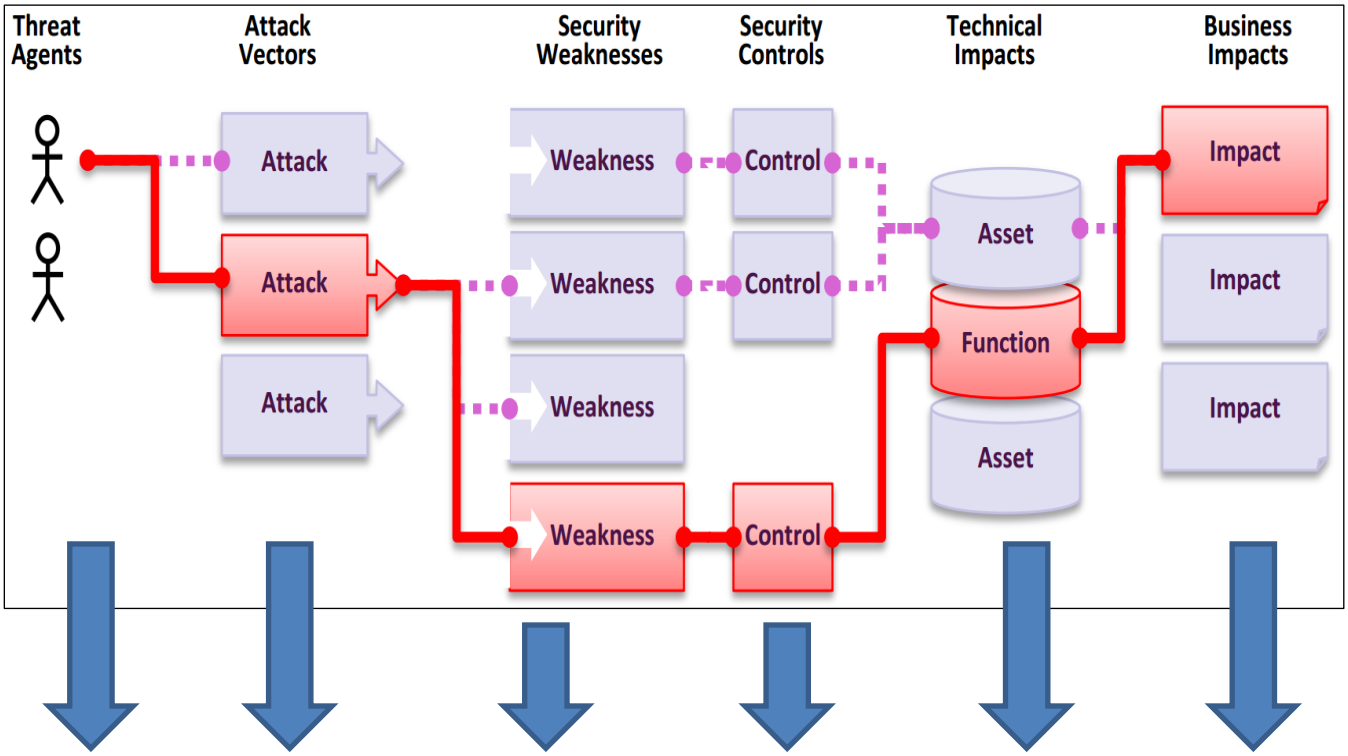
Application Security Risks

The figures immediately below illustrate the path of a sample threat beginning with the threat agent and ending with the target or affected business resource. Various paths are available but the agent would normally select the path of least resistance which would be the most vulnerable and with the fewest number of effective security controls.

The sample risk matrix can be used to assign in the various aspects of potential vulnerability. Each column corresponds to a phase in the attack process. In the matrix, a lower value represents less risk and is more desirable.

Concerning secure coding practices, when security is built-in during code development, vulnerabilities can be identified and controls included reducing the overall risk to information processed by the code.

Figure G.8-B Sample Threat Path



Threat Agents	Exploitability	Weakness Prevalence	Weakness Detectability	Technical Impacts	Business Impacts
App Specific	EASY: 3	WIDESPREAD: 3	EASY: 3	SEVERE: 3	App / Business Specific
	AVERAGE: 2	COMMON: 2	AVERAGE: 2	MODERATE: 2	
	DIFFICULT: 1	UNCOMMON: 1	DIFFICULT: 1	MINOR: 1	

Figure G.8-C General Risk Matrix

To understand these risks for a particular application or organization, you must consider your own specific threat agents and business impacts. Even severe software weaknesses may not present a serious risk if there are no threat agents in a position to perform the necessary attack or the business impact is negligible for the assets involved. The following table presents a summary of the 2017 Top 10 Application Security Risks, and the risk factors that have been assigned to each risk.

Figure G.8-D Top 10 Risk Factor Summary

RISK	Threat Agents	Attack Vectors	Security Weakness		Impacts		Score
		Exploitability	Prevalence	Detectability	Technical	Business	
A1:2017-Injection	App Specific	EASY: 3	COMMON: 2	EASY: 3	SEVERE: 3	App Specific	8.0
A2:2017-Authentication	App Specific	EASY: 3	COMMON: 2	AVERAGE: 2	SEVERE: 3	App Specific	7.0
A3:2017-Sens. Data Exposure	App Specific	AVERAGE: 2	WIDESPREAD: 3	AVERAGE: 2	SEVERE: 3	App Specific	7.0
A4:2017-XML External Entities (XXE)	App Specific	AVERAGE: 2	COMMON: 2	EASY: 3	SEVERE: 3	App Specific	7.0
A5:2017-Broken Access Control	App Specific	AVERAGE: 2	COMMON: 2	AVERAGE: 2	SEVERE: 3	App Specific	6.0
A6:2017-Security Misconfiguration	App Specific	EASY: 3	WIDESPREAD: 3	EASY: 3	MODERATE: 2	App Specific	6.0
A7:2017-Cross-Site Scripting (XSS)	App Specific	EASY: 3	WIDESPREAD: 3	EASY: 3	MODERATE: 2	App Specific	6.0
A8:2017-Insecure Deserialization	App Specific	DIFFICULT: 1	COMMON: 2	AVERAGE: 2	SEVERE: 3	App Specific	5.0
A9:2017-Vulnerable Components	App Specific	AVERAGE: 2	WIDESPREAD: 3	AVERAGE: 2	MODERATE: 2	App Specific	4.7
A10:2017-Insufficient Logging&Monitoring	App Specific	AVERAGE: 2	WIDESPREAD: 3	DIFFICULT: 1	MODERATE: 2	App Specific	4.0

Whether you are new to web application security or already very familiar with these risks, the task of producing a secure web application or fixing an existing one can be difficult. If you have to manage a large application portfolio, this task can be daunting.

To help organizations, developers, testers and managers reduce their application security risks in a cost-effective manner; OWASP has produced numerous free and open resources that you can use to address application security in your organization. The following are some of the many resources OWASP has produced to help organizations produce secure web applications and APIs.

Get Started:

- Document all applications and associated data assets.
- Larger organizations should consider implementing a Configuration Management Database (CMDB).
- Establish an application security program to conduct analysis to define key improvement areas and an execution plan.

Risk Based Portfolio Approach:

- Identify the protection needs of your application portfolio from a business perspective.
- Establish a common risk-rating model with a consistent set of likelihood and impact factors reflective of your organization's tolerance for risk.
- Measure and prioritize all applications and APIs and add results to CMDB.

Enable with a Strong Foundation:

- Establish a set of policies and standards that provide an application security baseline for all development teams to adhere too.
- Define a common set of reusable security controls that complement these policies and standards and provide design and development guidance on their use.

Integrate Security into Existing Processes:

- Define and integrate secure implementation and verification activities into existing development and operational processes.
    - Activities include threat modeling, secure design and design review, secure coding and code review, penetration testing, and remediation.

Application Security Requirements - to produce a secure web application, you must define what secure means for that application.

- Application Security Verification Standard (ASVS):
  https://www.owasp.org/index.php/ASVS

- OWASP Secure Software Contract Annex:
  https://www.owasp.org/index.php/OWASP_Secure_Software_Contract_Annex

Application Security Architecture - retrofitting security into your applications and APIs, it is far more cost effective to design the security in from the start.

- OWASP Prevention Cheat Sheets:

https://www.owasp.org/index.php/OWASP_Cheat_Sheet_Series

Standard Security Controls - building strong and usable security controls is difficult. Using a set of standard security controls radically simplifies the development of secure applications and APIs.

- OWASP Proactive Controls:
  https://www.owasp.org/index.php/OWASP_Proactive_Controls

Secure Development Lifecycle - to improve the process your organization follows when building applications and APIs, organizations formulate and implement a strategy for software security that is tailored to the specific risks facing their organization.

- OWASP Software Assurance Maturity Model (SAMM):
  https://www.owasp.org/index.php/OWASP_SAMM_Project

- OWASP Application Security Guide for CISOs:
  https://www.owasp.org/index.php/Application_Security_Guide_For_CISOs

Application Security Education – hands-on learning about vulnerabilities to help educate developers on web application security.

- OWASP Education Project:

  https://www.owasp.org/index.php/Category:OWASP_Education_Project

- OWASP WebGoat:
  https://www.owasp.org/index.php/WebGoat

- OWASP Broken Web Application Project:
  https://www.owasp.org/index.php/OWASP_Broken_Web_Applications_Project

Understand the Threat Model – be sure to understand the priorities when it comes to threat model.

- OWASP Testing Guide:
  https://www.owasp.org/index.php/OWASP_Testing_Project

- Application Security Verification Standard (ASVS):

  https://www.owasp.org/index.php/ASVS

Testing Strategies – choose the simplest, fastest, most accurate technique to verify each requirement.

- OWASP Security Knowledge Framework:
  https://www.owasp.org/index.php/OWASP_Security_Knowledge_Framework

- Application Security Verification Standard (ASVS): https://www.owasp.org/index.php/ASVS

APPENDIX H SECURITY ADDENDUM

The following pages contain:

The legal authority, purpose, and genesis of the Criminal Justice Information Services Security Addendum (H2-H4);

An example of a contract addendum (H-5);

The Security Addendum itself (H6-H7);

The Security Addendum Certification page (H8).

FEDERAL BUREAU OF INVESTIGATION
CRIMINAL JUSTICE INFORMATION SERVICES
SECURITY ADDENDUM

Legal Authority for and Purpose and Genesis of the Security Addendum

Traditionally, law enforcement and other criminal justice agencies have been responsible for the confidentiality of their information. Accordingly, until mid-1999, the Code of Federal Regulations Title 28, Part 20, subpart C, and the National Crime Information Center (NCIC) policy paper approved December 6, 1982, required that the management and exchange of criminal justice information be performed by a criminal justice agency or, in certain circumstances, by a noncriminal justice agency under the management control of a criminal justice agency.

In light of the increasing desire of governmental agencies to contract with private entities to perform administration of criminal justice functions, the FBI sought and obtained approval from the United States Department of Justice (DOJ) to permit such privatization of traditional law enforcement functions under certain controlled circumstances. In the Federal Register of May 10, 1999, the FBI published a Notice of Proposed Rulemaking, announcing as follows:

> 1. Access to CHRI [Criminal History Record Information] and Related Information, Subject to Appropriate Controls, by a Private Contractor Pursuant to a Specific Agreement with an Authorized Governmental Agency To Perform an Administration of Criminal Justice Function (Privatization). Section 534 of title 28 of the United States Code authorizes the Attorney General to exchange identification, criminal identification, crime, and other records for the official use of authorized officials of the federal government, the states, cities, and penal and other institutions. This statute also provides, however, that such exchanges are subject to cancellation if dissemination is made outside the receiving departments or related agencies. Agencies authorized access to CHRI traditionally have been hesitant to disclose that information, even in furtherance of authorized criminal justice functions, to anyone other than actual agency employees lest such disclosure be viewed as unauthorized. In recent years, however, governmental agencies seeking greater efficiency and economy have become increasingly interested in obtaining support services for the administration of criminal justice from the private sector. With the concurrence of the FBI's Criminal Justice Information Services (CJIS) Advisory Policy Board, the DOJ has concluded that disclosures to private persons and entities providing support services for criminal justice agencies may, when subject to appropriate controls, properly be viewed as permissible disclosures for purposes of compliance with 28 U.S.C. 534.
>
> We are therefore proposing to revise 28 CFR 20.33(a)(7) to provide express authority for such arrangements. The proposed authority is similar to the authority that already exists in 28 CFR 20.21(b)(3) for state and local CHRI systems. Provision of CHRI under this authority would only be permitted pursuant to a specific agreement with an authorized governmental agency for the purpose of providing services for the administration of criminal justice. The agreement would be required to incorporate a security addendum approved by the Director of the FBI (acting for the Attorney General). The security

addendum would specifically authorize access to CHRI, limit the use of the information to the specific purposes for which it is being provided, ensure the security and confidentiality of the information consistent with applicable laws and regulations, provide for sanctions, and contain such other provisions as the Director of the FBI (acting for the Attorney General) may require. The security addendum, buttressed by ongoing audit programs of both the FBI and the sponsoring governmental agency, will provide an appropriate balance between the benefits of privatization, protection of individual privacy interests, and preservation of the security of the FBI's CHRI systems.

The FBI will develop a security addendum to be made available to interested governmental agencies. We anticipate that the security addendum will include physical and personnel security constraints historically required by NCIC security practices and other programmatic requirements, together with personal integrity and electronic security provisions comparable to those in NCIC User Agreements between the FBI and criminal justice agencies, and in existing Management Control Agreements between criminal justice agencies and noncriminal justice governmental entities. The security addendum will make clear that access to CHRI will be limited to those officers and employees of the private contractor or its subcontractor who require the information to properly perform services for the sponsoring governmental agency, and that the service provider may not access, modify, use, or disseminate such information for inconsistent or unauthorized purposes.

Consistent with such intent, Title 28 of the Code of Federal Regulations (C.F.R.) was amended to read:

§ 20.33 Dissemination of criminal history record information.

a) Criminal history record information contained in the Interstate Identification Index (III) System and the Fingerprint Identification Records System (FIRS) may be made available:

1) To criminal justice agencies for criminal justice purposes, which purposes include the screening of employees or applicants for employment hired by criminal justice agencies.

2) To noncriminal justice governmental agencies performing criminal justice dispatching functions or data processing/information services for criminal justice agencies; and

3) To private contractors pursuant to a specific agreement with an agency identified in paragraphs (a)(1) or (a)(6) of this section and for the purpose of providing services for the administration of criminal justice pursuant to that agreement. The agreement must incorporate a security addendum approved by the Attorney General of the United States, which shall specifically authorize access to criminal history record information, limit the use of the information to the purposes for which it is provided, ensure the security and confidentiality of the information consistent with these regulations, provide for sanctions, and contain such other provisions as the Attorney General may require. The power

and authority of the Attorney General hereunder shall be exercised by the FBI Director (or the Director's designee).

This Security Addendum, appended to and incorporated by reference in a government-private sector contract entered into for such purpose, is intended to insure that the benefits of privatization are not attained with any accompanying degradation in the security of the national system of criminal records accessed by the contracting private party. This Security Addendum addresses both concerns for personal integrity and electronic security which have been addressed in previously executed user agreements and management control agreements.

A government agency may privatize functions traditionally performed by criminal justice agencies (or noncriminal justice agencies acting under a management control agreement), subject to the terms of this Security Addendum. If privatized, access by a private contractor's personnel to NCIC data and other CJIS information is restricted to only that necessary to perform the privatized tasks consistent with the government agency's function and the focus of the contract. If privatized the contractor may not access, modify, use or disseminate such data in any manner not expressly authorized by the government agency in consultation with the FBI.

EXAMPLE OF A CONTRACT ADDENDUM

AMENDMENT NO. ___ TO THE CONTRACT BETWEEN
[PARTY NO. 1] AND [PARTY NO. 2], ENTERED INTO [DATE]

[Name of Law Enforcement Agency] and [Party No. 2], upon notification and pursuant to Paragraph/Section No. ___ [the amendment clause of the original contract] of that certain contract entered into by these parties on [date][and entitled "___"], hereby amend and revise the contract to include the following:

1. Access to and use of criminal history record information and other sensitive information maintained in [state and] FBI-managed criminal justice information systems by [private party] are subject to the following restrictions:

a.

b.

c.

and

d. The Security Addendum appended hereto, which is incorporated by reference and made a part thereof as if fully appearing herein.

This amendment is effective the ____ day of _____, 20__.

On behalf of [Party No. 1]: _____

[Name]

_____

[Title]

_____

Date

On behalf of [Party No. 2]: _____

[Name]

_____

[Title]

FEDERAL BUREAU OF INVESTIGATION

CRIMINAL JUSTICE INFORMATION SERVICES

SECURITY ADDENDUM

The goal of this document is to augment the CJIS Security Policy to ensure adequate security is provided for criminal justice systems while (1) under the control or management of a private entity or (2) connectivity to FBI CJIS Systems has been provided to a private entity (contractor). Adequate security is defined in Office of Management and Budget Circular A-130 as "security commensurate with the risk and magnitude of harm resulting from the loss, misuse, or unauthorized access to or modification of information."

The intent of this Security Addendum is to require that the Contractor maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

This Security Addendum identifies the duties and responsibilities with respect to the installation and maintenance of adequate internal controls within the contractual relationship so that the security and integrity of the FBI's information resources are not compromised. The security program shall include consideration of personnel security, site security, system security, and data security, and technical security.

The provisions of this Security Addendum apply to all personnel, systems, networks and support facilities supporting and/or acting on behalf of the government agency.

1.00 Definitions

1.01 Contracting Government Agency (CGA) - the government agency, whether a Criminal Justice Agency or a Noncriminal Justice Agency, which enters into an agreement with a private contractor subject to this Security Addendum.

1.02 Contractor - a private business, organization or individual which has entered into an agreement for the administration of criminal justice with a Criminal Justice Agency or a Noncriminal Justice Agency.

2.00 Responsibilities of the Contracting Government Agency.

2.01 The CGA will ensure that each Contractor employee receives a copy of the Security Addendum and the CJIS Security Policy and executes an acknowledgment of such receipt and the contents of the Security Addendum. The signed acknowledgments shall remain in the possession of the CGA and available for audit purposes. The acknowledgement may be signed by hand or via digital signature (see glossary for definition of digital signature).

3.00 Responsibilities of the Contractor.

3.01 The Contractor will maintain a security program consistent with federal and state laws, regulations, and standards (including the CJIS Security Policy in effect when the contract is executed and all subsequent versions), as well as with policies and standards established by the Criminal Justice Information Services (CJIS) Advisory Policy Board (APB).

4.00 Security Violations.

4.01 The CGA must report security violations to the CJIS Systems Officer (CSO) and the Director, FBI, along with indications of actions taken by the CGA and Contractor.

4.02 Security violations can justify termination of the appended agreement.

4.03 Upon notification, the FBI reserves the right to:

a. Investigate or decline to investigate any report of unauthorized use;

b. Suspend or terminate access and services, including telecommunications links. The FBI will provide the CSO with timely written notice of the suspension. Access and services will be reinstated only after satisfactory assurances have been provided to the FBI by the CGA and Contractor. Upon termination, the Contractor's records containing CHRI must be deleted or returned to the CGA.

5.00 Audit

5.01 The FBI is authorized to perform a final audit of the Contractor's systems after termination of the Security Addendum.

6.00 Scope and Authority

6.01 This Security Addendum does not confer, grant, or authorize any rights, privileges, or obligations on any persons other than the Contractor, CGA, CJA (where applicable), CSA, and FBI.

6.02 The following documents are incorporated by reference and made part of this agreement: (1) the Security Addendum; (2) the NCIC 2000 Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20. The parties are also subject to applicable federal and state laws and regulations.

6.03 The terms set forth in this document do not constitute the sole understanding by and between the parties hereto; rather they augment the provisions of the CJIS Security Policy to provide a minimum basis for the security of the system and contained information and it is understood that there may be terms and conditions of the appended Agreement which impose more stringent requirements upon the Contractor.

6.04 This Security Addendum may only be modified by the FBI, and may not be modified by the parties to the appended Agreement without the consent of the FBI.

6.05 All notices and correspondence shall be forwarded by First Class mail to:

Information Security Officer

Criminal Justice Information Services Division, FBI

1000 Custer Hollow Road

Clarksburg, West Virginia 26306

FEDERAL BUREAU OF INVESTIGATION

CRIMINAL JUSTICE INFORMATION SERVICES

SECURITY ADDENDUM

CERTIFICATION

I hereby certify that I am familiar with the contents of (1) the Security Addendum, including its legal authority and purpose; (2) the NCIC Operating Manual; (3) the CJIS Security Policy; and (4) Title 28, Code of Federal Regulations, Part 20, and agree to be bound by their provisions.

I recognize that criminal history record information and related data, by its very nature, is sensitive and has potential for great harm if misused. I acknowledge that access to criminal history record information and related data is therefore limited to the purpose(s) for which a government agency has entered into the contract incorporating this Security Addendum. I understand that misuse of the system by, among other things: accessing it without authorization; accessing it by exceeding authorization; accessing it for an improper purpose; using, disseminating or re-disseminating information received as a result of this contract for a purpose other than that envisioned by the contract, may subject me to administrative and criminal penalties. I understand that accessing the system for an appropriate purpose and then using, disseminating or re-disseminating the information received for another purpose other than execution of the contract also constitutes misuse. I further understand that the occurrence of misuse does not depend upon whether or not I receive additional compensation for such authorized activity. Such exposure for misuse includes, but is not limited to, suspension or loss of employment and prosecution for state and federal crimes.

_____ _____

Printed Name/Signature of Contractor Employee Date

_____ _____

Printed Name/Signature of Contractor Representative Date

_____

Organization and Title of Contractor Representative

APPENDIX I REFERENCES

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[FIPS 201] *Personal Identity Verification for Federal Employees and Contractors*; Federal Information Processing Standards Publication, FIPS PUB 201-1

[NIST SP 800–14] *Generally Accepted Principles and Practices for Securing Information Technology Systems*; NIST Special Publication 800–14

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[NIST SP 800–34] *Contingency Planning Guide for Information Technology Systems*; NIST Special Publication 800–34

[NIST SP 800–35] *Guide to Information Technology Security Services*; NIST Special Publication 800–35

[NIST SP 800–36] *Guide to Selecting Information Technology Security Products*; NIST Special Publication 800–36

[NIST SP 800–39] *Managing Risk from Information Systems, An Organizational Perspective*; NIST Special Publication 800–39

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[NIST SP 800–46] *Security for Telecommuting and Broadband Communications*; NIST Special Publication 800–46

[NIST SP 800–48] *Wireless Network Security*: 802.11, *Bluetooth, and Handheld Devices*; NIST Special Publication 800–48

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[NIST SP 800–53] *Recommended Security Controls for Federal Information Systems*; NIST Special Publication 800–53, Revision 2

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[NIST SP 800–60] *Guide for Mapping Types of Information and Information Systems to Security Categories*; NIST Special Publication 800–60, Revision 1, DRAFT

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[Surviving Security] *Surviving Security: How to Integrate People, Process, and Technology*; Second Edition; 2004

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APPENDIX J NONCRIMINAL JUSTICE AGENCY SUPPLEMENTAL GUIDANCE

This appendix is not intended to be used in lieu of the CJIS Security Policy (CSP) but rather should be used as supplemental guidance specifically for those Noncriminal Justice Agencies (NCJA) with access to Criminal Justice Information (CJI) as authorized by legislative enactment or federal executive order to request civil fingerprint-based background checks for licensing, employment, or other noncriminal justice purposes, via their State Identification Bureau (SIB) and/or Channeling agency. Examples of the target audience for the Appendix J supplemental guidance include school boards, banks, medical boards, gaming commissions, alcohol and tobacco control boards, social services agencies, pharmacy boards, etc.

The CSP is the minimum standard policy used by both criminal and noncriminal justice agencies requiring access to CJI maintained by the FBI CJIS Division. The essential premise of the CSP is to provide appropriate controls to protect the full lifecycle of CJI, whether at rest or in transit. The CSP provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

For those NCJAs new to the CSP and Advisory Policy Board (APB) auditing process (all NCJAs will be periodically audited by the CJIS Systems Agency (CSA)/SIB and may be included in a sampling of triennial audits conducted by the FBI*)* it is strongly recommended that each system processing CJI should be individually reviewed to determine which CSP requirements may apply. In the interim however this supplemental guidance provides a minimum starting point that every NCJA processing CJI can immediately put into place. Once the broader array of security controls are gleaned for a specific system, agencies can then leverage the (already implemented) controls described in this appendix as a launching pad towards full policy compliance.

The following information is organized to provide the section and section title within the CSP, along with a brief summary and background on the guidance itself. For the specific "shall" statement please go to the referenced section within the main body of the CSP.

General CJI Guidance

The following information provides NCJAs guidance to maintain security compliance when setting up any system capable of sending and/or receiving CJI:

a. 3.2.9 – Local Agency Security Officer (LASO)

It is the responsibility of the CJIS Systems Officer (CSO) to ensure each agency having access to CJI has someone designated as the Local Agency Security Officer (LASO) per CSP Section 3.2.2(2e).

The LASO serves as the primary point of contact (POC) between the local NCJA and their respective CSA CSO or Information Security Officer (ISO) who interfaces with the FBI CJIS Division. The LASO actively represents their agency in all matters pertaining to information security, disseminates information security alerts and other material to their constituents, maintains information security documentation (including system configuration data), assists with Information Security audits of hardware and

procedures, and keeps the CSA (i.e., CSO or ISO) informed as to any information security needs and problems.

b. 5.1.1.6 – Agency User Agreements

When an NCJA (private or public) is permitted to request civil fingerprint-based background checks, with the full consent of the individual to whom a background check is taking place, for noncriminal justice functions as authorized pursuant to federal law or state statute approved by the U.S. Attorney General, the information received from the background check, such as criminal history record information (CHRI) or personally identifiable information (PII), must be protected as CJI. In order to receive access to CJI the NCJA must enter into a signed written agreement, i.e., an agency user agreement, with the appropriate signatory authority of the CSA, SIB, or authorized agency providing the CJI access. An example of a NCJA (private) is a local bank. An example of a NCJA (public) is a county school board.

Note 1: The CSA, SIB, or authorized agency providing the CJI access term should be part of the agency user agreement.

Note 2: Any NCJA that directly accesses FBI CJIS must allow the FBI to periodically test the ability to penetrate the FBI's network through the external network connection or system.

c. 5.1.3 – Secondary Dissemination

Secondary dissemination is the promulgation of CJI from a releasing agency to an authorized recipient agency that has not been previously identified in a formal information exchange agreement.

If CHRI is released to another authorized agency, that is not part of the releasing agency's primary information exchange agreement(s), the releasing agency must log such dissemination.

d. 5.2.1.1 – All Personnel (Security Awareness Training)

Basic security awareness training is required for all personnel who have access to CJI within six months of initial assignment, and biennially thereafter. CSP Section 5.2.1.1 describes the topics that must be addressed within baseline security awareness training for all authorized personnel with access to CJI.

Note: The CSO/SIB may accept the documentation of the completion of security awareness training from another agency. Accepting such documentation from another agency means that the accepting agency assumes the risk that the training may not meet a particular requirement or process required by federal, state, or local laws.

e. 5.3 – Incident Response

CSP Section 5.3 assists agencies with response and reporting procedures for accidental and malicious computer and network attacks. The requirements within Section 5.3 will help NCJAs with:

(i) Establishing an operational incident handling capability for agency information systems that includes adequate preparation, detection, analysis, containment, recovery, and user response activities; and,

(ii) Tracking, documenting, and reporting incidents to appropriate agency officials and/or authorities.

CSP Section 5.3.1 describes the requirements for reporting security events and describes the responsibilities of the FBI CJIS Division and the CSA ISO.

CSP Section 5.3.2 describes the requirements for managing security incidents, to include: incident handling and the collection of evidence.

CSP Section 5.3.3 describes the requirement for an agency to ensure general incident response roles responsibilities are included as part of required security awareness training.

CSP Section 5.3.4 describes the requirement for an agency to track and document information system security incidents on an ongoing basis.

Note 1: CSA ISOs serve as the POC on security-related issues for their respective agencies and must ensure LASOs institute the CSA incident response reporting procedures at the local level. The CSA ISO shall maintain completed security incident reporting forms until the subsequent FBI triennial audit or until legal action (if warranted) is complete; whichever time-frame is greater.

Note 2: CSP Appendix F contains a sample incident notification letter for use when communicating the details of an incident to the FBI CJIS ISO.

f. 5.4 – Auditing and Accountability

CSP Section 5.4 assists agencies in assessing the inventory of components that compose their information systems to determine which security controls are applicable to the various components and implement required audit and accountability controls.

CSP Section 5.4.1 describes the required parameters for agencies to generate audit records and content for defined events and periodically review and update the list of agency-defined auditable events.

CSP Section 5.4.2 describes the requirement for agencies to provide alerts to appropriate agency officials in the event of an audit processing failure, such as software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.

CSP Section 5.4.3 describes the requirements for audit review/analysis frequency and to designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions.

CSP Section 5.4.4 describes the requirement to establish information system time stamp parameters for use in audit record generation.

CSP Section 5.4.5 describes the requirement to protect audit information and audit tools from modification, deletion and unauthorized access.

CSP Section 5.4.6 describes the requirement for an agency to retain audit records for at least one (1) year.

Note: The agency will continue to retain audit records for longer than one (1) year until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes - for example, retention and availability of audit records relative

to Freedom of Information Act (FOIA) requests, subpoena, and law enforcement actions.

CSP Section 5.4.7 describes the requirements for logging National Crime Information Center (NCIC) and Interstate Identification Index (III) transactions. A log must be maintained for a minimum of one (1) year on all NCIC and III transactions. The III portion of the log will clearly identify both the operator and the authorized receiving agency. III logs must also clearly identify the requester and the secondary recipient. The identification on the log will take the form of a unique identifier that shall remain unique to the individual requester and to the secondary recipient throughout the minimum one (1) year retention period.

g. 5.8 – Media Protection

CJIS Security Policy Section 5.8 assists agencies to document and implement media protection policy and procedures required to ensure that access to electronic and physical media in all forms is restricted to authorized individuals for securely handling, transporting and storing media.

"Electronic media" is electronic storage media, such as memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" refers to CJI in physical form, e.g. printed documents, printed imagery, etc.

CSP Section 5.8.1 describes the requirement for agencies to securely store electronic and physical media within physically secure locations or controlled areas and restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted per CSP Section 5.10.1.2.

CSP Section 5.8.2 describes the requirements for agencies to protect and control both electronic and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel. The agency is responsible for implementing controls to protect electronic media containing CJI while in transport (physically moved from one location to another) to help prevent compromise of the data. Encryption, as defined in CSP Section 5.10.1.2, is the optimal control; however, if encryption of the data isn't possible then each agency must institute other controls to ensure the security of the data.

CSP Section 5.8.3 describes the requirements for agencies to maintain written documentation of the steps taken to sanitize or destroy electronic media. Agencies must sanitize (electronically overwrite the data at least three times) or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. This sanitization or destruction needs to be witnessed or carried out only by authorized personnel. Inoperable electronic media must be destroyed (cut up, shredded, etc.).

CSP Section 5.8.4 describes the requirements for physical media to be securely disposed of when no longer required, using established formal procedures. Physical media must be destroyed by shredding or incineration. This disposal or destruction needs to be witnessed or carried out only by authorized personnel.

h. 5.9 Physical Protection

CSP Section 5.9 explains the physical protection policy and procedures that are required to ensure CJI and information system hardware, software, and media are physically protected through access control measures.

CSP Section 5.9.1 details the requirements for establishing a Physically Secure Location - a facility, a criminal justice conveyance, an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. Sections 5.9.1.1 – 5.9.1.8 describe the physical control requirements that must be implemented in order to establish a physically secure location.

CSP Section 5.9.2 details the requirements for establishing a Controlled Area. The controlled area is an area, a room, or a storage container established for the purpose of day-to-day CJI access, storage, or processing in the event an agency is unable to meet all of the controls required for establishing a physically secure location. Access to the controlled area needs to be restricted to only authorized personnel whenever CJI is processed. The CJI material needs to be locked away when unattended to prevent unauthorized and unintentional access. Additionally, the encryption standards of CSP Section 5.10.1.2 apply to the electronic storage (i.e. data "at rest") of CJI.

i. 5.11 – Formal Audits

CSP Section 5.11 explains the formal audit process to help agencies understand the audit procedures.

CSP Section 5.11.1 details the requirements for compliance and security audits by the FBI CJIS Division. The FBI CJIS Division is authorized to conduct audits, once every three (3) years as a minimum, to assess agency compliance with applicable statutes, regulations and policies.

The CJIS Audit Unit (CAU) will conduct triennial audits of each CSA in order to verify compliance with applicable statutes, regulations and policies. This audit includes a sample of Criminal Justice Agency (CJA) and NCJAs, in coordination with the SIB.

Note 1: Audits may be conducted on a more frequent basis if the audit reveals that an agency has not complied with applicable statutes, regulations and policies.

Note 2: The FBI CJIS Division has the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.

CSP Section 5.11.2 describes the requirements for the CSA to triennially audit all CJAs and NCJAs with direct access to the state system, establish a process to periodically audit all NCJAs with access to CJI, establish the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.

CSP Section 5.11.3 describes the requirement that all agencies with access to CJI must permit an inspection team to conduct an appropriate inquiry and audit of any alleged security violations. The inspection team, appointed by the APB, will include at least one representative of the CJIS Division. All results of the inquiry and audit will be reported to the APB with appropriate recommendations.

Agencies located within states having passed legislation authorizing or requiring civil fingerprint-based background checks for personnel with access to criminal history record

information for the purposes of licensing or employment need to follow the guidance in Section 5.12 (referenced below).

j. 5.12 – Personnel Security

CSP Section 5.12 provides agencies the security terms and requirements as they apply to all personnel who have unescorted access to unencrypted CJI, including individuals with only physical or logical access to devices that store, process or transmit unencrypted CJI.

CSP Section 5.12.1 details the minimum screening requirements for all individuals requiring unescorted access to unencrypted CJI.

CSP Section 5.12.2 describes the requirement for an agency to immediately terminate CJI access for an individual upon termination of employment.

CSP Section 5.12.3 describes the requirement for an agency to review CJI access authorizations and initiate appropriate actions (such as closing and establishing accounts and changing system access authorizations) whenever personnel are reassigned or transferred to other positions within the agency.

CSP Section 5.12.4 describes the requirement for an agency to employ a formal sanctions process for personnel failing to comply with established information security policies and procedures.

Agencies located within states that have not passed legislation authorizing or requiring civil fingerprint-based background checks are exempted from this requirement until such time as appropriate legislation has been written into law.

The following scenarios are intended to help the reader identify areas within the CSP that NCJAs may often come across. Each scenario should be reviewed for applicability in conjunction with the above General CJI Guidance section. The specific requirements found with the CSP are not shown; however specific sections are referenced along with a requirements summary.

Hard Copy CJI Storage and Accessibility

When an NCJA receives CJI via a paper copy from a CJA and stores the paper within a locked file cabinet, the NCJA should, in addition to the General CJI Guidance, focus on compliance with policy section:

a. 4.2.4 – Storage

When storing CJI, appropriate administrative, technical, and physical safeguards must be implemented to ensure the security and confidentiality of the information.

Electronic CJI Storage and Accessibility – Controlled Area

When an NCJA creates an electronic copy of CJI (e.g. scanning a document or creation of a spreadsheet) and subsequently stores this static CJI on either a local hard drive or shared network drive in a controlled area for indirect access by Authorized Recipients, the NCJA should, in addition to the General CJI Guidance, focus on compliance with policy section:

a. 5.5.2.4 (3) – Access Control – Encryption

CSP Section 5.5.2.4 item 3 – Encryption describes the requirement for utilizing encryption as the primary access control mechanism which is necessary in this situation. Encrypted information can only be read by personnel possessing the

appropriate cryptographic key (e.g., passphrase) to decrypt. Refer to Section 5.10.1.2 for specific encryption requirements.

Electronic CJI Storage and Accessibility – Physically Secure Location

When an NCJA receives or creates an electronic copy of CJI and subsequently stores this CJI within a Records Management System (RMS), located within a physically secure location that may be queried by Authorized Recipients, the NCJA should, in addition to the General CJI Guidance, focus on compliance with policy sections:

a. 5.5 – Access Control

CSP Section 5.5 describes the requirements and parameters for utilizing access control mechanisms for restricting CJI access (such as the reading, writing, processing and transmission of CJIS information) and the modification of information systems, applications, services and communication configurations allowing access to CJI to only authorized personnel.

b. 5.6 – Identification and Authentication

CSP Section 5.6 describes the requirements and parameters agencies must implement to validate and authenticate the identity of information system users and processes acting on behalf of users the identities prior to granting access to CJI or agency information systems/services that process CJI.

c. 5.7 – Configuration Management

CSP Section 5.7 describes the requirements for implementing access restrictions that will only permit authorized and qualified individuals access to information system components for purposes of initiating changes, including upgrades, and modifications.

CSP Section 5.7.1 describes the requirements for implementing the concept of least privilege (5.7.1.1) and for developing and maintaining network diagrams (5.7.1.2) that detail how the RMS is interconnected and protected within the network. See Appendix C for sample network diagrams.

CSP Section 5.7.2 details the requirement for agencies to protect the system documentation from unauthorized access consistent with the provisions described in Section 5.5 Access Control.

d. 5.10 – System and Communications Protection and Information Integrity

CSP Section 5.10 details the requirements for network infrastructures within physically secure locations through establishment of system and communication boundary and transmission protection safeguards that assist in securing an agency's environment, even when virtualized. In addition, this section describes the requirements for providing the capability to ensure system integrity through the detection and protection against unauthorized changes to software and information for applications, services, and information systems.

Use Case Scenarios

1. Indirect Access to Criminal Justice Information (CJI) Stored on a Network Server

A county board of education is converting all employee records, including background check information containing CJI, to an electronic format. The records will be scanned from hard copy to electronic files and placed on network server that has indirect access to CJI and is located in a secure data center within the board of education offices. The data center meets all the requirements to be labeled a physically secure location as defined in Section 5.9.1 of the CSP.

Keeping in mind the scenario as described, an authorized user needs access to an employee's electronic record. This user is not located in the secure data center and will have to use remote access to access the file. The user is therefore required to provide identification and authentication credentials to prove they are an authorized user. To access the record, the user is prompted to enter their unique username and password. Because the record resides on a system with indirect access to CJI (does not allow the user to query a state or national criminal record repository), AA is not required to access the record.

NOTE: If the Authorized User has direct access to CJI (the ability to query a state or national criminal record repository) in the above scenario, AA would be required.

2. Encryption for Data at Rest (Exemption for FIPS 140-2 Certified Encryption)

A county board of education is converting all employee records, including background check information containing CJI, to an electronic format. The records will be scanned from hard copy to electronic files and placed on network server that is not located in a secure data center. Because the data center does not meet the requirements of a physically secure location, as defined in Section 5.9.1 of the CSP, the files, at rest (in storage) on the server, are required to be encrypted.

To prevent unauthorized access, the IT staff has decided to encrypt the entire folder that contains the files. They will use a product that provides an advanced encryption standard (AES) encryption algorithm at 256 bit strength to comply with the CSP and employ a CSP compliant passphrase to lock the folder's encryption. When an authorized user needs to access an employee's record, they access the folder on the server and are prompted to enter the designated passphrase to decrypt (unlock) the folder. The user can then access all files within the folder.

NOTE: Whenever authorized personnel no longer require access to the encrypted folder, the passphrase must be changed to prevent future access by that user.

APPENDIX K CRIMINAL JUSTICE AGENCY SUPPLEMENTAL GUIDANCE

This appendix is not intended to be used in lieu of the CJIS Security Policy (CSP) but rather should be used as supplemental guidance specifically for those Criminal Justice Agencies (CJA) that have historically not been subject to audit under the CJIS Security Policy guidelines. The target audience typically gains access to CJI via fax, hardcopy distribution or voice calls; does not have the capability to query state or national databases for criminal justice information; and may have been assigned an originating agency identifier (ORI) but is dependent on other agencies to run queries on their behalf. This guidance is not intended for criminal justice agencies covered under an active information exchange agreement with another agency for direct or indirect connectivity to the state CJIS Systems Agency (CSA) – in other words those agencies traditionally identified as "terminal agencies".

The CSP is the minimum standard policy used by both criminal and noncriminal justice agencies requiring access to criminal justice information (CJI) maintained by the FBI CJIS Division. The essential premise of the CSP is to provide appropriate controls to protect the full lifecycle of CJI, whether at rest or in transit. The CSP provides guidance for the creation, viewing, modification, transmission, dissemination, storage, and destruction of CJI. This Policy applies to every individual—contractor, private entity, noncriminal justice agency representative, or member of a criminal justice entity—with access to, or who operate in support of, criminal justice services and information.

For those CJAs new to the CSP it is strongly recommended that each system processing CJI should be individually reviewed to determine which CSP requirements may apply. In the interim however this supplemental guidance provides a minimum starting point that every CJA processing CJI can immediately put into place. Once the broader array of security controls are gleaned for a specific system, agencies can then leverage the (already implemented) controls described in this appendix as a launching pad towards full policy compliance.

The following information is organized to provide the section and section title within the CSP, along with a brief summary and background on the guidance itself. For the specific "shall" statement please go to the referenced section within the main body of the CSP.

General CJI Guidance

The following information provides CJAs guidance to maintain security compliance when setting up any system capable of sending and/or receiving CJI:

a. 3.2.9 – Local Agency Security Officer (LASO)

It is the responsibility of the CJIS Systems Officer (CSO) to ensure each agency having access to CJI has someone designated as the Local Agency Security Officer (LASO) per CSP Section 3.2.2(2e).

The LASO serves as the primary point of contact (POC) between the local CJA and their respective CSA CSO or Information Security Officer (ISO) who interfaces with the FBI CJIS Division. The LASO actively represents their agency in all matters pertaining to information security, disseminates information security alerts and other material to their constituents, maintains information security documentation (including system configuration data), assists with Information Security audits of hardware and procedures, and keeps the CSA (i.e., CSO or ISO) informed as to any information security needs and problems.

b. 5.1.1.3 – Criminal Justice Agency User Agreements

Any CJA receiving access to CJI must enter into a signed agreement with the CSA providing the access. The agreement specifies the services and systems the agency will access. It must also specify all pertinent governance policies to which the agency must adhere.

c. 5.1.3 – Secondary Dissemination

Secondary dissemination is the promulgation of CJI from a releasing agency to an authorized recipient agency that has not been previously identified in a formal information exchange agreement.

If CHRI is released to another authorized agency, that is not part of the releasing agency's primary information exchange agreement(s), the releasing agency must log such dissemination.

d. 5.2 – Security Awareness Training

Basic security awareness training is required for all personnel who have access to CJI within six months of initial assignment, and biennially thereafter. CSP Section 5.2.1.1 describes the topics that must be addressed within baseline security awareness training for all authorized personnel with access to CJI.

CSP Section 5.2.1.2 describes the topics required to be discussed for personnel that have both physical and logical access to CJI. These topics are covered in addition to the ones addressed in basic security awareness training.

CSP Section 5.2.1.3 describes topics to be covered for those personnel assigned information technology roles. Topics covered in this section are in addition to the topics addressed in Sections 5.2.1.1 and 5.2.1.2.

Note: The CSO may accept the documentation of the completion of security awareness training from another agency. Accepting such documentation from another agency means that the accepting agency assumes the risk that the training may not meet a particular requirement or process required by federal, state, or local laws.

e. 5.3 – Incident Response

CSP Section 5.3 assists agencies with response and reporting procedures for accidental and malicious computer and network attacks. The requirements within Section 5.3 will help CJAs with:

(iii) Establishing an operational incident handling capability for agency information systems that includes adequate preparation, detection, analysis, containment, recovery, and user response activities; and,

(iv) Tracking, documenting, and reporting incidents to appropriate agency officials and/or authorities.

CSP Section 5.3.1 describes the requirements for reporting security events and describes the responsibilities of the FBI CJIS Division and the CSA ISO.

CSP Section 5.3.2 describes the requirements for managing security incidents, to include: incident handling and the collection of evidence.

CSP Section 5.3.3 describes the requirement for an agency to ensure general incident response roles responsibilities are included as part of required security awareness training.

CSP Section 5.3.4 describes the requirement for an agency to track and document information system security incidents on an ongoing basis.

Note 1: CSA ISOs serve as the POC on security-related issues for their respective agencies and must ensure LASOs institute the CSA incident response reporting procedures at the local level. The CSA ISO shall maintain completed security incident reporting forms until the subsequent FBI triennial audit or until legal action (if warranted) is complete; whichever time-frame is greater.

Note 2: CSP Appendix F contains a sample incident notification letter for use when communicating the details of an incident to the FBI CJIS ISO.

f. 5.4 – Auditing and Accountability

CSP Section 5.4 assists agencies in assessing the inventory of components that compose their information systems to determine which security controls are applicable to the various components and implement required audit and accountability controls.

CSP Section 5.4.1 describes the required parameters for agencies to generate audit records and content for defined events and periodically review and update the list of agency-defined auditable events.

CSP Section 5.4.2 describes the requirement for agencies to provide alerts to appropriate agency officials in the event of an audit processing failure, such as software/hardware errors, failures in the audit capturing mechanisms, and audit storage capacity being reached or exceeded.

CSP Section 5.4.3 describes the requirements for audit review/analysis frequency and to designate an individual or position to review/analyze information system audit records for indications of inappropriate or unusual activity, investigate suspicious activity or suspected violations, to report findings to appropriate officials, and to take necessary actions.

CSP Section 5.4.4 describes the requirement to establish information system time stamp parameters for use in audit record generation.

CSP Section 5.4.5 describes the requirement to protect audit information and audit tools from modification, deletion and unauthorized access.

CSP Section 5.4.6 describes the requirement for an agency to retain audit records for at least one (1) year.

Note: The agency will continue to retain audit records for longer than one (1) year until it is determined they are no longer needed for administrative, legal, audit, or other operational purposes - for example, retention and availability of audit records relative to Freedom of Information Act (FOIA) requests, subpoena, and law enforcement actions.

CSP Section 5.4.7 describes the requirements for logging National Crime Information Center (NCIC) and Interstate Identification Index (III) transactions. A log must be maintained for a minimum of one (1) year on all NCIC and III transactions. The III portion of the log will clearly identify both the operator and the authorized receiving agency. III logs must also clearly identify the requester and the secondary recipient.

The identification on the log will take the form of a unique identifier that shall remain unique to the individual requester and to the secondary recipient throughout the minimum one (1) year retention period.

g. 5.8 – Media Protection

CJIS Security Policy Section 5.8 assists agencies to document and implement media protection policy and procedures required to ensure that access to digital and physical media in all forms is restricted to authorized individuals for securely handling, transporting and storing media.

"Digital media" is electronic storage media, such as memory devices in laptops and computers (hard drives) and any removable, transportable digital memory media, such as magnetic tape or disk, optical disk, flash drives, external hard drives, or digital memory card. "Physical media" refers to CJI in physical form, e.g. printed documents, printed imagery, etc.

CSP Section 5.8.1 describes the requirement for agencies to securely store digital and physical media within physically secure locations or controlled areas and restrict access to electronic and physical media to authorized individuals. If physical and personnel restrictions are not feasible then the data must be encrypted per CSP Section 5.10.1.2.

CSP Section 5.8.2 describes the requirements for agencies to protect and control both digital and physical media during transport outside of controlled areas and restrict the activities associated with transport of such media to authorized personnel. The agency is responsible for implementing controls to protect electronic media containing CJI while in transport (physically moved from one location to another) to help prevent compromise of the data. Encryption, as defined in CSP Section 5.10.1.2, is the optimal control; however, if encryption of the data isn't possible then each agency must institute other controls to ensure the security of the data.

CSP Section 5.8.3 describes the requirements for agencies to maintain written documentation of the steps taken to sanitize or destroy digital media. Agencies must sanitize (electronically overwrite the data at least three times) or degauss electronic media prior to disposal or release for reuse by unauthorized individuals. This sanitization or destruction needs to be witnessed or carried out only by authorized personnel. Inoperable electronic media must be destroyed (cut up, shredded, etc.).

CSP Section 5.8.4 describes the requirements for physical media to be securely disposed of when no longer required, using established formal procedures. Physical media must be destroyed by shredding or incineration. This disposal or destruction needs to be witnessed or carried out only by authorized personnel.

h. 5.9 Physical Protection

CSP Section 5.9 explains the physical protection policy and procedures that are required to ensure CJI and information system hardware, software, and media are physically protected through access control measures.

CSP Section 5.9.1 details the requirements for establishing a Physically Secure Location - a facility, a police vehicle, an area, a room, or a group of rooms within a facility with both the physical and personnel security controls sufficient to protect CJI and associated information systems. Sections 5.9.1.1 – 5.9.1.8 describe the physical control requirements that must be implemented in order to establish a physically secure location.

CSP Section 5.9.2 details the requirements for establishing a Controlled Area. The controlled area is an area, a room, or a storage container established for the purpose of day-to-day CJI access, storage, or processing in the event an agency is unable to meet all of the controls required for establishing a physically secure location. Access to the controlled area needs to be restricted to only authorized personnel whenever CJI is processed. The CJI material needs to be locked away when unattended to prevent unauthorized and unintentional access. Additionally, the encryption standards of CSP Section 5.10.1.2 apply to the electronic storage (i.e. data "at rest") of CJI.

i. 5.10 – System and Communications Protection and Information Integrity

CSP Section 5.10 explains the technical safeguards ranging from boundary and transmission protection to security an agency's virtualized environment.

CSP Section 5.10.1.2 details the requirements for the encryption of CJI whether in transit or at rest. FIPS 140-2 certification is required when CJI is in transit outside a physically secure location. When at rest outside a physically secure location, encryption methods can use Advanced Encryption Standard (AES) at 256 bit strength or a FIPS 140-2 certified method.

CSP Section 5.10.3 explains the use of virtualization and partitioning when processing CJI in a virtual environment. A virtualized environment can be configured such that those parts of the system which process CJI are either physically or virtually separated from those that do not.

CSP Section 5.10.4 explains system and information integrity policy and procedures. This includes areas such as patch management, malicious code protection, and spam and spyware protection.

j. 5.11 – Formal Audits

CSP Section 5.11 explains the formal audit process to help agencies understand the audit procedures.

CSP Section 5.11.1 details the requirements for compliance and security audits by the FBI CJIS Division. The FBI CJIS Division is authorized to conduct audits, once every three (3) years as a minimum, to assess agency compliance with applicable statutes, regulations and policies.

The CJIS Audit Unit (CAU) will conduct triennial audits of each CSA in order to verify compliance with applicable statutes, regulations and policies. This audit includes a sample of Criminal Justice Agency (CJA) and NCJAs, in coordination with the SIB.

Note 1: Audits may be conducted on a more frequent basis if the audit reveals that an agency has not complied with applicable statutes, regulations and policies.

Note 2: The FBI CJIS Division has the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.

CSP Section 5.11.2 describes the requirements for the CSA to triennially audit all CJAs and NCJAs with direct access to the state system, establish a process to periodically audit all NCJAs with access to CJI, establish the authority to conduct unannounced security inspections and scheduled audits of Contractor facilities.

CSP Section 5.11.3 describes the requirement that all agencies with access to CJI must permit an inspection team to conduct an appropriate inquiry and audit of any alleged security violations. The inspection team, appointed by the APB, will include at least one

representative of the CJIS Division. All results of the inquiry and audit will be reported to the APB with appropriate recommendations.

k. 5.12 – Personnel Security

CSP Section 5.12 provides agencies the security terms and requirements as they apply to all personnel who have unescorted access to unencrypted CJI, including individuals with only physical or logical access to devices that store, process or transmit unencrypted CJI.

CSP Section 5.12.1 details the minimum screening requirements for all individuals requiring unescorted access to unencrypted CJI.

CSP Section 5.12.2 describes the requirement for an agency to immediately terminate CJI access for an individual upon termination of employment.

CSP Section 5.12.3 describes the requirement for an agency to review CJI access authorizations and initiate appropriate actions (such as closing and establishing accounts and changing system access authorizations) whenever personnel are reassigned or transferred to other positions within the agency.

CSP Section 5.12.4 describes the requirement for an agency to employ a formal sanctions process for personnel failing to comply with established information security policies and procedures.

l. 5.13 – Mobile Devices

When access to CJI using mobile devices such as laptops, smartphones, and tablets is authorized, CSP Section 5.13 explains the controls required to manage those devices to ensure the information remains protected.

The following scenarios are intended to help the reader identify areas within the CSP that CJAs may often come across. Each scenario should be reviewed for applicability in conjunction with the above "General CJI Guidance" section. The specific requirements found with the CSP are not shown; however specific sections are referenced along with a requirements summary.

Hard Copy CJI Storage and Accessibility

When CJI is received in hard copy and the agency stores the paper within a locked file cabinet, the CJA should, in addition to the "General CJI Guidance", focus on compliance with policy section:

a. 4.2.4 – Storage

When storing CJI, appropriate administrative, technical, and physical safeguards must be implemented to ensure the security and confidentiality of the information.

Electronic CJI Storage and Accessibility – Controlled Area

When an agency creates an electronic copy of CJI (e.g. scanning a document or creation of a spreadsheet) and subsequently stores this static CJI on either a local hard drive or shared network drive in a controlled area for indirect access by Authorized Recipients, the agency should, in addition to the "General CJI Guidance", focus on compliance with policy section:

a. 5.5.2.4 (3) – Access Control Mechanisms – Encryption

CSP Section 5.5.2.4 item 3, Encryption – This describes the requirement for utilizing encryption as the primary access control mechanism which is necessary in this

situation. Encrypted information can only be read by personnel possessing the appropriate cryptographic key (e.g., passphrase) to decrypt. Refer to Section 5.10.1.2 for specific encryption requirements.

Electronic CJI Storage and Accessibility – Physically Secure Location

When an agency receives or creates an electronic copy of CJI and subsequently stores this CJI within a Records Management System (RMS), located within a physically secure location that may be queried by Authorized Recipients, the agency should, in addition to the "General CJI Guidance", focus on compliance with policy sections:

a. 5.5 – Access Control

   CSP Section 5.5 describes the requirements and parameters for utilizing access control mechanisms for restricting CJI access (such as the reading, writing, processing and transmission of CJIS information) and the modification of information systems, applications, services and communication configurations allowing access to CJI to only authorized personnel.

b. 5.6 – Identification and Authentication

   CSP Section 5.6 describes the requirements and parameters agencies must implement to validate and authenticate the identity of information system users and processes acting on behalf of users the identities prior to granting access to CJI or agency information systems/services that process CJI.

c. 5.7 – Configuration Management

   CSP Section 5.7 describes the requirements for implementing access restrictions that will only permit authorized and qualified individuals access to information system components for purposes of initiating changes, including upgrades, and modifications.

   CSP Section 5.7.1 describes the requirements for implementing the concept of least privilege (5.7.1.1) and for developing and maintaining network diagrams (5.7.1.2) that detail how the RMS is interconnected and protected within the network. See Appendix C for sample network diagrams.

   CSP Section 5.7.2 details the requirement for agencies to protect the system documentation from unauthorized access consistent with the provisions described in Section 5.5 Access Control.

d. 5.10 – System and Communications Protection and Information Integrity

   CSP Section 5.10 details the requirements for network infrastructures within physically secure locations through establishment of system and communication boundary and transmission protection safeguards that assist in securing an agency's environment, even when virtualized. In addition, this section describes the requirements for providing the capability to ensure system integrity through the detection and protection against unauthorized changes to software and information for applications, services, and information systems.

Use Case Scenarios

1. Indirect Access to Criminal Justice Information (CJI) Stored on a Network Server

   A county court scans hard copy case documents containing CJI into an electronic format. The documents are placed on a network server which is located in a secure data center within the court offices. The data center meets all the requirements to be labeled a physically secure location as defined in Section 5.9.1 of the CSP.

   Keeping in mind the scenario as described, an authorized user needs access to case documents. This user is not located in the secure data center and will have to use remote access to access the file. The user is therefore required to provide identification and authentication credentials to prove they are an authorized user. To access the documents, the user is prompted to enter their unique username and password. Because the documents reside on a system with indirect access to CJI (does not allow the user to query a state or national criminal record repository), AA is not required for access to the documents.

   NOTE: If the Authorized User has direct access to CJI (the ability to query a state or national criminal record repository) in the above scenario, AA would be required.

2. Encryption for Data at Rest (Exemption for FIPS 140-2 Certified Encryption)

   A county court scans hard copy case documents containing CJI in an electronic format. The documents are placed on a network server which is not located in a secure data center. Because the data center does not meet the requirements of a physically secure location, as defined in Section 5.9.1 of the CSP, the files, at rest (in storage) on the server, are required to be encrypted.

   To prevent unauthorized access, the IT staff has decided to encrypt the entire folder that contains the files. They will use a product that provides an advanced encryption standard (AES) algorithm at 256 bit strength to comply with the CSP and employ a CSP compliant passphrase to lock the folder's encryption. When an authorized user needs to access to the case documents, they access the folder on the server and are prompted to enter the designated passphrase to decrypt (unlock) the folder. The user can then access all files within the folder. Additionally, because the documents reside on a system with indirect access to CJI (does not allow the user to query a state or national criminal record repository), AA is not required for access to the documents.

   NOTE: Whenever authorized personnel no longer require access to the encrypted folder, the passphrase must be changed to prevent future access by that user.

Greater Highway 50 RIMS Collaborate

Memorandum of Understanding and Agreement

This Memorandum of Understanding (hereinafter "MOU" or "Agreement") is entered into by and between South Lake Tahoe Police Department, a collaborate member of the Greater Highway 50 Corridor RIMS Collaborate group hosted by the El Dorado County Sheriff's Office, (hereinafter "Greater Highway 50 Corridor RIMS Collaborate") and the El Dorado County Sheriff's Office executing this agreement as indicated on the signature page "Member Agency".

WHEREAS, the South Lake Tahoe Police Department and El Dorado County Sheriff's Office provides law enforcement services; and

WHEREAS, El Dorado County Sheriff's Office supports the sharing of information contained within its electronic data systems in furtherance of collaboration with other appropriate law enforcement entities, through integrated systems of information technology in RIMS that Sun Ridge Systems, Inc. has developed, established, or licensed; and

WHEREAS, the ability to participate in the Greater Highway 50 Corridor RIMS Collaborate is specific to law enforcement agencies who utilize RIMS and purchased the Sun Ridge Systems, Inc. for the collaborate function. RIMS Collaborate groups are regional and hosted by a local agency. The Greater Highway 50 Corridor RIMS Collaborate is a multi-jurisdictional law enforcement information sharing group hosted by the El Dorado County Sheriff's Office in the greater Sacramento / Central Sierra region of California; and

WHEREAS, the mission of the Greater Highway 50 Corridor RIMS Collaborate is to optimize the efficiency of law enforcement services of Member Agency through information sharing and regional collaboration; and

WHEREAS, the Greater Highway 50 Corridor RIMS Collaborate and El Dorado County Sheriff's Office are dedicated to the most efficient utilization of their resources and services in law enforcement endeavors; and

WHEREAS, the Greater Highway 50 Corridor RIMS Collaborate and El Dorado County Sheriff's Office are committed to cooperation and coordination in providing the highest level of law enforcement services to the public, guided by the principle that cooperative efforts are in the public's best interest; and

WHEREAS, the Greater Highway 50 Corridor RIMS Collaborate and El Dorado County Sheriff's Office recognize the need to protect ownership and control over its shared information, to optimize the means through which shared information is accessed or analyzed, and to protect privacy and civil liberties in accordance with the law;

NOW, THEREFORE, the South Lake Tahoe Police Department, a collaborate member of the Greater Highway 50 Corridor RIMS Collaborate group, and the El Dorado County Sheriff's Office hereby agree to conditions set forth in this MOU:

Greater Highway 50 RIMS Collaborate

Memorandum of Understanding and Agreement

Purpose

This agreement provides a framework for Member Agency and the Greater Highway 50 Corridor RIMS Collaborate to facilitate data collaboration in a manner that protects the rights and authority of Member Agency, through participation in sharing environments while simultaneously retaining ownership of its data and control over which records are shared, how they are shared, and with whom.

1) **Definitions and other Terminology**

Authorized User: personnel from the Member Agency that have the appropriate clearance and authority to utilize and access shared data as a function of their employment, in support of law enforcement or public safety.

Collaborate: a data-sharing product of Sun Ridge Systems, Inc. that links multiple RIMS site together. Data is exchanged between RIMS sites in real-time.

Collaborate Host: the term given to a Member Agency designated as the point of connection or connection hub of the Greater Highway 50 Corridor RIMS Collaborate. The host runs Sun Ridge Systems Inc.'s application service that facilitates data sharing.

Data: electronic records, analyses, images, and other information associated with incidents, persons, vehicles, or objects, originally created by Member Agency and existing in a Member Agency system or database specific to RIMS.

Greater Highway 50 Corridor RIMS Collaborate: a collective name given to a group of law enforcement agencies from the greater Sacramento / Central Sierra region of California who purchased Sun Ridge Systems, Inc.'s collaborate product.

Member Agency: the law enforcement agency whose leadership of appropriate authority has signed this agreement and desires to actively participate in information sharing with other collaborate member agencies of the Greater Highway 50 Corridor RIMS Collaborate.

Shared Data: records originating from Member Agency that Member Agency has elected to share with other appropriate agency members of the Greater Highway 50 Corridor RIMS Collaborate.

2) **Rights, Powers and Authority**

This Agreement does not limit the rights, powers, and authority of either party. Nothing in this Agreement shall be construed to require either party:

a) To disclose any information it determines, in its sole discretion, it does not have the ability, desire or authority to disclose; OR
b) to perform any act that it determines, is contrary to the law or public policy; OR

c) to provide personnel, equipment, or services to the other party; OR
d) to modify, restrict, or inhibit utilization of any information technology systems.

3) Data Sharing

Recognizing that Member Agency has sole discretion to choose exactly the information it wishes to contribute, the audience to which shared data may be shared, and retains unbridled authority to redact or exclude information: Member Agency agrees to promote comprehensive, timely, and accurate data sharing.

Member Agency grants authority to the Greater Highway 50 Corridor RIMS Collaborate host to facilitate sharing of data to create efficiencies in searching, reporting, and analytics. Such data connections will not require further review or approval by Member Agency.

Member Agency retains the right to later determine that any shared data should no longer be shared, or to opt out of any specific sharing software platform.

Member Agency notifies the Sun Ridge System Inc., to complete the collaborate set up at the Member Agency server.

4) Sharing in Compliance with State and Federal Law

In gathering, sharing, and storing information, and in all other respects in performing acts related to this Agreement, the parties will comply with all applicable laws, rules, and regulations, both those in existence at the time of execution of this MOU and those enacted subsequent to execution of this MOU, including but not limited to, to the extent applicable, the California Values Act (Government Code Section 7284 *et seq.*) The Greater Highway 50 Corridor RIMS Collaborate will, consistent with Section 7284.8(b) work to ensure that databases are governed in a manner that limits the availability of information therein to the fullest extent practicable and consistent with federal and state law, to anyone or any entity for the purpose of immigration enforcement.

5) Information Ownership and Release

Member Agency remains the official custodian of all agency shared data. To the fullest extent permissible by law, all requests for information, including but not limited to inquiries under the California Public Records Act or Freedom of Information Act, will be referred to the Member Agency that is the originator of the requested data. The Member Agency that is the originator of the requested data will be responsible for responding to the request and will indemnify and defend the Greater Highway 50 Corridor RIMS

Collaborate from any action brought related to Member Agency's response, or lack thereof, provided that the Greater Highway 50 Corridor RIMS Collaborate uses best efforts, including written documentation, to promptly inform the Member Agency of the information request upon receipt.

6) Authorized User Access and User Responsibilities

Member Agency is responsible for management of its Authorized User accounts and the activities of the Authorized Users.

Member Agency agrees that all Authorized Users shall be current employees in good standing that are legally entitled to view law enforcement sensitive content as part of their assigned duties in support of public safety.

Member Agency agrees that shared information is to be used solely for authorized purposes consistent with the law. Member Agency shall not use or share the information for any unauthorized purposes, and Member Agencies agree that such actions may result in the Member Agency, or its offending Authorized User, being revoked from access to the system.

Member Agency will ensure that its Authorized Users will not access shared data by using a name, password, or any authentication mechanism that is assigned to another person. Member Agency will ensure that Authorized Users will not share passwords with another individual, nor allow another user to utilize the system under their credentials.

Member Agency will ensure that shared data will only be accessed from electronic devices that meet all current security requirements for accessing law enforcement information. Such policies should also forbid utilization of personal/ non-agency devices or enforce appropriate security requirements on those devices to meet CJIS compliance.

7) No Guarantee of Accuracy

Member Agency acknowledges that shared data may or may not be accurate. Member Agency further understands that the suppliers of shared data are not warranting the accuracy of such information. Member Agency agrees to take necessary steps to appropriately verify the accuracy of any and all information before taking any action based upon it.

Member Agency understands and agrees to put in place a policy that clearly sets forth a requirement of verification and to so inform each Authorized User.

Member Agency agrees to use shared data as a pointer system for investigative leads or guidance, and not as the sole source of probable cause for law enforcement actions.

8) Information Security and Standards Compliance

Member Agency and the Greater Highway 50 Corridor RIMS Collaborate agree to enforce and maintain security for shared data in compliance with all applicable law, including but not limited to the California Department of Justice's California Law Enforcement Telecommunications System Policies, Practices, and Procedures (CLETS PPP) and the Federal Bureau of Investigation's Criminal Justice Information System Security Policy (FBI CJIS Security Policy).

Member Agency and the Greater Highway 50 Corridor RIMS Collaborate shall store information, whether electronic or hardcopy, only in a manner that is compliant with all applicable physical security and cyber security requirements. Data shall be retained, purged, and destroyed in accordance with all applicable standards. Data exchange and user access shall be achieved using encryption, private networks, or other configurations that follow current best practices for information technology.

9) Mutual Indemnification

For the purpose of this Section, indemnification of the Greater Highway 50 Corridor RIMS Collaborate and its users includes any and all personnel employed by a Member Agency, regardless of whether they may be employed by or assigned to a Member Agency from another public agency (i.e. Regional Drug Task Force, District Attorney Investigator).

Each party shall indemnify, defend, protect, hold harmless, and release the other, its officers, agents, and employees, from and against any and all claims, loss, proceedings, damages, causes of action, liability, costs, or expense (including attorneys' fees and witness costs) arising from or in connection with any act or omission of such indemnifying party or its officers, agents, employees, contractors, subcontractors, or invitees. This indemnification obligation shall not be limited in any way by any limitation on the amount or type of damages or compensation payable to or for the indemnifying party under workers' compensation acts, disability benefit acts, or other employee benefit acts.

10) Costs

Execution of this agreement shall not be construed to require the Greater Highway 50 Corridor RIMS Collaborate or Member Agency to incur any new costs beyond what they have contractually agreed to with Sun Ridge Systems, Inc. For any potential costs associated with information sharing or access to shared information, either party may determine in its sole discretion, whether or not to incur those costs.

11) Partial Invalidity

If any terms or conditions of this Agreement shall to any extent be judged invalid, unenforceable, or void for any reason whatsoever by a court of competent jurisdiction, the remaining terms and conditions of this agreement shall continue in full force and effect.

12) Effective date and Term of MOU

This Agreement shall remain in effect until terminated by either party. Member Agency may terminate this Agreement by giving written notice to the host agency, in this case the El Dorado County Sheriff's Office. The Greater Highway 50 Corridor RIMS Collaborate may terminate by giving written notice to the Member Agency.

This agreement supersedes any previous Memorandum of Understanding between the Greater Highway 50 Corridor RIMS Collaborate and the Member Agency regarding the sharing of law enforcement information systems and data.

13) Notices

All notices to be given by the parties hereto shall be in writing and served by depositing same in the United States Post Office, postage prepaid.

To Member Agency:

South Lake Tahoe Police Department
1352 Johnson Blvd
South Lake Tahoe, CA 96150
Attn.: David Stevenson

or to such other location(s) as Member Agency subsequently directs.

Notices to the Greater Highway 50 Corridor RIMS Collaborate host shall be addressed to the El Dorado County Sheriff's Office as follows:

El Dorado County Sheriff's Office
200 Industrial Drive
Placerville, CA 95667
Attn.: Jeff Leikauf

or to such other location(s) as the El Dorado County Sheriff's Office subsequently directs.

Notices to Sun Ridge Systems Inc., shall be emailed to Sun Ridge Systems as follows:

Email: support@sunridgesystems.com

14) Written Amendments or Assignment

This Agreement may not be modified orally or in any manner other than by an agreement in writing signed by both parties.

No assignment of this Agreement or of the rights and obligations hereunder shall be valid without the prior written consent of the other party.

15) Signer Authority and Electronic Documents

The individuals executing this Agreement represent and warrant that they have the right, power, legal capacity, and authority to enter into and to execute this Agreement on behalf of the respective parties.

Unless otherwise prohibited by law, the parties agree that an electronic copy of a signed contract, or an electronically signed contract, has the same force and legal effect as a contract executed with an original ink signature. The term "electronic copy of a signed contract" refers to a transmission by facsimile, electronic mail, or other electronic means of a copy of an original signed contract in a portable document format. The term "electronically signed contract" means a contract that is executed by applying an electronic signature.

The Member Agency hereby executes this MOU as of the date of execution by the individual below possessing the authority to sign on behalf of the Member Agency:

Signed: _____

Date: 12/12/23

Print Name: **JEFF LEIKAUF**

Title: **Sheriff / Coroner / Public Administrator**

Agency: **El Dorado County Sheriff's Office**

The Collaborate Agency hereby executes this MOU as of the date of execution by the individual below possessing the authority to sign on behalf of the Host Agency:

Signed: _____

Date: 11/30/23

Print Name: **DAVID STEVENSON**

Title: **Chief of Police**

Agency: **South Lake Tahoe Police Department**

CALIFORNIA DEPARTMENT OF GENERAL SERVICES

Procurement Division
707 Third Street, 2nd Floor, MS #2-202
West Sacramento, CA 95605-2811

State of California

MULTIPLE AWARD SCHEDULE

NON-MANDATORY

Cadence Team, Inc.

CMAS NUMBER:	**3-20-70-3296D**
SUPPLEMENT NUMBER:	1
CMAS TERM DATES:	2/26/2020 through 3/16/2028
EFFECTIVE DATE:	5/02/2023
CMAS CATEGORY:	Information Technology Goods and Services
APPLICABLE CMAS TERMS & CONDITIONS:	March 1, 2023
MAXIMUM ORDER LIMIT:	State Agencies: **See Purchasing Authority Dollar Threshold provision** Local Government Agencies: **Unlimited**
FOR USE BY:	State & Local Government Agencies
BASE SCHEDULE #:	GS-35F-0308U
BASE SCHEDULE HOLDER:	By Light Professional IT Services LLC
PROGRAM ANALYST	Bryan Dugger bryan.dugger@dgs.ca.gov

This California Multiple Award Schedule (CMAS) provides for the purchase, warranty, and installation of hardware, hardware maintenance and repair services, software, software maintenance as a product, electronic commerce and subscription services, and cloud computing services. (See pages 3 and 4 for the job titles and restrictions applicable to this CMAS.)

This supplement is to extend this CMAS through 3/16/2028. In addition, this supplement replaces the existing CMAS. The most current Ordering Instructions and Special Provisions, CMAS Terms and Conditions, and products and/or services are included herein. All purchase orders issued by State agencies shall incorporate these Ordering Instructions and Special Provisions, and CMAS Terms and Conditions. Review these provisions carefully as they have changed.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
CADENCE TEAM, INC.
CMAS NUMBER 3-20-70-3296D, SUPPLEMENT NUMBER 1

NOTICE: Products and/or services on this CMAS may be available on a Mandatory State Contract. If this is the case, the use of this CMAS is restricted unless the State agency has an approved exemption as explained in the State Contract User Instructions. Information regarding State Contracts can be obtained at the: State Contracts Index Listing. This requirement is not applicable to local government agencies.

Any reference to a specific manufacturer's or publisher's warranty or terms and conditions as shown in the base schedule are not applicable to this CMAS.

Buyers must verify that the CMAS contractor has a letter of authorization from the manufacturer or an authorized distributor for the sale of the products covered by this CMAS. Service specific letters of authorization from the manufacturer are required if the CMAS contractor is providing installation, maintenance, and repair services.

The services provided under this CMAS are only available in support of the products covered by this CMAS.

Agency non-compliance with the requirements may result in the loss of CMAS program delegated purchasing authority.

CMAS contractor non-compliance with the requirements may result in termination.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
CADENCE TEAM, INC.
CMAS NUMBER 3-20-70-3296D, SUPPLEMENT NUMBER 1

CMAS PRODUCT & SERVICE CODES

Product & Service Codes listed below are for marketing purposes only. Review the base schedule for the products and/or services available.

Brand-Aruba Networks
Brand-Hewlett Packard (HPE)
Data Commun-Equipment
Data Commun-Network Mgmt
Firewall-Network Security
Internet-Encryption
Internet-Firewall
LAN/WAN-Wireless Network
Network-Component
Router-Network
Security-IT Hardware
Security-IT Network

AVAILABLE PRODUCTS AND/OR SERVICES

This CMAS provides for the purchase, warranty, and installation of hardware, hardware maintenance and repair services, software, software maintenance as a product, electronic commerce and subscription services, and cloud computing services.

The ordering agency must verify all products and/or services are currently available on the base General Services Administration (GSA) schedule.

Only the following job titles are available within the scope of this CMAS:

Communications Hardware Install Technician II
Journeyman Technician
Senior Technician

The ordering agency must verify the following current information about the job titles available in the base schedule at the General Services Administration (GSA) eLibrary:

- Description of the functional requirements
- Minimum education and experience requirements
- Maximum pricing allowed (lower pricing acceptable)

FIND BASE SCHEDULE PRICING

Once on the Contractor Information page for a specific GSA schedule, the pricelist can be found either in the Contractor Terms & Conditions (T&Cs)/Pricelist document or at GSA Advantage. The Contractor T&Cs/Pricelist document is provided by the contractor as a requirement of GSA and can be found under the Contractor T&Cs/Pricelist heading by clicking on the page icon.

CALIFORNIA MULTIPLE AWARD SCHEDULE (CMAS)
CADENCE TEAM, INC.
CMAS NUMBER 3-20-70-3296D, SUPPLEMENT NUMBER 1

If the contractor has products/services available for ordering on GSA Advantage, a 'GSA Advantage' icon will be displayed. By clicking this image link, this will execute a search against GSA Advantage. Depending on the category, whether product or service related, will return either:

1) If products, a listing of all products available for the contractor under this contract
2) If services, the same document provided under the column Contractor T&Cs/Pricelist by clicking View Contractor Information and then View Contractor Catalog.

EXCLUDED PRODUCTS AND/OR SERVICES

Software maintenance as a service, commercial satellite communications solutions, Information Technology (IT) consulting services, health IT services, highly adaptive cybersecurity services, training courses, public works services with a requirement for State contractor licensing, and order-level materials are not available under this CMAS.

ISSUE PURCHASE ORDER TO

Agency purchase orders must be sent to the following:

Cadence Team, Inc.
733 Sherwood Drive
Yuba City, CA 95991
Attn: Sales

E-mail: sales@cadence.team

Agencies with questions regarding products and/or services may contact the CMAS contractor as follows:

Contact: Alison Riccard
Phone: (916) 237-0918
E-mail: alison@cadence.team
Website: www.cadence.team

TOP 500 DELINQUENT TAXPAYERS

In accordance with Public Contract Code (PCC) 10295.4, and prior to placing an order for IT goods and/or services, **agencies must verify** with the Franchise Tax Board and the California Department of Tax and Fee Administration that this CMAS contractor's name does not appear on either list of the 500 largest tax delinquencies pursuant to Revenue and Taxation Code 7063 or 19195. The Franchise Tax Board's list of Top 500 Delinquent Taxpayers is available at their website. The California Department of Tax and Fee Administration's list of Top 500 Sales & Use Tax Delinquencies in California is available at their website.

CALIFORNIA SELLER'S PERMIT

The CMAS contractor's California Seller's Permit Number is 102848914. Prior to placing an order with this company, agencies must verify that this permit is still valid at the California Department of Tax and Fee Administration website.

MINIMUM ORDER LIMITATION

There is no minimum dollar value limitation on orders placed under this CMAS.

CMAS PRICES

The maximum prices allowed for the products and/or services available are those set forth in the base schedule.

The ordering agency is encouraged to seek prices lower than those in the base schedule. When responding to an agency's Request for Offer (RFO), the CMAS contractor can offer lower prices to be competitive.

ACQUISITION OF IAAS AND/OR PAAS

If using this CMAS for the purpose of acquiring Infrastructure as a Service (IaaS) and/or Platform as a Service (PaaS), State agencies must first obtain approval to use this CMAS from the California Department of Technology (CDT) in accordance with TL 17-06. State agencies must document CDT's approval and maintain in the procurement file. Contact CDT for all questions related to the acquisition of IaaS and PaaS and TL 17-06.

EXECUTIVE ORDER N-6-22 – RUSSIA SANCTIONS

On March 4, 2022, Governor Gavin Newsom issued Executive Order N-6-22 (the EO) regarding Economic Sanctions against Russia and Russian entities and individuals. "Economic Sanctions" refers to sanctions imposed by the U.S. government in response to Russia's actions in Ukraine, as well as any sanctions imposed under state law. The EO directs state agencies to terminate contracts with, and to refrain from entering any new contracts with, individuals or entities that are determined to be a target of Economic Sanctions. Accordingly, should the State determine Contractor is a target of Economic Sanctions or is conducting prohibited transactions with sanctioned individuals or entities, that shall be grounds for termination of this agreement. The State shall provide Contractor advance written notice of such termination, allowing Contractor at least 30 calendar days to provide a written response. Termination shall be at the sole discretion of the State.

IRAN CERTIFICATION

This CMAS contractor has certified compliance with the Iran Contracting Act, per PCC 2001-2008. It is the agency's responsibility to verify that the contractor has an Iran Contracting Act Certification on file.

CALIFORNIA CIVIL RIGHTS LAW CERTIFICATION

Pursuant to PCC 2010 applicants must certify their compliance with the California Civil Rights laws and Employer Discriminatory Policies (Civil Code 51, GC 12960). It is the agency's responsibility to verify that the contractor has a California Civil Rights Law Certification on file.

WARRANTY

For warranties, see the base schedule and the CMAS Warranty provision in the CMAS Terms and Conditions/General Provisions.

CMAS contractor personnel shall have the experience, education, and expertise as defined in the base schedule.

DELIVERY

15 days after receipt of order or as negotiated between agency and CMAS contractor and included in the purchase order.

LIQUIDATED DAMAGES FOR LATE DELIVERY

The value of the liquidated damages cannot be a penalty, must be mutually agreed upon by agency and contractor and included in the purchase order to be applicable.

SHIPPING INSTRUCTIONS

F.O.B. (Free On Board) Destination. Seller pays the freight charges.

PURCHASING AUTHORITY DOLLAR THRESHOLD

Order limits for the purchase of goods and/or services is determined by the individual agency purchasing authority threshold.

No CMAS order may be executed by a State agency that exceeds that agency's purchasing authority threshold, unless an exemption is granted by the Department of General Services (DGS) Purchasing Authority Unit (PAU). State agencies with approved purchasing authority, along with their dollar thresholds can be obtained at the List of State Departments with Approved Purchasing Authority website.

HOW TO USE CMAS

State agencies must adhere to the requirements in the State Contracting Manual (SCM) Volume 2, Chapter 1600 and CMAS Ordering Instructions and Special Provisions when using CMAS.

- Develop an RFO, which includes a Scope of Work (SOW) and Bidder Declaration form. For information on the Bidder Declaration requirements see SCM, Volume 2, Sections 305 and 1202.
- Clearly defined Tasks (what needs to be done) and Deliverables (outcome of each task, i.e., reports, procedures manual, etc.) must be included in the State's SOW.
- For Consulting or Personal services, do not include any labor categories/job titles or number of hours limit in RFO Requirements or the SOW. The CMAS Contractor provides this information in their Attachment B Cost Worksheet. The State does not have the expertise to make this decision (GC 19130(b)).

- Search for potential CMAS contractors on the CMAS website and select "Find a CMAS Contractor."
- Request offers from a minimum of 3 CMAS contractors including one small business (SB) and/or Disabled Veteran Business Enterprise (DVBE), if available, who are authorized to sell the products and/or able to perform the services needed. (Government Code 14846(b)).
- A valid attempt must be made to secure offers from viable CMAS contractors who are able to supply the goods and/or provide the services. Neither a lack of sufficient CMAS contractors nor the use of restrictive requirements meets the intent for obtaining offers (SCM Volume 2, Section 1670.2).
- If requesting offers from a certified DVBE, include the Disabled Veteran Business Enterprise Declarations form (Standard 843) in the RFO. This declaration must be completed by the DVBE prime contractor and/or any DVBE subcontractors and submitted with the offer (SCM Volume 2, Section 1201).
- This is not a bid transaction, so the small business preference, DVBE incentives, protest language, intent to award, evaluation criteria, advertising, Administrative and Technical Requirements, etc. are not applicable. (SCM Volume 2, Section 1603).
- If less than 3 offers are received, State agencies must document their file with the reasons why the other suppliers did not respond with an offer. The reason must come from the CMAS contractor.
- Assess the offers received using best value criteria including cost as one of the criteria (SCM Volume 2, Section 1603).
- Issue a Purchase Order to the selected CMAS contractor.
- For CMAS transactions under $10,000, only one offer is required if the State agency can establish and document that the price is fair and reasonable. The fair and reasonable method can only be used for non-customizable purchases. See SCM Volume 2, Section 1510 for Fair and Reason criteria.

Local agencies must follow their own procurement regulations. For more information see the Local Agency packet available online.

AGENCY RESPONSIBILITY

Each agency is responsible for its own contracting program and purchasing decisions, including use of the CMAS program and associated outcomes. This responsibility includes, but is not limited to, ensuring the necessity of the services, securing appropriate funding, complying with laws and policies, preparing the purchase order in a manner that safeguards the State's best interests, obtaining required approvals, and documenting compliance with GC 19130.b(3) for outsourcing services.

It is the responsibility of each agency to consult with their legal staff and contracting offices for advice depending upon the scope or complexity of the purchase order. If legal services are not available within your agency, DGS Office of Legal Services is available to provide services.

CONFLICT OF INTEREST

Agencies must evaluate the proposed purchase order to determine if there are any potential conflict of interest issues. See the CMAS Terms and Conditions, Conflict of Interest, for more information.

SPLITTING ORDERS

Splitting orders to avoid any monetary limitations is prohibited. Do not circumvent normal procurement methods by splitting purchases into a series of delegated purchase orders per PCC 10329. Splitting a project into small projects to avoid either fiscal or procedural controls is prohibited per State Administrative Manual (SAM) 4819.34.

This provision does not apply to local government agencies.

ORDERING PROCEDURES

1. Purchase Orders

All Ordering Agency purchase order documents executed under this CMAS must contain the applicable CMAS number as show on page 1.

a. State Departments:

Standard 65 Purchase Documents – State departments not transacting in FISCal must use the Purchasing Authority Purchase Order (Standard 65) for purchase execution. An electronic version of the Standard 65 is available at the Department of General Services (DGS), Procurement Division (PD) website, select Standard (STD) Forms.

FISCAL Purchase Documents – State departments transacting in FISCal will follow the FISCal procurement and contracting procedures.

b. Local Government Agencies:

Local government agencies may use their own purchase order document for purchase execution.

The agency is required to complete and distribute the purchase order. For services, the agency shall modify the information contained on the order to include the service period (start and end date), the monthly cost (or other intermittent cost), and any other information pertinent to the services. The cost for each line item must be included in the order, not just system totals.

The contractor must immediately reject purchase orders that are not accurate. Discrepancies are to be negotiated and incorporated into the purchase order prior to product delivery and service implementation.

2. Service and Delivery after CMAS Expiration

The purchase order must be issued before the CMAS expires. However, delivery of the products or completion of the services may be after the CMAS expires (unless otherwise specifically stated in the purchase order). Amending the purchase order to add quantity, time, or money is not possible if the CMAS expired.

3. Multiple CMAS Agreements on a Single Purchase Order

State agencies wishing to include multiple CMAS agreements on a single FISCal purchase order must adhere to the following guidelines:

- All CMAS must be for the same CMAS contractor.
- The purchase order must go to one contractor location.
- Enter the word "CMAS" in the space reserved for the Leveraged Procurement Agreement (LPA) number. The word "CMAS" signifies that the purchase order contains items from multiple CMAS agreements. The purchasing agency may only use one bill code.
- For each individual CMAS, the agency must identify and group together the CMAS number with the line items and subtotal per CMAS number (do not include tax in the subtotal), and sequentially identify each individual CMAS as Sub #1, Sub #2, Sub #3, etc. This facilitates accurate billing of administrative fees by the Procurement Division.
- The total of all items on the purchase order must not exceed the State agency's purchasing authority dollar threshold granted by DGS PAU.
- Do not combine items from IT and non-IT CMAS agreements. An Information Technology CMAS begins with the number "3" and a non-IT CMAS begins with the number "4." The purchase order limits are different for these CMAS agreements.

4. Amendments to State Agency's Purchase Orders

Agency purchase orders cannot be amended if the CMAS has expired.

SCM, Volume 2, Section 1605 provides the following directions regarding amendments to all types of LPA purchase orders:

> Original orders, which include options for changes (e.g., quantity or time), that were assessed and considered in the selection for award during the RFO process, may be amended consistent with the terms of the original order, provided that the original order allowed for amendments. If the original order did not evaluate options, then amendments are not allowed unless an Non-Competitively Bid is approved for those amendments.

Amendments unique to Non-IT Services:

> If the original contract permitted amendments, but did not specify the changes, (e.g., quantity or time), it may be amended. Per PCC 10335 (d)(1), a contract may only be amended once under this exemption. The time shall not exceed one year, or add not more than 30 percent of the original order value and may not exceed $250,000. If the original contract did not have language permitting amendments, the Non-Competitively Bid process must be followed.

CMAS CONTRACTOR OWNERSHIP INFORMATION

The CMAS contractor is a certified SB enterprise. Their Office of Small Business and DVBE Services (OSDS) certification number 2001888 expires on 11/30/2024.

If this certification has expired, the current expiration date should be verified at Cal eProcure. The OSDS contact information can be found on the OSDS website. Note that some companies have been assigned a new certification number, so use the company name and/or certification number when checking status on-line.

SMALL BUSINESS MUST BE CONSIDERED

Prior to placing orders under the CMAS program, State agencies must first consider offers from small businesses that have established CMAS agreements (GC 14846(b)). NOTE: DGS auditors will request substantiation of compliance with this requirement when agency files are reviewed.

CMAS Small Business and Disabled Veteran Partners can be found on the CMAS website by selecting "Find a CMAS Contractor".

In response to our commitment to increase participation by small businesses, the Department of General Services waives the administrative fee (charged to customer agencies to support the CMAS program) for orders to California certified small business enterprises.

SMALL BUSINESS/DVBE - TRACKING

State agencies are able to claim subcontracting dollars towards their SB or DVBE goals whenever the CMAS contractor subcontracts a commercially useful function to a certified SB or DVBE. The CMAS contractor will provide the ordering agency with the name of the SB or DVBE used and the dollar amount the ordering agency can apply towards its SB or DVBE goal.

SMALL BUSINESS/DVBE - SUBCONTRACTING

1. The amount an ordering agency can claim towards achieving its SB or DVBE goals is the dollar amount of the subcontract award made by the CMAS contractor to each SB or DVBE.

2. The CMAS contractor will provide an ordering agency with the following information at the time the order is quoted:

    a. The CMAS contractor will state that, as the prime contractor, it shall be responsible for the overall execution of the fulfillment of the order.

    b. The CMAS contractor will indicate to the ordering agency how the order meets the SB or DVBE goal, as follows:

        i. List the name of each company that is certified by the Office of Small Business and DVBE Services that it intends to subcontract a commercially useful function to; and

        ii. Include the SB or DVBE certification number of each company listed and attach a copy of each certification; and

iii. Indicate the dollar amount of each subcontract with a SB or DVBE that may be claimed by the ordering agency towards the SB or DVBE goal; and

iv. Indicate what commercially useful function the SB or DVBE subcontractor will be providing towards fulfillment of the order.

3. The ordering agency's purchase order must be addressed to the prime contractor, and the purchase order must reference the information provided by the prime contractor as outlined above.

CONTRACTORS ACTING AS FISCAL AGENTS ARE PROHIBITED

When a subcontractor ultimately provides all of the products or performs all of the services that a CMAS contractor has agreed to provide, and the prime contractor only handles the invoicing of expenditures, then the prime contractor's role becomes that of a fiscal agent because it is merely administrative in nature and does not provide a Commercially Useful Function. It is unacceptable to use fiscal agents in this manner because the agency is paying unnecessary administrative costs.

WITHHOLD LANGUAGE (SB588)

Upon delivery or completion of ordered goods or services for which the Contractor committed to DVBE subcontractor participation, state departments must require the Contractor to certify all the following:

1. The amount and percentage of work the Contractor committed to provide to one or more DVBEs under the requirements of the contract and the amount each DVBE received from the Contractor.
2. That all payments under the contract have been made to the DVBE. Upon request, the Contractor must provide proof of payment for the work.

In accordance with the Military and Veterans Code 999.7, state departments shall withhold $10,000 from the final payment, or the full final payment if less than $10,000, if the Contractor fails to meet the certification requirements identified above. State departments shall notify the Contractor of their failure to meet the certification requirements and give the Contractor an opportunity to comply with the certification requirements. If after 30 calendar days from the date of notice, the Contractor refuses to comply with the certification requirements, the state department shall permanently deduct $10,000 from the final payment or the full payment if less than $10,000.

PRODUCT SUBSTITUTIONS

Substitution of Deliverables may not be tendered without advance written consent of the Buyer. The Contractor must offer an equivalent or newer model of the product from the same manufacturer at the same or lower price. Contractor cannot use any specification in lieu of those contained in the Contract without written consent from the Buyer.

NEW EQUIPMENT REQUIRED

The State will procure new equipment. All equipment must be new (or warranted as newly manufactured) and the latest model in current production. Used, shopworn, demonstrator, prototype, or discontinued models are not acceptable.

Where Federal Energy Management Program (FEMP) standards are available, all State agencies shall purchase only those products that meet the recommended standards. All products displaying the Energy Star label meet the FEMP standards.

SPECIAL MANUFACTURED GOODS

Any CMAS for goods to be manufactured by the CMAS contractor specifically for the State and not suitable for sale to others may require progress payments.

TRADE-IN EQUIPMENT

Trade-ins at open market price may be considered. The product description and trade-in allowance must be identified on the purchase order.

Agencies are required to adhere to SAM 3520 through 3520.6, Disposal of Personal Property and Surplus Personal Property, as applicable, when trade-ins are considered. A Property Survey Report, Standard 152, must be submitted for approval prior to disposition of any State owned personal property, including general office furniture regardless of the acquisition value, or if the property was recorded or capitalized for accounting purposes.

STATE AGENCY BUY RECYCLED CAMPAIGN

State ordering agencies are required to report purchases made within the eleven product categories in the California Department of Resources Recycling and Recovery's State Agency Buy Recycled Campaign per PCC 12200 through 12217.

Contractor will be required to complete and return a Recycled-Content Certification form upon request by the state ordering agency.

ACCEPTANCE TESTING CRITERIA

If the agency wants to include acceptance testing for all newly installed technology systems, individual equipment, and machines which are added or field modified (modification of a machine from one model to another) after a successful performance period, the test criteria must be included in the purchase order to be applicable.

ELECTRONIC WASTE RECYCLING

State agencies are required to recycle state owned surplus electronic equipment that has no useful life remaining (E-Waste) to the maximum extent possible. State agencies shall dispose of E-Waste using the services of the California Prison Industry Authority (CALPIA), unless the agency meets the pickup quantity and location exemption criteria detailed in SAM 3520.10. Electronic equipment that is usable and still retains value is not considered E-Waste and must be reutilized through DGS, Office of Fleet and Asset Management (OFAM) Surplus Personal Property Warehouse.

State agencies shall determine which equipment meets the definition of E-Waste or reusable Electronic Equipment per the definitions provided in the SAM Management Memo (MM) 17-06. OFAM will validate that equipment meets the appropriate definition when reviewing the submitted Property Survey Report (Standard 152).

The electronic waste recycling fee must be shown as a line item on the agency purchase order before the CMAS contractor can include it on their invoice.

See SAM 3520.10 for more information on this policy.

Information for submitting a Standard 152 can be found on the DGS OFAM surplus property website.

Information on the E-Waste - CALPIA Store and the E-Waste Exemption Request Form EWR-F400 can be found at the CALPIA website.

PRODUCTIVE USE REQUIREMENTS

The customer in-use requirement applies to all procurements of information technology equipment and software, per Statewide Information Management Manual Section 195.

Each equipment or software component must be in current operation for a paying customer and the paying customer must be external to the contractor's organization (not owned by the contractor and not owning the contractor).

To substantiate compliance with the Productive Use Requirements, the CMAS contractor must provide upon request the name and address of a customer installation and the name and telephone number of a contact person.

The elapsed time such equipment or software must have been in operation is based upon the importance of the equipment or software for system operation and its cost. The following designates product categories and the required period of time for equipment or software operation prior to approval of the replacement item on CMAS.

Category 1 - Critical Software: Critical software is software that is required to control the overall operation of a computer system or peripheral equipment. Included in this category are operating systems, data base management systems, language interpreters, assemblers and compilers, communications software, and other essential system software.

Cost	Installation	Final Bid Submission
More than $100,000	8 months	6 months
$10,000 up to $100,000	4 months	3 months
Less than $10,000	1 month	1 month

Category 2 - All Information Technology Equipment and Non-Critical Software: Information technology equipment is defined in SAM 4819.2.

Cost	Installation	Final Bid Submission
More than $100,000	6 months	4 months
$10,000 up to $100,000	4 months	3 months
Less than $10,000	1 month	1 month

PRODUCT INSTALLATION

The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications.

The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project.

NOT SPECIFICALLY PRICED ITEMS

The only time that open market/incidental, non-schedule items may be included in a CMAS order is when they fall under the parameters of the Not Specifically Priced (NSP) Items provision.

CMAS contractors must be authorized providers of the hardware, software and/or services they offer under the NSP Items provision.

Agency and CMAS contractor use of the NSP provision is subject to the following requirements:

1. Purchase orders containing only NSP items are prohibited.

2. A purchase order containing NSP items may be issued only if it results in the lowest overall alternative to the State.

3. NSP items shall be clearly identified in the order. Any product or service already specifically priced and included in the base schedule may not be identified as an NSP item.

4. NSP Installation Services: The CMAS contractor is fully responsible for all installation services performed under the CMAS. Product installations must be performed by manufacturer authorized personnel and meet manufacturer documented specifications. The prime contractor, as well as any subcontractors, must hold any certifications and/or licenses required for the project. The total dollar value of all installation services included in the purchase order cannot exceed the dollar value of the products included in the purchase order, nor can they exceed the NSP Maximum Order Limitation.

5. Maximum Order Limitation: For orders $250,000, or less, the total dollar value of all NSP items included in a purchase order shall not exceed $5,000. For orders exceeding $250,000, and at the option of the contractor, the total dollar value of all NSP items in a purchase order shall not exceed 5% of the total cost of the order or $25,000 whichever is lower.

6. An NSP item included in an order issued against this CMAS is subject to all of the terms and conditions set forth in the CMAS.

7. Trade-ins, upgrades, involving the swapping of boards, are permissible, where the contract makes specific provisions for this action. In those instances, where it is permitted, the purchase order must include the replacement item and a notation that the purchase involves the swapping of a board.

The following NSP items **are specifically excluded** from any order issued under this CMAS:

1. Items not intended for use in direct support of the priced items included in the same order. An NSP item must be subordinate to the specifically priced item that it is supporting. For example, a cable, which is not otherwise specifically priced in the base schedule, is subordinate to a specifically priced printer and is eligible to be an NSP item subject to that cable meeting the remaining NSP requirements. However, a printer that is not otherwise specifically priced in the base schedule, is not subordinate to a specifically priced cable and is not eligible to be an NSP item.

2. Supply type items, except for the minimum amount necessary to provide initial support to the priced items included in the same order.

3. Items that do not meet the Productive Use Requirements for information technology products, per Statewide Information Management Manual Section 195.

4. Any other item or class of items specifically excluded from the scope of this CMAS.

5. Public Works and other services NOT in support of the products covered by this CMAS.

6. Products or services the CMAS contractor is NOT factory authorized or otherwise certified or trained to provide.

7. Follow-on consultant services that were previously recommended or suggested by the same CMAS contractor.

The CMAS contractor is required to reject purchase orders containing NSP items that do not comply with the above requirements. The CMAS contractor will promptly notify the agency issuing the noncompliant order of its rejection and the reasons for its rejection.

STATE AND LOCAL GOVERNMENTS CAN USE CMAS

State and local government agency use of CMAS is optional. A local government is any city, county, city and county, district, or other local governmental body or corporation, including Universities of California, California State Universities, K-12 schools, and community colleges empowered to expend public funds. While the State makes this CMAS available, each local government agency should make its own determination whether the CMAS program is consistent with its procurement policies and regulations.

PCC 10298 allows any city, county, city and county, district, or other local governmental body or corporation empowered to expend public funds to contract with suppliers awarded CMAS without further competitive bidding. See complete PCC 10298 language at the California Legislative Information website.

PCC 10299 allows any school district empowered to expend public funds to utilize CMAS without further competitive bidding. See complete PCC 10299 language at the California Legislative Information website.

SELF-DELETING BASE SCHEDULE TERMS AND CONDITIONS

Instructions or terms and conditions that appear in the Special Items or other provisions of the base schedule and apply to the purchase, license, or rental (as applicable) of products or services by the US Government in the United States and/or to any overseas location shall be self-deleting. (Example: "Examinations of Records" provision).

Federal regulations and standards, such as Federal Acquisition Regulation, Federal Information Resources Management Regulation, Federal Information Processing Standards, General Services Administration Regulation, or Federal Installment Payment Agreement shall be self-deleting. Federal blanket orders and small order procedures are not applicable.

ORDER OF PRECEDENCE

The CMAS Terms and Conditions take precedence if there is a conflict between the terms and conditions of the contractor's base schedule, packaging, invoices, catalogs, brochures, technical data sheets, or other documents (see CMAS Terms and Conditions, CONFLICT OF TERMS).

APPLICABLE CODES, POLICIES AND GUIDELINES

All California codes, policies, and guidelines are applicable. The use of CMAS does not relieve state agencies of their responsibility to meet statewide requirements regarding contracting or the procurement of goods or services. Most procurement and contract codes, policies, and guidelines are incorporated into CMAS agreements; however, there is no guarantee that every requirement that pertains to all State processes has been included.

PAYMENTS AND INVOICES

1. Payment Terms

Payment terms for this CMAS are net 45 days.

Payment will be made in accordance with the provisions of the California Prompt Payment Act, GC 927. Unless expressly exempted by statute, the Act requires State agencies to pay properly submitted, undisputed invoices not more than 45 days after (1) the date of acceptance of goods or performance of services; or (2) receipt of an undisputed invoice, whichever is later.

2. Payee Data Record (Standard 204)

State Agencies must obtain a copy of the Payee Data Record (Standard 204) in order to process payments. State Ordering Agencies must forward a copy of the Standard 204 to their accounting offices. Without the Standard 204, payment may be unnecessarily delayed. State Agencies should contact the CMAS contractor for copies of the Payee Data Record.

3. DGS Administrative and Incentive Fees

Orders from State Agencies:

DGS will bill each State agency directly an administrative fee for use of CMAS. The administrative fee should NOT be included in the order total or remitted before an invoice is received from DGS. This administrative fee is waived for CMAS purchase orders issued to California certified small businesses.

Orders from Local Government Agencies:

CMAS contractors, who are not California certified small businesses, are required to remit to DGS an incentive fee equal to a percentage of the total of all local government agency orders (excluding sales tax and shipping) placed against their CMAS.

The incentive fee is waived for CMAS purchase orders issued to California certified small businesses.

For more information on the incentive fees see the CMAS Management Guide.

4. Contractor Invoices

Unless otherwise stipulated, the CMAS contractor must send their invoices to the agency address set forth in the purchase order. Invoices shall be submitted in triplicate and shall include the following:

- CMAS number
- Agency purchase order number
- Agency Bill Code (State Only)
- Line item number
- Unit price
- Extended line item price
- Invoice total

State sales tax and/or use tax shall be itemized separately and added to each invoice as applicable.

The company name on the CMAS, purchase order and invoice must match, or the State Controller's Office will not approve payment.

5. Advance Payments

Advance payment is allowed for services only under limited, narrowly defined circumstances, i.e., between specific departments and certain types of non-profit organizations, or when paying another government agency (GC 11256 through 11263 and 11019).

It is NOT acceptable to pay in advance, except software maintenance and license fees, which are considered a subscription and may be paid in advance if a provision addressing payment in advance is included in the purchase order.

Software warranty upgrades and extensions may also be paid for in advance, one time.

6. Credit Card

The CMAS contractor accepts the State of California credit card (VISA CAL-Card).

A purchase order is required even when the ordering department chooses to pay the CMAS contractor via the CAL-Card.

7. Leasing/Financing

California State Agencies should use the Golden State Financial Marketplace (GS SMart) program for all financing and leasing needs. California Local Government Agencies (counties, cities, K-12 school districts, community colleges, California State Universities, Universities of California, etc.) may utilize the GS SMart program for financing and leasing according to PCC 14937. The minimum dollar amount for Local Government Agency financing and leasing is $100,000.

8. Lease/Purchase Analysis

California State agencies must complete a Lease/Purchase Analysis (LPA) to determine best value when contemplating a lease/rental and retain a copy for future audit purposes (SAM 3710).

For short-term rental equipment, the lease/purchase analysis must be approved by DGS Office of Legal Services.

The lease/purchase analysis for all other purchases must be approved by the Department of General Services, GS SMart State Financial Marketplace. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

9. Leasing

The State reserves the right to select the form of payment for all procurements, whether it is an outright purchase with payment rendered directly by the State, or a financing/lease-purchase or operating lease via the State Financial Marketplace (GS SMart and/or Lease SMart). If payment is via the financial marketplace, the CMAS contractor will invoice the State and the State will approve the invoice. The selected Lender/Lessor for all product listed on the State's procurement document will pay the supplier on behalf of the State. Buyers may contact the GS SMart Unit via e-mail at SFM@dgs.ca.gov for further information.

10. Maintenance Tax

The California Department of Tax and Fee Administration has ruled that in accordance with Section 1546 of the Sales and Use Tax Regulations of the Business Taxes Law Guide, whenever optional maintenance contracts include consumable supplies, such supplies are subject to sales tax.

Generally, the State has two options:

1. For agreements that provide for only maintenance services (i.e., the furnishing of labor and parts necessary to maintain equipment), the charges for the provision of maintenance services are not taxable.

2. For agreements that provide for both maintenance services and consumable supply items (e.g., toner, developer, staples), the provision of the consumable supplies is considered a taxable sale of tangible personal property. Therefore, State agencies awarding optional maintenance contracts are responsible for paying the applicable sales tax on the consumable supplies used during the performance period of the maintenance contract.

The Contractor will be required to itemize the taxable consumables for State accounting purposes.

OBTAINING COPY OF CMAS

A copy of this CMAS can be obtained at Cal eProcure. Links to the CMAS terms and conditions and base schedule are available on the front page of this CMAS agreement.

It is important for the agency to confirm that the required products, services, and prices are included in the CMAS and are at or below base schedule rates. To streamline verification that the needed items are in the base schedule, the agencies should ask the CMAS contractor to identify the specific location in the base schedule that include the required products, services, and prices. Once verified, agencies should save the information for their file documentation.

FEDERAL DEBARMENT

When federal funds are expended, the agency is required to obtain (retain in file) a signed "Federal Debarment" certification from the CMAS contractor before the purchase order is issued. This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 29 CFR Part 98, Section 98.510, Participants; responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

CONTRACTOR TRAVEL

The Travel provision is not applicable to this CMAS.

AMERICANS WITH DISABILITY ACT

To view the DGS Accessibility Policy, please visit the DGS website.

Cadence Team, Inc
Remittance Address:
4010 Foothills Blvd, Ste 103 PMB205
Roseville, CA 95747

Phone: 844.934.8326
Fax: 844.923.5878
www.cadence.team

Company:	City of South Lake Tahoe
Attn:	Gabe Raab
Project:	PRICE SUMMARY - DHCI for PD
Contract #:	CMAS # 3-20-70-3296D

Date:	2/20/2024	Expiration:	3/21/2024
Shipping Method:	GROUND	Sales Rep:	Jeremy_Caudill
Est. Delivery:	TBD	Direct:	916.710.8264
Terms:	NET30	Email:	jeremy@cadence.team

Part Number	Description	Qty.	List Price	Unit Price	Extended	Tx	Disc %
Summary							
	DHCI	1	$169,695.12	$169,695.12	$169,695.12	N	0%
	VMWARE 5YR OPTION	1	$58,320.00	$58,320.00	$58,320.00	N	0%
	VIDEO TARGET	1	$2,925.12	$2,925.12	$2,925.12	N	0%

Sub Total:	$0.00
Non Taxable:	$230,940.24
Tax:	$0.00
Credit:	$0.00
Freight:	$0.00
Total:	$230,940.24
Tax Rate:	8.750%

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Roseville, CA 95747

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Company:	City of South Lake Tahoe
Attn:	Gabe Raab
Project:	DHCI for PD
Contract #:	CMAS # 3-20-70-3296D

Date:	2/20/2024	Expiration:	3/21/2024
Shipping Method:	GROUND	Sales Rep:	Jeremy_Caudill
Est. Delivery:	TBD	Direct:	916.710.8264
Terms:	NET30	Email:	jeremy@cadence.team

Part Number	Description	Qty.	List Price	Unit Price	Extended	Tx	Disc %
Server Hardware							
UCID: 5136613249-01	DHCI Solution	1					0%
Refer to BOM	HPE DL360 Gen10+ 8SFF NC CTO Svr	3	$26,214.00	$5,767.08	$17,301.24	T	78%
Server Support 5 Years							
	HPE 5Y Tech Care Essential SVC	3	$6,563.00	$5,906.70	$17,720.10	N	10%
Placerville Switch							
J9821A	Aruba 5406R zl2 Switch	1	$3,429.00	$1,714.50	$1,714.50	T	50%
J9829A	5400R 1100W PoE+ zl2 Power Supply	2	$1,749.00	$874.50	$1,749.00	T	50%
J9995A	Aruba 8-port 1/2.5/5/10GBASE-T PoE+ MACsec v3 zl2 Module	2	$6,809.00	$3,404.50	$6,809.00	T	50%
J9990A	Aruba 20-port 10/100/1000BASE-T PoE+/4-port 1G/10GbE SFP+ MACsec v3 zl2 Module	2	$5,669.00	$2,834.50	$5,669.00	T	50%
R8L83AAE	Aruba Central 64/0054xx 5YFoundation 5 year Subscription E-STU	1	$4,675.00	$4,441.25	$4,441.25	N	5%
Zerto							
R6J72AAE	Zerto Virt ECE 1VM E-LTU	5	$985.00	$541.75	$2,708.75	N	45%
HU4A6A500AF	HPE Zerto Virt ECE 1VM E-LTU Support	5	$1,346.00	$1,211.40	$6,057.00	N	10%
Storage							
	HPE Nimble Storage dHCI with Alletra 5010 Configure-to-order Base Array	1	$125,982.00	$40,314.24	$40,314.24	T	68%
Storage Support 5 Years							
	HPE 5Y Tech Care Essential Service	1	$44,010.00	$39,609.00	$39,609.00	N	10%
Professional Services							
	HPE Technical Installation Startup SVC	1	$31,943.00	$19,165.80	$19,165.80	N	40%

Sub Total:	$73,556.98
Non Taxable:	$89,701.90
Tax:	$6,436.24
Credit:	$0.00
Freight:	$0.00
Total:	$169,695.12
Tax Rate:	8.750%

Quantity	Model #	Description	List Price	Extended List Price
		REGE-0016833047/NQ06678387-01 Public Sector 1600231413 v.2		
		Deal Reg/Opp: REGE-0016833047		
		Config ID: 45514670		
Servers				
1	R9Q11A	HPE NS dHCI w/ Alletra 5000 Array Trk	$1.00	$1.00
3	P28948-B21	HPE DL360 Gen10+ 8SFF NC CTO Svr	$3,255.00	$9,765.00
6	P36922-B21	INT Xeon-S 4314 CPU for HPE	$1,324.00	$7,944.00
48	P06031-B21	HPE 16GB 2Rx8 PC4-3200AA-R Smart Kit	$820.00	$39,360.00
3	P12965-B21	HPE NS204i-p Gen10+ Boot Ctrlr	$1,845.00	$5,535.00
3	P26253-B21	BCM 57416 10GbE 2p BASE-T Adptr	$1,105.00	$3,315.00
3	P10097-B21	BCM 57416 10GbE 2p BASE-T OCP3 Adptr	$1,105.00	$3,315.00
3	P26477-B21	HPE DL36x Gen10+ High Perf Fan Kit	$547.00	$1,641.00
6	P38995-B21	HPE 800W FS Plat Ht Plg LH Pwr Sply Kit	$524.00	$3,144.00
3	BD505A	HPE iLO Adv 1-svr Lic 3yr Support	$469.00	$1,407.00
3	867998-B21	HPE 1U Gen10 Bezel Kit	$76.00	$228.00
3	875519-B21	HPE Bezel Lock Kit	$89.00	$267.00
3	P13771-B21	HPE Gen10 Plus TPM BR Module Kit	$96.00	$288.00
3	P14604-B21	HPE Gen10+ Intrusion Detection Kit	$66.00	$198.00
3	P07818-B21	HPE DDR-4 DIMM Blanks Kit	$129.00	$387.00
3	P26485-B21	HPE DL300 G10+ 1U SFF Easy Inst Rail Kit	$214.00	$642.00
3	P26489-B21	HPE DL300 Gen10+ 1U CMA for Rail Kit	$117.00	$351.00
3	P35876-B21	HPE CE Mark Removal FIO Enable Kit	$1.00	$3.00
6	P37863-B21	HPE DL360 Gen10+ Stnd Heat Sink Kit	$61.00	$366.00
3	R8E93A	HPE NS dHCI w/ Add Cust ESXi 7.0 FIO SW	$1.00	$3.00
16	AF595A	HPE 3.0M Blue CAT6 STP Cable Data	$30.00	$480.00
Server Support 5Y				
1	HU4A6A5	HPE 5Y Tech Care Essential SVC	$0.00	$0.00
3	HU4A6A5 ZSA	HPE Proliant DL360 Gen10+ Support	$6,495.00	$19,485.00
3	HU4A6A5 R2M	HPE iLO Advanced Non Blade Support	$67.00	$201.00
3	R0R10A	HPE NS dHCI Add DL3x0 Svr Trk	$1.00	$3.00
Professional Services				
1	HB983A1	HPE Installation Comm Svrs Hourly SVC	$180.00	$180.00
1	HA124A1	HPE Technical Installation Startup SVC	$0.00	$0.00
1	HA124A1 V0T	HPE Nimble Storage dHCI Expan Deploy SVC	$22,263.00	$22,263.00
1	H36NMA1	HPE Zerto Quick Start Remote SVC	$7,500.00	$7,500.00
20	H33XSA1	HPE Learn Credits for Compute IT SVC	$100.00	$2,000.00
Storage				
1	R7L31A	HPE NS dHCI w/ Alletra 5010 CTO Array	$23,331.81	$23,331.81
1	Q8C17B	HPE NS 2x10GbE 4p FIO Adptr Kit	$11,000.00	$11,000.00
1	R4U47A	HPE Alletra 5000 2.88TB FIO Cache Bdl	$33,251.00	$33,251.00
1	R8F35A	HPE Alletra 5000 1.44TB FIO Cache Bdl	$17,501.00	$17,501.00
2	Q8J18A	HPE NS NEMA 5-15 to C13 US FIO Pwr Cord	$1.00	$2.00
2	Q8J27A	HPE NS C13 to C14 FIO Power Cord	$1.00	$2.00
1	R4U42A	HPE Alletra 5000 42TB SAS FIO HDD Bdl	$40,891.00	$40,891.00
1	R9X15A	HPE Alletra Tier 1 Storage Array Std Trk	$1.00	$1.00
1	S2V19A	HPE AL STG 5000 2x 1200W Plat FIO PS Kit	$1.00	$1.00
1	R8E99A	HPE NS dHCI NOS PB for ESXi 7.0 FIO SW	$1.00	$1.00
Zerto				
5	R6J72AAE	Zerto Virt ECE 1VM E-LTU	$985.00	$4,925.00
Storage Support				
1	S0L75AAE	HPE Alletra 5010 SW/Sup 5yr SaaS	$24,560.00	$24,560.00
1	HU4A6A5	HPE 5Y Tech Care Essential SVC	$0.00	$0.00
1	HU4A6A5 ZG0	HPE NS 2x10GbE 4p Adptr Supp	$4,853.00	$4,853.00
1	HU4A6A5007D	HPE Alletra 5010 CTO Base Array Supp	$2,961.00	$2,961.00
1	HU4A6A5007M	HPE Alletra 5000 42TB SAS HDD Bdl Supp	$5,193.00	$5,193.00
1	HU4A6A5007S	HPE Alletra 5000 1.44TB FIO CachBdl Supp	$2,222.00	$2,222.00
1	HU4A6A5007T	HPE Alletra 5000 2.88TB FIO CachBdl Supp	$4,221.00	$4,221.00
Zerto Support				
5	HU4A6A500AF	HPE Zerto Virt ECE 1VM E-LTU Support	$1,346.00	$6,730.00

Cadence Team, Inc
Remittance Address:
4010 Foothills Blvd, Ste 103 PMB205
Roseville, CA 95747

Phone: 844.934.8326
Fax: 844.923.5878
www.cadence.team

Company:	City of South Lake Tahoe
Attn:	Gabe Raab
Project:	VMWARE 5 YR
Contract #:	CMAS # 3-20-70-3296D

Date:	2/20/2024	Expiration:	3/21/2024
Shipping Method:	GROUND	Sales Rep:	Jeremy_Caudill
Est. Delivery:	TBD	Direct:	916.710.8264
Terms:	NET30	Email:	jeremy@cadence.team

Part Number	Description	Qty.	List Price	Unit Price	Extended	Tx	Disc %
Vmware Subscription							
VSP-PL-TD-TL-5P-C	VSPHERE FNDTN 5-YR PP VLIC COMMIT/CORE	96	$675.00	$607.50	$58,320.00	N	10%

Sub Total:	$0.00
Non Taxable:	$58,320.00
Tax:	$0.00
Credit:	$0.00
Freight:	$0.00
Total:	$58,320.00
Tax Rate:	8.750%

Cadence Team, Inc
Remittance Address:
4010 Foothills Blvd, Ste 103 PMB205
Roseville, CA 95747

Phone: 844.934.8326
Fax: 844.923.5878
www.cadence.team

Company:	City of South Lake Tahoe
Attn:	Gabe Raab
Project:	Video Target
Contract #:	CMAS # 3-20-70-3296D

Date:	2/20/2024	Expiration:	3/21/2024
Shipping Method:	GROUND	Sales Rep:	Jeremy_Caudill
Est. Delivery:	TBD	Direct:	916.710.8264
Terms:	NET30	Email:	jeremy@cadence.team

Part Number	Description	Qty.	List Price	Unit Price	Extended	Tx	Disc %
Server Hardware							
UCID: 5136150444-01 Refer to BOM	HPE AL STG SVR 4120 24LFF CTO System	2	$64,753.00	$0.00	$0.00	T	100%
Storage Server Support 5 Yea							
	HPE 5Y Tech Care Essential SVC	2	$4,432.00	$1,462.56	$2,925.12	N	67%

Sub Total:	$0.00
Non Taxable:	$2,925.12
Tax:	$0.00
Credit:	$0.00
Freight:	$0.00
Total:	$2,925.12
Tax Rate:	8.750%

Quantity	Model #	Description	List Price	Extended List Price
		REGE-0016833047/NQ06678387-01 Public Sector 1600231413 v.2		
		Deal Reg/Opp: REGE-0016833047		
		Config ID: 45269059		
		Qty 2		
2	P46252-B21	HPE AL STG SVR 4120 24LFF CTO System	$7,000.00	$14,000.00
4	P67420-B21	INT Xeon-S 4510 Kit HPE AL STG SVR 41X	$1,393.00	$5,572.00
16	P64706-K21	HPE 32GB 2Rx8 PC5-5600B-R Smart Kit	$1,981.00	$31,696.00
24	881787-K21	HPE 12TB SATA 7.2K LFF LP He 512e HDD	$2,155.00	$51,720.00
2	P50871-B21	HPE AL STG SVR 4120 PCIe Prim Riser Kit	$800.00	$1,600.00
2	P50872-B21	HPE AL STG SVR 4120 PCIe Sec Riser Kit	$800.00	$1,600.00
2	P01366-B21	HPE 96W Smart Stg Li-ion Batt 145mm Kit	$202.00	$404.00
2	P61479-B21	HPE AL STG SVR 41X0 SR 32p FIO Stg Cn	$4,000.00	$8,000.00
2	P10097-B21	BCM 57416 10GbE 2p BASE-T OCP3 Adptr	$1,105.00	$2,210.00
4	P44712-B21	HPE 1800W-2200W FS Ti Ht Plg PS Kit	$1,229.00	$4,916.00
2	BD505A	HPE iLO Adv 1-svr Lic 3yr Support	$469.00	$938.00
2	P50885-B21	HPE AL STG SVR 4120 NVMe M.2 Enable K	$100.00	$200.00
2	P51943-B21	HPE AL STG SVR 4120 OCP2 Upg Cbl Kit	$250.00	$500.00
2	822731-B21	HPE 2U Shelf-Mount Adjustable Rail Kit	$110.00	$220.00
2	P48183-B21	HPE NS204i-u Gen11 Ht Plg Boot Opt Dev	$1,994.00	$3,988.00
4	P51833-B21	HPE AL STG SVR 4120 Stnd Heat Sink Kit	$110.00	$440.00
2	P59379-B21	HPE AL STG SVR 4120 Cage2-CPU1 FIO M	$1.00	$2.00
2	S1E12AAE	HPE GreenLake COM En 3y Up Alletra 4K	$450.00	$900.00
2	HA113A1 V1L	HPE Alletra Storage SVR 41XX Install SVC	$300.00	$600.00
2	HU4A6A300G9	HPE Alletra Storage Server 4120 Support	$4,432.00	$8,864.00

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Authorizing Purchase of Hardware and Software for Police Department to Upgrade Existing Server Infrastructure, Establish Disaster Recovery Site, and Enhance Video Storage Solution, and Appropriating $230,941 from Proposition 172 Police Safety Sales Tax Available Fund Balance

BACKGROUND

A. The City's Strategic Plan emphasizes the utilization of modern technology to enhance efficiency and service accessibility. Furthermore, it emphasizes the implementation of the IT Strategic Plan to ensure the adoption of state-of-the-art technology to enhance security and disaster recovery readiness.

B. The Police Department relies heavily on its data management systems to fulfill its mission effectively. The existing infrastructure of the Police Department's physical server platform and data management systems are outside of its hardware lifecycle and support, and lacks sufficient storage, posing a significant risk to operations and data security.

C. There is no offsite failover location for its computer aided dispatch system (CAD) and other public safety workloads. The best practices of the National Institute of Standards and Technology (NIST) recommends following the 3-2-1 rule of backups whenever possible. This means having at least three copies of critical data, two local (on-site) but on different media, and at least one copy off-site (See Attachment 02).

D. To further enhance readiness in the event of a disaster it is also best practice that a 'hot site' is available and ready. A hot site is a location where data is not only stored but also kept in a ready state with necessary compute resources. It ensures that operations can be quickly changed over and resumed when needed.

E. There exists an MOU (see Attachment 04) between El Dorado County Sheriff's Office (EDSO) and the City of South Lake Tahoe to fulfill the need of a disaster recovery hot site.

F. The hardware and software upgrade proposal includes a replacement of the aging equipment with new hardware, meeting growing video storage needs, and moving the existing datacenter down to the EDSO Placerville facility for use as a disaster recovery hot site for the CAD system and other critical workloads.

G. The Police Department server upgrade will consist of 3 Hewlett Packard Enterprise (HPE) DL360 servers with two 144TB HPE storage arrays, software licenses, installation, and

ongoing maintenance for a 5-year term. The purchase will be completed through the State of California cooperative purchasing agreement CMAS 3-20-70-3296D.

H. This investment is necessary to ensure the Police Department's operational readiness and effectiveness, and for the IT Department to meet cyber-security and data governance goals.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Approves the Police Department Server Upgrade project that provides new hardware and software for the Police Department CAD system and other critical workloads and reallocates the existing hardware to a disaster recover site at the EDSO Placerville facility.
2. Authorizes the City Manager to execute the purchase contract with Cadence Team, Inc. through CMAS cooperative purchasing agreement for the purchase, installation and 5-year support of the equipment as specified in the quote (Attachment 06) for a total amount not to exceed $230,940.24
3. Approves amendment to Fiscal Year 2023-2024 budget to transfer $230,940.24 from Prop 172 Police Safety Sales tax account 232-02110-50001 to Information Technology Machinery and Equipment account 100-01840-46110 using Prop 172 Fund 232 available fund balance and directs to open a Purchase Order for this purchase.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024 by the following vote:

Yes:
No:
Absent:
Abstain:

_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship
City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:11

Agenda Item: Purchase Order with Holt of California for Grader Repair

Executive Summary: One of the snow graders requires major transmission repair. The proprietary Caterpillar transmission system requires repair by the dealer. The transmission required a complete rebuild due to water accumulation inside the transmission. The repair is needed for optimal operation and compliance with air quality regulations. The equipment was initially shipped to Holt of California for a repair cost of approximately $51,524.50. Once the repair work was initiated, the repair costs exceeded the original estimate. The budget for this repair was anticipated and allocated in the 2023-24 Mid-Year budget appropriation.

Requested Action / Suggested Motions: Pass a Motion authorizing and directing the City Manager to execute a sole source Purchase Order with Holt of California for snow grader repair for an amount of $78,307.93.

Responsible Staff Member: Anush Nejad, Director of Public Works and Phil Harwood, Fleet Supervisor

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Holt Repair Purchase Order.docx
02 - Sole Source - signed.pdf
03 - Holt Repair Quote.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Reconciliation of a Purchase Order with Holt of California for Grader Repair

Location: Citywide

Responsible Staff Member: Anush Nejad, Director of Public Work, Phil Harwood, Fleet Supervisor

Background: One of the graders in the Public Works fleet has sustained damage to the transmission system. This specialty work can be repaired only by an outside facility. Staff shipped the equipment to Holt of California to evaluate the repairs and provide a quote. The proprietary Caterpillar transmission system requires repair by the dealer. See Attachment 02-Sole Source Justification.

Issue and Discussion: This damaged grader is one of the critical pieces of equipment in the Streets inventory, and the proposed repairs are essential to the snow operations. The transmission required a complete rebuild due to water accumulation inside the transmission. The repair is needed for optimal operation and compliance with Air Quality regulations. The equipment was initially shipped to Holt of California for a repair cost of approximately $51,524.50. Once the repair work was initiated, the repair costs exceeded the original estimate. (See Attachment 03).

Financial Implications: Staff has received the final repair costs at $78,307.93 for the necessary repairs. Funding for the repair was appropriated on March 12, 2024, from the General Fund with the Mid-Year Budget approval to Snow Removal Equipment Repair account 207-03610-43025 for the anticipated equipment repairs.

Environmental Considerations: This repair work is not a “project” subject to review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) (continuing administrative or maintenance activities, such as purchases for supplies)

Policy Implications: The repair of the grader is essential in Snow Operations.

SOLE SOURCE JUSTIFICATION REQUEST

SOLE SOURCE VENDOR: HOLT OF CALIFORNIA

ADDRESS: 7310 PACIFIC AVE PLEASABT GROVE CA 95668 PHONE NO. 916-921-8800

ITEM TO BE PURCHASED: Transmission Repair COST: $ 78,307.93

1. Check reasons for sole source request:

☑ **Proprietary**: The item is available only from a single source; the item is held under exclusive title, trademark, or copyright by a private person or company; a proprietary distributorship would also apply.

☐ **Emergency Purchase**: The public exigency or emergency for the requirement will not permit a delay resulting from competitive solicitation, per City Code SLTCC § 3.45.070

☐ **Sole Source**: After solicitation of several sources, competition is determined inadequate or no other items are known to exist which perform the same function.

☐ **Federal Awards**: when purchasing goods or services with Federal Funds where the Federal awarding agency expressly authorizes noncompetitive proposals in response to a written request from the City. (attach authorization to this form)

☐ **Standardization**: The City requires the item(s) to standardize parts, design, quality, etc. Explain: _____

Note: when using Federal Funds, you must have written authorization from the Federal Awarding agency if claiming sole source for Standardization purposes.

2. Describe the product or service and how it is unique or one-of-a-kind: CATERPILLAR GRADER transmission was damaged by water in the system. Had to be removed and rebuilt and inspected the final drive for damage.

3. Explain why the product/service is available from only one source and what avenues you pursued to confirm that this is factual. THE CATERPILLAR TRANSMISSION SYSTEM IS A PROPRIETARY SYSTEM.

4. Can your requirements be modified to allow competitive products or services be used? Explain: NO

REQUESTOR NAME/ DEPARTMENT: Phil Hamad Public Works

DEPARTMENT HEAD SIGNATURE: Anush Nejad DATE: 02/26/2024

FINANACE DEPT. A. Vikkanitova DATE: 03/10/2024

CITY ATTORNEY SIGNATURE: Heather Stroud (Mar 11, 2024 08:38 PDT) DATE: 03/11/2024

CITY MANAGER SIGNATURE: Joseph Ievin (Mar 11, 2024 09:00 PDT) DATE: 03/11/2024

* Requests over $10,000 require **City Manager's** approval. Requests over $60,000 requires City Council's approval.

HOLT of California

Holt of California
P.O. Box 100001
Sacramento, CA 95813
www.holtca.com

*** PROFORMA INVOICE *** SUMMARY

REMIT PAYMENT TO: **Holt of California**
PO Box 100001
Sacramento, CA 95813

FOR CUSTOMER INQUIRIES, PLEASE CALL
(877) 379-6620 or FAX (916) 991-8268

SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

SEG	TASK	TOTAL
00	TRANSPORT MACHINE	1455.00
01	WASH MACHINE	877.50
02	PERFORM TA1 INSPECTION	1135.96
10	REMOVE & INSTALL TRANSMISSION	10914.91
11	REPLACE BEARINGS & SEALS TRANSMISSION	18790.13
12	ADDITIONAL CHARGES TRANSMISSION	6171.54
13	REPLACE WITH CAT REMAN TRANSMISSION OIL PUMP	2046.23
15	REMOVE & INSTALL DIFFERENTIAL	6886.62
16	CLEAN & INSPECT DIFFERENTIAL	6524.98
18	REMOVE & INSTALL FINAL DRIVE	1944.66
19	CLEAN & INSPECT FINAL DRIVE	6622.83
22	REPLACE WITH CAT REMAN TC/TRANS OIL COOLER	2334.94
25	REPLACE HOSES & LINES	5975.71
90	SUPPLY PARTS EXTENDED WARRANTY PROGRAM	1260.00

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PAY THIS AMOUNT ▶	78307.93
AMOUNT CREDIT ▶	

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
TRANSPORT MACHINE				
1.00	HAUL CHARGES			1455.00
	TOTAL MISC CHGS	SEG. 00		1455.00
	TOTAL			1455.00
WASH MACHINE				
	CORRECTION: WASH MACHINE BEFORE AND AFTER REPAIRS PER CAT CONTAMINATION CONTROL GUIDELINES			
	**********			
		F/R LBR		877.50
	TOTAL			877.50
PERFORM TA1 INSPECTION				
	PERFORM TA1 FOUND BATTERIES TO BE DEAD. TRIED CHARGING BATTERIES, BUT WOULD NOT KEEP CHARGE. REPLACED BATTERIES.			
2 153-5710	BATTERY		392.98	785.96
	TOTAL PARTS	SEG. 02		785.96
		F/R LBR		346.00
2.00	CA BATTERY FEE			4.00
	TOTAL MISC CHGS	SEG. 02		4.00
	TOTAL			1135.96

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL

REMOVE & INSTALL TRANSMISSION

- PUT MACHINE ON STANDS
- DRAINED: COOLANT, TRANSMISSION, TANDEMS, AND HYDRAULIC FLUIDS
- UNINSTALLED WHEELS
- UNINSTALLED TANDEM HOSES
- UNINSTALLED TANDEMS
- UNINSTALLED FINAL DRIVE FROM TANDEMS, SENT TO SPEC SHOP
- UNINSTALLED AIR TANK
- UNINSTALLED BATTERIES
- UNINSTALLED WATER AND HYDRAULIC LINES FROM COOLING PACK
- UNINSTALLED GRILL AND HARNESSES FROM COOLING PACK
- UNINSTALLED COOLING PACK
- RESEALED COOLING PACK
- UNINSTALLED HARNESSES AND FUEL HOSES FROM FUEL TANK
- UNINSTALLED DRIVE SHAFT
- UNINSTALLED AIR LINES
- UNINSTALLED COOLING PACK
- UNINSTALLED ALTERNATOR AND FAN ASSEMBLY
- UNINSTALLED TRANSMISSION
- UNINSTALLED AWD PUMP
- UNINSTALLED DIFFERENTIAL
- UNINSTALLED DIFFERENTIAL LOCK ASSEMBLY
- REPLACED TRANSMISSION AND DAMAGED HYDRAULIC HOSES
- RESEALED AND CLEANED TRANSMISSION FILTER HOUSING, INSTALLED NEW FILTER
- RESEALED AND CLEANED OUT DIFFERENTIAL LOCK ASSEMBLY
- RESEALED AWD PUMP (HOSES AND MATING SURFACE TO THE TRANSMISSION)

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	-REPLACED WATER LI NES THAT WERE DAMAGED, NEW CLAMPS			
	-I NSTALLED NEW U-JOI NTS TO DRI VE SHAFT, REPLACED MOUNTI NG HARDWARE			
	-CLEANED MATI NG SURFACES TO: TRANSMI SSI ON TO ENGI NE, DI FFERENTI AL TO HOUSI NG, AND FI NAL DRI VES TO HOUSI NG.			
	-I NSTALLED AWD PUMP TO TRANSMI SSI ON WI TH NEW SEALS			
	-I NSTALLED DI FFERENTI AL WI TH NEW SEAL			
	-I NSTALLED TRANSMI SSI ON WI TH NEW SEAL			
	-I NSTALLED DRI VE SHAFT, TORQUED TO SPEC			
	-I NSTALLED DI FFERENTAI L LOCK ASSEMBLY			
	I NSTALLED DI FFERENTI AL HOSES AND HARNESSES			
	-I NSTALLED TRANSMI SSI ON AND AWD HOSES AND HARNESSES			
	I NSTALLED ALTERNATOR AND FAN ASSEMBLY			
	-I NSTALLED FUEL TANK			
	-I NSTALLED HOSES AND HARNESSES TO FUEL TANKS AND AI R DRYER			
	-I NSTALLED AI R TANK			
	-I NSTALLED COOLI NG PACK, HOOKED UP HOSES AND HARNESSES			
	-I NSTALLED GRI LL			
	-FI LLED TRANSMI SSI ON AND DI FFERENTI AL TO SPEC WI TH NEW 50W			
	-FI LLED: TANDEMS, HYDRAULI C, AND COOLANT. TOPPED OFF FLUI DS.			
	-I NSTALLED BATTERI ES			
	**********			
8	0S-1579	BOLT	1.78	14.24
4	0S-1604	BOLT	2.23	8.92
1	1R-0773	ELEMENT	25.59	25.59
1	2S-8439	SEAL O RI NG	7.43	7.43
1	3D-2824	SEAL O RI NG	2.04	2.04
4	3J-1907	SEAL	1.32	5.28
1	3J-7354	SEAL O RI NG	1.17	1.17
1	4D-7388	CLI P	8.62	8.62

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QTY		DESCRIPTION		UNIT PRICE	TOTAL
2	4F-7389	RING		3.90	7.80
1	4S-5898	SEAL-O-RING		12.33	12.33
4	5D-1026	CLAMP		2.33	9.32
1	5F-8000	RING		3.52	3.52
4	5P-0597	CLAMP		6.23	24.92
47	5P-0765	CM-HOSE STK		.14	6.58
2	5P-2230	CLAMP		4.88	9.76
2	5P-3863	SEAL O RING		4.07	8.14
4	5P-7213	WASHER		.43	1.72
1	5P-8998	NIPPLE		4.91	4.91
4	6B-6684	NUT		.65	2.60
2	6V-1819	BOLT		1.94	3.88
1	6V-3989	NIPPLE		16.17	16.17
2	7J-0204	SEAL O RING		1.07	2.14
5	7J-9108	SEAL		1.46	7.30
2	8M-4438	SEAL O RING		2.78	5.56
3	8T-4984	CLAMP		17.93	53.79
1	144-0367	CLAMP		18.39	18.39
2	238-8648	CAT ELC		17.86	35.72
12	371-8115	CM HOSE BULK		.64	7.68
8	371-8121	CM HOSE BULK		.83	6.64
16	371-8946	CM HOSE BULK		1.25	20.00
25	1556213	BULK OIL 30W TDTO		22.53	563.25
25	3145168	BULK OIL HYDO 10W		26.50	662.50
		TOTAL PARTS	SEG. 10		1567.91
			F/R LBR		9342.00
1.00		INBOUND FREIGHT			5.00
		TOTAL MISC CHGS	SEG. 10		5.00
		TOTAL			10914.91

REPLACE BEARINGS & SEALS TRANSMISSION

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0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	QUOTE INCLUDES FRICTION DISCS DUE TO WATER IN OIL CORRECTION: RECEIVED TRANSMISSION AND REMOVED FROM PAN. DISASSEMBLED VALVE AND INSPECTED. SET ALL PARTS ASIDE. ROLLED OVER AND REMOVED CASE HALF. REMOVED ALL SHAFTS FROM HOUSING. WASHED BOTH CASES AND SET ASIDE. DISASSEMBLED ALL SHAFTS AND INSPECTED. FOUND ALL FRICTION DISCS TO BE DELAMINATING FROM THE WATER. WASHED ALL PARTS AND SET ASIDE. RECEIVED ALL NEW PARTS AND LAID OUT. ASSEMBLED ALL SHAFTS USING ALL NEW SEALS AND BEARINGS AS WELL AS FRICTION DISCS. AIR CHECKED ALL CLUTCHES. INSTALLED ALL SHAFTS INTO HOUSING. INSTALLED PICK UP TUBE. MARRIED CASES TOGETHER AND TORQUED ALL BOLTS. INSTALLED SEAL CARRIERS USING NEW ROTATING SEALS AND ORINGS. ASSEMBLED VALVE USING ALL NEW ORINGS AND ORIFICES. INSTALLED VALVE. BROUGHT TRANSMISSION TO TEST BENCH AND HOOKED UP. PRESSURE CHECKED ALL CLUTHCES. DRAINED ALL OIL AND REMOVED FROM TEST BENCH. COVERED ALL OPEN PORTS. HAD FINAL INSPECTION COMPLETED AND SET ASIDE FOR INSTALL BY MAINSHOP. **		
4	1M-3780 BEARING	31.15	124.60
1	1M-4095 BEARING A	109.38	109.38
1	1T-0043 BEARING	53.87	53.87
1	2B-9373 KEY	1.34	1.34
1	2H-6489 RACE	97.93	97.93
1	2H-6490 ROLLER A	134.45	134.45
1	2S-3029 BEARING	27.33	27.33
2	3B-8921 ROLLER A	159.39	318.78
2	3T-4377 SEAL RING	7.57	15.14
1	4C-3723 BOX UTILITY	11.86	11.86
2	4M-6107 ROLLER A	100.43	200.86
2	4M-6108 RACE	76.24	152.48
4	5H-8985 PIN	2.09	8.36
2	5P-3924 BEARING	118.54	237.08

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AMOUNT CREDIT ▶	

HOLT of California

Holt of California
P.O. Box 100001
Sacramento, CA 95813
www.holtca.com

*** PROFORMA INVOICE ******
P

REMIT PAYMENT TO: Holt of California
PO Box 100001
Sacramento, CA 95813

FOR CUSTOMER INQUIRIES, PLEASE CALL
(877) 379-6620 or FAX (916) 991-8268

SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION	UNIT PRICE	TOTAL
1	5P-4483	PLUG	54.89	54.89
4	6I-8642	RACE	85.55	342.20
1	6I-8823	PLATE	10.13	10.13
1	6I-9395	SCREEN	11.31	11.31
8	6V-3965	NIPPLE A	27.20	217.60
2	6V-9834	PLUG	24.96	49.92
2	6Y-1895	BRG SLEEVE	18.41	36.82
1	6Y-2419	BRG SLV	20.45	20.45
6	7T-4897	DISC-THRUST	28.27	169.62
3	8E-1263	BEARING-RLR	26.75	80.25
1	8E-7713	ORIFICE	72.20	72.20
2	8E-7714	ORIFICE	72.20	144.40
16	8E-8319	DISC THRUS	27.48	439.68
2	8S-9129	FILTER	23.93	47.86
2	8S-9130	SCREEN	20.82	41.64
5	9G-7132	PLUG	17.10	85.50
1	9M-2042	RACE	81.27	81.27
5	9U-8620	ORIFICE	71.17	355.85
2	9W-2029	RACE	9.47	18.94
4	9W-6467	BRG SLV	16.72	66.88
6	127-1960	SCREW	3.27	19.62
5	131-3919	BEARING-RACE	145.15	725.75
1	134-3987	CLIP	6.60	6.60
1	145-9535	HARNESS AS. -	24.74	24.74
1	147-1771	HARNESS	489.27	489.27
2	148-1925	VALVE-RELIEF	112.01	224.02
1	149-9129	CLIP-LOOP	2.21	2.21
1	173-7251	SWITCH AS-PR	127.65	127.65
1	173-7252	SWITCH AS-PR	119.71	119.71
1	175-7902	SEAL-O-RING	6.42	6.42
3	183-8597	SENSOR GP	210.61	631.83
8	186-1525	VALVE GP-SOL	202.23	1617.84
1	194-6249	HARNESS AS. -	151.48	151.48
1	201-0387	CLIP AS.	46.08	46.08
2	201-6618	PLUG AS	33.19	66.38
1	278-0642	SEAL-LIP TYP	52.62	52.62
1	281-8870	KIT-GASKET	2178.58	2178.58

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CUSTOMER #:5373500
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ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

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MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION		UNIT PRICE	TOTAL
4	379-5808	BEARI NG-SLEE		15.58	62.32
12	05050	BRAKE CLEAN CRC		7.19	86.28
1	4540291	GREASE BALLBEARI NGS		5.86	5.86
		TOTAL PARTS	SEG. 11		10486.13
			F/R LBR		8304.00
			TOTAL		18790.13

ADDI TI ONAL CHARGES TRANSMI SSI ON

FRI CTI ON DI SCS DELAMI NATI NG DUE TO WATER I N OI L. PLATES ARE BURNT AND ARE WARPED. RI NG LOCK ARE WORN FROM CLUTCH PACKS SLI PPI NG. SPOOLS ARE WORN FROM ORFI CE BEI NG STUCK.

5	6I-8911	DI SC FRI C		54.70	273.50
32	6I-8912	DI SC FRI C		45.96	1470.72
16	6Y-1115	RI NG		1.97	31.52
5	6Y-5352	DI SC		61.57	307.85
7	6Y-7981	DI SC		50.61	354.27
6	7G-0437	PLATE		228.94	1373.64
2	8E-9894	SPOOL		240.95	481.90
6	9U-9995	PLATE		95.91	575.46
16	9W-9905	RI NG LOCK		38.26	612.16
2	108-5751	DI SC FRI C		54.70	109.40
6	110-7723	PLATE		84.50	507.00
1	159-0927	DI SC-FRI CTI O		41.87	41.87
		TOTAL PARTS	SEG. 12		6139.29
1.00		I NBOUND FREI GHT			32.25
		TOTAL MI SC CHGS	SEG. 12		32.25
			TOTAL		6171.54

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QTY	DESCRIPTION	UNIT PRICE	TOTAL
	REPLACE WI TH CAT REMAN TRANSMI SSI ON OI L PUMP		
	CORRECTI ON: I NSTALLED REMAN TRANS PUMP		
	**********		
1	4F-7952 SEAL	2.78	2.78
1	5F-8000 RI NG	3.52	3.52
1	7F-8268 SEAL O RI NG	3.66	3.66
1	8S-9129 FI LTER	23.93	23.93
1	8S-9130 SCREEN	20.82	20.82
1	10R-4479 PUMP GP GEAR	1991.52	1991.52
1	CORE DEPOSI T	1053.42	1053.42
1-	CORE RETURN	1053.42	1053.42-
	TOTAL PARTS SEG. 13		2046.23
	TOTAL		2046.23
	REMOVE & I NSTALL DI FFERENTI AL		
	COMPLAI NT: WATER I N POWERTRAI N SYSTEM - UNI NSTALLED TRANSMI SSI ON AND EVERYTHI NG ASSOCI ATED WI TH UNI NSTALLI NG TRANSMI SSI ON (SEE TRANSMI SSI ON UNI NSTALL/I NSTALL NOTES) - UNI NSTALLED DI FFERENTI AL LOCK ASSEMBLY - UNI NSTALLED DI FFERENTI AL HOSE WI TH SCREEN AND MAGNET ASSEMBLY (SEE MEDI A FOR PI CTURES OF SCREEN AND MAGNET) - UNI NSTALLED HARNESS - UNI NSTALLED DI FFERENTI AL - CLEANED DI FFERENTI AL HOUSI NG OF ALL OLD OI L AND DEBRI S - CLEANED MATI NG SURFACES		

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MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	-CLEANED AND RESEALED DI FFERENTI AL LOCK ASSEMBLY, REPLACED HOSES AND SEALS			
	-I NSTALLED DI FFERENTI AL AND I NSTALLED NEW SEAL			
	--TORQUED TO SPEC			
	-I NSTALLED DI FFERENTI AL LOCK ASSEMBLY WI TH NEW HOSES AND O-RI NGS			
	-I NSTALLED HARNESS			
	-I NSTALLED NEW HOSE, CLAMPS, AND O-RI NGS TO THE DI FFERENTI AL TO MAGNET AND SCREEN			
	-			
	**********			
1	2A-6941	HOSE	47.88	47.88
8	2B-3147	GASKET	5.79	46.32
4	3D-2981	GASKET	11.00	44.00
1	4N-7431	HOSE	41.63	41.63
10	7J-5925	COTTER PI N	.23	2.30
3	8T-4984	CLAMP	17.93	53.79
1	8X-4176	HOSE	34.73	34.73
1	144-0367	CLAMP	18.39	18.39
16	371-8946	CM HOSE BULK	1.25	20.00
4	569-2750	LI NK-CONN-16	39.60	158.40
12	05050	BRAKE CLEAN CRC	7.19	86.28
26	1556213	BULK OI L 30W TDTO	22.53	585.78
4	1556214	BULK OI L 50W TDTO	22.53	90.12
4	3145168	BULK OI L HYDO 10W	26.50	106.00
		TOTAL PARTS SEG. 15		1335.62
		F/R LBR		5536.00
3.00		I NBOUND FREI GHT		15.00
		TOTAL MI SC CHGS SEG. 15		15.00
		TOTAL		6886.62
	CLEAN & I NSPECT DI FFERENTI AL			

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	SEALS AND FRICTION DISCS FOR CLEAN OUT OF WATER IN OIL			
	RESULTANT DAMAGE: BEVEL GEAR RUSTED/PITTING			
	CORRECTION: DISASSEMBLED AND CLEANED FOR			
	INSPECTION. BEVEL GEAR DAMAGED FROM WATER.			
	REPLACED GEAR, ALL SEALS AND GASKETS, FRICTION			
	DISC . REASSEMBLED AND SET BACKLASH AND PRELOADS			
	TO SPEC .			
	**********			
1	2H-5001	RING	1.18	1.18
1	2K-5106	SHIM PACK	162.51	162.51
1	2K-5109	GASKET	5.31	5.31
2	4H-6520	RING	7.40	14.80
24	5B-0841	BOLT	2.41	57.84
7	6Y-7954	DISC	45.59	319.13
1	7D-8225	SEAL	53.00	53.00
1	7D-8226	SEAL	47.02	47.02
2	8D-4064	WASHER	86.90	173.80
2	8M-4438	SEAL O RING	2.78	5.56
1	8T-8883	SEAL O RING	66.18	66.18
1	9B-0143	LOCK	6.62	6.62
2	9G-2991	RING-SEAL	97.89	195.78
2	030-8535	BOLT	.69	1.38
1	123-4003	SEAL-LIP TYP	31.94	31.94
1	169-1549	GEAR-BEVEL	2577.43	2577.43
		TOTAL PARTS SEG. 16		3719.48
		F/R LBR		2768.00
1.00		INBOUND FREIGHT		37.50
		TOTAL MISC CHGS SEG. 16		37.50
		TOTAL		6524.98

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	REMOVE & INSTALL FINAL DRIVE		
	COMPLAINT: WATER IN POWER TRAIN SYSTEM RESULTANT DAMAGE: CLUTCH MATERIAL FELL APART CORRECTION: -GOT MACHINE ON STANDS -UNINSTALLED WHEELS FROM TANDEM -UNINSTALLED ALL CHAINS FROM MASTER LINK IN BOTH TANDEMS -UNINSTALLED HOSES -UNINSTALLED TANDEMS -UNINSTALLED FINAL DRIVES FROM TANDEM HOUSING -CLEANED MATING SURFACES ON TANDEMS -INSTALLED NEW O-RING ON FINAL DRIVES -INSTALLED FINAL DRIVES INTO TANDEMS --TORQUED BOLTS TO SPEC -CLEANED MATING SURFACE ON MACHINE WHERE FINALS MOUNT -INSTALLED SEAL ON FINAL DRIVES -INSTALLED TANDEMS AND FINAL DRIVES ON MACHINE -INSTALLED CHAINS WITH NEW MASTER LINKS INSTALLED NEW SEALS ON ACCESS PANELS ON TANDEM -INSTALLED HOSES -INSTALLED WHEELS TO TANDEM --TORQUED TO SPEC *************************************		
1	1550695 THREADLOCK 50ML RDS	41.66	41.66
	TOTAL PARTS SEG. 18		41.66
	F/R LBR		1903.00
	TOTAL		1944.66
	CLEAN & INSPECT FINAL DRIVE		

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	PARTS AND LABOR TO CLEAN OUT AND RESEAL 2 FINAL DRIVES, NO BEARINGS CORRECTION: DISASSEMBLED 1 FINAL AND CLEANED FOR INSPECTION. REASSEMBLED BOTH FINALS, REPLACED SEALS. THRUST WASHERS AND WEAR RINGS AND RETAINERS. PERFORMED SHIMMING PROCEDURE FOR FINALS DRIVES WEAR RINGS. TORQUE ALL BOLTS TO SPEC AND SET ROLLING TORQUE TO BOTH FINAL DRIVES. **********			
2	2P-3628	SEAL-O-RING	11.32	22.64
2	6G-3212	SHIM PACK	86.16	172.32
2	7S-4571	SEAL-O-RING	14.55	29.10
2	8D-3902	SEAL	28.62	57.24
12	8X-8377	WASHER	27.02	324.24
4	218-4406	RING - WEAR	133.71	534.84
2	236-7724	RETAINER	588.84	1177.68
2	329-0411	SEAL-LIP TYP	285.69	571.38
4	547-6515	WASHER-THRUS	238.64	954.56
1	4526001	GREASE 5%MOLY CARTS	5.83	5.83
		TOTAL PARTS SEG. 19		3849.83
		F/R LBR		2768.00
1.00		INBOUND FREIGHT		5.00
		TOTAL MISC CHGS SEG. 19		5.00
		TOTAL		6622.83
	REPLACE WITH CAT REMAN TC/TRANS OIL COOLER			
	COMPLAINT: WATER IN POWERTRAIN SYSTEM RESULTANT DAMAGE: CLUTCH FELL APART IN TRANSMISSION CORRECTION:			

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PAY THIS AMOUNT ▶	
AMOUNT CREDIT ▶	

HOLT of California

Holt of California
P.O. Box 100001
Sacramento, CA 95813
www.holtca.com

*** PROFORMA INVOICE ******

P

REMIT PAYMENT TO: Holt of California
PO Box 100001
Sacramento, CA 95813

FOR CUSTOMER INQUIRIES, PLEASE CALL
(877) 379-6620 or FAX (916) 991-8268

SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION		UNIT PRICE	TOTAL
		-UNINSTALLED HOSES			
		-UNINSTALLED COOLER			
		-CLEANED MATING SURFACES			
		-TRANSFERRED HARDWARE FROM OLD COOLER TO NEW COOLER			
		-INSTALLED NEW COOLER WITH NEW GASKETS			
		-INSTALLED NEW COOLER			
		-INSTALLED NEW COOLER LINES			
		**********			
1	OR-5515	CORE AS-OIL		1207.44	1207.44
1		CORE DEPOSIT		484.48	484.48
1-		CORE RETURN		484.48	484.48-
4	OS-1604	BOLT		2.23	8.92
3	3J-7354	SEAL O RING		1.17	3.51
2	4J-2506	SEAL		1.17	2.34
2	5M-4741	GASKET		3.03	6.06
4	5P-7213	WASHER		.43	1.72
4	6B-6684	NUT		.65	2.60
1	6D-0580	TUBE		131.43	131.43
4	6V-1911	BOLT		2.13	8.52
2	9P-0356	BEARING		125.20	250.40
		TOTAL PARTS	SEG. 22		1622.94
			F/R LBR		692.00
2.00		INBOUND FREIGHT			20.00
		TOTAL MISC CHGS	SEG. 22		20.00
		TOTAL			2334.94

REPLACE HOSES & LINES

-UNINSTALLED OIL COOLER HOSES, AND REPLACED WITH NEW HOSES AND SEALS

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SOUTH LAKE TAHOE CA 96150 7048

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0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION	UNIT PRICE	TOTAL
		-UNINSTALLED DIFFERENTIAL HOSE, AND REPLACED WITH NEW HOSE AND SEAL		
		-UNINSTALLED TRANSMISSION FILTER HOSES, AND REPLACED WITH NEW HOSES AND SEALS		
		CORRECTION: REMOVED AND REPLACED THE AWD PUMP HYDRAULIC LINES THAT RUN FROM THE FRONT NOSE TO THE REAR TRANSMISSION AREA. REPLACED SEALS FOR HOSES		
		**********		
1	2S-8439	SEAL O RING	7.43	7.43
1	3G-8175	KIT-SEAL	18.59	18.59
1	4J-0520	SEAL-O-RING	2.52	2.52
1	4J-0522	SEAL-O-RING	2.78	2.78
2	5D-1026	CLAMP	2.33	4.66
1	5D-1258	HOSE A	39.44	39.44
47	5P-0765	CM-HOSE STK	.14	6.58
1	6G-5979	KIT-SEAL	13.82	13.82
1	7I-5054	HOSE A	156.75	156.75
2	8T-4983	CLAMP	18.42	36.84
1	8X-7283	HOSE AS	127.58	127.58
1	8X-7317	HOSE	35.00	35.00
1	8X-7819	HOSE A	137.17	137.17
1	8X-8951	HOSE A	612.29	612.29
1	8X-8952	HOSE A	615.50	615.50
1	9X-7409	SEAL O RING	4.27	4.27
1	108-7823	HOSE AS	104.21	104.21
1	108-7824	HOSE AS	106.46	106.46
1	118-8062	HOSE AS	109.76	109.76
1	144-0367	CLAMP	18.39	18.39
1	154-3805	HOSE AS	145.67	145.67
		TOTAL PARTS SEG. 25		2305.71
		F/R LBR		3460.00
8.00		HOSE ASSM.		200.00
2.00		INBOUND FREIGHT		10.00

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	TOTAL MI SC CHGS SEG. 25		210. 00
	TOTAL		5975. 71
	SUPPLY PARTS EXTENDED WARRANTY PROGRAM		
	SUPPLY OPTI ONAL 24 MONTH 2000HR EXTENDED PROTECTI ON WARRANTY FOR TRANS, DI FF, AND FI NALS DRI VES.		
1. 00	EPP 24M/2000HR		1260. 00
	TOTAL MI SC CHGS SEG. 90		1260. 00
	TOTAL		1260. 00
	ENVI RONMENTAL		369. 41
	SUPPLY		1694. 84
	CAL SALES TAX 7. 25%		2736. 50
	CI TY OF S LAKE TAHOE		566. 17

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(916) 921-8880 OR EMAI L GOPAPERLESS@HOLTCA. COM FOR MORE I NFORMATI ON.

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PAY THIS AMOUNT ▶	78307. 93
AMOUNT CREDIT ▶	

SoleSource_HoltofCA_Unit5058

Final Audit Report 2024-03-11

Created:	2024-02-26
By:	Andra Burnam (aburnam@cityofslt.us)
Status:	Signed
Transaction ID:	CBJCHBCAABAASQT43iRsCT9UVCGMyTL26a3cOjpI5-IN

"SoleSource_HoltofCA_Unit5058" History

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HOLT of California | CAT

Holt of California
P.O. Box 100001
Sacramento, CA 95813
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*** PROFORMA INVOICE *** SUMMARY

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SHIP TO

EMD - PLEASANT GROVE

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CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

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0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

SEG	TASK	TOTAL
00	TRANSPORT MACHINE	1455.00
01	WASH MACHINE	877.50
02	PERFORM TA1 INSPECTION	1135.96
10	REMOVE & INSTALL TRANSMISSION	10914.91
11	REPLACE BEARINGS & SEALS TRANSMISSION	18790.13
12	ADDITIONAL CHARGES TRANSMISSION	6171.54
13	REPLACE WITH CAT REMAN TRANSMISSION OIL PUMP	2046.23
15	REMOVE & INSTALL DIFFERENTIAL	6886.62
16	CLEAN & INSPECT DIFFERENTIAL	6524.98
18	REMOVE & INSTALL FINAL DRIVE	1944.66
19	CLEAN & INSPECT FINAL DRIVE	6622.83
22	REPLACE WITH CAT REMAN TC/TRANS OIL COOLER	2334.94
25	REPLACE HOSES & LINES	5975.71
90	SUPPLY PARTS EXTENDED WARRANTY PROGRAM	1260.00

PLEASE PAY PROMPTLY

THANK YOU!

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MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	TRANSPORT MACHINE		
1.00	HAUL CHARGES		1455.00
	TOTAL MISC CHGS SEG. 00		1455.00
	TOTAL		1455.00
	WASH MACHINE		
	CORRECTION: WASH MACHINE BEFORE AND AFTER REPAIRS PER CAT CONTAMINATION CONTROL GUIDELINES. **********		
	F/R LBR		877.50
	TOTAL		877.50
	PERFORM TA1 INSPECTION		
	PERFORM TA1 FOUND BATTERIES TO BE DEAD. TRIED CHARGING BATTERIES, BUT WOULD NOT KEEP CHARGE. REPLACED BATTERIES.		
2 153-5710	BATTERY	392.98	785.96
	TOTAL PARTS SEG. 02		785.96
	F/R LBR		346.00
2.00	CA BATTERY FEE		4.00
	TOTAL MISC CHGS SEG. 02		4.00
	TOTAL		1135.96

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL

REMOVE & INSTALL TRANSMISSION

-PUT MACHINE ON STANDS
-DRAINED: COOLANT, TRANSMISSION, TANDEMS, AND HYDRAULIC FLUIDS
-UNINSTALLED WHEELS
-UNINSTALLED TANDEM HOSES
-UNINSTALLED TANDEMS
-UNINSTALLED FINAL DRIVE FROM TANDEMS, SENT TO SPEC SHOP
-UNINSTALLED AIR TANK
-UNINSTALLED BATTERIES
-UNINSTALLED WATER AND HYDRAULIC LINES FROM COOLING PACK
-UNINSTALLED GRILL AND HARNESSES FROM COOLING PACK
-UNINSTALLED COOLING PACK
-RESEALED COOLING PACK
-UNINSTALLED HARNESSES AND FUEL HOSES FROM FUEL TANK
-UNINSTALLED DRIVE SHAFT
-UNINSTALLED AIR LINES
-UNINSTALLED COOLING PACK
-UNINSTALLED ALTERNATOR AND FAN ASSEMBLY
-UNINSTALLED TRANSMISSION
-UNINSTALLED AWD PUMP
-UNINSTALLED DIFFERENTIAL
-UNINSTALLED DIFFERENTIAL LOCK ASSEMBLY
-REPLACED TRANSMISSION AND DAMAGED HYDRAULIC HOSES
-RESEALED AND CLEANED TRANSMISSION FILTER HOUSING, INSTALLED NEW FILTER
-RESEALED AND CLEANED OUT DIFFERENTIAL LOCK ASSEMBLY
-RESEALED AWD PUMP (HOSES AND MATING SURFACE TO THE TRANSMISSION)

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163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	-REPLACED WATER LINES THAT WERE DAMAGED, NEW CLAMPS			
	-INSTALLED NEW U-JOINTS TO DRIVE SHAFT, REPLACED MOUNTING HARDWARE			
	-CLEANED MATING SURFACES TO: TRANSMISSION TO ENGINE, DIFFERENTIAL TO HOUSING, AND FINAL DRIVES TO HOUSING.			
	-INSTALLED AWD PUMP TO TRANSMISSION WITH NEW SEALS			
	-INSTALLED DIFFERENTIAL WITH NEW SEAL			
	-INSTALLED TRANSMISSION WITH NEW SEAL			
	-INSTALLED DRIVE SHAFT, TORQUED TO SPEC			
	-INSTALLED DIFFERENTAIL LOCK ASSEMBLY			
	INSTALLED DIFFERENTIAL HOSES AND HARNESSES			
	-INSTALLED TRANSMISSION AND AWD HOSES AND HARNESSES			
	INSTALLED ALTERNATOR AND FAN ASSEMBLY			
	-INSTALLED FUEL TANK			
	-INSTALLED HOSES AND HARNESSES TO FUEL TANKS AND AIR DRYER			
	-INSTALLED AIR TANK			
	-INSTALLED COOLING PACK, HOOKED UP HOSES AND HARNESSES			
	-INSTALLED GRILL			
	-FILLED TRANSMISSION AND DIFFERENTIAL TO SPEC WITH NEW 50W			
	-FILLED: TANDEMS, HYDRAULIC, AND COOLANT. TOPPED OFF FLUIDS.			
	-INSTALLED BATTERIES			
	**********			
8	0S-1579	BOLT	1.78	14.24
4	0S-1604	BOLT	2.23	8.92
1	1R-0773	ELEMENT	25.59	25.59
1	2S-8439	SEAL O RING	7.43	7.43
1	3D-2824	SEAL O RING	2.04	2.04
4	3J-1907	SEAL	1.32	5.28
1	3J-7354	SEAL O RING	1.17	1.17
1	4D-7388	CLIP	8.62	8.62

PLEASE PAY PROMPTLY

THANK YOU!

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PAY THIS AMOUNT ▶	
AMOUNT CREDIT ▶	

HOLT of California | CAT

Holt of California
P.O. Box 100001
Sacramento, CA 95813
www.holtca.com

*** PROFORMA INVOICE ******
P

REMIT PAYMENT TO: Holt of California
PO Box 100001
Sacramento, CA 95813

FOR CUSTOMER INQUIRIES, PLEASE CALL
(877) 379-6620 or FAX (916) 991-8268

SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION		UNIT PRICE	TOTAL
2	4F-7389	RING		3.90	7.80
1	4S-5898	SEAL-O-RING		12.33	12.33
4	5D-1026	CLAMP		2.33	9.32
1	5F-8000	RING		3.52	3.52
4	5P-0597	CLAMP		6.23	24.92
47	5P-0765	CM-HOSE STK		.14	6.58
2	5P-2230	CLAMP		4.88	9.76
2	5P-3863	SEAL O RING		4.07	8.14
4	5P-7213	WASHER		.43	1.72
1	5P-8998	NIPPLE		4.91	4.91
4	6B-6684	NUT		.65	2.60
2	6V-1819	BOLT		1.94	3.88
1	6V-3989	NIPPLE		16.17	16.17
2	7J-0204	SEAL O RING		1.07	2.14
5	7J-9108	SEAL		1.46	7.30
2	8M-4438	SEAL O RING		2.78	5.56
3	8T-4984	CLAMP		17.93	53.79
1	144-0367	CLAMP		18.39	18.39
2	238-8648	CAT ELC		17.86	35.72
12	371-8115	CM HOSE BULK		.64	7.68
8	371-8121	CM HOSE BULK		.83	6.64
16	371-8946	CM HOSE BULK		1.25	20.00
25	1556213	BULK OIL 30W TDTO		22.53	563.25
25	3145168	BULK OIL HYDO 10W		26.50	662.50
		TOTAL PARTS	SEG. 10		1567.91
			F/R LBR		9342.00
1.00		INBOUND FREIGHT			5.00
		TOTAL MISC CHGS	SEG. 10		5.00
		TOTAL			10914.91

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THANK YOU

REPLACE BEARINGS & SEALS TRANSMISSION

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SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	QUOTE INCLUDES FRICTION DISCS DUE TO WATER IN OIL CORRECTION: RECEIVED TRANSMISSION AND REMOVED FROM PAN. DISASSEMBLED VALVE AND INSPECTED. SET ALL PARTS ASIDE. ROLLED OVER AND REMOVED CASE HALF. REMOVED ALL SHAFTS FROM HOUSING. WASHED BOTH CASES AND SET ASIDE. DISASSEMBLED ALL SHAFTS AND INSPECTED. FOUND ALL FRICTION DISCS TO BE DELAMINATING FROM THE WATER. WASHED ALL PARTS AND SET ASIDE. RECEIVED ALL NEW PARTS AND LAID OUT. ASSEMBLED ALL SHAFTS USING ALL NEW SEALS AND BEARINGS AS WELL AS FRICTION DISCS. AIR CHECKED ALL CLUTCHES. INSTALLED ALL SHAFTS INTO HOUSING. INSTALLED PICK UP TUBE. MARRIED CASES TOGETHER AND TORQUED ALL BOLTS. INSTALLED SEAL CARRIERS USING NEW ROTATING SEALS AND ORINGS. ASSEMBLED VALVE USING ALL NEW ORINGS AND ORIFICES. INSTALLED VALVE. BROUGHT TRANSMISSION TO TEST BENCH AND HOOKED UP. PRESSURE CHECKED ALL CLUTHCES. DRAINED ALL OIL AND REMOVED FROM TEST BENCH. COVERED ALL OPEN PORTS. HAD FINAL INSPECTION COMPLETED AND SET ASIDE FOR INSTALL BY MAINSHOP.		
	**********		
4	1M-3780 BEARING	31.15	124.60
1	1M-4095 BEARING A	109.38	109.38
1	1T-0043 BEARING	53.87	53.87
1	2B-9373 KEY	1.34	1.34
1	2H-6489 RACE	97.93	97.93
1	2H-6490 ROLLER A	134.45	134.45
1	2S-3029 BEARING	27.33	27.33
2	3B-8921 ROLLER A	159.39	318.78
2	3T-4377 SEAL RING	7.57	15.14
1	4C-3723 BOX UTILITY	11.86	11.86
2	4M-6107 ROLLER A	100.43	200.86
2	4M-6108 RACE	76.24	152.48
4	5H-8985 PIN	2.09	8.36
2	5P-3924 BEARING	118.54	237.08

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MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION	UNIT PRICE	TOTAL
1	5P-4483	PLUG	54.89	54.89
4	6I-8642	RACE	85.55	342.20
1	6I-8823	PLATE	10.13	10.13
1	6I-9395	SCREEN	11.31	11.31
8	6V-3965	NIPPLE A	27.20	217.60
2	6V-9834	PLUG	24.96	49.92
2	6Y-1895	BRG SLEEVE	18.41	36.82
1	6Y-2419	BRG SLV	20.45	20.45
6	7T-4897	DISC-THRUST	28.27	169.62
3	8E-1263	BEARING-RLR	26.75	80.25
1	8E-7713	ORIFICE	72.20	72.20
2	8E-7714	ORIFICE	72.20	144.40
16	8E-8319	DISC THRUS	27.48	439.68
2	8S-9129	FILTER	23.93	47.86
2	8S-9130	SCREEN	20.82	41.64
5	9G-7132	PLUG	17.10	85.50
1	9M-2042	RACE	81.27	81.27
5	9U-8620	ORIFICE	71.17	355.85
2	9W-2029	RACE	9.47	18.94
4	9W-6467	BRG SLV	16.72	66.88
6	127-1960	SCREW	3.27	19.62
5	131-3919	BEARING-RACE	145.15	725.75
1	134-3987	CLIP	6.60	6.60
1	145-9535	HARNESS AS.-	24.74	24.74
1	147-1771	HARNESS	489.27	489.27
2	148-1925	VALVE-RELIEF	112.01	224.02
1	149-9129	CLIP-LOOP	2.21	2.21
1	173-7251	SWITCH AS-PR	127.65	127.65
1	173-7252	SWITCH AS-PR	119.71	119.71
1	175-7902	SEAL-O-RING	6.42	6.42
3	183-8597	SENSOR GP	210.61	631.83
8	186-1525	VALVE GP-SOL	202.23	1617.84
1	194-6249	HARNESS AS.-	151.48	151.48
1	201-0387	CLIP AS.	46.08	46.08
2	201-6618	PLUG AS	33.19	66.38
1	278-0642	SEAL-LIP TYP	52.62	52.62
1	281-8870	KIT-GASKET	2178.58	2178.58

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CUSTOMER #:5373500
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ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION	UNIT PRICE	TOTAL
4	379-5808	BEARING-SLEE	15.58	62.32
12	05050	BRAKE CLEAN CRC	7.19	86.28
1	4540291	GREASE BALLBEARINGS	5.86	5.86
		TOTAL PARTS SEG. 11		10486.13
		F/R LBR		8304.00
		TOTAL		18790.13

PLEASE

ADDITIONAL CHARGES TRANSMISSION

PAY

FRICTION DISCS DELAMINATING DUE TO WATER IN OIL. PLATES ARE BURNT AND ARE WARPED. RING LOCK ARE WORN FROM CLUTCH PACKS SLIPPING. SPOOLS ARE WORN FROM ORFICE BEING STUCK.

PROMPTLY

5	6I-8911	DISC FRIC	54.70	273.50
32	6I-8912	DISC FRIC	45.96	1470.72
16	6Y-1115	RING	1.97	31.52
5	6Y-5352	DISC	61.57	307.85
7	6Y-7981	DISC	50.61	354.27
6	7G-0437	PLATE	228.94	1373.64
2	8E-9894	SPOOL	240.95	481.90
6	9U-9995	PLATE	95.91	575.46
16	9W-9905	RING LOCK	38.26	612.16
2	108-5751	DISC FRIC	54.70	109.40
6	110-7723	PLATE	84.50	507.00
1	159-0927	DISC-FRICTIO	41.87	41.87
		TOTAL PARTS SEG. 12		6139.29
1.00		INBOUND FREIGHT		32.25
		TOTAL MISC CHGS SEG. 12		32.25
		TOTAL		6171.54

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0184471	02-26-24	5373500	0184471	11610
MODEL	**SERIAL NUMBER**	**EQUIP.#**	**METER READING**	**MACH. I.D. NO.**
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	REPLACE WITH CAT REMAN TRANSMISSION OIL PUMP		
	CORRECTION: INSTALLED REMAN TRANS PUMP		
	**************************************		
1 4F-7952	SEAL	2.78	2.78
1 5F-8000	RING	3.52	3.52
1 7F-8268	SEAL O RING	3.66	3.66
1 8S-9129	FILTER	23.93	23.93
1 8S-9130	SCREEN	20.82	20.82
1 10R-4479	PUMP GP GEAR	1991.52	1991.52
1	CORE DEPOSIT	1053.42	1053.42
1-	CORE RETURN	1053.42	1053.42-
	TOTAL PARTS SEG. 13		2046.23
	TOTAL		2046.23
	REMOVE & INSTALL DIFFERENTIAL		
	COMPLAINT:WATER IN POWERTRAIN SYSTEM -UNINSTALLED TRANSMISSION AND EVERYTHING ASSOCIATED WITH UNINSTALLING TRANSMISSION (SEE TRANSMISSION UNINSTALL/INSTALL NOTES) -UNINSTALLED DIFFERENTIAL LOCK ASSEMBLY -UNINSTALLED DIFFERENTIAL HOSE WITH SCREEN AND MAGNET ASSEMBLY (SEE MEDIA FOR PICTURES OF SCREEN AND MAGNET) -UNINSTALLED HARNESS -UNINSTALLED DIFFERENTIAL -CLEANED DIFFERENTIAL HOUSING OF ALL OLD OIL AND DEBRIS -CLEANED MATING SURFACES		

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MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION		UNIT PRICE	TOTAL
		-CLEANED AND RESEALED DIFFERENTIAL LOCK ASSEMBLY, REPLACED HOSES AND SEALS			
		-INSTALLED DIFFERENTIAL AND INSTALLED NEW SEAL			
		--TORQUED TO SPEC			
		-INSTALLED DIFFERENTIAL LOCK ASSEMBLY WITH NEW HOSES AND O-RINGS			
		-INSTALLED HARNESS			
		-INSTALLED NEW HOSE, CLAMPS, AND O-RINGS TO THE DIFFERENTIAL TO MAGNET AND SCREEN			
		-			
		**********			
1	2A-6941	HOSE		47.88	47.88
8	2B-3147	GASKET		5.79	46.32
4	3D-2981	GASKET		11.00	44.00
1	4N-7431	HOSE		41.63	41.63
10	7J-5925	COTTER PIN		.23	2.30
3	8T-4984	CLAMP		17.93	53.79
1	8X-4176	HOSE		34.73	34.73
1	144-0367	CLAMP		18.39	18.39
16	371-8946	CM HOSE BULK		1.25	20.00
4	569-2750	LINK-CONN-16		39.60	158.40
12	05050	BRAKE CLEAN CRC		7.19	86.28
26	1556213	BULK OIL 30W TDTO		22.53	585.78
4	1556214	BULK OIL 50W TDTO		22.53	90.12
4	3145168	BULK OIL HYDO 10W		26.50	106.00
		TOTAL PARTS	SEG. 15		1335.62
			F/R LBR		5536.00
3.00		INBOUND FREIGHT			15.00
		TOTAL MISC CHGS	SEG. 15		15.00
			TOTAL		6886.62

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THANK YOU!

CLEAN & INSPECT DIFFERENTIAL

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QTY	DESCRIPTION		UNIT PRICE	TOTAL
	SEALS AND FRICTION DISCS FOR CLEAN OUT OF WATER IN OIL RESULTANT DAMAGE:BEVEL GEAR RUSTED/PITTING CORRECTION:DISASSEMBLED AND CLEANED FOR INSPECTION. BEVEL GEAR DAMAGED FROM WATER. REPLACED GEAR, ALL SEALS AND GASKETS, FRICTION DISC . REASSEMBLED AND SET BACKLASH AND PRELOADS TO SPEC . *************************************			
1	2H-5001	RING	1.18	1.18
1	2K-5106	SHIM PACK	162.51	162.51
1	2K-5109	GASKET	5.31	5.31
2	4H-6520	RING	7.40	14.80
24	5B-0841	BOLT	2.41	57.84
7	6Y-7954	DISC	45.59	319.13
1	7D-8225	SEAL	53.00	53.00
1	7D-8226	SEAL	47.02	47.02
2	8D-4064	WASHER	86.90	173.80
2	8M-4438	SEAL O RING	2.78	5.56
1	8T-8883	SEAL O RING	66.18	66.18
1	9B-0143	LOCK	6.62	6.62
2	9G-2991	RING-SEAL	97.89	195.78
2	030-8535	BOLT	.69	1.38
1	123-4003	SEAL-LIP TYP	31.94	31.94
1	169-1549	GEAR-BEVEL	2577.43	2577.43
		TOTAL PARTS SEG. 16		3719.48
			F/R LBR	2768.00
1.00		INBOUND FREIGHT		37.50
		TOTAL MISC CHGS SEG. 16		37.50
		TOTAL		6524.98

PLEASE PAY PROMPTLY

THANK YOU

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PAY THIS AMOUNT ▶	
AMOUNT CREDIT ▶	

HOLT of California | CAT

Holt of California
P.O. Box 100001
Sacramento, CA 95813
www.holtca.com

* * * PROFORMA INVOICE * * * * * *
P

REMIT PAYMENT TO: Holt of California
PO Box 100001
Sacramento, CA 95813

FOR CUSTOMER INQUIRIES, PLEASE CALL
(877) 379-6620 or FAX (916) 991-8268

SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL

REMOVE & INSTALL FINAL DRIVE

COMPLAINT:WATER IN POWER TRAIN SYSTEM
RESULTANT DAMAGE:CLUTCH MATERIAL FELL APART
CORRECTION:
-GOT MACHINE ON STANDS
-UNINSTALLED WHEELS FROM TANDEM
-UNINSTALLED ALL CHAINS FROM MASTER LINK IN BOTH TANDEMS
-UNINSTALLED HOSES
-UNINSTALLED TANDEMS
-UNINSTALLED FINAL DRIVES FROM TANDEM HOUSING
-CLEANED MATING SURFACES ON TANDEMS
-INSTALLED NEW O-RING ON FINAL DRIVES
-INSTALLED FINAL DRIVES INTO TANDEMS
--TORQUED BOLTS TO SPEC
-CLEANED MATING SURFACE ON MACHINE WHERE FINALS MOUNT
-INSTALLED SEAL ON FINAL DRIVES
-INSTALLED TANDEMS AND FINAL DRIVES ON MACHINE
-INSTALLED CHAINS WITH NEW MASTER LINKS
INSTALLED NEW SEALS ON ACCESS PANELS ON TANDEM
-INSTALLED HOSES
-INSTALLED WHEELS TO TANDEM
--TORQUED TO SPEC
****

1	1550695	THREADLOCK 50ML RDS	41.66	41.66
		TOTAL PARTS SEG. 18		41.66
		F/R LBR		1903.00
		TOTAL		1944.66

PLEASE PAY PROMPTLY

THANK YOU!

CLEAN & INSPECT FINAL DRIVE

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PAY THIS AMOUNT ▶	
AMOUNT CREDIT ▶	

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Sacramento, CA 95813

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SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY		DESCRIPTION	UNIT PRICE	TOTAL
		PARTS AND LABOR TO CLEAN OUT AND RESEAL 2 FINAL DRIVES, NO BEARINGS		
		CORRECTION:DISASSEMBLED 1 FINAL AND CLEANED FOR INSPECTION. REASSEMBLED BOTH FINALS, REPLACED SEALS. THRUST WASHERS AND WEAR RINGS AND RETAINERS. PERFORMED SHIMMING PROCEDURE FOR FINALS DRIVES WEAR RINGS. TORQUE ALL BOLTS TO SPEC AND SET ROLLING TORQUE TO BOTH FINAL DRIVES.		
		**********		
2	2P-3628	SEAL-O-RING	11.32	22.64
2	6G-3212	SHIM PACK	86.16	172.32
2	7S-4571	SEAL-O-RING	14.55	29.10
2	8D-3902	SEAL	28.62	57.24
12	8X-8377	WASHER	27.02	324.24
4	218-4406	RING - WEAR	133.71	534.84
2	236-7724	RETAINER	588.84	1177.68
2	329-0411	SEAL-LIP TYP	285.69	571.38
4	547-6515	WASHER-THRUS	238.64	954.56
1	4526001	GREASE 5%MOLY CARTS	5.83	5.83
		TOTAL PARTS SEG. 19		3849.83
		F/R LBR		2768.00
1.00		INBOUND FREIGHT		5.00
		TOTAL MISC CHGS SEG. 19		5.00
		TOTAL		6622.83

PLEASE PAY PROMPTLY

REPLACE WITH CAT REMAN TC/TRANS OIL COOLER

THANK YOU!

COMPLAINT:WATER IN POWERTRAIN SYSTEM
RESULTANT DAMAGE:CLUTCH FELL APART IN TRANSMISSION
CORRECTION:

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ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION		UNIT PRICE	TOTAL
	-UNINSTALLED HOSES			
	-UNINSTALLED COOLER			
	-CLEANED MATING SURFACES			
	-TRANSFERRED HARDWARE FROM OLD COOLER TO NEW COOLER			
	-INSTALLED NEW COOLER WITH NEW GASKETS			
	-INSTALLED NEW COOLER			
	-INSTALLED NEW COOLER LINES			
	*************************************			
1	OR-5515	CORE AS-OIL	1207.44	1207.44
1		CORE DEPOSIT	484.48	484.48
1-		CORE RETURN	484.48	484.48-
4	OS-1604	BOLT	2.23	8.92
3	3J-7354	SEAL O RING	1.17	3.51
2	4J-2506	SEAL	1.17	2.34
2	5M-4741	GASKET	3.03	6.06
4	5P-7213	WASHER	.43	1.72
4	6B-6684	NUT	.65	2.60
1	6D-0580	TUBE	131.43	131.43
4	6V-1911	BOLT	2.13	8.52
2	9P-0356	BEARING	125.20	250.40
		TOTAL PARTS SEG. 22		1622.94
		F/R LBR		692.00
2.00		INBOUND FREIGHT		20.00
		TOTAL MISC CHGS SEG. 22		20.00
		TOTAL		2334.94

PLEASE PAY PROMPTLY

THANK YOU!

REPLACE HOSES & LINES

-UNINSTALLED OIL COOLER HOSES, AND REPLACED WITH NEW HOSES AND SEALS

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SHIP TO

EMD - PLEASANT GROVE

CUSTOMER #:5373500
CITY OF SOUTH LAKE TAHOE
ATTN ACCOUNTS PAYABLE
1901 AIRPORT ROAD SUITE 210
SOUTH LAKE TAHOE CA 96150 7048

INVOICE NUMBER	INVOICE DATE	CUSTOMER NO.	REFERENCE NUMBER	PURCHASE ORDER
0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	-UNINSTALLED DIFFERENTIAL HOSE, AND REPLACED WITH NEW HOSE AND SEAL		
	-UNINSTALLED TRANSMISSION FILTER HOSES, AND REPLACED WITH NEW HOSES AND SEALS		
	CORRECTION:REMOVED AND REPLACED THE AWD PUMP HYDRAULIC LINES THAT RUN FROM THE FRONT NOSE TO THE REAR TRANSMISSION AREA. REPLACED SEALS FOR HOSES		
	**		
1 2S-8439	SEAL O RING	7.43	7.43
1 3G-8175	KIT-SEAL	18.59	18.59
1 4J-0520	SEAL-O-RING	2.52	2.52
1 4J-0522	SEAL-O-RING	2.78	2.78
2 5D-1026	CLAMP	2.33	4.66
1 5D-1258	HOSE A	39.44	39.44
47 5P-0765	CM-HOSE STK	.14	6.58
1 6G-5979	KIT-SEAL	13.82	13.82
1 7I-5054	HOSE A	156.75	156.75
2 8T-4983	CLAMP	18.42	36.84
1 8X-7283	HOSE AS	127.58	127.58
1 8X-7317	HOSE	35.00	35.00
1 8X-7819	HOSE A	137.17	137.17
1 8X-8951	HOSE A	612.29	612.29
1 8X-8952	HOSE A	615.50	615.50
1 9X-7409	SEAL O RING	4.27	4.27
1 108-7823	HOSE AS	104.21	104.21
1 108-7824	HOSE AS	106.46	106.46
1 118-8062	HOSE AS	109.76	109.76
1 144-0367	CLAMP	18.39	18.39
1 154-3805	HOSE AS	145.67	145.67
	TOTAL PARTS SEG. 25		2305.71
		F/R LBR	3460.00
8.00	HOSE ASSM.		200.00
2.00	INBOUND FREIGHT		10.00

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THANK YOU!

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5058

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Sacramento, CA 95813
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ATTN ACCOUNTS PAYABLE
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SOUTH LAKE TAHOE CA 96150 7048

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0184471	02-26-24	5373500	0184471	11610

MODEL	SERIAL NUMBER	EQUIP.#	METER READING	MACH. I.D. NO.
163H	05AK00231		8008.0	11081

QTY	DESCRIPTION	UNIT PRICE	TOTAL
	TOTAL MISC CHGS SEG. 25		210.00
	TOTAL		5975.71
	SUPPLY PARTS EXTENDED WARRANTY PROGRAM		
	SUPPLY OPTIONAL 24 MONTH 2000HR EXTENDED PROTECTION WARRANTY FOR TRANS, DIFF, AND FINALS DRIVES.		
1.00	EPP 24M/2000HR		1260.00
	TOTAL MISC CHGS SEG. 90		1260.00
	TOTAL		1260.00
	ENVIRONMENTAL		369.41
	SUPPLY		1694.84
	CAL SALES TAX 7.25%		2736.50
	CITY OF S LAKE TAHOE		566.17

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*** THANK YOU FOR DOING BUSINESS WITH HOLT OF CALIFORNIA ***
MAKE PAYMENTS USING ON-LINE ACH DEBIT FOR FREE! PLEASE CALL
(916)921-8880 OR EMAIL GOPAPERLESS@HOLTCA.COM FOR MORE INFORMATION.

THANK YOU!

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PAY THIS AMOUNT ▶	78307.93
AMOUNT CREDIT ▶	

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:12

Agenda Item: Reapproval of City Salary Tables

Executive Summary: The proposed resolution reapproves City Salary Tables in accordance with 2 California Code of Regulations section 570.5 and CalPERS requirements that the City Council duly approve and adopt publicly available pay schedules that include the effective date.

Requested Action / Suggested Motions: Pass a Resolution reapproving City Salary Tables.

Responsible Staff Member: Ember Buckman, Human Resources Manager

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report Reapproval of City Salary Tables.docx
02-Resolution_Reapproval_City_Salary_Tables.docx
03 - UnRep-01.01.2019 Effective 12.29.2018 (Exh A to Reso).pdf
04 - PSC-01.01.2020 Effective 12.28.2019 (Exh B to Reso).pdf
05 - PSC-10.01.2021 Effective 09.18.2021 (Exh C to Reso).pdf
06 - PSC-10.01.2022 Effective 10.01.2022 (Exh D to Reso).pdf
07 - PSC-10.01.2023 Effective 09.30.2023 (Exh E to Reso).pdf
08 - PSC-11.25.2023 Effective 11.25.2023 (Exh F to Reso).pdf
09 - Local 39 Admin-01.01.2019 Effective 01.01.2019 (Exh G to Reso).pdf
10 - Local 39 Admin-01.01.2020 Effective 12.28.2019 (Exh H to Reso).pdf
11 - Local 39 Admin-10.01.2021 Effective 09.18.2021 (Exh I to Reso).pdf
12 - Local 39 Admin-10.01.2022 Effective 10.01.2022 (Exh J to Reso).pdf
13 - Local 39 Admin-10.01.2023 Effective 09.30.2023 (Exh K to Reso).pdf
14 - Fire-01.01.2021 Effective 12.26.2020 (Exh L to Reso).pdf
15 - Fire-10.01.2022 Effective 10.01.2022 (Exh M to Reso).pdf
16 - Fire-10.01.2023 Effective 09.30.2023 (Exh N to Reso).pdf
17 - PEA - 10.1.23 Effective 10.01.2023 (Exh O to Reso).pdf
18 - City Wide Salary Schedule 2019 Adopted 3-26-24 (EXH P to Reso).pdf
19 - City Wide Salary Schedule adopted by CC 12-03-19, Readopted 3-26-24 (Exh Q to Reso).pdf
20 - City Wide Salary Schedule adopted by CC 11-03-20, Readopted 3-26-24 (Exh R to Reso).pdf
21 - City Wide Salary Schedule adopted by CC 12-7-21, Readopted 3-26-24 (Exh S to Reso).pdf
22 - City Wide Salary Schedule adopted by CC 11-15-22, Readopted 3-26-24 (Exh T to Reso).pdf
23 - City Wide Salary Schedule adopted by CC 12-12-23, Readopted 3-26-24 (Exh U to Reso).pdf
24 - Salary Schedules approved between 2020 & 2023 (Exh V to Reso).pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Reapproval of City Salary Tables

Location: Citywide

Responsible Staff Member: Ember Buckman, Human Resources Manager (530) 542-6050

Background: Title 2 of California Code of Regulations section 570.5 (CCR 570.5) and the California Public Employers Retirement System (CalPERS) require that publicly available pay schedules be duly approved and adopted by the employer's governing body in accordance with requirements of applicable public meetings laws and requires the adopted pay schedules to include an effective date and date of any revisions. As part of a recent compliance review by CalPERS, CalPERS is requiring the City to readopt its pay schedules to comply with CCR 570.5.

Issue and Discussion: The City needs to comply with CCR 570.5 and CalPERS regulations. To meet this requirement, the City Council has been asked to reapprove several City Salary Tables. These tables contain essential information such as the effective date, date of revision, and council-reapproved date, which are also mandatory as per CCR 570.5 and CalPERS.

The objective is to publish these salary tables on the City website, in accordance with CCR 570.5 and CalPERS regulations.

Financial Implications: There are no financial consequences associated with re-approving the City Salary Tables.

Environmental Considerations: Reapproval of the City Salary tables is not a project subject to review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) (continuing administrative activities such as personnel-related actions). (

Policy Implications: Reapproval of the City Salary Tables complies with the California Code of Regulations and CalPERS requirements.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Reaproving the City Salary Tables in compliance with the California Code of Regulations and CalPERS requirements

BACKGROUND

A. Title 2 of California Code of Regulations, section 570.5 (CCR 570.5) and the California Public Employees Retirement System (CalPERS) require publicly available Salary Tables to be duly approved by the City Council and include an effective date including any revisions.

B. To comply with CCR 570.5 and CalPERS requirements, several City Salary Tables are being brought to the City Council for reapproval.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Re-approves City salary tables attached hereto as:
   a) Exhibit A - Unrepresented Employee Salary Table effective 12/29/2018 initially approved by the council on 07/16/2019,
   b) Exhibit B - PSC Salary Table effective 12/28/2019 initially approved by the council on 08/06/2019,
   c) Exhibit C – PSC Salary Table effective 09/18/2021 initially approved by the council on 09/07/2021,
   d) Exhibit D – PSC Salary Table effective 10/01/2022 initially approved by the council on 09/07/2021,
   e) Exhibit E – PSC Salary Table effective 09/30/2023 initially approved by the council on 11/21/2023,
   f) Exhibit F – PSC Salary Table effective 11/25/2023 initially approved by the council on 11/21/2023,
   g) Exhibit G – Local 39 Admin & Conf Salary Table effective 01/01/2019 initially approved by the council on 08/06/2019,
   h) Exhibit H – Local 39 Admin & Conf Salary Table effective12/28/2019 initially approved by the council on 08/06/2019,
   i) Exhibit I - Local 39 Admin & Conf Salary Table effective 09/18/2021 initially approved by council on 09/21/2021,
   j) Exhibit J - Local 39 Admin & Conf Salary Table effective 10/01/2022 initially approved by council on 09/21/2021,

k) Exhibit K – Local 39 Admin & Conf Salary Table effective 09/30/2023 initially approved by council on 11/21/2023,
l) Exhibit L – Fire Salary Table effective 12/28/2019 initially approved by council on 08/20/2019,
m) Exhibit M – Fire Salary Table effective 10/01/2022 initially approved by council on 09/07/2021,
n) Exhibit N – Fire Salary Table effective 09/30/2023 initially approved by council on 09/26/2023,
o) Exhibit O – PEA Salary Table effective 10/01/2023 initially approved by council on 01/09/2024,
p) Exhibit P – City Wide Salary Schedule 2019, with effective dates as listed on the cover page Exhibit P,
q) Exhibit Q – City Wide Salary Schedule initially adopted by council on 12/03/2019, with effective dates as listed on the cover page of Exhibit Q,
r) Exhibit R – City Wide Salary Schedule initially adopted by council on 11/03/2020, with effective dates as listed on the cover page of Exhibit R,
s) Exhibit S – City Wide Salary Schedule initially adopted by council on 12/07/2021, with effective dates as listed on the cover page of Exhibit S,
t) Exhibit T – City Wide Salary Schedule initially adopted by council on 11/15/2022, with effective dates as listed on the cover page of Exhibit T,
u) Exhibit U – City Wide Salary Schedule initially adopted by council on 12/12/2023, with effective dates as listed on the cover page of Exhibit U,
v) Exhibit V – City of South Lake Tahoe Salary Tables initially approved by council between 2020 – 2023, with effective dates as listed on individual tables in Exhibit V.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024, by the following vote:

Yes:
No:
Absent:
Abstain:

_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

The presence of electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1300

Effective 12/29/2018
Adopted by Council 07/16/2019
Revised Date 08/07/2019
Readopted by Council 03/26/2024

1620 CHIEF OF POLICE

Index Key Value	Hourly	Monthly
1300/1362/01	57.6057	9,985
1300/1362/02	60.4860	10,484
1300/1362/03	63.5103	11,008
1300/1362/04	66.6859	11,558
1300/1362/05	70.0202	12,136

1350 DIR OF DEVELOPMENT SERVICES

Index Key Value	Hourly	Monthly
1300/1350/01	65.6048	11,371
1300/1350/02	68.8854	11,940
1300/1350/03	72.3297	12,537
1300/1350/04	75.9463	13,164
1300/1350/05	79.7435	13,822

1412 DIRECTOR OF FINANCE

Index Key Value	Hourly	Monthly
1300/1349/01	65.6051	11,371
1300/1349/02	68.8854	11,940
1300/1349/03	72.3297	12,537
1300/1349/04	75.9463	13,164
1300/1349/05	79.7435	13,822

2120 DIRECTOR OF PUBLIC WORKS

Index Key Value	Hourly	Monthly
1300/1445/01	65.6051	11,371
1300/1445/02	68.8854	11,940
1300/1445/03	72.3297	12,537
1300/1445/04	75.9463	13,164
1300/1445/05	79.7435	13,822

1342 FIRE CHIEF

Index Key Value	Hourly	Monthly
1300/1320/01	57.6057	9,985
1300/1320/02	60.4860	10,484
1300/1320/03	63.5103	11,008
1300/1320/04	66.6859	11,558
1300/1320/05	70.0202	12,136

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1301

1240 **ASSISTANT CITY ATTORNEY**

Index Key Value	Hourly	Monthly
1301/1240/01	51.0980	8,857
1301/1240/02	53.6530	9,299
1301/1240/03	56.3356	9,764
1301/1240/04	59.1524	10,253
1301/1240/05	62.1100	10,765

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1401

1420 ADMIN ASSISTANT II CM

Index Key Value	Hourly	Monthly
1401/1412/01	24.6422	4,271
1401/1412/02	25.8797	4,485
1401/1412/03	27.1667	4,708
1401/1412/04	28.5279	4,944
1401/1412/05	29.9551	5,192

1431 AIRPORT MANAGER

Index Key Value	Hourly	Monthly
1401/1493/01	50.7040	8,788
1401/1493/02	53.2342	9,227
1401/1493/03	55.8959	9,688
1401/1493/04	58.6992	10,174
1401/1493/05	61.6342	10,683

1435 COMMUNICATIONS MANAGER

Index Key Value	Hourly	Monthly
1401/1451/01	34.3029	5,945
1401/1451/02	36.0181	6,243
1401/1451/03	37.8190	6,555
1401/1451/04	39.7099	6,883
1401/1451/05	41.6954	7,227

1475 DEPUTY DEVELOPMENT SRV DIR

Index Key Value	Hourly	Monthly
1401/1475/01	51.9857	9,010
1401/1475/02	54.5850	9,461
1401/1475/03	57.3143	9,934
1401/1475/04	60.1806	10,431
1401/1475/05	63.1897	10,952

3750 H.R.ANALYST

Index Key Value	Hourly	Monthly
1401/1423/01	36.1819	6,271
1401/1423/02	37.9950	6,585
1401/1423/03	39.8987	6,915
1401/1423/04	41.8920	7,261
1401/1423/05	43.9849	7,624

1091 HUMAN RESOURCE MANAGER

Index Key Value	Hourly	Monthly
1401/1435/01	50.3903	8,734
1401/1435/02	52.9041	9,170
1401/1435/03	55.5532	9,629
1401/1435/04	58.3264	10,109
1401/1435/05	61.2462	10,616

City of South Lake Tahoe
Salary Table By Bargaining Unit

3330 **MANAGEMENT ANALYST-CM**

Index Key Value	Hourly	Monthly
1401/1472/01	34.2918	5,943
1401/1472/02	36.0102	6,241
1401/1472/03	37.8141	6,554
1401/1472/04	39.7036	6,881
1401/1472/05	41.6871	7,225

3751 **PRINCIPAL H.R. ANALYST**

Index Key Value	Hourly	Monthly
1401/1482/01	45.3512	7,860
1401/1482/02	47.6137	8,253
1401/1482/03	49.9978	8,666
1401/1482/04	52.4937	9,098
1401/1482/05	55.1215	9,554

2050 **RECREATION SUPERINTENDENT**

Index Key Value	Hourly	Monthly
1401/1452/01	45.3304	7,857
1401/1452/02	47.6012	8,250
1401/1452/03	49.9780	8,662
1401/1452/04	52.4823	9,096
1401/1452/05	55.1032	9,551

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1900

Adopted by Council 08/06/2019
Effective 12/28/2019
Revised Date 01/14/2020
Readopted By Council 03/26/2024

2595 **POLICE LIEUTENANT**

Index Key Value	Hourly	Monthly
1900/1941/01	53.5394	9,280
1900/1941/02	56.2165	9,744
1900/1941/03	59.0293	10,231
1900/1941/04	61.9782	10,742
1900/1941/05	65.0840	11,281

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

6660 **POLICE RECORDS SUPERVISOR**

Index Key Value	Hourly	Monthly
4200/4216/01	29.1524	5,053
4200/4216/02	30.6052	5,304
4200/4216/03	32.1365	5,570
4200/4216/04	33.7462	5,849
4200/4216/05	35.4346	6,142

3800 **POLICE SERGEANT**

Index Key Value	Hourly	Monthly
4200/4232/01	43.6537	7,566
4200/4232/02	45.8375	7,945
4200/4232/03	48.1246	8,341
4200/4232/04	50.5297	8,758
4200/4232/05	53.0529	9,195

3902 **PUBLIC SFTY DISPATCH SUPERVSR**

Index Key Value	Hourly	Monthly
4200/4222/01	30.8385	5,345
4200/4222/02	32.3800	5,612
4200/4222/03	34.0049	5,894
4200/4222/04	35.7046	6,188
4200/4222/05	37.4878	6,497

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 **FIRE BATTALION CHIEF**

Index Key Value	Hourly	Monthly
4201/4410/01	37.0930	9,001
4201/4410/02	38.9477	9,451
4201/4410/03	40.8951	9,923
4201/4410/04	42.9399	10,420
4201/4410/05	45.0868	10,941
4201/4410/06	46.8903	11,378

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1900

Adopted by Council 09/07/2021
Effective 09/18/2021
Revised Date 09/30/2021
Readopted by Council 03/26/2024

2595 **POLICE LIEUTENANT**

Index Key Value	Hourly	Monthly
1900/1941/01	54.6102	9,465
1900/1941/02	57.3408	9,939
1900/1941/03	60.2099	10,436
1900/1941/04	63.2178	10,957
1900/1941/05	66.3856	11,506

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

6660 **POLICE RECORDS SUPERVISOR**

Index Key Value	Hourly	Monthly
4200/4216/01	29.7355	5,154
4200/4216/02	31.2174	5,411
4200/4216/03	32.7792	5,681
4200/4216/04	34.4211	5,966
4200/4216/05	36.1433	6,264

3800 **POLICE SERGEANT**

Index Key Value	Hourly	Monthly
4200/4232/01	44.5268	7,717
4200/4232/02	46.7542	8,104
4200/4232/03	49.0871	8,508
4200/4232/04	51.5403	8,933
4200/4232/05	54.1139	9,379

3902 **PUBLIC SFTY DISPATCH SUPERVSR**

Index Key Value	Hourly	Monthly
4200/4222/01	31.4553	5,452
4200/4222/02	33.0276	5,724
4200/4222/03	34.6850	6,012
4200/4222/04	36.4187	6,312
4200/4222/05	38.2375	6,627

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 **FIRE BATTALION CHIEF**

Index Key Value	Hourly	Monthly
4201/4410/01	37.8349	9,181
4201/4410/02	39.7267	9,640
4201/4410/03	41.7130	10,122
4201/4410/04	43.7987	10,628
4201/4410/05	45.9886	11,159
4201/4410/06	47.8281	11,606

City of South Lake Tahoe
Salary Table By Bargaining Unit

Adopted by Council 09/07/2021
Effective 10/01/2022
Revised Date 10/11/2022
Readopted by Council 03/26/2024

Bargaining Unit 1900

2595 **POLICE LIEUTENANT**

Index Key Valu	Hourly	Monthly
1900/1941/01	55.7024	9,655
1900/1941/02	58.4876	10,137
1900/1941/03	61.4141	10,645
1900/1941/04	64.4822	11,176
1900/1941/05	67.7133	11,736

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

4210 COMMUNITY SERVICE OFFICER SPVR

Index Key Valu	Hourly	Monthly
4200/4210/01	34.3842	5,959
4200/4210/02	36.1034	6,257
4200/4210/03	37.9086	6,570
4200/4210/04	39.8039	6,899
4200/4210/05	41.7941	7,244

6660 POLICE RECORDS SUPERVISOR

Index Key Valu	Hourly	Monthly
4200/4216/01	30.3302	5,257
4200/4216/02	31.8417	5,519
4200/4216/03	33.4348	5,795
4200/4216/04	35.1095	6,085
4200/4216/05	36.8661	6,390

3800 POLICE SERGEANT

Index Key Valu	Hourly	Monthly
4200/4232/01	45.4173	7,872
4200/4232/02	47.6893	8,266
4200/4232/03	50.0688	8,678
4200/4232/04	52.5711	9,112
4200/4232/05	55.1962	9,567

3902 PUBLIC SFTY DISPATCH SUPERVSR

Index Key Valu	Hourly	Monthly
4200/4222/01	32.0844	5,561
4200/4222/02	33.6882	5,839
4200/4222/03	35.3787	6,132
4200/4222/04	37.1471	6,438
4200/4222/05	39.0023	6,760

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 FIRE BATTALION CHIEF

Index Key Valu	Hourly	Monthly
4201/4410/01	38.5916	9,364
4201/4410/02	40.5212	9,833
4201/4410/03	42.5472	10,324
4201/4410/04	44.6746	10,841
4201/4410/05	46.9083	11,383
4201/4410/06	48.7847	11,838

2310 FIRE MARSHALL

Index Key Valu	Hourly	Monthly
4201/2310/01	56.7277	9,832
4201/2310/02	59.5641	10,324
4201/2310/03	62.5423	10,840
4201/2310/04	65.6694	11,382
4201/2310/05	68.9528	11,951

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1900

Effective 09/30/2023
Adopted by council 11/21/2023
Revised Date 11/28/2023
Readopted by Council 03/26/2024

2595 **POLICE LIEUTENANT**

Index Key Valu	Hourly	Monthly
1900/1941/01	58.0419	10,060
1900/1941/02	60.9441	10,563
1900/1941/03	63.9935	11,092
1900/1941/04	67.1904	11,646
1900/1941/05	70.5573	12,229

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

4210 COMMUNITY SERVICE OFFICER SPVR

Index Key Valu	Hourly	Monthly
4200/4210/01	35.8283	6,210
4200/4210/02	37.6197	6,520
4200/4210/03	39.5007	6,846
4200/4210/04	41.4757	7,189
4200/4210/05	43.5495	7,548

6660 POLICE RECORDS SUPERVISOR

Index Key Valu	Hourly	Monthly
4200/4216/01	31.6041	5,478
4200/4216/02	33.1791	5,751
4200/4216/03	34.8391	6,038
4200/4216/04	36.5841	6,341
4200/4216/05	38.4145	6,658

3800 POLICE SERGEANT

Index Key Valu	Hourly	Monthly
4200/4232/01	47.3248	8,202
4200/4232/02	49.6923	8,613
4200/4232/03	52.1717	9,043
4200/4232/04	54.7791	9,495
4200/4232/05	57.5144	9,969

3902 PUBLIC SFTY DISPATCH SUPERVSR

Index Key Valu	Hourly	Monthly
4200/4222/01	33.7467	5,849
4200/4222/02	35.4337	6,141
4200/4222/03	37.2096	6,449
4200/4222/04	39.0698	6,772
4200/4222/05	41.0218	7,110

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 FIRE BATTALION CHIEF

Index Key Valu	Hourly	Monthly
4201/4410/01	42.1539	10,229
4201/4410/02	44.2616	10,740
4201/4410/03	46.4747	11,277
4201/4410/04	48.7984	11,841
4201/4410/05	51.2383	12,433
4201/4410/06	53.2879	12,931

City of South Lake Tahoe
Salary Table By Bargaining Unit

Adopted by council 11/21/2023
Effective 11/25/2023
Revised Date 12/11/2023
Readopted by Council 03/26/2024

Bargaining Unit 1900

2595 **POLICE LIEUTENANT**

Index Key Valu	Hourly	Monthly
1900/1941/01	59.0419	10,233
1900/1941/02	61.9441	10,736
1900/1941/03	64.9935	11,265
1900/1941/04	68.1904	11,819
1900/1941/05	71.5573	12,403

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

4210 COMMUNITY SERVICE OFFICER SPVR

Index Key Valu	Hourly	Monthly
4200/4210/01	36.8283	6,383
4200/4210/02	38.6197	6,694
4200/4210/03	40.5007	7,020
4200/4210/04	42.4757	7,362
4200/4210/05	44.5495	7,721

6660 POLICE RECORDS SUPERVISOR

Index Key Valu	Hourly	Monthly
4200/4216/01	32.6041	5,651
4200/4216/02	34.1791	5,924
4200/4216/03	35.8391	6,212
4200/4216/04	37.5841	6,514
4200/4216/05	39.4145	6,831

3800 POLICE SERGEANT

Index Key Valu	Hourly	Monthly
4200/4232/01	48.3248	8,376
4200/4232/02	50.6923	8,786
4200/4232/03	53.1717	9,216
4200/4232/04	55.7791	9,668
4200/4232/05	58.5144	10,142

3902 PUBLIC SFTY DISPATCH SUPERVSR

Index Key Valu	Hourly	Monthly
4200/4222/01	34.7467	6,022
4200/4222/02	36.4337	6,315
4200/4222/03	38.2096	6,623
4200/4222/04	40.0698	6,945
4200/4222/05	42.0218	7,283

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 FIRE BATTALION CHIEF

Index Key Valu	Hourly	Monthly
4201/4410/01	42.8739	10,404
4201/4410/02	44.9816	10,915
4201/4410/03	47.1947	11,452
4201/4410/04	49.5184	12,016
4201/4410/05	51.9583	12,608
4201/4410/06	54.0079	13,105

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1400

Effective 01/01/2019
Adopted by council 08/06/2019
Revised Date 08/21/2019
Readopted by council 03/26/2024

3427 **ACCOUNTANT I**

Index Key Value	Hourly	Monthly
1400/1427/01	33.0923	5,736
1400/1427/02	34.7447	6,022
1400/1427/03	36.4859	6,324
1400/1427/04	38.3070	6,639
1400/1427/05	40.2260	6,972

3430 **ACCOUNTANT II**

Index Key Value	Hourly	Monthly
1400/3430/01	38.0561	6,596
1400/3430/02	39.9589	6,926
1400/3430/03	41.9568	7,272
1400/3430/04	44.0546	7,636
1400/3430/05	46.2574	8,017

3300 **ASSISTANT CITY CLERK**

Index Key Value	Hourly	Monthly
1400/1422/01	29.0304	5,031
1400/1422/02	30.4854	5,284
1400/1422/03	32.0110	5,548
1400/1422/04	33.6072	5,825
1400/1422/05	35.2914	6,117

2040 **ASSISTANT MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1425/01	31.9571	5,539
1400/1425/02	33.5576	5,816
1400/1425/03	35.2374	6,107
1400/1425/04	36.9961	6,412
1400/1425/05	38.8428	6,732

2060 **ASSOCIATE MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1430/01	35.1414	6,091
1400/1430/02	36.9023	6,396
1400/1430/03	38.7513	6,716
1400/1430/04	40.6872	7,052
1400/1430/05	42.7199	7,404

3310 **ASST PUBLIC WORKS DIRECTOR**

Index Key Value	Hourly	Monthly
1400/1410/01	50.7042	8,788
1400/1410/02	53.2393	9,228
1400/1410/03	55.9014	9,689
1400/1410/04	58.6963	10,174
1400/1410/05	61.6312	10,682

City of South Lake Tahoe
Salary Table By Bargaining Unit

1180 **BUILDING OFFICIAL**

Index Key Value	Hourly	Monthly
1400/1439/01	46.8420	8,119
1400/1439/02	49.1795	8,524
1400/1439/03	51.6384	8,950
1400/1439/04	54.2283	9,399
1400/1439/05	56.9397	9,869

1441 **CAPITAL IMPROVEMENTS PROJ MGR**

Index Key Value	Hourly	Monthly
1400/1449/01	44.7535	7,757
1400/1449/02	46.9911	8,145
1400/1449/03	49.3434	8,552
1400/1449/04	51.8077	8,980
1400/1449/05	54.3982	9,429

2181 **ENGINEERING MANAGER**

Index Key Value	Hourly	Monthly
1400/1442/01	54.8329	9,504
1400/1442/02	57.5745	9,979
1400/1442/03	60.4533	10,478
1400/1442/04	63.4759	11,002
1400/1442/05	66.6497	11,552

3380 **FINANCIAL SERVICES MANAGER**

Index Key Value	Hourly	Monthly
1400/1485/01	51.6388	8,950
1400/1485/02	54.2148	9,397
1400/1485/03	56.9295	9,867
1400/1485/04	59.7714	10,360
1400/1485/05	62.7635	10,879

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Value	Hourly	Monthly
1400/3375/01	44.4718	7,708
1400/3375/02	46.6898	8,092
1400/3375/03	49.0304	8,498
1400/3375/04	51.4825	8,923
1400/3375/05	54.0610	9,370

2510 **HOUSING MANAGER**

Index Key Value	Hourly	Monthly
1400/1431/01	48.9302	8,481
1400/1431/02	51.3773	8,905
1400/1431/03	53.9431	9,350
1400/1431/04	56.6379	9,817
1400/1431/05	59.4731	10,308

1300 **INFORMATION SYSTEMS MANAGER**

Index Key Value	Hourly	Monthly

1400/1432/01	52.2726	9,060
1400/1432/02	54.8863	9,513
1400/1432/03	57.6306	9,989
1400/1432/04	60.5121	10,488
1400/1432/05	63.5377	11,013

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	38.7060	6,709
1400/1429/02	40.6344	7,043
1400/1429/03	42.6716	7,396
1400/1429/04	44.8076	7,766
1400/1429/05	47.0425	8,154

3681 OFFICE MANAGER

Index Key Value	Hourly	Monthly
1400/1418/01	36.8973	6,395
1400/1418/02	38.7456	6,715
1400/1418/03	40.6858	7,052
1400/1418/04	42.7177	7,404
1400/1418/05	44.8531	7,774

3400 OPERATIONS MANAGER

Index Key Value	Hourly	Monthly
1400/1437/01	44.7087	7,749
1400/1437/02	46.9460	8,137
1400/1437/03	49.2919	8,543
1400/1437/04	51.7560	8,971
1400/1437/05	54.3436	9,419

1455 PLANNING MANAGER

Index Key Value	Hourly	Monthly
1400/1455/01	48.9302	8,481
1400/1455/02	51.3773	8,905
1400/1455/03	53.9430	9,350
1400/1455/04	56.6379	9,817
1400/1455/05	59.4731	10,308

3370 PRINCIPAL ACCOUNTANT

Index Key Value	Hourly	Monthly
1400/1480/01	39.7109	6,883
1400/1480/02	41.6937	7,226
1400/1480/03	43.7832	7,589
1400/1480/04	45.9685	7,967
1400/1480/05	48.2712	8,367

3350 RECREATION MANAGER

Index Key Value	Hourly	Monthly
1400/1461/01	39.3190	6,815
1400/1461/02	41.2850	7,156
1400/1461/03	43.3493	7,513

1400/1461/04	45.5167	7,889
1400/1461/05	47.7926	8,284

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1560 HR SPECIALIST

Index Key Value	Hourly	Monthly
1500/1560/01	29.0304	5,031
1500/1560/02	30.4854	5,284
1500/1560/03	32.0110	5,548
1500/1560/04	33.6072	5,825
1500/1560/05	35.2915	6,117

1505 HUMAN RESOURCES CLERK

Index Key Value	Hourly	Monthly
1500/1510/01	17.3459	3,006
1500/1510/02	18.2103	3,156
1500/1510/03	19.1174	3,313
1500/1510/04	20.0758	3,479
1500/1510/05	21.0925	3,656

1545 PAYROLL COORDINATOR

Index Key Value	Hourly	Monthly
1500/1545/01	26.8178	4,648
1500/1545/02	28.1514	4,879
1500/1545/03	29.5619	5,124
1500/1545/04	31.0395	5,380
1500/1545/05	32.5939	5,649

3427 **ACCOUNTANT I**

Index Key Value	Hourly	Monthly
1400/1427/01	34.0850	5,908
1400/1427/02	35.7871	6,203
1400/1427/03	37.5805	6,513
1400/1427/04	39.4563	6,839
1400/1427/05	41.4327	7,181

3430 **ACCOUNTANT II**

Index Key Value	Hourly	Monthly
1400/3430/01	39.1977	6,794
1400/3430/02	41.1576	7,133
1400/3430/03	43.2155	7,490
1400/3430/04	45.3763	7,865
1400/3430/05	47.6451	8,258

3300 **ASSISTANT CITY CLERK**

Index Key Value	Hourly	Monthly
1400/1422/01	29.9013	5,182
1400/1422/02	31.3999	5,442
1400/1422/03	32.9713	5,715
1400/1422/04	34.6154	6,000
1400/1422/05	36.3502	6,300

2040 **ASSISTANT MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1425/01	32.9158	5,705
1400/1425/02	34.5643	5,991
1400/1425/03	36.2945	6,291
1400/1425/04	38.1060	6,605
1400/1425/05	40.0081	6,934

2060 **ASSOCIATE MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1430/01	36.1956	6,273
1400/1430/02	38.0094	6,588
1400/1430/03	39.9139	6,918
1400/1430/04	41.9079	7,264
1400/1430/05	44.0015	7,626

3310 **ASST PUBLIC WORKS DIRECTOR**

Index Key Value	Hourly	Monthly
1400/1410/01	52.2253	9,052
1400/1410/02	54.8365	9,505
1400/1410/03	57.5784	9,980
1400/1410/04	60.4572	10,479
1400/1410/05	63.4802	11,003

City of South Lake Tahoe
Salary Table By Bargaining Unit

1180 **BUILDING OFFICIAL**

Index Key Value	Hourly	Monthly
1400/1439/01	48.2473	8,362
1400/1439/02	50.6549	8,780
1400/1439/03	53.1876	9,219
1400/1439/04	55.8552	9,681
1400/1439/05	58.6479	10,165

1441 **CAPITAL IMPROVEMENTS PROJ MGR**

Index Key Value	Hourly	Monthly
1400/1449/01	46.0961	7,989
1400/1449/02	48.4009	8,389
1400/1449/03	50.8237	8,809
1400/1449/04	53.3619	9,249
1400/1449/05	56.0301	9,711

2181 **ENGINEERING MANAGER**

Index Key Value	Hourly	Monthly
1400/1442/01	56.4778	9,789
1400/1442/02	59.3017	10,278
1400/1442/03	62.2669	10,792
1400/1442/04	65.3801	11,332
1400/1442/05	68.6491	11,899

3380 **FINANCIAL SERVICES MANAGER**

Index Key Value	Hourly	Monthly
1400/1485/01	53.1879	9,219
1400/1485/02	55.8412	9,679
1400/1485/03	58.6374	10,163
1400/1485/04	61.5646	10,671
1400/1485/05	64.6464	11,205

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Value	Hourly	Monthly
1400/3375/01	45.8059	7,939
1400/3375/02	48.0905	8,335
1400/3375/03	50.5013	8,753
1400/3375/04	53.0270	9,191
1400/3375/05	55.6828	9,651

2510 **HOUSING MANAGER**

Index Key Value	Hourly	Monthly
1400/1431/01	50.3981	8,735
1400/1431/02	52.9186	9,172
1400/1431/03	55.5613	9,630
1400/1431/04	58.3370	10,111
1400/1431/05	61.2572	10,617

1300 **INFORMATION SYSTEMS MANAGER**

Index Key Value	Hourly	Monthly

1400/1432/01	53.8408	9,332
1400/1432/02	56.5329	9,799
1400/1432/03	59.3595	10,288
1400/1432/04	62.3275	10,803
1400/1432/05	65.4438	11,343

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	39.8672	6,910
1400/1429/02	41.8535	7,254
1400/1429/03	43.9517	7,618
1400/1429/04	46.1518	7,999
1400/1429/05	48.4538	8,398

3681 OFFICE MANAGER

Index Key Value	Hourly	Monthly
1400/1418/01	38.0042	6,587
1400/1418/02	39.9080	6,917
1400/1418/03	41.9063	7,263
1400/1418/04	43.9993	7,626
1400/1418/05	46.1986	8,007

3400 OPERATIONS MANAGER

Index Key Value	Hourly	Monthly
1400/1437/01	46.0500	7,982
1400/1437/02	48.3544	8,381
1400/1437/03	50.7706	8,800
1400/1437/04	53.3087	9,240
1400/1437/05	55.9739	9,702

1455 PLANNING MANAGER

Index Key Value	Hourly	Monthly
1400/1455/01	50.3981	8,735
1400/1455/02	52.9186	9,172
1400/1455/03	55.5612	9,630
1400/1455/04	58.3371	10,111
1400/1455/05	61.2573	10,617

3370 PRINCIPAL ACCOUNTANT

Index Key Value	Hourly	Monthly
1400/1480/01	40.9022	7,089
1400/1480/02	42.9445	7,443
1400/1480/03	45.0967	7,816
1400/1480/04	47.3475	8,206
1400/1480/05	49.7193	8,618

3350 RECREATION MANAGER

Index Key Value	Hourly	Monthly
1400/1461/01	40.4986	7,019
1400/1461/02	42.5236	7,370
1400/1461/03	44.6497	7,739

1400/1461/04	46.8822	8,126
1400/1461/05	49.2263	8,532

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1560 HR SPECIALIST

Index Key Value	Hourly	Monthly
1500/1560/01	29.9013	5,182
1500/1560/02	31.4000	5,442
1500/1560/03	32.9714	5,715
1500/1560/04	34.6154	6,000
1500/1560/05	36.3503	6,300

1505 HUMAN RESOURCES CLERK

Index Key Value	Hourly	Monthly
1500/1510/01	17.8663	3,096
1500/1510/02	18.7566	3,251
1500/1510/03	19.6909	3,413
1500/1510/04	20.6781	3,584
1500/1510/05	21.7253	3,765

1545 PAYROLL COORDINATOR

Index Key Value	Hourly	Monthly
1500/1545/01	27.6223	4,787
1500/1545/02	28.9960	5,025
1500/1545/03	30.4487	5,277
1500/1545/04	31.9707	5,541
1500/1545/05	33.5717	5,819

3427 **ACCOUNTANT I**

Index Key Value	Hourly	Monthly
1400/1427/01	34.7667	6,026
1400/1427/02	36.5028	6,327
1400/1427/03	38.3321	6,644
1400/1427/04	40.2454	6,975
1400/1427/05	42.2614	7,325

3430 **ACCOUNTANT II**

Index Key Value	Hourly	Monthly
1400/3430/01	39.9817	6,930
1400/3430/02	41.9808	7,276
1400/3430/03	44.0798	7,640
1400/3430/04	46.2838	8,022
1400/3430/05	48.5980	8,423

3300 **ASSISTANT CITY CLERK**

Index Key Value	Hourly	Monthly
1400/1422/01	30.4993	5,286
1400/1422/02	32.0279	5,551
1400/1422/03	33.6307	5,829
1400/1422/04	35.3077	6,120
1400/1422/05	37.0772	6,426

2040 **ASSISTANT MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1425/01	33.5742	5,819
1400/1425/02	35.2556	6,110
1400/1425/03	37.0204	6,416
1400/1425/04	38.8681	6,737
1400/1425/05	40.8083	7,073

2060 **ASSOCIATE MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
1400/1430/01	36.9195	6,399
1400/1430/02	38.7696	6,720
1400/1430/03	40.7121	7,056
1400/1430/04	42.7460	7,409
1400/1430/05	44.8815	7,779

3310 **ASST PUBLIC WORKS DIRECTOR**

Index Key Value	Hourly	Monthly
1400/1410/01	53.2698	9,233
1400/1410/02	55.9332	9,695
1400/1410/03	58.7300	10,179
1400/1410/04	61.6664	10,688
1400/1410/05	64.7498	11,223

City of South Lake Tahoe
Salary Table By Bargaining Unit

1180 **BUILDING OFFICIAL**

Index Key Value	Hourly	Monthly
1400/1439/01	49.2122	8,530
1400/1439/02	51.6680	8,955
1400/1439/03	54.2513	9,403
1400/1439/04	56.9723	9,875
1400/1439/05	59.8209	10,368

1441 **CAPITAL IMPROVEMENTS PROJ MGR**

Index Key Value	Hourly	Monthly
1400/1449/01	47.0180	8,149
1400/1449/02	49.3689	8,557
1400/1449/03	51.8402	8,985
1400/1449/04	54.4292	9,434
1400/1449/05	57.1507	9,906

2181 **ENGINEERING MANAGER**

Index Key Value	Hourly	Monthly
1400/1442/01	57.6074	9,985
1400/1442/02	60.4877	10,484
1400/1442/03	63.5122	11,008
1400/1442/04	66.6877	11,559
1400/1442/05	70.0221	12,137

3380 **FINANCIAL SERVICES MANAGER**

Index Key Value	Hourly	Monthly
1400/1485/01	54.2517	9,403
1400/1485/02	56.9581	9,872
1400/1485/03	59.8102	10,367
1400/1485/04	62.7959	10,884
1400/1485/05	65.9394	11,429

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Value	Hourly	Monthly
1400/3375/01	46.7220	8,098
1400/3375/02	49.0523	8,502
1400/3375/03	51.5113	8,928
1400/3375/04	54.0875	9,375
1400/3375/05	56.7965	9,844

2510 **HOUSING MANAGER**

Index Key Value	Hourly	Monthly
1400/1431/01	51.4060	8,910
1400/1431/02	53.9769	9,356
1400/1431/03	56.6726	9,823
1400/1431/04	59.5037	10,313
1400/1431/05	62.4824	10,830

1300 **INFORMATION SYSTEMS MANAGER**

Index Key Value	Hourly	Monthly

1400/1432/01	54.9176	9,519
1400/1432/02	57.6635	9,995
1400/1432/03	60.5467	10,494
1400/1432/04	63.5740	11,019
1400/1432/05	66.7527	11,570

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	41.3085	7,160
1400/1429/02	43.3740	7,518
1400/1429/03	45.5426	7,894
1400/1429/04	47.8198	8,288
1400/1429/05	50.2108	8,703

3681 OFFICE MANAGER

Index Key Value	Hourly	Monthly
1400/1418/01	38.7643	6,719
1400/1418/02	40.7061	7,055
1400/1418/03	42.7445	7,409
1400/1418/04	44.8793	7,779
1400/1418/05	47.1226	8,167

3400 OPERATIONS MANAGER

Index Key Value	Hourly	Monthly
1400/1437/01	46.9710	8,141
1400/1437/02	49.3215	8,549
1400/1437/03	51.7861	8,976
1400/1437/04	54.3748	9,424
1400/1437/05	57.0934	9,896

1455 PLANNING MANAGER

Index Key Value	Hourly	Monthly
1400/1455/01	51.4061	8,910
1400/1455/02	53.9769	9,356
1400/1455/03	56.6725	9,823
1400/1455/04	59.5038	10,314
1400/1455/05	62.4824	10,830

3370 PRINCIPAL ACCOUNTANT

Index Key Value	Hourly	Monthly
1400/1480/01	41.7202	7,231
1400/1480/02	43.8034	7,592
1400/1480/03	45.9987	7,973
1400/1480/04	48.2945	8,371
1400/1480/05	50.7137	8,790

1414 PRINCIPAL MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
1400/1414/01	47.6442	8,258
1400/1414/02	50.0264	8,671
1400/1414/03	52.5276	9,104

	1400/1414/04	55.1540	9,560
	1400/1414/05	57.9117	10,038

3350 RECREATION MANAGER

Index Key Value	Hourly	Monthly
1400/1461/01	41.3086	7,160
1400/1461/02	43.3740	7,518
1400/1461/03	45.5427	7,894
1400/1461/04	47.8199	8,288
1400/1461/05	50.2109	8,703

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1560 **HR SPECIALIST**

Index Key Value	Hourly	Monthly
1500/1560/01	30.4993	5,286
1500/1560/02	32.0280	5,551
1500/1560/03	33.6308	5,829
1500/1560/04	35.3078	6,120
1500/1560/05	37.0773	6,426

1545 **PAYROLL COORDINATOR**

Index Key Value	Hourly	Monthly
1500/1545/01	28.1747	4,883
1500/1545/02	29.5759	5,126
1500/1545/03	31.0577	5,383
1500/1545/04	32.6101	5,652
1500/1545/05	34.2431	5,935

3427 ACCOUNTANT I

Index Key Valu	Hourly	Monthly
1400/1427/01	35.4621	6,146
1400/1427/02	37.2329	6,453
1400/1427/03	39.0988	6,777
1400/1427/04	41.0503	7,115
1400/1427/05	43.1066	7,471

3430 ACCOUNTANT II

Index Key Valu	Hourly	Monthly
1400/3430/01	40.7813	7,068
1400/3430/02	42.8204	7,422
1400/3430/03	44.9614	7,793
1400/3430/04	47.2095	8,182
1400/3430/05	49.5700	8,592

3300 ASSISTANT CITY CLERK

Index Key Valu	Hourly	Monthly
1400/1422/01	31.1093	5,392
1400/1422/02	32.6685	5,662
1400/1422/03	34.3034	5,945
1400/1422/04	36.0139	6,242
1400/1422/05	37.8187	6,555

2040 ASSISTANT MANAGEMENT ANALYST

Index Key Valu	Hourly	Monthly
1400/1425/01	34.2456	5,935
1400/1425/02	35.9607	6,233
1400/1425/03	37.7608	6,545
1400/1425/04	39.6455	6,871
1400/1425/05	41.6244	7,214

2060 ASSOCIATE MANAGEMENT ANALYST

Index Key Valu	Hourly	Monthly
1400/1430/01	37.6579	6,527
1400/1430/02	39.5450	6,854
1400/1430/03	41.5264	7,197
1400/1430/04	43.6009	7,557
1400/1430/05	45.7792	7,935

3310 ASST PUBLIC WORKS DIRECTOR

Index Key Valu	Hourly	Monthly
1400/1410/01	54.3352	9,418
1400/1410/02	57.0519	9,889
1400/1410/03	59.9046	10,383
1400/1410/04	62.8997	10,902
1400/1410/05	66.0448	11,447

1180 **BUILDING OFFICIAL**

Index Key Valu	Hourly	Monthly
1400/1439/01	50.1965	8,700
1400/1439/02	52.7013	9,134
1400/1439/03	55.3364	9,591
1400/1439/04	58.1117	10,072
1400/1439/05	61.0173	10,576

1459 **CAPITAL & FACILITIES PROG MGR**

Index Key Valu	Hourly	Monthly
1400/1459/01	58.7595	10,184
1400/1459/02	61.6974	10,694
1400/1459/03	64.7824	11,228
1400/1459/04	68.0214	11,790
1400/1459/05	71.4225	12,379

1441 **CAPITAL IMPROVEMENTS PROJ MGR**

Index Key Valu	Hourly	Monthly
1400/1449/01	47.9583	8,312
1400/1449/02	50.3563	8,728
1400/1449/03	52.8770	9,165
1400/1449/04	55.5178	9,623
1400/1449/05	58.2937	10,104

1458 **COMPLETE STREETS PROG MGR**

Index Key Valu	Hourly	Monthly
1400/1458/01	58.7595	10,184
1400/1458/02	61.6974	10,694
1400/1458/03	64.7824	11,228
1400/1458/04	68.0214	11,790
1400/1458/05	71.4225	12,379

2181 **ENGINEERING MANAGER**

Index Key Valu	Hourly	Monthly
1400/1442/01	58.7596	10,184
1400/1442/02	61.6975	10,694
1400/1442/03	64.7824	11,228
1400/1442/04	68.0215	11,790
1400/1442/05	71.4226	12,379

3380 **FINANCIAL SERVICES MANAGER**

Index Key Valu	Hourly	Monthly
1400/1485/01	55.3367	9,591
1400/1485/02	58.0972	10,070
1400/1485/03	61.0064	10,574
1400/1485/04	64.0518	11,102
1400/1485/05	67.2581	11,658

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Valu	Hourly	Monthly

	1400/3375/01	47.6565	8,260
	1400/3375/02	50.0333	8,672
	1400/3375/03	52.5416	9,107
	1400/3375/04	55.1692	9,562
	1400/3375/05	57.9324	10,041

2510 HOUSING MANAGER

Index Key Valu	Hourly	Monthly
1400/1431/01	52.4341	9,088
1400/1431/02	55.0565	9,543
1400/1431/03	57.8060	10,019
1400/1431/04	60.6938	10,520
1400/1431/05	63.7320	11,046

1300 INFORMATION SYSTEMS MANAGER

Index Key Valu	Hourly	Monthly
1400/1432/01	56.0160	9,709
1400/1432/02	58.8168	10,194
1400/1432/03	61.7576	10,704
1400/1432/04	64.8455	11,239
1400/1432/05	68.0878	11,801

7101 MAINTENANCE MANAGER

Index Key Valu	Hourly	Monthly
1400/1429/01	42.1347	7,303
1400/1429/02	44.2415	7,668
1400/1429/03	46.4535	8,051
1400/1429/04	48.7762	8,454
1400/1429/05	51.2150	8,877

3681 OFFICE MANAGER

Index Key Valu	Hourly	Monthly
1400/1418/01	39.5396	6,853
1400/1418/02	41.5202	7,196
1400/1418/03	43.5993	7,557
1400/1418/04	45.7769	7,934
1400/1418/05	48.0651	8,331

3400 OPERATIONS MANAGER

Index Key Valu	Hourly	Monthly
1400/1437/01	47.9104	8,304
1400/1437/02	50.3079	8,720
1400/1437/03	52.8218	9,155
1400/1437/04	55.4623	9,613
1400/1437/05	58.2353	10,094

1455 PLANNING MANAGER

Index Key Valu	Hourly	Monthly
1400/1455/01	52.4342	9,088
1400/1455/02	55.0565	9,543
1400/1455/03	57.8059	10,019

	1400/1455/04	60.6939	10,520
	1400/1455/05	63.7321	11,046

3370 PRINCIPAL ACCOUNTANT

Index Key Valu	Hourly	Monthly
1400/1480/01	42.5546	7,376
1400/1480/02	44.6795	7,744
1400/1480/03	46.9186	8,132
1400/1480/04	49.2604	8,538
1400/1480/05	51.7280	8,966

1414 PRINCIPAL MANAGEMENT ANALYST

Index Key Valu	Hourly	Monthly
1400/1414/01	48.5970	8,423
1400/1414/02	51.0269	8,844
1400/1414/03	53.5782	9,286
1400/1414/04	56.2571	9,751
1400/1414/05	59.0699	10,238

3350 RECREATION MANAGER

Index Key Valu	Hourly	Monthly
1400/1461/01	42.1347	7,303
1400/1461/02	44.2415	7,668
1400/1461/03	46.4536	8,051
1400/1461/04	48.7763	8,454
1400/1461/05	51.2151	8,877

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1560 HR SPECIALIST

Index Key Valu	Hourly	Monthly
1500/1560/01	31.1093	5,392
1500/1560/02	32.6685	5,662
1500/1560/03	34.3034	5,945
1500/1560/04	36.0139	6,242
1500/1560/05	37.8188	6,555

1545 PAYROLL COORDINATOR

Index Key Valu	Hourly	Monthly
1500/1545/01	28.7382	4,981
1500/1545/02	30.1674	5,229
1500/1545/03	31.6789	5,491
1500/1545/04	33.2623	5,765
1500/1545/05	34.9280	6,054

3427 **ACCOUNTANT I**

Index Key Valu	Hourly	Monthly
1400/1427/01	36.9515	6,404
1400/1427/02	38.7967	6,724
1400/1427/03	40.7409	7,061
1400/1427/04	42.7744	7,414
1400/1427/05	44.9171	7,785

3430 **ACCOUNTANT II**

Index Key Valu	Hourly	Monthly
1400/3430/01	42.4942	7,365
1400/3430/02	44.6189	7,733
1400/3430/03	46.8498	8,120
1400/3430/04	49.1923	8,526
1400/3430/05	51.6519	8,953

3300 **ASSISTANT CITY CLERK**

Index Key Valu	Hourly	Monthly
1400/1422/01	32.4159	5,618
1400/1422/02	34.0406	5,900
1400/1422/03	35.7441	6,195
1400/1422/04	37.5264	6,504
1400/1422/05	39.4071	6,830

2040 **ASSISTANT MANAGEMENT ANALYST**

Index Key Valu	Hourly	Monthly
1400/1425/01	35.6840	6,185
1400/1425/02	37.4711	6,494
1400/1425/03	39.3467	6,820
1400/1425/04	41.3106	7,160
1400/1425/05	43.3727	7,517

2060 **ASSOCIATE MANAGEMENT ANALYST**

Index Key Valu	Hourly	Monthly
1400/1430/01	39.2395	6,801
1400/1430/02	41.2059	7,142
1400/1430/03	43.2705	7,500
1400/1430/04	45.4322	7,874
1400/1430/05	47.7019	8,268

1180 **BUILDING OFFICIAL**

Index Key Valu	Hourly	Monthly
1400/1439/01	53.4956	9,272
1400/1439/02	56.1670	9,735
1400/1439/03	58.9753	10,222
1400/1439/04	61.9300	10,734
1400/1439/05	65.0264	11,271

1459 **CAPITAL & FACILITIES PROG MGR**

Index Key Valu	Hourly	Monthly
1400/1459/01	61.2274	10,612
1400/1459/02	64.2887	11,143
1400/1459/03	67.5033	11,700
1400/1459/04	70.8783	12,285
1400/1459/05	74.4222	12,899

1458 **COMPLETE STREETS PROG MGR**

Index Key Valu	Hourly	Monthly
1400/1458/01	61.2274	10,612
1400/1458/02	64.2887	11,143
1400/1458/03	67.5033	11,700
1400/1458/04	70.8783	12,285
1400/1458/05	74.4222	12,899

2181 **ENGINEERING MANAGER**

Index Key Valu	Hourly	Monthly
1400/1442/01	61.2275	10,612
1400/1442/02	64.2888	11,143
1400/1442/03	67.5033	11,700
1400/1442/04	70.8784	12,285
1400/1442/05	74.4223	12,899

3380 **FINANCIAL SERVICES MANAGER**

Index Key Valu	Hourly	Monthly
1400/1485/01	57.6609	9,994
1400/1485/02	60.5373	10,493
1400/1485/03	63.5686	11,018
1400/1485/04	66.7420	11,568
1400/1485/05	70.0830	12,147

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Valu	Hourly	Monthly
1400/3375/01	49.6580	8,607
1400/3375/02	52.1347	9,036
1400/3375/03	54.7483	9,489
1400/3375/04	57.4864	9,964
1400/3375/05	60.3656	10,463

2510 **HOUSING MANAGER**

Index Key Valu	Hourly	Monthly
1400/1431/01	54.6364	9,470
1400/1431/02	57.3689	9,943
1400/1431/03	60.2339	10,440
1400/1431/04	63.2430	10,962
1400/1431/05	66.4088	11,510

1300 **INFORMATION SYSTEMS MANAGER**

Index Key Valu	Hourly	Monthly

	1400/1432/01	58.3687	10,117
	1400/1432/02	61.2871	10,623
	1400/1432/03	64.3514	11,154
	1400/1432/04	67.5690	11,711
	1400/1432/05	70.9475	12,297

7101 MAINTENANCE MANAGER

Index Key Valu	Hourly	Monthly
1400/1429/01	45.8763	7,951
1400/1429/02	48.1702	8,349
1400/1429/03	50.5787	8,766
1400/1429/04	53.1076	9,205
1400/1429/05	55.7630	9,665

3681 OFFICE MANAGER

Index Key Valu	Hourly	Monthly
1400/1418/01	41.2003	7,141
1400/1418/02	43.2641	7,499
1400/1418/03	45.4305	7,874
1400/1418/04	47.6995	8,267
1400/1418/05	50.0838	8,681

1455 PLANNING MANAGER

Index Key Valu	Hourly	Monthly
1400/1455/01	55.5474	9,628
1400/1455/02	58.3252	10,109
1400/1455/03	61.2391	10,614
1400/1455/04	64.2995	11,145
1400/1455/05	67.5168	11,702

1414 PRINCIPAL MANAGEMENT ANALYST

Index Key Valu	Hourly	Monthly
1400/1414/01	50.6381	8,777
1400/1414/02	53.1700	9,216
1400/1414/03	55.8284	9,676
1400/1414/04	58.6199	10,160
1400/1414/05	61.5508	10,668

3350 RECREATION MANAGER

Index Key Valu	Hourly	Monthly
1400/1461/01	44.4941	7,712
1400/1461/02	46.7189	8,097
1400/1461/03	49.0548	8,502
1400/1461/04	51.5076	8,927
1400/1461/05	54.0829	9,374

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1545 PAYROLL COORDINATOR

Index Key Valu	Hourly	Monthly
1500/1545/01	29.9452	5,190
1500/1545/02	31.4344	5,448
1500/1545/03	33.0094	5,721
1500/1545/04	34.6593	6,007
1500/1545/05	36.3950	6,308

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4400

Adopted by council 08/20/2019
Effective 12/28/2019
Revised Date 01/14/2020
Readopted by Council 03/26/2024

2380 CAPTAIN/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4415/01	28.9392	7,022
4400/4415/02	30.3914	7,374
4400/4415/03	31.9068	7,742
4400/4415/04	33.5064	8,130
4400/4415/05	35.1761	8,536
4400/4415/06	36.9343	8,962

2300 FIRE CAPTAIN

Index Key Value	Hourly	Monthly
4400/4432/01	27.5612	6,688
4400/4432/02	28.9443	7,023
4400/4432/03	30.3875	7,374
4400/4432/04	31.9109	7,743
4400/4432/05	33.5010	8,129
4400/4432/06	34.8441	8,455

3480 FIRE ENGINEER

Index Key Value	Hourly	Monthly
4400/4426/01	23.9664	5,815
4400/4426/02	25.1691	6,107
4400/4426/03	26.4253	6,412
4400/4426/04	27.7484	6,733
4400/4426/05	29.1380	7,070
4400/4426/06	30.3007	7,352

3481 FIRE ENGINEER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4430/01	25.1648	6,106
4400/4430/02	26.4276	6,413
4400/4430/03	27.7466	6,733
4400/4430/04	29.1358	7,070
4400/4430/05	30.5949	7,424
4400/4430/06	31.8157	7,720

4435 FIRE SHIFT COMMANDER

Index Key Value	Hourly	Monthly
4400/4435/01	30.3174	7,357
4400/4435/02	31.8388	7,726
4400/4435/03	33.4262	8,111
4400/4435/04	35.1021	8,518
4400/4435/05	36.8511	8,942
4400/4435/06	38.3284	9,301

4100 FIREFIGHTER

Index Key Value	Hourly	Monthly
4400/4422/01	21.7951	5,288

4400/4422/02	22.8842	5,553
4400/4422/03	24.0265	5,830
4400/4422/04	25.2294	6,122
4400/4422/05	26.4854	6,427
4400/4422/06	27.5478	6,684

4900 FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4421/01	23.9746	5,817
4400/4421/02	25.1727	6,108
4400/4421/03	26.4292	6,413
4400/4421/04	27.7523	6,734
4400/4421/05	29.1339	7,069
4400/4421/06	30.3026	7,353

2380 CAPTAIN/PARAMEDIC

Index Key Valu	Hourly	Monthly
4400/4415/01	29.5180	7,163
4400/4415/02	30.9993	7,522
4400/4415/03	32.5450	7,897
4400/4415/04	34.1765	8,293
4400/4415/05	35.8796	8,706
4400/4415/06	37.6730	9,141

2300 FIRE CAPTAIN

Index Key Valu	Hourly	Monthly
4400/4432/01	28.1124	6,821
4400/4432/02	29.5232	7,164
4400/4432/03	30.9952	7,521
4400/4432/04	32.5491	7,898
4400/4432/05	34.1710	8,292
4400/4432/06	35.5409	8,624

3480 FIRE ENGINEER

Index Key Valu	Hourly	Monthly
4400/4426/01	24.4458	5,932
4400/4426/02	25.6725	6,229
4400/4426/03	26.9538	6,540
4400/4426/04	28.3033	6,868
4400/4426/05	29.7208	7,212
4400/4426/06	30.9067	7,500

3481 FIRE ENGINEER/PARAMEDIC

Index Key Valu	Hourly	Monthly
4400/4430/01	25.6681	6,228
4400/4430/02	26.9561	6,541
4400/4430/03	28.3016	6,867
4400/4430/04	29.7185	7,211
4400/4430/05	31.2068	7,572
4400/4430/06	32.4520	7,875

4435 FIRE SHIFT COMMANDER

Index Key Valu	Hourly	Monthly
4400/4435/01	30.9237	7,504
4400/4435/02	32.4756	7,880
4400/4435/03	34.0947	8,273
4400/4435/04	35.8041	8,688
4400/4435/05	37.5881	9,121
4400/4435/06	39.0950	9,487

4100 FIREFIGHTER

Index Key Valu	Hourly	Monthly
4400/4422/01	22.2310	5,394

4400/4422/02	23.3419	5,664
4400/4422/03	24.5071	5,947
4400/4422/04	25.7340	6,244
4400/4422/05	27.0152	6,555
4400/4422/06	28.0987	6,818

4900 FIREFIGHTER/PARAMEDIC

Index Key Valu	Hourly	Monthly
4400/4421/01	24.4541	5,934
4400/4421/02	25.6761	6,230
4400/4421/03	26.9577	6,541
4400/4421/04	28.3073	6,869
4400/4421/05	29.7166	7,211
4400/4421/06	30.9087	7,500

City of South Lake Tahoe
Salary Table By Bargaining Unit

Adopted by council 09/26/2023
Effective 09/30/2023
Revised Date 10/10/2023
Readopted by Council 03/26/2024

Bargaining Unit 4400

2380 CAPTAIN/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4415/01	32.2427	7,824
4400/4415/02	33.8585	8,216
4400/4415/03	35.5485	8,626
4400/4415/04	37.3289	9,058
4400/4415/05	39.1913	9,510
4400/4415/06	41.1505	9,985

2300 FIRE CAPTAIN

Index Key Value	Hourly	Monthly
4400/4432/01	30.7085	7,451
4400/4432/02	32.2475	7,825
4400/4432/03	33.8570	8,215
4400/4432/04	35.5527	8,627
4400/4432/05	37.3265	9,057
4400/4432/06	38.8217	9,420

3480 FIRE ENGINEER

Index Key Value	Hourly	Monthly
4400/4426/01	26.6366	6,463
4400/4426/02	27.9715	6,787
4400/4426/03	29.3685	7,126
4400/4426/04	30.8381	7,483
4400/4426/05	32.3816	7,857
4400/4426/06	33.6749	8,171

3481 FIRE ENGINEER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4430/01	27.9692	6,787
4400/4430/02	29.3708	7,127
4400/4430/03	30.8378	7,483
4400/4430/04	32.3809	7,857
4400/4430/05	34.0016	8,251
4400/4430/06	35.3596	8,580

4100 FIREFIGHTER

Index Key Value	Hourly	Monthly
4400/4422/01	24.2207	5,877
4400/4422/02	25.4313	6,171
4400/4422/03	26.7016	6,479
4400/4422/04	28.0377	6,803
4400/4422/05	29.4358	7,143
4400/4422/06	30.6153	7,429

4900 FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4421/01	26.6423	6,465

4400/4421/02	27.9740	6,788
4400/4421/03	29.3712	7,127
4400/4421/04	30.8409	7,484
4400/4421/05	32.3788	7,857
4400/4421/06	33.6763	8,172

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4100

Effective 10/01/2023
Salary Increase approved by Council 01/09/2024
Revised Date 01/18/2024
Readopted by council 03/26/2024

5601 COMMUNITY SERVICE OFFICER

Index Key Value	Hourly	Monthly
4100/4108/01	26.3329	4,564
4100/4108/02	27.6482	4,792
4100/4108/03	29.0292	5,031
4100/4108/04	30.4853	5,284
4100/4108/05	32.0072	5,547

6520 DISPATCHER TRAINEE

Index Key Value	Hourly	Monthly
4100/4100/01	30.8812	5,352
4100/4100/02	32.4253	5,620
4100/4100/03	34.0466	5,901
4100/4100/04	35.7489	6,196
4100/4100/05	37.5364	6,506

4110 PARKING AMBASSADOR

Index Key Value	Hourly	Monthly
4100/4110/01	22.6259	3,921
4100/4110/02	23.7572	4,117
4100/4110/03	24.9451	4,323
4100/4110/04	26.1924	4,540
4100/4110/05	27.5020	4,767

4123 POLICE TRAINEE

Index Key Value	Hourly	Monthly
4100/4101/01	36.5681	6,338

3490 PROPERTY/EVIDENCE TECHNICIAN

Index Key Value	Hourly	Monthly
4100/4123/01	30.8799	5,352
4100/4123/02	32.4206	5,619
4100/4123/03	34.0458	5,901
4100/4123/04	35.7463	6,196
4100/4123/05	37.5313	6,505

6540 PUBLIC SAFETY DISPATCHER

Index Key Value	Hourly	Monthly
4100/4113/01	33.9711	5,888
4100/4113/02	35.6697	6,182
4100/4113/03	37.4532	6,491
4100/4113/04	39.3258	6,816
4100/4113/05	41.2921	7,157

3500 SENIOR PROPERTY/EVIDENCE TECH

Index Key Value	Hourly	Monthly
4100/4122/01	33.9707	5,888
4100/4122/02	35.6617	6,181
4100/4122/03	37.4467	6,490

4100/4122/04	39.3162	6,814
4100/4122/05	41.2891	7,156

City of South Lake Tahoe Salary Schedule 2019
Adoption Date: 03/26/2024

-City Council
- Salary Schedule effective date: 01/23/2018
- Revision Date: 01/27/2018
- Salary Increase Approved on: 01/23/2018

-City Treasurer
- Salary Schedule effective date: 01/23/2018
- Revision Date: 01/27/2018
- Salary Increase Approved on: 01/23/2018

-City Manager
- Salary Schedule effective date: 11/17/2018 to 05/01/2020
- Revision Date: 11/30/2018
- Salary Increase Approved on: 11/17/2018

-City Attorney
- Salary Schedule effective date: pay period containing 11/05/2019
- Revision Date: 11/14/2019
- Salary Increase Approved on: 11/05/2019

-Unrepresented Employees Group including City Clerk
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 08/07/2019
- Salary Increase Approved on: 07/16/2019
- Assistant to the City Manager Salary Schedule effective 09/21/2019, Approved by City Council on 09/17/2019, Revision Date: 10/02/2019
- Fire Chief Salary Schedule effective 12/28/2019, Approved by City Council on 12/03/2019, Revision Date: 01/03/2020

-Police Officers' Association
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 04/19/2019
- Salary Increase Approved on: 04/16/2019

-Police Supervisors' Committee
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 08/22/2019
- Salary Increase Approved on: 08/06/2019

-Police Employees' Association
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 08/07/2019
- Salary Increase Approved on: 07/16/2019

-Firefighters' Association
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 08/06/2019
- Salary Increase Approved on: 08/06/2019

-Local 39 Administrative and Confidential
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 08/21/2019
- Salary Increase Approved on: 08/06/2019

-Local 39 General & Public Works
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 06/24/2019
- Salary Increase Approved on: 06/04/2019

-Seasonal and Part Time Temporary Positions
- Salary Schedule effective date: pay period containing 01/01/2019
- Revision Date: 01/04/2019
- Salary Increase Approved on: 12/11/2018

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1100

0010 **CITY CLERK**

Index Key Value	Hourly	Monthly
1100/1138/01	42.5869	7,381
1100/1138/02	44.7115	7,749
1100/1138/03	46.9511	8,138
1100/1138/04	49.2967	8,544
1100/1138/05	51.7665	8,972

0020 **CITY COUNCIL**

Index Key Value	Hourly	Monthly
1100/0020/01	0.0000	1,042

0030 **CITY TREASURER**

Index Key Value	Hourly	Monthly
1100/0030/01	0.0000	1,042

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1200

1200 **CITY ATTORNEY**

Index Key Value	Hourly	Monthly
1200/1256/01	83.0769	14,399

1280 **CITY MANAGER**

Index Key Value	Hourly	Monthly
1200/1258/01	97.1153	16,833

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1300

1620 CHIEF OF POLICE

Index Key Value	Hourly	Monthly
1300/1362/01	57.6057	9,985
1300/1362/02	60.4860	10,484
1300/1362/03	63.5103	11,008
1300/1362/04	66.6859	11,558
1300/1362/05	70.0202	12,136

1350 DIR OF DEVELOPMENT SERVICES

Index Key Value	Hourly	Monthly
1300/1350/01	65.6048	11,371
1300/1350/02	68.8854	11,940
1300/1350/03	72.3297	12,537
1300/1350/04	75.9463	13,164
1300/1350/05	79.7435	13,822

1345 DIRECTOR OF ADMIN SERVICES

Index Key Value	Hourly	Monthly
1300/1345/01	70.5252	12,224
1300/1345/02	74.0514	12,835
1300/1345/03	77.7541	13,477
1300/1345/04	81.6417	14,151
1300/1345/05	85.7238	14,858

2120 DIRECTOR OF PUBLIC WORKS

Index Key Value	Hourly	Monthly
1300/1445/01	65.6051	11,371
1300/1445/02	68.8854	11,940
1300/1445/03	72.3297	12,537
1300/1445/04	75.9463	13,164
1300/1445/05	79.7435	13,822

1342 FIRE CHIEF

Index Key Value	Hourly	Monthly
1300/1320/01	70.8764	12,285
1300/1320/02	74.4202	12,899
1300/1320/03	78.1412	13,544
1300/1320/04	82.0482	14,221
1300/1320/05	86.1507	14,932

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1301

1240 **ASSISTANT CITY ATTORNEY**

Index Key Value	Hourly	Monthly
1301/1240/01	51.0980	8,857
1301/1240/02	53.6530	9,299
1301/1240/03	56.3356	9,764
1301/1240/04	59.1524	10,253
1301/1240/05	62.1100	10,765

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1400

3427 ACCOUNTANT I

Index Key Value	Hourly	Monthly
1400/1427/01	33.0923	5,736
1400/1427/02	34.7447	6,022
1400/1427/03	36.4859	6,324
1400/1427/04	38.3070	6,639
1400/1427/05	40.2260	6,972

3430 ACCOUNTANT II

Index Key Value	Hourly	Monthly
1400/3430/01	38.0561	6,596
1400/3430/02	39.9589	6,926
1400/3430/03	41.9568	7,272
1400/3430/04	44.0546	7,636
1400/3430/05	46.2574	8,017

3300 ASSISTANT CITY CLERK

Index Key Value	Hourly	Monthly
1400/1422/01	29.0304	5,031
1400/1422/02	30.4854	5,284
1400/1422/03	32.0110	5,548
1400/1422/04	33.6072	5,825
1400/1422/05	35.2914	6,117

2040 ASSISTANT MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
1400/1425/01	31.9571	5,539
1400/1425/02	33.5576	5,816
1400/1425/03	35.2374	6,107
1400/1425/04	36.9961	6,412
1400/1425/05	38.8428	6,732

2060 ASSOCIATE MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
1400/1430/01	35.1414	6,091
1400/1430/02	36.9023	6,396
1400/1430/03	38.7513	6,716
1400/1430/04	40.6872	7,052
1400/1430/05	42.7199	7,404

3310 ASST PUBLIC WORKS DIRECTOR

Index Key Value	Hourly	Monthly
1400/1410/01	50.7042	8,788
1400/1410/02	53.2393	9,228
1400/1410/03	55.9014	9,689
1400/1410/04	58.6963	10,174
1400/1410/05	61.6312	10,682

City of South Lake Tahoe
Salary Table By Bargaining Unit

1180 **BUILDING OFFICIAL**

Index Key Value	Hourly	Monthly
1400/1439/01	46.8420	8,119
1400/1439/02	49.1795	8,524
1400/1439/03	51.6384	8,950
1400/1439/04	54.2283	9,399
1400/1439/05	56.9397	9,869

1441 **CAPITAL IMPROVEMENTS PROJ MGR**

Index Key Value	Hourly	Monthly
1400/1449/01	44.7535	7,757
1400/1449/02	46.9911	8,145
1400/1449/03	49.3434	8,552
1400/1449/04	51.8077	8,980
1400/1449/05	54.3982	9,429

2181 **ENGINEERING MANAGER**

Index Key Value	Hourly	Monthly
1400/1442/01	54.8329	9,504
1400/1442/02	57.5745	9,979
1400/1442/03	60.4533	10,478
1400/1442/04	63.4759	11,002
1400/1442/05	66.6497	11,552

3380 **FINANCIAL SERVICES MANAGER**

Index Key Value	Hourly	Monthly
1400/1485/01	51.6388	8,950
1400/1485/02	54.2148	9,397
1400/1485/03	56.9295	9,867
1400/1485/04	59.7714	10,360
1400/1485/05	62.7635	10,879

3375 **FINANCIAL SERVICES SUPERVISOR**

Index Key Value	Hourly	Monthly
1400/3375/01	44.4718	7,708
1400/3375/02	46.6898	8,092
1400/3375/03	49.0304	8,498
1400/3375/04	51.4825	8,923
1400/3375/05	54.0610	9,370

2510 **HOUSING MANAGER**

Index Key Value	Hourly	Monthly
1400/1431/01	48.9302	8,481
1400/1431/02	51.3773	8,905
1400/1431/03	53.9431	9,350
1400/1431/04	56.6379	9,817
1400/1431/05	59.4731	10,308

1300 **INFORMATION SYSTEMS MANAGER**

Index Key Value	Hourly	Monthly

	1400/1432/01	52.2726	9,060
	1400/1432/02	54.8863	9,513
	1400/1432/03	57.6306	9,989
	1400/1432/04	60.5121	10,488
	1400/1432/05	63.5377	11,013

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	38.7060	6,709
1400/1429/02	40.6344	7,043
1400/1429/03	42.6716	7,396
1400/1429/04	44.8076	7,766
1400/1429/05	47.0425	8,154

3681 OFFICE MANAGER

Index Key Value	Hourly	Monthly
1400/1418/01	36.8973	6,395
1400/1418/02	38.7456	6,715
1400/1418/03	40.6858	7,052
1400/1418/04	42.7177	7,404
1400/1418/05	44.8531	7,774

3400 OPERATIONS MANAGER

Index Key Value	Hourly	Monthly
1400/1437/01	44.7087	7,749
1400/1437/02	46.9460	8,137
1400/1437/03	49.2919	8,543
1400/1437/04	51.7560	8,971
1400/1437/05	54.3436	9,419

1455 PLANNING MANAGER

Index Key Value	Hourly	Monthly
1400/1455/01	48.9302	8,481
1400/1455/02	51.3773	8,905
1400/1455/03	53.9430	9,350
1400/1455/04	56.6379	9,817
1400/1455/05	59.4731	10,308

3370 PRINCIPAL ACCOUNTANT

Index Key Value	Hourly	Monthly
1400/1480/01	39.7109	6,883
1400/1480/02	41.6937	7,226
1400/1480/03	43.7832	7,589
1400/1480/04	45.9685	7,967
1400/1480/05	48.2712	8,367

3350 RECREATION MANAGER

Index Key Value	Hourly	Monthly
1400/1461/01	39.3190	6,815
1400/1461/02	41.2850	7,156
1400/1461/03	43.3493	7,513

1400/1461/04	45.5167	7,889
1400/1461/05	47.7926	8,284

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1401

1431 AIRPORT MANAGER

Index Key Value	Hourly	Monthly
1401/1493/01	50.7040	8,788
1401/1493/02	53.2342	9,227
1401/1493/03	55.8959	9,688
1401/1493/04	58.6992	10,174
1401/1493/05	61.6342	10,683

1450 ASSISTANT TO THE CITY MANAGER

Index Key Value	Hourly	Monthly
1401/1450/01	51.0980	8,856
1401/1450/02	53.6530	9,299
1401/1450/03	56.3356	9,764
1401/1450/04	59.1524	10,253
1401/1450/05	62.1100	10,765

1435 COMMUNICATIONS MANAGER

Index Key Value	Hourly	Monthly
1401/1451/01	34.3029	5,945
1401/1451/02	36.0181	6,243
1401/1451/03	37.8190	6,555
1401/1451/04	39.7099	6,883
1401/1451/05	41.6954	7,227

1475 DEPUTY DEVELOPMENT SRV DIR

Index Key Value	Hourly	Monthly
1401/1475/01	51.9857	9,010
1401/1475/02	54.5850	9,461
1401/1475/03	57.3143	9,934
1401/1475/04	60.1806	10,431
1401/1475/05	63.1897	10,952

3750 H.R.ANALYST

Index Key Value	Hourly	Monthly
1401/1423/01	36.1819	6,271
1401/1423/02	37.9950	6,585
1401/1423/03	39.8987	6,915
1401/1423/04	41.8920	7,261
1401/1423/05	43.9849	7,624

1091 HUMAN RESOURCE MANAGER

Index Key Value	Hourly	Monthly
1401/1435/01	50.3903	8,734
1401/1435/02	52.9041	9,170
1401/1435/03	55.5532	9,629
1401/1435/04	58.3264	10,109
1401/1435/05	61.2462	10,616

City of South Lake Tahoe
Salary Table By Bargaining Unit

3330 **MANAGEMENT ANALYST-CM**

Index Key Value	Hourly	Monthly
1401/1472/01	34.2918	5,943
1401/1472/02	36.0102	6,241
1401/1472/03	37.8141	6,554
1401/1472/04	39.7036	6,881
1401/1472/05	41.6871	7,225

3751 **PRINCIPAL H.R. ANALYST**

Index Key Value	Hourly	Monthly
1401/1482/01	45.3512	7,860
1401/1482/02	47.6137	8,253
1401/1482/03	49.9978	8,666
1401/1482/04	52.4937	9,098
1401/1482/05	55.1215	9,554

2050 **RECREATION SUPERINTENDENT**

Index Key Value	Hourly	Monthly
1401/1452/01	45.3304	7,857
1401/1452/02	47.6012	8,250
1401/1452/03	49.9780	8,662
1401/1452/04	52.4823	9,096
1401/1452/05	55.1032	9,551

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1500

1560 HR SPECIALIST

Index Key Value	Hourly	Monthly
1500/1560/01	29.0304	5,031
1500/1560/02	30.4854	5,284
1500/1560/03	32.0110	5,548
1500/1560/04	33.6072	5,825
1500/1560/05	35.2915	6,117

1505 HUMAN RESOURCES CLERK

Index Key Value	Hourly	Monthly
1500/1510/01	17.3459	3,006
1500/1510/02	18.2103	3,156
1500/1510/03	19.1174	3,313
1500/1510/04	20.0758	3,479
1500/1510/05	21.0925	3,656

1545 PAYROLL COORDINATOR

Index Key Value	Hourly	Monthly
1500/1545/01	26.8178	4,648
1500/1545/02	28.1514	4,879
1500/1545/03	29.5619	5,124
1500/1545/04	31.0395	5,380
1500/1545/05	32.5939	5,649

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1501

6680 **PARALEGAL**

Index Key Value	Hourly	Monthly
1501/6680/01	26.6035	4,611
1501/6680/02	27.9337	4,841
1501/6680/03	29.3302	5,083
1501/6680/04	30.7963	5,338
1501/6680/05	32.3364	5,604

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 1900

2595 **POLICE LIEUTENANT**

Index Key Value	Hourly	Monthly
1900/1941/01	51.9800	9,009
1900/1941/02	54.5791	9,460
1900/1941/03	57.3100	9,933
1900/1941/04	60.1730	10,430
1900/1941/05	63.1883	10,952

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 3100

2105 AIRPORT MAINTENANCE SUPERVISOR

Index Key Value	Hourly	Monthly
3100/1426/01	32.9044	5,703
3100/1426/02	34.5497	5,988
3100/1426/03	36.2772	6,288
3100/1426/04	38.0911	6,602
3100/1426/05	39.9957	6,932

3122 CUSTODIAN (PKS & REC)

Index Key Value	Hourly	Monthly
3100/3122/01	19.0300	3,298
3100/3122/02	19.9769	3,462
3100/3122/03	20.9829	3,637
3100/3122/04	22.0312	3,818
3100/3122/05	23.1302	4,009

7202 EQUIPMENT MECHANIC I

Index Key Value	Hourly	Monthly
3100/3119/01	27.8079	4,820
3100/3119/02	29.1989	5,061
3100/3119/03	30.6577	5,314
3100/3119/04	32.1957	5,580
3100/3119/05	33.8015	5,858

7201 EQUIPMENT MECHANIC II

Index Key Value	Hourly	Monthly
3100/3121/01	30.6708	5,316
3100/3121/02	32.2019	5,581
3100/3121/03	33.8125	5,860
3100/3121/04	35.5026	6,153
3100/3121/05	37.2738	6,460

7203 EQUIPMENT MECHANIC III

Index Key Value	Hourly	Monthly
3100/3126/01	33.8242	5,862
3100/3126/02	35.5205	6,156
3100/3126/03	37.2959	6,464
3100/3126/04	39.1505	6,786
3100/3126/05	41.1182	7,127

6301 FLEET CONTROL SPECIALIST

Index Key Value	Hourly	Monthly
3100/3117/01	28.5045	4,940
3100/3117/02	29.9316	5,188
3100/3117/03	31.4268	5,447
3100/3117/04	32.9996	5,719
3100/3117/05	34.6404	6,004

City of South Lake Tahoe
Salary Table By Bargaining Unit

7401 **FLEET SUPERVISOR**

Index Key Value	Hourly	Monthly
3100/3123/01	35.4240	6,140
3100/3123/02	37.1926	6,446
3100/3123/03	39.0549	6,769
3100/3123/04	41.0003	7,106
3100/3123/05	43.0498	7,461

3190 **MAINTENANCE TECH I**

Index Key Value	Hourly	Monthly
3100/3190/01	17.7003	3,068
3100/3190/02	18.1472	3,145
3100/3190/03	18.6059	3,225
3100/3190/04	19.0763	3,306
3100/3190/05	19.5585	3,390

3191 **MAINTENANCE TECH II**

Index Key Value	Hourly	Monthly
3100/3191/01	20.0525	3,475
3100/3191/02	20.5582	3,563
3100/3191/03	21.0639	3,651
3100/3191/04	21.5932	3,742
3100/3191/05	22.2518	3,856

3192 **MAINTENANCE TECH III**

Index Key Value	Hourly	Monthly
3100/3192/01	23.2397	4,028
3100/3192/02	24.3923	4,228
3100/3192/03	25.6154	4,440
3100/3192/04	26.8974	4,662
3100/3192/05	28.1703	4,882

3193 **MAINTENANCE TECH IV**

Index Key Value	Hourly	Monthly
3100/3193/01	25.6154	4,440
3100/3193/02	26.8974	4,662
3100/3193/03	28.2381	4,894
3100/3193/04	29.6495	5,139
3100/3193/05	31.1313	5,396

3195 **MAINTENANCE TECH LEAD**

Index Key Value	Hourly	Monthly
3100/3195/01	31.1313	5,396
3100/3195/02	32.6838	5,665
3100/3195/03	34.3186	5,948
3100/3195/04	36.0357	6,246
3100/3195/05	37.8351	6,558

3914 **MAINTENANCE TECH V**

Index Key Value	Hourly	Monthly

3100/3194/01	28.2381	4,894
3100/3194/02	29.6495	5,139
3100/3194/03	31.1313	5,396
3100/3194/04	32.6838	5,665
3100/3194/05	34.3186	5,948

7780 STREET SUPERVISOR

Index Key Value	Hourly	Monthly
3100/1426/01	32.9044	5,703
3100/1426/02	34.5497	5,988
3100/1426/03	36.2772	6,288
3100/1426/04	38.0911	6,602
3100/1426/05	39.9957	6,932

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 3400

3103 ACCOUNTING TECHNICIAN I

Index Key Value	Hourly	Monthly
3400/3411/01	19.3337	3,351
3400/3411/02	20.3004	3,518
3400/3411/03	21.3154	3,694
3400/3411/04	22.3812	3,879
3400/3411/05	23.5002	4,073

3104 ACCOUNTING TECHNICIAN II

Index Key Value	Hourly	Monthly
3400/3415/01	24.7042	4,282
3400/3415/02	25.9394	4,496
3400/3415/03	27.2365	4,720
3400/3415/04	28.5982	4,957
3400/3415/05	30.0281	5,204

3390 ADMINSTRATIVE ASSISTANT I

Index Key Value	Hourly	Monthly
3400/1490/01	22.9611	3,979
3400/1490/02	24.1109	4,179
3400/1490/03	25.3113	4,387
3400/1490/04	26.5794	4,607
3400/1490/05	27.9067	4,837

6381 ADMINISTRATIVE ASSISTANT II

Index Key Value	Hourly	Monthly
3400/3414/01	25.2522	4,377
3400/3414/02	26.5203	4,596
3400/3414/03	27.8391	4,825
3400/3414/04	29.2340	5,067
3400/3414/05	30.6966	5,320

6500 ADMINISTRATIVE CLERK I

Index Key Value	Hourly	Monthly
3400/3402/01	17.7703	3,080
3400/3402/02	18.6558	3,233
3400/3402/03	19.5851	3,394
3400/3402/04	20.5670	3,564
3400/3402/05	21.6085	3,745

6200 ADMINISTRATIVE CLERK II

Index Key Value	Hourly	Monthly
3400/3406/01	19.5547	3,389
3400/3406/02	20.5337	3,559
3400/3406/03	21.5652	3,737
3400/3406/04	22.6404	3,924
3400/3406/05	23.7727	4,120

City of South Lake Tahoe
Salary Table By Bargaining Unit

3140 ASSISTANT PLANNER

Index Key Value	Hourly	Monthly
3400/3440/01	34.4073	5,963
3400/3440/02	36.1329	6,263
3400/3440/03	37.9353	6,575
3400/3440/04	39.8335	6,904
3400/3440/05	41.8390	7,252

2190 ASSOCIATE CIVIL ENGINEER

Index Key Value	Hourly	Monthly
3400/3435/01	47.6808	8,264
3400/3435/02	50.0648	8,677
3400/3435/03	52.5672	9,111
3400/3435/04	55.1964	9,567
3400/3435/05	57.9524	10,045

2200 ASSOCIATE PLANNER

Index Key Value	Hourly	Monthly
3400/3429/01	37.8656	6,563
3400/3429/02	39.7593	6,891
3400/3429/03	41.7460	7,235
3400/3429/04	43.8410	7,599
3400/3429/05	46.0238	7,977

3179 BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3421/01	29.5915	5,129
3400/3421/02	31.0706	5,385
3400/3421/03	32.6228	5,654
3400/3421/04	34.2480	5,936
3400/3421/05	35.9645	6,233

3720 CODE COMPLIANCE INVESTIGATOR

Index Key Value	Hourly	Monthly
3400/3620/01	22.9273	3,974
3400/3620/02	24.0771	4,173
3400/3620/03	25.2776	4,381
3400/3620/04	26.5456	4,601
3400/3620/05	27.8729	4,831

3440 DEPUTY BUILDING OFFICIAL

Index Key Value	Hourly	Monthly
3400/3443/01	39.5803	6,860
3400/3443/02	41.5593	7,203
3400/3443/03	43.6378	7,563
3400/3443/04	45.8192	7,942
3400/3443/05	48.1104	8,339

3785 DEVELOPMENT SERVICES TECH

Index Key Value	Hourly	Monthly

3400/3785/01	26.8413	4,652
3400/3785/02	28.1879	4,885
3400/3785/03	29.5959	5,129
3400/3785/04	31.0771	5,386
3400/3785/05	32.6220	5,654

3201 ENGINEERING TECHNICIAN

Index Key Value	Hourly	Monthly
3400/3423/01	28.6827	4,971
3400/3423/02	30.1168	5,220
3400/3423/03	31.6227	5,481
3400/3423/04	33.2039	5,755
3400/3423/05	34.8640	6,043

3452 FIRE SAFTY INSPECTOR I

Index Key Value	Hourly	Monthly
3400/3452/01	25.6706	4,449
3400/3452/02	26.9541	4,672
3400/3452/03	28.3021	4,905
3400/3452/04	29.7168	5,150
3400/3452/05	31.2028	5,408

3450 FIRE SAFTY INSPECTOR II

Index Key Value	Hourly	Monthly
3400/3450/01	29.5915	5,129
3400/3450/02	31.0706	5,385
3400/3450/03	32.6228	5,654
3400/3450/04	34.2480	5,936
3400/3450/05	35.9645	6,233

3220 GIS ANALYST

Index Key Value	Hourly	Monthly
3400/3220/01	43.3432	7,512
3400/3220/02	45.5166	7,889
3400/3220/03	47.7946	8,284
3400/3220/04	50.1770	8,697
3400/3220/05	52.6848	9,132

2350 HOUSING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3495/01	28.1823	4,884
3400/3495/02	29.5914	5,129
3400/3495/03	31.0705	5,385
3400/3495/04	32.6227	5,654
3400/3495/05	34.2480	5,936

3280 INFORMATION SYSTEM TECHNICIAN

Index Key Value	Hourly	Monthly
3400/3422/01	30.0814	5,214
3400/3422/02	31.5832	5,474
3400/3422/03	33.1646	5,748

3400/3422/04	34.8166	6,034
3400/3422/05	36.5570	6,336

3241 NETWORK SYSTEM ADMINISTRATOR

Index Key Value	Hourly	Monthly
3400/3428/01	38.9731	6,755
3400/3428/02	40.9175	7,092
3400/3428/03	42.9634	7,446
3400/3428/04	45.1107	7,819
3400/3428/05	47.3680	8,210

3780 PERMIT CENTER TECHNICIAN

Index Key Value	Hourly	Monthly
3400/3780/01	26.8413	4,652
3400/3780/02	28.1879	4,885
3400/3780/03	29.5959	5,129
3400/3780/04	31.0771	5,386
3400/3780/05	32.6220	5,654

3740 PLANNING TECHNICIAN

Index Key Value	Hourly	Monthly
3400/3436/01	25.5657	4,431
3400/3436/02	26.8457	4,653
3400/3436/03	28.1754	4,883
3400/3436/04	29.5973	5,130
3400/3436/05	31.0686	5,385

6600 POLICE RECORDS TECHNICIAN

Index Key Value	Hourly	Monthly
3400/4104/01	21.4259	3,713
3400/4104/02	22.5012	3,900
3400/4104/03	23.6273	4,095
3400/4104/04	24.8041	4,299
3400/4104/05	26.0469	4,514

3880 PRINCIPAL BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3427/01	35.7944	6,204
3400/3427/02	37.5866	6,515
3400/3427/03	39.4634	6,840
3400/3427/04	41.4417	7,183
3400/3427/05	43.5129	7,542

3491 PROGRAM COORDINATOR

Index Key Value	Hourly	Monthly
3400/3491/01	32.1123	5,566
3400/3491/02	33.7205	5,844
3400/3491/03	35.4084	6,137
3400/3491/04	37.1757	6,443
3400/3491/05	39.0314	6,765

City of South Lake Tahoe
Salary Table By Bargaining Unit

5700 **RECREATION SUPERVISOR**

Index Key Value	Hourly	Monthly
3400/3426/01	31.9223	5,533
3400/3426/02	33.5245	5,810
3400/3426/03	35.1963	6,100
3400/3426/04	36.9553	6,405
3400/3426/05	38.8100	6,727

2170 **RESIDENT ENGINEER/RES INSPCTR**

Index Key Value	Hourly	Monthly
3400/3470/01	42.5914	7,382
3400/3470/02	44.7210	7,751
3400/3470/03	46.9571	8,139
3400/3470/04	49.3049	8,546
3400/3470/05	51.7702	8,973

3181 **SENIOR BUILDING INSPECTOR**

Index Key Value	Hourly	Monthly
3400/3425/01	32.5383	5,639
3400/3425/02	34.1666	5,922
3400/3425/03	35.8767	6,218
3400/3425/04	37.6688	6,529
3400/3425/05	39.5564	6,856

2360 **SENIOR HOUSING INSPECTOR**

Index Key Value	Hourly	Monthly
3400/3496/01	31.0698	5,385
3400/3496/02	32.6187	5,653
3400/3496/03	34.2446	5,935
3400/3496/04	35.9630	6,233
3400/3496/05	37.7611	6,545

6640 **SR POLICE RECORDS TECHNICIAN**

Index Key Value	Hourly	Monthly
3400/6640/01	23.5762	4,086
3400/6640/02	24.7525	4,290
3400/6640/03	25.9970	4,506
3400/6640/04	27.2997	4,731
3400/6640/05	28.6507	4,966

3842 **SR. PUBLIC WORKS INSPECTOR**

Index Key Value	Hourly	Monthly
3400/3433/01	31.8548	5,521
3400/3433/02	33.4442	5,796
3400/3433/03	35.1181	6,087
3400/3433/04	36.8765	6,391
3400/3433/05	38.7195	6,711

3475 **STORM WATER PROGRAM COORDIN**

Index Key Value	Hourly	Monthly

3400/3475/01	43.3432	7,512
3400/3475/02	45.5167	7,889
3400/3475/03	47.7946	8,284
3400/3475/04	50.1770	8,697
3400/3475/05	52.6848	9,132

3471 SUPERVISING ACCOUNTING TECH

Index Key Value	Hourly	Monthly
3400/3471/01	27.9157	4,838
3400/3471/02	29.3115	5,080
3400/3471/03	30.7771	5,334
3400/3471/04	32.3159	5,601
3400/3471/05	33.9317	5,881

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4100

5601 COMMUNITY SERVICE OFFICER

Index Key Value	Hourly	Monthly
4100/4108/01	23.5827	4,087
4100/4108/02	24.7606	4,291
4100/4108/03	25.9974	4,506
4100/4108/04	27.3014	4,732
4100/4108/05	28.6644	4,968

6520 DISPATCHER TRAINEE

Index Key Value	Hourly	Monthly
4100/4100/01	23.5910	4,089
4100/4100/02	24.7690	4,293
4100/4100/03	26.0057	4,507
4100/4100/04	27.3098	4,733
4100/4100/05	28.6729	4,969

3530 ENFORCEMENT OFFICER

Index Key Value	Hourly	Monthly
4100/3530/01	17.6849	3,065
4100/3530/02	18.5660	3,218
4100/3530/03	19.4909	3,378
4100/3530/04	20.4680	3,547
4100/3530/05	21.5045	3,727

5602 LEAD COMMUNITY SRVC OFFICER

Index Key Value	Hourly	Monthly
4100/4109/01	25.9298	4,494
4100/4109/02	27.2353	4,720
4100/4109/03	28.5971	4,956
4100/4109/04	30.0264	5,204
4100/4109/05	31.5232	5,464

4123 POLICE TRAINEE

Index Key Value	Hourly	Monthly
4100/4101/01	32.5482	5,641

3490 PROPERTY/EVIDENCE TECHNICIAN

Index Key Value	Hourly	Monthly
4100/4123/01	27.6548	4,793
4100/4123/02	29.0346	5,032
4100/4123/03	30.4901	5,284
4100/4123/04	32.0129	5,548
4100/4123/05	33.6115	5,825

6540 PUBLIC SAFETY DISPATCHER

Index Key Value	Hourly	Monthly
4100/4113/01	25.9469	4,497
4100/4113/02	27.2510	4,723
4100/4113/03	28.6055	4,958

4100/4113/04	30.0358	5,206
4100/4113/05	31.5418	5,467

3500 SENIOR PROPERTY/EVIDENCE TECH

Index Key Value	Hourly	Monthly
4100/4122/01	30.4228	5,273
4100/4122/02	31.9372	5,535
4100/4122/03	33.5358	5,812
4100/4122/04	35.2100	6,103
4100/4122/05	36.9768	6,409

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4101

4700 **POLICE OFFICER**

Index Key Value	Hourly	Monthly
4101/4124/01	36.3584	6,302
4101/4124/02	38.1816	6,618
4101/4124/03	40.0863	6,948
4101/4124/04	42.0991	7,297
4101/4124/05	44.2022	7,661

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4200

6660 **POLICE RECORDS SUPERVISOR**

Index Key Value	Hourly	Monthly
4200/4216/01	28.3033	4,905
4200/4216/02	29.7138	5,150
4200/4216/03	31.2005	5,408
4200/4216/04	32.7633	5,678
4200/4216/05	34.4025	5,963

3800 **POLICE SERGEANT**

Index Key Value	Hourly	Monthly
4200/4232/01	42.3822	7,346
4200/4232/02	44.5024	7,713
4200/4232/03	46.7229	8,098
4200/4232/04	49.0580	8,503
4200/4232/05	51.5076	8,927

3902 **PUBLIC SFTY DISPATCH SUPERVSR**

Index Key Value	Hourly	Monthly
4200/4222/01	29.9403	5,189
4200/4222/02	31.4369	5,449
4200/4222/03	33.0144	5,722
4200/4222/04	34.6647	6,008
4200/4222/05	36.3959	6,308

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4201

4410 **FIRE BATTALION CHIEF**

Index Key Value	Hourly	Monthly
4201/4410/01	36.0126	8,739
4201/4410/02	37.8133	9,176
4201/4410/03	39.7039	9,634
4201/4410/04	41.6892	10,116
4201/4410/05	43.7736	10,622
4201/4410/06	45.5246	11,047

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 4400

2380 CAPTAIN/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4415/01	27.5454	6,684
4400/4415/02	28.9277	7,019
4400/4415/03	30.3701	7,369
4400/4415/04	31.8926	7,739
4400/4415/05	33.4819	8,124
4400/4415/06	35.1554	8,531

2300 FIRE CAPTAIN

Index Key Value	Hourly	Monthly
4400/4432/01	26.2338	6,366
4400/4432/02	27.5503	6,685
4400/4432/03	28.9239	7,018
4400/4432/04	30.3740	7,370
4400/4432/05	31.8875	7,738
4400/4432/06	33.1659	8,048

3480 FIRE ENGINEER

Index Key Value	Hourly	Monthly
4400/4426/01	22.8121	5,535
4400/4426/02	23.9569	5,813
4400/4426/03	25.1526	6,103
4400/4426/04	26.4119	6,409
4400/4426/05	27.7347	6,730
4400/4426/06	28.8413	6,998

3481 FIRE ENGINEER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4430/01	23.9528	5,812
4400/4430/02	25.1547	6,104
4400/4430/03	26.4103	6,408
4400/4430/04	27.7325	6,729
4400/4430/05	29.1214	7,066
4400/4430/06	30.2833	7,348

4435 FIRE SHIFT COMMANDER

Index Key Value	Hourly	Monthly
4400/4435/01	28.8572	7,002
4400/4435/02	30.3054	7,354
4400/4435/03	31.8163	7,720
4400/4435/04	33.4115	8,107
4400/4435/05	35.0762	8,511
4400/4435/06	36.4824	8,853

4100 FIREFIGHTER

Index Key Value	Hourly	Monthly
4400/4422/01	20.7454	5,034

4400/4422/02	21.7820	5,285
4400/4422/03	22.8694	5,549
4400/4422/04	24.0143	5,827
4400/4422/05	25.2098	6,117
4400/4422/06	26.2210	6,362

4900 FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4421/01	22.8199	5,537
4400/4421/02	23.9603	5,814
4400/4421/03	25.1562	6,104
4400/4421/04	26.4157	6,410
4400/4421/05	27.7308	6,729
4400/4421/06	28.8432	6,999

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 9000

AIREVENTS **AIRPORT EVENTS COORDINATOR**

Index Key Value	Hourly	Monthly
9000/9920/01	15.5119	0

BLDGINSPII **BUILDING INSPECTOR**

Index Key Value	Hourly	Monthly
9000/9934/01	24.1929	0
9000/9934/02	25.4022	0
9000/9934/03	26.6712	0
9000/9934/04	28.0000	0
9000/9934/05	29.4033	0
9000/9934/06	30.8734	0

BUSDRIVER **BUS DRIVER**

Index Key Value	Hourly	Monthly
9000/9916/01	15.8105	0

CASHIER1 **CASHIER I**

Index Key Value	Hourly	Monthly
9000/9927/01	12.0000	0
9000/9927/02	12.6000	0
9000/9927/03	13.2300	0
9000/9927/04	13.8915	0
9000/9927/05	14.5860	0
9000/9927/06	15.3153	0

CASHIER2 **CASHIER II**

Index Key Value	Hourly	Monthly
9000/9951/01	12.5763	0
9000/9951/02	13.2051	0
9000/9951/03	13.8653	0
9000/9951/04	14.5586	0
9000/9951/05	15.2865	0
9000/9951/06	16.0508	0

CASHIER3 **CASHIER III**

Index Key Value	Hourly	Monthly
9000/9952/01	12.9052	0
9000/9952/02	13.5504	0
9000/9952/03	14.2279	0
9000/9952/04	14.9393	0
9000/9952/05	15.6863	0
9000/9952/06	16.4706	0

EQUIPMCH I **EQUIPMENT MECHANIC I**

Index Key Value	Hourly	Monthly
9000/9957/01	28.7582	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

EQPMCH II **EQUIPMENT MECHANIC II**

Index Key Value	Hourly	Monthly
9000/9958/01	31.7176	0

EQPMCH III **EQUIPMENT MECHANIC III**

Index Key Value	Hourly	Monthly
9000/9959/01	34.9851	0

GOLFINSTR **GOLF INSTRUCTOR**

Index Key Value	Hourly	Monthly
9000/9985/01	14.9156	0
9000/9985/02	15.6614	0
9000/9985/03	16.4445	0
9000/9985/04	17.2667	0
9000/9985/05	18.1300	0
9000/9985/06	19.0365	0

HEADCASHR **HEAD CASHIER**

Index Key Value	Hourly	Monthly
9000/9971/01	15.4782	0
9000/9971/02	16.2521	0
9000/9971/03	17.0647	0
9000/9971/04	17.9180	0
9000/9971/05	18.8138	0
9000/9971/06	19.7544	0

HDLIFEGUAR **HEAD POOL LIFEGUARD**

Index Key Value	Hourly	Monthly
9000/9977/01	13.7628	0
9000/9977/02	14.4509	0
9000/9977/03	15.1734	0
9000/9977/04	15.9321	0
9000/9977/05	16.7287	0
9000/9977/06	17.5651	0

INVEVALUAT **INVENTORY EVALUATION ASSISTANT**

Index Key Value	Hourly	Monthly
9900/9917/01	27.0260	0

PARKATTEN1 **PARK ATTENDANT I**

Index Key Value	Hourly	Monthly
9000/9970/01	15.0000	0

PARKATTEN2 **PARK ATTENDANT II**

Index Key Value	Hourly	Monthly
9000/9932/01	15.5000	0
9000/9932/02	16.2750	0
9000/9932/03	17.0888	0
9000/9932/04	17.9432	0
9000/9932/05	18.8403	0
9000/9932/06	19.7823	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

PARKMAIN **PARK MAINTENANCE**

Index Key Value	Hourly	Monthly
9000/9940/01	17.0654	0
9000/9940/02	17.9203	0
9000/9940/03	18.8147	0
9000/9940/04	19.7551	0
9000/9940/05	20.7430	0
9000/9940/06	21.7806	0

POLRECTECH **POLICE RECORDS TECHNICIAN**

Index Key Value	Hourly	Monthly
9000/9963/01	12.1894	0
9000/9963/02	12.7989	0
9000/9963/03	13.4389	0
9000/9963/04	14.1109	0
9000/9963/05	14.8164	0
9000/9963/06	15.5572	0

LIFEGUARD **POOL LIFEGUARD**

Index Key Value	Hourly	Monthly
9000/9976/01	12.0000	0
9000/9976/02	12.6000	0
9000/9976/03	13.2300	0
9000/9976/04	13.8915	0
9000/9976/05	14.5860	0
9000/9976/06	15.3153	0

RECINSTR **RECREATION INSTRUCTOR**

Index Key Value	Hourly	Monthly
9000/9986/01	12.7743	0
9000/9986/02	13.4130	0
9000/9986/03	14.0837	0
9000/9986/04	14.7879	0
9000/9986/05	15.5273	0
9000/9986/06	16.3036	0

RECLEADER1 **RECREATION LEADER I**

Index Key Value	Hourly	Monthly
9000/9908/01	12.0000	0
9000/9908/02	12.6000	0
9000/9908/03	13.2300	0
9000/9908/04	13.8915	0
9000/9908/05	14.5860	0
9000/9908/06	15.3153	0

9984RECLD2 **RECREATION LEADER II**

Index Key Value	Hourly	Monthly
9000/9984/01	12.5763	0
9000/9984/02	13.2051	0
9000/9984/03	13.8653	0

9000/9984/04	14.5586	0
9000/9984/05	15.2865	0
9000/9984/06	16.0508	0

9930 **SENIOR SNOW REMOVAL EQUIP OP**

Index Key Value	Hourly	Monthly
9000/9930/01	19.3330	0
9000/9930/02	20.2997	0
9000/9930/03	21.3146	0
9000/9930/04	22.3804	0
9000/9930/05	23.4994	0
9000/9930/06	24.6743	0

SNOWREMOVE **SNOW REMOVAL EQUIP OPERATOR**

Index Key Value	Hourly	Monthly
9000/9918/01	17.5119	0
9000/9918/02	18.3875	0
9000/9918/03	19.3069	0
9000/9918/04	20.2722	0
9000/9918/05	21.2858	0
9000/9918/06	22.3500	0

OFFICIAL1 **SPORTS OFFICIAL I**

Index Key Value	Hourly	Monthly
9900/9990/01	26.6003	0
9900/9990/02	27.9283	0
9900/9990/03	29.3267	0
9900/9990/04	30.7876	0
9900/9990/05	32.3266	0

STMAINTWKR **STREET MAINTENANCE WORKER-SEAS**

Index Key Value	Hourly	Monthly
9000/9996/01	13.6381	0
9000/9996/02	14.3199	0
9000/9996/03	15.0359	0
9000/9996/04	15.7877	0
9000/9996/05	16.5771	0
9000/9996/06	17.4059	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

Bargaining Unit 9900

9012 **ADMINISTRATIVE ASST TEMP**

Index Key Value	Hourly	Monthly
9900/9002/01	22.9611	0
9900/9002/02	24.1109	0
9900/9002/03	25.3113	0
9900/9002/04	26.5794	0
9900/9002/05	27.9067	0

9923ADMCLK **ADMINISTRATIVE CLERK**

Index Key Value	Hourly	Monthly
9900/9923/01	17.7703	0
9900/9923/02	18.6558	0
9900/9923/03	19.5851	0
9900/9923/04	20.5670	0
9900/9923/05	21.6085	0

9983 **ADMINISTRATIVE CLERK II**

Index Key Value	Hourly	Monthly
9900/9983/01	17.9834	0
9900/9983/02	18.8838	0
9900/9983/03	19.8324	0
9900/9983/04	20.8212	0
9900/9983/05	21.8626	0

9939 **BACKGROUND INVESTIGATOR TEM PT**

Index Key Value	Hourly	Monthly
9900/9944/01	38.9187	0

9970 **CODE COMPLIANCE AUDITOR**

Index Key Value	Hourly	Monthly
9900/9830/01	18.7446	0
9900/9830/02	19.6846	0
9900/9830/03	20.6660	0
9900/9830/04	21.7028	0
9900/9830/05	22.7879	0
9900/9830/06	23.9272	0

6561 **CODE ENFORCEMENT OFFICER**

Index Key Value	Hourly	Monthly
9900/9861/01	14.5284	0
9900/9861/02	15.2523	0
9900/9861/03	16.0121	0
9900/9861/04	16.8148	0
9900/9861/05	17.6663	0
9900/9861/06	18.5496	0

9946 **COMMUNITY OUTREACH ASST. LBP**

Index Key Value	Hourly	Monthly
9900/9946/01	17.5170	0

9900/9946/02	18.3962	0
9900/9946/03	19.3169	0
9900/9946/04	20.2790	0
9900/9946/05	21.2950	0
9900/9946/06	22.3597	0

9907 DEPUTY CITY ATTORNEY I TEMP

Index Key Value	Hourly	Monthly
9900/9939/01	38.5490	0
9900/9939/02	40.4765	0
9900/9939/03	42.4999	0
9900/9939/04	44.6249	0
9900/9939/05	46.8560	0
9900/9939/06	49.1998	0

9904 DEPUTY CITY ATTORNEY II TEMP

Index Key Value	Hourly	Monthly
9900/9954/01	45.6215	0
9900/9954/02	47.9033	0
9900/9954/03	50.2953	0
9900/9954/04	52.8081	0
9900/9954/05	55.4514	0
9900/9954/06	58.2239	0

9520 DEVELOPMENT SRVS TECH TEMP

Index Key Value	Hourly	Monthly
9900/9520/01	23.7352	0
9900/9520/02	24.9260	0
9900/9520/03	26.1710	0
9900/9520/04	27.4808	0
9900/9520/05	28.8469	0
9900/9520/06	30.2890	0

9920DISPTR DISPATCHER TRAINEE

Index Key Value	Hourly	Monthly
9000/9920/01	15.5119	0

ENVPRGANA ENVIRONMENTAL PROGRAM ANALYST

Index Key Value	Hourly	Monthly
9900/9965/01	35.4359	0
9900/9965/02	37.2128	0
9900/9965/03	39.0852	0
9900/9965/04	41.0230	0
9900/9965/05	43.0733	0
9900/9965/06	45.2346	0

9452 FIRE SAFETY INSPECTOR I - TEMP

Index Key Value	Hourly	Monthly
9900/9452/01	25.6706	0
9900/9452/02	26.9541	0
9900/9452/03	28.3021	0

	9900/9452/04	29.7168	0
	9900/9452/05	31.2028	0

9949 FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
9900/9949/01	16.5900	0

9890 INFO SYSTEM TECH TEMP

Index Key Value	Hourly	Monthly
9900/9990/01	26.6003	0
9900/9990/02	27.9283	0
9900/9990/03	29.3267	0
9900/9990/04	30.7876	0
9900/9990/05	32.3266	0

9943 INTERIM CITY MANAGER - TEMP

Index Key Value	Hourly	Monthly
9900/9981/01	103.8500	0

9947 INTERIM FIRE BATTALION CHIEF

Index Key Value	Hourly	Monthly
9900/9947/01	34.9637	0
9900/9947/02	36.7120	0
9900/9947/03	38.5475	0
9900/9947/04	40.4749	0
9900/9947/05	42.4987	0
9900/9947/06	44.1986	0

9942 INTERIM FIRE CHIEF TEMP

Index Key Value	Hourly	Monthly
9900/9942/01	67.5134	0
9900/9942/02	70.8890	0
9900/9942/03	74.4335	0
9900/9942/04	78.1552	0
9900/9942/05	82.0629	0

INTERN INTERN

Index Key Value	Hourly	Monthly
9900/9943/01	12.0000	0
9900/9943/02	13.5000	0
9900/9943/03	16.5000	0

9972 LAW CLERK

Index Key Value	Hourly	Monthly
9900/9974/01	25.0000	0

9910 LBP PROGRAM COORDINATOR

Index Key Value	Hourly	Monthly
9900/9910/01	27.0261	0
9900/9910/02	28.3796	0
9900/9910/03	29.8001	0
9900/9910/04	31.2875	0

9900/9910/05	32.8493	0
9900/9910/06	34.4917	0

9973 LEGAL SECRETARY/PARALEGAL-TEMP

Index Key Value	Hourly	Monthly
9900/9890/01	20.6453	0
9900/9890/02	21.6821	0
9900/9890/03	22.7603	0
9900/9890/04	23.9007	0
9900/9890/05	25.0965	0
9900/9890/06	26.3513	0

9190 MAINTENANCE TECH I - TEMPORARY

Index Key Value	Hourly	Monthly
9900/9190/01	17.7003	0
9900/9190/02	18.1472	0
9900/9190/03	18.6059	0
9900/9190/04	19.0763	0
9900/9190/05	19.5585	0

9191 MAINTENANCE TECH II -TEMPORARY

Index Key Value	Hourly	Monthly
9900/9191/01	20.0525	0
9900/9191/02	20.5582	0
9900/9191/03	21.0639	0
9900/9191/04	21.5932	0
9900/9191/05	22.2518	0

9192 MAINTENANCE TECH III - TEMP

Index Key Value	Hourly	Monthly
9900/9192/01	23.2397	0
9900/9192/02	24.3923	0
9900/9192/03	25.6154	0
9900/9192/04	26.8974	0
9900/9192/05	28.1703	0

9193 MAINTENANCE TECH IV - TEMP

Index Key Value	Hourly	Monthly
9900/9193/01	25.6154	0
9900/9193/02	26.8974	0
9900/9193/03	28.2381	0
9900/9193/04	29.6495	0
9900/9193/05	31.1313	0

9194 MAINTENANCE TECH V - TEMP

Index Key Value	Hourly	Monthly
9900/9194/01	28.2381	0
9900/9194/02	29.6495	0
9900/9194/03	31.1313	0
9900/9194/04	32.6838	0
9900/9194/05	34.3186	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

9945 **MANAGEMENT ANALYST**

Index Key Value	Hourly	Monthly
9900/9945/01	25.9866	0
9900/9945/02	27.2881	0
9900/9945/03	28.6539	0
9900/9945/04	30.0841	0
9900/9945/05	31.5858	0
9900/9945/06	33.1650	0

6560 **PARKING ENFORCEMENT OFFCR**

Index Key Value	Hourly	Monthly
9900/9860/01	14.5284	0
9900/9860/02	15.2523	0
9900/9860/03	16.0121	0
9900/9860/04	16.8148	0
9900/9860/05	17.6663	0
9900/9860/06	18.5496	0

9944 **PERMIT TECHNICIAN**

Index Key Value	Hourly	Monthly
9900/9844/01	18.5569	0
9900/9844/02	19.4804	0
9900/9844/03	20.4591	0
9900/9844/04	21.4773	0
9900/9844/05	22.5460	0
9900/9844/06	23.6733	0

9017 **PUBLIC INFO OFFICER TEMP**

Index Key Value	Hourly	Monthly
9900/9917/01	27.0260	0

997SDISPTM **PUBLIC SAFETY DISPATCHER/TEMP**

Index Key Value	Hourly	Monthly
9900/9975/01	16.9549	0

997SPSDISP **PUBLIC SAFETY DISPATCHER/TEMP**

Index Key Value	Hourly	Monthly
9900/9975/01	16.9549	0

9967 **REC COORD TEMP**

Index Key Value	Hourly	Monthly
9900/9967/01	18.7895	0

9934 **RESERVE ANNUITANT PERSABLE**

Index Key Value	Hourly	Monthly
9900/9956/01	44.2022	0

9931 **RESERVE OFFICER #1**

Index Key Value	Hourly	Monthly
9900/9931/01	40.0863	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

9933 **RESERVE OFFICER #2**

Index Key Value	Hourly	Monthly
9900/9933/01	32.5482	0

9925 **RESERVE OFFICER ANNUITANT**

Index Key Value	Hourly	Monthly
9900/9925/01	44.2022	0

9330 **REVENUE CLERK TEMP**

Index Key Value	Hourly	Monthly
9900/9330/01	12.0000	0
9900/9330/02	12.6000	0
9900/9330/03	13.2300	0
9900/9330/04	13.8915	0
9900/9330/05	14.5860	0

9940RMCTMP **RISK MANAGEMENT COORDNT TEMP**

Index Key Value	Hourly	Monthly
9000/9940/01	17.0654	0
9000/9940/02	17.9203	0
9000/9940/03	18.8147	0
9000/9940/04	19.7551	0
9000/9940/05	20.7430	0
9000/9940/06	21.7806	0

9997 **SENIOR ACCTG TECHNICIAN (TEMP)**

Index Key Value	Hourly	Monthly
9900/9997/01	20.6319	0
9900/9997/02	21.6579	0
9900/9997/03	22.7431	0
9900/9997/04	23.8798	0

9978BLDGIN **SR BUILDING INSPECTOR**

Index Key Value	Hourly	Monthly
9900/9978/01	26.6022	0
9900/9978/02	27.9334	0
9900/9978/03	29.3316	0
9900/9978/04	30.7967	0
9900/9978/05	32.3399	0
9900/9978/06	33.9559	0

9732 **SR HOUSING&REDEVELPMENT ASST**

Index Key Value	Hourly	Monthly
9900/9417/01	21.6821	0
9900/9417/02	22.7672	0
9900/9417/03	23.9076	0
9900/9417/04	25.0965	0
9900/9417/05	26.3544	0
9900/9417/06	27.6745	0

City of South Lake Tahoe
Salary Table By Bargaining Unit

9010 **STREET SUPERINTENDENT TEMP**

Index Key Value	Hourly	Monthly
9900/9001/01	37.5000	0

City of South Lake Tahoe Salary Schedule
Adoption Date: 12/03/2019
Readoption Date: 03/26/2024

-City Council
- Salary Schedule effective date: 01/23/2018
- Revision Date: 01/27/2018
- Salary Increase Approved on: 01/23/2018

-City Treasurer
- Salary Schedule effective date: 01/23/2018
- Revision Date: 01/27/2018
- Salary Increase Approved on: 01/23/2018

-City Manager
- Salary Schedule effective date: 11/17/2018 to 05/01/2020
- Revision Date: 11/30/2018
- Salary Increase Approved on: 11/17/2018

-City Attorney
- Salary Schedule effective date: pay period containing 11/05/2019
- Revision Date: 11/14/2019
- Salary Increase Approved on: 11/05/2019

-Unrepresented Employees Group including City Clerk
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 07/16/2019

-Police Officers' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 04/16/2019

-Police Supervisors' Committee
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Police Employees' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 07/16/2019

-Firefighters' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Local 39 Administrative and Confidential
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Local 39 General & Public Works
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 06/04/2019

-Seasonal and Part Time Temporary Positions
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/07/2020
- Salary Increase Approved on: 12/03/2019

2020 Salary Table By Bargaining Unit

Bargaining Unit			
10	CITY CLERK		
	Index Key Value	Hourly	Monthly
	1100/1138/01	43.8645	7,602
	1100/1138/02	46.0528	7,981
	1100/1138/03	48.3596	8,382
	1100/1138/04	50.7756	8,800
	1100/1138/05	53.3195	9,241
20	CITY COUNCIL		
	Index Key Value	Hourly	Monthly
	1100/0020/01	0.0000	1,042
30	CITY TREASURER		
	Index Key Value	Hourly	Monthly
	1100/0030/01	0.0000	1,042
Bargaining Unit	1200		
1200	CITY ATTORNEY		
	Index Key Value	Hourly	Monthly
	1200/1256/01	83.0769	14,400
1280	CITY MANAGER	0.0000	0
	Index Key Value	Hourly	Monthly
	1200/1258/01	97.1153	16,833
Bargaining Unit	1300		
1620	CHIEF OF POLICE		
	Index Key Value	Hourly	Monthly
	1300/1362/01	59.3339	10,285
	1300/1362/02	62.3006	10,799
	1300/1362/03	65.4156	11,338
	1300/1362/04	68.6865	11,905
	1300/1362/05	72.1208	12,500
1350	DIR OF DEVELOPMENT SERVICES		
	Index Key Value	Hourly	Monthly
	1300/1350/01	67.5729	11,712
	1300/1350/02	70.9520	12,298
	1300/1350/03	74.4996	12,913
	1300/1350/04	78.2247	13,559
	1300/1350/05	82.1358	14,237
1345	DIRECTOR OF ADMIN SERVICES		
	1300/1345/01	72.6410	12,591
	1300/1345/02	76.2729	13,220
	1300/1345/03	80.0867	13,881
	1300/1345/04	84.0910	14,576
	1300/1345/05	88.2955	15,304

2020 Salary Table By Bargaining Unit

2120	DIRECTOR OF PUBLIC WORKS		
	Index Key Value	Hourly	Monthly
	1300/1445/01	67.5733	11,712
	1300/1445/02	70.9520	12,298
	1300/1445/03	74.4996	12,913
	1300/1445/04	78.2247	13,559
	1300/1445/05	82.1358	14,237
1342	FIRE CHIEF		
	Index Key Value	Hourly	Monthly
	1300/1320/01	59.3339	10,285
	1300/1320/02	62.3006	10,799
	1300/1320/03	65.4156	11,338
	1300/1320/04	68.6865	11,905
	1300/1320/05	72.1208	12,500
Bargaining Unit	1301		
1240	ASSISTANT CITY ATTORNEY		
	Index Key Value	Hourly	Monthly
	1301/1240/01	52.6309	9,123
	1301/1240/02	55.2626	9,578
	1301/1240/03	58.0257	10,057
	1301/1240/04	60.9270	10,561
	1301/1240/05	63.9733	11,088
Bargaining Unit	1400		
3427	ACCOUNTANT I		
	Index Key Value	Hourly	Monthly
	1400/1427/01	34.0851	5,908
	1400/1427/02	35.7870	6,203
	1400/1427/03	37.5805	6,514
	1400/1427/04	39.4562	6,838
	1400/1427/05	41.4328	7,181
3430	ACCOUNTANT II		
	Index Key Value	Hourly	Monthly
	1400/3430/01	39.1978	6,794
	1400/3430/02	41.1577	7,134
	1400/3430/03	43.2155	7,490
	1400/3430/04	45.3762	7,865
	1400/3430/05	47.6451	8,258
3300	ASSISTANT CITY CLERK		
	Index Key Value	Hourly	Monthly
	1400/1422/01	29.9013	5,182
	1400/1422/02	31.4000	5,443
	1400/1422/03	32.9713	5,714
	1400/1422/04	34.6154	6,000
	1400/1422/05	36.3501	6,301

2020 Salary Table By Bargaining Unit

2040 ASSISTANT MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
1400/1425/01	32.9158	5,705
1400/1425/02	34.5643	5,990
1400/1425/03	36.2945	6,290
1400/1425/04	38.1060	6,604
1400/1425/05	40.0081	6,934

2060 ASSOCIATE MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
1400/1430/01	36.1956	6,274
1400/1430/02	38.0094	6,588
1400/1430/03	39.9138	6,917
1400/1430/04	41.9078	7,264
1400/1430/05	44.0015	7,626

3310 ASST PUBLIC WORKS DIRECTOR

Index Key Value	Hourly	Monthly
1400/1410/01	52.2253	9,052
1400/1410/02	54.8365	9,505
1400/1410/03	57.5784	9,980
1400/1410/04	60.4572	10,479
1400/1410/05	63.4801	11,002

1180 BUILDING OFFICIAL

Index Key Value	Hourly	Monthly
1400/1439/01	48.2473	8,363
1400/1439/02	50.6549	8,780
1400/1439/03	53.1876	9,219
1400/1439/04	55.8551	9,681
1400/1439/05	58.6479	10,165

1441 CAPITAL IMPROVEMENTS PROJ MGR

Index Key Value	Hourly	Monthly
1400/1449/01	46.0961	7,990
1400/1449/02	48.4008	8,389
1400/1449/03	50.8237	8,809
1400/1449/04	53.3619	9,249
1400/1449/05	56.0301	9,712

2181 ENGINEERING MANAGER

Index Key Value	Hourly	Monthly
1400/1442/01	56.4779	9,789
1400/1442/02	59.3017	10,278
1400/1442/03	62.2669	10,792
1400/1442/04	65.3802	11,332
1400/1442/05	68.6492	11,899

2020 Salary Table By Bargaining Unit

3380 FINANCIAL SERVICES MANAGER

Index Key Value	Hourly	Monthly
1400/1485/01	53.1880	9,219
1400/1485/02	55.8412	9,679
1400/1485/03	58.6374	10,163
1400/1485/04	61.5645	10,671
1400/1485/05	64.6464	11,205

3375 FINANCIAL SERVICES SUPERVISOR

Index Key Value	Hourly	Monthly
1400/3375/01	45.8060	7,939
1400/3375/02	48.0905	8,335
1400/3375/03	50.5013	8,753
1400/3375/04	53.0270	9,191
1400/3375/05	55.6828	9,651

2510 HOUSING MANAGER

Index Key Value	Hourly	Monthly
1400/1431/01	50.3981	8,735
1400/1431/02	52.9186	9,172
1400/1431/03	55.5614	9,631
1400/1431/04	58.3370	10,112
1400/1431/05	61.2573	10,617

1300 INFORMATION SYSTEMS MANAGER

Index Key Value	Hourly	Monthly
1400/1432/01	53.8408	9,332
1400/1432/02	56.5329	9,798
1400/1432/03	59.3595	10,289
1400/1432/04	62.3275	10,803
1400/1432/05	65.4438	11,343

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	39.8672	6,910
1400/1429/02	41.8534	7,254
1400/1429/03	43.9517	7,618
1400/1429/04	46.1518	7,999
1400/1429/05	48.4538	8,399

3681 OFFICE MANAGER

Index Key Value	Hourly	Monthly
1400/1418/01	38.0042	6,587
1400/1418/02	39.9080	6,916
1400/1418/03	41.9064	7,264
1400/1418/04	43.9992	7,626
1400/1418/05	46.1987	8,007

2020 Salary Table By Bargaining Unit

3400	OPERATIONS MANAGER		
	Index Key Value	Hourly	Monthly
	1400/1437/01	46.0500	7,981
	1400/1437/02	48.3544	8,381
	1400/1437/03	50.7707	8,799
	1400/1437/04	53.3087	9,240
	1400/1437/05	55.9739	9,702
1455	PLANNING MANAGER		
	Index Key Value	Hourly	Monthly
	1400/1455/01	50.3981	8,735
	1400/1455/02	52.9186	9,172
	1400/1455/03	55.5613	9,631
	1400/1455/04	58.3370	10,112
	1400/1455/05	61.2573	10,617
3370	PRINCIPAL ACCOUNTANT		
	Index Key Value	Hourly	Monthly
	1400/1480/01	40.9022	7,089
	1400/1480/02	42.9445	7,443
	1400/1480/03	45.0967	7,817
	1400/1480/04	47.3476	8,206
	1400/1480/05	49.7193	8,618
3350	RECREATION MANAGER		
	Index Key Value	Hourly	Monthly
	1400/1461/01	40.4986	7,019
	1400/1461/02	42.5236	7,371
	1400/1461/03	44.6498	7,738
	1400/1461/04	46.8822	8,126
	1400/1461/05	49.2264	8,533
Bargaining Unit	1401		
1431	AIRPORT MANAGER		
	Index Key Value	Hourly	Monthly
	1401/1493/01	52.2251	9,052
	1401/1493/02	54.8312	9,504
	1401/1493/03	57.5728	9,979
	1401/1493/04	60.4602	10,479
	1401/1493/05	63.4832	11,003
1450	ASSISTANT TO THE CITY MANAGER		
	Index Key Value	Hourly	Monthly
	1401/1450/01	52.6309	9,122
	1401/1450/02	55.2626	9,578
	1401/1450/03	58.0257	10,057
	1401/1450/04	60.9270	10,561
	1401/1450/05	63.9733	11,088

2020 Salary Table By Bargaining Unit

1435 COMMUNICATIONS MANAGER

Index Key Value	Hourly	Monthly
1401/1451/01	35.3320	6,123
1401/1451/02	37.0986	6,430
1401/1451/03	38.9536	6,752
1401/1451/04	40.9012	7,089
1401/1451/05	42.9463	7,444

1475 DEPUTY DEVELOPMENT SRV DIR

Index Key Value	Hourly	Monthly
1401/1475/01	53.5453	9,280
1401/1475/02	56.2226	9,745
1401/1475/03	59.0337	10,232
1401/1475/04	61.9860	10,744
1401/1475/05	65.0854	11,281

3750 H.R.ANALYST

Index Key Value	Hourly	Monthly
1401/1423/01	37.2674	6,459
1401/1423/02	39.1349	6,783
1401/1423/03	41.0957	7,122
1401/1423/04	43.1488	7,479
1401/1423/05	45.3044	7,853

1091 HUMAN RESOURCE MANAGER

Index Key Value	Hourly	Monthly
1401/1435/01	51.9020	8,996
1401/1435/02	54.4912	9,445
1401/1435/03	57.2198	9,918
1401/1435/04	60.0762	10,412
1401/1435/05	63.0836	10,934

3330 MANAGEMENT ANALYST-CM

Index Key Value	Hourly	Monthly
1401/1472/01	35.3206	6,121
1401/1472/02	37.0905	6,428
1401/1472/03	38.9485	6,751
1401/1472/04	40.8947	7,087
1401/1472/05	42.9377	7,442

3751 PRINCIPAL H.R. ANALYST

Index Key Value	Hourly	Monthly
1401/1482/01	46.7117	8,096
1401/1482/02	49.0421	8,501
1401/1482/03	51.4977	8,926
1401/1482/04	54.0685	9,371
1401/1482/05	56.7751	9,841

2020 Salary Table By Bargaining Unit

2050	RECREATION SUPERINTENDENT		
	Index Key Value	Hourly	Monthly
	1401/1452/01	46.6903	8,093
	1401/1452/02	49.0292	8,498
	1401/1452/03	51.4773	8,922
	1401/1452/04	54.0568	9,369
	1401/1452/05	56.7563	9,838
Bargaining Unit	1500		
1560	HR SPECIALIST		
	Index Key Value	Hourly	Monthly
	1500/1560/01	29.9013	5,182
	1500/1560/02	31.4000	5,443
	1500/1560/03	32.9713	5,714
	1500/1560/04	34.6154	6,000
	1500/1560/05	36.3502	6,301
1505	HUMAN RESOURCES CLERK		
	Index Key Value	Hourly	Monthly
	1500/1510/01	17.8663	3,096
	1500/1510/02	18.7566	3,251
	1500/1510/03	19.6909	3,412
	1500/1510/04	20.6781	3,583
	1500/1510/05	21.7253	3,766
1545	PAYROLL COORDINATOR		
	Index Key Value	Hourly	Monthly
	1500/1545/01	27.6223	4,787
	1500/1545/02	28.9959	5,025
	1500/1545/03	30.4488	5,278
	1500/1545/04	31.9707	5,541
	1500/1545/05	33.5717	5,818
Bargaining Unit	1501		
6680	PARALEGAL		
	Index Key Value	Hourly	Monthly
	1501/6680/01	27.4016	4,749
	1501/6680/02	28.7717	4,986
	1501/6680/03	30.2101	5,235
	1501/6680/04	31.7202	5,498
	1501/6680/05	33.3065	5,772
Bargaining Unit	1900		
2595	POLICE LIEUTENANT		
	Index Key Value	Hourly	Monthly
	1900/1941/01	53.5394	9,279
	1900/1941/02	56.2165	9,744
	1900/1941/03	59.0293	10,231
	1900/1941/04	61.9782	10,743
	1900/1941/05	65.0839	11,281

2020 Salary Table By Bargaining Unit

Bargaining Unit	3100		
2105	AIRPORT MAINTENANCE SUPERVISOR		
	Index Key Value	Hourly	Monthly
	3100/1426/01	33.8915	5,874
	3100/1426/02	35.5862	6,168
	3100/1426/03	37.3655	6,477
	3100/1426/04	39.2338	6,800
	3100/1426/05	41.1956	7,140
3122	CUSTODIAN (PKS & REC)		
	Index Key Value	Hourly	Monthly
	3100/3122/01	19.6009	3,397
	3100/3122/02	20.5762	3,566
	3100/3122/03	21.6124	3,746
	3100/3122/04	22.6921	3,933
	3100/3122/05	23.8241	4,129
7202	EQUIPMENT MECHANIC I		
	Index Key Value	Hourly	Monthly
	3100/3119/01	28.6421	4,965
	3100/3119/02	30.0749	5,213
	3100/3119/03	31.5774	5,473
	3100/3119/04	33.1616	5,747
	3100/3119/05	34.8155	6,034
7201	EQUIPMENT MECHANIC II		
	Index Key Value	Hourly	Monthly
	3100/3121/01	31.5909	5,475
	3100/3121/02	33.1680	5,748
	3100/3121/03	34.8269	6,036
	3100/3121/04	36.5677	6,338
	3100/3121/05	38.3920	6,654
7203	EQUIPMENT MECHANIC III		
	Index Key Value	Hourly	Monthly
	3100/3126/01	34.8389	6,038
	3100/3126/02	36.5861	6,341
	3100/3126/03	38.4148	6,658
	3100/3126/04	40.3250	6,990
	3100/3126/05	42.3517	7,341
6301	FLEET CONTROL SPECIALIST		
	Index Key Value	Hourly	Monthly
	3100/3117/01	29.3596	5,088
	3100/3117/02	30.8295	5,344
	3100/3117/03	32.3696	5,610
	3100/3117/04	33.9896	5,891
	3100/3117/05	35.6796	6,184

2020 Salary Table By Bargaining Unit

7401 FLEET SUPERVISOR

Index Key Value	Hourly	Monthly
3100/3123/01	36.4867	6,324
3100/3123/02	38.3084	6,639
3100/3123/03	40.2265	6,972
3100/3123/04	42.2303	7,319
3100/3123/05	44.3413	7,685

3190 MAINTENANCE TECH I

Index Key Value	Hourly	Monthly
3100/3190/01	18.2313	3,160
3100/3190/02	18.6916	3,239
3100/3190/03	19.1641	3,322
3100/3190/04	19.6486	3,405
3100/3190/05	20.1453	3,492

3191 MAINTENANCE TECH II

Index Key Value	Hourly	Monthly
3100/3191/01	20.6541	3,579
3100/3191/02	21.1749	3,670
3100/3191/03	21.6958	3,761
3100/3191/04	22.2410	3,854
3100/3191/05	22.9194	3,972

3192 MAINTENANCE TECH III

Index Key Value	Hourly	Monthly
3100/3192/01	23.9369	4,149
3100/3192/02	25.1241	4,355
3100/3192/03	26.3839	4,573
3100/3192/04	27.7043	4,802
3100/3192/05	29.0154	5,028

3193 MAINTENANCE TECH IV

Index Key Value	Hourly	Monthly
3100/3193/01	26.3839	4,573
3100/3193/02	27.7043	4,802
3100/3193/03	29.0852	5,041
3100/3193/04	30.5390	5,293
3100/3193/05	32.0652	5,558

3195 MAINTENANCE TECH LEAD

Index Key Value	Hourly	Monthly
3100/3195/01	32.0652	5,558
3100/3195/02	33.6643	5,835
3100/3195/03	35.3482	6,126
3100/3195/04	37.1168	6,433
3100/3195/05	38.9702	6,755

2020 Salary Table By Bargaining Unit

3914	MAINTENANCE TECH V		
	Index Key Value	Hourly	Monthly
	3100/3194/01	29.0852	5,041
	3100/3194/02	30.5390	5,293
	3100/3194/03	32.0652	5,558
	3100/3194/04	33.6643	5,835
	3100/3194/05	35.3482	6,126
7780	STREET SUPERVISOR		
	Index Key Value	Hourly	Monthly
	3100/1426/01	33.8915	5,874
	3100/1426/02	35.5862	6,168
	3100/1426/03	37.3655	6,477
	3100/1426/04	39.2338	6,800
	3100/1426/05	41.1956	7,140
Bargaining Unit	3400		
3103	ACCOUNTING TECHNICIAN I		
	Index Key Value	Hourly	Monthly
	3400/3411/01	19.9137	3,452
	3400/3411/02	20.9094	3,624
	3400/3411/03	21.9549	3,805
	3400/3411/04	23.0526	3,995
	3400/3411/05	24.2052	4,195
3104	ACCOUNTING TECHNICIAN II		
	Index Key Value	Hourly	Monthly
	3400/3415/01	25.4453	4,410
	3400/3415/02	26.7176	4,631
	3400/3415/03	28.0536	4,862
	3400/3415/04	29.4561	5,106
	3400/3415/05	30.9289	5,360
3390	ADMINSTRATIVE ASSISTANT I		
	Index Key Value	Hourly	Monthly
	3400/1490/01	23.6499	4,098
	3400/1490/02	24.8342	4,304
	3400/1490/03	26.0706	4,519
	3400/1490/04	27.3768	4,745
	3400/1490/05	28.7439	4,982
6381	ADMINISTRATIVE ASSISTANT II		
	Index Key Value	Hourly	Monthly
	3400/3414/01	26.0098	4,508
	3400/3414/02	27.3159	4,734
	3400/3414/03	28.6743	4,970
	3400/3414/04	30.1110	5,219
	3400/3414/05	31.6175	5,480

2020 Salary Table By Bargaining Unit

6500 ADMINISTRATIVE CLERK I

Index Key Value	Hourly	Monthly
3400/3402/01	18.3034	3,172
3400/3402/02	19.2155	3,330
3400/3402/03	20.1727	3,496
3400/3402/04	21.1840	3,671
3400/3402/05	22.2568	3,857

6200 ADMINISTRATIVE CLERK II

Index Key Value	Hourly	Monthly
3400/3406/01	20.1413	3,491
3400/3406/02	21.1497	3,666
3400/3406/03	22.2122	3,849
3400/3406/04	23.3196	4,042
3400/3406/05	24.4859	4,244

3140 ASSISTANT PLANNER

Index Key Value	Hourly	Monthly
3400/3440/01	35.4395	6,142
3400/3440/02	37.2169	6,451
3400/3440/03	39.0734	6,772
3400/3440/04	41.0285	7,111
3400/3440/05	43.0942	7,470

2190 ASSOCIATE CIVIL ENGINEER

Index Key Value	Hourly	Monthly
3400/3435/01	49.1112	8,512
3400/3435/02	51.5667	8,937
3400/3435/03	54.1442	9,384
3400/3435/04	56.8523	9,854
3400/3435/05	59.6910	10,346

2200 ASSOCIATE PLANNER

Index Key Value	Hourly	Monthly
3400/3429/01	39.0016	6,760
3400/3429/02	40.9521	7,098
3400/3429/03	42.9984	7,452
3400/3429/04	45.1562	7,827
3400/3429/05	47.4045	8,216

3179 BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3421/01	30.4792	5,283
3400/3421/02	32.0027	5,547
3400/3421/03	33.6015	5,824
3400/3421/04	35.2754	6,114
3400/3421/05	37.0434	6,420

2020 Salary Table By Bargaining Unit

3720 CODE COMPLIANCE INVESTIGATOR

Index Key Value	Hourly	Monthly
3400/3620/01	23.6151	4,093
3400/3620/02	24.7994	4,298
3400/3620/03	26.0359	4,512
3400/3620/04	27.3420	4,739
3400/3620/05	28.7091	4,976

3440 DEPUTY BUILDING OFFICIAL

Index Key Value	Hourly	Monthly
3400/3443/01	40.7677	7,066
3400/3443/02	42.8061	7,419
3400/3443/03	44.9469	7,790
3400/3443/04	47.1938	8,180
3400/3443/05	49.5537	8,589

3785 DEVELOPMENT SERVICES TECH

Index Key Value	Hourly	Monthly
3400/3785/01	27.6465	4,792
3400/3785/02	29.0335	5,032
3400/3785/03	30.4838	5,283
3400/3785/04	32.0094	5,548
3400/3785/05	33.6007	5,824

3201 ENGINEERING TECHNICIAN

Index Key Value	Hourly	Monthly
3400/3423/01	29.5432	5,120
3400/3423/02	31.0203	5,377
3400/3423/03	32.5714	5,645
3400/3423/04	34.2000	5,928
3400/3423/05	35.9099	6,224

3452 FIRE SAFTY INSPECTOR I

Index Key Value	Hourly	Monthly
3400/3452/01	26.4407	4,582
3400/3452/02	27.7627	4,812
3400/3452/03	29.1512	5,052
3400/3452/04	30.6083	5,305
3400/3452/05	32.1389	5,570

3450 FIRE SAFTY INSPECTOR II

Index Key Value	Hourly	Monthly
3400/3450/01	30.4792	5,283
3400/3450/02	32.0027	5,547
3400/3450/03	33.6015	5,824
3400/3450/04	35.2754	6,114
3400/3450/05	37.0434	6,420

2020 Salary Table By Bargaining Unit

3220	GIS ANALYST		
	Index Key Value	Hourly	Monthly
	3400/3220/01	44.6435	7,737
	3400/3220/02	46.8821	8,126
	3400/3220/03	49.2284	8,533
	3400/3220/04	51.6823	8,958
	3400/3220/05	54.2653	9,406
2350	HOUSING INSPECTOR		
	Index Key Value	Hourly	Monthly
	3400/3495/01	29.0278	5,031
	3400/3495/02	30.4791	5,283
	3400/3495/03	32.0026	5,547
	3400/3495/04	33.6014	5,824
	3400/3495/05	35.2754	6,114
3280	INFORMATION SYSTEM TECHNICIAN		
	Index Key Value	Hourly	Monthly
	3400/3422/01	30.9838	5,370
	3400/3422/02	32.5307	5,638
	3400/3422/03	34.1595	5,920
	3400/3422/04	35.8611	6,215
	3400/3422/05	37.6537	6,526
3241	NETWORK SYSTEM ADMINISTRATOR		
	Index Key Value	Hourly	Monthly
	3400/3428/01	40.1423	6,958
	3400/3428/02	42.1450	7,305
	3400/3428/03	44.2523	7,669
	3400/3428/04	46.4640	8,054
	3400/3428/05	48.7890	8,456
3780	PERMIT CENTER TECHNICIAN		
	Index Key Value	Hourly	Monthly
	3400/3780/01	27.6465	4,792
	3400/3780/02	29.0335	5,032
	3400/3780/03	30.4838	5,283
	3400/3780/04	32.0094	5,548
	3400/3780/05	33.6007	5,824
3740	PLANNING TECHNICIAN		
	Index Key Value	Hourly	Monthly
	3400/3436/01	26.3327	4,564
	3400/3436/02	27.6511	4,793
	3400/3436/03	29.0207	5,029
	3400/3436/04	30.4852	5,284
	3400/3436/05	32.0007	5,547

2020 Salary Table By Bargaining Unit

6600 POLICE RECORDS TECHNICIAN

Index Key Value	Hourly	Monthly
3400/4104/01	22.0687	3,824
3400/4104/02	23.1762	4,017
3400/4104/03	24.3361	4,218
3400/4104/04	25.5482	4,428
3400/4104/05	26.8283	4,649

3880 PRINCIPAL BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3427/01	36.8682	6,390
3400/3427/02	38.7142	6,710
3400/3427/03	40.6473	7,045
3400/3427/04	42.6850	7,398
3400/3427/05	44.8183	7,768

3491 PROGRAM COORDINATOR

Index Key Value	Hourly	Monthly
3400/3491/01	33.0757	5,733
3400/3491/02	34.7321	6,019
3400/3491/03	36.4707	6,321
3400/3491/04	38.2910	6,636
3400/3491/05	40.2023	6,968

5700 RECREATION SUPERVISOR

Index Key Value	Hourly	Monthly
3400/3426/01	32.8800	5,699
3400/3426/02	34.5302	5,984
3400/3426/03	36.2522	6,283
3400/3426/04	38.0640	6,597
3400/3426/05	39.9743	6,929

2170 RESIDENT ENGINEER/RES INSPCTR

Index Key Value	Hourly	Monthly
3400/3470/01	43.8691	7,603
3400/3470/02	46.0626	7,984
3400/3470/03	48.3658	8,383
3400/3470/04	50.7840	8,802
3400/3470/05	53.3233	9,242

3181 SENIOR BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
3400/3425/01	33.5144	5,808
3400/3425/02	35.1916	6,100
3400/3425/03	36.9530	6,405
3400/3425/04	38.7989	6,725
3400/3425/05	40.7431	7,062

2020 Salary Table By Bargaining Unit

2360	SENIOR HOUSING INSPECTOR		
	Index Key Value	Hourly	Monthly
	3400/3496/01	32.0019	5,547
	3400/3496/02	33.5973	5,823
	3400/3496/03	35.2719	6,113
	3400/3496/04	37.0419	6,420
	3400/3496/05	38.8939	6,741
6640	SR POLICE RECORDS TECHNICIAN		
	Index Key Value	Hourly	Monthly
	3400/6640/01	24.2835	4,209
	3400/6640/02	25.4951	4,419
	3400/6640/03	26.7769	4,641
	3400/6640/04	28.1187	4,873
	3400/6640/05	29.5102	5,115
3842	SR. PUBLIC WORKS INSPECTOR		
	Index Key Value	Hourly	Monthly
	3400/3433/01	32.8104	5,687
	3400/3433/02	34.4475	5,970
	3400/3433/03	36.1716	6,270
	3400/3433/04	37.9828	6,583
	3400/3433/05	39.8811	6,912
3475	STORM WATER PROGRAM COORDIN		
	Index Key Value	Hourly	Monthly
	3400/3475/01	44.6435	7,737
	3400/3475/02	46.8822	8,126
	3400/3475/03	49.2284	8,533
	3400/3475/04	51.6823	8,958
	3400/3475/05	54.2653	9,406
3471	SUPERVISING ACCOUNTING TECH		
	Index Key Value	Hourly	Monthly
	3400/3471/01	28.7532	4,983
	3400/3471/02	30.1908	5,232
	3400/3471/03	31.7004	5,494
	3400/3471/04	33.2854	5,769
	3400/3471/05	34.9497	6,057
Bargaining Unit	4100		
5601	COMMUNITY SERVICE OFFICER		
	Index Key Value	Hourly	Monthly
	4100/4108/01	24.2902	4,210
	4100/4108/02	25.5034	4,420
	4100/4108/03	26.7773	4,641
	4100/4108/04	28.1204	4,874
	4100/4108/05	29.5243	5,117

2020 Salary Table By Bargaining Unit

6520 DISPATCHER TRAINEE

Index Key Value	Hourly	Monthly
4100/4100/01	24.2987	4,212
4100/4100/02	25.5121	4,422
4100/4100/03	26.7859	4,642
4100/4100/04	28.1291	4,875
4100/4100/05	29.5331	5,118

3530 ENFORCEMENT OFFICER

Index Key Value	Hourly	Monthly
4100/3530/01	18.2154	3,157
4100/3530/02	19.1230	3,315
4100/3530/03	20.0756	3,479
4100/3530/04	21.0820	3,653
4100/3530/05	22.1496	3,839

5602 LEAD COMMUNITY SRVC OFFICER

Index Key Value	Hourly	Monthly
4100/4109/01	26.7077	4,629
4100/4109/02	28.0524	4,862
4100/4109/03	29.4550	5,105
4100/4109/04	30.9272	5,360
4100/4109/05	32.4689	5,628

4123 POLICE TRAINEE

Index Key Value	Hourly	Monthly
4100/4101/01	33.5246	5,810

3490 PROPERTY/EVIDENCE TECHNICIAN

Index Key Value	Hourly	Monthly
4100/4123/01	28.4844	4,937
4100/4123/02	29.9056	5,183
4100/4123/03	31.4048	5,443
4100/4123/04	32.9733	5,714
4100/4123/05	34.6198	6,000

6540 PUBLIC SAFETY DISPATCHER

Index Key Value	Hourly	Monthly
4100/4113/01	26.7253	4,632
4100/4113/02	28.0685	4,865
4100/4113/03	29.4637	5,107
4100/4113/04	30.9369	5,362
4100/4113/05	32.4881	5,631

3500 SENIOR PROPERTY/EVIDENCE TECH

Index Key Value	Hourly	Monthly
4100/4122/01	31.3355	5,431
4100/4122/02	32.8953	5,701
4100/4122/03	34.5419	5,986
4100/4122/04	36.2663	6,286
4100/4122/05	38.0861	6,601

2020 Salary Table By Bargaining Unit

Bargaining Unit	4101		
4700	POLICE OFFICER		
	Index Key Value	Hourly	Monthly
	4101/4124/01	37.4492	6,491
	4101/4124/02	39.3270	6,817
	4101/4124/03	41.2889	7,156
	4101/4124/04	43.3621	7,516
	4101/4124/05	45.5283	7,891
Bargaining Unit	4200		
6660	POLICE RECORDS SUPERVISOR		
	Index Key Value	Hourly	Monthly
	4200/4216/01	29.1524	5,052
	4200/4216/02	30.6052	5,305
	4200/4216/03	32.1365	5,570
	4200/4216/04	33.7462	5,848
	4200/4216/05	35.4346	6,142
3800	POLICE SERGEANT		
	Index Key Value	Hourly	Monthly
	4200/4232/01	43.6537	7,566
	4200/4232/02	45.8375	7,944
	4200/4232/03	48.1246	8,341
	4200/4232/04	50.5297	8,758
	4200/4232/05	53.0528	9,195
3902	PUBLIC SFTY DISPATCH SUPERVSR		
	Index Key Value	Hourly	Monthly
	4200/4222/01	30.8385	5,345
	4200/4222/02	32.3800	5,612
	4200/4222/03	34.0048	5,894
	4200/4222/04	35.7046	6,188
	4200/4222/05	37.4878	6,497
Bargaining Unit	4201		
4410	FIRE BATTALION CHIEF		
	Index Key Value	Hourly	Monthly
	4201/4410/01	37.0930	9,001
	4201/4410/02	38.9477	9,451
	4201/4410/03	40.8950	9,923
	4201/4410/04	42.9399	10,419
	4201/4410/05	45.0868	10,941
	4201/4410/06	46.8903	11,378
Bargaining Unit	4400		
2380	CAPTAIN/PARAMEDIC		
	Index Key Value	Hourly	Monthly
	4400/4415/01	28.3718	6,885
	4400/4415/02	29.7955	7,230
	4400/4415/03	31.2812	7,590
	4400/4415/04	32.8494	7,971
	4400/4415/05	34.4864	8,368

4400/4415/06	36.2101	8,787

2020 Salary Table By Bargaining Unit

2300 FIRE CAPTAIN

Index Key Value	Hourly	Monthly
4400/4432/01	27.0208	6,557
4400/4432/02	28.3768	6,886
4400/4432/03	29.7916	7,229
4400/4432/04	31.2852	7,591
4400/4432/05	32.8441	7,970
4400/4432/06	34.1609	8,289

3480 FIRE ENGINEER

Index Key Value	Hourly	Monthly
4400/4426/01	23.4965	5,701
4400/4426/02	24.6756	5,987
4400/4426/03	25.9072	6,286
4400/4426/04	27.2043	6,601
4400/4426/05	28.5667	6,932
4400/4426/06	29.7065	7,208

3481 FIRE ENGINEER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4430/01	24.6714	5,986
4400/4430/02	25.9093	6,287
4400/4430/03	27.2026	6,600
4400/4430/04	28.5645	6,931
4400/4430/05	29.9950	7,278
4400/4430/06	31.1918	7,568

4435 FIRE SHIFT COMMANDER

Index Key Value	Hourly	Monthly
4400/4435/01	29.7229	7,212
4400/4435/02	31.2146	7,575
4400/4435/03	32.7708	7,952
4400/4435/04	34.4138	8,350
4400/4435/05	36.1285	8,766
4400/4435/06	37.5769	9,119

4100 FIREFIGHTER

Index Key Value	Hourly	Monthly
4400/4422/01	21.3678	5,185
4400/4422/02	22.4355	5,444
4400/4422/03	23.5555	5,715
4400/4422/04	24.7347	6,002
4400/4422/05	25.9661	6,301
4400/4422/06	27.0076	6,553

4900 FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
4400/4421/01	23.5045	5,703
4400/4421/02	24.6791	5,988
4400/4421/03	25.9109	6,287
4400/4421/04	27.2082	6,602
4400/4421/05	28.5627	6,931

4400/4421/06	29.7085	7,209

City of South Lake Tahoe

Salary Table for Temporary Seasonal Employees

Bargaining Unit	9000		
BUSDRIVER	BUS DRIVER		
	Index Key Value	Hourly	Monthly
	9000/9916/01	15.8105	0
CASHIER1	CASHIER I		
	Index Key Value	Hourly	Monthly
	9000/9927/01	13.0000	0
	9000/9927/02	13.6500	0
	9000/9927/03	14.3325	0
	9000/9927/04	15.0491	0
	9000/9927/05	15.8016	0
	9000/9927/06	16.5917	0
CASHIER2	CASHIER II		
	Index Key Value	Hourly	Monthly
	9000/9951/01	13.6243	0
	9000/9951/02	14.3055	0
	9000/9951/03	15.0208	0
	9000/9951/04	15.7719	0
	9000/9951/05	16.5605	0
	9000/9951/06	17.3885	0
CASHIER3	CASHIER III		
	Index Key Value	Hourly	Monthly
	9000/9952/01	13.9806	0
	9000/9952/02	14.6796	0
	9000/9952/03	15.4136	0
	9000/9952/04	16.1843	0
	9000/9952/05	16.9935	0
	9000/9952/06	17.8432	0
GOLFINSTR	GOLF INSTRUCTOR		
	Index Key Value	Hourly	Monthly
	9000/9985/01	14.9156	0
	9000/9985/02	15.6614	0
	9000/9985/03	16.4445	0
	9000/9985/04	17.2667	0
	9000/9985/05	18.1300	0
	9000/9985/06	19.0365	0
HEADCASHR	HEAD CASHIER		
	Index Key Value	Hourly	Monthly
	9000/9971/01	15.4782	0
	9000/9971/02	16.2521	0
	9000/9971/03	17.0647	0
	9000/9971/04	17.9180	0
	9000/9971/05	18.8138	0
	9000/9971/06	19.7544	0

City of South Lake Tahoe

Salary Table for Temporary Seasonal Employees

HDLIFEGUAR	HEAD POOL LIFEGUARD		
	Index Key Value	Hourly	Monthly
	9000/9977/01	14.9097	0
	9000/9977/02	15.6551	0
	9000/9977/03	16.4379	0
	9000/9977/04	17.2598	0
	9000/9977/05	18.1228	0
	9000/9977/06	19.0290	0
PARKATTEN1	PARK ATTENDANT I		
	Index Key Value	Hourly	Monthly
	9000/9970/01	15.0000	0
PARKATTEN2	PARK ATTENDANT II		
	Index Key Value	Hourly	Monthly
	9000/9932/01	15.5000	0
	9000/9932/02	16.2750	0
	9000/9932/03	17.0888	0
	9000/9932/04	17.9432	0
	9000/9932/05	18.8403	0
	9000/9932/06	19.7823	0
PARKMAIN	PARK MAINTENANCE		
	Index Key Value	Hourly	Monthly
	9000/9940/01	17.0654	0
	9000/9940/02	17.9203	0
	9000/9940/03	18.8147	0
	9000/9940/04	19.7551	0
	9000/9940/05	20.7430	0
	9000/9940/06	21.7806	0
LIFEGUARD	POOL LIFEGUARD		
	Index Key Value	Hourly	Monthly
	9000/9976/01	13.0000	0
	9000/9976/02	13.6500	0
	9000/9976/03	14.3325	0
	9000/9976/04	15.0491	0
	9000/9976/05	15.8016	0
	9000/9976/06	16.5917	0
RECINSTR	RECREATION INSTRUCTOR		
	Index Key Value	Hourly	Monthly
	9000/9986/01	13.8388	0
	9000/9986/02	14.5307	0
	9000/9986/03	15.2573	0
	9000/9986/04	16.0201	0
	9000/9986/05	16.8211	0
	9000/9986/06	17.6622	0

City of South Lake Tahoe

Salary Table for Temporary Seasonal Employees

RECLEADER1	RECREATION LEADER I		
	Index Key Value	Hourly	Monthly
	9000/9908/01	13.0000	0
	9000/9908/02	13.6500	0
	9000/9908/03	14.3325	0
	9000/9908/04	15.0491	0
	9000/9908/05	15.8016	0
	9000/9908/06	16.5917	0
9984RECLD2	RECREATION LEADER II		
	Index Key Value	Hourly	Monthly
	9000/9984/01	13.6243	0
	9000/9984/02	14.3055	0
	9000/9984/03	15.0208	0
	9000/9984/04	15.7719	0
	9000/9984/05	16.5605	0
	9000/9984/06	17.3885	0
9930	SENIOR SNOW REMOVAL EQUIP OP		
	Index Key Value	Hourly	Monthly
	9000/9930/01	19.3330	0
	9000/9930/02	20.2997	0
	9000/9930/03	21.3146	0
	9000/9930/04	22.3804	0
	9000/9930/05	23.4994	0
	9000/9930/06	24.6743	0
SNOWREMOVE	SNOW REMOVAL EQUIP OPERATOR		
	Index Key Value	Hourly	Monthly
	9000/9918/01	17.5119	0
	9000/9918/02	18.3875	0
	9000/9918/03	19.3069	0
	9000/9918/04	20.2722	0
	9000/9918/05	21.2858	0
	9000/9918/06	22.3500	0
OFFICIAL1	SPORTS OFFICIAL I		
	Index Key Value	Hourly	Monthly
	9900/9990/01	26.6003	0
	9900/9990/02	27.9283	0
	9900/9990/03	29.3267	0
	9900/9990/04	30.7876	0
	9900/9990/05	32.3266	0
STMAINTWKR	STREET MAINTENANCE WORKER-SEAS		
	Index Key Value	Hourly	Monthly
	9000/9996/01	15.4998	0
	9000/9996/02	16.2748	0
	9000/9996/03	17.0885	0
	9000/9996/04	17.9429	0
	9000/9996/05	18.8401	0

City of South Lake Tahoe

Salary Table for Temporary Seasonal Employees

	9000/9996/06	19.7821	0
Bargaining Unit	9900		
9939	BACKGROUND INVESTIGATOR TEM PT		
	Index Key Value	Hourly	Monthly
	9900/9944/01	38.9187	0
9907	DEPUTY CITY ATTORNEY I TEMP		
	Index Key Value	Hourly	Monthly
	9900/9939/01	38.5490	0
	9900/9939/02	40.4765	0
	9900/9939/03	42.4999	0
	9900/9939/04	44.6249	0
	9900/9939/05	46.8560	0
	9900/9939/06	49.1998	0
9904	DEPUTY CITY ATTORNEY II TEMP		
	Index Key Value	Hourly	Monthly
	9900/9954/01	45.6215	0
	9900/9954/02	47.9033	0
	9900/9954/03	50.2953	0
	9900/9954/04	52.8081	0
	9900/9954/05	55.4514	0
	9900/9954/06	58.2239	0
9920DISPTR	DISPATCHER TRAINEE		
	Index Key Value	Hourly	Monthly
	9000/9920/01	15.5119	0
9890	INFO SYSTEM TECH TEMP		
	Index Key Value	Hourly	Monthly
	9900/9990/01	26.6003	0
	9900/9990/02	27.9283	0
	9900/9990/03	29.3267	0
	9900/9990/04	30.7876	0
	9900/9990/05	32.3266	0
9942	INTERIM FIRE CHIEF	Hourly	Monthly
	9900/9942/01	67.5134	0
	9900/9942/02	70.8890	0
	9900/9942/03	74.4335	0
	9900/9942/04	78.1552	0
	9900/9942/05	82.0629	0
INTERN	INTERN		
	Index Key Value	Hourly	Monthly
	9900/9943/01	13.0000	0
	9900/9943/02	14.6205	0
	9900/9943/03	17.8695	0
	9900/9943/04	18.7629	0
	9900/9943/05	19.7011	0
9967	REC COORD TEMP		
	Index Key Value	Hourly	Monthly

City of South Lake Tahoe

Salary Table for Temporary Seasonal Employees

	9900/9967/01	18.7895	0
9934	RESERVE ANNUITANT PERSABLE		
	Index Key Value	Hourly	Monthly
	9900/9956/01	44.2022	0
9931	RESERVE OFFICER #1		
	Index Key Value	Hourly	Monthly
	9900/9931/01	40.0863	0
9933	RESERVE OFFICER #2		
	Index Key Value	Hourly	Monthly
	9900/9933/01	32.5482	0
9925	RESERVE OFFICER ANNUITANT		
	Index Key Value	Hourly	Monthly
	9900/9925/01	44.2022	0
9978BLDGIN	SR BUILDING INSPECTOR		
	Index Key Value	Hourly	Monthly
	9900/9978/01	26.6022	0
	9900/9978/02	27.9334	0
	9900/9978/03	29.3316	0
	9900/9978/04	30.7967	0
	9900/9978/05	32.3399	0
	9900/9978/06	33.9559	0

City of South Lake Tahoe

Salary Table for Temporary Employees

CHIEF OF POLICE

Index Key Value	Hourly	Monthly
01	59.3339	10,285
02	62.3006	10,799
03	65.4156	11,338
04	68.6865	11,905
05	72.1208	12,500

DIR OF DEVELOPMENT SERVICES

Index Key Value	Hourly	Monthly
01	67.5729	11,712
02	70.9520	12,298
03	74.4996	12,913
04	78.2247	13,559
05	82.1358	14,237

DIRECTOR OF ADMIN SERVICES

01	72.6410	12,591
02	76.2729	13,220
03	80.0867	13,881
04	84.0910	14,576
05	88.2955	15,304

DIRECTOR OF PUBLIC WORKS

Index Key Value	Hourly	Monthly
01	67.5733	11,712
02	70.9520	12,298
03	74.4996	12,913
04	78.2247	13,559
05	82.1358	14,237

FIRE CHIEF

Index Key Value	Hourly	Monthly
01	59.3339	10,285
02	62.3006	10,799
03	65.4156	11,338
04	68.6865	11,905
05	72.1208	12,500

ASSISTANT CITY ATTORNEY

Index Key Value	Hourly	Monthly
01	52.6309	9,123
02	55.2626	9,578
03	58.0257	10,057
04	60.9270	10,561
05	63.9733	11,088

City of South Lake Tahoe

Salary Table for Temporary Employees

ACCOUNTANT I

Index Key Value	Hourly	Monthly
01	34.0851	5,908
02	35.7870	6,203
03	37.5805	6,514
04	39.4562	6,838
05	41.4328	7,181

ACCOUNTANT II

Index Key Value	Hourly	Monthly
01	39.1978	6,794
02	41.1577	7,134
03	43.2155	7,490
04	45.3762	7,865
05	47.6451	8,258

ASSISTANT CITY CLERK

Index Key Value	Hourly	Monthly
01	29.9013	5,182
02	31.4000	5,443
03	32.9713	5,714
04	34.6154	6,000
05	36.3501	6,301

ASSISTANT MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
01	32.9158	5,705
02	34.5643	5,990
03	36.2945	6,290
04	38.1060	6,604
05	40.0081	6,934

ASSOCIATE MANAGEMENT ANALYST

Index Key Value	Hourly	Monthly
01	36.1956	6,274
02	38.0094	6,588
03	39.9138	6,917
04	41.9078	7,264
05	44.0015	7,626

ASST PUBLIC WORKS DIRECTOR

Index Key Value	Hourly	Monthly
01	52.2253	9,052
02	54.8365	9,505
03	57.5784	9,980
04	60.4572	10,479
05	63.4801	11,002

City of South Lake Tahoe

Salary Table for Temporary Employees

BUILDING OFFICIAL

Index Key Value	Hourly	Monthly
01	48.2473	8,363
02	50.6549	8,780
03	53.1876	9,219
04	55.8551	9,681
05	58.6479	10,165

CAPITAL IMPROVEMENTS PROJ MGR

Index Key Value	Hourly	Monthly
01	46.0961	7,990
02	48.4008	8,389
03	50.8237	8,809
04	53.3619	9,249
05	56.0301	9,712

ENGINEERING MANAGER

Index Key Value	Hourly	Monthly
01	56.4779	9,789
02	59.3017	10,278
03	62.2669	10,792
04	65.3802	11,332
05	68.6492	11,899

FINANCIAL SERVICES MANAGER

Index Key Value	Hourly	Monthly
01	53.1880	9,219
02	55.8412	9,679
03	58.6374	10,163
04	61.5645	10,671
05	64.6464	11,205

FINANCIAL SERVICES SUPERVISOR

Index Key Value	Hourly	Monthly
01	45.8060	7,939
02	48.0905	8,335
03	50.5013	8,753
04	53.0270	9,191
05	55.6828	9,651

HOUSING MANAGER

Index Key Value	Hourly	Monthly
01	50.3981	8,735
02	52.9186	9,172
03	55.5614	9,631
04	58.3370	10,112
05	61.2573	10,617

City of South Lake Tahoe

Salary Table for Temporary Employees

INFORMATION SYSTEMS MANAGER

Index Key Value	Hourly	Monthly
01	53.8408	9,332
02	56.5329	9,798
03	59.3595	10,289
04	62.3275	10,803
05	65.4438	11,343

MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
01	39.8672	6,910
02	41.8534	7,254
03	43.9517	7,618
04	46.1518	7,999
05	48.4538	8,399

OFFICE MANAGER

Index Key Value	Hourly	Monthly
01	38.0042	6,587
02	39.9080	6,916
03	41.9064	7,264
04	43.9992	7,626
05	46.1987	8,007

OPERATIONS MANAGER

Index Key Value	Hourly	Monthly
01	46.0500	7,981
02	48.3544	8,381
03	50.7707	8,799
04	53.3087	9,240
05	55.9739	9,702

PLANNING MANAGER

Index Key Value	Hourly	Monthly
01	50.3981	8,735
02	52.9186	9,172
03	55.5613	9,631
04	58.3370	10,112
05	61.2573	10,617

PRINCIPAL ACCOUNTANT

Index Key Value	Hourly	Monthly
01	40.9022	7,089
02	42.9445	7,443
03	45.0967	7,817
04	47.3476	8,206
05	49.7193	8,618

City of South Lake Tahoe

Salary Table for Temporary Employees

RECREATION MANAGER

Index Key Value	Hourly	Monthly
01	40.4986	7,019
02	42.5236	7,371
03	44.6498	7,738
04	46.8822	8,126
05	49.2264	8,533

AIRPORT MANAGER

Index Key Value	Hourly	Monthly
01	52.2251	9,052
02	54.8312	9,504
03	57.5728	9,979
04	60.4602	10,479
05	63.4832	11,003

ASSISTANT TO THE CITY MANAGER

Index Key Value	Hourly	Monthly
01	52.6309	9,122
02	55.2626	9,578
03	58.0257	10,057
04	60.9270	10,561
05	63.9733	11,088

COMMUNICATIONS MANAGER

Index Key Value	Hourly	Monthly
01	35.3320	6,123
02	37.0986	6,430
03	38.9536	6,752
04	40.9012	7,089
05	42.9463	7,444

DEPUTY DEVELOPMENT SRV DIR

Index Key Value	Hourly	Monthly
01	53.5453	9,280
02	56.2226	9,745
03	59.0337	10,232
04	61.9860	10,744
05	65.0854	11,281

H.R.ANALYST

Index Key Value	Hourly	Monthly
01	37.2674	6,459
02	39.1349	6,783
03	41.0957	7,122
04	43.1488	7,479
05	45.3044	7,853

City of South Lake Tahoe

Salary Table for Temporary Employees

HUMAN RESOURCE MANAGER

Index Key Value	Hourly	Monthly
01	51.9020	8,996
02	54.4912	9,445
03	57.2198	9,918
04	60.0762	10,412
05	63.0836	10,934

MANAGEMENT ANALYST-CM

Index Key Value	Hourly	Monthly
01	35.3206	6,121
02	37.0905	6,428
03	38.9485	6,751
04	40.8947	7,087
05	42.9377	7,442

PRINCIPAL H.R. ANALYST

Index Key Value	Hourly	Monthly
01	46.7117	8,096
02	49.0421	8,501
03	51.4977	8,926
04	54.0685	9,371
05	56.7751	9,841

RECREATION SUPERINTENDENT

Index Key Value	Hourly	Monthly
01	46.6903	8,093
02	49.0292	8,498
03	51.4773	8,922
04	54.0568	9,369
05	56.7563	9,838

1500

HR SPECIALIST

Index Key Value	Hourly	Monthly
01	29.9013	5,182
02	31.4000	5,443
03	32.9713	5,714
04	34.6154	6,000
05	36.3502	6,301

HUMAN RESOURCES CLERK

Index Key Value	Hourly	Monthly
01	17.8663	3,096
02	18.7566	3,251
03	19.6909	3,412
04	20.6781	3,583
05	21.7253	3,766

City of South Lake Tahoe

Salary Table for Temporary Employees

PAYROLL COORDINATOR

Index Key Value	Hourly	Monthly
01	27.6223	4,787
02	28.9959	5,025
03	30.4488	5,278
04	31.9707	5,541
05	33.5717	5,818

1501

PARALEGAL

Index Key Value	Hourly	Monthly
01	27.4016	4,749
02	28.7717	4,986
03	30.2101	5,235
04	31.7202	5,498
05	33.3065	5,772

POLICE LIEUTENANT

Index Key Value	Hourly	Monthly
01	53.5394	9,279
02	56.2165	9,744
03	59.0293	10,231
04	61.9782	10,743
05	65.0839	11,281

AIRPORT MAINTENANCE SUPERVISOR

Index Key Value	Hourly	Monthly
01	33.8915	5,874
02	35.5862	6,168
03	37.3655	6,477
04	39.2338	6,800
05	41.1956	7,140

CUSTODIAN (PKS & REC)

Index Key Value	Hourly	Monthly
01	19.6009	3,397
02	20.5762	3,566
03	21.6124	3,746
04	22.6921	3,933
05	23.8241	4,129

EQUIPMENT MECHANIC I

Index Key Value	Hourly	Monthly
01	28.6421	4,965
02	30.0749	5,213
03	31.5774	5,473
04	33.1616	5,747
05	34.8155	6,034

City of South Lake Tahoe

Salary Table for Temporary Employees

EQUIPMENT MECHANIC II

Index Key Value	Hourly	Monthly
01	31.5909	5,475
02	33.1680	5,748
03	34.8269	6,036
04	36.5677	6,338
05	38.3920	6,654

EQUIPMENT MECHANIC III

Index Key Value	Hourly	Monthly
01	34.8389	6,038
02	36.5861	6,341
03	38.4148	6,658
04	40.3250	6,990
05	42.3517	7,341

FLEET CONTROL SPECIALIST

Index Key Value	Hourly	Monthly
01	29.3596	5,088
02	30.8295	5,344
03	32.3696	5,610
04	33.9896	5,891
05	35.6796	6,184

FLEET SUPERVISOR

Index Key Value	Hourly	Monthly
01	36.4867	6,324
02	38.3084	6,639
03	40.2265	6,972
04	42.2303	7,319
05	44.3413	7,685

MAINTENANCE TECH I

Index Key Value	Hourly	Monthly
01	18.2313	3,160
02	18.6916	3,239
03	19.1641	3,322
04	19.6486	3,405
05	20.1453	3,492

MAINTENANCE TECH II

Index Key Value	Hourly	Monthly
01	20.6541	3,579
02	21.1749	3,670
03	21.6958	3,761
04	22.2410	3,854
05	22.9194	3,972

City of South Lake Tahoe

Salary Table for Temporary Employees

MAINTENANCE TECH III

Index Key Value	Hourly	Monthly
01	23.9369	4,149
02	25.1241	4,355
03	26.3839	4,573
04	27.7043	4,802
05	29.0154	5,028

MAINTENANCE TECH IV

Index Key Value	Hourly	Monthly
01	26.3839	4,573
02	27.7043	4,802
03	29.0852	5,041
04	30.5390	5,293
05	32.0652	5,558

MAINTENANCE TECH LEAD

Index Key Value	Hourly	Monthly
01	32.0652	5,558
02	33.6643	5,835
03	35.3482	6,126
04	37.1168	6,433
05	38.9702	6,755

MAINTENANCE TECH V

Index Key Value	Hourly	Monthly
01	29.0852	5,041
02	30.5390	5,293
03	32.0652	5,558
04	33.6643	5,835
05	35.3482	6,126

STREET SUPERVISOR

Index Key Value	Hourly	Monthly
01	33.8915	5,874
02	35.5862	6,168
03	37.3655	6,477
04	39.2338	6,800
05	41.1956	7,140

ACCOUNTING TECHNICIAN I

Index Key Value	Hourly	Monthly
01	19.9137	3,452
02	20.9094	3,624
03	21.9549	3,805
04	23.0526	3,995
05	24.2052	4,195

City of South Lake Tahoe

Salary Table for Temporary Employees

ACCOUNTING TECHNICIAN II

Index Key Value	Hourly	Monthly
01	25.4453	4,410
02	26.7176	4,631
03	28.0536	4,862
04	29.4561	5,106
05	30.9289	5,360

ADMINSTRATIVE ASSISTANT I

Index Key Value	Hourly	Monthly
01	23.6499	4,098
02	24.8342	4,304
03	26.0706	4,519
04	27.3768	4,745
05	28.7439	4,982

ADMINISTRATIVE ASSISTANT II

Index Key Value	Hourly	Monthly
01	26.0098	4,508
02	27.3159	4,734
03	28.6743	4,970
04	30.1110	5,219
05	31.6175	5,480

ADMINISTRATIVE CLERK I

Index Key Value	Hourly	Monthly
01	18.3034	3,172
02	19.2155	3,330
03	20.1727	3,496
04	21.1840	3,671
05	22.2568	3,857

ADMINISTRATIVE CLERK II

Index Key Value	Hourly	Monthly
01	20.1413	3,491
02	21.1497	3,666
03	22.2122	3,849
04	23.3196	4,042
05	24.4859	4,244

ASSISTANT PLANNER

Index Key Value	Hourly	Monthly
01	35.4395	6,142
02	37.2169	6,451
03	39.0734	6,772
04	41.0285	7,111
05	43.0942	7,470

City of South Lake Tahoe

Salary Table for Temporary Employees

ASSOCIATE CIVIL ENGINEER

Index Key Value	Hourly	Monthly
01	49.1112	8,512
02	51.5667	8,937
03	54.1442	9,384
04	56.8523	9,854
05	59.6910	10,346

ASSOCIATE PLANNER

Index Key Value	Hourly	Monthly
01	39.0016	6,760
02	40.9521	7,098
03	42.9984	7,452
04	45.1562	7,827
05	47.4045	8,216

BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
01	30.4792	5,283
02	32.0027	5,547
03	33.6015	5,824
04	35.2754	6,114
05	37.0434	6,420

CODE COMPLIANCE INVESTIGATOR

Index Key Value	Hourly	Monthly
01	23.6151	4,093
02	24.7994	4,298
03	26.0359	4,512
04	27.3420	4,739
05	28.7091	4,976

DEPUTY BUILDING OFFICIAL

Index Key Value	Hourly	Monthly
01	40.7677	7,066
02	42.8061	7,419
03	44.9469	7,790
04	47.1938	8,180
05	49.5537	8,589

DEVELOPMENT SERVICES TECH

Index Key Value	Hourly	Monthly
01	27.6465	4,792
02	29.0335	5,032
03	30.4838	5,283
04	32.0094	5,548
05	33.6007	5,824

City of South Lake Tahoe

Salary Table for Temporary Employees

ENGINEERING TECHNICIAN

Index Key Value	Hourly	Monthly
01	29.5432	5,120
02	31.0203	5,377
03	32.5714	5,645
04	34.2000	5,928
05	35.9099	6,224

FIRE SAFTY INSPECTOR I

Index Key Value	Hourly	Monthly
01	26.4407	4,582
02	27.7627	4,812
03	29.1512	5,052
04	30.6083	5,305
05	32.1389	5,570

FIRE SAFTY INSPECTOR II

Index Key Value	Hourly	Monthly
01	30.4792	5,283
02	32.0027	5,547
03	33.6015	5,824
04	35.2754	6,114
05	37.0434	6,420

GIS ANALYST

Index Key Value	Hourly	Monthly
01	44.6435	7,737
02	46.8821	8,126
03	49.2284	8,533
04	51.6823	8,958
05	54.2653	9,406

HOUSING INSPECTOR

Index Key Value	Hourly	Monthly
01	29.0278	5,031
02	30.4791	5,283
03	32.0026	5,547
04	33.6014	5,824
05	35.2754	6,114

INFORMATION SYSTEM TECHNICIAN

Index Key Value	Hourly	Monthly
01	30.9838	5,370
02	32.5307	5,638
03	34.1595	5,920
04	35.8611	6,215
05	37.6537	6,526

City of South Lake Tahoe

Salary Table for Temporary Employees

NETWORK SYSTEM ADMINISTRATOR

Index Key Value	Hourly	Monthly
01	40.1423	6,958
02	42.1450	7,305
03	44.2523	7,669
04	46.4640	8,054
05	48.7890	8,456

PERMIT CENTER TECHNICIAN

Index Key Value	Hourly	Monthly
01	27.6465	4,792
02	29.0335	5,032
03	30.4838	5,283
04	32.0094	5,548
05	33.6007	5,824

PLANNING TECHNICIAN

Index Key Value	Hourly	Monthly
01	26.3327	4,564
02	27.6511	4,793
03	29.0207	5,029
04	30.4852	5,284
05	32.0007	5,547

POLICE RECORDS TECHNICIAN

Index Key Value	Hourly	Monthly
01	22.0687	3,824
02	23.1762	4,017
03	24.3361	4,218
04	25.5482	4,428
05	26.8283	4,649

PRINCIPAL BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
01	36.8682	6,390
02	38.7142	6,710
03	40.6473	7,045
04	42.6850	7,398
05	44.8183	7,768

PROGRAM COORDINATOR

Index Key Value	Hourly	Monthly
01	33.0757	5,733
02	34.7321	6,019
03	36.4707	6,321
04	38.2910	6,636
05	40.2023	6,968

City of South Lake Tahoe

Salary Table for Temporary Employees

RECREATION SUPERVISOR

Index Key Value	Hourly	Monthly
01	32.8800	5,699
02	34.5302	5,984
03	36.2522	6,283
04	38.0640	6,597
05	39.9743	6,929

RESIDENT ENGINEER/RES INSPCTR

Index Key Value	Hourly	Monthly
01	43.8691	7,603
02	46.0626	7,984
03	48.3658	8,383
04	50.7840	8,802
05	53.3233	9,242

SENIOR BUILDING INSPECTOR

Index Key Value	Hourly	Monthly
01	33.5144	5,808
02	35.1916	6,100
03	36.9530	6,405
04	38.7989	6,725
05	40.7431	7,062

SENIOR HOUSING INSPECTOR

Index Key Value	Hourly	Monthly
01	32.0019	5,547
02	33.5973	5,823
03	35.2719	6,113
04	37.0419	6,420
05	38.8939	6,741

SR POLICE RECORDS TECHNICIAN

Index Key Value	Hourly	Monthly
01	24.2835	4,209
02	25.4951	4,419
03	26.7769	4,641
04	28.1187	4,873
05	29.5102	5,115

SR. PUBLIC WORKS INSPECTOR

Index Key Value	Hourly	Monthly
01	32.8104	5,687
02	34.4475	5,970
03	36.1716	6,270
04	37.9828	6,583
05	39.8811	6,912

City of South Lake Tahoe

Salary Table for Temporary Employees

STORM WATER PROGRAM COORDIN

Index Key Value	Hourly	Monthly
01	44.6435	7,737
02	46.8822	8,126
03	49.2284	8,533
04	51.6823	8,958
05	54.2653	9,406

SUPERVISING ACCOUNTING TECH

Index Key Value	Hourly	Monthly
01	28.7532	4,983
02	30.1908	5,232
03	31.7004	5,494
04	33.2854	5,769
05	34.9497	6,057

COMMUNITY SERVICE OFFICER

Index Key Value	Hourly	Monthly
01	24.2902	4,210
02	25.5034	4,420
03	26.7773	4,641
04	28.1204	4,874
05	29.5243	5,117

DISPATCHER TRAINEE

Index Key Value	Hourly	Monthly
01	24.2987	4,212
02	25.5121	4,422
03	26.7859	4,642
04	28.1291	4,875
05	29.5331	5,118

ENFORCEMENT OFFICER

Index Key Value	Hourly	Monthly
01	18.2154	3,157
02	19.1230	3,315
03	20.0756	3,479
04	21.0820	3,653
05	22.1496	3,839

LEAD COMMUNITY SRVC OFFICER

Index Key Value	Hourly	Monthly
01	26.7077	4,629
02	28.0524	4,862
03	29.4550	5,105
04	30.9272	5,360
05	32.4689	5,628

POLICE TRAINEE

Index Key Value	Hourly	Monthly
01	33.5246	5,810

City of South Lake Tahoe

Salary Table for Temporary Employees

PROPERTY/EVIDENCE TECHNICIAN

Index Key Value	Hourly	Monthly
01	28.4844	4,937
02	29.9056	5,183
03	31.4048	5,443
04	32.9733	5,714
05	34.6198	6,000

PUBLIC SAFETY DISPATCHER

Index Key Value	Hourly	Monthly
01	26.7253	4,632
02	28.0685	4,865
03	29.4637	5,107
04	30.9369	5,362
05	32.4881	5,631

SENIOR PROPERTY/EVIDENCE TECH

Index Key Value	Hourly	Monthly
01	31.3355	5,431
02	32.8953	5,701
03	34.5419	5,986
04	36.2663	6,286
05	38.0861	6,601

4101

POLICE OFFICER

Index Key Value	Hourly	Monthly
01	37.4492	6,491
02	39.3270	6,817
03	41.2889	7,156
04	43.3621	7,516
05	45.5283	7,891

POLICE RECORDS SUPERVISOR

Index Key Value	Hourly	Monthly
01	29.1524	5,052
02	30.6052	5,305
03	32.1365	5,570
04	33.7462	5,848
05	35.4346	6,142

POLICE SERGEANT

Index Key Value	Hourly	Monthly
01	43.6537	7,566
02	45.8375	7,944
03	48.1246	8,341
04	50.5297	8,758
05	53.0528	9,195

City of South Lake Tahoe

Salary Table for Temporary Employees

PUBLIC SFTY DISPATCH SUPERVSR

Index Key Value	Hourly	Monthly
01	30.8385	5,345
02	32.3800	5,612
03	34.0048	5,894
04	35.7046	6,188
05	37.4878	6,497

FIRE BATTALION CHIEF

Index Key Value	Hourly	Monthly
01	37.0930	9,001
02	38.9477	9,451
03	40.8950	9,923
04	42.9399	10,419
05	45.0868	10,941
06	46.8903	11,378

CAPTAIN/PARAMEDIC

Index Key Value	Hourly	Monthly
01	28.3718	6,885
02	29.7955	7,230
03	31.2812	7,590
04	32.8494	7,971
05	34.4864	8,368
06	36.2101	8,787

FIRE CAPTAIN

Index Key Value	Hourly	Monthly
01	27.0208	6,557
02	28.3768	6,886
03	29.7916	7,229
04	31.2852	7,591
05	32.8441	7,970
06	34.1609	8,289

FIRE ENGINEER

Index Key Value	Hourly	Monthly
01	23.4965	5,701
02	24.6756	5,987
03	25.9072	6,286
04	27.2043	6,601
05	28.5667	6,932
06	29.7065	7,208

FIRE ENGINEER/PARAMEDIC

Index Key Value	Hourly	Monthly
01	24.6714	5,986
02	25.9093	6,287
03	27.2026	6,600
04	28.5645	6,931

City of South Lake Tahoe

Salary Table for Temporary Employees

05	29.9950	7,278
06	31.1918	7,568

FIRE SHIFT COMMANDER

Index Key Value	Hourly	Monthly
01	29.7229	7,212
02	31.2146	7,575
03	32.7708	7,952
04	34.4138	8,350
05	36.1285	8,766
06	37.5769	9,119

FIREFIGHTER

Index Key Value	Hourly	Monthly
01	21.3678	5,185
02	22.4355	5,444
03	23.5555	5,715
04	24.7347	6,002
05	25.9661	6,301
06	27.0076	6,553

FIREFIGHTER/PARAMEDIC

Index Key Value	Hourly	Monthly
01	23.5045	5,703
02	24.6791	5,988
03	25.9109	6,287
04	27.2082	6,602
05	28.5627	6,931
06	29.7085	7,209

City of South Lake Tahoe Salary Schedule
Adoption Date: 11/03/2020
Readoption Date: 03/26/2024

-City Council
- Salary Schedule effective date: 01/23/2021
- Revision Date: 02/02/2021
- Salary Increase Approved on: 10/20/2020

-City Treasurer
- Salary Schedule effective date: 01/23/2018
- Revision Date: 01/27/2018
- Salary Increase Approved on: 01/23/2018

-City Manager
- Salary Schedule effective date: pay period containing 05/04/2020
- Revision Date: 05/06/2020
- Salary Increase Approved on: 04/14/2020

-City Attorney
- Salary Schedule effective date: pay period containing 11/05/2019
- Revision Date: 11/14/2019
- Salary Increase Approved on: 11/05/2019

-Unrepresented Employees Group including City Clerk
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 07/16/2019

-Police Officers' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 04/16/2019

-Police Supervisors' Committee
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Police Employees' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 07/16/2019

-Firefighters' Association
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Local 39 Administrative and Confidential
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 08/06/2019

-Local 39 General & Public Works
- Salary Schedule effective date: pay period containing 01/01/2020
- Revision Date: 01/14/2020
- Salary Increase Approved on: 06/04/2019

-Seasonal and Part Time Temporary Positions
- Salary Schedule effective date: pay period containing 01/01/2021
- Revision Date: 12/31/2020
- Salary Increase Approved on: 11/03/2020

City of South Lake Tahoe

2021 Salary Table

10	CITY CLERK	Index Key Value	Hourly	Monthly
		1100/1138/01	43.8645	7,603
		1100/1138/02	46.0528	7,982
		1100/1138/03	48.3596	8,382
		1100/1138/04	50.7756	8,801
		1100/1138/05	53.3195	9,242
20	CITY COUNCIL	Index Key Value	Hourly	Monthly
	Effective 1/23/2021	1100/0020/01	0.0000	1,147
30	CITY TREASURER	Index Key Value	Hourly	Monthly
		1100/0030/01	0.0000	1,042
1200	CITY ATTORNEY	Index Key Value	Hourly	Monthly
		1200/1256/01	83.0769	14,399
1280	CITY MANAGER	Index Key Value	Hourly	Monthly
		1200/1258/01	84.1346	14,583
1620	CHIEF OF POLICE	Index Key Value	Hourly	Monthly
		1300/1362/01	73.0026	12,653
		1300/1362/02	76.6528	13,286
		1300/1362/03	80.4854	13,950
		1300/1362/04	84.5097	14,648
		1300/1362/05	88.7352	15,380
1350	DIR OF DEVELOPMENT SERVICES	Index Key Value	Hourly	Monthly
		1300/1350/01	67.5729	11,712
		1300/1350/02	70.9520	12,298
		1300/1350/03	74.4996	12,913
		1300/1350/04	78.2247	13,558
		1300/1350/05	82.1358	14,236
1345	DIRECTOR OF ADMIN SERVICES	Index Key Value	Hourly	Monthly
		1300/1345/01	72.6409	12,591
		1300/1345/02	76.2729	13,220
		1300/1345/03	80.0867	13,881
		1300/1345/04	84.0909	14,575
		1300/1345/05	88.2955	15,304
2120	DIRECTOR OF PUBLIC WORKS	Index Key Value	Hourly	Monthly
		1300/1445/01	67.5733	11,712
		1300/1445/02	70.9520	12,298
		1300/1445/03	74.4996	12,913
		1300/1445/04	78.2247	13,558
		1300/1445/05	82.1358	14,236
1342	FIRE CHIEF	Index Key Value	Hourly	Monthly
		1300/1320/01	73.0026	12,653
		1300/1320/02	76.6528	13,286
		1300/1320/03	80.4854	13,950
		1300/1320/04	84.5097	14,648
		1300/1320/05	88.7352	15,380

City of South Lake Tahoe

2021 Salary Table

1240	ASSISTANT CITY ATTORNEY	Index Key Value	Hourly	Monthly
		1301/1240/01	52.6310	9,122
		1301/1240/02	55.2625	9,578
		1301/1240/03	58.0257	10,057
		1301/1240/04	60.9270	10,560
		1301/1240/05	63.9733	11,088
3427	ACCOUNTANT I	Index Key Value	Hourly	Monthly
		1400/1427/01	34.0850	5,908
		1400/1427/02	35.7871	6,203
		1400/1427/03	37.5805	6,513
		1400/1427/04	39.4563	6,839
		1400/1427/05	41.4327	7,181
3430	ACCOUNTANT II	Index Key Value	Hourly	Monthly
		1400/3430/01	39.1977	6,794
		1400/3430/02	41.1576	7,133
		1400/3430/03	43.2155	7,490
		1400/3430/04	45.3763	7,865
		1400/3430/05	47.6451	8,258
3300	ASSISTANT CITY CLERK	Index Key Value	Hourly	Monthly
		1400/1422/01	29.9013	5,182
		1400/1422/02	31.3999	5,442
		1400/1422/03	32.9713	5,715
		1400/1422/04	34.6154	6,000
		1400/1422/05	36.3502	6,300
2040	ASSISTANT MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		1400/1425/01	32.9158	5,705
		1400/1425/02	34.5643	5,991
		1400/1425/03	36.2945	6,291
		1400/1425/04	38.1060	6,605
		1400/1425/05	40.0081	6,934
2060	ASSOCIATE MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		1400/1430/01	36.1956	6,273
		1400/1430/02	38.0094	6,588
		1400/1430/03	39.9139	6,918
		1400/1430/04	41.9079	7,264
		1400/1430/05	44.0015	7,626
1180	BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		1400/1439/01	48.2473	8,362
		1400/1439/02	50.6549	8,780
		1400/1439/03	53.1876	9,219
		1400/1439/04	55.8552	9,681
		1400/1439/05	58.6479	10,165
1441	CAPITAL IMPROVEMENTS PROJ MGR	Index Key Value	Hourly	Monthly
		1400/1449/01	46.0961	7,989
		1400/1449/02	48.4009	8,389
		1400/1449/03	50.8237	8,809
		1400/1449/04	53.3619	9,249
		1400/1449/05	56.0301	9,711

City of South Lake Tahoe

2021 Salary Table

2181	ENGINEERING MANAGER	Index Key Value	Hourly	Monthly
		1400/1442/01	56.4778	9,789
		1400/1442/02	59.3017	10,278
		1400/1442/03	62.2669	10,792
		1400/1442/04	65.3801	11,332
		1400/1442/05	68.6491	11,899
3380	FINANCIAL SERVICES MANAGER	Index Key Value	Hourly	Monthly
		1400/1485/01	53.1879	9,219
		1400/1485/02	55.8412	9,679
		1400/1485/03	58.6374	10,163
		1400/1485/04	61.5646	10,671
		1400/1485/05	64.6464	11,205
3375	FINANCIAL SERVICES SUPERVISOR	Index Key Value	Hourly	Monthly
		1400/3375/01	45.8059	7,939
		1400/3375/02	48.0905	8,335
		1400/3375/03	50.5013	8,753
		1400/3375/04	53.0270	9,191
		1400/3375/05	55.6828	9,651
2510	HOUSING MANAGER	Index Key Value	Hourly	Monthly
		1400/1431/01	50.3981	8,735
		1400/1431/02	52.9186	9,172
		1400/1431/03	55.5613	9,630
		1400/1431/04	58.3370	10,111
		1400/1431/05	61.2572	10,617
1300	INFORMATION SYSTEMS MANAGER	Index Key Value	Hourly	Monthly
		1400/1432/01	53.8408	9,332
		1400/1432/02	56.5329	9,799
		1400/1432/03	59.3595	10,288
		1400/1432/04	62.3275	10,803
		1400/1432/05	65.4438	11,343
7101	MAINTENANCE MANAGER	Index Key Value	Hourly	Monthly
		1400/1429/01	39.8672	6,910
		1400/1429/02	41.8535	7,254
		1400/1429/03	43.9517	7,618
		1400/1429/04	46.1518	7,999
		1400/1429/05	48.4538	8,398
3681	OFFICE MANAGER	Index Key Value	Hourly	Monthly
		1400/1418/01	38.0042	6,587
		1400/1418/02	39.9080	6,917
		1400/1418/03	41.9063	7,263
		1400/1418/04	43.9993	7,626
		1400/1418/05	46.1986	8,007
1455	PLANNING MANAGER	Index Key Value	Hourly	Monthly
		1400/1455/01	50.3981	8,735
		1400/1455/02	52.9186	9,172
		1400/1455/03	55.5612	9,630
		1400/1455/04	58.3371	10,111
		1400/1455/05	61.2573	10,617

City of South Lake Tahoe

2021 Salary Table

3350	RECREATION MANAGER	Index Key Value	Hourly	Monthly
		1400/1461/01	40.4986	7,019
		1400/1461/02	42.5236	7,370
		1400/1461/03	44.6497	7,739
		1400/1461/04	46.8822	8,126
		1400/1461/05	49.2263	8,532
1431	AIRPORT MANAGER	Index Key Value	Hourly	Monthly
		1401/1493/01	52.2252	9,052
		1401/1493/02	54.8312	9,504
		1401/1493/03	57.5728	9,979
		1401/1493/04	60.4602	10,479
		1401/1493/05	63.4833	11,003
1435	COMMUNICATIONS MANAGER	Index Key Value	Hourly	Monthly
		1401/1451/01	35.3320	6,124
		1401/1451/02	37.0986	6,430
		1401/1451/03	38.9536	6,751
		1401/1451/04	40.9012	7,089
		1401/1451/05	42.9463	7,444
1475	DEPUTY DEVELOPMENT SRV DIR	Index Key Value	Hourly	Monthly
		1401/1475/01	53.5453	9,281
		1401/1475/02	56.2225	9,745
		1401/1475/03	59.0337	10,232
		1401/1475/04	61.9860	10,744
		1401/1475/05	65.0854	11,281
1451	EXECUTIVE ASSISTANT TO THE CM	Index Key Value	Hourly	Monthly
		1401/1453/01	28.1437	4,878
		1401/1453/02	29.5495	5,121
		1401/1453/03	31.0212	5,377
		1401/1453/04	32.5870	5,648
		1401/1453/05	34.2000	5,928
3750	H.R.ANALYST	Index Key Value	Hourly	Monthly
		1401/1423/01	37.2674	6,459
		1401/1423/02	39.1349	6,783
		1401/1423/03	41.0956	7,123
		1401/1423/04	43.1488	7,479
		1401/1423/05	45.3044	7,852
1091	HUMAN RESOURCE MANAGER	Index Key Value	Hourly	Monthly
		1401/1435/01	51.9020	8,996
		1401/1435/02	54.4913	9,445
		1401/1435/03	57.2198	9,918
		1401/1435/04	60.0762	10,413
		1401/1435/05	63.0836	10,934
3751	PRINCIPAL H.R. ANALYST	Index Key Value	Hourly	Monthly
		1401/1482/01	46.7117	8,096
		1401/1482/02	49.0421	8,500
		1401/1482/03	51.4978	8,926
		1401/1482/04	54.0685	9,371
		1401/1482/05	56.7751	9,841

City of South Lake Tahoe

2021 Salary Table

2050	RECREATION SUPERINTENDENT	Index Key Value	Hourly	Monthly
		1401/1452/01	46.6903	8,092
		1401/1452/02	49.0292	8,498
		1401/1452/03	51.4774	8,922
		1401/1452/04	54.0567	9,369
		1401/1452/05	56.7563	9,837
6680	PARALEGAL	Index Key Value	Hourly	Monthly
		1501/6680/01	27.4016	4,749
		1501/6680/02	28.7717	4,987
		1501/6680/03	30.2101	5,236
		1501/6680/04	31.7202	5,498
		1501/6680/05	33.3065	5,773
2595	POLICE LIEUTENANT	Index Key Value	Hourly	Monthly
		1900/1941/01	53.5394	9,280
		1900/1941/02	56.2165	9,744
		1900/1941/03	59.0293	10,231
		1900/1941/04	61.9782	10,742
		1900/1941/05	65.0840	11,281
2105	AIRPORT MAINTENANCE SUPERVISOR	Index Key Value	Hourly	Monthly
		3100/1426/01	33.8916	5,874
		3100/1426/02	35.5861	6,168
		3100/1426/03	37.3655	6,476
		3100/1426/04	39.2338	6,800
		3100/1426/05	41.1955	7,140
3122	CUSTODIAN (PKS & REC)	Index Key Value	Hourly	Monthly
		3100/3122/01	19.6009	3,397
		3100/3122/02	20.5762	3,566
		3100/3122/03	21.6124	3,746
		3100/3122/04	22.6921	3,933
		3100/3122/05	23.8241	4,129
7202	EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
		3100/3119/01	28.6422	4,964
		3100/3119/02	30.0749	5,212
		3100/3119/03	31.5775	5,473
		3100/3119/04	33.1616	5,748
		3100/3119/05	34.8156	6,034
7201	EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
		3100/3121/01	31.5910	5,475
		3100/3121/02	33.1680	5,749
		3100/3121/03	34.8269	6,036
		3100/3121/04	36.5677	6,338
		3100/3121/05	38.3920	6,654
7203	EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
		3100/3126/01	34.8389	6,038
		3100/3126/02	36.5861	6,341
		3100/3126/03	38.4148	6,658
		3100/3126/04	40.3251	6,989
		3100/3126/05	42.3518	7,340

City of South Lake Tahoe

2021 Salary Table

6301	FLEET CONTROL SPECIALIST	Index Key Value	Hourly	Monthly
		3100/3117/01	29.3596	5,089
		3100/3117/02	30.8296	5,343
		3100/3117/03	32.3696	5,610
		3100/3117/04	33.9896	5,891
		3100/3117/05	35.6796	6,184
7401	FLEET SUPERVISOR	Index Key Value	Hourly	Monthly
		3100/3123/01	36.4867	6,324
		3100/3123/02	38.3084	6,640
		3100/3123/03	40.2265	6,972
		3100/3123/04	42.2303	7,319
		3100/3123/05	44.3413	7,685
3190	MAINTENANCE TECH I	Index Key Value	Hourly	Monthly
		3100/3190/01	18.2313	3,160
		3100/3190/02	18.6916	3,239
		3100/3190/03	19.1640	3,321
		3100/3190/04	19.6486	3,405
		3100/3190/05	20.1453	3,491
3191	MAINTENANCE TECH II	Index Key Value	Hourly	Monthly
		3100/3191/01	20.6540	3,580
		3100/3191/02	21.1749	3,670
		3100/3191/03	21.6958	3,760
		3100/3191/04	22.2410	3,855
		3100/3191/05	22.9193	3,972
3192	MAINTENANCE TECH III	Index Key Value	Hourly	Monthly
		3100/3192/01	23.9369	4,149
		3100/3192/02	25.1241	4,354
		3100/3192/03	26.3839	4,573
		3100/3192/04	27.7043	4,802
		3100/3192/05	29.0154	5,029
3193	MAINTENANCE TECH IV	Index Key Value	Hourly	Monthly
		3100/3193/01	26.3839	4,573
		3100/3193/02	27.7043	4,802
		3100/3193/03	29.0853	5,041
		3100/3193/04	30.5389	5,293
		3100/3193/05	32.0653	5,557
3195	MAINTENANCE TECH LEAD	Index Key Value	Hourly	Monthly
		3100/3195/01	32.0653	5,557
		3100/3195/02	33.6643	5,835
		3100/3195/03	35.3481	6,127
		3100/3195/04	37.1167	6,433
		3100/3195/05	38.9701	6,754
3914	MAINTENANCE TECH V	Index Key Value	Hourly	Monthly
		3100/3194/01	29.0853	5,041
		3100/3194/02	30.5389	5,293
		3100/3194/03	32.0653	5,557
		3100/3194/04	33.6643	5,835
		3100/3194/05	35.3481	6,127

City of South Lake Tahoe

2021 Salary Table

3103	ACCOUNTING TECHNICIAN I	Index Key Value	Hourly	Monthly
		3400/3411/01	19.9137	3,451
		3400/3411/02	20.9094	3,624
		3400/3411/03	21.9549	3,805
		3400/3411/04	23.0526	3,995
		3400/3411/05	24.2052	4,195
3104	ACCOUNTING TECHNICIAN II	Index Key Value	Hourly	Monthly
		3400/3415/01	25.4453	4,410
		3400/3415/02	26.7176	4,631
		3400/3415/03	28.0536	4,862
		3400/3415/04	29.4561	5,105
		3400/3415/05	30.9289	5,361
3390	ADMINSTRATIVE ASSISTANT I	Index Key Value	Hourly	Monthly
		3400/1490/01	23.6499	4,099
		3400/1490/02	24.8342	4,304
		3400/1490/03	26.0707	4,518
		3400/1490/04	27.3767	4,745
		3400/1490/05	28.7439	4,982
6381	ADMINISTRATIVE ASSISTANT II	Index Key Value	Hourly	Monthly
		3400/3414/01	26.0097	4,508
		3400/3414/02	27.3159	4,734
		3400/3414/03	28.6743	4,970
		3400/3414/04	30.1111	5,219
		3400/3414/05	31.6175	5,480
6500	ADMINISTRATIVE CLERK I	Index Key Value	Hourly	Monthly
		3400/3402/01	18.3035	3,172
		3400/3402/02	19.2155	3,330
		3400/3402/03	20.1726	3,496
		3400/3402/04	21.1840	3,671
		3400/3402/05	22.2568	3,857
6200	ADMINISTRATIVE CLERK II	Index Key Value	Hourly	Monthly
		3400/3406/01	20.1413	3,491
		3400/3406/02	21.1497	3,665
		3400/3406/03	22.2121	3,850
		3400/3406/04	23.3196	4,042
		3400/3406/05	24.4859	4,244
3140	ASSISTANT PLANNER	Index Key Value	Hourly	Monthly
		3400/3440/01	35.4395	6,142
		3400/3440/02	37.2169	6,450
		3400/3440/03	39.0733	6,772
		3400/3440/04	41.0285	7,111
		3400/3440/05	43.0942	7,469
2190	ASSOCIATE CIVIL ENGINEER	Index Key Value	Hourly	Monthly
		3400/3435/01	49.1112	8,512
		3400/3435/02	51.5667	8,938
		3400/3435/03	54.1442	9,385
		3400/3435/04	56.8523	9,854
		3400/3435/05	59.6910	10,346

City of South Lake Tahoe

2021 Salary Table

2200	ASSOCIATE PLANNER	Index Key Value	Hourly	Monthly
		3400/3429/01	39.0016	6,760
		3400/3429/02	40.9521	7,098
		3400/3429/03	42.9984	7,453
		3400/3429/04	45.1562	7,827
		3400/3429/05	47.4045	8,216
3179	BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3421/01	30.4792	5,283
		3400/3421/02	32.0027	5,547
		3400/3421/03	33.6014	5,824
		3400/3421/04	35.2754	6,114
		3400/3421/05	37.0434	6,420
3720	CODE COMPLIANCE INVESTIGATOR	Index Key Value	Hourly	Monthly
		3400/3620/01	23.6152	4,093
		3400/3620/02	24.7994	4,298
		3400/3620/03	26.0359	4,512
		3400/3620/04	27.3420	4,739
		3400/3620/05	28.7091	4,976
3440	DEPUTY BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		3400/3443/01	40.7677	7,066
		3400/3443/02	42.8061	7,419
		3400/3443/03	44.9470	7,790
		3400/3443/04	47.1938	8,180
		3400/3443/05	49.5537	8,589
3785	DEVELOPMENT SERVICES TECH	Index Key Value	Hourly	Monthly
		3400/3785/01	27.6466	4,792
		3400/3785/02	29.0336	5,032
		3400/3785/03	30.4838	5,283
		3400/3785/04	32.0094	5,548
		3400/3785/05	33.6007	5,824
3201	ENGINEERING TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3423/01	29.5432	5,120
		3400/3423/02	31.0203	5,376
		3400/3423/03	32.5714	5,645
		3400/3423/04	34.2000	5,928
		3400/3423/05	35.9100	6,224
3452	FIRE SAFTY INSPECTOR I	Index Key Value	Hourly	Monthly
		3400/3452/01	26.4407	4,583
		3400/3452/02	27.7628	4,812
		3400/3452/03	29.1512	5,052
		3400/3452/04	30.6084	5,305
		3400/3452/05	32.1389	5,570
3450	FIRE SAFTY INSPECTOR II	Index Key Value	Hourly	Monthly
		3400/3450/01	30.4792	5,283
		3400/3450/02	32.0027	5,547
		3400/3450/03	33.6014	5,824
		3400/3450/04	35.2754	6,114
		3400/3450/05	37.0434	6,420

City of South Lake Tahoe

2021 Salary Table

3220	GIS ANALYST	Index Key Value	Hourly	Monthly
		3400/3220/01	44.6435	7,738
		3400/3220/02	46.8821	8,126
		3400/3220/03	49.2284	8,532
		3400/3220/04	51.6823	8,958
		3400/3220/05	54.2653	9,405
2350	HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3495/01	29.0278	5,031
		3400/3495/02	30.4792	5,283
		3400/3495/03	32.0027	5,547
		3400/3495/04	33.6014	5,824
		3400/3495/05	35.2754	6,114
3280	INFORMATION SYSTEM TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3422/01	30.9838	5,370
		3400/3422/02	32.5307	5,638
		3400/3422/03	34.1595	5,920
		3400/3422/04	35.8611	6,215
		3400/3422/05	37.6537	6,526
3241	NETWORK SYSTEM ADMINISTRATOR	Index Key Value	Hourly	Monthly
		3400/3428/01	40.1423	6,958
		3400/3428/02	42.1451	7,305
		3400/3428/03	44.2523	7,670
		3400/3428/04	46.4641	8,053
		3400/3428/05	48.7890	8,456
3780	PERMIT CENTER TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3780/01	27.6466	4,792
		3400/3780/02	29.0336	5,032
		3400/3780/03	30.4838	5,283
		3400/3780/04	32.0094	5,548
		3400/3780/05	33.6007	5,824
3740	PLANNING TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3436/01	26.3326	4,564
		3400/3436/02	27.6510	4,792
		3400/3436/03	29.0206	5,030
		3400/3436/04	30.4852	5,284
		3400/3436/05	32.0006	5,546
6600	POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/4104/01	22.0687	3,825
		3400/4104/02	23.1763	4,017
		3400/4104/03	24.3361	4,218
		3400/4104/04	25.5482	4,428
		3400/4104/05	26.8283	4,650
3880	PRINCIPAL BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3427/01	36.8682	6,390
		3400/3427/02	38.7142	6,710
		3400/3427/03	40.6473	7,045
		3400/3427/04	42.6849	7,398
		3400/3427/05	44.8183	7,768

City of South Lake Tahoe

2021 Salary Table

3491	PROGRAM COORDINATOR	Index Key Value	Hourly	Monthly
		3400/3491/01	33.0756	5,733
		3400/3491/02	34.7321	6,020
		3400/3491/03	36.4707	6,321
		3400/3491/04	38.2910	6,637
		3400/3491/05	40.2023	6,968
5700	RECREATION SUPERVISOR	Index Key Value	Hourly	Monthly
		3400/3426/01	32.8799	5,699
		3400/3426/02	34.5302	5,985
		3400/3426/03	36.2522	6,283
		3400/3426/04	38.0640	6,597
		3400/3426/05	39.9743	6,928
2170	RESIDENT ENGINEER/RES INSPCTR	Index Key Value	Hourly	Monthly
		3400/3470/01	43.8692	7,603
		3400/3470/02	46.0627	7,984
		3400/3470/03	48.3658	8,383
		3400/3470/04	50.7841	8,802
		3400/3470/05	53.3233	9,242
3181	SENIOR BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3425/01	33.5145	5,809
		3400/3425/02	35.1916	6,099
		3400/3425/03	36.9530	6,405
		3400/3425/04	38.7988	6,725
		3400/3425/05	40.7431	7,062
2360	SENIOR HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3496/01	32.0019	5,546
		3400/3496/02	33.5972	5,823
		3400/3496/03	35.2719	6,113
		3400/3496/04	37.0419	6,420
		3400/3496/05	38.8939	6,741
6640	SR POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/6640/01	24.2835	4,209
		3400/6640/02	25.4951	4,419
		3400/6640/03	26.7769	4,641
		3400/6640/04	28.1187	4,873
		3400/6640/05	29.5102	5,115
3842	SR. PUBLIC WORKS INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3433/01	32.8105	5,687
		3400/3433/02	34.4475	5,970
		3400/3433/03	36.1716	6,269
		3400/3433/04	37.9828	6,583
		3400/3433/05	39.8811	6,912
3475	STORM WATER PROGRAM COORDIN	Index Key Value	Hourly	Monthly
		3400/3475/01	44.6435	7,738
		3400/3475/02	46.8822	8,126
		3400/3475/03	49.2284	8,532
		3400/3475/04	51.6823	8,958
		3400/3475/05	54.2654	9,406

City of South Lake Tahoe

2021 Salary Table

3471	SUPERVISING ACCOUNTING TECH	Index Key Value	Hourly	Monthly
		3400/3471/01	28.7531	4,983
		3400/3471/02	30.1908	5,233
		3400/3471/03	31.7004	5,494
		3400/3471/04	33.2853	5,769
		3400/3471/05	34.9496	6,057
5601	COMMUNITY SERVICE OFFICER	Index Key Value	Hourly	Monthly
		4100/4108/01	24.2902	4,210
		4100/4108/02	25.5034	4,420
		4100/4108/03	26.7773	4,641
		4100/4108/04	28.1205	4,874
		4100/4108/05	29.5243	5,117
6520	DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
		4100/4100/01	24.2987	4,211
		4100/4100/02	25.5120	4,422
		4100/4100/03	26.7859	4,642
		4100/4100/04	28.1290	4,875
		4100/4100/05	29.5330	5,119
3530	ENFORCEMENT OFFICER	Index Key Value	Hourly	Monthly
		4100/3530/01	18.2154	3,157
		4100/3530/02	19.1230	3,314
		4100/3530/03	20.0756	3,479
		4100/3530/04	21.0821	3,654
		4100/3530/05	22.1497	3,839
5602	LEAD COMMUNITY SRVC OFFICER	Index Key Value	Hourly	Monthly
		4100/4109/01	26.7077	4,629
		4100/4109/02	28.0524	4,862
		4100/4109/03	29.4550	5,105
		4100/4109/04	30.9272	5,360
		4100/4109/05	32.4689	5,627
4123	POLICE TRAINEE	Index Key Value	Hourly	Monthly
		4100/4101/01	33.5246	5,810
3490	PROPERTY/EVIDENCE TECHNICIAN	Index Key Value	Hourly	Monthly
		4100/4123/01	28.4844	4,937
		4100/4123/02	29.9056	5,183
		4100/4123/03	31.4048	5,443
		4100/4123/04	32.9733	5,715
		4100/4123/05	34.6198	6,000
6540	PUBLIC SAFETY DISPATCHER	Index Key Value	Hourly	Monthly
		4100/4113/01	26.7253	4,632
		4100/4113/02	28.0685	4,865
		4100/4113/03	29.4637	5,107
		4100/4113/04	30.9368	5,362
		4100/4113/05	32.4880	5,631

City of South Lake Tahoe

2021 Salary Table

3500	SENIOR PROPERTY/EVIDENCE TECH	Index Key Value	Hourly	Monthly
		4100/4122/01	31.3355	5,431
		4100/4122/02	32.8953	5,701
		4100/4122/03	34.5418	5,987
		4100/4122/04	36.2663	6,286
		4100/4122/05	38.0861	6,601
4700	POLICE OFFICER	Index Key Value	Hourly	Monthly
		4101/4124/01	37.4491	6,491
		4101/4124/02	39.3271	6,816
		4101/4124/03	41.2889	7,156
		4101/4124/04	43.3621	7,516
		4101/4124/05	45.5283	7,891
6660	POLICE RECORDS SUPERVISOR	Index Key Value	Hourly	Monthly
		4200/4216/01	29.1524	5,053
		4200/4216/02	30.6052	5,304
		4200/4216/03	32.1365	5,570
		4200/4216/04	33.7462	5,849
		4200/4216/05	35.4346	6,142
3800	POLICE SERGEANT	Index Key Value	Hourly	Monthly
		4200/4232/01	43.6537	7,566
		4200/4232/02	45.8375	7,945
		4200/4232/03	48.1246	8,341
		4200/4232/04	50.5297	8,758
		4200/4232/05	53.0529	9,195
3902	PUBLIC SFTY DISPATCH SUPERVSR	Index Key Value	Hourly	Monthly
		4200/4222/01	30.8385	5,345
		4200/4222/02	32.3800	5,612
		4200/4222/03	34.0049	5,894
		4200/4222/04	35.7046	6,188
		4200/4222/05	37.4878	6,497
4410	FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
		4201/4410/01	37.0930	9,001
		4201/4410/02	38.9477	9,451
		4201/4410/03	40.8951	9,923
		4201/4410/04	42.9399	10,420
		4201/4410/05	45.0868	10,941
		4201/4410/06	46.8903	11,378
2380	CAPTAIN/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4415/01	28.3718	6,884
		4400/4415/02	29.7955	7,230
		4400/4415/03	31.2812	7,590
		4400/4415/04	32.8494	7,971
		4400/4415/05	34.4863	8,368
		4400/4415/06	36.2101	8,786

City of South Lake Tahoe

2021 Salary Table

2300	FIRE CAPTAIN	Index Key Value	Hourly	Monthly
		4400/4432/01	27.0208	6,557
		4400/4432/02	28.3768	6,886
		4400/4432/03	29.7917	7,229
		4400/4432/04	31.2852	7,591
		4400/4432/05	32.8441	7,970
		4400/4432/06	34.1608	8,289
3480	FIRE ENGINEER	Index Key Value	Hourly	Monthly
		4400/4426/01	23.4965	5,701
		4400/4426/02	24.6756	5,987
		4400/4426/03	25.9072	6,286
		4400/4426/04	27.2043	6,601
		4400/4426/05	28.5667	6,932
		4400/4426/06	29.7065	7,208
3481	FIRE ENGINEER/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4430/01	24.6714	5,986
		4400/4430/02	25.9094	6,287
		4400/4430/03	27.2026	6,601
		4400/4430/04	28.5645	6,931
		4400/4430/05	29.9950	7,278
		4400/4430/06	31.1918	7,569
4100	FIREFIGHTER	Index Key Value	Hourly	Monthly
		4400/4422/01	21.3677	5,185
		4400/4422/02	22.4355	5,444
		4400/4422/03	23.5554	5,716
		4400/4422/04	24.7347	6,002
		4400/4422/05	25.9661	6,301
		4400/4422/06	27.0076	6,553
4900	FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4421/01	23.5045	5,703
		4400/4421/02	24.6791	5,988
		4400/4421/03	25.9109	6,287
		4400/4421/04	27.2081	6,602
		4400/4421/05	28.5627	6,931
		4400/4421/06	29.7085	7,209

City of South Lake Tahoe
2021 Salary Table for Seasonal Employees

BUSDRIVER	BUS DRIVER	Index Key Value	Hourly	Monthly
		9000/9916/01	19.7000	0
CASHIER1	CASHIER I	Index Key Value	Hourly	Monthly
		9000/9927/01	14.0000	0
		9000/9927/02	14.7000	0
		9000/9927/03	15.4350	0
		9000/9927/04	16.2067	0
		9000/9927/05	17.0171	0
		9000/9927/06	17.8680	0
CASHIER2	CASHIER II	Index Key Value	Hourly	Monthly
		9000/9951/01	14.6723	0
		9000/9951/02	15.4059	0
		9000/9951/03	16.1762	0
		9000/9951/04	16.9851	0
		9000/9951/05	17.8344	0
		9000/9951/06	18.7261	0
EQUIPMCH I	EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
		9000/9957/01	28.6422	0
		9000/9957/02	30.0749	0
		9000/9957/03	31.5775	0
		9000/9957/04	33.1616	0
		9000/9957/05	34.8156	0
EQPMCH II	EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
		9000/9958/01	31.7176	0
EQPMCH III	EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
		9000/9959/01	34.9851	0
HEADCASHR	HEAD CASHIER	Index Key Value	Hourly	Monthly
		9000/9971/01	15.4782	0
		9000/9971/02	16.2521	0
		9000/9971/03	17.0647	0
		9000/9971/04	17.9180	0
		9000/9971/05	18.8138	0
		9000/9971/06	19.7544	0
HDLIFEGUAR	HEAD POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		9000/9977/01	16.0560	0
		9000/9977/02	16.8597	0
		9000/9977/03	17.7024	0
		9000/9977/04	18.5875	0
		9000/9977/05	19.5769	0
		9000/9977/06	20.4928	0
PARKATTEN1	PARK ATTENDANT I	Index Key Value	Hourly	Monthly
		9000/9970/01	15.0000	0

City of South Lake Tahoe

2021 Salary Table for Seasonal Employees

PARKATTEN2	PARK ATTENDANT II	Index Key Value	Hourly	Monthly
		9000/9932/01	15.5000	0
		9000/9932/02	16.2750	0
		9000/9932/03	17.0888	0
		9000/9932/04	17.9432	0
		9000/9932/05	18.8403	0
		9000/9932/06	19.7823	0
LIFEGUARD	POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		9000/9976/01	14.0000	0
		9000/9976/02	14.7000	0
		9000/9976/03	15.4350	0
		9000/9976/04	16.2067	0
		9000/9976/05	17.0171	0
		9000/9976/06	17.8680	0
RECINSTR	RECREATION INSTRUCTOR	Index Key Value	Hourly	Monthly
		9000/9986/01	14.9033	0
		9000/9986/02	15.6484	0
		9000/9986/03	16.4309	0
		9000/9986/04	17.2524	0
		9000/9986/05	18.1150	0
		9000/9986/06	19.0208	0
RECLEADER1	RECREATION LEADER I	Index Key Value	Hourly	Monthly
		9000/9908/01	14.0000	0
		9000/9908/02	14.7000	0
		9000/9908/03	15.4350	0
		9000/9908/04	16.2067	0
		9000/9908/05	17.0171	0
		9000/9908/06	17.8680	0
9984RECLD2	RECREATION LEADER II	Index Key Value	Hourly	Monthly
		9000/9984/01	14.6723	0
		9000/9984/02	15.4059	0
		9000/9984/03	16.1762	0
		9000/9984/04	16.9851	0
		9000/9984/05	17.8344	0
		9000/9984/06	18.7261	0
9930	SENIOR SNOW REMOVAL EQUIP OP	Index Key Value	Hourly	Monthly
		9000/9930/01	19.3330	0
		9000/9930/02	20.2997	0
		9000/9930/03	21.3146	0
		9000/9930/04	22.3804	0
		9000/9930/05	23.4994	0
		9000/9930/06	24.6743	0

City of South Lake Tahoe

2021 Salary Table for Seasonal Employees

SNOWREMOVE	SNOW REMOVAL EQUIP OPERATOR	Index Key Value	Hourly	Monthly	
		9000/9918/01	17.5119	0	
		9000/9918/02	18.3875	0	
		9000/9918/03	19.3069	0	
		9000/9918/04	20.2722	0	
		9000/9918/05	21.2858	0	
		9000/9918/06	22.3500	0	
STMAINTWKR	STREET MAINTENANCE WORKER-SEAS	Index Key Value	Hourly	Monthly	
		9000/9996/01	15.4998	0	
		9000/9996/02	16.2748	0	
		9000/9996/03	17.0885	0	
		9000/9996/04	17.9429	0	
		9000/9996/05	18.8401	0	
9012	ADMINISTRATIVE ASST TEMP	Index Key Value	Hourly	Monthly	
		9900/9002/01	23.6499	0	
		9900/9002/02	24.8342	0	
		9900/9002/03	26.0707	0	
		9900/9002/04	27.3767	0	
		9900/9002/05	28.7439	0	
9923ADMCLK	ADMINISTRATIVE CLERK	Index Key Value	Hourly	Monthly	
		9900/9923/01	18.3035	0	
		9900/9923/02	19.2155	0	
		9900/9923/03	20.1726	0	
		9900/9923/04	21.1840	0	
		9900/9923/05	22.2568	0	
9939	BACKGROUND INVESTIGATOR TEM PT	Index Key Value	Hourly	Monthly	
		9900/9944/01	38.9187	0	
9920DISPTR	DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly	
		9000/9920/01	15.5119		
9943	INTERIM CITY MANAGER - TEMP	Index Key Value	Hourly	Monthly	
		9900/9981/01	97.1200	0	
9947	INTERIM FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly	
		9900/9947/01	34.9637	0	
		9900/9947/02	36.7120	0	
		9900/9947/03	38.5475	0	
		9900/9947/04	40.4749	0	
		9900/9947/05	42.4987	0	
		9900/9947/06	44.1986	0	
9942	INTERIM FIRE CHIEF TEMP	Index Key Value	Hourly	Monthly	
		9900/9942/01	69.5388	0	
		9900/9942/02	73.0156	0	
		9900/9942/03	76.6665	0	
		9900/9942/04	80.4998	0	
		9900/9942/05	84.5247	0	

City of South Lake Tahoe

2021 Salary Table for Seasonal Employees

INTERN		INTERN	Index Key Value	Hourly	Monthly
			9900/9943/01	14.0000	0
			9900/9943/02	15.7452	0
			9900/9943/03	19.2441	0
			9900/9943/04	20.2062	0
			9900/9943/05	21.2166	0
	9973	LEGAL SECRETARY/PARALEGAL-TEMP	Index Key Value	Hourly	Monthly
			9900/9890/01	20.6453	0
			9900/9890/02	21.6821	0
			9900/9890/03	22.7603	0
			9900/9890/04	23.9007	0
			9900/9890/05	25.0965	0
			9900/9890/06	26.3513	0
	9190	MAINTENANCE TECH I - TEMPORARY	Index Key Value	Hourly	Monthly
			9900/9190/01	17.7003	0
			9900/9190/02	18.1472	0
			9900/9190/03	18.6059	0
			9900/9190/04	19.0763	0
			9900/9190/05	19.5585	0
	9191	MAINTENANCE TECH II -TEMPORARY	Index Key Value	Hourly	Monthly
			9900/9191/01	20.0525	0
			9900/9191/02	20.5582	0
			9900/9191/03	21.0639	0
			9900/9191/04	21.5932	0
			9900/9191/05	22.2518	0
	9192	MAINTENANCE TECH III - TEMP	Index Key Value	Hourly	Monthly
			9900/9192/01	23.2397	0
			9900/9192/02	24.3923	0
			9900/9192/03	25.6154	0
			9900/9192/04	26.8974	0
			9900/9192/05	28.1703	0
	9193	MAINTENANCE TECH IV - TEMP	Index Key Value	Hourly	Monthly
			9900/9193/01	25.6154	0
			9900/9193/02	26.8974	0
			9900/9193/03	28.2381	0
			9900/9193/04	29.6495	0
			9900/9193/05	31.1313	0
	9194	MAINTENANCE TECH V - TEMP	Index Key Value	Hourly	Monthly
			9900/9194/01	28.2381	0
			9900/9194/02	29.6495	0
			9900/9194/03	31.1313	0
			9900/9194/04	32.6838	0
			9900/9194/05	34.3186	0
	9934	RESERVE ANNUITANT PERSABLE	Index Key Value	Hourly	Monthly
			9900/9956/01	45.5283	0

City of South Lake Tahoe

2021 Salary Table for Seasonal Employees

9931	RESERVE OFFICER #1	Index Key Value	Hourly	Monthly
		9900/9931/01	41.2889	0
9933	RESERVE OFFICER #2	Index Key Value	Hourly	Monthly
		9900/9933/01	33.5246	0
9925	RESERVE OFFICER ANNUITANT	Index Key Value	Hourly	Monthly
		9900/9925/01	45.5283	0

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

CHIEF OF POLICE	Index Key Value	Hourly	Monthly
	01	73.0026	12,653
	02	76.6528	13,286
	03	80.4854	13,950
	04	84.5097	14,648
	05	88.7352	15,380
DIR OF DEVELOPMENT SERVICES	Index Key Value	Hourly	Monthly
	01	67.5729	11,712
	02	70.9520	12,298
	03	74.4996	12,913
	04	78.2247	13,558
	05	82.1358	14,236
DIRECTOR OF ADMIN SERVICES	Index Key Value	Hourly	Monthly
	01	72.6409	12,591
	02	76.2729	13,220
	03	80.0867	13,881
	04	84.0909	14,575
	05	88.2955	15,304
DIRECTOR OF PUBLIC WORKS	Index Key Value	Hourly	Monthly
	01	67.5733	11,712
	02	70.9520	12,298
	03	74.4996	12,913
	04	78.2247	13,558
	05	82.1358	14,236
FIRE CHIEF	Index Key Value	Hourly	Monthly
	01	73.0026	12,653
	02	76.6528	13,286
	03	80.4854	13,950
	04	84.5097	14,648
	05	88.7352	15,380
ASSISTANT CITY ATTORNEY	Index Key Value	Hourly	Monthly
	01	52.6310	9,122
	02	55.2625	9,578
	03	58.0257	10,057
	04	60.9270	10,560
	05	63.9733	11,088
ACCOUNTANT I	Index Key Value	Hourly	Monthly
	01	34.0850	5,908
	02	35.7871	6,203
	03	37.5805	6,513
	04	39.4563	6,839
	05	41.4327	7,181

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

ACCOUNTANT II	Index Key Value	Hourly	Monthly
	01	39.1977	6,794
	02	41.1576	7,133
	03	43.2155	7,490
	04	45.3763	7,865
	05	47.6451	8,258
ASSISTANT CITY CLERK	Index Key Value	Hourly	Monthly
	01	29.9013	5,182
	02	31.3999	5,442
	03	32.9713	5,715
	04	34.6154	6,000
	05	36.3502	6,300
ASSISTANT MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	01	32.9158	5,705
	02	34.5643	5,991
	03	36.2945	6,291
	04	38.1060	6,605
	05	40.0081	6,934
ASSOCIATE MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	01	36.1956	6,273
	02	38.0094	6,588
	03	39.9139	6,918
	04	41.9079	7,264
	05	44.0015	7,626
BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
	01	48.2473	8,362
	02	50.6549	8,780
	03	53.1876	9,219
	04	55.8552	9,681
	05	58.6479	10,165
CAPITAL IMPROVEMENTS PROJ MGR	Index Key Value	Hourly	Monthly
	01	46.0961	7,989
	02	48.4009	8,389
	03	50.8237	8,809
	04	53.3619	9,249
	05	56.0301	9,711
ENGINEERING MANAGER	Index Key Value	Hourly	Monthly
	01	56.4778	9,789
	02	59.3017	10,278
	03	62.2669	10,792
	04	65.3801	11,332
	05	68.6491	11,899
FINANCIAL SERVICES MANAGER	Index Key Value	Hourly	Monthly
	01	53.1879	9,219
	02	55.8412	9,679
	03	58.6374	10,163
	04	61.5646	10,671
	05	64.6464	11,205

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

FINANCIAL SERVICES SUPERVISOR	Index Key Value	Hourly	Monthly
	01	45.8059	7,939
	02	48.0905	8,335
	03	50.5013	8,753
	04	53.0270	9,191
	05	55.6828	9,651
HOUSING MANAGER	Index Key Value	Hourly	Monthly
	01	50.3981	8,735
	02	52.9186	9,172
	03	55.5613	9,630
	04	58.3370	10,111
	05	61.2572	10,617
INFORMATION SYSTEMS MANAGER	Index Key Value	Hourly	Monthly
	01	53.8408	9,332
	02	56.5329	9,799
	03	59.3595	10,288
	04	62.3275	10,803
	05	65.4438	11,343
MAINTENANCE MANAGER	Index Key Value	Hourly	Monthly
	01	39.8672	6,910
	02	41.8535	7,254
	03	43.9517	7,618
	04	46.1518	7,999
	05	48.4538	8,398
OFFICE MANAGER	Index Key Value	Hourly	Monthly
	01	38.0042	6,587
	02	39.9080	6,917
	03	41.9063	7,263
	04	43.9993	7,626
	05	46.1986	8,007
PLANNING MANAGER	Index Key Value	Hourly	Monthly
	01	50.3981	8,735
	02	52.9186	9,172
	03	55.5612	9,630
	04	58.3371	10,111
	05	61.2573	10,617
RECREATION MANAGER	Index Key Value	Hourly	Monthly
	01	40.4986	7,019
	02	42.5236	7,370
	03	44.6497	7,739
	04	46.8822	8,126
	05	49.2263	8,532
AIRPORT MANAGER	Index Key Value	Hourly	Monthly
	01	52.2252	9,052
	02	54.8312	9,504
	03	57.5728	9,979
	04	60.4602	10,479
	05	63.4833	11,003

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

COMMUNICATIONS MANAGER	Index Key Value	Hourly	Monthly
	01	35.3320	6,124
	02	37.0986	6,430
	03	38.9536	6,751
	04	40.9012	7,089
	05	42.9463	7,444
DEPUTY DEVELOPMENT SRV DIR	Index Key Value	Hourly	Monthly
	01	53.5453	9,281
	02	56.2225	9,745
	03	59.0337	10,232
	04	61.9860	10,744
	05	65.0854	11,281
EXECUTIVE ASSISTANT TO THE CM	Index Key Value	Hourly	Monthly
	01	28.1437	4,878
	02	29.5495	5,121
	03	31.0212	5,377
	04	32.5870	5,648
	05	34.2000	5,928
H.R.ANALYST	Index Key Value	Hourly	Monthly
	01	37.2674	6,459
	02	39.1349	6,783
	03	41.0956	7,123
	04	43.1488	7,479
	05	45.3044	7,852
HUMAN RESOURCE MANAGER	Index Key Value	Hourly	Monthly
	01	51.9020	8,996
	02	54.4913	9,445
	03	57.2198	9,918
	04	60.0762	10,413
	05	63.0836	10,934
PRINCIPAL H.R. ANALYST	Index Key Value	Hourly	Monthly
	01	46.7117	8,096
	02	49.0421	8,500
	03	51.4978	8,926
	04	54.0685	9,371
	05	56.7751	9,841
RECREATION SUPERINTENDENT	Index Key Value	Hourly	Monthly
	01	46.6903	8,092
	02	49.0292	8,498
	03	51.4774	8,922
	04	54.0567	9,369
	05	56.7563	9,837
PARALEGAL	Index Key Value	Hourly	Monthly
	01	27.4016	4,749
	02	28.7717	4,987
	03	30.2101	5,236
	04	31.7202	5,498
	05	33.3065	5,773

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

POLICE LIEUTENANT	Index Key Value	Hourly	Monthly
	01	53.5394	9,280
	02	56.2165	9,744
	03	59.0293	10,231
	04	61.9782	10,742
	05	65.0840	11,281
AIRPORT MAINTENANCE SUPERVISOR	Index Key Value	Hourly	Monthly
	01	33.8916	5,874
	02	35.5861	6,168
	03	37.3655	6,476
	04	39.2338	6,800
	05	41.1955	7,140
CUSTODIAN (PKS & REC)	Index Key Value	Hourly	Monthly
	01	19.6009	3,397
	02	20.5762	3,566
	03	21.6124	3,746
	04	22.6921	3,933
	05	23.8241	4,129
EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
	01	28.6422	4,964
	02	30.0749	5,212
	03	31.5775	5,473
	04	33.1616	5,748
	05	34.8156	6,034
EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
	01	31.5910	5,475
	02	33.1680	5,749
	03	34.8269	6,036
	04	36.5677	6,338
	05	38.3920	6,654
EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
	01	34.8389	6,038
	02	36.5861	6,341
	03	38.4148	6,658
	04	40.3251	6,989
	05	42.3518	7,340
FLEET CONTROL SPECIALIST	Index Key Value	Hourly	Monthly
	01	29.3596	5,089
	02	30.8296	5,343
	03	32.3696	5,610
	04	33.9896	5,891
	05	35.6796	6,184
FLEET SUPERVISOR	Index Key Value	Hourly	Monthly
	01	36.4867	6,324
	02	38.3084	6,640
	03	40.2265	6,972
	04	42.2303	7,319
	05	44.3413	7,685

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

MAINTENANCE TECH I	Index Key Value	Hourly	Monthly
	01	18.2313	3,160
	02	18.6916	3,239
	03	19.1640	3,321
	04	19.6486	3,405
	05	20.1453	3,491
MAINTENANCE TECH II	Index Key Value	Hourly	Monthly
	01	20.6540	3,580
	02	21.1749	3,670
	03	21.6958	3,760
	04	22.2410	3,855
	05	22.9193	3,972
MAINTENANCE TECH III	Index Key Value	Hourly	Monthly
	01	23.9369	4,149
	02	25.1241	4,354
	03	26.3839	4,573
	04	27.7043	4,802
	05	29.0154	5,029
MAINTENANCE TECH IV	Index Key Value	Hourly	Monthly
	01	26.3839	4,573
	02	27.7043	4,802
	03	29.0853	5,041
	04	30.5389	5,293
	05	32.0653	5,557
MAINTENANCE TECH LEAD	Index Key Value	Hourly	Monthly
	01	32.0653	5,557
	02	33.6643	5,835
	03	35.3481	6,127
	04	37.1167	6,433
	05	38.9701	6,754
MAINTENANCE TECH V	Index Key Value	Hourly	Monthly
	01	29.0853	5,041
	02	30.5389	5,293
	03	32.0653	5,557
	04	33.6643	5,835
	05	35.3481	6,127
ACCOUNTING TECHNICIAN I	Index Key Value	Hourly	Monthly
	01	19.9137	3,451
	02	20.9094	3,624
	03	21.9549	3,805
	04	23.0526	3,995
	05	24.2052	4,195
ACCOUNTING TECHNICIAN II	Index Key Value	Hourly	Monthly
	01	25.4453	4,410
	02	26.7176	4,631
	03	28.0536	4,862
	04	29.4561	5,105
	05	30.9289	5,361

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

ADMINSTRATIVE ASSISTANT I	Index Key Value	Hourly	Monthly
	01	23.6499	4,099
	02	24.8342	4,304
	03	26.0707	4,518
	04	27.3767	4,745
	05	28.7439	4,982
ADMINISTRATIVE ASSISTANT II	Index Key Value	Hourly	Monthly
	01	26.0097	4,508
	02	27.3159	4,734
	03	28.6743	4,970
	04	30.1111	5,219
	05	31.6175	5,480
ADMINISTRATIVE CLERK I	Index Key Value	Hourly	Monthly
	01	18.3035	3,172
	02	19.2155	3,330
	03	20.1726	3,496
	04	21.1840	3,671
	05	22.2568	3,857
ADMINISTRATIVE CLERK II	Index Key Value	Hourly	Monthly
	01	20.1413	3,491
	02	21.1497	3,665
	03	22.2121	3,850
	04	23.3196	4,042
	05	24.4859	4,244
ASSISTANT PLANNER	Index Key Value	Hourly	Monthly
	01	35.4395	6,142
	02	37.2169	6,450
	03	39.0733	6,772
	04	41.0285	7,111
	05	43.0942	7,469
ASSOCIATE CIVIL ENGINEER	Index Key Value	Hourly	Monthly
	01	49.1112	8,512
	02	51.5667	8,938
	03	54.1442	9,385
	04	56.8523	9,854
	05	59.6910	10,346
ASSOCIATE PLANNER	Index Key Value	Hourly	Monthly
	01	39.0016	6,760
	02	40.9521	7,098
	03	42.9984	7,453
	04	45.1562	7,827
	05	47.4045	8,216
BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	01	30.4792	5,283
	02	32.0027	5,547
	03	33.6014	5,824
	04	35.2754	6,114
	05	37.0434	6,420

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

CODE COMPLIANCE INVESTIGATOR	Index Key Value	Hourly	Monthly
	01	23.6152	4,093
	02	24.7994	4,298
	03	26.0359	4,512
	04	27.3420	4,739
	05	28.7091	4,976
DEPUTY BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
	01	40.7677	7,066
	02	42.8061	7,419
	03	44.9470	7,790
	04	47.1938	8,180
	05	49.5537	8,589
DEVELOPMENT SERVICES TECH	Index Key Value	Hourly	Monthly
	01	27.6466	4,792
	02	29.0336	5,032
	03	30.4838	5,283
	04	32.0094	5,548
	05	33.6007	5,824
ENGINEERING TECHNICIAN	Index Key Value	Hourly	Monthly
	01	29.5432	5,120
	02	31.0203	5,376
	03	32.5714	5,645
	04	34.2000	5,928
	05	35.9100	6,224
FIRE SAFTY INSPECTOR I	Index Key Value	Hourly	Monthly
	01	26.4407	4,583
	02	27.7628	4,812
	03	29.1512	5,052
	04	30.6084	5,305
	05	32.1389	5,570
FIRE SAFTY INSPECTOR II	Index Key Value	Hourly	Monthly
	01	30.4792	5,283
	02	32.0027	5,547
	03	33.6014	5,824
	04	35.2754	6,114
	05	37.0434	6,420
GIS ANALYST	Index Key Value	Hourly	Monthly
	01	44.6435	7,738
	02	46.8821	8,126
	03	49.2284	8,532
	04	51.6823	8,958
	05	54.2653	9,405
HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
	01	29.0278	5,031
	02	30.4792	5,283
	03	32.0027	5,547
	04	33.6014	5,824
	05	35.2754	6,114

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

INFORMATION SYSTEM TECHNICIAN	Index Key Value	Hourly	Monthly
	01	30.9838	5,370
	02	32.5307	5,638
	03	34.1595	5,920
	04	35.8611	6,215
	05	37.6537	6,526
NETWORK SYSTEM ADMINISTRATOR	Index Key Value	Hourly	Monthly
	01	40.1423	6,958
	02	42.1451	7,305
	03	44.2523	7,670
	04	46.4641	8,053
	05	48.7890	8,456
PERMIT CENTER TECHNICIAN	Index Key Value	Hourly	Monthly
	01	27.6466	4,792
	02	29.0336	5,032
	03	30.4838	5,283
	04	32.0094	5,548
	05	33.6007	5,824
PLANNING TECHNICIAN	Index Key Value	Hourly	Monthly
	01	26.3326	4,564
	02	27.6510	4,792
	03	29.0206	5,030
	04	30.4852	5,284
	05	32.0006	5,546
POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
	01	22.0687	3,825
	02	23.1763	4,017
	03	24.3361	4,218
	04	25.5482	4,428
	05	26.8283	4,650
PRINCIPAL BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	01	36.8682	6,390
	02	38.7142	6,710
	03	40.6473	7,045
	04	42.6849	7,398
	05	44.8183	7,768
PROGRAM COORDINATOR	Index Key Value	Hourly	Monthly
	01	33.0756	5,733
	02	34.7321	6,020
	03	36.4707	6,321
	04	38.2910	6,637
	05	40.2023	6,968
RECREATION SUPERVISOR	Index Key Value	Hourly	Monthly
	01	32.8799	5,699
	02	34.5302	5,985
	03	36.2522	6,283
	04	38.0640	6,597
	05	39.9743	6,928

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

RESIDENT ENGINEER/RES INSPCTR	Index Key Value	Hourly	Monthly
	01	43.8692	7,603
	02	46.0627	7,984
	03	48.3658	8,383
	04	50.7841	8,802
	05	53.3233	9,242
SENIOR BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	01	33.5145	5,809
	02	35.1916	6,099
	03	36.9530	6,405
	04	38.7988	6,725
	05	40.7431	7,062
SENIOR HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
	01	32.0019	5,546
	02	33.5972	5,823
	03	35.2719	6,113
	04	37.0419	6,420
	05	38.8939	6,741
SR POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
	01	24.2835	4,209
	02	25.4951	4,419
	03	26.7769	4,641
	04	28.1187	4,873
	05	29.5102	5,115
SR. PUBLIC WORKS INSPECTOR	Index Key Value	Hourly	Monthly
	01	32.8105	5,687
	02	34.4475	5,970
	03	36.1716	6,269
	04	37.9828	6,583
	05	39.8811	6,912
STORM WATER PROGRAM COORDIN	Index Key Value	Hourly	Monthly
	01	44.6435	7,738
	02	46.8822	8,126
	03	49.2284	8,532
	04	51.6823	8,958
	05	54.2654	9,406
SUPERVISING ACCOUNTING TECH	Index Key Value	Hourly	Monthly
	01	28.7531	4,983
	02	30.1908	5,233
	03	31.7004	5,494
	04	33.2853	5,769
	05	34.9496	6,057
COMMUNITY SERVICE OFFICER	Index Key Value	Hourly	Monthly
	01	24.2902	4,210
	02	25.5034	4,420
	03	26.7773	4,641
	04	28.1205	4,874
	05	29.5243	5,117

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
	01	24.2987	4,211
	02	25.5120	4,422
	03	26.7859	4,642
	04	28.1290	4,875
	05	29.5330	5,119
ENFORCEMENT OFFICER	Index Key Value	Hourly	Monthly
	01	18.2154	3,157
	02	19.1230	3,314
	03	20.0756	3,479
	04	21.0821	3,654
	05	22.1497	3,839
LEAD COMMUNITY SRVC OFFICER	Index Key Value	Hourly	Monthly
	01	26.7077	4,629
	02	28.0524	4,862
	03	29.4550	5,105
	04	30.9272	5,360
	05	32.4689	5,627
POLICE TRAINEE	Index Key Value	Hourly	Monthly
	01	33.5246	5,810
PROPERTY/EVIDENCE TECHNICIAN	Index Key Value	Hourly	Monthly
	01	28.4844	4,937
	02	29.9056	5,183
	03	31.4048	5,443
	04	32.9733	5,715
	05	34.6198	6,000
PUBLIC SAFETY DISPATCHER	Index Key Value	Hourly	Monthly
	01	26.7253	4,632
	02	28.0685	4,865
	03	29.4637	5,107
	04	30.9368	5,362
	05	32.4880	5,631
SENIOR PROPERTY/EVIDENCE TECH	Index Key Value	Hourly	Monthly
	01	31.3355	5,431
	02	32.8953	5,701
	03	34.5418	5,987
	04	36.2663	6,286
	05	38.0861	6,601
POLICE OFFICER	Index Key Value	Hourly	Monthly
	01	37.4491	6,491
	02	39.3271	6,816
	03	41.2889	7,156
	04	43.3621	7,516
	05	45.5283	7,891

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

POLICE RECORDS SUPERVISOR	Index Key Value	Hourly	Monthly
	01	29.1524	5,053
	02	30.6052	5,304
	03	32.1365	5,570
	04	33.7462	5,849
	05	35.4346	6,142
POLICE SERGEANT	Index Key Value	Hourly	Monthly
	01	43.6537	7,566
	02	45.8375	7,945
	03	48.1246	8,341
	04	50.5297	8,758
	05	53.0529	9,195
PUBLIC SFTY DISPATCH SUPERVSR	Index Key Value	Hourly	Monthly
	01	30.8385	5,345
	02	32.3800	5,612
	03	34.0049	5,894
	04	35.7046	6,188
	05	37.4878	6,497
FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
	01	37.0930	9,001
	02	38.9477	9,451
	03	40.8951	9,923
	04	42.9399	10,420
	05	45.0868	10,941
	06	46.8903	11,378
CAPTAIN/PARAMEDIC	Index Key Value	Hourly	Monthly
	01	28.3718	6,884
	02	29.7955	7,230
	03	31.2812	7,590
	04	32.8494	7,971
	05	34.4863	8,368
	06	36.2101	8,786
FIRE CAPTAIN	Index Key Value	Hourly	Monthly
	01	27.0208	6,557
	02	28.3768	6,886
	03	29.7917	7,229
	04	31.2852	7,591
	05	32.8441	7,970
	06	34.1608	8,289
FIRE ENGINEER	Index Key Value	Hourly	Monthly
	01	23.4965	5,701
	02	24.6756	5,987
	03	25.9072	6,286
	04	27.2043	6,601
	05	28.5667	6,932
	06	29.7065	7,208

City of South Lake Tahoe

2021 Salary Table for Temporary Employees

FIRE ENGINEER/PARAMEDIC	Index Key Value	Hourly	Monthly
	01	24.6714	5,986
	02	25.9094	6,287
	03	27.2026	6,601
	04	28.5645	6,931
	05	29.9950	7,278
	06	31.1918	7,569
FIREFIGHTER	Index Key Value	Hourly	Monthly
	01	21.3677	5,185
	02	22.4355	5,444
	03	23.5554	5,716
	04	24.7347	6,002
	05	25.9661	6,301
	06	27.0076	6,553
FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
	01	23.5045	5,703
	02	24.6791	5,988
	03	25.9109	6,287
	04	27.2081	6,602
	05	28.5627	6,931
	06	29.7085	7,209

City of South Lake Tahoe Salary Schedule
Adoption Date: 12/07/2021
Readoption Date: 03/26/2024

-City Council

- Salary Schedule effective date: 01/23/2021
- Revision Date: 02/02/2021
- Salary Increase Approved on: 10/20/2020

-City Treasurer

- Salary Schedule effective date: 01/23/2021
- Revision Date: 02/02/2021
- Salary Increase Approved on: 10/06/2020

-City Manager and City Attorney

- Salary Schedule effective date: pay period containing 11/13/2021
- Revision Date: 11/23/2021
- Salary Increase Approved on: 11/02/2021

-Unrepresented Employees Group including City Clerk

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/21/2021

-Police Officers' Association

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 05/18/2021

-Police Supervisors' Committee

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/07/2021

-Police Employees' Association

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/07/2021

-Firefighters' Association

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/07/2021

-Local 39 Administrative and Confidential

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/21/2021

-Local 39 General & Public Works

- Salary Schedule effective date: pay period containing 10/01/2021
- Revision Date: 09/30/2021
- Salary Increase Approved on: 09/21/2021

-Seasonal and Part Time Temporary Positions

- Salary Schedule effective date: pay period containing 01/01/2022
- Revision Date: 01/05/2022
- Salary Increase Approved on: 12/07/2021

2022 City of South Lake Tahoe Salary Table

10 CITY CLERK	Index Key Value	Hourly	Monthly
	1100/1138/01	44.7418	7,755
	1100/1138/02	46.9739	8,142
	1100/1138/03	49.3268	8,549
	1100/1138/04	51.7911	8,977
	1100/1138/05	54.3859	9,426
20 CITY COUNCIL	Index Key Value	Hourly	Monthly
	1100/0020/01	0.0000	1,147
30 CITY TREASURER	Index Key Value	Hourly	Monthly
	1100/0030/01	0.0000	1,147
1200 CITY ATTORNEY	Index Key Value	Hourly	Monthly
	1200/1256/01	84.7384	14,688
1280 CITY MANAGER	Index Key Value	Hourly	Monthly
	1200/1258/01	85.8173	14,875
1620 CHIEF OF POLICE	Index Key Value	Hourly	Monthly
	1300/1362/01	74.4627	12,906
	1300/1362/02	78.1858	13,552
	1300/1362/03	82.0951	14,229
	1300/1362/04	86.1999	14,941
	1300/1362/05	90.5099	15,688
1350 DIR OF DEVELOPMENT SERVICES	Index Key Value	Hourly	Monthly
	1300/1350/01	68.9244	11,946
	1300/1350/02	72.3710	12,544
	1300/1350/03	75.9896	13,171
	1300/1350/04	79.7891	13,830
	1300/1350/05	83.7785	14,521
1345 DIRECTOR OF ADMIN SERVICES	Index Key Value	Hourly	Monthly
	1300/1345/01	74.0937	12,842
	1300/1345/02	77.7984	13,485
	1300/1345/03	81.6884	14,159
	1300/1345/04	85.7727	14,867
	1300/1345/05	90.0614	15,610
1340 DIRECTOR OF FINANCE	Index Key Value	Hourly	Monthly
	1300/1340/01	68.9243	11,946
	1300/1340/02	72.3710	12,544
	1300/1340/03	75.9895	13,171
	1300/1340/04	79.7891	13,830
	1300/1340/05	83.7785	14,521
2120 DIRECTOR OF PUBLIC WORKS	Index Key Value	Hourly	Monthly
	1300/1445/01	68.9248	11,946
	1300/1445/02	72.3710	12,544
	1300/1445/03	75.9896	13,171
	1300/1445/04	79.7891	13,830
	1300/1445/05	83.7785	14,521
1342 FIRE CHIEF	Index Key Value	Hourly	Monthly
	1300/1320/01	74.4627	12,906
	1300/1320/02	78.1858	13,552
	1300/1320/03	82.0951	14,229
	1300/1320/04	86.1999	14,941
	1300/1320/05	90.5099	15,688

2022 City of South Lake Tahoe Salary Table

2400 PARKS & REC DIRECTOR	Index Key Value	Hourly	Monthly
	1300/1420/01	68.9243	11,946
	1300/1420/02	72.3710	12,544
	1300/1420/03	75.9895	13,171
	1300/1420/04	79.7891	13,830
	1300/1420/05	83.7785	14,521
1240 ASSISTANT CITY ATTORNEY	Index Key Value	Hourly	Monthly
	1301/1240/01	66.2548	11,484
	1301/1240/02	69.5676	12,058
	1301/1240/03	73.0460	12,661
	1301/1240/04	76.6983	13,294
	1301/1240/05	80.5332	13,959
3427 ACCOUNTANT I	Index Key Value	Hourly	Monthly
	1400/1427/01	34.7667	6,026
	1400/1427/02	36.5028	6,327
	1400/1427/03	38.3321	6,644
	1400/1427/04	40.2454	6,975
	1400/1427/05	42.2614	7,325
3430 ACCOUNTANT II	Index Key Value	Hourly	Monthly
	1400/3430/01	39.9817	6,930
	1400/3430/02	41.9808	7,276
	1400/3430/03	44.0798	7,640
	1400/3430/04	46.2838	8,022
	1400/3430/05	48.5980	8,423
3300 ASSISTANT CITY CLERK	Index Key Value	Hourly	Monthly
	1400/1422/01	30.4993	5,286
	1400/1422/02	32.0279	5,551
	1400/1422/03	33.6307	5,829
	1400/1422/04	35.3077	6,120
	1400/1422/05	37.0772	6,426
2040 ASSISTANT MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	1400/1425/01	33.5742	5,819
	1400/1425/02	35.2556	6,110
	1400/1425/03	37.0204	6,416
	1400/1425/04	38.8681	6,737
	1400/1425/05	40.8083	7,073
2060 ASSOCIATE MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	1400/1430/01	36.9195	6,399
	1400/1430/02	38.7696	6,720
	1400/1430/03	40.7121	7,056
	1400/1430/04	42.7460	7,409
	1400/1430/05	44.8815	7,779
3310 ASST PUBLIC WORKS DIRECTOR	Index Key Value	Hourly	Monthly
	1400/1410/01	53.2698	9,233
	1400/1410/02	55.9332	9,695
	1400/1410/03	58.7300	10,179
	1400/1410/04	61.6664	10,688
	1400/1410/05	64.7498	11,223
1180 BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
	1400/1439/01	49.2122	8,530
	1400/1439/02	51.6680	8,955
	1400/1439/03	54.2513	9,403
	1400/1439/04	56.9723	9,875
	1400/1439/05	59.8209	10,368

2022 City of South Lake Tahoe Salary Table

1441 CAPITAL IMPROVEMENTS PROJ MGR	Index Key Value	Hourly	Monthly
	1400/1449/01	47.0180	8,149
	1400/1449/02	49.3689	8,557
	1400/1449/03	51.8402	8,985
	1400/1449/04	54.4292	9,434
	1400/1449/05	57.1507	9,906
2181 ENGINEERING MANAGER	Index Key Value	Hourly	Monthly
	1400/1442/01	57.6074	9,985
	1400/1442/02	60.4877	10,484
	1400/1442/03	63.5122	11,008
	1400/1442/04	66.6877	11,559
	1400/1442/05	70.0221	12,137
3380 FINANCIAL SERVICES MANAGER	Index Key Value	Hourly	Monthly
	1400/1485/01	54.2517	9,403
	1400/1485/02	56.9581	9,872
	1400/1485/03	59.8102	10,367
	1400/1485/04	62.7959	10,884
	1400/1485/05	65.9394	11,429
3375 FINANCIAL SERVICES SUPERVISOR	Index Key Value	Hourly	Monthly
	1400/3375/01	46.7220	8,098
	1400/3375/02	49.0523	8,502
	1400/3375/03	51.5113	8,928
	1400/3375/04	54.0875	9,375
	1400/3375/05	56.7965	9,844
2510 HOUSING MANAGER	Index Key Value	Hourly	Monthly
	1400/1431/01	51.4060	8,910
	1400/1431/02	53.9769	9,356
	1400/1431/03	56.6726	9,823
	1400/1431/04	59.5037	10,313
	1400/1431/05	62.4824	10,830
1300 INFORMATION SYSTEMS MANAGER	Index Key Value	Hourly	Monthly
	1400/1432/01	54.9176	9,519
	1400/1432/02	57.6635	9,995
	1400/1432/03	60.5467	10,494
	1400/1432/04	63.5740	11,019
	1400/1432/05	66.7527	11,570
7101 MAINTENANCE MANAGER	Index Key Value	Hourly	Monthly
	1400/1429/01	41.3085	7,160
	1400/1429/02	43.3740	7,518
	1400/1429/03	45.5426	7,894
	1400/1429/04	47.8198	8,288
	1400/1429/05	50.2108	8,703
3681 OFFICE MANAGER	Index Key Value	Hourly	Monthly
	1400/1418/01	38.7643	6,719
	1400/1418/02	40.7061	7,055
	1400/1418/03	42.7445	7,409
	1400/1418/04	44.8793	7,779
	1400/1418/05	47.1226	8,167
3400 OPERATIONS MANAGER	Index Key Value	Hourly	Monthly
	1400/1437/01	46.9710	8,141
	1400/1437/02	49.3215	8,549
	1400/1437/03	51.7861	8,976
	1400/1437/04	54.3748	9,424
	1400/1437/05	57.0934	9,896
1455 PLANNING MANAGER	Index Key Value	Hourly	Monthly
	1400/1455/01	51.4061	8,910
	1400/1455/02	53.9769	9,356
	1400/1455/03	56.6725	9,823
	1400/1455/04	59.5038	10,314
	1400/1455/05	62.4824	10,830

2022 City of South Lake Tahoe Salary Table

3370 PRINCIPAL ACCOUNTANT	Index Key Value	Hourly	Monthly
	1400/1480/01	41.7202	7,231
	1400/1480/02	43.8034	7,592
	1400/1480/03	45.9987	7,973
	1400/1480/04	48.2945	8,371
	1400/1480/05	50.7137	8,790
1414 PRINCIPAL MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	1400/1414/01	47.6442	8,258
	1400/1414/02	50.0264	8,671
	1400/1414/03	52.5276	9,104
	1400/1414/04	55.1540	9,560
	1400/1414/05	57.9117	10,038
3350 RECREATION MANAGER	Index Key Value	Hourly	Monthly
	1400/1461/01	41.3086	7,160
	1400/1461/02	43.3740	7,518
	1400/1461/03	45.5427	7,894
	1400/1461/04	47.8199	8,288
	1400/1461/05	50.2109	8,703
1431 AIRPORT MANAGER	Index Key Value	Hourly	Monthly
	1401/1493/01	53.2697	9,233
	1401/1493/02	55.9278	9,694
	1401/1493/03	58.7243	10,178
	1401/1493/04	61.6694	10,689
	1401/1493/05	64.7529	11,223
1483 ASST TO THE CITY MANAGER I	Index Key Value	Hourly	Monthly
	1401/1483/01	50.0897	8,682
	1401/1483/02	52.5942	9,116
	1401/1483/03	55.2240	9,572
	1401/1483/04	57.9852	10,050
	1401/1483/05	60.8845	10,553
1484 ASST TO THE CITY MANAGER II	Index Key Value	Hourly	Monthly
	1401/1484/01	61.2000	10,608
	1401/1484/02	64.2600	11,138
	1401/1484/03	67.4730	11,695
	1401/1484/04	70.8466	12,280
	1401/1484/05	74.3890	12,894
1454 COMMUNICATIONS & PROJECT SPEC	Index Key Value	Hourly	Monthly
	1401/1454/01	34.0601	5,903
	1401/1454/02	35.7631	6,198
	1401/1454/03	37.5513	6,508
	1401/1454/04	39.4288	6,834
	1401/1454/05	41.4003	7,176
1435 COMMUNICATIONS MANAGER	Index Key Value	Hourly	Monthly
	1401/1451/01	36.0387	6,246
	1401/1451/02	37.8406	6,559
	1401/1451/03	39.7326	6,886
	1401/1451/04	41.7193	7,231
	1401/1451/05	43.8052	7,592
1475 DEPUTY DEVELOPMENT SRV DIR	Index Key Value	Hourly	Monthly
	1401/1475/01	54.6162	9,466
	1401/1475/02	57.3470	9,940
	1401/1475/03	60.2144	10,437
	1401/1475/04	63.2257	10,959
	1401/1475/05	66.3871	11,507
1451 EXECUTIVE ASSISTANT TO THE CM	Index Key Value	Hourly	Monthly
	1401/1453/01	28.7065	4,975
	1401/1453/02	30.1404	5,224
	1401/1453/03	31.6416	5,484
	1401/1453/04	33.2387	5,761
	1401/1453/05	34.8840	6,046

2022 City of South Lake Tahoe Salary Table

3750	H.R.ANALYST	Index Key Value	Hourly	Monthly
		1401/1423/01	38.0127	6,588
		1401/1423/02	39.9176	6,919
		1401/1423/03	41.9176	7,265
		1401/1423/04	44.0117	7,628
		1401/1423/05	46.2105	8,009
3751	PRINCIPAL H.R. ANALYST	Index Key Value	Hourly	Monthly
		1401/1482/01	47.6460	8,258
		1401/1482/02	50.0229	8,670
		1401/1482/03	52.5277	9,104
		1401/1482/04	55.1499	9,559
		1401/1482/05	57.9106	10,037
1462	RISK MANAGER	Index Key Value	Hourly	Monthly
		1401/1462/01	31.4262	5,447
		1401/1462/02	41.5671	7,204
		1401/1462/03	43.6454	7,565
		1401/1462/04	45.8277	7,943
		1401/1462/05	48.1191	8,340
	Deputy Chief/Fire Marshall	Index Key Value	Hourly	Monthly
		01	65.6885	11,386
		02	68.9729	11,955
		03	72.4215	12,553
		04	76.0426	13,181
		05	79.8447	13,840
1560	HR SPECIALIST	Index Key Value	Hourly	Monthly
		1500/1560/01	30.4993	5,286
		1500/1560/02	32.0280	5,551
		1500/1560/03	33.6308	5,829
		1500/1560/04	35.3078	6,120
		1500/1560/05	37.0773	6,426
1545	PAYROLL COORDINATOR	Index Key Value	Hourly	Monthly
		1500/1545/01	28.1747	4,883
		1500/1545/02	29.5759	5,126
		1500/1545/03	31.0577	5,383
		1500/1545/04	32.6101	5,652
		1500/1545/05	34.2431	5,935
6680	PARALEGAL	Index Key Value	Hourly	Monthly
		1501/6680/01	27.9496	4,844
		1501/6680/02	29.3471	5,086
		1501/6680/03	30.8143	5,341
		1501/6680/04	32.3546	5,608
		1501/6680/05	33.9726	5,888
3474	SUSTAINABILITY COORDINATOR	Index Key Value	Hourly	Monthly
		1501/3474/01	35.3901	6,134
		1501/3474/02	37.1596	6,441
		1501/3474/03	39.0175	6,763
		1501/3474/04	40.9684	7,101
		1501/3474/05	43.0168	7,456
2595	POLICE LIEUTENANT	Index Key Value	Hourly	Monthly
		1900/1941/01	54.6102	9,465
		1900/1941/02	57.3408	9,939
		1900/1941/03	60.2099	10,436
		1900/1941/04	63.2178	10,957
		1900/1941/05	66.3856	11,506
2105	AIRPORT MAINTENANCE SUPERVISOR	Index Key Value	Hourly	Monthly
		3100/1426/01	34.5694	5,992
		3100/1426/02	36.2979	6,291
		3100/1426/03	38.1128	6,606
		3100/1426/04	40.0185	6,936
		3100/1426/05	42.0195	7,283

2022 City of South Lake Tahoe Salary Table

3122 CUSTODIAN (PKS & REC)	Index Key Value	Hourly	Monthly
	3100/3122/01	19.9929	3,465
	3100/3122/02	20.9877	3,637
	3100/3122/03	22.0446	3,821
	3100/3122/04	23.1460	4,011
	3100/3122/05	24.3006	4,212
7202 EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
	3100/3119/01	29.2150	5,063
	3100/3119/02	30.6764	5,317
	3100/3119/03	32.2090	5,582
	3100/3119/04	33.8248	5,862
	3100/3119/05	35.5119	6,155
7201 EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
	3100/3121/01	32.2228	5,585
	3100/3121/02	33.8313	5,864
	3100/3121/03	35.5234	6,157
	3100/3121/04	37.2990	6,465
	3100/3121/05	39.1599	6,787
7203 EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
	3100/3126/01	35.5357	6,159
	3100/3126/02	37.3178	6,468
	3100/3126/03	39.1831	6,791
	3100/3126/04	41.1316	7,129
	3100/3126/05	43.1988	7,487
6301 FLEET CONTROL SPECIALIST	Index Key Value	Hourly	Monthly
	3100/3117/01	29.9468	5,190
	3100/3117/02	31.4462	5,450
	3100/3117/03	33.0169	5,722
	3100/3117/04	34.6694	6,009
	3100/3117/05	36.3932	6,308
3190 MAINTENANCE TECH I	Index Key Value	Hourly	Monthly
	3100/3190/01	18.5959	3,223
	3100/3190/02	19.0654	3,304
	3100/3190/03	19.5473	3,388
	3100/3190/04	20.0416	3,473
	3100/3190/05	20.5482	3,561
3191 MAINTENANCE TECH II	Index Key Value	Hourly	Monthly
	3100/3191/01	21.0671	3,651
	3100/3191/02	21.5984	3,743
	3100/3191/03	22.1298	3,835
	3100/3191/04	22.6858	3,932
	3100/3191/05	23.3777	4,052
3192 MAINTENANCE TECH III	Index Key Value	Hourly	Monthly
	3100/3192/01	24.4156	4,232
	3100/3192/02	25.6265	4,441
	3100/3192/03	26.9116	4,664
	3100/3192/04	28.2584	4,898
	3100/3192/05	29.5957	5,129
3193 MAINTENANCE TECH IV	Index Key Value	Hourly	Monthly
	3100/3193/01	26.9116	4,664
	3100/3193/02	28.2584	4,898
	3100/3193/03	29.6670	5,142
	3100/3193/04	31.1497	5,399
	3100/3193/05	32.7066	5,669
3195 MAINTENANCE TECH LEAD	Index Key Value	Hourly	Monthly
	3100/3195/01	32.7066	5,669
	3100/3195/02	34.3376	5,951
	3100/3195/03	36.0551	6,249
	3100/3195/04	37.8591	6,562
	3100/3195/05	39.7495	6,889

2022 City of South Lake Tahoe Salary Table

3914 MAINTENANCE TECH V	Index Key Value	Hourly	Monthly
	3100/3194/01	29.6670	5,142
	3100/3194/02	31.1497	5,399
	3100/3194/03	32.7066	5,669
	3100/3194/04	34.3376	5,951
	3100/3194/05	36.0551	6,249
7780 STREET SUPERVISOR	Index Key Value	Hourly	Monthly
	3100/1426/01	34.5694	5,992
	3100/1426/02	36.2979	6,291
	3100/1426/03	38.1128	6,606
	3100/1426/04	40.0185	6,936
	3100/1426/05	42.0195	7,283
3103 ACCOUNTING TECHNICIAN I	Index Key Value	Hourly	Monthly
	3400/3411/01	20.3120	3,520
	3400/3411/02	21.3276	3,696
	3400/3411/03	22.3940	3,881
	3400/3411/04	23.5137	4,075
	3400/3411/05	24.6893	4,279
3104 ACCOUNTING TECHNICIAN II	Index Key Value	Hourly	Monthly
	3400/3415/01	25.9542	4,498
	3400/3415/02	27.2519	4,723
	3400/3415/03	28.6147	4,959
	3400/3415/04	30.0452	5,207
	3400/3415/05	31.5475	5,468
3390 ADMINSTRATIVE ASSISTANT I	Index Key Value	Hourly	Monthly
	3400/1490/01	24.1229	4,181
	3400/1490/02	25.3309	4,390
	3400/1490/03	26.5921	4,609
	3400/1490/04	27.9243	4,840
	3400/1490/05	29.3188	5,081
6381 ADMINISTRATIVE ASSISTANT II	Index Key Value	Hourly	Monthly
	3400/3414/01	26.5299	4,598
	3400/3414/02	27.8622	4,829
	3400/3414/03	29.2478	5,069
	3400/3414/04	30.7133	5,323
	3400/3414/05	32.2498	5,589
6500 ADMINISTRATIVE CLERK I	Index Key Value	Hourly	Monthly
	3400/3402/01	18.6695	3,236
	3400/3402/02	19.5998	3,397
	3400/3402/03	20.5761	3,566
	3400/3402/04	21.6077	3,745
	3400/3402/05	22.7019	3,935
6200 ADMINISTRATIVE CLERK II	Index Key Value	Hourly	Monthly
	3400/3406/01	20.5441	3,560
	3400/3406/02	21.5727	3,739
	3400/3406/03	22.6564	3,927
	3400/3406/04	23.7860	4,122
	3400/3406/05	24.9756	4,329
3140 ASSISTANT PLANNER	Index Key Value	Hourly	Monthly
	3400/3440/01	36.1483	6,265
	3400/3440/02	37.9613	6,579
	3400/3440/03	39.8548	6,908
	3400/3440/04	41.8491	7,253
	3400/3440/05	43.9561	7,619
2190 ASSOCIATE CIVIL ENGINEER	Index Key Value	Hourly	Monthly
	3400/3435/01	50.0934	8,682
	3400/3435/02	52.5981	9,117
	3400/3435/03	55.2271	9,572
	3400/3435/04	57.9894	10,051
	3400/3435/05	60.8848	10,553

2022 City of South Lake Tahoe Salary Table

2200 ASSOCIATE PLANNER	Index Key Value	Hourly	Monthly
	3400/3429/01	39.7816	6,895
	3400/3429/02	41.7711	7,240
	3400/3429/03	43.8584	7,602
	3400/3429/04	46.0593	7,983
	3400/3429/05	48.3526	8,381
3179 BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3421/01	31.0888	5,388
	3400/3421/02	32.6428	5,658
	3400/3421/03	34.2735	5,940
	3400/3421/04	35.9809	6,236
	3400/3421/05	37.7843	6,549
3720 CODE COMPLIANCE INVESTIGATOR	Index Key Value	Hourly	Monthly
	3400/3620/01	24.0875	4,175
	3400/3620/02	25.2954	4,384
	3400/3620/03	26.5566	4,603
	3400/3620/04	27.8889	4,834
	3400/3620/05	29.2833	5,075
3440 DEPUTY BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
	3400/3443/01	41.5830	7,207
	3400/3443/02	43.6622	7,568
	3400/3443/03	45.8459	7,946
	3400/3443/04	48.1377	8,343
	3400/3443/05	50.5448	8,761
3785 DEVELOPMENT SERVICES TECH	Index Key Value	Hourly	Monthly
	3400/3785/01	28.1995	4,887
	3400/3785/02	29.6142	5,133
	3400/3785/03	31.0935	5,389
	3400/3785/04	32.6496	5,659
	3400/3785/05	34.2727	5,940
3201 ENGINEERING TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/3423/01	30.1340	5,223
	3400/3423/02	31.6408	5,484
	3400/3423/03	33.2228	5,758
	3400/3423/04	34.8840	6,046
	3400/3423/05	36.6282	6,348
3485 EVENTS COORDINATOR	Index Key Value	Hourly	Monthly
	3400/3485/01	26.5993	4,610
	3400/3485/02	27.9293	4,841
	3400/3485/03	29.3258	5,083
	3400/3485/04	30.7921	5,337
	3400/3485/05	32.3317	5,604
3494 EXECUTIVE ASST TO THE FIRE CHF	Index Key Value	Hourly	Monthly
	3400/3494/01	28.7065	4,975
	3400/3494/02	30.1404	5,224
	3400/3494/03	31.6416	5,484
	3400/3494/04	33.2387	5,761
	3400/3494/05	34.8840	6,046

2022 City of South Lake Tahoe Salary Table

3452 FIRE SAFTY INSPECTOR I	Index Key Value	Hourly	Monthly
	3400/3452/01	26.9696	4,674
	3400/3452/02	28.3180	4,908
	3400/3452/03	29.7342	5,153
	3400/3452/04	31.2205	5,411
	3400/3452/05	32.7817	5,682
3450 FIRE SAFTY INSPECTOR II	Index Key Value	Hourly	Monthly
	3400/3450/01	31.0888	5,388
	3400/3450/02	32.6428	5,658
	3400/3450/03	34.2735	5,940
	3400/3450/04	35.9809	6,236
	3400/3450/05	37.7843	6,549
3220 GIS ANALYST	Index Key Value	Hourly	Monthly
	3400/3220/01	45.5363	7,892
	3400/3220/02	47.8197	8,288
	3400/3220/03	50.2130	8,703
	3400/3220/04	52.7160	9,137
	3400/3220/05	55.3506	9,594
2350 HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3495/01	29.6083	5,132
	3400/3495/02	31.0887	5,388
	3400/3495/03	32.6427	5,658
	3400/3495/04	34.2734	5,940
	3400/3495/05	35.9809	6,236
3280 INFORMATION SYSTEM TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/3422/01	31.6035	5,477
	3400/3422/02	33.1813	5,751
	3400/3422/03	34.8427	6,039
	3400/3422/04	36.5784	6,340
	3400/3422/05	38.4068	6,657
1410 INFORMATION SYSTEMS SUPERVISOR	Index Key Value	Hourly	Monthly
	3400/1409/01	46.7220	8,098
	3400/1409/02	49.0523	8,502
	3400/1409/03	51.5113	8,928
	3400/1409/04	54.0875	9,375
	3400/1409/05	56.7964	9,844
3241 NETWORK SYSTEM ADMINISTRATOR	Index Key Value	Hourly	Monthly
	3400/3428/01	40.9451	7,097
	3400/3428/02	42.9880	7,451
	3400/3428/03	45.1374	7,823
	3400/3428/04	47.3933	8,214
	3400/3428/05	49.7648	8,625
3780 PERMIT CENTER TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/3780/01	28.1995	4,887
	3400/3780/02	29.6142	5,133
	3400/3780/03	31.0935	5,389
	3400/3780/04	32.6496	5,659
	3400/3780/05	34.2727	5,940
3740 PLANNING TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/3436/01	26.8593	4,655
	3400/3436/02	28.2040	4,888
	3400/3436/03	29.6010	5,130
	3400/3436/04	31.0949	5,389
	3400/3436/05	32.6406	5,657
6600 POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/4104/01	22.5100	3,901
	3400/4104/02	23.6398	4,097
	3400/4104/03	24.8229	4,302
	3400/4104/04	26.0592	4,516
	3400/4104/05	27.3649	4,743

2022 City of South Lake Tahoe Salary Table

3880 PRINCIPAL BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3427/01	37.6056	6,518
	3400/3427/02	39.4885	6,844
	3400/3427/03	41.4603	7,186
	3400/3427/04	43.5386	7,546
	3400/3427/05	45.7147	7,923
3491 PROGRAM COORDINATOR	Index Key Value	Hourly	Monthly
	3400/3491/01	33.7371	5,847
	3400/3491/02	35.4267	6,140
	3400/3491/03	37.2001	6,448
	3400/3491/04	39.0568	6,769
	3400/3491/05	41.0064	7,107
2170 RESIDENT ENGINEER/RES INSPCTR	Index Key Value	Hourly	Monthly
	3400/3470/01	44.7466	7,756
	3400/3470/02	46.9839	8,143
	3400/3470/03	49.3331	8,551
	3400/3470/04	51.7998	8,978
	3400/3470/05	54.3897	9,427
3181 SENIOR BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3425/01	34.1848	5,925
	3400/3425/02	35.8954	6,221
	3400/3425/03	37.6921	6,533
	3400/3425/04	39.5748	6,859
	3400/3425/05	41.5580	7,203
2360 SENIOR HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3496/01	32.6419	5,657
	3400/3496/02	34.2692	5,939
	3400/3496/03	35.9774	6,236
	3400/3496/04	37.7827	6,549
	3400/3496/05	39.6718	6,876
3781 SENIOR PERMIT CENTER TECH	Index Key Value	Hourly	Monthly
	3400/3781/01	31.0076	5,374
	3400/3781/02	32.5580	5,643
	3400/3781/03	34.1860	5,925
	3400/3781/04	35.8953	6,221
	3400/3781/05	37.6900	6,532
6640 SR POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
	3400/6640/01	24.7691	4,293
	3400/6640/02	26.0050	4,507
	3400/6640/03	27.3124	4,734
	3400/6640/04	28.6811	4,971
	3400/6640/05	30.1004	5,217

2022 City of South Lake Tahoe Salary Table

3842 SR. PUBLIC WORKS INSPECTOR	Index Key Value	Hourly	Monthly
	3400/3433/01	33.4667	5,800
	3400/3433/02	35.1364	6,090
	3400/3433/03	36.8950	6,395
	3400/3433/04	38.7425	6,715
	3400/3433/05	40.6787	7,050
3475 STORM WATER PROGRAM COORDIN	Index Key Value	Hourly	Monthly
	3400/3475/01	45.5364	7,892
	3400/3475/02	47.8198	8,288
	3400/3475/03	50.2130	8,703
	3400/3475/04	52.7160	9,137
	3400/3475/05	55.3507	9,594
3471 SUPERVISING ACCOUNTING TECH	Index Key Value	Hourly	Monthly
	3400/3471/01	29.3282	5,083
	3400/3471/02	30.7946	5,337
	3400/3471/03	32.3344	5,604
	3400/3471/04	33.9510	5,884
	3400/3471/05	35.6486	6,179
5601 COMMUNITY SERVICE OFFICER	Index Key Value	Hourly	Monthly
	4100/4108/01	24.7760	4,294
	4100/4108/02	26.0135	4,509
	4100/4108/03	27.3128	4,734
	4100/4108/04	28.6829	4,971
	4100/4108/05	30.1148	5,219
6520 DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
	4100/4100/01	24.7847	4,296
	4100/4100/02	26.0223	4,510
	4100/4100/03	27.3216	4,735
	4100/4100/04	28.6916	4,973
	4100/4100/05	30.1237	5,221
3530 ENFORCEMENT OFFICER	Index Key Value	Hourly	Monthly
	4100/3530/01	18.5797	3,220
	4100/3530/02	19.5055	3,380
	4100/3530/03	20.4771	3,549
	4100/3530/04	21.5037	3,727
	4100/3530/05	22.5926	3,916
5602 LEAD COMMUNITY SRVC OFFICER	Index Key Value	Hourly	Monthly
	4100/4109/01	27.2419	4,721
	4100/4109/02	28.6134	4,959
	4100/4109/03	30.0441	5,207
	4100/4109/04	31.5457	5,467
	4100/4109/05	33.1183	5,740
4123 POLICE TRAINEE	Index Key Value	Hourly	Monthly
	4100/4101/01	34.1951	5,927
3490 PROPERTY/EVIDENCE TECHNICIAN	Index Key Value	Hourly	Monthly
	4100/4123/01	29.0541	5,036
	4100/4123/02	30.5038	5,287
	4100/4123/03	32.0329	5,552
	4100/4123/04	33.6328	5,829
	4100/4123/05	35.3122	6,120
6540 PUBLIC SAFETY DISPATCHER	Index Key Value	Hourly	Monthly
	4100/4113/01	27.2598	4,725
	4100/4113/02	28.6299	4,962
	4100/4113/03	30.0530	5,209
	4100/4113/04	31.5556	5,469
	4100/4113/05	33.1378	5,743

2022 City of South Lake Tahoe Salary Table

3500 SENIOR PROPERTY/EVIDENCE TECH	Index Key Value	Hourly	Monthly
	4100/4122/01	31.9622	5,540
	4100/4122/02	33.5533	5,815
	4100/4122/03	35.2327	6,107
	4100/4122/04	36.9917	6,411
	4100/4122/05	38.8479	6,733
4700 POLICE OFFICER	Index Key Value	Hourly	Monthly
	4101/4124/01	38.1981	6,621
	4101/4124/02	40.1136	6,953
	4101/4124/03	42.1147	7,299
	4101/4124/04	44.2293	7,666
	4101/4124/05	46.4389	8,049
6660 POLICE RECORDS SUPERVISOR	Index Key Value	Hourly	Monthly
	4200/4216/01	29.7355	5,154
	4200/4216/02	31.2174	5,411
	4200/4216/03	32.7792	5,681
	4200/4216/04	34.4211	5,966
	4200/4216/05	36.1433	6,264
3800 POLICE SERGEANT	Index Key Value	Hourly	Monthly
	4200/4232/01	44.5268	7,717
	4200/4232/02	46.7542	8,104
	4200/4232/03	49.0871	8,508
	4200/4232/04	51.5403	8,933
	4200/4232/05	54.1139	9,379
3902 PUBLIC SFTY DISPATCH SUPERVSR	Index Key Value	Hourly	Monthly
	4200/4222/01	31.4553	5,452
	4200/4222/02	33.0276	5,724
	4200/4222/03	34.6850	6,012
	4200/4222/04	36.4187	6,312
	4200/4222/05	38.2375	6,627

2022 City of South Lake Tahoe Salary Table

4410 FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
	4201/4410/01	37.8349	9,181
	4201/4410/02	39.7267	9,640
	4201/4410/03	41.7130	10,122
	4201/4410/04	43.7987	10,628
	4201/4410/05	45.9886	11,159
	4201/4410/06	47.8281	11,606
2380 CAPTAIN/PARAMEDIC	Index Key Value	Hourly	Monthly
	4400/4415/01	28.9392	7,022
	4400/4415/02	30.3914	7,374
	4400/4415/03	31.9068	7,742
	4400/4415/04	33.5064	8,130
	4400/4415/05	35.1761	8,536
	4400/4415/06	36.9343	8,962
2300 FIRE CAPTAIN	Index Key Value	Hourly	Monthly
	4400/4432/01	27.5612	6,688
	4400/4432/02	28.9443	7,023
	4400/4432/03	30.3875	7,374
	4400/4432/04	31.9109	7,743
	4400/4432/05	33.5010	8,129
	4400/4432/06	34.8441	8,455
3480 FIRE ENGINEER	Index Key Value	Hourly	Monthly
	4400/4426/01	23.9664	5,815
	4400/4426/02	25.1691	6,107
	4400/4426/03	26.4253	6,412
	4400/4426/04	27.7484	6,733
	4400/4426/05	29.1380	7,070
	4400/4426/06	30.3007	7,352
3481 FIRE ENGINEER/PARAMEDIC	Index Key Value	Hourly	Monthly
	4400/4430/01	25.1648	6,106
	4400/4430/02	26.4276	6,413
	4400/4430/03	27.7466	6,733
	4400/4430/04	29.1358	7,070
	4400/4430/05	30.5949	7,424
	4400/4430/06	31.8157	7,720
4435 FIRE SHIFT COMMANDER	Index Key Value	Hourly	Monthly
	4400/4435/01	30.3174	7,357
	4400/4435/02	31.8388	7,726
	4400/4435/03	33.4262	8,111
	4400/4435/04	35.1021	8,518
	4400/4435/05	36.8511	8,942
	4400/4435/06	38.3284	9,301
4100 FIREFIGHTER	Index Key Value	Hourly	Monthly
	4400/4422/01	21.7951	5,288
	4400/4422/02	22.8842	5,553
	4400/4422/03	24.0265	5,830
	4400/4422/04	25.2294	6,122
	4400/4422/05	26.4854	6,427
	4400/4422/06	27.5478	6,684
4900 FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
	4400/4421/01	23.9746	5,817
	4400/4421/02	25.1727	6,108
	4400/4421/03	26.4292	6,413
	4400/4421/04	27.7523	6,734
	4400/4421/05	29.1339	7,069
	4400/4421/06	30.3026	7,353

2022 City of South Lake Tahoe Salary Table

BLDGINSPII	BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		9000/9934/01	30.4792	0
		9000/9934/02	32.0027	0
		9000/9934/03	33.6014	0
		9000/9934/04	35.2754	0
		9000/9934/05	37.0434	0
BUSDRIVER	BUS DRIVER	Index Key Value	Hourly	Monthly
		9000/9916/01	19.7000	0
CASHIER1	CASHIER I	Index Key Value	Hourly	Monthly
		9000/9927/01	15.0000	0
		9000/9927/02	15.7500	0
		9000/9927/03	16.5375	0
		9000/9927/04	17.3644	0
		9000/9927/05	18.2326	0
		9000/9927/06	19.1442	0
CASHIER2	CASHIER II	Index Key Value	Hourly	Monthly
		9000/9951/01	15.7179	0
		9000/9951/02	16.5038	0
		9000/9951/03	17.3289	0
		9000/9951/04	18.1954	0
		9000/9951/05	19.1052	0
		9000/9951/06	20.0604	0
EQUIPMCH I	EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
		9000/9957/01	28.6422	0
		9000/9957/02	30.0749	0
		9000/9957/03	31.5775	0
		9000/9957/04	33.1616	0
		9000/9957/05	34.8156	0
EQPMCH II	EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
		9000/9958/01	31.7176	0
EQPMCH III	EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
		9000/9959/01	34.9851	0
HEADCASHR	HEAD CASHIER	Index Key Value	Hourly	Monthly
		9000/9971/01	16.5750	0
		9000/9971/02	17.4038	0
		9000/9971/03	18.2739	0
		9000/9971/04	19.1876	0
		9000/9971/05	20.1470	0
		9000/9971/06	21.1544	0
HDLIFEGUAR	HEAD POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		9000/9977/01	17.1964	0
		9000/9977/02	18.0563	0
		9000/9977/03	18.9591	0
		9000/9977/04	19.9070	0
		9000/9977/05	20.9024	0
		9000/9977/06	21.9475	0

PARKATTEN1		PARK ATTENDANT I	Index Key Value	Hourly	Monthly
			9000/9970/01	15.0000	0
PARKATTEN2		PARK ATTENDANT II	Index Key Value	Hourly	Monthly
			9000/9932/01	15.5000	0
			9000/9932/02	16.2750	0
			9000/9932/03	17.0888	0
			9000/9932/04	17.9432	0
			9000/9932/05	18.8403	0
			9000/9932/06	19.7823	0
LIFEGUARD		POOL LIFEGUARD	Index Key Value	Hourly	Monthly
			9000/9976/01	15.0000	0
			9000/9976/02	15.7500	0
			9000/9976/03	16.5375	0
			9000/9976/04	17.3644	0
			9000/9976/05	18.2326	0
			9000/9976/06	19.1442	0
RECINSTR		RECREATION INSTRUCTOR	Index Key Value	Hourly	Monthly
			9000/9986/01	15.9643	0
			9000/9986/02	16.7625	0
			9000/9986/03	17.6006	0
			9000/9986/04	18.4807	0
			9000/9986/05	19.4047	0
			9000/9986/06	20.3749	0
RECLEADER1		RECREATION LEADER I	Index Key Value	Hourly	Monthly
			9000/9908/01	15.0000	0
			9000/9908/02	15.7500	0
			9000/9908/03	16.5375	0
			9000/9908/04	17.3644	0
			9000/9908/05	18.2326	0
			9000/9908/06	19.1442	0
9984RECLD2		RECREATION LEADER II	Index Key Value	Hourly	Monthly
			9000/9984/01	15.7179	0
			9000/9984/02	16.5038	0
			9000/9984/03	17.3289	0
			9000/9984/04	18.1954	0
			9000/9984/05	19.1052	0
			9000/9984/06	20.0604	0
	9930	SENIOR SNOW REMOVAL EQUIP OP	Index Key Value	Hourly	Monthly
			9000/9930/01	19.3330	0
			9000/9930/02	20.2997	0
			9000/9930/03	21.3146	0
			9000/9930/04	22.3804	0
			9000/9930/05	23.4994	0
			9000/9930/06	24.6743	0

2022 City of South Lake Tahoe Salary Table

SNOWREMOVE		SNOW REMOVAL EQUIP OPERATOR	Index Key Value	Hourly	Monthly
			9000/9918/01	17.5119	0
			9000/9918/02	18.3875	0
			9000/9918/03	19.3069	0
			9000/9918/04	20.2722	0
			9000/9918/05	21.2858	0
			9000/9918/06	22.3500	0
STMAINTWKR		STREET MAINTENANCE WORKER-SEAS	Index Key Value	Hourly	Monthly
			9000/9996/01	15.4998	0
			9000/9996/02	16.2748	0
			9000/9996/03	17.0885	0
			9000/9996/04	17.9429	0
			9000/9996/05	18.8401	0
	9012	ADMINISTRATIVE ASST TEMP	Index Key Value	Hourly	Monthly
			9900/9002/01	23.6499	0
			9900/9002/02	24.8342	0
			9900/9002/03	26.0707	0
			9900/9002/04	27.3767	0
			9900/9002/05	28.7439	0
9923ADMCLK		ADMINISTRATIVE CLERK	Index Key Value	Hourly	Monthly
			9900/9923/01	18.3035	0
			9900/9923/02	19.2155	0
			9900/9923/03	20.1726	0
			9900/9923/04	21.1840	0
			9900/9923/05	22.2568	0
	9939	BACKGROUND INVESTIGATOR TEM PT	Index Key Value	Hourly	Monthly
			9900/9944/01	38.9187	0
	9453	DEFENSIBLE SPACE INSP - TEMP	Index Key Value	Hourly	Monthly
			9900/9453/01	21.1900	0
			9900/9453/02	22.2500	0
			9900/9453/03	23.3700	0
			9900/9453/04	24.5300	0
			9900/9453/05	25.7600	0
	9907	DEPUTY CITY ATTORNEY I TEMP	Index Key Value	Hourly	Monthly
			9900/9939/01	38.5490	0
			9900/9939/02	40.4765	0
			9900/9939/03	42.4999	0
			9900/9939/04	44.6249	0
			9900/9939/05	46.8560	0
			9900/9939/06	49.1998	0
	9520	DEVELOPMENT SRVS TECH TEMP	Index Key Value	Hourly	Monthly
			9900/9520/01	23.7352	0
			9900/9520/02	24.9260	0
			9900/9520/03	26.1710	0
			9900/9520/04	27.4808	0
			9900/9520/05	28.8469	0
			9900/9520/06	30.2890	0

2022 City of South Lake Tahoe Salary Table

9920DISPTR		DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
			9000/9920/01	15.5119	0
	9452	FIRE SAFETY INSPECTOR I - TEMP	Index Key Value	Hourly	Monthly
			9900/9452/01	26.4407	0
			9900/9452/02	27.7628	0
			9900/9452/03	29.1512	0
			9900/9452/04	30.6084	0
			9900/9452/05	32.1389	0
	9949	FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
			9900/9949/01	16.5900	0
	9943	INTERIM CITY MANAGER - TEMP	Index Key Value	Hourly	Monthly
			9900/9981/01	97.1200	0
	9947	INTERIM FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
			9900/9947/01	34.9637	0
			9900/9947/02	36.7120	0
			9900/9947/03	38.5475	0
			9900/9947/04	40.4749	0
			9900/9947/05	42.4987	0
			9900/9947/06	44.1986	0
	9942	INTERIM FIRE CHIEF TEMP	Index Key Value	Hourly	Monthly
			9900/9942/01	69.5388	0
			9900/9942/02	73.0156	0
			9900/9942/03	76.6665	0
			9900/9942/04	80.4998	0
			9900/9942/05	84.5247	0
INTERN		INTERN	Index Key Value	Hourly	Monthly
			9900/9943/01	14.0000	0
			9900/9943/02	15.7452	0
			9900/9943/03	19.2441	0
			9900/9943/04	20.2062	0
			9900/9943/05	21.2166	0
	9973	LEGAL SECRETARY/PARALEGAL-TEMP	Index Key Value	Hourly	Monthly
			9900/9890/01	20.6453	0
			9900/9890/02	21.6821	0
			9900/9890/03	22.7603	0
			9900/9890/04	23.9007	0
			9900/9890/05	25.0965	0
			9900/9890/06	26.3513	0
	9190	MAINTENANCE TECH I - TEMPORARY	Index Key Value	Hourly	Monthly
			9900/9190/01	17.7003	0
			9900/9190/02	18.1472	0
			9900/9190/03	18.6059	0
			9900/9190/04	19.0763	0
			9900/9190/05	19.5585	0

2022 City of South Lake Tahoe Salary Table

9191	MAINTENANCE TECH II -TEMPORARY	Index Key Value	Hourly	Monthly
		9900/9191/01	20.0525	0
		9900/9191/02	20.5582	0
		9900/9191/03	21.0639	0
		9900/9191/04	21.5932	0
		9900/9191/05	22.2518	0
9192	MAINTENANCE TECH III - TEMP	Index Key Value	Hourly	Monthly
		9900/9192/01	23.2397	0
		9900/9192/02	24.3923	0
		9900/9192/03	25.6154	0
		9900/9192/04	26.8974	0
		9900/9192/05	28.1703	0
9193	MAINTENANCE TECH IV - TEMP	Index Key Value	Hourly	Monthly
		9900/9193/01	25.6154	0
		9900/9193/02	26.8974	0
		9900/9193/03	28.2381	0
		9900/9193/04	29.6495	0
		9900/9193/05	31.1313	0
9194	MAINTENANCE TECH V - TEMP	Index Key Value	Hourly	Monthly
		9900/9194/01	28.2381	0
		9900/9194/02	29.6495	0
		9900/9194/03	31.1313	0
		9900/9194/04	32.6838	0
		9900/9194/05	34.3186	0
9945	MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		9900/9945/01	25.9866	0
		9900/9945/02	27.2881	0
		9900/9945/03	28.6539	0
		9900/9945/04	30.0841	0
		9900/9945/05	31.5858	0
		9900/9945/06	33.1650	0
9967	REC COORD TEMP	Index Key Value	Hourly	Monthly
		9900/9967/01	18.7895	0
9934	RESERVE ANNUITANT PERSABLE	Index Key Value	Hourly	Monthly
		9900/9956/01	45.5283	0
9931	RESERVE OFFICER #1	Index Key Value	Hourly	Monthly
		9900/9931/01	41.2889	0
9933	RESERVE OFFICER #2	Index Key Value	Hourly	Monthly
		9900/9933/01	33.5246	0
9925	RESERVE OFFICER ANNUITANT	Index Key Value	Hourly	Monthly
		9900/9925/01	45.5283	0

City of South Lake Tahoe Salary Schedule
Adoption Date: 11/15/2022
Readoption Date: 03/26/2024

- City Council

- Salary Schedule effective date: 01/23/2021
- Revision Date: 02/02/2021
- Salary Increase Approved on: 10/20/2020

- City Treasurer

- Salary Schedule effective date: 01/23/2021
- Revision Date: 02/02/2021
- Salary Increase Approved on: 10/06/2020

- City Manager and City Attorney

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 05/03/2022

-Unrepresented Employees Group including City Clerk

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/21/2021

-Police Officers' Association

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 05/18/2021

-Police Supervisors' Committee

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/07/2021

-Police Employees' Association

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/07/2021

-Firefighters' Association

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/07/2021

-Local 39 Administrative and Confidential

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/21/2021

-Local 39 General & Public Works

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase Approved on: 09/21/2021

-Seasonal and Part Time Temporary Positions

- Salary Schedule effective date: pay period containing 01/01/2023
- Revision Date: 01/04/2023
- Salary Increase Approved on: 11/15/2022

Regular Positions

Salary Table By Bargaining Unit	City of South Lake Tahoe			
Bargaining Unit	1100			
10	CITY CLERK	Index Key Value	Hourly	Monthly
		1100/1138/01	45.6366	7,910
		1100/1138/02	47.9134	8,304
		1100/1138/03	50.3133	8,720
		1100/1138/04	52.8269	9,156
		1100/1138/05	55.4737	9,615
20	CITY COUNCIL	Index Key Value	Hourly	Monthly
		1100/0020/01	0.0000	1,147
30	CITY TREASURER	Index Key Value	Hourly	Monthly
		1100/0030/01	0.0000	1,147
Bargaining Unit	1200			
1200	CITY ATTORNEY	Index Key Value	Hourly	Monthly
		1200/1256/01	93.2120	16,156
1280	CITY MANAGER	Index Key Value	Hourly	Monthly
		1200/1258/01	94.3990	16,362
Bargaining Unit	1300			
1620	CHIEF OF POLICE	Index Key Value	Hourly	Monthly
		1300/1362/01	75.9519	13,165
		1300/1362/02	79.7496	13,823
		1300/1362/03	83.7370	14,514
		1300/1362/04	87.9239	15,240
		1300/1362/05	92.3201	16,002
1350	DIR OF DEVELOPMENT SERVICES	Index Key Value	Hourly	Monthly
		1300/1350/01	70.3029	12,185
		1300/1350/02	73.8184	12,795
		1300/1350/03	77.5094	13,434
		1300/1350/04	81.3849	14,106
		1300/1350/05	85.4541	14,812
1345	DIRECTOR OF ADMIN SERVICES	Index Key Value	Hourly	Monthly
		1300/1345/01	75.5756	13,099
		1300/1345/02	79.3543	13,754
		1300/1345/03	83.3222	14,442
		1300/1345/04	87.4882	15,164
		1300/1345/05	91.8626	15,922
1340	DIRECTOR OF FINANCE	Index Key Value	Hourly	Monthly
		1300/1340/01	70.3028	12,185
		1300/1340/02	73.8184	12,795
		1300/1340/03	77.5093	13,434
		1300/1340/04	81.3849	14,106
		1300/1340/05	85.4540	14,812
2120	DIRECTOR OF PUBLIC WORKS	Index Key Value	Hourly	Monthly
		1300/1445/01	70.3033	12,185
		1300/1445/02	73.8184	12,795
		1300/1445/03	77.5094	13,434
		1300/1445/04	81.3849	14,106
		1300/1445/05	85.4541	14,812

1342	FIRE CHIEF	Index Key Value	Hourly	Monthly
		1300/1320/01	75.9519	13,165
		1300/1320/02	79.7496	13,823
		1300/1320/03	83.7370	14,514
		1300/1320/04	87.9239	15,240
		1300/1320/05	92.3201	16,002
2400	PARKS & REC DIRECTOR	Index Key Value	Hourly	Monthly
		1300/1420/01	70.3028	12,185
		1300/1420/02	73.8184	12,795
		1300/1420/03	77.5093	13,434
		1300/1420/04	81.3849	14,106
		1300/1420/05	85.4540	14,812
Bargaining Unit	1301			
1240	ASSISTANT CITY ATTORNEY	Index Key Value	Hourly	Monthly
		1301/1240/01	67.5799	11,713
		1301/1240/02	70.9589	12,299
		1301/1240/03	74.5069	12,914
		1301/1240/04	78.2322	13,560
		1301/1240/05	82.1438	14,238
1321	ASSISTANT CITY MANAGER	Index Key Value	Hourly	Monthly
		1301/1321/01	75.9519	13,165
		1301/1321/02	79.7496	13,823
		1301/1321/03	83.7370	14,514
		1301/1321/04	87.9239	15,240
		1301/1321/05	92.3201	16,002
Bargaining Unit	1400			
3427	ACCOUNTANT I	Index Key Value	Hourly	Monthly
		1400/1427/01	35.4621	6,146
		1400/1427/02	37.2329	6,453
		1400/1427/03	39.0988	6,777
		1400/1427/04	41.0503	7,115
		1400/1427/05	43.1066	7,471
3430	ACCOUNTANT II	Index Key Value	Hourly	Monthly
		1400/3430/01	40.7813	7,068
		1400/3430/02	42.8204	7,422
		1400/3430/03	44.9614	7,793
		1400/3430/04	47.2095	8,182
		1400/3430/05	49.5700	8,592
3300	ASSISTANT CITY CLERK	Index Key Value	Hourly	Monthly
		1400/1422/01	31.1093	5,392
		1400/1422/02	32.6685	5,662
		1400/1422/03	34.3034	5,945
		1400/1422/04	36.0139	6,242
		1400/1422/05	37.8187	6,555

2040	ASSISTANT MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		1400/1425/01	34.2456	5,935
		1400/1425/02	35.9607	6,233
		1400/1425/03	37.7608	6,545
		1400/1425/04	39.6455	6,871
		1400/1425/05	41.6244	7,214
2060	ASSOCIATE MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		1400/1430/01	37.6579	6,527
		1400/1430/02	39.5450	6,854
		1400/1430/03	41.5264	7,197
		1400/1430/04	43.6009	7,557
		1400/1430/05	45.7792	7,935
3310	ASST PUBLIC WORKS DIRECTOR	Index Key Value	Hourly	Monthly
		1400/1410/01	54.3352	9,418
		1400/1410/02	57.0519	9,889
		1400/1410/03	59.9046	10,383
		1400/1410/04	62.8997	10,902
		1400/1410/05	66.0448	11,447
1180	BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		1400/1439/01	50.1965	8,700
		1400/1439/02	52.7013	9,134
		1400/1439/03	55.3364	9,591
		1400/1439/04	58.1117	10,072
		1400/1439/05	61.0173	10,576
1459	CAPITAL & FACILITIES PROG MGR	Index Key Value	Hourly	Monthly
		1400/1459/01	58.7595	10,184
		1400/1459/02	61.6974	10,694
		1400/1459/03	64.7824	11,228
		1400/1459/04	68.0214	11,790
		1400/1459/05	71.4225	12,379
1441	CAPITAL IMPROVEMENTS PROJ MGR	Index Key Value	Hourly	Monthly
		1400/1449/01	47.9583	8,312
		1400/1449/02	50.3563	8,728
		1400/1449/03	52.8770	9,165
		1400/1449/04	55.5178	9,623
		1400/1449/05	58.2937	10,104
1458	COMPLETE STREETS PROG MGR	Index Key Value	Hourly	Monthly
		1400/1458/01	58.7595	10,184
		1400/1458/02	61.6974	10,694
		1400/1458/03	64.7824	11,228
		1400/1458/04	68.0214	11,790
		1400/1458/05	71.4225	12,379
2181	ENGINEERING MANAGER	Index Key Value	Hourly	Monthly
		1400/1442/01	58.7596	10,184
		1400/1442/02	61.6975	10,694
		1400/1442/03	64.7824	11,228
		1400/1442/04	68.0215	11,790
		1400/1442/05	71.4226	12,379

3380	FINANCIAL SERVICES MANAGER	Index Key Value	Hourly	Monthly
		1400/1485/01	55.3367	9,591
		1400/1485/02	58.0972	10,070
		1400/1485/03	61.0064	10,574
		1400/1485/04	64.0518	11,102
		1400/1485/05	67.2581	11,658
3375	FINANCIAL SERVICES SUPERVISOR	Index Key Value	Hourly	Monthly
		1400/3375/01	47.6565	8,260
		1400/3375/02	50.0333	8,672
		1400/3375/03	52.5416	9,107
		1400/3375/04	55.1692	9,562
		1400/3375/05	57.9324	10,041
2510	HOUSING MANAGER	Index Key Value	Hourly	Monthly
		1400/1431/01	52.4341	9,088
		1400/1431/02	55.0565	9,543
		1400/1431/03	57.8060	10,019
		1400/1431/04	60.6938	10,520
		1400/1431/05	63.7320	11,046
1300	INFORMATION SYSTEMS MANAGER	Index Key Value	Hourly	Monthly
		1400/1432/01	56.0160	9,709
		1400/1432/02	58.8168	10,194
		1400/1432/03	61.7576	10,704
		1400/1432/04	64.8455	11,239
		1400/1432/05	68.0878	11,801
7101	MAINTENANCE MANAGER	Index Key Value	Hourly	Monthly
		1400/1429/01	42.1347	7,303
		1400/1429/02	44.2415	7,668
		1400/1429/03	46.4535	8,051
		1400/1429/04	48.7762	8,454
		1400/1429/05	51.2150	8,877
3681	OFFICE MANAGER	Index Key Value	Hourly	Monthly
		1400/1418/01	39.5396	6,853
		1400/1418/02	41.5202	7,196
		1400/1418/03	43.5993	7,557
		1400/1418/04	45.7769	7,934
		1400/1418/05	48.0651	8,331
3400	OPERATIONS MANAGER	Index Key Value	Hourly	Monthly
		1400/1437/01	47.9104	8,304
		1400/1437/02	50.3079	8,720
		1400/1437/03	52.8218	9,155
		1400/1437/04	55.4623	9,613
		1400/1437/05	58.2353	10,094
1455	PLANNING MANAGER	Index Key Value	Hourly	Monthly
		1400/1455/01	52.4342	9,088
		1400/1455/02	55.0565	9,543
		1400/1455/03	57.8059	10,019
		1400/1455/04	60.6939	10,520
		1400/1455/05	63.7321	11,046

3370	PRINCIPAL ACCOUNTANT	Index Key Value	Hourly	Monthly
		1400/1480/01	42.5546	7,376
		1400/1480/02	44.6795	7,744
		1400/1480/03	46.9186	8,132
		1400/1480/04	49.2604	8,538
		1400/1480/05	51.7280	8,966
1414	PRINCIPAL MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		1400/1414/01	48.5970	8,423
		1400/1414/02	51.0269	8,844
		1400/1414/03	53.5782	9,286
		1400/1414/04	56.2571	9,751
		1400/1414/05	59.0699	10,238
3350	RECREATION MANAGER	Index Key Value	Hourly	Monthly
		1400/1461/01	42.1347	7,303
		1400/1461/02	44.2415	7,668
		1400/1461/03	46.4536	8,051
		1400/1461/04	48.7763	8,454
		1400/1461/05	51.2151	8,877
Bargaining Unit	1401			
1431	AIRPORT MANAGER	Index Key Value	Hourly	Monthly
		1401/1493/01	58.7595	10,184
		1401/1493/02	61.6974	10,694
		1401/1493/03	64.7824	11,228
		1401/1493/04	68.0214	11,790
		1401/1493/05	71.4225	12,379
1483	ASST TO THE CITY MANAGER I	Index Key Value	Hourly	Monthly
		1401/1483/01	51.0915	8,855
		1401/1483/02	53.6461	9,298
		1401/1483/03	56.3285	9,763
		1401/1483/04	59.1449	10,251
		1401/1483/05	62.1022	10,764
1484	ASST TO THE CITY MANAGER II	Index Key Value	Hourly	Monthly
		1401/1484/01	62.4240	10,820
		1401/1484/02	65.5452	11,361
		1401/1484/03	68.8224	11,929
		1401/1484/04	72.2635	12,525
		1401/1484/05	75.8767	13,151
1454	COMMUNICATIONS & PROJECT SPEC	Index Key Value	Hourly	Monthly
		1401/1454/01	34.7413	6,021
		1401/1454/02	36.4784	6,322
		1401/1454/03	38.3023	6,639
		1401/1454/04	40.2174	6,971
		1401/1454/05	42.2283	7,319
1435	COMMUNICATIONS MANAGER	Index Key Value	Hourly	Monthly
		1401/1451/01	36.7594	6,371
		1401/1451/02	38.5974	6,690
		1401/1451/03	40.5273	7,024
		1401/1451/04	42.5537	7,375
		1401/1451/05	44.6813	7,744
1475	DEPUTY DEVELOPMENT SRV DIR	Index Key Value	Hourly	Monthly

		1401/1475/01	55.7086	9,656
		1401/1475/02	58.4939	10,138
		1401/1475/03	61.4187	10,645
		1401/1475/04	64.4902	11,178
		1401/1475/05	67.7149	11,737
1451	EXECUTIVE ASSISTANT TO THE CM	Index Key Value	Hourly	Monthly
		1401/1453/01	29.2807	5,075
		1401/1453/02	30.7433	5,328
		1401/1453/03	32.2744	5,594
		1401/1453/04	33.9035	5,876
		1401/1453/05	35.5816	6,167
3750	H.R.ANALYST	Index Key Value	Hourly	Monthly
		1401/1423/01	38.7730	6,720
		1401/1423/02	40.7159	7,057
		1401/1423/03	42.7559	7,411
		1401/1423/04	44.8920	7,781
		1401/1423/05	47.1347	8,170
1091	HUMAN RESOURCE MANAGER	Index Key Value	Hourly	Monthly
		1401/1435/01	53.9988	9,359
		1401/1435/02	56.6927	9,826
		1401/1435/03	59.5315	10,318
		1401/1435/04	62.5033	10,833
		1401/1435/05	65.6321	11,376
3751	PRINCIPAL H.R. ANALYST	Index Key Value	Hourly	Monthly
		1401/1482/01	48.5989	8,423
		1401/1482/02	51.0234	8,844
		1401/1482/03	53.5783	9,286
		1401/1482/04	56.2529	9,750
		1401/1482/05	59.0689	10,238
1462	RISK MANAGER	Index Key Value	Hourly	Monthly
		1401/1462/01	40.3795	6,999
		1401/1462/02	42.3984	7,349
		1401/1462/03	44.5184	7,716
		1401/1462/04	46.7443	8,102
		1401/1462/05	49.0814	8,507
Bargaining Unit	1500			
1560	HR SPECIALIST	Index Key Value	Hourly	Monthly
		1500/1560/01	31.1093	5,392
		1500/1560/02	32.6685	5,662
		1500/1560/03	34.3034	5,945
		1500/1560/04	36.0139	6,242
		1500/1560/05	37.8188	6,555
1545	PAYROLL COORDINATOR	Index Key Value	Hourly	Monthly
		1500/1545/01	28.7382	4,981
		1500/1545/02	30.1674	5,229
		1500/1545/03	31.6789	5,491
		1500/1545/04	33.2623	5,765
		1500/1545/05	34.9280	6,054
Bargaining Unit	1501			
6680	PARALEGAL	Index Key Value	Hourly	Monthly

		1501/6680/01	28.5086	4,941
		1501/6680/02	29.9340	5,188
		1501/6680/03	31.4306	5,447
		1501/6680/04	33.0017	5,720
		1501/6680/05	34.6521	6,006
3474	SUSTAINABILITY COORDINATOR	Index Key Value	Hourly	Monthly
		1501/3474/01	36.0979	6,256
		1501/3474/02	37.9028	6,569
		1501/3474/03	39.7979	6,898
		1501/3474/04	41.7877	7,243
		1501/3474/05	43.8772	7,605
Bargaining Unit	1900			
2595	POLICE LIEUTENANT	Index Key Value	Hourly	Monthly
		1900/1941/01	55.7024	9,655
		1900/1941/02	58.4876	10,137
		1900/1941/03	61.4141	10,645
		1900/1941/04	64.4822	11,176
		1900/1941/05	67.7133	11,736
Bargaining Unit	3100			
2105	AIRPORT MAINTENANCE SUPERVISOR	Index Key Value	Hourly	Monthly
		3100/1426/01	35.2608	6,111
		3100/1426/02	37.0238	6,417
		3100/1426/03	38.8751	6,738
		3100/1426/04	40.8189	7,075
		3100/1426/05	42.8598	7,429
3122	CUSTODIAN (PKS & REC)	Index Key Value	Hourly	Monthly
		3100/3122/01	20.3928	3,534
		3100/3122/02	21.4074	3,710
		3100/3122/03	22.4855	3,897
		3100/3122/04	23.6089	4,092
		3100/3122/05	24.7866	4,296
7202	EQUIPMENT MECHANIC I	Index Key Value	Hourly	Monthly
		3100/3119/01	29.7993	5,165
		3100/3119/02	31.2899	5,423
		3100/3119/03	32.8532	5,694
		3100/3119/04	34.5013	5,980
		3100/3119/05	36.2221	6,278
7201	EQUIPMENT MECHANIC II	Index Key Value	Hourly	Monthly
		3100/3121/01	32.8673	5,696
		3100/3121/02	34.5080	5,981
		3100/3121/03	36.2339	6,280
		3100/3121/04	38.0450	6,594
		3100/3121/05	39.9431	6,923

7203	EQUIPMENT MECHANIC III	Index Key Value	Hourly	Monthly
		3100/3126/01	36.2464	6,282
		3100/3126/02	38.0642	6,597
		3100/3126/03	39.9667	6,927
		3100/3126/04	41.9542	7,272
		3100/3126/05	44.0628	7,637
6301	FLEET CONTROL SPECIALIST	Index Key Value	Hourly	Monthly
		3100/3117/01	30.5457	5,294
		3100/3117/02	32.0751	5,559
		3100/3117/03	33.6773	5,837
		3100/3117/04	35.3627	6,129
		3100/3117/05	37.1210	6,434
3190	MAINTENANCE TECH I	Index Key Value	Hourly	Monthly
		3100/3190/01	18.9678	3,287
		3100/3190/02	19.4467	3,370
		3100/3190/03	19.9383	3,455
		3100/3190/04	20.4424	3,543
		3100/3190/05	20.9591	3,632
3191	MAINTENANCE TECH II	Index Key Value	Hourly	Monthly
		3100/3191/01	21.4885	3,724
		3100/3191/02	22.0304	3,818
		3100/3191/03	22.5724	3,912
		3100/3191/04	23.1395	4,010
		3100/3191/05	23.8453	4,133
3192	MAINTENANCE TECH III	Index Key Value	Hourly	Monthly
		3100/3192/01	24.9040	4,316
		3100/3192/02	26.1391	4,530
		3100/3192/03	27.4498	4,757
		3100/3192/04	28.8235	4,996
		3100/3192/05	30.1876	5,232
3193	MAINTENANCE TECH IV	Index Key Value	Hourly	Monthly
		3100/3193/01	27.4498	4,757
		3100/3193/02	28.8235	4,996
		3100/3193/03	30.2603	5,245
		3100/3193/04	31.7727	5,507
		3100/3193/05	33.3607	5,782
3195	MAINTENANCE TECH LEAD	Index Key Value	Hourly	Monthly
		3100/3195/01	33.3607	5,782
		3100/3195/02	35.0243	6,070
		3100/3195/03	36.7762	6,374
		3100/3195/04	38.6163	6,693
		3100/3195/05	40.5445	7,027
3914	MAINTENANCE TECH V	Index Key Value	Hourly	Monthly
		3100/3194/01	30.2603	5,245
		3100/3194/02	31.7727	5,507
		3100/3194/03	33.3607	5,782
		3100/3194/04	35.0243	6,070
		3100/3194/05	36.7762	6,374

7780	STREET SUPERVISOR	Index Key Value	Hourly	Monthly
		3100/1426/01	35.2608	6,111
		3100/1426/02	37.0238	6,417
		3100/1426/03	38.8751	6,738
		3100/1426/04	40.8189	7,075
		3100/1426/05	42.8598	7,429
Bargaining Unit	3400			
3103	ACCOUNTING TECHNICIAN I	Index Key Value	Hourly	Monthly
		3400/3411/01	20.7182	3,591
		3400/3411/02	21.7541	3,770
		3400/3411/03	22.8418	3,959
		3400/3411/04	23.9839	4,157
		3400/3411/05	25.1831	4,365
3104	ACCOUNTING TECHNICIAN II	Index Key Value	Hourly	Monthly
		3400/3415/01	26.4733	4,588
		3400/3415/02	27.7970	4,818
		3400/3415/03	29.1869	5,059
		3400/3415/04	30.6462	5,312
		3400/3415/05	32.1785	5,577
3390	ADMINSTRATIVE ASSISTANT I	Index Key Value	Hourly	Monthly
		3400/1490/01	24.6054	4,264
		3400/1490/02	25.8375	4,478
		3400/1490/03	27.1239	4,701
		3400/1490/04	28.4828	4,937
		3400/1490/05	29.9052	5,183
6381	ADMINISTRATIVE ASSISTANT II	Index Key Value	Hourly	Monthly
		3400/3414/01	27.0605	4,690
		3400/3414/02	28.4195	4,926
		3400/3414/03	29.8328	5,171
		3400/3414/04	31.3276	5,430
		3400/3414/05	32.8948	5,701
6500	ADMINISTRATIVE CLERK I	Index Key Value	Hourly	Monthly
		3400/3402/01	19.0429	3,300
		3400/3402/02	19.9918	3,465
		3400/3402/03	20.9876	3,637
		3400/3402/04	22.0398	3,820
		3400/3402/05	23.1560	4,013
6200	ADMINISTRATIVE CLERK II	Index Key Value	Hourly	Monthly
		3400/3406/01	20.9550	3,632
		3400/3406/02	22.0042	3,814
		3400/3406/03	23.1095	4,005
		3400/3406/04	24.2617	4,205
		3400/3406/05	25.4751	4,415
3140	ASSISTANT PLANNER	Index Key Value	Hourly	Monthly
		3400/3440/01	36.8713	6,391
		3400/3440/02	38.7205	6,711
		3400/3440/03	40.6519	7,046
		3400/3440/04	42.6860	7,398
		3400/3440/05	44.8352	7,771
2190	ASSOCIATE CIVIL ENGINEER	Index Key Value	Hourly	Monthly

		3400/3435/01	51.0953	8,856
		3400/3435/02	53.6500	9,299
		3400/3435/03	56.3317	9,764
		3400/3435/04	59.1491	10,252
		3400/3435/05	62.1025	10,764
2200	ASSOCIATE PLANNER	Index Key Value	Hourly	Monthly
		3400/3429/01	40.5772	7,033
		3400/3429/02	42.6065	7,385
		3400/3429/03	44.7355	7,754
		3400/3429/04	46.9805	8,143
		3400/3429/05	49.3196	8,548
3179	BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3421/01	31.7106	5,496
		3400/3421/02	33.2956	5,771
		3400/3421/03	34.9589	6,059
		3400/3421/04	36.7005	6,361
		3400/3421/05	38.5400	6,680
3720	CODE COMPLIANCE INVESTIGATOR	Index Key Value	Hourly	Monthly
		3400/3620/01	24.5692	4,258
		3400/3620/02	25.8013	4,472
		3400/3620/03	27.0877	4,695
		3400/3620/04	28.4466	4,930
		3400/3620/05	29.8690	5,177
3440	DEPUTY BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		3400/3443/01	42.4147	7,351
		3400/3443/02	44.5354	7,719
		3400/3443/03	46.7628	8,105
		3400/3443/04	49.1005	8,510
		3400/3443/05	51.5557	8,936
3785	DEVELOPMENT SERVICES TECH	Index Key Value	Hourly	Monthly
		3400/3785/01	28.7635	4,985
		3400/3785/02	30.2065	5,235
		3400/3785/03	31.7153	5,497
		3400/3785/04	33.3026	5,772
		3400/3785/05	34.9581	6,059
3201	ENGINEERING TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3423/01	30.7367	5,327
		3400/3423/02	32.2736	5,594
		3400/3423/03	33.8873	5,873
		3400/3423/04	35.5817	6,167
		3400/3423/05	37.3607	6,475
3485	EVENTS COORDINATOR	Index Key Value	Hourly	Monthly
		3400/3485/01	27.1313	4,702
		3400/3485/02	28.4879	4,937
		3400/3485/03	29.9123	5,184
		3400/3485/04	31.4080	5,444
		3400/3485/05	32.9784	5,716

3494	EXECUTIVE ASST TO THE FIRE CHF	Index Key Value	Hourly	Monthly
		3400/3494/01	29.2807	5,075
		3400/3494/02	30.7433	5,328
		3400/3494/03	32.2744	5,594
		3400/3494/04	33.9035	5,876
		3400/3494/05	35.5816	6,167
3452	FIRE SAFTY INSPECTOR I	Index Key Value	Hourly	Monthly
		3400/3452/01	27.5089	4,768
		3400/3452/02	28.8844	5,006
		3400/3452/03	30.3289	5,257
		3400/3452/04	31.8449	5,519
		3400/3452/05	33.4373	5,795
3450	FIRE SAFTY INSPECTOR II	Index Key Value	Hourly	Monthly
		3400/3450/01	31.7106	5,496
		3400/3450/02	33.2956	5,771
		3400/3450/03	34.9589	6,059
		3400/3450/04	36.7005	6,361
		3400/3450/05	38.5400	6,680
3220	GIS ANALYST	Index Key Value	Hourly	Monthly
		3400/3220/01	46.4471	8,050
		3400/3220/02	48.7761	8,454
		3400/3220/03	51.2173	8,877
		3400/3220/04	53.7703	9,320
		3400/3220/05	56.4576	9,785
3477	HEAD POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		3400/3477/01	18.4174	3,192
		3400/3477/02	19.3382	3,351
		3400/3477/03	20.3051	3,519
		3400/3477/04	21.3204	3,695
		3400/3477/05	22.3864	3,880
2350	HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3495/01	30.2005	5,234
		3400/3495/02	31.7105	5,496
		3400/3495/03	33.2956	5,771
		3400/3495/04	34.9589	6,059
		3400/3495/05	36.7005	6,361
3280	INFORMATION SYSTEM TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3422/01	32.2355	5,587
		3400/3422/02	33.8450	5,866
		3400/3422/03	35.5396	6,160
		3400/3422/04	37.3099	6,467
		3400/3422/05	39.1749	6,790
1410	INFORMATION SYSTEMS SUPERVISOR	Index Key Value	Hourly	Monthly
		3400/1409/01	47.6564	8,260
		3400/1409/02	50.0333	8,672
		3400/1409/03	52.5415	9,107
		3400/1409/04	55.1692	9,562
		3400/1409/05	57.9323	10,041

3241	NETWORK SYSTEM ADMINISTRATOR	Index Key Value	Hourly	Monthly
		3400/3428/01	41.7640	7,239
		3400/3428/02	43.8477	7,600
		3400/3428/03	46.0401	7,980
		3400/3428/04	48.3412	8,379
		3400/3428/05	50.7601	8,798
3780	PERMIT CENTER TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3780/01	28.7635	4,985
		3400/3780/02	30.2065	5,235
		3400/3780/03	31.7153	5,497
		3400/3780/04	33.3026	5,772
		3400/3780/05	34.9581	6,059
3740	PLANNING TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/3436/01	27.3965	4,748
		3400/3436/02	28.7681	4,986
		3400/3436/03	30.1931	5,233
		3400/3436/04	31.7168	5,497
		3400/3436/05	33.2934	5,770
6600	POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/4104/01	22.9602	3,979
		3400/4104/02	24.1126	4,179
		3400/4104/03	25.3193	4,388
		3400/4104/04	26.5804	4,607
		3400/4104/05	27.9122	4,838
3880	PRINCIPAL BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3427/01	38.3577	6,648
		3400/3427/02	40.2783	6,981
		3400/3427/03	42.2895	7,330
		3400/3427/04	44.4094	7,697
		3400/3427/05	46.6290	8,082
3491	PROGRAM COORDINATOR	Index Key Value	Hourly	Monthly
		3400/3491/01	34.4119	5,964
		3400/3491/02	36.1353	6,263
		3400/3491/03	37.9441	6,576
		3400/3491/04	39.8380	6,905
		3400/3491/05	41.8265	7,249
2170	RESIDENT ENGINEER/RES INSPCTR	Index Key Value	Hourly	Monthly
		3400/3470/01	45.6415	7,911
		3400/3470/02	47.9236	8,306
		3400/3470/03	50.3198	8,722
		3400/3470/04	52.8358	9,158
		3400/3470/05	55.4775	9,616
3181	SENIOR BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3425/01	34.8685	6,043
		3400/3425/02	36.6133	6,346
		3400/3425/03	38.4459	6,663
		3400/3425/04	40.3663	6,996
		3400/3425/05	42.3891	7,347

2360	SENIOR HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3496/01	33.2948	5,771
		3400/3496/02	34.9545	6,058
		3400/3496/03	36.6969	6,360
		3400/3496/04	38.5384	6,679
		3400/3496/05	40.4653	7,013
3781	SENIOR PERMIT CENTER TECH	Index Key Value	Hourly	Monthly
		3400/3781/01	31.6278	5,482
		3400/3781/02	33.2092	5,756
		3400/3781/03	34.8697	6,044
		3400/3781/04	36.6132	6,346
		3400/3781/05	38.4438	6,663
3444	SENIOR PLANNER-2 YR LIMIT TRM	Index Key Value	Hourly	Monthly
		3400/3444/01	44.6289	7,735
		3400/3444/02	46.8603	8,122
		3400/3444/03	49.2033	8,528
		3400/3444/04	51.6635	8,955
		3400/3444/05	54.2467	9,402
6640	SR POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		3400/6640/01	25.2645	4,379
		3400/6640/02	26.5251	4,597
		3400/6640/03	27.8587	4,828
		3400/6640/04	29.2547	5,070
		3400/6640/05	30.7024	5,321
3842	SR. PUBLIC WORKS INSPECTOR	Index Key Value	Hourly	Monthly
		3400/3433/01	34.1360	5,916
		3400/3433/02	35.8392	6,212
		3400/3433/03	37.6329	6,523
		3400/3433/04	39.5173	6,849
		3400/3433/05	41.4923	7,192
3475	STORM WATER PROGRAM COORDIN	Index Key Value	Hourly	Monthly
		3400/3475/01	46.4471	8,050
		3400/3475/02	48.7762	8,454
		3400/3475/03	51.2173	8,877
		3400/3475/04	53.7703	9,320
		3400/3475/05	56.4577	9,786
3471	SUPERVISING ACCOUNTING TECH	Index Key Value	Hourly	Monthly
		3400/3471/01	29.9147	5,185
		3400/3471/02	31.4105	5,444
		3400/3471/03	32.9811	5,716
		3400/3471/04	34.6301	6,002
		3400/3471/05	36.3616	6,302
Bargaining Unit	4100			
5601	COMMUNITY SERVICE OFFICER	Index Key Value	Hourly	Monthly
		4100/4108/01	25.2715	4,380
		4100/4108/02	26.5338	4,599
		4100/4108/03	27.8591	4,828
		4100/4108/04	29.2565	5,071
		4100/4108/05	30.7171	5,324
6520	DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly

		4100/4100/01	25.2804	4,381
		4100/4100/02	26.5427	4,600
		4100/4100/03	27.8680	4,830
		4100/4100/04	29.2655	5,072
		4100/4100/05	30.7262	5,325
3530	ENFORCEMENT OFFICER	Index Key Value	Hourly	Monthly
		4100/3530/01	18.9513	3,284
		4100/3530/02	19.8956	3,448
		4100/3530/03	20.8867	3,620
		4100/3530/04	21.9338	3,801
		4100/3530/05	23.0445	3,994
5602	LEAD COMMUNITY SRVC OFFICER	Index Key Value	Hourly	Monthly
		4100/4109/01	27.7867	4,816
		4100/4109/02	29.1857	5,058
		4100/4109/03	30.6450	5,311
		4100/4109/04	32.1767	5,577
		4100/4109/05	33.7807	5,855
4110	PARKING AMBASSADOR	Index Key Value	Hourly	Monthly
		4100/4110/01	21.7140	3,763
		4100/4110/02	22.7997	3,951
		4100/4110/03	23.9397	4,149
		4100/4110/04	25.1367	4,357
		4100/4110/05	26.3935	4,574
4123	POLICE TRAINEE	Index Key Value	Hourly	Monthly
		4100/4101/01	34.8790	6,045
3490	PROPERTY/EVIDENCE TECHNICIAN	Index Key Value	Hourly	Monthly
		4100/4123/01	29.6352	5,136
		4100/4123/02	31.1138	5,393
		4100/4123/03	32.6736	5,663
		4100/4123/04	34.3054	5,946
		4100/4123/05	36.0185	6,243
6540	PUBLIC SAFETY DISPATCHER	Index Key Value	Hourly	Monthly
		4100/4113/01	27.8050	4,819
		4100/4113/02	29.2025	5,061
		4100/4113/03	30.6540	5,313
		4100/4113/04	32.1867	5,579
		4100/4113/05	33.8005	5,858
3500	SENIOR PROPERTY/EVIDENCE TECH	Index Key Value	Hourly	Monthly
		4100/4122/01	32.6015	5,650
		4100/4122/02	34.2243	5,932
		4100/4122/03	35.9373	6,229
		4100/4122/04	37.7315	6,540
		4100/4122/05	39.6248	6,868

Bargaining Unit	4101			
4700	POLICE OFFICER	Index Key Value	Hourly	Monthly
		4101/4124/01	38.9621	6,753
		4101/4124/02	40.9159	7,092
		4101/4124/03	42.9570	7,445
		4101/4124/04	45.1139	7,819
		4101/4124/05	47.3677	8,210
Bargaining Unit	4200			
4210	COMMUNITY SERVICE OFFICER SPVR	Index Key Value	Hourly	Monthly
		4200/4210/01	34.3842	5,959
		4200/4210/02	36.1034	6,257
		4200/4210/03	37.9086	6,570
		4200/4210/04	39.8039	6,899
		4200/4210/05	41.7941	7,244
6660	POLICE RECORDS SUPERVISOR	Index Key Value	Hourly	Monthly
		4200/4216/01	30.3302	5,257
		4200/4216/02	31.8417	5,519
		4200/4216/03	33.4348	5,795
		4200/4216/04	35.1095	6,085
		4200/4216/05	36.8661	6,390
3800	POLICE SERGEANT	Index Key Value	Hourly	Monthly
		4200/4232/01	45.4173	7,872
		4200/4232/02	47.6893	8,266
		4200/4232/03	50.0688	8,678
		4200/4232/04	52.5711	9,112
		4200/4232/05	55.1962	9,567
3902	PUBLIC SFTY DISPATCH SUPERVSR	Index Key Value	Hourly	Monthly
		4200/4222/01	32.0844	5,561
		4200/4222/02	33.6882	5,839
		4200/4222/03	35.3787	6,132
		4200/4222/04	37.1471	6,438
		4200/4222/05	39.0023	6,760
Bargaining Unit	4201			
4410	FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
		4201/4410/01	38.5916	9,364
		4201/4410/02	40.5212	9,833
		4201/4410/03	42.5472	10,324
		4201/4410/04	44.6746	10,841
		4201/4410/05	46.9083	11,383
		4201/4410/06	48.7847	11,838
2310	FIRE MARSHALL	Index Key Value	Hourly	Monthly
		4201/2310/01	56.7277	9,832
		4201/2310/02	59.5641	10,324
		4201/2310/03	62.5423	10,840
		4201/2310/04	65.6694	11,382
		4201/2310/05	68.9528	11,951

Bargaining Unit	4400			
2380	CAPTAIN/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4415/01	29.5180	7,163
		4400/4415/02	30.9993	7,522
		4400/4415/03	32.5450	7,897
		4400/4415/04	34.1765	8,293
		4400/4415/05	35.8796	8,706
		4400/4415/06	37.6730	9,141
2300	FIRE CAPTAIN	Index Key Value	Hourly	Monthly
		4400/4432/01	28.1124	6,821
		4400/4432/02	29.5232	7,164
		4400/4432/03	30.9952	7,521
		4400/4432/04	32.5491	7,898
		4400/4432/05	34.1710	8,292
		4400/4432/06	35.5409	8,624
3480	FIRE ENGINEER	Index Key Value	Hourly	Monthly
		4400/4426/01	24.4458	5,932
		4400/4426/02	25.6725	6,229
		4400/4426/03	26.9538	6,540
		4400/4426/04	28.3033	6,868
		4400/4426/05	29.7208	7,212
		4400/4426/06	30.9067	7,500
3481	FIRE ENGINEER/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4430/01	25.6681	6,228
		4400/4430/02	26.9561	6,541
		4400/4430/03	28.3016	6,867
		4400/4430/04	29.7185	7,211
		4400/4430/05	31.2068	7,572
		4400/4430/06	32.4520	7,875
4435	FIRE SHIFT COMMANDER	Index Key Value	Hourly	Monthly
		4400/4435/01	30.9237	7,504
		4400/4435/02	32.4756	7,880
		4400/4435/03	34.0947	8,273
		4400/4435/04	35.8041	8,688
		4400/4435/05	37.5881	9,121
		4400/4435/06	39.0950	9,487
4100	FIREFIGHTER	Index Key Value	Hourly	Monthly
		4400/4422/01	22.2310	5,394
		4400/4422/02	23.3419	5,664
		4400/4422/03	24.5071	5,947
		4400/4422/04	25.7340	6,244
		4400/4422/05	27.0152	6,555
		4400/4422/06	28.0987	6,818

4900	FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
		4400/4421/01	24.4541	5,934
		4400/4421/02	25.6761	6,230
		4400/4421/03	26.9577	6,541
		4400/4421/04	28.3073	6,869
		4400/4421/05	29.7166	7,211
		4400/4421/06	30.9087	7,500

Seasonal & Temporary Positions

Bargaining Unit		9000			
BLDGINSPII	BUILDING INSPECTOR		Index Key Value	Hourly	Monthly
			9000/9934/01	31.7106	0
			9000/9934/02	33.2956	0
			9000/9934/03	34.9589	0
			9000/9934/04	36.7005	0
			9000/9934/05	38.5400	0
BUSDRIVER	BUS DRIVER		Index Key Value	Hourly	Monthly
			9000/9916/01	19.7000	0
CASHIER1	CASHIER I		Index Key Value	Hourly	Monthly
			9000/9927/01	15.5000	0
			9000/9927/02	16.2750	0
			9000/9927/03	17.0888	0
			9000/9927/04	17.9432	0
			9000/9927/05	18.8403	0
			9000/9927/06	19.7824	0
CASHIER2	CASHIER II		Index Key Value	Hourly	Monthly
			9000/9951/01	16.4702	0
			9000/9951/02	17.2937	0
			9000/9951/03	18.1583	0
			9000/9951/04	19.0663	0
			9000/9951/05	20.0196	0
			9000/9951/06	21.0206	0
EQUIPMCH I	EQUIPMENT MECHANIC I		Index Key Value	Hourly	Monthly
			9000/9957/01	29.7993	0
			9000/9957/02	31.2899	0
			9000/9957/03	32.8532	0
			9000/9957/04	34.5013	0
			9000/9957/05	36.2221	0
EQPMCH II	EQUIPMENT MECHANIC II		Index Key Value	Hourly	Monthly
			9000/9958/01	36.2339	0
EQPMCH III	EQUIPMENT MECHANIC III		Index Key Value	Hourly	Monthly
			9000/9959/01	38.0450	0
HEADCASHR	HEAD CASHIER		Index Key Value	Hourly	Monthly
			9000/9971/01	17.4788	0
			9000/9971/02	18.3528	0
			9000/9971/03	19.2704	0
			9000/9971/04	20.2339	0
			9000/9971/05	21.2456	0
			9000/9971/06	22.3079	0
HDLIFEGUAR	HEAD POOL LIFEGUARD		Index Key Value	Hourly	Monthly
			9000/9977/01	18.4174	0
			9000/9977/02	19.3382	0
			9000/9977/03	20.3051	0
			9000/9977/04	21.3204	0
			9000/9977/05	22.3864	0
			9000/9977/06	21.9475	0
PARKATTEN1	PARK ATTENDANT I		Index Key Value	Hourly	Monthly
			9000/9970/01	15.5000	0

PARKATTEN2	PARK ATTENDANT II	Index Key Value	Hourly	Monthly
		9000/9932/01	16.0000	0
		9000/9932/02	16.8000	0
		9000/9932/03	17.6400	0
		9000/9932/04	18.5220	0
		9000/9932/05	19.4481	0
		9000/9932/06	20.4205	0
PKRANGER1	PARK RANGER I	Index Key Value	Hourly	Monthly
		9000/9968/01	16.0000	0
		9000/9968/02	16.8000	0
		9000/9968/03	17.6400	0
		9000/9968/04	18.5220	0
		9000/9968/05	19.4481	0
		9000/9968/06	20.4205	0
PKRANGERII	PARK RANGER II	Index Key Value	Hourly	Monthly
		9000/9969/01	17.9432	0
		9000/9969/02	18.8403	0
		9000/9969/03	19.7823	0
		9000/9969/04	20.7714	0
		9000/9969/05	21.8100	0
		9000/9969/06	22.9005	0
PKSTEWARD	PARK STEWARD	Index Key Value	Hourly	Monthly
		9000/9966/01	15.5000	0
		9000/9966/02	16.2750	0
		9000/9966/03	17.0888	0
		9000/9966/04	17.9432	0
		9000/9966/05	18.8403	0
		9000/9966/06	19.7824	0
LIFEGUARD	POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		9000/9976/01	15.5000	0
		9000/9976/02	16.2750	0
		9000/9976/03	17.0888	0
		9000/9976/04	17.9432	0
		9000/9976/05	18.8403	0
		9000/9976/06	19.7824	0
RECINSTR	RECREATION INSTRUCTOR	Index Key Value	Hourly	Monthly
		9000/9986/01	16.2146	0
		9000/9986/02	17.0253	0
		9000/9986/03	17.8766	0
		9000/9986/04	18.7704	0
		9000/9986/05	19.7089	0
		9000/9986/06	20.6943	0
RECLEADER1	RECREATION LEADER I	Index Key Value	Hourly	Monthly
		9000/9908/01	15.5000	0
		9000/9908/02	16.2750	0
		9000/9908/03	17.0888	0
		9000/9908/04	17.9432	0
		9000/9908/05	18.8403	0
		9000/9908/06	19.7824	0

9984RECLD2		RECREATION LEADER II	Index Key Value	Hourly	Monthly
			9000/9984/01	16.4702	0
			9000/9984/02	17.2937	0
			9000/9984/03	18.1583	0
			9000/9984/04	19.0663	0
			9000/9984/05	20.0196	0
			9000/9984/06	21.0206	0
	9930	SENIOR SNOW REMOVAL EQUIP OP	Index Key Value	Hourly	Monthly
			9000/9930/01	19.3330	0
			9000/9930/02	20.2997	0
			9000/9930/03	21.3146	0
			9000/9930/04	22.3804	0
			9000/9930/05	23.4994	0
			9000/9930/06	24.6743	0
SNOWREMOVE		SNOW REMOVAL EQUIP OPERATOR	Index Key Value	Hourly	Monthly
			9000/9918/01	17.5119	0
			9000/9918/02	18.3875	0
			9000/9918/03	19.3069	0
			9000/9918/04	20.2722	0
			9000/9918/05	21.2858	0
			9000/9918/06	22.3500	0
STMAINTWKR		STREET MAINTENANCE WORKER-SEAS	Index Key Value	Hourly	Monthly
			9000/9996/01	15.5000	0
			9000/9996/02	16.2750	0
			9000/9996/03	17.0888	0
			9000/9996/04	17.9432	0
			9000/9996/05	18.8403	0
Bargaining Unit		9900			
	9012	ADMINISTRATIVE ASST TEMP	Index Key Value	Hourly	Monthly
			9900/9002/01	24.6054	0
			9900/9002/02	25.8375	0
			9900/9002/03	27.1239	0
			9900/9002/04	28.4828	0
			9900/9002/05	29.9052	0
9923ADMCLK		ADMINISTRATIVE CLERK	Index Key Value	Hourly	Monthly
			9900/9923/01	19.0429	0
			9900/9923/02	19.9918	0
			9900/9923/03	20.9876	0
			9900/9923/04	22.0398	0
			9900/9923/05	23.1560	0
	9939	BACKGROUND INVESTIGATOR TEM PT	Index Key Value	Hourly	Monthly
			9900/9944/01	38.9187	0
	9453	DEFENSIBLE SPACE INSP - TEMP	Index Key Value	Hourly	Monthly
			9900/9453/01	21.1900	0
			9900/9453/02	22.2500	0
			9900/9453/03	23.3700	0
			9900/9453/04	24.5300	0
			9900/9453/05	25.7600	0

	9907 DEPUTY CITY ATTORNEY I TEMP	Index Key Value	Hourly	Monthly
		9900/9939/01	38.5490	0
		9900/9939/02	40.4765	0
		9900/9939/03	42.4999	0
		9900/9939/04	44.6249	0
		9900/9939/05	46.8560	0
		9900/9939/06	49.1998	0
	9520 DEVELOPMENT SRVS TECH TEMP	Index Key Value	Hourly	Monthly
		9900/9520/01	28.7635	0
		9900/9520/02	30.2065	0
		9900/9520/03	31.7153	0
		9900/9520/04	33.3026	0
		9900/9520/05	34.9581	0
		9900/9520/06	30.2890	0
9920DISPTR	DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
		9000/9920/01	15.5119	0
	9452 FIRE SAFETY INSPECTOR I - TEMP	Index Key Value	Hourly	Monthly
		9900/9452/01	27.5089	0
		9900/9452/02	28.8844	0
		9900/9452/03	30.3289	0
		9900/9452/04	31.8449	0
		9900/9452/05	33.4373	0
	9949 FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
		9900/9949/01	24.4541	0
	9943 INTERIM CITY MANAGER - TEMP	Index Key Value	Hourly	Monthly
		9900/9981/01	97.1200	0
	9947 INTERIM FIRE BATTALION CHIEF	Index Key Value	Hourly	Monthly
		9900/9947/01	38.5916	0
		9900/9947/02	40.5212	0
		9900/9947/03	42.5472	0
		9900/9947/04	44.6746	0
		9900/9947/05	46.9083	0
		9900/9947/06	48.7847	0
	9942 INTERIM FIRE CHIEF TEMP	Index Key Value	Hourly	Monthly
		9900/9942/01	75.9519	0
		9900/9942/02	79.7496	0
		9900/9942/03	83.7370	0
		9900/9942/04	87.9239	0
		9900/9942/05	92.3201	0
INTERN	INTERN	Index Key Value	Hourly	Monthly
		9900/9943/01	15.5000	0
		9900/9943/02	16.2750	0
		9900/9943/03	17.0888	0
		9900/9943/04	17.9432	0
		9900/9943/05	18.8403	0

9973 LEGAL SECRETARY/PARALEGAL-TEMP	Index Key Value	Hourly	Monthly
	9900/9890/01	28.5086	0
	9900/9890/02	29.9340	0
	9900/9890/03	31.4306	0
	9900/9890/04	33.0017	0
	9900/9890/05	34.6521	0
	9900/9890/06	26.3513	0
9190 MAINTENANCE TECH I - TEMPORARY	Index Key Value	Hourly	Monthly
	9900/9190/01	18.9678	0
	9900/9190/02	19.4467	0
	9900/9190/03	19.9383	0
	9900/9190/04	20.4424	0
	9900/9190/05	20.9591	0
9191 MAINTENANCE TECH II -TEMPORARY	Index Key Value	Hourly	Monthly
	9900/9191/01	21.4885	0
	9900/9191/02	22.0304	0
	9900/9191/03	22.5724	0
	9900/9191/04	23.1395	0
	9900/9191/05	23.8453	0
9192 MAINTENANCE TECH III - TEMP	Index Key Value	Hourly	Monthly
	9900/9192/01	24.9040	0
	9900/9192/02	26.1391	0
	9900/9192/03	27.4498	0
	9900/9192/04	28.8235	0
	9900/9192/05	30.1876	0
9193 MAINTENANCE TECH IV - TEMP	Index Key Value	Hourly	Monthly
	9900/9193/01	27.4498	0
	9900/9193/02	28.8235	0
	9900/9193/03	30.2603	0
	9900/9193/04	31.7727	0
	9900/9193/05	33.3607	0
9194 MAINTENANCE TECH V - TEMP	Index Key Value	Hourly	Monthly
	9900/9194/01	30.2603	0
	9900/9194/02	31.7727	0
	9900/9194/03	33.3607	0
	9900/9194/04	35.0243	0
	9900/9194/05	36.7762	0
9945 MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
	9900/9945/01	25.9866	0
	9900/9945/02	27.2881	0
	9900/9945/03	28.6539	0
	9900/9945/04	30.0841	0
	9900/9945/05	31.5858	0
	9900/9945/06	33.1650	0
9967 REC COORD TEMP	Index Key Value	Hourly	Monthly
	9900/9967/01	18.7895	0
	9900/9967/02	19.7290	0
	9900/9967/03	20.7154	0
	9900/9967/04	21.7512	0
	9900/9967/05	22.8388	0
	9900/9967/06	23.9807	0
9934 RESERVE ANNUITANT PERSABLE	Index Key Value	Hourly	Monthly
	9900/9956/01	47.3677	0
9931 RESERVE OFFICER #1	Index Key Value	Hourly	Monthly
	9900/9931/01	41.2889	0
9933 RESERVE OFFICER #2	Index Key Value	Hourly	Monthly
	9900/9933/01	33.5246	0
9925 RESERVE OFFICER ANNUITANT	Index Key Value	Hourly	Monthly

9900/9925/01	47.3677	0

CHIEF OF POLICE	Index Key Value	Hourly	Monthly
		75.9519	13165
		79.7496	13823
		83.7370	14514
		87.9239	15240
		92.3201	16002
DIR OF DEVELOPMENT SERVICES	Index Key Value	Hourly	Monthly
		70.3029	12185
		73.8184	12795
		77.5094	13434
		81.3849	14106
		85.4541	14812
DIRECTOR OF ADMIN SERVICES	Index Key Value	Hourly	Monthly
		75.5756	13099
		79.3543	13754
		83.3222	14442
		87.4882	15164
		91.8626	15922
DIRECTOR OF FINANCE	Index Key Value	Hourly	Monthly
		70.3028	12185
		73.8184	12795
		77.5093	13434
		81.3849	14106
		85.4540	14812
DIRECTOR OF PUBLIC WORKS	Index Key Value	Hourly	Monthly
		70.3033	12185
		73.8184	12795
		77.5094	13434
		81.3849	14106
		85.4541	14812
PARKS & REC DIRECTOR	Index Key Value	Hourly	Monthly
		70.3028	12185
		73.8184	12795
		77.5093	13434
		81.3849	14106
		85.4540	14812
ASSISTANT CITY ATTORNEY	Index Key Value	Hourly	Monthly
		67.5799	11713
		70.9589	12299
		74.5069	12914
		78.2322	13560
		82.1438	14238

ASSISTANT CITY MANAGER	Index Key Value	Hourly	Monthly
		75.9519	13165
		79.7496	13823
		83.7370	14514
		87.9239	15240
		92.3201	16002
ACCOUNTANT I	Index Key Value	Hourly	Monthly
		35.4621	6146
		37.2329	6453
		39.0988	6777
		41.0503	7115
		43.1066	7471
ACCOUNTANT II	Index Key Value	Hourly	Monthly
		40.7813	7068
		42.8204	7422
		44.9614	7793
		47.2095	8182
		49.5700	8592
ASSISTANT CITY CLERK	Index Key Value	Hourly	Monthly
		31.1093	5392
		32.6685	5662
		34.3034	5945
		36.0139	6242
		37.8187	6555
ASSISTANT MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		34.2456	5935
		35.9607	6233
		37.7608	6545
		39.6455	6871
		41.6244	7214
ASSOCIATE MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		37.6579	6527
		39.5450	6854
		41.5264	7197
		43.6009	7557
		45.7792	7935
ASST PUBLIC WORKS DIRECTOR	Index Key Value	Hourly	Monthly
		54.3352	9418
		57.0519	9889
		59.9046	10383
		62.8997	10902
		66.0448	11447

BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		50.1965	8700
		52.7013	9134
		55.3364	9591
		58.1117	10072
		61.0173	10576
CAPITAL & FACILITIES PROG MGR	Index Key Value	Hourly	Monthly
		58.7595	10184
		61.6974	10694
		64.7824	11228
		68.0214	11790
		71.4225	12379
CAPITAL IMPROVEMENTS PROJ MGR	Index Key Value	Hourly	Monthly
		47.9583	8312
		50.3563	8728
		52.8770	9165
		55.5178	9623
		58.2937	10104
COMPLETE STREETS PROG MGR	Index Key Value	Hourly	Monthly
		58.7595	10184
		61.6974	10694
		64.7824	11228
		68.0214	11790
		71.4225	12379
ENGINEERING MANAGER	Index Key Value	Hourly	Monthly
		58.7596	10184
		61.6975	10694
		64.7824	11228
		68.0215	11790
		71.4226	12379
FINANCIAL SERVICES MANAGER	Index Key Value	Hourly	Monthly
		55.3367	9591
		58.0972	10070
		61.0064	10574
		64.0518	11102
		67.2581	11658
FINANCIAL SERVICES SUPERVISOR	Index Key Value	Hourly	Monthly
		47.6565	8260
		50.0333	8672
		52.5416	9107
		55.1692	9562
		57.9324	10041

HOUSING MANAGER	Index Key Value	Hourly	Monthly
		52.4341	9088
		55.0565	9543
		57.8060	10019
		60.6938	10520
		63.7320	11046
INFORMATION SYSTEMS MANAGER	Index Key Value	Hourly	Monthly
		56.0160	9709
		58.8168	10194
		61.7576	10704
		64.8455	11239
		68.0878	11801
MAINTENANCE MANAGER	Index Key Value	Hourly	Monthly
		42.1347	7303
		44.2415	7668
		46.4535	8051
		48.7762	8454
		51.2150	8877
OFFICE MANAGER	Index Key Value	Hourly	Monthly
		39.5396	6853
		41.5202	7196
		43.5993	7557
		45.7769	7934
		48.0651	8331
OPERATIONS MANAGER	Index Key Value	Hourly	Monthly
		47.9104	8304
		50.3079	8720
		52.8218	9155
		55.4623	9613
		58.2353	10094
PLANNING MANAGER	Index Key Value	Hourly	Monthly
		52.4342	9088
		55.0565	9543
		57.8059	10019
		60.6939	10520
		63.7321	11046
PRINCIPAL ACCOUNTANT	Index Key Value	Hourly	Monthly
		42.5546	7376
		44.6795	7744
		46.9186	8132
		49.2604	8538
		51.7280	8966

PRINCIPAL MANAGEMENT ANALYST	Index Key Value	Hourly	Monthly
		48.5970	8423
		51.0269	8844
		53.5782	9286
		56.2571	9751
		59.0699	10238
RECREATION MANAGER	Index Key Value	Hourly	Monthly
		42.1347	7303
		44.2415	7668
		46.4536	8051
		48.7763	8454
		51.2151	8877
AIRPORT MANAGER	Index Key Value	Hourly	Monthly
		58.7595	10184
		61.6974	10694
		64.7824	11228
		68.0214	11790
		71.4225	12379
ASST TO THE CITY MANAGER I	Index Key Value	Hourly	Monthly
		51.0915	8855
		53.6461	9298
		56.3285	9763
		59.1449	10251
		62.1022	10764
ASST TO THE CITY MANAGER II	Index Key Value	Hourly	Monthly
		62.4240	10820
		65.5452	11361
		68.8224	11929
		72.2635	12525
		75.8767	13151
COMMUNICATIONS & PROJECT SPEC	Index Key Value	Hourly	Monthly
		34.7413	6021
		36.4784	6322
		38.3023	6639
		40.2174	6971
		42.2283	7319
COMMUNICATIONS MANAGER	Index Key Value	Hourly	Monthly
		36.7594	6371
		38.5974	6690
		40.5273	7024
		42.5537	7375
		44.6813	7744

DEPUTY DEVELOPMENT SRV DIR	Index Key Value	Hourly	Monthly
		55.7086	9656
		58.4939	10138
		61.4187	10645
		64.4902	11178
		67.7149	11737
EXECUTIVE ASSISTANT TO THE CM	Index Key Value	Hourly	Monthly
		29.2807	5075
		30.7433	5328
		32.2744	5594
		33.9035	5876
		35.5816	6167
H.R.ANALYST	Index Key Value	Hourly	Monthly
		38.7730	6720
		40.7159	7057
		42.7559	7411
		44.8920	7781
		47.1347	8170
HUMAN RESOURCE MANAGER	Index Key Value	Hourly	Monthly
		53.9988	9359
		56.6927	9826
		59.5315	10318
		62.5033	10833
		65.6321	11376
PRINCIPAL H.R. ANALYST	Index Key Value	Hourly	Monthly
		48.5989	8423
		51.0234	8844
		53.5783	9286
		56.2529	9750
		59.0689	10238
RISK MANAGER	Index Key Value	Hourly	Monthly
		40.3795	6999
		42.3984	7349
		44.5184	7716
		46.7443	8102
		49.0814	8507
HR SPECIALIST	Index Key Value	Hourly	Monthly
		31.1093	5392
		32.6685	5662
		34.3034	5945
		36.0139	6242
		37.8188	6555

PAYROLL COORDINATOR	Index Key Value	Hourly	Monthly
		28.7382	4981
		30.1674	5229
		31.6789	5491
		33.2623	5765
		34.9280	6054
SUSTAINABILITY COORDINATOR	Index Key Value	Hourly	Monthly
		36.0979	6256
		37.9028	6569
		39.7979	6898
		41.7877	7243
		43.8772	7605
POLICE LIEUTENANT	Index Key Value	Hourly	Monthly
		55.7024	9655
		58.4876	10137
		61.4141	10645
		64.4822	11176
		67.7133	11736
AIRPORT MAINTENANCE SUPERVISOR	Index Key Value	Hourly	Monthly
		35.2608	6111
		37.0238	6417
		38.8751	6738
		40.8189	7075
		42.8598	7429
CUSTODIAN (PKS & REC)	Index Key Value	Hourly	Monthly
		20.3928	3534
		21.4074	3710
		22.4855	3897
		23.6089	4092
		24.7866	4296
FLEET CONTROL SPECIALIST	Index Key Value	Hourly	Monthly
		30.5457	5294
		32.0751	5559
		33.6773	5837
		35.3627	6129
		37.1210	6434
MAINTENANCE TECH LEAD	Index Key Value	Hourly	Monthly
		33.3607	5782
		35.0243	6070
		36.7762	6374
		38.6163	6693
		40.5445	7027

STREET SUPERVISOR	Index Key Value	Hourly	Monthly
		35.2608	6111
		37.0238	6417
		38.8751	6738
		40.8189	7075
		42.8598	7429
ACCOUNTING TECHNICIAN I	Index Key Value	Hourly	Monthly
		20.7182	3591
		21.7541	3770
		22.8418	3959
		23.9839	4157
		25.1831	4365
ACCOUNTING TECHNICIAN II	Index Key Value	Hourly	Monthly
		26.4733	4588
		27.7970	4818
		29.1869	5059
		30.6462	5312
		32.1785	5577
ADMINISTRATIVE ASSISTANT II	Index Key Value	Hourly	Monthly
		27.0605	4690
		28.4195	4926
		29.8328	5171
		31.3276	5430
		32.8948	5701
ADMINISTRATIVE CLERK II	Index Key Value	Hourly	Monthly
		20.9550	3632
		22.0042	3814
		23.1095	4005
		24.2617	4205
		25.4751	4415
ASSISTANT PLANNER	Index Key Value	Hourly	Monthly
		36.8713	6391
		38.7205	6711
		40.6519	7046
		42.6860	7398
		44.8352	7771
ASSOCIATE CIVIL ENGINEER	Index Key Value	Hourly	Monthly
		51.0953	8856
		53.6500	9299
		56.3317	9764
		59.1491	10252
		62.1025	10764

ASSOCIATE PLANNER	Index Key Value	Hourly	Monthly
		40.5772	7033
		42.6065	7385
		44.7355	7754
		46.9805	8143
		49.3196	8548
CODE COMPLIANCE INVESTIGATOR	Index Key Value	Hourly	Monthly
		24.5692	4258
		25.8013	4472
		27.0877	4695
		28.4466	4930
		29.8690	5177
DEPUTY BUILDING OFFICIAL	Index Key Value	Hourly	Monthly
		42.4147	7351
		44.5354	7719
		46.7628	8105
		49.1005	8510
		51.5557	8936
ENGINEERING TECHNICIAN	Index Key Value	Hourly	Monthly
		30.7367	5327
		32.2736	5594
		33.8873	5873
		35.5817	6167
		37.3607	6475
EVENTS COORDINATOR	Index Key Value	Hourly	Monthly
		27.1313	4702
		28.4879	4937
		29.9123	5184
		31.4080	5444
		32.9784	5716
EXECUTIVE ASST TO THE FIRE CHF	Index Key Value	Hourly	Monthly
		29.2807	5075
		30.7433	5328
		32.2744	5594
		33.9035	5876
		35.5816	6167
FIRE SAFTY INSPECTOR II	Index Key Value	Hourly	Monthly
		31.7106	5496
		33.2956	5771
		34.9589	6059
		36.7005	6361
		38.5400	6680

GIS ANALYST	Index Key Value	Hourly	Monthly
		46.4471	8050
		48.7761	8454
		51.2173	8877
		53.7703	9320
		56.4576	9785
HEAD POOL LIFEGUARD	Index Key Value	Hourly	Monthly
		18.4174	3192
		19.3382	3351
		20.3051	3519
		21.3204	3695
		22.3864	3880
HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		30.2005	5234
		31.7105	5496
		33.2956	5771
		34.9589	6059
		36.7005	6361
INFORMATION SYSTEM TECHNICIAN	Index Key Value	Hourly	Monthly
		32.2355	5587
		33.8450	5866
		35.5396	6160
		37.3099	6467
		39.1749	6790
INFORMATION SYSTEMS SUPERVISOR	Index Key Value	Hourly	Monthly
		47.6564	8260
		50.0333	8672
		52.5415	9107
		55.1692	9562
		57.9323	10041
NETWORK SYSTEM ADMINISTRATOR	Index Key Value	Hourly	Monthly
		41.7640	7239
		43.8477	7600
		46.0401	7980
		48.3412	8379
		50.7601	8798
PERMIT CENTER TECHNICIAN	Index Key Value	Hourly	Monthly
		28.7635	4985
		30.2065	5235
		31.7153	5497
		33.3026	5772
		34.9581	6059

PLANNING TECHNICIAN	Index Key Value	Hourly	Monthly
		27.3965	4748
		28.7681	4986
		30.1931	5233
		31.7168	5497
		33.2934	5770
POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		22.9602	3979
		24.1126	4179
		25.3193	4388
		26.5804	4607
		27.9122	4838
PRINCIPAL BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		38.3577	6648
		40.2783	6981
		42.2895	7330
		44.4094	7697
		46.6290	8082
PROGRAM COORDINATOR	Index Key Value	Hourly	Monthly
		34.4119	5964
		36.1353	6263
		37.9441	6576
		39.8380	6905
		41.8265	7249
RESIDENT ENGINEER/RES INSPCTR	Index Key Value	Hourly	Monthly
		45.6415	7911
		47.9236	8306
		50.3198	8722
		52.8358	9158
		55.4775	9616
SENIOR BUILDING INSPECTOR	Index Key Value	Hourly	Monthly
		34.8685	6043
		36.6133	6346
		38.4459	6663
		40.3663	6996
		42.3891	7347
SENIOR HOUSING INSPECTOR	Index Key Value	Hourly	Monthly
		33.2948	5771
		34.9545	6058
		36.6969	6360
		38.5384	6679
		40.4653	7013

SENIOR PERMIT CENTER TECH	Index Key Value	Hourly	Monthly
		31.6278	5482
		33.2092	5756
		34.8697	6044
		36.6132	6346
		38.4438	6663
SR POLICE RECORDS TECHNICIAN	Index Key Value	Hourly	Monthly
		25.2645	4379
		26.5251	4597
		27.8587	4828
		29.2547	5070
		30.7024	5321
SR. PUBLIC WORKS INSPECTOR	Index Key Value	Hourly	Monthly
		34.1360	5916
		35.8392	6212
		37.6329	6523
		39.5173	6849
		41.4923	7192
STORM WATER PROGRAM COORDIN	Index Key Value	Hourly	Monthly
		46.4471	8050
		48.7762	8454
		51.2173	8877
		53.7703	9320
		56.4577	9786
SUPERVISING ACCOUNTING TECH	Index Key Value	Hourly	Monthly
		29.9147	5185
		31.4105	5444
		32.9811	5716
		34.6301	6002
		36.3616	6302
COMMUNITY SERVICE OFFICER	Index Key Value	Hourly	Monthly
		25.2715	4380
		26.5338	4599
		27.8591	4828
		29.2565	5071
		30.7171	5324
DISPATCHER TRAINEE	Index Key Value	Hourly	Monthly
		25.2804	4381
		26.5427	4600
		27.8680	4830
		29.2655	5072
		30.7262	5325

ENFORCEMENT OFFICER	Index Key Value	Hourly	Monthly
		18.9513	3284
		19.8956	3448
		20.8867	3620
		21.9338	3801
		23.0445	3994
LEAD COMMUNITY SRVC OFFICER	Index Key Value	Hourly	Monthly
		27.7867	4816
		29.1857	5058
		30.6450	5311
		32.1767	5577
		33.7807	5855
PARKING AMBASSADOR	Index Key Value	Hourly	Monthly
		21.7140	3763
		22.7997	3951
		23.9397	4149
		25.1367	4357
		26.3935	4574
POLICE TRAINEE	Index Key Value	Hourly	Monthly
		34.8790	6045
PROPERTY/EVIDENCE TECHNICIAN	Index Key Value	Hourly	Monthly
		29.6352	5136
		31.1138	5393
		32.6736	5663
		34.3054	5946
		36.0185	6243
PUBLIC SAFETY DISPATCHER	Index Key Value	Hourly	Monthly
		27.8050	4819
		29.2025	5061
		30.6540	5313
		32.1867	5579
		33.8005	5858
SENIOR PROPERTY/EVIDENCE TECH	Index Key Value	Hourly	Monthly
		32.6015	5650
		34.2243	5932
		35.9373	6229
		37.7315	6540
		39.6248	6868
POLICE OFFICER	Index Key Value	Hourly	Monthly
		38.9621	6753
		40.9159	7092
		42.9570	7445
		45.1139	7819
		47.3677	8210

COMMUNITY SERVICE OFFICER SPVR	Index Key Value	Hourly	Monthly
		34.3842	5959
		36.1034	6257
		37.9086	6570
		39.8039	6899
		41.7941	7244
POLICE RECORDS SUPERVISOR	Index Key Value	Hourly	Monthly
		30.3302	5257
		31.8417	5519
		33.4348	5795
		35.1095	6085
		36.8661	6390
POLICE SERGEANT	Index Key Value	Hourly	Monthly
		45.4173	7872
		47.6893	8266
		50.0688	8678
		52.5711	9112
		55.1962	9567
PUBLIC SFTY DISPATCH SUPERVSR	Index Key Value	Hourly	Monthly
		32.0844	5561
		33.6882	5839
		35.3787	6132
		37.1471	6438
		39.0023	6760
FIRE MARSHALL	Index Key Value	Hourly	Monthly
		56.7277	9832
		59.5641	10324
		62.5423	10840
		65.6694	11382
		68.9528	11951
CAPTAIN/PARAMEDIC	Index Key Value	Hourly	Monthly
		29.5180	7163
		30.9993	7522
		32.5450	7897
		34.1765	8293
		35.8796	8706
		37.6730	9141
FIRE CAPTAIN	Index Key Value	Hourly	Monthly
		28.1124	6821
		29.5232	7164
		30.9952	7521
		32.5491	7898
		34.1710	8292
		35.5409	8624

FIRE ENGINEER	Index Key Value	Hourly	Monthly
		24.4458	5932
		25.6725	6229
		26.9538	6540
		28.3033	6868
		29.7208	7212
		30.9067	7500
FIRE ENGINEER/PARAMEDIC	Index Key Value	Hourly	Monthly
		25.6681	6228
		26.9561	6541
		28.3016	6867
		29.7185	7211
		31.2068	7572
		32.4520	7875
FIRE SHIFT COMMANDER	Index Key Value	Hourly	Monthly
		30.9237	7504
		32.4756	7880
		34.0947	8273
		35.8041	8688
		37.5881	9121
		39.0950	9487
FIREFIGHTER	Index Key Value	Hourly	Monthly
		22.2310	5394
		23.3419	5664
		24.5071	5947
		25.7340	6244
		27.0152	6555
		28.0987	6818
FIREFIGHTER/PARAMEDIC	Index Key Value	Hourly	Monthly
		24.4541	5934
		25.6761	6230
		26.9577	6541
		28.3073	6869
		29.7166	7211
		30.9087	7500

City of South Lake Tahoe Salary Schedule

Adoption Date: 12/12/2023

Readoption Date: 03/26/2024

-City Council

- Salary Schedule effective date: pay period containing 01/23/2023
- Revision Date: 02/06/2023
- Salary Increase Approved on: 11/01/2022

-City Treasurer

- Salary Schedule effective date: pay period containing 01/23/2023
- Revision Date: 02/06/2023
- Salary Increase Approved on: 10/04/2022

-City Manager and City Attorney

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 10/10/2023
- Salary Increase Approved on: 09/26/2023

-Unrepresented Employees Group including City Clerk

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 10/10/2023
- Salary Increase Approved on: 09/26/2023

-Police Officers' Association

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 11/28/2023
- Salary Increase approved on: 11/21/2023

-Police Supervisors' Committee

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 11/28/2023
- Salary Increase approved on 11/21/2023

-Police Employees' Association

- Salary Schedule effective date: pay period containing 10/01/2022
- Revision Date: 10/11/2022
- Salary Increase approved on 09/07/2021

-Firefighters' Association

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 10/10/2023
- Salary Increase Approved on: 09/26/2023

-Local 39 Administrative and Confidential

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 11/28/2023
- Salary Increase Approved on: 11/21/2023

-Local 39 General & Public Works

- Salary Schedule effective date: pay period containing 10/01/2023
- Revision Date: 11/28/2023
- Salary Increase Approved on: 11/21/2023

-Seasonal and Part Time Temporary Positions

- Salary Schedule effective date: pay period containing 01/01/2024
- Revision Date: 01/08/2024
- Salary Increase Approved on: 12/12/2023

City of South Lake Tahoe Salary Table REGULAR POSITIONS

CITY CLERK	Hourly	Monthly
1100/1138/01	47.8593	8,295
1100/1138/02	50.2487	8,709
1100/1138/03	52.7641	9,145
1100/1138/04	55.4009	9,602
1100/1138/05	58.1746	10,083
CITY COUNCIL	Hourly	Monthly
1100/0020/01	0	1,264
CITY TREASURER	Hourly	Monthly
1100/0030/01	0	1,264
CITY ATTORNEY	Hourly	Monthly
1200/1256/01	103.4403	17,929
CITY MANAGER	Hourly	Monthly
1200/1258/01	106.9216	18,533
CHIEF OF POLICE	Hourly	Monthly
1300/1362/01	83.0585	14,396
1300/1362/02	87.2115	15,116
1300/1362/03	91.5721	15,872
1300/1362/04	96.1507	16,666
1300/1362/05	100.9582	17,499
DIR OF DEVELOPMENT SERVICES	Hourly	Monthly
1300/1350/01	72.201	12,514
1300/1350/02	75.8115	13,140
1300/1350/03	79.6021	13,797
1300/1350/04	83.5823	14,487
1300/1350/05	87.7613	15,211
DIRECTOR OF FINANCE	Hourly	Monthly
1300/1340/01	72.7634	12,612
1300/1340/02	76.4021	13,243
1300/1340/03	80.2222	13,905
1300/1340/04	84.2334	14,600
1300/1340/05	88.4449	15,330
DIRECTOR OF PUBLIC WORKS	Hourly	Monthly
1300/1445/01	73.8949	12,808
1300/1445/02	77.5897	13,448
1300/1445/03	81.4691	14,121
1300/1445/04	85.5427	14,827
1300/1445/05	89.8197	15,568
FIRE CHIEF	Hourly	Monthly
1300/1320/01	82.2845	14,262
1300/1320/02	86.3988	14,975
1300/1320/03	90.7187	15,724
1300/1320/04	95.2547	16,510
1300/1320/05	100.0174	17,336
PARKS & REC DIRECTOR	Hourly	Monthly

1300/1420/01	70.3028	12,185
1300/1420/02	73.8184	12,795
1300/1420/03	77.5093	13,434
1300/1420/04	81.3849	14,106
1300/1420/05	85.454	14,812
ASSISTANT CITY ATTORNEY	Hourly	Monthly
1301/1240/01	68.7288	11,913
1301/1240/02	72.1652	12,508
1301/1240/03	75.7735	13,134
1301/1240/04	79.5622	13,790
1301/1240/05	83.5403	14,480
ASSISTANT CITY MANAGER	Hourly	Monthly
1301/1321/01	82.1348	14,236
1301/1321/02	86.2416	14,948
1301/1321/03	90.5536	15,695
1301/1321/04	95.0813	16,480
1301/1321/05	99.8354	17,304
ACCOUNTANT I	Hourly	Monthly
1400/1427/01	36.9515	6,404
1400/1427/02	38.7967	6,724
1400/1427/03	40.7409	7,061
1400/1427/04	42.7744	7,414
1400/1427/05	44.9171	7,785
ACCOUNTANT II	Hourly	Monthly
1400/3430/01	42.4942	7,365
1400/3430/02	44.6189	7,733
1400/3430/03	46.8498	8,120
1400/3430/04	49.1923	8,526
1400/3430/05	51.6519	8,953
ASSISTANT CITY CLERK	Hourly	Monthly
1400/1422/01	32.4159	5,618
1400/1422/02	34.0406	5,900
1400/1422/03	35.7441	6,195
1400/1422/04	37.5264	6,504
1400/1422/05	39.4071	6,830
ASSISTANT MANAGEMENT ANALYS	Hourly	Monthly
1400/1425/01	35.684	6,185
1400/1425/02	37.4711	6,494
1400/1425/03	39.3467	6,820
1400/1425/04	41.3106	7,160
1400/1425/05	43.3727	7,517
ASSOCIATE MANAGEMENT ANALYS	Hourly	Monthly
1400/1430/01	39.2395	6,801
1400/1430/02	41.2059	7,142
1400/1430/03	43.2705	7,500
1400/1430/04	45.4322	7,874
1400/1430/05	47.7019	8,268

BUILDING OFFICIAL	Hourly	Monthly
1400/1439/01	53.4956	9,272
1400/1439/02	56.167	9,735
1400/1439/03	58.9753	10,222
1400/1439/04	61.93	10,734
1400/1439/05	65.0264	11,271
CAPITAL & FACILITIES PROG MGR	Hourly	Monthly
1400/1459/01	61.2274	10,612
1400/1459/02	64.2887	11,143
1400/1459/03	67.5033	11,700
1400/1459/04	70.8783	12,285
1400/1459/05	74.4222	12,899
COMPLETE STREETS PROG MGR	Hourly	Monthly
1400/1458/01	61.2274	10,612
1400/1458/02	64.2887	11,143
1400/1458/03	67.5033	11,700
1400/1458/04	70.8783	12,285
1400/1458/05	74.4222	12,899
ENGINEERING MANAGER	Hourly	Monthly
1400/1442/01	61.2275	10,612
1400/1442/02	64.2888	11,143
1400/1442/03	67.5033	11,700
1400/1442/04	70.8784	12,285
1400/1442/05	74.4223	12,899
FINANCIAL SERVICES MANAGER	Hourly	Monthly
1400/1485/01	57.6609	9,994
1400/1485/02	60.5373	10,493
1400/1485/03	63.5686	11,018
1400/1485/04	66.742	11,568
1400/1485/05	70.083	12,147
FINANCIAL SERVICES SUPERVISOR	Hourly	Monthly
1400/3375/01	49.658	8,607
1400/3375/02	52.1347	9,036
1400/3375/03	54.7483	9,489
1400/3375/04	57.4864	9,964
1400/3375/05	60.3656	10,463
HOUSING MANAGER	Hourly	Monthly
1400/1431/01	54.6364	9,470
1400/1431/02	57.3689	9,943
1400/1431/03	60.2339	10,440
1400/1431/04	63.243	10,962
1400/1431/05	66.4088	11,510
INFORMATION SYSTEMS MANAGER	Hourly	Monthly
1400/1432/01	58.3687	10,117
1400/1432/02	61.2871	10,623
1400/1432/03	64.3514	11,154
1400/1432/04	67.569	11,711

1400/1432/05	70.9475	12,297
MAINTENANCE MANAGER	Hourly	Monthly
1400/1429/01	45.8763	7,951
1400/1429/02	48.1702	8,349
1400/1429/03	50.5787	8,766
1400/1429/04	53.1076	9,205
1400/1429/05	55.763	9,665
OFFICE MANAGER	Hourly	Monthly
1400/1418/01	41.2003	7,141
1400/1418/02	43.2641	7,499
1400/1418/03	45.4305	7,874
1400/1418/04	47.6995	8,267
1400/1418/05	50.0838	8,681
PLANNING MANAGER	Hourly	Monthly
1400/1455/01	55.5474	9,628
1400/1455/02	58.3252	10,109
1400/1455/03	61.2391	10,614
1400/1455/04	64.2995	11,145
1400/1455/05	67.5168	11,702
PRINCIPAL MANAGEMENT ANALYST	Hourly	Monthly
1400/1414/01	50.6381	8,777
1400/1414/02	53.17	9,216
1400/1414/03	55.8284	9,676
1400/1414/04	58.6199	10,160
1400/1414/05	61.5508	10,668
RECREATION MANAGER	Hourly	Monthly
1400/1461/01	44.4941	7,712
1400/1461/02	46.7189	8,097
1400/1461/03	49.0548	8,502
1400/1461/04	51.5076	8,927
1400/1461/05	54.0829	9,374
AIRPORT MANAGER	Hourly	Monthly
1401/1493/01	61.0511	10,582
1401/1493/02	64.1036	11,111
1401/1493/03	67.3089	11,666
1401/1493/04	70.6742	12,250
1401/1493/05	74.208	12,862
COMMUNICATIONS & PROJECT SPE	Hourly	Monthly
1401/1454/01	37.0604	6,423
1401/1454/02	38.9134	6,745
1401/1454/03	40.8591	7,082
1401/1454/04	42.9021	7,436
1401/1454/05	45.0472	7,808
FIRE MARSHALL	Hourly	Monthly
4201/2310/01	61.1802	10,604
4201/2310/02	64.2393	11,134
4201/2310/03	67.4512	11,691

4201/2310/04	70.8238	12,276
4201/2310/05	74.3649	12,889
H.R.ANALYST	Hourly	Monthly
1401/1423/01	40.5053	7,020
1401/1423/02	42.5306	7,371
1401/1423/03	44.6571	7,740
1401/1423/04	46.89	8,127
1401/1423/05	49.2345	8,533
HUMAN RESOURCE MANAGER	Hourly	Monthly
1401/1435/01	54.5928	9,462
1401/1435/02	57.3163	9,934
1401/1435/03	60.1864	10,432
1401/1435/04	63.1908	10,953
1401/1435/05	66.3541	11,501
PRINCIPAL H.R. ANALYST	Hourly	Monthly
1401/1482/01	48.5989	8,423
1401/1482/02	51.0234	8,844
1401/1482/03	53.5783	9,286
1401/1482/04	56.2529	9,750
1401/1482/05	59.0689	10,238
RISK MANAGER	Hourly	Monthly
1401/1462/01	44.3786	7,692
1401/1462/02	46.5975	8,076
1401/1462/03	48.9274	8,480
1401/1462/04	51.3738	8,904
1401/1462/05	53.9424	9,350
PAYROLL COORDINATOR	Hourly	Monthly
1500/1545/01	29.9452	5,190
1500/1545/02	31.4344	5,448
1500/1545/03	33.0094	5,721
1500/1545/04	34.6593	6,007
1500/1545/05	36.395	6,308
PARALEGAL	Hourly	Monthly
1501/6680/01	28.5371	4,946
1501/6680/02	29.964	5,193
1501/6680/03	31.462	5,453
1501/6680/04	33.0347	5,726
1501/6680/05	34.6867	6,012
SUSTAINABILITY COORDINATOR	Hourly	Monthly
1501/3474/01	39.1906	6,793
1501/3474/02	41.1501	7,132
1501/3474/03	43.2076	7,489
1501/3474/04	45.368	7,863
1501/3474/05	47.6364	8,256
POLICE LIEUTENANT	Hourly	Monthly
1900/1941/01	58.0419	10,060
1900/1941/02	60.9441	10,563

1900/1941/03	63.9935	11,092
1900/1941/04	67.1904	11,646
1900/1941/05	70.5573	12,229
AIRPORT MAINTENANCE SUPERVIS(	Hourly	Monthly
3100/1426/01	36.7417	6,368
3100/1426/02	38.5788	6,687
3100/1426/03	40.5078	7,021
3100/1426/04	42.5333	7,372
3100/1426/05	44.66	7,741
EQUIPMENT MECHANIC I	Hourly	Monthly
3100/3119/01	31.1282	5,395
3100/3119/02	32.6847	5,665
3100/3119/03	34.3189	5,948
3100/3119/04	36.0348	6,246
3100/3119/05	37.8366	6,558
EQUIPMENT MECHANIC II	Hourly	Monthly
3100/3121/01	34.2477	5,936
3100/3121/02	35.9573	6,232
3100/3121/03	37.7557	6,544
3100/3121/04	39.6429	6,871
3100/3121/05	41.6207	7,214
EQUIPMENT MECHANIC III	Hourly	Monthly
3100/3126/01	37.7687	6,546
3100/3126/02	39.6629	6,874
3100/3126/03	41.6454	7,218
3100/3126/04	43.7163	7,577
3100/3126/05	45.9134	7,958
FLEET CONTROL SPECIALIST	Hourly	Monthly
3100/3117/01	32.1185	5,567
3100/3117/02	33.7259	5,845
3100/3117/03	35.4111	6,137
3100/3117/04	37.1827	6,445
3100/3117/05	39.0351	6,766
MAINTENANCE TECH I	Hourly	Monthly
3100/3190/01	20.0014	3,466
3100/3190/02	20.5046	3,554
3100/3190/03	21.0209	3,643
3100/3190/04	21.5503	3,735
3100/3190/05	22.093	3,829
MAINTENANCE TECH II	Hourly	Monthly
3100/3191/01	22.5099	3,901
3100/3191/02	23.0727	3,999
3100/3191/03	23.6495	4,099
3100/3191/04	24.2408	4,201
3100/3191/05	24.8468	4,306
MAINTENANCE TECH III	Hourly	Monthly
3100/3192/01	25.9946	4,505

3100/3192/02	27.2943	4,731
3100/3192/03	28.659	4,967
3100/3192/04	30.092	5,215
3100/3192/05	31.5966	5,476
MAINTENANCE TECH IV	Hourly	Monthly
3100/3193/01	28.6027	4,957
3100/3193/02	30.0341	5,205
3100/3193/03	31.5313	5,465
3100/3193/04	33.1072	5,738
3100/3193/05	34.7619	6,025
MAINTENANCE TECH LEAD	Hourly	Monthly
3100/3195/01	34.7619	6,025
3100/3195/02	36.4954	6,325
3100/3195/03	38.3208	6,642
3100/3195/04	40.2381	6,974
3100/3195/05	42.2474	7,322
MAINTENANCE TECH V	Hourly	Monthly
3100/3194/01	31.5313	5,465
3100/3194/02	33.1072	5,738
3100/3194/03	34.7619	6,025
3100/3194/04	36.4954	6,325
3100/3194/05	38.3208	6,642
ACCOUNTING TECHNICIAN I	Hourly	Monthly
3400/3411/01	22.0641	3,824
3400/3411/02	23.1673	4,015
3400/3411/03	24.3257	4,216
3400/3411/04	25.542	4,427
3400/3411/05	26.8191	4,648
ACCOUNTING TECHNICIAN II	Hourly	Monthly
3400/3415/01	27.5852	4,781
3400/3415/02	28.9644	5,020
3400/3415/03	30.4128	5,271
3400/3415/04	31.9333	5,535
3400/3415/05	33.53	5,811
ADMINSTRATIVE ASSISTANT I	Hourly	Monthly
3400/1490/01	25.6388	4,444
3400/1490/02	26.9227	4,666
3400/1490/03	28.2631	4,898
3400/1490/04	29.6791	5,144
3400/1490/05	31.1612	5,401
ADMINISTRATIVE ASSISTANT II	Hourly	Monthly
3400/3414/01	28.1971	4,887
3400/3414/02	29.6131	5,132
3400/3414/03	31.0857	5,388
3400/3414/04	32.6433	5,658
3400/3414/05	34.2764	5,941
ADMINISTRATIVE CLERK I	Hourly	Monthly

3400/3402/01	19.8427	3,439
3400/3402/02	20.8315	3,610
3400/3402/03	21.8691	3,790
3400/3402/04	22.9655	3,980
3400/3402/05	24.1285	4,182
ADMINISTRATIVE CLERK II	Hourly	Monthly
3400/3406/01	21.8351	3,784
3400/3406/02	22.9284	3,974
3400/3406/03	24.0801	4,173
3400/3406/04	25.2807	4,381
3400/3406/05	26.5451	4,601
ASSISTANT PLANNER	Hourly	Monthly
3400/3440/01	38.4199	6,659
3400/3440/02	40.3467	6,993
3400/3440/03	42.3593	7,342
3400/3440/04	44.4789	7,709
3400/3440/05	46.7183	8,097
ASSOCIATE CIVIL ENGINEER	Hourly	Monthly
3400/3435/01	53.2413	9,228
3400/3435/02	55.9033	9,689
3400/3435/03	58.6976	10,174
3400/3435/04	61.6334	10,683
3400/3435/05	64.7108	11,216
ASSOCIATE PLANNER	Hourly	Monthly
3400/3429/01	42.2815	7,328
3400/3429/02	44.396	7,695
3400/3429/03	46.6144	8,079
3400/3429/04	48.9537	8,485
3400/3429/05	51.3911	8,907
BUILDING INSPECTOR	Hourly	Monthly
3400/3421/01	33.4291	5,794
3400/3421/02	35.1002	6,084
3400/3421/03	36.8542	6,388
3400/3421/04	38.6926	6,706
3400/3421/05	40.6303	7,042
CODE COMPLIANCE INVESTIGATOR	Hourly	Monthly
3400/3620/01	25.6011	4,437
3400/3620/02	26.8849	4,660
3400/3620/03	28.2254	4,892
3400/3620/04	29.6414	5,137
3400/3620/05	31.1235	5,394
DEVELOPMENT SERVICES TECH	Hourly	Monthly
3400/3785/01	29.9716	5,195
3400/3785/02	31.4752	5,455
3400/3785/03	33.0474	5,728
3400/3785/04	34.7013	6,014
3400/3785/05	36.4264	6,313

ENGINEERING TECHNICIAN	Hourly	Monthly
3400/3423/01	32.0277	5,551
3400/3423/02	33.6291	5,829
3400/3423/03	35.3105	6,120
3400/3423/04	37.0761	6,426
3400/3423/05	38.9299	6,747
EVENTS COORDINATOR	Hourly	Monthly
3400/3485/01	28.7244	4,978
3400/3485/02	30.1607	5,227
3400/3485/03	31.6687	5,489
3400/3485/04	33.2522	5,763
3400/3485/05	34.9148	6,051
EXECUTIVE ASST TO THE FIRE CHF	Hourly	Monthly
3400/3494/01	30.5104	5,288
3400/3494/02	32.0345	5,552
3400/3494/03	33.6299	5,829
3400/3494/04	35.3274	6,123
3400/3494/05	37.0761	6,426
FIRE SAFTY INSPECTOR I	Hourly	Monthly
3400/3452/01	29.0615	5,037
3400/3452/02	30.5146	5,289
3400/3452/03	32.0405	5,553
3400/3452/04	33.6422	5,831
3400/3452/05	35.3244	6,122
FIRE SAFTY INSPECTOR II	Hourly	Monthly
3400/3450/01	33.5014	5,806
3400/3450/02	35.1762	6,097
3400/3450/03	36.934	6,401
3400/3450/04	38.7763	6,721
3400/3450/05	40.7181	7,057
GIS ANALYST	Hourly	Monthly
3400/3220/01	48.3979	8,388
3400/3220/02	50.8247	8,809
3400/3220/03	53.3684	9,250
3400/3220/04	56.0286	9,711
3400/3220/05	58.8289	10,197
HEAD POOL LIFEGUARD	Hourly	Monthly
3400/3477/01	19.2963	3,344
3400/3477/02	20.2611	3,511
3400/3477/03	21.2741	3,687
3400/3477/04	22.3379	3,871
3400/3477/05	23.4547	4,065
HOUSING INSPECTOR	Hourly	Monthly
3400/3495/01	31.7019	5,495
3400/3495/02	33.287	5,769
3400/3495/03	34.9514	6,058
3400/3495/04	36.699	6,361

3400/3495/05	38.5339	6,679
INFORMATION SYSTEM TECHNICIAI	Hourly	Monthly
3400/3422/01	33.5894	5,822
3400/3422/02	35.2665	6,112
3400/3422/03	37.0322	6,418
3400/3422/04	38.8769	6,738
3400/3422/05	40.8203	7,075
INFORMATION SYSTEMS SUPERVISC	Hourly	Monthly
3400/1409/01	50.7617	8,798
3400/1409/02	53.2957	9,237
3400/1409/03	55.965	9,700
3400/1409/04	58.7637	10,185
3400/1409/05	61.7051	10,695
NETWORK SYSTEM ADMINISTRATO	Hourly	Monthly
3400/3428/01	43.5181	7,543
3400/3428/02	45.6893	7,919
3400/3428/03	47.9738	8,315
3400/3428/04	50.3715	8,731
3400/3428/05	52.892	9,167
PERMIT CENTER TECHNICIAN	Hourly	Monthly
3400/3780/01	29.9716	5,195
3400/3780/02	31.4752	5,455
3400/3780/03	33.0474	5,728
3400/3780/04	34.7013	6,014
3400/3780/05	36.4264	6,313
POLICE RECORDS TECHNICIAN	Hourly	Monthly
3400/4104/01	23.9246	4,146
3400/4104/02	25.1253	4,355
3400/4104/03	26.3827	4,573
3400/4104/04	27.6968	4,800
3400/4104/05	29.0845	5,041
PRINCIPAL BUILDING INSPECTOR	Hourly	Monthly
3400/3427/01	40.4404	7,009
3400/3427/02	42.4643	7,360
3400/3427/03	44.5856	7,728
3400/3427/04	46.8186	8,115
3400/3427/05	49.159	8,520
PROGRAM COORDINATOR	Hourly	Monthly
3400/3491/01	35.9931	6,238
3400/3491/02	37.7947	6,551
3400/3491/03	39.6858	6,878
3400/3491/04	41.6678	7,222
3400/3491/05	43.7489	7,583
RESIDENT ENGINEER/RES INSPCTR	Hourly	Monthly
3400/3470/01	47.8424	8,292
3400/3470/02	50.2346	8,707
3400/3470/03	52.7463	9,142

3400/3470/04	55.3836	9,599
3400/3470/05	58.1528	10,079
SENIOR BUILDING INSPECTOR	Hourly	Monthly
3400/3425/01	36.7628	6,372
3400/3425/02	38.6019	6,691
3400/3425/03	40.5334	7,025
3400/3425/04	42.5587	7,376
3400/3425/05	44.6898	7,746
SENIOR HOUSING INSPECTOR	Hourly	Monthly
3400/3496/01	34.8721	6,044
3400/3496/02	36.6158	6,346
3400/3496/03	38.4465	6,664
3400/3496/04	40.3689	6,997
3400/3496/05	42.3873	7,347
SENIOR PERMIT CENTER TECH	Hourly	Monthly
3400/3781/01	32.9562	5,712
3400/3781/02	34.604	5,998
3400/3781/03	36.3342	6,297
3400/3781/04	38.151	6,612
3400/3781/05	40.0584	6,943
SENIOR PLANNER	Hourly	Monthly
3400/3444/01	46.5033	8,060
3400/3444/02	48.8285	8,463
3400/3444/03	51.2699	8,886
3400/3444/04	53.8334	9,331
3400/3444/05	56.525	9,797
SR POLICE RECORDS TECHNICIAN	Hourly	Monthly
3400/6640/01	26.3256	4,563
3400/6640/02	27.6392	4,790
3400/6640/03	29.0287	5,031
3400/6640/04	30.4834	5,283
3400/6640/05	31.9919	5,545
SUPERVISING ACCOUNTING TECH	Hourly	Monthly
3400/3471/01	31.3584	5,435
3400/3471/02	32.9263	5,707
3400/3471/03	34.5726	5,992
3400/3471/04	36.3012	6,292
3400/3471/05	38.1163	6,606
COMMUNITY SERVICE OFFICER	Hourly	Monthly
4100/4108/01	25.2715	4,380
4100/4108/02	26.5338	4,599
4100/4108/03	27.8591	4,828
4100/4108/04	29.2565	5,071
4100/4108/05	30.7171	5,324
DISPATCHER TRAINEE	Hourly	Monthly
4100/4100/01	25.2804	4,381
4100/4100/02	26.5427	4,600

4100/4100/03	27.868	4,830
4100/4100/04	29.2655	5,072
4100/4100/05	30.7262	5,325
ENFORCEMENT OFFICER	Hourly	Monthly
4100/3530/01	18.9513	3,284
4100/3530/02	19.8956	3,448
4100/3530/03	20.8867	3,620
4100/3530/04	21.9338	3,801
4100/3530/05	23.0445	3,994
LEAD COMMUNITY SRVC OFFICER	Hourly	Monthly
4100/4109/01	27.7867	4,816
4100/4109/02	29.1857	5,058
4100/4109/03	30.645	5,311
4100/4109/04	32.1767	5,577
4100/4109/05	33.7807	5,855
PARKING AMBASSADOR	Hourly	Monthly
4100/4110/01	21.714	3,763
4100/4110/02	22.7997	3,951
4100/4110/03	23.9397	4,149
4100/4110/04	25.1367	4,357
4100/4110/05	26.3935	4,574
POLICE TRAINEE	Hourly	Monthly
4100/4101/01	34.879	6,045
PROPERTY/EVIDENCE TECHNICIAN	Hourly	Monthly
4100/4123/01	29.6352	5,136
4100/4123/02	31.1138	5,393
4100/4123/03	32.6736	5,663
4100/4123/04	34.3054	5,946
4100/4123/05	36.0185	6,243
PUBLIC SAFETY DISPATCHER	Hourly	Monthly
4100/4113/01	27.805	4,819
4100/4113/02	29.2025	5,061
4100/4113/03	30.654	5,313
4100/4113/04	32.1867	5,579
4100/4113/05	33.8005	5,858
SENIOR PROPERTY/EVIDENCE TECH	Hourly	Monthly
4100/4122/01	32.6015	5,650
4100/4122/02	34.2243	5,932
4100/4122/03	35.9373	6,229
4100/4122/04	37.7315	6,540
4100/4122/05	39.6248	6,868
POLICE OFFICER	Hourly	Monthly
4101/4124/01	40.5985	7,037
4101/4124/02	42.6343	7,389
4101/4124/03	44.7611	7,758
4101/4124/04	47.0087	8,148
4101/4124/05	49.3571	8,555

COMMUNITY SERVICE OFFICER SPV	Hourly	Monthly
4200/4210/01	35.8283	6,210
4200/4210/02	37.6197	6,520
4200/4210/03	39.5007	6,846
4200/4210/04	41.4757	7,189
4200/4210/05	43.5495	7,548
POLICE RECORDS SUPERVISOR	Hourly	Monthly
4200/4216/01	31.6041	5,478
4200/4216/02	33.1791	5,751
4200/4216/03	34.8391	6,038
4200/4216/04	36.5841	6,341
4200/4216/05	38.4145	6,658
POLICE SERGEANT	Hourly	Monthly
4200/4232/01	47.3248	8,202
4200/4232/02	49.6923	8,613
4200/4232/03	52.1717	9,043
4200/4232/04	54.7791	9,495
4200/4232/05	57.5144	9,969
PUBLIC SFTY DISPATCH SUPERVSR	Hourly	Monthly
4200/4222/01	33.7467	5,849
4200/4222/02	35.4337	6,141
4200/4222/03	37.2096	6,449
4200/4222/04	39.0698	6,772
4200/4222/05	41.0218	7,110
FIRE BATTALION CHIEF	Hourly	Monthly
4201/4410/01	42.1539	10,229
4201/4410/02	44.2616	10,740
4201/4410/03	46.4747	11,277
4201/4410/04	48.7984	11,841
4201/4410/05	51.2383	12,433
4201/4410/06	53.2879	12,931
CAPTAIN/PARAMEDIC	Hourly	Monthly
4400/4415/01	32.2427	7,824
4400/4415/02	33.8585	8,216
4400/4415/03	35.5485	8,626
4400/4415/04	37.3289	9,058
4400/4415/05	39.1913	9,510
4400/4415/06	41.1505	9,985
FIRE CAPTAIN	Hourly	Monthly
4400/4432/01	30.7085	7,451
4400/4432/02	32.2475	7,825
4400/4432/03	33.857	8,215
4400/4432/04	35.5527	8,627
4400/4432/05	37.3265	9,057
4400/4432/06	38.8217	9,420
FIRE ENGINEER	Hourly	Monthly
4400/4426/01	26.6366	6,463

4400/4426/02	27.9715	6,787
4400/4426/03	29.3685	7,126
4400/4426/04	30.8381	7,483
4400/4426/05	32.3816	7,857
4400/4426/06	33.6749	8,171
FIRE ENGINEER/PARAMEDIC	Hourly	Monthly
4400/4430/01	27.9692	6,787
4400/4430/02	29.3708	7,127
4400/4430/03	30.8378	7,483
4400/4430/04	32.3809	7,857
4400/4430/05	34.0016	8,251
4400/4430/06	35.3596	8,580
FIREFIGHTER	Hourly	Monthly
4400/4422/01	24.2207	5,877
4400/4422/02	25.4313	6,171
4400/4422/03	26.7016	6,479
4400/4422/04	28.0377	6,803
4400/4422/05	29.4358	7,143
4400/4422/06	30.6153	7,429
FIREFIGHTER/PARAMEDIC	Hourly	Monthly
4400/4421/01	26.6423	6,465
4400/4421/02	27.974	6,788
4400/4421/03	29.3712	7,127
4400/4421/04	30.8409	7,484
4400/4421/05	32.3788	7,857
4400/4421/06	33.6763	8,172

City of South Lake Tahoe Salary Table SEAS/TEMP POSITIONS

BUSDRIVER	Hourly	Monthly
9000/9916/01	19.7	0
CASHIER1	Hourly	Monthly
9000/9927/01	15.5	0
9000/9927/02	16.275	0
9000/9927/03	17.0888	0
9000/9927/04	17.9432	0
9000/9927/05	18.8403	0
9000/9927/06	19.7824	0
CASHIER2	Hourly	Monthly
9000/9951/01	16.4702	0
9000/9951/02	17.2937	0
9000/9951/03	18.1583	0
9000/9951/04	19.0663	0
9000/9951/05	20.0196	0
9000/9951/06	21.0206	0
EQUIPMCH I	Hourly	Monthly
9000/9957/01	28.6422	0

9000/9957/02	30.0749	0
9000/9957/03	31.5775	0
9000/9957/04	33.1616	0
9000/9957/05	34.8156	0
EQPMCH II	Hourly	Monthly
9000/9958/01	31.7176	0
EQPMCH III	Hourly	Monthly
9000/9959/01	34.9851	0
HEADCASHR	Hourly	Monthly
9000/9971/01	17.4788	0
9000/9971/02	18.3528	0
9000/9971/03	19.2704	0
9000/9971/04	20.2339	0
9000/9971/05	21.2456	0
9000/9971/06	22.3079	0
HDLIFEGUAR	Hourly	Monthly
9000/9977/01	17.1964	0
9000/9977/02	18.0563	0
9000/9977/03	18.9591	0
9000/9977/04	19.907	0
9000/9977/05	20.9024	0
9000/9977/06	21.9475	0
PARKATTEN1	Hourly	Monthly
9000/9970/01	15.5	0
PARKATTEN2	Hourly	Monthly
9000/9932/01	16	0
9000/9932/02	16.8	0
9000/9932/03	17.64	0
9000/9932/04	18.522	0
9000/9932/05	19.4481	0
9000/9932/06	20.4205	0
PKRANGER1	Hourly	Monthly
9000/9968/01	16	0
9000/9968/02	16.8	0
9000/9968/03	17.64	0
9000/9968/04	18.522	0
9000/9968/05	19.4481	0
9000/9968/06	20.4205	0
PKRANGERII	Hourly	Monthly
9000/9969/01	17.9432	0
9000/9969/02	18.8403	0
9000/9969/03	19.7823	0
9000/9969/04	20.7714	0
9000/9969/05	21.81	0
9000/9969/06	22.9005	0
PKSTEWARD	Hourly	Monthly
9000/9966/01	15.5	0

9000/9966/02	16.275	0
9000/9966/03	17.0888	0
9000/9966/04	17.9432	0
9000/9966/05	18.8403	0
9000/9966/06	19.7824	0
LIFEGUARD	Hourly	Monthly
9000/9976/01	15.5	0
9000/9976/02	16.275	0
9000/9976/03	17.0888	0
9000/9976/04	17.9432	0
9000/9976/05	18.8403	0
9000/9976/06	19.7824	0
RECINSTR	Hourly	Monthly
9000/9986/01	16.2146	0
9000/9986/02	17.0253	0
9000/9986/03	17.8766	0
9000/9986/04	18.7704	0
9000/9986/05	19.7089	0
9000/9986/06	20.6943	0
RECLEADER1	Hourly	Monthly
9000/9908/01	15.5	0
9000/9908/02	16.275	0
9000/9908/03	17.0888	0
9000/9908/04	17.9432	0
9000/9908/05	18.8403	0
9000/9908/06	19.7824	0
9984RECLD2	Hourly	Monthly
9000/9984/01	16.4702	0
9000/9984/02	17.2937	0
9000/9984/03	18.1583	0
9000/9984/04	19.0663	0
9000/9984/05	20.0196	0
9000/9984/06	21.0206	0
SENIOR SNOW REMOVAL EQUIP OP	Hourly	Monthly
9000/9930/01	19.333	0
9000/9930/02	20.2997	0
9000/9930/03	21.3146	0
9000/9930/04	22.3804	0
9000/9930/05	23.4994	0
9000/9930/06	24.6743	0
SNOW REMOVAL EQUIP OPERATOR	Hourly	Monthly
9000/9918/01	17.5119	0
9000/9918/02	18.3875	0
9000/9918/03	19.3069	0
9000/9918/04	20.2722	0
9000/9918/05	21.2858	0
9000/9918/06	22.35	0

BACKGROUND INVESTIGATOR TEM	Hourly	Monthly	
9900/9944/01	38.9187		0
DEFENSIBLE SPACE INSP - TEMP	Hourly	Monthly	
9900/9453/01	21.19		0
9900/9453/02	22.25		0
9900/9453/03	23.37		0
9900/9453/04	24.53		0
9900/9453/05	25.76		0
DEPUTY CITY ATTORNEY I TEMP	Hourly	Monthly	
9900/9939/01	38.549		0
9900/9939/02	40.4765		0
9900/9939/03	42.4999		0
9900/9939/04	44.6249		0
9900/9939/05	46.856		0
9900/9939/06	49.1998		0
DEVELOPMENT SRVS TECH TEMP	Hourly	Monthly	
9900/9520/01	23.7352		0
9900/9520/02	24.926		0
9900/9520/03	26.171		0
9900/9520/04	27.4808		0
9900/9520/05	28.8469		0
9900/9520/06	30.289		0
INTERIM CITY MANAGER - TEMP	Hourly	Monthly	
9900/9981/01	97.12		0
INTERIM FIRE BATTALION CHIEF	Hourly	Monthly	
9900/9947/01	34.9637		0
9900/9947/02	36.712		0
9900/9947/03	38.5475		0
9900/9947/04	40.4749		0
9900/9947/05	42.4987		0
9900/9947/06	44.1986		0
INTERIM FIRE CHIEF TEMP	Hourly	Monthly	
9900/9942/01	69.5388		0
9900/9942/02	73.0156		0
9900/9942/03	76.6665		0
9900/9942/04	80.4998		0
9900/9942/05	84.5247		0
INTERN	Hourly	Monthly	
9900/9943/01	15.5		0
9900/9943/02	16.275		0
9900/9943/03	19.2441		0
9900/9943/04	20.2062		0
9900/9943/05	21.2166		0
LEGAL SECRETARY/PARALEGAL-TEM	Hourly	Monthly	
9900/9890/01	20.6453		0
9900/9890/02	21.6821		0
9900/9890/03	22.7603		0

9900/9890/04	23.9007	0
9900/9890/05	25.0965	0
9900/9890/06	26.3513	0
MANAGEMENT ANALYST	Hourly	Monthly
9900/9945/01	25.9866	0
9900/9945/02	27.2881	0
9900/9945/03	28.6539	0
9900/9945/04	30.0841	0
9900/9945/05	31.5858	0
9900/9945/06	33.165	0
REC COORD TEMP	Hourly	Monthly
9900/9967/01	18.7895	0
9900/9967/02	19.729	0
9900/9967/03	20.7154	0
9900/9967/04	21.7512	0
9900/9967/05	22.8388	0
9900/9967/06	23.9807	0
RESERVE ANNUITANT PERSABLE	Hourly	Monthly
9900/9956/01	47.3677	0
RESERVE OFFICER #1	Hourly	Monthly
9900/9931/01	41.2889	0
RESERVE OFFICER #2	Hourly	Monthly
9900/9933/01	33.5246	0
RESERVE OFFICER ANNUITANT	Hourly	Monthly
9900/9925/01	47.3677	0
CITY CLERK	Hourly	Monthly
1100/1138/01	47.8593	0
1100/1138/02	50.2487	0
1100/1138/03	52.7641	0
1100/1138/04	55.4009	0
1100/1138/05	58.1746	0
CITY COUNCIL	Hourly	Monthly
1100/0020/01	0	0
CITY TREASURER	Hourly	Monthly
1100/0030/01	0	0
CITY ATTORNEY	Hourly	Monthly
1200/1256/01	103.4403	0
CITY MANAGER	Hourly	Monthly
1200/1258/01	106.9216	0
CHIEF OF POLICE	Hourly	Monthly
1300/1362/01	83.0585	0
1300/1362/02	87.2115	0
1300/1362/03	91.5721	0
1300/1362/04	96.1507	0
1300/1362/05	100.9582	0
DIR OF DEVELOPMENT SERVICES	Hourly	Monthly
1300/1350/01	72.201	0

1300/1350/02	75.8115		0
1300/1350/03	79.6021		0
1300/1350/04	83.5823		0
1300/1350/05	87.7613		0
DIRECTOR OF FINANCE	Hourly	Monthly	
1300/1340/01	72.7634		0
1300/1340/02	76.4021		0
1300/1340/03	80.2222		0
1300/1340/04	84.2334		0
1300/1340/05	88.4449		0
DIRECTOR OF PUBLIC WORKS	Hourly	Monthly	
1300/1445/01	73.8949		0
1300/1445/02	77.5897		0
1300/1445/03	81.4691		0
1300/1445/04	85.5427		0
1300/1445/05	89.8197		0
FIRE CHIEF	Hourly	Monthly	
1300/1320/01	82.2845		0
1300/1320/02	86.3988		0
1300/1320/03	90.7187		0
1300/1320/04	95.2547		0
1300/1320/05	100.0174		0
PARKS & REC DIRECTOR	Hourly	Monthly	
1300/1420/01	70.3028		0
1300/1420/02	73.8184		0
1300/1420/03	77.5093		0
1300/1420/04	81.3849		0
1300/1420/05	85.454		0
ASSISTANT CITY ATTORNEY	Hourly	Monthly	
1301/1240/01	68.7288		0
1301/1240/02	72.1652		0
1301/1240/03	75.7735		0
1301/1240/04	79.5622		0
1301/1240/05	83.5403		0
ASSISTANT CITY MANAGER	Hourly	Monthly	
1301/1321/01	82.1348		0
1301/1321/02	86.2416		0
1301/1321/03	90.5536		0
1301/1321/04	95.0813		0
1301/1321/05	99.8354		0
ACCOUNTANT I	Hourly	Monthly	
1400/1427/01	36.9515		0
1400/1427/02	38.7967		0
1400/1427/03	40.7409		0
1400/1427/04	42.7744		0
1400/1427/05	44.9171		0
ACCOUNTANT II	Hourly	Monthly	

1400/3430/01	42.4942		0
1400/3430/02	44.6189		0
1400/3430/03	46.8498		0
1400/3430/04	49.1923		0
1400/3430/05	51.6519		0
ASSISTANT CITY CLERK	Hourly	Monthly	
1400/1422/01	32.4159		0
1400/1422/02	34.0406		0
1400/1422/03	35.7441		0
1400/1422/04	37.5264		0
1400/1422/05	39.4071		0
ASSISTANT MANAGEMENT ANALYS	Hourly	Monthly	
1400/1425/01	35.684		0
1400/1425/02	37.4711		0
1400/1425/03	39.3467		0
1400/1425/04	41.3106		0
1400/1425/05	43.3727		0
ASSOCIATE MANAGEMENT ANALYS	Hourly	Monthly	
1400/1430/01	39.2395		0
1400/1430/02	41.2059		0
1400/1430/03	43.2705		0
1400/1430/04	45.4322		0
1400/1430/05	47.7019		0
BUILDING OFFICIAL	Hourly	Monthly	
1400/1439/01	53.4956		0
1400/1439/02	56.167		0
1400/1439/03	58.9753		0
1400/1439/04	61.93		0
1400/1439/05	65.0264		0
CAPITAL & FACILITIES PROG MGR	Hourly	Monthly	
1400/1459/01	61.2274		0
1400/1459/02	64.2887		0
1400/1459/03	67.5033		0
1400/1459/04	70.8783		0
1400/1459/05	74.4222		0
COMPLETE STREETS PROG MGR	Hourly	Monthly	
1400/1458/01	61.2274		0
1400/1458/02	64.2887		0
1400/1458/03	67.5033		0
1400/1458/04	70.8783		0
1400/1458/05	74.4222		0
ENGINEERING MANAGER	Hourly	Monthly	
1400/1442/01	61.2275		0
1400/1442/02	64.2888		0
1400/1442/03	67.5033		0
1400/1442/04	70.8784		0
1400/1442/05	74.4223		0

FINANCIAL SERVICES MANAGER	Hourly	Monthly	
1400/1485/01	57.6609		0
1400/1485/02	60.5373		0
1400/1485/03	63.5686		0
1400/1485/04	66.742		0
1400/1485/05	70.083		0
FINANCIAL SERVICES SUPERVISOR	Hourly	Monthly	
1400/3375/01	49.658		0
1400/3375/02	52.1347		0
1400/3375/03	54.7483		0
1400/3375/04	57.4864		0
1400/3375/05	60.3656		0
HOUSING MANAGER	Hourly	Monthly	
1400/1431/01	54.6364		0
1400/1431/02	57.3689		0
1400/1431/03	60.2339		0
1400/1431/04	63.243		0
1400/1431/05	66.4088		0
INFORMATION SYSTEMS MANAGER	Hourly	Monthly	
1400/1432/01	58.3687		0
1400/1432/02	61.2871		0
1400/1432/03	64.3514		0
1400/1432/04	67.569		0
1400/1432/05	70.9475		0
MAINTENANCE MANAGER	Hourly	Monthly	
1400/1429/01	45.8763		0
1400/1429/02	48.1702		0
1400/1429/03	50.5787		0
1400/1429/04	53.1076		0
1400/1429/05	55.763		0
OFFICE MANAGER	Hourly	Monthly	
1400/1418/01	41.2003		0
1400/1418/02	43.2641		0
1400/1418/03	45.4305		0
1400/1418/04	47.6995		0
1400/1418/05	50.0838		0
PLANNING MANAGER	Hourly	Monthly	
1400/1455/01	55.5474		0
1400/1455/02	58.3252		0
1400/1455/03	61.2391		0
1400/1455/04	64.2995		0
1400/1455/05	67.5168		0
PRINCIPAL MANAGEMENT ANALYST	Hourly	Monthly	
1400/1414/01	50.6381		0
1400/1414/02	53.17		0
1400/1414/03	55.8284		0
1400/1414/04	58.6199		0

1400/1414/05	61.5508		0
RECREATION MANAGER	Hourly	Monthly	
1400/1461/01	44.4941		0
1400/1461/02	46.7189		0
1400/1461/03	49.0548		0
1400/1461/04	51.5076		0
1400/1461/05	54.0829		0
AIRPORT MANAGER	Hourly	Monthly	
1401/1493/01	61.0511		0
1401/1493/02	64.1036		0
1401/1493/03	67.3089		0
1401/1493/04	70.6742		0
1401/1493/05	74.208		0
COMMUNICATIONS & PROJECT SPE	Hourly	Monthly	
1401/1454/01	37.0604		0
1401/1454/02	38.9134		0
1401/1454/03	40.8591		0
1401/1454/04	42.9021		0
1401/1454/05	45.0472		0
FIRE MARSHALL	Hourly	Monthly	
4201/2310/01	61.1802		0
4201/2310/02	64.2393		0
4201/2310/03	67.4512		0
4201/2310/04	70.8238		0
4201/2310/05	74.3649		0
H.R.ANALYST	Hourly	Monthly	
1401/1423/01	40.5053		0
1401/1423/02	42.5306		0
1401/1423/03	44.6571		0
1401/1423/04	46.89		0
1401/1423/05	49.2345		0
HUMAN RESOURCE MANAGER	Hourly	Monthly	
1401/1435/01	54.5928		0
1401/1435/02	57.3163		0
1401/1435/03	60.1864		0
1401/1435/04	63.1908		0
1401/1435/05	66.3541		0
PRINCIPAL H.R. ANALYST	Hourly	Monthly	
1401/1482/01	48.5989		0
1401/1482/02	51.0234		0
1401/1482/03	53.5783		0
1401/1482/04	56.2529		0
1401/1482/05	59.0689		0
RISK MANAGER	Hourly	Monthly	
1401/1462/01	44.3786		0
1401/1462/02	46.5975		0
1401/1462/03	48.9274		0

1401/1462/04	51.3738		0
1401/1462/05	53.9424		0
PAYROLL COORDINATOR	Hourly	Monthly	
1500/1545/01	29.9452		0
1500/1545/02	31.4344		0
1500/1545/03	33.0094		0
1500/1545/04	34.6593		0
1500/1545/05	36.395		0
PARALEGAL	Hourly	Monthly	
1501/6680/01	28.5371		0
1501/6680/02	29.964		0
1501/6680/03	31.462		0
1501/6680/04	33.0347		0
1501/6680/05	34.6867		0
SUSTAINABILITY COORDINATOR	Hourly	Monthly	
1501/3474/01	39.1906		0
1501/3474/02	41.1501		0
1501/3474/03	43.2076		0
1501/3474/04	45.368		0
1501/3474/05	47.6364		0
POLICE LIEUTENANT	Hourly	Monthly	
1900/1941/01	58.0419		0
1900/1941/02	60.9441		0
1900/1941/03	63.9935		0
1900/1941/04	67.1904		0
1900/1941/05	70.5573		0
AIRPORT MAINTENANCE SUPERVISC	Hourly	Monthly	
3100/1426/01	36.7417		0
3100/1426/02	38.5788		0
3100/1426/03	40.5078		0
3100/1426/04	42.5333		0
3100/1426/05	44.66		0
EQUIPMENT MECHANIC I	Hourly	Monthly	
3100/3119/01	31.1282		0
3100/3119/02	32.6847		0
3100/3119/03	34.3189		0
3100/3119/04	36.0348		0
3100/3119/05	37.8366		0
EQUIPMENT MECHANIC II	Hourly	Monthly	
3100/3121/01	34.2477		0
3100/3121/02	35.9573		0
3100/3121/03	37.7557		0
3100/3121/04	39.6429		0
3100/3121/05	41.6207		0
EQUIPMENT MECHANIC III	Hourly	Monthly	
3100/3126/01	37.7687		0
3100/3126/02	39.6629		0

3100/3126/03	41.6454		0
3100/3126/04	43.7163		0
3100/3126/05	45.9134		0
FLEET CONTROL SPECIALIST	Hourly	Monthly	
3100/3117/01	32.1185		0
3100/3117/02	33.7259		0
3100/3117/03	35.4111		0
3100/3117/04	37.1827		0
3100/3117/05	39.0351		0
MAINTENANCE TECH I	Hourly	Monthly	
3100/3190/01	20.0014		0
3100/3190/02	20.5046		0
3100/3190/03	21.0209		0
3100/3190/04	21.5503		0
3100/3190/05	22.093		0
MAINTENANCE TECH II	Hourly	Monthly	
3100/3191/01	22.5099		0
3100/3191/02	23.0727		0
3100/3191/03	23.6495		0
3100/3191/04	24.2408		0
3100/3191/05	24.8468		0
MAINTENANCE TECH III	Hourly	Monthly	
3100/3192/01	25.9946		0
3100/3192/02	27.2943		0
3100/3192/03	28.659		0
3100/3192/04	30.092		0
3100/3192/05	31.5966		0
MAINTENANCE TECH IV	Hourly	Monthly	
3100/3193/01	28.6027		0
3100/3193/02	30.0341		0
3100/3193/03	31.5313		0
3100/3193/04	33.1072		0
3100/3193/05	34.7619		0
MAINTENANCE TECH LEAD	Hourly	Monthly	
3100/3195/01	34.7619		0
3100/3195/02	36.4954		0
3100/3195/03	38.3208		0
3100/3195/04	40.2381		0
3100/3195/05	42.2474		0
MAINTENANCE TECH V	Hourly	Monthly	
3100/3194/01	31.5313		0
3100/3194/02	33.1072		0
3100/3194/03	34.7619		0
3100/3194/04	36.4954		0
3100/3194/05	38.3208		0
ACCOUNTING TECHNICIAN I	Hourly	Monthly	
3400/3411/01	22.0641		0

3400/3411/02	23.1673		0
3400/3411/03	24.3257		0
3400/3411/04	25.542		0
3400/3411/05	26.8191		0
ACCOUNTING TECHNICIAN II	Hourly	Monthly	
3400/3415/01	27.5852		0
3400/3415/02	28.9644		0
3400/3415/03	30.4128		0
3400/3415/04	31.9333		0
3400/3415/05	33.53		0
ADMINSTRATIVE ASSISTANT I	Hourly	Monthly	
3400/1490/01	25.6388		0
3400/1490/02	26.9227		0
3400/1490/03	28.2631		0
3400/1490/04	29.6791		0
3400/1490/05	31.1612		0
ADMINISTRATIVE ASSISTANT II	Hourly	Monthly	
3400/3414/01	28.1971		0
3400/3414/02	29.6131		0
3400/3414/03	31.0857		0
3400/3414/04	32.6433		0
3400/3414/05	34.2764		0
ADMINISTRATIVE CLERK I	Hourly	Monthly	
3400/3402/01	19.8427		0
3400/3402/02	20.8315		0
3400/3402/03	21.8691		0
3400/3402/04	22.9655		0
3400/3402/05	24.1285		0
ADMINISTRATIVE CLERK II	Hourly	Monthly	
3400/3406/01	21.8351		0
3400/3406/02	22.9284		0
3400/3406/03	24.0801		0
3400/3406/04	25.2807		0
3400/3406/05	26.5451		0
ASSISTANT PLANNER	Hourly	Monthly	
3400/3440/01	38.4199		0
3400/3440/02	40.3467		0
3400/3440/03	42.3593		0
3400/3440/04	44.4789		0
3400/3440/05	46.7183		0
ASSOCIATE CIVIL ENGINEER	Hourly	Monthly	
3400/3435/01	53.2413		0
3400/3435/02	55.9033		0
3400/3435/03	58.6976		0
3400/3435/04	61.6334		0
3400/3435/05	64.7108		0
ASSOCIATE PLANNER	Hourly	Monthly	

3400/3429/01	42.2815		0
3400/3429/02	44.396		0
3400/3429/03	46.6144		0
3400/3429/04	48.9537		0
3400/3429/05	51.3911		0
BUILDING INSPECTOR	Hourly	Monthly	
3400/3421/01	33.4291		0
3400/3421/02	35.1002		0
3400/3421/03	36.8542		0
3400/3421/04	38.6926		0
3400/3421/05	40.6303		0
CODE COMPLIANCE INVESTIGATOR	Hourly	Monthly	
3400/3620/01	25.6011		0
3400/3620/02	26.8849		0
3400/3620/03	28.2254		0
3400/3620/04	29.6414		0
3400/3620/05	31.1235		0
DEVELOPMENT SERVICES TECH	Hourly	Monthly	
3400/3785/01	29.9716		0
3400/3785/02	31.4752		0
3400/3785/03	33.0474		0
3400/3785/04	34.7013		0
3400/3785/05	36.4264		0
ENGINEERING TECHNICIAN	Hourly	Monthly	
3400/3423/01	32.0277		0
3400/3423/02	33.6291		0
3400/3423/03	35.3105		0
3400/3423/04	37.0761		0
3400/3423/05	38.9299		0
EVENTS COORDINATOR	Hourly	Monthly	
3400/3485/01	28.7244		0
3400/3485/02	30.1607		0
3400/3485/03	31.6687		0
3400/3485/04	33.2522		0
3400/3485/05	34.9148		0
EXECUTIVE ASST TO THE FIRE CHF	Hourly	Monthly	
3400/3494/01	30.5104		0
3400/3494/02	32.0345		0
3400/3494/03	33.6299		0
3400/3494/04	35.3274		0
3400/3494/05	37.0761		0
FIRE SAFTY INSPECTOR I	Hourly	Monthly	
3400/3452/01	29.0615		0
3400/3452/02	30.5146		0
3400/3452/03	32.0405		0
3400/3452/04	33.6422		0
3400/3452/05	35.3244		0

FIRE SAFTY INSPECTOR II	Hourly	Monthly	
3400/3450/01	33.5014		0
3400/3450/02	35.1762		0
3400/3450/03	36.934		0
3400/3450/04	38.7763		0
3400/3450/05	40.7181		0
GIS ANALYST	Hourly	Monthly	
3400/3220/01	48.3979		0
3400/3220/02	50.8247		0
3400/3220/03	53.3684		0
3400/3220/04	56.0286		0
3400/3220/05	58.8289		0
HEAD POOL LIFEGUARD	Hourly	Monthly	
3400/3477/01	19.2963		0
3400/3477/02	20.2611		0
3400/3477/03	21.2741		0
3400/3477/04	22.3379		0
3400/3477/05	23.4547		0
HOUSING INSPECTOR	Hourly	Monthly	
3400/3495/01	31.7019		0
3400/3495/02	33.287		0
3400/3495/03	34.9514		0
3400/3495/04	36.699		0
3400/3495/05	38.5339		0
INFORMATION SYSTEM TECHNICIAI	Hourly	Monthly	
3400/3422/01	33.5894		0
3400/3422/02	35.2665		0
3400/3422/03	37.0322		0
3400/3422/04	38.8769		0
3400/3422/05	40.8203		0
INFORMATION SYSTEMS SUPERVISC	Hourly	Monthly	
3400/1409/01	50.7617		0
3400/1409/02	53.2957		0
3400/1409/03	55.965		0
3400/1409/04	58.7637		0
3400/1409/05	61.7051		0
NETWORK SYSTEM ADMINISTRATO	Hourly	Monthly	
3400/3428/01	43.5181		0
3400/3428/02	45.6893		0
3400/3428/03	47.9738		0
3400/3428/04	50.3715		0
3400/3428/05	52.892		0
PERMIT CENTER TECHNICIAN	Hourly	Monthly	
3400/3780/01	29.9716		0
3400/3780/02	31.4752		0
3400/3780/03	33.0474		0
3400/3780/04	34.7013		0

3400/3780/05	36.4264		0
POLICE RECORDS TECHNICIAN	Hourly	Monthly	
3400/4104/01	23.9246		0
3400/4104/02	25.1253		0
3400/4104/03	26.3827		0
3400/4104/04	27.6968		0
3400/4104/05	29.0845		0
PRINCIPAL BUILDING INSPECTOR	Hourly	Monthly	
3400/3427/01	40.4404		0
3400/3427/02	42.4643		0
3400/3427/03	44.5856		0
3400/3427/04	46.8186		0
3400/3427/05	49.159		0
PROGRAM COORDINATOR	Hourly	Monthly	
3400/3491/01	35.9931		0
3400/3491/02	37.7947		0
3400/3491/03	39.6858		0
3400/3491/04	41.6678		0
3400/3491/05	43.7489		0
RESIDENT ENGINEER/RES INSPCTR	Hourly	Monthly	
3400/3470/01	47.8424		0
3400/3470/02	50.2346		0
3400/3470/03	52.7463		0
3400/3470/04	55.3836		0
3400/3470/05	58.1528		0
SENIOR BUILDING INSPECTOR	Hourly	Monthly	
3400/3425/01	36.7628		0
3400/3425/02	38.6019		0
3400/3425/03	40.5334		0
3400/3425/04	42.5587		0
3400/3425/05	44.6898		0
SENIOR HOUSING INSPECTOR	Hourly	Monthly	
3400/3496/01	34.8721		0
3400/3496/02	36.6158		0
3400/3496/03	38.4465		0
3400/3496/04	40.3689		0
3400/3496/05	42.3873		0
SENIOR PERMIT CENTER TECH	Hourly	Monthly	
3400/3781/01	32.9562		0
3400/3781/02	34.604		0
3400/3781/03	36.3342		0
3400/3781/04	38.151		0
3400/3781/05	40.0584		0
SENIOR PLANNER	Hourly	Monthly	
3400/3444/01	46.5033		0
3400/3444/02	48.8285		0
3400/3444/03	51.2699		0

3400/3444/04	53.8334		0
3400/3444/05	56.525		0
SR POLICE RECORDS TECHNICIAN	Hourly	Monthly	
3400/6640/01	26.3256		0
3400/6640/02	27.6392		0
3400/6640/03	29.0287		0
3400/6640/04	30.4834		0
3400/6640/05	31.9919		0
SUPERVISING ACCOUNTING TECH	Hourly	Monthly	
3400/3471/01	31.3584		0
3400/3471/02	32.9263		0
3400/3471/03	34.5726		0
3400/3471/04	36.3012		0
3400/3471/05	38.1163		0
COMMUNITY SERVICE OFFICER	Hourly	Monthly	
4100/4108/01	25.2715		0
4100/4108/02	26.5338		0
4100/4108/03	27.8591		0
4100/4108/04	29.2565		0
4100/4108/05	30.7171		0
DISPATCHER TRAINEE	Hourly	Monthly	
4100/4100/01	25.2804		0
4100/4100/02	26.5427		0
4100/4100/03	27.868		0
4100/4100/04	29.2655		0
4100/4100/05	30.7262		0
ENFORCEMENT OFFICER	Hourly	Monthly	
4100/3530/01	18.9513		0
4100/3530/02	19.8956		0
4100/3530/03	20.8867		0
4100/3530/04	21.9338		0
4100/3530/05	23.0445		0
LEAD COMMUNITY SRVC OFFICER	Hourly	Monthly	
4100/4109/01	27.7867		0
4100/4109/02	29.1857		0
4100/4109/03	30.645		0
4100/4109/04	32.1767		0
4100/4109/05	33.7807		0
PARKING AMBASSADOR	Hourly	Monthly	
4100/4110/01	21.714		0
4100/4110/02	22.7997		0
4100/4110/03	23.9397		0
4100/4110/04	25.1367		0
4100/4110/05	26.3935		0
POLICE TRAINEE	Hourly	Monthly	
4100/4101/01	34.879		0
PROPERTY/EVIDENCE TECHNICIAN	Hourly	Monthly	

4100/4123/01	29.6352	0
4100/4123/02	31.1138	0
4100/4123/03	32.6736	0
4100/4123/04	34.3054	0
4100/4123/05	36.0185	0
PUBLIC SAFETY DISPATCHER	Hourly	Monthly
4100/4113/01	27.805	0
4100/4113/02	29.2025	0
4100/4113/03	30.654	0
4100/4113/04	32.1867	0
4100/4113/05	33.8005	0
SENIOR PROPERTY/EVIDENCE TECH	Hourly	Monthly
4100/4122/01	32.6015	0
4100/4122/02	34.2243	0
4100/4122/03	35.9373	0
4100/4122/04	37.7315	0
4100/4122/05	39.6248	0
POLICE OFFICER	Hourly	Monthly
4101/4124/01	40.5985	0
4101/4124/02	42.6343	0
4101/4124/03	44.7611	0
4101/4124/04	47.0087	0
4101/4124/05	49.3571	0
COMMUNITY SERVICE OFFICER SPV	Hourly	Monthly
4200/4210/01	35.8283	0
4200/4210/02	37.6197	0
4200/4210/03	39.5007	0
4200/4210/04	41.4757	0
4200/4210/05	43.5495	0
POLICE RECORDS SUPERVISOR	Hourly	Monthly
4200/4216/01	31.6041	0
4200/4216/02	33.1791	0
4200/4216/03	34.8391	0
4200/4216/04	36.5841	0
4200/4216/05	38.4145	0
POLICE SERGEANT	Hourly	Monthly
4200/4232/01	47.3248	0
4200/4232/02	49.6923	0
4200/4232/03	52.1717	0
4200/4232/04	54.7791	0
4200/4232/05	57.5144	0
PUBLIC SFTY DISPATCH SUPERVSR	Hourly	Monthly
4200/4222/01	33.7467	0
4200/4222/02	35.4337	0
4200/4222/03	37.2096	0
4200/4222/04	39.0698	0
4200/4222/05	41.0218	0

FIRE BATTALION CHIEF	Hourly	Monthly
4201/4410/01	42.1539	0
4201/4410/02	44.2616	0
4201/4410/03	46.4747	0
4201/4410/04	48.7984	0
4201/4410/05	51.2383	0
4201/4410/06	53.2879	0
CAPTAIN/PARAMEDIC	Hourly	Monthly
4400/4415/01	32.2427	0
4400/4415/02	33.8585	0
4400/4415/03	35.5485	0
4400/4415/04	37.3289	0
4400/4415/05	39.1913	0
4400/4415/06	41.1505	0
FIRE CAPTAIN	Hourly	Monthly
4400/4432/01	30.7085	0
4400/4432/02	32.2475	0
4400/4432/03	33.857	0
4400/4432/04	35.5527	0
4400/4432/05	37.3265	0
4400/4432/06	38.8217	0
FIRE ENGINEER	Hourly	Monthly
4400/4426/01	26.6366	0
4400/4426/02	27.9715	0
4400/4426/03	29.3685	0
4400/4426/04	30.8381	0
4400/4426/05	32.3816	0
4400/4426/06	33.6749	0
FIRE ENGINEER/PARAMEDIC	Hourly	Monthly
4400/4430/01	27.9692	0
4400/4430/02	29.3708	0
4400/4430/03	30.8378	0
4400/4430/04	32.3809	0
4400/4430/05	34.0016	0
4400/4430/06	35.3596	0
FIREFIGHTER	Hourly	Monthly
4400/4422/01	24.2207	0
4400/4422/02	25.4313	0
4400/4422/03	26.7016	0
4400/4422/04	28.0377	0
4400/4422/05	29.4358	0
4400/4422/06	30.6153	0
FIREFIGHTER/PARAMEDIC	Hourly	Monthly
4400/4421/01	26.6423	0
4400/4421/02	27.974	0
4400/4421/03	29.3712	0
4400/4421/04	30.8409	0

4400/4421/05	32.3788	0
4400/4421/06	33.6763	0

City of South Lake Tahoe Salary Schedules
Approved between 2020 and 2023
with effective dates as listed in individual schedules

City of South Lake Tahoe
Salary Table Update Effective 03/07/2020
Approved by City Council on 03/10/2020, Revision Date: 03/19/2020

1620 POLICE CHIEF

Index Key Value	**Hourly**	**Monthly**
1300/1362/01	73.0026	12,653
1300/1362/02	76.6528	13,286
1300/1362/03	80.4854	13,950
1300/1362/04	84.5097	14,648
1300/1362/05	88.7352	15,380

City of South Lake Tahoe
Salary Table Update Effective 04/14/2020
Approved by City Council on 04/14/2020, Revision Date: 04/17/2020

9916 BUS DRIVER

Index Key Value	**Hourly**	**Monthly**	
9000/9916/01	19.7000		0

City of South Lake Tahoe
Salary Table Update Effective 06/23/2020
Approved by City Council on 06/23/2020, Revision Date: 06/25/2020

1451 EXECUTIVE ASSISTANT TO CITY MANAGER

Index Key Value	**Hourly**	**Monthly**
1401/1453/01	28.1437	4,877
1401/1453/02	29.5495	5,121
1401/1453/03	31.0212	5,376
1401/1453/04	32.5870	5,646
1401/1453/05	34.2000	5,927

City of South Lake Tahoe
Salary Table Update Effective 03/20/2021
Approved by City Council on 03/16/2021, Revision Date: 04/05/2021

1483 ASSISTANT TO THE CITY MANAGER I

Index Key Value	Hourly	Monthly
1401/1483/01	49.1076	8,512
1401/1483/02	51.5630	8,938
1401/1483/03	54.1412	9,384
1401/1483/04	56.8483	9,854
1401/1483/05	59.6907	10,346

1484 ASSISTANT TO THE CITY MANAGER II

Index Key Value	Hourly	Monthly
1401/1484/01	60.0000	10,400
1401/1484/02	63.0000	10,920
1401/1484/03	66.1500	11,466
1401/1484/04	69.4575	12,039
1401/1484/05	72.9304	12,641

2400 DIRECTOR OF PARKS AND RECREATION

Index Key Value	Hourly	Monthly
1300/1420/01	67.5729	11,712
1300/1420/02	70.9520	12,298
1300/1420/03	74.4996	12,913
1300/1420/04	78.2247	13,558
1300/1420/05	82.1358	14,236

1340 DIRECTOR OF FINANCE

Index Key Value	Hourly	Monthly
1300/1340/01	67.5729	11,712
1300/1340/02	70.9520	12,298
1300/1340/03	74.4996	12,913
1300/1340/04	78.2247	13,558
1300/1340/05	82.1358	14,236

1462 RISK MANAGER

Index Key Value	Hourly	Monthly
1400/1462/01	38.8100	6,727
1400/1462/02	40.7521	7,064
1400/1462/03	42.7897	7,417
1400/1462/04	44.9292	7,788
1400/1462/05	47.1756	8,177

City of South Lake Tahoe
Salary Table Update Effective 03/20/2021
Approved by City Council on 03/16/2021, Revision Date: 04/05/2021

7101 MAINTENANCE MANAGER

Index Key Value	Hourly	Monthly
1400/1429/01	40.4986	7,019
1400/1429/02	42.5236	7,370
1400/1429/03	44.6497	7,739
1400/1429/04	46.8822	8,126
1400/1429/05	49.2263	8,532

1414 PRINCIPAL ANALYST

Index Key Value	Hourly	Monthly
1400/1414/01	46.7100	8,096
1400/1414/02	49.0455	8,501
1400/1414/03	51.4977	8,926
1400/1414/04	54.0726	9,373
1400/1414/05	56.7762	9,841

1410 IT SUPERVISOR

Index Key Value	Hourly	Monthly
1400/1409/01	45.8059	7,939
1400/1409/02	48.0905	8,335
1400/1409/03	50.5013	8,753
1400/1409/04	53.0270	9,191
1400/1409/05	55.6828	9,651

3485 EVENTS COORDINATOR

Index Key Value	Hourly	Monthly
3400/3485/01	26.0778	4,520
3400/3485/02	27.3817	4,746
3400/3485/03	28.7508	4,983
3400/3485/04	30.1884	5,233
3400/3485/05	31.6978	5,494

City of South Lake Tahoe
Salary Table Update Effective 02/15/2022
Approved by City Council on 02/15/2022, Revision Date: 04/14/2022

9968 PARK RANGER I

Index Key Value	Hourly	Monthly
9000/9968/01	15.5000	0
9000/9968/02	16.2750	0
9000/9968/03	17.0888	0
9000/9968/04	17.9432	0
9000/9968/05	18.8403	0
9000/9968/06	19.7823	0

9969 PARK RANGER II

Index Key Value	Hourly	Monthly
9000/9969/01	17.9432	0
9000/9969/02	18.8403	0
9000/9969/03	19.7823	0
9000/9969/04	20.7714	0
9000/9969/05	21.8100	0
9000/9969/06	22.9005	0

9966 PARK STEWARD

Index Key Value	Hourly	Monthly
9000/9966/01	15.0000	0
9000/9966/02	15.7500	0
9000/9966/03	16.5375	0
9000/9966/04	17.3644	0
9000/9966/05	18.2326	0
9000/9966/06	19.1442	0

9967 PARK & REC COORD TEMP

Index Key Value	Hourly	Monthly
9000/9967/01	18.7895	0
9000/9967/02	19.7290	0
9000/9967/03	20.7154	0
9000/9967/04	21.7512	0
9000/9967/05	22.8388	0
9000/9967/06	23.9807	0

City of South Lake Tahoe
Salary Table Update Effective 04/02/2022
Approved by City Council on 03/15/2022, Revision Date: 04/18/2022

1458 COMPLETE STREETS PROGRAM MANAGER

Index Key Value	Hourly	Monthly
1400/1458/01	57.6074	9,985
1400/1458/02	60.4877	10,484
1400/1458/03	63.5122	11,008
1400/1458/04	66.6877	11,559
1400/1458/05	70.0221	12,137

1459 CAPITAL PROGRAM AND FACILITIES PROGRAM MANAGER

Index Key Value	Hourly	Monthly
1400/1459/01	57.6074	9,985
1400/1459/02	60.4877	10,484
1400/1459/03	63.5122	11,008
1400/1459/04	66.6877	11,559
1400/1459/05	70.0221	12,137

1431 AIRPORT MANAGER

Index Key Value	Hourly	Monthly
1401/1493/01	57.6074	9,985
1401/1493/02	60.4877	10,484
1401/1493/03	63.5122	11,008
1401/1493/04	66.6877	11,559
1401/1493/05	70.0221	12,137

City of South Lake Tahoe
Salary Table Update Effective 01/01/2023 (as corrected)
Approved by City Council on 03/14/2023, Revision Date: 03/15/2023

INTERN

Index Key Value	**Hourly**	**Monthly**	
9900/9943/01	15.5000		0
9900/9943/02	16.2750		0
9900/9943/03	19.2441		0
9900/9943/04	20.2062		0
9900/9943/05	21.2166		0

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:13

Agenda Item: Revisions to Compensation and Benefits Package for Unrepresented Employees to Replace Cash Distributions to Certain Employees with Cost of Living Increases, and to Update Paid Time Off, Public Safety Uniform pay, and Strike Team Response Policies

Executive Summary: Certain employee classifications, including the elected City Clerk, are not part of any labor union. However, their wages, working hours, and other working conditions have always been aligned with changes made for represented groups. During the council meeting held on September 26, 2023, the Unrepresented Employee Compensation and Benefit Package was presented for approval to the City Council. However, the council approved this package before negotiations with all six bargaining groups were completed. To maintain consistency and avoid discrepancies between represented and unrepresented employees, it is essential to eliminate the y-rating and grant the same COLAs (Cost Of Living Adjustments) to unrepresented employees as represented employee groups. Additionally, newly created unrepresented classifications will be added to the list of unrepresented classifications. Lastly, minor cleanup will be incorporated into the unrepresented employee compensation and benefit package. All changes have been included in the attached Unrepresented Compensation and Benefits Package, and they are consistent with the City Council's directives.

Requested Action / Suggested Motions: Pass a Resolution approving revisions to the compensation and benefits package for unrepresented employees, including the elected City Clerk.

Responsible Staff Member: Ember Buckman, Human Resources Manager

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Unrepresented Compensation Benefit Package.docx
02-Resolution - Unrepresented Compensation Benefit Package.docx
03 - Unrepresented Employee Group Compensation and Benefit Package 2023-2026 Revised 03-11-2024 (EXH A to Reso).pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Revisions to Compensation and Benefits Package for Unrepresented Employees

Location: Citywide

Responsible Staff Member: Ember Buckman CGHR-CP, Human Resources Manager

Background: Certain employee groups are not represented by labor unions, including the elected City Clerk. However, their wages, hours, and working conditions have remained consistent with changes in those negotiated with represented groups.

Issue and Discussion: During the council meeting on September 26, 2023, the Unrepresented Employee Compensation and Benefit Package was presented to the council for approval. However, the council adopted the package before the negotiation with all six bargaining groups was completed.

It is important to note that the compensation and benefits of Unrepresented employees have always been consistent with represented groups. To maintain consistency and avoid any discrepancies between represented and unrepresented employees, a revision to the Unrepresented Compensation and Benefit Package is necessary.

Changes to the Unpresented Employee's Compensation and Benefit Package are consistent with The South Lake Tahoe City Council's direction. All changes have been incorporated into the attached Unrepresented Compensation and Benefits Package.

Summary of Changes:

1. **Eliminate Cash Distributions and Y-rating of unrepresented employees:**

   To prevent discrepancies and compaction issues between represented classifications and unrepresented classifications. Unrepresented classifications will receive the same COLA package as other classifications:

   Year 1: COLA 4.2% Effective 10/1/2023 or following City Council approval of Unrepresented Compensation and Benefit Package
   Year 2: COLA (1-4%) Based upon April SF/Oakland San Jose CPI
   Year 3: COLA (1-4%) Based upon April SF/Oakland San Jose CPI

   Classifications identified as "Over Market Median" will no longer be Y-rated.

2. **Incorporate missing language Into the Compensation and Benefit Package:**

Paid Time Off (PTO) - The original Compensation and Benefit Package presented to the council on September 26, 2023, lacked essential PTO language. The below language will be incorporated into the Compensation and Benefit package for unrepresented employees:

All balances in employee's vacation leave bank upon promotion or transfer into Unrepresented position shall transfer to PTO account. Sick leave balances shall transfer up to a maximum of 260 hours (which is 50% of the total allowable (50% of 520 = 260). Any amounts remaining in the sick leave balance above 260 shall remain there ("Banked") and be available under one of the following three options for the employee:
1) Paid Out** upon reaching (10 yrs for mgmt/7 yrs Exec Team) service with the City; or
2) Paid Out** upon resigning (10 yrs for mgmt/7 yrs Exec Team) from the City; or
3) Left in Sick Leave account and Paid Out** upon retirement; or
4) May choose to leave the hours in sick leave "banked" account for use after exhausting all hours in Paid-Time-Off account

***for the hours remaining in the sick leave account "paid out" is defined as deposited into a tax-exempt IRS defined 401a, 457, section 115/HRA or taxable compensation.*

Public Safety Uniform Pay – The original Compensation and Benefit Package presented to the Council on September 26, 2023, lacked Public Safety Uniform Pay language. The language below will be incorporated into the Compensation and Benefit package for unrepresented employees:

Public Safety Uniform Pay provided to the Police Chief, Fire Chief, Fire Marshal, and Fire Division Chief shall remain equal to those provided to other public safety personnel.

Strike Team Response – The below language will be added to the Compensation and Benefit Package and will only apply to the Fire Division Chief and Fire Marshal:

Strike Team Response: Fire Marshal and Fire Division Chief will be eligible to respond as a single resource on CalOES strike teams with the following provisions. Any assignment will need to be approved in advance by the Fire Chief. The Fire Marshal and the Fire Division Chief will need to be qualified with a position task book for any position requested. This position will be authorized for (2) two-week assignments per season. Any more than 2 strike team responses will need to be evaluated by the Fire Chief based on need and work load. Compensation will be portal to portal from time of deployment until return to the city. Pay will be calculated at straight time as this position is exempt and ineligible for overtime pay.

3. **Add newly created unrepresented classifications:**

1) Fire Marshal
2) Fire Division Chief

Financial Implications: There is no additional financial Impact. The financial impact was considered in the approval of the 2023/2024 budget.

Environmental Considerations: This action is not a “project” requiring environmental review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(5) (organizational or administrative activities of governments that will not result in direct or indirect physical changes in the environment).

Policy Implications: This action is consistent with 2023-2028 Strategic Plan Action Item 4.3.4, Implement the City’s Classification and Compensation study.

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe
City Council

March 26, 2024

Approving Revisions to the Compensation and Benefit Package for Unrepresented Employee Group, including elected City Clerk

BACKGROUND

A. The Unrepresented Employees Compensation and Benefit Package was presented to Council on September 26, 2023, and

B. In order to remain consistent with represented employees, a revision to the Unrepresented Compensation and Benefit package is necessary, and

C. Revisions are included in the Unrepresented Employees Compensation and Benefit Package attached

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City Council of the City of South Lake Tahoe:

1. Approves the modifications to the Unrepresented Employees Compensation and Benefit package, which are incorporated into the Unrepresented Employees Compensation and Benefit Package 2023-2026 (attached hereto as Exhibit A).

2. Authorizes and directs the City Manager to take all steps that are proper and necessary to implement this resolution.

Adopted by the City of South Lake Tahoe City Council on March 26, 2024, by the following vote:

Yes:
No:
Absent:
Abstain:

_____ Date:_____
Mayor, Cody Bass

Attest:

_____
Susan Blankenship
City Clerk

City of South Lake Tahoe Unrepresented Employee Group Compensation and Benefits Package October 1, 2023 - September 30, 2026

REVISED March 11, 2024

TABLE OF CONTENTS

INTRODUCTION 2

CLASSIFICATIONS DESIGNATED UNREPRESENTED EMPLOYEES 2

SALARY PLAN 2

IMPLEMENTATION OF 2023 CLASSIFICATION AND COMPENSATION STUDY 2

COLA's. 3

STRIKE TEAM RESPONSE (Fire Marshal and Fire Division Chief) 3

PUBLIC SAFETY UNIFORM PAY 3

NON-PERSABLE COMPENSATION.. 3

457 MATCHING CONTRIBUTION. 4

LONGEVITY INCENTIVE PAY PLAN 4

EMPLOYEE TRAINING 4

EMPLOYMENT BENEFITS 5

PUBLIC EMPLOYEES RETIREMENT SYSTEM 6

ADMINISTRATIVE LEAVE 6

HOLIDAYS 6

PAID TIME OFF 7

BEREAVEMENT LEAVE 8

MANAGEMENT INCENTIVE PAY 8

BILINGUAL PAY. 8

LAYOFF AND SEVERANCE 8

PERSONNEL RULES AND REGULATIONS 9

SALARY TABLE AS OF OCTOBER 1, 2023 10

INTRODUCTION

This document is a summary of compensation and benefits which applies to all Unrepresented employees. The terms and conditions of employment for Unrepresented employees not included in this document are contained in individual employment contracts and/or the City of South Lake Tahoe Personnel Rules and Regulations.

The various forms of compensation and benefits provided in this document are the result of the City's recognition that Unrepresented employees should be compensated appropriately for exhibiting accountability, cost effectiveness, technological skills and the ability to make maximum use of personnel, fiscal and other resources to facilitate the provision of city services.

CLASSIFICATIONS DESIGNATED UNREPRESENTED EMPLOYEES

For the purpose of this document, the following positions are considered Unrepresented Management Unrepresented Executive Employees:

UNREPRESENTED MANAGEMENT	UNREPRESENTED EXECUTIVE
Airport Manager	Assistant City Manager
Assistant City Attorney	Chief of Police *
Communications & Project Specialist	City Clerk
Human Resources Manager	Director of Development Services
Human Resources Analyst	Director of Finance
Paralegal	Director of Public Works
Risk Manger	Fire Chief *
Sustainability Coordinator	Parks & Recreation Director
Fire Marshal	
Fire Division Chief	

SALARY PLAN

Incremental salary steps within the base salary range, for classifications within the Unrepresented employees management and executive group, shall progress in five steps, from Step 1 through Step 5. Step 1 shall generally be established so that the progression from step 1 to Step 5 occurs in five percent (5%) increments. The City Manager, or designee, shall place newly hired Unrepresented employees at a step within the range for their classification that best reflects the employee's qualifications and job experience.

IMPLEMENTATION OF 2023 CLASSIFICATION AND COMPENSATION STUDY

Classifications under market median:

These classifications require an equity adjustment to bring them to market median. Classifications under market median and market deviation are listed below.

Unrepresented Classification	Market Deviation
Assistant City Manager	-11.1%
*Chief of Police	-9.9%
City Clerk	-1.9%
Communications & Prog Spec	-7.0%
Director of Public Works	-2.6%

*Fire Chief	-7.9%
Human Resources Analyst	-0.3%
Risk Manager	-16.1%
Sustainability Coordinator	-12.3%
Fire Marshall	-10.3%

Effective October 1, 2023 or the pay period following City Council Approval of the unrepresented Compensation and Benefit Package, whichever is later; equity increases based upon compensation (Base+Cash+Benefits) market median will be implemented as follows:

Year 1: 34% of equity adjustment of September 30, 2023 Salary. Not compounded
Year 2: 33% of equity adjustment of September 30, 2023 Salary. Not compounded
Year 3: 33% of equity adjustment of September 30, 2023 Salary. Not compounded

**Chief of Police and Fire Chief will receive equity adjustment over two years*

COLAs:

In order to prevent compaction between represented classifications and unrepresented classifications, unrepresented classifications will receive the same COLA package as other classifications:

Year 1: COLA 4.2% Effective 10/1/2023 or following City Council approval of Unrepresented Compensation and Benefit Package

Year 2: COLA (1-4%) Based upon the annual as of the month of April SF/Oakland Hayward CPI effective the pay period including October 1, 2024

Year 3: COLA (1-4%) Based upon the annual as of the month of April SF/Oakland Hayward CPI effective the pay period including October 1, 2025

STRIKE TEAM RESPONSE

Strike Team Response: Fire Marshal and Fire Division Chief will be eligible to respond as a single resource on CalOES strike teams with the following provisions. Any assignment will need to be approved in advance by the Fire Chief. The Fire Marshal and the Fire Division Chief will need to be qualified with a position task book for any position requested. This position will be authorized for (2) two-week assignments per season. Any more than 2 strike team responses will need to be evaluated by the Fire Chief based on need and work load. Compensation will be portal to portal from time of deployment until return to the city. Pay will be calculated at straight time as this position is exempt and ineligible for overtime pay.

PUBLIC SAFETY UNIFORM PAY

Public Safety Uniform Pay provided to the Police Chief, Fire Chief, Fire Marshal, and Fire Division Chief shall remain equal to those provided to other public safety personnel.

NON-PERSABLE COMPENSATION

Unrepresented Management Team members will receive a contribution of 3.5% of their base salary plus longevity pay into their choice of either non-pensionable 401a or employee-funded 457 IRS defined investment account.

Unrepresented Executive Team members (excluding the City Manager and City Attorney unless specified in their

respective contracts) will receive a contribution of 5% of their base salary plus longevity pay into their choice of either non-pensionable 401a or employee-funded 457 IRS defined investment account.

457 MATCHING CONTRIBUTION

Effective October 1, 2023, Unrepresented Management Team members may receive up to $3000.00 per year; the City will match the employee's contribution to their 457 investment account on a dollar-for-dollar basis. Effective October 1, 2023, Unrepresented Executive Team members (excluding the City Manager and City Attorney unless specified in their respective contracts) may receive up to $4000.00 per year. The City City will match the employee's contribution to their 457 investment account on a dollar-for-dollar basis.

LONGEVITY INCENTIVE PAY

Unrepresented employees shall be eligible for longevity incentive pay upon the successful completion of ten (10) consecutive years of service in a regular position with the City of South Lake Tahoe. The longevity incentive pay shall be as follows:

Years of Service 10 Years 5% (base pay)

The five percent (5%) Longevity Pay will be included in the base hourly rate when calculating all specialty pays set forth in this Agreement, including:

Acting Pay
Management/Supervision/Profession incentive Pay
Holiday Pay
Vacation (sell back or payout)
Calculation of Dollar Value of Sick Leave
Awards Leave

Transition period: As part of the transition from merit pay to longevity pay, all employees who were eligible and receiving merit pay under the terms prior to October 1, 2014 shall be eligible to receive longevity pay under this Section; however, these employees shall not be eligible for an additional increase under this Section upon reaching ten years of City service.

EMPLOYEE TRAINING

Tuition Reimbursement - in accordance with the City Personnel Rules, the City shall reimburse employees for expenses they have incurred for tuition for job related courses taken after the course is successfully completed and appropriate certification filed with the Personnel Officer, and if prior approval by the department head has been given to participate in the course. However, courses paid for by state or governmental agencies do not apply to this section.

Training Courses -Training programs authorized by the City shall be financed by the City to encourage employee participation. Such compensation is separate and distinct from the compensation offered for the position and classification involved in training. Subject to approval by the Personnel Officer, employees may be authorized to attend training programs during regular hours. Travel to and from such training shall be at City expense; provide, however, that time spent in travel to and from training is not eligible for overtime. When the needs of the City services so require, the appointing authority may direct any employee to attend a meeting or conference as part of the professional training required for the position. In such case, attendance is not mandatory but compensation for meals, lodging, travel, and miscellaneous expenses shall be allowed. No overtime will be paid, however, for the time required to travel to and from such meeting.

EMPLOYMENT BENEFITS

Unrepresented employees will have the ability to participate in the City's benefits. Including, Medical, Dental, Vision, and various other benefits.

Medical Plan: The City's Medical plan for plan years 2024-2026 will be offered through the FRMS JPA. The City of South Lake Tahoe will offer three plans through the FRMS JPA for plan years 2024-2026, as follows:

1) HDHP/HSA - City will contribute 100% of the premium cost for this plan option. If an unrepresented employee elects the HDHP/HSA plan, the City will contribute $2,500.00 for individual coverage and $4,200.00 for Employee + one or Family coverage into an HSA. This contribution will be "front loaded" the first pay period that includes January 1st of each year.

2) PPO 1000 - The City will contribute 100% of the premium for this plan for the FIRST plan year (2024) only.

3) PPO 500 (Buy-up option) - Employees who elect this plan option will pay the difference between the PPO 1000 plan and the PPO 500 plan. For the first plan year (2024) rates are as follows:

Per Pay Period Buy-up Cost PPO 500 (2024)

EE = $35.77	$77.51(month)
EE+ 1 = $71.55	$155.02 (month)
EE + Family $93.01	$201.53(month)

**City will make premiums available to employees during open enrollment each year for 2025 & 2026*

Contributions for plan Year 2025 and 2026 –
HDHP/HSA - The City agrees to continue contributing 100% of the premium cost for the HDHP/HSA. The City will also maintain the same level of HSA contributions for EE, EE+1 and Family for this plan.

PPO 1000 - The City agrees to absorb up to a 3% rate increase each year for the PPO 1000. Employees will need to pay any rate increase above the 3%.

PPO 500 (Buy-up option) - Employees will pay he difference between the cost of the PPO 1000 which will include up-to a 3% increase, and the cost of the PPO 500.

Medical Coverage Opt-Out Benefit Arrangement.
Unrepresented Employees who elect to waive and opt out of medical coverage offered by the City because they have provided the City with reasonable written proof of minimum essential coverage ("MEC") through another source (other than coverage in the individual market, whether or not obtained through Covered America, such as written proof of coverage by a spouse's employer) are eligible to receive a medical coverage opt-out benefit.

The health medical coverage opt-out benefit shall be paid on a per pay period basis in the form of City's contributions to these employees' Health Reimbursement Accounts ("HRAs"). The total annual medical coverage opt-out benefit is:

Employee Only: $115.38 per pay period ($3,000 per year) Employee +1 or Family: $153.85 per pay period ($4,000 per year)

The medical coverage opt-out benefit shall not be considered pensionable compensation. Eligible unrepresented employees, who have elected to receive the medical coverage opt-out benefit and who later have an eligible qualifying event, as defined by the City's Medical Plan, and choose to enroll in one of the medical benefit options described above, shall no longer be eligible for the City's contribution to the employees' HRA accounts.

An employee whose spouse or registered domestic partner is also a City employee and who is eligible for dual coverage may elect to opt out and receive the payments outlined above, while their spouse enrolls in City-sponsored medical coverage.

Dental Plan: The City will provide dental insurance for unrepresented employees and any eligible dependents for plan years 2024, 2025 and 2026. The City Dental Plan will be offered through Standard. Plans are as follows:

Plan A: $100/$300 Deductible—$1,000 Annual Maximum (100% paid by the City)

Plan B (Buy-Up Option): $100/$300 Deductible— $1,500 Annual Maximum

If Plan B is selected, per pay period contribution rate for plane year 2024 shall be as follows:

Employee Only - $4.82 per pay period
Employee plus 1 - $9.06 per pay period
Employee Plus Family - $14.12 per pay period

**City will make premiums available to employees during open enrollment each year for 2025 & 2026*

Vision Plan: The City agrees to continue to provide vision insurance for unrepresented employee and any eligible dependents at no cost to the employee for 2024, 2025, and 2026 Plan Years

Life Insurance: The City shall pay the premium for a $50,000 life insurance policy for Unrepresented employees.

Short/Long Term Disability: City Sponsored STD and LTD Plan (the City does not participate in the California State Short Tem Disability program.

PUBLIC EMPLOYEES RETIREMENT SYSTEM

On behalf of its unrepresented employees, the City has contracted with the California Public Employees' Retirement System (PERS) for retirement benefits.

ADMINISTRATIVE LEAVE

Per the Administrative Leave policy unrepresented employees shall receive admin leave at rate determined by the Appointing Authority and shall be based on the operational needs of the position and the department. Admin leave may not be "banked" from year to year.

HOLIDAYS

Paid holidays for Unrepresented employees shall be as follows:

New Year's Day	January 1st
Martin Luther King Jr. Day	3rd Monday in January
Washington's Birthday	3rd Monday in February
Memorial Day	Last Monday in May
Juneteenth	June 19th
Independence Day	July 4th
Labor Day	First Monday in September
Indigenous Peoples Day	Second Monday in September
Veteran's Day	November 11th
Thanksgiving Day	Last Thursday in November

Day after Thanksgiving	Last Friday in November
Christmas Eve Day	December 24th
Christmas Day	December 25th

** Holidays which fall on a Saturday shall be observed on the preceding Friday, and holidays which fall on a Sunday shall be observed on the following Monday.*

PAID TIME OFF (PTO)

Unrepresented Management employees PTO shall accrue at the levels below:

Year 1 thru 3	168
Year 4 thru 6	208
Year 7 thru 9	248
Year 10 thru 12	256
Year 13 thru 15	264
Year 16+	288

Unrepresented Executive Management Team employees PTO shall accrue at the levels below:

Year 1 thru 3	224
Year 4 thru 5	264
Year 6 thru 7	272
Year 8 thru 9	280
Year 10+	304

Initial Transfer of PTO:
All balances in employee's vacation leave bank on upon promotion or transfer into Unrepresented position shall transfer to PTO account. Sick leave balances shall transfer up to a maximum of 260 hours (which is 50% of the total allowable (50% of 520 = 260). Any amounts remaining in the sick leave balance above 260 shall remain there ("Banked") and be available under one of the following three options for the employee:

1) Paid Out** upon reaching (10 yrs for mgmt/7 yrs Exec Team) service with the City;
Or

2) Paid Out** upon resigning (10 yrs for mgmt/7 yrs Exec Team) from he City;
Or

3) Left in Sick Leave account and Paid Out** upon retirement;

Or

4) May choose to leave the hours in sick leave "banked" account for use after exhausting all hours in Paid-Time-Off account

***for the hours remaining in the sick leave account "paid out" is defined as deposited into a tax-exempt IRS defined 401a, 457, section 115/HRA or taxable compensation.*

Effective October 1, 2023, Unrepresented Management PTO "sell back" shall be capped at 120 hours. Unrepresented Executive Management PTO "Sell back" shall be capped at 200 hours.

Unrepresented employees can elect to sell back the maximum allowable PTO hours up to two times per year. In compliance with IRS regulations, employees must make an irrevocable election to receive a cash payment of PTO hours prior to accruing those hours. Employees must submit an irrevocable election form to Payroll no later than

December 31st of the year prior to the year in which the PTO will be accrued and paid out. The City Finance Department will cash out the apportioned hours in the pay period following the accrual of the entire amount of requested hours sold.

PTO "sell back" may only be utilized after taking at least 40 hours of PTO time in a 12 month period preceding PTO "sell back" and is defined as employee's choice to be deposited into a tax-exempt IRS defined 401a, 457, section 115/HRA account or taxable compensation.

The City Manager retains the management right to halt "sell back" benefits as described, if the City's General Fund Reserves fall below the City Council's Reserve policy (currently 25% of General Fund Reserves), or upon a financial need as determined by the City Manager. Under standard government, civil code, such limits do not apply to those retiring or resigning from the City.

Upon retirement from the City of South Lake Tahoe, Unrepresented Management shall be offered the option to be provided the balance in their PTO account as either a tax-exempt payment to an HRA, 401a, or 457 account up to the maximum authorized by the IRS or taxable compensation.

Upon retirement from the City of South Lake Tahoe, Unrepresented Executive Management shall be offered the option to be provided the balance in their PTO account as either a tax-exempt payment to an HRA, 401a, or 457 account up to the maximum authorized by the IRS or taxable compensation.

BEREAVEMENT LEAVE

Unrepresented employees shall be allowed 40 hours paid time off per year for bereavement in the event of the death of one of the following: Parents, step-parents, spouse, registered domestic partner, child or step- child, grandchild, brother, sister, step brother, step sister, current parents-in-law, current sister or brother in law, grandparent, current grandparent-in-law. In no event will an employee be eligible to receive more than a total of 40 hours per calendar year for bereavement leave. Additionally, the City will comply with AB1949 for unpaid leaves and in the event of multiple occurrences in any given calendar year.

MANAGEMENT/SUPERVISION/ PROFESSIONAL INCENTIVE PAY

Unrepresented employees earning a minimum of 64 hours of education/training/licensing (documented and approved by their department head and City Manager), shall receive two percent (2.0%) above the authorized rate of pay contained in the approved salary plan. Any future hours earned must be preapproved by the department head and City Manager.

If education is used to accumulate the hours, courses must have been completed with a grade of “C” or better. One semester unit is equivalent to 15 hours; one quarter unit is equivalent to 10 hours.

BILINGUAL PAY

The City will pay an additional $150.00 per month to unrepresented employees in this unit who are able to demonstrate Fluency Tier 2 (Speak, Read & Write) capacity in language(s) the City determines are necessary to effectively communicate with the community it serves. The testing will be administered through Human Resources. A written request for testing must be submitted to Human Resources. If the City determines that the employee is bilingual, the employee will be paid the bilingual differential effective the month in which the request for examination was submitted. All current recipients shall continue to receive current rate of $50.00 per month and must test for either Tier 1 or Tier 2 to receive the increased amounts above following approval of this MOU. The current $50.00 per month will discontinue when an employee qualifies for either Tier 1 or Tier 2 bilingual status.

LAYOFF AND SEVERANCE

Unrepresented employees who have been laid off by action by the City Council shall be eligible for compensation at their base hourly rate, in addition to any other payouts to which the employee is entitled, according to the following schedule:

Years of Service *		
More Than	Less Than or Equal To	Pay Periods of Compensation
1	2	2
2	3	3
3	4	4
4	5	5
5	6	6
6	7	7
7	8	8
8	9	9
9	10	10
10		13

**Year(s) of service means full calendar year(s) from the employee's date of hire.*

Unrepresented employees working less than full time at the time a layoff notice is issued to them shall receive the same proportion of full time compensation as the proportion of pay period they were working at the time the layoff notice was issued.

In addition to the cash compensation in paragraph A above, unrepresented employees laid off by action of the City Council shall continue to receive City health plan coverage for themselves and their families, if their families are enrolled in the City health plan at the time the layoff notice is issued, according to the following schedule:

Years of* Service	Months of Continued Health Plan Coverage**
Less than 1	0
1 but less than 2	1
2 but less than 3	2
3 but less than 4	3
4 but less than 5	4
5 but less than 6	5
6 or more	6

* *Year(s) of service means full calendar year(s) from the employee's date of hire.*

** *Part time unrepresented employees will receive the same proportion of city paid health insurance as they are receiving at the time the layoff notice is issued and can continue their health insurance coverage if they continue to pay the same additional premium as they are paying at the time the layoff notice is issued.*

Laid off unrepresented employees who become eligible for another employer sponsored health plan shall no longer be eligible for the City paid health plan benefits regardless of the number of months elapsed since the effective date of their layoff and regardless of whether or not they choose to participate in the employer sponsored health plan for which they are eligible.

Unrepresented employees who are rehired by the City during the period for which they have received benefits under paragraph A above shall repay to the City any compensation in excess of the number of pay periods of their layoff. Employees rehired who have maintained their City sponsored health plan during the period of their layoff shall not be subject to any waiting period or any exclusion for preexisting conditions.

PERSONNEL RULES AND REGULATIONS

Unless otherwise specified in this Agreement, Unrepresented employees shall be subject to the City of South Lake Tahoe Personnel Rules and Regulations. Existing Employment Contracts remain in full force and effective.

Unrepresented Employee Salary Schedule

Effective September 30, 2023
Adopted by Council 03/26/2024
Revised Date 03/26/2024

0010	CITY CLERK		1342	FIRE CHIEF	
Index Key Value	Hourly	Monthly	Index Key Value	Hourly	Monthly
1100/1138/01	47.85932	8,296	1300/1320/01	82.28459	14,263
1100/1138/02	50.24876	8,710	1300/1320/02	86.39883	14,976
1100/1138/03	52.76415	9,146	1300/1320/03	90.71877	15,725
1100/1138/04	55.40095	9,603	1300/1320/04	95.25470	16,511
1100/1138/05	58.17469	10,084	1300/1320/05	100.01743	17,336

1620	CHIEF OF POLICE		2400	PARKS AND RECREATION DIRECTOR	
Index Key Value	Hourly	Monthly	Index Key Value	Hourly	Monthly
1300/1362/01	83.05859	14,397	1300/1420/01	73.25557	12,698
1300/1362/02	87.21153	15,117	1300/1420/02	76.91884	13,333
1300/1362/03	91.57211	15,872	1300/1420/03	80.76477	13,999
1300/1362/04	96.15071	16,666	1300/1420/04	84.80314	14,699
1300/1362/05	100.95824	17,499	1300/1420/05	89.04316	15,434

1350	DIRECTOR OF DEVELOPMENT SERVICES		1240	ASSISTANT CITY ATTORNEY	
Index Key Value	Hourly	Monthly	Index Key Value	Hourly	Monthly
1300/1350/01	73.25563	12,698	1301/1240/01	70.41835	12,206
1300/1350/02	76.91885	13,333	1301/1240/02	73.93926	12,816
1300/1350/03	80.76479	13,999	1301/1240/03	77.63622	13,457
1300/1350/04	84.80314	14,699	1301/1240/04	81.51804	14,130
1300/1350/05	89.04318	15,434	1301/1240/05	85.59392	14,836

1340	DIRECTOR OF FINANCE		1321	ASSISTANT CITY MANAGER	
Index Key Value	Hourly	Monthly	Index Key Value	Hourly	Monthly
1300/1340/01	73.25557	12,698	1301/1321/01	82.13486	14,237
1300/1340/02	76.91884	13,333	1301/1321/02	86.24161	14,949
1300/1340/03	80.76477	13,999	1301/1321/03	90.55369	15,696
1300/1340/04	84.80314	14,699	1301/1321/04	95.08137	16,481
1300/1340/05	89.04316	15,434	1301/1321/05	99.83543	17,305

2120	DIRECTOR OF PUBLIC WORKS		1431	AIRPORT MANAGER	
Index Key Value	Hourly	Monthly	Index Key Value	Hourly	Monthly
1300/1445/01	73.89496	12,808	1401/1493/01	61.22745	10,613
1300/1445/02	77.58970	13,449	1401/1493/02	64.28874	11,143
1300/1445/03	81.46919	14,121	1401/1493/03	67.50330	11,701
1300/1445/04	85.54272	14,827	1401/1493/04	70.87835	12,286
1300/1445/05	89.81978	15,569	1401/1493/05	74.42229	12,900

1454	COMMUNICATIONS & PROJECT SPECIALIST	
Index Key Value	Hourly	Monthly
1401/1454/01	37.06047	6,424
1401/1454/02	38.91349	6,745
1401/1454/03	40.85917	7,082
1401/1454/04	42.90213	7,436
1401/1454/05	45.04724	7,808

1462	RISK MANAGER	
Index Key Value	Hourly	Monthly
1401/1462/01	44.37863	7,692
1401/1462/02	46.59757	8,077
1401/1462/03	48.92744	8,481
1401/1462/04	51.37383	8,905
1401/1462/05	53.94248	9,350

2310	FIRE MARSHALL	
Index Key Value	Hourly	Monthly
4201/2310/01	61.18029	10,605
4201/2310/02	64.23933	11,135
4201/2310/03	67.45129	11,692
4201/2310/04	70.82386	12,276
4201/2310/05	74.36498	12,890

6680	PARALEGAL	
Index Key Value	Hourly	Monthly
1501/6680/01	29.70601	5,149
1501/6680/02	31.19131	5,406
1501/6680/03	32.75070	5,677
1501/6680/04	34.38780	5,961
1501/6680/05	36.10751	6,259

3750	H.R. ANALYST	
Index Key Value	Hourly	Monthly
1401/1423/01	40.50534	7,021
1401/1423/02	42.53061	7,372
1401/1423/03	44.65714	7,741
1401/1423/04	46.89000	8,128
1401/1423/05	49.23450	8,534

3474	SUSTAINABILITY COORDINATOR	
Index Key Value	Hourly	Monthly
1501/3474/01	39.19066	6,793
1501/3474/02	41.15019	7,133
1501/3474/03	43.20767	7,489
1501/3474/04	45.36803	7,864
1501/3474/05	47.63647	8,257

1091	HUMAN RESOURCES MANAGER	
Index Key Value	Hourly	Monthly
1401/1435/01	56.26681	9,753
1401/1435/02	59.07386	10,239
1401/1435/03	62.03188	10,752
1401/1435/04	65.12849	11,289
1401/1435/05	68.38873	11,854

	FIRE DIVISION CHIEF	
Index Key Value	Hourly	Monthly
1401/1444/01	74.3649	12,889
1401/1444/02	78.0831	13,534
1401/1444/03	81.9873	14,211
1401/1444/04	86.0866	14,921
1401/1444/05	90.3910	15,667

3751	PRINCIPAL H.R. ANALYST	
Index Key Value	Hourly	Monthly
1401/1482/01	50.64011	8,778
1401/1482/02	53.16639	9,216
1401/1482/03	55.82861	9,677
1401/1482/04	58.61554	10,160
1401/1482/05	61.54979	10,669

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:14

Agenda Item:

Pre-Zoning, General Plan Amendment, and Initiation of Proceedings for Cleanup Annexation Scenario

Executive Summary: The City of South Lake Tahoe is proposing to annex 90 parcels in unincorporated El Dorado County into City limits in order to provide more efficient public services. Currently, municipal services to the annexation area are provided by El Dorado County and Lake Valley Fire Protection District even though the annexation area is adjacent to the City of South Lake Tahoe and accessed only through City streets. After annexation, the City would provide all core municipal services including street maintenance, snow removal, police, fire protection, and emergency response. No development project is being proposed with this annexation. The pre-zoning process is a required part of the annexation process. The Cityâ€™s proposed pre-zoning is intended to keep the zoning and allowed uses as similar as possible to the existing County zoning.

Requested Action / Suggested Motions:

1) Pass a Motion to hold first reading (by title only) of an Ordinance pre-zoning 90 parcels located within the City Sphere of Influence in El Dorado County for subsequent annexation of such properties and amending South Lake Tahoe City Code Title 6, Chapter 6.55, Article II (Plan Area Maps and Statements), and refer second reading and adoption to April 23, 2024; 2) Pass a Resolution adopting an amendment to the General Plan LU-1, Land Use Diagram; and 3) Pass a Resolution initiating proceedings for the annexation of such properties.

Responsible Staff Member: John Hitchcock, Planning Manager

Reviewed and Approved By: Zachary Thomas, Director of Development Services Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

- 01-Staff Report - Clean Up Area Annexation.docx
- 02 - Annexation Map Cleanup Area.pdf
- 03 - Ownership by Property Owner Map.pdf
- 04 - TRPA PAS Land Use & Zoning Designations.pdf
- 05 - Pre-Zone Land Use Designations.pdf
- 06 - Chapter 6.55 Ordinance Redlined.docx
- 07-Annexation Ordinance First Reading.docx
- 08-Resolution - General Plan Amendment for Cleanup Annexation.docx
- 09-Resolution - Initiating Annexation Proceedings LAFCO.docx
- 10 - Proof of Mailing.pdf
- 11 - Tribune Public Notice.pdf
- 12 - Fiscal Impact Analysis Memo 10-16-23.pdf
- 13 - Plan For Service 12-15-23.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Prezoning, General Plan Amendment, and Initiation of Proceedings for Cleanup Annexation Scenario

Location: Unincorporated area adjacent to Sierra Tract and Barton Memorial Hospital

Responsible Staff: John Hitchcock, Planning Manager

Background: Annexation is a process under California law (the Cortese-Knox-Hertzberg Local Government Reorganization Act of 2000) for incorporated cities to add land to the area within their jurisdictional boundaries. The purpose of this law is "to encourage the orderly growth and development which are essential to the social, fiscal, and economic well-being of the state." Cal. Gov't Code section 56001. The California Legislature has also found that "a single multipurpose governmental agency is accountable for community service needs and financial resources and, therefore, may be the best mechanism for establishing community service priorities, especially in urban areas." (Cal. Gov't Code section 56001).

On June 6, 2023, the City Council discussed five annexation scenarios and provided direction to staff. The City Council passed a motion to pursue the "Cleanup Annexation Scenario," which encompasses the Tahoe Valley Campground and parcels adjacent to the City's jurisdictional boundary southeast of the Sierra Tract and Barton Memorial Hospital (see Attachment 02, Annexation Area). The City Council also directed staff at that time to move forward with the "Heavenly Annexation Scenario," which was subsequently expanded by Council direction on November 7, 2023, to include a larger area and will be on a future City Council agenda.

The City is pursuing annexation of these areas in order to provide more efficient public services. Currently, municipal services to thisannexation area are provided by El Dorado County and Lake Valley Fire Protection District even though the annexation area is adjacent to the City of South Lake Tahoe and accessed only through City streets. After annexation, the City would provide all core municipal services, including street maintenance, snow removal, police, fire protection, and emergency response. No development project is being proposed with this annexation. The pre-zoning process is a required part of the annexation process. The City's proposed pre-zoning is intended to keep the zoning and allowed uses as similar as possible to the existing County and TRPA zoning.

The cleanup annexation area comprises 90 parcels totaling 411.8 acres, which includes a mix of private and publicly owned parcels. Most of the parcels are held in public ownership by the State of California, the Tahoe Resource Conservation District, the City of South Lake Tahoe, the South Tahoe Public Utility District, and Lake Tahoe Community College. There are 12 parcels held in private ownership (see Attachment 03, Parcel Ownership).

TRPA governs the underlying zoning. Pursuant to the adopted Regional Plan and Plan Area Statements, the annexation area has a land use classification of Conservation, Recreation, Residential, and Mixed-Use and is zoned Conservation, Recreation, Residential, and Commercial/Public Service (see Attachment 04 TRPA Land Use and Zoning Designations).

Issue And Discussion:

Pre-Zoning: State law requires that within a proposed municipal reorganization area, each participating jurisdiction must pre-zone the respective territory being annexed, consistent with the City's adopted General Plan (Cal. Gov. Code Section 56375(a)(7)). Thus, the properties subject to the annexation into the City must be identified in the City of South Lake Tahoe General Plan with proposed future land use(s), and the properties must be pre-zoned consistently with the General Plan land uses(s) in anticipation of the future annexation.

The properties are proposed to be pre-zoned with TRPA's underlying Regional Plan Land Use Classification and Plan Area Statements zoning designations; thus, no land use changes are proposed, and there are no changes to the development potential (see Attachment 05, Proposed Pre-Zoning Map).

Pre-zoning the properties will not affect the City boundaries, nor will the pre-zoning establish any new City zoning controls over the properties. While the municipal reorganization process is pending, the County of El Dorado and TRPA will maintain zoning control over the properties set for annexation to the City of South Lake Tahoe. The zoning will take regulatory effect for the affected properties only if and after El Dorado LAFCO approves the annexations. The Ordinance approving the pre-zone for the subject properties is found in Attachment 07.

City Code Amendment: It is necessary to amend City Code Title 6, Development Services, Chapter 6.55, Article II, Plan Area Maps and Statements, Section 6.55.120, Plan Area Statement Maps, to incorporate TRPA's Plan Area Statement (PAS) 095, as the underlying zoning regulation.

The Code amendments will only take regulatory effect for the affected properties only if and after El Dorado LAFCO approves the annexations. The Ordinance amending the City Code is found in Attachment 07.

General Plan Amendment The City of South Lake Tahoe General Plan identifies proposed land uses in Figure LU-1, Land Use Diagram. Figure LU-1 designates a mix of Residential, Conservation, Recreation, Neighborhood Center, Town Center, Tourist, and Special Districts. The properties planned for annexation are bordered by City properties designated Town Center, Low-Density Residential, Conservation, and Special District.

It is reasonable and appropriate for the subject annexation properties to be designated in the City General Plan with their existing land use classifications adopted in the TRPA 2012 Regional Plan: Conservation, Residential, Recreation, and Mixed-Use. Accordingly, Figure LU-1 in the General Plan is proposed to be amended to include the identification of the proposed annexation properties as being subject to imminent annexation, along with the existing TRPA Regional Plan land use classifications.

The Resolution approving the General Plan Amendment associated with the annexation is found in Attachment 08.

Tribal Consultation: In accordance with SB 18, the City sent consultation letters on August 21, 2023, to the Colfax-Todds Valley Consolidated Tribe, the Ione Bank of Miwok Indians, the Tsi Akim Maidu, Shingle Springs Band of Miwok Indians, the United Auburn Indian Community, the Washoe Tribe of California and Nevada, and the Wilton Rancheria.

The City received a letter from the Shingle Springs Band of Miwok Indians stating that they are not aware of any known cultural resources within the annexation area but requested to be made aware if new information or human remains are found in the future.

The City was also contacted by the United Auburn Indian Community, deferring consultation to the Washoe Tribe of California and Nevada. The Washoe Tribe requested consultation with the City. City staff held an online conference call with Patrick Burtt on September 9, 2023, to discuss the proposed annexation.

Planning Commission:

On November 16, 2023, the City of South Lake Tahoe Planning Commission conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed pre-zone and general plan amendment.

The Planning Commission considered the evidence in the record, considered public testimony, and voted unanimously to approve a Resolutions 2023-016, recommending the City Council amend the General Plan the City Code and approve the pre-zone.

Planning Commission Public Notice and Public Comments:

A Notice of the Planning Commission Public Hearing was mailed to property owners within the annexation area and to all affected property owners within 300 feet of the

subject properties on November 3, 2023. A public notice was published in the Tahoe Daily Tribune on November 3, 2023.

The City received written comments from homeowners with properties located on Fountain Avenue. The commenters either requested the Planning Commission postpone their consideration or objected to the annexation. The City also received a comment letter from the Tahoe Resource Conservation District (TRCD), which also requested the item be postponed, and no action be taken, in order for the TRCD to consult with the City to ascertain the implications of the proposed annexation on TRCD properties and management activities in the Johnson Meadow area.

On December 6, 2023, City staff met with TRCD staff to discuss their concerns outlined in the comment letter and followed up with an additional meeting on March 11, 2024. Staff is working cooperatively with TRCD to ensure that the annexation does not negatively impact their operations or ongoing projects.

A notice of the March 26, 2024, City Council Public Hearing was mailed on February 23, 2024, to all affected properties within 500 feet of the annexation area, which is coextensive with the noticing area for El Dorado LAFCO, and the notice was published in the Tahoe Daily Tribune on March 15, 2024

Environmental Analysis:

The proposed amendment to the General Plan to pre-zone the properties is exempt for CEQA pursuant to CEQA Guidelines Section 15319, Annexation of Existing Facilities and Lots for Exempt Facilities. The area to be annexed contains existing public and private structures developed to a density allowed by the current TRPA plan are statements, and the City proposes to pre-zone the properties with the current TRPA zoning designations. Therefore, there are no changes or increases in the development potential of the annexation area. Furthermore, the annexation area is already served by existing utility services (i.e., South Tahoe Public Utility District, Liberty Utilities), and no water or sewer service is revised as a result of the annexation.

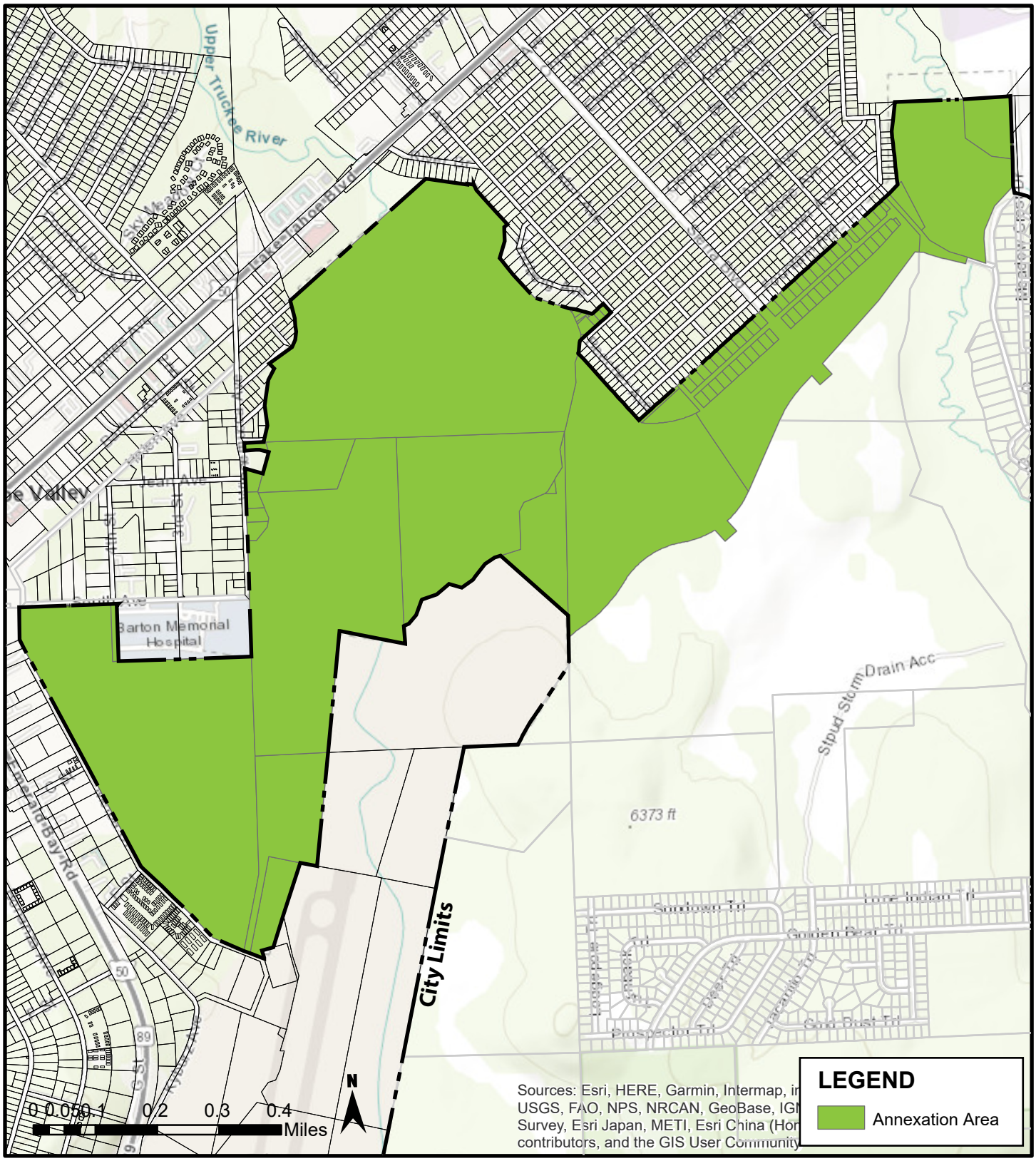
Moreover, there is no reasonably foreseeable change in the types and intensity of service within the annexation area as a result of any approval. Most of the private properties in the annexation area are currently developed, and the properties held in public ownership are primarily sensitive parcels that are not developable and are managed for open space, recreation, and restoration purposes.

A reasonable application of Section 15319 would mean the annexation is categorically exempt. Lastly, there is no evidence that the annexation involves an unusual circumstance that might significantly affect the environment.

Financial Implications: Amending the General Plan, City Code, and pre-zoning the properties has no financial implications at this time. However, State law requires involved

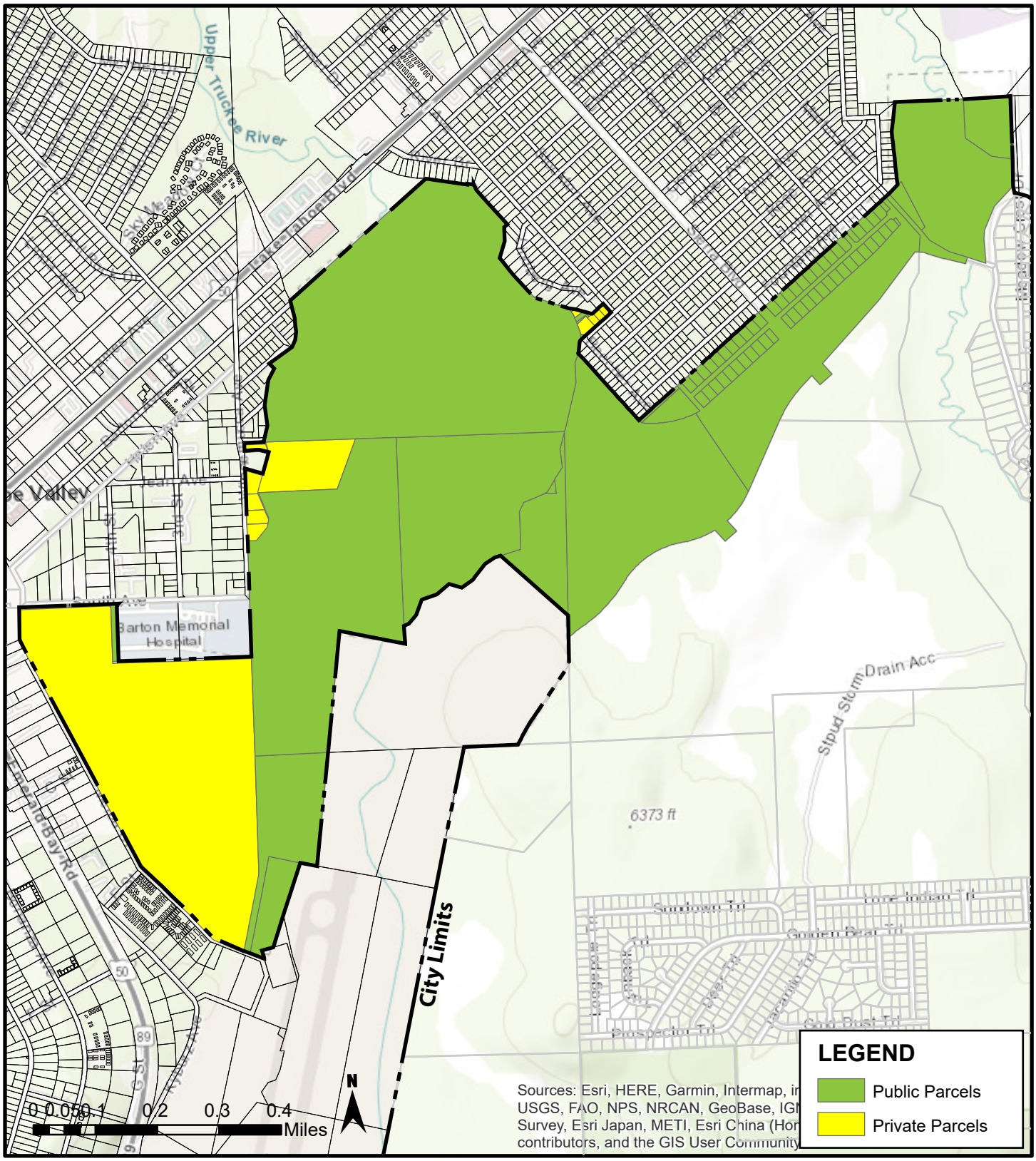
jurisdictions to negotiate the allocation of property tax revenues. The City Manager and City Attorney will be conducting this negotiation with El Dorado County officials after the application is submitted to El Dorado LAFCO.

Policy Implications: Annexing the affected properties would result in a more efficient provision of public services.



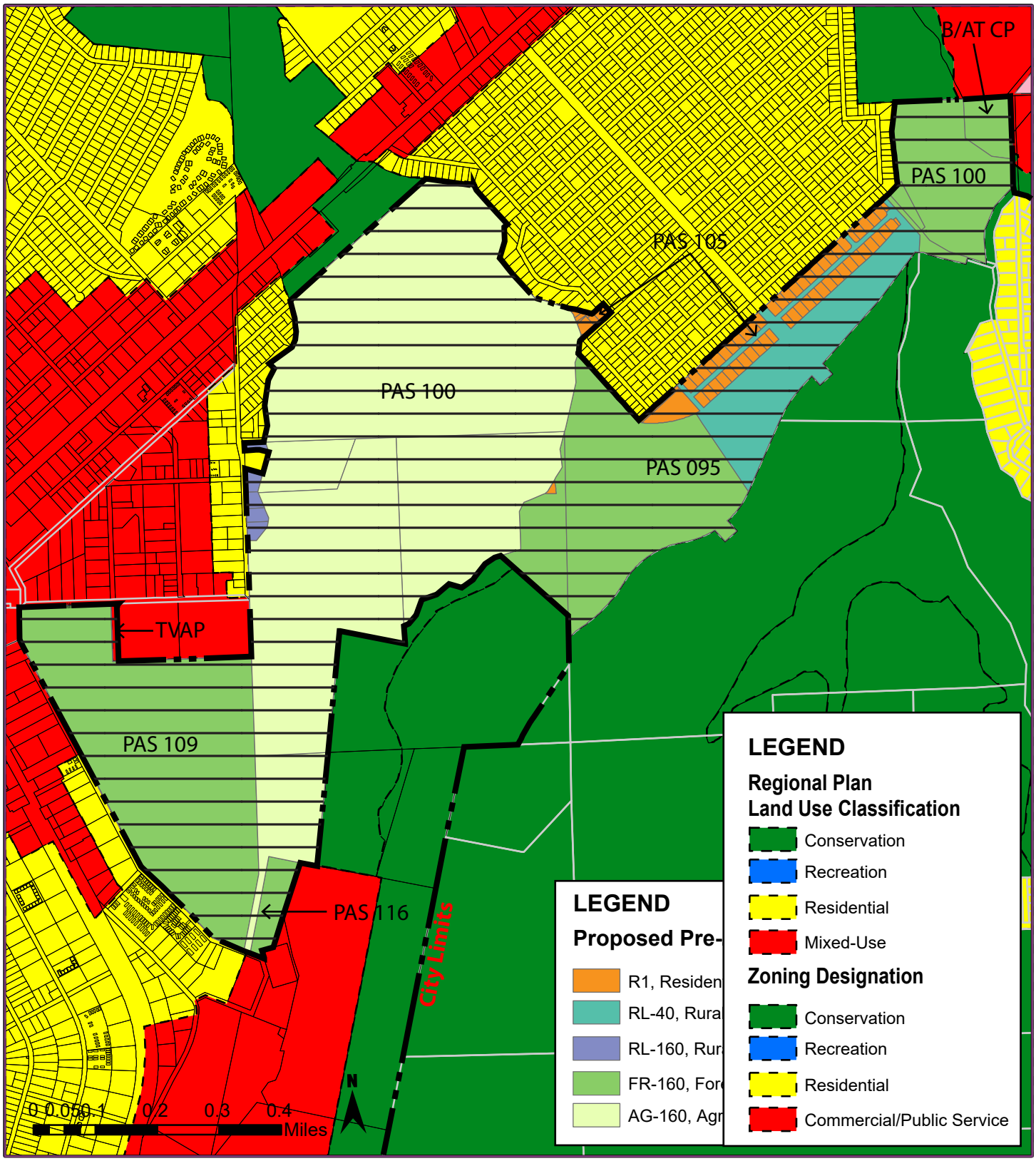
CITY OF SOUTH LAKE TAHOE

Attachment 02
Proposed Cleanup
Annexation



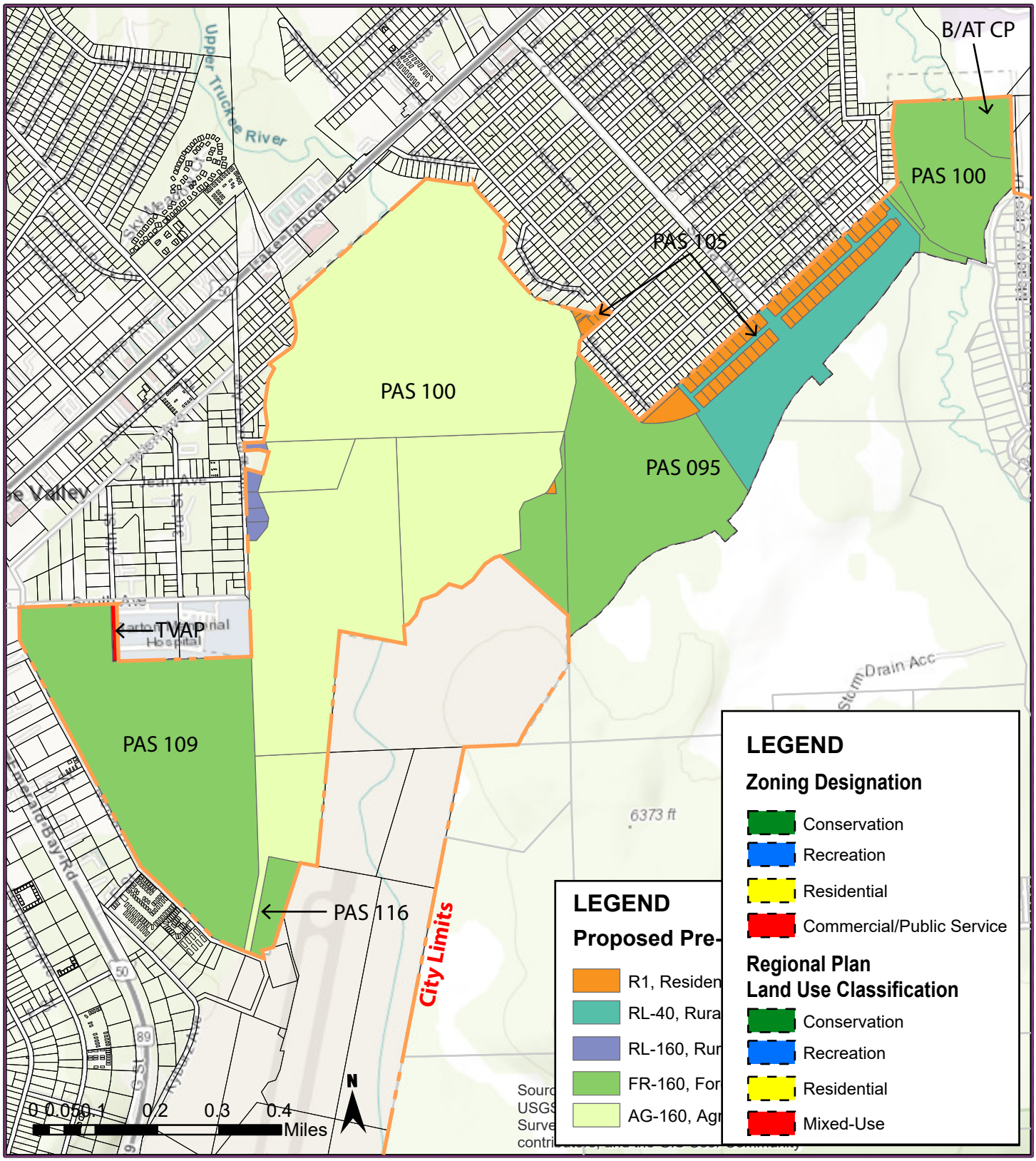
CITY OF SOUTH LAKE TAHOE

Attachment 03
Parcel Ownership



CITY OF SOUTH LAKE TAHOE

Attachment 03
TRPA Plan Area Statement
Land Use & Zoning Designations



CITY OF SOUTH LAKE TAHOE

Attachment 05
Proposed Pre-Zoning Map

Chapter 6.55
PLAN AREA STATEMENTS AND OTHER LAND USE REGULATIONS

Article II. Plan Area Maps and Statements

6.55.110 Permissible uses.

For the purpose of this chapter, the city shall adopt by reference the permissible uses contained within the TRPA Code of Ordinances, Chapter 21. (Ord. 902; Ord. 1060 § 1 (Exh. A); Ord. 1152 § 3. Code 1997 § 32-10)

6.55.120 Plan area statements

The following are the city plan area maps and statements:

085 Lakeview Heights
~~088 Tahoe Village~~
089 Lakeside Park
089A Replaced by the ~~Stateline/Ski Run Community Plan~~ Tourist Core Area Plan
089B Replaced by the ~~Stateline/Ski Run Community Plan~~ Tourist Core Area Plan
090 Tahoe Meadows
091 Replaced by the ~~Stateline/Ski Run Community Plan~~ Tourist Core Area Plan
092 Pioneer/Ski Run
093 Bijou
094 Glenwood
095 Trout/Cold Creek
096 Pioneer Village
097 Bijou Pines
098 Replaced by the Bijou/Al Tahoe Community Plan
099 Al Tahoe
100 Truckee Marsh
101 Bijou Meadows
102 Tahoe Keys
103 Sierra Tract Commercial
104 Highland Woods
105 Sierra Tract
108 Winnemucca
109 Tahoe Valley Campground
110 ~~South Y~~ Replaced by the Tahoe Valley Area Plan
111 Tahoe Island
112 Gardner Mountain
113 ~~Industrial Tract~~ Replaced by South Y Industrial Tract Community Plan
114 Bonanza
116 Airport

(Ord. 902; Ord. 1152 § 3. Code 1997 § 32-11)

Ordinance 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

An Ordinance approving the pre-zoning of 90 parcels located in unincorporated El Dorado County, amending South Lake Tahoe City Code Title 6, Chapter 6.55, Article II (Plan Area Maps and Statements), and making certain findings in accordance with the California Environmental Quality Act, all in conjunction with a proposed annexation of such properties into the City

BACKGROUND

A. On June 6, 2023, the City Council passed a motion directing staff to pursue the "Cleanup Annexation Scenario," which encompasses the Tahoe Valley Campground and parcels adjacent to the City's jurisdictional boundary southeast of the Sierra Tract and Barton Memorial Hospital.

B. The City intends to file an Application to Initiate Proceedings for Reorganization with the El Dorado Local Agency Formation Commission (LAFCO). As part of these proceedings, the City intends to request that LAFCO process a reorganization such that approximately 411.8 acres of territory currently within the unincorporated El Dorado County area would be annexed to the City of South Lake Tahoe.

C. The 90 parcels to be annexed to the City of South Lake Tahoe are comprised of private and public parcels, which the Tahoe Regional Planning Agency zoned as either Conservation, Residential, Recreation, or Commercial/Public Service.

D. As part of the LAFCO proceedings, LAFCO requires each participating jurisdiction to pre-zone the respective properties be annexed, consistent with the City adopted General Plan, and as such, the City of South Lake Tahoe intends to pre-zone the properties.

E. The City of South Lake Tahoe intends to pre-zone the property as currently zoned by TRPA and is not proposing any changes to the applicable regulating documents.

F. On November 16, 2023, the City of South Lake Tahoe Planning Commission conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed Project. The Planning Commission considered the evidence in the record and passed a motion to adopt Resolution 2023-016, recommending the City Council approve the pre-zoning and amend the City Code.

G. The City of South Lake Tahoe is a decision-making body for the Reorganization described herein and, as such, is acting as a responsible agency under CEQA.

H. On February 23, 2024, A Notice of Public Hearing providing the date, time, and location of the City Council meeting was mailed to property owners within the annexation area and to all affected property owners within 500 feet of the subject properties. A public notice was also published in the Tahoe Daily Tribune on March 15, 2024.

I. On March 26, 2024, the City of South Lake Tahoe City Council conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed pre-zoning and City Code amendments. Following receipt of all public testimony, the City Council closed the public hearing.

NOW, THEREFORE, THE CITY COUNCIL OF CITY OF SOUTH LAKE TAHOE DOES ORDAIN AS FOLLOWS:

SECTION 1. The findings set forth in the Background Section of this Ordinance are true and correct, are incorporated into this Ordinance by reference, and constitute a material part of this Ordinance.

SECTION 2. The proposed pre-zone and the City Code amendments will not have an effect on the environment because the City is proposing to pre-zone the annexation area as it is currently zoned by TPRA. No changes are proposed to the applicable land use designations, planning policies, special policies, permissible use lists, or existing density standards. The development potential does not change, and any potential development would be subject to the existing regulations.

SECTION 3. The proposed amendment to pre-zone this area is exempt from CEQA pursuant to Section 15319, Annexation of Existing Facilities and Lots for Exempt Facilities. The area to be annexed contains existing public and private structures developed to a density allowed by the current TRPA Plan Area Statements, and the City proposes to pre-zone the properties with the current TRPA zoning designations. Therefore, there are no changes or increases in the development potential of the annexation area. Furthermore, the annexation area is already served by existing utility services (i.e., South Tahoe Public Utility District, Liberty Utilities), and no water or sewer service is revised as a result of the annexation.

Moreover, there is no reasonably foreseeable change in the types and intensity of service within the annexation area as a result of any approval. The private parcels may be developed consistent with the TRPA Code of Ordinances and the applicable Plan Area Statements, while parcels in public ownership are primarily sensitive parcels that are managed primarily for open space, restoration activities, and recreation access. Lastly, there is no evidence that the annexation involves an unusual circumstance that might cause a significant effect on the environment.

SECTION 4. Find the pre-zoning of the properties is consistent with the City of South Lake Tahoe General Plan because the City's current Sphere of Influence boundary includes the affected properties. The associated pre-zone and City Code amendments establish the existing TRPA Plan Area Statements zoning designations for the annexation area, which is consistent with the land use designations applicable to the immediate surrounding properties.

SECTION 5. Hereby pre-zones the annexation area as either Conservation, Recreation, Residential, or Commercial/Public Service, and amend the City Zoning Map as shown in the map attached as Exhibit 1 and incorporated herein by this reference.

SECTION 6. City Code Title 6, Chapter 6.55, Article II is amended to read in its entirety as follows:

Article II. Plan Area Maps and Statements

6.55.110 Permissible uses.

For the purpose of this chapter, the city shall adopt by reference the permissible uses contained within the TRPA Code of Ordinances, Chapter 21.

6.55.120 Plan area statements

The following are the city plan area maps and statements:

085 Lakeview Heights
089 Lakeside Park
089A Replaced by the Tourist Core Area Plan
089B Replaced by the Tourist Core Area Plan
090 Tahoe Meadows
091 Replaced by the Tourist Core Area Plan
092 Pioneer/Ski Run
093 Bijou
094 Glenwood
095 Trout/Cold Creek
096 Pioneer Village
097 Bijou Pines
098 Replaced by the Bijou/Al Tahoe Community Plan
099 Al Tahoe
100 Truckee Marsh
101 Bijou Meadows
102 Tahoe Keys
103 Sierra Tract Commercial
104 Highland Woods
105 Sierra Tract
108 Winnemucca
109 Tahoe Valley Campground
110 Replaced by the Tahoe Valley Area Plan
111 Tahoe Island
112 Gardner Mountain
113 Replaced by South Y Industrial Tract Community Plan
114 Bonanza
116 Airport

SECTION 7. If any section, subsection, sentence, clause, or phrase of this Ordinance is for any reason held to be invalid or unconstitutional by a decision of any court of competent jurisdiction, such decision will not affect the validity of the remaining portions of this Ordinance. The City

Council declares that it would have passed this Ordinance and each and every section, subsection, sentence, clause, or phrase not declared invalid or unconstitutional without regard to whether any portion of the Ordinance would be subsequently declared invalid or unconstitutional.

SECTION 8. The City Clerk is directed to certify this Ordinance and cause it to be published in the manner required by law.

SECTION 9. This Ordinance shall become effective 30 days following its adoption, but the zoning designation applied to the properties within the annexation area will not become effective unless and until Reorganization is approved by the El Dorado Local Agency Formation Commission.

Adopted by the City of South Lake Tahoe City Council at a meeting on April 23, 2024, by the following vote:

Yes
No
Absent
Abstain

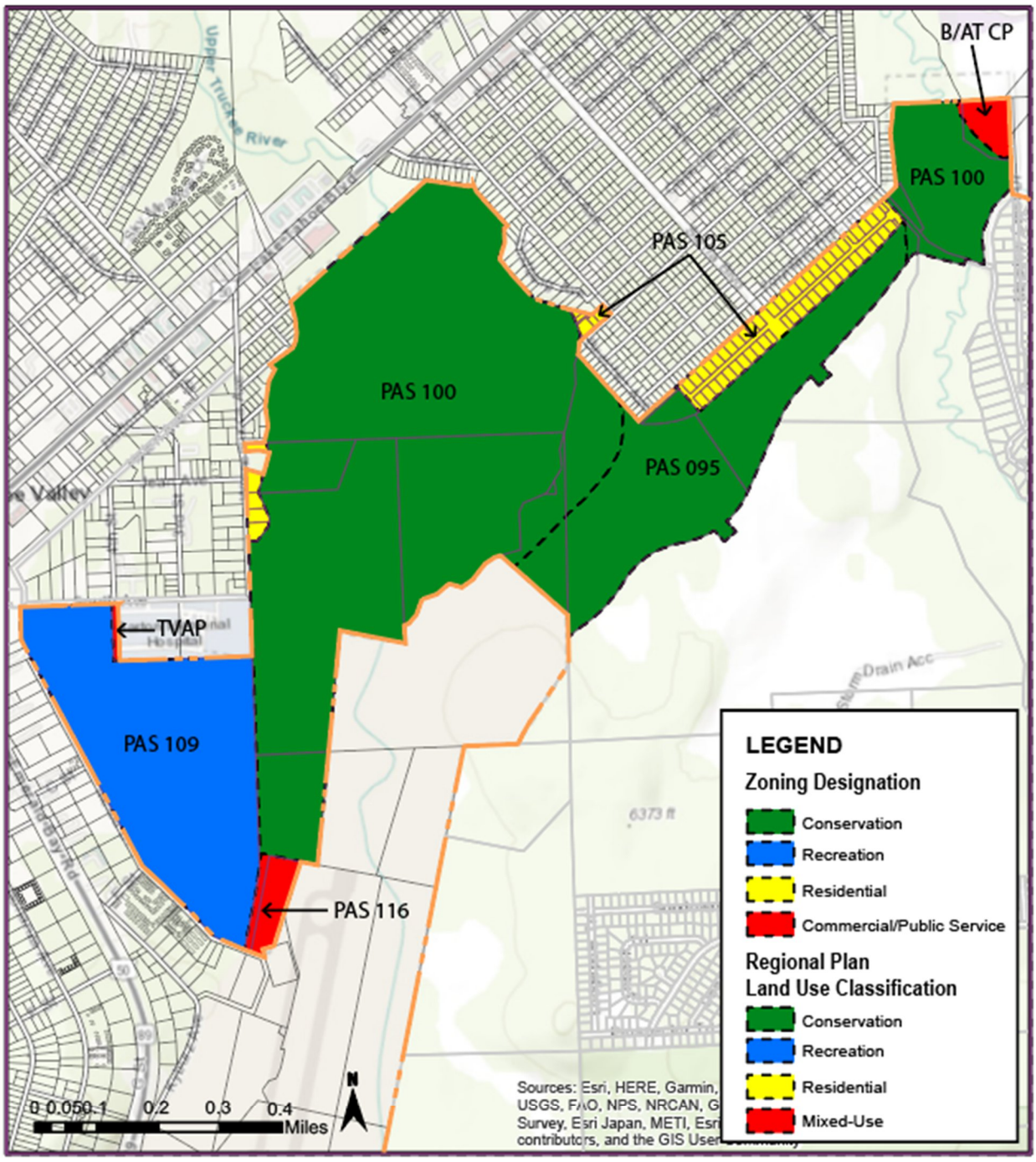
_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

First Reading:_____
Published: _____
Second Reading: _____
Effective: _____

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe City Council.



CITY OF SOUTH LAKE TAHOE

Exhibit 1
Zoning Map

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

Approving a General Plan Amendment associated with the subsequent annexation of 90 parcels located in unincorporated El Dorado County, approximately 411.8 acres in size, and making certain findings in accordance with the California Environmental Quality Act

BACKGROUND

A. The City of South Lake Tahoe has an adopted General Plan to guide community development and growth, and the City Council has periodically updated the General Plan as necessary to maintain consistency with applicable laws and current conditions in the community.

B. On June 6, 2023, the City Council passed a motion directing staff to pursue the "Cleanup Annexation Scenario," which encompasses the Tahoe Valley Campground and parcels adjacent to the City's jurisdictional boundary southeast of the Sierra Tract and Barton Memorial Hospital.

C. The City intends to file an Application to Initiate Proceedings for Reorganization with the El Dorado Local Agency Formation Commission (LAFCO). As part of these proceedings, the City intends to request that LAFCO process a reorganization such that approximately 411.8 acres of territory currently within the unincorporated El Dorado County area would be annexed to the City of South Lake Tahoe.

D. The 90 parcels to be annexed to the City of South Lake Tahoe are comprised of private and public parcels, which the Tahoe Regional Planning Agency Conceptual Regional Land Use Map has designated as either Conservation, Residential, Recreation, or Mixed-Use.

E. The City intends to apply the applicable TRPA Conceptual Regional Land Use designations in the annexation area and is not proposing any changes in the land use designations.

F. The City Council desires to amend the General Plan such that the maps within the General Plan will be updated to clearly reflect this annexation effort and to integrate the annexation area into the City's General Plan.

G. On November 16, 2023, the City of South Lake Tahoe Planning Commission conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed Project.

H. On February 23, 2024, A Notice of Public Hearing providing the date, time, and location of the City Council meeting was mailed to property owners within the annexation area and to all affected property owners within 500 feet of the subject properties. A public notice was also published in the Tahoe Daily Tribune on March 15, 2024.

I. On March 26, 2024, the City of South Lake Tahoe City Council conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed General Plan amendment. Following receipt of all public testimony, the City Council closed the hearing.

J. The City of South Lake Tahoe is a decision-making body for the Reorganization described herein and as such, is acting as a responsible agency under CEQA.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City of South Lake Tahoe City Council:

1. Finds that the facts set forth in the Background Section of this Resolution are true and correct, are incorporated into this Resolution by reference and constitute a material part of this Resolution.

2. Finds that the General Plan amendment will not have an effect on the environment because the City is proposing to apply the adopted TRPA Conceptual Land Use Map land use designations to the annexation area. No changes are proposed to the applicable land use designations, planning policies, special policies, permissible use lists, or existing density standards. The development potential does not change, and any potential development would be subject to the existing TRPA land use regulations.

3. Finds the proposed amendment to the General Plan is exempt from CEQA pursuant to Section 15319, Annexation of Existing Facilities and Lots for Exempt Facilities. The area to be annexed contains existing public and private structures developed to a density allowed by the current TRPA plan area statements, and the City proposes to adopt TRPA Conceptual Regional Plan Map land use classifications for the properties. Therefore, there are no changes or increases in the development potential of the annexation area. Furthermore, the annexation area is already served by existing utility services (i.e., South Tahoe Public Utility District, Liberty Utilities), and no water or sewer service is revised as a result of the annexation.

   Moreover, there is no reasonably foreseeable change in the types and intensity of service within the annexation area as a result of any approval. The private parcels may be developed consistent with the TRPA Code of Ordinances and the applicable Plan Area Statement, while parcels in public ownership are primarily sensitive parcels that are managed primarily for open space, restoration activities, and recreation access. Lastly, there is no evidence that the annexation involves an unusual circumstance that might cause a significant effect on the environment.

4. Finds the General Plan amendment is consistent with the City of South Lake Tahoe General Plan because the City's current Sphere of Influence boundary includes the affected properties. The General Plan amendment establishes the existing TRPA Conceptual Regional Land Use designations for the annexation area, which is

consistent with the land use designations applicable to the immediate surrounding properties.

5. Finds the proposed General Plan amendment is internally consistent with the South Lake Tahoe General Plan, and the amendment will not be detrimental to the public interest, health, safety, convenience, or welfare of the City.

6. Hereby amends its General Plan designating the annexation area as Conservation, Recreation, Residential, and Mixed-Use, and amends the General Plan Figure LU-1, Land Use Diagram in substantial conformance with Exhibit 1 to this Resolution and incorporated herein by this reference. The City Council hereby authorizes the City staff to make all necessary revisions to the text and figures of the General Plan to be consistent with the amendments set forth in this Resolution.

7. Declares that if any section, subsection, subdivision, sentence, clause, phrase, or portion of this Resolution or the application thereof to any person or place, is for any reason held to be invalid or unconstitutional by the decision of any court of competent jurisdiction, such decision shall not affect the validity of the remainder of this Resolution, and hereby declares that is would have adopted this Resolution, and each and every section, subsection, subdivision, sentence, clause, phrase, or portion thereof, irrespective of the fact that any one or more sections, subsections, subdivisions, sentences, clauses, phrases, or portions thereof be declared invalid or unconstitutional.

8. Declares that this Resolution shall not become effective unless and until Reorganization is approved by the Local Agency Formation Commission for the County of El Dorado.

Adopted by the City of South Lake Tahoe City Council at a meeting on March 26, 2024, by the following vote:

Yes
No
Absent
Abstain

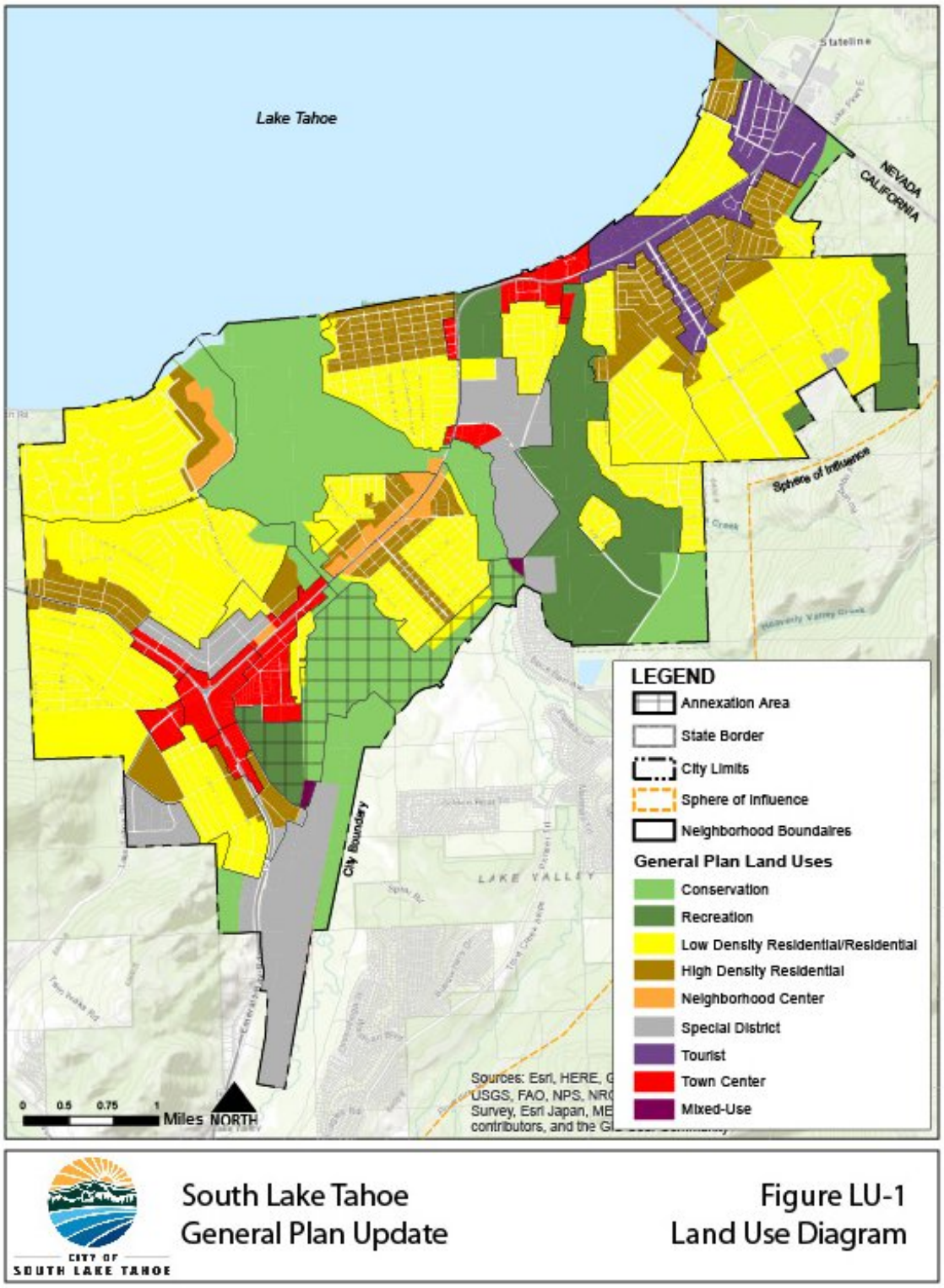
_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the South Lake Tahoe Planning Commission.

EXHIBIT 1


Lake Tahoe
Stateline
NEVADA
CALIFORNIA
Sphere of Influence
City Boundary
LAKE VALLEY
LEGEND
Annexation Area
State Border
City Limits
Sphere of Influence
Neighborhood Boundaires
General Plan Land Uses
Conservation
Recreation
Low Density Residential/Residential
High Density Residential
Neighborhood Center
Special District
Tourist
Town Center
Mixed-Use
0 0.5 0.75 1
Miles
NORTH
CITY OF SOUTH LAKE TAHOE
South Lake Tahoe
General Plan Update
Figure LU-1
Land Use Diagram

Resolution 2024-XXX

Adopted by the City of South Lake Tahoe City Council

March 26, 2024

Initiating proceedings for the annexation of 90 parcels located in unincorporated El Dorado County, approximately 411.8 acres in size

BACKGROUND

A. On June 6, 2023, the City Council passed a motion directing staff to pursue the "Cleanup Annexation Scenario," which encompasses the Tahoe Valley Campground and parcels adjacent to the City's jurisdictional boundary southeast of the Sierra Tract and Barton Memorial Hospital, and within the City's Sphere of Influence.

B. The City intends to file an Application to Initiate Proceedings for Reorganization with the El Dorado Local Agency Formation Commission (LAFCO). As part of these proceedings, the City of South Lake Tahoe intends to request that LAFCO process a reorganization such that approximately 411.8 acres of territory currently within the unincorporated El Dorado County area would be annexed to the City of South Lake Tahoe.

C. The 90 parcels to be annexed to the City of South Lake Tahoe are comprised of private and public parcels, which the Tahoe Regional Planning Agency Conceptual Regional Land Use Map has designated as either Conservation, Residential, Recreation, or Mixed-Use.

D. The City intends to apply the applicable TRPA Conceptual Regional Land Use designations and the applicable Plan Area Statements (i.e., zoning districts) in the annexation area and is not proposing any changes in the land use designations or the applicable zoning districts.

E. On February 23, 2024, A Notice of Public Hearing providing the date, time, and location of the City Council meeting was mailed to property owners within the annexation area and to all affected property owners within 500 feet of the subject properties. A public notice was also published in the Tahoe Daily Tribune on March 15, 2024.

F. On March 26, 2024, the City of South Lake Tahoe City Council conducted a duly noticed public hearing, at which time City staff presented its report, and interested persons had an opportunity to testify on the proposed annexation. Following receipt of all public testimony, the City Council closed the hearing.

G. On March 26, 2024, the City of South Lake Tahoe City Council adopted an Ordinance to pre-zone the annexation area and a Resolution to amend the 2030 South Lake Tahoe General Plan to reflect the proposed annexation.

BASED ON THE FACTS SET FORTH IN THE BACKGROUND, BE IT RESOLVED, that the City of South Lake Tahoe City Council:

1. Finds the facts set forth in the Background Section of this Resolution are true and correct, are incorporated into this Resolution by reference, and constitute a material part of this Resolution.

2. Hereby makes an application to the El Dorado Local Agency Formation Commission for the annexation of certain property as described in Exhibit 1 to the City of South Lake Tahoe, and the detachment of certain inhabited property as described in Exhibit 1 from the Lake Valley Fire Protection District.

3. Finds that the proposed annexation is in the interest of providing efficient provision of governmental services, where the annexation area currently receives municipal services from El Dorado County and Lake Valley Fire Protection District, even though the annexation area is adjacent to the City of South Lake Tahoe and accessed only through City streets, and is geographically removed from the rest of the inhabited portions of El Dorado County. After annexation, the City would provide all core municipal services, including street maintenance, snow removal, police, fire protection, and emergency response.

4. Finds the following are affected agencies: El Dorado County, Tahoe Resource Conservation District, State of California (California Tahoe Conservancy), and South Tahoe Public Utility District.

5. Hereby requests that proceedings be undertaken by the El Dorado Local Agency Formation Commission for the annexation proposed herein.

6. Hereby instructs the City Clerk to file a copy of this Resolution with the El Dorado County Local Formation Commission.

Adopted by the City of South Lake Tahoe City Council at a meeting on March 26, 2024, by the following vote:

Yes
No
Absent
Abstain

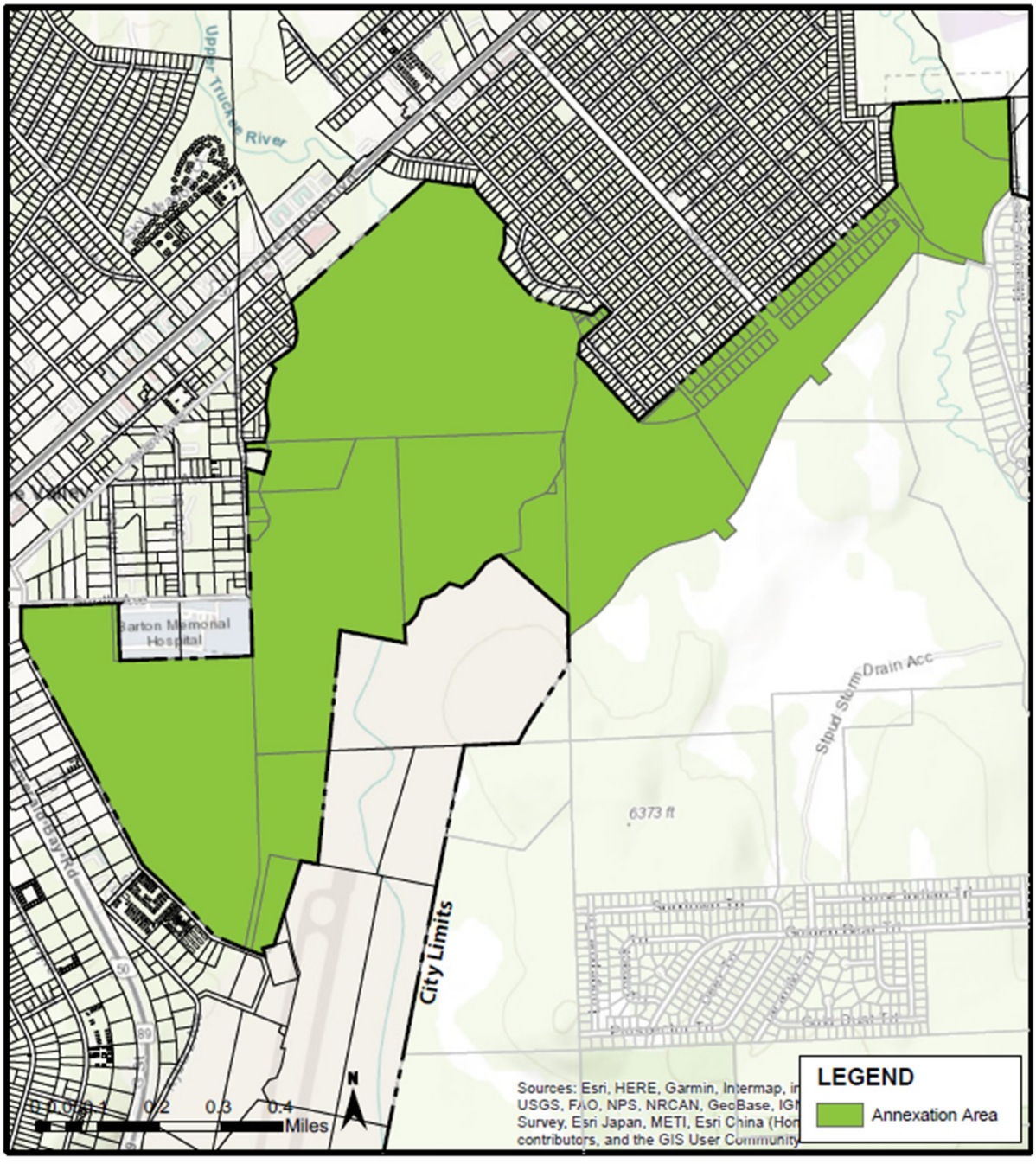
_____ Date:_____
Cody Bass, Mayor

Attest:

_____
Susan Blankenship, Elected City Clerk

The presence of an electronic signature certifies that the foregoing is a true and correct copy as approved by the City of South Lake Tahoe City Council.

EXHIBIT 1



CITY OF SOUTH LAKE TAHOE

Attachment 02
Proposed Cleanup Annexation

CITY OF SOUTH LAKE TAHOE
DEVELOPMENT SERVICES DEPARTMENT - PLANNING DIVISION

NOTICE OF A PUBLIC HEARING

CITY OF SOUTH LAKE TAHOE CITY COUNCIL

Proof of Service by Mail

SUBJECT:	1) A Resolution adopting an amendment to the General Plan LU-1, Land Use Diagram, 2) An Ordinance pre-zoning 90 parcels located within the City Sphere of Influence in El Dorado County for subsequent annexation of such properties, and amending the City Code Title 6, Chapter 6.55, Article II, and 3) A Resolution initiating proceedings for the annexation of such properties
ADDRESS:	Various
APN:	Various
DATE OF HEARING:	March 26, 2024
TIME AND LOCATION OF HEARING:	5:30 p.m. at City Council Chambers, 1901 Lisa Maloff Way, South Lake Tahoe, CA 96150

STATE OF CALIFORNIA
COUNTY OF EL DORADO
CITY OF SOUTH LAKE TAHOE

I am an employee of the City of South Lake Tahoe, Development Services Department. On February 23, 2024, I served the attached notice pursuant to Section 6.55.640 of the South Lake Tahoe Municipal Code and Government Code Sections 65090 and 65091 (Planning and Zoning Law) on the persons named thereon or attached thereto by placing a true copy thereof with postage thereon fully prepaid in the United States mail. I declare, under penalty of perjury, that the foregoing is true and correct.

John Hitchcock

Digitally signed by John Hitchcock
Date: 2024.02.23 16:25:56 -08'00'

Signature

Executed on 02/23/2024 by John Hitchcock
Planning Manager
Development Service Department

CITY OF
SOUTH LAKE TAHOE

NOTICE OF A PUBLIC HEARING
CITY OF SOUTH LAKE TAHOE CITY COUNCIL

NOTICE IS HEREBY GIVEN that in accordance with Sections 65090 and 65091 (Planning and Zoning Law) of the Government Code: the City of South Lake Tahoe City Council will conduct a public hearing on **March 26, 2024 at 5:30 p.m.,** or as soon thereafter as possible, in the City Council Chambers, 1901 Lisa Maloff Way, South Lake Tahoe Airport, to consider the following agenda item:

> ***1) A Resolution adopting an amendment to the General Plan LU-1, Land Use Diagram, 2) An Ordinance pre-zoning 90 parcels located within the City Sphere of Influence in El Dorado County for subsequent annexation of such properties, and amending the City Code Title 6, Chapter 6.55, Article II, and 3) A Resolution initiating proceedings for the annexation of such properties***

General Overview: The City of South Lake Tahoe is proposing to annex the land shown on the attached map into City limits in order to provide more efficient public services. Currently, municipal services to the annexation area are provided by El Dorado County and Lake Valley Fire Protection District even though the annexation area is adjacent to the City of South Lake Tahoe and accessed only through City streets. After annexation, the City would provide all core municipal services including street maintenance, snow removal, police, fire protection, and emergency response. There is no development project being proposed with this annexation. The pre-zoning process is a required part of the annexation process. The City's proposed pre-zoning is intended to keep the zoning and allowed uses as similar as possible to the existing County zoning.

Summary: On June 6, 2023, the City Council conducted a public hearing to discuss five annexation scenarios and provide direction to staff. The City Council passed a motion to pursue the "Cleanup Annexation Scenario," which encompasses the Tahoe Valley Campground and parcels located in the Upper Truckee Marsh adjacent to the City's jurisdictional boundary.

The City intends to file an Application to Initiate Proceedings for Reorganization with the Local Agency Formation Commission (LAFCO) for El Dorado County. As part of these proceedings, the City of South Lake Tahoe intends to request that LAFCO process a reorganization such that approximately 411.8 acres of territory currently within the unincorporated El Dorado County area would be annexed to the City of South Lake Tahoe.

The area to be annexed to the City of South Lake Tahoe are comprised of private and public parcels, which the Tahoe Regional Planning Agency Conceptual Regional Land Use Map designates as either Conservation, Recreation, Residential, or Mixed-Use. In addition, the annexed area is zoned pursuant to the applicable Plan Area Statements as either Conservation, Residential, Recreation, or Commercial/Public Service.

As part of the LAFCO proceedings, LAFCO requires each participating jurisdiction to pre-zone the respective properties to be annexed, and amend the General Plan accordingly prior to filing a Reorganization Application. The pre-zone, the General Plan and City Code amendment would not become effective unless and until Reorganization is approved by the LAFCO.

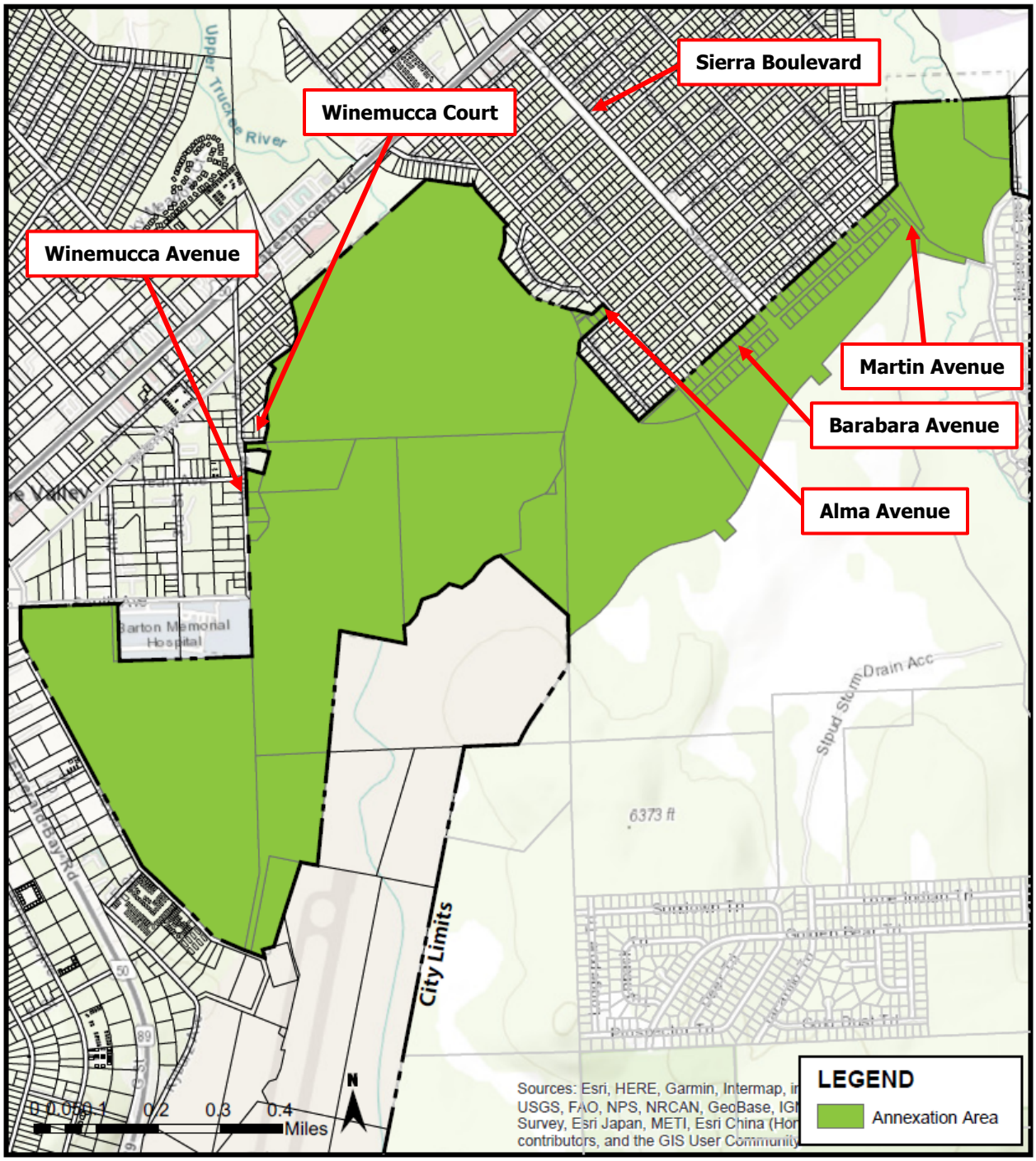
Please contact John Hitchcock at (530) 542-7472 or via email at jhitchcock@cityofslt.us with any questions or comments.

Any interested person may appear at the public hearing and present written testimony or speak in favor or against the project proposal. Pursuant to Government Code Section 65009(b)(2), if you challenge the above application in court, you may be limited to raising only those issues, you, or someone else, raised at the public hearing described in this notice, or in written correspondence delivered to the South Lake Tahoe City Council at, or prior to, the public hearing. Written testimony may be addressed to the City Council in care of the City Clerk to PublicComment@cityofslt.us or mailed to 1901 Lisa Maloff Way, Suite 206, South Lake Tahoe, CA 96150

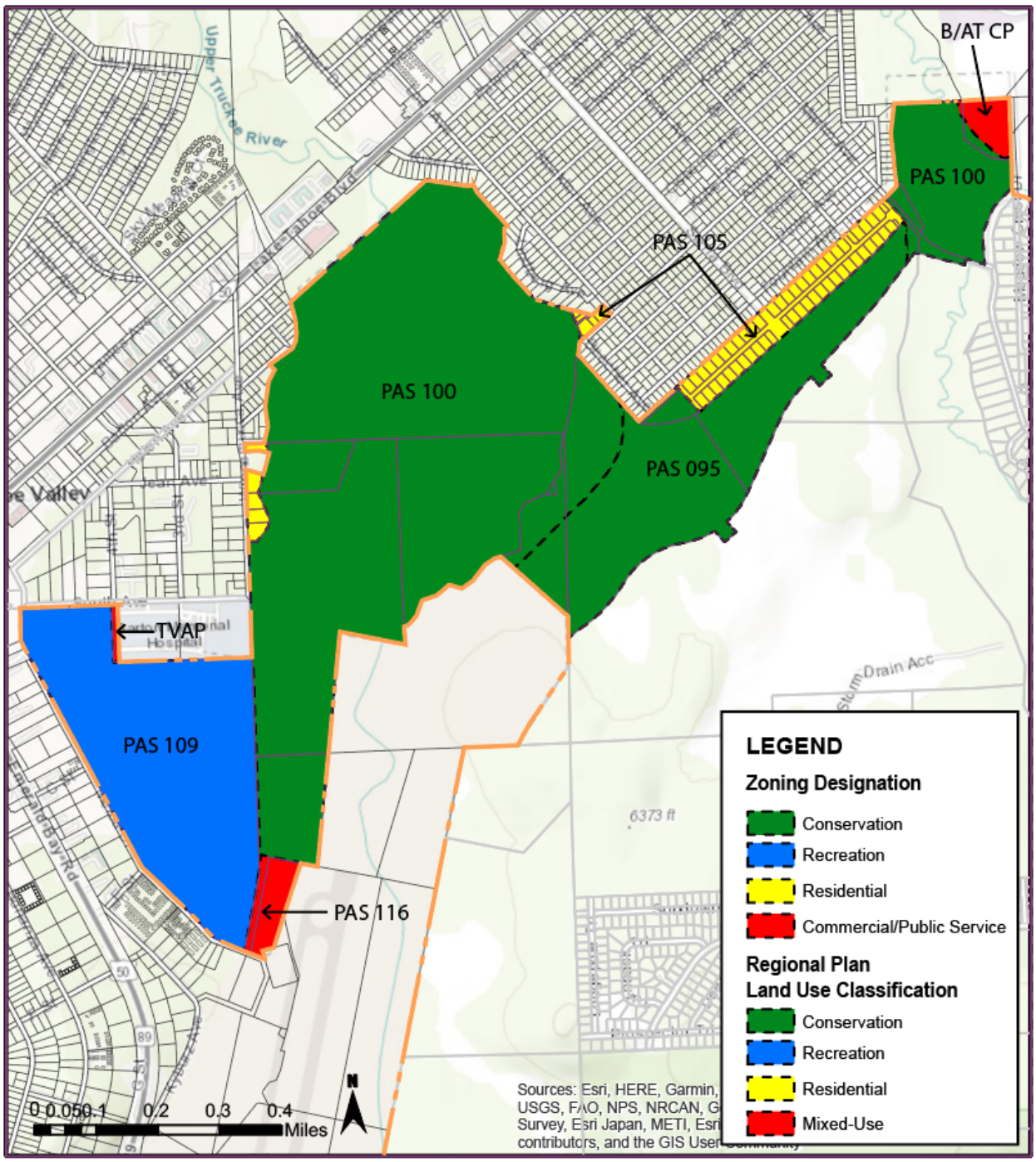
The City Council agenda and related staff reports are available at least 72 hours in advance of regular meetings on the City's website https://cityofslt.us/84/Watch-City-CouncilCommission-Meetings or by contacting the City Clerk at (530) 542-6005

Date of Notice: February 23, 2024

ANNEXATION AREA MAP



PREZONE MAP


B/AT CP
PAS 100
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PAS 100
PAS 095
TVAP
PAS 109
PAS 116
Upper Truckee River
Storm Drain Acc
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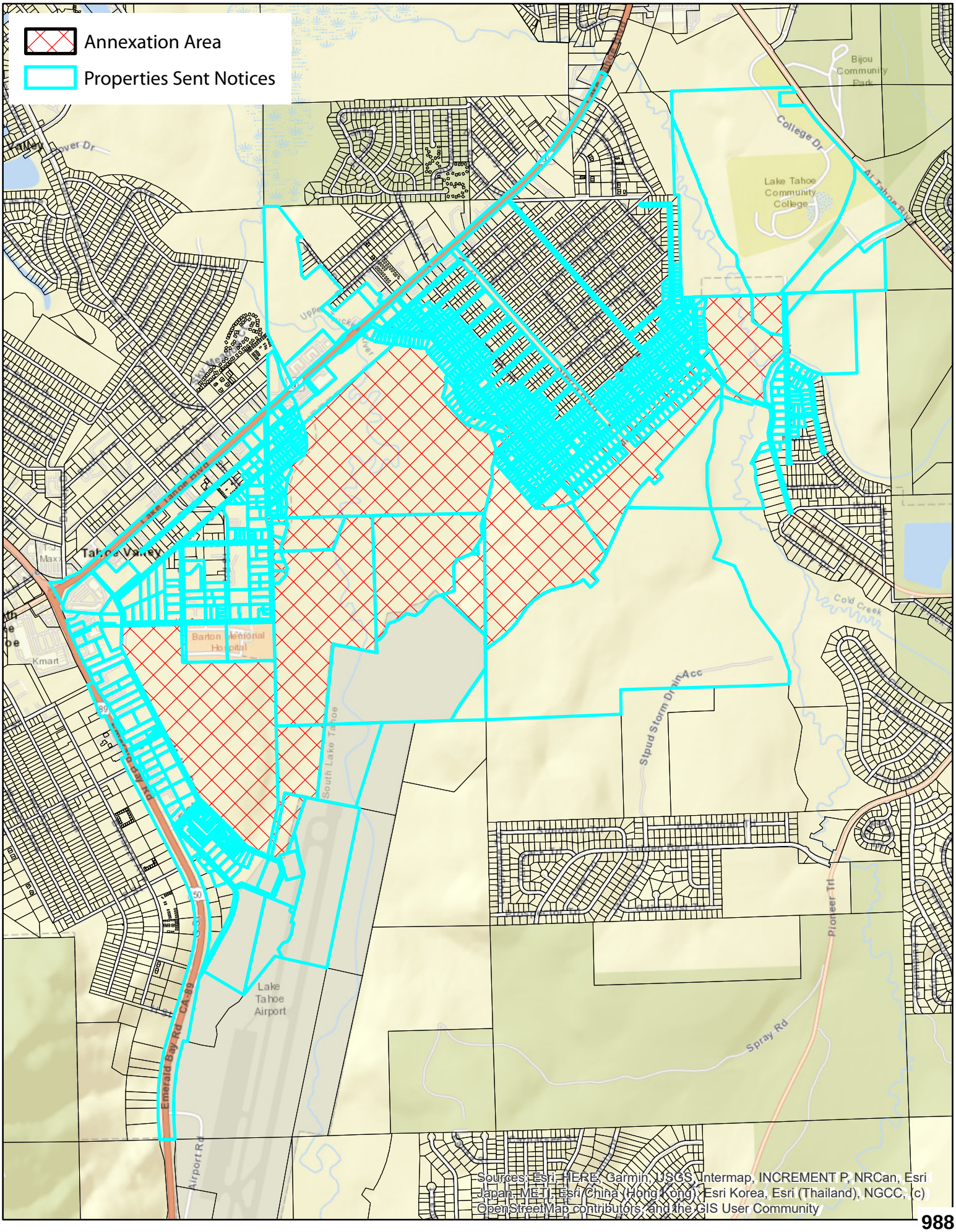
Miles
N
LEGEND
Zoning Designation
Conservation
Recreation
Residential
Commercial/Public Service
Regional Plan
Land Use Classification
Conservation
Recreation
Residential
Mixed-Use


Annexation Area
Properties Sent Notices
Bijou Community Park
College Dr
Lake Tahoe Community College
Lake Tahoe Blvd
Tahoe Valley
Barton Memorial Hospital
Kmart
Cold Creek
Stpud Storm Drain Acc
South Lake Tahoe
Emerald Bay Rd CA-89
Lake Tahoe Airport
Pioneer Trl
Spray Rd
Airport Rd
Sources: Esri, HERE, Garmin, USGS, Intermap, INCREMENT P, NRCan, Esri Japan, METI, Esri China (Hong Kong), Esri Korea, Esri (Thailand), NGCC, (c) OpenStreetMap contributors, and the GIS User Community

1259 EMERALD BAY HOLDING & CA LLC

1259 EMERALD BAY HOLDING CA LLC

2440 LAKETAHOE CA INC

2601 FOUNTAIN AVE TRUST

A2Z HOUSING LLC

ACTON MICHAEL C CO TR & CAROL K CO TR

ADKINS JANIS S SUC TR & SILVA EDWARD M II SUC TR

AGGERS MARK BRIAN & KRISTEN NICOLE

AGUIRRE JOEL & KELLY N

AGUIRRE RAFAEL & GABRIELA

AIKEN KIRK D & ELIZABETH A

AJS CALIFORNIA HOLDINGS & A CA LLC

AKINS NICHOLAS

ALARCON RUBEN & SUSAN M

ALDAZ BENJAMIN YANEZ & MORI YANEZ CARLEE R

ALICEA ADAM J

ALIX CHRIS J TR

ALKIRE LARRY D & DOROTHY

ALLEN JUDITH A TR

ALOFS GLENN M TR & JOY MICHIKO C TR

ALTMAN VINCENT N & NANCY J

AMATO LESLIE V & PAUL V

AMATO RICHARD J

ANDA M A REV LIVING TR

ANDERSON LUKE & MELODY CHRISTINE

ANDERSON RAMONA G & RICHARD D & BERESIWSKY BOHDAN

ANDERSON ROGER M & JUDITH L

ANDREOZZI BETH TR & B TRUST 12/16/08

ANGELL AUSTIN WILLARD & COCKCROFT WALTER ERNEST V

ANTHONY PAUL TR & LYNN TR

ANTOVICH ENTERPRISES CA LLC

ARAGON JONATHAN C & TERESA

AREC 45 DE LLC

ARMSTRONG ANNA DAWN TR & A D LIV REV TRUST

AULD ASHLEY COOKE & JANELLE MIRANDA

BACANI ESQUIVEL S

BACK DENNIS G & MARLENE C

BAILEY MICHAEL

BALKWILL JOAN M TR & KASCH WENDY

BAMBERG MARK J CO TR & KAREN S CO TR

BAMM BAMM CA LLC

BARAJAS ALEJANDRO LOPEZ

BARCLAY DOUGLAS M & HELLEN A TR

BARKLEY FENN V JR & MARY E TR

BARTON HEALTH CARE & CA NON PROFIT CORP

BARTON HEALTHCARE SYSTEM A CA & NON-PROFIT PUBLIC

BARTON HEALTHCARE SYSTEM INC

BAUMBICK RAYMOND F & LINDA R

BECKER TIMOTHY F

BEERS MARK ALAN & CRISTINA P

BELLEMORE LINDA S SURV TR & FAM TRUST 11/2/07

BENTON CONNIE CREE

BENVENUTO JARED & MATCEK LORENA

BERESIWSKY BOHDAN W & CHRISTINE & ANDERSON RAMONA

BERMANI LORA L TR & SCHAUKOWITCH ESTHER R

BHINDER SHIVDEEP S

BHUTHIMETHEE TARA & CRAWFORD WILLIAM

BIASOTTI JEANETE ANNETOINETTE & LEBOEUF GARY GENE

BIENENFELD JESSE & LINDA

BITZER JAMES MARK CO TR & MARION CO TR

BLANCHETTE GREGORY A &
BLANCHETTE GREGORY A
[redacted]

BLEEG DOMINIK J & JAMES SARA LLOYD
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BLOOM INVESTMENT CO
[redacted]

BODISCO RICHARD TR & ZDENKA TR
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BOGER JOHN J TR & JEAN C TR
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BOLD ROXIE M SURV TR & BOLD ROXIE
M TR
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BOLES KRISTIN TR & WINSTON 2017 LIV
TRUST
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BORELLI ALYSA J
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BOSSON DONALD W TR & JANICE M TR
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BOWMAN CALI ELENA & FRASER
MICHAEL STEPHEN
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BOYCE DELORES TR AKA & JOHNSON
DELORES BOYCE TR
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BRADLEY GINA C & BRADLEY GINA C
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BROKAW DAVID CHANNING
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BROOKINS CAROL & REA BARBARA
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BROWN AMBER
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BROWN DANIEL ROBERT &
BRANDIANNE LLEWELLYN
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BROWN EUNICE E TR & REV 1996
TRUST
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BROWN GLENN
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BROWN GRETCHEN HUGGINS TR
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BROWN STEPHEN E & SCHWARTZ
KRISTEN
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BRUNEL LOUIS PETER
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BRUSO PAUL & JUDY
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BURGESS JAMES DUANE
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BURNS BARBARA TR & B LIV REV TR OF 5/21/03
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CALIFORNIA TAHOE CONSERVANCY
[redacted]

CALIFORNIA TAHOE CONSERVANCY
[redacted]

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CAMPBELL SU TR & S LV RV TR 10/29/08
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CAMPBELL YAN
[redacted]

CAMPH CHRISTOPHER ALBERT & KERRY KATHLEEN
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CARRIAGE INVESTMENTS A CA LP
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CEZAR NORMA
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CHACHAGUA RUBEN & MARTINEZ PATRICIA I
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CHARNEAU JUSTINE CLAIRE
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CHAVARRIA FAMILY LLC CA LLC
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CHEN CHEVYN KW & SHERILYN MA & CHEN SANDRA RUTH &
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CICCONE THOMAS III & CHRISTINE
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CLEAR WATER CADRE INVEST LLC CA LLC
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COHEN GABE L
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COLE KEVIN & BOBBI
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COLEMAN HEATHER ANN & TORY
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COLLI VICTOR & MARGARET
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COLLINS ROBERT ALAN
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COLOMBO CAROLE A TR
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CONNOLLEY PATRICK T & HOPPER ALLISON M
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CONTRERAS GUSTAVO ALFONSO & IRMA R
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COUNTY OF EL DORADO
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COX REBECCA
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CROMWELL DAVID WILLIAM SUCC TR
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CROSBY JOHNNY L & JO B
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DUFFEY JANIE L TR & J L LIV REV TRUST
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ELLIS CHRISTOPHER W & TECHY J
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FISHER JONATHAN ASHLEY & CHRISTINA MARIE
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FISHER MATT
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FONG STANLEY H & VIRGINIA
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FOO GREGORY E
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FORD MICHAEL R & VARNER FORD CHERI LYN
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FORGAN TR 2/28/2023
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FOSKETT NAKIA
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FOUNDATION HOMES LLC
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FRANCO CIPRIANO & ERIKA A
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FRANKLIN CRAIG R TR & LESLI E TR
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FRANZEN EDWARD & ELLIOTT MICHELLE FRANZEN
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[redacted]

GARAY ALVARO R & JENNIFER D & QUARTAROLI ROBERT P

GARCIA GEORGE L & SHIRLEY C

GARGALIKIS MARK J & LYNN M TR

GARLAND NICOLAS

GAVILANES GABRIEL ANDREW & MCNEIL PEGGY

GAYLOR VICTORIA LYNN

GEISER SAMUEL S TR & JEANNE M TR

GHIDOSSI DONNA L TR & WAYNE G TR

GIER TROY ROBERT & WARE PAULA M

GILARDI JENNIFER IRENE & DENNIS A TR

GILL DANIEL J

GILL DENNIS LAWRENCE & LORI KAY

GILLON MICHAEL & AMY RENEE HACKIM

50

GILLON MICHAEL J

GIRSCH GENELLE & JOHN PAUL

GLASER RONALD F TR & REV TRUST 4/3/08

GLEDHILL WAYNE TR

GNIAZDOWSKI KIRK & LISA

GOEHRING LINDA J TR & L J FAM TRUST

GOLDIN EVAN

GOLIGOSKI BRENT

GONGORA JENS M ALEJOS

GONZALEZ NICHOLAS E & DANIELLE C

GOODE CLAUDE F & RICHARDSON MARYKARITA

GOODE CLAUDE FRANK & RICHARDSON MARY

GOODWILL IND OF SACRAMENTO & VALLEY & NORTHERN NV

GORE RANDY TR & GORE ELIZABETH C

GRABHAM STEVEN & TERESA TR

GRAHAM GREGORY S TR & WANDA L TR

GREEN PHILLIP S TR & P LIV REV TR OF 1/30/04

GREY LARRY L & KAREN M
[redacted]

GREY LARRY L & KAREN M
[redacted]

GRIFFIN MICHELLE R
[redacted]

GROELZ ROSS & ROSS W
[redacted]

GROTHE APRIL C
[redacted]

GSTETTENBAUER GREG & JONNI
[redacted]

GUERRERO FRANCISCO J & MARLEN BETZABE
[redacted]

GUIER JULIA
[redacted]

GUNSCH CLAUDE E & VIRGINIA L
[redacted]

GUSSES GEORGE W & LINDSAY R
[redacted]

GUY CARSON T & WEIGLE LISA A
[redacted]

H20 URBAN SOLUTIONS HOLDINGS CA LLC
[redacted]

HAAS ELIZABETH A
[redacted]

HABERLIN HEATH D
[redacted]

HADDAD MARTHA M TR & FM LV RV TRUST 9/2/08
[redacted]

HAEFER REID
[redacted]

HAEN ANGELA
[redacted]

HAGAN JOHN D
[redacted]

HAGOOD ASHLEY
[redacted]

HALL STANLEY
[redacted]

HALLQUIST JILLIAN
[redacted]

HAMILTON N F TRUST 4/17/2000
[redacted]

HANFORD JACQUELINE GRACE
[redacted]

HANSEN E A & SMOTHERS EDWARD M
[redacted]

HANSEN JANET EVELYN TR & J E REV TRUST 4/17/09
[redacted]

HAPPERSBERGER SUSAN PAULINE COWAN TR
[redacted]

HARDMAN JEFFREY P & TINA SUJINA
[redacted]

HARRINGTON MICHAEL
[redacted]

HARRIS DOUGLAS E & CYNTHIA L
[redacted]

HARRIS GARETH S & HARRIS GARETH S
[redacted]

HARRISON NANCY L
[redacted]

HART JAMEY & DEMA
[redacted]

HARWELL FAM LIV TR 1/23/2023
[redacted]

HAUETER CARL F TR & C F LV RV TR 7/17/01
[redacted]

HAVEN NICHOLAS R TR & KATHERINA S TR
[redacted]

HAYES DEREK & MARIA CONNILEE V
[redacted]
MILL VALLEY CA 94941-4073

HEDLEY ROBERT HAYS & SUSAN LYNN TR
[redacted]

HEILIG ALEX & ASHLEY
[redacted]

HEIMANN ANNE
[redacted]

HEMENES VICTORIA
[redacted]

HENN RYAN CHRISTOPHER & DOSS AMANDA ELLEN
[redacted]

HENNINGS DIANE M & MALM JOHN L
[redacted]

HERNANDEZ ISRAEL Z & BARRON MARIA SALUD LOYA
[redacted]

HERNDON TASA M
[redacted]

HERRERA RAMON
[redacted]

HILL KRISTY A & DONALD E III
[redacted]

HILLIARD BRIAN & BERTAIN MARGARIDA
[redacted]

HIRSIG PETER & HIRSIG VICTORIA
[redacted]

HOAGLAND PACE ALYSON J & PACE JEAN C
[redacted]

HOGAN SANDY G TR & S G REV TRUST
[redacted]

HOLDEN JACQUELINE C TR
[redacted]

HOLLAND DAWN RASHEL
[redacted]

HOLLINGSHEAD SHIRLEY SUCC TR & FREUER C M SPECIAL
[redacted]

HORST JENNIFER B & LAING JACQUELINE
[redacted]

HOUCK GARY A TR & LINDA M TR
[redacted]

HUBBERTS LIV TR 10/06/2022
[redacted]

HUBER DANIEL
[redacted]

HUCK KELLY
[redacted]

HUDSON LOUIS P TR & L P TRUST 2/18/10
[redacted]

HUILLADE MARGARITA M CARRE LE & CHERIE M (REM)
[redacted]

HUNT KIMBERLY ALISON
[redacted]

HURST RONALD ALLEN TR
[redacted]

HUSSE ERICA HEIDI
[redacted]

HUTCHINGS JOSEPH & MARJORIE
[redacted]

INOUE BERT & ELAINE K
[redacted]

J2M2 LLC
[redacted]

JACKSON KELLY
[redacted]

JACKSON THOMAS C
[redacted]

JAIME KAREN LEE TR & K LIV REV TRUST 11/19/97
[redacted]

JAMES JESSICA ANN TR
[redacted]

JANVRIN JOHN & TAWNI
[redacted]

JARRETT EVA SURV TR
[redacted]

JARVIS L ELIZABETH
[redacted]

JENSEN FAMILY TR 2/22/2023
[redacted]

JOHANSEN BRYAN R TR & BR REV TR 1/30/2018
[redacted]

JOHNSON BERNADETTE DAMEL TR
[redacted]

JOHNSON HELEN ELIZABETH & MCCALL MARY ANNE
[redacted]

JOHNSON HELEN ELIZABETH & MCCALL MARY ANNE
[redacted]

JOHNSON MARSHALL B & KAREN J
[redacted]

JOHNSON STEVEN D
[redacted]

JONES CHARLENE & WEITSMAN JANET
[redacted]

JONES KAREN LENORE
[redacted]

JONES LLOYD MICHAEL & MINDY AKEMI
[redacted]

JORDANO SUSAN LEONE TR
[redacted]

JOSEPH P A LIV TR 6/2/2006 RESTATED 08/03/2020
[redacted]

JUNG KI WOOK
[redacted]

KALYAN ARVIND & MOHAN SUMANA
[redacted]

KANEMURA GARY K & LIZA I
[redacted]

KANGAS ELENA M & BOSHAR DANIEL
[redacted]

KARCHER COLLEEN F
[redacted]

KASCH JODY
[redacted]

KAUFMAN RAOUL
[redacted]

KEARNEY DAVID J TR
[redacted]

KEENAN JAMES TR & CARMEN TR
[redacted]

KELLY DENNIS TR & HENE TR
[redacted]

KELLY JAMES & ANNA TR
[redacted]

KELLY TROY A & WILLIAMS DOUGLAS H
[redacted]

KELSO JAMES C & KELLEY A
[redacted]

KERBAVAZ JOANNE H
[redacted]

KERL CHRISTA C TR & C C REV TRUST 07/12/07
[redacted]

KEY CURTIS L & MICHELLE A
[redacted]

KHALIFA SAMAR F & HESHAM G
[redacted]

KILBURY JORDAN D & SMITH KILBURY COURTNEY
[redacted]

KIRCHNER JOHN N & LYNN D
[redacted]

KIRNOS ALEKSANDR
[redacted]

KNEUBUHL STACY
[redacted]

KNOX REGINALD V
[redacted]

KOSCO BARBARA L TR & N G BYPASS TR 10/23/10
[redacted]

KOVACH DONALD R & BRIANNA E
[redacted]

KRAMER GEORGE R & LYNN L
[redacted]

KUDEY EDMUND A & KRISTINE M
[redacted]

KUK ERIC
[redacted]

KUNIBE TERUYO SURV TR & FAM TRUST OF 2/26/1992
[redacted]

KURTIS RIX
[redacted]

KURTZMAN DAVID S TR & KAREN M TR
[redacted]

LADD NICOLE LYNN
[redacted]

LAFLER TOREN & PATINO MARIANNE
[redacted]

LAKE TAHOE COMM COLLEGE DIST
[redacted]

LAKE TAHOE PMA LLC CA LLC
[redacted]

LAMEBULL ZACHARY & FILLMORE HELEN
[redacted]

LANSANG FAMILY TRUST 8/6/2010
[redacted]

LARUSSA JOSEPH A & LAURA J TR & MASELLI ANTONETTE
[redacted]

LE TUAN & PHAM LOAN
[redacted]

LEACH JOHN L TR & J L SURV TRUST 4/17/96
[redacted]

LEASE GUY F & MARGARET M
[redacted]

LEDBETTER RAHBECK LLC & JESSICA
[redacted]

LEE STEVEN
[redacted]

LEFTEROFF PATSY ANN TR
[redacted]

LEMOS SHIRLEY ANN
[redacted]

LEMUS MARINA H & JESSICA
[redacted]

LEON EDNA M
[redacted]

LEVAND ANDREW JAMES & JAY LUCAS
[redacted]

LEVERONI FAM TRUST 10/24/1998
[redacted]

LEVIN MELANIE R
[redacted]

LEVINE TODD M & KIM A
[redacted]

LIERAS MARIO
[redacted]

LINFORD JULIE M TR
[redacted]

LIU YING & JIN RUOFAN
[redacted]

LIVINGSTON WILLIAM KEVIN & REBECCA JEAN
[redacted]

LLEWELLYN RANDY S & DENISE C
[redacted]

LONG NATALIYA
[redacted]

LONG THEODORE & MARIA T
[redacted]

LOPES JOAN L
[redacted]

LORD ELAINE & LORD ELAINE
[redacted]

LORD ELAINE & SANSONE DENISE
[redacted]

LOUGHRAN GENEVIEVE TR & G LIV REV TRUST
[redacted]

LOUIE DARYLE MARTIN AKA & DARYLE M CO TR
[redacted]

LOVGREN JACK W & VIRGINIA
[redacted]

LUCAS CHRISTOPHER & SHAINA TR
[redacted]

LUCKE NEVA C
[redacted]

LUCKSINGER MARK R & YOKOTAKE RONALD
[redacted]

LUCKSINGER MARK TR & MARTHA TR
[redacted]

LY TRUNG & ANNA
[redacted]

LYNCH NANCY B SUCC TR & FAMILY TRUST
[redacted]

LYNN VICTORIA & MARKOFER PATRICIA C
[redacted]

LYNN VICTORIA & MARKOFER PATRICIA C
[redacted]

LYTTAKER JACQUELINE CAROL
[redacted]

MACKEY WANDA JEAN TR & W J TRUST
[redacted]

MAHAFFEY JEREL R & VALERIE J TR
[redacted]

MALINOVA RADOSTINA
[redacted]

MALM JOHN L & HENNINGS DIANE
[redacted]

MANDERSCHIED MAX J
[redacted]

MANTHIRAM VANNI C
[redacted]

MANVILLE RENIE A
[redacted]
SOUTH LAKE TAHOE CA 96158

MARAIS KIM LOUISE & BROOKS JAMES V
[redacted]

MARCERON TERESA & GOODRICH GLENN
[redacted]

MARLOW LARRY W & CAROL
[redacted]

MART E R & J N TR 06/16/1995 & JANICE K TR
[redacted]

MARTIN D PATRICK
[redacted]

MARTINEZ VICTORINA
[redacted]

MASCITTI ERNIE TR & NANCY TR
[redacted]

MATTHEWS SONIA & MICHAEL
[redacted]

MAUS DEBRA L
[redacted]

MCCREARY MICHAEL KEVIN & MARIE LOUISE
[redacted]

MCCULLOCH HOLLY BILLINA & ANDREW WILLIAM TR
[redacted]

MCDANIEL MARTHA C
[redacted]

MCDONALDS CORP OF DE
[redacted]

MCDONALDS CORP OF DE
[redacted]

MCFADDEN CHRISTIAN & KIMBERLY
[redacted]

MCGRATH KELLY S TR & VIVIAN R TR
[redacted]

MCGUINNESS TEGAN C
[redacted]

MCKNIGHT CLAYTON M & BONNIE E
[redacted]

MCLEVIS TAMARA & MICHIE ANDREW
[redacted]

MCNAMARA DANNY & HEATHER
[redacted]

MEDEIROS ANNA KATHRYN CO TR & ATKINSON JERRY W CO
[redacted]

MEERLY RICHARD O & CLAY SUSAN A
[redacted]

MEGO STEVEN C & ERIKA L
[redacted]

MELCHER TRAVIS C & BARBARA A
[redacted]

MELLO MICHAEL A TR
[redacted]

MELVIN MICHAEL O TR & M FAM TRUST 8/21/15
[redacted]

MENKENS AARON & THOMSON BLAKE
[redacted]

METRIK MICHAEL & SCHESLAVSKY IRINA
[redacted]

MEYER RICHARD D
[redacted]

MEYER RICHARD D
[redacted]

MEZA FRANCISCO & SYLVIA
[redacted]

MIDDLETON PHILLIP TR & SUSAN TR
[redacted]

MIGDOL MONIQUE
[redacted]

MILES JENNIFER
[redacted]

MILLER H DALE TR & MILLER H DALE & HAROLD DALE
[redacted]

MILLER J J TR 3/4/1994
[redacted]

MILLS LAURA E TR & LM TRUST 11/20/02
[redacted]

MINAHAN MICHELLE J
[redacted]

MINAR SCOTT L
[redacted]

MLYNSKY HELMUT TR & SHERRY TR
[redacted]

MOFFETT MARK W & JILL M
[redacted]

MONTOYA ANNA
[redacted]

MOORHOUSE JENNIFER TR & J LIV REV TR 5/3/17
[redacted]

MORA VICTOR E & ARREOLA CONCEPCION
[redacted]

MORAN JENNIFER L TR
[redacted]

MORGADO EDMUNDO ALBERTO
[redacted]

MORIOKA THOMAS K TR & KAREN TR
[redacted]

MORRIS DANIEL E & ROXANNE T TR
[redacted]

MORRONE DONNA
[redacted]

MOSHER MELBA OUIDA TR & W SR&M SRV TR 7/27/1994
[redacted]

MOSHER MELBA OUIDA TR & W SR&M SRV TR 7/27/1994
[redacted]

MUEHLBAUER ROBERT & MONEKA URBANSKE
[redacted]

MUND BRUCE W & MERLE J TR
[redacted]

MUNGUIA MOISES M & MEZA MARIA
[redacted]

MUNRO DEL TR & D LIV REV TRUST 9/26/13
[redacted]

MURILLO CARMEN
[redacted]

MURPHY MARY E
[redacted]

MURRAY KIRK P & DOMINIKA Z
[redacted]

MURRAY PATRICK E
[redacted]

MUSANTE FAM TR 11/15/2022
[redacted]

NAHLIN ERIC & WELLS DIONNA & MENDENHALL CORY & WIL
[redacted]

NARIMATSU KEVIN KEI TR & JAYNE STEPHANIE ADELE TR
[redacted]

NEIGER HEINZ TR & BRIGITTA TR
[redacted]

NEILSON MARK JORGEN
[redacted]

NEW HEIGHTS CA LLC
[redacted]

NEWELL MICHAEL & JACKIE
[redacted]

NICHOLAS GUY C & WENDY TR
[redacted]

NICHOLS CHARLES W TR & BETTY JANE TR
[redacted]

NICKELS CATHLEEN & ADAM
[redacted]

NICPONSKI WILLIAM J & CATHERINE L TR
[redacted]

NIELSEN CORY LEE
[redacted]

NIGEL DAVID M TR & ROSE I TR
[redacted]

NIKFARJAM SASAN & IZADJOU KAMERON
[redacted]

NIRVA JOHN & MERRIFIELD JILL
[redacted]

NOJER 1 PROPERTIES LLC
[redacted]

NOTLEY TAMERA F
[redacted]

NRJ PROPERTIES CA LLC
[redacted]

NYE J & T REV TR 6/21/2023
[redacted]

OLENICZAK JOSEPH &
COOMARASWAMY TERESA
[redacted]

OLSON LEONARD D SURV TR
[redacted]

OLSON LEONARD D SURV TR
[redacted]

ON STEVEN TR & IVY HO TR
[redacted]

ORIGONE CARLO & JOHN
[redacted]

ORTEGA RUDY L JR & STELLA B
[redacted]

ORTIZ CARLOS R & LETICIA O
[redacted]

OSTRANDER RYAN & GONZALEZ
HANNAH
[redacted]

OTTO VICTOR W & MELANIE KAE
[redacted]

OWEN SABRINA
[redacted]

PALMER NICHOLAS M
[redacted]

PANCHAL NIMESHBAI & SHEFALI
[redacted]

PANCHAL NIMESHBHAI S & SHEFALI N
[redacted]

PAREDES NURIA D
[redacted]

PARSONS LISA M & DELFINER DAVID
[redacted]

PARTINGTON JAMES W TR & TERRY TR
[redacted]

PAVLOVSKY NATALYA
[redacted]

PAYNE HOLLY
[redacted]

PEACOCK THOMAS JERROLD
[redacted]

PEEL JASON A & NETHERTON PEEL
JILLIAN
[redacted]

PEREZ DE TAHLE MARIE CLAIRE
[redacted]

PEREZ RAFAEL & DIANA
[redacted]

PERKINS DAVID & POULAKIDAS
CHRISTINA
[redacted]

PETERSON DAVID M & RADUECHEL
MAREIKE A
[redacted]

PETROSIAN AREK & SOK KIM
[redacted]

PIERCE RICHARD I & CHRISTINE E
[redacted]

PIROZZI JAIME LYN & SILGALIS
ALEXANDER VACYS
[redacted]

PLUMMER LEOTA O TR & L O REV
TRUST 5/21/12
[redacted]

POPAT LIV TR 11/30/2004 & KAUSHIK LAXMIDAS TR
[redacted]

PORTELA ERIC & MILLERMON PORTELA DEBORAH
[redacted]

PRERA AILEEN M
[redacted]

PRESTON JOHN WALTER TR & KATHLEEN TR
[redacted]

PRINCE HAROLD PROPERTIES LLC & ATTN STORE ACCOUNTI
[redacted]

PRINCE HAROLD PROPERTIES LLC & ATTN STORE ACCOUNTI
[redacted]

QUINDT GERALD & JILL
[redacted]

RAMIREZ AURORA P & JONES ALICE A
[redacted]

RAU LESLIE & UTTER RITA
[redacted]

RAY CONNIE E TR
[redacted]

RAYMOND TERRENCE G & KATHY S
[redacted]

REAL JESUS PRECIADO & EILEEN SUE TR
[redacted]

REID B T REV TR 9/7/2023
[redacted]

REIN DUANE & ERIC
[redacted]

RENZI KELLI L
[redacted]

RETTA JOHN C & CHRISTINE E
[redacted]

REYNOLDS ALORA & ZISA JOHN
[redacted]

REZIAPKINE YEKATERINA
[redacted]

RHODES ANNETTE L SURV TR & RHODES ANNETTE L TR
[redacted]

RHODES DAVID J & NANCY E
[redacted]

RIKKELMAN EDWIN M TR & ANNA J TR
[redacted]

RILEY KATHRYN & FEIGER GAVIN
[redacted]

RINEHART STEBBIN
[redacted]

RISSO FRANK HENRY & ROBYN L
[redacted]

RITTENHOUSE JARED & DAVID
[redacted]

RIVA JUDITH JEAN TR & RIVA WILLIAM ALLEN CO TR AKA
[redacted]

RIVARA EILEEN
[redacted]

ROBERTS BARBARA
[redacted]

ROBERTSON SCOTT A & TERRY L
[redacted]

ROBINSON CRAIG M
[redacted]

RODRIGUEZ DAVID M & LUCINE E
[redacted]

RODRIGUEZ MARCELA G
[redacted]

RODY VICTORIA R
[redacted]

ROGAN MICHAEL P & BARNES ROBIN
[redacted]

ROGERS JOALEEN
[redacted]

ROMERO DENNIS G TR & JOAN TR
[redacted]

RONZANI JOSEPH E TR & J E REV TRUST 8/25/14
[redacted]

ROSE RICK J & SILVEIRA SANDRA L
[redacted]

ROVERE PATRICIA LYNN
[redacted]

ROZGA WILLIAM & RICKI M
[redacted]

RUELAS ARTEMIO & ZEPEDA BLANCA E
[redacted]

RUIZ VANESSA
[redacted]

RUMBLE RONALD ALAN & MACKENZIE-RUMBLE JOANIE ANN
[redacted]

SALINAS EDUARDO & JANET E
[redacted]

SAMBU BRIAN S & KASNO MIEKO
[redacted]

SANCHEZ M A & M REV INTER VIVOS TR UTA 7/27/2021
[redacted]

SANGIACOMO MICHAEL & & SANGIACOMO MICHAEL & FAM T
[redacted]

SANTIAGO JOHN JR & JULIE COLLEEN
[redacted]

SCHACHER MICHAEL S
[redacted]

SCHAUKOWITCH MICHAEL S & ESTHER R & SCHAEKOWITCH E
[redacted]

SCHERSCHEL LEO TR & CARMEN TR
[redacted]

SCHMALFUSS KARL & NEWBRE SUSAN
[redacted]

SCHUE CLINTON J
[redacted]

SCHWARTZ COREY M
[redacted]

SEADORF IMBRUGLIO SUSAN M TR & IMBRUGLIO PAUL J TR
[redacted]

SEBASTIAN RAYMOND F CO TR & SEBASTION BARBARA A CO
[redacted]

SECOND BAY HOLDINGS TAHOE LLC CA LLC
[redacted]

SECURITY INVESTMENT CO LLC
[redacted]

SELIGSON GORDON R TR
[redacted]

SHAMAS HOLLY
DBA JUBILEE KIDS
[redacted]

SHANNON DONALD J III
[redacted]

SHAW NICOLAS R & EMILY S
[redacted]

SHAW SUSAN IRWIN TR
[redacted]

SHEEHAN ANDREW & ANDRIGHETTO SHERRI L
[redacted]

SHELL JAMES P & CHRISTINA K
[redacted]

SHI ZUO RONG & LIAN ZHENGFANG TR
[redacted]

SHIH VANESSA
[redacted]

SHORTRIDGE ALLAN & LEE ANNE
[redacted]

SHORTRIDGE ALLAN L & LEEANNE M
[redacted]

SHOTT JOHN M & SUSAN
[redacted]

SIEGAN MARTIN & JOYCE
[redacted]

SIEN CALVIN N & KELLY K
[redacted]

SIHOTA KIRANDEEP KAUR
[redacted]

SILVER SANDRA
[redacted]

SINARLE KEVIN L TR & MERRILLSINARLE JENNIFER L TR
[redacted]

SMITH MICHAEL E TR & JANICE E TR
[redacted]

SMITH RAINE H SURV TR
[redacted]

SMITH SARAH & BLACKER JOHN KIRBY
[redacted]

SMITH STEVEN A & ANNA MARIE
[redacted]

SMITH TODD R & JENNIFER R
[redacted]

SOLATI MEHRDAD TR
[redacted]

SOLLECITO JOSEPH & JULIE K CO TR
[redacted]

SOLWICK JEFFREY A
[redacted]

SORYS SLAWOMIR P TR & MALGORZATA T TR
[redacted]

SOTELO JAMES & LINDSAY
[redacted]

SOUTH TAHOE PUBLIC UTIL DIST
[redacted]

SPANGLER WILLIAM
[redacted]

SPOELSTRA CAROL & GARY
[redacted]103

SPRANZ LINDA CHRISTINE
[redacted]-6206

SPRINGMEYER BONNIE TR & B FAM LIV REV TR
[redacted]

STANTON GARY J
[redacted]

STAR SYSTEMS CORP WY LLC
[redacted]

STARKEY STEWART RUSSELL TR
[redacted]

STATE OF CALIFORNIA
DEPT OF TRANS
[redacted]

STATE OF CALIFORNIA & CALIFORNIA
TAHOE CONSERVANCY
[redacted]

STATE OF CALIFORNIA & DEPART OF
TRANSPORTATION
[redacted]

STATE OF CALIFORNIA & DEPT OF
GENERAL SERVICES
[redacted]

STEWART TODD & JAMIE L
[redacted]

STINE LAWRENCE EUGENE
[redacted]

STOLLER RANDAL & SOETERS HUSE
VALERIE
[redacted]

STONE SUZANNE TR & S LIV REV TRUST
06/17/08
[redacted]

STRAUSS HELGA R TR
[redacted]3

STUART HELEN I TR & H I LIV REV TRUST
[redacted]

SUGIYAMA KENJI & WARD JENNIFER
[redacted]

SULLIVAN TODD G & VICTORIA M
[redacted]

SUMMERS JACOB & LAURA
[redacted]

SYDKAM CA LLC
[redacted]

TAHOE BASIN CONTAINER SERV INC &
NV CORP
[redacted]

TAHOE COALITION FOR THE HOMELESS
& CA PUBLIC BENEF
[redacted]

TAHOE KEYS CA CORP
[redacted]

TAHOE RESOURCE CONSERVATION &
DISTRIC
[redacted]

TAHOE SENIOR PLAZA INC
[redacted]

TAHOE STATION INC & GIESEKE W
DONALD CHAPTER 11 TR
[redacted]

TANZI SCOTT & JULIETTE E
[redacted]

TAO PING & ZHENG YING YI TR
[redacted]

TAYLOR RUSSELL
[redacted]

TECSON ALAN JESUS TR
[redacted]

TEJANO NICHOLIS
[redacted]150

TEPLEY ROBERT
[redacted]

TERKILDSEN ARTHUR H & VIRGINIA L
[redacted]

TERRY CAROL NOEL TR & C N TRUST DTD 08/30/11
[redacted]

THOMPSON APARTMENTS LLC
[redacted]

THROCKMORTON KIM
[redacted]

THULEEN PETER J
[redacted]

TICAS MARSHA KAY TR & M K LIV TRUST 3/13/15
[redacted]

TIECK ARTHUR RAYMOND III & HAVEN TR
[redacted]

TOELKES JAMES PHILIP & KATHLEEN E
[redacted]

TOM MICHAEL TR & MYRTLE M TR
[redacted]

TOMKINSON ADRIAN & DENISE
[redacted]

TORRES JOHN S TR & LIV REV TRUST 10/27/95
[redacted]

TOVAR JOSE L
[redacted]

TRIPIER JEAN YVES & KARINE
[redacted]

TSANG CHIUWAI & YEUNG MABEL
[redacted]

TUBANDT DONALD D & DIANNE K TR
[redacted]

TUBB TERRY EVIN TR & T E LIV REV TRUST 2016
[redacted]

TUCKER RICHARD & KIMBERLY
[redacted]

TURNAGE GLENN F TR & JOY TR
[redacted]

UNDERHILL SARAH FELCHLIN TR & S F TRUST 6/30/17
[redacted]

UNITED STATES OF AMERICA & U S FOREST SERVICE
[redacted]

UNITED STATES OF AMERICA & U S FOREST SERVICE
[redacted]

UPTON JOHN E TR & ROXANA K TR
[redacted]

VADENAIS RICHARD H TR & R H REV TRUST 9/15/05
[redacted]

VAZQUEZ-JIMENEZ JO JESUS & MACIAS-AVINA LORENA
[redacted]

VIAL JOHN M TR & DEBORAH L TR
[redacted]

VLEREBOME NICOLE LAKO
[redacted]

WAGES JAIMIE L & TODAK JACQUELINE & RODEN LOWE JOS
[redacted]

WAGNER JONATHON
[redacted]

WAGNER RONALD J & KAREN D
[redacted]

WALCHLI PAUL
[redacted]

WALTERS MARK & REBECCA
[redacted]

WANG STEVE & DAI VINHQUAN
[redacted]

WANTZ TRACI & GLENN ALAN
[redacted]

WANZER MICHAEL A
[redacted]

WARD ROBERT G & ANNA L
[redacted]

WASNER TIARA NICOLE & MEYER NICHOLAS CRAIG
[redacted]

WEARE PATRICIA L TR & P L 2003 LIV REV TRUST
[redacted]

WEIS JAMES A TR & GRACE G TR
[redacted]

WHALLON RALPH & JOANNE F
[redacted]

WHITEHEAD JAMES & MCGUIRE LESLIE
[redacted]

WILDER MICHAEL L & GERKEN JENNIFER L
[redacted]

WILLFORD MICHAEL S TR & CAROLYN E TR
[redacted]

WILLIAMS GEORGE & MARIANNE
[redacted]

WILSON GEOFFREY A SURV TR & FAM REV TRUST 10/29/12
[redacted]

WILSON VETA M RAY
[redacted]

WINTON BARRY W
[redacted]

WITT SHANNON K TR
[redacted]

WONG ADRIAN TR
[redacted]

WONG GERALD C
[redacted]

WONG J & M FAM TRUST 7/11/2003
[redacted]

WONG STANLEY SHUN LUNG & ADA K C
[redacted]

WOOD KENNETH R
[redacted]

WOOD RICHARD BRADY JR
[redacted]

WRIGHT ALFRED LESLIE & KARIN L TR
[redacted]

XU AMY XIUZEHN TR
[redacted]

YAGI MICHAEL A
[redacted]

YAMAOKA DONALD M TR & WANG YAMAOKA RITA L TR
[redacted]

YASSINE JERAH JEAN SUCC TR
[redacted]

YATES JENNIFER T
[redacted]

YEATES MARICA MARY TR & M M FAM REV TRUST
[redacted]

ZANG ANGELFIRE
[redacted]

ZANOVITCH WILLIAM & COLLEEN
[redacted]

ZARATE FEDERICO RAMOS & DIAZ RAQUEL RAMOS
[redacted]

ZEPEDA ISAAC & MARTINEZ MARCELA
[redacted]

ZHAO JIANZHOU JASON & QI SONGYUN DIANA
[redacted]

ZYWICIEL ROBERT
[redacted]

NOTICE OF A PUBLIC HEARING
CITY OF SOUTH LAKE TAHOE CITY COUNCIL

NOTICE IS HEREBY GIVEN that in accordance with Sections 65090 and 65091 (Planning and Zoning Law) of the Government Code: the City of South Lake Tahoe City Council will conduct a public hearing on March 26, 2024 at 5:30 p.m., or as soon thereafter as possible, in the City Council Chambers, 1901 Lisa Maloff Way, South Lake Tahoe Airport, to consider the following:

- ***A Resolution adopting an amendment to the General Plan LU-1, Land Use Diagram, 2) An Ordinance pre-zoning 90 parcels located within the City Sphere of Influence in El Dorado County for subsequent annexation of such properties, and amending the City Code Title 6, Chapter 6.55, Article II, and 3) A Resolution initiating proceedings for the annexation of such properties***

Summary: The City of South Lake Tahoe is proposing to annex lands located in the Truckee Meadow in order to provide more efficient public services. Currently, municipal services to the annexation area are provided by El Dorado County and Lake Valley Fire Protection District even though the annexation area is adjacent to the City of South Lake Tahoe and accessed only through City streets. After annexation, the City would provide all core municipal services including street maintenance, snow removal, police, fire protection, and emergency response. There is no development project being proposed with this annexation. The pre-zoning process is a required part of the annexation process. The City's proposed pre-zoning is intended to keep the zoning and allowed uses as similar as possible to the existing County zoning.

Any interested person may appear at the public hearing and present written testimony or speak in favor or against the project proposal. Pursuant to Government Code Section 65009(b)(2), if you challenge the above application in court, you may be limited to raising only those issues, you, or someone else, raised at the public hearing described in this notice, or in written correspondence delivered to the South Lake Tahoe City Council at, or prior to, the public hearing. Written testimony may be addressed to the City Council in care of the City Clerk to PublicComment@cityofslt.us or mailed to 1901 Lisa Maloff Way, Suite 206, South Lake Tahoe, CA 96150

The City Council agenda and related staff reports are available at least 72 hours in advance of regular meetings on the City's website https://cityofslt.us/84/Watch-City-CouncilCommission-Meetings or by contacting the City Clerk at (530) 542-6005

Published: March 15, 2024

www.FinanceDTA.com

SUMMARY MEMORANDUM

October 16, 2023

To: Joseph Irvin and Heather Stroud, City of South Lake Tahoe

From: Kuda Wekwete, Jerry Wen, and Graeme Fraser, DTA

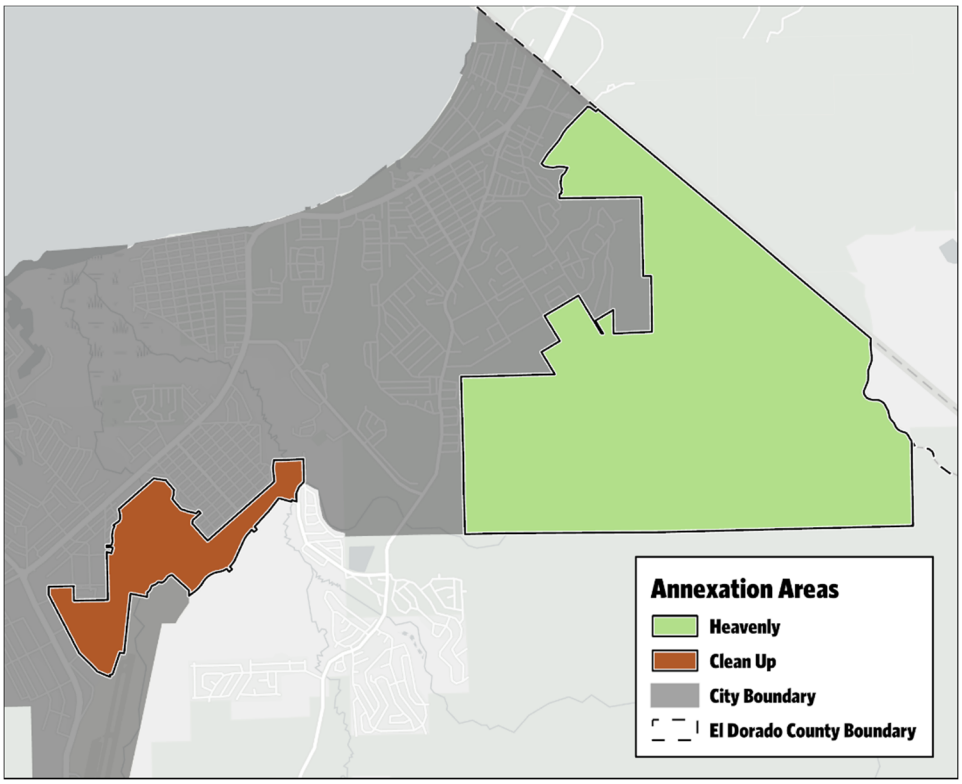
Subject: Potential Fiscal Impacts to the City of South Lake Tahoe Resulting from the Proposed Land Annexations

The objective of this Executive Summary of a Fiscal Impact Analysis (the "FIA") is to analyze the incremental net fiscal impact on the City of South Lake Tahoe (the "City") upon annexing two territories of land (the "Annexation Areas") within the Unincorporated County of El Dorado (the "County"). Specifically, the intent of this memorandum is to evaluate the projected fiscal impact of annexing each Annexation Area to the City by comparing the property tax and sales tax revenues that could be potentially generated by such Annexation Area against the costs to provide public safety and public work services therein.

A Description of Proposed Annexation Areas

As illustrated in Figure 1, the City is currently contemplating the annexation of the Heavenly Parcels, encompassing the California area of the Heavenly Resorts, and Cleanup Parcels, comprising generally the Tahoe Valley Campground and Johnson Meadow to create logical extensions of its boundaries.

Figure 1: Map for the Annexation Areas



Current parcel characteristics and demographic data for the Annexation Areas are listed in Table 1. Note, the City provides the estimated residential population for each Annexation Area. In addition, DTA utilizes the 2023 Employment Profiles by NAICS Codes reports, produced by Environics Analytics ("EA"), to identify the number of employees working within each Annexation Area.

Table 1: Parcel Characteristics and Demographic Data for Annexation Areas

Annexation Area	Gross Acres	Number of Parcels	Residential Population	Employees
Heavenly	2,860.27	31	0	1,771
Cleanup	378.05	87	125	10

B Property Tax Analytic Methodology and Assumptions

Property tax revenues are specifically based on the City's estimated share of the general 1% *ad valorem* property tax levy. **For the purpose of this analysis and at the direction of the City staff, it is assumed that the City General Fund will receive 50% of the 1% *ad valorem* property tax levy allocable to the County General Fund, net of the projected Education Revenue Augmentation Fund ("ERAF") property tax shifts, upon the annexation of each Annexation Area to the City.** Notably, the 1% *ad valorem* property tax revenues for each Annexation Area are estimated based on the Fiscal Year ("FY") 2021-22 basic 1% [Proposition ("Prop") 13] property tax from Tax Rate Areas ("TRAs") encompassing such Annexation Area and the FY 2022-23 taxable valuation of corresponding TRAs, per the County Auditor's Office.

The passage of Proposition 1A in California in 2004 enacted a constitutional amendment that introduced a new methodology to calculate Property Taxes in Lieu of Vehicle License Fees ("VLFs"). Per California Revenue and Taxation Code §97.70, the amount of Property Taxes in Lieu of VLFs now grows in proportion to the growth rate of gross assessed valuation in a city or county. Property Taxes in Lieu of VLF revenues are projected to grow with the change in the Citywide gross assessed valuation of taxable property from the prior FY.

Property Taxes in Lieu of VLF revenues constitute an addition to other property tax apportionments and were calculated for the purposes of this analysis at $0.41 per $1,000 increase in assessed valuation on a Citywide basis. Table 2 presents the details regarding the Property Taxes in Lieu of VLF assumptions utilized in the Tax Revenue Analysis.

Table 2: Property Taxes in Lieu of VLF Assumptions

Description	Assumptions
City – Total Assessed Value (FY 2022-23)	$6,116,335,132
City – VLF Property Tax Revenues (FY 2022-23)	$2,515,000
VLF Property Tax In-Lieu per $1,000 Assessed Value	$0.41

C Direct Sales Tax Analytic Methodology and Assumptions

DTA utilizes the Retail Market Power® Retail Stores Opportunity Gap analysis (the "Retail Report"), produced by EA, to identify retail supply characteristics of trade areas representing the Annexation Areas. As illustrated in Table 3, EA derives the estimated supply of retail goods currently available within such trade area, which serves as the basis for the taxable retail sales receipts for each Annexation Area.

Table 3: Projected Taxable Sales Receipts for Annexation Areas

Annexation Area	Projected Taxable Sales Receipts
Heavenly	$3,133,442
Cleanup	$169,328

Notably, there are certain limitations to the Retail Report when a trade area being analyzed is comprised of dispersed retail establishments such as the Heavenly Parcels. Although restaurants and retail shops within the Heavenly Parcels are seasonal in nature, it is anticipated that the annual sales of such store types would exceed the current estimated taxable sales receipts of $3.1 million. For illustrative and comparative purposes, the average 2022 sales revenue for a Chipotle Mexican Grill restaurant is $2.8 million. Given the higher price points for restaurants in the Heavenly Parcels and a substantial number of visitors during the peak season, it is safe to assume that the annual sales revenue of restaurants alone will be greater than 11% of the revenue of a typical Chipotle Mexican Grill store. Notwithstanding the foregoing, the sales tax projection for the Heavenly Parcels is conservatively based on the taxable sales receipts of $3.1 million.

The City currently receives 2.50% of taxable sales receipts, which include a 1.00% sales tax established by Municipal Code §3.10.050, the Measure Q sales tax, a 0.50% voter-approved sales tax, and the Measure S sales tax, a 1.00% voter-approved sales tax. **For the purpose of this analysis and at the direction of the City staff, it is assumed that the City will receive 100% of applicable sales taxes upon the annexation of each Annexation Area to the City**.

D Public Safety and Public Work Cost Analytic Methodology and Assumptions

DTA utilizes the Per Capita/Multiplier Approach to estimate the costs of providing public safety and public work to each Annexation Area upon its annexation to the City, which involves calculating the average costs per Capita/Persons Served utilizing the fiscal year ("FY") 2022-2023 City Budget and applying these cost factors to the estimated numbers of Persons Served within each Annexation Area. DTA has determined that utilizing a Persons Served population comprised of all residents and 50% of the employees working at locations within a given service area is common fiscal practice in generally quantifying the impacts of new service area if more specific local data or facilities usage data is not readily available. This ratio assumes that an employee would spend only 8 active hours in the City per day versus a resident who is active for 16 hours a day. This would yield an estimated Persons Served population of 30,171 based on 22,800 City residents[1] and 50% of 14,741 employees working within the City[2].

The foregoing Persons Served population estimate requires an additional adjustment to account for the fact that the City is already providing road maintenance and snow plowing services to the Heavenly Parcels and Cleanup Parcels due to the immediate proximity and geography. Furthermore, under current cooperative arrangements between the City Fire Department and Lake Valley Fire Department, the City Fire Department is the first responder for non-forest fire incidents[3] to the Heavenly Parcels and Cleanup Parcels. Hence, DTA revised the estimated Persons Served population from 30,171 to 31,187 to account for 125 residents and 50% of 1,781 employees working within those areas.

[1] Source: California Department of Finance, Housing and Population Information, January 1, 2022.
[2] Source: EA, EmploymentProfiles by NAICS Codes 2023 for the City of South Lake Tahoe.
[3] The California Department of Forestry and Fire Protection will respond to the forest fire incidents.

Table 4 presents the calculation of the gross marginal increase in public safety and public work expenditures on a per Person Served basis.

Table 4: General Fund Public Safety and Public Work Expenditures (Multiplier Method)

Service Category	FY 2022-2023 City General Fund Expenditures	Persons Served Population	Gross Marginal Cost Increase per Person Served
Police	$13,223,803	30,171	$438.30
Fire	$9,986,351	31,187	$320.21
Public Work	$4,478,081	31,187	$143.59

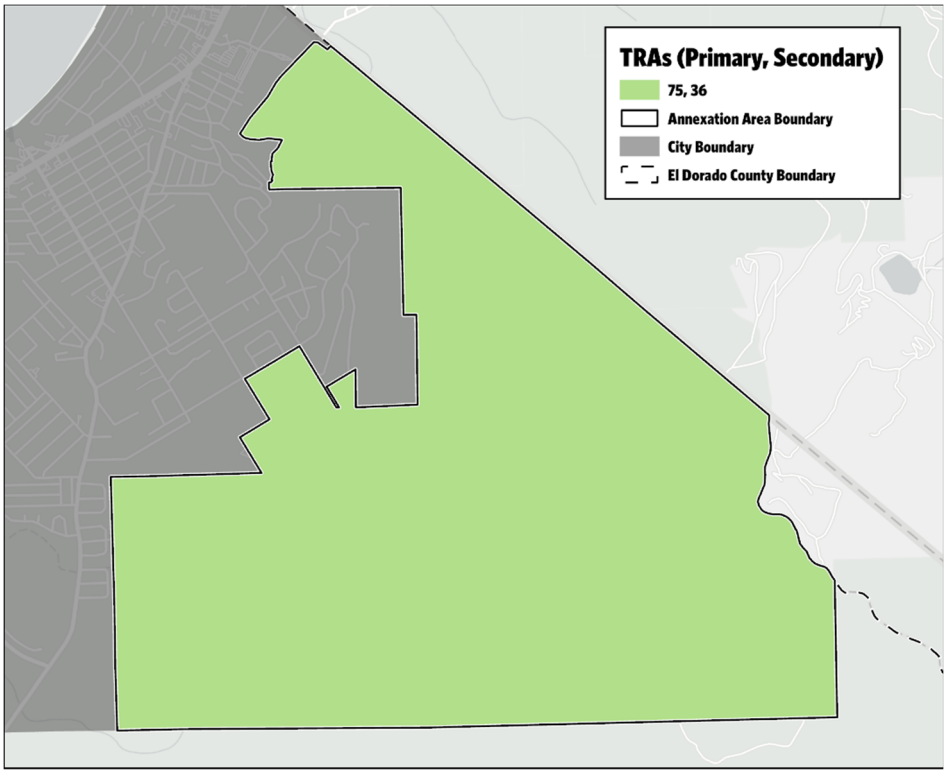
Notably, DTA did not include the substantial number of annual City visitors in determining the Persons Served population, even though such methodology would yield more accurate (i.e., lower) cost parameters to account for the service demands generated by the visitors. As detailed later in Sections E and F, the City is already providing the majority of the public safety and public work services to the Heavenly Parcels and Cleanup Parcels, which are the only areas with a significant number of visitors. Therefore, the cost parameters listed in Table 4 reflect the public safety and public work expenditures required to meet the service demands generated by the visitors to the Heavenly Parcels and Cleanup Parcels, and would necessitate an incremental increase to the City's current public safety and public works expenditures once the City becomes the official provider of those services after the annexation.

The City's public safety and public work expenditures are not expected to increase on a one-to-one basis with the annexation of each Annexation Area. To project these numbers without any adjustment would result in inaccurate conclusions. In order to accurately reflect the estimated ratio of fixed costs to variable costs, DTA applied a series of discount rates to those expenditures with consideration of circumstances applicable to each Annexation Area upon its annexation to the City.

E Proposed Annexation of Heavenly Parcels

As illustrated in Figure 2 and presented in Attachment 1, the proposed annexation of the Heavenly Parcels is comprised of one TRA and encompasses approximately 2,860.27 gross acres of land within the unincorporated County, with 137.28 acres of land owned by private entities and 2,722.99 acres of land owned by public agencies and/or tax-exempt entities.

Figure 2: Map for the Heavenly Parcels



As listed in Table 5, the annexation of the Heavenly Parcels is anticipated to generate $148,081 in the estimated tax revenues upon its annexation to the City. A detailed explanation of these calculations is presented in **Attachment 1**.

Table 5: Projected Tax Revenues Upon Annexation of the Heavenly Parcels

Estimated Property Tax Revenues		Total Estimated Sales Tax Revenues	Total Estimated Tax Revenues
1% *Ad Valorem* Property Tax	Property Taxes in Lieu of VLF		
$50,068	$19,676	$78,336	$148,081

As detailed in Section D, the annexation of the Heavenly Parcels is anticipated to incur *de minimis* incremental increase in the City's fire and public work expenditures upon its annexation, as the City is already providing those services to the Heavenly Parcels. The County Sheriff currently handles service calls to the Heavenly Parcels, with the City Police providing supplementary support. Although the City Police Department would become the primary agency for calls to the Heavenly Parcels upon its annexation, the County Sheriff is expected to reciprocate the supplementary support that it currently receives for the Heavenly Parcels. Hence, the City Police is not anticipated to need additional officers or

staff to provide service to the Heavenly Parcels. To reflect the minimum expected increase in the ratio of variable costs to fixed costs, DTA applied a 75% discount to the gross City police cost multiplier of $438.30. As illustrated in Table 6, the annexation of Heavenly Parcels is anticipated to incur $97,083 in the estimated public safety and public work expenditures upon its annexation to the City.

Table 6: Projected Incremental Service Expenditures Upon Annexation of the Heavenly Parcels

Residential Population	Employees	Persons Served Population[1]	Marginal Cost Increase per Person Served				Total Estimated Incremental Service Expenditures
			Police	Fire	Public Work	Total	
0	1,771	886	$109.58	$0.00	$0.00	$109.58	$97,083

Note:

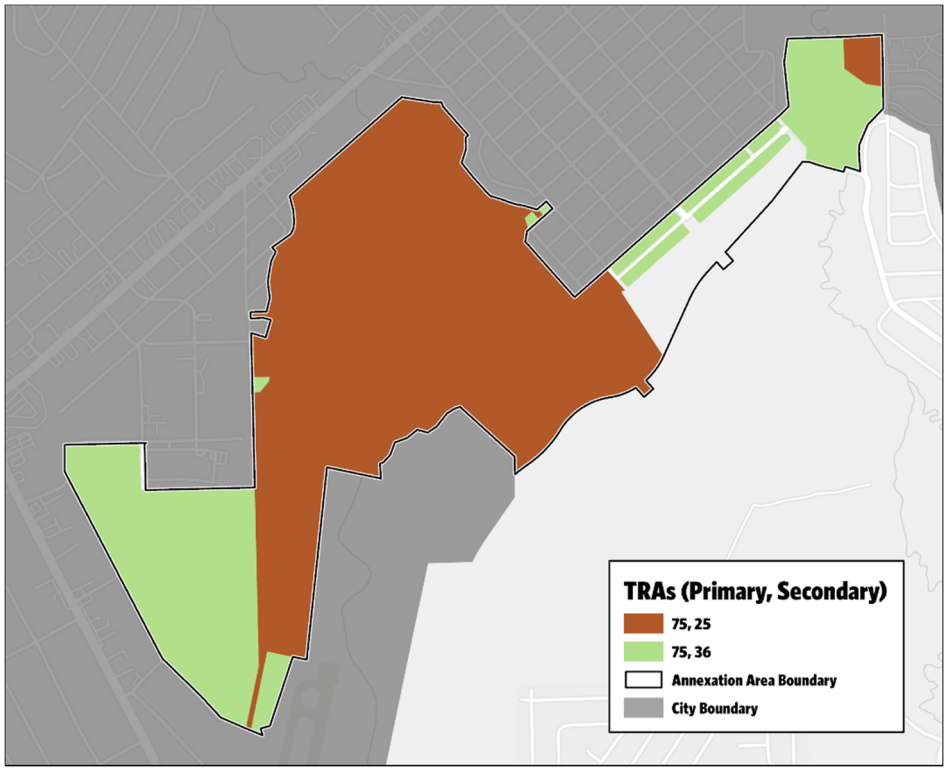
1. Comprises all residents and 50% of the employees.

Based on the estimated tax revenues listed in Table 5 and the estimated public safety and public work expenditures presented in Table 6, the annexation of the Heavenly Parcels is projected to generate $50,998 in annual fiscal surplus based on these selected fiscal revenues and expenditures.

F Proposed Annexation of Cleanup Parcels

As illustrated in Figure 3 and presented in Attachment 2, the proposed annexation of the Cleanup Parcels is comprised of two TRAs and encompasses approximately 378.05 gross acres of land within the unincorporated County, with 87.40 acres of land owned by private entities and 290.65 acres of land owned by public agencies and/or tax-exempt entities.

Figure 3: Map for the Cleanup Parcels



As listed in Table 7, the annexation of the Cleanup Parcels is anticipated to generate $12,694 in the estimated tax revenues upon its annexation to the City. A detailed explanation of these calculations is presented in Attachment 2.

Table 7: Projected Tax Revenues Upon Annexation of the Cleanup Parcels

Estimated Property Tax Revenues		Total Estimated Sales Tax Revenues	Total Estimated Tax Revenues
1% *Ad Valorem* Property Tax	Property Taxes in Lieu of VLF		
$6,115	$2,346	$4,233	$12,694

As detailed in Section D, the annexation of the Cleanup Parcels is anticipated to incur *de minimis* incremental increase in the City's fire and public work expenditures upon its annexation, as the City is already providing those services to the Cleanup Parcels. Since the Cleanup Parcels are primarily comprised of the Tahoe Valley Campground and Upper Truckee Marsh, the City Police does not expect to receive frequent service calls to those areas. Hence, DTA applied a 50% discount to the gross City police cost multiplier of $438.30. As illustrated in Table 8, the annexation of the Cleanup Parcels is anticipated to incur $28,490 in the estimated public safety and public work expenditures upon its annexation to the City.

Table 8: Projected Incremental Service Expenditures Upon Annexation of the Cleanup Parcels

Residential Population	Employees	Persons Served Population[1]	Marginal Cost Increase per Person Served				Total Estimated Incremental Service Expenditures
			Police	Fire	Public Work	Total	
125	10	130	$219.15	$0.00	$0.00	$219.15	$28,490

Note:

1. Comprises all residents and 50% of the employees.

Based on the estimated tax revenues listed in Table 7 and the estimated public safety and public work expenditures presented in Table 8, the annexation of the Cleanup Parcels is projected to incur $15,796 in annual fiscal deficit based on these selected fiscal revenues and expenditures.

G Fiscal Impact Conclusion Summary for Proposed Annexations

The projected fiscal impact for each Annexation Area upon its annexation to the City is summarized in Table 9. As shown in Table 9, the annexation of both Heavenly Parcels and Cleanup Parcels is projected to generate $35,202 in annual fiscal surplus to the City.

Table 9: Summary of Projected Annual Fiscal Impact for Annexation of Annexation Areas

Annexation Area	Gross Acres	Persons Served Population	Estimated Annual Tax Revenues	Estimated Annual Service Expenditures	Projected Annual Fiscal Surplus/ (Deficit)
Heavenly	2,860.27	886	$148,081	$97,083	$50,998
Cleanup	378.05	130	$12,694	$28,490	($15,796)
Total	**3,238.32**	**1,016**	**$160,775**	**$125,573**	**$35,202**

If you have any further questions regarding this Executive Summary, please feel free to contact Kuda Wekwete or Jerry Wen at (800) 969-4DTA.

Enclosures:

1. Attachment 1 – Proposed Heavenly Parcels Annexation
2. Attachment 2 – Proposed Cleanup Parcels Annexation

ATTACHMENT 1

City of South Lake Tahoe
Potential Property Tax and Sales Tax Revenues Resulting from the Proposed Land Annexations

PROPOSED HEAVENLY PARCELS ANNEXATION

dta
www.FinanceDTA.com
18201 Von Karman Avenue, Suite 220
Irvine, CA 92612

Proposed Annexation of Heavenly Parcels
Property Tax Revenue Analysis

Tax Rate Area	Acres			Parcel Count			Net Taxable Value [2]	FY 2022-23 1% PT Allocation Factors				Property Tax In Lieu of VLF Increase per $1,000 Assessed Value [6]	Estimated Property Tax Revenues		
	Taxable	Tax-Exempt [1]	Total	Taxable	Tax-Exempt [1]	Total		Gross [3]	ERAF Shift [4]	Net County	City [5]		Basic 1% Allocation	In Lieu of VLFs	Total
075-036	137.28	2,722.99	2,860.27	9	22	31	$47,852,018	29.44%	28.92%	20.93%	10.46%	$0.41	$50,068	$19,676	$69,745
Total	**137.28**	**2,722.99**	**2,860.27**	**9**	**22**	**31**	**$47,852,018**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$50,068**	**$19,676**	**$69,745**

Notes:
[1] Excludes parcels that do not have TRA information.
[2] Source: El Dorado County Auditor-Controller.
[3] Based on applicable FY 2021-22 basic 1% property tax allocation factors earmarked for the El Dorado County General Fund.
[4] Based on the FY 2021-22 Countywide factor.
[5] Assumes the City would receive 50% of County's current allocation after annexation.
[6] Based on the projected FY 2022-23 Property Tax in lieu of VLF and citywide assessed valuation.

ATTACHMENT 2

City of South Lake Tahoe
Potential Property Tax and Sales Tax Revenues Resulting from the Proposed Land Annexations

PROPOSED CLEANUP PARCELS ANNEXATION

dta
www.FinanceDTA.com
18201 Von Karman Avenue, Suite 220
Irvine, CA 92612

Proposed Cleanup Parcels Annexation
Property Tax Revenue Analysis

Tax Rate Area	Acres			Parcel Count			Net Taxable Value [2]	FY 2022-23 1% PT Allocation Factors				Property Tax In Lieu of VLF Increase per $1,000 Assessed Value [6]	Estimated Property Tax Revenues		
	Taxable	Tax-Exempt [1]	Total	Taxable	Tax-Exempt [1]	Total		Gross [3]	ERAF Shift [4]	Net County	City [5]		Basic 1% Allocation	In Lieu of VLFs	Total
075-025	8.80	253.46	262.26	9	12	21	$1,086,905	33.23%	28.92%	23.62%	11.81%	$0.41	$1,284	$447	$1,731
075-036	78.60	37.19	115.79	6	60	66	$4,617,549	29.44%	28.92%	20.93%	10.46%	$0.41	$4,831	$1,899	$6,730
Total	**87.40**	**290.65**	**378.05**	**15**	**72**	**87**	**$5,704,454**	**N/A**	**N/A**	**N/A**	**N/A**	**N/A**	**$6,115**	**$2,346**	**$8,461**

Notes:
[1] Excludes parcels that do not have TRA information.
[2] Source: El Dorado County Auditor-Controller.
[3] Based on applicable FY 2021-22 basic 1% property tax allocation factors earmarked for the El Dorado County General Fund.
[4] Based on the FY 2021-22 Countywide factor.
[5] Assumes the City would receive 50% of County's current allocation after annexation.
[6] Based on the projected FY 2022-23 Property Tax in lieu of VLF and citywide assessed valuation.

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PLAN FOR SERVICE
CITY OF SOUTH LAKE TAHOE

PROPOSED ANNEXATION OF HEAVENLY PARCELS AND CLEANUP PARCELS

December 15, 2023

Public Finance
Public-Private Partnerships
Development Economics
Clean Energy Bonds

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CITY OF SOUTH LAKE TAHOE

PLAN FOR SERVICE

PROPOSED ANNEXATION OF HEAVENLY PARCELS AND CLEANUP PARCELS

Prepared for:

City of South Lake Tahoe

Attention: Joseph Irvin and Heather Stroud

1901 Lisa Maloff Way

South Lake Tahoe, CA 96150

TABLE OF CONTENTS

SECTION		PAGE
I	INTRODUCTION	1
A	Purpose of the Plan for Service	1
B	Description of the Annexation Areas	1
C	Minimal Service Demand for Non-developable Portion of Annexation Areas	2
II	PLAN FOR SERVICE BEFORE AND AFTER ANNEXATION OF ANNEXATION AREAS	3
A	General Government and Administrative Services	5
B	Fire Protection and Emergency Response Services	5
C	Forest Fire Protection Services	6
D	Law Enforcement	6
E	Search and Rescue	6
F	Library	6
G	Parks and Recreation	7
H	Animal Control	7
I	Water	7
J	Wastewater	8
K	Roadway Maintenance and Snow Plowing	8
L	Flood Control and Drainage	8
M	Utilities	8
N	Schools	9
O	Solid Waste Management	9
III	FISCAL IMPACT	10

I INTRODUCTION

DTA has been retained to prepare a Plan for Service ("PFS") for the City of South Lake Tahoe (the "City") to serve the proposed annexation of the Heavenly Parcels and Cleanup Parcels (collectively referred to hereinafter as the "Annexation Areas"). The entirety of the Annexation Areas are currently located within the unincorporated portion of the County of El Dorado (the "County").

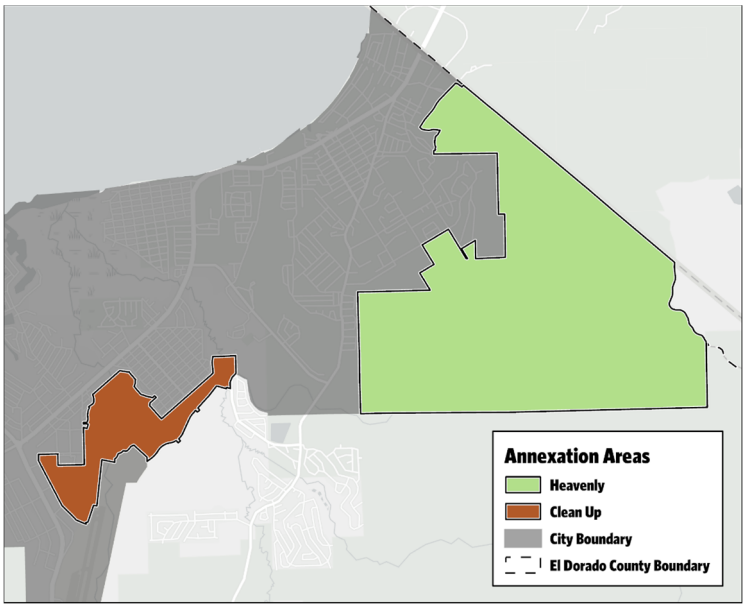
A Purpose of the Plan for Service

The City is in the process of submitting separate annexation applications (the "Annexation Applications") to the County Local Agency Formation Commission ("LAFCO") for the annexation of Annexation Areas into the City. LAFCO requires the preparation and certification of a study, called a PFS, when a jurisdiction is to be impacted by a proposed change of organization or reorganization, such as an annexation of additional properties into its jurisdiction. The intent of this PFS is to provide LAFCO with sufficient information to assess the capabilities of the City related to providing municipal services to the Annexation Areas once they have been absorbed by the City. In addition, the PFS includes information on the fiscal impacts of such annexation action on the City General Fund.

B Description of the Annexation Areas

As illustrated in Figure 1, the City is currently pursuing the annexation of the Heavenly Parcels, encompassing the California area of the Heavenly Resorts, and Cleanup Parcels, comprising generally the Tahoe Valley Campground and Johnson Meadow, to create logical extensions of its boundaries.

Figure 1: Map for the Annexation Areas



Current parcel characteristics and demographic data for the Annexation Areas are listed in Table 1. Note, the City provides the estimated residential population for each Annexation Area. In addition, DTA utilizes the 2023 Employment Profiles by NAICS Codes reports, produced by Environics Analytics ("EA"), to identify the number of employees working within each Annexation Area.

Table 1: Parcel Characteristics and Demographic Data for Annexation Areas

Annexation Area	Gross Acres	Number of Parcels	Residential Population	Employees
Heavenly	2,860.27	31	0	1,771
Cleanup	378.05	87	125[1]	10

Note:

1. Comprises permanent residents and transient occupants on the Tahoe Valley Campground.

C Minimal Service Demand for Non-developable Portion of Annexation Areas

Approximately 95% of the Heavenly Parcels and 77% of the Cleanup Parcels are comprised of non-developable areas of ski terrain and marsh, respectively. As a result, municipal services to be provided within those areas will be minimal. **Hence, this study will focus on the capabilities of the City to provide municipal services solely to the developed portion of the Annexation Areas once it has been absorbed by the City.**

II PLAN FOR SERVICE BEFORE AND AFTER ANNEXATION OF ANNEXATION AREAS

The list of municipal services necessary to serve the Annexation Areas are the following:

- General Government and Administrative Services;
- Fire Protection and Emergency Response Services;
- Sheriff/Police and Public Safety Services;
- Search and Rescue;
- Library;
- Parks and Recreation;
- Animal Control;
- Water;
- Wastewater;
- Roadway Maintenance and Snow Plowing;
- Flood Control and Drainage;
- Utilities;
- Schools; and
- Solid Waste Management.

Table 2 provides a summary of which public agencies are currently responsible for providing each type of municipal service, prior to the annexation, as well as which public agency is anticipated to be providing that same service after the annexation.

Table 2: Municipal Services Providers for the Proposed Project

Municipal Services	Current Municipal Provider	Future Municipal Provider After Annexation
General Government and Administrative Services[1]	County of El Dorado	City of South Lake Tahoe
Fire Protection and Emergency Response Services	Lake Valley Fire Protection District	South Lake Tahoe Fire Department
Forest Fire Protection Services	California Department of Forestry and Fire Protection ("CAL FIRE") and United States Forest Service ("USFS")	CAL FIRE and USFS
Sheriff/Police and Public Safety	El Dorado County Sheriff's Department	South Lake Tahoe Police Department
Search and Rescue	El Dorado County Sheriff's Department	El Dorado County Sheriff's Department
Library	El Dorado County Library System	El Dorado County Library System
Parks and Recreation ▪ Heavenly Parcels: Van Sickle Bi-state Park ▪ Cleanup Parcels: Johnson Meadow – Bike Trail and Meadow Amenities	California Tahoe Conservancy ("CTC") CTC and Tahoe Resource Conservation District ("TRCD")	CTC CTC and TRCD
Animal Control	El Dorado County Animal Services	El Dorado County Animal Services
Water	South Tahoe Public Utility District	South Tahoe Public Utility District
Sewer	South Tahoe Public Utility District	South Tahoe Public Utility District
Roadway Maintenance and Snow Plowing	El Dorado County Department of Transportation and South Lake Tahoe Public Works Department	South Lake Tahoe Public Works Department
Flood Control and Drainage	El Dorado County Department of Transportation	South Lake Tahoe Department of Public Works
Utilities ▪ Cable/Internet Provider/Phone ▪ Power ▪ Natural Gas	 Spectrum Liberty Utilities Southwest Gas	 Spectrum Liberty Utilities Southwest Gas

[1] Including General municipal administration, planning and community development services, economic development, local road operation and maintenance ("O&M"), street lighting O&M, local parks O&M, and human resources, among other services.

Municipal Services	Current Municipal Provider	Future Municipal Provider After Annexation
Schools	Lake Tahoe Unified School District	Lake Tahoe Unified School District
Solid Waste Management	South Tahoe Refuse & Recycling Company	South Tahoe Refuse & Recycling Company

A written narrative describing the pre-annexation and post-annexation provision of each service listed above follows:

A General Government and Administrative Services

A.1 Before Annexation

The County currently provides general government and administrative services to the Annexation Areas. These include certain services that the County only provides in the unincorporated County, such as planning and community development services, economic development, arterial, collector and other local road operation and maintenance ("O&M"), local parks O&M and human resources, among other services. In addition, the County provides certain services on a Countywide basis to both cities and the unincorporated County, such as criminal justice services related to jails and courts, which include district attorney, public defender, and probation services, as well as health and welfare services and other Countywide functions.

A.2 After Annexation

The City will assume responsibility for all of the administrative and general government services that had been previously provided by the County exclusively for unincorporated County areas. As discussed above, these would include planning and community development services, economic development, local road O&M, etc. within the Annexation Areas. However, the other services currently provided by the County on a Countywide basis, such as criminal justice services related to jails and courts, which include district attorney, public defender and probation services, and health and welfare services, will continue to be the County's responsibility within the Annexation Areas.

B Fire Protection and Emergency Response Services

B.1 Before Annexation

Heavenly Parcels and Cleanup Parcels are currently located within the jurisdiction of the Lake Valley Fire Protection District ("LVFPD"). Under current cooperative arrangements between the LVFPD and South Lake Tahoe Fire Department ("City FD"), the City FD is the first responder for non-forest fire incidents to the Heavenly Parcels and Cleanup Parcels.

B.2 After Annexation

The City FD will become the official provider of fire protection and emergency response services to the Annexation Areas after their annexation. As discussed in the previous section, City FD has been the primary provider of those services to the Annexation Areas.

C Forest Fire Protection Services

C.1 Before Annexation

California Department of Forestry and Fire Protection ("CAL FIRE") and United States Forest Service ("USFS"), currently provides forest fire protection to the Annexation Areas.

C.2 After Annexation

CAL FIRE and USFS will continue to provide forest fire protection services to the Annexation Areas after their annexation.

D Law Enforcement

D.1 Before Annexation

The El Dorado County Sheriff's Department provides public safety services, including homeless and encampment management, to the unincorporated areas.

D.2 After Annexation

The South Lake Tahoe Police Department ("City PD") will provide law enforcement services, including homeless and encampment management, to the Annexation Areas after its annexation. The Annexation Areas are anticipated to be adequately served by police protection services.

E Search and Rescue

E.1 Before Annexation

The El Dorado County Sheriff's Department currently provides search and rescue services to the Annexation Areas.

E.2 After Annexation

The El Dorado County Sheriff's Department will continue to provide search and rescue services to the Annexation Areas after its annexation.

F Library

F.1 Before Annexation

Currently, the Annexation Areas are served by the El Dorado County Library system.

F.2 After Annexation

The El Dorado County Library system will continue to provide library services to the Annexation Areas after their annexation.

G Parks and Recreation

G.1 Before Annexation

Van Sickle Bi-state Park encompasses 156 acres of land within the Heavenly Parcels, and is currently under the management of California Tahoe Conservancy ("CTC").

Bike trails and meadow amenities in the Johson Meadow comprise the only public recreation facilities within the Cleanup Parcels, and are currently under the management of CTC and Tahoe Resource Conservation District ("TRCD").

G.2 After Annexation

CTC will continue to manage the Van Sickle Bi-state Park after the annexation of the Heavenly Parcels, with CTC and TRCD continue to reprise their management roles of the Johson Meadow recreational facilities after the annexation of the Cleanup Parcels.

H Animal Control

H.1 Before Annexation

The El Dorado County Animal Services currently provides animal control services to the Annexation Areas.

H.2 After Annexation

The El Dorado County Animal Services will continue to provide animal control services to the Annexation Areas after their annexation.

I Water

I.1 Before Annexation

South Tahoe Public Utility District ("STPUD") provides drinking water service to retail customers within the Annexation Areas, with a water system comprised of over 14,000 residential water connections, 660 commercial and government sites, and 16 active wells.

I.2 After Annexation

STPUD will continue to be the retail drinking water service provider for the Annexation Areas after its annexation.

J Wastewater

J.1 Before Annexation

STPUD provides wastewater services to the Annexation Areas, with a collection system comprised of 330 miles of sewer lines, 42 lift stations, and 17,000 connections. STPUD currently treats approximately 4 million gallons per day ("MGD") of wastewater at its 7.7-MGD capacity treatment plant.

J.2 After Annexation

STPUD will continue to provide wastewater services to the Annexation Areas after their annexation.

K Roadway Maintenance and Snow Plowing

K.1 Before Annexation

Even though some portions of local public roads within the Annexation Areas are currently under the County's jurisdiction, South Lake Tahoe Public Works Department ("City PWD") and the El Dorado County Department of Transportation ("County DOT") coordinate to provide adequate roadway maintenance and snow plowing services by appropriate agencies.

K.2 After Annexation

City PWD will become the official provider of roadway maintenance and snow plowing services to the Annexation Areas after their annexation. As discussed in the previous section, City PWD has been providing those services to most of the Annexation Areas.

L Flood Control and Drainage

L.1 Before Annexation

The County DOT provides operations and maintenance services for local drainage facilities within the Annexation Areas.

L.2 After Annexation

The City PWD will provide operations and maintenance services for local drainage facilities within the Annexation Areas after their annexation.

M Utilities

M.1 Before Annexation

Spectrum is the current provider of cable television, internet, and telephone services within the Annexation Areas. Electricity is supplied by Liberty Utilities and natural gas is supplied by Southwest Gas.

M.2 After Annexation

All utility services in the Annexation Areas will continue to be provided by the same private parties.

N Schools

N.1 Before Annexation

Annexation Areas are currently within the jurisdiction of Lake Tahoe Unified School District ("LTUSD").

N.2 After Annexation

School services will continue to be the responsibility of LTUSD.

O Solid Waste Management

O.1 Before Annexation

South Tahoe Refuse & Recycling Company currently provides waste and recycling services to the Annexation Areas.

O.2 After Annexation

South Tahoe Refuse & Recycling Company will continue to provide waste and recycling services to the Annexation Areas after their annexation.

III FISCAL IMPACT

As detailed in the Fiscal Impact Analysis Summary Memorandum (the "Memo") submitted under a separate cover, the Heavenly Parcels are anticipated to generate an annual recurring incremental fiscal surplus of $50,998 based on the generation of $148,081 in annual recurring revenues and $97,083 in recurring annual costs, whereas the Cleanup Parcels are anticipated to incur an annual recurring incremental fiscal deficit of $15,796 based on the generation of $12,694 in annual recurring revenues and $28,490 in recurring annual costs. Please see Section G of the Memo for more information.

The annexation of the entire Annexation Areas is projected to generate an annual recurring incremental fiscal surplus of $35,202 based on the generation of $160,775 in annual recurring revenues and $125,573 in recurring annual costs.

dta

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Public Finance
Public-Private Partnerships
Development Economics
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City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:15

Agenda Item: Purchase of Various Equipment for Snow Removal and Public Works/Parks Maintenance

Executive Summary: The mission of the City of South Lake Tahoe Public Works and Parks Departments is to operate and maintain the transportation network and Parks facilities while ensuring that the network functions and facilities are operating safely and efficiently. The City has been investing in replacing outdated snow removal and other heavy equipment to improve and enhance operations and provide better service to the public. In 2023, the City Council authorized the purchase of four new graders and two new snowblowers. This year, staff recommends additional equipment to replace outdated snow operations equipment and purchasing new utility equipment for both the Public Works and Parks Departments. Staff recommends purchasing two graders for snow operations, one boom truck for maintenance of facilities and streetlights, a new brine mixer for snow removal operations, one excavator for parks facilities maintenance, and one utility truck for the parks department.

Requested Action / Suggested Motions: Pass a Motion authorizing the City Manager to purchase: 1) Two (2) John Deer Graders from Pape Machinery for $581,726.65 each; 2) One (1) Boom Truck from Altec, Inc. for $179,014.34; 3) One Brine Master from C&H Outdoor, LLC (Sno-Biz) for $33,286.81; 4) One (1) E32 Bobcat Excavator from Bobcat of Sacramento for $53,616.53; 5) One (1) Bobcat UW 56 Toolcat Utility Work Machine from Bobcat of Sacramento for $99,344.76 for Public Works and Parks Departments, all through Sourcewell Cooperative Agreements, per South Lake Tahoe City Code section 3.45.090 (Cooperative Purchasing).

Responsible Staff Member: Anush Nejad, Director of Public Works, Phil Harwood, Maintenance Manager, and John Stark, Director of Parks and Recreation

Reviewed and Approved By: Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

- 01-Staff Report - Equipment Purchases.docx
- 02 - Grader Specs and Quote.pdf
- 03 - Boom Truck Specs and Quote.pdf
- 04 - Brine Master Specs and Quote.pdf
- 05 - E32 Excavator Specs and Quote.pdf
- 06 - UW 56 Utility Machine Specs and Quote.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Purchase of Various Equipment for Snow Removal and Public Works/Parks Maintenance

Location: Citywide

Responsible Staff Member: Anush Nejad, Director of Public Works, Phil Harwood, Fleet Supervisor, and John Stark, Parks and Recreation Director

Background: The mission of the City of South Lake Tahoe Public Works and Parks Departments is to operate and maintain the transportation network and the park's facilities while ensuring that the network functions and facilities are operating safely and efficiently. The city has been investing in replacing outdated snow removal and other heavy equipment to improve and enhance operations and provide better service to the public. In 2023, the City Council authorized the purchase of four new graders and two new snowblowers. This year, staff recommends additional equipment to replace outdated snow operations equipment and purchasing new utility equipment for both the Public Works and Parks Departments. Staff recommends purchasing two graders for snow operations, one boom truck for maintenance of facilities and streetlights, a new brine mixer for snow removal operations, one excavator for parks facilities maintenance, and one utility truck for the parks department.

Issue and Discussion: Staff is recommending the purchase of the following equipment:

- Two (2) John Deer Graders from Pape Machinery for $581,726.65 each. The graders will be used for snow operations. One of the current graders was taken out of operation due to multiple failures. See Attachment 02 for technical specifications and quote.
- One (1) Boom Truck from Altec, Inc., for $179,014.34. See Attachment 03 for technical specifications and a quote. This equipment will be used for facility and streetlight maintenance.
- One (1) Brine Master from C&H Outdoor, LLC (Sno-Biz) for $33,286.81. See Attachment 04 for technical specifications and quote. This equipment will pre-treat roadways before a storm to reduce ice buildup and expedite snow removal.
- One (1) E32 Bobcat Excavator from Bobcat of Sacramento for $53,616.53. See Attachment 05 for technical specifications and quote. The Parks Department will use this equipment for park maintenance.
- One (1) Bobcat UW 56 Toolcat Utility Work Machine from Bobcat of Sacramento for $99,344.76. See Attachment 06 for technical specifications and quote. The Parks Department will use this equipment for park and grounds maintenance.

Financial Implications: The City will purchase this equipment through the Sourcewell Cooperative Agreement, per City SLTCC § 3.45.090. The funding for this equipment was approved with the 2023-2024 mid-year budget on March 12, 2024. The following is a breakdown of funding sources:

Equipment	Total Cost	Funding Source	Account Number
John Deer Graders	$1,163,453.30	Measure S	208-03610-46110
Boom Truck	$179,014.34	General Funds	210-03010-46110
Brine Master	$33,286.81	Measure S	208-03610-46110
Bobcat Excavator	$53,616.53	General Funds	100-04170-46110
Bobcat Utility Truck	$99,344.76	General Funds	100-04170-46110

Environmental Considerations: This purchase is not a "project" subject to review under the California Environmental Quality Act (CEQA) under CEQA Guidelines section 15378(b)(2) (continuing administrative or maintenance activities, such as purchases for supplies).

Policy Implications: The purchase of the equipment will improve snow operations, facility maintenance, and park and ground maintenance.

The vehicle and equipment contemplated herein will be purchased through a Cooperative Purchasing Contract under the public exigency Sole Source option. City Code Section 3.45.090 allows for Cooperative Purchasing: "Where another governmental agency performs a solicitation and bid process for the City and multiple agencies or jurisdictions, and where the purchase of materials, supplies, and equipment is based on an agreement or cooperative purchasing program under authority granted by statute or ordinance, under a contractual arrangement between the City and said the governmental agency, or under a determination by the city manager that the governmental agency conducted a competitive bidding process, the City may purchase materials, supplies and equipment based upon the governmental agency's solicitation and bid process without complying with the bidding requirements of this chapter".

872G / GP

6WD Motor Grader

JOHN DEERE

1043

DKAGGDR872 (23-10)

JOHN DEERE

Quote Id: 30020411

Prepared For:

CITY OF SOUTH LAKE TAHOE

Prepared By: **AARON LANKA**

Pape Machinery, Inc.
1255 Spice Island Drive
Sparks, NV 89431

Tel: 775-353-0440
Fax: 775-353-0448
Email: alanka@papemachinery.com

Date: 28 November 2023

Offer Expires: 31 January 2024

JOHN DEERE

PAPÉ MACHINERY

Quote Summary

Prepared For:

CITY OF SOUTH LAKE TAHOE
1052 TATA LN
SOUTH LAKE TAHOE, CA 96150
Business: 530-542-6004

Prepared By:

AARON LANKA
Pape Machinery, Inc.
1255 Spice Island Drive
Sparks, NV 89431
Phone: 775-353-0440
alanka@papemachinery.com

This sale is subject to Papé's Terms and Conditions of Sale effective on the date hereof, which are incorporated in full by this reference. The Terms and Conditions of Sale are available at www.pape.com/terms , and will also be sent by mail or e-mail to the purchaser upon request.

Machine comes with 1 Year Full Machine warranty and Power Train & Hydraulics warranty for an additional 2 Years or 1,500 Hours total (whichever comes first).
Includes dealer prep, PDI, delivery to South Lake Tahoe, and training.
This is a Sourcewell Quote. ID# 011723-JDC

Quote Id:	30020411
Created On:	28 November 2023
Last Modified On:	28 November 2023
Expiration Date:	31 January 2024

Equipment Summary	Selling Price		Qty		Extended
JOHN DEERE 872G MOTOR GRADER with 6WD	$ 534,882.44	X	1	=	$ 534,882.44
Equipment Total					**$ 534,882.44**

Quote Summary	
Equipment Total	$ 534,882.44
CA Tire Fee	$ 42.00
SubTotal	$ 534,924.44
Sales Tax - (8.75%)	$ 46,802.21
Total	$ 581,726.65
Down Payment	(0.00)
Rental Applied	(0.00)
Balance Due	**$ 581,726.65**

Salesperson : X _____

Accepted By : X _____

Confidential

JOHN DEERE

Selling Equipment

PAPÉ MACHINERY

Quote Id: 30020411 **Customer:** CITY OF SOUTH LAKE TAHOE

JOHN DEERE 872G MOTOR GRADER with 6WD

Hours:
Stock Number:

Code	Description	Qty
8490T	872G MOTOR GRADER with 6WD	1
	Standard Options - Per Unit	
170K	JDLink™ for Life of Machine	1
1020	Armrest Fingertip Controls w/ Joystick Steering	1
1140	John Deere PowerTech PSS 9.0L meets EPA FT4 Emissions	1
1240	Dual 100 Amp Alternators (200 Amp total)	1
1310	Quick Service Group	1
1420	Severe Duty Fuel & Water Filtration System	1
1610	Hydraulic Pump Disconnect	1
1830	Engine Exhaust W/ Flat Black Stack	1
1910	Blade Impact Absorption System	1
2080	14 Ft. x 27 In. x 1 In. (4.27M x 686mm x 25mm) w/ 8 In. x 3/4 In. (203 x 19mm) Cutting Edge & 3/4 in. (19mm) Hardware	1
2575	No Grade Control Base Kit Installed	1
2605	English Manual W/ English Labels & Decals	1
2850	Premium Circle	1
4636	Michelin SnoPlus 17.5R25 L2 Tires w/ 3-Pc Rims	1
5060	Grade Pro Low Cab w/ Lower Front and Side Opening Windows	1
5515	Autoshift Plus Transmission	1
5710	Transmission Solenoid Valve Guard	1
5835	Cold Weather Package with Hydrau XR	1
6140	Grade Pro Heated, Leather/Fabric, High-Wide Back Air Suspension Seat	1
6580	Grade Pro Controls w/ 3 Auxiliary Functions	1
6650	Grade Pro Controls - Left Side	1
6740	Balderson Style Front Lift Group	1
6820	Rear Counterweight with Rear Hitch and Pin	1

Confidential

Quote Id: 30020411 **Customer:** CITY OF SOUTH LAKE TAHOE

7160	Deluxe Grading Lights (18 Halogen Lights)	1
8120	24-to-12 Volt Converter (30 amps peak / 25 amps continuous)	1
8220	Heated Exterior Mounted Rearview Mirrors	1
8310	Lower Front Intermittent Wiper & Washer	1
8415	AM/FM Radio with Bluetooth, Aux and Weather Band (WB).	1
8830	Rear Camera (R4)	1
9210	Decelerator	1
9220	5.0 lbs. multi purpose (ABC) Dry Chemical Fire Extinguisher	1
9273	Right Side Engine Compartment Work Light	1
9280	Slow Moving Vehicle (SMV) Sign	1
9299	Beacon with Flip Down Cab Beacon Bracket (LH)	1
9360	Engine Block Heater	1
9370	Ether Starting Aid	1
	Dealer Attachments	
Henke	SDDB14 14' Sever Duty Snow Blade	1
Henke	Moldboard Hi-Gate	1

Notice: When operated in California, any off-road diesel vehicle may be subject to the California Air Resources Board In-Use Off-road Diesel Vehicle Regulation. It therefore could be subject to retrofit or accelerated turnover requirements to reduce emissions of air pollutants. For more information, please visit the California Air Resources Board website at:

http://www.arb.ca.gov/msprog/ordiesel/ordiesel.htm.

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Sourcewell

Solicitation Number: RFP # 011723

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and John Deere Construction Retail Sales a division of John Deere Shared Services LLC, DBA John Deere Construction Retail Sales, 1300 River Drive, Moline, IL 61265 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Heavy Construction Equipment with Related Attachments and Technology from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires April 14, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.

C. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

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Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. The John Deere Warranty Statement describes covered items and services when returning Damaged Equipment and

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Products. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity. Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

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A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

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Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

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B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee. Any state that requires a Sourcewell participating addendum with an additional admin fee, we reserve the right to reduce the list price discount to accommodate this additional fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

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Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

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F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.
3. *Use; Quality Control.*

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a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

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16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

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18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:

Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.

Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

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5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier.

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E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Intentionally Omitted.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

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Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...

Jeremy Schwartz
Title: Chief Procurement Officer
Date: 4/4/2023 | 2:30 PM CDT

John Deere Construction Retail Sales a division of John Deere Shared Services LLC, DBA John Deere Construction Retail Sales

DocuSigned by:
By: Mark Oliver
1CAF73242BB647F...

Mark Oliver
Title: Manager Contract Sales
Date: 4/5/2023 | 8:05 AM CDT

Approved:

DocuSigned by:
By: Chad Coauette
7E42B8F817A64CC...

Chad Coauette
Title: Executive Director/CEO
Date: 4/5/2023 | 8:20 AM CDT

RFP 011723 - Heavy Construction Equipment with Related Attachments and Technology

Vendor Details

Company Name:	John Deere Shared Services LLC
Does your company conduct business under any other name? If yes, please state:	John Deere Construction Retail Sales a division of John Deere Shared Services LLC
Address:	1300 River Drive Moline, IL 61265
Contact:	Brooke DeVol
Email:	ForsbergBrookeL@JohnDeere.com
Phone:	309-207-0431
HST#:	36-2382580

Submission Details

Created On:	Monday November 28, 2022 09:24:58
Submitted On:	Thursday January 12, 2023 14:48:05
Submitted By:	Brooke DeVol
Email:	ForsbergBrookeL@JohnDeere.com
Transaction #:	17731346-34ec-484a-83d5-3fc1c1f49270
Submitter's IP Address:	165.225.57.43

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	John Deere Construction Retail Sales a division of John Deere Shared Services LLC	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Not Applicable	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	John Deere Construction Retail Sales JDCRS John Deere Construction & Forestry	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	Cage Code: 3PSD7 UEI: ED9BLXH3Hg21	*
5	Proposer Physical Address:	1300 River Drive Moline, IL 61265	*
6	Proposer website address (or addresses):	www.deere.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Mark Oliver, Manager Contract Sales 1300 River Drive Moline, IL 61265 OliverMarkR@JohnDeere.com 309-748-3418	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Brooke DeVol, Contract Administrator 1300 River Drive Moline, IL 61265 ForsbergBrookeL@JohnDeere.com 309-207-0431	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Mark Oliver, Manager Contract Sales 1300 River Drive Moline, IL 61265 OliverMarkR@JohnDeere.com 309-748-3418	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	
10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	We Run Like No Other. We conduct business essential to life. Running for the people who trust us and the planet that sustains us, we create intelligent connected machines that enable lives to leap forward. See our higher purpose: https://www.deere.com/en/our-company/higher-purpose/ John Deere customers are at the center of everything we do. We rely on more than 180 years of experience and terabytes of precision data to know them and their businesses better than anyone else. Our easy-to-use technology helps deliver results they see in the field, on the job site, and on the balance sheet. We ensure seamless access to parts, services, and performance upgrades from take home to trade-in by providing world-class support throughout the lifecycle of their equipment, with productivity and sustainability always in mind. We never forget that we're here to help life leap forward. Deere & Company at a glance: https://www.deere.com/assets/pdfs/common/our-company/deere-&-company-at-a-glance.pdf	*

11	What are your company's expectations in the event of an award?	Our expectation, if we are awarded, is to continue working with Sourcewell to provide governmental customers the best option for acquiring our Construction and Compact Construction products. The John Deere Governmental Sales Team will continue to train our dealers on how to present Sourcewell and the benefits the contract offers to continue growing our sales. Since our training plan was rolled out in late 2016, our sales on this contract have had significant growth and our expectation is to continue that trend in the market place.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	John Deere has a long history and attached in supplemental documents is our most recent annual report from 2021. Our 2022 fiscal year just concluded on October 31, 2022 and the annual report is not published at this time.	*
13	What is your US market share for the solutions that you are proposing?	While we do not publicly state market share position, John Deere Construction & Forestry holds a top level market share position across our entire product portfolio in the US.	*
14	What is your Canadian market share for the solutions that you are proposing?	While we do not publicly state market share position, John Deere Construction & Forestry holds a top level market share position across our entire product portfolio in Canada.	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No bankruptcy proceedings have taken place.	*
16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	John Deere Construction Retail Sales (JDCRS) is based in Moline, IL and is responsible for growing sales in the governmental segment for the Construction & Forestry Division of John Deere. All employees of JDCRS are full time John Deere employees. This sales team is responsible for training our dealers on governmental business, contracts and sales processes. Specific to supporting the Sourcewell contract, the account managers, contract manager and sales support team are responsible for educating the dealers on the quoting, ordering and delivery process of products sold on the Sourcewell contract. All dealers are required to go through a contract training program either in person or virtually via Microsoft Teams to become an authorized seller on our contract. This process has been the main driver of our growth since it was launched in 2016. We do retain the right to sell direct if required or the dealer has not completed our training program. Upon award of this new contract, we are revamping our training process to leverage our John Deere University online training system to make it easier and more efficient for the dealer field staff to become trained and certified on the Sourcewell contract.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	John Deere maintains all licenses and certifications necessary to conduct its business around the world. This is supported by our Supply Management, Engineering, Safety, Accounting, Human Resources and Tax and Legal Departments. John Deere self-audits and has regular outside audits performed by Deloitte & Touche for compliance with all required licenses, certifications and regulations.	*
18	Provide all "Suspension or Debarment" information that has applied to your organization during the past ten years.	There are no suspensions or disbarments to note.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	John Deere has received numerous levels of recognition and awards worldwide for quality production standards, environmental responsibility, ethics, diversity, safety and corporate citizenship. Page 12 of the 2021 Annual Report (attached in the documents section of the response) showcases some of our business highlights and the list of 2021 Awards and Recognitions. Also, attached within the documents section is our 2021 Sustainability Report for John Deere.	*
20	What percentage of your sales are to the governmental sector in the past three years	Customer and segment specifics for John Deere sales are not shared publicly. For the industry as a whole that we participate in, approximately 10-15% of sales for Construction and Compact Construction Equipment are sold to governmental agencies across North American each year.	*
21	What percentage of your sales are to the education sector in the past three years	Our education sector sales is a low percentage of our total governmental business but education entities have utilized the Sourcewell contract previously. For construction and compact construction equipment it is generally reported as a local or state level sale.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	NASPO, as well as state participating addendums through this contract H-GAC TASB BuyBoard We also hold on average 5-10 individual state contracts outside of cooperative purchasing contracts. Sales figures are not publicly shared on any of these contracts.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA DLA US Fish & Wildlife, IDIQ Sales figures are not publicly shared on any of these contracts.	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Murphy Tractor & Equipment; an authorized dealer with a vast customer base with Sourcewell purchases.	Cole Iverson VP of Sales	507-320-8826	*
Brandt Tractor Ltd.; an authorized dealer with a vast customer baes with Sourcewell purchases.	Lloyd Norminton Government Sales Manager	780-486-6786	*
RDO Construction Equipment MW; an authorized dealer with a vast customer base with Sourcewell purchases.	Jesse Miller Government Sales Manager	952-882-2752	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
New York State	Government	New York - NY	Sourcewell and Sourcewell participating addendum sales.	We averaged 172 sales per year over the last 3 years within the state of New York.	We averaged 19 million dollars per year over the last 3 years within the state of New York.	*
State of Ohio	Government	Ohio - OH	Sourcewell sales. Ohio STS contract was also held and is now expired. These sales are not publicly shared from our office. 2022 Q4 is our first full quarter of our Sourcewell PA contract being rolled out in Ohio.	Previous contracts in Ohio averaged 38-50 transactions per year.	Previous contracts in Ohio averaged 3-5 million dollars per year.	*
United States Air Force	Government	Pennsylvania - PA	DLA Military Sales	Not publicly shared from our office.	Not publicly shared from our office.	*
Florida Forest Service	Government	Florida - FL	Florida Forest Service contract	Not publicly shared from our office.	Not publicly shared from our office.	*
Louisiana DOT	Government	Louisiana - LA	State DOT contract	Not publicly shared from our office.	Not publicly shared from our office.	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	Sales is covered by our independent dealer network that has been trained and certified on the Sourcewell sales processes. We have dealer standards that require a minimum sales person to customer ratio to ensure proper sales coverage and response time.	*
27	Dealer network or other distribution methods.	There are nearly 400 dealer locations in the U.S., authorized to sell John Deere construction equipment products and another 60 covering Canada. There are roughly 1400 dealer locations in the U.S. authorized to sell compact construction equipment another 500 across Canada. These John Deere dealers sign contracts to sell and service John Deere products in their assigned areas. We have dealer standards that require a minimum sales person to customer ratio to ensure proper sales coverage and response time.	*
28	Service force.	This is covered fully by our dealers. Our dealers standard policy also has a minimum service technician to machine base ratio to ensure the best service and response time.	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	We have two processes for ordering products on our Sourcewell contract. The majority of our sales are ordered by authorized selling dealers that have been trained and certified by our John Deere Government Sales office. Upon delivery of an order we have a sales reporting automated process to capture the sales for reporting to Sourcewell. For dealers that may not be certified yet, our John Deere Government Sales office reserves the right to order direct.	*

30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	A professional, capable, well-trained, well-capitalized dealer network is one of John Deere's competitive advantages. Our dealers, backed by John Deere, provide local customer support, repairs, maintenance and parts. John Deere has authorized dealers in all 50 U.S. states and all across Canada. There are nearly 400 dealer locations in the U.S., authorized to sell John Deere construction equipment products and another 60 covering Canada. There are roughly 1400 dealer locations in the U.S. authorized to sell compact construction equipment and another 500 across Canada. These John Deere dealers sign contracts to sell and service John Deere products in their assigned areas. We also have a certified technician training program to ensure quality service for our customers. There are also multiple regional parts depots across North America for the best parts availability in the industry. Dealers must submit an annual business plan that contains their commitment to effectively selling and supporting all potential customer in their area, including but not limited to commercial accounts, national accounts, and state, county, and local governmental agencies. Customer can count on John Deere construction dealers to support our products and customers.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	All areas of the U.S. will be served.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	All areas of Canada that Sourcewell has a defined partner (such as Canoe) will also be served.	*
33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	All areas of the U.S. will be served. All areas of Canada that Sourcewell has a defined partner (such as Canoe) will also be served.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Any agency that John Deere defines as a governmental customer and is also eligible to be a Sourcewell member will qualify for the discounts on our contract. John Deere Construction & Forestry defines a governmental customer as the following: 1. Federal, state/provincial, county, municipal and local governmental agencies 2. Hospitals and state/provincially accredited schools (both public and private) 3. Special government and/or taxing districts that have authority to levy taxes and/or issue tax free municipal bonds (ex. airports) 4. Governmental facilities run by independent management groups qualify only if a governmental agency issues the purchase order and retains ownership. Ownership by the management group voids discount eligibility. 5. Non-governmental utilities or departments or divisions of them that provide has, water, electrical, or telephone service directly to commercial or home users 6. Governmental agencies or departments or divisions of them that provide recycling or waste service directly to commercial or home users. Companies or departments or divisions of these utilities that do not provide service directly to commercial or home users do not qualify 7. North American Indian Tribal Councils 8. Non-profit agencies exempt from state/provincial and federal taxes 9. All Municipal Railroads	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	The John Deere Construction & Forestry Division has assigned dealers in both Alaska and Hawaii. As is the case for the continental U.S. (CONUS), factory to dealer freight as well as local delivery by dealer to end-user will be quoted and invoiced for any applicable areas outside of the continental U.S. (CONUS). Location specific factors related to moves by ocean, barge, inland, etc. will affect final delivery date.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	Since our "authorized selling dealer" initiative that was rolled out in late 2016, our marketing plan has focused on getting our dealer network to understand the power of cooperative purchasing, specially the Sourcewell contract. Our dealers are closer to the end use customers and understand their business and product needs better than our small team here in Moline, IL. Once we got the dealers fully bought in on the power, ease of use and importance of the contract, the sales numbers took off year over year. Our plan for the new contract is to continue this with our dealer network.	*
37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	John Deere has a great public website with information about our entire product line. We also have a link to a variety of governmental contracts that are available. In addition to those site, we also allow the customer to build their own machine online so they can see the options that are available before they contact their local dealer. https://www.deere.com/en/ https://www.deere.com/en/construction/ https://www.deere.com/en/government-and-military-sales/ https://www.deere.com/en/government-and-military-sales/state-and-local-purchasing/ https://configure.deere.com/cbyo/#/en_us/products Our marketing communications group runs a variety of social media promotions including a YouTube channel (https://www.youtube.com/user/JohnDeere) and Facebook page (https://www.facebook.com/JohnDeereUSCA/). The message on these sites changes periodically but it is primarily focused on the benefits of the John Deere relationship and how we are close to our customer.	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	From the John Deere perspective, there are three key components to promoting the Sourcewell contract: Sourcewell, John Deere Construction Retail Sales (JDCRS), and our dealer network across the US and Canada. Each has a key role to the success of the continued and incremental sales increases each year. Sourcewell's job is to continue to promote the brand to eligible members so they understand the basics of cooperative purchasing and the benefits of membership. JDCRS has the responsibility to train the dealers on sales processes (ceiling price, discount structure, ordering and delivering of products), how to determine if a customer is already a member and how to assist a customer that is not a member how to become a member. Our dealer's responsibility is to help identify the right product for the job and how to find the easiest, most cost effective way to source that product/solution. We believe that Sourcewell provides one of the best tools available to eligible customer and we will continue to promote that in our annual training. We work with our dealers and support them at any regional conference or training opportunity that helps promote the brand of all three entities. Open communication between all three parties is the key for future success and incremental sales gains on the next contract.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We are investigating e-procurement options for certain product families in the future but those are not available at this time. Due to the customizable nature of products and services, there are many possible configurations for each model. Many build-code dependencies must be taken into consideration for a properly functioning machine to be built. For that reason, we feel it is best to contact the local dealer for machine configuration guidance prior to requesting a contract quote.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	Training on equipment operation and safety is provided through the local dealer. At time of delivery, the dealer provides an introductory walk-around of the unit, explaining general operation and maintenance procedures, free of charge as part of the purchase. Additional product or specific system training is optional and quoted by the local dealer.	*

41	Describe any technological advances that your proposed products or services offer.	John Deere C&F products offer a variety of technology solutions that work to eliminate rework, improve jobsite safety, counteract labor shortages and increase efficiency. Information on those initiatives is public and can be found at the following link: https://www.deere.com/en/technology-products/precision-construction-technology/ There was also a magazine published in the Fall of 2021 that focused on technology and its place in our industry. A link to that publication is below. THE DIRT publication, Fall 2021. https://www.deere.com/assets/pdfs/common/industries/construction/publications/the-dirt-fall-2021-dkmag265c-cv.pdf John Deere has also published what is known as our "Leap Ambitions" and that is also public. Our strategy for the Construction & Forestry Division is by 2026, we will deliver: • 20+ electric and hybrid-electric product models. • Earthmoving: Increase SmartGradeTM grade control adoption to 50%. • Forestry: Boost Intelligent Boom Control adoption to 100%. • Roadbuilding: Increase Precision Roadbuilding Solution adoption to 85%. More information on our Leap Ambitions can be found at: https://www.deere.com/en/our-company/sustainability/sustainability-report/leap-ambitions/ Technology advances in our products is vitally important and was on display at CES 2023 where our CEO was the keynote speaker on day 1. Information can be found at CES2023.deere.com	*
42	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	John Deere has been very public with these initiatives and more can be found on our website in our most recently published Sustainability Report. https://www.deere.com/en/our-company/sustainability/sustainability-report/ "Our next leap is ELECTRIC" is another informative piece discussing the future of electrification at John Deere. https://www.deere.com/en/our-company/electrification/	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	In October 2022, John Deere received an award for the SBTi Validation of Greenhouse Gas Emission Reduction. https://www.deere.com/en/news/all-news/john-deere-receives-sbti-validation-of-greenhouse-gas-emission-reduction-targets/ In 2021 John Deere acquired majority ownership of Kreisel Electric. https://www.kreiselelectric.com/johndeere/	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	John Deere is committed to Supplier Diversity. Each year we submit to GSA a commercial plan that outlines our commitment to use WMBE's, SBE's, and other MBE's suppliers in support of our business. We also have signed on with two small business partners to learn about small business and partner with them to meet demand for products with a small business designation in the Federal market as well as help grow their businesses. Our partners are The Akana Group (Native American owned small business, small business, HUBZone certified) and Bravo (Service Disabled Veteran-Owned Business). If opportunities arise in the cooperative world for small business designation, we are prepared to grow that segment as well.	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	John Deere has a very strong presence as a construction equipment and compact construction equipment provider. John Deere is also the world's leading manufacturer of agricultural equipment. Additionally, John Deere Financial is one of the largest equipment finance companies. Valuable Extras: 1) Genuine John Deere Parts - highest quality parts for the highest quality equipment. -Regional parts depots strategically placed around North America for the best parts delivery response. 2) John Deere Connected Support – Allows customers to: - Monitor alerts for the machine remotely. - Monitor engine hours and utilization. - View machine location and get driving directions to the jobsite. - Monitor fuel level and idle time. 3) John Deere Connected Support – Allows dealers to: - Monitor alerts coming from the customers machine. - Remotely connect to a customers machine for real-time diagnostics. - Leverage Expert Alerts from John Deere to address potential future downtime. - Perform software updates from the dealership.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	Construction equipment has basic warranty of 12 months/unlimited hours. The standard warranty general provisions including parts and labor is attached to this RFP submission. Compact construction equipment has a basic warranty of 24 months or 2,000hrs whichever occurs first.	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Extended warranty is available as a separate purchase, not on this RFP, through our local dealers. Extended warranty has a year and hour limitation with each purchase. An example is 3 year 5,000hr power train/hydraulics extended warranty option.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	No, TTM is not covered within our warranty.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, we can cover the entire U.S. and Canada with our dealer network.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Third party warranties are handled by the original OEM of that attachment.	*
51	What are your proposed exchange and return programs and policies?	As noted in the standard warranty document, "John Deere will repair or replace, at its option, any parts… of a new John Deere product that, as delivered to the original retail purchaser(s), are defective in material or workmanship." See attached standard warranty document for full text explanation.	*
52	Describe any service contract options for the items included in your proposal.	John Deere does not offer any service contracts within this RFP. Service contracts and extended warranty options are available for customers from their local dealer and can be quoted to them at time of purchase.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	JDCRS' only option for payment terms is Net 30 Days for direct sales. Since the majority of our deals are purchased through one of our authorized dealers, there are financing options available (JD Financial) that can be negotiated before finalizing the deal.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	JDCRS (contract vendor) does not play a role in leasing, financing or payment terms other than Net 30 Days. John Deere Financial offers leasing/financing options. The John Deere Municipal Lease Purchase Plan is a special low-rate financing plan that is designed to provide flexibility of leasing while building equity toward ownership of the John Deere equipment. Any state or local government body, or their political subdivisions, having the power to tax may be eligible for the John Deere Municipal Lease Purchase Plan, subject to approval. John Deere Financial also offers other leasing and financing options for governmental, educational and non-profit entities, subject to approval. All leasing and financing options are handled through the local dealer and John Deere Financial. The lease/finance provider funds the contract sales invoice within 30 days.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Our John Deere dealers use approved applications in their business system to provide quotes to customers stating the approved contract discount rate. The quote contains terms and conditions for the quote and terms for payment when a PO is issued. For direct sales through our office similar documentation is used and is available in the document upload section.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	P-card payments are accepted with a 3% processing fee added to the contract quote. P-card usage is to be made known at time of quote request. Customer PO must cover the added fee.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Each model will have a discount associated to it which applies to all options of that model fully configured, base coded attachments will have a separate discount schedule. Third party attachments (AT and BYT kits) are not part of this RFP proposal and are available for separate purchase by our dealer. The model and discount schedule is attached. Full current price pages will be submitted upon successful award. Any price changes or model updates will be submitted through the PnP process.	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Quotes are provided to the customer with a discount off of current list price. Quotes are price protected for a period of 30 days as long as a PO is received within that 30 day period. See attached pricing & discount schedule as well as the example quote for our proposal on this RFP.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	We offer two different volume discounts between our construction equipment (CE) portfolio and our compact construction equipment (CCE) portfolio due to the difference in acquisition costs of the larger construction equipment verses the smaller compact construction equipment. CE: 5-7 machines = 1%, 8-14 machines = 2%, 15+ machines = 3% CCE: 8-14 machines = 1%, 15+ machines = 3%	*
60	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Sourced or open market items are not part of our RFP response but we do allow dealers to quote these as dealer provided items as a separate line item on the quote. Discounts will not be applied to these open market items. Quotes for these products are negotiated directly through the customer and our dealer network.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	The following will not be included: 1. Dealer provided goods and services: Non-factory goods and services (third party items) will be quoted by dealer at the customers request. 2. Set-up and installation fees: These charges will be quoted by the dealer and are not part of this RFP. 3. Pre-Delivery Inspection (PDI): A PDI is performed on all new machine purchases to ensure proper fluid levels, check system pressures, verify accurate system operation, and cleaning of the unit prior to delivery. The cost of the PDI is quoted by the dealer and will vary by machine model and complexity. Taxes: Local taxes, if applicable, will be assessed.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Freight, delivery and shipping are charged to the customer and added to the quote as separate line items.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Freight, delivery and shipping are charged to the customer and added to the quote as separate line items just as they are for all participating entities. Travel that occurs by ocean, barge or inland may affect the delivery time of the machine.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	If a customer has a unique request, we can review at that time, otherwise there are no unique methods offered in this RFP.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	Sourcewell has become our most valued contract to our dealer network for governmental business. We will continue to use our best available discount schedule to support this contract.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Our dealers are required to participate in a contract sales training class to ensure they are promoting the contract per the Terms and Conditions of our RFP response. Dealers are made aware of how to obtain the effective price date of the contract, so the customer is being quoted accurately. Whenever there is a price change approved by Sourcewell, we communicate that information via our dealer bulletin process and post on our dealer microsite. We also use an automated settlement process where a dealer utilizes a program ID code so that we can accurately capture the sales each quarter for our internal review and submit to Sourcewell for the payment of our admin fee. We will also be launching a new quoting process to simplify the quoting process for many of our dealers to ensure accurate pricing per the terms and conditions of our contract.	*
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Upon award of this contract, we track the sales performance of each dealer group across the US and Canada to achieve our market share goals for construction equipment and compact construction equipment in the governmental segments. This has worked well for this contract to date, and we will continue to use this market share metric to keep our dealers accountable for performance.	*
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	We have had great success growing and expanding the utilization of this contract for all our dealers in the US and Canada and will continue this growth by providing a 0.5% admin fee to Sourcewell on all contract items. Third party attachments or non-contract items (dealer provided items) are not subject to the admin fee. The total calculated admin fee is payable each calendar quarter to Sourcewell.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	We will be offering our complete line of construction equipment and compact construction equipment, as well as base coded attachments. Product families include Articulated Dump Trucks, Backhoes, Compact Track Loaders, Crawler Dozers, Crawler Loaders, Excavators, Compact Excavators, Tractor Loaders, Motor Graders, Skid Steer Loaders, Wheel Loaders and Compact Wheel Loaders. All services including product support, part support, and warranty work will be provided by our authorized dealers and not part of this contract.	*
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	N/A	*

Table 148: Depth and 8readth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Categor\ or T\pe	Offered	Comments
71	Wheeled, tracked, and backhoe loaders	(•) Yes ( ) No	
72	Motor Graders	(•) Yes ( ) No	
73	Wheeled and tracked excavators	(•) Yes ( ) No	
74	Bulldozers, compactors, scapers, articulated and rigid haulers	(•) Yes ( ) No	We do not offer rigid haulers. Compactors are offered on the separate Wirtgen contract.
75	Cranes	( ) Yes (•) No	
76	Accessories or attachments for the offering in #71-75 above	(•) Yes ( ) No	We will be offering base coded attachments at time of whole goods purchase or separately if needed. AT kits and BYT kits (third party attachments) are not part of this contract.
77	Technology or services for the offering in #71-75 above	(•) Yes ( ) No	-' /ink Telematics, Grade Control, and Slope Control are examples of these technology services that are available as options on certain products.

Table 14C: Required Offering of Equipment

Indicate below if the proposer's proposal includes at least one (1) of the following listed types or classes of equipment. Provide additional comments in the text box provided, as necessary.

Line Item	Categor\ or T\pe	Offered	Comments
78	Wheel loader with published net horsepower (HP) of at least 300 HP	(•) Yes ( ) No	We offer 4 wheel loaders that meet this spec requirement.
79	Wheeled or tracked excavator with a published net horsepower (HP) of at least 150 HP	(•) Yes ( ) No	We offer 10 excavators that meet this spec requirement.
80	Motor Grader with a published maximum operating weight of at least 30,000 lbs.	(•) Yes ( ) No	We offer 8 motor graders that meet this spec requirement.
81	Rough terrain, all terrain, crawler, floating, lattice, or telescopic crane with a published maximum lifting capacity of at least 300 tons and a published maximum boom length of at least 150 feet	( ) Yes (•) No	

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as "Marketing Plan."

- Pricing - RFP 011723 Model & Discount Schedule.pdf - Monday January 09, 2023 11:48:21
- Financial Strength and Stability - Deere-Co_Annual-Report-2021.pdf - Tuesday November 29, 2022 12:34:40
- Marketing Plan/Samples (optional)
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information - US CAN deere wty stmt.pdf - Tuesday December 06, 2022 10:27:02
- Standard Transaction Document Samples - Sample Sourcewell Quote.pdf - Monday January 09, 2023 11:22:37
- Upload Additional Document - Sustainability Report 2021.pdf - Tuesday November 29, 2022 13:01:16

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Mark Oliver, Manager, Contract Sales, John Deere Construction Retail Sales

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_5_Heavy_Construction_Equipment_RFP_011723 Tue January 10 2023 08:47 AM	☑	1
Addendum_4_Heavy_Construction_Equipment_RFP_011723 Fri January 6 2023 09:51 AM	☑	2
Addendum_3_Heavy_Construction_Equipment_RFP_011723 Thu December 29 2022 12:33 PM	☑	2
Addendum_2_Heavy_Construction_Equipment_RFP_011723 Wed December 21 2022 01:49 PM	☑	1
Addendum_1_Heavy_Construction_Equipment_RFP 011723 Thu December 15 2022 09:27 AM	☑	1

AT40G

FOR NEW EQUIPMENT SALES, CALL
800.958.2555
TO SPEAK WITH AN ALTEC REPRESENTATIVE
or visit us online at altec.com

Altec®
TELESCOPIC ARTICULATING
AERIAL DEVICE

AT40G

FEATURES

- Telescopic Articulating Aerial Device
- Compensated Articulating Arm
- Hydraulic Boom Extension
- Altec ISO-Grip® Control System
- Low Power Fiber Optic Control System
- Fully Metered 4-Function, Single-Handle Upper Control
- Platform Access from Ground
- Composite Platform Mounting Bracket
- Insulating, ANSI Category C
- Hydraulic Plaform Leveling System
- Emergency Lowering Valve at Platform
- Platform Leveling at Upper and Lower Controls
- 180° Platform Rotator
- Tool Circuit at Platform
- Open-Center Hydraulic System
- Easily Mounted on 19,500 lb (8,845 kg) GVWR Chassis
- Outrigger Boom Interlock System (with Outrigger Option)
- Outrigger Motion Alarm (with Outrigger Option)
- Back Up Alarm

OPTIONS

- ISO-Boom Offering ANSI Category C Isolation with Boom Retracted
- Outriggers, Vertical
- Hybrid Adaptation Available with Standard Electronic Systems
- Secondary Stowage
- Engine Start/Stop
- Platform Cover
- Tool Circuit at Tailshelf
- 24 x 24 x 42 in (610 x 610 x 1067 mm) Platform
- Altec Platform Load Monitoring

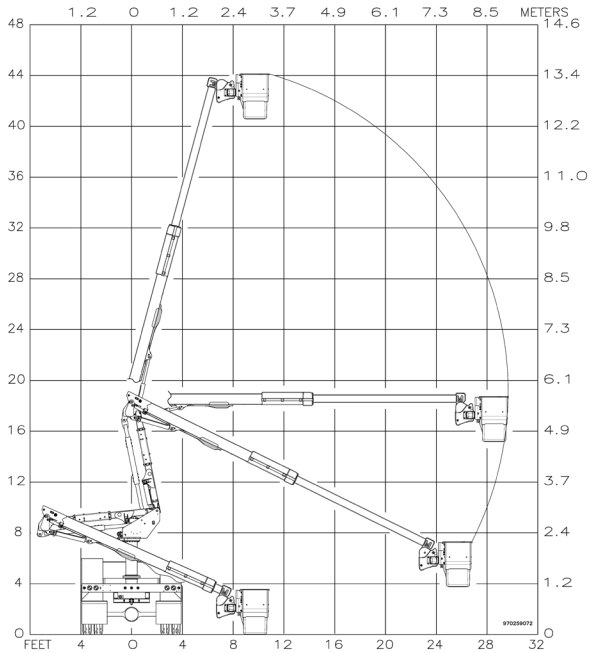
Recommended safety equipment, available through Altec Supply, include a platform liner, fall protection system, wheel chocks and outrigger pads (with outrigger option).

SPECIFICATIONS

Ground to Bottom of Platform* (at Reach from Centerline)	40.6 ft (12.4 m) 10.9 ft (3.3 m)
Working Height	45.6 ft (13.9 m)
Maximum Side Reach (at Platform Height)	29.7 ft (9.1 m) 15.2 ft (4.6 m)
Platform Capacity	400 lb (181.4 kg)
Platform Dimensions (End-Mount)	24 x 30 x 42 in (610 x 762 x 1,067 mm)
Articulating Arm Articulation	-5 to 79°
Upper Boom Articulation	-25 to 75°
Stowed Travel Height	10.3 ft (3.1 m)
Rotation	Continuous
Weight of Machine**	2,543 lb (1,153 kg)

*Based on a 40 in (1016 mm) chassis frame height.
** Weight does not include mounting frame or outriggers.

REACH DIAGRAM



INCREASED SIDE REACH
29.7 FT (9.1 M)

INCREASED WORKING HEIGHT
45.6 FT (13.9 M)

ISO-BOOM OPTION
FOR ADDED DIELECTRIC INTEGRITY

FIBER OPTIC CONTROLS
WITH FEWER HOSES AND VALVES

For more complete information on Altec products and services, visit us on the web at www.altec.com. Material and specifications are subject to change without notice. Featured units in photos may include optional features. Please contact an Altec representative for all available options. Altec® and the Altec logo are registered trademarks of Altec Inc. in the United States and various other countries and may not be used without permission.
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December 28, 2023
Our 94th Year

Ship To:
CITY OF SOUTH LAKE TAHOE
1700 D ST
SOUTH LAKE TAHOE, CA 96150
US

Attn: PHIL HARWOOD
Phone: 530-5426086
Email: pharwood@cityofslt.us

Bill To:
CITY OF SOUTH LAKE TAHOE
1052 TATA LN
SOUTH LAKE TAHOE, CA 96150
United States

Altec Quotation Number: 1529384 - 1
Account Manager: Rhawnie Kraak
Technical Sales Rep: Nadine H Stacey

Item	Description	Qty	Price
	Unit		
1.	AT40G Unit Model	1	
2.	ALTEC Model AT40-G telescopic articulating Aerial device with ISO-Boom. **A.** ISO Boom: the inner telescopic fiberglass boom maintains full dielectric integrity even with the fiberglass inner boom fully retracted. **B.** Hydraulic platform leveling system. **C.** Hydraulic tool circuit at the platform. **D.** Emergency lowering valve at the platform. **E.** Single handle control at the platform with a safety interlock system. **F.** Two (2) operators and maintenance/parts manuals. **G.** Working height: 45.6 feet **H.** Side reach: 29.7 feet **I.** Low-power fiber-optic control system (FOC-L). **J.** Continuous rotation	1	
3.	Poly Hydraulic Reservoir, Pedestal Mounted, 7 Gallon (Includes Sight Gauge)	1	
4.	Post style pedestal mounting	1	
5.	Single One-Man End-Mounted Platform With 180 Degree Rotator, 24 X 30 X 42. Platform is rated at 400 pounds. Control panel on platform dashboard provides controls for auxiliary functions. Includes emergency stop (push-pull) switch and rocker switches, which operate platform leveling, platform rotation, tools, and battery selector (for fiber-optic controls system). Composite fiberglass platform mounting bracket. (AT40G)	1	
6.	Platform Leveling At Lower Controls. AT40-G	1	
7.	Two (2) Platform Steps	1	
8.	Soft nylon reinforced vinyl platform cover for a 24 x 30 inch platform	1	
9.	Platform liner for a 24 x 30 x 42 inch platform	1	

Item	Description	Qty	Price
10.	4-Function Single Handle Fiber-Optic Controller.	1	
11.	Manual lowering valve located at the boomtip. For use in emergency situations to allow the operator to lower the boom to the ground	1	
12.	Engine Start/Stop at the upper controls actuated through the Fiber-Optic controls system with Secondary Stowage System (AT40G)	1	
13.	Powder coat unit Altec White.	1	
	Unit & Hydraulic Acc.		
14.	Hydraulic Oil, HVI-22 (Standard)	9	
15.	Standard Pump for PTO	1	
16.	Hot Shift PTO (for Automatic Transmission)	1	
17.	Standard Altec PTO/Transmission Functionality for Non-Allison Automatic Transmissions: -PTO will engage when transmission is in park and the Parking Brake is engaged. -If transmission is in gear, and PTO switch is activated, PTO will not engage. Transmission will remain in gear. -Once the transmission is shifted back into gear the PTO will disengage. For some truck configurations the PTO switch must be turned off to allow the transmission to shift into gear.	1	
18.	Standard Parking Brake Machine Interlock: Parking (holding) brake must be set before machine is operable.	1	
19.	Scuff Pad With Step, 24" x 30"	1	
	Body		
20.	108 Inch Universal Small Aerial Body for a 60 Inch CA Chassis with 38 Inch Long Side Access Tailshelf to Meet the Following Specifications: **A.** Basic body fabricated from A40 grade 100% zinc alloy coated steel **B.** All doors are full, double paneled, self-sealed with built-in drainage. **C.** Stainless steel hinge rods extend full length of door. **D.** Door hinges are zinc alloy material attached with rivets **E.** All doors contain stainless steel, flush mounted, paddle activated rotary style latches with two-stage locking, including keyed locks and adjustable strikers. **F.** Heavy-gauge welded steel frame construction with smooth galvaneal floor. **G.** Possible contact edges are folded for safety. **H.** Door header drip rail at top for maximum weather protection. **I.** Neoprene or rolled fenders on wheel fender panels. **J.** Steel treated for improved primer bond and rust resistance. **K.** Automotive underseal applied to body. **L.** Automotive type non-porous door seals fastened to the door facing. **M.** 108 Inch Body Length **N.** 40 Inch Body Height (Standard) **O.** 94 Inch Body Width (Standard)	1	

Item	Description	Qty	Price
P.	20 Inch Body Compartment Depth (Standard)		
Q.	8 Inch Body crossmembers (Standard)		
R.	No Treadplate On Compartment Tops		
S.	6 Inch tall wooden tailboard installed at the rear of body cargo area		
T.	Stainless Steel Rotary Paddle Latch With Lock (Standard)		
U.	Master Body Locking System (Standard)		
V.	One (1) wheel chock holder installed in fender panel on each side of body.		
W.	Gas Shock Type Rigid Door Holders For Vertical Doors (Standard)		
X.	Chains On Horizontal Doors		
Y.	Hotstick shelf extending full length of body on Curbside.		
Z.	Drop-Down Hot Stick Door For One (1) Shelf (Right Side)		
AA.	Two (2) Hot Stick Brackets		
AB.	1st Vertical Streetside (LH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers		
AC.	1st Horizontal Streetside (LH) - One (1) Fixed Shelf With Removable Dividers On 8 Inch Centers		
AD.	Rear Vertical Streetside (LH) - Six (6) Adjustable Locking Swivel Hooks		
AE.	1st Vertical Curbside (RH) - Seven (7) Adjustable Locking Swivel Hooks, Louvered Panel Installed in Cargo Wall		
AF.	1st Horizontal Curbside (RH) - Vacant		
AG.	Rear Vertical Curbside (RH) - Two (2) Adjustable Shelves With Removable Dividers On 4 Inch Centers		
AH.	One (1) Small Bolt-On Grab Handle Installed At Rear Of Curbside Compartments		
AI.	38 Inch Tailshelf with Integrated Side Access Steps and Smooth Galvaneal Floor Installed at Rear of Body. Includes One (1) U-Shaped Grab Handle.		
	Body and Chassis Accessories		
21.	Set of Safety Chain Eye Bolts	1	
22.	Combination 2 Ball (10,000 LB MGTW) and Pintle Hitch (16,000 LB MGTW)	1	
23.	ICC (Underride Protection) Bumper Installed at Rear with Steps on Curbside and Streetside	1	
24.	Rear Torsion Bar	1	
25.	Install Counterweight as Needed	1	
26.	Boom Rest for Telescopic Unit, Cargo Area Mounted	1	
27.	Steel Boom Saddle Support, Wide	1	
28.	Polyethylene Boom Saddle Support, Wide	1	
29.	Cover Plate For Cargo Area Boom Rest	1	
30.	Platform Rest, Rigid with Rubber Tube	1	
31.	Platform to be Side Stowed	1	
32.	Wheel Chocks Rubber with Metal Hairpin Handle 9.75 L x 7.75 W x 5 H (Pair) (Altec Preferred)	1	
33.	Mud Flaps with Altec Logo (Pair)	1	

Item	Description	Qty	Price
34.	5 LB Fire Extinguisher with Light Duty Bracket, Installed Per DEPS 042 (In Cab Or Inside Compartment Only) (Amerex #B402T)	1	
	Altec Preferred location.		
35.	Triangular Reflector Kit (Contains 3 Reflectors), Shipped Per DEPS 042	1	
36.	Slope Indicator Assembly for Machine without Outriggers	1	
37.	Rock Guards, Lexan	1	
38.	Vinyl Manual Pouch for Storage of All Operator and Parts Manuals	1	
	Electrical Accessories		
39.	Lights And Reflectors In Accordance With FMVSS 108 (Complete LED)	1	
40.	Strobe Beacon Amber LED with Brush Guard (Standard) (Tecniq #K10-AAAD-1) Class II (Permit May Be Required) (Altec/Stock Preferred)	1	
	Post Mounted SS Front Compartment Top.		
41.	Strobe Lights Wired Battery Hot	1	
42.	Single Tone Backup Alarm, Installed between the chassis frame rails at the rear of the chassis. To work in conjunction with chassis reverse drive system.	1	
43.	Trailer Receptacle, 6-Way (Pin Type) Installed At Rear	1	
	Installed at rear.		
44.	Altec Standard Trailer Plug Wiring	1	
45.	Upfitter Switches, Ford (Supplied With Chassis)	1	
46.	Power Distribution Module (PDM-6) is a compact self-contained electronic system that provides a standardized interface with the chassis electrical system. (Includes Operator's Manual)	1	
47.	Install Engine Start/Stop System with Switch at Unit Controls	1	
48.	Install Secondary Stowage System in Final Assembly	1	
49.	PTO Indicator Light (LED) Installed in Cab	1	
	Finishing Details		
50.	Front and Rear Frame Mounted and Under Body Mounted Components (With the Exception of Rust Resistant Components) Will Be Painted Black DEPS 005 DEPS 095 (Includes Non OEM Front Bumpers and Cabguards)	1	
51.	Powder Coat Unit Altec White	1	
52.	Finish Paint Body Accessories Above Body Floor Altec White	1	

Item	Description	Qty	Price
53.	Apply Non-Skid Coating (Black) to All Walking Surfaces DEPS 057	1	
54.	Placard, Engine Block Heater	1	
55.	Safety and Instructional Decals English	1	
56.	Vehicle Height Placard Installed In Cab DEPS 002	1	
57.	HVI-22 Hydraulic Oil Placard	1	
58.	Dielectric Test Unit According to ANSI Requirements	1	
59.	Stability Test Unit According to ANSI Requirements	1	
60.	Focus Factory Build	1	
61.	Delivery Of Completed Unit	1	
62.	Inbound Freight	1	
63.	As Built Electrical and Hydraulic Schematics to be Included In the Manual Pouch (Deps 024)	1	
64.	Completed Test Forms To Be Included In The Manual Pouch: -Stability Test Form -Dielectric Test Form (For Insulated Units)	1	
65.	AT40G FA Installation	1	
	Chassis		
66.	Altec Supplied Chassis	1	
67.	Chassis	1	
68.	2025 Model Year	1	
69.	Ford F550	1	
70.	Dual Rear Wheel	1	
71.	4x4	1	
72.	Chassis Cab	1	
73.	Regular Cab	1	
74.	Collision Mitigation System	1	
75.	Lane Departure Warning System	1	
76.	AM/FM Radio	1	
77.	Bluetooth	1	

Item	Description	Qty	Price
78.	Ford SYNC	1	
79.	Block Heater	1	
80.	Snow Plow Package	1	
81.	Side Mirrors, Power Adjusting, Manual Folding, Manual Telescoping with Heated Glass	1	
82.	Air Conditioning	1	
83.	Keyless Entry	1	
84.	Power Door Locks	1	
85.	Power Windows	1	
86.	Tilt Steering Wheel	1	
87.	60 Clear CA (Round To Next Whole Number)	1	
88.	Chassis Wheelbase Length - 145	1	
89.	GVWR 18,000 LBS	1	
90.	7,000 LBS Front GAWR	1	
91.	13,660 LBS Rear GAWR	1	
92.	Spring Suspension	1	
93.	Ford Gas 7.3L	1	
94.	Gas	1	
95.	Ford Torqshift 10-Speed Automatic Transmission (w/PTO Provision)	1	
96.	Ford 40 Gallon Fuel Tank (Rear)	1	
97.	Ford E/F250-550 Single Horizontal Right Side Exhaust	1	
98.	EPA Emissions	1	
99.	No Idle Engine Shut-Down Required	1	
100.	225/70R19.5 Front Tire	1	
101.	225/70R19.5 Rear Tire	1	
102.	Hydraulic Brakes	1	
103.	Electronic Park Brake In Rear Wheels	1	
104.	Dual Alternator (250 amp Minimum)	1	
105.	63C - Aft Axle Frame Extension	1	
106.	942 - Daytime Running Lamps (Non-Controllable)	1	

Item	Description	Qty	Price
107.	Cloth Split Bench Seat 40/20/40	1	

Additional Pricing

108.	Standard Altec Warranty: One (1) year parts warranty, one (1) year labor warranty, ninety (90) days warranty for travel charges, limited lifetime structural warranty	1	
109.	Administration Fees	1	

Altec Industries, Inc.

BY _____

Nadine H Stacey

Notes:

1 Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date.

For a quoted chassis model year beyond the current open order bank, chassis model year, specifications and price should be considered estimates only and subject to change. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM.

2 Estimated Delivery: 19-22 months after receipt of order PROVIDING:
A. Customer supplied chassis (if applicable) is received a minimum of sixty (60) days before scheduled delivery.
B. Customer approval drawings are returned by requested date.
C. Customer supplied accessories are received by date necessary for compliance with scheduled delivery.
D. Customer expectations are accurately captured prior to major components being ordered (body, chassis) and line set date. Unexpected additions or changes made after this time or at a customer inspection will delay the delivery of the vehicle.

Estimated Delivery is based on information at time of quote and is subject to change.

Altec reserves the right to change suppliers in order to meet customer delivery requirements, unless specifically identified, by the customer, during the quote and or ordering process.

3 This quotation is valid until FEB 11, 2024. After this date, please contact Altec Industries, Inc. for a possible extension.

4 F.O.B. - Customer Site

5 Interest charge of 1/2% per month to be added for late payment.

6 FINANCING AVAILABLE: Please contact Altec Capital at (888) 408-8148 or email finance@altec.com for more information.

7 Price does not reflect any local, state or Federal Excise Taxes (F.E.T). The quote also does not reflect any local title or licensing fees. All appropriate taxes will be added to the final price in accordance with regulations in effect at time of invoicing.

8 Changes made to this order may affect whether or not this vehicle is subject to F.E.T. A review will be made at the time of invoicing and any applicable F.E.T. will be added to the invoice amount.

9 Any payment made by a credit card may be subject to a surcharge fee.

10 Altec Standard Warranty:

One (1) year parts warranty.

One (1) year labor warranty.

Ninety (90) days warranty for travel charges.

Warranty on structural integrity of the following major components is to be warranted for so long as the initial purchaser owns the product: Booms, boom articulation links, hydraulic cylinder structures, outrigger weldments, pedestals, subbases and turntables.

Altec is to supply a self-directed, computer based training (CBT) program. This program will provide basic instruction in the safe operation of this aerial device. This program will also include and explain ANSI and OSHA requirements related to the proper use and operation of this unit.

Altec offers its standard limited warranty with the Altec supplied components which make up the Altec Unit and its installation, but expressly disclaims any and all warranties, liabilities, and responsibilities, including any implied warranties of fitness for a particular purpose and merchantability, for any customer supplied parts

Altec designs and manufactures to applicable Federal Motor Vehicle Safety and DOT standards

11 Altec Extended Warranty Option:

An Altec Extended Warranty is an extension of Altec's Limited Warranty and protects you from the repair cost associated with defects of materials and workmanship after the standard Limited Warranty expires.

Altec offers many types of coverages and coverage packages. Ask your Altec account manager for details. Quotes are available upon request.

12 After the initial warranty period, Altec Industries, Inc. offers mobile service units, in-shop service and same day parts shipments on most parts from service locations nationwide at an additional competitive labor and parts rate. Call 877-GO-ALTEC for all of your Parts and Service needs.

13 Trade-in offer is conditional upon equipment being maintained to DOT (Department of Transportation) operating and safety standards and remaining in compliance of DOT until arrival at an Altec Facility. This will include, but is not limited to engine, tires, lights, brakes, glass, etc. All equipment, i.e., jibs, winches,

pintle hooks, trailer connectors, etc., are to remain with unit unless otherwise agreed upon in writing by both parties. ALTEC Industries reserves the right to re-negotiate its trade-in offer if these conditions are not met.

All reasonable and necessary expenses required of ALTEC Industries to execute transportation of the trade-in will be invoiced to the customer for payment if these conditions are not met to maintain DOT standards.

Customer may exercise the option to rescind this agreement in writing within sixty (60) days after receipt of purchase order. After that time ALTEC Industries will expect receipt of trade-in vehicle upon delivery of new equipment as part of the terms of the purchase order unless other arrangements have been made.

14 The final fully loaded weight of the truck and structural ratings of the hitch assembly may reduce the towing capacity and the vertical load capacity of the finished truck. These capacities may not match the ratings of the chassis or hitch.

15 Altec takes pride in offering solutions that provide a safer work environment for our customers. In an effort to focus on safety, we would encourage you to consider the following items:

Outrigger pads (When Applicable)
Fall Protection System
Fire extinguisher/DOT kit
Platform Liner (When Applicable)
Altec Sentry Training
Wheel Chocks

The aforementioned equipment can be offered in our new equipment quotations. If you find that any of these items have not been listed as priced options with an item number in the body of your quotation and are required by your company, we would encourage you to contact your Altec Account Manager and have an updated quote version sent to you. These options must be listed with an item number in the quotation for them to be supplied by Altec.

16 Altec values your data privacy. The Altec Family of Companies (including Altec, Inc., and it's subsidiaries) may collect telematics data from the equipment you own. Please review Altec's Equipment Data Privacy Notice on www.altec.com for more information. By purchasing equipment from Altec, you consent to Altec's right to collect and use such data.

17 RECOMMENDED OPTIONS AND ACCESSORIES: These options are not included in the quote total price. Selected options will change the quote total. Any options added after initial order will be re-quoted.

Altec Industries, Inc.

Quote Number: 1529384
Opportunity Number: 23086010
Sourcewell Contract #: 110421-ALT
Date: 12/28/2023

Quoted for: City of South Lake Tahoe CA
Customer Contact: Phil Harwood
Phone: / **Email: 530-542-6086 /** pharwood@cityofslt.us

Quoted by: Nadine Stacey
Phone: / **Email:** 270-319-0505 / nadine.stacey@altec.com
Altec Account Manager: Rhawnie Kraak

REFERENCE ALTEC MODEL		Sourcewell Price
AT37G	**Articulating Telescopic Aerial Device (Insulated)**	**$161,317**

(A.) SOURCEWELL OPTIONS ON CONTRACT (Unit)

1	AT37G-GAS	Gas Engine	-$8,341
2	AT37G-US40	40' Boom Height (AT40-G) MUST quote ISO option	$3,264
3	AT37G-AWD	All Wheel Drive	$6,739
4	AT37G-ISO	ISO boom - MUST QUOTE for 40' boom height (n/a on base model)	$5,746

(A1.) SOURCEWELL OPTIONS ON CONTRACT (General)

1	LIC	CA Fee To Process Exempt License Plate Request	$139
		SOURCEWELL OPTIONS TOTAL:	$168,864

(B.) **OPEN MARKET ITEMS** *(Customer Requested)*

1	UNIT		$0
2	UNIT & HYDRAULIC ACC		$0
3	BODY	Altec Stock 108 inch. Body, 60 inch CA with 38inch side access tailshelf.	$3,131
4	BODY & CHASSIS ACC		$0
5	ELECTRICAL		$0
6	FINISHING		$0
7	CHASSIS	20025 Ford F550 4x4	$4,764
8	OTHER	Altec Model Year Price Adjustment	-$17,618
		OPEN MARKET OPTIONS TOTAL:	-$9,723

SUB-TOTAL FOR UNIT/BODY/CHASSIS	**$ 159,141.00**
ESTIMATED SALES TAX (8.75%)	**$ 13,924.84**
DELIVERY TO CUSTOMER	**$ 5,938.00**
TIRE TAX	**$ 10.50**
TOTAL FOR UNIT/BODY/CHASSIS	**$ 179,014.34**

(C.) **ADDITIONAL ITEMS** (items are not included in total above)

1			
2			
3			
4			

Pricing valid for 45 days

NOTES

PRICING: Altec will make every effort to honor this quotation, subject to the following provisions. Prices for equipment with production start dates 12 months and beyond are budgetary only due to irregular cost inflation and market volatility. These prices will be reviewed based on market conditions and confirmed closer to the production date. Quotes and orders with chassis model year beyond the current open order bank, should be considered estimates only. Altec's turn-key pricing is subject to change in accordance with chassis pricing received from the OEM. Chassis model year, specifications and price will be reviewed and confirmed when specific model year information becomes available from the OEM and that chassis price difference will be passed through to the customer.

PAINT COLOR: White to match chassis, unless otherwise specified
WARRANTY: Standard Altec Warranty for Aerials and Derricks - One (1) year parts warranty One (1) year labor warranty Ninety (90)
TO ORDER: To order, please contact the Altec Account Manager listed above.
CHASSIS: Per Altec Commercial Standard
DELIVERY: No later than **Based on stock availability** months ARO, FOB Customer Location
TERMS: Net 30 days
BEST VALUE: Altec boasts the following "Best Value" features: Altec ISO Grip Controls for Extra Protection, Only Lifetime Warranty on Structural Components in Industry, Largest Service Network in Industry (Domestic and Overseas), Altec SENTRY Web/CD Based Training, Dedicated/Direct Gov't Sales Manager, In-Service Training with Every Order.
TRADE-IN: Please ask your Altec Account Manager for more information
BUILD LOCATION: Elizabethtown, KY

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

Sourcewell

Solicitation Number: RFP #110421

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Altec Industries, Inc., 210 Inverness Center Drive, Birmingham, AL 35242 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Public Utility Equipment with Related Accessories and Supplies from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires December 27, 2025, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.

C. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

Except as expressly agreed in the participating addendum or transaction document with the participating entity, all Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all new Equipment, Products, and Services furnished (which does not include equipment or products that are solely financed) are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and
- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Change Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum; the terms of which will be negotiated directly between the Participating Entity and the Supplier. Any negotiated additional terms and conditions for the direct purchase of new equipment or products must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;
- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Agreement are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party.For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any negligent act or omission or willful misconduct in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, stored, used, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:

    a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use thetrademark(s) provided to Supplier by Sourcewell in advertising and

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.

b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.

2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. As applicable, Supplier agrees to indemnify and hold harmless Sourcewell and its Participating Entities against any and all suits, claims, judgments, and costs instituted or recovered against Sourcewell or Participating Entities by any person on account of the use of any Equipment or Products by Sourcewell or its Participating Entities supplied by Supplier in violation of applicable patent or copyright laws.

5. Termination. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for Products-Completed operations
$2,000,000 general aggregate

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.

Minimum Limits:
$1,000,000 each accident, combined single limit

4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

"work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

DocuSign Envelope ID: 8D47303F-D51E-455F-8B26-BAAF6448C9A3

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all references to "federal" should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier's Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of "federally assisted construction contract" in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, "Equal Employment Opportunity" (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, "Amending Executive Order 11246 Relating to Equal Employment Opportunity," and implementing regulations at 41 C.F.R. § 60, "Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor." The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, "Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction"). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland "Anti-Kickback" Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, "Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States"). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

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C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of “funding agreement” under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that “funding agreement,” the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, “Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements,” and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), “Debarment and Suspension.” SAM Exclusions contains the names

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of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation

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and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier not use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by an Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

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T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell

DocuSigned by:
Jeremy Schwartz
C0FD2A139D06489...

By: _____
Jeremy Schwartz
Title: Chief Procurement Officer
1/12/2022 | 12:44 PM CST
Date: _____

Altec Industries, Inc.

DocuSigned by:
Riley Browne
DDB79E9FF5034DA...

By: _____
Riley Browne
Title: Contract Specialist
1/12/2022 | 1:03 PM CST
Date: _____

Approved:

DocuSigned by:
Chad Coauette
7E42B8F817A64CC...

By: _____
Chad Coauette
Title: Executive Director/CEO
1/12/2022 | 1:06 PM CST
Date: _____

RFP 110421 - Public Utility Equipment with Related Accessories and Supplies

Vendor Details

Company Name:	Altec Industries, Inc.
Does your company conduct business under any other name? If yes, please state:	Global Rental Co Inc, JJ Kane Auctioneers, Altec Capital, Altec Supply, Altec Sentry, Altec Service
Address:	33 Inverness Center Pkw Birmingham, AL 35242
Contact:	Riley Browne
Email:	riley.browne@altec.com
Phone:	205-408-2341
HST#:	

Submission Details

Created On:	Thursday September 16, 2021 15:53:03
Submitted On:	Thursday November 04, 2021 12:46:34
Submitted By:	Riley Browne
Email:	riley.browne@altec.com
Transaction #:	d9f5703c-9b11-4637-9a77-a68682d8b3ec
Submitter's IP Address:	209.149.164.250

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond "N/A" if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Altec Industries, Inc.	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Altec Capital Services Altec Service JJ Kane Auctioneers Altec NUECO Altec Supply Altec Sentry	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Altec Industries, Inc. Altec Capital Services Altec Service JJ Kane Auctioneers Altec NUECO Altec Supply Altec Sentry	*
4	Proposer Physical Address:	Altec Industries, Inc 210 Inverness Center Drive Birmingham, AL 35242	*
5	Proposer website address (or addresses):	www.altec.com https://www.jjkane.com/ https://www.altec.com/altec-capital/ https://www.altec.com/service/ https://connect.altec.com/store http://www.altec.com/altec-nueco https://www.altec.com/safety/ https://www.altec.com/altec-parts/	*
6	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the "Proposer's Assurance of Compliance" on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Riley Browne Contract Specialist riley.browne@altec.com 205-408-2341	*
7	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Riley Browne Contract Specialist riley.browne@altec.com 205-408-2341	*
8	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Breanna Kinman Contract Specialist breanna.kinman@altec.com 816-236-1296	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	

9	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Altec is a leading provider of products and services to the public utility, electric utility, telecommunications, tree care, lights and signs, and contractor markets. Altec Inc. is the holding company for Altec Industries, Inc. which holds Global Rental, Altec NUECO, JJ Kane Auctioneers, Altec Worldwide, Altec Capital, Altec Supply, Altec Ventures, LLC, Altec Spray Equipment, and Altec Air. We deliver products and services in more than 100 countries throughout the world. Since 1929, Altec has been a company committed to excellence in the Public Utility Equipment industry. Our products are the industry leaders and consistently raise the bar through innovative product design, integrated safety features, and continued dedication to total customer satisfaction. Altec continues to pursue a singular business philosophy: To be recognized by customers as the preferred supplier of products, services and solutions in all markets we serve. Our values sustain that vision, our goals build upon it and our associates help us to achieve it. Altec's values are the cornerstone of our corporate culture and every associate is considered an integral part of Team Altec. The history, tradition and culture of Altec are founded on our core values (listed in alphabetical order): • Customer first • Enjoyment of work • Family • Financial stability • Integrity • People are our greatest strength • Quality • Spiritual development • Teamwork	*
10	What are your company's expectations in the event of an award?	We hope to further strengthen our relationships with Sourcewell and government agencies through cooperative purchasing. We want to achieve continued growth within our government business sectors and be recognized as the preferred supplier of hydraulic equipment solutions for Sourcewell and its members.	*
11	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Altec Industries, Inc is a financially sound and conservatively managed company and has been in business for 93 years under the same family ownership. Because we are privately held we do not disclose detailed financial data, however please reference attached files "Financial Strength - Financial Statement Letter", "Financial Strength - Bank Statement Letter", and "Financial Strength - Dun and Bradstreet Screenshot" for more information regarding our financial strength and stability.	*
12	What is your US market share for the solutions that you are proposing?	We maintain a market share of approximately 70% for our core products. Non-core products are approximately 30%.	*
13	What is your Canadian market share for the solutions that you are proposing?	Canada market share is approximately 20%.	*
14	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, we have never petitioned for bankruptcy protection.	*
15	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Altec is a manufacturer with direct sales force. Our sales force consists of 100% direct employees of Altec. Our sales force covers all 50 States, Canada, and over 100 countries throughout the world. Our service force is also 100% direct employees of Altec (both mobile service and service center employees). We are a direct sale / service / manufacturing company and do not maintain a dealer network. Please see attached documents "Company Information - Altec Production Facilities" and "Company Information - Altec Service Centers and Mobile Service Locations"	*

16	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Altec Industries holds all credible licenses and certifications necessary for providing goods and services referenced in this RFP (related to OSHA/ANSI/ASME standards for manufacturing). We are ISO 9001:2015 certified for technical sales, application engineering, procurement, materials, final assembly, product creation, manufacturing, quality, and general processes related to production of electronic components, fiberglass structures and the final assembly of utility equipment at 2106 Riverside Rd, Saint Joseph, MO and the production of aerial devices and digger derricks at 5001 E. 36 Hwy, Saint Joseph, MO. • Technical sales, application engineering, materials, final assembly, manufacturing, product creation, and quality processes related to the production of specialty utility equipment at 3907 S. 48th Terr, Saint Joseph, MO. • Manufacturing and quality processes related to the production of fiberglass structures and electronic components at 1009 Vernon Rd, Wathena, KS. • Materials and quality processes at 5703 Mitchell Ave, Saint Joseph, MO. • Product creation and quality processes related to design validation activities at 4906 E. 36 Hwy, Saint Joseph, MO. • Please see attached "Company Information - ISO Quality Certification" for more information Employees of our plants hold welding certifications, Fluid Power Society certifications and various engineering certifications, including Professional Engineering licenses Account Managers who specialize in our Crane product lines are required to become Certified Operators every 5-years, through our Sentry Operator Certification training program. ALTEC Industries, Inc. is capable of providing certification for equipment operators through our Sentry training program. Motor Vehicle Dealer Licenses in each state where applicable All of our facilities employ the Atec Production System which features the Kanban system of lean manufacturing. Authorized Representative Riley Browne and Government Sales Manager Elana Martinez hold Certified Schedules Contracts Manager (CSCM) certifications	*
17	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	Altec has never been suspended or disbarred.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
18	Describe any relevant industry awards or recognition that your company has received in the past five years	• Selected to Forbes list of America's Best Midsize Employers 2019 • Altec won Exelon’s 2017 Innovation Award based on the application and acceptance of our JEMS product at all 4 Excelon companies. • 2017-2021 Altec has been recognized as a top supplier for Avista, a US-based energy company serving eastern Washington, northern Idaho and parts of southern and eastern Oregon. Each year, Avista uses a scorecard to rigorously rate suppliers’ customer service and value provided to the company. • Altec was named one of the “Best Places to Work” for 2017 by the Birmingham Business Journal. • Altec Mt. Airy Associates won the Chairman’s Award from the United Fund of Surry for 2017	*
19	What percentage of your sales are to the governmental sector in the past three years	Less than 10% of our sales are to the government.	*
20	What percentage of your sales are to the education sector in the past three years	Less than 1% of our sales are to the education sector.	*
21	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Texas Multiple Award Schedule (TXMAS): Over $1MM Commonwealth of Pennsylvania (Co-Stars): Over $1MM Michigan MI Deal: Over $1MM Washington State Purchasing Cooperative: Over $500k State of Ohio: Over $500k	*
22	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	GSA Contract GS-30F-026GA, over $5MM annually. We also hold two DLA contracts with similar combined volume	*

Table 4: References/Testimonials

Line Item 23. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Los Angeles Department of Water and Power (Member # 40257)	Joseph Ortiz	213-840-8489	*
City of Lakeland (Member # 4862)	Dwayne Goostree	863-581-3443	*
City of Seattle (Member # 25215)	Guy Noren	206-684-0141	*
Lewis County PUD (Member # 76495)	Bryan Watt	360-748-9261	

Table 5: Top Five Government or Education Customers

Line Item 24. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
Federal Government Agency	Government	Georgia - GA	Located throughout US and world, purchases Aerial Devices, Digger Derricks	Transaction sizes range from 1 truck to multiple trucks per PO	Over $2M	*
Federal Government Agency	Government	California - CA	Located throughout US and world, purchases Aerial Devices, Digger Derricks, Cranes, Cable Pullers	Transaction sizes range from 1 truck to multiple trucks per PO	Over $2M	*
Federal Government Agency	Government	District of Columbia - DC	Located throughout US and world, purchases Aerial Devices, Digger Derricks, Cranes	Transaction sizes range from 1 truck to multiple trucks per PO	Over $2M	*
Federal Government Agency	Government	District of Columbia - DC	Located throughout US and world, purchases Aerial Devices	Transaction sizes range from 1 truck to multiple trucks per PO	Over $2M	*
Local Government Entity	Government	California - CA	Purchases Aerial Devices and Service Bodies	Transaction sizes generally are greater than 5 per PO	Over $2M	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
25	Sales force.	Altec employs a direct sales force of over 100 Account Managers who are dedicated to government and commercial sales and support within their respective territories. Their territories are established based on concentration of customers, and they live in their territories. Our Account Managers spend 100% of their time; communicating, consulting and managing customer's needs. The products represented in this RFP are core to our customers and industry, thus allowing our Account Managers to provide expert knowledge to Sourcewell members of their benefits and usage. Altec's Sourcewell contract is our preferred method by which to serve our government customers. There is no overlap in our sales and service functions	*
26	Dealer network or other distribution methods.	Altec is a factory direct sales / service company, we do not use dealer or distribution networks.	*
27	Service force.	All employees in our Service Force are employed by Altec Industries. Altec has 44 Service Centers located throughout the United States and Canada. These facilities are equipped with the tools, equipment, and certified hydraulic technicians needed to get your Altec unit up and running as soon as possible. The Altec Service Group employs over 150 Mobile Service Technicians nationwide that are available to be deployed to your location. Mobile service technicians are equipped with the trucks and tools needed to get your equipment serviced and back on the road as soon as possible. They provide on-site warranty, service and preventative maintenance solutions for our customers Additionally, Altec Mobile Service has 24 hour emergency assistance, as well as emergency storm coverage. There is no overlap in our sales and service functions. Please see attached map "Company Information - Altec Service Centers and Mobile Service Locations" that illustrate our service force coverage, and locations for our service centers.	*
28	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Altec handles all quotes and orders directly. A quote will be created based on customer needs and requirements, and an order can be sent to Altec Account Manager from customer in response to the quote. All purchase orders are processed by Altec, as we are a factory direct company. We prefer a process whereas Sourcewell members issue purchase orders directly to us. Our Sourcewell quotes / orders are flagged in our system upon creation, and a report is run each quarter to report this sales data to Sourcewell. This process is the responsibility of a team at our corporate office with visibility of our word wide operations. Customers are also currently able to request quotes via our website, www.altec.com. Altec offers parts and accessory sales via our AltecConnect online portal, https://www.altec.com/altec-connect which serves as a as a "one stop online shop" for ordering tools, supplies, accessories, replacement parts and for managing your fleet information.	*

29	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	When you purchase from Altec, you invest in a relationship that spans the life of the equipment. Altec Service Group backs up this promise with the most complete and comprehensive service and support organization in the industry. We also offer the most complete line of parts for equipment repair and maintenance, along with a technical support and training organization to train, educate, and problem solve. As the only authorized dealer of genuine Altec replacement parts, you can be assured that you will receive parts that meet the required Altec Quality and Engineering standards. Our dedicated line for parts / service / sales needs is 877-GO-ALTEC, it is available 24 hours a day. Our objective is to answer all parts calls in under 10 seconds. We have 35 parts experts with more than 300 years of combined experience taking parts calls. We hold 29,000 active items on hand, and 92.5% of product lines ship within 24 hours. Customers will never be sent to voicemail when calling 877-GO ALTEC for parts support. Additionally, a customer's Account Mangers will be available via their cell phones and email whenever needed, and during periods of natural disaster Altec will move resources into areas affected to provide parts and service work faster. We also offer Altec Connect, a more customer-focused experience that will allow our customers to view and search fleet information, order replacement parts and view APNs and service requests. In conjunction with the new Supply Store, Altec is dedicated to serving as a “one stop online shop” for ordering tools, supplies, accessories, replacement parts and for managing your fleet information. https://www.altec.com/altec-connect	*
30	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	Altec proposes to service the entire United States and Canada (with capabilities to service Internationally).	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Altec proposes to service the entire United States and Canada (with capabilities to service Internationally).	*
32	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	Altec proposes to service the entire United States and Canada (with capabilities to service Internationally).	*
33	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Altec proposes to service all Sourcewell members	*
34	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Altec will not have contract requirements or restrictions on Sourcewell members located in Hawaii, Alaska, or US Territories. The only difference in quoting will be shipping cost when a machine needs to travel via Ocean Freight.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
35	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	The Altec/Sourcewell marketing plan will include, the development of printed marketing materials, press releases, advertisements, web-based marketing, and the attendance of trade shows. While in attendance at trade shows with substantial Sourcewell eligible customers present, such as GFX, Altec will typically bring a vehicle and display Sourcwell promotional material. The Altec Government Sales team and Corporate Communications Project Manager will be involved in all Sourcewell promotions corporate-wide. Altec will continue to help create content that drives awareness of cooperative purchasing, as represented by attached "Marketing Plan - Altec Article". Examples of material are included "Marketing Plan - Sourcewell Value Flyer - Altec", as well as "Marketing Plan - GFX 2021 Altec Booth" for reference and "Marketing Plan - www.altec.com Sourcewell Landing Page" Our Account Managers being comfortable with the contract and well versed in how it works, may be our most impactful marketing strategy, as they are working with our customers regarding their equipment needs on a daily basis. Altec employs a National sales training team, that provided initial base sales training programs for all new Altec sales associates (both Account Managers and Technical Sales Specialists). Our Sourcewell contract is a topic in this training, and has dedicated time assigned to it. Thereafter, focused web-training modules and e-courses are used to provide a more procedural method for these types of sales calls. These materials will also serve as follow-up training for all associates with 2+ years of experience. Material is accessible 24/7 on Altec's internal Sales Resource Center, please see "Marketing Plan - Internal Altec Resources". In addition to the training team, Altec employs a Government Sales team focused on the management of all federal, state and cooperative contracts. This team serves as the experts for the company, for associates in the field who need on-the-fly support. The Government team in tandem with a newly formed Contracts Steering Committee will communicate contract changes, improvements and regulations with the National sales force regularly.	*
36	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Website data allows Altec's marketing and IT teams the ability to measure customer activity as well as the health of the website in one tool. From a marketing perspective, we are able to analyze that our content effectively moves our users and customers through the sales funnel to increase leads. This information also helps us confirm that our content is satisfactory to support our traditional sales teams with accurate information that helps our customers make informed decisions about purchases. From an IT perspective, we are able to analyze information that relates to website health such as mobile usage, operating system and load times. This information allows us to make informed decisions about the priority of initiatives to improve Altec's digital presence. We maintain an active social presence through Facebook (over 253,000 likes, over 258,000 follows), along with other sites.	*
37	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Our experience has been that Sourcewell provides numerous opportunities for promotion of our products via their own web traffic, tradeshow attendance and printed marketing materials. We hope this level of support will continue with this new RFP. Our Sourcewell contract is integrated into our sales process as the preferred method of using Cooperative Purchasing. Our sales team is required to complete training on Sourcewell and cooperative purchasing as a whole, and new members of our team attend a live training that details the contract and internal processes.	*
38	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	Altec Connect provides for a more customer-focused experience that will allow our customers to view and search fleet information, order replacement parts and view APNs and service requests. In conjunction with the new Supply Store, Altec is dedicated to serving as a "one stop online shop" for ordering tools, supplies, accessories, replacement parts and for managing your fleet information. This system has been very well received by our customers, including governmental and educational customers because it reduces the number of places they need to go to get access to unit-specific information, replacement parts, tools, accessories, and service information. Altec manages federal customer solicitations/RFQs via the GSA E-buy system, FedBid and several other public sites. Although, awards (POs) are still provided manually by the respective contracting officer, these sites offer a method of standardized RFQ submissions. Consumers are currently able to request new/used equipment, rental and leasing quotes via our website.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	

39	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	• Upon delivery of an Sourcewell member's completed equipment, the local Altec Account Manager provides an on-site equipment orientation with the appropriate operators. This In-Service is provided free of charge. • Each truck is delivered with two (2) sets of operator and maintenance/parts manuals. Within the equipment manuals, the standard features, safe operation, maintenance and repair information are covered. These are provided free of charge. • Additionally, over 150 basic operating and safety videos are available on https://store.altecsentry.com/catalog/free free of charge • Altec Sentry offers a variety of Instructor-Led courses for aerials, derricks and cranes. These OSHA and ANSI compliant courses aid in the fulfillment of employer training requirements. Many programs offer both Operator and Train-The-Trainer Formats. Additional costs apply based on duration of training, size of class, travel time for instructor, etc. Please navigate to https://www.altec.com/safety/ for more information. The following Instructor-Led Trainings are Available: o Insulating Aerial Device o Non-Insulating Aerial o Tree Care Aerial Device o Bucket Rescue o Digger Derrick o Backyard Digger o Crane o Wood Chipper Altec Sentry also offers more than 80 online courses for cranes, aerial devices, digger derricks and chippers. Through a simple dashboard and storefront, operators can receive ANSI and OSHA-compliant General Training and Familiarization without the need for traditional classroom sessions. • Other Altec Training options (additional costs apply): o Customized Altec equipment hydraulic maintenance training o International Fluid Power Society (IFPS) Certification training (testing provided by third party) o NCCCO certification programs for operators of mobile cranes and digger derricks
40	Describe any technological advances that your proposed products or services offer.	Our products are the industry leaders and are consistently raising the bar through innovative product design, integrated safety features, and continued dedication to total customer satisfaction. Altec showcases this through advancements such as; • Fiber Optic Controls • Lanyard Detection System that promotes safe unit operation by helping to ensure line workers are "clipped in" while conducting work from the platform. This operator aid helps reduce the risk of falling from the platform by reminding users to attach their lanyard before working at height (available on select models) • Altec Load Monitoring System (ALMS) acts as an aid to provide real-time visual and audible information about the percentage of rated load on your boom and/or platform. By actively monitoring your aerial's load capacity with a reliable system, you can avoid accidents and enhance safety on the job site (available on select models) • JEMS (Jobsite Energy Management System) wtih it's integrated plug-in system that uses stored electrical energy to power the aerial device, tools and exportable power, and provides cab comfort with Lithium-Ion batteries (available on select models) • Advanced paint systems • And many other was we keep our customers working safer and smarter
41	Describe any "green" initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Altec is the industry leader for sustainability efforts and is dedicated to listening and creating solutions. That's why we acknowledge the tremendous challenges and opportunities our customers face and aspire to responsibly care for the environment and the communities in which we operate. Altec's allegiance is evident in the development of numerous sustainability initiatives: • The Industry's First Green-Focused Facility. Located in Dixon, CA, Altec products are manufactured in a plant that features state-of-the-art sustainable construction that exceeds Title 24 energy and lighting codes. Altec received significant guidance and support on the development of this new green-focused facility from two of its customers – Pacific Gas & Electric Company (PG&E) and Southern California Edison. The new facility in Dixon allows Altec the opportunity to increase manufacturing of our Green Fleet line of products—the industry's leading energy-saving utility vehicles. Customer PG&E and Altec are in partnership to develop innovative, technologically advanced Green Fleet utility vehicles. These energy efficient Green Fleet vehicles provide a safer work environment for utility crews; significantly reduce emissions, and lower vehicle operating costs while extending vehicle life. • Meeting Customer Needs. Our Green Fleet product line decreases fuel consumption and greenhouse gas emissions, while lowering noise pollution. In partnership with the Department of Energy, Electric Partners Research Institute, CALSTART Hybrid Truck Users Forum and others, we offer a range of hybrid/electric and job-site energy management systems, along with recycled lightweight materials and alternative fuels. Altec JEMS (Jobsite Energy Management System) is an integrated plug-in system that uses stored electrical energy to power the aerial device, tools and exportable power, and provides cab comfort. The energy storage system is recharged by plugging into shore power or by the truck's internal combustion engine. Our JEMS product portfolio includes: o JEMS S o JEMS SE o JEMS LE • Facilities and Processes. Each Altec facility has established procedures and environmental management programs and actively engages in recycling steel, copper and aluminum, as well as consumer recyclables. The installation of powder coat and e-coat paint systems has substantially reduced solid waste volume and air emissions. All facilities in the corporation, including auction yards and service centers, have converted to energy efficient LED lighting. All new construction is reviewed and where applicable, energy efficiency products/construction are included (i.e., LED lighting, high efficiency gas burners, Energy Star appliances, motion activated lighting , etc.). • Our St. Joseph, MO facility has installed solar energy on three of the buildings on campus. • Altec EcoEasy Common Sustainability Goals. Green purchasing policies using Best-Value approach utilizing Staples' environmental office products and supplies has been implemented Corporate wide.
42	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	HVIP - Voucher Incentive Project for our Jobsite Energy Management System models. Visit https://californiahvip.org/vehicle-category/epto/ for more information Industry Organizations affiliations: • Calstart • Clean Cities

43	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	Altec recognizes that a diverse and talented workforce is a key competitive advantage. Our business success is reflected in the quality and skill of our people. Inclusion means understanding, valuing and respecting workplace diversity, so that no associate is excluded from the workplace nor the opportunity to develop skills and talents consistent with our values and business objectives. Altec Industries, Inc. and its affiliates are equal opportunity employers and maintain affirmative action plans to recruit, retain, develop and promote qualified individuals without unlawful consideration of race, gender, color, religion, sexual orientation, national origin, age, disability, citizenship status, veteran status, or any other characteristic protected by federal, state or local law. Altec is a National Corporate Member of the Women's Business Enterprise National Council. As part of our commitments to holding federal contracts, Altec is annually responsible to providing a small-business contracting plan which is reviewed and approved by one of our two federal contract agencies. Every year, we strive to find small business suppliers who will meet the quality and liability requirements, to supply products/services that meet/exceed our manufacturing standards. Suppliers who are interested in doing business with Altec are encouraged to register on our Supplier portal, located on our website.	*

44	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Altec offers Sourcewell members the advantage of working with one company to manufacture, sell, engineer, integrate key components (unit/body/chassis), administer warranty, and provide service solutions for a full line of Public Utility Equipment. We can provide full equipment lifecycle solutions, including: o Altec Capital Services (ACS) - Equipment Financing o Global Rental Company - Equipment Rentals o Altec Supply - Tool and Accessory Sales o Altec Sentry - Operator Safety Training o Altec Fleet Services - Comprehensive Fleet Management Solutions o Altec Service Group - In-shop and Mobile service and replacement parts support o Altec NUECO Used Equipment/Trade-In options (The only supplier of Altec Certified Pre-Owned Trucks) o JJ Kane Auctioneers - Auctions - (Specializes in Utility Equipment) Canadian and World Wide Availability: o Altec Canada - Factory direct purchasing solutions for our Sourcewell Canadian customers with local Sales, parts, shop and mobile service, rental, and financing. o Altec Worldwide – We deliver products and services to more than 100 companies throughout the world. Company Ownership: Altec has been a family owned and privately held manufacturing company, since 1929. Longevity in ownership, is an assurance for our Sourcewell customers that they can rely on availability of older Altec replacement parts, ensure Altec units are trade-worthy at a future date, and ultimately that the values and principles Altec was founded on remain in place today - Total customer satisfaction in all aspects of the business. Customer Focus: Altec listens and engineers solutions for our customers and the daily challenges they face. It is from that commitment, that innovative equipment, features and options are designed to provide equipment that is highly productive and has a low overall cost of ownership. Government Focused Sales: Altec is committed to assisting in the acquisition and procurement goals of each government entity we serve. Having a team who is both engaged in the customer relationship and also procurement process, assists Sourcewell members achieve their procurement goals effectively and efficiently. Innovative Design: Our products are consistently raising the bar with innovative product design and integrated safety features. ISO Facility: Many units are designed, manufactured and final assembled in an ISO9001 registered factory (St. Joseph, MO). Supply Chain Innitiatives: Altec continues to make significant efforts corporate-wide to reduce and contain costs by using the Altec Production System and strengthening our supply chain. Quality Control: Altec provides the ability to control quality by manufacturing parts for our equipment. This allows us not only quality control but schedule control. o Altec feels that the fiberglass boom is one of the most important components in the building of an aerial device or a digger derrick. We don't have to rely on an outside vendor for quality control. Altec has composite engineers on staff, we have traceability from raw material to the finished product. o All booms ultrasonically tested and documents maintained. o All fiberglass booms to have a minimum of 7 to 1 to ultimate safety factor. o All welding to be done by AWS certified welders who meet Standard D1.1 on a 3G weld. o All bearing surfaces to be machined after welding. o All units with electronic circuit boards to be wave soldered o Provide a power distribution module (PDM) in the cab as a central point for all electrical. Include diagnostic capability with LED lights. Mechanic Certification: All quality and final testing of equipment prior to shipment from manufacturer and final assembler to be performed by FPS certified mechanics. Safety Certification Training: To promote and ensure the safe operation of our equipment amongst our Sourcewell members, Altec offers numerous OSHA based training CBTs and Trainer led safety programs. Altec SENTRY complies and demonstrates the vital safety features necessary for the industries in which we serve. Safety Standards: Standard Safety features are provided on every applicable unit; outrigger boom Interlock, outrigger motion alarm, back up alarm, unit/outrigger selector, Altec ISO Grip (Insulated Control Handle, Auxiliary Control Covers, Control Console (dashboard), Boom Tip Covers). Available tools; Lanyard interlock, Load Monitoring Systems, Basic Operating Videos, Safety Videos, Sales Videos. Corporate Training: People (training and certifications), process (a controlled process that provides traceability and accountability) and technology (machinery used) makes Altec a differencing Vendor. Warranty: Most of our products have a limited lifetime structural warranty. National Service / Support Network: As a private company dedicated to our customers and associates, Altec leads the way in service and customer satisfaction in the markets we serve. Altec is proud to provide products and services that help crews work safer and smarter. o On-line ordering is available at www.altecconnect.com. Altec Connect provides easy access to ordering Tools and Accessories or Replacement Parts, as well as detailed manuals and parts information for your units. o Altec is committed to bringing you the services and products you need. For additional assistance with Parts, Tools, & Accessories, Shop Service, Mobile Service, or Technical Support, call 1-877-GO ALTEC.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
45	Do your warranties cover all products, parts, and labor?	Yes, our standard warranty is 1 year parts and labor, with 90 days for travel. Additionally it includes a limited lifetime warranty on most models. Please see attached "Warranty - Documents" for more information	*
46	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	No restrictions, however products must be operated and maintained in accordance with Altec operators and maintenance manuals, programs, and bulletins. Please see attached "Warranty - Documents" for more information	*
47	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Yes, standard warranty is 90 days for travel charges.	*
48	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	No, Altec employs Mobile Service Technicians in all 50 states and Canada. We own and operate 44 service facilities across the United States and Canada. It will be the member's decision to schedule a Mobile Service Technician to come to their site or schedule in shop service. In either case, 1-877-GO ALTEC (1-877-462-5832) is our dedicated number for members to speak with their local Parts, Mobile, or Shop Service representative.	*
49	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Products not manufactured by Altec which are supplied by Altec on special order would be covered under the manufacturer warranty. This would include items such as inverters, compressors, liftgates, generators, etc.	*
50	What are your proposed exchange and return programs and policies?	Parts ordered in error or no longer needed can be returned. If it was an error on Altec's part or otherwise not the customer's fault the 10% restocking fee will be waived. However. due to the nature of our equipment and the devaluation that occurs upon title / registration, there is no exchange or return program for equipment sales.	*
51	Describe any service contract options for the items included in your proposal.	We have included in our product offering service contract packages for member consideration at discounted rates. These include Preventative Maintenance (PM) Inspections at several different intervals, DOT inspections, Dielectric Tests.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
52	Describe your payment terms and accepted payment methods?	Payment Terms are Net 30. We accept payment by traditional methods such as check, wire transfer, and credit cards (There is a fee of 3% for credit card transactions used for the purchase of major units). Please see attached document "Payment Terms - Customer Detail" for complete details Customer payment inquiries can be sent to ARINQUIRY@ALTEC.COM or your local Altec Account Manager. Customer remittance information cab be sent to AEPREMITTANCE@ALTEC.COM or your local Altec Account Manager.	*
53	Describe any leasing or financing options available for use by educational or governmental entities.	Altec Industries provides Leasing and/or financing options through our subsidiary Altec Capital. Options include FMV, TRAC, and Capital leases, Equipment Finance Agreements (EFAs), and a dedicated Municipal Lease option to meet the equipment needs of our municipal customers. The benefits of our Municipal Lease option include: • Finance terms to match the useful life of the equipment. • Flexible lease options to shorten life cycles and decrease maintenance costs. • Conserves capital budget funds. • Match payments with budget allocations. • Non-appropriation language included. Equipment - Altec aerial trucks, digger derricks, cranes and miscellaneous specialty equipment. Ancillary non-Altec equipment will also be considered along with the leasing of Altec equipment Lease Term - 3 years to 8 years. Please call for shorter or longer lease terms. For used equipment, the age of the unit plus the lease term cannot exceed 8 years Purchase rates shown on attached document "Price List - Altec Capital Rate Matrix 11-1-2021" are good for 30 days from Date shown above. Credit Ratings - Baa or better Contact Altec Capital for a quote for your specific opportunity. With Altec Capital Services, there is no need to look anywhere else. Municipalities can now affordably purchase equipment in a timely, simplified way. The municipal lease offering is another product that Altec Capital Services, LLC offers to our customers in an effort to become your partner. Please feel free to visit http://www.alteccapital.com for more information.	*
54	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Each opportunity will be quoted to customer, in compliance with Sourcewell contract terms and conditions including pricing and discount structure. Altec has created templates to help standardize the work practice and ensure we are quoting in a compliant manner. Please see attached "Audit - Standard Docs - Quote Template Example". We will typically also include a detailed quote document, in order for customer to verify their requirements are being met with our proposal. This document will include additional notes at the end. Please see attached "Standard Docs - Detailed Quote Document Example".	*
55	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Yes Altec accepts the P-card, there is a fee of 3% for credit card transactions used for the purchase of major units	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of

an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
56	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	Line Item Proposed Contract Pricing plus $2.20/mile delivery charge (CONUS only). The pricing provided includes a discount of between 3% - 5% off MSRP depending on the model. Please see attached "Price List - ALTEC 110421 11-4-2021" for USA, and "Price List - ALTEC 110421 11-4-2021 CANADA" for Canada . NUECO pricing sheet is attached as well and represents a 3% discount off of standard pricing "Price List - NUECO - 2021" JJ Kane Auctioneers, an Altec company, is a full-service auction company that specializes in the remarketing of Utility and Forestry Equipment including but not limited to aerial lifts, cranes, digger derricks, cable placing machines, directional drills, excavation equipment, and trenchers, is offering Sourcewell members a 28.6% savings off their typical sellers fee. Please see attached "Price List - and Notes JJ Kane" Altec Capital rate sheet is attached "Price List - Altec Capital Rate Matrix 11-1-2021" as well as "Altec Capital Sourcewell Proposal". These rates are based on a credit rating of Baa or better, and are not to exceed rates. There is no more aggressive pricing available in the country for cooperative procurement organizations, state purchasing departments, GPOs, municipalities, universities, or school districts.	*
57	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Line Item Proposed Contract Pricing plus $2.20/mile delivery charge (CONUS only). The pricing provided includes a discount of between 3% - 5% off MSRP depending on the model. Please see attached "Price List - ALTEC 110421 11-4-2021" for USA, and "Price List - ALTEC 110421 11-4-2021 CANADA" for Canada . NUECO pricing sheet is attached as well and represents a 3% discount off of standard pricing "Price List - NUECO - 2021" JJ Kane Auctioneers, an Altec company, is a full-service auction company that specializes in the remarketing of Utility and Forestry Equipment including but not limited to aerial lifts, cranes, digger derricks, cable placing machines, directional drills, excavation equipment, and trenchers, is offering Sourcewell members a 28.6% savings off their typical sellers fee. Please see attached "Price List - and Notes JJ Kane" Altec Capital rate sheet is attached "Price List - Altec Capital Rate Matrix 11-1-2021" as well as "Altec Capital Sourcewell Proposal". These rates are based on a credit rating of Baa or better, and are not to exceed rates. There is no more aggressive pricing available in the country for cooperative procurement organizations, state purchasing departments, GPOs, municipalities, universities, or school districts.	*
58	Describe any quantity or volume discounts or rebate programs that you offer.	For equipment purchase prices: 2-5 Units: 1% Discount from Contract Price 6-10 Units: 1.5% Discount from Contract Price 11-19 Units: 2% Discount form Contract Price 20+ Units: TBD at Time of Order Note: Units must be identical and ordered at the same time to qualify for quantity rebate.	*
59	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Altec is offering nearly 500 of our most commonly ordered line items with specific pricing for Sourcwell members. When specific customer work practice requirements, customer preferences, ect, drive a need to utilize the Open Market section of our quote template, we will present a unique quote for each such request for customer review that will supplement the base model and contract items being quoted. This will all be accomplished with our standard quote template document, and allow our customers to be able to customize their equipment as desired.	*
60	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Delivery is the only cost not included in pricing. It applies to all customers and the price is $2.20 / mile for CONUS. Quotes would need to done for anything outside of the CONUS and will be priced at or below fair market value.	*
61	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Altec has a team of drivers that work for the company. We will also contract with approved and vetted third party drive away companies to deliver our equipment from our manufacturing facilities to the customer site. Delivery is an additional $2.20 / mile and will be calculated at time of quote for CONUS. Anything outside of the CONUS would be contracted through a third party company and would need to be priced at time of initial quote to customer. Pricing will be at or below fair market value. All parties participating in delivery of equipment will meet certain insurance and liability requirements.	*
62	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Canada deliveries will be driven to customer site by approved and vetted third party drive away companies. Alaska, Hawaii, and worldwide deliveries will be contracted through a third party company and would need to be priced at time of initial quote to customer. Price will be at or below fair market rate. All parties participating in delivery of equipment will meet certain insurance and liability requirements.	*

63	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Altec Industries has manufacturing facilities located throughout the country. If customer has a requirement for a “regional build” they can indicate this at time of quote and we will be happy to accommodate, please see attached "Company Information - Altec Production Facilities" for locations. If customer has any unique delivery requirements (such as loading equipment on a trailer for delivery, etc), they can also indicate at time of quote. Additionally customers are welcome to pickup their equipment at the manufacturing location, take a guided tour of the plant, and meet the Altec team that built their truck if desired.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
64	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	There is no more aggressive pricing available in the country for cooperative procurement organizations, state purchasing departments, GPOs, municipalities, universities, or school districts.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
65	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	Our Technical Sales Representatives that prepare Sourcewell quotes for our customers go through training on the Sourcewell quote process, requirements, and our quote template is up to date and posted on our internal company site. The quote template governs our pricing and ensures we are providing contract compliant quotes. Our Account Managers must verify customer eligibility and flag the opportunity as a Sourcewell quote in our system in order to receive Sourcewell pricing and discounts. We currently, and will continue to run quarterly reports for orders invoiced and flagged as Sourcewell, and compare the customers on this list with members listed on Sourcewell's website to check again that customers are members. The reporting and audit process is administered by Altec Corporate, with visibility of global operations. Internally, we run reports every month and identify any potential discrepancies before it is time to report our quarterly numbers and pay administrative fee to Sourcewell. Please see attached "Audit - Standard Docs - Quote Template Example". We will typically also include a detailed quote document, in order for customer to verify their equipment requirements are being met with our proposal. This document may include additional notes at the end. Please see attached "Standard Docs - Detailed Quote Document Example".	*
66	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Monthly update on new customers using our Sourcewell contract. Customers that use our Rental Equipment contract #062320-ALT that we are able to transition and fulfill other equipment needs with this new contract. Also number and ratio of formal bids that are being requested by our Sourcewell eligible customers. Training for 100% of Account Managers and Technical Sales Representatives on benefits and use of contract.	*
67	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor’s sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member’s cost of goods. (See the RFP and template Contract for additional details.)	We would like to propose a 1% administrative fee payment to Sourcewell on all orders through Altec Industries, including NUECO, Service, Supply and SENTRY. Altec Capital proposes a flat $250 fee for lease transactions under the Sourcewell Contract. We propose an administrative fee of 1% of JJ Kane revenue (buyers fee and sellers fee).	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
68	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Altec is proposing Sourcewell members have access to essentially our full product line of equipment, products, and services to enhance Altec's "cradle to grave" support of our products and provide Sourcewell members with the best possible experience. Equipment is proposed as "turn-key". This would include: • Insulated Aerial Devices with standard service bodies and chip dump bodies mounted on chassis (non-overcenter, overcenter, telescopic and telescopic articulating) • Non-Insulated Aerial Devices with standard service bodies mounted on chassis (non-overcenter, overcenter, telescopic and telescopic articulating) • Altec's Aerial offerings include material handling and personnel only platforms, with platform heights from 35' to 207' • Derrick Devices with standard service bodies mounted on chassis (backyard, distribution and transmission) • Boom Truck Cranes mounted on chassis (riding seat, behind cab mount, rear mount and tractor mount) • Knuckle Boom Cranes mounted on chassis (light, medium and large) • Knuckle Boom Crane Mounted Grapple Saws mounted on chassis • Pressure Diggers mounted on chassis (digging depth from 10-22 ft) • Insulator Washers mounted on chassis and skids • Cable Placers, Stringers, Tensioners and Pullers mounted on chassis or trailers (overhead and underground) • Wood Chippers • Spray Equipment mounted on chassis • Spray Equipment mounted on skids • Service Bodies mounted on chassis (aluminum, fiberglass and steel) • Chip Dump Bodies mounted on chassis. • Pole Trailers • Tool Trailers • Crane Bodies mounted on chassis • Altec Capital Services - financing • Altec Service - maintenance and service work • JJ Kane Auctioneers - specializes in the remarketing of Utility Equipment • Altec NUECO - the only supplier of Altec Certified Pre-Owned Trucks • Altec Supply - replacement parts and accessories • Altec Sentry - training Please visit our website at www.altec.com for more product specific details, and see attached file "Company Information - Altec Subsidiary Information".	*
69	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	• Altec Capital Services - financing • Altec Service - maintenance and service work • JJ Kane Auctioneers - specializes in the remarketing of Utility Equipment • Altec NUECO - the only supplier of Altec Certified Pre-Owned Trucks • Altec Supply - replacement parts and accessories • Altec Sentry - training Please and see attached file "Company Information - Altec Subsidiary Information".	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
70	Telescopic, articulated, mast, and boom, aerial lifts, towers, buckets, and platforms	(•) Yes ( ) No	Equipment is proposed as "turn-key" and would include: • Insulated Aerial Devices with standard service bodies and chip dump bodies mounted on chassis (non-overcenter, overcenter, telescopic and telescopic articulating) • Non-Insulated Aerial Devices with standard service bodies mounted on chassis (non-overcenter, overcenter, telescopic and telescopic articulating) • Altec's Aerial offerings include material handling and personnel only platforms, with platform heights from 35' to 207'	*
71	Digger derricks, and cable placing, pulling, and tensioning equipment	(•) Yes ( ) No	Equipment is proposed as "turn-key" and would include: • Derrick Devices with standard service bodies mounted on chassis (backyard, distribution and transmission) • Cable Placers, Stringers, Tensioners and Pullers mounted on chassis or trailers (overhead and underground)	*
72	Directional drills, trenchless excavation equipment, thrust and boring machines, soil piercing tools, trenchers, rock wheels, and pile drivers	(•) Yes ( ) No	Equipment is proposed as "turn-key" and would include: • Pressure Diggers mounted on chassis (digging depth from 10-22 ft)	*
73	Utility locating equipment	(•) Yes ( ) No	Altec has utility locating equipment available for purchase with new equipment, or through Altec Supply	*
74	Accessories, supplies, replacement or wear parts, and services related to the offering of equipment in Lines 69-72	(•) Yes ( ) No	Altec has accessory items and supplies available with the purchase of new equipment, and through Altec Supply. We have included service contract packages for member consideration. These include PM Inspections at several different intervals, DOT inspections, Dielectric Tests, with options to pre-purchase with new equipment, or purchase after equipment has been delivered. Additionally training through our Sentry group is included in our package. Due to the complex nature of our service offerings for repair, and the large geographic area our facilities cover, we are not providing a repair program offering at this time, with this proposal offering. We are providing a program for preventative maintenance (PM inspections, DOT inspections, Dielectric Tests, etc).	*

Exceptions to Terms, Conditions, or Specifications Form

Only those Proposer Exceptions to Terms, Conditions, or Specifications that have been accepted by Sourcewell have been incorporated into the contract text.

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in ord, Excel, or compatible formats may also be provided.

. Documents should NOT have a security password, as Sourcewell may not be able to open the file. t is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blan and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. f you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. f the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Mar eting Plan category save the document as "Mar eting Plan."

- Pricing - Price Lists.zip - Thursday November 04, 0 1 1 : 8:47
- Financial Strength and Stability - Financial Strength and Stability.zip - Thursday November 04, 0 1 1 : 9:41
- Mar eting Plan/Samples - Mar eting Plan - Samples.zip - Thursday November 04, 0 1 1 :3 :
- M E/M E/S E or elated Certificates (optional)
- arranty nformation - arranty - Documents.pdf - Thursday November 04, 0 1 1 :3 :56
- Standard Transaction Document Samples - Standard Transaction Document Samples.zip - Thursday November 04, 0 1 1 :35:18
- pload Additional Document - Altec Capital Sourcewell Proposal.docx - Thursday November 04, 0 1 1 :35:40

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:

    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Riley Browne, Contract Specialist, Altec Industries, Inc.

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_4_Public_Utility_Equipment_RFP_110421 Thu October 14 2021 04:33 PM	☑	2
Addendum_3_Public_Utility_Equipment_RFP_110421 Mon September 27 2021 05:28 PM	☑	1
Addendum_2_Public_Utility_Equipment_RFP_110421 Fri September 24 2021 03:55 PM	☑	1
Addendum_1_Public_Utility_Equipment_RFP_110421 Mon September 20 2021 02:54 PM	☑	1

BRINE MASTER®

*ELECTRONIC SALINITY READER
An electronic salinity reading is convenient to use and saves your crew's time.

*FLOW METER
A flow meter comes standard so you can easily monitor your flow rate.

TIME-SAVER™ FORK POINTS
Built-in fork points make your unit easy to move in and out of storage

CENTRAL CONTROL STATION
All your valves are in one place to make operating the Brine Master® a breeze.

*FULLY DRAINABLE HOPPER
Built for easy maintenance, with a fully drainable hopper for hassle-free cleaning.

ALL-IN-ONE COMPLETE UNIT
A complete unit with all the components. No shopping for further items.

PLUG-N-PLAY ELECTRONICS
Pre-wired to approved standards. Easy to hook up and make brine.

*POLY & STAINLESS CONSTRUCTION
Made solely from poly and stainless-steel components to cut out unnecessary corrosion and keep your unit in great shape.

SPECIFICATIONS

MODEL	FRAME TYPE	BRINE PRODUCTION	DIMENSIONS	TANK TYPE
BRINE MASTER® 3,000	Stainless Steel	Up to 2,600 gal/hour	181" L x 65" W x 82" H	Single-Piece, Roto Mold HDPE
BRINE MASTER® 1,600	Stainless Steel	Up to 1,600 gal/hour	90" L x 68" W x 72" H	Single-Piece, Roto Mold HDPE

*Double your 5 yr tank warranty when you register this product.
*All Enduraplas poly tanks are manufactured in the United States of America.
*Starred features are only applicable to the Brine Master® 3000

CAMION

www.camionsystems.com
cs@camionsystems.com
1 (877) 265-9929

C & H Outdoor, LLC

Sno-Biz
PO Box 4605
Wichita, KS 67204

Quote

Date	Quote #
1/23/2024	1332

Name / Address

CITY OF SALT LAKE TAHOE
Phil Harwood
1700 D Street
South Lke Tahoe, CA
96150

SNO-BIZ

Phone # 316-202-2020

Price quoted is payment by Cash, Check or ACH. Additional fees may apply dependant on credit terms.

Rep

DC

Qty	Item	Description	U/M	Cost	Total
1	BM3000 BrineM...	Large BrineMaster Brine Maker BM3000 Includes Large Hose Kit- 100' Hose w/Female Camlocks 1-Handheld Digital Refractometer(Double Check Salinity in Storage Tanks/Trucks).		30,955.00	30,955.00T
	CAMION Sourc...	CAMION -SourceWell Discount (031423-EDP 5%) ADDITIONAL 5% IN STOCK		-10.00%	-3,095.50
	Freight / Delivery	Freight / Delivery		2,500.00	2,500.00T

Sales Tax (8.75%)	$2,927.31
Total	$33,286.81

SnowEx SnowWolf CAMION

TANKS

Henderson Buyers Products Company FISHER

SIMA snow & ice management association

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Sourcewell

Solicitation Number: RFP #031423

CONTRACT

This Contract is between Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Enduraplas LLC, 2320 FM1516, San Antonio, TX 78209 (Supplier).

Sourcewell is a State of Minnesota local government unit and service cooperative created under the laws of the State of Minnesota (Minnesota Statutes Section 123A.21) that offers cooperative procurement solutions to government entities. Participation is open to eligible federal, state/province, and municipal governmental entities, higher education, K-12 education, nonprofit, tribal government, and other public entities located in the United States and Canada. Sourcewell issued a public solicitation for Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems from which Supplier was awarded a contract.

Supplier desires to contract with Sourcewell to provide equipment, products, or services to Sourcewell and the entities that access Sourcewell's cooperative purchasing contracts (Participating Entities).

1. TERM OF CONTRACT

A. EFFECTIVE DATE. This Contract is effective upon the date of the final signature below.

B. EXPIRATION DATE AND EXTENSION. This Contract expires May 30, 2027, unless it is cancelled sooner pursuant to Article 22. This Contract may be extended one additional year upon the request of Sourcewell and written agreement by Supplier.

C. SURVIVAL OF TERMS. Notwithstanding any expiration or termination of this Contract, all payment obligations incurred prior to expiration or termination will survive, as will the following: Articles 11 through 14 survive the expiration or cancellation of this Contract. All other rights will cease upon expiration or termination of this Contract.

2. EQUIPMENT, PRODUCTS, OR SERVICES

A. EQUIPMENT, PRODUCTS, OR SERVICES. Supplier will provide the Equipment, Products, or Services as stated in its Proposal submitted under the Solicitation Number listed above. Supplier's Equipment, Products, or Services Proposal (Proposal) is attached and incorporated into this Contract.

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All Equipment and Products provided under this Contract must be new and the current model. Supplier may offer close-out or refurbished Equipment or Products if they are clearly indicated in Supplier's product and pricing list. Unless agreed to by the Participating Entities in advance, Equipment or Products must be delivered as operational to the Participating Entity's site.

This Contract offers an indefinite quantity of sales, and while substantial volume is anticipated, sales and sales volume are not guaranteed.

B. WARRANTY. Supplier warrants that all Equipment, Products, and Services furnished are free from liens and encumbrances, and are free from defects in design, materials, and workmanship. In addition, Supplier warrants the Equipment, Products, and Services are suitable for and will perform in accordance with the ordinary use for which they are intended. Supplier's dealers and distributors must agree to assist the Participating Entity in reaching a resolution in any dispute over warranty terms with the manufacturer. Any manufacturer's warranty that extends beyond the expiration of the Supplier's warranty will be passed on to the Participating Entity.

C. DEALERS, DISTRIBUTORS, AND/OR RESELLERS. Upon Contract execution and throughout the Contract term, Supplier must provide to Sourcewell a current means to validate or authenticate Supplier's authorized dealers, distributors, or resellers relative to the Equipment, Products, and Services offered under this Contract, which will be incorporated into this Contract by reference. It is the Supplier's responsibility to ensure Sourcewell receives the most current information.

3. PRICING

All Equipment, Products, or Services under this Contract will be priced at or below the price stated in Supplier's Proposal.

When providing pricing quotes to Participating Entities, all pricing quoted must reflect a Participating Entity's total cost of acquisition. This means that the quoted cost is for delivered Equipment, Products, and Services that are operational for their intended purpose, and includes all costs to the Participating Entity's requested delivery location.

Regardless of the payment method chosen by the Participating Entity, the total cost associated with any purchase option of the Equipment, Products, or Services must always be disclosed in the pricing quote to the applicable Participating Entity at the time of purchase.

A. SHIPPING AND SHIPPING COSTS. All delivered Equipment and Products must be properly packaged. Damaged Equipment and Products may be rejected. If the damage is not readily apparent at the time of delivery, Supplier must permit the Equipment and Products to be returned within a reasonable time at no cost to Sourcewell or its Participating Entities. Participating Entities reserve the right to inspect the Equipment and Products at a reasonable

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time after delivery where circumstances or conditions prevent effective inspection of the Equipment and Products at the time of delivery. In the event of the delivery of nonconforming Equipment and Products, the Participating Entity will notify the Supplier as soon as possible and the Supplier will replace nonconforming Equipment and Products with conforming Equipment and Products that are acceptable to the Participating Entity.

Supplier must arrange for and pay for the return shipment on Equipment and Products that arrive in a defective or inoperable condition.

Sourcewell may declare the Supplier in breach of this Contract if the Supplier intentionally delivers substandard or inferior Equipment or Products.

B. SALES TAX. Each Participating Entity is responsible for supplying the Supplier with valid tax-exemption certification(s). When ordering, a Participating Entity must indicate if it is a tax-exempt entity.

C. HOT LIST PRICING. At any time during this Contract, Supplier may offer a specific selection of Equipment, Products, or Services at discounts greater than those listed in the Contract. When Supplier determines it will offer Hot List Pricing, it must be submitted electronically to Sourcewell in a line-item format. Equipment, Products, or Services may be added or removed from the Hot List at any time through a Sourcewell Price and Product Change Form as defined in Article 4 below.

Hot List program and pricing may also be used to discount and liquidate close-out and discontinued Equipment and Products as long as those close-out and discontinued items are clearly identified as such. Current ordering process and administrative fees apply. Hot List Pricing must be published and made available to all Participating Entities.

4. PRODUCT AND PRICING CHANGE REQUESTS

Supplier may request Equipment, Product, or Service changes, additions, or deletions at any time. All requests must be made in writing by submitting a signed Sourcewell Price and Product Change Request Form to the assigned Sourcewell Supplier Development Administrator. This approved form is available from the assigned Sourcewell Supplier Development Administrator. At a minimum, the request must:

- Identify the applicable Sourcewell contract number;
- Clearly specify the requested change;
- Provide sufficient detail to justify the requested change;
- Individually list all Equipment, Products, or Services affected by the requested change, along with the requested change (e.g., addition, deletion, price change); and

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- Include a complete restatement of pricing documentation in Microsoft Excel with the effective date of the modified pricing, or product addition or deletion. The new pricing restatement must include all Equipment, Products, and Services offered, even for those items where pricing remains unchanged.

A fully executed Sourcewell Price and Product Request Form will become an amendment to this Contract and will be incorporated by reference.

5. PARTICIPATION, CONTRACT ACCESS, AND PARTICIPATING ENTITY REQUIREMENTS

A. PARTICIPATION. Sourcewell's cooperative contracts are available and open to public and nonprofit entities across the United States and Canada; such as federal, state/province, municipal, K-12 and higher education, tribal government, and other public entities.

The benefits of this Contract should be available to all Participating Entities that can legally access the Equipment, Products, or Services under this Contract. A Participating Entity's authority to access this Contract is determined through its cooperative purchasing, interlocal, or joint powers laws. Any entity accessing benefits of this Contract will be considered a Service Member of Sourcewell during such time of access. Supplier understands that a Participating Entity's use of this Contract is at the Participating Entity's sole convenience and Participating Entities reserve the right to obtain like Equipment, Products, or Services from any other source.

Supplier is responsible for familiarizing its sales and service forces with Sourcewell contract use eligibility requirements and documentation and will encourage potential participating entities to join Sourcewell. Sourcewell reserves the right to add and remove Participating Entities to its roster during the term of this Contract.

B. PUBLIC FACILITIES. Supplier's employees may be required to perform work at government-owned facilities, including schools. Supplier's employees and agents must conduct themselves in a professional manner while on the premises, and in accordance with Participating Entity policies and procedures, and all applicable laws.

6. PARTICIPATING ENTITY USE AND PURCHASING

A. ORDERS AND PAYMENT. To access the contracted Equipment, Products, or Services under this Contract, a Participating Entity must clearly indicate to Supplier that it intends to access this Contract; however, order flow and procedure will be developed jointly between Sourcewell and Supplier. Typically, a Participating Entity will issue an order directly to Supplier or its authorized subsidiary, distributor, dealer, or reseller. If a Participating Entity issues a purchase order, it may use its own forms, but the purchase order should clearly note the applicable Sourcewell contract number. All Participating Entity orders under this Contract must be issued prior to expiration or cancellation of this Contract; however, Supplier performance, Participating Entity

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payment obligations, and any applicable warranty periods or other Supplier or Participating Entity obligations may extend beyond the term of this Contract.

Supplier's acceptable forms of payment are included in its attached Proposal. Participating Entities will be solely responsible for payment and Sourcewell will have no liability for any unpaid invoice of any Participating Entity.

B. ADDITIONAL TERMS AND CONDITIONS/PARTICIPATING ADDENDUM. Additional terms and conditions to a purchase order, or other required transaction documentation, may be negotiated between a Participating Entity and Supplier, such as job or industry-specific requirements, legal requirements (e.g., affirmative action or immigration status requirements), or specific local policy requirements. Some Participating Entities may require the use of a Participating Addendum, the terms of which will be negotiated directly between the Participating Entity and the Supplier or its authorized dealers, distributors, or resellers, as applicable. Any negotiated additional terms and conditions must never be less favorable to the Participating Entity than what is contained in this Contract.

C. SPECIALIZED SERVICE REQUIREMENTS. In the event that the Participating Entity requires service or specialized performance requirements not addressed in this Contract (such as e-commerce specifications, specialized delivery requirements, or other specifications and requirements), the Participating Entity and the Supplier may enter into a separate, standalone agreement, apart from this Contract. Sourcewell, including its agents and employees, will not be made a party to a claim for breach of such agreement.

D. TERMINATION OF ORDERS. Participating Entities may terminate an order, in whole or in part, immediately upon notice to Supplier in the event of any of the following events:

1. The Participating Entity fails to receive funding or appropriation from its governing body at levels sufficient to pay for the equipment, products, or services to be purchased; or
2. Federal, state, or provincial laws or regulations prohibit the purchase or change the Participating Entity's requirements.

E. GOVERNING LAW AND VENUE. The governing law and venue for any action related to a Participating Entity's order will be determined by the Participating Entity making the purchase.

7. CUSTOMER SERVICE

A. PRIMARY ACCOUNT REPRESENTATIVE. Supplier will assign an Account Representative to Sourcewell for this Contract and must provide prompt notice to Sourcewell if that person is changed. The Account Representative will be responsible for:

- Maintenance and management of this Contract;

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- Timely response to all Sourcewell and Participating Entity inquiries; and
- Business reviews to Sourcewell and Participating Entities, if applicable.

B. BUSINESS REVIEWS. Supplier must perform a minimum of one business review with Sourcewell per contract year. The business review will cover sales to Participating Entities, pricing and contract terms, administrative fees, sales data reports, performance issues, supply issues, customer issues, and any other necessary information.

8. REPORT ON CONTRACT SALES ACTIVITY AND ADMINISTRATIVE FEE PAYMENT

A. CONTRACT SALES ACTIVITY REPORT. Each calendar quarter, Supplier must provide a contract sales activity report (Report) to the Sourcewell Supplier Development Administrator assigned to this Contract. Reports are due no later than 45 days after the end of each calendar quarter. A Report must be provided regardless of the number or amount of sales during that quarter (i.e., if there are no sales, Supplier must submit a report indicating no sales were made).

The Report must contain the following fields:

- Participating Entity Name (e.g., City of Staples Highway Department);
- Participating Entity Physical Street Address;
- Participating Entity City;
- Participating Entity State/Province;
- Participating Entity Zip/Postal Code;
- Participating Entity Contact Name;
- Participating Entity Contact Email Address;
- Participating Entity Contact Telephone Number;
- Sourcewell Assigned Entity/Participating Entity Number;
- Item Purchased Description;
- Item Purchased Price;
- Sourcewell Administrative Fee Applied; and
- Date Purchase was invoiced/sale was recognized as revenue by Supplier.

B. ADMINISTRATIVE FEE. In consideration for the support and services provided by Sourcewell, the Supplier will pay an administrative fee to Sourcewell on all Equipment, Products, and Services provided to Participating Entities. The Administrative Fee must be included in, and not added to, the pricing. Supplier may not charge Participating Entities more than the contracted price to offset the Administrative Fee.

The Supplier will submit payment to Sourcewell for the percentage of administrative fee stated in the Proposal multiplied by the total sales of all Equipment, Products, and Services purchased by Participating Entities under this Contract during each calendar quarter. Payments should

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note the Supplier's name and Sourcewell-assigned contract number in the memo; and must be mailed to the address above "Attn: Accounts Receivable" or remitted electronically to Sourcewell's banking institution per Sourcewell's Finance department instructions. Payments must be received no later than 45 calendar days after the end of each calendar quarter.

Supplier agrees to cooperate with Sourcewell in auditing transactions under this Contract to ensure that the administrative fee is paid on all items purchased under this Contract.

In the event the Supplier is delinquent in any undisputed administrative fees, Sourcewell reserves the right to cancel this Contract and reject any proposal submitted by the Supplier in any subsequent solicitation. In the event this Contract is cancelled by either party prior to the Contract's expiration date, the administrative fee payment will be due no more than 30 days from the cancellation date.

9. AUTHORIZED REPRESENTATIVE

Sourcewell's Authorized Representative is its Chief Procurement Officer.

Supplier's Authorized Representative is the person named in the Supplier's Proposal. If Supplier's Authorized Representative changes at any time during this Contract, Supplier must promptly notify Sourcewell in writing.

10. AUDIT, ASSIGNMENT, AMENDMENTS, WAIVER, AND CONTRACT COMPLETE

A. AUDIT. Pursuant to Minnesota Statutes Section 16C.05, subdivision 5, the books, records, documents, and accounting procedures and practices relevant to this Contract are subject to examination by Sourcewell or the Minnesota State Auditor for a minimum of six years from the end of this Contract. This clause extends to Participating Entities as it relates to business conducted by that Participating Entity under this Contract.

B. ASSIGNMENT. Neither party may assign or otherwise transfer its rights or obligations under this Contract without the prior written consent of the other party and a fully executed assignment agreement. Such consent will not be unreasonably withheld. Any prohibited assignment will be invalid.

C. AMENDMENTS. Any amendment to this Contract must be in writing and will not be effective until it has been duly executed by the parties.

D. WAIVER. Failure by either party to take action or assert any right under this Contract will not be deemed a waiver of such right in the event of the continuation or repetition of the circumstances giving rise to such right. Any such waiver must be in writing and signed by the parties.

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E. CONTRACT COMPLETE. This Contract represents the complete agreement between the parties. No other understanding regarding this Contract, whether written or oral, may be used to bind either party. For any conflict between the attached Proposal and the terms set out in Articles 1-22 of this Contract, the terms of Articles 1-22 will govern.

F. RELATIONSHIP OF THE PARTIES. The relationship of the parties is one of independent contractors, each free to exercise judgment and discretion with regard to the conduct of their respective businesses. This Contract does not create a partnership, joint venture, or any other relationship such as master-servant, or principal-agent.

11. INDEMNITY AND HOLD HARMLESS

Supplier must indemnify, defend, save, and hold Sourcewell and its Participating Entities, including their agents and employees, harmless from any claims or causes of action, including attorneys' fees incurred by Sourcewell or its Participating Entities, arising out of any act or omission in the performance of this Contract by the Supplier or its agents or employees; this indemnification includes injury or death to person(s) or property alleged to have been caused by some defect in the Equipment, Products, or Services under this Contract to the extent the Equipment, Product, or Service has been used according to its specifications. Sourcewell's responsibility will be governed by the State of Minnesota's Tort Liability Act (Minnesota Statutes Chapter 466) and other applicable law.

12. GOVERNMENT DATA PRACTICES

Supplier and Sourcewell must comply with the Minnesota Government Data Practices Act, Minnesota Statutes Chapter 13, as it applies to all data provided by or provided to Sourcewell under this Contract and as it applies to all data created, collected, received, maintained, or disseminated by the Supplier under this Contract.

13. INTELLECTUAL PROPERTY, PUBLICITY, MARKETING, AND ENDORSEMENT

A. INTELLECTUAL PROPERTY

1. *Grant of License.* During the term of this Contract:
   a. Sourcewell grants to Supplier a royalty-free, worldwide, non-exclusive right and license to use the trademark(s) provided to Supplier by Sourcewell in advertising and promotional materials for the purpose of marketing Sourcewell's relationship with Supplier.
   b. Supplier grants to Sourcewell a royalty-free, worldwide, non-exclusive right and license to use Supplier's trademarks in advertising and promotional materials for the purpose of marketing Supplier's relationship with Sourcewell.
2. *Limited Right of Sublicense*. The right and license granted herein includes a limited right of each party to grant sublicenses to their respective subsidiaries, distributors, dealers, resellers, marketing representatives, and agents (collectively "Permitted Sublicensees") in

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advertising and promotional materials for the purpose of marketing the Parties' relationship to Participating Entities. Any sublicense granted will be subject to the terms and conditions of this Article. Each party will be responsible for any breach of this Article by any of their respective sublicensees.

3. *Use; Quality Control.*

a. Neither party may alter the other party's trademarks from the form provided and must comply with removal requests as to specific uses of its trademarks or logos.

b. Each party agrees to use, and to cause its Permitted Sublicensees to use, the other party's trademarks only in good faith and in a dignified manner consistent with such party's use of the trademarks. Upon written notice to the breaching party, the breaching party has 30 days of the date of the written notice to cure the breach or the license will be terminated.

4. *Termination*. Upon the termination of this Contract for any reason, each party, including Permitted Sublicensees, will have 30 days to remove all Trademarks from signage, websites, and the like bearing the other party's name or logo (excepting Sourcewell's pre-printed catalog of suppliers which may be used until the next printing). Supplier must return all marketing and promotional materials, including signage, provided by Sourcewell, or dispose of it according to Sourcewell's written directions.

B. PUBLICITY. Any publicity regarding the subject matter of this Contract must not be released without prior written approval from the Authorized Representatives. Publicity includes notices, informational pamphlets, press releases, research, reports, signs, and similar public notices prepared by or for the Supplier individually or jointly with others, or any subcontractors, with respect to the program, publications, or services provided resulting from this Contract.

C. MARKETING. Any direct advertising, marketing, or offers with Participating Entities must be approved by Sourcewell. Send all approval requests to the Sourcewell Supplier Development Administrator assigned to this Contract.

D. ENDORSEMENT. The Supplier must not claim that Sourcewell endorses its Equipment, Products, or Services.

14. GOVERNING LAW, JURISDICTION, AND VENUE

The substantive and procedural laws of the State of Minnesota will govern this Contract. Venue for all legal proceedings arising out of this Contract, or its breach, must be in the appropriate state court in Todd County, Minnesota or federal court in Fergus Falls, Minnesota.

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15. FORCE MAJEURE

Neither party to this Contract will be held responsible for delay or default caused by acts of God or other conditions that are beyond that party's reasonable control. A party defaulting under this provision must provide the other party prompt written notice of the default.

16. SEVERABILITY

If any provision of this Contract is found by a court of competent jurisdiction to be illegal, unenforceable, or void then both parties will be relieved from all obligations arising from that provision. If the remainder of this Contract is capable of being performed, it will not be affected by such determination or finding and must be fully performed.

17. PERFORMANCE, DEFAULT, AND REMEDIES

A. PERFORMANCE. During the term of this Contract, the parties will monitor performance and address unresolved contract issues as follows:

1. *Notification.* The parties must promptly notify each other of any known dispute and work in good faith to resolve such dispute within a reasonable period of time. If necessary, Sourcewell and the Supplier will jointly develop a short briefing document that describes the issue(s), relevant impact, and positions of both parties.
2. *Escalation.* If parties are unable to resolve the issue in a timely manner, as specified above, either Sourcewell or Supplier may escalate the resolution of the issue to a higher level of management. The Supplier will have 30 calendar days to cure an outstanding issue.
3. *Performance while Dispute is Pending*. Notwithstanding the existence of a dispute, the Supplier must continue without delay to carry out all of its responsibilities under the Contract that are not affected by the dispute. If the Supplier fails to continue without delay to perform its responsibilities under the Contract, in the accomplishment of all undisputed work, the Supplier will bear any additional costs incurred by Sourcewell and/or its Participating Entities as a result of such failure to proceed.

B. DEFAULT AND REMEDIES. Either of the following constitutes cause to declare this Contract, or any Participating Entity order under this Contract, in default:

1. Nonperformance of contractual requirements, or
2. A material breach of any term or condition of this Contract.

The party claiming default must provide written notice of the default, with 30 calendar days to cure the default. Time allowed for cure will not diminish or eliminate any liability for liquidated or other damages. If the default remains after the opportunity for cure, the non-defaulting party may:

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- Exercise any remedy provided by law or equity, or
- Terminate the Contract or any portion thereof, including any orders issued against the Contract.

18. INSURANCE

A. REQUIREMENTS. At its own expense, Supplier must maintain insurance policy(ies) in effect at all times during the performance of this Contract with insurance company(ies) licensed or authorized to do business in the State of Minnesota having an "AM BEST" rating of A- or better, with coverage and limits of insurance not less than the following:

1. *Workers' Compensation and Employer's Liability.*
Workers' Compensation: As required by any applicable law or regulation.
Employer's Liability Insurance: must be provided in amounts not less than listed below:
Minimum limits:
$500,000 each accident for bodily injury by accident
$500,000 policy limit for bodily injury by disease
$500,000 each employee for bodily injury by disease

2. *Commercial General Liability Insurance.* Supplier will maintain insurance covering its operations, with coverage on an occurrence basis, and must be subject to terms no less broad than the Insurance Services Office ("ISO") Commercial General Liability Form CG0001 (2001 or newer edition), or equivalent. At a minimum, coverage must include liability arising from premises, operations, bodily injury and property damage, independent contractors, products-completed operations including construction defect, contractual liability, blanket contractual liability, and personal injury and advertising injury. All required limits, terms and conditions of coverage must be maintained during the term of this Contract.
Minimum Limits:
$1,000,000 each occurrence Bodily Injury and Property Damage
$1,000,000 Personal and Advertising Injury
$2,000,000 aggregate for products liability-completed operations
$2,000,000 general aggregate

3. *Commercial Automobile Liability Insurance.* During the term of this Contract, Supplier will maintain insurance covering all owned, hired, and non-owned automobiles in limits of liability not less than indicated below. The coverage must be subject to terms no less broad than ISO Business Auto Coverage Form CA 0001 (2010 edition or newer), or equivalent.
Minimum Limits:
$1,000,000 each accident, combined single limit

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4. *Umbrella Insurance*. During the term of this Contract, Supplier will maintain umbrella coverage over Employer's Liability, Commercial General Liability, and Commercial Automobile.

Minimum Limits:
$2,000,000

5. *Network Security and Privacy Liability Insurance*. During the term of this Contract, Supplier will maintain coverage for network security and privacy liability. The coverage may be endorsed on another form of liability coverage or written on a standalone policy. The insurance must cover claims which may arise from failure of Supplier's security resulting in, but not limited to, computer attacks, unauthorized access, disclosure of not public data – including but not limited to, confidential or private information, transmission of a computer virus, or denial of service.

Minimum limits:
$2,000,000 per occurrence
$2,000,000 annual aggregate

Failure of Supplier to maintain the required insurance will constitute a material breach entitling Sourcewell to immediately terminate this Contract for default.

B. CERTIFICATES OF INSURANCE. Prior to commencing under this Contract, Supplier must furnish to Sourcewell a certificate of insurance, as evidence of the insurance required under this Contract. Prior to expiration of the policy(ies), renewal certificates must be mailed to Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 or sent to the Sourcewell Supplier Development Administrator assigned to this Contract. The certificates must be signed by a person authorized by the insurer(s) to bind coverage on their behalf.

Failure to request certificates of insurance by Sourcewell, or failure of Supplier to provide certificates of insurance, in no way limits or relieves Supplier of its duties and responsibilities in this Contract.

C. ADDITIONAL INSURED ENDORSEMENT AND PRIMARY AND NON-CONTRIBUTORY INSURANCE CLAUSE. Supplier agrees to list Sourcewell and its Participating Entities, including their officers, agents, and employees, as an additional insured under the Supplier's commercial general liability insurance policy with respect to liability arising out of activities, "operations," or "work" performed by or on behalf of Supplier, and products and completed operations of Supplier. The policy provision(s) or endorsement(s) must further provide that coverage is primary and not excess over or contributory with any other valid, applicable, and collectible insurance or self-insurance in force for the additional insureds.

D. WAIVER OF SUBROGATION. Supplier waives and must require (by endorsement or otherwise) all its insurers to waive subrogation rights against Sourcewell and other additional insureds for losses paid under the insurance policies required by this Contract or other

DocuSign Envelope ID: DFA44118-13F1-43E3-AD47-FA7C2F7CAD5A

insurance applicable to the Supplier or its subcontractors. The waiver must apply to all deductibles and/or self-insured retentions applicable to the required or any other insurance maintained by the Supplier or its subcontractors. Where permitted by law, Supplier must require similar written express waivers of subrogation and insurance clauses from each of its subcontractors.

E. UMBRELLA/EXCESS LIABILITY/SELF-INSURED RETENTION. The limits required by this Contract can be met by either providing a primary policy or in combination with umbrella/excess liability policy(ies), or self-insured retention.

19. COMPLIANCE

A. LAWS AND REGULATIONS. All Equipment, Products, or Services provided under this Contract must comply fully with applicable federal laws and regulations, and with the laws in the states and provinces in which the Equipment, Products, or Services are sold.

B. LICENSES. Supplier must maintain a valid and current status on all required federal, state/provincial, and local licenses, bonds, and permits required for the operation of the business that the Supplier conducts with Sourcewell and Participating Entities.

20. BANKRUPTCY, DEBARMENT, OR SUSPENSION CERTIFICATION

Supplier certifies and warrants that it is not in bankruptcy or that it has previously disclosed in writing certain information to Sourcewell related to bankruptcy actions. If at any time during this Contract Supplier declares bankruptcy, Supplier must immediately notify Sourcewell in writing.

Supplier certifies and warrants that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Supplier certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this Contract. Supplier further warrants that it will provide immediate written notice to Sourcewell if this certification changes at any time.

21. PROVISIONS FOR NON-UNITED STATES FEDERAL ENTITY PROCUREMENTS UNDER UNITED STATES FEDERAL AWARDS OR OTHER AWARDS

Participating Entities that use United States federal grant or FEMA funds to purchase goods or services from this Contract may be subject to additional requirements including the procurement standards of the Uniform Administrative Requirements, Cost Principles and Audit Requirements for Federal Awards, 2 C.F.R. § 200. Participating Entities may have additional requirements based on specific funding source terms or conditions. Within this Article, all

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references to “federal” should be interpreted to mean the United States federal government. The following list only applies when a Participating Entity accesses Supplier’s Equipment, Products, or Services with United States federal funds.

A. EQUAL EMPLOYMENT OPPORTUNITY. Except as otherwise provided under 41 C.F.R. § 60, all contracts that meet the definition of “federally assisted construction contract” in 41 C.F.R. § 60-1.3 must include the equal opportunity clause provided under 41 C.F.R. §60-1.4(b), in accordance with Executive Order 11246, “Equal Employment Opportunity” (30 FR 12319, 12935, 3 C.F.R. §, 1964-1965 Comp., p. 339), as amended by Executive Order 11375, “Amending Executive Order 11246 Relating to Equal Employment Opportunity,” and implementing regulations at 41 C.F.R. § 60, “Office of Federal Contract Compliance Programs, Equal Employment Opportunity, Department of Labor.” The equal opportunity clause is incorporated herein by reference.

B. DAVIS-BACON ACT, AS AMENDED (40 U.S.C. § 3141-3148). When required by federal program legislation, all prime construction contracts in excess of $2,000 awarded by non-federal entities must include a provision for compliance with the Davis-Bacon Act (40 U.S.C. § 3141-3144, and 3146-3148) as supplemented by Department of Labor regulations (29 C.F.R. § 5, “Labor Standards Provisions Applicable to Contracts Covering Federally Financed and Assisted Construction”). In accordance with the statute, contractors must be required to pay wages to laborers and mechanics at a rate not less than the prevailing wages specified in a wage determination made by the Secretary of Labor. In addition, contractors must be required to pay wages not less than once a week. The non-federal entity must place a copy of the current prevailing wage determination issued by the Department of Labor in each solicitation. The decision to award a contract or subcontract must be conditioned upon the acceptance of the wage determination. The non-federal entity must report all suspected or reported violations to the federal awarding agency. The contracts must also include a provision for compliance with the Copeland “Anti-Kickback” Act (40 U.S.C. § 3145), as supplemented by Department of Labor regulations (29 C.F.R. § 3, “Contractors and Subcontractors on Public Building or Public Work Financed in Whole or in Part by Loans or Grants from the United States”). The Act provides that each contractor or subrecipient must be prohibited from inducing, by any means, any person employed in the construction, completion, or repair of public work, to give up any part of the compensation to which he or she is otherwise entitled. The non-federal entity must report all suspected or reported violations to the federal awarding agency. Supplier must be in compliance with all applicable Davis-Bacon Act provisions.

C. CONTRACT WORK HOURS AND SAFETY STANDARDS ACT (40 U.S.C. § 3701-3708). Where applicable, all contracts awarded by the non-federal entity in excess of $100,000 that involve the employment of mechanics or laborers must include a provision for compliance with 40 U.S.C. §§ 3702 and 3704, as supplemented by Department of Labor regulations (29 C.F.R. § 5). Under 40 U.S.C. § 3702 of the Act, each contractor must be required to compute the wages of every mechanic and laborer on the basis of a standard work week of 40 hours. Work in excess of the standard work week is permissible provided that the worker is compensated at a rate of

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not less than one and a half times the basic rate of pay for all hours worked in excess of 40 hours in the work week. The requirements of 40 U.S.C. § 3704 are applicable to construction work and provide that no laborer or mechanic must be required to work in surroundings or under working conditions which are unsanitary, hazardous or dangerous. These requirements do not apply to the purchases of supplies or materials or articles ordinarily available on the open market, or contracts for transportation or transmission of intelligence. This provision is hereby incorporated by reference into this Contract. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

D. RIGHTS TO INVENTIONS MADE UNDER A CONTRACT OR AGREEMENT. If the federal award meets the definition of "funding agreement" under 37 C.F.R. § 401.2(a) and the recipient or subrecipient wishes to enter into a contract with a small business firm or nonprofit organization regarding the substitution of parties, assignment or performance of experimental, developmental, or research work under that "funding agreement," the recipient or subrecipient must comply with the requirements of 37 C.F.R. § 401, "Rights to Inventions Made by Nonprofit Organizations and Small Business Firms Under Government Grants, Contracts and Cooperative Agreements," and any implementing regulations issued by the awarding agency. Supplier certifies that during the term of an award for all contracts by Sourcewell resulting from this procurement process, Supplier must comply with applicable requirements as referenced above.

E. CLEAN AIR ACT (42 U.S.C. § 7401-7671Q.) AND THE FEDERAL WATER POLLUTION CONTROL ACT (33 U.S.C. § 1251-1387). Contracts and subgrants of amounts in excess of $150,000 require the non-federal award to agree to comply with all applicable standards, orders or regulations issued pursuant to the Clean Air Act (42 U.S.C. § 7401- 7671q) and the Federal Water Pollution Control Act as amended (33 U.S.C. § 1251- 1387). Violations must be reported to the Federal awarding agency and the Regional Office of the Environmental Protection Agency (EPA). Supplier certifies that during the term of this Contract will comply with applicable requirements as referenced above.

F. DEBARMENT AND SUSPENSION (EXECUTIVE ORDERS 12549 AND 12689). A contract award (see 2 C.F.R. § 180.220) must not be made to parties listed on the government wide exclusions in the System for Award Management (SAM), in accordance with the OMB guidelines at 2 C.F.R. §180 that implement Executive Orders 12549 (3 C.F.R. § 1986 Comp., p. 189) and 12689 (3 C.F.R. § 1989 Comp., p. 235), "Debarment and Suspension." SAM Exclusions contains the names of parties debarred, suspended, or otherwise excluded by agencies, as well as parties declared ineligible under statutory or regulatory authority other than Executive Order 12549. Supplier certifies that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation by any federal department or agency.

G. BYRD ANTI-LOBBYING AMENDMENT, AS AMENDED (31 U.S.C. § 1352). Suppliers must file any required certifications. Suppliers must not have used federal appropriated funds to pay any

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person or organization for influencing or attempting to influence an officer or employee of any agency, a member of Congress, officer or employee of Congress, or an employee of a member of Congress in connection with obtaining any federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Suppliers must disclose any lobbying with non-federal funds that takes place in connection with obtaining any federal award. Such disclosures are forwarded from tier to tier up to the non-federal award. Suppliers must file all certifications and disclosures required by, and otherwise comply with, the Byrd Anti-Lobbying Amendment (31 U.S.C. § 1352).

H. RECORD RETENTION REQUIREMENTS. To the extent applicable, Supplier must comply with the record retention requirements detailed in 2 C.F.R. § 200.333. The Supplier further certifies that it will retain all records as required by 2 C.F.R. § 200.333 for a period of 3 years after grantees or subgrantees submit final expenditure reports or quarterly or annual financial reports, as applicable, and all other pending matters are closed.

I. ENERGY POLICY AND CONSERVATION ACT COMPLIANCE. To the extent applicable, Supplier must comply with the mandatory standards and policies relating to energy efficiency which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

J. BUY AMERICAN PROVISIONS COMPLIANCE. To the extent applicable, Supplier must comply with all applicable provisions of the Buy American Act. Purchases made in accordance with the Buy American Act must follow the applicable procurement rules calling for free and open competition.

K. ACCESS TO RECORDS (2 C.F.R. § 200.336). Supplier agrees that duly authorized representatives of a federal agency must have access to any books, documents, papers and records of Supplier that are directly pertinent to Supplier's discharge of its obligations under this Contract for the purpose of making audits, examinations, excerpts, and transcriptions. The right also includes timely and reasonable access to Supplier's personnel for the purpose of interview and discussion relating to such documents.

L. PROCUREMENT OF RECOVERED MATERIALS (2 C.F.R. § 200.322). A non-federal entity that is a state agency or agency of a political subdivision of a state and its contractors must comply with Section 6002 of the Solid Waste Disposal Act, as amended by the Resource Conservation and Recovery Act. The requirements of Section 6002 include procuring only items designated in guidelines of the Environmental Protection Agency (EPA) at 40 C.F.R. § 247 that contain the highest percentage of recovered materials practicable, consistent with maintaining a satisfactory level of competition, where the purchase price of the item exceeds $10,000 or the value of the quantity acquired during the preceding fiscal year exceeded $10,000; procuring solid waste management services in a manner that maximizes energy and resource recovery; and establishing an affirmative procurement program for procurement of recovered materials identified in the EPA guidelines.

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M. FEDERAL SEAL(S), LOGOS, AND FLAGS. The Supplier cannot use the seal(s), logos, crests, or reproductions of flags or likenesses of Federal agency officials without specific pre-approval.

N. NO OBLIGATION BY FEDERAL GOVERNMENT. The U.S. federal government is not a party to this Contract or any purchase by a Participating Entity and is not subject to any obligations or liabilities to the Participating Entity, Supplier, or any other party pertaining to any matter resulting from the Contract or any purchase by an authorized user.

O. PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS. The Contractor acknowledges that 31 U.S.C. 38 (Administrative Remedies for False Claims and Statements) applies to the Supplier's actions pertaining to this Contract or any purchase by a Participating Entity.

P. FEDERAL DEBT. The Supplier certifies that it is non-delinquent in its repayment of any federal debt. Examples of relevant debt include delinquent payroll and other taxes, audit disallowance, and benefit overpayments.

Q. CONFLICTS OF INTEREST. The Supplier must notify the U.S. Office of General Services, Sourcewell, and Participating Entity as soon as possible if this Contract or any aspect related to the anticipated work under this Contract raises an actual or potential conflict of interest (as described in 2 C.F.R. Part 200). The Supplier must explain the actual or potential conflict in writing in sufficient detail so that the U.S. Office of General Services, Sourcewell, and Participating Entity are able to assess the actual or potential conflict; and provide any additional information as necessary or requested.

R. U.S. EXECUTIVE ORDER 13224. The Supplier, and its subcontractors, must comply with U.S. Executive Order 13224 and U.S. Laws that prohibit transactions with and provision of resources and support to individuals and organizations associated with terrorism.

S. PROHIBITION ON CERTAIN TELECOMMUNICATIONS AND VIDEO SURVEILLANCE SERVICES OR EQUIPMENT. To the extent applicable, Supplier certifies that during the term of this Contract it will comply with applicable requirements of 2 C.F.R. § 200.216.

T. DOMESTIC PREFERENCES FOR PROCUREMENTS. To the extent applicable, Supplier certifies that during the term of this Contract will comply with applicable requirements of 2 C.F.R. § 200.322.

22. CANCELLATION

Sourcewell or Supplier may cancel this Contract at any time, with or without cause, upon 60 days' written notice to the other party. However, Sourcewell may cancel this Contract immediately upon discovery of a material defect in any certification made in Supplier's

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Proposal. Cancellation of this Contract does not relieve either party of financial, product, or service obligations incurred or accrued prior to cancellation.

Sourcewell	Enduraplas LLC
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Joseph Symington 66F614F14153427...
By: _____	By: _____
Jeremy Schwartz	Joseph Symington
Title: Chief Procurement Officer	Title: Sales Director
Date: 5/17/2023 | 6:42 PM CDT	Date: 5/17/2023 | 1:05 PM PDT

Approved:

DocuSigned by: Chad Coauette 7E42B8F817A64CC...

By: _____

Chad Coauette

Title: Executive Director/CEO

Date: 5/17/2023 | 9:23 PM CDT

RFP 031423 - Salt, Brine, and Anti-Icing or De-Icing Agents, and Brine Production and Storage Systems

Vendor Details

Company Name:	ENDURAPLAS LLC
Does your company conduct business under any other name? If yes, please state:	CAMION SYSTEMS
Address:	113 1ST STREET NECHE, ND 58265
Contact:	JOSEPH SYMINGTON
Email:	JOE.SYMINGTON@CAMIONSYSTEMS.COM
Phone:	701-352-6096
HST#:	27-2770476

Submission Details

Created On:	Tuesday March 07, 2023 10:37:54
Submitted On:	Tuesday March 14, 2023 15:17:46
Submitted By:	Denice Pape
Email:	denice.pape@enduraplas.com
Transaction #:	bb8a183b-f9c8-4323-a367-a47c3ae25be7
Submitter's IP Address:	72.131.202.242

Specifications

Table 1: Proposer Identity & Authorized Representatives

General Instructions (applies to all Tables) Sourcewell prefers a brief but thorough response to each question. Do not merely attach additional documents to your response without also providing a substantive response. Do not leave answers blank; respond “N/A” if the question does not apply to you (preferably with an explanation).

Line Item	Question	Response *	
1	Proposer Legal Name (one legal entity only): (In the event of award, will execute the resulting contract as "Supplier")	Enduraplas LLC	*
2	Identify all subsidiary entities of the Proposer whose equipment, products, or services are included in the Proposal.	Camion	*
3	Identify all applicable assumed names or DBA names of the Proposer or Proposer's subsidiaries in Line 1 or Line 2 above.	Camion	*
4	Provide your CAGE code or Unique Entity Identifier (SAM):	DBQSMBUYPM67	*
5	Proposer Physical Address:	2320 FM1516 San Antonio TX 78209	*
6	Proposer website address (or addresses):	Enduraplas - https://enduraplas.com Camion - https://www.camionsystems.com	*
7	Proposer's Authorized Representative (name, title, address, email address & phone) (The representative must have authority to sign the “Proposer’s Assurance of Compliance” on behalf of the Proposer and, in the event of award, will be expected to execute the resulting contract):	Joseph Symington, Sales Director 113 1st Street, Neche, ND 58265 701-352-6096 joe.symington@camionsystems.com	*
8	Proposer's primary contact for this proposal (name, title, address, email address & phone):	Denice Pape, Customer Service Manager 2320 Farm to Market 1516, Converse TX 78109 877-265-9929 denice.pape@enduraplas.com	*
9	Proposer's other contacts for this proposal, if any (name, title, address, email address & phone):	Matthew Firth, VP of Sales & Marketing 2820 Farm to Market 1516, Converse, TX 78109 210-866-7372 matthew.firth@enduraplas.com	

Table 2: Company Information and Financial Strength

Line Item	Question	Response *	

10	Provide a brief history of your company, including your company's core values, business philosophy, and industry longevity related to the requested equipment, products or services.	Enduraplas was founded in 2003 by a group of engineers that wanted to prove that you can build poly tanks that are more durable, constructed stronger and also last longer than 3-5 years. Today, Enduraplas not only manufactures America's toughest tanks but a large range of liquid trailers, spray equipment and more. An industry-leading 10-year tank warranty was not an afterthought. Enduraplas believes that to earn trust, you must deserve it – and to do that, you must have a history of proven performance. That's why we will continue to provide superior liquid management equipment and helpful industry information that many customers and companies have already put their trust in. Manufacturing a superior product requires a lot of research, creativity, dedication and a strong commitment to the customer that will be depending on it. With state of the art manufacturing plants in Texas and North Dakota, unique design capabilities and extreme quality control processes, this can be done. Listening to the customer has helped us provide premium products at an affordable price. The Camion brand was engineered by a group of equipment enthusiasts that saw the need to lead the Great Liquids Evolution in the snow and ice management industry. As the method of using liquids to manage ice is growing, we focus on educating the industry and building the toughest, longest-lasting equipment in America. After years of research and development, we are proud to announce that we now offer the most complete liquids equipment lineup in the country. We manufacture equipment all year round and sell our products through a dealer network across the country. Our Core Values: We put Integrity first - We are eager to learn and adapt - We are relentless problem solvers - We are bold and creative thinkers - We are focused on results	*
11	What are your company's expectations in the event of an award?	Being awarded this contract will allow us to provide Camion products to all of Sourcewell's North American members, including those in the United States and Canada Camion is excited about the potential growth for our brands. We value feedback and the opportunity to partner with Sourcewell's member network. We anticipate a robust partnership with Sourcewell and its members to drive product improvements and remain an industry leader in liquid de-icing solutions. We will remain committed to growth and expansion over the next 4 years and beyond and will leverage our association with Sourcewell to provide the best quality products at the best prices for its members. If awarded this contract, Enduraplas will commit to provide prompt and accurate responses to Sourcewell and its members.	*
12	Demonstrate your financial strength and stability with meaningful data. This could include such items as financial statements, SEC filings, credit and bond ratings, letters of credit, and detailed reference letters. Upload supporting documents (as applicable) in the document upload section of your response.	Enduraplas and Camion are brands of a privately held company that has been in business for 20 years. We have seen year over year growth as we expand our product offerings for snow and ice management filling needs of State DOT, municipalities and snow removal contractors. Highlights: 1. +25% year over year revenue growth in the last 3 years. 2. +25% EBITDA performance every year for the last 3 years. 3. Snow & Ice division +30% revenue growth last year. 4. Snow & Ice division growth plans to grow revenue each year by +20%. Attachment: Experian Report	*
13	What is your US market share for the solutions that you are proposing?	Here at Camion, we estimate we hold about 10% of the US market share today. We are a small company, but committed to growth and increasing our market share.	*
14	What is your Canadian market share for the solutions that you are proposing?	At Camion, we estimate that our Canadian Market share is less than 5%. We are actively working to increase our market share and are actively working to increase our independent dealer network across Canada	*
15	Has your business ever petitioned for bankruptcy protection? If so, explain in detail.	No, we have never needed bankruptcy protection.	*

16	How is your organization best described: is it a manufacturer, a distributor/dealer/reseller, or a service provider? Answer whichever question (either a) or b) just below) best applies to your organization. a) If your company is best described as a distributor/dealer/reseller (or similar entity), provide your written authorization to act as a distributor/dealer/reseller for the manufacturer of the products proposed in this RFP. If applicable, is your dealer network independent or company owned? b) If your company is best described as a manufacturer or service provider, describe your relationship with your sales and service force and with your dealer network in delivering the products and services proposed in this RFP. Are these individuals your employees, or the employees of a third party?	Camion are best described as a manufacturer who distributes it's goods wholesale to a vast dealer network that stocks and services product in each region. We partner with a dealer network of independent dealers who represent our brand over a wide geographical area in the United States and Canada. Our products are delivered to members directly from the factory in Neche ND or through inventory held by our dealer network. Our dealer network is supported by our regional sales team, customer service and sales development teams. Support for our products is provided by the dealer network as well as our product support team.	*
17	If applicable, provide a detailed explanation outlining the licenses and certifications that are both required to be held, and actually held, by your organization (including third parties and subcontractors that you use) in pursuit of the business contemplated by this RFP.	Camion is not required to hold, nor actually holds any licenses or certifications in pursuit of the manufactured products in this RFP submission.	*
18	Provide all “Suspension or Debarment” information that has applied to your organization during the past ten years.	Camion has no Suspension or Debarment information.	*

Table 3: Industry Recognition & Marketplace Success

Line Item	Question	Response *	
19	Describe any relevant industry awards or recognition that your company has received in the past five years	Camion has not received any industry awards or recognitions at this time. However, we do have an industry leading 10 year warranty on our poly molded products.	*
20	What percentage of your sales are to the governmental sector in the past three years	In the past year, 38% of Camion's sales have been to the Government sector. As municipalities, DOT's and other governmental bodies recognize the environmental benefits of brine, we anticipate an increase in sales to this sector.	*
21	What percentage of your sales are to the education sector in the past three years	We rarely make sales to the educational sector at this time and our sales percentage is to educational sector is less than 2%, however colleges and schools are very proactive in implementing liquid snow removal solutions due the environmental and property management benefits and we welcome the opportunity to expand in this market.	*
22	List any state, provincial, or cooperative purchasing contracts that you hold. What is the annual sales volume for each of these contracts over the past three years?	Camion hold the following state contracts: CALTRANS BRINE APPLICATORS AND DUST SUPPRESSION UNITS, $900,000. NCDOT BRINE TANKS, $266,000; TXDOT BRINE TANKS AND APPLICATORS, $438,000; CITY OF ST. LOUIS (KRANZ BODY), $192,000; BRINE APPLICATORS AND TANKS, EASTERN USA, $322,000 Camion additionally has multiple dealers who have contracts to provide snow and de-icing equipment to government contracts. We offer goods through dealers/resellers with listings on MN State Contract, California State Contract, ESCNJ contract and COSTARS contract.	*
23	List any GSA contracts or Standing Offers and Supply Arrangements (SOSA) that you hold. What is the annual sales volume for each of these contracts over the past three years?	Camion does not currently hold any GSA Contracts.	*

Table 4: References/Testimonials

Line Item 24. Supply reference information from three customers who are eligible to be Sourcewell participating entities.

Entity Name *	Contact Name *	Phone Number *	
Johnson County	Dennis Stottlemire	913-715-8367	*
City of Bonner Springs	Matt Beets	913-441-1961	*
Varazano Bridge	Ray Redmond	631-549-0504	*

Table 5: Top Five Government or Education Customers

Line Item 25. Provide a list of your top five government, education, or non-profit customers (entity name is optional), including entity type, the state or province the entity is located in, scope of the project(s), size of transaction(s), and dollar volumes from the past three years.

Entity Name	Entity Type *	State / Province *	Scope of Work *	Size of Transactions *	Dollar Volume Past Three Years *	
CalTrans DOT	Government	California - CA	Build brine applicators and dust suppression units to spec.	$45,000	$900,000	*
Texas DOT	Government	Texas - TX	Designed and build brine applicators and brine storage tanks	$70,000	$438,000	*
North Carolina DOT	Government	North Carolina - NC	Manufactured Brine Storage Tanks	$70,000	$304,000	*
Iowa DOT	Government	Iowa - IA	Manufactured Brine Storage Tanks	$8,000	$390,000	*
Illinois DOT	Government	Illinois - IL	Manufactured Brine Storage Tanks	$3,000	$202,000	*

Table 6: Ability to Sell and Deliver Service

Describe your company's capability to meet the needs of Sourcewell participating entities across the US and Canada, as applicable. Your response should address in detail at least the following areas: locations of your network of sales and service providers, the number of workers (full-time equivalents) involved in each sector, whether these workers are your direct employees (or employees of a third party), and any overlap between the sales and service functions.

Line Item	Question	Response *	
26	Sales force.	Camion has two manufacturing locations: Converse TX and Neche ND. Most of our Snow Removal and De-icing equipment is manufactured at our Neche ND location but brine storage solutions can also be produced at the Converse TX location, as needed. We currently employ over 100 full-time direct employees. Camion has three sales teams: Regional Sales - this geographically diverse team has seven members and is responsible for developing and growing dealer relationships, helping dealers plan inventory levels and train dealers on product offerings. Customer service - Located in our Converse Texas location, the 5 member customer service team is responsible for sales order entry, parts sales, answering customer and dealer inquiries, managing warranty claims. Sales Development team - this team is unique in our industry and is responsible for working with Sourcewell members answering any pre-sale technical questions and connecting them to the local dealer.	*
27	Dealer network or other distribution methods.	Spread across the USA and Canada, our dealers are the face of Camion. Set up in key territories, these independent companies help us provide quicker delivery times, better customer service and that local touch that can't be felt online. Bottom line, we believe that the person relying on our equipment should get a chance to touch it before they make the purchase. Our dealers have a proven track record in the snow and ice industry and are committed to providing the best experience and support for Sourcewell members. Our Megastore hold inventory in hand and are available to provide superior customer service and support.	

MEGA DEALERS
SNO-BIZ – 12 employees
- Location: Wichita KS and Denver CO
- Territory: Kansas, Oklahoma, Texas, Colorado

KAPLAN LIQUID SOLUTIONS – 12 employees
- Location: Ingelside, IL
- Territory: Illinois

GRANITE STATE DEICING – 8 employees
- Location: Merrimack, NH
- Territory: New Hampshire, Massachusetts

LOU DENNIS EQUIPMENT – 12 employees
- Location: Maple ON
- Territory: Onterio, Quebec

UNITED SERVICE AND SALES – 36 employees
- Location: Salt Lake City, UT
- Territory: Utah

B&W COMMERCIAL SALES – 8 employees
- Location: Wickliffe OH
- Territory: Ohio

CASPER'S TRUCK EQUIPMENT – 42 employees
- Location: Appleton, WI and Butler, WI
- Territory: Wisconsin

FALCON TRUCK EQUIPMENT – 125 employees
- Location: Surrey, Sooke, Nanaimo, BC, Edmonton, AB, Regina, SK and Winnipeg, MB
- Territory: British Columbia, Alberta, Saskatchewan, Manitoba

AUTHORIZED DEALERS
STORKS PLOWS – 38 employees
- Location: Bernville, PA
- Territory: Pennsylvania

MCGAVIC – 54 employees
- Location: Noblesville, IN
- Territory: Indiana

SAGE SUPPLY – 36 employees
- Location: Caldwell, ID
- Territory: Idaho

J&A OUTDOOR EQUIPMENT – 4 employees
- Location: Bode, IA
- Territory: Iowa

ABCO SERVICES – 38 employees
- Location: Toledo, OH
- Territory: Northwest OH, Michigan

WORK TRUCK WEST – 58 employees
- Location: Langley, BC
- Territory: Sourthern BC

FDR HITCHES – 16 employees
- Location: Roselle Park, NJ & Hawthorne, NJ
- Territory: Northern New Jersey

CENTRAL EQUIPMENT – 8 employees
- Location: Port Bryon, NY
- Territory: New York State

A C T VEHICLE EQUIPMENT – 6 employees
- Location: Westfield, MA
- Territory: Southern Massachusetts

CUSTOM SALT SOLUTIONS – 12 employees
- Location: Spokane, WA
- Territory: Washington

ICE PRO SHOPS – 4 employees
- Location: Des Moines, IA
- Territory: Central Iowa

WINDMILL POWER EQUIPMENT – 52 employees
- Location: Dundas, ON & Mississauga, ON
- Territory: Central Ontario

TRIUS, INC – 250 employees
- Location: Bohemia, NY, Ft. Edward, NY, Farmingdale, NJ, Bethlehem, PA
- Territory: NEW YORK, NEW JERSEY, PENNSLYVIANNA

1st Vanguard Rentals – 45 employees
- Location: Fairfield, CA
- Territory: California

H A DEHART AND SONS – 32 employees
- Location: Thorofare, NJ
- Territory: NEW JERSEY, PENNSLYVIANNA

BONNELL INDUSTRIES – 89 employees
- Location: Dixon, IL
- Territory: Northern Illinois

		MHQ Truck Equipment – 196 employees • Location: Oxford, MA • Territory: Massachusetts KRANZ BODY CO LLC – 28 employees • Location: St Louis, MO • Territory: Missouri PREMIUM CANADA HOLDING – 8 employees • Location: Lake Country, BC • Territory: Western BC SK POWER DRIVE – 16 employees • Location: Sudbury, ON • Territory: Northern Ontario S&S POOLS – 6 employees • Location: Taylor • Territory: Eastern Pennsylvania WINTER WONDERLAND – 12 employees • Location: Cedar Rapids, IA • Territory: Eastern Iowa SENECA MINERAL – 8 employees • Location: Erie, PA • Territory: Western Pennsylvania LOUISVILLE OUTDOOR TURF PRODUCTS – 16 employees • Location: Louisville, KY • Territory: Kentucky ARISTA TRUCK SYSTEMS – 125 employees • Location: Grand Rapids MI • Territory: Western Michigan Dealer employees numbers are estimated.	
28	Service force.	Initial service inquires will be directed to the local independent dealer. Additional technical support is provided by our customer service team and product support teams. The customer service team will handle all parts requests. The Product support team assist with advanced troubleshooting and technical support and work with the component suppliers as needed.	*
29	Describe the ordering process. If orders will be handled by distributors, dealers or others, explain the respective roles of the Proposer and others.	Sourcewell member will work with our sales development team and the local dealer to ensure we meet their specific requirements. The dealer will provide any necessary quotes and request the Sourcewell member number and contact information. The Sourcewell member will issue the PO to the dealer. The dealer, in turn, will issue a PO to the sales and customer service team at Camion and include the member number and contact information. The order will be filled and shipped to the dealer or directly to the customer. Invoice will be provided to the dealer and the dealer will invoice the Member. All Sourcewell orders will be flagged in our system for reporting and fee payment.	*
30	Describe in detail the process and procedure of your customer service program, if applicable. Include your response-time capabilities and commitments, as well as any incentives that help your providers meet your stated service goals or promises.	The initial contact for troubleshooting or service concerns is the Customer Service department at Camion. If they are unable to resolve the issue, we have a Product Support team that is able to jump in and assist. Calls into customer service are typically answered during normal business hours. After hours, or if call volume is high, voice mails are responded to within 24 hours. Emails are also responded to within 24-36 hours. Technical Support responds within 24 hours. The Product Support team works closely with our Development and Quality Teams to insure resolution. The Product Support team will also coordinate and communicate with our suppliers if needed.	*
31	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in the United States.	We are ready, willing and able to provide products and with our dealer network, service throughout the United States. We are currently supply government agencies through other various methods of procurement. Our geographically diverse manufacturing facilities and extensive dealer network allow us to ship efficiently to any location in the United States.	*
32	Describe your ability and willingness to provide your products and services to Sourcewell participating entities in Canada.	Camion will be fully able to service all Sourcewell members in Canada. Our Neche, ND location is close to the US/Canada border and we have an extensive background in navigating customs. We have a independent dealer network across Canada.	*

33	Identify any geographic areas of the United States or Canada that you will NOT be fully serving through the proposed contract.	In partnership with our dealer network, we are able to service all areas of the United States and Canada. The only exception will be we are not able to provide shipping rates to Alaska and Hawaii.	*
34	Identify any Sourcewell participating entity sectors (i.e., government, education, not-for-profit) that you will NOT be fully serving through the proposed contract. Explain in detail. For example, does your company have only a regional presence, or do other cooperative purchasing contracts limit your ability to promote another contract?	Camion will fully serve all Sourcewell entity sectors. Should we get awarded this contract, we will not be limited to sell or promote our products. Camion does not currently hold any contracts that would inhibit our ability to promote this contract.	*
35	Define any specific contract requirements or restrictions that would apply to our participating entities in Hawaii and Alaska and in US Territories.	Camion does not have any specific contract requirements or restrictions that would apply to Sourcewell participating entities in Hawaii, Alaska and in US Territories. The Sourcewell members in Hawaii Alaska and US Territories will need to make delivery arrangements as we do not currently offer shipping to these locations.	*

Table 7: Marketing Plan

Line Item	Question	Response *	
36	Describe your marketing strategy for promoting this contract opportunity. Upload representative samples of your marketing materials (if applicable) in the document upload section of your response.	• Educational Events: A key challenge we face as a manufacturer of liquid anti-icing products in an industry in which liquids have not yet reached mass adoption is overcoming objections around the use of liquid salt brine. As such, we are investing heavily in education and community building to help drive liquid salt brine adoption among large contractors and municipalities. This initiative will act as both the foundation of our marketing strategy and the entry point through which qualified leads enter our sales pipeline. We will include Sourcewell iconography into the on-site event collateral at the over 20 events we will host throughout the year. • Trade Shows: We will make Sourcewell a visible part of our 1,200 square foot booth at the SIMA Snow & Ice Symposium and APWA shows we and our dealers attend across the country. That includes handouts, digital promotions, and on-booth signage. • Print Collateral and Ads: We will add Sourcewell to our print catalog, which is handed out across our dealer network, at events, and trade shows. Additionally, we will include Sourcewell on relevant flyers, print ads, and other handouts. Where applicable, QR codes will direct prospects to a custom landing page to support lead generation. • Website: We will create a separate, conversion-optimized page on our website promoting Sourcewell, as well as next steps for getting started. Our SEO-optimized content and other high-traffic pages will link to this page, and homepage visitors will be able to easily find and navigate to it. Our contact form and chat bot will include options to accommodate traffic looking for contracts. • Content Strategy: We will prioritize contract customers in our customer story solicitation strategy to generate high-impact testimonials for prospects. We will also include posts promoting Sourcewell on our LinkedIn and Facebook accounts. • Sales Process: Our sales and marketing functions are tightly integrated, providing us with many opportunities to cohesively promote Sourcewell throughout our sales process. Our sales team already has in-depth experience working with contract clients. If selected, we will rapidly train them on additional knowledge that will help them successfully drive contract sales with Sourcewell. As prospects move through our deal stages, they will receive automated marketing emails with relevant information to help move them to the next deal stages. • Digital Advertising: Our robust paid media strategy reaches millions across the country. We regularly run ads across Facebook, LinkedIn, Google Display, YouTube, Google Search, and more. We will add Sourcewell to ad creatives across these platforms to drive additional awareness. • Facebook Group: We run a moderated Facebook Group as an extension of our educational campaigns, in which our subject matter expert helps members successfully implement brine. Samples: https://www.youtube.com/watch?v=RQx9aoefefg https://www.youtube.com/watch?v=hjw80ZkfVPQ https://www.youtube.com/watch?v=2xR5fG4bqUY https://www.youtube.com/watch?v=faEJM81yftQ https://www.youtube.com/watch?v=SVzZVlin2OQ	*

37	Describe your use of technology and digital data (e.g., social media, metadata usage) to enhance marketing effectiveness.	Building accurate and complete contact and account-level profiles in our CRM is a top priority for us. Our main data intake points are our website chat bot, contact form, dealer finder, and Facebook lead ads. We optimize them all to match the contact and account attributes in our CRM so that we can consistently run error-free automated touchpoints. Additionally, our sales team has been trained to further complete profiles during conversations. We use that data to build email nurturing campaigns that get automatically triggered based on each contact and account's history with Camion, their current deal stage in our sales funnel, web interactions, and individual contact data points. The email touchpoints are strategically placed to support moving leads forward through each stage of our sales funnel, as well as improving customer retention and cross-selling. We also send email newsletters to segmented lists of prospects and customers. If we are selected, we would add Sourcewell messaging to this email strategy. Reaching contractors and municipalities on digital platforms requires us to use our ad platforms' audience targeting to their fullest. Maintaining rich CRM data enables us to onboard our opt-in customer lists to Facebook and Google ads for continued targeting. On the platforms, we use detailed interest, demographic, and geographic selects to make sure we are targeting the correct people. Our most successful digital ad channels are Facebook Ads, LinkedIn Ads, programmatic display ads on the Google Display Network, and Google Search. We also partner with trade organizations and publishers, such as SIMA, for programmatic advertising on their own websites. Although recent cross-device tracking restrictions have limited our retargeting audience sizes, we still run and find success with retargeting ads across Facebook and Google Display. Geofencing enables us to target users outside of traditional audience targeting on our digital platforms. We run short-term campaigns with relevant messaging around tightly geofenced convention centers during major trade shows and other events. QR codes at live events and in print ads enables us to connect physical advertising with our digital presence. Lastly, we use aggregate firmographic and demographic data from our social media channels, CRM, and Google Analytics to help drove further marketing decision making.	*
38	In your view, what is Sourcewell's role in promoting contracts arising out of this RFP? How will you integrate a Sourcewell-awarded contract into your sales process?	Our success will come from an initive to promote the partnership between Camion and Sourcewell. Sourcewell will continue to educate and build awareness for contract opportunites and ensure their website is updated with our contact infomation. Soucewell will continue to attend tradeshows and trainings and engage in other marketing opportunities to grow membership. We are committed to educating our dealers, Sourcewell members and potential members about the benefits of the contract, if awarded. We will ensure all our customer-facing employees are educated about the benefits, terms and conditions of the contract, which will allow them to become experts and speak confidently and advocate the benefits associated with Sourcewell and the contract.	*
39	Are your products or services available through an e-procurement ordering process? If so, describe your e-procurement system and how governmental and educational customers have used it.	We currently work with our independent dealer network to provide adequate local or regional support which reduces the need for an e-procurement or ordering process. All orders will be placed by either our sales or customer service team.	*

Table 8: Value-Added Attributes

Line Item	Question	Response *	
40	Describe any product, equipment, maintenance, or operator training programs that you offer to Sourcewell participating entities. Include details, such as whether training is standard or optional, who provides training, and any costs that apply.	All training is optional and initially provided by our dealer network. Additional targeted training is available upon request via phone or video with our Production Support and Design teams. Additionally, Camion is conducting seminars at our mega dealer locations on the benefits of brine and proactive snow removal. These seminars are open to the public and designed to promote the benefits of brine over traditional salt applications. Our dealers offer product training, installation and the best method of use training on brine for our customers. Fees may apply depending on the nature and extent in each case.	*
41	Describe any technological advances that your proposed	BRINE MASTER - The Ultimate All-In-One brine maker - The Brine Master® includes an integrated mixing tank and plug-and-play electronics to jump-start your in-house brine	

	products or services offer.	production with no additional parts. And it's built tough, with a stainless frame and no finicky automated sensors to go down when you need it most. The Brine Master is an exceptionally efficient and economical brine production units with a high production rate of up to 3000 gallons per hour. PLUG-N-PLAY ELECTRONICS - Pre-wired to approved standards. Easy to hook up and make brine. ALL-IN-ONE COMPLETE UNIT - A complete unit with all the components. No shopping for further items. CENTRAL CONTROL STATION- All you valves are in one place to make operating the Brine Master® a breeze. Only applicable to the Brine Master 3000 *SALT-EXACT SALINITY READER - Our upgraded refractometer salinity reader gives you hyper-accurate brine salinity readings. *FLOW METER - A flow meter comes standard so you can easily monitor your flow rate. *FULLY DRAINABLE HOPPER - Built for easy maintanance, with a fully-drainable hopper for hassle-free cleaning. BRINE TRANSPORT TANK - The most secure tank on the road - Other drivers can't miss our high-vis orange tanks. Baffle balls keep unpredictable sloshing to a minimum, and our patented pin-mount system is a safer, maintenance-free alternative to finicky mounting hoops and bands. With an industry leading 10 year warranty, these 1.9 specific gravity tanks are the best choice reliably transport your brine and additive products. LIFTING-LUGS™ - Built-in and engineered to take the dry weight of the tank, these make lifting the tank on and off the trailer a breeze. ROTO-MOLD™ CONSTRUCTION - When cooked and cooled at an even rate, the raw material is bonded together to make this tank virtually indestructible. THICK-WALL™ DESIGN - Extra-thick walls provide unmatched strength and durability. SINGLE-PIECE™ CONSTRUCTION - Rotationally-molded in a single mold means that the tank is seamless, water-tight, and leak-proof ANTI-SPLASH™ STAINLESS LID - Lockable and spill-proof, this lid keeps liquid in while traveling on rough terrain.(Only on tank 1,600 gallons or larger.) THICK-WALL™ DESIGN - Extra-thick walls provide unmatched strength and durability. BRINE STORAGE TANK - The Snowfighter's storage tank - These tanks keep your brine ready for the call. That's why we beefed up our Brine Storage Tanks with tough premium features. Built by snowfighters, for snowfighters, the Camion® Brine Storage Tank is built to withstand the harshest conditions. With a 10-year industry leading warranty, these 1.9 specific gravity tanks are the best choice to rely on to store your brine and through the heat of summer and the cold of winter without having to worry about containment failures. ANCHOR-POINT™ LUGS -Four hefty built-in lifting and tie-down points at each corner make it easy to handle. RIBBED-WALL™ STRUCTURE - The ribs act like belts around the tank, keeping it in shape. This reduces bulging. CORRODE-PROOF™ MATERIAL - Built with salt brine compliant material, the tank will keep the brine pure. RECIRCULATION FITTING - Keep the liquid circulating. STRONG-X™ ROOF DESIGN - The beefed-up roof structure with molded-in truss-like supports eliminate collapsing. RUST-ARMOUR™ FITTINGS - No rust. No corrosion. Years of unmatched service. RELOCATABLE BRINE STORAGE - Your on-site brine depot - Staging your brine on site can save your trucks valuable refilling time when moments matter. Our relocatable storage trailer makes it easy to safely store brine when and where you need it, without the setup of more permanent tanks. CORRODE-PROOF™ MATERIAL - Built with salt brine compliant material, this tank will keep the brine pure. RIBBED-WALL™ STRUCTURE - The ribs act like belts around the tank, keeping it in shape. This reduces bulging. DROP & RAISE TECHNOLOGY™ - The unique jacking sustem is simple to pump and is placed at the perfect height. Raise the tanks without busting your back. AUTO-DRAIN™ CONE BASE - The 15" cone base channels every ounce of liquid to the drain. No more cleaning. STRONG-X™ ROOF DESIGN - The beefed-up roof structure with molded-in truss-like supports eliminate collapsing. HEAVY-DUTY TUBE FRAME - This unit is powder coated and ready for abuse. All wires are protected inside the tube and built-in house holders are included U-Series Sprayers - Turn your UTV intoa a snowfighting machine. Arm your side-by-side with a 100-gallon full-drain tank and a reliable two-bar boom sprayer with our Ice Master® U-Series sprayer. Jam-packed with top-of-the-line features, the U-Series turns your UTV into a snowfighting beast.	

DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.
POLY-FLEX™ HOSE REEL - Unlike steel, this rust-free,
crack-proof poly hose reel will flex.
AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.
TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.
RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.
EASY-ADJUST™ BOOM MOUNTS - Quickly set the boom height to match the spray nozzles' recommended height.

H-Series Sprayers - Heavy Duty Engineering does safe - The Ice Master® H-Series hitch-mounted sprayer is built with Safe-Balance™ technology, reducing sloshing and stabilizing weight for your compact tractor.
SAFE-BALANCE™ DESIGN - The tank shape shifts weight closer to the rear wheels, making spraying on sloped terrain safer.
DOUBLE SPRAY BAR SYSTEM High volume pre- and post- treatment spray bars.
POLY-FLEX™ HOSE REEL- Unlike steel, this rust-free, crack-proof poly hose reel will flex.
EASY-ACCESS™ LID - The easy-to-reach lid located at the side of the tank makes filling quick and simple.
TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.
SOLID-WALL™ TANK CONSTRUCTION - With thick side walls, this workhorse is impact resistant and virtually indestructible.

E-Series Sprayer - Dominate the pretreatig game - Leave the high-price pretreating sprayers for the other guys. The all-electric Ice Master® E-Series is the most straightforward and durable truck spraying rig on the market. Get everything you need to pretreat like a pro without busting the bank. Snowfighting is a proactive game, not reactive. To provide the level of service people expect from you, you need a powerful pretreating tool for your snowfighting arsenal. The Ice Master® E-Series is your secret weapon for professional pretreating power at an affordable price.
Our sprayers are all-electric, meaning there's no refueling and no noise. The E-Series sprayer allows you to pre-treat quietly in city areas while the people who depend on you rest easy.
TIME-SAVER™ FORK POINTS - The built-in fork slots make the entire unit a breeze to lift and load.
TRI-ZONE™ SPRAY SELECTION - Choose where you want to spray. No more expensive salt damage. No more liquid wasted.
AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.
DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.
RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.
FAST-FILL™ SYSTEM - Quickly attach and fill, so more time can be spent on the job.

T-Series Sprayer - Own the Streets - Engineered, tested, and sold in the nation’s coldest temperatures, the Ice Master®T-Series is the ultimate snowfighting tool. Now armed with the Storm Fightr™ stainless boom, the durable T-Series truck obliterates snow and ice season after season. Forged from stainless steel, the all-new Storm Fightr® Armored Boom was built from the ground up to defeat anything you can throw at it, from heat and corrosion to getting backed into the toughest snow pile. Your spray nozzles have never been as secure.
BAFFLE-BALL™ SURGE CONTROL - The slosh is eliminated. It feels like a solid load.
TRI-ZONE™ SPRAY SELECTION - Choose where you want to spray. No more expensive salt damage. No more liquid wasted.
AUTO-DRAIN™ SUMP BASE - The sloped tank base channels every ounce of brine to the drain.
DOUBLE SPRAY BAR SYSTEM - High volume pre- and post- treatment spray bars.
Forged from stainless steel, the all-new Storm Fightr® Armored Boom was built from the ground up to defeat anything you can throw at it, from heat and corrosion to getting backed into the toughest snow pile. Your spray nozzles have never been as secure.
RUST-ARMOUR™ STAINLESS FRAME - No rust. No corrosion. Years of unmatched service.
FAST-FILL™ SYSTEM - Quickly attach and fill, so more time can be spent on the job.
Optional - Storm Commander™ Wireless Control Station - Your In-cab command center - The Storm Commander™ gives you the real-time data you need to beat billing disputes, frivolous litigation, and logistics breakdowns. It tracks application rates, GPS tracks, and much more, and backs it all up to an easy-to-use web portal. And it all comes in a rugged wireless package,
complete with physical buttons and steel switches.

Diesel Fuel Boss - Outlast the storm - When you’re in the elements, you stop for no one. The all-in-one Diesel Fuel Boss® refueling unit keeps you on scene long after everyone else has gone home. Equipped with a pump, hose, and gun, our pre-built design is ready to work right out of the box.
PUMP-SHIELD™ COVER - The pump and gun are protected under a weather-safe cover.
ANCHOR-POINT™ STRAP GROOVES - Heavy-duty, never-fail strap grooves are built-in on both sides. This makes tying down this unit quick and hassle-free.

		CONDENSATE-ARMOUR™ MATERIAL - Unlike steel and aluminum, this polyethylene material reduces condensation build-up to minimize machinery filter damage. SELF-ACTIVATE™ SHUT-OFF NOZZLE - This well-built diesel fuel nozzle is engineered to shut-off automatically when the machine is completely full. EASY-LIFT™ HANDLES - Molded-in, solid handles make loading and unloading this unit effortless.	
42	Describe any “green” initiatives that relate to your company or to your products or services, and include a list of the certifying agency for each.	Camion was started to help promote and implement liquid brine and snow removal solutions. SIMA and Wit Advisors promote using liquids to reduce the impact of highway and parking lot winter maintenance on the environment. Using liquids for de-icing and anti-icing reduces use of salt by 40-60 percent. Camion remains committed to reducing the environmental impact associated with snow and ice control.	*
43	Identify any third-party issued eco-labels, ratings or certifications that your company has received for the equipment or products included in your Proposal related to energy efficiency or conservation, life-cycle design (cradle-to-cradle), or other green/sustainability factors.	Camion has designed our brine makers to run over standard building power supply rather than a gas engine, reducing emissions and greenhouse gases. Additionally, we offer electric, hydraulic and PTO options for our de-icing sprayers. We have specially developed the Ecomax motor for our truck sprayers. Ecomax, a high efficiency 12 volt electric pump which eliminates the need for another gas motor to run the pump.	*
44	Describe any Women or Minority Business Entity (WMBE), Small Business Entity (SBE), or veteran owned business certifications that your company or hub partners have obtained. Upload documentation of certification (as applicable) in the document upload section of your response.	While we do not qualify for any of these designations, many of our dealers are certified and that certification is available upon request. Camion is a small privately-owned company that remains committed to supporting other small business owners, whether it be our independent dealer network or our contracted drivers.	*
45	What unique attributes does your company, your products, or your services offer to Sourcewell participating entities? What makes your proposed solutions unique in your industry as it applies to Sourcewell participating entities?	Enduraplas started as a poly tank manufacturer and we pride ourselves on offering an industry-leading 10-year warranty on all of our tanks. As a polytank manufacturer, we offer one of the largest range of size applicators, production units and storage and transportation solutions for utilizing salt brine, the most efficient way to maintain clear roads. We take our core values to heart. We carry that pride and commitment to excellence to our Camion brand where we continue to offer the 10 year warranty on our brine storage tanks. These tanks are manufactured with our integral StrongX roof design and ribbed walls creating some of the toughest tanks available on the market today. We have a unique progressive sales model providing a win-win partnership with our dealers. This allows us to provide excellent, localize service from coast to coast. This strategy has made us a recognized brand in multiple industries requiring liquid handling solutions. The quality of our product is backed by our dedicate service teams which has created a strong, trusted brand in the marketplace.	*

Table 9: Warranty

Describe in detail your manufacturer warranty program, including conditions and requirements to qualify, claims procedure, and overall structure. You may upload representative samples of your warranty materials (if applicable) in the document upload section of your response in addition to responding to the questions below.

Line Item	Question	Response *	
46	Do your warranties cover all products, parts, and labor?	Camion offers an industry leading 10 year warranty for all our brine storage tanks (after warranty registration). Camion equipment workmanship is covered for 2 snow seasons and parts are covered for the length of the manufacturer's warranty	*
47	Do your warranties impose usage restrictions or other limitations that adversely affect coverage?	Camion does not provide any warranty coverage, nor have any liability or responsibility for any defects, costs, expenses, or damages relating to any of the following: Expendable parts, such as nuts, bolts, etc. or any parts not furnished by Camion or any damage causes by such parts. Airborne chemicals, road debris, salt, hail, floods, fire, windstorms, lightening or other acts of nature and other environmental conditions Water Contamination Any part or product installed, repaired, or altered by anyone other than a Camion Products authorized dealer or any damage caused by such parts or products. Normal wear and tear Normal maintenance services Incidentals or consequential damages, including but not limited to inconvenience, transportation, personal injury, loss of property or loss of revenue Parts or products that have been subject to abuse, negligence, accident, theft, tampering, misuse, neglect, corrosion, mishandling, improper installation, lace of or improper maintenance, care or storage. Installation of Camion products to a vehicle, including modification of Camion products or any such vehicle is entirely at the Buyer's risk and expense and compliance with motor vehicle regulations is the responsibility of the Buyer. Camion is not responsible for any damage whatsoever to vehicles caused by installation or use of Camion products equipment. Camion Products are not intended for personal, family or household use and, as such, this Limited Warranty does not cover such use.	*
48	Do your warranties cover the expense of technicians' travel time and mileage to perform warranty repairs?	Camion does not cover expenses such as travel time or mileage. Normal warranty repairs are handled by our independent dealer network in warranty policy, but will allow for exceptions depending on the defect and cause.	*
49	Are there any geographic regions of the United States or Canada (as applicable) for which you cannot provide a certified technician to perform warranty repairs? How will Sourcewell participating entities in these regions be provided service for warranty repair?	Our dealers typically offer service as required which covers most regions. However we don't have servicing dealers in Northern Canada, Hawaii and Alaska. In the unlikely event that repairs are needed in these areas, we will evaluate on an exception basis. Camion warranty policy covers only parts, however in the unlikely event a manufacturer's defect requires additional resources, Camion will evaluation for reimbursement on a case by case basis.	*
50	Will you cover warranty service for items made by other manufacturers that are part of your proposal, or are these warranties issues typically passed on to the original equipment manufacturer?	Service charges for component parts may be transferred to the original parts manufacturer as appropriate when approved. Camion manufactured parts will be covered by our normal Camion Warranty Policy.	*
51	What are your proposed exchange and return programs and policies?	Camion will allow return of unused product subject to a 15% restocking fee. We allow our dealers to exchange stock as needed.	*
52	Describe any service contract options for the items included in your proposal.	Our dealers offer service and maintenance programs as required. We do not stipulate or dictate these as a manufacturer.	*

Table 10: Payment Terms and Financing Options

Line Item	Question	Response *	
53	Describe your payment terms and accepted payment methods.	Camion standard payment terms are net 30 for approved customers. Otherwise we accept check or credit card payment. Dealers will set their own terms with Sourcewell Members.	*
54	Describe any leasing or financing options available for use by educational or governmental entities.	As a manufacturer we offer a program on Yard Card with 0% for 48 months. Terms apply. Dealers may extend other offers as they see fit.	*
55	Describe any standard transaction documents that you propose to use in connection with an awarded contract (order forms, terms and conditions, service level agreements, etc.). Upload a sample of each (as applicable) in the document upload section of your response.	Our standard transactional documents will include Quotes, Sales Order Confirmations and Invoices. If purchasing through one of our independent dealers, the format of the transactional documents may vary. See samples attached.	*
56	Do you accept the P-card procurement and payment process? If so, is there any additional cost to Sourcewell participating entities for using this process?	Camion does not accept P-cards for factory direct order payments on equipment or parts. Some of our independent dealers may accept P-Cards as payment when purchase order has been placed with them directly. The member will need to confirm if the dealer accepts this form of payment at the initial conversation.	*

Table 11: Pricing and Delivery

Provide detailed pricing information in the questions that follow below. Keep in mind that reasonable price and product adjustments can be made during the term of an awarded Contract as described in the RFP, the template Contract, and the Sourcewell Price and Product Change Request Form.

Line Item	Question	Response *	
57	Describe your pricing model (e.g., line-item discounts or product-category discounts). Provide detailed pricing data (including standard or list pricing and the Sourcewell discounted price) on all of the items that you want Sourcewell to consider as part of your RFP response. If applicable, provide a SKU for each item in your proposal. Upload your pricing materials (if applicable) in the document upload section of your response.	As the manufacturer, our pricing is based on our suggested retail price. Items are coded according to the options or features on each unit and can be easily correlated to the size. pump, etc. See attached price list with MSRP and Sourcewell discounted pricing	*
58	Quantify the pricing discount represented by the pricing proposal in this response. For example, if the pricing in your response represents a percentage discount from MSRP or list, state the percentage or percentage range.	Camion will offer 5% off MSRP for Sourcewell members for the duration of this contract.	*
59	Describe any quantity or volume discounts or rebate programs that you offer.	Camion understands that it is not uncommon for Sourcewell members to purchase larger quantities. To provide the best quantity or volume discounts, we would work with our closest independent dealer.	*
60	Propose a method of facilitating “sourced” products or related services, which may be referred to as “open market” items or “nonstandard options”. For example, you may supply such items “at cost” or “at cost plus a percentage,” or you may supply a quote for each such request.	Non-standard or custom items will be quoted by Camion at time of the request. Pricing will be discussed and agreed to by the member prior to placement of an order.	*
61	Identify any element of the total cost of acquisition that is NOT included in the pricing submitted with your response. This includes all additional charges associated with a purchase that are not directly identified as freight or shipping charges. For example, list costs for items like pre-delivery inspection, installation, set up, mandatory training, or initial inspection. Identify any parties that impose such costs and their relationship to the Proposer.	Taxes (both Canadian or US state) are not included in the pricing and may be added by Camion or the independent dealer at time of purchase. Any Training, installation or inspection charges will be dictated by the dealer as this service is not required by Camion as the manufacturer.	*
62	If freight, delivery, or shipping is an additional cost to the Sourcewell participating entity, describe in detail the complete freight, shipping, and delivery program.	Shipping direct from us as the Manufacturer to local dealer is listed on the pricelist as a destination charge. If shipped direct from us to Sourcewell member an additional $250 drop fee will be applied. Shipping from dealer to Sourcewell member will be negotiated between the dealer and the customer.	*
63	Specifically describe freight, shipping, and delivery terms or programs available for Alaska, Hawaii, Canada, or any offshore delivery.	Shipping or delivery to Alaska or Hawaii or offshore, will need to be arranged by the Sourcewell Member. Shipping destination charges for Canada are listed on the pricelist.	*
64	Describe any unique distribution and/or delivery methods or options offered in your proposal.	Camion has MEGASTORES in key locations which stock product ahead of the winter season. These locations may have standard product on hand allowing customer to receive and put goods to immediate use.	*

Table 12: Pricing Offered

Line Item	The Pricing Offered in this Proposal is: *	Comments
65	c. better than the Proposer typically offers to GPOs, cooperative procurement organizations, or state purchasing departments.	We don't typically offer a special discount for Government Entities but we are offering Sourcewell members 5% off of MSRP on this contract.

Table 13: Audit and Administrative Fee

Line Item	Question	Response *	
66	Specifically describe any self-audit process or program that you plan to employ to verify compliance with your proposed Contract with Sourcewell. This process includes ensuring that Sourcewell participating entities obtain the proper pricing, that the Vendor reports all sales under the Contract each quarter, and that the Vendor remits the proper administrative fee to Sourcewell. Provide sufficient detail to support your ability to report quarterly sales to Sourcewell as described in the Contract template.	All quotes will be reviewed by our sales and customer service team, even when our dealers are taking the lead with the member. This will allow us to know each time the contract is being used as the source for pricing and terms and conditions. Our independent dealers and sales and customer service teams will adhere to the following: • The Sourcewell membership number will be included on all documents • The Sourcewell contract number will be included on all documents • The Sourcewell member's purchase order will be submitted to Camion when it is completed by the dealer • The dealer will invoice the member to receive their commission payment • Sourcewell pricing will be clearly noted on separate Sourcewell contract price book or pages • Our sales, customer service and dealers will receive mandatory training on the proposal and Sourcewell Terms and Conditions • The sales and customer service teams will input the member and contract numbers into the order system for reporting	*
67	If you are awarded a contract, provide a few examples of internal metrics that will be tracked to measure whether you are having success with the contract.	Camion tracks our sales via our ERM system. We will track the number of quotes and actual sales under the contract along with year-over-year revenue totals through the contract.	*
68	Identify a proposed administrative fee that you will pay to Sourcewell for facilitating, managing, and promoting the Sourcewell Contract in the event that you are awarded a Contract. This fee is typically calculated as a percentage of Vendor's sales under the Contract or as a per-unit fee; it is not a line-item addition to the Member's cost of goods. (See the RFP and template Contract for additional details.)	Our goal is to remain as competitive as possible with our pricing. We propose a fee of 2% excluding the price of shipping and open source or custom items.	*

Table 14A: Depth and Breadth of Offered Equipment Products and Services

Line Item	Question	Response *	
69	Provide a detailed description of the equipment, products, and services that you are offering in your proposal.	Brine Makers BM3000 - LARGE BRINE MASTER • (181 inches X 82 inches X 65 inches / dry weight 1,000 pounds) • 600 Gallon mixing tank • 2 cubic yard hopper - manufactured with one-piece HDPE grey Poly • 230-volt, 30 amp electrical connection • Solid steel Frame • Brine Production Capacity - up to 2600 gal/hour BM1600 -SMALL BRINE MASTER • (90 inches X 72 inches X 68 inches / dry weight 520 pounds) • 400 Gallon mixing tank • .5 cubic yard hopper - manufactured with one-piece HDPE grey Poly • 115-volt, 20 amp electrical connection • Solid steel Frame • Brine Production Capacity - up to 1600 gal/hour Brine Storage Tanks - all our tanks include: • 16" lid • Tie Down Points • Siphon Tube • Single piece Rotomold HDPE contruction • 1.9 Specific Gravity • Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids • 10 year warranty THV01100GYC • 60" DIAMETER X 97" HEIGHT	

			• dry weight 210 lbs • Capacity - 1,100 gallons • Drain / Recirc Fittings - 2 inches (Poly or Stainless available) THV03000GYC • 90" DIAMETER X 125" HEIGHT • Dry weight - 550 lbs • Capacity - 3,126 gallongs • Drain/Recirc Fittings - 3 inches (Poly or Stainless available) THV05000GYC • 110" DIAMETER X 150" HEIGHT • Dry weight - 1,210 lbs • Capacity - 5,500 gallons • Drain/Recirc Fittings - 3 inches (Poly or Stainless available) THV10000GYC • 144" DIAMETER X178" HEIGHT • Dry weight - 2,800 lbs • Capacity - 10,400 gallons • Drain/Recirc Fittings - 3 inches (Poly or Stainless available) Brine Transport Tanks - all tanks include • 16" lid • Tie Down Points • Sight Gauge and Siphon Tube • Single piece Rotomold HDPE contruction • 1.9 Specific Gravity • Pin Mount Construction • Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids • Optional Baffle Balls to prevent sloshing • Optional Recirculation Fitting • 10-year warranty THF01000ORC • 94" length X 60" width X 63" height • Dry weight - 435 lbs • Capacity - 1,100 gallons • Drain Fittings - 2 inches (Poly or Stainless available) THF01600ORC • 130" length X 71" width X 51" height • Dry weight - 590 lbs • Capacity - 1,600 gallons • Drain Fittings - 3 inches (Poly or Stainless available) THF02200ORC • 130" length X 87" width X 90" height • Dry weight - 770 lbs • Capacity - 2,200 gallons • Drain Fittings - 3 inches (Poly or Stainless available) THF03000ORC • 130" length X 87" width X 90" height • Dry weight - 1,210 lbs • Capacity - 3,000 gallons • Drain Fittings - 3 inches (Poly or Stainless available) THF04500ORC • 179" length X 95" width X 84" height • Dry weight - 1,870 lbs • Capacity - 4,500 gallons • Drain Fittings - 3 inches (Poly or Stainless available) Relocatable Storage • 16" lid • Tie Down Points • Siphon Tube • available 2 inch or 3 inch pump and plumbing otions. • Single piece Rotomold HDPE contruction • 1.9 Specific Gravity • Compatible liquids - Calcium Chloride Brine, Salt Brine, Premium Branded Liquids • 10 year warranty IMSWC6000 Double Cone Trailer • 2-3,000 gallon cone-bottom storage tanks		

- 21 inches lenght X 100 inches width X Height - (Raised - 158"/Lowered - 146")
- Dry weight - 2,800 lbs

IMSWC9000
- Triple Cone Trailer
- 3 3,000 gallon cone-bottom storage tanks
- 29 inches lenght X 100 inches width X Height - (Raised - 158"/Lowered - 146")
- Dry weight - 4,090 lbs

Ice Control Sprayers

H-Series

IMH050
- 50 Gallon Ice Master H Series 3-point Sprayer
- 32 inches lenght X 55" width X 43 inches height
- 3-point linkage hitch
- IMSB7 - 7 nozzle boom - upto 6 ft spray width
- optional Hose Reel

U-Series Sprayer

IMU100
- 100 Gallon U Series UTV Sprayer
- 49 inches lenght X 45" width X 27 inches height
- 100 ft hose reel
- IMSB7H - 7 nozzle boom - upto 6 ft spray width

E Series Sprayer
- 3 Independent Electric Pumps
- Proven Pin-mount System
- Sight Gauge
- 2" Fill Port
- In Cab Controller
- Pressure Controller

IME250
- 250 Gallon E Series Truck Mount Sprayer
- 80" lenght X 43" width X 39" height
- Dry weight - 445 lbs

IME300
- 300 Gallon E Series Truck Mount Sprayer
- 102" lenght X 48" width X 40" height
- Dry weight - 530 lbs

IME500
- 500 Gallon E Series Truck Mount Sprayer
- 104" lenght X 57" width X 50" height
- Dry weight - 670 lbs

TSeries Sprayer
- Baffle balls
- Integrated Fork Point Slots
- Double Spray bar for high volume pre & post-treatment spray bars
- Choice of Motor/Pump
- In Cab Controls
- Optional StormCommander GPS controls
- Optional Hose Reel
- Optional Work Lights

IMT250
- 250 Gallon T Series Truck Mount Sprayer
- 81" length X 48" width X 39" height
- dry weight - 475 lbs
- Optional Electric or Gas Motor

IMT300
- 300 Gallon T Series Truck Mount Sprayer
- 102" length X 48" width X 40" height
- dry weight - 560 lbs
- Electric or Gas Motor

IMT500
- 500 Gallon T Series Truck Mount Sprayer
- 104" length X 57" width X 50" height
- dry weight - 700 lbs
- Electric, Hydraulic or Gas Motor

IMT800
- 800 Gallon T Series Truck Mount Sprayer
- 120" length X 61" width X 5940" height
- dry weight - 935 lbs
- Electric, Hydraulic or Gas Motor

IMT1000
- 1000 Gallon T Series Truck Mount Sprayer
- 120" length X 61" width X 75" height

		• dry weight - 1,035 lbs • Electric, Hydraulic or Gas Motor IMT1200 • 1200 Gallon T Series Truck Mount Sprayer • 127" length X 72" width X 66" height • dry weight - 1,250 lbs • Hydraulic or Gas Motor IMT1600 • 1600 Gallon T Series Truck Mount Sprayer • 156" length X 72" width X 70" height • dry weight - 1,495 lbs • Hydraulic or Gas Motor IMT1900 • 1900 Gallon T Series Truck Mount Sprayer • 156" length X 72" width X 750" height • dry weight - 1,598 lbs • Hydraulic or Gas Motor IMT2500 • 2500 Gallon T Series Truck Mount Sprayer • 159" length X 87" width X 84" height • dry weight - 2,040 lbs • Hydraulic or Gas Motor IMT3000 • 3000 Gallon T Series Truck Mount Sprayer • 159" length X 87" width X 99" height • dry weight - 2,295 lbs • Hydraulic or Gas Motor Diesel Transfer Tanks • 10 GPM Vane Pump • 20" hose • Auto Shut-off spray gun RDU025C10DC • 25 GAL DIESEL FUEL BOSS - COMPACT • 32" length X 27" width X 20" height • Dry weight - 69 lbs RDU055C10DC • 55 GAL DIESEL FUEL BOSS - COMPACT • 32" length X 27" width X 30" height • Dry weight - 80 lbs RDU075N10DC • 75 GAL DIESEL FUEL BOSS - NARROW • 51" length X 21" width X 31" height • Dry weight - 90 lbs RDU100S10DC • 100 GAL DIESEL FUEL BOSS - STANDARD • 47" length X 34" width X 34" height • Dry weight - 100 lbs	
70	Within this RFP category there may be subcategories of solutions. List subcategory titles that best describe your products and services.	Brine Production and Storage	*

Table 14B: Depth and Breadth of Offered Equipment Products and Services

Indicate below if the listed types or classes of equipment, products, and services are offered within your proposal. Provide additional comments in the text box provided, as necessary.

Line Item	Category or Type	Offered *	Comments	
71	Salt;	○ Yes ◉ No	We do not offer Salt at this time.	*
72	Brine;	○ Yes ◉ No	We do not offer brine, but we have a great Brine Master series that will allow the Sourcewell member to produce their own brine.	*
73	Anti-icing or or de-icing solids, liquids, and agents designed or intended for de-icing or anti-icing applications;	○ Yes ◉ No	We do not offer at this time.	*
74	Storage tanks and systems designed to produce brine, anti-icing, or de-icing agents with related supplies and accessories	◉ Yes ○ No	Camion offers the Brine Master system to produce brine and multiple styles of brine storage tanks.	*

Table 15: Exceptions to Terms, Conditions, or Specifications Form

Line Item 75. **NOTICE**: To identify any exception, or to request any modification, to the Sourcewell template Contract terms, conditions, or specifications, a Proposer must submit the exception or requested modification on the **Exceptions to Terms, Conditions, or Specifications Form** immediately below. The contract section, the specific text addressed by the exception or requested modification, and the proposed modification must be identified in detail. Proposer's exceptions and proposed modifications are subject to review and approval of Sourcewell and will not automatically be included in the contract.

Contract Section	Term, Condition, or Specification	Exception or Proposed Modification
		None

Documents

Ensure your submission document(s) conforms to the following:

1. Documents in PDF format are preferred. Documents in Word, Excel, or compatible formats may also be provided.

2. Documents should NOT have a security password, as Sourcewell may not be able to open the file. It is your sole responsibility to ensure that the uploaded document(s) are not either defective, corrupted or blank and that the documents can be opened and viewed by Sourcewell.

3. Sourcewell may reject any response where any document(s) cannot be opened and viewed by Sourcewell.

4. If you need to upload more than one (1) document for a single item, you should combine the documents into one zipped file. If the zipped file contains more than one (1) document, ensure each document is named, in relation to the submission format item responding to. For example, if responding to the Marketing Plan category save the document as “Marketing Plan.”

- Pricing - Camion USD SOURCEWELL MSRP Price List 22-23.pdf - Tuesday March 14, 2023 14:45:06
- Financial Strength and Stability - Enduraplas - Experian credit report.pdf - Tuesday March 14, 2023 14:45:26
- Marketing Plan/Samples - Camion 2023 E8.pdf - Tuesday March 14, 2023 14:44:51
- WMBE/MBE/SBE or Related Certificates (optional)
- Warranty Information - Warranty (Mfr) - Camion Systems Final Draft 4863-0030-0110 v.1 - Clean Final 230208.pdf - Tuesday March 14, 2023 08:21:02
- Standard Transaction Document Samples - Sample sales documents.pdf - Tuesday March 14, 2023 14:46:42
- Upload Additional Document (optional)

Addenda, Terms and Conditions

PROPOSER AFFIDAVIT AND ASSURANCE OF COMPLIANCE

I certify that I am the authorized representative of the Proposer submitting the foregoing Proposal with the legal authority to bind the Proposer to this Affidavit and Assurance of Compliance:

1. The Proposer is submitting this Proposal under its full and complete legal name, and the Proposer legally exists in good standing in the jurisdiction of its residence.

2. The Proposer warrants that the information provided in this Proposal is true, correct, and reliable for purposes of evaluation for contract award.

3. The Proposer, including any person assisting with the creation of this Proposal, has arrived at this Proposal independently and the Proposal has been created without colluding with any other person, company, or parties that have or will submit a proposal under this solicitation; and the Proposal has in all respects been created fairly without any fraud or dishonesty. The Proposer has not directly or indirectly entered into any agreement or arrangement with any person or business in an effort to influence any part of this solicitation or operations of a resulting contract; and the Proposer has not taken any action in restraint of free trade or competitiveness in connection with this solicitation. Additionally, if Proposer has worked with a consultant on the Proposal, the consultant (an individual or a company) has not assisted any other entity that has submitted or will submit a proposal for this solicitation.

4. To the best of its knowledge and belief, and except as otherwise disclosed in the Proposal, there are no relevant facts or circumstances which could give rise to an organizational conflict of interest. An organizational conflict of interest exists when a vendor has an unfair competitive advantage or the vendor's objectivity in performing the contract is, or might be, impaired.

5. The contents of the Proposal have not been communicated by the Proposer or its employees or agents to any person not an employee or legally authorized agent of the Proposer and will not be communicated to any such persons prior to Due Date of this solicitation.

6. If awarded a contract, the Proposer will provide to Sourcewell Participating Entities the equipment, products, and services in accordance with the terms, conditions, and scope of a resulting contract.

7. The Proposer possesses, or will possess before delivering any equipment, products, or services, all applicable licenses or certifications necessary to deliver such equipment, products, or services under any resulting contract.

8. The Proposer agrees to deliver equipment, products, and services through valid contracts, purchase orders, or means that are acceptable to Sourcewell Members. Unless otherwise agreed to, the Proposer must provide only new and first-quality products and related services to Sourcewell Members under an awarded Contract.

9. The Proposer will comply with all applicable provisions of federal, state, and local laws, regulations, rules, and orders.

10. The Proposer understands that Sourcewell will reject RFP proposals that are marked "confidential" (or "nonpublic," etc.), either substantially or in their entirety. Under Minnesota Statutes Section 13.591, subdivision 4, all proposals are considered nonpublic data until the evaluation is complete and a Contract is awarded. At that point, proposals become public data. Minnesota Statutes Section 13.37 permits only certain narrowly defined data to be considered a "trade secret," and thus nonpublic data under Minnesota's Data Practices Act.

11. Proposer its employees, agents, and subcontractors are not:
    1. Included on the "Specially Designated Nationals and Blocked Persons" list maintained by the Office of Foreign Assets Control of the United States Department of the Treasury found at: https://www.treasury.gov/ofac/downloads/sdnlist.pdf;

    2. Included on the government-wide exclusions lists in the United States System for Award Management found at: https://sam.gov/SAM/; or

    3. Presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from programs operated

by the State of Minnesota; the United States federal government or the Canadian government, as applicable; or any Participating Entity. Vendor certifies and warrants that neither it nor its principals have been convicted of a criminal offense related to the subject matter of this solicitation.

☑ By checking this box I acknowledge that I am bound by the terms of the Proposer's Affidavit, have the legal authority to submit this Proposal on behalf of the Proposer, and that this electronic acknowledgment has the same legal effect, validity, and enforceability as if I had hand signed the Proposal. This signature will not be denied such legal effect, validity, or enforceability solely because an electronic signature or electronic record was used in its formation. - Denice Pape, Customer Service Manager, Enduraplas, LLC

The Proposer declares that there is an actual or potential Conflict of Interest relating to the preparation of its submission, and/or the Proposer foresees an actual or potential Conflict of Interest in performing the contractual obligations contemplated in the bid.

○ **Yes** ◉ **No**

The Bidder acknowledges and agrees that the addendum/addenda below form part of the Bid Document.

Check the box in the column "**I have reviewed this addendum"** below to acknowledge each of the addenda.

File Name	I have reviewed the below addendum and attachments (if applicable)	Pages
Addendum_2_Salt_and_Brine_RFP_031423 Mon March 6 2023 04:36 PM	☑	1
Addendum_1_Salt_and_Brine_RFP_031423 Thu February 16 2023 02:52 PM	☑	1

Bobcat

Compact Excavators

1-8 Metric Tons

One Tough Animal®

1170

BOBCAT COMPACT EXCAVATORS

THE BOBCAT LINE OF COMPACT EXCAVATORS IS A PERFECT EXAMPLE OF OUR APPROACH TO EQUIPMENT DESIGN: NEVER STOP MAKING IT BETTER.

Bobcat® excavators deliver stronger performance in a lighter machine, taking the production of owners and operators to the next level. Smooth, refined hydraulics allow you to dig your way out of extremely tough jobs.

LIKE YOU, IT'S BUILT TO WORK HARD, AND WORK BETTER.

Machine: E40

WORKS LIKE AN EXTENSION OF YOU

Responsive controls and smooth operation are a must when doing difficult work with tight deadlines. In a Bobcat compact excavator, you can feel the balance between the hydraulic system and the engine horsepower. It makes operation more intuitive. It makes you more productive, too. A load-sensing piston pump and closed center valve systems deliver exceptional metering for smooth control of machine functions. With its cushioned work group, cylinders provide a smooth end-of-stroke while working. No matter which model you choose, your Bobcat excavator is engineered with advanced hydraulic components that maximize power, speed, predictability and control.

DO MORE THAN DIG.

Bobcat excavators have your business expansion built right in. Nobody builds more compact excavator attachments. Whether it's breaking concrete, breaking down buildings or drilling tree holes, Bobcat attachments help you take on new jobs and get more use from your machine. You can even share some of the same attachments that fit on your Bobcat loaders. With more than a dozen attachments to choose from, your Bobcat excavator is not just a digging machine; it's a versatile tool carrier.

BUILT-IN VERSATILITY

- Auger
- Breaker
- Clamp
- Drum mulcher
- Flail mower
- Grading blade
- Grading bucket
- Grapple, three-tine
- Hydra-Tilt™ swing accessory
- Hydraulic tilt coupler
- Packer wheel
- Plate compactor
- PowerTilt® swing accessory
- Pro Clamp™ system
- Ripper
- Trencher

SELECTABLE AUXILIARY HYDRAULIC FLOW

Bobcat excavators allow you to quickly select an auxiliary flow rate that best matches a particular attachment. Low flow provides precise control of the PowerTilt swing accessory and Hydra-Tilt swing accessory. Medium flow is perfect for the clamp attachment. Maximum flow is best for breakers, augers and compactors.

PowerTilt® is a registered trademark of Helac Corporation.

BOBCAT TRACKS

Engineered, tested and proven to perform on your excavator, Bobcat tracks give you the best performance and longest service life. Choose from rubber tracks with a wide range of tread patterns, steel tracks, segmented rubber tracks for the E60 and E88, or maximize pushing force and comfort with a steel track and rubber pad combination.

Machine: E60

THE INDUSTRY'S ONLY CLAMP-COMPATIBLE EXTENDABLE ARM

The optional extendable arm gives you the power and lifting performance of a shorter boom arm or the dig depth and reach of a longer one.

ATTACHMENTS NOW

With many excavators, the quick-tach system, hoses and couplers, controls, and clamp mounts can be pricey add-ons. The Bobcat-exclusive X-Change™ attachment mounting system, plus quick couplers, clamp mounts, port release and fingertip controls, come standard on a majority of our excavators. You will have multi-attachment functionality right away – so you can take on more jobs.

HYDRAULIC X-CHANGE ATTACHMENT MOUNTING SYSTEM

For the most convenient attachment changes in the industry, choose the optional Hydraulic X-Change™ system. Release and secure attachments from inside the cab with the flip of a switch. The standard X-Change attachment mounting system is included standard on 3-to-6-ton models for easy and fast attachment connection and removal.

FINGERTIP CONTROLS

The auxiliary hydraulic controls are at your fingertips, providing precision control and low-fatigue operation. Variable flow allows you to control the attachment speed and precisely move a clamp. Detent provides continuous flow for attachments such as augers and plate compactors.

Bobcat

Product Quotation
Quotation Number: **HM379609**
Quote Sent Date: **Mar 04, 2024**
Expiration Date: **Apr 03, 2024**

Your Bobcat Contact
Heather Messmer
Phone: 7012418719
E-mail: heather.messmer@doosan.com

Deliver to
CITY OF LAKE TAHOE

Bobcat Dealer
Bobcat of Sacramento, Sacramento, CA
575 DISPLAY WAY
SACRAMENTO, CA, 95838

Item Name	Item Number	Quantity	Price Each	Total
E32 R2-Series Bobcat Compact Excavator	M3407	1	37,243.50	37,243.50
Standard Equipment: 24.8 HP Tier 4 Auto Idle Auto-Shift, 2-Speed Travel Auxiliary Hydraulics, Selectable Flow with Arm Mounted Flush Face Quick Couplers Canopy Includes: Cup Holder, Retractable Seat Belt, Vinyl Suspension Seat Roll Over Protective Structure (ROPS)- Meets Requirements of ISO 12117-2: 2008 Tip Over Protective Structure (TOPS) - Meets Requirements of ISO 12117: 2000 Falling Object Protective Structure (FOPS) - Meets Requirements of ISO 10262:1998 Control Console Locks Control Pattern Selector Valve (ISO/STD) Conventional Tail Swing Dozer Blade with Float Engine/Hydraulic Monitor with Shutdown Fingertip Auxiliary Hydraulic Control Fingertip Boom Swing Control Horn Hydraulic Joystick Controls Keyed Ignition LED Work Lights Lift Eye Rubber Tracks Spark Arrestor Exhaust System Standard Arm Standard Instrumentation Panel Tier 4 Diesel Engine, Non DPF Vandalism Protection X-Change (Attachment Mounting System) Telematics - Machine IQ Warranty: 2 years, or 2000 hours whichever occurs first				
Cab Package *Included:* Cab Package:, Standard Arm, Enclosed Cab with HVAC, Standard Instrument Panel, Keyed Ignition, Cloth Suspension Seat, Travel Motion Alarm	M3407-P11-C05	1	5,163.20	5,163.20
Hydraulic Clamp - Standard Arm - Class III w/ Diverter Valve	M3407-R08-C31	1	3,223.50	3,223.50
16" MX3 XCHG TEETH	7324830	1	1,037.40	1,037.40
55" X-Change Grading Blade	6817096	1	984.96	984.96
	Total for E32 R2-Series Bobcat Compact Excavator			**47,652.56**
		Quote Total - USD		47,652.56

Dealer P.D.I.	200.00
Freight Charges	1,250.00
Destination Charges	200.00
Quote Total - USD	**49,302.56**

Tax 8.75% $4,313.97

$53,616.53

Comment:

***Plus applicable taxes. IF Tax Exempt, please include Tax Exempt Certificate with the order.**

*Prices per the Sourcewell Contract #_040319-CEC.

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Clark Equipment Company d/b/a Bobcat Company, P. O. Box 74007382, Chicago, IL 60674-7382

*Questions can be submitted via email to randy.fuss@doosan.com or by phone at: 1-800-965-4232

Customer Acceptance:
Quotation Number: **HM379609** Purchase Order:_____

Authorized Signature:

Print:_____ Sign:_____

Date:_____ Email:_____

Addresses:

Delivery Address:_____

Billing Address (if different from ship to):_____

Tax Exempt: Y ☐ / N ☐

Exempt in the State of:_____

Tax Exempt ID:

Federal:_____

State:_____

Expiration Date:_____

Sourcewell

CONTRACT EXTENSION

Contract Number: #040319-CEC

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Clark Equipment Company dba Bobcat Company and Doosan Infracore Construction Equipment, 250 E. Beaton Dr., West Fargo, ND 58078 have entered into Contract #040319-CEC for the procurement of Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies. The Contract has an expiration date of May 31, 2023, but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of May 31, 2024. All other terms and conditions of the Contract remain in full force and effect.

Sourcewell	Clark Equipment Company dba Bobcat Company and Doosan Infracore Construction Equipment
DocuSigned by: Jeremy Schwartz C0FD2A139D06489...	DocuSigned by: Randy L. Fuss 0F55B103999C454...
By: _____	By: _____
Jeremy Schwartz	Randy Fuss
Title: Chief Procurement Officer	Title: Director, Government Accounts
Date: 1/6/2023 | 3:31 PM CST	Date: 1/23/2023 | 6:29 AM PST

Bobcat

Toolcat Utility Work Machines

UW53, UW56

One Tough Animal®

1179

ANY DAY. ANY JOB.

Maximize your production and return on investment by connecting your Toolcat utility work machine to one of more than 45 attachments. Changes take less than a minute – so it's simple to mow in the morning, remove downed trees in the afternoon and dig post holes in the evening. It's an investment you can leverage a different way every day, all year round.

Want to make sure you get the most out of your machine? Purchase the attachments you regularly use, like a mower, so they're there when you need them. For one-time projects, rent the attachments you need, like a stump grinder, from your local Bobcat dealer.

The Toolcat utility work machines have additional features not found in other types of equipment that help increase attachment productivity – so you can get more done in a day:

- Lift arm float
- Horsepower management
- Hydrostatic drive
- Variable flow hydraulics
- Fingertip auxiliary control
- Drive response
- Dual-direction detent
- Cruise control
- High-flow hydraulics
- Attachment control kit

One person can change attachments in less than a minute. With the standard Bob-Tach® attachment mounting system, attachment hookup is quick and easy.

With the optional Power Bob-Tach system, you can change non-hydraulic attachments without leaving the comfort of your cab. Just line up the attachment and flip the switch.

Machine: UW56
Attachment: Bucket

Joystick and Attachment Control Kit

Command the attachment and make on-the-fly adjustments with a simple-to-operate joystick and effortless fingertip auxiliary control. Secondary attachment functions, like angle adjustments on the broom, blade or soil conditioner, are at your fingertips with the optional attachment control kit.

Pressure Relief Quick Couplers

This unique design releases trapped line pressure and provides easier hydraulic attachment hookup.

Optional High-Flow Hydraulics

With optional high-flow hydraulics, you can maintain torque and attachment speed under a heavy load. You'll notice the difference on tough jobs requiring high power, like stump grinding, blowing snow and digging postholes.

Speed Management

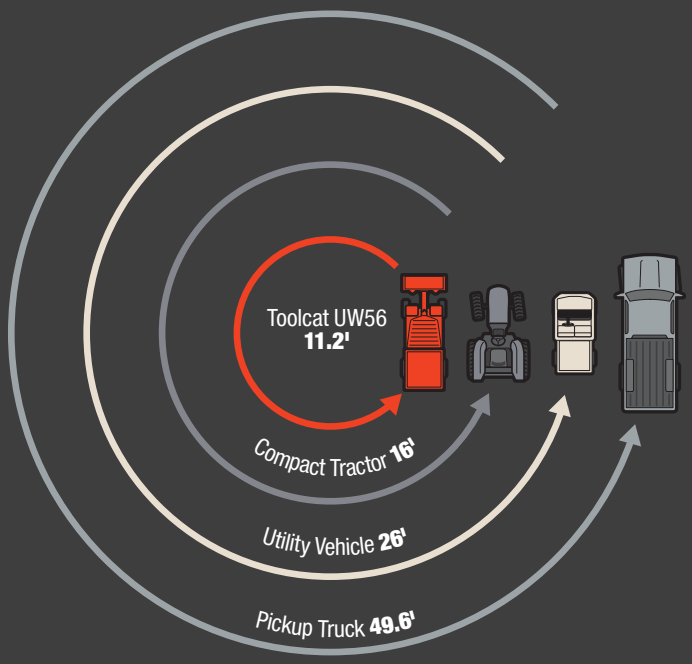
Use speed management to set your engine speed to the optimal setting for the attachment that you're operating, then dial in your desired travel speed. Speed management is helpful for operating attachments that require a slow and consistent travel speed while maintaining high engine speeds, such as a soil conditioner or snowblower. Use speed management to set the maximum travel speed at full stroke of the accelerator pedal.

Get more done on the job with these Bobcat attachments:

3-point hitch adapter
Angle broom
Auger
Bale fork
Box blade
Brushcat™ rotary cutter
Bucket
Chipper
Combination bucket
Dozer blade
Dumping hopper
Flail cutter
Grader
Grapple, industrial
Grapple, utility
Landplane
Landscape rake
Mower
Pallet fork, hydraulic
Pallet fork, standard
Rock bucket
Salt/sand spreader
Scraper
Seeder
Snow blade
Snowblower
Snow pusher
Snow v-blade
Sod layer
Soil conditioner
Spreader
Stump grinder
Sweeper
Tiller
Tilt-Tatch™ device
Trencher
Utility fork

Find detailed attachment information and specifications at Bobcat.com

Machine: UW53
Attachment: Angle Broom



Even when it fits, it's often not worth the trouble to take a machine with limited maneuverability into confined working conditions. With a turning radius of 11.2 feet, the Toolcat utility work machine can do more in tight spaces.

Machine: UW56
Attachment: Pallet Fork

Each wheel of the Toolcat utility work machine moves separately through the turning arc and rolls smoothly through the turn.

Machine: UW56
Attachment: Angle Broom

Bobcat

Product Quotation
Quotation Number: **HM259387**
Quote Sent Date: **Dec 21, 2023**
Expiration Date: **Jan 20, 2024**

Your Bobcat Contact
Heather Messmer
Phone: 7012418719
E-mail: heather.messmer@doosan.com

Deliver to
CITY OF LAKE TAHOE

Bobcat Dealer
Bobcat of Sacramento, Sacramento, CA
575 DISPLAY WAY
SACRAMENTO, CA, 95838

Bill to
CITY OF LAKE TAHOE

Item Name	Item Number	Quantity	Price Each	Total
Bobcat UW56	M1225	1	61,966.40	61,966.40
Standard Equipment: Adjustable Vinyl Seats All-Wheel Steer Automatically Activated Glow Plugs Auxiliary Hydraulics Variable Flow with dual direction detent Beverage Holders Bob-Tach Boom Float Cargo Box Support Cruise Control Speed Management Enclosed Cab with HVAC Dual Port USB charger Lower Engine Guard Limited Slip Transaxle Engine and Hydraulic Monitor with Shutdown Front LED Work Lights Full-time Four-Wheel Drive				
Horsepower Management Roll Over Protective Structure (ROPS) . Meets Requirements of SAE-J1040 & ISO 3471 Falling Object Protective Structure (FOPS) . Meets Requirements of SAE-J1043 & ISO3449, Level I Dome Light Hydraulic Dump Box Instrumentation: Standard 5" Display with Keyless Start, Engine Temperature and Fuel Gauges, Hour meter, RPM and Warning Indicators. Includes maintenance interval notification, fault display, job codes, quick start, and security lockouts. Joystick, Manually Controlled with Lift Arm Float Lift Arm Support Parking Brake, automatic Power Steering with Tilt Steering Wheel Radiator Screen Rear Receiver Hitch Seat Belts, Shoulder Harness Spark Arrestor Muffler Suspension, 4-wheel independent Tires: 27 x 10.5-15 (8 ply), Lug Tread Toolcat Interlock Control System (TICS) Two-Speed Transmission Machine Warranty: 12 Months, unlimited hours Bobcat Engine Warranty: Additional 12 Months or total of 2000 hours after initial 12 month warranty				
Deluxe Road Package *Included:* Deluxe Road Package includes: Backup Alarm, Turn Signals, Flashers, Tail Lights, Brake Lights, Rear view mirror, Side Mirrors, Horn, Rear work lights, and headlights	M1225-P01-C01	1	2,364.00	2,364.00
High Flow Package	M1225-R03-C02	1	1,388.80	1,388.80
Heavy Duty Battery	M1225-R07-C02	1	80.00	80.00

Interior Trim	M1225-A01-C04	1	172.00	172.00
Power Bob-Tach	M1225-R14-C03	1	920.00	920.00
Radio Option	M1225-R15-C02	1	452.00	452.00
Rear View Camera	M1225-R20-C01	1	300.00	300.00
Traction Control	M1225-R16-C02	1	484.00	484.00
29 X 10.5 Trac Tire	M1225-R05-C04	1	460.00	460.00
Attachment Control	M1225-R08-C02	1	204.00	204.00
84" Angle Broom	7337715	1	6,767.04	6,767.04
68" Heavy Duty Bucket	7272679	1	1,301.12	1,301.12
Snow Blower 32X74	M7045	1	5,644.52	5,644.52
MOTOR PACKAGE 160CC (26-31 gpm)	M7045-R01-C04	1	854.24	854.24
14 Pin T-Harness Kit - Snowblowers	6728165	1	278.18	278.18
68" Industrial Bucket Grapple	7168340	1	3,720.96	3,720.96
Port Relief	6684646	1	100.55	100.55
Hose Assembly, 76 inch - Attachments Plus	7145544	1	76.61	76.61
Rear Window Guard	7150926	1	966.09	966.09
	Total for Bobcat UW56			**88,500.51**

Quote Total - USD	88,500.51
Dealer P.D.I.	300.00
Freight Charges	1,400.00
Destination Charges	821.00
Dealer Assembly Charges	330.00
Quote Total - USD	**91,351.51**

Tax 8.75% $7,993.25

$99,344.76

Comment:

***Plus applicable taxes**. IF Tax Exempt, please include Tax Exempt Certificate with the order.

*Prices per the Sourcewell Contract #_040319-CEC.

*Sourcewell Member Number (if applicable): _____

*All orders should include 1) Accounts Payable Contact and email address, 2) W9 with correct legal entity name, and 3) Bill to Address.

*Orders may be placed with the contract holder or authorized dealer as allowed by the terms and conditions of the contract. *A Copy of all orders must be provided to Heather.Messmer@Doosan.com.

*Contact Holder Information: Clark Equipment Company dba Bobcat Company, Govt Sales, 250 E Beaton Drive, West Fargo, ND 58078. TID# 38-0425350.

*Payment Terms: Net 60 Days. Credit cards accepted.

*Remittance address: Clark Equipment Company d/b/a Bobcat Company, P. O. Box 74007382, Chicago, IL 60674-7382

*Questions can be submitted via email to randy.fuss@doosan.com or by phone at: 1-800-965-4232

Customer Acceptance:
Quotation Number: **HM259387** Purchase Order:_____

Authorized Signature:

Print:_____ Sign:_____

Date:_____ Email:_____

Addresses:

Delivery Address:_____

Billing Address (if different from ship to):_____

Tax Exempt: Y ☐ / N ☐

Exempt in the State of:_____

Tax Exempt ID:

Federal:_____

State:_____

Expiration Date:_____

Sourcewell

CONTRACT EXTENSION

Contract Number: #040319-CEC

Sourcewell, 202 12th Street Northeast, P.O. Box 219, Staples, MN 56479 (Sourcewell) and Clark Equipment Company dba Bobcat Company and Doosan Infracore Construction Equipment, 250 E. Beaton Dr., West Fargo, ND 58078 have entered into Contract #040319-CEC for the procurement of Medium Duty and Compact Construction Equipment with Related Attachments, Accessories and Supplies. The Contract has an expiration date of May 31, 2023, but the parties may extend the Contract by mutual consent.

Sourcewell and Vendor acknowledge that extending the Contract benefits the Vendor, Sourcewell and Sourcewell's Members. Vendor and Sourcewell agree to extend the Contract listed above for an additional period, with a new Contract expiration date of May 31, 2024. All other terms and conditions of the Contract remain in full force and effect.

Sourcewell

DocuSigned by:
By: Jeremy Schwartz
C0FD2A139D06489...
Jeremy Schwartz
Title: Chief Procurement Officer
Date: 1/6/2023 | 3:31 PM CST

Clark Equipment Company dba Bobcat Company and Doosan Infracore Construction Equipment

DocuSigned by:
By: Randy L. Fuss
0F55B103999C454...
Randy Fuss
Title: Director, Government Accounts
Date: 1/23/2023 | 6:29 AM PST

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:16

Agenda Item:

Ratification of Prohousing Incentive Grant Application to California Department of Housing and Community Development for the Bear's Den Rehabilitation and the Affordable Housing Project at 3900 and 3908 Lake Tahoe Boulevard

Executive Summary: In January 2024, the State of California Housing and Community Development Department (HCD) released a Notice of Funding Availability (NOFA) for the Prohousing Incentive Program (PIP) 2023 - Round 2. The PIP awards funds are based on the Prohousing Designation program score and jurisdiction size. On September 12, 2023, City Council authorized Resolution 2023-082 for application to and participation in the Prohousing Designation Program. The motion was made by Councilmember Friedrich and seconded by Councilmember Wallace. The City became eligible to apply for the PIP grant in March 2024 and an application was submitted on March 15, 2024.

Requested Action / Suggested Motions:

Pass a Resolution ratifying the grant application and authorizing the City Manager to accept funds from the California Department of Housing and Community Development for Prohousing Incentive Program up to $120,000 for the Bear's Den rehabilitation and up to $500,000 for the affordable housing project at 3900 and 3908 Lake Tahoe Boulevard, for a total amount not to exceed $620,000.

Responsible Staff Member: Jessica Wackenhut Lomeli, Housing Manager

Reviewed and Approved By: Zach Thomas, Director of Development Services Susan Blankenship, City Clerk Olga Tikhomirova, Director of Finance Heather Stroud, City Attorney

Attachments:

01-Staff Report - Prohousing Incentive Program.docx
02-Resolution - Prohousing Incentive Program.docx
03 - PIP Submitted Application.pdf

City of South Lake Tahoe
Report to **City Council**

Meeting Date: March 26, 2024

Title: Ratification of Prohousing Incentive Grant Application to California Department of Housing and Community Development for the Bear's Den Rehabilitation and the Affordable Housing Project at 3900 and 3908 Lake Tahoe Boulevard

Location: City-wide

Responsible Staff Member: Jessica Wackenhut Lomeli, Housing Manager

Background: In an effort to further push city and county jurisdictions to address the statewide housing crisis, the Newsom Administration and California Legislature created the Prohousing Designation Program as part of a package of technical assistance, accountability measures, and incentives to address housing and homelessness.

Local Governments with Prohousing Designation are eligible for an additional Prohousing Incentive Program grant (PIP). This grant consists of a state investment from the Building Homes and Jobs Trust Fund, with five percent of annual collections to be used for an incentive program.

On September 12, 2023, City Council authorized Resolution 2023-082 for application to and participation in the Prohousing Designation Program. The motion was made by Councilmember Friedrich and seconded by Councilmember Wallace.

Issue and Discussion: In January 2024, the State of California Housing and Community Development Department (HCD) released a Notice of Funding Availability (NOFA) for the Prohousing Incentive Program (PIP) 2023 - Round 2. The PIP awards funds are based on the Prohousing Designation program score and jurisdiction size. The City submitted the Prohousing Designation program application which still allows eligibility to apply for the PIP. While the NOFA was released in January, the City was still not eligible until March 2024. Due to the short timeline, staff submitted a PIP application by the submission date of March 15, 2024.

There are ten eligible uses for PIP grant funds. Based on the allowable grant funds for the city and current project needs, staff recommend the grant funds for the following eligible uses:

(i) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low, very low, and low-, and moderate-income households, including necessary operating subsidies.

(vi) Assisting persons who are experiencing or at risk of homelessness, including providing rapid rehousing, rental assistance, navigation centers, emergency

shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.

The Bear's Den rehabilitation project (2250 Lake Tahoe Blvd.) and 3900 and 3908 Lake Tahoe Boulevard affordable housing projects are the two identified projects that need additional grant funding. The grant award formula allows the city to receive $620,000 in grant funds. If awarded, the Tahoe Coalition for the Homeless would be subgranted $120,000 under eligible use (vi) for design and engineering plans for Best Management Practices, ADA and accessibility upgrades, and any other rehabilitation work allowable with remaining funding for the 22 units of permanent housing. Novin and SMR Development would be subgranted $500,000 under eligible use (i) for predevelopment costs and additional local leverage for other state and federal grants for 65 units of permanent housing.

Staff recommends that the City Council approve the Resolution (Attachment 2) ratifying the application for, and authorizing receipt of, Prohousing Incentive funds.

Financial Implications: The Prohousing Incentive Program is a competitive grant process available from HCD, which the City is eligible to apply for. Based on the City's Prohousing score, jurisdiction population, and geographic region formula, the City is eligible to receive $620,000. If the total amount is awarded, $500,000 will be granted for predevelopment costs to Novin and SMR Development for 3900 and 3908 Lake Tahoe Blvd. The remaining $120,000 will be granted to Tahoe Coalition for the Homeless for rehabilitation costs for the Bear's Den (2250 Lake Tahoe Boulevard).

Environmental Considerations: This action is categorically exempt from review under the California Environmental Quality Act (CEQA) with respect to the affordable housing project at 3900 and 3908 Lake Tahoe Boulevard under CEQA Guidelines section 15332 (In-Fill Development Projects) and with respect to the Bear's Den Rehabilitation under CEQA Guidelines section 15301 (Existing Facilities).

Policy Implications: The recommended action is consistent with the following adopted policies and programs:

<u>City General Plan Housing Element</u>

Policy 1-1 The City shall adopt programs, ordinances, incentives, land use plans and other regulatory mechanisms that provide opportunities for the private sector to address the housing needs of citizens of all economic levels.

Program 1-3 The City shall work with the California Department of Housing and Community Development, the California Legislature, and through other appropriate legal means to remove unreasonable barriers to the implementation of the goals, policies, and programs of the City's Housing Element and to maintain consistency with state law.

Policy 1-10 The City shall actively seek opportunities to obtain federal, state, and local funding for affordable housing and community development and implementation of General Plan policies and programs to support housing affordability, community development, and safety.

Policy 2-3 The City shall encourage a range of housing options so that people who work in South Lake Tahoe can choose to live in the city.

Policy 2-5 The City shall recognize that it will become difficult to attract employees if they cannot afford to purchase or rent housing in South Lake Tahoe. The City shall encourage and support programs and activities that create a robust local economy that provides residents with good paying employment and the means to purchase and/or rent housing in the City.

Policy 2-9 The City shall strive to provide housing opportunities that are affordable for workers earning between 60 and 180 percent of the area median income. The City recognizes that police and fire personnel, schoolteachers, nurses, and other public service employees are an essential component of the local workforce.

Attachment A: Formal Resolution for the Prohousing Incentive Program Funds

RESOLUTION NO. **2024 – XXX**

A RESOLUTION OF THE **CITY COUNCIL OF THE CITY OF SOUTH LAKE TAHOE** AUTHORIZING APPLICATION FOR, AND RECEIPT OF, Prohousing Incentive Program funds.

WHEREAS, pursuant to Health and Safety Code 50470 et. Seq, the California Department of Housing and Community Development (Department) is authorized to issue Guidelines as part of an incentive program (hereinafter referred to by the Department as the Prohousing Incentive Program or "PIP"); and

WHEREAS the **City Council of the City of South Lake Tahoe** desires to submit a PIP grant application package ("Application"), on the forms provided by the Department, for approval of grant funding for eligible activities toward planning and implementation activities related to housing and community development as a result of meeting eligibility criteria including but not limited to Prohousing Designation; and

WHEREAS, the Department has issued Guidelines and Application on January 23, 2024 in the amount of $9,483,402.17 for PIP;

Now, therefore, the **City Council of the City of South Lake Tahoe** ("Applicant") resolves as follows**:**

SECTION 1.

The **City Manager** is hereby authorized and directed to submit an Application to the Department in response to the NOFA, and to apply for the PIP grant funds in a total amount not to exceed **$620,000**.

SECTION 2.

In connection with the PIP grant, if the Application is approved by the Department, the **City Manager** of the **City of South Lake Tahoe** is authorized and directed to enter into, execute, and deliver on behalf of the Applicant, a State of California Agreement (Standard Agreement) for the amount of **$620,000**, and any and all other documents required or deemed necessary or appropriate to evidence and secure the PIP grant, the Applicant's obligations related thereto, and all amendments thereto; and

SECTION 3.

The Applicant shall be subject to the terms and conditions as specified in the Guidelines, and the Standard Agreement provided by the Department after approval. The Application and any and all accompanying documents are incorporated in full as part of the Standard Agreement. Any and all activities funded, information provided, and timelines represented in the Application will be enforceable through the fully executed Standard Agreement. Pursuant to the Guidelines and in conjunction with the terms of the Standard Agreement, the Applicant hereby agrees to use the funds for eligible uses

and allowable expenditures in the manner presented and specifically identified in the approved Application.

ADOPTED ON **March 26, 2024**, by the **City Council of the City of South Lake Tahoe** by the following vote count:

AYES: ____ NAYS: ___ ABSENT: ___ ABSTAIN: ___

ATTEST: APPROVED AS TO FORM:

The undersigned, **Clerk of Public Entity** of Applicant, does hereby attest and certify that the foregoing is a true and full copy of a resolution of the Applicant's governing body adopted at a duly convened meeting on the date above-mentioned, and that the resolution has not been altered, amended, or repealed.

[Signature of Attesting Officer]

_____APPROVED

Susan Blankenship, City Clerk

Prohousing Incentive Pilot (PIP) Program

2024 Application for Local Governments

State of California
Governor, Gavin Newsom

Melinda Grant, Undersecretary
Business, Consumer Services and Housing Agency

Gustavo Velasquez, Director
Department of Housing and Community Development

Megan Kirkeby, Deputy Director
Division of Housing Policy Development

Final Filing Date: March 15, 2024

2020 West El Camino Avenue, Suite 500, Sacramento, CA 95833

Website: https://www.hcd.ca.gov/grants-and-funding/programs-active/prohousing-incentive-program

Email: ProhousingIncentive@hcd.ca.gov

Applicant Information

Applicant	City of South Lake Tahoe		
Applicant Agency Type	Local Government		
Mailing Address	1901 Lisa Maloff Way, Suite 210		
City	South Lake Tahoe	Zip Code	96150
County	El Dorado County		
Website	cityofslt.us		
DUNS Number	FG8YLL3CQ3J1		
TIN			
Authorized Representative Name	Joseph Irvin		
Authorized Representative Title	City Manager		
Phone	530-542-6043	Fax	
Email	jirvin@cityofslt.us		
Contact Person Name	Jessica Wackenhut Lomeli		
Contact Person Title	Housing Manager		
Phone	530-542-6025	Fax	
Email	jwackenhut@cityofslt.us		

As the official designated by the governing body (authorized representative above and in resolution), I hereby certify that, if approved by HCD for funding through PIP, the applicant assumes the responsibilities specified in the NOFA and certifies that the information, statements, and other contents contained in this application are true and correct.

Signature	Joseph Irvin	Date	3/14/2024
Name	Joseph Irvin	Title	City Manager

Prohousing Incentive Pilot (PIP) Program Application Instructions

The applicant is applying to the Department of Housing and Community Development (Department) for a grant authorized under the provisions pursuant to Health and Safety Code Section 50470(2)(C)(i). PIP is designed to encourage cities and counties to achieve Prohousing Designation. Please refer to the PIP Guidelines and 2024 Notice of Funding Availability (NOFA) for detailed information on eligible uses and awards. If you have questions regarding this application or the PIP Program, email prohousingincentive@hcd.ca.gov.

If approved for funding, the PIP application is incorporated as part of your Standard Agreement with the Department. To be considered for funding, all sections of this application, including attachments if required, must be complete and accurate.

Threshold Requirements

In order to be considered for funding, all applicants must submit a complete, signed application to prohousingincentive@hcd.ca.gov by March 15, 2024. Pursuant to Section 202 of the PIP Guidelines, all applicants must meet the following threshold requirements to be eligible for funding:

X	An adopted housing element in substantial compliance, as determined by the Department, pursuant to Housing Element Law (Article 10.6 of Gov. Code) in accordance with Government Code section 65585, subdivision (h).
X	Housing Element Annual Progress Report submittal pursuant to Government Code Section 65400 for the current or prior year, as applicable.
X	Prohousing Designation: An awarded or completed Prohousing Designation Application with an authorizing resolution must be submitted prior to or in conjunction with the Applicant's PIP Application. PIP Awards cannot be made until a Prohousing Designation is awarded.
X	A complete application as determined by the Department.
X	An authorizing resolution authorizing submittal of the application to the Program that materially comports with the Program's requirements and is legally sufficient as determined in the Department's reasonable discretion, including an authorized representative. See Attachment B of the PIP Guidelines for required resolution format.
X	Compliance with state and federal housing laws as determined by the sole discretion of HCD.

Demonstration of meeting threshold criteria shall be determined by the Department in its sole and absolute discretion. No documentation of meeting threshold requirements is required in the application unless requested by the Department.

Eligible Uses

Eligible Applicants must use award funds towards any planning or implementation activities related to housing and community development including, but not limited to, any eligible uses pursuant to Health and Safety Code section 50470(b)(2)(D), as described below. Please indicate which of the following the applicant will use award funds toward:

X	(i) The predevelopment, development, acquisition, rehabilitation, and preservation of multifamily, residential live-work, rental housing that is affordable to extremely low, very low, low-, and moderate-income households, including necessary operating subsidies.
	(ii) Affordable rental and ownership housing that meets the needs of a growing workforce earning up to 120 percent of area median income, or 150 percent of area median income in high-cost areas.
	(iii) Matching portions of funds placed into local or regional housing trust funds.
	(iv) Matching portions of funds available through the Low and Moderate Income Housing Asset Fund pursuant to subdivision (d) of Section 34176 of the Health and Safety Code.
	(v) Capitalized reserves for services connected to the creation of new permanent supportive housing, including, but not limited to, developments funded through the Veterans Housing and Homelessness Prevention Bond Act of 2014.
X	(vi) Assisting persons who are experiencing or at risk of homelessness, including providing rapid rehousing, rental assistance, navigation centers, emergency shelters, and the new construction, rehabilitation, and preservation of permanent and transitional housing.
	(vii) Accessibility modifications.
	(viii) Efforts to acquire and rehabilitate foreclosed or vacant homes.
	(ix) Homeownership opportunities, including, but not limited to, downpayment assistance.
	(x) Fiscal incentives or matching funds to local agencies that approve new housing for extremely low, very low, low-, and moderate-income households.

Summary of Proposed Activities

Objective	Responsible Party	Est. Cost	Begin	End	Eligible Use Category	Statement of Work Plan	Notes
Predevelopment costs for mixed-income	City of South Lake Tahoe	$500,000	May-24	Jun-26	i	The City is currently partnering with Novin Development and SMR development. The City	This is a former Redevelopment site that is a surplus property. The project is identified as a 100% mixed-
Rehabilitation of a Project Homekey	City of South Lake Tahoe	120,000	May-24	Jun-26	vi	The City will provide a grant to Tahoe Coalition for the Homeless to complete the rehabilitation. This project is	The Bear's Den was acquired by Tahoe Coalition for the Homless with Project Homekey funding and has

Award Amount

Click the dropdown menu to choose a jurisdiction. The geographic category and base award will auto-populate. If the jurisdiction has obtained Prohousing Designation at the time of PIP application submittal, enter in the Prohousing Designation applicant score. Population projections are based on the Department of Finance E-1 Jan 1, 2023 estimates. https://dof.ca.gov/Forecasting/Demographics/estimates-e1/

Jurisdiction Name	South Lake Tahoe	Eligible Base Award	$ 250,000
Geographic Category	Sacramento Area	Bonus Award Amount:	$ 370,000
Prohousing Designation Application Score	37	Total Award	$ 620,000

City of South Lake Tahoe

Agenda Item Executive Summary

Joe Irvin, City Manager

Meeting Date: March 26, 2024
Agenda Item #:17

Agenda Item: Agenda Planning Calendar

Executive Summary: Per City Council Protocols, Placement of Item on Future Agenda â€“ Under Agenda Planning Calendar or Councilmember Reports, a Councilmember may request that an item be placed on a future agenda. Upon the support of one (1) additional Council Member, direction shall be given to the City Manager to calendar the item for a convenient future agenda, but no sooner than the second meeting after the request was made.

Requested Action / Suggested Motions: A Councilmember may request that an item be placed on a future agenda. Upon the support of one (1) additional Council Member, direction shall be given to the City Manager to calendar the item for a convenient future agenda, but no sooner than the second meeting after the request was made, and/or modify the Agenda Planning Calendar as desired.

Responsible Staff Member: Susan Blankenship, City Clerk and Joe Irvin, City Manager

Reviewed and Approved By: Susan Blankenship, City Clerk

Attachments:

APC - 03 21 2024.pdf

2024 Agenda Planning Calendar (Updated 03 21 2024)

Department		Agenda Item	Agenda Section
April 23, 5:30 p.m.	**City Manager**	Heavenly Parking Agreement & Res Parkiing Permit Program Update	UB
		Minumum Wage Discussion	NB
	Dev Services	Disc.: Motel 6 & Sunray Affordable Housing Options: Inc. Parcel Asses.	NB
		HVR Acquisitions Montreal TCAP Amendments	PH
		Housing Quarterly Report	Consent
	Finance	2023 Comprehensive Annual Financial Report	Consent
		Approval of Agreement for Independent Audit Services with Eide Baille	Consent
	Parks & Rec	LTUSD Park Ranger MOU	Consent
	Public Works	Jviation Amendment No. 6 to Agreement for Pavement Design	Consent
		Purchase of Sweepers for Public Works	Consent
		Grant Agreement with CTC for Dennis Machida Greenway	Consent
		Annual Report	Consent
		ATP Grant Funds Authorization/Resolution	Consent
		Contract Amendment with BPR for REC Center Plan Modification Reviews	Consent
		Contract Amendment with JKA for Design Serv. for Gym Partition Mods	Consent

2024 Agenda Planning Calendar (Updated 03 21 2024)

		Easement Acquisition for Upper Bijou Park Creek Project	Consent
May 7, 9 a.m.	**City Clerk**	Proclamation Recognizing May 2024 as "Military Appreciation Month"	Proc
	City Manager	Chateau Update	UB
		EV Charging Vendor Services	Consent
		Award of On-Call Electrical/Structural Engineering	Consent
	Dev. Services	VHR TAU Requirement Discussion	NB
		Annual Development Rights Appraisal Report	NB
		Mid-Town Area Plan Kickoff	NB
		Local Preference Analysis Professional Service Agreement	NB
		PLHA Grant Application for Sugar Pine Village Phase 2B	Consent
	Finance	Ski Run BID to Levy Assessment for Business License Year 2024/2025	PH
	Pub Works	Airport Restaurant Lease Agreement	NB
		Airport Signage	NB
		2024-25 CIP Recommendations	NB
		BAC Active Transportation Project Priorities	NB
		SS4A Grant Submittal Authorization	Consent

2024 Agenda Planning Calendar (Updated 03 21 2024)

May 21, 5:30 p.m.	**Finance**	Quarterly Budget and Financial Status Report as of March 2024	Consent
		Investment Portfolio Report report as of March 2024	Consent
	Public Works	Award of Pioneer Safety HSIP Project	Consent
		Award Lakeview/Harrison ADA Upgrade	Consent
		Award of Tahoe Valley Greenbelt Phase 2	Consent
June 4, 9 a.m.	**City Clerk**	Tentative - Citizen Initiative - Tax on Vacant Residential Units	NB
	City Manager	Grant Acceptance from Tahoe Water Suppliers Association	Consent
		EV Charging Parking Ordinance (First Reading)	NB
	Public Works	Award Annual Pavement Rehab Project	Consent
		Contract Amend w/ Black Eagle for Annual Pavement Rehab Insp Serv	Consent
		Annual CSA No.3 Public Hearing	PH
June 18, 5:30 p.m. *CC/STRSA	**City Clerk**	Resolution Calling for Consolidated Election - Candidates & Measures	Consent
	City Manager	Cannabis Revenue Grant Program Award Recommendations	UB
	Dev. Services	TCAP/TVAP Updates	NB
	Finance	Direct Charge of Mello-Roos Special Tax for CFD 1995-1 for FY 24-25	Consent
		Annual Special Tax for CFD 2001-1 Series 2015 Refunding Bonds for FY 2	STRSA Consent

2024 Agenda Planning Calendar (Updated 03 21 2024)

	Public Works	Award Upper Bijou Creek Drainage Project	Consent
		Award Lakeview and Ski Run Electrical Upgrades	Consent
		Award of PSA for Dennis Machida Greenway	Consent
		Award Stateline Complete Streets Planning & Design	Consent
		Award Airport Pavement Rehab Contract	Consent
		Accept FAA Award for Pavement Rehab	Consent
		Contract Amendment with Javiation for CM Services	Consent
		Annual SB 1 Gas Tax Measure Resolution	Consent
Aug 13, 9 a.m.	**City Mngr.**	Resolution Authorizing Transportation Development Act Claim	Consent
	Public Works	Award Pioneer Trail Phase II Project	Consent
		Award High Priority Pipe Replacement Project	Consent
		Award James-Eloise Drainage Upgrade	Consent
Aug 27, 5:30 p.m.	***Budget Workshop**		
Sept. 10, 9 a.m.	**Dev Services**	Review of Employee Housing Public and Business Outreach Campaign	
		Employee Housing Signage Ordinance	
Sept. 24, 5:30 p.m.			

2024 Agenda Planning Calendar (Updated 03 21 2024)

Oct. 22, 5:30 p.m.			
Unscheduled/Pending			
	City Clerk	Records Management Policy (Updated)	
	City Manager	Comprehensive Energy Services Contract	
		Barton Community Health Needs and Harm Reduction Update	
		Municipalization of Electric Utility - Feasability Analysis	
	Dev Services	REACH Code Adoption	
		One-Year Results of Inclusionary Housing Ordinance (December 31, 2024)	
		Res. Area Plan to Accommodate SB9 and Remove Tourist Accomodation	
		City/CTC land exchange agreement	
		Radon Presentation by Jeff Minor	
		Building Code Appendix AW adoption-3D printed structures	
		Discussion: Second Home Cap/Permit Options (9/2024)	
	Finance	Disolution STJPPFA	Consent
	Parks & Rec	Bijou Golf Course "Rock the Lake" Event and Review	
	Public Works	Hwy 50/89 Concrete/Pavement Option	

2024 Agenda Planning Calendar (Updated 03 21 2024)