

Cost Allocation Plan

City of Calabasas, July 2021



Who is RCS?

- Revenue & Cost Specialists founded in 1980
- Pioneered concept of matching fee revenues with the Cost of Service
- Performed 1,100 reports, 250 agencies in 11 states
- Eric Johnson, President – Provided services to over 100 agencies over 31 years

RCS Cost Allocation Plan Clients

- City of Alhambra
- City of Antioch
- City of Arcadia
- City of Atascadero
- City of Azusa
- City of Barstow
- City of Beverly Hills
- City of Buena Park
- City of Carlsbad
- City of Carmel-by-the-Sea
- City of Carson
- City of Concord
- City of Corona
- City of Desert Hot Springs
- City of Diamond Bar
- City of El Cajon
- City of El Segundo
- City of Fountain Valley
- City of Fullerton
- City of Glendora
- City of Hermosa Beach
- City of La Canada-Flintridge
- City of La Habra Heights
- City of La Mirada
- City of La Puente
- City of Lakewood
- City of Lancaster
- City of Lathrop
- City of Lawndale
- City of Los Altos
- City of Lynwood
- City of Manhattan Beach
- City of Marina
- City of Menifee
- City of Morro Bay
- City of Needles
- City of Oakdale
- City of Oroville
- City of Oxnard
- City of Palmdale
- City of Pasadena
- City of Peoria, AZ
- City of Pico Rivera
- City of Pismo Beach
- City of Rancho Palos Verdes
- City of Rialto
- City of Ridgecrest
- City of San Clemente
- City of San Gabriel
- City of San Marino
- City of San Rafael
- City of Santa Clarita
- City of Santa Monica
- City of Santa Paula
- City of Seaside
- City of Selma
- City of Simi Valley
- City of Solana Beach
- City of South Pasadena
- City of Suisun City
- City of Thousand Oaks
- City of Tracy
- Coachella Valley Assoc of Gov't
- County of Cobb, GA
- Orange County Vector Control District
- County of Tulare
- Placer County Water Agency
- Riverside County Transport. Comm.
- San Bernardino Assoc. Gov't
- Town of Apple Valley
- Town of Los Gatos

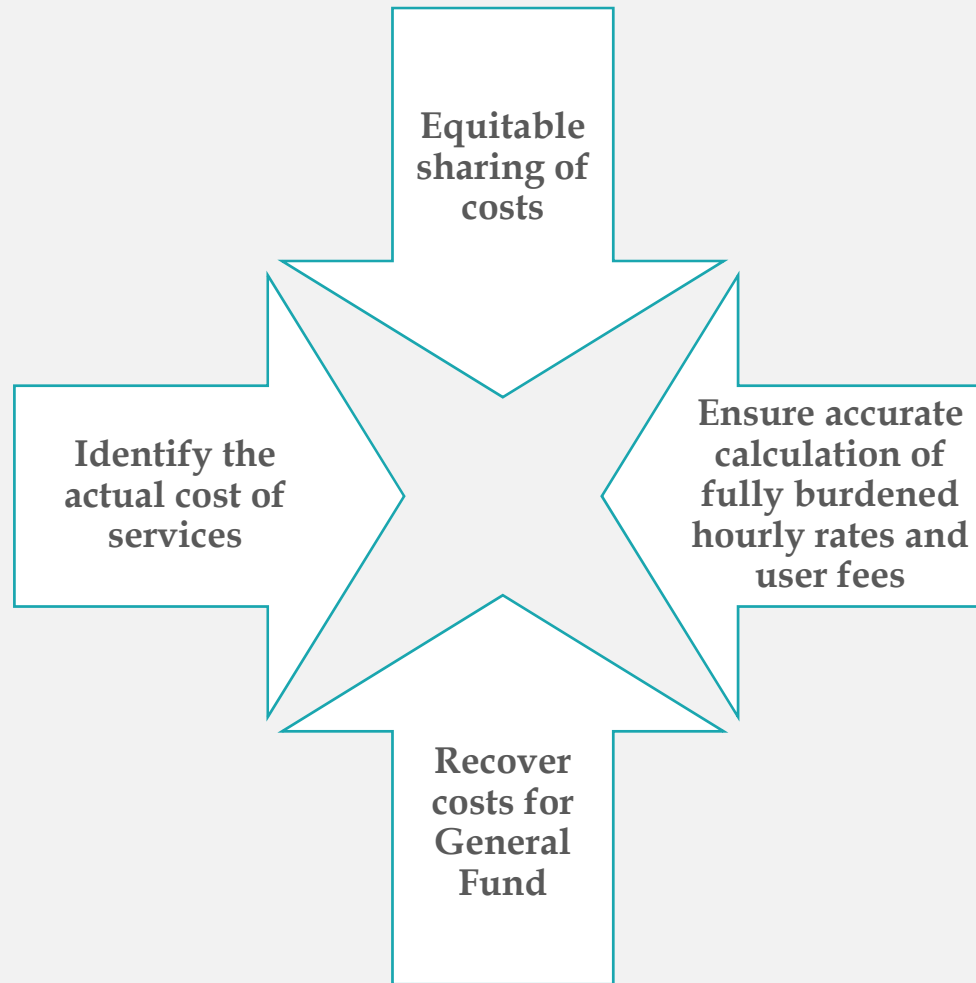
What is a Cost Allocation Plan?

- A plan which accounts for the full cost of a government program by including all associated direct and indirect overhead costs. A cost allocation plan distributes indirect overhead costs to ensure that programs pay for all the services it receives.
- Direct costs are those directly budgeted and benefiting a specific program, such as salaries, benefits supplies and services.
 - ✓ Program examples include development services, maintenance, library, and recreation programs.
- Indirect overhead costs are those which provide supporting services to multiple programs, and none to the public.
 - ✓ Examples include legal counsel, finance, human resources, IT support, records management, City management, and facility operations.

Examples – Direct vs. Indirect Service

	Direct	Indirect
Public Works	Street Maintenance Landscaping Engineering	
Comm. Develop.	Planning Building Inspection Code Enforcement	
Financial Mgmt.		Accounts Payable Payroll General Accounting
Admin. Services		Personnel Services Facility Maintenance

Why Allocate Costs?



How to Allocate Costs

1) Identify indirect cost centers

2) Identify costs to be allocated

3) Determine allocation factors

4) Calculate and Verify

What is 20 Step Allocation?



Calabasas Allocation Factors

LEGISLATION & POLICY

- CAP-01 LEGISLATION & POLICY 50% - # OF AG. ITEMS / 50% - ADJUST BUDGET

BOARDS & COMMIS

- CAP-02 BOARDS & COMMISSIONS EQUALLY ALLOCATED

LEGAL

- CAP-03 LEGAL SERVICES ADJUSTED BUDGET

CITY CLERK

- CAP-04 COUNCIL SUPPORT [CLERK] 50% - # OF AG. ITEMS / 50% - ADJUST BUDGET
- CAP-05 RECORDS MGMT ADJUSTED BUDGET
- CAP-06 PRA REQUESTS # OF PUBLIC RECORDS ACT REQUESTS
- CAP-07 ELECTION SUPPORT ALLOCATE TO CITY COUNCIL
- CAP-08 PHONE/RECEPTION SUPPORT # OF FULL TIME EQUIVALENT EMPLOYEES
- CAP-09 FPPC FILING # OF REQUIRED FTE'S
- CAP-10 CONTRACT PROCESSING # OF CONTRACTS
- CAP-11 BID OPENING ALLOCATE TO CIP FUND
- CAP-12 LIAB CLAIM PROCESSING # OF LIABILITY CLAIMS
- CAP-13 COMMISSION SUPPORT EQUALLY ALLOCATED
- CAP-14 MAYOR'S YOUTH COUNCIL ALLOCATE TO CITY COUNCIL

Calabasas Allocation Factors (cont'd)

ADMIN SVCS

- | | | |
|----------|--------------------------|-------------------------------------|
| • CAP-15 | PERSONNEL SVCS | # OF FULL TIME EQUIVALENT EMPLOYEES |
| • CAP-16 | FACILITY MAINT | SQUARE FOOTAGE |
| • CAP-17 | CITY ADMINISTRATION | ADJUSTED BUDGET |
| • CAP-18 | CDBG SERVICES | ALLOCATE TO CDBG FUND |
| • CAP-19 | PARKING ENFORCEMENT | ALLOCATE TO LVPA |
| • CAP-20 | CLEAN POWER ALLIANCE | ALLOCATE TO CITY COUNCIL |
| • CAP-21 | PUBLIC SAFETY/EMERG PREP | ALLOCATE TO PUBLIC SAFETY |

GF NON DEPT

- | | | |
|----------|------------------|-----------------|
| • CAP-22 | NON-DEPARTMENTAL | ADJUSTED BUDGET |
|----------|------------------|-----------------|

CIVIC CENTER O&M

- | | | |
|-----------|---------------------------|-----------------------------|
| • CAP-22A | FACILITY UTILITIES/SUPPL. | CIVIC CENTER SQUARE FOOTAGE |
| • CAP-22B | CIVIC CENTER REPLACEMENT | CIVIC CENTER SQUARE FOOTAGE |

CITY MANAGEMENT

- | | | |
|----------|-----------------------|--------------------------------------|
| • CAP-23 | COUNCIL SUPPORT [CMO] | 50%-# OF AG. ITEMS/50%-ADJUST BUDGET |
| • CAP-24 | CITY ADMINISTRATION | ADJUSTED BUDGET |
| • CAP-25 | SPECIAL PROJECTS | ADJUSTED BUDGET |

Calabasas Allocation Factors (cont'd)

FINANCIAL MGMT

- CAP-26 GENERAL ACCOUNTING ADJUSTED BUDGET
- CAP-27 BUDGET PREP/COORD ADJUSTED BUDGET
- CAP-28 CONTRACTS [FIN] # OF CONTRACTS
- CAP-29 FINANCE ADMIN # OF FINANCE FTE'S
- CAP-30 CASHIER/ACCT RECEIVAB ESTIMATE OF TIME
- CAP-31 CITY PROP RISK MGMT ADJUSTED BUDGET

PAYROLL & REVENUE

- CAP-32 ACCOUNTS PAYABLE # OF PAYABLES
- CAP-33 PAYROLL # OF PAYCHECKS
- CAP-34 PURCHASING # OF PURCHASE ORDERS
- CAP-35 PARKING TICKET REFUNDS ALLOCATE TO LVPA

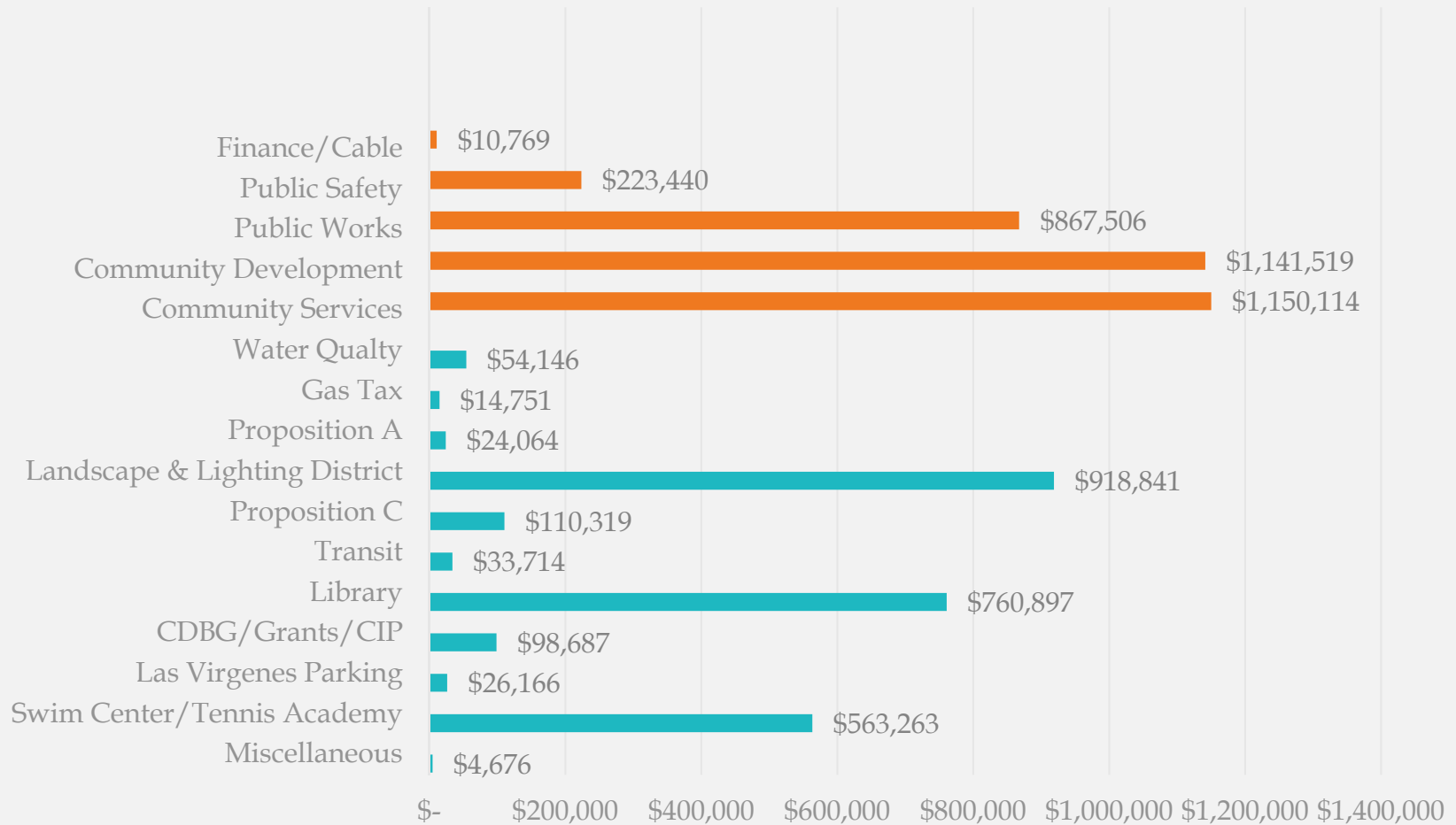
PUBLIC INFORMATION

- CAP-36 COMMUNICATIONS ADJUSTED BUDGET

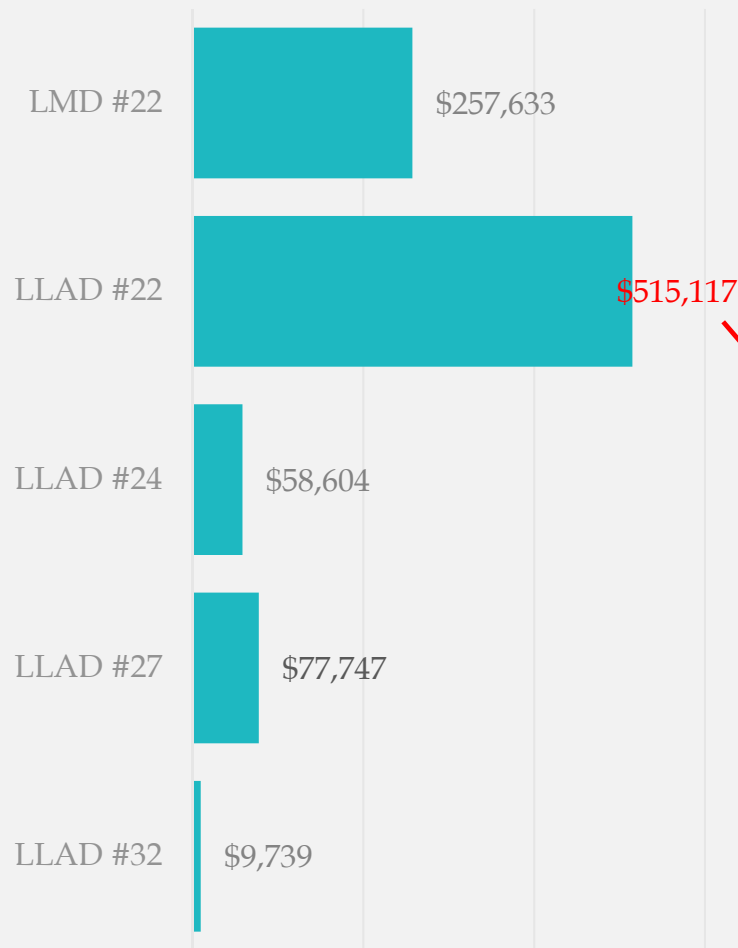
INFO TECH

- CAP-37 INFO TECH SERVICES # OF USERS

Allocated Services Received (Pages 13-14)

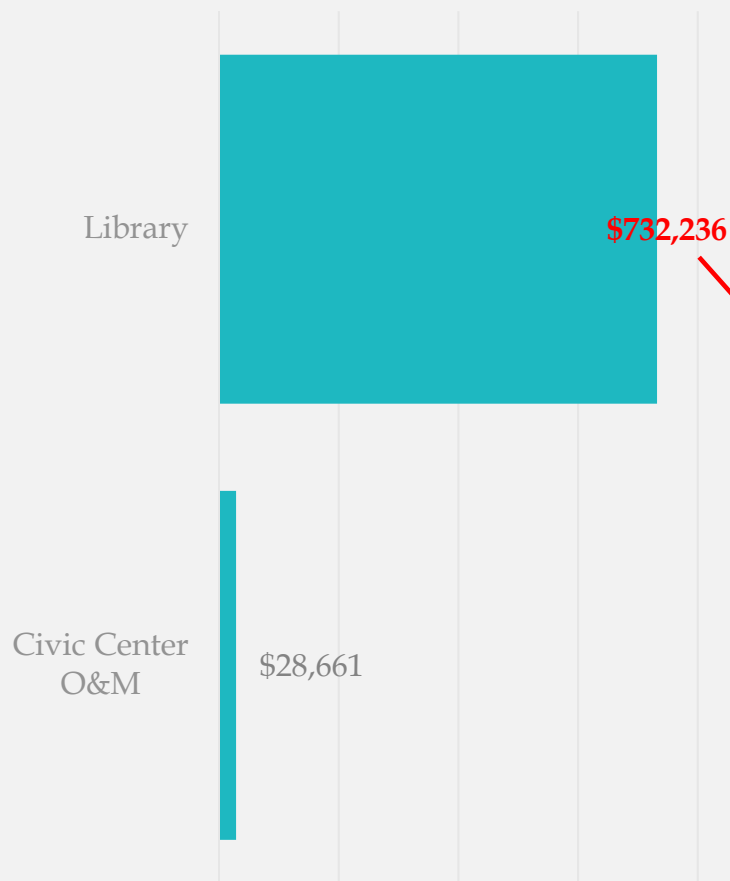


Charges to Lighting & Landscape Districts (Pages 43-65, 48, 52)



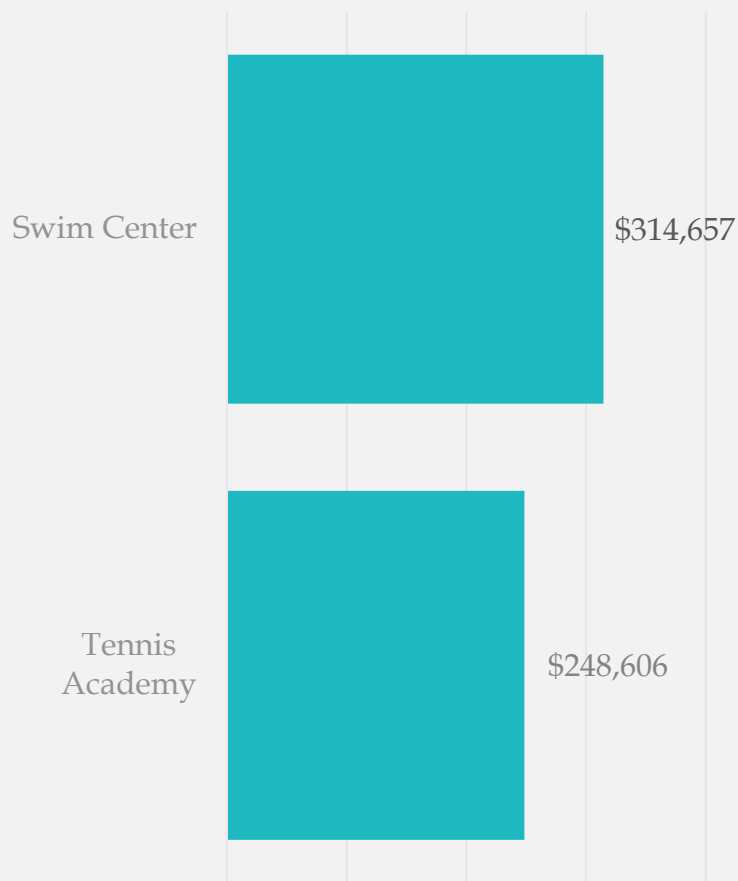
Department	Allocation
Legislative Services	\$51,937
Boards & Commissions	\$0
Legal	\$36,087
City Clerk	\$32,553
Administrative Services	\$7,475
Non-Departmental	\$77,104
City Management	\$71,980
Financial Management	\$76,878
Payroll & Revenue	\$24,230
Public Information	\$126,856
Information Technology	\$10,017
LLAD #22	\$515,117

Charges to Library (Pages 64-65)



Department	Allocation
Legislative Services	\$26,249
Boards & Commissions	\$2,107
Legal	\$20,855
City Clerk	\$12,413
Administrative Services	\$225,489
Non-Departmental	\$44,558
City Management	\$40,581
Financial Management	\$39,879
Payroll & Revenue	\$44,422
Public Information	\$73,310
Information Technology	\$202,373
LIBRARY	\$732,236

Charges to Swim Center and Tennis Academy (Pages 77-78)



Department	Allocation
Legislative Services	\$41,158
Boards & Commissions	\$416
Legal	\$32,709
City Clerk	\$14,997
Administrative Services	\$20,015
Non-Departmental	\$69,884
City Management	\$63,644
Financial Management	\$62,549
Payroll & Revenue	\$118,933
Public Information	\$114,977
Information Technology	\$23,981
Swim Center & Swim Academy	\$563,263

CAP Report Walk-Thru

- Allocation Summary (Page 13-14)
- Allocation Detail (Page 16-81)
- Subpool Cost Summary (Page 83-84)
- Summary of Allocation Factors (Page 86-88)
- Summary of Cross Allocations (Page 90-92)
- Central Service Cost and Allocation Details (Page 94-259)

Questions?

