



CITY OF LODI

COUNCIL COMMUNICATION

AGENDA TITLE: Consultant Agreement and Measure K Cooperative Agreement for Bicycle Transportation Master Plan (\$30,000)

MEETING DATE: January 19, 1994

PREPARED BY: Public Works Director

RECOMMENDED ACTION: That the City Council authorize the City Manager to execute a consultant agreement and the standard Measure K Cooperative Agreement for preparation of the Bicycle Transportation Master Plan.

BACKGROUND INFORMATION: As part of the Capital Improvement Program (CIP), the City Council has appropriated \$30,000 for the preparation of a Bicycle Transportation Master Plan. The project is to be funded with a Measure K grant (\$24,300) and local Gas Tax funds (\$5,700). Such a plan is a necessary first step in obtaining additional State funds for bicycle facilities.

As described in the CIP project sheet (Exhibit A), the County has embarked on a countywide plan and has retained Brady & Associates to do part of the work. Brady will be conducting public meetings and performing a technical review of the County's plan. City staff has discussed the City's proposed plan with Brady and has developed a work plan utilizing the talents of both parties. The details of Brady's work are shown in Exhibit B. A summary of the work plan, showing City staff involvement, is shown below:

<u>Task</u>	<u>Brady Hours</u>	<u>City Hours</u>
1. Scoping session	8	12
2. Review & document existing conditions, base map	42	20
3. Community focus group (in SJ Co. work)	n/a	4
4. Draft goals & objectives	10	1
5. Draft bicycle network	16	10
6. Bicycle workbook	30	13
7. Shirtsleeve meeting	8	4
8. Public meeting/workshop*	36	9
9. Network finalization, priorities list, concepts*	76	16
10. Bicycle facilities standards	24	8
11. Safety, education & enforcement element	18	2
12. Draft plan preparation	56	16
13. Public hearing, final plan	<u>34</u>	<u>12</u>
	Total: 358	127

*includes subconsultants' hours

APPROVED

THOMAS A. PETERSON
City Manager



recycled paper

Note that the above City hours only include Engineering and Planning staff who will be directly involved in the project. The project will be coordinated by Assistant Planner Mark Meissner. Additional required participation by Parks and Recreation, Police, and other staff has not been included. The total cost for Brady & Associates is \$28,460, including an estimated \$1,560 for printing, travel and miscellaneous expenses.

Staff feels the use of Brady & Associates offers a number of advantages over other consultants or doing the entire plan in house:

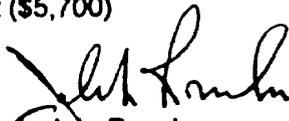
- The consultant brings experience in preparation of bike plans and avid bike riding that City staff does not have;
- The consultant is very involved in the County plan public input process which will mean less confusion to the public and better coordination between Lodi's and the County's plans;
- The consultant's nearly 300 hours of work is time that City staff would have to take from other tasks assuming City staff had the expertise to do the work in a comparable time frame.

The work plan contains one feature to reduce consultant and staff time that the Council should note. We have consolidated "official" review to a shirtsleeve session and a public hearing before the City Council. We have not budgeted for the consultant to appear separately before the Parks and Recreation and Planning Commissions. We propose to keep both Commissions informed through the various intermediate reports and through staff involvement. We also propose to invite both Commissions to the planned shirtsleeve and public hearing. If the Council wishes to change this arrangement, we will need to add roughly \$800 per meeting to allow for preparation time, travel and appearance by the consultant.

The consultant's proposal also includes a number of options that staff recommends we defer consideration of until the plan is nearer to completion. These options include a marketing and education outreach program, promotional events, maps and informational brochures, and custom signage design. With public input, interest level and other results of the Master Plan, we will be in a better position to evaluate these options. Also, these "extras" will require an additional appropriation of local funds as we will utilize all the Measure K funds with consultant and City staff time charges.

The Measure K Cooperative Agreement is a standard agreement developed by San Joaquin Council of Governments (COG) staff jointly with local agency staff. It provides various administrative details such as reimbursement procedures. A copy is not included in this memo but is available upon request.

FUNDING: Measure K (\$24,300) and Gas Tax (\$5,700)


Jack A. Ronsko
Public Works Director

Prepared by Richard C. Prima, Jr. Assistant City Engineer

Attachments

cc: Community Development Director
Parks and Recreation Director
Police Chief
San Joaquin County Transportation Planner
Brady & Associates



City of Lodi
Public Works Department

**Street Capital Improvement Program
Bicycle Transportation Master Plan**

Project Description

This study will follow up on the recommendations of the General Plan and the Parks & Recreation Master Plan to specifically identify bicycle routes on-street and possibly, off-street. As of Sept. 1993, no formal estimate has been prepared for the cost of such a plan. San Joaquin County staff and a consultant are soon to start a countywide plan under contract with the San Joaquin Council of Governments using State and Air Quality District grants. This study will cost in excess of \$100,000. Staff sees three options to pursuing this study for the City of Lodi and recommends the third option:

- 1) Hire a consultant to do a City plan - This would entail the development of a request for proposals and all the related time and effort in selecting a consultant plus working with the consultant during the study.
- 2) Have staff do the entire plan - Unless other projects were put off, City staff would be hard pressed to work in this study with our regular work. Plus we have no experience in this work.
- 3) Tag onto the County study - Staff proposes to wait until the County selects their consultant and approach that consultant on doing additional work in Lodi. This will certainly save staff time and should result in lower costs to the City for the consultant.

This work may be funded by Measure K if the City can obtain funding under the competitive portion of this program.

Project Number:

<u>Estimated Costs</u>	<u>Amount</u>	<u>Date of Estimate</u>	<u>ENR Index</u>	<u>Updated Cost for:</u>	<u>JUL-93</u>
<u>Item</u>				<u>ENR Index:</u>	<u>5250</u>
Prelim Eng:					
EIR: exempt					
Rights of Way:					
Easements:					
Consultants:					
Design Eng.:					
Construction:					
Other:					

Total Cost: \$ 30,000

Remarks

Design Engineering shown separately if anticipated to be budgeted prior to construction; if not, it is included in construction.

Construction includes contract administration & inspection unless shown otherwise.

**Exhibit A
City of Lodi Bicycle
Transportation Master Plan
SCOPE OF WORK**

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I. WORK TASKS

This section gives a detailed outline of the work program that Brady and Associates and its subconsultants will follow in completing the City of Lodi Bicycle Transportation Master Plan.

PHASE I: INVESTIGATIONS

In this phase, Brady and Associates will gather the background data necessary to successfully complete the City of Lodi Bicycle Transportation Master Plan. By gathering a large amount of data at the outset of the project, we will be in a position to evaluate the entire range of possibilities for the Master Plan.

TASK 1. Scoping Session

Brady and Associates will lead a scoping session to gather background information and elicit concerns regarding the plan process and potential bicycle network. We recommend that staff members from the City of Lodi Police Department and Departments of Parks and Recreation, Public Works, Parking and Traffic, and Planning attend this session, along with a representative of the San Joaquin Bicycle Council and any others deemed appropriate by City staff.

TASK 2. Review and Document Existing Conditions

- a. Identify Existing Recreation Routes and Destinations. City staff will map recreation sites and rights-of-way designated for recreational bicycle use in the draft Parks and Recreation Master Plan.

Staff will also describe existing and proposed commute destinations, including schools, recreational facilities, shopping areas, public buildings, and major employment centers, and will describe route and stop planning for Lodi's fixed route transit system (scheduled to start in 1994), park and ride lots, and the location of the intermodal station planned for downtown Lodi.

- b. Review Existing Facilities. Brady and Associates will assess the City's existing bicycle network, which was adopted in 1971, but is currently not maintained. This subtask will include riding on all described routes, which is the only appropriate way to assess bikeways. An evaluation of the routing of this bicycle network will be made, including the identification of deficiencies, such as barriers, speed bumps, catch basin grates, railroad tracks and other impediments.
- c. Identify and Review Policy Standards and Regulations. Brady and Associates will discuss bicycle network maintenance issues with key staff persons from the Departments of Public Works, Parks and Recreation, and Parking and Traffic. Issues to be addressed will include current street sweeping, lighting, and pavement maintenance schedules and needs. Brady and Associates will review current ordinances that have major policy implications for bikeway and facility planning. This will include a review of the Traffic Code, Police Code and the City Planning Code, as pertinent. Brady and Associates will also review relevant policy statements in the City General Plan.
- d. Accident Data. City staff will collect Statewide Integrated Traffic Records Systems (SWITRS) data from the City on bicycle related accidents, and map accident locations on the project base map.

TASK 3. Community Focus Group

As part of the San Joaquin County Regional Bicycle Master Plan, Brady and Associates and MIG will facilitate a public Community Focus Group in Lodi. As part of this Focus Group, the community's needs and priorities regarding bicycle facilities and routes within Lodi will be ascertained. MIG will prepare a camera-ready newspaper advertisement, a press release and a flyer to facilitate City staff in publicizing this meeting. Brady and Associates will also make telephone contact with representatives of bicycle clubs, bike stores, PTA's and major employers in the City to ask that they send representatives to this meeting. Brady and Associates and MIG will supply all materials needed for this Meeting and Workshop. MIG will prepare a summary of the outcome of this meeting, including information gathered from oral and written comments.

[Note: This task is not budgeted in this proposal, since it will be completed as part of the County's Bicycle Master Plan. Any change in Brady and Associates' Scope of Work with the County regarding this meeting may require changes to this scope as well.]

PHASE II: PRELIMINARY PLANNING

During this phase, Brady and Associates will develop a set of Goals and Objectives, and a Draft Bicycle Network. Both will be assembled, along with a summary of the results of the previous workshop and preliminary investigations, into a workbook to be used at a second public meeting facilitated by MIG.

TASK 4. Draft Goals and Objectives

Based on the existing conditions and constraints identified in Phase I, and on input received from the Community Focus Group, Brady and Associates will create a preliminary list of goals and objectives for the City of Lodi Bicycle Transportation Master Plan.

TASK 5. Draft Bicycle Network

This task will result in a draft bikeway network for Lodi. Brady and Associates will recommend changes and improvements to the network adopted in 1971, incorporate routes identified in the draft Parks and Recreation Master Plan, and recommend potential solutions to problems identified in the existing conditions review. Bicycle routes will be coordinated with recreation facilities, commute destinations, activity centers, transit planning, bicycle parking and other facilities. City staff will provide mapping services for the draft bicycle network.

a. Recreational Cycling. Recreational cycling will be a major focus of the Bicycle Plan. The public opinion survey conducted by Walp & Moore as part of the forthcoming Parks and Recreation Master Plan indicates significant public interest in facilities for bicycling and walking. Brady and Associates' work in open space planning in Davis, Pinole and other California communities will provide important background for this effort. Brady and Associates will coordinate closely with the Department of Parks and Recreation.

b. Bicycle Commute Route Recommendations. Commuting will be the other major focus of the Bicycle Plan, since trip reduction is the goal of many sources of bicycle funding. The results of the workshop will inform recommended changes and additions to the proposed commute route network. Connections for both employment generated and non-work generated (e.g. school and shopping trips within neighborhoods) commuting will be considered. School trips will be a special focus of this task, since children and youth commuting to school require especially safe neighborhood facilities. We will designate bikeways serving local elementary, middle and high schools.

TASK 6. Bicycle Plan Workbook

The Draft Goals and Objectives and Proposed Bicycle Network, along with a brief report on existing conditions and constraints from Phase I and a summary of the results of the Community Focus Group, will be assembled into a workbook. The workbook format will encourage readers to interact with the material, and to use the conclusions regarding existing conditions to conceptualize a preferred network the City of Lodi. The workbook will also show specific alternatives for routings, facilities and projects throughout the City, as well as preliminary costs for the proposed facilities.

- a. Administrative Draft. Brady and Associates will submit three copies of an administrative draft of the Bicycle Plan Workbook for staff review and comments.
- b. Public Review Draft. After comments have been received from City staff and changes have been made, Brady and Associates will print 25 copies of the document for circulation to the public.

PHASE III: OUTREACH

In this phase, we will present the results of our completed Phase I investigations and Phase II planning to various segments of the Lodi community, and elicit input regarding potential routes and needed facilities for the bicycle network. We have placed these meetings at this point in the work program in order to allow for maximally efficient use of a limited number of meetings, while still ensuring contact and participation for a large number of agencies and people.

TASK 7. Meeting: City Officials and Staff

At this meeting, the results of completed Phase I investigations will be presented to officials and staff members of the City of Lodi City Council, Planning Commission, and Departments of Parks and Recreation, Public Works, Planning, Parking and Traffic, as deemed appropriate by City staff. This meeting might be conducted as a City Council shirtsleeve session.

TASK 8. Public Information Meeting and Workshop

Brady and Associates and MIG will solicit public input at a public workshop on the workbook. The goal of this workshop will be to create a community vision of the bicycle network and facilities that the City seeks to develop. As in Task 4, MIG will prepare a camera-ready newspaper advertisement, a press release and a flyer to facilitate City staff in publicizing this meeting. Brady and Associates will again make telephone contact with representatives of bicycle clubs, bike stores, PTA's and major employers in the City to ask that they send representatives to this meeting. MIG will prepare a summary of the meeting, including information on community response to the proposed bicycle network and facilities.

PHASE IV: PLAN IMPLEMENTATION

During this phase of the project, Brady and Associates and its subconsultants will prepare the City of Lodi Bicycle Transportation Master Plan.

TASK 9. Network Finalization, Priorities List and Conceptual Designs

Based on the results of the Workshop, we will finalize the City's proposed bicycle network and develop a list of facilities and projects needed to realize this network. We will also prioritize facilities projects based on community needs and perceptions. Coastland Civil Engineering will review the proposed network and facilities.

Using bicycle facility design standards established by Caltrans' *California Highway Design Manual* and AASHTO's *Guide for Development of New Bicycle Facilities*, Coastland Engineering will prepare a set of design standards for Lodi addressing

- desirable curb lane width
- intersection geometry

- signing and striping
- recommended traffic and parking regulations

These standards will also include proto-typical cross-sections and general construction details for bike paths, barriers, curb cuts and other appropriate physical improvements. Unit costs for items such as paving, earthwork, drainage, barriers, striping, signing, lighting, and traffic signal actuation will be provided. Order of magnitude cost estimates for both initial capital improvements and ongoing maintenance will be made.

Design results of this task will be completed in AutoCAD format, while cost estimates will be submitted on Lotus or similar spreadsheets.

[Note: The total budget for this task is limited to \$5,000. Brady and Associates will work with City staff to prioritize which items to provide designs and cost estimates for within this budget.]

TASK 10. Bicycle Facilities Standards Element

- a. Improvements to Planned Bike Routes. Cost effective and simple implementation measures will be developed to make bike routes safe for recreation and conducive to commuting. Examples of improvements might include:
- Repairing hazards such as diagonal railroad tracks and wheel-trapping drainage grates.
 - Repairing other significant surface imperfections and hazards, such as large potholes and ruts.
 - Improving the width and surface quality of the right-hand portion of roads.
 - Adjusting traffic signal detection, visibility and timing to accommodate bicyclists.
 - Sweeping roads regularly.
 - Resurfacing full shoulders as well as traffic lanes.
- b. Improvements to Planned Bike Facilities. Secure bicycle parking is a prerequisite to encouraging bicycle commuting. Brady and Associates will provide specific standards for bicycle parking in new developments, and guidelines for appropriately locating new racks, lockers, indoor bicycle parking

facilities, and shower and clothing locker facilities within the existing community.

TASK 11. Safety Education and Enforcement Element

The objective of this task will be to develop a plan for bicycle safety education and enforcement programs in order to reduce the number and severity of bicycle related accidents. The safety education component will be designed to help the Department of Parks and Recreation, City of Lodi Police and the City of Lodi School District develop new and expanded programs that pertain to bicycle safety for recreational users, commuters, and cyclists under the age of 14. The enforcement component will suggest methods for police to interact effectively with cyclists.

This element will be based on:

- An analysis of historical Lodi bicycle accident information, which will come from the Statewide Integrated Traffic Records Systems (SWITRS). Information in the system is compiled from peace officer accident reports. We will look at numbers of accidents, types, and locations.
- An analysis of any additional hazards that could be introduced with the recommended Bike Plan.
- An analysis of safety programs and results in other cities with similar bicycle issues.

Preparation of this element will include a meeting with representatives of the Police Department, if necessary. The budget assumes that scheduling of this meeting will be coordinated with other trips to Lodi for this project.

TASK 12. Draft Plan Preparation

Brady and Associates will incorporate the products of Tasks 1-12 into an Administrative Draft Bicycle Transportation Master Plan that identifies the preferred network and includes policies on facilities, maintenance, and safety.

- a. Administrative Draft Plan. Three copies of an Administrative Draft Plan will be submitted to City staff for review and comment.
- b. Public Review Draft Plan. After comments have been received from City staff and changes made, Brady and Associates will print 25 copies of the Draft Plan for public review.

TASK 13. Final Plan Preparation

- a. **Public Hearing.** David Early will attend one public hearing on the Plan to answer questions and elicit any necessary revisions.
- b. **Final Plan.** Brady and Associates will revise the Draft Plan to incorporate public and decision-maker comment, and produce a Final City of Lodi Bicycle Transportation Master Plan. One camera-ready copy of this document will be submitted to the City for printing and distribution.

II. PRODUCTS

Products submitted to the City of Lodi in preparation of the Bicycle Transportation Master Plan will include:

1. Plan Area base map.
2. Bicycle Plan Workbook, including reports of investigation findings, existing conditions and proposed network maps and other presentation graphics (3 administrative draft copies and 25 public review copies).
3. Draft City of Lodi Bicycle Transportation Master Plan (3 administrative draft copies and 25 public review copies).
4. Final City of Lodi Bicycle Transportation Master Plan (1 camera ready copy).

III. MEETINGS

One of the keys to a successful bikeways study process will be establishing working relationships between the consultant team and City staff, San Joaquin County agencies, the San Joaquin Bicycle Council and the public. We propose to work closely with all of these parties throughout the bicycle plan process. Brady and Associates will lead four meetings and workshops, at which our team will make all necessary presentations and supply all necessary presentation quality graphics.

The specific goals of our meeting and participation process will be:

- To disseminate information to all parties involved and interested in the process.

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- To solicit input regarding the appropriate alternative for the bicycle network.
 - To build a consensus regarding the outcome of the Plan.

All meetings will be attended by David Early of Brady and Associates. The following five meetings describe attendees and purpose.

1. Scoping Session

At the beginning of the project, Brady and Associates will lead a meeting for staff members from the City of Lodi Departments of Parks and Recreation, Public Works, Parking and Traffic and Planning, along with a representative of the San Joaquin Bicycle Council and any others deemed appropriate by City staff. The purpose of this meeting will be to gather background information and elicit concerns regarding the plan process and potential bicycle network.

2. Community Focus Group

As part of the San Joaquin County Regional Bicycle Master Plan, Brady and Associates and MIG will conduct a Community Focus Group in Lodi. As part of this Focus Group, the community's needs and priorities regarding bicycle facilities and routes within Lodi ascertained.

3. City Officials and Staff

After completing our investigations of existing conditions, and preliminary planning, Brady and Associates will lead a meeting of officials and staff members of the City of Lodi Departments of Parks and Recreation, Public Works, Planning, Parking and Traffic, a representative of the San Joaquin Bicycle Council, and any others deemed appropriate by City staff. The purpose of this meeting will be to review our findings and set the foundation of the draft plan.

4. Public Information Meeting and Workshop

At this second public meeting, Brady and Associates and MIG will present of the proposed bicycle network and draft goals and objectives. The purpose of this workshop will be to create a community vision of the bicycle network and facilities that the City seeks to develop.

JANUARY 10, 1994

EXHIBIT A: SCOPE OF WORK
CITY OF LODI
BICYCLE TRANSPORTATION MASTER PLAN

5. Public Hearing

The City will conduct a public hearing on the Draft Plan prior to adoption. David Early will attend this hearing to present the Plan, answer questions about it, and elicit comments or changes.

**Exhibit B
City of Lodi Bicycle
Transportation Master Plan
COSTS**

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The estimated contract fee for all professional services by the Brady and Associates team for the City of Lodi Bicycle Master Plan is \$28,460. A detailed breakdown of costs by firm and task are itemized in Table 2.

The total estimated cost includes attendance at five meetings as described in Exhibit A. The estimate also includes printing and delivery of the specified quantities of the documents described in Exhibit A.

Table 2
COST ESTIMATE

BRADY AND ASSOCIATES LABOR COST				
TASK	Early	Assistant Planner	Graphics	Total
PHASE I: INVESTIGATIONS				
Task 1. Scoping Session	8	--	--	
Task 2. Review and Document Existing Conditions	20	10	12	
Task 3. Community Focus Group	Included in County Bicycle Master Plan			
PHASE II: PRELIMINARY PLANNING				
Task 4. Draft Goals and Objectives	2	8	--	
Task 5. Draft Bicycle Network	4	12	--	
Task 6. Bicycle Workbook	6	4	20	
PHASE III: OUTREACH				
Task 7. Meeting: City Officials and Staff	8	--	--	
Task 8. Public Information Meeting and Workshop	6	--	--	
PHASE IV: PLAN IMPLEMENTATION				
Task 9. Network Finalization, Priorities List and Conceptual Designs	8	10	8	
Task 10. Bicycle Facilities Standards Element	4	12	8	
Task 11. Safety Education and Enforcement Element	6	8	4	
Task 12. Draft Plan Preparation	8	24	24	
Task 13. Final Plan Preparation	10	8	16	
Hours	90	96	92	
Rate	\$100	\$60	\$45	
Total	\$9,000	\$5,760	\$4,140	\$18,900
MISCELLANEOUS COSTS				
Deliveries			\$100	
Travel (6 trips x 190 miles x \$0.28/mile)			320	
Maps/plans/reports			300	
Report Printing (56 copies @ \$15/copy)			840	
Total Miscellaneous				\$1,560
SUBCONSULTANTS				
MIG (30 hours)			\$3,000	
Coastland Civil Engineering (50 hours)			5,000	
Total Subconsultants				\$8,000
TOTAL CONTRACT FEE				\$28,460

SPECIAL ALLOCATION REQUEST

TO: FINANCE DIRECTOR
CITY MANAGER

DATE: January 20, 1994

FROM: CITY CLERK

ACCOUNT NUMBER: 121.0-500.96

Request is made for funds to accomplish the following project which was not included in the current budget.

Description of Project Estimated Cost

Bicycle Transportation Master Plan

Appropriate funds for Bicycle Transportation Master Plan. Approval for expenditure of Gas Tax funds in the amount of \$6,000 was given by the City Council on December 15, 1993, pending approval of grant to use Measure K funds. That approval has been received and those funds must also be appropriated.

(Please use Measure K funds first.)

Measure K funds (38.0) \$ 24,300

Gas Tax funds (36.0) \$ 6,000


Jennifer M. Perin
City Clerk

(If you need more space, use additional sheet and attach to this form.)

Date of Approval _____ Amount Approved _____

Council _____ City Manager _____

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ _____ Prior Year Reserve \$ _____

Contingent Fund \$ _____ General Fund Surplus \$ _____

Capital Outlay Reserve \$ _____ Reimbursable Account \$ _____

Utility Outlay Reserve \$ _____ Other: (Specify) _____

Account Number \$ _____

Dixon Flynn, Finance Director

Thomas A. Peterson, City Manager

Submit this form in duplicate to the Finance Director. Distribution after approval will be as follows:

- 1) Originating Department 2) Finance Department

SPECIAL ALLOCATION REQUEST

#72

TO: FINANCE DIRECTOR
CITY MANAGER

DATE: January 20, 1994

FROM: CITY CLERK

ACCOUNT NUMBER: 121.0-500.96

Request is made for funds to accomplish the following project which was not included in the current budget.

Description of Project Estimated Cost

Bicycle Transportation Master Plan

Appropriate funds for Bicycle Transportation Master Plan. Approval for expenditure of Gas Tax funds in the amount of \$6,000 was given by the City Council on December 15, 1993, pending approval of grant to use Measure K funds. That approval has been received and those funds must also be appropriated.

(Please use Measure K funds first.)

Measure K funds (38.0) \$ 24,300
Gas Tax funds (36.0) \$ 6,000


Jennifer M. Perrin
City Clerk

(If you need more space, use additional sheet and attach to this form.)

Date of Approval _____ Amount Approved _____

Council _____ City Manager _____

FUND OR ACCOUNT TO BE CHARGED

Current Budget \$ _____ Prior Year Reserve \$ _____
Contingent Fund \$ _____ General Fund Surplus \$ _____
Capital Outlay Reserve \$ _____ Reimbursable Account \$ _____
Utility Outlay Reserve \$ _____ Other: (Specify) _____

Account Number \$ _____


Dixon Flynn, Finance Director


Thomas A. Peterson, City Manager

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1) Originating Department 2) Finance Department