

DEPARTMENT BUDGETS

City Council

FUND	FUNCTION	CODE
100	General Government	110

DESCRIPTION

The City Council is composed of five members elected at large by the citizens of Atascadero. Council Members serve four-year overlapping terms. In November 2010, the citizens voted to begin electing the Mayor to a two-year term. The Mayor presides over the Council meetings and performs other ceremonial duties. As the policy-making legislative body, the City Council is responsible for the enactment of all programs, policies and services of the City.

The City Council acts upon all legislative matters concerning the City, approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership. The Council appoints the City Manager, City Attorney and various other commissions, boards and citizen advisory committees, all of which ensure broad-based input into the affairs of the City.

The City Council continues to conduct Strategic Planning Workshops annually to determine important issues and set overall goals for the City. Each City department also prepares a strategic plan to interface with the priorities established by the Council. The City's annual operating budget becomes the guide and the means for implementing those strategies.

GOALS AND OBJECTIVES

- * Economic and Community Vibrancy
- * Fiscal and Infrastructure Efficiency and Sustainability
- * Ensuring Public Safety and Providing Exceptional City Services
- * Quality of Life

	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Legislative	\$ 487,497	\$ 465,541	\$ 747,030	\$ 640,470	\$ 579,720	\$ 539,860
Total	<u>\$ 487,497</u>	<u>\$ 465,541</u>	<u>\$ 747,030</u>	<u>\$ 640,470</u>	<u>\$ 579,720</u>	<u>\$ 539,860</u>

DEPARTMENT BUDGETS
City Council

FUND		FUNCTION					CODE
100		General Government					110
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 37,943	\$ 38,007	\$ 37,800	\$ 37,920	\$ 37,800	\$ 37,800
5800000	Benefits, Insurance & Taxes	14,856	21,972	24,440	31,900	37,520	39,930
	Total Employee Services	52,799	59,979	62,240	69,820	75,320	77,730
<u>OPERATIONS</u>							
6050000	Office Expense	443	140	250	150	150	200
6070000	Advertising	164	-	700	-	800	820
6100000	Computer Maintenance & Replacement	5,010	11,980	12,200	12,200	13,360	14,050
6250000	Occupancy Charges	43,960	53,720	55,290	55,290	80,230	83,190
6350000	Communications	410	416	400	420	420	430
6400000	Operating Supplies	2,738	2,617	3,710	1,480	3,770	3,890
6450000	Vehicle & Equipment Operating Costs	601	(13)	200	100	610	620
6500000	Contract Services	36,000	36,000	36,500	36,500	37,230	37,970
6600000	Professional Development	36,953	15,751	23,450	34,230	24,030	24,920
6710000	Community Outreach	36,595	36,254	52,100	52,100	52,840	53,590
6750000	LAFCO Contribution	17,862	18,300	19,000	15,810	19,380	19,770
	Total Operations	180,736	175,165	203,800	208,280	232,820	239,450

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100		General Government					110
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7144012	Sales Tax Measure Process	\$ -	\$ 25,000	\$ -	\$ -	\$ -	\$ -
7401918	Regional Economic Study	21,575	-	-	-	-	-
7605000	Promotions	232,387	205,397	230,990	112,370	211,580	222,680
7402209	Essentialism Evaluation	-	-	-	-	60,000	-
	Total Special Projects	<u>253,962</u>	<u>230,397</u>	<u>230,990</u>	<u>112,370</u>	<u>271,580</u>	<u>222,680</u>
<u>CAPITAL OUTLAY</u>							
9505062	Transfer to Technology Services and Replacement Fund for Council Chambers Audio/Visual Technology Update	-	-	220,000	220,000	-	-
9505062	Transfer to Technology Services and Replacement Fund for Council Chambers Remote Conference Capabilities	-	-	30,000	30,000	-	-
	Total Capital Outlay	<u>-</u>	<u>-</u>	<u>250,000</u>	<u>250,000</u>	<u>-</u>	<u>-</u>
ACTIVITY TOTAL		<u>\$ 487,497</u>	<u>\$ 465,541</u>	<u>\$ 747,030</u>	<u>\$ 640,470</u>	<u>\$ 579,720</u>	<u>\$ 539,860</u>

DEPARTMENT BUDGETS

City Council

FUND	FUNCTION		CODE
100	General Government		110

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
5100000	Salaries	Council Members and Mayor	Estimated	\$ 37,800	\$ 37,800
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation and fringe benefits	Estimated	37,520	39,930
6050000	Office Expense	Mailing costs, stationary and office supplies	Estimated	150	200
6070000	Advertising	Cost of Council requested display ads	Estimated	800	820
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support	Allocated	13,360	14,050
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	80,230	83,190
6350000	Communications	Telephone service	Estimated	420	430
6400000	Operating Supplies	Cost of recognition plaques, City pins, meeting refreshments and other special Council requests	Estimated	3,770	3,890
6450000	Vehicle & Equipment Operating Costs	Mileage costs	Estimated	610	620
6500000	Contract Services	Grant writing subscription and miscellaneous contractual services, including equipment rentals	Estimated	37,230	37,970
6600000	Professional Development	Conferences, memberships and subscriptions	Estimated	24,030	24,920
6710000	Community Outreach	Customer surveys, publications, events to engage the Community and televising of Council meetings	Estimated	52,840	53,590
6750000	LAFCO Contribution	Per AB2838- the City's share of the LAFCO Commission's operational budget	Mandated	19,380	19,770
7605000	Promotions	Update & implement the City's Promotions Program and Marketing Plan; includes agreement with a PR firm to provide implementation of a PR and marketing plan that will position Atascadero as a choice destination to live, work, visit and hold events	Estimated	211,580	222,680
7402209	Essentialism Evaluation	One-time third-party critical evaluation of staff tasks and processes toward essentialism	Estimated	60,000	-

DEPARTMENT BUDGETS

City Clerk

FUND	FUNCTION	CODE
100	General Government	120

DESCRIPTION

The City Clerk maintains a complete and accurate record of City Council proceedings and official City files and fulfills legal requirements established by the Municipal Code and State law. Also, the City Clerk provides assistance and support to the City Council and City Departments. Included in the City Clerk's responsibilities are acting as the Filing Officer for the State Fair Political Practice Commission, serving as the City's Election Official and being responsible for maintaining the City's Municipal Code Book. In November 2016, Atascadero voters elected to have the City Clerk appointed rather than elected. The City Clerk is now appointed by the City Manager.

GOALS AND OBJECTIVES

- * Ensure accurate and timely minutes of Council meetings
- * Keep City Municipal Code Book current
- * Conduct elections as per State law

SUMMARY OF SERVICE PROGRAMS

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
Records & Election Services	\$ 45,468	\$ 12,966	\$ 71,170	\$ 47,590	\$ 18,840	\$ 59,720
Total	<u>\$ 45,468</u>	<u>\$ 12,966</u>	<u>\$ 71,170</u>	<u>\$ 47,590</u>	<u>\$ 18,840</u>	<u>\$ 59,720</u>

DEPARTMENT BUDGETS

City Clerk

FUND		FUNCTION					CODE
100		General Government					120
<u>OBJECT NUMBER</u>	<u>EXPENSE CLASSIFICATION</u>	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>OPERATIONS</u>							
6050000	Office Expense	\$ 4	\$ 446	\$ 640	\$ 650	\$ 650	\$ 660
6070000	Advertising	2,458	6,612	5,300	4,000	5,410	5,520
6500000	Contract Services	2,567	5,454	6,100	3,000	6,100	6,220
6600000	Professional Development	1,785	92	6,270	790	6,380	6,510
6760000	Municipal Election	38,654	362	52,860	39,150	300	40,810
	Total Operations	<u>45,468</u>	<u>12,966</u>	<u>71,170</u>	<u>47,590</u>	<u>18,840</u>	<u>59,720</u>
ACTIVITY TOTAL		<u><u>\$ 45,468</u></u>	<u><u>\$ 12,966</u></u>	<u><u>\$ 71,170</u></u>	<u><u>\$ 47,590</u></u>	<u><u>\$ 18,840</u></u>	<u><u>\$ 59,720</u></u>

DEPARTMENT BUDGETS

City Clerk

FUND		FUNCTION			CODE	
100		General Government			120	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6050000	Office Expense	Postage, printing, copying, office supplies and archival paper	Estimated	\$ 650	\$ 660	
6070000	Advertising	Publication of ordinances, public and legal notices and miscellaneous ads	Estimated	5,410	5,520	
6500000	Contract Services	Municipal Code supplement service	Estimated	6,100	6,220	
6600000	Professional Development	Mileage and hotel fees (League Annual Conference, City Clerk's New Law and Election Conference and CCAC Annual Conference), Clerk's Handbook-Election Law update, International Institute of Municipal Clerks dues, City Clerk's Association of California dues, California Election Code Book and miscellaneous books / publications	Estimated	6,380	6,510	
6760000	Municipal Election	Election costs which include County costs, advertising and related forms and supplies	Estimated	300	40,810	

DEPARTMENT BUDGETS

City Treasurer

FUND	FUNCTION	CODE
100	General Government	130

DESCRIPTION

The City Treasurer is responsible for ensuring that City funds are invested in a manner consistent with the City's Investment Policy and to achieve maximum safety, liquidity and yield. The City Treasurer also produces a quarterly report on the status of cash and investments.

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Investment Administration Services	\$ 16,997	\$ 17,662	\$ 16,840	\$ 17,080	\$ 17,040	\$ 17,310
Total	<u>\$ 16,997</u>	<u>\$ 17,662</u>	<u>\$ 16,840</u>	<u>\$ 17,080</u>	<u>\$ 17,040</u>	<u>\$ 17,310</u>

DEPARTMENT BUDGETS
City Treasurer

FUND		FUNCTION					CODE
100		General Government					130
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 4,813	\$ 4,826	\$ 4,800	\$ 4,810	\$ 4,800	\$ 4,800
5800000	Benefits, Insurance & Taxes	1,273	1,253	920	1,270	900	940
	Total Employee Services	6,086	6,079	5,720	6,080	5,700	5,740
<u>OPERATIONS</u>							
6050000	Office Expense	48	-	-	-	-	-
6500000	Contract Services	10,863	11,583	11,040	11,000	11,340	11,570
6600000	Professional Development	-	-	80	-	-	-
	Total Operations	10,911	11,583	11,120	11,000	11,340	11,570
ACTIVITY TOTAL		\$ 16,997	\$ 17,662	\$ 16,840	\$ 17,080	\$ 17,040	\$ 17,310

DEPARTMENT BUDGETS

City Treasurer

FUND		FUNCTION			CODE	
100		General Government			130	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Elected City Treasurer	Estimated	\$ 4,800	\$ 4,800	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	900	940	
6500000	Contract Services	Contracted safekeeping fees	Estimated	11,340	11,570	

DEPARTMENT BUDGETS

Legal

FUND	FUNCTION	CODE
100	General Government	140

DESCRIPTION

The City's legal budget provides funding for Special Counsel and other legal services. The City Attorney's mission is to provide legal advice and support to the Mayor and City Council, City Manager, City departments and City boards and commissions; represent the City before judicial and administrative agencies in civil litigation matters; and prosecute misdemeanor violations of the Atascadero Municipal Code.

City Attorney services are provided by a contract with the law firm of Burke, Williams & Sorensen. Primary responsibilities include legal advice to City officials and employees; drafting and reviewing contracts, opinions, resolutions and ordinances; defending the City, its officers and employees in civil litigation; coordinating/monitoring litigation arising out of claims against the City; administrative, and criminal and civil prosecution of violations of the Municipal Code.

Special Counsel includes the use of outside counsel as needed by the City. Often these persons have special expertise or experience in a particular field of law. Typically the City Attorney oversees the use of special counsel. Other legal service includes specific work for individual departments. Specialty legal needs would be included in this budget.

The City Attorney does not provide private legal advice to citizens nor does it prosecute violations of the California Penal Code, California Vehicle Code or other violations of State law.

GOALS AND OBJECTIVES

- * Provide legal support for economic development activities
- * Provide timely legal review on City actions
- * Keep City Council and City Manager informed on litigation issues
- * Keep City Council and City Manager informed on evolving legal issues
- * Provide advice as needed on conflict issues
- * File and pursue code enforcement complaints as directed

SUMMARY OF SERVICE PROGRAMS

	<u>2018-2019</u> <u>ACTUAL</u>	<u>2019-2020</u> <u>ACTUAL</u>	<u>2020-2021</u> <u>BUDGETED</u>	<u>2020-2021</u> <u>ESTIMATED</u>	<u>2021-2022</u> <u>REQUESTED</u>	<u>2022-2023</u> <u>REQUESTED</u>
City Attorney/Special Legal	\$ 231,863	\$ 317,398	\$ 291,700	\$ 264,700	\$ 296,670	\$ 302,710
Total	<u>\$ 231,863</u>	<u>\$ 317,398</u>	<u>\$ 291,700</u>	<u>\$ 264,700</u>	<u>\$ 296,670</u>	<u>\$ 302,710</u>

DEPARTMENT BUDGETS

Legal

FUND		FUNCTION					CODE
100		General Government					140
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>OPERATIONS</u>							
6050000	Office Expense	\$ 3	\$ 8	\$ 80	\$ 80	\$ 80	\$ 80
6250000	Occupancy	-	-	-	-	5,810	6,030
6350000	Communications	74	77	80	80	80	80
6500000	Contract Services	231,786	263,760	285,000	258,000	290,700	296,520
7909920	Castlerock Litigation Costs	-	53,553	6,540	6,540	-	-
	Total Operations	<u>231,863</u>	<u>317,398</u>	<u>291,700</u>	<u>264,700</u>	<u>296,670</u>	<u>302,710</u>
ACTIVITY TOTAL		<u><u>\$ 231,863</u></u>	<u><u>\$ 317,398</u></u>	<u><u>\$ 291,700</u></u>	<u><u>\$ 264,700</u></u>	<u><u>\$ 296,670</u></u>	<u><u>\$ 302,710</u></u>

DEPARTMENT BUDGETS

Legal

FUND		FUNCTION			CODE	
100		General Government			140	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products	Estimated	\$ 80	\$ 80	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	5,810	6,030	
6350000	Communications	Telephone service	Estimated	80	80	
6500000	Contract Services	City attorney services	Estimated	290,700	296,520	

DEPARTMENT BUDGETS

City Manager

FUND	FUNCTION	CODE
100	General Government	201

DESCRIPTION

The City Manager is the chief executive officer of the City and is responsible for planning, organizing and directing all municipal activities. The City Manager, in concert with department managers, works to develop all personnel; continually evaluates the organizational structure of the City; implements programs to improve the community; and directs employee relations and personnel management. The Zoo, the Information Technology Division, the Recreation Division, Marketing/Events/Promotions and Human Resources also directly report to the City Manager Department. The City Manager makes recommendations to the City Council on program alternatives and ensures that policies/programs adopted by the Council are implemented.

Department Mission Statement: Support the City Council, provide leadership to the organization and legendary service to the community by being accountable, responsive, compassionate and connected.

GOALS AND OBJECTIVES

Implement the goals and programs adopted by the City Council:

- * Economic and Community Vibrancy
- * Fiscal and Infrastructure Efficiency and Sustainability
- * Ensuring Public Safety and Providing Exceptional City Services
- * Quality of Life

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
City Manager Operations and Support	\$ 947,865	\$ 985,723	\$ 1,273,680	\$ 1,046,020	\$ 1,533,890	\$ 1,497,630
Human Resources	102,304	142,227	134,580	127,640	158,080	173,980
Total	<u>\$ 1,050,169</u>	<u>\$ 1,127,950</u>	<u>\$ 1,408,260</u>	<u>\$ 1,173,660</u>	<u>\$ 1,691,970</u>	<u>\$ 1,671,610</u>

DEPARTMENT BUDGETS

City Manager

FUND	FUNCTION					CODE
100	General Government					201
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
City Council Agenda Preparation	28	34	28	28	28	28
Ordinances Processed	5	16	10	10	15	10
Resolutions Processed	67	81	60	75	70	70
Bids Processed	8	6	6	10	12	12
Public Records Requests	-	-	50	50	50	50
Recruitment (Positions)	25	27	40	26	30	30
Labor Negotiations	-	3	4	4	4	4
New Employee Orientations (FT & PT)	41	29	-	29	45	45
Employee Termination Documents Processed	31	34	-	33	35	35
Health Coverage Changes	27	16	-	31	30	30
FMLA/PDL/CFRA Leave Requests Processed	10	18	-	12	10	10
Workers Compensation Claims Managed	11	23	-	17	15	15

DEPARTMENT BUDGETS

City Manager

FUND		FUNCTION					CODE
100		General Government					201
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 571,050	\$ 591,415	\$ 709,800	\$ 607,260	\$ 687,010	\$ 715,740
5200000	Wages	4,157	3,054	4,810	4,180	5,270	5,570
5300000	Overtime	4,372	5,159	11,090	1,030	11,470	11,880
5400000	Other Pay	16,575	20,719	3,930	18,250	6,260	6,480
5800000	Benefits, Insurance & Taxes	308,915	337,744	368,120	362,090	532,490	566,280
	Total Employee Services	905,069	958,091	1,097,750	992,810	1,242,500	1,305,950
<u>OPERATIONS</u>							
6050000	Office Expense	6,578	7,135	7,730	5,650	8,380	7,830
6100000	Computer Maintenance & Replacement	56,900	68,549	62,870	68,010	68,190	80,180
6200000	Insurance	16,981	15,480	17,570	15,880	24,420	26,630
6250000	Occupancy	30,140	36,830	37,910	37,910	55,010	57,040
6350000	Communications	2,046	2,110	2,180	2,300	2,220	2,270
6400000	Operating Supplies	7,288	3,935	10,010	9,550	10,210	10,420
6450000	Vehicle & Equipment Operating Costs	6,000	5,500	6,340	6,000	6,470	6,600
6500000	Contract Services	5,541	13,139	35,020	11,970	41,090	41,670
6600000	Professional Development	9,470	14,685	22,270	7,820	23,050	23,510
6650000	Recruitment	172	350	500	1,320	510	520
6610000	Citywide Training	2,454	335	7,000	3,250	7,140	7,280
6700000	Employee Development	1,530	1,379	1,650	650	1,680	1,710
6990000	Citywide Contingency	-	-	94,460	5,540	100,000	100,000
	Total Operations	145,100	169,427	305,510	175,850	348,370	365,660

DEPARTMENT BUDGETS

City Manager

FUND		FUNCTION					CODE
100		General Government					201
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7101021	Chairs	\$ -	\$ 432	\$ -	\$ -	\$ -	\$ -
7402213	Grant Assessment and Writing	-	-	5,000	5,000	30,000	-
7805029	Opportunities Fund	-	-	-	-	70,000	-
8102011	Computers- New	-	-	-	-	1,100	-
	Total Special Projects and Purchases	-	432	5,000	5,000	101,100	-
ACTIVITY TOTAL		<u>\$ 1,050,169</u>	<u>\$ 1,127,950</u>	<u>\$ 1,408,260</u>	<u>\$ 1,173,660</u>	<u>\$ 1,691,970</u>	<u>\$ 1,671,610</u>

DEPARTMENT BUDGETS

City Manager

FUND		FUNCTION		CODE	
100		General Government		201	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 687,010	\$ 715,740
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	5,270	5,570
5300000	Overtime	Overtime	Estimated	11,470	11,880
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	6,260	6,480
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	532,490	566,280
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	8,380	7,830
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	68,190	80,180
6200000	Insurance	Allocated portion of liability coverage	Allocated	24,420	26,630
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	55,010	57,040
6350000	Communications	Telephone and cell phone services	Estimated	2,220	2,270
6400000	Operating Supplies	Cost of food for events and meetings, employee recognition and service awards	Estimated	10,210	10,420
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance and mileage costs	Agreement	6,470	6,600
6500000	Contract Services	Miscellaneous contractual services, including records management and grant notification	Estimated	41,090	41,670
6600000	Professional Development	League of California Cities Annual Conference, City Manager meeting, and labor relations; International City/County Management Association; books, memberships, subscriptions and dues	Estimated	23,050	23,510
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	510	520

DEPARTMENT BUDGETS

City Manager

FUND		FUNCTION			CODE	
100		General Government			201	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6610000	Citywide Training	Strategic planning and miscellaneous training and videos	Estimated	\$ 7,140	\$ 7,280	
6700000	Employee Development	Atascadero Employee Development Advisory Committee activities	Estimated	1,680	1,710	
6990000	Citywide Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	100,000	100,000	
7402213	Grant Assessment and Writing	City assessment of grants needs and funding to write 2-4 grants	Estimated	30,000	-	
7805029	Opportunities Fund	Funding for the City to be able to take swift action when opportunities arise for the City to leverage funds, participate in regional programs or solve priority community problems		70,000	-	
8102011	Computers- New	Added computer for new employee	Estimated	1,100	-	

DEPARTMENT BUDGETS
Administrative Services

FUND	FUNCTION	CODE
100	General Government	301

DESCRIPTION

The Administrative Services Department is responsible for finance, risk management, grant administration, the affordable housing loan program, and assisting with personnel functions. The department coordinates the development of the annual budget; oversees purchasing, payroll, receipts, vendor payments, business license renewals and fund management; provides financial reports; invests the City's funds; coordinates claims and lawsuits; coordinates the collection of transient occupancy tax and cannabis tax; manages grants and restricted funding sources; helps to manage employee benefits; and helps to administer personnel policies and regulations including FMLA and accommodations.

GOALS AND OBJECTIVES

- * Continue to monitor City operations, ensuring that expenses remain within budget
- * Facilitate the City's ability to pursue economic development
- * Update and/or implement effective policies to ensure the City's long-term fiscal health
- * Manage and mitigate the City's financial and legal risks
- * Ensure that employees and vendors are paid in an accurate and timely manner
- * Continue to implement the Affordable Housing Loan Program
- * Work diligently alongside the Safety Committee to ensure that the City has the policies and practices in place to provide a safe work environment
- * Provide employees with the assistance they need in managing their employee benefits and personnel needs
- * Deliver great customer service to external and internal customers

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Financial Administration Services	\$ 1,078,928	\$ 1,120,971	\$ 1,432,800	\$ 1,382,210	\$ 1,364,340	\$ 1,387,690
Total	<u>\$ 1,078,928</u>	<u>\$ 1,120,971</u>	<u>\$ 1,432,800</u>	<u>\$ 1,382,210</u>	<u>\$ 1,364,340</u>	<u>\$ 1,387,690</u>

DEPARTMENT BUDGETS
Administrative Services

FUND	FUNCTION					CODE
100	General Government					301
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Payroll Checks & Direct Deposits Processed	4,241	4,185	4,300	3,880	4,100	4,200
Vendor Invoice Lines Processed	17,536	17,141	18,200	17,600	17,600	17,600
Purchase Orders Processed	41	48	40	50	50	50
Change Orders Processed	43	54	50	55	55	55
Contracts Reviewed	29	32	35	35	35	35
Business Licenses Issued	2,512	2,514	2,400	2,400	2,400	2,550
Transient Occupancy Reports Processed	243	349	320	320	900	1,200
Cannabis Tax Returns Processed	36	36	-	40	56	68
Receipts Processed	2,382	2,241	2,420	2,420	2,420	2,420
Agenda Items / Staff Reports	38	38	40	40	40	40
Affordable Housing Loans Issued / Payoffs / Releases / Refinances	6	4	10	5	10	10
Employee Benefit Updates	210	180	200	180	200	200
Employment Verification Requests	12	33	15	24	20	20
SDI Integration Calculations Processed	8	6	10	6	10	10

DEPARTMENT BUDGETS
Administrative Services

FUND		FUNCTION					CODE
100		General Government					301
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 495,315	\$ 515,356	\$ 537,500	\$ 529,910	\$ 567,840	\$ 603,900
5200000	Wages	-	-	4,970	-	-	-
5300000	Overtime	2,943	1,075	22,880	1,900	6,210	6,430
5400000	Other Pay	4,711	3,005	6,920	19,990	5,220	5,400
5800000	Benefits, Insurance & Taxes	244,425	252,526	300,150	279,920	335,020	362,000
	Total Employee Services	747,394	771,962	872,420	831,720	914,290	977,730
<u>OPERATIONS</u>							
6050000	Office Expense	14,015	12,129	14,460	14,420	14,040	14,740
6070000	Advertising	165	538	300	300	400	500
6100000	Computer Maintenance & Replacement	80,307	83,308	85,090	84,870	93,420	96,840
6200000	Insurance	17,771	17,842	20,040	18,330	25,490	27,660
6250000	Occupancy Charges	44,214	52,622	46,490	54,130	75,320	78,050
6350000	Communications	885	975	960	960	1,000	1,020
6400000	Operating Supplies	15	36	300	200	300	300
6450000	Vehicle & Equipment Operating Costs	3,620	3,600	3,600	3,600	3,600	3,600
6500000	Contract Services	155,162	156,781	182,960	177,710	173,530	175,600
6600000	Professional Development	5,672	5,317	6,580	1,070	7,350	6,650
6650000	Recruitment	874	1,085	-	300	600	-
6990000	Contingency	-	-	5,000	-	5,000	5,000
	Total Operations	322,700	334,233	365,780	355,890	400,050	409,960

DEPARTMENT BUDGETS
Administrative Services

FUND		FUNCTION				CODE	
100		General Government				301	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7101021	Chairs	\$ 1,834	\$ -	\$ -	\$ -	\$ -	\$ -
7401430	Cost Allocation Study Update	-	776	30,220	30,220	-	-
7401489	Development Impact Fee Study	7,000	14,000	7,000	7,000	10,000	-
7702218	CCCSIF Supplemental Insurance Payment	-	-	157,380	157,380	-	-
	Total Special Projects	8,834	14,776	194,600	194,600	10,000	-
<u>CAPITAL OUTLAY</u>							
8905132	Credit Card Acceptance Program	-	-	-	-	40,000	-
	Total Capital Outlay	-	-	-	-	40,000	-
ACTIVITY TOTAL		\$ 1,078,928	\$ 1,120,971	\$ 1,432,800	\$ 1,382,210	\$ 1,364,340	\$ 1,387,690

DEPARTMENT BUDGETS
Administrative Services

FUND		FUNCTION		CODE	
100		General Government		301	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 567,840	\$ 603,900
5300000	Overtime	Overtime for budget preparation, audit preparation and mid-year report preparation	Estimated	6,210	6,430
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	5,220	5,400
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	335,020	362,000
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	14,040	14,740
6070000	Advertising	Required public notice of financial information	Estimated	400	500
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs, Eden Financials software support costs and Business License software support costs	Allocated/ Contract	93,420	96,840
6200000	Insurance	Allocated portion of liability coverage and errors and omissions coverage for the City	Allocated/ Contract	25,490	27,660
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	75,320	78,050
6350000	Communications	Telephone and cell phone services	Estimated	1,000	1,020
6400000	Operating Supplies	Cost of food for events and meetings	Estimated	300	300
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance and mileage costs	Estimated	3,600	3,600
6500000	Contract Services	County services for collection of property taxes (\$120,000 annually), audit services, state mandated costs filing services, sales tax consultant services, state electronic funds transfer charges, banking fees, and other minor services	Estimated	173,530	175,600
6600000	Professional Development	CSMFO conference and meetings, League Finance Officers meeting, computer training, payroll update conference, accounting training for staff members, strategic planning, tuition reimbursement and mileage for operations	Estimated	7,350	6,650

DEPARTMENT BUDGETS
Administrative Services

FUND		FUNCTION			CODE	
100		General Government			301	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	\$ 5,000	\$ 5,000	
7401430	Development Impact Fee Study	Update of the current development impact fee study	Estimated	10,000	-	
8905132	Credit Card Acceptance Program	Cost of equipment and license for a system to process credit cards at City Hall, the Police Department, and online for non-recreation services	Estimated	40,000	-	

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION	CODE
100	Community Development	601

DESCRIPTION

The Community Development Department is responsible for managing the City's Central Reception services and reviewing all construction permits and planning projects in the City. The department maintains, amends and administers the City's General Plan, zoning ordinance, building code, native tree ordinance and CEQA environmental regulations. The department provides three main functions: Planning Services, Building Services, and Permit Center/Customer Service. Planning Services develops and implements long range plans and standards to ensure logical growth while preserving Atascadero's "quality of life" environment. Planning Services also reviews current development projects for consistency with City codes and policies and while performing outreach and public hearings on a variety of projects. Building Services provides plan check and construction inspection services to implement the State's building and fire code and to protect the public's health and safety. The department also staffs the one-stop Permit Center and provides customer service for all development, business license, and environmental related issues with an emphasis on customer service and efficiency. The Community Development Department provides technical analysis and recommendations to the Design Review Committee, Planning Commission and City Council on all land use issues upon which they must act.

Department Mission Statement: Dedicated to Atascadero's character and safety by helping people plan and build quality projects.

GOALS AND OBJECTIVES

- * Amend the Del Rio Specific Plan to allow development to proceed in the wake of emerging land use trends and the reduction of large retail uses
- * Focus on placemaking as a tool to stimulate economic development
- * Facilitate completion and successful occupancy of the La Plaza project
- * Proceed with the Downtown Enhancement Plan as a catalyst for economic development and placemaking
- * Complete the El Camino Plan and Market Analysis as a precursor to a Citywide General Plan update
- * Continue to utilize code enforcement to facilitate the occupancy of vacant buildings and sites and to ensure a quality aesthetic of commercial and residential land
- * Continue to help facilitate development of vacant lots in Colony Square
- * Pursue quality in the development and redevelopment of commercial and residential properties
- * Actively pursue and prioritize commercial development over residential development to foster the City's balance of housing to jobs while increasing revenue
- * Strive for excellence in customer service both to public and private organizations, special interest groups, and individual citizens
- * Continue to work with business owners to improve commercial signage
- * Pursue the Citywide General Plan Update
- * Seek grants to provide funding for Housing and General Plan updates

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Community and Economic Development	\$ 1,680,627	\$ 1,909,613	\$ 2,033,260	\$ 1,736,340	\$ 2,609,980	\$ 2,721,070
Total	<u>\$ 1,680,627</u>	<u>\$ 1,909,613</u>	<u>\$ 2,033,260</u>	<u>\$ 1,736,340</u>	<u>\$ 2,609,980</u>	<u>\$ 2,721,070</u>

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Precise Plans	12	14	14	14	6	-
Specific Plan	-	1	2	1	1	1
Conditional Use Permits	8	10	17	10	15	23
Zone Changes	1	2	4	6	6	6
Variances	-	1	1	-	-	-
Administrative Use Permits	8	6	27	5	5	5
General Plan Amendments	1	3	3	2	2	2
Lot Line Adjustments	4	2	5	5	5	5
Parcel Maps	7	6	10	10	10	10
Tract Maps	4	4	4	4	4	4
Final Maps	8	8	8	6	6	6
Certificates of Compliance	5	3	3	4	4	4
ABC License findings	8	6	6	3	3	3
Appeals	1	1	1	-	-	-
Time Extensions	5	5	5	5	5	5
Major Tree Removals (Planning Commission)	4	12	2	4	-	-
Road Abandonments	1	1	1	2	2	2
Planning Commission Meetings	22	22	22	22	22	22
Staff Reports	63	85	85	90	95	100
Legal Notices	50	50	50	60	60	60
Public Records Requests	125	250	325	30	30	30
Property Information Requests	275	324	250	300	300	300
Permit Center Customers	1,275	1,350	7,000	2,500	2,500	2,500
Tree Protection Plans / Inspections	4	4	65	40	40	40
Long Range Planning projects	-	-	4	15	15	15

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES (continued)</u>						
Grant Applications	2	5	2	6	6	4
Site Visits	425	534	400	230	230	350
Design Review Committee Meetings	25	25	25	18	18	20
Community Presentations/workshops	20	26	20	20	20	35
City Council Goals	7	8	7	8	8	10
Economic Development	30	57	30	35	35	35
Building Permit Plan Checks (Planning)	900	423	850	350	350	450
Building Permit Plan Checks (Building)	1,150	1,435	900	2,500	2,700	2,800
Building Permit Plan Checks (Public Works Support)	600	725	600	950	1,000	1,100
DRC Appearance Review (COM / IND / MFR)	32	25	25	30	30	30
Code Enforcement Support	35	73	60	35	35	35
Business License Review / Zoning Clearance	150	185	200	350	375	400
Home Occupation Permit Review	200	173	200	25	25	25
Affordable Housing Agreements	2	2	2	4	4	4
CFD Assessment Districts	3	3	3	4	4	4
Permits Applied-Single Family Residence	25	56	25	23	35	35
Permits Applied-Multiple Family Residential Units	57	38	45	10	35	35
Permits Applied-Commercial / Industrial	6	6	12	10	35	35
Permits Applied-Other	900	1,023	900	1,450	1,500	1,600
Building / Inspections	4,200	4,652	4,200	5,200	5,200	5,200
Trak It Software (hours)	-	-	125	2,950	2,950	3,000

DEPARTMENT BUDGETS
Community Development

FUND		FUNCTION					CODE
100		Community Development					601
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 711,360	\$ 754,567	\$ 853,250	\$ 788,870	\$ 940,120	\$ 976,480
5200000	Wages	93,111	65,682	27,990	39,720	28,680	29,660
5300000	Overtime	10,518	11,866	14,460	6,320	16,090	16,650
5400000	Other Pay	7,363	4,948	3,990	3,040	7,870	8,150
5800000	Benefits, Insurance & Taxes	406,988	426,439	529,770	482,060	563,650	604,040
	Total Employee Services	<u>1,229,340</u>	<u>1,263,502</u>	<u>1,429,460</u>	<u>1,320,010</u>	<u>1,556,410</u>	<u>1,634,980</u>
<u>OPERATIONS</u>							
6050000	Office Expense	19,100	23,344	11,700	12,230	11,780	11,680
6070000	Advertising	3,498	4,352	3,500	4,000	4,700	5,000
6100000	Computer Maintenance & Replacement	130,916	145,225	147,120	149,020	158,410	166,580
6200000	Insurance	24,383	23,300	26,450	23,910	38,210	41,680
6250000	Occupancy Charges	48,210	58,890	60,600	60,600	83,910	87,000
6350000	Communications	4,532	5,069	2,900	2,800	2,800	2,800
6400000	Operating Supplies	810	471	750	930	3,250	3,730
6450000	Vehicle & Equipment Operating Costs	13,709	15,089	15,550	12,400	15,040	15,190
6500000	Contract Services	79,735	209,524	92,000	97,000	96,500	97,000
6600000	Professional Development	18,062	15,954	15,700	7,900	13,400	14,830
6650000	Recruitment	2,324	194	15,700	600	570	600
6990000	Contingency	-	-	5,000	-	5,000	5,000
	Total Operations	<u>345,279</u>	<u>501,412</u>	<u>396,970</u>	<u>371,390</u>	<u>433,570</u>	<u>451,090</u>

DEPARTMENT BUDGETS
Community Development

FUND		FUNCTION					CODE
100		Community Development					601
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7101013	Tables-Sunken Garden Tree	\$ 1,121	\$ -	\$ -	\$ -	\$ -	\$ -
7155007	Shelving/Storage	-	628	-	-	-	-
7401806	El Camino Real Corridor Study	79,887	89,009	1,890	-	-	-
7401807	Market Assessment Study	25,000	-	-	-	-	-
7402008	SB2 Planning Grants Program	-	-	160,000	-	160,000	-
7812077	Development of Housing Element and Inclusionary Housing Policy	-	55,062	44,940	44,940	-	-
7102066	Electronic Plan Review Equipment	-	-	-	-	10,000	-
6702065	General Plan Update	-	-	-	-	450,000	635,000
	Total Special Projects	<u>106,008</u>	<u>144,699</u>	<u>206,830</u>	<u>44,940</u>	<u>620,000</u>	<u>635,000</u>
ACTIVITY TOTAL		<u><u>\$ 1,680,627</u></u>	<u><u>\$ 1,909,613</u></u>	<u><u>\$ 2,033,260</u></u>	<u><u>\$ 1,736,340</u></u>	<u><u>\$ 2,609,980</u></u>	<u><u>\$ 2,721,070</u></u>

DEPARTMENT BUDGETS
Community Development

FUND		FUNCTION		CODE	
100		Community Development		601	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 940,120	\$ 976,480
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	28,680	29,660
5300000	Overtime	Overtime costs	Estimated	16,090	16,650
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	7,870	8,150
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	563,650	604,040
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products, office equipment, and related maintenance	Estimated	11,780	11,680
6070000	Advertising	Cost of public notices and community promotions	Estimated	4,700	5,000
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	158,410	166,580
6200000	Insurance	Allocated portion of liability coverage	Allocated	38,210	41,680
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	83,910	87,000
6350000	Communications	Telephone and cell phone services	Estimated	2,800	2,800
6400000	Operating Supplies	Inspection tools, safety items and field supplies	Estimated	3,250	3,730
6450000	Vehicle & Equipment Operating Costs	Gasoline, oil, vehicle repairs, vehicle replacement and car allowance	Estimated	15,040	15,190
6500000	Contract Services	Contract arborist, contract building plan check, contract engineering plan check, special consultants, and document imaging	Estimated	96,500	97,000
6600000	Professional Development	Professional development activities and professional organization memberships for planning staff, building staff and the City Planning Commission	Estimated	13,400	14,830

DEPARTMENT BUDGETS
Community Development

FUND		FUNCTION			CODE	
100		Community Development			601	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	\$ 570	\$ 600	
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	5,000	5,000	
7402008	SB2 Planning Grants Program	State of California grant to support local housing production by updating the City's 6th cycle housing element and the inclusionary housing ordinance	Estimated	160,000	-	
7102066	Electronic Plan Review Equipment	Purchase one large format electronic plan review computer, monitor, and related hardware	Estimated	10,000	-	
6702065	General Plan Update	General Plan Update	Estimated	450,000	635,000	

DEPARTMENT BUDGETS

Central Reception

FUND	FUNCTION	CODE
100	Community Development	601.7011

DESCRIPTION

Administrative City Hall support services is managed by the Community Development Department. This is the primary point of contact for citizens and customers for business activities, whether by walk-in, e-mail or telephone. This function includes management, delivery and distribution of U.S. mail, general screening of walk-in questions, phone reception and dispatch of citizens and customers to other departments as well as historical society tours, bus passes, volunteer coordination, business license renewals and public records requests. In addition, staff provides administrative support to all the departments within the City by directing walk-in traffic, completing copy requests, and all other miscellaneous customer service duties in support of all departments as required.

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Central Reception	\$ 95,409	\$ 104,610	\$ 110,680	\$ 86,330	\$ 170,490	\$ 174,120
Total	<u>\$ 95,409</u>	<u>\$ 104,610</u>	<u>\$ 110,680</u>	<u>\$ 86,330</u>	<u>\$ 170,490</u>	<u>\$ 174,120</u>

DEPARTMENT BUDGETS
Central Reception

FUND	FUNCTION					CODE
100	Community Development					601.7011
	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>	<u>2020-2021</u>	<u>2021-2022</u>	<u>2022-2023</u>
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ESTIMATED	ESTIMATED
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Business Licenses processed	2,987	2,988	2,700	2,600	2,500	2,800
Phone calls answered	21,000	21,500	21,300	33,280	20,000	21,000
Bus passes sold	746	430	920	-	350	400
Hours spent:						
TrakIt Software	300	150	250	250	250	250
Copying	65	65	65	65	65	65
Processing mail	325	310	260	260	260	260
Issuing Building Permits	200	50	260	350	400	400
Issuing Corrections	400	200	65	200	200	225
Com Dev Support	200	200	200	200	200	200
Public Noticing	300	100	350	250	200	200
Public Records Requests	350	150	400	400	400	400
Order Supplies	75	75	75	75	75	75
Conference Room Reservations	135	135	135	135	135	135
Telephone Coordination/Visitors	900	300	600	600	600	600
Bus Pass Sales	300	200	250	250	250	250
Transient Coordination	250	35	50	50	50	50
Agenda prep	75	20	180	180	180	180
Legal Ads	100	25	150	150	150	150
Staff report edits	100	50	90	90	90	90
Opening/Closing	130	50	175	175	175	175

DEPARTMENT BUDGETS
Central Reception

FUND		FUNCTION					CODE
100		Community Development					601.7011
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 11,624	\$ 12,429	\$ 12,960	\$ 12,410	\$ 14,410	\$ 14,920
5200000	Wages	24,061	24,140	23,330	4,120	43,630	45,810
5300000	Overtime	447	396	-	280	-	-
5400000	Other Pay	172	-	-	-	-	-
5800000	Benefits, Insurance & Taxes	14,016	14,454	18,650	14,500	20,320	21,850
	Total Employee Services	50,320	51,419	54,940	31,310	78,360	82,580
<u>OPERATIONS</u>							
6050000	Office Expense	846	626	1,170	900	1,000	1,050
6100000	Computer Maintenance & Replacement	7,220	7,810	7,950	7,950	19,550	20,540
6200000	Insurance	1,443	1,360	1,540	1,400	2,310	2,520
6250000	Occupancy Charges	35,170	42,980	44,240	44,240	64,190	66,550
6350000	Communications	365	370	350	330	380	380
6400000	Operating Supplies	45	-	70	50	50	50
6450000	Vehicle & Equipment Operating Costs	-	-	50	-	50	50
6500000	Contract Services	-	45	-	-	-	-
6600000	Professional Development	-	-	250	-	250	250
6650000	Recruitment	-	-	120	150	150	150
	Total Operations	45,089	53,191	55,740	55,020	87,930	91,540
<u>CAPITAL OUTLAY</u>							
8102011	Computers- New	-	-	-	-	2,200	-
8102027	Printers/Scanners- New	-	-	-	-	2,000	-
	Total Capital Outlay	-	-	-	-	4,200	-
ACTIVITY TOTAL		\$ 95,409	\$ 104,610	\$ 110,680	\$ 86,330	\$ 170,490	\$ 174,120

DEPARTMENT BUDGETS
Central Reception

FUND		FUNCTION			CODE	
100		Community Development			601.7011	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 14,410	\$ 14,920	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	43,630	45,810	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	20,320	21,850	
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products, office equipment and related maintenance	Estimated	1,000	1,050	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	19,550	20,540	
6200000	Insurance	Allocated portion of liability coverage	Allocated	2,310	2,520	
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	64,190	66,550	
6350000	Communications	Telephone and fax services	Estimated	380	380	
6400000	Operating Supplies	Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases	Estimated	50	50	
6450000	Vehicle & Equipment Operating Costs	Mileage to post office and other errands	Estimated	50	50	
6600000	Professional Development	Training for staff	Estimated	250	250	
6650000	Recruitment	Cost of employee recruitment including advertising and other recruitment costs	Estimated	150	150	
8102011	Computers- New	New computer	Estimated	2,200	-	
8102027	Printers/Scanners- New	New printer/scanner	Estimated	2,000	-	

DEPARTMENT BUDGETS
Economic & Business Development

FUND	FUNCTION	CODE
100	General Government	607

DESCRIPTION

The 2021 Action plan endorsed by the City Council includes goals to strengthen and support Economic Development. The strategic plan includes a series of action items for the next two years that are designed to enhance Economic and Community Vibrancy for Atascadero. This includes seeking new business that can support head of household jobs, supporting the expansion of broadband, and helping to make Atascadero an attractive place to live, entertain, and thrive. In this endeavor the City is responsible for the implementation of policies and programs to improve the economic strength of Atascadero. The goal is to support local business, industry, downtown, and job development. The City leads the efforts to implement policies, programs and projects that strengthen our head of household job base and revenues, particularly sales tax and transient occupancy tax, while working to improve communication and to find solutions to problems of economic concern.

The City will focus on the research, analysis, and development of Economic Development policies, programs and procedures, all designed to succeed in creatively supporting development key commercial nodes such as Del Rio, Dove Creek & San Anselmo, implementing an online payment and tracking system for City fees and tax payments, finding solutions for potential policies related to wastewater capacity charges and other development fees that may discourage desired business types, looking for opportunities and grants to fund infrastructure, creating and incentivizing a new customer satisfaction survey for permit/planning processes, updating City Engineering Standards to provide safe and consistent public improvements, and performing critical third-party review of our permitting process towards essentialism.

In addition to Economic Development activities, the role of economic and business development intertwines with long range planning to ensure that policy development is geared towards both careful, sustainable planning, while attracting new business, housing, and opportunities for all.

	<u>2018-2019</u> <u>ACTUAL</u>	<u>2019-2020</u> <u>ACTUAL</u>	<u>2020-2021</u> <u>BUDGETED</u>	<u>2020-2021</u> <u>ESTIMATED</u>	<u>2021-2022</u> <u>REQUESTED</u>	<u>2022-2023</u> <u>REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Economic & Business Development Services	\$ 140,957	\$ 127,823	\$ 549,470	\$ 540,800	\$ 298,800	\$ 313,060
Total	<u>\$ 140,957</u>	<u>\$ 127,823</u>	<u>\$ 549,470</u>	<u>\$ 540,800</u>	<u>\$ 298,800</u>	<u>\$ 313,060</u>

DEPARTMENT BUDGETS
Economic & Business Development

FUND		FUNCTION					CODE
100		General Government					607
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ -	\$ -	\$ -	\$ 18,180	\$ 111,480	\$ 120,190
5800000	Benefits, Insurance & Taxes	-	-	-	6,630	38,480	41,080
	Total Employee Services	-	-	-	24,810	149,960	161,270
<u>OPERATIONS</u>							
6100000	Computer Maintenance & Replacement	-	-	-	-	3,290	3,460
6250000	Occupancy Charges	-	-	-	-	4,060	4,210
6720000	Chamber of Commerce	116,709	117,823	134,300	100,820	120,000	122,400
6740000	Business Development	24,248	10,000	21,260	21,260	21,490	21,720
	Total Operations	140,957	127,823	155,560	122,080	148,840	151,790
<u>SPECIAL PROJECTS</u>							
7805061	SB1090-Bridgeworks Expansion Project	-	-	125,000	125,000	-	-
	Emergency Small Business Micro Grant Program	-	-	260,610	260,610	-	-
7805021	Grant Program	-	-	-	-	-	-
7101000	Office Furniture	-	-	8,300	8,300	-	-
	Total Special Projects	-	-	393,910	393,910	-	-
ACTIVITY TOTAL		<u>\$ 140,957</u>	<u>\$ 127,823</u>	<u>\$ 549,470</u>	<u>\$ 540,800</u>	<u>\$ 298,800</u>	<u>\$ 313,060</u>

DEPARTMENT BUDGETS
Economic & Business Development

FUND		FUNCTION			CODE	
100		General Government			607	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 111,480	\$ 120,190	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation and fringe benefits	Estimated	38,480	41,080	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support	Allocated	3,290	3,460	
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	4,060	4,210	
6720000	Chamber of Commerce	Agreement with the Chamber of Commerce	Contract	120,000	122,400	
6740000	Business Development	Programs to promote business development and retention including participation in the EVC and the Economic Forecast	Contract	21,490	21,720	

DEPARTMENT BUDGETS

Recreation

FUND	FUNCTION	CODE
100	Community Services	711

DESCRIPTION

The Recreation Division is committed to providing and facilitating programs, special events, and services that enhance the quality of life, well-being and economic vitality of the community. This is fulfilled through a diversity of recreational, leisure, cultural, social and educational services and facilities that meet the community's needs. The Recreation Division resources are managed to promote the value of health, the community, and to contribute to the economic vitality of the City.

GOALS AND OBJECTIVES

- * Enhance Public Safety by offering programs for youth
- * Conduct revenue generating events, seek sponsorships, and fundraising activities to help reduce operating subsidies
- * Continue to enhance web based information and registration portals
- * Develop cost effective recreation activities, community events, and services
- * Cooperate with the Skate Park contractor to provide activities for at-risk youth and maximize facility use
- * Utilizing existing City facilities, conduct a variety of children's and adult classes in the areas of physical fitness, dance, arts and crafts and educational endeavors
- * Provide youth sports leagues and camps in the areas of basketball, volleyball, soccer and other appropriate sports while focusing on youth obesity prevention
- * Provide adult sport league opportunities to enhance quality of life

	<u>2018-2019</u> <u>ACTUAL</u>	<u>2019-2020</u> <u>ACTUAL</u>	<u>2020-2021</u> <u>BUDGETED</u>	<u>2020-2021</u> <u>ESTIMATED</u>	<u>2021-2022</u> <u>REQUESTED</u>	<u>2022-2023</u> <u>REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
General Recreation Services	\$ 412,017	\$ 402,656	\$ 452,260	\$ 382,470	\$ 483,360	\$ 506,750
Adult Sports	38,758	22,641	38,610	6,140	35,800	39,800
Youth Sports	38,592	32,329	36,170	13,170	35,870	38,060
Contract Classes	82,895	52,019	92,080	8,080	70,100	75,100
Special Events	21,095	20,748	24,000	18,610	19,590	22,610
Skate Park	17,321	20,140	20,320	20,700	21,020	21,630
Total	<u>\$ 610,678</u>	<u>\$ 550,533</u>	<u>\$ 663,440</u>	<u>\$ 449,170</u>	<u>\$ 665,740</u>	<u>\$ 703,950</u>

DEPARTMENT BUDGETS

Recreation

FUND	FUNCTION					CODE
100	Community Services					711
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Registration Transactions	5,425	2,300	5,500	200	4,500	5,500
Adult Sports Participants	1,200	500	1,000	-	600	1,000
Contract Class Participants	2,800	1,350	3,200	250	2,000	3,200
Youth Sports Participants	820	451	900	200	750	1,200
Skate Park Participants	10,000	550	10,000	2,000	10,000	10,000
BBQ Reservations	210	108	250	100	300	350

DEPARTMENT BUDGETS

Recreation

FUND		FUNCTION					CODE
100		Community Services					711
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 165,364	\$ 175,509	\$ 174,690	\$ 176,660	\$ 195,610	\$ 202,450
5200000	Wages	24,189	18,970	25,280	1,120	26,760	27,680
5300000	Overtime	1,439	1,159	-	850	-	-
5400000	Other Pay	-	-	-	1,860	-	-
5800000	Benefits, Insurance & Taxes	124,676	123,945	156,770	128,580	151,060	162,600
	Total Employee Services	315,668	319,583	356,740	309,070	373,430	392,730
<u>OPERATIONS</u>							
6050000	Office Expense	5,101	2,233	5,520	1,430	4,450	4,550
6070000	Advertising	23,607	16,322	26,490	820	23,730	23,830
6100000	Computer Maintenance & Replacement	22,868	24,890	26,410	25,010	27,170	28,530
6200000	Insurance	14,943	16,938	11,780	17,320	20,250	21,560
6250000	Occupancy	30,440	35,003	37,210	32,760	47,950	50,400
6300000	Utilities	4,134	3,765	4,350	2,650	3,740	3,740
6350000	Communications	912	1,110	850	1,050	1,120	1,240
6400000	Operating Supplies	29,852	22,744	34,830	19,240	28,500	31,760
6450000	Vehicle & Equipment Operating Costs	467	3,420	3,600	3,210	4,360	4,310
6500000	Contract Services	143,262	98,803	148,810	32,110	123,000	133,100
6600000	Professional Development	3,374	3,253	3,700	3,700	4,890	5,000
6650000	Recruitment	1,420	965	650	800	650	700
6990000	Contingency	-	-	2,500	-	2,500	2,500
	Total Operations	280,380	229,446	306,700	140,100	292,310	311,220

DEPARTMENT BUDGETS

Recreation

FUND		FUNCTION					CODE
100		Community Services					711
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7800402	Youth Scholarships	\$ 190	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Special Projects	190	-	-	-	-	-
<u>CAPITAL OUTLAY</u>							
7102021	Small Printers	-	1,504	-	-	-	-
8107178	Paloma Park Scoreboard	14,440	-	-	-	-	-
	Total Capital Outlay	14,440	1,504	-	-	-	-
ACTIVITY TOTAL		\$ 610,678	\$ 550,533	\$ 663,440	\$ 449,170	\$ 665,740	\$ 703,950

DEPARTMENT BUDGETS

Recreation

FUND		FUNCTION			CODE	
100		Community Services			711	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 195,610	\$ 202,450	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	26,760	27,680	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	151,060	162,600	
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	4,450	4,550	
6070000	Advertising	Advertising for special events	Estimated	23,730	23,830	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	27,170	28,530	
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	20,250	21,560	
6250000	Occupancy	Allocated portion of building maintenance costs, rental of space for youth sports and aquatic facility, building alarm services, building repair supplies and services	Allocated	47,950	50,400	
6300000	Utilities	Water, electricity, and natural gas	Estimated	3,740	3,740	
6350000	Communications	Telephone and cell phone services	Estimated	1,120	1,240	
6400000	Operating Supplies	Activity supplies, softballs, uniforms, trophies, minor recreation equipment, decorations for events, food/drink for events and other supplies	Estimated	28,500	31,760	
6450000	Vehicle & Equipment Operating Costs	Vehicle repair, maintenance and replacement costs, gasoline, oil and mileage reimbursement	Estimated	4,360	4,310	
6500000	Contract Services	Sports officials, instructor payments, equipment rentals, national sports team registration, building maintenance services, fees paid to accept registration payments by credit card, and other miscellaneous contract services	Estimated	123,000	133,100	
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	4,890	5,000	

DEPARTMENT BUDGETS

Recreation

FUND		FUNCTION			CODE	
100		Community Services			711	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6650000	Recruitment	Cost of employee recruitment including advertising and processing charges	Estimated	\$ 650	\$ 700	
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	2,500	2,500	

DEPARTMENT BUDGETS

Pavilion

FUND	FUNCTION	CODE
100	Community Services	712

DESCRIPTION

The Atascadero Lake Pavilion is a 10,000 square foot building that serves as a community oriented facility for the citizens of Atascadero. Fees, charges and use policies are established to keep the Pavilion affordable and accessible to both non-profit and private groups, while offsetting a significant percentage of the operating and maintenance costs.

GOALS AND OBJECTIVES

- * Promote facility to county businesses as the premier location for offsite workshops, seminars and meetings
- * Identify and target clients for areas of "downtime" currently not being fully utilized at the Pavilion
- * Continue to create community awareness of opportunities at the Pavilion through marketing efforts and direct exposure through events
- * Continue to maintain the beauty of the facility

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Lake Pavilion Operations	\$ 258,437	\$ 249,946	\$ 291,080	\$ 232,390	\$ 312,370	\$ 325,430
Total	<u>\$ 258,437</u>	<u>\$ 249,946</u>	<u>\$ 291,080</u>	<u>\$ 232,390</u>	<u>\$ 312,370</u>	<u>\$ 325,430</u>

DEPARTMENT BUDGETS

Pavilion

FUND	FUNCTION					CODE
100	Community Services					712
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Number of private group rentals	50	32	45	3	25	45
Number of non-profit group rentals	289	190	300	43	250	300
Number of City-sponsored rentals	45	40	50	30	40	50
Total hours of use for Recreation classes	190	137	170	31	100	170
Total hours of facility use	2,199	1,383	2,300	572	1,500	2,200
Hours of non-profit group use	1,198	702	1,400	116	900	1,200
Hours of City-sponsored use	291	284	300	370	300	300
Hours of private party use	520	260	540	55	250	500
Number of weddings	24	11	20	4	15	20
Number of fundraisers	10	5	10	-	7	10
Number of meetings	71	53	90	3	80	80
Number of banquets	5	4	10	-	4	5

DEPARTMENT BUDGETS

Pavilion

FUND		FUNCTION					CODE
100		Community Services					712
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 57,266	\$ 58,767	\$ 58,570	\$ 58,800	\$ 65,160	\$ 67,440
5200000	Wages	38,214	27,835	42,300	5,840	45,300	47,040
5300000	Overtime	642	465	-	610	-	-
5400000	Other Pay	(784)	(1,949)	-	2,510	1,000	1,040
5800000	Benefits, Insurance & Taxes	44,206	45,247	51,560	47,800	56,980	60,630
	Total Employee Services	139,544	130,365	152,430	115,560	168,440	176,150
<u>OPERATIONS</u>							
6050000	Office Expense	469	844	1,340	650	1,180	1,180
6070000	Advertising	3,155	3,006	4,740	4,740	4,740	4,740
6100000	Computer Maintenance & Replacement	9,640	10,410	10,610	10,610	11,620	12,230
6200000	Insurance	6,529	6,590	7,390	7,470	9,070	10,020
6250000	Occupancy	38,930	37,110	38,300	38,300	54,770	57,190
6300000	Utilities	22,824	20,041	24,730	17,810	26,250	27,000
6350000	Communications	1,451	1,651	2,010	1,710	3,780	3,800
6400000	Operating Supplies	5,628	5,362	9,250	4,770	7,580	7,580
6450000	Vehicle & Equipment Operating Costs	1,427	530	1,270	1,270	2,650	2,740
6500000	Contract Services	20,882	13,432	23,080	13,870	21,880	22,390
6600000	Professional Development	-	-	400	100	100	100
6650000	Recruitment	172	222	310	310	310	310
	Total Operations	111,107	99,198	123,430	101,610	143,930	149,280

DEPARTMENT BUDGETS

Pavilion

FUND		FUNCTION					CODE
100		Community Services					712
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7101013	Tables	\$ -	\$ -	\$ 1,540	\$ 1,540	\$ -	\$ -
7155003	Flooring Projects	-	20,383	-	-	-	-
7155080	Plumbing Projects	3,400	-	-	-	-	-
7107131	Folding Wall Replacement	-	-	7,280	7,280	-	-
7155063	Door/Window Repairs	1,870	-	6,400	6,400	-	-
	Total Special Projects	<u>5,270</u>	<u>20,383</u>	<u>15,220</u>	<u>15,220</u>	<u>-</u>	<u>-</u>
<u>CAPITAL OUTLAY</u>							
8104078	Ice Machine	<u>2,516</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
	Total Capital Outlay	<u>2,516</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>	<u>-</u>
ACTIVITY TOTAL		<u><u>\$ 258,437</u></u>	<u><u>\$ 249,946</u></u>	<u><u>\$ 291,080</u></u>	<u><u>\$ 232,390</u></u>	<u><u>\$ 312,370</u></u>	<u><u>\$ 325,430</u></u>

DEPARTMENT BUDGETS

Pavilion

FUND		FUNCTION			CODE	
100		Community Services			712	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 65,160	\$ 67,440	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	45,300	47,040	
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	1,000	1,040	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance, and fringe benefits	Estimated	56,980	60,630	
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,180	1,180	
6070000	Advertising	Advertising to promote the facility	Estimated	4,740	4,740	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	11,620	12,230	
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	9,070	10,020	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	54,770	57,190	
6300000	Utilities	Water, electricity, and natural gas	Estimated	26,250	27,000	
6350000	Communications	Telephone and cell phone services	Estimated	3,780	3,800	
6400000	Operating Supplies	Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases	Estimated	7,580	7,580	
6450000	Vehicle & Equipment Operating Costs	Mileage reimbursement	Estimated	2,650	2,740	
6500000	Contract Services	Pass-through cost for event cleaning by private contractor, special contract cleaning of Pavilion equipment and facilities, equipment rental, security guards, building maintenance services, and contract services	Estimated	21,880	22,390	
6600000	Professional Development	California Parks and Recreation Society conference and local workshops	Estimated	100	100	
6650000	Recruitment	Cost of employee recruitment including advertising and other charges	Estimated	310	310	

DEPARTMENT BUDGETS

Zoo

FUND	FUNCTION	CODE
100	Community Services	714

DESCRIPTION

The Charles Paddock Zoo provides an educational resource for conservation and wildlife awareness and an enriched recreational experience for the residents and visitors of the California Central Coast.

GOALS AND OBJECTIVES

- * Continue programs and projects initiated to assure Accreditation
- * Pursue funding support to continue to implement master plan changes
- * Continue to develop and implement new Education Strategic Plan

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Zoo Services	\$ 1,157,435	\$ 1,153,457	\$ 1,160,920	\$ 1,135,970	\$ 1,333,690	\$ 1,357,720
	<u>\$ 1,157,435</u>	<u>\$ 1,153,457</u>	<u>\$ 1,160,920</u>	<u>\$ 1,135,970</u>	<u>\$ 1,333,690</u>	<u>\$ 1,357,720</u>

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Zoo Attendance	67,674	46,875	90,000	90,000	90,000	92,000
Exhibits	50	55	75	75	76	77
Acres Maintained	6	6	6	6	6	6

DEPARTMENT BUDGETS

Zoo

FUND		FUNCTION					CODE
100		Community Services					714
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 351,986	\$ 376,850	\$ 383,600	\$ 379,570	\$ 412,650	\$ 433,370
5200000	Wages	86,446	77,188	95,530	73,970	102,400	106,530
5300000	Overtime	2,217	1,656	11,350	2,640	12,630	13,070
5400000	Other Pay	3,267	2,962	1,530	16,340	2,490	3,470
5800000	Benefits, Insurance & Taxes	242,287	261,322	280,480	279,390	310,250	332,350
	Total Employee Services	686,203	719,978	772,490	751,910	840,420	888,790
<u>OPERATIONS</u>							
6050000	Office Expense	2,241	2,140	1,780	1,420	1,650	1,790
6070000	Advertising	-	-	500	350	200	200
6100000	Computer Maintenance & Replacement	38,250	41,430	45,530	45,610	49,720	52,300
6200000	Insurance	19,012	16,970	19,180	18,040	28,180	30,860
6250000	Occupancy	40,450	39,625	40,850	40,870	45,560	47,610
6300000	Utilities	53,919	58,201	43,500	40,750	63,000	67,400
6350000	Communications	1,034	1,640	1,390	1,250	1,320	1,320
6400000	Operating Supplies	116,334	121,125	95,930	91,560	125,990	127,680
6450000	Vehicle & Equipment Operating Costs	7,656	8,746	6,170	6,510	5,940	5,940
6500000	Contract Services	75,331	77,439	58,500	58,100	80,060	82,150
6600000	Professional Development	17,963	13,837	10,000	10,850	14,550	14,580
6650000	Recruitment	504	351	100	250	100	100
4100000	Gift Shop Retail	38,886	27,812	35,000	37,500	37,000	37,000
	Total Operations	411,580	409,316	358,430	353,060	453,270	468,930

DEPARTMENT BUDGETS

Zoo

FUND		FUNCTION					CODE
100		Community Services					714
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7107430	Animal Acquisition	\$ 7,200	\$ 3,501	\$ -	\$ 1,000	\$ -	\$ -
7101023	Cabinets	2,137	-	-	-	-	-
7141962	Bear Exhibit Demolition	8,000	-	-	-	-	-
7107475	Zoo Exhibit Improvements	5,657	2,177	-	-	-	-
7701056	Zoo Exhibit Repair Projects	4,732	-	-	-	-	-
8742018	Reptile House	-	4,093	-	-	-	-
	Total Special Projects	<u>27,726.00</u>	<u>9,771.00</u>	<u>-</u>	<u>1,000</u>	<u>-</u>	<u>-</u>
<u>CAPITAL PROJECTS</u>							
8101536	Freezer	-	-	-	-	40,000	-
8901579	Zoo Electrical Upgrade	-	-	30,000	30,000	-	-
8741557	New Wallaby Exhibit	-	1,255	-	-	-	-
8742016	New Porcupine Exhibit	-	13,137	-	-	-	-
8741975	Madagascar-New Vasa/Coua Exhibit	9,945	-	-	-	-	-
8741972	Red Panda Zone-Rat Snake Exhibit	8,008	-	-	-	-	-
8741974	Red Panda Zone-Aviary	2,518	-	-	-	-	-
8741866	New Red Panda Exhibit	11,455	-	-	-	-	-
	Total Capital Projects	<u>31,926.00</u>	<u>14,392.00</u>	<u>30,000</u>	<u>30,000</u>	<u>40,000</u>	<u>-</u>
ACTIVITY TOTAL		<u>\$ 1,157,435</u>	<u>\$ 1,153,457</u>	<u>\$ 1,160,920</u>	<u>\$ 1,135,970</u>	<u>\$ 1,333,690</u>	<u>\$ 1,357,720</u>

DEPARTMENT BUDGETS

Zoo

FUND		FUNCTION			CODE	
100		Community Services			714	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 412,650	\$ 433,370	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	102,400	106,530	
5300000	Overtime	Overtime costs	Estimated	12,630	13,070	
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	2,490	3,470	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	310,250	332,350	
6050000	Office Expense	Postage, printing, office supplies and office equipment maintenance	Estimated	1,650	1,790	
6070000	Advertising	Advertising and marketing of the Zoo	Estimated	200	200	
6100000	Computer Maintenance & Replacement	Allocation of computer and telephone maintenance and replacement costs	Allocated	49,720	52,300	
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	28,180	30,860	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	45,560	47,610	
6300000	Utilities	Water, electricity, natural gas, and propane	Estimated	63,000	67,400	
6350000	Communications	Telephone services and radio repairs and batteries	Estimated	1,320	1,320	
6400000	Operating Supplies	Animal food, animal care supplies, landscaping supplies, building and exhibit maintenance supplies, snacks for resale, tools, custodian supplies, permits, and personal safety supplies	Estimated	125,990	127,680	
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts, maintenance, repairs, gas, oil and vehicle replacement	Estimated	5,940	5,940	
6500000	Contract Services	Veterinary care, alarm services, janitorial services, and other minor contract services	Estimated	80,060	82,150	

DEPARTMENT BUDGETS

Zoo

FUND		FUNCTION			CODE	
100		Community Services			714	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6600000	Professional Development	American Zoo and Aquarium Association Conference, staff training, memberships (AAZK, AZA, AZR, AAZV, CAZA, ISIS), subscriptions, books and other training materials	Estimated	\$ 14,550	\$ 14,580	
6650000	Recruitment	Cost of employee recruitment including advertising, physicals and other processing charges	Estimated	100	100	
4100000	Gift Shop Retail	Wholesale cost of items sold in the Zoo Gift Shop	Estimated	37,000	37,000	
8101536	Freezer	Purchase one new energy efficient freezer to replace both the old freezer and the walk in cooler	Estimated	40,000	-	

DEPARTMENT BUDGETS
Colony Park Community Center

FUND	FUNCTION	CODE
100	Community Services	717

DESCRIPTION

Colony Park Community Center is an 18,000+ square foot multi-use facility. It features a full-size gymnasium, teen center, cafe, dance/exercise room, arts and crafts room and many other amenities. It operates seven days a week, with seasonal hours when school is in/out of session. The Recreation Division is committed to operating the Colony Park Community Center for teens and people of all ages, by offering a diversity of recreation programs and services that meet current community needs. Located next to the George C. Beatie/A-Town Skate Park and the Colony Park ball fields, the complex is a hub for youth activities and community programs. Community partnerships are employed to enhance programming and decrease operating subsidies.

GOALS AND OBJECTIVES

- * Enhance Public Safety by offering programs for youth
- * Develop broad range of programs for all ages
- * Conduct revenue producing programs to help offset costs and enhance cost recovery
- * Cooperate with other public and private community groups to maximize resources
- * Conduct a variety of children's and adult classes in the areas of physical fitness, dance, arts and crafts and educational endeavors
- * Provide youth sports leagues and camps in the areas of basketball, volleyball, and other appropriate sports while focusing on youth obesity prevention
- * Provide adult sport league opportunities to enhance quality of life

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Community Center Programming	\$ 58,536	\$ 51,109	\$ 57,050	\$ 15,820	\$ 66,490	\$ 70,020
Community Center Maintenance	181,431	180,305	221,710	188,070	240,050	250,180
	<u>\$ 239,967</u>	<u>\$ 231,414</u>	<u>\$ 278,760</u>	<u>\$ 203,890</u>	<u>\$ 306,540</u>	<u>\$ 320,200</u>

DEPARTMENT BUDGETS
Colony Park Community Center

FUND	FUNCTION	CODE
100	Community Services	717

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Teen Center Hours Open	1,200	720	1,200	-	750	1,200
Number of Teen Center Members	250	210	250	175	150	250
Special Events Held	152	98	165	-	100	165
Classes Offered at Facility	425	312	400	15	250	400
Facility Rentals	215	123	230	20	100	230

DEPARTMENT BUDGETS
Colony Park Community Center

FUND		FUNCTION					CODE
100		Community Services					717
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5200000	Wages	\$ 40,549	\$ 34,006	\$ 40,910	\$ 360	\$ 44,750	\$ 47,250
5800000	Benefits, Insurance & Taxes	8,068	6,464	2,640	4,160	7,530	8,070
	Total Employee Services	48,617	40,470	43,550	4,520	52,280	55,320
<u>OPERATIONS</u>							
6050000	Office Expense	1,404	1,148	1,380	770	1,350	1,450
6070000	Advertising	153	26	400	130	200	280
6100000	Computer Maintenance & Replacement	5,970	9,220	9,360	9,360	10,150	10,620
6300000	Insurance	13,462	14,080	15,570	17,180	20,980	23,400
6250000	Occupancy	95,983	99,070	102,220	102,220	140,010	145,340
6300000	Utilities	49,885	43,616	45,970	30,000	46,700	48,900
6350000	Communications	1,750	2,265	2,000	1,750	2,450	2,500
6400000	Operating Supplies	14,390	6,048	12,620	5,000	13,720	13,830
6450000	Vehicle & Equipment Operating Costs	390	417	1,150	-	1,400	1,400
6500000	Contract Services	7,843	12,843	17,880	7,510	16,080	15,860
6600000	Professional Development	-	555	1,150	450	950	1,050
6650000	Recruitment	120	65	510	-	270	250
	Total Operations	191,350	189,353	210,210	174,370	254,260	264,880
<u>SPECIAL PROJECTS</u>							
7107105	Drinking Fountains	-	1,591	-	-	-	-
7106033	Shade Sail Replacment	-	-	25,000	25,000	-	-
	Total Special Projects	-	1,591	25,000	25,000	-	-
ACTIVITY TOTAL		\$ 239,967	\$ 231,414	\$ 278,760	\$ 203,890	\$ 306,540	\$ 320,200

DEPARTMENT BUDGETS
Colony Park Community Center

FUND		FUNCTION			CODE	
100		Community Services			717	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	\$ 44,750	\$	47,250
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	7,530		8,070
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,350		1,450
6070000	Advertising	Advertising for programs and special events	Estimated	200		280
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	10,150		10,620
6300000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	20,980		23,400
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	140,010		145,340
6300000	Utilities	Water, electricity, and natural gas	Estimated	46,700		48,900
6350000	Communications	Telephone, cell phone, alarm, and internet charges	Estimated	2,450		2,500
6400000	Operating Supplies	Activity supplies, uniforms, minor recreation equipment, decorations for events, batteries, building and landscape maintenance supplies, custodial supplies, food/drink for events and other supplies	Estimated	13,720		13,830
6450000	Vehicle & Equipment Operating Costs	Vehicle and kitchen equipment repair and maintenance costs; vehicle gasoline, oil and replacement costs	Estimated	1,400		1,400
6500000	Contract Services	Equipment rental and repairs, alarm service, building and landscape maintenance, janitorial services, pest control, and other miscellaneous contract services	Estimated	16,080		15,860
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	950		1,050
6650000	Recruitment	Cost of employee recruitment including advertising, physicals and other processing charges	Estimated	270		250

GRAPHS AND SUMMARIES

Seven Year Projection

General Fund

(excluding Sales Tax Measure F-14)

	Actual 2018/2019	Actual 2019/2020	Estimated 2020/2021	Estimated 2021/2022	Estimated 2022/2023	Estimated 2023/2024	Estimated 2024/2025	Estimated 2025/2026	Estimated 2026/2027	Estimated 2027/2028
Taxes										
Property Tax (Current Secured & VLF)	\$ 9,197,648	\$ 9,480,157	\$ 9,829,540	\$ 10,237,220	\$ 10,619,020	\$ 10,977,350	\$ 11,428,210	\$ 11,831,250	\$ 12,248,380	\$ 12,679,160
RDA Dissolution Distributions	460,501	465,449	499,040	483,900	527,500	566,000	604,000	642,500	682,400	721,000
Other Property Taxes	332,067	396,138	427,260	441,260	443,970	446,710	449,480	452,270	455,090	457,940
Sales Tax *	4,133,073	4,188,715	4,382,110	4,474,040	4,654,950	4,771,320	4,890,600	5,012,870	5,138,190	5,266,640
Sales Tax - Measure D-20	-	-	1,285,000	5,236,000	5,430,000	5,534,000	5,674,000	5,814,000	5,960,000	6,110,000
Franchise Fees	1,117,791	1,146,994	1,219,000	1,235,260	1,255,480	1,273,060	1,290,930	1,310,780	1,330,950	1,351,470
Transient Occupancy Tax	1,390,972	1,123,619	1,243,900	1,461,600	1,490,830	1,520,600	1,551,000	1,582,000	1,613,600	1,645,900
Other Taxes	350,047	333,635	365,640	366,410	368,620	371,160	373,420	375,990	378,590	381,220
Permits	585,524	614,507	634,870	667,470	700,550	700,760	700,980	701,200	702,970	703,200
Intergovernmental	164,735	1,058,629	200,790	207,630	211,540	215,900	220,430	225,020	229,780	189,200
Grants	180,817	399,587	406,430	12,280	-	-	-	-	-	-
Service Fees										
Safety Fees	213,082	212,763	203,730	216,600	219,340	222,130	224,960	227,840	230,770	233,750
Mutual Aid	342,543	239,292	1,246,970	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Development Fees	697,321	632,008	610,130	589,950	614,670	620,910	622,170	623,450	624,760	626,080
Recreation Fees	332,099	223,025	40,980	260,010	305,780	315,600	319,420	326,750	329,580	335,420
Administrative Fees	58,884	59,118	59,020	58,420	60,200	61,020	62,050	62,900	63,780	64,670
Pavilion & Other Rental Fees	135,392	85,682	8,000	77,160	128,610	130,530	132,490	134,470	136,490	138,540
Parks Fees	50,373	25,747	4,500	21,890	26,160	26,640	27,130	27,630	700	720
Zoo Fees	438,779	336,927	455,500	449,860	463,450	471,320	477,930	484,530	491,240	498,060
Fines	117,943	90,707	39,140	60,500	61,600	65,100	71,500	75,600	78,100	78,600
Interest Income	270,995	385,548	133,750	61,000	61,000	61,000	61,000	61,000	61,000	61,000
Other										
Interfund Charges	1,055,347	1,113,639	1,125,250	1,262,780	1,327,640	1,350,870	1,372,540	1,398,270	1,438,600	1,467,020
Donations	176,967	47,360	35,060	24,500	24,500	24,960	24,960	25,430	25,910	26,400
Other	31,645	66,680	41,750	24,830	24,960	25,090	25,220	25,360	25,500	25,640
Transfers	<u>548,350</u>	<u>690,450</u>	<u>698,950</u>	<u>703,570</u>	<u>746,460</u>	<u>761,390</u>	<u>776,620</u>	<u>792,150</u>	<u>807,990</u>	<u>824,150</u>
Total Revenues	<u>22,382,895</u>	<u>23,416,376</u>	<u>25,196,310</u>	<u>28,884,140</u>	<u>30,016,830</u>	<u>30,763,420</u>	<u>31,631,040</u>	<u>32,463,260</u>	<u>33,304,370</u>	<u>34,135,780</u>
Employee Services	(14,886,317)	(15,755,553)	(16,733,280)	(19,309,810)	(20,631,090)	(21,425,440)	(22,186,040)	(22,449,770)	(23,077,880)	(23,721,830)
Operations	(5,375,804)	(5,874,437)	(5,744,890)	(7,680,090)	(7,983,780)	(8,099,250)	(8,323,010)	(8,476,120)	(8,704,760)	(8,873,750)
Special Projects & Community										
Funding	(1,005,181)	(585,561)	(958,440)	(1,305,350)	(912,680)	(285,560)	(290,790)	(298,920)	(304,390)	(313,000)
Capital Outlay	<u>(86,124)</u>	<u>(111,429)</u>	<u>(1,387,870)</u>	<u>(2,504,480)</u>	<u>(1,208,970)</u>	<u>(880,820)</u>	<u>(770,690)</u>	<u>(750,000)</u>	<u>(750,000)</u>	<u>(750,000)</u>
Total Expenses	<u>(21,353,426)</u>	<u>(22,326,980)</u>	<u>(24,824,480)</u>	<u>(30,799,730)</u>	<u>(30,736,520)</u>	<u>(30,691,070)</u>	<u>(31,570,530)</u>	<u>(31,974,810)</u>	<u>(32,837,030)</u>	<u>(33,658,580)</u>
NET INCOME / (LOSS)	1,029,469	1,089,396	371,830	(1,915,590)	(719,690)	72,350	60,510	488,450	467,340	477,200
Decrease/(Increase) of Interfund Loans	22,450	131,848	-	-	-	-	-	-	-	-
Available Balance Beginning of Year	<u>8,095,360</u>	<u>9,147,279</u>	<u>10,368,520</u>	<u>10,740,350</u>	<u>8,824,760</u>	<u>8,105,070</u>	<u>8,177,420</u>	<u>8,237,930</u>	<u>8,726,380</u>	<u>9,193,720</u>
AVAILABLE BALANCE END OF YEAR	<u>\$ 9,147,279</u>	<u>\$ 10,368,523</u>	<u>\$ 10,740,350</u>	<u>\$ 8,824,760</u>	<u>\$ 8,105,070</u>	<u>\$ 8,177,420</u>	<u>\$ 8,237,930</u>	<u>\$ 8,726,380</u>	<u>\$ 9,193,720</u>	<u>\$ 9,670,920</u>
Fund Balance as % of Expenses	42.8%	46.4%	43.3%	28.7%	26.4%	26.6%	26.1%	27.3%	28.0%	28.7%

FUND	TYPE
260	Special Revenue

C-9

SUMMARY OF REVENUES
Gas Tax Fund

FUND								SECTION
260								E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED	
<u>GAS TAX FUND (260)</u>								
Revenues from Other Agencies								
43413.0000	Section 2103 Streets	\$ 104,054	\$ 209,654	\$ 283,280	\$ 193,750	\$ 231,620	\$ 235,560	
43415.0000	Section 2105 Streets	170,892	155,098	184,220	156,450	170,150	173,040	
43416.0000	Section 2106 Construction	134,715	117,522	138,220	110,080	126,040	128,430	
43417.0000	Section 2107 Maintenance	214,915	195,841	240,620	198,400	216,400	220,080	
43418.0000	Section 2107.5 Engineering	6,000	6,000	6,000	6,000	6,000	6,000	
43412.0000	SB1 - Loan Repayment	35,125	34,182	-	-	-	-	
43419.0000	Section 2031 Road Maintenance and Rehabilitation	571,180	526,611	568,200	515,210	577,400	594,140	
Revenue from Use of Money								
46110.0000	Investment Earnings	(1,062)	18,634	3,620	10,650	9,880	3,110	
Other Revenues								
47210.0000	Workers' Compensation Reimbursements	11,985	-	-	25,300	-	-	
47830.8160	Insurance Reimbursements	-	2,475	-	5,000	-	-	
47890.0000	Miscellaneous Revenues	-	8	-	-	-	-	
Transfers In								
49500.0000	Transfer in From General Fund for Operations	252,693	218,176	208,240	275,070	406,310	453,310	
Total Gas Tax Fund		\$ 1,500,497	\$ 1,484,201	\$ 1,632,400	\$ 1,495,910	\$ 1,743,800	\$ 1,813,670	

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND	FUNCTION	CODE
260	Public Works	816

DESCRIPTION

The Streets Division is part of the Public Works Department. The Streets Division is responsible for the maintenance of 150 lane miles of paved roads and shoulders, 2,700 signs, 19,796 linear feet of painted curbs, 1,376 painted traffic markings, 47 painted cross walks, 62,000 linear feet of culverts, City ditches and drainage structures, tree trimming, brush cutting and weed abatement, 49 pieces of equipment, 14 vehicles and 14 bridges. The Streets Division also provides pick-up and disposal of dead animals, responds to all emergency situations, provides 24 hour stand-by coverage and performs over 70 different activities.

GOALS AND OBJECTIVES

- * Continue emphasis on road maintenance
- * Optimize staffing and workloads to maximize the efficiency of the division
- * Continue to maintain safe and effective paths of travel within the City

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Streets Maintenance Services	\$ 1,522,920	\$ 980,733	\$ 2,109,510	\$ 1,063,530	\$ 2,729,750	\$ 1,556,180
Total	<u>\$ 1,522,920</u>	<u>\$ 980,733</u>	<u>\$ 2,109,510</u>	<u>\$ 1,063,530</u>	<u>\$ 2,729,750</u>	<u>\$ 1,556,180</u>

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND	FUNCTION					CODE
260	Public Works					816
	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 ESTIMATED</u>	<u>2022-2023 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Customer Inquiries - Hours	290	310	350	350	350	350
Asphalt Patching - Tons	140	155	160	160	160	160
Grading - Tons	230	255	250	250	250	250
Concrete - Cubic Yards	25	30	30	30	30	30
Drainage - Linear Feet	2,500	2,500	2,500	2,500	2,500	2,500
Drainage (Basins/Culverts) - Each	375	375	375	375	375	375
Trees & Bushes - Hours	1,100	1,010	1,250	1,250	1,250	1,250
Dead Deer - Each	110	100	100	100	100	100
Signs & Posts:						
Replaced	250	240	250	250	250	250
New	30	25	30	30	30	30
Painting:						
Pavement Marking - Each	1,925	1,925	1,925	1,925	1,925	1,925
Crosswalks - Each	54	54	54	54	54	54
Curbs - Linear Feet	20,500	22,000	22,500	22,500	22,500	22,500

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND		FUNCTION					CODE
260		Public Works					816
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 219,153	\$ 227,943	\$ 232,860	\$ 222,960	\$ 252,290	\$ 263,620
5200000	Wages	-	-	3,550	-	3,550	3,550
5300000	Overtime	5,401	5,658	8,180	1,300	9,100	9,420
5400000	Other Pay	19,504	16,628	16,560	24,190	16,260	16,300
5800000	Benefits, Insurance & Taxes	168,845	172,893	198,880	181,740	213,190	229,520
	Total Employee Services	412,903	423,122	460,030	430,190	494,390	522,410
<u>OPERATIONS</u>							
6100000	Computer Maintenance & Replacement	3,380	3,620	3,690	3,690	4,040	4,240
6200000	Insurance	16,205	15,770	17,850	16,510	23,220	25,390
6300000	Utilities	113,761	116,472	110,000	109,380	119,150	119,650
6350000	Communications	1,485	1,576	1,500	1,490	1,500	1,500
6400000	Operating Supplies	50,597	33,934	53,000	32,530	42,000	45,120
6450000	Vehicle & Equipment Operating Costs	53,686	58,927	51,570	41,830	70,840	72,340
6500000	Contract Services	62,721	82,883	112,500	76,400	133,550	134,800
6600000	Professional Development	1,750	1,500	3,450	1,500	2,000	2,000
6650000	Recruitment	-	49	200	-	300	300
6900000	Department Service Allocation	110,090	136,700	140,570	140,570	163,870	173,290
6910000	Administrative Charges	97,100	106,180	109,840	109,840	111,540	118,490
	Total Operations	510,775	557,611	604,170	533,740	672,010	697,120

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND		FUNCTION					CODE
260		Public Works					816
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>OTHER USES</u>							
	Transfers out for:						
9505066	El Camino Real Rehabilitation - North	599,242	-	-	-	-	-
9505012	El Camino Real Rehabilitation - South	-	-	1,045,310	99,600	1,563,350	186,650
9505279	Traffic Way Rehabilitation- North	-	-	-	-	-	150,000
	Total Other Uses	599,242	-	1,045,310	99,600	1,563,350	336,650
ACTIVITY TOTAL		\$ 1,522,920	\$ 980,733	\$ 2,109,510	\$ 1,063,530	\$ 2,729,750	\$ 1,556,180

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND		FUNCTION		CODE	
260		Public Works		816	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 252,290	\$ 263,620
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	3,550	3,550
5300000	Overtime	Overtime	Estimated	9,100	9,420
5400000	Other Pay	Stand-by pay, call-outs and leave payoffs	Estimated	16,260	16,300
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	213,190	229,520
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	4,040	4,240
6200000	Insurance	Allocation of liability and property insurance	Allocated	23,220	25,390
6300000	Utilities	Disposal fees, water, natural gas and electricity	Estimated	119,150	119,650
6350000	Communications	Telephone and cell phone services	Estimated	1,500	1,500
6400000	Operating Supplies	Asphalt, concrete, sand, gravel, street signs, paint supplies, lumber, hardware, landscaping supplies, personal safety supplies, pesticides and small tools	Estimated	42,000	45,120
6450000	Vehicle & Equipment Operating Costs	Gas, oil, vehicle and equipment repair, parts and vehicle replacement charges	Estimated	70,840	72,340
6500000	Contract Services	Streetlight maintenance, tree services, street sweeping, street striping and contract street repairs	Estimated	133,550	134,800
6600000	Professional Development	Seminars, conferences, books, subscriptions and licenses	Estimated	2,000	2,000
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals, and other processing charges	Estimated	300	300
6900000	Department Service Allocation	Allocation of services provided by the Public Works Department to this division	Allocated	163,870	173,290
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	111,540	118,490

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND		FUNCTION			CODE	
260		Public Works			816	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
9505012	El Camino Real Rehabilitation - South	Transfer for street projects	Estimated	\$ 1,563,350	\$ 186,650	
9505279	Traffic Way Rehabilitation- North	Transfer for street projects	Estimated	-	150,000	

FUND ANALYSIS
Wastewater Fund

FUND							TYPE
527							Enterprise
	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED	
<u>REVENUES</u>							
Permits and Fees	\$ 179,621	\$ 187,849	\$ 488,340	\$ 187,480	\$ 257,740	\$ 263,090	
Charges for Services	2,010,848	2,350,153	2,877,060	2,848,610	3,378,720	3,446,290	
Revenue from Use of Money	395,834	506,976	149,300	215,250	181,210	63,480	
Total Revenues	<u>2,586,303</u>	<u>3,044,978</u>	<u>3,514,700</u>	<u>3,251,340</u>	<u>3,817,670</u>	<u>3,772,860</u>	
<u>EXPENSES</u>							
Employee Services	(631,179)	(662,884)	(699,030)	(674,280)	(776,420)	(827,070)	
Operations	(979,044)	(1,073,868)	(1,151,350)	(1,098,810)	(1,293,860)	(1,342,030)	
Special Projects	(121,760)	(162,862)	(320,540)	(56,710)	(407,500)	(286,600)	
Capital Outlay	(168,936)	(404,862)	(6,924,490)	(1,669,450)	(6,895,160)	(7,534,000)	
Total Expenses	<u>(1,900,919)</u>	<u>(2,304,476)</u>	<u>(9,095,410)</u>	<u>(3,499,250)</u>	<u>(9,372,940)</u>	<u>(9,989,700)</u>	
Net Income	685,384	740,502	(5,580,710)	(247,910)	(5,555,270)	(6,216,840)	
Increase / (Decrease) in Leave Liability	3,789	2,339	-	-	-	-	
BEGINNING AVAILABLE BALANCE	<u>10,646,315</u>	<u>11,335,488</u>	<u>12,666,880</u>	<u>12,078,330</u>	<u>11,830,420</u>	<u>6,275,150</u>	
ENDING AVAILABLE BALANCE	<u>\$ 11,335,488</u>	<u>\$ 12,078,329</u>	<u>\$ 7,086,170</u>	<u>\$ 11,830,420</u>	<u>\$ 6,275,150</u>	<u>\$ 58,310</u>	

SUMMARY OF REVENUES
Wastewater Fund

FUND							SECTION
527							E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED
<u>WASTEWATER FUND (527)</u>							
Permits and Fees							
42310.8270	Permits & Inspections	\$ 60,447	\$ 5,540	\$ 66,510	\$ 6,150	\$ 6,460	\$ 6,780
42320.8270	Extension Fees	76,331	115,076	137,430	47,300	-	-
42330.8278	Sewer Connection Fees	42,843	56,065	284,400	28,010	-	-
42340.8278	Sewer Capacity Fees	-	11,168	-	106,020	251,280	256,310
Charges for Services							
44711.8270	Sewer Charges- Operations	1,451,826	1,695,173	2,090,020	2,058,680	2,450,880	2,499,900
44711.8278	Sewer Charges- Capital	508,867	598,872	734,330	723,320	861,120	878,340
44721.8270	Well Water	47,100	54,562	47,210	65,410	66,720	68,050
44731.8270	Tap-in Fees	3,055	1,546	5,500	1,200	-	-
Revenue from Use of Money							
46110.8270	Pooled Investment Interest	217,398	241,864	149,300	215,250	181,210	63,480
46111.8270	Adjustment to Fair Market Value	178,436	265,112	-	-	-	-
Total Wastewater Fund		<u>\$ 2,586,303</u>	<u>\$ 3,044,978</u>	<u>\$ 3,514,700</u>	<u>\$ 3,251,340</u>	<u>\$ 3,817,670</u>	<u>\$ 3,772,860</u>

DEPARTMENT BUDGETS

Wastewater

FUND	FUNCTION	CODE
527	Public Works	827

DESCRIPTION

The Wastewater Division is part of the Public Works Department. The Division provides wastewater collection and treatment service for certain areas of the City. The Wastewater Division maintains and operates a 2.39 million gallon monthly maximum average flow wastewater treatment facility, over 66 miles of pipeline and 12 wastewater pumping stations. The Division also reclaims water for irrigation of the Chalk Mountain Golf Course and percolates effluent for Atascadero State Hospital.

GOALS AND OBJECTIVES

- * Protect public and environmental health by collecting and treating wastewater in complying with regulatory requirements
- * Inspect, operate and maintain wastewater facilities to ensure reliable wastewater collection and treatment service
- * Hydro-clean a minimum 25% (90,0000) linear feet of public sewer main annually
- * Effectively mitigate Sanitary Sewer Overflows (SSOs) to the greatest extent feasible
- * Implement and update the Sewer System Management Plan
- * Continue to upgrade collection and treatment facilities to increase efficiency and to ensure compliance with State and Federal laws
- * Develop efficient and cost effective initiatives for wastewater collection and treatment facilities based on the Wastewater Master Plan and General Plan
- * Utilize the City SCADA system to improve efficiency and effectiveness in managing the City's wastewater infrastructure

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Wastewater Services	\$ 1,900,919	\$ 2,304,476	\$ 9,095,410	\$ 3,499,250	\$ 9,372,940	\$ 9,989,700
Total	<u>\$ 1,900,919</u>	<u>\$ 2,304,476</u>	<u>\$ 9,095,410</u>	<u>\$ 3,499,250</u>	<u>\$ 9,372,940</u>	<u>\$ 9,989,700</u>

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION					CODE
527		Public Works					827
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 355,166	\$ 368,681	\$ 379,660	\$ 354,600	\$ 415,330	\$ 439,000
5200000	Wages	-	-	4,260	-	4,260	4,260
5300000	Overtime	4,440	5,740	6,180	7,360	7,030	7,280
5400000	Other Pay	24,202	23,812	17,610	32,850	16,850	18,020
5800000	Benefits, Insurance & Taxes	247,371	264,651	291,320	279,470	332,950	358,510
	Total Employee Services	631,179	662,884	699,030	674,280	776,420	827,070
<u>OPERATIONS</u>							
6050000	Office Expense	2,672	4,000	7,300	2,450	6,000	7,000
6100000	Computer Maintenance & Replacement	25,138	30,672	31,430	31,430	34,270	35,980
6200000	Insurance	26,063	29,750	33,430	31,370	46,650	50,860
6250000	Occupancy	9,353	11,005	10,170	9,830	21,220	21,910
6300000	Utilities	274,368	291,976	260,000	260,000	304,000	304,000
6350000	Communications	8,113	9,387	8,600	8,600	8,250	8,600
6400000	Operating Supplies	94,192	86,053	99,500	104,090	109,430	111,380
6450000	Vehicle & Equipment Operating Costs	97,876	87,330	112,000	101,070	125,300	127,000
6500000	Contract Services	99,459	127,405	151,350	132,600	146,180	151,350
6600000	Professional Development	8,046	5,499	13,000	4,650	10,000	13,000
6650000	Recruitment	270	-	1,000	-	1,000	1,000
6850000	Franchise Fees	39,214	45,881	56,490	55,640	66,240	67,560
6900000	Department Service Allocation	72,320	104,460	107,020	107,020	157,200	167,930
6910000	Administrative Charges	221,960	240,450	250,060	250,060	248,120	264,460
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	979,044	1,073,868	1,151,350	1,098,810	1,293,860	1,342,030

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION					CODE
527		Public Works					827
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>SPECIAL PROJECTS</u>							
7109019	Backup Power for PSPS	\$ -	\$ 3,768	\$ -	\$ -	\$ -	\$ -
7280950	Manhole Repairs and Sewer Line/Trench Settlement Repairs	98,000	104,965	103,000	13,900	132,600	136,600
7401460	Sewer System Management Plan Audit	-	6,971	8,030	310	16,900	-
7402058	Percolation Basin Capacity Evaluation	-	-	36,100	-	35,000	-
7282041	Asset Management Program and Work Order System	-	-	103,000	-	103,000	-
7401421	Wastewater Fee Study	15,317	32,207	47,470	25,000	60,000	-
7402235	Customer Database Audit	-	-	-	10,000	10,000	-
7700954	Sewer System Management Plan Update	-	14,565	15,440	-	-	-
7701755	Local Area Management Program	1,890	-	-	-	-	-
7701927	Prop 218 Majority Protest-Rate Increase	6,553	386	7,500	7,500	-	-
7402246	Collection System Expansion Feasibility Study	-	-	-	-	50,000	150,000
	Total Special Projects	121,760	162,862	320,540	56,710	407,500	286,600
<u>CAPITAL OUTLAY</u>							
7102033	Tablet Computers	676	-	-	-	-	-
7106011	Fencing	-	8,248	-	-	-	-
8103011	Replacement Vehicle	-	35,310	36,100	36,100	40,000	-
8103011	4x4 Skip and Drag Tractor Replacement	-	-	-	-	115,000	-
8104001	Lift Station #6 Backup Generator	-	-	97,900	80,000	-	400,000
8104005	Aerator Replacement Program	16,535	-	40,270	-	20,200	20,800
8107816	Lift Station Equipment Replacement	-	-	-	-	75,000	75,000
8107815	Emergency Bypass Portable Pump	-	-	77,300	65,000	-	-
8107810	SCADA System	-	22,927	-	-	-	-
8107825	Combo Sewer Truck Storage Structure	-	15,698	-	-	-	-

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION					CODE
527		Public Works					827
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>CAPITAL OUTLAY (continued)</u>							
8107872	Portable Flow Meter Equipment	\$ -	\$ 18,128	\$ -	\$ -	\$ -	\$ -
8201941	Purchase of 9191 San Rafael (LS#2)	105,694	-	-	-	-	-
8601141	Lift Station #2 Replacement/Redesign	1,771	95,286	1,841,250	914,380	1,164,700	-
8601401	Dredge Pipe Replacement	9,785	-	-	-	-	38,200
8601940	Raise Manhole Covers 41 Realignment	34,475	13,636	32,500	8,970	-	-
8602038	Traffic Way Sewer Improvements	-	94,747	2,563,350	405,000	3,395,260	-
8602042	Various Locations Sewer Condition Improvements	-	68,324	637,680	-	-	-
8602053	Lift Stations 4, 7, 9, 11 & 15 Rehabilitation and Improvements	-	32,558	440,440	20,000	435,000	-
8600478	Lift Station #13 Force Main Realignment	-	-	848,700	35,000	500,000	1,000,000
8602172	Water Reclamation Facility Process Improvements and Updates	-	-	309,000	105,000	1,000,000	6,000,000
8601488	Treatment Plant Reclamation Well #2	-	-	-	-	150,000	-
	Total Capital Outlay	<u>168,936</u>	<u>404,862</u>	<u>6,924,490</u>	<u>1,669,450</u>	<u>6,895,160</u>	<u>7,534,000</u>
ACTIVITY TOTAL		<u>\$ 1,900,919</u>	<u>\$ 2,304,476</u>	<u>\$ 9,095,410</u>	<u>\$ 3,499,250</u>	<u>\$ 9,372,940</u>	<u>\$ 9,989,700</u>

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION			CODE	
527		Public Works			827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 415,330	\$ 439,000	
5200000	Wages	Wages for part-time (non-benefited staff)	Estimated	4,260	4,260	
5300000	Overtime	Overtime costs	Estimated	7,030	7,280	
5400000	Other Pay	Stand-by and call-out pay	Estimated	16,850	18,020	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	332,950	358,510	
6050000	Office Expense	Printing costs for community education material for the Fats, Oils and Grease (FOG) Program	Estimated	6,000	7,000	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	34,270	35,980	
6200000	Insurance	Allocated portion of liability coverage and property insurance for treatment facility	Allocated	46,650	50,860	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	21,220	21,910	
6300000	Utilities	Water, electricity and natural gas for treatment plant and pump stations	Estimated	304,000	304,000	
6350000	Communications	Telephone and cell phone services, radio repairs, batteries	Estimated	8,250	8,600	
6400000	Operating Supplies	Line supplies, field tools, custodial supplies, building maintenance supplies, landscaping supplies, other operating supplies and permits	Estimated	109,430	111,380	
6450000	Vehicle & Equipment Operating Costs	Vehicle and equipment repair and maintenance costs, gasoline, diesel and oil costs	Estimated	125,300	127,000	
6500000	Contract Services	Infiltration basin maintenance, routine pipeline maintenance/repair, electrician support services, lab and testing services, underground service alert services and other contract services	Estimated	146,180	151,350	

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION			CODE	
527		Public Works			827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
6600000	Professional Development	California Water Environment Federation training and conferences, various safety, equipment and process training classes, memberships, subscriptions, books and other training materials	Estimated	\$ 10,000	\$ 13,000	
6650000	Recruitment	Cost of employee recruitment including advertising and processing charges	Estimated	1,000	1,000	
6850000	Franchise Fees	Franchise fees paid to the City's General Fund	Contract	66,240	67,560	
6900000	Department Service Allocation	Allocation of services provided by Public Works Administration Department to this division	Allocated	157,200	167,930	
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	248,120	264,460	
6990000	Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000	
7280950	Manhole Repairs and Sewer Line/Trench Settlement Repairs	Repair of manholes at various locations throughout the City	Estimated	132,600	136,600	
7401460	Sewer System Management Plan Audit	An audit performed every two years as required by the State Water Resources Control Board	Estimated	16,900	-	
7402058	Percolation Basin Capacity Evaluation	Evaluation of the percolation basins to ensure they are operating appropriately and effectively	Estimated	35,000	-	
7282041	Asset Management Program and Work Order System	Procurement of an infrastructure asset management software program and work order system	Estimated	103,000	-	
7401421	Wastewater Fee Study	Wastewater rate study and wastewater customer user classifications volumetric analysis	Estimated	60,000	-	
7402235	Customer Database Audit	Hire a consultant to perform audit of existing customer database to ensure appropriate user classification and rates are applied	Estimated	10,000	-	

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION			CODE	
527		Public Works			827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT	
7402246	Collection System Expansion Feasibility Study	Preliminary engineering and implementation planning for expansion of collection system to five areas identified in the Local Agency Management Plan (LAMP)	Estimated	\$ 50,000	\$ 150,000	
8103011	Replacement Vehicle	Purchase of truck to replace existing wastewater division truck	Estimated	40,000	-	
8103011	4x4 Skip and Drag Tractor Replacement	Replace one tractor with a new 4X4 tractor.	Estimated	115,000	-	
8104001	Lift Station #6 Backup Generator	Replacement of one emergency generator with a new emissions complaint version	Estimated	-	400,000	
8104005	Aerator Replacement Program	Purchase aerators	Estimated	20,200	20,800	
8107816	Lift Station Equipment Replacement	Replacement of various equipment at Lift Stations as needed, including pumps, controls, instrumentation, or odor control	Estimated	75,000	75,000	
8601141	Lift Station #2 Replacement/Redesign	Redesign lift station #2 to include a greater detention time to decrease the number of sanitary sewer overflows	Estimated	1,164,700	-	
8601401	Dredge Pipe Replacement	Replacement of existing dredge piping and appurtenances used to remove sludge from primary basins	Estimated	-	38,200	
8602038	Traffic Way Sewer Improvements	Replacement of approximately one mile of gravity sanitary sewer main and manholes to address peak flow deficiencies	Estimated	3,395,260	-	
8602053	Lift Stations 4, 7, 9, 11 & 15 Rehabilitation and Improvements	Upgrades, repairs, and rehabilitation work for Lift Stations 4, 7, 9, 11, and 15	Estimated	435,000	-	
8600478	Lift Station #13 Force Main Realignment	Improvements to Lift Station 13 and associated force main	Estimated	500,000	1,000,000	

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION			CODE
527		Public Works			827
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
8602172	Water Reclamation Facility Process Improvements and Updates	Preconstruction costs of a new treatment process to meet current wastewater demands as well as General Plan buildout	Estimated	\$ 1,000,000	\$ 6,000,000
8601488	Treatment Plant Reclamation Well #2	Construction of a new replacement reclamation well in the water reclamation facility well field	Estimated	150,000	-

FUND ANALYSIS
Community Facilities District 2005-1 Fund

FUND							TYPE
201							Special Revenue
	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED	
REVENUES							
Taxes and Assessments	\$ 542,782	\$ 581,595	\$ 603,080	\$ 629,360	\$ 680,220	\$ 714,230	
Revenue from Use of Money	7,374	4,179	1,580	1,820	1,020	370	
Total Revenues	<u>550,156</u>	<u>585,774</u>	<u>604,660</u>	<u>631,180</u>	<u>681,240</u>	<u>714,600</u>	
EXPENSES							
Operations	(4,901)	(5,187)	(5,950)	(5,150)	(5,240)	(5,300)	
Transfers Out	<u>(548,350)</u>	<u>(690,450)</u>	<u>(698,950)</u>	<u>(698,950)</u>	<u>(703,570)</u>	<u>(746,460)</u>	
Total Expenses	<u>(553,251)</u>	<u>(695,637)</u>	<u>(704,900)</u>	<u>(704,100)</u>	<u>(708,810)</u>	<u>(751,760)</u>	
Net Income	(3,095)	(109,863)	(100,240)	(72,920)	(27,570)	(37,160)	
BEGINNING AVAILABLE BALANCE	<u>250,610</u>	<u>247,515</u>	<u>137,720</u>	<u>137,650</u>	<u>64,730</u>	<u>37,160</u>	
ENDING AVAILABLE BALANCE	<u><u>\$ 247,515</u></u>	<u><u>\$ 137,652</u></u>	<u><u>\$ 37,480</u></u>	<u><u>\$ 64,730</u></u>	<u><u>\$ 37,160</u></u>	<u><u>\$ -</u></u>	

SUMMARY OF REVENUES
Community Facilities District 2005-01 Fund

FUND								SECTION
201								H
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED	
<u>COMMUNITY FACILITIES DISTRICT 2005-01 FUND (201)</u>								
	Taxes and Assessments							
41161.0000	Assessment Fees	\$ 542,782	\$ 581,595	\$ 603,080	\$ 629,360	\$ 680,220	\$ 714,230	
	Revenue from Use of Money							
46110.0000	Interest Income	<u>7,374</u>	<u>4,179</u>	<u>1,580</u>	<u>1,820</u>	<u>1,020</u>	<u>370</u>	
	Total Community Facilities District 2005-01 Fund	<u>\$ 550,156</u>	<u>\$ 585,774</u>	<u>\$ 604,660</u>	<u>\$ 631,180</u>	<u>\$ 681,240</u>	<u>\$ 714,600</u>	

OTHER FUNDS
Community Facilities District 2005-1 Fund

FUND	TYPE
201	Special Revenue

DESCRIPTION

In July 2004, as a key part of the adoption of the City's Comprehensive Financial Strategy, the Council addressed the need to recover all costs associated with new residential development by directing the formation of a Community Facilities District (CFD). California law allows the formation of such districts for the purpose of recovering the cost of such development. CFDs ensure that new homeowners pay in taxes an amount equal to the actual cost of the City services they are expected to receive. Without such taxes in place, new residential units have a negative impact on the General Fund. Community Facilities District 2005-1 was created for police, fire and parks services. The fees are deposited into this fund and then used for expanded/new public use facilities and to hire new employees and their related equipment, and cannot be used to support existing services.

ACTIVITY DETAIL

OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<u>OPERATIONS</u>							
6500000	Contract Services	\$ 4,901	\$ 5,187	\$ 5,950	\$ 5,150	\$ 5,240	\$ 5,300
	Total Operations	<u>4,901</u>	<u>5,187</u>	<u>5,950</u>	<u>5,150</u>	<u>5,240</u>	<u>5,300</u>
<u>TRANSFERS OUT</u>							
9505010	To General Fund for Personnel Costs	<u>548,350</u>	<u>690,450</u>	<u>698,950</u>	<u>698,950</u>	<u>703,570</u>	<u>746,460</u>
	Total Transfers Out	<u>548,350</u>	<u>690,450</u>	<u>698,950</u>	<u>698,950</u>	<u>703,570</u>	<u>746,460</u>
ACTIVITY TOTAL		<u><u>\$ 553,251</u></u>	<u><u>\$ 695,637</u></u>	<u><u>\$ 704,900</u></u>	<u><u>\$ 704,100</u></u>	<u><u>\$ 708,810</u></u>	<u><u>\$ 751,760</u></u>

DETAIL BACKUP

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2021-2022 AMOUNT	2022-2023 AMOUNT
6500000	Contract Services	District administration	Estimated	\$ 5,240	\$ 5,300
9505010	Transfer Out to General Fund for Personnel Costs	Transfer to the General Fund to reimburse costs of a portion of the additional personnel hired to accommodate increases in the population served	Estimated	703,570	746,460