CITY OF ATASCADERO
FINANCE COMMITTEE

MINUTES

Thursday, May 23, 2019
3:00 p.m.

Atascadero City Hall – Conference Room 306
6500 Palma Avenue, Atascadero, California

CALL TO ORDER:

Chairperson Bourbeau called the meeting to order at 3:02 p.m.

PRESENT: COMMITTEE MEMBERS: Charles Bourbeau, Chair
Susan Funk, Vice Chair
Gere Sibbach
Rachelle Rickard
Jeri Rangel

ABSENT: COMMITTEE MEMBERS: None

ALSO PRESENT: Amanda Muther, Deputy City Clerk
Cindy Chavez, Deputy Administrative Services Director

PUBLIC COMMENT:

The following citizens spoke during Public Comment: Karen Peterson

Chairperson Bourbeau *closed the PUBLIC COMMENT period.*

Committee Member Sibbach arrived at 3:04 p.m.

A. CONSENT CALENDAR:

1. **Finance Committee Draft Action Minutes – May 16, 2019**
   - Recommendation: Committee approve the Draft Action Minutes of the May 16, 2019 Finance Committee Meeting. [City Clerk]

Motion: By Committee Member Rickard and seconded by Committee Member Sibbach . approve the Consent Calendar.
Motion passed 4:0 by a roll-call vote.

Committee Member Funk arrived at 3:07 p.m.

B. BUSINESS:

1. **Recommendation for Preferred Audit Services Consultant**
   - Fiscal Impact: Up to $114,400 for Fiscal Years June 30, 2019, 2020 and 2021.
   - Recommendation: Committee review and select preferred audit services consultant to perform audit services for the City of Atascadero for Fiscal Years ending June 30, 2019, 2020 and 2021.

Administrative Services Director Rangel presented the item and answered questions from the Committee.

PUBLIC COMMENT:

The following citizens spoke during Public Comment: Karen Peterson

Chairperson Bourbeau *closed the PUBLIC COMMENT period.*

Motion: By Vice Chairperson Funk and seconded by Chairperson Bourbeau to select Moss, Levy & Hartzheim as the preferred audit services consultant to perform audit services for the City of Atascadero for Fiscal Years ending June 30, 2019, 2020 and 2021 with a stipulation in the agreement that there will be a change in senior personnel from those during the prior contract with City, to ensure there is fresh a perspective during the new audit services agreement period.
Motion passed 5:0 by a roll-call vote.

2. **Budget Review – Operational Funds**

Administrative Services Director Rangel provided a packet (Exhibit A), gave an overview of Operational Funds and answered questions from the Committee.

PUBLIC COMMENT:

The following citizens spoke during Public Comment: Ed Little

Chairperson Bourbeau *closed the PUBLIC COMMENT period.*

C. INDIVIDUAL DETERMINATIONS: None.

ADJOURN

Chairperson Bourbeau adjourned the meeting at 5:07 p.m.

MINUTES PREPARED BY:

Amanda Muther

Amanda Muther
Deputy City Clerk

The following exhibits are available for review in the City Clerk's office:

- Exhibit A – Operational Funds handout

APPROVED: May 30, 2019

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 first such election commenced in November 2012. Until November 2012, the Mayor was selected by the Council Members. 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 Council. The City's annual operating budget becomes the guide and the means for implementing those strategies.

GOALS AND OBJECTIVES

* Economic Development
* Downtown Redevelopment
* Employee Resources

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Legislative	$ 544,340	$ 578,441	$ 618,480	$ 644,090	$ 630,430	$ 651,620
Total	$ 544,340	$ 578,441	$ 618,480	$ 644,090	$ 630,430	$ 651,620
SUMMARY OF POSITIONS						
Council Members	5.00	5.00	5.00	5.00	5.00	5.00
Total	5.00	5.00	5.00	5.00	5.00	5.00

DEPARTMENT BUDGETS
City Council

FUND	FUNCTION	CODE
100	General Government	110

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 27,870	$ 37,938	$ 37,800	$ 37,940	$ 37,800	$ 37,800
5800000	Benefits, Insurance & Taxes	10,500	7,845	12,250	18,410	23,110	24,440
	Total Employee Services	38,370	45,783	50,050	56,350	60,910	62,240
OPERATIONS							
6050000	Office Expense	466	50	500	270	250	250
6070000	Advertising	-	699	500	700	700	700
6100000	Computer Maintenance & Replacement	3,870	4,980	5,010	5,010	11,100	11,260
6250000	Occupancy Charges	40,420	43,840	43,960	43,960	53,970	55,250
6350000	Communications	356	404	350	410	400	400
6400000	Operating Supplies	3,936	2,710	3,710	3,590	3,710	3,710
6450000	Vehicle & Equipment Operating Costs	-	-	200	200	200	200
6500000	Contract Services	36,000	36,000	36,500	36,000	36,500	36,500
6600000	Professional Development	31,384	19,611	23,450	40,400	23,450	23,450
6710000	Community Outreach	35,308	39,646	52,100	44,600	52,100	52,100
6720000	Chamber of Commerce	106,941	112,543	113,890	116,710	119,940	134,310
6740000	Business Development	5,000	10,000	21,260	38,300	21,260	21,260
6750000	LAFCO Contribution	16,637	16,849	19,000	17,900	19,000	19,000
	Total Operations	280,318	287,332	320,430	348,050	342,580	358,390

DEPARTMENT BUDGETS

City Council

FUND	FUNCTION	CODE
100	General Government	110

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7401841	North County Animal Shelter Feasibility Stud	$ -	$ 15,484	$ -	$ -	$ -	$ -
7401918	Regional Economic Study	-	-	40,000	21,580	-	-
7605000	Promotions	225,652	229,842	208,000	218,110	226,940	230,990
	Total Special Projects	225,652	245,326	248,000	239,690	226,940	230,990
ACTIVITY TOTAL		$ 544,340	$ 578,441	$ 618,480	$ 644,090	$ 630,430	$ 651,620

City Council

FUND	FUNCTION	CODE
100	General Government	110

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Council Members and Mayor	Estimated	$ 37,800	$ 37,800
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation and fringe benefits	Estimated	23,110	24,440
6050000	Office Expense	Mailing costs, stationary and office supplies	Estimated	250	250
6070000	Advertising	Cost of Council requested display ads	Estimated	700	700
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support	Allocated	11,100	11,260
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	53,970	55,250
6350000	Communications	Telephone service	Estimated	400	400
6400000	Operating Supplies	Cost of recognition plaques, City pins, meeting refreshments and other special Council requests	Estimated	3,710	3,710
6450000	Vehicle & Equipment Operating Costs	Mileage costs	Estimated	200	200
6500000	Contract Services	Miscellaneous contractual services, including equipment rentals	Estimated	36,500	36,500
6600000	Professional Development	Conferences, memberships and subscriptions	Estimated	23,450	23,450
6710000	Community Outreach	Customer surveys, publications, events to engage the Community and televising of Council meetings	Estimated	52,100	52,100
6720000	Chamber of Commerce	Agreement with the Chamber of Commerce	Contract	119,940	134,310
6740000	Business Development	Programs to promote business development and retention including participation in the EVC and the Economic Forecast	Contract	21,260	21,260
6750000	LAFCO Contribution	Per AB2838- the City's share of the LAFCO Commission's operational budget	Mandated	19,000	19,000
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	226,940	230,990

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Records & Election Services	$ 39,146	$ 13,606	$ 58,970	$ 55,360	$ 28,970	$ 69,470
Total	$ 39,146	$ 13,606	$ 58,970	$ 55,360	$ 28,970	$ 69,470
SUMMARY OF POSITIONS						
City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00

DEPARTMENT BUDGETS
City Clerk

FUND	FUNCTION	CODE
100	General Government	120

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 2,031	$ -	$ -	$ -	$ -	$ -
5800000	Benefits, Insurance & Taxes	4,083	-	-	-	-	-
	Total Employee Services	6,114	-	-	-	-	-
OPERATIONS							
6050000	Office Expense	676	716	640	640	640	640
6070000	Advertising	3,835	3,520	5,300	4,000	5,300	5,300
6500000	Contract Services	4,441	6,361	6,100	6,100	6,100	6,100
6600000	Professional Development	3,157	2,803	6,270	4,510	6,270	6,270
6760000	Municipal Election	20,923	206	40,660	40,110	10,660	51,160
	Total Operations	33,032	13,606	58,970	55,360	28,970	69,470
ACTIVITY TOTAL		$ 39,146	$ 13,606	$ 58,970	$ 55,360	$ 28,970	$ 69,470

FUND	FUNCTION	CODE
100	General Government	120

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6050000	Office Expense	Postage, printing, copying, office supplies and archival paper	Estimated	$ 640	$ 640
6070000	Advertising	Publication of ordinances, public and legal notices and miscellaneous ads	Estimated	5,300	5,300
6500000	Contract Services	Municipal Code supplement service	Estimated	6,100	6,100
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	6,270	6,270
6760000	Municipal Election	Election costs which include County costs, advertising and related forms and supplies	Estimated	10,660	51,160

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.

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Investment Administration Services	$ 15,937	$ 17,984	$ 16,270	$ 17,070	$ 16,790	$ 16,840
Total	$ 15,937	$ 17,984	$ 16,270	$ 17,070	$ 16,790	$ 16,840
SUMMARY OF POSITIONS						
City Treasurer	1.00	1.00	1.00	1.00	1.00	1.00
Total	1.00	1.00	1.00	1.00	1.00	1.00

DEPARTMENT BUDGETS
City Treasurer

FUND	FUNCTION	CODE
100	General Government	130

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 3,600	$ 4,813	$ 4,800	$ 4,810	$ 4,800	$ 4,800
5800000	Benefits, Insurance & Taxes	773	1,448	950	1,270	870	920
	Total Employee Services	4,373	6,261	5,750	6,080	5,670	5,720
OPERATIONS							
6050000	Office Expense	-	-	-	50	-	-
6500000	Contract Services	10,475	10,614	10,200	10,860	11,040	11,040
6600000	Professional Development	1,089	1,109	320	80	80	80
	Total Operations	11,564	11,723	10,520	10,990	11,120	11,120
ACTIVITY TOTAL		$ 15,937	$ 17,984	$ 16,270	$ 17,070	$ 16,790	$ 16,840

FUND	FUNCTION	CODE
100	General Government	130

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Elected City Treasurer	Estimated	$ 4,800	$ 4,800
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	870	920
6500000	Contract Services	Contracted safekeeping fees	Estimated	11,040	11,040
6600000	Professional Development	CMTA conference, books, dues and memberships	Estimated	80	80

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	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
City Attorney/Special Legal	$ 334,381	$ 392,166	$ 309,160	$ 309,160	$ 285,160	$ 285,160
Total	$ 334,381	$ 392,166	$ 309,160	$ 309,160	$ 285,160	$ 285,160

DEPARTMENT BUDGETS
Legal

FUND	FUNCTION	CODE
100	General Government	140

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
OPERATIONS							
6050000	Office Expense	$ 2	$ 1	$ 90	$ 80	$ 80	$ 80
6350000	Communications	65	73	70	80	80	80
6500000	Contract Services	334,314	392,092	309,000	309,000	285,000	285,000
	Total Operations	334,381	392,166	309,160	309,160	285,160	285,160
ACTIVITY TOTAL		$ 334,381	$ 392,166	$ 309,160	$ 309,160	$ 285,160	$ 285,160

Legal

FUND	FUNCTION	CODE
100	General Government	140

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products	Estimated	$ 80	$ 80
6350000	Communications	Telephone service	Estimated	80	80
6500000	Contract Services	City attorney services	Estimated	285,000	285,000

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, Information Technology and Human Resources divisions also directly report to the City Manager. The City Manager makes recommendations to the City Council on program alternatives and ensures that 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 Development
* Downtown Revitalization
* Employee Resources

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
City Manager Operations and Support	$ 846,219	$ 913,353	$ 1,073,670	$ 971,980	$ 1,135,440	$ 1,164,450
Human Resources	114,742	103,066	128,270	99,360	132,920	134,360
Total	$ 960,961	$ 1,016,419	$ 1,201,940	$ 1,071,340	$ 1,268,360	$ 1,298,810

FUND	FUNCTION	CODE
100	General Government	201

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF POSITIONS						
City Manager	1.00	1.00	1.00	1.00	1.00	1.00
Deputy City Manager	2.00	2.00	2.00	2.00	2.00	2.00
Personnel Specialist*	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	2.00	2.00	2.00	2.00	2.00	2.00
Total	6.00	6.00	6.00	6.00	6.00	6.00

* Moved from the Administrative Services Department to City Manager in fiscal year 2014-2015.

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
City Council Agenda Preparation	28	25	28	28	26	28
Ordinances Processed	9	7	15	7	10	10
Resolutions Processed	54	80	60	62	70	60
Bids Processed	11	6	12	5	8	6
Public Records Requests		50	52	48	50	50
Recruitment (Positions)	35	32	44	38	40	40
Labor Negotiations	4	4	4	4	4	4
Appeals, Grievances & Claims	-	1	2	-	-	-

DEPARTMENT BUDGETS
City Manager

FUND	FUNCTION	CODE
100	General Government	201

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 544,196	$ 557,550	$ 584,460	$ 574,930	$ 601,870	$ 604,800
5200000	Wages	3,681	4,710	4,370	3,880	4,510	4,810
5300000	Overtime	2,495	2,267	10,810	3,630	11,090	11,090
5400000	Other Pay	10,821	21,603	3,840	3,570	3,930	3,930
5800000	Benefits, Insurance & Taxes	267,870	286,124	310,590	309,160	344,770	368,120
	Total Employee Services	829,063	872,254	914,070	895,170	966,170	992,750
OPERATIONS							
6050000	Office Expense	6,925	7,387	7,730	7,730	7,730	7,730
6100000	Computer Maintenance & Replacement	45,918	54,717	51,000	56,150	57,070	57,900
6200000	Insurance	8,354	12,950	16,980	16,660	15,420	17,570
6250000	Occupancy	27,710	30,060	30,140	30,140	37,000	37,890
6350000	Communications	1,980	1,998	2,180	2,180	2,180	2,180
6400000	Operating Supplies	7,203	3,032	10,080	9,850	10,010	10,010
6450000	Vehicle & Equipment Operating Costs	6,220	6,259	6,270	6,340	6,340	6,340
6500000	Contract Services	10,824	8,219	35,070	24,190	35,020	35,020
6600000	Professional Development	9,155	15,249	22,270	16,780	22,270	22,270
6650000	Recruitment	236	81	500	500	500	500
6610000	Citywide Training	5,697	2,572	4,000	4,000	7,000	7,000
6700000	Employee Development	1,676	1,641	1,650	1,650	1,650	1,650
6990000	Citywide Contingency	-	-	100,000	-	100,000	100,000
	Total Operations	131,898	144,165	287,870	176,170	302,190	306,060

FUND	FUNCTION	CODE
100	General Government	201

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
ACTIVITY TOTAL		$ 960,961	$ 1,016,419	$ 1,201,940	$ 1,071,340	$ 1,268,360	$ 1,298,810

FUND	FUNCTION	CODE
100	General Government	201

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 601,870	$ 604,800
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	4,510	4,810
5300000	Overtime	Overtime	Estimated	11,090	11,090
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	3,930	3,930
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	344,770	368,120
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	7,730	7,730
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	57,070	57,900
6200000	Insurance	Allocated portion of liability coverage	Allocated	15,420	17,570
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	37,000	37,890
6350000	Communications	Telephone and cell phone services	Estimated	2,180	2,180
6400000	Operating Supplies	Cost of food for events and meetings, employee recognition and service awards	Estimated	10,010	10,010
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance and mileage costs	Agreement	6,340	6,340
6500000	Contract Services	Miscellaneous contractual services, including records management	Estimated	35,020	35,020
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	22,270	22,270
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	500	500

FUND	FUNCTION	CODE
100	General Government	201

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6610000	Citywide Training	Strategic planning and miscellaneous training and videos.	Estimated	$ 7,000	$ 7,000
6700000	Employee Development	Atascadero Employee Development Advisory Committee activities	Estimated	1,650	1,650
6990000	Citywide Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	100,000	100,000

FUND	FUNCTION	CODE
100	General Government	301

DESCRIPTION

The Administrative Services Department is responsible for finance, risk management, grant and Federal Emergency Management Agency 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; manages grants and restricted funding sources; helps to manage employee benefits; helps to administer personnel policies and regulations including FMLA and accommodations; and manages affordable housing loans.

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
* Close out the Federal Emergency Management Agency process
* 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 legendary customer service to external and internal customers

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Financial Administration Services	$ 1,042,986	$ 1,082,879	$ 1,201,570	$ 1,108,310	$ 1,244,310	$ 1,234,310
Total	$ 1,042,986	$ 1,082,879	$ 1,201,570	$ 1,108,310	$ 1,244,310	$ 1,234,310

FUND	FUNCTION	CODE
100	General Government	301

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Administrative Services Director	1.00	1.00	1.00	1.00	1.00	1.00
Accounting Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Finance Technician	2.00	2.00	2.00	2.00	2.00	2.00
Account Clerk II	1.00	1.00	1.00	1.00	1.00	1.00
Account Clerk I	1.00	1.00	1.00	1.00	1.00	1.00
Total	7.00	7.00	7.00	7.00	7.00	7.00

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Payroll Checks & Direct Deposits Processed	4,333	4,278	4,400	4,250	4,300	4,300
Vendor Invoice Lines Processed	18,262	18,212	17,969	18,200	18,200	18,200
Purchase Orders Processed	71	75	50	40	40	40
Change Orders Processed	77	72	65	50	50	50
Contracts Reviewed	44	40	52	35	35	35
Business Licenses Issued	2,089	2,399	2,400	2,400	2,400	2,400
Transient Occupancy Reports Processed	88	183	75	300	320	320
Receipts Processed	2,390	2,366	2,800	2,420	2,420	2,420
Agenda Items / Staff Reports	38	45	43	38	40	40
Affordable Housing Loans Issued / Payoffs / Releases / Refinances	7	20	15	6	10	10

FUND	FUNCTION	CODE
100	General Government	301

PERFORMANCE/WORKLOAD MEASURES (continued)	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Employee Benefit Updates	250	175	180	225	200	200
Employment Verification Requests	18	15	25	15	15	15
SDI Integration Calculations Processed	7	3	10	6	10	10

DEPARTMENT BUDGETS
Administrative Services

FUND	FUNCTION	CODE
100	General Government	301

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 488,498	$ 493,311	$ 526,130	$ 498,370	$ 535,440	$ 537,500
5200000	Wages	332	94	4,970	-	4,970	4,970
5300000	Overtime	7,283	5,730	22,320	6,230	22,880	22,880
5400000	Other Pay	9,702	25,695	3,070	3,870	6,920	6,920
5800000	Benefits, Insurance & Taxes	216,978	231,139	263,720	245,030	277,960	300,150
	Total Employee Services	722,793	755,969	820,210	753,500	848,170	872,420
OPERATIONS							
6050000	Office Expense	12,428	11,803	16,190	15,590	15,400	14,460
6070000	Advertising	185	206	390	170	230	300
6100000	Computer Maintenance & Replacement	76,585	82,844	78,970	79,010	80,030	81,230
6200000	Insurance	12,375	14,022	17,800	18,070	17,770	20,040
6250000	Occupancy Charges	40,856	43,946	43,860	47,200	52,610	46,460
6350000	Communications	812	886	1,030	910	960	960
6400000	Operating Supplies	46	286	240	20	300	300
6450000	Vehicle & Equipment Operating Costs	3,625	3,639	3,600	3,600	3,690	3,600
6500000	Contract Services	167,706	151,292	181,520	155,620	182,350	182,960
6600000	Professional Development	4,847	10,915	6,050	5,480	6,800	6,580
6650000	Recruitment	301	71	-	1,140	-	-
6990000	Contingency	-	-	3,710	-	5,000	5,000
	Total Operations	319,766	319,910	353,360	326,810	365,140	361,890

FUND	FUNCTION	CODE
100	General Government	301

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7101011	Desks	$ 427	$ -	$ -	$ -	$ -	$ -
7401430	Cost Allocation Study Update	-	-	-	-	31,000	-
7401489	Development Impact Fee Study	-	7,000	28,000	28,000	-	-
	Total Special Projects	427	7,000	28,000	28,000	31,000	-
ACTIVITY TOTAL		$ 1,042,986	$ 1,082,879	$ 1,201,570	$ 1,108,310	$ 1,244,310	$ 1,234,310

FUND	FUNCTION	CODE
100	General Government	301

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 535,440	$ 537,500
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	4,970	4,970
5300000	Overtime	Overtime for budget preparation, audit preparation and mid-year report preparation	Estimated	22,880	22,880
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	6,920	6,920
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	277,960	300,150
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	15,400	14,460
6070000	Advertising	Required public notice of financial information	Estimated	230	300
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	80,030	81,230
6200000	Insurance	Allocated portion of liability coverage and errors and omissions coverage for the City	Allocated/ Contract	17,770	20,040
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	52,610	46,460
6350000	Communications	Telephone and cell phone services	Estimated	960	960
6400000	Operating Supplies	Cost of food for events and meetings	Estimated	300	300
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance and mileage costs	Estimated	3,690	3,600
6500000	Contract Services	County services for collection of property taxes ($129,000 annually), audit services, state mandated costs filing services, sales tax consultant services, state electronic funds transfer charges, banking fees, and other minor services	Estimated	182,350	182,960
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	6,800	6,580

FUND	FUNCTION	CODE
100	General Government	301

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	$ 5,000	$ 5,000
7401430	Cost Allocation Study Update	Update of current cost allocation study. The cost allocation study is used to determine cost of services, personnel, and appropriate grant charges	Estimated	31,000	-

FUND	FUNCTION	CODE
100	Public Safety	401

DESCRIPTION

The Police Department provides a full range of law enforcement services to the community. Core services are two pronged: Patrol services and Criminal Investigation. Other responsibilities include crime prevention, code enforcement, traffic safety, public education, animal control, and assistance to crime victims. The Police Department embraces a Community-Oriented Policing and Problem Solving (COPPS) philosophy that promotes partnerships with other City staff and other stakeholders to identify and solve problems that adversely impact the quality of life in the community.

Our Purpose: "Do Good" - and to work toward the greater good of our community even to the detriment of self.

Our Goal: "Be Premier" - we will strive to be the premier law enforcement agency on the Central Coast.

GOALS AND OBJECTIVES

* The Police Department will use the following methods as we endeavor to fulfill our purpose and attain our goal. Professionalism - We will be professional in both appearance and practice; we will treat others with dignity even in their worst moments; we will ensure our reputation amongst the residents of Atascadero and within the law enforcement community. Partnerships - We will develop and foster good relationships; we will work with other law enforcement agencies, other city departments, organizations and individual members of our community to accomplish our objectives. Personal Growth - We are committed to providing appropriate training and instruction to the members of the Atascadero Police Department; we will continue to encourage our members to seek out opportunities for their own growth, including professional and personal training, in order to be good family members and role models within the community.

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Police Services	$ 6,509,994	$ 7,081,445	$ 7,529,250	$ 6,849,950	$ 8,077,310	$ 8,244,110
	$ 6,509,994	$ 7,081,445	$ 7,529,250	$ 6,849,950	$ 8,077,310	$ 8,244,110

FUND	FUNCTION	CODE
100	Public Safety	401

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Police Chief	1.00	1.00	1.00	1.00	1.00	1.00
Commander / Lieutenant	1.00	1.00	1.00	2.00	2.00	2.00
Sergeant	6.00	6.00	5.00	5.00	5.00	5.00
Senior Police Officer / Corporal	6.00	6.00	7.00	6.00	6.00	6.00
Police Officer	15.00	15.00	15.00	15.00	15.00	15.00
Support Services Supervisor	1.00	1.00	1.00	-	-	-
Records Lead Technician	-	1.00	-	1.00	1.00	1.00
Support Services Lead Technician	1.00	1.00	1.00	1.00	1.00	1.00
Support Services Technician	6.00	6.00	6.00	6.00	6.00	6.00
Senior Property Evidence Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Community Services Officer	1.00	1.00	1.00	1.00	1.00	1.00
Code Enforcement Officer	-	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
	40.00	42.00	41.00	41.00	41.00	41.00

FUND	FUNCTION	CODE
100	Public Safety	401

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Total Calls for Service	24,734	26,924	23,500	27,950	28,000	28,500
Officer Initiated Contacts	8,249	11,230	7,500	10,400	10,500	10,500
Part One Crimes (Arson, Homicide, Rape, Robbery, Assault, Burglary, Theft)	782	768	840	766	780	780
Fires/Medical Aids	3,324	3,724	3,500	3,462	3,700	3,700
Traffic Collisions	384	428	280	376	400	400
Alarms	705	648	720	692	700	700
Juvenile Runaways and Contacts	514	447	460	462	460	460
Parking Citations	36	146	-	112	140	140
Traffic Citations	1,090	1,132	1,200	890	1,100	1,100
Adult Arrests	1,125	1,383	1,300	1,326	1,300	1,300
Juvenile Arrests	72	47	70	50	50	50
Written/Processed Reports	3,370	3,573	4,600	3,412	3,500	3,500

DEPARTMENT BUDGETS

Police

FUND	FUNCTION	CODE
100	Public Safety	401

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 3,128,230	$ 3,220,800	$ 3,360,080	$ 3,013,740	$ 3,347,340	$ 3,388,850
5200000	Wages	4,473	3,508	3,350	1,490	20,320	22,480
5300000	Overtime	193,924	181,158	201,390	202,660	206,430	206,430
5400000	Other Pay	219,284	360,272	184,920	282,410	205,390	208,630
5800000	Benefits, Insurance & Taxes	1,706,933	1,898,484	2,191,440	1,892,600	2,422,890	2,627,150
	Total Employee Services	5,252,844	5,664,222	5,941,180	5,392,900	6,202,370	6,453,540
OPERATIONS							
6050000	Office Expense	16,617	16,812	18,670	14,720	13,700	13,700
6100000	Computer Maintenance & Replacement	298,222	337,684	339,720	339,840	368,930	373,450
6200000	Insurance	235,858	276,918	288,810	288,810	504,070	414,810
6250000	Occupancy	51,444	56,559	45,370	45,350	39,910	40,280
6300000	Utilities	36,366	37,386	35,900	37,100	37,100	37,100
6350000	Communications	31,362	37,814	29,500	35,010	36,550	36,550
6400000	Operating Supplies	27,800	28,076	21,050	23,610	22,100	22,100
6450000	Vehicle & Equipment Operating Costs	218,579	286,236	311,500	298,970	305,980	305,980
6500000	Contract Services	266,342	290,254	439,050	325,400	512,100	512,100
6600000	Professional Development	18,944	21,251	11,400	15,240	14,300	14,300
6650000	Recruitment	13,882	18,168	9,600	12,620	10,200	10,200
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	1,215,416	1,407,158	1,560,570	1,436,670	1,874,940	1,790,570

DEPARTMENT BUDGETS
Police

FUND	FUNCTION	CODE
100	Public Safety	401

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7155003	Flooring Projects	$ 15,955	$ 2,162	$ -	$ -	$ -	$ -
7101090	Office Furniture	6,929	4,691	-	-	-	-
7101534	Refrigerator	862	-	-	-	-	-
7102515	Personal Protective Vests	10,008	2,327	-	1,900	-	-
7100710	Replace Radios	-	885	-	-	-	-
7505018	Laserfiche Scan Project	-	-	27,500	-	-	-
7909901	Claims Settlement Costs	-	-	-	2,500	-	-
	Total Special Projects	33,754	10,065	27,500	4,400	-	-
CAPITAL OUTLAY							
7102033	Tablet Computers	-	-	-	-	-	-
8102031	Software	-	-	-	-	-	-
8105011	HVAC/Heat Pump Installation	-	-	-	15,980	-	-
8901543	Interior Office Construction	-	-	-	-	-	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Radio Simulcast Project	7,980	-	-	-	-	-
	Total Capital Outlay	7,980	-	-	15,980	-	-
ACTIVITY TOTAL		$ 6,509,994	$ 7,081,445	$ 7,529,250	$ 6,849,950	$ 8,077,310	$ 8,244,110

FUND	FUNCTION	CODE
100	Public Safety	401

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 3,347,340	$ 3,388,850
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	20,320	22,480
5300000	Overtime	Overtime	Estimated	206,430	206,430
5400000	Other Pay	Other pay items such as uniform allowance, leave payoff, standby, etc.	Estimated	205,390	208,630
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	2,422,890	2,627,150
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	13,700	13,700
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	368,930	373,450
6200000	Insurance	Allocated portion of liability coverage and property insurance for the police station	Allocated	504,070	414,810
6250000	Occupancy	Janitorial services, building repair supplies, electrician and plumbing services	Estimated	39,910	40,280
6300000	Utilities	Water, electricity and natural gas	Estimated	37,100	37,100
6350000	Communications	Telephone, cell phone, and emergency phone services, wireless connection for mobile data computers, and radio repairs	Estimated	36,550	36,550
6400000	Operating Supplies	Uniforms, fingerprint supplies, ammunition, range fees, police gear, flares, emergency supplies, fire extinguishers, batteries, cameras, investigative equipment, traffic diagramming supplies, crime scene investigation supplies	Estimated	22,100	22,100
6450000	Vehicle & Equipment Operating Costs	Vehicle and equipment repair and maintenance costs, gasoline, diesel, oil and vehicle replacement costs	Estimated	305,980	305,980

FUND	FUNCTION	CODE
100	Public Safety	401

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6500000	Contract Services	Animal control ($475,000 each year), Sexual Assault Response Team (SART) costs, booking fees, spay/neuter program, lab fees, bomb task force and CLETS	Estimated	$ 512,100	$ 512,100
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials, narcotics surveillance, felony investigations requiring overnight stays	Estimated	14,300	14,300
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	10,200	10,200
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Allocated	10,000	10,000

FUND	FUNCTION	CODE
100	Public Safety	401.4XXX

DESCRIPTION

This section includes Police Department Programs that have differing levels of volume from year to year. In order to achieve consistency with the established and ongoing business of the Department in the Police Department section, the activities in this section have been segregated. Included here are the Police Officer Standards and Training (POST) Program, the K-9 Program, Grants, and the Explorer Program.

The Commission on Police Officer Standards and Training (POST) is a State organization that sets standards and provides training opportunities and certifications for police officers. The City's POST Program receives partial reimbursement funding from the Commission on POST for required officer perishable skills trainings and certifications. The funding for this program ultimately comes through the State from penalty assessments on criminal and traffic fines.

The K-9 Program provides supplies and training for one police dog and the dog-handling officer. The purpose of the K-9 Unit is to help locate illegal narcotics and apprehend fleeing felons. The dog is trained and certified in its particular duties of narcotics and tracking. Training for both the K-9 and the handler is ongoing.

Department staff have been successful in securing competitive grants from the U.S. Department of Transportation through the California Office of Traffic Safety (OTS), the National Highway Traffic Safety Administration through OTS, the California Department of Alcoholic Beverage Control (ABC), and the U.S. Department of Justice. The Department can use these grant funds to enhance the safety of the Community through increased enforcement of laws related to driving under the influence (DUI), and through the purchase of equipment, supplies, studies, and training that would not be possible without the grants.

The Explorer Program is based on the national Law Enforcement Career Exploring Program. This program provides educational training programs, career orientation experiences, leadership opportunities, and community service activities for young adults. The primary goals of the program are to help young adults choose a career path within law enforcement and to challenge them to become responsible citizens of their communities and the nation. The program is funded wholly through donations and through fund-raising efforts by the Explorer participants.

GOALS AND OBJECTIVES

* Enhance traffic safety
* Improve the quality of equipment
* Update the use of current technology
* Continue the operations of the K-9 Program
* Promote organizational excellence through training
* Enhance emergency communications infrastructure

DEPARTMENT BUDGETS
Police Grants and Programs

FUND	FUNCTION	CODE
100	Public Safety	401.4XXX

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
POST Training	$ 26,377	$ 13,061	$ 34,380	$ 30,000	$ 34,380	$ 34,380
K-9 Program	4,235	10,128	-	4,980	4,120	4,120
Wireless 9-1-1 Project Grant	-	217,730	-	-	-	-
2018 OTS Traffic Enforcement Grant	-	5,844	-	3,180	-	-
2018 DUI Enforcement Grant	-	24,944	-	17,850	-	-
Explorer Program	1,865	895	-	80	-	-
Board of State and Community Corrections (BSCC)	-	750	-	550	-	-
	$ 32,477	$ 273,351	$ 34,380	$ 56,640	$ 38,500	$ 38,500

Police Grants and Programs

FUND	FUNCTION	CODE
100	Public Safety	401.4XXX

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5300000	Overtime	$ -	$ 26,897	$ -	$ 19,350	$ -	$ -
5800000	Benefits, Insurance & Taxes	-	1,891	-	1,680	-	-
	Total Employee Services	-	28,788	-	21,030	-	-
OPERATIONS							
6400000	Operating Supplies	1,850	2,402	-	2,110	1,800	1,800
6500000	Contract Services	2,414	1,019	-	1,500	2,320	2,320
6600000	Professional Development	28,213	23,412	34,380	32,000	34,380	34,380
	Total Operations	32,477	26,833	34,380	35,610	38,500	38,500
CAPITAL OUTLAY							
8102590	Wireless 9-1-1 Project	-	217,730	-	-	-	-
	Total Capital Outlay	-	217,730	-	-	-	-
ACTIVITY TOTAL		$ 32,477	$ 273,351	$ 34,380	$ 56,640	$ 38,500	$ 38,500

FUND	FUNCTION	CODE
100	Public Safety	401.4XXX

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6400000	Operating Supplies	Safety vests, cones, flares, preliminary alcohol screening (PAS) supplies, reflective banners and signs, checkpoint lights, K-9 food and supplies, and uniform patches for Explorers	Estimated	$ 1,800	$ 1,800
6500000	Contract Services	Maintenance training and veterinary services for the K-9	Estimated	2,320	2,320
6600000	Professional Development	Seminars, conferences, and other trainings	Estimated	34,380	34,380

FUND	FUNCTION	CODE
100	Public Safety	501

DESCRIPTION

The Fire Department provides emergency services to the community. Responsibilities include wildland and structural fire suppression, fire prevention, paramedic emergency medical services and technical rescue. The Department responds to emergencies within the City and neighboring County areas. The Department is responsible for emergency planning and training of all City personnel. The City's natural environment provides unique challenges as the Department works to manage the wildland areas, prepare the community for and protect against wild fire.

Department Mission Statement: Our mission is to provide professional emergency service and exceptional care to our community.

GOALS AND OBJECTIVES

Continue to:

* Enhance Public Safety
* Respond safely to 100% of all emergencies with adequate personnel and equipment necessary to provide appropriate service
* Respond safely to 90% of all emergencies in less than 6 minutes, with second engine due within 10 minutes, 80% of the time
* Ensure comprehensive safety readiness and risk mitigation
* Enhance Department Facilities
* Look for opportunties to enhance partnerships of fire resources in the north county
* Ensure all equipment is in the highest state of readiness 95% of the time with 100% available backup at all times
* Continue to enhance both performance based & computer based training

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Fire Services	$ 4,121,313	$ 4,139,798	$ 4,254,980	$ 4,225,290	$ 4,601,570	$ 4,671,790
Total	$ 4,121,313	$ 4,139,798	$ 4,254,980	$ 4,225,290	$ 4,601,570	$ 4,671,790

FUND	FUNCTION	CODE
100	Public Safety	501

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Fire Captain	6.00	6.00	6.00	6.00	6.00	6.00
Fire Marshal / Code Compliance Officer	1.00	1.00	1.00	1.00	1.00	1.00
Fire Engineer	9.00	9.00	9.00	9.00	9.00	9.00
Fire Fighter	3.00	3.00	3.00	4.00	4.00	4.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Total	21.00	21.00	21.00	22.00	22.00	22.00

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
FIRE:						
Engine Company Inspections (state and business license)	-	64	300	120	150	150
Plan Reviews (residential & commercial)	384	300	500	195	195	195
Fire Marshal Inspections	81	132	525	150	150	150
Public Education Programs (students contacted)	1,568	1,620	2,300	2,300	2,300	2,300
Training (hours) - 17 shift, 2 Admin, 18 reserves	4,157	3,955	6,000	6,000	6,000	6,000
Investigations	19	24	-			
Juvenile Firesetter Counseling (encounters)	-	1	5	5	5	5
Total Emergency Calls	3,298	3,344	3,400	3,344	3,400	3,400

FUND	FUNCTION	CODE
100	Public Safety	501

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
PERFORMANCE/WORKLOAD MEASURES (continued)						
CODE ENFORCEMENT:						
Complaints	150	148	250	180	200	225
Closed Cases	75	115	150	100	120	135
Task Force Actions	5	3	10	9	8	8

Fire Department

FUND	FUNCTION	CODE
100	Public Safety	501

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 1,869,688	$ 1,816,250	$ 1,920,370	$ 1,879,470	$ 2,013,240	$ 2,039,780
5200000	Wages	120,009	89,394	71,280	100,440	89,600	96,740
5300000	Overtime	392,604	333,635	291,860	354,720	339,380	339,380
5400000	Other Pay	80,645	123,695	39,480	61,130	38,490	42,100
5800000	Benefits, Insurance & Taxes	1,115,572	1,192,058	1,347,540	1,266,190	1,446,030	1,574,030
	Total Employee Services	3,578,518	3,555,032	3,670,530	3,661,950	3,926,740	4,092,030
OPERATIONS							
6050000	Office Expense	8,291	6,090	5,750	2,720	3,300	3,300
6100000	Computer Maintenance & Replacement	185,027	190,602	195,180	195,420	178,950	181,340
6200000	Insurance	61,977	67,823	86,750	86,750	82,300	93,640
6250000	Occupancy	22,978	24,938	26,340	25,730	28,030	28,330
6300000	Utilities	22,383	23,722	22,500	23,500	23,500	23,500
6350000	Communications	18,401	12,804	15,100	14,450	16,050	16,050
6400000	Operating Supplies	47,549	47,792	44,980	40,510	45,550	45,550
6450000	Vehicle & Equipment Operating Costs	122,242	153,113	131,420	125,930	130,000	130,000
6500000	Contract Services	19,525	22,182	20,100	20,330	20,350	20,350
6600000	Professional Development	21,883	24,434	25,830	23,000	24,900	24,900
6650000	Recruitment	8,205	5,140	500	5,000	2,800	2,800
6990001	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	538,461	578,640	584,450	563,340	565,730	579,760

FUND	FUNCTION	CODE
100	Public Safety	501

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7104505	Fire Hoses	$ -	$ 5,000	$ -	$ -	$ -	$ -
7104503	Radio Replacement	-	-	-	-	23,100	-
7101536	Dishwasher	1,054	-	-	-	-	-
7102051	Television	632	1,126	-	-	-	-
7151510	Sheds	1,367	-	-	-	-	-
7400428	Local Hazard Mitigation Plan	-	-	-	-	6,000	-
75050XX	Comprehensive Evacuation	-	-	-	-	80,000	-
	Total Special Projects	3,053	6,126	-	-	109,100	-
OTHER USES							
9404028	Contribution to Vehicle and Equipment Replacement Fund for Breathing Apparatus	1,281	-	-	-	-	-
	Total Other Uses	1,281	-	-	-	-	-
ACTIVITY TOTAL		$ 4,121,313	$ 4,139,798	$ 4,254,980	$ 4,225,290	$ 4,601,570	$ 4,671,790

FUND	FUNCTION	CODE
100	Public Safety	501

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 2,013,240	$ 2,039,780
5200000	Wages	Wages for Reserve/Seasonal (non-benefited) staff	Estimated	89,600	96,740
5300000	Overtime	Overtime costs	Estimated	339,380	339,380
5400000	Other Pay	Other pay items such as leave payoff, Paramedic and Hazardous Materials pay	Estimated	38,490	42,100
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	1,446,030	1,574,030
6050000	Office Expense	Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment	Estimated	3,300	3,300
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	178,950	181,340
6200000	Insurance	Allocated portion of liability insurance, and property and vehicle coverage	Allocated	82,300	93,640
6250000	Occupancy	Cleaning and custodial supplies, lumber, plumbing, electrical, other building materials, minor repair costs, linen service, grounds maintenance, supply costs, and janitorial services	Contract/ Estimated	28,030	28,330
6300000	Utilities	Electricity, water, and natural gas for the two fire stations	Estimated	23,500	23,500
6350000	Communications	Telephones and fax, pager service, and radio repairs	Estimated	16,050	16,050
6400000	Operating Supplies	Uniforms, personal protective equipment, fire gear, medical supplies, fire suppression supplies, tools, and other fire operating supplies	Estimated	45,550	45,550
6450000	Vehicle & Equipment Operating Costs	Parts, repairs, and maintenance of vehicles, engine and truck equipment, breathing apparatus, generators, and air machines, including gas, oil and vehicle replacement costs	Estimated	130,000	130,000

FUND	FUNCTION	CODE
100	Public Safety	501

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6500000	Contract Services	Breathing equipment maintenance, physician services, ladder testing, and other minor contract services	Estimated	$ 20,350	$ 20,350
6600000	Professional Development	Continuing education, maintenance of required certifications, books, dues, subscriptions, and conferences such as League of California Cities, California Fire Chiefs' Administrative Fire Services Workshop, Fire Instructors Workshop, Training Officer Symposium and California Conference of Arson Investigators	Estimated	24,900	24,900
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges such as respiratory screening and fingerprinting	Estimated	2,800	2,800
6990001	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000
7104503	Radio Replacement	Replace radios for fire apparatus and utility vehicles	Estimated	23,100	-
7400428	Local Hazard Mitigation Plan	Update of Local Hazard Mitigation Plan in conjuction with the County of San Luis Obispo and other local agencies	Estimated	6,000	-
75050XX	Comprehensive Evacuation	Hire an outside consultant to assist the City in preparing a comprehensive evacuation and communication plan	Estimated	80,000	-

FUND	FUNCTION	CODE
100	Public Safety	501.5030

DESCRIPTION

The Mutual Aid Program was established to further develop Public Safety employees who respond to and mitigate the wide array of natural and man-made disasters that are prone to exist in the local community and throughout California. This program has enabled on-the-job experience to coincide with disaster training and education to respond to large scale, multi-agency disasters where a large resource commitment is required and a variety of incident management positions are necessary to effectively and efficiently mitigate the emergency response and recovery efforts. These opportunities and experiences have qualified a large number of employees in the different disciplines of emergency management and have provided enhanced capabilities to engine companies. This program has been revenue positive through mutual aid reimbursements established under the California Fire Assistance Agreement (CFAA) and U.S. Forest Service (USFS) Los Padres Cooperative Agreements.

The extent of mutual aid activity varies with the severity of the fire season and state-wide needs. The Fire Department responds to approximately 20 to 35 reimbursable assignments per year.

GOALS AND OBJECTIVES

* Enhance the Fire Department's abilities to respond to and manage large scale disasters and emergencies
* Be an active participant in the California Mutual Aid System through the California Fire Assistance Agreement (CFAA)
* Be an active Participatant in the USFS Cooperative Agreement with the Los Padres National Forest
* Fullfill trainee opportunities and experiences that qualify individuals through the California Incident Command Certification System
* Operate a revenue positive program that contributes to the General Fund
* Foster relationships with allied agencies that are mutually advantageous in the interest of life, environment and property
* Practice fiscal responsibility and efficient budgetary measures
* Maintain adequate staffing levels to appropriately respond to all emergencies and be an integral part of the mutual aid system
* Provide opportunities for personnel to obtain the required hours of mandated training per year
* Maintain apparatuses and equipment in a state of readiness with adequate back up units
* Monitor auto aid and mutual aid contracts with neighboring cities and counties
* Support the Type III XSL SLO County Incident Management Team and the Type II Central Coast Interagency Incident Management Team

DEPARTMENT BUDGETS
Mutual Aid Program

FUND	FUNCTION	CODE
100	Public Safety	501.5030

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Mutual Aid	$ 376,140	$ 453,376	$ 154,920	$ 241,210	$ 156,860	$ 157,730
Total	$ 376,140	$ 453,376	$ 154,920	$ 241,210	$ 156,860	$ 157,730
PERFORMANCE/WORKLOAD MEASURES						
Revenues generated by:						
Personnel reimbursements	$ 359,912	$ 439,922	$ 192,500	$ 350,000	$ 300,000	$ 300,000
Expense reimbursements	4,498	2,122	15,000	17,500	19,000	19,000
Equipment rental	46,971	106,512	17,500	70,000	60,000	60,000
Administrative reimbursements	38,726	54,775	25,000	35,000	30,000	30,000
Total revenues generated	450,107	603,331	250,000	472,500	409,000	409,000
Less direct costs	(376,140)	(453,376)	(154,920)	(241,210)	(156,860)	(157,730)
Net income (expense)	$ 73,967	$ 149,955	$ 95,080	$ 231,290	$ 252,140	$ 251,270
Number of Mutual Aid incident responses	20	27	25	15	20	20

DEPARTMENT BUDGETS
Mutual Aid Program

FUND	FUNCTION	CODE
100	Public Safety	501.5030

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5200000	Wages	$ 5,965	$ 2,439	$ 12,800	$ 1,400	$ 12,800	$ 12,800
5300000	Overtime	322,635	402,553	114,240	206,710	114,240	114,240
5800000	Benefits, Insurance & Taxes	32,578	35,188	11,490	15,600	10,820	11,690
	Total Employee Services	361,178	440,180	138,530	223,710	137,860	138,730
OPERATIONS							
6050000	Office Expense	-	18	-	-	-	-
6350000	Communications	-	473	-	-	-	-
6400000	Operating Supplies	7,822	8,267	15,390	13,500	15,000	15,000
6450000	Vehicle & Equipment Operating Costs	5,558	1,667	1,000	4,000	4,000	4,000
6500000	Contract Services	-	-	-	-	-	-
	Total Operations	13,380	10,425	16,390	17,500	19,000	19,000
7100000	Special Equipment Purchases	1,582	2,771	-	-	-	-
	Total Special Purchases	1,582	2,771	-	-	-	-
ACTIVITY TOTAL		$ 376,140	$ 453,376	$ 154,920	$ 241,210	$ 156,860	$ 157,730

Mutual Aid Program

FUND	FUNCTION	CODE
100	Public Safety	501.5030

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5200000	Wages	Wages for reserve/seasonal (non-benefited) staff	Estimated	$ 12,800	$ 12,800
5300000	Overtime	Overtime costs	Estimated	114,240	114,240
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	10,820	11,690
6400000	Operating Supplies	Travel costs and other fire operating supplies	Estimated	15,000	15,000
6450000	Vehicle & Equipment Operating Costs	Vehicle repair	Estimated	4,000	4,000

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

DESCRIPTION

This section includes Fire Department Programs that have differing levels of volume from year to year. In order to achieve consistency with the established and ongoing business of the Department in the Fire Department section, the activities in this section have been segregated. Included here are the Chipping Program, Emergency Management, Grants, Donations, Fire Classes, and Contract Services for the Weed Abatement Program.

The Chipping Program provides an economical way for citizens with large land parcels to dispose of brush & trees in an environmentally friendly manner. This program is grant supported and will end if funds are lost.

Department staff have been successful in securing competitive grants from the Office of Traffic Safety, the Assistance to Firefighters' Grant Program, and the Office of Homeland Security. The Department can use these grant funds to enhance the safety of the Community and fire personnel through the purchase of equipment, supplies, studies, and training that would not be possible without the grants.

The Donation Program is an important part of Community involvement. Donations provide an avenue for the purchase of equipment when City funds or grants are not available.

The Fire Classes Program raises revenues and reduces training costs. The City receives revenues based on the number of attending students, and can also train City Fire personnel locally, reducing travel expenses.

The costs of the Weed Abatement Program are split between this section and the Fire Department section. This section contains the costs for Weed Abatement Contract Services. This is the amount the City pays to a contractor to abate weeds on non-compliant lots. The City then bills the property owner for the related costs. The Contract Services cost varies from year to year based on the number of non-compliant lots. The costs that are combined in the Fire Department section of the budget (staffing, supplies, overhead, etc.) are consistent year to year, regardless of the level of lots needing cutting.

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) Grants. SAFER is a competitive, discretionary grant program. It provides financial assistance to help fire departments hire new firefighters. The goal is to help departments improve staffing levels to ensure they have adequate personnel to respond and safely perform at incident scenes; providing protection from fire and fire-related hazards in their communities. This grant program provides three-year grants to assist fire departments by paying the salaries and benefits of the SAFER-funded positions. The grant covers a portion of the cost of salaries, taxes and benefits for one additional firefighter for a period of three years.

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

GOALS AND OBJECTIVES

* Better prepare the City and staff for emergencies
* Improve personnel safety through replacement of personal protective clothing
* Improve emergency radio communications
* Improve the Emergency Operations Center

DEPARTMENT BUDGETS

Fire Grants and Programs

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Weed Abatement Contract	$ 54,308	$ 68,252	$ 71,300	$ 72,390	$ 71,300	$ 71,300
Shultz Trust Donations	211,005	7,883	19,240	-	-	-
Donations	1,746	-	-	4,000	-	-
Fire Classes	8,000	-	-	-	-	-
2015 Fire Safe Council Grant	9,315	665	-	-	-	-
2018 Fire Safe Council Grant	-	12,100	-	25,800	18,000	18,000
2018 SAFER Grant	-	-	34,310	69,750	94,040	100,120
Total	$ 284,374	$ 88,900	$ 124,850	$ 171,940	$ 183,340	$ 189,420

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Weed Abatement						
Properties evaluated	11,190	11,190	11,240	11,488	11,488	11,488
Property owners advised	2348	3,474	2,300	3,474	3,000	3,000
Lots abated through contract	36	21	50	30	30	30
Grants applied for:						
Assistance to Firefighters' Grant (Equipment)	$ 200,000	$ 200,000	$ 250,000	$ 200,000	$ 200,000	$ 200,000
San Luis Obispo County Fire Safe Council	$ 20,000	$ 18,000	$ 16,500	$ 18,000	$ 18,000	$ 18,000

DEPARTMENT BUDGETS
Fire Grants and Programs

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 PROJECTED	2020-2021 PROJECTED
EMPLOYEE SERVICES							
5100000	Salaries	$ -	$ -	$ 21,430	$ 42,280	$ 68,290	$ 71,700
5200000	Wages	-	487	-	500	-	-
5300000	Overtime	1,463	7,396	-	29,270	12,700	12,750
5400000	Other Pay	-	-	920	1,080	920	920
5800000	Benefits, Insurance & Taxes	157	979	11,960	19,160	25,630	28,250
	Total Employee Services	1,620	8,862	34,310	92,290	107,540	113,620
OPERATIONS							
6050000	Office Expense	1,297	1,809	800	1,400	1,400	1,400
6070000	Advertising	-	185	500	250	400	400
6400000	Operating Supplies	2,599	3,363	-	1,000	1,000	1,000
6450000	Vehicle & Equipment Operating Costs	2,207	2,636	-	2,000	2,000	2,000
6500000	Contract Services	62,788	67,883	70,000	71,000	71,000	71,000
	Total Operations	68,891	75,876	71,300	75,650	75,800	75,800
SPECIAL PROJECTS							
7701587	ALPS/Chandler Ranch Fuel Break	5,030	-	-	-	-	-
	Total Special Projects	5,030	-	-	-	-	-
CAPITAL OUTLAY							
8104500	Field Equipment - New	-	-	-	4,000	-	-
8104552	EKG Monitors	141,053	-	-	-	-	-
8105430	Rescue Equipment	12,312	-	-	-	-	-
8109016	Disaster Response Trailer Enclosure	7,840	-	-	-	-	-
	Total Capital Outlay	161,205	-	-	4,000	-	-

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 PROJECTED	2020-2021 PROJECTED
OTHER USES							
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Engine Refurbishment	$ 39,486	$ -	$ -	$ -	$ -	$ -
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Replacement Vehicle	383	-	-	-	-	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Radio Simulcast Project	7,759	-	-	-	-	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Command Vehicle	-	4,162	19,240	-	-	-
	Total Others Uses	47,628	4,162	19,240	-	-	-
ACTIVITY TOTAL		$ 284,374	$ 88,900	$ 124,850	$ 171,940	$ 183,340	$ 189,420

Fire Grants and Programs

FUND	FUNCTION	CODE
100	Public Safety	501.5XXX

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for SAFER Grant	Estimated	$ 68,290	$ 71,700
5400000	Other Pay	Other pay for uniform allowance for the SAFER Grant	Estimated	920	920
5300000	Overtime	Overtime for Fire Safe Council Grant and SAFER Grant	Estimated	12,700	12,750
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	25,630	28,250
6050000	Office Expense	Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment	Estimated	1,400	1,400
6070000	Advertising	Newspaper ads, direct mailing and signs promoting the chipping program for fuel abatement and fire safety	Estimated	400	400
6400000	Operating Supplies	Operating supplies for the Fire Safe Council Grant	Estimated	1,000	1,000
6450000	Vehicle & Equipment Operating Costs	Vehicle & Equipment operating costs for the Fire Safe Council Grant	Estimated	2,000	2,000
6500000	Contract Services	Weed abatement services	Estimated	71,000	71,000

FUND	FUNCTION	CODE
100	Community Development	601

DESCRIPTION

The Community Development Department 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 develop projects for consistency with City codes and policies. Building Services provides plan check and construction inspection services 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 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

* Strive for excellence in customer service both to public and private organizations, special interest groups and individual citizens
* Actively implement the City Council's Economic Development Goals and Programs
* Strive to streamline regulations in the Zoning Ordinance to improve consistency for new development projects
* Implement new development tracking software to improve customer service and increase staff efficiency
* Create a learning organization by cross training and rotation of key staff across disciplines to increase consistency of information to the public
* Implementation of the 2014 Climate Action Plan
* Reconsider the Del Rio Specific Plan for a new land use now that Wal Mart will not develop
* Implement the downtown revitalization plan
* Actively pursue the implementation of the Del Rio Specific Plan
* Work with business owners to improve commercial signage
* Improve development review coordination of current and long range projects with the Public Works and Fire Departments
* Implement City Council goals
* Pursue grants for Economic Development activities such as El Camino Real planning
* Support CDBG funding processes and assist with new opportunities for grant funding

FUND	FUNCTION	CODE
100	Community Development	601

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Community and Economic Development	$ 1,521,289	$ 1,536,280	$ 1,853,860	$ 1,556,700	$ 1,828,910	$ 1,803,010
Total	$ 1,521,289	$ 1,536,280	$ 1,853,860	$ 1,556,700	$ 1,828,910	$ 1,803,010

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Director of Community Development	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Director of Community Development	1.00	1.00	1.00	1.00	1.00	1.00
Senior Planner	-	-	-	-	1.00	1.00
Associate Planner	1.00	1.00	1.00	1.00	1.00	1.00
Assistant Planner	1.00	1.00	1.00	1.00	1.00	1.00
Inspector II	1.00	1.00	1.00	1.00	1.00	1.00
Inspector I	2.00	2.00	2.00	2.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Support Assistant	1.75	1.75	1.75	1.75	1.75	1.75
Total	9.75	9.75	9.75	9.75	10.75	10.75

FUND	FUNCTION	CODE
100	Community Development	601

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Precise Plans			14	16	14	14
Specific Plan			-	-	-	-
Conditional Use Permits			12	8	10	12
Zone Changes			5	1	2	2
Variances			1	-	1	1
Administrative Use Permits			27	10	27	27
General Plan Amendments			3	1	3	3
Lot Line Adjustments			2	4	2	2
Parcel Maps			6	7	6	6
Tract Maps			4	4	4	4
Final Maps			8	8	8	8
Certificates of Compliance			3	5	3	3
ABC License findings			6	8	6	6
Appeals			1	1	1	1
Time Extensions			5	5	5	5
Major Tree Removals (Planning Commission)			12	4	12	12
Road Abandonments			1	1	1	1
Planning Commission Meetings			22	22	22	22
Staff Reports			85	63	85	85
Legal Notices			50	50	50	50
Public Records Requests			250	125	250	250
Permit Center Customers			6,000	6,500	7,000	7,000
Tree Protection Plans / Inspections			65	65	65	65
Long Range Planning projects			4	4	4	4

FUND	FUNCTION	CODE
100	Community Development	601

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES (continued)						
Grant Applications			2	2	2	2
Site Visits			400	425	400	400
Design Review Committee Meetings			25	25	25	25
Community Presentations/workshops			20	20	20	20
City Council Goals			7	7	7	7
Economic Development			30	30	30	30
Building Permit Plan Checks (Planning)			900	900	900	900
Building Permit Plan Checks (Building)			1,000	1,150	1,000	1,000
Building Permit Plan Checks (Public Works Support)			600	600	600	600
DRC Appearance Review (COM / IND / MFR)			25	32	25	25
Code Enforcement Support			60	35	60	60
Business License Review / Zoning Clearance			200	150	200	200
Home Occupation Permit Review			200	200	200	200
Affordable Housing Agreements			2	2	2	2
CFD Assessment Districts			3	3	3	3
Landscape and Lighting Districts (LLD)			2	2	2	2
Permits Applied-Single Family Residence			25	25	25	25
Permits Applied-Multiple Family Residential Units			100	100	100	100
Permits Applied-Commercial / Industrial			6	6	6	6
Permits Applied-Other			900	900	900	900
Building / Inspections			4,200	4,200	4,200	4,200
Permit Issuance / Public Works Support			70	70	70	70

DEPARTMENT BUDGETS

Community Development

FUND	FUNCTION	CODE
100	Community Development	601

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 658,465	$ 647,072	$ 732,700	$ 726,920	$ 844,830	$ 853,250
5200000	Wages	95,055	108,255	108,980	94,030	27,010	27,990
5300000	Overtime	5,527	4,041	14,110	9,690	14,460	14,460
5400000	Other Pay	6,732	34,886	3,890	4,530	3,990	3,990
5800000	Benefits, Insurance & Taxes	360,422	370,521	438,760	408,810	492,020	529,770
	Total Employee Services	1,126,201	1,164,775	1,298,440	1,243,980	1,382,310	1,429,460
OPERATIONS							
6050000	Office Expense	16,700	15,959	14,320	11,700	11,800	11,700
6070000	Advertising	3,573	3,908	4,000	3,000	3,500	3,500
6100000	Computer Maintenance & Replacement	83,790	93,266	129,320	132,920	137,350	138,740
6200000	Insurance	14,634	18,380	24,380	24,380	23,200	26,450
6250000	Occupancy Charges	44,310	48,060	48,210	48,210	59,170	60,560
6350000	Communications	2,754	3,226	2,040	2,700	2,900	2,900
6400000	Operating Supplies	1,715	1,137	1,030	600	650	750
6450000	Vehicle & Equipment Operating Costs	15,303	12,981	15,300	14,050	15,450	15,550
6500000	Contract Services	173,133	150,711	96,040	62,500	92,000	92,000
6600000	Professional Development	18,819	16,156	18,850	11,600	18,900	15,700
6650000	Recruitment	884	1,712	1,140	1,060	1,680	700
6990000	Contingency	-	-	5,000	-	5,000	5,000
	Total Operations	375,615	365,496	359,630	312,720	371,600	373,550

FUND		FUNCTION	CODE
100		Community Development	601

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7401180	EIR and Specific Plan Consultant Costs- Eagle Ranch	$ 19,473	$ -	$ -	$ -	$ -	$ -
7401806	El Camino Real Corridor Study	-	6,009	170,790	-	-	-
7401807	Market Assessment Study	-	-	25,000	-	-	-
71811277	Development of Housing Element and Inclusionary Housing Policy	-	-	-	-	75,000	-
	Total Special Projects	19,473	6,009	195,790	-	75,000	-
ACTIVITY TOTAL		$ 1,521,289	$ 1,536,280	$ 1,853,860	$ 1,556,700	$ 1,828,910	$ 1,803,010

FUND	FUNCTION	CODE
100	Community Development	601

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 844,830	$ 853,250
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	27,010	27,990
5300000	Overtime	Overtime costs	Estimated	14,460	14,460
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	3,990	3,990
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	492,020	529,770
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products, office equipment, and related maintenance	Estimated	11,800	11,700
6070000	Advertising	Cost of public notices and community promotions	Estimated	3,500	3,500
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	137,350	138,740
6200000	Insurance	Allocated portion of liability coverage	Allocated	23,200	26,450
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	59,170	60,560
6350000	Communications	Telephone and cell phone services	Estimated	2,900	2,900
6400000	Operating Supplies	Inspection tools, safety items and field supplies	Estimated	650	750
6450000	Vehicle & Equipment Operating Costs	Gasoline, oil, vehicle repairs, vehicle replacement and car allowance	Estimated	15,450	15,550
6500000	Contract Services	Contract arborist, contract building plan check, contract engineering plan check, special consultants, and document imaging	Estimated	92,000	92,000
6600000	Professional Development	Professional development activities and professional organization memberships for planning staff, building staff and the City Planning Commission	Estimated	18,900	15,700

FUND	FUNCTION	CODE
100	Community Development	601

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	$ 1,680	$ 700
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	5,000	5,000
71811277	Development of Housing Element and Inclusionary Housing Policy	Prepare an update to the Housing Element and Inclusionary Housing Policy for the General Plan	Estimated	75,000	-

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.

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Central Reception	$ 81,485	$ 89,381	$ 96,760	$ 96,430	$ 107,450	$ 111,440
Total	$ 81,485	$ 89,381	$ 96,760	$ 96,430	$ 107,450	$ 111,440

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Administrative Support Assistant	0.25	0.25	0.25	0.25	0.50	0.50
Total	0.25	0.25	0.25	0.25	0.50	0.50

Central Reception

FUND	FUNCTION	CODE
100	Community Development	601.7011

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Business Licenses processed			2,500			
Phone calls answered			20,000			
Bus passes sold			900			
Hours spent:						
Updating Website			65			
Copying			65			
Processing mail			260			
Issuing Building Permits			260			
Issuing Corrections			65			
Com Dev Support			200			
Public Noticing			200			
Public Records Requests			65			
Order Supplies			65			
Conference Room Reservations			130			
Telephone Coord/Visitors			585			
Bus Pass Sales			130			

DEPARTMENT BUDGETS
Central Reception

FUND	FUNCTION	CODE
100	Community Development	601.7011

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 7,367	$ 5,286	$ 10,190	$ 11,690	$ 12,340	$ 12,960
5200000	Wages	22,620	27,726	24,500	24,120	23,330	23,330
5300000	Overtime	-	63	-	430	-	-
5400000	Other Pay	663	-	-	170	-	-
5808000	Benefits, Insurance & Taxes	9,014	12,132	16,230	14,080	17,190	18,650
	Total Employee Services	39,664	45,207	50,920	50,490	52,860	54,940
OPERATIONS							
6050000	Office Expense	1,043	329	1,160	1,520	1,970	2,560
6100000	Computer Maintenance & Replacement	6,780	7,180	7,220	7,220	7,250	7,350
6200000	Insurance	1,225	1,100	1,440	1,440	1,350	1,540
6250000	Occupancy Charges	32,340	35,080	35,170	35,170	43,180	44,210
6350000	Communications	344	360	400	300	350	350
6400000	Operating Supplies	89	125	50	50	70	70
6450000	Vehicle & Equipment Operating Costs	-	-	50	40	50	50
6600000	Professional Development	-	-	230	200	250	250
6650000	Recruitment	-	-	120	-	120	120
	Total Operations	41,821	44,174	45,840	45,940	54,590	56,500
ACTIVITY TOTAL		$ 81,485	89,381	$ 96,760	$ 96,430	$ 107,450	$ 111,440

FUND	FUNCTION	CODE
100	Community Development	601.7011

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 12,340	$ 12,960
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	23,330	23,330
5808000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	17,190	18,650
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products, office equipment and related maintenance	Estimated	1,970	2,560
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	7,250	7,350
6200000	Insurance	Allocated portion of liability coverage	Allocated	1,350	1,540
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	43,180	44,210
6350000	Communications	Telephone and fax services	Estimated	350	350
6400000	Operating Supplies	Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases	Estimated	70	70
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	120	120

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

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
General Recreation Services	$ 341,992	$ 379,625	$ 395,590	$ 408,080	$ 433,090	$ 450,400
Aquatics	36,449	21,137	36,890	-	-	-
Adult Sports	26,144	33,148	36,980	37,300	37,600	38,610
Youth Sports	40,248	36,924	35,870	37,590	35,870	36,170
Contract Classes	81,621	80,959	92,080	92,060	92,080	92,080
Special Events	21,952	20,520	22,400	24,530	23,990	24,000
Skate Park	19,751	20,020	19,820	23,800	20,060	20,310
Total	$ 568,157	$ 592,333	$ 639,630	$ 623,360	$ 642,690	$ 661,570

FUND	FUNCTION	CODE
100	Community Services	711

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Recreation Supervisor	1.00	1.00	1.00	1.00	1.00	1.00
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant I	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00	3.00

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Registration Transactions	4,948	4,717	5,500	6,000	6,100	6,200
Adult Sports Participants	856	812	1,000	1,200	1,200	1,400
Contract Class Participants	2,800	2,952	3,100	3,600	3,700	3,800
Youth Sports Participants	776	659	950	950	1,000	1,000
Skate Park Participants			13,500	13,500	14,000	14,000
BBQ Reservations	148	219	230	200	250	250

FUND	FUNCTION	CODE
100	Community Services	711

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 151,613	$ 155,242	$ 164,340	$ 164,940	$ 170,930	$ 174,690
5200000	Wages	47,038	37,766	45,900	24,080	24,360	25,280
5300000	Overtime	835	516	-	1,440	-	-
5400000	Other Pay	-	9,000	-	-	-	-
5800000	Benefits, Insurance & Taxes	98,368	114,118	128,220	124,300	145,280	156,770
	Total Employee Services	297,854	316,642	338,460	314,760	340,570	356,740
OPERATIONS							
6050000	Office Expense	6,004	3,641	6,080	5,510	5,520	5,520
6070000	Advertising	22,635	24,301	26,300	23,350	26,490	26,490
6100000	Computer Maintenance & Replacement	13,170	22,540	24,180	23,130	24,250	24,560
6200000	Insurance	13,140	13,904	10,470	14,950	10,380	11,780
6250000	Occupancy	37,435	37,320	41,790	31,290	36,460	37,190
6300000	Utilities	4,347	4,053	4,850	4,350	4,350	4,350
6350000	Communications	913	897	770	850	850	850
6400000	Operating Supplies	29,563	25,568	36,740	36,490	34,560	34,830
6450000	Vehicle & Equipment Operating Costs	1,061	1,015	800	700	3,600	3,600
6500000	Contract Services	134,041	136,683	142,210	148,310	148,810	148,810
6600000	Professional Development	4,224	4,011	3,980	3,930	3,700	3,700
6650000	Recruitment	1,176	68	500	1,040	650	650
6990000	Contingency	-	-	2,500	-	2,500	2,500
	Total Operations	267,709	274,001	301,170	293,900	302,120	304,830

FUND	FUNCTION	CODE
100	Community Services	711

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7800402	Youth Scholarships	$ 1,382	$ 1,690	$ -	$ -	$ -	$ -
7805015	Senior Scholarships	1,212	-	-	-	-	-
	Total Special Projects	2,594	1,690	-	-	-	-
CAPITAL OUTLAY							
8******	Paloma Park Scoreboard	-	-	-	14,700	-	-
	Total Capital Outlay	-	-	-	14,700	-	-
ACTIVITY TOTAL		$ 568,157	$ 592,333	$ 639,630	$ 623,360	$ 642,690	$ 661,570

FUND	FUNCTION	CODE
100	Community Services	711

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 170,930	$ 174,690
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	24,360	25,280
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	145,280	156,770
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	5,520	5,520
6070000	Advertising	Advertising for special events	Estimated	26,490	26,490
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	24,250	24,560
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	10,380	11,780
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	36,460	37,190
6300000	Utilities	Water, electricity, and natural gas	Estimated	4,350	4,350
6350000	Communications	Telephone and cell phone services	Estimated	850	850
6400000	Operating Supplies	Activity supplies, softballs, uniforms, trophies, minor recreation equipment, decorations for events, food/drink for events and other supplies	Estimated	34,560	34,830
6450000	Vehicle & Equipment Operating Costs	Vehicle repair, maintenance and replacement costs, gasoline, oil and mileage reimbursement	Estimated	3,600	3,600
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	148,810	148,810
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	3,700	3,700

FUND	FUNCTION	CODE
100	Community Services	711

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6650000	Recruitment	Cost of employee recruitment including advertising and processing charges	Estimated	$ 650	$ 650
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	2,500	2,500

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Lake Pavilion Operations	$ 239,790	$ 253,137	$ 268,740	$ 283,050	$ 267,730	$ 274,960
Total	$ 239,790	$ 253,137	$ 268,740	$ 283,050	$ 267,730	$ 274,960
SUMMARY OF POSITIONS						
Recreation Coordinator	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Worker II	0.20	0.20	0.20	-	-	-
Total	1.20	1.20	1.20	1.00	1.00	1.00

FUND	FUNCTION	CODE
100	Community Services	712

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Number of private group rentals	51	57	45	42	45	45
Number of non-profit group rentals	295	311	290	285	300	300
Number of City-sponsored rentals	57	54	50	44	50	50
Total hours of use for Recreation classes	177	140	180	165	170	170
Total hours of facility use	1,913	2,402	3,500	2,271	2,300	2,300
Hours of non-profit group use	1,016	1,322	1,000	1,294	1,400	1,400
Hours of City-sponsored use	312	338	300	279	300	300
Hours of private party use	408	603	450	534	540	540
Number of weddings	13	25	18	20	20	20
Number of fundraisers	7	10	8	7	10	10
Number of meetings	97	88	90	78	90	90
Number of banquets	10	9	10	8	10	10

FUND	FUNCTION	CODE
100	Community Services	712

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 64,859	$ 56,139	$ 70,800	$ 57,230	$ 58,560	$ 58,560
5200000	Wages	31,798	37,154	25,940	37,380	40,560	42,300
5300000	Overtime	935	2,379	-	740	-	-
5400000	Other Pay	1,298	4,853	-	-	-	-
5800000	Benefits, Insurance & Taxes	44,594	41,958	45,010	44,240	47,810	51,570
	Total Employee Services	143,484	142,483	141,750	139,590	146,930	152,430
OPERATIONS							
6050000	Office Expense	952	799	1,340	670	1,340	1,340
6070000	Advertising	3,675	4,418	5,000	2,400	4,740	4,740
6100000	Computer Maintenance & Replacement	7,790	9,570	9,640	9,640	9,640	9,770
6200000	Insurance	3,874	4,991	6,530	6,530	6,580	7,390
6250000	Occupancy	35,510	39,030	38,930	38,930	37,450	38,240
6300000	Utilities	19,339	21,706	24,730	22,200	24,730	24,730
6350000	Communications	1,306	1,204	1,550	1,310	2,010	2,010
6400000	Operating Supplies	6,370	5,014	6,730	6,700	9,250	9,250
6450000	Vehicle & Equipment Operating Costs	990	355	1,270	1,380	1,270	1,270
6500000	Contract Services	16,218	22,621	23,040	22,080	23,080	23,080
6600000	Professional Development	250	250	400	250	400	400
6650000	Recruitment	32	257	310	250	310	310
6740000	Business Development	-	439	-	-	-	-
	Total Operations	96,306	110,654	119,470	112,340	120,800	122,530

FUND	FUNCTION	CODE
100	Community Services	712

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7155003	Flooring Projects	$ -	$ -	$ 5,000	$ 20,400	$ -	$ -
7155080	Plumbing Projects	-	-	-	3,400	-	-
7XXXXXX	Door/Window Repairs	-	-	-	4,800	-	-
	Total Special Projects	-	-	5,000	28,600	-	-
CAPITAL OUTLAY							
8104078	Ice Machine	-	-	2,520	2,520	-	-
	Total Capital Outlay	-	-	2,520	2,520	-	-
ACTIVITY TOTAL		$ 239,790	$ 253,137	$ 268,740	$ 283,050	$ 267,730	$ 274,960

FUND	FUNCTION	CODE
100	Community Services	712

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 58,560	$ 58,560
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	40,560	42,300
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance, and fringe benefits	Estimated	47,810	51,570
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,340	1,340
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	9,640	9,770
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	6,580	7,390
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	37,450	38,240
6300000	Utilities	Water, electricity, and natural gas	Estimated	24,730	24,730
6350000	Communications	Telephone and cell phone services	Estimated	2,010	2,010
6400000	Operating Supplies	Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases	Estimated	9,250	9,250
6450000	Vehicle & Equipment Operating Costs	Mileage reimbursement	Estimated	1,270	1,270
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	23,080	23,080
6600000	Professional Development	California Parks and Recreation Society conference and local workshops	Estimated	400	400
6650000	Recruitment	Cost of employee recruitment including advertising and other charges	Estimated	310	310

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 in 2019
* Pursue funding support to continue to implement master plan changes
* Continue to develop and implement new Education Strategic Plan

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Zoo Services	$ 889,729	$ 862,798	$ 947,520	$ 920,860	$ 974,910	$ 1,012,050
Zoo Education	21,125	20,852	21,030	56,950	37,740	37,790
Zoo Gift Shop	81,047	83,769	94,440	77,640	77,630	77,670
Total	$ 991,901	$ 967,419	$ 1,062,990	$ 1,055,450	$ 1,090,280	$ 1,127,510

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Zoo Director	1.00	1.00	1.00	1.00	1.00	1.00
Senior Zoo Keeper	1.00	-	1.00	-	-	-
Zoo Keeper I	4.00	3.00	4.00	3.00	3.00	3.00
Lead Zookeeper	-	2.00	-	2.00	2.00	2.00
Zoo Education Curator	-	-	-	1.00	1.00	1.00
Maintenance Worker II	0.80	0.80	0.80	-	-	-
Total	6.80	6.80	6.80	7.00	7.00	7.00

FUND	FUNCTION	CODE
100	Community Services	714

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Zoo Attendance	63,347	69,960	76,000	82,000	85,000	90,000
Exhibits	63	66	69	70	72	75
Acres Maintained	5	6	6	6	6	6

FUND	FUNCTION	CODE
100	Community Services	714

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 326,758	$ 275,367	$ 353,720	$ 352,630	$ 374,840	$ 383,600
5200000	Wages	81,117	76,663	89,220	84,610	91,400	95,530
5300000	Overtime	3,038	1,480	11,070	1,600	11,350	11,350
5400000	Other Pay	10,689	19,810	1,490	1,770	1,530	1,530
5800000	Benefits, Insurance & Taxes	218,714	199,795	256,620	241,940	259,820	280,480
	Total Employee Services	640,316	573,115	712,120	682,550	738,940	772,490
OPERATIONS							
6050000	Office Expense	1,666	2,526	1,820	2,380	1,780	1,780
6070000	Advertising	261	-	1,000	-	500	500
6100000	Computer Maintenance & Replacement	34,975	39,135	39,360	39,360	41,620	42,180
6200000	Insurance	9,315	14,541	19,010	19,010	16,910	19,180
6250000	Occupancy	37,406	40,617	40,430	40,430	39,940	40,790
6300000	Utilities	48,030	53,811	41,550	41,550	43,500	43,500
6350000	Communications	982	1,234	580	560	1,390	1,390
6400000	Operating Supplies	82,369	98,579	96,120	106,140	95,930	95,930
6450000	Vehicle & Equipment Operating Costs	7,774	8,966	6,570	6,530	6,170	6,170
6500000	Contract Services	58,486	67,203	58,930	56,950	58,500	58,500
6600000	Professional Development	11,733	14,897	10,400	10,300	10,000	10,000
6650000	Recruitment	615	794	100	220	100	100
4100000	Gift Shop Retail	34,107	35,482	35,000	35,000	35,000	35,000
	Total Operations	327,719	377,785	350,870	358,430	351,340	355,020

FUND		FUNCTION					CODE
100		Community Services					714

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7107430	Animal Acquisition	$ 2,180	$ 3,550	$ -	$ 4,630	$ -	$ -
7101534	Refrigerator	-	406	-	-	-	-
7107475	Zoo Exhibit Improvements	7,262	3,049	-	940	-	-
7701056	Zoo Exhibit Repair Projects	1,286	1,200	-	460	-	-
	Total Special Projects	10,728	8,205	-	8,170	-	-
CAPITAL PROJECTS							
8105011	HVAC Unit	-	3,168	-	-	-	-
8901579	Zoo Electrical Upgrade	3,542	-	-	-	-	-
8741508	New Madagascar Radiated Tortoise Exhibit	4,158	-	-	-	-	-
8107475	New Walkabout Wallaby Exhibit	686	-	-	-	-	-
8741746	Macaw Exhibit Shelter	4,752	-	-	-	-	-
8741866	New Red Panda Exhibit	-	5,146	-	6,300	-	-
	Total Capital Projects	13,138	8,314	-	6,300	-	-
ACTIVITY TOTAL		$ 991,901	$ 967,419	$ 1,062,990	$ 1,055,450	$ 1,090,280	$ 1,127,510

FUND	FUNCTION	CODE
100	Community Services	714

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 374,840	$ 383,600
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	91,400	95,530
5300000	Overtime	Overtime costs	Estimated	11,350	11,350
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	1,530	1,530
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	259,820	280,480
6050000	Office Expense	Postage, printing, office supplies and office equipment maintenance	Estimated	1,780	1,780
6070000	Advertising	Advertising and marketing of the Zoo	Estimated	500	500
6100000	Computer Maintenance & Replacement	Allocation of computer and telephone maintenance and replacement costs	Allocated	41,620	42,180
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	16,910	19,180
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	39,940	40,790
6300000	Utilities	Water, electricity, natural gas, and propane	Estimated	43,500	43,500
6350000	Communications	Telephone services and radio repairs and batteries	Estimated	1,390	1,390
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	95,930	95,930
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts, maintenance, repairs, gas, oil and vehicle replacement	Estimated	6,170	6,170
6500000	Contract Services	Veterinary care, alarm services, janitorial services, and other minor contract services	Estimated	58,500	58,500

FUND	FUNCTION	CODE
100	Community Services	714

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 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	$ 10,000	$ 10,000
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	35,000	35,000

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

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Community Center Programming	$ 55,877	$ 52,600	$ 53,570	$ 60,890	$ 53,780	$ 56,600
Community Center Maintenance	165,390	169,225	187,590	198,130	192,750	196,370
	$ 221,267	$ 221,825	$ 241,160	$ 259,020	$ 246,530	$ 252,970

FUND	FUNCTION	CODE
100	Community Services	717

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Teen Center Hours Open			1,200	1,200	1,200	1,200
Number of Teen Center Members			250	225	250	250
Special Events Held			175	150	160	165
Classes Offered at Facility			350	375	350	350
Facility Rentals			230	250	250	250

DEPARTMENT BUDGETS

Colony Park Community Center

FUND	FUNCTION	CODE
100	Community Services	717

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5200000	Wages	$ 38,959	$ 38,070	$ 37,250	$ 41,310	$ 38,410	$ 40,910
5400000	Other Pay	-	500	-	-	-	-
5800000	Benefits, Insurance & Taxes	7,296	6,265	6,000	8,920	2,390	2,640
	Total Employee Services	46,255	44,835	43,250	50,230	40,800	43,550
OPERATIONS							
6050000	Office Expense	325	741	1,180	1,330	1,380	1,380
6070000	Advertising	-	353	400	400	400	400
6100000	Computer Maintenance & Replacement	10,482	5,950	5,970	5,970	8,620	8,720
6300000	Insurance	7,490	10,130	13,460	13,460	14,070	15,570
6250000	Occupancy	88,055	95,902	95,420	95,420	99,980	102,070
6300000	Utilities	46,446	46,531	45,350	49,350	45,970	45,970
6350000	Communications	1,553	1,555	1,440	2,000	2,000	2,000
6400000	Operating Supplies	9,125	8,225	14,050	11,970	12,620	12,620
6450000	Vehicle & Equipment Operating Costs	-	1,390	1,150	1,150	1,150	1,150
6500000	Contract Services	11,210	6,083	17,880	14,380	17,880	17,880
6600000	Professional Development	-	-	1,350	1,150	1,150	1,150
6650000	Recruitment	-	130	260	320	510	510
	Total Operations	174,686	176,990	197,910	196,900	205,730	209,420
SPECIAL PROJECTS							
7101022	Folding Chairs & Tables	326	-	-	-	-	-
7******	Drinking Fountains	-	-	-	1,890	-	-
7******	Restroom Upgrades	-	-	-	10,000	-	-
	Total Special Projects	326	-	-	11,890	-	-
ACTIVITY TOTAL		$ 221,267	$ 221,825	$ 241,160	$ 259,020	$ 246,530	$ 252,970

FUND	FUNCTION	CODE
100	Community Services	717

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	$ 38,410	$ 40,910
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	2,390	2,640
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,380	1,380
6070000	Advertising	Advertising for programs and special events	Estimated	400	400
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	8,620	8,720
6300000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	14,070	15,570
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	99,980	102,070
6300000	Utilities	Water, electricity, and natural gas	Estimated	45,970	45,970
6350000	Communications	Telephone, cell phone, alarm, and internet charges	Estimated	2,000	2,000
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	12,620	12,620
6450000	Vehicle & Equipment Operating Costs	Vehicle and kitchen equipment repair and maintenance costs; vehicle gasoline, oil and replacement costs	Estimated	1,150	1,150
6500000	Contract Services	Equipment rental and repairs, alarm service, building and landscape maintenance, janitorial services, pest control, and other miscellaneous contract services	Estimated	17,880	17,880
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	1,150	1,150
6650000	Recruitment	Cost of employee recruitment including advertising, physicals and other processing charges	Estimated	510	510

FUND	FUNCTION	CODE
100	Public Works	801

DESCRIPTION

The Public Works Administration Division has oversight responsibility for the Capital Improvement Program, public works development review, traffic, solid waste and recycling, utilities and miscellaneous engineering services. The Division supports the City Council and City Manager in providing the Community with quality public works facilities and services.

Department Mission Statement: Enhance the Community by creating and preserving the Colony's infrastructure, mobility and environmental systems with efficiency, responsibility and integrity.

GOALS AND OBJECTIVES

* Seek alternative funding sources for infrastructure
* Implement streamlining measures in the development review process
* Maximize the use of in-house capabilities prior to contracting out services
* Implement cost and energy savings measures in all areas of operations

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Engineering and Development Services	$ 844,375	$ 909,666	$ 967,980	$ 879,570	$ 1,024,600	$ 986,920
Total	$ 844,375	$ 909,666	$ 967,980	$ 879,570	$ 1,024,600	$ 986,920

SUMMARY OF POSITIONS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Deputy Public Works Director	1.00	1.00	1.00	1.00	1.00	1.00
Associate Civil Engineer	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Maintenance Leadworker	1.00	-	1.00	-	-	-
Public Works Inspector	-	1.00	-	1.00	1.00	1.00
Office Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00	6.00	6.00

FUND	FUNCTION	CODE
100	Public Works	801

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Encroachment Permits Issued	75	100	50	150	150	150
Capital Projects Completed	8	8	20	10	10	10
Capital Project Costs (Estimated)	$ 3,500,000	$ 6,000,000	$ 6,500,000	$ 6,500,000	$ 6,500,000	$ 6,500,000
Special Projects Completed	3	3	5	5	5	5
Other Construction Project Costs (Estimated)	$ 50,000	$ 50,000	$ 100,000	$ 150,000	$ 100,000	$ 100,000
Traffic Issues Evaluated	22	17	30	20	25	25
Inspections Performed (Estimated)	300	400	350	400	400	400
Stormwater MS4 Program Issues	15	20	20	20	25	25

DEPARTMENT BUDGETS
Public Works Administration

FUND	FUNCTION	CODE
100	Public Works	801

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 471,808	$ 489,974	$ 513,660	$ 494,710	$ 527,240	$ 527,240
5200000	Wages	-	5,603	6,390	-	6,390	6,390
5300000	Overtime	12	924	-	570	-	-
5400000	Other Pay	2,041	19,843	920	1,460	950	950
5800000	Benefits, Insurance & Taxes	200,455	202,901	241,130	223,940	253,250	272,460
	Total Employee Services	674,316	719,245	762,100	720,680	787,830	807,040
OPERATIONS							
6050000	Office Expense	6,617	4,613	5,500	5,500	5,000	5,000
6070000	Advertising	-	155	250	-	-	-
6100000	Computer Maintenance & Replacement	44,662	54,862	55,390	58,930	59,050	59,730
6200000	Insurance	9,108	9,540	12,590	12,590	13,030	14,840
6250000	Occupancy Charges	18,160	19,700	19,750	19,750	24,240	24,820
6350000	Communications	2,391	2,531	2,500	2,750	3,000	3,000
6400000	Operating Supplies	15,539	15,121	17,000	17,000	17,000	17,000
6450000	Vehicle & Equipment Operating Costs	7,061	11,716	9,300	10,200	10,250	10,250
6500000	Contract Services	25,472	17,059	13,750	14,900	25,000	25,000
6600000	Professional Development	5,136	4,160	5,000	10,270	12,860	12,900
6650000	Recruitment	277	86	800	-	340	340
6990000	Contingency	-	-	7,000	7,000	7,000	7,000
	Total Operations	134,423	139,543	148,830	158,890	176,770	179,880

FUND	FUNCTION	CODE
100	Public Works	801

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7505018	Document Scanning	$ -	$ 2,558	$ 7,440	$ -	$ -	$ -
7708015	Development of 5-Year Capital Improvement Program	998	-	7,680	-	-	-
7701834	Downtown Watershed Plan	-	38,770	6,230	-	-	-
7701482	Storm Water Permit Compliance	-	509	11,490	-	-	-
7701755	Local Area Management Plan	31,750	9,041	24,210	-	-	-
7700882	NPDES-Water Control Basin Plan Phase II	514	-	-	-	-	-
770XXXX	Speed Zone Survey Update	-	-	-	-	60,000	-
	Total Special Projects	33,262	50,878	57,050	-	60,000	-
OTHER USES							
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Radio Simulcast Project	2,374	-	-	-	-	-
	Total Other Uses	2,374	-	-	-	-	-
ACTIVITY TOTAL		$ 844,375	$ 909,666	$ 967,980	$ 879,570	$ 1,024,600	$ 986,920

FUND	FUNCTION	CODE
100	Public Works	801

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 527,240	$ 527,240
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	6,390	6,390
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	950	950
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	253,250	272,460
6050000	Office Expense	Postage, printing, copying and office supplies	Estimated	5,000	5,000
6070000	Advertising	Public notices	Estimated	-	-
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs and specialty software support costs	Allocated	59,050	59,730
6200000	Insurance	Allocated portion of liability coverage	Allocated	13,030	14,840
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	24,240	24,820
6350000	Communications	Telephone and cell phone services	Estimated	3,000	3,000
6400000	Operating Supplies	Equipment, permits, food for meetings, and other operating supplies	Estimated	17,000	17,000
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance, repairs, maintenance, gas, and mileage reimbursements	Estimated	10,250	10,250
6500000	Contract Services	General City engineering services, engineering plan check services, scanning services, and other contract services	Estimated	25,000	25,000
6600000	Professional Development	Conferences, memberships, subscriptions, books and other training materials	Estimated	12,860	12,900
6650000	Recruitment	Cost of employee recruitment including advertising, physicals and other processing charges	Estimated	340	340
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	7,000	7,000
770XXXX	Speed Zone Survey Update	Update to the speed zone survey on each street section required to be performed every ten years	Estimated	60,000	-

FUND	FUNCTION	CODE
100	Public Works	801.8011

DESCRIPTION

Public Works Operations has responsibility for oversight of the maintenance operations for the City's Streets, Building Maintenance and Parks Divisions. The Operations Division is also responsible for maintenance of the storm drain system, keeping the public right-of-way clear of obstructions and management of a variety of formal and informal capital improvement projects.

GOALS AND OBJECTIVES

* Consistently provide quality customer service
* Inspect and catalog all City infrastructure deferred maintenance and prepare replacement schedules
* Plan, design and manage the construction of minor capital improvement projects in all Divisions
* Optimize staffing and workload to maximize the efficiency of the department

SUMMARY OF SERVICE PROGRAMS	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
Public Works Operational Administration	$ 243,272	$ 257,777	$ 259,780	$ 278,620	$ 287,430	$ 270,650
Total	$ 243,272	$ 257,777	$ 259,780	$ 278,620	$ 287,430	$ 270,650

SUMMARY OF POSITIONS						
Capital Projects Manager	1.00	1.00	1.00	1.00	1.00	1.00
Office Assistant III	1.00	1.00	1.00	1.00	1.00	1.00
Total	2.00	2.00	2.00	2.00	2.00	2.00

PERFORMANCE/WORKLOAD MEASURES

Public Works Operations provides a support function for the maintenance operation divisions and performance/workload measures of each of these divisions (Streets, Building Maintenance, and Parks) include Public Works Operations functions.

FUND		FUNCTION					CODE
100		Public Works					801.8011

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 122,780	$ 122,600	$ 126,890	$ 127,620	$ 129,940	$ 129,940
5400000	Other Pay	1,270	7,066	1,209	1,210	1,240	1,240
5800000	Benefits, Insurance & Taxes	73,491	74,183	82,770	79,990	86,350	92,460
	Total Employee Services	197,541	203,849	210,870	208,820	217,530	223,640
OPERATIONS							
6050000	Office Expense	2,011	2,172	2,900	1,650	2,150	2,150
6100000	Computer Maintenance & Replacement	9,410	13,480	13,570	13,570	11,340	11,500
6200000	Insurance	3,123	4,042	5,330	5,330	5,510	6,220
6250000	Occupancy Charges	10,024	12,271	11,280	11,140	12,110	12,350
6300000	Utilities	8,655	9,592	8,500	8,600	8,500	8,500
6350000	Communications	1,651	1,419	1,600	1,600	1,600	1,600
6400000	Operating Supplies	1,570	1,461	1,400	1,260	1,280	1,280
6450000	Vehicle & Equipment Operating Costs	1,496	6,225	1,400	1,650	1,710	1,710
6500000	Contract Services	1,800	-	-	200	24,500	500
6600000	Professional Development	2,562	3,266	2,930	1,000	1,200	1,200
6650000	Recruitment	87	-	-	-	-	-
6990000	Contingency	-	-	-	-	-	-
	Total Operations	42,389	53,928	48,910	46,000	69,900	47,010
SPECIAL PURCHASES							
7******	Hand-held Radios	-	-	-	7,500	-	-
7******	Downtown Bird Control Program	-	-	-	16,300	-	-
	Total Special Purchases	-	-	-	23,800	-	-
CAPITAL OUTLAY							
8104012	Iron Working Tool	3,342	-	-	-	-	-
	Total Capital Outlay	3,342	-	-	-	-	-

FUND	FUNCTION	CODE
100	Public Works	801.8011

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
ACTIVITY TOTAL		$ 243,272	$ 257,777	$ 259,780	$ 278,620	$ 287,430	$ 270,650

FUND	FUNCTION	CODE
100	Public Works	801.8011

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 129,940	$ 129,940
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	1,240	1,240
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	86,350	92,460
6050000	Office Expense	Postage, printing, copying and office supplies	Estimated	2,150	2,150
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	11,340	11,500
6200000	Insurance	Allocated portion of liability coverage	Allocated	5,510	6,220
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	12,110	12,350
6300000	Utilities	Disposal fees, water, natural gas and electricity	Estimated	8,500	8,500
6350000	Communications	Telephone and cell phone services	Estimated	1,600	1,600
6400000	Operating Supplies	Miscellaneous minor operating supplies	Estimated	1,280	1,280
6450000	Vehicle & Equipment Operating Costs	Vehicle repairs, gas and mileage reimbursements	Estimated	1,710	1,710
6500000	Contract Services	California Conservation Corps projects including brush removal and cleanup, large scale landscaping activities, and maintenance of trails, medians, boulevards	Estimated	24,500	500
6600000	Professional Development	Conferences, memberships, subscriptions, books and other training materials	Estimated	1,200	1,200

FUND	FUNCTION	CODE
100	Public Works	813

DESCRIPTION

The Parks Division is responsible for maintenance of City parks, trees, medians and grounds. The City maintains the Atascadero Lake Park Complex including playground equipment, barbeques, picnic areas, the lake and grounds. The City also maintains the Paloma Creek Park Sports Complex and Playground, Colony Park, Sunken Gardens Park and City Administration grounds. In addition to the City's parks, the Division maintains City parking lots and planters.

GOALS AND OBJECTIVES

* Improve irrigation efficiency and reduce water costs
* Develop and maintain an annual parks maintenance program
* Continue to provide quality recreational activities for the community through the maintenance of the City parks
* Consistently provide quality customer service
* Implement cost and energy savings measures

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Parks & Facilities	$ 557,256	$ 656,755	$ 714,960	$ 641,000	$ 712,210	$ 729,150
Parks Donations	-	4,985	-	-	-	-
Total	$ 557,256	$ 661,740	$ 714,960	$ 641,000	$ 712,210	$ 729,150
SUMMARY OF POSITIONS						
Maintenance Leadworker	1.00	-	1.00	-	-	-
Senior Maintenance Worker	-	1.00	-	1.00	1.00	1.00
Maintenance Worker II	2.00	2.00	2.00	2.00	2.00	2.00
Maintenance Worker I	1.40	1.40	1.40	1.40	1.40	1.40
Total	4.40	4.40	4.40	4.40	4.40	4.40

FUND	FUNCTION	CODE
100	Public Works	813

PERFORMANCE/WORKLOAD MEASURES

The work performed by the Division's field crew is broken into five categories. Routine Park Maintenance includes trash pick-up, cleaning restrooms and cleaning parking lots. Landscape Maintenance involves mowing and edging lawn areas, bush and tree trimming, irrigation maintenance and repair, weed abatement and field renovation. Facility Maintenance includes maintenance, inspection and repair of benches, BBQs, bridges, walkways, electrical, lighting, fences, and playground equipment. Public Assistance involves assisting the public in using and understanding the park system. Playground Inspection and Maintenance includes inspecting playground equipment for safety hazards and items in need of repair.

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Routine Park Maintenance Hours	3,010	3,075	3,120	3,120	3,120	3,120
Landscape Maintenance Hours	2,490	2,680	2,650	2,650	2,650	2,650
Facility Maintenance Hours	425	440	450	450	450	450
Public Assistance Hours	190	205	200	200	200	200
Playground Equipment Inspection and Maintenance	205	210	200	200	200	200
Pesticide Application and Reporting Hours	335	340	340	340	340	340
Irrigation Maintenance and Repair Hours	980	1,005	1,000	1,000	1,000	1,000
Equipment Maintenance Hours	350	330	325	325	325	325
Park Projects	210	190	200	200	200	200
Public Works Assistance Hours	150	165	150	150	150	150
Community Services Assistance Hours	260	250	275	275	275	275
Lake Water Quality Hours	280	295	300	300	300	300
Maintenance Contract Monitoring	150	140	150	150	150	150
Open Space Management Hours	105	95	100	100	100	100
Training/Meeting Hours	150	155	150	150	150	150
Park Administration Hours	210	190	200	200	200	200

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

FUND	FUNCTION	CODE
100	Public Works	813

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 146,417	$ 157,892	$ 214,680	$ 175,660	$ 222,300	$ 224,150
5300000	Overtime	958	762	17,100	2,210	11,460	11,460
5400000	Other Pay	5,597	11,941	2,010	7,620	800	800
5800000	Benefits, Insurance & Taxes	100,429	124,749	177,790	137,010	172,760	185,730
	Total Employee Services	253,401	295,344	411,580	322,500	407,320	422,140
OPERATIONS							
6100000	Computer Maintenance & Replacement	7,760	8,790	8,840	8,840	8,380	8,500
6200000	Insurance	6,841	8,140	11,160	11,160	10,980	12,450
6250000	Occupancy	20,760	23,350	23,330	23,330	24,920	25,450
6300000	Utilities	120,715	139,256	149,000	148,800	149,000	149,000
6350000	Communications	1,471	2,223	2,000	1,800	2,000	2,000
6400000	Operating Supplies	39,835	54,658	46,000	45,780	43,520	43,120
6450000	Vehicle & Equipment Operating Costs	19,309	21,442	29,960	27,890	28,540	28,640
6500000	Contract Services	70,039	57,105	27,900	45,780	30,350	30,150
6600000	Professional Development	981	3,223	2,000	2,000	3,000	3,500
6650000	Recruitment	315	294	500	430	950	950
	Total Operations	288,026	318,481	300,690	315,810	301,640	303,760

FUND 100		FUNCTION Public Works					CODE 813
OBJECT NUMBER	**EXPENSE CLASSIFICATION**	**2016-2017 ACTUAL**	**2017-2018 ACTUAL**	**2018-2019 BUDGETED**	**2018-2019 ESTIMATED**	**2019-2020 REQUESTED**	**2020-2021 REQUESTED**
SPECIAL PROJECTS							
7106017	Memorial Park Benches	$ -	$ 263	$ -	$ -	$ -	$ -
7131301	Lake Fill Line Protection Project	179	-	-	-	-	-
7106099	Blade Grinder	698	-	-	-	-	-
7131716	Lake Boat Dock Repair	3,682	-	-	-	-	-
7155079	Backflow Valve Replacement	9,870	-	-	-	-	-
	Total Special Purchases & Projects	14,429	263	-	-	-	-
CAPITAL OUTLAY							
7103019	Lake Park Lower Restroom Repair	-	3,362	-	-	-	-
8701716	Slurry Seal and Stripe Parking Lots	-	42,890	-	-	-	-
	Total Capital Outlay	-	46,252	-	-	-	-
OTHER USES							
9505075	Transfer to Landscaping & Lighting Fund for City's Contribution to Las Lomas Open Space Maintenance	-	-	1,290	1,290	1,850	1,850
9505077	Transfer to Landscaping & Lighting Fund for City's Contribution to De Anza Open Space Maintenance	1,400	1,400	1,400	1,400	1,400	1,400
	Total Others Uses	1,400	1,400	2,690	2,690	3,250	3,250
ACTIVITY TOTAL		$ 557,256	$ 661,740	$ 714,960	$ 641,000	$ 712,210	$ 729,150

FUND	FUNCTION	CODE
100	Public Works	813

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 222,300	$ 224,150
5300000	Overtime	Overtime costs	Estimated	11,460	11,460
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	800	800
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	172,760	185,730
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated/ Contract	8,380	8,500
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	10,980	12,450
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	24,920	25,450
6300000	Utilities	Park lights, water, and natural gas	Estimated	149,000	149,000
6350000	Communications	Telephone and cell phone services and batteries	Estimated	2,000	2,000
6400000	Operating Supplies	Hardware, lumber, small tools, irrigation supplies, fertilizer, plants, grass seed, restroom supplies, field paint, building repair supplies, pest control, uniforms and personal safety supplies	Estimated	43,520	43,120
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts, vehicle maintenance, vehicle repairs, gas and oil	Estimated	28,540	28,640
6500000	Contract Services	Tree services, electrical repairs, plumbing repairs, janitorial services and portable restroom rental	Estimated	30,350	30,150
6600000	Professional Development	Conferences, seminars, dues, subscriptions, books and other training materials	Estimated	3,000	3,500
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	950	950
9505075	Transfer to Landscaping & Lighting Fund for City's Contribution to Las Lomas Open Space Maintenance	Transfer to the Landscaping & Lighting Fund for the City's Contribution to Las Lomas open space maintenance	Allocated	1,850	1,850

FUND	FUNCTION	CODE
100	Public Works	813

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
9505077	Transfer to Landscaping & Lighting Fund for City's Contribution to De Anza Open Space Maintenance	Transfer to the Landscaping & Lighting Fund for the City's contribution to De Anza open space maintenance	Allocated	1,400	1,400

FUND	FUNCTION	CODE
615	Public Works	815

DESCRIPTION

Building Maintenance is a division of the Public Works Department. The Division is responsible for routine custodial maintenance and repairs at City Hall, the Pavilion, the Public Works Corporate Yard, the Wastewater Treatment Plant and Colony Park Community Center. In addition, the Division is responsible for all repairs and minor capital improvement projects at all City buildings. The Division also provides technical assistance to all departments for construction related issues and provides management and maintenance support for minor Parks, Fire Department and Police Department related capital improvement projects. The Building Maintenance staff responds to all facility-related work requests for all departments that are above and beyond the normal scheduled duties, responding to over 300 requests from employees and the public.

GOALS AND OBJECTIVES

* Create and maintain lists and calendars of building maintenance activities and projects
* Create an electronic maintenance request form and tracking system
* Implement a facility-wide safety inspection program
* Implement a facility maintenance inspection program
* Consistently provide quality customer service

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Building Maintenance	$ 496,212	$ 518,197	$ 621,840	$ 561,600	$ 590,930	$ 604,330
Total	$ 496,212	$ 518,197	$ 621,840	$ 561,600	$ 590,930	$ 604,330
SUMMARY OF POSITIONS						
Senior Building Maintenance Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Building Maintenance Specialist	2.00	2.00	2.00	2.00	2.00	2.00
Total	3.00	3.00	3.00	3.00	3.00	3.00

FUND	FUNCTION	CODE
615	Public Works	815

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
PERFORMANCE/WORKLOAD MEASURES						
Number of buildings maintained	12	12	12	12	12	12
Number of Trouble Tickets/Work Requests completed	280	305	300	300	300	300
Number of meeting set-ups completed	25	30	20	35	30	30
Square foot of building space maintained	114,800	114,800	114,800	114,800	114,800	114,800
Number of minor repair projects completed	305	325	320	330	320	320

Building Maintenance

FUND	FUNCTION	CODE
615	Public Works	815

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 146,300	$ 146,047	$ 155,170	$ 143,970	$ 161,180	$ 162,210
5300000	Overtime	681	830	1,120	750	1,150	1,150
5400000	Other	1,552	9,614	880	260	900	900
5800000	Benefits, Insurance & Taxes	105,796	115,053	121,790	121,010	141,180	150,300
	Total Employee Services	254,329	271,544	278,960	265,990	304,410	314,560
OPERATIONS							
6100000	Computer Maintenance & Replacement	2,710	3,010	3,030	3,030	3,070	3,110
6200000	Insurance	27,008	38,600	50,960	50,970	55,340	61,120
6300000	Utilities	77,202	79,114	76,000	78,250	78,250	78,250
6350000	Communications	2,498	2,493	2,000	2,250	2,500	2,500
6400000	Operating Supplies	18,956	23,918	22,750	21,100	20,000	20,000
6450000	Vehicle & Equipment Operating Costs	5,331	11,277	12,580	11,750	12,000	12,000
6500000	Contract Services	34,583	38,081	48,000	35,160	45,000	45,000
6600000	Professional Development	-	-	2,000	2,000	6,000	6,000
6650000	Recruitment	-	-	500	-	80	80
6900000	Department Service Allocation	49,720	47,660	47,560	47,560	54,280	51,710
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	218,008	244,153	275,380	252,070	286,520	289,770

DEPARTMENT BUDGETS

Building Maintenance

FUND	FUNCTION	CODE
615	Public Works	815

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7151772	Termite Repairs - Police Station	$ 5,885	$ -	$ -	$ -	$ -	$ -
	Total Special Projects	5,885	-	-	-	-	-
CAPITAL OUTLAY							
8105011	HVAC Units	-	-	-	22,400	-	-
8901625	Fire Station #1 Office Remodel	-	2,500	67,500	9,800	-	-
8104081	City Hall Window Replacement	-	-	-	11,340	-	-
8901634	Police Station Bathroom/Locker Room Remodel	17,990	-	-	-	-	-
	Total Capital Outlay	17,990	2,500	67,500	43,540	-	-
ACTIVITY TOTAL		$ 496,212	$ 518,197	$ 621,840	$ 561,600	$ 590,930	$ 604,330

FUND	FUNCTION	CODE
615	Public Works	815

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 161,180	$ 162,210
5300000	Overtime	Overtime	Estimated	1,150	1,150
5400000	Other	Standby pay, call-outs and leave payoffs	Estimated	900	900
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	141,180	150,300
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	3,070	3,110
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	55,340	61,120
6300000	Utilities	Water, electricity and natural gas	Estimated	78,250	78,250
6350000	Communications	Telephone and cell phone services and batteries	Estimated	2,500	2,500
6400000	Operating Supplies	Building maintenance and landscape supplies, uniforms and personal safety supplies, tools, janitorial supplies and other operating supplies	Estimated	20,000	20,000
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts and repairs, gas, oil and vehicle replacement	Estimated	12,000	12,000
6500000	Contract Services	Heating and air conditioning repairs, alarm services, electrician services, equipment rental and other contract services	Estimated	45,000	45,000
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	6,000	6,000
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals, and other processing charges	Estimated	80	80
6900000	Department Service Allocation	Allocation of services provided by the Public Works Administration division to this division	Allocated	54,280	51,710
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Streets Maintenance Services	$ 917,567	$ 1,065,294	$ 1,572,020	$ 1,528,430	$ 1,144,810	$ 2,024,260
Total	$ 917,567	$ 1,065,294	$ 1,572,020	$ 1,528,430	$ 1,144,810	$ 2,024,260
SUMMARY OF POSITIONS						
Senior Mainenance Worker	-	1.00	-	1.00	1.00	1.00
Maintenance Worker II	3.00	2.00	3.00	2.00	2.00	2.00
Maintenance Worker I	1.60	1.60	1.60	1.60	1.60	1.60
Total	4.60	4.60	4.60	4.60	4.60	4.60

FUND	FUNCTION	CODE
260	Public Works	816

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
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	900	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	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 214,211	$ 213,625	$ 226,780	$ 220,290	$ 230,590	$ 232,860
5200000	Wages	-	-	3,550	-	3,550	3,550
5300000	Overtime	3,557	2,815	7,980	5,280	8,180	8,180
5400000	Other Pay	21,196	28,545	14,000	19,180	16,550	16,560
5800000	Benefits, Insurance & Taxes	141,730	152,209	170,070	167,480	184,290	198,880
	Total Employee Services	380,694	397,194	422,380	412,230	443,160	460,030
OPERATIONS							
6100000	Computer Maintenance & Replacement	4,350	3,360	4,380	3,380	3,360	3,410
6200000	Insurance	9,512	12,251	16,210	16,210	15,710	17,850
6300000	Utilities	112,418	111,319	109,000	111,500	110,000	110,000
6350000	Communications	1,637	1,650	1,500	1,470	1,500	1,500
6400000	Operating Supplies	49,090	49,082	41,400	51,130	45,000	45,000
6450000	Vehicle & Equipment Operating Costs	49,030	52,694	53,460	52,960	51,570	51,570
6500000	Contract Services	103,112	112,442	114,510	105,750	112,500	112,500
6600000	Professional Development	1,844	1,500	2,750	2,150	3,450	3,450
6650000	Recruitment	-	-	-	-	200	200
6900000	Department Service Allocation	88,990	95,500	110,090	110,090	142,170	138,580
6910000	Administrative Charges	116,890	111,110	97,100	97,100	106,410	109,860
	Total Operations	536,873	550,908	550,400	551,740	591,870	593,920

FUND	FUNCTION	CODE
260	Public Works	816

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7161497	Traffic Signal Back-up Battery Repair	$ -	$ 6,200	$ -	$ -	$ -	$ -
	Total Special Projects	-	6,200	-	-	-	-
OTHER USES							
	Transfers out for:						
9505066	El Camino Real Rehabilitation - North	-	109,268	599,240	564,460	34,780	-
95050XX	El Camino Real Rehabilitation - South	-	-	-	-	75,000	970,310
9404028	Cash Contribution to Vehicle Fund- Replacement Vehicle	-	1,724	-	-	-	-
	Total Other Uses	-	110,992	599,240	564,460	109,780	970,310
ACTIVITY TOTAL		$ 917,567	$ 1,065,294	$ 1,572,020	$ 1,528,430	$ 1,144,810	$ 2,024,260

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND	FUNCTION	CODE
260	Public Works	816

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 230,590	$ 232,860
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	3,550	3,550
5300000	Overtime	Overtime	Estimated	8,180	8,180
5400000	Other Pay	Stand-by pay, call-outs and leave payoffs	Estimated	16,550	16,560
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	184,290	198,880
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	3,360	3,410
6200000	Insurance	Allocation of liability and property insurance	Allocated	15,710	17,850
6300000	Utilities	Disposal fees, water, natural gas and electricity	Estimated	110,000	110,000
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	45,000	45,000
6450000	Vehicle & Equipment Operating Costs	Gas, oil, vehicle and equipment repair, parts and vehicle replacement charges	Estimated	51,570	51,570
6500000	Contract Services	Streetlight maintenance, tree services, street sweeping, street striping and contract street repairs	Estimated	112,500	112,500
6600000	Professional Development	Seminars, conferences, books, subscriptions and licenses	Estimated	3,450	3,450
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals, and other processing charges	Estimated	200	200
6900000	Department Service Allocation	Allocation of services provided by the Public Works Department to this division	Allocated	142,170	138,580
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	106,410	109,860

Public Works Maintenance - Streets

FUND	FUNCTION	CODE
260	Public Works	816

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
9505066	El Camino Real Rehabilitation - North	Transfer for street projects	Estimated	$ 34,780	$ -
95050XX	El Camino Real Rehabilitation - South	Transfer for street projects	Estimated	75,000	970,310

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 peak monthly 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

* Continue to protect public and environmental health by collecting and treating wastewater
* Continue to maintain facilities to ensure reliable wastewater collection and treatment service
* Continue to comply with State and Federal waste discharge requirements
* Continue to upgrade collection and treatment facilities to increase efficiency and to ensure compliance with State and Federal laws
* Support the development of wastewater collection and treatment facilities based on the City of Atascadero Wastewater Master Plan and General Plan
* Utilize the City SCADA system to improve efficiency and effectiveness in managing the City's wastewater infrastucture
* Create and implement efficient and cost effective initiatives to improve wastewater collection and treatment

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Wastewater Services	$ 2,128,885	$ 1,860,459	$ 3,281,540	$ 2,031,830	$ 4,673,530	$ 5,703,340
Total	$ 2,128,885	$ 1,860,459	$ 3,281,540	$ 2,031,830	$ 4,673,530	$ 5,703,340
SUMMARY OF POSITIONS						
Operations Manager	1.00	1.00	1.00	1.00	1.00	1.00
WWTP Operator II	3.00	3.00	3.00	3.00	3.00	3.00
WWTP Operator I	1.00	1.00	1.00	1.00	1.00	1.00
WWTP Operator in Training	1.00	1.00	1.00	1.00	1.00	1.00
Total	6.00	6.00	6.00	6.00	6.00	6.00

FUND	FUNCTION	CODE
527	Public Works	827

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Total number of connections	5,314	5,396	5,577	5,466	5,566	5,666
Number of new connections	117	82	115	70	30	100
Average gallons per day collected and treated (millions)	1.39	1.40	1.40	1.42	1.43	1.44
Number of pump stations	12	12	12	12	12	12
Miles of collection line	67	67	67	68	68	68

DEPARTMENT BUDGETS
Wastewater

FUND	FUNCTION	CODE
527	Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 335,064	$ 339,061	$ 365,700	$ 357,110	$ 368,860	$ 373,740
5200000	Wages	-	-	4,260	-	4,260	4,260
5300000	Overtime	3,725	4,513	6,020	5,100	6,180	6,180
5400000	Other Pay	24,159	32,388	15,010	19,730	17,610	17,610
5800000	Benefits, Insurance & Taxes	209,180	231,496	242,650	245,450	269,060	290,370
	Total Employee Services	572,128	607,458	633,640	627,390	665,970	692,160
OPERATIONS							
6050000	Office Expense	5,244	889	7,300	7,300	7,300	7,300
6100000	Computer Maintenance & Replacement	25,364	20,014	20,450	22,890	28,720	29,110
6200000	Insurance	16,451	21,956	26,060	26,060	29,660	33,430
6250000	Occupancy	8,556	9,198	9,330	9,330	10,000	10,160
6300000	Utilities	256,503	260,130	245,000	260,000	260,000	260,000
6350000	Communications	8,273	8,304	8,600	10,500	8,600	8,600
6400000	Operating Supplies	102,428	95,023	103,000	99,830	99,500	99,500
6450000	Vehicle & Equipment Operating Costs	77,530	73,851	124,000	111,500	112,000	112,000
6500000	Contract Services	96,296	77,800	131,850	128,100	150,850	151,350
6600000	Professional Development	11,500	2,218	13,000	13,000	13,000	13,000
6650000	Recruitment	515	588	1,000	1,000	1,000	1,000
6851010	Franchise Fees	38,251	38,636	51,850	38,780	46,020	56,490
6900000	Department Service Allocation	74,160	72,410	72,320	72,320	105,100	104,800
6910000	Administrative Charges	202,650	217,520	221,960	221,960	250,710	250,540
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	923,721	898,537	1,045,720	1,022,570	1,132,460	1,147,280

FUND	FUNCTION	CODE
527	Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
7106025	Equipment Shelters	$ -	$ 4,805	$ -	$ -	$ -	$ -
7102033	Tablet Computers	-	-	-	680	-	-
7281818	LS Panel Box, Piping, Tank Project	-	9,500	-	-	-	-
7401222	Salt and Nutrient Management Plan	7,963	-	-	-	-	-
7280940	Minor Road Repairs	8,850	-	-	-	-	-
7280950	Manhole Repairs	74,881	41,500	62,500	62,500	100,000	103,000
7280951	Sewer Line and Trench Settlement Repairs	29,715	30,991	64,170	50,000	-	-
7400811	Collection System Video Taping	306	-	-	-	-	-
7401460	Sewer System Management Plan Audit	-	9,143	5,860	-	15,000	-
7XXXXXX	Percolation Basin Capacity Evaluation	-	-	-	-	36,100	-
7XXXXXX	Assest Management Program and Work Order System	-	-	-	-	-	103,000
7401421	Wastewater Fee Study	5,079	15,012	20,540	20,000	-	-
7700954	Sewer System Management Plan	-	-	-	-	30,000	-
7701755	Local Area Management Program	-	29,586	-	1,890	-	-
7401627	Inflow and Infiltration Study	23,797	-	56,200	-	-	-
7401667	Re-Rating Study	19,302	1,319	-	-	-	-
	Total Special Projects	169,893	141,856	209,270	135,070	181,100	206,000
CAPITAL OUTLAY							
8103011	Replacement Vehicle	384,825	34,813	-	-	35,000	36,100
8104001	Lift Station #6 Backup Generator	-	-	-	-	-	97,900
8104005	Aerator	28,703	10,782	25,220	18,000	19,000	19,800
8XXXXXX	Portable Flow Meter Equipment	-	-	-	-	25,000	-
8XXXXXX	Combo Sewer Truck Storage Structure	-	-	-	-	15,000	-

FUND		FUNCTION	CODE
527		Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
CAPITAL OUTLAY *(continued)*							
8106011	Treatment Plant Fencing	$ 4,199	$ -	$ -	$ -	$ -	$ -
8107802	Replacement Pumps	-	26,089	-	-	-	-
8107815	Emergency Bypass Portable Pump	-	-	-	-	-	77,300
8107810	SCADA System	-	-	-	23,000	-	-
8201941	Purchase of 9191 San Rafael (LS#2)	-	-	101,300	101,300	-	-
8601141	Lift Station #2 Replacement	5,658	3,646	1,194,390	50,000	1,282,000	-
8601401	Dredge Pipe Replacement	-	-	32,000	20,000	-	-
8601940	Raise Manhole Covers 41 Realignment	-	-	40,000	34,500	-	-
8XXXXXX	Traffic Way Sewer Improvements	-	-	-	-	389,000	2,269,100
8XXXXXX	Various Sewer Condition Improvements	-	-	-	-	456,000	-
8XXXXXX	Lift Stations 4, 7, 9, 11 & 15 Rehabilition and Improvements	-	-	-	-	473,000	-
8600478	Lift Station #13 Forcemain Realignment	-	-	-	-	-	848,700
8XXXXXX	Water Reclamation Facility Process Improvements and Updates	-	-	-	-	-	309,000
8601637	Pre-Treatment Area Improvements	16	-	-	-	-	-
8601651	Colony Park Lift Station Pipe Modifications	39,742	137,278	-	-	-	-
	Total Capital Outlay	463,143	212,608	1,392,910	246,800	2,694,000	3,657,900
ACTIVITY TOTAL		$ 2,128,885	$ 1,860,459	$ 3,281,540	$ 2,031,830	$ 4,673,530	$ 5,703,340

FUND	FUNCTION	CODE
527	Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	$ 368,860	$ 373,740
5200000	Wages	Wages for part-time (non-benefited staff)	Estimated	4,260	4,260
5300000	Overtime	Overtime costs	Estimated	6,180	6,180
5400000	Other Pay	Stand-by and call-out pay	Estimated	17,610	17,610
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	269,060	290,370
6050000	Office Expense	Printing costs for community education material for the Fats, Oils and Grease (FOG) Program	Estimated	7,300	7,300
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	28,720	29,110
6200000	Insurance	Allocated portion of liability coverage and property insurance for treatment facility	Allocated	29,660	33,430
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	10,000	10,160
6300000	Utilities	Water, electricity and natural gas for treatment plant and pump stations	Estimated	260,000	260,000
6350000	Communications	Telephone and cell phone services, radio repairs, batteries	Estimated	8,600	8,600
6400000	Operating Supplies	Line supplies, field tools, custodial supplies, building maintenance supplies, landscaping supplies, other operating supplies and permits	Estimated	99,500	99,500
6450000	Vehicle & Equipment Operating Costs	Vehicle and equipment repair and maintenance costs, gasoline, diesel and oil costs	Estimated	112,000	112,000
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	150,850	151,350

FUND	FUNCTION	CODE
527	Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 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	$ 13,000	$ 13,000
6650000	Recruitment	Cost of employee recruitment including advertising and processing charges	Estimated	1,000	1,000
6851010	Franchise Fees	Franchise fees paid to the City's General Fund	Contract	46,020	56,490
6900000	Department Service Allocation	Allocation of services provided by Public Works Administration Department to this division	Allocated	105,100	104,800
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	250,710	250,540
6990000	Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000
7280950	Manhole Repairs	Repair of manholes at various locations throughout the City	Estimated	100,000	103,000
7401460	Sewer System Management Plan Audit	An audit performed every two years as required by the State Water Resources Control Board	Estimated	15,000	-
7XXXXXX	Percolation Basin Capacity Evaluation	Evaluation of the percolation basins to ensure they are operating appropriately and effectively	Estimated	36,100	-
7XXXXXX	Assest Management Program and Work Order System	Procurement of an infrastructure asset management software program and work order system	Estimated	-	103,000
7700954	Sewer System Management Plan	Update the sewer system management plan	Estimated	30,000	-
8103011	Replacement Vehicle	Purchase of two trucks to replace existing wastewater division trucks	Estimated	35,000	36,100
8104001	Lift Station #6 Backup Generator	Replacement of one emergency generator with a new emissions complaint version	Estimated	-	97,900
8104005	Aerator	Purchase aerators	Estimated	19,000	19,800

FUND	FUNCTION	CODE
527	Public Works	827

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
8XXXXXX	Portable Flow Meter Equipment	Purchase of portable flow meters for use in inflow and infiltration studies and on-going analysis	Estimated	$ 25,000	$ -
8XXXXXX	Combo Sewer Truck Storage Structure	Purchase of a metal structure and installation to provide protection for the combo sewer truck	Estimated	15,000	-
8107815	Emergency Bypass Portable Pump	Purchase of one new emergency bypass pump for use in maintaining operations at pump station facilities	Estimated	-	77,300
8601141	Lift Station #2 Replacement	Redesign lift station #2 to include a greater detention time to decrease the number of sanitary sewer overflows	Estimated	1,282,000	-
8XXXXXX	Traffic Way Sewer Improvements	Replacement of approximately one mile of gravity sanitary sewer main and manholes to address peak flow deficiencies	Estimated	389,000	2,269,100
8XXXXXX	Various Sewer Condition Improvements	Improve sewer conditions in various locations throughout the City	Estimated	456,000	-
8XXXXXX	Lift Stations 4, 7, 9, 11 & 15 Rehabilition and Improvements	Upgrades, repairs, and rehabilitation work for Lift Stations 4, 7, 9, 11, and 15	Estimated	473,000	-
8600478	Lift Station #13 Forcemain Realignment	Improvements to Lift Station 13 and associated force main	Estimated	-	848,700
8XXXXXX	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	-	309,000

FUND	FUNCTION	CODE
529	Public Works	829

DESCRIPTION

The City of Atascadero has been providing high quality, reliable transit service since 1979. Atascadero Dial-A-Ride provides demand response curb-to-curb service.

GOALS AND OBJECTIVES

* Increase ridership while maintaining the current high level of on-time performance
* Provide safe, reliable, high-quality transportation services to the citizens of Atascadero

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Dial-A-Ride Service	$ 398,270	$ 630,685	$ 456,890	$ 465,450	$ 477,160	$ 484,870
Total	$ 398,270	$ 630,685	$ 456,890	$ 465,450	$ 477,160	$ 484,870

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
PERFORMANCE/WORKLOAD MEASURES						
Passengers Served	14,011	12,826	16,000	14,000	15,000	16,000
Miles Traveled	49,064	45,329	52,000	49,000	50,000	52,000
Revenue Hours	4,634	4,542	4,700	4,600	4,700	4,700
Farebox Revenue	$ 44,248	$ 37,867	$ 53,750	$ 40,000	$ 45,000	$ 53,000
Passenger per Revenue Hour	3.0	2.82	3.5	3.0	3.2	3.5
Farebox Ratio	12%	10%	15%	11%	12%	15%

DEPARTMENT BUDGETS

Transit

FUND			FUNCTION				CODE
529			Public Works				829

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5200000	Wages	$ 33,740	$ 34,191	$ 37,430	$ 35,370	$ 37,320	$ 38,250
5400000	Other Pay	-	1,500	-	-	-	-
5800000	Benefits, Insurance & Taxes	7,261	6,790	7,980	7,360	7,510	8,290
	Total Employee Services	41,001	42,481	45,410	42,730	44,830	46,540
OPERATIONS							
6050000	Office Expense	623	593	2,750	990	2,500	2,000
6070000	Advertising	-	-	1,000	800	1,250	1,250
6100000	Computer Maintenance & Replacement	11,270	12,860	12,940	12,940	22,360	22,550
6200000	Insurance	6,564	4,980	4,160	6,340	6,130	6,980
6250000	Occupancy	1,660	1,800	1,800	1,800	2,210	2,270
6350000	Communications	61	76	2,700	1,480	2,400	2,400
6400000	Operating Supplies	201	526	850	530	900	900
6450000	Vehicle & Equipment Operating Costs	55,259	48,568	87,750	58,250	88,000	88,500
6500000	Contract Services	138,391	141,067	151,810	140,200	148,500	148,500
6600000	Professional Development	460	485	660	500	660	660
6650000	Recruitment	-	-	500	300	250	250
6900000	Department Service Allocation	72,630	67,300	67,620	67,620	73,310	74,930
6910000	Administrative Charges	70,150	75,330	76,940	76,940	83,860	87,140
	Total Operations	357,269	353,585	411,480	368,690	432,330	438,330

Transit

FUND 529		FUNCTION Public Works					CODE 829
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
CAPITAL OUTLAY							
8103011	Bus Replacement	$ -	$ 227,024	$ -	$ 9,460	$ -	$ -
8102031	Dial-A-Ride Software	-	-	-	40,700	-	-
8901035	Transit Center Kiosk	-	7,595	-	3,870	-	-
	Total Capital Outlay	-	234,619	-	54,030	-	-
ACTIVITY TOTAL		$ 398,270	$ 630,685	$ 456,890	$ 465,450	$ 477,160	$ 484,870

FUND	FUNCTION	CODE
529	Public Works	829

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	$ 37,320	$ 38,250
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	7,510	8,290
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	2,500	2,000
6070000	Advertising	Cost of advertising Transit services	Estimated	1,250	1,250
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	22,360	22,550
6200000	Insurance	Allocated portion of liability coverage	Allocated	6,130	6,980
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	2,210	2,270
6350000	Communications	Telephone and cell phone services and radio repairs	Estimated	2,400	2,400
6400000	Operating Supplies	Miscellaneous operating supplies	Estimated	900	900
6450000	Vehicle & Equipment Operating Costs	Vehicle repairs, parts, maintenance and inspections; gas and oil; bus washing services	Estimated	88,000	88,500
6500000	Contract Services	Transit driving services and audit services	Estimated	148,500	148,500
6600000	Professional Development	Conferences, books, memberships and subscriptions	Estimated	660	660
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	250	250
6900000	Department Service Allocation	Allocation of services provided by the Public Works Department to this division	Allocated	73,310	74,930
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	83,860	87,140

FUND	CODE
690	290

DESCRIPTION

Information Technology provides for management, planning, service and support for all computers, servers, network systems, mobile data terminals and phones within the City. It also maintains the City's databases, geographic information system (GIS), and web site. This fund is also used to set aside money for the repair and replacement of the City's computers and software.

GOALS AND OBJECTIVES

Continue to:

* Standardize infrastructure and services
* Increase utility of City systems and services
* Foster partnerships with City departments
* Make City services more efficient and accessible
* Maintain a safe and secure computing environment

Focus on:

* Redesign of the City website
* Reducing workflow redundancy in IT and citywide

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Technology Services	$ 1,002,711	$ 941,513	$ 1,113,420	$ 1,085,040	$ 1,015,530	$ 863,870
Total	$ 1,002,711	$ 941,513	$ 1,113,420	$ 1,085,040	$ 1,015,530	$ 863,870
SUMMARY OF POSITIONS						
Information Technology Manager	1.00	1.00	1.00	1.00	1.00	1.00
Systems Administrator III	1.00	1.00	1.00	1.00	1.00	1.00
Senior Technical Support Specialist	1.00	1.00	1.00	1.00	1.00	1.00
Total	3.00	3.00	3.00	3.00	3.00	3.00

FUND 690 | CODE 290

PERFORMANCE/WORKLOAD MEASURES	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
Servers and Desktop/Laptop Computers	165	170	172	172	173	175
Mobile Data Terminals/Devices	54	54	55	55	55	55
Total Number of Supported Computers	219	224	227	227	228	230
Number of Users	205	206	207	207	208	208
Number of Printers	50	50	50	50	50	50
Number of Work Requests	873	760	860	800	850	850
Number of Databases	34	38	34	38	35	35
Web site Custom Components	19	19	19	19	19	19
Installed Network Components	96	96	96	100	102	105
Major Software Upgrades	3	3	5	4	2	3
Major Hardware Upgrades	4	4	5	4	5	5

DEPARTMENT BUDGETS

Technology

FUND 690 | **CODE** 290

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
EMPLOYEE SERVICES							
5100000	Salaries	$ 234,920	$ 236,077	$ 248,880	$ 253,040	$ 258,110	$ 258,110
5200000	Wages	25,050	30,875	36,900	17,060	37,360	37,920
5300000	Overtime	4,972	4,886	19,930	6,130	20,430	20,430
5400000	Other Pay	20,765	30,050	14,280	22,930	16,870	16,870
5800000	Benefits, Insurance & Taxes	120,176	135,213	152,020	149,940	164,930	175,600
	Total Employee Services	405,883	437,101	472,010	449,100	497,700	508,930
OPERATIONS							
6050000	Office Expense	296	1,475	1,310	1,200	1,200	1,200
6250000	Occupancy	31,550	34,240	34,330	34,330	42,140	43,160
6350000	Communications	35,057	59,104	60,550	57,300	59,200	59,200
6400000	Operating Supplies	21,768	21,537	12,330	18,830	14,630	15,550
6450000	Vehicle & Equipment Operating Costs	204	452	470	1,270	830	830
6500000	Contract Services	93,426	80,042	105,880	102,700	96,500	96,080
6600000	Professional Development	8,957	5,185	16,520	11,910	21,200	20,700
6650000	Recruitment	-	32	-	-	-	-
6900000	Department Service Allocation	-	26,980	27,490	27,490	17,620	18,120
	Total Operations	191,258	229,047	258,880	255,030	253,320	254,840
SPECIAL PROJECTS							
7101013	Tables	2,270	-	-	-	-	-
7101021	Chairs	1,604	-	-	-	-	-
7102021	Small Printers	-	140	-	-	-	-
7xxxxxx	Monitors	-	-	-	-	9,910	-

FUND							CODE
690							290

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS *(continued)*							
7102084	Small Projectors	$ -	$ -	$ -	$ 750	$ -	$ -
7xxxxxx	Wireless Networks	-	-	-	-	2,500	-
	Total Special Projects	3,874	140	-	750	12,410	-
CAPITAL OUTLAY							
7102033	Tablet Computers	577	-	-	-	-	-
8102013	Computers- Replacement	19,413	2,323	23,270	23,200	38,600	15,600
8102017	Server Replacement	25,384	39,854	34,770	34,770	-	45,000
8102080	Permitting Software Replacement	212,580	163,579	123,840	123,840	-	-
8102023	Printers- Replacement	10,025	-	10,000	10,000	8,000	2,000
8102044	Laserfiche Upgrade Project	-	35,840	-	-	-	-
8102051	Network Switch	-	-	-	-	69,000	-
8102057	Storage Hardware	-	-	-	-	90,000	-
8102059	Server Storage Capacity Upgrade	5,219	11,776	-	-	-	-
8102074	Channel 20 Equipment Upgrade	544	-	19,460	19,460	-	-
8102052	Security Enhancement Project	14,400	-	50,330	50,330	-	-
8102082	Phone System Replacement	113,554	9,110	3,600	3,600	-	-
8102088	Website Enhancement Project	-	-	60,000	60,000	-	-
8104509	Mobile Data Computers- Replacement	-	12,743	57,260	54,960	46,500	37,500
	Total Capital Outlay	401,696	275,225	382,530	380,160	252,100	100,100
ACTIVITY TOTAL		$ 1,002,711	$ 941,513	$ 1,113,420	$ 1,085,040	$ 1,015,530	$ 863,870

FUND 690					CODE 290
OBJECT NUMBER	**EXPENSE CLASSIFICATION**	**DESCRIPTION**	**BASIS**	**2019-2020 AMOUNT**	**2020-2021 AMOUNT**
5100000	Salaries	Salaries for permanent staff	Estimated	$ 258,110	$ 258,110
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	37,360	37,920
5300000	Overtime	Overtime	Estimated	20,430	20,430
5400000	Other Pay	Standby, call-outs and leave payoffs	Estimated	16,870	16,870
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	164,930	175,600
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,200	1,200
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	42,140	43,160
6350000	Communications	Internet service, phones and radio repairs	Estimated	59,200	59,200
6400000	Operating Supplies	Software, computer parts, cabling, small tools and other operating supplies	Estimated	14,630	15,550
6450000	Vehicle & Equipment Operating Costs	Gasoline, oil, vehicle repairs, vehicle replacement and car allowance	Estimated	830	830
6500000	Contract Services	Computer and network consulting services, Microsoft Software licensing fees, and software maintenance agreements	Estimated	96,500	96,080
6600000	Professional Development	Seminars, memberships, subscriptions, books and other training materials for staff	Estimated	21,200	20,700
6900000	Department Service Allocation	Allocation of services provided by the City Manager's Office to this division	Allocated	17,620	18,120
7xxxxxx	Monitors		Estimated	9,910	-
7xxxxxx	Wireless Networks		Estimated	2,500	-
8102013	Computers- Replacement	Replacement of desktop and laptop computers as necessary	Estimated	38,600	15,600
8104509	Server Replacement	Replacement of backup server	Estimated	-	45,000

FUND 690 | **CODE** 290

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
8102023	Printers- Replacement	Replacement of printers	Estimated	$ 8,000	$ 2,000
8102051	Network Switch		Estimated	69,000	-
8102057	Storage Hardware		Estimated	90,000	-
8104509	Mobile Data Computers- Replacement		Estimated	46,500	37,500

FUND
100

CODE
080

DESCRIPTION

This department accounts for miscellaneous General Fund items that are not associated with any one Department. Earthquake recovery costs, including storage facility rental and temporary relocation costs are included in this department. Additionally, the General Fund contribution to the Gas Tax Fund for Streets Maintenance has historically come from this department budget.

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SUMMARY OF SERVICE PROGRAMS						
Other	$ 1,169,200	$ 293,737	$ 261,270	$ 263,620	$ 193,530	$ 197,990
Total	$ 1,169,200	$ 293,737	$ 261,270	$ 263,620	$ 193,530	$ 197,990

FUND 100 | CODE 080

OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
SPECIAL PROJECTS							
CAPITAL OUTLAY							
8101031	Copiers - Replacement	$ -	$ 35,473	$ -	$ -	$ -	$ -
8104057	Postage Machine	-	3,321	-	-	-	-
8901798	2017 Storms Debris Removal	1,200	-	-	-	-	-
	Total Capital Outlay	1,200	38,794	-	-	-	-
OTHER USES							
	Transfers to:						
9505026	Gas Tax Fund for Street Maintenance	168,000	254,943	261,270	263,620	193,530	197,990
9505061	Building Maintenance Fund to Fund Deficit	1,000,000	-	-	-	-	-
	Total Transfers Out	1,168,000	254,943	261,270	263,620	193,530	197,990
ACTIVITY TOTAL		$ 1,169,200	$ 293,737	$ 261,270	$ 263,620	$ 193,530	$ 197,990

FUND	CODE
100	080

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
9505026	Gas Tax Fund for Street Maintenance	General Fund contribution to the cost of street department operations	Allocation	$ 193,530	$ 197,990

FUND ANALYSIS
Building Maintenance Fund

FUND	TYPE
615	Internal Service

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Revenues from Other Agencies	$ -	$ 249	$ -	$ -	$ -	$ -
Charges for Services	483,860	526,910	526,850	526,850	590,930	604,330
Revenue from Use of Money	(844)	(20,051)	1,380	23,200	23,470	21,500
Other Sources	1,000,000	-	-	-	-	-
Total Revenues	1,483,016	507,108	528,230	550,050	614,400	625,830
EXPENSES						
Employee Services	(254,329)	(271,544)	(278,960)	(265,990)	(304,410)	(314,560)
Operations	(218,008)	(244,153)	(275,380)	(252,070)	(286,520)	(289,770)
Special Projects	(5,885)	-	-	-	-	-
Capital Outlay	(17,990)	(2,500)	(67,500)	(43,540)	-	-
Total Expenses	(496,212)	(518,197)	(621,840)	(561,600)	(590,930)	(604,330)
Net Income	**986,804**	**(11,089)**	**(93,610)**	**(11,550)**	**23,470**	**21,500**
OTHER CASH SOURCES / (USES)						
Increase / (Decrease) in Leave Liability	382	228	-	-	-	-
BEGINNING AVAILABLE BALANCE	181,847	1,169,033	1,189,380	1,158,170	1,146,620	1,170,090
ENDING AVAILABLE BALANCE	$ 1,169,033	$ 1,158,172	$ 1,095,770	$ 1,146,620	$ 1,170,090	$ 1,191,590

FUND ANALYSIS
Gas Tax Fund

FUND	TYPE
260	Special Revenue

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Revenues from Other Agencies	$ 615,182	$ 877,097	$ 1,232,310	$ 1,176,180	$ 1,349,370	$ 1,420,540
Revenue from Use of Money	(1,104)	(336)	-	740	4,020	3,620
Other Revenues	-	5,047	-	15,370	-	-
Transfers In	168,000	254,943	261,270	263,620	193,530	197,990
Total Revenues	782,078	1,136,751	1,493,580	1,455,910	1,546,920	1,622,150
EXPENSES						
Employee Services	(380,694)	(397,194)	(422,380)	(412,230)	(443,160)	(460,030)
Operations	(536,873)	(550,908)	(550,400)	(551,740)	(591,870)	(593,920)
Special Projects	-	(6,200)	-	-	-	-
Transfers Out	-	(110,992)	(599,240)	(564,460)	(109,780)	(970,310)
Total Expenses	(917,567)	(1,065,294)	(1,572,020)	(1,528,430)	(1,144,810)	(2,024,260)
Net Income	**(135,489)**	**71,457**	**(78,440)**	**(72,520)**	**402,110**	**(402,110)**
BEGINNING AVAILABLE BALANCE	136,554	1,065	78,440	72,520	-	402,110
ENDING AVAILABLE BALANCE	$ 1,065	$ 72,522	$ -	$ -	$ 402,110	$ -

FUND ANALYSIS
Wastewater Fund

FUND	TYPE
527	Enterprise

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Permits and Fees	$ 161,198	$ 37,625	$ 201,620	$ 172,360	$ 375,050	$ 488,340
Charges for Services	1,958,527	1,987,246	2,056,220	1,987,530	2,352,880	2,877,060
Revenue from Use of Money	8,483	33,782	114,590	346,790	205,080	149,300
Other Revenues	-	4,015	-	-	-	-
Other Sources	-	-	-	-	-	-
Total Revenues	2,128,208	2,062,668	2,372,430	2,506,680	2,933,010	3,514,700
EXPENSES						
Employee Services	(572,128)	(607,457)	(633,640)	(627,390)	(665,970)	(692,160)
Operations	(923,721)	(898,537)	(1,045,720)	(1,022,570)	(1,132,460)	(1,147,280)
Special Projects	(169,893)	(141,856)	(209,270)	(135,070)	(181,100)	(206,000)
Capital Outlay	(463,143)	(212,608)	(1,392,910)	(246,800)	(2,694,000)	(3,657,900)
Transfers Out	-	-	-	-	-	-
Total Expenses	(2,128,885)	(1,860,458)	(3,281,540)	(2,031,830)	(4,673,530)	(5,703,340)
Net Income	**(677)**	**202,210**	**(909,110)**	**474,850**	**(1,740,520)**	**(2,188,640)**
Increase / (Decrease) in Leave Liability	2,955	(763)	-	-	-	-
BEGINNING AVAILABLE BALANCE	10,442,591	10,444,869	11,001,150	10,646,320	11,121,170	9,380,650
ENDING AVAILABLE BALANCE	$ 10,444,869	$ 10,646,316	$10,092,040	$ 11,121,170	$ 9,380,650	$ 7,192,010

FUNDANALYSIS
Transit Fund

FUND		TYPE
529		Enterprise

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Revenues from Other Agencies	$ 352,750	$ 601,288	$ 413,690	$ 431,400	$ 443,110	$ 450,820
Charges for Services	45,715	37,499	45,700	36,550	36,550	36,550
Revenue from Use of Money	(2,915)	(2,858)	(2,500)	(2,500)	(2,500)	(2,500)
Other Revenues	-	5,930	-	-	-	-
Total Revenues	395,550	641,859	456,890	465,450	477,160	484,870
EXPENSES						
Employee Services	(41,001)	(42,481)	(45,410)	(42,730)	(44,830)	(46,540)
Operations	(357,269)	(353,585)	(411,480)	(368,690)	(432,330)	(438,330)
Capital Outlay	-	(234,619)	-	(54,030)	-	-
Total Expenses	(398,270)	(630,685)	(456,890)	(465,450)	(477,160)	(484,870)
Net Income	**(2,720)**	**11,174**	-	-	-	-
OTHER CASH SOURCES / (USES)						
Increase / (Decrease) of Deferred Revenue	19,742	7,405	-	-	-	-
Net (Increase) / Decrease in Cash Deficit	3,590	(183,192)	-	-	-	-
Loaned from / (Repaid to) General Fund	(3,590)	183,192	-	-	-	-
BEGINNING AVAILABLE BALANCE	(72,036)	(55,014)	(72,040)	(36,440)	(36,440)	(36,440)
ENDING AVAILABLE BALANCE	$ (55,014)	$ (36,435)	$ (72,040)	$ (36,440)	$ (36,440)	$ (36,440)

FUND ANALYSIS

Technology Services and Replacement Fund

FUND
690

TYPE
Internal Service

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Charges for Services	$ 770,890	$ 866,250	$ 864,220	$ 864,220	$ 903,210	$ 915,960
Revenue from Use of Money	2,119	6,159	19,670	26,720	26,570	27,130
Other Revenues	40	-	-	-	-	-
Total Revenues	773,049	872,409	883,890	890,940	929,780	943,090
EXPENSES						
Employee Services	(405,883)	(437,101)	(472,010)	(449,100)	(497,700)	(508,930)
Operations	(191,258)	(229,047)	(258,880)	(255,030)	(253,320)	(254,840)
Special Projects	(3,874)	(140)	-	(750)	(12,410)	-
Capital Outlay	(401,696)	(275,225)	(382,530)	(380,160)	(252,100)	(100,100)
Total Expenses	(1,002,711)	(941,513)	(1,113,420)	(1,085,040)	(1,015,530)	(863,870)
Net Income	**(229,662)**	**(69,104)**	**(229,530)**	**(194,100)**	**(85,750)**	**79,220**
OTHER CASH SOURCES / (USES)						
Increase / (Decrease) in Leave Liability	777	3,022	-	-	-	-
BEGINNING AVAILABLE BALANCE	1,727,997	1,499,112	1,442,610	1,433,030	1,238,930	1,153,180
ENDING AVAILABLE BALANCE	$ 1,499,112	$ 1,433,030	$ 1,213,080	$ 1,238,930	$ 1,153,180	$ 1,232,400

SUMMARY OF REVENUES
Building Maintenance Fund

FUND							SECTION
615							E

ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
BUILDING MAINTENANCE FUND (615)							
	Revenues from Other Agencies						
43625.4305	OES- Disaster 4305 (2017 Storms)	$ -	$ 54	$ -	$ -	$ -	$ -
43631.4305	FEMA- Disaster 4305 (2017 Storms)	-	195	-	-	-	-
	Charges for Services						
44910.7150	Building Maintenance Charges	483,860	526,910	526,850	526,850	590,930	604,330
	Revenue from Use of Money						
46110.0000	Investment Earnings	(844)	(20,051)	1,380	23,200	23,470	21,500
	Other Sources						
49401.1000	Contribution from General Fund for fund balance	1,000,000	-	-	-	-	-
	Total Building Maintenance Fund	$ 1,483,016	$ 507,108	$ 528,230	$ 550,050	$ 614,400	$ 625,830

SUMMARY OF REVENUES
Gas Tax Fund

FUND 260 | **SECTION** E

ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
GAS TAX FUND (260)							
	Revenues from Other Agencies						
43413.0000	Section 2103 Streets	$ 82,418	$ 120,332	$ 136,000	$ 114,240	$ 268,260	$ 283,280
43415.0000	Section 2105 Streets	173,507	167,684	179,480	173,000	172,980	184,220
43416.0000	Section 2106 Construction	133,279	131,245	113,200	129,190	129,180	138,220
43417.0000	Section 2107 Maintenance	219,978	218,231	231,860	225,950	225,930	240,620
43418.0000	Section 2107.5 Engineering	6,000	6,000	6,000	6,000	6,000	6,000
43412.0000	SB1 - Loan Repayment	-	35,128	35,330	35,130	35,130	-
43419.0000	Section 2031 Road Maintenance and Rehabilitation	-	181,060	530,440	492,670	511,890	568,200
43412.0000	FEMA Revenue - 2017 Storms	-	13,660	-	-	-	-
43412.0000	OES Revene - 2017 Storms	-	3,757	-	-	-	-
	Revenue from Use of Money						
46110.0000	Investment Earnings	(1,104)	(336)	-	740	4,020	3,620
	Other Revenues						
47210.0000	Workers' Compensation Reimbursements	-	-	-	11,990	-	-
47830.8160	Insurance Reimbursements	-	2,797	-	-	-	-
47890.0000	Miscellaneous Revenues	-	2,250	-	3,380	-	-
	Transfers In						
49500.0000	Transfer in From General Fund for Operations	168,000	254,943	261,270	263,620	193,530	197,990
	Total Gas Tax Fund	$ 782,078	$ 1,136,751	$ 1,493,580	$ 1,455,910	$ 1,546,920	$ 1,622,150

SUMMARY OF REVENUES
Wastewater Fund

FUND 527							SECTION E
ACCOUNT NUMBER	**REVENUE DESCRIPTION**	**2016-2017 ACTUAL**	**2017-2018 ACTUAL**	**2018-2019 BUDGETED**	**2018-2019 PROJECTED**	**2019-2020 ESTIMATED**	**2020-2021 ESTIMATED**
WASTEWATER FUND (527)							
	Permits and Fees						
42310.8270	Permits & Inspections	$ 3,249	$ 814	$ 5,010	$ 60,320	$ 63,340	$ 66,510
42320.8270	Extension Fees	105,839	24,974	131,400	71,490	138,290	137,430
42330.8278	Sewer Connection Fees	52,110	11,837	65,210	40,550	173,420	284,400
	Charges for Services						
44711.8270	Sewer Charges- Operations	1,416,692	1,430,749	1,487,930	1,434,930	1,702,810	2,090,020
44711.8278	Sewer Charges- Capital	495,872	501,072	522,780	504,170	598,290	734,330
44721.8270	Well Water	39,226	52,988	40,000	45,370	46,280	47,210
44731.8270	Tap-in Fees	6,737	2,437	5,510	3,060	5,500	5,500
	Revenue from Use of Money						
46110.8270	Pooled Investment Interest	118,697	154,997	114,590	217,670	205,080	149,300
46111.8270	Adjustment to Fair Market Value	(110,214)	(121,215)	-	129,120	-	-
	Other Revenues						
43631.4305	FEMA 2017 Storms	-	3,149	-	-	-	-
43625.4305	OES 2017 Storms	-	866	-	-	-	-
	Total Wastewater Fund	$ 2,128,208	$ 2,062,668	$ 2,372,430	$ 2,506,680	$ 2,933,010	$ 3,514,700

SUMMARY OF REVENUES
Transit Fund

FUND 529	SECTION E

ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
TRANSIT FUND (529)							
	Revenues from Other Agencies						
43422.0000	Article 3- Audit	$ 3,440	$ 3,560	$ 4,000	$ 3,560	$ 4,000	$ 4,200
43424.0000	Article 4- Transit	136,789	164,271	174,690	152,110	119,380	114,480
43426.0000	Article 6.5- STA Discretionary	36,372	59,877	36,000	74,200	116,620	119,000
43427.0000	Article 6.5- STA Operator	2,899	2,482	4,000	2,650	2,550	2,550
43616.0000	Federal- Section 5307 Operating	173,250	181,910	195,000	187,440	200,560	210,590
43616.8011	Capital 5307- Bus	-	62,132	-	7,570	-	-
43616.9011	Capital 5339- Bus	-	119,487	-	-	-	-
43679.7918	PTMISEA- Transit Center Kiosk	-	7,569	-	3,870	-	-
	Charges for Services						
44810.8291	Transit Fares	35,045	26,848	35,200	26,150	26,150	26,150
44811.8291	Special Fares	10,670	10,651	10,500	10,400	10,400	10,400
	Revenue from Use of Money						
46110.0000	Investment Earnings	(2,915)	(2,858)	(2,500)	(2,500)	(2,500)	(2,500)
	Other Revenues						
47890.8281	Miscellaneous Revenue	-	1,500	-	-	-	-
49101.0000	Proceeds from Sale of Fixed Assets	-	4,430	-	-	-	-
	Total Transit Fund	$ 395,550	$ 641,859	$ 456,890	$ 465,450	$ 477,160	$ 484,870

SUMMARY OF REVENUES
Technology Services and Replacement Fund

FUND		SECTION
690		E

ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
TECHNOLOGY SERVICES AND REPLACEMENT FUND (690)							
	Charges for Services						
44910.2900	Computer Maintenance Charges	$ 698,320	$ 789,700	$ 795,170	$ 795,170	$ 831,520	$ 844,270
44920.2900	Annual Computer Replacement Charges	72,570	69,050	69,050	69,050	71,690	71,690
47890.0000	Other Revenue	-	7,500	-	-	-	-
	Revenue from Use of Money						
46110.0000	Investment Earnings	2,119	6,159	19,670	26,720	26,570	27,130
	Other Revenues						
49101.0000	Proceeds from Sale of Assets	40	-	-	-	-	-
	Total Technology Services and Replacement Fund	$ 773,049	$ 872,409	$ 883,890	$ 890,940	$ 929,780	$ 943,090

FUND ANALYSIS
Community Facilities District 2005-1 Fund

FUND	TYPE
201	Special Revenue

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
REVENUES						
Taxes and Assessments	$ 530,871	$ 537,000	$ 548,350	$ 548,350	$ 580,220	$ 603,080
Revenue from Use of Money	(606)	(286)	3,520	5,010	3,880	1,580
Total Revenues	530,265	536,714	551,870	553,360	584,100	604,660
EXPENSES						
Operations	(5,059)	(4,995)	(5,720)	(5,720)	(5,830)	(5,950)
Transfers Out	(494,190)	(540,250)	(548,350)	(548,350)	(690,450)	(698,950)
Total Expenses	(499,249)	(545,245)	(554,070)	(554,070)	(696,280)	(704,900)
Net Income	**31,016**	**(8,531)**	**(2,200)**	**(710)**	**(112,180)**	**(100,240)**
BEGINNING AVAILABLE BALANCE	228,125	259,141	259,480	250,610	249,900	137,720
ENDING AVAILABLE BALANCE	$ 259,141	$ 250,610	$ 257,280	$ 249,900	$ 137,720	$ 37,480

SUMMARY OF REVENUES
Community Facilities District 2005-01 Fund

FUND
201

SECTION
H

ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
COMMUNITY FACILITIES DISTRICT 2005-01 FUND (201)							
	Taxes and Assessments						
41161.0000	Assessment Fees	$ 530,871	$ 537,000	$ 548,350	$ 548,350	$ 580,220	$ 603,080
	Revenue from Use of Money						
46110.0000	Interest Income	(606)	(286)	3,520	5,010	3,880	1,580
	Total Community Facilities District 2005-01 Fund	$ 530,265	$ 536,714	$ 551,870	$ 553,360	$ 584,100	$ 604,660

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	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
OPERATIONS							
6500000	Contract Services	$ 5,059	$ 4,995	$ 5,720	$ 5,720	$ 5,830	$ 5,950
	Total Operations	5,059	4,995	5,720	5,720	5,830	5,950
TRANSFERS OUT							
9505010	To General Fund for Personnel Costs	494,190	540,250	548,350	548,350	690,450	698,950
	Total Transfers Out	494,190	540,250	548,350	548,350	690,450	698,950
ACTIVITY TOTAL		$ 499,249	$ 545,245	$ 554,070	$ 554,070	$ 696,280	$ 704,900

DETAIL BACKUP

OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
6500000	Contract Services	District administration	Estimated	$ 5,830	$ 5,950
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	690,450	698,950