



CITY OF ATASCADERO FINANCE COMMITTEE

MINUTES

Thursday, May 30, 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 3:07 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

A. CONSENT CALENDAR:

1. Finance Committee Draft Action Minutes – May 23, 2019

- Recommendation: Committee approve the Draft Action Minutes of the May 23, 2019 Finance Committee Meeting. [City Clerk]

Motion: By Vice Chairperson Funk and seconded by Committee Member Sibbach to approve the Consent Calendar.

Motion passed 5:0 by a roll-call vote.

PUBLIC COMMENT:

The following citizens spoke during Public Comment: None.

Chairperson Bourbeau closed the PUBLIC COMMENT period.

B. BUSINESS:

1. Budget Review – Operational Funds

Administrative Services Director Rangel distributed handouts (Exhibits A-D) presented the item and answered questions from the Committee. City Manager Rickard also answered questions from the Committee.

PUBLIC COMMENT:

Chairperson Bourbeau allowed for public comments and questions during the Committee's discussion on this item.

The following citizens spoke during this time: Karen Peterson

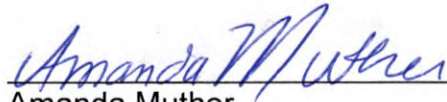
Committee Member Sibbach left at 4:59 p.m.

C. INDIVIDUAL DETERMINATIONS: None.

ADJOURN

Chairperson Bourbeau adjourned the meeting at 5:20 p.m.

MINUTES PREPARED BY:



Amanda Muther
Deputy City Clerk

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

- Exhibit A – Operational Funds handout
- Exhibit B – 2019-2020 Supplemental
- Exhibit C – General Fund Seven Year Projection
- Exhibit D – General Fund History and Projections

APPROVED: August 27, 2020

Date: May 30, 2019DEPARTMENT BUDGETS
City Council

FUND	FUNCTION	CODE
100	General Government	110

DESCRIPTION

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

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

The City Council continues to conduct Strategic Planning Workshops annually to determine important issues and set overall goals for the City. Each City department also prepares a strategic plan to interface with the priorities established by 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

	<u>2016-2017</u> <u>ACTUAL</u>	<u>2017-2018</u> <u>ACTUAL</u>	<u>2018-2019</u> <u>BUDGETED</u>	<u>2018-2019</u> <u>ESTIMATED</u>	<u>2019-2020</u> <u>REQUESTED</u>	<u>2020-2021</u> <u>REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Legislative	\$ 544,340	\$ 578,441	\$ 618,480	\$ 644,090	\$ 631,060	\$ 652,590
Total	<u>\$ 544,340</u>	<u>\$ 578,441</u>	<u>\$ 618,480</u>	<u>\$ 644,090</u>	<u>\$ 631,060</u>	<u>\$ 652,590</u>
<u>SUMMARY OF POSITIONS</u>						
Council Members	5.00	5.00	5.00	5.00	5.00	5.00
Total	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>	<u>5.00</u>

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
<u>EMPLOYEE SERVICES</u>							
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
<u>OPERATIONS</u>							
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	11,980	12,200
6250000	Occupancy Charges	40,420	43,840	43,960	43,960	53,720	55,290
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	134,300
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	343,210	359,360

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
<u>SPECIAL PROJECTS</u>							
7401841	North County Animal Shelter Feasibility Study	\$ -	\$ 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	<u>225,652</u>	<u>245,326</u>	<u>248,000</u>	<u>239,690</u>	<u>226,940</u>	<u>230,990</u>
ACTIVITY TOTAL		<u>\$ 544,340</u>	<u>\$ 578,441</u>	<u>\$ 618,480</u>	<u>\$ 644,090</u>	<u>\$ 631,060</u>	<u>\$ 652,590</u>

DEPARTMENT BUDGETS
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	11,980	12,200
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	53,720	55,290
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	134,300
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

DEPARTMENT BUDGETS
City Clerk

FUND	FUNCTION	CODE
100	General Government	120

DESCRIPTION

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

GOALS AND OBJECTIVES

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

SUMMARY OF SERVICE PROGRAMS

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
Records & Election Services	\$ 39,146	\$ 13,606	\$ 58,970	\$ 55,360	\$ 18,470	\$ 58,970
Total	<u>\$ 39,146</u>	<u>\$ 13,606</u>	<u>\$ 58,970</u>	<u>\$ 55,360</u>	<u>\$ 18,470</u>	<u>\$ 58,970</u>

SUMMARY OF POSITIONS

City Clerk	1.00	1.00	1.00	1.00	1.00	1.00
Total	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

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	160	40,660
	Total Operations	33,032	13,606	58,970	55,360	18,470	58,970
ACTIVITY TOTAL		<u>\$ 39,146</u>	<u>\$ 13,606</u>	<u>\$ 58,970</u>	<u>\$ 55,360</u>	<u>\$ 18,470</u>	<u>\$ 58,970</u>

DEPARTMENT BUDGETS

City Clerk

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	160	40,660

DEPARTMENT BUDGETS

City Treasurer

FUND	FUNCTION	CODE
100	General Government	130

DESCRIPTION

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

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

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
<u>EMPLOYEE SERVICES</u>							
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	<u>4,373</u>	<u>6,261</u>	<u>5,750</u>	<u>6,080</u>	<u>5,670</u>	<u>5,720</u>
<u>OPERATIONS</u>							
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	<u>11,564</u>	<u>11,723</u>	<u>10,520</u>	<u>10,990</u>	<u>11,120</u>	<u>11,120</u>
ACTIVITY TOTAL		<u>\$ 15,937</u>	<u>\$ 17,984</u>	<u>\$ 16,270</u>	<u>\$ 17,070</u>	<u>\$ 16,790</u>	<u>\$ 16,840</u>

DEPARTMENT BUDGETS
City Treasurer

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	

DEPARTMENT BUDGETS

Legal

FUND	FUNCTION	CODE
100	General Government	140

DESCRIPTION

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

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

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

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

GOALS AND OBJECTIVES

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>SUMMARY OF SERVICE PROGRAMS</u>						
City Attorney/Special Legal	\$ 334,381	\$ 392,166	\$ 309,160	\$ 309,160	\$ 285,160	\$ 285,160
Total	<u>\$ 334,381</u>	<u>\$ 392,166</u>	<u>\$ 309,160</u>	<u>\$ 309,160</u>	<u>\$ 285,160</u>	<u>\$ 285,160</u>

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
<u>OPERATIONS</u>							
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		<u>\$ 334,381</u>	<u>\$ 392,166</u>	<u>\$ 309,160</u>	<u>\$ 309,160</u>	<u>\$ 285,160</u>	<u>\$ 285,160</u>

DEPARTMENT BUDGETS

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	

DEPARTMENT BUDGETS

City Manager

FUND	FUNCTION	CODE
100	General Government	201

DESCRIPTION

The City Manager is the chief executive officer of the City and is responsible for planning, organizing and directing all municipal activities. The City Manager, in concert with department managers, works to develop all personnel; continually evaluates the organizational structure of the City; implements programs to improve the community; and directs employee relations and personnel management. The Zoo, 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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
City Manager Operations and Support	\$ 846,219	\$ 913,353	\$ 1,073,670	\$ 971,980	\$ 1,239,430	\$ 1,274,220
Human Resources	114,742	103,066	128,270	99,360	133,120	134,580
Total	<u>\$ 960,961</u>	<u>\$ 1,016,419</u>	<u>\$ 1,201,940</u>	<u>\$ 1,071,340</u>	<u>\$ 1,372,550</u>	<u>\$ 1,408,800</u>

DEPARTMENT BUDGETS

City Manager

FUND	FUNCTION					CODE
100	General Government					201
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
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	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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	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
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 544,196	\$ 557,550	\$ 584,460	\$ 574,930	\$ 701,870	\$ 709,800
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	344,510	368,120
	Total Employee Services	<u>829,063</u>	<u>872,254</u>	<u>914,070</u>	<u>895,170</u>	<u>1,065,910</u>	<u>1,097,750</u>
<u>OPERATIONS</u>							
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	61,690	62,870
6200000	Insurance	8,354	12,950	16,980	16,660	15,420	17,570
6250000	Occupancy	27,710	30,060	30,140	30,140	36,830	37,910
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	<u>131,898</u>	<u>144,165</u>	<u>287,870</u>	<u>176,170</u>	<u>306,640</u>	<u>311,050</u>
ACTIVITY TOTAL		<u>\$ 960,961</u>	<u>\$ 1,016,419</u>	<u>\$ 1,201,940</u>	<u>\$ 1,071,340</u>	<u>\$ 1,372,550</u>	<u>\$ 1,408,800</u>

DEPARTMENT BUDGETS

City Manager

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	\$ 701,870	\$ 709,800
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	344,510	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	61,690	62,870
6200000	Insurance	Allocated portion of liability coverage	Allocated	15,420	17,570
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	36,830	37,910
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

DEPARTMENT BUDGETS

City Manager

FUND		FUNCTION			CODE	
100		General Government			201	
<u>OBJECT NUMBER</u>	<u>EXPENSE CLASSIFICATION</u>	<u>DESCRIPTION</u>	<u>BASIS</u>	<u>2019-2020 AMOUNT</u>	<u>2020-2021 AMOUNT</u>	
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	

DEPARTMENT BUDGETS
Administrative Services

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
- * Manage and mitigate the City's financial and legal risks
- * Ensure that employees and vendors are paid in an accurate and timely manner
- * Continue to implement the Affordable Housing Loan Program
- * Work diligently alongside the Safety Committee to ensure that the City has the policies and practices in place to provide a safe work environment
- * Provide employees with the assistance they need in managing their employee benefits and personnel needs
- * Deliver great customer service to external and internal customers

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Financial Administration Services	\$ 1,042,986	\$ 1,082,879	\$ 1,201,570	\$ 1,108,310	\$ 1,247,580	\$ 1,238,200
Total	<u>\$ 1,042,986</u>	<u>\$ 1,082,879</u>	<u>\$ 1,201,570</u>	<u>\$ 1,108,310</u>	<u>\$ 1,247,580</u>	<u>\$ 1,238,200</u>

DEPARTMENT BUDGETS
Administrative Services

FUND	FUNCTION	CODE
100	General Government	301

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
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	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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

DEPARTMENT BUDGETS
Administrative Services

FUND	FUNCTION					CODE
100	General Government					301
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES (continued)</u>						
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
<u>EMPLOYEE SERVICES</u>							
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	277,850	300,150
	Total Employee Services	<u>722,793</u>	<u>755,969</u>	<u>820,210</u>	<u>753,500</u>	<u>848,060</u>	<u>872,420</u>
<u>OPERATIONS</u>							
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	83,610	85,090
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	52,410	46,490
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	<u>319,766</u>	<u>319,910</u>	<u>353,360</u>	<u>326,810</u>	<u>368,520</u>	<u>365,780</u>

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
<u>SPECIAL PROJECTS</u>							
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		<u>\$ 1,042,986</u>	<u>\$ 1,082,879</u>	<u>\$ 1,201,570</u>	<u>\$ 1,108,310</u>	<u>\$ 1,247,580</u>	<u>\$ 1,238,200</u>

DEPARTMENT BUDGETS
Administrative Services

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	277,850	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	83,610	85,090	
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	52,410	46,490	
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	

DEPARTMENT BUDGETS
Administrative Services

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	-

DEPARTMENT BUDGETS

Police

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.

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Police Services	\$ 6,509,994	\$ 7,081,445	\$ 7,529,250	\$ 6,849,950	\$ 8,103,200	\$ 8,271,510
	<u>\$ 6,509,994</u>	<u>\$ 7,081,445</u>	<u>\$ 7,529,250</u>	<u>\$ 6,849,950</u>	<u>\$ 8,103,200</u>	<u>\$ 8,271,510</u>

DEPARTMENT BUDGETS

Police

FUND	FUNCTION	CODE
100	Public Safety	401

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
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	0.50	1.00	-	-	-
Records Lead Technician	-	0.50	-	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
	<u>40.00</u>	<u>41.00</u>	<u>41.00</u>	<u>41.00</u>	<u>41.00</u>	<u>41.00</u>

DEPARTMENT BUDGETS

Police

FUND	FUNCTION					CODE
100	Public Safety					401
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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 100		FUNCTION Public Safety				CODE 401	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>EMPLOYEE SERVICES</u>							
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	2,423,600	2,627,150
	Total Employee Services	5,252,844	5,664,222	5,941,180	5,392,900	6,203,080	6,453,540
<u>OPERATIONS</u>							
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	394,270	400,800
6200000	Insurance	235,858	276,918	288,810	288,810	504,070	414,810
6250000	Occupancy	51,444	56,559	45,370	45,350	39,750	40,330
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	1,900,120	1,817,970

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
<u>SPECIAL PROJECTS</u>							
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	<u>33,754</u>	<u>10,065</u>	<u>27,500</u>	<u>4,400</u>	<u>-</u>	<u>-</u>
<u>CAPITAL OUTLAY</u>							
8105011	HVAC/Heat Pump Installation	-	-	-	15,980	-	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Radio Simulcast Project	7,980	-	-	-	-	-
	Total Capital Outlay	<u>7,980</u>	<u>-</u>	<u>-</u>	<u>15,980</u>	<u>-</u>	<u>-</u>
ACTIVITY TOTAL		<u><u>\$ 6,509,994</u></u>	<u><u>\$ 7,081,445</u></u>	<u><u>\$ 7,529,250</u></u>	<u><u>\$ 6,849,950</u></u>	<u><u>\$ 8,103,200</u></u>	<u><u>\$ 8,271,510</u></u>

DEPARTMENT BUDGETS

Police

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	2,423,600	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	394,270	400,800
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	39,750	40,330
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

DEPARTMENT BUDGETS

Police

FUND 100		FUNCTION Public Safety		CODE 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

DEPARTMENT BUDGETS
Police Grants and Programs

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
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
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	-	-
	<u>\$ 32,477</u>	<u>\$ 273,351</u>	<u>\$ 34,380</u>	<u>\$ 56,640</u>	<u>\$ 38,500</u>	<u>\$ 38,500</u>

DEPARTMENT BUDGETS
Police Grants and Programs

FUND 100		FUNCTION Public Safety				CODE 401.4XXX	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5300000	Overtime	\$ -	\$ 26,897	\$ -	\$ 19,350	\$ -	\$ -
5800000	Benefits, Insurance & Taxes	-	1,891	-	1,680	-	-
	Total Employee Services	-	28,788	-	21,030	-	-
<u>OPERATIONS</u>							
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
<u>CAPITAL OUTLAY</u>							
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

DEPARTMENT BUDGETS
Police Grants and Programs

FUND 100		FUNCTION Public Safety		CODE 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

DEPARTMENT BUDGETS
Fire Department

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 opportunities 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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Fire Services	\$ 4,121,313	\$ 4,139,798	\$ 4,254,980	\$ 4,225,290	\$ 4,643,250	\$ 4,783,230
Total	<u>\$ 4,121,313</u>	<u>\$ 4,139,798</u>	<u>\$ 4,254,980</u>	<u>\$ 4,225,290</u>	<u>\$ 4,643,250</u>	<u>\$ 4,783,230</u>

DEPARTMENT BUDGETS

Fire Department

FUND	FUNCTION	CODE
100	Public Safety	501

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
Fire Chief	1.00	1.00	1.00	1.00	1.00	1.00
Battalion Chief	-	-	-	-	2.00	2.00
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	-	-
Fire Engineer	9.00	9.00	9.00	9.00	9.00	9.00
Fire Fighter *	3.00	3.00	3.00	3.00	2.00	2.00
Administrative Assistant	1.00	1.00	1.00	1.00	1.00	1.00
Total	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>	<u>21.00</u>

*Additional Fire Fighter included in Fire Grants & Programs (SAFER Grant)

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
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PERFORMANCE/WORKLOAD MEASURES

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	-	25	25	25
Juvenile Firesetter Counseling (encounters)	-	1	5	5	5	5
Medical Emergency Calls	1,951	2,060	2,100	2,163	2,270	2,384
All Other Emergency Calls	1,348	1,284	1,300	1,343	1,405	1,469

DEPARTMENT BUDGETS
Fire Department

FUND 100		FUNCTION Public Safety					CODE 501
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 1,869,688	\$ 1,816,250	\$ 1,920,370	\$ 1,879,470	\$ 2,040,780	\$ 2,072,620
5200000	Wages	120,009	89,394	71,280	100,440	89,600	96,740
5300000	Overtime	392,604	333,635	291,860	354,720	324,580	324,580
5400000	Other Pay	80,645	123,695	39,480	61,130	38,530	42,030
5800000	Benefits, Insurance & Taxes	1,115,572	1,192,058	1,347,540	1,266,190	1,461,620	1,591,020
	Total Employee Services	3,578,518	3,555,032	3,670,530	3,661,950	3,955,110	4,126,990
<u>OPERATIONS</u>							
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	192,390	195,830
6200000	Insurance	61,977	67,823	86,750	86,750	82,300	93,640
6250000	Occupancy	22,978	24,938	26,340	25,730	27,900	28,350
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	579,040	594,270

DEPARTMENT BUDGETS
Fire Department

FUND 100		FUNCTION Public Safety				CODE 501	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>SPECIAL PROJECTS</u>							
7104505	Fire Hoses	\$ -	\$ 5,000	\$ -	\$ -	\$ -	\$ -
7104503	Radio Replacement	-	-	-	-	23,100	61,970
7101536	Dishwasher	1,054	-	-	-	-	-
7102051	Television	632	1,126	-	-	-	-
7151510	Sheds	1,367	-	-	-	-	-
7400428	Local Hazard Mitigation Plan	-	-	-	-	6,000	-
75050XX	Comprehensive Evacuation and Communications Plan	-	-	-	-	80,000	-
	Total Special Projects	3,053	6,126	-	-	109,100	61,970
<u>OTHER USES</u>							
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	\$ 4,643,250	\$ 4,783,230

DEPARTMENT BUDGETS
Fire Department

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	\$ 2,040,780	\$ 2,072,620
5200000	Wages	Wages for Reserve/Seasonal (non-benefited) staff	Estimated	89,600	96,740
5300000	Overtime	Overtime costs	Estimated	324,580	324,580
5400000	Other Pay	Other pay items such as leave payoff, Paramedic and Hazardous Materials pay	Estimated	38,530	42,030
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	1,461,620	1,591,020
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	192,390	195,830
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	27,900	28,350
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

DEPARTMENT BUDGETS
Fire Department

FUND 100		FUNCTION Public Safety		CODE 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 4 dual band mobile radios in 2019-2020 and 12 single band mobile radios in 2020-2021	Estimated	23,100	61,970
7400428	Local Hazard Mitigation Plan	Update of Local Hazard Mitigation Plan in conjunction with the County of San Luis Obispo and other local agencies	Estimated	6,000	-
75050XX	Comprehensive Evacuation and Communications Plan	Hire an outside consultant to assist the City in preparing a comprehensive evacuation and communication plan	Estimated	80,000	-

DEPARTMENT BUDGETS
Fire Grants and Programs

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.

DEPARTMENT BUDGETS
Fire Grants and Programs

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>SUMMARY OF SERVICE PROGRAMS</u>						
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	17,980	18,000
2018 SAFER Grant	-	-	34,310	69,750	94,050	100,120
Total	<u>\$ 284,374</u>	<u>\$ 88,900</u>	<u>\$ 124,850</u>	<u>\$ 171,940</u>	<u>\$ 183,330</u>	<u>\$ 189,420</u>
<u>SUMMARY OF POSITIONS</u>						
Fire Fighter - SAFER Grant	-	-	-	1.00	1.00	1.00
Total	<u>-</u>	<u>-</u>	<u>-</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

DEPARTMENT BUDGETS
Fire Grants and Programs

FUND	FUNCTION					CODE
100	Public Safety					501.5XXX
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGETED</u>	<u>ESTIMATED</u>	<u>ESTIMATED</u>	<u>ESTIMATED</u>
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
<u>EMPLOYEE SERVICES</u>							
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	25,620	28,250
	Total Employee Services	1,620	8,862	34,310	92,290	107,530	113,620
<u>OPERATIONS</u>							
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
<u>SPECIAL PROJECTS</u>							
7701587	ALPS/Chandler Ranch Fuel Break	5,030	-	-	-	-	-
	Total Special Projects	5,030	-	-	-	-	-
<u>CAPITAL OUTLAY</u>							
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	-	-

DEPARTMENT BUDGETS
Fire Grants and Programs

FUND 100		FUNCTION Public Safety					CODE 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	\$ 183,330	\$ 189,420	

DEPARTMENT BUDGETS
Fire Grants and Programs

FUND 100		FUNCTION Public Safety		CODE 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	25,620	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

DEPARTMENT BUDGETS
Mutual Aid Program

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 Participant 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
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Mutual Aid	\$ 376,140	\$ 453,376	\$ 154,920	\$ 241,210	\$ 156,890	\$ 157,730
Total	<u>\$ 376,140</u>	<u>\$ 453,376</u>	<u>\$ 154,920</u>	<u>\$ 241,210</u>	<u>\$ 156,890</u>	<u>\$ 157,730</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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	<u>\$ 450,107</u>	<u>\$ 603,331</u>	<u>\$ 250,000</u>	<u>\$ 472,500</u>	<u>\$ 409,000</u>	<u>\$ 409,000</u>
Number of Mutual Aid incident responses	20	27	25	15	20	20

DEPARTMENT BUDGETS
Mutual Aid Program

FUND 100		FUNCTION Public Safety				CODE 501.5030	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>EMPLOYEE SERVICES</u>							
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	10,850	11,690
	Total Employee Services	361,178	440,180	138,530	223,710	137,890	138,730
<u>OPERATIONS</u>							
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
	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	\$ 156,890	\$ 157,730

DEPARTMENT BUDGETS
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	10,850	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

DEPARTMENT BUDGETS
Community Development

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

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Community and Economic Development	\$ 1,521,289	\$ 1,536,280	\$ 1,853,860	\$ 1,752,490	\$ 1,835,660	\$ 1,811,430
Total	<u>\$ 1,521,289</u>	<u>\$ 1,536,280</u>	<u>\$ 1,853,860</u>	<u>\$ 1,752,490</u>	<u>\$ 1,835,660</u>	<u>\$ 1,811,430</u>
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
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	<u>9.75</u>	<u>9.75</u>	<u>9.75</u>	<u>9.75</u>	<u>10.75</u>	<u>10.75</u>

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Precise Plans	12	22	14	16	14	14
Specific Plan	1	1			1	2
Conditional Use Permits	12	14	12	14	16	17
Zone Changes	5	5	5	5	3	4
Variances	1	1	1	-	1	1
Administrative Use Permits	14	17	27	22	27	27
General Plan Amendments	2	2	3	2	3	3
Lot Line Adjustments	4	5	2	4	5	5
Parcel Maps	8	6	6	7	9	10
Tract Maps	5	6	4	4	4	4
Final Maps	8	9	8	8	8	8
Certificates of Compliance	3	3	3	5	3	3
ABC License findings	5	8	6	8	6	6
Appeals	-	-	1	1	1	1
Time Extensions	3	4	5	5	5	5
Major Tree Removals (Planning Commission)	12	16	12	4	2	2
Road Abandonments	1	1	1	1	1	1
Planning Commission Meetings	22	22	22	22	22	22
Staff Reports	85	85	85	63	85	85
Legal Notices	63	64	50	50	50	50
Public Records Requests	325	325	250	300	325	325
Permit Center Customers	4,350	5,723	6,000	6,500	7,000	7,000
Tree Protection Plans / Inspections	50	65	65	65	65	65
Long Range Planning projects	4	5	4	6	6	4

DEPARTMENT BUDGETS
Community Development

FUND	FUNCTION					CODE
100	Community Development					601
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES (continued)</u>						
Grant Applications	3	3	2	4	3	2
Site Visits	350	323	400	425	400	400
Design Review Committee Meetings	22	23	25	25	25	25
Community Presentations/workshops	18	23	20	20	20	20
City Council Goals	7	7	7	7	7	7
Economic Development	30	30	30	30	30	30
Building Permit Plan Checks (Planning)	750	920	900	900	800	850
Building Permit Plan Checks (Building)	950	875	1,000	1,150	1,000	900
Building Permit Plan Checks (Public Works Support)	560	600	600	600	600	600
DRC Appearance Review (COM / IND / MFR)	28	30	25	32	25	25
Code Enforcement Support	70	72	60	35	60	60
Business License Review / Zoning Clearance	223	180	200	150	175	200
Home Occupation Permit Review	98	120	200	200	200	200
Affordable Housing Agreements	2	2	2	2	2	2
CFD Assessment Districts	2	3	3	3	3	3
Permits Applied-Single Family Residence	23	32	25	25	25	25
Permits Applied-Multiple Family Residential Units	225	75	100	85	50	45
Permits Applied-Commercial / Industrial	3	7	6	6	15	12
Permits Applied-Other	850	756	900	900	900	900
Building / Inspections	4,003	3,900	4,200	4,200	4,200	4,200
Trak It Software (hours)	23	550	n/a	125	125	125

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
<u>EMPLOYEE SERVICES</u>							
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	491,270	529,770
	Total Employee Services	1,126,201	1,164,775	1,298,440	1,243,980	1,381,560	1,429,460
<u>OPERATIONS</u>							
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	145,130	147,120
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	58,890	60,600
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	379,100	381,970

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
<u>SPECIAL PROJECTS</u>							
7401180	EIR and Specific Plan Consultant Costs- Eagle Ranch	\$ 19,473	\$ -	\$ -	\$ -	\$ -	\$ -
7401806	El Camino Real Corridor Study	-	6,009	170,790	170,790	-	-
7401807	Market Assessment Study	-	-	25,000	25,000	-	-
71811277	Development of Housing Element and Inclusionary Housing Policy	-	-	-	-	75,000	-
	Total Special Projects	<u>19,473</u>	<u>6,009</u>	<u>195,790</u>	<u>195,790</u>	<u>75,000</u>	<u>-</u>
ACTIVITY TOTAL		<u><u>\$ 1,521,289</u></u>	<u><u>\$ 1,536,280</u></u>	<u><u>\$ 1,853,860</u></u>	<u><u>\$ 1,752,490</u></u>	<u><u>\$ 1,835,660</u></u>	<u><u>\$ 1,811,430</u></u>

DEPARTMENT BUDGETS
Community Development

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	491,270	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	145,130	147,120
6200000	Insurance	Allocated portion of liability coverage	Allocated	23,200	26,450
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	58,890	60,600
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

DEPARTMENT BUDGETS
Community Development

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	-	

DEPARTMENT BUDGETS
Central Reception

FUND	FUNCTION	CODE
100	Community Development	601.7011

DESCRIPTION

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Central Reception	\$ 81,485	\$ 89,381	\$ 96,760	\$ 95,430	\$ 107,000	\$ 110,680
Total	<u>\$ 81,485</u>	<u>\$ 89,381</u>	<u>\$ 96,760</u>	<u>\$ 95,430</u>	<u>\$ 107,000</u>	<u>\$ 110,680</u>

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

DEPARTMENT BUDGETS
Central Reception

FUND	FUNCTION					CODE
100	Community Development					601.7011
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	<u>ACTUAL</u>	<u>ACTUAL</u>	<u>BUDGETED</u>	<u>ESTIMATED</u>	<u>ESTIMATED</u>	<u>ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Business Licenses processed	2,407	2,523	2,500	2,600	2,650	2,700
Phone calls answered	19,354	21,000	20,000	21,000	21,200	21,300
Bus passes sold	788	775	900	900	900	920
Hours spent:						
Trak It Software	23	150	-	320	250	250
Copying	63	62	65	65	65	65
Processing mail	250	220	260	260	260	260
Issuing Building Permits	300	325	260	260	260	260
Issuing Corrections	75	75	65	65	65	65
Com Dev Support	225	200	200	200	200	200
Public Noticing	250	300	200	350	350	350
Public Records Requests	125	235	65	400	400	400
Order Supplies	55	60	65	75	75	75
Conference Room Reservations	93	120	130	130	135	135
Telephone Coord/Visitors	500	575	585	600	600	600
Bus Pass Sales	225	225	130	250	250	250
Transient Coordination	35	40	-	50	50	50
Agenda prep	150	175	-	180	180	180
Legal Ads	75	58	-	150	150	150
Staff report edits	83	90	-	90	90	90
Opening/Closing	80	80	-	175	175	175

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
<u>EMPLOYEE SERVICES</u>							
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	17,180	18,650
	Total Employee Services	39,664	45,207	50,920	50,490	52,850	54,940
<u>OPERATIONS</u>							
6050000	Office Expense	1,043	329	1,160	760	1,170	1,170
6100000	Computer Maintenance & Replacement	6,780	7,180	7,220	7,220	7,810	7,950
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	42,980	44,240
6350000	Communications	344	360	400	300	350	350
6400000	Operating Supplies	89	125	50	50	70	70
6450000	Vehicle & Equipment Operating Costs	-	-	50	-	50	50
6600000	Professional Development	-	-	230	-	250	250
6650000	Recruitment	-	-	120	-	120	120
	Total Operations	41,821	44,174	45,840	44,940	54,150	55,740
ACTIVITY TOTAL		\$ 81,485	89,381	\$ 96,760	\$ 95,430	\$ 107,000	\$ 110,680

DEPARTMENT BUDGETS
Central Reception

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	17,180	18,650
6050000	Office Expense	Mailing costs, printing, copy and paper costs, general office products, office equipment and related maintenance	Estimated	1,170	1,170
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	7,810	7,950
6200000	Insurance	Allocated portion of liability coverage	Allocated	1,350	1,540
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	42,980	44,240
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

DEPARTMENT BUDGETS

Recreation

FUND	FUNCTION	CODE
100	Community Services	711

DESCRIPTION

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

GOALS AND OBJECTIVES

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

	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>SUMMARY OF SERVICE PROGRAMS</u>						
General Recreation Services	\$ 341,992	\$ 379,625	\$ 395,590	\$ 408,080	\$ 434,560	\$ 452,260
Aquatics	36,449	21,137	36,890	-	-	-
Adult Sports	26,144	33,148	36,980	37,300	37,580	38,610
Youth Sports	40,248	36,924	35,870	37,590	35,860	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	19,990	20,320
Total	<u>\$ 568,157</u>	<u>\$ 592,333</u>	<u>\$ 639,630</u>	<u>\$ 623,360</u>	<u>\$ 644,060</u>	<u>\$ 663,440</u>

DEPARTMENT BUDGETS
Recreation

FUND	FUNCTION	CODE
100	Community Services	711

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF POSITIONS</u>						
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	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Registration Transactions	4,948	5,235	5,500	5,500	5,500	5,500
Adult Sports Participants	856	892	1,000	1,000	1,000	1,000
Contract Class Participants	2,800	2,952	3,100	3,100	3,200	3,200
Youth Sports Participants	776	659	950	900	900	900
Skate Park Participants	9,235	9,525	13,500	10,000	10,000	10,000
BBQ Reservations	148	219	230	200	225	250

DEPARTMENT BUDGETS

Recreation

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
<u>EMPLOYEE SERVICES</u>							
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	145,110	156,770
	Total Employee Services	297,854	316,642	338,460	314,760	340,400	356,740
<u>OPERATIONS</u>							
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	25,970	26,410
6200000	Insurance	13,140	13,904	10,470	14,950	10,380	11,780
6250000	Occupancy	37,435	37,320	41,790	31,290	36,280	37,210
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	303,660	306,700

DEPARTMENT BUDGETS

Recreation

FUND		FUNCTION				CODE	
100		Community Services				711	
<u>OBJECT NUMBER</u>	<u>EXPENSE CLASSIFICATION</u>	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SPECIAL PROJECTS</u>							
7800402	Youth Scholarships	\$ 1,382	\$ 1,690	\$ -	\$ -	\$ -	\$ -
7805015	Senior Scholarships	1,212	-	-	-	-	-
	Total Special Projects	2,594	1,690	-	-	-	-
<u>CAPITAL OUTLAY</u>							
8XXXXXX	Paloma Park Scoreboard	-	-	-	14,700	-	-
	Total Capital Outlay	-	-	-	14,700	-	-
ACTIVITY TOTAL		<u>\$ 568,157</u>	<u>\$ 592,333</u>	<u>\$ 639,630</u>	<u>\$ 623,360</u>	<u>\$ 644,060</u>	<u>\$ 663,440</u>

DEPARTMENT BUDGETS

Recreation

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	145,110	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	25,970	26,410
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	36,280	37,210
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

DEPARTMENT BUDGETS

Recreation

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

DEPARTMENT BUDGETS

Pavilion

FUND	FUNCTION	CODE
100	Community Services	712

DESCRIPTION

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

GOALS AND OBJECTIVES

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Lake Pavilion Operations	\$ 239,790	\$ 253,137	\$ 268,740	\$ 283,050	\$ 268,030	\$ 275,860
Total	<u>\$ 239,790</u>	<u>\$ 253,137</u>	<u>\$ 268,740</u>	<u>\$ 283,050</u>	<u>\$ 268,030</u>	<u>\$ 275,860</u>

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	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.00</u>	<u>1.00</u>	<u>1.00</u>

DEPARTMENT BUDGETS

Pavilion

FUND	FUNCTION					CODE
100	Community Services					712
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	ESTIMATED	ESTIMATED
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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

DEPARTMENT BUDGETS

Pavilion

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
<u>EMPLOYEE SERVICES</u>							
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	47,680	51,570
	Total Employee Services	143,484	142,483	141,750	139,590	146,800	152,430
<u>OPERATIONS</u>							
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	10,410	10,610
6200000	Insurance	3,874	4,991	6,530	6,530	6,580	7,390
6250000	Occupancy	35,510	39,030	38,930	38,930	37,110	38,300
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	121,230	123,430

DEPARTMENT BUDGETS

Pavilion

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
<u>SPECIAL PROJECTS</u>							
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	-	-
<u>CAPITAL OUTLAY</u>							
8104078	Ice Machine	-	-	2,520	2,520	-	-
	Total Capital Outlay	-	-	2,520	2,520	-	-
ACTIVITY TOTAL		\$ 239,790	\$ 253,137	\$ 268,740	\$ 283,050	\$ 268,030	\$ 275,860

DEPARTMENT BUDGETS

Pavilion

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	47,680	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	10,410	10,610
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	6,580	7,390
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	37,110	38,300
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

DEPARTMENT BUDGETS

Zoo

FUND	FUNCTION	CODE
100	Community Services	714

DESCRIPTION

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

GOALS AND OBJECTIVES

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Zoo Services	\$ 991,901	\$ 967,419	\$ 1,062,990	\$ 1,055,450	\$ 1,091,860	\$ 1,130,920
	<u>\$ 991,901</u>	<u>\$ 967,419</u>	<u>\$ 1,062,990</u>	<u>\$ 1,055,450</u>	<u>\$ 1,091,860</u>	<u>\$ 1,130,920</u>

SUMMARY OF POSITIONS

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	<u>6.80</u>	<u>6.80</u>	<u>6.80</u>	<u>7.00</u>	<u>7.00</u>	<u>7.00</u>

DEPARTMENT BUDGETS

Zoo

FUND	FUNCTION					CODE
100	Community Services					714
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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

DEPARTMENT BUDGETS

Zoo

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
<u>EMPLOYEE SERVICES</u>							
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	258,640	280,480
	Total Employee Services	640,316	573,115	712,120	682,550	737,760	772,490
<u>OPERATIONS</u>							
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	44,740	45,530
6200000	Insurance	9,315	14,541	19,010	19,010	16,910	19,180
6250000	Occupancy	37,406	40,617	40,430	40,430	39,580	40,850
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	354,100	358,430

DEPARTMENT BUDGETS

Zoo

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
<u>SPECIAL PROJECTS</u>							
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	-	-
<u>CAPITAL PROJECTS</u>							
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	\$ 1,091,860	\$ 1,130,920

DEPARTMENT BUDGETS

Zoo

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	258,640	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	44,740	45,530	
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	16,910	19,180	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	39,580	40,850	
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	

DEPARTMENT BUDGETS

Zoo

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	

DEPARTMENT BUDGETS
Colony Park Community Center

FUND	FUNCTION	CODE
100	Community Services	717

DESCRIPTION

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

GOALS AND OBJECTIVES

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

SUMMARY OF SERVICE PROGRAMS

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
Community Center Programming	\$ 55,877	\$ 52,600	\$ 53,570	\$ 60,890	\$ 54,160	\$ 57,050
Community Center Maintenance	165,390	169,225	187,590	198,130	192,020	196,710
	<u>\$ 221,267</u>	<u>\$ 221,825</u>	<u>\$ 241,160</u>	<u>\$ 259,020</u>	<u>\$ 246,180</u>	<u>\$ 253,760</u>

DEPARTMENT BUDGETS
Colony Park Community Center

FUND	FUNCTION	CODE
100	Community Services	717

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Teen Center Hours Open	1,070	1,063	1,200	1,200	1,200	1,200
Number of Teen Center Members	313	246	250	225	250	250
Special Events Held	150	135	175	150	160	165
Classes Offered at Facility	477	467	350	400	400	400
Facility Rentals	230	230	230	230	230	230

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
<u>EMPLOYEE SERVICES</u>							
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	2,350	2,640
	Total Employee Services	46,255	44,835	43,250	50,230	40,760	43,550
<u>OPERATIONS</u>							
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	9,220	9,360
6300000	Insurance	7,490	10,130	13,460	13,460	14,070	15,570
6250000	Occupancy	88,055	95,902	95,420	95,420	99,070	102,220
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	205,420	210,210
<u>SPECIAL PROJECTS</u>							
7101022	Folding Chairs & Tables	326	-	-	-	-	-
7XXXXXX	Drinking Fountains	-	-	-	1,890	-	-
7XXXXXX	Restroom Upgrades	-	-	-	10,000	-	-
	Total Special Projects	326	-	-	11,890	-	-
ACTIVITY TOTAL		<u>\$ 221,267</u>	<u>\$ 221,825</u>	<u>\$ 241,160</u>	<u>\$ 259,020</u>	<u>\$ 246,180</u>	<u>\$ 253,760</u>

DEPARTMENT BUDGETS
Colony Park Community Center

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	2,350	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	9,220	9,360
6300000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	14,070	15,570
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	99,070	102,220
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

DEPARTMENT BUDGETS
Public Works Administration

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
Engineering and Development Services	\$ 844,375	\$ 909,666	\$ 967,980	\$ 936,620	\$ 1,154,470	\$ 1,124,680
Total	<u>\$ 844,375</u>	<u>\$ 909,666</u>	<u>\$ 967,980</u>	<u>\$ 936,620</u>	<u>\$ 1,154,470</u>	<u>\$ 1,124,680</u>

SUMMARY OF POSITIONS

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
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
Assistant Civil Engineer	-	-	-	-	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	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>7.00</u>	<u>7.00</u>

DEPARTMENT BUDGETS
Public Works Administration

FUND	FUNCTION					CODE
100	Public Works					801
	<u>2016-2017</u>	<u>2017-2018</u>	<u>2018-2019</u>	<u>2018-2019</u>	<u>2019-2020</u>	<u>2020-2021</u>
	ACTUAL	ACTUAL	BUDGETED	ESTIMATED	REQUESTED	REQUESTED
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 471,808	\$ 489,974	\$ 513,660	\$ 494,710	\$ 611,860	\$ 616,090
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	294,820	317,270
	Total Employee Services	674,316	719,245	762,100	720,680	914,020	940,700
<u>OPERATIONS</u>							
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	62,840	63,810
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	24,130	24,840
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	180,450	183,980

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
<u>SPECIAL PROJECTS</u>							
7505018	Document Scanning	\$ -	\$ 2,558	\$ 7,440	\$ 7,440	\$ -	\$ -
7708015	Development of 5-Year Capital Improvement Program	998	-	7,680	7,680	-	-
7701834	Downtown Watershed Plan	-	38,770	6,230	6,230	-	-
7701482	Storm Water Permit Compliance	-	509	11,490	11,490	-	-
7701755	Local Area Management Plan	31,750	9,041	24,210	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	57,050	60,000	-
<u>OTHER USES</u>							
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	\$ 936,620	\$ 1,154,470	\$ 1,124,680

DEPARTMENT BUDGETS
Public Works Administration

FUND 100		FUNCTION Public Works		CODE 801	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 611,860	\$ 616,090
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	294,820	317,270
6050000	Office Expense	Postage, printing, copying and office supplies	Estimated	5,000	5,000
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs and specialty software support costs	Allocated	62,840	63,810
6200000	Insurance	Allocated portion of liability coverage	Allocated	13,030	14,840
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	24,130	24,840
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	-

DEPARTMENT BUDGETS
Public Works Operations

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Public Works Operational Administration	\$ 243,272	\$ 257,777	\$ 259,780	\$ 278,620	\$ 287,980	\$ 271,630
Total	<u>\$ 243,272</u>	<u>\$ 257,777</u>	<u>\$ 259,780</u>	<u>\$ 278,620</u>	<u>\$ 287,980</u>	<u>\$ 271,630</u>

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	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>

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.

DEPARTMENT BUDGETS
Public Works Operations

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
<u>EMPLOYEE SERVICES</u>							
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	86,100	92,460
	Total Employee Services	197,541	203,849	210,870	208,820	217,280	223,640
<u>OPERATIONS</u>							
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	12,240	12,470
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	12,010	12,360
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	500	500
6600000	Professional Development	2,562	3,266	2,930	1,000	1,200	1,200
6650000	Recruitment	87	-	-	-	-	-
	Total Operations	42,389	53,928	48,910	46,000	46,700	47,990
<u>SPECIAL PURCHASES</u>							
7XXXXXX	Hand-held Radios	-	-	-	7,500	-	-
7XXXXXX	California Conservation Corp Projects	-	-	-	-	24,000	-
7XXXXXX	Downtown Bird Control Program	-	-	-	16,300	-	-
	Total Special Purchases	-	-	-	23,800	24,000	-

DEPARTMENT BUDGETS
Public Works Operations

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
<u>CAPITAL OUTLAY</u>							
8104012	Iron Working Tool	\$ 3,342	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Capital Outlay	3,342	-	-	-	-	-
ACTIVITY TOTAL		<u>\$ 243,272</u>	<u>\$ 257,777</u>	<u>\$ 259,780</u>	<u>\$ 278,620</u>	<u>\$ 287,980</u>	<u>\$ 271,630</u>

DEPARTMENT BUDGETS
Public Works Operations

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	86,100	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	12,240	12,470
6200000	Insurance	Allocated portion of liability coverage	Allocated	5,510	6,220
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	12,010	12,360
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	Miscellaneous trade or professional services	Estimated	500	500
6600000	Professional Development	Conferences, memberships, subscriptions, books and other training materials	Estimated	1,200	1,200
7XXXXXX	California Conservation Corp Projects	Projects such as brush removal and cleanup around Atascadero Creek and Atascadero Lake. Provides for two weeks of 12-worker crew.	Estimated	24,000	-

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

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

SUMMARY OF SERVICE PROGRAMS

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
Parks & Facilities	\$ 557,256	\$ 656,755	\$ 714,960	\$ 641,000	\$ 711,970	\$ 776,910
Parks Donations	-	4,985	-	-	-	-
Total	<u>\$ 557,256</u>	<u>\$ 661,740</u>	<u>\$ 714,960</u>	<u>\$ 641,000</u>	<u>\$ 711,970</u>	<u>\$ 776,910</u>

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	<u>4.40</u>	<u>4.40</u>	<u>4.40</u>	<u>4.40</u>	<u>4.40</u>	<u>4.40</u>

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

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
<u>EMPLOYEE SERVICES</u>							
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	172,080	185,730
	Total Employee Services	253,401	295,344	411,580	322,500	406,640	422,140
<u>OPERATIONS</u>							
6100000	Computer Maintenance & Replacement	7,760	8,790	8,840	8,840	9,050	9,220
6200000	Insurance	6,841	8,140	11,160	11,160	10,980	12,450
6250000	Occupancy	20,760	23,350	23,330	23,330	24,690	25,490
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	302,080	304,520

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
<u>SPECIAL PROJECTS</u>							
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	-	-	-	-
<u>CAPITAL OUTLAY</u>							
7103019	Lake Park Lower Restroom Repair	-	3,362	-	-	-	-
8103011	Replacement Tractor	-	-	-	-	-	47,000
8701716	Slurry Seal and Stripe Parking Lots	-	42,890	-	-	-	-
	Total Capital Outlay	-	46,252	-	-	-	47,000
<u>OTHER USES</u>							
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	\$ 711,970	\$ 776,910

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

FUND 100		FUNCTION Public Works		CODE 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	172,080	185,730
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated/ Contract	9,050	9,220
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	10,980	12,450
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	24,690	25,490
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
7103019	Replacement Tractor	Replacement of backhoe tractor	Estimated	-	47,000
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

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

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	

DEPARTMENT BUDGETS
Building Maintenance

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Building Maintenance	\$ 496,212	\$ 518,197	\$ 621,840	\$ 571,900	\$ 587,050	\$ 656,960
Total	<u>\$ 496,212</u>	<u>\$ 518,197</u>	<u>\$ 621,840</u>	<u>\$ 571,900</u>	<u>\$ 587,050</u>	<u>\$ 656,960</u>

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	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>

DEPARTMENT BUDGETS
Building Maintenance

FUND	FUNCTION	CODE
615	Public Works	815

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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

DEPARTMENT BUDGETS
Building Maintenance

FUND 615		FUNCTION Public Works				CODE 815	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>EMPLOYEE SERVICES</u>							
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	140,710	150,300
	Total Employee Services	254,329	271,544	278,960	265,990	303,940	314,560
<u>OPERATIONS</u>							
6100000	Computer Maintenance & Replacement	2,710	3,010	3,030	3,030	3,310	3,370
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	50,630	52,080
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	218,008	244,153	275,380	252,070	283,110	290,400

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
<u>SPECIAL PROJECTS</u>							
7151772	Termite Repairs - Police Station	\$ 5,885	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Special Projects	5,885	-	-	-	-	-
<u>CAPITAL OUTLAY</u>							
8105011	HVAC Units	-	-	-	32,700	-	-
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	-	-	-	-	-
8XXXXXX	Fire Station #2 Exhaust Extraction System Replacement	-	-	-	-	-	52,000
	Total Capital Outlay	17,990	2,500	67,500	53,840	-	52,000
ACTIVITY TOTAL		\$ 496,212	\$ 518,197	\$ 621,840	\$ 571,900	\$ 587,050	\$ 656,960

DEPARTMENT BUDGETS
Building Maintenance

FUND 615		FUNCTION Public Works		CODE 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	140,710	150,300
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	3,310	3,370
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	50,630	52,080
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000
8XXXXXX	Fire Station #2 Exhaust Extraction System Replacement	Replacement of diesel exhaust extraction system	Estimated	-	52,000

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND	FUNCTION	CODE
260	Public Works	816

DESCRIPTION

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

GOALS AND OBJECTIVES

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Streets Maintenance Services	\$ 917,567	\$ 1,065,294	\$ 1,572,020	\$ 1,528,430	\$ 1,138,670	\$ 2,026,510
Total	<u>\$ 917,567</u>	<u>\$ 1,065,294</u>	<u>\$ 1,572,020</u>	<u>\$ 1,528,430</u>	<u>\$ 1,138,670</u>	<u>\$ 2,026,510</u>

SUMMARY OF POSITIONS

Senior Maintenance 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	<u>4.60</u>	<u>4.60</u>	<u>4.60</u>	<u>4.60</u>	<u>4.60</u>	<u>4.60</u>

DEPARTMENT BUDGETS
Public Works Maintenance - Streets

FUND	FUNCTION					CODE
260	Public Works					816
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Customer Inquiries - Hours	290	310	350	350	350	350
Asphalt Patching - Tons	140	155	160	160	160	160
Grading - Tons	230	255	250	250	250	250
Concrete - Cubic Yards	25	30	30	30	30	30
Drainage - Linear Feet	2,500	2,500	2,500	2,500	2,500	2,500
Drainage (Basins/Culverts) - Each	375	375	375	375	375	375
Trees & Bushes - Hours	1,100	1,010	1,250	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	183,590	198,880
	Total Employee Services	380,694	397,194	422,380	412,230	442,460	460,030
OPERATIONS							
6100000	Computer Maintenance & Replacement	4,350	3,360	4,380	3,380	3,620	3,690
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	136,700	140,570
6910000	Administrative Charges	116,890	111,110	97,100	97,100	106,180	109,840
	Total Operations	536,873	550,908	550,400	551,740	586,430	596,170

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
<u>SPECIAL PROJECTS</u>							
7161497	Traffic Signal Back-up Battery Repair	\$ -	\$ 6,200	\$ -	\$ -	\$ -	\$ -
	Total Special Projects	-	6,200	-	-	-	-
<u>OTHER USES</u>							
	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	\$ 1,138,670	\$ 2,026,510

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	183,590	198,880
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	3,620	3,690
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	136,700	140,570
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	106,180	109,840

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	
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	

DEPARTMENT BUDGETS

Wastewater

FUND	FUNCTION	CODE
527	Public Works	827

DESCRIPTION

The Wastewater Division is part of the Public Works Department. The Division provides wastewater collection and treatment service for certain areas of the City. The Wastewater Division maintains and operates a 2.39 million gallon 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 infrastructure
- * Create and implement efficient and cost effective initiatives to improve wastewater collection and treatment

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Wastewater Services	\$ 2,128,885	\$ 1,860,459	\$ 3,281,540	\$ 2,043,830	\$ 4,756,430	\$ 5,714,280
Total	<u>\$ 2,128,885</u>	<u>\$ 1,860,459</u>	<u>\$ 3,281,540</u>	<u>\$ 2,043,830</u>	<u>\$ 4,756,430</u>	<u>\$ 5,714,280</u>

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	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>	<u>6.00</u>

DEPARTMENT BUDGETS

Wastewater

FUND	FUNCTION					CODE
527	Public Works					827
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Total number of connections	5,314	5,396	5,577	5,466	5,581	5,696
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
<u>EMPLOYEE SERVICES</u>							
5100000	Salaries	\$ 335,064	\$ 339,061	\$ 365,700	\$ 357,110	\$ 374,490	\$ 379,660
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	231,497	242,650	245,450	268,790	291,320
	Total Employee Services	572,128	607,459	633,640	627,390	671,330	699,030
<u>OPERATIONS</u>							
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	30,880	31,430
6200000	Insurance	16,451	21,956	26,060	26,060	29,660	33,430
6250000	Occupancy	8,556	9,198	9,330	9,330	9,930	10,170
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	104,460	107,020
6910000	Administrative Charges	202,650	217,520	221,960	221,960	251,800	250,060
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	923,721	898,537	1,045,720	1,022,570	1,135,000	1,151,350

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
<u>SPECIAL PROJECTS</u>							
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 and Sewer Line/Trench Settlement Repairs	104,596	72,491	126,670	112,500	100,000	103,000
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	75,000	-
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	256,100	206,000
<u>CAPITAL OUTLAY</u>							
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	-

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
<u>CAPITAL OUTLAY (continued)</u>							
8106011	Treatment Plant Fencing	\$ 4,199	\$ -	\$ -	\$ -	\$ -	\$ -
8107802	Replacement Pumps	-	26,089	-	-	-	-
8107815	Emergency Bypass Portable Pump	-	-	-	-	-	77,300
8107810	SCADA System	-	-	-	35,000	-	-
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 Rehabilitation 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	137,277	-	-	-	-
	Total Capital Outlay	463,143	212,607	1,392,910	258,800	2,694,000	3,657,900
ACTIVITY TOTAL		\$ 2,128,885	\$ 1,860,459	\$ 3,281,540	\$ 2,043,830	\$ 4,756,430	\$ 5,714,280

DEPARTMENT BUDGETS

Wastewater

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	\$ 374,490	\$ 379,660
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	268,790	291,320
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	30,880	31,430
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	9,930	10,170
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

DEPARTMENT BUDGETS

Wastewater

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	104,460	107,020	
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	251,800	250,060	
6990000	Contingency	Reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000	
7280950	Manhole Repairs and Sewer Line/Trench	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	
7401421	Wastewater Fee Study	Wastewater rate study and wastewater customer user classifications volumetric analysis	Estimated	75,000	-	
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	

DEPARTMENT BUDGETS

Wastewater

FUND		FUNCTION		CODE	
527		Public Works		827	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
8104005	Aerator	Purchase aerators	Estimated	\$ 19,000	\$ 19,800
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 Rehabilitation 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

DEPARTMENT BUDGETS

Transit

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Dial-A-Ride Service	\$ 398,270	\$ 630,685	\$ 456,890	\$ 465,450	\$ 480,020	\$ 488,030
Total	<u>\$ 398,270</u>	<u>\$ 630,685</u>	<u>\$ 456,890</u>	<u>\$ 465,450</u>	<u>\$ 480,020</u>	<u>\$ 488,030</u>

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
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
<u>EMPLOYEE SERVICES</u>							
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
<u>OPERATIONS</u>							
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	23,450	23,720
6200000	Insurance	6,564	4,980	4,160	6,340	6,130	6,980
6250000	Occupancy	1,660	1,800	1,800	1,800	2,200	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	75,410	77,080
6910000	Administrative Charges	70,150	75,330	76,940	76,940	83,540	86,980
	Total Operations	357,269	353,585	411,480	368,690	435,190	441,490

DEPARTMENT BUDGETS

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
<u>CAPITAL OUTLAY</u>							
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		<u>\$ 398,270</u>	<u>\$ 630,685</u>	<u>\$ 456,890</u>	<u>\$ 465,450</u>	<u>\$ 480,020</u>	<u>\$ 488,030</u>

DEPARTMENT BUDGETS

Transit

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	23,450	23,720
6200000	Insurance	Allocated portion of liability coverage	Allocated	6,130	6,980
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	2,200	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	75,410	77,080
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	83,540	86,980

DEPARTMENT BUDGETS

Technology

FUND

690

CODE

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

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Technology Services	\$ 1,002,711	\$ 941,513	\$ 1,113,420	\$ 1,085,040	\$ 1,087,050	\$ 953,180
Total	<u>\$ 1,002,711</u>	<u>\$ 941,513</u>	<u>\$ 1,113,420</u>	<u>\$ 1,085,040</u>	<u>\$ 1,087,050</u>	<u>\$ 953,180</u>

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
Technical Support Assistant	-	-	-	-	1.00	1.00
Total	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>3.00</u>	<u>4.00</u>	<u>4.00</u>

DEPARTMENT BUDGETS
Technology

FUND							CODE
690							290
	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>	
<u>PERFORMANCE/WORKLOAD MEASURES</u>							
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								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	
<u>EMPLOYEE SERVICES</u>								
5100000	Salaries	\$ 234,920	\$ 236,077	\$ 248,880	\$ 253,040	\$ 308,700	\$ 311,230	
5200000	Wages	25,050	30,875	36,900	17,060	23,260	23,820	
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	196,680	209,970	
	Total Employee Services	405,883	437,101	472,010	449,100	565,940	582,320	
<u>OPERATIONS</u>								
6050000	Office Expense	296	1,475	1,310	1,200	1,200	1,200	
6250000	Occupancy	31,550	34,240	34,330	34,330	41,960	43,190	
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	21,080	21,770	
	Total Operations	191,258	229,047	258,880	255,030	256,600	258,520	
<u>SPECIAL PROJECTS</u>								
7101013	Tables	2,270	-	-	-	-	-	
7101021	Chairs	1,604	-	-	-	-	-	
7102021	Small Printers	-	140	-	-	-	-	
7XXXXXX	Monitors	-	-	-	-	9,910	-	

DEPARTMENT BUDGETS
Technology

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	
<u>SPECIAL PROJECTS (continued)</u>								
7102084	Small Projectors	\$ -	\$ -	\$ -	\$ 750	\$ -	\$ -	
7XXXXXX	Wireless Networks	-	-	-	-	2,500	-	
	Total Special Projects	3,874	140	-	750	12,410	-	
<u>CAPITAL OUTLAY</u>								
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	-	-	
8XXXXXX	Electronic Timecard Software	-	-	-	-	-	12,240	
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	112,340	
ACTIVITY TOTAL		\$ 1,002,711	\$ 941,513	\$ 1,113,420	\$ 1,085,040	\$ 1,087,050	\$ 953,180	

DEPARTMENT BUDGETS
Technology

FUND					CODE	
690					290	
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 308,700	\$ 311,230	
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	23,260	23,820	
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	196,680	209,970	
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	41,960	43,190	
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	21,080	21,770	
7XXXXXX	Monitors	Replacement of monitors	Estimated	9,910	-	
7XXXXXX	Wireless Networks	Build-out and maintenance of 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	
8102023	Printers- Replacement	Replacement of printers	Estimated	8,000	2,000	

DEPARTMENT BUDGETS
Technology

FUND					CODE
690					290
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT
8102051	Network Switch	Replacement and addition of network switches	Estimated	\$ 69,000	\$ -
8102057	Storage Hardware	Replacement of storage infrastructure	Estimated	90,000	-
8XXXXXX	Electronic Timecard Software	Timekeeping and scheduling software	Estimated	-	12,240
8104509	Mobile Data Computers- Replacement	Replacement of Mobile Data Computers for the Police Department	Estimated	46,500	37,500

DEPARTMENT BUDGETS
Vehicle and Equipment Replacement

FUND	CODE
680	890

DESCRIPTION

The Vehicle and Equipment Replacement Fund is intended to eventually account for all vehicle and equipment replacement costs. Individual departments are charged an annual fee for vehicle replacement. The fee is based on the estimated replacement cost of the vehicles used by the department and the estimated useful life of the vehicles.

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Vehicle Replacement	\$ 204,814	\$ 320,662	\$ 206,240	\$ 207,840	\$ 205,500	\$ 382,000
Total	<u>\$ 204,814</u>	<u>\$ 320,662</u>	<u>\$ 206,240</u>	<u>\$ 207,840</u>	<u>\$ 205,500</u>	<u>\$ 382,000</u>

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 ESTIMATED</u>	<u>2020-2021 ESTIMATED</u>
<u>PERFORMANCE/WORKLOAD MEASURES</u>						
Vehicles Purchased	3	9	3	6	7	7
Vehicles Refurbished	1	-	-	-	-	-
Number of Vehicles Being Reserved	29	43	43	43	44	44

DEPARTMENT BUDGETS
Vehicle and Equipment Replacement

FUND								CODE
680								890
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED	
<u>CAPITAL OUTLAY</u>								
8103011	Police Vehicles	\$ 137,804	\$ 149,350	\$ 139,000	\$ 139,000	\$ 132,000	\$ 218,000	
8103011	Fire Vehicles- Replacements	383	102,862	19,240	20,840	-	45,000	
8103019	Fire Vehicles- Refurbishments	39,486	-	-	-	-	-	
8103011	Community Development Vehicles	-	19,103	-	-	-	-	
8103011	Recreation Vehicles	-	-	-	-	24,000	-	
8103011	Streets Vehicles	-	25,724	-	-	-	95,000	
8103011	Parks Vehicles	-	-	-	-	25,500	-	
8103011	Public Works Vehicles	-	-	24,000	24,000	-	-	
8103011	Zoo Vehicles	-	-	24,000	24,000	-	24,000	
8103011	Building Maintenance Vehicles	-	23,623	-	-	24,000	-	
8104501	Breathing Apparatuses	1,281	-	-	-	-	-	
8102578	Radio Simulcast Project	25,860	-	-	-	-	-	
	Total Capital Outlay	204,814	320,662	206,240	207,840	205,500	382,000	
ACTIVITY TOTAL		<u>\$ 204,814</u>	<u>\$ 320,662</u>	<u>\$ 206,240</u>	<u>\$ 207,840</u>	<u>\$ 205,500</u>	<u>\$ 382,000</u>	

DEPARTMENT BUDGETS
Vehicle and Equipment Replacement

FUND						CODE
680						890
OBJECT NUMBER	EXPENSE CLASSIFICATION	DESCRIPTION	BASIS	2019-2020 AMOUNT	2020-2021 AMOUNT	
8103011	Police Vehicles	Replacement of vehicles that have exceeded their useful lives; 6 vehicles and 2 motorcycles to be replaced this budget cycle (5 patrol, 1 unmarked and 2 motorcycles)	Estimate	\$ 132,000	\$ 218,000	
8103011	Fire Vehicles	Replacement of vehicles that have exceeded their useful lives: a vehicle will be replaced in 2020-2021	Estimate	-	45,000	
8103011	Recreation Vehicles	Replacement of vehicles that have exceeded their useful lives: a vehicle will be replaced in 2019-2020	Estimate	24,000	-	
8103011	Streets Vehicles	Replacement of vehicles that have exceeded their useful lives; a vehicle will be replaced in 2020-2021	Estimate	-	95,000	
8103011	Parks Vehicles	Replacement of vehicles that have exceeded their useful lives; a vehicle will be replaced in 2019-2020	Estimate	25,500	-	
8103011	Zoo Vehicles	Replacement of vehicles that have exceeded their useful lives; a vehicle will be replaced in 2020-2021	Estimate	-	24,000	
8103011	Building Maintenance Vehicles	Replacement of vehicles that have exceeded their useful lives; a vehicle will be replaced in 2019-2020	Estimate	24,000	-	

DEPARTMENT BUDGETS
Other Uses

FUND	CODE
100	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.

	<u>2016-2017 ACTUAL</u>	<u>2017-2018 ACTUAL</u>	<u>2018-2019 BUDGETED</u>	<u>2018-2019 ESTIMATED</u>	<u>2019-2020 REQUESTED</u>	<u>2020-2021 REQUESTED</u>
<u>SUMMARY OF SERVICE PROGRAMS</u>						
Other	\$ 1,169,200	\$ 293,737	\$ 261,270	\$ 263,620	\$ 187,390	\$ 200,240
Total	<u>\$ 1,169,200</u>	<u>\$ 293,737</u>	<u>\$ 261,270</u>	<u>\$ 263,620</u>	<u>\$ 187,390</u>	<u>\$ 200,240</u>

DEPARTMENT BUDGETS

Other Uses

FUND								CODE
100								080
OBJECT NUMBER	EXPENSE CLASSIFICATION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED	
<u>SPECIAL PROJECTS</u>								
<u>CAPITAL OUTLAY</u>								
8101031	Copiers - Replacement	\$ -	\$ 35,473	\$ -	\$ -	\$ -	\$ -	
8104057	Postage Machine	-	3,321	-	-	-	-	
8901798	2017 Storms Debris Removal	1,200	-	-	-	-	-	
	Total Capital Outlay	1,200	38,794	-	-	-	-	
<u>OTHER USES</u>								
	Transfers to:							
9505026	Gas Tax Fund for Street Maintenance	168,000	254,943	261,270	263,620	187,390	200,240	
9505061	Building Maintenance Fund to Fund Deficit	1,000,000	-	-	-	-	-	
	Total Transfers Out	1,168,000	254,943	261,270	263,620	187,390	200,240	
ACTIVITY TOTAL		\$ 1,169,200	\$ 293,737	\$ 261,270	\$ 263,620	\$ 187,390	\$ 200,240	

DEPARTMENT BUDGETS
Other Uses

FUND	CODE
100	080

<u>OBJECT NUMBER</u>	<u>EXPENSE CLASSIFICATION</u>	<u>DESCRIPTION</u>	<u>BASIS</u>	<u>2019-2020 AMOUNT</u>	<u>2020-2021 AMOUNT</u>
9505026	Gas Tax Fund for Street Maintenance	General Fund contribution to the cost of street department operations	Allocation	\$ 187,390	\$ 200,240

FUND ANALYSIS
Gas Tax Fund

FUND 260		TYPE Special Revenue				
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>REVENUES</u>						
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	187,390	200,240
Total Revenues	<u>782,078</u>	<u>1,136,751</u>	<u>1,493,580</u>	<u>1,455,910</u>	<u>1,540,780</u>	<u>1,624,400</u>
<u>EXPENSES</u>						
Employee Services	(380,694)	(397,194)	(422,380)	(412,230)	(442,460)	(460,030)
Operations	(536,873)	(550,908)	(550,400)	(551,740)	(586,430)	(596,170)
Special Projects	-	(6,200)	-	-	-	-
Transfers Out	-	(110,992)	(599,240)	(564,460)	(109,780)	(970,310)
Total Expenses	<u>(917,567)</u>	<u>(1,065,294)</u>	<u>(1,572,020)</u>	<u>(1,528,430)</u>	<u>(1,138,670)</u>	<u>(2,026,510)</u>
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	<u>\$ 1,065</u>	<u>\$ 72,522</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 402,110</u>	<u>\$ -</u>

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	-	-	-	-
Total Revenues	<u>2,128,208</u>	<u>2,062,668</u>	<u>2,372,430</u>	<u>2,506,680</u>	<u>2,933,010</u>	<u>3,514,700</u>
EXPENSES						
Employee Services	(572,128)	(607,459)	(633,640)	(627,390)	(671,330)	(699,030)
Operations	(923,721)	(898,537)	(1,045,720)	(1,022,570)	(1,135,000)	(1,151,350)
Special Projects	(169,893)	(141,856)	(209,270)	(135,070)	(256,100)	(206,000)
Capital Outlay	(463,143)	(212,607)	(1,392,910)	(258,800)	(2,694,000)	(3,657,900)
Total Expenses	<u>(2,128,885)</u>	<u>(1,860,459)</u>	<u>(3,281,540)</u>	<u>(2,043,830)</u>	<u>(4,756,430)</u>	<u>(5,714,280)</u>
Net Income	(677)	202,209	(909,110)	462,850	(1,823,420)	(2,199,580)
Increase / (Decrease) in Leave Liability	2,955	(763)	-	-	-	-
BEGINNING AVAILABLE BALANCE	<u>10,442,591</u>	<u>10,444,869</u>	<u>11,001,150</u>	<u>10,646,320</u>	<u>11,109,170</u>	<u>9,285,750</u>
ENDING AVAILABLE BALANCE	<u>\$ 10,444,869</u>	<u>\$ 10,646,315</u>	<u>\$10,092,040</u>	<u>\$ 11,109,170</u>	<u>\$ 9,285,750</u>	<u>\$ 7,086,170</u>

FUND ANALYSIS
Transit Fund

FUND						TYPE
529						Enterprise
	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 ESTIMATED	2019-2020 REQUESTED	2020-2021 REQUESTED
<u>REVENUES</u>						
Revenues from Other Agencies	\$ 352,750	\$ 601,288	\$ 413,690	\$ 431,400	\$ 445,970	\$ 453,980
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	<u>395,550</u>	<u>641,859</u>	<u>456,890</u>	<u>465,450</u>	<u>480,020</u>	<u>488,030</u>
<u>EXPENSES</u>						
Employee Services	(41,001)	(42,481)	(45,410)	(42,730)	(44,830)	(46,540)
Operations	(357,269)	(353,585)	(411,480)	(368,690)	(435,190)	(441,490)
Capital Outlay	-	(234,619)	-	(54,030)	-	-
Total Expenses	<u>(398,270)</u>	<u>(630,685)</u>	<u>(456,890)</u>	<u>(465,450)</u>	<u>(480,020)</u>	<u>(488,030)</u>
Net Income	(2,720)	11,174	-	-	-	-
<u>OTHER CASH SOURCES / (USES)</u>						
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	<u>(72,036)</u>	<u>(55,014)</u>	<u>(72,040)</u>	<u>(36,440)</u>	<u>(36,440)</u>	<u>(36,440)</u>
ENDING AVAILABLE BALANCE	<u><u>\$ (55,014)</u></u>	<u><u>\$ (36,435)</u></u>	<u><u>\$ (72,040)</u></u>	<u><u>\$ (36,440)</u></u>	<u><u>\$ (36,440)</u></u>	<u><u>\$ (36,440)</u></u>

FUND ANALYSIS
Building Maintenance Fund

FUND						TYPE
615						Internal Service
	<u>2016-2017</u> <u>ACTUAL</u>	<u>2017-2018</u> <u>ACTUAL</u>	<u>2018-2019</u> <u>BUDGETED</u>	<u>2018-2019</u> <u>ESTIMATED</u>	<u>2019-2020</u> <u>REQUESTED</u>	<u>2020-2021</u> <u>REQUESTED</u>
<u>REVENUES</u>						
Revenues from Other Agencies	\$ -	\$ 249	\$ -	\$ -	\$ -	\$ -
Charges for Services	483,860	526,910	526,850	526,850	587,050	604,960
Revenue from Use of Money	(844)	(20,051)	1,380	22,940	22,950	20,580
Other Sources	1,000,000	-	-	-	-	-
Total Revenues	<u>1,483,016</u>	<u>507,108</u>	<u>528,230</u>	<u>549,790</u>	<u>610,000</u>	<u>625,540</u>
<u>EXPENSES</u>						
Employee Services	(254,329)	(271,544)	(278,960)	(265,990)	(303,940)	(314,560)
Operations	(218,008)	(244,153)	(275,380)	(252,070)	(283,110)	(290,400)
Special Projects	(5,885)	-	-	-	-	-
Capital Outlay	(17,990)	(2,500)	(67,500)	(53,840)	-	(52,000)
Total Expenses	<u>(496,212)</u>	<u>(518,197)</u>	<u>(621,840)</u>	<u>(571,900)</u>	<u>(587,050)</u>	<u>(656,960)</u>
Net Income	986,804	(11,089)	(93,610)	(22,110)	22,950	(31,420)
<u>OTHER CASH SOURCES / (USES)</u>						
Increase / (Decrease) in Leave Liability	382	228	-	-	-	-
BEGINNING AVAILABLE BALANCE	<u>181,847</u>	<u>1,169,033</u>	<u>1,189,380</u>	<u>1,158,170</u>	<u>1,136,060</u>	<u>1,159,010</u>
ENDING AVAILABLE BALANCE	<u>\$ 1,169,033</u>	<u>\$ 1,158,172</u>	<u>\$ 1,095,770</u>	<u>\$ 1,136,060</u>	<u>\$ 1,159,010</u>	<u>\$ 1,127,590</u>

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	\$ 974,730	\$ 993,030
Revenue from Use of Money	2,119	6,159	19,670	26,720	23,890	21,260
Other Revenues	40	-	-	-	-	-
Total Revenues	<u>773,049</u>	<u>872,409</u>	<u>883,890</u>	<u>890,940</u>	<u>998,620</u>	<u>1,014,290</u>
EXPENSES						
Employee Services	(405,883)	(437,101)	(472,010)	(449,100)	(565,940)	(582,320)
Operations	(191,258)	(229,047)	(258,880)	(255,030)	(256,600)	(258,520)
Special Projects	(3,874)	(140)	-	(750)	(12,410)	-
Capital Outlay	(401,696)	(275,225)	(382,530)	(380,160)	(252,100)	(112,340)
Total Expenses	<u>(1,002,711)</u>	<u>(941,513)</u>	<u>(1,113,420)</u>	<u>(1,085,040)</u>	<u>(1,087,050)</u>	<u>(953,180)</u>
Net Income	(229,662)	(69,104)	(229,530)	(194,100)	(88,430)	61,110
OTHER CASH SOURCES / (USES)						
Increase / (Decrease) in Leave Liability	777	3,022	-	-	-	-
BEGINNING AVAILABLE BALANCE	<u>1,727,997</u>	<u>1,499,112</u>	<u>1,442,610</u>	<u>1,433,030</u>	<u>1,238,930</u>	<u>1,150,500</u>
ENDING AVAILABLE BALANCE	<u>\$ 1,499,112</u>	<u>\$ 1,433,030</u>	<u>\$ 1,213,080</u>	<u>\$ 1,238,930</u>	<u>\$ 1,150,500</u>	<u>\$ 1,211,610</u>

SUMMARY OF REVENUES
General Fund

FUND 100								SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
	Taxes							
	Property Taxes:							
41110.0000	Current Year Secured	\$ 6,331,644	\$ 6,692,918	\$ 6,982,810	\$ 7,034,340	\$ 7,458,470	\$ 7,756,810	
41110.6200	RDA Pass Through	(619,536)	(688,050)	(662,180)	(751,240)	(789,000)	(817,080)	
41110.6280	RPTTF Distributions	283,066	759,176	327,220	406,260	497,500	518,400	
41112.0000	Property Tax in Lieu of VLF	2,596,002	2,738,603	2,807,770	2,894,760	3,069,300	3,192,070	
41120.0000	Current Year Unsecured	147,249	149,214	151,120	151,830	160,740	162,350	
41130.0000	Current Year Supplemental	193,007	155,327	237,300	180,220	180,220	180,220	
41140.0000	Prior Year Secured and Unsecured	(3,484)	(6,978)	(5,000)	(5,000)	(5,000)	(5,000)	
41150.0000	Property Tax Penalties & Interest	(276)	(1,048)	(250)	(250)	(250)	(250)	
	Sales Tax:							
41210.0000	Sales & Use Tax	3,620,027	4,058,583	3,943,460	4,008,130	4,142,000	4,226,010	
41330.0003	Transient Occupancy Tax	1,337,528	1,376,498	1,325,900	1,322,680	1,420,020	1,633,840	
41610.0000	Property Transfer Tax	153,582	197,978	142,900	151,860	151,860	151,860	
	Franchise Taxes:							
41410.0000	Cable Television	354,668	248,966	245,540	236,010	240,730	245,540	
41420.0000	Electricity	247,698	270,639	252,680	261,430	264,040	266,680	
41430.0000	Garbage Disposal	390,215	410,118	404,460	436,200	444,920	453,820	
41431.0000	Chicago Grade Landfill Fee	39,941	39,467	39,900	39,470	14,400	14,400	
41433.0000	Recycling Fees	20,302	19,657	20,250	19,460	19,850	20,250	
41440.0000	Gas	77,497	72,051	80,630	70,310	71,720	73,150	
41470.0000	Wastewater	38,251	38,636	51,850	-	-	-	
	Business License Tax:							
41520.0005	Business Licenses	165,542	170,907	174,250	170,710	172,830	175,380	
	Total Taxes	15,372,923	16,702,662	16,520,610	16,627,180	17,514,350	18,248,450	

SUMMARY OF REVENUES

General Fund

FUND								SECTION
100								E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
GENERAL FUND (100)								
Permits and Fees								
42110.6020	Construction Permits	\$ 449,581	\$ 391,538	\$ 565,220	\$ 420,900	\$ 525,520	\$ 537,800	
42110.6010	General Plan Maintenance Permits	6,293	4,404	11,300	7,200	7,880	8,070	
42120.8010	Grading and Drainage Permits	33,483	31,472	32,650	50,980	39,410	40,340	
42130.8010	Encroachment Permits	38,070	30,230	50,870	55,340	42,040	43,020	
42140.6010	Tree Application Fees	11,114	11,227	9,230	6,620	7,800	8,000	
42150.6010	Planning Inspections	3,640	3,527	3,390	3,370	3,150	3,230	
	Total Permits and Fees	542,181	472,398	672,660	544,410	625,800	640,460	
Revenues from Other Agencies								
43110.0000	Motor Vehicle In-Lieu Fees (VLF)	13,833	16,265	14,000	14,950	15,170	15,400	
	Other Intergovernmental:							
43431.0000	Homeowner's Relief	45,289	45,195	46,650	44,540	44,610	45,950	
43432.0000	State Mandated Cost	576	18,429	-	5,000	5,000	5,000	
43434.4120	P.O.S.T.	-	24,526	25,000	25,000	25,000	25,000	
43451.4000	School Resource Officer	80,000	80,000	80,000	80,000	80,000	80,000	
	Grants:							
43624.4506	BSCC Realignment	4,140	751	-	540	34,140	-	
	Office of Traffic Safety Grants:							
43624.454X	OTS DUI Grants	-	30,788	17,850	17,850	-	-	
43624.454X	OTS Traffic Enforcement Grants	-	-	3,180	3,180	-	-	
43676.6806	El Camino Corridor Study	-	6,009	170,790	170,790	-	-	
43676.XXXX	Development of Housing Element and Inclusionary Housing Policy HCD Grant	-	-	-	-	75,000	-	

SUMMARY OF REVENUES
General Fund

FUND								SECTION
100								E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
GENERAL FUND (100)								
Revenues from Other Agencies <i>(continued)</i>								
Grants: <i>(continued)</i>								
43681.4597	Wireless 911 Grant	\$ -	\$ 217,730	\$ -	\$ -	\$ -	\$ -	
43449.5001	Fire Safe Council Grant	9,315	12,764	-	2,500	-	-	
43615.5579	Federal Fire SAFER Grant	-	-	52,310	52,310	70,540	48,390	
43625.1505	Cal OES Earthquake Reimbursement	-	3,424	-	-	-	-	
43625.2505	Cal OES Earthquake Administration	-	(9,182)	-	-	-	-	
43631.1505	FEMA Earthquake Reimbursement	-	11,834	-	-	-	-	
43631.2505	FEMA Earthquake Administration	-	(1,853)	-	-	-	-	
Total Revenue from Other Agencies		153,153	456,680	409,780	416,660	349,460	219,740	
Charges for Services								
Safety:								
44010.5001	First Response Charge	113,179	115,644	116,680	113,180	114,960	116,680	
44021.5010	Weed Abatement	34,055	33,736	35,000	43,690	37,780	37,780	
44034.5040	Fire Classes	8,314	954	-	5,850	-	-	
44435.5000	Castlerock Comm Site Lease	6,400	14,520	3,430	3,400	3,400	3,430	
44030.5001	Other Fire Revenues	27	-	-	-	-	-	
44040.4001	False Alarms- Police	5,736	5,394	3,500	6,770	5,000	5,000	
44050.4001	Mutual Aid- Police	-	21,064	30,000	-	30,000	30,000	
44050.5001	Mutual Aid- Fire	473,670	622,101	220,000	452,520	220,000	220,000	

SUMMARY OF REVENUES
General Fund

FUND								SECTION
100								E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
Charges for Services (continued)								
Safety (continued):								
44061.4001	Police Report Sales	\$ 456	\$ 470	\$ 350	\$ 570	\$ 500	\$ 500	
44065.4001	Vehicle Release Fees	13,377	15,883	16,240	19,460	18,000	18,270	
44066.4001	Citation Sign Off	470	452	500	410	500	500	
44067.4001	Fingerprints	7,779	6,625	8,120	6,140	8,000	8,120	
44068.4001	VIN Verification	1,113	687	1,340	530	600	610	
44069.4001	Other Police Services	3,207	9,905	3,050	2,700	2,740	2,780	
Development:								
44110.6010	Zoning Fees	52,982	34,500	36,600	67,660	43,000	43,650	
44120.6010	Subdivision Fees- Planning	52,409	27,125	26,150	53,400	32,500	32,500	
44120.8010	Subdivision Fees- Public Works	13,491	11,962	7,770	13,330	12,900	13,090	
44130.6010	General & Specific Plans	-	8,858	3,980	8,810	8,500	-	
44135.6010	EIR, Specific Plans & Annexations	53,236	-	-	-	-	-	
44140.6010	Appeals	4,570	3,062	2,510	1,250	1,210	1,230	
44145.6010	Assessment District Formations & Annexations	10,130	5,496	-	1,060	-	-	
44160.5001	Plan Check Fees- Fire	49,295	37,237	48,230	46,350	47,280	48,230	
44160.6010	Plan Check Fees- Planning	47,740	34,071	42,390	36,570	41,000	41,960	
44160.6020	Plan Checks- Building	301,653	270,437	243,040	161,440	304,800	311,920	
44160.8010	Plan Check and Inspection Fees- Public Works	130,118	85,496	90,440	148,830	115,610	118,320	
44170.5001	Inspections- Fire	7,987	10,716	17,060	7,000	10,930	11,150	
44170.8010	Stormwater Permit Compliance Site Inspections-Public Works	-	-	-	-	10,000	10,000	

SUMMARY OF REVENUES
General Fund

FUND 100							SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
<u>GENERAL FUND (100)</u>							
Charges for Services <i>(continued)</i>							
44190.6010	Other Planning Fees	\$ 3,515	\$ 3,493	\$ 3,450	\$ 2,850	\$ 2,890	\$ 2,930
44190.6020	Other Building Fees	-	2,525	-	2,900	-	-
44190.8010	Other Public Works Fees	176	136	190	290	190	190
44193.8010	Public Improvement Fees- Public Works	1,691	-	-	-	-	-
Recreation:							
44201.7110	Advertising	7,445	7,735	-	5,040	5,200	5,200
44211.7111	Aquatics Program	35,320	8,006	30,850	-	-	-
44220.7112	Adult Sports Program	41,845	29,654	36,150	40,520	36,770	37,780
44230.7113	Youth Sports Activities	66,448	59,755	59,000	59,400	59,000	59,300
44250.7116	Classes	135,632	133,034	125,000	126,300	125,000	125,000
44260.7117	Special Events	32,696	38,022	32,000	34,810	31,600	31,600
44260.1101	Promotions Special Events	22,140	26,228	-	29,220	30,000	31,000
Youth Center:							
44280.7170	CPCC Teen Center Memberships	2,871	2,428	2,330	1,960	1,960	1,960
44451.7170	CPCC Rentals	17,673	21,370	16,790	19,950	20,250	20,660
44455.7170	CPCC Security Guard Revenue	600	-	400	1,340	400	400
44457.7170	CPCC Equipment Rental	122	186	-	510	300	300
Administrative Charges:							
44310.0000	Copies	1,197	654	1,250	560	600	600
44320.0000	Filming Permit	2,253	-	-	-	-	-
44361.6010	Generation of Labels Fee	3,148	1,852	2,560	5,020	3,150	2,860
44362.6010	Mailing Fee	2,733	1,808	2,190	4,640	1,300	1,430

SUMMARY OF REVENUES
General Fund

FUND 100								SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
	Charges for Services <i>(continued)</i>							
44364.6010	Document Imaging Fee	\$ 18,528	\$ 15,527	\$ 19,070	\$ 15,670	\$ 17,980	\$ 18,400	
44375.0005	Business License Application	28,795	32,807	30,900	32,050	32,370	33,020	
	Business License Background Check	-	1,063	-	-	-	-	
44399.0000	Other Administrative Fees	-	385	-	-	-	-	
	Pavilion and Other Rentals:							
44481.7120	Pavilion Rentals	102,060	131,151	103,950	115,470	111,230	112,900	
44485.7120	Security Guard Revenue	6,083	9,121	4,760	8,710	8,840	8,970	
44422.7120	Other Pavilion Rentals	5,234	7,277	6,330	6,540	6,640	6,740	
44472.7110	Ranger House Rentals	35	-	40	-	-	-	
44422.0000	Other Property Rentals	1,657	1,001	-	2,570	-	-	
	Parks:							
44583.8130	Park Reservation Charges	32,230	18,620	29,180	45,530	30,640	31,250	
44511.8130	Park Concessions	4,370	5,933	3,500	4,360	4,230	4,230	
44538.8160	Road Closure Fees	380	570	-	570	590	610	
	Zoo:							
44610.7140	Admission	231,566	267,372	255,130	262,580	249,450	236,980	
44621.7140	Sales	922	1,041	1,500	750	1,500	1,500	
44623.7140	Food Sales	16,280	17,116	17,650	16,500	16,750	17,000	
44624.7140	Vendor Concessions	827	588	820	210	210	210	
44628.7145	Zoo Gift Shop	81,653	91,863	87,830	92,330	88,640	89,970	
44260.7140	Special Events- Zoo	33,200	24,650	30,000	33,800	30,000	30,000	

SUMMARY OF REVENUES
General Fund

FUND 100								SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
	Charges for Services (continued)							
44630.7140	Educational Program	\$ 9,716	\$ 14,430	\$ 12,810	\$ 8,880	\$ 12,500	\$ 12,810	
44630.7140	Miscellaneous Reimbursement	3,568	923	-	3,480	-	-	
	Total Charges for Services	<u>2,346,003</u>	<u>2,354,719</u>	<u>1,872,010</u>	<u>2,186,230</u>	<u>1,999,390</u>	<u>2,001,520</u>	
	Fines and Forfeitures							
45110.4001	Motor Vehicle Fines	51,059	52,145	60,000	39,820	50,000	50,000	
45120.4001	Red Light Fines	4,282	3,172	5,000	1,130	3,500	3,500	
45125.4001	Fix-It Fines	456	447	1,000	480	600	600	
45127.4001	Child Restraint Fee	33	-	40	40	40	40	
45130.4001	Health & Safety Fines	75	45	100	100	100	100	
45150.4001	Misdemeanor Fines	1,540	1,830	1,500	1,200	1,800	1,800	
45241.4001	City Parking Fines	1,722	3,769	6,500	3,400	4,000	4,000	
452xx.4001	Code Enforcement Fines	-	11,850	35,000	4,300	10,000	10,000	
45250.5001	Fire Department Fines	100	600	1,930	400	1,930	1,930	
45930.0005	Business License Late Fees	8,137	7,876	7,800	9,490	7,880	7,960	
45910.0000	NSF Penalties	413	483	400	730	400	400	
45940.1200	Late Filing Fees-Clerk	20	230	-	-	-	-	
45920.0003	TOT Penalties	9,144	5,200	-	51,430	35,000	-	
	Total Fines and Forfeitures	<u>76,981</u>	<u>87,647</u>	<u>119,270</u>	<u>112,520</u>	<u>115,250</u>	<u>80,330</u>	

SUMMARY OF REVENUES
General Fund

FUND								SECTION
100								E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
	Revenue from Use of Money							
	Investment Earnings:							
46110.0000	Pooled Investment Interest	\$ 66,102	\$ 77,402	\$ 55,000	\$ 55,000	\$ 54,380	\$ 55,000	
46111.0000	Adjustment to Fair Market Value	(67,580)	(85,019)	-	-	-	-	
46510.0000	Other Interest Earned	4,709	17,358	1,000	1,000	1,000	1,000	
	Total Revenue from Use of Money	3,231	9,741	56,000	56,000	55,380	56,000	
	Other Revenues							
47210.0000	Workers' Compensation Reimbursement	28,476	4,637	15,300	6,020	6,140	6,260	
47820.0000	Vending Commissions	28	37	30	30	30	30	
47830.0000	Insurance Reimbursements	643	-	-	-	-	-	
47840.8011	SB1186 Disability Access	-	2,945	2,160	2,170	2,170	2,170	
47870.0000	Administrative Charges to Third Parties	202	299	100	130	100	100	
47890.0000	Miscellaneous Revenue	16,305	19,900	12,590	15,270	16,000	16,140	
	Donations:							
47900.0000	Miscellaneous Donations	1	-	-	-	-	-	
47900.4000	Police Donations	1,865	7,988	-	30	-	-	
47900.5000	Fire Donations	212,751	8,299	23,400	-	-	-	
47900.7110	Recreation Donations	1,882	2,259	-	-	-	-	
47900.7119	Skate Park Donations	-	174	-	-	-	-	
47900.8130	Parks Donations	-	6,222	-	-	-	-	

SUMMARY OF REVENUES
General Fund

FUND 100								SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED	
<u>GENERAL FUND (100)</u>								
	Other Revenues (continued)							
	Zoo Donations:							
47900.7140	General Zoo Donations	\$ 1,534	\$ 1,940	\$ 2,000	\$ 1,620	\$ 1,620	\$ 1,620	
47903.7140	Zoological Society / Friends of the Zoo Annual Contribution	24,249	21,451	25,000	22,820	22,800	22,800	
	Interfund Administrative Charges:							
47110.0000	General Overhead Allocation	361,790	388,350	396,000	396,000	430,170	446,880	
47120.0000	Service Charges to Redevelopment Agency	250,000	130,330	-	250,000	130,330	132,940	
47122.0000	Service Charges to In Lieu Low / Moderate Income Housing Fund	46,510	42,930	44,530	44,530	44,910	45,400	
47129.0000	Service Charges to Technology Fund	-	26,980	27,490	27,490	21,080	21,770	
47180.0000	Public Works Allocation to Other Funds	322,800	312,680	312,420	312,420	384,370	394,410	
47185.0000	Service Charges to Capital Projects	155,800	136,536	216,420	134,000	129,900	132,980	
47195.0000	C.D.B.G. Administration	6,659	6,758	-	11,740	-	-	
47125.0000	Service Charges to Assessment Districts	40,579	38,463	33,030	37,000	38,000	38,000	
47127.0000	ATBID Administration	2,675	2,753	2,650	2,650	2,840	3,270	
47871.2350	SLOCTMD Administration	2,675	2,754	2,650	2,650	2,840	3,270	
	Total Other Revenues	<u>1,477,424</u>	<u>1,164,685</u>	<u>1,115,770</u>	<u>1,266,570</u>	<u>1,233,300</u>	<u>1,268,040</u>	

SUMMARY OF REVENUES
General Fund

FUND 100							SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
<u>GENERAL FUND (100)</u>							
	Transfers In						
49581.0000	Transfer in from Community Facilities District #2005-01	\$ 494,190	\$ 540,250	\$ 548,350	\$ 548,350	\$ 690,450	\$ 698,950
	Total Transfers In	<u>494,190</u>	<u>540,250</u>	<u>548,350</u>	<u>548,350</u>	<u>690,450</u>	<u>698,950</u>
	Total General Fund	<u>\$ 20,466,086</u>	<u>\$ 21,788,782</u>	<u>\$ 21,314,450</u>	<u>\$ 21,757,920</u>	<u>\$ 22,583,380</u>	<u>\$ 23,213,490</u>

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
<u>GAS TAX FUND (260)</u>							
	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 Revenue - 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	187,390	200,240
	Total Gas Tax Fund	\$ 782,078	\$ 1,136,751	\$ 1,493,580	\$ 1,455,910	\$ 1,540,780	\$ 1,624,400

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
<u>WASTEWATER FUND (527)</u>							
	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
<u>TRANSIT FUND (529)</u>							
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	122,240	117,640
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	\$ 480,020	\$ 488,030

SUMMARY OF REVENUES
Building Maintenance Fund

FUND 615							SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2016-2017 ACTUAL	2017-2018 ACTUAL	2018-2019 BUDGETED	2018-2019 PROJECTED	2019-2020 ESTIMATED	2020-2021 ESTIMATED
<u>BUILDING MAINTENANCE FUND (615)</u>							
	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	587,050	604,960
	Revenue from Use of Money						
46110.0000	Investment Earnings	(844)	(20,051)	1,380	22,940	22,950	20,580
	Other Sources						
49401.1000	Contribution from General Fund for Fund Balance	1,000,000	-	-	-	-	-
	Total Building Maintenance Fund	<u>\$ 1,483,016</u>	<u>\$ 507,108</u>	<u>\$ 528,230</u>	<u>\$ 549,790</u>	<u>\$ 610,000</u>	<u>\$ 625,540</u>

SUMMARY OF REVENUES
Technology Services and Replacement Fund

FUND 690		SECTION 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	\$ 903,040	\$ 921,340
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	23,890	21,260
	Other Revenues						
49101.0000	Proceeds from Sale of Assets	40	-	-	-	-	-
	Total Technology Services and Replacement Fund	<u>\$ 773,049</u>	<u>\$ 872,409</u>	<u>\$ 883,890</u>	<u>\$ 890,940</u>	<u>\$ 998,620</u>	<u>\$ 1,014,290</u>

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
General Fund										
2	Council	Election Polling	\$ 45,000							
1	Clerk	Municipal Elections- every		10,500		10,500				
1	Treasurer	Increased Investment Custodial Fees	600	600	600	600				
1	Legal	Legal Costs	25,000	25,000	25,000	25,000				
2	City Manager	City-Wide Part Time Wages	14,000	35,500	14,000	35,500				
1	Technology	Technology Support Assistant	86,120	84,320	84,320	84,320				
10	Technology	Electronic Timecards	12,240	900		12,240				
11	Technology	Wireless Networks	14,000	2,000	2,500				14,000	
12	Technology	Staff Software Training	31,270	13,580	6,000	6,000		13,580		
2	Finance	Cost Allocation/Fee Study	31,000		31,000					
3	Police	Animal Control Budget	75,000	75,000	75,000	75,000				
6	Police	Budgeted Vehicle	5,495	5,495	5,495	5,495				
1	Fire	Battalion Chief (2)	190,000	131,250	220,000	220,000				
3	Fire	Fire Station 2 Remodel	3,987,411			52,000			3,935,411	
4	Fire	Emergency Planning-LHMP	6,000		6,000	-				
4	Fire	Emergency Planning-Supplies and Training	3,000	3,000	3,000	3,000				
5	Fire	Dual Band Handheld & Mobile	131,045		23,100	61,970		45,975		
7	Fire	Part-Time Wages	51,753	51,753	15,000	15,000	36,753			
	Fire	Comprehensive Evacuation Communications Plan	80,000		80,000					
1	Com Dev	Senior Planner	31,610	31,610	31,610	31,610				
2	Com Dev	Housing Element	75,000		75,000					
1	Recreation	Active Net Transaction & Credit Card Fees Increase	5,000	5,000	5,000	5,000				
1	Pavilion	Network Upgrade-Internet	240	240	240	240				
1	Zoo	Network Upgrade-Internet	840	840	840	840				
1	PW Admin	Speed Zone Survey Update	60,000		60,000					

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
General Fund (continued)										
2	PW Admin	Assistant Engineer	121,200	118,200	120,000	120,000				
3	PW Admin	SLOCOG Membership Dues	5,560	5,600	5,560	5,600				
4	PW Admin	MS4 Stormwater Permit	25,000	25,000	17,500	17,500				
1	Streets	Backhoe Loader Replacement- Replace #232	95,000	3,100		47,000				
3	PW Operations	CA Conservation Corps	24,000	12,000	24,000					
General Fund Total			\$ 5,232,384	\$ 640,488	\$ 930,765	\$ 834,415	\$ 36,753	\$ 59,555	\$ 3,949,411	\$ -

Vehicle Fund										
2	Police	Vehicle Replacement	132,000	218,000	132,000	218,000				
8	Fire	Vehicle Replacement		60,000		45,000		15,000		
6	Recreation	Recreation Division Vehicle Replacement	24,000		24,000					
1	Zoo	Replacement Vehicle		24,000		24,000				
2	Parks	Service Truck-Replace #418	25,500		25,500					
1	Streets	Backhoe Loader Replacement- Replace #232	95,000			48,000				
1	Building Maint	Service Truck-Replace #717	24,000		24,000					
Vehicle Fund Total			\$ 300,500	\$ 302,000	\$ 205,500	\$ 335,000	\$ -	\$ 15,000	\$ -	\$ -

Transit Fund										
1	Transit	DAR Software Maintenance	9,500	9,500	9,500	9,500				
Transit Fund Total			\$ 9,500	\$ 9,500	\$ 9,500	\$ 9,500	\$ -	\$ -	\$ -	\$ -

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
Technology Fund										
2	Technology	Storage Replacement	90,000							
3	Technology	Switch Replacement	69,000							
4	Technology	Computer Replacement	38,600	15,600						
5	Technology	Server Replacement	-	45,000						
6	Technology	PD MDT Replacements	46,500	37,500						
7	Technology	Printer & Scanner Replacement	8,000	2,000						
13	Technology	Computer Monitors	9,913							
Technology Fund Total			\$ 262,013	\$ 100,100	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -

Wastewater Fund										
1	WW Admin	WW Fee Study and User Classification Analysis	75,000		75,000					
3	WW Admin	Reclassify WWTP OIT to Operator I	7,370	7,370	7,370	7,370				
6	WW Admin	Asset Management Program and Work Order System	-	103,000		103,000				
7	WW Admin	Annual GIS Maintenance and Modeling	15,000	15,000	15,000	15,000				
2	WW Collection	Lift Station 13 and Force Main Replacement		848,700		848,700				
3	WW Collection	Traffic Way Sewer Improvements	389,000	2,269,100	389,000	2,269,100				
4	WW Collection	Lift Stations 4, 7, 9, 11, 15 Rehabilitation	473,000		473,000					
5	WW Collection	Sewer Condition Improvements-Various Locations	456,000		456,000					

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
Wastewater Fund (continued)										
6	WW Collection	Combo Sewer Truck Storage Structure	15,000		15,000					
7	WW Collection	Service Pickup Truck Replacement	35,000		35,000					
8	WW Collection	Service Pickup Truck Replacement		36,100		36,100				
9	WW Collection	Emergency Generator Replacement		97,900		97,900				
10	WW Collection	Emergency Bypass Pump		77,300		77,300				
11	WW Collection	Portable Flow Meter Equipment and Analysis	25,000	7,500	32,500	7,500				
12	WW Collection	Sewer System Management Plan Update	30,000		30,000					
1	WW Treatment	Water Reclamation Facility Process Improvements & Updates		309,000		309,000				
3	WW Treatment	Percolation Basic Capacity Evaluation		36,100	36,100					
Wastewater Fund Total			\$ 1,555,370	\$ 3,808,570	\$ 1,563,970	\$ 3,770,970	\$ -	\$ -	\$ -	\$ -

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
Other										
5	Police	Heat Pump Installation	15,975							15,975
2	Recreation	Colony Park Drinking Fountain Re	4,207							4,500
5	Recreation	Colony Park Restrooms	80,000							10,000
7	Recreation	Paloma Creek Park Scoreboards	14,682							14,700
1	Pavilion	Window Repairs	4,800							4,800
2	Pavilion	Wood Floor Maintenance	8,700							8,700
1	PW Operations	Replace Handheld Radios	7,500							7,500
4	PW Operations	Downtown Bird Control	16,300	13,000						16,300
2	WW Admin	SCADA Server and Software Updates	35,000	1,500						35,000
5	City Manager	Citywide Salary Increases	810,000	810,000			810,000			
4	City Manager	Part-Time Event Coordinator	27,000	27,000			27,000			
1	Police	New Position - 4 Full-Time Police Officers	666,885	642,560			642,560			
7	Police	Full-Time Records Clerk	88,500	88,500			88,500			
4	WW Admin	Reclassify WWTP Operator II to Operator III	8,020	8,020			8,020			
5	WW Admin	Part-time Service Worker	36,430	35,430			35,430			
2	PW Operations	Part Time Service Worker	26,920	25,920			25,920			
1	Council	Strategic Planning	11,000	11,000				11,000		
2	Treasurer	Professional Development	1,200	1,200				1,200		
3	City Manager	ClearGov Subscription	7,300	5,500				7,300		
14	Technology	Citywide Scanning	7,200					7,200		
15	Technology	Fiber Project	400,000					400,000		
3	Finance	Pension Summary Reports	6,000	6,000				6,000		
2	Fire	Fire Station 1 Campus Upgrade	9,994,000					200,000	9,794,000	
4	Com Dev	General Plan Update		375,000				800,000		

			Amount Requested		Included Requests		Not included in draft document			Included Requests
Priority	Department	Description	2019-20	2020-21	2019-20	2020-21	tier 2	tier 3	tier 4	Current year
Other (continued)										
1	Parks	Atascadero Lake Algae Bloom Management Program	25,000	20,000				25,000		
2	Building Maint	Deodar Cedar Tables for City Hall	10,000					10,000		
2	Streets	Sidewalk Trip Hazard Mitigation Program	10,000	10,000				10,000		
1	City Manager	Additional Overtime	1,000	1,000					1,000	
8	Technology	Laserfiche Expansion	29,400	4,400					29,400	
9	Technology	Offsite Disaster Recovery	26,400	26,400					26,400	
1	Finance	Increased Audit Service Fees	20,000	20,000					20,000	
6	Fire	Establish a Equipment Replacement Fund	119,725	119,725					119,725	
5	PW Admin	Establish Primary Survey Benchmark System	25,000	20,000					45,000	
3	Parks	Portola Rd Well Supply to Atascadero Lake Operations	4,800	4,800					4,800	
1	WW Collection	Mainline Video Inspection Vehicle & Equipment	20,000	2,500					20,000	
Other Total			\$ 12,568,944	\$ 2,279,455	\$ -	\$ -	\$ 1,637,430	\$ 1,477,700	\$ 10,060,325	\$ 117,475

Tax Measure on November 2020 Ballot

DEPARTMENT: City Manager's Office PRIORITY: _____ OF _____

ONE-TIME COST OF ITEM: \$ \$45,000 FISCAL YEAR: 2019-2020

ONGOING COST OF ITEM: \$ n/a STARTING FISCAL YEAR: 2019

REQUEST SUMMARY:

In order to implement Council's identified top priorities for the current budget cycle, additional funding is being sought for the placement of a Sales Tax Measure on the 2020 ballot.

OBJECTIVES AND JUSTIFICATIONS:

The City Council has identified their top three priorities for the current budget cycle. Considering a potential sales tax measure is part of the action plan for implementing two of the goals:

- 1. Ensure Comprehensive Safety Readiness and Risk Mitigation**
- 2. Foster Financial Sustainability**

With this Supplemental Budget Request, the City would need to contract to conduct a scientific poll to learn community thoughts on priorities, fiscal choices and receptiveness to additional taxes to fund priorities. If the polling results indicate a likely successful outcome, and Council chooses to place a measure on the November 2020 ballot, remaining funds would be used to cover the estimated amounts for the election costs associated with the Ballot Measure to be paid to the County Clerk.

It is anticipated that if approved by voters in November 2020, a Sales Tax Measure would allow the City to address one of Council's highest priorities by increasing resources for Public Safety by addressing staffing and infrastructure needs.

OPTIONS:

COST DETAIL:

Estimated polling costs \$30,000 - \$40,000

Estimated elections costs \$5,000

Municipal Elections

DEPARTMENT: City Clerk

PRIORITY: 1 OF 1

ONE-TIME COST OF ITEM: \$ 10,500

FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 10,500

STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Increase the City Clerk's County Costs for Municipal Elections budget by \$10,500.00 to a total of \$40,500.00

OBJECTIVES AND JUSTIFICATIONS:

This adjustment allows for the costs charged to the City by the County for their management of the election process. Municipal Elections occur in November of every even year. Election costs are billed to the City based on the number of registered voters, and are shared amongst all agencies holding an election at that time, making these costs variable year-to-year. For the past three election cycles (2012, 2014, 2016) the costs were relatively stable for the City and in 2018, election costs increased by \$17,858. While there was an uptick in registered voters, the cost per voter increased more than 70% from 2016. The County also purchased new voting equipment and billed the City \$926 for depreciation costs associated with the equipment. The County advised that the election costs for 2018 did increase by \$40,000 and the number of participating agencies decreased by 11, causing the upswing in costs for each agency holding an election. Given the variable nature of the costs, and the history of large increases every 3rd or 4th election cycle, the current charges are likely to remain relatively stable for the next few cycles and then, potentially, increase again.

OPTIONS:

Do not increase the City Clerk's County Costs for Municipal Elections budget and a budget adjustment request can be submitted with the report to the City Council calling the 2020 Election.

COST DETAIL:

\$10,500.00 increase in the City Clerk's County Costs for Municipal Elections budget.

Increased Investment Custodial Fees

DEPARTMENT: City Treasurer PRIORITY: 1 OF 2

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ 600 STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

Due to an increase custody service fees by Union Bank, this expense has gone up, but it is unavoidable due to the need for safekeeping of the City's investments by an entity separate from the investment brokerage.

OBJECTIVES AND JUSTIFICATIONS:

The City employs the prudent practice of using a custodial account with a bank that holds the City's investments in various CDs and government securities. This practice ensures that an organization that offers investment opportunities to the Treasurer and the organization that holds those investments in safekeeping are separate. Although there is no requirement for this practice, the City believes this this separation is more secure.

The current Treasurer's budget is so lean, that this increase could not be accommodated.

OPTIONS:

No increase.

COST DETAIL:

Estimated annual increase of investment custodial fees at \$600 each year

Legal Costs

DEPARTMENT: City Attorney

PRIORITY: 1 OF 1

ONE-TIME COST OF ITEM: \$ 25,000

FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 25,000

STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Request for additional budget to cover court representation services and unexpected/irregular legal matters.

OBJECTIVES AND JUSTIFICATIONS:

Since FY 2015/16, the City has spent over \$300,000 annually in legal bills. Legal bills exceeded \$370,000 for both FY 2015/16 and 2017/18. With an annual budget of \$260,000, a budget adjustment is required annually to balance the City Attorney budget. In fact, with the spending trend of \$50,000 or more above budget, an adjustment of \$49,000 was made earlier this year to bring the FY 2018/19 budget to \$309,000 for the year. The annual expenditures for legal services fluctuates based on personnel issues throughout the year, code enforcement cases, and court appearances for misdemeanor tickets (such as camping violations).

In order to address the significant overage in the budget and to make the City Attorney's Office more accessible as issues and questions arise in the City, a contract amendment has been proposed to go from a monthly retainer and hourly billing model to a flat rate of \$20,000 per month for a total contract of \$240,000 annually. Moving to this model, there is both certainty in the monthly expenditure for legal services with BWS and, save unexpected and irregular legal matters, make for a standard annual contract amount. That being said, court appearances are separate from the BWS contract and are billed by Hanley & Fleishman. These are dependent on the misdemeanor tickets written and, given the rate of appearances this year, can exceed an additional \$30-40,000 annually. To account for these appearances, and in case of unexpected legal matters, a budget increase of \$25,000 is being requested.

OPTIONS:

Do not increase the City Attorney budget and a budget adjustment request can be done at the end of the year.

COST DETAIL:

\$25,000 annual increase in Contract Legal Services.

City-Wide Part Time Wages Increase

DEPARTMENT: City Manager

PRIORITY: 2 OF 4

ONE-TIME COST OF ITEM: \$ 14,000

FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 35,500

STARTING FISCAL YEAR: 2019/20

REQUEST SUMMARY:

Request for a City-Wide wages increase for part time staff

OBJECTIVES AND JUSTIFICATIONS:

California's minimum wage is scheduled to increase to \$15 per hour beginning January 1, 2022. The increases are scheduled on an annual basis and will increase by \$1 per hour every year beginning in 2018 through 2022. The California minimum wage increased to \$12.00 on January 1, 2019. The City's current part time wages range from \$12.41 to \$39.99. An increase will be necessary to bring the part time wages in compliance with California minimum wage requirements through 2022.

OPTIONS:

1. Option 1 will increase only the part time wages that need to be increased to meet the California minimum wage requirements.
2. Option 2 will increase all part time wages uniformly.

COST DETAIL:

1. Option 1:
2019/20 City-Wide Increase of \$7,500
2020/21 City-Wide Increase of \$25,000
2. Option 2:
2019/20 City-Wide Increase of \$14,000
2020/21 City-Wide Increase of \$35,500

Staffing Adjustment

DEPARTMENT: IT _____ PRIORITY: 1 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ 1,800 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 84,320 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

This request is for an additional IT staff member and to reclassify the Senior Technical Support Specialist position to a Network Analyst.

OBJECTIVES AND JUSTIFICATIONS:

The City's IT needs have grown beyond that which can be managed by three full-time employees. The increasing demands from City staff, the public and business owners are resulting in the following IT responsibilities not being completed.

1. Radios
 - a. IT is now highly involved in the maintenance and configuration of our radio systems and we cannot stay ahead of the system needs.
2. Mobile Data Terminals (MDTs)
 - a. These devices do not receive the attention they require to be reliably usable tools for emergency personnel.
3. GIS
 - a. Intern work and partial IT oversight has not been enough to keep pace with staff and public expectations. Individual departments continue to take on more GIS work. Asset management is a huge program where GIS could streamline current workflows. Interactive online maps could help staff more fully communicate information.
4. Project Management
 - a. Major software implementations and upgrades take a tremendous amount of time. Trakit took and still takes a lot of time from IT. As IT spends more time on enterprise-wide projects like Trakit, we have proportionally less time to spend on the rest of IT business. We will be unable to manage another project close to Trakit's scope without additional help.
5. New Functionality requests
 - a. City staff know their jobs well and often request new functionality so they can perform their duties more effectively and efficiently. IT staff cannot always fulfill these requests in a timely manner, if at all.
6. Training
 - a. All staff, including IT, need to be properly trained on all systems that pertain to their job functions. IT has been unable to afford the time necessary to be trained on the systems we maintain.
7. Website Upkeep
 - a. Access to up-to-date information is critical for communities. We are unable to keep our websites current.
8. Updates

- a. Keeping the operating system and software on all computers, servers and mobile devices up-to-date helps provide a secure computing environment. Applying updates takes a lot of time and we are unable to keep all equipment sufficiently updated.
- 9. Log reviews
 - a. Regular review of the access logs for our externally connected systems is necessary to find and block various methods of attack and unauthorized access attempts. We only have time to review logs when a suspected or confirmed attack occurs. Log reviews need to be done proactively to block access before an attack happens.
- 10. Compliance
 - a. More legislation is beginning to effect IT. We are often unable to meet these legislation requirements and deadlines.
- 11. Disaster Preparedness
 - a. We are unable to spend the time necessary to be properly prepared.
- 12. Cyber Security
 - a. Local governments all over the nation struggle to keep their environments secure. In order to successfully weather malicious attacks, diligent time is required. We do not have the time to implement and enforce policies, train staff to identify security vulnerabilities or test our defenses.

City Benefit

A new IT staff member would increase the available hands to resolve issues by 33%. The faster we can resolve issues for City staff, the more effective and efficient they can be. With a new IT staff member, larger, enterprise-wide projects will receive more attention. Streamlining efforts for all departments can be researched and implemented, further increasing efficiency for all City staff. As we are able to spend more time building stability and security into our environment, the fewer disruption City staff will have.

Public Benefit

The public will indirectly benefit from an additional IT staff member. Because IT is an internal service division, the majority of our effort directly supports City staff. Benefits that City staff receive, as noted above, will have cascading effects for the public they serve. Communication channels through email and phones will be more stable and predictable. Publically available information through WebLink and the website will be current and accessible.

Recommendations

A reclassification of an existing staff position and the addition of one new staff member are recommended so we can start to better meet City needs.

Reclassify

Senior Technical Support Specialist to Network Analyst

A small reclassification is needed to both reflect the current responsibility of the position and to accurately promote the job if it is ever vacated. The title Network Analyst best describes the current responsibilities of the position.

New Position

Technical Support Specialist

A new Technical Support Specialist would take care of much of the daily needs of City staff. This position would be responsible for responding to service requests, installing application updates, setting up rooms for meetings, and for maintaining phones, printers, scanners, desktops and laptops. These tasks would help ensure that all city staff are able to work effectively and efficiently. The time IT currently spends on these tasks keeps us from working on the list of responsibilities listed on the

previous page. A new staff member dedicated to keeping the rest of city staff working smoothly would give current staff the time to reestablish a safe and secure computing environment.

OPTIONS:

Option 1

- Reclassify Senior Technical Support Specialist to Network Analyst
 - From Range 24 + Out Of Class(OOC) pay (5%) to Range 30
- 1 new staff
 - Technical Support Specialist – Range 20
 - Remove IT Intern
 - Keep GIS intern

Option 2

- Reclassify Senior Technical Support Specialist to Network Analyst
 - From Range 24 + OOC to Range 30
- Increase operating budget
 - Hire more consultants to handle some of the workload and to manage and complete entire projects.
 - Invest in software solutions to automate tasks.

COST DETAIL:

Option 1 - \$83,600 annually, \$1,800 one-time

- Reclassify = \$8,100 annually
 - Current fully allocated cost – Range 24 + OOC = \$116,070
 - Range 30, Step E fully allocated cost = \$125,110
 - Range 30, Step E salary = \$78,480
 - Comparisons
 - Paso Robles
 - IS Tech IV – Max salary = \$85,500
- New position = \$75,500 annually
 - Range 20, Step E fully allocated cost = \$99,720
 - Range 20, Step E salary = \$61,491
 - IT Intern savings = \$14,975 annually
 - Operating increases
 - Cell phone = \$720 annually
 - One-time expenses
 - Training & Equipment = \$1800
 - Comparisons
 - San Luis Obispo
 - IT Assistant – Step 5 salary = \$59,878

Option 2

- Reclassify = \$8,100 annually
- Increase Operating Budget

\$60,000 annually

Electronic Timecards

DEPARTMENT: IT _____ PRIORITY: 10 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _12,240 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _900 _____ STARTING FISCAL YEAR: 20/21 _____

REQUEST SUMMARY:

This request is for timekeeping and scheduling software.

OBJECTIVES AND JUSTIFICATIONS:

Electronic timecards will help streamline the submission and approval processes. Rules built into Eden will help keep staff from filling out their timecard incorrectly. Routing features will send the timecards to the correct supervisor for signature. Values are automatically dumped into Eden, reducing the amount of time needed for manual entry.

The new Eden module would also allow for recording hours for project tracking.

In addition to filling out timecards in the web portal, staff will be able to view and update employee and dependent records, view paycheck history, tax information, leave usage, benefits and deduction usage, direct deposit elections, evaluations, job history, and qualifications.

All access is controlled through permissions.

OPTIONS:

Continue with paper timecards.

COST DETAIL:

HR Web Extension - \$5,000
Training – 24 hours - \$3,840
Initial Web Server Install - \$2,500
Annual Maintenance - \$900

One-time Fees - \$11,340
Annual Fees - \$900

Wireless Networks

DEPARTMENT: IT _____ PRIORITY: 11 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _14,000 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _2,000 _____ STARTING FISCAL YEAR: 19/20 _____

REQUEST SUMMARY:

This request is for the build out and upkeep of wireless networks at some City facilities.

OBJECTIVES AND JUSTIFICATIONS:

Most City facilities now have some form of a publically available wireless network for staff and consultants to use when on-site. The zoo does not have any wireless network and consultants and the public would benefit from wi-fi access. Some of the facilities have outdated equipment that needs to be upgraded.

This equipment needs to be depreciated. All existing wireless infrastructure has been purchased out of IT operating funds. We need to depreciate all existing equipment so we can keep the networks working as expected.

OPTIONS:

None.

COST DETAIL:

Zoo build-out - \$8,000
City Hall update - \$3,000
Pavilion update - \$3,000

Depreciation
\$6,239 spent over the last 2 years. Expected 4 year life span.
\$2,000 per year over next 4 years will catch us up on all previously purchased equipment.

Staff Software Training

DEPARTMENT: IT _____ PRIORITY: 12 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _31,270 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _13,580 _____ STARTING FISCAL YEAR: 19/20 _____

REQUEST SUMMARY:

This request is for funds to provide software training for city staff.

OBJECTIVES AND JUSTIFICATIONS:

Software updates usually bring new features but staff rarely has the time to research and learn about how the new features can be best used. New hires are also expected to have a baseline understanding of Microsoft Office projects. Regular, city wide training on our enterprise software packages will bring existing users up-to-speed and ensure that new hires will have the tools necessary to start their job well. IT staff is not able to provide this level of support and we recommend hiring a consultant to conduct this training.

The consultant recommended is based in San Luis Obispo and can conduct on-site training at our facilities or off-site training at their classrooms in San Luis Obispo.

The trainers would conduct some large group training sessions to catch existing employees up, hold more advanced classes for those that know the basics and train new hires at their facility as part of the onboarding process.

OPTIONS:

We can mix-and-match classes and locations to meet our needs. Key classes for staff would be Office, Windows OS and Crystal Reports.

Proposed Training Schedule

- 12 on-site classes this summer and fall to get good baseline training completed.
- 2 on-site classes per month for 2 months to cover advanced training
- 30 Class Pass for use as needed and for new hires
- 20 Class Pass annually for use as needed
- 6 on-site classes annually

COST DETAIL:

Each class = \$1600

Per month = \$3200

3 months of training = \$25,600

30 Class Pass = \$5670

20 Class Pass = \$3980 Annually

6 On-site Classes = \$9,600 Annually

Cost Allocation/Fee Study

DEPARTMENT: Administrative Services Department PRIORITY: 2 OF 3

ONE-TIME COST OF ITEM: \$ 31,000 FISCAL YEAR: 2019-2020

ONGOING COST OF ITEM: \$ 0 STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

Contract Fee Study services to determine if the City is charging the correct reimbursement for City services provided to the public, to ensure proper reimbursements for grants and reimbursements, and to ensure appropriate subsidies.

OBJECTIVES AND JUSTIFICATIONS:

There are many regulations the City is required to adhere to in the area of fees. In most cases, the City is able to charge only enough fees to offset the cost of providing the service. The last Fee Study was performed in 2014. Many changes within the organization have changed since then, and therefore, the cost of many of the services that are provided have likely also changed. In order for the Council to make decisions on the extent of subsidy for each City service, more accurate costs of providing services are necessary. Additionally, the City receives grants and reimbursements from Federal, State, and local governmental agencies, and in order to comply with the various regulations, periodic updates of the cost allocation/fee study are necessary.

OPTIONS:

1. Delay the Fee Study.
2. Do not perform Fee Study
3. Perform a "mini" Fee Study at a reduced cost, however, this is not recommended since so much has changed with the organization since the last Fee Study was completed, and this wouldn't provide enough updated information to be reliable.

COST DETAIL:

One Time Fee (*incurred 2019-2020*):

Fee Study	\$28,000
Travel Expenses	<u>3,000</u>
	\$31,000

Animal Control Budget Increase

DEPARTMENT: Police

PRIORITY: 3 OF 7__

ONE-TIME COST OF ITEM: \$ _____

FISCAL YEAR: _____

ONGOING COST OF ITEM: \$75,000

STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

The Atascadero Police Department is requesting an increase in the annual budget for Animal Control Services, based on an increase in the ongoing cost of services provided by San Luis Obispo County Animal Control.

OBJECTIVES AND JUSTIFICATIONS:

The City of Atascadero contracts with the San Luis Obispo County Animal Services Division to provide Animal Control services to our community. The cost of Animal Control Services is determined by the county based on the annual percentage of use by each participating agency. This percentage can fluctuate yearly based on the amount of services provided. During that past few years there has been an increase in the cost of services charged to the City of Atascadero by County Animal Control. This has been based both on an increase in the percentage of services our community has been provided, and on an increase in the overall budget costs experienced by County Animal Control.

The City of Atascadero has previously budgeted \$240,000 for Animal Control Services. In fiscal year 2018-2019, the City of Atascadero was advised that there was a substantial increase in costs to just under \$293,000. In speaking with Animal Services Director Eric Anderson, these costs are again expected to increase in the coming year. The Atascadero Police Department is requesting an increase to the annual budget of \$75,000 to cover the cost of this increase.

OPTIONS:

The City of Atascadero does not have the ability to operate its own Animal Control Division. The City must either pay this cost, or choose not to participate with San Luis Obispo County Animal Control.

The Atascadero Police Department budget could not be increased and the department would be forced to absorb these additional costs into the current budget resulting in a significant cut to operations capabilities.

COST DETAIL:

\$75,000 annually for budget years 2019-2020 and 2020-2021.

Budgeted Vehicle Replacement Cost

DEPARTMENT: Police _____ PRIORITY: 6 _____ OF 7 _____

ONE-TIME COST OF ITEM: \$ _____ FISCAL YEAR: _____

ONGOING COST OF ITEM: \$5495.00 _____ STARTING FISCAL YEAR: 19/20 _____

REQUEST SUMMARY:

Request for the amount of budgeted vehicle replacement to be increased by \$5495.00 per year starting in the 19/20 budget year.

OBJECTIVES AND JUSTIFICATIONS:

During the past budget cycle, the department transitioned to a fully supported vehicle fleet. This change was accomplished by moving money from the operating budget to the vehicle replacement and supplementing the vehicle replacement fund with SLESF funds.

As the department has progressed in eliminating non-supported vehicles from the fleet, and transitions to a fully supported fleet, we have realized that there is a slight increase from anticipated costs. This leaves an estimated shortfall of \$5495.00 per year in the vehicle replacement budget. The department is requesting an increase in this budget area to account for the shortfall.

OPTIONS:

The department could continue to operate with a yearly shortfall by finding savings in the amount of money needed for vehicle replacement. The Department could replace these funds each year by finding savings in other areas of our budget. The Department could also use SLESF funds to make up for the yearly shortfall.

COST DETAIL:

\$5495.00 per year starting with budget year 19/20 and continuing indefinitely.

Battalion Chief

DEPARTMENT: Fire and Emergency Services PRIORITY: 1 OF 8

ONE-TIME COST OF ITEM: \$ 67,000 FISCAL YEAR: 2019/2020

ONGOING COST OF ITEM: \$ 131,250 STARTING FISCAL YEAR: 2019/2020

REQUEST SUMMARY:

The Fire Department is requesting:

1. Create new position at the rank of Battalion Chief
2. Create a new rank of Fire Marshal/Battalion Chief and upgrade the current Fire Marshal/Captain to the new rank

OBJECTIVES AND JUSTIFICATIONS:

A Battalion Chief is a mid-management, salaried position that reports to the Fire Chief and supervises the engine company Captains. The Fire Department does not have a mid-management position. The duties of this new position will be daily operations, shared emergency coverage with the Fire Chief and administrative duties that will include emergency planning, staffing, fleet management, facilities and training. The Battalion Chief will be the primary Incident Commander and may also operate as the department Safety Officer.

The current Fire Marshal/Captain would be upgraded to a Battalion Chief rank to better reflect his job duties. He currently has mid-management responsibilities including community risk reduction (wildfire preparedness, weed abatement, building and sprinkler inspections, plan review, fire prevention, fire investigation), Emergency Management, emergency operations including emergency response and training, and other special assignments including the County Haz Mat Team and County Fire Investigators Strike Team.

The Fire Department currently has a Firefighter position partially funded by a federal grant. This 19th firefighter was initially hired to provide vacation relief and save overtime dollars by providing one extra person to a staff of 18. During the life of this grant, a Fire Captain could be removed from the engine company assignment and promoted to the new Battalion Chief position. This would still allow for 18 floor personnel to staff the engine companies while utilizing the federal grant to assist with the Battalion Chief salary.

The salary structure for these new positions would be modeled after the APD Lieutenant salary structure.

OPTIONS:

1. Only create Fire Marshal/Battalion Chief position by upgrading the current Fire Marshal/Captain rank to provide middle management and shared duty coverage.
2. Create new Battalion Chief for a limited time frame (life of federal SAFER grant)
3. Continue with current staffing model

COST DETAIL:

Battalion Chief - annual cost of approximately \$123,000. If a Fire Captain was moved to this position and the 19th firefighter was moved to fill this vacancy, the federal grant would provide an offset of approximately \$80,000 and \$40,000 (second and third year of 3 year grant).

Other costs would include a computer and increase to the overtime budget.

Fire Marshal/Battalion Chief - minimal cost to move current Fire Marshal/Captain to Fire Marshal/Battalion Chief – salary increase is very close to annual overtime

Other potential costs:

Mobile Data Computer and desk workstation - \$7,000 one-time cost and \$750 annual replacement (\$4,500 replacement value for MDC and 6-year life)

Vehicle - \$60,000 one-time cost and \$7,500 annual replacement (8-year life)

Fire Station 2 Remodel

DEPARTMENT: Fire and Emergency Services PRIORITY: 3 OF 8

ONE-TIME COST OF ITEM: \$ 3,987,411 FISCAL YEAR: 2019-2020

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

Remodel Fire Station 2 to mitigate safety issues and meet current and future needs of the department. The station needs a new diesel exhaust extraction system and increased living spaces including separate sleeping areas for male and female firefighters.

OBJECTIVES AND JUSTIFICATIONS:

Fire Station 2 was built in 1986 and has only seen a few minor upgrades over the years. At the time it was built, a crew of two firefighters shared one bedroom. Since that time, the office has been turned into the Captain's Office/bedroom and rest of the crew (two or three firefighters during the summer) share the original bunk room. A facility assessment conducted by RRM Design Group showed needs of a remodel and addition of approximately 4000 sf that would meet space needs, male/female quarters and living and working spaces for existing and future personnel. It also details the need for a separation between apparatus equipment and living and exercise spaces. This includes a new diesel exhaust extraction system that is about 21 years old and ineffective.

OPTIONS:

1. Mitigate the personnel safety issue only – New diesel exhaust extraction system - \$52,000
2. Rework remodel plan for a smaller expansion to lower costs
3. Continue using the existing facility with no upgrades

COST DETAIL:

RRM Design Group, Concept Project Budget:

Building	\$2,442,525
Equipment/Furnishings	\$184,250
Site Improvements	\$242,182
Fees	\$428,292
Admin/Contingency	\$492,030
Market Escalation	\$198,131
Total	\$3,987,411

Emergency Planning - Local Hazard Mitigation Plan

DEPARTMENT: Fire and Emergency Services PRIORITY: 9 OF 9

ONE-TIME COST OF ITEM: \$ 6000 FISCAL YEAR: 2019/2020

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

The Fire Department requests one-time costs to update the Local Hazard Mitigation Plan.

OBJECTIVES AND JUSTIFICATIONS:

The Local Hazard Mitigation plan is a document that identifies potential hazards and the effects of major disasters including wildland fires, earthquakes, floods and windstorms. After identifying hazards, it provides actions and procedures to follow to reduce the severity of the damages for each type of incident. Our plan was written in 2005 and was last updated in 2015. To be eligible for federal grants that would provide funds for either the mitigation of hazards before a disaster or funds to assist with rebuilding after a disaster has occurred, the LHMP needs to be updated every 5 years.

Currently the County is completing a county-wide Hazard Mitigation Plan. Every city is participating in the update. The project will then assist each city and district update their local plan. The county has secured grant funding to cover the majority of the cost but each city has a portion of the cost.

OPTIONS:

1. This project has already started. If the LHMP is not funded, funding will need to come from the Fire Department operating budget.

COST DETAIL:

Local Hazard Mitigation Plan Update - \$6000 one time

Emergency Planning – Training and Supplies

DEPARTMENT: City Manager PRIORITY: _____ OF _____

ONE-TIME COST OF ITEM: \$ _____ FISCAL YEAR: _____

ONGOING COST OF ITEM: \$ 3,000 STARTING FISCAL YEAR: 2019/2020

REQUEST SUMMARY:

Increase the City Manager's training budget for Emergency Planning training and supplies.

OBJECTIVES AND JUSTIFICATIONS:

The Fire Department is tasked with training city staff and managing the emergency plan. To assist the Fire Department, the City has the Emergency Planning Committee, made up of a representative from each department. This money would allow the Fire Department and the committee to train our personnel and purchase necessary supplies to equip our EOC. These funds will allow the Emergency Planning Committee to move forward in the areas necessary to keep the city compliant with current FEMA standards, including the requirement to train staff annually on Emergency Planning and EOC operations.

OPTIONS:

1. Do not increase City Manager training budget and continue all training and supplies through the Fire Department operations budget

COST DETAIL:

Training and EOC Supplies - \$3000 ongoing

Dual Band Handheld and Mobile Radio Replacement

DEPARTMENT: Fire and Emergency Services PRIORITY: 5 OF 8

ONE-TIME COST OF ITEM: \$ 131,045 FISCAL YEAR: 2019/2020

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

Replace dual band handheld radios and mobile radios for fire apparatus and utility vehicles.

OBJECTIVES AND JUSTIFICATIONS:

The objective is to replace our current outdated dual band handheld and mobile radios with Motorola radios.

Radios are a critical component of every day communication and are vital in the safety of fire department personnel on every call for service. Dual band radios are utilized on emergency incidents where fire personnel need to communicate with police, ambulance and hospital personnel. These incidents may include mass casualty incidents or active shooter type situations. Having dual band radios provides for the interoperability with other agencies that is required to receive any federal aid money in the event of a large scale disaster.

Due to the rapidly evolving technology of radio systems and updating of system requirements, the need to replace both handheld and mobile radios every 7-10 years is necessary to facilitate consistent and reliable communication both in the city and with statewide resources. We are beginning to see our dual band capable handheld and mobile radios fail due to their age. With the exception of two newer staff vehicles, all other mobile radios are over 10 years old and every handheld dual band radio is over 10 years old.

OPTIONS:

1. Purchase radios in phases over the budget cycle or several years
 - a. Purchase only Dual band mobile radios
 - b. Purchase only Single band mobile radios
 - c. Purchase only handheld radios
2. Purchase fewer number of handheld dual band radios:
 - a. Four radios for 7500, 7520, 7591, 7592 - \$23,076
3. Do not purchase any radios and continue with existing equipment.

COST DETAIL:

Single band mobile radio (12) - \$61,962
Dual band mobile radio (4) - \$22,931
Dual band handheld radio (8) - \$46,152.
Total - \$131,045

Part-Time Wages

DEPARTMENT: Fire and Emergency Services PRIORITY: 7 OF 8

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ 51,753 STARTING FISCAL YEAR: 2019/2020

REQUEST SUMMARY:

The Fire Department is requesting an annual increase to the part time wages budget of \$39,019.

OBJECTIVES AND JUSTIFICATIONS:

The part time wages budget is used to fund the Seasonal Firefighter position for the Fire Department. The seasonal firefighter position is a temporary/part-time position used to augment engine company staffing during the summer fire season. Six are hired to work a 56-hour workweek that conforms to the paid staff schedule and two are hired to backfill when others respond out of the city on a mutual aid incident. At the beginning of the season, they spend one week in training to complete annual mandatory wildland, medical and structural firefighting training. The length of the work assignment is 6 months or less. An increase in the budget is necessary to address the annual increase to the minimum wage. Additionally, several years of heavy fire activity in the state in October, November and December has dictated that the seasonal firefighters work the full six months, when historically the season ended much closer to September or October.

OPTIONS:

1. No change to part time wages budget and utilize seasonal firefighters for less than six months
2. Eliminate training academy (train on shift)
3. Eliminate alternate seasonals

COST DETAIL:

		<u>Including Taxes and Benefits</u>
Annual cost of Seasonal program	\$110,299	\$149,791
See attached spreadsheet		
Part-Time Wages Budget	<u>\$71,280</u>	<u>98,038</u>
Increase to budget:	\$39,019	\$ 51,753

Emergency Planning – Evacuation and Public Notification System

DEPARTMENT: Fire and Emergency Services PRIORITY: 4 OF 8

ONE-TIME COST OF ITEM: \$ 80,000 FISCAL YEAR: 2019/2020

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

The Fire Department requests money to hire a consultant to update our evacuation plan and provide recommendations for emergency public notifications.

OBJECTIVES AND JUSTIFICATIONS:

City Council has established the priority to ensure comprehensive safety readiness and risk mitigation. To work towards this goal, staff would like to implement a comprehensive evacuation and emergency communications plan. This would include hiring an outside consultant to address the following topics:

Evacuation Notification:

- Effectiveness of cell phone towers and cell phone notifications in the event of loss of power.
- Effectiveness / feasibility of implementing a siren system.
- Development of a strong social media platform for constant communication during an emergency.
- Effectiveness of "weather radio" system.
- Effectiveness of landline notifications.
- Educating the community on evacuation notifications.
- Activating evacuation and evacuation routes.

Evacuation Implementation:

- Developing clear evacuation route scenarios based on the event.
- Pre-identified routes for evacuation of residents vs. bringing resources and equipment in.
- Identifying areas and streets to close to facilitate one-way traffic moving people out of the affected area.
- Identify choke areas where traffic control personnel will be need to be stationed to move people through quickly.
- Identifying those neighborhoods with one way in / out and look for ways to mitigate through easements, neighborhood discussions and paper roads.
- Identify and train City staff members in implementing an evacuation.
- Train neighborhood volunteers to assist with knowing evacuation plans and helping others learn about the plans.

- Train neighborhood volunteers to gather information on those that may have special needs in an evacuation (elderly, homebound, etc.) and to assist those with special needs in an evacuation.
- Develop a program that allows those that may not be able to self-evacuate to identify themselves in advance to police/fire.
- Identify potential safe refuge areas in the event that full evacuation is not possible.

OPTIONS:

1. Update evacuation and emergency notification plan in house with Fire Department staff
2. Continue to use existing evacuation and mass evacuation notification systems

COST DETAIL:

Estimated cost to hire consultant - \$80,000

Senior Planner

DEPARTMENT: Community Development

PRIORITY: 1 OF 4

ONE-TIME COST OF ITEM: \$__

FISCAL YEAR: 2019-20

ONGOING COST OF ITEM: \$__31,610__

STARTING FISCAL YEAR: 2020

REQUEST SUMMARY:

Request to add one full time senior planner in replacement of one part-time senior planner while seeking to reduce the hours of the second part time senior planner position.

OBJECTIVES AND JUSTIFICATIONS:

Recently, staff turnover has resulted in the loss of the Associate Planner position. At the same time one of the part time planning staff has requested full time work, while the other part time staff planner has requested to reduce hours. The Community Development Department needs to add a full time Senior Planner in addition to retaining one part time planning staff, one associate planner and one assistance planner (current staff is one assistant, one associate and two part time senior). A full time Senior Planner is a key staff person needed to help guide current and long range planning activities and assist with the Design Review Committee and Planning Commission. The senior planner is also needed to manage significant development projects such as the Del Rio Specific Plan, El Camino Plan, Barrel Creek project, the Housing Element and future General Plan update. Part time staff have been utilized to make up for the lack of a full time Senior Planner, however the need for a full-time dedicated senior staff is increasing and is projected to increase even if economy flattens.

Long range planning activities are anticipated to increase over the next 2-4 years as the City contemplates a new Housing Element and a new General Plan Land Use and Circulation Element. Major development projects continue to consume significant staff time and these projects need experienced staff to help guide through a planning and development process. These projects include the Barrel Creek and Del Rio Specific Plans, Major downtown redevelopment projects, Dove Creek commercial project, and the potential unknown future of the Eagle Ranch area. Additionally, assistance is needed to continue guiding economic development and helping to attract quality head of household jobs to our community.

OPTIONS:

1. Continue with 2 part time "senior planner" staff. This option is ok, however the part time staff cannot be offered a competitive wage and are not here at times when needed. One of the part time staff wants to significantly reduce her hours or may not work at all this summer.
2. Utilize a contract planner to assist with growing workload. This option may work but doesn't give us the personnel that are part of our team and they may not be connected with our community and political needs.

COST DETAIL:

Following one-time hiring, testing and training costs of approximately \$2-3,000, the annual cost of a full time senior planner in addition to keeping one part time senior planner for less than 10 hours per month will be \$31,610 additional cost per year. If the remaining part time senior planner position hours are reduced to zero, the ongoing costs would be \$26,050.

Housing Element & Inclusionary Housing Policy

DEPARTMENT: Community Development

PRIORITY: 2 OF 4

ONE-TIME COST OF ITEM: \$__75,000

FISCAL YEAR: 2020-21

ONGOING COST OF ITEM: \$____0

STARTING FISCAL YEAR: 2020

REQUEST SUMMARY:

Request for one-time funds to complete the State Mandated update to the Housing Element of the City's General Plan.

OBJECTIVES AND JUSTIFICATIONS:

The City needs to prepare an update to the Housing Element of the General Plan. This activity is typically lead by a consultant and makes recommendations on future housing policies and implementation methods for meeting the region's housing goals. The State of California mandates that every City adopt a Housing Element and the Housing Element must be certified by the State Department of Housing and Community Development. The due date for our Housing Element to be complete and certified is December 31, 2020. All the Cities in San Luis Obispo County are operating under this same requirement. The City will need to work with a consultant to assist in completing this work. The completed housing element will be incorporated into the City General Plan and will assist the City in completing an update to the City's Land Use and Circulation Elements of the General Plan.

The completed housing element will be incorporated into the City General Plan and will assist the City in completing an update to the City's Land Use and Circulation Elements of the General Plan. This mandated effort must be completed or the City will be subject to additional oversight and policy directives from the state of California. Having an updated and State certified housing Element will enable the City to be eligible for grants and other funding opportunities.

OPTIONS:

1. Seek grants to assist with the funding of this effort.
2. Complete the work in house with existing staff and re-prioritize other projects
3. Don't complete the housing element update and continue with the existing housing element.
This will result in a non-certified element.

COST DETAIL:

Consultant costs are estimated to be about \$75,000 based on the complexity of our needs. Grants from the state are typically available for this activity and staff will be seeking grant assistance.

Increased Active Net Transaction and Credit Card Fees

DEPARTMENT: City Manager/Recreation Division PRIORITY: _____ OF _____

ONE-TIME COST OF ITEM: \$ _____ FISCAL YEAR: _____

ONGOING COST OF ITEM: \$ 5,000 STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

Increase budget for Active Net transaction fees and credit card fees.

OBJECTIVES AND JUSTIFICATIONS:

Active Net is the credit card provider for the Recreation Division. Credit cards are accepted at the Recreation Division and online when the public enrolls in a class or a sports program. The Recreation Division has had an increase in activity and that has increased the transaction and credit card fees charged by Active Net.

OPTIONS:

Do not increase the transaction and credit card fees budget but this is not recommended since the City is required to pay these fees if the City continues accepting credit cards in the Recreation Division.

COST DETAIL:

Increase of \$5,000 annually.

Wireless Networks

DEPARTMENT: Pavilion_____ PRIORITY: 3 OF 3_

ONE-TIME COST OF ITEM: \$_____ FISCAL YEAR: 19/20_____

ONGOING COST OF ITEM: \$_240_____ STARTING FISCAL YEAR: 19/20_____

REQUEST SUMMARY:

This request is for the increased costs to support wireless networks at Zoo..

OBJECTIVES AND JUSTIFICATIONS:

The Pavilion currently has limited wireless network and renters would benefit from wider bandwidth wi-fi access.

OPTIONS:

Hold off on wifi.

COST DETAIL:

\$70 monthly for internet services (already budgeted at \$50/mo).

Wireless Networks

DEPARTMENT: Zoo_____ PRIORITY: 2 OF 2_

ONE-TIME COST OF ITEM: \$_____ FISCAL YEAR: 19/20_____

ONGOING COST OF ITEM: \$_840_____ STARTING FISCAL YEAR: 19/20_____

REQUEST SUMMARY:

This request is for the increased costs to support wireless networks at Zoo..

OBJECTIVES AND JUSTIFICATIONS:

The zoo currently does not have any wireless network and employees and consultants would benefit from wi-fi access. Some of the facilities have outdated equipment that needs to be upgraded.

OPTIONS:

Hold off on wifi.

COST DETAIL:

\$70 monthly for internet services

Speed Zone Survey Update

DEPARTMENT: Public Works – Administration/Engineering PRIORITY: 1 OF 5

ONE-TIME COST OF ITEM: \$ 60,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

In order to enforce speed limit zones on City streets that are not the statutory prima facie limits of 25 or 55 mph, a speed zone survey is performed on each street section. This survey is valid for five years and may be extended to up to ten years under certain conditions and rechecks. The last speed survey was performed in 2010 and has been extended to its 10-year limit; which now requires a full update to the speed zone survey to be performed by a traffic engineering consultant.

OBJECTIVES AND JUSTIFICATIONS:

Most citizens can be relied upon to behave in a reasonable manner as they go about their daily activities. Generally speaking, traffic laws that reflect the behavior of the majority of motorists are found to be successful. Laws that arbitrarily restrict the majority of drivers encourage wholesale violations, lack public support, and usually fail to bring about the desirable changes in driving behavior. This is especially true of speed zoning. The Police Department relies on reasonable and well-recognized speed laws to control the unreasonable violator whose behavior is clearly out of line with the normal flow of traffic.

Division 11, Chapter 7, Article 1 of the California Vehicle Code (CVC) (Section 22348) provides the mechanism for local authorities to “determine and declare” a prima facie speed limit in excess of 25 mph and less than 55 mph on the basis of an Engineering and Traffic Survey (E&TS). Section 4-2.501 of the AMC allows the City Engineer, through an engineering traffic survey, to determine the appropriate speed limit for streets within the City. The 2010 Speed Zone Survey Update was prepared by a traffic engineering consultant, TPG Consulting, who analyzed 36 roadway segments in Atascadero. This survey and its recommendations were approved by the City Council on September 14, 2010.

There are several additional roadway sections that are recommended to be added to the sections included in the last speed zone survey due to additional traffic, a change in land use, or repeated citizen complaints. It is likely that the updated speed zone survey will determine that most speed limits that currently exist will not change. If a change is recommended and approved, or speed zones are established on new roadway sections, costs to furnish and install new speed limit signs will be incurred. Staff recommends having the speed zone survey performed sometime in FY19/20 to provide time to gain the necessary approval of the City Council and review of the District Judge - who will examine the speed zone survey for reasonableness and compliance with applicable laws.

OPTIONS:

Do nothing. This option will discourage patrol officers from enforcing speed limits since challenges to citations will not likely hold up in court due to an outdated speed zone survey.

COST DETAIL:

Traffic Engineering Consulting Fees:	\$55,000
New Speed Limit Signs and Posts:	\$ 5,000
Total:	\$60,000

Assistant Engineer or Capital Projects Manager

DEPARTMENT: Public Works – Administration/Engineering PRIORITY: 2 OF 5

ONE-TIME COST OF ITEM: \$ 3,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 118,200 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

The combined Administration/Engineering (A/E) Division of Public Works currently has a total of six employees including Director/City Engineer, Deputy Director/Principal Civil Engineer, Associate Engineer, Public Works Inspector, Administrative Assistant, and Office Assistant III. This division is responsible for implementing the CIP and capital projects (design-bid-construct), inspections, development review and public improvements, final parcel and subdivision maps, engineering standards, Right-of-way management/encroachment permits, traffic engineering, stormwater management, grading and drainage, septic design standards, regulatory reporting, coordinating solid waste and recycling operations, as-built plans, transit/Dial-A-Ride, supporting Maintenance and Wastewater Divisions, and overall department administration activities (personnel, policies, budgets, records, SOPs, etc.). The current workload of the A/E Division has increased significantly from new project funding (F14, SB-1, etc.), new regulatory mandates (MS4, LAMP, etc.), increased development activity, and managing systems of aging and deteriorating infrastructure. This request is for an entry level civil engineering or capital projects manager to assist with this increased work demand.

OBJECTIVES AND JUSTIFICATIONS:

The Assistant Engineer position is a versatile position that will be responsible for performing technical and administrative work related to various projects and programs of the A/E division. Currently the A/E division contracts with engineering consulting firms to perform design and prepare construction plans for most capital projects. Consultants have been hired lately to perform inspection on some capital projects due to the volume of encroachment permits, development public improvements, and capital projects tying up the one current inspector. This position will allow for more design work and preparation of construction plans to be performed in-house by A/E staff, as well as providing inspection on capital projects, saving tens of thousands of dollars on each project.

In addition, the Assistant Engineer will assist with other A/E responsibilities including MS4 stormwater permit reporting and inspections, LAMP documentation, Engineering Standards updates, construction cost estimates, CIP preparation, GIS and CADD work, field reconnaissance, infrastructure asset management, as-built record plan requests, customer service, and many more activities. This position is expected to work at least half-time to three-quarters on capital projects which are not generally funded by the General Fund. Furthermore, the cost for this position will be partially offset by savings in not hiring consulting firms.

OPTIONS:

1. Hire an experienced Engineering Technician position. This is a long stretch since Engineering Technicians are dwindling in numbers and difficult to find.
2. Hire contract employee from consulting firm. This option will likely cost more than current request.

COST DETAIL:

Assistant Engineer or Capital Projects Manager (R31, Step A to E): \$116,200 plus \$2,000 ongoing costs

SLOCOG Membership Dues

DEPARTMENT: Public Works – Administration/Engineering PRIORITY: 3 OF 5

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 5,600± STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

In December 2017, the San Luis Obispo Council of Governments (SLOCOG) Board approved a new \$50,000 “member dues” schedule to be paid by the county and seven member cities. Each member jurisdiction is responsible to pay its prorated share of the \$50,000 (based upon population) with general funds. Atascadero’s share for FY19/20 is \$5,560 and will be adjusted each year based upon variations in population.

OBJECTIVES AND JUSTIFICATIONS:

The new “member dues” was initiated in FY18/19 when SLOCOG has partnered with a consultant to advocate for various projects and programs (not legislation) at the State level in Sacramento. SLOCOG is not allowed to use LTF monies for advocating activities, and the general fund contributions collected as “member dues” provide a viable funding source for these activities.

SLOCOG has approved advocating at the State level for transportation funding in their Overall Work Program. SLOCOG acknowledges that its member agencies reside in a small regional area and it is necessary to have a partner in Sacramento to advocate on our behalf. The member dues could easily be dwarfed with a single project or program being awarded funding.

OPTIONS:

None.

COST DETAIL:

JURISDICTION	19/20 DUES
Arroyo Grande	\$ 3,197
Atascadero	\$ 5,560
Grover Beach	\$ 2,421
Morro Bay	\$ 1,875
Paso Robles	\$ 5,634
Pismo Beach	\$ 1,470
San Luis Obispo	\$ 9,809
SLO County	\$ 20,035
Total Membership Dues	\$ 50,000

MS4 Stormwater Permit Compliance

DEPARTMENT: Public Works – Administration/Engineering PRIORITY: 4 OF 5

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 25,000 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

As MS4 Permittee, the City must comply with all Stormwater Municipal Separate Storm Sewer Systems (MS4) Permit tasks as outlined in the Guidance Document. Currently, there does not exist any funding allocated for fixed cost items for compliance other than for the annual renewal MS4 permit fee. This request is related to costs needed to comply with the ongoing MS4 permit mandates.

OBJECTIVES AND JUSTIFICATIONS:

The following is a description of the items needing ongoing funding to comply with MS4 requirements.

Stormwater Modeling Software Costs: The MS4 permit requires that permittees have a regional modeling software program to simulate and estimate the effectiveness of onsite and regional stormwater facilities. The City has committed to a software program being utilized by SLO County and other local agencies called 2nd Nature. The County updates the software data as new facilities are constructed in Atascadero and runs analysis on behalf of the City. The City in turn provides “in-kind” GIS and stormwater related activities. The City is responsible for an annual software maintenance fee of \$5,000 that the City pays for the 2nd Nature software.

Annual MS4 Training/Support for City Staff: The MS4 permit requires training for all City staff, including maintenance workers, who directly or indirectly encounter stormwater issues such as sediment and erosion control, municipal corporation yard operations, illicit discharges, and other related topics. This training is typically done by a consultant who also assists the City with providing and creating inspection logs, forms, and handouts; and providing guidance on MS4 compliance.

Trash Implementation Plan: The City participates with a countywide marketing effort for this new activity. Other costs include support for volunteer participation and other miscellaneous costs.

High-Priority Construction Site Inspections: The City is delegated the responsibility for stormwater compliance within Atascadero’s jurisdictional boundary. One area of risk to the City is non-compliance on “high priority” construction sites that have potential for more significant pollution. It is proposed to contract with licensed inspectors to provide these site inspections during critical seasons.

OPTIONS:

Fund request for short term and recoup some or all costs as part of the Service Fee Study Update.

COST DETAIL:

Stormwater Modeling Software Annual Maintenance Cost:	\$ 5,000
Annual MS4 Training/Support for City Staff (consultant fees):	\$ 7,500
Trash Implementation Plan (City’s share of Countywide effort):	\$ 2,500
High-Priority Construction Site Inspections (consultant fees):	<u>\$10,000</u>
Total:	\$25,000

Backhoe Loader Replacement (#232)

DEPARTMENT: Public Works – Streets Maintenance PRIORITY: 1 OF 2

ONE-TIME COST OF ITEM: \$ 95,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ 3,100 Add'l STARTING FISCAL YEAR: 21/22

REQUEST SUMMARY:

Replace one 1987 Case 580e Backhoe Loader (#232) with a new or slightly used in-kind loader backhoe.

OBJECTIVES AND JUSTIFICATIONS:

A backhoe loader is a versatile type of construction equipment that is used for a variety of work in public works. This tractor looking piece of equipment has a loading bucket on the front end and an articulating backhoe component on the back end. The backhoe loader is used almost daily for a variety of heavy/highway and general tasks including digging trenches, loading materials into dump trucks and dumpsters, grading and drainage, moving heavy objects, clearing blocked culverts and drain inlets, clearing downed trees and debris from roads, and other miscellaneous tasks. Without a backhoe loader in its fleet, Public Works would need to contract out many of the daily tasks it performs; including many which are time sensitive and emergency related (storm damage, blocked roads, flooding, etc.).

The backhoe loader is on a 20-year cycle in the vehicle and equipment replacement schedule. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the equipment is fully funded at the time of purchase. However, the scheduled replacement cost available of \$47,990 was based upon the original price of the current backhoe loader. Inflation and strict emissions regulations since 1987 have increased the purchase price to about \$95,000 for a new or newer model. This request is for FY20/21 – which will be exceed the 20-year replacement cycle by three years to allow for additional expenditures to be allocated for the increased purchase price.

Ongoing costs of \$3,600 is related to the difference between the \$48,000 price in the current replacement cycle and the estimated purchase price of \$110,000 for the next replacement cycle in 2040.

OPTIONS:

Replacement of the backhoe loader could be further delayed or extended, but the proposed purchase is already three years overdue. Delaying this purchase is not recommended since the replacement schedule takes into consideration the overall wear and tear on the equipment. In addition, it is expected that the tires will need to be replaced if the replacement is further delayed, which is expected to costs approximately \$2,000.

COST DETAIL:

2019 New or Slightly Used Backhoe Loader (Case 580N or equivalent): \$95,000

**\$47,990 available in Vehicle Replacement Fund

Additional funds needed for future replacement

2040 Estimated Purchase Price: \$110,000

Current price in replacement schedule: \$ 48,000

Difference: \$ 62,000

Additional amount needed for future replacement: \$62,000/20 years=\$3,100 per year

California Conservation Corps Projects

DEPARTMENT: Public Works – Maintenance Operations PRIORITY: 3 OF 4

ONE-TIME COST OF ITEM: \$ 24,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 12,000 STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

The California Conservation Corps (CCC) is the oldest and largest conservation corps in the nation. The purpose of the CCC is to protect and enhance California's natural resources and communities, while developing young adults into citizens with character, credentials, and commitment. The CCC is available for hire by local agencies, which the City has taken advantage of in the past for various natural resource projects that require a large labor force, such as clearing brush, constructing fencing, and building trails. The Los Padres District of the CCC is located in San Luis Obispo.

This request allows for a full CCC crew for 10 days in FY19/20 and 5 days starting FY20/21.

OBJECTIVES AND JUSTIFICATIONS:

The objective of using the CCC is to allow the City to complete periodic projects that require a large labor workforce in a timely manner without impeding the regular duties of City personnel. Proposed projects include the following:

- Atascadero Creek brush removal and cleanup (ECR Bridge to Lewis Avenue Bridge)
- Atascadero Lake perimeter brush removal and cleanup
- Constructing recreational facilities, large scale landscaping activities, etc. at City parks
- Constructing and maintaining trails, medians, boulevards, etc.

Each CCC crew is comprised of 12 workers and a supervisor. The CCC carries its own worker's compensation insurance but has no bonding ability. Individual contract workers are also available to local agencies per day at an hourly rate (approx. \$24/hour).

OPTIONS:

The City could organize volunteers to perform these projects, but many volunteers may not possess the skills or physical abilities that the CCC crews provide. In addition, volunteers are not reliable and the City could be liable for injuries to volunteers. A work crew from the Men's Colony could also be an alternative, but like volunteers, may not possess the abilities of the CCC crew. Either of these options would also require significant time of City personnel to organize and oversee.

COST DETAIL:

CCC work crew rate: \$2,400 per day

One-time costs (FY19/20): \$2,400/day x 10 days (2 weeks) = \$24,000

Ongoing costs: (FY20/21+): \$2,400/day x 5 days (1 week) = \$12,000

Vehicle Replacement

DEPARTMENT: Police Department PRIORITY: 2 OF 7

ONE-TIME COST OF ITEM: \$350,000 FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

The Police Department is requesting one unmarked unit, two motorcycles and six marked patrol units during the 2019-2021 budget cycle.

OBJECTIVES AND JUSTIFICATIONS:

Most police vehicles are utilized 24 hours a day, seven days a week, enabling officers to perform their duties that include proactive patrol and response to both emergency and non-emergency calls for service. Studies have shown that marked police vehicles endure engine wear and tear equivalent to twice that of the same model owned by a private citizen due to multiple factors associated with the job function. The Police Department is requesting a total of nine vehicles be replaced in this budget cycle. Replacement of these vehicles is necessary to maintain a fleet of reliable vehicles needed for public safety service delivery.

The Police Department has recently increased the number of supported vehicles in our fleet. In an effort to reduce future costs, the Police Department has increased the expected life span of new vehicles from three to four years for patrol vehicles and from six to eight years for most unmarked vehicles. Replacement funds have been set aside accordingly for all vehicles in the department. Vehicles are now replaced at the designated end of life rather than leaving them in the fleet in an unsupported capacity. This has resulted in a savings on repair costs of formerly aging vehicles and on fuel costs, since newer model vehicles are higher in fuel efficiency.

The Police Department is continuing the replacement of outdated and unreliable vehicle equipment such as light bars, controllers and radio's in newly purchased vehicles. The equipment in many vehicles is over fifteen years old. Each time we have a failure of the old equipment the vehicle is out of service and requires expensive repairs. A result of replacing, not repairing, the old equipment we have seen a savings within our vehicle maintenance budget. The replacement costs for this equipment will be reduced in future years once all of the equipment has been brought up to date.

The cost of vehicles purchased from the dealer through the national fleet contract continues to increase. Additionally there remains an increase in the overall equipment costs due to the switch from the traditional Ford Crown Victoria Police Interceptor to the SUV style police interceptor. These costs will be reduced in future years, once all Crown Victoria's have been replaced.

The total cost of the replacement of the vehicles scheduled is expected to be \$401,000.00. Of that amount \$335,000 will be allocated from vehicle replacement funds. The remaining \$66,000 in costs over the allocated replacement amounts related to the purchase of new equipment will be allocated from Supplemental Law Enforcement Services Funds (SLESF) during the 2019-2021 budget cycle.

OPTIONS:

Continue to use aging vehicles and equipment, which will result in increased repair costs and create potential liability and safety issues.

COST DETAIL:

Year 1 (2019/2020):

2 Marked Patrol Units @ \$31,000.00 ea.	\$62,000.00	
Equipment and installation @ \$20,000.00 ea.	\$40,000.00	
1 Motorcycle @	\$30,000.00	
	Total	\$132,000.00 FY 2019-2020

Year 2 (2020/2021):

3 Marked Patrol Units @ \$31,000.00 ea.	\$93,000.00	
Equipment and installation @ \$20,000.00 ea.	\$60,000.00	
1 Unmarked Vehicle @	\$35,000.00	
1 Motorcycle @	\$30,000.00	
	Total	\$218,000.00 FY 2020-2021

TOTAL \$350,000.00 FY 2019-2021

Vehicle Replacement

DEPARTMENT: Fire and Emergency Services PRIORITY: 8 OF 8

ONE-TIME COST OF ITEM: \$ 60,000 FISCAL YEAR: 2020/2021

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

The Fire Department is requesting funds budgeted in the vehicle replacement account (\$45,000) to replace a 2012 Ford F150 4wd Truck (Vehicle 594). An additional \$15,000 is requested to complete equipment and radios.

OBJECTIVES AND JUSTIFICATIONS:

The 2012 Ford F150 is due for reassignment. This truck is used by the Fire Department as a Strike Team Leader vehicle and as a logistical vehicle in town to move tools, equipment or hose after a fire or other incident. It is also the primary vehicle for training when fire department employees attend classes out of town.

Equipment needed to outfit the vehicle include: lights, siren, camper shell, incident command box, vehicle marking and emergency radios.

OPTIONS:

1. Decline purchase request
2. Delay purchase request to next budget year.

COST DETAIL:

Vehicle Cost	\$35,000
Equipment	\$15,000
Radios	<u>\$10,000</u>
Subtotal	\$60,000
Replacement fund	<u>(\$45,000)</u>

Total to be supplemented from the General Fund \$15,000

Recreation Division Vehicle Replacement

DEPARTMENT: City Manager/Recreation Division

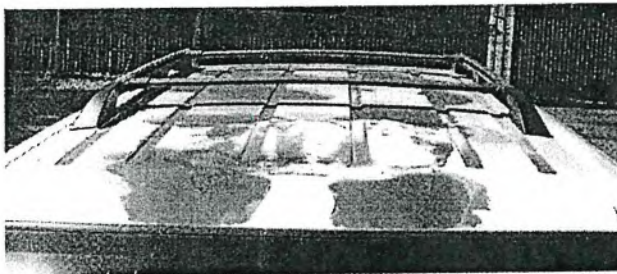
PRIORITY: _____ OF _____

COST OF ITEM: \$23,000

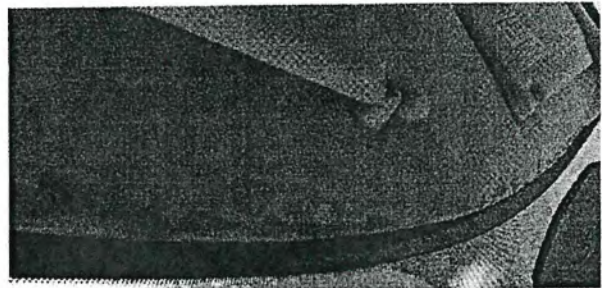
FISCAL YEAR: 2019-2020

REQUEST SUMMARY: The Recreation Division is requesting funding to replace the 2005 Ford Explorer as the Division vehicle.

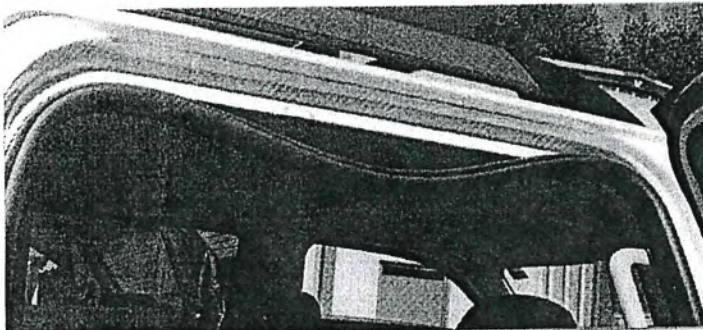
OBJECTIVES AND JUSTIFICATIONS: The Recreation Division currently has a Ford Explorer that is used for many Division needs such as travel for professional development throughout California, travel to and from meetings in San Luis Obispo and Santa Barbara Counties, travel to and from San Luis Obispo to pick up program equipment, uniforms, etc., and around Atascadero as needed for flyer distribution. It is also used extensively to transport City special event equipment such as the sound system, pop-ups, tables, and other items as needed. In 2005 the Recreation Division purchased a new Ford truck. In 2012 the Recreation Division gave the Zoo the truck in exchange for the Ford Explorer from the Public Works Department. The 2005 Ford Explorer is not fuel efficient and can be quite costly to travel out of our area, so when traveling out of our County we try to borrow another Department's vehicle that is more trustworthy and would cost less in gas. Some of the other issues with the Explorer are listed here:



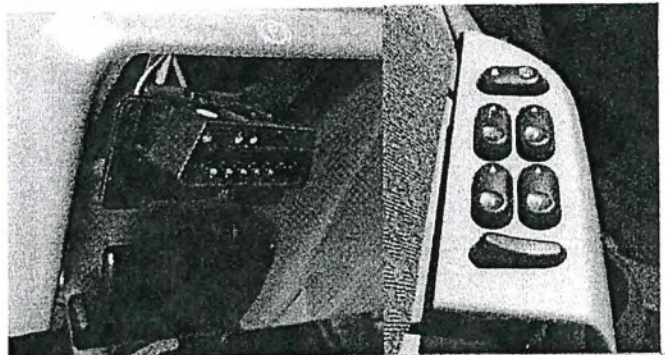
The entire roof has rusted off, leaving it prone to leaking and mold issues.



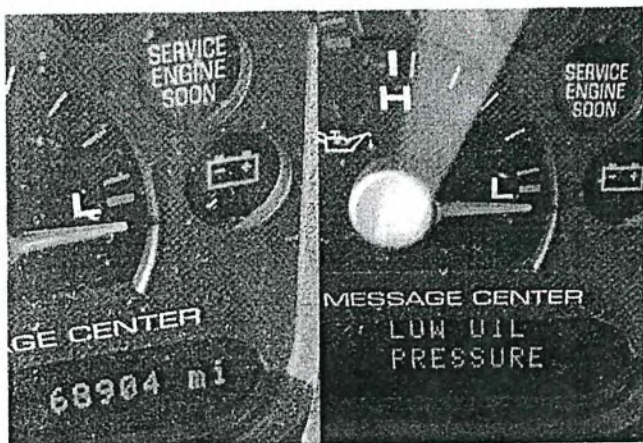
The ceiling material was glued back into place after falling down, and also has some mold areas possibly due to roof leaks.



The rear passenger weather stripping has been re-glued multiple times but won't stay up which has caused leaking of water into the back seat material.



There are a few areas with exposed wiring (emergency brake) and the door panel is falling off on the driver's door.



The Explorer has almost 69,000 miles and even after the oil is changed it says it needs to be changed again, and is now saying low oil pressure.

OPTIONS:

- #1: Purchase a new fleet vehicle that is fuel efficient and has plenty of room to transport special event items.
- #2: Purchase a used vehicle that is fuel efficient and has plenty of room to transport special event items. Craigslist options attached.
- #3: Purchase a vehicle from another City Department that may need to upgrade.

COST DETAIL:

Option #1: \$23,000

Option #2: \$12,000-\$17,000

Option #3: depends on vehicle

Replacement of Zoo Ford pickup

DEPARTMENT: City Manager/Zoo _____ PRIORITY: 1 _____ OF 1 _____

COST OF ITEM: \$24,000 _____ FISCAL YEAR: 2020-21 _____

REQUEST SUMMARY:

To replace the ford pickup truck at zoo

OBJECTIVES AND JUSTIFICATIONS:

The pickup has reached the age where we need to replace it rather than spend more funds on keeping it operational.

OPTIONS:

We could keep this vehicle but maintaining it in safe running condition will continue to cost more as the vehicle continues to age and wear out.

COST DETAIL:

\$24,000 increase in vehicle budget line for year 2020-2021

Service Pickup Truck Replacement (#418)

DEPARTMENT: Public Works – Parks Maintenance PRIORITY: 2 OF 3

ONE-TIME COST OF ITEM: \$ 25,500 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Replace one 2011 Ford F150 (4x2) pickup truck (#418) with a new in-kind truck.

OBJECTIVES AND JUSTIFICATIONS:

Service trucks are necessary vehicles in the management, maintenance, and repair of City infrastructure and facilities. Pickup trucks are the standard service truck used by the Public Works Maintenance Division staff in the performance of their duties and responsibilities. These trucks transport staff, equipment, supplies, and materials from the maintenance corporation yard to the various parks, buildings, and streets infrastructure located throughout the 26 square mile city limits.

The City maintains a vehicle replacement schedule based upon the duty type of work, frequency of use, wear and tear, and overall condition. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the vehicle is fully funded at the time of purchase. This vehicle replacement request is in compliance with the replacement schedule and funding available.

OPTIONS:

Service truck replacements could be delayed or extended, but this option is typically not recommended since the replacement schedule takes into consideration the overall wear and tear on the truck. Delaying or extending the replacement can lead to "nickel and diming" costs or other major expenses in older vehicles.

COST DETAIL:

New ½-Ton Pickup Truck (4x2)	\$22,500
Lift Gate	\$ 1,500
Accessories (warning lights, tool box, etc.)	<u>\$ 1,500</u>
Total	\$25,500

Backhoe Loader Replacement (#232)

DEPARTMENT: Public Works – Streets Maintenance PRIORITY: 1 OF 2

ONE-TIME COST OF ITEM: \$ 95,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ 3,100 Add'l STARTING FISCAL YEAR: 21/22

REQUEST SUMMARY:

Replace one 1987 Case 580e Backhoe Loader (#232) with a new or slightly used in-kind loader backhoe.

OBJECTIVES AND JUSTIFICATIONS:

A backhoe loader is a versatile type of construction equipment that is used for a variety of work in public works. This tractor looking piece of equipment has a loading bucket on the front end and an articulating backhoe component on the back end. The backhoe loader is used almost daily for a variety of heavy/highway and general tasks including digging trenches, loading materials into dump trucks and dumpsters, grading and drainage, moving heavy objects, clearing blocked culverts and drain inlets, clearing downed trees and debris from roads, and other miscellaneous tasks. Without a backhoe loader in its fleet, Public Works would need to contract out many of the daily tasks it performs; including many which are time sensitive and emergency related (storm damage, blocked roads, flooding, etc.).

The backhoe loader is on a 20-year cycle in the vehicle and equipment replacement schedule. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the equipment is fully funded at the time of purchase. However, the scheduled replacement cost available of \$47,990 was based upon the original price of the current backhoe loader. Inflation and strict emissions regulations since 1987 have increased the purchase price to about \$95,000 for a new or newer model. This request is for FY20/21 – which will be exceed the 20-year replacement cycle by three years to allow for additional expenditures to be allocated for the increased purchase price.

Ongoing costs of \$3,600 is related to the difference between the \$48,000 price in the current replacement cycle and the estimated purchase price of \$110,000 for the next replacement cycle in 2040.

OPTIONS:

Replacement of the backhoe loader could be further delayed or extended, but the proposed purchase is already three years overdue. Delaying this purchase is not recommended since the replacement schedule takes into consideration the overall wear and tear on the equipment. In addition, it is expected that the tires will need to be replaced if the replacement is further delayed, which is expected to costs approximately \$2,000.

COST DETAIL:

2019 New or Slightly Used Backhoe Loader (Case 580N or equivalent): \$95,000

**\$47,990 available in Vehicle Replacement Fund

Additional funds needed for future replacement

2040 Estimated Purchase Price: \$110,000

Current price in replacement schedule: \$ 48,000

Difference: \$ 62,000

Additional amount needed for future replacement: \$62,000/20 years=\$3,100 per year

Service Pickup Truck Replacement (#717)

DEPARTMENT: Public Works – Building Maintenance PRIORITY: 1 OF 2

ONE-TIME COST OF ITEM: \$ 24,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Replace one 2008 Ford F150 (4x2) pickup truck (#717) with a new in-kind truck.

OBJECTIVES AND JUSTIFICATIONS:

Service trucks are necessary vehicles in the management, maintenance, and repair of City infrastructure and facilities. Pickup trucks are the standard service truck used by the Public Works Maintenance Division staff in the performance of their duties and responsibilities. These trucks transport staff, equipment, supplies, and materials from the maintenance corporation yard to the various parks, buildings, and streets infrastructure located throughout the 26 square mile city limits.

The City maintains a vehicle replacement schedule based upon the duty type of work, frequency of use, wear and tear, and overall condition. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the vehicle is fully funded at the time of purchase. This vehicle replacement request is in compliance with the replacement schedule and funding available.

OPTIONS:

Service truck replacements could be delayed or extended, but this option is typically not recommended since the replacement schedule takes into consideration the overall wear and tear on the truck. Delaying or extending the replacement can lead to "nickel and diming" costs or other major expenses in older vehicles.

COST DETAIL:

New ½-Ton Pickup Truck (4x2)	\$22,500
Accessories (warning lights, tool box, etc.)	<u>\$ 1,500</u>
Total	\$24,000

Dial-A-Ride Software Maintenance

DEPARTMENT: Public Works - Transit PRIORITY: 1 OF 1

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 9,500 STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

The Easy Rides software program used by transit staff for the Dial-A-Ride operations was updated in 2018 for the first time after 15 years. The previous version, purchased in 2003, did not have annual software maintenance costs that virtually all software companies now mandate with the purchase agreement. This request is for the ongoing mandated software maintenance fee required to operate Easy Rides software, which will begin in FY20/21 (first two years free after install).

OBJECTIVES AND JUSTIFICATIONS:

The new Easy Rides software is fully implemented and has allowed the Dial-A-Ride operations to run very smoothly. This new technology employs tablets in each bus to provide directions to each pickup/dropoff to provide reliable and timely service. The reporting module of the software is more accurate and meets the reporting requirements of SLOCOG and Caltrans.

OPTIONS:

None – this item is mandatory for continued use of the software.

COST DETAIL:

Annual software maintenance: \$9,500

The cost for this item does not require the use of general funds.

Storage Replacement

DEPARTMENT: IT _____ PRIORITY: 2 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _90,000 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is to replace our storage infrastructure.

OBJECTIVES AND JUSTIFICATIONS:

Our storage infrastructure (controller and hard drives) was fully depreciated in the spring of 2018. To keep pace with our storage needs, we will need to replace the system to give us more capacity and flexibility.

OPTIONS:

None

COST DETAIL:

Cost Estimate = \$90,000

Depreciated funds = \$84,053

- P2000 – current storage system = \$34,756
- Storage Capacity Upgrade = \$9,757
- Datacore Software – Storage Software = \$39,540

Switch Replacement

DEPARTMENT: IT _____ PRIORITY: 3 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _69,000 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for the replacement of 14 network switches and additional switching capacity.

OBJECTIVES AND JUSTIFICATIONS:

Many of the network switches are ready to be replaced. We are scheduled to replace 4 core switches and 10 edge switches.

We are also requesting new funds to add to our count of network switches. As we add more staff, printers and desks, we need to add capacity to our switches.

OPTIONS:

Do not increase switching capacity. Use only depreciated funds.

COST DETAIL:

Depreciated

Core Switches - \$39,000

- 4 @ \$9,750 each

Edge Switches - \$20,000

- 10 @ \$2,000 each

New Funds

New Edge Switches - \$10,000

Computer Replacement

DEPARTMENT: IT _____ PRIORITY: 4 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _38,600/\$15,600 _____ FISCAL YEAR: 19/20 & 20/21 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for the purchase of replacement computers and tablets.

OBJECTIVES AND JUSTIFICATIONS:

We will be replacing the remaining virtual machines in FY 19/20, along with some very old physical machines. We will replace end-of-life laptops in FY 20/21. Some iPads are now old enough we are unable to keep them updated. We will replace 4 iPads each fiscal year.

OPTIONS:

None.

COST DETAIL:

Replacement computers are fully depreciated and will be funded from the technology fund.

19-20

Desktops = \$35,000

Laptops = \$0

iPads = \$3600

20-21

Desktops = \$0

Laptops = \$12,000

iPads = \$3600

Server Replacements

DEPARTMENT: IT _____ PRIORITY: 5 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _45,000 _____ FISCAL YEAR: 20/21 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is to replace physical servers.

OBJECTIVES AND JUSTIFICATIONS:

2 servers will be replaced in FY 20/21.

OPTIONS:

COST DETAIL:

19/20 - \$0

20/21 - \$45,000

- Police video server - \$20,000
- Backup server - \$25,000

PD MDT Replacements

DEPARTMENT: IT _____ PRIORITY: 6 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ 46,500/\$37,500_ FISCAL YEAR: 19/20 & 20/21 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for replacing Police Mobile Data Terminals (MDTs) and in-car video systems.

We are also requesting funds to replace two Police laptops with MDTs.

OBJECTIVES AND JUSTIFICATIONS:

PD MDTs and in-car video systems are now replaced in conjunction with replaced vehicles. Each new vehicle will be outfitted with a replacement MDT and a replacement in-car video system.

The two Police Lieutenants are currently using laptops and these have limited use and life in the field. MDTs will allow both Lieutenants to be fully resourced to manage incidents from the field.

OPTIONS:

None.

COST DETAIL:

Replacement

FY 19/20 - \$46,500

- 3 vehicles
 - MDT - \$4,500 each
 - Camera System – \$8,000 each
- 2 Lieutenant MDTs - \$4,500 each

FY 20/21 - \$37,500

- 3 vehicles
 - MDT - \$4,500 each
 - Camera System – \$8,000 each

Printer & Scanner Replacement

DEPARTMENT: IT _____ PRIORITY: 7 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$8,000/\$2,000 FISCAL YEAR: 19/20 & 20/21 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for the purchase of replacement printers and scanners.

OBJECTIVES AND JUSTIFICATIONS:

In order to save money over the last several years we have not replaced many of our network printers and a few of them are starting to show signs of their age. These replacement printers will be faster, quieter and they will be able to print larger documents.

PD has a very old scanner that needs to be replaced this budget cycle.

OPTIONS:

Continue to use existing printers with increased maintenance.

COST DETAIL:

Funds are available in the technology replacement fund.

19-20

- Printers - \$5000
- Scanner - \$3000

20-21

- Printers - \$2000

Computer Monitors

DEPARTMENT: IT _____ PRIORITY: 13 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ 9,913 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for funds to purchase computer monitors.

OBJECTIVES AND JUSTIFICATIONS:

There are still many computer workstations that have monitors less than 24 inches. We plan on bringing all monitors up to the 24 inch standard. There are also some workstations that will benefit from an additional monitor.

OPTIONS:

Don't replace any monitors.

COST DETAIL:

40 monitors at \$235 each = \$9,200

Tax = \$713

Total = \$9,913

Wastewater Fee Study and User Classification Analysis

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 1 OF 7

ONE-TIME COST OF ITEM: \$ 75,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Cost to complete a wastewater rate study and wastewater customer user classification volumetric analysis to determine and justify wastewater rates for FY20/21 through FY24/25.

OBJECTIVES AND JUSTIFICATIONS:

Sewer services rates have only been increased twice since the City took over operations of the wastewater collection and treatment system in 1982. The last increase took place in 1994 without any CPI adjustment values built in to future rates. There is approximately \$47 million in capital infrastructure and equipment investments needed in the next ten years, including a \$21 million water reclamation facility process improvements and upgrades to support existing and future customers.

This request will allow the City to impose new rates to support wastewater needs with the ability to increase revenues to support capital investments and operating costs. In addition, a user classification analysis will be performed to expand the commercial user classifications to ensure an equitable distribution of wastewater charges to all users. Water consumption records will be used to determine changes in user classification categories to ensure one user does not subsidize another.

OPTIONS:

None recommended.

COST DETAIL:

Wastewater Rate Study (Financial Analysis):	\$35,000
User Classification Analysis (Engineering):	\$30,000
Other Costs (Prop. 218, support, etc.):	<u>\$10,000</u>
Total:	\$75,000

Reclassify WWTP OIT to WWTP Operator I

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 3 OF 7

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 7,370 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

This supplemental budget request is to fund the difference between a WWTP Operator-In-Training (OIT) and Operator I in the wastewater division. The intention of this request is to have the budgeted WWTP OIT position changed to a WWTP Operator I budgeted position. No increase in staffing levels are proposed with this request.

OBJECTIVES AND JUSTIFICATIONS:

New employees hired into the wastewater division are typically hired as WWTP OITs. These recruitments usually have limited water/wastewater experience and are trained similar to that of an apprenticeship. Other WWTP Operator employees are classified as I, II, and III and require state-licensed certifications for both wastewater treatment and sanitary collection systems. To obtain appropriate level certifications, tests are administered by the state and require certain years of experience and current certifications for higher level certification testing. Level I certification requires a minimum of one year experience working on a municipal wastewater operations.

WWTP Operator I classifications require one year experience in municipal operations and possession of Level I certification in each area of wastewater operations (treatment and collection). Atascadero is the only municipality that hires OITs and once this certification is obtained, the employee becomes eligible for other Operator I positions at other cities. If the employee leaves, significant investment in training and time spent is lost and the process starts over again.

This request is to have the budget include funding for a WWTP Operator I classification in lieu of the WWTP OIT classification. Given that it takes one year (or less for those with some experience) to be eligible for a WWTP Operator I, staff is recommending budgeting for this classification. Doing so will help ensure the retention of newly trained wastewater employees and not frustrate seasoned employees who assist with training of new operators on a continued basis.

In addition, WWTP OITs should technically not be on standby duty for after hours and emergency callbacks, as well as weekend rotation schedules. Since there are only four other eligible operators in this pool, it is imperative to increase the pool to include a qualified operator who's position description disallows participation – even though that operator has the qualifications to do so.

OPTIONS:

Do nothing. Not recommended since significant time and energy is spent by WWTP operators training new employees who leave for WWTP Operator I positions with other agencies.

COST DETAIL:

Annual Salary (no benefits inc.)	<u>Step A.</u>	<u>Step E.</u>
WWTP Operator I:	\$44,772	\$54,420
WWTP Operator-in-Training:	\$39,612	\$48,156
Difference:	\$ 5,160	\$ 6,264 with benefits \$7,370

Asset Management Program and Work Order System

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 6 OF 7

ONE-TIME COST OF ITEM: \$ 100,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ 1,500 STARTING FISCAL YEAR: 22/23

REQUEST SUMMARY:

Procurement of an infrastructure asset management software program and work order system.

OBJECTIVES AND JUSTIFICATIONS:

The wastewater division is required to keep daily logs and records of various conditions, repairs, maintenance, and inspections of the wastewater collection and treatment system components. These components include lift stations, manholes, pipes, pumps, and treatment processes. Many of these mandatory records and logs are kept in handwritten journals or entered into spreadsheets.

Implementing an infrastructure asset management software program will allow all works to be logged in the field and records to be kept electronically and graphically linked to the GIS database system. This system will allow any logs or data to be accessed in the field by operators, including as-built (record) plans, video inspections, and other useful information in a real-time manner. Reminders and follow-up tasks and inspections can be automated with reminders, integrating with daily work tasks.

This request will increase staff efficiencies by providing a mobile process for working, increase communications and data retrieval by field and office staff, allow report generation for regulatory reporting, and provide a secure means for record-keeping.

OPTIONS:

May delay implementation of program.

COST DETAIL:

Software Purchase and Setup:	\$ 85,000
Other costs:	\$ 15,000
Total:	\$100,000

Annual GIS Maintenance and Modeling

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 7 OF 7

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 15,000 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Cost to update GIS base maps and perform sewer modeling.

OBJECTIVES AND JUSTIFICATIONS:

As the collection system expands and new connections from various developments contribute new wastewater flows, the GIS base map requires updating to reflect these conditions. Proposed development flows can be assessed in with software to determine effects on the downstream sewer pipes and lift stations, as well as impact on the treatment plant capacity. This information can be used to ensure development pays their "fair share" and undo burden is not imposed on existing infrastructure.

OPTIONS:

None recommended.

COST DETAIL:

Estimated annual costs: \$15,000

Lift Station 13 and Force Main Replacement

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 2 OF 12

ONE-TIME COST OF ITEM: \$ 848,700 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Improvements to Lift Station 13 and associated force main.

OBJECTIVES AND JUSTIFICATIONS:

Lift Station 13 is situated on El Camino Real near the San Ramon/Santa Cruz northbound US 101 ramps and pumps the wastewater through a two mile force main that runs down El Camino Real to Del Rio. Most of the north part of Atascadero (generally north of San Anselmo) drains to Lift Station 13. This lift station pumps collected wastewater to Lift Station. Improvements include removing and replacing the lift station and replacing two miles of force main. New controls and a standby generator are also proposed as part of this project.

OPTIONS:

None recommended.

COST DETAIL:

Preconstruction (FY20/21):	\$ 848,700
Construction (FY21/22):	<u>\$4,951,200</u>
Total:	<u>\$5,799,900</u>

Traffic Way Sewer Improvements

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 3 OF 12

ONE-TIME COST OF ITEM: \$ 389,000 & \$2,269,100 FISCAL YEAR: 19/20 & 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Replacement of approximately one mile of gravity sanitary sewer main and manholes to address peak flow deficiencies.

OBJECTIVES AND JUSTIFICATIONS:

The existing gravity sanitary sewer main along Traffic Way from Rosario to Lift Station 5 behind Colony Park Community Center is currently undersized for peak flows. Current peak flow conditions create pressurized conditions in the non-pressure pipe that creates temporary backup in other gravity sewer mains and service laterals that connect to this sewer segment.

OPTIONS:

None recommended.

COST DETAIL:

Preconstruction (FY19/20):	\$ 389,000
Construction (FY20/21):	<u>\$2,269,100</u>
Total:	\$2,658,100

Lift Stations 4,7,9,11,15 Rehabilitation

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 4 OF 12

ONE-TIME COST OF ITEM: \$ 473,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Various upgrades, repairs, and rehabilitation work for Lift Stations 4, 7, 9, 11, and 15.

OBJECTIVES AND JUSTIFICATIONS:

Lift station components are subjected to harsh conditions and environments that require periodic replacement and rehabilitation of various mechanical, electrical, and structural components, including pumps, controls, piping, vaults, panels, lids, and other items. The designated lift stations have been evaluated and determined to need rehabilitation work performed. Lumping like-work together for five lift stations will provide economies and cost savings compared to an individual project for each lift station.

OPTIONS:

None recommended.

COST DETAIL:

Total: \$473,000

Various Locations Sewer Condition Improvements

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 5 OF 12

ONE-TIME COST OF ITEM: \$ 456,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Address and improve sewer conditions in various locations throughout the City.

OBJECTIVES AND JUSTIFICATIONS:

There are various locations in the gravity sanitary sewer system that have a variety of deficiencies needing to be addressed. A common deficiency as the collection system ages is cracked pipes, displaced joints, non-conforming slopes and sags, and manholes needing repair or lining. Repairing and improving these deficiencies will extend the life of the sewer main and defer more expensive replacement options.

OPTIONS:

None recommended.

COST DETAIL:

Total: \$456,000

Combo Sewer Truck Storage Structure

DEPARTMENT: Public Works PRIORITY: 6 OF 12

ONE-TIME COST OF ITEM: \$ 15,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ N/A STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

This request is for purchase of a metal structure and installation from local vendor to provide protection for vehicle 851.

OBJECTIVES AND JUSTIFICATIONS:

The City's Combo Sewer Truck is currently exposed to the elements, or parked at the Water Reclamation Facility in a location built for storage of the dredge equipment. The dredge equipment parking stall is not adequate to facilitate safe storage for the Combo Truck, or provide safeguarding of the equipment from freezing temperatures. The equipment uses water to help clean sewer pipe. This water can easily freeze and break the equipment during the cooler times of year.

OPTIONS:

Delay purchase and installation will result in potential breakage of vehicle 851 water systems, gaskets, rubber hoses, etc... and lend to equipment down time.

COST DETAIL:

New metal structure purchase and installation: \$15,000

Service Pickup Truck Replacement

DEPARTMENT: Public Works – Wastewater Collections PRIORITY: 7 OF 12

ONE-TIME COST OF ITEM: \$ 35,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Replace one 1999 Ford F250 pickup truck with a new in-kind truck.

OBJECTIVES AND JUSTIFICATIONS:

Service trucks are necessary vehicles in the management, maintenance, and repair of City infrastructure and facilities. Pickup trucks are the standard service truck used by the Public Works Wastewater Division staff in the performance of their duties and responsibilities. These trucks transport staff, equipment, supplies, and materials from the Water Reclamation Facility to work on the various sanitary sewer collection system components located throughout the 26 square mile city limits.

The City maintains a vehicle replacement schedule based upon the duty type of work, frequency of use, wear and tear, and overall condition. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the vehicle is fully funded at the time of purchase. This vehicle replacement request is in compliance with the replacement schedule and funding available.

OPTIONS:

Service truck replacements could be delayed or extended, but this option is typically not recommended since the replacement schedule takes into consideration the overall wear and tear on the truck. Delaying or extending the replacement can lead to "nickel and diming" costs or other major expenses in older vehicles.

COST DETAIL:

New 3/4-Ton Pickup Truck	\$30,000
Lift Gate, Utility Box	\$ 3,500
Accessories (warning lights, tool box, etc.)	<u>\$ 1,500</u>
Total	\$35,000

Service Pickup Truck Replacement

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 8 OF 12

ONE-TIME COST OF ITEM: \$ 36,100 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Replace one 2002 Dodge 2500 pickup truck with a new in-kind truck.

OBJECTIVES AND JUSTIFICATIONS:

Service trucks are necessary vehicles in the management, maintenance, and repair of City infrastructure and facilities. Pickup trucks are the standard service truck used by the Public Works Wastewater Division staff in the performance of their duties and responsibilities. These trucks transport staff, equipment, supplies, and materials from the Water Reclamation Facility to work on the various sanitary sewer collection system components located throughout the 26 square mile city limits.

The City maintains a vehicle replacement schedule based upon the duty type of work, frequency of use, wear and tear, and overall condition. Monies are set aside each year during the replacement cycle so that the expected replacement cost of the vehicle is fully funded at the time of purchase. This vehicle replacement request is in compliance with the replacement schedule and funding available.

OPTIONS:

Service truck replacements could be delayed or extended, but this option is typically not recommended since the replacement schedule takes into consideration the overall wear and tear on the truck. Delaying or extending the replacement can lead to "nickel and diming" costs or other major expenses in older vehicles.

COST DETAIL:

New 3/4-Ton Pickup Truck	\$31,100
Lift Gate, Utility Box	\$ 3,500
Accessories (warning lights, tool box, etc.)	<u>\$ 1,500</u>
Total	\$36,100

Emergency Generator Replacement

DEPARTMENT: Public Works – Wastewater Collections PRIORITY: 9 OF 12

ONE-TIME COST OF ITEM: \$ 95,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ N/A STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Replace one emergency 1997 Olympian 126 KVA Generator with a new emissions complaint version.

OBJECTIVES AND JUSTIFICATIONS:

Generators are used during emergency power failures throughout the City wastewater collection in providing backup power for the 10 wastewater pump stations without permanent generator installations. By maintaining operations at the pump stations the City minimizes the chance of an sanitary sewer overflow within the public sewer system.

The existing 1997 Olympian Generator can provide sufficient backup power to all of the City's pump stations. However, the generator is classified by Air Resources Board as a Tier 1 piece of equipment which means the 22 year old generator is at risk of a noncompliant status with the Board. Therefore, the equipment would no longer be able to obtain a permit to operate and provide the necessary emergency backup the system requires throughout the year.

OPTIONS:

The replacement of the emergency generator could be delayed, but this will result in fewer in-house emergency equipment resources which will undermine the ability to help minimize sanitary sewer overflows.

COST DETAIL:

2019 new emergency generator: \$95,000

Emergency Bypass Pump

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 10 OF 12

ONE-TIME COST OF ITEM: \$ 75,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ N/A STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Request to purchase one new emergency bypass pump for use in maintaining operations at pump station facilities.

OBJECTIVES AND JUSTIFICATIONS:

The emergency bypass pump would directly convey wastewater at pump station facilities when normal facility equipment has failed and nonoperational. The equipment aids in minimizing the chance of sanitary sewer overflows throughout the collection system. The equipment would be able to operate pump station 2, 3, 6, 13 which are the most vulnerable wastewater facilities.

OPTIONS:

The purchase could be delayed; however, this will result in the reliance of contracted services which have a four to six hour response time in providing emergency bypass at wastewater facilities.

COST DETAIL:

2019 new emergency bypass pump: \$75,000

Portable Flow Meter Equipment and Analysis

DEPARTMENT: Public Works PRIORITY: 11 OF 12

ONE-TIME COST OF ITEM: \$ 25,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 7,500 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Purchase of portable flow meters for use in Inflow and Infiltration (I/I) Studies and on-going analysis.

OBJECTIVES AND JUSTIFICATIONS:

Inflow and Infiltration refers to ground water and rain water runoff directly flowing into the wastewater collection system. This water takes up precious space in the collection system mains and results in inundating the system which can lead to sanitary sewer overflows. The City has been conducting I/I projects on an on-going basis involving contracted services to install portable flow meters and then sending the data for analysis to professional engineering consultants. The purchase of the flows meters would result in a costs savings by year two by \$20,000. In addition, staff already help facilitate the installation, downloads, and removal of the flow meter equipment with contracted services, so this will require no additional staff.

The \$7,500.00 on-going will afford professional services in analyzing the flow data and reports needed to address the large amounts of I/I in the collection system.

OPTIONS:

The delay will drive costs back up for contracted services to install flow meters in the collection system and requiring staff to forgo schedule control.

COST DETAIL:

One time purchase: New Portable Flow Meters - \$25,000

Ongoing costs: Professional services - \$7,500

Sewer System Management Plan Update

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 12 OF 12

ONE-TIME COST OF ITEM: \$ 30,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

This request is for funding of professional services in performing updates to the Sewer System Management Plan.

OBJECTIVES AND JUSTIFICATIONS:

The Sewer System Management Plan was approved by council in August 2009. This plan is required as part of the current Waste Discharge Requirements set by the State Water Resources Control Board and needs to be updated on a regular basis (recommended 10 years).

OPTIONS:

None – regulatory requirement.

COST DETAIL:

SSMP Update: \$30,000

Water Reclamation Facility Process Improvements and Upgrades

DEPARTMENT: Public Works – Wastewater Treatment PRIORITY: 1 OF 3

ONE-TIME COST OF ITEM: \$ 309,000 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

The Water Reclamation Facility (WRF) treats raw sewage and percolates the treated influent back to the groundwater for reuse. The treatment process uses a headworks bar screen, aeration pond, stabilization ponds, percolation basins, and sludge removal and drying beds as part of the treatment process. Many portions of the plant are original from the 1970's. Current flows are reaching plant capacity but there is no available room to expand the stabilization pond system, so a new treatment process is needed to meet current wastewater demands as well as General Plan buildout.

OBJECTIVES AND JUSTIFICATIONS:

The WRF Master Plan performed a comprehensive analysis of Atascadero's wastewater treatment needs and options for treatment process improvements and upgrades. While there have been many improvements and upgrades to keep the stabilization pond system effective, the current average daily flow (ADF) is 1.38 million gallons per day (mgd) compared to the design ADF of 1.40 mgd. Furthermore, the characteristics of wastewater entering the plant has changed since the 1970's. Mandated water conserving plumbing fixtures are now required by the Building Code, coupled with consumer habits to recycle grey water, have significantly increased the wastewater strength in the influent to the plant.

Given the constraints of the adjacent flood plain and archeological sites in preventing stabilization pond expansion, coupled with more strict effluent discharge standards that will be imposed by the Water Board with any treatment upgrades, staff and its consultant are recommending an oxidation ditch or Parkson Biolac treatment process to replace the current stabilization pond component of the treatment system. Various components of the current WRF can be left in-place and reused with these systems, including the headworks and percolation basins. Further consideration will be determined during the planning phase of the project.

OPTIONS:

None recommended at this time.

COST DETAIL:

Preconstruction (FY20/21):	\$ 309,000
Preconstruction/Construction (FY21/22):	\$ 3,026,700
Construction (FY22/23):	\$ 9,759,700
Construction (FY23/24):	<u>\$10,052,500</u>
Total:	\$23,147,900

Percolation Basin Capacity Evaluation

DEPARTMENT: Public Works – Wastewater Treatment PRIORITY: 3 OF 3

ONE-TIME COST OF ITEM: \$ 36,100 FISCAL YEAR: 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Treated wastewater is discharged into percolation basins that infiltrates back into the underlying groundwater table. The basins provide the final treatment of the effluent and are an important stage in the treatment process. This request is for an evaluation of the percolation basins to ensure they are operating appropriately and are effectively meeting both capacity demand and treatment results.

OBJECTIVES AND JUSTIFICATIONS:

There are seven percolation basins at the Water Reclamation Facility (WRF) that are used in a constant manner. The sandy soils that comprise the basins are meant to allow treated effluent to percolate quickly. Over time, the porosity of the soils decrease from particle matter in the effluent and lower the infiltration rates needed to meet the plant capacity. Depending on the cause, there are various modifications that can be performed to re-establish the infiltration rates.

The percolation basin capacity evaluation will include on-site testing and evaluation of all percolation basins and provide recommendations for improvements. This work is being pursued since the percolation basins will be utilized with any WRF treatment process improvements planned in the upcoming years.

OPTIONS:

Do nothing or delay evaluation.

COST DETAIL:

Percolation Basin Capacity Evaluation: \$36,100

Heat Pump Installation

DEPARTMENT: Police Department _____ PRIORITY: 5 _____ OF 7 _____

ONE-TIME COST OF ITEM: \$15,975 _____ FISCAL YEAR: 2019-2020 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

Request allocation of funds to install a new heat pump system in the department break room.

OBJECTIVES AND JUSTIFICATIONS:

Historically the heating and cooling of the department break room, front lobby, conference room and lieutenant's offices have been inadequate. The reasoning explained by public works is that these rooms are all controlled by the same temperature control system. This system is not adequate for all of these spaces as the smaller rooms heat up quickly but the bigger rooms remain significantly colder. The front lobby, for instance, tends to be very warm as the sun comes through the front windows. This makes the lobby very uncomfortable for citizens and officers. While the lobby can get very warm, the break room at the same time is very cold as it does not have the ambient heat entering through the windows like the lobby. This creates a situation where it is a constant battle of making one room or the other comfortable but never both rooms at the same time. Recently we have fielded several complaints regarding how cold the break room is. This has caused our people to stop using the room when they are on breaks.

OPTIONS:

Do nothing and continue to utilize the existing system.

COST DETAIL:

A quote has been provided by Knecht's Plumbing and Heating Inc. The cost of the new system and its installation is \$15,975.00. The quote is attached for review.

Colony Park Drinking Fountain Replacement

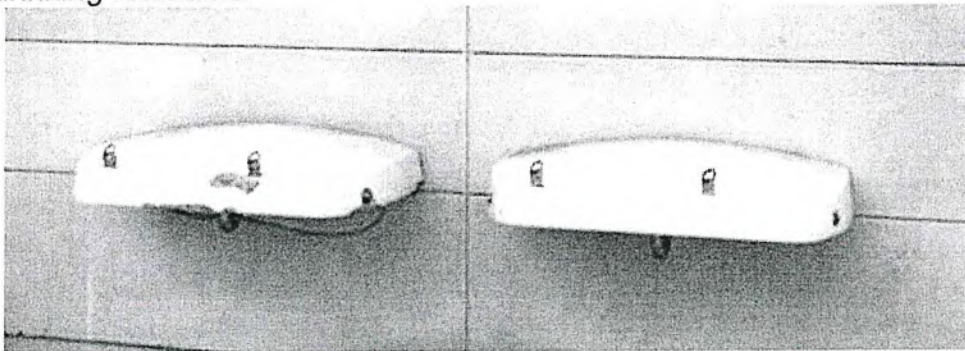
DEPARTMENT: City Manager/Recreation Division PRIORITY: _____ OF _____

COST OF ITEM: \$2290 to \$4207 FISCAL YEAR: 2019-2020

REQUEST SUMMARY: Colony Park will open Joy Playground April 2019, which will increase park usage by thousands every year. The current drinking fountains do not work.

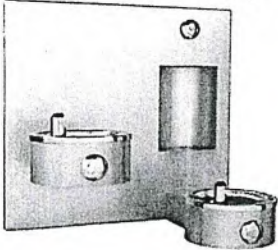
OBJECTIVES AND JUSTIFICATIONS: Currently Colony Park has two drinking fountain units on the backside of the Community Center, adjacent to the Joy Playground. However those were designed for interior use and have not weathered well over the last 11 years. They have cracked and broken many times over the years due to freeze and heat, and are no longer in working condition. Joy Playground opens April 5, 2019 and it's vital that Colony Park has a drinking fountain accessible for all park users. Given that it's a special-needs park, it's also important to offer handicap accessible drinking fountains.

Current broken drinking fountains:

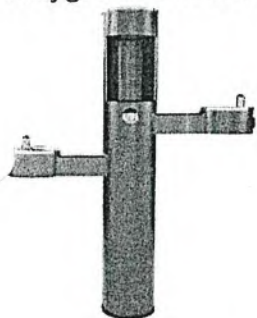


OPTIONS:

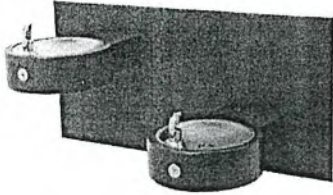
#1: Purchase handicap accessible drinking fountain with water bottle filler that will mount on the wall of the Community Center.



#2: Purchase a free-standing pedestal drinking fountain with accessible fountain, higher fountain and water bottle filler. This would be placed near or adjacent to the Community Center and Joy Playground in a current dirt/planter bed area or another agreed upon area.



#3: Purchase handicap accessible drinking fountain that will mount on the wall of the Community Center.



COST DETAIL (purchase price with tax-not installed):

Option #1: \$4,206.99

Option #2: \$4,038.43

Option #3: \$2,290.00

Colony Park Restrooms

DEPARTMENT: City Manager/Recreation Division PRIORITY: _____ OF _____

COST OF ITEM: \$80,000+ FISCAL YEAR: 2019-2020

REQUEST SUMMARY: Joy Playground at Colony Park will open April 2019, which will increase park usage by thousands every year and there is currently not a park restroom within 500 feet.

OBJECTIVES AND JUSTIFICATIONS: Currently Colony Park has a restroom facility in-between the two softball fields over 500 feet away from the playground. There are facility restrooms inside of the Colony Park Community Center, but the hours of the building don't coincide with park hours, and most importantly the restrooms were designed for monitored facility usage-not park use. There is a large difference between design of park restrooms and design of facility restrooms; reason why the Pavilion on Lake restrooms are not open to the park users. There are future plans to expand Colony Park by adding 6+ permanent Pickleball Courts and two open turf fields, and with that expansion will require the addition of a permanent park restroom. Opening the Colony Park Community Center restrooms to the public and the Joy Playground and park users could be costly due to damage caused by vandalism, homeless encampment, etc. There is a history of restroom damage in all the park restrooms in Atascadero, as well as other cities. Those restrooms are designed for park use, where the Colony Park Restrooms were designed for an indoor facility. It's imperative as a rental facility that we keep the restrooms in presentable shape without vandalism.

OPTIONS:

#1: Purchase a pre-made park restroom facility that can be placed in the landscape area between the basketball courts and Joy Playground. There are other location options as well.



#2: Hire a contractor to build and plumb a park restroom building.

COST DETAIL:

Option #1: Range in price based on options, size, design, etc. \$80,000+

Option #2: Unknown (need quote)

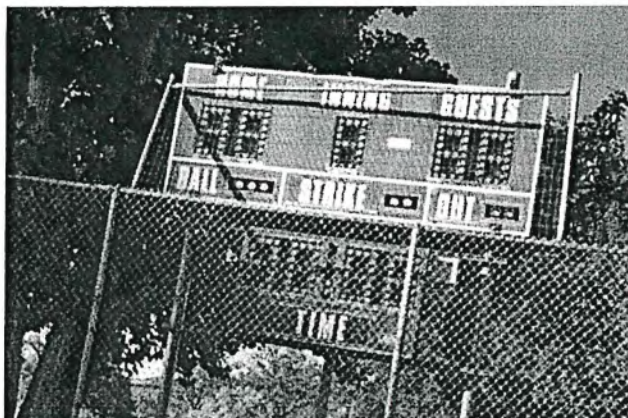
Paloma Creek Park Scoreboard Replacement

DEPARTMENT: City Manager/Recreation Division PRIORITY: _____ OF _____

COST OF ITEM: \$10,242.30-\$14,682.30 (with revenue opportunity) FISCAL YEAR: 2019-2020

REQUEST SUMMARY: The Recreation Division is requesting funding to replace the scoreboards on both softball fields at Paloma Creek Park.

OBJECTIVES AND JUSTIFICATIONS: The current scoreboards at Paloma Creek Park are over 20 years old and don't work properly. There have been hundreds of dollars in repairs needed over the years to work on wiring issues for the boards and the scoring box, however due to age it's become unrepairable. The softball fields at Paloma Creek Park are used year-round by many user groups (Atascadero Youth Soccer, Atascadero Little League and Atascadero Girls Softball League) who would benefit from the new scoreboards, including our own Adult Softball League. New scoreboards would also offer a sponsorship opportunity with 10' X 2' areas for sponsor logos/advertisement, which could generate some revenue to help offset the cost of the boards. New boards were quoted by Nevco for the Baseball/Softball LED Stadium Pro Sound Series with wireless handheld controls.



OPTIONS:

- #1: Purchase scoreboards, controls, etc. from Nevco (quote attached) and the City install in-house.
- #2: Purchase scoreboards, controls, etc. from Nevco and hire Signs of Success (quote attached) to remove old scoreboards and install new scoreboards.

COST DETAIL:

Option #1: \$10,242.30

Option #2: \$14,682.30

Window and Door Frame Maintenance

DEPARTMENT: Public Works – Pavilion PRIORITY: 1 OF 2

COST OF ITEM: \$4800 PAV#1 FISCAL YEAR: 19-20

REQUEST SUMMARY:

Sanding, recaulking, priming & painting of all outside window & door frames that are cracked and water is getting in. Paint faded sections (from the sun) on the back of the building.

OBJECTIVES AND JUSTIFICATIONS:

Repair and paint window and door frames to insure further damage does not occur.

OPTIONS:

COST DETAIL:

1. Mask, sand, spot prime, caulk window framing across front & rear of pavilion. \$1870.00
2. Mask, sand, spot prime, finish paint (2) coats on 14 exterior doors. \$1920.00
3. Mask, spot prime, repaint several sections of wood siding on south and east walls. \$300.00
4. Mask, scrape, spot prime, finish paint where paint is flaking & wood exposed on several support beams (exposed to rain & weather) \$650.00

Wood Floor Maintenance

DEPARTMENT: Public Works – Pavilion PRIORITY: 2 OF 2

COST OF ITEM: \$8,700.00 PAV#2 FISCAL YEAR: 19-20

REQUEST SUMMARY:

Repair water damaged wood floor areas at windows and doorways as needed. Sand and refinish entire wood floor.

OBJECTIVES AND JUSTIFICATIONS:

Floors damaged from heavy rains the past two years at the balcony doors. Floor damage by patio door in Rotary room there since before 2013 and has become increasingly worse these past 2 years to the point of falling through. Last floor refinish was November 2015 and the floor has become dull, difficult to clean, and scratches very easily. Finish coat is turning black and peeling.

OPTIONS:

COST DETAIL:

Repair & replace damaged floor boards: \$3100.00.
Sand, fill, seal and coat with 5 coats sealer and finish: \$17,283.00.

TOTAL: \$20,383.00

Note: \$5000.00 budgeted in 2018-19 budget for floor repairs
\$6700.00 available from 2013 Mayor's Winemaker Dinner Fundraiser

Replace Mobile Radios

DEPARTMENT: Public Works - Maintenance PRIORITY: 1 OF 4

ONE-TIME COST OF ITEM: \$ 7,500 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

The mobile (handheld) VHF/UHF radios used by the Maintenance Division are approaching 20 years old. The radio inventory has reduced over the past five years by radio units not working and rechargeable battery packs that do not hold charges any longer. This request is for fifteen (15) new VHF/UHF mobile radio units.

OBJECTIVES AND JUSTIFICATIONS:

Public Works plays an integral part as a first responder to emergencies and in many cases will be the first and last on the scene. The radios are used to communicate with police, fire, dispatch, and other agencies during various emergencies or events. Maintenance staff also use the radios daily for intradepartmental communication for various work activities and projects.

This request is directly related to the City's goal of "ensuring comprehensive safety readiness and mitigation".

OPTIONS:

None recommended.

COST DETAIL:

Based upon Kenwood Model TK-2312/TK-3312

Est. cost per radio: \$500

Total estimated cost: 15 radios x \$500/unit = \$7,500

Downtown Bird Control Program

DEPARTMENT: Public Works – Maintenance Operations PRIORITY: 4 OF 4

ONE-TIME COST OF ITEM: \$ 16,300 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 13,000 (opt.) STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

The feral pigeon population in the downtown area has increased noticeably for many years. This year-round bird population creates unsanitary mess on walkways and landscaping requiring constant cleaning – especially for the outdoor eating establishments in the downtown. In addition to nesting under the US 101 bridge at Traffic Way, pigeons prefer to nest on window ledges, balconies, light poles, under awnings, and in rooftop HVAC units. Pigeon waste can contribute to rodent problems and serves as a vector for several dangerous and human-transmissible diseases, leading to health and liability concerns.

OBJECTIVES AND JUSTIFICATIONS:

Bird control is a complex process. Feral pigeons are extremely territorial and have a natural homing instinct to return to their nesting and feeding areas. The only effective means of dealing with established pigeon populations is extermination or trapping and removal. The objective of this program is to trap and remove established feral pigeons and prevent new ones from moving in. The process involves the following steps over a 12-week period:

1. Site survey – determine where pest birds concentrate.
2. Bird trap set up – install approximately 12 live bird traps on various rooftops.
3. Service bird traps – bird traps will be service 3 times per week initially, then down to twice per week as the population decreases.
4. Active falconry – once the pigeon population dwindles, raptors will be flown to deter roving pigeons from becoming new local pigeons.

This request supports the City's goal of "leverage place-making in the commercial areas for long-term economic development" and the focus on downtown economic development. Abating the existing pigeon population and keeping it at bay will show the existing and potential business owners that the City cares about keeping the downtown environment clean. In addition, visitors and patrons to downtown will not leave with a negative impression from the mess and nuisance of the feral pigeons. Visitors may also be drawn to the downtown to watch active falconry.

OPTIONS:

Consideration should be given to funding the initial 12-week program to abate and control the existing pigeon population (\$16,300) and ask the downtown association business district to fund the ongoing pigeon control (\$500 per visit).

COST DETAIL:

Existing Pigeon Population Abatement (12-week program) \$ 16,300
Ongoing Pigeon Control: \$500 per visit x 26 times per year \$ 13,000*

*optional

SCADA Server and Software Updates

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 2 OF 7

ONE-TIME COST OF ITEM: \$ 35,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 1,500 STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Replace computer server for Supervisory Control And Data Acquisition (SCADA) data and upgrades and annual maintenance for Wonderware software.

OBJECTIVES AND JUSTIFICATIONS:

The SCADA system software collects and operates the various components of the wastewater collection and treatment systems, including pumps, controls, valves, alarms, and other equipment. WWTP Operators control these systems with the SCADA software and receive alarms for various abnormal conditions, such as high water level alarms in lift stations. The computer server for the SCADA system recently crashed and operations data had to be recovered by the SCADA software provider. This process was further complicated since the version of the SCADA software was outdated, requiring multiple conversions to recover.

OPTIONS:

None recommended.

COST DETAIL:

New computer server: \$35,000

Annual ongoing software support: \$1,500

Adjust Salaries to Countywide Average

DEPARTMENT: Citywide (submitted by City Manager's Office) PRIORITY: _____ OF _____

ONE-TIME COST OF ITEM: \$ \$810,000

FISCAL YEAR: Ongoing

ONGOING COST OF ITEM: \$810,000+

STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

Implement adjustments to the Citywide Salary Schedule in order to bring our existing staff salaries up to a level that would be more in line with the San Luis Obispo countywide averages for each position.

OBJECTIVES AND JUSTIFICATIONS:

One of the Council's primary objectives and priorities has been to improve the City's Employee Resources. This continues to be a priority as a highly trained and effective staff are critical in providing services to our community and achieving the vision of the Council. In order to retain our employees, (avoiding vacancies which cripple the City's capacity to provide services) and recruit the best and brightest, we must be able to pay a competitive wage. Without a competitive wage, we continue to lose staff members to other local agencies that offer better salaries.

It has become increasingly difficult to retain our talented employees, and employee turnover is costly to the organization. It is more efficient to retain a quality employee than to recruit, train and orient a replacement employee. However, we are unfortunately oftentimes hiring and training well-qualified and skilled employees who would be a valuable asset to the organization, only to then lose them to a higher-paying organization once their training period has been completed. We need to be able to retain these talented staff members by ensuring we are paying a competitive salary in the local market.

With this Supplemental Budget Request, the City could implement increases to our Citywide Salary Schedule that would help to bring the City of Atascadero's salaries more in line with countywide average salaries for the same and similar local government agency positions.

OPTIONS:

Implement a portion of the adjustments.

COST DETAIL:

Direct General Fund Employees: \$726,000

Other Funds: \$84,000

Part Time Event Coordinator

DEPARTMENT: City Manager - Promotions, Outreach & Events

PRIORITY: 4 OF 4

ONE-TIME COST OF ITEM: \$N/A

FISCAL YEAR: N/A

ONGOING COST OF ITEM: \$27,000 per year

STARTING FISCAL YEAR: 19-20

REQUEST SUMMARY:

The event area has grown significantly over the past four years, making it necessary to consider hiring a part time Events Coordinator position. This position would report directly to the CM Office Deputy City Manager, Promotions.

OBJECTIVES AND JUSTIFICATIONS:

Currently, the Recreation Division assists the Deputy City Manager with new events as well as the existing events for the City. We have added sustainable, new events that have grown each year including Brew at the Zoo (Zoo staff), Farmers Market events, Dancing in the Streets, Winter Wonderland and Tamale Festival. We have grown existing events including Light up the Downtown (Formerly Holiday Lighting Ceremony) and we have increased our shows for the Saturday in the Park Summer Concert Series. The number of City Sponsored events have increased attracting event planners to our City. We have both returning events and new events that are City Sponsored. Some of these include Central Coast Craft Beer Festival, Tent City Marathon, Central Coast Cider Festival, Z Day Car Show, the Imperial State Meet Car Show, Scout-o-rama, and Bike Fest. In addition, we support and work on events that support the downtown (Chamber & ABID) along with signature community events like Colony Days and the Reserve/ Atascadero Lakeside Wine Festival.

This position would be responsible for event coordination of both City and City sponsored events. Responsibilities include assisting the Deputy City Manager with vendor, contractor and entertainment coordination as well as obtaining event permits, and working on actual event execution from set up to clean up. This position would be responsible to make sure event calendars across our own websites, social media, media and tourism calendars are correct and updated, as well as include the latest event updates. This position would be involved with advertising and ad campaigns including ad proofing, monitoring of online ads, social media posting/ tracking, scheduling on-air broadcasts, assisting with press releases and billing. Other responsibilities would include assisting with the City's ongoing ribbon cuttings, open house events and grand openings. An event coordinator with a strong graphics background would be one of the requirements.

OPTIONS:

Option #1: Utilize a portion of the Marketing budget to justify the expense and request the remaining portion to be a part of the supplemental. Guestimate \$17,000 to 20,000 from the Marketing budget, \$10,000 - \$7,000 from supplemental.

Option #2: Change the current Recreation Division staffing to make the OA1 a full Customer Service/ Front Desk position. Currently, that OA1 position spends half the role on CPCC Customer Service/ Front Desk and the remaining portion on all Events. This would allow the portion of the Teen Center part time position that assists the current OA1 position to be moved to the Marketing budget and

supplemental to support the balance of that cost. Currently, the Teen Center position under consideration is approximately \$18,000 and then we would request \$8,000 for supplemental without CalPERS and \$9,000 with CalPERS. The OA1 would still make park reservations and plan intake meetings for events as well as work on the existing Community events like vendors for Holiday Boutique, Concerts in the Park and Hot El Camino Cruise Nite. The current Teen Center position is not a vacant position at this time.

COST DETAIL:

Part Time Event Coordinator classification would be a Part Time Worker 23. The position would start at Step A at \$23.38 per hour. Average work hours would be 20 hours per week. Total cost with CalPERS \$27,000/ year.

Four Full Time Police Officer Positions

DEPARTMENT: Police PRIORITY: 1 OF 7

ONE-TIME COST OF ITEM: \$ 24,325 FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 642,560 STARTING FISCAL YEAR: 2019-2021

REQUEST SUMMARY:

The Police Department is requesting four police officer positions in order to raise the minimum staffing level on patrol. This will increase the total number of sworn officers from 29 to 33 and enable the Department to raise the minimum staffing level on patrol from three officers to four officers per shift.

OBJECTIVES AND JUSTIFICATIONS:

The Atascadero Police Department's minimum staffing level is outlined in Lexipol Policy 216. Policy 216.2 states, "Minimum staffing levels should result in the scheduling of at least two officers and one Watch Commander." The two officer and one Watch Commander minimum staffing level was implemented when the Department was first established in 1980 and has never been increased. The minimum staffing level of 39 years ago, with a population of 16,232 residents, is no longer adequate for a city of our size (30,661 residents).

To further support that the Police Department has not kept pace with the increased population and workload, the Department was increased to its current size, 29 sworn officers, in 1994. The population at that time was approximately 23,982 residents. Given the population in 1994, the Department had 1.2 sworn officers per 1,000 residents. Given the current population, the Department has .094 officers per 1,000 residents. Using 1994's 1.2 sworn officers per 1,000 residents ratio with the current population, the Department would have 37 sworn officers.

Aside from a substantial population increase, the following factors have significant impacts on the workload at the Police Department and justify raising the minimum staffing level to four officers per shift;

- **Increased Calls for Service and Crime:** Our Records Unit was only able to research the number of annual calls for service as far back as 2002. In 2002, the Department responded to 25,258 calls for service. In 2018, the Department responded to 27,719 calls, which is a **9.7% increase**.

I was unable to access the Federal Bureau of Investigation's published Uniformed Crime Reporting Statistics (UCR) for the City of Atascadero in 1980 and/or 2018. The oldest available statistics were from 1985 and the most recent are from 2017. These statistics are;

Year	Population	Violent Crime	Murder	Rape	Robbery	Aggravated Assault	Total Property Crime	Burglary	Larceny Theft	Motor Vehicle Theft
1985	18,925	41	0	3	8	30	576	161	377	38
2017	30,661	107	0	8	18	81	518	96	395	27

- Medical Clearance Requirements at SLO County Jail: By far, one of the biggest impacts to patrol staffing is the new medical screening policy that was implemented at the San Luis Obispo County Jail this year. The new policy requires each arrestee to be evaluated by a jail nurse before they can be booked into the jail. The medical exam adds approximately 30 minutes, per arrestee, to the booking process. Those arrestees who have prior health issues, are too intoxicated or otherwise fail to meet the jail's medical criteria must be transported to a hospital for a medical clearance. Because there is only one nurse on duty at a time, booking delays can be lengthy, especially on a busy night. This adds a substantial amount of time to the booking process and the time an officer is out of the city. Should a medical clearance at the hospital be required, the officer will be out of the city for an extended portion of the shift.

Medical clearance delays can also lengthen bookings at the San Luis Obispo Juvenile Service Center.

- New Mental Health Procedures / Increased Mental Health Related Calls for service: In 2017, the San Luis Obispo County Health Agency instituted Protocol #9. Protocol #9 requires all mental health detainees to be transported to a hospital and be examined by a physician before they will be accepted at the Psychiatric Health Facility. This procedure requires an officer, sometimes two, to either transport the detainee or follow the ambulance to a hospital and remain with the detainee until they are suitable to be left with hospital staff. Should the detainee present a safety concern, the officer must either remain at the hospital or return to the hospital and then transport the detainee to the Psychiatric Health Facility. The new protocol has increased the time officers are out of the city on mental health detentions and frequently put the Department below minimum staffing.
- Assembly Bill 109, Proposition 47 and Proposition 57: A consequence of the recent trend to decriminalize narcotics and lower the prison/jail terms is overcrowding at our county jail. As a consequence, we are seeing more offenders released without incarceration. This has and will leave more offenders in our community and will certainly have an effect on future crime rates.
- Public Nuisance calls: During the past few years our community has seen a sharp increase in public nuisance calls for service. These calls include panhandling, loitering, illegal camping, etc. With the increase in the homeless population, along with the challenges in taking enforcement action, i.e., the 9th Circuit Court of Appeals decision, these types of crimes will increase in the future and effect the quality of life for our citizens.

Dependency on Automation and Increased Reporting Demands: When the Police Department was established, officers were required to write their reports in the field, rather than the station. Report forms were completed with a pen or pencil and contained only basic information. Our current reports are required to be entered into a database. Current reports require the same basic information; however, the report writing software also requires additional entries for record keeping and statistic purposes. This is more time consuming and has transferred some of the data entry duties from the dispatcher to the officer.

In addition to the increased data entry demands, our officers are required to complete more forms and/or reporting requirements than they did in the past. A domestic violence report, for example, now contains a District Attorney's Office Supplemental Form, a Non-disclosure Form and a Medical Authorization Form.

To further add to our officer's report writing demands, the District Attorney's Office has shortened the time they must complete an in-custody arrest report. In order to review the case before the arraignment, the District Attorney's office requires the report to be submitted to their office within 24 hours of the arrest (weekends and holidays excluded). This is a change from the 48 hour requirement they had in the past. Reports that aren't submitted timely will result in the arrestee being released from custody. This either puts the arrestee back in our community or requires an officer to respond to the jail and re-arrest the subject.

- Scheduled and Non-Scheduled Staffing Shortages: Although the current patrol teams are staffed with four sworn officers (a Watch Commander and three officers) the daily patrol shifts are frequently operating at minimum staffing levels. This is primarily due to scheduled vacation, holiday and training days as well as unanticipated sick or family care days. The patrol teams work a 3/12 schedule, which has a total of 730 twelve-hour patrol shifts in a year. In 2018, 395 of those 730 shifts, or **54% of the time**, a patrol shift was operating at the minimum staffing level.

OPTIONS:

Leave staffing at current levels and continue to work shorthanded and/or utilize overtime and/or allied law enforcement agencies, when available, to assist with calls for service.

COST DETAIL:

	Cost Per Item	Total Cost
Full time Police Officer, Step E, Adv POST	\$ 160,640.00	\$ 642,560
Duty weapon	\$ 410.00	\$ 1,640
Ballistic vest	\$ 1,052.56	\$ 4,210.24
Portable Radio	\$ 550.00	\$ 2,200
Safety equipment/duty gear	\$ 621.84	\$ 2,484
Flashlight	\$ 116.00	\$ 464
Hiring Costs (background/polygraph/medical)	\$ 1,725	\$ 6,900
Police Academy training	\$ 1,605.25	\$ 6,421
TOTAL	\$ 166,720.65	\$ 666,882.60

****One-time and on-going costs may also include vehicles, computers, cell phones, and training.**

Full-Time Record Clerk

DEPARTMENT: Police _____ PRIORITY: 7 _____ OF 7 _____

ONE-TIME COST OF ITEM: \$ 3,000 _____ FISCAL YEAR: _____

ONGOING COST OF ITEM: \$ 85,500 _____ STARTING FISCAL YEAR: 19-20 _____

REQUEST SUMMARY:

The Police Department is requesting the addition of a full time records clerk position to our administrative staff.

OBJECTIVES AND JUSTIFICATIONS:

The Department is currently allowed two part time records clerk positions. One position is authorized to work 25 hours per week and is paid for by using SLESF funding. The second position is currently unfilled. When filled, the position is authorized for 15 hours per week.

The Department has seen an increase in the demands on our dispatch personnel due to increases through the years in the number of calls for service, number of public records requests, and increased work expectations from outside entities such as the District Attorney's Office. As a result of these increases the department has worked to bifurcate the duties of the dispatcher from that of the records clerk. Currently the dispatchers handle not only their dispatching duties, but also a significant portion of responsibilities related to records functions.

The move to bifurcate these responsibilities will place increased demands on our records personnel and will necessitate the increasing of work hours for those personnel which cannot be accomplished under current budget constraints. The current work hours leave gaps in staffing at the front counter of the Police Department and make preparation and processing of reports difficult in light of newly established requirements from the District Attorney's Office.

The proposal is to increase the current budgeted 15 hours part time position to a full time position, and keep the 25 hour position funded by SLESF in place. This will allow for all records functions to be completed by our records staff, freeing dispatch personnel for other responsibilities. One such responsibility will be the increased use of dispatch personnel to complete data entry and reporting of crime reports for which there is no suspect. That action would free sworn police officers to engage in more proactive enforcement.

OPTIONS:

Make not change and continue operations as they currently exists.

Reclassify WWTP Operator II to WWTP Operator III

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 4 OF 7

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 8,020 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

This supplemental budget request is to fund the difference between one WWTP Operator II position to a WWTP Operator III position in the wastewater division on an ongoing basis. The intention of this request is to have the one of the three budgeted WWTP Operator II positions changed to a WWTP Operator III budgeted position. No increase in staffing levels are proposed with this request.

OBJECTIVES AND JUSTIFICATIONS:

During the economic downturn, many City departments had tweaks made to staffing and department structure/supervision. The public works operations (streets, parks, facilities, and wastewater subdivisions) previously had a *director--deputy director--subdivision supervisor--worker/operator* structure. The current structure is *director--operations manager (maintenance & wastewater)--worker/operator*. With the loss of the higher level deputy director, operations managers are required to perform higher level administrative/technical duties while providing daily work direction and direct supervision to the workers/operators.

A senior level frontline worker/operator to assist the operations managers with daily work director and leading work crews will allow the operations manager to proactively plan and assist with capital project management, which includes \$45 million in capital project spending in the next ten years. In addition, the WWTP is nearing full capacity while major developments are looking to connect into the sanitary system.

This position is also recognized as the Water Reclamation Facility, Chief Plant Operator and will be directly responsible for fulfilling regulatory reporting requirements to the State Water Resources Control Board. A Class 3 Sanitary Collection System Certification plus a Class 2 Wastewater Treatment Plant Certification are required to be possessed by the WWTP Operator III.

It should be noted that the other subdivisions of Public Works Operations (streets, parks, and buildings maintenance) each have a Senior Maintenance Worker position. Reclassifying a WWTP Operator II position to a WWTP Operator III (i.e. senior operator) will bring a consistent hierarchy in each subdivision of the Operations Section.

OPTIONS:

Do nothing. Not recommended since the Wastewater Operations Manager will be required to focus more of his time on treatment plant upgrades and other capital projects, and will need the support of a senior operator to assist with the daily wastewater operations and records.

COST DETAIL:

Annual Salary (no benefits inc.)	<u>Step A.</u>	<u>Step E.</u>
WWTP Operator III:	\$54,420	\$66,144
WWTP Operator II:	\$49,356	\$59,988
Difference:	\$ 5,064	\$ 6,156 with benefits \$8,020

Part-Time Service Worker

DEPARTMENT: Public Works – Wastewater Administration PRIORITY: 5 OF 7

ONE-TIME COST OF ITEM: \$ 1,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 35,430 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Fund a part-time service worker for the Public Works Wastewater Division to provide support treatment plant operators, with a focus on maintaining collection system and treatment plant grounds and supplementing seasonal increases in work. This position will complement the full-time regular maintenance workers by completing non-skilled and semi-skilled work assignments.

OBJECTIVES AND JUSTIFICATIONS:

Existing operations staff are struggling to keep up with their normal work load due to more demand from aging infrastructure and increased regulatory requirements and guidelines. This position would generally be performing tasks such as traffic control, landscape maintenance (treatment facilities, lift stations, and around manholes in roadside), transporting supplies and tools, supporting full-time operators, and a variety of other general labor work.

Many of the work tasks in the wastewater division could be accomplished by one employee but need the assistance of a second employee to support the one accomplishing the work – especially tasks that require work in the roadways, such as cleaning sewer lines, checking manholes, etc. This position will support those tasks and perform other general labor work to free full-time operators to focus on the skilled work assignments.

OPTIONS:

1. Reduce the number of proposed hours.
2. Contract with temporary agency. This option is not recommended since hourly rate will be much higher and agency-assigned workers may change frequently and require continual training of new contract workers.

COST DETAIL:

Assume Part-Time Worker 15, Step E pay rate of \$19.24 per hour (not starting wage)

Average hours per week: 30 hours (average about 3.5 days / wk.)

Annual Cost: \$19.24/hr. x 30 hrs./wk. x 52 wks./yr. = \$30,014

Part-Time Service Worker

DEPARTMENT: Public Works - Maintenance PRIORITY: 2 OF 4

ONE-TIME COST OF ITEM: \$ 1,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 25,920 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Fund a part-time service worker for the Public Works Maintenance Division to provide support maintenance workers, with a focus on special events, after-hour tasks, weekend duties, and seasonal increases in work. This position will complement the full-time regular maintenance workers by completing non-skilled and semi-skilled work assignments.

OBJECTIVES AND JUSTIFICATIONS:

Existing maintenance staff are struggling to keep up with their normal work load due to more demand from new and expanded special events, increased use of existing and new facilities, and generally more work to keep facilities and parks clean from the transient community and recreation leagues. This position would generally be performing tasks such as special event setups, road closures and no parking noticing, emptying trash cans, general park maintenance, transporting tables and chairs, locking park restrooms, flagging for lane closures, road repairs, and a variety of other general labor work.

This position has the ability to eliminate the need to pay overtime rates for a regular maintenance worker for after hours and weekend work; however, the part-time service worker will work side-by-side or in coordination with another maintenance worker(s).

OPTIONS:

1. Reduce the number of budgeted hours to 16 or 24 hours per week minimum.
2. Contract with temporary agency. This option is not recommended since hourly rate will be much higher and agency-assigned workers may change frequently and require continual training of new temp workers.

COST DETAIL:

Assume Part-Time Worker 12, Step C pay rate of \$15.08 per hour

Average hours per week: 28 hours (average 3.5 days / wk.)

Annual Cost: \$25,920 including taxes and benefits

Strategic Planning

DEPARTMENT: City Council

PRIORITY: 1 OF 1

ONE-TIME COST OF ITEM: \$ 11,000

FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 11,000

STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Request additional professional development monies to cover the cost of annual strategic planning.

OBJECTIVES AND JUSTIFICATIONS:

Council conducts annual strategic planning to set and review the overall goals and priorities for the City. Goals and priorities are set at strategic planning every odd year to correspond with the creation of the two-year budget and are then reviewed every even year. Since 2015, the strategic planning workshop has been facilitated by a consultant. Costs for the consultant and supplies for the workshop have ranged from \$10,000 to \$17,000 depending on the year. The current budget for strategic planning has been historically set at \$1,500. To better align the budget with actual expenditures and to allow for the continued use of a consultant for facilitation of the workshop, an adjustment of \$11,000 is requested for a total budget of \$12,500.

OPTIONS:

COST DETAIL:

\$11,000 increase in Strategic Planning

Professional Development

DEPARTMENT: City Treasurer PRIORITY: 2 OF 2

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ 1,200 STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

Request additional professional development monies to cover training costs for the City Treasurer.

OBJECTIVES AND JUSTIFICATIONS:

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. Therefore, it is important that the City Treasurer keep current on City investment regulations and compliance through training at the annual Government Investment Officer's Association (GIOA) conference.

OPTIONS:

No increase.

COST DETAIL:

Annual professional development at \$1,200 each year

ClearGov Subscription

DEPARTMENT: CM PRIORITY: 3 OF 4

ONE-TIME COST OF ITEM: \$ 1,800 FISCAL YEAR:

ONGOING COST OF ITEM: \$ 5,500 STARTING FISCAL YEAR:

REQUEST SUMMARY:

This request is for funds to subscribe to ClearGov so we can manage the presented information.

OBJECTIVES AND JUSTIFICATIONS:

ClearGov provides information on government demographics and finances that is easy to read and access. A subscription would allow the City to provide more accurate data and descriptive explanations so that the public, developers and staff can easily find the information they want. ClearGov helps local governments promote transparency and provide context. Our budgeted and actual revenues and expenditures can be displayed for the public to view. We can also compare our data against other peer cities so the public can see how we measure up to our neighbors.

ClearGov also offers a projects page where we would be able to highlight all capital and non-capital timeline based projects.

OPTIONS:

Don't sign up.

COST DETAIL:

One-time cost - \$1,800

Annual cost - \$5,500

- 15% discount for multi-year agreements

Citywide Scanning

DEPARTMENT: IT _____ PRIORITY: 14 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _\$7,200 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for funding to purchase new scanners for each department.

OBJECTIVES AND JUSTIFICATIONS:

As we move to digitizing more of our records and documents, we need to be proactive by scanning documents as we process them. Desktop scanners will help encourage staff to scan documents as part of the process, instead of an afterthought.

OPTIONS:

Continue to use the department copiers as scanners.

COST DETAIL:

New - \$7,200

- \$250 - \$400 per scanner
 - AS – 2
 - CD – 3
 - PW – 5
 - FD – 3
 - PD – 4
 - IT – 1

Fiber Project

DEPARTMENT: IT _____ PRIORITY: 15 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ 400,000 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _____ STARTING FISCAL YEAR: _____

REQUEST SUMMARY:

This request is for funds to plan, develop, design, install and manage a new fiber network for both city and commercial use.

OBJECTIVES AND JUSTIFICATIONS:

High speed internet is a priority for many businesses looking to locate in Atascadero. The current high speed offerings from Charter and AT&T leave too many properties without the bandwidth needed for potential tenants. The City could build out a fiber network to attract businesses.

OPTIONS:

There are several options available with multiple variables. The project can be done in several phases. There can be partnerships developed with network management businesses to help facilitate leasing the fiber to business customers. The City does not want to become a utility company, so we can build the network and lease it back to a management company, for example.

COST DETAIL:

A lot.

\$400,000 over 2 years might be a place to start.

Pension Summary Reports

DEPARTMENT: Administrative Services Department PRIORITY: 3 OF 3

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ 6,000 STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

Request funds for pension summary reports.

OBJECTIVES AND JUSTIFICATIONS:

With the increasing costs of pensions and the complexity of financial reporting, it is important to understand the trends of pension costs to better project future liabilities for the City. Pension summary reports are clear, concise reports that provide the City easy to understand information based on CalPERS annual reports. This report will be useful to the City for budgeting, contract negotiations, financial forecasting, and for educating Council about the pension situation.

OPTIONS:

Deny request for funds.

COST DETAIL:

Estimates received range from \$4,750 up to \$10,000.

Fire Station 1 Campus Upgrade

DEPARTMENT: Fire and Emergency Services PRIORITY: 2 OF 8

ONE-TIME COST OF ITEM: \$ 9,994,000 FISCAL YEAR: 2019-2020

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR:

REQUEST SUMMARY:

Modernization of Fire Station 1 to meet current standards established by OSHA, NFPA and building codes through a phased remodel approach. This will provide a safe working and living environment for firefighting personnel.

OBJECTIVES AND JUSTIFICATIONS:

Fire Station 1 was built in the 1950's and has only seen a few minor upgrades over the years. The objective is to use the existing property and upgrade the station with an interior remodel, an EOC/administration building and a new engine bay where the lawn area exists. This modernization can be done through a phased approach. The project includes: mitigation of structural and roof deficiencies (identified by a structural engineer in a recent facility assessment by RRM Design Group), crew separation from apparatus/equipment contaminants, providing dedicated living space, and providing an Emergency Operations Center that can be used as a training or meeting room for the city and community.

OPTIONS:

1. Complete only Phase 1 to mitigate life and safety hazards
2. Build a new facility on existing campus or different location
3. Continue using the existing facility with no upgrades

COST DETAIL:

Phase 1: Structural retrofit (roof, structural support, exhaust system) - \$200,000

Phase 2: Fire Station remodel (separation of contaminants, bedrooms, living space) - \$3,200,000

Phase 3: Emergency Operations Center/Administration Building - \$994,000

Phase 4: Final Station remodel (apparatus bay, clean room) \$5,600,000

Total: \$9,994,000

General Plan Update

DEPARTMENT: Community Development

PRIORITY: 4 OF 4

ONE-TIME COST OF ITEM: \$375,000

FISCAL YEAR: 2020-21

ONGOING COST OF ITEM: \$375,000 (next budget)

STARTING FISCAL YEAR: 2021

REQUEST SUMMARY:

Request for one-time funds to commence the Citywide update of the Land Use and Circulation Elements of the General Plan.

OBJECTIVES AND JUSTIFICATIONS:

The City's General Plan was adopted in 2002 and is intended to project City buildout up to 2025. Typically, Cities update their General Plan every 15-20 years. Given the changes in resources, City needs and economic trends that have occurred over the past 10 years, an update to Atascadero's General Plan is due. It will identify significant economic development opportunities, implement mandatory housing goals, and identify how the Community should grow and maintain over the next 20 years. This update should carry us forward to 2045.

This activity is typically lead by a consultant and involves the amendment of typically just the Land Use and Circulation portions of the General Plan. It typically triggers the need for an Environmental Impact Report and often takes about 2-years to complete. Both the completed housing element and the ongoing El Camino Corridor study will be incorporated into the City General Plan and will assist the City in completing an update to the City's Land Use and Circulation Elements of the General Plan. Often, this project can be assisted with Grant funding. City staff will be exploring grant opportunities next year.

OPTIONS:

1. Seek grants to assist with the funding of this effort.
2. Complete the work in house with existing staff and re-prioritize other projects
3. Don't complete the General Plan update and continue with the existing General Plan. This is likely to result in the City's inability to sustain economically and to reach the state's housing goals.

COST DETAIL:

Consultant costs are estimated to range between \$600 to \$750,000 based on the complexity of our needs. Grants from the state are typically available for this activity and staff will be seeking grant assistance. The cost of the EIR is one of the more substantial components of this activity and is expected to be approximately 3 to \$500,000 (already considered in the overall cost).

Atascadero Lake Algae Bloom Management Program

DEPARTMENT: Public Works – Parks Maintenance PRIORITY: 1 OF 3

ONE-TIME COST OF ITEM: \$ 5,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 20,000 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Atascadero Lake is a natural resource that is enjoyed by residents and visitors alike. However, the lake experiences algae blooms each year that deters the public from enjoying the unique draw that the lake creates. A combination of preventative and reactive treatments will deter conditions for algae to grow and remove algae, respectively, to allow for the recreational, wildlife, and aesthetic benefits of having an algae-free or near algae-free lake.

OBJECTIVES AND JUSTIFICATIONS:

It is more cost effective and successful to focus on creating lake conditions that prevent or delay algae from growing than it is to remove algae after it's become established. Therefore, it is important to understand what lake conditions are a catalyst for algae to develop. Algae blooms are created from a combination of nutrient loading, heat, and sunlight. Algae blooms typically anchor to weeds at the lake surface, so preventing massive aquatic plant growth will disallow algae blooms to become established. Introducing light attenuating pond dyes to the lake will prevent sunlight from reaching deeper portions of the lake and in turn, not allow plants to grow. In addition, probiotic additives to the lake will neutralize the nutrients from plant and algae die-off at the lake bottom, whereby eliminating food for the algae to grow. While dye will keep the lake cooler, it will not prevent the water temperatures from increasing as warmer temperatures occur during summer months. The result is a drop in lake levels from evaporation and decreasing ground saturation, making it more difficult to prevent algae. Once algae becomes established, a reactive treatment of aquatic herbicides are used to control algae blooms. Toward the end of the year as cooler temperatures settle in, the lake goes dormant and algae and weeds die off, settling to the lake bottom and supplying nutrients the following spring. A bathymetric survey will assist with how much and where to apply treatments.

Staff has determined the best course of action to prevent algae blooms is a combination of pond dye and probiotics. An initial treatment should occur in April/May timeframe, with a half dose treatment every 30 days thereafter. As summer settles in and the lake level drops, algae will inevitably develop. An application of aquatic herbicides should be used at various locations but principally, to keep open water conditions in the main body of the lake. The use of pond dyes and probiotics should continue until lake dormancy, usually sometime in October/November.

OPTIONS:

Friends of Atascadero Lake may contribute to the cost of preventative and reactive algae treatments that the City performs. Discussions are ongoing.

COST DETAIL:

Bathymetric Survey (FY19/20 one-time cost): \$ 5,000

Pond dye (equal mixture of black and blue): \$10,000

Probiotics (spring and summer blends): \$ 5,000

Aquatic herbicides and testing: \$ 5,000

Total Annual Ongoing Costs: \$20,000

Deodar Cedar Tables For City Hall

DEPARTMENT: Public Works – Building Maintenance PRIORITY: 2 OF 2

ONE-TIME COST OF ITEM: \$ 10,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

When the deodar cedars were removed around City Hall during the seismic rehabilitation project, the trees were milled and planks stored at the Corporation Yard with the intention of constructing conference room tables for City Hall. The deodar cedar removed in the Sunken Garden last year was also milled and its planks are also being stored for similar uses. At a minimum, this request would create the following deodar cedar tables for use at City Hall (sizes approximate):

- (2) 8'x3.5' tables (conf. rm. 106)
- (1) 8'x4.5' table (conf. rm. 104)
- (6) 5'x3' tables (2 in Rotunda, 2 in Council Chambers, 2 elsewhere)

OBJECTIVES AND JUSTIFICATIONS:

There is an optimal time to cure milled wood before using for construction, furniture, or other secondary purposes. Typically, harvested wood needs to cure to 19% moisture content before such uses. The deodar cedar planks available for use are ready to use and will run the risk of being unusable if left in storage much longer, making this a more critical request.

Staff has consulted with wood finishers and furniture makers to discuss opportunities for transforming the cedar planks into tables. It is anticipated to keep the live edge on the tables to appear unique and natural. Staff recommends contracting out the wood plank tabletop finishing, while making the table base frames in-house. The City has several certified welders in public works who are creative and highly capable to create the base frames for the tabletops. Depending on work load and availability, the base frames may need to be contracted out.

OPTIONS:

Do nothing or delay this request. Neither of these options are recommended since the milled wood to be used for tabletops are showing signs of cracking, indicated the wood is drying out too much.

COST DETAIL:

Cedar wood tabletop finishing:	\$ 9,000
Steel supplies for tabletop base frames:	\$ <u>1,000</u>
Total	\$10,000

Sidewalk Inspection and Repair Program

DEPARTMENT: Public Works – Streets Maintenance PRIORITY: 2 OF 2

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20 + 20/21

ONGOING COST OF ITEM: \$ 10,000 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

The City has many miles of aging sidewalks in the public rights-of-way that are used daily and nightly by the public. While the Atascadero Municipal Code (AMC) assigns responsibility for the repair of sidewalks to the abutting property owner, it is often that the City is made aware of the sidewalk deficiency only after an injury occurs. The City receives a number of injury claims each year due to sidewalk deficiencies, many of them associated with displaced sidewalk joints or cracks. This request provides several options for pro-actively addressing sidewalk deficiencies and mitigating trip hazards.

OBJECTIVES AND JUSTIFICATIONS:

Although the AMC assigns this responsibility to the abutting property owner, the injury occurs on City property and caused by infrastructure (sidewalk) that is usually constructed by the City or a developer. During various ADA and public works conferences, City staff have heard litigating attorneys and regulatory agency officials indicate that sidewalks are a public facility and argue, as such, are the responsibility of that public agency.

It is the intent of this request to allow staff to be more proactive in addressing the biggest reason for trip injuries – displaced sidewalk joints and cracks. Eliminating displaced joints and cracks can be completed by grinding or taper-sawing the displaced joint. This method can be done quickly and without replacing the sidewalk panels.

OPTIONS:

COST DETAIL:

Additional Overtime

DEPARTMENT: City Manager

PRIORITY: 1 OF 4

ONE-TIME COST OF ITEM: \$ 1,000

FISCAL YEAR: 2019-2021

ONGOING COST OF ITEM: \$ 1,000

STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

Request for additional overtime budget to cover changes within the department

OBJECTIVES AND JUSTIFICATIONS:

With the hiring of Amanda in December 2016, the duties of the Administrative Assistant/Deputy City Clerk position has evolved to include creative/design and on-site assistance with special events in the City. Additionally, Amanda lends creative/design assistance to other Departments and Divisions. The time required for the conceptual plans and associated graphic design, combined with the day-to-day administrative duties of the position often requires more hours than an average work-week. Many times late submissions of agenda reports and related assembly of the final agenda packet as well as deadlines for graphic design projects contribute to the need for additional work hours.

OPTIONS:

Hire additional part-time or full-time personnel.

COST DETAIL:

\$1,000.00 increase in overtime annually.

Laserfiche Expansion

DEPARTMENT: IT _____ PRIORITY: 8 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _29,400 _____ FISCAL YEAR: 19/20 _____

ONGOING COST OF ITEM: \$ _4,400 _____ STARTING FISCAL YEAR: 20/21 _____

REQUEST SUMMARY:

This request is for additional funding for our Laserfiche environment.

OBJECTIVES AND JUSTIFICATIONS:

Our use of Laserfiche is outpacing our licensing. We need to increase the number of users that are able to access Laserfiche, as well as purchase new tools that will streamline the scanning process.

Licensing:

A large number of staff only need read access to documents. They will not need to scan or create documents. Currently, with the licenses that we have, only 33 staff members have access to non-public documents in Laserfiche. All public documents are available through WebLink to everyone. Several divisions have to rely on one person to look up documents. Laserfiche does not offer read-only licenses, but we can upgrade our WebLink license to create a non-public portal that staff can use to gain read-only access to Laserfiche.

Tools:

As we bring more scanning projects in-house, we should consider using tools similar to those used by our scanning contractors. One such tool is Quick Fields. This tool will allow staff to automatically extract information from a scanned document, eliminating the need to manually input template metadata information. With large scan jobs, this tool will save a tremendous amount of time and reduce manual entry errors.

OPTIONS:

Do not purchase the Quick Fields tool.

COST DETAIL:

Licensing increase

- Upgrade from WebLink Starter to WebLink Standard
 - Increases concurrent users from 10 to 25
 - Allows us to have a second, staff portal for read-only access
 - Purchase \$10,000 (after \$15,000 credit from our current install)

- Annual maintenance increase from \$3,000 to \$5,000

Tools

- Quick Fields
 - Purchase - \$12,000
 - Annual - \$2,400

Offsite Disaster Recovery

DEPARTMENT: IT _____ PRIORITY: 9 _____ OF 15 _____

ONE-TIME COST OF ITEM: \$ _____ FISCAL YEAR: _____

ONGOING COST OF ITEM: \$ 26,400 _____ STARTING FISCAL YEAR: 19/20 _____

REQUEST SUMMARY:

This request is for funds to begin sending our server backups offsite for disaster recovery (DR) purposes.

OBJECTIVES AND JUSTIFICATIONS:

We need to start moving copies of our server backups offsite in order to protect our data from a local hazard. All of our backups are currently located in the City limits. We are very susceptible to permanent data loss if a local or regional disaster comes our way. In order to properly protect our data, we need to move these DR copies off-site and preferably out of the region.

There are many companies that specialize in offsite DR storage. We will work with one of these consultants to find the best fit for our needs.

By moving our DR off-site, which would be in the cloud, we gain the ability to access that data from anywhere with internet access. If all city facilities were compromised, we would be able to access our data from any computer and we could keep business moving.

OPTIONS:

Keep our disaster recovery backups on hard drives in the safe at Station 2.

COST DETAIL:

\$2,200 per month.

Increased Audit Service Fees

DEPARTMENT: Administrative Services Department PRIORITY: 1 OF 3

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ up to 20,000 STARTING FISCAL YEAR: 2019-2020

REQUEST SUMMARY:

2018-2019 is the fifth and final year of the contract with Moss, Levy, & Hartzheim (MLH) as the City's auditors. The City will be requesting proposals from qualified firms to audit its financial statements. The City expects an increase in audit services fees in fiscal year 2019-2020 and going forward.

OBJECTIVES AND JUSTIFICATIONS:

It is the goal of the Finance Department to contract with a competent, qualified auditing firm at the lowest price possible. Since 2018-19 is the fifth and final year of the contract with MLH, the City will be requesting proposals from qualified firms to audit its financial statements.

It is expected that the cost for audit services will increase with any firm selected to be the City's next auditors.

OPTIONS:

Do not increase the audit services fees budget but this is not recommended since the City is required to have its financial statements audited by a qualified auditing firm.

COST DETAIL:

Estimated increase of up to \$20,000

Equipment Replacement Fund

DEPARTMENT: Fire and Emergency Services PRIORITY: 6 OF 8

ONE-TIME COST OF ITEM: \$ FISCAL YEAR:

ONGOING COST OF ITEM: \$ 119,725 STARTING FISCAL YEAR: 2019/2020

REQUEST SUMMARY:

Establish a replacement fund for emergency equipment not currently funded through the existing Fire budget.

OBJECTIVES AND JUSTIFICATIONS:

The Fire Department is requesting to establish a replacement fund for several large equipment items. This equipment is used for emergency response and has high replacement costs. Each item has a life span of 5 to 15 years and the cost of replacement makes it difficult to replace upon the end of its useful life. The last purchases of each of these items were either grant funded or through donations from the Bertha Schultz Trust. These items include Self Contained Breathing Apparatus, Turnouts, Extrication equipment, Cardiac heart monitors, handheld and mobile radios, thermal imaging cameras and fire hose.

OPTIONS:

1. Do not fund replacement of equipment
2. Continue to apply for grants
3. Increase life span of equipment to lower annual cost

COST DETAIL:

See attached spread sheet. Each item has a purchase cost and is given 2% inflation per year for its useful life. Annual contribution to fund equipment replacement: \$119,725.

Hose is also included on this budget request however it is best purchased annually in smaller amounts. The annual contribution for hose as shown on the spreadsheet would be enough to replace all fire hose as it is damaged or every 15-20 years.

Establish Primary Survey Benchmark System

DEPARTMENT: Public Works – Administration/Engineering PRIORITY: 5 OF 5

ONE-TIME COST OF ITEM: \$ 45,000 FISCAL YEAR: 19/20 + 20/21

ONGOING COST OF ITEM: \$ STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

Atascadero is fortunate to have a thorough set of existing survey monuments. However, there is currently no established horizontal and vertical survey network to tie all these monuments together. This supplemental budget request includes costs associated with hiring a licensed surveyor to prepare a Primary Survey Benchmark System.

OBJECTIVES AND JUSTIFICATIONS:

Currently, when capital projects and private developments have topographic or boundary surveys prepared, the City has no means of establishing the project location or elevation within an overall City network. The surveys often have an assumed northing-easting and elevation benchmark created within the project extents. A Primary (and future Secondary) Benchmark System will provide a citywide network which is tied to the overall State Spatial Reference Network, and allows all completed surveys to be properly located relative to all other surveys.

The benefits to the City include internal staff efficiency, error reduction, and reduced costs to developers and private parcel owners. This system will also provide an accurate and efficient means to enforce regulatory requirements such as floodplain management, as well as allowing City staff to perform preliminary engineering work in locations with imported survey information.

OPTIONS:

City staff can continue to accept surveys that are established relative to an “assumed” coordinate system. Surveys are accurate, but are not usable for reference with any other adjacent projects and are more difficult to check for accuracy.

COST DETAIL:

Consultant Fees (General)	\$40,000
a. Field Survey Work to establish Primary Benchmarks	
b. Field Survey Work to establish Secondary Benchmarks	
c. Preparation of City of Atascadero Benchmark System	
Report (Available to Public)	
Staff Time	\$ 5,000
Total	\$45,000

Proposed FY19/20 Budget: \$25,000

Proposed FY20/21 Budget: \$20,000

Portola Road Well Supply to Atascadero Lake Operations

DEPARTMENT: Public Works – Parks Maintenance PRIORITY: 3 OF 3

ONE-TIME COST OF ITEM: \$ FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 3,600 to 4,800 STARTING FISCAL YEAR: 19/20

REQUEST SUMMARY:

A water supply well and supply pipeline was constructed and financed by Friends of Atascadero Lake (FoAL) in 2015. The intention of the shallow well is to offset the evaporation loss that the lake experiences during the summer months, as well as supplying fresh water during stagnant periods. An agreement was executed between FoAL and the City that requires FoAL to maintain, repair, and pay for all costs associated with the well and pipeline.

In January 2019, FoAL sent a letter to the City Council requesting an amendment to the Portola Road well agreement that the City be responsible for electrical costs associated with running the well.

OBJECTIVES AND JUSTIFICATIONS:

The objective of FoAL's request is stop having to pay electrical costs for the well operation. In their letter to the City, FoAL indicates that their primary concern is the continued burden of fundraising for well pump electricity, which feeds water to a city-owned lake, and would rather use donors' gifts for other lake enhancement projects.

OPTIONS:

One option is to fund this request partially.

COST DETAIL:

Electrical cost range between \$600 to \$800 per month

Well pump runs for six months (June to November)

Cost (low): \$600/mo. x 6 mo. = \$3,600

Cost (high): \$800/mo. x 6 mo. = \$4,800

Mainline Video Inspection Vehicle & Equipment

DEPARTMENT: Public Works – Wastewater Collection PRIORITY: 1 OF 12

ONE-TIME COST OF ITEM: \$ 200,000 FISCAL YEAR: 19/20

ONGOING COST OF ITEM: \$ 2,500 STARTING FISCAL YEAR: 20/21

REQUEST SUMMARY:

This supplemental request is for funding the purchase of a sewer main video inspection vehicle and associated equipment. This vehicle would allow staff to perform video inspection of the municipal sewer mains and service connections. This information is invaluable to ensure the collection system is reliable and to troubleshoot issues. In addition, this work will minimize risk and liability from sewer blockages and will allow staff to be proactive with sewer repairs before further deterioration requiring much more expensive costs. This purchase could also be used for storm sewer inspections prior to street projects to evaluate pipe conditions and need for repairs prior to paving operations.

OBJECTIVES AND JUSTIFICATIONS:

In the past, contracted services have been hired each five to ten years to video inspect the entire municipal gravity sanitary sewer system. These video inspection services costs several hundreds of thousands of dollars each time they are accomplished – the last one occurred in 2010 for \$240,000 (the highest quote was around \$700,000). Additionally, contracted services are hired each year on an as-needed basis for problems encountered at specific locations. To complicate matters, there are no local companies that these services (the 2010 contractor was from New Mexico). This results in higher costs and longer wait time to troubleshoot issues that can be emergencies at times.

The City is required by the State Water Control Board to accomplish video inspections of the public sewer system to help ensure deficiencies in the sewer system are identified and necessary repairs are budgeted and accomplished. Although video inspections is usually a one-person operation with the appropriate equipment, this may create the need to hire a part-time temporary (seasonal) worker to assist in other two-person wastewater operations (e.g., sewer cleaning) during scheduled video inspections. The entire sanitary sewer system would be inspected on a cycle of four or five years with an equal percentile done each year. Under this schedule, annual video inspections would take approximately four or five weeks to complete. A seasonal worker could assist during this timeframe.

OPTIONS:

Budget \$300,000 to \$350,000 for contract video inspection services no later than FY2019/2020 budget. This purchase could also be delayed until the next budget cycle, however, video inspection of the sanitary sewer system should be performed by 2020 (ten years from last inspection).

COST DETAIL:

It is estimated to cost \$200,000 to purchase a video inspection vehicle and associated equipment. A typical setup is a cargo van (Ford E350) with a CCTV camera system. The camera is mounted on a robotic frame with wheels or tracks and connected to the recording device in the van via a coaxial type cable. Ongoing fuel, maintenance, and repair costs are estimated to cost \$2,500 annually.

Date: May 30, 2019

Seven Year Projection *

General Fund

	Actual 2016/2017	Actual 2017/2018	Budget 2018/2019	Estimated 2018/2019	Estimated 2019/2020	Estimated 2020/2021	Estimated 2021/2022	Estimated 2022/2023	Estimated 2023/2024	Estimated 2024/2025	Estimated 2025/2026
Taxes											
Property Tax (Current Secured & VLF)	\$ 8,308,110	\$ 8,743,471	\$ 9,128,400	\$ 9,177,860	\$ 9,738,770	\$ 10,131,800	\$ 10,540,520	\$ 10,912,490	\$ 11,297,480	\$ 11,759,780	\$ 12,174,410
RDA Dissolution Distributions	283,066	759,176	327,220	406,260	497,500	518,400	562,900	601,300	642,100	684,800	728,200
Other Property Taxes	336,496	296,515	383,170	326,800	335,710	337,320	338,940	340,580	342,240	343,910	345,600
Sales Tax *	3,620,027	4,058,583	3,943,460	4,008,130	4,142,000	4,226,020	4,331,650	4,439,950	4,550,960	4,665,360	4,782,270
Franchise Fees	1,168,572	1,099,534	1,095,310	1,062,880	1,055,660	1,073,840	1,092,770	1,111,780	1,131,140	1,150,860	1,170,950
Transient Occupancy Tax	1,337,528	1,376,498	1,325,900	1,322,680	1,420,020	1,633,840	1,666,520	1,831,300	1,867,900	1,905,300	1,943,400
Other Taxes	319,124	368,885	317,150	322,570	324,690	327,240	327,030	328,770	330,860	332,680	334,320
Permits	542,181	472,398	672,660	544,410	625,800	640,460	749,250	601,250	601,460	601,680	601,900
Intergovernmental Grants	139,698	184,415	165,650	169,490	169,780	171,350	88,190	90,080	92,040	94,060	96,160
Service Fees	13,455	272,265	244,130	247,170	179,680	48,390	12,280	-	-	-	-
Safety Fees	194,113	204,270	188,210	202,700	191,480	193,670	195,750	197,860	200,010	202,180	204,380
Mutual Aid	473,670	643,165	250,000	452,520	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Development Fees	728,993	535,114	521,810	551,740	630,810	635,170	718,630	594,590	586,890	583,100	582,090
Recreation Fees	362,792	326,418	302,520	319,050	310,480	313,200	311,940	318,370	321,800	323,230	335,670
Administrative Fees	56,654	54,096	55,970	57,940	55,400	56,310	60,090	56,750	57,460	58,390	59,170
Pavilion & Other Rental Fees	115,069	148,550	115,080	133,290	126,710	128,610	130,530	132,490	134,470	136,490	138,540
Parks Fees	36,980	25,123	32,680	50,460	35,460	36,090	36,740	37,400	38,070	38,750	39,450
Zoo Fees	377,732	417,983	405,740	418,530	399,050	388,470	394,270	398,620	404,280	409,970	416,990
Fines	76,981	87,647	119,270	112,520	115,250	80,330	80,330	80,330	80,330	80,330	80,330
Interest Income	3,231	9,741	56,000	56,000	55,380	56,000	56,000	56,000	56,000	56,000	56,000
Other											
Interfund Charges	1,189,488	1,088,534	1,035,190	1,218,480	1,184,440	1,218,920	1,240,960	1,272,950	1,275,840	1,295,990	1,307,220
Donations	242,282	48,333	50,400	30,570	24,420	24,420	24,880	24,880	25,350	25,350	25,820
Other	45,654	27,818	30,180	23,620	24,440	24,700	24,930	25,160	25,390	25,620	25,860
Transfers	494,190	540,250	548,350	548,350	690,450	698,950	650,540	663,550	676,820	690,360	704,170
Total Revenues	20,466,086	21,788,782	21,314,450	21,764,020	22,583,380	23,213,500	23,885,640	24,366,450	24,988,890	25,714,190	26,402,900
Employee Services	(14,213,908)	(14,882,845)	(15,544,120)	(14,836,580)	(16,622,230)	(17,267,100)	(17,752,120)	(18,071,050)	(18,363,580)	(18,671,840)	(19,033,750)
Operations	(4,728,276)	(5,128,887)	(5,741,990)	(5,458,860)	(6,079,860)	(6,110,190)	(6,247,600)	(6,407,900)	(6,491,730)	(6,650,270)	(6,728,750)
Special Projects & Community											
Funding	(1,351,509)	(338,333)	(561,340)	(597,390)	(526,040)	(292,960)	(979,670)	(234,250)	(233,350)	(237,850)	(238,170)
Capital Outlay	(236,948)	(315,252)	(21,760)	(43,500)	-	(47,000)	(150,000)	(150,000)	(150,000)	(150,000)	(150,000)
Other Uses	(169,400)	(256,343)	(2,690)	(2,690)	(3,250)	(3,250)	(3,250)	(3,250)	(3,230)	(3,230)	(3,230)
Total Expenses	(20,700,041)	(20,921,660)	(21,871,900)	(20,939,020)	(23,231,380)	(23,720,500)	(25,132,640)	(24,866,450)	(25,241,890)	(25,713,190)	(26,153,900)
NET INCOME / (LOSS)	(233,955)	867,122	(557,450)	825,000	(648,000)	(507,000)	(1,247,000)	(500,000)	(253,000)	1,000	249,000
Fund Balance Beginning of Year	9,264,807	9,030,852	9,897,974	9,897,970	10,722,970	10,074,970	9,567,970	8,320,970	7,820,970	7,567,970	7,568,970
FUND BALANCE END OF YEAR	\$ 9,030,852	\$ 9,897,974	\$ 9,340,524	\$ 10,722,970	\$ 10,074,970	\$ 9,567,970	\$ 8,320,970	\$ 7,820,970	\$ 7,567,970	\$ 7,568,970	\$ 7,817,970
Fund Balance as % of Expenses	43.6%	47.3%	42.7%	51.2%	43.4%	40.3%	33.1%	31.5%	30.0%	29.4%	29.9%

* Sales Tax Measure F-14 funds are not included in this 7-year Projection.

Date: May 30, 2019

GENERAL FUND HISTORY AND PROJECTIONS
Fiscal Years 2016/2017 through 2024/2025

General Fund

(excluding Sales Tax Measure F-14 Activity)

	Actual 2016/2017	Actual 2017/2018	Budgeted 2018/2019	Estimated 2018/2019	Estimated 2019/2020	Estimated 2020/2021	Estimated 2021/2022	Estimated 2022/2023	Estimated 2023/2024	Estimated 2024/2025
Taxes										
Property Tax (Current Secured & VLF)	\$ 8,308,110	\$ 8,743,471	\$ 9,128,400	\$ 9,169,800	\$ 9,561,200	\$ 9,898,810	\$ 10,199,790	\$ 10,559,750	\$ 10,880,650	\$ 11,178,070
RDA Dissolution Distributions	283,066	759,176	327,220	327,220	367,870	400,230	435,860	470,660	508,270	518,440
Other Property Taxes	336,496	296,514	383,170	356,370	307,570	309,210	310,870	315,580	320,360	325,220
Sales Tax *	3,620,027	4,058,583	3,943,460	4,062,646	4,050,169	4,151,420	4,255,210	4,361,590	4,470,630	4,582,400
Franchise Fees	1,168,572	1,099,534	1,095,310	1,116,300	1,109,590	1,128,870	1,148,510	1,168,520	1,188,880	1,209,620
Transient Occupancy Tax	1,337,528	1,376,498	1,325,900	1,404,000	1,676,730	1,710,300	1,744,500	1,779,400	1,815,000	1,851,300
Other Taxes	319,124	368,885	317,150	317,150	321,510	325,980	330,560	335,250	340,060	344,990
Permits	542,181	472,398	672,660	672,660	680,310	696,220	713,320	730,840	748,790	767,180
Intergovernmental	139,698	184,415	165,650	158,540	80,300	82,010	83,780	85,610	87,500	89,350
Grants	13,455	272,265	-	-	-	-	-	-	-	-
Service Fees										
Safety Fees	194,113	204,270	188,210	188,210	190,270	192,360	194,490	196,640	198,820	201,010
Mutual Aid	473,670	643,165	250,000	250,000	250,000	250,000	250,000	250,000	250,000	250,000
Development Fees	728,994	535,113	521,810	521,810	512,500	522,690	534,510	546,590	558,940	571,610
Recreation Fees	362,793	326,419	302,520	303,670	280,770	286,030	288,290	288,550	288,820	289,090
Administrative Fees	56,653	53,031	55,970	57,980	59,890	61,370	62,980	64,640	66,350	68,110
Pavilion & Other Rental Fees	115,068	148,549	115,080	115,080	116,800	118,550	120,330	122,130	123,960	125,820
Parks Fees	36,981	25,124	32,680	32,880	33,470	34,080	34,700	35,330	35,970	36,620
Zoo Fees	377,731	417,981	405,740	405,740	412,980	418,810	425,980	432,000	439,350	445,550
Fines	76,981	88,711	119,270	161,270	151,850	119,270	119,270	119,270	119,270	119,270
Interest Income	3,232	9,741	56,000	56,000	56,000	56,000	56,000	56,000	56,000	56,000
Other										
Interfund Charges	1,189,488	1,091,481	1,035,190	1,040,510	1,071,590	1,093,980	1,125,660	1,140,660	1,168,040	1,162,970
Donations	242,280	48,334	27,000	24,000	28,500	28,500	29,500	29,500	31,000	31,000
Other	45,656	24,874	28,020	26,930	28,330	28,640	28,960	29,280	29,610	29,950
Transfers	494,190	540,250	548,350	548,350	556,580	564,930	573,400	582,000	590,730	599,590
Total Revenues	20,466,087	21,788,782	21,044,760	21,317,116	21,904,779	22,478,260	23,066,470	23,699,790	24,317,000	24,853,160
Employee Services	(14,213,908)	(14,882,845)	(15,244,710)	(15,544,120)	(16,322,540)	(16,821,270)	(17,284,920)	(17,654,880)	(17,816,870)	(18,084,120)
Operations	(4,728,276)	(5,128,887)	(5,654,840)	(5,733,140)	(5,742,030)	(5,859,820)	(5,925,000)	(6,049,670)	(6,112,970)	(6,112,970)
Special Projects & Community										
Funding	(1,351,509)	(338,333)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)	(200,000)
Capital Outlay	(236,948)	(315,252)	-	-	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)	(50,000)
Other Uses	(169,400)	(256,343)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)	(1,400)
Total Expenses	(20,700,041)	(20,921,660)	(21,100,950)	(21,478,660)	(22,315,970)	(22,932,490)	(23,461,320)	(23,955,950)	(24,181,240)	(24,448,490)
NET INCOME / (LOSS)	(233,954)	867,122	(56,190)	(161,544)	(411,191)	(454,230)	(394,850)	(256,160)	135,760	404,670
Fund Balance Beginning of Year	9,264,807	9,030,853	9,897,975	9,897,975	9,736,431	9,325,240	8,871,010	8,476,160	8,220,000	8,355,760
FUND BALANCE END OF YEAR	\$ 9,030,853	\$ 9,897,975	\$ 9,841,785	\$ 9,736,431	\$ 9,325,240	\$ 8,871,010	\$ 8,476,160	\$ 8,220,000	\$ 8,355,760	\$ 8,760,430
Fund Balance as % of Expenses	43.6%	47.3%	46.6%	45.3%	41.8%	38.7%	36.1%	34.3%	34.6%	35.8%