



# CITY OF ATASCADERO FINANCE COMMITTEE

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## MINUTES

**Thursday, May 20, 2021  
3:00 p.m.**

**Atascadero City Hall – Webinar  
6500 Palma Avenue, Atascadero, California**

### **CALL TO ORDER:**

Chairperson Bourbeau called the meeting to order at 3:01 p.m.

### **PRESENT (By Teleconference) COMMITTEE MEMBERS:**

Charles Bourbeau, Chair  
Mark Dariz, Vice Chair  
Gere Sibbach  
Rachelle Rickard  
Jeri Rangel

### **ABSENT:**

None

**ALSO PRESENT (By Teleconference):** Amanda Muther, Deputy City Clerk, and Cindy Chavez, Deputy Administrative Services Director

### **A. CONSENT CALENDAR:**

#### **1. Finance Committee Draft Action Minutes – May 13, 2021**

- Recommendation: Committee approve the Draft Action Minutes of the May 13, 2021 Finance Committee Meeting. [City Clerk]

**Motion:** By Committee Member Sibbach and seconded by Vice Chairperson Dariz 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. Review of General Fund - Part I of II**

General Fund - Part I of II budget pages (Exhibit A) were made available to the Committee and to the public via the City's website.

Administrative Services Director Rangel 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: None.

**C. INDIVIDUAL DETERMINATIONS: None.**

**ADJOURN**

Chairperson Bourbeau adjourned the meeting at 4:06 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 – General Fund - Part I of II budget pages

**APPROVED: May 27, 2021**



Date: 5/20/2021

## Supplemental Budget Requests- Measure D20 Tier 1

		Strategic Priorities					Sorting			D-20			
Description		Economic Vibrancy	Fiscal Strategies	Public Safety & Ex-City Services	Quality of Life	Mandatory	D-20	High	Medium	2020-2021	2021-2022	2022-2023	Other Funds
Measure D-20 Tier 1							Subtotals			826,840	5,694,160	5,430,000	994,000
1	Police Staffing- 4 officers & 1 dispatcher			X			*	*		-	521,850	696,760	160,000
2	OUR Team			X			*	*		-	254,820	342,320	69,000
3	CAD/RMS System Replacement		X				*	*		-	600,000	-	-
4	Handheld Police radio replacement		X				*	*		-	227,700	-	-
5	Battalion Chief and SAFER Firefighter-Staff Laborcost			X			*	*		-	247,200	279,180	65,000
6	Fire Station 1 Rebuild		X				*	*		-	750,000	750,000	-
7	Increase Fire Operating Budget Items			X			*	*		-	30,000	30,000	-
8	Zonehaven maintenance			X			*	*		-	9,500	9,500	-
9	Emergency Planning			X			*	*		10,000	5,000	5,000	-
10	Fire Radio Repeater Replacement		X				*	*		-	180,000	-	-
11	Handheld Fire radio replacement		X				*	*		-	253,000	-	-
12	Replacement of Ambulance		X				*	*		-	60,000	-	-
13	Jaws of Life Replacement		X				*	*		-	-	-	180,000
14	Life Pak ECG Modem		X			X	*	*		4,800	-	-	-
15	Fire Equipment Replacement Deficit		X				*	*		645,010	-	-	-
16	Replace Chain Saws		X				*	*		4,910	-	-	-
17	Patch Fire Station #2 Roof		X				*	*		4,000	-	-	-
18	Vehicle Replacement Increase - Public Safety		X				*	*		-	240,020	240,020	-
19	Compensation Changes - Public Safety			X			*	*		-	760,230	1,066,010	-
20	Vehicle Reserves Deficit		X				*	*		158,120	-	-	-
21	Annual Equipment Reserve - Public Safety		X				*	*		-	225,000	225,000	-
22	Equipment Reserves- Radio Repeater equipment Deficit		X				*	*		-		104,230	-
23	Equipment Reserves- Other Public Safety Equipment Deficit						*	*				236,500	-
24	Generator for Templeton repeater		X				*	*		-	-	-	100,000
25	Public Works Radio Repeater Replacement		X				*	*		-	90,000	-	-
26	Vegetation Management in Downtown Creek area	X		X			*	*		-	55,000	55,000	-
27	Camp Cleanups	X		X			*	*		-	50,000	50,000	-
28	Trash community cleanup program	X		X			*	*		-	5,000	5,000	-
29	Vehicle Replacement Increase - Public Works		X				*	*		-	38,230	38,230	-
30	Building Maint and Replacement Reserves		X				*	*		-	250,000	250,000	-
31	Parks Replacements- dock, benches, sidewalk repairs, etc		X		X		*	*		-	150,000	-	-
32	Equipment Reserves- Parks Deficit		X		X		*	*			59,580	118,240	
33	Compensation Changes- Other		X				*	*		-	628,530	886,690	-
34	Asset Management System		X				*	*		-	-	30,000	420,000
35	NeoGov		X				*	*		-	3,500	12,320	-

## Supplemental Budget Requests- General Fund Tier 1

Description	Strategic Priorities					Sorting			Ongoing		Capital	
	Economic Vibrancy	Fiscal Strategies	Public Safety & Ex-City Services	Quality of life	Mandatory	D-20	High	Medium	2021-2022	2022-2023	Capital 2021-2023	Current Year
<b>General Fund- Tier 1</b>						<b>Subtotals</b>			<b>341,010</b>	<b>383,700</b>	<b>490,300</b>	<b>684,400</b>
1 Animal Services Contract			X		X		*		42,000	63,000	-	-
2 Atascadero Basin-GSP Development					X		*	*	-	-	-	5,000
3 CCCSIF Insurance- Additional Payment for old claims		X			X			*	-	-	-	157,380
4 Impact Fee Study-Additional Costs		X			X			*	-	-	10,000	-
5 Office Furniture			X		X		*		-	-	-	8,300
6 Traffic Signal Repairs		X			X	*	*		-	-	-	-
7 Repair and upgrade Zoo electrical systems		X			X	*	*		-	-	-	30,000
8 Replace animal food freezer and walk in cooler		X			X	*	*		-	-	40,000	-
9 Increase Zoo operating costs (utilities, animal food, vet, uniforms)			X		X		*		65,000	65,000	-	-
10 Software Licensing- Microsoft email retention & compliance			X		X	*	*		15,000	25,000	-	-
11 Teen Center Equipment Replacement				X	X			*	2,150	-	-	-
12 Software Licensing- GIS Increased cost			X		X	*	*		5,000	5,000	-	-
13 Repairs and replacement of Pavilion equipment (folding walls, chairs and interior window frames)			X		X		*		-	-	-	15,220
14 Pavement Markings			X		X	*	*		20,000	20,000	-	-
15 Website /Social Media Technician (new) Laborcost	X	X	X	X		*	*		86,210	103,030	-	-
16 Website /Social Media Technician (new) Equipment/Replacement	X	X	X	X		*	*		1,900	1,200	1,100	-
17 Council Chambers AV Replacement		X	X			*	*		-	-	-	220,000
18 Software Licensing- Laserfiche extra users		X				*	*		-	5,080	-	27,400
19 Remote Conference Capability- Council Chambers			X			*	*		-	-	-	30,000
20 Internet Bandwidth			X		X	*	*		3,000	3,000	-	-
21 Website update			X			*	*		4,000	4,000	-	-
22 Add needed computers, scanners and printers to the system			X					*	890	890	4,200	1,100
23 Council Chambers AV Replacement Reserve			X					*	22,000	22,000	-	-
24 Electronic Plan Review Equipment			X					*	1,420	-	10,000	-
25 Central Reception Staffing			X					*	22,940	24,500	-	-
26 Customer Satisfaction Survey	X							*	2,500	2,500	-	-
27 Credit Card Acceptance Program	X							*	-	-	40,000	-
28 TOT Tracking/payment software	X		X			*	*		5,000	5,000	-	-
29 Update City Engineering Standards	X		X					*	-	-	25,000	-
30 Maintenance Building Interior Remodel			X			*	*		-	-	-	10,000
31 Turf Mower Replacement		X				*	*		7,500	-	-	75,000
32 Parking Lots and Trails Repairs		X						*	-	-	200,000	-
33 Essentialism Evaluation			X			*	*		-	-	60,000	-



### Supplemental Budget Requests- General Fund Tier 1

	Description	Strategic Priorities						Sorting			Ongoing		Capital	
		Economic Vibrancy	Fiscal Strategies	Public Safety & Ex City Services	Quality of life	Mandatory	D-20	High	Medium		2021-2022	2022-2023	Capital 2021-2023	Current Year
34	Opportunities Fund			X			*	*			-	-	70,000	-
35	Grant Writing Contract Services	X	X	X	X		*	*			12,000	12,000	30,000	-
36	Atascadero Lake Algae Bloom Management Program				X				*		20,000	20,000	-	-
38	Replace Colony Park Shade Sails		X		X		*	*			-	-	-	25,000
39	Sidewalk Inspection and Minor Repair Program		X				*	*			2,500	2,500	-	-
40	Skid Steer Tractor Replacement			X					*		-	-	-	50,000
41	Towable Boom Lift			X					*		-	-	-	30,000

### Supplemental Budget Requests- Replacement and Other Reserves

Description	Strategic Priorities						Sorting			Ongoing		Capital	
	Economic Vibrancy	Fiscal Strategies	Public Safety & Ex City Services	Quality of life	Mandatory		D-20	High	Medium	2021-2022	2022-2023	2021-2022	2022-2023
1 General Plan Update	X			X						-	-	450,000	635,000
2 Pave City-owned parking area behind North ECR businesses (LTF)	X			X						-	-	200,000	-
3 Storm Drain Replacement (LTF)		X								75,000	75,000	-	-
4 Police Replacement Vehicles			X							-	-	234,000	186,000
5 Community Development Replacement Vehicle		X								-	-	-	24,000
6 Jaws of Life Equipement Replacement		X								-	-	-	180,000
7 Computer Replacements		X								-	-	14,400	5,400
8 Server Replacements		X								-	-	28,000	-
9 Printer & Scanner Replacements		X								-	-	10,400	-
10 MDT Replacements		X								-	-	27,000	40,500
11 Website Enhancement		X								-	-	115,000	-
12 Transit Driver Contract			X							72,500	78,800	-	-
13 Transit Van Outfitting			X							-	-	7,000	-
14 Replacement of Wildland Engine 7574		X								-	-	-	450,000



# 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. The General Fund contribution to the Gas Tax Fund for Streets Maintenance has historically come from this department budget.

	<u>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Other	\$ 752,693	\$ 282,135	\$ 416,580	\$ 485,750	\$ 411,310	\$ 453,310
Total	<u>\$ 752,693</u>	<u>\$ 282,135</u>	<u>\$ 416,580</u>	<u>\$ 485,750</u>	<u>\$ 411,310</u>	<u>\$ 453,310</u>

**DEPARTMENT BUDGETS**

**Other Uses**

<b>FUND</b>								<b>CODE</b>
100								080
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>	
<b><u>OPERATIONS</u></b>								
6500000	Contract Services	\$ -	\$ -	\$ -	\$ 2,340	\$ 5,000	\$ -	
	Total Operations	-	-	-	2,340	5,000	-	
<b><u>SPECIAL PROJECTS</u></b>								
7702016	COVID-19 Emergency Protective Measures	-	19,870	22,820	22,820	-	-	
	Total Special Projects	-	19,870	22,820	22,820	-	-	
<b><u>CAPITAL OUTLAY</u></b>								
8902016	COVID-19 Technology Support	-	44,089	-	-	-	-	
9404029	Technology Fund for Laserfiche	-	-	27,400	27,400	-	-	
9404028	Vehicle and Equipment Maintenance	500,000	-	158,120	158,120	-	-	
	Total Capital Outlay	500,000	44,089	185,520	185,520	-	-	
<b><u>OTHER USES</u></b>								
	Transfers to:							
9505026	Gas Tax Fund for Street Maintenance	252,693	218,176	208,240	275,070	406,310	453,310	
	Total Transfers Out	252,693	218,176	208,240	275,070	406,310	453,310	
<b>ACTIVITY TOTAL</b>		<b>\$ 752,693</b>	<b>\$ 282,135</b>	<b>\$ 416,580</b>	<b>\$ 485,750</b>	<b>\$ 411,310</b>	<b>\$ 453,310</b>	



**DEPARTMENT BUDGETS**

**Other Uses**

<b>FUND</b>	<b>CODE</b>
100	080

<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
6500000	Contract Services	Atascadero's 1% cost share of the Atascadero Basin Groundwater Sustainability Plan, in conformance with the Sustainable Groundwater Management Act	Estimated	\$ 5,000	\$ -
9505026	Gas Tax Fund for Street Maintenance	General Fund contribution to the cost of street department operations	Allocation	406,310	453,310

## 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>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Police Services	\$ 6,933,031	\$ 7,824,594	\$ 8,271,510	\$ 7,807,220	\$ 10,613,950	\$ 10,575,310
Total	<u>\$ 6,933,031</u>	<u>\$ 7,824,594</u>	<u>\$ 8,271,510</u>	<u>\$ 7,807,220</u>	<u>\$ 10,613,950</u>	<u>\$ 10,575,310</u>



**DEPARTMENT BUDGETS**

**Police**

<b>FUND</b>	<b>FUNCTION</b>					<b>CODE</b>
100	Public Safety					401
	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 ESTIMATED</b>	<b>2022-2023 ESTIMATED</b>
<b><u>PERFORMANCE/WORKLOAD MEASURES</u></b>						
Total Calls for Service	35,394	32,267	28,500	29,000	29,500	30,000
Officer Initiated Contacts	9,621	7,809	10,500	10,750	11,000	112,850
Part One Crimes (Arson, Homicide, Rape, Robbery, Assault, Burglary, Theft)	759	768	780	800	820	850
Fires/Medical Aids			3,700	3,800	3,900	4,000
Traffic Collisions	275	288	400	410	420	430
Alarms	676	585	700	725	750	775
Juvenile Runaways and Contacts	521	400	460	470	480	490
Parking Citations	78	19	140	150	160	170
Traffic Citations	996	605	1,100	1,200	1,300	1,400
Adult Arrests	1,213	978	1,300	1,350	1,400	1,450
Juvenile Arrests	49	31	50	55	60	65
Written/Processed Reports	4,427	4,374	3,500	3,800	4,100	4,400

**DEPARTMENT BUDGETS**

**Police**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
100		Public Safety				401	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 3,026,103	\$ 3,243,050	\$ 3,388,850	\$ 3,153,290	\$ 4,051,730	\$ 4,363,970
5200000	Wages	1,366	10,068	22,480	14,850	25,210	27,370
5300000	Overtime	207,468	237,931	206,430	204,610	229,670	237,710
5400000	Other Pay	250,709	248,584	208,630	336,530	236,070	247,440
5800000	Benefits, Insurance & Taxes	1,977,229	2,337,197	2,627,150	2,319,600	3,040,110	3,310,680
	Total Employee Services	5,462,875	6,076,830	6,453,540	6,028,880	7,582,790	8,187,170
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	15,648	13,334	13,700	13,790	13,700	13,700
6100000	Computer Maintenance & Replacement	345,472	406,411	400,800	408,610	468,380	491,680
6200000	Insurance	278,504	504,505	414,810	335,820	344,640	260,910
6250000	Occupancy	48,752	47,650	40,330	44,670	57,290	58,370
6300000	Utilities	38,780	42,409	37,100	36,700	45,220	47,140
6350000	Communications	30,106	34,556	36,550	40,170	36,850	36,850
6400000	Operating Supplies	25,157	23,931	22,100	24,970	21,960	24,960
6450000	Vehicle & Equipment Operating Costs	276,962	298,066	305,980	285,070	477,760	477,760
6500000	Contract Services	338,473	343,384	512,100	566,930	701,350	776,850
6600000	Professional Development	30,209	13,839	14,300	7,660	15,110	18,780
6650000	Recruitment	20,671	11,547	10,200	13,520	11,200	11,200
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	1,448,734	1,739,632	1,817,970	1,777,910	2,203,460	2,228,200

**DEPARTMENT BUDGETS**

**Police**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
100		Public Safety				401	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>SPECIAL PROJECTS</u></b>							
7101011	Desks	\$ 426	\$ 857	\$ -	\$ -	\$ -	\$ -
7102515	Personal Protective Vests	1,821	1,766	-	-	-	-
7109019	Back-up Power - Public Safety Power Shutdown	-	5,509	-	430	-	-
7909901	Claims Settlement Costs	2,500	-	-	-	-	-
	Total Special Projects	4,747	8,132	-	430	-	-
<b><u>CAPITAL OUTLAY</u></b>							
8102011	Tablet Computers	700	-	-	-	-	-
8104503	Radio Replacement	-	-	-	-	227,700	-
8102031	CAD/RMS Software	-	-	-	-	600,000	-
8105011	HVAC Units	15,975	-	-	-	-	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance for Repeater & Other Equipment	-	-	-	-	-	159,940
	Total Capital Outlay	16,675	-	-	-	827,700	159,940
<b>ACTIVITY TOTAL</b>		<b>\$ 6,933,031</b>	<b>\$ 7,824,594</b>	<b>\$ 8,271,510</b>	<b>\$ 7,807,220</b>	<b>\$ 10,613,950</b>	<b>\$ 10,575,310</b>

**DEPARTMENT BUDGETS**

**Police**

<b>FUND</b>		<b>FUNCTION</b>		<b>CODE</b>	
100		Public Safety		401	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 4,051,730	\$ 4,363,970
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	25,210	27,370
5300000	Overtime	Overtime	Estimated	229,670	237,710
5400000	Other Pay	Other pay items such as uniform allowance, leave payoff, standby, etc.	Estimated	236,070	247,440
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	3,040,110	3,310,680
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	468,380	491,680
6200000	Insurance	Allocated portion of liability coverage and property insurance for the police station	Allocated	344,640	260,910
6250000	Occupancy	Janitorial services, building repair supplies, electrician and plumbing services	Estimated	57,290	58,370
6300000	Utilities	Water, electricity and natural gas	Estimated	45,220	47,140
6350000	Communications	Telephone, cell phone, and emergency phone services, wireless connection for mobile data computers, and radio repairs	Estimated	36,850	36,850
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	21,960	24,960
6450000	Vehicle & Equipment Operating Costs	Vehicle and equipment repair and maintenance costs, gasoline, diesel, oil, vehicle replacement costs (\$243,720) and equipment replacement costs (\$76,140)	Estimated	477,760	477,760

**DEPARTMENT BUDGETS**

**Police**

<b>FUND</b>	<b>FUNCTION</b>		<b>CODE</b>
100	Public Safety		401

  

<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
6500000	Contract Services	Animal control, Sexual Assault Response Team (SART) costs, booking fees, spay/neuter program, lab fees, bomb task force and CLETS	Estimated	\$ 701,350	\$ 776,850
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials, narcotics surveillance, felony investigations requiring overnight stays	Estimated	15,110	18,780
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	11,200	11,200
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Allocated	10,000	10,000
8104503	Radio Replacement	Replacement of department hand held radios	Estimated	227,700	-
8102031	CAD/RMS Software	Replacement of Computer Aided Dispatch / Records Management System Software	Estimated	600,000	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance for Repeater & Other Equipment	One-time contribution to equipment replacement for equipment (antenna, generator, battery backups) at radio repeater sites and for dispatch	Estimated	-	159,940



**DEPARTMENT BUDGETS**  
**Police Grants and Programs**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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**

<b>FUND</b>	<b>FUNCTION</b>					<b>CODE</b>
100	Public Safety					401.4XXX
	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
POST Training	\$ 16,013	\$ 21,655	\$ 34,380	\$ 34,380	\$ 34,380	\$ 34,380
K-9 Program	4,839	7,158	4,120	4,120	4,120	4,120
2018 OTS Traffic Enforcement Grant	3,173	-	-	-	-	-
2018 DUI Enforcement Grant	17,843	-	-	-	-	-
2021 OTS Traffic Enforcement Grant	-	-	9,330	9,330	-	-
2021 DUI Enforcement Grant	-	-	9,490	9,490	-	-
Explorer Program	607	625	-	-	-	-
Board of State and Community Corrections (BSCC)	1,015	1,274	1,330	1,330	-	-
	<u>\$ 43,490</u>	<u>\$ 30,712</u>	<u>\$ 58,650</u>	<u>\$ 58,650</u>	<u>\$ 38,500</u>	<u>\$ 38,500</u>

**DEPARTMENT BUDGETS**  
**Police Grants and Programs**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
100		Public Safety				401.4XXX	
<b><u>OBJECT NUMBER</u></b>	<b><u>EXPENSE CLASSIFICATION</u></b>	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>EMPLOYEE SERVICES</u></b>							
5300000	Overtime	\$ 19,346	\$ -	\$ 11,050	\$ 11,050	\$ -	\$ -
5800000	Benefits, Insurance & Taxes	1,670	-	930	930	-	-
	Total Employee Services	21,016	-	11,980	11,980	-	-
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	-	60	-	-	-	-
6400000	Operating Supplies	2,311	3,337	2,610	2,610	1,800	1,800
6500000	Contract Services	1,616	1,430	2,320	2,320	2,320	2,320
6600000	Professional Development	18,547	25,885	34,380	34,380	34,380	34,380
	Total Operations	22,474	30,712	39,310	39,310	38,500	38,500
<b><u>CAPITAL OUTLAY</u></b>							
8103011	Vehicle Replacement- Police	-	-	7,360	7,360	-	-
	Total Capital Outlay	-	-	7,360	7,360	-	-
<b>ACTIVITY TOTAL</b>		<b>\$ 43,490</b>	<b>\$ 30,712</b>	<b>\$ 58,650</b>	<b>\$ 58,650</b>	<b>\$ 38,500</b>	<b>\$ 38,500</b>

**DEPARTMENT BUDGETS**  
**Police Grants and Programs**

<b>FUND</b>		<b>FUNCTION</b>			<b>CODE</b>	
100		Public Safety			401.4XXX	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
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>2018-2019 ACTUAL</u>	<u>2019-2020 ACTUAL</u>	<u>2020-2021 BUDGETED</u>	<u>2020-2021 ESTIMATED</u>	<u>2021-2022 REQUESTED</u>	<u>2022-2023 REQUESTED</u>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Fire Services	\$ 4,217,806	\$ 4,411,487	\$ 5,514,400	\$ 5,338,520	\$ 6,695,150	\$ 6,746,660
Total	<u>\$ 4,217,806</u>	<u>\$ 4,411,487</u>	<u>\$ 5,514,400</u>	<u>\$ 5,338,520</u>	<u>\$ 6,695,150</u>	<u>\$ 6,746,660</u>



**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>	<b>FUNCTION</b>					<b>CODE</b>
100	Public Safety					501
	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>PERFORMANCE/WORKLOAD MEASURES</u></b>						
FIRE:						
Engine Company Inspections (state and business license)	61	47	150	-	200	200
Plan Reviews (residential & commercial)	195	195	195	195	225	250
Fire Marshal Inspections	350	201	150	150	250	250
Public Education Programs (students contacted)	2,724	2,800	2,400	2,400	2,400	2,400
Training (hours) - 17 shift, 2 Admin, 18 reserves	4,400	4,740	5,500	6,000	5,500	5,500
Investigations	18	29	25	25	50	50
Juvenile Firesetter Counseling (encounters)	-	-	5	-	5	5
Medical Emergency Calls	2,219	1,948	2,300	2,384	2,400	2,425
All Other Emergency Calls	1,125	1,375	1,400	1,469	1,500	1,525

**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Safety					501
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 1,874,244	\$ 2,004,164	\$ 2,072,620	\$ 1,929,160	\$ 2,192,320	\$ 2,341,880
5200000	Wages	101,293	107,076	96,740	112,160	107,740	114,880
5300000	Overtime	327,451	255,738	324,580	360,000	335,940	347,700
5400000	Other Pay	65,672	77,443	42,030	166,070	41,240	46,480
5800000	Benefits, Insurance & Taxes	1,282,845	1,329,034	1,591,020	1,394,260	1,674,340	1,855,190
	Total Employee Services	3,651,505	3,773,455	4,126,990	3,961,650	4,351,580	4,706,130
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	3,030	3,224	3,300	2,700	3,750	3,750
6100000	Computer Maintenance & Replacement	188,584	194,921	195,830	198,650	236,310	247,500
6200000	Insurance	86,752	82,580	93,640	85,560	117,060	127,920
6250000	Occupancy	25,010	23,615	28,350	30,450	81,900	84,570
6300000	Utilities	22,998	24,586	23,500	24,000	24,000	24,500
6350000	Communications	13,210	16,829	16,050	14,340	16,350	16,650
6400000	Operating Supplies	44,642	50,355	45,550	47,940	62,150	62,950
6450000	Vehicle & Equipment Operating Costs	137,134	149,777	130,000	130,350	502,450	504,250
6500000	Contract Services	17,532	14,814	20,350	11,550	21,350	21,550
6600000	Professional Development	18,657	20,546	24,900	17,680	23,250	23,450
6650000	Recruitment	6,388	2,534	2,800	16,380	2,000	3,500
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	563,937	583,781	594,270	579,600	1,100,570	1,130,590

**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Safety					501
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>SPECIAL PROJECTS</u></b>							
7101011	Desks	\$ -	\$ 2,885	\$ -	\$ -	\$ -	\$ -
7101023	Cabinets	-	1,004	-	-	-	-
7101030	Beds/Mattresses	-	3,361	-	-	-	-
7101535	Washing Machine	-	646	-	-	-	-
7102051	Television	-	-	-	3,400	-	-
7104524	Modems for Heart Monitors	-	-	4,800	4,800	-	-
7104502	Wildland Chain Saws	-	-	4,910	4,910	-	-
7152051	Fire Station Remodel	-	2,441	-	-	-	-
7155034	Roofing Project- Station #2	-	-	4,000	4,000	-	-
7151510	Sheds	-	-	-	700	-	-
7402028	Local Hazard Mitigation Plan	-	3,500	-	-	-	-
7402036	Comprehensive Evacuation and Communications Plan	-	17,550	72,450	72,450	-	-
8104507	Personal Protective Equipment (Turnouts)	2,364	-	-	-	-	-
	Total Special Projects	<u>2,364</u>	<u>31,387</u>	<u>86,160</u>	<u>90,260</u>	<u>-</u>	<u>-</u>
<b><u>CAPITAL OUTLAY</u></b>							
8104503	Radio Replacement	-	22,864	61,970	62,000	253,000	-
8103011	Replacement Vehicle	-	-	-	-	60,000	-
8902204	Fire Station #1 Rebuild	-	-	-	-	750,000	750,000
8102583	Radio Repeater Replacement	-	-	-	-	180,000	-

**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Safety					501
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>CAPITAL OUTLAY (continued)</u></b>							
9404028	Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves	\$ -	\$ -	\$ 645,010	\$ 645,010	\$ -	\$ 159,940
	Total Capital Outlay	-	22,864	706,980	707,010	1,243,000	909,940
<b>ACTIVITY TOTAL</b>		<u>\$ 4,217,806</u>	<u>\$ 4,411,487</u>	<u>\$ 5,514,400</u>	<u>\$ 5,338,520</u>	<u>\$ 6,695,150</u>	<u>\$ 6,746,660</u>

**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
100	Public Safety	501

<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 2,192,320	\$ 2,341,880
5200000	Wages	Wages for Reserve/Seasonal (non-benefited) staff	Estimated	107,740	114,880
5300000	Overtime	Overtime costs	Estimated	335,940	347,700
5400000	Other Pay	Other pay items such as leave payoff, Paramedic and Hazardous Materials pay	Estimated	41,240	46,480
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	1,674,340	1,855,190
6050000	Office Expense	Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment	Estimated	3,750	3,750
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	236,310	247,500
6200000	Insurance	Allocated portion of liability insurance, and property and vehicle coverage	Allocated	117,060	127,920
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	81,900	84,570
6300000	Utilities	Electricity, water, and natural gas for the two fire stations	Estimated	24,000	24,500
6350000	Communications	Telephones and fax, pager service, and radio repairs	Estimated	16,350	16,650
6400000	Operating Supplies	Uniforms, personal protective equipment, fire gear, medical supplies, fire suppression supplies, tools, and other fire operating supplies	Estimated	62,150	62,950
6450000	Vehicle & Equipment Operating Costs	Parts, repairs, and maintenance of vehicles, engine and truck equipment, breathing apparatus, generators, and air machines, including gas, oil, vehicle replacement costs (\$221,120) and equipment replacement costs (\$144,780)	Estimated	502,450	504,250



**DEPARTMENT BUDGETS**

**Fire Department**

<b>FUND</b>		<b>FUNCTION</b>			<b>CODE</b>	
100		Public Safety			501	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
6500000	Contract Services	Breathing equipment maintenance, physician services, ladder testing, and other minor contract services	Estimated	\$ 21,350	\$ 21,550	
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	23,250	23,450	
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges such as respiratory screening and fingerprinting	Estimated	2,000	3,500	
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000	
8104503	Radio Replacement	Replacement of department hand held radios	Estimated	253,000	-	
8103011	Replacement Vehicle	Replacement of 4x4 ambulance, not currently on the vehicle replacement schedule	Estimated	60,000	-	
8902204	Fire Station #1 Rebuild	Costs related to the planning, preparation, design, financing and rebuilding of Fire Station #1	Estimated	750,000	750,000	
8102583	Radio Repeater Replacement	Replacement of fire command frequency and fire dispatch frequency repeaters at each of the three repeater sites	Estimated	180,000	-	
9404028	Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves	One-time contribution to equipment replacement for equipment (antenna, generator, battery backups) at radio repeater sites and other equipment	Estimated	-	159,940	

**DEPARTMENT BUDGETS**  
**Fire Grants and Programs**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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

	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Weed Abatement Contract	\$ 64,158	\$ 97,217	\$ 71,300	\$ 71,300	\$ 72,730	\$ 74,180
Chipping Program	6,268	-	-	-	-	-
Shultz Trust Donations	102,259	-	-	-	-	-
Donations	1,770	1,900	4,880	4,880	-	-
2018 Fire Safe Council Grant	5,901	-	-	-	-	-
2019 Fire Safe Council Grant	18,000	-	-	-	-	-
2020 Fire Safe Council Grant	-	30,934	-	-	-	-
2021 Fire Safe Council Grant	-	-	18,000	-	-	-
NPP Grant	-	28,580	-	-	-	-
2019 SAFER Grant	73,460	100,777	100,120	108,640	37,820	-
Total	<u>\$ 271,816</u>	<u>\$ 259,408</u>	<u>\$ 194,300</u>	<u>\$ 184,820</u>	<u>\$ 110,550</u>	<u>\$ 74,180</u>

**DEPARTMENT BUDGETS**  
**Fire Grants and Programs**

<b>FUND</b>	<b>FUNCTION</b>						<b>CODE</b>
100	Public Safety						501.5XXX
	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 ESTIMATED</u></b>	<b><u>2022-2023 ESTIMATED</u></b>	
<b><u>PERFORMANCE/WORKLOAD MEASURES</u></b>							
Weed Abatement							
Properties evaluated	11,113	11,115	11,488	11,186	11,186	11,186	
Property owners advised	3,400	3,992	3,000	4,796	4,500	4,500	
Lots abated through contract	25	15	30	21	20	20	
Grants applied for:							
Assistance to Firefighters' Grant (Vehicle	\$ -	\$ -	\$ 200,000	\$ 550,000	\$ -	\$ -	
San Luis Obispo County Fire Safe Council							
(Chipping)	\$ 20,000	\$ 18,000	\$ 18,000	\$ 30,000	\$ 30,000	\$ 30,000	
Assistance to Firefighters Grant (Fire							
Prevention)	\$ 46,231	\$ 68,623	\$ -	\$ 30,000	\$ -	\$ -	
Office of Traffic Safety (Vehicle Extrication)	\$ -	\$ -	\$ -	\$ 101,000	\$ -	\$ -	
Assistance to Firefighters Grant (COVID							
PPE)	\$ -	\$ -	\$ -	\$ 20,000	\$ -	\$ -	
Staffing for Adequate Fire and Emergency							
Response (SAFER)	\$ -	\$ -	\$ -	\$ 938,000	\$ -	\$ -	

**DEPARTMENT BUDGETS**  
**Fire Grants and Programs**

FUND		FUNCTION					CODE
100		Public Safety					501.5XXX
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 PROJECTED	2022-2023 PROJECTED
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 42,239	\$ 67,102	\$ 71,700	\$ 67,860	\$ 24,440	\$ -
5200000	Wages	2,239	-	-	-	-	-
5300000	Overtime	28,355	10,750	12,750	11,740	-	-
5400000	Other Pay	1,075	1,364	910	2,750	920	-
5800000	Benefits, Insurance & Taxes	20,865	21,932	28,260	26,290	12,460	-
	Total Employee Services	94,773	101,148	113,620	108,640	37,820	-
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	2,989	3,546	1,400	900	900	900
6070000	Advertising	-	-	400	400	400	400
6400000	Operating Supplies	5,948	-	1,000	-	-	-
6450000	Vehicle & Equipment Operating Costs	4,430	-	2,000	-	-	-
6500000	Contract Services	65,625	124,234	71,000	70,000	71,430	72,880
	Total Operations	78,992	127,780	75,800	71,300	72,730	74,180
<b><u>SPECIAL PROJECTS</u></b>							
7104517	Automatic External Defibrillator	-	1,900	-	-	-	-
8104507	Personal Protective Equipment (Turnouts)	77,484	-	-	-	-	-
	Total Special Projects	77,484	1,900	-	-	-	-
<b><u>CAPITAL OUTLAY</u></b>							
8104503	Replace Radios	-	28,580	-	-	-	-
8104555	EMS Training Equipment	-	-	4,880	4,880	-	-
	Total Capital Outlay	-	28,580	4,880	4,880	-	-



**DEPARTMENT BUDGETS**  
**Fire Grants and Programs**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Safety					501.5XXX
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 PROJECTED</b>	<b>2022-2023 PROJECTED</b>
<b><u>OTHER USES</u></b>							
9404028	Cash Contribution to Vehicle and Equipment Maintenance Fund for Engine Refurbishment	\$ 20,567	\$ -	\$ -	\$ -	\$ -	\$ -
	Total Others Uses	20,567	-	-	-	-	-
<b>ACTIVITY TOTAL</b>		<b>\$ 271,816</b>	<b>\$ 259,408</b>	<b>\$ 194,300</b>	<b>\$ 184,820</b>	<b>\$ 110,550</b>	<b>\$ 74,180</b>

**DEPARTMENT BUDGETS**  
**Fire Grants and Programs**

<b>FUND</b>		<b>FUNCTION</b>			<b>CODE</b>	
100		Public Safety			501.5XXX	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
5100000	Salaries	Salaries for SAFER Grant	Estimated	\$ 24,440	\$	-
5400000	Other Pay	Other pay for uniform allowance for the SAFER Grant	Estimated	920		-
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	12,460		-
6050000	Office Expense	Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment	Estimated	900		900
6070000	Advertising	Newspaper ads, direct mailing and signs promoting the chipping program for fuel abatement and fire safety	Estimated	400		400
6500000	Contract Services	Weed abatement services	Estimated	71,430		72,880

## 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 apparatus 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**

<b>FUND</b>	<b>FUNCTION</b>					<b>CODE</b>
100	Public Safety					501.5030
	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Mutual Aid	\$ 231,740	\$ 186,746	\$ 828,840	\$ 821,420	\$ 158,340	\$ 162,440
Total	<u>\$ 231,740</u>	<u>\$ 186,746</u>	<u>\$ 828,840</u>	<u>\$ 821,420</u>	<u>\$ 158,340</u>	<u>\$ 162,440</u>
Number of Mutual Aid incident responses	17	28	20	41	25	25

**DEPARTMENT BUDGETS**  
**Mutual Aid Program**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
100		Public Safety				501.5030	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5200000	Wages	\$ 1,248	\$ 456	\$ 12,800	\$ 1,220	\$ 12,800	\$ 12,800
5300000	Overtime	201,712	157,420	710,080	719,080	114,240	118,240
5800000	Benefits, Insurance & Taxes	17,060	11,252	59,030	50,120	11,100	11,200
	Total Employee Services	220,020	169,128	781,910	770,420	138,140	142,240
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	-	150	-	-	-	-
6400000	Operating Supplies	8,882	12,117	40,700	45,000	15,000	15,000
6450000	Vehicle & Equipment Operating Costs	2,838	5,351	5,330	6,000	5,200	5,200
6500000	Contract Services	-	-	900	-	-	-
	Total Operations	11,720	17,618	46,930	51,000	20,200	20,200
<b>ACTIVITY TOTAL</b>		<b>\$ 231,740</b>	<b>\$ 186,746</b>	<b>\$ 828,840</b>	<b>\$ 821,420</b>	<b>\$ 158,340</b>	<b>\$ 162,440</b>

**DEPARTMENT BUDGETS**  
**Mutual Aid Program**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
100	Public Safety	501.5030

<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
5200000	Wages	Wages for reserve/seasonal (non-benefited) staff	Estimated	\$ 12,800	\$ 12,800
5300000	Overtime	Overtime costs	Estimated	114,240	118,240
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	11,100	11,200
6400000	Operating Supplies	Travel costs and other fire operating supplies	Estimated	15,000	15,000
6450000	Vehicle & Equipment Operating Costs	Vehicle repair	Estimated	5,200	5,200

**DEPARTMENT BUDGETS**  
**Public Works Administration**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
100	Public Works	801

**DESCRIPTION**

The Public Works Administration division performs administrative functions for the Public Works Department. Department administrative responsibilities include personnel, budgeting, policies and procedures, public communication, sanitary sewer billing, department standards, contract management, records management, regulatory reporting, and general administrative support to the other department divisions. City Engineering responsibilities include engineering standards, capital project design and management, Capital Improvement Program (CIP), development review and permitting, construction management and inspections, traffic engineering, pavement management, stormwater management, Right-of-way management, as-built record drawings, and infrastructure asset management. This division also oversees Transit (Dial-A-Ride) operations and solid waste and recycling contract operations.

**GOALS AND OBJECTIVES**

- \* Implement Essentialism as a Guiding Principle for Department Operations
- \* Consider Lowest Life Cycle Costs in Decision Making for Infrastructure Projects as Funding Allows
- \* Investigate and Evaluate Technologies for Improving Infrastructure Asset Management (IAM)
- \* Utilize Critical Point Management (CPM) for Prioritizing Roadway Projects
- \* Evaluate and Improve Department Standards

	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Engineering and Development Services	\$ 893,930	\$ 1,006,254	\$ 1,149,680	\$ 1,050,570	\$ 1,291,370	\$ 1,358,900
Total	<u>\$ 893,930</u>	<u>\$ 1,006,254</u>	<u>\$ 1,149,680</u>	<u>\$ 1,050,570</u>	<u>\$ 1,291,370</u>	<u>\$ 1,358,900</u>

**DEPARTMENT BUDGETS**  
**Public Works Administration**

<b>FUND</b>	<b>FUNCTION</b>					<b>CODE</b>
100	Public Works					801
	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>PERFORMANCE/WORKLOAD MEASURES</u></b>						
Encroachment Permits Issued	130	175	150	150	150	150
Capital Projects Completed	6	7	10	5	12	8
Capital Project Costs (Estimated)	\$ 4,500,000	\$ 6,600,000	\$ 6,500,000	\$ 5,100,000	\$13,200,000	\$15,000,000
Special Projects Completed	4	4	5	5	5	5
Other Construction Project Costs (Estimated)	\$ 115,000	\$ 80,000	\$ 100,000	\$ 100,000	\$ 100,000	\$ 100,000
Traffic Issues Evaluated	15	18	25	25	25	25
Inspections Performed (Estimated)	375	425	400	400	400	400
Stormwater MS4 Program Issues	18	22	25	25	25	25



**DEPARTMENT BUDGETS**  
**Public Works Administration**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Works					801
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 489,626	\$ 530,846	\$ 616,090	\$ 544,190	\$ 680,770	\$ 709,770
5200000	Wages	-	-	6,390	-	6,390	6,390
5300000	Overtime	572	443	-	-	-	-
5400000	Other Pay	2,834	5,115	950	21,250	5,350	5,540
5800000	Benefits, Insurance & Taxes	223,171	257,260	317,270	284,220	358,890	383,960
	Total Employee Services	716,203	793,664	940,700	849,660	1,051,400	1,105,660
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	4,809	3,967	5,000	5,550	5,320	5,600
6070000	Advertising	-	402	-	250	250	250
6100000	Computer Maintenance & Replacement	59,110	63,718	63,810	64,770	76,480	110,250
6200000	Insurance	12,592	13,080	14,840	13,420	21,040	22,950
6250000	Occupancy Charges	19,750	24,130	24,840	24,840	36,040	37,370
6350000	Communications	2,822	2,921	3,000	3,000	3,000	3,400
6400000	Operating Supplies	14,800	15,223	17,000	16,200	16,400	16,500
6450000	Vehicle & Equipment Operating Costs	9,388	11,098	10,250	10,400	10,090	10,340
6500000	Contract Services	40,205	34,210	25,000	27,500	25,750	26,000
6600000	Professional Development	9,453	8,787	12,900	9,130	13,100	13,080
6650000	Recruitment	-	586	340	850	500	500
6990000	Contingency	-	-	7,000	-	7,000	7,000
	Total Operations	172,929	178,122	183,980	175,910	214,970	253,240

**DEPARTMENT BUDGETS**  
**Public Works Administration**

FUND		FUNCTION					CODE
100		Public Works					801
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<b><u>SPECIAL PROJECTS</u></b>							
7101013	Tables- Sunken Garden Tree	\$ 1,250	\$ -	\$ -	\$ -	\$ -	\$ -
7505018	Document Scanning	830	-	-	-	-	-
7701834	Downtown Watershed Plan	2,718	-	-	-	-	-
7402024	2020 Speed Survey Update	-	32,748	-	-	-	-
7402127	Lake Dam Inundation Mapping Study	-	-	25,000	25,000	-	-
7402291	City Engineering Standards Update	-	-	-	-	25,000	-
7701482	Storm Water Permit Compliance	-	1,720	-	-	-	-
	Total Special Projects	4,798	34,468	25,000	25,000	25,000	-
<b>ACTIVITY TOTAL</b>		<u>\$ 893,930</u>	<u>\$ 1,006,254</u>	<u>\$ 1,149,680</u>	<u>\$ 1,050,570</u>	<u>\$ 1,291,370</u>	<u>\$ 1,358,900</u>

**DEPARTMENT BUDGETS**  
**Public Works Administration**

<b>FUND</b>		<b>FUNCTION</b>			<b>CODE</b>	
100		Public Works			801	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 680,770	\$ 709,770	
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	5,350	5,540	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	358,890	383,960	
6050000	Office Expense	Postage, printing, copying and office supplies	Estimated	5,320	5,600	
6070000	Advertising	Public notices	Estimated	250	250	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs and specialty software support costs	Allocated	76,480	110,250	
6200000	Insurance	Allocated portion of liability coverage	Allocated	21,040	22,950	
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	36,040	37,370	
6350000	Communications	Telephone and cell phone services	Estimated	3,000	3,400	
6400000	Operating Supplies	Equipment, permits, food for meetings, and other operating supplies	Estimated	16,400	16,500	
6450000	Vehicle & Equipment Operating Costs	Vehicle allowance, repairs, maintenance, gas, and mileage reimbursements	Estimated	10,090	10,340	
6500000	Contract Services	General City engineering services, engineering plan check services, scanning services, and other contract services	Estimated	25,750	26,000	
6600000	Professional Development	Conferences, memberships, subscriptions, books and other training materials	Estimated	13,100	13,080	
6650000	Recruitment	Cost of employee recruitment including advertising, physicals and other processing charges	Estimated	500	500	
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	7,000	7,000	

**DEPARTMENT BUDGETS**  
**Public Works Administration**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
100	Public Works	801

<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
7402291	City Engineering Standards Update	Update the City Engineering Standards that govern the design and construction for public and private infrastructure and facilities	Estimated	\$ 25,000	\$ -

**DEPARTMENT BUDGETS**  
**Public Works Operations**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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

	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Public Works Operational Administration	\$ 276,497	\$ 221,929	\$ 460,480	\$ 331,500	\$ 480,610	\$ 355,310
Total	<u>\$ 276,497</u>	<u>\$ 221,929</u>	<u>\$ 460,480</u>	<u>\$ 331,500</u>	<u>\$ 480,610</u>	<u>\$ 355,310</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**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Works					801.8011
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 126,775	\$ 72,571	\$ 129,940	\$ 95,990	\$ 147,170	\$ 154,830
5400000	Other Pay	4,887	26,431	1,240	9,520	-	-
5800000	Benefits, Insurance & Taxes	80,054	53,832	92,460	73,230	92,480	98,570
	Total Employee Services	211,716	152,834	223,640	178,740	239,650	253,400
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	1,171	2,438	2,150	2,150	2,180	2,180
6100000	Computer Maintenance & Replacement	13,570	12,240	12,470	12,470	16,410	17,250
6200000	Insurance	5,330	5,520	6,220	6,080	6,910	7,600
6250000	Occupancy Charges	12,280	15,819	12,360	13,460	26,260	27,130
6300000	Utilities	11,733	11,299	8,500	8,500	8,790	9,160
6350000	Communications	1,466	1,071	1,600	1,100	1,150	1,150
6400000	Operating Supplies	1,528	2,648	1,280	700	6,500	6,500
6450000	Vehicle & Equipment Operating Costs	1,549	3,593	1,710	2,000	8,260	8,260
6500000	Contract Services	-	821	500	1,750	500	500
6600000	Professional Development	2,356	(270)	1,200	1,200	1,330	1,330
6650000	Recruitment	-	240	-	900	-	-
	Total Operations	50,983	55,419	47,990	50,310	78,290	81,060
<b><u>SPECIAL PURCHASES</u></b>							
7104503	Hand-held Radios	7,498	-	-	-	-	-
7101011	Desks	-	426	-	-	-	-
7101013	Tables-Sunken Garden Tree	1,000	-	-	-	-	-
7152286	Minor Building Remodel	-	-	10,000	10,000	-	-
7702005	California Conservation Corp Projects	-	1,250	22,750	9,020	-	-
7708021	Downtown Street Tree Renewal Program	-	-	75,000	2,330	72,670	-

**DEPARTMENT BUDGETS**  
**Public Works Operations**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
100		Public Works				801.8011	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>SPECIAL PURCHASES (continued)</u></b>							
7701913	Downtown Bird Control Program	\$ 5,300	\$ 12,000	\$ -	\$ -	\$ -	\$ -
	Total Special Purchases	13,798	13,676	107,750	21,350	72,670	-
<b><u>CAPITAL OUTLAY</u></b>							
8102011	Computers- New	-	-	1,100	1,100	-	-
8102583	Radio Repeater Replacement	-	-	-	-	90,000	-
8104082	Skid Steer Loader	-	-	50,000	50,000	-	-
8104062	Towable Boom Lift	-	-	30,000	30,000	-	-
9404028	Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves	-	-	-	-	-	20,850
	Total Capital Outlay	-	-	81,100	81,100	90,000	20,850
<b>ACTIVITY TOTAL</b>		<b>\$ 276,497</b>	<b>\$ 221,929</b>	<b>\$ 460,480</b>	<b>\$ 331,500</b>	<b>\$ 480,610</b>	<b>\$ 355,310</b>

**DEPARTMENT BUDGETS**  
**Public Works Operations**

<b>FUND</b>		<b>FUNCTION</b>		<b>CODE</b>	
100		Public Works		801.8011	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 147,170	\$ 154,830
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	-	-
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	92,480	98,570
6050000	Office Expense	Postage, printing, copying and office supplies	Estimated	2,180	2,180
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	16,410	17,250
6200000	Insurance	Allocated portion of liability coverage	Allocated	6,910	7,600
6250000	Occupancy Charges	Allocated portion of building maintenance costs	Allocated	26,260	27,130
6300000	Utilities	Disposal fees, water, natural gas and electricity	Estimated	8,790	9,160
6350000	Communications	Telephone and cell phone services	Estimated	1,150	1,150
6400000	Operating Supplies	Miscellaneous minor operating supplies	Estimated	6,500	6,500
6450000	Vehicle & Equipment Operating Costs	Vehicle repairs, gas and mileage reimbursements	Estimated	8,260	8,260
6500000	Contract Services	Miscellaneous trade or professional services	Estimated	500	500
6600000	Professional Development	Conferences, memberships, subscriptions, books and other training materials	Estimated	1,330	1,330
7708021	Downtown Street Tree Renewal Program	Foster partnerships with property owners in the Downtown District to invest in sidewalk improvements, tree wells, and the replanting and maintenance of street trees to support a vibrant downtown for residents and visitors	Estimated	72,670	-
8102583	Radio Repeater Replacement	Replacement of public works operations frequency repeaters at each of the three repeater sites	Estimated	90,000	-
9404028	Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves	One-time contriubtion to equipment replacement for equipment (antenna, generator, battery backups) at radio repeater sites	Estimated	-	20,850



**DEPARTMENT BUDGETS**  
**Public Works Maintenance - Parks**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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

	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 REQUESTED</u></b>	<b><u>2022-2023 REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Parks & Facilities	\$ 637,991	\$ 713,305	\$ 851,910	\$ 835,430	\$ 1,333,760	\$ 1,077,460
Parks Donations	-	526	-	-	-	-
Total	<u>\$ 637,991</u>	<u>\$ 713,831</u>	<u>\$ 851,910</u>	<u>\$ 835,430</u>	<u>\$ 1,333,760</u>	<u>\$ 1,077,460</u>
<b><u>SUMMARY OF POSITIONS</u></b>						
Senior Maintenance Worker	1.00	1.00	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**

<b>FUND</b>	<b>FUNCTION</b>	<b>CODE</b>
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.

	<b><u>2018-2019 ACTUAL</u></b>	<b><u>2019-2020 ACTUAL</u></b>	<b><u>2020-2021 BUDGETED</u></b>	<b><u>2020-2021 ESTIMATED</u></b>	<b><u>2021-2022 ESTIMATED</u></b>	<b><u>2022-2023 ESTIMATED</u></b>
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**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Works					813
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 175,098	\$ 199,146	\$ 224,150	\$ 182,380	\$ 239,230	\$ 250,060
5300000	Overtime	2,224	3,141	11,460	1,170	12,750	13,190
5400000	Other Pay	9,649	3,408	800	5,640	890	920
5800000	Benefits, Insurance & Taxes	140,198	161,371	185,730	176,500	198,450	213,350
	Total Employee Services	327,169	367,066	422,140	365,690	451,320	477,520
<b><u>OPERATIONS</u></b>							
6100000	Computer Maintenance & Replacement	8,840	9,050	9,220	9,220	10,100	10,620
6200000	Insurance	11,156	11,010	12,450	11,970	18,170	19,890
6250000	Occupancy	23,330	24,690	25,490	25,490	33,780	35,270
6300000	Utilities	140,385	159,477	149,000	158,750	153,910	159,000
6350000	Communications	1,211	1,721	2,000	1,950	2,150	2,150
6400000	Operating Supplies	66,723	80,615	43,120	42,650	63,520	63,540
6450000	Vehicle & Equipment Operating Costs	26,686	28,860	28,640	28,140	48,080	48,080
6500000	Contract Services	29,016	25,127	30,150	64,150	79,750	79,750
6600000	Professional Development	420	2,139	3,500	1,820	3,500	3,500
6650000	Recruitment	365	300	950	350	900	900
	Total Operations	308,132	342,989	304,520	344,490	413,860	422,700

**DEPARTMENT BUDGETS**  
**Public Works Maintenance - Parks**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
100		Public Works					813
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 ESTIMATED</b>	<b>2021-2022 REQUESTED</b>	<b>2022-2023 REQUESTED</b>
<b><u>SPECIAL PROJECTS</u></b>							
7135008	Vegetation Management in Downtown Creek Area	\$ -	\$ -	\$ -	\$ -	\$ 55,000	\$ 55,000
7106017	Memorial Park Benches	-	526	-	-	-	-
7106099	Parks Repair & Replacement	-	-	-	-	150,000	-
	Total Special Purchases & Projects	-	526	-	-	205,000	55,000
<b><u>CAPITAL OUTLAY</u></b>							
8104071	Turf Mower	-	-	75,000	75,000	-	-
8701716	Parking Lot and Trail Repairs	-	-	-	-	200,000	-
9404028	Cash Contribution to Vehicle and Equipment Maintenance for Repeater & Other Equipment	-	-	-	-	59,580	118,240
9404028	Contribution to Vehicle and Equipment Replacement Fund for Purchase of a Backhoe Tractor	-	-	47,000	47,000	-	-
	Total Capital Outlay	-	-	122,000	122,000	259,580	118,240
<b><u>OTHER USES</u></b>							
9505075	Transfer to Landscaping & Lighting Fund for City's Contribution to Las Lomas Open Space Maintenance	1,290	1,850	1,850	1,850	2,600	2,600
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	2,690	3,250	3,250	3,250	4,000	4,000
<b>ACTIVITY TOTAL</b>		<b>\$ 637,991</b>	<b>\$ 713,831</b>	<b>\$ 851,910</b>	<b>\$ 835,430</b>	<b>\$ 1,333,760</b>	<b>\$ 1,077,460</b>

**DEPARTMENT BUDGETS**  
**Public Works Maintenance - Parks**

<b>FUND</b>		<b>FUNCTION</b>		<b>CODE</b>		
100		Public Works		813		
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
5100000	Salaries	Salaries for permanent staff	Estimated	\$ 239,230	\$	250,060
5300000	Overtime	Overtime costs	Estimated	12,750		13,190
5400000	Other Pay	Other pay such as leave payoffs and accrued leave adjustments	Estimated	890		920
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	198,450		213,350
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated/ Contract	10,100		10,620
6200000	Insurance	Allocation of liability and property insurance coverage	Allocated	18,170		19,890
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	33,780		35,270
6300000	Utilities	Park lights, water, and natural gas	Estimated	153,910		159,000
6350000	Communications	Telephone and cell phone services and batteries	Estimated	2,150		2,150
6400000	Operating Supplies	Hardware, lumber, small tools, irrigation supplies, fertilizer, plants, grass seed, restroom supplies, field paint, building repair supplies, pest control, uniforms, personal safety supplies, lake dye and algaecide	Estimated	63,520		63,540
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts, vehicle maintenance, vehicle repairs, gas and oil	Estimated	48,080		48,080
6500000	Contract Services	Tree services, electrical repairs, plumbing repairs, janitorial services and portable restroom rental	Estimated	79,750		79,750
6600000	Professional Development	Conferences, seminars, dues, subscriptions, books and other training materials	Estimated	3,500		3,500
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	900		900
7135008	Vegetation Management in Downtown Creek Area	Tree trimming, brush removal and other vegetation management in the Atascadero Creek area near Downtown	Estimated	55,000		55,000

**DEPARTMENT BUDGETS**  
**Public Works Maintenance - Parks**

<b>FUND</b>		<b>FUNCTION</b>			<b>CODE</b>	
100		Public Works			813	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
7106099	Parks Repair & Replacement	Amenities replacement in various City parks such as the dock at the Lake Park, benches, picnic tables, BBQ grills, trash cans, signage, sidewalks, trails, fencing and gates.	Estimated	\$ 150,000	\$ -	
8701716	Parking Lot and Trail Repairs	Major maintenance, repairs and striping for parking lots at City facilities including Paloma Park, Colony Park, the Pavilion on the lake, and trail systems.	Estimated	200,000	-	
9404028	Contribution to Vehicle and Equipment Replacement Fund for Purchase of a Backhoe Tractor	One-time contributions to equipment replacement for parks equipment		59,580	118,240	
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	2,600	2,600	
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	