



# CITY OF ATASCADERO FINANCE COMMITTEE

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## MINUTES

**Thursday, May 13, 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 3:00 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, Cindy Chavez, Deputy Administrative Services Director, Lynda Horejsi, Accounting Specialist and Ryan Hayes, Deputy Public Works Director

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

#### **1. Finance Committee Draft Action Minutes – May 6, 2021**

- Recommendation: Committee approve the Draft Action Minutes of the May 6, 2021 Finance Committee Meeting. [City Clerk]

**Motion:** By Vice Chairperson Dariz and seconded by Committee Member Rickard 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 Enterprise Funds and Internal Service Funds**

Enterprise Funds and Internal Service Funds 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.**

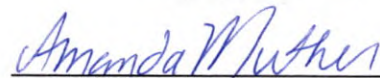
The following citizens spoke during this time: None.

**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 – Enterprise Funds and Internal Service Funds budget pages

**APPROVED: May 20, 2021**



Date: 5/13/2021FUND ANALYSIS  
Transit Fund

FUND 529							TYPE Enterprise
	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED	
<b><u>REVENUES</u></b>							
Revenues from Other Agencies	\$ 421,931	\$ 400,628	\$ 453,980	\$ 372,400	\$ 556,540	\$ 567,320	
Charges for Services	36,283	28,843	36,550	13,080	24,800	35,970	
Revenue from Use of Money	(9,346)	(8,308)	(2,500)	(2,500)	(2,500)	(2,500)	
Other Revenues	1,500	3,291	-	-	-	-	
Total Revenues	<u>450,368</u>	<u>424,454</u>	<u>488,030</u>	<u>382,980</u>	<u>578,840</u>	<u>600,790</u>	
<b><u>EXPENSES</u></b>							
Employee Services	(42,760)	(44,329)	(46,540)	(41,290)	(49,700)	(50,200)	
Operations	(358,553)	(379,378)	(441,490)	(341,690)	(529,140)	(550,590)	
Special Projects	-	-	-	-	(7,000)	-	
Capital Outlay	(55,125)	-	-	-	-	-	
Total Expenses	<u>(456,438)</u>	<u>(423,707)</u>	<u>(488,030)</u>	<u>(382,980)</u>	<u>(585,840)</u>	<u>(600,790)</u>	
<b>Net Income</b>	<b>(6,070)</b>	<b>747</b>	<b>-</b>	<b>-</b>	<b>(7,000)</b>	<b>-</b>	
<b><u>OTHER CASH SOURCES / (USES)</u></b>							
Increase / (Decrease) of Deferred Revenue	(41,167)	127,794	-	-	-	-	
Net (Increase) / Decrease in Cash Deficit	13,813	141,654	-	-	-	-	
Loaned from / (Repaid to) General Fund	(13,813)	(141,654)	-	-	-	-	
<b>BEGINNING AVAILABLE BALANCE</b>	<u>(36,435)</u>	<u>(83,672)</u>	<u>(36,440)</u>	<u>44,870</u>	<u>44,870</u>	<u>37,870</u>	
<b>ENDING AVAILABLE BALANCE</b>	<u>\$ (83,672)</u>	<u>\$ 44,869</u>	<u>\$ (36,440)</u>	<u>\$ 44,870</u>	<u>\$ 37,870</u>	<u>\$ 37,870</u>	

**SUMMARY OF REVENUES**

**Transit Fund**

<b>FUND</b>								<b>SECTION</b>
529								E
<b>ACCOUNT NUMBER</b>	<b>REVENUE DESCRIPTION</b>	<b>2018-2019 ACTUAL</b>	<b>2019-2020 ACTUAL</b>	<b>2020-2021 BUDGETED</b>	<b>2020-2021 PROJECTED</b>	<b>2021-2022 ESTIMATED</b>	<b>2022-2023 ESTIMATED</b>	
<b><u>TRANSIT FUND (529)</u></b>								
<b>Revenues from Other Agencies</b>								
43401.2020	Federal Funds- CARES Act	\$ -	\$ 172,024	\$ -	\$ 184,950	\$ 277,020	\$ 135,270	
43422.0000	Article 3- Audit	4,000	4,000	4,200	1,500	1,500	1,500	
43424.0000	Article 4- Transit	129,231	8,965	117,640	138,840	185,510	189,050	
43426.0000	Article 6.5- STA Discretionary	74,201	98,837	119,000	45,740	90,010	91,860	
43427.0000	Article 6.5- STA Operator	2,648	2,500	2,550	1,370	2,500	2,500	
43616.0000	Federal- Section 5307 Operating	183,403	114,302	210,590	-	-	147,140	
43616.8011	Capital 5307- Bus	1,432	-	-	-	-	-	
43616.9011	Capital 5339- Bus	7,016	-	-	-	-	-	
43648.8019	RTF Grant- Bus Software	20,000						
<b>Charges for Services</b>								
44810.8291	Transit Fares	25,905	20,022	26,150	11,880	19,600	25,470	
44811.8291	Special Fares	10,378	8,821	10,400	1,200	5,200	10,500	
<b>Revenue from Use of Money</b>								
46110.0000	Investment Earnings	(9,346)	(8,308)	(2,500)	(2,500)	(2,500)	(2,500)	
<b>Other Revenues</b>								
47890.8281	Miscellaneous Revenue	1,500	3,291	-	-	-	-	
<b>Total Transit Fund</b>		<b>\$ 450,368</b>	<b>\$ 424,454</b>	<b>\$ 488,030</b>	<b>\$ 382,980</b>	<b>\$ 578,840</b>	<b>\$ 600,790</b>	

# 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>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>						
Dial-A-Ride Service	\$ 456,438	\$ 423,707	\$ 488,030	\$ 382,980	\$ 585,840	\$ 600,790
Total	<u>\$ 456,438</u>	<u>\$ 423,707</u>	<u>\$ 488,030</u>	<u>\$ 382,980</u>	<u>\$ 585,840</u>	<u>\$ 600,790</u>

**DEPARTMENT BUDGETS**

**Transit**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
529		Public Works					829
<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	\$ 35,447	\$ 36,498	\$ 38,250	\$ 33,650	\$ 40,170	\$ 40,170
5800000	Benefits, Insurance & Taxes	7,313	7,831	8,290	7,640	9,530	10,030
	Total Employee Services	42,760	44,329	46,540	41,290	49,700	50,200
<b><u>OPERATIONS</u></b>							
6050000	Office Expense	678	313	2,000	790	1,680	1,710
6070000	Advertising	1,016	1,275	1,250	250	1,500	1,650
6100000	Computer Maintenance & Replacement	12,940	21,075	23,720	21,420	24,430	25,030
6200000	Insurance	6,337	6,150	6,980	6,310	9,300	10,150
6250000	Occupancy	1,800	2,200	2,270	2,270	2,350	2,440
6350000	Communications	1,522	1,446	2,400	1,880	2,450	2,500
6400000	Operating Supplies	553	305	900	730	890	910
6450000	Vehicle & Equipment Operating Costs	47,457	41,656	88,500	25,000	89,030	90,130
6500000	Contract Services	141,429	145,440	148,500	118,600	226,570	236,670
6600000	Professional Development	-	-	660	100	670	680
6650000	Recruitment	261	568	250	280	750	770
6900000	Department Service Allocation	67,620	75,410	77,080	77,080	88,190	92,450
6910000	Administrative Charges	76,940	83,540	86,980	86,980	81,330	85,500
	Total Operations	358,553	379,378	441,490	341,690	529,140	550,590
<b><u>SPECIAL PROJECTS</u></b>							
7xxxxxx	DAR Van Outfitting	-	-	-	-	7,000	-
	Total Special Projects	-	-	-	-	7,000	-

**DEPARTMENT BUDGETS**

**Transit**

<b>FUND</b>		<b>FUNCTION</b>					<b>CODE</b>
529		Public Works					829
<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</u></b>							
8103011	Bus Replacement	\$ 10,560	\$ -	\$ -	\$ -	\$ -	\$ -
8102031	Dial-A-Ride Software	40,700	-	-	-	-	-
8901035	Transit Center Kiosk	3,865	-	-	-	-	-
	Total Capital Outlay	55,125	-	-	-	-	-
<b>ACTIVITY TOTAL</b>		<u>\$ 456,438</u>	<u>\$ 423,707</u>	<u>\$ 488,030</u>	<u>\$ 382,980</u>	<u>\$ 585,840</u>	<u>\$ 600,790</u>

**DEPARTMENT BUDGETS**

**Transit**

<b>FUND</b>		<b>FUNCTION</b>		<b>CODE</b>		
529		Public Works		829		
<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 part-time (non-benefited) staff	Estimated	\$ 40,170	\$ 40,170	
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	9,530	10,030	
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,680	1,710	
6070000	Advertising	Cost of advertising Transit services	Estimated	1,500	1,650	
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	24,430	25,030	
6200000	Insurance	Allocated portion of liability coverage	Allocated	9,300	10,150	
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	2,350	2,440	
6350000	Communications	Telephone and cell phone services and radio repairs	Estimated	2,450	2,500	
6400000	Operating Supplies	Miscellaneous operating supplies	Estimated	890	910	
6450000	Vehicle & Equipment Operating Costs	Vehicle repairs, parts, maintenance and inspections; gas and oil; bus washing services	Estimated	89,030	90,130	
6500000	Contract Services	Transit driving services and audit services	Estimated	226,570	236,670	
6600000	Professional Development	Conferences, books, memberships and subscriptions	Estimated	670	680	
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges	Estimated	750	770	
6900000	Department Service Allocation	Allocation of services provided by the Public Works Department to this division	Allocated	88,190	92,450	
6910000	Administrative Charges	Allocation of support services including legal services, finance services, personnel services, managerial services and legislative services	Allocated	81,330	85,500	
7xxxxxx	DAR Van Outfitting	Outfitting the donated transit van with Dial-a-Ride brand and information for rider recognition	Estimated	7,000	-	



**FUND ANALYSIS**  
**Building Maintenance Fund**

<b>FUND</b>							<b>TYPE</b>
615							Internal Service
	<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>REVENUES</u></b>							
Charges for Services	526,850	\$ 587,050	\$ 604,960	\$ 604,960	\$ 902,760	\$ 926,670	
Revenue from Use of Money	135,769	167,167	20,580	72,420	84,900	91,670	
Total Revenues	662,619	754,217	625,540	677,380	987,660	1,018,340	
<b><u>EXPENSES</u></b>							
Employee Services	(269,440)	(280,924)	(314,560)	(284,260)	(327,670)	(336,850)	
Operations	(256,374)	(278,553)	(290,400)	(284,730)	(325,090)	(339,820)	
Special Projects	(12,431)	(7,805)	-	-	-	-	
Capital Outlay	(28,525)	-	(52,000)	-	-	-	
Total Expenses	(566,770)	(567,282)	(656,960)	(568,990)	(652,760)	(676,670)	
<b>Net Income</b>	<b>95,849</b>	<b>186,935</b>	<b>(31,420)</b>	<b>108,390</b>	<b>334,900</b>	<b>341,670</b>	
<b><u>OTHER CASH SOURCES / (USES)</u></b>							
Increase / (Decrease) in Leave Liability	2,537	(15,394)	-	-	-	-	
<b>BEGINNING AVAILABLE BALANCE</b>	<b>3,699,423</b>	<b>3,797,809</b>	<b>1,159,010</b>	<b>3,969,350</b>	<b>4,077,740</b>	<b>4,412,640</b>	
<b>ENDING AVAILABLE BALANCE</b>	<b>\$ 3,797,809</b>	<b>\$ 3,969,350</b>	<b>\$ 1,127,590</b>	<b>\$ 4,077,740</b>	<b>\$ 4,412,640</b>	<b>\$ 4,754,310</b>	

**SUMMARY OF REVENUES**  
**Building Maintenance Fund**

FUND 615							SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED
<b><u>BUILDING MAINTENANCE FUND (615)</u></b>							
	<b>Charges for Services</b>						
44910.7150	Building Maintenance Charges	\$ 526,850	\$ 587,050	\$ 604,960	\$ 604,960	\$ 652,760	\$ 676,670
44920.7150	Building Replacement Charges	-	-	-	-	250,000	250,000
	<b>Revenue from Use of Money</b>						
46110.0000	Investment Earnings	135,769	167,167	20,580	72,420	84,900	91,670
	<b>Total Building Maintenance Fund</b>	<u>\$ 662,619</u>	<u>\$ 754,217</u>	<u>\$ 625,540</u>	<u>\$ 677,380</u>	<u>\$ 987,660</u>	<u>\$ 1,018,340</u>

**DEPARTMENT BUDGETS**  
**Building Maintenance**

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

	<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>						
Building Maintenance	\$ 566,770	\$ 567,282	\$ 656,960	\$ 568,990	\$ 652,760	\$ 676,670
Total	<u>\$ 566,770</u>	<u>\$ 567,282</u>	<u>\$ 656,960</u>	<u>\$ 568,990</u>	<u>\$ 652,760</u>	<u>\$ 676,670</u>

**DEPARTMENT BUDGETS**  
**Building Maintenance**

FUND		FUNCTION				CODE	
615		Public Works				815	
OBJECT NUMBER	EXPENSE CLASSIFICATION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 ESTIMATED	2021-2022 REQUESTED	2022-2023 REQUESTED
<b><u>EMPLOYEE SERVICES</u></b>							
5100000	Salaries	\$ 143,108	\$ 163,972	\$ 162,210	\$ 144,370	\$ 162,210	\$ 162,210
5200000	Wages	-	230	-	-	-	-
5300000	Overtime	595	198	1,140	300	1,150	1,150
5400000	Other	3,954	(14,309)	900	880	1,700	1,700
5800000	Benefits, Insurance & Taxes	121,783	130,833	150,310	138,710	162,610	171,790
	Total Employee Services	269,440	280,924	314,560	284,260	327,670	336,850
<b><u>OPERATIONS</u></b>							
6100000	Computer Maintenance &	3,030	3,310	3,370	3,370	3,530	3,670
6200000	Insurance	53,514	55,372	61,120	68,680	82,690	92,460
6300000	Utilities	81,005	86,216	78,250	78,250	79,250	80,250
6350000	Communications	2,500	2,796	2,500	2,500	2,750	2,800
6400000	Operating Supplies	21,730	20,810	20,000	20,850	21,030	21,880
6450000	Vehicle & Equipment Operating Costs	10,860	11,273	12,000	12,000	13,450	13,900
6500000	Contract Services	36,175	48,048	45,000	44,500	47,250	48,030
6600000	Professional Development	-	-	6,000	2,500	3,990	3,990
6650000	Recruitment	-	98	80	-	260	350
6900000	Department Service Allocation	47,560	50,630	52,080	52,080	60,890	62,490
6990000	Contingency	-	-	10,000	-	10,000	10,000
	Total Operations	256,374	278,553	290,400	284,730	325,090	339,820

**DEPARTMENT BUDGETS**  
**Building Maintenance**

<b>FUND</b>		<b>FUNCTION</b>				<b>CODE</b>	
615		Public Works				815	
<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>							
7108019	Welder	\$ 2,135	\$ -	\$ -	\$ -	\$ -	\$ -
7155011	HVAC Units - Police Radio/Dispatch	10,296	7,805	-	-	-	-
	Total Special Projects	12,431	7,805	-	-	-	-
<b><u>CAPITAL OUTLAY</u></b>							
8105011	HVAC Units	7,395	-	-	-	-	-
8901625	Fire Station #1 Office Remodel	9,790	-	-	-	-	-
8104081	City Hall Window Replacement	11,340	-	-	-	-	-
8902117	Fire Station #2 Exhaust Extraction System Replacement	-	-	52,000	-	-	-
	Total Capital Outlay	28,525	-	52,000	-	-	-
<b>ACTIVITY TOTAL</b>		<b>\$ 566,770</b>	<b>\$ 567,282</b>	<b>\$ 656,960</b>	<b>\$ 568,990</b>	<b>\$ 652,760</b>	<b>\$ 676,670</b>

**DEPARTMENT BUDGETS**

**Building Maintenance**

<b>FUND</b>		<b>FUNCTION</b>		<b>CODE</b>	
615		Public Works		815	
<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	\$ 162,210	\$ 162,210
5300000	Overtime	Overtime	Estimated	1,150	1,150
5400000	Other	Standby pay, call-outs and leave payoffs	Estimated	1,700	1,700
5800000	Benefits, Insurance & Taxes	Medicare, workers' compensation insurance and fringe benefits	Estimated	162,610	171,790
6100000	Computer Maintenance & Replacement	Allocated portion of computer and telephone support costs	Allocated	3,530	3,670
6200000	Insurance	Allocated portion of liability coverage and property insurance	Allocated	82,690	92,460
6300000	Utilities	Water, electricity and natural gas	Estimated	79,250	80,250
6350000	Communications	Telephone and cell phone services and batteries	Estimated	2,750	2,800
6400000	Operating Supplies	Building maintenance and landscape supplies, uniforms and personal safety supplies, tools, janitorial supplies and other operating supplies	Estimated	21,030	21,880
6450000	Vehicle & Equipment Operating Costs	Equipment parts and repairs, vehicle parts and repairs, gas, oil and vehicle replacement	Estimated	13,450	13,900
6500000	Contract Services	Heating and air conditioning repairs, alarm services, electrician services, equipment rental and other contract services	Estimated	47,250	48,030
6600000	Professional Development	Seminars, conferences, memberships, subscriptions, books and other training materials	Estimated	3,990	3,990
6650000	Recruitment	Cost of employee recruitment including advertising, pre-employment testing, physicals, and other processing charges	Estimated	260	350
6900000	Department Service Allocation	Allocation of services provided by the Public Works Administration division to this division	Allocated	60,890	62,490
6990000	Contingency	Department reserve for unexpected expenditures which arise during the fiscal year	Estimated	10,000	10,000



**FUND ANALYSIS**  
**Vehicle and Equipment Replacement Fund**

<b>FUND</b>							<b>TYPE</b>
680							Internal Service
	<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>REVENUES</b>							
Charges for Services	\$ 213,610	\$ 222,110	\$ 213,610	\$ 222,110	\$ 711,810	\$ 711,810	
Revenue from Use of Money	89,360	144,306	45,190	65,010	81,970	87,160	
Other Revenues	30,755	638	-	5,940	-	-	
Other Sources	540,567	13,521	81,000	686,190	-	-	
Total Revenues	<u>874,292</u>	<u>380,575</u>	<u>339,800</u>	<u>979,250</u>	<u>793,780</u>	<u>798,970</u>	
<b>EXPENSES</b>							
Capital Outlay	<u>(145,222)</u>	<u>(86,961)</u>	<u>(564,440)</u>	<u>(564,440)</u>	<u>(234,000)</u>	<u>(840,000)</u>	
Total Expenses	<u>(145,222)</u>	<u>(86,961)</u>	<u>(564,440)</u>	<u>(564,440)</u>	<u>(234,000)</u>	<u>(840,000)</u>	
<b>Net Income</b>	<b>729,070</b>	<b>293,614</b>	<b>(224,640)</b>	<b>414,810</b>	<b>559,780</b>	<b>(41,030)</b>	
<b>BEGINNING AVAILABLE BALANCE</b>	<u>2,381,403</u>	<u>3,110,473</u>	<u>3,213,960</u>	<u>3,404,090</u>	<u>3,818,900</u>	<u>4,378,680</u>	
<b>ENDING AVAILABLE BALANCE</b>	<u>\$ 3,110,473</u>	<u>\$ 3,404,087</u>	<u>\$ 2,989,320</u>	<u>\$ 3,818,900</u>	<u>\$ 4,378,680</u>	<u>\$ 4,337,650</u>	

**SUMMARY OF REVENUES**  
**Vehicle and Equipment Replacement Fund**

FUND 680							SECTION E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED
<b>VEHICLE AND EQUIPMENT REPLACEMENT FUND (680)</b>							
	<b>Charges for Services</b>						
44920.2800	Annual Vehicle Replacement Charges	\$ 213,610	\$ 222,110	\$ 213,610	\$ 222,110	\$ 544,290	\$ 544,290
44920.2801	Annual Equipment Replacement	-	-	-	-	167,520	167,520
	<b>Revenue from Use of Money</b>						
46110.0000	Investment Earnings	89,360	144,306	45,190	65,010	81,970	87,160
	<b>Other Revenues</b>						
49101.0000	Proceeds from Sale of Fixed Assets	30,755	638	-	5,940	-	-
	<b>Other Sources</b>						
49401.1000	Cash Contribution from General Fund (Bertha Shultz) for Fire Command Vehicle	20,567	-	-	-	-	-
49401.0000	Cash Contribution from General Fund for Vehicle and Equipment Replacement	500,000	-	47,000	652,190		
49401.4535	Cash Contribution from SLESF Fund for Police Vehicles	20,000	13,521	34,000	34,000	-	-
	<b>Total Vehicle &amp; Equipment Replacement Fund</b>	<u>\$ 874,292</u>	<u>\$ 380,575</u>	<u>\$ 339,800</u>	<u>\$ 979,250</u>	<u>\$ 793,780</u>	<u>\$ 798,970</u>

**DEPARTMENT BUDGETS**  
**Vehicle and Equipment Replacement**

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

	<b><u>2018-2019</u></b> <b><u>ACTUAL</u></b>	<b><u>2019-2020</u></b> <b><u>ACTUAL</u></b>	<b><u>2020-2021</u></b> <b><u>BUDGETED</u></b>	<b><u>2020-2021</u></b> <b><u>ESTIMATED</u></b>	<b><u>2021-2022</u></b> <b><u>REQUESTED</u></b>	<b><u>2022-2023</u></b> <b><u>REQUESTED</u></b>
<b><u>SUMMARY OF SERVICE PROGRAMS</u></b>						
Vehicle Replacement	\$ 145,222	\$ 86,961	\$ 564,440	\$ 564,440	\$ 234,000	\$ 840,000
Total	<u>\$ 145,222</u>	<u>\$ 86,961</u>	<u>\$ 564,440</u>	<u>\$ 564,440</u>	<u>\$ 234,000</u>	<u>\$ 840,000</u>

**DEPARTMENT BUDGETS**  
**Vehicle and Equipment Replacement**

<b>FUND</b>								<b>CODE</b>
680								890
<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>CAPITAL OUTLAY</u></b>								
8103011	Police Vehicles	\$ 124,655	\$ 35,914	\$ 328,440	\$ 328,440	\$ 234,000	\$ 186,000	
8103011	Fire Vehicles- Replacements	20,567	-	45,000	45,000	-	450,000	
8103011	Community Development Vehicles	-	-	-	-	-	24,000	
8103011	Recreation Vehicles	-	-	24,000	24,000	-	-	
8103011	Parks Vehicles	-	25,704	95,000	95,000	-	-	
8103011	Zoo Vehicles	-	-	48,000	48,000	-	-	
8103011	Building Maintenance Vehicles	-	25,343	24,000	24,000	-	-	
8104530	Jaws of Life Equipment	-	-	-	-	-	180,000	
	Total Capital Outlay	145,222	86,961	564,440	564,440	234,000	840,000	
<b>ACTIVITY TOTAL</b>		<u>\$ 145,222</u>	<u>\$ 86,961</u>	<u>\$ 564,440</u>	<u>\$ 564,440</u>	<u>\$ 234,000</u>	<u>\$ 840,000</u>	

**DEPARTMENT BUDGETS**  
**Vehicle and Equipment Replacement**

<b>FUND</b>					<b>CODE</b>
680					890
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>
8103011	Police Vehicles	Replacement of vehicles that have exceeded their useful lives: 8 vehicles to be replaced this budget cycle (5 patrol, 2 unmarked and 1 CSI)	Estimate	\$ 234,000	\$ 186,000
8103011	Fire Vehicles	Replacement of vehicles that have exceeded their useful lives: an engine will be replaced in 2022-2023	Estimate	-	450,000
8103011	Community Development Vehicles	Replacement of vehicles that have exceeded their useful lives: a vehicle will be replaced in 2022-2023	Estimate	-	24,000
8104530	Jaws of Life Equipment	Replacement of the Jaws of Life Equipment for the Fire Department	Estimate	-	180,000

**FUND ANALYSIS**  
**Technology Services and Replacement Fund**

<b>FUND</b>							<b>TYPE</b>
690							Internal Service
	<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>REVENUES</u></b>							
Charges for Services	\$ 864,220	\$ 974,730	\$ 993,030	\$ 993,030	\$ 1,088,350	\$ 1,129,480	
Revenue from Use of Money	53,409	64,232	21,260	31,390	37,120	36,960	
Other Sources	-	-	-	250,000	-	-	
Total Revenues	<u>917,629</u>	<u>1,038,962</u>	<u>1,014,290</u>	<u>1,274,420</u>	<u>1,125,470</u>	<u>1,166,440</u>	
<b><u>EXPENSES</u></b>							
Employee Services	(447,082)	(503,724)	(582,320)	(520,050)	(619,430)	(639,810)	
Operations	(277,944)	(258,578)	(258,520)	(258,940)	(269,580)	(290,330)	
Special Projects	(6,237)	(14,004)	(1,990)	-	-	-	
Capital Outlay	(110,663)	(255,793)	(419,280)	(65,400)	(442,400)	(45,900)	
Total Expenses	<u>(841,926)</u>	<u>(1,032,099)</u>	<u>(1,262,110)</u>	<u>(844,390)</u>	<u>(1,331,410)</u>	<u>(976,040)</u>	
<b>Net Income</b>	<b>75,703</b>	<b>6,863</b>	<b>(247,820)</b>	<b>430,030</b>	<b>(205,940)</b>	<b>190,400</b>	
<b><u>OTHER CASH SOURCES / (USES)</u></b>							
Increase / (Decrease) in Leave Liability	(451)	13,766	-	-	-	-	
<b>BEGINNING AVAILABLE BALANCE</b>	<u>1,433,029</u>	<u>1,508,281</u>	<u>1,459,430</u>	<u>1,528,910</u>	<u>1,958,940</u>	<u>1,753,000</u>	
<b>ENDING AVAILABLE BALANCE</b>	<u>\$ 1,508,281</u>	<u>\$ 1,528,910</u>	<u>\$ 1,211,610</u>	<u>\$ 1,958,940</u>	<u>\$ 1,753,000</u>	<u>\$ 1,943,400</u>	



**SUMMARY OF REVENUES**  
**Technology Services and Replacement Fund**

FUND							SECTION
690							E
ACCOUNT NUMBER	REVENUE DESCRIPTION	2018-2019 ACTUAL	2019-2020 ACTUAL	2020-2021 BUDGETED	2020-2021 PROJECTED	2021-2022 ESTIMATED	2022-2023 ESTIMATED
<b>TECHNOLOGY SERVICES AND REPLACEMENT FUND (690)</b>							
	<b>Charges for Services</b>						
44910.2900	Computer Maintenance Charges	\$ 795,170	\$ 903,040	\$ 921,340	\$ 921,340	\$ 1,005,010	\$ 1,046,140
44920.2900	Annual Computer Replacement Charges	69,050	71,690	71,690	71,690	83,340	83,340
	<b>Revenue from Use of Money</b>						
46110.0000	Investment Earnings	53,409	64,232	21,260	31,390	37,120	36,960
	<b>Other Sources</b>						
49401.0000	Cash Contribution from General Fund for Council Chambers Audio/Visual TechnologyUpdate	-	-	-	220,000	-	-
49401.0000	Cash Contribution from General Fund for Council Chambers Remote Conference Capabilities	-	-	-	30,000	-	-
49401.0000	Cash Contribution from General Fund for Laserfiche Licenses	-	-	27,400	27,400	-	-
	<b>Total Technology Services and Replacement Fund</b>	<u>\$ 917,629</u>	<u>\$ 1,038,962</u>	<u>\$ 1,014,290</u>	<u>\$ 1,274,420</u>	<u>\$ 1,125,470</u>	<u>\$ 1,166,440</u>

**DEPARTMENT BUDGETS**  
**Technology**

FUND	CODE
690	290

**DESCRIPTION**

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

**GOALS AND OBJECTIVES**

Continue to:

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

Focus on:

- \* Enabling a safe and efficient workforce
- \* Reducing workflow redundancy in IT and citywide

	<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>						
Technology Services	\$ 841,926	\$ 1,032,099	\$ 1,262,110	\$ 844,390	\$ 1,331,410	\$ 976,040
Total	<u>\$ 841,926</u>	<u>\$ 1,032,099</u>	<u>\$ 1,262,110</u>	<u>\$ 844,390</u>	<u>\$ 1,331,410</u>	<u>\$ 976,040</u>

**DEPARTMENT BUDGETS**  
**Technology**

<b>FUND</b>								<b>CODE</b>
690								290
<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	\$ 251,819	\$ 283,980	\$ 311,230	\$ 305,180	\$ 333,640	\$ 341,630	
5200000	Wages	16,689	969	23,820	-	24,890	25,450	
5300000	Overtime	6,984	17,129	20,430	8,750	20,430	20,430	
5400000	Other Pay	22,433	37,160	16,870	22,600	16,870	16,870	
5800000	Benefits, Insurance & Taxes	149,157	164,486	209,973	183,520	223,600	235,430	
	Total Employee Services	447,082	503,724	582,320	520,050	619,430	639,810	
<b><u>OPERATIONS</u></b>								
6050000	Office Expense	774	468	1,200	1,030	1,110	1,110	
6250000	Occupancy	34,330	41,960	43,190	43,190	39,260	40,880	
6350000	Communications	60,225	62,400	59,200	63,650	64,750	64,750	
6400000	Operating Supplies	18,724	18,585	15,550	12,480	15,130	16,040	
6450000	Vehicle & Equipment Operating Costs	1,681	434	830	110	830	830	
6500000	Contract Services	130,954	102,944	96,080	110,690	131,760	149,880	
6600000	Professional Development	3,766	10,227	20,700	6,020	10,850	10,850	
6650000	Recruitment	-	480	-	-	-	-	
6900000	Department Service Allocation	27,490	21,080	21,770	21,770	5,890	5,990	
	Total Operations	277,944	258,578	258,520	258,940	269,580	290,330	
<b><u>SPECIAL PROJECTS</u></b>								
7102055	Monitors	-	9,087	820	-	-	-	
7102084	Small Projectors	754	-	-	-	-	-	
7102057	Wireless Networks	-	1,332	1,170	-	-	-	
7109019	Backup Power System - PSPS	5,483	912	-	-	-	-	
8105043	Room Renovations	-	2,673	-	-	-	-	
	Total Special Projects	6,237	14,004	1,990	-	-	-	

**DEPARTMENT BUDGETS**  
**Technology**

<b>FUND</b>								<b>CODE</b>
690								290
<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</u></b>								
8102013	Computers- Replacement	23,199	37,974	16,230	9,000	14,400	5,400	
8102017	Server Replacement	21,993	-	57,780	17,000	28,000	-	
8102021	New Printers/Scanners	-	-	-	2,400	-	-	
8102080	Permitting Software Replacement	4,245	-	119,600	-	-	-	
8102023	Printers- Replacement	6,269	1,166	12,560	-	8,000	-	
8102044	Laserfiche Upgrade Project	-	-	-	27,400	-	-	
8102051	Network Switch	-	120,881	-	-	-	-	
8102057	Storage Hardware	-	82,294	7,710	5,500	-	-	
8102074	Channel 20 Equipment Upgrade	-	-	19,460	-	-	-	
8102052	Security Enhancement Project	-	4,116	35,460	-	-	-	
8102082	Phone System Replacement	-	-	3,600	4,100	-	-	
8102037	Electronic Timecard Software	-	-	12,240	-	-	-	
8102088	Website Enhancement Project	-	-	60,000	-	115,000	-	
8102018	Council Chambers Audio/Visual Update	-	-	-	-	220,000	-	
8102019	Council Chambers Remote Conference Capability	-	-	-	-	30,000	-	
8104509	Mobile Data Computers- Replacement	54,957	9,362	74,640	-	27,000	40,500	
	Total Capital Outlay	110,663	255,793	419,280	65,400	442,400	45,900	
<b>ACTIVITY TOTAL</b>		<b>\$ 841,926</b>	<b>\$ 1,032,099</b>	<b>\$ 1,262,110</b>	<b>\$ 844,390</b>	<b>\$ 1,331,410</b>	<b>\$ 976,040</b>	

**DEPARTMENT BUDGETS**  
**Technology**

<b>FUND</b>					<b>CODE</b>	
690					290	
<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	\$ 333,640	\$	341,630
5200000	Wages	Wages for part-time (non-benefited) staff	Estimated	24,890		25,450
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	223,600		235,430
6050000	Office Expense	Postage, printing, copying, office supplies, office equipment maintenance and small office equipment	Estimated	1,110		1,110
6250000	Occupancy	Allocated portion of building maintenance costs	Allocated	39,260		40,880
6350000	Communications	Internet service, phones and radio repairs	Estimated	64,750		64,750
6400000	Operating Supplies	Software, computer parts, cabling, small tools and other operating supplies	Estimated	15,130		16,040
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	131,760		149,880
6600000	Professional Development	Seminars, memberships, subscriptions, books and other training materials for staff	Estimated	10,850		10,850
6900000	Department Service Allocation	Allocation of services provided by the City Manager's Office to this division	Allocated	5,890		5,990
8102013	Computers- Replacement	Replacement of desktop and laptop computers as necessary	Estimated	14,400		5,400
8102017	Server Replacement	Replacement of Disaster Recovery server	Estimated	28,000		-
8102023	Printers- Replacement	Replacement of 4 printers/scanners	Estimated	8,000		-
8102088	Website Enhancement Project	Website modernization	Estimated	115,000		-
8102018	Council Chambers Audio/Visual Update	Replacement and upgrade all audio and visual equipment in the Council Chambers	Estimated	220,000		-

**DEPARTMENT BUDGETS**  
**Technology**

<b>FUND</b>					<b>CODE</b>	
690					290	
<b>OBJECT NUMBER</b>	<b>EXPENSE CLASSIFICATION</b>	<b>DESCRIPTION</b>	<b>BASIS</b>	<b>2021-2022 AMOUNT</b>	<b>2022-2023 AMOUNT</b>	
8102019	Council Chambers Remote Conference Capability	Addition of remote meeting capabilities in the Council Chambers	Estimated	\$ 30,000	\$ -	
8104509	Mobile Data Computers- Replacement	Replacement of Mobile Data Computers for the Police Department	Estimated	27,000	40,500	