

**BUDGET/PERSONNEL  
COMMITTEE  
AGENDA PACKET**



**SAND CITY COUNCIL CHAMBERS  
THURSDAY, MAY 21, 2020  
11:30 A.M.**

**AGENDA**  
**BUDGET/PERSONNEL COMMITTEE**

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Thursday May 21, 2020  
11:30 A.M.  
Sand City Council Chambers  
1 Pendergrass Way, Sand City, CA 93955

As allowed per the State of California Governor's Executive Order N-29-20, this meeting will be conducted by telephone. Members of the public may call in to:

**Dial-in number:** (425) 436-6361

**Access code:** 549824

**How to Submit Public Comments:**

Written: All comments received before 8:00 am the day of the meeting will be posted on the City's website as "Correspondence" under the relevant agenda item and provided to the City Council members at the meeting. Please email your comments to [aaron@sandcityca.org](mailto:aaron@sandcityca.org).

Read Aloud During the Meeting: Email your comments to [aaron@sandcityca.org](mailto:aaron@sandcityca.org) when the Mayor opens the public comment period for the relevant agenda item; please indicate the agenda item and title in your email subject line. If you want your comment read aloud, prominently write "Read Aloud at Meeting" at the top of the email and your comments will be read into the record (not to exceed three minutes at staff's cadence).

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- 1. CALL TO ORDER**
  - 2. ROLL CALL**
  - 3. COMMUNICATIONS**

Members of the Public may address the Budget/Personnel Committee on matters not appearing on the Budget/Personnel Committee Agenda at this time for up to three minutes. In order that the Budget/Personnel Committee Secretary may later identify the speaker in the minutes of the meeting, it is helpful if the speakers state their names. Public comments regarding items on the scheduled agenda will be heard at the time the item is being considered by the Budget/Personnel Committee.

**4. NEW BUSINESS**

- a. Approval of May 8, 2020 Sand City Budget/Personnel Committee Meeting Minutes
- b. Review and Discussion of Fiscal Year 2020-21 Budget
- c. Discussion of Capital Improvement Plan and Survey Results of CIP Priorities

- d. Discussion of Employee Evaluation Forms

**5. ADJOURNMENT**

## **Budget/Personnel Committee**

### **AGENDA ITEM**

**4a**

**MINUTES  
BUDGET/PERSONNEL COMMITTEE**

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Friday, May 8, 2020  
12:00 PM (Noon)  
Sand City Council Chambers

As allowed per the State of California Governor's Executive Order N-29-20, this meeting  
was conducted by telephone

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**Agenda Items 1, CALL TO ORDER**

Committee Member Carbone called the meeting to order at 12:08 p.m.

**Agenda Item 2, ROLL CALL**

Members Present:   Committee Member Mary Ann Carbone  
                          Committee Member Kim Cruz  
                          Staff Member Aaron Blair  
                          Staff Member Connie Horca

Guest:                 Finance Analyst Devon Lazzarino  
                          City Planner Charles Pooler

**Agenda Item 3, COMMUNICATIONS**

12:09 p.m. Committee Member Carbone opened the floor for public comment.

There were no comments from the Public in person, via writing or through telecommunications.

12:09 p.m. Committee Member Carbone closed the floor for public comment.

**Agenda Item 4, NEW BUSINESS**

**a.   Approval of April 23, 2020 Sand City Budget/Personnel Committee Meeting Minutes**

There was no discussion of the April 23, 2020 Budget/Personnel Committee Meeting Minutes.

Motion to approve the April 23, 2020 Sand City Budget/Personnel Committee Meeting Minutes was made by Committee Member Cruz, seconded by Committee Member

Carbone. There was consensus of the Committee to approve the April 23, 2020 Budget/Personnel Committee meeting minutes.

**b. Review and Discussion of Fiscal Year 2020-21 Budget and Capital Improvement Program**

Staff Member Blair reported that this item is the first draft of the proposed fiscal year 2020-21 budget. Projections were taken from HdL and that Amendment #2 budget from 2019-20 reflected a 20% decrease due to Covid-19. The proposed budget will include the decrease in the event the projections are inaccurate to remain in the positive. The budget reflects two minor changes to include an increase in expenses to 911 Dispatch Services and NGEN Radio System maintenance.

The budget was distributed to all departments with each line reviewed versus actual spending to reflect a more accurate proposed budget for next fiscal year. He also mentioned that the street sweeper sale was removed from revenues and is confident in the amount indicated for revenue projections.

There was discussion regarding a possible sales tax increase for the November 3, 2020 Elections. Staff Member Horca commented that if the measure passed it would not take effect until April 2021. Staff Member Blair will check to see if it was included in the budget. Committee Member Cruz noted that the adoption of a tax measure would help the City in the loss of revenue from the desalination plant lease.

Committee Member Cruz questioned the validity and accuracy of HdL's projections and mentioned that it would be a good idea to go back several years to see if their projections were fairly accurate. The Committee also discussed possible bail out funding, sales and property tax relief, and the possibility that smaller cities may not qualify for funding. Committee Member Carbone added that the Monterey County Mayor's Association will be sending out a letter.

Staff Member Blair commented that the City should be fine with its current staffing levels and further review will be dependent on next fiscal years revenues. He addressed expenses related to the administrative and finance department budgets under salaries regarding the minute savings due to Linda's retirement and hiring freeze. There were no changes reflected in the

Community Outreach line item; however, an increase was placed for Fire Department Services, and acknowledged that funds were allocated towards Economic Development. Committee Members received an explanation regarding the South of Tioga reimbursable expenses, parking study, Capital Improvement Items such as the Habitat Preserve Study which can be removed if the Council chooses, CBDG grant for the Calabrese Park Improvement, and electrical upgrades. The current proposed budget reflects a positive amount of approximately \$532,000 with no CIP projects.

There was discussion regarding the West End Celebration, cancellation of several events in the Peninsula as Stage 4 reopening may not happen until September, and an update from Mr. Vagnini regarding the WEC to be placed on the next City Council meeting agenda.

The Committee received clarification regarding the amounts allocated for Public Agency Memberships, Contributions, Public Works contracts, Code Enforcement, Public Safety Overtime and the IT Support line items. Staff Member Blair will review the line item related to public safety auto allowance and whether the amount reflected is correct. There was discussion regarding the possibility of an IT contract. He also referred to the Capital Improvement Plan and whether there were any projects that the Council would like to prioritize as it will govern the budget process. Committee Member Carbone commented that Item 2 (City Hall Electrical Upgrades) on the CIP should remain, and Staff Member Blair added that Items 5 and 6 (West End Stormwater Improvement Projects-Contra Costa/Catalina Streets) should remain as they are tied to grants, and that Item 14 (Parking Plan) is already included in the Proposed Fiscal Year 2020-21 budget. He referred to items 31-34 (Vehicles and Equipment) noting that those items can be further discussed.

The Committee conversed about the PERS contribution and whether the City should consider paying that obligation down. Staff Member Blair commented that he can provide an updated report to the Council on where the City is at with its contributions and how much is still owed. Committee Member Cruz commented that the City is still in the unknown due to the coronavirus and should consider ranking the CIP by priority. She suggested sending out a poll to the rest of the Council to garner their input on CIP items that they would like to prioritize so that direction can be given to Staff as well as guidance in formulating the budget. There is no guarantee that any of the

CIP budget items would be funded, but should there be extra funds available, Staff would be able to fund the items that the Council decides to prioritize.

Staff was directed to conduct a poll to send out to the Council to rank what they deem important regarding the Capital Improvement Plan.

Staff Member Blair spoke to the Carroll Property and its possible uses as an art center and/or additional parking. Council Member Cruz wondered if Staff should seek review of the budget and the value of tribal knowledge from a former employee who had 30 years of experience working on the budget. Committee Member Carbone brought up the possibility of purchasing a building with funds coming from DBO for a down payment and the possibility of utilizing it as employee housing.

Staff Member Blair commented that he is comfortable with the Proposed Budget. He further addressed the uses for the Carroll building and referred to the Winwood Walls project that the City of Miami, Florida developed. A project similar to Winwood Walls is a perfect example of a good community gathering place as well as depicting the evolution of the West End as an artist community.

Committee Member Carbone directed Staff to send a poll out to the Council and that results of the poll should come back to the Budget Committee for discussion and establishment of priorities.

**c. Discussion of FY 20-21 Donations and Contributions to Local Agencies**

Committee Member Carbone reported on the City's past contributions, and the amount available for donations to various organizations. She provided an update regarding the City's annual Joint Powers Authority (JPA) allocation to Community Human Services (CHS) and the programs they provide to the community such as drug intervention, counseling, and housing. Every City involved in the JPA contributes towards the annual expense. Sand City contributes \$4,200 to the JPA, approximately \$1,000 to the Boys and Girls Club, and \$500 to the Salvation Army for both the Thanksgiving and Christmas meals. These meals are provided to the homeless community during the holidays, as well as a



barbeque that CHS provides every year during homeless awareness month. Committee Member Carbone suggested that in honor of the former City of Marina Mayor Edith Johnson, the City should consider donating to either the Hospice or the Central Coast Veterans Cemetery.

### **Agenda Item 5, CLOSED SESSION**

1:44 p.m.

**a. The Budget/Personnel Committee adjourned to Closed Session regarding:**

- 1) Public Employee Employment pursuant to Government Code Section 54957,  
Position: City Attorney**

2:33 p.m.

**b. Re-adjourned to Open Session to report any action taken at the conclusion of Closed Session in accordance with California Government Code section 54957**

Staff Member Blair reported that he received direction from the Budget/Personnel Committee, and the discussion was confidential.

### **Agenda Item 6, ADJOURNMENT**

Motion to adjourn the Budget/Personnel Committee meeting was made by Committee Member Cruz, seconded by Committee Member Carbone. There was consensus of the Budget/Personnel Committee to adjourn the meeting at 2:35 p.m. to the next Budget/Personnel Committee meeting to be determined.

Respectfully submitted:

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Connie Horca, B/P Committee Clerk

**Budget/Personnel Committee**

**AGENDA ITEM**

**4b**

Proposed City FY 20-21  
Revenues

REVENUE ACCOUNT #	Description	Actual Revenues FY 18-19	Actual Revenues thru 3/31/20 FY 19-20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>Dept 00-General</b>					
4005-00	Property Tax	90,662.71	51,343.26	92,000.00	90,000.00
4006-00	ROPS Residual	132,529.56	1,202.84	132,000.00	100,000.00
4008-00	SA Admin Fees Reimbursement	73,283.33	86,688.31	126,105.00	160,000.00
4010-00	Prior Year Tax	1,342.81	623.97	1,500.00	1,500.00
4012-00	Property Tax VLF	35,490.00	18,354.50	36,800.00	37,000.00
4015-00	Property Tax - SB 813	13,220.58	5,232.77	12,000.00	12,000.00
4020-00	Prop Tax Transfer	11,535.99	5,953.75	12,000.00	12,000.00
4025-00	Users Tax	148,068.11	89,032.02	150,000.00	150,000.00
4030-00	Sales/Use Tax	2,849,989.62	1,639,939.51	2,560,000.00	2,587,600.00
4032-00	Transaction/ Use Tax	2,513,208.71	1,401,472.08	2,239,000.00	2,320,000.00
4033-00	Business License CASP Fee 90%	1,501.90	1,458.00	1,500.00	1,500.00
4035-00	Cable Franchise	6,981.59	3,468.46	7,000.00	7,000.00
4040-00	Refuse Franchise	56,742.69	26,877.27	57,000.00	55,000.00
4045-00	PG & E Gas Franchise	2,450.38		2,500.00	2,900.00
4050-00	PG & E Electric Franchise	28,811.49		30,000.00	28,500.00
4055-00	Business License	484,023.35	492,375.89	495,000.00	495,000.00
4060-00	Bus Lic Late Fee	3,278.85	2,684.87	2,700.00	2,500.00
4340-00	Property Tax - HOPTR	430.14	61.54	500.00	500.00
4350-00	Sanitation District Impact Fees	7,618.98	8,854.55	8,900.00	8,500.00
4410-00	Interest City Checking/CD/Property Tax	935.81	573.58	1,000.00	1,000.00
4411-00	Interest - OPEB	190.25	53.02	100.00	100.00
4413-00	Interest - City Housing	106.44	1,486.96	2,000.00	2,000.00
4420-00	Interest - LAIF	140,031.31	82,890.93	140,000.00	150,000.00
4450-00	Interest - TVI CDs	20,521.94	17,128.35	21,000.00	25,000.00
4500-00	West End Revenue	51,292.50	53,234.16	54,000.00	50,000.00
4550-00	Publications -Copies	8.00	74.20	100.00	100.00
4710-00	Mitigation	2,603.59		1,300.00	1,300.00
4730-00	Misc. Revenue	21,411.36	4,198.50	5,000.00	5,000.00
4732-00	Reimbursements	2,840.17	2,160.05	3,000.00	3,000.00
4740-00	Rental/Lease	17,109.36	14,257.80	17,200.00	17,200.00
	<b>SUB TOTAL</b>	<b>6,718,221.52</b>	<b>4,011,681.14</b>	<b>6,211,205.00</b>	<b>6,326,200.00</b>

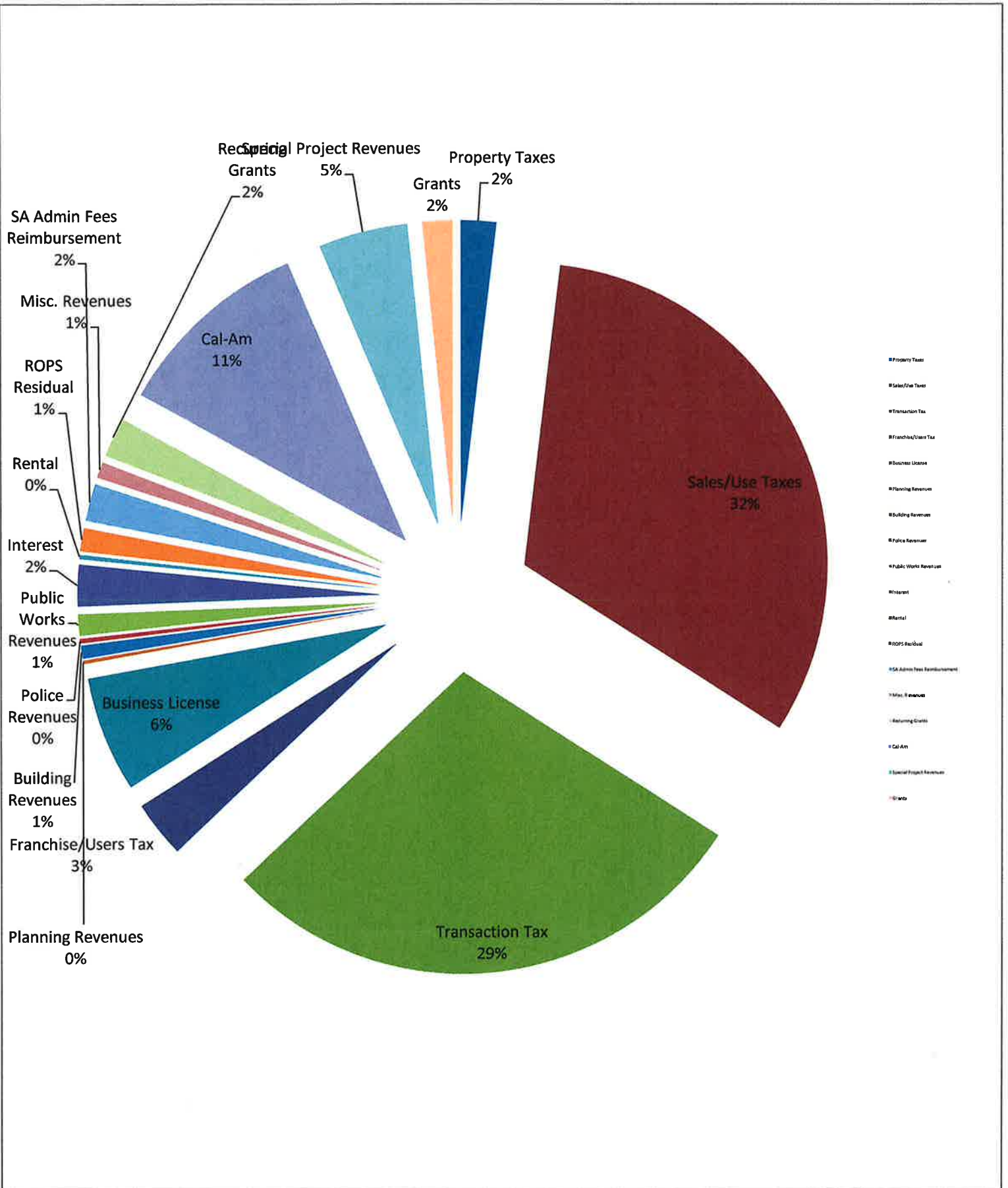
Proposed City FY 20-21  
Revenues

REVENUE ACCOUNT #	Description	Actual Revenues FY 18-19	Actual Revenues thru 3/31/20 FY 19-20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>Dept 05-Planning</b>					
4120-05	Coastal Development Permit	2,000.00	500.00	1,000.00	1,000.00
4125-05	Conditional Use Permit	2,000.00	3,500.00	4,000.00	3,000.00
4126-05	Temporary Use Permit	0.00	100.00	100.00	100.00
4145-05	Site Plan Permit	1,500.00	100.00	500.00	1,000.00
4154-05	Misc. Planning Fees	3,938.75	1,277.00	1,500.00	1,000.00
4155-05	Design Permit - DRC	500.00	250.00	400.00	200.00
4156-05	Sign Permit - Master Sign Program				350.00
4157-05	Tentative Maps				1,000.00
4158-05	Final Map - Parcel Map				500.00
4159-05	CEQA Fees				1,000.00
4160-05	Reimbursement of Planning Fees				5,000.00
4219-05	Parking Permit	400.00	400.00	400.00	400.00
	<b>SUB TOTAL</b>	<b>10,338.75</b>	<b>6,127.00</b>	<b>7,900.00</b>	<b>14,550.00</b>
<b>Dept 06-Building</b>					
4115-06	Building Permit Fee	2,589.36	34,658.28	37,500.00	21,500.00
4165-05	Plan Check Fee	1,548.74	23,240.28	25,000.00	34,500.00
	<b>SUB TOTAL</b>	<b>4,138.10</b>	<b>57,898.56</b>	<b>62,500.00</b>	<b>56,000.00</b>
<b>Dept 08-Police</b>					
4210-08	Traffic Fines - County	3,811.75	2,702.84	3,000.00	3,000.00
4221-08	Parking Violations	10,418.00	7,810.00	10,000.00	12,000.00
4325-08	Vehicle License Fees	189.32	314.18	500.00	400.00
4330-08	Prop 172 - County	373.83	230.40	400.00	400.00
4335-08	Post Training Reimbursement	2,644.40	1,087.66	2,500.00	2,500.00
4515-08	Dog Licensing	20.00	5.00	20.00	20.00
4524-08	Asset Forfeiture	240.22		250.00	250.00
4525-08	Unclaimed Property	0.00	20.00	100.00	100.00
4560-08	Police Reports	220.00	250.00	300.00	400.00
	<b>SUB TOTAL</b>	<b>17,917.52</b>	<b>12,420.08</b>	<b>17,070.00</b>	<b>19,070.00</b>
<b>Dept 11-Public Works</b>					
10-4150-11	Building Development Fee	0.00	2,206.50	2,500.00	2,500.00
10-4160-11	Reimbursement of Engineer Fees	18,870.50	28,319.00	35,000.00	35,000.00
38-4302-11	Measure X/TAMC Sales Tax for Streets	29,540.37	24,014.59	30,000.00	30,000.00
31-4305-11	Gas Tax-2105	2,161.74	1,443.59	2,200.00	2,300.00
31-4305-11	Gas Tax-2106	5,744.46	3,806.18	5,800.00	5,800.00
31-4305-11	Gas Tax-2107	2,718.61	1,751.67	2,800.00	2,800.00
31-4305-11	Gas Tax-2107.5	1,000.00	1,000.00	1,000.00	1,000.00
31-4305-11	Gas Tax-2103	1,316.26	2,104.82	3,000.00	3,500.00
37-4306-11	SB1 - RMRA - Road Maintenance & Rehab	7,093.08	4,908.53	7,300.00	7,300.00
31-4307-11	Traffic Congestion Relief - Prop 42	444.32	446.32	500.00	500.00
35-4205-11	Ca Code Fines - County	1,020.10	550.29	1,100.00	1,100.00
	<b>SUB TOTAL</b>	<b>69,909.44</b>	<b>70,551.49</b>	<b>91,200.00</b>	<b>91,800.00</b>

Proposed City FY 20-21  
Revenues

REVENUE ACCOUNT #	Description	Actual Revenues FY 18-19	Actual Revenues thru 3/31/20 FY 19-20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
	<b>Lease Revenue</b>				
4833-00	Cal-Am Lease	850,000.00		850,000.00	850,000.00
	<b>SUB TOTAL</b>	<b>850,000.00</b>	<b>0.00</b>	<b>850,000.00</b>	<b>850,000.00</b>
	<b>Grants</b>				
4069-08	COPS Grant - County	148,746.54	114,280.97	156,000.00	156,000.00
4068-08	In Car Computing Grant		12,190.00	12,200.00	0.00
4647-08	Bulletproof Vest Grant	1,591.23	530.41	1,000.00	1,100.00
4733-00	Recycling Grant	5,000.00	5,000.00	5,000.00	5,000.00
4836-08	CSA 74 EMS Grant - County	2,500.00	2,500.00	2,500.00	2,500.00
4729-00	MBASIA Fitness/Safety Grant	7,500.00	7,500.00	7,500.00	7,500.00
	<b>SUB TOTAL</b>	<b>165,337.77</b>	<b>142,001.38</b>	<b>184,200.00</b>	<b>172,100.00</b>
	<b>SUB TOTAL RECURRING REVENUES</b>	<b>7,835,863.10</b>	<b>4,300,679.65</b>	<b>7,424,075.00</b>	<b>7,529,720.00</b>
	<b>Special Project Revenues</b>				
4522-11	Street Sweeper Sale	0.00		0.00	0.00
4530-00	South of Tioga Reimbursements	0.00	137,054.43	150,000.00	125,000.00
4531-00	South of Tioga Plan Check Fees				109,000.00
4532-00	South of Tioga Building Permit Fees				146,800.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>137,054.43</b>	<b>150,000.00</b>	<b>380,800.00</b>
	<b>Grants</b>				
	Calabrese Park CDBG Grant	0.00		60,000.00	30,000.00
	Prop 1 IRWM Grant				
6393-00	CalTrans Sustainable Grant	0.00		48,700.00	99,200.00
	<b>SUB TOTAL</b>	<b>0.00</b>	<b>0.00</b>	<b>108,700.00</b>	<b>129,200.00</b>
	<b>Sub Total Special Project/Grant Revenues</b>	<b>0.00</b>	<b>137,054.43</b>	<b>258,700.00</b>	<b>510,000.00</b>
	<b>Grand Total Revenues</b>	<b>7,835,863.10</b>	<b>4,437,734.08</b>	<b>7,682,775.00</b>	<b>8,039,720.00</b>

# FY 2017-2018 Proposed Revenues



## Budget Summary City Revenues

Description	Actuals FY 18-19	FY 19-20 Actuals thru 3/31/20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>RECURRING REVENUES</b>				
Property Taxes	152,682.23	81,569.79	154,800.00	153,000.00
Sales/Use Taxes	2,849,989.62	1,639,939.51	2,560,000.00	2,587,600.00
Transaction Tax	2,513,208.71	1,401,472.08	2,239,000.00	2,320,000.00
Franchise/Users Tax	243,054.26	119,377.75	246,500.00	243,400.00
Business License	487,302.20	495,060.76	497,700.00	497,500.00
Planning Revenues	10,338.75	6,127.00	7,900.00	14,550.00
Building Revenues	4,138.10	57,898.56	62,500.00	56,000.00
Police Revenues	17,917.52	12,420.08	17,070.00	19,070.00
Public Works Revenues	69,909.44	70,551.49	91,200.00	91,800.00
Interest	161,785.75	102,132.84	164,100.00	178,100.00
Rental	17,109.36	14,257.80	17,200.00	17,200.00
ROPS Residual	132,529.56	1,202.84	132,000.00	100,000.00
SA Admin Fees Reimbursement	73,283.33	86,688.31	126,105.00	160,000.00
Misc. Revenues	87,276.50	69,979.46	73,800.00	69,400.00
Recurring Grants	165,337.77	142,001.38	184,200.00	172,100.00
Cal-Am	850,000.00	0.00	850,000.00	850,000.00
<b>Subtotal Recurring Revenues</b>	<b>7,835,863.10</b>	<b>4,300,679.65</b>	<b>7,424,075.00</b>	<b>7,529,720.00</b>
<b>OTHER FINANCING SOURCES</b>				
Special Project Revenues	0.00	137,054.43	150,000.00	380,800.00
Grants	0.00	0.00	108,700.00	129,200.00
<b>Subtotal Other Revenue</b>	<b>0.00</b>	<b>137,054.43</b>	<b>258,700.00</b>	<b>510,000.00</b>
<b>Total Revenue</b>	<b>7,835,863.10</b>	<b>4,437,734.08</b>	<b>7,682,775.00</b>	<b>8,039,720.00</b>

**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>NON DEPARTMENT</b>					
5000-00	Municipal Code Updates	2,132.80	3,257.25	3,500.00	3,000.00
5001-00	Public Agency Memberships	24,939.81	25,186.24	33,000.00	16,000.00
5002-00	Voluntary Memberships	10,351.00	12,051.00	13,000.00	15,000.00
5005-00	Arts Committee	59.88	558.31	15,000.00	15,000.00
5006-00	COVID-19 Expense			15,000.00	25,000.00
5025-00	Dues and Subscriptions	1,437.00	180.00	200.00	500.00
5070-00	Health Benefit Surcharges	620.70	525.35	800.00	800.00
5202-00	Concern EAP Program Premium	923.40	941.64	950.00	1,000.00
5425-00	IT Support	4,347.00	3,675.00	5,000.00	5,000.00
5720-00	Auto Maintenance - City Vehicles				5,000.00
5910-00	Donations/Contributions	12,836.10	4,860.39	6,000.00	10,000.00
5920-00	Advertising	2,563.77		0.00	0.00
5930-00	Miscellaneous Expense	1,208.32	5,353.13	6,500.00	5,000.00
5935-00	Office Equipment Maintenance	8,647.04	4,786.51	8,500.00	8,500.00
5940-00	Office Supplies	31,761.90	17,873.31	30,000.00	30,000.00
5945-00	Telephone	1,030.55	653.71	1,100.00	1,100.00
5950-00	Physical Exams	120.00		0.00	500.00
5955-00	Public Official Bond Premium	1,000.00	1,050.00	1,050.00	1,100.00
5960-00	Utilities	19,409.25	12,611.51	20,000.00	20,000.00
5970-00	Equipment Purchase	657.24	2,015.01	2,500.00	5,000.00
5980-00	Bank Charges	390.00	145.00	400.00	400.00
5998-00	Internet	2,153.89	1,513.98	2,000.00	2,000.00
	<b>SUB TOTAL NON DEPARTMENT</b>	<b>126,589.65</b>	<b>97,237.34</b>	<b>164,500.00</b>	<b>169,900.00</b>
<b>CITY COUNCIL</b>					
5025-01	Dues/Subscriptions	947.00	150.00	500.00	500.00
5030-01	Auto Allowance	2,400.00	1,800.00	2,500.00	2,400.00
5065-01	Dental	5,108.08	3,190.77	4,300.00	4,300.00
5066-01	Vision	917.68	599.04	800.00	800.00
5070-01	Health Benefits	58,030.50	47,479.50	63,300.00	63,300.00
5073-01	Pers Retirement EE	777.58	414.72	700.00	700.00
5075-01	Pers Retirement	1,306.25	746.36	1,200.00	1,200.00
5078-01	PERS Survivor Benefits	237.60		70.00	120.00
5079-01	Deferred Comp	2,800.00	3,200.00	4,800.00	4,800.00
5080-01	FICA/ Medicare	3,323.87	3,190.51	4,400.00	4,500.00
5085-01	SUI	345.46	223.99	400.00	400.00
5095-01	Training & Conferences	18,083.23	7,686.26	9,000.00	12,000.00
5110-01	Council Meetings	17,700.00	13,500.00	15,000.00	18,000.00
5120-01	Elections	805.87		0.00	2,500.00
5130-01	Contingency Funds	8,899.98		0.00	0.00
5131-01	Website Design	0.00	2,700.00	6,750.00	4,000.00
5137-01	GASB 68 - Unfunded Liability	4,325.78	2,367.27	2,400.00	2,700.00
5925-01	Liability Premium	12,453.12	9,258.43	9,300.00	9,500.00
5945-01	Council Phones	3,985.16	2,613.75	4,000.00	4,000.00
5965-01	Workers Comp Premium	17,422.85	1,151.16	1,200.00	1,500.00
5970-01	Equipment Purchase	6,133.99	2,556.27	2,600.00	5,000.00
5985-01	Exercise Program	1,080.00	810.00	1,100.00	1,100.00
	<b>SUB TOTAL CITY COUNCIL</b>	<b>167,084.00</b>	<b>103,638.03</b>	<b>134,320.00</b>	<b>143,320.00</b>



**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>ADMINISTRATION</b>					
5020-02	Contract Services - Personnel	46,625.00	328.13	350.00	0.00
5020-02	Contract Services - Misc	3,100.00	11,600.00	12,000.00	0.00
5020-02	Contract Services - Admin Recruitment	17,253.04	8,144.73	8,200.00	0.00
5025-02	Dues/Subscriptions	774.00	2,076.00	2,100.00	2,000.00
5030-02	Auto Allowance	2,250.00	2,850.00	3,500.00	3,600.00
5035-02	Granicus - Agenda Management Fee	0.00	3,300.00	3,300.00	3,630.00
5040-02	Salaries	314,555.84	250,235.81	350,600.00	327,500.00
5042-02	Cash Outs - PTO Accruals	21,232.00	10,985.73	40,000.00	0.00
5055-02	Overtime Paid	0.00		0.00	1,000.00
5060-02	Long Term Disability	2,541.96	1,749.06	2,800.00	2,200.00
5065-02	Dental	2,108.00	1,731.31	2,700.00	3,600.00
5066-02	Vision	385.44	314.70	500.00	650.00
5067-02	Life Insurance	524.40	420.30	600.00	600.00
5070-02	Health Benefits	43,522.96	34,818.30	49,100.00	50,700.00
5072-02	Health Benefits - Admin Retirees	13,988.34	10,569.96	14,100.00	18,500.00
5073-02	Pers Retirement EE	15,422.68	10,552.56	15,000.00	8,600.00
5075-02	Pers Retirement	30,729.09	25,568.03	41,000.00	34,200.00
5078-02	PERS Survivor Benefits	283.25		110.00	170.00
5079-02	Deferred Comp	2,550.00	1,200.00	2,600.00	2,400.00
5080-02	FICA/Medicare	5,139.26	3,990.29	5,700.00	5,100.00
5085-02	CA SUI	617.32	595.00	700.00	700.00
5095-02	Training & Conferences	12,728.28	9,624.46	10,000.00	10,000.00
5130-02	Contingency Funds	5,212.50		0.00	0.00
5137-02	GASB 68 - Unfunded Liability	63,981.48	69,738.83	69,800.00	76,000.00
5210-02	Payroll Processing/Shred Services	4,875.27	3,856.56	5,500.00	5,000.00
5220-02	Appraisals	0.00	6,500.00	6,500.00	7,500.00
5425-02	IT Support	4,977.00	3,696.00	5,000.00	5,000.00
5925-02	Liability Premium	7,471.86	9,834.83	9,850.00	10,000.00
5945-02	Admin Phones	3,730.12	2,312.76	3,500.00	3,500.00
5965-02	Workers Comp Premium	21,430.10	26,860.33	26,900.00	28,000.00
5970-02	Equipment Purchase	5,181.62	3,682.32	3,700.00	5,000.00
5985-02	Exercise Program	1,350.00	1,065.00	1,800.00	720.00
<b>SUB TOTAL ADMINISTRATION</b>		<b>654,540.81</b>	<b>518,201.00</b>	<b>697,510.00</b>	<b>615,870.00</b>

**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>FINANCE</b>					
5020-03	Contract Services - General	2,500.00		0.00	0.00
5020-03	Contract Services - Bartel	12,500.00	2,500.00	23,500.00	0.00
5023-03	Sales Tax/Trans Tax Admin Fees	42,659.93	21,473.75	45,000.00	45,000.00
5025-03	Dues/Subscriptions	554.00	95.00	100.00	100.00
5030-03	Auto Allowance	1,800.00	1,350.00	1,800.00	0.00
5040-03	Salaries	186,759.69	144,550.53	192,800.00	103,900.00
5040-03	New Position	0.00		0.00	0.00
5042-03	Cash Outs - PTO Accruals	13,007.11	10,985.75	30,000.00	0.00
5060-03	Long Term Disability	2,295.48	1,721.61	2,300.00	1,100.00
5065-03	Dental	886.91	598.32	800.00	550.00
5066-03	Vision	160.15	112.32	200.00	100.00
5067-03	Life Insurance	362.16	271.62	400.00	200.00
5070-03	Health Benefits	19,519.30	14,243.85	19,000.00	12,700.00
5073-03	Pers Retirement EE	16,136.01	11,101.52	16,700.00	9,000.00
5075-03	Pers Retirement	27,106.50	19,979.92	30,000.00	17,400.00
5078-03	PERS Survivor Benefits	178.20		55.00	60.00
5079-03	Deferred Comp	1,800.00	1,200.00	1,800.00	1,200.00
5080-03	FICA/Medicare	2,941.16	2,281.32	3,000.00	2,000.00
5085-03	SUI	119.00	119.00	150.00	150.00
5095-03	Training/Conferences	1,893.26	2,051.92	2,200.00	1,000.00
5137-03	GASB 68 - Unfunded Liability	58,398.03	71,018.10	71,100.00	79,900.00
5405-03	Property Tax Fees	987.00		1,000.00	1,000.00
5410-03	Audit	43,650.00	49,500.00	49,500.00	50,000.00
5415-03	Financial Management Support	3,244.25	7,548.25	10,000.00	10,000.00
5425-03	IT Support	7,693.20	3,441.66	5,000.00	4,000.00
5440-03	BL/ Prop/Sales Tax Agreements (HDL)	18,093.12	13,850.94	20,000.00	20,000.00
5925-03	Liability Premium	3,735.96	4,719.28	4,750.00	5,000.00
5965-03	Workers Comp Premium	5,226.86	9,209.26	9,200.00	9,500.00
5970-03	Equipment Purchase	1,648.53	65.00	100.00	1,000.00
5985-03	Exercise	180.00	135.00	200.00	0.00
	<b>SUB TOTAL FINANCE</b>	<b>476,035.81</b>	<b>394,123.92</b>	<b>540,655.00</b>	<b>374,860.00</b>
<b>ATTORNEY</b>					
5072-04	Health Benefits - Retirees	3,200.37	3,216.63	4,300.00	4,300.00
5095-04	Conferences & Meetings	5,442.42	1,631.29	2,000.00	5,000.00
5137-04	GASB 68 - Unfunded Liability	0.00	2,367.27	2,400.00	0.00
5511-04	Attorney - Contract	143,114.34	153,985.20	252,000.00	252,000.00
5520-04	Special Projects	185.00		0.00	0.00
5521-04	Outside Counsel	243.88		0.00	0.00
5522-04	Attorneys Costs	169.94	303.89	500.00	500.00
5540-04	Legal Contingencies	27,825.00	2,160.00	5,000.00	0.00
5545-04	Outside Counsel/HR	0.00	35,842.50	40,000.00	40,000.00
	Muni Code Update	0.00		0.00	0.00
	<b>SUB TOTAL ATTORNEY</b>	<b>180,180.95</b>	<b>199,506.78</b>	<b>306,200.00</b>	<b>301,800.00</b>

**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>PLANNING</b>					
5020-05	Contract Services - General	0.00		0.00	0.00
5020-05	Contract Services - EMC Planning	32,196.80	6,093.37	30,000.00	25,000.00
5020-05	Consult/Economic Analyst	0.00		0.00	0.00
5025-05	Dues/Subscriptions	1,483.00	507.00	500.00	500.00
5030-05	Mileage	450.00		200.00	0.00
5040-05	Salaries	189,658.70	79,848.45	106,500.00	109,200.00
5042-05	Cash Outs - PTO Accruals	13,880.90	3,813.86	3,850.00	10,000.00
5055-05	Overtime Paid	3,013.56	1,554.77	3,200.00	3,500.00
5060-05	Long Term Disability	1,211.80	732.60	1,000.00	1,000.00
5065-05	Dental	867.16	398.88	600.00	550.00
5066-05	Vision	152.44	74.88	100.00	100.00
5067-05	Life Insurance	379.44	264.33	400.00	400.00
5070-05	Health Benefits	18,200.46	9,495.90	12,700.00	12,700.00
5072-05	Health Benefits - Planning Retirees	9,200.33	7,107.24	8,800.00	9,400.00
5073-05	Pers Retirement EE	9,089.07	6,132.40	9,200.00	9,500.00
5075-05	PERS Retirement	16,656.84	11,036.72	16,600.00	18,200.00
5079-05	Deferred Comp	1,350.00	800.00	1,200.00	1,200.00
5080-05	FICA/Medicare	3,065.96	1,254.73	2,000.00	2,000.00
5085-05	SUI	130.94	119.00	150.00	150.00
5095-05	Training/Conferences	239.30	43.32	100.00	500.00
5137-05	GASB 68 - Unfunded Liability	40,189.68	40,243.59	40,300.00	47,900.00
5370-05	Planning - Misc.	1,573.89	402.50	1,000.00	1,000.00
5423-05	Iworq	0.00	4,800.00	4,800.00	2,800.00
5425-05	IT Support	399.00	168.00	500.00	500.00
5920-05	Legal Advertising	4,095.73	4,042.78	6,000.00	4,000.00
5925-05	Liability Premium	3,735.96	3,818.65	3,850.00	4,000.00
5945-05	Planning Phones	496.47	314.60	500.00	500.00
5965-05	Workers Comp Premium	5,226.86	9,209.26	9,200.00	9,400.00
5970-05	Equipment Purchase	0.00	65.00	100.00	2,000.00
	<b>SUB TOTAL PLANNING</b>	<b>356,944.29</b>	<b>192,341.83</b>	<b>263,350.00</b>	<b>276,000.00</b>
<b>BUILDING</b>					
5319-06	Building Inspection Fees	0.00			181,250.00
5320-06	Plan Check Fees	4,796.73	13,562.18	35,000.00	16,200.00
	<b>SUB TOTAL BUILDING</b>	<b>4,796.73</b>	<b>13,562.18</b>	<b>35,000.00</b>	<b>197,450.00</b>

**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>PUBLIC SAFETY</b>					
5020-08	Regional Crime Analyst - PRVNT	3,000.00		3,000.00	3,000.00
5020-08	Contract Services - Code Enforcement	9,360.00		0.00	10,000.00
5025-08	Dues and Subscriptions	1,043.00	1,503.00	1,700.00	2,000.00
5030-08	Auto Allowance	100.75	137.89	300.00	0.00
5040-08	Salaries	1,286,708.35	996,668.97	1,326,700.00	1,452,700.00
5042-08	Cash Outs - PTO Accruals	216,981.71	176,099.64	220,000.00	210,000.00
5043-08	Holiday Paid	7,027.24	2,213.80	10,000.00	10,000.00
5055-08	Overtime Paid	7,057.31	4,699.44	10,000.00	10,000.00
5060-08	Long Term Disability	3,342.00	2,377.05	3,200.00	3,300.00
5065-08	Dental	18,664.27	13,370.81	18,100.00	18,100.00
5066-08	Vision	2,933.71	2,095.21	2,900.00	2,900.00
5067-08	Life Insurance	2,130.84	1,571.13	2,100.00	2,500.00
5070-08	Health Benefits	202,579.20	150,351.75	202,600.00	221,600.00
5072-08	Health Benefits - Police Retirees	40,423.18	30,990.33	42,900.00	42,700.00
5073-08	Pers Retirement EE	114,872.80	79,140.59	96,700.00	47,400.00
5075-08	Pers Retirement	245,267.71	182,411.33	318,200.00	414,000.00
5077-08	Pers Replacement Benefit - Klein	8,714.85	6,685.08	9,000.00	7,000.00
5078-08	PERS Survivor Benefits	1,335.00		420.00	700.00
5079-08	Deferred Comp	15,050.00	9,328.45	15,600.00	13,800.00
5080-08	FICA/Medicare	26,305.09	19,480.33	28,000.00	28,000.00
5085-08	SUI	1,887.27	1,621.14	2,000.00	2,000.00
5095-08	Training/Conferences	6,797.00	6,096.81	7,500.00	10,000.00
5096-08	Post Training - Reimbursable	0.00		2,000.00	2,000.00
5137-08	GASB 68 - Unfunded Liability	123,542.00	123,476.50	123,500.00	154,000.00
5425-08	IT Support	0.00	37,701.00	39,000.00	40,000.00
5710-08	Animal Regulation Services	2,480.00	2,560.00	3,500.00	3,000.00
5715-08	Auto Fuel	30,524.99	21,784.04	30,000.00	30,000.00
5720-08	Auto Maintenance - Police Vehicles	32,908.55	24,537.01	26,000.00	20,000.00
5721-08	Auto Detailing - Car Washes	2,150.99	2,405.00	2,500.00	2,500.00
5725-08	Criminal Justice & CLETS Systems	44,906.84	17,282.20	27,000.00	35,000.00
5727-08	911 Center - Dispatch Services	38,461.00		45,600.00	43,800.00
5740-08	Employment Screening	6,563.00		0.00	0.00
5745-08	Equipment Purchase	12,402.34	222.41	15,000.00	20,000.00
5746-08	Range Fees & Supplies	5,152.96	5,803.08	5,900.00	7,500.00
5747-08	SRU Annual Contribution	5,000.00	5,000.00	5,000.00	5,000.00
5760-08	Booking Fees	1,238.37		2,000.00	2,000.00
5765-08	Reserve Salaries	49,346.53	49,162.04	55,000.00	80,000.00
5770-08	Computer Equipment/Software	144.25	9,672.64	10,000.00	10,000.00
5773-08	Internal Investigations	0.00			5,000.00
5785-08	Police Supplies	11,027.28	4,473.19	10,000.00	8,000.00
5794-08	Special Skills	1,200.00	900.00	1,200.00	1,200.00
5795-08	Uniform Allowance/Purchase	15,215.48	8,160.51	13,000.00	13,000.00
5796-08	Education Benefit	44,726.19	38,497.86	52,400.00	70,400.00
5797-08	Arrest/Investigations/Live Scan Fees	2,511.34	3,148.87	5,000.00	4,000.00
5798-08	Tracnet/IBM Server Maintenance	28,926.34	11,878.26	17,000.00	17,000.00
5884-08	Security - Locker Room	482.04	361.53	600.00	600.00
5908-08	Liability Claims	15,464.80	6,895.89	10,000.00	7,500.00
5925-08	Liability Premium	32,378.20	65,313.31	65,350.00	70,000.00
5929-08	Locker Room Rental Payments	2,518.80	2,382.75	3,200.00	3,200.00
5930-08	Miscellaneous Expense	3,637.47	5,500.00	5,500.00	1,000.00
5934-08	NGEN Radio System Maintenance	8,998.64	6,950.79	9,000.00	11,600.00
5935-08	NGEN Radio System Infrastructure	6,164.00		7,000.00	7,000.00
5945-08	Police Phones	11,731.65	7,883.94	13,000.00	13,000.00
5965-08	Worker's Comp Premium	150,672.71	223,708.17	223,800.00	225,000.00
5985-08	Exercise Program	3,240.00	2,640.00	3,600.00	3,600.00
5997-08	Nighthawk In Car Wifi				3,500.00
5998-08	Police Internet	3,221.90	2,839.37	3,500.00	2,500.00
6120-08	Disaster Supplies - EOC	611.64		1,000.00	1,000.00
6123-08	EOC Expenses - CSUMB	5,000.00		5,000.00	5,000.00
6618-08	Motorola Radio Lease - Principal	0.00	26,605.42	26,700.00	28,050.00
6619-08	Motorola Radio Lease - Interest	0.00	7,914.93	8,000.00	6,500.00
<b>SUB TOTAL PUBLIC SAFETY</b>		<b>2,924,131.58</b>	<b>2,412,503.46</b>	<b>3,196,770.00</b>	<b>3,474,150.00</b>

**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>FIRE DEPARTMENT</b>					
5750-09	Fire Contract	288,880.00	298,990.00	299,000.00	308,000.00
<b>SUB TOTAL FIRE DEPARTMENT</b>		<b>288,880.00</b>	<b>298,990.00</b>	<b>299,000.00</b>	<b>308,000.00</b>
<b>PUBLIC WORKS</b>					
5020-11	Contract Services - Polaris	2,060.00	507.50	13,000.00	10,000.00
5020-11	Harris - Storm Water	55,063.50	8,670.00	45,000.00	45,000.00
5020-11	Harris - Engineering	0.00	64,656.25	170,000.00	170,000.00
5025-11	Dues and Publications	342.00	570.00	600.00	600.00
5027-11	Permits & Licenses	3,871.50	2,847.00	4,000.00	4,000.00
5028-11	Pest Control	730.00	520.00	800.00	800.00
5040-11	Salaries	215,953.53	166,100.13	221,500.00	229,900.00
5042-11	Cash Outs - PTO Accruals	3,240.37		4,000.00	4,000.00
5055-11	Overtime Paid	1,081.36	1,191.72	3,000.00	2,500.00
5060-11	Long Term Disability	1,780.68	1,335.51	1,800.00	1,800.00
5065-11	Dental	5,477.04	3,954.22	5,500.00	4,600.00
5066-11	Vision	838.68	611.11	900.00	800.00
5067-11	Life Insurance	486.00	364.50	500.00	600.00
5070-11	Health Benefits	56,875.40	41,148.90	57,000.00	50,700.00
5073-11	Pers Retirement EE	17,801.35	12,191.14	16,400.00	16,500.00
5075-11	Pers Retirement	27,901.52	20,520.66	32,400.00	36,800.00
5078-11	PERS Survivor Benefits	340.80		105.00	170.00
5079-11	Deferred Comp	2,400.00	1,600.00	2,400.00	2,400.00
5080-11	FICA/Medicare	3,769.61	2,904.99	4,000.00	4,000.00
5085-11	CA SUI	356.99	357.00	400.00	400.00
5095-11	Training/Conferences	524.92	511.03	1,000.00	1,000.00
5137-11	GASB 68 - Unfunded Liability	53,167.03	52,443.44	52,500.00	61,700.00
5423-11	Iworq	0.00	6,800.00	6,800.00	6,800.00
5425-11	IT Support	840.00	546.00	1,000.00	1,000.00
5720-11	Auto Maintenance - P/W Vehicles	10,858.76	1,337.59	7,000.00	7,500.00
5795-11	PW Uniform Maintenance/Purchase	2,440.53	1,124.30	2,500.00	2,500.00
5820-11	Interceptor Vault Maintenance	8,800.00	4,400.00	4,400.00	8,800.00
5820-11	Storm Water 3 Year Sediment Removal	0.00		0.00	37,000.00
5845-11	Hope Program	60,030.68	42,575.20	60,000.00	75,000.00
5855-11	Street Lighting	10,703.83	5,960.06	10,000.00	10,000.00
5860-11	Street Work/Sidewalk Maintenance	4,813.51	1,619.86	7,000.00	7,500.00
5861-11	Adopt A Highway	3,540.00	2,655.00	3,600.00	3,600.00
5865-11	Flags/Banners	6,730.22	907.80	6,500.00	6,500.00
5884-11	PW Trailer Security	1,019.40	491.12	1,300.00	1,300.00
5885-11	PW Supplies	3,473.13	4,288.36	5,000.00	5,000.00
5888-11	Equipment Rental	1,288.00	807.60	3,500.00	3,000.00
5889-11	Mtry 1 Water - Stormwater/Trash Amen	19,061.95	23,015.81	23,500.00	25,000.00
5898-11	Street Signs	3,994.92	685.89	3,500.00	5,000.00
5925-11	Liability Premium	7,471.90	7,925.50	7,950.00	8,000.00
5935-11	Equipment Maintenance	792.93	95.28	1,500.00	1,500.00
5936-11	Storage/Engineer Files	0.00	1,157.69	2,000.00	2,700.00
5945-11	P/W Phones	4,147.32	2,270.71	3,500.00	3,500.00
5961-11	Refuse Fees	7,090.14	4,834.40	8,000.00	8,000.00
5963-11	Irrigation/Landscaping	139.83	1,439.68	2,500.00	2,500.00
5965-11	Worker's Comp Premium	113,631.62	113,580.82	113,600.00	115,000.00
5970-11	Equipment Purchase	5,706.63	2,681.51	6,000.00	7,500.00
5985-11	Exercise	1,180.00	1,080.00	1,500.00	1,500.00
5998-11	Internet	1,051.30	1,006.15	1,100.00	1,100.00
6620-11	Street Sweeper Lease - Principal	16,165.31	40,503.08	40,500.00	0.00
6621-11	Street Sweeper Lease - Interest	2,100.85	3,366.07	3,400.00	0.00
<b>SUB TOTAL PUBLIC WORKS</b>		<b>751,135.04</b>	<b>660,160.58</b>	<b>973,955.00</b>	<b>1,005,070.00</b>

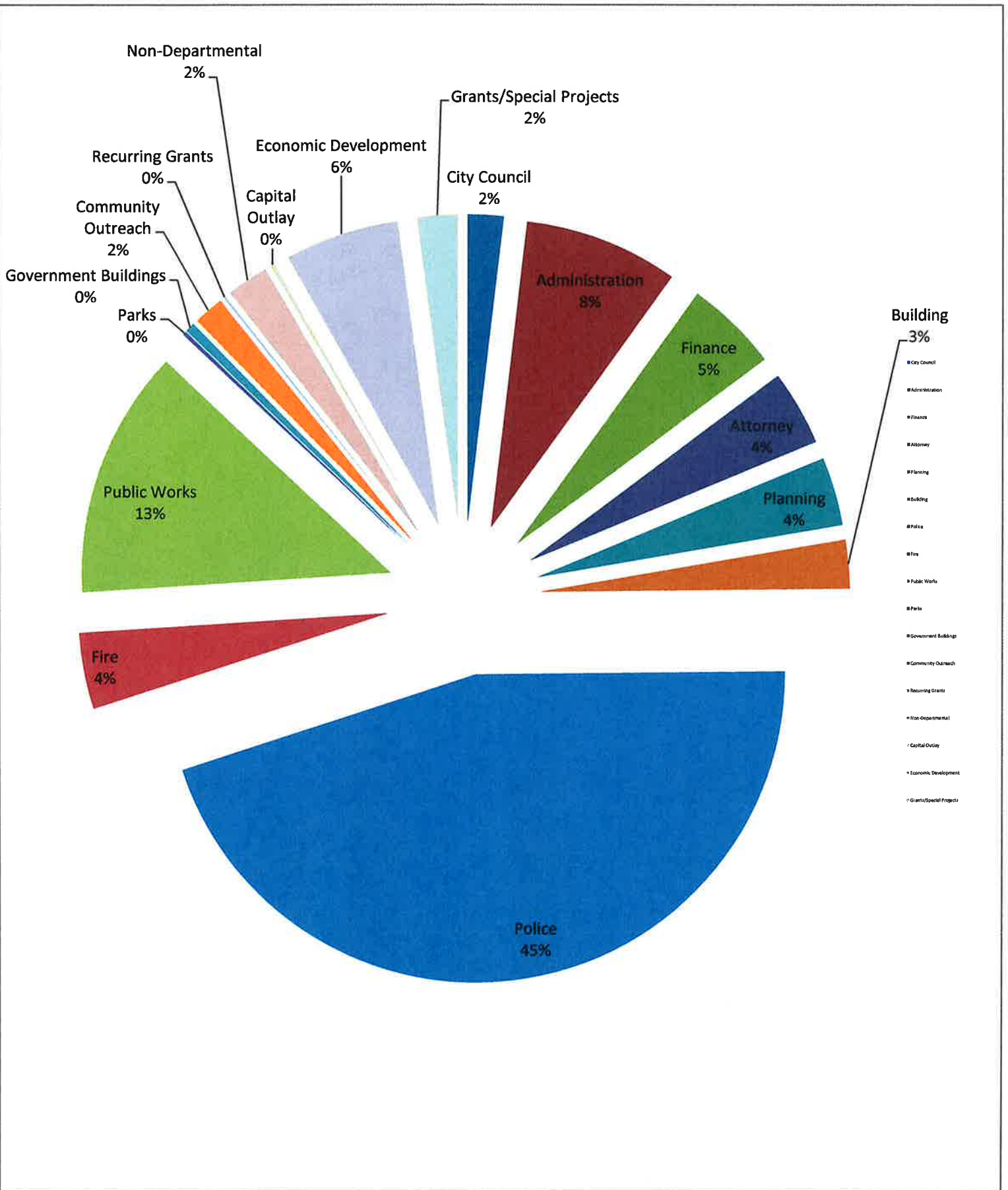
**Proposed City FY 20-21  
Expenditures**

<b>ACCOUNT NUMBER</b>	<b>Description</b>	<b>Actual Expenses FY 18-19</b>	<b>Actual Expenses thru 3/31/20 FY 19-20</b>	<b>Adopted Amend #2 Budget FY 19-20</b>	<b>Proposed Budget FY 20-21</b>
<b>PARKS</b>					
5020-12	Contract Services - Arborist	2,700.00	3,500.00	3,500.00	3,000.00
5122-12	Beach Clean Up	561.08	303.23	500.00	500.00
5630-12	Parks Maintenance	0.00		1,500.00	0.00
5881-12	Parks Supplies	8,024.70	2,158.61	4,000.00	5,000.00
5935-12	Parks Equip. Maintenance	0.00	41.11	1,000.00	1,000.00
5970-12	Parks Equip. Purchase	264.25	126.64	3,000.00	5,000.00
	<b>SUB TOTAL PARKS</b>	<b>11,550.03</b>	<b>6,129.59</b>	<b>13,500.00</b>	<b>14,500.00</b>
<b>GOVERNMENT BUILDINGS &amp; FACILITIES</b>					
5884-15	Security	1,938.52	1,476.91	2,200.00	2,200.00
5915-15	Fire/Bldg/Auto Insurance	17,259.00	18,286.00	18,500.00	20,000.00
5940-15	Government Building Supplies	99.15	1,295.78	2,000.00	0.00
6020-15	Maintenance & Repair	12,082.88	8,321.28	15,000.00	15,000.00
	<b>SUB TOTAL GOVERNMENT BUILDINGS</b>	<b>31,379.55</b>	<b>29,379.97</b>	<b>37,700.00</b>	<b>37,200.00</b>
<b>COMMUNITY OUTREACH</b>					
5004-18	West End Celebration	94,608.72	79,480.94	85,000.00	80,000.00
5873-18	Bike Trail Electric	3,299.20	2,308.50	3,500.00	3,500.00
5905-18	City Events	35,783.30	15,926.96	20,000.00	20,000.00
5920-18	Advertising -" Coop "-Newspaper	13,988.00	9,684.00	14,000.00	14,000.00
6020-18	Maint - Bike Trails/Community Garden	23,756.65	3,567.34	7,000.00	5,000.00
	<b>SUB TOTAL COMM. OUTREACH</b>	<b>171,435.87</b>	<b>110,967.74</b>	<b>129,500.00</b>	<b>122,500.00</b>
<b>GRANTS</b>					
5733-00	Recycling Grant	5,000.00	5,000.00	5,000.00	5,000.00
5736-08	Bulletproof Vest Grant	2,657.56		1,000.00	2,200.00
6362-00	CSA 74 EMS Grant	7,390.41	777.89	2,500.00	2,500.00
	<b>SUB TOTAL</b>	<b>15,047.97</b>	<b>5,777.89</b>	<b>8,500.00</b>	<b>9,700.00</b>
	<b>SUB TOTAL FOR RECURRING</b>	<b>6,159,732.28</b>	<b>5,042,520.31</b>	<b>6,800,460.00</b>	<b>7,050,320.00</b>

Proposed City FY 20-21  
Expenditures

ACCOUNT NUMBER	Description	Actual Expenses FY 18-19	Actual Expenses thru 3/31/20 FY 19-20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>ECONOMIC DEVELOPMENT</b>					
New # - 18	Façade Program			30,000.00	30,000.00
New # - 18	Public Art Program			50,000.00	50,000.00
6420-00	S of Tioga Reimbursable Expense		130,081.67	150,000.00	150,000.00
6421-00	S of Tioga Plan Check Fees				81,800.00
6422-00	S of Tioga Building Inspections				146,800.00
<b>SUB TOTAL ECONOMIC DEVELOPMENT</b>		<b>0.00</b>	<b>130,081.67</b>	<b>230,000.00</b>	<b>458,600.00</b>
<b>SPECIAL PROJECTS</b>					
5020-05	EMC - Parking Study			18,500.00	18,500.00
5020-12	Habitat Preserves/Edgewater			0.00	5,000.00
5020-18	Community Center Study			0.00	0.00
<b>SUB TOTAL SPECIAL PROJECTS</b>		<b>0.00</b>	<b>0.00</b>	<b>18,500.00</b>	<b>23,500.00</b>
<b>GRANTS</b>					
New # - 12	Calabrese Park CDBG Grant	6,778.00		60,000.00	30,000.00
5010-12	Prop 68 Calbrese Park	6,210.00	8,129.04	8,150.00	0.00
	Prop 1 IRWM Grant				
	CalTrans Sustainable Grant/Matching			6,300.00	12,900.00
	CalTrans Sustainable Grant/Reimb			48,690.00	99,200.00
5732-00	FEMA Grant/Bay Street	10,986.00		125,000.00	0.00
<b>SUBTOTAL GRANTS</b>		<b>23,974.00</b>	<b>8,129.04</b>	<b>248,140.00</b>	<b>142,100.00</b>
<b>TOTAL SPECIAL PROJECTS/GRANTS</b>		<b>23,974.00</b>	<b>138,210.71</b>	<b>496,640.00</b>	<b>624,200.00</b>
<b>GRAND TOTAL OPERATING EXPENSES</b>		<b>6,183,706.28</b>	<b>5,180,731.02</b>	<b>7,297,100.00</b>	<b>7,674,520.00</b>
<b>CAPITAL OUTLAY</b>					
5010-02	ECS Imaging - Laserfiche Software			0.00	0.00
5010-00	Exchange Server/Installation			0.00	17,000.00
5010-11	Street Sweeper			0.00	0.00
5010-20	West End Stormwater/Contra Costa			20,000.00	0.00
5010-20	West End Stormwater/Catalina			20,000.00	0.00
5010-00	City Hall Electrical Upgrades			100,000.00	0.00
5010-20	Desal Wells CIP		7,877.50	20,000.00	0.00
5010-00	Firewall - City Hall		8,372.05	8,400.00	0.00
5010-08	Firewall - Police		8,372.05	8,400.00	0.00
<b>SUBTOTAL CAPITAL OUTLAY</b>		<b>0.00</b>	<b>24,621.60</b>	<b>176,800.00</b>	<b>17,000.00</b>
<b>GRAND TOTAL EXPENSES</b>		<b>6,183,706.28</b>	<b>5,205,352.62</b>	<b>7,473,900.00</b>	<b>7,691,520.00</b>

# FY 2017-2018 Proposed Expenses





**Budget Summary**  
**City Expenditures**

Description	Actuals FY 18-19	FY 19-20 Actuals thru 3/31/20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>RECURRING EXPENSES</b>				
City Council	167,084.00	103,638.03	134,320.00	143,320.00
Administration	654,540.81	518,201.00	697,510.00	615,870.00
Finance	476,035.81	394,123.92	540,655.00	374,860.00
Attorney	180,180.95	199,506.78	306,200.00	301,800.00
Planning	356,944.29	192,341.83	263,350.00	276,000.00
Building	4,796.73	13,562.18	35,000.00	197,450.00
Police	2,924,131.58	2,412,503.46	3,196,770.00	3,474,150.00
Fire	288,880.00	298,990.00	299,000.00	308,000.00
Public Works	751,135.04	660,160.58	973,955.00	1,005,070.00
Parks	11,550.03	6,129.59	13,500.00	14,500.00
Government Buildings	31,379.55	29,379.97	37,700.00	37,200.00
Community Outreach	171,435.87	110,967.74	129,500.00	122,500.00
Recurring Grants	15,047.97	5,777.89	8,500.00	9,700.00
Non-Departmental	126,589.65	97,237.34	164,500.00	169,900.00
<b>SUBTOTAL FOR RECURRING EXPENSES</b>	<b>6,159,732.28</b>	<b>5,042,520.31</b>	<b>6,800,460.00</b>	<b>7,050,320.00</b>
<b>OTHER EXPENSES</b>				
Capital Outlay	0.00	24,621.60	176,800.00	17,000.00
Economic Development	0.00	130,081.67	230,000.00	458,600.00
Grants/Special Projects	23,974.00	8,129.04	266,640.00	165,600.00
<b>SUBTOTAL OTHER EXPENSES</b>	<b>23,974.00</b>	<b>162,832.31</b>	<b>673,440.00</b>	<b>641,200.00</b>
<b>TOTAL EXPENSES</b>	<b>6,183,706.28</b>	<b>5,205,352.62</b>	<b>7,473,900.00</b>	<b>7,691,520.00</b>

**CITY SUMMARY**

Description	Actuals FY 18-19	FY 19-20 Actuals thru 3/31/20	Adopted Amend #2 Budget FY 19-20	Proposed Budget FY 20-21
<b>Total City Revenues</b>	<b>7,835,863.10</b>	<b>4,437,734.08</b>	<b>7,682,775.00</b>	<b>8,039,720.00</b>
<b>Total City Expenditures</b>	<b>6,183,706.28</b>	<b>5,205,352.62</b>	<b>7,473,900.00</b>	<b>7,691,520.00</b>
<b>DIFFERENCE</b>	<b>1,652,156.82</b>	<b>-767,618.54</b>	<b>208,875.00</b>	<b>348,200.00</b>
Revenues for Recurring Operatior	7,835,863.10	4,300,679.65	7,424,075.00	7,529,720.00
Expenditures for Recurring Oper	6,159,732.28	5,042,520.31	6,800,460.00	7,050,320.00
<b>SUB TOTAL</b>	<b>1,676,130.82</b>	<b>-741,840.66</b>	<b>623,615.00</b>	<b>479,400.00</b>
Special Project Revenues	0.00	137,054.43	258,700.00	510,000.00
Special Expenditures	23,974.00	162,832.31	673,440.00	641,200.00
<b>SUB TOTAL</b>	<b>-23,974.00</b>	<b>-25,777.88</b>	<b>-414,740.00</b>	<b>-131,200.00</b>

## **Budget/Personnel Committee**

### **AGENDA ITEM**

**4c**



# City of Sand City

Agenda  
Item  
4c

## Staff Memo

**TO:** Budget and Personnel Committee Members  
**FROM:** Aaron Blair, City Manager  
**DATE:** May 18, 2020  
**SUBJECT:** Discussion on 2020/2021 Capital Improvement Plan (CIP) for Sand City

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### Discussion:

Below are the items from the 5-year CIP that this committee and City Council reviewed in 2019 for the fiscal year 2020/2021. Prioritized items will be considered for funding by this committee and Council at a future date if and when funding is available. If the committee would like to add additional projects to the list it may do so. Obviously, with limited funding we cannot approve everything on the CIP wish list.

#### **Public Works Building \$125,000**

Construct new 2-story steel building to house equipment, frame offices on 2nd floor, and provide paved parking area at existing PW corporation yard

#### **Community Center \$25,000**

Study/analysis to determine the feasibility of a community center

#### **West End Stormwater Improvement Project - Contra Costa St. \$118,450**

TIED TO GRANT FUNDING. Green Street/Complete Street Reconstruction of major collector

#### **West End Stormwater Improvement Project - Catalina St. \$240,000**

TIED TO GRANT FUNDING. Green Street/Complete Street Reconstruction of minor collector

#### **Carroll Property Repurpose \$51,500**

Improve existing building and parking lot.

#### **Pavement Management Program (PMP) \$386,250**

Establish a PMP to guide/direct short and long-term rehabilitation and maintenance of existing streets built upon the regional PMP effort established by TAMC and their consultant, NCE.

**Parking Plan      \$18,500**

CURRENTLY UNDERWAY & PART OF THE 2019/20 CIP. CONTRACT HAS BEEN SPLIT OVER BUDGET YEARS. Study/analysis to determine the feasibility of increasing parking w/in city.

**Habitat Preserves at Commercial Shopping Center      \$15,000**

Rehabilitation of existing habitat preserve areas behind the Edgewater Shopping Center.

**Facade Program      \$50,000**

Economic Development. Assistance to business and property owners for exterior facade improvements.

**Public Art Program      \$50,000**

Economic Development. Sponsorship or Grant program

**Patrol Vehicles      \$50,000**

Purchase vehicles for police dept. use.

**Street Sweeper      \$40,000**

Purchase used street sweeper to replace existing sweeper.

**Dump Truck      \$75,000**

Purchase large capacity dump truck to replace worn Ford F350 1-ton truck.

**CEQA:** This action does not constitute a "project" as defined by the California Environmental Quality Act (CEQA) guidelines section 15378.

**Fiscal Impact:**

There is no fiscal impact associated with the discussion of priorities. Prioritized items will be considered for funding by Council at a future date if and when funding is available.

**Recommendation:**

My recommendation would be that anything tied to a grant, life safety, and/or economic development should rise to the top. Identified CIP priorities to be forwarded to Council for discussion, and to be included on the 2020/2021 fiscal year budget.

## **Budget/Personnel Committee**

### **AGENDA ITEM**

**4d**

CONFIDENTIAL  
City Manager Performance Evaluation

**Summary**

As provided in the City Manager's employment agreement, City Council will evaluate the City Manager after his first six months of service.

The purpose of the evaluation process by the City Council is to maintain a strong Council/Manager team by ensuring open and productive communication in a formal way. During the formal review process, there is an opportunity to identify areas of satisfaction and items needing change or improvement as identified by the Council.

The [redacted] is the facilitator for this process, and will gather Council input from each member, then compile them into a comprehensive format for the review discussion. The discussion will be conducted in a closed-door personnel session during the next regularly scheduled City Council meeting.

Attached is a form designed to gather Council input. Please utilize this form to rate the City Manager in the areas provided. You may also provide narrative comments, and/or additional information to be considered that is not captured in the format provided. Please submit all information to [redacted] by the end of the day on [redacted], 2020.

## Rating Criteria

For each performance criteria, please use the following rating scale:

- E – Exceeds your expectations.
- M – Meets your expectations.
- NI – Needs Improvement or attention.

### Communication Skills:

- \_\_\_\_\_ Verbal Communication Skills – Good command of oral expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects.
- \_\_\_\_\_ Written Communication Skills – Good command of written expression; expresses ideas clearly and concisely; easily comprehends ideas expressed by others; able to explain and understand difficult and complex subjects through written media.
- \_\_\_\_\_ Presentation Skills – Is able to prepare and present quality presentations using a variety of tools and media; presentations are effective and visually appealing.

### Interpersonal Skills/Relationships:

- \_\_\_\_\_ Ability to relate well to others, makes people feel at ease, even in difficult situations.
- \_\_\_\_\_ Is able to gain the trust and confidence of the public; fosters contact and cooperation amongst citizens and community organizations.
- \_\_\_\_\_ Fosters cooperative communication and working relationships with Council.
- \_\_\_\_\_ Has the ability to utilize appropriate media for communication – such as PowerPoints, group interaction, individual meetings.
- \_\_\_\_\_ Demonstrates sensitivity to individuals/groups as appropriate.
- \_\_\_\_\_ Is forthright and honest in all relationships.



Leadership:

- \_\_\_\_\_ Supports and manages City business in accordance with identified City Values and Mission.
- \_\_\_\_\_ To the best of Council's knowledge, provides City staff with appropriate direction and management.
- \_\_\_\_\_ Uses sound judgment in decision making; seeks out all relevant and necessary data, makes decisions in a timely manner.
- \_\_\_\_\_ Directs utilization of City resources effectively.
- \_\_\_\_\_ Directs the City's Customer Service interactions, both internally and externally.
- \_\_\_\_\_ Crises and/or emergencies are handled in an effective, efficient, and professional manner.
- \_\_\_\_\_ Stays current on management practices and techniques.
- \_\_\_\_\_ Actively pursues ways to increase his value to the City.
- \_\_\_\_\_ Consistently supports re-engineering efforts city-wide.

Planning:

- \_\_\_\_\_ Participates with Council and Staff in strategic planning.
- \_\_\_\_\_ Exhibits a forward-thinking approach, both in the short- and long- term.
- \_\_\_\_\_ Utilizes effective project management techniques.
- \_\_\_\_\_ Sets objectives for performance and manages toward those objectives.
- \_\_\_\_\_ Completes projects agreed upon with Council within the given time frame.

Management/Staff

- \_\_\_\_\_ Able to delegate authority, granting proper authority at the proper times; good judge of when and when not to delegate.
- \_\_\_\_\_ Utilizes a positive approach to direct work efforts of staff.

\_\_\_\_\_ Addresses employee issues promptly and effectively, utilizing progressive discipline.

\_\_\_\_\_ Encourages and rewards initiative.

\_\_\_\_\_ Promotes cohesive teamwork with the City Department Heads.

**Comments:**

In a brief narrative, please describe:

What you are most pleased with in the City Manager's performance.

What areas would you like to see improvement in? Please provide specific suggestions on how the City Manager may improve the areas of concern.

Goals for 2020-2021

# CONFIDENTIAL

## City Manager Evaluation

Please rate the city manager using the following scale:

<u>Rating</u>	<u>Description</u>
1	Unacceptable - Unsatisfactory performance
2	Conditional - Requires Improvement
3	Satisfactory - Meets Council expectations
4	Exceptional - Generally exceeds Councils expectations
5	Outstanding - Substantially exceeds Councils expectations

Please return your evaluation form to the [Mayor] by \_\_\_\_\_, 2020 so that she can compile the responses into a comprehensive format for the review discussion.

Supervision		
Does the City Manager maintain a standard of respect for department head's ability and encourage their initiative? Does he challenge them to perform at their highest level?	Rating	Comments:

Leadership		
Does the city manager inspire others to succeed? Does he actively promote efficiency in operations? Does he demonstrate a high regard for personal ethics?	Rating	Comments:

Execution of Policy		
Does he understand the laws and ordinances of the city and cause them to be fairly enforced?	Rating	Comments:

Community Relations		
Does the city manager work well with citizens and properly handle their complaints?	Rating	Comments:

<b>Administrative Duties</b>		
Does the city manager properly handle his administrative duties?	Rating	Comments:

<b>Economic Development</b>		
Does the city manager work well with developers while protecting the city's interest? Does he work to increase the city's tax base through economic development?	Rating	Comments:

<b>Intergovernmental Relations</b>		
Does the city manager cooperate cordially with neighboring communities and citizens while looking after the interests of Sand City?	Rating	Comments:

<b>City Council Relations</b>		
Does the city manager work well with the city council in making sure there is adequate information available prior to meetings? Is he willing to meet with council members to deal with individual problems and issues?	Rating	Comments:

<b>Planning</b>		
Does the city manager involve himself in the planning process to the correct degree? Does he review the process and look for better ways to handle development activities?	Rating	Comments:

Financial Management / Budget		
<p>Does the city manager ensure the budget is prepared and executed in the manner approved by the city council? Does he ensure the city's monies are managed properly?</p>	Rating	Comments:

Additional Comments:

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Name of Rater: \_\_\_\_\_

Date: \_\_\_\_\_