

FISCAL YEAR 2020- 2021 BUDGET



FY 20-21

City of Sand City

Mary Ann Carbone, Mayor

Jerry Blackwelder, Vice Mayor

Kim Cruz, Councilmember

Greg Hawthorne, Councilmember

Elizabeth Sofer, Councilmember

Aaron Blair, City Manager

TABLE OF CONTENTS

INTRODUCTION	2
City Manager’s Message.....	2
Revenues.....	5
Expenditures	8
OPERATING BUDGET	11
City Council.....	11
City Attorney.....	12
Administration	15
Finance.....	18
Non-Departmental.....	20
Community Development.....	24
Public Works	32
Public Safety	40
Police.....	40
Fire	43
Community Outreach.....	43
Government Buildings	44
Parks	45
CAPITAL IMPROVEMENT PLAN.....	46
GRANTS	47
FUNDS	52
APPROPRIATIONS LIMIT	54
BUDGET SCHEDULE	55

Fiscal Year 2020-2021 Budget

CITY OF SAND CITY

INTRODUCTION

City Manager's Message

Honorable Mayor, City Council, and Residents of Sand City,

The proposed budget for Fiscal Year (FY) 2020-21 is presented in an acutely uncertain moment in the world. The year ahead is very difficult to plan. With that in mind, the proposed budget communicates what we think is the most fiscally responsible approach to funding operations and capital investments to best serve the Sand City community.

The FY 2020-2021 Budget development assumes a recessionary impact from COVID-19. The forecast models sales tax impacts based on the analysis of previous recessions plus a review of industry, economist and news reports. The Forecast assumes the 'shelter in place' will continue until the end of July 2020, and consumers will be cautious about spending and travel for the rest of the year. Potentially we may see a negative impact to our sales and use tax revenue for at least the remainder of 2020 due to the Governors executive order on delayed sales and use tax payments for some businesses.

Despite volatile revenue projections due to the ongoing limited closure of the local economy, Staff has proposed a balanced and fiscally responsible budget for FY 2020-2021 that takes into account all information available in this uncertain time. You will see that the anticipated revenues and the anticipated expenditures are such that we will have an operating reserve around \$269,120. This reserve is available for operating contingencies driven by continued COVID-19 impacts, capital improvements, or services changes.

We will continue to monitor the impacts of COVID-19 on revenues and expenditures, and any additional modifications that may need to be made based on new available information. I believe that the proposed FY 2020-2021 budget and CIP does the following;

- Remains fiscally responsible during challenging times
- Maintains a safe and healthy community
- Enhances economic vitality
- Delivers exceptional City services
- Invests in well-planned infrastructure and growth

For FY 2020-2021, the service levels extended to our residents will remain fairly consistent with prior years, continues to focus on public safety, and support strategic investment into infrastructure and economic development.

Staffing and Consultants

In FY 2019-2020 no positions were added, but there were changes in personnel including an interim and then permanent City Manager, and the retirement of the Director of Administrative Services. Currently the City has 19 Full-time employees within the following departments; Administration, Finance, Clerk, Planning, Public Safety, and Public Works. The City utilizes Consultants and Contract Labor in several areas for assistance in lieu of permanent additions to the payroll such as legal, engineering, and information technology. Due to COVID-19 revenue uncertainties, a hiring freeze for new employees will remain in place.

I am confident by working together with our community, Council, and committed staff, we will capitalize on opportunities and mitigate challenges, positioning Sand City to effectively deal with the changes that come in the years ahead. We look forward to providing visionary leadership that assures a safe, healthy and economically vibrant community.

Capital improvement plan (CIP) FY 2020-2021

In FY 2019-2020 several important steps were taken to modernize and digitize our organizational infrastructure like our website, records management, asset management, digital payment system, remote meeting access, and digital agenda packets. We continue to look for opportunities to improve not only our organization infrastructure, but our overall infrastructure for the City.

Obviously with limited funding we cannot approve everything on the CIP wish list without some erosion of the strategic unobligated reserve. Our priorities for the FY 2020-2021 are to fund items tied to grant funding, that spur economic development, or that considered a life safety issue. Below is the list of items from the 5-year CIP for the FY 2020-2021 that the Council recommended if and when funding is available within our current revenue stream;

1. West End Stormwater Improvement Project - Contra Costa St. \$240,000 (Grant)
2. West End Stormwater Improvement Project - Catalina St. \$110,000 (Grant)
3. Pavement Management Program (PMP) \$TBD (Match Measure X)
4. Street Sweeper \$40,000
5. Habitat Preserves at Commercial Shopping Center \$15,000
6. Carroll Property Repurpose \$50,000
7. Public Works Building \$80,000
8. Public Art Program \$50,000
9. Facade Program \$50,000
10. Patrol Vehicles \$50,000
11. Dump Truck \$75,000

Total 2020/21 CIP: \$795,000

Moving Forward

In light of the economic reality imposed by COVID-19, staff will continue to look for opportunities to reduce expenses without impacting the level of service provided. We will continue to look for opportunities to increase revenues including a voter dependent increase in the sales tax, the successful development of the South of Tioga project, and the continued investment into the West End and various infill projects.

Lastly, I would like to thank the City Council for their leadership, insight and support. Their guidance allows the City to operate beneath a fiscally responsible spending plan that reflects thoughtful goals, and most importantly, provides funding for municipal services that positively benefit the community.

Respectfully submitted,

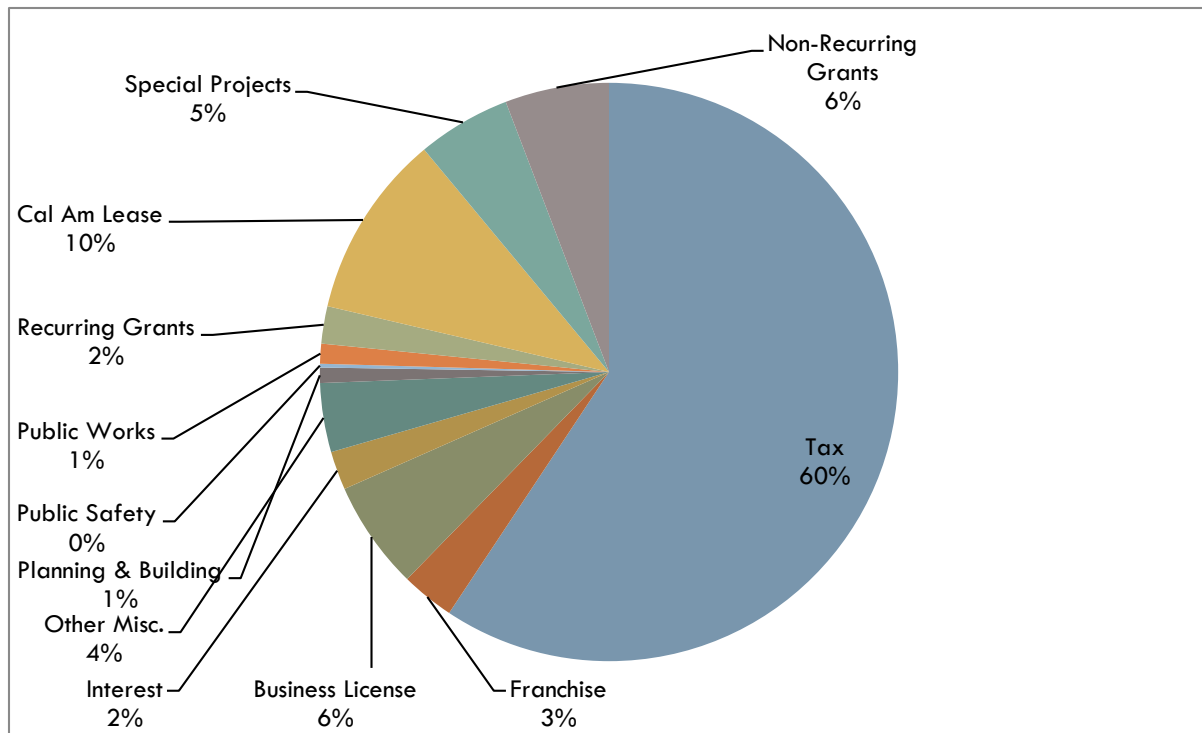


Aaron Blair

City Manager
City of Sand City, CA

Revenues

The Fiscal Year Proposed Budget includes \$7,336,020 in recurring revenue and \$8,246,020 in total revenue. As illustrated in the chart below, the major source of revenue is tax revenue at 60%.



Recurring Revenue

Tax Revenue, at a proposed amount of \$7,336,020 for Fiscal Year 2020-2021 consists of property taxes, utility users taxes, sales and use taxes, and transaction taxes, among others.

Franchise Revenue is a five percent (5%) fee on those who provide garbage, electric, gas, and cable services. In Sand City these are Greenwaste, Pacific Gas and Electric Company, and Comcast.

Business License Revenue accumulates from the fee for business license applications and renewals for all businesses located in Sand City and all businesses providing supplies or services in Sand City.

Interest Revenue stems from various bank accounts, Certificates of Deposit, and investment accounts.

Other Miscellaneous Revenue encompasses all items that do not fall into the other categories such as impact, mitigation fees, copies of documents, and West End Celebration revenue for donations and exhibitor fees.

Departmental Revenue is revenue that is created from the departments of Planning, Public Safety, and Public Works. Planning revenue (\$14,550) comes from the fees associated with building permits, coastal development permits, conditional use permits, temporary conditional use permits, site permits, design review, plan check, and parking permits. Public Safety (\$17,420) revenue arises from City fines, parking violation fines, motor vehicle fines, State allocated funding, dog licensing, asset forfeiture, unclaimed property, and police reports. Public Works (\$147,800) revenue derives from building development fees, engineer fees; a combination of taxes, State allocated funding, and California code fines.

Recurring Grants includes the Department of Justice Community Oriented Policing Services (COPS) grant, the Bureau of Justice Assistance Bulletproof Vest Partnership (BVP) grant, the California Department of Resources Recycling and Recovery (CalRecycle) grant, the Monterey Bay Area Insurance Authority (MBASIA) Safety and Fitness grant, and County Service Agreement (CSA) 74 funds acquired through the Monterey County Emergency Medical Services (EMC) Agency.

The *California American Water (CalAm) Lease* was entered into in 2009 as an amended and restated lease agreement whereby CalAm leases and operates the desalination facility plant. CalAm will hold the lease property for a term of thirty (30) years. At June 30, 2020, leased property carried at cost is as follows:

Building	\$	8,065,207
Equipment		<u>1,835,430</u>
		9,900,637
Accumulated Depreciation		<u>3,949,043</u>
Net Property under Operating Lease	\$	<u>5,951,594</u>

The depreciation expense relating to the facility was \$293,401.48 for the year ended June 30, 2020.

The minimum future rental under the lease as of June 30, 2019 is \$850,000 per year through Fiscal Year 2022-2023.

Non-Recurring Revenue

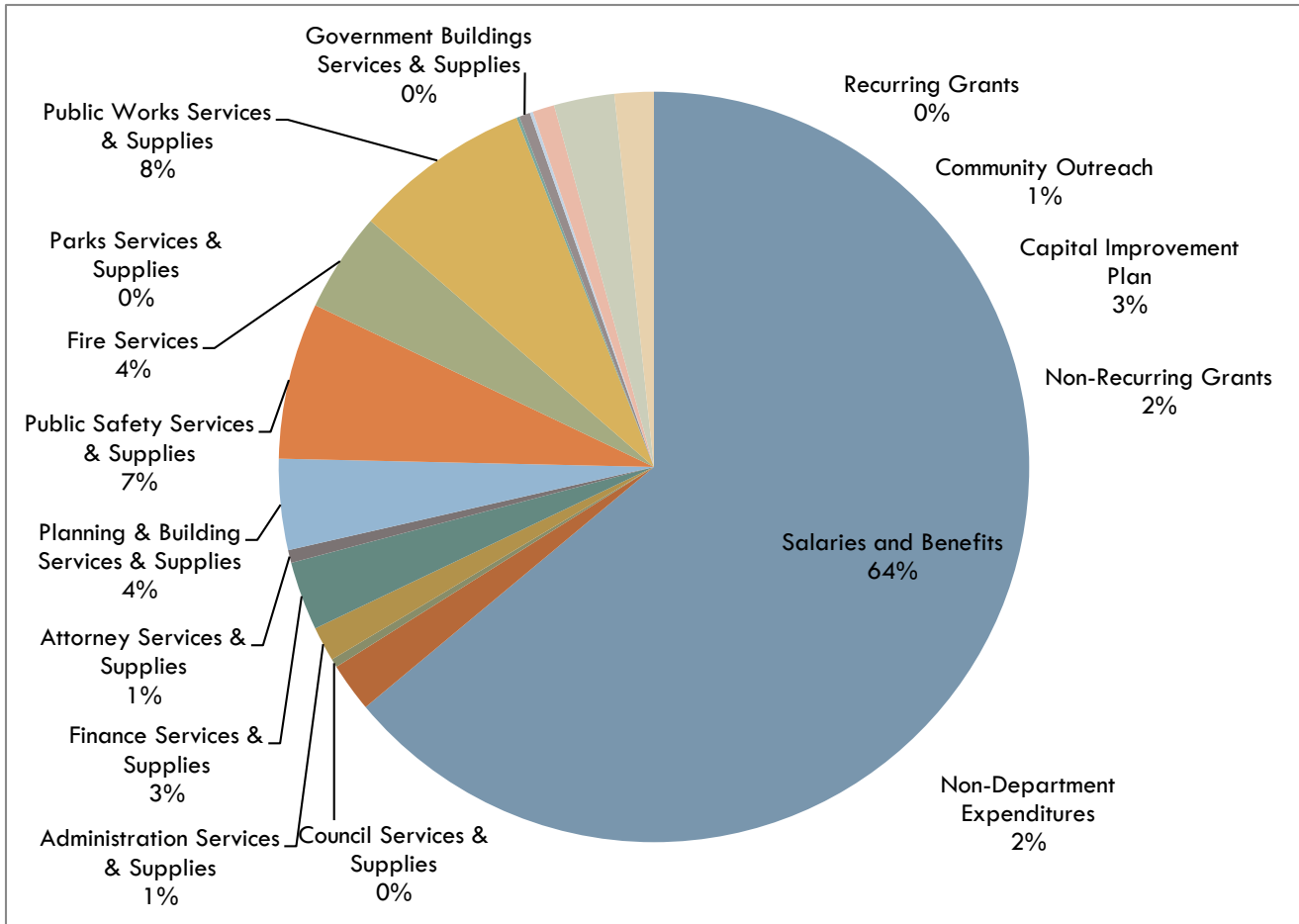
The *Developer Agreements* line item refers to reimbursement agreements for repaying project fees, typically engineering and planning costs.

Non-Recurring Grants Revenue includes a Federal Emergency Management Agency (FEMA) grant, a Community Development Block Grant (CDBG), and the California Department of Transportation (CalTrans), Division of Transportation and Planning, Sustainable Communities grant.

Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Recurring Revenues			
Tax Revenue	5,001,600.00	3,820,722.50	4,891,750.00
Franchise Revenue	95,400.00	201,027.84	245,400.00
Business License Revenue	502,200.00	499,440.56	501,000.00
Interest Revenue	178,100.00	140,873.49	178,100.00
Other Misc. Revenue	348,605.00	323,708.30	317,900.00
Planning & Building Revenue	83,000.00	72,535.96	70,550.00
Public Safety Revenue	22,520.00	18,252.59	17,420.00
Public Works Revenue	106,200.00	96,269.09	91,800.00
Recurring Grants	184,200.00	156,668.04	172,100.00
Cal Am Lease	850,000.00	0.00	850,000.00
Recurring Revenues Subtotal	7,371,825.00	5,329,498.37	7,336,020.00
Non-Recurring Revenue			
Special Projects Revenues	213,200.00	146,424.43	430,800.00
Non-Recurring Grants Revenue	108,700.00	876.54	479,200.00
Non-Recurring Revenues Subtotal	321,900.00	147,300.97	910,000.00
Total Revenue	7,693,725.00	5,476,799.34	8,246,020.00

Expenditures

The Fiscal Year Proposed Budget includes \$6,875,700 in recurring expenditures and totals \$7,926,900. The largest expenditure is on salaries and benefits (\$4,593,970).



Recurring Expenditures

Salaries and Benefits totaling \$4,593,970 include the compensation of all staff including City Council, Administration, Finance, City Attorney, Planning, Police, and Public Works. This covers salaries, retirement benefits, health benefits, Social Security, Medicare, dental and vision benefits, deferred compensation, auto allowances, fitness benefits, liability insurance, and workers compensation.

Non-Department Expenditures is comprised off expenses utilized citywide. This covers expenses for memberships, municipal code updates, committees, health benefit surcharges, LAFCO, donations and contributions, advertising, office supplies, telephones, physical exams and vaccinations, and utilities.

Departmental Expenditures include the services and supplies expenses of all staff including City Council, Administration, Finance, City Attorney, Planning, Police, and Public Works. This contains dues and subscriptions, training and conferences, elections, the unfunded retirement liability, telephones, equipment, contract services, appraisals, IT support, audits, legal advertising, permits, pest control, street lighting, flags and banners, street signs, trash fees, irrigation and landscaping, among many others.

Recurring Grants includes expenses for the Bureau of Justice Assistance Bulletproof Vest Partnership (BVP) grant, the California Department of Resources Recycling and Recovery (CalRecycle) grant, and County Service Agreement (CSA) 74 funds acquired through the Monterey County Emergency Medical Services (EMC) Agency.

Community Outreach describes expenses for the West End Celebration event, contract services for the community garden, electricity on the recreation trail, miscellaneous City events, advertising to subsidize a page in the Monterey County Weekly, maintenance for the recreation trail and the community garden, and City Council outreach.

Non-Recurring Expenditures

The *Developer Agreements* line item refers to reimbursable project fees, typically engineering and planning costs.

Non-Recurring Grants includes a Federal Emergency Management Agency (FEMA) grant and the California Department of Transportation (CalTrans), Division of Transportation and Planning, Sustainable Communities grant.

Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Recurring Expenditures			
Salaries and Benefits	4,698,260.00	4,142,156.45	4,593,970.00
Non-Department Expenditures	164,300.00	123,550.30	151,600.00
Council Services & Supplies	25,250.00	18,733.85	26,200.00
Administration Services & Supplies	131,000.00	128,579.90	107,530.00
Finance Services & Supplies	227,600.00	176,391.94	213,000.00
Attorney Services & Supplies	64,400.00	53,925.65	39,800.00
Planning & Building Services & Supplies	118,800.00	277,763.15	281,150.00
Public Safety Services & Supplies	475,600.00	382,822.06	484,150.00
Fire Services	299,000.00	298,990.00	308,000.00
Public Works Services & Supplies	486,900.00	322,719.61	549,900.00
Parks Services & Supplies	21,500.00	14,634.83	9,000.00
Government Buildings Services & Supplies	37,700.00	32,166.10	34,200.00
Recurring Grants	8,500.00	7,337.03	9,700.00
Community Outreach	134,500.00	127,955.64	67,500.00
Recurring Expenditures Subtotal	6,893,310.00	6,107,726.51	6,875,700.00
Non-Recurring Expenditures			
Special Projects	280,500.00	15,692.31	18,500.00
Non-Recurring Grants	279,990.00	60,598.13	492,100.00
Capital Outlay	36,800.00	35,246.60	187,000.00
Non-Recurring Expenditures Subtotal	597,290.00	111,537.04	510,600.00
Total Expenditures	7,490,600.00	6,219,263.55	7,386,300.00

OPERATING BUDGET

City Council

Description

The City Council is responsible to the citizens of Sand City for the proper and orderly government of the City. As the legislative body, enacts the laws and establishes policies that govern the activities of the City.

The Council is composed of five members elected by the registered voters of Sand City. Councilmember terms last four years and the Mayoral term lasts two. The Council appoints the City Manager, City Attorney, and members of advisory committees. The Council chooses one of its members as Vice Mayor, who can preside at a Council meeting in the absence of the Mayor.

The Council receives recommendations on proposed legislation from the City Manager, City Hall department heads, various committees, and the general public. In each legislative enactment, comments from citizens and organizations are heard and considered.

The Council is also responsible for adopting the City's annual budget and authorizes the expenditure of funds for items in the budget. Plans and specifications for public works are approved by the City Council.

Budget Summary

- Elections occur every other year and so because there will be an election in FY 2020-2021, there is an added budget of \$2,500.

The proposed budget includes funding of \$138,820 for City Council salaries, benefits, services, and supplies.

Council Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
City Council Salaries & Benefits				
5110-01	Salaries - Elected	18,000.00	16,500.00	18,000.00
5073/5075-01	Retirement	1,900.00	1,451.35	1,900.00
5070-01	Health Benefit	63,300.00	58,030.50	63,300.00
5080-01	Social Security/Medicare	4,400.00	3,899.47	4,500.00
5085-01	SUI	400.00	362.21	400.00
5065-01	Dental	4,300.00	3,899.83	4,300.00
5066-01	Vision	800.00	732.16	800.00
5078-01	Pers Survivor Benefit	70.00	0.00	120.00
5079-01	Deferred Comp	4,800.00	4,400.00	4,800.00
5030-01	Auto Allowance	2,500.00	2,200.00	2,400.00
5985-01	Fitness	1,100.00	990.00	1,100.00
5925-01	Liability Insurance	9,300.00	9,258.43	9,500.00
5965-01	Workers Comp	1,200.00	1,151.16	1,500.00
City Council Salaries & Benefits Subtotal		112,070.00	102,875.11	112,620.00
City Council Services & Supplies				
5025-01	Dues & Subscriptions	500.00	150.00	500.00
5095-01	Training/Conferences	9,000.00	7,686.26	10,000.00
5120-01	Elections	0.00	0.00	2,500.00
5130-01	Contingency	0.00	0.00	0.00
5131-01	Website Design	6,750.00	2,700.00	4,000.00
5137-01	GASB 68 Unfunded Liability	2,400.00	2,367.27	2,700.00
5945-01	Telephone	4,000.00	3,274.05	4,000.00
5970-01	Equipment	2,600.00	2,556.27	2,500.00
City Council Services & Supplies Subtotal		25,250.00	18,733.85	26,200.00
Total Council		137,320.00	121,608.96	138,820.00

City Attorney

Description

The City Attorney represents the City of Sand City. The City attorney's role is to provide legal services to the City Council and the City Manager as well as to department heads, committees, and boards when requested. The City Attorney advises the City on a variety of legal issues including the Public Records Act, the Ralph M. Brown Act, and other open government and ethics laws. The City Attorney also defends the City in litigation and

administrative actions; monitors, supervises, and assists with all cases handled by outside legal counsel; recommends changes in policies and procedures to comply with legal requirements; drafts and/or reviews all ordinances, resolutions, contracts, permits, and other legal documents and agenda items; prepares formal and informal opinions; and, represents the City before various State and Federal agencies when needed.

2019-2020 Accomplishments

- South of Tioga Development project: advised City in connection with this development project including legal and regulatory hurdles to avoid future project delays
- Reviewed and advises City staff in responding to Public Records Act requests
- Advised City regarding a variety of land use issues
- Prepared contracts and land use documents on behalf of the City
- Advised City on Employment Law issues, including concluding labor negotiations with the Police Officers' Association
- Prepared and edited resolutions and ordinances
- Developed policies and procedures; drafted legal templates to be used by staff including code enforcement letters, encroachment permits, public art contracts and procedures, and bid proposal contract documents
- Resolved litigation and potential litigation
- Assisted City in the transition to a new City Manager
- Advised City regarding its emergency orders and powers in global pandemic

2020-2021 Initiatives

Some of the main goals for 2020-2021 include:

- South of Tioga: continue to provide legal advice to City staff regarding this major development and finalize land use entitlements
- Continue to protect the City's interests and resources through preventative strategies and advice, and the preparation of necessary legal documents and negotiations with outside entities
- Assist City in developing Records Retention Policy
- Advice City regarding needed improvements to employment practices and procedures
- Work with City Clerk regarding a transaction and use tax initiative
- Update the Sand City Municipal Code to stay up to date with new law
- Develop an administrative hearing procedure and draft administrative citations ordinance (if directed by Council)
- Work with City Manager to develop a short-term rental ordinance (if directed by Council)

Budget Summary

The proposed budget includes a decrease in funding for legal services from \$291,700 (FY19-20 budget amendment #3) to \$265,500. The approved FY 19-20 budget was originally \$322,800. The legal contingencies fund was decreased from \$20,000 (FY 19-

20 budget) to \$5,000. The budgeted funds for municipal code updates was decreased from \$20,000 (FY 19-20 budget) to \$0 and the fund for outside legal counsel was decreased from \$55,000 in the FY 19-20 budget amendment #3 to \$25,000. The amount budgeted for the City Attorney contract decreased from \$223,000 (FY 19-20 amendment #3) to \$221,400.

Training and Conferences was \$5,000 in the FY 19-20 adopted budget and was decreased to \$1,500 in the FY 19-20 amendment #3 due to the lack of in-person conferences during the COVID-19 epidemic. The FY 20-21 proposed budget returns to the \$5,000 budgeted amount in the expectation that in-person conference will resume. The Attorney Costs item increased from \$500 to \$4,800 to allow for the cost of subscriptions to municipal law research tools.

The proposed budget includes funding of \$265,500 for Legal salaries, benefits, services, and supplies.

City Attorney Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Legal Salaries & Benefits				
5511-04	Attorney Contract	223,000.00	191,418.60	221,400.00
5072-04	Health Benefit - Retirees	4,300.00	3,919.41	4,300.00
Legal Salaries & Benefits Subtotal		227,300.00	195,338.01	225,700.00
Legal Services & Supplies				
5095-04	Training & Conferences	1,500.00	1,213.69	5,000.00
5137-04	GASB 68 Unfunded Liability	2,400.00	2,367.27	0.00
5520-04	Special Projects	0.00	0.00	0.00
5521-04	Outside Counsel	0.00	0.00	0.00
5522-04	Attorney Costs	500.00	361.69	4,800.00
5540-04	Legal Contingencies	5,000.00	2,712.50	5,000.00
5000-04	Muni Code Update	0.00	0.00	0.00
5545-04	Outside Counsel/HR	55,000.00	47,270.50	25,000.00
Legal Services & Supplies Subtotal		64,400.00	53,925.65	39,800.00
Total Legal		291,700.00	249,263.66	265,500.00

Administration

Description

The Administration Department consists of the City Manager, City Clerk/ Administrative Services Director, Deputy City Clerk, and Administrative Assistant positions.

The *City Manager* serves as the City's top manager and oversees all City employees to ensure efficient personnel management. He serves as the City Treasurer/ Finance Officer and Executive Director of the former Redevelopment Agency. He represents the City with public agencies, private organizations, boards, commissions, City residents, businesses, and property owners.

The *City Clerk's* office organizes and oversees clerk related activities associated with the City Council and Successor Agency of the former Redevelopment Agency and receives and files all petitions, appeals, and lawsuits. The City Clerk's department serves as the City representative point of contact, the custodian of the City Seal, and ensures that internal requests and external public records requests for information of City records are appropriately handled. The City Clerk serves as the Elections Official and oversees the receipt of Fair Political Practices regulations, statements of economic interest, campaign disclosure statements, and other legal documents.

2019-2020 Accomplishments

- Compiled thirty-one (31) agenda packets for a total of eighty-four (84) resolutions and one (1) ordinance
- Destroyed six (6) boxes of City records
- Performed annual Fair Political Practices Commission Form 700 filings for 82700 filers (includes City Staff, elected officials, etc.)
- Adoption of the Public Art Policy
- Implementation of records management system
- Redesign of website
- Adoption of agenda management system
- Assisted in the recruitments of City Manager

2020-2021 Initiatives

- Update of Personnel Manual
- Facilitate the 2020 Municipal Election for Mayor and two (2) Councilmembers
- Update the citywide fee schedule
- Create a new candidate workshop for the upcoming workshop
- Organize the storage unit and continue with the disposal of non-essential records

Budget Summary

- Several changes occurred in the Salaries and Benefits section as a result of a change in staffing.
- The addition of the line item for Records Retention provides for a contract to update the City's record retention schedule.

The proposed budget includes funding of \$606,850 for Administration salaries, benefits, services, and supplies.

Administration Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/19	FY 20-21 Proposed Budget
Administration Salaries & Benefits				
5040-02	Salaries	338,800.00	312,212.64	327,500.00
5042-02	Accrual Cash Outs	44,000.00	44,047.53	0.00
5055-02	Overtime	0.00	0.00	1,000.00
5072-02	Health Benefit - Retirees	14,100.00	12,878.64	18,500.00
5073/5075-02	Retirement	56,000.00	46,209.80	42,800.00
5070-02	Health Benefit	49,100.00	44,314.20	50,700.00
5080-02	Social Security/Medicare	5,700.00	5,420.14	5,100.00
5085-02	SUI	700.00	595.00	700.00
5065-02	Dental	2,700.00	2,376.85	3,600.00
5066-02	Vision	500.00	425.56	650.00
5060-02	Long Term Disability	2,800.00	2,427.32	2,200.00
5067-02	Life Insurance	600.00	534.70	600.00
5078-02	Pers Survivor Benefit	110.00	0.00	170.00
5079-02	Deferred Comp	2,600.00	1,500.00	2,400.00
5030-02	Auto Allowance	3,900.00	3,641.54	3,600.00
5985-02	Fitness	1,800.00	1,384.16	1,800.00
5925-02	Liability Insurance	9,850.00	9,834.83	10,000.00
5965-02	Workers Comp	26,900.00	26,860.33	28,000.00
Administration Salaries & Benefits Subtotal		560,160.00	514,663.24	499,320.00
Administration Services & Supplies				
5020-02	Contract Personnel	600.00	538.13	0.00
5020-02	Contract Services - Misc.	12,000.00	11,600.00	0.00
5020-02	Contract Recruitment	8,200.00	8,144.73	0.00
5025-02	Dues & Subscriptions	2,100.00	2,076.00	2,000.00
5035-02	Granicus Agenda Fee	3,300.00	3,300.00	3,630.00
5095-02	Training & Conferences	11,300.00	11,299.72	7,500.00
5130-02	Contingency	0.00	0.00	0.00
5137-02	GASB 68 Unfunded Liability	69,800.00	69,738.83	76,000.00
5140-02	Records Retention			2,400.00
5210-02	Payroll Processing/Shred It	5,000.00	4,504.77	5,000.00
5220-02	Appraisals/Property	6,500.00	6,500.00	0.00
5425-02	IT Support	5,000.00	4,158.00	5,000.00
5945-02	Telephone	3,500.00	3,037.40	3,500.00
5970-02	Equipment	3,700.00	3,682.32	2,500.00
Administration Services & Supplies Subtotal		131,000.00	128,579.90	107,530.00
Total Administration		691,160.00	643,243.14	606,850.00

Finance

Description

The goals of the Finance Department are to provide needed financial information to allow the City Council and City Staff make informed decisions for the City, to ensure the safety and security of the City's assets, the develop and follow sound financial strategies for decisions, and to actively support the business community.

The Finance Department is responsible for the overall management and supervisions of the accounting department. This department is also responsible for the purchasing functions which include the processing of all City purchase orders and development and maintenance of purchasing policies and procedures. In addition, the Budget function falls under the Finance Department to include the coordination of the budget process, budget control and compliance, and developing budget reports and procedures. The Finance Specialist is often requested to produce statistical information, analyze past operations, and estimate the cost of future endeavors.

The Finance Department includes all functions related to accounting including expenditures, revenues, and other transactions in accordance with Generally Accepted Accounting Principles in a timely and accurate manner. Staff also coordinates and ensures that all payroll and payroll taxes are paid and accurately follows up with all employee benefit plans.

In addition, the Finance Department also serves as the Revenue Department. The Finance Specialist is responsible for the receipt and accounting of all monies received by the City. This department oversees the bank reconciliation and the investment of excess funds in an equitable and safe way.

The department oversees the administration of the Business License ordinance on all businesses within the City. The Finance Specialist maintains individual business information, audits payments, and annually coordinates the license renewal process. After coordination of all accounting, budgeting, payroll, business licensing, and financial reporting, the Finance Specialist serves as the audit liaison for all financial, compliance, and grant related audits.

Human Resources serve to provide employee relations and personnel administration to all City departments and to administer employee benefits. This service is contracted with Bartel Associates, LLC.

2019-2020 Accomplishments

- Implemented the Purchasing Policy as referenced in the Purchasing Ordinance

- Implemented of the State of California’s CAL-Card purchasing card program; the rebate gained from this is shown in Non-departmental Revenues.
- Implementation of procedures for accepting credit card payments
- Managed 267 Business License renewals
- Timely completion of FY 18-19 financial audit

2020-2021 Initiatives

- Support Department Heads in analyzing sales tax projections related to a sales tax renewal ballot measure

Budget Summary

- The contract with Bartel shows no balance because the contract is paid through FY 20-21.

The proposed budget includes funding of \$375,460 for Finance salaries, benefits, services, and supplies.

Finance Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Finance Salaries & Benefits				
5040-03	Salaries	178,200.00	169,759.32	103,900.00
5042-03	Accrual Cash Outs	44,000.00	44,046.66	0.00
5073/5075-03	Retirement	46,700.00	38,851.80	26,400.00
5070-03	Health Benefit	19,000.00	17,409.15	12,700.00
5080-03	Social Security/Medicare	3,000.00	3,130.03	1,600.00
5085-03	SUI	150.00	119.00	150.00
5065-03	Dental	800.00	731.28	550.00
5066-03	Vision	200.00	137.28	100.00
5060-03	Long Term Disability	2,300.00	2,104.19	1,100.00
5067-03	Life Insurance	400.00	331.98	200.00
5078-03	Pers Survivor Benefit	55.00	0.00	60.00
5079-03	Deferred Comp	1,800.00	1,500.00	1,200.00
5030-03	Auto Allowance	1,600.00	1,541.54	0.00
5985-03	Fitness	200.00	154.15	0.00
5925-03	Liability Insurance	4,750.00	4,719.28	5,000.00
5965-03	Workers Comp	9,200.00	9,209.26	9,500.00
Finance Salaries & Benefits Subtotal		312,355.00	293,744.92	162,460.00

Finance Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Finance Services & Supplies				
5020-03	Contract Services - General	0.00	0.00	0.00
5020-03	Contract Services - Bartel	23,500.00	2,500.00	0.00
5023-03	Sales/Trans Tax Admin Fees	45,000.00	21,473.75	45,000.00
5025-03	Dues & Subscriptions	100.00	95.00	100.00
5095-03	Training & Conferences	2,300.00	2,270.92	1,000.00
5137-03	GASB 68 Unfunded Liability	71,100.00	71,018.10	79,900.00
5405-03	Property Tax Fees	1,000.00	938.00	1,000.00
5410-03	Audit	49,500.00	49,500.00	53,000.00
5415-03	Management Services	10,000.00	7,548.25	8,000.00
5425-03	IT Support	5,000.00	4,540.14	4,000.00
5440-03	HdL Property/Sales/Trans/BL	20,000.00	16,442.78	20,000.00
5970-03	Equipment	100.00	65.00	1,000.00
Finance Services & Supplies Subtotal		227,600.00	176,391.94	213,000.00
Total Finance		539,955.00	470,136.86	375,460.00

Non-Departmental

Description

Non-Departmental costs are expenses spread across the entire organization. Non-Departmental items include public agency memberships with the Fort Ord Reuse Authority, the Association of Monterey Bay Governments, the League of California Cities, the Local Agency Formation Commission (LAFCO), the Monterey County Mayors Association, the Monterey Regional Waste Management District, Monterey One Water, the Transportation Agency of Monterey County, the Monterey Peninsula Regional Water Authority, Monterey Salinas Transit, and the Seaside Groundwater Basin Watermaster; voluntary memberships with Community Human Services, the Monterey County Convention and Visitors Bureau, the Monterey County Business Council, the Monterey Peninsula Chamber of Commerce, and the Sand City Chamber of Commerce; record management and agenda management software; asset management software; Municipal Code publishing; Art Committee funding; contract services with NBS Government Finance Group (NBS); IT support; donations and contributions to the Monterey County Film Festival, the Panetta Institute, the Salvation Army, the Monterey Scottish Games, Jacobs Heart, the Marina Police Cadet Program, the Pacific Grove High School Alumni Association, the Central Coast Bombers Baseball team; advertising in the Monterey County Weekly; equipment maintenance; office supplies; and City Hall utilities.

Information Technology (IT) provides innovative and secure technology solutions that support City departments in delivering quality services to the community. The purpose of IT is to provide a broad range of high-quality technology solutions to employees, departments, Councilmembers, and the community and to continuously support and improve essential infrastructure for enabling daily operations of the City. This service is contracted with RPMS Computer Consulting.

2020-2021 Initiatives

- Reorganization of City Hall administrative offices and storage units
- Implementation of new sanitary protocols in light of the current health crisis

Budget Summary

- The budgets for all auto maintenance previously were captured in the Police Department's expenditures although several vehicles are used citywide. Therefore, a budget for Auto Maintenance was added to reflect the maintenance of non-police vehicles.
- Donations and Contributions will increase \$4,000 from the FY 19-20 third amendment, which is \$2,000 more than the regular, pre-COVID allotment

The proposed budget includes funding of \$151,600 for Non-Departmental salaries, benefits, services, and supplies.

Non-Departmental Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Taxes				
4005-00	Property Tax	92,000.00	88,735.35	90,000.00
4006-00	ROPS Residual	132,000.00	131,809.12	100,000.00
4010-00	Prior Year Tax	1,500.00	803.28	1,500.00
4012-00	Property Tax VLF	36,800.00	36,709.00	37,000.00
4015-00	SB813	12,000.00	9,146.72	12,000.00
4020-00	Prop Tax Transfer	12,000.00	5,953.75	12,000.00
4025-00	Utility Users Tax	150,000.00	122,977.94	150,000.00
4030-00	Sales/Use Tax	2,507,800.00	1,967,962.32	2,498,750.00
4032-00	Transaction/Use Tax	2,189,000.00	1,711,206.95	2,240,000.00
4340-00	HOPTR Tax	500.00	205.13	500.00
Sub Total Tax Revenue		5,133,600.00	4,075,509.56	5,141,750.00
Franchise Fees				
4035-00	Cable	7,000.00	5,243.76	7,000.00
4040-00	Refuse	57,000.00	41,534.74	57,000.00
4045-00	PG&E Gas	2,900.00	2,855.97	2,900.00
4050-00	PG&E Electric	28,500.00	28,415.43	28,500.00
Sub Total Franchise Revenue		95,400.00	78,049.90	95,400.00
Business Licenses				
4033-00	CASp Fee - City Share	1,500.00	1,483.20	1,500.00
4055-00	Business License Fees	498,000.00	496,755.69	498,000.00
4060-00	Business License Late Fees	2,700.00	2,684.87	3,000.00
Sub Total Business License Revenue		502,200.00	500,923.76	502,500.00

Non-Departmental Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Interest				
4410-00	Interest - Checking/CD	1,000.00	798.82	1,000.00
4411-00	Interest - OPEB	100.00	65.09	100.00
4413-00	Interest - Housing	2,000.00	1,577.02	2,000.00
4420-00	Interest - LAIF	150,000.00	117,511.29	150,000.00
4450-00	Interest - TVICDs	25,000.00	20,921.27	25,000.00
Sub Total Interest Revenue		178,100.00	140,873.49	178,100.00
Miscellaneous				
4350-00	Sanitation Impact Fees	8,900.00	8,854.55	9,000.00
4008-00	Successor Admin Fees	126,105.00	103,416.96	160,000.00
4500-00	West End Revenue	54,000.00	53,234.16	20,000.00
4550-00	Publications and Copies	100.00	74.20	100.00
4710-00	Parking Mitigation	1,300.00	1,321.35	1,300.00
4730-00	Other Revenue	5,000.00	4,198.50	5,000.00
4732-00	Reimbursements	4,000.00	3,632.68	3,000.00
4736-00	US Bank Cal Card Rebate			800.00
4740-00	Rental/Lease Revenue	17,200.00	15,683.58	17,200.00
Sub Total Miscellaneous Revenue		216,605.00	190,415.98	216,400.00
Total Non-Departmental		6,125,905.00	4,985,772.69	6,134,150.00

Non-Departmental Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/19	FY 20-21 Proposed Budget
Non-Departmental				
5001-00	Public Agency Memberships	33,000.00	30,186.24	16,000.00
5002-00	Voluntary Memberships	13,000.00	12,551.00	15,000.00
5000-00	Municipal Code	3,300.00	3,257.25	3,000.00
5005-00	Arts Committee	15,000.00	1,142.64	15,000.00
5006-00	COVID-19 Expense	15,000.00	8,948.68	15,000.00
5025-00	Dues & Subscriptions	200.00	180.00	500.00
5070-00	Health Benefit Surcharges	800.00	656.23	800.00
5202-00	EAP Program	950.00	941.64	1,000.00
5425-00	IT Support	5,000.00	3,927.00	5,000.00
5720-00	Auto Maintenance			5,000.00
5910-00	Donations & Contributions	6,000.00	5,860.39	10,000.00
5920-00	Advertising	0.00	0.00	0.00
5930-00	Miscellaneous	6,500.00	5,500.10	2,000.00
5935-00	Equipment Maintenance	8,500.00	6,133.48	8,500.00
5940-00	Office Supplies	30,000.00	21,228.36	25,000.00
5945-00	Telephone	1,100.00	840.45	1,100.00
5950-00	Physical Exams	0.00	0.00	200.00
5955-00	Public Official Bond	1,050.00	1,050.00	1,100.00
5960-00	Utilities	20,000.00	16,726.75	20,000.00
5970-00	Equipment	2,500.00	2,428.25	5,000.00
5980-00	Bank Charges	400.00	175.00	400.00
5998-00	Internet	2,000.00	1,816.84	2,000.00
	Total Non-Departmental	164,300.00	123,550.30	151,600.00

Community Development

Description

The Sand City Community Development Department consists of the Planning and Building Departments. All aforementioned departments work in conjunction with regional and state agencies in relation to their individual department responsibilities. Note that the Public Works Department and staff is under the purview of the Police Department's Chief of Police and not under the Community Development Department.

The *Planning Department*, under the purview of the City Planner, is primarily responsible for land use and development entitlements, and zoning code interpretation and enforcement; in addition to long-term planning that includes updates to the General Plan, Housing Element, and Zoning Ordinance (Municipal Code Title 18). The Planning Department also administers the City's Design Review Committee (DRC) in terms of

agendas, reports, action minutes, and presentations, with the City Planner as the primary liaison between the department and the DRC. The City Planner also functions as City Hall's Building Department Administration Staff in terms of accepting application/plan submissions, addressing the public, routing plans for review, and issuance of permits post Building and Fire Department reviews and sign-offs. Planning Staff also works with the City's franchised waste hauler and the Monterey Regional Waste Management District in regard to waste management and recycling.

The *Building Department*, in conjunction with the Fire Department (Public Safety) and under contract with the City of Monterey, is responsible for conducting construction plan review, building/fire code enforcement, and site inspections of all developments to ensure compliance with Building, Fire, and other relevant building codes (Cal-Green, Plumbing, Electrical, etc.).

2019-2020 Accomplishments

The first half of the 2019-2020 Fiscal year, Planning staff was primarily occupied with the South of Tioga project's Quimby-Parkland impact fees and the controversial coastal development permit application for a rock-climbing gym at 325 Elder Avenue. Additional work on South of Tioga included assisting City Engineer and City Attorney on Phase I plan review, draft Final Map review, and the right-of-way abandonments.

With regard to zoning permit activity (excluding the South of Tioga Project) there were eleven (11) zoning permit applications (either conditional use permits or coastal development permits) and three (3) temporary use permits processed in Fiscal Year 2019-20. There has been no change in the land use entitlement/permitting status of the South of Tioga Project. The staff report and draft development permits for Parcel R2 have been completed since mid-2019 and have been on hold since Spring of 2019 at the direction of the previous interim City Manager. Parcel R1 currently does not have a specific builder or project design.

As for building permits, there were twenty (20) permits issued in Fiscal Year 2019-20 (again, excluding the South of Tioga project). Eleven (11) building permits were prepared in April 2020 for partial demolition work related to the South of Tioga Project Phase I; and are only awaiting the Developer's payment of permit fees prior to issuance of those permits. South of Tioga Phase I public improvement plans and the Final Map are still under review by the City Engineer and City Surveyor.

Completed 12-month time extension of the South of Tioga Development project's Vesting

- Tentative Map (VTM), extending the VTM to June of 2021. Another 5-year extension is possible thereafter in accordance with the Subdivision Map Act.
- Resolution of the Quimby-Parkland Fee issue for the South of Tioga project. This included multiple fee scenario spreadsheet calculations. City Council's final direction was to waive the fee and move the project forward.

- Vacant positions of the Design Review Committee (DRC) were filled after the City Planner and DRC Chairman reached out to the local design/architect community for volunteers. Appointments approved by City Council resolutions in late 2019 and early 2020.
- Work commenced on the Sustainable Transportation Plan by EMC Planning Group and the City Planner. Monthly progress meetings have been held between EMC, City staff, and the Cal-Trans representative in the latter part of FY 2019-2020. Quarterly progress and financial reports have been submitted to Cal-Trans for the second and third 2019-2020 fiscal quarters. The Existing Conditions report was completed and submitted to Cal-Trans in June of 2020. Work will continue on the overall Plan into the 2020-2021 Fiscal Year. The final plan will include an implementation strategy, conceptual designs, cost estimates, and funding sources; This project is to be completed no later than mid-February of 2022 when the grant expires.
- Updated Title 15 of the Municipal Code to adopt the 2020 California Building Codes and amendments; completed in late 2019.
- The LEAP (Local Early Action Planning Grant) application was submitted to the California Department of Housing and Community Development (HCD) in Early June 2020 for up to \$65,000 in funding for updating the City's Housing Element.
- Worked with EMC Planning Group to submit the annual housing report to the California Department of Housing and Community Development; completed prior to April 1st deadline.
- Work commenced on the Sand City West End Parking Study and Plan. A draft "existing conditions" report was prepared by EMC Planning Group and reviewed with correction comments by the City Planner by June of 2020. Statistical data pertaining to numbers and types of commercial uses in the West End was collated by the City Planner and provided to EMC. Work will continue into the 2020-2021 Fiscal Year. This plan is to evaluate and propose options for public parking throughout the West End; including public parking management and updating Municipal Code parking requirements and the parking in-lieu process and fees to better accommodate the goals of the City's General Plan (2002 ed.).
- Worked with the technical assistance and design team to complete the Phase II grant application for the West End Storm Water Improvement Project on Contra Costa Street, due July 2, 2020. This included the City Planner's design work for crosswalk/intersection modifications.
- A draft ADA (Accessory Dwelling Unit) ordinance was completed in late March of 2020 to update the City's Zoning Code for compliance with Government Codes. City Attorney comments were provided to the City Planner in June of 2020. Presentation for consideration by the City Council is tentatively scheduled for August 2020).

2020-2021 Initiatives

Items listed are intended to be initiated and/or completed in Fiscal Year 2020-2021, or may otherwise carry over to the next.

- Continue review, update, and correct sections of the Zoning Ordinance (Municipal Code Title 18); this is an ongoing and multi-year process
- Continue work on the Parking Study and Plan to update the parking requirements/standards of Zoning Code Chapter 18.66. This will require CEQA review/documents with assistance from EMC Planning Group prior to formal adoption of the completed Parking Plan. It is intended to complete this project within the 2020-2021 fiscal year. This Plan will also facilitate the update of the General Plan's land use and circulation elements in the future.
- Continue working with the City Engineer and design team regarding the Phase II portion of the Proposition 1 grant and awarded IRWM grant to complete construction drawings and implement construction of street, storm water management, landscaping, and parking improvements along Catalina and Contra Costa Streets.
- Continue planning for a General Plan update in the near future, with the assistance of EMC Planning Group, to include CEQA review/documentation. This will be a multi-year project concurrent with the Housing Element update and after completion of the Parking Plan and Sustainable Transportation Plan.
- Develop draft zoning standards for City Council consideration regarding residential development on substandard 25-foot wide narrow lots within the East Dunes district that cannot be merged into large development sites as they are locked between parcels not under their ownership. This is a carry-over from the previous Fiscal Year.
- Develop draft zoning code(s), for City Council discussion and consideration, to either regulate or prohibit vacation rentals of private homes; which should include either a public workshop and/or mail survey to gather resident opinion on the subject. This is a carry-over from the previous fiscal year.
- Continue work on the Sand City Sustainable Transportation Plan, per the Cal-Trans Sustainable Communities Grant awarded in 2019; EMC Planning Group will continue to take up most of the implementation responsibility, and work with the City's Finance Department in terms of tracking expenses and submitting grant reimbursement invoices quarterly. The Sustainable Transportation Plan will facilitate the update of the General Plan's Circulation Element.
- Work with TAMC (Transportation Agency of Monterey County) to design and implement multiple use and public improvements within the railroad right-of-way to include an extension of Orange Avenue, provide public parking, a potential MST dedicated bus lane, landscaping, and storm water control; this will be a multi-year project. This is an ongoing endeavor.

- Continue to work with the Monterey Regional Waste Management District (MRWMD) and the City's franchised waste hauler (Green Waste Recovery) to increase food waste collection participation, implement the programs/requirements of AB 1383, and continue to promote recycling to increase the City's diversion rate in compliance with Cal-Recycle legislation. This is an ongoing endeavor.
- Work with the City Manager and Police Chief in developing an effective code enforcement program staffed with one (1) part-time code enforcement officer. This is a carry-over from the previous fiscal year.
- In approximately the next four to five years, hire an assistant or associate planner to be groomed to take the City Planner Position in 2028 when the current City Planner retires

Budget Summary

Though the following discussion is not intended to elaborate on every budget line item, it is intended to address the more pertinent budgetary impacts and amounts.

Plan Check / Building Permit Revenues & Expenses: The exceptionally high building permit (\$267,000) and plan check (\$170,000) revenue estimates include fee estimations for Parcel R2 within the South of Tioga development based on a \$50 million valuation for Parcel R2 residential buildings 1 and 2 and \$4.5 million for the parking structure. The hotel is not included as staff has no valuation at this time. It is hopeful that Phase I for South of Tioga will commence in late summer, early fall of 2020; however, it is unlikely that South of Tioga Phase II or Phase III will commence in FY 2020-2021 and the City does not have a firm development valuation to verify final fee amounts; therefore the amounts noted above are estimates. Without the South of Tioga development, anticipated revenues would be \$34,500 for building permit fees and \$21,500 for plan check fees.

Permit fees for plan check and inspections are to cover City expenses related to plan reviews and on-site inspections respectively. Simple projects may not always incur expenses exceeding fee revenue; however, more complex projects can be the opposite where they incur greater City expense than the fees collected. In regard to South of Tioga project, the City has contracted with 4-Leaf to conduct all plan review and inspections of Phase II and III (possibly inspections of Phase I), which would be based on an hourly rate. It is intended that the City would charge per the standard fee schedule, and make up any difference exceeding that amount through a reimbursement plan negotiated as part of the Development Agreement for South of Tioga to better accomplish cost recovery for this very complex and entailed project.

Planning Permit Revenues & Expenses: Fiscal Year 2020-2021 planning permit revenues are based upon an application submission expectation of 2 coastal development permits, 6 conditional use permits, 1 temporary use permit, 2 development projects requiring site

plan review (excluding South of Tioga), and 5 sign permits. The number of planning permit applications vary widely year to year. Primary expenses for processing land use/development permits are staff time, consultant reimbursement, and publishing public hearing notices in the newspaper.

Planning Permit fees are intentionally low to provide economic incentive for revitalizing development where construction and land costs are exceptionally high. Development projects must also pay TAMC impact fees, School District impact fees, and public utility connection (water, sewer, etc.) permit fees; all adding to the overall expense of developing on the Monterey Peninsula and Sand City of which the City has no control.

Consulting Services: Sand City’s Planning Department is staffed by a single person consisting of the City Planner. Consultant services are essential to 1) carry out the expected work load and tasks facing Sand City and 2) to augment the City Planner where particular expertise and knowledge are needed.

- The addition of \$181,250 in Building Inspection Fees is the result of the separation of the Planning and Building Departments.

The proposed budget includes funding of \$274,500 for Planning salaries, benefits, services, and supplies and \$197,450 for Building services and supplies.

Planning Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Planning				
4120-05	Coastal Permits	1,000.00	500.00	1,000.00
4125-05	Cond. Use Permits (CUP)	4,000.00	4,000.00	3,000.00
4126-05	Temporary CUP	200.00	200.00	100.00
4145-05	Site Permits	500.00	100.00	1,000.00
4154-05	Misc. Planning Fees	1,500.00	1,277.00	1,000.00
4155-05	Design Review Fees	400.00	300.00	200.00
4156-05	Master Sign Program			350.00
4157-05	Tentative Maps			1,000.00
4158-05	Final Parcel Map			500.00
4159-05	CEQA Fees			1,000.00
4160-05	Reimbursement of Fees			5,000.00
4219-05	Parking Permits	400.00	400.00	400.00
	Total Planning Revenue	8,000.00	6,777.00	14,550.00

Planning Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Planning Salaries & Benefits				
5040-05	Salaries	106,500.00	97,592.55	109,200.00
5042-05	Accrual Cash Outs	3,850.00	3,813.86	10,000.00
5055-05	Overtime	2,000.00	1,554.77	3,000.00
5073/5075-05	Retirement	25,800.00	21,461.40	27,700.00
5070-05	Health Benefit	12,700.00	11,606.10	12,700.00
5072-05	Health Benefit - Retirees	8,800.00	8,671.20	9,400.00
5080-05	Social Security/Medicare	2,000.00	1,516.36	2,000.00
5085-05	SUI	150.00	119.00	150.00
5065-05	Dental	600.00	487.52	550.00
5066-05	Vision	100.00	91.52	100.00
5060-05	Long Term Disability	1,000.00	895.40	1,000.00
5067-05	Life Insurance	400.00	323.07	400.00
5079-05	Deferred Comp	1,200.00	1,100.00	1,200.00
5030-05	Auto Allowance	0.00	0.00	0.00
5925-05	Liability Insurance	3,850.00	3,818.65	4,000.00
5965-05	Workers Comp	9,200.00	9,209.26	9,400.00
Planning Salaries & Benefits Subtotal		178,150.00	162,260.66	190,800.00

Planning Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Planning Services & Supplies				
5020-05	Contract - EMC Planning	30,000.00	9,836.42	25,000.00
5025-05	Dues & Subscriptions	500.00	507.00	500.00
5095-05	Training & Conferences	100.00	43.32	500.00
5137-05	GASB 68 Unfunded Liability	40,300.00	40,243.59	47,900.00
5370-05	Planning - Other	1,000.00	441.50	1,000.00
5423-05	iWorq	4,800.00	4,800.00	2,800.00
5425-05	IT Support	500.00	231.00	500.00
5920-05	Legal Advertising	6,000.00	4,375.77	4,000.00
5945-05	Telephone	500.00	406.84	500.00
5970-05	Equipment	100.00	65.00	1,000.00
Planning Services & Supplies Subtotal		83,800.00	60,950.44	83,700.00
Total Planning		296,950.00	223,211.10	274,500.00

Building Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Building				
4115-06	Building Permit Fee	45,000.00	39,422.16	21,500.00
4165-05	Plan Check Fee	30,000.00	26,336.80	34,500.00
	Total Planning Revenue	75,000.00	65,758.96	56,000.00

Building Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Building				
5319-06	Building Inspection Fees			181,250.00
5320-06	Plan Check Fees	35,000.00	22,405.54	16,200.00
	Total Building	296,950.00	22,405.54	197,450.00

Economic Development Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Economic Development				
6394-18	Public Art Program	50,000.00		0.00
6420-00	SOT Reimbursable Expense	200,000.00	194,407.17	125,000.00
6421-00	SOT Plan Check Fees			81,800.00
6422-00	SOT Building Inspections			146,800.00
	Total Building	296,950.00	194,407.17	353,600.00

Public Works

Description

The Public Works Department, to include the Engineering Department, is responsible for the day to day operation and maintenance of city facilities and buildings, public streets and the storm drain system, public spaces, parks, bike trails and walking paths, as well as city-wide planning efforts to realize the city's goals, policies, and initiatives.

When it comes to *Public Works*, one size definitely does not fit all. Public Works is the combination of physical assets, management practices, policies, and personnel necessary to provide and sustain structures and services essential to the welfare and safe acceptable quality of life for its citizens. Sand City Public Works performs a wide variety of tasks from planting and trimming City trees; maintaining the City Park, the recreation trail, City buildings, vehicles, equipment, and grounds to providing a safe, effective, and long lasting road system; repairing sidewalks, streets, and signs; ensuring clean streets; maintaining storm water drainage; and doing so in an efficient, cost-effective manner without detrimental effects on the environment.

Public Works functions include administrative duties (quarterly storm water reports; Council staff reports; Public Works monthly report; safety meetings; well usage reporting; overseeing the Hope Crew); environmental duties (implement State mandated storm water program; track use of pesticides, herbicides, and fertilizer use; track street sweeper spoils; report illicit discharge), facilities maintenance (maintaining and keeping our buildings clean and safe; preventative maintenance and repair as needed; daily upkeep of offices and common areas of City Hall), parks and grounds duties (maintaining our City Park, community garden, and landscaped areas throughout the City; emptying the City's trash receptacles 3 times per week; keeping the recreation trail free of excess sand; assisting police with transient debris clean-up), project management (administer the public bidding process; solicit bids; coordinate with consultants and contractors; implement CIP program; perform designs; cost estimates; manage and inspect sub-contracted work), and streets maintenance (maintain storm drainage system; maintain streets, sidewalks and curbs; pothole repair; sign and pavement marking maintenance; street sweeping; coordinate repairs on vehicles and equipment; graffiti abatement; litter control).

The *Engineering Department*, under the direction of the City Engineer is responsible for the design, implementation, and management of all public works and infrastructure improvements outlined in the City's Capital Improvement Program (CIP). The City Engineer provides development review services including the review of land use entitlement permits and construction plans for both onsite and offsite improvements, issues construction phase permits such as encroachment, demolition, and grading permits, and is responsible for the overall management of the city's National Pollutant

Discharge Elimination System (NPDES) municipal storm water program. In addition, the City Engineer is the designated representative on behalf of the city for the following agency meetings: Transportation Agency for Monterey County (TAMC) Technical Advisory Committee (TAC), Monterey Regional Storm Water Management Program (MRSWMP) Management Committee (MC), Seaside Groundwater Basin Watermaster Technical Advisory Meeting, and the South Monterey Bay Integrated Regional Water Management (IRWM) Regional Water Management Group (RWMG).

2019-2020 Accomplishments

Public Works:

- replaced both the door closer and door push bar opener on the exterior council chambers door
- Trimmed all the dead branches out of the numerous cypress trees near memorial bench area off of the upper ridge bike trail
- Installed a new left turn arrow sign at the exit of the Edgewater shopping center onto California Avenue; the sign designates each turn lane in relation to Highway One, North or south bound on-ramps to freeway.
- Installed a new street name sign at Pendergrass Way and Ocean View Ave and installed a new street name sign at Sand Dunes Drive and West Bay Ave and a new street name sign for the corner of Orange and Catalina
- Installed new galvanized post and new stop sign at the corner of Tioga and Sand Dunes Drive, installed new galvanized post and new stop sign at the top of West Bay Street at Sand Dunes Drive, replaced faded stop sign at North end of Sand Dunes Drive at Tioga Avenue, and replaced missing bike route sign on East bound Tioga at Sand Dunes Drive.
- At the California Avenue intersection/exit of the Edgewater shopping center, replaced a damaged stop sign with new
- Formed and poured small concrete pads for all the Cities 55-gallon garbage cans, the drums were repainted, City of Sand City decals were placed on the front, and new dome top lids were installed
- Put two stumps in sidewalk on Contra Costa, used concrete saw and cut out bad sections of concrete around old tree wells on, broke up concrete and cleaned up area, set 2x4's as form work back of sidewalk, and prepared 3 areas for concrete to fill in old tree well areas; Mixed concrete, poured and finished, sidewalk repaired
- At the Contra Costa monument area/dirt parking lot, cleaned up along the fence line bordering Seaside; Dead trees were removed and low limbs trimmed off of others; Trash and debris removed and entire area cleaned up. Staff then installed numerous truckloads of recycled wood chips in the area

- Purchased 5 truckloads (19 tons) of class 2 ¾" base rock and dumped it near the Contra Costa monument/ rail road track area to level out area for West End Event parking and used the backhoe to distribute and level out area
- Built and installed a redwood trellis for the new community garden sign; the sign and trellis were mounted to 6x6 posts and anchored in poured in place concrete piers
- Took delivery of 16 concrete K-rails in two truck load shipments for west end event; the K-rails were delivered to the Carol building parking lot; staff pressure washed the K-rails; the K-rails were painted with two coats of white paint by staff; six gallons of white paint were used
- Staff trimmed fifteen of the smaller City street trees; the trees are thinned and shaped; trees that were large enough had the wood support stakes removed
- Completed sand removal work along the North side of Tioga, clearing sand away from the habitat fence past Metz Road; staff removed and replaced a damaged section of the habitat fence on the corner of Metz and Tioga and a section along Tioga Ave
- At City Hall, installed a new kitchen faucet, reverse osmosis water filter and hooked up the ice maker to water filter
- On multiple occasions the bike/recreation trails, along Sand Dunes Drive and Upper Ridge were impassable due to sand; staff operated the back hoe to clear off the majority of excess sand, then used the Power Broom afterwards to clean off the remainder
- Subcontracted John Ley Tree Service for trimming of 3 cypress trees at Contra Costa flag/monument area and two cypress trees at the Monterey Road flags/monument
- Four (4) storm water quarterly reports were submitted to the City engineer by staff
- During the dry season, staff watered all the City street trees weekly using a truck/water tank combination; a total of 800 gallons is watered each time.
- For City special events, set up for and broke down afterward, the City barbecue and the City's West End event; staff decorated the City and City Hall for Christmas including installation of holiday banners on the street lights and lighting of the City Christmas tree
- Assisted with minor maintenance of police fleet; headlights, lightbulbs, windshield wipers and turn signals are replaced on site.
- At the City sponsored beach clean-up, assisted with set up and pickup/hauling of debris
- Took delivery of three 24" boxed trees; Metrosideros trees are used for the City street trees in planters. One replaced a run over tree on Ortiz Avenue and the other two replaced the two dying trees on Contra Costa Street at Ortiz Avenue near stop sign.

- Replaced a fallen section of the habitat fence at the upper ridge bike path at the end of Playa; twenty posts and about 160 lineal feet of fencing were replaced and repaired. The chain link mesh on back was re-used and attached to new wood.
- Worked with the City of Seaside Public Works staff and their Vector Truck; between staff and the Vector we cleaned 14 storm water drain catch basins of debris.
- Cleaned and prepared the benches and picnic table at the upper ridge area for painting; staff applied a fresh coat of paint to all the benches and the picnic table
- Moved the mayor's office, set up Connie's new desk, set up City Manager's office, painted doors in City Hall, installed new signs on doors, built a front to Connie's work station, and other related items to new City Manager office
- Subcontracted out the cleaning up of the railroad tracks; the TAMC right-of-way was cleared of bushes, tall grasses, and weeds. All the trees were trimmed up for visibility and any non-native invasive bushes were removed – Genista/French Broom and acacia bushes. All trash and debris were removed. TAMC funded this project.

Engineering:

In Fiscal Year 2019-2020, the City realized a steady increase in the number of private developments for residential, commercial, and mixed-use developments including the following major projects. The City Engineer has provided development review services and construction observation for all of these projects.

In Fiscal Year 2019-2020, the City also continued work on a number of public projects including the following major projects: Sand City Water Supply Project (SCWSP) Phase 1 New Intake Wells Project (construction of up to 3 new intake wells and associate infrastructure to support the city's reverse-osmosis desalination facility) and the West Bay Street Coastal Access Repair Project (repair of a coastal platform damaged by winter storms).

The City Engineer has provided the engineering planning, design, construction management, and overall project management for many of these projects:

- Design and construction oversight of the Hickory Street Improvement Project
- West End Stormwater Improvement Project: green street/complete street reconstruction of a major collector street, Contra Costa Street and a minor collector street, Catalina Street, to incorporate Low Impact Development (LID) strategies, treat and infiltrate urban runoff, provide flood protection, and enhance the street corridor through the addition of bio-retention and landscape areas. Under the Proposition 1 Stormwater Grant for technical assistance, the City Engineer has worked with the City Planner and the Technical Assistance team to develop the conceptual project through

30% design. The project will be submitted for Proposition 1 Stormwater Implementation Grant funding to support the construction of the project. In addition, the City Engineer will be applying for Proposition 1 Integrated Regional Water Management Grant funding in anticipation of receiving additional funding to support construction of the project.

- Ongoing collaboration with the City Planner, Public Works Foreman, Police Chief, and City Staff on various City projects including the Calabrese Park Improvement Project Phase I, TAMC Parcel Landscaping Project, Carroll Property Parking Lot Project.
- Management of the City’s National Pollutant Discharge Elimination System (NPDES) municipal storm water permit.
- Designated representative on the MRSWMP MC, TAMC TAC, and Watermaster TAC
- In addition, the City Engineer has obtained the following grants on behalf of the City:

Project	Grant Amount	Grant Source, Year Awarded
West End Stormwater Improvement Project - Contra Costa Street	\$270,000 currently with a projected \$1,200,000 in grant funding for construction	State Water Resources Control Board Prop 1. Stormwater Grant for Technical Assistance, 2017. Prop 1 Implementation Grant anticipated to be awarded in 2020
West End Stormwater Improvement Project - Catalina Street	\$740,000	State Water Resources Control Board Prop 1 Integrated Regional Water Management Grant, 2019/2020
West Bay Street Repair Project (observation platform)	\$113,584	FEMA and CalOES Public Disaster Assistance, 2018
Calabrese Park Improvements Phase I	\$60,000	Community Development Block Grant (CDBG) Funding, 2019
Total	\$443,584 - \$2,383,584	

2020-2021 Initiatives

Public Works:

- Continue with maintenance and improvements to the Cities infrastructure with minimal budget impact
- Addition of (5) five more raised bed planters to the community garden
- Replacement of City’s vacuum sweeper with a broom powered model

- Continue with implementation a new asset management system for Public works
- Renew Hope Crew contract
- Continue with repainting of red/blue curbs to include West Bay and Tioga avenues
- Additional repairs to fencing in habitat areas

Engineering:

- Development Review Services including plan check and construction observation services for development projects within the City
- Continue development review services, coordination, and meetings with respect to the West End – South of Tioga Development Project
- Provide engineering design and project management for City infrastructure improvement projects
- Project management of the SCWSP Phase 1 New Intake Wells project
- Work with City Departments on conceptual designs for improvements to the TAMC RR ROW corridor
- Complete the repair of the West Bay Street Coastal Access platform
- Management of various grants and other City infrastructure projects
- Work with the City Planner to update Engineering and Public Works Department fee schedules and processes for development plan review
- Continue to update and revise existing applications and forms for City use
- Establish and manage an effective Pavement Management Program
- Participate in the establishment and operation of the IWorQ software for municipal applications

Budget Summary

- The addition of \$30,000 in expenditures for Pavement Management correlates with the \$30,000 in TAMC Measure X revenues.
- An increase in Stormwater Maintenance reflects the FY 19-20 regular budget amount
- An increase in funding for the Hope Program reflects the FY 19-20 regular budget amount
- The 3-Year Sediment Removal item is added to the budget every three years.
- The Street Sweeper Principal and Interest payments have been removed from the budget as the street sweeper has been paid off.

The proposed budget includes funding of \$1,028,070 for Public Works salaries, benefits, services, and supplies.

Public Works Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Works				
4150-11	Building Development	2,500.00	2,206.50	2,500.00
4160-11	Engineer Fees	50,000.00	47,931.40	35,000.00
38-4302-11	TAMC Measure X Street Tax	30,000.00	24,014.59	30,000.00
31-4305-11	Gas Tax 2105	2,200.00	1,781.53	2,300.00
31-4305-11	Gas Tax 2106	5,800.00	4,749.63	5,800.00
31-4305-11	Gas Tax 2107	2,800.00	2,214.90	2,800.00
31-4305-11	Gas Tax 2107.5	1,000.00	1,000.00	1,000.00
314305-11	Gas Tax 2103	3,000.00	2,567.63	3,500.00
37-4306-11	SB1/RMRA	7,300.00	5,592.93	7,300.00
31-4307-11	Prop 42 - Traffic Congestion	500.00	446.36	500.00
35-4205-11	CA Code Fines	1,100.00	463.66	1,100.00
	Total Public Works	106,200.00	92,969.13	91,800.00

Public Works Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #1	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Works Salaries & Benefits				
5040-11	Salaries	221,500.00	203,011.27	229,900.00
5042-11	Accrual Cash Outs	2,000.00	0.00	4,000.00
5055-11	Overtime	2,000.00	1,191.72	1,000.00
5073/5075-11	Retirement	48,800.00	40,901.44	53,300.00
5070-11	Health Benefit	57,000.00	49,589.70	50,700.00
5080-11	Social Security/Medicare	4,000.00	3,546.39	4,000.00
5085-11	SUI	400.00	357.00	400.00
5065-11	Dental	5,500.00	4,713.50	4,600.00
5066-11	Vision	900.00	732.99	800.00
5060-11	Long Term Disability	1,800.00	1,632.29	1,800.00
5067-11	Life Insurance	500.00	445.50	600.00
5078-11	Pers Survivor Benefit	105.00	0.00	170.00
5079-11	Deferred Comp	2,400.00	2,350.00	2,400.00
5985-11	Fitness	1,500.00	1,320.00	1,500.00
5925-11	Liability Insurance	7,950.00	7,925.50	8,000.00
5965-11	Workers Comp	113,600.00	113,580.82	115,000.00
	Public Works Salaries & Benefits Subtotal	469,955.00	431,298.12	478,170.00

Public Works Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Works Services & Supplies				
5020-11	Contract Services	13,000.00	507.50	13,000.00
5020-11	Contract Engineering	170,000.00	89,663.50	195,000.00
5020-11	Contract Stormwater	45,000.00	12,590.00	20,000.00
5020-11	Pavement Management			30,000.00
5025-11	Dues & Subscriptions	600.00	570.00	600.00
5027-11	Permits & Licenses	4,000.00	2,847.00	4,000.00
5028-11	Pest Control	800.00	780.00	800.00
5095-11	Training & Conferences	1,000.00	511.03	1,000.00
5137-11	GASB 68 Unfunded Liability	52,500.00	52,443.44	61,700.00
5423-11	iWorq	6,800.00	6,800.00	6,800.00
5425-11	IT Support	1,000.00	798.00	1,000.00
5720-11	Vehicle Maintenance	7,000.00	1,337.59	7,500.00
5795-11	Uniforms	2,500.00	1,396.63	2,500.00
5820-11	Storm Water Maintenance	4,400.00	4,400.00	8,800.00
5845-11	Hope Program	45,700.00	45,681.93	76,300.00
5855-11	Street Lighting	10,000.00	7,668.27	10,000.00
5860-11	Street/Sidewalk Maintenance	7,000.00	1,648.20	7,500.00
5860-11	3-Year Sediment Removal			37,000.00
5861-11	Adopt-A-Highway	3,600.00	2,655.00	3,600.00
5865-11	Flags/Banners	6,500.00	907.80	6,500.00
5884-11	Security - Corp Yard	1,300.00	796.97	1,300.00
5885-11	Supplies	5,000.00	4,535.32	5,000.00
5888-11	Equipment Rental	3,500.00	807.60	1,500.00
5889-11	Monterey One Water	23,500.00	23,015.81	23,500.00
5898-11	Street Signs	3,500.00	1,111.84	2,500.00
5935-11	Equipment Maintenance	1,500.00	95.28	1,000.00
5936-11	Storage - Engineer Files	2,000.00	1,826.69	2,700.00
5945-11	Telephone	3,500.00	2,825.82	3,500.00
5961-11	Refuse/Trash	8,000.00	5,277.64	7,000.00
5963-11	Irrigation/Landscaping	2,500.00	1,439.68	2,000.00
5970-11	Equipment	6,000.00	2,681.51	5,000.00
5998-11	Internet	1,300.00	1,230.41	1,300.00
6620-11	Street Sweeper Principal	40,500.00	40,503.08	0.00
6621-11	Street Sweeper Interest	3,400.00	3,366.07	0.00
Public Works Services & Supplies Subtotal		486,900.00	322,719.61	549,900.00
Total Public Works		956,855.00	754,017.73	1,028,070.00

Public Safety

Description

The Chief of Police manages the Police Department and oversees the Fire Services Contract

The *Police Department* is responsible for law enforcement and crime prevention within the City. The Mission of the Sand City Police Department is to work in partnership with the community to provide exceptional police services that improve the quality of life for our residents, businesses, and visitors. The Department works in partnerships with Seaside, Marina, and California State University Monterey Bay (CSUMB) to operate and support a Regional Emergency Coordination Center. The Department also maintains regional partnerships to participate in the Peninsula Regional Special Response Unit (SRU) and Peninsula Regional Violence and Narcotics Team (PRVNT).

The *Fire Department* is primarily responsible for saving lives and protecting property through the prevention and control of fires. Fire service is provided under a contract with the City of Monterey since 1995. The Chief of Police manages the contract with the City of Monterey and is responsible for oversight of the services they provide.

Budget Summary: Police

- An increase in the budget for ACJIS/Clets/County/T-Lines reflects the cost dictated by the County of Monterey
- Increase in equipment budget reflects the FY 19-20 regular budget amount, but with a slight decrease
- Addition of Nighthawk In-car Wifi (\$3,500) as a result of the addition of wifi in police vehicles

The proposed budget includes funding of \$3,409,050 for Police salaries, benefits, services, and supplies.

Public Safety Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Safety				
4210-08	Traffic Fines	3,500.00	3,652.10	3,000.00
4221-08	Parking Violations	15,000.00	12,600.00	12,000.00
4325-08	Vehicle License Fees	500.00	314.18	400.00
4330-08	Prop 172 - 911	400.00	283.65	400.00
4335-08	POST Training Reimb.	2,500.00	1,087.66	1,000.00
4515-08	Dog Licensing	20.00	5.00	20.00
4524-08	Asset Forfeiture	100.00	0.00	100.00
4525-08	Unclaimed Property	100.00	20.00	500.00
4560-08	Police Reports	400.00	290.00	400.00
	Total Public Safety	22,520.00	18,252.59	17,820.00

Public Safety Police Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Safety Salaries & Benefits				
5040-08	Salaries	1,359,500.00	1,198,799.49	1,452,700.00
5765-08	Reserve Salaries	75,000.00	62,365.12	75,000.00
5041-08	Workers Comp Wages		21,062.29	
5042-08	Accrual Cash Outs	266,000.00	176,099.64	190,000.00
5043-08	Holiday Pay	10,000.00	3,721.91	10,000.00
5055-08	Overtime	10,000.00	5,886.43	10,000.00
5073/5075-08	Retirement	425,000.00	328,207.94	461,400.00
5077-08	Pers Replacement Benefit	9,000.00	8,591.91	7,000.00
5070-08	Health Benefit	205,800.00	185,697.60	221,600.00
5072-08	Health Benefit - Retirees	42,900.00	38,872.71	42,700.00
5080-08	Social Security/Medicare	28,000.00	22,945.14	28,000.00
5085-08	SUI	2,000.00	1,665.99	2,000.00
5065-08	Dental	18,100.00	16,375.23	18,100.00
5066-08	Vision	2,900.00	2,564.47	2,900.00
5060-08	Long Term Disability	3,200.00	2,922.47	3,300.00
5067-08	Life Insurance	2,100.00	1,926.27	2,500.00
5078-08	Pers Survivor Benefit	420.00	0.00	700.00
5079-08	Deferred Comp	15,600.00	12,878.45	13,800.00
5985-08	Fitness	3,600.00	3,240.00	3,600.00
5794-08	Special Skills	1,200.00	1,100.00	1,200.00
5795-08	Uniform	13,000.00	10,880.39	13,000.00
5796-08	Education	55,800.00	47,151.46	70,400.00
5925-08	Liability Insurance	65,350.00	65,313.31	70,000.00
5965-08	Workers Comp	223,800.00	223,708.17	225,000.00
	Public Safety Salaries & Benefits Subtotal	2,838,270.00	2,441,976.39	2,924,900.00

Public Safety Police Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Public Safety Services & Supplies				
5020-08	Contract Services - PRVNT	3,000.00		3,000.00
5020-08	Contract Code Enforce	0.00		0.00
5025-08	Dues & Subscriptions	1,700.00	1,678.00	2,000.00
5030-08	Auto Allowance	300.00	137.89	0.00
5095-08	Training/Conferences	6,100.00	6,096.81	5,000.00
5096-08	POST Training	0.00	0.00	1,000.00
5137-08	GASB 68 Unfunded Liability	123,500.00	123,476.50	154,000.00
5425-08	IT Support	45,000.00	46,941.00	40,000.00
5710-08	Animal Regulation	3,500.00	2,720.00	3,000.00
5715-08	Auto Fuel	30,000.00	26,246.18	30,000.00
5720-08	Auto Maintenance/Repair	30,000.00	28,038.96	25,000.00
5721-08	Auto Detailing	3,000.00	2,801.00	2,500.00
5725-08	ACJIS/Clets/County/T-Lines	27,000.00	26,699.19	35,000.00
5727-08	911 Center Operations	45,600.00	0.00	43,800.00
5740-08	Employment Screening	0.00	0.00	0.00
5745-08	Equipment	7,500.00	907.14	15,000.00
5746-08	Range Fees/Supplies	5,900.00	5,803.08	5,000.00
5747-08	SRU Annual Contribution	5,000.00	5,000.00	5,000.00
5760-08	Booking Fees	2,000.00		2,000.00
5770-08	Computer Equipment	11,000.00	10,441.89	10,000.00
5785-08	Supplies	10,000.00	5,688.00	5,000.00
5797-08	Arrests/Investigations	5,000.00	3,148.87	4,000.00
5798-08	Tracnet/County/In Car Maint	17,000.00	11,878.26	13,000.00
5884-08	Security - Locker Room	600.00	482.04	600.00
5908-08	Liability Claims	10,000.00	7,087.89	0.00
5929-08	Locker Room Rental	3,200.00	2,912.25	3,200.00
5930-08	Miscellaneous	5,500.00	5,800.00	0.00
5934-08	NGEN Maintenance	9,000.00	9,267.72	9,500.00
5935-08	NGEN Infrastructure	7,000.00	0.00	7,000.00
5945-08	Telephone	13,000.00	10,984.46	13,000.00
5997-08	Nighthawk In-car Wifi			3,500.00
5998-08	Internet	4,500.00	4,064.58	3,500.00
6120-08	EOC Disaster Supplies	1,000.00		1,000.00
6123-08	CSUMB EOC Contribution	5,000.00		5,000.00
6618-08	Motorola Radio Principal	26,700.00	26,605.42	28,050.00
6619-08	Motorola Radio Interest	8,000.00	7,914.93	6,500.00
Public Safety Services & Supplies Subtotal		475,600.00	382,822.06	484,150.00
Total Public Safety		3,313,870.00	2,824,798.45	3,409,050.00

Budget Summary: Fire

Contract service increased approximately \$9,000 due solely to an estimated increase in the CPI-U. The costs of equipment, personnel, and training are included in the contract price.

The proposed budget includes funding of \$308,000 for Fire services.

Public Safety Fire Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Fire				
5750-09	Contract Services - Fire	299,000.00	298,990.00	308,000.00
	Total Fire	299,000.00	298,990.00	308,000.00

Community Outreach

Description

The Community Outreach Department is a combined effort of City Staff throughout various departments to provide extraordinary services for the development of the community through social spaces and opportunities for its residents and visitors.

2019-2020 Accomplishments

The accomplishments for Community Outreach are detailed in the accomplishments of the Departments that managed the projects, primarily Public Works.

- The City subsidizes a page in the Monterey County Weekly to encourage Sand City Businesses to advertise
- Annual City events including the West End Celebration, the City's Birthday Barbeque, and the Holiday Season Tree Lighting Ceremony are open to the public at no charge and provide music, activities, and refreshments

2020-2021 Initiatives

The Fiscal Year 2020-2021 initiatives for Community Outreach are detailed in the initiatives of the Departments that managed the projects, primarily Public Works and Administration.

- Continuation of annual City Events

Budget Summary

The proposed budget includes funding of \$67,500 for Community Outreach.

Community Outreach Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Community Outreach				
5004-18	West End Celebration	90,000.00	91,160.33	25,000.00
5873-18	Bike Trail Electric	3,500.00	2,871.04	3,500.00
5905-18	City Events	20,000.00	17,813.96	20,000.00
5920-18	Co-Op Advertising	14,000.00	11,836.00	14,000.00
6020-18	Maintenance - Trails/ Garden	7,000.00	4,274.31	5,000.00
Total Community Outreach		134,500.00	127,955.64	67,500.00

Government Buildings

Description

The Department for Government Buildings refers to the maintenance and security of properties owned by the City of Sand City.

Properties owned by the City include the City Hall parcel and adjacent parking for the Police Department; a parcel opposite City Hall where storage units, the City's well, and annex parking are located; three parcels containing the desalination plant and the Public Works corporation yard; the community garden; the Carroll property; and several parcels of sand dunes.

Government Buildings refers to buildings currently on these properties or proposed for development. Currently, those are City Hall and the Public Works offices

Budget Summary

The proposed budget includes funding of \$34,200 for Government Buildings.

Government Buildings Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Government Buildings				
5884-15	Security	2,200.00	1,983.79	2,200.00
5915-15	Fire/Building/Auto Insurance	18,500.00	18,442.62	20,000.00
5940-15	Supplies	2,000.00	1,308.79	0.00
6020-15	Maintenance & Repair	15,000.00	10,430.90	12,000.00
Total Government Buildings		37,700.00	32,166.10	34,200.00

Parks

Description

The Parks Department is maintained by the Public Works staff. The goal of the Parks Department is to provide beautification of the City through maintenance of public open space including Calabrese Park, the Recreation Trail, and the entrances to the City.

2019-2020 Accomplishments

The accomplishments for Parks are detailed in the accomplishments of the Public Works Department.

- Annual Beach Clean-Ups; each event removes around 75 pounds of waste from the coastline

2020-2021 Initiatives

The Fiscal Year 2020-2021 initiatives for Parks are detailed in the initiatives of the Public Works and Planning Departments.

Budget Summary

The proposed budget includes funding of \$9,000 for Parks.

Parks Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Parks				
5020-12	Contract Services	11,700.00	11,629.04	0.00
5122-12	Beach Clean-Up	300.00	303.23	500.00
5630-12	Maintenance	1,500.00	0.00	0.00
5881-12	Supplies	4,000.00	2,158.61	5,000.00
5935-12	Equipment Maintenance	1,000.00	417.31	1,000.00
5970-12	Equipment	3,000.00	126.64	2,500.00
	Total Parks	21,500.00	14,634.83	9,000.00

CAPITAL IMPROVEMENT PLAN

Narrative and Funding

The Capital Improvement Plan (CIP) consists of a combination of capital improvements and capital outlay. Capital improvements include street repairs, the undergrounding of utilities, and other major projects. Capital outlay describes pieces of equipment, software, and the like that depreciate over time such as vehicles and reports.

As a result of the COVID-19 pandemic, all FY 20-21 CIP funding is on hold and all projects have been prioritized if and when funding is available. CIP projects tied to grants, that are a life safety issue, or are tied to economic development take priority.

Fiscal Year 2020-2021 High Priority Capital Improvement Projects

Acct Number	Project Description	Total Project Cost	FY 20-21 Proposed Budget
Special Projects			
5020-05	EMC- Parking Study	37,000	18,500
Special Projects Total		37,000	18,500
Capital Outlay			
5010-00	Exchange Server Installation	17,000	17,000
5010-11	Street Sweeper	50,000	50,000
5010-00	City Hall Electrical (19-20 CIP)	100,000	100,000
5010-20	Desal Wells CIP (on-going)	175,000	20,000
Capital Outlay Total			187,000
		Total CIP	205,500

GRANTS

Recurring Grants

COPS Grant

This fund accounts for the expenditures for the Department of Justice Community Oriented Policing Services (COPS) grant for public safety. In FY 20-21, the projected COPS revenue (\$156,000) is transferred to the General Fund for Police Department salaries for eligible positions.

There are no line items for expenses shown in “Recurring Grants Expenditures” as the funding is put toward salaries and is reflected in the Police Department budget.

Bulletproof Vest Partnership (BVP) Grant

The Bureau of Justice Assistance (BJA) initially awarded Sand City the Bulletproof Vest Partnership solicitation in Fiscal Year 2008-2009 and has continued the award since. The funding may be used for National Institute of Justice (NIJ) compliant armored vests and only one vest may be purchased per officer in a replacement cycle. Fifty percent (50%) of funding can be used to pay for this tactical-level armor.

Recycling Grant

Since 1993, the County of Monterey has implemented a county-wide used oil and filter collection program throughout the cities and unincorporated area of Monterey County, servicing residential neighborhoods, agricultural and marine communities by a network of collection centers and a curbside collection program. Each year, the Monterey County Health Department applies for block grant funding from the California Department of Resources Recycling and Recovery (CalRecycle), on behalf of its member cities, for implementing the used oil collection program.

Sand City has been an ongoing participant and recipient in the Countywide used oil recycling program since Fiscal Year 1999-2000.

MBASIA Safety/ Fitness Grant

Funding has been allocated by the Monterey Bay Area Self Insurance Authority (MBASIA) to be used for Safety Services. This funding can be used for items such as office mats, fire extinguishers, ergonomic keyboards, first aid kits, Public Works boots, Public Works safety vests, immunizations, orange street cones, Public Works hard hats, emergency kits for vehicles, and flashlights.

This grant also allocates funding for a fitness program reimbursement. The funding is used by the City to maintain a Health and Wellness Program, which provides and incentive to motivate employees toward healthy lifestyle choices. The program reimburses regular employees for a one-time initiation fee and a \$30 monthly incentive per employee enrolled in a fitness plan.

The City has received this grant since Fiscal Year 2013-2014.

There is no line item for expenses shown in “Recurring Grant Expenditures” as the funding is reflected in the budgets of various departments.

CSA 74 Emergency Medical Services Grant

On July 20, 2010, the Emergency Medical Care Committee (EMCC) approved the establishment of a \$1.5 million reserve and the disbursement of available CSA 74 funds (after funding the EMS Agency’s budget) to approved jurisdictions using the same formula as the annual 9-1-1 dispatch billing. This formula uses assessed values, population counts, and workload numbers to compute a weighted average percentage. This percentage is then used to distribute the available fund balance after the fiscal year has closed. The Monterey County Emergency Medical Services (EMS) Agency acquired these County Service Agreement (CSA) 74 funds that are available to participating agencies supporting Monterey County emergency medical services training and equipment expenditures.

Available County Service Agreement (CSA) 74 funds are to support Monterey County emergency medical services training and equipment expenditures. Distributed CSA74 funds can only be used for direct EMS training and equipment expenses.

Recurring Grant Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Recurring Grants				
4069-08	COPS	156,000.00	130,947.63	156,000.00
4068-08	In-Car Computing	12,200.00	12,190.00	0.00
4647-08	Bulletproof Vest	1,000.00	530.41	1,100.00
4733-00	Recycling	5,000.00	5,000.00	5,000.00
4729-00	MBASIA Safety/Fitness	7,500.00	7,500.00	7,500.00
4836-08	CSA 74 EMS	2,500.00	2,500.00	2,500.00
Total Recurring Grants		184,200.00	158,668.04	172,100.00

Recurring Grant Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Recurring Grants				
4647-08	Bulletproof Vest	1,000.00	559.88	2,200.00
4733-00	Recycling	5,000.00	5,000.00	5,000.00
4836-08	CSA 74 EMS	2,500.00	1,777.15	2,500.00
	Total Recurring Grants	8,500.00	7,337.03	9,700.00

Non-Recurring Grants

FEMA Grant – West Bay Avenue

During the winter storms of 2016-2017, Public Works personnel observed damage to the existing observation platform, boardwalks, and small stormwater infiltration basin system located on West Bay Street at Vista Del Mar.

The observation platform, boardwalks, and small stormwater infiltration basin system were constructed in 2010 as part of the City's "Coastal Access Improvement Project", which included the reconstruction of West Bay Street from Sand Dunes Drive to Vista Del Mar. The City is required to provide coastal access in this area by California Coastal Commission as a condition of the City's permit for a reverse osmosis desalination plant. Therefore, in order to maintain compliance, the City must repair the platform.

Funding in the amount of \$111,357 was awarded in Fiscal Year 18-19. No further funding will be awarded. The funding has not yet been expended in full as the project is ongoing.

Community Development Block Grant (CDBG) – Calabrese Park

The City of Sand City was not eligible to apply directly for entitlement funds under Title 1 of the Housing and Community Development Act of 1974 (HUD Act) and so in 2015 entered into a Joint Powers Agreement and Cooperation Agreement with the County of Monterey to qualify the County as an applicant and thereby received funds.

The City of Sand City voluntarily deferred receiving its CDBG allocation during 2015, 2016, and 2017 and has requested that the Urban County forward fund the City's 2018, 2019, and 2020 allocations for total available funding of \$60,000 in order to bank funds for a viable project.

This grant is funding half of Capital Improvement Project #P-01 Calabrese Park Improvements Phase 1 to include ADA parking and pedestrian improvements at the top of the park which totals an estimated \$120,000.

CalTrans Sustainable Transportation Grant

The California Department of Transportation (“Caltrans”), Division of Transportation Planning, provides grant funding opportunities to cities, counties, transit agencies, Regional Transportation Planning Agencies, Metropolitan Planning Organizations, and Native American Tribal Governments with the intent to strengthen the economy, promote equity, and protect the environment. The Sustainable Communities grants are State-funded, primarily through Senate Bill 1, the Road Repair and Accountability Act of 2017. The objective of the Sustainable Communities Grants is to encourage local and regional multimodal transportation and land use planning that furthers the region’s Regional Transportation Plan (RTP)/Sustainable Communities Strategy (where applicable), contributes to the State’s greenhouse gas reduction targets and other State goals, including but not limited to, the goals and best practices cited in the 2017 RTP Guidelines, addresses the needs of disadvantaged communities, and also assists in achieving the Caltrans Mission and Grant Program Overarching Objectives.

This grant is funding the capital improvement project for the Sustainable Transportation Plan to prepare a local transportation study to address bicycle and pedestrian infrastructure, connectivity deficiencies, and develop solutions for gaps. The project totals \$185,000 and requires a \$21,221 match of City funds.

Non-Recurring Grant Revenues

Acct Number	Account Description	FY 19-20 Budget Amend #3	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Non-Recurring Grants				
4681-12	CDBG - Calabrese Park	60,000.00	0.00	30,000.00
4682-00	Prop 1 IRWM - Catalina St			110,000.00
4683-00	Prop 1 SW - Contra Costa			240,000.00
4757-00	CalTrans Sustainable Trans.	48,700.00	876.54	99,200.00
Total Non-Recurring Grants		108,700.00	876.54	479,200.00

Non-Recurring Grant Expenditures

Acct Number	Account Description	FY 19-20 Budget Amend #1	FY 19-20 Actual Thru 5/31/20	FY 20-21 Proposed Budget
Non-Recurring Grants				
5732-00	FEMA - W. Bay Avenue	125,000.00	4,087.50	0.00
5010-12	CDBG - Calabrese Park	60,000.00	7,362.50	30,000.00
5010-12	Prop 68 - Calabrese Park	0.00	0.00	0.00
5010-20	West End - Prop 1 SW	20,000.00	400.00	240,000.00
5010-20	West End - IRWM	20,000.00	16,311.50	110,000.00
6393-00	CalTrans Sustainable Grant	48,690.00	25,883.86	99,200.00
6393-00	CalTrans Sust. Grant Match	6,300.00	6,552.77	12,900.00
Total Non-Recurring Grants		279,990.00	60,598.13	492,100.00

FUNDS

Description

The City uses a fund accounting structure, which is an accounting structure to record and track resources that are limited in use by law or governing agency. The major governmental fund is the General Fund. The first set of funds listed below is discretionary meaning there are no legal or policy related restriction on their use and can be used at the discretion of Council for services, programs, and projects.

General Fund (Fund 10)

The General Fund accounts for the City's primary services (Public Safety, Public Works, Parks, etc.) and is the primary operating unit of the City. The major revenue sources associated with the General Fund include property tax, the City's share of the statewide sales and use tax, charges for services, franchise fees, business tax, and intergovernmental revenue. These revenues are considered to be general in nature. Throughout this budget document the General Fund is also referred to as the Operating Budget.

The General Fund estimated July 1, 2020 fund balance is confirmed by the City's independent auditor as part of the FY 19-20 audit process.

California Highway Users Tax (Fund 31)

The California Highway Users Tax, also referred to as the Gas Tax, encompasses Gas Tax (2105), Gas Tax (2106), Gas Tax (2107), and Gas Tax (2107.5). States assess fuel and use taxes based on weight, miles traveled, and the amount of fuel purchased. It is comprised of the Heavy Vehicle Use Tax that is a fee assessed annually on heavy vehicles operating on public highways at registered gross weights equal to or exceeding 55,000 pounds and the International Fuel Tax Agreement that is a tax collection agreement by and among the 48 contiguous States and the 10 Canadian Provinces bordering the US, in which motor fuels use taxation laws are uniform with respect to qualified motor vehicles operated in more than one member jurisdiction.

Traffic Safety (Fund 35)

Traffic Safety funding is received by the County monthly per their traffic report.

SB1 – RMRA Road Maintenance (Fund 37)

This fund houses the grant from the County for road maintenance.

TAMC Measure x (Fund 38)

Measure X, a 30-year 3/8 of one-percent transactions and use tax, was passed by the voters in November 2016 to fund transportation safety and mobility projects in Monterey County. This fund accounts for the expenditures for eligible transportation safety projects.

General Fixed Assets (Fund 60)

The General Fixed Assets fund tracks fixed assets and depreciation.

Property, facilities, equipment, and infrastructure purchased or acquired is cared at historical cost or estimated historical cost. Contributed fixed assets are recorded at acquisition value at the time received. Capital assets are defined by the City as assets with an initial, individual cost of more than \$5,000 for equipment, \$25,000 for facilities and improvements, \$150,000 for infrastructure and all land, and an estimated useful life in excess of one year.

Property, facilities, equipment, and infrastructure are depreciated using the straight-line method over the following estimated useful lives:

Buildings	40 years
Improvements	5-20 years
Equipment	5-10 years
Vehicles	8 years
Furniture and Fixtures	10 years
Infrastructure	20-50 years

General Long-Term Debt (Fund 70)

The General Long-Term Debt fund tracks long term debt.

APPROPRIATIONS LIMIT

Description

Article XIII B of the California Constitution provides that the total annual appropriations subject to limitations of each governmental entity, including this City, shall not exceed the appropriations limit of such entity of government for the prior year adjusted for changes in population and inflation mandated by Proposition 4 (1979) and Proposition 111 (1990), except as otherwise provided in said Article XIII B and implementing state statutes.

Pursuant to Article XIII B of the California Constitution, and Section 7900 et seq. of the California Government Code, the City is required to calculate and set its appropriations limit for each fiscal year. Based on such calculations the City had determined said appropriations limit and pursuant to Section 7910 of the California Government Code has made available to the public the documentation used in the determination of the appropriations limit.

An appropriations limit of \$13,933,653 was calculated and established for Fiscal Year 2019-2020, and a new appropriations limit for Fiscal Year 2020-2021 has been calculated as \$14,527,226 using the inflation factor and population increase factor allowed by state law.

Appropriations Limit Calculation	
Fiscal Year 2020-2021	
Fiscal Year 2019-2020 Limit	\$13,282,796
Adjustment Factors	
Population Growth Ratio = $\frac{.52+100}{100}$	1.0052
Inflation Ratio (per capita income) = $\frac{3.73+100}{100}$	1.0373
Annual Ratio = 1.0052 x 1.0373	1.0426
Fiscal Year 2020-2021 Limit	
= \$13,933,653 x 1.0426	\$14,527,266

BUDGET SCHEDULE

Proposed Fiscal Year 2021-2022 Budget Schedule

Date	Action
Tuesday, January 5, 2021	Submittal of Fiscal Year 2021-2022 Budget Schedule to Council
Tuesday, January 19, 2021	Five Year Capital Improvement Plan (CIP) Development
Tuesday, March 9, 2021	Five Year CIP and Forecast Workshop
Monday, May 3, 2021	Fiscal Year 2021-2122 Master Fee Schedule Adoption
Tuesday, May 18, 2021	Budget Workshop
Friday, May 28, 2021	Deadline for receipt of CIP and Operating Budget Questions to City Manager
Tuesday, June 1, 2021	Adoption of Fiscal Year 2021-2022 Budget
<i>*June 15 as needed</i>	<i>City Council Special Meeting: Adoption of the Fiscal Year 2021-2022 Budget</i>
<i>*June 22 as needed</i>	
Thursday, July 1, 2021	FY 2021-2022 Begins

Note: The community is encouraged to participate in the following:

- March 9, 2021 Five Year Capital Improvement Plan (CIP) and Forecast Workshop
- May 18, 2021 Budget Workshop



1 Pendergrass Way, Sand City, CA 93955
(831) 394-3054 • sandcity.org