



CITY OF PALOS VERDES ESTATES

CITY COUNCIL ADOPTED BUDGET

FISCAL YEAR 2021 – 2022





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CITY COUNCIL

Michael Kemps, Mayor
Victoria A. Lozzi, Mayor Pro Tem
David McGowan, Councilmember
Jim Roos, Councilmember
Dawn Murdock, Councilmember

CITY MANAGER

Laura Guglielmo

CITY SUPPORT SERVICES DEPARTMENT

Stephen Hannah, Director of City Support Services
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2021/2022 ADOPTED BUDGET

CITY MANAGER'S BUDGET MESSAGE



MEMORANDUM

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

FROM: LAURA GUGLIELMO, CITY MANAGER

SUBJECT: CITY MANAGER'S BUDGET MESSAGE FOR FISCAL YEAR 2021/2022

DATE: May 11, 2021

Pursuant to Section 2.08.050(B)(8) of the Palos Verdes Estates Municipal Code, I am pleased to submit the City Manager's Proposed Budget for Fiscal Year 2021/2022 (Proposed Budget) to the City Council for your consideration and recommended approval. Fiscal Year 2021/2022 shall commence on July 1, 2021 and continue until June 30, 2022. This "City Manager's Budget Message," an "Executive Summary" of the more detailed budget document, contains a summary of the important policy and operational goals proposed for Fiscal Year 2021/2022 as supported by the appropriations recommended in the Proposed Budget.

INTRODUCTION AND BRIEF BACKGROUND

Upon my appointment by the City Council in June 2020 to serve as Palos Verdes Estates' City Manager, the City Council shared several core concerns regarding the operations at City Hall. One common theme quickly arose: the need to improve the transparency with which information is shared with the City Council and the Palos Verdes Estates Community. This concern was particularly high with respect to the financial condition of the City.

In **Attachment A** of this Budget Message, I highlight the important actions taken by the City Council and staff during Fiscal Year 2020/2021 in pursuit of improving both transparency and the fiscal health of the City.

PROJECTED RESULTS OF OPERATIONS FOR FISCAL YEAR 2020/2021

An integral part of the Fiscal Year 2021/2020 proposed spending plan is to fully understand the financial resources available at the end of the current fiscal year (Fiscal Year 2020/2021). As of the writing of this message, the City had concluded ten of the twelve months of operations (to April 30, 2021). While there remain two months in which unexpected expenses could be incurred by

the City, based upon current data, staff remains confident in the projected fund balances contained in the draft budget document. In **Attachment B**, I highlight the projected results of operations for Fiscal Year 2020/2021.

CITY MANAGERS PROPOSED BUDGET FOR FISCAL YEAR 2021/2022

Based upon the City Council’s policy direction, the sub-optimal conditions during which the Fiscal Year 2020/2021 Budget was prepared, and the desire to implement best practices, and improve the transparency of the City’s budget document, the Proposed Budget significantly differs in format and content when compared with prior budget documents. To help simplify the comparison of the contents of the Proposed Budget with that of prior years, this message and the budget document itself contain additional detail. While we are confident we have addressed the great majority of changes, we’d welcome input from the City Council and the Community in the case anything remains less than fully transparent.

It’s important to note: this Proposed Budget is a reflection of what the City can achieve given its current level of resources, both human and financial. If the City had additional available and ongoing financial resources, I would recommend additional proposed expenditures, including additional staffing and capital spending. This is commonplace, in both the private and public sectors.

Requests for City Council Direction

In preparing this Proposed Budget, it was staff’s overriding goal to reflect the policy direction and goals of the City Council. As

the City Council reviews the Proposed Budget, staff respectfully asks the City Council to keep in mind the following:

- (1) Is there anything included in the Proposed Budget that the City Council feels should NOT be included?
- (2) Is there anything that is NOT included in the Proposed Budget that the City Council feels should be included?

Additionally, in this Budget Message, where I am specifically asking the City Council for direction, we have highlighted the area as “City Council Direction Requested.”

Format Changes

Based upon feedback from the City Council and the Community and observations from staff, the Proposed Budget is presented in a new format compared with the current fiscal year (and many prior years which used the same “Sharper Pencil” format). The new format addresses two major goals: (1) improved transparency and (2) preparation for the implementation of a new finance (ERP) system in FY 2021/2022 with a go-live date of July 1, 2022.

The new format is meant to be more straightforward by presenting each Department’s budget at the following levels of detail: (1) Department Summarized by expense type; (2) Department summarized by expense category; (3) Department by expense account; (4) Division summarized by expense category; and (5) Division by expense account – highest level of detail. Each Department has a number of Key Performance Indicators, an organizational chart, and highlights a few accomplishments achieved in FY 20/21.

To assist the City Council and Community navigate through the changes, each Department has a “Summary of Changes.” This “Summary of Changes” helps to guide the reader through the changes in format from the FY 20/21 budget to the FY 21/22 Proposed Budget and also highlights the financial changes between the two fiscal years. While we are confident these improvements are helpful, we welcome the feedback of the City Council and the Community as we are also confident this document can be further improved!

Overview

In accordance with best practices and the City Council’s conservative fiscal policies, the Proposed Budget has a balanced operational budget. This means that projected operational revenues are expected to meet or exceed projected operational expenditures. For non-core operations (such as capital projects), in the case proposed projects exceed the FY 2021/2022 revenue estimates for any Special Revenue Fund or if a General Fund assigned balance is proposed to be utilized, there will be a clear note to that effect.

Because of the General Fund’s importance in the City’s fiscal condition, this message focuses on the General Fund. However, there will be a discussion on the proposed uses of Special Funds (consistent with the City Council’s direction provided on April 6, 2021) in a later section, especially the proposed use of those funds for Capital Improvement and Equipment Replacement purposes. The proposed Capital Improvement Projects and Equipment Replacements are fully detailed in their own respective sections of the budget document.

There will also be significant discussion of the City’s unmet needs, including a proposal to bring an item to the City Council at the July 27, 2021 Regular Meeting to begin the discussion on various options available to the City Council to address those unmet needs (should the City Council determine it wishes to pursue this course of action).

Sources (Revenues and Transfers-In)

Revenues

Consistent with best practices, we have prudently estimated the City’s revenues with a conservative focus. This helps reduce the risk of “over projecting revenues” and the potential for an operational deficit. As mentioned before, the City’s largest single revenue source is property taxes. And one major benefit of having such source as a major revenue is consistency and stability. Property taxes can be predicted with significant certainty.

With the uncertainty of COVID-19’s impact on the City’s finances, the City Council, appropriately, adopted a particularly conservative budget for FY 2020/2021. Fortunately, as the City continued through the months of FY 2020/2021, most of the short-term negative impacts of COVID-19 on the City’s finances were not experienced. Other cities, particularly those with a heavy reliance on more volatile sales tax revenues, did indeed experience sometimes dire impacts of the COVID-19 related economic slowdown. With the discovery and distribution of safe and effective COVID-19 vaccines, the latter parts of FY 2020/2021 saw robust improvements.

The revenues from all sources are presented in the Schedule of Revenues included as a separate item in the Proposed Budget. I present some highlights below:

Property Taxes: Applying the above methodology, in FY 21/22 the City is projected to see an increase to \$8,910,000 from property taxes (a 3.00% increase from FY 2020/2021's \$8,650,000 projected actual receipts). Leading indicators, such as Property Transfer Tax receipts, and other data reported by HdL, the City's property tax consultant, form the basis for a relatively strong year.

Development Fees: Assumedly due to the fact people were spending more time at home, the number of real estate development-related permits received and processed by the City were significantly higher than expected in FY 2020/2021. The FY 2020/2021 Adopted Budget included \$915,553 in development related fees, conservatively projecting decreased volume from prior years given the pandemic. Those fees are projected to be \$1,520,500, or 66% higher than budgeted. Staff forecast revenues from development fees in FY 2021/2022 to remain at a similarly robust level of \$1,539,500.

Concession Rent: In the early months of FY 2020/2021, the City's concessions with the Palos Verdes Estates Golf Club, the Tennis Club, and the Beach and Athletic Club did see a downturn in business (and a commensurate reduction in revenue to the City). With in-person interactions rising to average levels later in Fiscal Year 2020/2021, we project actual revenues of \$1,038,000 (compared with a budget of \$1,035,729). For FY 2021/2022 we expect City revenues from concession rent to remain stable at \$1,043,000.

Transfers-In

The single largest transfer-in to the General Fund (in the estimated amount of \$5.050 million) comes from the PVE Law Enforcement Fund. The revenue from the PVE Law Enforcement Fund is generated by a voter approved special tax. As adopted by voters, the special tax does not have a traditional adjustment factor (for example, CPI). As a property-based tax, revenue from this source is very stable and predictable.

Highlights: Uses (Expenditures and Transfers-Out)

Given currently available financial resources, the budget for core operations as reflected in each Department's budget proposal, does not vary significantly from the level of operations in Fiscal Year 2020/2021. Major exceptions to this general rule are addressed below. Additionally, to ensure full transparency, each Department supports certain line items with a Detail Account Funding Request Worksheet.

Key Performance Indicators (KPIs)

Each Department has proposed a number of Key Performance Indicators (KPIs) which provide measurable values that demonstrate how Departments are achieving key City Council and/or customer service objectives. This is the first year KPIs have been incorporated into the City's budget process. Because of the significant resources that would have to be allocated to determine prior year values of the KPIs, I propose these KPIs prospectively, meaning the first year where KPI expectation will be measured against actual achievement will begin with FY 2021/2022.

To keep the City Council informed on progress toward achieving the KPIs, staff will include an update on KPIs as part of the quarterly financial presentations to the City Council and Finance Advisory Committee beginning in October 2021.

Departmental Highlights

City Council (New for Fiscal Year 2021/2022)

To improve transparency and appropriately account for costs, I have proposed the creation of a City Council “Department” as part of the Proposed Budget.

City Council Members serve the Community as volunteers. However, there are certain costs associated directly with the operations of the City Council as a body. For example, the City Council Members are subject to the requirements of Assembly Bill (AB) 1234 – Annual Ethics training and AB 1661 – Annual Anti-Sexual Harassment training. These cost are reflected in this new “Department.”

Additionally, I have proposed appropriations to support certain meeting and travel expenses for City Council Members to attend meetings of organizations of which the City is a member (for example, the League of California Cities). In each of these cases, I have requested sufficient funds for all five Council Members to attend (if desired). In the case fewer Council Members decide to attend, such funds will remain unspent and are subject to re-appropriation upon approval of the City Council.

At the time of preparation of the Proposed Budget, the effects of COVID-19 were still impacting the ability of organizations to

hold in-person gatherings. It is anticipated some gatherings will be held virtually while some may be held in person. Given this uncertainty, staff has made its best estimate of related costs.

City Manager’s Office (City Manager Division/City Clerk Division)

The City Manager’s Department is now comprised of a City Manager’s Division and a City Clerk’s Division. Both new Divisions proposed expenditures remain relatively stable when compared with FY 20/21 with some notable exceptions.

As I have often reported to the City Council, the City has benefitted from the services of certain consultants whom I have hired to perform special projects during FY 2021/2022. These consulting services have guided and informed many of the major accomplishments in FY 20/21 including the successful completion of the FY 2019/2020 audit, the comprehensive operational review (presented to City Council in November 2020), the Police Ad-Hoc Committee report (presented to City Council in January 2021), and the evaluation, preparation, and presentation of this newly formatted Proposed Budget.

City Council Direction Requested – Anticipated Additional Consultant Services: To allow for the continuation of the many projects remaining on staff’s radar (staff has identified in excess of 60 projects which, without additional resources, will remain incomplete), including the proposed replacement of the City’s finance (ERP) system in FY 2021/2022, I am recommending an appropriation of \$150,000 in the City Manager’s Office for project management consulting services. Further, I anticipate the City Council may decide to pursue certain specific initiatives (for example, evaluation of the City’s unmet capital, pension,

and operational needs). I am recommending \$75,000 in the City Manager's Office for specific consultant services to advise me and the City Council should the City Council desire to pursue such items. This \$225,000 request is included in account 64425 (professional services). Should the City Council support this request, it is possible a portion of these costs may be eligible for special revenue funds (depending on the project for which consulting services are rendered). Should this be the case, and in accordance with the City Council's capital project funding guidelines, available special revenue funds would be used before spending General Funds. Future quarterly reports would contain a full disclosure of this funding change and a request to City Council to approve the budget changes.

In the City Clerk's Division, two major changes have yielded a significant reduction in proposed appropriations: (1) the City does not anticipate an election during FY 21/22 and (2) the City's newsletter has become a digital document (resulting in a savings related to printing and mailing of the former "paper" newsletter).

City Support Services Department

The City Support Services Department was created by the City Council in November 2020 as part of the Council's consideration of a City Hall reorganization. The new Department combines the former Finance Department with additional responsibility for Human Resources (formerly in the City Manager's Office) and Information Technology administration (formerly loosely administered by other Departments).

City Council Direction Requested- ERP System Replacement: The CSS Department proposes one major project in FY 21/22: the replacement of the City's aging finance (ERP) system. Additional details are available on a Capital Equipment Purchase Form included in the budget document.

While the CSS Department plans to implement the ERP System Replacement (if approved by the City Council) with a July 1, 2022 "go live" date, it will also continue its work to improve the City's internal financial processes. One major operational improvement will be to finalize the operational guidelines for the City's Equipment Replacement Fund and Capital Improvement Fund. Staff in the CSS Department, working with one of our consultants (if approved by the City Council) will complete its review of these funds and present to the City Council improved operating guidelines for these funds. Our target is to complete these improvements and present the guidelines to the City Council no later than January 2022.

Community Development Department

When the FY 2020/2021 budget was prepared, the City was facing significant uncertainty brought about by the COVID-19 pandemic. As a result, the City took an appropriately conservative approach and reduced the estimated amount of revenues forecast for planning and building related activities. Surprisingly, the amount of planning/building activity actually experienced was significantly stronger than anticipated. As an illustration, the following table compares FY 19/20 actuals with FY 20/21 budget and projected actuals:

Revenue Category	FY 19/20 Actuals	FY 20/21 Budget	FY 20/21 Est. Actuals to 06/30/21
Construction Permits (37100)	\$515,508	\$336,539	\$515,000
Misc. Planning (37230)	\$154,359	\$87,569	\$200,000
Plan Check (37240)	\$219,438	\$143,903	\$300,000

Based upon the current indicators, planning and building related activity is projected to remain very strong in Palos Verdes Estates in FY 21/22.

City Council Direction Requested - Staffing Augmentation:

As mentioned in the revenue section above, the level of development activity in the City reached a surprisingly high level in FY 2020/2021 and is expected to be maintained at that high level in FY 2021/2022 (and likely beyond). To meet the unexpected permitting activity, I authorized a temporary augmentation of City staff with a contract employee provided by HR Green, the City’s consulting engineering firm.

Based upon the ongoing level of permit processing and planning reviews needed to efficiently and timely process these items, and the high cost of meeting this need with a contract consultant, it is proposed to augment the current staffing in the Community Development Department – Planning Division by upgrading the

current part-time Permit Technician to a full-time Permit Technician.

A full explanation of this request is included in the budget document.

Public Works Department

One of the major responsibilities of the Public Works Department is the management of the City’s Capital Improvement Plan. As discussed by and at the direction of the City Council at a Special Meeting held on April 6, 2021, staff has refocused the Five Year Capital Improvement Plan on two major areas: (1) street repairs and (2) sanitary sewer repairs. The Five Year Plan also identifies and plans for the construction of the Palos Verdes Drive West Realignment Project, a priority identified by the City Council. [LG3]Staff shall provide more detail related to the proposed Five Year CIP Plan during our presentation of the Budget. The Plan itself is included in the Proposed Budget.

As mentioned briefly in the City Support Services Department section above, in a joint effort of staff in the Public Works and City Support Service Departments, the management of the City’s Capital Improvement Fund has been significantly improved in FY 2020/2021. As part of the completion of those improvements, Public Works Department staff, in consultation with HR Green, will improve the tracking and payment of HR Green related engineering and construction contract preparation/management costs using the resources of the Capital Improvement Fund. By January 2022 (sooner if possible and given other priorities), staff expects to complete its work on this important task and will present the results to the City Council

shortly thereafter. Upon completion, this will ensure HR Green costs are more closely aligned with capital improvement projects (either in the planning or the construction phases) so that use of special revenues can be maximized and HR Green’s efforts are focused on projects authorized by the City Council.

As authorized by the City Council, the recruitment for a Director of Public Works was initiated in December 2020. After an unsuccessful first round, the City engaged the services of an executive recruitment firm. I am hopeful the recruitment firm will increase the probability of attracting qualified applicants for this key position.

The Public Works Department also manages several major maintenance contracts, including those for Parklands/Urban Forest management. Staff is compiling a list of services where issuance of a Request for Proposals is needed/desired in FY 21/22. We will be presenting this list to the City Council at either the May 25, 2021 or June 8, 2021 City Council meeting.

City Council Direction Requested – Authorize Public Works – Streets Staffing Costs be Fully Charged to the General Fund: As part of the implementation of best practices, this Proposed Budget discontinues the practice of charging a portion of staff expenses to the Gas Tax Fund (in FY 20/21, \$232,000 was appropriated from the Gas Tax Fund for such expenses). This proposal is made for two major reasons: (1) allocation of staff costs to a special revenue fund should be fully supported by a cost allocation plan (which, to the best of staff’s knowledge, does not exist); and (2) the City has sufficient capital projects eligible to fully expend the City’s Gas Tax receipts. While the City may wish to pursue a cost allocation plan in the future (which would allow staff costs to be allocated to the Gas Tax

and other grant funding sources), for FY 2021/2022, I recommend staffing costs be funded from the General Fund.

Police Department

The City Council concluded months of important work of the Police Ad Hoc Committee when it considered the Ad Hoc Committee’s report at a Special Meeting held on January 30, 2021. After considering a comprehensive report and comments from the Community, the City Council determined to continue providing local law enforcement services via the Palos Verdes Estates Police Department. By adopting a “modified lean model,” the City Council approved a plan to reduce costs by outsourcing the City’s routine jail operations via a contract with the City of Redondo Beach. The “modified lean model” also results in a decrease in staffing levels to be realized via attrition (currently filled positions will remain staffed until the incumbent vacates the position).

City Council Direction Requested – Replacement of Police Department Radio Telecommunication System: Pursuant to the City Council’s direction, the Proposed Budget includes a major capital project to replace the City’s aging (outdated) radio telecommunication system using a three phase approach. Phase I is proposed to be funded in FY 21/22 at an estimated cost of \$1,000,000 from a number of non-General Fund sources. Full detail of this proposal is included on the Special Project Request Form contained in the Proposed Budget.

Unmet Needs

This Proposed Budget includes expenditures that can be met with existing resources. Operationally, ongoing revenues are projected to exceed proposed expenditures. However, the City faces a significant amount of unmet needs (conservatively estimated at \$64 million), foremost among them: (1) addressing pension debt; (2) funding identified capital improvements and deferred maintenance items; and (3) improving maintenance levels in the City's parklands. Each of these important areas are discussed in significant detail in Attachment C (Addressing Pension Debt), Attachment D (Unfunded Capital Improvements and Deferred Maintenance) and Attachment E (Improving Maintenance Levels in the City's Parklands).

In addition to the above four major categories, there are two additional subjects I present here as unmet needs:

- Employee compensation: The City has entered in to the collective bargaining process with its employee groups. This Proposed Budget does not include any requested appropriations related to this process.
- City Support Services Department – Recruitment of Senior Accountant/Finance Manager: The City Support Services Department has requested approval to proceed with the recruitment of a Senior Accountant as referenced in the report provided to the City Council in November 2020. To better address ongoing staffing needs and appropriate succession planning, it may be better to fill this

position at the Finance Manager level. This Proposed Budget does not include the \$23,000 estimated increase in salary/benefits to reallocate and fill this position at a Finance Manager level.

FURTHER IMPROVEMENTS TO THE PROPOSED BUDGET DOCUMENT

I am confident this initial iteration of the Proposed Budget accurately forecasts the City's financial condition at the conclusion of FY 2020/2021 and the proposed spending plan for FY 2021/2022. We also acknowledge we may not have caught every detail as we put this document together. We welcome the input of the City Council, the Finance Advisory Committee, and the Community on any items which may not be presented in a fully transparent or easily understandable way. Depending on tonight's discussion, staff is prepared to bring follow-up items to the City Council at the Regular Meetings of May 25, 2021 and June 8, 2021 (as needed) with a goal of presenting a complete and final document to the City Council for adoption no later than June 22, 2021.

UPDATE OF THE LONG RANGE FINANCIAL PLAN

The annual budget process should always be linked to the City's Long Range Financial Plan (LRFP). Upon final adoption of the FY 2021/2022 budget, the City Support Services Department will update the LRFP to reflect the (unaudited) FY 2020/2021 projections and the expected sources and uses of funds contained in the FY 2021/2022 adopted budget.

ACKNOWLEDGEMENTS

Preparation of the Proposed Budget, especially this year, is a significant effort and is the result of the work of many people. I want to acknowledge the City Council and thank you for the policy direction which formed the basis for the significant change in the format and supporting content of the Proposed Budget. I also want to thank the City Treasurer and the members of the Finance Advisory Committee who provided valuable input and guidance throughout the year.

While this is called the “City Manager’s Proposed Budget,” it could not have been completed without the efforts of every member of the City Staff, particularly City Support Services Director Stephen Hannah and his team. I extend my sincere thanks for everyone’s efforts in bringing this important plan for the City’s operations and capital improvement for Fiscal Year 2021/2022 to life!

ATTACHMENTS

- A – Summary of Actions by the City Council/Staff in FY 2020/2021
- B - Projected Results of Operations for FY 2020/2021
- C - Unmet Need - Addressing Pension Debt
- D - Unmet Need - Unfunded Capital Improvements and Deferred Maintenance
- E - Unmet Need - Improving Maintenance Levels in the City’s Parklands

ATTACHMENT A
CITY MANAGER’S BUDGET MESSAGE FOR FY 21/22
SUMMARY OF ACTIONS BY CITY COUNCIL/STAFF
IN FY 20/21

The past ten-month period has been one filled with positive change and significant achievements in the City. While much work remains, I summarize some of the major achievements experienced as they inform the foundation upon which my Proposed Budget is built.

City Council Considers Report from Pension Ad-Hoc Committee on September 30, 2020 and again on April 13, 2021

In addition to the state of the City’s core operations and capital spending, the City Council has also clearly prioritized addressing the City’s significant pension debt as part of the Fiscal Year 2021/2022 budget and forward. At the September 30, 2020 and April 13, 2021 meetings, the City Council reviewed and considered the year-long work of the City Council’s Pension Ad-Hoc Committee (Mayor Kemps and Mayor Pro Tem. Lozzi). The City Council discussed the state of the CalPERS Unfunded Accrued Liability (UAL) and the staff’s presentation of methods to address the UAL within the constraints of currently available resources. The “unmet needs” associated with the pension debt will also be addressed in more significant detail on Attachment C in the Proposed Budget document.

Comprehensive Fiscal and Operational Assessment Presented on November 10, 2020

After five months of observing the operations at City Hall, on November 10, 2020, with the support of newly hired Finance Director (now City Support Services Director) Stephen Hannah, I presented a Comprehensive Fiscal and Operational Assessment (Assessment) to the City Council. The Assessment addressed six functional areas: (1) Improved City Operations; (2) Sustainable Fiscal Health; (3) Cohesive, Transparent, and Effective Communication; (4) Municipal Infrastructure, (5) Applying Technology to Improve Service Delivery; and (6) Policy, Procedure, Process, and Code Modification to Minimize Risk, Improve Internal Control and Functional Efficiency. Also, as part of the Assessment, the City Support Services Director provided the City Council with his first quarterly financial update which yielded two general conclusions: (1) in the short term, the City remains on stable financial footing – given current service levels; and (2) in the medium and long terms, the City faces significant financial challenges. In light of these observations, work continued (and continues to this day) to improve City operations, pursue sustainable fiscal health, and employ cohesive, transparent, and effective communication styles.

The direction received from the City Council based on this presentation significantly informed the Long-Range Financial Plan (LRFP) developed by Director Hannah and the Financial Advisory Committee. The LRFP projects the core operations at City Hall, the first of three components of the ‘whole financial picture’ desired by the City Council. Development of the two additional components – capital spending and pensions debt – are discussed below.

City Council Adopts Resolution R21-03 on January 13, 2021

After a thorough review of the City’s financial transactions, Director Hannah and I proposed, and the City Council adopted, Resolution R21-03. This Resolution addressed some long present accounting practices that, while legal, did not embody best business practices nor present important financial data in the most transparent way. Resolution R21-03 authorized the transfer of \$4.1 million in fund balances previously recognized in the City’s Capital Improvement Fund (\$2.2 million) and Sewer Fund (\$1.9 million) to the City’s General Fund and assigned those fund balances for capital projects as determined by the City Council. Further, Resolution R21-03 also provided staff with City Council approved Budget Preparation and Financial Management guidelines related to capital and capital-like projects.

This action was important in that it: (1) provides staff, City Council, and PVE Community with a much clearer picture of what resources are available for operations and capital projects; and (2) implements best practices with respect to the priority of use of available funds for capital projects – using the most restricted funds first and the General Fund last.

City Council Considers Report from Police Ad-Hoc Committee on January 30, 2021

After months of important work, the City Council’s Police Ad-Hoc Committee (Mayor Kemps and Council Member McGowan) presented its findings to the City Council at a Special Meeting held on January 30, 2021. Supported in significant part by a study prepared by consultants Mike McCrary and Daniel Dreiling (a former Police Chief in PVE), the City Council

determined to adopt a “modified” Lean Staffing Model and to continue providing law enforcement services via its own Palos Verdes Estates Police Department. This action by the City Council was foundational as it eliminated months-long uncertainty for both the Community and Police Department staff and made it the clear policy of the City Council: PVE would continue its long tradition of having its own Police Department.

City Council Considers Updated Ten-Year Capital Improvement Plan on April 6, 2021

Building on the best practices adopted by Resolution R21-03, the City Council received a presentation on the City’s Ten-Year Capital Improvement Plan (Updated Plan) originally presented to the City Council in December 2019 by the City’s engineering consultants HR Green.

One of the major shortcomings of the initial presentation in December 2019 was the lack of coordination of the engineering/project data with the available financial resources. That shortcoming was addressed during the April 6, 2021 presentation. As a result of this important presentation, the City Council provided the following direction: (1) focus on capital projects which emphasize sanitary sewer system improvements to allow maintenance responsibilities and associated costs to be passed on to Los Angeles County; (2) focus on slurry seal and street repairs to minimize cost increases associated with delay in those programs; (3) apply the Capital Project Spending Guidelines adopted by the City Council in January 2021 which require the spending of available special revenues first and General Funds last, and (4) apply these priorities to capital projects included in the City Manager’s Proposed Budget for Fiscal Year 2021/2022. The presentation also identified \$44

million in “unmet needs” – needed capital projects which cannot be pursued given current revenues available to the City. These “unmet needs” will be addressed in more significant detail in Attachment D and in the Proposed Budget document.

The City Manager’s Proposed Budget for FY 2021/2022 reflects this important work, especially the policy direction provided by the City Council.

**ATTACHMENT B
CITY MANAGER’S BUDGET MESSAGE FOR FY 21/22
PROJECTED RESULTS OF OPERATIONS FOR FY
20/21**

Overview

It is important to note that the City Council Adopted Budget for Fiscal Year 2020/2021 was prepared during sub-optimal circumstances. The COVID-19 pandemic was in its beginning and the lack of information about the virus led to significant uncertainty. The City had not employed a full-time/regular City Manager since April 2019 nor a Finance Director since December 2019. The Acting City Manager, who was also the Director of Public Works and Community Development, marshaled the remaining staff to produce the best document he could given the limited resources and COVID-19 related uncertainty faced by the City. While the document ultimately adopted by the City Council allowed core operations to continue into Fiscal Year 2020/2021, the budget document did not reflect best practices nor did it present, in an appropriately transparent way, the financial condition of the City and the policy goals of the City Council. It is my sincere hope to better reflect best practices and the City Council’s priorities in the Proposed Budget for the upcoming fiscal year.

Palos Verdes Estates derives the majority of its revenues from property taxes paid by the residents. Property tax revenues are considered “general” in nature, can be used for any legal purpose determined by the City Council, and are deposited in the City’s General Fund. The City also received revenues from other sources {some examples: the Palos Verdes Estates Law Enforcement Special Tax, State Gas Tax, and Los Angeles

County Proposition A (Transit) and Proposition C (Street Repair) funds}. These revenues are considered “special” or “restricted” and can only be used for specifically authorized purposes. Each of these “special revenues” is deposited in special funds in the City’s accounting system to ensure they are spent in accordance with their applicable restrictions and not comingled with other funds. As with resources in the General Fund, Special Revenue Funds can only be spent in accordance with appropriations (spending authorizations) approved by the City Council.

General Fund

The General Fund is projected to conclude Fiscal Year 2020/2021 with an operational surplus of \$2.418 million. The following table includes additional details:

FY 20/21 Projected Results of Operations and Budget to Actual Comparison			
General Fund			
	Amended Budget	Projected Actual	Favorable / (Unfavorable)
Revenues	\$ 14,399,931	\$ 15,015,381	\$ 615,450
Transfers-In	5,138,285	5,138,285	-
Expenditures	18,479,632	17,734,742	744,890
Transfers-Out	-	-	-
TOTAL:	\$ 1,058,584	\$ 2,418,924	

Highlights: Sources (Fund Balance, Revenues, and Transfers-In)

Compared to the FY 20/21 budget, the City is projected to realize higher than expected receipts from property taxes as a group (especially property transfer tax, which receipts are \$105,000 higher than budget. Additionally, planning and building related revenues are projected to be almost \$550,000 higher than budgeted. These favorable revenue projections are offset slightly by lower than expected revenues from the Beach and Athletic Club concession and reimbursements from California Police Officer Standards and Training. Both are attributed to the restrictions on in-person interactions resulting from the COVID-19 pandemic.

More details of individual revenue sources are included in the Schedule of Revenues.

Highlights: Uses (Expenditures and Transfers-Out)

The majority of the projected operational surplus is attributed to a lower level of expenditures, mostly the result of a higher than expected vacancies in authorized staff positions. This is especially true in the Police Department, where there are currently five vacant police officer positions.

More details of individual department expenditures forecast to June 30, 2021 are available in the individual departments' proposed budget included in the Proposed Budget.

Special Revenue Funds

As presented during the City Council's consideration of the Ten-Year Capital Improvement Plan on April 6, 2021, the City has for some time planned for significantly more capital projects than available human and financial resources can support. The Adopted Budget for Fiscal Year 2020/2021 (FY 2020/2021 Adopted Budget) anticipated \$3,271,195 in capital projects and \$773,970 in Equipment and Technology Replacement purchases. Unfortunately, the FY 2020/2021 Adopted Budget also did not clearly identify the special revenue funds to be used to fund these items. For reasons discussed with the City Council on April 6, the level of these expenditures is not expected to be reached in the year end projections for Fiscal Year 2020/2021.

Operationally, to ensure the City Council and community were clear about the funding sources for the various projects undertaken during FY 2020/2021, staff presented the City Council with proposed resolutions with each capital project awarded that included language clearly identifying the funding sources for each project. These resolutions ensure the financial record is clear, City Council approval was sought before expenditure of funds, and appropriate, clear records exist for financial auditing purposes. For these reasons, in the table presented later in this section, the amounts contained in the resolutions are reflected in the "Amended Budget" column. Implementation of these improvements may result in numbers included in the FY 2020/2021 Adopted Budget varying significantly from the "Amended Budget" amounts contained in the resolutions. The Proposed Budget implements best practices so that capital expenditures are more clearly identified, at a level commensurate with available financial and human resources, and matched with specific funding sources.

ATTACHMENT C
CITY MANAGER’S BUDGET MESSAGE FOR FY 21/22
UNMET NEED - ADDRESSING PENSION DEBT

Summary of Unmet Need – Pension Debt {aka Unfunded Accrued Liability (UAL)}

At the Regular Meeting of the City Council held on April 13, 2021, the City Council further discussed the work of the Pension Ad-Hoc Committee. The Ad-Hoc Committee began its work in early 2019 to address the City’s growing UAL – currently estimated at \$20 million for all plan groups (the City has four pension plan groups: Safety – Classic, Safety – PEPRAs, Miscellaneous – Classic, and Miscellaneous – PEPRAs).

In September 2020, the City Council directed staff to fully pay the PEPRAs groups’ UAL. That payment, in the amount of \$47,331) will be completed no later than June 30, 2021. At the April 13, 2021 meeting, the City Council considered creation of a Section 115 Trust as a vehicle to save funds for pension payments. The Council also considered Pension Obligation Bonds and the potential to make additional advance payments (in addition to the PEPRAs payments already directed by the City Council).

As presented to the City Council at the April 27, 2021 Regular Meeting, the amount of the UAL is in a range of \$19.840 million (using a 7.00% discount rate as reflected in the CalPERS actuary reports) to \$45.316 million (using a scenario with a 4.83% discount rate). The City Council directed staff to reflect this information in the Proposed Budget. Please see the Schedule of Fund Balances where this range is included as a note.

City Council Direction Requested – Scheduling of a City Council Discussion on a UAL Funding Policy: At the April 27, 2021 City Council Meeting, the City Council expressed interest in creating a “road map” for the funding of UAL before specifically determining the amount and timing of any UAL payments. Therefore, this Proposed Budget does not include any “Additional Discretionary Payments” above any payments required for the PEPRAs plans’ UAL.

Staff requests the City Council’s direction on the scheduling of an agenda item for a discussion of a UAL Funding Policy. Should the City Council want to pursue this path, we would request the City Council direct the City Manager to place such a discussion on an agenda in the near future. It is expected such a policy would create a funding ratio goal and a proposed time frame for the achievement of the funding goal. Currently, there are funding options available for consideration (including, but not limited to, the operating surplus from FY 20/21 and the existing assignment in the General Fund). Staff would include a detailed funding plan as part of the City Council’s discussion of a proposed policy.

ATTACHMENT D
CITY MANAGER’S BUDGET MESSAGE FOR FY 21/22
UNMET NEED - UNFUNDED CAPITAL
IMPROVEMENTS AND DEFERRED MAINTENANCE

Summary of Unmet Need – Capital Improvements and Deferred Maintenance

At a Special Meeting of the City Council held on April 6, 2021, staff presented an updated Ten Year Capital Improvement Plan (Ten Year Plan). The Ten Year Plan identified a significant amount of unmet needs over a ten year period in the estimated amount of \$44 million. Additional detail of the Unmet Needs is contained on page two of this Attachment D.

American Rescue Plan Act: On March 11, 2021, the President signed into law the American Rescue Plan Act of 2021 (ARPA). ARPA identifies approximately \$2.5 million for the City of Palos Verdes Estates. However, the guidelines related to the disbursement and project eligibility criteria for these funds remain in development. Under ARPA, the Treasury Department has until May 10, 2021 to write the guidelines. While staff has identified ARPA as a potential funding source for capital projects (and perhaps other items), until the City has a better understanding of the guidelines, we have not included the ARPA funds in the funding plan.

Pursuant to the general policy guidance provided by the City Council, staff would anticipate applying ARPA funding to street and sewer projects (assuming such projects are eligible for ARPA funding). If the ARPA funding guidelines are broadly written, it is possible the City could use ARPA funding for other

projects listed as Unmet Needs. Should the City Council tentatively direct staff to pursue specific project(s) on Unmet Needs list, staff would evaluate such projects for ARPA eligibility.

City Council Direction Requested – Modifications to the Capital Improvement Plan: Because of limited human resources, staff does not recommend increasing planned capital projects beyond what is included in the Proposed Budget.

However, should the City Council have specific projects that have been identified as unmet needs (or, perhaps, are other City Council priorities), I would request the City Council provide such direction as it may deem appropriate. Staff would then evaluate such projects and return at the May 25, 2021 City Council meeting with a proposed funding plan.

Important note: Given the current level of available resources, the City does not have sufficient resources to address the great majority of the City’s unmet needs. I am proposing the City Council discuss this reality at the July 13, 2021 Regular Meeting.

ATTACHMENT E
CITY MANAGER’S BUDGET MESSAGE FOR FY 21/22
UNMET NEED - IMPROVING MAINTENANCE
LEVELS IN THE CITY’S PARKLANDS

Summary of Unmet Need – Deferred Maintenance in the City’s Parklands

One of the many amenities that make PVE a unique and special community is the significant amount of open space/parklands enjoyed by the Community. These parklands provide the community with a major element of its physical charm, especially in a region so densely populated as the urban core of Los Angeles County.

For the past several fiscal years, given currently available revenues the City has been able to allocate resources to provide a minimal level of parklands maintenance in three general categories (with the FY 21/22 proposed General Fund funding level in parentheses): (1) weed abatement (\$225,000), (2) annual landscape maintenance (\$330,000), and (3) tree maintenance (\$275,000). All three services have been provided via contract services.

Based upon feedback from the City Council and the Community, the current level of funding does not meet the minimum expectations of the Community from an aesthetics perspective. Additionally, there is a risk related component the City and the community should also consider when discussing the optimal level of parklands maintenance services.

In addition to the \$830,000 in General Fund resources, the City is currently pursuing grants related to urban forest management

(for example, staff has recently submitted an application for federal funding). While competition for federal and state funding is significant, we are hopeful the City’s application will be favorably reviewed. Despite our optimism, it would be a pleasant surprise if the City were to receive federal funding for enhanced urban forest management.

Staff estimates optimal funding for ongoing urban forest management that would better meet the Community’s needs and appropriately address the risk-related component of a large urban forest would conservatively range from \$1.5 to \$2.0 million annually. There would be an additional “one-time” need to address the deferred maintenance issues accumulated over decades.

City Council Direction Requested – One-Time Augmentation of Urban Forest Management Services to Address Most Pressing Needs: Given current revenue sources, the City is unable to allocate additional ongoing revenues to significantly increase the level of annual urban forest maintenance services. However, the projected operational surplus from FY 20/21 does provide an opportunity to make a one-time augmentation in FY 21/22. Staff requests the City Council’s direction as to if this is something the City should consider. Should the City Council so direct, staff would return to the City Council at one of the future meetings remaining in FY 20/21 with additional details.

Attachment C - Unmet Needs Projects

Project Category/ Name	UPDATED CIP	
	PLAN UNMET NEEDS	Priority
STREETS AND ROADWAYS		
STREET CONSTRUCTION/RESURFACING - ARTERIALS/COLLECTORS	19,195,600	4
PASEO LUNADO CURB AND GUTTER IMPROVEMENTS	235,000	4
PASEO DEL SOL FIRE ROAD	1,105,000	4
VIA DEL MONTE STABILIZATION	270,000	4
PASEO DEL MAR FIRE ROAD	1,147,400	4
EARTH STABILIZATION AT 3000 BLOCK OF VIA CAMPESINA	295,000	4
SUBTOTAL (STREETS AND ROADWAYS)	\$ 22,248,000	
TRAFFIC AND SAFETY		
TRAFFIC CALMING	302,775	4
SUBTOTAL (TRAFFIC AND SAFETY)	\$ 302,775	
FACILITY IMPROVEMENTS		
EMERGENCY OPERATIONS CENTER CONVERSION	445,000	3
MIRLO GATE HOUSE	80,000	4
MALAGA COVE PARKING/PEDESTRIAN UPGRADES	1,142,400	4
PEDESTRIAN IMPROVEMENT AT LUNANA BAY PLAZA	241,875	
SUBTOTAL (FACILITY IMPROVEMENTS)	\$ 1,909,275	
CITY BEAUTIFICATION		
FARNHAM MARTIN PARK AND FOUNTAIN UPGRADE	773,500	4
TRIANGLE 9/11 MEMORIAL FLAG UPGRADE	130,000	4
VICTORIA PARK UPGRADES	103,000	4
VIA VISALIA/VIA FERNANDEZ OPEN SPACE UPGRADES	309,000	4
PLAZA FRANCISCO UPGRADES	103,000	4
CORONEL PLAZA UPGRADES	103,000	4
VALMONTE PLAZA UPGRADES	103,000	4
PALOS VERDES DR. WEST MEDIAN OPEN SPACE UPGRADES	309,000	4
PALOS VERDES DR. NORTH MEDIAN OPEN SPACE UPGRADES	309,000	4
VIA CARRILLO PARK UPGRADES	412,000	4
VIA NIVEL PARK UPGRADES	103,000	4
PASEO DEL SOL PARK UPGRADES	412,000	4
DOLORES PLAZA UPGRADES	103,000	4
GEORGE ALLEN PARK AND PLAYFIELD UPGRADES	412,000	4
PLAZA BLANCA UPGRADES	103,000	4

Project Category/ Name	UPDATED CIP	
	PLAN UNMET	Priority
	NEEDS	
ROSSLER FOUNTAIN UPGRADE	1,500	4
LUNADA BAY PLAZA ENHANCEMENTS AND EQUIPMENT SCREENING	381,500	4
TRAILS/PATH IMPROVEMENTS	800,000	4
PALOS VERDES DR. WEST 1300 BLOCK MEDIAN UPGRADES	32,700	4
MEMORIAL GARDENS POOL AND PARK UPGRADES	440,000	4
SUBTOTAL (CITY BEAUTIFICATION)	\$ 5,443,200	
INFRASTRUCTURE		
CITYWIDE STORM DRAIN/CATCH BASIN REPAIR AND UPGRADES	680,378	3
CROSS-GUTTER PROJECTS	45,752	4
PASEO DEL MAR AND PALOS VERDES DR. WEST CURB OPENING	175,000	4
BASIN INLET IN PALOS VERDES DR. WEST SOUTHERN PARKWAY	465,000	3
CITY-WIDE STORM DRAIN STRUCTURES UPGRADES	1,975,500	3
SUBTOTAL (INFRASTRUCTURE)	\$ 3,341,630	
STUDIES		
CITYWIDE MASTER PLAN FOR MULTI-MODAL TRANSPORTATION	75,000	3
CITYWIDE CAPITAL ASSESSMENT	75,000	3
PARKLAND IMPROVEMENTS INVENTORY AND ASSESSMENT STUDY	75,000	3
MASTER PLAN OF STREETS	100,000	3
MASTER PLAN OF STORM DRAINS	85,000	3
MASTER PLAN OF FACILITIES	110,000	3
MASTER PLAN OF TRAILS/BIKE/PEDESTRIAN PATHS	60,000	3
MASTER PLAN OF PARKS AND RECREATION	70,000	3
MASTER PLAN OF GIS PROGRAM UPGRADES	50,000	3
MISCELLANEOUS TRANSFER DRAIN PROCESSING	60,000	3
SUBTOTAL (STUDIES)	\$ 760,000	
EQUIPMENT		
SUBTOTAL (EQUIPMENT)	\$ -	
GRAND TOTALS:	\$ 34,004,880	
ADD: Address Aging City Hall Facility	10,000,000	
SUBTOTAL (OTHER ITEMS)	\$ 10,000,000	
AGGREGATE TOTAL:	\$ 44,004,880	



2021/2022 ADOPTED BUDGET

BUDGET SUMMARY

Estimated Revenues and Expenditures by Fund

Projected Change in General Fund Balance

Summary by Department

Summary by Department and Account Type

**CITY OF PALOS VERDES ESTATES
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2020/2021**

FUND NAME	AUDITED FUND BALANCE ON JUNE 30, 2020	ESTIMATED REVENUES FY 2020/2021	ESTIMATED TRANSFERS IN FY 2020/2021	ESTIMATED EXPENDITURES FY 2020/2021	ESTIMATED TRANSFERS OUT FY 2020/2021	ESTIMATED FUND BALANCE June 30, 2021
GENERAL FUND (Total)	\$ 15,269,609	\$ 15,372,681	\$ 9,268,285	\$ (17,914,467)	\$ (273,777)	\$ 21,722,331
GAS TAX	121,024	308,000	-	-	-	429,024
DRUG INTERVENTION FUND	666,576	-	-	-	-	666,576
SLESF FUND	618,669	157,000	-	-	-	775,669
SPECIAL PROJECTS FUND	1,021,613	381,978	-	-	(302,478)	1,101,113
CORRECTIONS FUND	12,680	4,600	-	-	-	17,280
RMRA FUND	537,798	207,000	-	-	(139,630)	605,168
COMMUNITY PLANNING	130,339	65,000	-	-	-	195,339
TECHNOLOGY EHNANCEMENT	-	43,000	-	-	-	43,000
MEASURE W	-	258,000	-	(258,000)	-	-
PVE LAW ENFORCEMENT	113,285	5,025,000	-	-	(5,138,285)	-
MEASURE M	4,570	190,000	-	-	(150,000)	44,570
TRANSIT PROP A FUND	95,797	270,000	-	(10,145)	-	355,652
MEASURE R	952	170,000	-	-	-	170,952
TRANSIT PROP C FUND	593,356	225,000	-	-	-	818,356
CAPITAL IMPROVEMENT	4,296,093	-	865,885	(1,000,000)	(2,200,000)	1,961,978
PARKLANDS	105,674	-	-	-	-	105,674
EQUIPMENT REPLACEMENT	1,502,160	32,000	-	(30,000)	-	1,504,160
SEWER FUND	3,644,666	-	-	-	(1,930,000)	1,714,666
INSURANCE FUND	495,027	1,210,000	-	(1,210,000)	-	495,027
SPECIAL DEPOSIT FUND	233,077	-	-	-	-	233,077
POLICE PROPERTY/EVIDENCE	9,701	-	-	-	-	9,701
TOTALS:	\$ 29,472,666	\$ 23,919,259	\$ 10,134,170	\$ (20,422,612)	\$ (10,134,170)	\$ 32,969,313

**CITY OF PALOS VERDES ESTATES
REVENUES AND EXPENDITURES BY FUND
FISCAL YEAR 2021/2022**

FUND NAME	PROJECTED FUND BALANCE ON JUNE 30, 2021	ADOPTED REVENUES FY 2021/2022	ADOPTED TRANSFERS IN FY 2021/2022	ADOPTED EXPENDITURES FY 2021/2022	ADOPTED TRANSFERS OUT FY 2021/2022	PROJECTED FUND BALANCE JUNE 30, 2022
General Fund	\$ 21,722,331	\$ 15,737,630	\$ 5,050,000	\$ (21,389,650)	\$ (261,500)	\$ 20,858,811
GAS TAX	429,024	328,800	-	(35,000)	(400,000)	322,824
DRUG INTERVENTION FUND	666,576	4,800	-	-	-	671,376
SLESF FUND	775,669	161,000	-	(7,400)	-	929,269
SPECIAL PROJECTS FUND	1,101,113	337,878	-	(25,000)	(302,478)	1,111,513
CORRECTIONS FUND	17,280	5,000	-	-	-	22,280
RMRA FUND	605,168	212,400	-	-	(600,000)	217,568
COMMUNITY PLANNING	195,339	65,000	-	-	-	260,339
TECHNOLOGY EHNANCEMENT	43,000	45,000	-	-	-	88,000
MEASURE W	-	258,000	-	(185,300)	(24,000)	48,700
PVE LAW ENFORCEMENT	-	5,050,000	-	-	(5,050,000)	-
MEASURE M	44,570	196,600	-	-	(150,000)	91,170
TRANSIT PROP A FUND	355,652	275,800	-	(260,820)	-	370,632
MEASURE R	170,952	176,600	-	-	-	347,552
TRANSIT PROP C FUND	818,356	234,800	-	-	(250,000)	803,156
CAPITAL IMPROVEMENT	1,961,978	-	2,527,378	(4,216,842)	-	272,514
PARKLANDS	105,674	-	-	-	-	105,674
EQUIPMENT REPLACEMENT	1,504,160	-	-	(759,100)	-	745,060
SEWER FUND	1,714,666	-	-	(86,400)	(539,400)	1,088,866
INSURANCE FUND	495,027	-	-	-	-	495,027
SPECIAL DEPOSIT FUND	233,077	-	-	-	-	233,077
POLICE PROPERTY/EVIDENCE	9,701	-	-	(6,000)	-	3,701
TOTALS:	<u>\$ 32,969,313</u>	<u>\$ 23,089,308</u>	<u>\$ 7,577,378</u>	<u>\$ (26,971,512)</u>	<u>\$ (7,577,378)</u>	<u>\$ 29,087,109</u>

**City of Palos Verdes Estates
General Fund
Projected Change in Fund Balances
For the Year Ending June 30, 2021**

Total Fund Balance at 7/1/2020	\$ 15,269,609
Add Sources:	
Projected Revenues	\$ 15,372,681
Transfers In	<u>9,268,285</u>
Total Sources	\$ 24,640,966
Less Uses:	
Projected Expenses	(17,914,467)
Transfers Out	<u>(273,777)</u>
Total Uses	<u>(18,188,244)</u>
Net Projected Change in Fund Balance	<u>6,452,722</u>
Projected Ending Fund Balance	<u><u>\$ 21,722,331</u></u>

Components of Fund Balance	Beginning Balance	Changes	Ending Balance
Nonspendable Fund Balance	\$ 509,337	\$ -	\$ 509,337
Emergency Reserve	8,000,000	867,371	8,867,371
Assigned Fund Balance	675,295	3,856,223	4,531,518
Unassigned Fund Balance	<u>6,084,977</u>	<u>1,729,128</u>	<u>7,814,105</u>
Total Fund Balance	<u><u>\$ 15,269,609</u></u>	<u><u>\$ 6,452,722</u></u>	<u><u>\$ 21,722,331</u></u>

*The CAFR Combines Fund 01 (General Fund) and Fund 10 (Community Planning) in the General Fund Fund Balance of \$15,339,948.

*Fund 01 Fund Balance is \$15,269,609 and Fund 10 Fund Balance is \$130,339 (a total of \$15,399,948).

**City of Palos Verdes Estates
General Fund
Budgeted Change in Fund Balances
For the Year Ending June 30, 2022**

Total Fund Balance at 7/1/2020		\$ 21,722,331
Add Sources:		
Projected Revenues	\$ 15,737,630	
Transfers In	<u>5,050,000</u>	
Total Sources	\$ 20,787,630	
Less Uses:		
Projected Expenses	(19,639,650)	
Pledge for Unmet Needs	(1,750,000)	
Transfers Out	<u>(261,500)</u>	
Total Uses	<u>(21,651,150)</u>	
Net Projected Change in Fund Balance		<u>(863,520)</u>
Projected Ending Fund Balance		<u><u>\$ 20,858,811</u></u>

Components of Fund Balance	Beginning Balance	Changes	Ending Balance
Nonspendable Fund Balance	\$ 509,337	\$ -	\$ 509,337
Emergency Reserve	8,867,371	952,454	9,819,825
Assigned Fund Balance	4,531,518	(261,500)	4,270,018
Unassigned Fund Balance	<u>7,814,105</u>	<u>(1,554,474)</u>	<u>6,259,631</u>
Total Fund Balance	<u><u>\$ 21,722,331</u></u>	<u><u>\$ (863,520)</u></u>	<u><u>\$ 20,858,811</u></u>

**Adopted Budget
Summary by Department**

Department	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	ADOPTED BUDGET	\$ INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL	% INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL
City Council	\$ -	\$ -	\$ -	\$ 1,783,570	\$ 1,783,570	0.0%
City Manager	608,881	869,901	915,993	855,590	(60,403)	-6.6%
City Attorney	272,679	218,000	255,000	282,000	27,000	10.6%
City Support Services	745,934	983,438	982,667	1,646,137	663,470	67.5%
Police Department	7,194,870	6,938,015	6,605,360	6,746,509	141,149	2.1%
Fire Department	5,481,255	5,900,648	5,900,648	6,375,778	475,130	8.1%
Community Development	1,056,049	723,494	843,790	1,268,623	424,833	50.3%
Public Works	2,504,192	2,872,497	2,492,932	2,692,943	200,011	8.0%
Total	<u>\$ 17,863,860</u>	<u>\$ 18,505,993</u>	<u>\$ 17,996,390</u>	<u>\$ 21,651,150</u>	<u>\$ 3,654,760</u>	<u>20.3%</u>

**Adopted Budget
Summary By Department and Account Type**

Department	Employee Compensation	Employee Benefits	Operating Expenses and Transfers Out	Pledge to Unmet Needs	Total
City Council	\$ -	\$ -	\$ 33,570	\$ 1,750,000	\$ 1,783,570
City Manager	378,267	140,524	336,799	-	855,590
City Attorney	-	-	282,000	-	282,000
City Support Services	431,482	302,785	911,870	-	1,646,137
Police Department	3,203,661	2,400,565	1,142,283	-	6,746,509
Fire Department	-	-	6,375,778	-	6,375,778
Community Development	375,486	151,651	741,486	-	1,268,623
Public Works	543,968	243,234	1,905,741	-	2,692,943
Total	\$ 4,932,864	\$ 3,238,759	\$ 11,729,527	\$ 1,750,000	\$ 21,651,150



2021/2022 ADOPTED BUDGET

ESTIMATED REVENUES

**Summary of General Fund Revenues
Estimated Revenues by Fund and Account**

**City of Palos Verdes Estates
Summary of General Fund Revenues
By Revenue Category**

CATEGORY TITLE	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	\$ INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL	% INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL
REVENUES (RECEIPTS)					
Property Tax	\$ 8,965,207	\$ 9,274,000	\$ 9,542,030	\$ 268,030	2.9%
Parcel Tax	5,023,366	5,025,000	5,050,000	25,000	0.5%
Other Taxes	1,251,050	1,445,000	1,486,300	41,300	2.9%
Licenses and Permits	523,365	725,400	736,400	11,000	1.5%
Revenue from Other Agencies	1,673,057	1,660,000	1,700,000	40,000	2.4%
Charges for Services	507,733	840,000	840,000	-	0.0%
Interest and Rents	181,160	157,400	163,400	6,000	3.8%
Concessions	1,035,729	1,038,000	1,127,000	89,000	8.6%
Fines and Forfeitures	90,000	93,000	92,500	(500)	-0.5%
Other Revenues	221,000	140,200	50,000	(90,200)	-64.3%
Totals before Transfers In	19,471,667	20,398,000	20,787,630	389,630	1.9%
Transfers In	4,243,285	4,243,000	-	(4,243,000)	-100.0%
Total Revenues	\$ 23,714,952	\$ 24,641,000	\$ 20,787,630	\$ (3,463,740)	

ARPA funding: The City will receive two \$1.59 million payments in ARPA distributions over the next two years. The City will need to make decisions as to how to best use those funds once all related guidance is available.

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
General Fund						
30100	SECURED PROPERTY TAX	\$ 8,616,207	\$ 8,900,000	\$ 283,793	103.29%	\$ 9,167,000
30200	UNSECURED PROPERTY TAX	292,000	330,000	38,000	113.01%	330,000
30600	PROPERTY TAX PRIOR	(10,000)	(27,000)	(17,000)	270.00%	(27,810)
30900	PENALTIES & DELINQUENCIES	18,000	28,000	10,000	155.56%	28,840
31100	SALES TAX	156,800	150,000	(6,800)	95.66%	154,500
31300	FRANCHISE TAX WATER	140,000	160,000	20,000	114.29%	180,800
31310	FRANCHISE TAX GAS	51,000	56,000	5,000	109.80%	56,000
31320	FRANCHISE TAX ELECTRIC	120,000	132,000	12,000	110.00%	130,000
31330	FRANCHISE TAX CABLE	262,000	272,000	10,000	103.82%	270,000
31400	BUSINESS LICENSE TAX	191,250	245,000	53,750	128.10%	250,000
31500	PROPERTY TRANSFER	170,000	260,000	90,000	152.94%	270,000
32100	ANIMAL LICENSES	4,500	3,900	(600)	86.67%	3,900
32500	FILMING PERMIT	20,000	20,000	-	100.00%	20,000
33100	VEHICLE CODE FINES	35,000	10,000	(25,000)	28.57%	12,500
33400	COURT FINES PARKING	55,000	83,000	28,000	150.91%	80,000
34100	INTEREST	128,000	102,400	(25,600)	80.00%	102,400
34300	GOLF COURSE	806,347	810,000	3,653	100.45%	915,000
34400	TENNIS CLUB	24,700	48,000	23,300	194.33%	41,000
34500	BEACH & ATHLETIC CLUB	204,682	180,000	(24,682)	87.94%	171,000
34700	MISCELLANEOUS RENT	53,160	55,000	1,840	103.46%	61,000
35210	HOMEOWNERS PTR	49,000	43,000	(6,000)	87.76%	44,000
35300	PSAF (SALES TAX)	160,000	170,000	10,000	106.25%	175,000
35316	ERAF/VLF TAX RETURN	1,657,557	1,660,000	2,443	100.15%	1,700,000
35600	POST REIMBURSEMENT	14,000	-	(14,000)	0.00%	-
35630	STATE MANDATED REIMB.	1,500	-	(1,500)	0.00%	-
36100	POLICE SERVICES	6,825	3,200	(3,625)	46.89%	3,000
36105	BOOKING FEES	2,600	500	(2,100)	19.23%	1,000
36120	FALSE ALARM	3,000	1,000	(2,000)	33.33%	1,000
36121	ADMINISTRATIVE CITATIONS	1,000	7,300	6,300	730.00%	1,000

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
36130	COPY SALES, CERTIFICATION	-	1,700	1,700	0.00%	-
36146	VEHICLE IMPOUND FEES	9,750	7,000	(2,750)	71.79%	7,000
36150	STREET/PARKS SERVICES	3,000	-	(3,000)	0.00%	-
36155	MAILING MATRIX	15,000	16,000	1,000	106.67%	16,000
36160	SPECIAL EVENTS	1,500	-	(1,500)	0.00%	-
37100	CONSTRUCTION PERMITS	336,539	515,000	178,461	153.03%	525,000
37101	REISSUED BUILDING PERMIT	4,151	2,500	(1,651)	60.23%	2,500
37110	MISC PUBLIC WORKS PERMITS	158,175	184,000	25,825	116.33%	185,000
37111	TREE TOPPING/REMOVAL	9,252	11,000	1,748	118.89%	11,000
37210	RESIDENTIAL RESALE REPORT	19,204	37,000	17,796	192.67%	40,000
37220	GRADING/FILLING	20,011	43,000	22,989	214.88%	45,000
37230	MISCELLANEOUS PLANNING	87,569	200,000	112,431	228.39%	200,000
37240	PLAN CHECK	143,903	300,000	156,097	208.47%	300,000
37250	NEIGHBORHOOD COMP. REVIEW	96,554	165,000	68,446	170.89%	165,000
37260	SITE PLAN REVIEW	28,550	17,000	(11,550)	59.54%	20,000
37270	GEOTECHNICAL	11,644	30,000	18,356	257.65%	30,000
38010	MISCELLANEOUS REVENUE	180,000	140,000	(40,000)	77.78%	50,000
38011	EMERG. BACKPACK SALES	1,000	-	(1,000)	0.00%	-
38050	PVECARES	8,000	200	(7,800)	2.50%	-
38095	REIMB. FROM TREE BANK	32,000	-	(32,000)	0.00%	-
		14,399,931	15,372,700	972,769	106.76%	15,737,630
39923	TRANS IN - PVE LAW ENFORC	113,285	5,025,000	4,911,715	4435.72%	5,050,000
39930	TRANS IN - CAP PROJ FUND	2,200,000	2,200,000	-	100.00%	-
39962	TRANS IN - SEWER FUND	1,930,000	1,930,000	-	100.00%	-
39999	OPERATING TRANSFERS IN	5,023,366	113,000	(4,910,366)	2.25%	-
	General Fund Total	23,666,582	24,640,700	974,118	104.12%	20,787,630

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
Gas Tax Fund						
34100	INTEREST	1,000	800	(200)	80.00%	800
35500	GAS TAX (2103)	114,436	95,000	(19,436)	83.02%	100,000
35510	GAS TAX (2105)	71,791	70,000	(1,791)	97.51%	75,000
35520	GAS TAX (2106)	47,028	45,000	(2,028)	95.69%	50,000
35530	GAS TAX (2107)	86,365	95,000	8,635	110.00%	100,000
35540	GAS TAX (2107.5)	3,000	3,000	-	100.00%	3,000
Gas Tax Fund Total		323,620	308,800	(14,820)	95.42%	328,800
Drug Intervention Fund						
34100	INTEREST	6,000	4,800	(1,200)	80.00%	4,800
Drug Intervention Fund Total		6,000	-	(6,000)	0.00%	4,800
SLESF Fund						
34100	INTEREST	5,000	4,000	(1,000)	80.00%	4,000
35305	COPS FUNDS	150,000	157,000	7,000	104.67%	157,000
SLESF Fund Total		155,000	157,000	2,000	101.29%	161,000
Special Projects Fund						
34100	INTEREST	8,000	6,400	(1,600)	80.00%	6,400
35650	PEDESTRIAN BIKEWAYS	9,000	-	(9,000)	0.00%	-
35660	RECYCLING (AB939)	29,000	29,000	-	100.00%	29,000
35820	SCAQMD GRANT (AB2766)	16,000	16,500	500	103.13%	-
35865	SSARP GRANT	-	34,000	34,000	0.00%	302,478
Special Projects Fund Total		62,000	85,900	23,900	138.55%	337,878
Corrections Fund						
35620	CORRECTIONS	6,000	4,600	(1,400)	76.67%	5,000
Corrections Fund Total		6,000	4,600	(1,400)	76.67%	5,000
RMRA Fund						
34100	INTEREST	3,000	2,400	(600)	80.00%	2,400
35450	RMRA (2032)	232,776	207,000	(25,776)	88.93%	210,000
RMRA Fund Total		235,776	207,000	(28,776)	87.80%	212,400

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
Community Planning Fund						
37275	COMMUNITY PLANNING FEE	48,370	65,000	16,630	134.38%	65,000
Community Planning Fund Totl		48,370	65,000	16,630	134.38%	65,000
Technology Enhancement Fund						
37276	TECHNOLOGY ENHANCEMENT	50,000	43,000	(7,000)	86.00%	45,000
Technology Enhancement Fund Total		50,000	43,000	(7,000)	86.00%	45,000
Measure W Fund						
30805	MEAS W PARCEL TAX	260,000	258,000	(2,000)	99.23%	258,000
Measure W Fund Total		260,000	258,000	(2,000)	99.23%	258,000
PVE Law Enforcement Fund						
31910	ASSESSMENT	5,023,366	5,025,000	1,634	100.03%	5,050,000
PVE Law Enforcement Fund Total		5,023,366	5,025,000	1,634	100.03%	5,050,000
Measure M Fund						
31215	MEAS M SALES TAX	155,357	190,000	34,643	122.30%	195,000
34100	INTEREST	2,000	1,600	(400)	80.00%	1,600
Measure M Fund Total		157,357	190,000	32,643	120.74%	196,600
Transit Prop A Fund						
31200	PROP A SALES TAX	220,357	270,000	49,643	122.53%	275,000
34100	INTEREST	1,000	800	(200)	80.00%	800
Transit Prop A Fund Total		221,357	270,000	48,643	121.97%	275,800
Measure R Fund						
31205	MEASURE R	137,087	170,000	32,913	124.01%	175,000
34100	INTEREST	2,000	1,600	(400)	80.00%	1,600
Measure R Fund Total		139,087	170,000	30,913	122.23%	176,600
Transit Prop C Fund						
31210	PROP C SALES TAX	182,780	225,000	42,220	123.10%	230,000
34100	INTEREST	6,000	4,800	(1,200)	80.00%	4,800
Transit Prop C Fund Total		188,780	225,000	36,220	119.19%	234,800

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
Community Planning Fund						
37275	COMMUNITY PLANNING FEE	48,370	65,000	16,630	134.38%	65,000
Community Planning Fund Totl		48,370	65,000	16,630	134.38%	65,000
Technology Enhancement Fund						
37276	TECHNOLOGY ENHANCEMENT	50,000	43,000	(7,000)	86.00%	45,000
Technology Enhancement Fund Total		50,000	43,000	(7,000)	86.00%	45,000
Measure W Fund						
30805	MEAS W PARCEL TAX	260,000	258,000	(2,000)	99.23%	258,000
Measure W Fund Total		260,000	258,000	(2,000)	99.23%	258,000
PVE Law Enforcement Fund						
31910	ASSESSMENT	5,023,366	5,025,000	1,634	100.03%	5,050,000
PVE Law Enforcement Fund Total		5,023,366	5,025,000	1,634	100.03%	5,050,000
Measure M Fund						
31215	MEAS M SALES TAX	155,357	190,000	34,643	122.30%	195,000
34100	INTEREST	2,000	1,600	(400)	80.00%	1,600
Measure M Fund Total		157,357	190,000	32,643	120.74%	196,600
Transit Prop A Fund						
31200	PROP A SALES TAX	220,357	270,000	49,643	122.53%	275,000
34100	INTEREST	1,000	800	(200)	80.00%	800
Transit Prop A Fund Total		221,357	270,000	48,643	121.97%	275,800
Measure R Fund						
31205	MEASURE R	137,087	170,000	32,913	124.01%	175,000
34100	INTEREST	2,000	1,600	(400)	80.00%	1,600
Measure R Fund Total		139,087	170,000	30,913	122.23%	176,600
Transit Prop C Fund						
31210	PROP C SALES TAX	182,780	225,000	42,220	123.10%	230,000
34100	INTEREST	6,000	4,800	(1,200)	80.00%	4,800
Transit Prop C Fund Total		188,780	225,000	36,220	119.19%	234,800

City of Palos Verdes Estates
 Estimated Revenues by Fund and Account

ACCOUNT NUMBER	ACCOUNT TITLE	ADOPTED BUDGET FY 20/21	PROJECTED TOTAL TO JUNE 30, 2021	Budget to Projected Actual to 30 JUN 2021 (\$)	Budget to Projected Actual to 30 JUN 2021 (%)	21 / 22 ADOPTED BUDGET
Capital Improvement Fund						
34100	INTEREST	40,000	32,000	(8,000)	80.00%	-
39999	OPERATING TRANSFERS IN	2,778,110	208,000	(2,570,110)	7.49%	2,241,878
Capital Improvement Fund Total		2,818,110	208,000	(2,610,110)	7.38%	2,241,878
Equipment Replacement Fund						
34100	INTEREST	12,000	9,600	(2,400)	80.00%	-
38020	SALE OF PROPERTY	6,000	32,000	26,000	533.33%	-
Equipment Replacement Fund Total		18,000	32,000	14,000	177.78%	-
Sewer Fund						
34100	INTEREST	26,000	20,800	(5,200)	80.00%	-
Sewer Fund Total		26,000	20,800	(5,200)	80.00%	-
Insurance Fund						
36900	CHARGES FOR SERVICES	1,208,724	1,210,000	1,276	100.11%	-
insurance Fund Total		1,208,724	1,210,000	1,276	100.11%	-
Total All Other Funds		\$ 13,765,657	\$ 8,749,700	\$ (5,015,957)		\$ 11,835,434
Grand Total All Funds		\$ 28,165,588	\$ 24,122,381	\$ (4,043,207)		\$ 27,573,064



2021/2022 ADOPTED BUDGET

PENSION DEBT

Pension Debt

The Pension Ad Hoc Committee's Report provided a comprehensive overview of the extent of the City's pension challenges, including explaining what makes up the pension costs, how the promised benefits are funded, CalPERS' assumed and actual investment returns, and the mounting UAL problem. The report suggested six debt reduction strategies for consideration as well as six budget management strategies to improve transparency in reporting.

The City Council has directed staff to include an estimate of current pension debt applying the Pension Ad Hoc Committee's proposed discount rate in future financial reports, including the budget. This calculation was determined by using the GovInvest program to forecast this value for the City's CalPERS pension plans at June 30, 2021.

Additionally, City Council has requested that the net increase in pension debt, based on the two most recent CalPERS actuarial Study years, be presented. This calculation is based on the change in Net Pension Liability as reported in the City's annual financial reports ended June 30 2019 and 2020.

What is presented on the following page is the estimated level of Pension Debt for the City at June 30, 2021 and the Change in Pension Debt as reflected in the City's most recent Annual Financial Report:

Pension Debt

City of Palos Verdes Estates

Increase in Net Pension Debt

For the Fiscal Years Ended June 30, 2019 and 2020

	<u>FY 2018-19</u>	<u>FY 2019-20</u>	<u>\$ Increase</u>	<u>% Change</u>
Miscellaneous	\$ 3,477,503	\$ 3,958,694	\$ 481,191	13.84%
Safety	11,202,797	12,136,014	933,217	8.33%
Total	\$ 14,680,300	\$ 16,094,708	\$ 1,414,408	9.63%

Source: CalPERS GASB 68 Actuarial Reports

City of Palos Verdes Estates

Projected Pension Debt

For the Fiscal Year Ended June 30, 2021

	<u>FY 2020-21</u>
Miscellaneous	\$ 5,375,000
Safety	14,465,000
Total	\$ 19,840,000

Source: GovInvest



2021/2022 ADOPTED BUDGET

SCENARIOS – LONG-RANGE FINANCIAL PLAN

Long-Range Financial Plan

The following pages contain summary versions of the Long-range Financial Plan and graphical representations of key components of fund balance for the City's General Fund. There are three presentations of the plan. All three allow the PVE Law Enforcement Parcel Tax to sunset, suspend the transfer of funds to the Capital Improvement Fund when related General Fund resources are exhausted, include actions taken by the City Council during Fiscal Year 2020-21, and contain updated fiscal year end 2020-21 projections and financial information from the City Manager's Proposed Budget.

The two scenarios presented are illustrative only and DO NOT reflect actions or opinions of staff or the City Council.

The three presentations are:

- The baseline presentation.
- Scenario 1 – Baseline presentation plus the effects of contributing an additional \$1.5 million to pay down pension debt in fiscal year 2021-22.
- Scenario 2 - Baseline presentation, the effects of contributing an additional \$1.5 million to pay down pension debt in fiscal year 2021-22 and adding a \$500 thousand per year commitment for 3 years to Parklands maintenance beginning in fiscal year 2021-22.

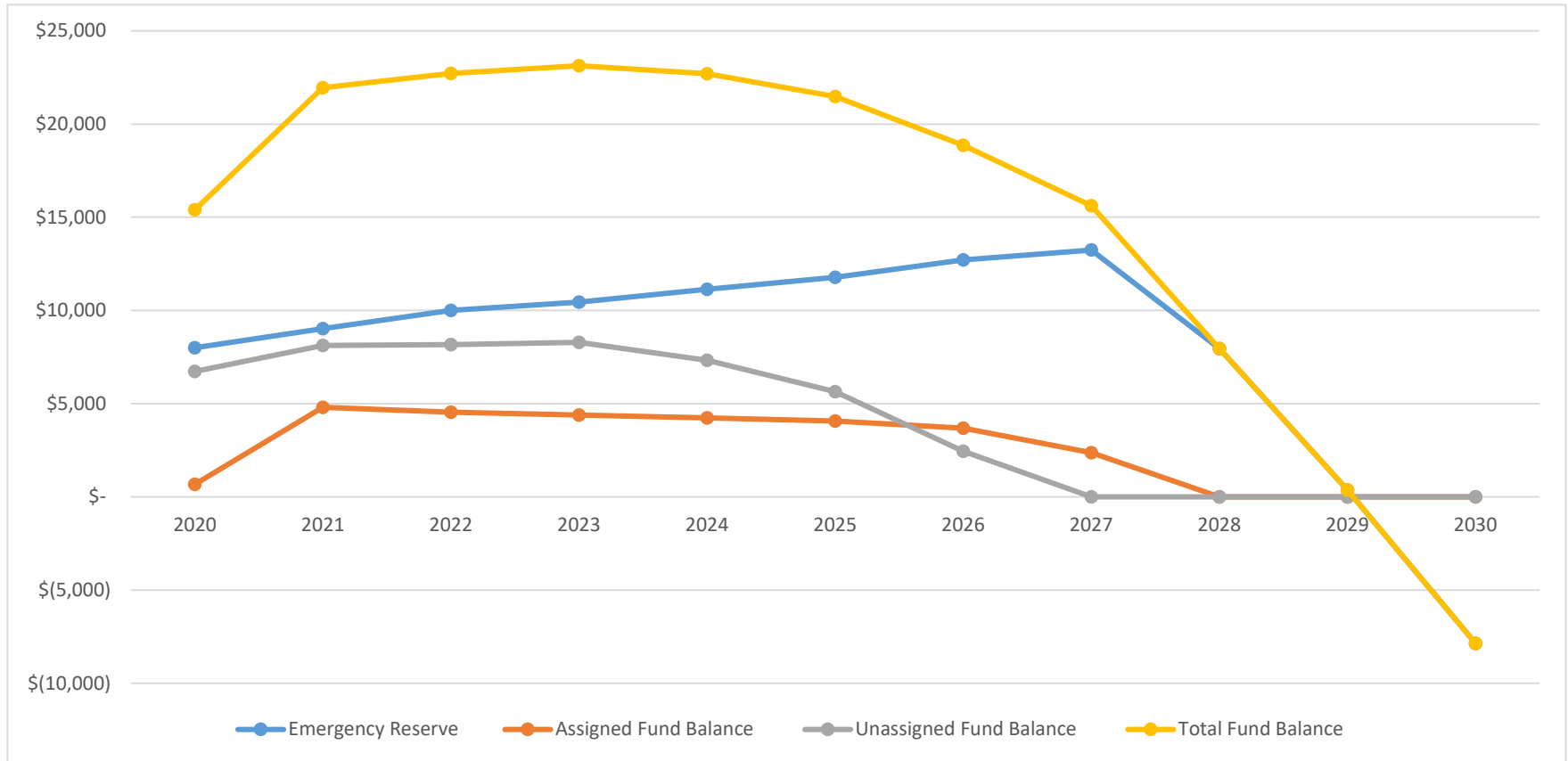
Long-range Financial Plan - Baseline Presentation

	Actual	Projected June 30, 21	Proposed June 30, 22									
<i>Fiscal Year ></i>	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030	
Fund Balance (Beginning Equity)	\$ 13,036	\$ 15,405	\$ 21,955	\$ 22,719	\$ 23,129	\$ 22,701	\$ 21,482	\$ 18,855	\$ 15,612	\$ 7,960	\$ 366	
Revenues (Operating Revenues)	20,282	20,397	20,781	21,304	21,847	22,323	22,801	23,236	18,597	19,049	19,148	
Expenditures (Operating Expenses)	(17,913)	(17,791)	(19,755)	(20,734)	(22,115)	(23,157)	(24,277)	(25,238)	(26,249)	(26,643)	(27,372)	
Net Income (Loss) from Operations	2,369	2,606	1,026	570	(268)	(834)	(1,476)	(2,002)	(7,652)	(7,594)	(8,224)	
Non Operating Revenue												
Transfers In	-	4,218	-	-	-	-	-	-	-	-	-	
Non Operating Expenses												
Transfers Out for CAPEX	-	(274)	(262)	(160)	(160)	(385)	(1,151)	(1,241)	-	-	-	
Net Change in Fund Balance (Net income (Loss))	2,369	6,550	764	410	(428)	(1,219)	(2,627)	(3,243)	(7,652)	(7,594)	(8,224)	
Ending Equity (Total Fund Balance)	\$ 15,405	\$ 21,955	\$ 22,719	\$ 23,129	\$ 22,701	\$ 21,482	\$ 18,855	\$ 15,612	\$ 7,960	\$ 366	\$ (7,858)	
Fund Balances (Components of Equity)												
Emergency Reserve (Stockholders Equity)	\$ 8,000	\$ 9,033	\$ 10,009	\$ 10,447	\$ 11,138	\$ 11,771	\$ 12,714	\$ 13,240	\$ 7,960	\$ 366	\$ (7,858)	
Assigned Fund Balance (Owners Equity)	675	4,805	4,544	4,394	4,234	4,074	3,689	2,373	-	-	-	
Unassigned Fund Balance (Retained Earnings)	6,730	8,117	8,166	8,288	7,329	5,637	2,452	-	-	-	-	
Total Fund Balance (Total Equity)	\$ 15,405	\$ 21,955	\$ 22,719	\$ 23,129	\$ 22,701	\$ 21,482	\$ 18,855	\$ 15,612	\$ 7,960	\$ 366	\$ (7,858)	

Note 1: Presentation assumes suspension of transfers to CIF fund in FY 2027-28 as Assigned Fund Balance has reached \$0.

Note 2: Presentation allows PVE Law Enforcement Parcel Tax to sunset after Fiscal Year 2026-27.

Long-range Financial Plan - Baseline Presentation



Scenario 1

Long-range Financial Plan - Baseline and \$1.5 M Pension UAL Payment

Fiscal Year >	Actual	Projected	Proposed								
	2020	June 30, 21	June 30, 22	2023	2024	2025	2026	2027	2028	2029	2030
Fund Balance (Beginning Equity)	\$ 13,036	\$ 15,405	\$ 21,955	\$ 21,219	\$ 21,629	\$ 21,319	\$ 20,246	\$ 17,801	\$ 14,738	\$ 7,265	\$ (149)
Revenues (Operating Revenues)	20,282	20,397	20,781	21,304	21,847	22,323	22,801	23,236	18,597	19,049	19,148
Expenditures (Operating Expenses)	(17,913)	(17,791)	(19,755)	(20,734)	(21,997)	(23,011)	(24,095)	(25,058)	(26,070)	(26,463)	(27,193)
Net Income (Loss) from Operations	2,369	2,606	1,026	570	(150)	(688)	(1,294)	(1,822)	(7,473)	(7,414)	(8,045)
Non Operating Revenue											
Transfers In	-	4,218	-	-	-	-	-	-	-	-	-
Non Operating Expenses											
Transfers Out for CAPEX	-	(274)	(262)	(160)	(160)	(385)	(1,151)	(1,241)	-	-	-
Extra Payment to CalPERS for UAL	-	-	(1,500)	-	-	-	-	-	-	-	-
Net Change in Fund Balance (Net income (Loss))	2,369	6,550	(736)	410	(310)	(1,073)	(2,445)	(3,063)	(7,473)	(7,414)	(8,045)
Ending Equity (Total Fund Balance)	\$ 15,405	\$ 21,955	\$ 21,219	\$ 21,629	\$ 21,319	\$ 20,246	\$ 17,801	\$ 14,738	\$ 7,265	\$ (149)	\$ (8,194)
Fund Balances (Components of Equity)											
Emergency Reserve (Stockholders Equity)	\$ 8,000	\$ 9,033	\$ 10,759	\$ 10,447	\$ 11,079	\$ 11,698	\$ 12,623	\$ 13,150	\$ 7,265	\$ (149)	\$ (8,194)
Assigned Fund Balance (Owners Equity)	675	4,805	4,544	4,394	4,234	4,074	3,689	1,589	-	-	-
Unassigned Fund Balance (Retained Earnings)	6,730	8,117	5,916	6,788	6,006	4,474	1,489	-	-	-	-
Total Fund Balance (Total Equity)	\$ 15,405	\$ 21,955	\$ 21,219	\$ 21,629	\$ 21,319	\$ 20,246	\$ 17,801	\$ 14,738	\$ 7,265	\$ (149)	\$ (8,194)

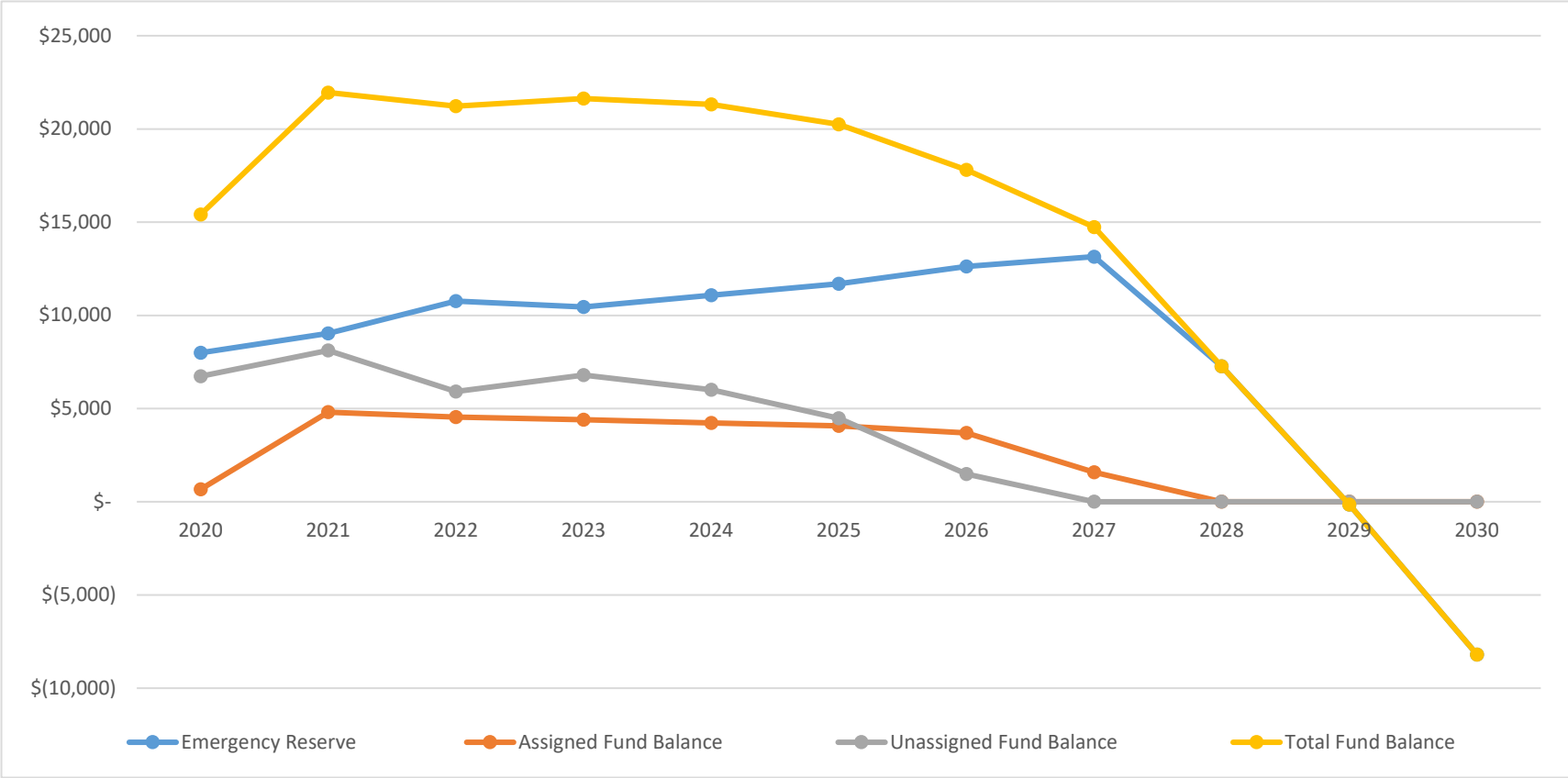
Note 1: Presentation assumes suspension of transfers to CIF fund in FY 2027-28 as Assigned Fund Balance has reached \$0.

Note 2: Presentation allows PVE Law Enforcement Parcel Tax to sunset after Fiscal Year 2026-27.

This Scenario is for Illustrative Purposes Only

Scenario 1

Long-range Financial Plan - Baseline and \$1.5 M Pension UAL Payment



This Scenario is for Illustrative Purposes Only

Scenario 2

Long-range Financial Plan - Baseline + \$1.5 M Pension UAL Payment + \$1.5 M Parklands Commitment

	Actual	Projected	Proposed										
		June 30, 21	June 30, 22	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029
<i>Fiscal Year ></i>	2020	2021	2022	2023	2024	2025	2026	2027	2028	2029	2030		
Fund Balance (Beginning Equity)	\$ 13,036	\$ 15,405	\$ 21,955	\$ 20,718	\$ 20,629	\$ 19,817	\$ 18,744	\$ 16,299	\$ 13,236	\$ 5,763	\$ (1,651)		
Revenues (Operating Revenues)	20,282	20,397	20,781	21,304	21,847	22,323	22,801	23,236	18,597	19,049	19,148		
Expenditures (Operating Expenses)	(17,913)	(17,791)	(19,756)	(20,733)	(21,999)	(23,011)	(24,095)	(25,058)	(26,070)	(26,463)	(27,193)		
Net Income (Loss) from Operations	2,369	2,606	1,025	571	(152)	(688)	(1,294)	(1,822)	(7,473)	(7,414)	(8,045)		
Non Operating Revenue													
Transfers In	-	4,218	-	-	-	-	-	-	-	-	-		
Non Operating Expenses													
Transfers Out for CAPEX	-	(274)	(262)	(160)	(160)	(385)	(1,151)	(1,241)	-	-	-		
Extra Payment to CalPERS for UAL	-	-	(1,500)	-	-	-	-	-	-	-	-		
Extra Commitment to Parklands			(500)	(500)	(500)								
Net Change in Fund Balance (Net income (Loss))	2,369	6,550	(1,237)	(89)	(812)	(1,073)	(2,445)	(3,063)	(7,473)	(7,414)	(8,045)		
Ending Equity (Total Fund Balance)	\$ 15,405	\$ 21,955	\$ 20,718	\$ 20,629	\$ 19,817	\$ 18,744	\$ 16,299	\$ 13,236	\$ 5,763	\$ (1,651)	\$ (9,696)		
Fund Balances (Components of Equity)													
Emergency Reserve (Stockholders Equity)	\$ 8,000	\$ 9,033	\$ 11,009	\$ 10,697	\$ 11,330	\$ 11,698	\$ 12,623	\$ 13,150	\$ 5,763	\$ (1,651)	\$ (9,696)		
Assigned Fund Balance (Owners Equity)	675	4,805	4,532	4,270	4,110	3,950	3,565	87	-	-	-		
Unassigned Fund Balance (Retained Earnings)	6,730	8,117	5,177	5,662	4,377	3,096	111	-	-	-	-		
Total Fund Balance (Total Equity)	\$ 15,405	\$ 21,955	\$ 20,718	\$ 20,629	\$ 19,817	\$ 18,744	\$ 16,299	\$ 13,236	\$ 5,763	\$ (1,651)	\$ (9,696)		

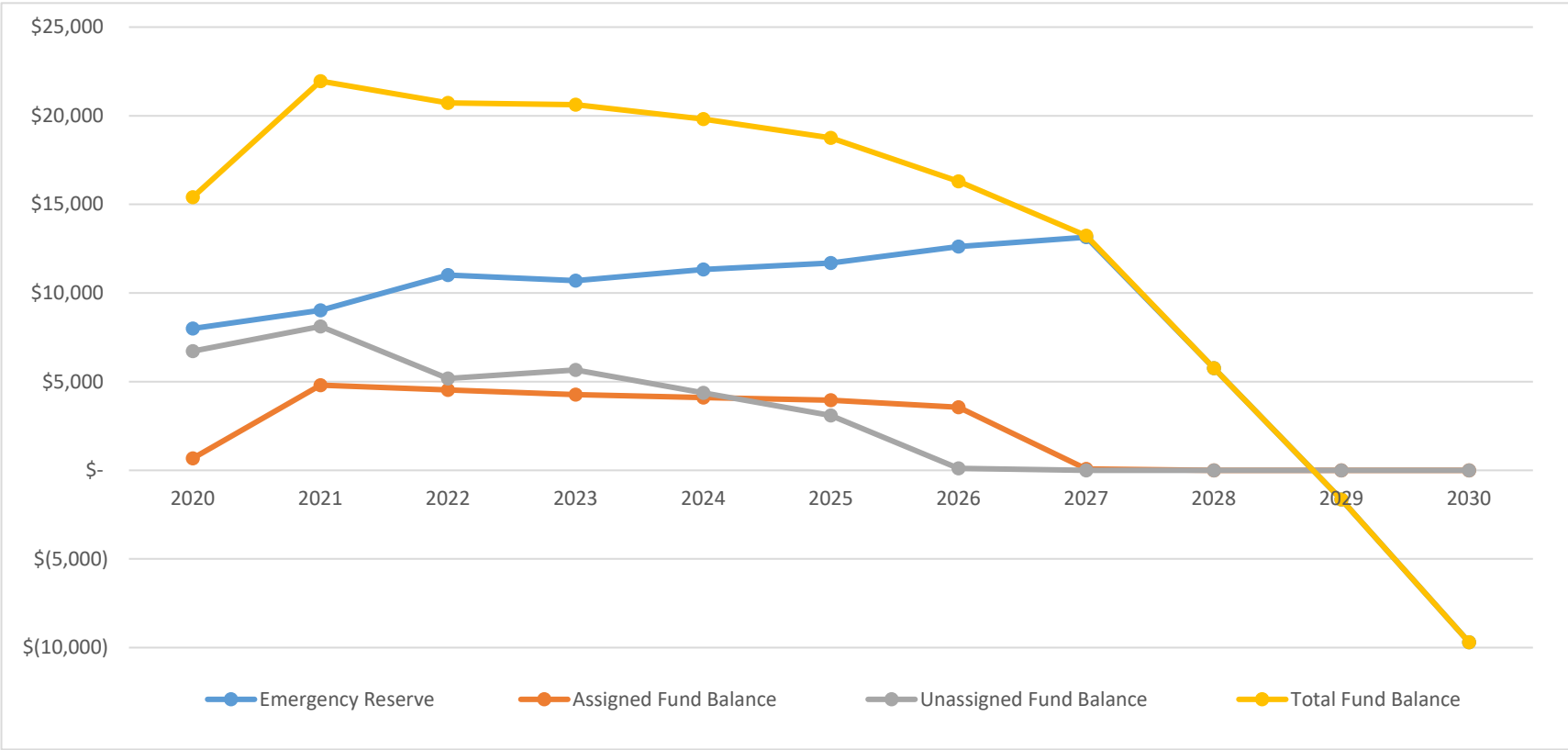
Note 1: Presentation assumes suspension of transfers to CIF fund in FY 2027-28 as Assigned Fund Balance has reached \$0.

Note 2: Presentation allows PVE Law Enforcement Parcel Tax to sunset after Fiscal Year 2026-27.

This Scenario is for Illustrative Purposes Only

Scenario 2

Long-range Financial Plan - Baseline + \$1.5 M Pension UAL Payment + \$1.5 M Parklands Commitment



This Scenario is for Illustrative Purposes Only



2021/2022 ADOPTED BUDGET

POSITION VACANCIES

Current Vacancies

Schedule of Citywide Positions and Vacancies

Current Vacancies

Department	Number of Authorized Positions	Number of Vacant Positions	FTE's
City Manager	3.6	1	1
City Support Services	5	1	1
Community Development	4.5	0	0
Police Department	33	7	6
Public Works	7	1	1
Total	53.1	10	9

Schedule of Citywide Positions and Vacancies

FTE	20 / 21 Budget	20 / 21 Year End	21 / 22 Budget	Curent Vacancies
City Manager	1.0	1.0	1.0	-
Assistant to the City Manager	1.0	-	-	-
City Clerk	1.0	1.0	1.0	-
Executive Assistant	-	1.0	1.0	1.0
Senior Receptionist	0.6	0.6	0.6	-
Finance Director	1.0	-	-	-
Director, City Support Services	-	1.0	1.0	-
Senior Accountant	1.0	1.0	1.0	1.0
Finance Manager	-	-	-	-
PT Budget Analyst	0.5	-	-	-
Financial Service Technician	2.0	-	-	-
Finance Analyst	-	2.0	2.0	-
HR Analyst	-	1.0	1.0	-
Director, Pubic Work / Com Dev	0.5	-	-	-
Director, Community Development	-	1.0	1.0	-
Planning Manager	1.0	-	-	-
PT Planner	0.8	-	-	-
City Planner	-	1.0	1.0	-
Permit Technician	2.0	1.0	2.0	-
PT Permit Technician	-	0.5	-	-
PT Code Enforcement Officer	0.5	0.5	0.5	-
Director, Public Works	-	1.0	1.0	1.0
CD/PW Director	0.5	-	-	-
Urban Forester	1.0	1.0	1.0	-
Maintenance Foreman	1.0	1.0	1.0	-
Maintenance Worker	4.0	4.0	4.0	-
Subtotal	19.4	19.6	20.1	3.0

Schedule of Citywide Positions and Vacancies

(Continued)

FTE	Previous Budget	Current Year End	Requested Budget	Current Vacancies
Subtotal	19.4	19.6	20.1	3.0
Police Chief	1.0	1.0	1.0	-
Exec Asst/Cust of Rec	1.0	1.0	-	-
Police Captain	2.0	2.0	2.0	-
Police Sergeant	5.0	5.0	5.0	-
Police Corporal	4.0	4.0	2.0	1.0
Police Officer	11.0	12.0	12.0	3.0
Community Services Officers	1.0	1.0	1.0	-
Traffic Control Officer	1.0	1.0	1.0	-
Lead Police Services Officer	1.0	1.0	1.0	-
Police Services Officer	7.0	7.0	6.0	1.0
3 PT Police Services Aide	1.0	1.0	1.5	1.0
Police Volunteer Coordinator	0.5	0.5	0.5	-
Total	54.9	56.1	53.1	9.0



2021/2022 ADOPTED BUDGET

DEPARTMENT BUDGETS

City Council

City Manager

City Attorney

City Support Services

Police

Fire

Community Development

Public Works

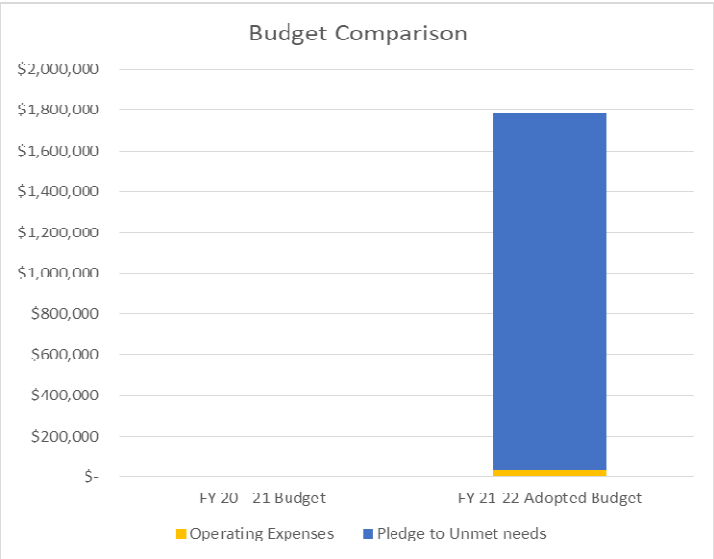
City Council

The City Council acts as the City's legislative body. A few of the many responsibilities of the City Council include the adoption of the City's budget, setting legislative policies, approving ordinances and resolutions that govern City operations, appoint citizen volunteers to Council Boards, Commissions and Committees, review and approve the City's personnel policies, salary schedule, and the City's procurement rules and regulations, and maintain a strategic roadmap that assists in prioritizing the activities of City operations and the Council.

City Council

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-
Operating Expenses	-	-	-	33,570
Pledge to Unmet Needs	-	-	-	1,750,000
Total	\$ -	\$ -	\$ -	\$ 1,783,570



“When I grew up, and I think about City Council, I look at the men and women then - these were people who just wanted to be a part of the community and give something back. I looked up to those people.” — Brad Wenstrup

City Council

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Training	\$ -	\$ -	\$ -	\$ 3,200
Public Communications / Printing	-	-	-	10,000
Travel	-	-	-	10,200
Other Expenses	-	-	-	10,170
Pledged to Unmet Needs	-	-	-	1,750,000
Total	\$ -	\$ -	\$ -	\$ 1,783,570

City Council- Prop A Fund

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Other Expenses	\$ -	\$ -	\$ -	\$ 10,145
Total	\$ -	\$ -	\$ -	\$ 10,145

City Council

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	\$ -	\$ -	\$ -	\$ 10,170
01 - GENERAL FUND	61120	TRAINING	-	-	-	3,200
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	-	-	-	10,200
01 - GENERAL FUND	62294	COMMUNITY SUPPORT	-	-	-	10,000
01 - GENERAL FUND	64751	UNMET NEEDS - PENSIONS				750,000
01 - GENERAL FUND	64752	UNMET NEEDS - PARKLANDS				500,000
01 - GENERAL FUND	64753	UNMET NEEDS - CAPEX	-	-	-	500,000
Total General Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 1,783,570</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
26 - TRANSIT PROP A FUND	61105	DUES AND MEMBERSHIP	\$ -	\$ -	\$ -	\$ 10,145
Total Transit Prop A Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 10,145</u>

Department: City Council

Account: 61105

Dues and Memberships

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Council	Admin	League of California Cities/LAFCO	LAFCO (\$535 paid in FY 20/21 from City Manager's Budget	\$ -	\$ 6,170	
01	City Council	Admin	South Bay Cities	South Bay Cities COG was in City Manager's Budget	\$ -	\$ 4,000	
26	City Council	Admin	South Bay Cities	South Bay Cities COG was in City Manager's Budget	\$ -	\$ 10,145	
Total					\$ -	\$ 20,315	

Department: City Council

Account: 61120

Training

**This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.*

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Council	Admin	CalCities Registration	Includes New Mayors and Council Members Academy (CalCities - \$625/person registration); JPIA Training is often free. AB 1234 Ethics (Free via FPPC) and AB 1661 Sexual Harassment Training (Free via JPIA)	\$ -	\$ 3,200	
Total					<u>\$ -</u>	<u>\$ 3,200</u>	

Department: City Council

Account: 61130

Travel and Meetings

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Council	Admin	City Council Meeting Refreshments/Dinners; Business Cards; Conferences; Celebrations; etc.	CalCities Annual Conference (\$1000/person est) + CalCities Legislative Action Days (\$1,000 per person est).	\$ -	\$ 10,200	
Total					<u>\$ -</u>	<u>\$ 10,200</u>	

Department: City Council

Account: 62294

Community Support

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Council	Admin	To support City/Community Events	To support City/Community Events including September 11 Remembrance; Independence Day, Holiday Parade. Amount entered is placeholder (was in City Manager in FY 20/21).	\$ -	\$ 10,000	
Total					<u>\$ -</u>	<u>\$ 10,000</u>	

City Manager Department

The City Manager’s Department budget encompasses overall executive management of the organization. The City Manager plans and manages the essential functions of government, assures that the policy direction, goals and objectives established by the City Council are implemented, and assists citizens, City Council members and department staff. As the Chief Executive Officer of the City, the City Manager is appointed by and takes direction from the City Council. She is responsible for the day-to-day efficient performance of all City operations, implementing Council policy, formulating staff recommendations to Council on policy and other matters, and preparing and submitting the annual budget. The City Manager provides oversight the Chief of Police, department directors and the City Clerk. In the event of a major emergency, the City Manager also serves as the Director of the Emergency Operations Center (EOC).

KPIs

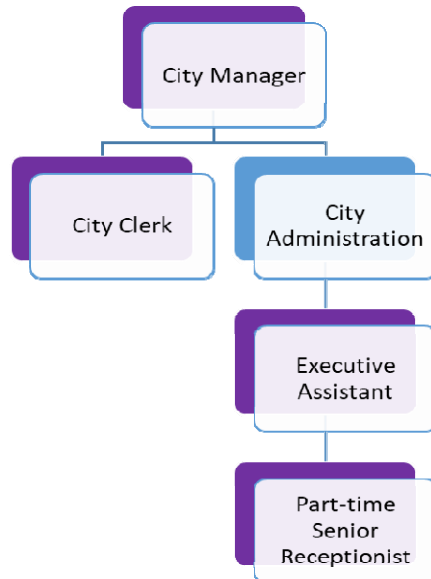
Key Performance Indicators (KPIs)

- 1 Weekly Operational Updates provided to the City Council, Commissions and Committees
- 2 Regular presentations to community groups
- 3 20+ monthly direct citizen engagements
- 4 85% initial response rate to PRA requests within 7 days of receipt

Key Workload Indicators (WLIs)

- 1 Number of staff reports reviewed and approved
- 2 Number of PVE Public meetings
- 3 Number of Intergovernmental and Community meetings attended
- 4 Average number of PRAs received per week

Organizational Chart



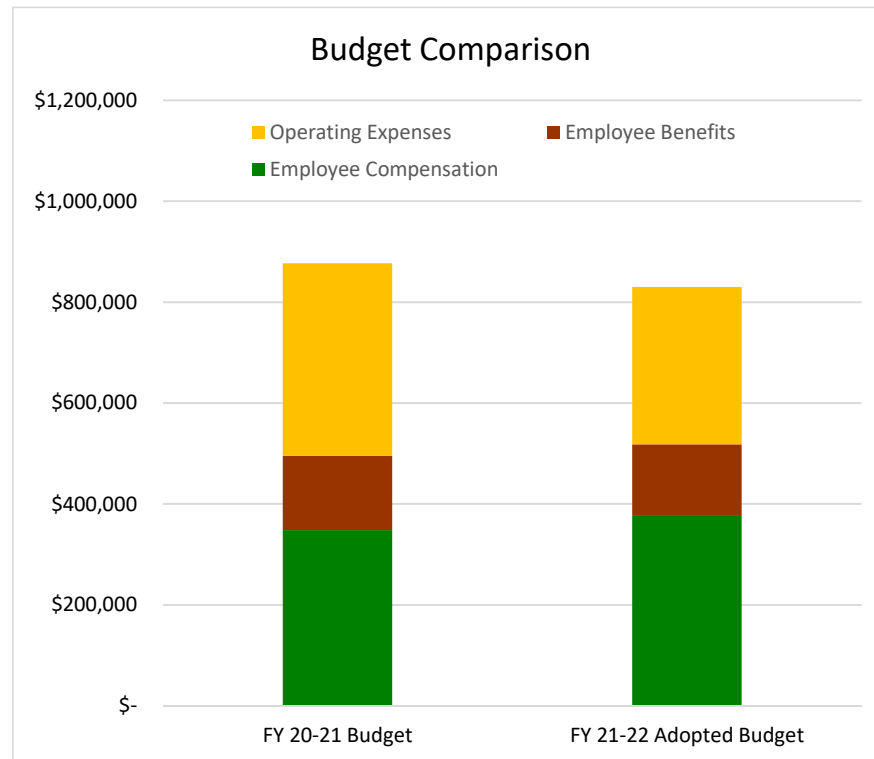
Accomplishments

- 1 Organizational assessment and ID/partial implementation of critical operational improvements
- 2 Completed Pension and Police Ad Hoc Committees' Reports
- 3 Restored management staff & increased Citywide communication & transparency
- 4 Initiated City Council strategic plan goal setting
- 5 Implemented COVID-safe workplace protocols and procedures
- 6 Processed 124 PRA requests to date
- 7 Municipal Election for two City Council members and City Treasurer

City Manager

3.6 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ 299,083	\$ 348,250	\$ 371,519	\$ 378,267
Employee Benefits	100,500	139,231	148,493	140,524
Operating Expenses	209,298	382,420	395,981	336,799
Total	\$ 608,881	\$ 869,901	\$ 915,993	\$ 855,590



FTE	Previous Budget	Current Year End	Adopted Budget
City Manager	1.0	1.0	1.0
Assistant to the City Manager	1.0	-	-
City Clerk	1.0	1.0	1.0
Executive Assistant	-	1.0	1.0
Senior Receptionist	0.6	0.6	0.6
Total	3.6	3.6	3.6

"The way to get started is to quit talking and begin doing." - Walt Disney

City Manager

Summary of Structural Changes

Reductions:

	Change	Budgetary Impact
1	Separation of Retirement UAL payment from Retirement line item	\$ (33,943)
2	Movement of Human Resources Activities to City Support Services	(67,991)
3	Movement of City Council related items to the new City Council Budget - General Fund	(6,816)
4	Movement of City Council related items to the new City Council Budget - Prop A Fund	(10,145)
5	Centralizing non-Police Department Insurance charges in City Support Services Department	(77,501)
6	Centralizing non-Police Department Lease Agreement charges in City Support Services Department	(9,436)
7	Upcoming Fiscal Year is not an election year.	(31,510)
8	Separation of Dental, Vision and Life Insurance costs from Health Insurance Line item	(3,416)
9	Suspension of General Services as a line item	(7,060)
	Total	\$ (247,818)

Additions:

	Change	Budgetary Impact
1	Addition of Retirement UAL as separate line item	\$ 33,943
2	Addition of Dental, Vision and Life Insurance costs as separate line items	3,416
3	Addition of Office Supplies as line item	1,600
4	Addition of Postage / Shipping as separate line item	900
5	Addition of Consultant pool appropriation request	75,000
6	Increase in Other Contractual Services	89,086
7	Increase in benefits costs	22,898
8	Increase in Retirement UAL	9,990
	Total	236,833

City Manager Department

3.6 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 299,083	\$ 348,250	\$ 371,519	\$ 378,267
Retirement	63,754	30,107	41,597	40,850
Retirement UAL	-	33,943	33,943	43,933
Health / Dental / Vision Insurance	18,061	17,761	14,052	28,591
Workers' Compensation	4,670	31,662	31,662	-
Other Employee Benefits and Taxes	14,015	25,758	27,239	27,150
Contractual Services	80,830	129,455	271,704	255,550
Contractual Services - IT	-	-	-	22,499
Liability / Property Insurance	27,214	45,839	45,839	-
Training	23,084	46,308	19,100	23,400
Public Communications / Printing	43,038	75,380	13,615	21,100
Travel	1,416	9,864	1,200	3,900
Office / Cleaning / Uniform Supplies	-	-	1,508	1,600
Other Expenses	33,716	75,574	43,015	8,750
Total	\$ 608,881	\$ 869,901	\$ 915,993	\$ 855,590

City Manager Department

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 291,933	\$ 348,250	\$ 371,519	\$ 400,237
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(21,970)
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	7,150	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	63,754	30,107	41,597	40,850
01 - GENERAL FUND	50081	DEFERRED COMPENSATION	-	19,500	17,101	19,500
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	33,943	33,943	43,933
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	4,670	31,662	31,662	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	468
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	2,600
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	348
01 - GENERAL FUND	50090	HEALTH INSURANCE	18,061	17,761	14,052	30,655
01 - GENERAL FUND	50091	STD/LTD PREMIUM	838	1,436	1,069	1,564
01 - GENERAL FUND	50092	FLEXIBLE SPENDING ACCT.	792	-	-	-
01 - GENERAL FUND	50094	SOCIAL SECURITY	7,513	-	3,684	-
01 - GENERAL FUND	50095	MEDICARE	4,210	4,822	5,385	6,086
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(5,480)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	662	-	-	-
		Sub total	399,583	487,481	520,012	518,791

City Manager Department

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	17,701	15,802	855	1,700
01 - GENERAL FUND	61120	TRAINING	23,084	46,308	19,100	23,400
01 - GENERAL FUND	61125	SUBSCRIPTIONS	540	716	1,050	2,050
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	1,416	9,864	1,200	3,900
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	565	900
01 - GENERAL FUND	62225	PUBLIC INFORMATION	8,966	22,700	50	9,700
01 - GENERAL FUND	62243	RISK MANAGEMENT	12,918	18,000	5,000	-
01 - GENERAL FUND	62245	LEGAL PUBLISHING	5,672	9,180	8,000	10,500
01 - GENERAL FUND	62265	ELECTION	-	31,510	29,275	-
01 - GENERAL FUND	62290	GENERAL SERVICE	5,263	7,060	1,643	-
01 - GENERAL FUND	62294	COMMUNITY SUPPORT	15,482	25,500	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	1,508	1,600
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	-	-	-	22,499
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	35,607	61,464	198,672	225,550
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	36,261	51,663	51,032	30,000
01 - GENERAL FUND	64599	HIRING	8,962	16,328	22,000	-
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	1,746	8,300	4,150	5,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	8,063	9,436	6,042	-
01 - GENERAL FUND	66601	CONTINGENCY RESERVE	403	-	-	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	27,214	45,839	45,839	-
01 - GENERAL FUND	70740	OFFICE EQUIPMENT	-	2,750	-	-
Total General Fund			\$ 608,881	\$ 869,901	\$ 915,993	\$ 855,590

City Manager Department

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
26 - TRANSIT PROP A FUND	61105	DUES AND MEMBERSHIP	\$ 7,102	\$ 7,102	\$ 10,145	
		Total Transit Prop A Fund	<u>\$ 7,102</u>	<u>\$ 7,102</u>	<u>\$ 10,145</u>	<u>\$ -</u>

City Manager Department

Administration Division

2.6 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 219,775	\$ 244,340	\$ 264,387	\$ 296,341
Retirement	46,605	21,226	32,442	34,632
Retirement UAL	-	26,566	26,566	34,924
Health / Dental / Vision Insurance	16,879	4,844	438	14,450
Workers' Compensation	3,399	28,465	28,465	-
Other Employee Benefits and Taxes	10,894	23,747	25,392	25,612
Contractual Services	59,725	97,828	237,000	255,000
Liability / Property Insurance	18,184	41,340	41,340	-
Training	23,084	43,108	18,000	20,000
Public Communications / Printing	28,400	43,500	5,150	250
Travel	232	6,920	500	2,000
Office / Cleaning / Uniform Supplies	-	-	750	850
Other Expenses	23,577	28,514	8,296	6,950
Total	\$ 450,754	\$ 610,398	\$ 688,726	\$ 691,009

City Manager Department

City Clerk

1 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 79,308	\$ 103,910	\$ 107,132	\$ 81,926
Retirement	17,149	8,881	9,155	6,218
Retirement UAL	-	7,377	7,377	9,009
Health / Dental / Vision Insurance	1,182	12,917	13,614	14,141
Workers' Compensation	1,271	3,197	3,197	-
Other Employee Benefits and Taxes	3,121	2,011	1,847	1,538
Contractual Services	21,105	31,627	34,704	550
Contractual Services - IT	-	-	-	22,499
Liability / Property Insurance	9,030	4,499	4,499	-
Training	-	3,200	1,100	3,400
Public Communications / Printing	14,638	31,880	8,465	20,850
Travel	1,184	2,944	700	1,900
Office / Cleaning / Uniform Supplies	-	-	758	750
Other Expenses	10,139	47,060	34,719	1,800
Total	<u>\$ 158,127</u>	<u>\$ 259,503</u>	<u>\$ 227,267</u>	<u>\$ 164,581</u>

City Manager Administration

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 215,346	\$ 244,340	\$ 264,387	\$ 318,311
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(21,970)
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	4,429	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	46,605	21,226	32,442	34,632
01 - GENERAL FUND	50081	DEFERRED COMPENSATION	-	19,500	17,101	19,500
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	26,566	26,566	34,924
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	3,399	28,465	28,465	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	360
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	1,975
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50090	HEALTH INSURANCE	16,879	4,844	438	17,041
01 - GENERAL FUND	50091	STD/LTD PREMIUM	563	932	774	1,214
01 - GENERAL FUND	50092	FLEXIBLE SPENDING ACCT.	792	-	-	-
01 - GENERAL FUND	50094	SOCIAL SECURITY	6,440	-	3,684	-
01 - GENERAL FUND	50095	MEDICARE	3,099	3,315	3,833	4,898
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(5,100)
Sub total			297,552	349,188	377,690	405,959

City Manager Administration

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	17,636	15,502	535	1,400
01 - GENERAL FUND	61120	TRAINING	23,084	43,108	18,000	20,000
01 - GENERAL FUND	61125	SUBSCRIPTIONS	540	716	1,050	550
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	232	6,920	500	2,000
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	150	250
01 - GENERAL FUND	62243	RISK MANAGEMENT	12,918	18,000	5,000	-
01 - GENERAL FUND	62290	GENERAL SERVICE	1,363	1,560	711	-
01 - GENERAL FUND	62294	COMMUNITY SUPPORT	15,482	25,500	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	750	850
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	24,738	43,500	180,000	225,000
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	26,025	38,000	35,000	30,000
01 - GENERAL FUND	64599	HIRING	8,962	16,328	22,000	-
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	1,746	8,300	4,000	5,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	1,889	2,436	2,000	-
01 - GENERAL FUND	66601	CONTINGENCY RESERVE	403	-	-	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	18,184	41,340	41,340	-
Total General Fund			<u>\$ 450,754</u>	<u>\$ 610,398</u>	<u>\$ 688,726</u>	<u>\$ 691,009</u>

City Manager Administration

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
26 - TRANSIT PROP A FUND	61105	DUES AND MEMBERSHIP	\$ 7,102	7,102.00	\$ 10,145	\$ -
		Total Transit Prop A Fund	<u>\$ 7,102</u>	<u>7,102.00</u>	<u>\$ 10,145</u>	<u>\$ -</u>

City Clerk

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 76,587	\$ 103,910	\$ 107,132	\$ 81,926
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	2,721	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	17,149	8,881	9,155	6,218
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	7,377	7,377	9,009
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	1,271	3,197	3,197	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	108
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	625
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50090	HEALTH INSURANCE	1,182	12,917	13,614	13,614
01 - GENERAL FUND	50091	STD/LTD PREMIUM	275	504	295	350
01 - GENERAL FUND	50094	SOCIAL SECURITY	1,073	-	-	-
01 - GENERAL FUND	50095	MEDICARE	1,111	1,507	1,552	1,188
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(380)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	662	-	-	-
		Sub total	102,031	138,293	142,322	112,832

City Clerk

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	65	300	320	300
01 - GENERAL FUND	61120	TRAINING	-	3,200	1,100	3,400
01 - GENERAL FUND	61125	SUBSCRIPTIONS	-	-	-	1,500
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	1,184	2,944	700	1,900
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	415	650
01 - GENERAL FUND	62225	PUBLIC INFORMATION	8,966	22,700	50	9,700
01 - GENERAL FUND	62245	LEGAL PUBLISHING	5,672	9,180	8,000	10,500
01 - GENERAL FUND	62265	ELECTION	-	31,510	29,275	-
01 - GENERAL FUND	62290	GENERAL SERVICE	3,900	5,500	932	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	758	750
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	-	-	-	22,499
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	10,869	17,964	18,672	550
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	10,236	13,663	16,032	-
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	-	-	150	-
01 - GENERAL FUND	65090	LEASE AGREEMENT	6,174	7,000	4,042	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	9,030	4,499	4,499	-
01 - GENERAL FUND	70740	OFFICE EQUIPMENT	-	2,750	-	-
Total General Fund			<u>\$ 158,127</u>	<u>\$ 259,503</u>	<u>\$ 227,267</u>	<u>\$ 164,581</u>

Department: City Manager

Account: 61105

Dues and Memberships

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Dues	ICMA Dues for CM	\$ 15,502	\$ 1,400	
Total					<u>\$ 15,502</u>	<u>\$ 1,400</u>	

Department: City Manager

Account: 61120

Training

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Tuition Reimbursement	Includes City Wide Tuition Reimbursement Program. CM approves requests for all departments	\$ 43,108	\$ 20,000	
Total					\$ 43,108	\$ 20,000	

Department: City Manager

Account: 61125

Subscriptions

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	FY 20/21 Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Newspaper Subscription	Subscription to Daily Breeze Newspaper	\$ 716	\$ 550	
Total					<u>\$ 716</u>	<u>\$ 550</u>	

Department: City Manager

Account: 61130

Travel and Meetings

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Annual Conference/Meeting	CalCities Annual Conference for CM/CalCities City Manager's Department Annual Meeting	\$ 6,920	\$ 2,000	
Total					<u>\$ 6,920</u>	<u>\$ 2,000</u>	

Department: City Manager

Accounts: 64422 - 64429

Professional Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Consulting	Consultant Pool		\$ 75,000	
01	City Manager	Admin	Consulting	Project Manager Consultant	\$ 43,500	\$ 150,000	
Total					<u>\$ 43,500</u>	<u>\$ 225,000</u>	

Department: City Manager

Accounts: 63315, 64311, 64430, 64440

Contractual Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	School Resource Officer	City MOU contribution for the funding of a School Resource Officer for PVPUSD	\$ 30,000	\$ 30,000	Annual
Total					<u>\$ 30,000</u>	<u>\$ 30,000</u>	

Department: City Manager

Account: 64680

Employee Recognition Program

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	Admin	Award	As approved Employee Recognition events	\$ 8,300	\$ 5,000	
Total					<u>\$ 8,300</u>	<u>\$ 5,000</u>	

Department: CM - City Clerk

Account: 61105

Dues and Memberships

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	International Institute of Municipal Clerks	City Clerk membership in International Organization	\$ 170	\$ 170	2021-2022
01	City Manager	City Clerk	City Clerks Association of California	City Clerk membership for California City Clerks	\$ 130	\$ 130	July 2021 to July 2022
Total					<u>\$ 300</u>	<u>\$ 300</u>	

Department: CM - City Clerk

Account: 61120

Training

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	Technical Training for Clerks	City Clerk Certification Training	\$ 3,200	\$ 3,200	
01	City Manager	City Clerk	Ad Hoc Training as needed	Miscellaneous Training as needed (BBK, CA Cities etc)	\$ -	\$ 200	
Total					<u>\$ 3,200</u>	<u>\$ 3,400</u>	

Department: CM - City Clerk

Account: 61125

Subscriptions

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk		DocuSign Subscription	\$ -	\$ 1,500	
Total					<u>\$ -</u>	<u>\$ 1,500</u>	

Department: CM - City Clerk

Account: 61130

Travel and Meetings

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	Ca Cities Clerks New Laws	Clerks New Laws Conference through League of CA Cities - price dependent on format	\$ 536	\$ 500	
01	City Manager	City Clerk	International Institute of Municipal Clerks		\$ 408	\$ 200	
01	City Manager	City Clerk		City Clerks Association of California Annual Conference (dependent on format - virtual or in person)	\$ -	\$ 1,000	
01	City Manager	City Clerk	Ad Hoc Meetings/Travel as needed	Miscellaneous ad hoc meetings/travel (CA Cities, CCAC)		\$ 200	
Total					<u>\$ 944</u>	<u>\$ 1,900</u>	

Department: CM - City Clerk

Accounts: 64422 - 64429

Professional Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	Records Retention Legal Review	Annual Update for Records Retention - Currently done by Gladwell Governmental Services	\$ 300	\$ 550	
Total					\$ 300	\$ 550	

Department: CM - City Clerk

Account: 62225

Public Information

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	Newsletter/Postage	Publishing and Printing of Newsletter for Residents	\$ 17,000	\$ 1,000	
01	City Manager	City Clerk	Newspaper Notices	Newspaper notices that do not fall under "legal publishing" (i.e. commission/committee vacancies)	\$ -	\$ 1,000	
01	City Manager	City Clerk		Videographer for Council Meetings	\$ 7,700	\$ 7,700	
Total					<u>\$ 24,700</u>	<u>\$ 9,700</u>	

Department: CM - City Clerk

Accounts: 63315, 64311, 64430, 64440

Contractual Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	City Manager	City Clerk	Questys Annual Maintenance	Annual Maintenance for Questys Document Management System	\$ 2,200	\$ 2,275	March 2021 to February 2022
01	City Manager	City Clerk	Granicus Annual Hosting	Agenda and Meeting Management Software -	\$ 10,574	\$ 11,152	Terms from December to December - amount is half of two Terms (different amounts based on Granicus proposal)
01	City Manager	City Clerk		City's Website	\$ 8,163	\$ 8,571	
01	City Manager	City Clerk	Code Publishing	Annual Web Hosting (20/21 invoice was \$480)	\$ 390	\$ 500	August 21 to August 22
Total					<u>\$ 21,327</u>	<u>\$ 22,499</u>	

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department: **Code:**

Division: **Code:**

Project Title:

Description of Special Project:

DocuSign for more efficient signing of agreements and other documents.

Justification for Project

DocuSign will allow for a more efficient and secure signing process.

Special Considerations

May be reimbursable through funding related to Covid-19

Source and Percentage of Funding for Special Project

(Check All that Apply)

- General Fund** % **Equipment Replacement Fund** %
- Other:** % **Other:** %

Estimated Cost

Source of Cost Estimates

Base Price	\$ -	DocuSign
Sales Tax	-	
Installation	-	
Delivery	-	
Other	-	
Total Unit Cost	\$ -	

Estimated Annual Cost: \$

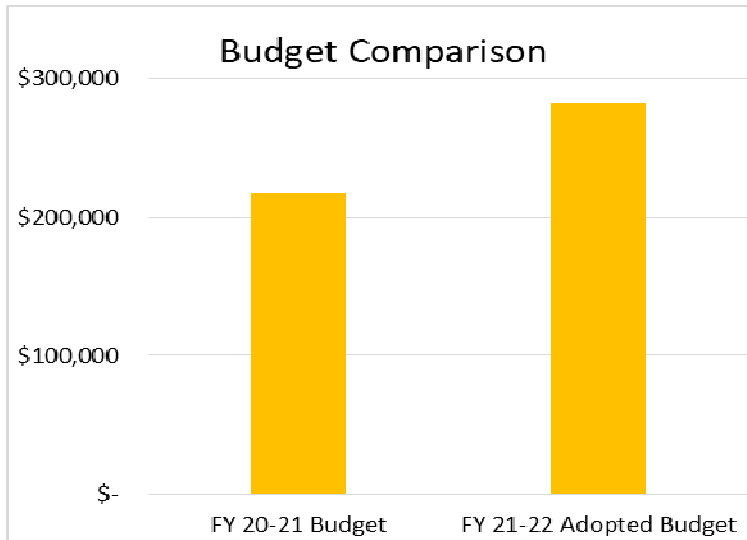
City Attorney

The City Attorney is retained by the City Council on a part-time basis to advise the Council, City Manager, staff, and Commissions on matters of law as they relate to City activities. The City Attorney practices “preventative law” in connection with advisory matters to minimize the potential for litigation. The City Attorney represents the City in litigation and drafts ordinances, resolutions, contracts, agreements, and other legal documents.

City Attorney

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-
Operating Expenses	<u>272,679</u>	<u>218,000</u>	<u>255,000</u>	<u>282,000</u>
Total	<u>\$ 272,679</u>	<u>\$ 218,000</u>	<u>\$ 255,000</u>	<u>\$ 282,000</u>



Law: an ordinance of reason for the common good, made by him who has care of the community. - Thomas Aquinas

City Attorney

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Contractual Services	\$ 272,679	\$ 218,000	\$ 255,000	\$ 282,000
Total	<u>\$ 272,679</u>	<u>\$ 218,000</u>	<u>\$ 255,000</u>	<u>\$ 282,000</u>

City Attorney

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR BUDGET	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	62244	LEGAL SERVICES	-	\$ -	\$ -	\$ 180,000
01 - GENERAL FUND	64418	RETAINER	102,000	102,000	102,000	102,000
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	101,000	116,000	153,000	-
Totals			<u>203,000</u>	<u>\$ 218,000</u>	<u>\$ 255,000</u>	<u>\$ 282,000</u>

City Support Services

The City Support Services Department bolsters the delivery of services citywide through the development and implementation of innovative efficient processes, furnishing solutions, not roadblocks, while supporting departments with the delivery of their core service. We provide accurate and timely support, demonstrate integrity, and focus on providing insight and assistance to our customers. City Support Services achieves excellence by ensuring the City's financial integrity, evaluating and developing appropriate internal controls, through the development of efficiencies through cooperation and consultation, by recruiting the best available team members, ensuring a safe work environment, and through ensuring technology works for the City securely, effectively and efficiently.

KPIs and WLIs

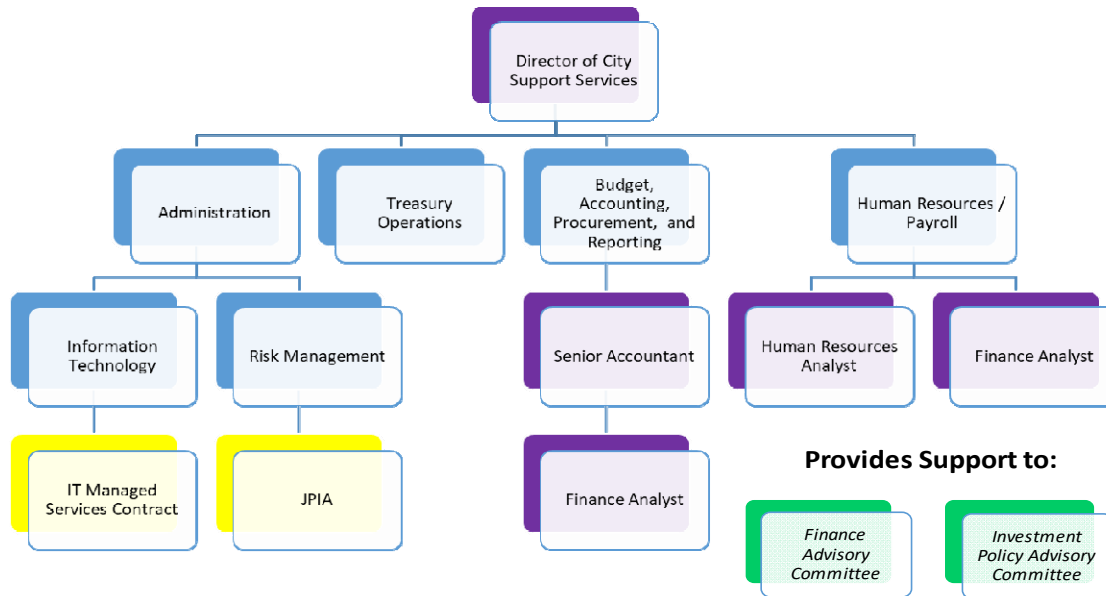
Key Performance Indicators (KPIs)

- 1 Close fiscal month within 5 business days
- 2 Issue monthly reports by 3rd Wednesday of each month
- 3 Monthly bank reconciliation completed by end of month following statement
- 4 Treasurer's Report provided monthly

Key Workload Indicators (WLIs)

- 1 Number of invoices processed for payment
- 2 Number of RFPs developed and issued
- 3 Number of procurement actions taken
- 4 Number of EFT payments / checks issued

Organizational Chart



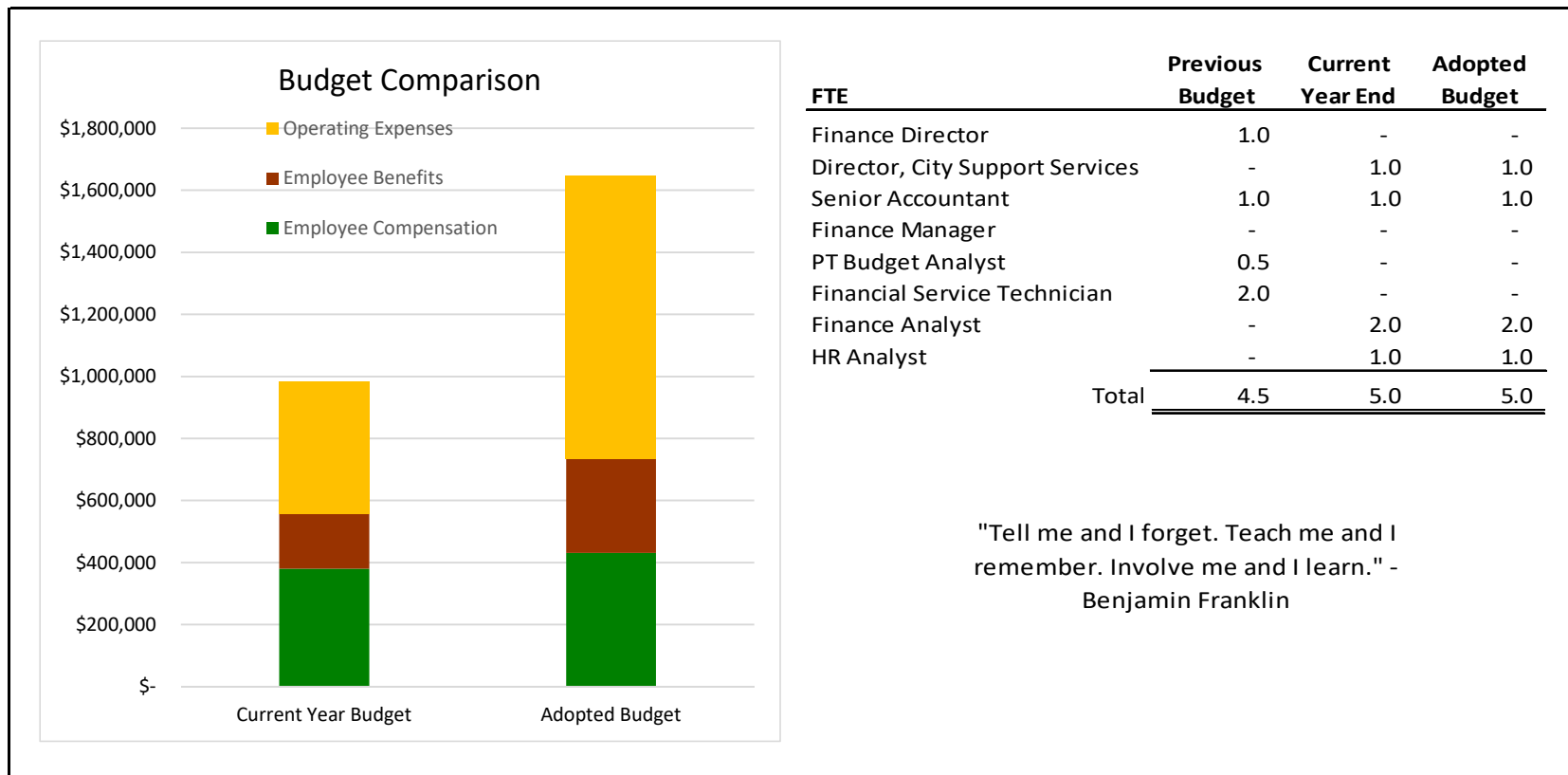
Accomplishments

- 1 Designed and produced timely monthly financial reports in new format
- 2 Clean FY 2019-20 Audit
- 3 Issued RFP and selected new IT Services Vendor
- 4 Issued RFP and selected new external Auditor
- 5 Reorganized the department and added HR Analyst
- 6 Consolidated cell phone contracts to one vendor saving \$4,700 annually.

City Support Services Department

5.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ 320,545	\$ 380,110	\$ 247,321	\$ 431,482
Employee Benefits	86,351	176,148	118,395	302,785
Operating Expenses	339,038	427,180	616,951	911,870
Total	\$ 745,934	\$ 983,438	\$ 982,667	\$ 1,646,137



City Support Services Department

Summary of Structural Changes

Reductions:

Change	Budgetary Impact
1 Separation of Retirement UAL payment from Retirement line item	\$ (51,378)
2 Separated Dental, Vision and Life Insurance costs from Health insurance line item	(7,066)
3 Suspension of General Services expense as a line item	(3,735)
4 Liability and Workers' Compensation fees are no longer charged to non-safety departments	(30,194)
Total	<u><u>\$ (92,373)</u></u>

Additions

Change	Budgetary Impact
1 Addition of Human Resources Analyst, compensation and benefits	\$ 103,835
2 Addition of Retirement UAL as separate line item	51,378
3 Addition of Dental, Vision and Life Insurance costs as separate line items	7,066
4 Addition of Office Supplies as line item	2,150
5 Addition of Postage / Shipping as separate line item	2,100
6 Addition of Workers Compensation, General Liability, Environmental Liability, and Property Insurance	447,248
7 Addition of cell phone related Contractual Services from PW Streets	9,690
Total	<u><u>623,467</u></u>

City Support Services Department

5.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 320,391	\$ 378,300	\$ 246,306	\$ 431,482
Overtime	154	1,810	1,015	-
Retirement	40,376	37,291	26,402	47,094
Retirement UAL	29,571	66,726	31,064	51,378
Health / Dental / Vision Insurance	2,739	49,559	30,253	67,543
Workers' Compensation	2,236	12,882	12,882	127,713
Other Employee Benefits and Taxes	11,429	9,690	17,794	9,057
Contractual Services	275,036	348,298	284,052	142,480
Contractual Services - IT	-	-	-	131,750
Liability / Property Insurance	18,177	17,312	17,312	319,535
Training	975	6,663	3,000	8,680
Public Communications / Printing	15,959	20,094	11,060	21,100
Travel	232	1,575	1,500	1,000
Office / Cleaning / Uniform Supplies	-	-	2,025	2,150
Other Expenses	28,659	33,238	24,225	23,675
Transfers Out	-	-	273,777	261,500
Total	\$ 745,934	\$ 983,438	\$ 982,667	\$ 1,646,137

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 317,139	\$ 373,800	\$ 242,556	\$ 477,482
01 - GENERAL FUND	40007	CAR ALLOWANCE	-	3,750	3,750	4,500
01 - GENERAL FUND	40008	PHONE ALLOWANCE	-	750	-	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	154	1,810	1,015	-
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(50,500)
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	3,252	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	40,376	37,291	26,402	47,094
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	66,726	31,064	51,378
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	2,236	12,882	12,882	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	627
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	5,569
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	870
01 - GENERAL FUND	50089	UNPAID ACCR LIAB (UAL)	29,571	-	-	-
01 - GENERAL FUND	50090	HEALTH INSURANCE	2,739	49,559	30,253	73,117
01 - GENERAL FUND	50091	STD/LTD PREMIUM	846	1,823	875	2,066
01 - GENERAL FUND	50094	SOCIAL SECURITY	4,615	1,978	158	-
01 - GENERAL FUND	50095	MEDICARE	4,573	5,889	9,761	6,991
01 - GENERAL FUND	50097	UNEMPLOYMENT	-	-	7,000	-
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(12,640)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	1,395	-	-	-
subtotal			406,896	556,258	365,716	606,554

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	640	795	755	975
01 - GENERAL FUND	61120	TRAINING	975	6,663	3,000	8,680
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	232	1,575	1,500	1,000
01 - GENERAL FUND	62215	PRINTING AND BINDING	1,105	2,094	2,000	3,000
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	2,060	2,100
01 - GENERAL FUND	62225	PUBLIC INFORMATION	1,936	-	-	-
01 - GENERAL FUND	62243	RISK MANAGEMENT	12,918	18,000	7,000	16,000
01 - GENERAL FUND	62290	GENERAL SERVICE	2,613	3,735	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	2,025	2,150
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	-	-	-	131,750
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	99,986	95,558	100,781	16,250
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	166,088	236,412	171,271	53,230
01 - GENERAL FUND	64450	AUDIT	-	-	-	36,000
01 - GENERAL FUND	64480	BANKING SERVICE FEE	13,375	17,536	12,000	15,000
01 - GENERAL FUND	64481	UNRECONCILED BANK DIF	5,585	-	-	2,500
01 - GENERAL FUND	64599	HIRING	8,962	16,328	12,000	37,000
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	1,834	3,600	3,600	-
01 - GENERAL FUND	65010	LIABILITY INSURANCE	-	-	-	236,775
01 - GENERAL FUND	65011	ENV. LIAB. INSURANCE	-	-	-	5,245
01 - GENERAL FUND	65015	WORKMENS' COMP DEPOSIT	-	-	-	127,713
01 - GENERAL FUND	65020	PROPERTY INSURANCE	-	-	-	76,304
01 - GENERAL FUND	65030	EMPLOYEE BONDS	-	-	-	1,211
01 - GENERAL FUND	65090	LEASE AGREEMENT	4,612	5,772	5,760	5,200
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	18,177	17,312	17,312	-
01 - GENERAL FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	273,777	261,500
01 - GENERAL FUND	70770	COMPUTER EQUIPMENT	-	-	350	-
01 - GENERAL FUND	70780	CAMERA EQUIPMENT	-	1,800	1,760	-
Totals			<u>\$ 745,934</u>	<u>\$ 983,438</u>	<u>\$ 982,667</u>	<u>\$ 1,646,137</u>

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
02 - GAS TAX	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 400,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
06 - SPECIAL PROJECTS	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 302,478
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 302,478</u>

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
08 - RMRA FUND	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 957,162	\$ -	\$ 600,000
Totals			<u>\$ -</u>	<u>\$ 957,162</u>	<u>\$ -</u>	<u>\$ 600,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 13,285	\$ 14,685	\$ -	\$ -
Totals			<u>\$ 13,285</u>	<u>\$ 14,685</u>	<u>\$ -</u>	<u>\$ -</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
21 - MEASURE W	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 24,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
23 - PVE LAW ENFORCEMENT	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 113,285	\$ -	\$ -
23 - PVE LAW ENFORCEMENT	69930	TRANS OUT - CAP PROJ FUND	4,925,646	5,023,366	-	5,050,000
Totals			<u>\$ 4,925,646</u>	<u>\$ 5,136,651</u>	<u>\$ -</u>	<u>\$ 5,050,000</u>

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
25 - MEASURE M	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 698,871	\$ -	\$ 150,000
Totals			<u>\$ -</u>	<u>\$ 698,871</u>	<u>\$ -</u>	<u>\$ 150,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
27 - MEASURE R	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 497,754	\$ -	\$ -
Totals			<u>\$ -</u>	<u>\$ 497,754</u>	<u>\$ -</u>	<u>\$ -</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
28 - TRANSIT PROP C FUND	69930	TRANS OUT - CAP PROJ FUND	\$ 488,578	\$ 627,323	\$ -	\$ 250,000
Totals			<u>\$ 488,578</u>	<u>\$ 627,323</u>	<u>\$ -</u>	<u>\$ 250,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
30 - CAPITAL IMPROVEMENT	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 2,200,000	\$ -	\$ -
Totals			<u>\$ -</u>	<u>\$ 2,200,000</u>	<u>\$ -</u>	<u>\$ -</u>

City Support Services - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	64430	CONTRACTUAL SERVICE	\$ -	\$ -	\$ -	\$ 55,000
60 - EQUIPMENT REPLACEMENT	70740	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 30,000
60 - EQUIPMENT REPLACEMENT	70770	COMPUTER EQUIPMENT	-	-	-	226,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 311,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
62 - SEWER FUND	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 1,930,000	\$ -	\$ -
62 - SEWER FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	-	539,400
Totals			<u>\$ -</u>	<u>\$ 1,930,000</u>	<u>\$ -</u>	<u>\$ 539,400</u>

City Support Services

Administration Division

1.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 309,261	\$ 367,559	\$ 244,506	\$ 169,826
Overtime	154	1,810	1,015	-
Retirement	38,986	35,316	26,252	17,987
Retirement UAL	29,571	65,389	29,727	17,594
Health / Dental / Vision Insurance	905	46,976	30,253	18,973
Workers' Compensation	2,092	12,303	12,303	127,713
Other Employee Benefits and Taxes	11,215	9,344	17,744	3,172
Contractual Services	257,574	323,470	263,552	42,500
Contractual Services - IT	-	-	-	92,750
Liability / Property Insurance	18,177	17,312	17,312	82,760
Training	975	5,330	2,000	180
Public Communications / Printing	3,041	2,094	4,000	4,000
Office / Cleaning / Uniform Supplies	-	-	2,000	2,000
Other Expenses	7,498	9,549	6,350	240,775
Transfers Out	-	-	273,777	-
Total	\$ 679,449	\$ 896,452	\$ 930,791	\$ 820,230

City Support Services

Finance Operations Division

2.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 111,056
Retirement	-	-	-	15,208
Retirement UAL	-	-	-	17,224
Health / Dental / Vision Insurance	-	-	-	20,935
Other Employee Benefits and Taxes	-	-	-	3,095
Contractual Services	-	-	-	57,940
Training	-	-	-	2,000
Public Communications / Printing	-	-	-	1,000
Other Expenses	-	-	-	4,500
Transfers Out	-	-	-	261,500
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 494,458</u>

City Support Services

Human Resources / Payroll Division

2.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 147,000
Retirement	-	-	-	13,625
Retirement UAL	-	-	-	16,164
Health / Dental / Vision Insurance	-	-	-	27,635
Other Employee Benefits and Taxes	-	-	-	2,738
Contractual Services	17,462	24,828	20,500	42,040
Contractual Services - IT	-	-	-	39,000
Training	-	1,333	1,000	6,000
Public Communications / Printing	12,918	18,000	7,000	16,000
Travel	232	1,575	1,500	1,000
Other Expenses	1,834	3,600	3,600	-
Total	\$ 32,446	\$ 49,336	\$ 33,600	\$ 311,202

City Treasurer

0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 11,130	\$ 10,741	\$ 1,800	\$ 3,600
Retirement	1,390	1,975	150	274
Retirement UAL	-	1,337	1,337	396
Health / Dental / Vision Insurance	1,834	2,583	-	-
Workers' Compensation	144	579	579	-
Other Employee Benefits and Taxes	214	346	50	52
Training	-	-	-	500
Public Communications / Printing	-	-	60	100
Office / Cleaning / Uniform Supplies	-	-	25	150
Other Expenses	19,327	20,089	14,275	15,175
Total	<u>\$ 34,039</u>	<u>\$ 37,650</u>	<u>\$ 18,276</u>	<u>\$ 20,247</u>

CSS - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 306,009	\$ 363,059	\$ 240,756	\$ 165,326
01 - GENERAL FUND	40007	CAR ALLOWANCE	-	3,750	3,750	4,500
01 - GENERAL FUND	40008	PHONE ALLOWANCE	-	750	-	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	154	1,810	1,015	-
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	3,252	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	38,986	35,316	26,252	17,987
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	65,389	29,727	17,594
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	2,092	12,303	12,303	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	219
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	369
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50089	UNPAID ACCR LIAB (UAL)	29,571	-	-	-
01 - GENERAL FUND	50090	HEALTH INSURANCE	905	46,976	30,253	18,211
01 - GENERAL FUND	50091	STD/LTD PREMIUM	793	1,737	875	709
01 - GENERAL FUND	50094	SOCIAL SECURITY	4,615	1,978	158	-
01 - GENERAL FUND	50095	MEDICARE	4,412	5,629	9,711	2,463
01 - GENERAL FUND	50097	UNEMPLOYMENT	-	-	7,000	-
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	1,395	-	-	-
		Subtotal	392,184	538,697	361,800	227,552

CSS - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	640	640	600	-
01 - GENERAL FUND	61120	TRAINING	975	5,330	2,000	180
01 - GENERAL FUND	62215	PRINTING AND BINDING	1,105	2,094	2,000	2,000
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	2,000	2,000
01 - GENERAL FUND	62225	PUBLIC INFORMATION	1,936	-	-	-
01 - GENERAL FUND	62290	GENERAL SERVICE	2,536	3,500	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	2,000	2,000
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	-	-	-	92,750
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	91,486	87,058	92,281	4,000
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	166,088	236,412	171,271	38,500
01 - GENERAL FUND	65010	LIABILITY INSURANCE	-	-	-	236,775
01 - GENERAL FUND	65011	ENV. LIAB. INSURANCE	-	-	-	5,245
01 - GENERAL FUND	65015	WORKMENS' COMP DEPOSIT	-	-	-	127,713
01 - GENERAL FUND	65020	PROPERTY INSURANCE	-	-	-	76,304
01 - GENERAL FUND	65030	EMPLOYEE BONDS	-	-	-	1,211
01 - GENERAL FUND	65090	LEASE AGREEMENT	4,322	5,409	5,400	4,000
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	18,177	17,312	17,312	-
01 - GENERAL FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	273,777	-
01 - GENERAL FUND	70770	COMPUTER EQUIPMENT	-	-	350	-
Totals			\$ 679,449	\$ 896,452	\$ 930,791	\$ 820,230

CSS - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 13,285	\$ 14,685	\$ -	\$ -
Totals			<u>\$ 13,285</u>	<u>\$ 14,685</u>	<u>\$ -</u>	<u>\$ -</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	70740	OFFICE EQUIPMENT	\$ -	\$ -	\$ -	\$ 55,000
60 - EQUIPMENT REPLACEMENT	70770	COMPUTER EQUIPMENT	-	-	-	226,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 281,000</u>

CSS - Finance Operations Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 161,556
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(50,500)
01 - GENERAL FUND	50080	RETIREMENT	-	-	-	15,208
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	17,224
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	214
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	2,600
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	348
01 - GENERAL FUND	50090	HEALTH INSURANCE	-	-	-	27,453
01 - GENERAL FUND	50091	STD/LTD PREMIUM	-	-	-	751
01 - GENERAL FUND	50095	MEDICARE	-	-	-	2,344
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(9,680)
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	-	-	-	800
01 - GENERAL FUND	61120	TRAINING	-	-	-	2,000
01 - GENERAL FUND	62215	PRINTING AND BINDING	-	-	-	1,000
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	-	-	-	12,250
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	-	-	-	9,690
01 - GENERAL FUND	64450	AUDIT	-	-	-	36,000
01 - GENERAL FUND	64481	UNRECONCILED BANK DIF	-	-	-	2,500
01 - GENERAL FUND	65090	LEASE AGREEMENT	-	-	-	1,200
01 - GENERAL FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	-	261,500
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 494,458</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
02 - GAS TAX	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 400,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 400,000</u>

CSS - Finance Operations Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
06 - SPECIAL PROJECTS	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 302,478
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 302,478</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
08 - RMRA FUND	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 957,162	\$ -	\$ 600,000
Totals			<u>\$ -</u>	<u>\$ 957,162</u>	<u>\$ -</u>	<u>\$ 600,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
21 - MEASURE W	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ -	\$ -	\$ 24,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 24,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
23 - PVE LAW ENFORCEMENT	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 113,285	\$ -	\$ -
23 - PVE LAW ENFORCEMENT	69901	TRANS OUT - CAP PROJ FUND	4,925,646	5,023,366	-	5,050,000
Totals			<u>\$ 4,925,646</u>	<u>\$ 5,136,651</u>	<u>\$ -</u>	<u>\$ 5,050,000</u>

CSS - Finance Operations Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
25 - MEASURE M	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 698,871	\$ -	\$ 150,000
Totals			<u>\$ -</u>	<u>\$ 698,871</u>	<u>\$ -</u>	<u>\$ 150,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
27 - MEASURE R	69930	TRANS OUT - CAP PROJ FUND	\$ -	\$ 497,754	\$ -	\$ -
Totals			<u>\$ -</u>	<u>\$ 497,754</u>	<u>\$ -</u>	<u>\$ -</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
28 - TRANSIT PROP C FUND	69930	TRANS OUT - CAP PROJ FUND	\$ 488,578	\$ 627,323	\$ -	\$ 250,000
Totals			<u>\$ 488,578</u>	<u>\$ 627,323</u>	<u>\$ -</u>	<u>\$ 250,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
30 - CAPITAL IMPROVEMENT	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 2,200,000	\$ -	\$ -
Totals			<u>\$ -</u>	<u>\$ 2,200,000</u>	<u>\$ -</u>	<u>\$ -</u>

CSS - Finance Operations Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
62 - SEWER FUND	69901	TRANS OUT - GENERAL FUND	\$ -	\$ 1,930,000	\$ -	\$ -
62 - SEWER FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	-	539,400
Totals			<u>\$ -</u>	<u>\$ 1,930,000</u>	<u>\$ -</u>	<u>\$ 539,400</u>

CSS - Human Resources / Payroll Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 147,000
01 - GENERAL FUND	50080	RETIREMENT	-	-	-	13,625
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	16,164
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	194
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	2,600
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	348
01 - GENERAL FUND	50090	HEALTH INSURANCE	-	-	-	27,453
01 - GENERAL FUND	50091	STD/LTD PREMIUM	-	-	-	606
01 - GENERAL FUND	50095	MEDICARE	-	-	-	2,132
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(2,960)
01 - GENERAL FUND	61120	TRAINING	-	1,333	1,000	6,000
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	232	1,575	1,500	1,000
01 - GENERAL FUND	62243	RISK MANAGEMENT	12,918	18,000	7,000	16,000
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	-	-	-	39,000
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	8,500	8,500	8,500	-
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	-	-	-	5,040
01 - GENERAL FUND	64599	HIRING	8,962	16,328	12,000	37,000
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	1,834	3,600	3,600	-
Totals			<u>\$ 32,446</u>	<u>\$ 49,336</u>	<u>\$ 33,600</u>	<u>\$ 311,202</u>

City Treasurer

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 11,130	\$ 10,741	\$ 1,800	\$ 3,600
01 - GENERAL FUND	50080	RETIREMENT	1,390	1,975	150	274
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	1,337	1,337	396
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	144	579	579	-
01 - GENERAL FUND	50090	HEALTH INSURANCE	1,834	2,583	-	-
01 - GENERAL FUND	50091	STD/LTD PREMIUM	53	86	-	-
01 - GENERAL FUND	50095	MEDICARE	161	260	50	52
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	-	155	155	175
01 - GENERAL FUND	61120	TRAINING	-	-	-	500
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	60	100
01 - GENERAL FUND	62290	GENERAL SERVICE	77	235	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	25	150
01 - GENERAL FUND	64480	BANKING SERVICE FEE	13,375	17,536	12,000	15,000
01 - GENERAL FUND	64481	UNRECONCILED BANK DIF	5,585	-	-	-
01 - GENERAL FUND	65090	LEASE AGREEMENT	290	363	360	-
01 - GENERAL FUND	70770	COMPUTER EQUIPMENT	-	1,800	1,760	-
Totals			<u>\$ 34,039</u>	<u>\$ 37,650</u>	<u>\$ 18,276</u>	<u>\$ 20,247</u>

Department: City Support Services

Account: 61105

Dues and Memberships

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	3110	Finance Operations	GFOA Annual Membership	Provides Access to reference materials, training, and the Certificate of Achievement for Excellence in Financial Reporting program	\$ 640	\$ 340	1 Year
01	3020	City Treasurer	CMTA Annual Membership	Provides access to network, training and conference information.	\$ 155	\$ 175	1 Year
01	3110	Finance Operations	GFOA Certification Fee	Certificate of Achievement for Excellence in Financial Reporting	\$ 460	\$ 460	Annual
Total					<u>\$ 1,255</u>	<u>\$ 975</u>	

Department: City Support Services

Account: 61120

Training

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	3110	Admin	GASB Update	GFOAs GASB Update to keep leadership and staff current with changes and new requirements related to government accounting	\$ 150	\$ 180	Annual
01	3000	Financial Operations	Adhoc Training	GFOA provides a series of internet based training that is beneficial for staff. As we increase the scope of responsibilities for existing staff, this training helps to enhance their skill set to match their responsibilities.	\$ -	\$ 1,600	Annual
01	3000	Human Resources / Payroll	Adhoc HR Training	Investment in City staff to keep current with ever-changing HR/PR environments	\$ -	\$ 4,500	one time, then \$1,500 annual
01	3000	Human Resources / Payroll	Adhoc PR Training	Ongoing training related to changes in CalPERS, state and federal payroll laws, rules, and regulations	\$ 1,300	\$ 1,500	Annual
01	3020	City Treasurer	Adhoc Training	Training to assist in various investment related decisions	\$ -	\$ 500	Annual
01	3000	Financial Operations	Finance Plus	Finance Plus - year end/beginning year training	\$ 300	\$ 400	Annual
Total					<u>\$ 1,750</u>	<u>\$ 8,680</u>	

Department: City Support Services

Account: 61130

Travel and Meetings

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	3130	Human Resources / Payroll	CalPERS Conference	Attendance at JPIA Meetings and CalPERS Conference	\$ 1,950	\$ 1,000	Annual
Total					\$ 1,950	\$ 1,000	

Department: City Support Services

Accounts: 64422 - 64429

Professional Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	3000	Admin	GASB 68 Report	CalPERS creation of the GASB 68 Reports needed for financial reporting - Required by Auditor	\$ 1,400	\$ 1,400	Annual
01	3110	Finance Operations	CAFR STAT SECTION DATA	HdL CAFR Statistical Section and Debt Stmt	\$ 750	\$ 750	Annual
01	3000	Finance Operations	Vacancy Staffing	Temp Staffing for day-to-day operations as needed	\$ -	\$ 7,500	One-Time
01	3110	Finance Operations	HDL Tax Services	Property Tax Reporting prepared by HDL for PVE	\$ 4,000	\$ 4,000	Annual
01	3000	Admin	Fee Schedule Update	Annual update to the City's Fee Schedule	\$ -	\$ 2,600	One-Time
Total					<u>\$ 6,150</u>	<u>\$ 16,250</u>	

Department: City Support Services

Accounts: 63315, 64430 - 64436, 64440

Contractual Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	3000	Admin	IT Managed Services	IT Managed Services Contract - This amount represents the cost for the City less the Police Department	\$ 90,498	\$ 92,750	Annual
01	3120	Human Resources / Payroll	ADP Online Payroll Application	Payroll system for the City	\$ 42,000	\$ 39,000	Annual. This is eliminated in future years if we have new ERP
01	3000	Admin	Fee Study and Update	Comprehensive review and update to the City's Fee Schedule	\$ -	\$ 20,000	One Time
01	3000	Admin	GovInvest	GovInvest CalPERS Pension Forecasting	\$ 9,000	\$ 9,000	Annual
01	3000	Admin	OpenGov	Public Facing Informational Platform - This will be updated as the year progresses. It also has a possible direct link to the ERP system	\$ 9,500	\$ 9,500	Annual
01	3120	Human Resources / Payroll	CaPERS Pay services	CalPERS Payroll services - PayPlus Solutions Cal PERS document upload services	\$ 1,164	\$ 5,040	Annual
01	3110	Finance Operations	Cell Phones for City	Cell Phones for City		\$ 9,690	Annual - Was in PW Streets
60	3000	Admin	ERP Implementation	Movement of City Servers to Cloud based service (\$10,000), Movement of City phone system to cloud based system (\$45,000),	\$ 10,000	\$ 55,000	One Time
Total					<u>\$ 162,162</u>	<u>\$ 239,980</u>	

Department: City Support Services

Accounts: 63315, 64430 - 64436, 64440, 64450

Contractual Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term	
1	3110	Finance Operations	Annual Audit	Annual Audit of City Financial Operations and Concessions, Street Report, State Controllers Report, GANN Limit. Includes an amount to cover completion of prior auditors work for the City.	\$ 39,048	\$ 36,000	3 years	
					Total	\$ 39,048	\$ 36,000	

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department: City Support Services

Code: 3000

Division: Admin

Code:

Project Title: New Finance, Payroll and Human Resources Software Program (ERP)

Description of Special Project:

Replacing the City's antiquated and soon to be unsupported finance software. Reduce the cost of payroll processing and integrate HR and position control functionality into the City's program. Program is to be cloud based.

Justification for Project

Existing Finance software will become unsupported within the next 18 months. Additionally, the City is paying \$40K annually for access to ADP payroll. New integrated program will reduce staff time spent retrieving and compiling data from the current suite of desperate systems, increase overall transparency and timeliness of data to the City Council and the public.

Special Considerations

Source and Percentage of Funding for Special Project

(Check All that Apply)

- | | | | |
|---------------------------------------|---|----------------------------------------------------------------|---|
| <input type="checkbox"/> General Fund | % | <input checked="" type="checkbox"/> Equipment Replacement Fund | % |
| <input type="checkbox"/> Other: | % | <input type="checkbox"/> Other: | % |

Estimated Cost

Base Price \$ 226,000

Source of Cost Estimates

Sales Tax -

Vendor Quotes.

Installation -

Delivery -

Other

Total Unit Cost \$ 226,000

Estimated Annual Cost: \$ 73,200

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department:	City Support Services	Code:	3000
Division:	Admin	Code:	
Project Title:	Cloud Based Phone System		

Description of Special Project:

Replacing the City's current unreliable phone system with an upgraded cloud based system

Justification for Project

The existing phone system is both unreliable and includes cost layers than can be eliminated. The City has had the replacement of the phone system as a priority for several years, but other IT system related changes and infrastructure additions had to be completed before we could initiate this project. This project will likely require and RFP to be issued.

Special Considerations

Source and Percentage of Funding for Special Project

(Check All that Apply)

<input checked="" type="checkbox"/> General Fund	%	<input type="text" value="0"/>	<input checked="" type="checkbox"/> Equipment Replacement Fund	%	<input type="text" value="100"/>
<input type="checkbox"/> Other:	%	<input type="text"/>	<input type="checkbox"/> Other:	%	<input type="text"/>

Estimated Cost

Base Price \$ 40,000

Sales Tax -

Installation -

Delivery -

Other 5,000

Total Unit Cost \$ 45,000

Estimated Annual Cost: \$ -

Source of Cost Estimates

Amount is placeholder pending RFP release and responses

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department:	City Support Services	Code:	3000
Division:	Admin	Code:	
Project Title:	Movement of City Server Functionality to Cloud based Service		

Description of Special Project:

Movement of City Server capabilities from at City hall location to the cloud based location

Justification for Project

As the current location of the City's servers is an identified high risk to the City, the City will be moving this functionality to a cloud based service in the first half of the 21-22 fiscal year. This change will enhance the physical safety of the data as well as its security at a cost less than would be expected to be incurred to move and upgrade the existing servers.

Special Considerations

Source and Percentage of Funding for Special Project

(Check All that Apply)

<input type="checkbox"/> General Fund	%	<input checked="" type="checkbox"/> Equipment Replacement Fund	%
<input type="checkbox"/> Other:	0	<input type="checkbox"/> Other:	100

Estimated Cost

Source of Cost Estimates

The amount here is a placeholder pending a quote for the IT service provider. An evaluation of the City's current data and server needs must be completed before a quote can be obtained

Base Price	\$ 10,000
Sales Tax	-
Installation	-
Delivery	-
Other	-
Total Unit Cost	\$ 10,000
Estimated Annual Cost:	\$ -

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: City Support Services **Code:** _____

Division: Administration **Code:** _____

Equipment Requested: Replacement Finance (ERP) System **Quantity:** _____

Justification for Equipment Request:

The City's existing computerized financial system is in excess of 10 years old. The software provider has informed the City that it will cease support of the current system on December 31, 2022. The existing system is old and does not support certain basic functions available in more modern systems.

Acquisition Type (Check One)	Category of Request (Check One)
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment
<input type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment
	<input type="checkbox"/> 70762 - Machinery
	<input type="checkbox"/> 70765 - Weapons
	<input type="checkbox"/> 70768 - Range Equipment
	<input checked="" type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	% _____	<input checked="" type="checkbox"/> Equipment Replacement Fund	% _____
<input type="checkbox"/> Other: _____	% _____	<input type="checkbox"/> Other: _____	% _____

Estimated Cost of Acquisition

Base Price \$ 226,000

Sales Tax _____

Installation _____

Delivery _____

Other _____

Total Unit Cost \$ 226,000

Source of Cost Estimates

There are a limited number of companies that offer software systems that (1) meet the needs of a government operation and (2) are appropriate for the small size of the City's operations. Staff evaluated three system providers and has determined one provider best meets the City's needs.

Estimated Annual Maintenance Cost: \$ 73,200 **Expected Useful Life:** 10 years

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: City Support Services **Code:** _____

Division: Administration **Code:** _____

Equipment Requested: Replacement Of Existing Multifunction Devices (Copiers) **Quantity:** 2

Justification for Equipment Request:

The City's 3 existing multifunction devices are all past the end of their original lease periods and are becoming less reliable and do not possess the document security features required for the City. The appropriate replacement of these three devices with 2 updated systems plus a high capacity printer will allow the City to eliminate most existing desk top printers and reduce the costs o supplying and maintaining all of these devices.

Acquisition Type (Check One)	Category of Request (Check One)	
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures	<input type="checkbox"/> 70762 - Machinery
<input checked="" type="checkbox"/> Upgraded Replacement	<input checked="" type="checkbox"/> 70740 - Office Equipment	<input type="checkbox"/> 70765 - Weapons
<input checked="" type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment	<input checked="" type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	% <u> </u>	<input checked="" type="checkbox"/> Equipment Replacement Fund	% <u>100</u>
<input type="checkbox"/> Other: _____	% <u> </u>	<input type="checkbox"/> Other: _____	% <u> </u>

Estimated Cost of Acquisition

Base Price \$ 30,000

Sales Tax -

Installation -

Delivery -

Other -

Total Unit Cost \$ 30,000

Source of Cost Estimates

The City has the option to purchase (\$30,000) or lease this equipment. The procurement process will provide both options to council for consideration. If a lease is chosen, the requested appropriation will be properly adjusted. This purchase will likely require a RFQ to be issued

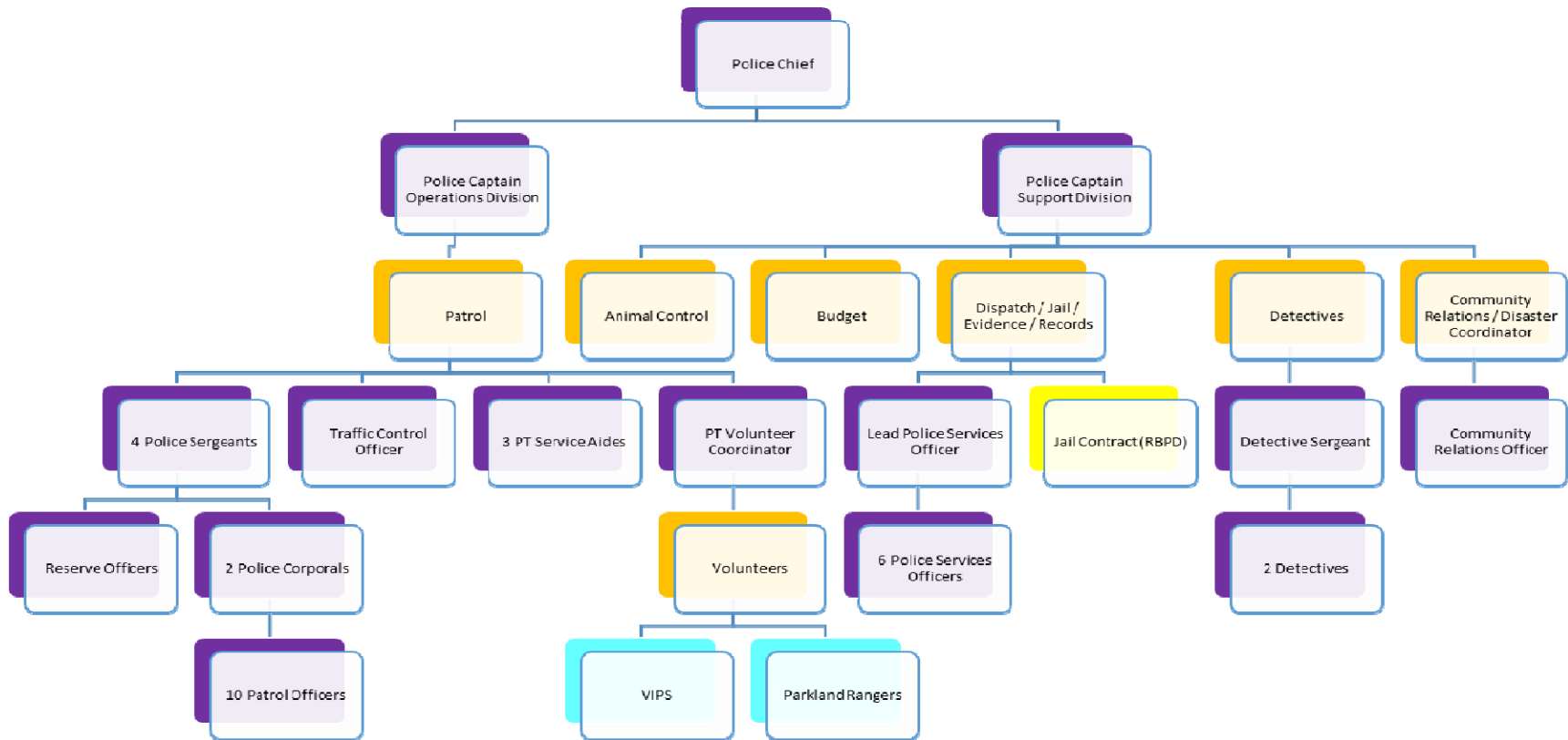
Estimated Annual Maintenance Cost: \$ - **Expected Useful Life:** 5 years

Police Department

The mission of the Palos Verdes Estates Police Department is to provide an assurance of safety, comfort and tranquility to the community; while in this endeavor maintaining the utmost in professionalism, competence, integrity, and discipline.

The Palos Verdes Estates Police Department is a community-centric, full-service law enforcement organization. The dedicated men and women of this Police Department are an integral part of this community, and have a vested interest in its safety and success. This partnership helps to keep this community a safe and enjoyable place to live, work, and visit.

Organizational Chart



Police Department

KPIs and WLIs

Key Performance Indicators (KPIs)

- 1 Average Priority 1 response time within 3 minutes
- 2 Average Priority 2 response time within 5 minutes
- 3 95% of 911 calls answered within 10 seconds
- 4 "Out of City" Jail Booking time under 45 minutes
- 5 Detective case clearance rate above 30%
- 6 90% of reports are responded to by detectives within 2 days
- 7 60% of traffic citations are for moving violations

Key Workload Indicators (WLIs)

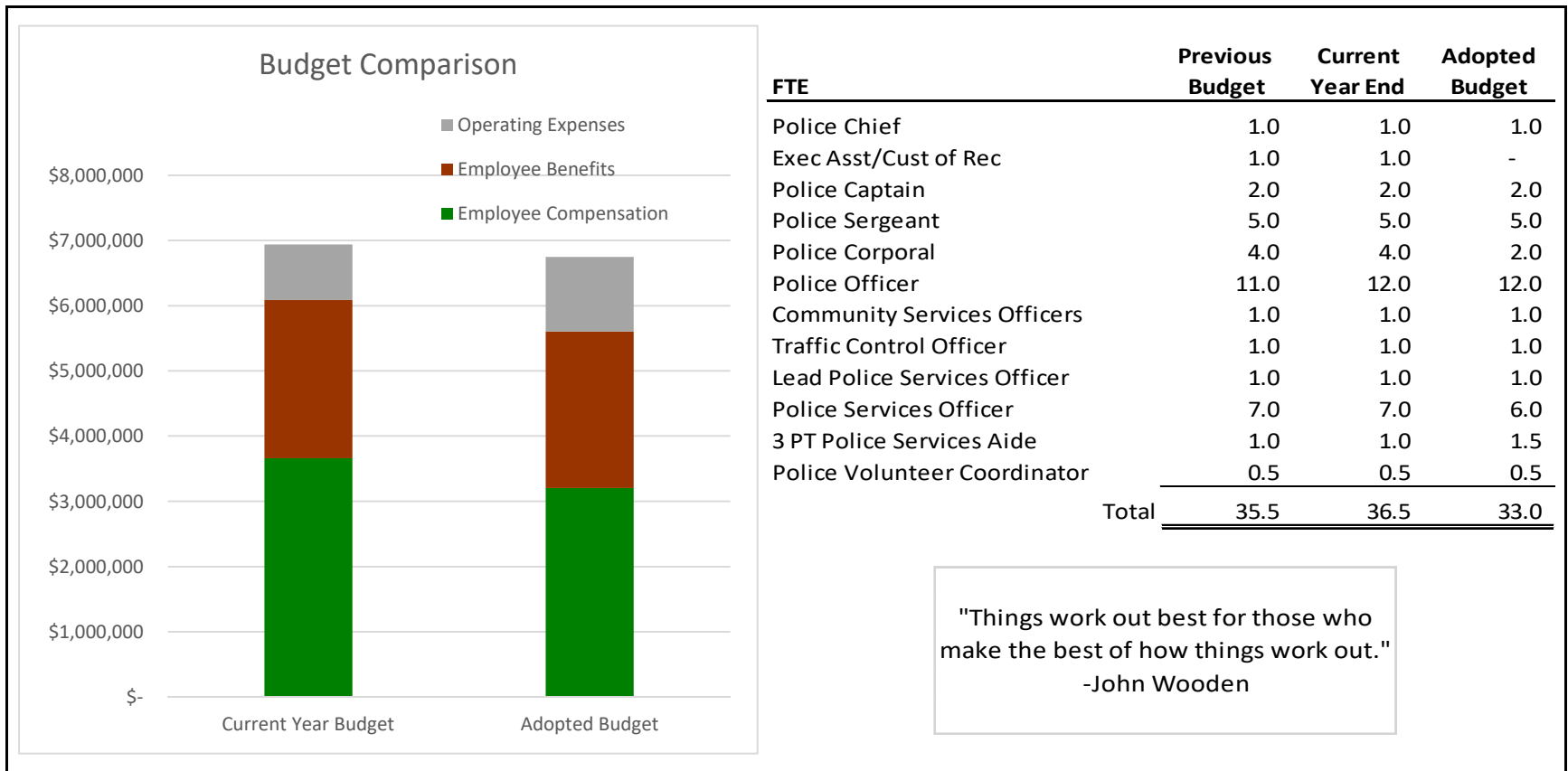
- 1 Total number of overtime hours worked
- 2 Total number of "Vacancy" related overtime hours worked
- 3 Total number of calls for service
- 4 Total number of 911 calls received
- 5 Total number of officer initiated activities
- 6 Number of PRA requests received

Accomplishments

- 1 Established/Met all Key Performance Indicators (KPI's)
- 2 Established in-home COVID-19 testing for PVECARES members
- 3 4 new police officers successfully completed the FTO program
- 4 Utilized over \$150,000 in non-general fund funding to support:
 - Know the Drill campaign
 - Drone Program
 - COVID Testing
 - ALPR Data Access
 - Weapons Safety Courses
 - CIBRS State mandate
 - Alternative fuel vehicle
 - Disaster Consultant
- 5 Implemented afternoon weekend traffic control measures
- 6 Became a member of the Peninsula Public Safety Committee
- 7 Conducted Emergency Evacuation tabletop exercise with Peninsula Cities
- 8 Reimagined and executed successful Holiday Parade
- 9 Enhanced Traffic Safety focus through:
 - Providing standard reports to TCS
 - LIDAR trained officers
 - The use of Stealth Radar for data collection
 - The deployment of stealth traffic unit

Police Department

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ 4,222,904	\$ 3,661,856	\$ 3,549,407	\$ 3,203,661
Employee Benefits	2,230,929	2,428,217	2,297,388	2,400,565
Operating Expenses	741,037	847,942	758,565	1,142,283
Total	\$ 7,194,870	\$ 6,938,015	\$ 6,605,360	\$ 6,746,509



Police Department

Summary of Structural Changes

Reductions:

	Change	Budgetary Impact
1	Adjustments to Police Staffing per Police Adhoc recommendations / PD leadership	\$ (347,810)
2	Separation of Retirement UAL payment from Retirement line item	(37,234)
3	Separation of Dental, Vision and Life Insurance costs from Health Insurance Line item	(36,896)
4	Suspension of General Services as a line item	(19,395)
5	Reduction in Workers Compensation	(99,054)
	Total	<u><u>\$ (540,389)</u></u>

Additions

	Change	Budgetary Impact
1	Addition of Retirement UAL as separate line item	\$ 37,234
2	Increase in Overtime Budget	63,348
3	Increase in Retirement UAL	125,547
4	Addition of Dental, Vision and Life Insurance costs as separate line items	36,896
5	Addition of Postage / Shipping as separate line item	500
6	Addition of Photography as separate line item	500
7	Addition of Building Supplies as separate line item	1,000
8	Addition of the Redondo Beach Jail Contract	44,500
9	Addition of the Black Night Patrol Traffic Control Contract	50,000
10	Addition of PT Public Service Aide	15,069
	Total	<u><u>374,594</u></u>

Police Department

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 3,545,465	\$ 3,204,204	\$ 2,888,483	\$ 2,682,661
Overtime	677,439	457,652	660,924	521,000
Retirement	1,237,960	549,072	500,989	538,063
Retirement UAL	-	895,374	895,374	1,020,921
Health / Dental / Vision Insurance	458,736	499,292	421,424	450,402
Workers' Compensation	401,045	387,719	387,719	288,665
Other Employee Benefits and Taxes	133,188	96,760	91,882	102,514
Contractual Services	139,436	150,000	115,000	214,750
Contractual Services - IT	65,787	72,803	72,500	75,000
Liability / Property Insurance	266,971	332,744	332,800	538,343
Utilities	31,159	32,150	30,000	32,000
Automotive Supplies	95,653	97,950	85,000	95,000
Building Supplies	-	-	1,000	1,000
Training	18,781	27,500	10,000	27,500
Public Communications / Printing	6,943	8,650	16,000	5,900
Travel	545	1,200	-	1,200
Office / Cleaning / Uniform Supplies	7,559	19,250	27,000	23,900
Other Expenses	108,203	105,695	69,265	127,690
Total	<u>\$ 7,194,870</u>	<u>\$ 6,938,015</u>	<u>\$ 6,605,360</u>	<u>\$ 6,746,509</u>

Police Department - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 3,392,458	\$ 3,147,397	\$ 2,860,692	\$ 2,799,587
01 - GENERAL FUND	40010	TEMPORARY SALARIES	22,921	33,828	-	-
01 - GENERAL FUND	40020	SHOOTING PAY	5,460	2,428	5,928	5,280
01 - GENERAL FUND	41055	REGULAR OVERTIME	464,809	290,984	488,983	65,000
01 - GENERAL FUND	41056	SPECIAL ENFORCEMENT OT	28,720	9,540	2,184	3,000
01 - GENERAL FUND	41057	SICK LEAVE REPLACEMENT OT	131,519	92,496	107,034	20,000
01 - GENERAL FUND	41058	TRAINING OVERTIME	18,478	39,784	54,358	39,000
01 - GENERAL FUND	41060	OUTSIDE OVERTIME	6,334	2,232	4,761	5,000
01 - GENERAL FUND	41061	VACANCY OVERTIME	-	-	-	350,000
01 - GENERAL FUND	41062	MUTUAL AID OVERTIME	-	-	-	2,000
01 - GENERAL FUND	41063	VACATION REPLACEMENT OT	-	-	-	20,000
01 - GENERAL FUND	41064	MEETING OVERTIME	-	-	-	5,000
01 - GENERAL FUND	41066	REPORT WRITING OT	-	-	-	2,000
01 - GENERAL FUND	41067	JAIL/DISPATCH OVERTIME	-	-	-	2,000
01 - GENERAL FUND	41070	COURT OVERTIME	18,697	15,000	2,129	3,000
01 - GENERAL FUND	41090	DETECTIVE PAY OT	8,882	7,616	1,475	5,000
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(144,000)
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	100,574	-	-	-
01 - GENERAL FUND	50075	UNIFORM ALLOWANCE	24,052	20,551	21,863	21,794
01 - GENERAL FUND	50080	RETIREMENT	1,237,960	549,072	500,989	538,063
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	895,374	895,374	1,020,921
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	401,045	387,719	387,719	288,665
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	32,549
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	4,347
01 - GENERAL FUND	50090	HEALTH INSURANCE	458,736	499,292	421,424	485,506
01 - GENERAL FUND	50091	STD/LTD PREMIUM	14,734	14,929	8,707	12,953
01 - GENERAL FUND	50092	FLEXIBLE SPENDING ACCT.	814	-	1,080	-
01 - GENERAL FUND	50094	SOCIAL SECURITY	4,260	2,546	10,464	3,602
01 - GENERAL FUND	50095	MEDICARE	57,775	46,285	49,191	43,059
01 - GENERAL FUND	50096	RETIREE HEALTH STIPEND	20,350	33,000	22,440	42,900
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(72,000)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	35,255	-	-	-
		Subtotal	6,453,833	6,090,073	5,846,795	5,604,226

Police Department - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	1,915	2,405	2,265	2,525
01 - GENERAL FUND	61110	UNIFORM SUPPLY	6,334	6,000	5,000	6,000
01 - GENERAL FUND	61120	TRAINING	18,781	27,500	10,000	27,500
01 - GENERAL FUND	61125	SUBSCRIPTIONS	1,964	1,965	1,800	1,965
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	545	1,200	-	1,200
01 - GENERAL FUND	61135	RESERVE OFFICER	1,410	2,050	1,950	2,100
01 - GENERAL FUND	61140	PRISONER EXPENSE	4,871	4,700	4,500	2,500
01 - GENERAL FUND	62215	PRINTING AND BINDING	2,906	2,400	16,000	2,400
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	-	500
01 - GENERAL FUND	62220	PHOTOGRAPHY	-	-	-	500
01 - GENERAL FUND	62255	UTILITIES	31,159	32,150	30,000	32,000
01 - GENERAL FUND	62290	GENERAL SERVICE	26,265	19,395	-	-
01 - GENERAL FUND	62292	PVE CARES	11,150	7,850	1,000	7,850
01 - GENERAL FUND	62293	VOLUNTEER PROGRAM	571	1,100	500	1,000
01 - GENERAL FUND	62294	COMMUNITY SUPPORT	4,037	6,250	-	2,500
01 - GENERAL FUND	62296	GENERAL SUPPLIES	-	2,405	7,200	7,200
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	5,645	9,000	9,500
01 - GENERAL FUND	62298	RANGE SUPPLIES	-	4,000	4,000	-
01 - GENERAL FUND	63000	CLEANING SUPPLIES	1,225	1,200	1,800	1,200
01 - GENERAL FUND	63305	AUTO SUPPLIES	95,653	97,950	85,000	95,000
01 - GENERAL FUND	63310	SAFETY EQUIPMENT	12,627	3,500	3,000	3,500
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	65,787	72,803	72,500	75,000
01 - GENERAL FUND	63325	BUILDING SUPPLIES	-	-	1,000	1,000
01 - GENERAL FUND	63345	COMM SVC OFFICER EQPT SUP	1,319	1,850	1,000	1,500
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	123,434	138,200	100,000	199,750
01 - GENERAL FUND	64500	CRIMINAL JUSTICE	12,358	15,000	18,000	22,000
01 - GENERAL FUND	64599	HIRING	16,002	11,800	15,000	15,000
01 - GENERAL FUND	64640	ANIMAL CONTROL	11,672	15,000	6,000	60,000
01 - GENERAL FUND	64641	PEAFOWL MANAGEMENT	4,712	5,250	5,250	5,250
01 - GENERAL FUND	65000	EMERGENCY PREPAREDNESS	9,631	9,630	8,000	9,500
01 - GENERAL FUND	65090	LEASE AGREEMENT	7,738	8,000	8,000	8,000
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	266,971	332,744	332,800	538,343
01 - GENERAL FUND	70723	BODY ARMOUR	-	8,000	8,000	-
Total General Fund			\$ 7,194,870	\$ 6,938,015	\$ 6,605,360	\$ 6,746,509

Police Department - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
05 - SLESF FUND	63310	SAFETY EQUIPMENT	\$ 614	\$ 23,823	\$ 16,700	-
05 - SLESF FUND	63315	CONTRACTUAL SVCS - IT	-	7,270	7,270	7,400
05 - SLESF FUND	63310	EXTERNAL VEST CARRIERS	3,053	498	498	-
05 - SLESF FUND	64425	PROFESSIONAL SERVICES	-	88,177	51,500	-
			<u>\$ 3,667</u>	<u>\$ 119,768</u>	<u>\$ 75,968</u>	<u>\$ 7,400</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
07 - CORRECTIONS FUND	64650	JAIL/CORRECTION	\$ 474	\$ 4,700	\$ 1,000	\$ -

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	63315	CONTRACTUAL SVCS - IT	\$ 3,000	\$ 2,937	\$ -	\$ -

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	70722	PERSONAL RECORDING DEVICE	\$ -	\$ -	\$ -	\$ 252,375
60 - EQUIPMENT REPLACEMENT	70723	BODY ARMOUR	-	-	-	6,000
60 - EQUIPMENT REPLACEMENT	70750	AUTOMOTIVE EQUIPMENT	-	-	-	120,000
60 - EQUIPMENT REPLACEMENT	70765	WEAPONS	-	-	-	9,725
			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 388,100</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
75-RANGE FUND	75-22100	RANGE FUND	\$ -	\$ -	\$ -	\$ 6,000

Police Department

1.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 3,545,465	\$ 3,204,204	\$ 2,888,483	\$ 183,189
Overtime	677,439	457,652	660,924	-
Retirement	1,237,960	549,072	500,989	43,153
Retirement UAL	-	895,374	895,374	69,068
Health / Dental / Vision Insurance	458,736	499,292	421,424	(15,700)
Workers' Compensation	401,045	387,719	387,719	288,665
Other Employee Benefits and Taxes	133,188	96,760	91,882	46,337
Contractual Services	139,436	150,000	115,000	-
Contractual Services - IT	65,787	72,803	72,500	75,000
Liability / Property Insurance	266,971	332,744	332,800	538,343
Utilities	31,159	32,150	30,000	32,000
Automotive Supplies	95,653	97,950	85,000	-
Building Supplies	-	-	1,000	1,000
Training	18,781	27,500	10,000	-
Public Communications / Printing	6,943	8,650	16,000	1,000
Travel	545	1,200	-	1,200
Office / Cleaning / Uniform Supplies	7,559	19,250	27,000	17,900
Other Expenses	108,203	105,695	69,265	34,490
Total	\$ 7,194,870	\$ 6,938,015	\$ 6,605,360	\$ 1,315,645

Police Department

Operations Division

20.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 1,492,532
Overtime	-	-	-	402,250
Retirement	-	-	-	317,493
Retirement UAL	-	-	-	675,857
Health / Dental / Vision Insurance	-	-	-	263,907
Other Employee Benefits and Taxes	-	-	-	32,990
Other Expenses	-	-	-	10,950
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 3,195,979</u>

Police Department

Support Division

12.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 1,006,940
Overtime	-	-	-	118,750
Retirement	-	-	-	177,417
Retirement UAL	-	-	-	275,996
Health / Dental / Vision Insurance	-	-	-	202,195
Other Employee Benefits and Taxes	-	-	-	23,187
Contractual Services	-	-	-	214,750
Automotive Supplies	-	-	-	95,000
Training	-	-	-	27,500
Public Communications / Printing	-	-	-	4,900
Office / Cleaning / Uniform Supplies	-	-	-	6,000
Other Expenses	-	-	-	82,250
Total	\$ -	\$ -	\$ -	\$ 2,234,885

Police Department - Admin Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	ADMIN	40005	SALARIES	\$ 3,392,458	\$ 3,147,397	\$ 2,860,692	\$ 182,004
01 - GENERAL FUND	ADMIN	40010	TEMPORARY SALARIES	22,921	33,828	-	-
01 - GENERAL FUND	ADMIN	40020	SHOOTING PAY	5,460	2,428	5,928	360
01 - GENERAL FUND	ADMIN	41055	REGULAR OVERTIME	464,809	290,984	488,983	-
01 - GENERAL FUND	ADMIN	41056	SPECIAL ENFORCEMENT OT	28,720	9,540	2,184	-
01 - GENERAL FUND	ADMIN	41057	SICK LEAVE REPLACEMENT OT	131,519	92,496	107,034	-
01 - GENERAL FUND	ADMIN	41058	TRAINING OVERTIME	18,478	39,784	54,358	-
01 - GENERAL FUND	ADMIN	41060	OUTSIDE OVERTIME	6,334	2,232	4,761	-
01 - GENERAL FUND	ADMIN	41070	COURT OVERTIME	18,697	15,000	2,129	-
01 - GENERAL FUND	ADMIN	41090	DETECTIVE PAY OT	8,882	7,616	1,475	-
01 - GENERAL FUND	ADMIN	49999	ACCRUED SALARY EXPENSE	100,574	-	-	-
01 - GENERAL FUND	ADMIN	50075	UNIFORM ALLOWANCE	24,052	20,551	21,863	825
01 - GENERAL FUND	ADMIN	50080	RETIREMENT	1,237,960	549,072	500,989	43,153
01 - GENERAL FUND	ADMIN	50082	RETIREMENT - UAL	-	895,374	895,374	69,068
01 - GENERAL FUND	ADMIN	50085	WORKERS' COMPENSATION	401,045	387,719	387,719	288,665
01 - GENERAL FUND	ADMIN	50090	HEALTH INSURANCE	458,736	499,292	421,424	-
01 - GENERAL FUND	ADMIN	50091	STD/LTD PREMIUM	14,734	14,929	8,707	781
01 - GENERAL FUND	ADMIN	50092	FLEXIBLE SPENDING ACCT.	814	-	1,080	-
01 - GENERAL FUND	ADMIN	50094	SOCIAL SECURITY	4,260	2,546	10,464	-
01 - GENERAL FUND	ADMIN	50095	MEDICARE	57,775	46,285	49,191	2,656
01 - GENERAL FUND	ADMIN	50096	RETIREE HEALTH STIPEND	20,350	33,000	22,440	42,900
01 - GENERAL FUND	ADMIN	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(15,700)
01 - GENERAL FUND	ADMIN	59999	ACCRUED BENEFIT EXPENSE	35,255	-	-	-
Subtotal				6,453,833	6,090,073	5,846,795	614,712

Police Department - Admin Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	ADMIN	61105	DUES AND MEMBERSHIP	1,915	2,405	2,265	2,525
01 - GENERAL FUND	ADMIN	61110	UNIFORM SUPPLY	6,334	6,000	5,000	-
01 - GENERAL FUND	ADMIN	61120	TRAINING	18,781	27,500	10,000	-
01 - GENERAL FUND	ADMIN	61125	SUBSCRIPTIONS	1,964	1,965	1,800	1,965
01 - GENERAL FUND	ADMIN	61130	TRAVEL/MEETINGS	545	1,200	-	1,200
01 - GENERAL FUND	ADMIN	61135	RESERVE OFFICER	1,410	2,050	1,950	-
01 - GENERAL FUND	ADMIN	61140	PRISONER EXPENSE	4,871	4,700	4,500	-
01 - GENERAL FUND	ADMIN	62215	PRINTING AND BINDING	2,906	2,400	16,000	-
01 - GENERAL FUND	ADMIN	62217	POSTAGE / SHIPPING	-	-	-	500
01 - GENERAL FUND	ADMIN	62220	PHOTOGRAPHY	-	-	-	500
01 - GENERAL FUND	ADMIN	62255	UTILITIES	31,159	32,150	30,000	32,000
01 - GENERAL FUND	ADMIN	62290	GENERAL SERVICE	26,265	19,395	-	-
01 - GENERAL FUND	ADMIN	62292	PVE CARES	11,150	7,850	1,000	-
01 - GENERAL FUND	ADMIN	62293	VOLUNTEER PROGRAM	571	1,100	500	-
01 - GENERAL FUND	ADMIN	62294	COMMUNITY SUPPORT	4,037	6,250	-	-
01 - GENERAL FUND	ADMIN	62296	GENERAL SUPPLIES	-	2,405	7,200	7,200
01 - GENERAL FUND	ADMIN	62297	OFFICE SUPPLIES	-	5,645	9,000	9,500
01 - GENERAL FUND	ADMIN	62298	RANGE SUPPLIES	-	4,000	4,000	-
01 - GENERAL FUND	ADMIN	63000	CLEANING SUPPLIES	1,225	1,200	1,800	1,200
01 - GENERAL FUND	ADMIN	63305	AUTO SUPPLIES	95,653	97,950	85,000	-
01 - GENERAL FUND	ADMIN	63310	SAFETY EQUIPMENT	12,627	3,500	3,000	-
01 - GENERAL FUND	ADMIN	63315	CONTRACTUAL SVCS - IT	65,787	72,803	72,500	75,000
01 - GENERAL FUND	ADMIN	63325	BUILDING SUPPLIES	-	-	1,000	1,000
01 - GENERAL FUND	ADMIN	63345	COMM SVC OFFICER EQPT SUP	1,319	1,850	1,000	-
01 - GENERAL FUND	ADMIN	64430	CONTRACTUAL SERVICE	123,434	138,200	100,000	-
01 - GENERAL FUND	ADMIN	64500	CRIMINAL JUSTICE	12,358	15,000	18,000	22,000
01 - GENERAL FUND	ADMIN	64599	HIRING	16,002	11,800	15,000	-
01 - GENERAL FUND	ADMIN	64640	ANIMAL CONTROL	11,672	15,000	6,000	-
01 - GENERAL FUND	ADMIN	64641	PEAFOWL MANAGEMENT	4,712	5,250	5,250	-
01 - GENERAL FUND	ADMIN	65000	EMERGENCY PREPAREDNESS	9,631	9,630	8,000	-
01 - GENERAL FUND	ADMIN	65090	LEASE AGREEMENT	7,738	8,000	8,000	8,000
01 - GENERAL FUND	ADMIN	66605	LIAB/PROPERTY INSURANCE	266,971	332,744	332,800	538,343
01 - GENERAL FUND	ADMIN	70723	BODY ARMOUR	-	8,000	8,000	-
Total General Fund				\$ 7,194,870	\$ 6,938,015	\$ 6,605,360	\$ 1,315,645

Police Department - Admin Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
05 - SLESF FUND	ADMIN	63310	SAFETY EQUIPMENT	\$ 614	\$ 23,823	\$ 16,700	\$ -
05 - SLESF FUND	ADMIN	63315	CONTRACTUAL SVCS - IT	-	7,270	7,270	7,400
05 - SLESF FUND	ADMIN	64425	PROFESSIONAL SERVICES	-	88,177	51,500	-
				<u>\$ 614</u>	<u>\$ 119,270</u>	<u>\$ 75,470</u>	<u>\$ 7,400</u>

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
07 - CORRECTIONS FUND	ADMIN	64650	JAIL/CORRECTION	\$ 474	\$ 4,700	\$ -	\$ -

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	ADMIN	63315	CONTRACTUAL SVCS - IT	\$ 3,000	\$ 2,937	\$ -	\$ -

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	ADMIN	70722	PERSONAL RECORDING DEVICE	\$ -	\$ -	\$ -	\$ 252,375
60 - EQUIPMENT REPLACEMENT	ADMIN	70723	BODY ARMOUR	-	-	-	6,000
60 - EQUIPMENT REPLACEMENT	ADMIN	70750	AUTOMOTIVE EQUIPMENT	-	-	-	120,000
60 - EQUIPMENT REPLACEMENT	ADMIN	70765	WEAPONS	-	-	-	9,725
				<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 388,100</u>

Police Department - Operations Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	OPERATIONS	40005	SALARIES	\$ -	\$ -	\$ -	\$ 1,595,678
01 - GENERAL FUND	OPERATIONS	40020	SHOOTING PAY	-	-	-	3,960
01 - GENERAL FUND	OPERATIONS	41055	REGULAR OVERTIME	-	-	-	10,000
01 - GENERAL FUND	OPERATIONS	41056	SPECIAL ENFORCEMENT OT	-	-	-	3,000
01 - GENERAL FUND	OPERATIONS	41057	SICK LEAVE REPLACEMENT OT	-	-	-	15,000
01 - GENERAL FUND	OPERATIONS	41058	TRAINING OVERTIME	-	-	-	29,250
01 - GENERAL FUND	OPERATIONS	41060	OUTSIDE OVERTIME	-	-	-	5,000
01 - GENERAL FUND	OPERATIONS	41061	VACANCY OVERTIME	-	-	-	315,000
01 - GENERAL FUND	OPERATIONS	41062	MUTUAL AID OVERTIME	-	-	-	2,000
01 - GENERAL FUND	OPERATIONS	41063	VACATION REPLACEMENT OT	-	-	-	15,000
01 - GENERAL FUND	OPERATIONS	41064	MEETING OVERTIME	-	-	-	3,500
01 - GENERAL FUND	OPERATIONS	41066	REPORT WRITING OT	-	-	-	2,000
01 - GENERAL FUND	OPERATIONS	41070	COURT OVERTIME	-	-	-	2,500
01 - GENERAL FUND	OPERATIONS	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(119,000)
01 - GENERAL FUND	OPERATIONS	50075	UNIFORM ALLOWANCE	-	-	-	11,894
01 - GENERAL FUND	OPERATIONS	50080	RETIREMENT	-	-	-	317,493
01 - GENERAL FUND	OPERATIONS	50082	RETIREMENT - UAL	-	-	-	675,857
01 - GENERAL FUND	OPERATIONS	50087	DENTAL INSURANCE	-	-	-	20,744
01 - GENERAL FUND	OPERATIONS	50088	VISION INSURANCE	-	-	-	2,782
01 - GENERAL FUND	OPERATIONS	50090	HEALTH INSURANCE	-	-	-	287,881
01 - GENERAL FUND	OPERATIONS	50091	STD/LTD PREMIUM	-	-	-	7,400
01 - GENERAL FUND	OPERATIONS	50094	SOCIAL SECURITY	-	-	-	1,801
01 - GENERAL FUND	OPERATIONS	50095	MEDICARE	-	-	-	23,789
01 - GENERAL FUND	OPERATIONS	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(47,500)
01 - GENERAL FUND	OPERATIONS	61135	RESERVE OFFICER	-	-	-	2,100
01 - GENERAL FUND	OPERATIONS	62292	PVE CARES	-	-	-	7,850
01 - GENERAL FUND	OPERATIONS	62293	VOLUNTEER PROGRAM	-	-	-	1,000
Total General Fund				\$ -	\$ -	\$ -	\$ 3,195,979

Police Department - Operations Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
75 - POLICE PROPERTY AND EVIDENCE	OPERATIONS	64425	PROFESSIONAL SERVICES	\$ -	\$ -	\$ -	\$ 6,000

Police Department - Support Division

FUND	Division	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	SUPPORT	40005	SALARIES	\$ -	\$ -	\$ -	\$ 1,021,905
01 - GENERAL FUND	SUPPORT	40020	SHOOTING PAY	-	-	-	960
01 - GENERAL FUND	SUPPORT	41055	REGULAR OVERTIME	-	-	-	55,000
01 - GENERAL FUND	SUPPORT	41057	SICK LEAVE REPLACEMENT OT	-	-	-	5,000
01 - GENERAL FUND	SUPPORT	41058	TRAINING OVERTIME	-	-	-	9,750
01 - GENERAL FUND	SUPPORT	41061	VACANCY OVERTIME	-	-	-	35,000
01 - GENERAL FUND	SUPPORT	41063	VACATION REPLACEMENT OT	-	-	-	5,000
01 - GENERAL FUND	SUPPORT	41064	MEETING OVERTIME	-	-	-	1,500
01 - GENERAL FUND	SUPPORT	41067	JAIL/DISPATCH OVERTIME	-	-	-	2,000
01 - GENERAL FUND	SUPPORT	41070	COURT OVERTIME	-	-	-	500
01 - GENERAL FUND	SUPPORT	41090	DETECTIVE PAY OT	-	-	-	5,000
01 - GENERAL FUND	SUPPORT	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(25,000)
01 - GENERAL FUND	SUPPORT	50075	UNIFORM ALLOWANCE	-	-	-	9,075
01 - GENERAL FUND	SUPPORT	50080	RETIREMENT	-	-	-	177,417
01 - GENERAL FUND	SUPPORT	50082	RETIREMENT - UAL	-	-	-	275,996
01 - GENERAL FUND	SUPPORT	50087	DENTAL INSURANCE	-	-	-	11,805
01 - GENERAL FUND	SUPPORT	50088	VISION INSURANCE	-	-	-	1,565
01 - GENERAL FUND	SUPPORT	50090	HEALTH INSURANCE	-	-	-	197,625
01 - GENERAL FUND	SUPPORT	50091	STD/LTD PREMIUM	-	-	-	4,772
01 - GENERAL FUND	SUPPORT	50094	SOCIAL SECURITY	-	-	-	1,801
01 - GENERAL FUND	SUPPORT	50095	MEDICARE	-	-	-	16,614
01 - GENERAL FUND	SUPPORT	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(8,800)
01 - GENERAL FUND	SUPPORT SERVICES	61110	UNIFORM SUPPLY	-	-	-	6,000
01 - GENERAL FUND	SUPPORT SERVICES	61120	TRAINING	-	-	-	27,500
01 - GENERAL FUND	SUPPORT SERVICES	61140	PRISONER EXPENSE	-	-	-	2,500
01 - GENERAL FUND	SUPPORT SERVICES	62215	PRINTING AND BINDING	-	-	-	2,400
01 - GENERAL FUND	SUPPORT SERVICES	62294	COMMUNITY SUPPORT	-	-	-	2,500
01 - GENERAL FUND	SUPPORT SERVICES	63305	AUTO SUPPLIES	-	-	-	95,000
01 - GENERAL FUND	SUPPORT SERVICES	63310	SAFETY EQUIPMENT	-	-	-	3,500
01 - GENERAL FUND	SUPPORT SERVICES	63345	COMM SVC OFFICER EQPT SUP	-	-	-	1,500
01 - GENERAL FUND	SUPPORT SERVICES	64430	CONTRACTUAL SERVICE	-	-	-	199,750
01 - GENERAL FUND	SUPPORT SERVICES	64599	HIRING	-	-	-	15,000
01 - GENERAL FUND	SUPPORT SERVICES	64640	ANIMAL CONTROL	-	-	-	60,000
01 - GENERAL FUND	SUPPORT SERVICES	64641	PEAFOWL MANAGEMENT	-	-	-	5,250
01 - GENERAL FUND	SUPPORT SERVICES	65000	EMERGENCY PREPAREDNESS	-	-	-	9,500
Total General Fund				\$ -	\$ -	\$ -	\$ 2,234,885

Department: Police

Account: 61105

Dues and Memberships

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Admin	South Bay Commanders Dues	Dues to support the South Bay Police Commanders Group-monthly meetings, training, networking. (Captains)	\$ 50	\$ 50	1 year
01	Police	Admin	California Police Chief's Association	Dues-Professional organization-access to training, legal, resources, publications. Dues based on department size, plus 2 associate members for the 2 Captains	\$ 450	\$ 585	1 year
01	Police	Admin	California Association of Property and Evidence	Dues-Professional organization-access to training, legal, resources, publications. (Property and Evidence)	\$ 45	\$ 45	1 year
01	Police	Admin	International Association of Police Chiefs	Dues-Professional organization-access to training, legal, resources, publications. Chief and 2 associate members	\$ 350	\$ 380	1 year
01	Police	Admin	Los Angeles County Police Chiefs Association	Dues-Professional organization-access to training, legal, resources, publications. (Chief)	\$ 500	\$ 500	1 year
01	Police	Admin	South Bay Police Chiefs Association	Dues-Professional organization-access to training, legal, resources, publications. (Chief)	\$ 350	\$ 350	1 year
01	Police	Admin	FBI National Academy Associates Association	Dues-Professional organization-access to training, legal, resources, publications. (Chief-FBINA graduate)	\$ 120	\$ 125	1 year

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Admin	South Bay Training Committee	Dues-Professional organization-access to training, legal, resources, publications. (Training Sergeant)-based in department FTE	\$ 240	\$ 240	
01	Police	Admin	California Police Officers Association	Dues-Professional organization-access to training, legal, resources, publications (2 Captains)	\$ 250	\$ 250	
Total					<u>\$ 2,355</u>	<u>\$ 2,525</u>	

Department: Police

Account: 61120

Training

**This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.*

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Support	Department Training to meet-Mandates, Perishable Skills, and positions specific certifications. Includes: Tuition, Travel, and equipment.	Department must meet mandated training requirements for staff. Also included is training to enhance service, secession planning, and risk management.	\$ 27,500	\$ 27,500	
Total					<u>\$ 27,500</u>	<u>\$ 27,500</u>	

Budget details for 01-4000-61120. The budgeted amount of \$27,500 supports the following training:

Police Officer Mandated Training

- Arrest / Control Continued Professional Training (8 hours every two-year cycle) x15
- Driving / Force Options Continued Professional Training (8 hours every two-year cycle) x15
- Domestic Violence (2 hours every two-year cycle) x27
- Pursuit Driving Update (2 hours of annual training) x12
- First Aid/CPR/AED (8 hours every two years) x 4
- Racial Profiling / Cultural Diversity (8 hours every five years) x27
- Bloodborne Pathogens (Annual Training) x27
- Sexual Harassment (Annual Training) x27
- Field Training Officer (40 hours) x1
- Field Training Officer Update (8 hours) x2

Supervisory Mandated Training -

- Supervisory School (80 hours within the first year of promotion) x2

Specialized Training –

- Internal Affairs Investigations (40 hours of training) x1-2
- Taser Instructor Course (24 hours) x1
- Drug & Alcohol Recognition (40 hours of specialized training) x2
- Driving Under the Influence (40 hours of specialized training) x2
- Drug Abuse Recognition (100 hours of specialized training) x1
- Motor Officer (100 hours of specialized training) x1
- Laser / Radar Operator (40 hours of specialized training) x2
- Detective Crime Scene Investigation (80 hours of specialized training) x1
- Field Training Officer (40 hours of specialized training) x2
- Tactical Medical (8 hours of specialized training) x4
- Rifle School (24 hours of specialized training) x4

Service Officer, Lead Service Officer Mandated Training -

- Jail Core Training (176 hours of mandated training) x1
- Basic Dispatch Training (80 hours of mandated training) x1
- Standards in Training and Corrections (24 hours annual training)x7
- POST training (24 hours every two-year cycle) x7
- First Aid/CPR/AED (8 hours every two years) x2
- Racial Profiling / Cultural Diversity (8 hours every five years) x7
- Bloodborne Pathogens (Annual Training) x7
- Sexual Harassment (Annual Training) x7

Lead Service Officer Mandated Training –

- Core Supervisory School (80 hours) x1

Department: Police

Account: 61125

Subscriptions

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Admin	Apple Developer Account	Allows the PD iPhone app to be published in the Apple Store. Offers the community another way to stay connected with the PD and report issues in the field.	\$ 100	\$ 100	1 year
01	Police	Admin	Lexis Nexis	Assess to database used to conduct investigations	\$ 1,200	\$ 1,200	1 year
01	Police	Admin	Copware	Access to law publications, case law, and other leagal resources on officers' smartphone and desktops. Used as a field resource and quickguide.	\$ 615	\$ 615	1 year
01	Police	Admin	Alameda County DA's Office Case Law publications	Publication featuring recent cases, court decisions, and legal principals.	\$ 50	\$ 50	1 year
Total					<u>\$ 1,965</u>	<u>\$ 1,965</u>	

Department: Police

Account: 61130

Travel and Meetings

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Admin	Supports meeting and training attended by the Chief of Police	Fees associated with travel to meetings and training specific to the Chief of Police	\$ 1,000	\$ 1,000	
Total					<u>\$ 1,000</u>	<u>\$ 1,000</u>	

Department: Police

Accounts: 63315,

Contractual Services - IT

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01 63315	Police	Admin	PD's portion of the IT Support contract	IT support for PD's computers and systems	\$ 55,803	\$ 57,250	
01 63315	Police	Admin	Linux Server	Server support for PD's CAD/RMS system	\$ 6,200	\$ 6,500	
01 63315	Police	Admin	Datto Service	Backup data service	\$ 8,000	\$ 8,300	
01 63315	Police	Admin	CDW-Spillman Server Hardware Warranty	Warranty on CAD/RMS server hardware	\$ 700	\$ 750	
01 63315	Police	Admin	CDW-Spillman Operating system license	License to operate our CAD/RMS system	\$ 1,300	\$ 1,350	
01 63315	Police	Admin	MSP licensing		\$ 800	\$ 850	
Total					\$ 72,803	\$ 75,000	

Department: Police

Account: 64430

Contractual Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01 64430	Police	Support	Spillman Manintance Fee	Annual maintenance fee for Dispatch System	\$ 35,000	\$ 33,500	
01 64430	Police	Support	Duncan Parking Administrator	Parking citation processing to help ensure payment processing and interfacing with DMV and Court-per citation fee	\$ 4,800	\$ 6,000	
01 64430	Police	Support	Language Line	Used by Dispatchers as a translation service for calls to the Dispatch center	\$ 100	\$ 100	
01 64430	Police	Support	Bearcom Radio Maintenance	Yearly Maintenance contract to service our radio equipment	\$ 44,000	\$ 45,000	
01 64430	Police	Support	RCS Investigations (Internal Affairs)	Contract supports internal affairs investigations that must be handled by outside investigators	\$ 5,000	\$ 5,000	
01 64430	Police	Support	PUMA Audio recorders software support and licensing	Supports the audio recorders used by officers in the field (per our audio recording policy).	\$ 4,500	\$ 4,650	

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01 64430	Police	Support	Gosercio 911/Radio recorder	Supports retention and production of 911 and radio transmission recordings.	\$ 2,800	\$ 3,000	
01 64430	Police	Support	NBS-Law Enforcement Parcel Tax Services	Paid to the firm responsible for reporting in Measure "E" tax money	\$ 5,000	\$ 5,000	
01 64430	Police	Support	Black Knight Patrol	Supports traffic control at PW/Via Corta	\$ 37,000	\$ 50,000	
01 64430	Police	Support	Redondo Beach Jail Contract	Based on the Police Study recommendation to book at an alternate location as needed	new	\$ 45,000	
01 64430	Police	Support	Cell Hawk	Program allows detectives the ability to dump electronic search warrant data into this system to identify GPS/cell tower location of suspects		\$ 2,500	
05	Police	Support	Vigilant Commercial Data	Supports the investigative platform to allow detectives to access a larger data set (commercial data) related to the Automatic License Plate Reader System	Ongoing from COPS fund.	\$ 7,400	
					Total	\$ 138,200	\$ 207,150

Department: Police

Account: 65090

Lease Agreements

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	Police	Admin	Copier Lease	Leasing for copier-based on specific needs to copy court packages (office copiers do not have the same capabilities)	\$ 8,000	\$ 8,000	
Total					\$ 8,000	\$ 8,000	

**City of Palos Verdes Estates
Overtime Estimate Form
Fiscal Year 2021-22**

Department: Police **Code:** 4000

Division: Department Wide **Code:** _____

Fund Where Overtime will be Recorded
(Check one)

General Fund **Other Fund:** _____

Overtime Estimate by Type		Est. for Dept / Division	
Account	Description		
41055	REGULAR OVERTIME	\$	65,000
41056	SPECIAL ENFORCEMENT OT		3,000
41057	SICK LEAVE REPLACEMENT OT		20,000
41058	TRAINING OVERTIME		39,000
41059	STUDENT & THE LAW OT		-
41060	OUTSIDE OVERTIME		5,000
41061	VACANCY OVERTIME		350,000
41062	MUTUAL AID OVERTIME		2,000
41063	VACATION REPLACEMENT OT		20,000
41064	MEETING OVERTIME		5,000
41065	CALLBACK OVERTIME		-
41066	REPORT WRITING OT		2,000
41067	JAIL/DISPATCH OVERTIME		2,000
41069	OTHER OT		-
41070	COURT OVERTIME		3,000
41075	US CUSTOMS OT		-
41090	DETECTIVE PAY OT		5,000
Total Estimated Overtime		\$	<u>521,000</u>

**City of Palos Verdes Estates
Vacancy Rate Estimate Form
Fiscal Year 2021-22**

Department: Code:

Fund Where Vacancy Rate will be Applied

(Check one)

General Fund Other Fund:

Vacancy Rate Calculation

Expected Vacant Positions at July 1

Position	Division	Estimated time to fill position (in weeks)
Police Corporal	Operations	4
Police Officer	Operations	12
Police Officer	Operations	24
Police Officer	Operations	36
Service Officer	Support	18
Police Service Aide	Operations	10
Police Service Aide	Operations	12
We still have 2 police officers on training and will not have an impact on overtime until 3-6 months		

Projected Vacancies During the Fiscal Year (Retirements / Promotions / Other)

Position	Division	Estimated time to fill position (in weeks)

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department:

Police

Code:

Division:

Support

Code:

Project Title:

Facility Camera System

Description of Special Project:

This project is related to the replacement of our current video camera monitoring system. The current equipment is old and the server is not retaining recordings as intended. We could opt to replace the server (\$7000-\$10,000.00) and leave the old cameras; however, it's recommended to replace all the equipment and opt for a cloud storage solution.

Justification for Project

The current camera recording system does not provide reliable recordings/retention to the city facility, namely the jail video cameras.

Special Considerations

Funding could come from COPS, Drug Assets Forfeiture, or General fund.

Source and Percentage of Funding for Special Project

(Check All that Apply)

- | | | | |
|---------------------------------------|---|-----------------------------------------------------|---|
| <input type="checkbox"/> General Fund | % | <input type="checkbox"/> Equipment Replacement Fund | % |
| <input type="checkbox"/> Other: | % | <input type="checkbox"/> Other: | % |

Estimated Cost

Source of Cost Estimates

Based on estimate from two vendors (no site walk). Cost related to yearly cloud storage is unknown at this time. We would need additional time to research the project.

Base Price	\$ 75,000
Sales Tax	-
Installation	-
Delivery	-
Other	-
Total Unit Cost	\$ 75,000
Estimated Annual Cost:	\$ -

**City of Palos Verdes Estates
Special Project Request Form
Fiscal Year 2021-22**

Department: **Code:**

Division: **Code:**

Project Title:

Description of Special Project:

This radio project is based on the Dreiling/McCrary Police Study. The projected called for a three phase approach to upgrading our radio system to ensure interoperability with the other South Bay Law Enforcement agencies. We anticipate Phase 1 to be funded in FY21/22.

Justification for Project

Our radio system has reached the end of its life and parts are no longer available for many components. In addition, our system is not compatible with the other South Bay Law Enforcement agencies, which presents challenges related to mutual aid communications.

Special Considerations

Fund could come from a variety of sources: Fund could come from a variety of sources: COPS

Source and Percentage of Funding for Special Project

(Check All that Apply)

General Fund % **Equipment Replacement Fund** %

Other: % **Other:** %

Estimated Cost

Source of Cost Estimates

Based on Phase 1 estimate from the Police Study. This will come with a new annual maintenance contract similar to our existing maintenance contract.

Base Price \$ 1,000,000

Sales Tax -

Installation -

Delivery -

Other -

Total Unit Cost \$ 1,000,000

Estimated Annual Cost: \$ -

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: _____ **Code:** _____
 Police

Division: _____ **Code:** _____
 Support

Equipment Requested: _____ **Quantity:** 28*

Body Worn Cameras

Justification for Equipment Request:

Body worn and in-car camera system. (28 BWC and 5 for in-car). This includes 19 regular, 6 reserves, and 3 extras.

Acquisition Type <small>(Check One)</small>	Category of Request <small>(Check One)</small>
<input type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment
<input checked="" type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment
	<input type="checkbox"/> 70762 - Machinery
	<input type="checkbox"/> 70765 - Weapons
	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	% _____	<input checked="" type="checkbox"/> Equipment Replacement Fund	% _____
<input type="checkbox"/> Other:	% _____	<input type="checkbox"/> Other:	% _____

Estimated Cost of Acquisition

Source of Cost Estimates

Base Price	\$ 250,000
Sales Tax	-
Installation	-
Delivery	-
Other	-
Total Unit Cost	<u>\$ 250,000</u>

This project has been on hold since the failure of Measure D. With more and more departments utilizing body work cameras, we are becoming the exception. BWC help protect the officers, department, and City against false claims. Allows supervisors to quickly look into incidents and allow managers more information during critical incidents.

Estimated Annual Maintenance Cost: \$ - **Expected Useful Life:** 5 years

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: Police **Code:** _____

Division: Support **Code:** _____

Equipment Requested: PUMA Audio recorders **Quantity:** 5

Justification for Equipment Request:

PUMA audio recorders (3 for new hires and 2 to replace older units). These recorders are used by officers to record citizen contacts. Once we have body worn cameras (BWC), these will no longer be used.

Acquisition Type (Check One)	Category of Request (Check One)	
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures	<input type="checkbox"/> 70762 - Machinery
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment	<input type="checkbox"/> 70765 - Weapons
<input type="checkbox"/> New Equipment	<input checked="" type="checkbox"/> 70745 - General Equipment	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition
(Check All that Apply)

<input type="checkbox"/> General Fund	% _____	<input checked="" type="checkbox"/> Equipment Replacement Fund	% <u>100</u>
<input type="checkbox"/> Other: _____	% _____	<input type="checkbox"/> Other: _____	% _____

Estimated Cost of Acquisition

Base Price \$ 2,375 **Source of Cost Estimates**

Sales Tax _____ **Based on recent purchase**

Installation _____

Delivery _____

Other _____

Total Unit Cost \$ 2,375

Estimated Annual Maintenance Cost: \$ _____

Expected Useful Life: 4 years (will not be replaced once BWC's are purchased)

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: Police **Code:** _____

Division: Operations **Code:** _____

Equipment Requested: _____ **Quantity:** _____

Justification for Equipment Request:

Replacement of 8 older Tasers.

Acquisition Type (Check One)	Category of Request (Check One)
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment
<input type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment
	<input type="checkbox"/> 70762 - Machinery
	<input checked="" type="checkbox"/> 70765 - Weapons
	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	% _____	<input checked="" type="checkbox"/> Equipment Replacement Fund	% _____
<input type="checkbox"/> Other: _____	% _____	<input type="checkbox"/> Other: _____	% _____

Estimated Cost of Acquisition

Source of Cost Estimates

Base Price \$ 8,800

Sales Tax 925

Installation -

Delivery -

Other -

Total Unit Cost \$ 9,725

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Estimated Annual Maintenance Cost: \$ - **Expected Useful Life:** 5 years

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: Police **Code:** _____
Division: Support **Code:** _____
Equipment Requested: Bullet Proof Vest **Quantity:** 7

Justification for Equipment Request:

Bullet Proof Vest 3 for new hires and 4 to replace older units based on 5 year warranty/life

Acquisition Type (Check One)	Category of Request (Check One)
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment
<input checked="" type="checkbox"/> New Equipment	<input checked="" type="checkbox"/> 70745 - General Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment
	<input type="checkbox"/> 70762 - Machinery
	<input type="checkbox"/> 70765 - Weapons
	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	<input type="checkbox"/> _____ %	<input checked="" type="checkbox"/> Equipment Replacement Fund	<input type="checkbox"/> _____ %	<input type="checkbox"/> Other: _____ %	<input type="checkbox"/> _____ %
----------------------------------------------	----------------------------------	-----------------------------------------------------------------------	----------------------------------	------------------------------------------------	----------------------------------

Estimated Cost of Acquisition

Source of Cost Estimates

Cost estimated by recent vest replacements. 50% is reimbursed by DOJ's BVP. Offset by \$330 per vest from state sources.

Base Price \$ 6,000
Sales Tax -
Installation -
Delivery -
Other -
Total Unit Cost \$ 6,000

Estimated Annual Maintenance Cost: \$ - **Expected Useful Life:** 5 years

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: **Code:**

Division: **Code:**

Equipment Requested: **Quantity:**

Justification for Equipment Request:

Range backstop cleanup and remediation. This safety cleanup is performed every 4-5 years (last time in 2018).
Removed metal projectiles from range backstop, add additional backstop filler, and recycle material.

Acquisition Type (Check One)	Category of Request (Check One)	
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures	<input type="checkbox"/> 70762 - Machinery
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment	<input type="checkbox"/> 70765 - Weapons
<input type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70750 - Automotive Equipment	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. **Asset ID No.**

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	<input type="text" value=""/>	<input type="checkbox"/> Equipment Replacement Fund	<input type="text" value=""/>
<input checked="" type="checkbox"/> Other:	<input type="text" value="75-22100"/>	<input type="checkbox"/> Other:	<input type="text" value=""/>
	<input type="text" value=""/>		<input type="text" value=""/>

Estimated Cost of Acquisition

Source of Cost Estimates

Base Price \$

Sales Tax

Installation

Delivery

Other

Total Unit Cost \$

Based on 2018's work

Estimated Annual Maintenance Cost: \$ Expected Useful Life:

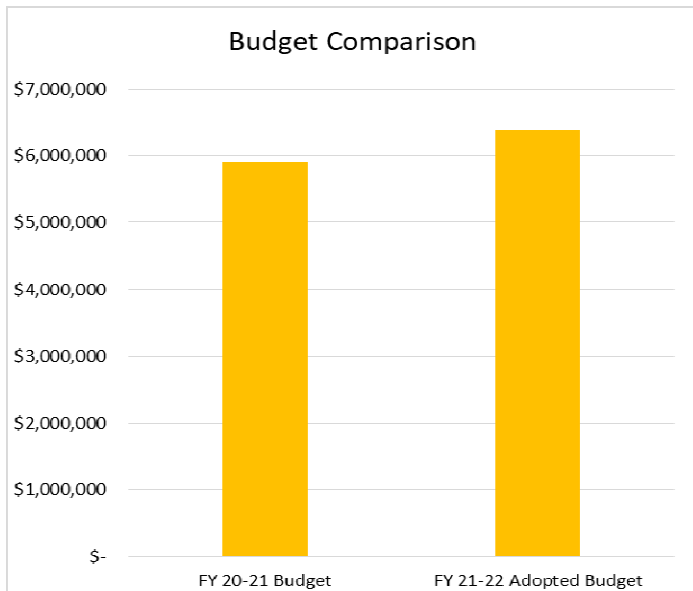
Fire Department

The City has contracted with Los Angeles County Fire since 1986 to provide fire protection and paramedic services. Additionally the County provides fire code and local ordinance enforcement. The contract includes other support services such as supervision, dispatching, training, equipment maintenance and procurement. The current amendment to the contract agrees to continued services on a year to year basis with an option to terminate by either party with a one year written notice.

Fire Department

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ -	\$ -	\$ -	\$ -
Employee Benefits	-	-	-	-
Operating Expenses	<u>5,481,255</u>	<u>5,900,648</u>	<u>5,900,648</u>	<u>6,375,778</u>
Total	<u><u>\$ 5,481,255</u></u>	<u><u>\$ 5,900,648</u></u>	<u><u>\$ 5,900,648</u></u>	<u><u>\$ 6,375,778</u></u>



"Firefighters save hearts and homes."
Anonymous

Fire Department

0.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Contractual Services - Fire	\$ 5,481,255	\$ 5,900,648	\$ 5,900,648	\$ 6,375,778
Total	<u>\$ 5,481,255</u>	<u>\$ 5,900,648</u>	<u>\$ 5,900,648</u>	<u>\$ 6,375,778</u>

Fire Department

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	64311	CONTRACTUAL SERVICE - FIRE	\$ -	\$ -	\$ -	\$ 6,375,778
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	5,481,255	5,900,648	5,900,648	-
Totals			<u>\$ 5,481,255</u>	<u>\$ 5,900,648</u>	<u>\$ 5,900,648</u>	<u>\$ 6,375,778</u>

Community Development Department

The Community Development Department serves the public by efficiently ensuring safe and desired development throughout and adjacent to the city to preserve and enhance quality of life for all residents and businesses of the City. Staff serves a multitude of stakeholders including architects, engineers, residents, property and business owners, Planning Commission, City Council, the PVHA, and neighboring cities to ensure neighborhood compatibility and conformance with all local, state, and federal regulations. The Department enforces the City's Municipal Code and General Plan and propose amendments with the intention of improving agreement among neighbors while protecting the owners' right to land use. Staff advertises public information regarding proposed projects and provides timely response to public inquiries on past, active, and potential future projects.

KPIs and WLIs

Key Performance Indicators (KPIs)

- 1 10 business day turnaround for administrative application.
- 2 3 business days to reply for customer inquiries.
- 3 # of permits closed \geq # of applications submitted.
- 4 0 code enforcement complaints without action.

Key Workload Indicators (WLIs)

- 1 Number of applications received
- 2 Number of staff reports prepared
- 3 Number of inspections

Accomplishments

Permitting:

- 1 \$1,146,276 in app fees collected
- 2 1,062 applications processed
- 3 181 real property reports

Building:

- 1 457 building permits reviewed
- 2 1,980 inspections performed
- 3 380 permits finalized & closed

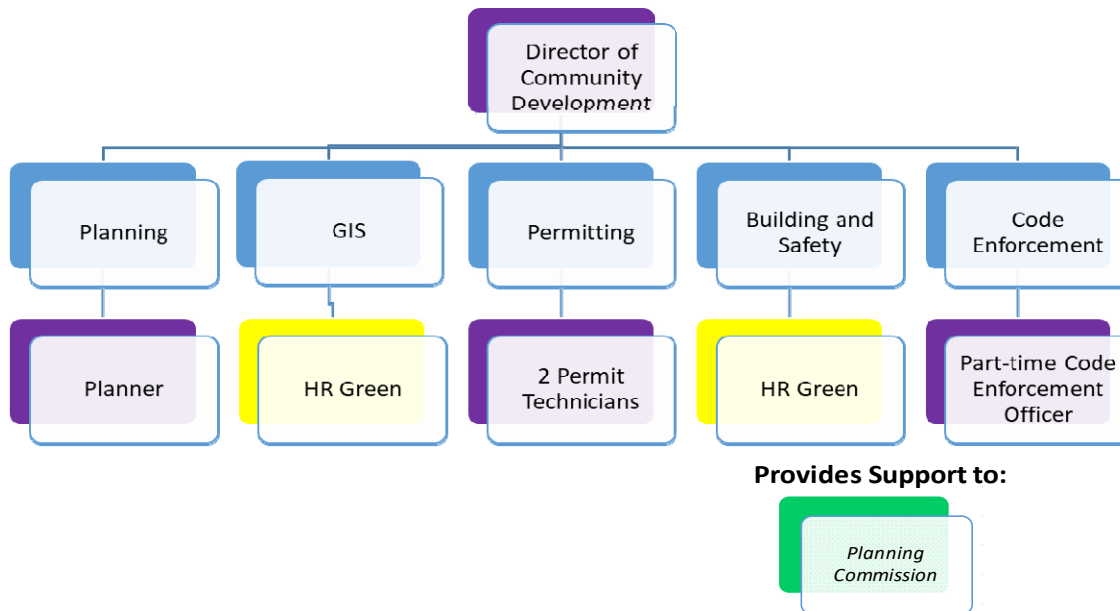
Planning:

- 1 3 joint meetings of CC, PC, & PVHA
- 2 99 staff reports prepared
- 3 97 planning applications reviewed

Code Enforcement:

- 1 300+ public inquiries addressed
- 2 39 notices of violation issued
- 4 14 SWOs for construction w/o permits

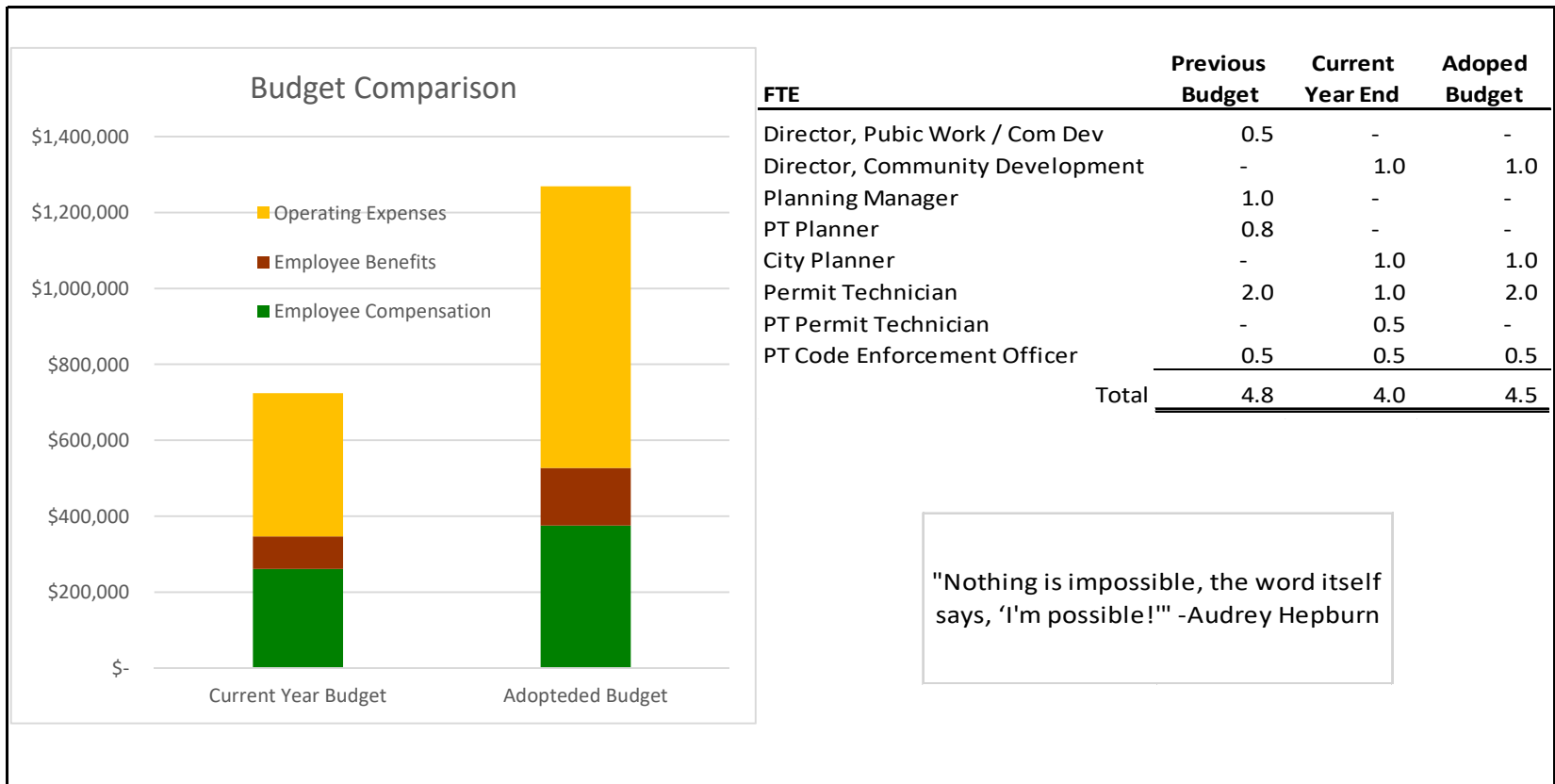
Organizational Chart



Community Development Department

4.5 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ 247,720	\$ 260,560	\$ 301,110	\$ 375,486
Employee Benefits	92,265	86,106	92,028	151,651
Operating Expenses	716,064	376,828	450,652	741,486
Total	\$ 1,056,049	\$ 723,494	\$ 843,790	\$ 1,268,623



Community Development Department

Summary of Structural Changes

Reductions:

	Change	Budgetary Impact
1	Separation of Retirement UAL payment from Retirement line item	\$ (37,234)
2	Separation of Dental, Vision and Life Insurance costs from Health Insurance Line item	(2,547)
3	Suspension of General Services expense as a line item	(3,250)
4	Liability and Workers' Compensation fees are no longer charged to non-safety departments	(19,410)
5	Elimination of the Planning Manager Position from the budget	(116,179)
	Total	\$ (178,620)

Additions

	Change	Budgetary Impact
1	Addition of Retirement UAL as separate line item	\$ 37,234
2	Addition of Dental, Vision and Life Insurance costs as separate line items	2,547
3	Addition of Office Supplies as line item	2,250
4	Addition of Postage / Shipping as separate line item	750
5	Addition of Community Development Director to budget	150,934
6	Addition of a 2nd FT Permit technician to the budget	26,018
7	Permit activity increase – returned to pre-COVID levels - paid for fully by permit fees	177,014
8	Geotech review increase due to permit activity – returning to pre-COVID levels - paid fully by permit fees	11,500
9	New contract for Landscape Plan Review paid for fully by permit fees	54,000
10	Budget for Code Enforcement Appeals Hearing Officer	1,500
11	Increases in retirement and benefits	51,331
12	Continuation of State-Mandated Update To The Housing and Safety Elements of The General Plan to GF	79,600
13	Continuation of existing SmartGov software upgrade to enable public-facing online permitting system	25,966
	Total	\$ 620,644

Community Development Department

4.5 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 245,385	\$ 258,290	\$ 298,529	\$ 375,486
Overtime	2,335	2,270	2,581	-
Retirement	50,629	20,542	24,479	31,894
Retirement UAL	-	18,608	18,608	40,885
Health / Dental / Vision Insurance	31,403	31,324	34,030	72,028
Workers' Compensation	1,353	8,063	8,063	-
Other Employee Benefits and Taxes	8,880	7,569	6,848	6,844
Contractual Services	492,081	338,486	430,000	724,066
Liability / Property Insurance	207,524	11,347	11,347	-
Training	-	-	-	475
Public Communications / Printing	8,808	15,165	2,650	12,000
Travel	899	1,250	500	1,825
Office / Cleaning / Uniform Supplies	-	-	-	2,250
Other Expenses	6,752	10,580	6,155	870
Total	\$ 1,056,049	\$ 723,494	\$ 843,790	\$ 1,268,623

Community Development - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 237,932	\$ 256,040	\$ 297,029	\$ 370,986
01 - GENERAL FUND	40007	CAR ALLOWANCE	-	2,250	1,500	4,500
01 - GENERAL FUND	41055	REGULAR OVERTIME	2,335	2,270	2,581	-
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	7,453	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	50,629	20,542	24,479	31,894
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	18,608	18,608	40,885
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	1,353	8,063	8,063	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	433
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	3,045
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	522
01 - GENERAL FUND	50090	HEALTH INSURANCE	31,403	31,324	34,030	68,416
01 - GENERAL FUND	50091	STD/LTD PREMIUM	733	1,334	823	1,400
01 - GENERAL FUND	50094	SOCIAL SECURITY	2,894	2,398	1,683	-
01 - GENERAL FUND	50095	MEDICARE	3,583	3,837	4,342	5,444
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(388)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	1,670	-	-	-
Subtotal			339,985	346,666	393,138	527,137

Community Development - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	365	510	605	870
01 - GENERAL FUND	61120	TRAINING	-	-	-	475
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	899	1,250	500	1,825
01 - GENERAL FUND	62215	PRINTING AND BINDING	38	1,700	100	1,625
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	-	750
01 - GENERAL FUND	62225	PUBLIC INFORMATION	6,904	10,345	750	6,325
01 - GENERAL FUND	62245	LEGAL PUBLISHING	1,866	3,120	1,800	3,300
01 - GENERAL FUND	62290	GENERAL SERVICE	2,374	3,250	1,150	-
01 - GENERAL FUND	62291	CODE ENFORCEMENT	-	500	500	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	-	2,250
01 - GENERAL FUND	64423	FEE REL PROF SERVICES	450,518	304,986	400,000	492,000
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	24,882	-	-	133,066
01 - GENERAL FUND	64530	GEOTECHNICAL & GEOLOGICAL	16,681	33,500	30,000	45,000
01 - GENERAL FUND	64535	WATER EFFICIENCY	-	-	-	54,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	4,013	6,320	3,900	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	207,524	11,347	11,347	-
Total General Fund			<u>\$ 1,056,049</u>	<u>\$ 723,494</u>	<u>\$ 843,790</u>	<u>\$ 1,268,623</u>

Community Development - Summary

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY ENHANCEMENT	64430	CONTRACTUAL SERVICE	\$ 21,351	\$ 153,000	\$ -	\$ -
Total Technology Enhancement Fund			<u>\$ 21,351</u>	<u>\$ 153,000</u>	<u>\$ -</u>	<u>\$ -</u>

Community Development

Administration Division

1.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 124,896
Retirement	-	-	-	9,138
Retirement UAL	-	-	-	13,329
Health / Dental / Vision Insurance	-	-	-	14,195
Other Employee Benefits and Taxes	-	-	-	2,336
Contractual Services	-	-	-	80,000
Training	-	-	-	95
Public Communications / Printing	-	-	-	750
Travel	-	-	-	1,000
Office / Cleaning / Uniform Supplies	-	-	-	2,250
Other Expenses	-	-	-	775
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 248,764</u>

Community Development

Planning Division

1.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 210,619	\$ 226,158	\$ 264,925	\$ 85,548
Overtime	1,321	1,135	1,882	-
Retirement	35,222	16,888	20,825	6,493
Retirement UAL	-	15,790	15,790	9,407
Health / Dental / Vision Insurance	22,190	22,121	25,733	19,296
Workers' Compensation	902	6,842	6,842	-
Other Employee Benefits and Taxes	7,807	6,928	6,237	1,607
Contractual Services	24,882	-	-	79,600
Liability / Property Insurance	99,247	9,629	9,629	-
Training	-	-	-	95
Public Communications / Printing	8,808	13,665	2,650	9,625
Travel	899	1,250	500	825
Other Expenses	5,936	9,565	5,155	-
Total	\$ 417,833	\$ 329,971	\$ 360,168	\$ 212,496

Community Development

Building Division

0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 34,766	\$ 32,132	\$ 33,604	\$ -
Overtime	1,014	1,135	699	-
Retirement	15,407	3,654	3,654	-
Retirement UAL	-	2,818	2,818	-
Health / Dental / Vision Insurance	9,213	9,203	8,297	-
Workers' Compensation	451	1,221	1,221	-
Other Employee Benefits and Taxes	1,073	641	611	-
Contractual Services	467,199	338,486	430,000	537,000
Liability / Property Insurance	108,277	1,718	1,718	-
Public Communications / Printing	-	1,500	-	1,500
Other Expenses	816	1,015	1,000	-
Total	\$ 638,216	\$ 393,523	\$ 483,622	\$ 538,500

Community Development

Permits Division

2.0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 117,728
Retirement	-	-	-	11,115
Retirement UAL	-	-	-	12,946
Health / Dental / Vision Insurance	-	-	-	38,537
Other Employee Benefits and Taxes	-	-	-	2,215
Contractual Services	-	-	-	25,966
Training	-	-	-	190
Public Communications / Printing	-	-	-	125
Total	-	-	-	208,822

Community Development

Code Enforcement Division

0.5 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ -	\$ -	\$ -	\$ 47,314
Retirement	-	-	-	5,148
Retirement UAL	-	-	-	5,203
Other Employee Benefits and Taxes	-	-	-	686
Contractual Services	-	-	-	1,500
Training	-	-	-	95
Other Expenses	-	-	-	95
Total	<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,041</u>

CD - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 120,396
01 - GENERAL FUND	40007	CAR ALLOWANCE	-	-	-	4,500
01 - GENERAL FUND	50080	RETIREMENT	-	-	-	9,138
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	13,329
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	162
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	625
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50090	HEALTH INSURANCE	-	-	-	13,614
01 - GENERAL FUND	50091	STD/LTD PREMIUM	-	-	-	525
01 - GENERAL FUND	50095	MEDICARE	-	-	-	1,811
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(380)
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	-	-	-	775
01 - GENERAL FUND	61120	TRAINING	-	-	-	95
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	-	-	-	1,000
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	-	750
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	-	2,250
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	-	-	-	26,000
01 - GENERAL FUND	64535	WATER EFFICIENCY	-	-	-	54,000
Total General Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 248,764</u>

CD - Planning Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 204,225	\$ 223,908	\$ 263,425	\$ 85,548
01 - GENERAL FUND	40007	CAR ALLOWANCE	-	2,250	1,500	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	1,321	1,135	1,882	-
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	6,394	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	35,222	16,888	20,825	6,493
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	15,790	15,790	9,407
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	902	6,842	6,842	-
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	114
01 - GENERAL FUND	50090	HEALTH INSURANCE	22,190	22,121	25,733	19,190
01 - GENERAL FUND	50091	STD/LTD PREMIUM	560	1,173	701	367
01 - GENERAL FUND	50094	SOCIAL SECURITY	2,894	2,398	1,683	-
01 - GENERAL FUND	50095	MEDICARE	3,069	3,357	3,853	1,240
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(8)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	1,284	-	-	-
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	365	510	605	-
01 - GENERAL FUND	61120	TRAINING	-	-	-	95
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	899	1,250	500	825
01 - GENERAL FUND	62215	PRINTING AND BINDING	38	200	100	-
01 - GENERAL FUND	62225	PUBLIC INFORMATION	6,904	10,345	750	6,325
01 - GENERAL FUND	62245	LEGAL PUBLISHING	1,866	3,120	1,800	3,300
01 - GENERAL FUND	62290	GENERAL SERVICE	2,052	2,850	750	-
01 - GENERAL FUND	62291	CODE ENFORCEMENT	-	500	500	-
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	24,882	-	-	79,600
01 - GENERAL FUND	65090	LEASE AGREEMENT	3,519	5,705	3,300	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	99,247	9,629	9,629	-
Total General Fund			<u>\$ 417,833</u>	<u>\$ 329,971</u>	<u>\$ 360,168</u>	<u>\$ 212,496</u>

CD - Planning Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 4,000	\$ 119,034	\$ -	\$ -
Total Technology Enhancement Fund			<u>\$ 4,000</u>	<u>\$ 119,034</u>	<u>\$ -</u>	<u>\$ -</u>

CD - Building Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 33,707	\$ 32,132	\$ 33,604	\$ -
01 - GENERAL FUND	41055	REGULAR OVERTIME	1,014	1,135	699	-
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	1,059	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	15,407	3,654	3,654	-
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	2,818	2,818	-
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	451	1,221	1,221	-
01 - GENERAL FUND	50090	HEALTH INSURANCE	9,213	9,203	8,297	-
01 - GENERAL FUND	50091	STD/LTD PREMIUM	173	161	122	-
01 - GENERAL FUND	50095	MEDICARE	514	480	489	-
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	386	-	-	-
01 - GENERAL FUND	62215	PRINTING AND BINDING	-	1,500	-	1,500
01 - GENERAL FUND	62290	GENERAL SERVICE	322	400	400	-
01 - GENERAL FUND	64423	FEE REL PROF SERVICES	450,518	304,986	400,000	492,000
01 - GENERAL FUND	64530	GEOTECHNICAL & GEOLOGICAL	16,681	33,500	30,000	45,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	494	615	600	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	108,277	1,718	1,718	-
Totals			<u>\$ 638,216</u>	<u>\$ 393,523</u>	<u>\$ 483,622</u>	<u>\$ 538,500</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 17,351	\$ 33,966	\$ -	\$ -
Total Technology Enhancement Fund			<u>\$ 17,351</u>	<u>\$ 33,966</u>	<u>\$ -</u>	<u>\$ -</u>

CD - Permitting Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 117,728
01 - GENERAL FUND	50080	RETIREMENT	-	-	-	11,115
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	12,946
01 - GENERAL FUND	50086	LIFE INSURANCE	-	-	-	157
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	2,420
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	348
01 - GENERAL FUND	50090	HEALTH INSURANCE	-	-	-	35,612
01 - GENERAL FUND	50091	STD/LTD PREMIUM	-	-	-	508
01 - GENERAL FUND	50095	MEDICARE	-	-	-	1,707
01 - GENERAL FUND	61120	TRAINING	-	-	-	190
01 - GENERAL FUND	62215	PRINTING AND BINDING	-	-	-	125
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	-	-	-	25,966
Total General Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 208,822</u>

CD - Code Enforcement Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 47,314
01 - GENERAL FUND	50080	RETIREMENT	-	-	-	5,148
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	5,203
01 - GENERAL FUND	50095	MEDICARE	-	-	-	686
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	-	-	-	95
01 - GENERAL FUND	61120	TRAINING	-	-	-	95
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	-	-	-	1,500
Total General Fund			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,041</u>

Department: COMMUNITY DEVELOPMENT

Account: 61105

Dues and Memberships

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01-3-4300-014300-61105	CD	Admin	American Institute Of Certified Planners (AICP) Annual Dues	Maintains Director's AICP Accreditation As Desired By Job Description (Apa Calculates As A Function Of Salary, Up To Six Figures, Therefore The Increase, So No Future Increases Projected)	\$ 605	\$ 775	Annually
01-3-4500-014500-61105	CD	Code Enforcement	California Association of Code Enforcement Officer's Accreditation	Maintains Code Enforcement Officer's Accreditation	\$ -	\$ 95	Annually
Total					<u>\$ 605</u>	<u>\$ 870</u>	

Department: COMMUNITY DEVELOPMENT

Account: 61120

Training

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01-3-4400-014400-61120	CD	Permitting	Permit Technician Training	Customer Service Training For Permit Technicians	\$ -	\$ 140	As Available
01-3-4300-014300-61120	CD	Admin	Certification Maintenance	Training To Meet Continuing Education Credits To Maintain AICP Certification As Desired By Job Description	\$ -	\$ 95	As Available
01-3-4500-014500-61120	CD	Code Enforcement	Code Enforcement Training	Training For Code Enforcement Officer To Stay Up-To-Date On State Codes & Customer Service	\$ 250	\$ 145	As Available
01-3-4800-014800-61120	CD	Planning	Planning Training	Customer Service Training For Planner	\$ 50	\$ 95	As Available
Total					<u>\$ 300</u>	<u>\$ 475</u>	

Department: COMMUNITY DEVELOPMENT

Account: 61130

Travel and Meetings

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01-3-4800-014800-61130	CD	Planning	Planning Commission Meeting	Dinner For Planning Commissioners (\$75 Total Per Meeting, Assuming 1 Meeting Per Month Minus August)	\$ 825	\$ 825	Monthly
01-3-4300-014300-61130	CD	Admin	South Bay Planning Directors Meeting	South Bay Planning Departments Meet Monthly To Discuss Matters And Each City Hosts Once	\$ 200	\$ 200	Annually
01-3-4300-014300-61130	CD	Admin	Annual California Planning Conference	Annual American Planning Association California Chapter (APACA) Conference - Main Source Of (1) Continued Education Credits Required To Maintain AICP Certification And (2) Learning/Collaboration Regarding New State Mandates	\$ 750	\$ 800	Annually
Total					<u>\$ 1,775</u>	<u>\$ 1,825</u>	

Department: COMMUNITY DEVELOPMENT

Accounts: 64422 - 64429

Professional Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	CD	Building	Building Division Employees	2 Building Plan Checkers, Building Inspector, And Building Official From Hr Green; Paid For As A Function Of Permit Fee Revenue With The Exception Of Special Investigations Performed By The Building Official; Estimated Slightly Higher Than Recent Average Due To Recent Influx Of Planning Applications	\$ 314,986	\$ 492,000	Monthly
01	CD	Building	Geotechnical Engineer	Kling Consulting Group; Paid For By Applicants; This Went Down During Pandemic Due To Residents Proposing Smaller Projects And Not Triggering This Review, So This Budget Has Returned To Pre-Pandemic Budget Amount	\$ 33,500	\$ 45,000	By Project
01	CD	Code Enforcement	Appeal Hearing Officer	For Appealed Code Enforcement Cases; Did Not Use In Prior Fiscal Year; Paid For By Appeal Fee; Estimate Based On One Appeal	\$ -	\$ 1,500	By Project
Total					<u>\$ 348,486</u>	<u>\$ 538,500</u>	

Department: COMMUNITY DEVELOPMENT

Accounts: 63315, 64311, 64430, 64440, 64535

Contractual Services

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01-3-4800-014800-64430	CD	Planning	General Plan Update	State-Mandated Update To The City's Housing Element And Safety Element Of The General Plan; Work Began FY 20-21; Completely Paid For By SB2 Fund (Paid Out At Work Completion)		\$ 79,600	By Project
01-3-4300-014300-64430	CD	Admin	Digitization Of Address Files	Scanning Of All Planning And Building Folders By Address By Legal Xpress; Paid For By Tech Enhancement Revenue	\$ 8,000	\$ 20,000	Upon Completion
01-3-4400-014400-64430	CD	Permitting	Public-Facing Online Permitting System	Upgrade Of Existing Smartgov Contract To Set Up Online Permitting For The Public To Submit Applications, Pay Associated Fees, And Check On Status Of Projects Online; Completely Paid For By Sb2 Fund (\$16,130 Implementation; \$5,000 Training; \$1,834 Subscription)		\$ 25,966	Annually
01	CD	GIS	Geographic Information Systems (Gis)	Hr Green Staff Who Manage The City's Gis Utilized By All Employees In The Cd Department As Well As Public Works Department When Analyzing Any Project; Was Under 01-5000-64430 (Excludes Special Projects By Public Works Having Its Own Fund)	\$ 30,000	\$ 6,000	Monthly
01	CD	Admin	Landscape Plan Review Consultant	Landscape Plan Review Mandated By The State Under The Water Efficient Landscape Ordinance - Completely Paid For By Application Fee, Which Will Be Updated By Fy 21-22. Assuming 3 Applications Per Month And \$1500 Fee	\$ -	\$ 54,000	By Project
11	CD	Planning	General Plan Update	State-Mandated Update To The City's Housing Element And Safety Element Of The General Plan; Work Began FY 20-21; Completely Paid For By SB2 Fund (Paid Out At Work Completion)	\$ 119,034	\$ -	
11	CD	Permitting	Public-Facing Online Permitting System	Upgrade Of Existing Smartgov Contract To Set Up Online Permitting For The Public To Submit Applications, Pay Associated Fees, And Check On Status Of Projects Online; Completely Paid For By SB2 Fund (\$16,130 Implementation; \$5,000 Training; \$1,834 Subscription)	\$ 25,966	\$ -	
Total					<u>\$ 183,000</u>	<u>\$ 185,566</u>	

Department of Public Works

The Public Works Department is responsible for a wide variety of engineering, construction and maintenance activities on City-owned property, public streets, right-of-ways and easements. The Department sustains structures and services essential to providing a safe community that preserves and enhances the quality of life for all residents, businesses and visitors. Specific activities of the Public Works Department include: Capital Improvement Projects and Street Maintenance, Parklands and City Facilities Maintenance, Weed Abatement & Fire Fuel Reduction, Traffic and Parking Management, and Storm Water Quality Management.

KPIs and WLIs

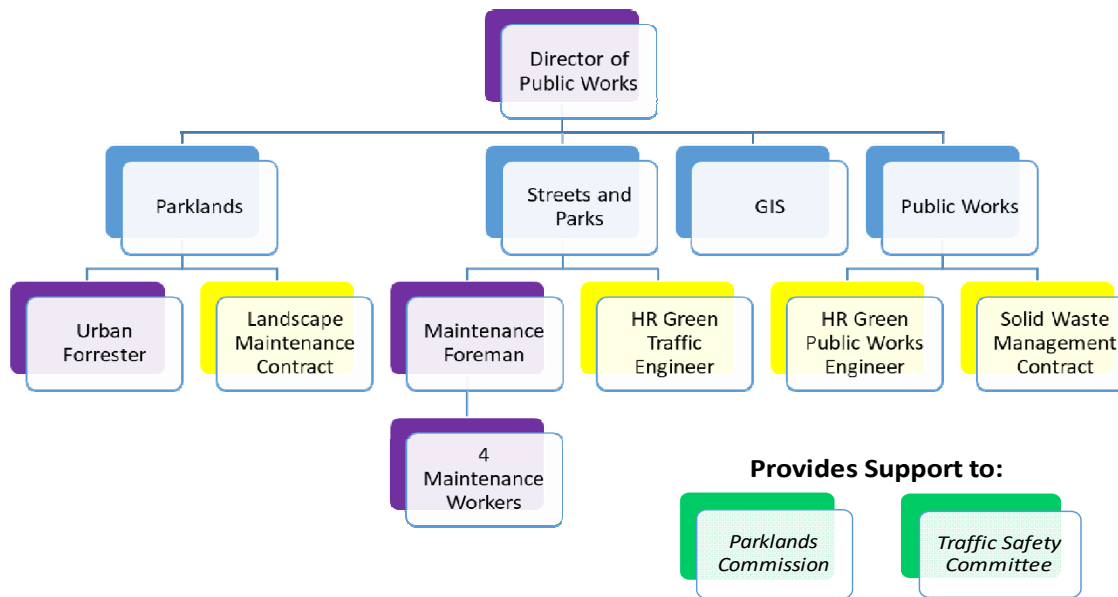
Key Performance Indicators (KPIs)

- 1 10 day turn around for administrative applications
- 2 Reply to customer inquiries within 3 business days
- 3 0 complaints received without follow-up

Key Workload Indicators (WLIs)

- 1 Number and complexity of CIP projects
- 2 Number of applications processed
- 3 Number of staff reports prepared
- 4 Number of work orders received

Organizational Chart



Accomplishments

Capital Improvement Projects

- 1 Completed 305K sq. yds of slurry seal, 24K sq ft of berm rehabilitation and 3K sq ft of asphalt in Lunada Bay
- 2 Completed 245K sq ft of street resurfacing on PVDW and 33K sq ft on Addison and Yarmouth Roads
- 3 Updated and Recertified the 5-Year Sewer System Management Plan

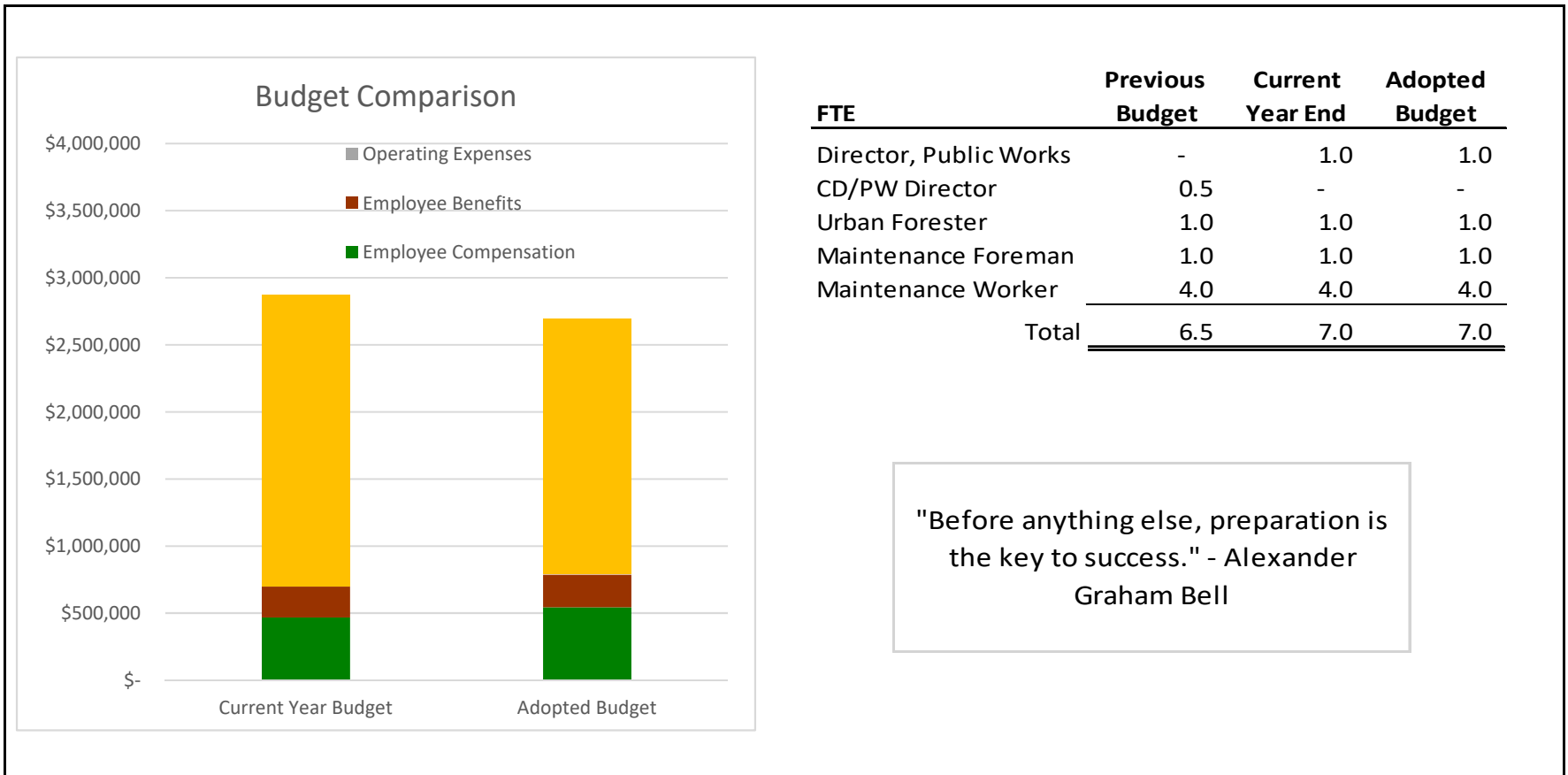
Permitting and Work Orders:

- 1 343 Public Works Permit applications processed
- 2 \$140,821 in permit fees collected
- 3 481 work orders processed
- 4 840 trees trimmed
- 5 169 tons of green waste removed
- 6 16 tons of debris removed f/storm drains

Department of Public Works

7.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Employee Compensation	\$ 453,680	\$ 467,515	\$ 290,563	\$ 543,968
Employee Benefits	175,078	230,410	168,237	243,234
Operating Expenses	1,875,434	2,174,572	2,034,132	1,905,741
Total	\$ 2,504,192	\$ 2,872,497	\$ 2,492,932	\$ 2,692,943



FTE	Previous Budget	Current Year End	Adopted Budget
Director, Public Works	-	1.0	1.0
CD/PW Director	0.5	-	-
Urban Forester	1.0	1.0	1.0
Maintenance Foreman	1.0	1.0	1.0
Maintenance Worker	4.0	4.0	4.0
Total	6.5	7.0	7.0

"Before anything else, preparation is the key to success." - Alexander Graham Bell

Department of Public Works

Summary of Structural Changes

Reductions:

	Change	Budgetary Impact
1	Separation of Retirement UAL payment from Retirement line item	\$ (58,814)
2	Centralizing non-Police Department Insurance charges in City Support Services Department	(303,106)
3	Centralizing non-Police Department Lease Agreement charges in City Support Services Department	(4,200)
4	Separation of Dental, Vision and Life Insurance costs from Health Insurance Line item	(11,989)
5	Suspension of General Services as a line item	(2,450)
	Total	<u><u>\$ (380,559)</u></u>

Additions

	Change	Budgetary Impact
1	Addition of Retirement UAL as separate line item	\$ 58,814
2	Addition of Dental, Vision and Life Insurance costs as separate line items	11,989
3	Addition of Office Supplies as line item	1,200
4	Addition of Postage / Shipping as separate line item	450
5	Increase in the NPDES-MOU City Contribution	41,887
6	Update to GIS Data	6,000
7	AB 1385 Enforcement - Organics	25,000
8	Increase in Utilities	27,285
	Total	<u><u>172,625</u></u>

Department of Public Works

7.0 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 440,837	\$ 447,515	\$ 276,371	\$ 527,968
Overtime	12,843	20,000	14,192	16,000
Retirement	70,962	60,163	41,063	53,575
Retirement UAL	-	41,344	41,403	58,814
Health / Dental / Vision Insurance	67,328	82,573	49,936	120,700
Workers' Compensation	21,097	34,345	28,376	-
Other Employee Benefits and Taxes	15,691	11,985	7,459	10,145
Contractual Services	541,594	433,043	450,030	459,084
Contractual Services - Public Works	171,165	199,008	201,255	205,000
Contractual Services - Parklands Management	613,453	857,200	805,600	857,500
Liability / Property Insurance	225,373	268,761	256,537	-
Utilities	218,576	258,115	242,400	285,400
Automotive Supplies	23,850	28,500	17,976	22,800
Building Supplies	30,268	40,115	15,000	38,577
Training	-	1,000	-	1,000
Public Communications / Printing	11,819	15,380	23,450	550
Travel	45	1,280	-	880
Office / Cleaning / Uniform Supplies	6,007	9,550	7,230	10,300
Other Expenses	33,284	62,620	14,654	24,650
Total	\$ 2,504,192	\$ 2,872,497	\$ 2,492,932	\$ 2,692,943

Department of Public Works

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 409,624	\$ 441,180	\$ 276,013	\$ 522,103
01 - GENERAL FUND	40007	CAR ALLOWANCE	4,388	4,365	-	4,365
01 - GENERAL FUND	40008	PHONE ALLOWANCE	702	873	-	-
01 - GENERAL FUND	40010	TEMPORARY SALARIES	2,382	-	-	-
01 - GENERAL FUND	40030	ACTING PAY	199	-	-	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	5,508	3,000	6,295	6,000
01 - GENERAL FUND	41065	CALLBACK OVERTIME	7,335	17,000	7,897	10,000
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	22,944	-	-	-
01 - GENERAL FUND	50075	UNIFORM ALLOWANCE	598	1,097	358	1,500
01 - GENERAL FUND	50080	RETIREMENT	70,962	60,163	41,063	53,575
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	41,344	41,403	58,814
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	21,097	34,345	28,376	-
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	10,945
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	1,044
01 - GENERAL FUND	50090	HEALTH INSURANCE	67,328	82,573	49,936	110,571
01 - GENERAL FUND	50091	STD/LTD PREMIUM	1,978	2,123	760	2,376
01 - GENERAL FUND	50094	SOCIAL SECURITY	1,618	-	1,985	-
01 - GENERAL FUND	50095	MEDICARE	5,166	6,562	3,064	7,769
01 - GENERAL FUND	50096	RETIREE HEALTH STIPEND	3,300	3,300	1,650	-
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(1,860)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	3,629	-	-	-
		Sub total	628,758	697,925	458,800	787,202

Department of Public Works

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	558	450	185	450
01 - GENERAL FUND	61110	UNIFORM SUPPLY	6,007	9,550	7,000	9,100
01 - GENERAL FUND	61120	TRAINING	-	1,000	-	1,000
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	45	1,280	-	880
01 - GENERAL FUND	62215	PRINTING AND BINDING	-	-	-	100
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	450	450
01 - GENERAL FUND	62225	PUBLIC INFORMATION	1,132	1,880	-	-
01 - GENERAL FUND	62255	UTILITIES	218,576	258,115	242,400	285,400
01 - GENERAL FUND	62290	GENERAL SERVICE	1,696	2,450	120	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	230	1,200
01 - GENERAL FUND	63305	AUTO SUPPLIES	23,850	28,500	17,976	22,800
01 - GENERAL FUND	63310	SAFETY EQUIPMENT	1,035	3,200	3,200	3,200
01 - GENERAL FUND	63322	NPDES-MOU CITY CONTRIBUT	69,759	57,113	62,400	99,000
01 - GENERAL FUND	63325	BUILDING SUPPLIES	30,268	40,115	15,000	38,577
01 - GENERAL FUND	63330	RADIO COMMUNICATIONS	10,687	13,500	23,000	-
01 - GENERAL FUND	63360	STREET/TRAFFIC SIGN	140	-	-	-
01 - GENERAL FUND	64415	PARKLANDS MAINTENANCE	22,076	27,500	29,801	27,500
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	370,039	340,920	340,920	350,000
01 - GENERAL FUND	64429	PROF SERVS NPDES	68,211	92,740	89,700	96,000
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	171,555	92,123	109,110	109,084
01 - GENERAL FUND	64433	STORM DRAIN CLEANING	33,195	49,155	49,155	10,000
01 - GENERAL FUND	64435	WEED ABATEMENT	164,791	225,000	184,927	225,000
01 - GENERAL FUND	64436	ANNUAL LANDSCAPE MT.	197,177	329,700	283,415	330,000
01 - GENERAL FUND	64440	TREE MAINTENANCE CONTRACT	229,409	275,000	307,457	275,000
01 - GENERAL FUND	64444	TREE BANK EXPENSE	2,385	32,000	4,949	5,000
01 - GENERAL FUND	64460	EQUIPMENT RENT	24,105	20,320	5,000	16,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	3,365	4,200	1,200	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	225,373	268,761	256,537	-
Totals			<u>\$ 2,504,192</u>	<u>\$ 2,872,497</u>	<u>\$ 2,492,932</u>	<u>\$ 2,692,943</u>

Department of Public Works

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
02 - GAS TAX	63350	STREET MAINTENANCE	\$ 5,775	\$ 7,900	\$ 7,900	\$ 10,000
02 - GAS TAX	63360	STREET/TRAFFIC SIGN	8,393	22,000	22,000	22,000
02 - GAS TAX	64432	STREET STRIPING	509	26,250	-	3,000
02 - GAS TAX	66605	LIAB/PROPERTY INSURANCE	21,782	-	-	-
Totals			<u>\$ 36,459</u>	<u>\$ 56,150</u>	<u>\$ 29,900</u>	<u>\$ 35,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
06 - SPECIAL PROJECTS FUND	61105	DUES AND MEMBERSHIP	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
06 - SPECIAL PROJECTS FUND	64425	PROFESSIONAL SERVICES	43,575	-	-	-
06 - SPECIAL PROJECTS FUND	64428	RECYCLING AB939	26,227	30,200	18,000	18,000
06 - SPECIAL PROJECTS FUND	64439	RECYCLE CONTAINERS	-	-	-	5,000
Totals			<u>\$ 71,802</u>	<u>\$ 32,200</u>	<u>\$ 20,000</u>	<u>\$ 25,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 15,000	\$ 5,000	\$ -	\$ -
Totals			<u>\$ 15,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

Department of Public Works

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
21 - MEASURE W	63322	NPDES-MOU CITY CONTRIBUT	\$ 25,112	\$ 88,916	\$ 33,243	\$ 17,000
21 - MEASURE W	64425	PROFESSIONAL SERVICES	-	4,350	1,300	1,300
21 - MEASURE W	64425	PROFESSIONAL SERVICES	77,954	166,734	169,272	167,000
Totals			<u>\$ 103,066</u>	<u>\$ 260,000</u>	<u>\$ 203,815</u>	<u>\$ 185,300</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
26 - TRANSIT PROP A FUND	64430	CONTRACTUAL SERVICE	\$ 237,469	\$ 245,543	\$ 245,543	\$ 250,675
Totals			<u>\$ 237,469</u>	<u>\$ 245,543</u>	<u>\$ 245,543</u>	<u>\$ 250,675</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
30 - CAPITAL IMPROVEMENTS FUND	80012	CONSTRUCTION	\$ -	\$ -	\$ -	\$ 4,216,842
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,216,842</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	70750	AUTOMOTIVE EQUIPMENT	\$ -	\$ -	\$ -	\$ 60,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>

Department of Public Works

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
62 - SEWER FUND	63354	CITY-WIDE SEWER REPAIRS	\$ 9,579	\$ 250,000	\$ -	\$ -
62 - SEWER FUND	64425	PROFESSIONAL SERVICES	13,626	-	-	-
62 - SEWER FUND	80155	VIA CORONEL/ZURITA UPGRAD	68,892	215,619	500	-
62 - SEWER FUND	80158	SEWER COND ASSESSMENT	13,878	86,123	6,400	86,400
Totals			<u>\$ 105,975</u>	<u>\$ 551,742</u>	<u>\$ 6,900</u>	<u>\$ 86,400</u>

Department of Public Works

Administration Division

1 FTEs

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 218,263	\$ 215,502	\$ 55,596	136,365
Retirement	28,163	37,311	19,900	14,362
Retirement UAL	-	19,141	19,200	14,515
Health / Dental / Vision Insurance	18,156	25,479	1,100	17,890
Workers' Compensation	361	24,069	18,100	-
Other Employee Benefits and Taxes	6,914	4,192	2,860	2,565
Contractual Services	476,782	384,420	400,920	416,100
Contractual Services - Public Works	137,970	149,853	152,100	195,000
Liability / Property Insurance	144,373	12,224	-	-
Training	-	1,000	-	1,000
Public Communications / Printing	1,132	1,880	300	550
Travel	30	780	-	780
Office / Cleaning / Uniform Supplies	-	-	200	1,200
Other Expenses	4,413	5,215	-	265
Total	<u>\$ 1,036,557</u>	<u>\$ 881,066</u>	<u>\$ 670,276</u>	<u>\$ 800,592</u>

Department of Public Works

Streets and Parks Division

5 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 2,491	\$ -	\$ -	\$ 301,844
Overtime	7,335	17,000	7,897	10,000
Retirement	-	6	-	32,400
Retirement UAL	-	-	-	34,429
Health / Dental / Vision Insurance	-	-	-	88,777
Other Employee Benefits and Taxes	2,611	1,650	1,650	5,894
Contractual Services	5,893	4,110	4,110	4,200
Contractual Services - Public Works	33,195	49,155	49,155	10,000
Liability / Property Insurance	29,609	235,516	235,516	-
Utilities	1,095	1,400	1,400	1,400
Automotive Supplies	23,850	28,500	17,500	22,800
Public Communications / Printing	10,687	13,500	23,150	-
Travel	15	500	-	100
Office / Cleaning / Uniform Supplies	5,912	9,100	7,030	9,100
Other Expenses	26,486	25,220	9,520	19,200
Total	\$ 149,179	\$ 385,657	\$ 356,928	\$ 540,144

Department of Public Works

Parklands Division

1 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Salaries and Paid Compensation	\$ 220,083	\$ 232,013	\$ 220,775	\$ 89,759
Overtime	5,508	3,000	6,295	6,000
Retirement	42,799	22,846	21,163	6,813
Retirement UAL	-	22,203	22,203	9,870
Health / Dental / Vision Insurance	49,172	57,094	48,836	14,033
Workers' Compensation	20,736	10,276	10,276	-
Other Employee Benefits and Taxes	6,166	6,143	2,949	1,686
Contractual Services - Parklands Management	613,453	857,200	805,600	857,500
Liability / Property Insurance	51,391	21,021	21,021	-
Utilities	136,150	168,115	149,000	180,000
Automotive Supplies	-	-	476	-
Office / Cleaning / Uniform Supplies	95	450	-	-
Other Expenses	2,385	32,185	5,134	5,185
Total	\$ 1,147,938	\$ 1,432,546	\$ 1,313,728	\$ 1,170,846

Department of Public Works

City Properties Division

0 FTE

ACCOUNT GROUP	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
Contractual Services	\$ 58,919	\$ 44,513	\$ 45,000	\$ 38,784
Utilities	81,331	88,600	92,000	104,000
Building Supplies	30,268	40,115	15,000	38,577
Total	<u>\$ 170,518</u>	<u>\$ 173,228</u>	<u>\$ 152,000</u>	<u>\$ 181,361</u>

Department of Public Works - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 196,669	\$ 210,264	\$ 55,596	\$ 132,000
01 - GENERAL FUND	40007	CAR ALLOWANCE	4,388	4,365	-	4,365
01 - GENERAL FUND	40008	PHONE ALLOWANCE	702	873	-	-
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	16,504	-	-	-
01 - GENERAL FUND	50080	RETIREMENT	28,163	37,311	19,900	14,362
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	19,141	19,200	14,515
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	361	24,069	18,100	-
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	1,975
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50090	HEALTH INSURANCE	18,156	25,479	1,100	17,041
01 - GENERAL FUND	50091	STD/LTD PREMIUM	879	1,019	10	651
01 - GENERAL FUND	50094	SOCIAL SECURITY	1,508	-	1,985	-
01 - GENERAL FUND	50095	MEDICARE	2,995	3,173	865	1,914
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(1,300)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	1,532	-	-	-
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	558	265	-	265
01 - GENERAL FUND	61120	TRAINING	-	1,000	-	1,000
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	30	780	-	780
01 - GENERAL FUND	62215	PRINTING AND BINDING	-	-	-	100
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	300	450
01 - GENERAL FUND	62225	PUBLIC INFORMATION	1,132	1,880	-	-
01 - GENERAL FUND	62290	GENERAL SERVICE	1,416	1,950	-	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	200	1,200
01 - GENERAL FUND	63322	NPDES-MOU CITY CONTRIBUT	69,759	57,113	62,400	99,000
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	370,039	340,920	340,920	350,000
01 - GENERAL FUND	64429	PROF SERV NPDES	68,211	92,740	89,700	96,000
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	106,743	43,500	60,000	66,100
01 - GENERAL FUND	65090	LEASE AGREEMENT	2,439	3,000	-	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	144,373	12,224	-	-
Totals			<u>\$ 1,036,557</u>	<u>\$ 881,066</u>	<u>\$ 670,276</u>	<u>\$ 800,592</u>

Department of Public Works - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
06 - SPECIAL PROJECTS FUND	61105	DUES AND MEMBERSHIP	\$ 2,000	\$ 2,000	\$ 2,000	\$ 2,000
06 - SPECIAL PROJECTS FUND	64425	PROFESSIONAL SERVICES	43,575	-	-	-
06 - SPECIAL PROJECTS FUND	64428	RECYCLING AB939	26,227	30,200	18,000	18,000
06 - SPECIAL PROJECTS FUND	64439	RECYCLE CONTAINERS	-	-	-	5,000
Totals			<u>\$ 71,802</u>	<u>\$ 32,200</u>	<u>\$ 20,000</u>	<u>\$ 25,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
11 - TECHNOLOGY EHNANCEMENT	64430	CONTRACTUAL SERVICE	\$ 15,000	\$ 5,000	\$ -	\$ -
Totals			<u>\$ 15,000</u>	<u>\$ 5,000</u>	<u>\$ -</u>	<u>\$ -</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
21 - MEASURE W	63322	NPDES-MOU CITY CONTRIBUT	\$ 25,112	\$ 88,916	\$ 33,243	\$ 17,000
Totals			<u>\$ 25,112</u>	<u>\$ 88,916</u>	<u>\$ 33,243</u>	<u>\$ 17,000</u>

Department of Public Works - Admin Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
26 - TRANSIT PROP A FUND	64430	CONTRACTUAL SERVICE	\$ 237,469	\$ 245,543	\$ 245,543	\$ 250,675
Totals			<u>\$ 237,469</u>	<u>\$ 245,543</u>	<u>\$ 245,543</u>	<u>\$ 250,675</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
30 - CAPITAL IMPROVEMENTS FUND	80012	CONSTRUCTION	\$ -	\$ -	\$ -	\$ 4,216,842
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 4,216,842</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
62 - SEWER FUND	63354	CITY-WIDE SEWER REPAIRS	\$ 9,579	\$ 250,000	\$ -	\$ -
62 - SEWER FUND	64425	PROFESSIONAL SERVICES	13,626	-	-	-
62 - SEWER FUND	80155	VIA CORONEL/ZURITA UPGRAD	68,892	215,619	500	-
62 - SEWER FUND	80158	SEWER COND ASSESSMENT	13,878	86,123	6,400	86,400
Totals			<u>\$ 105,975</u>	<u>\$ 551,742</u>	<u>\$ 6,900</u>	<u>\$ 86,400</u>

Department of Public Works - Streets Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ -	\$ -	\$ -	\$ 300,344
01 - GENERAL FUND	40010	TEMPORARY SALARIES	2,382	-	-	-
01 - GENERAL FUND	41065	CALLBACK OVERTIME	7,335	17,000	7,897	10,000
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	109	-	-	-
01 - GENERAL FUND	50075	UNIFORM ALLOWANCE	-	-	-	1,500
01 - GENERAL FUND	50080	RETIREMENT	-	6	-	32,400
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	-	-	34,429
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	8,345
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	696
01 - GENERAL FUND	50090	HEALTH INSURANCE	-	-	-	79,916
01 - GENERAL FUND	50091	STD/LTD PREMIUM	-	-	-	1,341
01 - GENERAL FUND	50094	SOCIAL SECURITY	110	-	-	-
01 - GENERAL FUND	50095	MEDICARE	26	-	-	4,553
01 - GENERAL FUND	50096	RETIREE HEALTH STIPEND	2,475	1,650	1,650	-
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(180)
01 - GENERAL FUND	61110	UNIFORM SUPPLY	5,912	9,100	7,000	9,100
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	15	500	-	100
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	150	-
01 - GENERAL FUND	62255	UTILITIES	1,095	1,400	1,400	1,400
01 - GENERAL FUND	62290	GENERAL SERVICE	280	500	120	-
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	-	30	-
01 - GENERAL FUND	63305	AUTO SUPPLIES	23,850	28,500	17,500	22,800
01 - GENERAL FUND	63310	SAFETY EQUIPMENT	1,035	3,200	3,200	3,200
01 - GENERAL FUND	63330	RADIO COMMUNICATIONS	10,687	13,500	23,000	-
01 - GENERAL FUND	63360	STREET/TRAFFIC SIGN	140	-	-	-
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	5,893	4,110	4,110	4,200
01 - GENERAL FUND	64433	STORM DRAIN CLEANING	33,195	49,155	49,155	10,000
01 - GENERAL FUND	64460	EQUIPMENT RENT	24,105	20,320	5,000	16,000
01 - GENERAL FUND	65090	LEASE AGREEMENT	926	1,200	1,200	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	29,609	235,516	235,516	-
Totals			\$ 149,179	\$ 385,657	\$ 356,928	\$ 540,144

Department of Public Works - Streets Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
02 - GAS TAX	63350	STREET MAINTENANCE	\$ 5,775	\$ 7,900	\$ 7,900	\$ 10,000
02 - GAS TAX	63360	STREET/TRAFFIC SIGN	8,393	22,000	22,000	22,000
02 - GAS TAX	64432	STREET STRIPING	509	26,250	-	3,000
02 - GAS TAX	66605	LIAB/PROPERTY INSURANCE	21,782	-	-	-
Totals			<u>\$ 36,459</u>	<u>\$ 56,150</u>	<u>\$ 29,900</u>	<u>\$ 35,000</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
21 - MEASURE W	64425	PROFESSIONAL SERVICES	\$ -	\$ 4,350	\$ 1,300	\$ 1,300
21 - MEASURE W	64433	STORM DRAIN CLEANING	77,954	166,734	169,272	167,000
Totals			<u>\$ 77,954</u>	<u>\$ 171,084</u>	<u>\$ 170,572</u>	<u>\$ 168,300</u>

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
60 - EQUIPMENT REPLACEMENT	70750	AUTOMOTIVE EQUIPMENT	\$ -	\$ -	\$ -	\$ 60,000
Totals			<u>\$ -</u>	<u>\$ -</u>	<u>\$ -</u>	<u>\$ 60,000</u>

Department of Public Works - Parklands Division

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ESTIMATE AT JUNE 30	ADOPTED BUDGET
01 - GENERAL FUND	40005	SALARIES	\$ 212,955	\$ 230,916	\$ 220,417	\$ 89,759
01 - GENERAL FUND	40030	ACTING PAY	199	-	-	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	5,508	3,000	6,295	6,000
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	6,331	-	-	-
01 - GENERAL FUND	50075	UNIFORM ALLOWANCE	598	1,097	358	-
01 - GENERAL FUND	50080	RETIREMENT	42,799	22,846	21,163	6,813
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	22,203	22,203	9,870
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	20,736	10,276	10,276	-
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	625
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	174
01 - GENERAL FUND	50090	HEALTH INSURANCE	49,172	57,094	48,836	13,614
01 - GENERAL FUND	50091	STD/LTD PREMIUM	1,099	1,104	750	384
01 - GENERAL FUND	50095	MEDICARE	2,145	3,389	2,199	1,302
01 - GENERAL FUND	50096	RETIREE HEALTH STIPEND	825	1,650	-	-
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(380)
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	2,097	-	-	-
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	-	185	185	185
01 - GENERAL FUND	61110	UNIFORM SUPPLY	95	450	-	-
01 - GENERAL FUND	62255	UTILITIES	136,150	168,115	149,000	180,000
01 - GENERAL FUND	63305	AUTO SUPPLIES	-	-	476	-
01 - GENERAL FUND	64415	PARKLANDS MAINTENANCE	22,076	27,500	29,801	27,500
01 - GENERAL FUND	64435	WEED ABATEMENT	164,791	225,000	184,927	225,000
01 - GENERAL FUND	64436	ANNUAL LANDSCAPE MT.	197,177	329,700	283,415	330,000
01 - GENERAL FUND	64440	TREE MAINTENANCE CONTRACT	229,409	275,000	307,457	275,000
01 - GENERAL FUND	64444	TREE BANK EXPENSE	2,385	32,000	4,949	5,000
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	51,391	21,021	21,021	-
Totals			\$ 1,147,938	\$ 1,432,546	\$ 1,313,728	\$ 1,170,846

Department of Public Works - City Properties

FUND	ACCOUNT	ACCOUNT DESCR	PRIOR YEAR ACTUAL	CURRENT YEAR ADJUSTED BUDGET	CURRENT YEAR ADJUSTED BUDGET	ADOPTED BUDGET
01 - GENERAL FUND	62255	UTILITIES	\$ 81,331	\$ 88,600	\$ 92,000	\$ 104,000
01 - GENERAL FUND	63325	BUILDING SUPPLIES	30,268	40,115	15,000	38,577
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	58,919	44,513	45,000	38,784
Totals			<u>\$ 170,518</u>	<u>\$ 173,228</u>	<u>\$ 152,000</u>	<u>\$ 181,361</u>

Department: Public Works

Account: 61105

Dues and Memberships

***This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.**

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5000	Admin	Department of Consumer Affairs, Registry of PEs	The Public Works Director's Professional Engineer (PE) state license.	\$ 265	\$ 265	Annually
01	6000	Parklands	ISA Membership	The Urban Forester's membership in the International Society of Arboriculture (ISA).	\$ 185	\$ 185	Annually
06	5000	Admin	LARA Membership	Annual fee to the Los Angeles Regional Agency (LAWA) for representation to Calrecycle (\$2,000)	\$ 2,000	\$ 2,000	Annually
Total					<u>\$ 2,450</u>	<u>\$ 2,450</u>	

Department: Public Works

Accounts: 62255

Utilities

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5100	Streets	Southern California Edison	Electrical power for street lights, which helps with road way visibility.	\$ 1,400	\$ 1,400	Monthly
01	6000	Parklands	California Water Service Company, Southern California Edison	Water to irrigate parks and medians, electrical power to irrigation controllers, Malaga Cove Plaza Fountain lights and spot lights.	\$ 168,115	\$ 180,000	Monthly
01	3080	City Properties	California Water Company, Southern California Edison, Southern California Gas, Cox Business, Airespring, Fusion	Water, electricity, natural gas, TV, Internet/telephone services at City Hall.	\$ 88,600	\$ 104,000	Monthly
Total					<u>\$ 258,115</u>	<u>\$ 285,400</u>	

Department: Public Works

Accounts: 63322

NPDES-MOU City Contribution

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5000	Admin	MS4 Permit	The City's share of the Peninsula cities' MOU for the Enhanced Watershed Management Program (EWMP) and Reasonable Assurance Analysis (RAA) in compliance with the Municipal Separate Storm Sewer System (MS4) Permit (General Fund portion).	\$ 45,113	\$ 87,000	Annually
01	5000	Admin	SWRCB Annual Permit Fee	Annual permit fee paid to the State Water Resources Control Board (SWRCB) in compliance the National Pollutants Discharge Elimination System (NPDES) regulating wastewater discharge.	\$ 12,000	\$ 12,000	Annually
21	5000	Admin	MS4 Permit	The City's share of the Peninsula cities' MOU for the Municipal Separate Storm Sewer System (MS4) Permit and Total Maximum Daily Load (TMDL) monitoring (Measure W portion).	\$ 88,916	\$ 17,000	Annually
Total					<u>\$ 146,029</u>	<u>\$ 116,000</u>	

Department: Public Works

Accounts: 64422 - 64429

Professional Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5000	Admin	McGowan Consulting	Contract for National Pollutant Discharge Elimination System (NPDES) monitoring and compliance services.	\$ 92,740	\$ 96,000	By Project
01	5000	Admin	HR Green	General Engineering Services	\$ 340,920	\$ 350,000	
06	5000	Admin	HR Green (Recycling)	HR Green consulting services for recycling monitoring, reporting and compliance.	\$ 30,200	\$ 18,000	Annually/By Project
21	5100	Streets	LA County Catch Basin Inspection	Inspection of storm drain catch basins throughout the City (funded by Measure W).	\$ 4,350	\$ 1,300	Annually
Total					<u>\$ 468,210</u>	<u>\$ 465,300</u>	

Department: Public Works

Accounts: 63315, 64430 - 64436, 64440

Contractual Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5100	Streets	Fleming Environmental - Underground Storage Tank Inspection / Certifications	Maintenance and inspection of the underground storage tank. Fleming maintains all maintenance records and ensures the tank and fueling system are operational and meet code requirements.	\$ 4,110	\$ 4,200	Annually
01	3080	City Properties	Bay Alarm Services	Security System for City Hall.	\$ 1,500	\$ 1,500	Monthly
01	3080	City Properties	American Pest Control	Pest Control for City Hall.	\$ 2,160	\$ 2,160	Monthly
01	3080	City Properties	South Bay Fire	Monthly/Quarterly/Annual/5-Year Test of fire extinguishers, sprinkler system and fire hoses in compliance with Occupational Safety & Health Administration (OSHA) requirements.	\$ 1,665	\$ 1,872	Monthly/As Scheduled
01	3080	City Properties	South Bay Fire	Annual discharge, refilling and certification of fire extinguishers.	\$ 1,952	\$ 1,952	Annually
01	3080	City Properties	All Care Industries	Janitorial Services at City Hall.	\$ 29,736	\$ 31,300	Monthly
Total					<u>\$ 41,123</u>	<u>\$ 42,984</u>	

Department: Public Works

Accounts: 63315, 64430 - 64436, 64440

Contractual Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
01	5000	Admin	ESRI	Annual Subscription for ARC/GIS Online Viewer.	\$ 3,500	\$ 3,100	Annually
01	5000	Admin	Dude Solutions	SmartGov Permit Tracking Software System.	\$ 15,000	\$ 18,400	Annually
01	5000	Admin	HR Green	Maintenance of Geographic Information System (GIS).	\$ -	\$ 6,000	By Project
01	5000	Admin	HR Green	Contract Permit Technician for six months.	\$ -	\$ -	
01	5000	Admin	HR Green	AB 1385 Enforcement - Organic Waste Methane Emissions Reduction.	\$ -	\$ 25,000	By Project
01	5100	Streets	Ron's Maintenance	Storm Drain Catch Basin Cleaning (General Fund portion).	\$ 49,155	\$ 10,000	Annually
Total					<u>\$ 67,655</u>	<u>\$ 62,500</u>	

Department: Public Works

Accounts: 64430, 64433

Contractual Services

*This form must include a brief description for each service for which you are requesting funding. The total of this worksheet must equal the total amount for the department budget. If acronyms are used, please also spell out the meaning of the acronym.

Fund #	Department	Division	Description	What is this used for / how does it benefit staff and/or the City	Prior Year Budgeted Amount	Adopted Budget Amount	Term
26	5500	Transit Prop A	Palos Verdes Peninsula Transit Authority	Annual contribution for PVPTD services, including Dial-a-Ride/Lift programs.	\$ 245,543	\$ 250,675	Annually
21	5100	Streets	Ron's Maintenance	Storm Drain Catch Basin Cleaning (Measure W portion).	\$ 166,734	\$ 167,000	Annually
Total					<u>\$ 412,277</u>	<u>\$ 417,675</u>	

**City of Palos Verdes Estates
Capital Purchase Request Form
Fiscal Year 2021-22**

Department: _____ **Code:** _____
 Public Works

Division: _____ **Code:** _____
 Streets

Equipment Requested: _____ **Quantity:** 1
 Maintenance Truck

Justification for Equipment Request:

This will replace an older vehicle, which has over 115,000 miles and has reached the end of its useful life.

Acquisition Type (Check One)	Category of Request (Check One)
<input checked="" type="checkbox"/> Direct Replacement	<input type="checkbox"/> 70730 - Furniture and Fixtures
<input type="checkbox"/> Upgraded Replacement	<input type="checkbox"/> 70740 - Office Equipment
<input type="checkbox"/> New Equipment	<input type="checkbox"/> 70745 - General Equipment
	<input checked="" type="checkbox"/> 70750 - Automotive Equipment
	<input type="checkbox"/> 70760 - Heavy Equipment
	<input type="checkbox"/> 70762 - Machinery
	<input type="checkbox"/> 70765 - Weapons
	<input type="checkbox"/> 70768 - Range Equipment
	<input type="checkbox"/> 70770 - Computer Equipment
	<input type="checkbox"/> 70780 - Camera Equipment

Complete for Equipment / Item being Replaced as Appropriate

Serial No. _____ **Asset ID No.** _____ **Unit #1** _____
 IGCHC24G87E154272

Source and Percentage of Funding for Acquisition

(Check All that Apply)

<input type="checkbox"/> General Fund	% _____	<input checked="" type="checkbox"/> Equipment Replacement Fund	% _____
<input type="checkbox"/> Other:	% _____	<input type="checkbox"/> Other:	% _____

Estimated Cost of Acquisition

Source of Cost Estimates

Base Price	\$ 60,000
Sales Tax	-
Installation	-
Delivery	-
Other	-
Total Unit Cost	<u>\$ 60,000</u>

The vehicle cost estimate was provided by National Auto Fleet Group on December 22, 2019. The cost estimate for light bars and other safety equipment was provided by High Standard Automotive on December 11, 2019. Both firms have previously provided vehicles and equipment for the Police Department. In addition, the aggregate cost includes funding for a bed liner and identification decals.

Estimated Annual Maintenance Cost: \$ _____ **Expected Useful Life:** 8 years

**City of Palos Verdes Estates
Overtime Estimate Form
Fiscal Year 2021-22**

Department: Public Works **Code:** 1
Division: Parklands **Code:** 41055

Fund Where Overtime will be Recorded
 (Check one)

General Fund **Other Fund:** _____

Account Description		Overtime Estimate by Type		Est. for Dept / Division
41055	REGULAR OVERTIME	\$	6,000	
41056	SPECIAL ENFORCEMENT OT		-	
41057	SICK LEAVE REPLACEMENT OT		-	
41058	TRAINING OVERTIME		-	
41059	STUDENT & THE LAW OT		-	
41060	OUTSIDE OVERTIME		-	
41061	VACANCY OVERTIME		-	
41062	MUTUAL AID OVERTIME		-	
41063	VACATION REPLACEMENT OT		-	
41064	MEETING OVERTIME		-	
41065	CALLBACK OVERTIME			
41066	REPORT WRITING OT		-	
41067	JAIL/DISPATCH OVERTIME		-	
41069	OTHER OT		-	
41070	COURT OVERTIME		-	
41075	US CUSTOMS OT		-	
41090	DETECTIVE PAY OT		-	
Total Estimated Overtime				\$ 6,000

**City of Palos Verdes Estates
Overtime Estimate Form
Fiscal Year 2021-22**

Department: _____ Code: _____
 Public Works
Division: _____ Code: _____
 Streets & Parks

Fund Where Overtime will be Recorded
 (Check one)
 General Fund **Other Fund:** _____

Account Description		Est. for Dept / Division
Overtime Estimate by Type		
41055	REGULAR OVERTIME	\$ -
41056	SPECIAL ENFORCEMENT OT	-
41057	SICK LEAVE REPLACEMENT OT	-
41058	TRAINING OVERTIME	-
41059	STUDENT & THE LAW OT	-
41060	OUTSIDE OVERTIME	-
41061	VACANCY OVERTIME	-
41062	MUTUAL AID OVERTIME	-
41063	VACATION REPLACEMENT OT	-
41064	MEETING OVERTIME	-
41065	CALLBACK OVERTIME	10,000
41066	REPORT WRITING OT	-
41067	JAIL/DISPATCH OVERTIME	-
41069	OTHER OT	-
41070	COURT OVERTIME	-
41075	US CUSTOMS OT	-
41090	DETECTIVE PAY OT	-
Total Estimated Overtime		\$ 10,000



2021/2022 ADOPTED BUDGET

CAPITAL IMPROVEMENT PLAN

5-year Capital Improvement Budget – Summary by Project

5-year Capital improvement Budget – Summary by Uses and Sources

Individual Project Budgets

City of Palos Verdes Estates 5-year Capital Improvement Budget Summary By Project

Project	Future Spending Estimates					Total Uses
	Adopted FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
Annual Miscellaneous Street Repairs Project	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 1,307,500
Annual Street Resurfacing Project	2,129,952	1,235,000	781,640	705,640	1,522,532	6,374,764
Annual Slurry Seal Project	584,990	134,260	602,800	556,220	476,760	2,355,030
Palos Verdes Drive West Corridor Expansion Project	677,000	4,815,000	4,125,000	-	-	9,617,000
Catch Basin Reconstruction	24,000	-	-	-	-	24,000
Christmas Tree Cove Storm Drain #3 Outfall Repair	-	785,000	-	-	-	785,000
Via Zurita and Via Coronel Sewer Projec	345,600	-	-	-	-	345,600
City Hall Sewer Line Replacement	-	-	-	283,500	-	283,500
Sewer Line Replacements	-	-	-	-	283,500	283,500
Granvia Altamira Sewer Rehabilitation	-	-	282,500	-	-	282,500
Sewer Bend Repairs	193,800	-	-	-	-	193,800
	<u>\$ 4,216,842</u>	<u>\$ 7,230,760</u>	<u>\$ 6,053,440</u>	<u>\$ 1,806,860</u>	<u>\$ 2,544,292</u>	<u>\$ 21,852,194</u>

City of Palos Verdes Estates 5-year Capital Improvement Budget

Project Costs - Use of Resources

Acct	Account Description	Future Spending Estimates					Total Uses
		Adopted FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
80000	Prelim Study RPT (PSR)	\$ 10,000	\$ 5,000	\$ 13,000	\$ 13,000	\$ 13,000	\$ 54,000
80002	Design	483,970	500,780	134,400	127,660	141,280	1,388,090
80004	Right of Way	-	-	-	-	-	-
80006	Environmental	325,000	330,000	-	-	-	655,000
80008	Project Engineering	1,500	1,500	1,500	1,500	1,500	7,500
80010	Project Management	49,350	24,900	47,000	50,300	50,400	221,950
80012	Construction	2,898,229	5,148,000	4,647,200	1,348,200	2,002,120	16,043,749
80014	Project Inspection	161,370	375,780	415,620	131,380	135,780	1,219,930
80016	Contingency	287,423	844,800	794,720	134,820	200,212	2,261,975
		<u>\$ 4,216,842</u>	<u>\$ 7,230,760</u>	<u>\$ 6,053,440</u>	<u>\$ 1,806,860</u>	<u>\$ 2,544,292</u>	<u>\$ 21,852,194</u>

City of Palos Verdes Estates 5-year Capital Improvement Budget

Project Revenues - Sources

Source Fund	Source Description	Future Funding Estimates					Total Sources
		Adopted FY 2021-22	FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
01	General Fund	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 1,307,500
02	Gas Tax Fund	400,000	384,260	350,000	345,640	270,000	1,749,900
08	RMRA Fund	600,000	230,000	230,000	230,000	470,000	1,760,000
21	Measure W	24,000	-	-	-	-	24,000
25	Measure M	150,000	150,000	150,000	150,000	150,000	750,000
26	Transit Prop A	-	200,000	21,640	-	21,640	243,280
27	Measure R	-	130,000	130,000	130,000	130,000	520,000
28	Transit Prop C	250,000	100,000	367,800	321,220	957,652	1,996,672
30	Capital Improvement	1,689,464	960,000	135,000	85,000	-	2,869,464
62	Sewer Fund	539,400	-	282,500	283,500	283,500	1,388,900
06	General Grants Fund	302,478	4,815,000	4,125,000	-	-	9,242,478
		\$ 4,216,842	\$ 7,230,760	\$ 6,053,440	\$ 1,806,860	\$ 2,544,292	\$ 21,852,194

Project Name: Annual Miscellaneous Street Repairs Project **Project No.:** TBD
Estimated Start Date: Jun-21 **Project Type:** Street and Roads
Estimated Completion Date: Jun-26 **Priority:** 2 - Important

Project Scope / Description: Perform street repairs at about 40 sites throughout City. Scope of work includes cold milling existing AC pavement asphalt concrete overlay, localized full-depth pavement repairs, localized concrete repairs, pavement striping and markings, construction of AC curb and AC Hollywood Berm.

Project Costs - Use of Resources		Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates						Total Uses
Act	Account Description				FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
80000	Prelim Study/ RPT (PSR)	-	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 5,000	\$ 25,000		
80002	Design	-	-	15,000	15,000	15,000	15,000	15,000	75,000		
80004	Right of Way	-	-	-	-	-	-	-	-		
80006	Environmental	-	-	-	-	-	-	-	-		
80008	Project Engineering	-	-	1,500	1,500	1,500	1,500	1,500	7,500		
80010	Project Management	-	-	5,000	5,000	5,000	5,000	5,000	25,000		
80012	Construction	-	-	200,000	200,000	200,000	200,000	200,000	1,000,000		
80014	Project Inspection	-	-	15,000	15,000	15,000	15,000	15,000	75,000		
80016	Contingency	-	-	20,000	20,000	20,000	20,000	20,000	100,000		
		-	-	-	-	-	-	-	-		
		-	-	-	-	-	-	-	-		
		-	-	-	-	-	-	-	-		
		\$ -	\$ -	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 1,307,500		

Project Revenues - Sources		Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates						Total Sources
Source Fund	Source Description				FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
01	General Fund	-	-	261,500	261,500	261,500	261,500	261,500	261,500	1,307,500	
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-	
08	RMRA Fund	-	-	-	-	-	-	-	-	-	
21	Measure W	-	-	-	-	-	-	-	-	-	
24	Measure M	-	-	-	-	-	-	-	-	-	
26	Transit Prop A	-	-	-	-	-	-	-	-	-	
27	Measure R	-	-	-	-	-	-	-	-	-	
28	Transit Prop C	-	-	-	-	-	-	-	-	-	
30	Capital Improvement	-	-	-	-	-	-	-	-	-	
62	Sewer Fund	-	-	-	-	-	-	-	-	-	
06	General Grants Fund	-	-	-	-	-	-	-	-	-	
11	Technology Enhancement	-	-	-	-	-	-	-	-	-	
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-	
31	Parklands	-	-	-	-	-	-	-	-	-	
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-	
		\$ -	\$ -	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 1,307,500	

FY 2021-22 is proposed to be funded by the General Fund to meet the City's SBI Maintenance of Effort for RMRA Funds.

Project Name: Annual Street Resurfacing Project Project No. TBD
 Estimated Start Date: Jul-21 Project Type: Street and Roads
 Estimated Completion Date: Jul-26 Priority: 2 - Important

Project Scope / Description: Cold milling existing AC pavement, Asphalt Rubber Hot Mix (ARRHM) overlay, AC Berrm, localized pavement repairs, pavement marking and striping along arterials and collectors.

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates						Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
80000	Prelim Study/ RPT (PSR)	-	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	
80002	Design	-	-	40,000	65,000	50,000	40,000	60,000	255,000		
80004	Right of Way	-	-	-	-	-	-	-	-		
80006	Environmental	-	-	-	-	-	-	-	-		
80008	Project Engineering	-	-	10,000	15,000	15,000	15,000	18,000	73,000		
80010	Project Management	-	-	1,827,229	1,000,000	597,200	542,200	1,254,120	5,220,749		
80012	Construction	-	-	70,000	55,000	59,720	54,220	65,000	303,940		
80014	Project Inspection	-	-	182,723	100,000	59,720	54,220	125,412	522,075		
80016	Contingency	-	-	-	-	-	-	-	-		
-	-	-	-	-	-	-	-	-	-		
-	-	-	-	-	-	-	-	-	-		
-	-	-	-	-	-	-	-	-	-		
-	-	-	-	-	-	-	-	-	-		
-	-	-	-	\$ 2,129,952	\$ 1,235,000	\$ 781,640	\$ 705,640	\$ 1,522,532	\$ 6,374,764		

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates						Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
01	General Fund	-	-	-	-	-	-	-	-	\$ -	
02	Gas Tax Fund	-	-	400,000	250,000	250,000	195,640	35,000	1,130,640		
08	RMRA Fund	-	-	600,000	230,000	230,000	230,000	470,000	1,760,000		
21	Measure W	-	-	-	-	-	-	-	-		
24	Measure M	-	-	150,000	150,000	150,000	150,000	150,000	750,000		
26	Transit Prop A	-	-	-	200,000	21,640	-	21,640	243,280		
27	Measure R	-	-	-	130,000	130,000	130,000	130,000	520,000		
28	Transit Prop C	-	-	250,000	100,000	-	-	715,892	1,065,892		
30	Capital Improvement	-	-	729,952	175,000	-	-	-	904,952		
62	Sewer Fund	-	-	-	-	-	-	-	-		
06	General Grants Fund	-	-	-	-	-	-	-	-		
11	Technology Enhancement	-	-	-	-	-	-	-	-		
20	AQMD (AB2766)	-	-	-	-	-	-	-	-		
31	Parklands	-	-	-	-	-	-	-	-		
59-61	Equipment Replacement	-	-	-	-	-	-	-	-		
-	-	-	-	\$ 2,129,952	\$ 1,235,000	\$ 781,640	\$ 705,640	\$ 1,522,532	\$ 6,374,764		

Project Location GIS

Project Name: Annual Slurry Seal Project

Project No. TBD

Estimated Start Date: Jul-21

Project Type: Street and Roads

Estimated Completion Date: Jul-26

Priority: 2 - Important

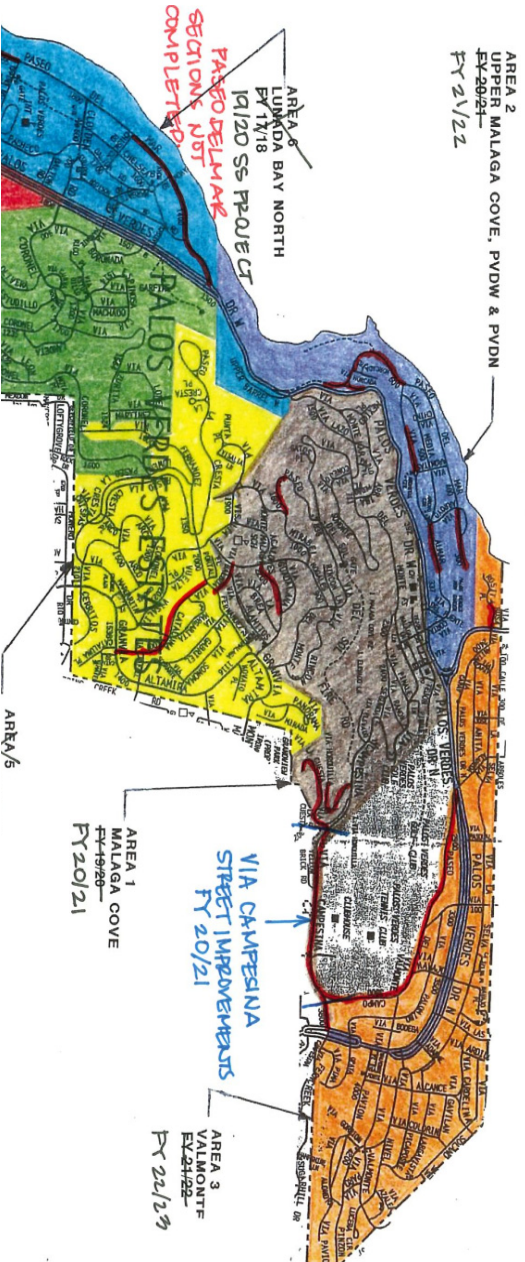
Project Scope / Description: Slurry seal, localized full-depth pavement repairs, localized concrete repairs, signing and striping

Act	Account Description	Approved Funding To Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates						Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80002	Design	-	-	46,970	10,780	48,400	44,660	-	38,280	189,090	-
80004	Right of Way	-	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	21,350	4,900	22,000	20,300	-	17,400	85,950	-
80010	Project Management	-	-	427,000	98,000	440,000	406,000	348,000	348,000	1,719,000	-
80012	Construction	-	-	46,970	10,780	48,400	44,660	38,280	38,280	189,090	-
80014	Project Inspection	-	-	42,700	9,800	44,000	40,600	34,800	34,800	171,900	-
80016	Contingency	-	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 584,990	\$ 134,260	\$ 602,800	\$ 556,220	\$ 476,760	\$ 2,355,030		

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates						Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
01	General Fund	\$ -	\$ -	\$ -	-	-	-	-	-	\$ -	\$ -
02	Gas Tax Fund	-	-	-	134,260	100,000	150,000	-	235,000	619,260	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-	-
24	Measure M	-	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	367,800	321,220	241,760	930,780	-	
30	Capital Improvement	-	-	584,990	135,000	85,000	-	-	804,990	-	
62	Sewer Fund	-	-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	-	-	-	-	-	-	-	-
11	Technology Enhancement	-	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 584,990	\$ 134,260	\$ 602,800	\$ 556,220	\$ 476,760	\$ 2,355,030		

PALOS VERDES ESTATES RESURFACING AREAS



Project Name: Palos Verdes Drive West Corridor Expansion Project **Project No.:** TBD
Estimated Start Date: Jul-21 **Project Type:** [Master Plan / Studies](#)
Estimated Completion Date: Jul-26 **Priority:** [3 - Enhancement](#)

Project Scope / Description: Modifications to the 2 intersections of Palos Verdes Drive West (PVDW) with Palos Verdes Drive North (PVDN) and Via Corta, plus expansion of the PVDW thru lanes, extending pedestrian and bike facilities on PVDW and PVDN, modifications to the inner Barrel of PVDW, relocation of existing PVDW on-street parking. Project limits include PVDW from the City boundary to south of Via Del

Project Costs - Use of Resources		Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80002	Design	-	-	352,000	360,000	-	-	-	-	712,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	325,000	330,000	-	-	-	-	655,000
80008	Project Engineering	-	-	-	-	-	-	-	-	-
80010	Project Management	-	-	-	-	-	-	-	-	-
80012	Construction	-	-	-	3,200,000	3,200,000	-	-	-	6,400,000
80014	Project Inspection	-	-	-	275,000	275,000	-	-	-	550,000
80016	Contingency	-	-	-	650,000	650,000	-	-	-	1,300,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 677,000	\$ 4,815,000	\$ 4,125,000	\$ -	\$ -	\$ -	\$ 9,617,000

Project Revenues - Sources		Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
Source Fund	Source Description				FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	0	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-
24	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	374,522	-	-	-	-	-	374,522
62	Sewer Fund	-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	302,478	4,815,000	4,125,000	-	-	-	9,242,478
11	Technology/Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 677,000	\$ 4,815,000	\$ 4,125,000	\$ -	\$ -	\$ -	\$ 9,617,000

Project Location GIS

Project Name: Catch Basin Reconstruction **Project No.:** TBD
Estimated Start Date: Jul-21 **Project Type:** [Municipal Facilities](#)
Estimated Completion Date: Jun-22 **Priority:** [2 - Important](#)
Project Scope / Description: Rebuild and retrofit catch basin(s) in high trash generating areas with full capture systems to address Santa Monica Bay Marine Debris TMDL.

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	-	-	-	-	-	-	\$ -
80002	Design	-	-	-	-	-	-	-	-	-
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	-	-	-	-	-	-	-
80010	Project Management	-	-	-	-	-	-	-	-	-
80012	Construction	-	-	24,000	-	-	-	-	-	24,000
80014	Project Inspection	-	-	-	-	-	-	-	-	-
80016	Contingency	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	-	-	-	-	-	-	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	24,000	-	-	-	-	-	24,000
24	Measure M	-	-	-	-	-	-	-	-	-
25	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	-	-	-	-	-	-
62	Sewer Fund	-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	-	-	-	-	-	-	-
11	Technology/Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 24,000	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 24,000

Project Location GIS

Project Name: Christmas Tree Cove Storm Drain #3 Outfall Repair **Project No.:** TBD
Estimated Start Date: Jun-23 **Project Type:** Storm Water
Estimated Completion Date: Dec-23 **Priority:** 2 - Important

Project Scope / Description: Replacement of a storm drain outfall structure on City-owned property at the bottom of the cliff at the beach in Christmas Cove located southeast of 284.1 Via Segovia, APN# 7542-031-900.

Project Costs - Use of Resources

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80002	Design	-	-	-	50,000	-	-	-	-	50,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	-	-	-	-	-	-	-
80010	Project Management	-	-	-	-	-	-	-	-	-
80012	Construction	-	-	-	650,000	-	-	-	-	650,000
80014	Project Inspection	-	-	-	20,000	-	-	-	-	20,000
80016	Contingency	-	-	-	65,000	-	-	-	-	65,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	785,000	\$ -	\$ -	\$ -	\$ -	785,000

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	\$ -	-	-	-	-	-	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-
24		-	-	-	-	-	-	-	-	-
25	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	785,000	-	-	-	-	785,000
62	Sewer Fund	-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	-	-	-	-	-	-	-
11	Technology Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	785,000	\$ -	\$ -	\$ -	\$ -	785,000

Project Location GIS

Project Name: Via Zurita and Via Coronel Sewer Project Project No. PW-644-17
 Estimated Start Date: Jul-21 Project Type: Sewer
 Estimated Completion Date: Nov-21 Priority: 1 - Urgent

Project Scope / Description: Construction of a new sewer bypass line, repair of portion of the existing sewer system, the abandonment of the existing line, localized pavement repairs, localized concrete repairs, and signing and striping.

Project Costs - Use of Resources

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
80002	Design	-	-	10,000	-	-	-	-	-	10,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	8,000	-	-	-	-	-	8,000
80010	Project Management	-	-	280,000	-	-	-	-	-	280,000
80012	Construction	-	-	19,600	-	-	-	-	-	19,600
80014	Project Inspection	-	-	28,000	-	-	-	-	-	28,000
80016	Contingency	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 345,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,600

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-
24	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	-	-	-	-	-	-
62	Sewer Fund	-	-	\$ 345,600	-	-	-	-	-	345,600
		-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	-	-	-	-	-	-	-
11	Technology/Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 345,600	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 345,600

Project Location GIS

Project Name: City Hall Sewer Line Replacement Project No. TBD
 Estimated Start Date: Jun-23 Project Type: Sewer
 Estimated Completion Date: Dec-24 Priority: 1 - Urgent
Project Scope / Description: Replace 200 ft of 6" sewer lateral at City hall has tuberculation on the walls of the pipe. Replacement should be with a plastic SDR 35 pipe per CCTV performed on January 2019.

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ -	\$ -	\$ 8,000
80002	Design	-	-	-	-	-	28,000	-	-	28,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	-	-	-	-	10,000	-	10,000
80010	Project Management	-	-	-	-	-	-	200,000	-	200,000
80012	Construction	-	-	-	-	-	-	17,500	-	17,500
80014	Project Inspection	-	-	-	-	-	-	20,000	-	20,000
80016	Contingency	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,500	\$ -	\$ -	\$ 283,500

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates						Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26			
01	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-	-
24	Measure M	-	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	-	-	-	-	-	-	-
62	Sewer Fund	-	-	-	-	-	\$ -	\$ 283,500	-	-	283,500
06	General Grants Fund	-	-	-	-	-	-	-	-	-	-
11	Technology/ Enhancement	-	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,500	\$ -	\$ -	\$ 283,500

Project Location GIS

Project Name: Sewer Line Replacements Project No. TBD
 Estimated Start Date: May-24 Project Type: Sewer
 Estimated Completion Date: Sep-24 Priority: 1 - Urgent

Project Scope / Description: Rehabilitate approximately 17,500 feet of sewer lines throughout the City (6" to 10" diameter)

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 8,000	\$ 8,000
80002	Design	-	-	-	-	-	-	-	28,000	28,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	-	-	-	-	-	10,000	10,000
80010	Project Management	-	-	-	-	-	-	-	200,000	200,000
80012	Construction	-	-	-	-	-	-	-	17,500	17,500
80014	Project Inspection	-	-	-	-	-	-	-	20,000	20,000
80016	Contingency	-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,500	\$ 283,500

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-
24		-	-	-	-	-	-	-	-	-
25	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	-	-	-	-	-	-
62	Sewer Fund	-	-	-	-	-	-	\$ -	\$ 283,500	283,500
06	General Grants Fund	-	-	-	-	-	-	-	-	-
11	Technology/Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 283,500	\$ 283,500

Project Location GIS

Project Name: Sewer Bend Repairs

Project No. TBD

Estimated Start Date: May-25

Project Type: Sewer

Estimated Completion Date: Aug-25

Priority: 1 - Urgent

Project Scope / Description:

Remove "problem bends" along sewer line from manhole to manhole, approximately 1250 LF of Via Zurita and Via Coronel

Project Costs - Use of Resources

Act	Account Description	Approved Funding to Date	Actual Expenses To Date	Adopted FY 2021-22	Future Spending Estimates					Total Uses
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
80000	Prelim Study/ RPT (PSR)	\$ -	\$ -	\$ 5,000	0	\$ 0	\$ -	\$ -	\$ -	\$ 5,000
80002	Design	-	-	20,000	0	-	-	-	-	20,000
80004	Right of Way	-	-	-	-	-	-	-	-	-
80006	Environmental	-	-	-	-	-	-	-	-	-
80008	Project Engineering	-	-	-	-	-	-	-	-	-
80010	Project Management	-	-	5,000	-	-	-	-	-	5,000
80012	Construction	-	-	140,000	-	-	-	-	-	140,000
80014	Project Inspection	-	-	9,800	-	-	-	-	-	9,800
80016	Contingency	-	-	14,000	-	-	-	-	-	14,000
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 193,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,800

Project Revenues - Sources

Source Fund	Source Description	Approved Funding to Date	Actual Sources to Date	Adopted FY 2021-22	Future Funding Estimates					Total Sources
					FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26		
01	General Fund	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -	\$ -
02	Gas Tax Fund	-	-	-	-	-	-	-	-	-
08	RMRA Fund	-	-	-	-	-	-	-	-	-
21	Measure W	-	-	-	-	-	-	-	-	-
24		-	-	-	-	-	-	-	-	-
25	Measure M	-	-	-	-	-	-	-	-	-
26	Transit Prop A	-	-	-	-	-	-	-	-	-
27	Measure R	-	-	-	-	-	-	-	-	-
28	Transit Prop C	-	-	-	-	-	-	-	-	-
30	Capital Improvement	-	-	-	-	-	-	-	-	-
62	Sewer Fund	-	-	\$ 193,800	-	-	-	-	-	\$ 193,800
		-	-	-	-	-	-	-	-	-
06	General Grants Fund	-	-	-	-	-	-	-	-	-
11	Technology/Enhancement	-	-	-	-	-	-	-	-	-
20	AQMD (AB2766)	-	-	-	-	-	-	-	-	-
31	Parklands	-	-	-	-	-	-	-	-	-
59-61	Equipment Replacement	-	-	-	-	-	-	-	-	-
		\$ -	\$ -	\$ 193,800	\$ -	\$ -	\$ -	\$ -	\$ -	\$ 193,800

Project Location GIS



2021/2022 ADOPTED BUDGET

Appendixes

List of Non-capital Unmet Needs

Detail Appropriations Summaries

Revenue Account Reference Table

Expense Account Reference Table

ERP Replacement

PT to FT Permit Technician

FY 21-22 Budget Adoption Resolution

Schedule of Non-Capital Unmet Needs

Project Category/ Name	UPDATED CIP PLAN UNMET NEEDS
NON-CAPITAL ITEMS	
ADDRESSING THE CITY'S PENSION DEBT (ROUNDED)	\$ 20,000,000
INCREASED PARKLANDS MAINTENANCE	TBD
RESTORE CUSTOMER SERVICE LEVELS AT CITY HALL	TBD
COLLECTIVE BARGAINING PROCESS	TBD
SUBTOTAL (NON-CAPITAL ITEMS)	\$ 20,000,000

**Adopted Budget
By Account Category**

ACCOUNT GROUP	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	\$ INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL	% INCREASE (DECREASE) IN BUDGET FROM PRIOR YEAR ACTUAL
Salaries and Paid Compensation	\$ 4,851,161	\$ 4,636,559	\$ 4,081,208	\$ 4,612,334	\$ 531,126	13.0%
Vacancy Savings - Salaries and Paid Compensation	-	-	-	(216,470)	(216,470)	0.0%
Overtime	692,771	481,732	678,712	537,000	(141,712)	-20.9%
Retirement	1,463,681	697,175	634,530	711,476	711,476	112.1%
Retirement UAL	29,571	1,054,658	1,019,055	1,215,931	196,876	19.3%
Health / Dental / Vision Insurance	576,577	678,505	550,050	831,632	281,582	51.2%
Workers' Compensation	430,401	474,671	468,702	416,378	(52,324)	-11.2%
Other Employee Benefits and Taxes	185,037	154,345	151,222	155,710	4,488	3.0%
Vacancy Savings - Employee Benefits	-	-	-	(92,368)	(92,368)	0.0%
Professional Services	1,245,510	1,054,428	1,292,973	1,410,800	117,827	9.1%
Contractual Services	556,146	562,854	480,413	667,130	186,717	38.9%
Contractual Services - IT	65,787	72,803	72,500	229,249	156,749	216.2%
Contractual Services - Fire	5,481,255	5,900,648	5,900,648	6,375,778	475,130	8.1%
Contractual Services - Public Works	171,165	199,008	201,255	106,000	(95,255)	-47.3%
Contractual Services - Parklands Management	613,453	857,200	805,600	857,500	51,900	6.4%
Liability / Property Insurance	745,259	676,003	663,835	857,878	194,043	29.2%
Utilities	249,735	290,265	272,400	317,400	45,000	16.5%
Automotive Supplies	119,503	126,450	102,976	117,800	14,824	14.4%
Building Supplies	30,268	40,115	16,000	39,577	23,577	147.4%
Dues and Memberships	21,179	19,962	4,665	16,690	12,025	257.8%
Training	42,840	81,471	32,100	64,255	32,155	100.2%
Travel	3,137	15,169	3,200	19,005	15,805	493.9%
Public Communications / Printing	86,567	134,669	66,775	70,650	3,875	5.8%
Office / Cleaning / Uniform Supplies	13,566	28,800	37,763	40,200	2,437	6.5%
Other Expenses	189,358	267,510	152,649	278,115	125,466	82.2%
Pledge to Unmet Needs	-	-	-	1,750,000	1,750,000	0.0%
Transfers Out	-	-	273,777	261,500	(12,277)	-4.5%
Total	\$ 17,863,927	\$ 18,505,000	\$ 17,963,008	\$ 21,651,150	\$ 4,322,672	24.1%

**Adopted Budget
Detail By Account**

FUND	ACCOUNT	ACCOUNT DESCR	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	INCREASE (DECREASE) IN BUDGET FROM PRIOR FISCAL YEAR
01 - GENERAL FUND	40005	SALARIES	\$ 4,649,086	\$ 4,566,667	\$ 4,047,809	\$ 4,570,395	\$ 3,728
01 - GENERAL FUND	40007	CAR ALLOWANCE	4,388	10,365	5,250	13,365	3,000
01 - GENERAL FUND	40008	PHONE ALLOWANCE	702	1,623	-	-	(1,623)
01 - GENERAL FUND	40010	TEMPORARY SALARIES	25,303	33,828	-	-	(33,828)
01 - GENERAL FUND	40012	MERIT PAY	-	-	-	-	-
01 - GENERAL FUND	40014	EDUCATION PAY	-	-	-	-	-
01 - GENERAL FUND	40016	POST PAY	-	-	-	-	-
01 - GENERAL FUND	40018	MOTOR PAY	-	-	-	-	-
01 - GENERAL FUND	40020	SHOOTING PAY	5,460	2,428	5,928	5,280	2,852
01 - GENERAL FUND	40022	DETECTIVE PAY	-	-	-	-	-
01 - GENERAL FUND	40025	TRAINING PAY	-	-	-	-	-
01 - GENERAL FUND	40030	ACTING PAY	199	-	-	-	-
01 - GENERAL FUND	40040	PAY IN LIEU VACATION	-	-	-	-	-
01 - GENERAL FUND	40045	MINUTES	-	-	-	-	-
01 - GENERAL FUND	41050	CIVIL UNREST	-	-	-	-	-
01 - GENERAL FUND	41051	STORM DRAINS P.D.	-	-	-	-	-
01 - GENERAL FUND	41055	REGULAR OVERTIME	472,806	298,064	498,874	71,000	(227,064)
01 - GENERAL FUND	41056	SPECIAL ENFORCEMENT OT	28,720	9,540	2,184	3,000	(6,540)
01 - GENERAL FUND	41057	SICK LEAVE REPLACEMENT OT	131,519	92,496	107,034	20,000	(72,496)
01 - GENERAL FUND	41058	TRAINING OVERTIME	18,478	39,784	54,358	39,000	(784)
01 - GENERAL FUND	41059	STUDENT & THE LAW OT	-	-	-	-	-
01 - GENERAL FUND	41060	OUTSIDE OVERTIME	6,334	2,232	4,761	5,000	2,768
01 - GENERAL FUND	41061	VACANCY OVERTIME	-	-	-	350,000	350,000
01 - GENERAL FUND	41062	MUTUAL AID OVERTIME	-	-	-	2,000	2,000
01 - GENERAL FUND	41063	VACATION REPLACEMENT OT	-	-	-	20,000	20,000
01 - GENERAL FUND	41064	MEETING OVERTIME	-	-	-	5,000	5,000

FUND	ACCOUNT	ACCOUNT DESCR	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	INCREASE (DECREASE) IN BUDGET FROM PRIOR FISCAL YEAR
01 - GENERAL FUND	41065	CALLBACK OVERTIME	7,335	17,000	7,897	10,000	(7,000)
01 - GENERAL FUND	41066	REPORT WRITING OT	-	-	-	2,000	2,000
01 - GENERAL FUND	41067	JAIL/DISPATCH OVERTIME	-	-	-	2,000	2,000
01 - GENERAL FUND	41069	OTHER OT	-	-	-	-	-
01 - GENERAL FUND	41070	COURT OVERTIME	18,697	15,000	2,129	3,000	(12,000)
01 - GENERAL FUND	41075	US CUSTOMS OT	-	-	-	-	-
01 - GENERAL FUND	41090	DETECTIVE PAY OT	8,882	7,616	1,475	5,000	(2,616)
01 - GENERAL FUND	41095	K-9 PAY	-	-	-	-	-
01 - GENERAL FUND	41099	TRAINERS	-	-	-	-	-
01 - GENERAL FUND	41100	SPECIAL ASSIGNMENT	-	-	-	-	-
01 - GENERAL FUND	49099	SALARY SAVING-CONTRA ACCT	-	-	-	(216,470)	(216,470)
01 - GENERAL FUND	49999	ACCRUED SALARY EXPENSE	141,373	-	-	-	-
01 - GENERAL FUND	50075	UNIFORM ALLOWANCE	24,650	21,648	22,221	23,294	1,646
01 - GENERAL FUND	50080	RETIREMENT	1,463,681	697,175	634,530	711,476	14,301
01 - GENERAL FUND	50081	DEFERRED COMPENSATION	-	19,500	17,101	19,500	-
01 - GENERAL FUND	50082	RETIREMENT - UAL	-	1,054,658	1,019,055	1,215,931	161,273
01 - GENERAL FUND	50085	WORKERS' COMPENSATION	430,401	474,671	468,702	288,665	(186,006)
01 - GENERAL FUND	50086	LIFE INSURANCE	144	579	579	1,528	949
01 - GENERAL FUND	50087	DENTAL INSURANCE	-	-	-	54,708	54,708
01 - GENERAL FUND	50088	VISION INSURANCE	-	-	-	7,131	7,131
01 - GENERAL FUND	50089	UNPAID ACCR LIAB (UAL)	29,571	-	-	-	-
01 - GENERAL FUND	50090	HEALTH INSURANCE	576,433	677,926	549,471	768,265	90,339
01 - GENERAL FUND	50091	STD/LTD PREMIUM	20,910	24,142	12,234	20,359	(3,783)
01 - GENERAL FUND	50092	FLEXIBLE SPENDING ACCT.	1,659	86	1,080	-	(86)
01 - GENERAL FUND	50093	EMPLOYEE WELLNESS	-	-	-	-	-
01 - GENERAL FUND	50094	SOCIAL SECURITY	20,900	6,922	17,974	3,602	(3,320)
01 - GENERAL FUND	50095	MEDICARE	75,307	67,395	71,743	69,349	1,954
01 - GENERAL FUND	50096	RETIREE HEALTH STIPEND	23,650	36,300	24,090	42,900	6,600
01 - GENERAL FUND	50097	UNEMPLOYMENT	-	-	7,000	-	-
01 - GENERAL FUND	59099	BENEFIT SAVNG-CONTRA ACCT	-	-	-	(92,368)	(92,368)

FUND	ACCOUNT	ACCOUNT DESCR	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	INCREASE (DECREASE) IN BUDGET FROM PRIOR FISCAL YEAR
01 - GENERAL FUND	59999	ACCRUED BENEFIT EXPENSE	42,611	-	-		-
01 - GENERAL FUND	61105	DUES AND MEMBERSHIP	21,179	19,962	4,665	16,690	(3,272)
01 - GENERAL FUND	61110	UNIFORM SUPPLY	12,341	15,550	12,000	15,100	(450)
01 - GENERAL FUND	61120	TRAINING	42,840	81,471	32,100	64,255	(17,216)
01 - GENERAL FUND	61125	SUBSCRIPTIONS	2,504	2,681	2,850	4,015	1,334
01 - GENERAL FUND	61130	TRAVEL/MEETINGS	3,137	15,169	3,200	19,005	3,836
01 - GENERAL FUND	61135	RESERVE OFFICER	1,410	2,050	1,950	2,100	50
01 - GENERAL FUND	61140	PRISONER EXPENSE	4,871	4,700	4,500	2,500	(2,200)
01 - GENERAL FUND	62215	PRINTING AND BINDING	4,049	6,194	18,100	7,125	931
01 - GENERAL FUND	62217	POSTAGE / SHIPPING	-	-	3,075	4,700	4,700
01 - GENERAL FUND	62220	PHOTOGRAPHY	-	-	-	500	500
01 - GENERAL FUND	62225	PUBLIC INFORMATION	18,938	34,925	800	16,025	(18,900)
01 - GENERAL FUND	62243	RISK MANAGEMENT	25,836	36,000	12,000	16,000	(20,000)
01 - GENERAL FUND	62244	LEGAL SERVICES	-	-	-	180,000	180,000
01 - GENERAL FUND	62245	LEGAL PUBLISHING	7,538	12,300	9,800	13,800	1,500
01 - GENERAL FUND	62255	UTILITIES	249,735	290,265	272,400	317,400	27,135
01 - GENERAL FUND	62265	ELECTION	-	31,510	29,275		(31,510)
01 - GENERAL FUND	62290	GENERAL SERVICE	38,134	35,655	2,913		(35,655)
01 - GENERAL FUND	62291	CODE ENFORCEMENT	-	500	500		(500)
01 - GENERAL FUND	62292	PVE CARES	11,150	7,850	1,000	7,850	-
01 - GENERAL FUND	62293	VOLUNTEER PROGRAM	571	1,100	500	1,000	(100)
01 - GENERAL FUND	62294	COMMUNITY SUPPORT	19,519	31,750	-	12,500	(19,250)
01 - GENERAL FUND	62296	GENERAL SUPPLIES	-	2,405	7,200	7,200	4,795
01 - GENERAL FUND	62297	OFFICE SUPPLIES	-	5,645	12,763	16,700	11,055
01 - GENERAL FUND	62298	RANGE SUPPLIES	-	4,000	4,000		(4,000)
01 - GENERAL FUND	63000	CLEANING SUPPLIES	1,225	1,200	1,800	1,200	-
01 - GENERAL FUND	63305	AUTO SUPPLIES	119,503	126,450	102,976	117,800	(8,650)
01 - GENERAL FUND	63310	SAFETY EQUIPMENT	13,662	6,700	6,200	6,700	-
01 - GENERAL FUND	63315	CONTRACTUAL SVCS - IT	65,787	72,803	72,500	229,249	156,446
01 - GENERAL FUND	63322	NPDES-MOU CITY CONTRIBUT	69,759	57,113	62,400	99,000	41,887

FUND	ACCOUNT	ACCOUNT DESCR	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	INCREASE (DECREASE) IN BUDGET FROM PRIOR FISCAL YEAR
01 - GENERAL FUND	63325	BUILDING SUPPLIES	30,268	40,115	16,000	39,577	(538)
01 - GENERAL FUND	63330	RADIO COMMUNICATIONS	10,687	13,500	23,000		(13,500)
01 - GENERAL FUND	63345	COMM SVC OFFICER EQPT SUP	1,319	1,850	1,000	1,500	(350)
01 - GENERAL FUND	63350	STREET MAINTENANCE	-	-	-		-
01 - GENERAL FUND	63354	CITY-WIDE SEWER REPAIRS	-	-	-		-
01 - GENERAL FUND	63360	STREET/TRAFFIC SIGN	140	-	-		-
01 - GENERAL FUND	64311	CONTRACTUAL SERVICE - FIRE	-	-	-	6,375,778	6,375,778
01 - GENERAL FUND	64415	PARKLANDS MAINTENANCE	22,076	27,500	29,801	27,500	-
01 - GENERAL FUND	64418	RETAINER	102,241	102,000	102,000	102,000	-
01 - GENERAL FUND	64423	FEE REL PROF SERVICES	620,956	420,986	520,600	492,000	71,014
01 - GENERAL FUND	64425	PROFESSIONAL SERVICES	505,632	497,942	640,373	591,800	93,858
01 - GENERAL FUND	64428	RECYCLING AB939	-	-	-		-
01 - GENERAL FUND	64429	PROF SERVS NPDES	68,211	92,740	89,700	96,000	3,260
01 - GENERAL FUND	64430	CONTRACTUAL SERVICE	6,003,475	6,419,046	6,332,061	525,130	(5,893,916)
01 - GENERAL FUND	64432	STREET STRIPING	-	-	-		-
01 - GENERAL FUND	64433	STORM DRAIN CLEANING	33,195	49,155	49,155	10,000	(39,155)
01 - GENERAL FUND	64435	WEED ABATEMENT	164,791	225,000	184,927	225,000	-
01 - GENERAL FUND	64436	ANNUAL LANDSCAPE MT.	197,177	329,700	283,415	330,000	300
01 - GENERAL FUND	64439	RECYCLE CONTAINERS	-	-	-		-
01 - GENERAL FUND	64440	TREE MAINTENANCE CONTRACT	229,409	275,000	307,457	275,000	-
01 - GENERAL FUND	64444	TREE BANK EXPENSE	2,385	32,000	4,949	5,000	(27,000)
01 - GENERAL FUND	64450	AUDIT	-	-	-	36,000	36,000
01 - GENERAL FUND	64460	EQUIPMENT RENT	24,105	20,320	5,000	16,000	(4,320)
01 - GENERAL FUND	64480	BANKING SERVICE FEE	13,375	17,536	12,000	15,000	(2,536)
01 - GENERAL FUND	64481	UNRECONCILED BANK DIF	5,585	-	-	2,500	2,500
01 - GENERAL FUND	64500	CRIMINAL JUSTICE	12,358	15,000	18,000	22,000	7,000
01 - GENERAL FUND	64530	GEOTECHNICAL & GEOLOGICAL	16,681	33,500	30,000	45,000	11,500
01 - GENERAL FUND	64535	WATER EFFICIENCY	-	-	-	54,000	54,000
01 - GENERAL FUND	64599	HIRING	33,926	44,456	49,000	52,000	7,544
01 - GENERAL FUND	64640	ANIMAL CONTROL	11,672	15,000	6,000	60,000	45,000

FUND	ACCOUNT	ACCOUNT DESCR	19 / 20 ACTUAL RESULTS	20 / 21 ADJUSTED BUDGET	20 / 21 ESTIMATE AT JUNE 30	21 / 22 ADOPTED BUDGET	INCREASE (DECREASE) IN BUDGET FROM PRIOR FISCAL YEAR
01 - GENERAL FUND	64641	PEAFOWL MANAGEMENT	4,712	5,250	5,250	5,250	-
01 - GENERAL FUND	64680	EMPLOYEE RECOG. PROGRAM	3,580	11,900	7,750	5,000	(6,900)
01 - GENERAL FUND	64750	DISCRETIONARY UNMET NEEDS	-	-	-	-	-
01 - GENERAL FUND	64751	UNMET NEEDS - PENSIONS	-	-	-	750,000	750,000
01 - GENERAL FUND	64752	UNMET NEEDS - PARKLANDS	-	-	-	500,000	500,000
01 - GENERAL FUND	64753	UNMET NEEDS - CAPEX	-	-	-	500,000	500,000
01 - GENERAL FUND	65000	EMERGENCY PREPAREDNESS	9,631	9,630	8,000	9,500	(130)
01 - GENERAL FUND	65010	LIABILITY INSURANCE	-	-	-	236,775	236,775
01 - GENERAL FUND	65011	ENV. LIAB. INSURANCE	-	-	-	5,245	5,245
01 - GENERAL FUND	65015	WORKMENS' COMP DEPOSIT	-	-	-	127,713	127,713
01 - GENERAL FUND	65020	PROPERTY INSURANCE	-	-	-	76,304	76,304
01 - GENERAL FUND	65030	EMPLOYEE BONDS	-	-	-	1,211	1,211
01 - GENERAL FUND	65090	LEASE AGREEMENT	27,791	33,728	24,902	13,200	(20,528)
01 - GENERAL FUND	66601	CONTINGENCY RESERVE	403	-	-	-	-
01 - GENERAL FUND	66605	LIAB/PROPERTY INSURANCE	745,259	676,003	663,835	538,343	(137,660)
01 - GENERAL FUND	69930	TRANS OUT - CAP PROJ FUND	-	-	273,777	261,500	261,500
01 - GENERAL FUND	69960	TRANS OUT - EQUIP REPLACE	-	-	-	-	-
01 - GENERAL FUND	70723	BODY ARMOUR	-	8,000	8,000	-	(8,000)
01 - GENERAL FUND	70730	FURNITURE & FIXTURE	-	-	-	-	-
01 - GENERAL FUND	70740	OFFICE EQUIPMENT	-	2,750	-	-	(2,750)
01 - GENERAL FUND	70745	GENERAL EQUIPMENT	-	-	-	-	-
01 - GENERAL FUND	70770	COMPUTER EQUIPMENT	-	1,800	2,110	-	(1,800)
			<u>\$ 17,863,927</u>	<u>\$ 18,505,000</u>	<u>\$ 17,963,008</u>	<u>\$ 21,651,150</u>	<u>\$ 3,146,150</u>

Revenue Account Reference Table

PROPERTY TAXES	
Account	Account Title
30100	SECURED PROPERTY TAX
30200	UNSECURED PROPERTY TAX
30600	PROPERTY TAX PRIOR
30900	PENALTIES & DELINQUENCIES
35210	HOMEOWNERS PTR

OTHER TAXES	
Account	Account Title
31100	SALES TAX
31300	FRANCHISE TAX WATER
31310	FRANCHISE TAX GAS
31320	FRANCHISE TAX ELECTRIC
31330	FRANCHISE TAX CABLE
31400	BUSINESS LICENSE TAX
31500	PROPERTY TRANSFER
31910	ASSESSMENT
35300	PSAF (SALES TAX)

LICENSES AND PERMITS	
Account	Account Title
32100	ANIMAL LICENSES
32500	FILMING PERMIT
37100	CONSTRUCTION PERMITS
37101	REISSUED BUILDING PERMIT
37110	MISC PUBLIC WORKS PERMITS

REVENUE FROM OTHER AGENCIES	
Account	Account Title
35316	ERAF/VLF TAX RETURN
35600	POST REIMBURSEMENT
35630	STATE MANDATED REIMB.

CHARGES FOR SERVICES	
Account	Account Title
31810	ALS FEES
36100	POLICE SERVICES
36105	BOOKING FEES
36120	FALSE ALARM
36121	ADMINISTRATIVE CITATIONS
36130	COPY SALES, CERTIFICATION
36135	RETURNED CHECK FEES
36146	VEHICLE IMPOUND FEES
36150	STREET/PARKS SERVICES
36155	MAILING MATRIX
36160	SPECIAL EVENTS
37111	TREE TOPPING/REMOVAL
37210	RESIDENTIAL RESALE REPORT
37220	GRADING/FILLING
37230	MISCELLANEOUS PLANNING
37240	PLAN CHECK
37250	NEIGHBORHOOD COMP. REVIEW
37260	SITE PLAN REVIEW
37270	GEOTECHNICAL
37275	COMMUNITY PLANNING FEE

INTEREST EARNINGS

Account	Account Title
34100	INTEREST
34105	UNREALIZED INV. GAIN/LOSS
34110	UNALLOCATED INTEREST
34700	MISCELLANEOUS RENT

CONCESSIONS

Account	Account Title
34300	GOLF COURSE
34400	TENNIS CLUB
34500	BEACH & ATHLETIC CLUB

FINES AND FORFEITURES

Account	Account Title
33100	VEHICLE CODE FINES
33400	COURT FINES PARKING

OTHER REVENUES

Account	Account Title
38010	MISCELLANEOUS REVENUE
38011	EMERG. BACKPACK SALES
38050	PVE CARES
38095	REIMB. FROM TREE BANK

TRANSFERS IN

Account	Account Title
39923	TRANS IN - PVE LAW ENFORC
39930	TRANS IN - CAP PROJ FUND
39962	TRANS IN - SEWER FUND
39999	OPERATING TRANSFERS IN

Expense Account Reference Table

EMPLOYEE COMPENSATION

SALARIES AND PAID COMPENSATION		OVERTIME	
Account	Account Title	Account	Account Title
40005	SALARIES	41055	REGULAR OVERTIME
40006	HOUSING ALLOWANCE	41056	SPECIAL ENFORCEMENT
40007	CAR ALLOWANCE	41057	SICK LEAVE REPLACEMENT
40008	PHONE ALLOWANCE	41058	TRAINING OVERTIME
40009	EMPLOYEE RECOGNITION AWARD	41059	STUDENT & THE LAW OT
40010	TEMPORARY SALARIES	41060	OUTSIDE OVERTIME
40012	MERIT PAY	41061	VACANCY OVERTIME
40014	EDUCATION PAY	41062	MUTUAL AID OVERTIME
40016	POST PAY	41063	VACATION REPLACEMENT OT
40018	MOTOR PAY	41064	MEETING OVERTIME
40020	SHOOTING PAY	41065	CALLBACK OVERTIME
40022	DETECTIVE PAY	41066	REPORT WRITING OT
40025	TRAINING PAY	41067	JAIL/DISPATCH OVERTIME
40030	ACTING PAY	41069	OTHER OT
40040	PAY IN LIEU VACATION	41070	COURT OVERTIME
40045	MINUTES	41075	US CUSTOMS OT
41050	CIVIL UNREST	41090	DETECTIVE PAY OT
41051	STORM DRAINS P.D.	41095	K-9 PAY
49999	ACCRUED SALARY EXPENSE	41099	TRAINERS
49999	ACCRUED SALARY EXPENSE	41100	SPECIAL ASSIGNMENT
50075	UNIFORM ALLOWANCE		
50075	UNIFORM ALLOWANCE		
		VACANCY SAVINGS - SALARIES & PAID COMPENSATION	
Account	Account Title	Account	Account Title
		49099	SALARY SAVING-CONTRA ACCT

EMPLOYEE BENEFITS

RETIREMENT

Account	Account Title
50080	RETIREMENT

RETIREMENT UAL

Account	Account Title
50082	RETIREMENT - UAL
50089	UNPAID ACCR LIAB (UAL)

HEALTH / DENTAL / VISION INSURANCE

Account	Account Title
50086	LIFE INSURANCE
50087	DENTAL INSURANCE
50088	VISION INSURANCE
50090	HEALTH INSURANCE
59099	BENEFIT SAVNG-CONTRA ACCT

WORKERS' COMPENSATION

Account	Account Title
50085	WORKERS' COMPENSATION
65015	WORKMENS' COMP DEPOSIT

WORKERS' COMPENSATION

Account	Account Title
50085	WORKERS' COMPENSATION
65015	WORKMENS' COMP DEPOSIT

OTHER EMPLOYEE BENEFITS AND TAXES

Account	Account Title
50081	DEFERRED COMPENSATION
50091	STD/LTD PREMIUM
50092	FLEXIBLE SPENDING ACCT.
50093	EMPLOYEE WELLNESS
50094	SOCIAL SECURITY
50095	MEDICARE
50096	RETIREE HEALTH STIPEND
50097	UNEMPLOYMENT
59999	ACCRUED BENEFIT EXPENSE

VACANCY SAVINGS - EMPLOYEE BENEFITS

Account	Account Title
59099	BENEFIT SAVNG-CONTRA ACCT

OPERATING EXPENSES

CONTRACTUAL SERVICES		CONTRACTUAL SERVICES - IT	
Account	Account Title	Account	Account Title
63304	MECHANIC SERVICES	63315	CONTRACTUAL SVCS - IT
64423	FEE REL PROF SERVICES	CONTRACTUAL SERVICES - PARKLANDS MANAGEMENT	
64430	CONTRACTUAL SERVICE	Account	Account Title
64450	AUDIT	64415	PARKLANDS MAINTENANCE
64535	WATER EFFICIENCY	64435	WEED ABATEMENT
64599	HIRING	64436	ANNUAL LANDSCAPE MT.
		64440	TREE MAINTENANCE CONTRACT
		LIABILITY / PROPERTY INSURANCE	
CONTRACTUAL SERVICES - PUBLIC WORKS		Account	Account Title
62275	STORM DRAIN MAINTENANCE	65010	LIABILITY INSURANCE
63350	STREET MAINTENANCE	65011	ENV. LIAB. INSURANCE
63354	CITY-WIDE SEWER REPAIRS	65012	LIABILITY INSUR RETRO
64429	PROF SERVS NPDES	65020	PROPERTY INSURANCE
64432	STREET STRIPING	65030	EMPLOYEE BONDS
64433	STORM DRAIN CLEANING	65040	CLAIMS
64434	STREET SWEEPING	65041	SETTLEMENT
		65060	PAID TO PROPERTY OWNERS
		66603	LOSS REIMBURSEMENT
		66605	INSURANCE ALLOCATION
CONTRACTUAL SERVICES - NC IT EQUIPMENT		UTILITIES	
Account	Account Title	Account	Account Title
63317	NC IT EQUIPMENT / PERIPHERALS	62255	UTILITIES
63309	HIGH TECH		
CONTRACTUAL SERVICES - FIRE		TRAVEL	
Account	Account Title	Account	Account Title
64311	CONTRACTUAL SERVICE - FIRE	61115	MILEAGE
		61130	TRAVEL/MEETINGS

OFFICE / CLEANING / UNIFORM SUPPLIES

Account	Account Title
61110	UNIFORM SUPPLY
62296	GENERAL SUPPLIES
62297	OFFICE SUPPLIES
62298	RANGE SUPPLIES
63000	CLEANING SUPPLIES

AUTOMOTIVE SUPPLIES

Account	Account Title
63305	AUTO SUPPLIES

BUILDING SUPPLIES

Account	Account Title
63325	BUILDING SUPPLIES

PUBLIC COMMUNICATIONS / PRINTING

Account	Account Title
62215	PRINTING AND BINDING
62217	POSTAGE / SHIPPING
62220	PHOTOGRAPHY
62225	PUBLIC INFORMATION
62243	PUBLIC INFORMATION
62245	LEGAL PUBLISHING
62294	COMMUNITY SUPPORT
63330	RADIO COMMUNICATIONS

TRAINING

Account	Account Title
61120	TRAINING

OPERATING TRANSFERS OUT

Account	Account Title
69999	OPERATING TRANSFERS OUT
69901	TRANS OUT - GENERAL FUND
69902	TRANS OUT - GAS TAX FUND
69903	TRANS OUT - DRUG INTRVNTN
69905	TRANS OUT - SLESF FUND
69906	TRANS OUT - SPCIAL PRJCTS
69907	TRANS OUT - CORRCTIONS FD
69908	TRANS OUT - RMRA FUND
69910	TRANS OUT - COMM PLANNING
69911	TRANS OUT - TECH ENHNCMNT
69912	TRANS OUT - SSARP GRT FND
69921	TRANS OUT - MEASURE W FND

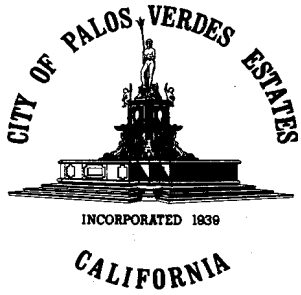
Account	Account Title
69923	TRANS OUT - PVE LAW ENFRC
69925	TRANS OUT - MEASURE M FND
69926	TRANS OUT - TRANSIT PRP A
69927	TRANS OUT - MEASURE R
69928	TRANS OUT - TRANSIT PRP C
69929	TRANS OUT - CARES ACT FND
69930	TRANS OUT - CAP PROJ FUND
69931	TRANS OUT - PARKLANDS FND
69960	TRANS OUT - EQUIP REPLACE
69962	TRANS OUT - SEWER FUND
69965	TRANS OUT - INSURANCE FND

UNMET NEEDS

Account	Account Title	Account	Account Title
64750	DISCRETIONARY UNMET NEEDS	64752	UNMET NEEDS - PARKLANDS
64751	UNMET NEEDS - PENSIONS	64753	UNMET NEEDS - CAPEX

OTHER EXPENSES

Account	Account Title	Account	Account Title
61105	DUES AND MEMBERSHIP	64601	INTEREST EXPENSE
61125	SUBSCRIPTIONS	64605	UNREALIZED INV.GAIN/LOSS
61135	RESERVE OFFICER	64640	ANIMAL CONTROL
61140	PRISONER EXPENSE	64641	PEAFOWL MANAGEMENT
62235	CONTAINER RENTAL	64680	EMPLOYEE RECOG. PROGRAM
62265	ELECTION	65000	EMERGENCY PREPAREDNESS
62270	MISC.MAINTENANCE & SUPP	65090	LEASE AGREEMENT
62290	GENERAL SERVICE	66601	CONTINGENCY RESERVE
62291	CODE ENFORCEMENT	66602	EQPT. REPLACEMENT ALLOC.
62292	PVE CARES	70720	COMMUNICATION
62293	VOLUNTEER PROGRAM	70721	RADAR UNIT
62295	PENALTIES & INTEREST	70722	PERSONAL RECORDING DEVICE
63310	SAFETY EQUIPMENT	70723	BODY ARMOUR
63320	MISC. EQUIPMENT SUPPLIES	70730	FURNITURE & FIXTURE
63321	USED OIL CONTAINER	70740	OFFICE EQUIPMENT
63322	NPDES-MOU CITY CONTRIBUT	70745	GENERAL EQUIPMENT
63345	COMM SVC OFFICER EQPT SUP	70750	AUTOMOTIVE EQUIPMENT
63360	STREET/TRAFFIC SIGN	70760	HEAVY EQUIPMENT
64428	RECYCLING AB939	70762	MACHINERY
64439	RECYCLE CONTAINERS	70765	WEAPONS
64444	TREE BANK EXPENSE	70766	DISASTER PREP SUPPLIES
64460	EQUIPMENT RENT	70768	RANGE EQUIPMENT
64470	PRE-EMPLOYMENT PHYSICAL	70769	WATERCRAFT EQUIPMENT
64475	VACCINATIONS	70770	COMPUTER EQUIPMENT
64480	BANKING SERVICE FEE	70780	CAMERA EQUIPMENT
64481	UNRECONCILED BANK DIF	70800	REFUSE CONTAINER
64500	CRIMINAL JUSTICE		



MEMORANDUM

Agenda Item #: _____
Meeting Date: _____

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM: LAURA GUGLIELMO, CITY MANAGER
STEPHEN HANNAH, DIRECTOR OF CITY SUPPORT SERVICES**

**SUBJECT: ERP (FINANCE/HUMAN RESOURCES SYSTEM)
REPLACEMENT PROPOSAL FOR CITY MANAGER'S
PROPOSED BUDGET FOR FISCAL YEAR 2021/2022**

DATE: MAY 25, 2021

Recommendation

Staff recommends the City Council approve the inclusion of an ERP (Finance / Human Resources System) Replacement Project in the City Manager's Proposed Budget for Fiscal Year 2021/2022 at an estimated gross cost of \$226,000 (initial cost of software and services including the first year of software subscription and customer support) plus \$73,200 per Fiscal Year annually thereafter (software subscription inclusive of customer support). These costs will be offset in part by a reduction in the amount currently paid to ADP for payroll processing (\$32,400 per year) and Central Square for annual software support (\$24,000 per year). Additionally, and as included in the Proposed Budget, staff recommends inclusion of the following project costs: \$20,000 for position backfill, \$6,600 in overtime, and \$20,000 in contingency. Total project costs are estimated at \$272,600 in FY 21/22.

Upon full implementation, the software subscription and customer support will be \$16,800 (\$73,200 - \$32,400 - \$24,000) more per year than the current system.

Background and Analysis

As part of the City Council Adopted Budget for Fiscal Year 2018/2019, staff had identified the need to upgrade the City's finance software. The City Council appropriated \$13,110 for this purpose as part of the FY 18/19 Budget. Assumedly because of the existence of higher priority projects and the departure of key staff, staff did make some progress on the Project, but it was not completed.

With the arrival of Mr. Hannah as City Support Services Director in August 2020, the City Manager placed a high priority on moving forward with the Project. As a result, the Director along with other members of staff, placed renewed emphasis on moving this critical Project forward.

Status of the Current Finance Software

The City currently uses SunGard eFinancePlus Version 5.0 (also known as Pentamation) as its financial system. The Pentamation software has transactions dating back to at least July 1, 2008 (making the system at least 12 years old). Since its initial installation, the company that supports Pentamation has changed hands several times and currently the Pentamation software is owned by Central Square. Central Square has announced it will cease support of the aging Pentamation software effective December 31, 2022. As a result, it is important the City act promptly to replace the current system.

Outline of Improved Functionality for a New Finance System

As the City Council is aware, in the technology sector, products age at a very rapid rate. As technologies are enhanced and new capabilities are discovered, the City has an opportunity to improve its operations by increasing the use of improved technology resulting in improved efficiency and transparency; especially public facing transparency. Further, as software ages, the City cannot take advantage of new (or in some cases, commonly available) functionality (for example, making payments via Electronic Funds Transfer – EFT).

Where are We Now?

Progress on this Project was renewed by first reviewing the documentation left by former staff. From that information, and based upon experience of current staff, the Director scheduled initial presentations to staff by three software companies to get a feeling for what software systems are currently available in the market. The three providers include the current market leader, the current provider, and the current market innovator. Based on staff experience and the City's own experience, the number of companies offering government-centered financial software has dropped significantly in the past twenty years. As with the City's current software provider, consolidations (buy-outs) of past providers by competitors or other larger companies has reduced the number of viable software packages available. Additionally, some finance software is geared to larger organizations. Given the size of the City, this also limits the number of candidate for software replacement.

The City has received the invoice for annual software support from Central Square in the amount of \$24,000. Given the goal of a final go-live date with an upgraded/new software of July 1, 2022, staff was contemplating foregoing this last year of customer support (because the current system, while aged, is stable), making this \$24,000 available for other General Fund priorities.

As staff was preliminarily reviewing potential replacement candidates, the following criteria were considered (generally in order of importance):

Ease of Information Extraction/Presentation and Accessibility of that Information by the Public: The current system's "canned" reports are not user friendly and require significant work to prepare for presentation to the City Council, the Finance Advisory Committee (FAC), and the community. One major plus of one of the potential providers is their ease of data extraction and presentation by both staff and the general public (via an online interface).

Transition from Local Server Based to Cloud Based System: The City's current system is local server based. To eliminate risk associated with local server based systems (for example, the local server is damaged or otherwise rendered inoperable), staff is pursuing cloud based upgrades.

Integration of Payroll Processing: The City currently contracts-out its payroll services with ADP at approximately \$2,700 per month (\$32,400 annually). Selecting a provider that has a payroll processing module would allow the City to bring this service in-house (and save \$32,400 annually).

Ability to Implement Updated Payment Practices: The City currently issues paper checks for all payments. Both City Treasurer Kate Greenberg and the Director agree the City should become more efficient and save money by moving toward making payments via electronic funds transfer (EFT), a practice that is commonplace in the Private Sector and some government entities.

Ability to Provide Electronic Document Processing/Storage: The City currently keeps required records in paper format. While applicable state law often requires paper records, the ability of providers to offer an electronic document platform makes responding to requests from the public (via the California Public Records Act) and auditors more efficient.

Ensuring Providers Can Offer Adequate Customer Service: The current software, while antiquated, has proven to be stable. Staff does not often need customer service assistance. However, when we have sought customer service from the current provider, their level of response has not been at an acceptable level.

Price: The current draft quotation submitted by one of the potential providers is \$226,000 for initial costs of the software and related services. Assuming a go-live dates of January 1, 2022 for Human Resources / Payroll and July 1, 2022 for Finance, the City would incur a cost of \$73,200 annually for software subscription and customer support beginning in FY 22/23. With the purchase of a new ERP, there would also be a reduction in costs currently paid to ADP and Central Square. Additional details are provided in the Fiscal Impact Section below.

Proposed “Road Map” to Completion of the Project

Should the City Council determine to direct staff to continue progress on this Project, the following project timeline is provided:

- Presentation of Recommendations to the City Council for Award of Contract June, 2021
- Project Implementation over a 12 Month Period with a go-live date of.....January 1, 2022 (Payroll) July 1, 2022 (All Other Modules)

Conclusions

Given the information above, staff recommends the City Council direct the City Manager to include this project in the Proposed Budget for FY 21/22.

The requested action this evening is to include this project in the Proposed Budget for Fiscal Year 2021/2022. This action does NOT authorize spending for this project. Such spending would only occur if and when the City Council approved the contract with a vendor to move forward with the ERP Project.

Should the City Council determine to direct the City Manager to continue with this project, we expect to bring a detailed staff report to the City Council at a Regular in June of 2021.

Estimated Fiscal Impact

The total initial costs for the software, installation services, and customer support are \$226,000. Beginning in FY 22/23, the City would incur an annual software subscription and customer support fee of \$73,200.

Upon implementation of the payroll module, the City would benefit from a reduction in annual costs of \$32,400 related to the cancellation of the payroll processing contract with ADP. Should the City Council approve moving forward with the project and the project implementation process began on July 1, 2021, it would be staff’s intent to “go live” with the payroll module on January 1, 2022. This would result in a savings in FY 21/22 of \$16,200. Additionally, while there is some risk involved, staff recommends the City forego payment of the Pentamation Support in FY 21/22.

Staff would propose funding the ERP Replacement Project as follows:

Fiscal Year 2021/2022

Initial Software and Installation (Equipment Replacement Fund):\$226,000*

Initial Year Payroll Processing Savings (General Fund):\$(16,200)

Initial Year Pentamation Support Savings (General Fund):\$(24,000)

TOTAL – NET INITIAL SOFTWARE/INSTALLATION.....\$185,800

Fiscal Year 2022/2023 and Forward

Annual Software Subscription/Support (General Fund).....\$73,200

Offset – ADP Payroll Processing Fee (General Fund)\$(32,400)

Offset – Pentamation Support (General Fund)\$(24,000)

TOTAL ADDITIONAL ANNUAL SUPPORT COSTS.....\$16,800

*There is sufficient fund balance in the Equipment Replacement Fund to support the proposed ERP Project. As mentioned in the City Manager’s Budget Message, staff will complete its review of the Equipment Replacement Fund in the first half of FY 21/22 and present the City Council with proposed new guidelines for more effective use of the Fund, including a recommended methodology to calculate chargeback amounts to Departments. Upon conclusion of staff’s review of the ARPA and other potential non-General Fund sources to support this project, staff may recommend partial funding of the ERP project from sources other than the General Fund.

To further test the validity of this budget estimate, staff has reviewed publically available documents of two other California government entities that have recently purchased new ERP systems. While these two agencies are not directly comparable with the City, adjusting for size and complexity of operations, we do feel the estimate of \$226,000 is reasonable.

The Proposed Budget also includes a request for \$150,000 in consulting services for a consultant who will have, as one major responsibility, the management of the ERP Replacement Project. Additionally, and also already included in the Proposed Budget are the following ERP related project costs: \$20,000 for position backfill and \$6,600 for overtime (to account for the additional staff activity resulting during the implementation of the new ERP system). Additionally, staff requests a \$20,000 project contingency in case any unforeseen circumstances are encountered during the ERP implementation. To summarize:

Costs

CATEGORY	ONE-TIME COSTS (FY 21/22)	ONGOING COSTS (FY 22/23 AND FUTURE)
New ERP Software	\$226,000	
Position Backfill	20,000	
Overtime	6,600	
Contingency (if needed)	20,000	
Software Support		\$73,200
TOTALS:	\$272,600	\$73,200

Proposed Funding (FY 21/22)**

CATEGORY	EQUIPMENT REPLACEMENT FUND	GENERAL FUND
New ERP Software	\$226,000	
Position Backfill		\$20,000
Overtime		6,600
Contingency (if needed)	20,000	
Software Support		\$73,200
TOTALS:	\$246,000	\$99,800

**Actual funding sources may change upon completion of review of the ARPA Interim Rule and Law. Any such proposed changes would be presented to the City Council for approval.

RECOMMENDED ACTIONS

That the City Council:

Direct the City Manager to include \$272,600 (\$226,000 for ERP software, \$20,000 for position backfill, \$6,600 in overtime, and \$20,000 in contingency) in the Equipment Replacement Fund and General Fund Budgets for Fiscal Year 2021/2022.



MEMORANDUM

Agenda Item #: _____
Meeting Date: _____

TO: HONORABLE MAYOR AND CITY COUNCIL MEMBERS

**FROM: LAURA GUGLIELMO, CITY MANAGER
BRIANNA RINDGE, DIRECTOR OF COMMUNITY
DEVELOPMENT**

**SUBJECT: UPGRADE OF PART-TIME PERMIT TECHNICIAN TO FULL
TIME PERMIT TECHNICIAN PROPOSAL FOR CITY
MANAGER'S PROPOSED BUDGET FOR FISCAL YEAR
2021/2022**

DATE: MAY 25, 2021

Recommendation

Staff recommends the City Council approve the inclusion of an upgrade of an existing part-time Permit Technician to a full-time Permit Technician in the City Manager's Proposed Budget for Fiscal Year 2021/2022 at an estimated increase in costs of \$26,100 annually.

Background and Analysis

The City has experienced a significant increase in activity related to private property construction. As a temporary measure, the City Manager has approved the use of contract staff from HR Green to augment staffing at the permit counter. Based upon the forecast that current levels of activity are likely to remain (and possibly increase) and the costs of the temporary contract staffing, staff is proposing to upgrade the current part-time Permit Technician to a full-time position.

This request is based upon achieving two major goals: (1) providing at least an average level of customer service to those residents who are seeking approval for property-related permitting activity; and (2) providing an increased level of review on such applications to ensure approved permits fully reflect the City's requirements. In support of this request, we provide applicable permitting and fee income data, permit applications received, and some historical staffing data.

Permitting/Fee Data

Property-related revenues for the City have remained strong, both in general (for example, property taxes) and specifically related to construction activity in the City

(public works and planning permits and other land use entitlements). For purposes of this analysis, we focus on construction activity.

Staff reviewed five years of historical actuals (from FY 15/16 to FY 19/20) to produce a five year average for eight property-related fee income sources. Then we compared that five year average with the FY 20/21 Adopted Budget and the projection of actual fee income to June 30, 2021. Here is a summary of the results of that analysis:

Five Year Average Fee Income:	\$1,273,680
FY 20/21 Adopted Budget for Fee Income:	874,646
FY 20/21 Projected Actual Fee Income:	1,426,546
% Increase FY 20/21 Projection vs. Budget	163%
% Increase FY 20/21 Projection vs. Five Year Average	112%

In preparing the FY 21/22 Proposed Budget, one of our assumptions is the continuation of the above-average level of property-related activity throughout FY 21/22.

Additionally, here are the number of permits/applications received in the applicable fiscal year:

Item	FY 19/20	FY 20/21
Total Planning/Public Works Permit Applications Receive	4,790	4,046* (to 05/20/21)

While the raw number of permit applications is expected to remain within the range of those received in FY 19/20, it is important to consider the complexity of those applications has increased (as reflected in the increased revenue).

Historical Staffing Levels vs. Current Staffing and Requested Upgrade

Pre-2020		2020-Onward		Requesting FY 21-22	
CE Officer	0.50	CE Officer	0.50	CE Officer	0.50
Permit Tech	1.00	Permit Tech	1.00	Permit Tech	1.00
Permit Tech	1.00	Permit Tech	0.50	Permit Tech	1.00
Planning Mgr	1.00	Planner	1.00	Planner	1.00
Planner	0.75	Director	1.00	Director	1.00
Director	0.50				
TOTAL	4.75	TOTAL	4.00	TOTAL	4.50

Additional Construction Related Activity Impacts Department-Wide

The City has experienced a significant increase in the number of Planning Commission meetings and the number and complexity of items presented to the Planning Commission has also increased. Some metrics for comparison:

Item	FY 19/20	FY 20/21
Planning Commission Meetings	12	16 (possibly 17 in JUN 21)
Total PC Public Hearings	54	64-69 (estimating JUN 21)

In addition to the above, recent changes in State law have caused added complexity to property-related activities, specifically in the areas of landscape applications, Accessory Dwelling Unit (ADU) applications, solar panel applications, and other areas). On average, this has increased the level of complexity of each permit application.

Non-Property Related Staffing Impacts

With a reduction in staff from full to part-time for reception duties, customer service counter staff in the Community Development and Public Works Departments now are responsible for some of the reception duties in the afternoon. Time spent on those duties reduces time spent on their primary duties.

Workload “Cascade” Effect

With current level of staffing, we are finding that tasks that could be handled at a lower cost by customer service counter staff need to be addressed by professional and/or management staff. This is causing two impacts: (1) handling permit/application questions by professional/management staff increases the costs of those applications; and (2) some tasks handled by professional/management staff are postponed.

Conclusions

Based upon the increased (and projected ongoing) level of property-related permits and reviews, staff does not recommend continuing the practice of contracting out permit tech duties, especially at the current \$107/hour rate charged by HR Green. To partially address the lower customer service levels being experienced by the public and to help the City process permits and other public inquiries both promptly and at the appropriate level of staff, we recommend the City Council authorize inclusion of this request in the FY 2021/2022 budget.

While we believe additional staff resources could be fully justified to address the need to improve the level of customer service, we also understand there are currently insufficient financial resources available to request additional staff at this time.

Estimated Fiscal Impact

The estimated costs for this request have been included in the City Manager’s Proposed Budget for Fiscal Year 2021/2022 and are as follows:

Total Salary/Benefits Costs.....	\$75,610
Estimated Pension UAL Allocated to Position.....	5,859
Total Position Costs	81,469
Total Current Part-Time Position Costs.....	55,451
Net Increase In Costs	26,018
Net Increase in Costs (Rounded)	\$26,100

It is important to note, the Adopted Budget for Fiscal Year 2020/2021 originally included two part-time permit technicians. The number of positions was reduced to one part-time technician earlier in the year to allow for a full-time Planner position. However, the budget remained unchanged. The above fiscal impact reflects the appropriate change when comparing BUDET for FY 20/21 and FY 21/22.

RECOMMENDED ACTIONS

That the City Council:

Direct the City Manager to include the upgrade of the Permit Technician from part-time to full-time with the associated costs of \$26,100 in the Proposed Budget.

RESOLUTION R21-27

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF PALOS VERDES
ESTATES, CALIFORNIA, APPROVING AND ADOPTING THE ANNUAL
BUDGET FOR FISCAL YEAR 2021/2022, MAKING APPROPRIATIONS FROM
THE VARIOUS FUNDS OF THE CITY AND FOR EXPENSES IN THE VARIOUS
DEPARTMENTS OF THE CITY FIXING THE LIMITATION OF EXPENDITURES
FOR THE SEVERAL PURPOSES, FUNCTIONS, FUNDS AND ACTIVITIES**

WHEREAS, in compliance with Section 2.08.050(B)(8) of the Palos Verdes Estates Municipal Code, the City Manager presented the City Manager’s Proposed Budget for Fiscal Year 2021/2022 (Proposed Budget) to the City Council and the PVE Community at a Special Meeting of the City Council held on May 11, 2021; and,

WHEREAS, the City Council considered the Proposed Budget in duly noticed Special Meetings held on May 11, 2021, May 25, 2021, June 8, 2021, and June 22, 2021 and at a Regular Meeting held on June 22, 2021; and

WHEREAS, during these duly noticed and held Special and Regular Meetings, public comment on the Proposed Budget was received and considered by the City Council; and,

WHEREAS, during consideration of the Proposed Budget, the City Council determined to make certain changes to the Proposed Budget.

NOW, THEREFORE, BE IT RESOLVED, that the City Council of the City of Palos Verdes Estates, California, does hereby DETERMINE AND ORDER:

Section 1. The annual budget of expenditures duly submitted and considered, is hereby approved, adopted and fixed as the City Council Adopted Budget of the City of Palos Verdes Estates for Fiscal Year 2021/2022 which shall commence on July 1, 2021 and conclude on June 30, 2022 and in the amount, and for the purposes, functions, funds, transfers and activities set forth in Exhibits B1 (Expenditures), B2 (Revenues), C (Capital Improvements), and D (Equipment Replacements) which Exhibits are incorporated herein by this reference and made a part hereof; and,

Section 2. The fund appropriations set forth in Exhibits B1 and B2 and as summarized in Exhibit A shall constitute the maximum expenditures authorized for those funds; the City Manager is hereby authorized to make budgetary revisions between budget categories and departments within fund level appropriations as she may deem necessary and proper provided the City Manager reports such budgetary revisions to the City Council as part of the periodic financial reporting process; and,

Section 3. The City Manager is hereby authorized to transfer an amount not to exceed \$10,000 per transfer between budget categories and departments within fund level appropriation as she may deem necessary and proper provided the City Manager reports such budget transfers to the City Council as part of the periodic financial reporting process; and,

Section 4. Notwithstanding Section 3 hereof, the City Manager and the City Support Services Director are hereby authorized to make budgetary revisions and associated budget transfers related to

RESOLUTION R21-27

Capital Improvement Projects as they may deem necessary and proper to allow for appropriations to be transferred to appropriate project categories as such projects progress through different project phases subject to the limitation of the appropriations for each project as approved by the City Council as set forth in Exhibit C; and,

Section 5. The Annual Salary Plan for Fiscal Year 2021/2022, as set forth in Exhibit E, which Exhibit is incorporated herein by this reference and made a part hereof, is hereby approved; and,

Section 6. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 22nd day of June, 2021.



Michael Kemps, Mayor

ATTEST:


Kylynn Chaney, City Clerk

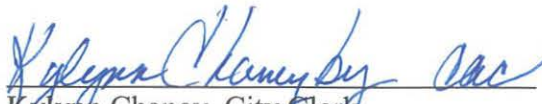
APPROVED AS TO FORM:

John Cotti, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Kylynn Chaney, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R21-27** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 22nd day of June 2021, by the following vote:

AYES: COUNCILMEMBERS: Murdock, Roos, McGowan, Lozzi, Kemps
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBER: None


Kylynn Chaney, City Clerk

RESOLUTION R21-27

Capital Improvement Projects as they may deem necessary and proper to allow for appropriations to be transferred to appropriate project categories as such projects progress through different project phases subject to the limitation of the appropriations for each project as approved by the City Council as set forth in Exhibit C; and,

Section 5. The Annual Salary Plan for Fiscal Year 2021/2022, as set forth in Exhibit E, which Exhibit is incorporated herein by this reference and made a part hereof, is hereby approved; and,

Section 6. The City Clerk shall certify to the passage and adoption of this Resolution.

PASSED, APPROVED AND ADOPTED on this 22nd day of June, 2021.

Michael Kemps, Mayor

ATTEST:

Kylynn Chaney, City Clerk

APPROVED AS TO FORM:



John Cotti, City Attorney

STATE OF CALIFORNIA)
COUNTY OF LOS ANGELES) SS:
CITY OF PALOS VERDES ESTATES)

I, Kylynn Chaney, City Clerk for the City of Palos Verdes Estates, California, do hereby certify that the foregoing Resolution **R21-27** was duly and regularly approved and adopted by the City Council of the City of Palos Verdes Estates at its regular meeting of the City Council on the 22nd day of June 2021, by the following vote:

AYES: COUNCILMEMBERS: Murdock, Roos, McGowan, Lozzi, Kemps
NOES: COUNCILMEMBERS: None
ABSENT: COUNCILMEMBERS: None
ABSTAIN: COUNCILMEMBER: None

Kylynn Chaney, City Clerk

RESOLUTION R21-27 - EXHIBIT A

REVENUES AND EXPENDITURES BY FUND

CITY COUNCIL ADOPTED BUDGET - FISCAL YEAR 2021/2022

FUND NUMBER	FUND NAME	AUDITED FUND BALANCE ON JUNE 30, 2021	ESTIMATED REVENUES FY 2021/2022	ESTIMATED TRANSFERS IN FY 2021/2022	ESTIMATED EXPENDITURES FY 2021/2022*	ESTIMATED TRANSFERS OUT FY 2021/2022	ESTIMATED FUND BALANCE JUNE 30, 2022
01	GENERAL FUND (Total)	\$ 21,722,331	\$ 15,737,630	\$ 5,050,000	\$ (19,639,650)	\$ (261,500)	\$ 22,608,811
02	GAS TAX	429,024	328,800	-	(35,000)	(400,000)	322,824
03	DRUG INTERVENTION FUND	666,576	4,800	-	-	-	671,376
05	SLESF FUND	775,669	161,000	-	(7,400)	-	929,269
06	SPECIAL PROJECTS FUND	1,101,113	337,878	-	(25,000)	(302,478)	1,111,513
07	CORRECTIONS FUND	17,280	5,000	-	-	-	22,280
08	RMRA FUND	605,168	212,400	-	-	(600,000)	217,568
10	COMMUNITY PLANNING	195,339	65,000	-	-	-	260,339
11	TECHNOLOGY EHNANCEMENT	43,000	45,000	-	-	-	88,000
21	MEASURE W	-	258,000	-	(185,300)	(24,000)	48,700
23	PVE LAW ENFORCEMENT	-	5,050,000	-	-	(5,050,000)	-
25	MEASURE M	44,570	196,600	-	-	(150,000)	91,170
26	TRANSIT PROP A FUND	355,652	275,800	-	(260,820)	-	370,632
27	MEASURE R	170,952	176,600	-	-	-	347,552
28	TRANSIT PROP C FUND	818,356	234,800	-	-	(250,000)	803,156
30	CAPITAL IMPROVEMENT	1,961,978	-	2,527,378	(4,216,842)	-	272,514
31	PARKLANDS	105,674	-	-	-	-	105,674
60	EQUIPMENT REPLACEMENT	1,504,160	-	-	(759,100)	-	745,060
62	SEWER FUND	1,714,666	-	-	(86,400)	(539,400)	1,088,866
65	INSURANCE FUND	495,027	-	-	-	-	495,027
70	SPECIAL DEPOSIT FUND	233,077	-	-	-	-	233,077
75	POLICE PROPERTY/EVIDENCE	233,077	-	-	(6,000)	-	227,077
TOTALS:		\$ 33,192,689	\$ 23,089,308	\$ 7,577,378	\$ (25,221,512)	\$ (7,577,378)	\$ 31,060,485

*In addition to the \$19,639,650, the City Council also appropriated \$1,750,000 from the General Fund Unallocated Fund Balance for one-time spending on unmet needs.

TOTAL REVENUES +
TRANSFERS IN \$ 30,666,686

TOTAL EXPENDITURES
+ TRANSFERS OUT \$ (32,798,890)

**CITY OF PALOS VERDES ESTATES, CALIFORNIA
 RESOLUTION R21-27 - EXHIBIT B1
 EXPENDITURES - ALL FUNDS/ALL DEPARTMENTS
 CITY COUNCIL ADOPTED BUDGET - FISCAL YEAR 2021/2022**

Transfers Out are shaded in yellow.

FUND NUMBER	DEPARTMENT/ DIVISION NUMBER	ACCOUNT NUMBER	DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22
01	1000	61105	CITY COUNCIL	DUES AND MEMBERSHIP	\$ 10,170
26	1000	61105	CITY COUNCIL	DUES AND MEMBERSHIP	\$ 10,145
01	1000	61120	CITY COUNCIL	TRAINING	\$ 3,200
01	1000	61130	CITY COUNCIL	TRAVEL/MEETINGS	\$ 10,200
01	1000	62294	CITY COUNCIL	COMMUNITY SUPPORT	\$ 10,000
01	1000	64751	CITY COUNCIL	UNMET NEEDS - PENSIONS	\$ 750,000
01	1000	64752	CITY COUNCIL	UNMET NEEDS - PARKLANDS	\$ 500,000
01	1000	64753	CITY COUNCIL	UNMET NEEDS - CAPEX	\$ 500,000
01	2000	49099	CITY MANAGER	SALARY SAVING-CONTRA ACCT	\$ (21,970)
01	2000	59099	CITY MANAGER	BENEFIT SAVNG-CONTRA ACCT	\$ (5,100)
01	2000	62217	CITY MANAGER	POSTAGE / SHIPPING	\$ 250
01	2000	40005	CITY MANAGER	SALARIES	\$ 318,311
01	2000	50080	CITY MANAGER	RETIREMENT	\$ 34,632
01	2000	50081	CITY MANAGER	DEFERRED COMPENSATION	\$ 19,500
01	2000	50082	CITY MANAGER	RETIREMENT - UAL	\$ 34,924
01	2000	50086	CITY MANAGER	LIFE INSURANCE	\$ 360
01	2000	50087	CITY MANAGER	DENTAL INSURANCE	\$ 1,975
01	2000	50088	CITY MANAGER	VISION INSURANCE	\$ 174
01	2000	50090	CITY MANAGER	HEALTH INSURANCE	\$ 17,041
01	2000	50091	CITY MANAGER	STD/LTD PREMIUM	\$ 1,214
01	2000	50095	CITY MANAGER	MEDICARE	\$ 4,898

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	NUMBER	ACCOUNT NUMBER				
01	2000	61105	CITY MANAGER	DUES AND MEMBERSHIP	\$	1,400
01	2000	61120	CITY MANAGER	TRAINING	\$	20,000
01	2000	61125	CITY MANAGER	SUBSCRIPTIONS	\$	550
01	2000	61130	CITY MANAGER	TRAVEL/MEETINGS	\$	2,000
01	2000	62297	CITY MANAGER	OFFICE SUPPLIES	\$	850
01	2000	64425	CITY MANAGER	PROFESSIONAL SERVICES	\$	225,000
01	2000	64430	CITY MANAGER	CONTRACTUAL SERVICE	\$	30,000
01	2000	64680	CITY MANAGER	EMPLOYEE RECOG. PROGRAM	\$	5,000
01	3000	62217	CSS - ADMIN/IT/RISK MGT	POSTAGE / SHIPPING	\$	2,000
01	3000	40005	CSS - ADMIN/IT/RISK MGT	SALARIES	\$	165,326
01	3000	40007	CSS - ADMIN/IT/RISK MGT	CAR ALLOWANCE	\$	4,500
01	3000	50080	CSS - ADMIN/IT/RISK MGT	RETIREMENT	\$	17,987
01	3000	50082	CSS - ADMIN/IT/RISK MGT	RETIREMENT - UAL	\$	17,594
01	3000	50086	CSS - ADMIN/IT/RISK MGT	LIFE INSURANCE	\$	219
01	3000	50087	CSS - ADMIN/IT/RISK MGT	DENTAL INSURANCE	\$	369
01	3000	50088	CSS - ADMIN/IT/RISK MGT	VISION INSURANCE	\$	174
01	3000	50090	CSS - ADMIN/IT/RISK MGT	HEALTH INSURANCE	\$	18,211
01	3000	50091	CSS - ADMIN/IT/RISK MGT	STD/LTD PREMIUM	\$	709
01	3000	50095	CSS - ADMIN/IT/RISK MGT	MEDICARE	\$	2,463
01	3000	61120	CSS - ADMIN/IT/RISK MGT	TRAINING	\$	180
01	3000	62215	CSS - ADMIN/IT/RISK MGT	PRINTING AND BINDING	\$	2,000
01	3000	62297	CSS - ADMIN/IT/RISK MGT	OFFICE SUPPLIES	\$	2,000
01	3000	63315	CSS - ADMIN/IT/RISK MGT	CONTRACTUAL SVCS - IT	\$	92,750
01	3000	64425	CSS - ADMIN/IT/RISK MGT	PROFESSIONAL SERVICES	\$	4,000
01	3000	64430	CSS - ADMIN/IT/RISK MGT	CONTRACTUAL SERVICE	\$	38,500
60	3000	64430	CSS - ADMIN/IT/RISK MGT	CONTRACTUAL SERVICE	\$	55,000
01	3000	65010	CSS - ADMIN/IT/RISK MGT	LIABILITY INSURANCE	\$	236,775
01	3000	65011	CSS - ADMIN/IT/RISK MGT	ENV. LIAB. INSURANCE	\$	5,245
01	3000	65015	CSS - ADMIN/IT/RISK MGT	WORKMENS' COMP DEPOSIT	\$	127,713
01	3000	65020	CSS - ADMIN/IT/RISK MGT	PROPERTY INSURANCE	\$	76,304
01	3000	65030	CSS - ADMIN/IT/RISK MGT	EMPLOYEE BONDS	\$	1,211
01	3000	65090	CSS - ADMIN/IT/RISK MGT	LEASE AGREEMENT	\$	4,000
60	3000	70740	CSS - ADMIN/IT/RISK MGT	OFFICE EQUIPMENT	\$	30,000

FUND NUMBER	DEPARTMENT/ DIVISION		ACCOUNT NUMBER	DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	NUMBER	NUMBER					
60	3000		70770	CSS - ADMIN/IT/RISK MGT	COMPUTER EQUIPMENT	\$	226,000
01	3010		59099	CITY CLERK	BENEFIT SAVNG-CONTRA ACCT	\$	(380)
01	3010		62217	CITY CLERK	POSTAGE / SHIPPING	\$	650
01	3010		40005	CITY CLERK	SALARIES	\$	81,926
01	3010		50080	CITY CLERK	RETIREMENT	\$	6,218
01	3010		50082	CITY CLERK	RETIREMENT - UAL	\$	9,009
01	3010		50086	CITY CLERK	LIFE INSURANCE	\$	108
01	3010		50087	CITY CLERK	DENTAL INSURANCE	\$	625
01	3010		50088	CITY CLERK	VISION INSURANCE	\$	174
01	3010		50090	CITY CLERK	HEALTH INSURANCE	\$	13,614
01	3010		50091	CITY CLERK	STD/LTD PREMIUM	\$	350
01	3010		50095	CITY CLERK	MEDICARE	\$	1,188
01	3010		61105	CITY CLERK	DUES AND MEMBERSHIP	\$	300
01	3010		61120	CITY CLERK	TRAINING	\$	3,400
01	3010		61125	CITY CLERK	SUBSCRIPTIONS	\$	1,500
01	3010		61130	CITY CLERK	TRAVEL/MEETINGS	\$	1,900
01	3010		62225	CITY CLERK	PUBLIC INFORMATION	\$	9,700
01	3010		62245	CITY CLERK	LEGAL PUBLISHING	\$	10,500
01	3010		62297	CITY CLERK	OFFICE SUPPLIES	\$	750
01	3010		63315	CITY CLERK	CONTRACTUAL SVCS - IT	\$	22,499
01	3010		64425	CITY CLERK	PROFESSIONAL SERVICES	\$	550
01	3020		62217	CSS - CITY TREASURER	POSTAGE / SHIPPING	\$	100
01	3020		40005	CSS - CITY TREASURER	SALARIES	\$	3,600
01	3020		50080	CSS - CITY TREASURER	RETIREMENT	\$	274
01	3020		50082	CSS - CITY TREASURER	RETIREMENT - UAL	\$	396
01	3020		50095	CSS - CITY TREASURER	MEDICARE	\$	52
01	3020		61105	CSS - CITY TREASURER	DUES AND MEMBERSHIP	\$	175
01	3020		61120	CSS - CITY TREASURER	TRAINING	\$	500
01	3020		62297	CSS - CITY TREASURER	OFFICE SUPPLIES	\$	150
01	3020		64480	CSS - CITY TREASURER	BANKING SERVICE FEE	\$	15,000
01	3040		62244	CITY ATTORNEY	LEGAL SERVICES	\$	180,000
01	3040		64418	CITY ATTORNEY	RETAINER	\$	102,000
01	3080		62255	PW - CITY PROPERTIES	UTILITIES	\$	104,000

FUND NUMBER	DEPARTMENT/		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL	
	DIVISION NUMBER	ACCOUNT NUMBER			ADOPTED BUDGET	
					FY 21/22	
01	3080	63325	PW - CITY PROPERTIES	BUILDING SUPPLIES	\$	38,577
01	3080	64430	PW - CITY PROPERTIES	CONTRACTUAL SERVICE	\$	38,784
01	3110	49099	CSS - ACCTG/BUDGET/PROCUR	SALARY SAVING-CONTRA ACCT	\$	(50,500)
01	3110	59099	CSS - ACCTG/BUDGET/PROCUR	BENEFIT SAVNG-CONTRA ACCT	\$	(9,680)
01	3110	40005	CSS - ACCTG/BUDGET/PROCUR	SALARIES	\$	161,556
01	3110	50080	CSS - ACCTG/BUDGET/PROCUR	RETIREMENT	\$	15,208
01	3110	50082	CSS - ACCTG/BUDGET/PROCUR	RETIREMENT - UAL	\$	17,224
01	3110	50086	CSS - ACCTG/BUDGET/PROCUR	LIFE INSURANCE	\$	214
01	3110	50087	CSS - ACCTG/BUDGET/PROCUR	DENTAL INSURANCE	\$	2,600
01	3110	50088	CSS - ACCTG/BUDGET/PROCUR	VISION INSURANCE	\$	348
01	3110	50090	CSS - ACCTG/BUDGET/PROCUR	HEALTH INSURANCE	\$	27,453
01	3110	50091	CSS - ACCTG/BUDGET/PROCUR	STD/LTD PREMIUM	\$	751
01	3110	50095	CSS - ACCTG/BUDGET/PROCUR	MEDICARE	\$	2,344
01	3110	61105	CSS - ACCTG/BUDGET/PROCUR	DUES AND MEMBERSHIP	\$	800
01	3110	61120	CSS - ACCTG/BUDGET/PROCUR	TRAINING	\$	2,000
01	3110	62215	CSS - ACCTG/BUDGET/PROCUR	PRINTING AND BINDING	\$	1,000
01	3110	64425	CSS - ACCTG/BUDGET/PROCUR	PROFESSIONAL SERVICES	\$	12,250
01	3110	64430	CSS - ACCTG/BUDGET/PROCUR	CONTRACTUAL SERVICE	\$	9,690
01	3110	64450	CSS - ACCTG/BUDGET/PROCUR	AUDIT	\$	36,000
01	3110	64481	CSS - ACCTG/BUDGET/PROCUR	UNRECONCILED BANK DIF	\$	2,500
01	3110	65090	CSS - ACCTG/BUDGET/PROCUR	LEASE AGREEMENT	\$	1,200
23	3110	69901	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - GENERAL FUND	\$	5,050,000
01	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	261,500
02	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	400,000
06	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	302,478
08	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	600,000
21	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	24,000
25	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	150,000
28	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	250,000
62	3110	69930	CSS - ACCTG/BUDGET/PROCUR	TRANS OUT - CAP PROJ FUND	\$	539,400
01	3130	59099	CSS - HUMAN RSCS/PAYROLL	BENEFIT SAVNG-CONTRA ACCT	\$	(2,960)
01	3130	40005	CSS - HUMAN RSCS/PAYROLL	SALARIES	\$	147,000
01	3130	50080	CSS - HUMAN RSCS/PAYROLL	RETIREMENT	\$	13,625

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	DIVISION NUMBER	ACCOUNT NUMBER				
01	3130	50082	CSS - HUMAN RSCS/PAYROLL	RETIREMENT - UAL	\$	16,164
01	3130	50086	CSS - HUMAN RSCS/PAYROLL	LIFE INSURANCE	\$	194
01	3130	50087	CSS - HUMAN RSCS/PAYROLL	DENTAL INSURANCE	\$	2,600
01	3130	50088	CSS - HUMAN RSCS/PAYROLL	VISION INSURANCE	\$	348
01	3130	50090	CSS - HUMAN RSCS/PAYROLL	HEALTH INSURANCE	\$	27,453
01	3130	50091	CSS - HUMAN RSCS/PAYROLL	STD/LTD PREMIUM	\$	606
01	3130	50095	CSS - HUMAN RSCS/PAYROLL	MEDICARE	\$	2,132
01	3130	61120	CSS - HUMAN RSCS/PAYROLL	TRAINING	\$	6,000
01	3130	61130	CSS - HUMAN RSCS/PAYROLL	TRAVEL/MEETINGS	\$	1,000
01	3130	62243	CSS - HUMAN RSCS/PAYROLL	RISK MANAGEMENT	\$	16,000
01	3130	63315	CSS - HUMAN RSCS/PAYROLL	CONTRACTUAL SVCS - IT	\$	39,000
01	3130	64430	CSS - HUMAN RSCS/PAYROLL	CONTRACTUAL SERVICE	\$	5,040
01	3130	64599	CSS - HUMAN RSCS/PAYROLL	HIRING	\$	37,000
01	4000	59099	POLICE - ADMINISTRATION	BENEFIT SAVNG-CONTRA ACCT	\$	(15,700)
01	4000	62217	POLICE - ADMINISTRATION	POSTAGE / SHIPPING	\$	500
01	4000	40005	POLICE - ADMINISTRATION	SALARIES	\$	182,004
01	4000	40020	POLICE - ADMINISTRATION	SHOOTING PAY	\$	360
01	4000	50075	POLICE - ADMINISTRATION	UNIFORM ALLOWANCE	\$	825
01	4000	50080	POLICE - ADMINISTRATION	RETIREMENT	\$	43,153
01	4000	50082	POLICE - ADMINISTRATION	RETIREMENT - UAL	\$	69,068
01	4000	50085	POLICE - ADMINISTRATION	WORKERS' COMPENSATION	\$	288,665
01	4000	50091	POLICE - ADMINISTRATION	STD/LTD PREMIUM	\$	781
01	4000	50095	POLICE - ADMINISTRATION	MEDICARE	\$	2,656
01	4000	50096	POLICE - ADMINISTRATION	RETIREE HEALTH STIPEND	\$	42,900
01	4000	61105	POLICE - ADMINISTRATION	DUES AND MEMBERSHIP	\$	2,525
01	4000	61125	POLICE - ADMINISTRATION	SUBSCRIPTIONS	\$	1,965
01	4000	61130	POLICE - ADMINISTRATION	TRAVEL/MEETINGS	\$	1,200
01	4000	62220	POLICE - ADMINISTRATION	PHOTOGRAPHY	\$	500
01	4000	62255	POLICE - ADMINISTRATION	UTILITIES	\$	32,000
01	4000	62296	POLICE - ADMINISTRATION	GENERAL SUPPLIES	\$	7,200
01	4000	62297	POLICE - ADMINISTRATION	OFFICE SUPPLIES	\$	9,500
01	4000	63000	POLICE - ADMINISTRATION	CLEANING SUPPLIES	\$	1,200
01	4000	63315	POLICE - ADMINISTRATION	CONTRACTUAL SVCS - IT	\$	75,000

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22
	NUMBER	ACCOUNT NUMBER			
05	4000	63315	POLICE - ADMINISTRATION	CONTRACTUAL SVCS - IT	\$ 7,400
01	4000	63325	POLICE - ADMINISTRATION	BUILDING SUPPLIES	\$ 1,000
01	4000	64500	POLICE - ADMINISTRATION	CRIMINAL JUSTICE	\$ 22,000
01	4000	65090	POLICE - ADMINISTRATION	LEASE AGREEMENT	\$ 8,000
01	4000	66605	POLICE - ADMINISTRATION	LIAB/PROPERTY INSURANCE	\$ 538,343
60	4000	70722	POLICE - ADMINISTRATION	PERSONAL RECORDING DEVICE	\$ 252,375
60	4000	70723	POLICE - ADMINISTRATION	BODY ARMOUR	\$ 6,000
60	4000	70750	POLICE - ADMINISTRATION	AUTOMOTIVE EQUIPMENT	\$ 120,000
60	4000	70765	POLICE - ADMINISTRATION	WEAPONS	\$ 9,725
01	4010	49099	POLICE - OPERATIONS	SALARY SAVING-CONTRA ACCT	\$ (119,000)
01	4010	59099	POLICE - OPERATIONS	BENEFIT SAVNG-CONTRA ACCT	\$ (47,500)
01	4010	40005	POLICE - OPERATIONS	SALARIES	\$ 1,595,678
01	4010	40020	POLICE - OPERATIONS	SHOOTING PAY	\$ 3,960
01	4010	41055	POLICE - OPERATIONS	REGULAR OVERTIME	\$ 10,000
01	4010	41056	POLICE - OPERATIONS	SPECIAL ENFORCEMENT OT	\$ 3,000
01	4010	41057	POLICE - OPERATIONS	SICK LEAVE REPLACEMENT OT	\$ 15,000
01	4010	41058	POLICE - OPERATIONS	TRAINING OVERTIME	\$ 29,250
01	4010	41060	POLICE - OPERATIONS	OUTSIDE OVERTIME	\$ 5,000
01	4010	41061	POLICE - OPERATIONS	VACANCY OVERTIME	\$ 315,000
01	4010	41062	POLICE - OPERATIONS	MUTUAL AID OVERTIME	\$ 2,000
01	4010	41063	POLICE - OPERATIONS	VACATION REPLACEMENT OT	\$ 15,000
01	4010	41064	POLICE - OPERATIONS	MEETING OVERTIME	\$ 3,500
01	4010	41066	POLICE - OPERATIONS	REPORT WRITING OT	\$ 2,000
01	4010	41070	POLICE - OPERATIONS	COURT OVERTIME	\$ 2,500
01	4010	50075	POLICE - OPERATIONS	UNIFORM ALLOWANCE	\$ 11,894
01	4010	50080	POLICE - OPERATIONS	RETIREMENT	\$ 317,493
01	4010	50082	POLICE - OPERATIONS	RETIREMENT - UAL	\$ 675,857
01	4010	50087	POLICE - OPERATIONS	DENTAL INSURANCE	\$ 20,744
01	4010	50088	POLICE - OPERATIONS	VISION INSURANCE	\$ 2,782
01	4010	50090	POLICE - OPERATIONS	HEALTH INSURANCE	\$ 287,881
01	4010	50091	POLICE - OPERATIONS	STD/LTD PREMIUM	\$ 7,400
01	4010	50094	POLICE - OPERATIONS	SOCIAL SECURITY	\$ 1,801
01	4010	50095	POLICE - OPERATIONS	MEDICARE	\$ 23,789

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	NUMBER	ACCOUNT NUMBER				
01	4010	61135	POLICE - OPERATIONS	RESERVE OFFICER	\$	2,100
01	4010	62292	POLICE - OPERATIONS	PVE CARES	\$	7,850
01	4010	62293	POLICE - OPERATIONS	VOLUNTEER PROGRAM	\$	1,000
75	4010	64425	POLICE - OPERATIONS	PROFESSIONAL SERVICES	\$	6,000
01	4020	49099	POLICE - SUPPORT	SALARY SAVING-CONTRA ACCT	\$	(25,000)
01	4020	59099	POLICE - SUPPORT	BENEFIT SAVNG-CONTRA ACCT	\$	(8,800)
01	4020	40005	POLICE - SUPPORT	SALARIES	\$	1,021,905
01	4020	40020	POLICE - SUPPORT	SHOOTING PAY	\$	960
01	4020	41055	POLICE - SUPPORT	REGULAR OVERTIME	\$	55,000
01	4020	41057	POLICE - SUPPORT	SICK LEAVE REPLACEMENT OT	\$	5,000
01	4020	41058	POLICE - SUPPORT	TRAINING OVERTIME	\$	9,750
01	4020	41061	POLICE - SUPPORT	VACANCY OVERTIME	\$	35,000
01	4020	41063	POLICE - SUPPORT	VACATION REPLACEMENT OT	\$	5,000
01	4020	41064	POLICE - SUPPORT	MEETING OVERTIME	\$	1,500
01	4020	41067	POLICE - SUPPORT	JAIL/DISPATCH OVERTIME	\$	2,000
01	4020	41070	POLICE - SUPPORT	COURT OVERTIME	\$	500
01	4020	41090	POLICE - SUPPORT	DETECTIVE PAY OT	\$	5,000
01	4020	50075	POLICE - SUPPORT	UNIFORM ALLOWANCE	\$	9,075
01	4020	50080	POLICE - SUPPORT	RETIREMENT	\$	177,417
01	4020	50082	POLICE - SUPPORT	RETIREMENT - UAL	\$	275,996
01	4020	50087	POLICE - SUPPORT	DENTAL INSURANCE	\$	11,805
01	4020	50088	POLICE - SUPPORT	VISION INSURANCE	\$	1,565
01	4020	50090	POLICE - SUPPORT	HEALTH INSURANCE	\$	197,625
01	4020	50091	POLICE - SUPPORT	STD/LTD PREMIUM	\$	4,772
01	4020	50094	POLICE - SUPPORT	SOCIAL SECURITY	\$	1,801
01	4020	50095	POLICE - SUPPORT	MEDICARE	\$	16,614
01	4020	61110	POLICE - SUPPORT	UNIFORM SUPPLY	\$	6,000
01	4020	61120	POLICE - SUPPORT	TRAINING	\$	27,500
01	4020	61140	POLICE - SUPPORT	PRISONER EXPENSE	\$	2,500
01	4020	62215	POLICE - SUPPORT	PRINTING AND BINDING	\$	2,400
01	4020	62294	POLICE - SUPPORT	COMMUNITY SUPPORT	\$	2,500
01	4020	63305	POLICE - SUPPORT	AUTO SUPPLIES	\$	95,000
01	4020	63310	POLICE - SUPPORT	SAFETY EQUIPMENT	\$	3,500

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	NUMBER	ACCOUNT NUMBER				
01	4020	63345	POLICE - SUPPORT	COMM SVC OFFICER EQPT SUP	\$	1,500
01	4020	64430	POLICE - SUPPORT	CONTRACTUAL SERVICE	\$	199,750
01	4020	64599	POLICE - SUPPORT	HIRING	\$	15,000
01	4020	64640	POLICE - SUPPORT	ANIMAL CONTROL	\$	60,000
01	4020	64641	POLICE - SUPPORT	PEAFOWL MANAGEMENT	\$	5,250
01	4020	65000	POLICE - SUPPORT	EMERGENCY PREPAREDNESS	\$	9,500
01	4100	64311	FIRE	CONTRACTUAL SVCS - FIRE	\$	6,375,778
01	4200	62215	COM DEV - BUILDING	PRINTING AND BINDING	\$	1,500
01	4200	64423	COM DEV - BUILDING	FEE REL PROF SERVICES	\$	492,000
01	4200	64530	COM DEV - BUILDING	GEOTECHNICAL & GEOLOGICAL	\$	45,000
01	4300	59099	COM DEV - ADMIN	BENEFIT SAVNG-CONTRA ACCT	\$	(380)
01	4300	62217	COM DEV - ADMIN	POSTAGE / SHIPPING	\$	750
01	4300	40005	COM DEV - ADMIN	SALARIES	\$	120,396
01	4300	40007	COM DEV - ADMIN	CAR ALLOWANCE	\$	4,500
01	4300	50080	COM DEV - ADMIN	RETIREMENT	\$	9,138
01	4300	50082	COM DEV - ADMIN	RETIREMENT - UAL	\$	13,329
01	4300	50086	COM DEV - ADMIN	LIFE INSURANCE	\$	162
01	4300	50087	COM DEV - ADMIN	DENTAL INSURANCE	\$	625
01	4300	50088	COM DEV - ADMIN	VISION INSURANCE	\$	174
01	4300	50090	COM DEV - ADMIN	HEALTH INSURANCE	\$	13,614
01	4300	50091	COM DEV - ADMIN	STD/LTD PREMIUM	\$	525
01	4300	50095	COM DEV - ADMIN	MEDICARE	\$	1,811
01	4300	61105	COM DEV - ADMIN	DUES AND MEMBERSHIP	\$	775
01	4300	61120	COM DEV - ADMIN	TRAINING	\$	95
01	4300	61130	COM DEV - ADMIN	TRAVEL/MEETINGS	\$	1,000
01	4300	62297	COM DEV - ADMIN	OFFICE SUPPLIES	\$	2,250
01	4300	64430	COM DEV - ADMIN	CONTRACTUAL SERVICE	\$	26,000
01	4300	64535	COM DEV - ADMIN	WATER EFFICIENCY	\$	54,000
01	4400	40005	COM DEV - PERMITTING	SALARIES	\$	117,728
01	4400	50080	COM DEV - PERMITTING	RETIREMENT	\$	11,115
01	4400	50082	COM DEV - PERMITTING	RETIREMENT - UAL	\$	12,946
01	4400	50086	COM DEV - PERMITTING	LIFE INSURANCE	\$	157
01	4400	50087	COM DEV - PERMITTING	DENTAL INSURANCE	\$	2,420

FUND NUMBER	DEPARTMENT/ DIVISION		DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22	
	DIVISION NUMBER	ACCOUNT NUMBER				
01	4400	50088	COM DEV - PERMITTING	VISION INSURANCE	\$	348
01	4400	50090	COM DEV - PERMITTING	HEALTH INSURANCE	\$	35,612
01	4400	50091	COM DEV - PERMITTING	STD/LTD PREMIUM	\$	508
01	4400	50095	COM DEV - PERMITTING	MEDICARE	\$	1,707
01	4400	61120	COM DEV - PERMITTING	TRAINING	\$	190
01	4400	62215	COM DEV - PERMITTING	PRINTING AND BINDING	\$	125
01	4400	64430	COM DEV - PERMITTING	CONTRACTUAL SERVICE	\$	25,966
01	4500	40005	COM DEV - CODE ENFORCEMNT	SALARIES	\$	47,314
01	4500	50080	COM DEV - CODE ENFORCEMNT	RETIREMENT	\$	5,148
01	4500	50082	COM DEV - CODE ENFORCEMNT	RETIREMENT - UAL	\$	5,203
01	4500	50095	COM DEV - CODE ENFORCEMNT	MEDICARE	\$	686
01	4500	61105	COM DEV - CODE ENFORCEMNT	DUES AND MEMBERSHIP	\$	95
01	4500	61120	COM DEV - CODE ENFORCEMNT	TRAINING	\$	95
01	4500	64430	COM DEV - CODE ENFORCEMNT	CONTRACTUAL SERVICE	\$	1,500
01	4800	59099	COM DEV - PLANNING	BENEFIT SAVNG-CONTRA ACCT	\$	(8)
01	4800	40005	COM DEV - PLANNING	SALARIES	\$	85,548
01	4800	50080	COM DEV - PLANNING	RETIREMENT	\$	6,493
01	4800	50082	COM DEV - PLANNING	RETIREMENT - UAL	\$	9,407
01	4800	50086	COM DEV - PLANNING	LIFE INSURANCE	\$	114
01	4800	50090	COM DEV - PLANNING	HEALTH INSURANCE	\$	19,190
01	4800	50091	COM DEV - PLANNING	STD/LTD PREMIUM	\$	367
01	4800	50095	COM DEV - PLANNING	MEDICARE	\$	1,240
01	4800	61120	COM DEV - PLANNING	TRAINING	\$	95
01	4800	61130	COM DEV - PLANNING	TRAVEL/MEETINGS	\$	825
01	4800	62225	COM DEV - PLANNING	PUBLIC INFORMATION	\$	6,325
01	4800	62245	COM DEV - PLANNING	LEGAL PUBLISHING	\$	3,300
01	4800	64430	COM DEV - PLANNING	CONTRACTUAL SERVICE	\$	79,600
01	5000	59099	PUBLIC WORKS ADMIN	BENEFIT SAVNG-CONTRA ACCT	\$	(1,300)
01	5000	62217	PUBLIC WORKS ADMIN	POSTAGE / SHIPPING	\$	450
01	5000	40005	PUBLIC WORKS ADMIN	SALARIES	\$	132,000
01	5000	40007	PUBLIC WORKS ADMIN	CAR ALLOWANCE	\$	4,365
01	5000	50080	PUBLIC WORKS ADMIN	RETIREMENT	\$	14,362
01	5000	50082	PUBLIC WORKS ADMIN	RETIREMENT - UAL	\$	14,515

FUND NUMBER	DEPARTMENT/ DIVISION NUMBER	ACCOUNT NUMBER	DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22
01	5000	50087	PUBLIC WORKS ADMIN	DENTAL INSURANCE	\$ 1,975
01	5000	50088	PUBLIC WORKS ADMIN	VISION INSURANCE	\$ 174
01	5000	50090	PUBLIC WORKS ADMIN	HEALTH INSURANCE	\$ 17,041
01	5000	50091	PUBLIC WORKS ADMIN	STD/LTD PREMIUM	\$ 651
01	5000	50095	PUBLIC WORKS ADMIN	MEDICARE	\$ 1,914
01	5000	61105	PUBLIC WORKS ADMIN	DUES AND MEMBERSHIP	\$ 265
06	5000	61105	PUBLIC WORKS ADMIN	DUES AND MEMBERSHIP	\$ 2,000
01	5000	61120	PUBLIC WORKS ADMIN	TRAINING	\$ 1,000
01	5000	61130	PUBLIC WORKS ADMIN	TRAVEL/MEETINGS	\$ 780
01	5000	62215	PUBLIC WORKS ADMIN	PRINTING AND BINDING	\$ 100
01	5000	62297	PUBLIC WORKS ADMIN	OFFICE SUPPLIES	\$ 1,200
01	5000	63322	PUBLIC WORKS ADMIN	NPDES-MOU CITY CONTRIBUT	\$ 99,000
21	5000	63322	PUBLIC WORKS ADMIN	NPDES-MOU CITY CONTRIBUT	\$ 17,000
01	5000	64425	PUBLIC WORKS ADMIN	PROFESSIONAL SERVICES	\$ 350,000
06	5000	64428	PUBLIC WORKS ADMIN	RECYCLING AB939	\$ 18,000
01	5000	64429	PUBLIC WORKS ADMIN	PROF SERV NPDES	\$ 96,000
01	5000	64430	PUBLIC WORKS ADMIN	CONTRACTUAL SERVICE	\$ 66,100
26	5000	64430	PUBLIC WORKS ADMIN	CONTRACTUAL SERVICE	\$ 250,675
06	5000	64439	PUBLIC WORKS ADMIN	RECYCLE CONTAINERS	\$ 5,000
30	5000	80012	PUBLIC WORKS ADMIN	CONSTRUCTION	\$ 4,216,842
62	5000	80158	PUBLIC WORKS ADMIN	SEWER COND ASSESSMENT	\$ 86,400
01	5100	59099	PW - STREETS	BENEFIT SAVNG-CONTRA ACCT	\$ (180)
01	5100	40005	PW - STREETS	SALARIES	\$ 300,344
01	5100	41065	PW - STREETS	CALLBACK OVERTIME	\$ 10,000
01	5100	50075	PW - STREETS	UNIFORM ALLOWANCE	\$ 1,500
01	5100	50080	PW - STREETS	RETIREMENT	\$ 32,400
01	5100	50082	PW - STREETS	RETIREMENT - UAL	\$ 34,429
01	5100	50087	PW - STREETS	DENTAL INSURANCE	\$ 8,345
01	5100	50088	PW - STREETS	VISION INSURANCE	\$ 696
01	5100	50090	PW - STREETS	HEALTH INSURANCE	\$ 79,916
01	5100	50091	PW - STREETS	STD/LTD PREMIUM	\$ 1,341
01	5100	50095	PW - STREETS	MEDICARE	\$ 4,553
01	5100	61110	PW - STREETS	UNIFORM SUPPLY	\$ 9,100

FUND NUMBER	DEPARTMENT/ DIVISION NUMBER	ACCOUNT NUMBER	DEPARTMENT/DIVISION NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22
01	5100	61130	PW - STREETS	TRAVEL/MEETINGS	\$ 100
01	5100	62255	PW - STREETS	UTILITIES	\$ 1,400
01	5100	63305	PW - STREETS	AUTO SUPPLIES	\$ 22,800
01	5100	63310	PW - STREETS	SAFETY EQUIPMENT	\$ 3,200
02	5100	63350	PW - STREETS	STREET MAINTENANCE	\$ 10,000
02	5100	63360	PW - STREETS	STREET/TRAFFIC SIGN	\$ 22,000
21	5100	64425	PW - STREETS	PROFESSIONAL SERVICES	\$ 1,300
01	5100	64430	PW - STREETS	CONTRACTUAL SERVICE	\$ 4,200
02	5100	64432	PW - STREETS	STREET STRIPING	\$ 3,000
01	5100	64433	PW - STREETS	STORM DRAIN CLEANING	\$ 10,000
21	5100	64433	PW - STREETS	STORM DRAIN CLEANING	\$ 167,000
01	5100	64460	PW - STREETS	EQUIPMENT RENT	\$ 16,000
60	5100	70750	PW - STREETS	AUTOMOTIVE EQUIPMENT	\$ 60,000
01	6000	59099	PW - PARKLANDS	BENEFIT SAVNG-CONTRA ACCT	\$ (380)
01	6000	40005	PW - PARKLANDS	SALARIES	\$ 89,759
01	6000	41055	PW - PARKLANDS	REGULAR OVERTIME	\$ 6,000
01	6000	50080	PW - PARKLANDS	RETIREMENT	\$ 6,813
01	6000	50082	PW - PARKLANDS	RETIREMENT - UAL	\$ 9,870
01	6000	50087	PW - PARKLANDS	DENTAL INSURANCE	\$ 625
01	6000	50088	PW - PARKLANDS	VISION INSURANCE	\$ 174
01	6000	50090	PW - PARKLANDS	HEALTH INSURANCE	\$ 13,614
01	6000	50091	PW - PARKLANDS	STD/LTD PREMIUM	\$ 384
01	6000	50095	PW - PARKLANDS	MEDICARE	\$ 1,302
01	6000	61105	PW - PARKLANDS	DUES AND MEMBERSHIP	\$ 185
01	6000	62255	PW - PARKLANDS	UTILITIES	\$ 180,000
01	6000	64415	PW - PARKLANDS	PARKLANDS MAINTENANCE	\$ 27,500
01	6000	64435	PW - PARKLANDS	WEED ABATEMENT	\$ 225,000
01	6000	64436	PW - PARKLANDS	ANNUAL LANDSCAPE MT.	\$ 330,000
01	6000	64440	PW - PARKLANDS	TREE MAINTENANCE CONTRACT	\$ 275,000
01	6000	64444	PW - PARKLANDS	TREE BANK EXPENSE	\$ 5,000
				TOTAL EXPENDITURES ALL FUNDS: (INCLUDING TRANSFERS OUT)	\$ 34,548,890

CITY OF PALOS VERDES ESTATES, CALIFORNIA

RESOLUTION R21-27 - EXHIBIT B2

REVENUES - ALL FUNDS

CITY COUNCIL ADOPTED BUDGET - FISCAL YEAR 2021/2022

Transfers in are shaded in yellow.

FUND NUMBER	ACCOUNT NUMBER	FUND NAME	ACCOUNT TITLE	CITY COUNCIL ADOPTED BUDGET FY 21/22
10	37275	COMMUNITY PLANNING	COMMUNITY PLANNING FEE	\$ 65,000
11	37276	TECHNOLOGY EHNANCEMENT	TECHNOLOGY ENHANCEMENT	\$ 45,000
01	30100	GENERAL FUND	SECURED PROPERTY TAX	\$ 9,167,000
01	30200	GENERAL FUND	UNSECURED PROPERTY TAX	\$ 330,000
01	30600	GENERAL FUND	PROPERTY TAX PRIOR	\$ (27,810)
21	30805	MEASURE W	MEAS W PARCEL TAX	\$ 258,000
01	30900	GENERAL FUND	PENALTIES & DELINQUENCIES	\$ 28,840
01	31100	GENERAL FUND	SALES TAX	\$ 154,500
26	31200	TRANSIT PROP A FUND	PROP A SALES TAX	\$ 275,000
27	31205	MEASURE R	MEASURE R	\$ 175,000
28	31210	TRANSIT PROP C FUND	PROP C SALES TAX	\$ 230,000
25	31215	MEASURE M	MEAS M SALES TAX	\$ 195,000
01	31300	GENERAL FUND	FRANCHISE TAX WATER	\$ 180,800
01	31310	GENERAL FUND	FRANCHISE TAX GAS	\$ 56,000
01	31320	GENERAL FUND	FRANCHISE TAX ELECTRIC	\$ 130,000
01	31330	GENERAL FUND	FRANCHISE TAX CABLE	\$ 270,000
01	31400	GENERAL FUND	BUSINESS LICENSE TAX	\$ 250,000
01	31500	GENERAL FUND	PROPERTY TRANSFER	\$ 270,000
23	31910	PVE LAW ENFORCEMENT	ASSESSMENT	\$ 5,050,000
01	32100	GENERAL FUND	ANIMAL LICENSES	\$ 3,900
01	32500	GENERAL FUND	FILMING PERMIT	\$ 20,000

				CITY COUNCIL ADOPTED BUDGET FY 21/22	
FUND NUMBER	ACCOUNT NUMBER	FUND NAME	ACCOUNT TITLE		
01	33100	GENERAL FUND	VEHICLE CODE FINES	\$	12,500
01	33400	GENERAL FUND	COURT FINES PARKING	\$	80,000
01	34100	GENERAL FUND	INTEREST	\$	102,400
02	34100	GAS TAX	INTEREST	\$	800
03	34100	DRUG INTERVENTION FUND	INTEREST	\$	4,800
05	34100	SLESF FUND	INTEREST	\$	4,000
06	34100	SPECIAL PROJECTS FUND	INTEREST	\$	6,400
08	34100	RMRA FUND	INTEREST	\$	2,400
25	34100	MEASURE M	INTEREST	\$	1,600
26	34100	TRANSIT PROP A FUND	INTEREST	\$	800
27	34100	MEASURE R	INTEREST	\$	1,600
28	34100	TRANSIT PROP C FUND	INTEREST	\$	4,800
01	34300	GENERAL FUND	GOLF COURSE	\$	915,000
01	34400	GENERAL FUND	TENNIS CLUB	\$	41,000
01	34500	GENERAL FUND	BEACH & ATHLETIC CLUB	\$	171,000
01	34700	GENERAL FUND	MISCELLANEOUS RENT	\$	61,000
01	35210	GENERAL FUND	HOMEOWNERS PTR	\$	44,000
01	35300	GENERAL FUND	PSAF (SALES TAX)	\$	175,000
05	35305	SLESF FUND	COPS FUNDS	\$	157,000
01	35316	GENERAL FUND	ERAF/VLF TAX RETURN	\$	1,700,000
08	35450	RMRA FUND	RMRA (2032)	\$	210,000
02	35500	GAS TAX	GAS TAX (2103)	\$	100,000
02	35510	GAS TAX	GAS TAX (2105)	\$	75,000
02	35520	GAS TAX	GAS TAX (2106)	\$	50,000
02	35530	GAS TAX	GAS TAX (2107)	\$	100,000
02	35540	GAS TAX	GAS TAX (2107.5)	\$	3,000
07	35620	CORRECTIONS FUND	CORRECTIONS	\$	5,000
06	35660	SPECIAL PROJECTS FUND	RECYCLING (AB939)	\$	29,000
06	35865	SPECIAL PROJECTS FUND	SSARP GRANT	\$	302,478
01	36100	GENERAL FUND	POLICE SERVICES	\$	3,000
01	36105	GENERAL FUND	BOOKING FEES	\$	1,000
01	36120	GENERAL FUND	FALSE ALARM	\$	1,000
01	36121	GENERAL FUND	ADMINISTRATIVE CITATIONS	\$	1,000
01	36146	GENERAL FUND	VEHICLE IMPOUND FEES	\$	7,000

				CITY COUNCIL ADOPTED BUDGET FY 21/22	
FUND NUMBER	ACCOUNT NUMBER	FUND NAME	ACCOUNT TITLE		
01	36155	GENERAL FUND	MAILING MATRIX	\$	16,000
01	37100	GENERAL FUND	CONSTRUCTION PERMITS	\$	525,000
01	37101	GENERAL FUND	REISSUED BUILDING PERMIT	\$	2,500
01	37110	GENERAL FUND	MISC PUBLIC WORKS PERMITS	\$	185,000
01	37111	GENERAL FUND	TREE TOPPING/REMOVAL	\$	11,000
01	37210	GENERAL FUND	RESIDENTIAL RESALE REPORT	\$	40,000
01	37220	GENERAL FUND	GRADING/FILLING	\$	45,000
01	37230	GENERAL FUND	MISCELLANEOUS PLANNING	\$	200,000
01	37240	GENERAL FUND	PLAN CHECK	\$	300,000
01	37250	GENERAL FUND	NEIGHBORHOOD COMP. REVIEW	\$	165,000
01	37260	GENERAL FUND	SITE PLAN REVIEW	\$	20,000
01	37270	GENERAL FUND	GEOTECHNICAL	\$	30,000
01	38010	GENERAL FUND	MISCELLANEOUS REVENUE	\$	50,000
30	39901	CAPITAL IMPROVEMENT	TRANS IN - GENERAL FUND	\$	261,500
30	39902	CAPITAL IMPROVEMENT	TRANS IN - GAS TAX FUND	\$	400,000
30	39906	CAPITAL IMPROVEMENT	TRANS IN - SPECIAL PRJCTS	\$	302,478
30	39908	CAPITAL IMPROVEMENT	TRANS IN - RMRA FUND	\$	600,000
30	39921	CAPITAL IMPROVEMENT	TRANS IN - MEASURE W FUND	\$	24,000
30	39925	CAPITAL IMPROVEMENT	TRANS IN - MEASURE M FUND	\$	150,000
30	39928	CAPITAL IMPROVEMENT	TRANS IN - TRANSIT PROP C	\$	250,000
30	39962	CAPITAL IMPROVEMENT	TRANS IN - SEWER FUND	\$	539,400
01-3000	39923	CSS - ADMIN/IT/RISK MGT	TRANS IN - PVE LAW ENFORC	\$	5,050,000
				TOTAL REVENUES ALL FUNDS: (INCLUDING TRANSFERS IN)	\$ 30,666,686

CITY OF PALOS VERDES ESTATES, CALIFORNIA
RESOLUTION R21-27 - EXHIBIT C
FIVE YEAR CAPITAL IMPROVEMENT PROJECTS (FUND 30)
CITY COUNCIL ADOPTED BUDGET - FISCAL YEAR 2021/2022

Project	Proposed FY 2021-22	Future Spending Estimates				Total Uses
		FY 2022-23	FY 2023-24	FY 2024-25	FY 2025-26	
Annual Miscellaneous Street Repairs Project	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 261,500	\$ 1,307,500
Annual Street Resurfacing Project	2,129,952	1,235,000	781,640	705,640	1,522,532	6,374,764
Annual Slurry Seal Project	584,990	134,260	602,800	556,220	476,760	2,355,030
Palos Verdes Drive West Corridor Expansion Project	677,000	4,815,000	4,125,000	-	-	9,617,000
Catch Basin Reconstruction	24,000	-	-	-	-	24,000
Christmas Tree Cove Storm Drain #3 Outfall Repair	-	785,000	-	-	-	785,000
Via Zurita and Via Coronel Sewer Project	345,600	-	-	-	-	345,600
City Hall Sewer Line Replacement	-	-	-	283,500	-	283,500
Sewer Line Replacements	-	-	-	-	283,500	283,500
Granvia Altamira Sewer Rehabilitation	-	-	282,500	-	-	282,500
Sewer Bend Repairs	193,800	-	-	-	-	193,800
	\$ 4,216,842	\$ 7,230,760	\$ 6,053,440	\$ 1,806,860	\$ 2,544,292	\$ 21,852,194

NOTE: Adoption of Reso. R21-27 only approves the blue shaded funding for FY 2021-22. Funding for the remainder of the five year CIP plan is presented for illustration only and is NOT APPROVED subject to additional, future action of the City Council.

**CITY OF PALOS VERDES ESTATES, CALIFORNIA
 RESOLUTION R21-27 - EXHIBIT D
 EQUIPMENT REPLACEMENT FUND (FUND 60)
 CITY COUNCIL ADOPTED BUDGET - FISCAL YEAR 2021/2022**

DEPARTMENT	DIVISION	REQUEST	Estimated Price
4000 - POLICE		Body Worn Cameras	\$ 250,000
4000 - POLICE		Black and White Patrol Vehicles (2)	120,000
4000 - POLICE		PUMA Audio Recorders	2,375
4000 - POLICE		Replace Tasers (8)	9,725
4000 - POLICE		Replace Bullet Proof Vests (7)	6,000
5100 - PUBLIC WORKS		Replace Maintenance Truck	60,000
3000 - CSS		ERP Implementation	226,000
3000 - CSS		Printers/Copiers Replacements	30,000
3000 - CSS		Move Telephone System to Cloud	45,000
3000 - CSS		Move Computer Services to Cloud	10,000
TOTALS:			\$ 759,100

**CITY OF PALOS VERDES ESTATES, CALIFORNIA
RESOLUTION R21-27 – EXHIBIT E
ANNUAL SALARY PLAN
CITY COUNCIL ADOPTED BUDGET – FISCAL YEAR
2021-2022**

Police Officers Association

	A	B	C	D	E	F	G
Police Sergeant	6,937	7,398	7,846	8,260	8,680	9,115	9,567
Police Corporal	6,265	6,683	7,068	7,484	7,846	8,240	
Police Officer	5,965	6,364	6,732	7,130	7,473	7,846	
Police Recruit	4,809						
Police Lead Services Officer	4,495	4,790	5,077	5,366	5,652	5,951	6,264
Police Services Officer	4,084	4,354	4,619	4,883	5,143	5,407	5,696
Police Traffic Control Officer	2,960	3,109	3,264	3,426			
Police Community Relations Officer	4,238	4,516	4,788	5,061	5,327	5,611	5,903

Public Service Employees

	A	B	C	D	E	F	G
Code Enforcement Officer	5,276	5,541	5,819	6,110	6,414		
Deputy City Clerk	5,276	5,541	5,819	6,110	6,414		
Finance Analyst	5,590	5,869	6,162	6,470	6,793	7,133	7,490
Maintenance Worker	3,765	3,955	4,153	4,360	4,579	4,810	5,051
Office Specialist	3,923	4,119	4,326	4,541	4,770	5,007	
Permit Technician	4,118	4,324	4,540	4,769	5,008	5,259	5,521
Receptionist	3,084	3,237	3,401	3,572	3,749		
Senior Clerk Typist	3,725	3,912	4,108	4,314	4,530		
Senior Receptionist	3,474	3,652	3,834	4,025	4,227		
Senior Secretary	4,303	4,518	4,744	4,981	5,231	5,493	

Unrepresented Groups & Classification Title

	Salary Range
City Manager	17,943

Management & Administration

	Salary Range	
Community Development Director	10,033	13,174
Public Works Director	10,033	13,174
Finance Director	11,667	15,000

**CITY OF PALOS VERDES ESTATES, CALIFORNIA
RESOLUTION R21-27 – EXHIBIT E
ANNUAL SALARY PLAN
CITY COUNCIL ADOPTED BUDGET – FISCAL YEAR
2021-2022**

Sworn Police Management

	Salary Range	
Police Chief	12,424	14,856
Police Captain	9,851	12,563

Professional & Supervisory

	Salary Range	
HR Administrative Analyst	5,590	7,290
Assistant to the City Manager	7,675	9,840
City Clerk/Executive Assistant	6,521	8,173
Executive Assistant/Custodian of Records	6,020	8,000
Financial Services Manager	6,793	8,520
Maintenance Foreman	5,569	7,459
Planner	6,565	8,393
Planning Manager	6,793	8,520
Police Support Services Manager	6,888	9,524
Senior Accountant	6,488	8,438
Urban Forester	6,620	9,097

Part-Time Classifications

	Hourly Rate
Administrative Analyst /Budget	33.48 - 41.83
City Planner	36.65 - 46.77
Elections Assistant	15.00
*Streets & Parks Seasonal Worker	14.00
Police Volunteer Coordinator	15.00
*Police Services Aide	14.00

*Effective January 1, 2022, pursuant to state law, minimum wage shall increase from \$14.00/hour to \$15.00/hour. These positions' hourly rates shall increase to \$15.00/hour on January 1, 2022.

Staff Positions

Department	Fiscal year									Proposed
	2012-13	2013-14	2014-15	2015-16	2016-17	2017-18	2018-19	2019-20	2020-21	2021-22
City Manager	5.1	5.1	5.2	5.2	5.7	5.7	3.6	3.6	3.6	3.6
City Support Services	3.0	4.0	4.0	4.0	4.0	4.0	4.5	4.5	4.5	5.0
Police Department	39.5	39.8	39.6	40.1	40.9	39.5	35.5	35.5	35.5	33.0
Community Development	1.0	2.0	3.0	3.0	4.0	4.5	3.0	3.5	4.8	4.5
Public Works	6.5	6.5	6.5	6.5	8.5	7.0	8.0	7.5	6.5	7.0
Total	55.1	57.4	58.3	58.8	63.1	60.7	54.6	54.6	54.9	53.1

**Proposed and Authorized Positions
For the Fiscal Year 2021-22 Proposed Budget**

City Manager FTE Title	FY 20-21 Budget	Proposed Budget	Public Works FTE Title	FY 20-21 Budget	Proposed Budget
City Manager	1.0	1.0	Director, Public Works	-	1.0
Assistant to the City Manager	1.0	-	CD/PW Director	0.5	-
City Clerk	1.0	1.0	Urban Forester	1.0	1.0
Executive Assistant	-	1.0	Maintenance Foreman	1.0	1.0
Senior Receptionist	0.6	0.6	Maintenance Worker	4.0	4.0
Total	3.6	3.6	Total	6.5	7.0

City Support Services FTE Title	FY 20-21 Budget	Proposed Budget	Community Development FTE Title	FY 20-21 Budget	Proposed Budget
Finance Director	1.0	-	Director, Pubic Work / Com Dev	0.5	-
Director, City Support Services	-	1.0	Director, Community Development	-	1.0
Senior Accountant	1.0	1.0	Planning Manager	1.0	-
Finance Manager	-	-	PT Permit Technician	-	-
PT Budget Analyst	0.5	-	PT Planner	0.8	-
Financial Service Technician	2.0	-	City Planner	-	1.0
Finance Analyst	-	2.0	Permit Technician	2.0	2.0
HR Analyst	-	1.0	PT Code Enforcement Officer	0.5	0.5
Total	4.5	5.0	Total	4.8	4.5

Police Department FTE Title	FY 20-21 Budget	Proposed Budget			
Police Chief	1.0	1.0			
Exec Asst/Cust of Rec	1.0	-			
Police Captain	2.0	2.0			
Police Sargent	5.0	5.0			
Police Corporal	4.0	2.0			
Police Officer	11.0	12.0			
Community Services Officers	1.0	1.0			
Traffic Control Officer	1.0	1.0			
Lead Police Services Officer	1.0	1.0			
Police Services Officer	7.0	6.0			
3 PT Police Services Aide	1.0	1.5			
Police Volunteer Coordinator	0.5	0.5			
Total	35.5	33.0	Grand Total	54.85	53.10