

Seven Year Projection *

General Fund
 (excluding Sales Tax Measure F-14 Activity)

| | Actual 2020/2021 | Actual 2021/2022 | Adopted Budget 2022/2023 | Estimated 2022/2023 | Estimated 2023/2024 | Estimated 2024/2025 | Estimated 2025/2026 | Estimated 2026/2027 | Estimated 2027/2028 | Estimated 2028/2029 | Estimated 2029/2030 |
|---|----------------------|----------------------|--------------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|------------------------|
| Taxes | | | | | | | | | | | |
| Property Tax (Current Secured & VLF) | \$ 9,857,013 | \$ 10,282,677 | \$ 10,619,020 | \$ 11,003,030 | \$ 11,497,000 | \$ 12,014,790 | \$ 12,438,350 | \$ 12,876,740 | \$ 13,329,510 | \$ 13,798,430 | \$ 14,310,450 |
| RDA Dissolution Distributions | 527,383 | 497,884 | 527,500 | 436,050 | 566,220 | 604,330 | 642,160 | 682,390 | 721,060 | 682,700 | 720,980 |
| Other Property Taxes | 408,113 | 433,071 | 443,970 | 501,600 | 508,450 | 511,330 | 514,240 | 521,780 | 524,750 | 527,750 | 530,780 |
| Sales Tax * | 4,728,862 | 5,169,751 | 4,654,950 | 5,244,780 | 5,221,860 | 5,338,370 | 5,498,520 | 5,663,480 | 5,833,380 | 6,008,380 | 6,188,630 |
| Sales Tax - Measure D-20 | 1,415,443 | 6,239,847 | 5,430,000 | 6,495,300 | 6,464,900 | 6,626,500 | 6,825,300 | 7,030,060 | 7,240,960 | 7,494,390 | 7,719,220 |
| Franchise Fees | 1,232,615 | 1,301,298 | 1,255,480 | 1,374,450 | 1,440,230 | 1,464,650 | 1,481,140 | 1,496,850 | 1,512,750 | 1,528,840 | 1,545,100 |
| Transient Occupancy Tax | 1,385,896 | 2,049,160 | 1,490,830 | 2,060,000 | 2,015,800 | 2,056,100 | 2,097,200 | 2,139,100 | 2,181,900 | 2,225,500 | 2,270,000 |
| Other Taxes | 433,722 | 454,656 | 368,620 | 403,000 | 405,840 | 408,720 | 411,640 | 414,590 | 417,590 | 420,630 | 423,710 |
| Permits | 754,420 | 787,086 | 700,550 | 948,250 | 910,210 | 914,500 | 918,830 | 923,400 | 932,580 | 951,130 | 970,040 |
| Intergovernmental | 557,292 | 3,829,655 | 211,540 | 3,820,660 | 225,230 | 226,900 | 231,440 | 190,800 | 195,730 | 200,840 | 206,130 |
| Grants | 155,648 | 385,669 | 386,010 | 614,770 | 488,780 | 10,000 | - | - | - | - | - |
| Service Fees | | | | | | | | | | | |
| Safety Fees | 233,544 | 230,548 | 219,340 | 228,200 | 225,020 | 228,610 | 231,570 | 234,600 | 237,680 | 240,820 | 244,010 |
| Mutual Aid | 1,442,644 | 693,598 | 250,000 | 375,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 | 250,000 |
| Development Fees | 689,401 | 643,780 | 614,670 | 913,830 | 903,150 | 910,590 | 915,120 | 919,180 | 926,540 | 940,610 | 954,950 |
| Recreation Fees | 77,986 | 309,725 | 305,780 | 330,600 | 339,490 | 349,110 | 359,020 | 369,200 | 379,680 | 390,450 | 401,550 |
| Administrative Fees | 65,619 | 70,945 | 60,200 | 115,350 | 108,220 | 109,020 | 109,770 | 110,510 | 111,570 | 113,250 | 114,940 |
| Pavilion & Other Rental Fees | 19,991 | 132,591 | 128,610 | 128,300 | 131,520 | 134,810 | 138,180 | 141,640 | 145,180 | 148,810 | 152,530 |
| Parks Fees | 9,860 | 48,852 | 26,160 | 48,800 | 50,410 | 51,680 | 52,980 | 54,310 | 55,670 | 57,070 | 58,500 |
| Zoo Fees | 682,418 | 746,188 | 463,450 | 547,450 | 689,860 | 695,620 | 705,750 | 716,330 | 727,070 | 737,980 | 749,050 |
| Fines | 49,312 | 58,580 | 61,600 | 74,220 | 55,750 | 56,530 | 57,320 | 58,130 | 58,950 | 59,790 | 60,640 |
| Interest Income | 95,125 | (525,334) | 61,000 | 181,170 | 333,580 | 322,690 | 289,600 | 215,610 | 236,620 | 257,630 | 279,640 |
| Other | | | | | | | | | | | |
| Interfund Charges | 1,214,010 | 1,363,975 | 1,337,410 | 1,378,040 | 1,325,670 | 1,368,670 | 1,404,270 | 1,450,710 | 1,491,240 | 1,538,310 | 1,564,610 |
| Donations | 55,071 | 65,390 | 62,400 | 80,770 | 49,500 | 49,500 | 50,460 | 50,460 | 51,440 | 52,440 | 53,460 |
| Other | 115,634 | 125,419 | 24,960 | 77,970 | 37,740 | 27,240 | 27,380 | 27,520 | 27,670 | 27,820 | 27,970 |
| Transfers | 698,950 | 703,570 | 746,460 | 719,120 | 752,530 | 779,000 | 802,370 | 826,440 | 851,230 | 876,770 | 903,070 |
| Total Revenues | 26,905,972 | 36,098,581 | 30,450,510 | 38,100,710 | 34,996,960 | 35,509,260 | 36,452,610 | 37,363,830 | 38,440,750 | 39,530,340 | 40,699,960 |
| Employee Services | | | | | | | | | | | |
| Operations | (16,722,868) | (18,665,393) | (20,631,090) | (19,729,440) | (22,723,420) | (23,600,670) | (24,160,180) | (25,080,770) | (26,012,830) | (26,920,550) | (27,900,860) |
| Special Projects & Community | | | | | | | | | | | |
| Funding | (975,754) | (610,243) | (912,680) | (1,863,470) | (3,777,880) | (545,500) | (250,000) | (250,000) | (250,000) | (250,000) | (250,000) |
| Capital Outlay | (1,139,757) | (1,036,630) | (1,208,970) | (11,939,030) | (2,923,100) | (2,235,000) | (1,800,000) | (1,800,000) | (1,800,000) | (1,800,000) | (1,800,000) |
| Other Uses | (3,250) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (4,000) | (15,000) | (15,000) | (15,000) | (15,000) |
| Total Expenses | (24,686,341) | (27,834,804) | (30,736,520) | (42,846,610) | (39,216,960) | (36,309,260) | (36,372,990) | (37,448,130) | (38,531,180) | (39,657,720) | (40,787,310) |
| Net changes in fund balance prior to extraordinary item | 2,219,631 | 8,263,777 | (286,010) | (4,745,900) | (4,220,000) | (800,000) | 79,620 | (84,300) | (90,430) | (127,380) | (87,350) |
| Extraordinary gains/(losses)- Write-off of RDA Loans | (1,375,175) | - | - | - | - | - | - | - | - | - | - |
| Net changes in fund balance | 844,456 | 8,263,777 | (286,010) | (4,745,900) | (4,220,000) | (800,000) | 79,620 | (84,300) | (90,430) | (127,380) | (87,350) |
| Fund Balance Beginning of Year | 12,016,839 | 12,861,295 | 8,764,760 | 21,125,070 | 16,379,170 | 12,159,170 | 11,359,170 | 11,438,790 | 11,354,490 | 11,264,060 | 11,136,680 |
| FUND BALANCE END OF YEAR | \$ 12,861,295 | \$ 21,125,072 | \$ 8,478,750 | \$ 16,379,170 | \$ 12,159,170 | \$ 11,359,170 | \$ 11,438,790 | \$ 11,354,490 | \$ 11,264,060 | \$ 11,136,680 | \$ 11,049,330 |
| Fund Balance as % of Expenses | 52.1% | 75.9% | 27.6% | 38.2% | 31.0% | 31.3% | 31.4% | 30.3% | 29.2% | 28.1% | 27.1% |

* Sales Tax Measure F-14 funds are not included

General Fund - Targeted Net Income

Targeted Net Income was a key factor in the development of this budget. There are some adjustments needed to the balanced budget target of zero net income. For example, the City received some one-time funding through the American Rescue Plan Act (ARPA). The Council authorized the use of these funds for General Government Services, and as a result, General Funds were freed up to use on other projects. Those other authorized projects include projects like the Broadband Enhancement Project and the Restaurant Loan Program. These funds are included in the Available Balance in the General Fund. Spending those funds requires using reserves, since the ARPA freed up funds are being held with reserves. Additionally, encumbrances and approved capital projects included in the fiscal year 2022-2023 budget that won't be spent in that fiscal year are carried forward into the next fiscal year. Other adjustments are made for expenditures that use prior year savings, funds which are now included in the fund balance.

While the Seven-Year Projection shows a Net Income of -\$4,220,000 in 2023-2024 and -\$800,000 in 2024-2025, these are in line with the targeted net income as shown in the adjustment worksheet.

| | 2023-2024 | 2024-2025 |
|--|-------------|-----------|
| Target - balanced budget | \$ - | \$ - |
| Special Project Adjustments: | | |
| American Rescue Plan Act Freed-Up Funds | | |
| Broadband Enhancement Project | (1,298,110) | - |
| Restaurant Loan Program | (500,000) | (100,000) |
| Economic Development-Downtown | (374,080) | - |
| Encumbrances from prior year | | |
| General Plan Update | (673,090) | - |
| Comprehensive Evacuation and Communications Plan | (13,220) | - |
| Corp Yard Minor Building Remodel | (9,550) | - |
| Downtown Street Tree Renewal Program | (9,650) | - |
| Parks Repair & Replacement | (105,000) | - |
| Essentialism Evaluation | (60,000) | - |
| Expenditure of Fund Balance | | |
| Fire Turnout Personal Protective Equipment | (74,400) | - |
| Capital Project Adjustments: | | |
| Encumbrances from prior year | | |
| Parking Lot and Trails Repairs- Parks | (192,000) | - |
| Zoo Electrical Upgrade | (26,900) | - |
| Expenditure of Fund Balance | | |
| Radio Replacement-Police | (57,000) | - |
| Radio Console Replacement-Police | (203,000) | - |
| 911 Recording System Replacement | (36,000) | - |
| Parking Lot and Trails Repairs- Parks | (208,000) | - |
| Turf Sweeper-Parks | (80,000) | - |
| Zoo Exhibit Refurbishment Match | (300,000) | (700,000) |
| Target Net Income (Loss) | (4,220,000) | (800,000) |
| Estimated Net Income- Seven Year Projection | (4,220,000) | (800,000) |
| Difference between Target and Projected | \$ - | \$ - |

ITEM NUMBER: D-1
 DATE: 04/25/23
 ATTACHMENT: 2

Supplemental Budget Requests- General Fund Tier 1

| Description | Ongoing | | One-Time | | |
|--|--------------------|------------------|---------------------|---------------------|----------------------|
| | Low | High | Low | High | |
| | Subtotal \$ | 1,876,070 | \$ 4,397,140 | \$ 3,295,770 | \$ 13,519,370 |
| 1 PD Additional Dispatcher Position(s) | | 114,450 | | 228,900 | |
| 2 PD Support Services Supervisor | | 100,000 | | 157,400 | |
| 3 PD Reclass Officers to Corporal Positions | | 40,000 | | 80,000 | |
| 4 PD Team Building/Strategic Planning/Wellness | | | | 20,000 | 50,000 |
| 5 FD NFPA 1500 Fitness Evaluations | | 6,000 | | 6,000 | |
| 6 FD Replace Swift Water Rescue PPE | | | | 13,920 | 13,920 |
| 7 FD Replacement of Turnout PPE | | | | 74,420 | 74,420 |
| 8 FD Replace Thermal Imaging Cameras | | | | 12,610 | 12,610 |
| 9 FD Tablet Command Software | | 8,000 | | 4,000 | 4,000 |
| 10 FD Increase Contribution to Public Safety Center Fund | | | | 0 | 5,000,000 |
| 11 OTH Copier/Printer Replacement | | 250,000 | | 750,000 | |
| 12 CC Sales Tax Measure Renewal Services | | 200 | | 200 | 31,200 |
| 13 CC Agenda & Meeting Management Software | | 19,700 | | 19,700 | 60,000 |
| 14 CC Citywide Scanning Project | | | | | 29,800 |
| 15 Treas Increase to Treasurer Professional Development Budget | | 2,000 | | 4,000 | 50,000 |
| 16 CM Update Personnel System Rules | | | | | 80,500 |
| 17 CM Increase Part-time Wages | | 34,580 | | 34,580 | |
| 18 M&P Recreation Coordinator | | 58,930 | | 58,930 | |
| 19 IT 911 Recording/VPI Replacement | | 7,140 | | 7,140 | |
| 20 IT Artech Radio System Replacement | | | | | 50,000 |
| 21 IT Wi-Fi for City Hall and Zoo | | | | | 236,840 |
| 22 IT Radios - Rojo/Castle backup power | | | | | 17,000 |
| 23 IT Hybrid conference rooms | | 9,430 | | 9,430 | 25,000 |
| 24 IT Zoo Software upgrade | | 2,900 | | 2,900 | 75,340 |
| 25 IT Social Media Management Platform - Buffer | | 2,000 | | 2,000 | 14,500 |
| 26 IT Cloud DR/Backup | | 30,900 | | 30,900 | |
| 27 IT Digital signatures | | 6,000 | | 6,000 | 6,000 |
| 28 IT Public Safety Radios - Equipment purchases | | | | | 3,000 |
| 29 IT PW Radios - Equipment purchases | | | | | 63,000 |
| 30 IT eTrackit Upgrade | | | | | 21,400 |
| 31 AS Impact Fee Study | | | | | 30,000 |
| 32 CD Zoning Code Update | | | | | 100,000 |
| 33 CD Plan Check Monitor/Computer | | 250 | | 250 | 150,000 |
| 34 CD Printed Code Books | | | | | 4,500 |
| 35 CD Full-Time Central Receptionist | | 37,520 | | 37,520 | 0 |
| 36 CD Business Attraction Strategy | | 12,500 | | 12,500 | |
| 37 ED Economic Development Professional Development | | 3,500 | | 3,500 | |
| 38 Rec Communications Cost Increase | | 1,500 | | 1,500 | |
| 39 PV Deferred Building Maintenance Repairs | | | | | 300 |
| 40 PV Interior Painting & Sun Shade Replacement | | | | | 40,000 |
| 41 Zoo Electrical Upgrade | | | | | 63,000 |
| 42 Zoo Zoo Exhibit Fundraising March | | | | | 25,000 |
| 43 Zoo Additional P/T Maintenance Worker | | 25,180 | | 25,180 | 1,000,000 |
| 44 PV Establish Primary Survey Benchmark System | | | | | 40,000 |
| 45 PV Engineering Position | | 150,000 | | 250,000 | |
| 46 PK Turf Sweeper Replacement | | 0 | | 8,000 | 80,000 |
| 47 PK Replace 3 Utility Carts | | 0 | | 4,000 | 40,000 |
| 48 PK Park Infrastructure Replacement | | | | | 90,000 |
| 49 PK Parking Lot & Trail Maintenance & Repairs | | | | | 208,000 |
| 50 BM HVAC Replacements | | | | | 25,000 |

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Supplemental Budget Requests- General Fund Tier 1 (cont.)

| Description | Ongoing | | One-Time | |
|--|---------|---------|----------|-----------|
| | Low | High | Low | High |
| 51 BM Deodar Cedar Tables | | | | |
| 52 ST Purchase Dump Trailer | | | 10,000 | 10,000 |
| 53 ST Sidewalk Inspection & Repair Program | 40,000 | 40,000 | 15,000 | 15,000 |
| 54 ST Traffic Signal Repairs & Upgrades | | | | |
| 55 PWO Increase to Creek Vegetation Management Program | 30,000 | 30,000 | 9,000 | 9,000 |
| 56 all Opportunities Fund | 0 | 100,000 | | |
| 57 all Building Maintenance Reserve Deficit | 0 | 250,000 | 0 | 3,000,000 |
| 58 all Equipment Reserve Deficit | 0 | 250,000 | 0 | 1,500,000 |
| 59 all Compensation Changes | 0 | 700,000 | | |
| 60 PD Additional Sergeant | 198,300 | 198,300 | | |
| 61 FD Shift Staffing Increase | 94,610 | 427,830 | | |

Supplemental Budget Requests- General Fund Tier 1 - Have To's

| Description | Ongoing | | One-Time | |
|--|---------|---------|----------|---------|
| | Low | High | Low | High |
| 62 PD Counseling Team International-PD | 23,870 | 21,870 | | |
| 63 FD Increase Fire Overtime Budget | 40,000 | 48,000 | | |
| 64 FD Counseling Team International-FD | 10,080 | 10,080 | | |
| 65 FD Cordio Wellness App | 5,000 | 5,000 | | |
| 66 FD Increase to Operating Budget | 26,000 | 26,000 | | |
| 67 FD Replacement of Type 1 Engine | | | 329,190 | 329,190 |
| 68 Treas Increase to Contract Svcs Budget | 1,000 | 1,000 | | |
| 69 CM Increase AEDAC Budget | 2,300 | 2,300 | | |
| 70 M&P Increase to Contract Svcs Budget | 17,700 | 17,700 | | |
| 71 M&P Office Expense - Mailing Costs | 4,140 | 4,140 | | |
| 72 IT Radios - Operating Budget creation/consolidation to IT | 30,500 | 30,500 | | |
| 73 AS TOT Administration Fees | 13,000 | 13,000 | | |
| 74 CRCC Increase to Utilities Budget | 7,000 | 7,000 | | |
| 75 Rec Graphic Designer for Rec Guide | 6,000 | 6,000 | | |
| 76 Rec Atown Skate Park Cost Increases | 2,940 | 2,940 | | |
| 77 PV Increase Utilities Budget | 10,000 | 10,000 | | |
| 78 Zoo Accreditation Preparedness | | | 60,000 | 60,000 |
| 79 Zoo Increase to Animal Food Budget | 30,000 | 30,000 | | |
| 80 Zoo Increase to Utilities Budget | 20,000 | 20,000 | | |
| 81 PV Vehicle Replacement Deficit | | | 88,250 | 88,250 |
| 82 PK Increase to Utilities Budget | 52,450 | 52,450 | | |
| 83 BM Increase to Utilities Budget | 35,500 | 35,500 | | |
| 84 ST Increase to Utilities Budget | 51,500 | 51,500 | | |
| 85 PWO Increase to Utilities Budget | 3,500 | 3,500 | | |
| 86 all Vehicle Reserve Increase and Deficit | 200,000 | 254,000 | | 500,000 |

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 DATE: 04/25/23
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Supplemental Budget Requests- General Fund Tier 2

| Description | Ongoing | | One-Time | |
|---|----------------|------------------|----------------|---------------------|
| | Low | High | Low | High |
| 1 PD Corporal Positions * | | 40,000 | 40,000 | |
| 2 PD 2 Additional Dispatchers * | | 114,450 | 114,450 | |
| 3 FD Training Building | | | | |
| 4 FD Increase Overtime Budget * | 8,000 | | 8,000 | |
| 5 FD Rescue Apparatus | | | 750,000 | 800,000 |
| 6 FD Fire Station #2 Remodel | | | 100,000 | 6,000,000 |
| 7 BM Roof Management Plan | | | 75,000 | 75,000 |
| 8 CPCC Dance Flooring | | | 80,000 | 80,000 |
| 9 IT Business/GIS Analyst | 111,480 | | 111,480 | |
| 10 IT Remote work funding - laptops/mdm/peripherals | 23,000 | | 23,000 | 45,000 |
| 11 PK Turf Management Fertilizer | | | 10,000 | 10,000 |
| 12 PW Add Engineering Inspector | 113,400 | | 113,400 | |
| 13 PWO Corp Yard Security Fencing | | | 75,000 | 75,000 |
| 14 PWO Vehicle & Equipment Shelters | | | 25,000 | 25,000 |
| 15 Zoo Zookeeper I | 98,370 | | 98,370 | |
| 16 Zoo Construct Aldabra Tortoise Exhibit | | | 150,000 | 150,000 |
| Subtotal \$ | 508,700 | \$ 40,000 | 508,700 | \$ 7,310,000 |

Supplemental Budget Requests- Use of Replacement Reserves/Identified Funds

| Description | Ongoing | | One-Time | |
|--|------------|-------------|------------------|------------------|
| | Low | High | Low | High |
| 1 IT Computer/Laptop/Tablet replacements | | | 28,800 | 28,800 |
| 2 IT Server replacements | | | 36,000 | 36,000 |
| 3 IT PD MDTs | | | 64,000 | 64,000 |
| 4 IT Fire MDTs | | | 4,000 | 32,000 |
| 5 IT Printer/scanner replacements | | | 4,000 | 8,000 |
| 6 IT Projector replacements | | | 8,000 | 8,000 |
| 7 IT Finance Software Upgrade | | | 100,000 | 100,000 |
| 8 PD Vehicle Replacement | | | 412,000 | 412,000 |
| 9 FD Replacement of Type 1 Engine | | | 329,190 | 329,190 |
| 10 FD Replacement of Turnout PPE * | | | 71,170 | 71,170 |
| 11 FD Replace Thermal Imaging Cameras * | | | 42,420 | 42,420 |
| 12 PW Vehicle Replacement | | | 35,000 | 35,000 |
| 13 PK Replace Parks Truck | | | 55,000 | 55,000 |
| 14 BM Replace Building Maint Truck | | | 47,000 | 47,000 |
| 15 ST Replace Streets Truck | | | 72,500 | 72,500 |
| 16 ST Replace Inspector Truck | | | 48,750 | 48,750 |
| 17 ST Purchase Mini-Excavator | | | 55,000 | 55,000 |
| 18 ST Replace Compaction Roller | | | 30,000 | 30,000 |
| Subtotal \$ | Low | High | 1,442,830 | 1,474,830 |

Section E

DEPARTMENT BUDGETS

DEPARTMENT BUDGETS
City Council

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 110 |

DESCRIPTION

The City Council is composed of five members elected at large by the citizens of Atascadero. Council Members serve four-year overlapping terms. In November 2010, the citizens voted to begin electing the Mayor to a two-year term. The Mayor presides over the Council meetings and performs other ceremonial duties. As the policy-making legislative body, the City Council is responsible for the enactment of all programs, policies and services of the City.

The City Council acts upon all legislative matters concerning the City, approving and adopting all ordinances, resolutions, contracts and other matters requiring overall policy decisions and leadership. The Council appoints the City Manager, City Attorney and various other commissions, boards and citizen advisory committees, all of which ensure broad-based input into the affairs of the City.

The City Council continues to conduct Strategic Planning Workshops annually to determine important issues and set overall goals for the City. Each City department also prepares a strategic plan to interface with the priorities established by the Council. The City's annual operating budget becomes the guide and the means for implementing those strategies.

GOALS AND OBJECTIVES

- * Economic and Community Vibrancy
- * Fiscal and Infrastructure Efficiency and Sustainability
- * Ensuring Public Safety and Providing Exceptional City Services
- * Quality of Life

| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Legislative | \$ 512,110 | \$ 281,047 | \$ 377,180 | \$ 288,410 | \$ 442,720 | \$ 331,400 |
| Total | <u>\$ 512,110</u> | <u>\$ 281,047</u> | <u>\$ 377,180</u> | <u>\$ 288,410</u> | <u>\$ 442,720</u> | <u>\$ 331,400</u> |
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Council Members | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Total | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> | <u>5.00</u> |

DEPARTMENT BUDGETS
City Council

| FUND | | FUNCTION | | | | | | CODE |
|--------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | General Government | | | | | | 110 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| EMPLOYEE SERVICES | | | | | | | | |
| 5100000 | Salaries | \$ 37,923 | \$ 37,903 | \$ 37,800 | \$ 37,900 | \$ 37,800 | \$ 37,800 | |
| 5800000 | Benefits, Insurance & Taxes | 31,987 | 39,284 | 39,930 | 39,890 | 40,130 | 42,680 | |
| | Total Employee Services | 69,910 | 77,187 | 77,730 | 77,790 | 77,930 | 80,480 | |
| OPERATIONS | | | | | | | | |
| 6050000 | Office Expense | 468 | 347 | 200 | 140 | 200 | 200 | |
| 6070000 | Advertising | - | 3 | 820 | - | 850 | 870 | |
| 6100000 | Computer Maintenance & Replacement | 12,200 | 13,360 | 14,050 | 14,050 | 9,230 | 9,380 | |
| 6250000 | Occupancy Charges | 55,290 | 80,230 | 83,190 | 83,190 | 87,660 | 90,680 | |
| 6350000 | Communications | 433 | 205 | 430 | 210 | 450 | 460 | |
| 6400000 | Operating Supplies | 1,012 | 3,213 | 3,890 | 2,520 | 4,030 | 4,110 | |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | 620 | 500 | 640 | 650 | |
| 6500000 | Contract Services | 36,000 | 36,000 | 37,970 | 36,000 | 39,490 | 40,280 | |
| 6600000 | Professional Development | 33,623 | 14,440 | 24,920 | 19,150 | 25,950 | 26,480 | |
| 6710000 | Community Outreach | 37,369 | 39,304 | 53,590 | 36,860 | 55,730 | 56,840 | |
| 6750000 | LAFCO Contribution | 15,805 | 16,758 | 19,770 | 18,000 | 20,560 | 20,970 | |
| | Total Operations | 192,200 | 203,860 | 239,450 | 210,620 | 244,790 | 250,920 | |
| SPECIAL PROJECTS | | | | | | | | |
| 7144012 | Sales Tax Measure Renewal Process | - | - | - | - | 60,000 | - | |
| 7402209 | Essentialism Evaluation | - | - | 60,000 | - | 60,000 | - | |
| | Total Special Projects | - | - | 60,000 | - | 120,000 | - | |

DEPARTMENT BUDGETS
City Council

| FUND | | FUNCTION | | | | | | CODE |
|------------------------------|---|--------------------|-------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | General Government | | | | | | 110 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 9404029 | Cash Contribution to Technology Fund for Equipment Replacement for Chamber technology updates | \$ 250,000 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| | Total Capital Outlay | <u>250,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 512,110</u> | <u>\$ 281,047</u> | <u>\$ 377,180</u> | <u>\$ 288,410</u> | <u>\$ 442,720</u> | <u>\$ 331,400</u> | |

DEPARTMENT BUDGETS
City Council

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|--|-----------|------------------|------------------|
| 100 | | General Government | | 110 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Council Members and Mayor | Estimated | \$ 37,800 | \$ 37,800 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation and fringe benefits | Estimated | 40,130 | 42,680 |
| 6050000 | Office Expense | Mailing costs, stationary and office supplies | Estimated | 200 | 200 |
| 6070000 | Advertising | Cost of Council requested display ads | Estimated | 850 | 870 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support | Allocated | 9,230 | 9,380 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 87,660 | 90,680 |
| 6350000 | Communications | Telephone service | Estimated | 450 | 460 |
| 6400000 | Operating Supplies | Cost of recognition plaques, City pins, meeting refreshments and other special Council requests | Estimated | 4,030 | 4,110 |
| 6450000 | Vehicle & Equipment Operating Costs | Mileage costs | Estimated | 640 | 650 |
| 6500000 | Contract Services | Grant writing subscription and miscellaneous contractual services, including equipment rentals | Estimated | 39,490 | 40,280 |
| 6600000 | Professional Development | Conferences, memberships and subscriptions | Estimated | 25,950 | 26,480 |
| 6710000 | Community Outreach | Customer surveys, publications, events to engage the Community and televising of Council meetings | Estimated | 55,730 | 56,840 |
| 6750000 | LAFCO Contribution | Per AB2838- the City's share of the LAFCO Commission's operational budget | Mandated | 20,560 | 20,970 |
| 7144012 | Sales Tax Measure Renewal Process | Hire a consultant to conduct a polling survey, prepare a strategy, and prepare an education process for the City to renew the Sales Tax Measure F-14 | Estimated | 60,000 | - |
| 7402209 | Essentialism Evaluation | One-time third-party critical evaluation of staff tasks and processes toward essentialism | Estimated | 60,000 | - |

DEPARTMENT BUDGETS
City Clerk

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 120 |

DESCRIPTION

The City Clerk maintains a complete and accurate record of City Council proceedings and official City files and fulfills legal requirements established by the Municipal Code and State law. Also, the City Clerk provides assistance and support to the City Council and City Departments. Included in the City Clerk's responsibilities are acting as the Filing Officer for the State Fair Political Practice Commission, serving as the City's Election Official and being responsible for maintaining the City's Municipal Code Book. In November 2016, Atascadero voters elected to have the City Clerk appointed rather than elected. The City Clerk is now appointed by the City Manager.

GOALS AND OBJECTIVES

- * Ensure accurate and timely minutes of Council meetings
- * Keep City Municipal Code Book current
- * Conduct elections as per State law

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Records & Election Services | \$ 42,063 | \$ 6,514 | \$ 59,720 | \$ 49,880 | \$ 49,790 | \$ 158,020 |
| Total | <u>\$ 42,063</u> | <u>\$ 6,514</u> | <u>\$ 59,720</u> | <u>\$ 49,880</u> | <u>\$ 49,790</u> | <u>\$ 158,020</u> |
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| City Clerk | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> |

DEPARTMENT BUDGETS
City Clerk

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|--------------------------------------|-------------------------|------------------------|-------------------------|-------------------------|-------------------------|--------------------------|--|
| 100 | | General Government | | | | | 120 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | \$ 607 | \$ 479 | \$ 660 | \$ 630 | \$ 690 | \$ 700 | |
| 6070000 | Advertising | 2,060 | 2,168 | 5,520 | 2,500 | 5,740 | 5,850 | |
| 6100000 | Computer Maintenance & Replacement | - | - | - | - | - | 19,700 | |
| 6500000 | Contract Services | 1,690 | 3,015 | 6,220 | 4,500 | 6,470 | 6,600 | |
| 6600000 | Professional Development | 491 | 415 | 6,510 | 1,750 | 6,770 | 6,910 | |
| 6760000 | Municipal Election | 37,215 | 437 | 40,810 | 40,500 | 320 | 43,260 | |
| | Total Operations | <u>42,063</u> | <u>6,514</u> | <u>59,720</u> | <u>49,880</u> | <u>19,990</u> | <u>83,020</u> | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7505018 | Citywide Scanning Project | - | - | - | - | - | 75,000 | |
| | Total Special Projects | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>75,000</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8102031 | Agenda & Meeting Management Software | - | - | - | - | 29,800 | - | |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>29,800</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 42,063</u> | <u>\$ 6,514</u> | <u>\$ 59,720</u> | <u>\$ 49,880</u> | <u>\$ 49,790</u> | <u>\$ 158,020</u> | |

DEPARTMENT BUDGETS
City Clerk

| FUND | | FUNCTION | | CODE | |
|---------------|--------------------------------------|---|-----------|------------------|------------------|
| 100 | | General Government | | 120 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6050000 | Office Expense | Postage, printing, copying, office supplies and archival paper | Estimated | \$ 690 | \$ 700 |
| 6070000 | Advertising | Publication of ordinances, public and legal notices and miscellaneous ads | Estimated | 5,740 | 5,850 |
| 6100000 | Computer Maintenance & Replacement | Agenda and meeting management software support costs | Estimated | - | 19,700 |
| 6500000 | Contract Services | Municipal Code supplement service | Estimated | 6,470 | 6,600 |
| 6600000 | Professional Development | Mileage and hotel fees (League Annual Conference, City Clerk's New Law and Election Conference and CCAC Annual Conference), Clerk's Handbook-Election Law update, International Institute of Municipal Clerks dues, City Clerk's Association of California dues, California Election Code Book and miscellaneous books / publications | Estimated | 6,770 | 6,910 |
| 6760000 | Municipal Election | Election costs which include County costs, advertising and related forms and supplies | Estimated | 320 | 43,260 |
| 7505018 | Citywide Scanning Project | Citywide document scanning project | Estimated | - | 75,000 |
| 8102031 | Agenda & Meeting Management Software | Purchase an agenda and meeting management solution to improve internal efficiencies | Estimated | 29,800 | - |

DEPARTMENT BUDGETS
City Treasurer

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 130 |

DESCRIPTION

The City Treasurer is responsible for ensuring that City funds are invested in a manner consistent with the City's Investment Policy and to achieve maximum safety, liquidity and yield. The City Treasurer also produces a quarterly report on the status of cash and investments.

| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|------------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Investment Administration Services | \$ 17,961 | \$ 17,985 | \$ 17,310 | \$ 18,600 | \$ 21,740 | \$ 22,020 |
| Total | <u>\$ 17,961</u> | <u>\$ 17,985</u> | <u>\$ 17,310</u> | <u>\$ 18,600</u> | <u>\$ 21,740</u> | <u>\$ 22,020</u> |
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| City Treasurer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> |

DEPARTMENT BUDGETS
City Treasurer

| FUND | | FUNCTION | | | | | | CODE |
|---------------------------------|-----------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | General Government | | | | | | 130 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 4,813 | \$ 4,813 | \$ 4,800 | \$ 4,810 | \$ 4,800 | \$ 4,800 | |
| 5800000 | Benefits, Insurance & Taxes | 1,259 | 1,282 | 940 | 1,310 | 910 | 950 | |
| | Total Employee Services | <u>6,072</u> | <u>6,095</u> | <u>5,740</u> | <u>6,120</u> | <u>5,710</u> | <u>5,750</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6500000 | Contract Services | 11,889 | 11,890 | 11,570 | 12,480 | 13,530 | 13,770 | |
| 6600000 | Professional Development | - | - | - | - | 2,500 | 2,500 | |
| | Total Operations | <u>11,889</u> | <u>11,890</u> | <u>11,570</u> | <u>12,480</u> | <u>16,030</u> | <u>16,270</u> | |
| ACTIVITY TOTAL | | <u>\$ 17,961</u> | <u>\$ 17,985</u> | <u>\$ 17,310</u> | <u>\$ 18,600</u> | <u>\$ 21,740</u> | <u>\$ 22,020</u> | |

DEPARTMENT BUDGETS
City Treasurer

| FUND | | FUNCTION | | CODE | |
|---------------|-----------------------------|---|-----------|------------------|------------------|
| 100 | | General Government | | 130 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Elected City Treasurer | Estimated | \$ 4,800 | \$ 4,800 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 910 | 950 |
| 6500000 | Contract Services | Contracted safekeeping fees | Estimated | 13,530 | 13,770 |
| 6600000 | Professional Development | Professional conferences, books, dues and memberships | Estimated | 2,500 | 2,500 |

DEPARTMENT BUDGETS
Legal

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 140 |

DESCRIPTION

The City's legal budget provides funding for Special Counsel and other legal services. The City Attorney's mission is to provide legal advice and support to the Mayor and City Council, City Manager, City departments and City boards and commissions; represent the City before judicial and administrative agencies in civil litigation matters; and prosecute misdemeanor violations of the Atascadero Municipal Code.

City Attorney services are provided by a contract with the law firm of Burke, Williams & Sorensen. Primary responsibilities include legal advice to City officials and employees; drafting and reviewing contracts, opinions, resolutions and ordinances; defending the City, its officers and employees in civil litigation; coordinating/monitoring litigation arising out of claims against the City; administrative, and criminal and civil prosecution of violations of the Municipal Code.

Special Counsel includes the use of outside counsel as needed by the City. Often these persons have special expertise or experience in a particular field of law. Typically the City Attorney oversees the use of special counsel. Other legal service includes specific work for individual departments. Specialty legal needs would be included in this budget.

The City Attorney does not provide private legal advice to citizens nor does it prosecute violations of the California Penal Code, California Vehicle Code or other violations of State law.

GOALS AND OBJECTIVES

- * Provide legal support for economic development activities
- * Provide timely legal review on City actions
- * Keep City Council and City Manager informed on litigation issues
- * Keep City Council and City Manager informed on evolving legal issues
- * Provide advice as needed on conflict issues
- * File and pursue code enforcement complaints as directed

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
|---|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| City Attorney/Special Legal | \$ 290,645 | \$ 383,564 | \$ 437,710 | \$ 440,630 | \$ 314,900 | \$ 321,280 |
| Total | \$ 290,645 | \$ 383,564 | \$ 437,710 | \$ 440,630 | \$ 314,900 | \$ 321,280 |

DEPARTMENT BUDGETS
Legal

| FUND | | FUNCTION | | | | CODE | |
|--------------------------|------------------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | General Government | | | | 140 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>OPERATIONS</u> | | | | | | | |
| 6050000 | Office Expense | \$ 20 | \$ 1 | \$ 80 | \$ 40 | \$ 80 | \$ 80 |
| 6250000 | Occupancy | - | 5,810 | 6,030 | 6,030 | 6,350 | 6,560 |
| 6350000 | Communications | 79 | 37 | 80 | 40 | 80 | 80 |
| 6500000 | Contract Services | 280,056 | 223,069 | 431,520 | 274,520 | 308,390 | 314,560 |
| 6700000 | Legal Settlements | - | - | - | 10,000 | - | - |
| 7909920 | Castlerock Litigation Costs | 10,490 | 1,900 | - | - | - | - |
| 7909921 | Newton Litigation | - | 128,286 | - | 100,000 | - | - |
| 7909922 | Sunderland Litigation | - | 8,663 | - | 40,000 | - | - |
| 7909923 | Calif Voting Rights Act Litigation | - | 15,798 | - | 10,000 | - | - |
| | Total Operations | <u>290,645</u> | <u>383,564</u> | <u>437,710</u> | <u>440,630</u> | <u>314,900</u> | <u>321,280</u> |
| ACTIVITY TOTAL | | \$ 290,645 | \$ 383,564 | \$ 437,710 | \$ 440,630 | \$ 314,900 | \$ 321,280 |

DEPARTMENT BUDGETS
Legal

| FUND | | FUNCTION | | CODE | |
|---------------|------------------------|--|-----------|------------------|------------------|
| 100 | | General Government | | 140 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6050000 | Office Expense | Mailing costs, printing, copy and paper costs, general office products | Estimated | \$ 80 | \$ 80 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 6,350 | 6,560 |
| 6350000 | Communications | Telephone service | Estimated | 80 | 80 |
| 6500000 | Contract Services | City attorney services | Estimated | 308,390 | 314,560 |

DEPARTMENT BUDGETS
City Manager

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 201 |

DESCRIPTION

The City Manager is the chief executive officer of the City and is responsible for planning, organizing and directing all municipal activities. The City Manager, in concert with department managers, works to develop all personnel; continually evaluates the organizational structure of the City; implements programs to improve the community; and directs employee relations and personnel management. The Zoo, the Information Technology Division, the Recreation Division, Marketing/Events/Promotions and Human Resources also directly report to the City Manager Department. The City Manager makes recommendations to the City Council on program alternatives and ensures that policies/programs adopted by the Council are implemented.

Department Mission Statement: Support the City Council, provide leadership to the organization and legendary service to the community by being accountable, responsive, compassionate and connected.

GOALS AND OBJECTIVES

Implement the goals and programs adopted by the City Council:

- * Economic and Community Vibrancy
- * Fiscal and Infrastructure Efficiency and Sustainability
- * Ensuring Public Safety and Providing Exceptional City Services
- * Quality of Life

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|---|------------------------------------|------------------------------------|--------------------------------------|---------------------------------------|---------------------------------------|---------------------------------------|
| City Manager Operations and Support | \$ 1,022,356 | \$ 1,163,415 | \$ 1,602,630 | \$ 1,370,220 | \$ 2,058,190 | \$ 1,922,640 |
| Human Resources | 127,284 | 149,776 | 173,980 | 174,580 | 198,010 | 284,810 |
| Total | <u>\$ 1,149,640</u> | <u>\$ 1,313,191</u> | <u>\$ 1,776,610</u> | <u>\$ 1,544,800</u> | <u>\$ 2,256,200</u> | <u>\$ 2,207,450</u> |

DEPARTMENT BUDGETS
City Manager

| FUND | FUNCTION | | | | | | CODE |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|------|
| 100 | General Government | | | | | | 201 |
| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> | |
| <u>SUMMARY OF POSITIONS</u> | | | | | | | |
| City Manager | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy City Manager | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Human Resources Manager | - | - | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Personnel Specialist | 1.00 | 1.00 | - | - | - | - | - |
| Recreation Coordinator | - | - | - | - | 0.33 | 0.33 | 0.33 |
| Website/Social Media Technician | - | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 | 0.50 |
| Administrative Assistant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Total | <u>6.00</u> | <u>6.50</u> | <u>6.50</u> | <u>6.50</u> | <u>6.83</u> | <u>6.83</u> | |
| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 ESTIMATED</u> | <u>2024-2025 ESTIMATED</u> | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| City Council Agenda Preparation | 27 | 24 | 28 | 25 | 28 | 28 | 28 |
| Ordinances Processed | 10 | 9 | 10 | 10 | 10 | 10 | 10 |
| Resolutions Processed | 115 | 79 | 70 | 72 | 75 | 70 | 70 |
| Bids Processed | 8 | 4 | 12 | 4 | 12 | 12 | 12 |
| Public Records Requests | 66 | 64 | 50 | 60 | 60 | 60 | 60 |
| Recruitment (Positions) | 24 | 34 | 30 | 31 | 32 | 32 | 32 |
| Labor Negotiations | 4 | - | 4 | - | 4 | - | - |
| New Employee Orientations (FT & PT) | 29 | 47 | 45 | 41 | 45 | 45 | 45 |
| Employee Termination Documents Processed | 36 | 35 | 35 | 45 | 35 | 35 | 35 |
| Health Coverage Changes | 53 | 39 | 30 | 55 | 50 | 50 | 50 |
| FMLA/PDL/CFRA Leave Requests Processed | 12 | 5 | 10 | 6 | 10 | 10 | 10 |
| Workers Compensation Claims Managed | 19 | 28 | 15 | 13 | 15 | 15 | 15 |

DEPARTMENT BUDGETS
City Manager

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | General Government | | | | | 201 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| EMPLOYEE SERVICES | | | | | | | | |
| 5100000 | Salaries | \$ 606,904 | \$ 703,295 | \$ 715,740 | \$ 713,800 | \$ 1,003,690 | \$ 1,032,170 | |
| 5200000 | Wages | 4,230 | 3,923 | 5,570 | 1,840 | 5,530 | 5,950 | |
| 5300000 | Overtime | 1,333 | 4,803 | 11,880 | 1,750 | 1,700 | 1,760 | |
| 5400000 | Other Pay | 15,678 | 7,516 | 6,480 | 14,840 | 179,420 | 4,390 | |
| 5800000 | Benefits, Insurance & Taxes | 360,318 | 390,590 | 566,280 | 411,410 | 472,810 | 483,350 | |
| | Total Employee Services | <u>988,463</u> | <u>1,110,127</u> | <u>1,305,950</u> | <u>1,143,640</u> | <u>1,663,150</u> | <u>1,527,620</u> | |
| OPERATIONS | | | | | | | | |
| 6050000 | Office Expense | 5,385 | 9,480 | 7,830 | 6,640 | 8,130 | 8,270 | |
| 6100000 | Computer Maintenance & Replacement | 69,718 | 68,334 | 80,180 | 80,150 | 86,920 | 88,490 | |
| 6200000 | Insurance | 15,876 | 24,386 | 26,630 | 28,220 | 25,840 | 26,530 | |
| 6250000 | Occupancy | 37,910 | 54,830 | 57,040 | 57,040 | 52,000 | 53,780 | |
| 6350000 | Communications | 2,374 | 1,816 | 2,270 | 1,830 | 1,980 | 2,020 | |
| 6400000 | Operating Supplies | 8,540 | 9,345 | 10,420 | 9,430 | 11,240 | 11,460 | |
| 6450000 | Vehicle & Equipment Operating Costs | 6,000 | 3,636 | 6,600 | 3,960 | 3,970 | 3,980 | |
| 6500000 | Contract Services | 6,872 | 6,946 | 41,670 | 29,400 | 166,330 | 167,660 | |
| 6600000 | Professional Development | 6,679 | 9,276 | 23,510 | 19,830 | 24,470 | 24,790 | |
| 6650000 | Recruitment | 1,215 | 1,684 | 520 | 2,450 | 530 | 540 | |
| 6610000 | Citywide Training | 158 | 100 | 7,280 | 3,000 | 7,560 | 7,700 | |
| 6700000 | Employee Development | 450 | 1,156 | 1,710 | 1,710 | 4,080 | 4,110 | |
| 6990000 | Citywide Contingency | - | - | 100,000 | 100,000 | 100,000 | 100,000 | |
| | Total Operations | <u>161,177</u> | <u>190,989</u> | <u>365,660</u> | <u>343,660</u> | <u>493,050</u> | <u>499,330</u> | |

DEPARTMENT BUDGETS
City Manager

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|--------------------------------------|-------------------------|-------------------------|---------------------------|----------------------------|----------------------------|----------------------------|--|
| 100 | | General Government | | | | | 201 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101011 | Desks | \$ - | \$ 2,075 | \$ - | \$ - | \$ - | \$ - | |
| 7402213 | Grant Assessment and Writing | - | - | 35,000 | 35,000 | - | - | |
| 7702220 | SB 1363 Consulting Services | - | 10,000 | - | 22,500 | - | - | |
| 7xxxxxx | Personnel System Rules Update | - | - | - | - | - | 80,500 | |
| 7805029 | Opportunities Fund | - | - | 70,000 | - | 100,000 | 100,000 | |
| | Total Special Projects and Purchases | - | 12,075 | 105,000 | 57,500 | 100,000 | 180,500 | |
| ACTIVITY TOTAL | | \$ 1,149,640 | \$ 1,313,191 | \$ 1,776,610 | \$ 1,544,800 | \$ 2,256,200 | \$ 2,207,450 | |

DEPARTMENT BUDGETS
City Manager

| FUND 100 | FUNCTION General Government | | CODE 201 | | |
|------------------|-------------------------------------|--|-------------|---------------------|---------------------|
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 1,003,690 | \$ 1,032,170 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 5,530 | 5,950 |
| 5300000 | Overtime | Overtime | Estimated | 1,700 | 1,760 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 179,420 | 4,390 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 472,810 | 483,350 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 8,130 | 8,270 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 86,920 | 88,490 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 25,840 | 26,530 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 52,000 | 53,780 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 1,980 | 2,020 |
| 6400000 | Operating Supplies | Cost of food for events and meetings, employee recognition and service awards | Estimated | 11,240 | 11,460 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle allowance and mileage costs | Agreement | 3,970 | 3,980 |
| 6500000 | Contract Services | Miscellaneous contractual services, including records management and grant notification | Estimated | 166,330 | 167,660 |
| 6600000 | Professional Development | League of California Cities Annual Conference, City Manager meeting, and labor relations; International City/County Management Association; books, memberships, subscriptions and dues | Estimated | 24,470 | 24,790 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges | Estimated | 530 | 540 |

DEPARTMENT BUDGETS
City Manager

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------|---|-----------|------------------|------------------|
| 100 | | General Government | | 201 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6610000 | Citywide Training | Strategic planning and miscellaneous training and videos | Estimated | \$ 7,560 | \$ 7,700 |
| 6700000 | Employee Development | Atascadero Employee Development Advisory Committee activities | Estimated | 4,080 | 4,110 |
| 6990000 | Citywide Contingency | Reserve for unexpected expenditures which arise during the fiscal year | Estimated | 100,000 | 100,000 |
| 7xxxxxx | Personnel System Rules Update | Update of the Personnel System Rules to reflect changes in legislature, expectations, and policies that have occurred since the last update in 2012. | Estimated | - | 80,500 |
| 7805029 | Opportunities Fund | Funding for the City to be able to take swift action when opportunities arise for the City to leverage funds, participate in regional programs or solve priority community problems | Estimated | 100,000 | 100,000 |

DEPARTMENT BUDGETS
Promotions, Marketing and Outreach

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 207 |

DESCRIPTION

The City of Atascadero's Promotions, Marketing and Outreach budget is designed to promote the City's assets, create and promote events that appeal to the local community, attract county residents and encourage visitors who are already here to "stay, spend and enjoy." This budget focuses on supporting local businesses through promotions and events that drive traffic into the City. Growth in retail and restaurant sales will help attract more business to the area, which will foster economic growth. The City's Marketing budget focuses to establish, create and promote both community and signature City events and City sponsored events. In addition, it complements the marketing efforts being done outside the County through the Atascadero Tourism Business Improvement District's (ATBID) Marketing efforts to encourage travel to our area to "sleep, stay, spend".

The City's assets, both private and public, are defined as the Downtown core with historic City Hall, Colony Cinemas, Charles Paddock Zoo, Faces of Freedom Veterans Memorial, Atascadero Lake Park, Pavilion on the Lake, A-Town Skate Park, Chalk Mountain Golf Course along with a variety of outdoor recreation options. These assets complement our key selling points being a value destination, easy access to beaches and neighboring Paso Robles Wine Country, as well as featuring the only Zoo in San Luis Obispo County.

GOALS AND OBJECTIVES

- * Create new events and continue to build and improve on established signature events to attract people to the City.
- * Focus on the Downtown Area with monthly events and promotions that drive traffic to the local stores, restaurants, entertainment and drinking establishments.
- * Create sponsorship programs designed to promote the Charles Paddock Zoo.
- * Continue marketing Atascadero to keep the City top-of-mind as a choice in dining, entertainment, and outdoor recreation.

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Promotional Events | \$ 122,422 | \$ 236,873 | \$ 222,680 | \$ 218,350 | \$ 248,060 | \$ 251,710 |
| Total | <u>\$ 122,422</u> | <u>\$ 236,873</u> | <u>\$ 222,680</u> | <u>\$ 218,350</u> | <u>\$ 248,060</u> | <u>\$ 251,710</u> |

DEPARTMENT BUDGETS
Promotions, Marketing and Outreach

| FUND | | FUNCTION | | | | | CODE |
|---------------------------------|-------------------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | General Government | | | | | 207 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>EMPLOYEE SERVICES</u> | | | | | | | |
| 5200000 | Wages | \$ 476 | \$ 324 | \$ - | \$ 190 | \$ - | \$ - |
| 5800000 | Benefits, Insurance & Taxes | 54 | 28 | - | 10 | - | - |
| | Total Employee Services | 530 | 352 | - | 200 | - | - |
| <u>OPERATIONS</u> | | | | | | | |
| 6050000 | Office Expense | 8,732 | 6,035 | 5,100 | 6,400 | 11,740 | 11,690 |
| 6070000 | Advertising | 49,789 | 81,763 | 82,100 | 57,980 | 50,350 | 51,600 |
| 6100000 | Computer Maintenance & Replacement | 360 | 240 | - | - | 5,400 | 5,490 |
| 6200000 | Insurance | - | - | - | - | 4,700 | 4,820 |
| 6250000 | Occupancy Charges | - | - | - | - | 8,120 | 8,400 |
| 6350000 | Communications | - | - | 500 | 240 | 720 | 780 |
| 6400000 | Operating Supplies | 22,737 | 52,497 | 54,300 | 53,330 | 53,340 | 54,740 |
| 6450000 | Vehicle & Equipment Operating Costs | 411 | 454 | 550 | 670 | 700 | 700 |
| 6500000 | Contract Services | 39,338 | 91,812 | 79,200 | 98,560 | 112,060 | 112,560 |
| 6600000 | Professional Development | 525 | 3,720 | 930 | 970 | 930 | 930 |
| | Total Operations | 121,892 | 236,521 | 222,680 | 218,150 | 248,060 | 251,710 |
| ACTIVITY TOTAL | | \$ 122,422 | \$ 236,873 | \$ 222,680 | \$ 218,350 | \$ 248,060 | \$ 251,710 |

DEPARTMENT BUDGETS
Promotions, Marketing, and Outreach

| FUND | FUNCTION | | CODE | | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | General Government | | 110 | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6050000 | Office Expense | Mailing costs, stationary and office supplies | Estimated | \$ 11,740 | \$ 11,690 |
| 6070000 | Advertising | Cost of Council requested display ads | Estimated | 50,350 | 51,600 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support | Allocated | 5,400 | 5,490 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 4,700 | 4,820 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 8,120 | 8,400 |
| 6350000 | Communications | Telephone service | Estimated | 720 | 780 |
| 6400000 | Operating Supplies | Cost of recognition plaques, City pins, meeting refreshments and other special Council requests | Estimated | 53,340 | 54,740 |
| 6450000 | Vehicle & Equipment Operating Costs | Mileage costs | Estimated | 700 | 700 |
| 6500000 | Contract Services | Grant writing subscription and miscellaneous contractual services, including equipment rentals | Estimated | 112,060 | 112,560 |
| 6600000 | Professional Development | Conferences, memberships and subscriptions | Estimated | 930 | 930 |

DEPARTMENT BUDGETS
Administrative Services

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | General Government | 301 |

DESCRIPTION

The Administrative Services Department is responsible for finance, risk management, grant administration, the affordable housing loan program, and assisting with personnel functions. The department coordinates the development of the annual budget; oversees purchasing, payroll, receipts, vendor payments, and fund management; provides financial reports; invests the City's funds; coordinates claims and lawsuits; coordinates the collection of transient occupancy tax and cannabis tax; manages grants and restricted funding sources; helps to manage employee benefits; and helps to administer personnel policies and regulations including FMLA and accommodations.

GOALS AND OBJECTIVES

- * Continue to monitor City operations, ensuring that expenses remain within budget
- * Facilitate the City's ability to pursue economic development
- * Update and/or implement effective policies to ensure the City's long-term fiscal health
- * Manage and mitigate the City's financial and legal risks
- * Ensure that employees and vendors are paid in an accurate and timely manner
- * Continue to implement the Affordable Housing Loan Program
- * Work diligently alongside the Safety Committee to ensure that the City has the policies and practices in place to provide a safe work environment
- * Provide employees with the assistance they need in managing their employee benefits and personnel needs
- * Deliver great customer service to external and internal customers

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| Financial Administration Services | \$ 1,333,041 | \$ 1,256,770 | \$ 1,411,690 | \$ 1,373,300 | \$ 1,465,890 | \$ 1,532,020 |
| Total | <u>\$ 1,333,041</u> | <u>\$ 1,256,770</u> | <u>\$ 1,411,690</u> | <u>\$ 1,373,300</u> | <u>\$ 1,465,890</u> | <u>\$ 1,532,020</u> |

DEPARTMENT BUDGETS
Administrative Services

| FUND | FUNCTION | | | | | | CODE |
|--|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|--------|
| 100 | General Government | | | | | | 301 |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SUMMARY OF POSITIONS</u> | | | | | | | |
| Administrative Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Administrative Services Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Accounting Specialist | 1.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Finance Technician | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Account Clerk I/II | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 | 7.00 |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 ESTIMATED | 2024-2025 ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Payroll Checks & Direct Deposits Processed | 3,882 | 4,157 | 4,200 | 4,332 | 4,340 | 4,340 | 4,340 |
| Vendor Invoice Lines Processed | 16,184 | 16,958 | 17,600 | 16,795 | 16,900 | 16,900 | 16,900 |
| Purchase Orders Processed | 52 | 50 | 50 | 60 | 55 | 55 | 55 |
| Change Orders Processed | 56 | 40 | 55 | 55 | 55 | 55 | 55 |
| Contracts Reviewed | 30 | 29 | 35 | 35 | 35 | 35 | 35 |
| Business Licenses Issued | 2,570 | 2,749 | 2,550 | 2,980 | 3,150 | 3,300 | 3,300 |
| Transient Occupancy Reports Processed by Third Party Administrator | 336 | 363 | 1,200 | 477 | 500 | 500 | 500 |
| Cannabis Tax Returns Processed | 27 | 25 | 68 | 25 | 25 | 25 | 25 |
| Receipts Processed | 2,255 | 2,644 | 2,420 | 2,650 | 2,700 | 2,750 | 2,750 |
| Agenda Items / Staff Reports | 40 | 37 | 40 | 37 | 37 | 37 | 37 |
| Affordable Housing Loans Issued / Payoffs / Releases / Refinances | 4 | 5 | 10 | 7 | 10 | 12 | 12 |
| Employee Benefit Updates | 205 | 263 | 200 | 280 | 280 | 280 | 280 |
| Employment Verification Requests | 25 | 9 | 20 | 7 | 10 | 10 | 10 |
| SDI Integration Calculations Processed | 7 | 5 | 10 | 4 | 5 | 5 | 5 |

DEPARTMENT BUDGETS
Administrative Services

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | General Government | | | | | 301 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 525,919 | \$ 520,335 | \$ 603,900 | \$ 580,750 | \$ 660,300 | \$ 691,550 | |
| 5300000 | Overtime | 535 | 1,573 | 6,430 | 1,670 | 6,180 | 6,370 | |
| 5400000 | Other Pay | 15,709 | 17,660 | 5,400 | 9,990 | 7,250 | 7,490 | |
| 5800000 | Benefits, Insurance & Taxes | 277,125 | 299,224 | 362,000 | 330,440 | 343,380 | 369,780 | |
| | Total Employee Services | 819,288 | 838,792 | 977,730 | 922,850 | 1,017,110 | 1,075,190 | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 11,573 | 14,661 | 14,740 | 14,740 | 15,760 | 15,490 | |
| 6070000 | Advertising | 158 | 3,037 | 500 | 500 | 520 | 530 | |
| 6100000 | Computer Maintenance & Replacement | 84,856 | 93,424 | 96,840 | 97,110 | 103,360 | 104,900 | |
| 6200000 | Insurance | 18,331 | 25,525 | 27,660 | 27,680 | 24,690 | 25,340 | |
| 6250000 | Occupancy Charges | 54,122 | 75,280 | 78,050 | 77,950 | 81,960 | 84,750 | |
| 6350000 | Communications | 889 | 843 | 1,020 | 1,020 | 1,060 | 1,080 | |
| 6400000 | Operating Supplies | - | 2,372 | 300 | 300 | 310 | 310 | |
| 6450000 | Vehicle & Equipment Operating Costs | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | 3,600 | |
| 6500000 | Contract Services | 161,612 | 182,055 | 175,600 | 196,400 | 204,530 | 208,390 | |
| 6600000 | Professional Development | 612 | 1,115 | 6,650 | 6,650 | 7,590 | 7,240 | |
| 6650000 | Recruitment | - | 2,066 | - | 500 | 400 | 200 | |
| 6990000 | Contingency | - | - | 5,000 | - | 5,000 | 5,000 | |
| | Total Operations | 335,753 | 403,978 | 409,960 | 426,450 | 448,780 | 456,830 | |

DEPARTMENT BUDGETS
Administrative Services

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|---------------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| 100 | | General Government | | | | | 301 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101090 | Office Furniture | \$ - | \$ - | \$ 4,000 | \$ 4,000 | \$ - | \$ - | |
| 7401430 | Cost Allocation Study Update | 14,000 | 14,000 | - | - | - | - | |
| 7401489 | Development Impact Fee Study | 7,000 | - | - | - | - | - | |
| 7702218 | CCCSIF Supplemental Insurance Payment | 157,000 | - | - | - | - | - | |
| | Total Special Projects | <u>178,000</u> | <u>14,000</u> | <u>4,000</u> | <u>4,000</u> | <u>-</u> | <u>-</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8905132 | Credit Card Acceptance Program | - | - | 20,000 | 20,000 | - | - | |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>20,000</u> | <u>20,000</u> | <u>-</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 1,333,041</u> | <u>\$ 1,256,770</u> | <u>\$ 1,411,690</u> | <u>\$ 1,373,300</u> | <u>\$ 1,465,890</u> | <u>\$ 1,532,020</u> | |

DEPARTMENT BUDGETS
Administrative Services

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|------------------------|------------------|------------------|
| 100 | | General Government | | 301 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 660,300 | \$ 691,550 |
| 5300000 | Overtime | Overtime for budget preparation, audit preparation and mid-year report preparation | Estimated | 6,180 | 6,370 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 7,250 | 7,490 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 343,380 | 369,780 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 15,760 | 15,490 |
| 6070000 | Advertising | Required public notice of financial information | Estimated | 520 | 530 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs, Eden Financials software support costs and Business License software support costs | Allocated/ Contract | 103,360 | 104,900 |
| 6200000 | Insurance | Allocated portion of liability coverage and errors and omissions coverage for the City | Allocated/ Contract | 24,690 | 25,340 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 81,960 | 84,750 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 1,060 | 1,080 |
| 6400000 | Operating Supplies | Cost of food for events and meetings | Estimated | 310 | 310 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle allowance and mileage costs | Estimated | 3,600 | 3,600 |
| 6500000 | Contract Services | County services for collection of property taxes (\$130,000 annually), audit services, state mandated costs filing services, sales tax consultant services, state electronic funds transfer charges, banking fees, and other minor services | Estimated | 204,530 | 208,390 |
| 6600000 | Professional Development | CSMFO conference and meetings, League Finance Officers meeting, computer training, payroll update conference, accounting training for staff members, strategic planning, tuition reimbursement and mileage for operations | Estimated | 7,590 | 7,240 |

DEPARTMENT BUDGETS
Administrative Services

| FUND | | FUNCTION | | CODE | |
|---------------|------------------------------|--|-----------|------------------|------------------|
| 100 | | General Government | | 301 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals, and other processing charges. | Estimated | \$ 400 | \$ 200 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Estimated | 5,000 | 5,000 |
| 7401430 | Development Impact Fee Study | Update of the current development impact fee study | Estimated | - | - |

DEPARTMENT BUDGETS
Police

| FUND | FUNCTION | CODE |
|------|---------------|------|
| 100 | Public Safety | 401 |

DESCRIPTION

The Police Department provides a full range of law enforcement services to the community. Core services are two pronged: Patrol services and Criminal Investigation. Other responsibilities include crime prevention, public safety dispatching, code enforcement, traffic safety, public education, animal control, and assistance to crime victims. The Police Department embraces a Community-Oriented Policing and Problem Solving (COPPS) philosophy that promotes partnerships with other City staff and other stakeholders to identify and solve problems that adversely impact the quality of life in the community.

Our Purpose: "Do Good" - and to work toward the greater good of our community even to the detriment of self.

Our Goal: "Be Premier" - we will strive to be the premier law enforcement agency on the Central Coast.

GOALS AND OBJECTIVES

* The Police Department will use the following methods as we endeavor to fulfill our purpose and attain our goal. Professionalism - We will be professional in both appearance and practice; we will treat others with dignity even in their worst moments; we will ensure our reputation amongst the residents of Atascadero and within the law enforcement community. Partnerships - We will develop and foster good relationships; we will work with other law enforcement agencies, other city departments, organizations and individual members of our community to accomplish our objectives. Personal Growth - We are committed to providing appropriate training and instruction to the members of the Atascadero Police Department; we will continue to encourage our members to seek out opportunities for their own growth, including professional and personal training, in order to be good family members and role models within the community.

| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|------------------------------------|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Police Services | \$ 7,841,659 | \$ 9,568,796 | \$ 11,110,580 | \$ 10,718,310 | \$ 11,942,760 | \$ 12,199,680 |
| Total | <u>\$ 7,841,659</u> | <u>\$ 9,568,796</u> | <u>\$ 11,110,580</u> | <u>\$ 10,718,310</u> | <u>\$ 11,942,760</u> | <u>\$ 12,199,680</u> |

DEPARTMENT BUDGETS
Police

| FUND | FUNCTION | | | | | | CODE |
|-------------------------------------|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|-------|
| 100 | Public Safety | | | | | | 401 |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SUMMARY OF POSITIONS</u> | | | | | | | |
| Police Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Commander / Lieutenant | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Sergeant | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 | 5.00 |
| Corporal | 6.00 | 6.00 | 6.00 | 6.00 | 8.00 | 8.00 | 8.00 |
| Police Officer | 15.00 | 20.00 | 20.00 | 20.00 | 18.00 | 18.00 | 18.00 |
| Support Services Supervisor | - | - | - | - | 1.00 | 1.00 | 1.00 |
| Records Lead Technician | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Safety Lead Dispatcher | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Safety Dispatcher | 6.00 | 7.00 | 7.00 | 7.00 | 7.00 | 8.00 | 8.00 |
| Senior Property Evidence Specialist | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Community Services Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Code Enforcement Officer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| | <u>41.00</u> | <u>47.00</u> | <u>47.00</u> | <u>47.00</u> | <u>48.00</u> | <u>49.00</u> | |

DEPARTMENT BUDGETS
Police

| FUND | FUNCTION | | | | | | CODE |
|---|----------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|------|
| 100 | Public Safety | | | | | | 401 |
| | <u>2020-2021</u> ACTUAL | <u>2021-2022</u> ACTUAL | <u>2022-2023</u> BUDGETED | <u>2022-2023</u> ESTIMATED | <u>2023-2024</u> ESTIMATED | <u>2024-2025</u> ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Total Calls for Service | 22,362 | 21,040 | 40,000 | 22,400 | 22,600 | 22,800 | |
| Officer Initiated Contacts | 7,183 | 6,076 | 17,000 | 7,200 | 7,500 | 8,000 | |
| Part One Crimes (Arson, Homicide, Rape, Robbery, Assault, Burglary, Theft) | 644 | 821 | 870 | 850 | 875 | 900 | |
| Traffic Collisions | 262 | 267 | 500 | 275 | 300 | 325 | |
| Alarms | 505 | 629 | 800 | 600 | 650 | 675 | |
| Juvenile Runaways and Contacts | 242 | 424 | 580 | 450 | 500 | 550 | |
| Parking Citations | 15 | 14 | 200 | 50 | 75 | 100 | |
| Traffic Citations | 538 | 307 | 2,100 | 500 | 750 | 850 | |
| Adult Arrests | 1,332 | 980 | 3,100 | 1,000 | 1,200 | 1,400 | |
| Juvenile Arrests | 14 | 14 | 100 | 15 | 25 | 45 | |
| Written/Processed Reports | 4,865 | 4,517 | 8,500 | 4,800 | 5,000 | 5,250 | |

DEPARTMENT BUDGETS
Police

| FUND | | FUNCTION | | | | | CODE |
|--------------------------|-------------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | | | | 401 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| EMPLOYEE SERVICES | | | | | | | |
| 5100000 | Salaries | \$ 3,144,211 | \$ 3,705,611 | \$ 4,363,970 | \$ 4,152,840 | \$ 5,026,900 | \$ 5,328,500 |
| 5200000 | Wages | 16,624 | 23,417 | 27,370 | 34,820 | 26,470 | 29,210 |
| 5300000 | Overtime | 189,332 | 334,022 | 237,710 | 270,980 | 232,400 | 261,630 |
| 5400000 | Other Pay | 300,829 | 252,364 | 247,440 | 299,700 | 247,170 | 264,650 |
| 5800000 | Benefits, Insurance & Taxes | 2,362,854 | 2,754,334 | 3,310,680 | 2,919,030 | 3,557,950 | 3,747,420 |
| | Total Employee Services | 6,013,850 | 7,069,748 | 8,187,170 | 7,677,370 | 9,090,890 | 9,631,410 |
| OPERATIONS | | | | | | | |
| 6050000 | Office Expense | 15,906 | 15,632 | 13,700 | 17,700 | 17,100 | 17,400 |
| 6100000 | Computer Maintenance & Replacement | 416,902 | 483,082 | 491,680 | 629,030 | 651,970 | 662,880 |
| 6200000 | Insurance | 335,817 | 344,576 | 260,910 | 277,120 | 290,470 | 269,360 |
| 6250000 | Occupancy | 48,787 | 66,343 | 58,370 | 64,090 | 61,090 | 63,140 |
| 6300000 | Utilities | 44,183 | 51,995 | 47,140 | 54,500 | 54,500 | 57,100 |
| 6350000 | Communications | 36,804 | 30,487 | 36,850 | 32,950 | 31,450 | 32,450 |
| 6400000 | Operating Supplies | 32,047 | 26,568 | 90,440 | 101,060 | 29,440 | 33,150 |
| 6450000 | Vehicle & Equipment Operating Costs | 291,369 | 470,436 | 477,760 | 490,360 | 577,850 | 589,090 |
| 6500000 | Contract Services | 583,923 | 566,663 | 776,850 | 628,350 | 781,850 | 782,850 |
| 6600000 | Professional Development | 6,247 | 17,503 | 18,780 | 24,000 | 36,700 | 36,700 |
| 6650000 | Recruitment | 13,754 | 38,569 | 11,200 | 14,250 | 13,450 | 14,150 |
| 6990000 | Contingency | - | - | 10,000 | - | 10,000 | 10,000 |
| | Total Operations | 1,825,739 | 2,111,854 | 2,293,680 | 2,333,410 | 2,555,870 | 2,568,270 |

DEPARTMENT BUDGETS
Police

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|---|---------------------|---------------------|----------------------|----------------------|----------------------|----------------------|--|
| 100 | | Public Safety | | | | | 401 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101011 | Desks | \$ - | \$ - | \$ - | \$ 2,100 | \$ - | \$ - | |
| 7101022 | Table & Chairs | 310 | - | - | - | - | - | |
| 7102523 | Scanner | 1,330 | - | - | - | - | - | |
| 7155005 | Blinds & Drapes | 430 | - | - | - | - | - | |
| 7702341 | Contracted Dispatch Services | - | - | - | 75,700 | - | - | |
| | Total Special Projects | <u>2,070</u> | <u>-</u> | <u>-</u> | <u>77,800</u> | <u>-</u> | <u>-</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8102584 | Communications System Upgrade | - | 9,899 | - | - | - | - | |
| 8104503 | Radio Replacement | - | 244,284 | - | - | 57,000 | - | |
| 8xxxxxx | Radio Console Replacement | - | - | - | - | 203,000 | - | |
| 8xxxxxx | 911 Recording System Replacement | - | - | - | - | 36,000 | - | |
| 8102031 | CAD/RMS Software | - | 133,011 | 466,990 | 466,990 | - | - | |
| 9404028 | Cash Contribution to Vehicle and Equipment Maintenance for Repeater & Other Equipment | - | - | 162,740 | 162,740 | - | - | |
| | Total Capital Outlay | <u>-</u> | <u>387,194</u> | <u>629,730</u> | <u>629,730</u> | <u>296,000</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 7,841,659</u> | <u>\$ 9,568,796</u> | <u>\$ 11,110,580</u> | <u>\$ 10,718,310</u> | <u>\$ 11,942,760</u> | <u>\$ 12,199,680</u> | |

DEPARTMENT BUDGETS
Police

| FUND | | FUNCTION | CODE | | |
|---------------|-------------------------------------|--|-----------|------------------|------------------|
| 100 | | Public Safety | 401 | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 5,026,900 | \$ 5,328,500 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 26,470 | 29,210 |
| 5300000 | Overtime | Overtime | Estimated | 232,400 | 261,630 |
| 5400000 | Other Pay | Other pay items such as uniform allowance, leave payoff, standby, etc. | Estimated | 247,170 | 264,650 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 3,557,950 | 3,747,420 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 17,100 | 17,400 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 651,970 | 662,880 |
| 6200000 | Insurance | Allocated portion of liability coverage and property insurance for the police station | Allocated | 290,470 | 269,360 |
| 6250000 | Occupancy | Janitorial services, building repair supplies, electrician and plumbing services | Estimated | 61,090 | 63,140 |
| 6300000 | Utilities | Water, electricity and natural gas | Estimated | 54,500 | 57,100 |
| 6350000 | Communications | Telephone, cell phone, and emergency phone services, wireless connection for mobile data computers, and radio repairs | Estimated | 31,450 | 32,450 |
| 6400000 | Operating Supplies | Uniforms, fingerprint supplies, ammunition, range fees, police gear, flares, emergency supplies, fire extinguishers, batteries, cameras, investigative equipment, traffic diagramming supplies, crime scene investigation supplies | Estimated | 29,440 | 33,150 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle and equipment repair and maintenance costs, gasoline, diesel, oil, vehicle replacement costs and equipment replacement costs | Estimated | 577,850 | 589,090 |

DEPARTMENT BUDGETS
Police

| FUND | | FUNCTION | CODE | | |
|---------------|----------------------------------|--|-----------|------------------|------------------|
| 100 | | Public Safety | 401 | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6500000 | Contract Services | Animal control, Sexual Assault Response Team (SART) costs, booking fees, spay/neuter program, lab fees, bomb task force and CLETS | Estimated | \$ 781,850 | \$ 782,850 |
| 6600000 | Professional Development | Seminars, conferences, memberships, subscriptions, books and other training materials, narcotics surveillance, felony investigations requiring overnight stays | Estimated | 36,700 | 36,700 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges | Estimated | 13,450 | 14,150 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Allocated | 10,000 | 10,000 |
| 8104503 | Radio Replacement | Radios and radio heads for command vehicles, replacement of lost radio during emergency, and voter/repeater for station | Estimated | 57,000 | - |
| 8xxxxxx | Radio Console Replacement | Replacement o Avtec radio console | Estimated | 203,000 | - |
| 8xxxxxx | 911 Recording System Replacement | Replacement of 911 call recorder | Estimated | 36,000 | - |

DEPARTMENT BUDGETS
Police Grants and Programs

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 401.4XXX |

DESCRIPTION

This section includes Police Department Programs that have differing levels of volume from year to year. In order to achieve consistency with the established and ongoing business of the Department in the Police Department section, the activities in this section have been segregated. Included here are the Police Officer Standards and Training (POST) Program, the K-9 Program, Grants, and the Explorer Program.

The Commission on Police Officer Standards and Training (POST) is a State organization that sets standards and provides training opportunities and certifications for police officers. The City's POST Program receives partial reimbursement funding from the Commission on POST for required officer perishable skills trainings and certifications. The funding for this program ultimately comes through the State from penalty assessments on criminal and traffic fines.

The K-9 Program provides supplies and training for one police dog and the dog-handling officer. The purpose of the K-9 Unit is to help locate illegal narcotics and apprehend fleeing felons. The dog is trained and certified in its particular duties of narcotics and tracking. Training for both the K-9 and the handler is ongoing.

Department staff have been successful in securing competitive grants from the U.S. Department of Transportation through the California Office of Traffic Safety (OTS), the National Highway Traffic Safety Administration through OTS, the California Department of Alcoholic Beverage Control (ABC), and the U.S. Department of Justice. The Department can use these grant funds to enhance the safety of the Community through increased enforcement of laws related to driving under the influence (DUI), and through the purchase of equipment, supplies, studies, and training that would not be possible without the grants.

The Explorer Program is based on the national Law Enforcement Career Exploring Program. This program provides educational training programs, career orientation experiences, leadership opportunities, and community service activities for young adults. The primary goals of the program are to help young adults choose a career path within law enforcement and to challenge them to become responsible citizens of their communities and the nation. The program is funded wholly through donations and through fund-raising efforts by the Explorer participants.

GOALS AND OBJECTIVES

- * Enhance traffic safety
- * Improve the quality of equipment
- * Update the use of current technology
- * Continue the operations of the K-9 Program
- * Promote organizational excellence through training
- * Enhance emergency communications infrastructure

DEPARTMENT BUDGETS
Police Grants and Programs

| FUND 100 | FUNCTION Public Safety | | | | | | CODE 401.4XXX |
|--|---------------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|------------------|
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | | |
| POST Training | \$ 16,569 | \$ 32,919 | \$ 34,380 | \$ 24,000 | \$ 34,380 | \$ 34,380 | |
| K-9 Program | 5,845 | 4,297 | 4,120 | 13,300 | 4,120 | 4,120 | |
| 2021 OTS Traffic Enforcement Grant | 10,763 | 2,754 | - | - | - | - | |
| 2021 DUI Enforcement Grant | 8,221 | 4,621 | - | - | - | - | |
| 2022 OTS Traffic Enforcement Grant | - | 10,012 | - | - | - | - | |
| 2022 DUI Enforcement Grant | - | 3,032 | 2,460 | 2,460 | - | - | |
| 2022 OTS Traffic Records Software Improvement Grant | - | - | 46,310 | 46,310 | - | - | |
| Board of State and Community Corrections (BSCC)- Wellness | - | - | 3,000 | 3,000 | 5,000 | 5,000 | |
| Board of State and Community Corrections (BSCC) | 1,842 | 1,659 | 1,000 | 1,000 | 3,000 | 3,000 | |
| | <u>\$ 43,240</u> | <u>\$ 59,294</u> | <u>\$ 91,270</u> | <u>\$ 90,070</u> | <u>\$ 46,500</u> | <u>\$ 46,500</u> | |

DEPARTMENT BUDGETS
Police Grants and Programs

| FUND | | FUNCTION | | CODE | | | |
|---------------------------------|-----------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | 401.4XXX | | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>EMPLOYEE SERVICES</u> | | | | | | | |
| 5300000 | Overtime | \$ 9,339 | \$ 10,174 | \$ 2,250 | \$ 2,250 | \$ - | \$ - |
| 5800000 | Benefits, Insurance & Taxes | 960 | 805 | 210 | 210 | - | - |
| | Total Employee Services | <u>10,299</u> | <u>10,979</u> | <u>2,460</u> | <u>2,460</u> | <u>-</u> | <u>-</u> |
| <u>OPERATIONS</u> | | | | | | | |
| 6050000 | Office Expense | - | - | - | - | - | - |
| 6400000 | Operating Supplies | 3,909 | 2,511 | 2,800 | 2,800 | 3,620 | 3,620 |
| 6500000 | Contract Services | 1,254 | - | 2,320 | 5,000 | 1,500 | 1,500 |
| 6600000 | Professional Development | 20,427 | 36,005 | 37,380 | 33,500 | 41,380 | 41,380 |
| | Total Operations | <u>25,590</u> | <u>38,516</u> | <u>42,500</u> | <u>41,300</u> | <u>46,500</u> | <u>46,500</u> |
| <u>CAPITAL OUTLAY</u> | | | | | | | |
| 8103023 | Radar Trailer | - | 9,799 | - | - | - | - |
| 8102031 | Software | - | - | 46,310 | 46,310 | - | - |
| 8103011 | Vehicle Replacement- Police | 7,351 | - | - | - | - | - |
| | Total Capital Outlay | <u>7,351</u> | <u>9,799</u> | <u>46,310</u> | <u>46,310</u> | <u>-</u> | <u>-</u> |
| ACTIVITY TOTAL | | <u>\$ 43,240</u> | <u>\$ 59,294</u> | <u>\$ 91,270</u> | <u>\$ 90,070</u> | <u>\$ 46,500</u> | <u>\$ 46,500</u> |

DEPARTMENT BUDGETS
Police Grants and Programs

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 401.4XXX |

| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
|---------------|--------------------------|--|-----------|------------------|------------------|
| 6400000 | Operating Supplies | Safety vests, cones, flares, preliminary alcohol screening (PAS) supplies, reflective banners and signs, checkpoint lights, K-9 food and supplies, and uniform patches for Explorers | Estimated | \$ 3,620 | \$ 3,620 |
| 6500000 | Contract Services | Maintenance training and veterinary services for the K-9 | Estimated | 1,500 | 1,500 |
| 6600000 | Professional Development | Seminars, conferences, and other trainings | Estimated | 41,380 | 41,380 |

DEPARTMENT BUDGETS
Fire Department

| FUND | FUNCTION | CODE |
|------|---------------|------|
| 100 | Public Safety | 501 |

DESCRIPTION

The Fire Department provides emergency services to the community. Responsibilities include wildland and structural fire suppression, fire prevention, paramedic emergency medical services and technical rescue. The Department responds to emergencies within the City and neighboring County areas. The Department is responsible for emergency planning and training of all City personnel. The City's natural environment provides unique challenges as the Department works to manage the wildland areas, prepare the community for and protect against wild fire.

Department Mission Statement: Our mission is to provide professional emergency service and exceptional care to our community.

GOALS AND OBJECTIVES

Continue to:

- * Enhance Public Safety
- * Respond safely to 100% of all emergencies with adequate personnel and equipment necessary to provide appropriate service
- * Respond safely to 90% of all emergencies in less than 6 minutes, with second engine due within 10 minutes, 80% of the time
- * Ensure comprehensive safety readiness and risk mitigation
- * Enhance Department Facilities
- * Look for opportunities to enhance partnerships of fire resources in the North County
- * Ensure all equipment is in the highest state of readiness 95% of the time with 100% available backup at all times
- * Continue to enhance both performance based & computer based training

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021</u> ACTUAL | <u>2021-2022</u> ACTUAL | <u>2022-2023</u> BUDGETED | <u>2022-2023</u> ESTIMATED | <u>2023-2024</u> REQUESTED | <u>2024-2025</u> REQUESTED |
|------------------------------------|----------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| Fire Services | \$ 5,351,769 | \$ 5,873,442 | \$ 7,708,780 | \$ 9,970,340 | \$ 8,086,110 | \$ 8,187,720 |
| Total | <u>\$ 5,351,769</u> | <u>\$ 5,873,442</u> | <u>\$ 7,708,780</u> | <u>\$ 9,970,340</u> | <u>\$ 8,086,110</u> | <u>\$ 8,187,720</u> |

DEPARTMENT BUDGETS
Fire Department

| FUND | FUNCTION | | | | | | CODE |
|--|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|------|
| 100 | Public Safety | | | | | | 501 |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SUMMARY OF POSITIONS</u> | | | | | | | |
| Fire Chief | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Battalion Chief | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Fire Captain | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 | 6.00 |
| Fire Engineer | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 | 9.00 |
| Fire Fighter | 3.00 | 3.00 | 3.00 | 3.00 | 4.00 | 4.00 | 4.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | 22.00 | 22.00 | 22.00 | 22.00 | 23.00 | 23.00 | |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 ESTIMATED | 2024-2025 ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Engine Company Inspections (Schools, Hotels, Motels, Care Facilities) | 27 | 40 | 200 | 40 | 40 | 40 | |
| Plan Reviews (hours, residential & commercial) | 79 | 13 | 250 | 150 | 160 | 160 | |
| Fire Marshal Inspections | | | | | | | |
| Mandatory Apartment Inspections | 71 | 143 | 250 | 177 | 177 | 177 | |
| Sprinkler Systems, Fire Alarms | 145 | 348 | - | 350 | 350 | 350 | |
| Wildfire Consultations | - | 70 | - | 100 | 100 | 100 | |
| Chipping (residences) | 130 | 130 | - | 150 | 150 | 150 | |
| Public Education Programs (students contacted) | 1,305 | 1,305 | 2,400 | 1,305 | 1,305 | 1,305 | |
| Training Hours Completed | 4,425 | 4,348 | 5,500 | 4,200 | 4,000 | 4,000 | |
| Average per person | 246 | 242 | - | 240 | 240 | 240 | |
| Investigations | - | - | 50 | - | - | - | |
| Juvenile Firesetter Counseling (encounters) | - | - | 5 | - | - | - | |

DEPARTMENT BUDGETS
Fire Department

| FUND | | | | | | | CODE |
|--|------------------|------------------|------------------|------------------|------------------|------------------|------|
| 100 | Public Safety | | | | | | 501 |
| <u>PERFORMANCE/WORKLOAD MEASURES (continued)</u> | | | | | | | |
| | <u>2020-2021</u> | <u>2021-2022</u> | <u>2022-2023</u> | <u>2022-2023</u> | <u>2023-2024</u> | <u>2024-2025</u> | |
| | ACTUAL | ACTUAL | BUDGETED | ESTIMATED | ESTIMATED | ESTIMATED | |
| Emergency Calls | 3,544 | 3,495 | 3,950 | 3,565 | 3,675 | 3,730 | |
| Fires | 90 | 105 | - | 115 | 120 | 120 | |
| EMS and Rescue | 2,303 | 2,280 | - | 2,300 | 2,350 | 2,400 | |
| Hazardous Condition/Materials | 77 | 71 | - | 75 | 80 | 85 | |
| Service and Assist | 558 | 523 | - | 550 | 575 | 575 | |
| False Alarm and Other | 516 | 516 | - | 525 | 550 | 550 | |

DEPARTMENT BUDGETS
 Fire Department

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------|-------------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Public Safety | | | | | 501 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| EMPLOYEE SERVICES | | | | | | | | |
| 5100000 | Salaries | \$ 1,942,899 | \$ 2,230,912 | \$ 2,341,880 | \$ 2,397,450 | \$ 2,673,470 | \$ 2,768,180 | |
| 5200000 | Wages | 114,133 | 119,793 | 114,880 | 111,280 | 113,130 | 122,670 | |
| 5300000 | Overtime | 372,349 | 394,002 | 347,700 | 336,770 | 354,920 | 365,560 | |
| 5400000 | Other Pay | 146,692 | 46,406 | 46,480 | 57,620 | 49,890 | 50,490 | |
| 5800000 | Benefits, Insurance & Taxes | 1,402,755 | 1,650,363 | 1,855,190 | 1,741,270 | 1,949,970 | 2,016,360 | |
| | Total Employee Services | 3,978,828 | 4,441,476 | 4,706,130 | 4,644,390 | 5,141,380 | 5,323,260 | |
| OPERATIONS | | | | | | | | |
| 6050000 | Office Expense | 2,971 | 4,019 | 3,750 | 3,750 | 3,750 | 3,750 | |
| 6070000 | Advertising | 488 | - | - | - | - | - | |
| 6100000 | Computer Maintenance & Replacement | 198,653 | 227,008 | 247,500 | 239,640 | 274,320 | 274,280 | |
| 6200000 | Insurance | 85,555 | 116,919 | 127,920 | 132,810 | 125,440 | 129,870 | |
| 6250000 | Occupancy | 29,625 | 77,964 | 84,570 | 84,220 | 87,310 | 89,570 | |
| 6300000 | Utilities | 26,062 | 30,264 | 24,500 | 30,600 | 33,500 | 33,500 | |
| 6350000 | Communications | 15,209 | 14,334 | 16,650 | 14,700 | 11,600 | 11,600 | |
| 6400000 | Operating Supplies | 47,250 | 66,010 | 62,950 | 65,470 | 74,400 | 76,700 | |
| 6450000 | Vehicle & Equipment Operating Costs | 148,688 | 522,470 | 504,250 | 515,040 | 662,560 | 665,560 | |
| 6500000 | Contract Services | 11,026 | 22,860 | 21,550 | 14,750 | 41,280 | 41,780 | |
| 6600000 | Professional Development | 23,632 | 28,455 | 23,450 | 23,440 | 23,450 | 24,350 | |
| 6650000 | Recruitment | 16,808 | 730 | 3,500 | 3,500 | 3,500 | 3,500 | |
| 6990000 | Contingency | - | - | 10,000 | 10,000 | 10,000 | 10,000 | |
| | Total Operations | 605,967 | 1,111,033 | 1,130,590 | 1,137,920 | 1,351,110 | 1,364,460 | |

DEPARTMENT BUDGETS
Fire Department

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|---|------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Public Safety | | | | | 501 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101023 | Cabinets | \$ - | \$ 199 | \$ - | \$ - | \$ - | \$ - | |
| 7101535 | Washing Machine | 803 | 585 | - | - | - | - | |
| 7101536 | Dishwasher | 378 | - | - | - | - | - | |
| 7104524 | Modems for Heart Monitors | 4,840 | - | - | - | - | - | |
| 7104503 | Radio Replacement | 61,966 | - | - | - | - | - | |
| 7104502 | Wildland Chain Saws | - | 2,688 | - | - | - | - | |
| 7109003 | Ice Machine | 3,355 | 489 | - | - | - | - | |
| 7155034 | Roofing Project- Station #2 | - | 3,875 | - | - | - | - | |
| 7155056 | Water Heater | 690 | - | - | - | - | - | |
| 7402036 | Comprehensive Evacuation and Communications Plan | 49,932 | 9,301 | 13,220 | - | 13,220 | - | |
| 7402251 | EMS System Valuation Study | - | 3,022 | - | - | - | - | |
| 7104507 | Wildland Protective Gear | - | - | 18,900 | 18,900 | - | - | |
| | Total Special Projects | 121,964 | 20,159 | 32,120 | 18,900 | 13,220 | - | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8104503 | Radio Replacement | - | 236,416 | - | - | 6,000 | - | |
| 8103011 | Replacement Vehicle | - | 59,888 | - | - | - | - | |
| 8902204 | Fire Station #1 Rebuild | - | - | 1,500,000 | 3,500,000 | 1,500,000 | 1,500,000 | |
| 8102583 | Radio Repeater Replacement | - | - | 180,000 | 180,000 | - | - | |
| 9404028 | Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves | 645,010 | 4,470 | 159,940 | 159,940 | - | - | |

DEPARTMENT BUDGETS
Fire Department

| FUND | | FUNCTION | | CODE | | | |
|--|--|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | 501 | | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>CAPITAL OUTLAY (continued)</u> | | | | | | | |
| 9404028 | Contribution to Vehicle and Equipment Replacement Fund for Turnouts | \$ - | \$ - | \$ - | \$ - | \$ 74,400 | \$ - |
| 9404028 | Contribution to Vehicle and Equipment Replacement Fund for Type 1 Engine Replacement | - | - | - | 329,190 | - | - |
| | Total Capital Outlay | <u>645,010</u> | <u>300,774</u> | <u>1,839,940</u> | <u>4,169,130</u> | <u>1,580,400</u> | <u>1,500,000</u> |
| ACTIVITY TOTAL | | <u>\$ 5,351,769</u> | <u>\$ 5,873,442</u> | <u>\$ 7,708,780</u> | <u>\$ 9,970,340</u> | <u>\$ 8,086,110</u> | <u>\$ 8,187,720</u> |

DEPARTMENT BUDGETS
Fire Department

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|------------------------|------------------|------------------|
| 100 | | Public Safety | | 501 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 2,673,470 | \$ 2,768,180 |
| 5200000 | Wages | Wages for Reserve/Seasonal (non-benefited) staff | Estimated | 113,130 | 122,670 |
| 5300000 | Overtime | Overtime costs | Estimated | 354,920 | 365,560 |
| 5400000 | Other Pay | Other pay items such as leave payoff, Paramedic and Hazardous Materials pay | Estimated | 49,890 | 50,490 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 1,949,970 | 2,016,360 |
| 6050000 | Office Expense | Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment | Estimated | 3,750 | 3,750 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 274,320 | 274,280 |
| 6200000 | Insurance | Allocated portion of liability insurance, and property and vehicle coverage | Allocated | 125,440 | 129,870 |
| 6250000 | Occupancy | Cleaning and custodial supplies, lumber, plumbing, electrical, other building materials, minor repair costs, linen service, grounds maintenance, supply costs, and janitorial services | Contract/ Estimated | 87,310 | 89,570 |
| 6300000 | Utilities | Electricity, water, and natural gas for the two fire stations | Estimated | 33,500 | 33,500 |
| 6350000 | Communications | Telephones and fax, pager service, and radio repairs | Estimated | 11,600 | 11,600 |
| 6400000 | Operating Supplies | Uniforms, personal protective equipment, fire gear, medical supplies, fire suppression supplies, tools, and other fire operating supplies | Estimated | 74,400 | 76,700 |
| 6450000 | Vehicle & Equipment Operating Costs | Parts, repairs, and maintenance of vehicles, engine and truck equipment, breathing apparatus, generators, and air machines, including gas, oil, vehicle replacement costs and equipment replacement costs | Estimated | 662,560 | 665,560 |

DEPARTMENT BUDGETS
Fire Department

| FUND | FUNCTION | CODE |
|------|---------------|------|
| 100 | Public Safety | 501 |

| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
|---------------|---|--|-----------|------------------|------------------|
| 6500000 | Contract Services | Breathing equipment maintenance, physician services, ladder testing, and other minor contract services | Estimated | \$ 41,280 | \$ 41,780 |
| 6600000 | Professional Development | Continuing education, maintenance of required certifications, books, dues, subscriptions, and conferences such as League of California Cities, California Fire Chiefs' Administrative Fire Services Workshop, Fire Instructors Workshop, Training Officer Symposium and California Conference of Arson Investigators | Estimated | 23,450 | 24,350 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges such as respiratory screening and fingerprinting | Estimated | 3,500 | 3,500 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Estimated | 10,000 | 10,000 |
| 7402036 | Comprehensive Evacuation and Communications Plan | Hire an outside consultant to assist the City in preparing a comprehensive evacuation and communication plan | Estimated | 13,220 | - |
| 8104503 | Radio Replacement | Replacement of department hand held radios | Estimated | 6,000 | - |
| 8902204 | Fire Station #1 Rebuild | Costs related to the planning, preparation, design, financing and rebuilding of Fire Station #1 | Estimated | 1,500,000 | 1,500,000 |
| 9404028 | Contribution to Vehicle and Equipment Replacement Fund for Turnouts | One-time contribution to equipment replacement for structural personal protective equipment (turnout pants and jackets, boots, gloves and shroud) | Estimated | 74,400 | - |

DEPARTMENT BUDGETS
Fire Grants and Programs

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 501.5XXX |

DESCRIPTION

This section includes Fire Department Programs that have differing levels of volume from year to year. In order to achieve consistency with the established and ongoing business of the Department in the Fire Department section, the activities in this section have been segregated. Included here are the Chipping Program, Emergency Management, Grants, Donations, Fire Classes, and Contract Services for the Weed Abatement Program.

The Chipping Program provides an economical way for citizens with large land parcels to dispose of brush & trees in an environmentally friendly manner. This program is grant supported and will end if funds are lost.

Department staff have been successful in securing competitive grants from the Office of Traffic Safety, the Assistance to Firefighters' Grant Program, and the Office of Homeland Security. The Department can use these grant funds to enhance the safety of the Community and fire personnel through the purchase of equipment, supplies, studies, and training that would not be possible without the grants.

The Donation Program is an important part of Community involvement. Donations provide an avenue for the purchase of equipment when City funds or grants are not available.

The Fire Classes Program raises revenues and reduces training costs. The City receives revenues based on the number of attending students, and can also train City Fire personnel locally, reducing travel expenses.

The costs of the Weed Abatement Program are split between this section and the Fire Department section. This section contains the costs for Weed Abatement Contract Services. This is the amount the City pays to a contractor to abate weeds on non-compliant lots. The City then bills the property owner for the related costs. The Contract Services cost varies from year to year based on the number of non-compliant lots. The costs that are combined in the Fire Department section of the budget (staffing, supplies, overhead, etc.) are consistent year to year, regardless of the level of lots needing cutting.

The Department of Homeland Security (DHS) Federal Emergency Management Agency (FEMA) is responsible for the implementation and administration of the Staffing for Adequate Fire and Emergency Response (SAFER) Grants. SAFER is a competitive, discretionary grant program. It provides financial assistance to help fire departments hire new firefighters. The goal is to help departments improve staffing levels to ensure they have adequate personnel to respond and safely perform at incident scenes, providing protection from fire and fire-related hazards in their communities. This grant program provides three-year grants to assist fire departments by paying the salaries and benefits of the SAFER-funded positions. The grant covers a portion of the cost of salaries, taxes and benefits for one additional firefighter for a period of three years.

DEPARTMENT BUDGETS
 Fire Grants and Programs

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 501.5XXX |

GOALS AND OBJECTIVES

- * Better prepare the City and staff for emergencies
- * Improve personnel safety through replacement of personal protective clothing
- * Improve emergency radio communications
- * Improve the Emergency Operations Center

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2024-2024 REQUESTED | 2024-2025 REQUESTED |
|--|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| SUMMARY OF SERVICE PROGRAMS | | | | | | |
| Weed Abatement Contract | \$ 72,425 | \$ 101,307 | \$ 74,180 | \$ 75,300 | \$ 75,660 | \$ 77,170 |
| Donations | 4,876 | 123 | - | - | - | - |
| 2021 Fire Safe Council Grant | 30,117 | 139 | - | - | - | - |
| 2022 Fire Safe Council Grant | - | 30,632 | - | 30,150 | 30,000 | 30,000 |
| 2022 Fire Safe Council Wildfire Consultation Grant | - | 7,261 | - | 1,500 | 1,500 | 1,500 |
| NPP Grant | 5,500 | - | - | - | - | - |
| 2019 SAFER Grant | 111,997 | 35,609 | - | - | - | - |
| 2020 Assistance to Firefighters COVID-19 Grant | 10,873 | 7,340 | - | - | - | - |
| 2022 OTS Extrication Equipment Grant | - | 82,000 | - | - | - | - |
| Total | <u>\$ 235,788</u> | <u>\$ 264,411</u> | <u>\$ 74,180</u> | <u>\$ 106,950</u> | <u>\$ 107,160</u> | <u>\$ 108,670</u> |
| SUMMARY OF POSITIONS | | | | | | |
| Fire Fighter - SAFER Grant | <u>1.00</u> | <u>1.00</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |
| Total | <u>1.00</u> | <u>1.00</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> |

DEPARTMENT BUDGETS
 Fire Grants and Programs

| FUND | FUNCTION | | | | | | CODE |
|--|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|-----------|
| 100 | Public Safety | | | | | | 501.5XXX |
| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2024-2024 ESTIMATED | 2024-2025 ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Weed Abatement | | | | | | | |
| Properties evaluated | 11,146 | 11,149 | 11,186 | 11,149 | 11,149 | 11,149 | 11,149 |
| Property owners advised | 2,825 | 3,093 | 4,500 | 3,100 | 3,000 | 3,000 | 3,000 |
| Lots abated through contract | 53 | 39 | 20 | 30 | 30 | 30 | 30 |
| Grants applied for: | | | | | | | |
| Assistance to Firefighters' Grant (Vehicle) | \$ 550,000 | \$ 600,000 | \$ - | \$ - | \$ 750,000 | \$ - | \$ - |
| San Luis Obispo County Fire Safe Council (Chipping) | \$ 30,117 | \$ 30,632 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 | \$ 30,000 |
| San Luis Obispo County Fire Safe Council (Consultation Program) | \$ - | \$ 7,261 | \$ - | \$ 20,000 | \$ 20,000 | \$ 20,000 | \$ 20,000 |
| Assistance to Firefighters Grant (Fire Prevention) | \$ 147,948 | \$ 35,000 | \$ - | \$ - | \$ 50,000 | \$ 50,000 | \$ 50,000 |
| Office of Traffic Safety (Vehicle Extrication) | | \$ 82,000 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Assistance to Firefighters Grant (COVID PPE) | \$ 10,873 | \$ 7,340 | \$ - | \$ - | \$ - | \$ - | \$ - |
| Staffing for Adequate Fire and Emergency Response (SAFER) | \$ 297,385 | \$ 411,840 | \$ - | \$ 427,830 | \$ - | \$ - | \$ - |

DEPARTMENT BUDGETS
 Fire Grants and Programs

| FUND | | FUNCTION | | CODE | | | |
|--------------------------|------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | 501.5XXX | | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 PROJECTED | 2024-2025 PROJECTED |
| EMPLOYEE SERVICES | | | | | | | |
| 5100000 | Salaries | \$ 67,711 | \$ 23,203 | \$ - | \$ - | \$ - | \$ - |
| 5200000 | Wages | - | 75 | - | - | - | - |
| 5300000 | Overtime | 11,703 | 9,246 | - | 120 | - | - |
| 5400000 | Other Pay | 2,745 | - | - | 30 | - | - |
| 5800000 | Benefits, Insurance & Taxes | 30,474 | 10,080 | - | - | - | - |
| | Total Employee Services | 112,633 | 42,604 | - | 150 | - | - |
| OPERATIONS | | | | | | | |
| 6050000 | Office Expense | 1,952 | 3,353 | 900 | 3,800 | 3,800 | 3,800 |
| 6070000 | Advertising | - | - | 400 | - | - | - |
| 6400000 | Operating Supplies | - | 175 | - | - | - | - |
| 6500000 | Contract Services | 99,955 | 128,939 | 72,880 | 103,000 | 103,360 | 104,870 |
| | Total Operations | 101,907 | 132,467 | 74,180 | 106,800 | 107,160 | 108,670 |
| SPECIAL PROJECTS | | | | | | | |
| 7702016 | COVID-19 Protective Measures | 10,872 | 7,340 | - | - | - | - |
| 7104503 | Radio Equipment | 5,500 | - | - | - | - | - |
| | Total Special Projects | 16,372 | 7,340 | - | - | - | - |
| CAPITAL OUTLAY | | | | | | | |
| 8104532 | Extrication Equipment | - | 82,000 | - | - | - | - |
| 8104555 | EMS Training Equipment | 4,876 | - | - | - | - | - |
| | Total Capital Outlay | 4,876 | 82,000 | - | - | - | - |

DEPARTMENT BUDGETS
Fire Grants and Programs

| FUND | | FUNCTION | | | | | CODE |
|----------------|------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | | | | 501.5XXX |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 PROJECTED | 2024-2025 PROJECTED |
| ACTIVITY TOTAL | | \$ 235,788 | \$ 264,411 | \$ 74,180 | \$ 106,950 | \$ 107,160 | \$ 108,670 |

DEPARTMENT BUDGETS
Fire Grants and Programs

| FUND | | FUNCTION | | CODE | |
|---------------|------------------------|--|-----------|------------------|------------------|
| 100 | | Public Safety | | 501.5XXX | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6050000 | Office Expense | Postage, printing, copies, office supplies, toner, office equipment maintenance and small office equipment | Estimated | \$ 3,800 | \$ 3,800 |
| 6500000 | Contract Services | Weed abatement services | Estimated | 103,360 | 104,870 |

DEPARTMENT BUDGETS
Mutual Aid Program

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 501.5030 |

DESCRIPTION

The Mutual Aid Program was established to further develop Public Safety employees who respond to and mitigate the wide array of natural and man-made disasters that are prone to exist in the local community and throughout California. This program has enabled on-the-job experience to coincide with disaster training and education to respond to large scale, multi-agency disasters where a large resource commitment is required and a variety of incident management positions are necessary to effectively and efficiently mitigate the emergency response and recovery efforts. These opportunities and experiences have qualified a large number of employees in the different disciplines of emergency management and have provided enhanced capabilities to engine companies. This program has been revenue positive through mutual aid reimbursements established under the California Fire Assistance Agreement (CFAA) and U.S. Forest Service (USFS) Los Padres Cooperative Agreements.

The extent of mutual aid activity varies with the severity of the fire season and state-wide needs. The Fire Department responds to approximately 20 to 35 reimbursable assignments per year.

GOALS AND OBJECTIVES

- * Enhance the Fire Department's abilities to respond to and manage large scale disasters and emergencies
- * Be an active participant in the California Mutual Aid System through the California Fire Assistance Agreement (CFAA)
- * Be an active participant in the USFS Cooperative Agreement with the Los Padres National Forest
- * Fulfill trainee opportunities and experiences that qualify individuals through the California Incident Command Certification System
- * Operate a revenue positive program that contributes to the General Fund
- * Foster relationships with allied agencies that are mutually advantageous in the interest of life, environment and property
- * Practice fiscal responsibility and efficient budgetary measures
- * Maintain adequate staffing levels to appropriately respond to all emergencies and be an integral part of the mutual aid system
- * Provide opportunities for personnel to obtain the required hours of mandated training per year
- * Maintain apparatus and equipment in a state of readiness with adequate back up units
- * Monitor auto aid and mutual aid contracts with neighboring cities and counties
- * Support the Type III XSL SLO County Incident Management Team and the Type II Central Coast Interagency Incident Management Team

DEPARTMENT BUDGETS
Mutual Aid Program

| FUND 100 | FUNCTION Public Safety | | | | | | CODE 501.5030 |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|------------------|
| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> | |
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | | |
| Mutual Aid | \$ 825,909 | \$ 402,400 | \$ 162,440 | \$ 262,520 | \$ 163,020 | \$ 167,680 | |
| Total | <u>\$ 825,909</u> | <u>\$ 402,400</u> | <u>\$ 162,440</u> | <u>\$ 262,520</u> | <u>\$ 163,020</u> | <u>\$ 167,680</u> | |
| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 ESTIMATED</u> | <u>2024-2025 ESTIMATED</u> | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Revenues generated by: | | | | | | | |
| Personnel reimbursements | \$ 840,105 | \$ 322,419 | \$ 165,000 | \$ 240,000 | \$ 300,000 | \$ 300,000 | |
| Expense reimbursements | 13,738 | 18,432 | 5,000 | 25,000 | 15,000 | 15,000 | |
| Equipment rental | 331,515 | 244,959 | 48,650 | 47,000 | 50,000 | 60,000 | |
| Administrative reimbursements | 217,485 | 106,969 | 31,350 | 51,000 | 50,000 | 60,000 | |
| Total revenues generated | <u>\$ 1,402,843</u> | <u>\$ 692,779</u> | <u>\$ 250,000</u> | <u>\$ 363,000</u> | <u>\$ 415,000</u> | <u>\$ 435,000</u> | |
| Number of Mutual Aid incident responses | 44 | 14 | 25 | 25 | 25 | 30 | |

DEPARTMENT BUDGETS
Mutual Aid Program

| FUND | | FUNCTION | | CODE | | | |
|---------------------------------|-------------------------------------|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Safety | | 501.5030 | | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>EMPLOYEE SERVICES</u> | | | | | | | |
| 5200000 | Wages | \$ 1,254 | \$ 362 | \$ 12,800 | \$ - | \$ 13,440 | \$ 13,840 |
| 5300000 | Overtime | 715,087 | 346,672 | 118,240 | 229,150 | 117,670 | 121,200 |
| 5800000 | Benefits, Insurance & Taxes | 59,139 | 38,400 | 11,200 | 17,120 | 11,410 | 12,140 |
| | Total Employee Services | <u>775,480</u> | <u>385,434</u> | <u>142,240</u> | <u>246,270</u> | <u>142,520</u> | <u>147,180</u> |
| <u>OPERATIONS</u> | | | | | | | |
| 6400000 | Operating Supplies | 44,283 | 16,966 | 15,000 | 14,750 | 15,000 | 15,000 |
| 6450000 | Vehicle & Equipment Operating Costs | 5,246 | - | 5,200 | 1,500 | 5,500 | 5,500 |
| 6500000 | Contract Services | 900 | - | - | - | - | - |
| | Total Operations | <u>50,429</u> | <u>16,966</u> | <u>20,200</u> | <u>16,250</u> | <u>20,500</u> | <u>20,500</u> |
| ACTIVITY TOTAL | | <u>\$ 825,909</u> | <u>\$ 402,400</u> | <u>\$ 162,440</u> | <u>\$ 262,520</u> | <u>\$ 163,020</u> | <u>\$ 167,680</u> |

DEPARTMENT BUDGETS
Mutual Aid Program

| FUND | FUNCTION | CODE |
|------|---------------|----------|
| 100 | Public Safety | 501.5030 |

| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 5200000 | Wages | Wages for reserve/seasonal (non-benefited) staff | Estimated | \$ 13,440 | \$ 13,840 |
| 5300000 | Overtime | Overtime costs | Estimated | 117,670 | 121,200 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 11,410 | 12,140 |
| 6400000 | Operating Supplies | Travel costs and other fire operating supplies | Estimated | 15,000 | 15,000 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle repair | Estimated | 5,500 | 5,500 |

DEPARTMENT BUDGETS
Community Development

| FUND | FUNCTION | CODE |
|------|-----------------------|------|
| 100 | Community Development | 601 |

DESCRIPTION

The Community Development Department is responsible for managing the City's Central Reception services and reviewing all construction permits and planning projects in the City. The department maintains, amends and administers the City's General Plan, zoning ordinance, building code, native tree ordinance and CEQA environmental regulations. The department provides three main functions: Planning Services, Building Services, and Permit Center/Customer Service. Planning Services develops and implements long range plans and standards to ensure logical growth while preserving Atascadero's "quality of life" environment. Planning Services also reviews current development projects for consistency with City codes and policies and while performing outreach and public hearings on a variety of projects. Building Services provides plan check and construction inspection services to implement the State's building and fire code and to protect the public's health and safety. The department also staffs the one-stop Permit Center and provides customer service for all development, business license, and environmental related issues with an emphasis on customer service and efficiency. The Community Development Department provides technical analysis and recommendations to the Design Review Committee, Planning Commission and City Council on all land use issues upon which they must act.

Department Mission Statement: Dedicated to Atascadero's character and safety by helping people plan and build quality projects.

GOALS AND OBJECTIVES

- * Amend the Del Rio Specific Plan to allow development to proceed in the wake of emerging land use trends and the reduction of large retail uses
- * Focus on placemaking as a tool to stimulate economic development
- * Facilitate completion and successful occupancy of the La Plaza project
- * Proceed with the Downtown Enhancement Plan as a catalyst for economic development and placemaking
- * Complete the El Camino Plan and Market Analysis as a precursor to a Citywide General Plan update
- * Continue to utilize code enforcement to facilitate the occupancy of vacant buildings and sites and to ensure a quality aesthetic of commercial and residential land
- * Continue to help facilitate development of vacant lots in Colony Square
- * Pursue quality in the development and redevelopment of commercial and residential properties
- * Actively pursue and prioritize commercial development over residential development to foster the City's balance of housing to jobs while increasing revenue
- * Strive for excellence in customer service both to public and private organizations, special interest groups, and individual citizens
- * Continue to work with business owners to improve commercial signage
- * Pursue the Citywide General Plan Update
- * Seek grants to provide funding for Housing and General Plan updates

DEPARTMENT BUDGETS
 Community Development

| FUND | FUNCTION | CODE |
|------|-----------------------|------|
| 100 | Community Development | 601 |

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
|---|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Community and Economic Development | \$ 1,798,856 | \$ 2,228,670 | \$ 3,368,140 | \$ 2,622,680 | \$ 2,997,020 | \$ 2,362,590 |
| Total | \$ 1,798,856 | \$ 2,228,670 | \$ 3,368,140 | \$ 2,622,680 | \$ 2,997,020 | \$ 2,362,590 |

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
|--|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Director of Community Development | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Director of Community Development | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Associate Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Assistant Planner | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Building Inspector | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Inspector II | 1.00 | 1.00 | - | - | - | - |
| Inspector I | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Permit Technician | - | - | 1.75 | 1.75 | 1.75 | 1.75 |
| Administrative Support Assistant | 1.75 | 1.75 | - | - | - | - |
| Total | 10.75 | 10.75 | 10.75 | 10.75 | 10.75 | 10.75 |

DEPARTMENT BUDGETS
Community Development

| FUND | FUNCTION | CODE |
|------|-----------------------|------|
| 100 | Community Development | 601 |

| | <u>2020-2021</u> ACTUAL | <u>2021-2022</u> ACTUAL | <u>2022-2023</u> BUDGETED | <u>2022-2023</u> ESTIMATED | <u>2023-2024</u> ESTIMATED | <u>2024-2025</u> ESTIMATED |
|---|----------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | |
| Precise Plans | - | 2 | - | 8 | 10 | 7 |
| Specific Plan | 1 | - | 1 | 1 | 1 | 1 |
| Conditional Use Permits | 8 | 10 | 23 | 12 | 15 | 20 |
| Zone Changes | 4 | 4 | 6 | 4 | 5 | 10 |
| Administrative Use Permits | 6 | 8 | 5 | 11 | 12 | 15 |
| General Plan Amendments | 1 | 6 | 2 | 3 | 2 | 2 |
| Lot Line Adjustments | - | 4 | 5 | 8 | 8 | 10 |
| Parcel Maps | - | 4 | 10 | 4 | 5 | 6 |
| Tract Maps | 1 | 1 | 4 | 4 | 4 | 4 |
| Final Maps | - | 4 | 6 | 7 | 8 | 8 |
| Certificates of Compliance | - | 5 | 4 | 8 | 7 | 8 |
| ABC License findings | - | - | 3 | 3 | 4 | 6 |
| Appeals | 2 | - | - | 1 | 2 | 2 |
| Major Tree Removals (Planning Commission) | - | 7 | - | 1 | 1 | 1 |
| Road Abandonments | - | - | 2 | 2 | 2 | 2 |
| Staff Reports | 79 | 68 | 100 | 120 | 100 | 100 |
| Public Records Requests | 37 | 42 | 30 | 35 | 25 | 35 |
| Property Information Requests | 354 | 258 | 300 | 300 | 300 | 300 |
| Permit Center Customers | 1,342 | 2,023 | 2,500 | 3,000 | 3,200 | 3,200 |
| Tree Protection Plans / Inspections | 49 | 30 | 40 | 26 | 30 | 28 |

DEPARTMENT BUDGETS
Community Development

| FUND | FUNCTION | | | | | CODE |
|---|----------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|
| 100 | Community Development | | | | | 601 |
| | <u>2020-2021</u> ACTUAL | <u>2021-2022</u> ACTUAL | <u>2022-2023</u> BUDGETED | <u>2022-2023</u> ESTIMATED | <u>2023-2024</u> ESTIMATED | <u>2024-2025</u> ESTIMATED |
| <u>PERFORMANCE/WORKLOAD MEASURES (continued)</u> | | | | | | |
| Grant Applications | 1 | 2 | 4 | 4 | 4 | 4 |
| Design Review Committee Meetings | 12 | 10 | 20 | 14 | 20 | 20 |
| Community Presentations/workshops | 2 | - | 35 | 45 | 40 | 35 |
| Economic Development Pursuit Activities | 12 | 32 | 35 | 48 | 35 | 35 |
| Building Permit Plan Checks (Planning) | 343 | 331 | 520 | 450 | 525 | 520 |
| Building Permit Plan Checks (Building) | 816 | 963 | 1,400 | 1,600 | 1,400 | 1,400 |
| DRC Appearance Review (COM / IND / MFR) | 15 | 13 | 30 | 14 | 20 | 20 |
| Code Enforcement Support | 35 | 123 | 35 | 57 | 60 | 60 |
| Business License Review / Zoning Clearance | 143 | 182 | 200 | 285 | 300 | 300 |
| Home Occupation Permit Review | 129 | 137 | 150 | 150 | 150 | 150 |
| Affordable Housing Agreements | 3 | 2 | 4 | 6 | 4 | 4 |
| CFD Assessment Districts | 3 | 1 | 4 | 6 | 4 | 4 |
| Permits Applied-Single Family Residence | 83 | 112 | 35 | 115 | 110 | 100 |
| Permits Applied-Multiple Family Residential Units | 6 | 2 | 35 | 8 | 10 | 14 |
| Permits Applied-Commercial / Industrial | 4 | 11 | 35 | 20 | 35 | 35 |
| Permits Applied-Other | 1,373 | 1,488 | 1,600 | 2,000 | 2,100 | 2,000 |
| Building / Inspections | 3,513 | 3,986 | 5,200 | 2,100 | 2,200 | 2,500 |

DEPARTMENT BUDGETS
 Community Development

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|-----------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Development | | | | | 601 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 789,333 | \$ 910,099 | \$ 976,480 | \$ 964,570 | \$ 1,067,410 | \$ 1,106,920 | |
| 5200000 | Wages | 39,820 | 15,013 | 29,660 | 15,790 | 30,110 | 31,720 | |
| 5300000 | Overtime | 9,553 | 18,669 | 16,650 | 27,780 | 14,890 | 15,340 | |
| 5400000 | Other Pay | 16,435 | 9,474 | 8,150 | 25,410 | 10,320 | 10,630 | |
| 5800000 | Benefits, Insurance & Taxes | 477,974 | 533,823 | 604,040 | 571,550 | 560,290 | 577,120 | |
| | Total Employee Services | <u>1,333,115</u> | <u>1,487,078</u> | <u>1,634,980</u> | <u>1,605,100</u> | <u>1,683,020</u> | <u>1,741,730</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 19,874 | 20,261 | 11,680 | 14,380 | 14,530 | 15,180 | |
| 6070000 | Advertising | 6,406 | 5,605 | 5,000 | 4,200 | 5,000 | 5,500 | |
| 6100000 | Computer Maintenance & Replacement | 149,310 | 158,895 | 166,580 | 166,580 | 179,380 | 182,460 | |
| 6200000 | Insurance | 23,906 | 38,171 | 41,680 | 44,170 | 35,060 | 35,990 | |
| 6250000 | Occupancy Charges | 60,600 | 83,910 | 87,000 | 87,000 | 91,660 | 94,830 | |
| 6350000 | Communications | 4,743 | 4,770 | 2,800 | 2,600 | 3,800 | 4,350 | |
| 6400000 | Operating Supplies | 1,136 | 1,561 | 3,730 | 500 | 1,150 | 1,150 | |
| 6450000 | Vehicle & Equipment Operating Costs | 13,775 | 17,308 | 15,190 | 15,100 | 16,800 | 17,350 | |
| 6500000 | Contract Services | 141,030 | 128,345 | 97,000 | 68,000 | 90,000 | 90,000 | |
| 6600000 | Professional Development | 10,013 | 10,688 | 14,830 | 14,770 | 19,400 | 18,200 | |
| 6650000 | Recruitment | 425 | 1,157 | 600 | 540 | 850 | 850 | |
| 6990000 | Contingency | - | - | 5,000 | - | 5,000 | 5,000 | |
| | Total Operations | <u>431,218</u> | <u>470,671</u> | <u>451,090</u> | <u>417,840</u> | <u>462,630</u> | <u>470,860</u> | |

DEPARTMENT BUDGETS
Community Development

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|---|-----------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Development | | | | | 601 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101000 | Office Furniture | \$ - | \$ 4,310 | \$ - | \$ - | \$ - | \$ - | |
| 7402179 | Del Rio Specific Plan | 1,658 | - | - | - | - | - | |
| 7812077 | Development of Housing Element and Inclusionary Housing Policy - SB2 Planning Grant | 23,268 | 59,856 | 19,240 | 10,000 | 9,240 | - | |
| 7812165 | Mixed Use Development Standards | 9,490 | 148 | 10,000 | 10,000 | 129,800 | - | |
| 7812166 | Zoning/Subdivision Ordinance Update | 107 | 16,269 | 49,000 | 49,000 | 34,740 | - | |
| 7812xxx | Zoning Code Update | - | - | - | - | - | 150,000 | |
| 7812167 | ADU Accessibility & Development | - | 125,613 | 30,740 | 30,740 | - | - | |
| 6702065 | General Plan Update | - | 53,710 | 1,173,090 | 500,000 | 673,090 | - | |
| | Total Special Projects | <u>34,523</u> | <u>259,906</u> | <u>1,282,070</u> | <u>599,740</u> | <u>846,870</u> | <u>150,000</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 7102066 | Electronic Plan Review Equipment | - | 11,015 | - | - | 4,500 | - | |
| | Total Capital Outlay | <u>-</u> | <u>11,015</u> | <u>-</u> | <u>-</u> | <u>4,500</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 1,798,856</u> | <u>\$ 2,228,670</u> | <u>\$ 3,368,140</u> | <u>\$ 2,622,680</u> | <u>\$ 2,997,020</u> | <u>\$ 2,362,590</u> | |

DEPARTMENT BUDGETS
Community Development

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | | Community Development | | 601 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 1,067,410 | \$ 1,106,920 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 30,110 | 31,720 |
| 5300000 | Overtime | Overtime costs | Estimated | 14,890 | 15,340 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 10,320 | 10,630 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 560,290 | 577,120 |
| 6050000 | Office Expense | Mailing costs, printing, copy and paper costs, general office products, office equipment, and related maintenance | Estimated | 14,530 | 15,180 |
| 6070000 | Advertising | Cost of public notices and community promotions | Estimated | 5,000 | 5,500 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 179,380 | 182,460 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 35,060 | 35,990 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 91,660 | 94,830 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 3,800 | 4,350 |
| 6400000 | Operating Supplies | Inspection tools, safety items and field supplies | Estimated | 1,150 | 1,150 |
| 6450000 | Vehicle & Equipment Operating Costs | Gasoline, oil, vehicle repairs, vehicle replacement and car allowance | Estimated | 16,800 | 17,350 |
| 6500000 | Contract Services | Contract arborist, contract building plan check, contract engineering plan check, special consultants, and document imaging | Estimated | 90,000 | 90,000 |
| 6600000 | Professional Development | Professional development activities and professional organization memberships for planning staff, building staff and the City Planning Commission | Estimated | 19,400 | 18,200 |

DEPARTMENT BUDGETS
Community Development

| FUND | | FUNCTION | | CODE | |
|---------------|---|--|-----------|------------------|------------------|
| 100 | | Community Development | | 601 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges | Estimated | \$ 850 | \$ 850 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Estimated | 5,000 | 5,000 |
| 7812xxx | Zoning Code Update | Implementation of General Plan Update with complete re-write of Title 9 to accommodate new zoning and policies, and review of the Municipal Code for consistency | Estimated | - | 150,000 |
| 6702065 | General Plan Update | General Plan Update | Estimated | 673,090 | - |
| 7102066 | Electronic Plan Review Equipment | Purchase of large format electronic plan review equipment for digital plan check capabilities | Estimated | 4,500 | - |
| 7812077 | Development of Housing Element and Inclusionary Housing Policy - SB2 Planning Grant | Department of Housing and Community Development grant funding for the development of housing element and inclusionary housing policies | Estimated | 9,240 | - |
| 7812165 | Mixed Use Development Standards | Department of Housing and Community Development grant funding for mixed use development standards | Estimated | 129,800 | - |
| 7812166 | Zoning/Subdivision Ordinance Update | Department of Housing and Community Development grant funding for zoning/subdivision ordinance update | Estimated | 34,740 | - |

DEPARTMENT BUDGETS
Central Reception

| FUND | FUNCTION | CODE |
|------|-----------------------|----------|
| 100 | Community Development | 601.7011 |

DESCRIPTION

Administrative City Hall support services is managed by the Community Development Department. This is the primary point of contact for citizens and customers for business activities, whether by walk-in, e-mail or telephone. This function includes management, delivery and distribution of U.S. mail, general screening of walk-in questions, phone reception and dispatch of citizens and customers to other departments as well as historical society tours, bus passes, volunteer coordination, business license renewals and public records requests. In addition, staff provides administrative support to all the departments within the City by directing walk-in traffic, completing copy requests, and all other miscellaneous customer service duties in support of all departments as required.

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Central Reception | \$ 87,099 | \$ 146,509 | \$ 176,120 | \$ 155,000 | \$ 178,020 | \$ 186,400 |
| Total | <u>\$ 87,099</u> | <u>\$ 146,509</u> | <u>\$ 176,120</u> | <u>\$ 155,000</u> | <u>\$ 178,020</u> | <u>\$ 186,400</u> |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|----------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Permit Technician | - | - | 0.25 | 0.25 | - | - |
| Administrative Support Assistant | 0.25 | 0.25 | - | - | - | - |
| Office Assistant III | - | - | - | - | 1.00 | 1.00 |
| Total | <u>0.25</u> | <u>0.25</u> | <u>0.25</u> | <u>0.25</u> | <u>1.00</u> | <u>1.00</u> |

DEPARTMENT BUDGETS
Central Reception

| FUND | FUNCTION | CODE |
|------|-----------------------|----------|
| 100 | Community Development | 601.7011 |

| 2020-2021 | 2021-2022 | 2022-2023 | 2022-2023 | 2023-2024 | 2024-2025 |
|---------------|---------------|-----------------|------------------|------------------|------------------|
| <u>ACTUAL</u> | <u>ACTUAL</u> | <u>BUDGETED</u> | <u>ESTIMATED</u> | <u>ESTIMATED</u> | <u>ESTIMATED</u> |

PERFORMANCE/WORKLOAD MEASURES

| | | | | | |
|-----------------------------|--|--------|--|--|--|
| Business Licenses processed | | 2,800 | | | |
| Phone calls answered | | 20,000 | | | |
| Bus passes sold | | 400 | | | |
| Hours spent: | | | | | |
| Copying | | 65 | | | |
| Processing mail | | 260 | | | |
| Issuing Building Permits | | 230 | | | |
| Issuing Corrections | | 225 | | | |
| Public Noticing | | 200 | | | |
| Public Records Requests | | 250 | | | |
| Order Supplies | | 75 | | | |
| Legal Ads | | 150 | | | |
| Opening/Closing | | 125 | | | |

DEPARTMENT BUDGETS
Central Reception

| FUND | | FUNCTION | | | | | | CODE |
|---------------------------------|-------------------------------------|-----------------------|-------------------|--------------------|---------------------|---------------------|---------------------|----------|
| 100 | | Community Development | | | | | | 601.7011 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 13,001 | \$ 14,697 | \$ 14,920 | \$ 15,280 | \$ 49,630 | \$ 53,680 | |
| 5200000 | Wages | 4,888 | 26,170 | 45,810 | 29,000 | - | - | |
| 5300000 | Overtime | 262 | 95 | - | 200 | - | - | |
| 5800000 | Benefits, Insurance & Taxes | 14,543 | 17,288 | 21,850 | 19,190 | 34,400 | 36,010 | |
| | Total Employee Services | <u>32,694</u> | <u>58,250</u> | <u>82,580</u> | <u>63,670</u> | <u>84,030</u> | <u>89,690</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 217 | 489 | 1,050 | 910 | 900 | 900 | |
| 6100000 | Computer Maintenance & Replacement | 7,950 | 19,550 | 20,540 | 20,540 | 19,170 | 19,480 | |
| 6200000 | Insurance | 1,397 | 2,302 | 2,520 | 2,660 | 2,880 | 2,960 | |
| 6250000 | Occupancy Charges | 44,241 | 64,190 | 66,550 | 66,550 | 70,140 | 72,560 | |
| 6350000 | Communications | 385 | 282 | 380 | 190 | 190 | 190 | |
| 6400000 | Operating Supplies | - | 87 | 50 | 50 | 50 | 30 | |
| 6450000 | Vehicle & Equipment Operating Costs | - | - | 50 | - | - | - | |
| 6600000 | Professional Development | - | - | 250 | 250 | 410 | 410 | |
| 6650000 | Recruitment | - | 25 | 150 | 180 | 250 | 180 | |
| | Total Operations | <u>54,190</u> | <u>86,925</u> | <u>91,540</u> | <u>91,330</u> | <u>93,990</u> | <u>96,710</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8102011 | Computers- New | 215 | 1,334 | - | - | - | - | |
| 8102027 | Printers/Scanners- New | - | - | 2,000 | - | - | - | |
| | Total Capital Outlay | <u>215</u> | <u>1,334</u> | <u>2,000</u> | <u>-</u> | <u>-</u> | <u>-</u> | |
| ACTIVITY TOTAL | | <u>\$ 87,099</u> | <u>\$ 146,509</u> | <u>\$ 176,120</u> | <u>\$ 155,000</u> | <u>\$ 178,020</u> | <u>\$ 186,400</u> | |

DEPARTMENT BUDGETS
Central Reception

| FUND | | FUNCTION | | CODE | |
|---------------|------------------------------------|--|-----------|------------------|------------------|
| 100 | | Community Development | | 601.7011 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 49,630 | \$ 53,680 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 34,400 | 36,010 |
| 6050000 | Office Expense | Mailing costs, printing, copy and paper costs, general office products, office equipment and related maintenance | Estimated | 900 | 900 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 19,170 | 19,480 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 2,880 | 2,960 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 70,140 | 72,560 |
| 6350000 | Communications | Telephone and fax services | Estimated | 190 | 190 |
| 6400000 | Operating Supplies | Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases | Estimated | 50 | 30 |
| 6600000 | Professional Development | Training for staff | Estimated | 410 | 410 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising and other recruitment costs | Estimated | 250 | 180 |

DEPARTMENT BUDGETS
Economic & Business Development

| FUND | FUNCTION | CODE |
|-------------|-----------------------|-------------|
| 100 | Community Development | 607 |

DESCRIPTION

The 2021 Action plan endorsed by the City Council includes goals to strengthen and support Economic Development. The strategic plan includes a series of action items for the next two years that are designed to enhance Economic and Community Vibrancy for Atascadero. This includes seeking new business that can support head of household jobs, supporting the expansion of broadband, and helping to make Atascadero an attractive place to live, entertain, and thrive. In this endeavor the City is responsible for the implementation of policies and programs to improve the economic strength of Atascadero. The goal is to support local business, industry, downtown, and job development. The City leads the efforts to implement policies, programs and projects that strengthen our head of household job base and revenues, particularly sales tax and transient occupancy tax, while working to improve communication and to find solutions to problems of economic concern.

The City will focus on the research, analysis, and development of Economic Development policies, programs and procedures, all designed to succeed in creatively supporting development key commercial nodes such as Del Rio, Dove Creek & San Anselmo, implementing an online payment and tracking system for City fees and tax payments, finding solutions for potential policies related to wastewater capacity charges and other development fees that may discourage desired business types, looking for opportunities and grants to fund infrastructure, creating and incentivizing a new customer satisfaction survey for permit/planning processes, updating City Engineering Standards to provide safe and consistent public improvements, and performing critical third-party review of our permitting process towards essentialism.

In addition to Economic Development activities, the role of economic and business development intertwines with long range planning to ensure that policy development is geared towards both careful, sustainable planning, while attracting new business, housing, and opportunities for all.

| | 2020-2021 | 2021-2022 | 2022-2023 | 2022-2023 | 2023-2024 | 2024-2025 |
|--|-------------------|-------------------|-------------------|---------------------|---------------------|-------------------|
| | ACTUAL | ACTUAL | BUDGETED | ESTIMATED | REQUESTED | REQUESTED |
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Economic & Business Development Services | \$ 519,718 | \$ 296,770 | \$ 701,170 | \$ 1,126,150 | \$ 2,536,200 | \$ 470,050 |
| Total | <u>\$ 519,718</u> | <u>\$ 296,770</u> | <u>\$ 701,170</u> | <u>\$ 1,126,150</u> | <u>\$ 2,536,200</u> | <u>\$ 470,050</u> |
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Deputy Economic & Community Development Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> |

DEPARTMENT BUDGETS
Economic & Business Development

| FUND | | FUNCTION | | | | | | CODE |
|---------------------------------|--|-----------------------|-------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | Community Development | | | | | | 607 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 17,174 | \$ 119,724 | \$ 120,190 | \$ 128,490 | \$ 137,170 | \$ 141,290 | |
| 5800000 | Benefits, Insurance & Taxes | 6,885 | 39,496 | 41,080 | 41,390 | 44,880 | 46,950 | |
| | Total Employee Services | 24,059 | 159,220 | 161,270 | 169,880 | 182,050 | 188,240 | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6100000 | Computer Maintenance & Replacement | - | 3,290 | 3,460 | 3,460 | 10,870 | 11,000 | |
| 6200000 | Insurance | - | - | - | - | 5,880 | 6,050 | |
| 6250000 | Occupancy Charges | - | 4,060 | 4,210 | 4,210 | 4,430 | 4,580 | |
| 6500000 | Contract Services | - | - | - | - | 10,000 | 5,000 | |
| 6600000 | Professional Development | - | - | - | - | 3,500 | 3,700 | |
| 6720000 | Chamber of Commerce | 100,814 | 120,000 | 122,400 | 129,600 | 134,780 | 137,480 | |
| 6740000 | Business Development | 5,000 | 10,200 | 21,720 | 2,500 | 12,500 | 14,000 | |
| | Total Operations | 105,814 | 137,550 | 151,790 | 139,770 | 181,960 | 181,810 | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7805061 | SB1090-Bridgeworks Expansion Project | 125,000 | - | - | - | - | - | |
| 7805021 | Emergency Small Business Micro Grant Program | 260,610 | - | - | - | - | - | |
| 7101000 | Office Furniture | 4,235 | - | - | - | - | - | |
| 7607023 | Economic Development-Downtown | - | - | - | 126,500 | 374,080 | - | |
| 7702256 | Broadband Enhancement Project | - | - | 388,110 | 290,000 | 1,298,110 | - | |
| 7607010 | Restaurant Loan Program | - | - | - | 400,000 | 500,000 | 100,000 | |
| | Total Special Projects | 389,845 | - | 388,110 | 816,500 | 2,172,190 | 100,000 | |
| ACTIVITY TOTAL | | \$ 519,718 | \$ 296,770 | \$ 701,170 | \$ 1,126,150 | \$ 2,536,200 | \$ 470,050 | |

DEPARTMENT BUDGETS
Economic & Business Development

| FUND 100 | FUNCTION Community Development | | CODE 607 | | |
|------------------|------------------------------------|--|-------------|---------------------|---------------------|
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 137,170 | \$ 141,290 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation and fringe benefits | Estimated | 44,880 | 46,950 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support | Allocated | 10,870 | 11,000 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 5,880 | 6,050 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 4,430 | 4,580 |
| 6500000 | Contract Services | Grant writing contract services | Estimated | 10,000 | 5,000 |
| 6500000 | Professional Development | Professional development activities and professional organization memberships | Estimated | 3,500 | 3,700 |
| 6720000 | Chamber of Commerce | Agreement with the Chamber of Commerce | Contract | 134,780 | 137,480 |
| 6740000 | Business Development | Programs to promote business development and retention including participation in the EVC and the Economic Forecast | Contract | 12,500 | 14,000 |
| 7607023 | Economic Development-Downtown | | Estimated | 374,080 | - |
| 7702256 | Broadband Enhancement Project | Public-Private Partnership with internet service provider(s) to establish backbone infrastructure and deploy high-speed internet to residents and businesses | Estimated | 1,298,110 | - |
| 7607010 | Restaurant Loan Program | Revolving loan funds for commercial kitchen installation loans (managed Economic Development Collaborative) | Estimated | 500,000 | 100,000 |

DEPARTMENT BUDGETS
Recreation

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | Community Services | 711 |

DESCRIPTION

The Recreation Division is committed to providing and facilitating programs, special events, and services that enhance the quality of life, well-being and economic vitality of the community. This is fulfilled through a diversity of recreational, leisure, cultural, social and educational services and facilities that meet the community's needs. The Recreation Division resources are managed to promote the value of health, the community, and to contribute to the economic vitality of the City.

GOALS AND OBJECTIVES

- * Enhance Public Safety by offering programs for youth
- * Conduct revenue generating events, seek sponsorships, and fundraising activities to help reduce operating subsidies
- * Continue to enhance web based information and registration portals
- * Develop cost effective recreation activities, community events, and services
- * Cooperate with the Skate Park contractor to provide activities for at-risk youth and maximize facility use
- * Utilizing existing City facilities, conduct a variety of children's and adult classes in the areas of physical fitness, dance, arts and crafts and educational endeavors
- * Provide youth sports leagues and camps in the areas of basketball, volleyball, soccer and other appropriate sports while focusing on youth obesity prevention
- * Provide adult sport league opportunities to enhance quality of life

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| General Recreation Services | \$ 379,433 | \$ 471,772 | \$ 514,250 | \$ 487,080 | \$ 551,990 | \$ 574,070 |
| Adult Sports | (25) | 15,276 | 39,800 | 29,050 | 38,070 | 41,360 |
| Youth Sports | 6,437 | 40,604 | 38,060 | 37,800 | 40,920 | 44,150 |
| Contract Classes | 2,830 | 55,289 | 75,100 | 70,050 | 83,760 | 83,080 |
| Special Events | 17,886 | 25,568 | 22,610 | 24,030 | 32,790 | 33,130 |
| Skate Park | 22,684 | 26,815 | 21,630 | 27,370 | 29,130 | 29,730 |
| Total | <u>\$ 429,245</u> | <u>\$ 635,324</u> | <u>\$ 711,450</u> | <u>\$ 675,380</u> | <u>\$ 776,660</u> | <u>\$ 805,520</u> |

DEPARTMENT BUDGETS
Recreation

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | Community Services | 711 |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Recreation Supervisor | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.33 | 1.33 |
| Office Assistant II | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.00</u> | <u>3.33</u> | <u>3.33</u> |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 ESTIMATED</u> | <u>2024-2025 ESTIMATED</u> |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | |
| Registration Transactions | 887 | 2,535 | 5,500 | 5,000 | 6,300 | 7,200 |
| Adult Sports Participants | - | 411 | 1,000 | 762 | 1,000 | 1,500 |
| Contract Class Participants | 301 | 1,435 | 3,200 | 2,100 | 3,000 | 3,300 |
| Youth Sports Participants | 430 | 656 | 1,200 | 1,000 | 1,200 | 1,500 |
| Skate Park Participants | 2,250 | 12,000 | 10,000 | 15,165 | 16,000 | 16,500 |
| BBQ Reservations | 95 | 250 | 350 | 375 | 400 | 425 |
| Field Rentals | 18 | 91 | 150 | 150 | 175 | 200 |

DEPARTMENT BUDGETS
Recreation

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Services | | | | | 711 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 176,544 | \$ 194,207 | \$ 202,450 | \$ 188,510 | \$ 228,300 | \$ 238,740 | |
| 5200000 | Wages | 1,235 | 20,869 | 27,680 | 21,470 | 28,100 | 29,590 | |
| 5300000 | Overtime | 954 | 1,318 | - | 460 | - | - | |
| 5400000 | Other Pay | 391 | 286 | - | 3,360 | - | - | |
| 5800000 | Benefits, Insurance & Taxes | 127,284 | 142,105 | 162,600 | 149,770 | 167,760 | 176,350 | |
| | Total Employee Services | <u>306,408</u> | <u>358,785</u> | <u>392,730</u> | <u>363,570</u> | <u>424,160</u> | <u>444,680</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 2,101 | 10,240 | 4,550 | 3,530 | 4,760 | 4,970 | |
| 6070000 | Advertising | 431 | 17,575 | 23,830 | 22,700 | 25,900 | 26,900 | |
| 6100000 | Computer Maintenance & Replacement | 25,330 | 26,710 | 28,530 | 28,530 | 30,060 | 30,550 | |
| 6200000 | Insurance | 20,535 | 24,164 | 21,560 | 26,580 | 25,680 | 26,340 | |
| 6250000 | Occupancy | 32,720 | 45,404 | 50,400 | 49,470 | 53,290 | 55,060 | |
| 6300000 | Utilities | 3,095 | 4,912 | 3,740 | 4,750 | 4,450 | 4,450 | |
| 6350000 | Communications | 1,070 | 805 | 1,240 | 1,100 | 3,060 | 2,790 | |
| 6400000 | Operating Supplies | 10,954 | 28,329 | 31,760 | 29,180 | 37,370 | 39,360 | |
| 6450000 | Vehicle & Equipment Operating Costs | 3,023 | 3,918 | 4,310 | 3,920 | 5,000 | 5,030 | |
| 6500000 | Contract Services | 18,164 | 107,708 | 133,100 | 127,150 | 154,390 | 156,910 | |
| 6600000 | Professional Development | 1,774 | 4,293 | 5,000 | 4,100 | 5,190 | 5,100 | |
| 6650000 | Recruitment | 1,269 | 2,233 | 700 | 800 | 850 | 880 | |
| 6990000 | Contingency | - | - | 2,500 | 2,500 | 2,500 | 2,500 | |
| | Total Operations | <u>120,466</u> | <u>276,291</u> | <u>311,220</u> | <u>304,310</u> | <u>352,500</u> | <u>360,840</u> | |

DEPARTMENT BUDGETS
Recreation

| FUND | | FUNCTION | | | | CODE | |
|-------------------------|-------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Community Services | | | | 711 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>SPECIAL PROJECTS</u> | | | | | | | |
| 7800402 | Youth Scholarships | \$ 2,371 | \$ 248 | \$ - | \$ - | \$ - | \$ - |
| 7xxxxxx | Event Booth Tents | - | - | 5,300 | 5,300 | - | - |
| 7xxxxxx | Inflatable Movie Screen | - | - | 2,200 | 2,200 | - | - |
| | Total Special Projects | <u>2,371</u> | <u>248</u> | <u>7,500</u> | <u>7,500</u> | <u>-</u> | <u>-</u> |
| ACTIVITY TOTAL | | <u>\$ 429,245</u> | <u>\$ 635,324</u> | <u>\$ 711,450</u> | <u>\$ 675,380</u> | <u>\$ 776,660</u> | <u>\$ 805,520</u> |

DEPARTMENT BUDGETS
Recreation

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | | 711 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 228,300 | \$ 238,740 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 28,100 | 29,590 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 167,760 | 176,350 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 4,760 | 4,970 |
| 6070000 | Advertising | Advertising for special events | Estimated | 25,900 | 26,900 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 30,060 | 30,550 |
| 6200000 | Insurance | Allocated portion of liability coverage and property insurance | Allocated | 25,680 | 26,340 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs, rental of space for youth sports and aquatic facility, building alarm services, building repair supplies and services | Allocated | 53,290 | 55,060 |
| 6300000 | Utilities | Water, electricity, and natural gas | Estimated | 4,450 | 4,450 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 3,060 | 2,790 |
| 6400000 | Operating Supplies | Activity supplies, softballs, uniforms, trophies, minor recreation equipment, decorations for events, food/drink for events and other supplies | Estimated | 37,370 | 39,360 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle repair, maintenance and replacement costs, gasoline, oil and mileage reimbursement | Estimated | 5,000 | 5,030 |
| 6500000 | Contract Services | Sports officials, instructor payments, equipment rentals, national sports team registration, building maintenance services, fees paid to accept registration payments by credit card, and other miscellaneous contract services | Estimated | 154,390 | 156,910 |
| 6600000 | Professional Development | Seminars, conferences, memberships, subscriptions, books and other training materials | Estimated | 5,190 | 5,100 |

DEPARTMENT BUDGETS
Recreation

| | | |
|-------------|--------------------|-------------|
| FUND | FUNCTION | CODE |
| 100 | Community Services | 711 |

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>DESCRIPTION</u> | <u>BASIS</u> | <u>2023-2024 AMOUNT</u> | <u>2024-2025 AMOUNT</u> |
|----------------------|-------------------------------|---|--------------|-------------------------|-------------------------|
| 6650000 | Recruitment | Cost of employee recruitment including advertising and processing charges | Estimated | \$ 850 | \$ 880 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Estimated | 2,500 | 2,500 |

DEPARTMENT BUDGETS
Pavilion

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | Community Services | 712 |

DESCRIPTION

The Atascadero Lake Pavilion is a 10,000 square foot building that serves as a community oriented facility for the citizens of Atascadero. Fees, charges and use policies are established to keep the Pavilion affordable and accessible to both non-profit and private groups, while offsetting a significant percentage of the operating and maintenance costs.

GOALS AND OBJECTIVES

- * Promote facility to county businesses as the premier location for offsite workshops, seminars and meetings
- * Identify and target clients for areas of "downtime" currently not being fully utilized at the Pavilion
- * Continue to create community awareness of opportunities at the Pavilion through marketing efforts and direct exposure through events
- * Continue to maintain the beauty of the facility

| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Lake Pavilion Operations | \$ 220,504 | \$ 288,485 | \$ 365,430 | \$ 351,810 | \$ 464,730 | \$ 444,090 |
| Total | <u>\$ 220,504</u> | <u>\$ 288,485</u> | <u>\$ 365,430</u> | <u>\$ 351,810</u> | <u>\$ 464,730</u> | <u>\$ 444,090</u> |
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Recreation Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.33 | 1.33 |
| Total | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.00</u> | <u>1.33</u> | <u>1.33</u> |

DEPARTMENT BUDGETS
Pavilion

| FUND | FUNCTION | | | | | | CODE |
|---|----------------------------|----------------------------|------------------------------|-------------------------------|-------------------------------|-------------------------------|------|
| 100 | Community Services | | | | | | 712 |
| | <u>2020-2021</u> ACTUAL | <u>2021-2022</u> ACTUAL | <u>2022-2023</u> BUDGETED | <u>2022-2023</u> ESTIMATED | <u>2023-2024</u> ESTIMATED | <u>2024-2025</u> ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Number of private group rentals | 4 | 68 | 45 | 45 | 55 | 60 | |
| Number of non-profit group rentals | 43 | 160 | 300 | 169 | 175 | 180 | |
| Number of City-sponsored rentals | 30 | 24 | 50 | 21 | 30 | 30 | |
| Total hours of use for Recreation classes | 31 | 127 | 170 | 121 | 125 | 125 | |
| Total hours of facility use | 572 | 1,384 | 2,200 | 1,417 | 1,600 | 1,700 | |
| Hours of non-profit group use | 116 | 479 | 1,200 | 690 | 700 | 750 | |
| Hours of City-sponsored use | 370 | 144 | 300 | 148 | 150 | 150 | |
| Hours of private party use | 55 | 634 | 500 | 459 | 500 | 550 | |
| Number of weddings | 4 | 24 | 20 | 22 | 25 | 30 | |
| Number of fundraisers | - | 4 | 10 | 7 | 6 | 6 | |
| Number of meetings | 3 | 2 | 80 | 1 | 5 | 5 | |
| Number of banquets | - | 1 | 5 | 3 | 5 | 5 | |

DEPARTMENT BUDGETS
Pavilion

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Services | | | | | 712 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 58,817 | \$ 64,659 | \$ 67,440 | \$ 67,420 | \$ 93,220 | \$ 97,140 | |
| 5200000 | Wages | 8,335 | 32,956 | 47,040 | 26,980 | 47,560 | 50,290 | |
| 5300000 | Overtime | 612 | 4,032 | - | 4,370 | - | - | |
| 5400000 | Other Pay | 4,324 | 2,249 | 1,040 | 260 | 1,100 | 1,130 | |
| 5800000 | Benefits, Insurance & Taxes | 46,802 | 53,334 | 60,630 | 58,430 | 75,500 | 78,420 | |
| | Total Employee Services | <u>118,890</u> | <u>157,230</u> | <u>176,150</u> | <u>157,460</u> | <u>217,380</u> | <u>226,980</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 226 | 829 | 1,180 | 930 | 1,180 | 1,180 | |
| 6070000 | Advertising | 3,006 | 3,695 | 4,740 | 4,800 | 4,800 | 4,800 | |
| 6100000 | Computer Maintenance & Replacement | 10,610 | 11,620 | 12,230 | 12,230 | 16,360 | 16,630 | |
| 6200000 | Insurance | 7,465 | 9,147 | 10,020 | 9,790 | 12,370 | 11,930 | |
| 6250000 | Occupancy | 38,300 | 54,770 | 57,190 | 57,190 | 67,990 | 69,470 | |
| 6300000 | Utilities | 16,326 | 24,260 | 27,000 | 32,300 | 37,000 | 37,000 | |
| 6350000 | Communications | 1,871 | 3,193 | 3,800 | 3,530 | 3,550 | 3,550 | |
| 6400000 | Operating Supplies | 3,954 | 5,429 | 7,580 | 7,380 | 8,270 | 7,480 | |
| 6450000 | Vehicle & Equipment Operating Costs | 6 | 37 | 2,740 | 2,500 | 2,600 | 2,600 | |
| 6500000 | Contract Services | 4,116 | 18,053 | 22,390 | 23,400 | 24,830 | 27,070 | |
| 6600000 | Professional Development | - | - | 100 | - | 100 | 100 | |
| 6650000 | Recruitment | 123 | 222 | 310 | 300 | 300 | 300 | |
| 6740000 | Business Development | 435 | - | - | - | - | - | |
| | Total Operations | <u>86,438</u> | <u>131,255</u> | <u>149,280</u> | <u>154,350</u> | <u>179,350</u> | <u>182,110</u> | |

DEPARTMENT BUDGETS
Pavilion

| FUND | | FUNCTION | | | | | | CODE |
|--------------------------------|--------------------------|--------------------|-------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | Community Services | | | | | | 712 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101021 | Chairs | \$ 1,497 | \$ - | \$ - | \$ - | \$ - | \$ - | |
| 7155000 | Minor Building Projects | 6,400 | - | - | - | 40,000 | - | |
| 7101013 | Tables | - | - | 15,000 | 15,000 | - | - | |
| 7107131 | Folding Wall Replacement | 7,279 | - | - | - | - | - | |
| 7155063 | Door/Window Repairs | - | - | 25,000 | 25,000 | - | - | |
| | Total Special Projects | <u>15,176</u> | <u>-</u> | <u>40,000</u> | <u>40,000</u> | <u>40,000</u> | <u>-</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8105001 | Painting Projects | - | - | - | - | - | 35,000 | |
| 8104079 | Window Shades/Blinds | - | - | - | - | 28,000 | - | |
| | Total Capital Outlay | <u>-</u> | <u>-</u> | <u>-</u> | <u>-</u> | <u>28,000</u> | <u>35,000</u> | |
| ACTIVITY TOTAL | | <u>\$ 220,504</u> | <u>\$ 288,485</u> | <u>\$ 365,430</u> | <u>\$ 351,810</u> | <u>\$ 464,730</u> | <u>\$ 444,090</u> | |

DEPARTMENT BUDGETS
Pavilion

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | | 712 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 93,220 | \$ 97,140 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 47,560 | 50,290 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 1,100 | 1,130 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance, and fringe benefits | Estimated | 75,500 | 78,420 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 1,180 | 1,180 |
| 6070000 | Advertising | Advertising to promote the facility | Estimated | 4,800 | 4,800 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 16,360 | 16,630 |
| 6200000 | Insurance | Allocated portion of liability coverage and property insurance | Allocated | 12,370 | 11,930 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 67,990 | 69,470 |
| 6300000 | Utilities | Water, electricity, and natural gas | Estimated | 37,000 | 37,000 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 3,550 | 3,550 |
| 6400000 | Operating Supplies | Custodial supplies, building repair and maintenance supplies, personal safety supplies and minor equipment purchases | Estimated | 8,270 | 7,480 |
| 6450000 | Vehicle & Equipment Operating Costs | Mileage reimbursement | Estimated | 2,600 | 2,600 |
| 6500000 | Contract Services | Pass-through cost for event cleaning by private contractor, special contract cleaning of Pavilion equipment and facilities, equipment rental, security guards, building maintenance services, and contract services | Estimated | 24,830 | 27,070 |
| 6600000 | Professional Development | California Parks and Recreation Society conference and local workshops | Estimated | 100 | 100 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising and other charges | Estimated | 300 | 300 |

DEPARTMENT BUDGETS
Pavilion

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | | 712 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 7155000 | Minor Building Projects | Repair exterior damages including rot within the wood beams, missing pavers, cracked/peeling front entrance surface, and gaps under the doors causing water intrusion | Estimated | \$ 40,000 | \$ - |
| 8105001 | Painting Projects | Paint interior walls, lobby ceiling, event rooms, hallway, and side rooms | Estimated | - | 35,000 |
| 8104079 | Window Shades/Blinds | Replacement of damaged screen shades | Estimated | 28,000 | - |

DEPARTMENT BUDGETS
Zoo

| | | |
|-------------|--------------------|-------------|
| FUND | FUNCTION | CODE |
| 100 | Community Services | 714 |

DESCRIPTION

The Charles Paddock Zoo provides an educational resource for conservation and wildlife awareness and an enriched recreational experience for the residents and visitors of the California Central Coast.

GOALS AND OBJECTIVES

- * Continue programs and projects initiated to assure Accreditation
- * Pursue funding support to continue to implement master plan changes
- * Continue to develop and implement new Education Strategic Plan

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Zoo Services | \$ 1,158,095 | \$ 1,288,980 | \$ 1,465,620 | \$ 1,447,460 | \$ 1,893,330 | \$ 2,276,850 |
| | <u>\$ 1,158,095</u> | <u>\$ 1,288,980</u> | <u>\$ 1,465,620</u> | <u>\$ 1,447,460</u> | <u>\$ 1,893,330</u> | <u>\$ 2,276,850</u> |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Zoo Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Supervisor | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Lead Zookeeper | 2.00 | 2.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Zoo Keeper I | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 | 3.00 |
| Zoo Education Curator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> |

DEPARTMENT BUDGETS
Zoo

| FUND | FUNCTION | | | | | | CODE |
|--------------------------------------|--------------------|------------------|------------------|------------------|------------------|------------------|------|
| 100 | Community Services | | | | | | 714 |
| | <u>2020-2021</u> | <u>2021-2022</u> | <u>2022-2023</u> | <u>2022-2023</u> | <u>2023-2024</u> | <u>2024-2025</u> | |
| | ACTUAL | ACTUAL | BUDGETED | ESTIMATED | ESTIMATED | ESTIMATED | |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| Zoo Attendance | 71,199 | 80,751 | 92,000 | 80,000 | 90,000 | 100,000 | |
| Exhibits | 54 | 54 | 55 | 55 | 56 | 58 | |
| Acres Maintained | 6 | 6 | 6 | 6 | 6 | 6 | |

DEPARTMENT BUDGETS
Zoo

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Services | | | | | 714 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 381,219 | \$ 381,308 | \$ 433,370 | \$ 430,200 | \$ 462,940 | \$ 481,880 | |
| 5200000 | Wages | 75,708 | 101,236 | 106,530 | 89,100 | 131,960 | 138,810 | |
| 5300000 | Overtime | 2,289 | 3,958 | 13,070 | 2,830 | 11,690 | 12,040 | |
| 5400000 | Other Pay | 8,052 | 4,548 | 3,470 | 2,090 | 4,560 | 4,700 | |
| 5800000 | Benefits, Insurance & Taxes | 271,081 | 280,489 | 332,350 | 333,720 | 330,490 | 338,980 | |
| | Total Employee Services | <u>738,349</u> | <u>771,539</u> | <u>888,790</u> | <u>857,940</u> | <u>941,640</u> | <u>976,410</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 1,339 | 1,713 | 1,790 | 1,850 | 1,920 | 1,940 | |
| 6070000 | Advertising | - | - | 200 | 50 | 200 | 200 | |
| 6100000 | Computer Maintenance & Replacement | 46,630 | 49,635 | 52,300 | 52,120 | 59,600 | 60,480 | |
| 6200000 | Insurance | 18,044 | 28,232 | 30,860 | 31,940 | 34,220 | 34,110 | |
| 6250000 | Occupancy | 40,872 | 45,585 | 47,610 | 47,610 | 42,180 | 42,880 | |
| 6300000 | Utilities | 57,770 | 62,914 | 67,400 | 78,400 | 84,300 | 88,900 | |
| 6350000 | Communications | 2,892 | 2,418 | 1,320 | 1,880 | 1,780 | 1,770 | |
| 6400000 | Operating Supplies | 103,571 | 128,791 | 127,680 | 188,460 | 147,480 | 147,500 | |
| 6450000 | Vehicle & Equipment Operating Costs | 7,118 | 6,801 | 5,940 | 8,940 | 8,200 | 8,200 | |
| 6500000 | Contract Services | 63,013 | 94,270 | 82,150 | 69,650 | 87,400 | 87,400 | |
| 6600000 | Professional Development | 9,649 | 10,948 | 14,580 | 14,240 | 16,040 | 17,090 | |
| 6650000 | Recruitment | 631 | 784 | 100 | 200 | 100 | 100 | |
| 4100000 | Gift Shop Retail | 65,041 | 77,227 | 37,000 | - | 69,870 | 69,870 | |
| | Total Operations | <u>416,570</u> | <u>509,318</u> | <u>468,930</u> | <u>495,340</u> | <u>553,290</u> | <u>560,440</u> | |

DEPARTMENT BUDGETS
Zoo

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|-----------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| 100 | | Community Services | | | | | 714 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7107430 | Animal Acquisition | \$ 3,176 | \$ 3,882 | \$ - | \$ 1,400 | \$ - | \$ - | |
| 7102057 | Wireless Network Upgrades | - | - | - | - | 12,000 | - | |
| 7107445 | Zoo Accreditation | - | - | - | - | 20,000 | 40,000 | |
| 7107402 | Cages | - | - | - | 4,180 | - | - | |
| | Total Special Projects | <u>3,176</u> | <u>3,882</u> | <u>-</u> | <u>5,580</u> | <u>32,000</u> | <u>40,000</u> | |
| <u>CAPITAL PROJECTS</u> | | | | | | | | |
| 7155010 | Sheds | - | 4,241 | - | - | - | - | |
| 8101536 | Freezer | - | - | 77,900 | 77,900 | - | - | |
| 8102031 | Software Upgrade | - | - | - | - | 14,500 | - | |
| 8105011 | Furnace | - | - | - | 3,200 | - | - | |
| 8105056 | Water Heater | - | - | - | 4,400 | - | - | |
| 8901579 | Zoo Electrical Upgrade | - | - | 30,000 | 3,100 | 51,900 | - | |
| 8107475 | Exhibit Refurbishment-Match | - | - | - | - | 300,000 | 700,000 | |
| | Total Capital Projects | <u>-</u> | <u>4,241</u> | <u>107,900</u> | <u>88,600</u> | <u>366,400</u> | <u>700,000</u> | |
| ACTIVITY TOTAL | | <u>\$ 1,158,095</u> | <u>\$ 1,288,980</u> | <u>\$ 1,465,620</u> | <u>\$ 1,447,460</u> | <u>\$ 1,893,330</u> | <u>\$ 2,276,850</u> | |

DEPARTMENT BUDGETS
Zoo

| FUND | | FUNCTION | CODE | | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | 714 | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 462,940 | \$ 481,880 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 131,960 | 138,810 |
| 5300000 | Overtime | Overtime costs | Estimated | 11,690 | 12,040 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 4,560 | 4,700 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 330,490 | 338,980 |
| 6050000 | Office Expense | Postage, printing, office supplies and office equipment maintenance | Estimated | 1,920 | 1,940 |
| 6070000 | Advertising | Advertising and marketing of the Zoo | Estimated | 200 | 200 |
| 6100000 | Computer Maintenance & Replacement | Allocation of computer and telephone maintenance and replacement costs | Allocated | 59,600 | 60,480 |
| 6200000 | Insurance | Allocation of liability and property insurance coverage | Allocated | 34,220 | 34,110 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 42,180 | 42,880 |
| 6300000 | Utilities | Water, electricity, natural gas, and propane | Estimated | 84,300 | 88,900 |
| 6350000 | Communications | Telephone services and radio repairs and batteries | Estimated | 1,780 | 1,770 |
| 6400000 | Operating Supplies | Animal food, animal care supplies, landscaping supplies, building and exhibit maintenance supplies, snacks for resale, tools, custodian supplies, permits, and personal safety supplies | Estimated | 147,480 | 147,500 |
| 6450000 | Vehicle & Equipment Operating Costs | Equipment parts and repairs, vehicle parts, maintenance, repairs, gas, oil and vehicle replacement | Estimated | 8,200 | 8,200 |
| 6500000 | Contract Services | Veterinary care, alarm services, janitorial services, and other minor contract services | Estimated | 87,400 | 87,400 |

DEPARTMENT BUDGETS
Zoo

| FUND | | FUNCTION | | CODE | |
|---------------|-----------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | | 714 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 6600000 | Professional Development | American Zoo and Aquarium Association Conference, staff training, memberships (AAZK, AZA, AZR, AAZV, CAZA, ISIS), subscriptions, books and other training materials | Estimated | \$ 16,040 | \$ 17,090 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, physicals and other processing charges | Estimated | 100 | 100 |
| 4100000 | Gift Shop Retail | Wholesale cost of items sold in the Zoo Gift Shop | Estimated | 69,870 | 69,870 |
| 7102057 | Wireless Network Upgrades | Upgrades to the wireless network (Wi-Fi) to cover the entire Zoo includes all public spaces | Estimated | 12,000 | - |
| 7107445 | Zoo Accreditation | Costs related to the accreditation process and preparedness | Estimated | 20,000 | 40,000 |
| 8102031 | Software Upgrade | Upgrade KM Ware software used at the Zoo gift shop | Estimated | 14,500 | - |
| 8901579 | Zoo Electrical Upgrade | Electrical upgrades to Zoo infrastructure | Estimated | 51,900 | - |
| 8107475 | Exhibit Refurbishment-Match | 1 : 1 Match of Friends of the Charles Paddock Zoo Fundraising up to one million dollars for refurbishment of zoo exhibits | Estimated | 300,000 | 700,000 |

DEPARTMENT BUDGETS
Colony Park Community Center

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | Community Services | 717 |

DESCRIPTION

Colony Park Community Center is an 18,000+ square foot multi-use facility. It features a full-size gymnasium, teen center, cafe, dance/exercise room, arts and crafts room and many other amenities. It operates seven days a week, with seasonal hours when school is in/out of session. The Recreation Division is committed to operating the Colony Park Community Center for teens and people of all ages, by offering a diversity of recreation programs and services that meet current community needs. Located next to the George C. Beatie/A-Town Skate Park and the Colony Park ball fields, the complex is a hub for youth activities and community programs. Community partnerships are employed to enhance programming and decrease operating subsidies.

GOALS AND OBJECTIVES

- * Enhance Public Safety by offering programs for youth
- * Develop broad range of programs for all ages
- * Conduct revenue producing programs to help offset costs and enhance cost recovery
- * Cooperate with other public and private community groups to maximize resources
- * Conduct a variety of children's and adult classes in the areas of physical fitness, dance, arts and crafts and educational endeavors
- * Provide youth sports leagues and camps in the areas of basketball, volleyball, and other appropriate sports while focusing on youth obesity prevention
- * Provide adult sport league opportunities to enhance quality of life

| <u>SUMMARY OF SERVICE PROGRAMS</u> | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|---|---|---|--|--|--|
| Community Center Programming | \$ 19,373 | \$ 61,107 | \$ 70,020 | \$ 65,400 | \$ 26,760 | \$ 27,130 |
| Community Center Maintenance | <u>169,379</u> | <u>262,450</u> | <u>258,830</u> | <u>259,740</u> | <u>253,500</u> | <u>256,110</u> |
| | <u>\$ 188,752</u> | <u>\$ 323,557</u> | <u>\$ 328,850</u> | <u>\$ 325,140</u> | <u>\$ 280,260</u> | <u>\$ 283,240</u> |

DEPARTMENT BUDGETS
Colony Park Community Center

| FUND | FUNCTION | CODE |
|------|--------------------|------|
| 100 | Community Services | 717 |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 ESTIMATED</u> | <u>2024-2025 ESTIMATED</u> |
|--|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | |
| Teen Center Hours Open | 600 | 1,200 | 1,200 | 1,200 | 1,200 | 1,200 |
| Number of Teen Center Memberships sold | 5 | 300 | 250 | 275 | 300 | 350 |
| CPCC Indoor & Outdoor Facility Rentals/Usage | 10 | 925 | 795 | 1,000 | 1,200 | 1,500 |

DEPARTMENT BUDGETS
Colony Park Community Center

| FUND | | FUNCTION | | | | | | CODE |
|---------------------------------|-------------------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | Community Services | | | | | | 717 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5200000 | Wages | \$ 1,704 | \$ 39,143 | \$ 47,250 | \$ 40,490 | \$ 6,630 | \$ 6,760 | |
| 5800000 | Benefits, Insurance & Taxes | 4,308 | 7,743 | 8,070 | 8,630 | 4,670 | 4,630 | |
| | Total Employee Services | 6,012 | 46,886 | 55,320 | 49,120 | 11,300 | 11,390 | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6050000 | Office Expense | 996 | 1,467 | 1,450 | 1,300 | 1,280 | 1,280 | |
| 6070000 | Advertising | 72 | 2 | 280 | - | 280 | 280 | |
| 6100000 | Computer Maintenance & Replacement | 9,360 | 10,150 | 10,620 | 10,620 | 11,470 | 11,640 | |
| 6300000 | Insurance | 17,176 | 21,313 | 23,400 | 21,540 | 20,050 | 18,950 | |
| 6250000 | Occupancy | 102,220 | 140,010 | 145,340 | 145,340 | 136,660 | 139,750 | |
| 6300000 | Utilities | 30,623 | 51,565 | 48,900 | 57,500 | 61,030 | 61,130 | |
| 6350000 | Communications | 2,353 | 2,513 | 2,500 | 2,600 | 2,580 | 2,710 | |
| 6400000 | Operating Supplies | 5,414 | 13,439 | 13,830 | 14,630 | 14,610 | 14,700 | |
| 6450000 | Vehicle & Equipment Operating Costs | 302 | - | 1,400 | 200 | 700 | 730 | |
| 6500000 | Contract Services | 12,171 | 18,192 | 15,860 | 20,900 | 20,150 | 20,530 | |
| 6600000 | Professional Development | - | - | 1,050 | 1,260 | - | - | |
| 6650000 | Recruitment | - | 75 | 250 | 130 | 150 | 150 | |
| | Total Operations | 180,687 | 258,726 | 264,880 | 276,020 | 268,960 | 271,850 | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7101022 | Folding Chairs & Tables | 1,722 | - | - | - | - | - | |
| 7155077 | Parking Lot Repairs | - | 1,921 | - | - | - | - | |
| | Total Special Projects | 1,722 | 1,921 | - | - | - | - | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 7106033 | Shade Sail Replacement | 331 | 16,024 | 8,650 | - | - | - | |
| | Total Capital Outlay | 331 | 16,024 | 8,650 | - | - | - | |

DEPARTMENT BUDGETS
Colony Park Community Center

| FUND | | FUNCTION | | | | | CODE |
|----------------|------------------------|--------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Community Services | | | | | 717 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| ACTIVITY TOTAL | | \$ 188,752 | \$ 323,557 | \$ 328,850 | \$ 325,140 | \$ 280,260 | \$ 283,240 |

DEPARTMENT BUDGETS
Colony Park Community Center

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|-----------|------------------|------------------|
| 100 | | Community Services | | 717 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | \$ 6,630 | \$ 6,760 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 4,670 | 4,630 |
| 6050000 | Office Expense | Postage, printing, copying, office supplies, office equipment maintenance and small office equipment | Estimated | 1,280 | 1,280 |
| 6070000 | Advertising | Advertising for programs and special events | Estimated | 280 | 280 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 11,470 | 11,640 |
| 6300000 | Insurance | Allocated portion of liability coverage and property insurance | Allocated | 20,050 | 18,950 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 136,660 | 139,750 |
| 6300000 | Utilities | Water, electricity, and natural gas | Estimated | 61,030 | 61,130 |
| 6350000 | Communications | Telephone, cell phone, alarm, and internet charges | Estimated | 2,580 | 2,710 |
| 6400000 | Operating Supplies | Activity supplies, uniforms, minor recreation equipment, decorations for events, batteries, building and landscape maintenance supplies, custodial supplies, food/drink for events and other supplies | Estimated | 14,610 | 14,700 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle and kitchen equipment repair and maintenance costs; vehicle gasoline, oil and replacement costs | Estimated | 700 | 730 |
| 6500000 | Contract Services | Equipment rental and repairs, alarm service, building and landscape maintenance, janitorial services, pest control, and other miscellaneous contract services | Estimated | 20,150 | 20,530 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, physicals and other processing charges | Estimated | 150 | 150 |

DEPARTMENT BUDGETS
Public Works Administration

| FUND | FUNCTION | CODE |
|------|--------------|------|
| 100 | Public Works | 801 |

DESCRIPTION

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

GOALS AND OBJECTIVES

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

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Engineering and Development Services | \$ 1,044,162 | \$ 1,193,275 | \$ 1,387,940 | \$ 1,300,140 | \$ 1,554,060 | \$ 1,571,410 |
| Total | <u>\$ 1,044,162</u> | <u>\$ 1,193,275</u> | <u>\$ 1,387,940</u> | <u>\$ 1,300,140</u> | <u>\$ 1,554,060</u> | <u>\$ 1,571,410</u> |

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF POSITIONS</u> | | | | | | |
| Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Deputy Public Works Director | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Analyst / Coordinator | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Engineering/Projects | - | - | - | - | 1.00 | 1.00 |
| Associate Civil Engineer | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Administrative Assistant | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Inspector | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Office Assistant III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> | <u>7.00</u> | <u>8.00</u> | <u>8.00</u> |

DEPARTMENT BUDGETS
Public Works Administration

| FUND | FUNCTION | | | | | | CODE |
|--|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|------|
| 100 | Public Works | | | | | | 801 |
| <u>PERFORMANCE/WORKLOAD MEASURES</u> | | | | | | | |
| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> | |
| Encroachment Permits Issued | 64 | 76 | 150 | 296 | 250 | 250 | |
| Capital Projects Completed | 6 | 10 | 8 | 5 | 9 | 6 | |
| Capital Project Costs (Estimated) | \$ 6,000,000 | \$12,000,000 | \$15,000,000 | \$ 5,500,000 | \$39,695,000 | \$35,960,000 | |
| Special Projects Completed | 4 | 6 | 5 | 5 | 5 | 5 | |
| Other Construction Project Costs (Estimated) | \$ 78,000 | \$ 92,000 | \$ 100,000 | \$ 105,000 | \$ 100,000 | \$ 100,000 | |
| Traffic Issues Evaluated | 22 | 24 | 25 | 25 | 25 | 25 | |
| Inspections Performed (Estimated) | 473 | 637 | 400 | 653 | 600 | 600 | |
| Stormwater MS4 Program Issues | 24 | 25 | 25 | 25 | 25 | 25 | |

DEPARTMENT BUDGETS
Public Works Administration

| FUND | | FUNCTION | | | | | CODE |
|---------------------------------|-------------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Works | | | | | 801 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>EMPLOYEE SERVICES</u> | | | | | | | |
| 5100000 | Salaries | \$ 544,000 | \$ 661,933 | \$ 709,770 | \$ 707,540 | \$ 868,780 | \$ 906,550 |
| 5200000 | Wages | - | - | 6,390 | 1,620 | 6,710 | 6,840 |
| 5300000 | Overtime | - | 221 | - | 570 | - | - |
| 5400000 | Other Pay | 14,009 | 1,908 | 5,540 | 4,440 | 4,870 | 5,020 |
| 5800000 | Benefits, Insurance & Taxes | 287,720 | 333,920 | 383,960 | 339,290 | 370,280 | 384,180 |
| | Total Employee Services | 845,729 | 997,982 | 1,105,660 | 1,053,460 | 1,250,640 | 1,302,590 |
| <u>OPERATIONS</u> | | | | | | | |
| 6050000 | Office Expense | 4,774 | 8,543 | 5,600 | 5,230 | 5,650 | 6,150 |
| 6070000 | Advertising | 490 | 238 | 250 | 250 | 260 | 260 |
| 6100000 | Computer Maintenance & Replacement | 66,177 | 75,405 | 110,250 | 76,290 | 107,180 | 108,510 |
| 6200000 | Insurance | 13,415 | 21,017 | 22,950 | 24,320 | 23,700 | 24,330 |
| 6250000 | Occupancy Charges | 24,840 | 36,040 | 37,370 | 37,370 | 39,380 | 40,740 |
| 6350000 | Communications | 2,788 | 2,024 | 3,400 | 2,330 | 2,850 | 2,850 |
| 6400000 | Operating Supplies | 15,531 | 18,546 | 16,500 | 19,040 | 19,120 | 19,600 |
| 6450000 | Vehicle & Equipment Operating Costs | 10,945 | 13,726 | 10,340 | 10,820 | 13,580 | 13,680 |
| 6500000 | Contract Services | 29,279 | 8,696 | 26,000 | 26,400 | 27,200 | 28,200 |
| 6600000 | Professional Development | 8,190 | 10,200 | 13,080 | 9,040 | 16,820 | 16,820 |
| 6650000 | Recruitment | 1,046 | 858 | 500 | 50 | 680 | 680 |
| 6990000 | Contingency | - | - | 7,000 | 6,500 | 7,000 | 7,000 |
| | Total Operations | 177,475 | 195,293 | 253,240 | 217,640 | 263,420 | 268,820 |

DEPARTMENT BUDGETS
Public Works Administration

| FUND | | FUNCTION | | | | | CODE |
|--------------------------------|-----------------------------------|---------------------|---------------------|---------------------|---------------------|---------------------|---------------------|
| 100 | | Public Works | | | | | 801 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>SPECIAL PROJECTS</u> | | | | | | | |
| 7402127 | Lake Dam Inundation Mapping Study | \$ 20,958 | \$ - | \$ 4,040 | \$ 4,040 | \$ - | \$ - |
| 7402291 | City Engineering Standards Update | - | - | 25,000 | 25,000 | - | - |
| 7xxxxxx | Primary Benchmark Survey | - | - | - | - | 40,000 | - |
| | Total Special Projects | <u>20,958</u> | <u>-</u> | <u>29,040</u> | <u>29,040</u> | <u>40,000</u> | <u>-</u> |
| ACTIVITY TOTAL | | <u>\$ 1,044,162</u> | <u>\$ 1,193,275</u> | <u>\$ 1,387,940</u> | <u>\$ 1,300,140</u> | <u>\$ 1,554,060</u> | <u>\$ 1,571,410</u> |

DEPARTMENT BUDGETS
Public Works Administration

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|--|-----------|------------------|------------------|
| 100 | | Public Works | | 801 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 868,780 | \$ 906,550 |
| 5200000 | Wages | Wages for part-time (non-benefited) staff | Estimated | 6,710 | 6,840 |
| 5400000 | Other Pay | Other pay such as leave payoffs and accrued leave adjustments | Estimated | 4,870 | 5,020 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 370,280 | 384,180 |
| 6050000 | Office Expense | Postage, printing, copying and office supplies | Estimated | 5,650 | 6,150 |
| 6070000 | Advertising | Public notices | Estimated | 260 | 260 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs and specialty software support costs | Allocated | 107,180 | 108,510 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 23,700 | 24,330 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 39,380 | 40,740 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 2,850 | 2,850 |
| 6400000 | Operating Supplies | Equipment, permits, food for meetings, and other operating supplies | Estimated | 19,120 | 19,600 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle allowance, repairs, maintenance, gas, and mileage reimbursements | Estimated | 13,580 | 13,680 |
| 6500000 | Contract Services | General City engineering services, engineering plan check services, scanning services, and other contract services | Estimated | 27,200 | 28,200 |
| 6600000 | Professional Development | Conferences, memberships, subscriptions, books and other training materials | Estimated | 16,820 | 16,820 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, physicals and other processing charges | Estimated | 680 | 680 |
| 6990000 | Contingency | Department reserve for unexpected expenditures which arise during the fiscal year | Estimated | 7,000 | 7,000 |

DEPARTMENT BUDGETS
Public Works Administration

| | | |
|-------------|-----------------|-------------|
| FUND | FUNCTION | CODE |
| 100 | Public Works | 801 |

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>DESCRIPTION</u> | <u>BASIS</u> | <u>2023-2024 AMOUNT</u> | <u>2024-2025 AMOUNT</u> |
|----------------------|-------------------------------|--|--------------|-------------------------|-------------------------|
| 7xxxxxx | Primary Benchmark Survey | Establish a Primary Benchmark Survey to provide a citywide network that is tied to the overall State Spatial Reference Network | Estimated | \$ 40,000 | \$ - |

DEPARTMENT BUDGETS
Public Works Operations

| FUND | FUNCTION | CODE |
|------|--------------|----------|
| 100 | Public Works | 801.8011 |

DESCRIPTION

Public Works Operations has responsibility for oversight of the maintenance operations for the City's Streets, Building Maintenance and Parks Divisions. The Operations Division is also responsible for maintenance of the storm drain system, keeping the public right-of-way clear of obstructions and management of a variety of formal and informal capital improvement projects.

GOALS AND OBJECTIVES

- * Consistently provide quality customer service
- * Inspect and catalog all City infrastructure deferred maintenance and prepare replacement schedules
- * Plan, design and manage the construction of minor capital improvement projects in all Divisions
- * Optimize staffing and workload to maximize the efficiency of the department

| | <u>2020-2021 ACTUAL</u> | <u>2021-2022 ACTUAL</u> | <u>2022-2023 BUDGETED</u> | <u>2022-2023 ESTIMATED</u> | <u>2023-2024 REQUESTED</u> | <u>2024-2025 REQUESTED</u> |
|---|-----------------------------|-----------------------------|-------------------------------|--------------------------------|--------------------------------|--------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Public Works Operational Administration | \$ 246,504 | \$ 456,515 | \$ 473,510 | \$ 466,190 | \$ 419,390 | \$ 390,740 |
| Total | <u>\$ 246,504</u> | <u>\$ 456,515</u> | <u>\$ 473,510</u> | <u>\$ 466,190</u> | <u>\$ 419,390</u> | <u>\$ 390,740</u> |

SUMMARY OF POSITIONS

| | | | | | | |
|---------------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Deputy Public Works Director | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Public Works Operations Manager | 1.00 | 1.00 | - | - | - | - |
| Office Assistant III | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 | 1.00 |
| Total | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> | <u>2.00</u> |

PERFORMANCE/WORKLOAD MEASURES

Public Works Operations provides a support function for the maintenance operation divisions and performance/workload measures of each of these divisions (Streets, Building Maintenance, and Parks) include Public Works Operations functions.

DEPARTMENT BUDGETS
Public Works Operations

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------|---------------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Public Works | | | | | 801.8011 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| EMPLOYEE SERVICES | | | | | | | | |
| 5100000 | Salaries | \$ 95,997 | \$ 148,713 | \$ 154,830 | \$ 162,680 | \$ 183,070 | \$ 190,290 | |
| 5300000 | Overtime | - | - | - | 90 | - | - | |
| 5400000 | Other Pay | 10,011 | (97) | - | 430 | - | - | |
| 5800000 | Benefits, Insurance & Taxes | 71,746 | 92,249 | 98,570 | 99,110 | 102,410 | 106,100 | |
| | Total Employee Services | 177,754 | 240,865 | 253,400 | 262,310 | 285,480 | 296,390 | |
| OPERATIONS | | | | | | | | |
| 6050000 | Office Expense | 886 | 965 | 2,180 | 2,720 | 2,470 | 2,470 | |
| 6100000 | Computer Maintenance & Replacement | 12,470 | 16,420 | 17,250 | 17,250 | 18,770 | 19,070 | |
| 6200000 | Insurance | 6,077 | 6,952 | 7,600 | 7,580 | 12,620 | 12,400 | |
| 6250000 | Occupancy Charges | 16,367 | 30,297 | 27,130 | 27,530 | 27,790 | 28,260 | |
| 6300000 | Utilities | 9,593 | 12,140 | 9,160 | 9,220 | 12,720 | 12,720 | |
| 6350000 | Communications | 1,350 | 1,236 | 1,150 | 1,150 | 1,150 | 1,150 | |
| 6400000 | Operating Supplies | 1,591 | 3,028 | 6,500 | 6,750 | 6,700 | 6,750 | |
| 6450000 | Vehicle & Equipment Operating Costs | 1,328 | 7,867 | 8,260 | 9,660 | 9,260 | 9,260 | |
| 6500000 | Contract Services | 450 | - | 500 | 500 | 500 | 500 | |
| 6600000 | Professional Development | 1,000 | 121 | 1,330 | 1,330 | 1,330 | 1,770 | |
| 6650000 | Recruitment | 791 | - | - | 340 | - | - | |
| | Total Operations | 51,903 | 79,026 | 81,060 | 84,030 | 93,310 | 94,350 | |
| SPECIAL PURCHASES | | | | | | | | |
| 7108019 | Welding Equipment-Manual Pinch Roller | - | 2,025 | - | - | - | - | |
| 7152286 | Minor Building Remodel | - | 450 | 9,550 | - | 9,550 | - | |
| 7702005 | California Conservation Corp Projects | 11,297 | 5,949 | - | - | - | - | |
| 7104503 | Radio Equipment | - | - | - | - | 21,400 | - | |
| 7708021 | Downtown Street Tree Renewal Program | 5,550 | 50,799 | 18,650 | 9,000 | 9,650 | - | |

DEPARTMENT BUDGETS
Public Works Operations

| FUND | | FUNCTION | | CODE | | | |
|---|---|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|
| 100 | | Public Works | | 801.8011 | | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
| <u>SPECIAL PURCHASES (continued)</u> | | | | | | | |
| | Total Special Purchases | \$ 16,847 | \$ 59,223 | \$ 28,200 | \$ 9,000 | \$ 40,600 | \$ - |
| <u>CAPITAL OUTLAY</u> | | | | | | | |
| 8102011 | Computers- New | - | 1,334 | - | - | - | - |
| 8102583 | Radio Repeater Replacement | - | - | 90,000 | 90,000 | - | - |
| 8104082 | Skid Steer Loader | - | 49,971 | - | - | - | - |
| 8104062 | Towable Boom Lift | - | 26,096 | - | - | - | - |
| 9404028 | Contribution to Vehicle and Equipment Replacement Fund for Equipment Reserves | - | - | 20,850 | 20,850 | - | - |
| | Total Capital Outlay | - | 77,401 | 110,850 | 110,850 | - | - |
| ACTIVITY TOTAL | | \$ 246,504 | \$ 456,515 | \$ 473,510 | \$ 466,190 | \$ 419,390 | \$ 390,740 |

DEPARTMENT BUDGETS
Public Works Operations

| FUND | | FUNCTION | CODE | | |
|---------------|--------------------------------------|---|-----------|------------------|------------------|
| 100 | | Public Works | 801.8011 | | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 183,070 | \$ 190,290 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 102,410 | 106,100 |
| 6050000 | Office Expense | Postage, printing, copying and office supplies | Estimated | 2,470 | 2,470 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated | 18,770 | 19,070 |
| 6200000 | Insurance | Allocated portion of liability coverage | Allocated | 12,620 | 12,400 |
| 6250000 | Occupancy Charges | Allocated portion of building maintenance costs | Allocated | 27,790 | 28,260 |
| 6300000 | Utilities | Disposal fees, water, natural gas and electricity | Estimated | 12,720 | 12,720 |
| 6350000 | Communications | Telephone and cell phone services | Estimated | 1,150 | 1,150 |
| 6400000 | Operating Supplies | Miscellaneous minor operating supplies | Estimated | 6,700 | 6,750 |
| 6450000 | Vehicle & Equipment Operating Costs | Vehicle repairs, gas and mileage reimbursements | Estimated | 9,260 | 9,260 |
| 6500000 | Contract Services | Miscellaneous trade or professional services | Estimated | 500 | 500 |
| 6600000 | Professional Development | Conferences, memberships, subscriptions, books and other training materials | Estimated | 1,330 | 1,770 |
| 7152286 | Minor Building Remodel | Corp yard building remodel | Estimated | 9,550 | - |
| 7104503 | Radio Equipment | Radio equipment including batteries, chargers, cabling, antennas, programming and installation for repurposed equipment | Estimated | 21,400 | - |
| 7708021 | Downtown Street Tree Renewal Program | Foster partnerships with property owners in the Downtown District to invest in sidewalk improvements, tree wells, and the replanting and maintenance of street trees to support a vibrant downtown for residents and visitors | Estimated | 9,650 | - |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | FUNCTION | CODE |
|------|--------------|------|
| 100 | Public Works | 813 |

DESCRIPTION

The Parks Division is responsible for maintenance of City parks, landscaped common areas, medians, and grounds. The City maintains the Atascadero Lake Park Complex including playground equipment, barbecues, picnic areas, the lake and grounds, Paloma Creek Park Sports Complex and Playground, Colony Park, Sunken Gardens Park, The Plaza at El Camino Real, and City Administration grounds. In addition, they assist with emergency situations, special events and, manage all aspects of irrigation throughout the city.

GOALS AND OBJECTIVES

- * Improve irrigation efficiency and reduce water costs
- * Develop and maintain an annual parks maintenance program
- * Continue to provide quality recreational activities for the community through the maintenance of the City parks
- * Consistently provide quality customer service
- * Implement cost and energy savings measures

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED |
|---|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Parks & Facilities | \$ 758,979 | \$ 1,080,302 | \$ 1,434,060 | \$ 1,094,500 | \$ 1,994,440 | \$ 1,074,220 |
| Parks Donations | - | 6,859 | - | 850 | - | - |
| Total | <u>\$ 758,979</u> | <u>\$ 1,087,161</u> | <u>\$ 1,434,060</u> | <u>\$ 1,095,350</u> | <u>\$ 1,994,440</u> | <u>\$ 1,074,220</u> |

SUMMARY OF POSITIONS

| | | | | | | |
|---------------------------|-------------|-------------|-------------|-------------|-------------|-------------|
| Maintenance Leadworker | - | - | 1.00 | 1.00 | 1.00 | 1.00 |
| Senior Maintenance Worker | 1.00 | 1.00 | - | - | - | - |
| Maintenance Worker II | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 | 2.00 |
| Maintenance Worker I | 1.40 | 1.40 | 1.40 | 1.40 | 1.40 | 1.40 |
| Total | <u>4.40</u> | <u>4.40</u> | <u>4.40</u> | <u>4.40</u> | <u>4.40</u> | <u>4.40</u> |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | FUNCTION | CODE |
|------|--------------|------|
| 100 | Public Works | 813 |

PERFORMANCE/WORKLOAD MEASURES

The work performed by the Division's field crew is broken into five categories. Routine Park Maintenance includes trash pick-up, cleaning restrooms and cleaning parking lots. Landscape Maintenance involves mowing and edging lawn areas, bush and tree trimming, irrigation maintenance and repair, weed abatement and field renovation. Facility Maintenance includes maintenance, inspection and repair of benches, BBQs, bridges, walkways, electrical, lighting, fences, and playground equipment. Public Assistance involves assisting the public in using and understanding the park system. Playground Inspection and Maintenance includes inspecting playground equipment for safety hazards and items in need of repair.

| | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 ESTIMATED | 2024-2025 ESTIMATED |
|---|---------------------|---------------------|-----------------------|------------------------|------------------------|------------------------|
| Routine Park Maintenance Hours | 3,120 | 3,120 | 3,120 | 3,125 | 3,130 | 3,135 |
| Landscape Maintenance Hours | 2,650 | 2,650 | 2,650 | 2,655 | 2,650 | 2,650 |
| Facility Maintenance Hours | 450 | 450 | 450 | 455 | 450 | 450 |
| Mowing hours | 200 | 200 | - | 200 | 200 | 200 |
| Trash Removal Hours | 200 | 200 | - | 220 | 230 | 240 |
| Pesticide Application and Reporting Hours | 340 | 340 | 340 | 340 | 340 | 340 |
| Irrigation Maintenance and Repair Hours | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 | 1,000 |
| Equipment Maintenance Hours | 325 | 325 | 325 | 325 | 325 | 325 |
| Park Projects | 200 | 200 | 200 | 200 | 200 | 200 |
| Lake Water Quality Hours | 50 | 50 | 300 | 60 | 60 | 60 |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | | FUNCTION | | | | | CODE | |
|---------------------------------|-------------------------------------|------------------|------------------|--------------------|---------------------|---------------------|---------------------|--|
| 100 | | Public Works | | | | | 813 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>EMPLOYEE SERVICES</u> | | | | | | | | |
| 5100000 | Salaries | \$ 188,942 | \$ 204,800 | \$ 250,060 | \$ 211,310 | \$ 271,630 | \$ 289,370 | |
| 5200000 | Wages | - | 6,562 | - | 2,720 | - | - | |
| 5300000 | Overtime | 983 | 1,857 | 13,190 | 2,880 | 11,800 | 12,150 | |
| 5400000 | Other Pay | 1,050 | 5,247 | 920 | 7,140 | - | - | |
| 5800000 | Benefits, Insurance & Taxes | 174,062 | 186,298 | 213,350 | 201,640 | 221,600 | 230,160 | |
| | Total Employee Services | <u>365,037</u> | <u>404,764</u> | <u>477,520</u> | <u>425,690</u> | <u>505,030</u> | <u>531,680</u> | |
| <u>OPERATIONS</u> | | | | | | | | |
| 6100000 | Computer Maintenance & Replacement | 9,220 | 10,100 | 10,620 | 10,620 | 11,570 | 11,750 | |
| 6200000 | Insurance | 11,969 | 18,203 | 19,890 | 20,510 | 24,910 | 24,830 | |
| 6250000 | Occupancy | 25,490 | 33,780 | 35,270 | 35,270 | 36,230 | 36,990 | |
| 6300000 | Utilities | 168,096 | 192,108 | 159,000 | 168,800 | 226,300 | 178,900 | |
| 6350000 | Communications | 1,361 | 1,140 | 2,150 | 2,000 | 2,000 | 2,000 | |
| 6400000 | Operating Supplies | 42,280 | 63,267 | 63,540 | 64,040 | 74,040 | 65,050 | |
| 6450000 | Vehicle & Equipment Operating Costs | 32,231 | 50,332 | 48,080 | 47,880 | 54,760 | 54,830 | |
| 6500000 | Contract Services | 44,922 | 151,441 | 140,270 | 139,470 | 158,950 | 159,790 | |
| 6600000 | Professional Development | 120 | 745 | 3,500 | 3,000 | 3,000 | 3,500 | |
| 6650000 | Recruitment | 299 | 310 | 900 | 900 | 650 | 900 | |
| | Total Operations | <u>335,988</u> | <u>521,426</u> | <u>483,220</u> | <u>492,490</u> | <u>592,410</u> | <u>538,540</u> | |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | | FUNCTION | | | | | CODE | |
|--------------------------------|---|-------------------|---------------------|---------------------|---------------------|---------------------|---------------------|--|
| 100 | | Public Works | | | | | 813 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7106017 | Memorial Park Benches | \$ - | \$ 6,859 | \$ - | \$ 850 | \$ - | \$ - | |
| 7106099 | Parks Repair & Replacement | - | - | 150,000 | 45,000 | 373,000 | - | |
| 7106005 | Barbeque Grills | 562 | - | - | - | - | - | |
| 7106009 | Park Lights | 7,142 | - | - | - | - | - | |
| 7132205 | Tree Trimming and Replacement | - | 15,424 | 1,080 | 1,080 | - | - | |
| | Total Special Purchases & Projects | <u>7,704</u> | <u>22,283</u> | <u>151,080</u> | <u>46,930</u> | <u>373,000</u> | <u>-</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8104071 | Turf Mower | - | 75,108 | - | - | - | - | |
| 8xxxxxx | Turf Sweeper | - | - | - | - | 80,000 | - | |
| 8xxxxxx | Small Tractors & Utility Vehicles | - | - | - | - | 40,000 | - | |
| 8701716 | Parking Lot and Trail Repairs | - | - | 200,000 | 8,000 | 400,000 | - | |
| 9404028 | Cash Contribution to Vehicle and Equipment Maintenance for Repeater & Other Equipment | 47,000 | 59,580 | 118,240 | 118,240 | - | - | |
| | Total Capital Outlay | <u>47,000</u> | <u>134,688</u> | <u>318,240</u> | <u>126,240</u> | <u>520,000</u> | <u>-</u> | |
| <u>OTHER USES</u> | | | | | | | | |
| 9505075 | Transfer to Landscaping & Lighting Fund for City's Contribution to Las Lomas Open Space Maintenance | 1,850 | 2,600 | 2,600 | 2,600 | 2,600 | 2,600 | |
| 9505077 | Transfer to Landscaping & Lighting Fund for City's Contribution to De Anza Open Space Maintenance | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | 1,400 | |
| | Total Others Uses | <u>3,250</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | <u>4,000</u> | |
| ACTIVITY TOTAL | | <u>\$ 758,979</u> | <u>\$ 1,087,161</u> | <u>\$ 1,434,060</u> | <u>\$ 1,095,350</u> | <u>\$ 1,994,440</u> | <u>\$ 1,074,220</u> | |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | | FUNCTION | | CODE | |
|---------------|-------------------------------------|---|------------------------|------------------|------------------|
| 100 | | Public Works | | 813 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 5100000 | Salaries | Salaries for permanent staff | Estimated | \$ 271,630 | \$ 289,370 |
| 5300000 | Overtime | Overtime costs | Estimated | 11,800 | 12,150 |
| 5800000 | Benefits, Insurance & Taxes | Medicare, workers' compensation insurance and fringe benefits | Estimated | 221,600 | 230,160 |
| 6100000 | Computer Maintenance & Replacement | Allocated portion of computer and telephone support costs | Allocated/ Contract | 11,570 | 11,750 |
| 6200000 | Insurance | Allocation of liability and property insurance coverage | Allocated | 24,910 | 24,830 |
| 6250000 | Occupancy | Allocated portion of building maintenance costs | Allocated | 36,230 | 36,990 |
| 6300000 | Utilities | Park lights, water, and natural gas | Estimated | 226,300 | 178,900 |
| 6350000 | Communications | Telephone and cell phone services and batteries | Estimated | 2,000 | 2,000 |
| 6400000 | Operating Supplies | Hardware, lumber, small tools, irrigation supplies, fertilizer, plants, grass seed, restroom supplies, field paint, building repair supplies, pest control, uniforms, personal safety supplies, lake dye and algacide | Estimated | 74,040 | 65,050 |
| 6450000 | Vehicle & Equipment Operating Costs | Equipment parts and repairs, vehicle parts, vehicle maintenance, vehicle repairs, gas and oil | Estimated | 54,760 | 54,830 |
| 6500000 | Contract Services | Tree services, electrical repairs, plumbing repairs, janitorial services and portable restroom rental | Estimated | 158,950 | 159,790 |
| 6600000 | Professional Development | Conferences, seminars, dues, subscriptions, books and other training materials | Estimated | 3,000 | 3,500 |
| 6650000 | Recruitment | Cost of employee recruitment including advertising, pre-employment testing, physicals and other processing charges | Estimated | 650 | 900 |
| 7106099 | Parks Repair & Replacement | Amenities replacement in various City parks such as the dock at the Lake Park, benches, picnic tables, BBQ grills, trash cans, signage, sidewalks, trails, lighting at Zoo Event Center, fencing and gates. | Estimated | 373,000 | - |
| 8xxxxxx | Turf Sweeper | Replacement of a turf sweeper | Estimated | 80,000 | - |

DEPARTMENT BUDGETS
Public Works Maintenance - Parks

| FUND | | FUNCTION | | CODE | |
|---------------|---|--|-----------|------------------|------------------|
| 100 | | Public Works | | 813 | |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | DESCRIPTION | BASIS | 2023-2024 AMOUNT | 2024-2025 AMOUNT |
| 8xxxxxx | Small Tractors & Utility Vehicles | Replacement of utility vehicles | Estimated | \$ 40,000 | \$ - |
| 8701716 | Parking Lot and Trail Repairs | Major maintenance, repairs and striping for parking lots at City facilities including Paloma Park, Colony Park, the Pavilion on the lake, and trail systems. | Estimated | 400,000 | - |
| 9505075 | Transfer to Landscaping & Lighting Fund for City's Contribution to Las Lomas Open Space Maintenance | Transfer to the Landscaping & Lighting Fund for the City's Contribution to Las Lomas open space maintenance | Allocated | 2,600 | 2,600 |
| 9505077 | Transfer to Landscaping & Lighting Fund for City's Contribution to De Anza Open Space Maintenance | Transfer to the Landscaping & Lighting Fund for the City's contribution to De Anza open space maintenance | Allocated | 1,400 | 1,400 |

DEPARTMENT BUDGETS
Other Uses

| | |
|-------------|-------------|
| FUND | CODE |
| 100 | 080 |

DESCRIPTION

This department accounts for miscellaneous General Fund items that are not associated with any one Department. The General Fund contribution to the Gas Tax Fund for Streets Maintenance has historically come from this department budget.

| | <u>2020-2021</u> <u>ACTUAL</u> | <u>2021-2022</u> <u>ACTUAL</u> | <u>2022-2023</u> <u>BUDGETED</u> | <u>2022-2023</u> <u>ESTIMATED</u> | <u>2023-2024</u> <u>REQUESTED</u> | <u>2024-2025</u> <u>REQUESTED</u> |
|---|-----------------------------------|-----------------------------------|-------------------------------------|--------------------------------------|--------------------------------------|--------------------------------------|
| <u>SUMMARY OF SERVICE PROGRAMS</u> | | | | | | |
| Other | \$ 468,180 | \$ 225,271 | \$ 453,310 | \$ 8,199,150 | \$ 978,000 | \$ 910,000 |
| Total | <u>\$ 468,180</u> | <u>\$ 225,271</u> | <u>\$ 453,310</u> | <u>\$ 8,199,150</u> | <u>\$ 978,000</u> | <u>\$ 910,000</u> |

DEPARTMENT BUDGETS
Other Uses

| FUND | | | | | | | | CODE |
|--------------------------------|---|-------------------|-------------------|--------------------|---------------------|---------------------|---------------------|------|
| 100 | | | | | | | | 080 |
| OBJECT NUMBER | EXPENSE CLASSIFICATION | 2020-2021 ACTUAL | 2021-2022 ACTUAL | 2022-2023 BUDGETED | 2022-2023 ESTIMATED | 2023-2024 REQUESTED | 2024-2025 REQUESTED | |
| <u>SPECIAL PROJECTS</u> | | | | | | | | |
| 7702016 | COVID-19 Emergency Protective Measures | \$ 28,502 | \$ 5,078 | \$ - | \$ 980 | \$ - | \$ - | |
| 7402125 | Groundwater Sustainability Plan | 2,341 | - | - | - | - | - | |
| | Total Special Projects | <u>30,843</u> | <u>5,078</u> | <u>-</u> | <u>980</u> | <u>-</u> | <u>-</u> | |
| <u>CAPITAL OUTLAY</u> | | | | | | | | |
| 8101031 | Replacement copiers | - | - | - | - | 32,000 | - | |
| 8104057 | Postage Machine | - | - | - | 4,170 | - | - | |
| 9404029 | Technology Fund for Laserfiche Licenses | 27,400 | - | - | - | - | - | |
| 9404029 | Technology Fund for Backup Power Supply for City Hall | - | 12,160 | - | - | - | - | |
| 9404029 | Technology Fund for Conference Room Technology Upgrades | - | - | - | - | 66,000 | - | |
| 9404028 | Vehicle and Equipment Maintenance Fund Deficit | 158,120 | - | - | 2,050,000 | - | - | |
| 9xxxxxxx | Downtown Infrastructure Enhancement Transfer to LTF | - | - | - | 4,694,000 | - | - | |
| | Total Capital Outlay | <u>185,520</u> | <u>12,160</u> | <u>-</u> | <u>6,748,170</u> | <u>98,000</u> | <u>-</u> | |
| <u>OTHER USES</u> | | | | | | | | |
| | Transfers to: | | | | | | | |
| 9505026 | Gas Tax Fund for Street Maintenance | 251,817 | 208,033 | 453,310 | 450,000 | 680,000 | 710,000 | |
| 9505061 | Building Maintenance Fund to Fund Deficit | - | - | - | 1,000,000 | 200,000 | 200,000 | |
| | Total Transfers Out | <u>251,817</u> | <u>208,033</u> | <u>453,310</u> | <u>1,450,000</u> | <u>880,000</u> | <u>910,000</u> | |
| ACTIVITY TOTAL | | \$ 468,180 | \$ 225,271 | \$ 453,310 | \$ 8,199,150 | \$ 978,000 | \$ 910,000 | |

DEPARTMENT BUDGETS
Other Uses

| | |
|-------------|-------------|
| FUND | CODE |
| 100 | 080 |

| <u>OBJECT NUMBER</u> | <u>EXPENSE CLASSIFICATION</u> | <u>DESCRIPTION</u> | <u>BASIS</u> | <u>2023-2024 AMOUNT</u> | <u>2024-2025 AMOUNT</u> |
|----------------------|---|---|--------------|-------------------------|-------------------------|
| 8101031 | Replacement copiers | Replacement copiers for City Hall first floor and Police Department | Estimated | \$ 32,000 | \$ - |
| 9404029 | Technology Fund for Conference Room Technology Upgrades | General Fund contribution to the Technology Fund for conferene room technology upgrades | Allocation | 66,000 | - |
| 9505026 | Gas Tax Fund for Street Maintenance | General Fund contribution to the cost of street department operations | Allocation | 680,000 | 710,000 |
| 9505061 | Building Maintenance Fund to Fund Deficit | General Fund contribution to the Building Maintenance Fund deficit | Allocation | 200,000 | 200,000 |