



A G E N D A

Meeting of the Scotts Valley City Council

Date: May 20, 2015

Time: 6:00 p.m.

CITY OF SCOTTS VALLEY 1 Civic Center Drive Scotts Valley, CA 95066 (831) 440-5602	MEETING LOCATION City Council Chambers 1 Civic Center Drive Scotts Valley, CA 95066	POSTING: The agenda was posted 5-15-15 at City Hall, SV Senior Center, SV Library and on the Internet at www.scottsvalley.org .
---	---	---

Elected Officials Dene Bustichi, Mayor Donna Lind, Vice Mayor Stephany E. Aguilar, Council Member Randy Johnson, Council Member Jim Reed, Council Member	City Staff Members Steve Ando, City Manager Kirsten Powell, City Attorney Corrie Kates, Community Dev Dir/Deputy City Mgr Scott Hamby, Public Works Director John Weiss, Chief of Police Tracy Ferrara, City Clerk
--	---

Notice regarding City Council Meetings:

The City Council meets regularly on the 1st and 3rd Wednesday of each month at 6:00 pm in the City Hall Council Chambers located at 1 Civic Center Drive, Scotts Valley, CA 95066.

Agenda and Agenda Packet Materials:

The City Council agenda and the complete agenda packet are available for review by 5:00 pm the Friday before the Wednesday meeting on the Internet at the City's website: www.scottsvalley.org and in the lobby of City Hall at 1 Civic Center Drive, Scotts Valley, CA. Pursuant to Government Code §54957.5, materials related to an agenda item, submitted after distribution of the agenda packet, are available for public inspection in the lobby of City Hall during normal business hours, Monday-Friday, 8am-12 pm and 1-5 pm. In accordance with AB 1344, such documents will be posted on the City's website at www.scottsvalley.org.

Televised Meetings:

City Council meetings are cablecast "Live" on Community Television of Santa Cruz County on Comcast Channel 25.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

COMMITTEE REPORTS

(Council members are appointed to committees which are either City committees or committees dealing with other jurisdictions. This portion of the agenda allows the committee member to present oral or written reports to the Council regarding their committee assignments. It also allows the Council to make comments and give the committee member direction, as required.)

Interjurisdictional Committees:

✓	Criminal Justice Council	(Lind/Johnson)
✓	Transportation Commission	(Johnson/Lind)
✓	Metro Transit District Board	(Bustichi)
✓	County Integrated Waste Mgmt Local Task Force	(Lind/Hamby)
✓	City/School District Joint Committee	(Reed/Johnson)
✓	AMBAG	(Aguilar/Lind)
✓	LAFCO	(Lind)
✓	City Selection Committee	(Mayor)
✓	League of California Cities Delegate Program	(Aguilar)
✓	Hazardous Materials Advisory Commission	(Ron Whittle)
✓	Cultural Council	(Lind)
✓	Seniors Advisory Council	(Lind)
✓	Santa Margarita Ground Water Basin Advisory Committee	(Lind /Aguilar)
✓	Library Financing Authority/Joint Powers Boards	(Reed/Johnson)

Standing Local Committees:

✓	Traffic Safety Committee	(Lind/Aguilar)
✓	Economic Development	(Johnson/Bustichi)
✓	Affordable Housing	(Aguilar/Bustichi)
✓	Water Subcommittee	(Bustichi/Lind)
✓	Budget Subcommittee	(Mayor/Vice Mayor)
✓	Sign Subcommittee	
✓	Green Building Permit Process Subcommittee	(Lind/Reed)
✓	ADA Accessibility Subcommittee	(Aguilar)

Project Specific Committees:

✓	Skypark Subcommittee	(Aguilar/Lind)
✓	Gateway South Commercial	(Johnson/Bustichi)
✓	Library Construction Subcommittee	(Reed/Johnson)
✓	Glenwood Trails Subcommittee	(Bustichi/Reed)
		(Aguilar/Reed)

CITY MANAGER REPORT

PUBLIC COMMENT TIME

(This is the opportunity for individuals to make and/or submit written or oral comments to the Council on any items within the purview of the Council, which are **NOT** part of the Agenda. No action on the item may be taken, but the Council may request the matter be placed on a future agenda.)

ALTERATIONS TO CONSENT AGENDA

(Council can remove or add items to the Consent Agenda.)

CONSENT AGENDA

(The Consent Agenda is comprised of items which appear to be non-controversial. Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.)

- A. Approve City Council meeting minutes of 5-6-15
- B. Approve check register – 5-4-15
- C. Approve new job classification and recommended salary range of \$5,654 - \$7,578 for the position of Wastewater Division Manager
- D. Approve agreement for professional services between the City of Scotts Valley and Mark Cattera to assist in managing the City's wastewater treatment plant operations

ALTERATIONS TO REGULAR AGENDA

(Council can remove or add items to the Regular Agenda.)

REGULAR AGENDA

(Persons wishing to speak on any item may do so by raising their hand to be recognized by the Mayor.)

- 1. Review of 2015-2016 General Fund revenue budget (CityManager/Ando)
- 2. Review of 2015-2016 General Fund expenditure budget (CityManager/Ando)
- 3. Future Council agenda items
(This portion of the Regular Agenda allows the Council to determine items to be placed on a future agenda and to choose a date, if so desired.)

CONVENE TO CLOSED SESSION

CLOSED SESSION

SUBJECT:

- (1) Conference with labor negotiator re employee negotiations with SEIU, Mid Management Group, Management Group, Scotts Valley Police Bargaining Unit, Scotts Valley Police Supervisors Association
Legal Authority: Govt Code section 54957.6
Name of Case: N/A
Staff Present: City Manager, City Attorney, Community Development Director/Deputy City Manager, Police Chief
- (2) Conference with legal counsel regarding real property negotiations.
Legal Authority: Govt Code section 54956.8
APN: 022-481-18 and southeast portion of 022-481-19
Staff Present: City Manager, City Attorney, Community Development Director/Deputy City Manager

RECONVENE TO OPEN SESSION

REPORT ON ACTION TAKEN DURING CLOSED SESSION

ADJOURNMENT

The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; or, Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

PROCEDURAL INFORMATION FOR THE PUBLIC

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN APPROVAL OF A RESOLUTION:

1. Move the Resolution number for approval.
2. Second the motion.
3. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN INTRODUCTION/ADOPTION OF AN ORDINANCE:

1. Move the Ordinance number for introduction (or adoption).
2. Move the Ordinance be introduced by title only and waive the reading of the text.
3. Read the Ordinance title.
4. Second the motion.
5. Vote by body, a roll call vote is not required.

THE FOLLOWING IS THE PROCEDURE COUNCIL SHOULD TAKE IN PUBLIC COMMENT/PUBLIC HEARINGS:

Unless otherwise determined by the presiding officer of the meeting:

1. Three minutes allowed per individual to speak.
2. Five minutes allowed per individual representing a group of three or more.



The City of Scotts Valley does not discriminate against persons with disabilities. The City Council Chambers is an accessible facility. If you wish to attend a City Council meeting and require assistance such as sign language, a translator, or other special assistance or devices in order to attend and participate at the meeting, please call the City Clerk's office at (831) 440-5602 five to seven days in advance of the meeting to make arrangements for assistance. If you require the agenda of a City Council meeting be available in an alternative format consistent with a specific disability, please call the City Clerk's Office. The California State Relay Service (TTY/VCO/HCO to Voice: English 1-800-735-2929, Spanish 1-800-855-3000; Voice to TTY/VCO/HCO: English 1-800-735-2922, Spanish 1-800-855-3000; or, from or to Speech-to-Speech, English & Spanish 1-800-854-7787), provides Telecommunications Devices for the Deaf and Disabled and will provide a link between the TDD caller and users of telephone equipment.

MINUTES

CONSENT AGENDA ITEM A

DATE: 5-6-2015

Meeting of the Scotts Valley City Council

Date: May 6, 2015

POSTING:

The agenda was posted on 5-1-15
at City Hall, the SV Senior Center, and
the SV Library, by the City Clerk.

CALL TO ORDER 6:00 p.m.

PLEDGE OF ALLEGIANCE and MOMENT OF SILENCE

ROLL CALL

Present:

Mayor Bustichi
Vice Mayor Lind
Council Member Aguilar
Council Member Johnson
Council Member Reed

City Manager Ando
City Attorney Powell
Comm Dev Dir/Deputy City Mgr Kates
Public Wks Director Hamby
Police Chief Weiss
City Clerk Ferrara

COMMITTEE REPORTS

CM Reed reported that the Library Board met and adopted their preliminary budget for 2015/2016. He reported that the Board also heard a report from the subcommittee that has been handling the governance agreement that is being worked on should the Library Board not renew under its current terms when it expires in 2017.

CM Johnson reported that the Joint City/School Subcommittee met and discussed a youth in government day, which would be held in the Spring of 2016. He reported that they also discussed traffic circulation at the high school, which has improved, and joint use of facilities between the City and the School District.

Mayor Bustichi reported that the Santa Cruz Metropolitan Transit District (SCMTD) will be meeting this Friday. They are continuing to work on their structural deficit issues and looking at revenue sources. They are also looking at ways to stabilize their para-transit service

Mayor Bustichi reported that the Finance Committee met with the City Manager, and they will be holding a series of public meetings regarding the structural deficit, and understanding City finances and revenue resources.

CITY MANAGER REPORT

- Cleanup work has started at Linear Park. On Monday crews began removing the invasive Coyote Brush and placing generous amounts of wood chip mulch to help keep the ground from drying out and to help prevent weed growth.

- Public Work's crews have been by restriping yellow and double yellow areas throughout the city. This work is continuing this week.
- Paving crews will be replacing an 80 foot section of east bound lane on Granite Creek Road near the City Limits. This section of road is on a turn and is failing. The work is scheduled for next week.
- The draft Housing Element will be going to the Planning Commission on May 14 and then to City Council on June 3.
- Retaining walls and foundation have started with the first new building for the 1440 project at the former Bethany University campus. This building is the spa building.
- Sergeant Dave Ball represented our agency by attending the California Peace Officer Memorial Service in Sacramento, held at the State Capitol this last Monday. Sergeant Ball participated with over 100 allied agencies in a procession to the State Capitol. The event included family members of peace officers who died in the line of duty and serves to remember and honor their sacrifice.
- On April 26th members of the Police Department participated in the first annual "Never Forget" First Responders relay. Detective Michael Birley, Officer Paul Lopez, Reserve Officer Mitchell Pfyl and our Explorer Jonathan Granger-Jones all ran the 10 K event, which raises money for the Fallen Officer Foundation. Twenty teams participated in this event, and our team came in second in overall time. Other Department staff members attended to lend their support.
- A Sycamore Tree was donated by Brenda Tealer and Stephen Hoversten, Modern Woodsmen of America, and planted at Hocus Pocus Park. It is about 20 feet tall and will grow quickly to provide nice shade for the park.
- The Summer Activity Guide is now online.

PUBLIC COMMENT

VM Lind announced that the Scotts Valley Chamber of Commerce is hosting an appreciation Chamber Mixer, open to the community, to show appreciation for the Scotts Valley Police Department. She stated that this is National Memorial Week to remember fallen officers and the family friendly event will be held on April 28 at 5:30 at MacDorsa Park.

ALTERATIONS TO CONSENT AGENDA

M/S: Aguilar/Lind

To approve the Consent Agenda.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

Consent Agenda:

- A. Approve City Council meeting minutes of 4-15-15
- B. Approve check register – 4-27-15, 4-13-15
- C. Approve site rental agreement between the City of Scotts Valley and Jazzercise for use of the Scotts Valley Community Center from May 1, 2015 to April 30, 2016

- D. Approve the attendance of the Economic Development Subcommittee (Mayor Bustichi and Council Member Johnson) at the 2015 ICSC Conference in Las Vegas, Nevada, May 17-20, 2015
- E. Approve letter of support for SB 16 (Beall) for Transportation Funding
- F. Approve agreement for professional services between the City of Scotts Valley and the Biotic Resources Group for the mitigation and monitoring report plan for the Shugart Park Pathway and Footbridge Project

ALTERATIONS TO REGULAR AGENDA

Mayor Bustichi requested that Item 5 be heard as the second item on the agenda.

M/S: Aguilar/Johnson

To approve the Regular Agenda as amended moving Item 5 to be heard as the second item on the agenda.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

REGULAR AGENDA

1. **Consideration of loan agreement with the developer of the approved hotel located at 5030 Scotts Valley Drive, APN 022-091-61**

Mayor Bustichi recused himself due to a potential financial conflict of interest.

CM Ando presented the written staff report and responded to questions from Council. He stated that Ken Hira of Kosmont Companies was available for Council questions.

Ken Hira, Kosmont Companies, provided additional information regarding this item and responded to questions from Council.

CM Aguilar questioned if there are any guarantees or security for the monies so they can continue to be used on a revolving basis.

CA Powell responded that the City could record a promissory note or deed of trust, that would have to be updated periodically, and would protect the funds. She also requested that the money only be released when furniture and fixtures are needed.

CA Powell reported that the City received a letter from Weinberg, Roger & Rosenfeld, on behalf of Carpenters Local Union No. 505, stating that they believe this loan arrangement would trigger prevailing wage on the project. CA Powell stated that she does not believe that to be the case because we are not providing funding for construction, the City is only providing funding for operating capital, furniture, fixtures, and equipment. She stated that the City will work with the developer to verify those issues.

CM Reed stated that he wanted assurances that if the City Council doesn't approve this loan agreement, this project cannot be built.

Anatol Shliapnikoff, developer of the hotel project at 5030 Scotts Valley Drive, spoke to the Council regarding his loans and financial investment for this project and responded to questions from Council.

M/S: Johnson/Reed

To authorize the City Manager to enter into a loan agreement with the developer of the approved hotel located at 5030 Scotts Valley Drive, APN 022-091-61, subject to the terms outlined in the staff report and addressed by the City Council above.

Carried 3/1/1 (AYES: Johnson, Lind, Reed; NOES: Aguilar; ABSENT: Bustichi)

5. Discussion and consideration of policy options for outdoor storage uses in the City of Scotts Valley

Mayor Bustichi recused himself due to a potential financial conflict of interest.

SP Fodge presented the written staff report and responded to questions from Council.

M/S: Johnson/Reed

To approve the following policy options for outdoor storage uses in the City of Scotts Valley:

- 1. Allow outdoor storage in Light-Industrial I-L zone subject to use permit approval;***
- 2. Do not allow on Mt. Hermon Road and Scotts Valley Drive no matter the zone;***
- 3. Do not allow in the Service-Commercial C-S zone;***
- 4. Do not allow next to housing;***
- 5. Permitted outdoor storage uses may remain until their use permits expire;***
- 6. Phase-out unpermitted outdoor storage uses to vacate properties by July 1, 2016;***
- 7. Use the draft definition of outdoor storage in the May 6, 2015 City Council staff report; and***
- 8. Staff to prepare design standards to screen outdoor storage uses for City Council review.***

Carried 4/0/1 (AYES: Aguilar, Johnson, Lind, Reed; ABSENT: Bustichi)

2. Consider approval of non-collection of Community Center rental fees for the Scotts Valley Sports Complex (SVSC) Fundraiser Events

CM Ando presented the written staff report and responded to questions from Council. He stated that Brian Davis, representing SVSC, was available for questions.

Brian Davis, SVSC representative, spoke regarding this request and responded to questions from Council.

CM Aguilar expressed concerns in regards to waiving the entire fee, however, she stated would be willing to waive the fee for the first event and recommended getting sponsors for the second and third events.

M/S: Johnson/Reed

To approve the non-collection of rental fees for use of the Scotts Valley Community Center for the Scotts Valley Sports Complex Fundraiser (SVSC) Events, scheduled to be held on May 29, June 19, and July 17, 2015. Insurance, cleaning, and additional permit fees would be required.

Carried 4/1 (AYES: Bustichi, Johnson, Lind, Reed; NOES: Aguilar)

PUBLIC HEARINGS

3. **Consideration of Planning Commission recommended approval to the City Council for a Planned Unit Development Amendment to relocate a previously designated development envelope for a single-family dwelling and related property improvements on a vacant 5-acre parcel at 11 Ridgecrest Drive, APN 022-471-05**

SP Fodge presented the written staff report and responded to questions from Council. She stated that the property owner, Steve Benedum, and his architect, Steve Elmore, were available for questions.

PUBLIC HEARING OPENED - 7:55 PM

Steve Elmore, project designer, spoke regarding the debris wall, and responded to questions from Council.

PUBLIC HEARING CLOSED - 8:00 PM

M/S: Aguilar/Lind

To approve Resolution No. 1750.1 approving planned unit development amendment PUD88-002.3 to allow the relocation of a previously identified development envelope for future construction of a single-family dwelling and related property improvements on lot #1 in the Ridgecrest Subdivision at 11 Ridgecrest Drive, APN 022-471-05.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

M/S: Aguilar/Lind

To approve Resolution No. 1253.3 approving a final amendment LD88-001.1 (as shown on non-title sheet Volume 82 Page 19 of Tract No. 1264 for the Ridgecrest Subdivision) in accordance with the state map act to relocate a previously identified development envelope for construction of a single-family dwelling and related property improvements on lot #1 in the Ridgecrest Subdivision at 11 Ridgecrest Drive, APN 022-471-05.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

4. **Consider approval of fee adjustments for various Police, Administrative, Facility Rental, and Recreation fees**

CM Ando presented the written staff report and responded to questions from Council.

PUBLIC HEARING OPENED - 8:18 PM

No one came forward.

PUBLIC HEARING CLOSED - 8:18 PM

M/S: Lind/Johnson

To approve Resolution No. 1198.64 amending certain fees and charges for City Police, Administrative, Facility Rental, Planning, Building, and Public Works services.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

M/S: Aguilar/Lind

To approve Resolution No. 1593.18 amending certain fees and charge for City recreation services.

Carried 5/0 (AYES: Aguilar, Bustichi, Johnson, Lind, Reed)

REGULAR AGENDA

(Resumed)

6. Future Council agenda items

None.

CONVENE TO CLOSED SESSION

The City Council convened to closed session at 8:20 p.m. to discuss the following items:

1. Pursuant to Government Code Section 54957.6, the City Council met in closed session to confer with their labor negotiator re employee negotiations with SEIU, Mid Management Group, Management Group, Scotts Valley Police Bargaining Unit, Scotts Valley Police Supervisors Association.

RECONVENE TO OPEN SESSION

The City Council reconvened to open session at 9:15 p.m.

REPORT ON ACTION TAKEN DURING CLOSED SESSION

Mayor Bustichi announced that there was nothing to report.

ADJOURNMENT

The meeting adjourned at 9:15 p.m.

Approved: _____

Dene Bustichi, Mayor

Attest: _____

Tracy A. Ferrara, City Clerk

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
000705	ADVOCACY, INC	104148	05/04/15	372.75
.14881	AHWEILER/LISA	104149	05/04/15	211.74
001219	ALHAMBRA	104150	05/04/15	91.14
001219	ALHAMBRA	104151	05/04/15	78.58
000620	ALVAREZ/TONY	104152	05/04/15	20.00
000652	ANDERSON PACIFIC ENG INC	104153	05/04/15	27,043.05
001009	ARD/KRISTIN	104154	05/04/15	30.00
003424	ARMSTRONG/ROWAN	104155	05/04/15	70.00
003409	ARON/LINDA	104156	05/04/15	183.00
003048	ARROWHEAD SCIENTIFIC, IN	104157	05/04/15	95.70
000998	ASSOCIATED SERVICES CO.	104158	05/04/15	144.44
001670	AT &T	104159	05/04/15	405.08
000097	AT&T	104160	05/04/15	274.76
003423	BATTEY/RYAN	104161	05/04/15	90.00
001822	BC LABORATORIES INC.	104162	05/04/15	192.00
000500	BOLANOS/DORENE	104163	05/04/15	846.50
000021	BOWMAN & WILLIAMS	104164	05/04/15	360.00
000437	BRASS KEY LOCKSMITH	104165	05/04/15	55.18
000053	BSN SPORTS	104166	05/04/15	308.52
001633	CAL-WEST LIGHTING & SIGN	104167	05/04/15	3,795.67
001564	CALERO/VICTOR	104168	05/04/15	30.00
000773	CENTRAL COAST LANDSCAPE	104169	05/04/15	383.00
000756	CENTRAL HOME SUPPLY	104170	05/04/15	476.66
000645	COLLINS/GUY E.	104171	05/04/15	1,806.70
002091	COMCAST	104172	05/04/15	282.03
000761	COMMUNITY BRIDGES	104173	05/04/15	2,230.75
001428	COURT APPOINTED SPECIAL	104174	05/04/15	202.25
.14878	CROSS/EMILY	104175	05/04/15	80.00
003322	CROWNE CAFE CATERING/	104176	05/04/15	1,426.13
003043	CSG CONSULTING INC	104177	05/04/15	6,885.00
003324	ECIVIS INC	104178	05/04/15	2,900.00
000072	ECOLOGY ACTION OF SC	104179	05/04/15	1,300.00
003290	EVOQUA WATER TECHNOLOGIE	104180	05/04/15	252.00
000054	EWING IRRIGATION PRODUCT	104181	05/04/15	355.41
000703	FAMILY SERVICE AGENCY	104182	05/04/15	990.25
003253	FIRST ALARM	104183	05/04/15	110.67
000375	FIRST ALARM SECURITY & P	104184	05/04/15	86.21
000051	FISHER SCIENTIFIC	104185	05/04/15	242.48
003348	FLML/UC REGENTS	104186	05/04/15	138.00
003348	FLML/UC REGENTS	104187	05/04/15	50.00
003083	FONG/MICHAEL	104188	05/04/15	180.00
001651	FRANCIS DDS/ WILLIAM	104189	05/04/15	691.20
001657	GOLDEN GATE TRUCK CENTER	104190	05/04/15	306.60
003066	GOLFLAND	104191	05/04/15	351.31
001828	GONZALES/GABE	104192	05/04/15	20.00
000895	GRANITE CONSTRUCTION CO	104193	05/04/15	590.33
001572	HAAS/ROGER	104194	05/04/15	90.00
000057	HACH COMPANY	104195	05/04/15	778.60

BANK	VENDOR	CHECK#	DATE	AMOUNT
BA	GENERAL CHECKING ACCOUNT			
003387	HEIDARI DDS/ALI	104196	05/04/15	152.00
.14879	HENNAGER/LEAH	104197	05/04/15	40.00
001516	HERNANDEZ/JAIME	104198	05/04/15	60.00
000615	HOHMANN/PATRICK J.	104199	05/04/15	20.00
001902	INDEPENDENT ELECTRIC SUP	104200	05/04/15	1,368.69
003422	IWORQ	104201	05/04/15	5,700.00
001903	JONES/KIMARIE	104202	05/04/15	20.00
003074	KATES/CORRIE	104203	05/04/15	65.30
001992	KOSMONT COMPANIES, INC	104204	05/04/15	5,682.28
003325	LEO'S U-SAVE LIQUORS	104205	05/04/15	101.93
003321	LOPEZ/RENE	104206	05/04/15	20.00
003403	MAR-KEN INTERNATIONAL PO	104207	05/04/15	754.00
003421	MBH PAINTING	104208	05/04/15	1,000.00
001234	MC GRAW DDS/BERNARD	104209	05/04/15	198.00
000195	MESITI-MILLER ENGINEERIN	104210	05/04/15	2,643.00
003104	MICKEY MAGIC	104211	05/04/15	175.00
003202	MISCOWATER	104212	05/04/15	22,758.47
003425	MOUNTAIN MIKE'S PIZZA	104213	05/04/15	137.32
001404	MUNICIPAL CODE CORPORATI	104214	05/04/15	650.00
001872	NORTH CENTRAL LABORATORI	104215	05/04/15	432.87
001988	O'REILLY AUTOMOTIVE, INC	104216	05/04/15	417.38
001063	OI ANALYTICAL	104217	05/04/15	663.36
000089	OLIVE SPRINGS QUARRY INC	104218	05/04/15	153.68
003099	OZONIA NORTH AMERICA	104219	05/04/15	1,568.04
000101	PACIFIC GAS & ELECTRIC C	104220	05/04/15	29,459.96
001536	PAPA	104221	05/04/15	80.00
002063	PATEL-CROSKREY/DARSHANA	104222	05/04/15	80.01
003152	PETERSON POWER SYSTEMS,	104223	05/04/15	1,518.86
001787	PETRINI'S GARDENING SERV	104224	05/04/15	75.00
000102	PITNEY BOWES	104225	05/04/15	147.44
003323	POMPETTE/NICOLE	104226	05/04/15	20.00
003426	PR DIAMOND PRODUCTS, INC	104227	05/04/15	175.00
003117	PRIORITY 1 PUBLIC SAFETY	104228	05/04/15	179.35
000106	RADIO SHACK CORPORATION	104229	05/04/15	27.18
003230	REDWOOD TOXICOLOGY LAB	104230	05/04/15	32.00
000171	RIVERSIDE LIGHTING INC	104231	05/04/15	543.03
.14880	ROBLES/MARIA	104232	05/04/15	200.00
002043	ROYAL WHOLESALE ELECTRIC	104233	05/04/15	1,101.76
.14882	RUSO/CHICHA	104234	05/04/15	200.00
001823	SANTA CRUZ CO ENVIRONMEN	104235	05/04/15	529.00
001823	SANTA CRUZ CO ENVIRONMEN	104236	05/04/15	529.00
000126	SANTA CRUZ FIRE EQUIPMEN	104237	05/04/15	416.71
000131	SCOTTS VALLEY MEDICAL	104238	05/04/15	323.00
000133	SCOTTS VALLEY SPRINKLER	104239	05/04/15	232.36
003085	SHRED-IT USA INC	104240	05/04/15	199.99
.SIL	SILVA/DONNA	104241	05/04/15	53.80
001923	SIRCHIE	104242	05/04/15	214.71
001535	SKIP'S TIRE & AUTO CENTE	104243	05/04/15	217.23

BANK	VENDOR	CHECK#	DATE	AMOUNT	
BA	GENERAL CHECKING ACCOUNT				
	000141 SNAP-ON TOOLS CORPORATIO	104244	05/04/15	69.87	
	002053 STEPFORD	104245	05/04/15	5,313.00	
	001844 STERLING WATER TECHNOLOG	104246	05/04/15	3,481.28	
	000143 SUMMIT UNIFORMS	104247	05/04/15	369.75	
	000882 SUPERIOR ALARM COMPANY	104248	05/04/15	588.00	
	.14884 TEALL/DAWN	104249	05/04/15	200.00	
	001589 TELECOMMUNICATIONS	104250	05/04/15	4,440.00	
	001933 THURINGER/JOE	104251	05/04/15	20.00	
	001249 TORRES, MARCELA A	104252	05/04/15	1,566.90	
	001046 UNION BANK OF CA-CORPORA	104253	05/04/15	2,300.00	
	001803 VARGAS ACADEMY OF	104254	05/04/15	372.75	
	003369 VIGILANT CANINE	104255	05/04/15	500.00	
	000899 VISTA CENTER FOR THE BLI	104256	05/04/15	503.50	
	000714 VOLUNTEER CENTER	104257	05/04/15	634.25	
	000153 WEST GROUP	104258	05/04/15	262.00	
	003118 WILLDAN, INC	104259	05/04/15	11,707.12	
	003008 WILLIAMS/JESSE	104260	05/04/15	20.00	
	000154 WINCHESTER AUTO STORES	104261	05/04/15	431.14	
	003166 WISDOM/ANGIE	104262	05/04/15	958.86	
	001543 WOOSTER FINANCIAL INC	104263	05/04/15	5,000.00	
	001287 YAHYA/IB	104264	05/04/15	216.00	
	001625 YOSHIDA DDS/NOREEN	104265	05/04/15	132.00	
	003286 YOUTH SERVICES/ENCOMPASS	104266	05/04/15	272.00	
	003286 YOUTH SERVICES/ENCOMPASS	104267	05/04/15	397.00	
	002021 ZOOM	104268	05/04/15	1,398.66	
	001880 ZUMAR INDUSTRIES INC	104269	05/04/15	117.93	
	GENERAL CHECKING ACCOUNT			180,512.41	***

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
05/04/2015 15:51:48
GL540R-V07.27 PAGE 4

Check Register

BANK	VENDOR	CHECK#	DATE	AMOUNT
REPORT TOTALS:				180,512.41

RECORDS PRINTED - 000224

SCOTTS VALLEY ACCOUNTS PAYABLE
CITY OF SCOTTS VALLEY
05/04/2015 15:51:49
GL060S-V07.27 RECAPPAGE

Check Register

GL540R

FUND RECAP:

FUND	DESCRIPTION	DISBURSEMENTS
001	GENERAL	67,214.25
004	RECREATION	6,492.54
010	WASTEWATER OPERATIONS	31,442.41
011	TERTIARY TREATMENT PLANT	2,979.03
012	WASTEWATER CAPITAL RESERVE	49,801.52
014	WASTEWATER EQMT REPLACE RES	1,000.00
023	SVRDA SUCCESSOR AGENCY	5,682.28
025	GENERAL TRUST	6,545.00
028	SENIOR CENTER	1,260.60
050	PINEWOOD EST LNDSCP MAINT DT	392.92
077	SKYPARK MAINT ASSESS DIST	280.23
112	DENTAL INS INTERNAL SERV	2,740.10
123	COMMUNITY FACILITY CENTER	738.53
150	GENERAL CAPITAL IMPROVEMENTS	3,943.00
TOTAL ALL FUNDS		180,512.41

BANK RECAP:

BANK	NAME	DISBURSEMENTS
BA	GENERAL CHECKING ACCOUNT	180,512.41
TOTAL ALL BANKS		180,512.41

City of Scotts Valley Staff Report

DATE: May 20, 2015
TO: Honorable Mayor and City Council
FROM: Scott Hamby, Public Works Director
SUBJECT: **New Job Classification – Wastewater Division Manager**

SUMMARY OF ISSUE

Currently the wastewater plant is operating with one of the existing staff acting as an interim manager. In order to enhance the recruitment process, staff is recommending that Council approve the attached new job classification of Wastewater Division Manager. The Wastewater and Environmental Program Manager job specification was used as a basis for this job specification. Environmental programs were eliminated as they now fall under the Public Works Director. As the wastewater division could benefit greatly from having an electrician on staff, significant electrical responsibilities have been added to the position to replace the environmental duties.

The proposed salary range for the Wastewater Division Manager is the same as the Wastewater and Environmental Program Manager (\$5,654 - \$7,578 per month). If approved, staff would begin recruitment for a Wastewater Division Manager immediately.

As this will create a new position within the Mid-Management bargaining unit, the City Manager and Public Works Director met and conferred with the Mid-Management members as required by MOU.

FISCAL IMPACT

\$5,654 - \$7,578 per month of budgeted wastewater funds.

STAFF RECOMMENDATION

Approve new job classification and recommended salary range for the position of Wastewater Division Manager.

TABLE OF CONTENTS

PAGE

Wastewater Division Manager Job Classification

2

CITY OF SCOTTS VALLEY CLASS SPECIFICATION

WASTEWATER DIVISION MANAGER

JOB PURPOSE

Under general direction, to plan, organize and supervise the operation and maintenance of the City's wastewater treatment plant and related facilities to ensure efficient wastewater treatment in compliance with applicable regulations and standards; to design, modify and assist in the planning of upgrades and replacement of electrical service and instrumentation control; investigate and troubleshoot the repair and maintenance of electrical equipment, machinery, control panels, circuitry, alarm and operation control systems.

EXAMPLES OF DUTIES

Essential Duties:

- Plans, assigns and supervises the work of personnel engaged in wastewater treatment;
Initiate, supervise and participate in the complex maintenance and repair of electrical and mechanical equipment and instrumentation systems.
- Inspects work of subordinates to insure conformance with standards;
- Conducts performance evaluations and approves time cards and leave requests for employees supervised;
- Assists in selection and training of wastewater operations employees;
- Maintains quality control over all assigned activities by reviewing plant performance and operating data daily;
- Prepares administrative and technical reports, including monthly and annual reports to the Regional Water Quality Board;
- Analyzes operations and suggests and/or implements improvements;
- Makes recommendations on the types and kinds of equipment needed for wastewater maintenance and repair;
- Recommends policy or procedural changes and provides input to long-range goals and plans for the division to the Director of Public Works;
- Approves plant alterations and changes in operating procedures;
- Directs and assists or coordinates consulting engineering on wastewater projects;
- Prepares and monitors the division budget, maintaining control of expenses in accordance with appropriations;
- Interacts with vendors to obtain cost-effective supplies, materials and equipment;
- Calculates sewer permit and user fees in accordance with the budget;
- Monitors existing businesses and industries for source control and compliance with pre-treatment discharge regulations;
- Reviews industrial hook-up permits that are to be granted and approves or suggests changes to assure that the discharge would be in compliance with pre-treatment regulations;
- Remains up-to-date on laws and regulations affecting the wastewater operations by reviewing appropriate laws, codes, regulations and current literature;
- Establishes and maintains a computer data base on all divisional records;
- Performs related work as required.

EMPLOYMENT STANDARDS

Education, Experience and Licenses: Any combination equivalent to completion of 14 school grades with major course work related to water recycling/wastewater treatment, and extensive experience in the operation and supervision of a water recycling/wastewater treatment plant and sludge management and in the field of industrial supervision of a water recycling/wastewater treatment plant and in the field of industrial inspection and industrial discharge monitoring, particularly of toxic wastes and their effects on the activated sludge process; experience in permitting requirements and regulations for air quality and storm water discharge; a minimum of five years experience with supervisory responsibility as journey level electrician in design, maintenance and process instrumentation control equipment in the water recycling/wastewater treatment field; possession of a valid California motor vehicle operator's license, Grade III Wastewater Operator's Certificate or ability to acquire a Grade III Wastewater Operator Certificate within 24 months of hire unless extended for good cause by the City Manager issued by the California State Water Resources Control Board. Water Treatment and Distribution certificates are highly desirable.

Ability to: Efficiently and effectively direct the operation of the wastewater division; supervise skilled, technical and professional workers; keep accurate records and write clear, concise reports; evaluate applicants for wastewater division positions; read, comprehend and apply complex laws and regulations; troubleshoot an upset in an activated sludge process and take corrective action; investigate and troubleshoot the repair and maintenance of electrical equipment, machinery, control panels, circuitry, alarm and operation control systems; lead and conduct meetings to train and educate staff in plant processes; reason and learn new techniques and equipment such as computer hardware and software; understand and follow oral and written instructions; maintain effective working relationships with subordinates and other employees; communicate in a courteous manner with the public; work independently, exercising good professional judgment and initiative.

Knowledge of: Modern water recycling/wastewater treatment plant operation practices and techniques; state and federal laws governing the operation of wastewater plants; construction and operation of tertiary treatment facilities; design, maintenance and process instrumentation control equipment in the water recycling/wastewater treatment field and principles of supervision; budgeting and accounting practices; basic principles of mathematics; basic mechanical and chemical principles; occupational hazards and safety precautions for the type of work performed.

CITY COUNCIL APPROVAL DATE: May 20, 2015

**City of Scotts Valley
CITY COUNCIL STAFF REPORT**

DATE: May 20, 2015
TO: Honorable Mayor and City Council
FROM: Scott Hamby, Public Works Director
SUBJECT: Wastewater Division – Professional Services Agreement

SUMMARY OF ISSUE

Staff is recommending that the City contract for professional services to assist in managing the City's wastewater treatment plant operations until such time that a permanent full-time Wastewater Division Manager is hired and trained. Staff contacted Mark Cattera, retired Chief Plant Operator who worked at the City's wastewater facility for over 30 years, to help in this capacity.

Mark will train and advise plant staff on an as needed basis in the monitoring and adjustment of plant equipment, recycled water production facilities, pump station facilities, and other plant operation's related work. It is anticipated that the average time needed for this contract position is 10 hour per week.

FISCAL IMPACT

\$75/hour based upon approved work-plan and invoice, to be paid from available wastewater operation funds from account 10.740.0.313.

STAFF RECOMMENDATION

Approve the attached Agreement for Professional Services with Mark Cattera "Consultant".

TABLE OF CONTENTS

PAGE

Agreement for Professional Services

2

**CITY OF SCOTTS VALLEY
AGREEMENT FOR PROFESSIONAL SERVICES**

This Agreement for Professional Services ("Agreement") is made and entered into as of **May 20, 2015**, by and between the City of Scotts Valley, a municipal corporation, hereinafter referred to as "CITY", and **Mark Cattera** hereinafter referred to as "CONSULTANT".

RECITALS

- A. CITY desires to retain Consultant for certain professional services as set forth in this Agreement.
- B. CONSULTANT is specially trained, experienced and competent to perform the special services which will be required by this Agreement.
- C. CONSULTANT possesses the skill, ability, background, certification and knowledge to provide the services described in this Agreement on the terms and conditions described herein.

NOW, THEREFORE, in consideration of the recitals and the mutual promises contained herein, CITY and CONSULTANT agree as follows:

AGREEMENT

- 1. **Employment of CONSULTANT:** CITY agrees to, and hereby does, retain and employ CONSULTANT to perform the professional services as outlined in the Scope of Work attached hereto and incorporated herein as Exhibit "A". CONSULTANT'S work product shall be performed pursuant to generally accepted standards of practice in effect at the time of performance.
- 2. **Responsible Personnel:** CITY has relied upon the professional training and ability of CONSULTANT to perform the services hereunder as a material inducement to enter into this Agreement. Primary personnel responsible for the completion of the work described in this Agreement shall be **Mark Cattera, whose address is 331 Frederick Street, Santa Cruz, CA 95062; telephone: (831) 457-8001.**
- 3. **Scope of Work:** CONSULTANT shall perform the services as specified in Exhibit A in a professional manner.
- 4. **Time of Performance:** The services of CONSULTANT are to commence upon execution of this Agreement and shall continue until all authorized work is approved by the CITY. Time is of the essence in the performance of this Agreement. No waiver by either party hereto of the nonperformance or any breach of any term, provision, or condition of this Agreement, or any default hereunder shall be considered to be or operate as a waiver of any subsequent nonperformance, breach or default.

5. **Compensation:** CONSULTANT shall accept compensation for services performed at a rate of \$75.00 per hour. Invoice shall be submitted no less than once a month and will include hours worked and a description of services provided.

Payments to CONSULTANT shall be made upon invoices submitted by CONSULTANT to CITY for review and approval. Invoices will be paid by CITY within 30 days after invoice is approved by the Public Works Director.

6. **Indemnity:** CONSULTANT shall hold harmless, indemnify and defend CITY, its elective and appointive boards, commissions, officers, agents, servants, volunteers, and employees from and against any and all claims, costs, damages, liability, losses, or suits (including court costs and attorney fees) for personal injury (including death), property damage and any other damages of any sort whatsoever, arising out of, or alleged to have arisen out of, the willful or negligent acts, errors, or omissions of CONSULTANT or CONSULTANT'S contractors, subcontractors, agents, or employees in the performance of this Agreement. This indemnity shall not apply to a) claims brought by CONSULTANT for default of this Agreement, or for claims brought by CITY or any third party where the underlying injury or damage is finally determined by a court of competent jurisdiction to arise solely from the negligent or willful misconduct of CITY.

CITY shall hold harmless and indemnify CONSULTANT from any damage which may be caused to the CITY's computer network system.

7. **Termination:** This Agreement may be terminated by the CITY immediately for cause or by either party without cause upon fifteen days' written notice of termination. Upon termination, CONSULTANT shall be entitled to compensation for services performed up to the effective date of termination.

CONSULTANT shall accept, for itself, as full payment for services rendered and all work to be done and performed hereunder and in complete satisfaction of all claims against CITY by reason of voluntary abandonment or suspension of work or termination of the Agreement, the sum determined on an hourly basis in accordance with the provisions of this Agreement, or any modification or amendment thereto, plus all direct expenses incurred, including those expenses incurred which are directly attributable to the incomplete portion of the work which could not be canceled.

In the event of termination, CONSULTANT shall deliver as a condition to the payment of the compensation provided for above, or otherwise make available to CITY, all research data, reports, estimates, summaries, and other such information and materials as may have been accumulated by CONSULTANT in performing this Agreement, whether completed or in process in accordance with Section 8 of this Agreement.

8. **Documents:** Notes, studies, chain, computations, electronic files, and other data and information obtained by CONSULTANT for this project shall, upon receipt of payment for services rendered, be made available to CITY by CONSULTANT at CITY'S request and shall become the property of CITY. In the event CITY alters the document, CITY agrees CONSULTANT shall have no responsibility whatsoever for any claim arising out of, or alleged to have risen out of, use of the altered document,

All plans, studies, documents, charts, computations, and electronic files prepared by and for CONSULTANT, its officers, employees and agents and subcontractors in the course of implementing this Agreement, except working notes and internal documents, shall become the property of the CITY upon payment to CONSULTANT for such work, and the CITY shall have the sole right to use such materials in its discretion without further compensation to CONSULTANT or to any other party. CONSULTANT shall, at CONSULTANT'S expense, provide such reports, plans, studies, documents and other writings to CITY upon written request.

9. **Independent Contractor:** CONSULTANT is an independent contractor retained by CITY to perform the work described herein. ALL personnel employed by CONSULTANT are not and shall not be deemed to be employees of CITY. CONSULTANT shall obtain no rights to retirement benefits or other benefits which accrue to CITY'S employees, and CONSULTANT hereby expressly waives any claim it may have to such rights. CONSULTANT shall comply with all state and federal laws pertaining to employment and compensation of its employees and its agents, including the provision of Workers' Compensation.

10. **Licenses:** CONSULTANT represents and warrants to CITY that it has all licenses, permits, qualifications, insurance and approvals of whatsoever nature which are legally required of CONSULTANT to practice its profession. CONSULTANT represents and warrants to CITY that CONSULTANT shall, at its sole cost and expense, keep in effect or obtain at all times during the term of this Agreement, any licenses, permits, insurance and approvals which are legally required of CONSULTANT to practice its profession. Consultant shall maintain a City of Scotts Valley business license.

11. **Assignment:** The parties recognize that a substantial inducement to CITY for entering into this Agreement is the professional reputation, experience and competence of CONSULTANT. Assignments of any or all rights, duties or obligations of the CONSULTANT under this Agreement will be permitted only with the express consent of the CITY. CONSULTANT shall not subcontract any portion of the work to be performed under this Agreement without the written authorization of the CITY. If the CITY consents to such subcontract, CONSULTANT shall be fully responsible to CITY for all acts or omissions of the subcontractor. Nothing in this Agreement shall create any contractual relationship between CITY and subcontractor nor shall it create any obligation on the part of the CITY to pay or to see to the payment of any monies due to any such contractor other than as otherwise required by law.

12. **Binding on Successors:** This Agreement is binding on the heirs, successors and assigns of the parties hereto.
13. **Amendment:** This Agreement may be amended, modified or changed by the parties, provided that said Agreement, modification or change is in writing and approved by the authorized representative of the parties.
14. **Applicable Law and Attorney's Fees:** This Agreement shall be construed and enforced in accordance with the laws of the State of California, and any action brought relating to this Agreement shall be held exclusively in a state court in the County of Santa Cruz. Should any legal action be brought by a party for breach of this Agreement or to enforce any provision of the Agreement, the prevailing party of such action shall be entitled to recover its reasonable litigation expenses, including attorney fees.
15. **Entire Agreement:** This Agreement contains the entire understanding between the parties with respect to the subject matter herein. There are no representations, agreements or understandings, whether oral or written, between or among the parties relating to the subject matter of this Agreement which are not fully expressed herein. The drafting and negotiation of this Agreement have been participated in by each of the parties and/or their counsel, and for all purposes this Agreement shall be deemed to have been drafted jointly by all parties.
16. **Waiver:** Waiver of a breach or default under this Agreement shall not constitute a continuing waiver of a subsequent breach of the same or any other provision under this agreement.
17. **Severability:** If any term or portion of this Agreement shall be held by a court of competent jurisdiction to be invalid, illegal, or otherwise unenforceable, the remaining provisions of this Agreement shall continue in full force and effect.

WITNESS WHEREOF this Agreement is executed by CITY and by CONSULTANT on this 20th day of May, 2015, at Scotts Valley, California.

CONSULTANT:

CITY OF SCOTTS VALLEY:



Mark Cattera

Dene Bustichi, Mayor

APPROVED AS TO FORM:

ATTEST:

Kirsten M. Powell, City Attorney

Tracy Ferrara, City Clerk

Exhibit A

Scope of Work: Mark Cattera, Consultant, has been hired by the City of Scotts Valley to provide professional services to assist in managing the City's wastewater treatment plant operations. Work shall be approved and supervised by the City of Scotts Valley Public Works Director. Consultant shall monthly provide a work plan and invoice to the Public Works Director.

Specific tasks will include the assistance in:

- Planning and scheduling work of wastewater treatment operators;
- Assigning special projects to operators as needed;
- Monitoring the operation of wastewater treatment plant process, including mechanical equipment such as pumps, motors, and other equipment;
- Training personnel in the proper operation and maintenance of the plant;
- Making of recommendations on the types and kinds of equipment needed for maintenance, repair and replacement;
- Scheduling and coordinating work by outside contactors
- Other tasks as determined by the Public Works Director.

Consultant will perform the majority of the work at the City of Scotts Valley Wastewater Treatment Facility.

**City of Scotts Valley
INTEROFFICE MEMORANDUM**

DATE: May 20, 2015
TO: Honorable Mayor and City Council
FROM: Steve Ando, City Manager
SUBJECT: **2015 / 2016 General Fund Revenue Budget**

SUMMARY OF ISSUE

This is the start of the discussions regarding the 2015-2016 budget. This first discussion will be about the General Fund revenues. The detail of the General Fund revenue totals shown below are presented in a spreadsheet attached to this report. The 2015 / 2016 budget amounts are preliminary at this time. These amounts may be adjusted before the budget is presented to Council in June for adoption.

General Fund Revenue Budget:

The revenues from fiscal year 2011 (ended June 30, 2011) to fiscal year 2016 are presented below. An explanation of large increases / decreases are presented below. The detail of the revenues making up the totals below is shown in a table starting on page 8.

GENERAL FUND REVENUES					
2011 <u>Actual</u>	2012 <u>Actual</u>	2013 <u>Actual</u>	2014 <u>Actual</u>	2015 <u>Projected</u>	2016 <u>Budget</u>
\$6,960,276	\$7,161,045	\$8,416,965	\$8,688,719	\$9,832,395	\$9,372,425

Large Increase/Decrease Between Years:

2012 to 2013: The City began receiving payment from the County for back property taxes due to the City's successful lawsuit. The law allows the County to pay this over three years, the first being in fiscal year 2013. The City is receiving a total of \$2,175,000 of back taxes. Included in fiscal year 2013 is one-third, or \$725,000.

2014 to 2015: An additional half-cent sales tax began in full in fiscal year 2015. This tax measure approved by the voters will expire in fiscal year 2022.

2015 to 2016: The payment for back taxes described above ended in 2015.

Other adjustment: The actual amounts for fiscal year 2011 do not include the \$725,000 from the sale of the Erba Lane property as this was a one-time, extraordinary item and would distort any comparisons to other fiscal years.

The discussion below will focus on how the projected 2014-15 revenues compare to the actual 2013-14 amounts. After that, the discussion will turn to the fiscal year 2015-16 estimated revenues and how the major revenue sources were determined. The expenditure budget will be presented separately.

FISCAL YEARS 2014 AND 2015

The revenues for 2014-15 are projected to be approximately \$1,143,676 higher than the actual revenues for 2013-14. The increases and decreases by major revenue category are shown in the table below. These revenue categories are discussed below.

<u>Revenue Category</u>	<u>2013-14 Actual</u>	<u>2014-15 Projected</u>	<u>Increase (Decrease)</u>
Taxes	\$6,827,615	\$7,839,550	\$1,011,935
Franchise Fees	830,392	881,000	50,608
Fines & Forfeitures	41,731	35,620	(6,111)
Charges for Services	544,972	608,225	63,253
Investment Earnings	9,685	5,000	(4,685)
Other Revenue	<u>434,324</u>	<u>463,000</u>	<u>28,676</u>
Total	<u>\$8,688,719</u>	<u>\$9,832,395</u>	<u>\$1,143,676</u>

The variance in **taxes** is made up of the following individual amounts.

Measure U Sales Tax	\$894,776
Transient Occupancy Tax	73,801
Property Taxes-Other Than Successor Agency	59,037
State Vehicle in Lieu Fee	53,882
Property Taxes-Successor Agency	18,386
Sales Tax	(69,573)
All other accounts	<u>(18,374)</u>
Total	<u>\$1,011,935</u>

With the passage of the **Measure U sales tax**, the additional one-half of one percent temporary sales tax started on April 1, 2014. The City received estimates for three months of sales tax at the end of fiscal year 2014 which totaled \$205,224. This fiscal year's full year estimate is \$1,100,000.

For the first time ever, **transient occupancy tax** is projected to be \$1,000,000 for fiscal year 2014-15. This is just under an 8% increase from the prior year. The increases for the prior three years (2012 to 2014) were 25%, 9.5%, and 18.6%, respectively. These increases reflect the rebound in the economy and additional funding to the Conference and Visitors Council (CVC) through the Tourism Marketing District which started in 2010-11. That has allowed the CVC to increase their marketing efforts.

Property taxes other than those distributed through the **Successor Agency** are projected to increase \$59,037, or 3.6%. New homes and a real estate market that has started to pick up again have contributed to this increase. This increase includes the amounts received for the Tax Equity Act (TEA). Even with TEA, the City still only receives approximately 7% of the property taxes generated within the City limits.

State vehicle in lieu fee increases are based on property tax roll increases. Per the calculations by the County, the City will receive approximately \$893,000 which is a 6.4% increase over the prior year. This percentage increase is higher than the General Fund property tax increase above due to the inclusion of all properties, even those within the former Redevelopment Agency.

Property taxes from Successor Agency is increasing over last year due to more funds being able to be distributed. In the early years of the dissolution process, there was a lot of administration. Now after a few years, the administration is getting less and less. With less monies being spent on administration there are more funds being distributed out to the taxing entities.

Sales tax is projected to decrease \$69,573 from last year. This, however, is after a negative State Board of Equalization audit adjustment of approximately \$193,000 that covered July 2007 to June 2010 for tax erroneously paid on nontaxable purchases or on purchases of inventory for resale. Without this adjustment, sales tax would have increased \$123,573, or 6%. Last year a comparison of sales tax by calendar year showed the larger increases coming from contractors, building materials, and business services. This year, comparing calendar years 2013 to 2014, sales tax is increasing the most (in no particular order) with grocery stores, restaurants/fast food, auto repair, business services, and office supplies. Contractors showed the largest decrease. Actual amounts cannot be given as this is proprietary information of the individual businesses.

Charges for services are projected to increase \$63,253 primarily due to planning/building fees. There are a number of large projects: completion of the Woodside project, the 1440 project at the former Bethany University campus, and a new hotel on Scotts Valley Drive. There has been an increase in smaller projects as well. Activity had picked up so drastically that the City contracted out for inspection and plan check services. The City also had one EIR Administration for \$30,000 which is infrequent.

Other Revenue is increasing \$28,676 due to a number of accounts. Contributions from non-government is increasing \$13,000 because the prior year's rent for the soccer field had been prepaid the previous year; therefore, no revenue showed up for last year. Other revenue is increasing \$11,743 due to one-time reimbursements from the Lennar funds and the closeout of special assessment bonds. Impact fee administration is projected to decrease \$10,267 due to many of the impact fees for the current projects were collected last fiscal year.

2015-16 ESTIMATED REVENUES

Compared to 2014-15 projected revenue, 2015-16 budgeted revenues are decreasing \$456,970 as shown below by revenue category.

<u>Revenue Category</u>	<u>2014-15 Projected</u>	<u>2015-16 Budget</u>	<u>Increase (Decrease)</u>
Taxes	\$7,839,550	\$7,440,000	(\$399,550)
Franchise Fees	881,000	900,000	19,000
Fines & Forfeitures	35,620	35,600	(20)
Charges for Services	608,225	547,825	(60,400)
Investment Earnings	5,000	5,000	-
Other Revenue	<u>463,000</u>	<u>444,000</u>	<u>(19,000)</u>
Total	<u>\$9,832,395</u>	<u>\$9,372,425</u>	<u>(\$459,970)</u>

The big item in **taxes** as described below is the final payment of \$725,000 last fiscal year of the back taxes from the City's lawsuit against the County. Other increases in sales tax, transient occupancy tax, vehicle in lieu fee, and property taxes are also discussed below.

Fiscal year 2014-15 was the final year of payment of back taxes from the lawsuit with the County regarding the Tax Equity Act (TEA). This dropped \$725,000 from this year's projected **property tax - TEA** amount. The ongoing property taxes from TEA are budgeted to increase \$16,000 for a net decrease of \$709,000.

Regular sales tax is projected to increase 6% in fiscal year 2014-15 without the audit adjustment. The sales tax revenue for 2015-16 was calculated by adding back the \$193,000 audit adjustment amount to the projected 2014-15 sales tax amount and then adding 2%. This comes to a \$240,000 increase over the 2014-15 projected amount. The 2% increase is to be both conservative and to allow for the possibility of another audit adjustment for the year after June 2010.

Transient occupancy tax is projected to increase 8% in 2014-15. Next year's TOT is being budgeted at a 5% increase (\$50,000). The Hilton was purchased by another company in March of 2015. The conservative 5% increase is in part related to the higher increases in years past that can only happen for so long and to see how well the hotel is operated under new management.

State vehicle in lieu fee is being budgeted at a 4% increase (\$37,000). Again, the 4% is conservative to the 6.4% projected for this year.

Current, secured property taxes are being budgeted with a 3.5% increase (\$27,000). This is consistent with the percentage increase for the current fiscal year. This is based on the remaining Woodside homes coming onto the tax roll for next year and the pickup in the housing market.

Franchise fees are being budgeted with a \$19,000 increase over the 2014-15 projected amounts. This is mostly related to the solid waste franchise fee. It is projected to increase 2.7% in fiscal year 2014-15. Fiscal year 2015-16 is being budgeted with a \$13,000 increase (2.6%).

Fines and forfeitures are fairly consistent and, therefore, were budgeted at the amount of the 2014-15 projected amounts.

Charges for services are decreasing from projected amounts due mainly to four accounts. Construction permits are increasing \$25,000 due to the 1440 and Polo Ranch projects. This is being offset by decreases in encroachment permits of \$10,000, rents of \$30,000, and EIR Administration of \$30,000. The encroachment permits are decreasing because it is anticipated that a majority of the current projects will be getting their encroachment permits in 2014-15. Rents are decreasing due to one of the cell tower leases not being renewed by the provider. The EIR Administration does not happen often. We had one in fiscal year 2015 and do not anticipate one in fiscal year 2016.

In total, **other revenue** is being budgeted with a \$19,000 decrease. Other revenue is decreasing \$31,000 due to one-time reimbursements in fiscal year 2015 from the Lennar funds and the closeout of the special assessment bonds. Contributions from non-government is decreasing \$13,000 to properly classify the soccer league payment for the Skypark fields into the Recreation Fund. These decreases are offset by an increase in cost reimbursements by \$25,000. This account is being budgeted at \$150,000 which consists of \$100,000 from 1440 for additional resources to process their project and \$50,000 for administrative time related to the Successor Redevelopment Agency.

Revenue Graphs:

The revenue graph on page 6 shows historical General Fund revenues from fiscal year 2009 to 2016.

The revenue graph on page 7 eliminates one-time and temporary revenues such as the temporary sales tax measures, the back tax (TEA) awarded in the lawsuit against the County which will only be received for three years, and the one-time revenue from the elimination of the redevelopment agency. With these adjustments, the graph better represents only ongoing General Fund revenues.

FISCAL IMPACT:

Overall, next year's General Fund revenues are estimated to be \$9,372,425, which is \$459,970 lower than the 2014-15 projected General Fund revenues.

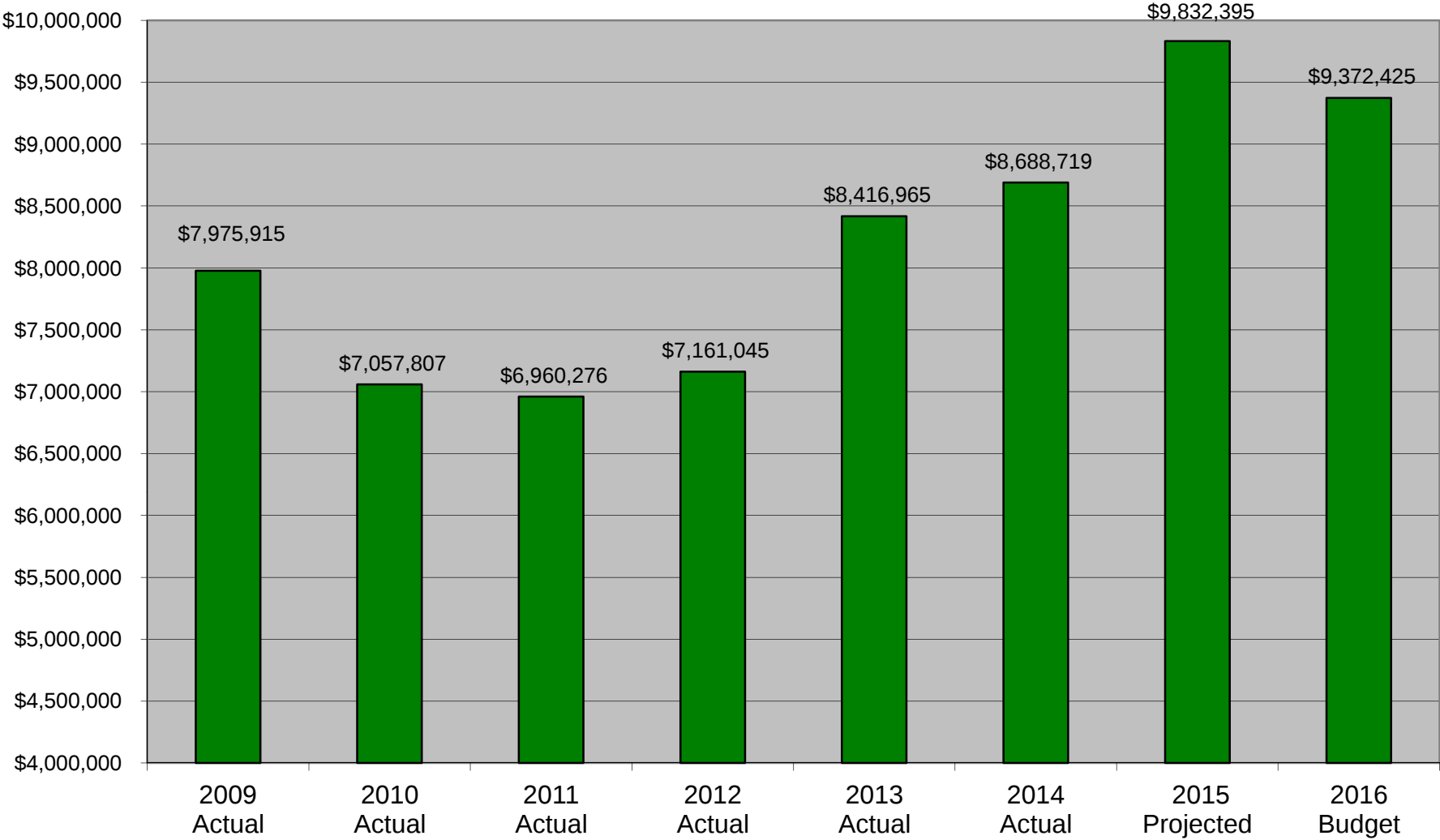
STAFF RECOMMENDATION:

None, for discussion purposes only at this time.

TABLE OF CONTENTS

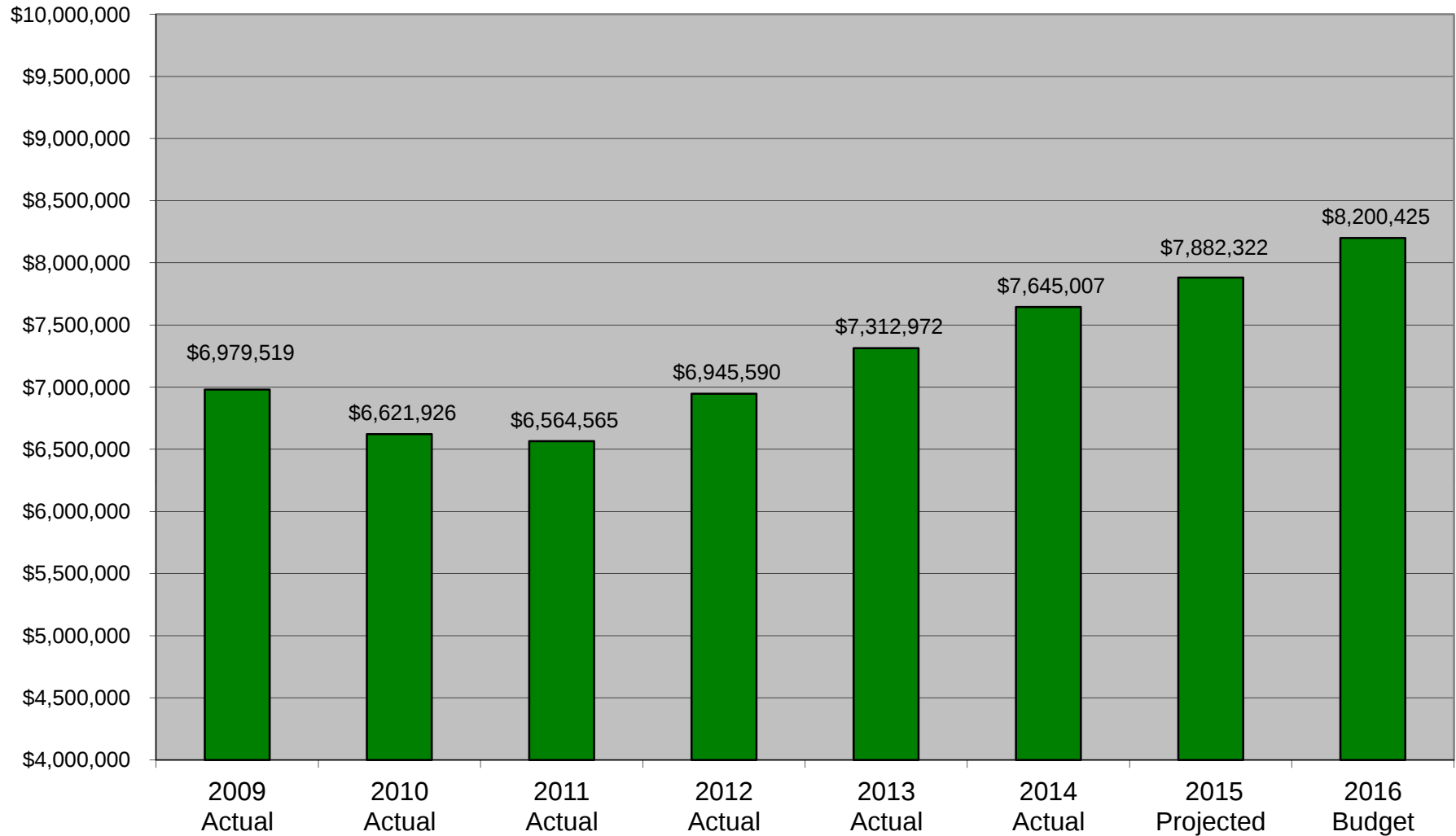
	<u>PAGE</u>
General Fund Revenues Graph: 2009 Actual through 2016 Estimated	6
General Fund Revenues Graph without One-Time and Temporary Revenues.....	7
General Fund Revenues: 2009 Actual through 2016 Estimated.....	8

GENERAL FUND REVENUES



GENERAL FUND REVENUES

(Without Measure C / U, TEA and RDA Revenues)



GENERAL FUND REVENUES

ACCT#	ACCOUNT TITLE	2008 / 2009 ACTUAL	2009 / 2010 ACTUAL	2010 / 2011 ACTUAL	2011 / 2012 ACTUAL	2012 / 2013 ACTUAL	2013 / 2014 ACTUAL	2014 / 2015 PROJECTED	2015 / 2016 ESTIMATED
TAXES:									
3010	PROPERTY TAXES/CURR/SEC	719,818	701,134	705,289	693,111	714,656	741,662	773,000	800,000
3011	PROPERTY TAXES/CURR/UNSEC	18,318	17,730	16,970	16,407	15,781	13,265	16,000	15,000
3012	SUPPLEMENTAL ROLL/CURR/SEC	17,334	11,863	12,617	11,122	5,277	13,820	14,300	13,000
3014	PROPERTY TAXES - TEA	-	-	-	-	866,873	880,029	904,000	195,000
3015	PROP TAXES - SUCCESSOR AGENCY	-	-	-	43,622	214,908	45,614	64,000	20,000
3021	PRIOR/UNSECURED	359	171	601	587	354	344	450	500
3022	SUPPLEMENTAL ROLL/PRIOR/SEC	4,878	1,993	2,076	1,051	1,075	493	900	1,000
3040	PENALTIES ON DELINQUENT TAX	1,378	27,302	14,318	7,936	36,157	42,829	10,000	10,000
3080	SALES AND USE TAXES	1,991,506	1,669,227	1,712,535	1,872,720	1,975,872	2,029,573	1,960,000	2,200,000
3081	SALES TAXES - PROP 172	47,511	43,700	46,309	50,020	53,060	54,573	55,000	55,000
3082	SALES TAX - MEASURE C / U	996,396	435,881	395,711	14,776	708	205,224	1,100,000	1,122,000
3120	BUSINESS LICENSE TAX	302,141	286,662	282,640	265,909	287,114	295,644	300,000	300,000
3121	DELINQUENT BUSINESS LIC TAX	3,502	1,208	2,826	2,605	857	2,290	2,900	2,500
3150	UTILITY USER'S TAX	705,936	631,493	628,824	600,478	602,892	637,547	640,000	645,000
3160	TRANSIENT OCCUPANCY TAX	520,153	543,946	569,684	712,605	780,648	926,199	1,000,000	1,050,000
3582	HOMEOWNER'S PROP TAX RELIEF	6,309	6,311	6,273	6,185	6,190	5,973	6,000	6,000
3140	REAL PROPERTY TRANSFER TAX	31,309	42,457	48,959	64,363	78,152	93,418	100,000	75,000
3521	STATE IN LIEU TAXES/MOTOR VEH	928,568	898,579	902,756	840,480	828,062	839,118	893,000	930,000
TOTAL TAXES		6,295,416	5,319,657	5,348,388	5,203,977	6,468,636	6,827,615	7,839,550	7,440,000
FRANCHISE FEES:									
3101	FRANCHISES - GAS	48,053	32,777	34,420	34,193	30,401	31,075	31,000	31,000
3102	FRANCHISES - ELECTRIC	151,147	140,470	144,748	140,933	137,218	146,668	149,000	151,000
3103	FRANCHISES - CABLE TV	147,392	147,107	148,807	147,766	146,712	149,139	156,000	160,000
3104	FRANCHISES - SOLID WASTE	437,672	471,295	481,428	447,838	469,991	491,448	505,000	518,000
3105	FRANCHISES - VIDEO SERVICES	-	-	-	6,883	14,192	12,062	40,000	40,000
TOTAL FRANCHISE FEES		784,264	791,649	809,403	777,613	798,514	830,392	881,000	900,000
FINES & FORFEITURES:									
3310	VEHICLE CODE FINES	3,616	2,683	2,122	2,698	2,257	1,560	1,000	1,000
3311	LOCAL CRIME PREVENTION	107	5,871	44	136	153	119	100	100
3312	GENERAL FINES	43,912	42,498	42,157	49,172	46,869	35,553	30,000	30,000
3320	PARKING FINES	15,439	8,911	6,589	5,705	5,082	4,484	4,500	4,500
3330	OTHER FINES	6	93	89	104	77	15	20	-
3350	OTHER FORFEITURES / PENALTIES	-	38,000	-	-	-	-	-	-
TOTAL FINES & FORFEITURES		63,080	98,056	51,001	57,815	54,438	41,731	35,620	35,600

GENERAL FUND REVENUES

ACCT#	ACCOUNT TITLE	2008 / 2009 ACTUAL	2009 / 2010 ACTUAL	2010 / 2011 ACTUAL	2011 / 2012 ACTUAL	2012 / 2013 ACTUAL	2013 / 2014 ACTUAL	2014 / 2015 PROJECTED	2015 / 2016 ESTIMATED
CHARGES FOR SERVICES:									
3250	CONSTRUCTION PERMITS	120,107	200,797	149,203	229,970	220,400	269,519	275,000	300,000
3280	ENCROACHMENT PERMITS	14,716	10,183	12,840	44,721	13,663	12,142	20,000	10,000
3290	OTHER LICENSES & PERMITS	337	522	538	308	324	154	300	300
3430	RENTS & CONCESSIONS	53,237	52,270	50,184	68,628	65,881	67,587	60,000	30,000
3608	GENERAL PLAN MAINTENANCE FEE	28,429	47,074	42,936	45,718	59,188	81,707	81,000	81,000
3609	TREE REMOVAL	550	600	1,000	900	1,450	1,650	1,000	1,000
3611	FEES & PERMITS - ZONING	10,317	19,772	6,220	-	18,596	3,336	20,000	20,000
3612	FEES & PERMITS - USE PERMITS	6,809	5,368	4,967	3,032	5,704	8,618	7,000	7,000
3613	FEES & PERMITS - VARIANCES	-	1,830	-	1,895	-	-	-	-
3615	FEES & PERMITS - GEN PLAN AMEND	2,606	3,510	-	-	-	-	7,000	3,500
3616	FEES & PERMITS - OTHER PLANNING	732	3,904	3,494	3,411	355	1,073	500	500
3617	FEES & PERMITS - DESIGN REVIEW	5,645	8,429	7,756	3,115	6,925	7,369	9,000	5,000
3618	FEES & PERMITS - SITE PLAN	7,045	10,531	10,334	14,082	26,355	17,980	21,000	21,000
3619	CULTURAL RESOURCE ALT APPL	732	-	-	758	-	-	-	-
3620	SUBDIVISION FEES	11,260	24,043	12,530	30,744	15,304	16,816	17,000	10,000
3623	CONCEPTUAL REVIEW FEES	-	-	-	-	-	-	2,000	2,000
3624	LOT LINE ADJUSTMENT	-	1,234	1,583	1,516	4,686	781	1,000	1,000
3630	SALE OF MAPS, PUBS & COPIES	846	2,535	460	293	112	2,855	300	300
3631	SALE OF AERIAL PHOTO COPIES	-	-	-	-	16	-	-	-
3640	OTHER FILING & CERT FEES	363	244	-	-	-	-	-	-
3650	SPECIAL POLICE DEPT SERVICES	345	483	291	359	263	384	300	300
3651	ALARM SERV FEE & FALSE ALARM	8,885	7,907	8,745	8,041	4,165	4,632	8,900	8,000
3652	ABANDONED VEHICLE ABATEMENT	6,857	6,479	6,023	5,798	6,338	6,611	7,000	7,000
3654	VEHICLE RELEASE/IMPOUND FEE	6,548	10,514	7,807	13,733	9,450	6,924	8,500	8,500
3660	ENGINEERING PLAN CHECK FEES	3,867	7,611	4,371	3,513	5,154	7,350	10,000	10,000
3662	ON-SITE CIVIL IMPROVEMENT PERMIT	-	1,088	-	-	65,020	17,590	-	-
3710	EIR ADMINISTRATION	27,680	-	-	-	5,086	-	30,000	-
3711	ENVIRONMENTAL ASSESSMENT	1,890	4,304	9,202	756	1,426	1,995	2,000	2,000
3712	NEGATIVE DECLARATION	6,011	5,501	-	3,693	7,166	333	12,000	12,000
3713	PUBLIC HEARING NOTICE	1,826	2,656	2,360	1,420	1,588	2,715	2,000	2,000
3715	TIME EXTENSION	2,031	977	2,479	1,006	1,036	-	-	-
3718	PLANNING SERVICES	6,758	2,553	2,776	2,559	1,592	3,060	3,500	3,500
3750	OTHER BLDG DEPT SERVICES	-	2,012	376	36	-	-	-	-
3755	OTHER PUBLIC WORKS SERVICES	-	-	-	-	-	-	-	-
3760	COLLECTION FEE - FIRE DISTRICT	349	844	561	842	444	444	500	500
3762	COLLECTION FEE - TOURISM MKTG	-	-	438	808	1,110	1,325	1,400	1,400
3891	RETURNED CHECK FEES	11	96	-	55	55	22	25	25
3894	PASSPORT FEES	8,168	1,650	-	-	-	-	-	-
TOTAL CHARGES FOR SERVICES		344,957	447,521	349,474	491,710	548,852	544,972	608,220	547,825

GENERAL FUND REVENUES

ACCT#	ACCOUNT TITLE	2008 / 2009 ACTUAL	2009 / 2010 ACTUAL	2010 / 2011 ACTUAL	2011 / 2012 ACTUAL	2012 / 2013 ACTUAL	2013 / 2014 ACTUAL	2014 / 2015 PROJECTED	2015 / 2016 ESTIMATED
3410	INVESTMENT EARNINGS	131,000	44,366	17,353	4,369	8,384	9,685	5,000	5,000
	OTHER REVENUE:								
3550	OTHER STATE GRANTS	5,915	7,188	8,590	10,408	1,221	-	-	-
3551	POST	8,735	10,265	14,767	6,929	9,035	6,076	9,000	9,000
3555	STATE MANDATED COSTS REIMB	-	-	1,779	-	-	-	-	-
3560	OTHER FEDERAL GRANTS	-	-	-	61,709	-	-	-	-
3815	IMPACT FEES/ADMINISTRATION	7,326	9,813	-	17,899	23,602	35,267	25,000	25,000
3840	CONTRIBUTIONS FROM NON-GOVT	12,000	13,000	27,200	13,000	28,720	-	13,000	-
3819	COST REIMBURSEMENT	-	-	-	181,833	174,012	113,415	125,000	150,000
3890	OTHER REVENUE	38,506	25,205	27,977	92,234	42,855	44,257	56,000	25,000
3893	INSURANCE REIMBURSEMENT	-	3,474	616	-	25,000	-	-	-
3996	COST ALLOCATION	284,716	287,613	303,728	241,549	233,696	235,309	235,000	235,000
	TOTAL OTHER REVENUE	357,198	356,558	384,657	625,561	538,141	434,324	463,000	444,000
	TOTAL FUND 1	7,975,915	7,057,807	6,960,276	7,161,045	8,416,965	8,688,719	9,832,395	9,372,425

City of Scotts Valley INTEROFFICE MEMORANDUM

DATE: May 20, 2015
TO: Honorable Mayor and City Council
FROM: Steve Ando, City Manager
SUBJECT: 2015 / 2016 General Fund Expenditures Budget

SUMMARY OF ISSUE

This report on the City's budget for fiscal year 2015-16 will focus on the General Fund expenditures. As with the General Fund revenue report, the discussion below will first be on the 2014-15 projected expenditures followed by the 2015-16 expenditure budget.

2014-15 PROJECTED EXPENDITURES

Fiscal year 2014-15 expenditures are projected to be \$9,614 under budget as shown below. The detail of these amounts is on pages 6 and 7.

	2014-15 <u>Budget</u>	2014-15 <u>Projected</u>	Over (Under) <u>Budget</u>
Salaries and Benefits	\$6,843,027	\$6,917,085	\$74,058
Services and Supplies	1,282,470	1,365,283	82,813
Fixed Assets	0	22,332	22,332
Other	<u>655,699</u>	<u>466,882</u>	<u>(188,817)</u>
Total	<u>\$8,781,196</u>	<u>\$8,771,582</u>	<u>(\$9,614)</u>

Salaries and benefits are over budget \$74,058. This is mainly due to a combination of group insurance being over budget by \$194,447 and salaries and retirement being under budget by \$68,791 and \$67,291, respectively. Group insurance is projected to be over budget due to health insurance rates increasing more than anticipated and to an error in the calculation when group insurance was projected for the budget. That has been corrected for next year's budget. Salaries are under budget due to positions being vacant. The Police department was down several positions during the first half of the fiscal year. Park maintenance has been down one person due to an injury. Retirement costs were under budget because of salaries being under budget.

Services and supplies are projected to be over budget by \$82,813. This is primarily made up of the accounts below:

Professional / Contract Services	\$73,850
Equipment Maintenance	27,540
Supplemental Services	(5,100)
All Other Accounts	<u>(13,477)</u>
Total	<u>\$82,813</u>

Professional / contract services are projected to be over budget because of Public Works Engineering and Building being over budget and General Government, Street Maintenance, and Building Maintenance being under budget. Engineering is projected to be over budget \$50,000 because of the retirement of the City Engineer. Rather than hire an employee, the City now contracts for City Engineer services. Building is over budget because of the extreme increase in building activity. The City needed to hire additional help for building inspections and plan check services. General Government is under budget because the City no longer funds the Conference and Visitors Council. The City's funding was replaced by a second assessment on the lodging industry. Street maintenance is under budget due to lower costs for tree removal, traffic signal maintenance, and bike lane maintenance. In reviewing this account, it has been under budget for the previous two years. Building maintenance is under budget due to less work required on the City Hall air conditioning system.

Equipment maintenance is projected to be over budget in large part to additional help needed for the City's information technology system and the replacement of a number of computers that failed during the year. In addition, the maintenance cost for the City's copiers was budgeted lower than it should have been. That has been corrected in next year's budget.

Supplemental services are under budget in Engineering. When the Public Works Director retired in December 2013, the City was reduced to one engineer on staff. This account was increased for additional engineering services help. With the retirement of the City Engineer and contracting these services out, the additional funding is longer needed.

Other expenditures are under budget due to the City refinancing debt after the budget had already been approved. The refinancing lowered the City's annual debt payments.

2015-16 GENERAL FUND EXPENDITURES

The 2015-16 General Fund expenditures are being recommended with a net increase of \$349,622 from the 2014-15 budget. The increases and decreases in the major categories are detailed below.

	<u>2014-15 Budget</u>	<u>2015-16 Budget</u>	<u>Increase (Decrease)</u>
Salaries & Benefits	\$6,843,027	\$7,237,184	\$394,157
Services & Supplies	1,282,470	1,406,706	124,236
Fixed Assets	-	5,000	5,000
Other	<u>655,699</u>	<u>481,928</u>	<u>(173,771)</u>
Total	<u>\$8,781,196</u>	<u>\$9,130,818</u>	<u>\$349,622</u>

Salaries & Benefits:

In total this category is increasing \$394,157. This is mostly made up of a combination of an increase in pension costs (\$182,095) and group insurance (\$257,271) offset by a decrease in workers compensation (\$52,354). This does not include any additional funding for current contract negotiations with the various employee bargaining units.

Pension costs are increasing because of CalPERS increasing rates to cover the unfunded liability that currently exists. Group insurance is increasing to account for higher premiums than expected last year and for a calculation error.

Scotts Valley is in a pool with nine other cities for workers compensation insurance. Workers compensation is decreasing this next year due to the formula allocating premiums. Other cities had higher claims experience which is one of the allocation factors. Therefore, those cities received a higher portion of the insurance pool costs. However, the following year, Scotts Valley's allocation will be increasing because the high claims experience for those cities will be dropping out of the formula.

Services & Supplies: Overall, this category is increasing \$124,236. The main changes are in the following accounts:

Professional / Contract Services	146,747
Equipment Maintenance	15,150
Elections	(15,000)
All Other Accounts	<u>(22,661)</u>
Total	<u>\$124,236</u>

Professional / contract services are being budgeted higher primarily in Public Works Engineering (\$90,000) and Building (\$75,000) due to the same reasons discussed above. The City now contracts for City Engineer services and the Building department needs additional help due to the increase in building activity. These amounts are offset by decreases in General Government (\$10,000) and Street Maintenance (\$9,000). Again, the reasons carry forward from above with the City not funding the Conference and Visitors Council and lower costs for tree removal, signal maintenance and bike lane maintenance.

Equipment maintenance is increasing mainly in General Government (\$8,850) and Police (\$4,000). As described above, the City's copier maintenance was budgeted too low in fiscal year 2014-15. The Police have substantial computer and communications equipment that needs more maintenance than previously budgeted.

Elections are every other year; therefore, no amounts were budgeted for 2015-16.

Other: The decrease in this category relates to debt service payments. The City refinanced some of its debt in the previous fiscal year and lowered the payments.

THE OVERALL PICTURE

As shown below, the 2015-16 General Fund is budgeted with a net deficit of \$91,987. This will be covered by the General Fund reserve which is projected to be approximately \$1,700,000 at the end of this fiscal year.

Revenues / Transfers In	\$9,522,425
Expenditures / Transfers Out	<u>(9,614,412)</u>
Net Deficit	<u><u>\$(91,987)</u></u>

The General Fund reserves are one-time monies that the City cannot rely on continually. In 2004 the General Fund reserve dropped to approximately \$730,000, which is just over 10% of the annual budget at that time. The City does not have any formal reserve requirements or minimum reserve levels. Mayor Bustichi has asked for discussions on City reserves as well as the City's structural deficit. I will be coming to Council in the near future to discuss these topics.

Next year's budgeted deficit would bring the reserve amount down to \$1,608,000. This is with the Measure U temporary sales tax which will only have six more years after fiscal year 2015-16. Two projects that have started construction are the educational facility at the former Bethany University site and the hotel project on Scotts Valley Drive. It is unknown how much additional tax revenue these two projects will bring to the City once they are up and running. It will most likely be less than the temporary sales tax annual revenue of \$1,100,000. The City will need to keep the future loss of Measure U revenue in mind and plan for it.

FISCAL IMPACT

General Fund expenditures are being proposed at \$9,130,818. Council can make changes to this budget prior to its adoption at the June 17 Council meeting.

STAFF RECOMMENDATION

None, for discussion purposes only at this time.

TABLE OF CONTENTS

	<u>PAGE</u>
General Fund Revenue and Expenditure Recap.....	5
General Fund Expenditures by Account.....	6
General Fund Expenditures by Department.....	8
Department Budget Sheets.....	9

GENERAL FUND BUDGET

Fiscal Year 2015-16

REVENUES:

Taxes	\$ 7,440,000
Franchise Fees	900,000
Fines & Forfeitures	35,600
Charges for Services	547,825
Investment Earnings	5,000
Other Revenue	444,000
Gas Tax Transfer	150,000
Total Revenues	9,522,425

EXPENDITURES:

Salaries & Benefits	7,237,184
Services & Supplies	1,406,706
Fixed Assets	5,000
Other	481,928
Pension Obligation Bond Transfer	362,552
General Plan Maint Fee Transfer	81,000
Recreation Transfer	40,042
Total Expenditures	9,614,412

DEFICIT	<u><u>(91,987)</u></u>
---------	------------------------

CITY OF SCOTTS VALLEY
GENERAL FUND EXPENDITURES BY ACCOUNT

	2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
	ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS:					
101 REGULAR WAGES	3,658,304	3,839,920	3,771,129	3,828,535	3,828,535
107 TEMPORARY WAGES	36,165	12,144	19,000	28,350	28,350
109 OVERTIME WAGES	128,589	132,000	132,355	135,000	135,000
202 PARS	451	557	557	557	557
203 FICA	274,838	293,385	289,870	292,709	292,709
204 RETIREMENT	942,938	1,018,755	951,464	1,200,850	1,200,850
205 GROUP INSURANCE	1,320,799	1,314,300	1,508,747	1,571,571	1,571,571
206 WORKERS' COMPENSATION	286,753	221,966	239,763	169,612	169,612
207 UNEMPLOYMENT INSURANCE	16,640	10,000	4,200	10,000	10,000
TOTAL SALARIES & BENEFITS	6,665,477	6,843,027	6,917,085	7,237,184	7,237,184
SERVICES & SUPPLIES:					
208 UNIFORM EXPENSE	23,324	27,750	33,000	27,850	27,850
210 SUPPLEMENTAL SERVICES	165,775	185,000	179,900	180,000	178,000
301 OFFICE EXPENSE	35,905	33,225	33,375	33,425	33,425
302 SPECIAL DEPARTMENT EXPENSE	38,202	32,735	28,685	31,535	30,535
303 SMALL TOOLS & SUPPLIES	16,340	14,975	21,250	14,850	14,850
305 ADVERTISING	115	0	0	0	0
306 COMMUNICATIONS	42,756	50,020	48,420	48,460	48,460
308 RENTS & LEASES	3,990	4,000	5,100	5,100	5,100
310 RECRUITMENT	34,522	20,000	20,000	18,000	15,000
312 PROFESSIONAL/SPECIALIZED SVC	177,722	53,000	95,365	120,000	120,000
313 OTHER CONTRACTUAL SERVICES	290,846	251,852	283,336	334,599	331,599
314 INSURANCE & SURETY BONDS	96,494	117,918	116,145	120,782	120,782
315 MEMBERSHIPS & DUES	19,371	19,035	18,956	19,295	18,795
316 TRAVEL/CONFERENCES/MEETINGS	12,112	13,310	10,760	11,810	11,810
319 ELECTIONS	42,283	15,000	10,650	0	0
322 TRAINING & EDUCATION	33,246	44,750	43,900	52,950	49,450
327 POWER UTILITIES	131,180	95,000	93,000	93,000	93,000
328 WATER UTILITIES	37,533	32,500	25,000	31,500	31,500
349 MISCELLANEOUS	11,891	8,000	8,000	8,000	8,000
401 MAINT OF BLDGS/STRUCT/GRNDS	75,269	73,500	75,251	68,500	65,000
402 MAINT & OPERATION OF EQMT	68,318	64,500	92,040	75,650	79,650
403 MAINT & OPERATION OF VEHICLES	106,595	100,900	98,150	98,900	98,900
404 ROAD MAINTENANCE MATERIALS	15,645	25,500	25,000	25,500	25,000
TOTAL SERVICES & SUPPLIES	1,479,434	1,282,470	1,365,283	1,419,706	1,406,706

CITY OF SCOTTS VALLEY
GENERAL FUND EXPENDITURES BY ACCOUNT
(CONCLUDED)

		<u>2013 / 2014</u>	<u>2014 / 2015</u>	<u>2014 / 2015</u>	<u>2015 / 2016</u>	<u>2015 / 2016</u>
		<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
					<u>REQUEST</u>	<u>MANAGER</u>
						<u>PROPOSED</u>
FIXED ASSETS:						
901	LAND	4,200	0	0	0	0
904	IMPROVEMENTS O/T BUILDINGS	10,900	0	0	0	0
908	VEHICLES	10,558	0	0	0	0
910	OFFICE EQMT & FURNITURE	9,279	0	10,265	5,000	5,000
914	COMMUNICATIONS EQUIPMENT	0	0	12,067	0	0
	TOTAL FIXED ASSETS	<u>34,937</u>	<u>0</u>	<u>22,332</u>	<u>5,000</u>	<u>5,000</u>
OTHER:						
701	CONTRIBUTIONS	59,635	63,835	65,329	68,539	63,539
705	CONTRIBUTIONS/SOCIAL SERVICE	46,356	46,258	46,258	50,894	50,894
801	RETIREMENT OF PRINCIPAL	4,685,000	350,000	130,000	145,000	145,000
802	INTEREST EXPENSE	220,737	195,606	225,295	222,495	222,495
803	DEBT ISSUANCE COSTS	304,891	0	0	0	0
	TOTAL OTHER	<u>5,316,619</u>	<u>655,699</u>	<u>466,882</u>	<u>486,928</u>	<u>481,928</u>
	GRAND TOTAL:	<u>13,496,467</u>	<u>8,781,196</u>	<u>8,771,582</u>	<u>9,148,818</u>	<u>9,130,818</u>

GENERAL FUND EXPENDITURES BY DEPARTMENT

The General Fund is the general operating fund of the City. It is used to account for all financial resources traditionally associated with governments and not accounted for in other funds.

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
<u>DEPT</u>	<u>DEPARTMENT</u>					
41	LEGISLATIVE / ELECTIONS	244,630	219,929	233,733	228,244	228,244
42	LEGAL	129,484	134,000	133,500	133,500	133,500
43	GENERAL GOVERNMENT	6,027,247	1,254,672	1,105,685	1,067,226	1,067,226
44	ADMINISTRATION	290,116	301,292	304,764	331,383	331,383
45	FINANCE	369,278	370,217	385,663	416,593	416,593
51	POLICE	4,052,080	4,264,298	4,293,351	4,564,650	4,558,150
52	ANIMAL CONTROL	104,250	104,202	106,922	111,199	111,199
53	EMERGENCY SERVICES	67,249	69,117	69,317	71,933	71,933
61	PLANNING	502,034	513,150	543,471	566,500	566,500
62	BUILDING	178,162	129,477	175,761	216,453	216,453
71	PUBLIC WORKS-ENGINEERING	580,542	434,656	476,862	403,308	398,808
72	PUBLIC WORKS-STREET MAINT	393,549	349,903	354,832	365,675	364,175
73	PUBLIC WORKS-VEHICLE/EQMT MAINT	115,582	114,829	133,044	127,262	127,262
75	PUBLIC WORKS-PARK MAINT	244,941	312,291	238,902	325,894	325,394
76	PUBLIC WORKS-BUILDING MAINT	197,323	209,163	215,775	218,998	213,998
<u>TOTAL</u>		<u>13,496,467</u>	<u>8,781,196</u>	<u>8,771,582</u>	<u>9,148,818</u>	<u>9,130,818</u>

DEPARTMENT 41 - LEGISLATIVE

The Legislative Department provides for the operating needs and expenditures of the Mayor, City Council, Commissions and City Clerk. The City Council is the policy making body of City government. Five City Council members are elected at large by the citizens of Scotts Valley to overlapping four year terms. Each November the City Council selects two of its members to serve as Mayor and Vice Mayor. The Mayor's duties include serving as the official representative of the City for all business and ceremonial purposes, as well as presiding over Council meetings and signing contracts and documents on behalf of the City.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	188,723	189,179	205,993	211,144	211,144
SERVICES & SUPPLIES	55,907	30,750	27,740	17,100	17,100
GRAND TOTAL	244,630	219,929	233,733	228,244	228,244

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
COUNCIL MEMBERS	5.00	5.00	5.00	5.00	5.00
CITY CLERK	0.50	0.50	0.50	0.50	0.50
TOTAL	5.50	5.50	5.50	5.50	5.50

2015-2016 Notes:

The City has a Planning Commission and a Parks & Recreation Commission, each with five members. They are paid a nominal stipend.

DEPARTMENT 41 - LEGISLATIVE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	78,871	84,130	84,130	84,130	84,130
202	PARS	451	557	557	557	557
203	FICA	3,934	3,780	3,780	3,780	3,780
204	RETIREMENT	9,050	9,659	9,659	12,094	12,094
205	GROUP INSURANCE	96,242	90,878	107,692	110,408	110,408
206	WORKERS' COMPENSATION	175	175	175	175	175
TOTAL SALARIES & BENEFITS		188,723	189,179	205,993	211,144	211,144
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	878	1,000	1,000	1,000	1,000
303	SMALL TOOLS & SUPPLIES	4	0	0	0	0
312	PROFESSIONAL/SPEC SERVICES	5,165	5,000	5,000	5,000	5,000
	Arts Commission					5,000
313	OTHER CONTRACTUAL SERVICES	3,459	4,250	6,000	5,000	5,000
	Muni Code Updates					1,200
	Other Services					3,150
	Muni Code on Internet					650
315	MEMBERSHIPS & DUES	550	500	300	300	300
316	TRAVEL/CONFERENCES/MEETINGS	3,568	5,000	4,000	5,000	5,000
	League of California Cities					2,500
	Other					2,500
319	ELECTIONS	42,283	15,000	10,650		
402	MAINT & OPERATION OF EQMT	0	0	790	800	800
TOTAL SERVICES & SUPPLIES		55,907	30,750	27,740	17,100	17,100
GRAND TOTAL		244,630	219,929	233,733	228,244	228,244

DEPARTMENT 42 - LEGAL

The Legal Department provides for the services of the City Attorney, for defending the City in court, and handling claims against the City. The City Attorney is appointed by the City Council and is responsible for the preparation of resolutions, ordinances, contracts and other related legal documents. The City Attorney also provides legal guidance to the City.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	129,484	134,000	133,500	133,500	133,500
GRAND TOTAL	129,484	134,000	133,500	133,500	133,500

DEPARTMENT 42 - LEGAL

	<u>2013 / 2014 ACTUAL</u>	<u>2014 / 2015 BUDGET</u>	<u>2014 / 2015 PROJECTED</u>	<u>2015 / 2016 DEPT REQUEST</u>	<u>2015 / 2016 CITY MANAGER PROPOSED</u>
SERVICES & SUPPLIES:					
210 SUPPLEMENTAL SERVICES	126,443	130,000	130,000	130,000	130,000
Retainer					120,000
Special Litigation					10,000
313 OTHER CONTRACTUAL SERVICES	3,041	4,000	3,500	3,500	3,500
Government Code Updates					3,500
TOTAL SERVICES & SUPPLIES	<u>129,484</u>	<u>134,000</u>	<u>133,500</u>	<u>133,500</u>	<u>133,500</u>
GRAND TOTAL	<u>129,484</u>	<u>134,000</u>	<u>133,500</u>	<u>133,500</u>	<u>133,500</u>

DEPARTMENT 43 - GENERAL GOVERNMENT

The General Government account provides for services and functions which benefit more than one department operation and usually includes several departments. These include: City Hall utilities, non-capital telephone expenditures, rents, leases and maintenance of equipment shared by several departments, insurance costs, principal and interest payments on Certificates of Participation and related expenditures.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	525,802	435,203	471,200	423,849	423,849
SERVICES & SUPPLIES	272,293	260,263	259,945	262,182	262,182
FIXED ASSETS	6,953	0	5,775	0	0
OTHER	5,222,199	559,206	368,765	381,195	381,195
GRAND TOTAL	<u>6,027,247</u>	<u>1,254,672</u>	<u>1,105,685</u>	<u>1,067,226</u>	<u>1,067,226</u>

DEPARTMENT 43 - GENERAL GOVERNMENT

		2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS:						
205	GROUP INSURANCE	250,172	231,000	255,000	272,000	272,000
206	WORKERS' COMPENSATION	258,990	194,203	212,000	141,849	141,849
207	UNEMPLOYMENT INSURANCE	16,640	10,000	4,200	10,000	10,000
	TOTAL SALARIES & BENEFITS	525,802	435,203	471,200	423,849	423,849
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	5,273	5,000	5,000	5,000	5,000
302	SPECIAL DEPARTMENT EXPENSE	361	0	0	0	0
303	SMALL TOOLS & SUPPLIES	1,282	500	1,300	1,300	1,300
305	ADVERTISING	115	0	0	0	0
306	COMMUNICATIONS	8,638	12,000	11,000	11,000	11,000
312	PROFESSIONAL/SPEC SERVICES	2,900	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	120,315	90,000	80,000	80,000	80,000
	Information Technology Services					60,000
	Bond Trustees					7,500
	Other					12,500
314	INSURANCE & SURETY BONDS	96,494	117,918	116,145	120,782	120,782
	Liability Insurance					103,827
	Property Insurance					11,055
	Deductibles and Self-Insurance					5,900
315	MEMBERSHIPS & DUES	12,410	12,095	12,500	12,500	12,500
	League of California Cities					5,700
	AMBAG					3,700
	MBUAPCD					3,100
349	MISCELLANEOUS	9,936	8,000	8,000	8,000	8,000
401	MAINT OF BLDGS/STRUCT/GRNDS	212	0	0	0	0
402	MAINT & OPERATION OF EQMT	11,045	14,750	26,000	23,600	23,600
	Copy Machine Maintenance					9,350
	Computer Hardware Maintenance					6,900
	Computer Software Maintenance					4,150
	Internet					3,200
403	MAINT & OPERATION OF VEHICLES	3,312	0	0	0	0
	TOTAL SERVICES & SUPPLIES	272,293	260,263	259,945	262,182	262,182

DEPARTMENT 43 - GENERAL GOVERNMENT (Concluded)

		2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
FIXED ASSETS:						
901	LAND	4,200	0	0	0	0
910	OFFICE EQUIPMENT & FURNITURE	2,753	0	5,775	0	0
	TOTAL FIXED ASSETS	6,953	0	5,775	0	0
OTHER:						
701	CONTRIBUTIONS	11,571	13,600	13,470	13,700	13,700
	Scotts Valley Fire District - Haz Mat					6,000
	LAFCO					5,100
	Criminal Justice Council					2,000
	Mosquito					600
801	RETIREMENT OF PRINCIPAL	4,685,000	350,000	130,000	145,000	145,000
802	INTEREST EXPENSE	220,737	195,606	225,295	222,495	222,495
803	BOND ISSUANCE COSTS	304,891	0	0	0	0
	TOTAL OTHER	5,222,199	559,206	368,765	381,195	381,195
	GRAND TOTAL	6,027,247	1,254,672	1,105,685	1,067,226	1,067,226

DEPARTMENT 44 - ADMINISTRATION

The City Manager is the Chief Administrative Officer of the City. He is appointed by, is responsible to, and serves at the pleasure of the City Council and is charged with the duty of carrying out City policy as determined by the City Council. He is also charged with the responsibility of all personnel and risk management activities of the City.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	285,795	299,192	302,759	329,328	329,328
SERVICES & SUPPLIES	4,321	2,100	2,005	2,055	2,055
GRAND TOTAL	290,116	301,292	304,764	331,383	331,383

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
CITY MANAGER	0.60	1.00	1.00	1.00	1.00
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR.	0.10	0.10	0.10	0.10	0.10
CITY CLERK	0.50	0.50	0.50	0.50	0.50
TOTAL	1.20	1.60	1.60	1.60	1.60

2015-2016 Notes:

* Included in personnel detail above is a partial Deputy City Manager/Administrative Services Director position. This position is vacant and currently frozen. No amounts were budgeted for this position.

* Prior to 2012-2013, a portion of the City Manager position was allocated to the Redevelopment Agency as the Executive Director. With the elimination of the Redevelopment Agency, the full position of the City Manager is now budgeted in Administration.

DEPARTMENT 44 - ADMINISTRATION

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	195,342	204,460	204,460	212,625	212,625
203	FICA	12,259	12,574	12,574	12,990	12,990
204	RETIREMENT	44,349	49,240	49,240	63,688	63,688
205	GROUP INSURANCE	33,570	32,643	36,210	39,750	39,750
206	WORKERS' COMPENSATION	275	275	275	275	275
TOTAL SALARIES & BENEFITS		285,795	299,192	302,759	329,328	329,328
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	747	900	750	800	800
303	SMALL TOOLS & SUPPLIES	0	0	0	0	0
315	MEMBERSHIPS & DUES	55	0	55	55	55
316	TRAVEL/CONFERENCES/MEETINGS	447	100	100	100	100
	League of California Cities					100
322	TRAINING & EDUCATION	0	100	100	100	100
403	MAINT & OPERATION OF VEHICLE	3,072	1,000	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES		4,321	2,100	2,005	2,055	2,055
GRAND TOTAL		290,116	301,292	304,764	331,383	331,383

DEPARTMENT 45 - FINANCE

The Finance Department provides a support service to all other City departments. The Department receives all income, prepares checks for payment of all expenses, and is responsible for determining City investments. It maintains records of all income and expenditures for all funds, preparing reports on these matters for both the City Council and the State. The Department processes grant records and claims, sewer service fees, alarm fees and other miscellaneous billings. Working with the City Manager, the Department participates in preparing the budget for recommendation to the City Council. The Department is also responsible for payroll, purchasing and all City insurance programs.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	339,249	344,392	358,438	392,268	392,268
SERVICES & SUPPLIES	29,053	25,825	27,225	24,325	24,325
GRAND TOTAL	369,278	370,217	385,663	416,593	416,593

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
DEPUTY CITY MANAGER / ADMINISTRATIVE SERVICES DIR.	0.90	0.90	0.90	0.90	0.90
ACCOUNTANT II	1.00	1.00	1.00	1.00	1.00
SENIOR ACCOUNTING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
ACCOUNTING ASSISTANT	0.85	0.85	0.85	0.85	0.85
ADMINISTRATIVE SECRETARY II	0.50	0.50	0.50	0.50	0.50
NETWORK SPECIALIST	0.50	0.50	0.50	0.50	0.50
TOTAL:	4.75	4.75	4.75	4.75	4.75

2015-2016 Notes:

* Included in Personnel Detail above is a partial Deputy City Manager/Administrative Services Director and the Network Specialist position. These positions are vacant and currently frozen. No amounts were budgeted for these position.

DEPARTMENT 45 - FINANCE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	199,228	204,897	204,897	207,410	207,410
107	TEMPORARY WAGES				15,790	15,790
203	FICA	15,059	15,675	15,675	16,097	16,097
204	RETIREMENT	45,164	48,138	48,138	60,965	60,965
205	GROUP INSURANCE	78,460	74,344	88,390	90,668	90,668
206	WORKERS' COMPENSATION	1,338	1,338	1,338	1,338	1,338
	TOTAL SALARIES & BENEFITS	339,249	344,392	358,438	392,268	392,268
SERVICES & SUPPLIES:						
301	OFFICE EXPENSE	8,443	6,000	7,500	7,500	7,500
302	SPECIAL DEPARTMENT EXPENSE	0	435	435	435	435
303	SMALL TOOLS & SUPPLIES	17	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SVCS	18,270	18,000	15,000	14,000	14,000
	Independent Audit					14,000
315	MEMBERSHIPS & DUES	190	190	190	190	190
316	TRAVEL/CONFERENCES/MEETINGS	0	100	50	100	100
322	TRAINING & EDUCATION	0	100	50	100	100
349	MISCELLANEOUS	409	0	0	0	0
402	MAINT & OPERATION OF EQMT	1,724	1,000	4,000	2,000	2,000
	TOTAL SERVICES & SUPPLIES	29,053	25,825	27,225	24,325	24,325
FIXED ASSETS:						
910	OFFICE EQMT & FURNITURE	976	0	0	0	0
	TOTAL FIXED ASSETS	976	0	0	0	0
	GRAND TOTAL	369,278	370,217	385,663	416,593	416,593

DEPARTMENT 51 - POLICE

The Police Department serves the Citizens of Scotts Valley in the preservation of life and property. The Department's primary task is to reduce crime through prevention, detection, and apprehension of violators; and to provide for the orderly and safe movement of vehicular traffic through traffic enforcement, accident investigation, and pre-development review. The Department also ensures public safety through the regulation and control of hazardous conditions. The Police Department seeks to recover lost and stolen property and to provide a variety of traditional and non-traditional enforcement programs reflecting community needs and desires. The Department is divided into two divisions: Operations and Support/Special Services.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	3,731,651	3,955,842	3,960,714	4,241,070	4,241,070
SERVICES & SUPPLIES	286,519	280,080	286,080	283,580	282,080
OTHER	28,360	28,376	30,000	35,000	30,000
GRAND TOTAL	<u>4,052,080</u>	<u>4,264,298</u>	<u>4,293,351</u>	<u>4,564,650</u>	<u>4,558,150</u>

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
CHIEF OF POLICE	1.00	1.00	1.00	1.00	1.00
LIEUTENANT	2.00	2.00	2.00	2.00	2.00
SERGEANT	4.00	4.00	4.00	4.00	4.00
DETECTIVE	3.00	3.00	3.00	3.00	3.00
JUVENILE OFFICER	1.00	1.00	1.00	1.00	1.00
SCHOOL RESOURCE OFFICER	1.00	1.00	1.00	1.00	1.00
PATROL OFFICER	8.00	8.00	8.00	8.00	8.00
TRAFFIC OFFICER	2.00	2.00	2.00	2.00	2.00
ADMINISTRATIVE SECRETARY III/ ANALYST	1.00	1.00	1.00	1.00	1.00
SERVICES SUPERVISOR	1.00	1.00	1.00	1.00	1.00
EMERGENCY DISPATCH CLERK II	2.00	2.00	2.00	2.00	2.00
EMERGENCY DISPATCH CLERK I	4.00	4.00	4.00	4.00	4.00
TOTAL	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>	<u>30.00</u>

2015-2016 Notes:

* Included in Personnel Detail above are two positions (School Resource Officer and one Patrol Officer) which are vacant and currently frozen. No amounts were budgeted for these positions.

DEPARTMENT 51 - POLICE

	<u>2013 / 2014</u>	<u>2014 / 2015</u>	<u>2014 / 2015</u>	<u>2015 / 2016</u>	<u>2015 / 2016</u>
	<u>ACTUAL</u>	<u>BUDGET</u>	<u>PROJECTED</u>	<u>DEPT</u>	<u>CITY</u>
				<u>REQUEST</u>	<u>MANAGER</u>
					<u>PROPOSED</u>
SALARIES & BENEFITS:					
101 REGULAR WAGES	2,181,851	2,332,113	2,298,000	2,379,882	2,379,882
107 TEMPORARY WAGES	21,156	12,144	19,000	12,560	12,560
Reserves					8,400
Youth Work Program					4,160
109 OVERTIME WAGES	118,745	126,000	126,000	129,000	129,000
Sworn Personnel					105,000
Non-Sworn Personnel					24,000
203 FICA	169,938	183,404	183,404	187,356	187,356
204 RETIREMENT	647,761	688,827	641,436	796,171	796,171
205 GROUP INSURANCE	569,950	591,104	670,624	713,851	713,851
206 WORKERS' COMPENSATION	22,250	22,250	22,250	22,250	22,250
TOTAL SALARIES & BENEFITS	3,731,651	3,955,842	3,960,714	4,241,070	4,241,070

DEPARTMENT 51 - POLICE (Continued)

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	15,759	20,000	26,000	20,000	20,000
210	SUPPLEMENTAL SERVICES	200	0	0	0	0
301	OFFICE EXPENSE	14,286	16,125	14,125	14,125	14,125
302	SPECIAL DEPARTMENT EXPENSE	32,844	26,000	26,000	26,000	28,000
	Armory Expenses					17,300
	Investigation Expenses					3,950
	Evidence Expenses					2,650
	Other Expenses					2,100
303	SMALL TOOLS & SUPPLIES	4,136	5,575	5,575	5,575	5,575
306	COMMUNICATIONS	26,311	30,820	29,820	29,820	29,820
	Telephones					14,520
	Electronic Access to Dept of Justice					7,600
	Cell Phones & Pagers					4,800
	Radio Equipment Repairs & Installation					2,200
	Vehicle Radios/Walkie-Talkie Batteries					500
	Internet Fees					200
308	RENTS & LEASES	1,967	4,000	4,000	4,000	4,000
310	RECRUITMENT	32,664	20,000	20,000	18,000	15,000
313	OTHER CONTRACTUAL SERVICES	4,088	3,400	2,400	3,400	2,400
315	MEMBERSHIPS & DUES	2,264	2,000	2,000	2,000	2,000
316	TRAVEL/CONFERENCES/MEETINGS	2,799	1,160	1,160	1,160	1,160
322	TRAINING & EDUCATION	30,939	40,000	40,000	48,500	45,000
	Mandatory Training					24,500
	Essential Training					11,200
	Educational Reimbursements					4,000
	Training Conferences					2,500
	Other Training Costs					2,800
349	MISCELLANEOUS	150	0	0	0	0
401	MAINT OF BLDGS/STRUCT/GROUNDS	104	0	0	0	0
402	MAINT & OPERATION OF EQMT	42,100	36,000	40,000	36,000	40,000
	Telecommunications					24,500
	Contracts					12,400
	Equipment Supplies					3,100
403	MAINT & OPERATION OF VEHICLES	75,908	75,000	75,000	75,000	75,000
	Gasoline					39,000
	Vehicle Parts and Tires					21,000
	Misc Other Costs					15,000
TOTAL SERVICES & SUPPLIES		286,519	280,080	286,080	283,580	282,080

DEPARTMENT 51 - POLICE (Concluded)

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
FIXED ASSETS:						
910	OFFICE EQMT & FURNITURE	5,550	0	4,490	5,000	5,000
	Computers					5,000
914	COMMUNICATIONS EQUIPMENT	0	0	12,067	0	0
TOTAL FIXED ASSETS		5,550	0	16,557	5,000	5,000
OTHER:						
701	CONTRIBUTIONS	28,360	28,376	30,000	35,000	30,000
	SCCNET					22,204
	SART (Sexual Assault Response Team)					6,796
	Santa Cruz County Criminal Justice Council					1,000
TOTAL OTHER		28,360	28,376	30,000	35,000	30,000
GRAND TOTAL		4,052,080	4,264,298	4,293,351	4,564,650	4,558,150

DEPARTMENT 52 - ANIMAL CONTROL

Animal Control services are provided to the City by contract with the Santa Cruz Animal Services Authority (SCASA). This contractual service is in the form of a Joint Powers Authority between the Cities of Capitola, Santa Cruz, Scotts Valley, and the County of Santa Cruz. Animal Control services include: administration; promotion of dog licensing; enforcement of animal control ordinances; humane care and housing of stray and unwanted animals; 24-hour emergency response; adoption of suitable animals; humane disposal of sick, injured, or unadoptable animals; pick up, care and appropriate disposal of stray and unwanted animals.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SERVICES & SUPPLIES	104,250	104,202	106,922	111,199	111,199
GRAND TOTAL	104,250	104,202	106,922	111,199	111,199

SERVICES & SUPPLIES:

313	OTHER CONTRACTUAL SERVICES	104,250	104,202	106,922	111,199	111,199
	TOTAL SERVICES & SUPPLIES	104,250	104,202	106,922	111,199	111,199
	GRAND TOTAL	104,250	104,202	106,922	111,199	111,199

DEPARTMENT 53 - EMERGENCY SERVICES

The Emergency Services account provides funding for the maintenance and operation of the City's emergency services program. The City's Police Department developed an emergency services program and manual for the City in 1987. The City Manager serves as the Director of Emergency Services and the Police Chief serves as the Coordinator of Emergency Services. The key to the OES program is training City staff in preparation for emergency situations, such as earthquakes, forest fires and flooding.

EXPENDITURES		2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SERVICES & SUPPLIES		1,189	1,000	1,200	1,200	1,200
OTHER		66,060	68,117	68,117	70,733	70,733
GRAND TOTAL		67,249	69,117	69,317	71,933	71,933
SERVICES & SUPPLIES:						
306	COMMUNICATIONS	1,189	1,000	1,200	1,200	1,200
TOTAL SERVICES & SUPPLIES		1,189	1,000	1,200	1,200	1,200
OTHER:						
701	CONTRIBUTIONS	19,704	21,859	21,859	19,839	19,839
	Winter Shelter Program					16,672
	HAP Consultant					2,423
	Homeless Management Info System					542
	Ten-Year Strategic Plan					202
705	CONTRIBUTIONS/SOCIAL SERV	46,356	46,258	46,258	50,894	50,894
	Community Service Organizations					49,894
	Cultural Council					1,000
TOTAL OTHER		66,060	68,117	68,117	70,733	70,733
GRAND TOTAL		67,249	69,117	69,317	71,933	71,933

DEPARTMENT 61 - PLANNING

The Planning Department guides and coordinates the development of the City through the preparation, maintenance, and implementation of the General Plan and administration of the City's building codes and zoning regulations. The Department provides advanced and current planning services through General Plan preparation and policy implementation. Included among planning duties are: design review, issuance of variances, master plan development, subdivision review and approval, environmental impact reports, code enforcement, and various sign permits. The Planning Department provides policy recommendations to the City Manager, City Council and Planning Commission.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	487,461	501,150	526,531	555,175	555,175
SERVICES & SUPPLIES	14,573	12,000	16,940	11,325	11,325
GRAND TOTAL	502,034	513,150	543,471	566,500	566,500

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
COMMUNITY DEVELOPMENT DIR / DEPUTY CITY MANAGER	0.25	1.00	1.00	1.00	1.00
PRINCIPAL PLANNER	0.90	1.00	1.00	1.00	1.00
SENIOR PLANNER	1.75	2.00	2.00	2.00	1.00
ADMINISTRATIVE SECRETARY II	0.50	0.50	0.50	0.50	0.50
TOTAL	3.40	4.50	4.50	4.50	3.50

2015-2016 Notes:

* Prior to 2012-2013, a portion of both the Community Development Director/Deputy City Manager and one Senior Planner positions were allocated to the Redevelopment Agency. With the elimination of the Redevelopment Agency, these positions are now fully budgeted in Planning.

DEPARTMENT 61 - PLANNING

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	318,974	329,646	340,730	344,070	344,070
203	FICA	23,657	24,373	25,017	25,374	25,374
204	RETIREMENT	72,292	78,502	80,218	102,252	102,252
205	GROUP INSURANCE	71,688	67,779	79,716	82,629	82,629
206	WORKERS' COMPENSATION	850	850	850	850	850
TOTAL SALARIES & BENEFITS		487,461	501,150	526,531	555,175	555,175
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	435	250	0	250	250
301	OFFICE EXPENSE	1,369	1,000	1,500	1,500	1,500
302	SPECIAL DEPARTMENT EXPENSE	741	500	750	750	750
	Computer Software					750
303	SMALL TOOLS & SUPPLIES	38	100	175	175	175
312	PROFESSIONAL/SPECIALIZED SERV	3,650	1,000	1,365	1,000	1,000
	Triaxal Data- Data Base Update					500
	Zoning/General Plan Update					500
313	OTHER CONTRACTUAL SERVICES	1,585	1,000	500	1,000	1,000
315	MEMBERSHIPS & DUES	2,280	2,500	2,500	2,500	2,500
	3 APA					1,350
	ICMA					1,000
	AEP					150
316	TRAVEL/CONFERENCES/MEETINGS	3,624	4,000	2,500	2,500	2,500
	State APA					2,500
322	TRAINING & EDUCATION	524	1,000	500	1,000	1,000
402	MAINT & OPERATION OF EQMT	0	250	7,000	250	250
403	MAINT & OPERATION OF VEHICLES	327	400	150	400	400
TOTAL SERVICES & SUPPLIES		14,573	12,000	16,940	11,325	11,325
GRAND TOTAL		502,034	513,150	543,471	566,500	566,500

DEPARTMENT 62 - BUILDING

The Building Division is responsible for all construction inspection activities, including compliance with the Building Code, Electrical Code, Plumbing Code and other legal requirements. The Building Division reviews proposed construction plans for conformance to Code requirements and monitors construction activities on a continuing basis to ensure structural integrity and safety. The Division identifies violations and causes their correction. The Division also provides information and processing on Building Permits, the issuance and administration of these permits, and supplies information on building activities to data collection agencies and organizations.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	30,218	97,077	95,011	109,953	109,953
SERVICES & SUPPLIES	147,944	32,400	80,750	106,500	106,500
GRAND TOTAL	178,162	129,477	175,761	216,453	216,453

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
BUILDING OFFICIAL		1.00			
BUILDING INSPECTOR			1.00		
SENIOR BUILDING INSPECTOR / CODE ENFORCEMENT OFFICER				1.00	1.00
SENIOR BUILDING INSPECTOR	0.33	0.33	0.33		
CODE ENFORCEMENT OFFICER	0.33	0.33	0.33		
SECRETARY I	0.75	0.75	0.75	0.75	0.75
TOTAL	1.41	2.41	2.41	1.75	1.75

2015-2016 Notes:

* Included in Personnel Detail above is a Secretary I position. This position is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 62 - BUILDING

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	17,756	62,904	60,000	62,750	62,750
107	TEMPORARY WAGES					
203	FICA	1,351	4,812	4,590	4,800	4,800
204	RETIREMENT	1,867	3,932	3,750	11,395	11,395
205	GROUP INSURANCE	8,994	25,179	26,421	30,758	30,758
206	WORKERS' COMPENSATION	250	250	250	250	250
TOTAL SALARIES & BENEFITS		30,218	97,077	95,011	109,953	109,953
SERVICES & SUPPLIES:						
208	UNIFORM ALLOWANCE	0	250	0	250	250
301	OFFICE EXPENSE	2,169	600	1,500	1,000	1,000
303	SMALL TOOLS & SUPPLIES	1,707	1,500	500	500	500
	UBC Updates					250
	Misc Supplies					250
310	RECRUITMENT	1,858	0	0	0	0
312	PROFESSIONAL/SPECIALIZED SERV	138,850	25,000	74,000	100,000	100,000
315	MEMBERSHIPS & DUES	630	750	750	750	750
316	TRAVEL/CONFERENCE/MEETINGS	1,337	2,000	2,000	2,000	2,000
322	TRAINING & EDUCATION	27	1,300	1,000	1,000	1,000
402	MAINT & OPERATION OF EQMT	112	0	0	0	0
403	MAINT & OPERATION OF VEHICLES	1,254	1,000	1,000	1,000	1,000
TOTAL SERVICES & SUPPLIES		147,944	32,400	80,750	106,500	106,500
GRAND TOTAL		178,162	129,477	175,761	216,453	216,453

DEPARTMENT 71 - ENGINEERING

The Engineering Division provides technical support for all divisions of both the public works and planning departments, and provides operational services for the City Engineer's office. The Director of Public Works/City Engineer is responsible for the following divisions: Engineering, Street Maintenance, Vehicle and Equipment Maintenance, Wastewater, Park Maintenance, Building Maintenance and Recreation.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	542,162	396,156	399,532	280,808	280,808
SERVICES & SUPPLIES	27,822	38,500	77,330	122,500	118,000
GRAND TOTAL	580,542	434,656	476,862	403,308	398,808

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
PUBLIC WORKS DIRECTOR/ CITY ENGINEER	0.50	0.80	0.80	0.60	0.60
CIVIL ENGINEER (TRAFFIC)	1.00	1.00	1.00	1.00	1.00
ADMINISTRATIVE SECRETARY I	0.50				
ADMINISTRATIVE SECRETARY II		0.50	0.50	0.50	0.50
ENGINEERING TECHNICIAN	1.00	1.00	1.00	1.00	1.00
TOTAL	3.00	3.30	3.30	3.10	3.10

2015-2016 Notes:

* Prior to 2012-2013, a portion of the Public Works Director / City Engineer position was allocated to the Redevelopment Agency. With the elimination of the Redevelopment Agency, this position is now budgeted at .80 in Engineering.

DEPARTMENT 71 - ENGINEERING

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	386,996	257,327	261,212	163,361	163,361
203	FICA	26,721	19,844	19,844	12,655	12,655
204	RETIREMENT	59,795	60,951	50,755	48,508	48,508
205	GROUP INSURANCE	67,775	57,159	66,846	55,409	55,409
206	WORKERS' COMPENSATION	875	875	875	875	875
TOTAL SALARIES & BENEFITS		542,162	396,156	399,532	280,808	280,808
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	250	250	0	250	250
210	SUPPLEMENTAL SERVICES	3,323	15,000	8,000	10,000	8,000
301	OFFICE EXPENSE	2,674	2,500	2,000	2,500	2,500
302	SPECIAL DEPARTMENT EXPENSE	128	3,500	500	2,500	500
303	SMALL TOOLS & SUPPLIES	701	1,000	1,000	1,000	1,000
306	COMMUNICATIONS	3,778	3,500	3,500	3,500	3,500
312	PROFESSIONAL/SPECIALIZED SERV	2,544	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	3,980	0	50,000	90,000	90,000
315	MEMBERSHIPS & DUES	677	750	300	750	250
316	TRAVEL/CONFERENCES/MEETINGS	325	750	750	750	750
322	TRAINING & EDUCATION	864	750	750	750	750
401	MAINT OF BLDGS/STRUCT/GRNDS	26	0	30	0	0
402	MAINT & OPERATION OF EQMT	4,784	6,500	6,500	6,500	6,500
403	MAINT & OPERATION OF VEHICLES	3,768	4,000	4,000	4,000	4,000
TOTAL SERVICES & SUPPLIES		27,822	38,500	77,330	122,500	118,000
FIXED ASSETS:						
908	VEHICLES	10,558	0	0	0	0
TOTAL FIXED ASSETS		10,558	0	0	0	0
GRAND TOTAL		580,542	434,656	476,862	403,308	398,808

DEPARTMENT 72 - STREET MAINTENANCE

The Maintenance Division provides maintenance and repair of all city-owned buildings, facilities and streets. The Division is responsible for maintaining roads and rights-of-way, which includes signing, street striping, safety delineations and devices, storm drains stream channels, etc.

	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
EXPENDITURES					
SALARIES & BENEFITS	217,872	219,653	231,840	242,425	242,425
SERVICES & SUPPLIES	164,777	130,250	122,992	123,250	121,750
GRAND TOTAL	<u>393,549</u>	<u>349,903</u>	<u>354,832</u>	<u>365,675</u>	<u>364,175</u>

	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
PERSONNEL DETAIL					
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER III	1.00	1.00	1.00	1.00	1.00
MAINTENANCE WORKER II	1.00	1.00	1.00	1.00	1.00
MAINTENANCE WORKER I	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>	<u>3.60</u>

2015-2016 Notes:

* Included in Personnel Detail above is one Maintenance Worker II and a partial Maintenance Division Manager position which are vacant and currently frozen. No amounts were budgeted for these positions.

DEPARTMENT 72 - STREET MAINTENANCE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	114,776	120,686	120,686	122,738	122,738
109	OVERTIME WAGES	4,961	2,500	2,800	2,500	2,500
203	FICA	8,879	9,654	9,654	9,811	9,811
204	RETIREMENT	26,031	28,312	28,312	36,036	36,036
205	GROUP INSURANCE	62,575	57,851	69,738	70,690	70,690
206	WORKERS' COMPENSATION	650	650	650	650	650
TOTAL SALARIES & BENEFITS		217,872	219,653	231,840	242,425	242,425
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	2,560	3,000	3,000	3,000	3,000
210	SUPPLEMENTAL SERVICES	5,220	0	900	0	0
302	SPECIAL DEPARTMENT EXPENSE	1,842	1,500	500	1,500	500
	DMV					250
	Hazmat Removal					250
303	SMALL TOOLS & SUPPLIES	1,450	1,300	1,300	1,300	1,300
306	COMMUNICATIONS	1,073	1,200	1,200	1,200	1,200
312	PROFESSIONAL/SPECIALIZED SERV	4,545	4,000	0	0	0
313	OTHER CONTRACTUAL SERVICES	29,669	33,000	28,000	30,000	28,000
	Traffic Signal maintenance					26,000
	Bike lane Maintenance					2,000
315	MEMBERSHIPS & DUES	80	150	271	150	150
316	TRAVEL/CONFERENCES/MEETINGS	0	100	100	100	100
322	TRAINING & EDUCATION	40	1,000	1,000	1,000	1,000
327	POWER UTILITIES	76,534	40,000	40,000	40,000	40,000
401	MAINT OF BLDGS/STRCT/GRNDS	13,482	8,500	10,221	8,500	10,000
402	MAINT & OPERATION OF EQMT	3,442	4,000	4,000	4,000	4,000
403	MAINT & OPERATION OF VEHICLES	9,195	7,500	7,500	7,500	7,500
404	ROAD MAINTENANCE MATERIALS	15,645	25,000	25,000	25,000	25,000
	Road & street sign maintenace					21,000
	Bike lane painting					2,000
	Bike lane asphalt repairs					2,000
TOTAL SERVICES & SUPPLIES		164,777	130,250	122,992	123,250	121,750
FIXED ASSETS:						
904	IMPROVEMENTS O/T BUILDINGS	10,900	0	0	0	0
TOTAL FIXED ASSETS		10,900	0	0	0	0
GRAND TOTAL		393,549	349,903	354,832	365,675	364,175

DEPARTMENT 73 - VEHICLE/EQUIPMENT MAINTENANCE

The Vehicle and Equipment Maintenance Division provides for the maintenance and repair of all city equipment, including police vehicles, public works vehicles, heavy operating equipment, and small support equipment. The primary objective of this division is to maintain all city equipment so that it is safe and in peak-operating condition.

	2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
EXPENDITURES	ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS	106,854	109,329	118,533	119,762	119,762
SERVICES & SUPPLIES	8,728	5,500	14,511	7,500	7,500
GRAND TOTAL	<u>115,582</u>	<u>114,829</u>	<u>133,044</u>	<u>127,262</u>	<u>127,262</u>

	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016
PERSONNEL DETAIL					CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.10	0.10	0.10	0.10	0.10
MAINTENANCE SUPERVISOR	0.10	0.10	0.10	0.10	0.10
CHIEF MECHANIC	1.00	1.00	1.00	1.00	1.00
TOTAL	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>	<u>1.20</u>

2015-2016 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 73 - VEHICLE/EQUIPMENT MAINTENANCE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	62,749	65,887	65,887	67,119	67,119
109	OVERTIME WAGES	623	300	455	300	300
203	FICA	4,688	5,078	5,078	5,172	5,172
204	RETIREMENT	14,402	15,476	15,476	19,726	19,726
205	GROUP INSURANCE	24,092	22,288	31,337	27,145	27,145
206	WORKERS' COMPENSATION	300	300	300	300	300
TOTAL SALARIES & BENEFITS		106,854	109,329	118,533	119,762	119,762
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,610	1,200	1,300	1,300	1,300
210	SUPPLEMENTAL SERVICES	0	0	1,000	0	0
301	OFFICE EXPENSE	56	100	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	979	0	147	0	0
303	SMALL TOOLS & SUPPLIES	2,914	3,000	9,100	3,000	3,000
306	COMMUNICATIONS	429	500	500	500	500
313	OTHER CONTRACTUAL SERVICES	0	0	1,014	1,500	1,500
316	TRAVEL/CONFERENCES/MEETINGS	12	0	0	0	0
322	TRAINING & EDUCATION	0	200	200	200	200
401	MAINT OF BLDGS/STRUCT/GRNDS	20	0	0	0	0
402	MAINT & OPERATION OF EQMT	839	0	750	500	500
403	MAINT & OPERATION OF VEHICLES	1,869	500	500	500	500
TOTAL SERVICES & SUPPLIES		8,728	5,500	14,511	7,500	7,500
GRAND TOTAL		115,582	114,829	133,044	127,262	127,262

DEPARTMENT 75 - PARK MAINTENANCE

The Park Maintenance Division is responsible for the maintenance of grounds at Siltanen Park, MacDorsa Park, Hocus Pocus Park, the Senior Center, and various other landscaped areas throughout the City.

	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
EXPENDITURES					
SALARIES & BENEFITS	120,851	181,341	123,412	200,294	200,294
SERVICES & SUPPLIES	124,090	130,950	115,490	125,600	125,100
GRAND TOTAL	244,941	312,291	238,902	325,894	325,394

	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
PERSONNEL DETAIL					
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER II			1.00	1.00	1.00
MAINTENANCE WORKER I	2.00	2.00	1.00	1.00	1.00
TOTAL	2.60	2.60	2.60	2.60	2.60

2015-2016 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 75 - PARK MAINTENANCE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT	CITY
					REQUEST	MANAGER
						PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	67,059	114,393	67,650	118,929	118,929
109	OVERTIME WAGES	2,062	2,000	1,300	2,000	2,000
203	FICA	5,424	9,424	5,487	9,771	9,771
204	RETIREMENT	15,076	26,820	15,582	34,909	34,909
205	GROUP INSURANCE	30,830	28,304	32,993	34,285	34,285
206	WORKERS' COMPENSATION	400	400	400	400	400
TOTAL SALARIES & BENEFITS		120,851	181,341	123,412	200,294	200,294
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,421	1,500	1,400	1,500	1,500
210	SUPPLEMENTAL SERVICES	30,589	40,000	40,000	40,000	40,000
	Park Maintenance Contracts					40,000
302	SPECIAL DEPARTMENT EXPENSE	461	450			
303	SMALL TOOLS & SUPPLIES	2,612	1,500	1,500	1,500	1,500
306	COMMUNICATIONS	884	1,000	1,000	1,000	1,000
308	RENTS & LEASES	2,023	0	1,100	1,100	1,100
313	OTHER CONTRACTUAL SERVICES	1,105	0	0	0	0
315	MEMBERSHIPS & DUES	90	100	90	100	100
316	TRAVEL/CONFERENCES/MEETINGS	0	100	100	100	100
322	TRAINING & EDUCATION	29	300	300	300	300
327	POWER UTILITIES	16,434	18,000	18,000	18,000	18,000
328	WATER UTILITIES	25,339	25,000	20,000	25,000	25,000
401	MAINT OF BLDGS/STRUCT/GRNDS	35,550	35,000	25,000	30,000	30,000
402	MAINT & OPERATION OF EQMT	4,253	2,000	3,000	2,000	2,000
403	MAINT & OPERATION OF VEHICLES	3,300	5,500	4,000	4,500	4,500
404	ROAD MAINTENANCE MATERIALS	0	500	0	500	0
TOTAL SERVICES & SUPPLIES		124,090	130,950	115,490	125,600	125,100
GRAND TOTAL		244,941	312,291	238,902	325,894	325,394

DEPARTMENT 76 - BUILDING MAINTENANCE

The Building Maintenance Division is responsible for the maintenance of buildings, at Siltanen Park, MacDorsa Park, Skypark, City Hall, and other City owned facilities.

EXPENDITURES	2013 / 2014 ACTUAL	2014 / 2015 BUDGET	2014 / 2015 PROJECTED	2015 / 2016 DEPT REQUEST	2015 / 2016 CITY MANAGER PROPOSED
SALARIES & BENEFITS	88,839	114,513	123,122	131,108	131,108
SERVICES & SUPPLIES	108,484	94,650	92,653	87,890	82,890
GRAND TOTAL	197,323	209,163	215,775	218,998	213,998

PERSONNEL DETAIL	2011 / 2012	2012 / 2013	2013 / 2014	2014 / 2015	2015 / 2016 CITY MANAGER PROPOSED
MAINTENANCE DIVISION MANAGER	0.30	0.30	0.30	0.30	0.30
MAINTENANCE SUPERVISOR	0.30	0.30	0.30	0.30	0.30
MAINTENANCE WORKER II	1.00	1.00	1.00	1.00	1.00
TOTAL	1.60	1.60	1.60	1.60	1.60

2015-2016 Notes:

* Included in Personnel Detail above is a partial Maintenance Division Manager position which is vacant and currently frozen. No amounts were budgeted for this position.

DEPARTMENT 76 - BUILDING MAINTENANCE

		2013 / 2014	2014 / 2015	2014 / 2015	2015 / 2016	2015 / 2016
		ACTUAL	BUDGET	PROJECTED	DEPT REQUEST	CITY MANAGER PROPOSED
SALARIES & BENEFITS:						
101	REGULAR WAGES	34,702	63,477	63,477	65,521	65,521
107	TEMPORARY WAGES	15,009	0	0	0	0
109	OVERTIME WAGES	2,198	1,200	1,800	1,200	1,200
	Special events and winter on call hours					1,200
203	FICA	2,928	4,767	4,767	4,903	4,903
204	RETIREMENT	7,151	8,898	8,898	15,106	15,106
205	GROUP INSURANCE	26,451	35,771	43,780	43,978	43,978
206	WORKERS' COMPENSATION	400	400	400	400	400
TOTAL SALARIES & BENEFITS		88,839	114,513	123,122	131,108	131,108
SERVICES & SUPPLIES:						
208	UNIFORM EXPENSE	1,289	1,300	1,300	1,300	1,300
301	OFFICE EXPENSE	10	0	0	0	0
302	SPECIAL DEPARTMENT EXPENSE	846	350	353	350	350
303	SMALL TOOLS & SUPPLIES	1,479	500	800	500	500
306	COMMUNICATIONS	454	0	200	240	240
312	PROFESSIONAL/SPECIALIZED SERV.	1,798	0	0	0	0
313	OTHER CONTRACTUAL SERVICES	19,354	12,000	5,000	9,000	9,000
	Air conditioning					5,000
	Pest Control					2,000
	Alarm service					2,000
315	MEMBERSHIPS & DUES	145	0	0	0	0
322	TRAINING & EDUCATION	823	0	0	0	0
327	POWER UTILITIES	38,212	37,000	35,000	35,000	35,000
328	WATER UTILITIES	12,194	7,500	5,000	6,500	6,500
349	MISCELLANEOUS	1,396	0	0	0	0
401	MAINT OF BLDGS/STRUCT/GRNDS	25,875	30,000	40,000	30,000	25,000
402	MAINT & OPERATION OF EQMT	19	0	0	0	0
403	MAINT & OPERATION OF VEHICLES	4,590	6,000	5,000	5,000	5,000
TOTAL SERVICES & SUPPLIES		108,484	94,650	92,653	87,890	82,890
GRAND TOTAL		197,323	209,163	215,775	218,998	213,998