



**Date:** May 20, 2020  
**To:** Mayor and City Council  
**From:** Eric Figueroa, City Manager  
**Prepared by:** David Glasser, Finance Director  
**Subject:** Adopt Resolution Approving Amendments to the Fiscal Year 19-20 Budget

---

### **Recommendation**

Adopt a resolution amending the Fiscal Year 2019-20 budget.

### **Background**

The City Council, on July 2, 2019, adopted Resolution 095-19 approving a biennial budget for the 2019-20 and 2020-21 fiscal years. Staff has completed a thorough review of revenues and expenditures based upon information available through ten months of the current fiscal year. The proposed FY 2019-20 budget amendments were reviewed with the City Council on May 6, 2020. The Council provided input to the proposed adjustments and requested they be brought back to Council for final action.

Contra Costa County, along with five other Bay Area counties, has issued a shelter-in place order through May 31st in response to the COVID-19 pandemic. In order to “flatten the curve” of this growing public health crisis, our citizens and staff are being called to stay home and stay healthy. Only essential businesses are allowed to remain open. Because of these restrictions, staff is anticipating an unprecedented impact on most of the City’s revenue streams and significant adjustments to on-going operations. The impact on citizens, local businesses and community organizations requires the City to consider new ways to provide needed services.

Staff has prepared the update based on labor agreements enacted after the budget adoption, information received from the State, consultants, industry experts, staff and historical knowledge and analysis from the impacts of the Great Recession. The update anticipates significant negative impacts and assumes operations and the revenues they generate will largely be curtailed for the remainder of the fiscal year. The Governor’s order has no end date and it is expected a gradual lifting of the order will occur over the remainder of the year. It is also likely that public gatherings of any size will be banned or discouraged over this time period. This analysis is focused on the City’s General Fund. Other funds, such as Enterprise Funds, where the programs are restricted for specific

purposes, will also be impacted. Recommended adjustments to these funds are included in this report.

### **Cost Cutting Actions to Date**

Each department reviewed their budgets to find areas where reductions could be taken for non-essential operating costs and to cease any non-essential spending. Staff hiring for vacant positions is now on hold except for critical safety areas. Departments have not had sufficient time to address reductions to FY 2020-21 operating costs or incorporate the impact from the Governor's May revise to the State budget, which was released on May 14, 2020. Budget adjustments for Fiscal Year 2020-21 will be brought to City Council in June or July for review and approval.

### **General Fund**

#### **Revenues**

A review of budgeted revenue in the General Fund based upon information currently available indicates the need to revise projections in several revenue categories. The net impact of these revised revenue projections is a decrease in projected General Fund revenue of \$491,000. Some of the larger proposed adjustments include:

*Property Tax – Increased by \$68,000. This reflects an overall increase of 1% over the budgeted amount. Property tax levies are based on values established by the County Assessor in January 2019 and so are largely unaffected by the current economic upheaval. Next year's revenues are currently projecting a 3.9% increase, based on the January 2020 assessed roll. Staff will closely monitor reassessment and appeals activity throughout the year and adjust revenues accordingly.*

*Sales and Use Tax Local Sales Tax (Bradley Burns) – Decreased by \$217,000. Sales tax revenues have been impacted by the economic downturn with a 30% decrease in revenues for the current quarter. Declines are expected to continue through the remainder of the 2020 calendar year. Auto and transportation sectors are expected to see declines of 25%. In addition, there is an expected decline of 50% in sales tax revenue from Fuel and Service stations due to lower prices and decreased demand.*

*Local Sales Tax (Measure X) - Decreased by \$73,000. The locally approved district sales and use tax in Martinez is impacted in the same way as the Bradley Burns sales tax revenue. However, the decrease is offset by the "Wayfair" decision last summer by the US Supreme Court, which allows states to tax internet sales. The Bradley Burns share of internet sales tax collected is allocated through the Contra Costa County Pool which reduces the overall impact to the City of Martinez. However, district tax collected on these sales is transmitted directly to Martinez and results in a higher collection rate for the City. Measure D sales tax, which is limited to street and road improvements, will experience an equivalent decline; however, Measure D revenues are not part of the General Fund and therefore are not included in the General Fund numbers.*

*In addition to the actual declining sales tax revenues, the State has enacted sales tax deferral programs to assist businesses in dealing with the COVID 19 impacts. There is*

*a 90-day extension for all businesses filing a return for less than \$1 million in tax liability. This program is projected to delay the receipt of \$452,000. The second program provides for a 12-month, interest-free, Installment Plan Agreement (IPA) for up to \$50,000 of sales and use tax liability. This program is projected to delay the receipt of \$262,300.*

*Document Transfer Tax- Increased by \$475,000. These revenues are generated from property sales within the City. Staff projected a reduction in Document Transfer Tax over the last two quarters of the fiscal year due to a slowdown in activity with the shelter-in-place order. However, the sale of the Shell Refinery resulted in a one-time revenue gain of \$525,000 in document transfer taxes.*

*Parking Citations – Decreased by \$268,000 due to a combination of staffing shortages and suspension of enforcement. Parking enforcement during the shelter-in place was suspended due to both a lack of staffing available and a desire to assist merchants in the business community.*

*Planning Fees – Decreased by \$140,000. Building Plan Check Fees decreased by \$71,000. Both revenue sources were impacted by significant slowdown of building activity under the shelter-in place order. Staff expects this revenue to slowly recover as the shelter-in-place is lifted, but not in time to impact the FY 2019-20 budget year.*

*Recreation – Recreation programs have been suspended as a result of the shelter-in-place order with the resulting decrease in the following areas: Park Maintenance Fees \$30,000, Field Usage Fees \$30,000, General Recreation Fees \$41,000, Swimming Pool Admissions \$70,000, Swim Lessons \$38,000, Pool Parties \$34,000, and Park Rentals \$34,000.*

Please see Attachment A for additional detail regarding the revenue adjustments.

### **Expenditures**

Net General Fund expenditure appropriations totaling \$796,000, consisting of \$676,000 in salary increases and \$120,000 in other expenditures, are requested for the following departments. The salary increases were an expected impact to the 2019-20 budget but were not yet known or accounted for when the FY 2019-20 Budget was adopted and showed a surplus of \$775,779. It was anticipated that the subsequent labor agreements would be funded from a portion of the operating surplus. The larger adjustments are highlighted below, with a complete listing of all the requested adjustments included in Attachment A:

*General Government - \$212,000 in net adjustment including:*

- 1. \$ 21,446 in costs related to salary increases approved after budget adoption.*
- 2. \$190,000 in increased litigation expenses.*

*Non-Departmental –. \$18,000 in net adjustments*

*Administrative Services – \$32,000 in net adjustment including:*

- 1. \$100,000 decrease to defer the cost of a Mitigation Fee study planned for the current year.*
- 2. \$36,000 decrease in operating costs associated with the Municipal Pool operating costs.*
- 3. \$162,694 increase for costs related to salary increases approved after budget adoption. This includes a \$89,918 decrease in temporary salaries in the Senior and Recreation programs due to the impact of COVID19.*

*Police – \$426,000 in net increased costs including:*

- 1. Police Administration - \$20,000 increase for critical incident counseling services. \$45,000 increase for crime lab (DUI and DNA testing) costs due to the number of tests completed. \$58,000 increase in repair and maintenance costs due to emergency repairs needed for restroom facilities.*
- 2. Field Services - \$35,000 increase in professional services for homeless services resulting from the unintentional omission of the original request from the budget. \$28,000 in increased costs for supplies of which \$16,000 was unintentionally omitted from the budget.*
- 3. \$197,588 in costs related to salary increases approved after budget adoption.*

*Public Works – \$417,000 in net increased costs including:*

- 1. Street lighting utility cost decreases of \$28,000 based on projected costs.*
- 2. Open Space maintenance cost increases of \$61,000 for emergency fire fuel load reduction.*
- 3. Public Facilities utility cost increases of \$22,000 based on projected demand.*
- 4. Building Maintenance utility cost increases of \$50,000 based on current demand.*
- 5. \$220,869 in costs related to salary increases approved after budget adoption.*

*Community Development – \$289,000 in net decreased costs including:*

- 1. Economic Development - \$25,000 decrease as a technical study was no longer required.*
- 2. Planning – \$250,000 cost decrease as the Marina Master Plan is still awaiting completion of the land use plan. \$125,000 cost decrease for the Zoning Plan amendments which are moved to the next fiscal year – staff expects to receive external funding to cover this cost. \$25,000 decrease in costs associated with a Cannabis tax ballot measure – Council has directed staff to move this into consideration for the November 2022 election cycle. \$50,000 cost increase due to the anticipated opening of Cannabis facilities – this reflects the loss in revenues expected from these facilities.*
- 3. \$73,762 in costs related to salary increases approved after budget adoption.*

Proposed amendments to several other funds include:

*Water Enterprise Fund - \$267,564 in net increased costs including:*

- 1. Water Administration. Increase of \$35,000 in professional services based on actual costs – original budget request had been reduced.*
- 2. Water Treatment - \$108,000 increase in supply costs.*
- 3. Water Distribution - \$70,000 increase in utility costs based on projected demand. \$25,000 increase for equipment (meter replacement) which was omitted from the original funding request.*
- 4. \$16,515 in costs related to salary increases approved after budget adoption.*

*Marina Fund - \$400 in net decreased costs.*

*Parking Fund - \$3,600 in net decreased costs.*

*Internal Service Funds - \$97,000 in net increased costs including:*

*Equipment Replacement Fund*

- 1. \$25,000 in increased fuel costs.*
- 2. \$ 4,800 increase for costs related to salary increases approved after budget adoption.*

*Management Information Systems*

- 1. \$18,000 increase for upgraded Microsoft license fee.*
- 2. \$25,000 for additional security costs.*
- 3. \$16,721 in costs related to salary increases approved after budget adoption.*

*Special Revenue Funds - \$29,000 in net increased including:*

*NPDES Municipal Maintenance*

- 1. \$20,278 in costs related to salary increases approved after budget adoption.*

*Recycle Fund*

- 1. \$13,300 in costs associated with replacement of the EV charging station at Main/Court Street and continued Sustainability Programs Assistant support.*
- 2. \$8,745.00 transfer to General Fund Public Facilities Maintenance for Cool California Challenge Award to be used for specialized tree services.*

Table 1 Summarizes the adjustments and projections for the General Fund:

General Fund Adjustments  
Fiscal Year 2019-20  
Table 1

	FY 2019-20	Actual	Salary	Revenue /Expense	2019-20
	Current Budget	As of 4/21/20	Adjustment	Adjustment	Projected
<b>General Fund Revenue</b>					
Taxes	\$23,820,630	\$12,865,585		\$160,152	\$23,980,782
License, Permits & Fees	\$611,500	\$615,670		\$23,500	\$635,000
Fines & Forfeitures	\$511,264	\$162,965		-\$261,770	\$249,494
Intergovernmental	\$523,743	\$312,857		\$94,569	\$618,312
Charge for Services	\$1,137,300	\$566,565		-\$454,861	\$682,439
Use of Money & Property	\$165,300	\$74,092		-\$53,300	\$112,000
Other Revenues	\$75,500	\$30,829		\$800	\$76,300
Sub-total	\$26,845,237	\$14,628,562		-\$490,910	\$26,354,327
Transfers In	\$473,000	\$473,000		\$0	\$473,000
<b>TOTAL</b>	<b>\$27,318,237</b>	<b>\$15,101,562</b>		<b>-\$490,910</b>	<b>\$26,827,327</b>
					\$0
<b>General Fund Expenditures</b>					\$0
General Government	\$1,447,154	\$1,366,731	\$21,446	\$190,660	\$1,659,260
Non-Departmental	\$2,357,336	\$1,861,543	\$0	-\$17,700	\$2,339,636
Administrative Services	\$4,158,834	\$3,268,957	\$162,694	-\$130,470	\$4,191,057
Public Works	\$4,078,221	\$4,503,685	\$220,869	\$195,895	\$4,494,985
Police Department	\$12,789,459	\$11,257,748	\$197,588	\$228,825	\$13,215,872
Community Development	\$1,972,663	\$1,133,448	\$73,763	-\$362,580	\$1,683,846
Sub-total	\$26,803,667	\$23,392,113	\$676,359	\$104,630	\$27,584,657
Transfers Out	\$155,280	\$170,177		\$14,897	\$170,177
<b>TOTAL</b>	<b>\$26,958,947</b>	<b>\$23,562,290</b>		<b>\$119,527</b>	<b>\$27,754,833</b>

Based on the projections, the General Fund currently has a deficit of \$927,507. This General Fund deficit was significantly smaller than it would have otherwise been due to the receipt of a non-recurring document transfer tax in the amount of \$525,000.

Table 2 provides a summary of the existing deficit and the proposed funding sources to meet those obligations.

Funding Sources and Uses  
Table 2

Gen Fund Revenue Adjustments	(490,910)
Gen Fund Expense Adjustments	119,527
Gen Fund Salary Adjustments	676,359
FY 2020 Projected Gen Fund Budgeted Surplus/deficit	(927,507)
Funding Sources	
Gen Fund Reserves (Litigation)	190,000
Gen Fund 2018/19 Surplus	369,629
Gen Fund Reserves - Economic Uncertainty	367,878
Total Funding Sources	927,507
Public Safety Augmentation Project (Use)	451,000
General Fund Unassigned Reserves (Source)	451,000

In addition, Council previously indicated support for a one-time augmentation for the Police department of \$451,000 to provide funding for the costs associated with increased staffing and equipment replacement. As shown in the table, these budget adjustments include that allocation and are funded through the General Fund Surplus and Unassigned General Fund Reserves.

***Special COVID-19 Recreation Programming Consideration***

Of note in the attached Resolution is the provision that authorizes the City Manager to transfer up to \$50,000 from the Unassigned Fund Balance in the event the City is able to initiate an approved Recreation summer camp/childcare program in June and/or mobilize pool staff and resources prior to July 1<sup>st</sup> in anticipation of a limited pool season due to COVID-19 impacts. This funding is currently being taken out of the respective Recreation expense budgets, so the transfer from Fund Balance will be necessary to

cover any current fiscal year expenses should these Recreation activities commence this fiscal year.

**Fiscal Impact**

The proposed budget amendments will result in a net adjustment the following funds:

	Net Adjustments
General Fund	1,286,796
Special Revenue Funds	29,368
Water Fund	267,564
Marina Fund	(400)
Parking Fund	(3,600)
Internal Service Funds	97,460

These numbers do not include the \$451,000 to provide funding for the costs associated with increased staffing and equipment replacement for the Police Department which is being treated as a separate project.

**Attachment**

- Attachment A – Expense and Revenue Adjustments Detail
- Resolution



# ATTACHMENT A

## Expense Adjustments

#	Program	Object	Description	Adjustment	Comment
101	City Council	5510	Communications	400	Adjusted for projected costs.
102	City Clerk	5510	Communications	90	Adjusted for projected costs.
102	City Clerk	5102	Temp Salaries	(5,000)	Adjusted for projected costs.
104	City Manager	5510	Communications	170	Adjusted for projected costs.
105	City Attorney	5300	Prof Tech Services	190,000	Litigation expenses.
201	General Services	5510	Communications	(9,500)	Adjusted for projected costs.
203	Contingencies	5721	Imp to Buildings	(3,000)	Funds Transferred to 590 - 5721 For City Hall Glass Doors.
203	Contingencies	5300	Prof Tech Services	(5,200)	Funds Transferred to 607 - 5561 for May Jun tabletop exercise.
401	Administration	5102	Temp Salaries	(15,000)	Adjusted for projected costs.
404	Finance	5300	Prof Tech Services	(100,000)	Mitigation Study will not take place this year.
411	Recreation Admin.	5510	Communications	650	Adjusted for projected costs.
411	Recreation Admin.	5102	Temp Salaries	(5,518)	Adjusted for projected costs.
412	Culture and Arts	5510	Communications	100	Adjusted for projected costs.
412	Culture and Arts	5410	Utilities	(1,080)	Adjusted for projected costs.
413	General Recreation	5510	Communications	350	Adjusted for projected costs.
413	General Recreation	5102	Temp Salaries	(17,000)	Adjusted for projected costs.
414	Municipal Swimming Pool	5600.3	Chemicals	(14,490)	Adjusted for projected costs.
414	Municipal Swimming Pool	5600.7	Operating & Maintenance Supplies	(900)	Replace equipment stolen from Aquatic Center.
414	Municipal Swimming Pool	5420	Repair and Maintenance Services	(14,000)	Adjusted for projected costs.
414	Municipal Swimming Pool	5102	Temp Salaries	(43,000)	Adjusted for projected costs.
414	Municipal Swimming Pool	5410	Utilities	(6,710)	Adjusted for projected costs.

# ATTACHMENT A

#	Program	Object	Description	Adjustment	Comment
416	Day Care	5410	Utilities	130	Adjusted for projected costs.
418	Sports Programs	5510	Communications	2,000	Replace Wi-Fi equipment stolen from Concession Stand.
418	Sports Programs	5600.7	Operating & Maintenance Supplies	1,200	Replace AED equipment stolen from Waterfront Ballfields.
418	Sports Programs	5102	Temp Salaries	(9,000)	Adjusted for projected costs.
419	Senior Citizen Programs	5510	Communications	1,010	Adjusted for projected costs.
419	Senior Citizen Programs	5102	Temp Salaries	(15,400)	Adjusted for projected costs.
419	Senior Citizen Programs	5410	Utilities	870	Adjusted for projected costs.
419.1	Alzheimer Respite	5510	Communications	400	Adjusted for projected costs.
502	Inspections	5510	Communications	1,500	Adjusted for projected costs.
502	Inspections	5601	Employee Allowance	170	Transfer from 502 - 5600.4.
502	Inspections	5560.1	Mileage Reimbursement	200	Transfer from 502 – 5561.
502	Inspections	5600.7	Operating & Maintenance Supplies	100	Transfer from 502 - 5600.4.
502	Inspections	5300	Prof /Tech Services	(1,500)	Transfer funds to 502 - 5510 to cover projected costs.
502	Inspections	5600.4	Safety Supplies	(100)	Transfer to 502 - 5600.7.
502	Inspections	5600.4	Safety Supplies	(100)	Transfer to 502 – 5601.
502	Inspections	5561	Training / Conferences	(200)	Transfer to 502 - 5560.1.
503	Code Enforcement	5510	Communications	400	Adjusted for projected costs.
503	Code Enforcement	5500	Other Services	10	Transfer from 503- 5600.
503	Code Enforcement	5600	Supplies	10	Transfer to 502 – 5500.
510	Traffic Control Maintenance	5410-E1101	Utilities	10	Adjusted for projected costs.
510	Traffic Control Maintenance	5410	Utilities	2,390	Adjusted for projected costs.
512	Street Lighting	5410	Utilities	(27,930)	Adjusted for projected costs.

# ATTACHMENT A

#	Program	Object	Description	Adjustment	Comment
520	Parks/Ground Maintenance	5510	Communications	300	Adjusted for projected costs.
520	Parks/Ground Maintenance	5420.2	Maintenance Cleaning	3,800	Bocce Ball bathrooms, 4% contract service increase.
520	Parks/Ground Maintenance	5600.7	Operating & Maintenance Supplies	8,000	Recover funds from emergency tree removal.
520	Parks/Ground Maintenance	5600.4	Safety Supplies	3,000	Additional supplies for homeless and garbage in the parks.
520	Parks/Ground Maintenance	5600	Supplies	500	Cell phone equipment, supplier price increases.
520	Parks/Ground Maintenance	5410	Utilities	730	Adjusted for projected costs.
524	Open Space Maintenance	5420.1	Maintenance Routine	61,000	Emergency Fire Fuel Load Reduction.
530	Public Facilities Maintenance	5510	Communications	940	Adjusted for projected costs.
530	Public Facilities Maintenance	5600.7	Operating & Maintenance Supplies	3,500	Recover funds from emergency tree removal train display.
530	Public Facilities Maintenance	5500 M1045	Other Services	8,745	Transfer from Fund 29 COOLCA Challenge CR#1064815.
530	Public Facilities Maintenance	5420-M3125	Repair & Maint Supplies	2,500	Unforeseen elevator repair 5,800 remaining.
530	Public Facilities Maintenance	5410-M3125	Utilities	3,080	Adjusted for projected costs.
530	Public Facilities Maintenance	5410	Utilities	22,190	Adjusted for projected costs.
590	Building Maintenance	5721	Building Improvements	3,000	Action Glass Transfer from 203 – 5721.
590	Building Maintenance	5510	Communications	9,720	Adjusted for projected costs.
590	Building Maintenance	5420.2	Maintenance Cleaning	7,600	Cintas Cleaning and price increase.
590	Building Maintenance	5420.1	Maintenance Routine	2,100	Clark Pest Control monthly (not included in budget).
590	Building Maintenance	5420.1	Maintenance Routine	15,000	Simplex Grinnel annual contract (not included in budget).
590	Building Maintenance	5420	Repair & Maintenance Services	2,500	Unforeseen elevator HVAC and roof repairs. 297 remaining
590	Building Maintenance	5410	Utilities	50,000	Adjusted for projected costs.
591	Maintenance Services	5510	Communications	4,980	Adjusted for projected costs.
591	Maintenance Services	5420.2	Maintenance Cleaning	2,500	Under budgeted for maintenance cleaning.

# ATTACHMENT A

#	Program	Object	Description	Adjustment	Comment
591	Maintenance Services	5420.1	Maintenance Routine	250	Funds needed for HVAC repair.
591	Maintenance Services	5560.1	Mileage Reimbursement	2,500	Mileage Reimbursement for call back.
591	Maintenance Services	5600.4	Safety Supplies	1,000	PPE needed to support growing homeless population.
591	Maintenance Services	5600	Supplies	500	Price Increase and Cell phone equipment
591	Maintenance Services	5561	Training / Conferences	1,000	Fund new vector truck training.
601	Police Administration	5510	Communications	30	New provider cost.
601	Police Administration	5510	Communications	90	Verizon fee increase.
601	Police Administration	5510	Communications	4,040	One-time adjustment for increased fees.
601	Police Administration	5570	Dues Memberships Subscriptions	970	funds shorted for the Justice center.
601	Police Administration	5560	Lunch Dinner Meetings	500	Adjusted based on current costs.
601	Police Administration	5740	Machinery / Equipment	275	Eliminate current negative status.
601	Police Administration	5650	Non Cap Equipment	200	Eliminate current negative status.
601	Police Administration	5650	Non Cap Equipment	4,500	Interview Room EOC updates.
601	Police Administration	5500	Other Services	1,850	Nixle services not Included in original budget.
601	Police Administration	5300	Professional Services	250	Increased cost shredding services.
601	Police Administration	5300	Professional Services	1,000	Family Justice Center - Not Included in original budget.
601	Police Administration	5300	Professional Services	3,300	Return moneys lent for EBRCS cost increases.
601	Police Administration	5300	Professional Services	6,235	Increased Crossing Guard Costs Hidden Valley Elementary.
601	Police Administration	5300	Professional Services	20,000	Critical incident counseling.
601	Police Administration	5300	Professional Services	45,000	Crime Lab DNA and DUI testing cost increases.
601	Police Administration	5420	Repair & Maintenance Services	1,934	Sunridge CAD system exceeded costs.
601	Police Administration	5420	Repair & Maintenance Services	3,229	Guardian tracking program - new annual cost.

# ATTACHMENT A

#	Program	Object	Description	Adjustment	Comment
601	Police Administration	5420	Repair & Maintenance Services	58,000	Emergency Repairs to PD Bathrooms.
601	Police Administration	5561	Training / Conferences	5,000	Increased cost due to higher staffing levels.
603	Support Services	5500	Other Services	865	Comcast cost increases.
603	Support Services	5600	Supplies	1,200	New one time equipment needs.
605	Field Services	5556 JC 101	Community Outreach	35,000	Funds requested were not included in original budget.
605	Field Services	5600	Supplies	735	Eliminate current negative status.
605	Field Services	5600	Supplies	1,000	Accessories needed for firearms.
605	Field Services	5600	Supplies	10,000	Increased ammunition costs.
605	Field Services	5600	Supplies	16,432	Funds requested were not included in original budget.
607	Emergency Services	5510	Communications	1,740	Adjusted for projected costs.
607	Emergency Services	5500	Other Services	250	Price increase for water supplies.
607	Emergency Services	5561	Training / Conferences	5,200	Transfer from 203-5300 May/June EOC training.
701	Community Dev Admin	5510	Communications	250	Adjusted for projected costs
702	Econ Development	5300	Professional Services	(25,000)	Tech Study for EDAP not required.
703	Planning	5300	Professional Services	(250,000)	Awaiting approval of TLUP before proceeding with Marina Master plan move to FY 20/21.
703	Planning	5300	Professional Services	(125,000)	Zoning code amendment moved to FY 20/21 will be 160K pass-thru.
703	Planning	5300	Professional Services	(25,000)	Cannabis ballot measure moved to FY 22/23.
703	Planning	5300	Professional Services	(10,000)	Due to COVID 19 Escobar Redevelopment Moved to FY 20/21.
703	Planning	5300	Professional Services	1,500	Annexation studies higher estimate.
703	Planning	5300	Professional Services	18,000	Annexation studies.
703	Planning	5300	Professional Services	50,000	Cannabis business openings delayed revenue moved to FY 21/22. Therefore, anticipated offset was not achieved.
704	Engineering	5510	Communications	670	Adjusted for projected costs.

# ATTACHMENT A

#	Program	Object	Description	Adjustment	Comment
12005 04	Econ Dev - Econ Dev Studies	5561	Training / Conferences	2,000	CASp training.

Adj.				Comment
<b>Net General Fund Adjustments</b>				<b>(5,288)</b>
	Net Adjustment Temporary Salaries			(109,918)
	Net Adjustment Other Expenses			104,630

Special Revenue Funds					
2100754	NPDES Stormwater	5420.1	Maintenance Routine	3,000	Cost for storm drain capture device maintenance.
2100754	NPDES Stormwater	5600.4	Safety Supplies	500	No funds budgeted eliminate negative balance.
2200760	Measure C: Local Share	5420- C6009	Repair & Maintenance Services	2,500	Fence repair due to auto damage.
2200760	Measure C: Local Share	5420.1 - M3145	Maintenance Routine	1,720	Simplex Grinnel contract under budgeted.
2200760	Measure C: Local Share	5420.1 - M3145	Maintenance Routine	1,280	higher than normal HVAC maintenance at AMTRAK.
2300771	Gas Tax Street Maintenance	5300	Professional Services	(1,000)	Transfer excess funds to 5500.
2300771	Gas Tax Street Maintenance	5500	Other Services	1,000	Transfer excess funds from 5300 to cover negative balance and future services.
2900202	Recycle Fund	5102	Temp Salaries	3,000	Adjusted for projected costs.
2900202	Recycle Fund	5420- C8503	Maintenance Routine	2,300	Replace EV station at Main and Court St.
2900202	Recycle Fund	5500- C8503	Other Services	4,000	Electric Vehicle charging software and Maintenance.
2900202	Recycle Fund	5650- C8503	Non Cap Equipment	4,000	Electric Vehicle charging software and Maintenance.
2900202	Recycle Fund	5901- M1045	Transfer to Gen Fund	(8,745)	Grant received from COOLCA Challenge.

<b>Net Special Revenue Fund Adjustments</b>				<b>13,555</b>
	Net Adjustment Temporary Salaries			3,000
	Net Adjustment Other Expenses			10,555

Water Fund					
910	Water Administration	5300	Professional Services	35,000	Original budget request was reduced based on projected demand.
910	Water Administration	5500	Other Services	3,000	Regulatory fee increases.
910	Water Administration	5600	Supplies	8,000	Cost increases.

# ATTACHMENT A

				Adj.	Comment
911	Water Treatment	5600	Supplies	108,300	Adjusted for projected costs.
911	Water Treatment	5510	Communications	2,039	Adjusted for projected costs.
912	Water Distribution	5410	Utilities	69,710	Adjusted for projected costs.
912	Water Distribution	5740	Machinery / Equipment	25,000	Increased funding – original request not fully funded.

<b>Net Water Fund Adjustments</b>				251,049	
-----------------------------------	--	--	--	---------	--

## Marina Fund

921	Marina Operations	5410	Utilities	900	Adjusted for projected costs.
923	Public Lands Trust	5410	Utilities	(1,300)	Adjusted for projected costs.

<b>Net Marina Fund Adjustments</b>				(400)	
------------------------------------	--	--	--	-------	--

## Parking Fund

930	Parking District	5410	Utilities	(3,600)	Adjusted for projected costs.
-----	------------------	------	-----------	---------	-------------------------------

<b>Net Parking Fund Adjustments</b>				(3,600)	
-------------------------------------	--	--	--	---------	--

## Internal Service Funds

740	Equipment Replacement	5410	Utilities	4,738	Adjusted for projected costs.
740	Equipment Replacement	5420.2	Maintenance Cleaning	1,000	Needed for janitorial and carpet cleaning.
740	Equipment Replacement	5450	Rental	900	Cover rental charges for gas cylinders.
740	Equipment Replacement	5570	Dues Memberships Subscription	1,000	Repair software costs, cover negative balance.
740	Equipment Replacement	5600	Supplies	300	Funds needed to cover office supplies.
740	Equipment Replacement	5600.5	Fuel	25,000	Increased fuel costs.
405	Management Info Systems	5300	Professional Services	25,000	Cyber security monitoring.
405	Management Info Systems	5420	Repair & Maintenance Services	18,000	Reimburse funds used for upgraded Microsoft exchange licenses.

<b>Net Internal Service Funds Adjustments</b>				75,938	
---	--	--	--	--------	--

# ATTACHMENT A

## Revenue Adjustments

		2019-20 Current Budget	Actual As of 4/21/20	Adjustments to Current Budget	2019-20 Projected
4111	Property Tax	\$ 9,260,866	\$ 5,288,600	\$ 67,563	\$ 9,328,429
4199	State Tax Shift	\$ 0		\$ 0	
4111	Property Tax Admin Fee			\$ 0	\$ 0
4115	Sales & Use Tax	\$ 4,326,000	2,507,620	\$ (216,600)	4,109,400
4116	Sales Tax In-Lieu			\$ 0	
4117	VLF Property Tax Swap	\$ 3,563,964	1,804,876	\$ 45,789	3,609,753
4118	Transaction & Use Tax Measure	\$ 3,482,000	1,940,733	\$ (73,000)	3,409,000
4121	Transient Occupancy Tax	\$ 515,000	272,685	\$ (213,600)	301,400
4122	Business License Tax	\$ 735,000	158,020	\$ 0	735,000
4123	Franchise Fees	\$ 1,705,000	779,377	\$ 75,000	1,780,000
4124	Document Transfer Tax	\$ 232,800	113,674	\$ 475,000	707,800
4130	Water System In-Lieu Tax	\$ 0		\$ 0	
	<b>Total Taxes</b>	<b>\$ 23,820,630</b>	<b>\$ 12,865,585</b>	<b>\$ 160,152</b>	<b>\$ 23,980,782</b>
4430	Building Permits	\$ 450,000	430,953	\$ 0	450,000
4480.1	Other Permits	\$ 1,500		\$ (1,500)	
4440	Mechanical Permits	\$ 160,000	184,717	\$ 25,000	185,000
	<b>Total License, Permit &amp; Fees</b>	<b>\$ 611,500</b>	<b>\$ 615,670</b>	<b>\$ 23,500</b>	<b>\$ 635,000</b>
4281	Court Fines	\$ 35,000	34,319	\$ 0	35,000
4282	Traffic Safety Fund	\$ 45,000	16,564	\$ 0	45,000
4283	Parking Citations	\$ 368,170	77,734	\$ (268,170)	100,000
4285	Tow Releases	\$ 44,654	13,454	\$ 0	44,654
4286	False Alarms			\$ 0	
4287	Enforcement Citations	\$ 5,000	11,400	\$ 6,400	11,400
4290	Abandoned Vehicles	\$ 13,440	9,494	\$ 0	13,440
	<b>Total Fines &amp; Forfeitures</b>	<b>\$ 511,264</b>	<b>\$ 162,965</b>	<b>\$ (261,770)</b>	<b>\$ 249,494</b>



# ATTACHMENT A

		2019-20 Current Budget	Actual As of 4/21/20	Adjustments to Current Budget	2019-20 Projected
4311	Public Safety Sales Tax Prop 172	\$ 467,000	266,452	\$ (10,988)	456,012
4330	Motor Vehicle-In-Lieu VLF	\$ 0	30,462	\$ 31,000	31,000
4335	Off Highway	\$ 0		\$ 0	
4340	Homeowners Property Tax Relief	\$ 443		\$ 74,557	75,000
4521	State Grant-POST Reimbursement	\$ 30,000	15,943	\$ 0	30,000
4530	State Mandates	\$ 25,000	0	\$ 0	25,000
4531.1	Bulletproof Vest Grant	\$ 1,300		\$ 0	1,300
4380	Booking Fees Reimbursement	\$ 0		\$ 0	
4535.6	Recycling Grants	\$ 0		\$ 0	
4523	Grants		0	\$ 0	
4524.4	Measure WW Funds	\$ 0		\$ 0	0
	<b>Total Intergovernmental Revenues</b>	<b>\$ 523,743</b>	<b>\$ 312,857</b>	<b>\$ 94,569</b>	<b>\$ 618,312</b>
4450	Planning Fees	\$ 160,000	15,275	\$ (140,000)	20,000
4610	Lease Agreement Review	\$ 0		\$ 0	
4621	Public Works Inspections	\$ 160,000	115,567	\$ (30,000)	130,000
4873	Construction & Demolition	\$ 10,000	5,431	\$ 0	10,000
4622	Engineering Plan Check Fees	\$ 120,000	141,291	\$ 30,000	150,000
4626	Building Plan Check Fees	\$ 85,000	13,971	\$ (71,000)	14,000
4430.1	Micro-film Fees	\$ 10,000	5,642	\$ 0	10,000
4631	Police Services	\$ 25,000	10,953	\$ 0	25,000
4665	Park Maintenance Fee	\$ 30,000		\$ (30,000)	0
4644.5	Field Usage Fees	\$ 70,000	9,025	\$ (29,844)	40,156
4640	Concert Fees	\$ 0	980	\$ 1,000	1,000
4643	General Recreation Fees	\$ 70,000	28,852	\$ (41,000)	29,000
4643.1	Recreation Class Fees	\$ 3,000	1,320	\$ (1,600)	1,400
4643.6	Senior Center Classes	\$ 55,000	37,399	\$ (17,000)	38,000
4644.1	Sports Programs	\$ 20,000	6,482	\$ (4,473)	15,527
4646	Swimming Pool Admissions	\$ 140,000	69,124	\$ (70,000)	70,000

# ATTACHMENT A

		2019-20 Current Budget	Actual As of 4/21/20	Adjustments to Current Budget	2019-20 Projected
4646.1	Swim Lessons	\$ 59,000	20,012	\$ (38,000)	21,000
4646.2	Pool Parties	\$ 42,000	7,950	\$ (34,000)	8,000
4646.3	Contract Pool Use	\$ 19,000	0	\$ 2,156	21,156
4646.4	Water Aerobics	\$ 12,000	8,644	\$ (3,000)	9,000
4646.5	Pool Sundries	\$ 1,800	1,180	\$ (600)	1,200
4644.3	Tournament Revenue	\$ 12,500	25,946	\$ 13,500	26,000
4648	Respite Day Care Fees	\$ 3,000	3,885	\$ 1,000	4,000
4649	Day Care Fees	\$ 0		\$ 0	
4650	Maps & Publications	\$ 0		\$ 0	
4651	Planning Plan Check Fees	\$ 30,000	37,636	\$ 8,000	38,000
	<b>Total Charges for Services</b>	<b>\$ 1,137,300</b>	<b>\$ 566,565</b>	<b>\$ (454,861)</b>	<b>\$ 682,439</b>
4752	Park Rental	\$ 56,300	21,417	\$ (34,300)	22,000
4753	Concession	\$ 4,000	0	\$ (4,000)	0
4701	Interest Income	\$ 35,000	1,598	\$ 0	35,000
4750	Rental Income	\$ 70,000	51,077	\$ (15,000)	55,000
4751	Senior Center Rental	\$ 0	0	\$ 0	0
4760	Sale of Property	\$ 0	0	\$ 0	0
	<b>Total Use of Money &amp; Property</b>	<b>\$ 165,300</b>	<b>\$ 74,092</b>	<b>\$ (53,300)</b>	<b>\$ 112,000</b>
4815	Water System Admin Fee	\$ 0		\$ 0	
4872	Solid Waste	\$ 0		\$ 0	
4825	Interest Payment on Loan	\$ 0		\$ 0	
4826	Principal payment on loan	\$ 0		\$ 0	
4870/4880	Miscellaneous Revenue	\$ 15,000	10,253	\$ 0	15,000
4804	Friends of the Library	\$ 0		\$ 0	
4754	Billboard Ad Revenue	\$ 50,000	19,128	\$ 0	50,000
4878	Litigation Settlement	\$ 0		\$ 0	
4875	Refunds and Rebates	\$ 0		\$ 0	

# ATTACHMENT A

		2019-20 Current Budget	Actual As of 4/21/20	Adjustments to Current Budget	2019-20 Projected
<b>4875.2</b>	Workers Comp/Liability Rebate	\$ 0		\$ 0	
<b>4875.3</b>	Employee Workers Comp Reimbursement	\$ 0		\$ 0	
<b>4876</b>	Unclaimed Property			\$ 0	
<b>4830/4840</b>	Restitution, Damage & Recoveries	\$ 10,000	168	\$ 0	10,000
<b>4803</b>	Other Grants-Private			\$ 0	0
<b>4802</b>	Donations & Contributions	\$ 500	1,280	\$ 800	1,300
	<b>Total Other Revenue</b>	<b>\$ 75,500</b>	<b>\$ 30,829</b>	<b>\$ 800</b>	<b>\$ 76,300</b>
	<b>Sub-total Operating Revenues</b>	<b>\$ 26,845,237</b>	<b>\$ 14,628,562</b>	<b>\$ (490,910)</b>	<b>\$ 26,354,327</b>
<b>4001</b>	Transfers In	\$ 473,000	\$ 473,000		\$ 473,000
	<b>TOTAL REVENUE GENERAL FUND</b>	<b>\$ 27,318,237</b>	<b>\$ 15,101,562</b>	<b>\$ (490,910)</b>	<b>\$ 26,827,327</b>