

City Council Special Meeting Agenda



JUNE 2, 2015

5:00 p.m.

**City of Turlock Yosemite Room
156 S. Broadway, Turlock, California**

****and via teleconference:
Simon Fraser University LDC 222
8888 University Drive
Burnaby, B.C. Canada V5A 1S6
Telephone (778) 782 4080**

**Mayor
Gary Soiseth**

Council Members
William DeHart, Jr. **Steven Nascimento**
Matthew Jacob **Amy Bublak**
 Vice Mayor

**City Manager
Roy W. Wasden**
**City Clerk
Kellie E. Weaver**
**City Attorney
Phaedra A. Norton**

SPEAKER CARDS: To accommodate those wishing to address the Council and allow for staff follow-up, speaker cards are available for any agenda item or any other topic delivered under Public Comment. Please fill out and provide the Comment Card to the City Clerk or Police Officer.

NOTICE REGARDING NON-ENGLISH SPEAKERS: The Turlock City Council meetings are conducted in English and translation to other languages is not provided. Please make arrangements for an interpreter if necessary.

EQUAL ACCESS POLICY: If you have a disability which affects your access to public facilities or services, please contact the City Clerk's Office at (209) 668-5540. The City is committed to taking all reasonable measures to provide access to its facilities and services. Please allow sufficient time for the City to process and respond to your request.

NOTICE: Pursuant to California Government Code Section 54954.3, any member of the public may directly address the City Council on any item appearing on the agenda, including Consent Calendar and Public Hearing items, before or during the City Council's consideration of the item.

AGENDA PACKETS: Prior to the City Council meeting, a complete Agenda Packet is available for review on the City's website at www.cityofturlock.org and in the City Clerk's Office at 156 S. Broadway, Suite 230, Turlock, during normal business hours. Materials related to an item on this Agenda submitted to the Council after distribution of the Agenda Packet are also available for public inspection in the City Clerk's Office. Such documents may be available on the City's website subject to staff's ability to post the documents before the meeting.

1. CALL TO ORDER

2. PUBLIC PARTICIPATION – LIMITED TO ITEMS DESCRIBED IN THE NOTICE FOR THIS MEETING

This is the time set aside for citizens to address the City Council concerning any item that has been described in the notice for the meeting, including Consent Calendar items, before or during consideration of that item. You will be allowed five (5) minutes for your comments. If you wish to speak regarding an item on the agenda, you may be asked to defer your remarks until the Council addresses the matter.

3. DECLARATION OF CONFLICTS OF INTEREST AND DISQUALIFICATIONS

4. **PROCLAMATIONS, RECOGNITIONS APPOINTMENTS, ANNOUNCEMENTS & PRESENTATIONS:**

A. Presentation: OpenGov Demonstration by Brad Snider

5. **BUDGET WORKSHOP**: Council will receive information and recommendations from the Office of the Mayor resulting from the Ad Hoc Budget Subcommittee meetings. Council will review and discuss Fiscal Year 2015-16 and 2016-17 Non-General and General Fund Budget information and provide staff direction.

Recommended Action: None - Information and Direction Only

6. **ADJOURNMENT**

The foregoing meeting is hereby called by Mayor Gary Soiseth at the above mentioned date and time pursuant to California Government Code §54956.



GARY SOISETH, Mayor



GARY SOISETH
MAYOR

OFFICE OF THE MAYOR
GSOISETH@TURLOCK.CA.US

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MEMORANDUM FROM THE OFFICE OF THE MAYOR

May 30, 2015

To: City Council
From: Mayor Gary Soiseth
Cc: City Manager, Director of Administrative Services
RE: Fiscal Year 15/16 and 16/17 General Fund Analysis and Budget Recommendations

Over the past several months, a review of the budget—line-by-line—has been conducted through budget workshops and during official City Council meetings (April 13, April 17, May 12, and May 26), totaling over 16 hours spent in official meetings. Several more hours were spent independently meeting with City Hall management and staff to not only understand the “status quo” proposed budget, but also to understand the opportunities for investment in the City’s various departments.

The budget recommendations below reflect this Council’s commitment to delivering efficient services and spending our city’s tax dollars wisely. While they reflect much consensus from the Budget Subcommittee, these recommendations are from the Office of the Mayor. It is noted where the Budget Subcommittee is not in full agreement. It is also noted where an item is listed for “discussion purposes.” These items, however, have been included in the “Mayor’s Budget Discussion Items/Recommendations” (Attachment C) for consideration by the Council.

Overall, if the debt management strategy is adopted, the FY 15/16 deficit spending will shrink to \$135,586 and the FY 16/17 budget will close at \$69,001 revenue over expenditures, ending in a balanced budget (Attachment A).

Please take time to review these recommendations and consult with staff independently. The Council will convene a workshop on June 2 at 5:00 pm at City Hall to review these recommendations. After the discussion, a proposed budget will be brought forward on the regularly scheduled June 9 meeting at 6:00 pm for adoption. This June 9 action will bring the City Council into compliance with Ordinance 2-4-207: “Powers and Duties” that requires a budget adoption by June 15.

Thank you again for your continued efforts.

Gary Soiseth
Mayor

DEBT MANAGEMENT STRATEGY:

In addition to the included investment opportunities and operational changes in the City's departments, it is recommended that the Council pay off the approximately \$1,839,608 remaining balance of the City of Turlock Fire Department's Public Employees' Retirement System (PERS) Side Fund and the approximately \$3,600,474 remaining balance of the City of Turlock Police Department's PERS Side Fund. At current interest rates, this outstanding debt is costing the City of Turlock 7.5% interest per year. (Note: The current interest rate for both side funds is 7.5%, while the interest accrued by the General Fund Reserves has been less than 1% for the past several years and is currently .26%.)

Using the proceeds from the expected sale of the old 900 North Palm police station and adjacent public facilities (valued at approximately \$2,400,000 after repaying the approximately \$250,000 to the new Brandon Koch Skate Park at Donnelly Park) and using approximately \$3,000,082 from the General Fund Reserve, the City will save about \$615,367 per year by paying off these two outstanding liabilities. It is recommended that the \$615,367 be used to achieve a balanced budget and that any savings when future fiscal years close be invested back in the General Fund Reserve to increase the reserve levels. See Attachment A.

The proceeds from the sale of 900 North Palm will not be received until after July 1, 2015. In order to take advantage of the savings from paying off the side funds we will need to transmit the full amount of \$5,400,082 prior to July 1, 2015. This will require the Council to adopt a Resolution at the June 9, 2015 meeting allowing the hard reserve to fall below \$6,500,000 until the proceeds from the sale are received. Once the proceeds are received the General Fund Reserve will be approximately \$7,407,468 (\$6,500,000 hard reserve and \$907,468 general reserve).

Additionally, PERS provides an option that allows the City to make a lump sum payment on our estimated PERS obligation for each of our PERS Groups (Police, Fire and Miscellaneous). By making this lump sum payment at the beginning of the fiscal year, PERS will give a 3.5% discount on the City's annual estimated PERS payment. The Council may want to direct staff to evaluate this prepayment option annually assessing the 3.5% discount against the projected Local Agency Investment Funds (LAIF) earning, making this payment whenever it would be in the City's financial advantage. Currently, the LAIF rate is .26% and is expected to remain in this area for the year; therefore, the 3.5% discount appears to be the best financial decision for FY 15/16.

The estimated savings to the General Fund for FY 15/16 is \$75,000 by taking advantage of the lump sum prepayment of projected annual contributions.

It is recommended that the Council also make the lump sum payment on the City's estimated PERS Groups (Police, Fire, and Miscellaneous) by the July 1 deadline to receive the discount. This action, however, will occur before the proceeds of the old 900 North Palm complex will be added to the General Fund. Therefore, it will most likely be required to temporarily fall below the hard reserve level of \$6,500,000 and require a Resolution to be adopted at the June 9th meeting allowing the hard reserve to fall below \$6,500,000 until the proceeds are received from the sale of 900 North Palm.

By taking these actions to minimize the City's debt, the savings will bring the City of Turlock to a balanced budget within one year, coupled with continued fiscal restraint by our departments and an end to the Capital Replacement transfer from the General Fund to Fund 112.

Note: The Capital Replacement fund is integral to the current budget, as it allows adequate replacement reserves to accumulate over the useful life of the capital equipment.

INVESTMENT OPPORTUNITIES WITHIN CITY OF TURLOCK DEPARTMENTS:

In addition to this suggested debt payoff, it is recommended that the Council consider the following changes and/or additions to the status quo budget:

Investment in Roadways and Sidewalks:

- **Supplement the City's pothole repair efforts by \$50,000 for "crack seal" road improvements:** After lengthy discussions among staff and Council, it is advised that an addition of a "crack seal" team would be more cost effective than adding an additional pothole repair team. While the City has not widely used crack seal treatments, the last project sealed approximately 19,300 square yards along Canal Drive at a cost of \$11,800 (or \$0.61 per square yard). This resulted in approximately three lane miles of length for a total of \$3,900 per lane mile. It is recommended that the Council allocate the \$50,000 from fund 110-10-112.44200 "Road Repair and Maintenance Matching Funds" to seal approximately 13 lane miles, or 82,000 square yards.
 - New fiscal Impact: No negative General Fund impact. Fund 110-10-112.44200: "Road Repair and Maintenance Matching Funds" currently has the required \$50,000 for the first year of sealing. Depending on the effectiveness of the new crack sealing program, a continuing appropriation might be prudent.

- **Create a "Low Income Tree Maintenance Program":** Pursuant to City Ordinance 7-7-206 "Duty to Maintain," homeowners are required to maintain the trees in the parkway or planting easement on or adjacent to their property. Often, the maturity of Turlock's trees in older neighborhoods places a financial burden on many low/fixed income residents. Therefore, it is recommended that the Council invest in a tree maintenance program that targets low/fixed income residents.
 - New Fiscal Impact: There will be approximately \$10,000 annually spent on this account. The City currently does not have an identified source of funding for tree maintenance, which creates significant issues due to sidewalk repairs that also involve the need for tree maintenance. Overall, the General Fund will provide the ability to assist those with a demonstrated need in caring for their trees, while the Community Development Block Grant process will assist with sidewalk needs.

- **Alter Current Policies Regarding Residential Sidewalk Repairs and Street Tree Maintenance Inspections:** It is recommended that the Council adopt, no later than October 2015, a new ordinance that requires sidewalk and street tree inspection at a property's point of sale. It is also recommended that the Council invest in a fund for low-income residents for sidewalk repair.
 - New Fiscal Impact: No negative General Fund impact. The City has already established a low/fixed income assistance program using CDBG program funds and the above mentioned "Low Income Tree Maintenance Program" (if approved).**

***Item included for discussion. This is a proposed topic of conversation from the Office of the Mayor.*

- **Increase Number of Americans with Disabilities Act (ADA)-Compliant Sidewalks and Ramps:** It is recommended that the Council use the funds within Fund 245: "Development Benefit," with a start date no later than August 2015. Additionally, it is recommended that the Council adopt a strategy to bring into compliance the identified sidewalks and curbs (as determined by law).
 - New Fiscal Impact: No negative General Fund impact. Fund 245-Development Benefit has accumulated \$626,643.53 from development fees that are designated for specific intersections.

Note: Within Fund 301, there are two programs: "General" and "ADA." "General" expenditures are associated with maintaining the City's facilities (i.e. Senior Center, Public Safety Facility, etc.).

“ADA” expenditures are associated with the public works projects that the Engineering Department oversees to make ADA related improvements (such as installing curb ramps, etc.). These “ADA” funds are also used to operate the City’s “Sidewalk Repair Program” for the City’s facilities. This is essential to limiting the financial impact generated by claims litigation. These ADA related efforts assist the City with maintaining compliance with the City’s previously adopted ADA Transition Plan and actions are tracked to obtain recognition by the US Department of Justice (DOJ) for Turlock’s efforts.

There is also a recognition that these efforts would demonstrate to the DOJ that the City is making progress toward gaining full compliance and would provide protection from litigation. Revenue for Fund 301: 520 projects come from a combination of General, Streets, Storm and Building Reservation funds.

- **Increase Line Item 216/40.421.43030 from \$30,000 to \$50,000 for Engineering Services:** It is recommended that the Council increase funding to support transportation safety efforts through intersection warrant safety analysis and continued emphasis on applying for Federal/State motorized and non-motorized grants.
 - New Fiscal Impact: No negative General Fund impact. An annual increase of \$20,000 will be allocated from Local Transportation Funds (LTF) received from the quarter cent countywide sales tax apportionment from StanCOG.
- **Enhance the Building Division’s customer service efforts:** It is recommended that the Council approve the restructuring of the Building Division as they continue their on-going efforts to improve customer service. This will be achieved by increasing supervision of day-to-day activities by increasing management support from the Chief Building Official (CBO) to 100% for these activities; currently, the CBO is funded 70% from the Building Department and 30% from the Engineering Department. The CBO has both Building and Engineering supervision responsibilities.

Also, it is recommended that the Council increase the Building Department’s budgetary support of the Director of Development Services by an additional 5% (from 25% to 30%). In addition, it is recommended that the Council support the request to fund salaries and benefits, resulting in an increase for a promotional opportunity to fill the Plans Examiner Position at a senior level. Lastly, it is recommended that the Council support an increase in the salary and benefits of the new Staff Services Assistant previously approved by the Council in March 2015.

- New Fiscal Impact: No negative General Fund impact. An increase of \$150,000 in FY 15/16 to be allocated from Building Permit Fees collected on construction. Despite the increased staff expenditures, it is expected that the fund will have an estimated \$145,000 surplus that will be used to repay the General Fund for past loans. Excess funds, it is recommended, will be placed into reserve status in an effort to build a fund reserve.
- **Enhance the Planning Division’s succession planning through promotional opportunities:** With the retirement of the Senior Planner May 1, 2015, it is recommended that the Council approve the funding request to allocate funds for one Senior Planner, one Associate Planner, and one Assistant Planner. This will allow existing staff the opportunity to continue their career growth through promotional opportunities and enhance our ability to develop talent within our own organization.
 - New Fiscal Impact: No negative General Fund impact. With the retirement of the Senior Planner, the initial impact will be a net savings in salaries and benefits. Over time, the salaries and benefits will increase to the current level as less experienced staff members receive annual merit increases.

- **Restructure Engineering Division’s succession planning through promotional opportunities:** It is recommended that the Council approve the filling of the Principal Civil Engineer position vacated by the Chief Building Officials (which, if approved, will move to the Building Department in a full time capacity). This will allow for a promotional opportunity within the Engineering Division. In addition, it is recommended that the Council approve the re-creation of the Traffic/Transportation Manager position (this position was frozen three years ago following a staff member’s retirement).

Through an internal recruitment, this will allow for a promotional opportunity within the Engineering Division. The position will also be paid 50% from the Engineering Department and 50% from the Transit Department, for a net savings to the Engineering Fund. This recommended change will allow the new manager to familiarize him or herself with the Federal Transit Administration’s rules and regulations and allow a seamless transition for management within the transit system.

- New Fiscal Impact: No negative General Fund impact. Any costs will be offset by the savings from the movement of the CBO to the Building Department (if approved). Transit funds will financially support half of the new management position, and it is anticipated that the cost to the Engineering Fund will be cost neutral.

Investment in Parks, Recreation and Public Facilities:

- **Add a Full Time Recreation Coordinator position for the Recreation Division and increase the PLAY program fee by \$1 per week:** It is recommended that the Council implement a \$1 per week increase to the PLAY program in FY 15/16. This will enhance the department’s cost recovery and will afford the opportunity to evolve the two part time employees into a single full time position as a Recreation Coordinator. Revenue currently being generated—combined with the additional \$12,000—is adequate to cover this increase. This full time position will benefit the program by providing more consistency and an opportunity for succession planning. The sheer growth in the number of program participants and the increased responsibilities associated with managing this program warrant the investment in full time staff, allowing the City to maintain a high quality of service.
 - New Fiscal Impact: Yes, a positive General Fund impact. Revenue generated by this increase is estimated at approximately \$12,000 annually and will also be funded by PLAY and ASES program revenue. (Note: This is part of an overall succession planning strategy that would allow Recreation to prepare for the future management of this department).
- **Add a Part-Time Employee for the Recreation Division:*** It is recommended that the Council approve the addition of a part-time employee for the Recreation Division to execute tourism and event duties (formerly the responsibility of the Convention and Visitors Bureau). This employee would assist the current supervisors and managers in the department as they take over responsibility of providing planning support for local parades, community events and grant administration. This addition would also provide support to the "Special Event Permit" process allowing a single point of contact for those hosting special events in the City.
 - New Fiscal Impact: No negative General Fund impact. The \$20,000 cost will be offset by Transient Occupancy Tax funds that once funded the Convention and Visitors’ Bureau (valued at \$249,000 annually). See Attachment B.

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. Budget Subcommittee Member/Councilman Nascimento does not support this recommendation and believes the current staffing levels can absorb the workload as described above.*

- **Approve the Parks, Recreation, and Public Facilities Department’s succession planning and organizational restructuring:** Due to the increased responsibilities placed on the Public Facilities

Maintenance Division, it is recommended that the Council approve the following personnel changes/promotions:

- 1) One Parks/Storm Team Leader promotion (\$3,770)
 - 2) One Streets Team Leader promotion (\$3,770)
 - 3) One Facilities Team Leader promotion (\$3,770)
 - 4) One Assessments Team Leader promotion (\$3,770)
 - 5) One Sports Facilities Team Leader promotion (\$3,770)
 - 6) One Recreation Superintendent promotion to Manager (\$5,000)
- New Fiscal Impact: Yes, approximately \$11,925 annual allocation from the General Fund and \$11,925 annual allocation from the Non-General Fund.
- **Add one Full-Time Worker I to execute Assessment District maintenance:** This change from part-time to full-time will allow the Landscape Assessments function to more efficiently tackle assessment district needs. It should be noted that the assessment districts have increased substantially in acreage and this recommendation will allow for the elimination of a part-time position.
 - New Fiscal Impact: No negative General Fund impact. The cost of this position's status change (\$68,000) will be funded through the current levied assessment fees.
 - **Allocate unspent funds in "Community Grants and Activities" program for FY 14/15:** It is recommended that the Council approve a one-time allocation of unspent funds in FY 14/15 "Community Grants and Activities" program (120-10-120.47315). This \$9,000 allocation will be for the purpose of covering the associated event costs of jointly hosting the 2015 Fourth of July event, to be hosted at the campus of the California State University, Stanislaus. In furtherance of the City's partnership with the University, the designation of the unexpended funds on this one-time basis will allow for a successful event at the campus.
 - New Fiscal Impact: No negative General Fund impact. The City Council has appropriated \$45,000 for the FY 14/15 funding cycle. Currently, all funding requests have been approved and awarded. Of that total appropriation, \$9,000 remains unspent. It should be recognized that this expense is within the guidelines and within the intent of the "Community Grants and Activities" program. See Attachment B.

Investment in Turlock Airport:

- **Execute Fund 401: "Airport Monies on Capital Projects":** In FY 15/16, federal grant projects totaling \$201,935 (Fund 401, 34301: "FAA Grants-Capital Improvements") will be completed at the Turlock Municipal Airport. These are planning projects consisting of an Airport Layout Plan update (ALP) and an Aeronautical Survey. Both of these planning documents are necessary in order to move toward enhancing the revenue generating opportunities at the airport and to begin Phase I of the "Runway Widening and Infrastructure Improvements" (as listed in the CIP) in FY 16/17.
 - New Fiscal Impact: No negative General Fund impact. Funding will be provided through a combination of federal- and state-level grants, as well as remaining airport enterprise funds.

Investment in Recreation Infrastructure and Software:

- **Invest in upgrading the lighting infrastructure at Pedretti Park over the next three years and evaluate the feasibility of installing new lighting for two softball fields near Gemperle Fields/Sports Complex:** It is recommended that the Council invest in lighting infrastructure upgrades for the Pedretti Park Complex and evaluate the feasibility of lighting two softball fields near Gemperle Fields. The costs will be approximately \$163,000 per year for four years for Pedretti Park and \$20,000 one-time expenditure for a feasibility study of the two softball fields near Gemperle Fields/Sports Complex. If the Gemperle Fields/Sports Complex lighting project is feasible, the lighting of the additional softball fields has the

potential to increase revenue generation. It is recommended that the Council use Transient Occupancy Tax to pay for the lighting over the course of four years.

- **New Fiscal Impact:** No negative General Fund impact. Funding will be offset by Transient Occupancy Tax funds that were once funded to the Convention and Visitors' Bureau (contract valued at \$249,000 annually). Proposed to be paid out of TOT at \$163,000 per year for four years (Pedretti Park) and a one-time cost of \$20,000 for the feasibility study of the (Sports Complex softball fields). See Attachment B.
- **Update software needs for the Public Facilities Maintenance Division:** It is recommended that the Council allocate the one-time funds to update software within the Maintenance Department. It is deemed that the software tools are vital in the management of work load and will allow staff to be proactive with the generation of reports and statistics in a timely manner. Currently, three different systems generate and track work orders. A new system would allow a more efficient response time and would reduce the use of paper work orders.
 - **New Fiscal Impact:** Yes, an estimated total cost of \$25,000 (General Fund Impact: \$10,000; Non-General Fund Impact: \$15,000). The new system will be used by all maintenance areas, so the cost can be shared among both General Fund and Non-General Fund areas. Within the Non-General Fund Impact: Parks \$5,000; Facilities/Sports \$5,000; Storm \$5,000; Streets \$5,000 and Assessments \$5,000.

Investment in the Police Department:

- **Add and fund the Street Crimes Unit:** It is recommended that the Council invest in the addition and funding of the Street Crimes Unit funding. This funding will be directed towards the equipment necessary for the unit to be re-established. The personnel are hired and—once field training is completed—the Unit will be in force. The equipment purchases are necessary for the Unit to be operational. Since disbanding the Unit, there have been increased instances of activity involving weapons and gangs. While the Field Operations division has experienced moderate success in providing the level of service our citizens have come to expect regarding gangs, weapons, and repeat offenders, the Field Operations division delivered services through the use of overtime (resulting in significant fatigue to staff). The Unit's equipment funding is available through AB 109 funding, which has a sufficient balance to enable the purchasing of this equipment. The recommended actions are consistent with the requirements placed on the use of these funds.
 - **New Fiscal Impact:** No negative General Fund impact. It is recommended that the funding come from AB 109 funds (commonly referenced as "Realignment Funds") with a current balance of \$292,000. The initial establishment costs of the Street Crimes Unit and the required personnel equipment will be about \$73,000. This will leave an approximate balance of \$219,000 in this fund.
- **Add a Crime Analyst position:** It is recommended that the Council invest in the addition of a Crime Analyst position. This position would perform the duties necessary to compile and forecast crime trends and criminal activity "hot spots." This information will be critical to a proactive—rather than a reactive—approach to the department's policing practices. The City's patrol officers will be equipped with more accurate information that will allow the police force to better deploy resources, provide enhanced customer service, and increase productivity. This position will greatly assist the department's Investigations Unit in identifying the trends taking place with in Turlock and will establish direct enforcement and investigative actions. This recommendation will assist the Police Department in the effort to enhance predictive policing practices.
 - **New Fiscal Impact:** No negative General Fund impact. The \$86,765 annual cost will use AB 109 funds.

- **Alter the Rotating Detective position into a Permanent Detective position focused on “cyber crimes”:** It is recommended that the Council invest in the Investigations Unit by creating a permanent Detective position. The Investigations Unit currently maintains a staff of investigators that are broken down to permanent detectives and rotational detectives. The cost of providing training for the investigations unit is ongoing, resulting in experienced and well-trained investigators that are equipped to handle cases of extreme complexity. Building up experience and expertise in permanent detectives through on-going training and years of applicable experience is critical. The seasoned detectives provide a stable, consistent base that enables the Police Department to adequately train staff.

Additionally, technology has expanded in the criminal element. The areas of child pornography, sex trafficking, and other crimes involving fraud and identity theft continue to be increasingly complex with the proliferation of technology. It is imperative that the Police Department is able to provide a level of expertise with the correct skills to investigate and prosecute such crimes. Unfortunately, the rotation of detectives has prevented the level of skill and knowledge required today. By reclassifying a rotational detective to a permanent Hi-Tech detective, the detective will be able to be a much more efficient and productive member of the Police Department in regards to the technology requirements of today's crime activities. It should be noted that the Police Department is currently a member of the Sacramento Hi-Tech Task force and has the ability to obtain training through this force.

- New Fiscal Impact: Yes, there will be a \$2,000 cost to the General Fund; however, this amount is already budgeted through the existing budget.
- **Add two Cadet positions for Records/Full-Time counter attendance:** It is recommended that the Council invest in creating two positions, to be filled by Cadets, to be positioned at the Public Safety Facility counter full-time. The new Public Safety Facility is a larger and more customer service orientated facility. The orientation of offices that create the security and confidentiality required prevents current staff from adequately serving community members who walk into our building. The staffing of the public lobby with two part-time clerical staff will expand on our ability to provide the enhanced customer service that we all desire.
- New Fiscal Impact: Yes, a \$20,000 annual General Fund cost.*

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. This amount is included in the proposed budget from the Office of the Mayor and is reflected in the total of Attachment C.*

- **Convert Part-Time Property Employee to Full-Time Property Employee:** It is recommended that the Council convert the part-time Property Employee to a full-time property employee. The Police Department currently operates the property and evidence room with a full-time and part-time technician. The growth of the City has placed a much greater workload on this function. The need for a second, full-time position is significant and would allow for increased customer service for officers and citizens. This action would also allow time for property audits and safeguards. This position will also allow for coverage during training, vacations, sick time, etc.
- New Fiscal Impact: Yes, a \$65,000 annual General Fund cost.*

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. This amount is included in the proposed budget from the Office of the Mayor and is reflected in the total of Attachment C.*

- **Add a Part-Time Animal Services Clerk:** It is recommended that the Council add a part-time Animal Service Clerk. As a result of AB 109 (Realignment Funds) and Proposition 47, the Alternative Work Program (AWP) workers are no longer available. The AWP workers provided much of the day-to-day

cleaning and care required at the shelter, allowing paid staff to run the shelter and serve our citizens. The City's current staff levels are unable to provide both the customer service and general maintenance, which results in reduced hours of available service for the public. With this addition of a part-time Animal Services Clerk, a part-time Animal Services clerk will enhance customer service and increase the facility's ability to be maintained.

- New Fiscal Impact: Yes, a \$14,000 annual General Fund cost.*

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. This amount is included in the proposed budget from the Office of the Mayor and is reflected in the total of Attachment C.*

- **Add one Full-Time Animal Services Officer:** It is recommended that the Council add one full-time Animal Services Officer. Currently, there are two full time Animal Services Officers and a supervisor. It has been determined by City staff that these positions are not adequate to provide the level of service needed in the Turlock community. These personnel respond to calls involving animals, noise complaints, "vicious" dogs, injured animals, lost animals, and stray animals. These personnel provide education and enforcement for the laws related to animals. Additionally, the Animal Service Officers are a great help to the Police Department's officers. The addition of this position will bring a higher level of service, customer education, and required enforcement.

Note: An important duty will be educating the community about the benefits of licensing animals and informing the community about current licensing regulations. It is anticipated that increased license revenue will partially offset the cost of this added position.

- New Fiscal Impact: Yes, a \$79,000 annual General Fund cost; however, it is anticipated that there will be a significant cost-recovery through increased education about the importance of licensing animals.*

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. This amount is included in the proposed budget from the Office of the Mayor and is reflected in the total of Attachment C.*

- **Add Four Part-Time Emergency Communications Center Employees:** It is recommended that the Council add four part-time Emergency Communications Center ("dispatch") employees. Currently, overtime supplements the staffing levels required in dispatch. Overtime in FY 13/14 for dispatch was \$119,961.54. Currently, dispatch costs this year have been \$88,289.50 (as of April 30, 2015). By utilizing four part-time dispatch call takers, the City will be able to reduce overtime and utilize highly trained emergency dispatchers to adequately handle the emergency traffic for public safety personnel. This will also allow part-time dispatch employees to handle warrant request, audits, and other necessary operations.

- New Fiscal Impact: Yes, \$60,000 annual General Fund cost; however, there will be a significant (but not yet determined) offset to this cost by the reduction in required overtime.*

** This item is not recommended by the full Budget Subcommittee, but is recommended by the Mayor. This amount is included in the proposed budget from the Office of the Mayor and is reflected in the total of Attachment C.*

Investment in the Fire Department:

- **Allocate "Front Line" funds (California Assembly Bill 172):*** In the course of the budget review, Fund 110-30-300-38001-000 was shown to have accumulated approximately \$280,000 for front line expenses (roughly \$18,000 per year) funded by AB 172 for front line expenses. It should be noted that both the Fire Department's management team and representatives from the labor union/front-line have agreed to the

following expenditures. Therefore, it is recommended that the Council allocate the AB 172 funds in the following manner:

- Thermal imaging camera for Engine 33. Replacement of old and non-functioning camera (\$5,000)
- A new training prop for live fire and firefighter rescue training (\$60,000)
- Pre-purchase new mobile radios for New Fire Engine (\$15,000)
- Nozzle replacement on the fire engines because we have some broken and outdated nozzles (\$5,000)
- "Wildland Equipment" for the fire engines that have nozzles and shutoff Tees (\$1,000)
- Honor Guard Equipment for our department members so that we do not have to borrow some of the equipment (\$1,600)
- Rescue tools, to include the replacement of lifting bags, new spreader tips and chains, cribbing, and composite step chocks (\$17,000)
- Generator for Engine 22. *Note: The Fire Department has decided to keep E22 as a second reserve and it has been expressed that there is a need for a generator on this engine to be consistent with our other fire engines* (\$2,000)
- Chainsaw for Engine 31 (\$1,500)
- Forcible entry tools for four fire engines (\$1,300)
- Purchase new box flashlights (\$6,500)

** These items are not necessarily recommended by the full Budget Subcommittee, but are recommended by the Mayor.*

- **Accept grant funding for three additional Firefighter positions:** It is recommended that the Council accept, if awarded, the Staffing for Adequate Fire and Emergency Response (SAFER) Grant for three new firefighting positions (awarding from the SAFER grant committee to be announced between June and November 2015). If accepted, the Council will have a fiscal obligation after two years of an additional \$105,000, above the \$210,000 that is currently budgeted to staff these three positions with overtime. If the grant is not awarded, it is recommended that the hiring still occur. In that case, there will be an immediate new and ongoing cost to the General Fund of \$105,000 (above the \$210,000 of currently budgeted overtime). Because the SAFER grant awarded will not be known until later in the Fiscal Year, the Council may wish to direct staff to bring a budget amendment to the Council for consideration if not successful.
 - New Fiscal Impact: No negative General Fund impact for FY 15/16 or 16/17, but approximately \$315,582 annually starting in FY 17/18 if the SAFER Grant is awarded. Approximately \$105,000 would need to be added to the already \$210,000 budgeted for overtime. This allocation will shift coverage to the three new full-time firefighters.
- **Add a Part-Time Employee for Neighborhood Services:** It is recommended that the Council add a part-time Neighborhood Services employee. The increased demands on the City's code enforcement personnel for illegal activities and transients has taken time away from Neighborhood Services' ability to assist the Fire Marshal on fire prevention duties. The City anticipates that new development will increase. Therefore, it is crucial to provide efficient "plan check" timetables for contractors and developers. This hiring of a part-time employee will assist in code enforcement, allowing for current code enforcement personnel to assist with Fire Prevention.
 - New Fiscal Impact: Approximately \$14,000 annual General Fund cost.
- **BUDGET TOPICS FOR FUTURE COUNCIL CONSIDERATION:**
 - - Staffing levels for the Fire Department's ladder truck
 - - Addition of a Canine Unit within the the Police Department (AB 172 funding)

P.E.R.S. Side Funds - Police & Fire

	<u>Balance 6/30/15</u>	<u>Schedule Pymt 2015-2016</u>	<u>Pymt % of Payroll</u>
Fire Plan	\$1,839,608	\$198,916	4.891%
Police Plan	<u>\$3,600,474</u>	<u>\$416,451</u>	6.362%
Totals	\$5,440,082	\$615,367	

Pay-off side funds	
Resources:	
Proceeds 900 N. Palm	\$2,400,000
GF Reserves	<u>\$3,000,082</u>
Totals	\$5,400,082
Side fund bal at 7-1-15 after pay-off	\$0

Effects on GF Reserves	
Hard Reserve	\$6,500,000
Reserve	<u>\$4,300,000</u>
Est. balance at 6/30/15	\$10,800,000
Capital Replacement Transfer From GF to Fund 112	-\$392,450
Pay-off Side fund w/Reserves	<u>-\$3,000,082</u>
Est balance at 7/1/15	\$7,407,468
<i>Hard Reserve \$6.5 Million</i>	
<i>Reserve \$907,468</i>	

Effects on Proposed GF Budget FY 15/16 & 16/17 Side Fund Pay-Off		
	<u>Proposed FY 15/16</u>	<u>Proposed FY 16/17</u>
Total Expenses	\$34,731,297	\$35,711,543
Total Revenue	<u>\$33,905,344</u>	<u>\$35,090,177</u>
Total Revenue Over Expenses	-\$825,953	-\$621,366
Totals (Deficit) / Excess	-\$825,953	-\$621,366
Annual Savings to GF:		
due to Side Fund Pay-Off	\$615,367	\$615,367
due to Lump Sum Prepayment	\$75,000	\$75,000
Total (Deficit) / Excess after savings from Side Fund Pay-Off	-\$135,586	\$69,001

Attachment B

Tourism Fund 120

Fiscal Year 14/15

Opening Bal 7-1-14	\$85,185	CVB	\$ 249,000
Estimate Rev	\$340,000	Community Grants	\$ 46,000
Est. Expenditures	<u>\$105,000</u>	Part Time Person	\$ 20,000
Balance at 6-30-15	\$320,185	Lights Padretti	\$ 163,000
		Lights Sports Complex	<u>\$ 20,000</u>

Balance \$ -

Proposed FY 15/16

Opening Bal 7-1-15	\$320,185
Estimate Rev	\$350,000
Est. Expenditures	<u>\$104,500</u>
Balance at 6-30-16	\$565,685

Proposed FY 16/17

Opening Bal 7-1-16	\$565,685
Estimate Rev	\$350,000
Est. Expenditures	<u>\$104,500</u>
Balance at 6-30-17	\$811,185

Attachment C

BUDGET SUBCOMMITTEE RECOMMENDATIONS

ITEM NUMBER	FUND(S)	EXPLANATION	FY 2015/2016 AMOUNT	NOTES
1A	110	Pay Off of PERS Side Funds - Fire and Police	\$ 5,440,082	
1B	110	Proceeds from Sale of 900 N. Palm	\$ (2,400,000)	
2	110	Crack Seal Road Improvements	\$ 50,000	Re-budgeted from FY 14-15 (one time)
3	110	Tree Maintenance Program	\$ 10,000	General Fund
4	110	Sidewalk Repair Program	\$ -	CDBG Funding for this program
5	245	ADA Compliance - Sidewalks and Curbs	Use of available	\$626,643 in Development Benefit funds
6	216	Streets-Local Transportation - City Engineering Services	\$ 20,000	From Local Transportation Fund (LTF)
7	405	Building Division Restructuring	\$ 150,000	From Building Permit Fees
8	110	Planning Division Succession Planning	\$ -	Increases offset by salary savings with the retirement of the Senior Planner
9	502	Engineering Division Succession Planning	\$ -	Offset by movement of CBO to Building and support from the Transit Fund
10	110	Add One (1) Recreation Coordinator for the PLAY Program	\$ 12,000	Offset by increased revenue
11	110	Add One (1) Part Time Parks & Rec Dept. Employee for Tourism & Event Duties	\$ 20,000	Funded by Transient Occupancy Tax Funds from Fund 120
12A	110	One (1) Parks/Storm Team Leader Promotion	\$ 1,885	General Fund
12B	410	One (1) Parks/Storm Team Leader Promotion	\$ 1,885	Non-General Fund
13A	110	One (1) Streets Team Leader Promotion	\$ 1,206	General Fund
13B	217	One (1) Streets Team Leader Promotion	\$ 2,564	Non-General Fund
14	110	One (1) Facilities Team Leader Promotion	\$ 3,770	General Fund
15	246	One (1) Landscape Assessment Team Leader Promotion	\$ 3,770	Funded by Levied Assessment Fees
16	110	One (1) Sports Facilities Team Leader Promotion	\$ 3,770	General Fund
17A	110	One (1) Recreation Superintendent Promotion	\$ 1,875	General Fund
17B	NGF	One (1) Recreation Superintendent Promotion	\$ 3,125	Non-General Fund
18	246	Add One (1) Landscape Assessment Maintenance Worker	\$ 68,000	Funded by Levied Assessment Fees
19	120	Allocation of Unspent Funds for Fourth of July Event	\$ 9,000	Re-budget from FY 14-15 (one time)
20	401	Airport Capital Projects	\$ -	Funded by Grants
21	120	TOT Funding of Pedretti Park Lighting	\$ 163,000	\$163,000 per year for four (4) years from TOT
20	120	TOT Funding of Sports Complex Lighting	\$ 20,000	\$20,000 per year for four (4) years from TOT
21A	110	Maintenance Department Software Update	\$ 10,000	General Fund (one time cost)
21B	NGF	Maintenance Department Software Update	\$ 15,000	Non-General Fund (one time cost)
22	110	Police Services Street Crime Unit	\$ -	AB 109 Realignment Reserve Funds (\$292,000 Balance)
23	266	Add One (1) Crime Analyst	\$ 86,765	Funded with ongoing AB 109 Realignment
24	110	Make the Rotating Detective Position in to a Permanent Detective Position Focused on Cyber Crimes	\$ 2,000	General Fund
25	110	Add Two (2) Cadet Positions for Records Counter	\$ 20,000	General Fund
26	110	Convert One (1) Part-Time Property & Evidence Employee in to a Full-Time Position	\$ 65,000	General Fund
27	110	Add One (1) Part-Time Animal Services Clerk	\$ 14,000	General Fund
28	110	Add One (1) Full-Time Animal Services Officer	\$ 79,000	General Fund-Anticipate offset by animal license revenue
29	110	Add Four (4) Part-Time Dispatch Employees	\$ 60,000	General Fund-Anticipate offset by overtime reduction
30	116	Special Public Safety-Fire - Allocation funded by AB 172 Sales Tax for equipment	\$ 65,900	From AB 172 balance
31	110	Acceptance of SAFER Grant Funding for Three (3) Firefighters	\$ 325,000	Per Year, beginning in FY 17-18
32	110	Add One (1) Part-Time Employee for Neighborhood Services	\$ 14,000	General Fund
33	110	Acceptance of SAFER Grant Funding for Firefighters to Staff a Ladder Truck	\$ 162,500	Per Year, beginning in FY 17-18, per Firefighter
		Ongoing General Fund Items	\$ 286,506	
		Initial Status Quo Budget Deficit	\$ (825,953)	Projected FY 16/17 (\$621,366)
		Remove PERS Side Fund Interest Payment	\$ 615,367	\$615,367
		Savings from Lump Sum Prepayment of PERS	\$ 75,000	\$75,000
		Deficit if all General Fund Items are Rejected	\$ (135,586)	\$69,001
		Deficit if all General Fund Items are Accepted	\$ (422,092)	\$217,505