

City Council Special Meeting Agenda



APRIL 10, 2018

5:00 p.m.

City of Turlock Yosemite Room

156 S. Broadway, Turlock, California



Mayor
Gary Soiseth

Council Members
William DeHart, Jr.
Matthew Jacob
Vice Mayor
Amy Bublak
Gil Esquer

Interim City Manager
Robert A. Talloni
City Clerk
Jennifer Land
Interim City Attorney
Jose M. Sanchez

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. A. CALL TO ORDER

B. SALUTE TO THE FLAG

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

Pursuant to California Government Code Section 54954.3(a), this is the time set aside for citizens to address the City Council concerning any item that has been described in the notice for this 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. BUDGET WORKSHOP:

Council will review and discuss financial information as it relates to the Fiscal Year 2017-18 and 2018-19 adopted budgets including status of the General Fund Reserve, General Fund Prioritized Departmental Augmentation Requests, and any other matter that may fall within the City's budgetary scope.

A. Status of the General Fund Reserve

B. Review of the General Fund Prioritized Departmental Augmentation Requests:

1. Administrative Services
2. Police Department
3. Fire Department
4. Parks, Recreation and Public Facilities
5. Development Services

5. 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



City Council Budget Workshop

April 10, 2018

To: Mayor and Councilmembers

From: Kellie Jacobs-Hunter, Administrative Services Director

Prepared by: Kellie Jacobs-Hunter, Administrative Services Director
Julie Burke, Senior Accountant

Subject: General Fund - Departmental Augmentation Requests for Fiscal Years 2017-18 and 2018-19 prioritized by Department Head

On March 10, 2018, City Council held a Special Meeting to discuss a variety of budget issues. A spreadsheet was provided for the special meeting that outlined the departmental budget augmentation requests for fiscal years 2017-18 and 2018-19. Each department was given an opportunity to present each request to City Council and were available to answer any questions from City Council or the Public.

Due to the large number of budget augmentation requests submitted, the departments were asked to prioritize the requests. The Interim City Manager Robert A. Talloni and the Finance Department met with each respective Department Head to prioritize the augmentation requests. In some cases, alternatives were suggested that will have less of a fiscal impact to the General Fund.

The attached spreadsheet contains the General Fund budget augmentation requests prioritized by each department. The departments assigned a number of 1, 2, or 3 to each augmentation request. Those designated as "1" are most critical, "2" are slightly less critical, and "3" are the least critical at this time.

The Non-General Fund prioritized augmentation requests will be discussed at the 5:00pm Special Meeting Workshop scheduled for April 24, 2018.

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

Augmentation #	PRIORITY (1, 2 or 3)	FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS												
		Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	Amended FY 17-18 Budget	FY 17-18 Actual YTD at 2/28/18	Additional Amount Requested	Amended FY 17-18 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
GENERAL FUND REQUESTS														
ADMINISTRATIVE SERVICES														
EXPENSES														
1	1	Administrative Services-City Manager	110-10-104 Salaries & Benefits	<u>PREFERRED REQUEST:</u> One (1) Secretary/Deputy City Clerk	35	Personnel	\$0	\$0			Add one (1) new Secretary/Deputy City Clerk to assist with the increased workload, growth of City operations, ensure that service levels are maintained, and statutory obligations are met. This position will assist the City Clerk in managing and coordinating programs/activities of the City Clerk's office and perform a wide variety of technical and administrative duties. This is the <u>preferred request/staffing option</u> as hiring someone with experience will reduce training time and expenses and provide means for continuity of service and operational coverage in a timelier manner. Offset by a reduction in part time costs of \$13,243.	\$0	\$100,500	\$100,500
2	1	Administrative Services-City Manager	110-10-104 Salaries & Benefits and 110-10-104.41002_000	<u>ALTERNATIVE REQUEST:</u> Reclassify existing Office Assistant I to Secretary/Deputy City Clerk and Part Time Help	35	Personnel	\$0	\$0			Reclassify an existing Office Assistant I to Secretary/Deputy City Clerk and add additional part time staffing. Reclassification of this position will allow the employee to assist the City Clerk in managing and coordinating programs/activities of the City Clerk's office. An increase to the part time staffing budget is also needed to offset some of the clerical duties currently performed by the Office Assistant I. This is an <u>alternative request/staffing option</u> as there will be a necessary training period for the employee and additional training expenses will be incurred which are not accounted for as part of this request.	\$0	\$34,659	\$34,659
3	1	Administrative Services-City Clerk	110-10-104.43152	Contract Elections (FY 18-19)	35	Other					Resolution approved on 2/13/18 moved \$2,000 from FY 18-19 to FY 17-18	\$30,000	(\$2,000)	\$28,000
4	1	Administrative Services-Human Resources	110-10-109 Salaries & Benefits, Recruitment Costs	One (1) Full Time Human Resources Technician	42	Personnel	\$0	\$0	\$14,000	\$14,000	Needed to meet work demands and timelines for the Human Resources Division offset by a reduction of \$17,040 (plus benefits) in Part Time costs.	\$0	\$93,538	\$93,538
5	1	Administrative Services-Payroll	110-10-110.41002_000	Part Time Help	45	Personnel	\$10,000	\$360	\$20,000	\$30,000	Part time assistance is needed in Payroll with the departure of the Payroll Admin Analyst.			
6	1	Administrative Services-General Government	110-10-112.43040	Collection Services	47	Other	\$0	\$1,004	\$3,000	\$3,000	Omitted in error.	\$0	\$3,000	\$3,000

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

Augmentation #	PRIORITY (1, 2 or 3)	Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	FY 17-18		Additional Amount Requested	Amended FY 18-19 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
							Amended FY 17-18 Budget	Actual YTD at 2/28/18						
7	1	Administrative Services-General Government	110-10-112.43125_013	New World Software Maintenance (FY 18-19)	47	Contractual					Executime Time & Attendance Annual Software Maintenance	\$60,353	\$12,410	\$72,763
8	1	Administrative Services-General Government	110-10-112.53023_001	Lease Motorola Principal (FY 18-19)	48	Contractual					Lease/Purchase of Radio System	\$0	\$225,931	\$225,931
9	1	Administrative Services-General Government	110-10-112.53023_002	Lease Motorola Interest (FY 18-19)	48	Contractual					Lease/Purchase of Radio System	\$0	\$112,381	\$112,381
10	2	Administrative Services-Human Resources	110-10-109.44090	Office Equipment & Furniture	42	Supplies & Maintenance	\$0	\$0	\$3,800	\$3,800	To replace a desk that is not ADA compliant.			
11	2	Administrative Services-Human Resources	110-10-109.47030	Conferences	42	Other	\$5,600	\$4,613	\$5,400	\$11,000	LCW, Neogov, New World/Tyler Technologies Conferences	\$5,600	\$5,400	\$11,000

FUND 110 ADMINISTRATION EXPENSE REQUESTS

\$46,200

\$585,819

POLICE - GENERAL FUND

EXPENSES

12	1	Police	110-20-200.41002_000	Part Time Help General	101	Personnel					Add one (1) part time Clerical position and convert two (2) part time Cadet positions in to two (2) part time Clerical positions in FY 18-19	\$21,000	\$46,200	\$67,200
13	1	Police	110-20-200.41010_005	Special Pay Police Cadet Program (FY 18-19)	101	Personnel					Decreasing the number of Cadets from six (6) to four (4). The remaining funding is to increase part time Clerical staff by two (2).	\$61,000	(\$14,920)	\$46,080
14	1	Police	110-20-200.43005_000	Alarm Monitoring General	101	Contractual					City contract for alarming has increased over time.	\$3,797	\$3,203	\$7,000
15	1	Police	110-20-200.43115_000	Maintenance-Air & Heat General	101	Contractual					Cost of maintenance and equipment has increased.	\$20,000	\$20,000	\$40,000
16	1	Police	110-20-200.43120_005	Building Maintenance Repairs (FY 18-19)	101	Contractual					Repair costs for the Public Safety Facility are under budgeted. Appropriations and additional requests for funding are continuously being done throughout the fiscal year to make payments on bills.	\$7,000	\$7,000	\$14,000
17	1	Police	110-20-200.43125_025	Generator Repair & Maintenance (FY 18-19)	101	Contractual					Generator repairs have increased.	\$8,000	\$3,000	\$11,000
18	1	Police	110-20-200.43150	Pest Control	102	Contractual					Contracted amount includes regular service through a City contract and pigeon trapping at the Public Safety Facility.	\$2,760	\$6,540	\$9,300
19	1	Police	110-20-200.43155	Physicals, Shots & Psychological	102	Contractual	\$24,000	\$13,171	\$11,500	\$35,500	With continuous hiring, costs for medical backgrounds increases. Historically under budgeted.	\$24,000	\$11,500	\$35,500
20	1	Police	110-20-200.43217	Mini Storage (FY 18-19)	102	Contractual					Mini storage used by Police Staff will no longer be needed after June 30, 2018.	\$750	(\$750)	\$0
21	1	Police	110-20-200.43218	Vehicle Rental for Special Operations	102	Contractual					Increased cost of vehicle rentals used by SIU.	\$19,000	\$6,000	\$25,000
22	1	Police	110-20-200.44001_011	Supplies Legal Resources	102	Supplies & Maintenance	\$1,000	\$1,588	\$1,500	\$2,500	Cost of Copware and legal resource materials have increased.	\$1,000	\$1,500	\$2,500

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

Augmentation #	PRIORITY (1, 2 or 3)	FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS												
		Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	Amended FY 17-18 Budget	FY 17-18 Actual YTD at 2/28/18	Additional Amount Requested	Amended FY 18-19 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
23	1	Police	110-20-200.47095_000	Training General	102	Other	\$64,000	\$21,981	\$9,000	\$73,000	Funding between Special Operations and Field Operations adjusted.	\$64,000	\$9,000	\$73,000
24	1	Police	110-20-210 Salaries & Benefits	Salary & Benefits	104	Personnel			(\$57,935)	(\$57,935)	COPS Grant was extended in to FY 17-18, ending on 4/9/18. The COPS Grant unobligated balance of federal funds is \$57,935.65. Four (4) officers will be accounted for in Fund 266.			
25	1	Police	110-20-210 Salaries & Benefits	Two (2) Police Officers	104	Personnel			Increase staffing by two sworn positions-do not fund in FY 17-18		Increasing Police staffing by two (2) sworn positions a year for the next nine (9) years as presented to the City Council. Increase staffing in FY 17-18, begin funding in FY 18-19.		\$218,400	\$218,400
26	1	Police	110-20-210 Salaries & Benefits	Two (2) Police Officers (FY 18-19)	104	Personnel					Increasing Police staffing by two (2) sworn positions a year for the next nine (9) years as presented to the City Council.		\$218,400	\$218,400
27	1	Police	110-20-210 Salaries & Benefits	Two (2) Dispatchers	104	Personnel					Adding two (2) Dispatch positions to the current allocated staffing for FY 17-18. Offset in FY 18-19 by a reduction of \$47,000 in Part Time Communications.		\$184,800	\$184,800
28	1	Police	110-20-210.43060_014	Contract Services PredPol (FY 18-19)	104	Contractual					In FY 18-19 the Automatic Vehicle Locator component of PredPol will be used. The cost of this is \$5,000 and had been previously approved by the City Council and appropriated from AB109 funds in FY 16-17. Funds were reverted back to the General Fund and are now required for this component.	\$9,000	\$5,000	\$14,000
29	1	Police	110-20-210.43125_003	Maintenance H.T.E. System (FY 18-19)	104	Contractual					Maintenance costs to the H.T.E. System have increased over the last five years.	\$60,000	\$8,000	\$68,000
30	1	Police	110-20-210.44030_001 (FY 18-19)	Minor Equipment Safety Equipment	105	Supplies & Maintenance					Equipment required to outfit two (2) new officers is estimated at \$23,000 in FY 17-18 and \$23,000 to outfit two (2) new officers in FY 18-19. Additionally, there are expenses for vehicles of \$52,000 for FY 17-18 and \$52,000 in FY 18-19 (vehicles are purchased in Fund 506).	\$30,000	\$46,000	\$76,000
31	1	Police	110-20-210.46025 (FY 18-19)	Outside Contract Labor	105	Supplies & Maintenance					Historically under budgeted. The Gas & Oil line surplus will offset the increase needed in this account.	\$20,000	\$15,000	\$35,000
32	1	Police	110-20-210.46031 (FY 18-19)	Gas & Oil	105	Supplies & Maintenance					The Gas & Oil line surplus to offset the increased needs in Outside Contract Labor and Vehicle & Small Equipment Maintenance Parts.	\$200,000	(\$35,000)	\$165,000

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

Augmentation #	PRIORITY (1, 2 or 3)	Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	FY 17-18		Additional Amount Requested	Amended FY 17-18 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
							Amended FY 17-18 Budget	Actual YTD at 2/28/18						
33	1	Police	110-20-210.46032 (FY 18-19)	Vehicle & Small Equipment Maintenance Parts.	105	Supplies & Maintenance					Historically under budgeted. The Gas & Oil line surplus will offset the increase needed in this account.	\$30,000	\$20,000	\$50,000
34	1	Police	110-20-210.47095_000	Training General	105	Other	\$74,000	\$38,489	(\$9,000)	\$65,000	Funding between Special Operations and Field Operations adjusted.	\$74,000	(\$9,000)	\$65,000
35	1	Police	110-20-215 Salaries & Benefits	Animal Services Kennel Attendant (FY 18-19)	106	Personnel					As presented to the City Council regarding one (1) Non-Sworn to two (2) Sworn, the FY 18-19 position is a full time Kennel Attendant for Animal Services.		\$84,000	\$84,000
36	2	Police	110-20-200.44001_000	Supplies General	102	Supplies & Maintenance					Historically under budgeted based on cost of supplies needed for Special Ops.	\$5,000	\$3,000	\$8,000
37	2	Police	110-20-200.47350	Employee Recognition (FY 18-19)	102	Other					Cost of awards and materials for recognition increased. Historically under budgeted.	\$3,000	\$1,000	\$4,000
38	2	Police	110-20-210.44001_034	Supplies Patrol Car Decals (FY 18-19)	105	Supplies & Maintenance					Increased cost for patrol car decals leaves account under budgeted.	\$500	\$1,000	\$1,500

FUND 110 POLICE SERVICES EXPENSE REQUESTS

(\$44,935)

\$853,873

FIRE - GENERAL FUND EXPENSES

39	1	Fire	110-30-300.41100_010 Overtime Training	Overtime Training	127	Personnel	\$10,000	\$42,289	\$40,000	\$50,000	Continue with goals and directions set forth by the Fire Chief. The current budget will not support training in most needed areas. These include truck/rescue squad training, confined space training, rescue training, haz mat, live fire training, RIC and extrication to name some. \$75,000 plus benefits will allow the department to be better prepared for emergency responses.	\$10,000	\$65,000	\$75,000
40	1	Fire	110-30-300.41100_020 Overtime Firefighter Academy	Overtime Firefighter Academy	127	Personnel	\$5,000	\$52	\$10,000	\$15,000	In anticipation of hiring to fill budgeted vacancies. Turlock puts each new firefighter through a comprehensive 6 week academy before assigning them to shift work. All training is done in house using certified instructors from TFD. The overtime cost of a typical academy is \$15,000.	\$5,000	\$10,000	\$15,000
41	1	Fire	110-30-300.43125_026	Fire Station Maintenance	127	Supplies & Maintenance	\$5,000	\$9,176	\$15,000	\$20,000	Established for all Fire facility maintenance costs. The \$5,000 in FY 17-18 was funded by a budget transfer. There was nothing funded in FY 18-19.	\$0	\$20,000	\$20,000
42	1	Fire	110-30-300.43155	Physicals, Shots & Psych	128	Contractual	\$18,000	\$12,015	\$12,000	\$30,000	Cost to maintain approved contract with Dr. Jocelyn Roland to provide counseling to firefighters as needed. This contract was approved by Council on 8/8/17.	\$18,000	\$12,000	\$30,000

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

Augmentation #	PRIORITY (1, 2 or 3)	Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	FY 17-18		Additional Amount Requested	Amended FY 18-19 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
							Amended FY 17-18 Budget	Actual YTD at 2/28/18						
43	1	Fire	110-30-300.44001_094	Supplies Training	128	Supplies & Maintenance	\$4,000	\$5,327	\$11,000	\$15,000	Training is one of the highest priorities in the department. Request is for perishable items needed during department drills. These include lumber for props and ventilation, locks and rebar for force entry, and other necessary items.	\$4,000	\$21,000	\$25,000
44	1	Fire	110-30-300.47095_000	Training General	129	Other	\$7,786	\$3,299	\$3,000	\$10,786	Training to include RS2, confined space rescue, hazmat (crude by rail), etc. as set forth by Training Chief. Costs associated with the overall training plan include course registration and the costs of bringing qualified outside instructors to teach department members in various areas.	\$7,786	\$7,214	\$15,000
45	2	Fire	110-30-300.48001_090	Transfer Out for Vehicle/Equipment Replacement	129	Capital	\$199,833	\$199,833	\$200,000	\$399,833	These are actual costs for vehicle replacement. The usual life of a fire engine is 15 years (front line) and 5 years in reserve status. Two engines will reach the 15 year mark in FY 19-20. The anticipated cost of each engine is \$750,000. These costs were dramatically underestimated when this fund was established, as were the costs of other Fire vehicles.	\$199,833	\$200,000	\$399,833
46	2	Fire	110-30-300.48001_092	Transfer Out for to Fd 240 Fire Safety Clothing/Equipment	129	Capital	\$97,060	\$97,060	\$78,543	\$175,603	These are the funds necessary to purchase equipment on the new equipment replacement list. The old list of equipment omitted several necessary items and underfunded the items that were listed.	\$97,060	\$78,543	\$175,603
47	3	Fire	110-30-300 Salaries & Benefits (FY 18-19)	Three (3) Firefighters	127	Personnel					Implementation of Phase 1 of the four phase truck staffing plan as outlined in the Fire attachment.		\$341,419	\$341,419
48	3	Fire	110-30-300 Salaries & Benefits	One (1) Deputy Fire Marshal	127	Personnel			\$25,000	\$25,000	Fire is requesting a new position in the Prevention Division. This would be a Mid-Management position, which would directly report to the Fire Marshal.		\$162,440	\$162,440
FUND 110 FIRE EXPENSE REQUESTS									\$394,543			\$917,616		
PARKS, RECREATION & PUBLIC FACILITIES - GENERAL FUND EXPENSES														
49	1	Park Maintenance	110-60-600.44001_000	Supplies General	139	Supplies & Maintenance	\$35,000	\$30,239	\$15,000	\$50,000	Increased need to replace playground equipment parts due to worn or vandalized components.	\$35,000	\$15,000	\$50,000

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

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		Requesting Department	General Ledger Account	Description	Budget Page #	Purpose	FY 17-18 Amended FY 17-18 Budget	FY 17-18 Actual YTD at 2/28/18	Additional Amount Requested	Amended FY 17-18 Budget	Justification	Adopted FY 18-19 Budget	Additional Amount Requested	Amended FY 18-19 Budget
50	1	Parks, Recreation & PFM Admin	110-61-620.41001 + Benefits	Promotion of Office Assistant I to Office Assistant II	142	Personnel			\$350	\$350	Promotion of current Office Assistant I to Office Assistant II. This position has been tasked with taking on key projects for the department such as the Community Pass recreation software project. With the retirement of a lead front office employee, this position has been given more technical tasks and responsibilities.		\$1,462	\$1,462
51	1	Recreation - Programs/Events	110-61-622-004.43161	Dance, Etc. Facility Rent	144	Contractual	\$6,000	\$5,750	\$3,800	\$9,800	Cost of the facility increased in 2018. Existing revenue will cover the increase in facility rent.	\$6,000	\$4,800	\$10,800
52	1	Recreation - Aquatics	110-61-626.41002_012	Part Time Help Attendance & Concession	152	Personnel	\$5,500	\$6,184	\$2,700	\$8,200	Staff paid out of this account will work at all 3 pools. This also covers a staff person who counts the concession/attendance money multiple times per week, as well as purchasing necessary concession supplies. Revenue generated through concessions will cover the increased staffing costs.	\$5,500	\$2,700	\$8,200
53	2	Public Facilities	110-50-500.43077	Tree Trimming	136	Contractual					Increasing the funding will allow more trees to be pruned, reducing liability.	\$3,000	\$7,000	\$10,000
54	2	Park Maintenance	110-60-600.43077	Tree Trimming	139	Contractual					Increasing the funding will allow more trees to be pruned, reducing liability.	\$3,000	\$2,000	\$5,000
55	2	Parks, Recreation & PFM Admin	110-61-620.41001 + Benefits	Comm Services Coordinator (FY 18-19): Split 50% in GF and 50% in Fund 120	142	Personnel					Transfer of a part time Event Coordinator to a full time Coordinator responsible for sports programming, tourism and special events. Position may also be used to implement programmatic initiatives of the Marketing & Branding study. This position is funded through a combination of General Fund Revenue and Tourism taxes. \$24,000 currently budgeted in Fund 120 for Part Time Help plus benefits will be transitioned to cover the 50% share of this position.		\$79,720	\$79,720
56	3	Park Maintenance	110-60-600.41001 + Benefits	Two (2) Maintenance Worker I's (FY 18-19)	139	Personnel					Two (2) Maintenance Worker I's to support the Parks team in order to manage the addition of new park acreage. The Parks team is currently staffed with 8.5 FTE's. The average comparable cities in our region is 16.		\$160,826	\$160,826
									\$21,850					
FUND 110 PARKS, RECREATION & PUBLIC FACILITIES EXPENSE REQUESTS									\$273,508					

FY 17-18 & FY 18-19 BUDGET AUGMENTATION REQUESTS

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DEVELOPMENT SERVICES - GENERAL FUND														
EXPENSES														
57	1	Development Services-Planning	110-40-400.43066	Printer Maintenance	250	Contractual	\$1,200	\$1,793	\$1,600	\$2,800	Cost of the printer maintenance has increased due to the amount of copies/prints being made.	\$1,300	\$1,500	\$2,800
58	1	Development Services-Planning	110-40-400.43XXX	Planning Consultant	250	Contractual	\$0	\$0	\$10,000	\$10,000	Salary savings from the Deputy Director being proposed to be used to allow Planning to use an outside Planning consultant for special projects such as updating the Parks Master Plan and as needed until the Planning Department is back to full staffing.	\$0	\$30,000	\$30,000
59	1	Development Services-Planning	110-40-400.46032	Vehicle & Small Equipment Maintenance (FY 18-19)	250	Supplies & Maintenance					To cover increased maintenance costs for aging Planning vehicle.	\$200	\$300	\$500
60	1	Development Services-Planning	110-40-400.47090	Testing & Recruitment (FY 18-19)	251	Other					In anticipation of the Planning Manager recruitment happening in FY 18-19. Possible savings in FY 17-18 if the recruitment is done in FY 18-19.	\$4,000	\$2,000	\$6,000
61	1	Development Services-Planning	110-40-400.47095_XXX	Training Planning Commissioners (FY 18-19)	251	Other					Enables the Planning Commissioners to attend the annual Planning Commissioners Conference, providing them with a great training opportunity.	\$0	\$10,000	\$10,000
62	2	Development Services-Planning	110-40-400.44001_000	Supplies General (FY 18-19)	250	Supplies & Maintenance					Accommodate regular purchases such as files, paper, etc. and to be able to buy any new items needed for the new Planning Manager as needed.	\$4,500	\$2,000	\$6,500
									\$11,600					
FUND 110 PLANNING EXPENSE REQUESTS														\$45,800
									\$429,258					
TOTAL GENERAL FUND REQUESTS														\$2,676,616