

**ADMINISTRATION**  
**Adopted FY2021 Operating Budget**

**City Council**

**City Clerk**

**City Treasurer**

**Office of the City Manager**

**City Attorney**

**Public, Education, and Government Access**

**Capital Infrastructure Replacement**

# CITY COUNCIL

## PROGRAM COMMENTARY

### **PROGRAM DESCRIPTION:**

The Mayor and City Council are the elected representatives of the City and, therefore, act as the policy-making legislative body of this municipality. They enact the City's laws, known as ordinances, adopt resolutions reflecting policy positions, and provide authorization for City actions, and are bound to uphold the laws of the State of California, as well as our Federal Government. The City Council selects or approves the selection of members of the City boards, commissions, and committees. Each year, the City Council considers and adopts a fiscal budget of appropriations and establishes policies and goals to direct the City Manager and his staff. The City Council also appoints the City Manager and City Attorney.

### **FY 2020-21 STRATEGIC GOALS:**

- Continue progress on effective economic development strategies including upcoming catalyst projects, addressing underutilized/vacant properties, and supporting legislative measures that create local tools and funding for economic development.
- Address the long-term financial sustainability of the city with particular emphasis on employee pensions and other post-employment retiree benefits.
- Continue to monitor legislative actions in Sacramento and take positions on new bills that might impact the City.
- Work with the City Manager to evaluate performance and responsiveness of city departments to residents and businesses.
- Work with the City Manager and executive staff on the annual goals and priorities process.

### **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Residents were educated and voted in favor of Measure Z, a sales tax override to address the structural budget deficit.
- Worked with the City Manager and Executive Staff to provide timely information to residents, business owners and ensuring the continuity of essential services in response to the COVID Pandemic.
- Completed FY 2019-20 with a healthy fund-balance in the City's budget to address projected revenue loses in FY 2020-21 and also increase designated reserves for catastrophic loses, insurance claims and retiree benefits.

**CITY COUNCIL  
ACTIVITY DETAIL**

Account Number		Description
100800000	6235	<u>Meetings and Conferences</u> - League Annual, League Monthly, ICSC, CCC, NLC, ICA
	6298	<u>Council Telecommunication Exp</u> - Home DSL, Special equipment, etc.
	6563	<u>Special Supplies</u> - City Pins and Plaques
	7050	<u>Donations/Contributions</u> - Flag Committee; Scholarship Program and Special Assistance Program

**BUDGET UNIT:**

**100800000**

**CITY COUNCIL**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
6006	Salaries/Temp & Part-Time	24,001	23,913	24,000	24,000	24,000	-
6101	PERS/Employee Contribution	385	385	1,800	241	1,800	-
6104	PERS Lump Sum	-	3,494	3,995	3,977	4,331	336
6105	PERS/Employer Contribution	4,836	1,770	875	2,193	1,025	150
6125	FICA/Employer Contrib/Med	1,544	1,574	1,825	1,571	1,825	-
6140	Life Insurance Allocation	425	451	450	499	450	-
6155	Workers' Comp Allocation	959	959	950	959	950	-
6175	Benefits/Flex Plan	77,183	80,795	80,750	80,797	90,000	9,250
<b>PERSONNEL SUBTOTAL</b>		<b>109,333</b>	<b>113,342</b>	<b>114,645</b>	<b>114,238</b>	<b>124,381</b>	<b>9,736</b>
<b><u>OPERATIONS</u></b>							
6235	Meetings & Conferences	10,275	17,306	15,500	15,500	15,500	-
6298	Council Telecommunication Exp	2,008	2,205	2,000	2,000	2,000	-
6530	Office Supplies	55	650	500	500	500	-
6563	Supplies/Special	441	704	2,500	2,500	2,500	-
7050	Donations/Contribution	2,540	-	10,000	10,000	10,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>15,319</b>	<b>20,865</b>	<b>30,500</b>	<b>30,500</b>	<b>30,500</b>	<b>-</b>
<b>GENERAL FUND TOTAL:</b>		<b>124,652</b>	<b>134,207</b>	<b>145,145</b>	<b>144,738</b>	<b>154,881</b>	<b>9,736</b>

# **CITY CLERK**

## **PROGRAM COMMENTARY**

### **PROGRAM DESCRIPTION:**

The City Clerk is an elected official and serves as the community's representative in the administrative operations of municipal business and the custodian of the City Seal. It is the duty of the Elected City Clerk to act as Clerk of the City Council and as Secretary to the Utility Board, Industrial Development Authority, Azusa Public Financing Authority, and the Oversight Board to the former Redevelopment Agency, attend meetings and ensure that a legislative history of all actions is maintained.

The City Clerk works with the Chief Deputy City Clerk who is responsible for the day-to-day operations of the City Clerk's Office and is charged with the preparation and distribution of agendas, maintenance, and protection of official City records as required, publishes and codifies ordinances, processes, attests, and certifies records, conducts all City elections, and acts as a filing officer for the Fair Political Practices Commission (FPPC).

### **FY 2020-21 STRATEGIC GOALS:**

- Continue to update and maintain the City's E-Contracts System.
- Oversee the creation of a Records Committee comprised of representatives from City Departments to update and maintain the City's Records Retention Schedule.
- Establish a new filing index for improved records management (hard and electronic documents).
- Continue to oversee the Electronic Document Management System (EDMS) with Laserfiche and continue to work on reorganization of the existing system to improve access to and retrieval of City records.
- Enhance Auditorium A/V System.

### **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Completed, distributed and posted City Council Agenda Packets for all regular and special meetings throughout the fiscal year.
- Completed the uploading of two years of current contracts into the E-Contracts System.
- Administered the General Municipal Election of March 3, 2020.
- Continued scanning documents such as minutes, agenda packets, ordinances and resolutions into the City's EDMS.

**BUDGET UNIT: 1015210000 ADMINISTRATION - CITY CLERK**

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Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
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**OPERATIONS**

6230	Dues & Subscriptions	1,090	1,090	1,740	650	Notary Renewal
7060	Election Expenses	70,000	120,000	0	(70,000)	No Elections in FY2021

**CITY CLERK  
ACTIVITY DETAIL**

Account Number		Description
1015210000	6230	<u>Dues/Subscriptions</u> - IIMC (3), CCAC (5), ARMA (1), NNA Renewal (1)
	6235	<u>Meeting/Conferences</u> - CCAC Quarterly Association meetings; CCAC 2020 Annual Conference; LOC New Law & Election Seminar
	6330	<u>Codification</u> - Hosting Municipal Code online and supplements to keep the AMC current; OrdBank
	6399	<u>Professional Services/Other</u> - Reorganization of vault and records management filing system; NetFile
	6405	<u>Commission Meetings Expense</u> - Video recording of City Council and Planning Meetings
	6493	<u>Outside Services and Repair</u> - Miscellaneous expenses
	6518	<u>Postage</u> - Processing of postage for most City departments
	6601	<u>Advertising Expense</u> - Legal advertising for all public hearings, bid openings, and public notices
	6830	<u>Rental Equipment</u> - Neopost - lease of mail machine

BUDGET UNIT:

1015210000

CITY CLERK

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b>PERSONNEL</b>							
6003	Salaries/Regular	127,505	149,252	183,620	169,146	183,550	(70)
6006	Salaries/Temp & Part-Time	142,341	140,580	147,390	150,126	158,385	10,995
6012	Sal/Compensatory Time	1,421	-	-	-	-	-
6015	Salaries/Vacation	3,848	11,613	-	7,528	-	-
6024	Salaries/Sick Leave	12,552	15,914	-	10,570	-	-
6027	Salaries/Bereavement	-	1,988	-	-	-	-
6033	Overtime Pay/Premium	1,504	-	-	-	-	-
6048	Salaries/Language Pay	6,648	5,491	5,665	5,722	4,490	(1,175)
6075	Vacation Pay-Off	-	2,011	1,000	6,323	1,000	-
6078	Sick Leave Pay-Off	1,406	-	-	-	-	-
6101	PERS/Employee Contribution	8,182	9,045	22,600	8,968	24,090	1,490
6104	PERS Lump Sum	-	59,439	58,655	58,388	67,592	8,937
6105	PERS/Employer Contribution	75,987	22,363	16,675	25,960	19,995	3,320
6107	APPLE/Employer Contribution	617	-	-	-	-	-
6125	FICA/Employer Contrib/Med	4,508	4,681	5,630	5,008	5,730	100
6133	Retiree Health Premium Reimb	1,578	1,623	-	1,647	-	-
6140	Life Insurance Allocation	506	578	715	670	715	-
6155	Workers' Comp Allocation	12,485	12,993	13,470	13,723	13,830	360
6160	LTD Insurance Allocation	1,131	1,353	1,425	1,417	1,430	5
6165	Unemployment Allocation	227	251	395	273	400	5
6175	Benefits/Flex Plan	46,208	48,328	51,250	48,043	54,000	2,750
6180	Deferred Comp/Employer Paid	2,655	3,600	3,600	3,510	3,600	-
<b>PERSONNEL SUBTOTAL</b>		<b>451,310</b>	<b>491,102</b>	<b>512,090</b>	<b>517,021</b>	<b>538,807</b>	<b>26,717</b>
<b>OPERATIONS</b>							
6220	Training Schools	3,860	3,651	6,300	4,250	6,300	-
6230	Dues & Subscriptions	1,310	915	1,090	1,090	1,740	650
6235	Meetings & Conferences	3,280	5,657	5,400	2,037	5,400	-
6240	Mileage Reimbursement	207	36	200	-	200	-
6330	Codification	5,934	6,029	5,000	5,000	5,000	-
6399	Professional Services/Other	-	5,033	6,000	6,000	6,000	-
6405	Commission Meeting Expenses	8,918	9,980	12,000	6,815	12,000	-
6493	Outside Services & Repairs	3,133	2,702	1,500	842	1,500	-
6518	Postage	27,060	32,640	26,000	26,000	26,000	-
6527	Supplies/Computer/Small Equipment	-	2,194	-	-	-	-
6530	Office Supplies	1,207	1,844	1,500	1,500	1,500	-
6551	Fuel and Oil	138	176	200	136	200	-
6563	Supplies/Special	106	-	2,000	-	2,000	-
6572	Office Furniture & Equipment	517	498	500	500	500	-
6601	Advertising Expense	3,693	1,696	4,000	4,000	4,000	-
6825	Maintenace & Repair	-	30	100	100	100	-
6830	Rent/Equipment	4,506	4,508	5,000	5,000	5,000	-
6850	Lease Payments	3,787	2,525	3,800	3,800	3,800	-
6915	Utilities/Telephone	605	412	650	650	650	-
7060	Election Expenses	9,546	-	70,000	120,000	-	(70,000)
<b>OPERATIONS SUBTOTAL</b>		<b>77,806</b>	<b>80,526</b>	<b>151,240</b>	<b>187,720</b>	<b>81,890</b>	<b>(69,350)</b>
<b>GENERAL FUND TOTAL:</b>		<b>529,116</b>	<b>571,628</b>	<b>663,330</b>	<b>704,741</b>	<b>620,697</b>	<b>(42,633)</b>



# CITY TREASURER

## PROGRAM COMMENTARY

### **PROGRAM DESCRIPTION:**

The City Treasurer is responsible for the investment and cash management activities of the City and all of its programs. These include the Successor Agency and the Azusa Public Financing Authority. The elected Treasurer, utilizing the services of staff from other operating departments, prepares the daily cash deposits, reviews and approves all wire transfers, and negotiates with banking personnel to optimize service. The Treasurer oversees the daily cash flow and cash balances of the City's general checking account and the Local Agency Investment Fund (LAIF) to assure adequate cash is available to meet the City's daily disbursements. The Treasurer acts as the primary contact with the banking and investment institutions utilized by the City, prepares monthly investment reports required by State law, prudently invests the City's idle cash and annually reviews and updates the City's Investment Policy prior to submittal to the City Council for approval.

### **FY 2020-21 STRATEGIC GOALS:**

- To optimize the earnings of the cash resources of the City in the safest environment while maintaining a liquidity of funds to meet the on-going operational and cash needs of the City.

**BUDGET UNIT:****1045820000 ADMINISTRATION - CITY TREASURER**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
<b><u>OPERATIONS</u></b>						
6235	Meetings & Conferences	300	200	250	(50)	The reduction is due to estimate meetings & conferences for FY2021.
6539	Printing, Binding & Duplicating	1,000	0	0	(1,000)	Reduce printing costs.
7009	Bank Service Charge	120,000	100,000	100,000	(20,000)	The decrease is due to more accurate budgeting based on historical costs and anticipated FY2021 expenditures.

**TREASURER  
ACTIVITY DETAIL**

Account Number		Description
1045820000	6230	<u>Dues and Subscriptions</u> - Dues and subscription costs.
	6235	<u>Meetings and Conferences</u> - Meetings and conferences costs.
	6563	<u>Special Supplies</u> - City Pins and Plaques
	7009	<u>Bank Service Charge</u> - Bank fees and charges

BUDGET UNIT:

1045820000

CITY TREASURER

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
6006	Salaries/Temp & Part-Time	31,523	31,522	31,525	31,522	31,525	-
6101	PERS/Employee Contribution	24	24	2,230	24	2,230	-
6104	PERS Lump Sum	-	10,050	11,400	11,351	12,695	1,295
6105	PERS/Employer Contribution	8,797	2,912	5,405	3,152	6,050	645
6125	FICA/Employer Contrib/Med	435	470	690	492	690	-
6140	Life Insurance Allocation	126	132	150	146	150	-
6155	Workers' Comp Allocation	1,261	1,261	1,260	1,261	1,260	-
6175	Benefits/Flex Plan	15,483	16,187	16,150	16,183	18,000	1,850
<b>PERSONNEL SUBTOTAL</b>		<b>57,650</b>	<b>62,558</b>	<b>68,810</b>	<b>64,132</b>	<b>72,600</b>	<b>3,790</b>
<b><u>OPERATIONS</u></b>							
6230	Dues & Subscriptions	155	-	155	155	155	-
6235	Meetings & Conferences	20	20	300	200	250	(50)
6530	Office Supplies	4	36	100	100	100	-
6539	Printing, Binding & Duplicating	-	-	1,000	-	-	(1,000)
7007	Credit Card Service Charge	36,426	16,988	-	-	-	-
7009	Bank Service Charge	80,885	89,420	120,000	100,000	100,000	(20,000)
<b>OPERATIONS SUBTOTAL</b>		<b>117,491</b>	<b>106,464</b>	<b>121,555</b>	<b>100,455</b>	<b>100,505</b>	<b>(21,050)</b>
<b>GENERAL FUND TOTAL:</b>		<b>175,140</b>	<b>169,022</b>	<b>190,365</b>	<b>164,587</b>	<b>173,105</b>	<b>(17,260)</b>

# ADMINISTRATION

## OFFICE OF THE CITY MANAGER

### PROGRAM COMMENTARY

#### **PROGRAM DESCRIPTION:**

The City Manager is the chief executive/administrative officer of the City. The City Manager is appointed by, answerable to, and takes direction from the City Council. The City Manager's office is responsible for the day-to-day efficient performance of all city operations, implementing Council policy, formulating staff recommendations to Council on policy matters, and preparing and submitting the annual budget. All employees except the City Attorney, City Clerk, and City Treasurer are the responsibility of the City Manager.

#### **FY 2020-21 STRATEGIC GOALS:**

- The City Manager will work with City Departments to assess progress made on the 2019-20 adopted goals and priorities in light of COVID pandemic and seek direction from City Council to reaffirm those not achieved and whether to add new ones.
- The City Manager's Office will continue focus resources to ensure a balanced, fiscally sustainable budget; while supporting existing business within Azusa, delivering services to the community as efficiently as possible; and implementing organizational initiatives to increase employee performance.
- The City Manager's Office will continue to evaluate and develop recommendations to address the City's financial liabilities including pensions and other post-employment benefits.
- The City Manager's Office will continue to monitor legislation, make recommendations for appropriate action and stay fully engaged on matters with regional agencies, local, county, state and federal offices.
- The City Manager's Office will continue to facilitate and encourage quality development of City owned properties and increase focus on vacant/underutilized properties throughout the City.

#### **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Successfully recruited and appointed new Department Directors, including Police Chief and Public Works Director.
- Successfully implemented efficiency and cost-saving measures by combining Human Resources and Finance Departments (Administrative Services), realigned the Transit Division to the renamed Community Resources Department and moved the function of Parks Maintenance to Public Works
- Worked with City Departments on a Fiscal Sustainability Plan, Implemented a Revenue Enhancement Audit that resulted in the identification contracts and franchise agreements to be renegotiated to realize an increase in revenues and conducted a comprehensive public engagement effort which resulted in the placement and passage of a sales tax measure by residents (Measure Z)
- Managed the City's response and ongoing challenges posed by the COVID pandemic while continuing to offer essential services to Azusa residents and business community

**OFFICE OF THE CITY MANAGER  
ACTIVITY DETAIL**

Account Number		Description
1010110000	6230	<b><u>Dues/Subscriptions</u></b> - San Gabriel Valley City Managers Association (SGVCMA), International City/County Management Association (ICMA), California City Management Foundation (CCMF), Other
	6235	<b><u>Meetings/Conferences</u></b> - SGVCMA, League of California Cities City Managers Department Meeting, League, ICMA and MMASC Annual Conferences, Other
	6399	<b><u>Professional Services</u></b> - Grant Writer
	6521	<b><u>Messenger Service</u></b> - Federal Express, UPS
	6527	<b><u>Computer Supplies</u></b> - Toners, Ink Cartridges

**BUDGET UNIT:**

**1010110000 OFFICE OF THE CITY MANAGER**

<b>Acct. #</b>	<b>DESCRIPTION</b>	<b>ACTUAL 17-18</b>	<b>ACTUAL 18-19</b>	<b>REVISED 19-20</b>	<b>YEAR END EST 19-20</b>	<b>PROPOSED 20-21</b>	<b>VARIANCE</b>
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	201,287	188,322	231,755	154,332	300,575	68,820
6006	Salaries/Temp & Part-Time	98,859	-	13,040	-	14,375	1,335
6015	Salaries/Vacation	5,451	8,578	-	3,822	-	-
6024	Salaries/Sick Leave	13,828	5,476	-	2,981	-	-
6027	Sal/Bereavement	1,397	1,235	-	-	-	-
6033	Overtime Pay/Premium	38	-	-	-	-	-
6045	Sal/Education Incentive	730	168	-	272	-	-
6048	Sal/Language Pay	-	11	-	-	-	-
6069	Allowances/Vehicle	935	1,800	1,800	2,010	1,800	-
6070	Allowances/Telephone	467	900	900	1,005	900	-
6075	Vacation Pay-Off	30,700	3,772	2,000	7,364	3,000	1,000
6078	Sick Leave Pay-Off	354	-	-	-	-	-
6101	PERS/Employee Contribution	7,894	10,244	15,665	10,722	21,115	5,450
6104	PERS Lump Sum	-	22,637	32,720	33,951	33,907	1,187
6105	PERS/Employer Contribution	29,075	9,264	6,245	6,113	10,090	3,845
6107	APPLE/EMPLYR CON	279	-	490	-	540	50
6125	FICA/Employer Contrib/Med	5,562	3,431	4,155	2,963	5,170	1,015
6133	Retiree Health	2,746	3,901	-	3,392	3,730	3,730
6140	Life Insurance Allocation	332	493	680	424	880	200
6155	Workers' Comp Allocation	9,849	8,363	9,895	7,095	12,705	2,810
6160	LTD Insurance Allocation	1,049	1,723	1,800	1,498	2,340	540
6165	Unemployment Allocation	286	200	285	171	355	70
6175	Benefits/Flex Plan	25,938	29,701	38,640	21,480	41,400	2,760
6180	Deferred Comp/Employer Paid	4,915	3,990	4,680	3,231	4,400	(280)
<b>PERSONNEL SUBTOTAL</b>		<b>441,972</b>	<b>304,205</b>	<b>364,750</b>	<b>262,826</b>	<b>457,282</b>	<b>92,532</b>
<b><u>OPERATIONS</u></b>							
6230	Dues & Subscriptions	733	1,679	2,571	2,571	2,575	4
6235	Meetings & Conferences	8,254	9,869	10,400	10,400	10,400	-
6399	Professional Services	62,975	14,425	40,000	40,000	40,000	-
6521	Messenger Service	-	43	200	200	200	-
6527	Supplies/Computer	487	1,009	500	500	500	-
6530	Office Supplies	3,199	4,123	3,000	3,000	3,000	-
6625	Program Expense	645	9,695	12,000	12,000	12,000	-
6850	Lease Payments	900	525	900	900	900	-
6915	Utilities/Telephone	77	-	400	400	400	-
<b>OPERATIONS SUBTOTAL</b>		<b>77,270</b>	<b>41,367</b>	<b>69,971</b>	<b>69,971</b>	<b>69,975</b>	<b>4</b>
<b>GENERAL FUND TOTAL:</b>		<b>519,242</b>	<b>345,573</b>	<b>434,721</b>	<b>332,797</b>	<b>527,257</b>	<b>92,536</b>

# **ADMINISTRATION NEIGHBORHOOD SERVICES PROGRAM COMMENTARY**

## **PROGRAM DESCRIPTION:**

Neighborhood Services is a division of the City Manager's Office and is dedicated to strengthening and enriching the community by providing high quality services and resources through educational programs, neighborhood revitalization, resident empowerment, partnerships, supervising all video and audio visual productions and presentations and supervising auditorium upgrades.

## **FY 2020-21 STRATEGIC GOALS:**

- Improve public understanding of 2020 US Census as well as City operations and services.
- Provide publicity and event management for the Azusa City Council's community meetings and other community meetings as designated by the City Manager.
- Facilitate neighborhood enhancement, community activities, and provide for social service needs among residents by creating partnerships and identifying resources through collaboration with various corporate, social, non-profit, and faith-based groups within the City.
- Improve the relationship between the City and neighborhood groups and individual residents through public engagement.
- Create and disseminate publicity materials for various City departments and City events.
- Responsible for the day to day operations, upgrades, installation of new equipment and maintenance as well as the scheduling of broadcasting and technical services for the City's PEG TV Channels.

## **FY 2019-20 PROGRAM HIGHLIGHTS:**

- Upgraded critical cable television (CATV) broadcast equipment in the Civic Auditorium using PEG revenues. We are currently in Phase 4 of new equipment upgrades.
- Administered the City's Regional Coyote Implementation Plan with the SGVCOG, produce and promote community events and programs as designated by the City Manager and the City Council.
- Disseminated news releases and information of government services.
- Administered the City's Fourth of July Community Fireworks Program.
- Administered the City's Military Banner Program.
- Administered the City's 2020 Census and Complete Count Committee efforts.
- Administered the City ADA compliance efforts.



**NEIGHBORHOOD SERVICES  
ACTIVITY DETAIL**

Account Number		Description
1010130000	6230	<u>Dues/Subscriptions</u> - California Association of Public Information Officers (CAPIO), BMI, ASCAP, Tribune, SCAN
	6235	<u>Meetings/Conferences</u> - CAPIO Annual Conference
	6625	<u>Program Expense</u> - Neighborhood Connections, City Events, Military Banners

**BUDGET UNIT:**

**1010130000**

**NEIGHBORHOOD SERVICES**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>PERSONNEL</u></b>							
6003	Salaries/Regular	87,005	87,374	93,305	85,418	-	(93,305)
6024	Salaries/Sick Leave	1,188	819	-	3,195	-	-
6048	Salaries/Language Pay	2,400	2,400	2,400	2,400	-	(2,400)
6075	Vacation Pay-Off	9,639	10,719	8,500	9,832	-	(8,500)
6078	Sick Leave Pay-Off	1,864	1,413	1,500	1,228	-	(1,500)
6101	PERS/Employee Contribution	6,707	6,810	6,365	6,841	-	(6,365)
6104	PERS Lump Sum	-	11,538	13,285	13,224	-	(13,285)
6105	PERS/Employer Contribution	12,105	2,496	2,530	3,198	-	(2,530)
6109	PARS/Employer Contribution	9,519	11,090	10,730	11,199	-	(10,730)
6125	FICA/Employer Contrib/Med	1,509	1,531	1,630	1,506	-	(1,630)
6140	Life Insurance Allocation	223	241	280	268	-	(280)
6155	Workers' Comp Allocation	3,819	3,877	3,830	3,895	-	(3,830)
6160	LTD Insurance Allocation	613	673	725	678	-	(725)
6165	Unemployment Allocation	83	83	115	82	-	(115)
6175	Benefits/Flex Plan	15,489	16,198	16,800	15,865	-	(16,800)
6180	Deferred Comp/Employer Paid	1,800	1,800	1,800	1,755	-	(1,800)
<b>PERSONNEL SUBTOTAL</b>		<b>153,963</b>	<b>159,062</b>	<b>163,795</b>	<b>160,584</b>	<b>-</b>	<b>(163,795)</b>
<b><u>OPERATIONS</u></b>							
6230	Dues & Subscriptions	1,323	1,475	1,547	1,547	1,570	23
6235	Meetings & Conferences	2,075	105	1,500	1,500	1,500	-
6530	Office Supplies	99	878	250	250	250	-
6625	Program Expense	650	5,257	20,000	20,000	20,000	-
<b>OPERATIONS SUBTOTAL</b>		<b>4,147</b>	<b>7,715</b>	<b>23,297</b>	<b>23,297</b>	<b>23,320</b>	<b>23</b>
<b>COMMUNITY PROMOTION TOTAL:</b>		<b>158,110</b>	<b>166,777</b>	<b>187,092</b>	<b>183,881</b>	<b>23,320</b>	<b>(163,772)</b>

BUDGET UNIT:

1009000000

CITY ATTORNEY

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
	<b>OPERATIONS</b>						
6301	Legal Fees	274,272	258,053	275,000	275,000	275,000	-
	<b>OPERATIONS SUBTOTAL</b>	<b>274,272</b>	<b>258,053</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	-
	<b>GENERAL FUND TOTAL:</b>	<b>274,272</b>	<b>258,053</b>	<b>275,000</b>	<b>275,000</b>	<b>275,000</b>	-

**BUDGET UNIT:****2810130001 ADMINISTRATION - Public Education Grant**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
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**OPERATIONS**

6399	Professional Services	10,000	10,000	20,000	10,000	The increase is due to special video productions.
6835	Maint & Repair/Equipment	10,000	0	0	(10,000)	The decrease is because the maintenance costs were included under professional services.

**CAPITAL OUTLAYS**

7140	Equipment & Machinery	63,800	31,996	0	(63,800)	Decrease due to one time FY1920 civic auditorium upgrade.
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BUDGET UNIT:

2810130001 PUBLIC EDUCATION GRANT

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>OPERATIONS</u></b>							
6399	Professional Services	-	-	10,000	10,000	20,000	10,000
6835	Maint & Repair/Equipment	-	-	10,000	-	-	(10,000)
6569	Small Equipment	6,329	4,512	-	-	-	-
<b>OPERATIONS SUBTOTAL</b>		<b>6,329</b>	<b>4,512</b>	<b>20,000</b>	<b>10,000</b>	<b>20,000</b>	<b>-</b>
<b><u>CAPITAL OUTLAY</u></b>							
7140	Machinery and Equipment	-	-	63,800	31,996	-	(63,800)
7143	Computer Software	10,406	-	-	-	-	-
<b>CAPITAL OUTLAY SUBTOTAL</b>		<b>10,406</b>	<b>-</b>	<b>63,800</b>	<b>31,996</b>	<b>-</b>	<b>(63,800)</b>
<b><u>TRANSFERS OUT</u></b>							
5950	Transfer To Other Funds	80,000	-	-	-	-	-
<b>TRANSFERS OUT SUBTOTAL</b>		<b>80,000</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>	<b>-</b>
<b>GENERAL FUND TOTAL:</b>		<b>16,735</b>	<b>4,512</b>	<b>83,800</b>	<b>41,996</b>	<b>20,000</b>	<b>(63,800)</b>

**BUDGET UNIT:****460000000 ADMINISTRATION - Capital And Infrastructure Replacement**

Acct. #	DESCRIPTION	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE	EXPLANATION
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**CAPITAL OUTLAYS**

7135	Vehicles	209,095	209,095	223,665	14,570	The increase was due to the anticipated FY2021 cost to purchase four new 2020 Ford police Interceptor Utilities including Equipments and Graphics.
7140	Equipment & Machinery	305,092	305,092	675,228	370,136	The increases was due to the phone system upgrade.
7142	Computer Equipment	14,903	14,903	94,970	80,067	The increase was due to anticipated purchase of a motorola radio console, IT smart board, replacement monitors, system to vertulize city hall, and PC replacements.
7143	Computer Software	332,439	332,439	0	(332,439)	The decrease was due to a one time FY1920 budget related to the HDL replacement for Building, Planning and Code Enforcement.

**BUDGET UNIT: 460000000 CAPITAL AND INFRASTRUCTURE REPLACEMENT**

Acct. #	DESCRIPTION	ACTUAL 17-18	ACTUAL 18-19	REVISED 19-20	YEAR END EST 19-20	PROPOSED 20-21	VARIANCE
<b><u>OPERATIONS</u></b>							
6493	Outside Services & Repairs	-	131,056	-	-	-	-
	SUBTOTAL	-	131,056	-	-	-	-
	<b>OPERATIONS SUBTOTAL</b>	-	<b>131,056</b>	-	-	-	-
<b><u>CAPITAL OUTLAY</u></b>							
7135	Vehicles	-	111,699	209,095	209,095	223,665	14,570
7140	Equipment & Machinery	-	4,394	305,092	305,092	675,228	370,136
7142	Computer Equipment	-	2,597	14,903	14,903	94,970	80,067
7143	Computer Software	-	15,157	332,439	332,439	-	(332,439)
	<b>CAPITAL OUTLAY SUBTOTAL</b>	-	<b>133,847</b>	<b>861,529</b>	<b>861,529</b>	<b>993,863</b>	<b>132,334</b>
<b><u>CIP Projects</u></b>							
7125	Bldgs/Min Improvements/Remodel	-	131,056	-	-	-	-
7145	Lines, Mains & Sewers	-	-	39,493	39,493	-	(39,493)
7125	Bldgs/Min Improvements/Remodel	-	-	81,820	81,820	-	(81,820)
7120	Construction & Improvements	-	5,256	52,950	52,950	-	(52,950)
7125	Bldgs/Min Improvements/Remodel	-	-	210,000	210,000	-	(210,000)
7125	Bldgs/Min Improvements/Remodel	-	148,291	-	-	-	-
	Subtotal	-	284,602	384,263	384,263	-	(384,263)
	<b>CAPITAL OUTLAY SUBTOTAL</b>	-	<b>284,602</b>	<b>384,263</b>	<b>384,263</b>	-	<b>(384,263)</b>
	<b>GENERAL FUND TOTAL:</b>	-	<b>549,505</b>	<b>1,245,792</b>	<b>1,245,792</b>	<b>993,863</b>	<b>(251,929)</b>