

City of Pleasanton, CA

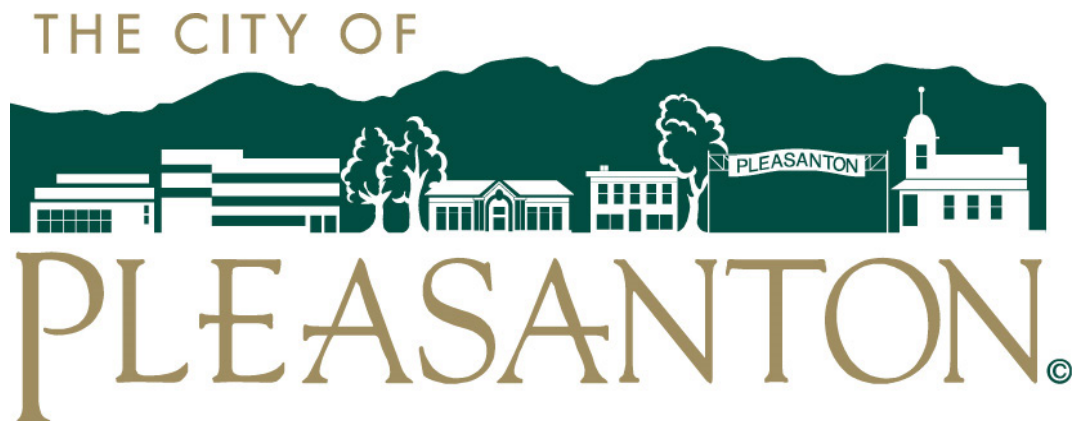
FY 2020/21 Mid-Term Update

Operating Budget



PLEASANTON

CITY OF PLEASANTON, CALIFORNIA
MID-TERM UPDATE
FY 2020/21



City Council

Jerry Thorne, Mayor
Kathy Narum, Vice Mayor
Karla Brown, Councilmember
Jerry Pentin, Councilmember
Julie Testa, Councilmember

Staff

Nelson Fialho, City Manager
Brian Dolan, Assistant City Manager
Tina Olson, Director of Finance

Table of Contents Page

MID-TERM BUDGET MESSAGE

Introduction..... 1

SECTION I – OPERATING BUDGET

Operating Budget Overview and Executive Summary..... 5

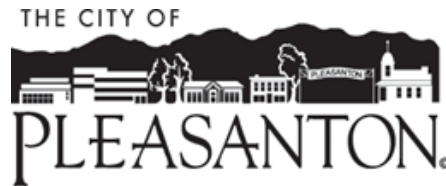
OPERATING BUDGET TABLES

Estimated Changes in Fund Balances 22
Summary of Revenues and Expenditures – Citywide..... 24
Summary of Revenues by Fund Types..... 26
Summary of Expenditures by Fund Types 28
Expenses by Cagtegrory – All Funds 30
Citywide Summary of Activities..... 32
General Fund Operating Budget Summary – Revenues..... 34
General Fund Operating Budget Summary – Expenditures 35
Expenses by Category – General Fund..... 36
General Fund Transfer Summary 37

PERSONNEL OVERVIEW

Summary of Full-Time Staffing 40
Personnel Summary:
 *City Manager Departmtent 42
 *Community Development Departmtent 43
 *Economic Development Departmtent..... 44
 *Engineering Departmtent..... 45
 *Finance Departmtent 46
 *Human Resources Departmtent 47
 *Information Technology Departmtent..... 47
 *Law Department..... 48
 *Library & Recreation Department..... 49
 *Livermore-Pleasanton Fire Department..... 50
 *Operations Services Department..... 52
 *Police Department 54

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MEMORANDUM

Date: June 2, 2020

To: Honorable Mayor and City Council

From: Nelson Fialho, City Manager

Subject: FY 2020/21 Mid-Term Budget Update – Operating Budget

This document provides updated budget estimates for FY 2020/21 which is the second year of the FY 2019/20 & FY 2020/21 Two-Year Budget originally adopted by City Council in June 2019. Updated estimates are based on staff's assessment of current financial conditions as we are about to enter the second year of the two-year budget. The Mid-Term Budget Update document is intended to provide the Council with the information necessary to ensure that the second year of the budget is balanced while adequately addressing the City Council's priorities and the needs of the community.

IMPACT OF COVID-19 SHELTER IN PLACE ORDER (SIP) ON THE EAST BAY AND THE LOCAL ECONOMY

On March 17, 2020, Alameda County issued an order to be in effect through April 6, 2020 for its residents to shelter in place to curb the spread of the COVID-19 virus. Only essential services were allowed to continue during the SIP order including (1) medical services, (2) grocery stores and pharmacies, (3) gas stations and repair shops, (4) restaurants for take-out services, and (5) essential public services (police, fire, utilities, and maintenance). All other retail services as well as dine in restaurant services, and entertainment venues had to close. In addition, non-essential employees had to shelter in place at home and not report to a work site. On April 3, 2020 that order was extended through May 31, 2020. As a result of the SIP order, staff estimated that the City's sales tax, transient occupancy tax (TOT), recreation revenues and building services revenues would decline by approximately \$6.3 million through June 30, 2020.

On April 29, 2020, Alameda County issued a new order effective May 4, 2020 allowing (1) construction, (2) real estate transactions, (3) limited childcare, (4) outdoor businesses such as landscaping and nurseries and (5) limited use of outdoor public recreational facilities including golf and tennis. On May 18, 2020, Alameda County issued another order allowing (1) curbside retail, (2) manufacturing, and (3) warehouse and logistics operations. Staff expects some recovery of sales tax as well as recreation and development services revenues as a result of these orders. It is currently unclear whether or the extent to which the County will extend the SIP order beyond May 31, 2020. That said, the City's revenues will continue to recover as the County eases SIP restrictions on commercial and recreational activities. Unfortunately, since the pandemic and related SIP order are unprecedented in recent history, no one knows the length or extent of the economic impacts.

On a related topic, Alameda County's unemployment rate was 3.8 percent in March 2020 and the City of Pleasanton's was 3.4 percent and increased to 14.1 percent and 10.2 percent respectively in

April 2020. As a point of comparison, the highest Pleasanton’s unemployment rate during the Great Recession was 8.6 percent in 2010.

BUDGET APPROACH AND STRATEGY

A goal of the City Council and City Manager continues to be maintaining fiscal sustainability. Staff’s approach to the Mid-Term Budget Update was to ensure that on-going operating revenues will be sufficient to cover operating expenses as well as providing allocations to the Repair and Replacement Program (R&R) and the Capital Improvement Program (CIP) and maintaining operating reserves. While there is uncertainty surrounding the timing of the City’s commercial sector and recreation programs returning to full operation, staff is cautiously optimistic that such recovery will occur in FY 2020/21 and adjusted the FY 2020/21 revenues accordingly. Specifically, staff reduced sales tax, TOT, recreation revenues, business license tax, and supplemental property taxes by a total of \$3.9 million from the original FY 2020/21 budget. However, leading up to the SIP Order staff intended to increase some of the FY 2020/21 Mid-Term revenues that we are currently reducing by a total of \$900,000 based on historical revenues, which means we are really proposing \$4.8 million in revenue reductions (\$3.9 million based on the budget plus the \$900,000 revised estimates before the SIP order). Fortunately, the City’s secured and unsecured property tax revenues are expected to increase by a total of \$1.3 million that will offset those revenue losses.¹

To balance the General Fund budget, we reduced expenditures by focusing on reducing non-labor expenses that can be delayed or will likely not be expended based on expenditure history or the current SIP order. We also reduced Temporary Salaries by \$2.3 million or 63 percent primarily reflecting reduced Library and Recreation services but also includes temporary staffing throughout the organization that provide seasonal services. We included \$1.8 million in the General Fund contingency budget that we can use to restore some of Temporary Salaries in the event General Fund revenues meet or exceed estimates and the City is able to restore seasonal programs.

Using the approach outlined above, the following is a summary of the FY 2020/21 Mid-Term General Fund budget:

FY 2020/21 General Fund Mid-Term Budget

Revenues	FY 2018/19 Actual	FY 2019/20 Midyear	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Revenues	\$126,031,456	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805
Net Transfers	(11,577,560)	(3,691,837)	(6,090,565)	(2,500,000)	(8,590,565)
Expenditures	(113,376,990)	(117,135,856)	(124,482,134)	3,041,894	(121,440,240)
Difference	\$1,076,906	\$2,759,527	\$100,265	(\$100,265)	-

As described in the table above, revenues are expected to be \$130 million or approximately \$0.6 million less than originally estimated, net transfers are increasing by \$2.5 million, and expenditures are expected to be \$3 million or less than projected resulting in a balanced budget.

¹Other revenues are also estimated to increase by \$1,845,390 which is related to reimbursements from developers and grants and a telecommunications company for which there is a corresponding increase in professional services expenses. Thus, these revenues will not be available to offset the other revenue losses.

OPTIONS TO BALANCE THE BUDGET IN THE EVENT REVENUES DECLINE BELOW ESTIMATES

Because the future status of the SIP order is unclear, the budget includes the following options totaling \$8.8 million to balance the budget in the event actual revenues are less than budgeted without requiring the use of reserves or the City's Section 115 Pension Trust Fund:

Attrition Savings – \$2 million: The salaries and benefits budget assume the City's permanent positions are filled 100 percent of the time. However, employees retire or resign, and the City realizes attrition savings until we refill the position. In FY 2019/20, staff estimated approximately \$2 million in attrition savings, which approximates the average the City has experienced over the past few years. We can therefore assume at least \$2 million attrition savings in FY 2020/21. Further, we instituted a soft hiring freeze, which means we will only backfill critical positions until the City's revenues stabilize. As a result, actual attrition savings will likely be greater than \$2 million.

General Fund Contingency – \$1.8 million: As noted above, the General Fund contingency budgets includes \$1.8 million that can be used to restore some of Temporary Salaries or we can cut it in the event revenues are less than budget.

Rainy Day Fund – \$5 million: For the past five years, we have annually allocated a minimum of \$5 million to the CIP and \$5 million to R&R Funds. We have also allocated a portion of the City's budget surpluses over the years to those funds to build up reserves that could be used during an emergency or recession to help balance the budget. The budget includes a new Rainy Day fund in which we deposited \$5 million. The \$5 million is comprised of \$2.5 million reduction in the transfer to the CIP and a \$2.5 million reduction to the allocation to R&R funds. The Rainy Day Fund will be available to offset additional revenue losses in excess of the amount budgeted. The extent to which the Rainy Day Fund is not required, the available balances will be proportionately transferred to the CIP and R&R funds to be available to fund future projects. In the meantime, there are sufficient balances in CIP and R&R funds to continue to maintain the City's infrastructure and facilities.

ADDITIONAL OPTIONS TO BALANCE THE BUDGET

In addition to \$8.8 million identified above that the City can use to help balance the budget, there are the following additional \$19.3 million in reserves available to balance budget in the event \$8.8 million is insufficient:

General Fund Reserve – \$6.3 million: The City's General Fund reserve is \$30.6 million, which equals 25.2 percent of General Fund operating expenses or the City's target level of reserves. The City's policy is to maintain reserves equal to at least 20 percent of operating expenses, which would be \$24.3 million or \$6.3 million less than the current reserves. Thus, the City could draw on up to \$6.3 million of General Fund reserves to help balance the budget and remain within minimum reserve levels.

Section 115 Pension Trust Fund – \$13 million: The City's Section 115 Pension Trust Fund has a balance of approximately \$33.8 million that the City can access to make payments to CalPERS. The City's expected FY 2020/21 CalPERS payment is \$13 million. Thus, the City could access up to \$13 million to help balance the budget.

CAPITAL IMPROVEMENT PROGRAM

Staff have been identifying physical improvements that can be made to City facilities to aid in social distancing and to improve air circulation in an effort to reduce the risk of spreading COVID-19 to the City's workforce, customers and residents. Staff has not yet completed the list of those improvements

and associated cost estimates. It is possible that the cost of such improvements will require CIP funding. As such, we intend to submit the FY 2020/21 Mid-Term Capital Improvement Program (CIP) at the second meeting in June or July for Council consideration.

SPECIAL THANKS

Special thanks go to the outstanding staff that had a role in the budget update process, particularly during these uncertain times. It was truly a collaborative effort among department staff. Fortunately, this budget enables the City to continue to support critical City services in a fiscally responsible manner.

That said, it is also important to note that each and every day, City of Pleasanton employees work to deliver exceptional value and quality of life to our community regardless of resource allocation. Simply put, the work standards of the organization are very high. Combined with the commitment of our elected officials, boards and commissions, volunteers and engaged community, I am confident that – whatever the future holds – Pleasanton will continue to be up to the challenge.

Operating Budget Overview & Executive Summary

FY 2020/21 Operating Budget Mid-Term Update

Section I – Operating Budget

FY 2020/21 Mid-Term Budget Update

Operating Budget Overview and Executive Summary

This is an update to the adopted FY 2019/20 & 2020/21 Two-Year Budget (adopted by City Council on June 18, 2019) and makes recommended adjustments to the second year (FY 2020/21) of the budget based on a review of current financial conditions. The operating budget (Operating Budget) is comprised of several funds that are summarized in the following four categories:

Table 1
Total Budgeted Expenditures (in Millions)

Fund Category	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
General Fund	\$113.4	\$117.1	\$124.5	(\$3.0)	\$121.4
Internal Services Funds	18.2	17.8	15.1	1.5	16.6
Enterprise Funds	41.1	47.6	49.8	0.7	50.5
Special Revenue Funds	4.1	4.9	1.4	1.7	3.1
Total Expenditures	\$176.8	\$187.4	\$190.8	\$0.9	\$191.6

The only funds that are not included in the Operating Budget are the capital improvement funds. The update to the FY 2020/21 of the Capital Improvement Program (CIP) will be completed in July 2020.

General Fund

Recommended adjustments to the General Fund include a net decrease in estimated revenues of \$642,159, increases to net transfers of \$2.5 million, and a decrease in planned expenditures of \$3 million as shown in Table 2 with more detailed descriptions of the proposed changes are noted on the following pages.

Table 2
General Fund FY 2020/21 Mid-Term Budget

General Fund	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Revenues	\$126,031,456	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805
Net Transfers	(11,577,560)	(3,691,837)	(6,090,565)	(2,500,000)	(8,590,565)
Expenditures	(113,376,990)	(117,135,856)	(124,482,134)	3,041,894	(121,440,240)
Difference	\$1,076,906	\$2,759,527	\$100,265	(\$100,265)	-

General Fund Revenues

The FY 2020/21 revised revenue estimates for the General Fund are \$130 million or \$642,159 less than the original budget approved in June 2019. This net decrease from the original budget estimate is mainly due to the following revised projections as further highlighted in Table 3:

- Increase in Property taxes of \$1,145,000 mainly attributable to the increase in commercial and residential property assessed values from change in ownership, and annual CPI adjustment and the addition of new construction to the tax roll of \$179 million; and
- Decrease in Sales Tax revenues of \$1.7 million reflecting a cautiously optimistic recovery of the City's sales tax generating businesses from Alameda County's COVID-19 Shelter in Place (SIP) order.
- Decrease in Transient Occupancy Taxes (TOT) of \$1,242,000 also reflecting a cautiously optimistic recovery of the City's hotels from the SIP order.
- Decrease in Business License Taxes of \$150,000¹ reflecting reduced gross revenues of Pleasanton's businesses related to the SIP order.
- Decrease of \$149,999 in Recreation Fees from expected reduced use of recreation programs and facilities in FY 2020/21 related to the SIP order.
- Increase in Other Revenues of \$1,845,390 related to reimbursements from developers, grants, and a telecommunications company for which there is a corresponding increase in professional services expenses.

¹The \$150,000 decline is compared to the original FY 2020/21 budget. However, actual FY 2019/20 Business License revenues through April 2020 are \$4,665,388 or \$515,388 greater than the original FY 2020/21 Budget. Thus, the FY 2020/21 Mid-Term budget reflects a decline of \$665,388 from FY 2019/20 actual revenues.

**Table 3
General Fund Revenues**

Revenues	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Property Taxes	\$69,930,012	\$73,570,000	\$75,140,000	\$1,145,000	\$76,285,000
Sales & Use Taxes	22,959,956	18,969,285	22,500,000	(1,688,050)	20,811,950
Other Taxes	15,515,346	16,092,000	16,020,000	(1,862,000)	14,158,000
Development Services Fees	5,676,041	4,251,500	5,038,500	67,500	5,106,000
Recreation Fees	4,775,357	3,809,245	4,770,518	(149,999)	4,620,519
Other Revenues	7,174,744	6,895,190	7,203,946	1,845,390	9,049,336
Total	\$126,031,456	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805

Property Tax

In anticipation of an increase in residential and commercial property values the revised estimate for Secured Property taxes for FY 2020/21 reflects a \$939,000 increase over the previous projection for secured property taxes, Unsecured Property Taxes are expected to increase by \$265,000, Supplemental Taxes are expected to decrease by \$181,000 and Property Tax in lieu of Vehicle License Fees is estimated to increase by \$101,000 as a result of the anticipated increase in residential and commercial property values.

**Table 4
Property Tax Revenues**

Property Tax Categories	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Adjustments (Decreases)	FY 2020/21 Mid-Term Budget
Secured Property	\$57,420,740	\$60,745,000	\$62,531,000	\$939,000	\$63,470,000
Unsecured Property	3,025,043	3,240,000	3,073,000	265,000	3,338,000
Delinquent Taxes	482,720	450,000	459,000	21,000	480,000
Property Tax in Lieu of VLF	6,821,532	7,195,000	7,331,000	101,000	7,432,000
Supplemental Assessment	2,179,978	1,940,000	1,746,000	(181,000)	1,565,000
Total Property Taxes	\$69,930,012	\$73,570,000	\$75,140,000	\$1,145,000	\$76,285,000

Sales Tax

The Sales Tax estimate of \$20.8 million for FY 2020/21 is \$1.7 million less than the original FY 2020/21 budget based on an expectation that Sales Tax revenues will begin to recover by late fall of 2020.

Development Services Fees

Development Services fees are comprised of the various building permit fees (building, electrical, plumbing, HVAC), planning & zoning fees, plan check fees, and public works fees.

The initial projection for these development service fees for FY 2020/21 was slightly over \$5.0 million and increased to \$5.1 million in the FY 2020/21 Mid-Term budget which is comprised of a few revenue category adjustments to reflect actual FY 2018/19 and 2019/20 revenues exceeding budget.

The 10-year history of property taxes, sales taxes, development services fees, business license taxes, and transient occupancy taxes is shown in Table 5.

Table 5
10 Year History – Major Taxes and Fees

Fiscal Year	Property Taxes	% chg	Sales Taxes	% chg	Development Fees	% chg	Business License Tax	% chg	Transient Occupancy Tax	% chg
2011/12	\$47,923,691	-1.3%	\$19,107,418	3.3%	\$3,789,477	56.2%	\$2,842,587	5.7%	\$3,486,597	17.6%
2012/13	48,648,688	1.5%	19,102,977	0.0%	3,695,615	-2.5%	3,141,722	10.5%	3,938,934	13.0%
2013/14	50,366,776	3.5%	20,993,123	9.9%	4,465,201	20.8%	3,150,104	0.3%	4,298,581	9.1%
2014/15	53,744,273	6.7%	22,410,654	6.8%	5,273,221	18.1%	3,376,592	7.2%	5,057,080	17.6%
2015/16	57,276,491	6.6%	23,543,972	5.1%	6,697,625	27.0%	3,700,568	9.6%	6,037,902	19.4%
2016/17	60,835,165	6.2%	23,362,536	-0.8%	6,786,571	1.3%	4,045,206	9.3%	6,263,021	3.7%
2017/18	64,485,275	6.0%	21,764,560	-6.8%	5,689,302	-16.2%	4,236,737	4.7%	6,475,080	3.4%
2018/19	69,930,012	4.8%	22,959,956	5.5%	5,676,041	-1.5%	4,422,151	4.4%	6,521,979	0.7%
2019/20*	73,570,000	5.2%	18,969,285	-17.4%	4,251,500	-25.1%	4,665,388	5.5%	5,175,000	-20.7%
2020/21*	76,285,000	3.7%	20,811,950	9.7%	5,106,000	20.1%	4,000,000	-14.3%	5,758,000	11.3%

*Estimated

General Fund Expenditures

General Fund expenditures are estimated to be approximately \$121.4 million in the FY 2020/21 Mid-Term Budget, a decrease of \$3 million or approximately 2.4 percent from the original FY 2020/21 Budget adopted in June 2019. Table 6 summarizes the FY 2020/21 Mid-Term Budget changes in each expenditure category.

Table 6
General Fund Expenditures by Category

Expenditure Categories	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Personnel	\$82,048,188	\$85,768,512	\$90,732,381	(\$583,589)	\$90,148,792
Transportation & Training	1,503,646	1,791,826	2,005,196	(310,037)	1,695,159
Repairs & Maintenance	8,250,150	7,175,515	6,821,939	(2,144,888)	4,677,051
Materials & Supplies	21,253,063	22,015,214	24,578,628	28,219	24,606,848
Capital Outlay	321,943	384,790	343,990	(31,600)	312,390
Total Expenditures	\$113,376,990	\$117,135,856	\$124,482,134	(\$3,041,894)	\$121,440,240

Personnel

Personnel costs represent 74 percent of the General Fund Budget and are estimated to decrease by \$0.6 million from the original projection mainly due to a combination of the following: (1) Police Officer Association (POA) wage increase of 3.5 percent, (2) annualization of wage increases granted to Management and Confidential staff in October 2019, (3) adding budget for pension expenses for vacant positions², (4) a few reclassified positions, (5) adding one of the three positions (Community Services Officer) that was funded through the contingency³ and (6) reducing temporary salaries by \$2.3 million primarily reflecting expected reduced Library and Recreation Department services as a result of the SIP order as well as other temporary staffing reductions throughout the organization. The Library and Recreation Department relies on temporary employees to help staff many of its seasonal programs.

The following are the expiration dates for the memorandum of understandings (MOU) for the City's labor groups:

Bargaining Group	Expiration Date
IAFF	June 30, 2021
PCEA	March 31, 2022
POA	May 31, 2023

As described in the table above, none of the City's labor contracts expire during FY 2020/21.

Transportation & Training

Transportation & Training costs are estimated to decrease by \$310,037 over the original FY 2020/21 Budget. These costs include training, fuel, maintaining and operating vehicles, patrol cars, and fire units. Most of the decrease is in travel and training expenses (\$251,925) and the balance is distributed among the other expense categories.

²The Munis Position Budgeting module automatically removes the pension budget for vacant positions. We realized during the FY 2019/20 mid-year budget that we need to manually add it back in for the budget to reflect the full cost of vacant positions. The original FY 2020/21 budget excluded pension budgets for vacant positions. The Mid-term budget includes that expense.

³The contingency budget was reduced by the same amount resulting in no net increase to the General Fund budget.

Repairs & Maintenance

Repairs & Maintenance costs are estimated to decrease by \$2.1 million from the original FY 2020/21 Budget. The Repairs and Maintenance category includes a variety of expenditure accounts including computer hardware maintenance, equipment parts, various repair contracts and replacement and renovation charges. The majority of the costs in this category are replacement and renovation charges to fund replacement and/or renovation of parks and medians, computer equipment, city buildings and other equipment (Repair and Replacement funds). The decrease is mainly due to decreased allocation to the Repair and Replacement funds of \$2.5 million that, as noted in the City Manager's message and described further below under Operating Transfers, is transferred to a new Rainy Day Fund to be available to address revenue shortfalls not currently anticipated. That decrease is offset by increased repair contracts of \$342,812 already approved by Council in FY 2019/20 and parts equipment of \$12,300.

Materials & Supplies

Materials & Supplies costs are estimated to increase by \$28,219 over the original FY 2020/21 Budget. The Materials & Supplies category includes a variety of expenditures including professional service contracts, water and sewer charges for City facilities, street light electricity costs, annual contribution to the self-insurance liability reserve, community program grants, and contingency funds. The net increase in materials and supplies is due to the following:

Increased Materials and Supplies Expenses

<u>Category</u>	<u>Amount</u>
Reimbursable Expenses	\$1,289,914
Election Expenses	70,000
Contingency ⁴	42,595
Miscellaneous Expenses	23,181
Total Increased Expenses	\$1,425,690

Decreased Materials and Supplies Expenses

<u>Category</u>	<u>Amount</u>
Contractual Services	(\$938,247)
Supplies	(319,549)
Utilities	(78,300)
Library & Recreation Expenses	(61,374)
Total Decreased Expenses	(\$1,397,470)

Net Increased Expenses **\$28,219**

⁴The total Contingency is \$2,016,936 which is comprised of \$1,766,936 that can be cut in the event General Fund revenues are less than currently projected and/or used to restore some or all Temporary Salaries of Recreation staff in the event the City can resume recreation programs. The remaining \$250,000 is a contingency for unforeseen expenses.

Operating Transfers

Table 7 presents the Operating Transfers history and the recommended amendments to the FY 2020/21 Budget:

**Table 7
General Fund Transfers**

Operating Transfers	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
OPERATING TRANSFERS IN - FROM:					
Urban Forestry Fund (1/2 of Landscape Arch Assist)	\$20,000	\$25,000	\$25,000	-	\$25,000
Retiree Medical Fund (Implied Subsidy)	888,000	1,006,000	1,050,000	-	1,050,000
Happy Valley Infrastructure Loan Repayment	-	12,004	31,780	-	31,780
OPERATING TRANSFERS OUT - To:					
CIPR	(9,939,195)	(2,790,482)	(5,000,000)	\$2,500,000	(2,500,000)
Senior & Low Income Water & Sewer Discounts					
Water Fund	(243,312)	(250,000)	(250,000)	-	(250,000)
Sewer Fund	(94,609)	(108,000)	(110,000)	-	(110,000)
Transit Fund (Subsidy)	(186,639)	(209,731)	(216,717)	-	(216,717)
Storm Drain Fund (Subsidy)	(330,000)	(130,000)	(330,000)	-	(330,000)
Cemetery Fund (Subsidy)	(45,000)	(50,000)	(50,000)	-	(50,000)
Repayment to Retiree Med Fund for Golf Debt	(735,000)	(1,006,000)	(1,050,000)	-	(1,050,000)
LED CEC Loan Repayment	(190,628)	(190,628)	(190,628)	-	(190,628)
Prefund Pension Liability to Trust	(721,177)	-	-	-	-
Rainy Day Fund	-	-	-	(5,000,000)	(5,000,000)
NET OPERATING TRANSFERS	(\$11,577,560)	(\$3,691,837)	(\$6,090,565)	(\$2,500,000)	(\$8,590,565)

Operating transfers to the General Fund include a transfer from the Urban Forestry Fund to help fund a Landscape Architect Assistant position and operating subsidies to the Transit Fund, Storm Drain Fund, and Cemetery Fund. There are also transfers from the General Fund to the Water and Sewer Funds to fund the senior and low-income water and sewer discounts. Under Proposition 218, one classification of water customers cannot subsidize another. Therefore, if a City desires to provide senior and low-income discounts to its customers it must fund the discounts through the General Fund of the City.

The increase in net transfers is due to creating a Rainy Day Fund and transferring \$2.5 million of the original allocation to the Capital Improvement Program Reserve (CIPR) and \$2.5 million from the General Fund allocation to Repair and Replacement (R&R) funds to the Rainy Day fund. The Rainy Day Fund will be available to balance the City's General Fund budget in the event actual revenues are less than the estimates included in the budget.

General Fund Reserves

The General Fund reserves are projected to be \$30.6 million which equals approximately 25.2 percent of operating expenses. The City's policy is to maintain minimum reserves equal to 20 percent of operating expenses, a maximum of 30 percent and a target of 25 percent.

Table 8
Changes to Reserves in FY 2020/21

General Fund Fund Balance	Initial Balance at 6/30/2020	Recommended Adjustments	FY 2020/21 Mid-Term Budget
General Fund Reserve	\$30,589,145	-	\$30,589,145
Total	\$30,589,145	-	\$30,589,145

Enterprise Funds

Water Fund

Revenues are projected to decrease by \$54,000 in FY 2020/21 to reflect expected reduced interest earnings. Expenses are projected to increase by \$0.6 million as follows (1) approximately \$77,000 for salary and pension benefits related to re-classification of a few positions, (2) \$443,000 for a new flusher truck, (3) \$135,000 for generator rentals to prepare for power outages, and (4) \$95,171 in various increases in non-labor expenses. These increases are offset by reducing the contingency of \$169,000 for new positions that were approved in FY 2019/20. As a result of the decreased revenues and increased expenditures, the net income is expected to be approximately (\$1,662,582) which will result in reducing the fund balance. The ending fund balance is expected to be \$10.2 million which represents 35 percent of operating expenses. The City's policy requires reserves equal to a minimum of 30 percent of operating expenses, a maximum of 40 percent of operating expenses and a target of 35 percent of operating expenses.

Table 9 summarizes the Water Operations and Maintenance Fund for the two years ending June 30th and presents the FY 2020/21 Mid-Term Budget.

Table 9
Water Operations and Maintenance (O&M)

Water/Recycled Water (O&M)	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Beginning Balance, July 1	\$11,431,502	\$13,753,773	\$11,877,072	-	\$11,877,072
Revenues	27,225,297	29,992,741	31,801,241	(\$54,000)	31,747,241
Net Transfers	(2,692,695)	(4,692,815)	(4,237,146)	-	(4,237,146)
Expenses					
Zone 7 Purchased Water	(14,040,043)	(16,100,000)	(17,500,000)	-	(17,500,000)
All Other Expenses	(8,170,288)	(11,076,627)	(11,091,506)	(581,171)	(11,672,677)
Total Expenses	(22,210,331)	(27,176,627)	(28,591,506)	(581,171)	(29,172,677)
Net Income	\$2,322,271	(\$1,876,701)	(\$1,027,411)	(\$635,171)	(\$1,662,582)
Ending Balance, June 30	\$13,753,773	\$11,877,072	\$10,849,661		\$10,214,490

Sewer Fund

Sewer Fund revenues are projected to decrease by \$25,000 due to expected reduced interest earnings. Net expenses are expected to decrease by \$73,652 as a result of reducing the contingency of \$169,000 for new positions that were approved in FY 2019/20 which is off-set by \$95,348 for new vehicles. As a result of the decreased revenues and increased expenditures, the net income is expected to be approximately (\$127,403) which will result in an ending fund balance of \$7.8 million which represents 51 percent of operating expenses. The City's policy requires reserves equal to a minimum of 30 percent of operating expenses, a maximum of 40 percent of operating expenses and a target of 35 percent of operating expenses.

Table 10 summarizes the Sewer Operations and Maintenance Fund for the two years ending June 30th and presents the FY 2020/21 Mid-Term Budget.

Table 10
Sewer Operations and Maintenance (O&M)

Sewer (O&M)	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Beginning Balance, July 1	\$6,846,889	\$7,471,734	\$7,938,915	-	\$7,938,915
Revenues	14,984,163	15,507,500	15,922,500	(\$25,000)	15,897,500
Net Transfers	(1,079,391)	(359,000)	(856,000)	-	(856,000)
Expenses					
DSRSD	(10,147,647)	(10,300,000)	(10,500,000)	-	(10,500,000)
All other expenses	(3,132,280)	(4,381,318)	(4,742,555)	73,652	(4,668,903)
Total Expenses	(13,279,927)	(14,681,318)	(15,242,555)	73,652	(15,168,903)
Net Income	\$624,845	\$467,182	(\$176,055)	\$48,652	(\$127,403)
Ending Balance, June 30	\$7,471,734	\$7,938,915	\$7,762,860		\$7,811,512

Golf Fund

Golf revenues from green fees are projected based on 52,750 rounds of play for FY 2020/21. Expenses are expected to remain unchanged. Alameda County has recently approved golf on a limited basis but has not approved of the other golf course activities such as the clubhouse and special events. It is unclear when those events will be allowed at Callippe Golf Course. As a result, staff expects to make significant adjustments to the Golf Course budget to reflect actual expenses and revenues during the FY 2020/21 Mid-Year budget review.

Table 11 summarizes the Golf Fund for the two years ending June 30th and presents the Mid-Term Budget for FY 2020/21.

**Table 11
Golf Course Operating Fund**

Golf Operations	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Beginning Balance, July 1	\$1,126	-	-	-	-
Revenues	3,719,184	\$4,023,297	\$4,175,466	\$3,000	\$4,178,466
Expenses	(3,521,062)	(3,810,128)	(3,934,913)	-	(3,934,913)
Net	198,122	213,169	240,553	3,000	243,553
Transfer Out -					
Golf Replacement	(199,248)	(201,165)	(208,773)	-	(208,773)
General Fund Loan Repayment		(12,004)	(31,780)	-	(31,780)
Net Income	(\$1,126)	-	-	\$3,000	\$3,000
Ending Balance, June 30	-	-	-		\$3,000

Cemetery Fund

The Pleasanton Pioneer Cemetery was acquired by the City of Pleasanton in 2007 and represents an important piece of Pleasanton history for the community. The City has invested time and resources to repair and improve the site and in 2014 adopted a Master Plan and Implementation Plan to further guide these efforts. Since the Master Plan's adoption, the Veteran's Memorial Project has been installed at the Pleasanton Pioneer Cemetery and staff have been working to complete Priority 1 tasks and other additional tasks outlined in the Master Plan.

As described in Table 12 for FY 2020/21, revenues are expected to increase by \$53,320 from the original FY 2020/21 budget based on increased burials and expenses are expected to be \$11,286 less than the original budget based on FY 2019/20 actual expenses. As a result, there is a projected increase of \$64,606 in net income.

Table 12
Cemetery Operating Fund

Cemetery Operations	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
Beginning Balance, July 1	\$200,431	\$151,382	\$138,836	-	\$138,836
Revenues	166,794	190,180	190,180	\$53,320	243,500
Expenses	(260,843)	(252,725)	(265,948)	11,286	(254,662)
Net	(94,049)	(62,545)	(75,768)	64,606	(11,162)
Transfer In -					
General Fund Subsidy	45,000	50,000	50,000	-	50,000
Net Income	(\$49,049)	(\$12,545)	(\$25,768)	\$64,606	\$38,838
Ending Balance, June 30	\$151,382	\$138,836	\$113,068		\$177,674

Internal Service Funds

Internal Service Funds are used as a method to allocate certain internal costs to operating departments. The City has nineteen Internal Service Funds. They include:

- Risk Management (1)
- Workers Compensation (2)
- Employee Benefits (2)
- Retiree Medical Reserve (2)
- Public Art Acquisition & Maintenance (1)
- Replacement & Renovation (11)

In accordance with adopted financial policies and the General Plan, the City maintains eleven Replacement and Renovation Funds. The purpose of these Funds is to provide ongoing replacement of City assets -- equipment, vehicles, street lights and traffic lights -- and to make major repairs and renovations to facilities, parks, medians, and city wide tree trimming in order to extend the lives of these assets. Adopted financial policies call for the establishment and maintenance of reserves including major maintenance and renovations of buildings, parks, and medians. This is accomplished

by charging operating programs an annual charge pursuant to a 20 to 30-year funding plan based on the asset replacement cost and estimated life of the capital asset.

The Internal Services Funds expenditures decreased by a total of approximately \$2.8 million. Of that, \$4,287,000 are LPFD funds that have been removed from the City's budget and are now budgeted in the joint LPFD budget. The cash resides in Pleasanton's accounts but have been moved to a Trust Fund. As described in Table 13 below, there are several internal services funds that total a net increase of \$1.5 million. All of the Internal Services Funds' FY 2020/21 Mid-Term budget increases are drawing from fund balances.

Table 13
Internal Services Funds Expenditure Increases

Fund	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Budget	Difference	Explanation
Equipment Replacement	\$330,050	\$730,550	\$400,500	Replacing additional equipment that have been deferred
Facilities Renovation	1,490,004	1,501,438	11,434	Minor increase to cover cost of planned FY 2020/21 projects
Information Technology Replacement	764,405	770,551	6,146	Minor increase to cover cost of planned FY 2020/21 equipment replacements
Park and Median Renovation	1,938,000	1,287,000	(651,000)	Reduced budget to reflect planned FY 2020/21 projects
Pleasanton Medical Retiree Reserve	4,556,000	4,551,000	(5,000)	Reduced budget based on estimated health benefit costs
Police Vehicle Replacement	189,750	713,462	523,712	Replacing additional vehicles that have been deferred
Public Art Acquisition	38,000	39,500	1,500	Minor increase to cover cost of planned FY 2020/21 public art acquisitions
Self-insurance Retention	1,850,000	2,387,585	537,585	Increased insurance premiums as a result of the California wild fires
Vehicle Replacement	589,300	1,067,894	478,594	Replacing additional vehicles that have been deferred
Workers Compensation	1,640,000	1,869,000	229,000	Increase budget based on current Workers Compensation cases
Total	\$13,385,509	\$14,917,980	\$1,532,471	

SPECIAL REVENUE FUNDS

Special Revenue Funds are funds that have restrictions placed on expenditures usually from outside funding sources including grants, special assessments, and donations. The City has 31 Special Revenue Funds, including the proposed Rainy Day Fund. Special Revenue Fund expenditures are expected to increase by \$1.7 million as follows:

Community Development Block Grant (CDBG) COVID-19 Funding and annual CDBG funds	\$456,163
Housing Grants (HOME Program) Adobe Services and Habitat for Humanity (carry-over)	157,737
Lower Income Housing Habitat for Humanity, Rental Assistance Program And Housing Grants	780,997
Measure D Fund Reduced funding allocation	(91,768)
Import Mitigation Develop Debris Management Plan	30,000
Landscape Assessment Districts Miscellaneous increased expenses	31,542
Community Access Television Reflects expected PEG funding	298,877
Miscellaneous Increases	31,692
Total Special Revenue Funds	\$1,695,240

ALL OTHER OPERATING FUNDS

Projected revenues and expenditures for all other Operating Funds, including the Trust Fund, are contained in the body of the budget document.

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Operating Budget Tables

FY 2020/21 Operating Budget Mid-Term Update

2020/21 Mid-Term Operating Budget

Estimated Changes in Fund Balance

	Beginning Balance as of June 30, 2019	FY 2019/20 Projected Revenue	FY 2019/20 Projected Net Transfers	FY 2019/20 Proposed Expenditures	Projected Balance as of June 30, 2020	FY 2020/21 Projected Revenue	FY 2020/21 Projected Net Transfers	FY 2020/21 Proposed Expenditures	Projected Balance as of June 30, 2021
General Fund	\$27,829,628	\$123,587,220	(\$3,691,837)	(\$117,135,866)	\$30,589,145	\$130,030,805	(\$8,590,565)	(\$121,440,240)	\$30,589,145
Internal Service									
City Enhancement Fund	\$203,753	\$200,000	-	(\$200,000)	\$203,753	\$103,000	-	(\$200,000)	\$106,753
Employee Benefits	(85,286)	754,909	-	(697,909)	(28,286)	759,909	-	(697,909)	33,714
Equipment Replacement	2,069,403	501,000	-	(730,550)	1,839,853	282,000	-	(730,550)	1,391,303
Facilities Renovation	5,587,460	830,000	(914,445)	(1,501,438)	4,001,577	472,000	(1,259,136)	(1,501,438)	1,713,003
Fire Apparatus Replacement	1,883,881	754,000	-	(950,300)	1,687,581	392,000	-	(40,250)	2,039,331
Golf Replacement	555,688	-	201,165	(346,250)	410,603	8,000	208,773	(247,300)	380,076
Information Technology Replacement	1,384,603	264,000	-	(770,551)	878,052	147,000	-	(770,551)	254,501
P E R S Rate Stabilization	-	-	-	-	-	-	-	-	-
Park & Median Renovation	4,844,467	540,000	(1,250,000)	(1,740,203)	2,394,264	325,000	(755,000)	(1,287,000)	677,264
Pleasanton Retirees' Medical Reserve	21,276,239	5,173,061	(88,000)	(4,494,000)	21,867,300	5,183,325	(91,000)	(4,551,000)	22,408,625
Police Vehicle Replacement	2,682,587	509,000	-	(713,462)	2,478,125	291,000	-	(713,462)	2,055,663
Public Art Acquisition	144,698	1,000	-	(39,500)	106,198	2,000	-	(39,500)	68,698
Self-Insurance Retention	4,304,615	1,180,000	-	(2,100,000)	3,384,615	1,185,000	-	(2,387,585)	2,182,030
Street Light Replacement	1,804,945	263,000	(200,000)	(220,000)	1,647,945	152,000	-	(220,000)	1,579,945
Traffic Signal Replacement	643,106	256,000	-	(350,000)	549,106	136,000	-	(350,000)	335,106
Vehicle Replacement	4,122,707	1,025,000	-	(1,067,894)	4,079,813	562,000	-	(1,067,894)	3,573,919
Workers Compensation	(3,051,084)	1,080,000	-	(1,869,000)	(3,840,084)	1,077,000	-	(1,869,000)	(4,632,084)
Internal Services Funds	\$48,371,782	\$13,330,970	(\$2,251,280)	(\$17,791,057)	\$41,660,415	\$11,077,234	(\$1,896,363)	(\$16,673,439)	\$34,167,847
Enterprise									
Cemetery	\$151,382	\$190,180	\$50,000	(\$252,724)	\$138,838	\$243,500	\$50,000	(\$254,662)	\$177,676
Golf	-	4,023,297	(213,169)	(3,810,128)	-	4,178,466	(240,553)	(3,934,913)	3,000
Recycled Water	(1,608,189)	2,651,700	(2,397,815)	(1,386,606)	(2,740,910)	2,811,200	(1,444,146)	(1,477,034)	(2,850,890)
Sewer	7,471,734	15,507,500	(359,000)	(14,681,317)	7,938,917	15,897,500	(856,000)	(15,168,903)	7,811,514
Storm Drain	320,613	724,440	330,000	(1,113,171)	261,882	735,440	330,000	(1,335,403)	(8,081)
Transit	213,516	448,893	209,731	(587,144)	284,996	493,013	216,717	(706,273)	288,453
Water	15,361,962	27,341,041	(2,295,000)	(25,790,023)	14,617,980	28,936,041	(2,793,000)	(27,695,644)	13,065,377
Enterprise Funds	\$21,911,018	\$50,887,051	(\$4,675,253)	(\$47,621,113)	\$20,501,703	\$53,295,160	(\$4,736,982)	(\$50,572,832)	\$18,487,049

¹ Includes \$1.2 million reserved for LPFD Workers Compensation & Section 115 Pension Trust Investment

2020/21 Mid-Term Operating Budget

Estimated Changes in Fund Balances

	Beginning Balance as of June 30, 2019	FY 2019/20 Projected Revenue	FY 2019/20 Projected Net Transfers	FY 2019/20 Proposed Expenditures	Projected Balance as of June 30, 2020	FY 2020/21 Projected Revenue	FY 2020/21 Projected Net Transfers	FY 2020/21 Proposed Expenditures	Projected Balance as of June 30, 2021
Special Revenue									
Abandoned Vehicle	\$114,403	\$31,000	-	(\$30,000)	\$115,403	\$32,000	-	(\$30,000)	\$117,403
Asset Forfeiture	54,026	500	-	(7,000)	47,526	1,000	-	(7,000)	41,526
Asset Forfeiture - Federal	8,232	3,500	-	-	11,732	3,500	-	-	15,232
Bernal Donations	49,774	204,000	-	-	253,774	200,800	-	-	454,574
Bonde Landscape District	964	26,100	-	(24,470)	2,594	26,100	-	(24,470)	4,224
Business Support	-	-	\$3,000,000	(3,000,000)	-	-	-	-	-
CASP Cert.	31,509	-	-	-	31,509	500	-	-	32,009
Community Access T V	1,338,069	259,000	-	(344,684)	1,252,385	273,000	-	(343,561)	1,181,824
Community Development Block Grant	240,438	272,697	-	(149,665)	363,470	602,127	-	(602,127)	363,470
DARE	18,123	1,200	-	(6,000)	13,323	1,200	-	(6,000)	8,523
Downtown Economic Development Loan	28,294	200	-	-	28,494	500	-	-	28,994
Downtown Parking In-Lieu	691,410	19,500	-	-	710,910	23,500	-	-	734,410
HAPPY Public Art Donations	42,101	40,000	-	(40,000)	42,101	40,600	-	(40,000)	42,701
HBPOA Maintenance District	-	100,000	-	(100,000)	-	100,000	-	(100,000)	-
HOME Program	34,827	531,416	-	(43,252)	522,991	200,604	-	(200,604)	522,991
Laurel Creek Geologic Hazard District	895,821	58,639	-	(11,478)	942,982	59,639	-	(11,478)	991,143
Law Enforcement	363,032	1,500	-	-	364,532	6,000	-	-	370,532
Limoine	91,783	9,642	-	(4,736)	96,689	9,907	-	(4,736)	101,860
Lower Income Housing	10,006,989	2,142,818	-	(394,994)	11,754,813	2,182,818	-	(1,123,092)	12,814,539
Miscellaneous Donations	400,598	4,700	-	(8,500)	396,798	1,300	-	(8,500)	389,598
Moller Geologic Hazard Dist	130,124	13,517	-	(8,036)	135,605	13,814	-	(8,036)	141,383
Moller Ranch Landscape District	272,800	58,213	-	(85,450)	245,563	58,213	-	(85,450)	218,326
North Pleasanton Improvements District	1,003,497	23,034	-	(23,500)	1,003,031	23,034	-	(23,500)	1,002,565
Oak Tree Farm Geologic Hazard Dist	101,905	14,424	-	(7,844)	108,485	14,776	-	(7,844)	115,417
Oak Tree Farm Landscape District	56,089	19,862	-	(18,735)	57,216	19,862	-	(18,735)	58,343
Operating Grants	181,891	73,000	-	(80,223)	174,668	54,000	-	(62,192)	166,476
Ponderosa Landscape District	87,664	16,021	-	(19,580)	84,105	16,021	-	(19,580)	80,547
Rainy Day	-	-	-	-	-	-	\$5,000,000	-	5,000,000
Recycling & Waste Management	668,948	233,500	-	(336,000)	566,448	237,000	-	(224,232)	579,216
Recycling & Waste Management Import Mitigation	304,791	-	-	(120,000)	184,791	5,500	-	(90,000)	100,291
Urban Forestry	306,549	11,000	(25,000)	(37,500)	255,049	16,500	(25,000)	(37,500)	209,049
Used Oil Grant	-	-	-	-	-	-	-	-	-
Windsor Landscape District	(7,036)	23,910	-	(24,510)	(7,636)	23,910	-	(24,510)	(8,236)
Special Revenue Funds	\$17,517,615	\$4,192,893	\$2,975,000	(\$4,926,157)	\$19,759,351	\$4,247,725	\$4,975,000	(\$3,103,146)	\$25,878,930
PTCWD # 3 Trust Fund	\$410,988	\$6,125	-	(\$40,780)	\$376,333	\$8,925	-	(\$40,780)	\$344,478
Trust Funds	\$410,988	\$6,125	-	(\$40,780)	\$376,333	\$8,925	-	(\$40,780)	\$344,478
Total - All Funds	\$116,041,031	\$192,004,259	(\$7,643,370)	(\$187,514,973)	\$112,886,947	\$198,659,849	(\$10,248,910)	(\$191,830,437)	\$109,467,449

Summary of Revenues and Expenditures - Citywide

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Revenues					
General	\$126,031,464	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805
Internal Service	16,877,005	13,330,970	17,642,053	(6,564,819)	11,077,234
Enterprise	47,311,065	50,887,051	53,279,430	15,730	53,295,160
Special Revenue	5,147,770	4,192,893	4,175,807	71,918	4,247,725
Private-purpose Trust Funds	8,766	6,125	6,125	2,800	8,925
Total Revenues	\$195,376,070	\$192,004,259	\$205,776,379	(\$7,116,530)	\$198,659,849
Expenditures					
General	\$113,376,990	\$117,135,856	\$124,482,134	(\$3,041,894)	\$121,440,240
Internal Service	18,160,770	17,791,057	15,140,968	1,532,471	16,673,439
Enterprise	41,129,999	47,621,113	49,849,520	723,312	50,572,832
Special Revenue	4,080,512	4,926,157	1,407,908	1,695,238	3,103,146
Private-purpose Trust Funds	16,079	40,780	40,780	-	40,780
Total Expenditures	\$176,764,350	\$187,514,963	\$190,921,310	\$909,127	\$191,830,437

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Summary of Revenues by Fund Types

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
General Fund	\$126,031,464	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805
Internal Service					
City Enhancement Fund	\$4,941	\$200,000	-	\$103,000	\$103,000
Employee Benefits	1,131,865	754,909	\$759,909	-	759,909
Equipment Replacement	635,366	501,000	501,000	(219,000)	282,000
Facilities Renovation	2,045,351	830,000	1,030,000	(558,000)	472,000
Fire Apparatus Replacement	774,486	754,000	754,000	(362,000)	392,000
Golf Replacement	6,731	-	-	8,000	8,000
Information Technology Replacement	717,531	264,000	264,000	(117,000)	147,000
Park & Median Renovation	1,118,217	540,000	540,000	(215,000)	325,000
Pleasanton Retirees' Medical Reserve	5,698,181	5,173,061	5,448,144	(264,819)	5,183,325
Police Vehicle Replacement	1,125,581	509,000	509,000	(218,000)	291,000
Public Art Acquisition	52,967	1,000	1,000	1,000	2,000
Self-Insurance Retention	1,195,442	1,180,000	1,185,000	-	1,185,000
Street Light Replacement	323,099	263,000	263,000	(111,000)	152,000
Traffic Signal Replacement	286,500	256,000	256,000	(120,000)	136,000
Vehicle Replacement	656,971	1,025,000	1,025,000	(463,000)	562,000
Workers Compensation	1,103,776	1,080,000	1,090,000	(13,000)	1,077,000
Total Internal Service Funds	\$16,877,005	\$13,330,970	\$13,626,053	(\$2,548,819)	\$11,077,234
Enterprise					
Cemetery	\$166,795	\$190,180	\$190,180	\$53,320	\$243,500
Golf	3,723,195	4,023,297	4,175,466	3,000	4,178,466
Recycled Water	2,305,431	2,651,700	2,815,200	(4,000)	2,811,200
Sewer	14,984,164	15,507,500	15,922,500	(25,000)	15,897,500
Storm Drain	745,451	724,440	741,440	(6,000)	735,440
Transit	467,781	448,893	448,603	44,410	493,013
Water	24,918,248	27,341,041	28,986,041	(50,000)	28,936,041
Total Enterprise Funds	\$47,311,065	\$50,887,051	\$53,279,430	\$15,730	\$53,295,160

Summary of Revenues by Fund Types

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Special Revenue					
Abandoned Vehicle	\$38,207	\$31,000	\$31,000	\$1,000	\$32,000
Asset Forfeiture	25,844	500	500	500	1,000
Asset Forfeiture - Federal	-	3,500	3,500	-	3,500
Bernal Donations	270,624	204,000	204,000	(3,200)	200,800
Bonde Landscape District	26,054	26,100	26,100	-	26,100
CASP Cert	34,166	-	-	500	500
Community Access T V	249,252	259,000	259,000	14,000	273,000
Community Development Block Grant	306,685	272,697	272,697	329,430	602,127
DARE	1,830	1,200	1,200	-	1,200
Downtown Economic Development Loan	521	200	200	300	500
Downtown Parking In-Lieu	27,234	19,500	19,500	4,000	23,500
HAPPY Public Art Donations	21,336	40,000	40,000	600	40,600
HBPOA Maintenance District	139,743	100,000	100,000	-	100,000
HOME Program	65,420	531,416	531,416	(330,812)	200,604
Laurel Creek Geologic Hazard District	63,526	58,639	59,639	-	59,639
Law Enforcement	166,455	1,500	1,500	4,500	6,000
Limoine	9,952	9,642	9,907	-	9,907
Lower Income Housing	3,051,525	2,142,818	2,142,818	40,000	2,182,818
Miscellaneous Donations	36,170	4,700	4,700	(3,400)	1,300
Moller Geologic Hazard Dist	14,245	13,517	13,814	-	13,814
Moller Ranch Landscape District	62,773	58,213	58,213	-	58,213
North Pleasanton Improvements District	35,325	23,034	23,034	-	23,034
Oak Tree Farm Geologic Hazard Dist	14,619	14,424	14,776	-	14,776
Oak Tree Farm Landscape District	20,075	19,862	19,862	-	19,862
Operating Grants	71,010	73,000	54,000	-	54,000
Ponderosa Landscape District	8,054	16,021	16,021	-	16,021
Recycling & Waste Management	276,542	233,500	233,500	3,500	237,000
Recycling & Waste Management Import Mitigation	9,854	-	-	5,500	5,500
Urban Forestry	54,149	11,000	11,000	5,500	16,500
Used Oil Grant	14,043	-	-	-	-
Windsor Landscape District	32,537	23,910	23,910	-	23,910
Total Special Revenue Funds	\$5,147,770	\$4,192,893	\$4,175,807	\$71,918	\$4,247,725
Pleasanton Township County Water (P.T.C.W.D.#3)	\$8,766	\$6,125	\$6,125	\$2,800	\$8,925
Total Revenues	\$195,376,070	\$192,004,259	\$201,760,379	(\$3,100,530)	\$198,659,849

Summary of Expenditures by Fund Types

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
General Fund					
General Fund	\$113,376,990	\$117,135,856	\$124,482,134	(\$3,041,894)	\$121,440,240
Internal Service					
City Enhancement Fund	-	\$200,000	\$200,000	-	\$200,000
Employee Benefits	\$6,307,718	697,909	697,909	-	697,909
Equipment Replacement	477,234	730,550	330,050	\$400,500	730,550
Facilities Renovation	891,124	1,501,438	1,490,004	11,434	1,501,438
Fire Apparatus Replacement	39,006	950,300	40,250	-	40,250
Golf Replacement	12,237	346,250	247,300	-	247,300
Information Technology Replacement	520,039	770,551	764,405	6,146	770,551
Park & Median Renovation	1,728,221	1,740,203	1,938,000	(651,000)	1,287,000
Pleasanton Retirees' Medical Reserve	3,524,285	4,494,000	4,556,000	(5,000)	4,551,000
Police Vehicle Replacement	623,179	713,462	189,750	523,712	713,462
Public Art Acquisition	82,732	39,500	38,000	1,500	39,500
Self-Insurance Retention	1,282,058	2,100,000	1,850,000	537,585	2,387,585
Street Light Replacement	84,070	220,000	220,000	-	220,000
Traffic Signal Replacement	381,772	350,000	350,000	-	350,000
Vehicle Replacement	316,001	1,067,894	589,300	478,594	1,067,894
Workers Compensation	1,891,094	1,869,000	1,640,000	229,000	1,869,000
Total Internal Service Funds	\$18,160,770	\$17,791,057	\$15,140,968	\$1,532,471	\$16,673,439
Enterprise					
Cemetery	\$225,564	\$252,724	\$265,948	(\$11,286)	\$254,662
Golf	3,521,062	3,810,128	3,934,913	-	3,934,913
Recycled Water	1,061,602	1,386,606	1,536,150	(59,116)	1,477,034
Sewer	13,279,926	14,681,317	15,242,555	(73,652)	15,168,903
Storm Drain	1,167,047	1,113,171	1,146,849	188,554	1,335,403
Transit	726,059	587,144	667,748	38,525	706,273
Water	21,148,739	25,790,023	27,055,357	640,287	27,695,644
Total Enterprise Funds	\$41,129,999	\$47,621,113	\$49,849,520	\$723,312	\$50,572,832

Summary of Expenditures by Fund Types

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Special Revenue					
Abandoned Vehicle	\$35,767	\$30,000	\$30,000	-	\$30,000
Asset Forfeiture	9,600	7,000	7,000	-	7,000
Asset Forfeiture - Federal	7,028	-	-	-	-
Bonde Landscape District	19,279	24,470	25,120	(\$650)	24,470
Business Support	-	3,000,000	-	-	-
CASP Cert	35,319	-	-	-	-
Community Access T V	158,929	344,684	44,684	298,877	343,561
Community Development Block Grant	306,688	149,665	145,966	456,161	602,127
DARE	1,400	6,000	6,000	-	6,000
HAPPY Public Art Donations	-	40,000	40,000	-	40,000
HBPOA Maintenance District	139,743	100,000	100,000	-	100,000
HOME Program	65,420	43,252	42,867	157,737	200,604
Laurel Creek Geologic Hazard District	10,278	11,478	11,478	-	11,478
Law Enforcement	84,763	-	-	-	-
Limoine	2,936	4,736	4,736	-	4,736
Lower Income Housing	2,758,991	394,994	342,094	780,998	1,123,092
Miscellaneous Donations	35,651	8,500	2,000	6,500	8,500
Moller Geologic Hazard Dist	6,936	8,036	8,036	-	8,036
Moller Ranch Landscape District	51,408	85,450	56,692	28,758	85,450
North Pleasanton Improvements District	8,324	23,500	23,500	-	23,500
Oak Tree Farm Geologic Hazard Dist	6,544	7,844	7,844	-	7,844
Oak Tree Farm Landscape District	9,562	18,735	18,970	(235)	18,735
Operating Grants	87,582	80,223	37,000	25,192	62,192
Ponderosa Landscape District	19,410	19,580	15,911	3,669	19,580
Recycling & Waste Management	152,223	336,000	316,000	(91,768)	224,232
Recycling & Waste Management Import Mitigation	7,500	120,000	60,000	30,000	90,000
Urban Forestry	18,001	37,500	37,500	-	37,500
Used Oil Grant	14,043	-	-	-	-
Windsor Landscape District	27,187	24,510	24,510	-	24,510
Total Special Revenue Funds	\$4,080,512	\$4,926,157	\$1,407,908	\$1,695,238	\$3,103,146
Pleasanton Township County Water (P.T.C.W.D.#3)	\$16,079	\$40,780	\$40,780	-	\$40,780
Total Expenditures	\$176,764,350	\$187,514,963	\$190,921,310	\$909,127	\$191,830,437

Expenses by Category - All Funds

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Personnel Services					
Salaries	\$62,262,784	\$65,089,151	\$69,061,541	(\$1,564,759)	\$67,496,782
Benefits	36,985,162	33,891,020	35,711,691	1,137,065	36,848,756
Supplies and Services					
Transport and Training	2,010,309	2,338,621	2,548,891	(306,937)	2,241,954
Repair and Maintenance	8,806,737	7,488,379	7,097,600	(2,140,691)	4,956,910
Materials and Supplies	61,029,260	67,347,091	70,733,939	2,383,659	73,117,598
Capital Outlay	2,839,539	8,305,649	5,747,590	1,362,663	7,110,253
Loan Expenditures	2,830,559	3,055,062	20,062	38,122	58,184
Total Expenditures	\$176,764,350	\$187,514,973	\$190,921,314	\$909,123	\$191,830,437
Transfers-Out	\$20,750,269	\$18,592,439	\$19,102,733	\$2,500,000	\$21,602,733
Total Expenditures & Transfers	\$197,514,619	\$206,107,412	\$210,024,047	\$3,409,123	\$213,433,170

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Citywide Summary of Activities FY 2020/21

	General Fund	Internal Service Funds	Enterprise Funds	Special Revenue Funds	Trust Funds	Total
Revenue						
Property Taxes	\$75,915,000	-	-	-	-	\$75,915,000
Service Charges	-	-	\$51,659,166	-	-	51,659,166
Internal Services Charges	-	\$10,478,234	-	-	-	10,478,234
Sales Tax	20,811,950	-	-	-	-	20,811,950
Fees for Current Services	1,269,363	-	-	\$30,000	\$1,925	1,301,288
Other Taxes	10,988,000	-	-	-	-	10,988,000
Grants and Subventions	1,122,700	-	462,113	837,731	-	2,422,544
Interfund Revenue	2,587,054	-	608,981	12,788	-	3,208,823
Interest Income and Rent	530,000	599,000	327,500	474,600	7,000	1,938,100
Recreation Revenue	4,602,714	-	-	-	-	4,602,714
Building Permits	2,502,000	-	-	-	-	2,502,000
Franchise Fees	3,160,000	-	-	-	-	3,160,000
Plan Check Fees	2,222,500	-	-	-	-	2,222,500
Fines and Forfeitures	309,500	-	-	-	-	309,500
Misc Reimbursements	2,178,719	-	110,000	276,034	-	2,564,753
Public Works Fees	176,500	-	-	-	-	176,500
Development Fees	-	-	-	1,052,318	-	1,052,318
Assessments	-	-	-	209,754	-	209,754
Planning Fees	204,500	-	-	-	-	204,500
Miscellaneous Revenue	63,805	-	127,400	1,102,500	-	1,293,705
Licenses and Misc Permits	1,344,500	-	-	-	-	1,344,500
Library Revenue	22,000	-	-	-	-	22,000
Contributions and Donations	20,000	-	-	252,000	-	272,000
Total Revenue	\$130,030,805	\$11,077,234	\$53,295,160	\$4,247,725	\$8,925	\$198,659,849
Transfers-In	\$1,106,780	\$1,258,773	\$3,988,270	\$5,000,000	-	\$11,353,823
Total Revenues & Transfers	\$131,137,585	\$12,336,007	\$57,283,430	\$9,247,725	\$8,925	\$210,013,672
Expenditure						
City Council	\$219,315	-	-	-	-	\$219,315
City Manager	1,174,370	-	-	\$343,561	-	1,517,931
City Clerk	1,600,066	-	-	-	-	1,600,066
Housing	31,471	-	-	1,925,822	-	1,957,293
Recycling	-	-	-	334,201	-	334,201
Law	2,771,575	-	-	-	-	2,771,575
Finance	3,465,830	-	-	-	-	3,465,830
Human Resources	1,935,848	-	-	-	-	1,935,848
Information Technology	3,175,177	\$770,551	-	-	-	3,945,728
General Government	3,751,286	9,505,494	-	-	-	13,256,780
Fire	23,201,176	-	-	-	-	23,201,176
Police Administration	3,190,689	-	-	22,223	-	3,212,912

Citywide Summary of Activities FY 2020/21

	General Fund	Internal Service Funds	Enterprise Funds	Special Revenue Funds	Trust Funds	Total
Expenditure						
Police Investigation	\$6,713,071	-	-	-	-	\$6,713,071
Police Operations	13,797,170	-	-	-	-	13,797,170
Police Special Operations	3,273,343	-	-	\$30,000	-	3,303,343
Police Support Services	3,676,261	-	-	-	-	3,676,261
CD_Administration	1,090,305	-	-	-	-	1,090,305
Traffic Engineering	1,962,090	\$350,000	-	-	-	2,312,090
Building and Safety	3,391,400	-	-	-	-	3,391,400
Permit Center	712,669	-	-	-	-	712,669
Planning	3,811,541	-	-	-	-	3,811,541
Engineering Services	2,607,368	-	-	212,125	-	2,819,493
GHAD	-	-	-	16,214	-	16,214
Private Development	489,392	-	-	-	-	489,392
Construction Inspection	1,142,147	-	-	-	-	1,142,147
Landscape Architecture	450,227	-	-	37,500	-	487,727
Business License	533,056	-	-	-	-	533,056
Communications	379,114	-	-	-	-	379,114
Downtown Economic Development	704,884	-	-	-	-	704,884
Transportation Systems Management	207,899	-	-	-	-	207,899
Ops_Administration	968,367	-	-	100,000	-	1,068,367
Streets	3,445,957	220,000	-	-	-	3,665,957
Ops Support Services	5,908,108	4,500,894	-	-	-	10,409,002
Parks	8,970,573	1,287,000	-	-	-	10,257,573
Library & Recreation	2,967,444	-	-	6,500	-	2,973,944
Civic Arts	2,114,891	39,500	-	40,000	-	2,194,391
Human Services	1,497,644	-	-	-	-	1,497,644
Cemetery Operations	-	-	\$254,662	-	-	254,662
Golf	-	-	3,934,913	-	-	3,934,913
Library	3,963,111	-	-	35,000	-	3,998,111
Recreation Services	2,145,405	-	-	-	-	2,145,405
Transit	-	-	706,273	-	-	706,273
Water	-	-	27,695,644	-	-	27,695,644
Recycled Water	-	-	1,477,034	-	-	1,477,034
Sewer	-	-	15,168,903	-	-	15,168,903
Storm Drain	-	-	1,335,403	-	-	1,335,403
Private Trust Fund	-	-	-	-	\$40,780	40,780
Total Expenditures	\$121,440,240	\$16,673,439	\$50,572,832	\$3,103,146	\$40,780	\$191,830,437
Transfer Out	\$9,697,345	\$3,155,136	\$8,725,252	\$25,000	-	\$21,602,733
Total Expenditures & Transfers	\$131,137,585	\$19,828,575	\$59,298,084	\$3,128,146	\$40,780	\$213,433,170

General Fund Operating Budget Summary - Revenues

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Revenue					
Property Taxes	\$69,562,664	\$73,200,000	\$74,770,000	\$1,145,000	\$75,915,000
Sales Tax	22,959,956	18,969,285	22,500,000	(1,688,050)	20,811,950
Fees for Current Services	1,272,991	1,204,472	1,244,763	24,600	1,269,363
Other Taxes	12,431,126	10,987,000	12,725,000	(1,737,000)	10,988,000
Grants and Subventions	988,833	453,200	817,500	305,200	1,122,700
Interfund Revenue	2,387,017	2,333,325	2,550,406	36,648	2,587,054
Interest Income and Rent	526,322	545,000	528,750	1,250	530,000
Recreation Revenue	4,763,484	3,791,940	4,754,713	(151,999)	4,602,714
Building Permits	2,859,453	1,715,000	2,502,000	-	2,502,000
Franchise Fees	3,075,783	5,095,000	3,285,000	(125,000)	3,160,000
Plan Check Fees	2,121,702	2,220,000	2,220,000	2,500	2,222,500
Fines and Forfeitures	356,410	309,500	259,500	50,000	309,500
Misc Reimbursements	1,304,944	1,828,316	1,519,000	659,719	2,178,719
Public Works Fees	452,995	126,500	126,500	50,000	176,500
Planning Fees	240,180	189,500	189,500	15,000	204,500
Miscellaneous Revenue	109,157	59,605	58,105	5,700	63,805
Licenses and Misc Permits	496,529	507,827	573,827	770,673	1,344,500
Library Revenue	96,998	22,050	40,000	(18,000)	22,000
Contributions and Donations	24,920	29,700	8,400	11,600	20,000
Total Revenue	\$126,031,464	\$123,587,220	\$130,672,964	(\$642,159)	\$130,030,805
Transfers-In	\$908,000	\$1,043,004	\$1,106,780	-	\$1,106,780
Total Revenue and Transfers	\$126,939,464	\$124,630,224	\$131,779,744	(\$642,159)	\$131,137,585

General Fund Operating Budget Summary - Expenditures

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Expenditures					
General Government	\$14,920,985	\$16,334,947	\$18,797,323	(\$293,271)	\$18,504,052
Public Safety	50,600,327	51,175,038	53,959,075	(107,365)	53,851,710
Community Development	14,207,391	15,025,296	15,701,652	1,401,326	17,102,978
Operations Services	20,021,055	19,979,940	20,965,701	(1,672,696)	19,293,005
Community Activities	13,627,232	14,620,645	15,058,383	(2,369,888)	12,688,495
Total Expenditures	\$113,376,990	\$117,135,866	\$124,482,134	(\$3,041,894)	\$121,440,240
Transfers-Out	\$12,485,560	\$4,734,841	\$7,197,345	\$2,500,000	\$9,697,345
Total Expenditures and Transfers	\$125,862,550	\$121,870,707	\$131,679,479	(\$541,894)	\$131,137,585

Expenses by Category - General Fund

	FY 2018/19 Actual	FY 2019/20 Mid-Year Budget	FY 2020/21 Original Budget	FY 2020/21 Mid-Term Adjustments	FY 2020/21 Mid-Term Budget
Salaries	\$57,784,788	\$60,109,829	\$63,574,936	(\$1,536,071)	\$62,038,865
Benefits	24,263,396	25,658,692	27,157,447	952,480	28,109,927
Transport and Training	1,503,647	1,791,826	2,005,196	(310,037)	1,695,159
Repair and Maintenance	8,250,153	7,175,515	6,821,937	(2,144,886)	4,677,051
Materials and Supplies	21,253,064	22,015,214	24,578,628	28,220	24,606,848
Capital Outlay	321,942	384,790	343,990	(31,600)	312,390
Total Expenditures	\$113,376,990	\$117,135,866	\$124,482,134	(\$3,041,894)	\$121,440,240

General Fund Transfer Summary

Operating Transfers	FY 2018/19 Actual	FY 2019/20 Mid-Year	FY 2020/21 Original Budget	FY 2020/21 Recommended Adjustments	FY 2020/21 Mid-Term Budget
OPERATING TRANSFERS IN - From:					
Urban Forestry Fund (1/2 of Landscape Architecture Assistant)	\$20,000	\$25,000	\$25,000	-	\$25,000
Retiree Medical Fund (Implied Subsidy)	888,000	1,006,000	1,050,000	-	1,050,000
Happy Valley Infrastructure Loan Repayment from Golf	-	12,004	31,780	-	31,780
OPERATING TRANSFERS OUT - To:					
CIPR	(9,939,195)	(2,790,48)	(5,000,000)	\$2,500,000	(2,500,000)
Senior & Low Income Water & Sewer Discounts					
Water Fund	(243,312)	(250,000)	(250,000)	-	(250,000)
Sewer Fund	(94,609)	(108,000)	(110,000)	-	(110,000)
Transit Fund (Subsidy)	(186,639)	(209,731)	(216,717)	-	(216,717)
Storm Drain Fund (Subsidy)	(330,000)	(130,000)	(330,000)	-	(330,000)
Cemetery Fund (Subsidy)	(45,000)	(50,000)	(50,000)	-	(50,000)
Repayment to Retiree Med Fund for Golf Debt	(735,000)	(1,006,000)	(1,050,000)	-	(1,050,000)
LED CEC Loan Repayment	(190,628)	(190,628)	(190,628)	-	(190,628)
Prefund Pension Liability to Trust	(721,177)	-	-	-	-
Rainy Day Fund	-	-	-	(5,000,000)	(5,000,000)
NET OPERATING TRANSFERS	(\$11,577,560)	(\$3,691,837)	(\$6,090,565)	(\$2,500,000)	(\$8,590,565)

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Personnel Overview

FY 2020/21 Operating Budget Mid-Term Update

City of Pleasanton Summary of Full-Time Staffing

	ACTUAL FY 17/18	ACTUAL FY 18/19	PROJECTED FY19/20	PROJECTED FY20/21
City Manager				
Administration	3.90	3.90	4.65	4.65
Housing	Moved to Sp. Rev Funds			
City Clerk	5.00	5.00	5.00	5.00
Information Technologies	7.06	7.06	7.56	7.56
Law	4.00	4.13	4.25	4.25
Finance	12.80	12.80	12.80	12.80
Human Resources Department	6.00	6.00	7.00	7.00
Public Safety				
Fire (LPFD - Pleasanton only)	62.25	62.25	62.75	62.75
Police	117.50	117.50	118.50	118.50
Community Development				
Administration	2.50	3.00	3.00	3.00
Building & Safety	9.00	9.00	9.00	9.00
Permit Center	3.00	3.00	3.00	3.00
Planning	9.00	9.00	9.00	9.00
Engineering and Inspection	5.00	5.00	5.00	5.00
Housing	Moved to Sp. Rev Funds			
Engineering Department	16.50	16.00	17.00	17.00
Economic Development	7.25	7.25	6.50	6.50
Operations Services				
Administration	3.00	3.50	3.20	3.20
Support Services	14.50	14.50	15.50	15.50
Streets	13.50	13.50	13.50	13.50
Parks	31.00	31.00	30.00	30.00
Community Activities				
Administration	-	8.00	8.00	7.50
Library Services	23.50	21.00	21.00	21.00
Recreation	22.95	21.46	21.46	21.46
TOTAL GENERAL FUND	379.21	383.85	387.67	387.17
Percentage Change	-0.8%	1.4%	1.3%	-0.1%

City of Pleasanton Summary of Full-Time Staffing

	ACTUAL FY 17/18	ACTUAL FY 18/19	PROJECTED FY19/20	PROJECTED FY20/21
Enterprise Funds				
PARATRANSIT	2.49	2.44	2.44	2.44
CEMETERY	0.10	0.10	0.10	0.10
WATER	22.87	22.22	24.17	24.17
RECYCLED WATER	1.50	1.75	2.20	2.20
SEWER	10.24	10.59	10.79	10.79
STORM DRAIN/URBAN RUNOFF	3.57	3.57	3.53	3.53
TOTAL ENTERPRISE FUNDS	40.77	40.67	43.23	43.23
Percentage Change	0.1%	-0.2%	6.3%	0.0%

SPECIAL REVENUE FUNDS				
LOWER INCOME HOUSING	1.30	1.30	1.30	1.30
COMMUNITY DEVELOPMENT BLOCK GRANT	0.52	0.52	0.52	0.52
H.O.M.E	0.05	0.05	0.05	0.05
RECYCLING	-	-	-	0.50
TOTAL SPECIAL REVENUE FUNDS	1.87	1.87	1.87	2.37
Percentage Change	0.0%	0.0%	0.0%	26.7%

TOTAL GENERAL, ENTERPRISE & SPECIAL REVENUE FUNDS	421.85	426.39	432.77	432.77
Percentage Change	0.4%	1.3%	1.7%	0.0%

Limited Term Staffing				
Community Development	1.00	1.00	1.00	1.00
TOTAL LIMITED TERM	1.00	1.00	1.00	1.00

Note : Actual FTE reflects vacant positions while the Projected FTE assumes all positions are filled

Personnel Summary

Projected FY 2019/20

Mid-Term FY 2020/21

Position	Projected FY 2019/20							Mid-Term FY 2020/21				
	Actual FY 17/18	Actual FY 18/19	Admin	Housing	City Clerk	Recycling	TOTAL	Admin	Housing	City Clerk	Recycling	TOTAL
City Manager	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Assistant City Manager	1.00	1.00	0.65	0.35	-	-	1.00	0.65	0.35	-	-	1.00
Assistant to the City Manager	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Executive Assistant	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Senior Mgmt Analyst	-	-	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Management Analyst	0.25	0.25	-	-	-	-	-	-	-	-	0.5	0.5
Housing Manager	0.45	0.45	-	0.45	-	-	0.45	-	0.45	-	-	0.45
City Clerk	1.00	1.00	-	-	1.00	-	1.00	-	-	1.00	-	1.00
Deputy City Clerk	1.00	2.00	-	-	2.00	-	2.00	-	-	2.00	-	2.00
Central Services Lead	1.00	1.00	-	-	1.00	-	1.00	-	-	1.00	-	1.00
Sr. Office Assistant	0.75	-	-	-	-	-	-	-	-	-	-	-
Office Assistant	1.50	1.50	-	0.50	1.00	-	1.50	-	0.50	1.00	-	1.50
Subtotal	9.95	10.20	4.65	1.30	5.00	-	10.95	4.65	1.30	5.00	0.5	11.45
Overtime	0.10	0.10	0.02	-	-	-	0.02	0.02	-	-	-	0.02
Temporary	0.50	0.50	0.10	0.22	0.06	-	0.38	-	0.22	0.05	-	0.27
TOTAL	10.55	10.8	4.77	1.52	5.06	-	11.35	4.67	1.52	5.05	0.50	11.74

Personnel Summary

Position	Projected FY 2019/20								Mid-Term FY 2020/21					
	Actual FY 17/18	Actual FY 18/19	Admin	Planning	Bldg & Safety	Permit Center	Traffic Eng	TOTAL	Admin	Planning	Bldg & Safety	Permit Center	Traffic Eng	TOTAL
Director of Community Development	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Deputy Director – City Traffic Engineer	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00	1.00
Deputy Director – Planning Manager	1.00	1.00	-	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00
Management Analyst	0.50	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Office Manager	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Office Assistant/Sr Office Asst	3.00	3.00	-	1.00	1.00	1.00	-	3.00	-	1.00	1.00	1.00	-	3.00
Sr. Planner	2.00	2.00	-	2.00	-	-	-	2.00	-	2.00	-	-	-	2.00
Associate Planner	5.00	5.00	-	5.00	-	-	-	5.00	-	5.00	-	-	-	5.00
Sr. Code Enforcement Officer	1.00	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00	-	1.00
Assoc. Transportation Engineer	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00	1.00
Engineering Tech II/III	2.00	2.00	-	-	-	-	2.00	2.00	-	-	-	-	2.00	2.00
Sr. Transportation Engineer	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00	1.00
Chief Building Official	1.00	1.00	-	-	1.00	-	-	1.00	-	-	1.00	-	-	1.00
Permit Center Manager	1.00	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00	-	1.00
Plan Checker	2.00	2.00	-	-	2.00	-	-	2.00	-	-	2.00	-	-	2.00
Lead Building Inspector	1.00	1.00	-	-	1.00	-	-	1.00	-	-	1.00	-	-	1.00
Building Inspector	2.00	2.00	-	-	2.00	-	-	2.00	-	-	2.00	-	-	2.00
Permit Tech	2.00	2.00	-	-	2.00	-	-	2.00	-	-	2.00	-	-	2.00
Subtotal	28.50	29.00	3.00	9.00	9.00	3.00	5.00	29.00	3.00	9.00	9.00	3.00	5.00	29.00
Overtime	0.39	0.45	0.06	0.28	0.08	-	0.01	0.43	-	0.17	0.36	0.07	-	0.60
Temporary	1.78	1.20	0.63	-	-	-	0.58	1.21	-	-	-	-	0.38	0.38
Ltd Term – Asst. Building Official	1.00	1.00	-	-	1.00	-	-	1.00	-	-	1.00	-	-	1.00
TOTAL	31.67	31.65	3.69	9.28	10.08	3.00	5.59	31.64	3.00	9.17	10.36	3.07	5.38	30.98

Personnel Summary

Position	Projected FY 2019/20							Mid-Term FY 2020/21				
	Actual FY 17/18	Actual FY 18/19	Econ Dev	TSM	Bus. License	Comm	TOTAL	Econ Dev	TSM	Bus. License	Comm	TOTAL
Deputy City Manager	-	-	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Director of Economic Development	1.00	1.00	-	-	-	-	-	-	-	-	-	-
Economic Development Manager	-	-	0.50	0.50	-	-	1.00	0.50	0.50	-	-	1.00
Economic Development Specialist	1.00	1.00	-	-	-	-	-	-	-	-	-	-
Sr. Accounting Asst	2.00	2.00	-	-	2.00	-	2.00	-	-	2.00	-	2.00
Office Assistant	0.50	0.50	0.50	-	-	-	0.50	0.50	-	-	-	0.50
Business Lic Prog Specialist	1.00	1.00	-	-	1.00	-	1.00	-	-	1.00	-	1.00
Management Analyst	0.75	0.75	-	-	-	-	-	-	-	-	-	-
Comm Relations Mgr/Public Info Officer	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00	1.00
Subtotal	7.25	7.25	2.00	0.50	3.00	1.00	6.50	2.00	0.50	3.00	1.00	6.50
Overtime	0.01	0.01	-	-	0.01	-	0.01	-	-	0.01	-	0.01
Temporary	0.17	0.16	-	-	0.14	0.08	0.22	-	-	0.14	-	0.14
TOTAL	7.43	7.42	2.00	0.50	3.15	1.08	6.73	2.00	0.50	3.15	1.00	6.65

Personnel Summary

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 19/20	Mid-Term FY 20/21
Director of Engineering	1.00	1.00	1.00	1.00
Management Analyst	0.50	-	-	-
Office Assistant./ Sr. Office Assistant	1.00	1.00	1.00	1.00
Senior Civil Engineer	2.00	2.00	2.00	2.00
Associate Civil Engineer	3.00	3.00	4.00	4.00
Construction Inspector	4.00	4.00	4.00	4.00
Construction Services Manager	1.00	1.00	1.00	1.00
Engineering Tech I/II	2.00	2.00	2.00	2.00
Landscape Architect	1.00	1.00	1.00	1.00
Landscape Architect Asst.	1.00	1.00	1.00	1.00
Subtotal	16.50	16.00	17.00	17.00
Overtime	0.38	0.24	0.24	0.24
Temporary	0.10	0.43	0.18	0.18
TOTAL	16.98	16.67	17.42	17.42

Personnel Summary

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 19/20	Mid-Term FY 20/21
Director of Finance	0.80	0.80	0.80	0.80
ERP Coordinator	1.00	1.00	1.00	1.00
Financial Services Manager	2.00	2.00	2.00	2.00
Special Projects Manager	1.00	1.00	1.00	1.00
Administrative Assistant	1.00	1.00	2.00	2.00
Supervising Senior Acct.	-	1.00	1.00	1.00
Senior Accountant	4.00	-	-	-
Junior Accountant	-	2.00	2.00	2.00
Payroll Coordinator	1.00	1.00	1.00	1.00
Sr. Accounting Asst	1.00	1.00	1.00	1.00
Accounting Asst	1.00	2.00	1.00	1.00
Subtotal	12.80	12.80	12.80	12.80
Overtime	0.08	0.09	0.09	0.09
TOTAL	12.88	12.89	12.89	12.89

Personnel Summary

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 19/20	Mid-Term FY 20/21
Director of Human Resources & Labor Relations	1.00	1.00	1.00	1.00
Human Resources Manager	1.00	1.00	1.00	1.00
Management Analyst	1.00	1.00	1.00	1.00
Human Resources Coordinator	2.00	2.00	3.00	3.00
Human Resources Technician	1.00	1.00	1.00	1.00
Subtotal	6.00	6.00	7.00	7.00
Overtime	-	-	0.02	0.02
Temporary	0.04	0.15	0.18	0.18
TOTAL	6.04	6.15	7.20	7.20

Information Technology Department – General Fund

Personnel Summary

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 19/20	Mid-Term FY 20/21
Director of Information Technology	0.90	0.90	0.90	0.90
Info Tech Coord II	5.00	5.00	5.00	5.00
GIS Coordinator	0.66	0.66	0.66	0.66
GIS Technician II	0.50	0.50	1.00	1.00
Subtotal	7.06	7.06	7.56	7.56
Overtime	0.10	0.23	0.23	0.23
Temporary	0.50	0.75	0.65	0.65
TOTAL	7.66	8.04	8.44	8.44

Personnel Summary

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 19/20	Mid-Term FY 20/21
City Attorney	1.00	1.00	1.00	1.00
Assistant City Attorney	2.00	2.13	2.25	2.25
Administrative Assistant	1.00	1.00	1.00	1.00
Subtotal	4.00	4.13	4.25	4.25
Temporary	0.08	0.08	0.08	0.08
TOTAL	4.08	4.20	4.33	4.33

Personnel Summary

Projected FY 2019/20

Mid-Term FY 2020/21

Position	Projected FY 2019/20						Mid-Term FY 2020/21			
	Actual FY 17/18	Actual FY 18/19	Admin	Library	Recreation	TOTAL	Admin	Library	Recreation	TOTAL
Director of Library and Recreation	1.00	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Assistant Director of Library and Recreation	1.00	2.00	-	1.00	1.00	2.00	-	1.00	1.00	2.00
Management Analyst	1.00	1.00	1.00	-	-	1.00	0.50	-	-	0.50
Office Manager	1.00	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Library Manager	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Office Assistant/Sr. Office Assistant	2.00	3.00	3.00	-	-	3.00	3.00	-	-	3.00
Community & Public Relations Coordinator	-	1.00	1.00	-	-	1.00	1.00	-	-	1.00
Recreation Manager	3.00	3.00	-	-	3.00	3.00	-	-	3.00	3.00
Library/Recreation Coordinator	8.60	9.85	-	1.00	9.85	10.85	-	1.00	10.00	11.00
Theater Technician	1.00	1.00	-	-	1.00	1.00	-	-	1.00	1.00
Recreation Supervisor	6.00	6.00	-	-	6.00	6.00	-	-	6.00	6.00
Senior Recreation Prog. Specialist	2.00	2.00	-	-	2.00	2.00	-	-	2.00	2.00
Senior Librarian	4.00	3.00	-	3.00	-	3.00	-	3.00	-	3.00
Librarian	5.75	5.75	-	5.75	-	5.75	-	5.75	-	5.75
Supervising Library Clerk	1.00	1.00	-	1.00	-	1.00	-	1.00	-	1.00
Library Clerk	5.75	6.25	-	6.25	-	6.25	-	6.25	-	6.25
Library Assistant	4.00	4.00	-	3.00	-	3.00	-	3.00	-	3.00
Paratransit Dispatcher	1.00	1.00	-	-	1.00	1.00	-	-	1.00	1.00
Subtotal	48.10	52.85	8.00	21.00	23.85	52.85	7.50	21.00	24.00	52.50
Overtime	0.54	0.50	0.03	0.01	0.38	0.41	0.03	0.01	0.38	0.41
Temporary	71.88	71.69	2.14	11.79	64.21	78.14	0.74	3.02	21.28	25.04
TOTAL	120.52	125.04	10.17	32.80	88.44	131.40	8.27	24.03	45.66	77.96

Personnel Summary

Projected FY 2019/20

Mid-Term FY 2020/21

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 2019/20				Mid-Term FY 2020/21			
			Admin	Prevention	Operations	TOTAL	Admin	Prevention	Operations	TOTAL
Fire Chief	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Deputy Chief	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Asst Chief	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Battalion Chief	2.00	2.00	2.00	-	-	2.00	2.00	-	-	2.00
Fire Marshal	0.50	0.50	-	0.50	-	0.50	-	0.50	-	0.50
Asst Fire Marshal	0.50	0.50	-	0.50	-	0.50	-	0.50	-	0.50
Emergency Prep Coordinator	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
EMS Manager	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Management Analyst	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Administration Manager	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Fire Captain	15.00	15.00	-	-	15.00	15.00	-	-	15.00	15.00
Fire Engineer	15.00	15.00	-	-	15.00	15.00	-	-	15.00	15.00
Firefighter/Paramedic	15.00	15.00	-	-	15.00	15.00	-	-	15.00	15.00
Firefighter	6.00	6.00	-	-	6.00	6.00	-	-	6.00	6.00
Fire / Hazmat Inspector	2.50	2.50	-	3.00	-	3.00	-	3.00	-	3.00
Office Manager	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Administrative Asst	0.50	0.50	0.50	-	-	0.50	0.50	-	-	0.50
Office Asst	1.00	1.00	-	1.00	-	1.00	-	1.00	-	1.00
Training Coordinator	0.25	0.25	0.25	-	-	0.25	0.25	-	-	0.25
Subtotal	62.25	62.25	6.75	5.00	51.00	62.75	6.75	5.00	51.00	62.75
Overtime	24.68	26.17	0.02	0.09	20.63	20.74	0.02	0.09	23.05	23.16
Temporary	2.27	2.16	2.16	-	-	2.16	2.16	-	-	2.16
TOTAL	89.19	90.58	8.94	5.09	71.63	85.65	8.94	5.09	74.05	88.07

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Personnel Summary

Projected FY 2019/20

Mid-Term FY 2020/21

Position	Actual FY 17/18	Actual FY 18/19	Projected FY 2019/20				Mid-Term FY 2020/21					
			Admin	Support Svcs	Streets	Parks	TOTAL	Admin	Support Svcs	Streets	Parks	TOTAL
Director of Operations Services	0.50	0.50	0.50	-	-	-	0.50	0.50	-	-	-	0.50
Managing Director Utilities/Enviro Svcs	-	-	0.20	-	-	-	0.20	0.20	-	-	-	0.20
Assistant Director of Operations Services	-	0.50	-	-	-	-	-	-	-	-	-	-
Environmental Services Manager	0.50	0.50	0.50	-	-	-	0.50	0.50	-	-	-	0.50
Operations Superintendent	1.00	1.00	-	0.50	0.50	-	1.00	-	0.50	0.50	-	1.00
Training and Emergency Services Manager	-	0.80	0.80	-	-	-	0.80	0.80	-	-	-	0.80
Deputy Director Business Svcs	-	-	0.20	-	-	-	0.20	0.20	-	-	-	0.20
Revenue Manager	0.20	0.20	-	-	-	-	-	-	-	-	-	-
Management Analyst	0.50	0.50	0.25	-	-	-	0.25	0.25	-	-	-	0.25
Environmental Services Specialist	-	-	0.25	-	-	-	0.25	0.25	-	-	-	0.25
Admin Assistant	0.50	0.50	0.50	-	-	-	0.50	0.50	-	-	-	0.50
Park Main Superintendent	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00	1.00
Park Main Coordinator	1.00	1.00	-	-	-	-	-	-	-	-	-	-
Operations Services Supervisor	4.00	4.00	-	1.00	1.00	3.00	5.00	-	1.00	1.00	3.00	5.00
Operations Services Lead	10.00	10.00	-	2.00	2.00	5.00	9.00	-	2.00	2.00	5.00	9.00
Operations Services Worker	31.00	31.00	-	-	-	-	-	-	-	-	-	-
Building Maintenance Worker	-	-	-	5.00	-	-	5.00	-	5.00	-	-	5.00
Park Landscape Maintenance Worker I/II	-	-	-	-	-	8.00	8.00	-	-	-	8.00	8.00
Street Maintenance Worker I/II	-	-	-	-	10.00	-	10.00	-	-	10.00	-	10.00
Building Maintenance Worker I/II	3.00	3.00	-	3.00	-	-	3.00	-	3.00	-	-	3.00
Park Maintenance Worker I/II	4.00	4.00	-	-	-	13.00	13.00	-	-	-	13.00	13.00
Lead Equipment Mechanic	1.00	1.00	-	1.00	-	-	1.00	-	1.00	-	-	1.00
Equipment Mechanic	3.00	3.00	-	3.00	-	-	3.00	-	3.00	-	-	3.00
Subtotal	61.20	62.50	3.20	15.50	13.50	30.00	62.20	3.20	15.50	13.50	30.00	62.20
Overtime	0.34	0.35	0.01	0.15	0.01	0.06	0.24	0.01	0.15	0.01	0.06	0.24
Temporary	7.28	7.62	2.66	2.02	1.55	4.68	10.91	0.73	0.86	0.57	0.54	2.70
TOTAL	68.82	70.47	5.87	17.67	15.06	34.75	73.34	3.94	16.51	14.08	30.60	65.13

Personnel Summary

Position	Projected FY 2019/20							Mid-Term FY 2020/21				
	Actual FY 17/18	Actual FY 18/19	Water	Sewer	Storm	Recycled Water	TOTAL	Water	Sewer	Storm	Recycled Water	TOTAL
Director of Operations Services	0.50	0.50	0.25	0.25	-	-	0.50	0.25	0.25	-	-	0.50
Managing Director Utilities/Enviro Svcs	-	-	0.50	0.30	-	-	0.80	0.50	0.30	-	-	0.80
Assisstant Director of Operations	1.00	0.50	-	-	-	-	-	-	-	-	-	-
Utilities Division Manager	1.00	1.00	0.50	0.15	0.15	0.20	1.00	0.50	0.15	0.15	0.20	1.00
Utilities Planning Manager	-	1.00	1.20	0.80	-	-	2.00	1.20	0.80	-	-	2.00
Assoc Utility Engineer	0.70	0.70	0.35	0.35	-	-	0.70	0.35	0.35	-	-	0.70
Training and Emergency Services Manager	-	0.20	0.10	0.10	-	-	0.20	0.10	0.10	-	-	0.20
Management Analyst	1.00	1.00	0.25	0.50	-	-	0.75	0.25	0.50	-	-	0.75
Environmental Services Specialist	-	-	0.25	-	-	-	0.25	0.25	-	-	-	0.25
Deputy Director Business Services	-	-	0.80	-	-	-	0.80	0.80	-	-	-	0.80
Revenue Manager	0.80	0.80	-	-	-	-	-	-	-	-	-	-
Accounting Assistant	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Laboratory Services Specialist	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Chief Utility Systems Operator	1.00	1.00	0.40	0.40	0.20	-	1.00	0.40	0.40	0.20	-	1.00
Lead Utility Systems Operator	4.00	4.00	2.00	1.37	0.63	-	4.00	2.00	1.37	0.63	-	4.00
Utility Systems Operator I/II	10.00	10.00	6.00	4.00	-	-	10.00	6.00	4.00	-	-	10.00
Operations Services Worker	8.00	8.00	-	-	-	-	-	-	-	-	-	-
Utilities Maintenance Supervisor	-	-	0.50	0.50	-	-	1.00	0.50	0.50	-	-	1.00
Utilities Maintenance Worker	-	-	5.00	1.00	1.00	1.00	8.00	5.00	1.00	1.00	1.00	8.00
Water Conservation Technician	1.00	1.00	0.25	-	-	0.75	1.00	0.25	-	-	0.75	1.00
Environmental Services Manager	0.25	0.50	-	-	0.25	0.25	0.50	-	-	0.25	0.25	0.50
Environmental Compliance Supervisor	1.00	1.00	-	-	1.00	-	1.00	-	-	1.00	-	1.00
Admin Assistant	0.50	0.50	0.25	0.25	-	-	0.50	0.25	0.25	-	-	0.50
Business Services Manager	1.00	-	-	-	-	-	-	-	-	-	-	-
Sr Customer Service Rep	1.00	1.00	1.00	-	-	-	1.00	1.00	-	-	-	1.00
Customer Service Rep	2.00	2.00	2.00	-	-	-	2.00	2.00	-	-	-	2.00
Director of Finance	0.20	0.20	0.10	0.10	-	-	0.20	0.10	0.10	-	-	0.20
Director Information Technology	0.10	0.10	0.05	0.05	-	-	0.10	0.05	0.05	-	-	0.10
GIS Coordinator	0.34	0.34	0.17	0.17	-	-	0.34	0.17	0.17	-	-	0.34
GIS Tech	0.50	0.50	0.25	0.50	-	-	0.75	0.25	0.50	-	-	0.75
Associate Civil Engineer	0.30	0.30	-	-	0.30	-	0.30	-	-	0.30	-	0.30
Subtotal	38.19	38.14	24.17	10.79	3.53	2.20	40.69	24.17	10.79	3.53	2.20	40.69
Overtime	1.07	0.95	0.65	0.18	0.06	0.04	0.94	0.65	0.18	0.06	0.04	0.94
Temporary	8.50	9.43	6.29	2.26	1.10	-	9.65	6.73	1.52	1.31	-	9.56
TOTAL	47.75	48.52	31.11	13.24	4.68	2.24	51.28	31.55	12.49	4.90	2.24	51.19
Total Operations Services Department	116.57	118.99	36.98	30.90	19.74	36.99	124.62	35.50	29.00	18.98	32.85	116.32

Personnel Summary

Projected FY 2019/20

Mid-Term FY 2020/21

Position	Projected FY 2019/20								Mid-Term FY 2020/21					
	Actual FY 17/18	Actual FY 18/19	Admin	Support Svcs	Operations	Investigations	Special Operations	TOTAL	Admin	Support Svcs	Operations	Investigations	Special Operations	TOTAL
Police Chief	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Police Captain	2.00	2.00	-	-	1.00	1.00	-	2.00	-	-	1.00	1.00	-	2.00
Police Lieutenant	5.00	5.00	-	-	3.00	1.00	1.00	5.00	-	-	3.00	1.00	1.00	5.00
Police Sergeant	13.00	13.00	1.00	-	7.00	3.00	2.00	13.00	1.00	-	7.00	3.00	2.00	13.00
Police Officer	62.00	62.00	1.00	-	42.00	14.00	5.00	62.00	1.00	-	42.00	14.00	5.00	62.00
Administrative Assistant	1.00	1.00	0.50	-	0.50	-	-	1.00	0.50	-	0.50	-	-	1.00
Management Analyst	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Office Assistant	1.00	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00	-	1.00
Support Services Manager	1.00	1.00	-	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00
Crime Analyst	1.00	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00	-	1.00
Dispatch Supervisor	4.00	4.00	-	4.00	-	-	-	4.00	-	4.00	-	-	-	4.00
Dispatcher	11.50	11.50	-	11.50	-	-	-	11.50	-	11.50	-	-	-	11.50
Accounting Asst	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Police Records Clerk	3.00	3.00	-	3.00	-	-	-	3.00	-	3.00	-	-	-	3.00
Animal Services Officer	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00	1.00
Property Evidence Tech	1.00	1.00	-	-	-	1.00	-	1.00	-	-	-	1.00	-	1.00
Community Service Officer	7.00	6.00	1.00	-	4.00	-	2.00	7.00	1.00	-	4.00	-	2.00	7.00
Community and Public Relation Coord.	-	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00	1.00
Maintenance Assistant	1.00	1.00	1.00	-	-	-	-	1.00	1.00	-	-	-	-	1.00
Subtotal	117.50	117.50	7.50	19.50	57.50	22.00	12.00	118.50	7.50	19.50	57.50	22.00	12.00	118.50
Overtime	0.53	8.84	0.60	0.92	5.75	1.72	0.40	9.39	0.40	0.58	3.45	1.00	0.35	5.78
Temporary	2.74	3.06	1.85	1.06	0.53	0.26	-	3.70	1.16	0.92	0.73	0.39	-	3.20
TOTAL	120.77	129.40	9.95	21.48	63.78	23.98	12.40	31.59	9.06	21.00	61.68	23.39	12.35	127.48

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