



CITY COUNCIL STAFF REPORT

TO: Honorable Mayor and City Council **DATE:** June 17, 2019

FROM: Matthew Bronson, City Manager

PREPARED BY: Matthew Bronson, City Manager
Deanne Purcell, Administrative Services Director

SUBJECT: Adoption of FY 2019-20 Budget and FY 2019-23 Capital Improvement Program

RECOMMENDATION

Adopt Resolutions to adopt and appropriate funds for the FY 2019-20 budget and FY 2019-23 Capital Improvement Program, set the FY 2019-20 Appropriations Limit from Tax Proceeds, and establish authorized positions in departments for FY 2019-20.

BACKGROUND

On June 3, 2019, staff presented the 2018-19 Proposed Budget to the City Council for review and public comment. The total proposed citywide budget for FY 2019-20 is \$28.6 million, including \$12.3 million in the City's General Fund, \$4.4 million in Enterprise Funds including Water and Wastewater Funds, and \$1.5 million in Special Revenue Funds, not including the Capital Improvement Program (CIP). The five-year CIP includes \$10.3 million in funding in FY 2019-20 for key capital projects or 36% of the total proposed citywide budget. These expenditures include salaries, benefits, services, supplies, maintenance, debt service, and capital-related items over the next fiscal year. The FY 2019-20 Proposed Budget is a balanced budget that reflects the City's positive financial position in the next fiscal year and beyond given positive economic trends and projected revenue growth. The Proposed Budget maintains current service levels with a 2% average increase in ongoing operating costs and leads to a modest General Fund surplus of revenues over expenditures after previous temporary gaps with ending reserves of 28% which is substantially higher than the Council policy goal of 20%.

Budget changes are identified in the City Manager's Letter of Transmittal in the budget document previously provided to the Council and posted on the City's website for review. The Proposed Budget maintains existing services with targeted investments in addressing Council Goals with a focus on the four Major City Goals: Economic Development, Environmental Sustainability, Public Safety, and Street and Other Capital Improvements. These investments include \$217,000 for the second year implementation of the Five Cities Fire Authority strategic plan to transition the use of Reserve Firefighters to permanent Firefighter positions at the Grover Beach station and \$142,000 in additional Police staffing including a new Sergeant position to enhance field supervision and increasing two part-time positions to full-time given workload. The budget assumes a 4.8% increase in property tax revenues, 16% increase in sales tax revenues, 29% increase in transient occupancy tax revenues, and \$1.5 million in commercial cannabis tax revenues in addition to application and regulatory fees.

After reviewing the Proposed Budget on June 3, the Council indicated its overall support for the Proposed Budget and did not identify specific budget changes in beginning the new fiscal year. One area that the Council expressed interest in seeing more funding allocated next year is economic development since only \$25,000 is currently allocated for this Major City Goal. This allocation is intended to support business development efforts in conjunction with regional partners such as the South County Chambers of Commerce and Economic Vitality Corporation. Potential opportunities include business retention and attraction efforts and promotion of the new broadband fiber network and the creation of an incubation/co-working space for new businesses to utilize the faster internet service. However, staff recognizes that this amount is small as it does not include an estimated \$192,000 in one-time economic development funding from passage of SB 1090 to mitigate regional impacts from the closure of the Diablo Canyon Power Plant. Staff anticipates that the City will receive these funds by September and will schedule an agenda item this fall for the Council to discuss potential economic development activities using these and other funding sources.

Overall, the City is in a strong fiscal position that underscores the Council's leadership in seeking revenue opportunities and staff's diligence in managing costs while implementing Council policy direction. The FY 2019-20 budget represents a prudent fiscal approach that maintains current service levels and continues to make targeted investments to address Council Goals while establishing reserves that exceed the Council's goal of at least 20% of operating expenditures. While the City's fiscal outlook is positive with projected revenue growth, there are significant long-term challenges to address including the growing likelihood of an economic downturn and a significant increase in pension costs. These challenges require us to be diligent with our expenditures and focus projected revenues on targeted one-time and ongoing investments. The Proposed Budget seeks to achieve this over the next fiscal year by producing sizeable ending reserves where a portion could be used for one-time needs over the next fiscal year such as funding infrastructure or equipment and paying down pension liabilities. Staff will return to the Council in the next fiscal year with recommendations on such potential uses.

The Council is asked to adopt the related Resolutions to approve a final budget and personnel allocation for FY 2019-20. Pending Council's adoption, staff will incorporate the changes with the final budget to begin on July 1, 2019. Staff will also create an adopted budget document and provide this document to Council Members and post on the City's website in July. Staff will return to the Council with quarterly financial reports over the next fiscal year.

FISCAL IMPACT

Adoption of the FY 2019-20 budget appropriates \$28.6 million in total citywide expenditures based on estimated revenues of \$28.6 million.

ALTERNATIVES

The City Council has the following alternatives to consider:

1. Adopt Resolutions to adopt and appropriate funds for the FY 2019-20 budget and FY 2019-23 Capital Improvement Program, set the FY 2019-20 Appropriations Limit from Tax Proceeds, and establish authorized positions in departments for FY 2019-20; or
2. Provide alternate direction to staff.

PUBLIC NOTIFICATION

The agenda was posted in accordance with the Brown Act.

ATTACHMENTS

1. Annual Appropriation Resolution
2. Gann Limit Resolution
3. Position Allocation Resolution

RESOLUTION NO. 19-__

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH,
CALIFORNIA APPROPRIATING THE FY 2019-20 BUDGET**

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

PART I

THAT the amounts set forth for the purposes named herein shall, upon the adoption of this Resolution, become the Budget for the City of Grover Beach for FY 2019-20; and

PART II

THAT the general provisions governing this Resolution shall be as follows:

SECTION 1. APPROPRIATION OF THE FY 2019-20 BUDGET. Monies are hereby appropriated from each of the several funds of the City to each department of the City in the amounts set forth herein for employee services, supplies & services, minor capital, special activities, and capital improvements.

SECTION 2. TRANSFERS BETWEEN APPROPRIATIONS AND INCREASE IN APPROPRIATIONS.

- a. Consistent with the Financial Policies of the City that are contained in Resolution No. 18-62 of the City Council, any adjustments in the amounts appropriated for the purposes indicated herein at the department/fund level shall be made only upon the motion to amend this Resolution adopted by the affirmative votes of a majority of a quorum of the City Council. Administrative changes within the department/fund level may be made without the approval of the City Council pursuant to Subsection (d) of this Section.
- b. For accounting and auditing convenience, accounts may be established to receive transfers of appropriations from department appropriations for capital improvements & special activities in two or more different funds for the same project.
- c. Department appropriations in Intra-governmental Service Funds (ISF) may be administratively adjusted, provided no amendment to this Resolution would be required to adjust the appropriation in the department receiving the service from the ISF.
- d. Any adjustments made pursuant to Subsections (a), (b) or (c) of this Section shall be made consistent with written guidelines established by the City Manager.

SECTION 3. TRANSFER WITHIN AN APPROPRIATION. The funds allocated to the respective accounting object classes comprising the total appropriation for each program or department are for purposes of budgeting consideration and convenience only and are not intended to constitute separate appropriations; provided, however, that funds allocated to an object class may be expected for the purposes of any other object class if such expenditures are within the written guidelines established by the City Manager.

SECTION 4. CONTRADICTORY PROVISIONS OF PREVIOUS RESOLUTIONS. Any other prior Resolution or provision thereof of the City Council respecting the appropriation and administration of the FY 2019-20 Budget which is in contradiction with this Resolution is hereby superseded. Notwithstanding any other provisions of this Resolution, no funds appropriated into the Reserves of the City shall be expended, transferred, obligated, used, encumbered or otherwise disposed of except as specifically authorized by previously approved bonded indebtedness or until the City Council reallocates such appropriations by amending this Resolution as provided in Subsection 2(a) of this Part.

SECTION 5. ADMINISTRATION. The City Manager or his/her designee shall maintain all changes to this Resolution and shall cause to be filed with the City Clerk and the Administrative Services Director a copy of, and subsequent amendments to, this Resolution following its adoption by the City Council.

SECTION 6. CLERICAL CORRECTIONS. The adoption of this Resolution implements the motions and actions of the City Council with respect to the proposed Budget, as amended by those motions and actions, if any, for the direction in drafting this Resolution. By adoption of this Resolution, the City Council hereby directs responsible City staff members to make necessary technical and clerical corrections to this Resolution to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council's adoption of this Resolution.

PART III

THAT the following amounts are appropriated to the various departments for the purpose or purposes indicated:

<u>FUND 01 - GENERAL FUND</u>	FY 2019-20
TO: ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Information Technology	\$520,575
TO: CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources, Cannabis Regulatory	1,070,422
TO: COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	989,245
TO: PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	438,751
TO: POLICE DEPARTMENT Police Support Services, Police Operations, Investigations, Communications & Records	4,297,905

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Facility Maintenance, Street Construction and Repair, City Shop/Corp Yard, Code Enforcement	1,200,120
TO: NON DEPARTMENTAL	3,418,016
TO: NON DEPARTMENTAL Transfers Out	293,400
TO: CAPITAL IMPROVEMENT PROGRAM	<u>118,000</u>
SUBTOTAL OPERATING & CAPITAL	\$12,346,434
TO: NON-DEPARTMENTAL General Reserve	2,721,020
TO: NON-DEPARTMENTAL Emergency Reserve	<u>594,990</u>
SUBTOTAL RESERVES	<u>\$3,316,010</u>
TOTAL GENERAL FUND	<u>\$15,662,444</u>
<u>FUND 10 - PARKS CONSTRUCTION FUND</u>	
TO: PARKS AND RECREATION DEPARTMENT Parks Facilities	\$9,000
TO: CAPITAL IMPROVEMENT PLAN	<u>14,000</u>
TOTAL PARKS CONSTRUCTION FUND	<u>\$ 23,000</u>
<u>FUND 16 - SUBSIDIZED SENIOR TRANSPORTATION FUND</u>	
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Senior Taxi Program	\$5,000
TOTAL SUBSIDIZED SENIOR TRANSP. FUND	<u>\$5,000</u>
<u>FUND 17 - GAS TAX FUND</u>	
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	\$247,950
TO: CAPITAL IMPROVEMENT PLAN	250,000
TO: NON-DEPARTMENTAL Transfers Out	<u>3,000</u>
TOTAL GAS TAX FUND	<u>\$500,950</u>

FUND 18 - LOCAL TRANSPORTATION FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT General Accounting	\$4,500
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	80,000
TO: CAPITAL IMPROVEMENT PLAN	<u>1,146,813</u>
TOTAL LOCAL TRANSPORTATION FUND	<u>\$1,231,313</u>

FUND 19 – ROAD MAINTENANCE AND REHABILITATION FUND

TO: CAPITAL IMPROVEMENT PLAN	<u>\$500,846</u>
TOTAL ROAD MAINTENANCE AND REHABILITATION FUND	<u>\$500,846</u>

FUND 20 – STREET REHABILITATION AND REPAIR FUND

TO: STREET CONSTRUCTION AND REPAIR Street Construction and Repair	\$494,185
TO: CAPITAL IMPROVEMENT PLAN	<u>5,000,483</u>
TOTAL STREET REHABILITATION & REPAIR FUND	<u>\$5,494,668</u>

FUND 31 – CDBG – NON ENTITLEMENT FUND

TO: CDBG Supplies and Services	\$384,174
TO: CAPITAL IMPROVEMENT PLAN	<u>1,801,415</u>
TOTAL STREET REHABILITATION & REPAIR FUND	<u>\$2,185,589</u>

FUND 35 - PUBLIC SAFETY GRANTS FUND

TO: POLICE DEPARTMENT Police Operations, Investigations; Communications & Records	<u>\$166,500</u>
TOTAL PUBLIC SAFETY GRANTS FUND	<u>\$166,500</u>

FUND 43 – STATE MANDATED ADA FUND

TO: COMMUNITY DEVELOPMENT DEPARTMENT Planning	\$3,120
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TO: NON-DEPARTMENTAL 6,000
Transfers Out

TOTAL STATE MANDATED ADA FUND \$9,120

FUND 50 – TRANSPORTATION DEVELOPMENT IMPACT FEE FUND

TO: TRANSPORTATION DEVELOPMENT IMPACT FEE \$ 7,500
Streets

TOTAL TRANSPORTATION DEVELOPMENT IMPACT FEE FUND \$ 7,500

FUND 51 – LAW ENFORCEMENT DEVELOPMENT IMPACT FEE FUND

TO: LAW ENFORCEMENT DEVELOPMENT IMPACT FEE \$ 7,500
Operations

TOTAL LAW ENFORCEMENT DEVELOPMENT IMPACT FEE FUND \$ 7,500

FUND 52 – ADMINISTRATIVE DEVELOPMENT IMPACT FEE FUND

TO: ADMINISTRATIVE DEVELOPMENT IMPACT FEE \$ 7,500
Supplies and services

TOTAL ADMINISTRATIVE DEVELOPMENT IMPACT FEE FUND \$ 7,500

FUND 53 – FIRE DEVELOPMENT IMPACT FEE FUND

TO: NON DEPARTMENTAL \$7,500
Supplies and Services

TOTAL FIRE DEVELOPMENT IMPACT FEE FUND \$7,500

FUND 54 – STORMWATER DEVELOPMENT IMPACT FEE FUND

TO: STORMWATER \$7,500
Supplies and Services

TOTAL STORMWATER DEVELOPMENT IMPACT FEE FUND \$7,500

FUND 55 – WASTEWATER DEVELOPMENT IMPACT FEE FUND

TO: WASTEWATER \$ 7,500
Wastewater System

TO: CAPITAL IMPROVEMENT PLAN \$303,000

TOTAL WASTEWATER DEVELOPMENT IMPACT FEE FUND \$310,500

FUND 56 – PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND

TO: PARKS FACILITIES Parks Facilities	\$ 7,500
TO: CAPITAL IMPROVEMENT PLAN	\$118,000
TOTAL PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND	<u>\$125,500</u>

FUND 57 – RECREATION FACILITIES DEVELOPMENT IMPACT FEE FUND

TO: RECREATION Recreation	\$ 7,500
TOTAL RECREATION FACILITIES DEVELOPMENT IMPACT FEE FUND	<u>\$ 7,500</u>

FUND 58 – WATER DEVELOPMENT IMPACT FEE FUND

TO: WATER Water System	\$ 7,500
TO: CAPITAL IMPROVEMENT PLAN	\$ 31,500
TOTAL WATER DEVELOPMENT IMPACT FEE FUND	<u>\$ 39,000</u>

FUND 71 – EQUIPMENT REPLACEMENT FUND

TO: ADMINISTRATIVE SERVICES DEPARTMENT Minor Capital & Debt Service	\$25,000
TO: PUBLIC WORKS AND UTILITIES Minor Capital & Debt Service	\$21,808
TO: POLICE Minor Capital & Debt Service	<u>73,382</u>
TOTAL EQUIPMENT REPLACEMENT FUND	<u>\$120,190</u>

FUND 80 - WASTEWATER ENTERPRISE FUND

TO: NON-DEPARTMENTAL	\$135,038
TO: PUBLIC WORKS UTILITIES DEPARTMENT Wastewater System, Storm Water System	596,268
TO: ADMINISTRATIVE SERVICES DEPARTMENT Utility Billing	313,950
TO: CAPITAL IMPROVEMENT PLAN	500,500
TO: NON-DEPARTMENTAL	<u>205,100</u>

Transfers Out

TOTAL WASTEWATER ENTERPRISE FUND **\$1,750,856**

FUND 81 - WATER ENTERPRISE FUND

TO: NON-DEPARTMENTAL	\$177,395
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Water System	2,352,324
TO: ADMINISTRATIVE SERVICES DEPARTMENT Utility Billing	311,585
TO: CAPITAL IMPROVEMENT PLAN	506,382
TO: NON-DEPARTMENTAL Transfers Out	<u>348,900</u>

TOTAL WATER ENTERPRISE FUND **\$3,696,586**

FUND 82 - WATER CONSERVATION FUND

TO: WATER CONSERVATION Water Conservation	<u>\$11,745</u>
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TOTAL WATER CONSERVATION FUND **\$11,745**

Upon motion by Council Member _____, second by Council Member _____, and on the following roll call vote:

AYES:	Council Members
NOES:	Council Members –
ABSENT:	Council Members –
ABSTAIN:	Council Members –

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California, this 17th day of June, 2019.

****DRAFT****

JEFF LEE, MAYOR

ATTEST:

WENDI SIMS, CITY CLERK

RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, SETTING THE FY 2019-20 APPROPRIATIONS LIMIT FROM TAX PROCEEDS

WHEREAS, in accordance with Article XIII B of the State Constitution, local governments are required to establish certain spending levels that cannot be exceeded; and

WHEREAS, the City of Grover Beach has established in accordance with these requirements its FY 2019-20 appropriations as its base year; and

WHEREAS, in accordance with these requirements, cities may annually increase their previous base year appropriations by the per capita income change of their City's or County's population increase; and

WHEREAS, the per capita income change from FY 2018-19 to FY 2019-20 has been set at 3.85%, and the City of Grover Beach certified population change has been set -.6200%; and

WHEREAS, the FY 2018-19 appropriation (spending) limit for Grover Beach was \$10,610,349 and, when multiplied by the allowed per capita income change increase and the certified population change increase, sets the FY 2019-20 appropriation limit from tax proceeds at \$10,950,531.

NOW, THEREFORE, BE IT RESOLVED that the City Council of the City of Grover Beach does hereby establish \$10,950,531 as its FY 2019-20 appropriation limit from tax proceeds.

Upon motion by Council Member _____, second by Council Member _____, and on the following roll call vote:

AYES:	Council Members
NOES:	Council Members –
ABSENT:	Council Members –
ABSTAIN:	Council Members –

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California this 17th day of June, 2019.

****DRAFT****

JEFF LEE, MAYOR

Attest:

WENDI SIMS, CITY CLERK

RESOLUTION NO. 19-XX

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA ESTABLISHING THE NUMBER OF AUTHORIZED POSITIONS IN THE VARIOUS DEPARTMENTS OF THE CITY FOR THE FY 2019-20 BUDGET AND ESTABLISH THE 2019-20 SALARY SCHEDULE

WHEREAS, all requisite public hearings relating to the budget have been duly held, and all necessary findings have been made.

NOW, THEREFORE, BE IT RESOLVED BY THE CITY COUNCIL:

PART I

THAT the number of permanent full-time positions in which persons may be employed by the City during FY 2019-20 is hereby establish as set forth in Part IV of this Resolution; and

PART II

THAT a change in the total number of permanent full-time positions authorized in a department in any Section of Part IV or part-time positions authorized in a department in any Section of Part V shall only be accomplished by Resolution of the City Council; and

THAT except as provided in Part III Section 3, the number of persons employed in permanent full-time positions shall not exceed the total number of authorized positions in a department in any Section of Part IV; and

PART III

THAT the number of permanent positions allocated by class to department is for budgeting consideration and convenience only, and is not intended to constitute separate authorization of permanent positions by class except as provided below:

SECTION 1. The number of permanent full-time positions allocated to any department may be adjusted, provided that the number of permanent full-time positions authorized in any Section of Part IV is not exceeded and that there are sufficient unspent appropriations available to fund the adjustment.

SECTION 2. The City Manager or his/her designee may, upon the recommendation of the Administrative Services Director, adjust the number of permanent full-time positions allocated by class within any Section of Part IV, provided that the total number of permanent positions authorized in any Section of Part IV does not change and that there are sufficient unspent appropriations as verified by the Administrative Services Department available to fund the adjustment.

SECTION 3. The number of part-time positions allocated to any department may be adjusted, provided that the number of part-time positions or their full-time equivalents (hereinafter "FTE") authorized in any Section of Part V is not exceeded and that there are sufficient unspent appropriations available to fund the adjustment.

SECTION 4. The City Manager or his/her designee may, upon the recommendation of the Administrative Services Director, adjust the number of part-time positions allocated by class within any Section of Part V, provided that the total number of part-time positions or their FTE authorized in any Section of Part V does not change and that there are sufficient unspent appropriations as verified by the Administrative Services Department available to fund the adjustment.

SECTION 5. The City Manager may, at his/her discretion, extend for a period of up to two months positions scheduled to be eliminated so as to ensure a smooth transition due to bumping, demotions, and other personnel adjustments required by attempting to accommodate employees affected by layoffs, provided that funds have been budgeted for the transition period.

SECTION 6. Any adjustment made pursuant to Sections 1 through 5 of Part III shall only be made within the guidelines established by the City Manager.

SECTION 7. By adoption of this Resolution, the City Council hereby directs responsible City staff to make necessary technical and clerical corrections to this Resolution to implement the intent of the City Council. Such corrections shall not alter, in any manner, the substance or intent of the City Council in adopting the Budget Resolution.

PART IV

THAT permanent full-time positions are authorized in the various departments as listed by Section as follows:

	<u>Months Authorized</u>	<u>Number of Positions Authorized</u>
SECTION 1. CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources	Full Year	4
SECTION 2. ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Utility Billing, Risk Management	Full Year	8
SECTION 3. COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	Full Year	5.25
SECTION 4. PUBLIC WORKS AND UTILITIES Facility Maintenance, Street Repair, City Shop/ Corp Yard, Wastewater, Water, Storm Water	Full Year	15.75
SECTION 5. PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	Full Year	2

SECTION 6.	POLICE DEPARTMENT Police Support Services, Police Operations Investigations, Communications & Records	Full Year	<u>33</u>
TOTAL PERMANENT FULL-TIME POSITIONS			<u>68</u>

PART V

THAT part-time positions are authorized in the various departments as listed by Section as follows:

		<u>Months Authorized</u>	<u>Number of FTEs Authorized</u>
SECTION 1.	CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources,	Full Year	0.00
SECTION 2.	ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Utility Billing	Full Year	0.00
SECTION 3.	COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	Full Year	0.00
SECTION 4.	PUBLIC WORKS AND UTILITIES Facility Maintenance, Street Repair, City Shop/ Corp Yard, Wastewater, Water, Storm Water	Full Year	0.63
SECTION 5.	PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	Full Year	0.60
SECTION 6.	POLICE DEPARTMENT Police Support Services, Police Operations Investigations, Communications & Records	Full Year	<u>0.60</u>
TOTAL PART-TIME POSITIONS			<u>1.83</u>

Part VI

THAT the attached salary schedule (Exhibit A) is hereby adopted beginning July 1, 2019.

Upon motion by Council Member _____, second by Council Member _____, and on the following roll call vote:

AYES: Council Members –
NOES: Council Members –
ABSENT: Council Members –
ABSTAIN: Council Members –

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at the Regular Meeting by the City Council of the City of Grover Beach, California this 17th day of June, 2019.

****DRAFT****

JEFF LEE, MAYOR

ATTEST:

WENDI SIMS, CITY CLERK

City of Grover Beach
STAFFING DETAIL & SALARY
SCHEDULE Effective: 07/01/2019

Section 1 - Executive Management

		MIN	MAX
City Manager	*	12730	16247
Police Chief	*	10651	13817
Administrative Services Director	*	9761	12519
Community Development Director	*	9582	12459
Public Works Director/City Engineer	*	9582	12459
Parks & Recreation Program Director	*	6998	8931

Steps

Section 2 - Management & Confidential

		A	B	C	D	E	F
Senior Engineer	*	7065	7418	7789	8178	8587	9016
Capital Improvement Project Manager	*	6870	7214	7575	7954	8352	8770
Senior Planner	*	6627	6958	7306	7671	8055	8458
City Clerk/Executive Assistant	*	6494	6819	7160	7518	7894	8289
Assistant Administrative Services Director	*	6224	6535	6862	7205	7565	7943
Associate Engineer	*	5953	6251	6563	6891	7236	7598
IT Specialist	*	6045	6347	6664	6997	7347	7714
Accountant	*	5412	5683	5967	6265	6578	6907
Public Works Supervisor	*	5233	5495	5770	6059	6362	6680
Management Analyst/Human Resources	*	4769	5007	5257	5520	5796	6086
Accounting Specialist		4412	4500	4590	4682	4775	4871
Administrative Analyst (Confidential)		4285	4499	4724	4960	5208	5468
Deputy City Clerk/Administrative Specialist (Conf)		3968	4166	4374	4593	4823	5064

Section 3 – Police Management & Confidential

Police Commander	*	8798	9238	9700	10185	10694
Administrative Assistant/Public Safety (Confidential)		4131	4338	4555	4783	5022

Section 4 - Competitive Service

Police Sergeant		6562	6890	7235	7597	7977	8376
Associate Planner		5479	5753	6040	6342	6659	
Assistant Engineer		5269	5532	5809	6099	6404	
Assistant Planner		5023	5274	5537	5814	6105	
Police Officer		5320	5586	5865	6158	6466	6789
Communications Supervisor		4784	5023	5274	5538	5815	6106
City Mechanic		4577	4805	5046	5298	5563	

City of Grover Beach
STAFFING DETAIL & SALARY
SCHEDULE Effective: 07/01/2019

Section 4 - Competitive Service (Cont.)

Code Compliance Officer	4480	4704	4940	5186	5446	
Maintenance Worker III	4475	4699	4934	5181	5440	
Fleet Maintenance Coordinator	4369	4587	4816	5057	5310	
Building/Planning Technician	4268	4482	4706	4941	5188	
Equipment Mechanic II	4263	4476	4700	4935	5182	
Recreation Coordinator	4263	4476	4700	4935	5182	
Lead Communications/Records Technician	4296	4511	4737	4974	5223	5484
Maintenance Worker II	4063	4266	4480	4704	4939	
Revenue Technician	4023	4224	4435	4657	4890	
Communication/Records Technician	4088	4292	4507	4732	4969	5217
Records/Property Technician	3994	4194	4404	4624	4855	5098
Administrative Secretary	3847	4039	4241	4453	4676	
Administrative Assistant III	3642	3824	4015	4216	4427	
Engineering Technician	4017	4218	4429	4650	4883	
Maintenance Specialist	3429	3600	3780	3969	4168	
Administrative Assistant II	3277	3441	3613	3793	3983	
Maintenance Worker I	3267	3430	3602	3782	3971	
Equipment Mechanic I	3267	3430	3602	3782	3971	
Administrative Assistant I	2965	3114	3269	3433	3604	

**Section 5 – Hourly/Part-Time/Miscellaneous
Classes**

Administrative Assistant I	17.36	18.23	19.14	20.10	21.10	
Administrative Assistant II	19.19	20.15	21.16	22.21	23.32	
Administrative Assistant III	21.33	22.40	23.52	24.69	25.93	
Janitor (P/T)	12.00	13.00	14.00	15.00	16.00	
Police Detective (P/T)	32.23	33.84	35.53	37.31	39.17	41.13
Reserve Police Officer:	30.69	32.23	33.84	35.53	37.31	39.17
Police Officer Trainee (F/T) (monthly)	4500.00					
Communications/Records Technician (P/T)	23.58	24.76	26.00	27.30	28.67	30.10
Property/Records Technician (P/T)	23.04	24.19	25.40	26.67	28.00	29.41

Executive Management Employee Group: Resolution No. 15-50; Resolution No. 16-34; and Resolution No. 16-36, Resolution No. 18-50
Management & Confidential Employee Group: Resolution No. 15-70; Resolution No. 16-23; Resolution No. 16-31; Resolution No. 17-10; Resolution No. 17-40; Resolution No. 18-03; and Resolution No. 18-26, Resolution No. 18-51, Resolution No. 18-91
Police Management & Confidential Employee Group: Resolution No. 15-44; Resolution No. 15-45; Resolution No. 16-32 and Resolution No. 17-18, Resolution 18-54
Police Officers Association: Resolution No. 15-75, Resolution 18-76
SEIU, Local 620: Resolution No. 15-63; Resolution No. 16-07; Resolution No. 17-37; and Resolution 18-02, Resolution 19-