



## CITY COUNCIL STAFF REPORT

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**TO:** Honorable Mayor and City Council **DATE:** June 22, 2020

**FROM:** Matthew Bronson, City Manager

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

**SUBJECT:** Adoption of FY 2020-21 Budget and FY 2021-25 Capital Improvement Program

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### **RECOMMENDATION**

Adopt Resolutions to adopt and appropriate funds for the FY 2020-21 budget and FY 2021-25 Capital Improvement Program, set the FY 2020-21 Appropriations Limit from Tax Proceeds, and establish authorized positions in departments for FY 2020-21.

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### **BACKGROUND**

On June 1, 2020, staff presented the 2020-21 Proposed Budget to the City Council for review and public comment. The total proposed citywide budget for FY 2020-21 is \$30.84 million, including \$12.96 million in the City's General Fund, \$1.17 million in the Capital Projects Fund, \$8.72 million in Enterprise Funds including Water and Wastewater Funds, and \$7.99 million in Special Revenue Funds, not including the Capital Improvement Program (CIP). The five-year CIP includes \$8.51 million in funding in FY 2020-21 for key capital projects or 28% 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 2020-21 Proposed Budget is a balanced budget despite financial impacts from the COVID-19 pandemic including a projected revenue shortfall of \$800,000. The Proposed Budget maintains current service levels with a 2% average increase in ongoing operating costs with ending reserves of 32% which is substantially higher than the Council policy goal of 25%.

Items included in the FY 2020-21 Proposed Budget 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, Housing and Homelessness, Public Safety, and Street and Other Capital Improvements. These investments include using \$3.3 million in Measure K-14 funds for street improvements and \$2.4 million in Community Development Block Grant funds for water main upgrades. Despite the projected COVID-19 impacts, the budget still assumes a 5% increase in property tax revenues and 7% increase in sales tax revenues along with \$1.5 million in commercial cannabis tax revenues in addition to application and regulatory fees.

After reviewing the Proposed Budget on June 1, the Council indicated its overall support for the Proposed Budget while providing direction on three items to include in next year's budget:

- Adding security cameras at Grover Heights Park and the Skate Park at a cost of \$20,000. This cost will be reflected in the General Fund operating budget.
- Adding sidewalk infill along 14<sup>th</sup> Street as part of the upcoming street repair project. The estimated cost of design and construction of approximately \$100,000 will be funded by Measure K-14 street repair funds.
- Adding \$50,000 in one-time General Fund reserves to fund a business microgrant program along with \$100,000 in SB 1090 funds previously committed by the Council and \$50,000 in one-time General Fund reserves for a child care initiative to address this emergent need given its impact on economic activity related to the COVID-19 pandemic.

These changes are incorporated into the final budget that the Council is asked to adopt at this meeting. The changes lower the estimated General Fund operating budget surplus to approximately \$36,000 and reduce General Fund reserves from approximately \$4 million to \$3.9 million though reserves will remain at a sufficient level of 31% of operating expenditures.

Even with the current economic uncertainties, the City's fiscal outlook is relatively stable which underscores the Council's leadership in seeking revenue opportunities and staff's diligence in managing costs while implementing Council policy direction. The FY 2020-21 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 25% of operating expenditures. The budget maintains sufficient ending reserves in the General Fund in order to protect the City's finances during these times of economic uncertainties. However, there are significant long-term challenges for the City to address including the full economic impacts of the COVID-19 pandemic as well as unfunded needs that include repair of major streets and additional sidewalk improvements, continued business support, and public safety staffing. The cost of these unfunded needs is sizeable and funding would need to come from a tax measure or other funding sources.

The Council is asked to adopt the related Resolutions to approve a final budget and personnel allocation for FY 2020-21. Pending Council's adoption, staff will incorporate the changes with the final budget to begin on July 1, 2020. 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 2020-21 budget appropriates \$30.8 million in total citywide expenditures based on estimated funding sources of \$30.8 million.

### **ALTERNATIVES**

The City Council has the following alternatives to consider:

1. Adopt Resolutions to adopt and appropriate funds for the FY 2020-21 budget and FY 2021-25 Capital Improvement Program, set the FY 2020-21 Appropriations Limit from Tax Proceeds, and establish authorized positions in departments for FY 2020-21; 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. \_

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH,  
CALIFORNIA APPROPRIATING THE FY 2020-21 BUDGET**

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

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH,  
CALIFORNIA, DOES DELARE, DETERMINE, AND ORDER AS FOLLOWS:**

**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 2020-21; and

**PART II**

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

**SECTION 1. APPROPRIATION OF THE FY 2020-21 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. 20-17 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 2020-21 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:

<b><u>FUND 01 - GENERAL FUND</u></b>	<b><u>FY 2020-21</u></b>
TO: ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Information Technology	\$ 485,411
TO: CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources, Cannabis Regulatory	1,169,103
TO: COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	1,151,546
TO: PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	409,792
TO: POLICE DEPARTMENT Police Support Services, Police Operations, Investigations, Communications & Records	4,575,515

TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Facility Maintenance, Street Construction and Repair, City Shop/Corp Yard, Code Enforcement	1,168,749
TO: NON DEPARTMENTAL	3,501,583
TO: NON DEPARTMENTAL Transfers Out	<u>401,000</u>
<b>SUBTOTAL OPERATING &amp; CAPITAL</b>	<b>\$12,862,699</b>
TO: NON-DEPARTMENTAL General Reserve	3,355,480
TO: NON-DEPARTMENTAL Emergency Reserve	<u>619,807</u>
<b>SUBTOTAL RESERVES</b>	<b><u>\$ 3,975,287</u></b>
<b>TOTAL GENERAL FUND</b>	<b><u>\$16,837,986</u></b>
<b><u>FUND 10 - PARKS CONSTRUCTION FUND</u></b>	
TO: PARKS AND RECREATION DEPARTMENT Parks Facilities	<u>\$ 9,000</u>
<b>TOTAL PARKS CONSTRUCTION FUND</b>	<b><u>\$ 9,000</u></b>
<b><u>FUND 11 – CAPITAL PROJECTS FUND</u></b>	
TO: TO: CAPITAL IMPROVEMENT PLAN	\$ 1,166,000
<b>TOTAL CAPITAL PROJECTS FUND</b>	<b><u>\$ 1,166,000</u></b>
<b><u>FUND 16 - SUBSIDIZED SENIOR TRANSPORTATION FUND</u></b>	
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Senior Taxi Program	\$ 5,000
<b>TOTAL SUBSIDIZED SENIOR TRANSP. FUND</b>	<b><u>\$ 5,000</u></b>
<b><u>FUND 17 - GAS TAX FUND</u></b>	
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	<u>\$ 250,950</u>
<b>TOTAL GAS TAX FUND</b>	<b><u>\$ 250,950</u></b>
<b><u>FUND 18 - LOCAL TRANSPORTATION FUND</u></b>	
TO: ADMINISTRATIVE SERVICES DEPARTMENT	\$ 4,500

General Accounting	
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Street Construction and Repair	80,000
TO: NON DEPARTMENTAL Transfers Out	<u>258,667</u>
<b>TOTAL LOCAL TRANSPORTATION FUND</b>	<b><u>\$ 343,167</u></b>

**FUND 20 – STREET REHABILITATION AND REPAIR FUND**

TO: STREET CONSTRUCTION AND REPAIR Street Construction and Repair	\$ 422,976
TO: CAPITAL IMPROVEMENT PLAN	3,290,000
TO: NON DEPARTMENTAL	50,000
TO: NON DEPARTMENTAL Transfers Out	<u>10,000</u>
<b>TOTAL STREET REHABILITATION &amp; REPAIR FUND</b>	<b><u>\$ 3,772,976</u></b>

**FUND 31 – CDBG – NON ENTITLEMENT FUND**

TO: CDBG Supplies and Services	\$ 225,500
TO: NON DEPARTMENTAL Transfers Out	<u>2,361,000</u>
<b>TOTAL STREET REHABILITATION &amp; REPAIR FUND</b>	<b><u>\$ 2,586,500</u></b>

**FUND 35 - PUBLIC SAFETY GRANTS FUND**

TO: POLICE DEPARTMENT Police Operations, Investigations; Communications & Records	<u>\$ 50,000</u>
<b>TOTAL PUBLIC SAFETY GRANTS FUND</b>	<b><u>\$ 50,000</u></b>

**FUND 43 – STATE MANDATED ADA FUND**

TO: NON-DEPARTMENTAL Transfers Out	<u>\$ 6,000</u>
<b>TOTAL STATE MANDATED ADA FUND</b>	<b><u>\$ 6,000</u></b>

**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: NON-DEPARTMENTAL 600,000  
Transfers Out

**TOTAL WASTEWATER DEVELOPMENT IMPACT FEE FUND \$ 607,500**

**FUND 56 – PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND**

TO: PARKS FACILITIES \$ 7,500  
Parks Facilities



TO: NON-DEPARTMENTAL 210,000  
Transfers Out

**TOTAL PARKS FACILITIES DEVELOPMENT IMPACT FEE FUND \$ 217,500**

**FUND 57 – RECREATION FACILITIES DEVELOPMENT IMPACT FEE FUND**

TO: RECREATION 7,500  
Recreation

**TOTAL RECREATION FACILITIES DEVELOPMENT IMPACT FEE FUND \$ 7,500**

**FUND 58 – WATER DEVELOPMENT IMPACT FEE FUND**

TO: WATER 7,500  
Water System

TO: NON-DEPARTMENTAL 31,500  
Transfers Out

**TOTAL WATER DEVELOPMENT IMPACT FEE FUND \$ 39,000**

**FUND 71 – EQUIPMENT REPLACEMENT FUND**

TO: ADMINISTRATIVE SERVICES DEPARTMENT 5,500  
Minor Capital & Debt Service

TO: PUBLIC WORKS AND UTILITIES 21,808  
Minor Capital & Debt Service

TO: POLICE 73,382  
Minor Capital & Debt Service

**TOTAL EQUIPMENT REPLACEMENT FUND \$ 100,690**

**FUND 80 - WASTEWATER ENTERPRISE FUND**

TO: NON-DEPARTMENTAL 113,356

TO: PUBLIC WORKS UTILITIES DEPARTMENT 599,578  
Wastewater System, Storm Water System

TO: ADMINISTRATIVE SERVICES DEPARTMENT 324,896  
Utility Billing

TO: CAPITAL IMPROVEMENT PLAN 689,000

TO: NON-DEPARTMENTAL 209,600  
Transfers Out

**TOTAL WASTEWATER ENTERPRISE FUND \$ 1,936,430**

**FUND 81 - WATER ENTERPRISE FUND**

TO: NON-DEPARTMENTAL	\$ 163,414
TO: PUBLIC WORKS AND UTILITIES DEPARTMENT Water System	2,572,445
TO: ADMINISTRATIVE SERVICES DEPARTMENT Utility Billing	327,141
TO: CAPITAL IMPROVEMENT PLAN	3,364,200
TO: NON-DEPARTMENTAL Transfers Out	<u>359,400</u>
<b>TOTAL WATER ENTERPRISE FUND</b>	<b><u>\$ 6,786,600</u></b>

**FUND 82 - WATER CONSERVATION FUND**

TO: WATER CONSERVATION Water Conservation	<u>\$ 12,062</u>
<b>TOTAL WATER CONSERVATION FUND</b>	<b><u>\$ 12,062</u></b>

**FUND 91 – TRUST AND AGENCY FUND**

TO: NON-DEPARTMENTAL Transfers Out	<u>\$ 40,000</u>
<b>TOTAL TRUST AND AGENCY FUND</b>	<b><u>\$ 40,000</u></b>

On motion by \_\_\_\_\_, seconded by \_\_\_\_\_, and on the following roll-call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California, this 22nd day of June, 2020.

**\*\*DRAFT\*\***

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JEFF LEE, MAYOR

ATTEST:

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WENDI SIMS, CITY CLERK

RESOLUTION NO. 20-XX

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, SETTING THE FY 2020-21 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 2020-21 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 2019-20 to FY 2020-21 has been set at 3.73%, and the City of Grover Beach certified population change has been set .8022%; and

**WHEREAS**, the FY 2019-20 appropriation (spending) limit for Grover Beach was \$10,950,531 and, when multiplied by the allowed per capita income change increase and the certified population change increase, sets the FY 2020-21 appropriation limit from tax proceeds at \$11,450,105.

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, DOES DELARE, DETERMINE, AND ORDER AS FOLLOWS:**

**THAT** the City Council of the City of Grover Beach does hereby establish \$11,450,105 as its FY 2020-21 appropriation limit from tax proceeds.

On motion by \_\_\_\_, seconded by \_\_\_\_, and on the following roll-call vote, to wit:

- AYES:
- NOES:
- ABSENT:
- ABSTAIN:

the foregoing Resolution was **PASSED, APPROVED, and ADOPTED** at the Regular Meeting of the City Council of the City of Grover Beach, California this 22nd day of June, 2020.

**\*\*DRAFT\*\***

\_\_\_\_\_  
JEFF LEE, MAYOR

Attest:

\_\_\_\_\_  
WENDI SIMS, CITY CLERK

RESOLUTION NO. 20 - 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 2020-21 BUDGET AND ESTABLISH THE 2020-21 SALARY SCHEDULE**

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

**NOW, THEREFORE, THE CITY COUNCIL OF THE CITY OF GROVER BEACH, CALIFORNIA, DOES DELARE, DETERMINE, AND ORDER AS FOLLOWS:**

**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>
<b>SECTION 1.</b> CITY MANAGEMENT DEPARTMENT Legislative, General Management, Human Resources	Full Year	4
<b>SECTION 2.</b> ADMINISTRATIVE SERVICES DEPARTMENT General Accounting, Utility Billing, Risk Management	Full Year	8
<b>SECTION 3.</b> COMMUNITY DEVELOPMENT DEPARTMENT Planning, Building Inspection	Full Year	5.25
<b>SECTION 4.</b> PUBLIC WORKS AND UTILITIES Facility Maintenance, Street Repair, City Shop/ Corp Yard, Wastewater, Water, Storm Water	Full Year	16.38
<b>SECTION 5.</b> PARKS AND RECREATION DEPARTMENT Recreation, Parks Facilities, Community Services	Full Year	2

<b>SECTION 6. POLICE DEPARTMENT</b>	Full Year	<u>33</u>
Police Support Services, Police Operations Investigations, Communications & Records		
<b>TOTAL PERMANENT FULL-TIME POSITIONS</b>		<u><b>68.63</b></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>
<b>SECTION 1. CITY MANAGEMENT DEPARTMENT</b> Legislative, General Management, Human Resources,	Full Year	5.00
<b>SECTION 2. ADMINISTRATIVE SERVICES DEPARTMENT</b> General Accounting, Utility Billing	Full Year	0.00
<b>SECTION 3. COMMUNITY DEVELOPMENT DEPARTMENT</b> Planning, Building Inspection	Full Year	0.00
<b>SECTION 4. PUBLIC WORKS AND UTILITIES</b> Facility Maintenance, Street Repair, City Shop/ Corp Yard, Wastewater, Water, Storm Water	Full Year	0.00
<b>SECTION 5. PARKS AND RECREATION DEPARTMENT</b> Recreation, Parks Facilities, Community Services	Full Year	0.60
<b>SECTION 6. POLICE DEPARTMENT</b> Police Support Services, Police Operations Investigations, Communications & Records	Full Year	<u>0.60</u>
<b>TOTAL PART-TIME POSITIONS</b>		<u><b>6.20</b></u>

**Part VI**

**THAT** the attached salary schedule (Exhibit A) is hereby adopted beginning July 1, 2020.

On motion by \_\_\_\_, seconded by \_\_\_\_, and on the following roll-call vote, to wit:

AYES:  
NOES:  
ABSENT:  
ABSTAIN:

the foregoing Resolution was **PASSED, APPROVED, AND ADOPTED** at the Regular Meeting by the City Council of the City of Grover Beach, California this 22nd day of June, 2020.

**\*\*DRAFT\*\***

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JEFF LEE, MAYOR

ATTEST:

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WENDI SIMS, CITY CLERK

**STAFFING DETAIL & SALARY SCHEDULE 7/1/2020****Section 1 - Executive Management**

		<b>MIN</b>					<b>MAX</b>
City Manager	*	13586	14,266	14,979	15,728	16,514	17,340
Police Chief	*	11042	11,594	12,174	12,783	13,422	14,093
Administrative Services Director	*	10005	10,505	11,030	11,582	12,161	12,769
Community Development Director	*	9957	10,455	10,978	11,527	12,103	12,708
Public Works Director/City Engineer	*	9957	10,455	10,978	11,527	12,103	12,708
Parks & Recreation Program Director	*	7317	7,683	8,067	8,471	8,894	9,339

**Section 2 - Management & Confidential**

		<b>A</b>	<b>B</b>	<b>C</b>	<b>D</b>	<b>E</b>	<b>F</b>
Senior Engineer	*	7,206	7,566	7945	8342	8759	9197
Capital Improvement Project Manager	*	7,007	7,357	7725	8111	8517	8943
Senior Planner	*	6,760	7,098	7453	7826	8217	8628
City Clerk/Executive Assistant	*	6,624	6,955	7303	7668	8052	8454
Finance Manager	*	6,072	6,376	6694	7029	7381	7750
Associate Engineer	*	6,072	6,376	6694	7029	7381	7750
IT Specialist	*	6,166	6,474	6798	7138	7495	7870
Public Works Supervisor	*	5,338	5,605	5885	6179	6488	6813
Management Analyst/Human Resources	*	4,864	5,107	5363	5631	5912	6208
Accounting Specialist		4,500	4,725	4961	5209	5470	5743
Administrative Analyst (Confidential)		4,371	4,590	4819	5060	5313	5579
Deputy City Clerk/Administrative Specialist (Conf)		4,047	4,249	4462	4685	4919	5165

**Section 3 – Police Management & Confidential**

Police Commander	*	9,872	10,366	10884	11428	11999	
Administrative Assistant/Public Safety (Confidential)		4,425	4,646	4879	5122	5379	
Police Services Analyst		5,252	5,515	5790	6080	6384	

**Section 4 - Competitive Service**

Police Sergeant		7,579	7,958	8356	8774	9212	9673
Associate Planner		5,561	5,839	6131	6438	6760	
Assistant Engineer		5,348	5,615	5896	6191	6501	
Assistant Planner		5,098	5,353	5621	5902	6197	
Police Officer		5,865	6,158	6466	6789	7129	7485
Communications Supervisor		4,880	5,124	5380	5649	5931	6228
City Mechanic		4,646	4,878	5122	5378	5647	
Code Compliance Officer		4,547	4,775	5013	5264	5527	
Maintenance Worker III		4,542	4,769	5008	5258	5521	
Fleet Maintenance Coordinator		4,435	4,656	4889	5134	5390	
Building/Planning Technician		4,332	4,549	4776	5015	5266	
Equipment Mechanic II		4,348	4,565	4794	5033	5285	
Recreation Coordinator		4,327	4,543	4770	5009	5259	
Lead Communications/Records Technician		4,382	4,601	4831	5073	5327	5593



Accounting Technician III	4,320	4,536	4763	5001	5251	
Maintenance Worker II	4,124	4,330	4547	4774	5013	
Accounting Technician II	4,114	4,320	4536	4762	5001	
Communication/Records Technician	4,170	4,379	4598	4828	5069	5323
Records/Property Technician	4,074	4,278	4492	4717	4953	5201
Accounting Technician I	3,918	4,114	4320	4536	4762	
Administrative Secretary	3,905	4,100	4305	4521	4747	
Administrative Assistant III	3,697	3,881	4076	4279	4493	
Engineering Technician	4,077	4,281	4495	4720	4956	
Maintenance Specialist	3,480	3,654	3837	4029	4230	
Administrative Assistant II	3,326	3,492	3667	3850	4043	
Maintenance Worker I	3,316	3,482	3656	3839	4031	
Equipment Mechanic I	3,316	3,482	3656	3839	4031	
Administrative Assistant I	3,009	3,160	3318	3484	3658	

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

Administrative Assistant I	17.35	18.22	19.13	20.08	21.09	
Administrative Assistant II	19.19	20.15	21.16	22.21	23.33	
Administrative Assistant III	21.33	22.40	23.52	24.69	25.93	
Janitor (P/T)	13.00	14.00	15.00	16.00	17.00	
Police Detective (P/T)	35.53	37.31	39.17	41.13	43.19	45.35
Reserve Police Officer:	33.84	35.53	37.31	39.17	41.13	43.19
Police Officer Trainee (F/T) (monthly)	4750					
Communications/Records Technician (P/T)	24.06	25.26	26.53	27.85	29.25	30.71
Property/Records Technician (P/T)	23.50	24.68	25.91	27.20	28.56	29.99

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, Resolution 20-12

Police Management & Confidential Employee Group: Resolution No. 15-44; Resolution No. 15-45; Resolution No. 16-32, Resolution No. 17-18, Resolution 18-54, Reso 19-62

Police Officers Association: Resolution No. 15-75, Resolution 18 - 76, Resolution 20-04

SEIU, Local 620: Resolution No. 15-63; Resolution No. 16-07;

Resolution No. 17-37; and Resolution 18-02; Resolution 20-12