

FY 16-17 Preliminary Budget Study Session Follow-up**City Council Meeting Date: May 10, 2016****Vacancy list:**

Assistant CEO Tammy Letourneau will provide the vacancy list to the City Council on a monthly basis.

Franchise fee revenue:

The reduction in franchise fee revenue (FY 16-17 budget compared to FY 15-16 projected) is due to the FY 15-16 one-time receipt of \$150,000 in reimbursement for large item pick-ups in the solid waste franchise fee revenue category.

Property tax:

Property tax growth for FY 16-17 is budgeted to be 1.7% over FY 15-16 projected amounts. Three factors contribute to this amount:

1. A basic 3% post-recession growth rate was applied to FY 15-16 budgeted amounts for secured property tax based on historical trends. Secured property tax is running a bit above budget in the current year. This is somewhat offset by a slowdown in supplemental property tax and penalties.
2. The Santa Ana/Colleen Island annexation adds an additional \$8,777
3. Twenty-six new developments were analyzed with the assistance of Development Services. The estimated impact of these developments on assessed values was spread over three years with nine of the new developments included in FY 16-17. The estimated FY 16-17 increase for these was \$213,000.

There were 57 additional residential units for calendar year 2015.

Landscaping Itemization:

As requested, provided in the attachment is the calculation of the proposed Landscaping and Sprinkler increase.



Landscaping and
Sprinklers.pdf

Supplement 1

FY 16-17 Employee and Employer Retirement Rates:

The table below shows the breakdown between the employee and employer contribution rates as a percentage of payroll:

Group	Employee	Employer	Total
Misc.	17.044%	26.187%	43.231%
Fire	5.000%	63.702%	68.702%
Police	11.000%	53.611%	64.611%

CPI adjustment on fees:

Regarding the concept of an annual CPI adjustment on fees, staff will consider including a fee schedule in the FY 17-18 budget, prepare a list of fees that would be affected and the revenue impact of any recommended fee changes. It should be noted that any revisions to Parks & Community Services would also need to be reviewed by the Parks & Recreation Commission.

Requested Budget Increases/Decreases (RBI):

Attached is a comprehensive list of FY 16-17 citywide RBIs. This list includes all requests with highlights of those approved.



Available upon request

Balearic Community Center:

Attached is the Balearic Community Center original agreement.



BCC Lease.pdf

Available upon request

Code Enforcement night-time inspections, \$30,000 increase will be used for:

- Early morning inspections related to the homeless effort
- Group Home enforcement
- Concerns at Target
- Late night inspections at night clubs
- Noise/CUP concerns

CIP Projects #20-21 Active Transportation Program:

- Bike racks: Public Services staff will work with the Bikeway & Walkability Committee to determine bike racks that are the best value for the City.
- Way finding: Staff will work with the Bikeway & Walkability Committee to determine additional way finding signs along the bike trails that would benefit the trail users.

Self-Insurance Fund:

Attached is a summary of facts related to Fund 602 Self-Insurance Fund.



Fund 602.pdf

Supplement 2

Shalimar Street:

Parks & Community Services will consider options for a possible neighborhood park concept at the end of Shalimar Street.

Jack Hammett Sports Complex:

Attached is Public Services Director Ernesto Munoz's budgetary estimates for the construction of two synthetic turf fields and supporting facilities.



Jack Hammett
Sports Complex men *Supplement 3*

Donald Dungan Library/NCC/Park and Fire Station 1:

See separate June 21, 2016 Council agenda item for revised schedule.

FY 16-17 Preliminary Budget Community Meeting Follow-up

Meeting Date: May 19, 2016

Capital Improvement Program (CIP):

In order to facilitate understanding of what projects are included in each program on the summary slide, subtotals will be included on the CIP project listing. (Pages 226-229 of the FY 16-17 Preliminary Operating & Capital Budget Book.)

Donald Dungan Library/NCC/Park and Fire Station 1:

See separate June 21, 2016 Council agenda item for revised schedule.

Citywide Alley Improvements:

As of FY 15-16, Project 300158-Additional Lighting in Public Alley has a project balance of \$95,393. Public Services to evaluate continuation or reallocation of available funds.

Park Development Fees:

The table below details the revenue sources for Fund 208-Park Development Fees:

Revenue	FY 15-16 Adopted	FY 15-16 Actuals	FY 16-17 Preliminary
Investment Earnings	\$ 15,000	\$ 17,174	\$ 15,000
Park Development Fees	500,000	1,664,688	1,761,117
Total Fund 208	\$515,000	\$1,681,862	\$1,776,117

Police Department Staffing Levels:

Attached is the Police Department's Personnel Summary for FY 14-15 and FY 15-16. The report contains budgeted and filled positions; summarized by Organization and Program.



FY 14 15 and FY 15
16 Adopted Budget

Supplement 4

Landscaping and Sprinklers - \$187,691 increase

Program	Description	FY 15-16 Adopted Budget	FY 16-17 Preliminary Budget (see below)	Increase
20111	Pkwy and Median Landscaping	834,400	903,207	68,807
20115	Fairview Park	-	83,000	83,000
40111	Park Maintenance	575,273	611,157	35,884
Totals		1,409,673	1,597,364	187,691

Program 20111

FY 15-16 Adopted Budget	834,400
FY 16-17 RBI - Additional tree trimming approved by City Council.	50,000
FY 16-17 RBI - State of CA mandated prevailing wage increase for tree workers 3.3%.	13,860
FY 16-17 RBI - CPI 2% Increase for Landscape Maintenance contract.	4,947
FY 16-17 Preliminary Budget	903,207

Program 20115 - New Program for FY 16-17

FY 16-17 RBI - Increase due to new program dedicated to Fairview Park. Wetlands maintenance contractor. Amount (\$33,000) transferred from Program #40111. Appropriation of \$50,000 for Cattail removal by contractor. Total increased requested \$83,000	83,000
FY 16-17 Preliminary Budget	83,000

Program 40111

FY 15-16 Adopted Budget	575,273
FY 15-16 One-time negative RBI, reinstated for FY 16-17	59,697
FY 16-17 RBI - CPI 2% increase for Complete Landscape Care, Inc. contract.	9,187
FY 16-17 RBI - Decrease from amount transferred to Fairview Park Program #20115.	(33,000)
FY 16-17 Preliminary Budget	611,157



Preliminary Budget

Fund 602: Self-Insurance Fund

- Accounts for Liability insurance & Workers' Comp. program
- June 30, 2015 fund balance (\$6,235,233)
- Current cash balance: \$4,094,047
- FY 16-17 revenues: \$4,904,186
- FY 16-17 expenses: \$4,682,440
- Projected improve fund balance by \$221,746
- Plan for continued fund balance rebuilding

CITY OF COSTA MESA

Department of Public Services / Administration

INTER OFFICE MEMORANDUM

TO: The Honorable City Council

FROM:  Ernesto Munoz, Public Services Director

DATE: May 20, 2016

SUBJECT: Jack Hammett Sports Complex – Budgetary Estimates for the Construction of Two Synthetic Turf Fields and Supporting Facilities

RECOMMENDATION

Approve funding for the construction of items 1, 2 and 3 below.

BACKGROUND

The Jack Hammett Sports Complex is a 14.5-acre facility with six lit soccer fields, a restroom/concession building, and on-site parking lots. The two fields closest to Fairview Road (Fields 1 and 2) are High School regulation size. These two fields are being proposed to be reconstructed with synthetic turf. In order to meet current and anticipated demands, the existing restroom and parking lots are being proposed to be expanded and new facilities added like permanent storage and covered bleachers.

ANALYSIS

Keeping in mind that not all of the proposed improvements may be funded at this time, the project has been designed with the possibility of being built in phases, provided that the necessary infrastructure is constructed during the initial stages. Following is a matrix of the proposed improvements and their associated costs in today's dollars.

	Item	Description	Estimated Cost
1	Fields 1 and 2 Upgrade	Work includes the removal of the existing turf, grading, drainage system and fencing	\$4,048,000
2	Concrete Flatwork	ADA-accessible paths and areas	\$308,000

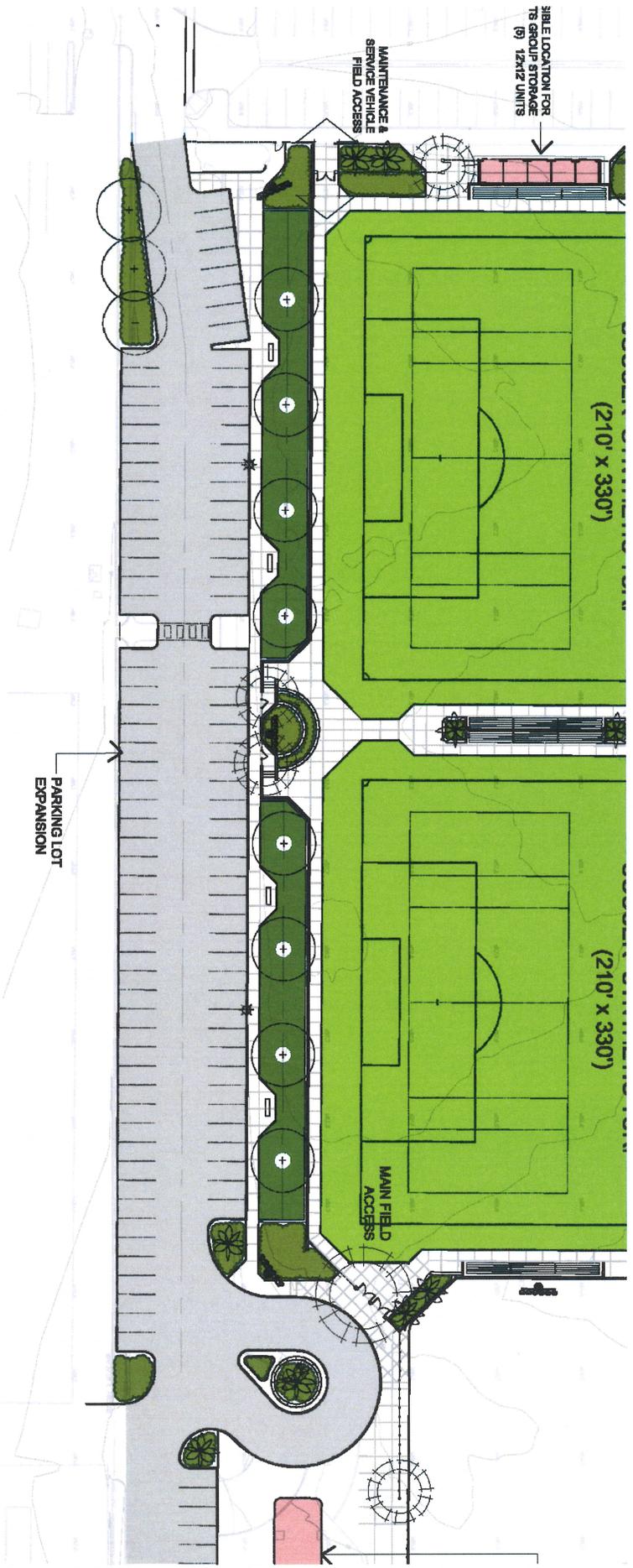
3	Parking Lot	Expand the south parking lots to increase the number of parking spaces	\$885,000
4	Restroom Expansion	Expand existing restroom building to increase capacity	\$590,000
5	Bleachers	Install ADA-compliant covered bleachers and park amenities (trees, seatwalls)	\$1,075,000
6	Storage	Construct permanent storage and maintenance facilities similar to the ones near the tennis courts at CMHS	\$660,000

FISCAL IMPACT

\$2.3 million remain unencumbered from prior year allocations for this project. The Chief Executive Officer is recommending approval of additional funding for items 1, 2 and 3. The remaining items may be added to the 7-year CIP.

Please let us know if we can answer any further questions relative to this item.

c: Thomas R. Hatch, Chief Executive Officer



SOCCKER FIELDS 1 & 2 UPGRADES

JACK HAMMET SPORTS COMPLEX
CITY OF COSTA MESA

**POLICE DEPARTMENT
PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 14-15 Adopted	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Actuals
<u>Police Administration - 15100</u>				
Police Chief	1.00	-	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Sergeant	1.00	2.00	1.00	1.00
Executive Secretary	1.00	1.00	1.00	1.00
<i>Subtotal Administration - 50001</i>	4.00	4.00	4.00	4.00
Police Sergeant	-	-	1.00	1.00
Police Training Assistant	-	-	1.00	1.00
Range Master	-	-	1.00	-
<i>Subtotal Training - 10133</i>	-	-	3.00	2.00
Total Police Administration Full-time Positions	4.00	4.00	7.00	6.00
<u>Police Field Operations - 15300</u>				
Police Captain	1.00	1.00	1.00	1.00
Community Services Specialist	10.00	6.00	5.00	6.00
Crime Prevention Specialist	1.00	1.00	1.00	-
Park Rangers	-	-	5.00	2.00
Police Lieutenant	4.00	4.00	3.00	3.00
Police Officer	54.00	56.00	56.00	57.00
Police Sergeant	13.00	10.00	14.00	12.00
Senior Police Officer	7.00	4.00	5.00	1.00
<i>Subtotal Field Area Policing - 10111</i>	90.00	82.00	90.00	82.00
Police Officer	12.00	9.00	12.00	11.00
Police Sergeant	2.00	1.00	2.00	1.00
<i>Subtotal Traffic Enforcement - 10113</i>	14.00	10.00	14.00	12.00
Assistant Recreation Supervisor*	0.50	0.50	-	-
Police Officer	1.00	1.00	1.00	1.00
<i>Subtotal Contract & Special Events - 10114</i>	1.50	1.50	1.00	1.00
Police Training Assistant	1.00	1.00	-	-
Range Master	1.00	-	-	-
Police Officer	-	1.00	-	-
Police Sergeant	1.00	1.00	-	-
<i>Subtotal Training - 10133</i>	3.00	3.00	-	-
Police Officer	-	-	-	1.00
<i>Subtotal Youth Crime Intervention - 10135</i>	-	-	-	1.00
Police Captain	-	-	-	-
Animal Control Officer	2.00	2.00	2.00	2.00
<i>Subtotal Animal Control - 10139</i>	2.00	2.00	2.00	2.00
Police Officer	-	3.00	-	-
<i>Subtotal 2010 COPS Hiring Grant - 70210</i>	-	3.00	-	-
Total Police Field Operations Full-time Positions	110.50	101.50	107.00	98.00

**POLICE DEPARTMENT
PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 14-15 Adopted	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Actuals
Police Support Services - 15400				
Police Captain	1.00	1.00	1.00	1.00
Administrative Secretary	1.00	1.00	1.00	1.00
Logistical Support Manager	1.00	-	1.00	-
<i>Subtotal Administration - 50001</i>	<u>3.00</u>	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>
Civilian Investigator	1.00	1.00	1.00	1.00
Court Liaison Officer	-	-	1.00	1.00
Crime Analyst	1.00	1.00	1.00	1.00
Office Specialist II	1.00	1.00	1.00	1.00
Police Lieutenant	1.00	1.00	1.00	1.00
Police Officer	15.00	6.00	15.00	7.00
Police Sergeant	2.00	1.00	2.00	2.00
Senior Police Officer	-	-	-	1.00
<i>Subtotal Crime Investigation - 10120</i>	<u>21.00</u>	<u>11.00</u>	<u>22.00</u>	<u>15.00</u>
Community Services Specialist	1.00	1.00	1.00	1.00
Police Officer	7.00	2.00	7.00	3.00
Police Sergeant	1.00	1.00	1.00	1.00
<i>Subtotal Special Investigation Unit - 10127</i>	<u>9.00</u>	<u>4.00</u>	<u>9.00</u>	<u>5.00</u>
Police Records Bureau Supervisor	1.00	-	1.00	-
Police Records Administrator	1.00	1.00	1.00	1.00
Police Records Bureau Shift Supervisor	3.00	3.00	3.00	3.00
Senior Police Records Technician	16.00	12.00	16.00	14.00
<i>Subtotal Records/Info Systems - 10131</i>	<u>21.00</u>	<u>16.00</u>	<u>21.00</u>	<u>18.00</u>
Crime Scene Investigation Supervisor	1.00	1.00	1.00	1.00
Crime Scene Specialist	3.00	3.00	4.00	3.00
<i>Subtotal Crime Scene Invest/Photos - 10132</i>	<u>4.00</u>	<u>4.00</u>	<u>5.00</u>	<u>4.00</u>
Executive Secretary	1.00	1.00	1.00	1.00
Police Officer	8.00	1.00	7.00	3.00
Police Sergeant	1.00	-	1.00	-
Senior Police Officer	-	1.00	1.00	-
<i>Subtotal Youth Crime Intervention - 10135</i>	<u>10.00</u>	<u>3.00</u>	<u>10.00</u>	<u>4.00</u>
Code Enforcement Officer	-	-	1.00	-
Property Evidence Supervisor	1.00	1.00	1.00	1.00
Property Evidence Specialist	1.00	1.00	1.00	1.00
<i>Subtotal Property & Evidence - 10136</i>	<u>2.00</u>	<u>2.00</u>	<u>3.00</u>	<u>2.00</u>
Police Sergeant	1.00	-	-	-
Community Services Specialist	-	1.00	-	-
Crime Scene Specialist	-	1.00	-	-
Custody Officer	7.00	1.00	-	-
<i>Subtotal Jail - 10137</i>	<u>8.00</u>	<u>3.00</u>	<u>-</u>	<u>-</u>

**POLICE DEPARTMENT
PERSONNEL SUMMARY
BY DEPARTMENT/DIVISION/PROGRAM**

	FY 14-15 Adopted	FY 14-15 Actuals	FY 15-16 Adopted	FY 15-16 Actuals
<u>Police Support Services - 15400 continued</u>				
Police Lieutenant	-	-	1.00	1.00
Communications Officer	16.00	11.00	16.00	9.00
Communications Supervisor	4.00	4.00	4.00	4.00
Park Ranger	-	-	-	1.00
Senior Communications Officer	1.00	1.00	1.00	1.00
Senior Communications Supervisor	1.00	1.00	1.00	1.00
<i>Subtotal Telecomm Operations - 51010</i>	<u>22.00</u>	<u>17.00</u>	<u>23.00</u>	<u>17.00</u>
Communications Installer	1.00	1.00	1.00	1.00
Electronics Technician	1.00	1.00	1.00	1.00
<i>Subtotal Technical Support/Maint - 51020</i>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>	<u>2.00</u>
Police Sergeant	1.00	-	1.00	-
<i>Subtotal Emergency Services - 51040</i>	<u>1.00</u>	<u>-</u>	<u>1.00</u>	<u>-</u>
Police Officer	-	1.00	-	-
<i>Subtotal 2010 COPS Hiring Grant - 70210</i>	<u>-</u>	<u>1.00</u>	<u>-</u>	<u>-</u>
Total Police Support Services Full-time Positions	103.00	65.00	99.00	69.00
Total Department Full-time Positions	217.50	170.50	213.00	173.00
*Position previously titled "Special Events Coordinator"				
Sworn Positions	136	109	136	112
Non-Sworn Positions	81.5	61.5	77	61
Total	<u>217.50</u>	<u>170.50</u>	<u>213.00</u>	<u>173.00</u>