



## **Staff Report**

### **November 10, 2020**

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**TO:** Honorable Mayor and Town Council  
**FROM:** Roger Carroll, Finance Officer  
**DATE:** October 29, 2020  
**RE:** Amendments to the 2020-2021 Operating Budget

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### **Recommendation**

Adopt Resolution.

### **Issue Statement and Discussion**

Normally, we wait until mid-year to make adjustments to the operating budget, but in light of recent events, we are proposing some at this time.

Fortunately, our Sales tax revenues are coming in well above the budget. This is due to the prior year deferrals allowed by the Governor are paying off quicker than expected and the County pool allocations from internet sales were greater than expected.

Unfortunately, the Town Engineer/Public Works Director resigned. To keep the Public Works activities moving forward, the Town contracted with CSG to provide engineering and public works support. David Strock will be promoted to the position of Public Works Director. As CSG will provide the Engineering function formerly provided by the Town Engineer, the Public Works Director wage range will be moved from Range 56 to Range 38. An updated Authorized Staffing document is attached as part of the attached resolution.

The proposed staffing changes along with the increased budget for Sales tax increase the surplus of revenues in excess of expenditures in the General Fund of \$302,115. \$100,000 must be allocated to the CSG contract. We are proposing a \$50,000 contract for a study of the Town's drainage area which would allow us to enter and maintain riparian areas, and increasing the Code Enforcement budget by \$15,274 to allow our code enforcement officer to give us a full day each week, rather than every other week.

These events necessitate a budget reallocation. We are recommending the following adjustments:

- Increase Sales tax revenue \$162,661. This is the deferred amount received in the August Sales tax receipt.
- Decrease Public Works Salaries and Wages by \$96,137
- Decrease Public Works Benefits by \$22,252
- Decrease Public Works Retirement by \$14,245
- Decrease Public Works Workers Compensation by \$5,459
- Decrease Public Works taxes by \$1,361
- Increase Public Works contracts by \$150,000. This is the contract \$100,000 contract with CSG to provide Engineering and Public Works support, and a \$50,000 contract to be awarded for a drainage study for the Department of Fish and Wildlife.
- Increase Code Enforcement by \$15,274 to \$30,000.

The net effect of the above adjustments would be an increase of General Fund balance of \$136,841.

### **CEQA Requirements**

There are no CEQA issues.

### **Financial and/or Policy Implications**

Making the adjustments increases the Town's budgeted revenues in excess of expense to a positive \$136,841.

### **Attachments**

- A. Resolution
- B. Authorized Staffing Sheet

# TOWN OF LOOMIS

## RESOLUTION NO. 20 -

### A RESOLUTION OF THE TOWN COUNCIL OF THE TOWN OF LOOMIS AMENDING THE 2020-2021 OPERATING BUDGET

WHEREAS, additional sales tax funds have become available; and

WHEREAS, staff restructuring has become necessary; and

WHEREAS, staff has determined that a combination of promotions and outside contracts would best accomplish our current goals;

NOW, THEREFORE, IT IS HEREBY RESOLVED that the Town Council of the Town of Loomis does hereby declare as follows:

The Town of Loomis 2020-2021 Operating Budget shall be amended as follows:

Increase 110-0000-30030 Sales and Use Tax by \$162,661  
Decrease 110-1900-40110 Salaries and Wages by \$96,137  
Decrease 110-1900-40210 Group Insurance by \$22,252  
Decrease 110-1900-40220 Retirement by \$14,245  
Decrease 110-1900-40230 Worker's Compensation by \$5,459  
Decrease 110-1900-40310 Medicare by \$1,361  
Increase 110-1900-51210 Contracts by \$150,000  
Increase 110-0700-51220 Code Enforcement by \$15,274  
Authorized staffing amended per attachment B

PASSED AND ADOPTED this 10<sup>th</sup> day of November 2020 by the following vote:

AYES:

NOES:

ABSENT:

ABSTAIN:

ATTEST:

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Mayor

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\_\_\_\_\_  
Town Clerk

**TOWN OF LOOMIS  
 AUTHORIZED STAFFING LEVEL/MONTHLY PAY RANGES - Amended  
 FOR THE YEAR ENDING JUNE 30, 2021**

POSITION	RANGE	STEP 1	STEP 2	STEP 3	STEP 4	STEP 5	20/21		19/20		18/19		17/18	
							Positions		Positions		Positions		Positions	
							Authorized	Filled	Authorized	Filled	Authorized	Filled	Authorized	Filled

**Elected Positions**

Town Council	N/A	-	-	-	-	372	5.00	5.00	5.00	5.00	5.00	5.00	5.00	5.00
Town Clerk	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Treasurer	N/A	-	-	-	-	50	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00

**Exempt Personnel**

Town Manager	N/A	-	-	-	-	15,652	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Town Clerk/ Admin. Services Officer	33b	5,951	6,249	6,561	6,890	7,234	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
PW Dir./Engineer	38	6,218	6,529	6,856	7,199	7,559	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Finance Director	50	8,980	9,429	9,900	10,395	10,915	1.00	1.00	1.00	1.00	1.00	1.00	1.00	1.00
Community Engagement Librarian	30	5,505	5,780	6,069	6,372	6,691	1.00	1.00	1.00	1.00				
Planning Director	51	9,416	9,887	10,381	10,900	11,445	1.00	1.00	1.00	1.00	1.00	-	1.00	-

**Non Exempt Personnel**

Associate Planner	30	4,845	5,087	5,341	5,608	5,889	1.00	-	1.00	0.60	1.00	0.60	1.00	0.60
Planning Assistant	22	4,194	4,404	4,624	4,855	5,098	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00
Administrative Analyst	27	4,755	4,993	5,243	5,505	5,780	1.00	1.00	1.00	-	1.00	-	1.00	-
Library Assistants (FT)	12	2,907	3,053	3,205	3,366	3,534	2.00	2.00	1.00	1.00				
Library Assistants (PT)	12	2,907	3,053	3,205	3,366	3,534	1.00	1.00	2.00	2.00				
Public Works Operations Ast	26b	4,701	4,936	5,183	5,442	5,714	1.00	-	1.00	-	1.00	-	1.00	-
Operations Manager	30	5,141	5,398	5,668	5,951	6,498	1.00	-	1.00	1.00	1.00	1.00	1.00	1.00
Equipment Operator	18	3,813	4,004	4,204	4,414	4,635	3.00	3.00	3.00	2.00	3.00	3.00	3.00	2.00

**Contract Positions**

Building Official	**	-	-	-	-	-	0.25	0.25	0.25	0.25	0.25	0.25	0.25	0.25
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**Total Personnel**

<b>24.25</b>	<b>20.25</b>	<b>24.25</b>	<b>20.85</b>	<b>20.25</b>	<b>16.85</b>	<b>20.25</b>	<b>15.85</b>
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\*\* The Building Official is with an outside firm and is paid by negotiated contract.  
 As Amended - November 10, 2020