

RESOLUTION NO. 2018-67

A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF MARINA
ESTABLISHING POSITION CLASSIFICATIONS AND PAY RATES FOR
PAYROLL TECHNICIAN, ASSISTANT/ASSOCIATE PLANNER
AND GIS COORDINATOR

WHEREAS, in adopting the 2018-19 fiscal year budget, certain position classifications were considered, and

WHEREAS, the position classification and pay rates for Payroll Technician, Assistant/Associate Planner and GIS Coordinator are provided as EXHIBIT A, and

WHEREAS, Council considered these positions at the May 22 and June 5, 2018 Council meetings.

NOW, THEREFORE, BE IT RESOLVED by the City Council of the City of Marina that the Payroll Technician, Assistant/Associate Planner and GIS Coordinator job classifications and pay rates are hereby approved.

PASSED AND ADOPTED by the City Council of the City of Marina at a regular meeting duly held on the 5th day of June 2018, by the following vote:

AYES: COUNCIL MEMBERS: Amadeo, Morton, O'Connell, Brown, Delgado

NOES: COUNCIL MEMBERS: None

ABSENT: COUNCIL MEMBERS: None

ABSTAIN: COUNCIL MEMBERS: None

ATTEST:

Bruce C. Delgado, Mayor

Anita Sharp, Deputy City Clerk



Department		Finance	
Employee Association		MEA	
Resolution No./Established Date:		June 5, 2018	
Resolution No./Revision Date(s):			
Salary Range:	\$30,2869 - \$36,8139	Position Code	
EEO Code		FSLA	Non-Exempt

PAYROLL TECHNICIAN

DEFINITION

Under general supervision, performs complex technical accounting work required to coordinate the preparation of the City's payroll; maintains centralized payroll operations; prepares, maintains, and distributes a variety of payroll records, reports and disbursements; prepares information in support of collective bargaining; and performs related work as required.

SUPERVISION RECEIVED AND EXERCISED

Receives general supervision from the Accounting Services Manager and Finance Director Exercises no direct supervision over staff.

EXAMPLES OF ESSENTIAL AND IMPORTANT DUTIES

The following duties are typical for this classification. Incumbents may not perform all of the listed duties and/or may be required to perform additional or different duties from those set forth below to address business needs and changing business practices.

1. Receives, reviews, verifies, and processes time recording documents to prepare payroll for all City employees; reviews such documents for completeness, accuracy, and compliance with rules and regulations; prepares and balances payroll reports and records.
2. Processes, calculates, and maintains records of a variety of payroll actions, including new-hire set up, overtime hours, cost-of-living adjustments, incentive and/or premium pay, retroactive pay, benefits withholdings, wage garnishments, workers compensation claims, and final paychecks and pay-offs based on appropriate provisions; maintains employee records for voluntary and non-voluntary deductions; processes cash and wire transfers; provides documentation for journal entry preparation; prepares reports and payments for various tax, financial, and insurance organizations.
3. Interprets, applies, explains, and ensures compliance with provisions of collective bargaining contracts and personnel rules as they apply to payroll and a wide variety of paid and unpaid leave usage; suggests contract and rule changes to improve payroll and time reporting.
4. Applies and ensures compliance with applicable tax laws and rulings with regard to the employee benefits program as well as earnings.
5. Processes personnel transactions making appropriate adjustments/changes in the payroll system.
6. Prepares reports and payments for employee retirement benefits
7. Prepares quarterly Federal and State tax reports, annual W-2's, and all other required reports.
8. Prepares health insurance premium statements for payment; updates benefits insurance changes for City employees.
9. Assists departments and employees by providing payroll information, explains procedures, and answers labor contract questions pertaining to payroll.
10. Maintains a variety of files and records related to the City's payroll system and general accounting principles and procedures; reconciles transactions and data as directed;

- records changes and resolves differences, maintains the accuracy of the associated accounting and financial records.
11. Provides financial reports and records for use by the City's auditors, including subsidiary ledgers and other supporting documentation.
 12. Posts and balances data to various general ledger accounts, registers, journals, and logs according to established accounting principles and procedures.
 13. Checks and tabulates statistical and financial data.
 14. Writes letters, memoranda and reports.
 15. Assists with training other accounting staff on various financial information and electronic record-keeping systems.
 16. Assists the Accounting Services Manager and Finance Director with special projects as required, including assistance with the preparation of the annual budget and financial statements.
 17. Performs other duties as assigned.

QUALIFICATIONS

The following generally describes the knowledge and ability required to enter the job and/or be learned within a short period of time in order to successfully perform the assigned duties.

Knowledge of:

1. Payroll processes and principles; employee benefits as they relate to payroll, laws, rules, regulations, procedures, and office practices related to the processing and recording of payroll and financial transactions related to employee benefits.
2. Computerized accounting and finance systems related to finance and payroll processes; other computer applications related to work, including word processing and spreadsheet software.
3. Record keeping, information processing requirements and rules and policies related to the production of an employee payroll.
4. Payroll reporting and payment requirements of various State and Federal agencies and benefit providers.
5. Applicable Federal, State, and local laws, regulatory codes, ordinances, and procedures relevant to assigned area of responsibility, including the City's various Union Memoranda of Understanding and related contracts and documents.
6. Principles and practices of auditing payroll documents.
7. Public agency finance and account functions.
8. Modern office practices, methods, and computer equipment.
9. English usage, grammar, spelling, vocabulary, and punctuation.
10. Techniques for providing a high level of customer service by effectively dealing with the public, vendors, contractors, and City staff.

Ability to:

1. Interpret, apply, explain, and ensure compliance with applicable Federal, State, and local laws, rules, regulations, policies, and procedures of accounting, payroll processing, employee record-keeping functions, basic employee benefits processes, and Union Memoranda of Understanding.
2. Review payroll and other financial documents for completeness and accuracy.
3. Review, post, balance, reconcile, and maintain accurate and confidential payroll records.

4. Work closely with staff to maintain a high level of integrity and confidentiality when dealing with sensitive and complex payroll issues.
5. Compose correspondence and reports independently or from brief instructions.
6. Establish, maintain, and research payroll and related accounting records and files.
7. Make accurate arithmetic, financial, and statistical computations.
8. Enter and retrieve data from a computer with sufficient speed and accuracy to perform assigned work.
9. Establish and maintain a variety of filing, record-keeping, and tracking systems.
10. Understand and follow oral and written instructions.
11. Organize own work, set priorities, and meet critical time deadlines.
12. Operate modern office equipment, including computer equipment and specialized software applications programs.
13. Use English effectively to communicate in person, over the telephone, and in writing.
14. Use tact, initiative, prudence, and independent judgment within general policy, procedural, and legal guidelines.
15. Establish, maintain, and foster positive and effective working relationships with those contacted in the course of work.

Training and Experience

Any combination of training and experience that would provide the required knowledge, skills, and abilities is qualifying. A typical way to obtain the required qualifications would be:

Education: High School Diploma or equivalent. Specialized courses related to accounting including payroll and booking are desirable.

Experience: three (3) years of experience that has included the maintenance, processing and preparation of employee payroll and/or financial and accounting processing and record keeping.

License and Certification:

Possession of, or ability to obtain, a valid California driver's license.

TOOLS AND EQUIPMENT USED

Requires frequent use of personal computer, including word processing, database and spreadsheet programs, telephone, copy and fax machines, and all tools and equipment necessary to successfully perform the essential and important duties of the position.

PHYSICAL DEMANDS

Must possess mobility to work in a standard office setting and use standard office equipment, including a computer; vision to read printed materials and a computer screen; and hearing and speech to communicate in person, before groups, and over the telephone. This is primarily a sedentary office classification although standing and walking between work areas may be required. Finger dexterity is needed to access, enter, and retrieve data using a computer keyboard or calculator and to operate standard office equipment. Positions in this classification occasionally bend, stoop, kneel, reach, push, and pull drawers open and closed to retrieve and file information. Employees must possess the ability to lift, carry, push, and pull materials and objects weighing up to 5 pounds.

Environmental Elements

Employees work in an office environment with moderate noise levels, controlled temperature conditions, and no direct exposure to hazardous physical substances. Employees may interact with upset staff and/or public and private representatives in interpreting and enforcing departmental policies and procedures.



Department/Division	Community Development/Planning	
Employee Association	MEA	
Resolution No./Established Date:	June 5, 2018	
Resolution No./Revision Date(s):		
Salary Range: \$32.1281 - \$39.0519	FLSA	Non-Exempt/Hourly

ASSISTANT PLANNER/ASSOCIATE PLANNER

DEFINITION

Performs professional level work in the field of current or advance planning; conducts special studies and research as assigned; prepares reports and recommendations and other related work as assigned.

DISTINGUISHING CHARACTERISTICS

Assistant Planner – This is the entry level class in the professional planning series. This class is distinguished from the Associate Planner by the performance of less complex tasks and duties assigned to positions within this series. Assignments are generally limited in scope and within the design and procedural framework established by higher level employees. However, as experience is acquired, the employee performs with increasing independence. Since this class is typically used as a continued training class, employees may have only limited work experience. Employees receive general supervision from a higher-level professional or managerial position.

Associate Planner – This is the journey level class in the professional planning series. Employees within this class are distinguished from the Assistant Planner by the performance of the full range of duties as assigned which require the application of professional knowledge and skills to various municipal planning, zoning and environmental problems and the preparation of specific reports and plans with opportunity for independent judgment in planning work details and making technical determinations. Work in this class is distinguished from the Assistant Planner class by the greater complexity of the assignments received including preparing zoning code and general plan amendment studies, and by the greater independence with which the incumbent is expected to operate. Positions in this class are flexibly staffed and are normally filled by advancement from the Assistant level with a minimum of two years professional planning experience and the demonstrated ability to perform the more complex professional responsibilities in area of assignment.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Inspect properties to determine compliance with specific conditions of planned unit development permits, variances, and conditional use permits.
2. Review commercial, industrial and residential development plans for code compliance; process permit applications

3. Confer with and advise architects, builders, attorneys, contractors, engineers and the general public regarding City development policies and standards; respond to and resolve citizen inquiries and complaints.
4. Review development proposals and work with developers to reach agreement on acceptable project design; review building plans, parcel maps, and subdivision proposals for compliance with appropriate regulations; prepare reports of recommendations.
5. May perform zoning enforcement duties, inspections, and related field work.
6. Assist in the review and processing of applications of planned unit development permits, conditional use permits, rezoning, variances and other permits.
7. Research economic, population and land use data and trends.
8. Prepare initial studies and prepare or review environmental reports, including negative declarations and Environment Impact Reports.
9. Compile information and make recommendations on special studies and prepare planning reports.
10. Prepare zoning code and general plan amendment studies.
11. Prepare staff reports and make presentations to the Development Review Board, Planning Commission, City Council, various committees and advisory boards as directed.
12. Recommend needed changes in zoning regulations and related policies and procedures.
13. Answer questions and provide zoning regulation information to business representatives, property owners and the public.
14. Research and prepare technical and official reports on planning topics. Conduct special studies, surveys and projects, as assigned.
15. Perform related duties, as assigned.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Assistant Planner

Education: Bachelor's Degree from an accredited college or university with major course work in planning, architecture, public administration or a related field. A Master's Degree in planning, architecture, public administration or a related field is desirable.

Experience: One (1) year of planning experience in a public or private planning organization.

KNOWLEDGE AND ABILITIES

Knowledge: Modern principles and practices of zoning and urban planning. Site planning and architectural design. Principles and practices of environmental impact assessment. Current literature, information sources, and research techniques in the field of urban planning. General building and engineering practices as they relate to planning review.

Ability: Learn laws underlying general plans, zoning and land divisions. Learn applicable environmental laws and regulations, and methods of assessment. Analyze and compile technical and statistical information and prepare reports. Learn computer system in relation to planning functions. Communicate clearly and concisely, both orally and in writing. Establish and maintain cooperative working relationships with those contacted in the course of work.

LICENSE AND/OR CERTIFICATIONS

Possession of, or ability to obtain a valid California State Driver's license.

Associate Planner

Education: Bachelor's Degree from an accredited college or university with major course work in planning, architecture, public administration or a related field. A Master's Degree in planning, architecture, public administration or a related field is desirable.

Experience: Two years of increasingly responsible professional experience similar to the Assistant Planner in the City of Marina. One (1) year of planning experience in a public or private planning organization

Knowledge: Laws underlying general plans, zoning and land divisions. Applicable environmental laws and regulations. Current case law, literature, and information sources. Research techniques and investigation procedures in the field of planning.

Ability: Interpret planning and zoning programs to the general public. Perform complex professional planning work with a minimum of supervision. Demonstrate tact, good judgement, and diplomacy with the public, developers, City Council and committees; perform independent

technical research and give reliable advice on the full range of planning or housing issues; act as a lead or project manager on significant development proposals.

LICENSE AND/OR CERTIFICATIONS

Possession of, or ability to obtain a valid California State Driver's license.



Department/Division		Community Development/Planning	
Employee Association		MEA	
Resolution No./Established Date:			
Resolution No./Revision Date(s):			
Salary Range (Monthly):	\$6,650-\$8,803	FLSA	Non-Exempt/Hourly

Geographic Information System Coordinator

DEFINITION

Under the general supervision of the Planning Services Manager, this person plans, coordinates, oversees and participates in the development, implementation, integration, operation and maintenance of the City's geographic information system (GIS) and permit system, along with establishing design and implementation information systems for provisions of access to GIS data, development and implementation of specialized GIS applications, overseeing the design and development of all databases associated with the GIS base map, along with performing a variety of technical tasks related to the assigned area of responsibility.

EXAMPLES OF DUTIES:

Duties may include, but are not limited to, the following:

1. Plan, direct, and participate in the acquisition, installation, administration, and operation of the City's geographic information system (GIS) and permit system; oversee software release installs and updates for both systems.
2. Coordinate, train, and instruct staff in the operation of the geographic information system and permit system.
3. Oversee and participate in providing graphic services including preparation, layout, and design of a variety of reports, displays, literature, maps and computer graphics; ensure the accuracy and completeness of digital GIS maps and data files.
4. Supervise the use, care and operation of GIS equipment.
5. Verify the work of assigned employees for accuracy, proper work methods, techniques and compliance with applicable standards and specifications.
6. Serve as project lead for special GIS projects including the planning, system integration, database development, implementation and application development; meet with various GIS users and Information Services management to plan and discuss system requirements; provide project status updates as needed.
7. Serve as system administrator for GIS ensuring that application software and hardware operates efficiently and meets the City's needs for information technology; update layers as changes occur.
8. Integrate GIS with other computer applications; meet with users and review requests; develop and tailor applications to meet user needs; prepare documentation.
9. Oversee the design and development of all databases associated with the GIS base map including relational databases; develop standards and strategies for maintaining database security
10. Plan and develop City-wide user training for geographic information systems and permit systems; develop policies and procedures for users and output requirements for GIS services.
11. Coordinate the design and development of user-specific GIS databases and permit types; configure system operational functions; prepare reports as necessary.
12. Research and investigate geographic information system industry techniques and products; evaluate and recommend GIS software and hardware systems.

13. Coordinate with software and hardware vendors as well as service consultants on planning issues, price quotes, problem reporting, and contracts.
14. Coordinate GIS and permit system activities with other staff, the public and private agencies as needed.
15. Represent City geographic information systems interests to various governmental and professional geographic information systems related agencies and to the community as needed.
16. Attend and participate in professional group meetings, seminars and trainings in order to stay abreast of new trends and innovations in the field of geographic information systems technology.
17. Perform related duties as required.

QUALIFICATIONS

Any combination equivalent to experience and education that could likely provide the required knowledge and abilities would be qualifying. A typical way to obtain the knowledge and abilities would be:

Education: Bachelor's Degree in GIS, Computer Science, Computer Information Systems or a related field or an equivalent combination of education and experience.

Experience: Two (2) years of experience in GIS/IS is desirable.

LICENSE AND/OR CERTIFICATIONS

Possession of a valid California State Driver's license.

MEA

GIS Coordinator

6/5/2018

Step A	Step B	Step C	Step D	Step E
Monthly				
\$ 6,650	\$ 6,983	\$ 7,332	\$ 7,698	\$ 8,083
Hourly				
\$ 38.3654	\$ 40.2837	\$ 42.2978	\$ 44.4127	\$ 46.6334
Bi-Weekly				
\$ 3,069.23	\$ 3,222.69	\$ 3,383.83	\$ 3,553.02	\$ 3,730.67

June 1, 2018

Item No. **11a**

Honorable Mayor and Members
of the Marina City Council

Special City Council Meeting
of June 5, 2018

Honorable Chairperson and Members
of the Successor Agency to Marina Redevelopment Agency

Special Successor Agency Meeting
of June 5, 2018

Chair and Board Members of
Abrams B Non-Profit Corporation

Special Corporation Meeting
of June 5, 2018

Chair and Board Members of
Preston Park Sustainable Community Non-Profit Corporation

Special Corporation Meeting
of June 5, 2018

Chair and Board Members of
Airport Commission

Special Commission Meeting
of June 5, 2018

CITY COUNCIL, SUCCESSOR AGENCY TO THE MARINA REDEVELOPMENT AGENCY, ABRAMS B NPC BOARD, PRESTON PARK SUSTAINABLE COMMUNITY NPC BOARD AND AIRPORT COMMISSION CONSIDER ADOPTING RESOLUTION NO. 2018- , 2018- (S/A MRA), 2018- (NPC), 2018- (PPSC-NPC) AND 2018- (MAC) ADOPTING FISCAL YEAR 2018-19 BUDGET, ESTABLISHING PROCEDURES FOR AMENDING BUDGET, AND AUTHORIZING THE FINANCE DIRECTOR TO MAKE NECESSARY ACCOUNTING AND BUDGETARY ENTRIES; CONSIDER ADOPTING RESOLUTION NO. 2018-, 2018- (S/A MRA), 2018- (NPC) 2018- (PPSC-NPC) AND 2018- (MAC), AUTHORIZING FINANCE DIRECTOR TO MAKE CERTAIN POST YEAR-END ACCOUNTING ADJUSTMENTS TO FY 2017-18 AND FY 2018-19 BUDGETS AND CONSIDER ADOPTING RESOLUTION NO. 2018-, ESTABLISHING POSITION CLASSIFICATIONS AND PAY RATES FOR PAYROLL TECHNICIAN, ASSISTANT/ASSOCIATE PLANNER AND GIS COORDINATOR

REQUEST:

It is requested that the City Council, Successor Agency to Marina Redevelopment Agency Board, Abrams B NPC Board, Preston Park Sustainable Community NPC Board, and Airport Commission:

1. Consider adopting Resolution No. 2018-, 2018- (S/A MRA), 2018- (NPC), 2018- (PPSC-NPC) and 2018- (MAC) adopting Fiscal Year 2018-19 Budget, establishing procedures for amending budget, and authorizing the Finance Director to make necessary accounting and budgetary entries; and
2. Consider adopting Resolution No. 2018-, 2018- (S/A MRA), 2018- (NPC), 2018- (PPSC-NPC) and 2018- (MAC) authorizing Finance Director to make certain post year-end accounting adjustments to FY 2017-18 and FY 2018-19 Budgets; and
3. Consider adopting Resolution No. 2018-, establishing position classifications and pay rates for Payroll Technician, Assistant/Associate Planner and GIS Coordinator.

BACKGROUND:

Annually the City Council, Staff and Community engage in the consideration of the fiscal budget, wherein resources are allocated to provide various City services and programs. This is an important exercise in local government, that began with a strategic planning and priority setting 2-day retreat on February 2 and 3. On May 8 and 22, the City Council held two special meetings to discuss the proposed budget and receive public participation and input. During these meetings, Council also began defining fund balance definitions and the

utilization of such resources. These meetings were publicly noticed and held at the City Council Chambers. Since May 8, the FY18-19 budgets have been posted on the city website and made available at City Hall.

ANALYSIS:

The service level in this FY18-19 budget is fairly consistent with prior year. The City continues to prioritize and increase funding for pavement maintenance, public safety, economic development, various reserves, land use policies and community quality of life. Consistent with prior year, this is a balanced General Fund budget and maintains the Council reserve policies for emergency reserve, vehicle replacement and pension stabilization. Public safety investments include retaining ½ FTE for the police officer that was previously half funded by MPUSD, replacement of multiple police vehicles and emergency response communication equipment for police, fire and public works. Funding is set aside for the replacement of one fire engine, which Staff will request Council authorization before acquisition.

In May 2018, the Council approved the new City fees for service and this budget reflects a conservative revenue enhancement estimate. Consistent with prior years, Staff plans to bring an update to the City Council on the actual new revenues during the FY18/19 mid-year update.

On April 3, the Council directed staff to provide additional information regarding the proposed citizen initiatives on the upcoming November election, the additional revenue that might be generated from these initiatives, and how they would address funding shortfalls and city needs as part of the budget discussion. The three citizen initiatives are:

1. Transaction and Use Tax increase from one percent (1%) to one and one-half percent (1.5%), generating approximately \$1.5 million dollars annually.
2. Transient Occupancy Tax increase from twelve percent (12%) to fourteen percent (14%), generating approximately \$0.5 million dollars annually.
3. Cannabis Business Tax of between two and five percent (2-5%) of gross receipts, which would generate approximately \$40,000 to \$200,000 annually.

As of the date of this report, signatures for the three citizen's initiatives have been submitted to the Marina Deputy City Clerk for review. At a later date, the Monterey County Clerk will review the signatures and if signature requirements are met, the citizen initiative(s) will be brought to the City Council and then to the Marina voters on the November 2018 ballot.

There are insufficient resources to fund many Council and community priorities, especially pavement maintenance, facility acquisition and repairs, public safety (staffing and equipment), and pension liability. Staff remains focused on economic development, being financial stewards and implementing best practices to make the most of taxpayer resources. This budget supports the City Council's mission of creates a safe community, where we can live-work-play, and maintains economic and environmental sustainability.

Combined General Fund -- The City combined General Fund includes the General Fund and all other general-purpose funds, at the City Council's discretion. The summary is as follows:

Funds	Estimated Beginning Fund Bal.	FY18/19 Revenues	FY18/19 Expenditures	Change in Fund Balance	Estimated Ending Fund Bal.
100 General Fund	9,309,825	22,937,714	22,937,714	-	9,309,825
110 Vehicle and Equipment	1,627,500	640,000	-	640,000	2,267,500
120 GASB 45 OPEB	200,000		-	-	200,000
125 Pension Stabilization Fund	300,000	650,000		650,000	950,000
130 Library Maintenance	295,143	-	50,000	(50,000)	245,143
140 Marina Technology Cluster	-	-	-	-	-
150 Development Activity	(1,585,228)	-	-	-	(1,585,228)
Combined General Fund	10,147,240	24,227,714	22,987,714	1,240,000	11,387,240

Staffing – Staying fairly consistent with FY17-18 staffing, the FY18-19 staffing includes 94 total authorized full-time equivalents (FTE) and 12,000 hours for recreation hourly staffing. The strategic staffing changes include:

Increase of 1.45 FTE (from Adopted FY17/18 to Adopted FY18/19):

- Permit Technician from 0.8 FTE to 1.0 FTE
- Intern within the Engineering Department (0.5 FTE)
- Intern within the City Manager Department (Increase 0.25 FTE)
- Assistant/Associate Planner, previously professional service contractor (0.5 FTE in FY17-18 Amended and FY18-19 Authorized)
- Police Officer, which MPUSD discontinued funding

Modifications of classifications:

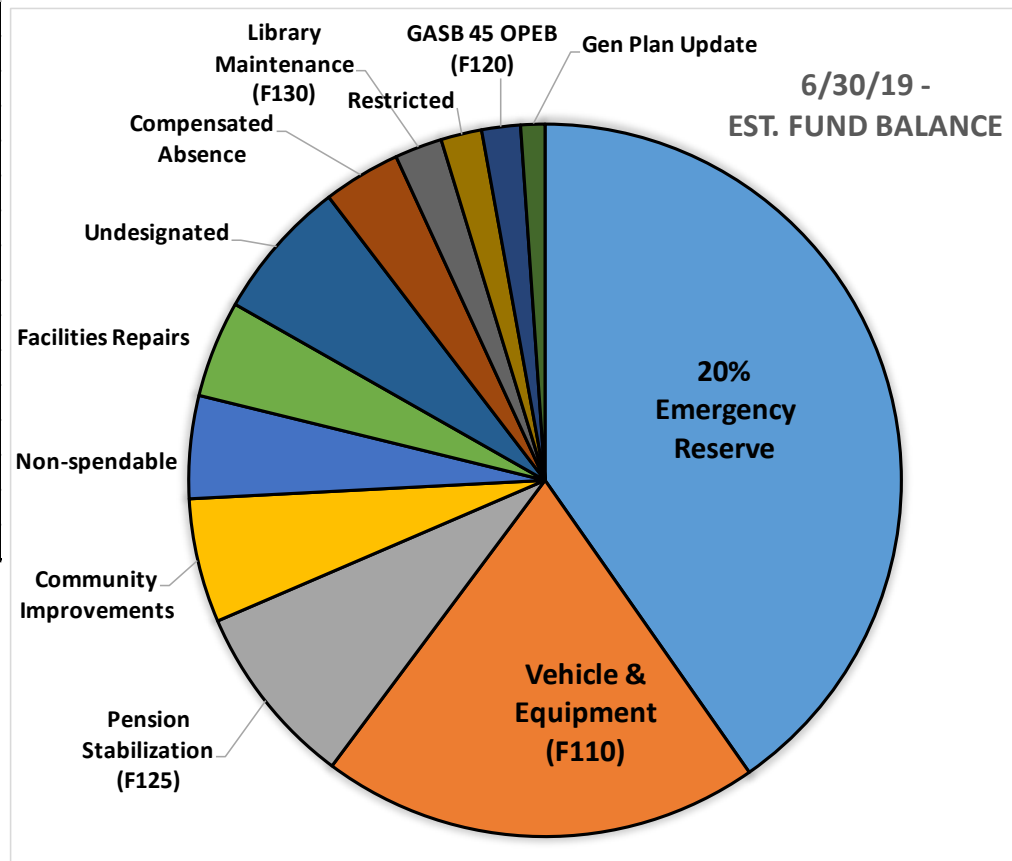
- Police Corporal to Police Sergeant
- PW Custodian to PW Maintenance Worker I
- Senior Building Inspector to Building Inspector
- Account Technician to Payroll Technician

	FY17/18 Authorized	FY17/18 Amended	FY18/19 Authorized
General Fund	90.5	91.0	92.0
Airport Fund	2.0	2.0	2.0
Total FTE	92.5	93.0	94.0
Recreation Hourly Staffing (total hrs)	12,000	12,000	12,000

The position classifications and pay rates for Assistant/Associate Planner, Payroll Technician and GIS Coordinator are provided for Council approval (refer to resolution exhibits).

General Fund Reserves Overview – To ensure long-term sustainability and mitigate risks, the City maintains various reserves. Importantly, the City maintains a 20% emergency reserve, vehicle & equipment reserve and pension stabilization reserve.

Designated Fund Balance 6/30/19 (estimated)	
20% Emergency Reserve	\$ 4,587,543
Vehicle & Equipment (F110)	2,267,500
Pension Stabilization (F125)	950,000
Community Improvements	641,268
Non-spendable	530,713
Facilities Repairs	500,000
Undesignated	728,702
Compensated Absence	400,000
Library Maintenance (F130)	245,143
Restricted	211,371
GASB 45 OPEB (F120)	200,000
Gen Plan Update	125,000
Fund Balance 6/30/19 - est.	\$ 11,387,240



Other City Funds Overview – The City maintains twenty-five (25) other funds, which include Special Revenue Funds, Assessment District Funds, Debt Service Funds, Capital Funds, Enterprise Funds and Successor Agency Fiduciary Funds. The summary is as follows:

Funds	Estimated Beginning Fund Bal.	FY18/19 Revenues	FY18/19 Expenditures	Change in Fund Balance	Adj (non-cash)	Estimated Ending Fund Bal.
Special Revenue Funds	10,447,449	5,848,421	2,509,913	3,338,508	-	13,785,957
Assessment District Funds	264,688	208,858	53,148	155,710	-	420,398
Debt Service Funds	855,953	1,204,517	1,198,524	5,993	-	861,946
Capital Projects Funds	5,516,380	3,862,809	4,427,809	(565,000)	-	4,951,380
Enterprise Funds (cash balances) *	1,536,004	11,083,600	12,328,724	(1,245,124)	1,363,960	1,654,840
Other City Funds	18,620,474	22,208,205	20,518,118	1,690,087	1,363,960	21,674,521
Successor Agency	1,238,044	1,495,200	2,154,124	(658,924)	-	579,120
* Enterprise Fund - \$1.4M non-cash adjustments such as depreciation expense.						

FISCAL IMPACT: None to receive this report.

CONCLUSION:

This request is submitted for City Council consideration and possible action.

Respectfully submitted,

Lauren Lai, CPA
Finance Director
City of Marina

REVIEWED/CONCUR:

Layne P. Long
City Manager
City of Marina