



AGENDA REPORT

City Council

MEETING DATE: January 16, 2019

PREPARED BY: Tom Gallup,
Finance Manager

DEPT. DIRECTOR: Teresa S. McBroome

DEPARTMENT: Finance

CITY MANAGER: Karen P. Brust

SUBJECT:

Fiscal Year 2018-19 First Quarter Budget Status Report and Proposed Budget Amendments

RECOMMENDED ACTION:

Staff recommends that City Council take the following actions:

1. Receive and file the Fiscal Year 2018-19 First Quarter Budget Status Report; and
2. Adopt Resolution No. 2019-05 titled "A Resolution of the City Council of the City of Encinitas Amending the Fiscal Year 2018-19 Budget" (**Attachment 1**)

STRATEGIC PLAN:

This agenda item falls within the Organizational Efficiency and Effectiveness focus area of the Strategic Plan by maintaining the City's financial health.

FISCAL CONSIDERATIONS:

The Finance Department has completed the first quarter review of FY 2018-19, which includes recommendations for budget appropriations and budget transfers for Council consideration. Proposed first quarter budget amendments for **all funds** will increase estimated revenues by \$759,720 and increase budgeted expenditures by \$631,368.

The impact of all proposed **General Fund** amendments is: an increase of \$577,400 in estimated revenue; and an increase in budgeted expenditures of \$618,518, for a net decrease in available fund balance of \$41,118. **Attachment 2** provides detailed descriptions of these proposed operating budget amendments.

Proposed first quarter amendments to **transfers** between all funds total \$415,241. The General Fund impact is an increase in capital transfers-in of \$87,084 from closed capital projects. **Attachment 3** provides detailed descriptions of these proposed amendments to transfers.

The available fund balance in the General Fund is \$10,549,736, which includes all previous FY 2018-19 General Fund budget amendments approved by the City Council since the adoption of the FY 2018-19 budget (but not including the proposed amendments under consideration).

Approval of both the first quarter operating budget amendments and fund transfer amendments will increase the General Fund available fund balance by \$45,966 to \$10,595,702. A summary of Council actions and available fund balance is included as **Attachment 4**.

BACKGROUND:

On June 20, 2018, the City Council adopted Resolution 2018-64, approving the FY 2018-19 Operating Budget with appropriations, and Resolution 2018-69 approving the Capital Improvement Program (CIP) with appropriations.

On November 28, 2018, the City Council received the Report on the Financial Results for Fiscal Year 2017-18 and adopted the ending fund balances for FY 2017-18 as beginning fund balances for FY 2018-19. Beginning fund balance in the General Fund for FY 2018-19 was \$27,293,458, with \$12,334,213 unrestricted and available for appropriation after reserve requirements have been met.

The unrestricted General Fund balance was projected to increase by \$1,025,507, leaving \$13,359,720 available for City Council appropriation at the beginning of FY 2018-19. Through November 28, 2018, City Council has approved amendments to the FY 2018-19 General Fund budget that have increased capital project budgets by \$284,500 and increased operating budgets by \$2,525,484. These previously approved budget amendments are listed in **Attachment 4**. Adopting the proposed first quarter budget amendments of \$45,966 will increase available fund balance for a fiscal year-to-date total of \$10,595,702.

ANALYSIS:

The purpose of this report is to provide a quarterly update on the current fiscal year operating budget and provide recommendations for additional budget amendments and budget transfers. After three months of FY 2018-19, actual revenues are expected to exceed estimates by year-end, while budgeted expenditures are anticipated to be less than budget. Schedule C (**Attachment 5**) presents a summary of budget versus actuals for General Fund operating revenues, expenditures and transfers.

General Fund Revenues

In the General Fund, revenues total \$5,528,900, which is seven percent of current fiscal year estimates and down 5.5 percent, or \$324,851, from the FY 2017-18 first quarter total of \$5,853,751. This variance is primarily the result of a delay in issuing sales tax remittances by the State of California due to its transition to a new software and reporting system. Sizable local allocations remain outstanding. It is expected that all outstanding payments will be processed by mid-year.

The year-to-date total for property tax is relatively lower in the first quarter since the majority of tax revenue collected occurs in the third and fourth quarters of the fiscal year (following the December and April deadlines). Actual revenue collected in the charges for services category is relatively higher in the first quarter due to recreation fees collected from a greater number of programs offered during the summer months.

Table 1 below provides General Fund revenue totals by adopted budget, amended budget, year-to-date (YTD) actual and first quarter revised projections. Staff is proposing first quarter budget amendments to record \$554,375 in revenue for reimbursements from the State of California for firefighter strike team deployments. Additionally, staff is requesting an amendment of \$8,000 for additional revenue collected for recreation and field rental permits and \$15,025 to adjust the internal cost allocation for the Community Facilities District Fund to reflect the actual allocation for debt administration expense.

Table 1

General Fund Revenue Summary (September 30, 2018)						
Description	Adopted Budget 2018-19	Amended Budget 2018-19	YTD Actual 2018-19	Percent Realized 2018-19	Proposed Budget Amendments	Budget with Proposed Amendments 2018-19
Property Tax	\$ 46,061,136	\$ 46,061,136	\$ 815,459	2%	\$ -	\$ 46,061,136
Documentary Transfer Tax	519,777	519,777	69,129	13%	-	519,777
Sales Tax	13,469,197	13,469,197	1,084,033	8%	-	13,469,197
Transient Occupancy Tax	1,862,660	1,862,660	510,407	27%	-	1,862,660
Franchise Tax	2,300,275	2,300,275	27,660	1%	-	2,300,275
Licenses, Fees and Permits	267,200	267,200	99,607	37%	-	267,200
Intergovernmental Revenue	616,547	616,547	40,055	6%	-	616,547
Charges for Services	7,189,819	7,189,819	2,271,832	32%	15,025	7,204,844
Fines and Penalties	746,653	746,653	153,442	21%	-	746,653
Use of Money and Property	840,268	840,268	371,649	44%	-	840,268
Other Revenue	532,560	532,560	85,627	16%	562,375	1,094,935
Revenue Total	\$ 74,406,092	\$ 74,406,092	\$ 5,528,900	7%	\$ 577,400	\$ 74,983,492

General Fund Expenditures

First quarter General Fund expenditures amount to \$15,781,311 or 24 percent of the budget, as shown in Table 2 below. The percentage of personnel expenditures is slightly higher for the first quarter than other quarters due to retiree health and Other Post-Employment Benefits (OPEB) payments that are made entirely as a one-time payment in the first quarter, in addition to a lump sum payment made to CalPERS to reduce the City's unfunded pension liability. Also, there were higher than anticipated overtime expenditures resulting from a large number of firefighter deployments on strike teams to wildfires within the state. These expenditures are fully reimbursable by the State of California and offsetting revenue is typically received eight to twelve weeks following a deployment. Lastly, personnel expenditures for Marine Safety services and the Junior Lifeguard Program are relatively higher during the first quarter, which encompasses most of the summer when service demand is greater.

Table 2

General Fund Expenditure Summary by Category (September 30, 2018)						
Description	Adopted Budget 2018-19	Amended Budget 2018-19	YTD Actual 2018-19	Percent Realized 2018-19	Proposed Budget Amendments	Budget with Proposed Amendments 2018-19
Personnel	\$ 33,939,257	\$ 34,261,226	\$ 11,548,396	34%	\$ 588,543	\$ 34,849,769
Materials & Supplies	1,400,957	1,462,707	268,195	18%	3,180	1,465,887
Contracts & Services	30,065,124	30,645,226	3,859,283	13%	26,795	30,672,021
Internal Cost Allocation	421,753	421,753	105,438	25%	-	421,753
Capital Outlay	64,230	180,930	-	0%	-	180,930
Debt/Finance	127,025	127,025	-	0%	-	127,025
Expenditure Total	\$ 66,018,346	\$ 67,098,867	\$ 15,781,311	24%	\$ 618,518	\$ 67,717,385

General Fund expenditures (excluding transfers) through the first three months of FY 2018-19 are \$2.2 million higher than the same period in FY 2017-18. This overall variance is primarily the result of an additional \$1.3 million in expenditures in the personnel category and additional expenditures of approximately \$900,000 in contracts and services. The variance in personnel expenditures is due to: budgeted salary increases for employees approved by the City Council and identified in the executed Memorandums of Understanding (MOUs) with the Service Employees International Union (SEIU) and Encinitas Firefighters Association, and in a separate resolution for unrepresented employees; an increase in Other Post-Employment Benefits (OPEB) costs; and expenditures for positions that were unfilled during the first quarter of FY 2017-18, but are now filled. Although year-to-date personnel expenditures are higher than last fiscal year, this category is expected to be under budget for the current fiscal year.

The variance in the contracts and services category is primarily the result of a difference in the timing of payments made for Sheriff's contract law enforcement services. No payments were recorded in the first quarter of FY 2017-18 compared with one payment recorded in the same period of FY 2018-19, resulting in \$1.3 million more spent in the first quarter for law enforcement services than last fiscal year. As with personnel, this category is also under budget for the current fiscal year.

General Fund Transfers

Transfers involve moving budgeted appropriations between funds. Staff is proposing increasing Transfers In to the General Fund by \$87,084, primarily to return appropriated funds from closed capital or work projects.

Transfers Out of the General Fund consist of operating transfers, transfers for debt service payments and transfer to fund capital projects. Staff is not proposing any adjustments in Transfers Out of the General Fund for the first quarter. Table 3 below provides a summary of proposed first quarter transfers.

Table 3

General Fund Transfers Summary (September 30, 2018)						
Description	Adopted Budget 2018-19	Amended Budget 2018-19	YTD Actual 2018-19	Percent Realized 2018-19	Proposed Budget Amendments	Revised Projections 2018-19
Transfers In	\$ 9,214,191	\$ 9,214,191	\$ 303,548	3%	\$ 87,084	\$ 9,301,275
Transfers Out	(16,576,431)	(16,666,431)	(12,254,686)	74%	-	(16,666,431)
Transfers Total	\$ (7,362,240)	\$ (7,452,240)	\$ (11,951,138)	160%	\$ 87,084	\$ (7,365,156)

Capital Improvement Program Status Update (Attachment 6)

There are presently 112 active projects, with project-to-date expenditures totaling \$55.5 million as of September 30, 2018. Staff is requesting that the following nine completed projects be closed and unspent funds be returned to their original funding sources as identified in Attachment 3.

- The Citywide Landscape and Lighting District Ballot Measure project (WC10C)
- Encinitas Boulevard Safe Routes to School Improvements project (CS13E)
- Moonlight State Beach Marine Safety Center project (CP14C)
- Phase 2 of the Traffic Signals Upgrade (Fiber Optic Interconnect) project (CS14F)
- Library Community Room Remodel project (CF16C)
- Senior/Community Center Paint and Carpet project (CF16G)
- FY 2016-17 Annual Street Overlay project (CS17A)
- Lone Jack Road Culvert project (CD17C)
- Safe Routes to School project (CS17D)

Status updates and project-to-date expenditures for active projects are provided in Attachment 6.

Proposed Budget Adjustments (Attachment 2)

Detailed explanations for each proposed budget amendment (arranged by Fund, Department and Division) are included in Attachment 2. Table 4 below provides a summary of all the proposed operating budget amendments by fund, with additional detail provided in Attachment 2:

Table 4

First Quarter Operating Budget Amendment Summary			
Description	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
General Fund (101)	\$ 577,400	\$ 618,518	\$ (41,118)
Community Development Block Grant Fund (222)	36,581	36,671	(90)
Federal Capital Grant Fund (223)	9,870	-	9,870
Restricted Donations & Contributions Fund (229)	46,465	40,075	6,390
County Service Area 17 Fire Operations Fund (230)	17,032	17,032	-
Capital Improvement Funds (401/402)	-	(405,371)	405,371
CSD Operations Fund (511)	-	131,855	(131,855)
ESD Operations Fund (521)	-	53,621	(53,621)
ESD Capital Replacement Fund (522)	-	46,750	(46,750)
Section 8 Housing Administration Fund (551)	45,360	45,360	-
Section 8 Housing Assistance Program Fund (552)	27,012	24,545	2,467
Pacific Pines Affordable Housing Fund (561)	-	7,287	(7,287)
Community Facilities District #1 Fund (712)	-	15,025	(15,025)
Operating Budget Amendment Total	\$ 759,720	\$ 631,368	\$ 128,352

Proposed Adjustments to Transfers between Funds (Attachment 3)

In addition to the first quarter appropriations, several budget transfers have been identified which require City Council approval. The transfers are summarized below in Table 5 and detailed in Attachment 3:

Table 5

Fund Transfer Amendments - First Quarter		
Fund	Transfer In Increase (Decrease)	Transfer Out Increase (Decrease)
General Fund (101)	\$ 87,084	\$ -
Highway Users Tax Allocation Fund (201)	109,395	
Federal Capital Grant Fund (223)	38,918	
Traffic Mitigation Fees Fund (233)	39,567	
Encinitas Landscape and Lighting District Fund (295)	140,276	
Capital Improvements Fund (401)	-	340,166
Capital Improvements Fund (402)	-	75,074
Facilities Maintenance Fund (403)		-
Fund Transfer Amendments Total	\$ 415,241	\$ 415,241

ENVIRONMENTAL CONSIDERATIONS:

The action being considered by the City Council is exempt from the California Environmental Quality Act (CEQA) because it is not a "project" under Section 15378(b)(5) of CEQA Guidelines. The action involves an organizational or administrative activity of government that will not result in the direct or indirect physical change in the environment.

ATTACHMENTS:

1. Resolution No. 2019-05 titled “ A Resolution of the City Council of the City of Encinitas Amending the Fiscal Year 2018-19 Budget”
2. FY 2018-19 Proposed Operating Budget Amendments – First Quarter
3. FY 2018-19 Proposed Fund Transfer Amendments – First Quarter
4. FY 2018-19 Summary of Budgetary Fund Balance
5. Schedule C: Detail of General Fund Revenues, Expenditures and Transfers
6. FY 2018-19 YTD Capital Improvement Program Status Report – First Quarter

RESOLUTION NO. 2019-05

**A RESOLUTION OF THE CITY COUNCIL OF THE CITY OF ENCINITAS
AMENDING THE FISCAL YEAR 2018-19 BUDGET**

WHEREAS, on June 20, 2018 the City of Encinitas City Council adopted Resolution Numbers 2018-64 and 2018-69 appropriating the budget for Fiscal Year 2018-19; and

WHEREAS, changes in anticipated revenues and/or expenditures of the City of Encinitas necessitates a revision of the appropriations for Fiscal Year 2018-19; and

WHEREAS, budgeted expenditures do not exceed anticipated revenue and available fund balance; and

WHEREAS, the City Council has reviewed the proposed Fiscal Year 2018-19 budget amendments; and

NOW, THEREFORE, BE IT RESOLVED, DETERMINED AND ORDERED that the City Council of the City of Encinitas does, hereby, adopt the amendments for Fiscal Year 2018-19 as shown in Exhibit A to this resolution.

PASSED AND ADOPTED this 16th day of January 2019, by the following vote, to wit:

AYES:

NAYS:

ABSENT:

ABSTAIN:

Catherine S. Blakespear, Mayor

ATTEST:

Kathy Hollywood, City Clerk

#	Fund Name	Fund	Organization Code	Object Code	Project No.	Description	Revenue / Transfer In Increase (Decrease)	Expenditure / Transfer Out Increase (Decrease)
1	GENFUND	101	80877	394		The number of permits and associated cost recovery fees has increased from budget projections.	\$ 8,000	
2	GENFUND	101	80877	432.1		The number of permits and cost recovery services increased. The expenditure increase is offset by an increase in revenue.		8,000
3	GENFUND	101	62511	422.1		Add Medicare for Overtime and Sick Leave Buyout.		22,480
4	GENFUND	101	62511	423.1		Add Workers Comp for Overtime and Sick Leave Buyout that was omitted from original FY 2018-19 operating budget.		114,770
5	GENFUND	101	62511	424.1		Add Unemployment for Overtime.		7,733
6	GENFUND	101	62514	421.12		Add PERS PEPRA for Seasonal Lifeguard Employees in PERS that was omitted from original FY 2018-19 operating budget.		9,745
7	GENFUND	101	62514	422.1		Add Medicare for Overtime, Vacation Buyout and Temporary Salaries.		7,446
8	GENFUND	101	62514	423.1		Add Workers Comp for Overtime, Vacation Buyout and Temporary Salaries.		28,243
9	GENFUND	101	62514	424.1		Add Unemployment for Temporary Salaries.		2,314
10	GENFUND	101	62515	421.12		Add PERS PEPRA for Seasonal Lifeguard Employees in PERS.		1,727
11	GENFUND	101	62515	422.1		Add Medicare for Overtime and Temporary Salaries.		1,546
12	GENFUND	101	62515	423.1		Add Workers Comp for Overtime and Temporary Salaries.		5,866
13	GENFUND	101	62515	424.1		Add Unemployment for Temporary Salaries.		478
14	GENFUND	101	62511	394		Increase projected revenue for additional strike team deployments throughout the State from 1/1/18-9/30/18.	554,375	
15	GENFUND	101	62511	412.1		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		345,164
16	GENFUND	101	62511	422.1		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		7,041
17	GENFUND	101	62511	423.1		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		31,562
18	GENFUND	101	62511	424.1		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		2,428
19	GENFUND	101	62511	455		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		18,795
20	GENFUND	101	62511	466		Increase expenditures for additional strike team deployments throughout the State from 1/1/18-9/30/18.		3,180
21	GENFUND	101	00000	341.1		Adjust internal cost allocation.	15,025	

#	Fund Name	Fund	Organization Code	Object Code	Project No.	Description	Revenue / Transfer In Increase (Decrease)	Expenditure / Transfer Out Increase (Decrease)
22	CDBGGRANT	222	00000	398.1		The General Fund subsidy transfer amount was transposed. This will correct that transposition.	(90)	
23	CDBGGRANT	222	00000	331.1		FY 17-18 remaining balance in the Residential Rehabilitation program being carried forward into FY 18-19 to reflect running program balance.	36,671	
24	CDBGGRANT	222	51470	494.31		FY 17-18 remaining balance in the Residential Rehabilitation program being carried forward into FY 18-19 to reflect running program balance.		8,900
25	CDBGGRANT	222	51470	494.32		FY 17-18 remaining balance in the Residential Rehabilitation program being carried forward into FY 18-19 to reflect running program balance.		17,771
26	CDBGGRANT	222	51470	494.33		FY 17-18 remaining balance in the Residential Rehabilitation program being carried forward into FY 18-19 to reflect running program balance.		10,000
27	FEDERAL CAPITAL GRANT	223	00000	331.2	WF18B	FY16 SHSP Grant reallocation for purchase of swiftwater rescue response trailer	9,870	
28	DONATIONS	229	80810	363	PPDON	Actual donations increased from budget projections.	14,000	
29	DONATIONS	229	80810	445	PPDON	Actual expenditures increased from budget projections.		500
30	DONATIONS	229	80810	469	PPDON	Actual expenditures increased from budget projections.		900
31	DONATIONS	229	80810	363	PPECP	Actual donations have increased from budget projections.	1,000	
32	DONATIONS	229	80810	432.2	PPECP	Actual expenditures increased from budget projections.		1,000
33	DONATIONS	229	80830	363	PTENR	Actual donations increased from budget projections.	2,065	
34	DONATIONS	229	80830	468.1	PTENR	Actual expenditures increased from budget projections.		2,065
35	DONATIONS	229	80850	333.1	PR701	San Diego County grant for dance floor.	20,000	
36	DONATIONS	229	80850	363	PR701	Donation for dance floor.	5,000	
37	DONATIONS	229	80850	474	PR701	Expenditure for dance floor.		25,000
38	DONATIONS	229	80881	363	PA104	Actual donations increased from budget projections.	4,400	
39	DONATIONS	229	80881	432.1	PA104	Actual donations increased from budget projections.		4,000
40	DONATIONS	229	80881	469	PA104	Actual expenditures increased from budget projections.		400
41	DONATIONS	229	80881	431.1	PA104	Actual expenditures increased from budget projections.		4,600
42	DONATIONS	229	80881	432.1	PA104	Actual expenditures increased from budget projections.		1,610

#	Fund Name	Fund	Organization Code	Object Code	Project No.	Description	Revenue / Transfer In Increase (Decrease)	Expenditure / Transfer Out Increase (Decrease)
43	CSA-17 BENEFIT FEES - FIRE OPS	230	62511	399		Increase CSA-17 Benefit Fee Revenue per Amendment.	17,032	
44	CSA-17 BENEFIT FEES - FIRE OPS	230	62511	468.3		Increase CSA-17 expenditures for purchase of AEDs for staff vehicles.		17,032
45	CIP-EXISTN	401	95101	590	CD17C	Project is complete. Close and return remaining funds to the General Fund.		(11,928)
46	CIP-NEW	402	95101	590	CS17D	Project is complete. Close and return remaining funds to the General Fund.		(75,074)
47	CIP-EXISTN	401	95101	590	CP14C	Project is complete. Close and return remaining funds to the General Fund.		(21)
48	CIP-EXISTN	401	95101	590	CF16C	Project is complete. Close and return remaining funds to the General Fund.		(61)
49	CIP-EXISTN	401	95201	590	CS17A	Project is complete. Close and return remaining funds to the Highway Users Tax Allocation (HUTA) Fund.		(109,395)
50	CIP-EXISTN	401	95223	590	CS14F	Project is complete. Close and return remaining funds to the Federal Capital Grant Fund.		(38,918)
51	CIP-EXISTN	401	95233	590	CS13E	Project is complete. Close and return remaining funds to the Traffic Mitigation Fees Fund.		(39,567)
52	CIP-EXISTN	401	95295	590	WC10C	Project is complete. Close and return remaining funds to the Encinitas Landscape and Lighting District Fund.		(140,276)
53	FACCAPMAIN	403	95101	590	CF16G	Project is complete. Close and return remaining funds to the General Fund.		-
54	CIP - FEDERAL CAPITAL GRANT	402	95223	580	WF18B	FY16 SHSP Grant reallocation for purchase of swiftwater rescue response trailer		9,870
55	CSDOPS	511	71661	435.2		Higher than anticipated expense for wastewater treatment at San Elijo JPA (SEJPA) resulting from a delay in incorporating wastewater flow from the City of Del Mar.		156,321
56	CSDOPS	511	71661	432.2		Reduced pump station maintenance costs for SEJPA.		(24,466)
57	ESDOPS	521	71621	435.2		Encina Wastewater Authority FY19 Financial Reserve Adjustment (Operating Programs)		93,500
58	ESDOPS	521	71621	432.2		Reduced pump station maintenance costs.		(39,879)
59	ESDREPL	522	96662	540	CE19B	Encina Wastewater Authority FY19 Financial Reserve Adjustment (Capital Programs)		46,750
60	SEC8ADMIN	551	00000	337.4		Revenue received from other Housing Authorities for Port-In Housing Assistance Payments on Section 8 Housing Choice Vouchers.	45,360	
61	SEC8ADMIN	551	51480	494.52		Expenditures for Port-In Housing Assistance Payments on Section 8 Housing Choice Vouchers.		45,360
62	SEC8HAP	552	00000	331.1		Increase allocation to match actual Department of Housing and Urban Development (HUD) award amount.	27,012	
63	SEC8HAP	552	51480	494.2		Increase budget allocation for the Housing Assistance Payments for regular Encinitas vouchers.		24,545

#	Fund Name	Fund	Organization Code	Object Code	Project No.	Description	Revenue / Transfer In Increase (Decrease)	Expenditure / Transfer Out Increase (Decrease)
64	PACPINES	561	51480	432.2		Increased HOA fees for Pac Pines units.		7,287
65	CFD1ADMIN	712	90941	458.1		Adjust internal cost allocation.		15,025
Total Budget Amendments (All Funds)							759,720	631,368
66	CIP-EXISTN	401	00000	398.2		Transfer out for closed capital projects.		340,166
67	CIP-NEW	402	00000	398.2		Transfer out for closed capital projects.		75,074
68	FACCAPMAIN	403	00000	398.2		Transfer out for closed capital projects.		-
69	GENFUND	101	90999	498.2		Transfer in for closed capital projects.	87,084	
70	GASTAX	201	90999	498.2		Transfer in for closed capital projects.	109,395	
71	FEDCAPGRNT	223	90999	498.2		Transfer in for closed capital projects.	38,918	
72	TRAFFIC	233	90999	498.2		Transfer in for closed capital projects.	39,567	
73	ELLDCITY	295	90999	498.2		Transfer in for closed capital projects.	140,276	
Total Transfers (All Funds)							\$ 415,240	\$ 415,240

FY 2018-19 Proposed Operating Budget Amendments - First Quarter				
Description	Department (Division)	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
<u>General Fund (101)</u>				
An amendment is requested to increase the personnel expenditure budget (primarily for workers' compensation and Medicare costs that are paid on overtime) that was not adjusted in the FY 2018-19 revised operating budget.	Fire (Fire Operations)		\$ 144,983	\$ (144,983)
Encinitas Fire Department deployed staff and/or units to 14 different fires throughout the State of California from June 2018 through September 2018. This budget adjustment reflects the additional revenue to be received and the additional expenditures on overtime and related costs. The Department also incurred non-budgeted expenditures for fuel, lodging and rental vehicles, which are all reimbursable by the State of California under the Master Mutual Aid Agreement.	Fire (Fire Operations)	\$ 554,375	\$ 408,170	\$ 146,205
An amendment is requested to increase the personnel expenditure budget (primarily for workers' compensation and Medicare costs that are paid on overtime) that was not adjusted in the FY 2018-19 revised operating budget.	Fire (Marine Safety)		\$ 57,365	\$ (57,365)
An increase in the number of recreation facility and field rental permits issued and cost recovery fees collected this fiscal year requires a budget adjustment for both the increased revenue and expenditures related to administering the rental program. This request has a net zero impact on the General Fund.	Parks, Recreation and Cultural Arts (Rec Facility Programs)	\$ 8,000	\$ 8,000	\$ -
An adjustment is necessary to the FY 2018-19 internal cost allocation for the Community Facilities District #1 Fund to reflect the allocation for increased debt administration expense.	Non Departmental	\$ 15,025		\$ 15,025
Total General Fund (101)		\$ 577,400	\$ 618,518	\$ (41,118)
<u>Community Development Block Grant Fund (222)</u>				
The FY 2017-18 remaining balance of \$36,671 in the Residential Rehabilitation program is being carried forward into FY 2018-19 to a reflect running program balance. During the first quarter, staff re-allocates any remaining balances from the previous fiscal year. There are currently eight mobile home owners who are on a waiting list and will be utilizing this funding as soon as it is carried forward into the current fiscal year.	Development Services (Advanced Planning)	\$ 36,581	\$ 36,671	\$ (90)
The budget amount for the General Fund Subsidy transfer was transposed. A reduction of \$90 in the transfer amount will correct the transposition				
Total Community Development Block Grant Fund (222)		\$ 36,581	\$ 36,671	\$ (90)
<u>Federal Capital Grant Fund (223)</u>				
Staff applied for and received additional State Homeland Security Program (SHSP) grant funding to purchase a swiftwater rescue response trailer. The grant funding was from reallocated funds from the FY 2016 SHSP federal grant administered by the County of San Diego and allocated to the jurisdictions. The amendment is to appropriate grant revenue and expenditures for the trailer purchase.	Fire (Marine Safety)	\$ 9,870		\$ 9,870
Total Federal Capital Grant Fund (223)		\$ 9,870	\$ -	\$ 9,870

FY 2018-19 Proposed Operating Budget Amendments - First Quarter				
Description	Department (Division)	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
Restricted Donations & Contributions Fund (229)				
An amendment is necessary to increase the revenue and expenditure budgets in the Park Maintenance Division.	Parks, Recreation and Cultural Arts (Park Maintenance)	\$ 15,000	\$ 2,400	\$ 12,600
The City received an unexpected donation for a table to be installed at the Encinitas Ranch Trail location. An amendment is necessary to increase the revenue and expenditure budgets in the Trail Maintenance Division.	Parks, Recreation and Cultural Arts (Trail Maintenance)	\$ 2,065	\$ 2,065	\$ -
The City received a \$20,000 grant from the County of San Diego and \$5,000 donation from the Patrons of Encinitas Parks for the purchase of a new dance floor at the Community Center. An amendment is necessary to increase the revenue and expenditure budget in the Community Center Operations Division.	Parks, Recreation and Cultural Arts (Community Center Operations)	\$ 25,000	\$ 25,000	\$ -
The City received \$4,400 for the installation of the Humanity public art sculpture and an amendment is necessary to increase the revenue and expenditure budget for the project. Staff is requesting an amendment to increase the expenditure budget by \$6,210 for the design and installation of the Orpheus public art sculpture.	Parks, Recreation and Cultural Arts (Cultural Arts)	\$ 4,400	\$ 10,610	\$ (6,210)
Total Restricted Donations & Contributions Fund (229)		\$ 46,465	\$ 40,075	\$ 6,390
County Service Area 17 Fire Operations Fund (230)				
On June 20, 2018, the City Council approved a new contract amendment with the County of San Diego that includes a new funding formula for first responder Emergency Medical Services in County Service Area 17 (CSA 17), which includes Encinitas. The result is increased revenue of \$17,032 in FY 2018-19. Staff is also requesting an amendment to the expenditure budget in the same amount for the purchase of Automated External Defibrillators (AEDs) for staff vehicles.	Fire (Fire Operations)	\$ 17,032	\$ 17,032	\$ -
Total County Service Area 17 Fund (230)		\$ 17,032	\$ 17,032	\$ -
Capital Improvements Funds (401/402/403)				
Staff applied for and received additional State Homeland Security Program (SHSP) grant funding to purchase a swiftwater rescue response trailer. The grant funding was from reallocated funds from the FY 2016 SHSP federal grant administered by the County of San Diego and allocated to the jurisdictions. The amendment is to appropriate grant revenue and expenditures for the trailer purchase.	Fire (Marine Safety)		\$ 9,870	\$ (9,870)
City Council authorized the filing of a Notice of Completion for the Lone Jack Road Culvert project (CD17C) on August 8, 2018. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		\$ (11,928)	\$ 11,928

FY 2018-19 Proposed Operating Budget Amendments - First Quarter				
Description	Department (Division)	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
City Council authorized the filing of a Notice of Completion for the Safe Routes to School project (CS17D) with the San Dieguito Union High School District on October 10, 2018. The project included a sidewalk on the north side of Requeza Street between Westlake Street and Sunset High School. The project also included a crosswalk and bulb-out at Nardo Road and Requeza Street. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		\$ (75,074)	\$ 75,074
City Council authorized the filing of a Notice of Completion for the Moonlight State Beach Marine Safety Center project (CP14C) on April 18, 2018. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		\$ (21)	\$ 21
The Library Community Room Remodel project (CF16C) is closed. The remaining budget will be returned to the General Fund.	Parks, Recreation and Cultural Arts (Cultural Arts)		\$ (61)	\$ 61
The FY 2016-17 Annual Street Overlay project (CS17A) is complete and can be closed. The remaining balance of the budget that did not receive funding from the Highway Users Tax Allocation (HUTA), otherwise known as the "Gas Tax", will be removed from the project. The remaining budget will be returned to HUTA Fund 201.	Development Services (Engineering)		\$ (109,395)	\$ 109,395
City Council authorized the filing of a Notice of Completion for Phase 2 of the Traffic Signals Upgrade (Fiber Optic Interconnect) project (CS14F) in Leucadia on June 28, 2017. This project provided much needed upgrades to the City's traffic management system, allowing for better signal operations, data collection and traffic incident response. The Highway Safety Improvement Project grant is closed in the Federal Aid Data System. The project will be closed and the remaining budget will be returned to the Federal Capital Grant Fund 223.	Development Services (Engineering)		\$ (38,918)	\$ 38,918
City Council authorized the filing of a Notice of Completion for the Encinitas Boulevard Safe Routes to School Improvements project (CS13E) on April 8, 2015. The project will be closed and the remaining budget will be returned to the Traffic Mitigation Fees Fund 233.	Development Services (Engineering)		\$ (39,567)	\$ 39,567
The Citywide Landscape and Lighting District Ballot Measure project (WC10C) was created to prepare the analysis and ballot language for a potential assessment increase as required by Prop 218. On June 8, 2016, the City Council requested a report regarding a funding strategy for the Encinitas Landscape and Lighting District (ELLD). Staff provided a memorandum to Council on November 21, 2018, indicating that the current financial situation does not warrant an assessment analysis or increase at this time. Staff is recommending the project be closed and the remaining budget returned to the ELLD Fund 295 until there is an identified need for these services.	Development Services (Engineering)		\$ (140,276)	\$ 140,276
The Senior/Community Center Paint and Carpet project (CF16G) is complete and can be closed. Replacement of deteriorated wall panels, installation of new carpet and flooring material and new painting was performed in FY 2017-18.	Parks, Recreation and Cultural Arts (Community Center Operations)		\$ -	\$ -
Total Capital Improvements Funds (401/402/403)			\$ -	\$ (405,371)
			\$ 405,371	

FY 2018-19 Proposed Operating Budget Amendments - First Quarter				
Description	Department (Division)	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
CSD Operations Fund (511)				
An adjustment is necessary to reflect a higher than anticipated expenditures for wastewater treatment at San Elijo JPA (SEJPA) resulting from a delay in treating wastewater flow from the City of Del Mar.	Public Works (Wastewater Operations)		\$ 156,321	\$ (156,321)
An adjustment is necessary to reflect reduced pump station maintenance costs for SEJPA.	Public Works (Wastewater Operations)		\$ (24,466)	\$ 24,466
Total CSD Operations Fund (511)		\$ -	\$ 131,855	\$ (131,855)
ESD Operations Fund (521)				
On July 25, 2018, the Encina Wastewater Authority Board of Directors appropriated funds for the FY 2018-19 operating and capital program budgets. Staff is adjusting the budget to reflect the adopted budget, which occurred after adoption of the City's budget in June.	Public Works (Wastewater Operations)		\$ 93,500	\$ (93,500)
An adjustment is necessary to reflect reduced pump station maintenance costs.	Public Works (Wastewater Operations)		\$ (39,879)	\$ 39,879
Total ESD Operations Fund (521)		\$ -	\$ 53,621	\$ (53,621)
ESD Capital Replacement Fund (522)				
On July 25, 2018, the Encina Wastewater Authority Board of Directors appropriated funds for the FY 2018-19 operating and capital program budgets. Staff is adjusting the budget to reflect the adopted budget, which occurred after adoption of the City's budget in June.	Public Works (Wastewater Operations)		\$ 46,750	\$ (46,750)
Total ESD Capital Replacement Fund (522)		\$ -	\$ 46,750	\$ (46,750)
Section 8 Housing Administration Fund (551)				
Revenue received from other Housing Authorities for the City's Port In Housing Assistance Payments on Section 8 Housing Choice Vouchers. Acts as a pass-through with the expenditure budget.	Development Services (Advanced Planning)	\$ 45,360	\$ 45,360	\$ -
Total Section 8 Housing Administration Fund 551		\$ 45,360	\$ 45,360	\$ -
Section 8 Housing Assistance Program (HAP) Fund (552)				
An adjustment is necessary to increase the allocation to match the award amount received from the Department of Housing and Urban Development (HUD), which was higher than originally projected.	Development Services (Advanced Planning)	\$ 27,012	\$ 24,545	\$ 2,467
Due to the increase in available funding from HUD and higher than anticipated rent increases, staff is requesting to increase the budget allocation for the Housing Assistance Payments for our regular Encinitas vouchers.				
Total Section 8 Housing Assistance Program (HAP) Fund 552		\$ 27,012	\$ 24,545	\$ 2,467

FY 2018-19 Proposed Operating Budget Amendments - First Quarter				
Description	Department (Division)	Revenue Increase (Decrease)	Expenditure Increase (Decrease)	Fund Balance Increase (Decrease)
<u>Pacific Pines Affordable Housing Fund (561)</u>				
The Homeowners Association fees for the 16 City-owned units at the Pacific Pines condominium complex will be increasing January 2019. This budget amendment will adjust the allocation to the amount needed to cover those increased HOA fees through the end of the fiscal year.	Development Services (Advanced Planning)		\$ 7,287	\$ (7,287)
Total Pacific Pines Affordable Housing Fund (561)		\$ -	\$ 7,287	\$ (7,287)
<u>Community Facilities District #1 Fund (712)</u>				
An adjustment is necessary to the FY 2018-19 internal cost allocation for the Community Facilities District #1 Fund (712) to reflect the allocation for increased debt administration expense.	Finance	\$ -	\$ 15,025	\$ (15,025)
Total Community Facilities District #1 Fund (712)		\$ -	\$ 15,025	\$ (15,025)
Total All Funds		\$ 759,720	\$ 631,368	\$ 128,352

FY 2018-19 Proposed Fund Transfer Amendments - First Quarter			
Description	Department	Transfer In Increase (Decrease)	Transfer Out Increase (Decrease)
Capital Improvement Funds (401/402/403)			
City Council authorized the filing of a Notice of Completion for the Lone Jack Road Culvert project (CD17C) on August 8, 2018. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		
Capital Improvement Fund (401)			\$ 11,928
General Fund (101)		\$ 11,928	
City Council authorized the filing of a Notice of Completion for the Safe Routes to School project (CS17D) with the San Dieguito Union High School District on October 10, 2018. The project included a sidewalk on the north side of Requeza Street between Westlake Street and Sunset High School. The project also included a crosswalk and bulb-out at Nardo Road and Requeza Street. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		
Capital Improvement Fund (402)			\$ 75,074
General Fund (101)		\$ 75,074	
City Council authorized the filing of a Notice of Completion for the Moonlight State Beach Marine Safety Center project (CP14C) on April 18, 2018. The project will be closed and the remaining budget will be returned to the General Fund.	Development Services (Engineering)		
Capital Improvement Funds (401)			\$ 21
General Fund (101)		\$ 21	
The Library Community Room Remodel project (CF16C) is closed. The remaining budget will be returned to the General Fund.	Parks, Recreation and Cultural Arts (Cultural Arts)		
Capital Improvement Fund (401)			\$ 61
General Fund (101)		\$ 61	
The FY 2016-17 Annual Street Overlay project (CS17A) is complete and can be closed. Remaining balance of the budget that did not receive funding from the Highway Users Tax Allocation (HUTA), otherwise known as the "Gas Tax", will be removed from the project. The remaining budget will be returned to HUTA Fund 201.	Development Services (Engineering)		
Capital Improvement Fund (401)			\$ 109,395
Highway Users Tax Allocation Fund (201)		\$ 109,395	

FY 2018-19 Proposed Fund Transfer Amendments - First Quarter			
Description	Department	Transfer In Increase (Decrease)	Transfer Out Increase (Decrease)
<p>City Council authorized the filing of a Notice of Completion for Phase 2 of the Traffic Signals Upgrade (Fire Optic Interconnect) project (CS14F) in Leucadia on June 28, 2017. This project provided much needed upgrades to the City's traffic management system, allowing for better signal operations, data collection and traffic incident response. The Highway Safety Improvement Project grant is closed in the Federal Aid Data System. The project will be closed and the remaining budget will be returned to the Federal Capital Grant Fund 223.</p>	Development Services (Engineering)		
Capital Improvement Fund (401)			\$ 38,918
Federal Capital Grant Fund (223)		\$ 38,918	
<p>City Council authorized the filing of a Notice of Completion for the Encinitas Boulevard Safe Routes to School Improvements project (CS13E) on April 8, 2015. The project will be closed and the remaining budget will be returned to the Traffic Mitigation Fees Fund 233.</p>	Development Services (Engineering)		
Capital Improvement Fund (401)			\$ 39,567
Traffic Mitigation Fees Fund (233)		\$ 39,567	
<p>The Citywide Landscape and Lighting District Ballot Measure project (WC10C) was created to prepare the analysis and ballot language for a potential assessment increase as required by Prop 218. On June 8, 2016, City Council requested a report regarding a funding strategy for the Encinitas Landscape and Lighting District (ELLD). Staff provided a memorandum to Council on November 21, 2018, indicating that the current financial situation does not warrant an assessment analysis or increase at this time. Staff is recommending the project be closed and the remaining budget returned to the ELLD Fund 295 until there is an identified need for these services.</p>	Development Services (Engineering)		
Capital Improvement Fund (401)			\$ 140,276
Encinitas Landscape and Lighting District Fund (295)		\$ 140,276	
<p>The Senior/Community Center Paint and Carpet project (CF16G) is complete and can be closed. Replacement of deteriorated wall panels, installation of new carpet and flooring material and new painting was performed in FY 2017-18.</p>			
Capital Improvement Fund (403)			\$ -
General Fund (101)		\$ -	
Total Transfers		\$ 415,241	\$ 415,241

**City of Encinitas
Summary of Budgetary Fund Balance
FY 2018-19**

ATTACHMENT 4

FY 2018-19 Council Action

Description	Meeting Date	Resolution #	Increase (Decrease) to Fund Balance	Available Fund Balance
General Fund (101)				
Beginning Fund Balance, 7/1/18				27,293,458
Less: Contingency Reserve				(13,203,669)
Budget Stabilization Reserve				(1,488,122)
Non-spendable Reserve				(267,454)
CIP Carryover Reserve				-
Available Beginning Fund Balance, 7/1/18				12,334,213
FY 2018-19 Second Year Revise Adopted	6/20/18	2018-64 & 2018-69	1,025,507	13,359,720
FY 2018-19 Budget Adjustments by Council:				
1. Encinitas Rail Corridor "Cross Connect" Implementation Plan	8/8/18	2018-73	(90,000)	13,269,720
2. Continuing Appropriations	8/22/18	2018-74	(529,715)	12,740,005
3. Pilot Program - Leucadia Fire EMS Unit	8/22/18	2018-78	(513,231)	12,226,774
4. Santa Fe Drive Corridor Improvements Project - Caltrans ATP Grant*	8/22/18	2018-80	(88,500)	12,138,274
5. Host Compliance Contract for Short-Term Vacation Rental Monitoring	8/22/18	2018-82	(37,575)	12,100,699
6. Shared Legal Fees with Habitat for Humanity (Ground Lease Agreements)	10/24/18	2018-86	(10,000)	12,090,699
7. Inclusionary Ordinance Funding	10/24/18	2018-90	(106,000)	11,984,699
8. Inspection services contract	11/28/18	2018-92	(375,247)	11,609,452
9. Lump sum payment to CalPERS to reduce unfunded pension liability	11/28/18	2018-95	(500,000)	11,109,452
10. Fund balance transfer to Open Space Acquisition Fund 235	11/28/18	2018-95	(500,000)	10,609,452
11. Amendment No. 2 to City Manager's Employment Agreement	11/28/18	2018-100	(27,283)	10,582,169
12. Personnel changes	11/28/18	2018-101	(32,433)	10,549,736
13. <i>FY 2018-19 First Quarter Budget Amendments (pending approval)</i>	1/16/19	2019-05	(41,118)	10,508,618
14. <i>FY 2018-19 First Quarter CIP Transfer Amendments (pending approval)</i>	1/16/19	2019-05	87,084	10,595,702
Projected Available Fund Balance 6/30/2019			(1,738,511)	10,595,702

Note: This does not include any amendments approved at the Jan. 9, 2019 City Council meeting, which had not been held during the preparation of this report.

Schedule C: General Fund Revenue, Expenditures and Transfers Detail

	FY 2018-19 Adopted Budget 6/20/18	FY 2018-19 Budget Amendment	FY 2018-19 Amended Budget	FY 2018-19 Actual Amounts	FY 2018-19 Budget \$ Variance Over/(Under) YTD	FY 2018-19 Budget % YTD
REVENUE						
TAX REVENUE						
1 PROPERTY TAXES	\$ 46,061,136	\$ -	\$ 46,061,136	\$ 815,459	\$ (45,245,677)	1.8%
2 DOCUMENTARY TRANSFER TAXES	519,777	-	519,777	69,129	(450,648)	13.3%
3 SALES TAXES	13,469,197	-	13,469,197	1,084,033	(12,385,164)	8.0%
4 TRANSIENT OCCUPANCY TAX	1,862,660	-	1,862,660	510,407	(1,352,253)	27.4%
5 FRANCHISE FEES	2,300,275	-	2,300,275	27,660	(2,272,615)	1.2%
6 TAX REVENUE TOTAL	64,213,045	-	64,213,045	2,506,688	(61,706,357)	3.9%
OTHER REVENUE						
7 LICENSES AND PERMITS	267,200	-	267,200	99,607	(167,593)	37.3%
8 INTERGOVERNMENTAL REVENUE	616,547	-	616,547	40,055	(576,493)	6.5%
9 CHARGES FOR SERVICES	7,189,819	-	7,189,819	2,271,832	(4,917,987)	31.6%
10 FINES AND PENALTIES	746,653	-	746,653	153,442	(593,211)	20.6%
11 USE OF MONEY	840,268	-	840,268	371,649	(468,619)	44.2%
12 OTHER REVENUE	532,560	-	532,560	85,627	(446,933)	16.1%
13 OTHER REVENUE TOTAL	10,193,047	-	10,193,047	3,022,212	(7,170,835)	29.6%
14 REVENUE TOTAL	74,406,092	-	74,406,092	5,528,900	(68,877,192)	7.4%
EXPENDITURES						
GENERAL GOVERNMENT						
15 CITY COUNCIL - ADMINISTRATION	477,401	-	477,401	103,217	(374,184)	21.6%
16 CITY COUNCIL - CITY ATTORNEY	406,500	-	406,500	58,645	(347,856)	14.4%
17 CITY MANAGER - ADMINISTRATION	1,074,346	5,000	1,079,346	203,751	(875,595)	18.9%
18 CITY MANAGER - ECONOMIC DEV	108,500	-	108,500	17,114	(91,386)	15.8%
19 CITY MANAGER - ENVIRONMENTAL SVC	154,082	-	154,082	32,440	(121,642)	21.1%
20 CITY MANAGER - HUMAN RESOURCES	842,731	14,500	857,231	173,632	(683,599)	20.3%
21 CITY MANAGER- IT OPERATIONS	1,236,574	26,254	1,262,828	178,781	(1,084,047)	14.2%
22 CITY MANAGER - IT APPLICATIONS	1,255,258	-	1,255,258	330,368	(924,890)	26.3%
23 CITY CLERK - ADMINISTRATION	429,868	-	429,868	90,798	(339,070)	21.1%
24 CITY CLERK - ELECTIONS	58,100	-	58,100	1,535	(56,565)	2.6%
25 FINANCE - ADMINISTRATION	1,814,427	37,575	1,852,002	408,305	(1,443,697)	22.0%
26 GENERAL GOVERNMENT TOTAL	7,857,787	83,329	7,941,116	1,598,585	(6,342,531)	20.1%
DEVELOPMENT SERVICES						
27 DEV SVC-DIRECTOR	342,467	-	342,467	77,986	(264,481)	22.8%
28 DEV SVC-PLAN-ADMIN SVCS	412,477	-	412,477	89,144	(323,333)	21.6%
29 DEV SVC-PLAN-LAND DEVELOPMENT	2,446,712	53,490	2,500,202	517,467	(1,982,735)	20.7%
30 DEV SVC-PLAN-REGULATORY PERMIT	149,388	-	149,388	29,334	(120,054)	19.6%
31 DEV SVC-PLAN-APPLICANT DEPOSIT	10,000	-	10,000	650	(9,350)	6.5%
32 DEV SVC-PLAN-ADV PLANNING-HSG	586,217	-	586,217	112,075	(474,142)	19.1%
33 DEV SVC-PLAN-BUILDING & CODE	2,470,830	54,544	2,525,374	487,606	(2,037,768)	19.3%
34 DEV SVC-PLAN-PARKING CITATION	113,500	-	113,500	4,265	(109,235)	3.8%
35 DVC SVC-ENG-CITY ENGINEER	1,083,809	44,714	1,128,523	230,308	(898,214)	20.4%
36 DEV SVC-ENG-TRAFFIC ENGINEERING	701,925	-	701,925	74,373	(627,552)	10.6%
37 DEV SVC-ENG-STORMWATER PROG	777,581	-	777,581	112,497	(665,084)	14.5%
38 DEV SVC-ENG-INSPECTIONS	891,245	-	891,245	119,130	(772,115)	13.4%
39 DEV SVC-ENG-ENVIRONMENTAL	17,340	-	17,340	-	(17,340)	0.0%
40 DEVELOPMENT SERVICES TOTAL	10,003,491	152,748	10,156,239	1,854,835	(8,301,405)	18.3%

Schedule C: General Fund Revenue, Expenditures and Transfers Detail

	FY 2018-19 Adopted Budget 6/20/18	FY 2018-19 Budget Amendment	FY 2018-19 Amended Budget	FY 2018-19 Actual Amounts	FY 2018-19 Budget \$ Variance Over/(Under) YTD	FY 2018-19 Budget % YTD
PUBLIC SAFETY						
41 PUBLIC SAFETY-LAW ENFORCEMENT	15,167,052	-	15,167,052	1,271,633	(13,895,419)	8.4%
42 PUBLIC SAFETY - FIRE ADMIN	544,110	-	544,110	138,228	(405,882)	25.4%
43 PUBLIC SAFETY-FIRE OPERATIONS	13,046,149	499,857	13,546,006	4,416,614	(9,129,392)	32.6%
44 PUBLIC SAFETY-LOSS PREVENTION	650,261	9,000	659,261	149,651	(509,610)	22.7%
45 PUBLIC SAFETY - DISASTER PREP	165,421	-	165,421	102,919	(62,502)	62.2%
46 PUBLIC SAFETY - MARINE SAFETY	1,246,557	-	1,246,557	416,935	(829,622)	33.4%
47 PUBLIC SAFETY - JR LIFEGUARDS	237,025	-	237,025	90,625	(146,400)	38.2%
48 PUBLIC SAFETY TOTAL	31,056,575	508,857	31,565,432	6,586,606	(24,978,826)	20.9%
PUBLIC WORKS						
49 PUBLIC WORKS - ADMINISTRATION	310,054	-	310,054	61,888	(248,166)	20.0%
51 PUBLIC WORKS - STREET MAINT	2,959,908	107,413	3,067,321	382,514	(2,684,807)	12.5%
52 PUBLIC WORKS-FAC MAINT CVC CTR	427,514	-	427,514	101,288	(326,226)	23.7%
53 PUBLIC WORKS-FAC MAINT FIRE ST	296,912	920	297,832	49,867	(247,965)	16.7%
54 PUBLIC WORKS-FAC MAINT PW YRD	234,429	-	234,429	38,634	(195,795)	16.5%
55 PUBLIC WORKS-FAC MAINT LIBRARY	353,028	-	353,028	70,738	(282,290)	20.0%
56 PUBLIC WORKS-STORM WATER MAINT	686,147	117,454	803,601	169,349	(634,252)	21.1%
57 PUBLIC WORKS-STORM WATER FLOOD	157,519	-	157,519	17,893	(139,626)	11.4%
58 PUBLIC WORKS TOTAL	5,425,511	225,787	5,651,298	892,172	(4,759,126)	15.8%
PARKS, RECREATION & CULTURAL ARTS						
59 PARKS REC - ADMINISTRATION	1,122,510	-	1,122,510	255,813	(866,697)	22.8%
60 PARKS REC - PARK MAINTENANCE	2,378,273	9,000	2,387,273	415,692	(1,971,581)	17.4%
61 PARKS REC - BEACH MAINTENANCE	581,847	-	581,847	56,613	(525,234)	9.7%
62 PARKS REC - TRAIL MAINTENANCE	179,615	37,800	217,415	10,467	(206,948)	4.8%
63 PARKS REC-RECREATION PROGRAMS	535,713	-	535,713	116,715	(418,998)	21.8%
64 PARKS REC - COMM CENTER OPER	959,409	-	959,409	179,390	(780,019)	18.7%
65 PARKS REC - COMM CENTER PROGRAMS	388,823	-	388,823	104,167	(284,656)	26.8%
66 PARKS REC - COMM CENTER RENTALS	95,775	-	95,775	23,092	(72,683)	24.1%
67 PARKS REC - SENIOR CENTER	439,378	-	439,378	87,164	(352,214)	19.8%
68 PARKS REC - REC FACILITY PROGRAMS	601,332	-	601,332	343,001	(258,331)	57.0%
69 PARKS REC - CULTURAL ARTS	268,238	63,000	331,238	56,109	(275,129)	16.9%
70 PARKS, REC & CULTURAL ARTS TOTAL	7,550,913	109,800	7,660,713	1,648,223	(6,012,490)	21.5%
NON-DEPARTMENTAL						
71 NON DEPT-CENTRAL PURCHASES	123,914	-	123,914	10,965	(112,949)	8.8%
72 NON DEPT-SHARED EXPENSES	4,000,155	-	4,000,155	3,189,925	(810,230)	79.7%
73 NON-DEPARTMENTAL TOTAL	4,124,069	-	4,124,069	3,200,890	(923,179)	77.6%
74 EXPENDITURES TOTAL	66,018,346	1,080,521	67,098,867	15,781,311	(51,317,556)	23.5%
75 EXCESS OF REVENUE OVER EXPENDITURES	8,387,746	(1,080,521)	7,307,225	(10,252,411)	(17,559,636)	-140.3%
TRANSFERS						
76 TRANSFERS IN	9,214,191	-	9,214,191	303,548	(8,910,643)	3.3%
77 TRANSFERS OUT	(16,576,431)	(90,000)	(16,666,431)	(12,254,686)	4,411,745	73.5%
78 TRANSFER TOTAL	(7,362,240)	(90,000)	(7,452,240)	(11,951,138)	(4,498,898)	160.4%
79 NET INCREASE (DECREASE) TO FUND BALANCE	\$ 1,025,506	\$ (1,170,521)	\$ (145,015)	\$ (22,203,550)	\$ (22,058,534)	15311.2%

FY 2018-19 YTD Capital Improvement Project Status Report - First Quarter

Project Title	WP/CIP No.	Responsible Department	Project to Date Budget as of 9/30/2018	Project to Date Expenditures as of 9/30/2018	Transfers or Returns	Remaining Balance as of 9/30/2018	Anticipated Completion Date (Month-Year)	Status	
DRAINAGE PROJECTS									
1	Storm Drain Repair	CD05E	DEVELOPMENT SERV - ENG	2,636,001	2,076,065	0	559,936	Ongoing	On-going Master Project.
2	El Camino Real Channel Storm Drain Repairs / Improvements	CD06D	DEVELOPMENT SERV - ENG	1,929,274	1,777,080	0	152,194	Completed	The Cal OES a Notification of Project Closure was dated June 30, 2018. The project can now be closed. Project completion form submitted 7-26-2018.
3	(229) Manchester Ave @ Mira Costa Drainage Improvements	CD07C	DEVELOPMENT SERV - ENG	56,902	0	0	56,902	N/A	Belmont Contribution.
4	5 Yr. Habitat-Biological & Monitoring	CD17B	DEVELOPMENT SERV - ENG	174,474	65,068	0	109,406	8/1/2021	The 5 year maintenance and monitoring of the El Camino Real Channel Storm Drain began in June 2016.
5	Lone Jack Rd Culvert Project	CD17C	DEVELOPMENT SERV - ENG	377,166	365,238	0	11,928	Completed	Project was completed on or about May 18, 2018. The City Council authorized the filing of the Notice of Completion on August 8, 2018.
6	Watershed LID Retrofit	CD19A	DEVELOPMENT SERV - ENG	185,780	0	0	185,780	TBD	Processing amendment with IRWM/DWR to revise project scope to include Public Works Yard Improvements.
Category Total			5,359,597	4,283,450	0	1,076,147			
WASTEWATER PROJECTS - CARDIFF SANITARY DIVISION									
6	CSD Collection System Rehab	CC04E	CSD	3,216,691	1,196,790	(0)	2,019,901	Ongoing	On-going Master Project.
7	Olivenhain Trunk Improvements	CC04J	CSD	8,323,702	2,215,138	0	6,108,564	7/1/2020	EIR certified by Planning Commission in January 2018; MUP approval from planning commission occurred in February 2018. Project is at 90% design and permits from various resource agencies are currently being obtained. Construction expected to begin Summer 2019.
8	Lone Jack & Somerset Main Replacement	CC07B	CSD	1,793,280	9,500	0	1,783,780	7/1/2020	Included in the Olivenhain Trunk Sewer Project. See status above.
9	Coast Blvd Pump Station Upgrades	CC14B	DEVELOPMENT SERV - ENG	2,163,778	2,022,648	0	141,130	Completed	Project was completed on or about December 14, 2017. The City Council authorized the filing of the Notice of Completion on January 24, 2018.
10	Sewer Master Plan Update	CC16B	CSD	120,000	0	0	120,000	6/30/2019	Reserve funding for next Sewer Master Plan Update - anticipate FY 2019.
11	SEJPA Plant Improvements	CC18A	CSD	765,494	488,453	0	277,041	Ongoing	Annual contribution to SEJPA capital improvement program. FY18 complete. Close and transfer remaining balance to CC19A in October 2018.
12	SEJPA Plant Improvements	CC19A	CSD	76,757	0	0	76,757	Ongoing	Annual contribution to SEJPA capital improvement program.
Category Total			16,459,702	5,932,528	0	10,527,174			
WASTEWATER PROJECTS - ENCINITAS SANITARY DIVISION									
12	Batiquitos 2004 Pump Station Improvements	CE04A	ESD	2,739,420	2,572,009		167,411	Ongoing	Annual pass-through contribution to LWD capital improvements at Batiquitos pump station.
13	Collection System Rehabilitation	CE04H	ESD	4,637,685	887,849	0	3,749,836	Ongoing	On-going Master Project.
14	Master Plan Update	CE16A	ESD	120,000	0	0	120,000	6/30/2019	Reserve funding for next Sewer Master Plan Update - anticipate FY 2019.
15	Poinsettia Station Gravity Pipeline (formerly Lanikai Gravity Sewer Line)	CE17C	ESD	169,600	54,686		114,914	Jun-19	ESD share of Leucadia Wastewater project - Poinsettia Station Gravity Pipeline
16	Encina Plant Improvement	CE18B	ESD	1,393,239	687,552	0	705,687	Ongoing	Annual contribution to EWA capital improvement program. FY18 complete. Close and transfer remaining balance to CC19A in October 2018.
17	Encina Plant Improvement	CE19B	ESD	879,039	46,750	0	832,289	Ongoing	Annual contribution to EWA capital improvement program.
Category Total			9,938,983	4,248,846	0	5,690,138			

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PUBLIC FACILITIES PROJECTS									
17	Library Community Room Remodel	CF16C	PARKS, REC AND CULTURAL ARTS	50,000	49,452	0	548	Complete Aug. 2018	The installation of the new motorized windows shades is complete. The new stage surface and LED lighting system were completed in August 2018. Close at 1st Quarter FY 2018-19.
Category Total			50,000	49,452	0	548			
PARKS & BEACHES PROJECTS									
18	Recreation Trails Development Fund	CP00F	PARKS, REC AND CULTURAL ARTS	2,014,413	605,943	0	1,408,470	FY 17/18 - FY 20/21	<p>According to the Trails Master Plan, there are 80 miles of trails and 40.5 miles are currently developed. Funding was approved for the following trails during the FY 2017-18 six year CIP budget process.</p> <p>The Adams Run Trail Connection Engineering is currently working with a consultant on the design phase and completion is anticipated in FY 2019-2020. The design phase was delayed due to the discovery of a federally endangered species (gnatcatcher) requiring biological reporting, permits and mitigation.</p> <p>The Trail 95 El Camino Del Norte Connection Engineering is currently working with a consultant on design in FY 2018-19 and construction is to be combined with Trail 82 and is anticipated to be completed in FY 2018-19.</p> <p>Trail 82 Rancho Santa Fe Road Link Engineering is working with a consultant on the ROW studies and design and completion is anticipated in January 2019. Construction is to be combined with Trail 95.</p> <p>The Trail 79 Manchester Avenue Connection Engineering will work with a consultant on design in FY 2021/22 and completion is anticipated in FY 2022/23.</p>
19	Park Improvement Projects	CP04G	PARKS, REC AND CULTURAL ARTS	2,105,373	1,620,830	0	484,543	Ongoing	<p>The Parks, Recreation and Cultural Arts Department identifies improvement projects for park and recreational facilities on an annual basis, funded by revenue from cell tower lease agreements. Projects may include, but are not limited to, the replacement of various park/beach/trail amenities and rehabilitation of existing facilities/amenities.</p> <p>Replacement of the playground equipment at Mildred Macpherson Park and Encinitas Viewpoint Parks are completed. The fencing around the playground at Encinitas Viewpoint Park was completed in August 2018.</p> <p>Scott Valley Park is the next park scheduled for improvements.</p>

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20	Habitat/Open Space Acquisition	CP05A	DEVELOPMENT SERV - PLANNING	421,280	6,932	0	414,349	On-going	This project involves the acquisition and preservation of habitat/ open space parcels from willing sellers in support of the approved SANDAG Multiple Habitat Conservation Program (MHCP), Storm Water/ Watershed Management Program and habitat preservation and open space goals. The City will utilize local funds to leverage federal and state grants and/or any other opportunities that may arise. (*TEA Grant is no longer available to City \$134,242 - Augmentation form was forwarded to Finance on 3/25/15) The City seeks to establish a balance between new development and the maintenance and preservation of these valuable environmentally sensitive habitat and open space resources. Planning requests to move project to Parks & Recreation Dept. to monitor, budget, etc.
21	Standard Pacific Park Site Design	CP14A	DEVELOPMENT SERV - ENG	3,243,492	131,703	0	3,111,789	Jun-20	Project is 3.14 acre park is fully funded. 50% design is under way. Planning permits are in process. Construction is anticipated for Fall 2019.
22	Beacon's Beach Access	CP14B	DEVELOPMENT SERV - ENG	850,000	357,423	0	492,577	May-20	AECOM Design contract underway. Construction is expected to begin November 2019 and completed by May 2020.
23	MLB Marine Safety Headquarters Rebuild	CP14C	ENG/MARINE SAFETY	3,896,465	3,896,445	0	21	Complete	Construction completed in November 2017. The City Council authorized the filing of the Notice of Completion on April 18, 2018. Close at 1st Quarter FY 2018-19.
24	Cardiff Beach Living Shoreline Project (Dune Restoration)	CP16A	DEVELOPMENT SERV - ENG	3,642,331	508,905	0	3,133,426	Mar-19	Construction started November 5 and will be complete in March 2019.
25	Leo Mullen Artificial Turf	CP16B	DEVELOPMENT SERV - ENG	1,212,600	1,067,756	0	144,844	Complete	Turf Project completed. Project also funding a lighting study. The preliminary study was submitted in September 2018.
26	Beacon Beach Bluff Improvement Project	CP14C	DEVELOPMENT SERV - ENG	3,400,000	0	0	3,400,000		
Category Total			20,785,954	8,195,937	0	12,590,017			
STREETS & ROADS PROJECTS									
27	Safe Rte. 2 Schools Program (City)	CS01E	DEVELOPMENT SERV - ENG	1,913,557	1,293,096	0	620,461	Ongoing	Master Program - ongoing. \$275,000 transferred to B Street Sidewalk Project (CS18G) for tracking purposes.
28	Traffic Safety and Calming	CS02F	DEVELOPMENT SERV - ENG	466,165	267,933	0	198,232	Ongoing	Master Program - ongoing.
29	Traffic Signal Modifications	CS02G	DEVELOPMENT SERV - ENG	1,255,988	580,587	0	675,401	Ongoing	Master Program - ongoing.
30	North Coast Hwy 101 Streetscape	CS04D	DEVELOPMENT SERV - ENG	9,878,546	2,610,204	0	7,268,342	FY 2019-20	Construction bids for all segments expected to occur in Summer 2019. Construction start anticipated in October 2019.
31	Santa Fe Dr Improvements	CS07B	DEVELOPMENT SERV - ENG	2,957,305	2,008,163	0	949,142	Dec-18	North side construction complete. Undergrounding complete April 2018. Notice of completion for North Sidewalk expected Fall 2018.
32	Devonshire Dr Traffic Calming	CS10G	DEVELOPMENT SERV - ENG	125,000	31,565	0	93,435	Ongoing	Master Project.
33	La Costa Avenue Improvements	CS11C	DEVELOPMENT SERV - ENG	1,475,000	87,451	0	1,387,549	TBD	La Costa Avenue at Highway 101 improvements with signal or roundabout.
34	Encinitas Community Park (ECP) Mitigation/Santa Fe @ Scripps	CS12E	DEVELOPMENT SERV - ENG	38,000	0	0	38,000	TBD	City's financial contribution for traffic impacts.
35	ECP Offsite Improvements	CS13C	DEVELOPMENT SERV - ENG	750,000	563,876	0	186,124	TBD	Master Project for future traffic mitigation costs.
36	Encinitas Blvd SR2S Improvements	CS13E	DEVELOPMENT SERV - ENG	663,908	624,341	0	39,567	Complete	Project can be closed.

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37 Upgrade Traffic Signals - El Camino Real, Etc.	CS14E	DEVELOPMENT SERV - ENG	411,100	387,064	0	24,036	Complete	Project can be closed after final invoice is submitted and check is received.
38 Upgrade Traffic Signals - Leucadia Blvd, Etc.	CS14F	DEVELOPMENT SERV - ENG	551,700	515,280	0	36,420	Complete	Final check was received and project can be closed.
39 South Coast Hwy101 Sidewalk Improvements	CS15C	DEVELOPMENT SERV - ENG	900,650	1,022,680	250,000	127,970	Complete	Construction is complete. Notice of Completion is going to Council on December 12, 2018.
40 ADA Curb Ramp Project	CS16C	DEVELOPMENT SERV - ENG	71,074	20,612	0	50,462	Ongoing	Master Program
41 Verdi Rail Crossing (Formerly Montgomery at Grade Pedestrian Crossing)	CS16E	DEVELOPMENT SERV - ENG	3,261,025	879,564	0	2,381,461	TBD	Previously titled "Montgomery Ave At-Grade Pedestrian Rail Crossing". 50% plans complete. FRA CRISI grant results expected January 2019. Construction dependent upon funding availability.
42 El Portal Pedestrian/Bike Underpass Project	CS16F	DEVELOPMENT SERV - ENG	5,395,000	460,844	0	4,934,156	Aug-19	100% plans complete. Application to CPUC in December 2018, approval anticipated in May 2019 (6 month review process). Caltrans authorizations and CTC construction funding allocations sought in Summer 2019. Construction beginning as soon as August, 2019.
43 FY 2016-17 Annual Street Overlay	CS17A	DEVELOPMENT SERV - ENG	3,834,886	3,725,490	(109,396)	0	Feb-17	Construction is complete. Close and return HUTA budget at 1st Quarter FY 2018-19.
44 FY 2017-18 Annual Street Overlay	CS18A	DEVELOPMENT SERV - ENG	3,368,178	3,345,203		22,975	Complete	Construction completed February 2018.
45 B Street Sidewalk Project	CS18G	DEVELOPMENT SERV - ENG	499,550	78,891	0	420,659	Jun-19	In design. Approval of Plans and Specifications to Council on January 9, Construction start in March and completed May 2019.
46 Downtown Cardiff Accessibility Project	CS18H	DEVELOPMENT SERV - ENG	148,000	23,082	0	124,918	May-19	In design. Approval of Plans and Specifications to Council on January 9, Construction start in March and completed May 2019.
47 FY 2018-19 Annual Street Overlay	CS19A	DEVELOPMENT SERV - ENG	3,000,000	2,500	(250,000)	2,747,500	Jun-19	Contract split into two contracts - seals and overlay. Seals has been awarded and starts December 17, 2018 and will be complete February 2019. Overlay will have approval of plans and specifications in March, start construction in May and be complete in June 2019.
48 Morning Sun Drive Sidewalk	CS19B	DEVELOPMENT SERV - ENG	1,900,000	0	0	1,900,000	Jun-20	Moving t 50% PSE. Plan to finish Design in April 2019. After that, construction should be 7-8 months.
49 Bonita Sidewalk	CS19C	DEVELOPMENT SERV - ENG	120,000	0	0	120,000	Jun-19	100% Submitted to Planning Department. Plan to Advertise early in 2019 and go to construction in either April or June 2019 when school is out.
50 Encinitas Blvd Guardrail	CS19D	DEVELOPMENT SERV - ENG	145,000	0		145,000	Feb-19	Included in the seals contract of the 18-19 annual contract - construction starts Dec 17, 2018 and will be complete in February 2019.
Category Total			43,129,632	18,528,428	(109,396)	24,491,808		
STORM RELATED PROJECTS								
47 Emergency Repair Project - Highway 101 South	CX11F	DEVELOPMENT SERV - ENG	872,746	853,462	0	19,284	Complete	Project is complete. Awaiting full reimbursement from FHWA ER Grant.
48 Emergency Repair Project - Ponto Storm Drain	CX16E	DEVELOPMENT SERV - ENG	110,000	27,444	0	82,556	Apr-19	All repairs including temporary irrigation were completed by March 2016. The city received a coastal development permit from Carlsbad. The permit requires approximately 2 years of monitoring post planting.
49 Emergency Repair Project - Hwy 101 Monitoring	CX16F	DEVELOPMENT SERV - ENG	112,512	25,557	0	86,955	Jul-21	This is the five year monitoring associated with Project CX11F (Emergency Repair - Highway 101 South). The five year monitoring will be completed in 2021.
Category Total			1,095,258	906,463	0	188,795		

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Capital Projects Fund (402)									
50	Leucadia Flooding Issues	CD17A	DEVELOPMENT SERV - ENG	535,000	321,889	0	213,111	May-19	Project to install sumps and East Jason Street culvert. 8 sump catch basins completed in April 2018. Jason Street culvert is at 100% design, construction expected early 2019. On-going negotiations regarding the license agreement with NCTD.
51	ELLD-Zone H Lot 15 Recycled H2O Conversion & Booster Pump Installation	CP17A	PARKS, REC AND CULTURAL ARTS/SDWD	30,000	0	0	30,000	FY 18/19- FY 19/20	This project is a joint project between San Dieguito Water District, San Elijo Joint Powers Authority, and the City of Encinitas Parks, Recreation and Cultural Arts Department. Phase 1 of a two phase project to bring in reclaimed water to the south mesa of Encinitas Ranch is complete. Phase 2 is scheduled for design in FY 2018-19 and completion by FY 2019-20.
52	Birmingham Drive - Complete Streets	CS17B	DEVELOPMENT SERV - ENG	1,348,560	481,673	0	866,887	TBD	50% street improvement design complete. Coordinating with utilities for undergrounding. SDGE Undergrounding design to be complete by September 2019. Undergrounding is not currently funded.
53	SR2S Cardiff School District	CS17C	DEVELOPMENT SERV - ENG	541,675	311,370	0	230,305	Sep-18	MacKinnon Sidewalks complete; Encinitas Community Park/Mackinnon pedestrian ramp project complete. Montgomery Avenue Sidewalks completed in September 2018.
54	SR2S San Dieguito Union HS District	CS17D	DEVELOPMENT SERV - ENG	300,000	221,177	0	78,823	Jul-18	Requeza Street Sidewalk was completed in August 2018. NOC approved by Council on October 10, 2018.
55	Hwy 101 Pedestrian Crossing	CS17E	DEVELOPMENT SERV - ENG	323,000	7,000	0	316,000	TBD	In design with Streetscape.
56	Chesterfield Drive Quiet Zone Implementation	CS17F	DEVELOPMENT SERV - ENG	770,000	322	0	769,678	Spring 2019	Supplemental Safety Measures to be implemented in Spring 2019. Study underway for quiet zone implementation from Chesterfield to La Costa.
57	Street light & Traffic Signal Replacements	CS17G	DEVELOPMENT SERV - ENG	260,000	128,852	0	131,148	on-going	Master program to replace street lights and traffic signals that are knocked down.
58	Street Light Conversion Project	CS17H	DEVELOPMENT SERV - ENG	760,500	0	0	760,500	TBD	RFP for design services expected to be released in January 2019.
59	Leucadia Blvd Roundabout @ Hygeia	CS18B	DEVELOPMENT SERV - ENG	2,050,000	2,556	0	2,047,444	Sep-20	Project is for completion of Phase II which includes a roundabout at Hygeia and Leucadia and street improvements from Hermes to Orpheus. 20% design in December 2019.
60	Springwood Sidewalks	CS18C	DEVELOPMENT SERV - ENG	857,158	633,681	0	223,477	Sep-18	Construction completed in August 2018. NOC was approved by Council October 24, 2018
61	Installation of Innovative Bike Lane Treatment	CS18D	DEVELOPMENT SERV - ENG	125,000	0	0	125,000	on-going	Master project for general striping improvements.
62	General Mobility Improvements	CS18E	DEVELOPMENT SERV - ENG	700,000	117,000	0	583,000	on-going	Master Project for general mobility improvements.
63	Emergency Repair - Lone Jack Road	CX17B	DEVELOPMENT SERV - ENG	347,300	296,956	0	50,344	Completed	Construction completed 2017. Grant for \$282,562 approved by Caltrans. City will submit final invoice in January 2019.
64	Climate Action Plan - Mitigation Measures	WC17A	CITY MANAGER - ENVIRONMENTAL SERVICES	150,000	23,895	0	126,105	On-going	CAP implementation is underway. A consultant was selected to support the development of new building ordinances to achieve specific CAP goals and a CivicSpark Fellow was brought on to support CAP public outreach and implementation monitoring.
65	Vulcan & San Elijo Active Transportation Improvement Study	WC17B	DEVELOPMENT SERV - ENG	100,000	10,279	0	89,721	On hold	Study on hold.
66	Leo Mullen Sports Park Lighting (ERSP)	WC17C	ENG/PARKS & REC	165,000	0	0	165,000	TBD	An update to the Encinitas Ranch Specific Plan is required for the installation of field lights. A Lighting Study was completed and Hoch Consulting is working with Planning to present the study to the community.
67	800 MHZ Radio Upgrades	WC18A	FIRE	90,780	41,997	0	48,783	FY 20/21	First year radio purchase completed in December 2017. Waiting for grant reimbursement.

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68 Assessment of Fair Housing	WC18B	DEVELOPMENT SERVICES - PLANNING	50,000	0	0	50,000	TBD	Program participants including Housing Authorities and recipients of Community Development Block Grant program funds are required to take actions to affirmatively further fair housing choice. Budgeted funds will be used to prepare the Assessment of Fair Housing (AFH), including technical assistance, data analysis & input, and community outreach. Per HUD Notice 2018-106, released January 5, 2018, the AFH deadline is being extended. The Cities within San Diego County will complete the AFH as a region, with an anticipated new due date of October 2023. The City (along with all San Diego County jurisdictions) will still need to update the (San Diego Regional) Analysis of Impediments in the meantime. Budgeted funds will be used to select a consultant with both efforts.
69 Affordable Housing Acquisition	WC18C	DEVELOPMENT SERVICES - PLANNING	1,383,841	0	0	1,383,841	On-going	On March 22, 2017, the Encinitas Housing Authority Board directed staff to develop a strategy for acquisition of units using the City's in-lieu fees (Affordable Housing Fund). Part of this strategy includes appropriating the available fund balance in the In-Lieu Fees fund the purposes of purchasing affordable housing within the City of Encinitas, when it becomes available and it is the City's desire to purchase. This effort has since been expanded and extended to include a strategy for use of City Affordable Housing funds. This strategy will prioritize the use of City funds in achieving the City's housing goals and needs, including new construction, acquisition and rehabilitation. It is anticipated that a strategy will be considered by Council in early 2019.
70 Pacific Pines Maintenance Schedule	WC18D	DEVELOPMENT SERVICES - PLANNING	48,633	19,752	0	28,881	On-going	In 2003, the Encinitas Housing Authority acquired 16 condo units at Pacific Pines to preserve affordable housing for low-income households. Since 2003, maintenance has been completed on an as-needed basis. In 2016, a replacement study was done to anticipate major needs over 20 years. Reserve funds are budgeted according to the study, in order to implement maintenance. Many units have been updated with new carpet, painting, and appliances. Staff is in regular communication with property management regarding use of the replacement funds.
71 Tech Infrastructure Replacement	WC18E	IT/GIS	772,039	69,387	0	702,652	Ongoing	This project includes the migration of end of life hardware and software including servers, networking equipment, business applications, and infrastructure management tools to enhance business process automation, digital infrastructure security, and disaster recovery. Hardware replacement in FY 18 included replacement of network routers for the local and wide area networks, end of life personal computers, and upgrades to disaster recovery networking equipment.
72 ADA/Section 504 Update of Self Evaluation	WC18F	CM/RISK	75,000	0	0	75,000	Apr-19	Update of City's Self-Evaluation and Transition plan as mandated by Federal Regulations
73 Joint Tech Feasibility Study on CCE	WC18G	CM/ ENVIRONMENTAL	100,525	93,044	0	7,481	Ongoing	The study is being finalized with the partners involved in the project and will be reviewed by City Council in the winter.
74 Storm Capture and Reuse Study	WD17A	DEVELOPMENT SERV - ENG	100,000	55,554	0	44,446	Complete	Dokken prepared a Preliminary Engineering Report studying storm water capture at Leucadia Roadside Park. The task is complete. Waiting to see if the City wants to pursue and fund design and construction of a project.
75 SHSP Grant -Dry Suits	WF18A	Fire	7,106	7,073	0	33	Jun-18	Dry suits purchase complete. Waiting for grant reimbursement to close out project. Close at MY - Reimbursement received in November
Category Total			11,991,117	2,843,455	0	9,147,662		

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FACILITY MAINTENANCE PROJECTS (403 Fund)								
76	Civic Center Improvements	CF16A PW	1,935,000	201,362	0	1,733,638	Ongoing	HVAC controls replacement complete; fire sprinkler system replacement in design; security upgrades in progress. FY 19 tasks anticipated to include carpet replacement, exterior painting and HVAC duct cleaning. Selected architectural firm for as-needed consulting to assist City with coordinating tasks.
77	Fire Stations Improvements	CF16B PW	375,077	108,885	0	266,192	Ongoing	Station 1 being evaluated to determine scope of repairs and/or rehab. Station 4 rehabilitation approved by Council August 22, 2018. Initial demo of back garage completed.
78	PW Facility Improvements	CF16D PW	760,851	265,195	0	495,656	Ongoing	Anticipated FY19 tasks include Electric Vehicle (EV) charger installation, carpet replacement and exterior painting.
79	ADA Facilities Compliance	CF16E PW	80,000	0	0	80,000	Ongoing	Reserve funding for emergency ADA projects that are not in the City's current ADA Transition Plan. Anticipate using some of the funds in FY 2018-19 and FY 2019-20 for a consultant study to verify compliance with Transition plan and find any additional areas that need addressing.
80	Library Improvements	CF16F PW	282,000	88,949	0	193,051	Ongoing	FY19 tasks include carpet replacement and exterior painting, anticipated completion Spring 2019.
81	Senior/Community Center Paint and Carpet	CF16G PARKS, REC AND CULTURAL ARTS	130,000	130,000	0	0	Complete	Replacement of deteriorated wall panels, installation of new carpet and flooring material, and new paint was completed in FY 2017-18. Close at 1st Quarter
82	ADA Parking Lot Upgrades	CF18A PARKS, REC AND CULTURAL ARTS	355,000	22,599		332,401	FY 2019-20	On September 11, 2013, the City adopted Resolution 2013-41, the Transition and Self Evaluation Plans Under the Americans with Disabilities Act (ADA) and Section 504 of the Rehabilitation Act of 1973, and directed staff to complete the funded CIP projects as previously approved by the City Council at the June 12, 2013 meeting. Item #20 of the Transition Plan identifies several City parking lots in need of upgrades for compliance. Engineering is working with a consultant on ADA design upgrades for the Community/Senior Center parking lot in FY 2017-18. The design process is estimated to be complete November 2018 and construction is anticipated to be complete in FY 2018-19. Glen Park is scheduled for design and construction in FY 2018-19 and the remaining park and beach parking lots are scheduled for FY 2019-20.
83	Community Center LED Art Gallery Lighting	CF18B PARKS, REC AND CULTURAL ARTS	20,000	0		20,000	FY 2018-19	The LED lighting system has been selected and staff is working on the specifications for the Request for Bid. The anticipated time for completion is spring 2019.
Category Total			3,937,928	816,989	0	3,120,939		
CONSULTANT SERVICES & STUDIES (WORK PROJECTS)								
84	ACOE Shoreline Protection Study	WB06A CITY MANAGER - COASTAL ZONE	1,420,951	1,181,107	0	239,844	Apr-19	Pending federal funding in the federal ACOE budget. The City Manager, Mayor, and Coastal Zone Program Administrator visited Washington D.C. in December 2017 and the City Manager/Assistant City Manager met with the Army in September 2018.
85	SCOUP-Sand Compatibility Opportunistic Use Program	WB08C CITY MANAGER - COASTAL ZONE	1,082,331	557,202	0	525,129	Ongoing	Waiting for sand opportunity for future projects.
86	TMDL Compliance Program	WB11A DEVELOPMENT SERV - STORMWATER	856,171	609,913	0	246,258	Ongoing	The Carlsbad Watershed Water Quality Improvement Program (WQIP) draft is complete and was approved by the Regional Water Quality Control Board in November 2016. Implementation of the water quality improvement strategies defined in the WQIP and ongoing TMDL monitoring will be ongoing.

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87 Beach Habitat Study	WB16A	CITY MANAGER - COASTAL ZONE	150,000	9,983	0	140,017	Nov-18	Tierra Data completed a Baseline Biological Report. Next phase will be to develop a scope of work for Fall 2018.
88 Enhancement of Native Habitats in San Elijo Lagoon Ecological Reserve Project	WB16B	DEVELOPMENT SERV - STORMWATER	206,393	82,824	0	123,569	Oct-21	This a 5 year SEP project with the San Elijo Lagoon Conservancy.
89 Coastal Storm Damage Reduction Project	WB16C	CITY MANAGER - COASTAL ZONE	700,000	0	0	700,000	Ongoing	Congress has approved the Water Resource Development Act (WRDA) which places this project on a federal list appropriation list for future funding. Prior to construction, the Corps is waiting on federal funds to begin the Design Agreement and Pre-Construction and Engineering and Design (PED) phase.
90 GIS Basemap Updates and Enhancements	WC01A	GIS	804,600	678,706	0	125,894	Ortho: Ongoing Easements: TBD	Orthos - An ortho (i.e. aerial photo) project with a regional consortium is to be completed approximately every 2-3 years. The current project being planned has a tentative flight date of late February/early March 2017. In addition to orthophotos, Encinitas, along with other regional partners, will acquire oblique imagery (bird's eye view) which has many important and relevant uses for Fire, Code, and Planning. Encinitas, a partner agency, has confirmed commitment of the 2017 project to the regional agency leading the effort (SANGIS) based on the funds allocated to it in this CIP. Current status: As a phase II, a follow-up delivery of new building outlines have been delivered to the City, they have been QC'd and will be moved into our GIS production environment.
91 Open Space Mgmt. Plan	WC08K	DEVELOPMENT SERVICES - PLANNING	74,499	64,424	0	10,075	On-going	This began as a component of the Multiple Habitat Conservation Program (MHCP) Subarea Plan. However, due to high costs relative to benefits, the City did not pursue the Open Space Management Plan (OSMP), but instead developed the Encinitas Habitat Stewardship Program. No future funding is requested for the OSMP. Of the \$10,075 remaining, \$576.40 is general fund money. The other \$9,499.30 is the remaining balance of a NCCP Planning grant from U.S. Fish and Wildlife Service.
92 Citywide Flood and Channel Maintenance Permitting Program	WC09D	DEVELOPMENT SERV - ENG	425,000	177,174	0	247,827	TBD	City pursuing a citywide programmatic permit for ongoing maintenance activities of storm water and flood control systems. Phase 1 - Identification and validation of city-owned facilities has been completed. Coordination with Resource Agencies is planned for Phase 2.
93 Technology Replacement Project	WC10A	IT/GIS	2,039,587	1,837,118	0	202,469	Ongoing	This project is meant to replace end-of-life equipment and software/applications. The remaining balance is reserved for upgrading the Microsoft Exchange email system, and implementation of a Citywide records management project.
94 Fees and Other Studies	WC10B	FINANCE	199,060	152,845	0	46,215	Spring 2019	Contracted with GovInvest Inc. in July 2018 for their actuarial software and valuations solution, and benefit consulting services. Working to provide cost and liability projections for the next two year budget cycle.
95 Citywide Landscape & Lighting District Prop 218 Ballot	WC10C	DEVELOPMENT SERV - ENG	200,000	59,724	0	140,276	Cancel	Project can be closed. May be reevaluated at a later date.

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96 Encinitas Habitat Stewardship Program (Early Multi-Habitat Conservation Plan Implementation)	WC11A	DEVELOPMENT SERVICES - PLANNING	217,941	110,207	0	107,734	Spring 2019	An initial assessment report to prioritize properties/ projects for cleanup of City owned habitat property was presented to Council in September 2015. Council directed Environmental Commission (EC) review. EC reviewed report on 1/14/16 and established a subcommittee for further review. The EC Subcommittee presented their recommendations to the EC on 10/13/2016 which were accepted by the EC for final consideration and recommendation to Council. This project to stay open with remaining funds. Beginning in FY15/16, funds for the Stewardship Program are recurring and included in the Development Services operating budget (\$62,600). Development Services is working with Parks & Rec to present the project to Council and to ultimately transition the project to Parks & Rec.
97 Governmental/Educational Access Project-Equipment Update	WC12C	IT	1,984,068	591,198	0	1,392,870	Ongoing	This project includes audio visual and smart screen upgrades to public meeting rooms at City Hall/Community Center, build-out of the City I-Net infrastructure, video library and camera and other misc. equipment replacement in the Audio Visual (AV) Room and Council Chambers for broadcasting. Upgrades to AV equipment at the San Elijo Water District and Community Center meeting rooms were completed in FY18. Upgrades to the fiber connectivity between City Hall and Fire Station 1 as a part of the iNet project are slated for FY19 along with upgrades to the AV broadcasting equipment at City Hall.
98 Safe Funding	WC13B	DEVELOPMENT SERV - ENG	222,446	124,302	0	98,144	Ongoing	Master Project. The Traffic Operations Center was completed in Summer 2017. Remaining funds are limited to specific traffic related expenditures.
99 Cityworks Server	WC14A	GIS	128,000	89,580	0	38,420	TBD	Current Status: Cityworks Server Upgrade is on hold pending higher priorities from the Public Works Department.
100 Housing Element Update	WC14B	DEVELOPMENT SERVICES - PLANNING	1,984,231	1,777,137		207,094	Winter 2019	To make adequate provisions for the housing needs of all income levels, a jurisdiction must identify adequate sites with the appropriate zoning in place. Where the element does not demonstrate appropriately zoned sites sufficient to accommodate the regional housing need (RHNA) by income level, a program must be included to identify sites that can be developed within the planning period. City Council, with assistance from the Housing Element Task Force (HETF) (Mayor Blakespear, Deputy Mayor Kranz, Bruce Ehlers and Kurt Groseclose), worked to develop a state compliant housing element. The housing element was approved on June 20, 2018 by the City Council which resulted in a total of 15 sites proposed for upzoning to 25-30 du/ac. On August 8, 2018, the housing element and associated development standards were authorized to be placed on the ballot for the November 2018 election. Measure U was unsuccessful at the ballot. Awaiting litigation results and Council direction.

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101 Rail Corridor Vision	WC15A	DEVELOPMENT SERVICES - PLANNING	617,927	421,611	0	196,316	TBD	Caltrans Grant awarded (\$175K) in March 2015. WSP USA, Inc. (formerly Parsons Brinckerhoff) is project consultant. Project related work was incorporated into a consolidated study approach called the "Coastal Mobility and Livability Study". Additional funding of \$34,200 was approved at first quarter of FY16/17. Another \$64,000 was approved in Feb. for work on the Verdi crossing and another \$232,227 was added for Quiet Zone analysis. Additional expenditures authorized 9/27/2017, within the existing budget (beyond scope of contract), in a not-to-exceed amount of \$10,000 to allow for consultant preparation and attendance at additional meetings. Final draft approved by Council on 2/14/2018. Final grant reimbursement and documentation submittal completed by April 30, 2018. Work efforts continue on the Quiet Zone analysis.
102 Active Transportation Plan	WC15B	DEVELOPMENT SERVICES - PLANNING	86,400	76,569	0	9,831	Fall 2018	Contract awarded to KTU+A. Project related work was incorporated into a consolidated study approach called the "Coastal Mobility and Livability Study". Additional funding of \$11,400 was approved at first quarter of FY16/17. Additional expenditures authorized 9/27/2017, within the existing budget (beyond scope of contract), in a not-to-exceed amount of \$10,000 to allow for consultant preparation and attendance at additional meetings. Working group completed review of ATP on April 16, 2018. Council approved the ATP on August 22, 2018 and Council directed staff to pursue grant funding regarding ATP implementation.
103 Coast Hwy 101 Business Districts Parking Study (Comprehensive Parking Study)	WC15C	DEVELOPMENT SERVICES - PLANNING	86,400	72,347	0	14,053	TBD	An additional \$25,000 was approved by Council on 7/13/16 to authorize the full parking study with adopted resolution. Chen Ryan is project consultant. Project related work was incorporated into a consolidated study approach called the "Coastal Mobility and Livability Study". Additional funding of \$11,400 was approved at first quarter of FY16/17. Additional expenditures authorized 9/27/2017, within the existing budget (beyond scope of contract), in a not-to-exceed amount of \$3,600 to allow for consultant preparation and attendance at additional meetings. Next step - Council to review study (date TBD).
104 Update Inclusionary Ordinance	WC15E	DEVELOPMENT SERVICES - PLANNING	73,500	8,290	0	65,211	Spring 2020	Direction and funding was given in May 2014 for staff to update the City's Inclusionary Housing Ordinance to better address the need for affordable units reserved in new development projects. Staff presented a draft ordinance to Council in September 2015 at which time staff was directed to hold a workshop to further vet the Inclusionary and Affordable Housing issue. Draft Ordinance was presented to Council on 2/14/2018, at which time staff was directed to hold a workshop to further discuss inclusionary regs. Workshop was held on March 7, 2018. Revised Ordinance, based on Council direction from workshop, was approved on August 8, 2018. Local Coastal Plan Amendment (LCPA) submitted to Coastal on 8/28/18. Council also directed staff to prepare a nexus study, gap analysis, and economic feasibility study to evaluate further opportunities for affordable housing. The studies are being phased. Preliminary results of the economic feasibility study presented to Council on 9/26/2018. Based on Council direction, the preliminary results were presented to PC for consideration on 10/9/2018. PC recommended further studies and to complete all studies at once in order to consider all the results at the same time. However, based on Measure U election results, completion of some study areas are on hold. Estimated completion date for the draft studies is early 2019.

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105 Tyler Enterprise (formerly Enterprise Workflow Management (EnerGov))	WC16A	IT/GIS	584,753	351,560	0	233,193	Winter 2019	EnerGov Phase 2 – This phase will build upon the customer service improvements and underlying core technology implemented in EnerGov Phase 1. Phase 2 will expand EnerGov functionality, (to include permitting, inspections, and mobile) for the following departments: Planning & Building, Code Enforcement, Fire Prevention, Fire Operations, and Public Works Engineering. Additionally, Phase 2 will include new customer facing self-service features, such as electronic plan submittal, online inspection scheduling, and real time project status. Current project focus includes testing code enforcement (office) and code enforcement mobile (iGEnforce). Finishing configuration for request management for use by City Manager staff. Early stages of migrating Clean Water Annual inspections over to the EG system, (office and mobile). Citizen Self Service (CSS) is also in process of being configured (public facing). Caveat to functionality of phase 2 implementation is the dependency on departments' ability to dedicate resources to this effort. Current Status: An upgrade to CSS and EnerGov have been completed. New HTML5 Apps are ready for testing (replaces the old Silverlight applications for Plan and Permit). These apps are anticipated to be installed in PROD early 2019. Several new services (permits and plans) are ready to be added to CSS pending staff testing. Over 90% of EG workflows have been completed and are waiting testing by the Development Services Department.
106 Mobile Workforce	WC16C	IT/GIS	75,000	47,244	0	27,756	Summer 2020	This project consolidates mobile hardware (primarily iPads) and related peripherals (i.e. cases, cords, printers, etc.) for all City departments. This will allow relevant staff to access mobile applications applicable to their duties and related to one or more of the City's business systems which include but are not limited to: enterprise workflow management (EnerGov), work order/inspection management, and data collection/updates on City-owned or maintained assets and infrastructure. Current status: Engineering inspectors (City staff) have procured iPads for use with EnerGov for field inspections using iG Inspect. Building inspectors are TBD as they work on contract and are not City staff.
107 Circulation Element of General Plan	WC16D	DEVELOPMENT SERVICES PLANNING	310,000	0	0	310,000	June 2022	The Coastal Mobility and Livability Study (CMLS) and associated implementation plans will be used as a foundation for the preparation of the Circulation Element Update of the General Plan. The Update will be a joint effort with the Planning and Traffic Divisions.
108 El Camino Real Streetscape Study	WC19A	DEVELOPMENT SERV - ENG	250,000	0	0	250,000	TBD	\$410,000 is programmed to be added in FY 2019-20. Project will be utilized for a Z-crossing near Via Molena.
109 Artistic Elements - I-5 Undercrossing	WC19B		192,567	0	0	192,567		
110 Consolidated Plan (CDBG Program)	WC19C	DEVELOPMENT SERV - PLANNING	50,000	0	0	50,000	July 2020	The US Department of Housing and Urban Development requires jurisdictions that receive Office of Community Development and Planning funds to prepare a Consolidated Plan. The budgeted funds will be used to prepare the plan, which includes technical assistance, data analysis & input, and community outreach. The five-year plan will cover the period of July 1, 2020 to June 30, 2025. The work is being coordinated through the County of San Diego. An RFP will be released and a contractor will be selected in January 2019.

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111 Rail Corridor "Cross Connect" Implementation	WC19D	DEVELOPMENT SERV - PLANNING	300,000	0	0	300,000	August 2020	Funded through an FY 2018-2019 Caltrans Sustainable Communities Transportation Planning Grant (\$210,000/grant; \$40,000/match; \$50,000/g.f.). Objective is to develop a feasibility study and implementation plan for connecting bike and ped transportation modes across the Rail Corridor. Building upon the recently approved RCVS and the ATP, through public outreach efforts define crossing locations and type and define connector project limits and infrastructure needs resulting in 20 concept plans & cost estimates (10 crossing & 10 connector).
108 Facade Improvement Program	WC97F	CM	266,786	227,785	0	39,001	FY 18/19	On June 7, 2017, Council amended the budget \$66K to pay remaining outstanding applications. In June, 2017, The Cardiff strip mall project received \$15K grant. In November 2017, Moonlight Marketplace received a \$45K grant. Encinitas Village Square had the remaining outstanding application for \$39,000, however, they are now in program default. They were finished with the project when Council approved the budget amendment, and had 12 months to process their Facade Grant claim. As of 10/25/18, it has been 16 months. Encinitas Chamber of Commerce was notified verbally of the default, but have had no luck in contacting the corporate owners. Note: the Chamber of Commerce was their proponent, but have given up trying to contact the owner. Recommend closing out the program and transferring the funds back to the unallocated balance of the General Fund. The burden is on the applicant to comply, not on the City.
109 Cottonwood Creek Runoff Plan	WD02A	DEVELOPMENT SERV - ENG	41,575	40,144	0	1,431	TBD	Grant (settlement) funded project awarded by the RWQCB to address water quality issues associated with Cottonwood Creek. Remaining funding could be used for education and outreach related to Prop 84 projects.
110 Orpheus Drainage Project (was South Leucadia/Vulcan Ave Storm Drain Project)	WD16A	DEVELOPMENT SERV - ENG	357,239	280,829	0	76,410	Spring 2019	Scope shifted to Orpheus Avenue Drainage Project. Design completion anticipated in Spring 2019. No funding has been established for construction.
111 Green Building Incentive Program	WF10A	DEVELOPMENT SERVICES - PLANNING	44,000	20,200	0	23,800	On-going	The Green Building Incentive Program encourages "green" construction techniques by providing funds to assist applicants that build "green." Projects that propose and achieve certification through the Build It Green GreenPoint Rated program for residential projects or the US Green Building Council's LEED program for commercial projects would be provided up to \$2,000 per application to assist with costs of providing "green" building measures utilized to achieve certification. The Council adopted an Environmental Policy on October 8, 2008 that included a requirement to ensure green building practices in all public and private development and funded the project beginning FY2010. The \$20,000 annual allocation for this project was incorporated into the operating budget during the two-year cycle for FY15/16 & FY16/17. In FY17/18, that amount was reduced to \$10,000 per year. Any remaining funding in this project budget must stay in place in order to cover applications that are already in process.
112 Pacific View Consultant Services	WF15A	CM/RISK	100,000	70,538	0	29,462	On-going	A Right of Entry Agreement was executed in July 2016 (expires December 20, 2018). An amendment to the Right of Entry Agreement was approved by Council on November 2018 for an additional year to allow more time to complete the permit process (entitlements) with the Development Services Department.
Category Total			16,131,425	9,720,561	0	6,410,864		

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Capital and Work Project Total			128,879,596	55,526,110	(109,396)	73,244,090		