



# *City of Huntington Park*

*City of Perfect Balance ~ Live, Work, Shop*



## *Adopted Budget 2012-2013*

# **ADOPTED BUDGET**

City of Huntington Park

Fiscal Year 2013

## **Huntington Park City Council**

Andy Molina, Mayor

Elba Guerrero, Vice Mayor

Rosa Perez, Council Member

Mario Gomez, Council Member

Ofelia Hernandez, Council Member

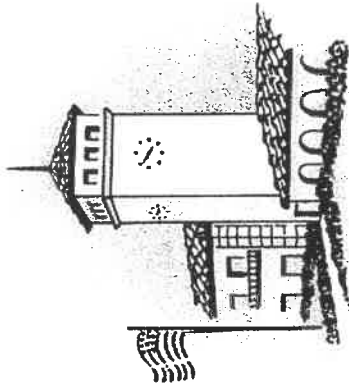
Mary Strenn, Interim City Manager

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# **BUDGET MESSAGE**

The following pages contain the Adopted Fiscal Year 2013 Budget Message.



City of

**HUNTINGTON PARK, California**  
CIVIC CENTER HUNTINGTON PARK 90255 • (323) 582-6161

**TO:** Honorable Mayor Molina and Members of the City Council

**FROM:** Mary Strenn, Interim City Manager

**DATE:** June 25, 2012

**SUBJECT:** City Manager's Budget Message for Fiscal Year 2012-2013

Presented here is the proposed Fiscal Year (FY) 2012-2013 budget for the City of Huntington Park. The budget has total revenues of \$53,401,164 and expenditures of \$62,485,207. Currently there is a budget deficit of \$9,084,043 between budgeted appropriations over budgeted revenues Citywide. In the General Fund, the budget deficit is approximately \$4,282,600. The General Fund has reserves of approximately \$11,995,000. This reserve is sufficient to absorb the budgeted deficit for fiscal year 2012-2013.

In the Water Fund, the budget deficit is approximately \$626,634 due to a shortfall in revenues for fiscal year 2012-2013. The Street Lighting and Landscape Fund will have a budgeted deficit of approximately \$396,225. This is a structural deficit and it is due to a shortfall of assessments available for the level of service provided in the district. The Public Financing Authority has a calculated arbitrage payment of approximately \$2.5 million dollars for fiscal year 2012-2013. The arbitrage liability was created from invested funds held with a fiscal agent and the payment will be made out of those funds. The Asset Forfeiture Fund and the Air Quality Fund plan on spending an additional \$600,000 and \$356,000, respectively of fund equity accumulated from prior fiscal years. The City is also spending an additional \$965,000 of Prop. 1b funds and approximately \$313,584 of additional State Gas Tax funds carried forward from funding set aside in fiscal year 2011-2012 for street projects. This is the first year that the budget does not include the Community Development Commission as redevelopment agencies have been abolished in California and Huntington Park's Successor Agency is now a separate entity from the City.

While the budget concentrates on short term fiscal needs, the City continues to work on long term economic stimulation. All localities have had to cope with negative impacts of the recession as well as the capture of local funds by the State as it deals with its own shortfall. But cities are the nucleus of economic health so we have been keeping our focus on stimulating the local economy for a strong future. This strategy will pay off in the long term.

In the short term, though, it has been a challenging year for funding operations. We have ended the current fiscal year with having to use fund equity. Rather than adding to our reserves at the close of the fiscal year, we have been dependent on them to balance the budget and make up for the shortfalls in the Water Fund and Landscaping & Lighting District. Huntington Park is fortunate to have had the reserves available.

For FY 2012-2013, we are projecting a slight increase in revenues, indicating a gradual turn-around from the recession. The growth is insufficient, however, to cope with next year's expenditures for operations as well as the subsidization of utilities. A more aggressive plan for recovery has been needed and is now being implemented: It is comprised of the following five-prong approach:

1. Each department has begun the budget process by submitting a 15% cut in supplies.
2. Departments have each submitted a prioritized list of further cuts, including staff and programs, that will be instituted in case other measures are delayed or less successful.
3. Bargaining Units and Unrepresented Employees have been asked to make concessions on health insurance and pensions as well as forgoing salary COLA's.
4. Rate changes for the Water Fund are in process to pass on the increasing costs of water and energy in order to reduce the General Fund subsidy of a service that is intended to be exclusively fee-based.
5. Contracts are being analyzed for the purpose of renegotiation and/or changes in scope of services.

#### Final Plan Changes from Preliminary Plan

The budgetary process this year has been extremely compressed. Even after adoption, it is recommended that a mid-year budget review take place toward the end of the calendar year. It should include a review of the four recovery measures that will have been implemented by that time and an assessment of the need for the fifth measure.

#### Final Budget Changes from the Preliminary Budget

There are always minor changes from a preliminary to final budget. Some noteworthy changes here are:

1. This budget includes no new positions. The Preliminary Budget had listed one less lieutenant position, due to retirement, and the addition of a captain's position in Police but the budget is not the tool for considering such a change so it was removed in the final document.

2. Each department reduced supplies by 15% but the Police Department inadvertently had another 21% removed from it, so that was reversed.
3. The Community Development Department staffing level has been under review for quite a while due to reduction in private development activity, completion of grants and budgetary considerations. Two positions have been abolished, the Planning Manager and the Development Project Coordinator, in the Final Budget.

#### City Budget Fund Realignment

It has been essential to make sure that funds were properly aligned considering the loss of redevelopment and the need to glean any available revenue to solve the budget deficit. An example is that General Fund operations will include CalPERS retiree costs within each department. Past practice of paying for the costs through a separate fund that did not charge back resulted in a misleading budget and obscured a structural deficit. The current budget organization is preferable, although it will make it more difficult to compare some line-items among multiple years.

#### General Fund Budget

The General Fund receives general tax revenues and finances basic City services such as general government services, public safety and parks. The General Fund comprises 52% of the total budget.

The **Public Safety Department** continues to be the biggest part of the General Fund comprising 64% of the total budget. The police department continued to reduce the use of overtime and departmental office supplies. The use of overtime will continue to be monitored and assured that it is implemented where the occasion merits it.

**General Government** expenditures comprise 11% of the total General Fund budget and include all general administrative and legal operations of the City including City Manager, City Clerk, Finance, Human Resources and Information Technology. Even though cost for the March 2013 City election is included, expenditures were maintained lower than prior year due to reduction in travel, meetings and memberships.

The **Public Works Department** expenditures comprise 14% of the total General Fund budget. The operations of the Public Works Department continue to be efficient and provide quality services to the community.

The **Parks and Recreation Department** expenditures comprise 6% of the total General Fund budget. Services to the community include youth and adult sports, arts and cultural, and after school programs. Meals for the youth are provided through Federal funding.

The **Community Development Department** expenditures comprise 3% of the total General Fund. Planning, building, HUD programs, general plan updates and fair housing services are a few of the activities implemented through this department.

### **General Fund Revenues**

General Fund revenues are projected approximately \$2.6 million less than last fiscal year. Although economic trends show increases in certain taxes there other revenues that are at a lower level than prior years. Also, with the dissolution of the Community Development Commission the City lost approximately \$1 million in revenues.

**Property Taxes** are projected to increase by 10% but if property owners request re-assessment in property values, it could impact City tax revenues.

**Sales Taxes** are estimated to increase a little over 2%. Because of the State "triple flip" program, rather than collecting 1% on all sales in Huntington Park, the City actually collects 0.75%. The balance comes from the State in two special payments in November and May. These payments are a combination of estimates and adjustments intended to make the City whole with regard to sales tax revenue.

**Other Taxes** include Utility Users Tax, franchise payments, transient occupancy tax, and City business tax. The Utility Users Tax rate was approved by the voters in the November 2009 election. The measure was proposed to reduce the loss of revenues in the general fund to allow the City to continue providing safety, recreational and general government services. Telecommunication rate increased to 9.25% from 6.50% and all other utilities user tax rate increased to 9.75% from 7%.

**Interest and Rent** revenues have decreased about 2% due to the reduction in investment rates and less use of services.

**Service Fees** revenue is projected to increase approximately 6%. The City has funded a major portion of the community programs but will need to charge the users for a portion or close to full cost recovery in some of the programs. Also, revenues have increased due to more use of the community center for festive activities. The City currently is upgrading Salt Lake Park to promote more activity in the park for a healthy life. This is possible through a trail grant that was awarded to the City by the River Mountain Conservancy, EDI and ADA Compliant Trail Grant.

**Fine/Citation** revenues are estimated to remain the same as FY 2011-2012 with no increase. Although receivables continue to increase, this is not reflected in the revenues. Despite the City's efforts to collect the outstanding debt, many customers are unable to pay due to the increase of unemployment, lack of funds or refusal to pay.

**Transfers-in** are projected to decrease. Transfers-in are funds the General Fund receives from other City funds. The amounts projected are as follows:

|                               |                         |
|-------------------------------|-------------------------|
| Prop A Maintenance            | \$ 31,000               |
| Business Improvement District | <u>\$150,000</u>        |
| <b>Total:</b>                 | <b><u>\$181,000</u></b> |

### **Enterprise Funds**

The City operates three Enterprise Funds because they are maintained on a profit and loss basis. The proposed budgets for these three funds are as follows:

| <u>FUND</u>   | <u>OPERATING</u>          |
|---------------|---------------------------|
| Sewer         | \$ 287,011                |
| Solid Waste   | 153,410                   |
| Water         | <u>4,670,634</u>          |
| <b>Total:</b> | <b><u>\$5,111,055</u></b> |

**Sewer Fund.** This fund accounts for a special service fee collected on water bills as well as City expenses related to sewer maintenance and storm water clean-up. One of the long term goals of this fund is to comply with Regional Water Board's mandate to ensure that the water entering the storm drain system is clean. The purpose of the mandate is to ensure that the rivers and oceans are not polluted with dirty water from the storm drain system.

**Solid Waste Fund.** This fund accounts for a special service fee collected on water bills as well as City expenses related to promoting nationwide environmental events such as Earth Day, gardening workshops, beach and river clean up, and green waste programs.

**Water Fund.** The proposed Water Fund budget is \$4,670,634 comprised of \$4,347,645 for water operations, purchasing of water rights, and maintenance to the system as well as treatment of water, and \$322,989 for customer services and processing water utility bills. The City has performed a rate study and is proposing to increase the current rate to mitigate deficit spending. The rate increase will be sufficient to fund operations and assess the needs for improvement to the infrastructure that is over fifty years old. The last water rate increase was in 2006.

### **Special Revenue Funds.**

The City has a number of special revenue funds that account for revenues for specific purposes. These revenues are restricted and may not be expended for any general government purpose. The proposed budgets for these funds are as follows:

| <u>FUND</u>                   | <u>OPERATING</u>           | <u>CAPITAL</u>             | <u>TOTAL</u>               |
|-------------------------------|----------------------------|----------------------------|----------------------------|
| Special Events                | \$ 62,000                  |                            | \$ 62,000                  |
| Economic Development          | \$ 2,705,000               |                            | \$ 2,705,000               |
| Park Trail Grant              |                            | \$ 700,000                 | \$ 700,000                 |
| Transit Proposition A         | \$ 1,457,275               |                            | \$ 1,457,275               |
| Transit Proposition C         | \$ 1,176,882               |                            | \$ 1,176,882               |
| Gas Tax                       | \$ 970,267                 | \$ 965,004                 | \$ 1,935,271               |
| Measure R                     | \$ 8,500                   |                            | \$ 8,500                   |
| Local Origination             | \$ 49,600                  |                            | \$ 49,600                  |
| CAL COPS                      | \$ 150,000                 |                            | \$ 150,000                 |
| Air Quality Management        | \$ 9,221                   | \$ 346,340                 | \$ 355,561                 |
| Office of Criminal Justice    | \$ 284,490                 |                            | \$ 284,490                 |
| Federal Asset Forfeiture      | \$ 20,000                  | \$ 580,000                 | \$ 600,000                 |
| Parking System                | \$ 1,588,540               |                            | \$ 1,588,540               |
| Comm. Dev. Block Grant        | \$ 2,339,928               |                            | \$ 2,339,928               |
| HUD HOME Program              | \$ 3,236,904               |                            | \$ 3,236,904               |
| HUD 108 Loan                  | \$ 398,000                 |                            | \$ 398,000                 |
| EPA Brownfield                | \$ 180,000                 |                            | \$ 180,000                 |
| Lead Base Rehab Program       | \$ 795,000                 |                            | \$ 795,000                 |
| Illegal Disposal Abatement    | \$ 435,467                 |                            | \$ 435,467                 |
| Beverage & Used Oil Grant     | \$ 32,827                  |                            | \$ 32,827                  |
| Business Improvement District | \$ 330,000                 |                            | \$ 330,000                 |
| Street Lighting Assessment    | \$ 1,826,225               | \$                         | \$ 1,826,225               |
| <b>Total:</b>                 | <b><u>\$36,257,474</u></b> | <b><u>\$ 4,396,792</u></b> | <b><u>\$40,654,266</u></b> |

**Special Event.** This fund accounts for a percentage of proceeds received from special events throughout the park. The biggest event that provides a large amount of revenue comes from Telemundo who sponsors a sports event every year. Some other events such as the circus, car shows, and festivals provide a small amount of revenues.

**Economic Development.** This fund is established to provide for the implementation of City-wide economic development activities including business development incentive programs and blight elimination. Currently there is a contractual obligation to Home Depot and La Curacao.

**Parks Grants.** This fund is funded from Federal and State Grants for the improvement or development of parks. The City was awarded a trail grant through the River Mountain Conservancy, EDI and ADA Compliant Trail grant.

**Transit Proposition A.** This fund accounts for revenues the City receives pursuant to a County ballot measure. The City uses the funds to support City's senior citizen and handicapped bus operation as well as Huntington Park's Dial-A-Ride program. It also includes special recreation transportation programs and bus bench maintenance program. Revenues from Proposition A sales tax provides about \$1,313,568 to support these programs that are operated under regulations issued by the Metropolitan Transportation Authority.

**Transit Proposition C.** This fund accounts for revenues the City receives pursuant to a County ballot measure; similar to Proposition A. The City uses the funds to support City's Combi shuttle transportation and maintenance of street surfaces and cleaning and repair of bus stops and shelters. Revenues from Proposition C sales tax provides about \$763,509 to support these programs that are operated under regulations issued by the Metropolitan Transportation Authority.

**Gas Tax.** This fund is used to account for gas tax revenues the City receives from the State. Approximately six cents of the eighteen-cent gasoline tax comes to the City and is deposited into this fund. The revenues are governed by State regulations and must be spent on public right-of-way improvements. These include streets, adjoining landscaping, curbs, gutters, sidewalks, drainage facilities, traffic signals and signs.

**Measure R.** This fund accounts for revenues the City receives pursuant to a County ballot measure, similar to Prop A and Prop C. The funds are to be used to repair potholes, major street resurfacing, left-turn signals, bike paths, pedestrian walkways and other transit projects.

**Local Origination.** This fund was created to account for revenues earned when the City originally granted a franchise to the cable TV company. The revenue is used to pay for the City's Public Information Operations and co-sponsor with Huntington Park Chamber of Commerce the Holiday Parade.

**CAL COPS.** This fund is a California State Grant program for law enforcement technology. Restrictions on this grant include not supplanting the regular Police Department budget. Objectives include reduction and prevention of crime through effective

and efficient use of technology, implement real time GIS base mapping system, and funding Meggit use of force firearms simulators.

**Air Quality Improvement.** This is a small fund accounting for revenues received from the State to improve air quality. The proposed budget of \$355,561 is to fund the trip reduction programs and replace obsolete vehicles with fuel efficient and low emissions vehicles. In this fiscal year, the City will purchase alternative fuel efficient vehicles to replace old vehicles in the parking enforcement division.

**Office of Criminal Justice.** The City receives funds from DOJ Justice Assistance Grants for the purpose of funding part of the JAG programs, equipment, supplies, contractual support and informational systems for criminal justice to enhance law enforcement programs.

**Federal Asset Forfeiture.** This fund accounts for revenues the City receives when the Huntington Park Police Department is involved in the seizure of assets from criminal drug related activity. Federal and State laws govern how these funds can be expended. The basic requirement is that the funds be used for new law enforcement programs.

**Parking System.** This fund accounts for revenues the City receives from parking meters throughout the City. Parking Enforcement Officers are funded through this fund. Parking Enforcement Officers patrol and enforce on street and regulate parking on public parking lots. Expenditures include repairs, sweeping and landscaping to parking lots.

**Community Development Block Grant.** This fund accounts for revenues the City receives from Housing and Urban Development Department of the U.S. Government. Grant expenditures must be in accordance with federal regulations. The funds are used for Economic Development, Commercial Rehabilitation, and Low-Moderate income minor household repairs. It also provides public services assistant to various programs to educate Huntington Park families, senior citizens and children on lead-based paint, health, education and assist the homeless. Part of the funds are used to fund eligible code enforcement programs, neighborhood preservation programs, senior nutrition programs, and after school park programs. The U.S. Government is reducing the funding source this fiscal year by 13%.

**HUD HOME Program.** This fund accounts for revenues the City receives from HOME Program of the U.S. Government. Grant expenditures must be in accordance with federal regulations. The funds are used for rehabilitation financing for owner occupied single family homes and rental units; gap financing to a developer to acquire, rehabilitate and manage rental units for mixed-income households at affordable rents.

**HUD 108 Loan Program.** This fund accounts for the repayment of the City's outstanding \$7 million loan guarantee for the development of El Centro Project.

**EPA Brownfield Program.** This fund accounts for revenues of \$200,000 the City received from the U.S. Environmental Protection Agency and will be utilized to complete the remediation and clean-up of 6.2 acre CDC owned property.

**Lead-Base Grant.** This fund accounts for revenues of \$1.57 million the City was awarded for Lead Base Paint Hazard Control and will be utilized to remediate lead hazards in 902 units occupied by low and very low income families with children. Educate the community about lead poisoning prevention, healthy homes and integrated pest management

**Business Improvement District.** This special fund was established to collect the assessment paid by the merchants in the downtown area. Through the business license renewal process, merchants in the downtown area pay a fee based on the square footage of their business location. The funds are to be used to help promote the downtown area and fund the police substation. Activities funded are the holiday decorations, summer concerts, children's fair, and other events to attract shoppers to Huntington Park and its downtown.

**Street Lighting Fund.** This fund pays for the electrical and repair costs for all City lights and traffic signals. It also pays for trimming City street trees and park maintenance and landscaping. The special assessment appears on the Huntington Park property tax bill and per ordinance increases 3% each year. In 2006, the City issued bonds to make improvements to the lighting infrastructure to be more energy efficient. The fund currently collects less than the bond payments.

**Retirement Fund.** This fund accounts for all retirement benefits the City provides its employees. The City pays the employees' share, 7% for non-safety and 9% for safety after a year when the employee passes the probation period. Under negotiation are new Memorandum of Understandings that will require more employee contribution. The City also pays its share as determined by PERS, Public Employment Retirement System. The Employer rate for fiscal year 2012-2013 for non-safety is estimated at 7.426% and for safety is 26.416%. This account is funded through transfers from the special revenue funds and from property tax voter indebtedness funds.

**Other Post Employee Benefit Fund.** The Government Accounting Standards Board (GASB) establishes generally accepted accounting principals for local governments. GASB issued pronouncement #45 which requires that all local governments determine their unfunded liability for Other Post Employee Benefits (OPEB) and include the unfunded liability information in their annual financial statements. The City currently provides health insurance to both active and retired employees and their families. Although not required, the City has decided to pre-fund these benefits. Every two years a new actuarial analysis is required to determine an update on the City's unfunded liability. In this new analysis one of the assumptions is to not continue funding the unfunded liability until the City is economically established. The current retirees health benefits are funded on a pay as you go basis, approximately \$1.7 million, charged to each department as a percentage of the overall total salaries.

**Fleet Maintenance Fund.** The Fleet Maintenance Fund accounts for the cost of maintenance and repairs to City owned vehicles within the Police Department, Public Works, Parks and Recreation, staff, generators, chain saws, mechanical pumps, tractors and utility trucks. Also, the maintenance of the fuel system and mobile communications system is included in this fund.

Each department is charged a percentage based on the number of vehicles it operates against the total of all vehicles. This percentage is applied to the total budget for the fleet maintenance and charged to such departments.

**Insurance Liability Fund.** This fund accounts for the cost of the City's liability insurance program. The fund bears the cost of general liability, attorney fees, insurance premiums, claim payments, and third-party administrator. Each department contributes a specified amount each year into the fund. The City is a member of the Independent Cities Risk Management Association.

**Fringe Benefit Fund.** The Fringe Benefit Fund accounts for all benefits the City provides its employees including medical, dental, vision, life insurance, unemployment, and tuition assistance. The fund receives funding by charging each program a "fringe benefit rate" against the wages paid to an employee as they work for the City.

**Equipment and Vehicle Replacement Fund.** The Equipment and Vehicle Replacement Fund is funded through transfers from the General Fund. Because of the economic situation this fund has not received revenues in the past two years and the budget amount is a carryover fund balance.

### **Conclusion**

The Budget for 2012-2013 is a reflection of the contracting economy and its impact on City revenues. The budget holds off on many needed projects, but general service levels will be maintained.

We see it as our mandate from the City Council to monitor our revenue sources and to constantly evaluate our programs and methods of program delivery to insure that the public dollar is utilized to provide quality services and facilities as efficiently and effectively as possible.

I wish to thank our City employees for their professional and courteous service to the community, and encourage them to continue this high level of service to the residents and businesses of Huntington Park.

Respectfully submitted,



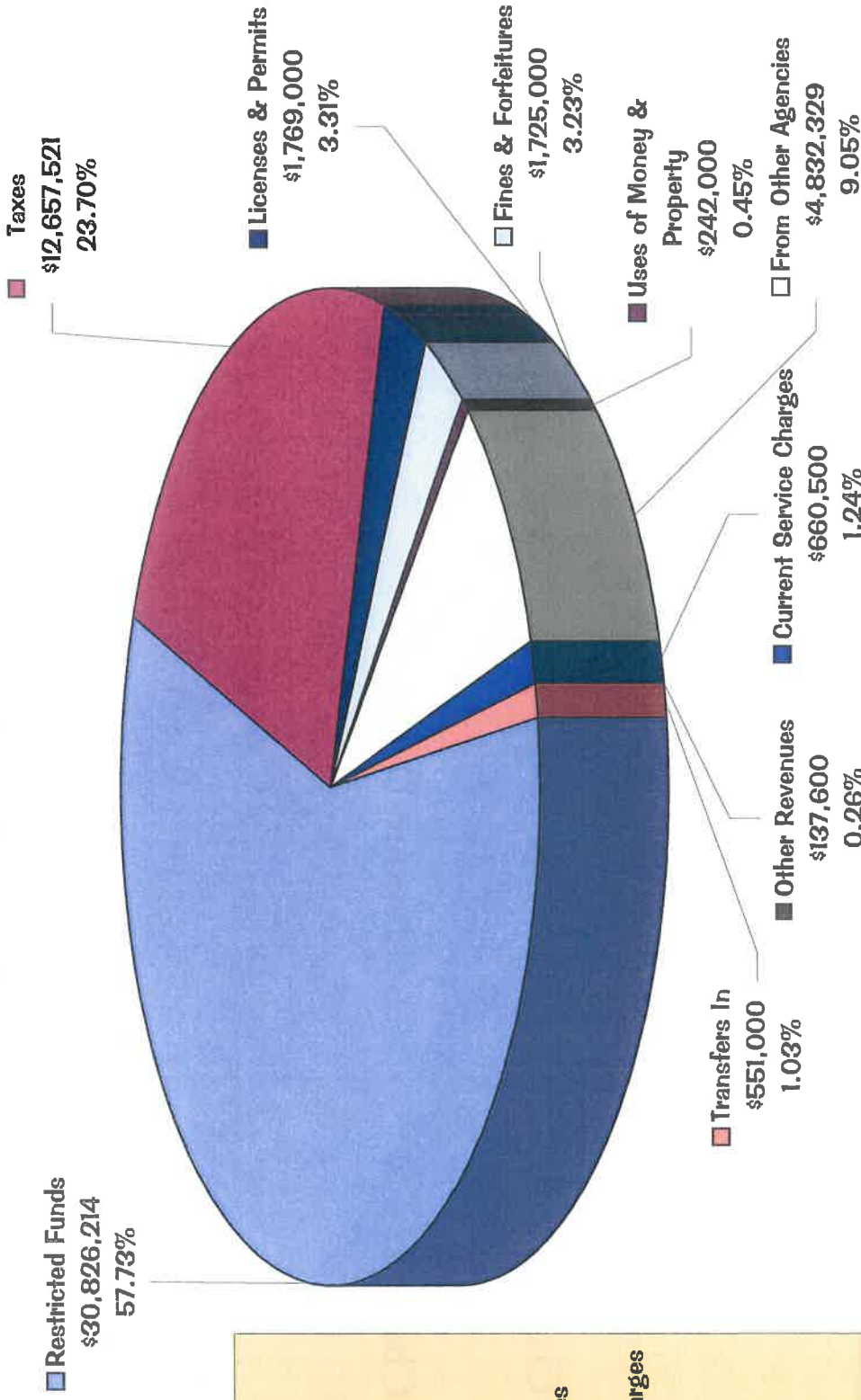
Mary Strenn  
Interim City Manager

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# REVENUES

|         |                 |         |
|---------|-----------------|---------|
| Chart 1 | Revenue Summary | Page 15 |
| Chart 2 | Revenue Detail  | Page 16 |

City of Huntington Park  
 Adopted Revenue Summary  
 All Funds 2012-2013



**Total Adopted Revenue Budget: \$53,401,164.00**

# CHART 1

## REVENUE SUMMARY

| REVENUE SOURCE                   | ACTUAL<br>2010-2011 | ADOPTED<br>BUDGET<br>FY 2012 | RECOMMENDED<br>FISCAL YEAR<br>2013 | VARIANCE<br>ADJUSTED<br>FROM 2012 |
|----------------------------------|---------------------|------------------------------|------------------------------------|-----------------------------------|
| <b>GENERAL FUND</b>              |                     |                              |                                    |                                   |
| Taxes - Property                 | 13,283,225          | 12,539,795                   | 12,657,521                         | 117,726                           |
| Licenses and Permits             | 1,857,000           | 1,962,000                    | 1,769,000                          | (193,000)                         |
| Fines, Forfeitures and Penalties | 1,932,000           | 1,940,000                    | 1,725,000                          | (215,000)                         |
| Use of Money and Property        | 534,600             | 254,000                      | 242,000                            | (12,000)                          |
| From Other Agencies              | 5,109,966           | 5,233,929                    | 4,832,329                          | (401,600)                         |
| Current Service Charges          | 559,100             | 655,000                      | 660,500                            | 5,500                             |
| Other Revenues                   | 150,000             | 60,600                       | 137,600                            | 77,000                            |
| Transfers In                     | 584,000             | 1,356,128                    | 551,000                            | (805,128)                         |
| <b>TOTAL - GENERAL FUND</b>      | <b>24,009,891</b>   | <b>24,001,452</b>            | <b>22,574,950</b>                  | <b>(1,426,502)</b>                |
| <b>RESTRICTED FUNDS</b>          |                     |                              |                                    |                                   |
|                                  | <b>31,525,403</b>   | <b>32,349,789</b>            | <b>30,826,214</b>                  | <b>(1,523,575)</b>                |
| <b>GRAND TOTAL - ALL FUNDS</b>   | <b>55,535,294</b>   | <b>56,351,241</b>            | <b>53,401,164</b>                  | <b>(2,950,077)</b>                |

## CHART 2 REVENUE DETAIL

| REVENUE SOURCE                            | ACTUAL<br>2010-2011 | ADOPTED<br>BUDGET<br>FY 2012 | RECOMMENDED<br>FISCAL YEAR<br>2013 | VARIANCE<br>ADJUSTED<br>FROM 2012 |
|-------------------------------------------|---------------------|------------------------------|------------------------------------|-----------------------------------|
| <b>GENERAL FUND</b>                       |                     |                              |                                    |                                   |
| <b>TAXES - PROPERTY</b>                   |                     |                              |                                    |                                   |
| Property                                  | 766,225             | 761,795                      | 840,000                            | 78,205                            |
| Sales                                     | 5,319,000           | 5,500,000                    | 5,742,521                          | 242,521                           |
| Public Safety Augmentation                | 100,000             | 130,000                      | 100,000                            | (30,000)                          |
| Transient Occupancy Tax                   | 38,000              | 38,000                       | 40,000                             | 2,000                             |
| Utility Users Tax                         | 6,450,000           | 5,500,000                    | 5,300,000                          | (200,000)                         |
| Franchise Fees                            | 575,000             | 575,000                      | 600,000                            | 25,000                            |
| Real Property Transfer Tax                | 35,000              | 35,000                       | 35,000                             | 0                                 |
| Subtotal                                  | 13,283,225          | 12,539,795                   | 12,657,521                         | 117,726                           |
| <b>LICENSES AND PERMITS</b>               |                     |                              |                                    |                                   |
| Business Licenses                         | 1,300,000           | 1,338,000                    | 1,305,000                          | (33,000)                          |
| Animal Licenses                           | 25,000              | 25,000                       | 25,000                             | 0                                 |
| Construction Permits                      | 365,000             | 365,000                      | 290,000                            | (75,000)                          |
| Pre-Sale Inspections                      | 20,000              | 20,000                       | 20,000                             | 0                                 |
| Building Plan Check                       | 65,000              | 65,000                       | 65,000                             | 0                                 |
| Engineer Permits/PlanCheck                | 82,000              | 140,000                      | 55,000                             | (85,000)                          |
| Fireworks Fees                            | 0                   | 9,000                        | 9,000                              | 0                                 |
| Subtotal                                  | 1,857,000           | 1,962,000                    | 1,769,000                          | (193,000)                         |
| <b>FINES, FORFEITURES &amp; PENALTIES</b> |                     |                              |                                    |                                   |
| Vehicle Impound Release                   | 100,000             | 200,000                      | 100,000                            | (100,000)                         |
| Booking Recovery Fee                      | 137,000             | 0                            | 0                                  | 0                                 |
| Parking Citations                         | 1,600,000           | 1,600,000                    | 1,500,000                          | (100,000)                         |
| Administrative Hearing                    | 10,000              | 25,000                       | 10,000                             | (15,000)                          |
| Municipal Code Violations                 | 15,000              | 15,000                       | 25,000                             | 10,000                            |
| Vehicle Code Violations                   | 70,000              | 100,000                      | 90,000                             | (10,000)                          |
| Subtotal                                  | 1,932,000           | 1,940,000                    | 1,725,000                          | (215,000)                         |
| <b>USE OF MONEY &amp; PROPERTY</b>        |                     |                              |                                    |                                   |
| Interest Income                           | 90,000              | 90,000                       | 60,000                             | (30,000)                          |
| Rents and Concessions                     | 160,000             | 154,000                      | 152,000                            | (2,000)                           |
| Public Phone Commission                   |                     | 10,000                       | 10,000                             | 0                                 |
| Other use of Money and Property           | 284,600             | 0                            | 20,000                             | 20,000                            |
| Subtotal                                  | 534,600             | 254,000                      | 242,000                            | (12,000)                          |

| REVENUE SOURCE                              | ACTUAL<br>2010-2011 | ADOPTED<br>BUDGET<br>FY 2012 | RECOMMENDED<br>FISCAL YEAR<br>2013 | VARIANCE<br>ADJUSTED<br>FROM 2012 |
|---------------------------------------------|---------------------|------------------------------|------------------------------------|-----------------------------------|
| <b>FROM OTHER AGENCIES</b>                  |                     |                              |                                    |                                   |
| Federal Snack Program                       | 61,543              | 61,543                       | 57,000                             | (4,543)                           |
| Home Owners Property Tax Relief             | 5,000               | 5,000                        | 5,000                              | 0                                 |
| Standard Training for Correctional Programs | 6,000               | 6,000                        | 5,829                              | (171)                             |
| Peace Officers Standard Training            | 15,000              | 15,000                       | 17,000                             | 2,000                             |
| Welfare Inmate Fund Receipt                 | 8,000               | 0                            | 0                                  | 0                                 |
| Motor Vehicle License Fees in Lieu          | 4,903,923           | 5,040,886                    | 4,700,000                          | (340,886)                         |
| Pass-Through AB1290                         | 90,000              | 70,000                       | 30,000                             | (40,000)                          |
| BSASF Fees                                  | 500                 | 500                          | 500                                | 0                                 |
| EZ Application Fees                         | 5,000               | 5,000                        | 2,000                              | (3,000)                           |
| State Mandated Costs                        | 15,000              | 30,000                       | 15,000                             | (15,000)                          |
| Subtotal                                    | 5,109,966           | 5,233,929                    | 4,832,329                          | (401,600)                         |
| <b>CURRENT SERVICE CHARGES</b>              |                     |                              |                                    |                                   |
| Zoning & Subdivision Fees                   | 150,000             | 150,000                      | 150,000                            | 0                                 |
| Burglar Alarm Fees                          | 55,000              | 55,000                       | 40,000                             | (15,000)                          |
| Special Police Services                     | 50,000              | 50,000                       | 60,000                             | 10,000                            |
| Special Events                              | 0                   | 105,000                      | 87,000                             | (18,000)                          |
| Animal Various Services                     | 1,000               | 1,500                        | 1,500                              | 0                                 |
| Weed Cleaning                               | 1,000               | 1,000                        | 1,000                              | 0                                 |
| Recreation - Member Passes                  | 0                   | 5,500                        | 15,000                             | 9,500                             |
| Recreation - Sports                         | 70,000              | 75,000                       | 90,000                             | 15,000                            |
| Recreation - Personnel Fees                 | 10,000              | 10,000                       | 10,000                             | 0                                 |
| Recreation - Pre-School                     | 17,000              | 15,000                       | 24,000                             | 9,000                             |
| Recreation - Fees & Charge Classes          | 100,000             | 100,000                      | 100,000                            | 0                                 |
| Recreation - Excursions                     | 1,000               | 0                            | 0                                  | 0                                 |
| Recreation - Facility Fees                  | 100,000             | 80,000                       | 80,000                             | 0                                 |
| Recreation - Miscellaneous Revenue          | 4,100               | 7,000                        | 2,000                              | (5,000)                           |
| Subtotal                                    | 559,100             | 655,000                      | 660,500                            | 5,500                             |
| <b>OTHER REVENUES</b>                       |                     |                              |                                    |                                   |
| Reimbursed Expenses - General               | 150,000             | 35,000                       | 102,000                            | 67,000                            |
| Miscellaneous Income & Revenues             | 0                   | 25,600                       | 35,600                             | 10,000                            |
| Subtotal                                    | 150,000             | 60,600                       | 137,600                            | 77,000                            |

| REVENUE SOURCE                    | ACTUAL<br>2010-2011 | ADOPTED<br>BUDGET<br>FY 2012 | RECOMMENDED<br>FISCAL YEAR<br>2013 | VARIANCE<br>ADJUSTED<br>FROM 2012 |
|-----------------------------------|---------------------|------------------------------|------------------------------------|-----------------------------------|
| <b>TRANSFERS IN</b>               |                     |                              |                                    |                                   |
| Water Fund                        | 220,000             | 220,000                      | 220,000                            | 0                                 |
| Prop A Fund                       | 39,000              | 38,000                       | 31,000                             | (7,000)                           |
| Special Event                     | 0                   | 25,000                       | 0                                  | (25,000)                          |
| Business Improvement District     | 175,000             | 175,000                      | 150,000                            | (25,000)                          |
| Parking System Fund               | 150,000             | 150,000                      | 150,000                            | 0                                 |
| Contingency Fund                  | 0                   | 748,128                      | 0                                  | (748,128)                         |
| Subtotal                          | 584,000             | 1,356,128                    | 551,000                            | (805,128)                         |
| <b>TOTAL GENERAL FUND REVENUE</b> | <b>24,009,891</b>   | <b>24,001,452</b>            | <b>22,574,950</b>                  | <b>(1,426,502)</b>                |
| <b>RESTRICTED FUNDS</b>           |                     |                              |                                    |                                   |
| Waste Collection/Disposal         | 1,450,000           | 1,450,000                    | 1,450,000                          | 0                                 |
| Special Events Contribution       | 39,000              | 29,000                       | 25,800                             | (3,200)                           |
| Special DNA ID                    | 0                   | 10,000                       | 5,200                              | (4,800)                           |
| Special Welfare Inmate            | 0                   | 15,000                       | 15,300                             | 300                               |
| Emergency Preparedness Fund       | 10,000              | 6,000                        | 0                                  | (6,000)                           |
| Economic Development Fund         | 10,000              | 10,000                       | 15,000                             | 5,000                             |
| Park Grants Fund                  | 112,000             | 1,123,000                    | 730,000                            | (393,000)                         |
| Retirement Fund                   | 3,116,396           | 3,036,852                    | 2,565,000                          | (471,852)                         |
| OPEB Fund                         | 1,992,230           | 2,120,260                    | 1,350,559                          | (769,701)                         |
| Proposition A Fund                | 1,338,901           | 1,390,712                    | 1,313,568                          | (77,144)                          |
| Proposition C Fund                | 732,389             | 739,181                      | 763,509                            | 24,328                            |
| State Gas Tax Fund                | 1,673,298           | 1,732,934                    | 1,693,209                          | (39,725)                          |
| Measure R Fund                    | 541,792             | 550,891                      | 574,396                            | 23,505                            |
| Local Origination Fund            | 32,000              | 30,500                       | 30,000                             | (500)                             |
| Office of Traffic & Safety Fund   | 15,000              | 12,000                       | 10,100                             | (1,900)                           |
| Cal Cops Fund                     | 103,000             | 100,500                      | 100,000                            | (500)                             |
| Air Quality Improvement Fund      | 75,000              | 72,000                       | 71,000                             | (1,000)                           |
| Office of Criminal Justice        | 274,811             | 500                          | 113,610                            | 113,110                           |
| Bureau of Justice Fund            | 0                   | 200                          | 0                                  | (200)                             |
| Asset Forfeiture Fund             | 65,000              | 5,000                        | 5,000                              | 0                                 |
| Parking System Fund               | 1,232,000           | 1,225,000                    | 1,118,000                          | (107,000)                         |
| Art In Public Places Fund         | 6,000               | 500                          | 0                                  | (500)                             |
| Bullet Proof Vest Grant           | 29,000              | 13,816                       | 0                                  | (13,816)                          |

| REVENUE SOURCE                        | ACTUAL<br>2010-2011 | ADOPTED<br>BUDGET<br>FY 2012 | RECOMMENDED<br>FISCAL YEAR<br>2013 | VARIANCE<br>ADJUSTED<br>FROM 2012 |
|---------------------------------------|---------------------|------------------------------|------------------------------------|-----------------------------------|
| Congressional Earmark                 | 0                   | 2,600                        | 0                                  | (2,600)                           |
| Federal Street Improvement Fund       | 784,000             | 94,000                       | 0                                  | (94,000)                          |
| HUD CDBG Fund                         | 2,741,693           | 2,166,237                    | 2,339,691                          | 173,454                           |
| HUD Home Fund                         | 2,715,311           | 3,108,821                    | 3,437,721                          | 328,900                           |
| HUD 108 Loan                          | 0                   | 20,000                       | 15,000                             | (5,000)                           |
| EPA Brownfield                        | 180,000             | 188,625                      | 188,625                            | 0                                 |
| Lead Base                             | 435,416             | 475,000                      | 795,000                            | 320,000                           |
| Sewer Maintenance Fund                | 355,000             | 355,000                      | 271,000                            | (84,000)                          |
| Solid Waste Fund                      | 150,168             | 150,000                      | 153,410                            | 3,410                             |
| Illegal Disposal Abatement            | 0                   | 456,500                      | 435,467                            | (21,033)                          |
| Solid Waste Recycle Grant             | 0                   | 39,523                       | 32,985                             | (6,538)                           |
| Ped/Bike Path SB821 Fund              | 25,982              | 30,944                       | 32,582                             | 1,638                             |
| Capital Improvement Fund              | 5,000               | 1,000                        | 0                                  | (1,000)                           |
| Business Improvement District         | 327,500             | 336,500                      | 335,000                            | (1,500)                           |
| Lighting & Landscape District Fund    | 1,353,650           | 1,411,800                    | 1,430,000                          | 18,200                            |
| Water Fund                            | 4,665,000           | 4,672,000                    | 4,264,000                          | (408,000)                         |
| Fleet Maintenance Fund                | 803,548             | 766,396                      | 885,050                            | 118,654                           |
| Workers Compensation Fund             | 1,788,704           | 1,886,075                    | 1,745,587                          | (140,488)                         |
| Employee Benefits Fund                | 2,346,614           | 2,514,922                    | 2,515,845                          | 923                               |
| <b>TOTAL RESTRICTED FUNDS REVENUE</b> | <b>31,525,403</b>   | <b>32,349,789</b>            | <b>30,826,214</b>                  | <b>(1,523,575)</b>                |
| <b>GRAND TOTAL - ALL FUNDS</b>        | <b>55,535,294</b>   | <b>56,351,241</b>            | <b>53,401,164</b>                  | <b>(2,950,077)</b>                |

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# EXPENDITURES

Chart 3

Expenditure Summary

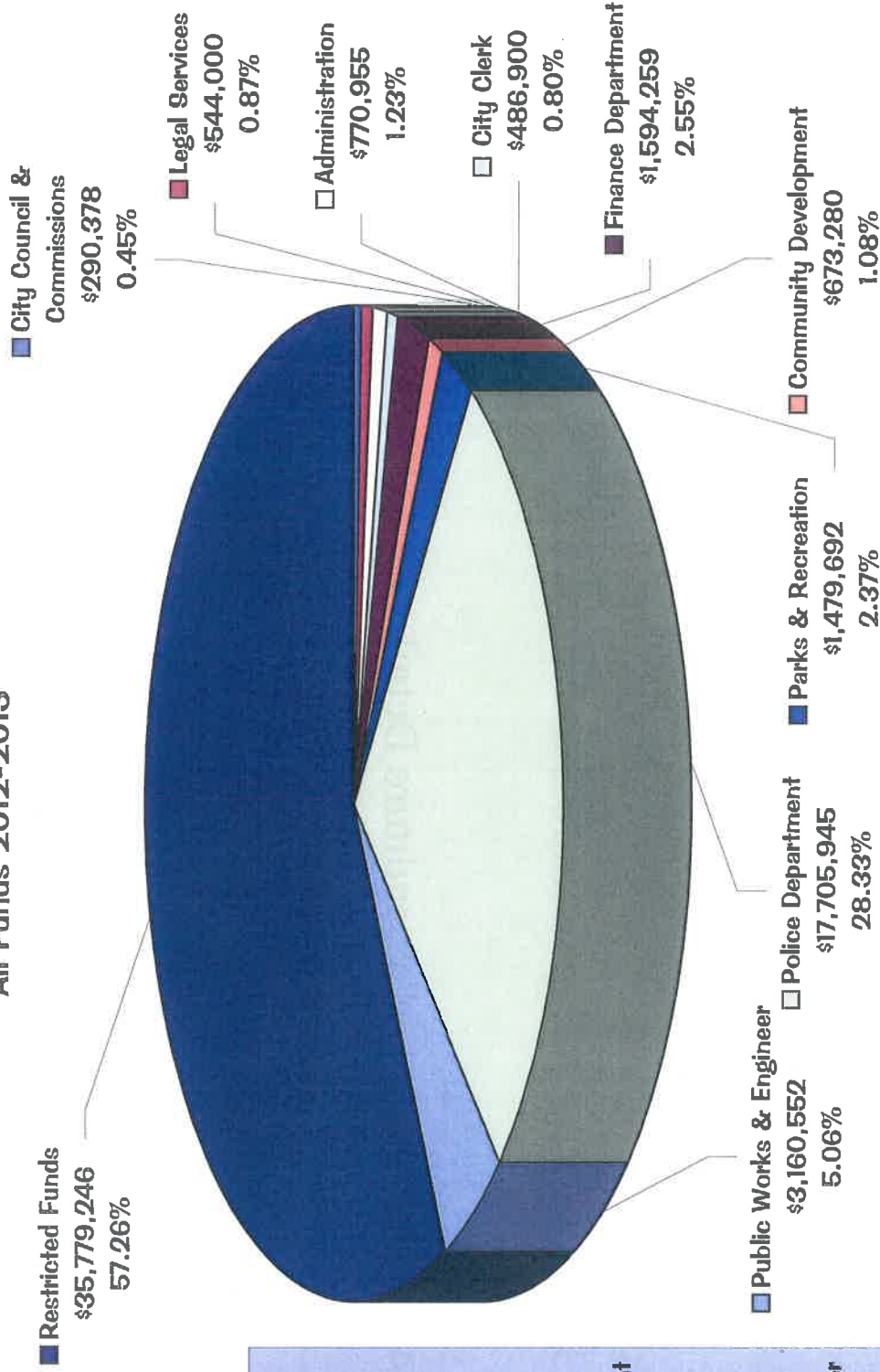
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Chart 4

Expenditure Detail

Page 24

# City of Huntington Park Adopted Expenditure Summary All Funds 2012-2013



|                            |
|----------------------------|
| City Council & Commissions |
| Legal Services             |
| Administration             |
| City Clerk                 |
| Finance Department         |
| Community Development      |
| Parks & Recreation         |
| Police Department          |
| Public Works & Engineer    |
| Restricted Funds           |

**Total Adopted Expenditure Budget: \$62,485,207.00**

# CHART 3 EXPENDITURE SUMMARY

| BUDGET ACTIVITY                  | FISCAL YEAR 2012<br>ADOPTED BUDGET | FISCAL YEAR 2013<br>RECOMMENDED | VARIANCE<br>ADJUSTED FROM 2012 |
|----------------------------------|------------------------------------|---------------------------------|--------------------------------|
| <b>GENERAL FUND</b>              |                                    |                                 |                                |
| Council & Commissions            | 241,870                            | 290,378                         | 48,508                         |
| Legal Services                   | 604,000                            | 544,000                         | (60,000)                       |
| Administration                   | 842,519                            | 770,955                         | (71,564)                       |
| City Clerk                       | 404,756                            | 486,900                         | 82,144                         |
| Finance Department               | 1,559,780                          | 1,594,259                       | 34,479                         |
| Community Development Department | 1,021,517                          | 673,280                         | (348,237)                      |
| Parks & Recreation               | 1,451,740                          | 1,479,692                       | 27,952                         |
| Police Department                | 16,215,874                         | 17,705,945                      | 1,490,071                      |
| Public Works Department          | 2,721,266                          | 3,160,552                       | 439,286                        |
| <b>TOTAL - GENERAL FUND</b>      | <b>25,063,322</b>                  | <b>26,705,961</b>               | <b>1,642,639</b>               |
| <b>RESTRICTED FUND</b>           |                                    |                                 |                                |
| Administration                   | 10,465,492                         | 9,674,547                       | (790,945)                      |
| Finance Department               | 1,614,338                          | 1,917,540                       | 303,202                        |
| Community Development Department | 208,904                            | 9,363,029                       | 9,154,125                      |
| Parks & Recreation               | 208,904                            | 122,803                         | (86,101)                       |
| Police Department                | 1,597,153                          | 2,153,743                       | 556,590                        |
| Public Works Department          | 10,774,330                         | 10,332,580                      | (441,750)                      |
| Transfer Out                     | 5,639,378                          | 550,000                         | (5,089,378)                    |
| Public Works Department          | 6,141,792                          | 1,665,004                       | (4,476,788)                    |
| <b>TOTAL - RESTRICTED FUND</b>   | <b>36,650,291</b>                  | <b>35,779,246</b>               | <b>(871,045)</b>               |
| <b>GRAND TOTAL - ALL FUNDS</b>   | <b>61,713,613</b>                  | <b>62,485,207</b>               | <b>771,594</b>                 |

# CHART 4 EXPENDITURE DETAIL

| BUDGET ACTIVITY                                      | FISCAL YEAR 2012<br>ADOPTED BUDGET | FISCAL YEAR 2013<br>RECOMMENDED | VARIANCE<br>ADJUSTED FROM 2012 |
|------------------------------------------------------|------------------------------------|---------------------------------|--------------------------------|
| <b>GENERAL FUNDS</b>                                 |                                    |                                 |                                |
| <b>COUNCIL &amp; COMMISSIONS</b>                     |                                    |                                 |                                |
| <b>LEGAL SERVICES</b>                                | 241,870                            | 290,378                         | 48,508                         |
| <b>ADMINISTRATION</b>                                | 604,000                            | 544,000                         | (60,000)                       |
| City Manager                                         | 440,131                            | 400,039                         | (40,092)                       |
| Human Resources                                      | 334,818                            | 317,099                         | (17,719)                       |
| Community Promotion & Development                    | 67,570                             | 53,817                          | (13,753)                       |
| <b>Administration Total Funds</b>                    | <b>842,519</b>                     | <b>770,955</b>                  | <b>(71,564)</b>                |
| <b>CITY CLERK DEPARTMENT</b>                         | <b>404,756</b>                     | <b>486,900</b>                  | <b>82,144</b>                  |
| <b>FINANCE DEPARTMENT</b>                            |                                    |                                 |                                |
| Accounting                                           | 766,784                            | 804,219                         | 37,435                         |
| Data Processing                                      | 62,719                             | 86,493                          | 23,774                         |
| Revenue Collection & Licensing                       | 248,533                            | 259,915                         | 11,382                         |
| Non-Departmental                                     | 481,744                            | 443,632                         | (38,112)                       |
| <b>Finance Department Total Funds</b>                | <b>1,559,780</b>                   | <b>1,594,259</b>                | <b>34,479</b>                  |
| <b>COMMUNITY DEVELOPMENT DEPARTMENT</b>              |                                    |                                 |                                |
| Planning & Building                                  | 1,021,517                          | 673,280                         | (348,237)                      |
| <b>Community Development Total Funds</b>             | <b>1,021,517</b>                   | <b>673,280</b>                  | <b>(348,237)</b>               |
| <b>PARKS &amp; RECREATION DEPARTMENT</b>             |                                    |                                 |                                |
| Recreation Administration                            | 633,172                            | 662,063                         | 28,891                         |
| Cultural Arts                                        | 451,563                            | 437,266                         | (14,297)                       |
| Youth Sports Programs                                | 212,801                            | 224,317                         | 11,516                         |
| Adult Sports Programs                                | 37,661                             | 39,070                          | 1,409                          |
| Summer Lunch Program                                 | 61,543                             | 56,976                          | (4,567)                        |
| Fee & Charge Classes                                 | 55,000                             | 60,000                          | 5,000                          |
| <b>Parks &amp; Recreation Department Total Funds</b> | <b>1,451,740</b>                   | <b>1,479,692</b>                | <b>27,952</b>                  |
| <b>POLICE DEPARTMENT</b>                             |                                    |                                 |                                |
| Police Administration                                | 2,173,171                          | 1,866,980                       | (306,191)                      |
| Patrol Operations                                    | 7,826,204                          | 8,783,321                       | 957,117                        |
| Police Investigations                                | 3,764,000                          | 4,483,429                       | 719,429                        |
| Police Support Services                              | 2,123,908                          | 2,233,294                       | 109,386                        |
| SERT Program                                         | 45,300                             | 42,300                          | (3,000)                        |
| Animal Control                                       | 283,291                            | 296,621                         | 13,330                         |
| <b>Police Department Total Funds</b>                 | <b>16,215,874</b>                  | <b>17,705,945</b>               | <b>1,490,071</b>               |

| BUDGET ACTIVITY                                      | FISCAL YEAR 2012<br>ADOPTED BUDGET | FISCAL YEAR 2013<br>RECOMMENDED | VARIANCE<br>ADJUSTED FROM 2012 |
|------------------------------------------------------|------------------------------------|---------------------------------|--------------------------------|
| <b>PUBLIC WORKS</b>                                  |                                    |                                 |                                |
| Engineering                                          | 270,545                            | 161,426                         | (109,119)                      |
| Recreation Buildings                                 | 251,203                            | 258,432                         | 7,229                          |
| Police Buildings                                     | 264,238                            | 250,299                         | (13,939)                       |
| Street Operations                                    | 1,062,653                          | 1,432,694                       | 370,041                        |
| Mechanical Administration                            | 288,467                            | 312,117                         | 23,650                         |
| General Government Buildings                         | 160,259                            | 146,072                         | (14,187)                       |
| Community Beautification                             | 423,901                            | 599,512                         | 175,611                        |
| <b>Public Works Total Funds</b>                      | <b>2,721,266</b>                   | <b>3,160,552</b>                | <b>439,286</b>                 |
| <b>TOTAL GENERAL FUNDS</b>                           | <b>25,063,322</b>                  | <b>26,705,961</b>               | <b>1,642,639</b>               |
| <b>RESTRICTED FUNDS</b>                              |                                    |                                 |                                |
| <b>ADMINISTRATION</b>                                |                                    |                                 |                                |
| Retirement System Contributions                      | 1,801,816                          | 1,865,940                       | 64,124                         |
| OPEB                                                 | 1,739,000                          | 1,365,000                       | (374,000)                      |
| PARS Contribution                                    | 330,504                            | 0                               | (330,504)                      |
| Transit Operations(Prop A)                           | 1,429,532                          | 1,457,275                       | 27,743                         |
| Transit Operations(Prop C)                           | 684,000                            | 761,000                         | 77,000                         |
| Special Events & Community Promotion                 | 25,000                             | 25,000                          | 0                              |
| Broadcasting Non-Departmental                        | 24,600                             | 24,600                          | 0                              |
| Risk Management/Administration                       | 167,262                            | 178,249                         | 10,987                         |
| Workers Compensation                                 | 583,218                            | 555,000                         | (28,218)                       |
| Risk Management/Liability                            | 1,188,560                          | 1,031,000                       | (157,560)                      |
| Employee Benefits                                    | 2,492,000                          | 2,411,483                       | (80,517)                       |
| <b>Administration Total Funds</b>                    | <b>10,465,492</b>                  | <b>9,674,547</b>                | <b>(790,945)</b>               |
| <b>FINANCE DEPARTMENT</b>                            |                                    |                                 |                                |
| Air Quality Improvement Non-Departmental             | 8,700                              | 355,561                         | 346,861                        |
| Parking Bond Debt Service                            | 460,208                            | 460,209                         | 1                              |
| Street Lighting Bond Debt Service                    | 756,185                            | 778,781                         | 22,596                         |
| Water Customer Accounts                              | 389,245                            | 322,989                         | (66,256)                       |
| <b>Finance Department Total Funds</b>                | <b>1,614,338</b>                   | <b>1,917,540</b>                | <b>303,202</b>                 |
| <b>COMMUNITY DEVELOPMENT DEPARTMENT</b>              |                                    |                                 |                                |
| Economic Development Assistance Program              | 2,706,700                          | 2,705,000                       | (1,700)                        |
| Economic Development - Brownfields Clean-up          | 112,975                            | 200,000                         | 87,025                         |
| Economic Development - Business Technical Assistance | 42,343                             | 70,000                          | 27,657                         |
| Commercial Rehabilitation                            | 378,064                            | 396,235                         | 18,171                         |

| BUDGET ACTIVITY                                      |  | FISCAL YEAR 2012<br>ADOPTED BUDGET | FISCAL YEAR 2013<br>RECOMMENDED | VARIANCE<br>ADJUSTED FROM 2012 |
|------------------------------------------------------|--|------------------------------------|---------------------------------|--------------------------------|
| HCDA Administration                                  |  | 290,154                            | 219,787                         | (70,367)                       |
| CDBG Repair Program                                  |  | 94,100                             | 100,000                         | 5,900                          |
| Housing Implementation                               |  | 0                                  | 180,000                         | 180,000                        |
| Section 108 Debt Service                             |  | 486,684                            | 606,079                         | 119,395                        |
| Public Services                                      |  | 79,619                             | 58,024                          | (21,595)                       |
| Downtown Public Improvements                         |  | 37,638                             | 38,000                          | 362                            |
| Residential Rehabilitation                           |  | 650,000                            | 609,202                         | (40,798)                       |
| Administration Home Program                          |  | 80,643                             | 47,232                          | (33,411)                       |
| Affordable Housing Development                       |  | 2,378,178                          | 2,580,470                       | 202,292                        |
| HUD Section 108 Loan                                 |  | 552,000                            | 398,000                         | (154,000)                      |
| Brownfields Clean-Up                                 |  | 188,625                            | 180,000                         | (8,625)                        |
| Lead Base Grant                                      |  | 426,894                            | 795,000                         | 368,106                        |
| Business Improvement District                        |  | 161,734                            | 180,000                         | 18,266                         |
| <b>Community Development Total Funds</b>             |  | <b>8,666,351</b>                   | <b>9,363,029</b>                | <b>696,678</b>                 |
| <b>PARKS &amp; RECREATION DEPARTMENT</b>             |  |                                    |                                 |                                |
| Special Events                                       |  | 62,000                             | 62,000                          | 0                              |
| Park Facilities                                      |  | 5,000                              | 0                               | (5,000)                        |
| Park Fitness                                         |  | 79,982                             | 0                               | (79,982)                       |
| After School Program(CDBG)                           |  | 61,922                             | 60,803                          | (1,119)                        |
| <b>Parks &amp; Recreation Department Total Funds</b> |  | <b>208,904</b>                     | <b>122,803</b>                  | <b>(86,101)</b>                |
| <b>POLICE DEPARTMENT</b>                             |  |                                    |                                 |                                |
| DNA ID Fund                                          |  | 4,000                              | 4,000                           | 0                              |
| Welfare Inmate                                       |  | 10,000                             | 10,000                          | 0                              |
| Avoid The 100                                        |  | 12,000                             | 0                               | (12,000)                       |
| OTS Sobriety Check Points DUI                        |  | 15,000                             | 15,000                          | 0                              |
| Citizen Option for Public Safety                     |  | 150,000                            | 150,000                         | 0                              |
| Office of Justice JAG ARRA 2009                      |  | 132,888                            | 130,986                         | (1,902)                        |
| Office of Justice JAG 2009                           |  | 62,986                             | 57,216                          | (5,770)                        |
| Office of Justice JAG 2010                           |  | 62,122                             | 62,122                          | 0                              |
| Office of Justice JAG 2011                           |  | 34,166                             | 34,166                          | 0                              |
| Federal Asset Forfeiture                             |  | 350,000                            | 600,000                         | 250,000                        |
| Parking Enforcement                                  |  | 328,889                            | 735,253                         | 406,364                        |
| Bullet Proof Vest Grant                              |  | 13,816                             | 0                               | (13,816)                       |
| Juvenile Boot Camp                                   |  | 17,693                             | 15,000                          | (2,693)                        |
| Code Enforcement                                     |  | 403,593                            | 340,000                         | (63,593)                       |
| <b>Police Department Total Funds</b>                 |  | <b>1,597,153</b>                   | <b>2,153,743</b>                | <b>556,590</b>                 |

| BUDGET ACTIVITY                           | FISCAL YEAR 2012<br>ADOPTED BUDGET | FISCAL YEAR 2013<br>RECOMMENDED | VARIANCE<br>ADJUSTED FROM 2012 |
|-------------------------------------------|------------------------------------|---------------------------------|--------------------------------|
| <b>PUBLIC WORKS</b>                       |                                    |                                 |                                |
| Waste Collection/Disposal                 | 1,450,000                          | 1,450,000                       | 0                              |
| Emergency Preparedness                    | 30,000                             | 0                               | (30,000)                       |
| Street Operations (Prop C)                | 83,000                             | 83,000                          | 0                              |
| Bus Shelter Maintenance (Prop C)          | 334,873                            | 332,882                         | (1,991)                        |
| Traffic Signs & Striping                  | 517,698                            | 571,918                         | 54,220                         |
| Traffic Signal (Gas Tax)                  | 380,320                            | 398,349                         | 18,029                         |
| Measure R                                 | 20,000                             | 8,500                           | (11,500)                       |
| Parking System Operations                 | 251,428                            | 243,078                         | (8,350)                        |
| Community Beautification                  | 58,381                             | 56,000                          | (2,381)                        |
| Sewer Maintenance                         | 295,693                            | 287,011                         | (8,682)                        |
| Solid Waste Management                    | 149,500                            | 153,410                         | 3,910                          |
| Illegal Disposal Grant                    | 456,500                            | 435,467                         | (21,033)                       |
| Beverage Container Recycling              | 16,541                             | 15,652                          | (889)                          |
| Used Oil Recycling                        | 22,982                             | 17,175                          | (5,807)                        |
| Street Trees/Landscaping/Park Maintenance | 469,628                            | 452,213                         | (17,415)                       |
| Street Lighting                           | 644,505                            | 595,231                         | (49,274)                       |
| Water Operations                          | 4,826,885                          | 4,347,645                       | (479,240)                      |
| Fleet Maintenance                         | 766,396                            | 885,049                         | 118,653                        |
| <b>Public Works Total Funds</b>           | <b>10,774,330</b>                  | <b>10,332,580</b>               | <b>(441,750)</b>               |
| <b>TRANSFER OUT</b>                       | <b>5,639,378</b>                   | <b>550,000</b>                  | <b>(5,089,378)</b>             |
| <b>USES-CAPITAL PROJECTS</b>              | <b>6,141,792</b>                   | <b>1,665,004</b>                | <b>(4,476,788)</b>             |
| <b>TOTAL RESTRICTED FUNDS</b>             | <b>45,107,738</b>                  | <b>35,779,246</b>               | <b>(9,328,492)</b>             |
| <b>TOTAL ALL FUNDS</b>                    | <b>70,171,060</b>                  | <b>62,485,207</b>               | <b>(7,685,853)</b>             |

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# **SOURCES & USES OF FUNDS**

**FISCAL YEAR 2012-2013**

The following page contains a Summary of the Sources & Uses of City Funds, including the General Fund, Restricted Funds, and Enterprise Funds.

**CHART 5**  
**SUMMARY OF SOURCES AND USES**  
**FISCAL YEAR 2012-2013**

|                                         | GENERAL<br>PURPOSE<br>Non Restricted<br>General Fund | RESTRICTED<br>FUNDS<br>Grants, Gas Tax<br>& Other Funds | ENTERPRISE<br>FUNDS<br>Water | GRAND<br>TOTAL<br>ALL FUNDS |
|-----------------------------------------|------------------------------------------------------|---------------------------------------------------------|------------------------------|-----------------------------|
| <b>SOURCES</b>                          |                                                      |                                                         |                              |                             |
| Estimated Beginning Balance             | 10,828,302                                           | 13,358,032                                              | (444,720)                    | 23,741,614                  |
| Transfer In                             | 551,000                                              | 6,497,041                                               | 0                            | 7,048,041                   |
| Estimated Revenues                      | 22,023,950                                           | 20,050,173                                              | 4,264,000                    | 46,338,123                  |
| <b>ESTIMATED FUNDS AVAILABLE</b>        | <b>33,403,252</b>                                    | <b>39,905,246</b>                                       | <b>3,819,280</b>             | <b>77,127,778</b>           |
| <b>USES - OPERATIONS</b>                |                                                      |                                                         |                              |                             |
| Council & Commission                    | 290,378                                              | 0                                                       | 0                            | 290,378                     |
| Legal Services                          | 544,000                                              | 0                                                       | 0                            | 544,000                     |
| City Manager/Risk Management/Transit/HR | 770,955                                              | 4,007,524                                               | 0                            | 4,778,479                   |
| City Clerk                              | 486,900                                              | 0                                                       | 0                            | 486,900                     |
| Finance                                 | 1,150,627                                            | 6,814,009                                               | 322,989                      | 8,287,625                   |
| Community Development                   | 673,280                                              | 5,653,950                                               | 0                            | 6,327,230                   |
| Parks & Recreation                      | 1,738,124                                            | 122,803                                                 | 0                            | 1,860,927                   |
| Police Department                       | 17,956,244                                           | 2,153,743                                               | 0                            | 20,109,987                  |
| Public Works                            | 2,651,821                                            | 5,984,935                                               | 4,347,645                    | 12,984,401                  |
| Non Departmental                        | 443,632                                              | 380,161                                                 | 0                            | 823,793                     |
| Transfers Out                           | 0                                                    | 330,000                                                 | 220,000                      | 550,000                     |
| Employee Benefits                       | 0                                                    | 3,776,483                                               | 0                            | 3,776,483                   |
| <b>SUBTOTAL OPERATIONS</b>              | <b>26,705,961</b>                                    | <b>29,223,608</b>                                       | <b>4,890,634</b>             | <b>60,820,203</b>           |
| <b>CAPITAL PROJECTS</b>                 | <b>0</b>                                             | <b>1,665,004</b>                                        | <b>0</b>                     | <b>1,665,004</b>            |
| <b>TOTAL USAGES</b>                     | <b>26,705,961</b>                                    | <b>30,888,612</b>                                       | <b>4,890,634</b>             | <b>62,485,207</b>           |
| <b>ESTIMATED ENDING BALANCE</b>         | <b>6,697,291</b>                                     | <b>9,016,634</b>                                        | <b>-1,071,354</b>            | <b>14,642,571</b>           |

# SUMMARY OF CAPITAL PROJECTS

FISCAL YEAR 2012-2013

| DEPARTMENT         | FUND NO. | DESCRIPTION                 | COST    |
|--------------------|----------|-----------------------------|---------|
| Parks & Recreation | 212      | Salt Lake Park Improvements | 700,000 |
| Engineering        | 221      | Street Improvements         | 965,004 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>P &amp; R Grants</b>          |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Recreation Administration</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 212-6010-451.73-10               | Improvements              | 321,858                          | 140,744                          | 1,085,000                     | 1,085,000                     | 700,000                          | 700,000                         | 700,000                        |
| *                                | Recreation Administration | 321,858                          | 140,744                          | 1,085,000                     | 1,085,000                     | 700,000                          | 700,000                         | 700,000                        |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                 | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>State Gasoline Tax Fund</b> |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Engineering</b>             |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 221-4010-431.73-10             | Improvements        | 872,390                          | 541,210                          | 1,366,000                     | 1,366,000                     | 965,004                          | 965,004                         | 965,004                        |
| * Engineering                  |                     | 872,390                          | 541,210                          | 1,366,000                     | 1,366,000                     | 965,004                          | 965,004                         | 965,004                        |

# INTERFUND TRANSFER ACTIVITY DETAIL

All City Funds

| FROM<br>FUND<br>NUMBER | FUND DESCRIPTION                 | TRANSFER<br>AMOUNT | TO<br>FUND<br>NUMBER | FUNR DESCRIPTION |
|------------------------|----------------------------------|--------------------|----------------------|------------------|
| 212                    | Parks & Recreation               | 30,000             | 111                  | General Fund     |
| 231                    | Parking System Fund              | 150,000            | 111                  | General Fund     |
| 533                    | Business Improvement District    | 150,000            | 111                  | General Fund     |
| 681                    | Water Fund                       | 220,000            | 111                  | General Fund     |
|                        | <b>TOTAL INTERFUND TRANSFERS</b> | <b>550,000</b>     |                      |                  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER          | ACCOUNT DESCRIPTION  | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------|----------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>P &amp; R Grants</b> |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non Department</b>   |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| 212-9070-591.91-11      | Transfer to Fund 111 | 38,701                           | 36,510                           | 38,000                        | 38,000                        | 30,000                           | 30,000                          | 30,000                         |
| *                       | Non Department       | 38,701                           | 36,510                           | 38,000                        | 38,000                        | 30,000                           | 30,000                          | 30,000                         |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION  | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|----------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Parking System Fund</b> |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non Department</b>      |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| 231-9070-591.91-11         | Transfer to Fund 111 | 150,000                          | 150,000                          | 150,000                       | 150,000                       | 150,000                          | 150,000                         | 150,000                        |
| *                          | Non Department       | 150,000                          | 150,000                          | 150,000                       | 150,000                       | 150,000                          | 150,000                         | 150,000                        |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION  | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|----------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Business Improv Dist Fund</b> |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non Department</b>            |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| 533-9070-591.91-11               | Transfer to Fund 111 | 175,000                          | 175,000                          | 175,000                       | 175,000                       | 150,000                          | 150,000                         | 150,000                        |
| *                                | Non Department       | 175,000                          | 175,000                          | 175,000                       | 175,000                       | 150,000                          | 150,000                         | 150,000                        |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION  | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|----------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Water Department Fund</b> |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non Department</b>        |                      |                                  |                                  |                               |                               |                                  |                                 |                                |
| 681-9070-415.91-11           | Transfer to Fund 111 | 220,000                          | 220,000                          | 220,000                       | 220,000                       | 220,000                          | 220,000                         | 220,000                        |
| * Non Department             |                      | 220,000                          | 220,000                          | 220,000                       | 220,000                       | 220,000                          | 220,000                         | 220,000                        |

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0110 City Council

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 157,869             | 171,670             | 215,438               |
| Maintenance & Operation | 35,500              | 29,500              | 38,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>193,369</b>      | <b>201,170</b>      | <b>253,438</b>        |

## Description of Activities

The City Council is a five-member board elected to represent the citizens of Huntington Park. The City Council meets on the first and third Monday of each month and conducts special meetings as needed. At these public meetings, the Council makes policy determinations; approves agreements and contracts; adopts ordinances, resolutions (local laws) and regulations; and authorizes all expenditures of City Funds. In addition, the City Council reviews and adopts an annual City Budget.

The City Council also develops and maintains working relationships with other local, state and federal agencies in order to protect and promote the City's interests. Members of the Council serve on various regional boards, committees and commissions of which the City of Huntington Park is a member.

## Fiscal Year 2012-2013 Objectives

- ✓ To provide the tools and resources necessary for the City Council so that they are better able to promote the City and develop strategies to achieve their vision for the future of the city.

# COUNCIL & COMMISSION PERSONNEL SERVICES

111-0110 City Council

| FULL TIME                |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE           | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Councilmember            | 5.00                                       | 5.00                                        | 52,046                        | 73,720                        |                |                                            |                                             |                               |                               |
| Administrative Assistant | 1.00                                       | 1.00                                        | 58,649                        | 58,683                        |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |

# **COUNCIL & COMMISSION PERSONNEL SERVICES**

111-0110 City Council

| ACCOUNT<br>NUMBER | DESCRIPTION                         | COST    |
|-------------------|-------------------------------------|---------|
| 411.11-00         | <u>Regular Salaries:</u>            | 132,403 |
| 411.14-00         | <u>Overtime Code 10:</u>            | 200     |
| 411.18-20         | <u>Sick Leave Buy Back:</u>         | 1,072   |
| 411.20-00         | <u>Fringe Benefits:</u>             | 24,598  |
| 411.22-00         | <u>Medicare:</u>                    | 1,920   |
| 411.23-00         | <u>PERS City Wide Contribution:</u> | 17,550  |
| 411.25-05         | <u>PARS Contribution:</u>           | 5,960   |
| 411.26-00         | <u>Workers Comp Premium:</u>        | 5,628   |
| 411.27-10         | <u>OPEB Contributions:</u>          | 13,843  |
| 411.52-30         | <u>Liability Ins-Benefits:</u>      | 12,264  |

# COUNCIL & COMMISSION

## ACTIVITY DETAIL

111-0110 City Council

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                        | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 411.56-41         | <u>Contractual Services</u> : Spanish translator, Samantha Lubrani and goal setting.                                                                                                                                               | 15,500 |
| 411.58-09         | <u>Professional Development Expense</u> : Council                                                                                                                                                                                  | 250    |
| 411.58-12         | <u>Professional Development Expense</u> : Hernandez                                                                                                                                                                                | 1,500  |
| 411.58-13         | <u>Professional Development Expense</u> : Gomez                                                                                                                                                                                    | 1,500  |
| 411.58-16         | <u>Professional Development Expense</u> : Guerrero                                                                                                                                                                                 | 1,500  |
| 411.58-17         | <u>Professional Development Expense</u> : Molina                                                                                                                                                                                   | 1,500  |
| 411.58-18         | <u>Professional Development Expense</u> : Perez                                                                                                                                                                                    | 1,500  |
| 411.61-20         | <u>Office Supplies &amp; Expense</u> : Miscellaneous department expenses; city tiles, keys to the City, lapel pins, wooden frames and blue box frames w/pin box for certificates, wooden frames for Council pictures and mementos. | 7,500  |
| 411.65-12         | <u>Memberships and Dues</u> : Hernandez                                                                                                                                                                                            | 500    |
| 411.65-13         | <u>Memberships and Dues</u> : Gomez                                                                                                                                                                                                | 500    |
| 411.65-16         | <u>Memberships and Dues</u> : Guerrero                                                                                                                                                                                             | 500    |
| 411.65-17         | <u>Memberships and Dues</u> : Molina                                                                                                                                                                                               | 500    |
| 411.65-18         | <u>Memberships and Dues</u> : Perez                                                                                                                                                                                                | 500    |
| 411.66-05         | <u>Council Meeting Expense</u> : Miscellaneous expense for regular and special council meetings.                                                                                                                                   | 4,750  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER           | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Mayor and Council</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0110-411.11-00       | Regular Salaries           | 108,998                          | 104,586                          | 110,695                       | 110,695                       | 132,403                          | 132,403                         | 132,403                        |
| 111-0110-411.14-00       | Overtime Code 10           | 0                                | 62                               | 0                             | 0                             | 200                              | 200                             | 200                            |
| 111-0110-411.18-20       | Sick Leave Buy Back        | 816                              | 176                              | 180                           | 180                           | 1,072                            | 1,072                           | 1,072                          |
| 111-0110-411.20-00       | Fringe Benefits            | 16,318                           | 17,780                           | 20,458                        | 20,458                        | 25,053                           | 24,598                          | 24,598                         |
| 111-0110-411.22-00       | Medicare                   | 1,680                            | 1,611                            | 1,575                         | 1,575                         | 1,920                            | 1,920                           | 1,920                          |
| 111-0110-411.23-00       | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 17,550                           | 17,550                          | 17,550                         |
| 111-0110-411.25-05       | PARS - Contribution        | 0                                | 0                                | 4,982                         | 4,982                         | 5,960                            | 5,960                           | 5,960                          |
| 111-0110-411.26-00       | Workers Comp Premium       | 6,574                            | 4,644                            | 4,788                         | 4,788                         | 5,613                            | 5,628                           | 5,628                          |
| 111-0110-411.27-10       | OPEB Contributions         | 14,386                           | 15,452                           | 17,861                        | 17,861                        | 13,805                           | 13,843                          | 13,843                         |
| 111-0110-411.43-05       | Office Equip - O S & M     | 0                                | 0                                | 2,000                         | 2,000                         | 0                                | 0                               | 0                              |
| 111-0110-411.52-30       | Ins - Benefits             | 10,228                           | 9,264                            | 11,131                        | 11,131                        | 12,200                           | 12,264                          | 12,264                         |
| 111-0110-411.56-41       | Contractual Svc - Other    | 4,725                            | 5,850                            | 5,500                         | 5,500                         | 5,500                            | 15,500                          | 15,500                         |
| 111-0110-411.58-09       | Prof Dvlpmnt Exp/Council   | 53                               | 0                                | 250                           | 250                           | 250                              | 250                             | 250                            |
| 111-0110-411.58-12       | Prof Dvlpmnt Exp/Hernandez | (367)                            | 979                              | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0110-411.58-13       | Prof Dvlpmnt Exp/Gomez     | 4,283                            | 1,492                            | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0110-411.58-16       | Prof Dvlpmnt Exp/Guerrero  | 1,446                            | 0                                | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0110-411.58-17       | Prof Dvlpmnt Exp/Molina    | (113)                            | 0                                | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0110-411.58-18       | Prof Dvlpmnt Exp/Perez     | 0                                | 0                                | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0110-411.61-20       | Dept Supplies & Expense    | 11,037                           | 9,924                            | 8,000                         | 8,000                         | 9,000                            | 7,500                           | 7,500                          |
| 111-0110-411.65-12       | Hernandez                  | 156                              | 246                              | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-0110-411.65-13       | Gomez                      | 106                              | 100                              | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-0110-411.65-16       | Guerrero                   | 115                              | 100                              | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-0110-411.65-17       | Molina                     | 320                              | 185                              | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-0110-411.65-18       | Perez                      | 0                                | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-0110-411.66-05       | Council Meeting Expenses   | 5,065                            | 5,066                            | 3,750                         | 3,750                         | 4,750                            | 4,750                           | 4,750                          |
|                          |                            | 185,826                          | 177,517                          | 201,170                       | 201,170                       | 245,276                          | 253,438                         | 253,438                        |

\* Mayor and Council

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0120 Planning Commission

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 26,750              | 22,250              | 21,820                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>26,750</b>       | <b>22,250</b>       | <b>21,820</b>         |

## Description of Activities

- ✓ Recommend to the City Council Zoning Ordinance Amendments.
- ✓ Review/consider current planning projects.

# COUNCIL & COMMISSION

## ACTIVITY DETAIL

111-0120 Planning Commission

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 413.19-05         | <u>Commission Stipend: 12 meetings</u> | 4,500  |
| 413.22-00         | <u>Medicare:</u>                       | 70     |
| 413.54-00         | <u>Advertising &amp; Publication:</u>  | 15,000 |
| 413.61-15         | <u>Special Supplies:</u>               | 250    |
| 413.64-00         | <u>Memberships &amp; Meetings:</u>     | 2,000  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>        |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Planning Commission</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0120-413.19-05         | Stipend                   | 4,452                            | 4,650                            | 4,500                         | 4,500                         | 4,500                            | 4,500                           | 4,500                          |
| 111-0120-413.22-00         | Medicare                  | 0                                | 0                                | 0                             | 0                             | 70                               | 70                              | 70                             |
| 111-0120-413.54-00         | Advertising & Publication | 12,531                           | 14,797                           | 17,000                        | 17,000                        | 15,000                           | 15,000                          | 15,000                         |
| 111-0120-413.61-15         | Special Supplies          | 0                                | 0                                | 250                           | 250                           | 250                              | 250                             | 250                            |
| 111-0120-413.64-00         | Memberships & Meetings    | 478                              | 0                                | 500                           | 500                           | 2,000                            | 2,000                           | 2,000                          |
|                            |                           | 17,461                           | 19,447                           | 22,250                        | 22,250                        | 21,820                           | 21,820                          | 21,820                         |
| * Planning Commission      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0121 Health & Education Commission

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 7,250               | 5,000               | 3,035                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>7,250</b>        | <b>5,000</b>        | <b>3,035</b>          |

## Description of Activities

- ✓ Organize and co-sponsor health and safety fairs.
- ✓ Continue community outreach.

**COUNCIL & COMMISSION**  
**ACTIVITY DETAIL**  
111-0121 Health & Education Commission

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                             | COST  |
|-------------------|---------------------------------------------------------------------------------------------------------|-------|
| 413.19-05         | <u>Commission Stipend: 6 Meetings</u>                                                                   | 2,250 |
| 413.22-00         | <u>Medicare:</u>                                                                                        | 35    |
| 413.54-00         | <u>Advertising &amp; Publications:</u>                                                                  | 300   |
| 413.61-15         | <u>Special Supplies: Special programs, conduct health fairs, children, senior and other activities.</u> | 200   |
| 413.64-00         | <u>Memberships &amp; Meetings:</u>                                                                      | 250   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                     | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Health/Education Commission</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0121-413.19-05                 | Stipend                   | 4,275                            | 3,375                            | 2,250                         | 2,250                         | 2,250                            | 2,250                           | 2,250                          |
| 111-0121-413.22-00                 | Medicare                  | 0                                | 0                                | 0                             | 0                             | 35                               | 35                              | 35                             |
| 111-0121-413.54-00                 | Advertising & Publication | 0                                | 0                                | 0                             | 0                             | 300                              | 300                             | 300                            |
| 111-0121-413.61-15                 | Special Supplies          | 714                              | 0                                | 2,500                         | 2,500                         | 200                              | 200                             | 200                            |
| 111-0121-413.64-00                 | Memberships & Meetings    | 56                               | 2                                | 250                           | 250                           | 250                              | 250                             | 250                            |
|                                    |                           | 5,045                            | 3,377                            | 5,000                         | 5,000                         | 3,035                            | 3,035                           | 3,035                          |
| * Health/Education Commission      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0122 Historic Preservation Commission

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 11,500              | 7,250               | 5,785                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>11,500</b>       | <b>7,250</b>        | <b>5,785</b>          |

## Description of Activities

- ✓ Nominate and recommend to the City Council designation of potential historic resources and districts.
- ✓ Recommend to City Council requests for Mills Act Contracts.
- ✓ Submit Certified Local Government (CLG) Application to the State Office of Historic Preservation.
- ✓ Recommend Historic Preservation Ordinance Amendments.
- ✓ Continue community outreach.

# COUNCIL & COMMISSION

## ACTIVITY DETAIL

111-0122 Historical Preservation Commission

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                 | COST  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------|-------|
| 413.19-05         | <u>Commission Stipend: 6 Meetings</u>                                                                                       | 2,250 |
| 413.22-00         | <u>Medicare:</u>                                                                                                            | 35    |
| 413.54-00         | <u>Advertising &amp; Publication: Notices in newspapers concerning public hearings; required posting with County Clerk.</u> | 2,500 |
| 413.61-15         | <u>Special Supplies:</u>                                                                                                    | 500   |
| 413.64-00         | <u>Memberships &amp; Meetings:</u>                                                                                          | 500   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                            | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Historic Perservation Commission</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0122-413.19-05                        | Stipend                   | 4,080                            | 2,550                            | 2,250                         | 2,250                         | 2,250                            | 2,250                           | 2,250                          |
| 111-0122-413.22-00                        | Medicare                  | 0                                | 0                                | 0                             | 0                             | 35                               | 35                              | 35                             |
| 111-0122-413.54-00                        | Advertising & Publication | 971                              | 311                              | 2,500                         | 2,500                         | 2,500                            | 2,500                           | 2,500                          |
| 111-0122-413.61-15                        | Special Supplies          | 2,216                            | 0                                | 1,500                         | 1,500                         | 500                              | 500                             | 500                            |
| 111-0122-413.64-00                        | Memberships & Meetings    | 1,822                            | 807                              | 1,000                         | 1,000                         | 500                              | 500                             | 500                            |
| <b>* Historic Perservation Commission</b> |                           | <b>9,089</b>                     | <b>3,668</b>                     | <b>7,250</b>                  | <b>7,250</b>                  | <b>5,785</b>                     | <b>5,785</b>                    | <b>5,785</b>                   |

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0125 PARC Commission

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 6,250               | 3,700               | 3,750                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>6,250</b>        | <b>3,700</b>        | <b>3,750</b>          |

## Description of Activities

The Parks, Arts, Recreation and Culture (PARC) Commission serves in an advisory capacity to the City Council and takes a leadership role in promoting, encouraging, and increasing awareness and support for issues related to the city's youth community, parks and recreation activities, and arts and culture, including projects and programs to promote public art in the city. The PARC Commission also makes funding recommendations and develops park-related policies.

# COUNCIL & COMMISSION

## ACTIVITY DETAIL

111-0125 PARC Commission

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                      | COST  |
|-------------------|--------------------------------------------------------------------------------------------------|-------|
| 413.19-05         | <u>Commission Stipend: \$75 stipend per commissioner for each meeting attended - 6 Meetings.</u> | 3,150 |
| 413.22-00         | <u>Medicare:</u>                                                                                 | 50    |
| 413.54-00         | <u>Advertising &amp; Publication:</u>                                                            | 250   |
| 413.61-15         | <u>Special Supplies:</u>                                                                         | 200   |
| 413.64-00         | <u>Memberships &amp; Meetings:</u>                                                               | 100   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                 |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Parks &amp; Rec. Commission</b>  |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0125-413.19-05                  | Stipend                   | 4,650                            | 2,875                            | 3,150                         | 3,150                         | 3,150                            | 3,150                           | 3,150                          |
| 111-0125-413.22-00                  | Medicare                  | 0                                | 0                                | 0                             | 0                             | 50                               | 50                              | 50                             |
| 111-0125-413.54-00                  | Advertising & Publication | 75                               | 250                              | 250                           | 250                           | 250                              | 250                             | 250                            |
| 111-0125-413.61-15                  | Special Supplies          | 194                              | 655                              | 200                           | 200                           | 200                              | 200                             | 200                            |
| 111-0125-413.64-00                  | Memberships & Meetings    | 28                               | 0                                | 100                           | 100                           | 100                              | 100                             | 100                            |
| <b>* Parks &amp; Rec Commission</b> |                           | <b>4,947</b>                     | <b>3,780</b>                     | <b>3,700</b>                  | <b>3,700</b>                  | <b>3,750</b>                     | <b>3,750</b>                    | <b>3,750</b>                   |

# COUNCIL & COMMISSION ACTIVITIES AND OBJECTIVES

111-0126 Civil Service Commission

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 3,250               | 2,500               | 2,550                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>3,250</b>        | <b>2,500</b>        | <b>2,550</b>          |

Description of Activities

# COUNCIL & COMMISSION

## ACTIVITY DETAIL

111-0126 Civil Service Commission

| ACCOUNT<br>NUMBER | DESCRIPTION                | COST  |
|-------------------|----------------------------|-------|
| 413.19-05         | <u>Commission Stipend:</u> | 2,500 |
| 413.22-00         | <u>Medicare:</u>           | 50    |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| General Fund               |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| Civil Service Commission   |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0126-413.19-05         | Stipend             | 1,700                            | 1,400                            | 2,500                         | 2,500                         | 2,500                            | 2,500                           | 2,500                          |
| 111-0126-413.22-00         | Medicare            | 0                                | 0                                | 0                             | 0                             | 50                               | 50                              | 50                             |
| * Civil Service Commission |                     | 1,700                            | 1,400                            | 2,500                         | 2,500                         | 2,550                            | 2,550                           | 2,550                          |

# LEGAL SERVICES

## ACTIVITIES AND OBJECTIVES

111-0220 Legal Services

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 640,100             | 604,000             | 544,000               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>640,100</b>      | <b>604,000</b>      | <b>544,000</b>        |

### Description of Activities

The City Attorney provides general legal council to the City Council and staff. The City Attorney reviews all ordinances, resolutions and contracts for legal corrections and validity. Represents the City in any legal action initiated by or against the City. This also includes personnel and labor-related legal expenditures.

### Fiscal Year 2012-2013 Objectives

- ✓ To provide legal services for the City of Huntington Park. This will include reviewing and/or producing ordinances and resolutions and representing the City in any legal action.

**LEGAL SERVICES  
ACTIVITY DETAIL**  
111-0220 Legal Services

| ACCOUNT<br>NUMBER | DESCRIPTION                                                             | COST    |
|-------------------|-------------------------------------------------------------------------|---------|
| 411.32-10         | <u>Contractual Services</u> : Legal services personnel.                 | 40,000  |
| 411.32-20         | <u>Contractual Services</u> : Legal services Police matters.            | 50,000  |
| 411.32-70         | <u>Contractual Services</u> : Legal services provides by City Attorney. | 454,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER        | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Legal Division</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0220-411.32-10    | Legal Expense - Personnel | 73,134                           | 38,920                           | 70,000                        | 70,000                        | 40,000                           | 40,000                          | 40,000                         |
| 111-0220-411.32-20    | Legal Exp - Police Matter | 128,956                          | 58,326                           | 90,000                        | 90,000                        | 50,000                           | 50,000                          | 50,000                         |
| 111-0220-411.32-70    | Contractual Srv Legal     | 426,462                          | 450,500                          | 444,000                       | 444,000                       | 454,000                          | 454,000                         | 454,000                        |
| <hr/>                 |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| * Legal Division      |                           | 628,552                          | 547,746                          | 604,000                       | 604,000                       | 544,000                          | 544,000                         | 544,000                        |

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# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

111-0210 City Manager

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 503,065             | 429,381             | 355,016               |
| Maintenance & Operation | 12,250              | 10,750              | 45,023                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>515,315</b>      | <b>440,131</b>      | <b>400,039</b>        |

### Description of Activities

The operations of the City Manager's Office coordinate City Council policies and directives through the delivery of service through the Department Heads to respond to the community. The City Manager oversees the general operations of the various city departments. The City Manager coordinates the preparation of the City's annual operating and capital improvements budget. The City Manager and staff provide the City Council reports, analysis, and other information on an ongoing basis.

### Fiscal Year 2012-2013 Objectives

- ✓ To implement the Mayor and City Council's directives so that the highest level of services provided to the residents of Huntington Park is achieved.

# ADMINISTRATION PERSONNEL SERVICES 111-0210 City Manager

| FULL TIME              |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE         | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| City Manager           | 1.00                                       | 1.00                                        | 206,664                       | 160,062                       |                |                                            |                                             |                               |                               |
| Assistant City Manager | 0.50                                       | 0                                           | 68,359                        | 0                             |                |                                            |                                             |                               |                               |
| Executive Assistant    | 0.45                                       | .70                                         | 31,275                        | 48,649                        |                |                                            |                                             |                               |                               |
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**ADMINISTRATION**  
**PERSONNEL SERVICES**  
111-0210 City Manager

| ACCOUNT<br>NUMBER | DESCRIPTION                             | COST    |
|-------------------|-----------------------------------------|---------|
| 413.11-00         | <u>Regular Salaries:</u>                | 208,711 |
| 413.15-40         | <u>Bi-Lingual Pay:</u>                  | 1,470   |
| 413.15-50         | <u>Car Allowance:</u>                   | 5,000   |
| 413.18-20         | <u>Sick Leave Buy Back:</u>             | 470     |
| 413.20-00         | <u>Fringe Benefits:</u>                 | 38,775  |
| 413.22-00         | <u>Medicare:</u>                        | 3,540   |
| 413.23-00         | <u>PERS City Wide Contribution:</u>     | 36,126  |
| 413.25-05         | <u>PARS Contribution:</u>               | 10,900  |
| 413.26-00         | <u>Workers Comp Premium:</u>            | 8,872   |
| 413.27-10         | <u>OPEB Contributions:</u>              | 21,821  |
| 413.52-30         | <u>Liability Insurance -- Benefits:</u> | 19,331  |

# ADMINISTRATION ACTIVITY DETAIL

111-0210 City Manager

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                      | COST   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 413.43-05         | <u>Equipment Maintenance Services</u> : Maintenance of office equipment. (Copier etc.)                                                                                                                                                                                           | 1,628  |
| 413.56-41         | <u>Contractual Services</u> : Consultant (Interim City Manager)                                                                                                                                                                                                                  | 36,445 |
| 413.59-10         | <u>Tuition &amp; Training</u> :                                                                                                                                                                                                                                                  | 250    |
| 413.61-20         | <u>Dept./Office Supplies &amp; Expense</u> : Office supplies.                                                                                                                                                                                                                    | 2,200  |
| 413.64-00         | <u>Memberships &amp; Meetings</u> : League of CA Cities, Independent Cities Assoc., California Contract Cities, ICMA, Area E<br><u>Emergency Management</u> , Gateway City Managers, and other miscellaneous conferences and meetings, Annual Student<br>Government Day (\$500). | 4,500  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER        | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>City Manager</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0210-413.11-00    | Regular Salaries           | 340,603                          | 254,826                          | 272,118                       | 272,118                       | 240,724                          | 208,711                         | 208,711                        |
| 111-0210-413.15-40    | Bi-Lingual Pay             | 2,106                            | 2,098                            | 945                           | 945                           | 1,470                            | 1,470                           | 1,470                          |
| 111-0210-413.15-50    | Car Allowance              | 9,053                            | 4,343                            | 6,000                         | 6,000                         | 6,000                            | 5,000                           | 5,000                          |
| 111-0210-413.18-20    | Sick Leave Buy Back        | 7,215                            | 1,587                            | 635                           | 635                           | 470                              | 470                             | 470                            |
| 111-0210-413.20-00    | Fringe Benefits            | 49,954                           | 54,988                           | 50,291                        | 50,291                        | 45,549                           | 38,775                          | 38,775                         |
| 111-0210-413.22-00    | Medicare                   | 8,497                            | 5,741                            | 4,058                         | 4,058                         | 3,540                            | 3,540                           | 3,540                          |
| 111-0210-413.23-00    | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 36,126                           | 36,126                          | 36,126                         |
| 111-0210-413.25-05    | PARS - Contribution        | 0                                | 0                                | 12,294                        | 12,294                        | 10,900                           | 10,900                          | 10,900                         |
| 111-0210-413.26-00    | Workers Comp Premium       | 20,126                           | 14,362                           | 11,770                        | 11,770                        | 10,205                           | 8,872                           | 8,872                          |
| 111-0210-413.27-10    | OPEB Contributions         | 44,038                           | 47,788                           | 43,908                        | 43,908                        | 25,099                           | 21,821                          | 21,821                         |
| 111-0210-413.43-05    | Office Equip - O S & M     | 0                                | 436                              | 2,000                         | 2,000                         | 1,628                            | 1,628                           | 1,628                          |
| 111-0210-413.52-30    | Ins - Benefits Active EEs  | 31,310                           | 28,652                           | 27,362                        | 27,362                        | 22,180                           | 19,331                          | 19,331                         |
| 111-0210-413.56-41    | Contractual Srvc - Other   | 265                              | 140                              | 1,500                         | 1,500                         | 1,500                            | 36,445                          | 36,445                         |
| 111-0210-413.59-10    | Tuition & Training         | 0                                | 0                                | 250                           | 250                           | 250                              | 250                             | 250                            |
| 111-0210-413.61-20    | Dept Supplies & Expense    | 1,881                            | 2,227                            | 2,500                         | 2,500                         | 2,500                            | 2,200                           | 2,200                          |
| 111-0210-413.64-00    | Memberships & Meetings     | 8,709                            | 1,227                            | 4,500                         | 4,500                         | 4,500                            | 4,500                           | 4,500                          |
| <b>* City Manager</b> |                            | <b>523,757</b>                   | <b>418,415</b>                   | <b>440,131</b>                | <b>440,131</b>                | <b>412,641</b>                   | <b>400,039</b>                  | <b>400,039</b>                 |

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

111-0230 Human Resources & Civil Service

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 257,973             | 258,288             | 248,108               |
| Maintenance & Operation | 59,800              | 76,530              | 68,991                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>317,773</b>      | <b>334,818</b>      | <b>317,099</b>        |

### Description of Activities

The Human Resources Division administers the City's personnel program by developing and maintaining sound practices and procedures; providing advice and assistance to other departments relative to personnel matters; maintaining the City's classification and compensation plan; conducting recruitment and selection activities; providing new employee orientation and job-related training; conducting labor relations activities including: negotiating and administering the Memorandum of Understandings (MOU) with the four bargaining units, employee discipline matters; developing and maintaining an employer/employee performance evaluation system; maintaining employee records; handling workers' compensation claims, management and risk identification; administering the employee's awards program.

### Fiscal Year 2012-2013 Objectives

Update the Personnel and Civil Service Rules and Regulations; continue to reduce frequency and severity of on-the-job injuries, work-hours lost, and exposure to financial loss by identifying risks, closely monitoring workers' compensation claims.

- ✓ To improve the efficiency and effectiveness of Human Resources.
- ✓ To update the Civil Service Rules and Regulations
- ✓ To memorialize practices and procedures into written policies.
- ✓ To expand job training and management development opportunities.
- ✓ To update the performance appraisal system and generate regular status reports.
- ✓ To promote various employee programs and activities.

# ADMINISTRATION PERSONNEL SERVICES 111-0230 Human Resources & Civil Service

| FULL TIME                 |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|---------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE            | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Assistant City Manager    | 0.25                                       | 0                                           | 34,179                        | 0                             |                |                                            |                                             |                               |                               |
| Personnel Supervisor      | 0.70                                       | 0.70                                        | 70,234                        | 70,301                        |                |                                            |                                             |                               |                               |
| Personnel Assistant       | 0.75                                       | 0.75                                        | 46,653                        | 46,720                        |                |                                            |                                             |                               |                               |
| Human Resources Secretary | 0.50                                       | 0.50                                        | 26,558                        | 26,563                        |                |                                            |                                             |                               |                               |
|                           |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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**ADMINISTRATION  
PERSONNEL SERVICES**  
111-0230 Human Resources & Civil Service

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 413.11-00         | <u>Regular Salaries:</u>               | 143,584 |
| 413.14-00         | <u>Overtime Code 10:</u>               | 1,000   |
| 413.15-40         | <u>Bi-Lingual Pay:</u>                 | 4,100   |
| 413.15-60         | <u>Premium Pay:</u>                    | 4,455   |
| 413.18-20         | <u>Sick Leave Buy Back:</u>            | 3,140   |
| 413.20-00         | <u>Fringe Benefits:</u>                | 26,675  |
| 413.22-00         | <u>Medicare:</u>                       | 1,200   |
| 413.23-00         | <u>PERS City Wide Contribution:</u>    | 22,693  |
| 413.25-05         | <u>PARS Contribution:</u>              | 6,846   |
| 413.26-00         | <u>Workers Comp Premium:</u>           | 6,104   |
| 413.27-10         | <u>OPEB Contributions:</u>             | 15,012  |
| 413.52-30         | <u>Liability Insurance – Benefits:</u> | 13,299  |

**ADMINISTRATION  
ACTIVITY DETAIL**  
111-0230 Human Resources & Civil Service

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                       | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 413.43-05         | <u>Equipment Maintenance Services:</u> ASP SunGard \$6,688 and copier \$1,628.                                                                                                                                                                                                                                                                                                    | 8,316  |
| 413.54-00         | <u>Advertising &amp; Publications:</u> Recruitment advertising for vacant and newly approved positions.                                                                                                                                                                                                                                                                           | 10,000 |
| 413.56-41         | <u>Contractual Services:</u> \$2,940 Gateway Public Employee Consortium (LCW); \$5,000 U.S. HealthWorks (Pre-employment physicals; DOT Random Testing; Misc Treatments); \$800 BAC (Flexible Benefits Plan Admin \$50 x 12 + annual filing); \$1,250 Affiliated Systems (Alhambra Hospital Stress Test); \$2,000 Test Rentals (Civil Service Exams); \$20,000 Labor Negotiations. | 29,990 |
| 413.59-10         | <u>Training:</u> \$2,000 Various city-wide staff training and workshops.                                                                                                                                                                                                                                                                                                          | 2,000  |
| 413.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> department meetings and/or oral interview panels; \$3,000 office supplies.                                                                                                                                                                                                                                                            | 3,000  |
| 413.64-00         | <u>Memberships &amp; Meetings:</u> \$275 CalPACS Membership; \$300 SCPLRC Membership, Conference & Meetings; \$360 IPMA Membership; \$300 PELRA-California/NPERLRA Membership; \$500 Gateway Public ERC-Host Mtg.; \$350 CalPERLA Membership; \$600 LCW Annual Conference; \$7,000 Service Pin Luncheon; \$5,000 Holiday Reception and \$1,000 Lunch reimbursements for misc.     | 15,685 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER           | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Human Resources</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0230-413.11-00       | Regular Salaries           | 174,132                          | 145,244                          | 160,534                       | 160,534                       | 143,584                          | 143,584                         | 143,584                        |
| 111-0230-413.14-00       | Overtime Code 10           | 1,144                            | 303                              | 0                             | 0                             | 1,000                            | 1,000                           | 1,000                          |
| 111-0230-413.15-40       | Bi-Lingual Pay             | 4,106                            | 4,107                            | 4,100                         | 4,100                         | 4,100                            | 4,100                           | 4,100                          |
| 111-0230-413.15-60       | Premium Pay                | 1,928                            | 2,643                            | 3,780                         | 3,780                         | 4,455                            | 4,455                           | 4,455                          |
| 111-0230-413.18-20       | Sick Leave Buy Back        | 4,324                            | 2,142                            | 2,226                         | 2,226                         | 3,140                            | 3,140                           | 3,140                          |
| 111-0230-413.20-00       | Fringe Benefits            | 25,678                           | 28,130                           | 29,669                        | 29,669                        | 27,168                           | 26,675                          | 26,675                         |
| 111-0230-413.22-00       | Medicare                   | 1,708                            | 1,221                            | 1,410                         | 1,410                         | 1,200                            | 1,200                           | 1,200                          |
| 111-0230-413.23-00       | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 22,693                           | 22,693                          | 22,693                         |
| 111-0230-413.25-05       | PARS - Contribution        | 0                                | 0                                | 7,580                         | 7,580                         | 6,846                            | 6,846                           | 6,846                          |
| 111-0230-413.26-00       | Workers Comp Premium       | 10,344                           | 7,346                            | 6,944                         | 6,944                         | 6,087                            | 6,104                           | 6,104                          |
| 111-0230-413.27-10       | OPEB Contributions         | 22,636                           | 24,446                           | 25,903                        | 25,903                        | 14,971                           | 15,012                          | 15,012                         |
| 111-0230-413.43-05       | Office Equip - O S & M     | 5,332                            | 6,240                            | 6,430                         | 6,430                         | 8,316                            | 8,316                           | 8,316                          |
| 111-0230-413.52-30       | Ins - Benefits Active EEs  | 16,094                           | 14,658                           | 16,142                        | 16,142                        | 13,230                           | 13,299                          | 13,299                         |
| 111-0230-413.54-00       | Advertising & Publication  | 2,084                            | 1,844                            | 10,000                        | 10,000                        | 15,000                           | 10,000                          | 10,000                         |
| 111-0230-413.56-41       | Contractual Srvc - Other   | 52,548                           | 7,766                            | 35,690                        | 35,690                        | 35,240                           | 29,990                          | 29,990                         |
| 111-0230-413.59-10       | Tuition & Training         | 3,000                            | 0                                | 5,000                         | 5,000                         | 3,000                            | 2,000                           | 2,000                          |
| 111-0230-413.61-20       | Dept Supplies & Expense    | 2,108                            | 3,587                            | 4,000                         | 4,000                         | 3,000                            | 3,000                           | 3,000                          |
| 111-0230-413.64-00       | Memberships & Meetings     | 25,500                           | 14,341                           | 15,410                        | 15,410                        | 15,985                           | 15,685                          | 15,685                         |
| <b>* Human Resources</b> |                            | <b>352,666</b>                   | <b>264,018</b>                   | <b>334,818</b>                | <b>334,818</b>                | <b>329,015</b>                   | <b>317,099</b>                  | <b>317,099</b>                 |

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

### 111-0240 Community Promotion & Development

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 19,400              | 0                   | 0                     |
| Maintenance & Operation | 123,170             | 67,570              | 53,817                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>142,570</b>      | <b>67,570</b>       | <b>53,817</b>         |

#### Description of Activities

The City of Huntington Park sponsors events and participates in various governmental and quasi-governmental activities to promote the City and to instill a sense of community amongst those who live, work and do business in the City of Huntington Park.

#### Fiscal Year 2012-2013 Objectives

Promote the City of Huntington Park through activities held within the City boundaries and through interaction with various cities and associations throughout the state.

**ADMINISTRATION**  
**ACTIVITY DETAIL**  
111-0240 Community Promotion & Development

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                      | COST   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 466.55-40         | <u>Fourth of July:</u>                                                                                                                                                                                                                                                                                                           | 15,000 |
| 466.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> Miscellaneous department supplies & expense. Graffiti rewards and claims settlements.                                                                                                                                                                                                | 1,500  |
| 466.64-00         | <u>Memberships &amp; Meetings:</u> League of California Cities – Statewide (\$16,447); League of CA Cities – Los Angeles Division (\$1,125); Independent Cities Association (\$2,697); California Contract Cities (\$2,912); Gateway Cities (\$8,000); LAFCO (\$1,047); and Southern California Council of Government (\$5,089). | 37,317 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                          | ACCOUNT DESCRIPTION         | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------------------|-----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                     |                             |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Spcl Event/Community Promotion</b>   |                             |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-0240-466.55-40                      | Fourth of July              | 61,456                           | 62,022                           | 25,000                        | 25,000                        | 15,000                           | 15,000                          | 15,000                         |
| 111-0240-466.56-54                      | Contract Business Promotion | 4,000                            | 4,000                            | 4,000                         | 4,000                         | 0                                | 0                               | 0                              |
| 111-0240-466.61-20                      | Dept Supplies & Expense     | 2,625                            | 1,500                            | 3,000                         | 3,000                         | 1,500                            | 1,500                           | 1,500                          |
| 111-0240-466.64-00                      | Memberships & Meetings      | 59,753                           | 47,332                           | 35,570                        | 35,570                        | 37,317                           | 37,317                          | 37,317                         |
|                                         |                             | 127,834                          | 114,854                          | 67,570                        | 67,570                        | 53,817                           | 53,817                          | 53,817                         |
| <b>* Spcl Event/Community Promotion</b> |                             |                                  |                                  |                               |                               |                                  |                                 |                                |

# ADMINISTRATION ACTIVITIES AND OBJECTIVES

216-0230 Employees Retirement Fund

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 5,219,500           | 5,159,478           | 1,865,940             |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>5,219,500</b>    | <b>5,159,478</b>    | <b>1,865,940</b>      |

## Description of Activities

To pay the City's employees' retirement fund, PERS and PARS.

**ADMINISTRATION  
ACTIVITY DETAIL**  
216-0230 Employees Retirement Fund

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                 | COST      |
|-------------------|-------------------------------------------------------------------------------------------------------------|-----------|
| 413.56-41         | <u>Contractual Services – Other: US Bank Admin Fee (\$2,100); Urban Futures Disclosure Report (\$2,500)</u> | 2,500     |
| 431.80-50         | <u>Bond Principles:</u>                                                                                     | 700,000   |
| 413.81-10         | <u>Interest Expense:</u>                                                                                    | 1,163,440 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Employees Retirement Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Human Resources</b>           |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 216-0230-413.23-00               | PERS Contribution-NonSworn | 1,025,047                        | 966,479                          | 1,096,573                     | 1,096,573                     | 0                                | 0                               | 0                              |
| 216-0230-413.24-00               | PERS Contribution-Sworn    | 1,932,980                        | 2,199,944                        | 2,261,089                     | 2,261,089                     | 0                                | 0                               | 0                              |
| 216-0230-413.25-05               | PARS - Contribution        | 58,663                           | 0                                | 0                             | 0                             | 0                                | 0                               | 0                              |
| 216-0230-413.56-41               | Contractual Srvc - Other   | 5,000                            | 9,941                            | 4,600                         | 4,600                         | 2,500                            | 2,500                           | 2,500                          |
| 216-0230-413.80-50               | Principal-Retirement/Bond  | 400,000                          | 500,000                          | 600,000                       | 600,000                       | 700,000                          | 700,000                         | 700,000                        |
| 216-0230-413.81-10               | Interest Expense/Bonds     | 1,249,176                        | 1,225,794                        | 1,197,216                     | 1,197,216                     | 1,163,440                        | 1,163,440                       | 1,163,440                      |
|                                  |                            | <b>4,670,866</b>                 | <b>4,902,158</b>                 | <b>5,159,478</b>              | <b>5,159,478</b>              | <b>1,865,940</b>                 | <b>1,865,940</b>                | <b>1,865,940</b>               |
| * Employees Retirement           |                            |                                  |                                  |                               |                               |                                  |                                 |                                |

**ADMINISTRATION**  
**ACTIVITIES AND OBJECTIVES**  
217-0230 OPEB Fund

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 1,877,000           | 1,739,000           | 1,365,000             |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>1,877,000</b>    | <b>1,739,000</b>    | <b>1,365,000</b>      |

Description of Activities

**ADMINISTRATION  
ACTIVITY DETAIL  
217-0230 OPEB Fund**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                        | COST      |
|-------------------|------------------------------------------------------------------------------------|-----------|
| 413.28-00         | <u>Health Premium: Retirees</u>                                                    | 1,335,000 |
| 413.56-41         | <u>Contractual Services – Other: \$24,000 PARS and \$6,000 PERS Administration</u> | 30,000    |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

|            |            |          |          |            |           |          |
|------------|------------|----------|----------|------------|-----------|----------|
| 2009-10    | 2010-11    | 2011-12  | 2011-12  | 2012-13    | 2012-13   | 2012-13  |
| YEAR'S AGO | LAST YEARS | ORIGINAL | ADJUSTED | DEPARTMENT | MANAGER'S | COUNCIL  |
| ACTUALS    | ACTUALS    | BUDGET   | BUDGET   | REQUEST    | REQUEST   | APPROVED |

| ACCOUNT NUMBER | ACCOUNT DESCRIPTION |
|----------------|---------------------|
|----------------|---------------------|

### OPEB

#### Human Resources

|                    |                            |
|--------------------|----------------------------|
| 217-0230-413.28-00 | Retiree Health Ins Premium |
| 217-0230-413.56-41 | Contractual Svc - Other    |

|           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1,892,046 | 2,741,120 | 1,700,000 | 1,700,000 | 1,335,000 | 1,335,000 | 1,335,000 |
| 17,815    | 24,400    | 39,000    | 39,000    | 30,000    | 30,000    | 30,000    |

\* OPEB

|           |           |           |           |           |           |           |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|
| 1,909,861 | 2,765,520 | 1,739,000 | 1,739,000 | 1,365,000 | 1,365,000 | 1,365,000 |
|-----------|-----------|-----------|-----------|-----------|-----------|-----------|

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

219-0250 Transit Operation

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 99,135              | 191,732             | 174,004               |
| Maintenance & Operation | 1,409,000           | 1,237,800           | 1,283,271             |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>1,508,135</b>    | <b>1,429,532</b>    | <b>1,457,275</b>      |

### Description of Activities

To provide financial support for transit related activities funded through Proposition A Sales Tax receipts as well as directly related program income.

### Fiscal Year 2012-2013 Objectives

- ✓ Provide comprehensive transit services, including senior Dial-A-Ride, general population fixed route, and shuttle services along Pacific Boulevard to the residents.
- ✓ Continue to improve the Dial-a-ride swipe card system.

# ADMINISTRATION PERSONNEL SERVICES

## 219-0250 Transit Operation

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Assistant City Manager         | 0.10                                       | 0                                           | 13,672                        | 0                             |                |                                            |                                             |                               |                               |
| Executive Assistant            | 0.30                                       | 0.30                                        | 20,850                        | 20,850                        |                |                                            |                                             |                               |                               |
| Finance Director               | 0.05                                       | 0.05                                        | 7,666                         | 7,761                         |                |                                            |                                             |                               |                               |
| Revenue Collections Supervisor | 0.15                                       | 0.15                                        | 11,177                        | 11,177                        |                |                                            |                                             |                               |                               |
| Sr. Accountant                 | 0.05                                       | 0.05                                        | 3,688                         | 3,689                         |                |                                            |                                             |                               |                               |
| Finance Assistant I            | 1.00                                       | 1.00                                        | 45,759                        | 45,759                        |                |                                            |                                             |                               |                               |
| Public Works Supervisor        | 0.10                                       | 0.10                                        | 14,227                        | 14,227                        |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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**ADMINISTRATION**  
**PERSONNEL SERVICES**  
219-0250 Transit Operation

| ACCOUNT<br>NUMBER | DESCRIPTION                           | COST    |
|-------------------|---------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>              | 103,553 |
| 431.15-40         | <u>Bi-Lingual Pay:</u>                | 3,255   |
| 431.15-60         | <u>Premium Pay:</u>                   | 270     |
| 431.18-20         | <u>Sick Leave Buy Back:</u>           | 830     |
| 431.20-00         | <u>Fringe Benefits:</u>               | 19,238  |
| 431.22-00         | <u>Medicare:</u>                      | 1,500   |
| 431.23-00         | <u>PERS Contribution-Sworn:</u>       | 15,719  |
| 431.25-05         | <u>PARS Contribution:</u>             | 4,819   |
| 431.26-00         | <u>Workers Comp Premium:</u>          | 4,402   |
| 431.27-10         | <u>OPEB Contributions:</u>            | 10,827  |
| 431.52-30         | <u>Liability Insurance - Benefits</u> | 9,591   |

# ADMINISTRATION

## ACTIVITY DETAIL

219-0250 Transit Operation

| ACCOUNT<br>NUMBER | DESCRIPTION                                                              | COST    |
|-------------------|--------------------------------------------------------------------------|---------|
| 431.33-10         | <u>Bank Services:</u>                                                    | 500     |
| 431.53-10         | <u>Communications – Telephone &amp; Wireless:</u>                        | 650     |
| 431.56-42         | <u>Senior Dial-A-Ride: Oldtimers Foundation</u>                          | 160,000 |
| 431.56-44         | <u>Pacific Boulevard Shuttle Service: Oldtimers Foundation</u>           | 70,000  |
| 431.56-45         | <u>City-wide Dial-A-Ride System: Administrative Services Co-op</u>       | 780,000 |
| 431.56-46         | <u>Contract Subregion Transit (pass-thru):</u>                           | 200,000 |
| 431.57-70         | <u>Recreation Transit: Transportation request from outside agencies.</u> | 15,000  |
| 431.58-50         | <u>MTA Bus Passes:</u>                                                   | 55,000  |
| 431.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u>                             | 200     |
| 431.64-00         | <u>Memberships &amp; Meetings:</u>                                       | 1,921   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Sales Tax-Transit Fund A</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Transit Administration</b>     |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 219-0250-431.11-00                | Regular Salaries          | 56,129                           | 43,733                           | 109,928                       | 109,928                       | 103,553                          | 103,553                         | 103,553                        |
| 219-0250-431.15-40                | Bi-Lingual Pay            | 1,202                            | 1,140                            | 3,255                         | 3,255                         | 3,255                            | 3,255                           | 3,255                          |
| 219-0250-431.15-60                | Premium Pay               | 500                              | 393                              | 270                           | 270                           | 270                              | 270                             | 270                            |
| 219-0250-431.18-20                | Sick Leave Buy Back       | 1,011                            | 185                              | 665                           | 665                           | 830                              | 830                             | 830                            |
| 219-0250-431.20-00                | Fringe Benefits           | 9,148                            | 10,162                           | 20,316                        | 20,316                        | 19,594                           | 19,238                          | 19,238                         |
| 219-0250-431.22-00                | Medicare                  | 663                              | 494                              | 1,552                         | 1,552                         | 1,500                            | 1,500                           | 1,500                          |
| 219-0250-431.23-00                | PERS City Wide Contribute | 8,295                            | 4,895                            | 17,095                        | 17,095                        | 15,719                           | 15,719                          | 15,719                         |
| 219-0250-431.25-05                | PARS - Contribution       | 1,332                            | 1,633                            | 5,106                         | 5,106                         | 4,819                            | 4,819                           | 4,819                          |
| 219-0250-431.26-00                | Workers Comp Premium      | 3,686                            | 2,654                            | 4,755                         | 4,755                         | 4,390                            | 4,402                           | 4,402                          |
| 219-0250-431.27-10                | OPEB Contributions        | 8,064                            | 8,832                            | 17,737                        | 17,737                        | 10,797                           | 10,827                          | 10,827                         |
| 219-0250-431.33-10                | Bank Services             | 250                              | 223                              | 300                           | 300                           | 500                              | 500                             | 500                            |
| 219-0250-431.52-30                | Liability                 | 5,734                            | 5,296                            | 11,053                        | 11,053                        | 9,541                            | 9,591                           | 9,591                          |
| 219-0250-431.53-10                | Telephone & Wireless      | 0                                | 0                                | 0                             | 0                             | 650                              | 650                             | 650                            |
| 219-0250-431.56-41                | Contractual Svc - Other   | 28,921                           | 15,062                           | 0                             | 9,314                         | 0                                | 0                               | 0                              |
| 219-0250-431.56-42                | Contract Svc-Sr Transport | 151,291                          | 153,000                          | 135,000                       | 135,000                       | 160,000                          | 160,000                         | 160,000                        |
| 219-0250-431.56-44                | Pacific Blvd Shuttle      | 72,956                           | 69,374                           | 67,500                        | 67,500                        | 70,000                           | 70,000                          | 70,000                         |
| 219-0250-431.56-45                | Dial-A-Ride (All City)    | 836,758                          | 866,315                          | 756,000                       | 756,000                       | 780,000                          | 780,000                         | 780,000                        |
| 219-0250-431.56-46                | Contract Subregion Transt | 174,403                          | 42,692                           | 200,000                       | 200,000                       | 200,000                          | 200,000                         | 200,000                        |
| 219-0250-431.57-70                | Recreation Transit        | 13,934                           | 11,712                           | 15,000                        | 15,000                        | 15,000                           | 15,000                          | 15,000                         |
| 219-0250-431.58-50                | Bus Passes                | 67,835                           | 63,414                           | 63,000                        | 63,000                        | 55,000                           | 55,000                          | 55,000                         |
| 219-0250-431.61-20                | Dept Supplies & Expense   | 5,340                            | 585                              | 1,000                         | 1,000                         | 200                              | 200                             | 200                            |
| 219-0250-431.64-00                | Memberships & Meetings    | 1,655                            | 9,580                            | 0                             | 0                             | 1,921                            | 1,921                           | 1,921                          |
| <b>* Sales Tax-Transit Fund A</b> |                           | <b>1,449,107</b>                 | <b>1,311,374</b>                 | <b>1,429,532</b>              | <b>1,438,846</b>              | <b>1,457,539</b>                 | <b>1,457,275</b>                | <b>1,457,275</b>               |

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

220-0250 Transit Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 760,000             | 684,000             | 761,000               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>760,000</b>      | <b>684,000</b>      | <b>761,000</b>        |

### Description of Activities

To provide financial support for related activities funded through Proposition C Sales Tax receipts as well as directly related program income.

### Fiscal Year 2012-2013 Objectives

- ✓ Provide an efficient transit services for the fixed route Combi Shuttle and shuttle services throughout the City boundaries.

**ADMINISTRATION  
ACTIVITY DETAIL  
220-0250 Transit Administration**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                            | COST    |
|-------------------|--------------------------------------------------------------------------------------------------------|---------|
| 431.56-43         | <u>Fixed Route Transit:</u> Oldtimers Foundation contract for Combi Shuttle and senior transportation. | 761,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION    | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------|------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Sales Tax-Transit C</b>    |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Transit Administration</b> |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| 220-0250-431.56-43            | Fixed Route Transit    | 745,995                          | 762,295                          | 684,000                       | 684,000                       | 761,000                          | 761,000                         | 761,000                        |
| <hr/>                         |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| *                             | Transit Administration | 745,995                          | 762,295                          | 684,000                       | 684,000                       | 761,000                          | 761,000                         | 761,000                        |

**ADMINISTRATION**  
**ACTIVITIES AND OBJECTIVES**  
 223-0240 Community Promotion & Development

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 25,000              | 25,000              | 25,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>25,000</b>       | <b>25,000</b>       | <b>25,000</b>         |

Description of Activities

The City of Huntington Park co-sponsors the Christmas Lane Parade with the Huntington Park Chamber of Commerce.

**ADMINISTRATION  
ACTIVITY DETAIL**  
223-0240 Community Promotion & Development

| ACCOUNT<br>NUMBER | DESCRIPTION            | COST   |
|-------------------|------------------------|--------|
| 466.55-35         | <u>Holiday Parade:</u> | 25,000 |

BUDGET PREPARATION WORKSHEET

FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| Local Origin Program Fund        |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| Spcl Event/Community Promotion   |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 223-0240-466.55-35               | Holiday Parade      | 25,000                           | 32,000                           | 25,000                        | 30,000                        | 25,000                           | 25,000                          | 25,000                         |
| * Spcl Event/Community Promotion |                     | 25,000                           | 32,000                           | 25,000                        | 30,000                        | 25,000                           | 25,000                          | 25,000                         |

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

### 223-9010 Non-Departmental

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 19,800              | 24,600              | 24,600                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>19,800</b>       | <b>24,600</b>       | <b>24,600</b>         |

#### Description of Activities

The Non-Departmental Department has been created to records projected and actual expenses, which either transcend or otherwise do not fit with the purview of a particular department or activity.

**ADMINISTRATION  
ACTIVITY DETAIL**  
223-9010 Non-Departmental

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                              | COST   |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 419.56-41         | Contractual Services: Broadcasting City Council meetings (Joel Gordillo) (\$19,800). Granicus to stream City Council meetings online through the City website (\$4,800). | 24,600 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

|            |            |          |          |            |           |          |
|------------|------------|----------|----------|------------|-----------|----------|
| 2009-10    | 2010-11    | 2011-12  | 2011-12  | 2012-13    | 2012-13   | 2012-13  |
| YEAR'S AGO | LAST YEARS | ORIGINAL | ADJUSTED | DEPARTMENT | MANAGER'S | COUNCIL  |
| ACTUALS    | ACTUALS    | BUDGET   | BUDGET   | REQUEST    | REQUEST   | APPROVED |

ACCOUNT NUMBER      ACCOUNT DESCRIPTION

**Local Origin Program Fund**

**Non-Departmental**

223-9010-419.56-41      Contractual Srvs - Other

\*      Non-Departmental

|        |        |        |        |        |        |        |
|--------|--------|--------|--------|--------|--------|--------|
| 19,800 | 23,300 | 24,600 | 24,600 | 24,600 | 24,600 | 24,600 |
| 19,800 | 23,300 | 24,600 | 24,600 | 24,600 | 24,600 | 24,600 |

## ADMINISTRATION (RISK MANAGEMENT) ACTIVITIES AND OBJECTIVES

745-0230 Risk Management Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 164,372             | 163,762             | 175,349               |
| Maintenance & Operation | 11,000              | 3,500               | 2,900                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>175,372</b>      | <b>167,262</b>      | <b>178,249</b>        |

### Description of Activities

This program provides for the overall coordination of the City Risk Management effort including Liability and Workers injury reduction. The program includes liaison with attorneys; insurance adjusters; third party claims administration. This program provides for the development and implementation of a comprehensive education program geared to a reduction of losses from accidents. The program includes identification and elimination of hazards and close monitoring of claims to insure that they are defended and or settled in the most expeditious and cost effective manner.

### Fiscal Year 2012-2013 Objectives

- ✓ To reduce liability losses.
- ✓ To reduce workers compensation claims and losses.
- ✓ To reduce legal and third party administrative expenses.
- ✓ To provide city employees and city departments with emergency supply kits
- ✓ To train every city employee on First-Aid and CPR

**ADMINISTRATION (RISK MANAGEMENT)  
PERSONNEL SERVICES  
745-0230 Risk Management Administration**

| FULL TIME                 |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|---------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE            | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Assistant City Manager    | 0.15                                       | 0                                           | 20,507                        | 0                             |                |                                            |                                             |                               |                               |
| Personnel Supervisor      | 0.30                                       | 0.30                                        | 30,100                        | 30,129                        |                |                                            |                                             |                               |                               |
| Personnel Assistant       | 0.25                                       | 0.25                                        | 15,551                        | 15,573                        |                |                                            |                                             |                               |                               |
| Human Resources Secretary | 0.50                                       | 0.50                                        | 26,558                        | 26,563                        |                |                                            |                                             |                               |                               |
| City Clerk                | 0.40                                       | 0.40                                        | 45,267                        | 45,267                        |                |                                            |                                             |                               |                               |
| Jr. Deputy City Clerk     | 0.10                                       | 0.10                                        | 4,776                         | 5,055                         |                |                                            |                                             |                               |                               |
| Finance Director          | 0.10                                       | 0.10                                        | 15,332                        | 15,521                        |                |                                            |                                             |                               |                               |
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## ADMINISTRATION (RISK MANAGEMENT)

### PERSONNEL SERVICES

745-0230 Risk Management Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                 | COST    |
|-------------------|-----------------------------|---------|
| 413.11-00         | <u>Regular Salaries:</u>    | 138,108 |
| 413.15-40         | <u>Bi-Lingual Pay:</u>      | 2,625   |
| 413.15-60         | <u>Premium Pay:</u>         | 2,385   |
| 413.18-20         | <u>Sick Leave Buy Back:</u> | 3,006   |
| 413.22-00         | <u>Medicare:</u>            | 1,400   |
| 413.23-00         | <u>PERS Contribution:</u>   | 21,375  |
| 413.25.05         | <u>PARS Contribution:</u>   | 6,450   |

## ADMINISTRATION (RISK MANAGEMENT)

### ACTIVITY DETAIL

745-0230 Risk Management Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                           | COST  |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 413.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> Health and safety publications for employees, employee recognition, Red Cross supplies, emergency supplies for employees and departments, office and department expenses. | 2,000 |
| 413.64-00         | <u>Memberships &amp; Meetings:</u> Bingo (\$900)                                                                                                                                                                      | 900   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Worker's Compensation Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Human Resources</b>            |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 745-0230-413.11-00                | Regular Salaries           | 148,390                          | 128,799                          | 147,837                       | 147,837                       | 138,108                          | 138,108                         | 138,108                        |
| 745-0230-413.15-40                | Bi-Lingual Pay             | 2,445                            | 2,464                            | 2,625                         | 2,625                         | 2,625                            | 2,625                           | 2,625                          |
| 745-0230-413.15-60                | Premium Pay                | 1,396                            | 1,242                            | 2,160                         | 2,160                         | 2,385                            | 2,385                           | 2,385                          |
| 745-0230-413.18-20                | Sick Leave Buy Back        | 3,446                            | 2,688                            | 2,690                         | 2,690                         | 3,006                            | 3,006                           | 3,006                          |
| 745-0230-413.22-00                | Medicare                   | 1,709                            | 1,493                            | 1,580                         | 1,580                         | 1,400                            | 1,400                           | 1,400                          |
| 745-0230-413.23-00                | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 21,375                           | 21,375                          | 21,375                         |
| 745-0230-413.25-05                | PARS - Contribution        | 0                                | 0                                | 6,870                         | 6,870                         | 6,450                            | 6,450                           | 6,450                          |
| 745-0230-413.61-20                | Dept Supplies & Expense    | 260                              | 2,908                            | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 745-0230-413.64-00                | Memberships & Meetings     | 2,086                            | 1,135                            | 1,500                         | 1,500                         | 900                              | 900                             | 900                            |
| <b>* Human Resources</b>          |                            | <b>159,732</b>                   | <b>140,729</b>                   | <b>167,262</b>                | <b>167,262</b>                | <b>178,249</b>                   | <b>178,249</b>                  | <b>178,249</b>                 |

## ADMINISTRATION (RISK MANAGEMENT)

### ACTIVITIES AND OBJECTIVES

745-9030 Workers Compensation Program

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 613,000             | 583,218             | 555,000               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>613,000</b>      | <b>583,218</b>      | <b>555,000</b>        |

#### Description of Activities

As part of the City's overall risk management effort, the Workers Compensation Program provides for the monitoring of employee safety program, management and processing of workers compensation claims when accidents occurs, and to insure timely adjustment and payment of legitimate claims.

#### Fiscal Year 2012-2013 Objectives

- ✓ To enhance worker's safety.
- ✓ To minimize to the extent possible worker injury, medical exposures, and lost employee time.

## ADMINISTRATION (RISK MANAGEMENT)

### ACTIVITY DETAIL

745-9030 Workers Compensation Program

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                      | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------|---------|
| 413.26-00         | <u>Workers Comp Insurance Premiums:</u>                                                                                          | 120,000 |
| 413.33-70         | <u>Contractual Services 3<sup>rd</sup> Party:</u> Services rendered by professional workers compensation claims adjusters.       | 85,000  |
| 413.52-30         | <u>Claim Payments:</u> Payments made to employee or to those rendering medical care to employees suffering job related injuries. | 350,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Worker's Compensation Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Risk Management</b>            |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 745-9030-413.26-00                | Workers Comp Premium      | 174,565                          | 117,596                          | 148,218                       | 148,218                       | 120,000                          | 120,000                         | 120,000                        |
| 745-9030-413.33-70                | Contractual Srv 3rd Party | 79,790                           | 86,717                           | 85,000                        | 85,000                        | 85,000                           | 85,000                          | 85,000                         |
| 745-9030-413.52-30                | Ins - Benefits Active EEs | 244,124                          | 285,352                          | 350,000                       | 350,000                       | 350,000                          | 350,000                         | 350,000                        |
|                                   |                           | 498,479                          | 489,665                          | 583,218                       | 583,218                       | 555,000                          | 555,000                         | 555,000                        |
| * Risk Management                 |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# ADMINISTRATION (RISK MANAGEMENT) ACTIVITIES AND OBJECTIVES

745-9031 Liability

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 0                     |
| <b>Maintenance &amp; Operation</b> | 1,048,000           | 1,188,560           | 1,031,000             |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>1,048,000</b>    | <b>1,188,560</b>    | <b>1,031,000</b>      |

## Description of Activities

Risk management includes the Safety Committee, inspections, seminars and training through ICRMA programs.

## Fiscal Year 2012-2013 Objectives

- ✓ To continue to educate employees on safe work habits and to keep the cost of insurance and employee accidents at a minimum.
- ✓ The Safety Committee budget assists in eliminating expense to the City by reminding employees of the necessity and importance of safety. Incentive programs are presented to continually keep employees aware of safety.

## ADMINISTRATION (RISK MANAGEMENT)

### ACTIVITY DETAIL

745-9031 Liability

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                             | COST    |
|-------------------|---------------------------------------------------------------------------------------------------------|---------|
| 413.32-70         | <u>Contractual Services</u> : Legal defense against law suits                                           | 150,000 |
| 413.33-70         | <u>Third Party Administration</u> : Contractual claims administration and membership expenses in ICRMA. | 21,000  |
| 413.52-10         | <u>Insurance Property Premium</u> : Premium for property damage insurance.                              | 255,000 |
| 413.52-20         | <u>Insurance Liability Premium</u> : Excess liability coverage premium.                                 | 420,000 |
| 413.52-30         | <u>Insurance Settlement Payments</u> : Payment of claims and judgments against the City.                | 185,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                    | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Worker's Compensation Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>LIABILITY</b>                  |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 745-9031-413.32-70                | Contractual Srv Legal     | 146,907                          | 292,056                          | 150,000                       | 150,000                       | 150,000                          | 150,000                         | 150,000                        |
| 745-9031-413.33-70                | Contractual Srv 3rd Party | 28,044                           | 22,348                           | 30,000                        | 30,000                        | 21,000                           | 21,000                          | 21,000                         |
| 745-9031-413.52-10                | Ins - Property Premium    | 293,445                          | 255,413                          | 264,284                       | 264,284                       | 255,000                          | 255,000                         | 255,000                        |
| 745-9031-413.52-20                | Ins - Liability Premium   | 342,973                          | 351,869                          | 484,276                       | 484,276                       | 420,000                          | 420,000                         | 420,000                        |
| 745-9031-413.52-30                | Ins - Benefits Active EEs | 313,821                          | 151,997                          | (260,000)                     | 260,000                       | 185,000                          | 185,000                         | 185,000                        |
| <b>* LIABILITY</b>                |                           | <b>1,125,190</b>                 | <b>1,073,683</b>                 | <b>668,560</b>                | <b>1,188,560</b>              | <b>1,031,000</b>                 | <b>1,031,000</b>                | <b>1,031,000</b>               |

# ADMINISTRATION

## ACTIVITIES AND OBJECTIVES

746-0213 to 746-0218 Employee Benefits

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 2,347,000           | 2,492,000           | 2,411,483             |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>2,347,000</b>    | <b>2,492,000</b>    | <b>2,411,483</b>      |

### Description of Activities

The benefits fund receives transfers from all other operating funds and divisions as is the budget entity from which all fringe benefits and employee insurances are paid. Specific benefits include:

- Employee and Retire Health Insurance Premiums
- Employee Dental Premiums
- Life and Long term Disability Insurance Premiums
- Employee Wellness Program
- Unemployment Insurance Premiums

### Fiscal Year 2012-2013 Objectives

- ✓ To provide comprehensive benefits for employees at an equitable rate.

**ADMINISTRATION  
ACTIVITY DETAIL**  
746-0213 to 746-0218 Employee Benefits

| ACCOUNT<br>NUMBER | DESCRIPTION                                                          | COST      |
|-------------------|----------------------------------------------------------------------|-----------|
| 0213-413.52-30    | <u>Health Insurance Premiums:</u> Health premiums for all employees. | 1,954,670 |
| 0213-413.52-60    | <u>Health Op Out:</u>                                                | 91,740    |
| 0213-413.56-41    | <u>Contractual Services:</u> CALPERS Administrative Fees             | 6,100     |
| 0214-413.52-70    | <u>Dental Insurance Premiums:</u>                                    | 161,200   |
| 0215-413.52-40    | <u>Vision Insurance:</u>                                             | 42,773    |
| 0216-413.52-80    | <u>Life &amp; Disability Premiums:</u>                               | 110,000   |
| 0217-413.52-90    | <u>Unemployment Insurance:</u>                                       | 20,000    |
| 0218-413.35-10    | <u>Tuition Assistance:</u>                                           | 25,000    |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Employee Benefit Fund</b>  |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Health Insurance</b>       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0213-413.52-30            | Ins - Benefits Active EEs | 1,913,489                        | 1,944,127                        | 2,015,000                     | 2,015,000                     | 2,015,000                        | 1,960,000                       | 1,954,670                      |
| 746-0213-413.52-60            | Health Insurance Opt-Out  | 75,312                           | 91,263                           | 91,000                        | 91,000                        | 95,000                           | 98,400                          | 91,740                         |
| 746-0213-413.56-41            | Contractual Svc - Other   | 0                                | 0                                | 0                             | 0                             | 6,100                            | 6,100                           | 6,100                          |
| * Health Insurance            |                           | 1,988,801                        | 2,035,390                        | 2,106,000                     | 2,106,000                     | 2,116,100                        | 2,064,500                       | 2,052,510                      |
| <b>Dental Insurance</b>       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0214-413.52-70            | Ins - Dental Premium      | 155,913                          | 159,413                          | 165,000                       | 165,000                       | 163,000                          | 163,000                         | 161,200                        |
| * Dental Insurance            |                           | 155,913                          | 159,413                          | 165,000                       | 165,000                       | 163,000                          | 163,000                         | 161,200                        |
| <b>Vision</b>                 |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0215-413.52-40            | Ins - Vision              | 13,981                           | 39,458                           | 41,000                        | 41,000                        | 43,000                           | 43,000                          | 42,773                         |
| * Vision                      |                           | 13,981                           | 39,458                           | 41,000                        | 41,000                        | 43,000                           | 43,000                          | 42,773                         |
| <b>Life &amp; Disability</b>  |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0216-413.52-80            | Life & Disability Premium | 152,040                          | 131,341                          | 125,000                       | 125,000                       | 110,000                          | 110,000                         | 110,000                        |
| * Life & Disability           |                           | 152,040                          | 131,341                          | 125,000                       | 125,000                       | 110,000                          | 110,000                         | 110,000                        |
| <b>Unemployment Insurance</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0217-413.52-90            | Ins - Unemployment        | 17,870                           | 59,209                           | 30,000                        | 30,000                        | 20,000                           | 20,000                          | 20,000                         |
| * Unemployment Insurance      |                           | 17,870                           | 59,209                           | 30,000                        | 30,000                        | 20,000                           | 20,000                          | 20,000                         |
| <b>Tuition Assistance</b>     |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 746-0218-413.35-10            | Tuition Assistance        | 14,800                           | 10,772                           | 25,000                        | 25,000                        | 25,000                           | 25,000                          | 25,000                         |
| * Tuition Assistance          |                           | 14,800                           | 10,772                           | 25,000                        | 25,000                        | 25,000                           | 25,000                          | 25,000                         |

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# CITY CLERK

## ACTIVITIES AND OBJECTIVES

111-1010 City Clerk

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 368,094             | 376,506             | 404,650               |
| <b>Maintenance &amp; Operation</b> | 65,300              | 28,250              | 82,250                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>433,394</b>      | <b>404,756</b>      | <b>486,900</b>        |

### Description of Activities

The Office of the City Clerk is responsible for the City Council agendas and minutes, coordinating and conducting the General Municipal Election, providing safe keeping and storage of the City's official records, supervising the Records Management Program, codifying the Municipal Code, processing claims against the City, assists in the administration of the City's Liability Risk Management program including securing of all insurance for the City, i.e. liability, property, workers compensation, public employees bond, etc., coordinating the Safety Program, licensing and insuring all City vehicles, publishing and posting legal notices, overseeing bid openings, processing of resolutions, ordinances and agreements, billing of City property damage, securing insurance for all contractors, administering Oaths of Office, responding to public inquiries and Public Records Act requests. The Office of the City Clerk performs the duties of the filing official under the Conflict of Interest Code.

### Fiscal Year 2012-2013 Objectives

This year the City Clerk's Office will be creating and implementing a new City's Records Management Program. This office will also have City Council agenda item backup material/staff reports available on the City's website.

# CITY CLERK

## PERSONNEL SERVICES

### 111-1010 City Clerk

| FULL TIME             |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE        | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| City Clerk            | .60                                        | .60                                         | 67,900                        | 67,900                        |                |                                            |                                             |                               |                               |
| Deputy City Clerk     | 1.00                                       | 1.00                                        | 59,523                        | 62,924                        |                |                                            |                                             |                               |                               |
| Jr. Deputy City Clerk | .90                                        | .90                                         | 42,985                        | 45,498                        |                |                                            |                                             |                               |                               |
| Office Assistant      | .50                                        | .50                                         | 20,329                        | 20,518                        |                |                                            |                                             |                               |                               |
| Records Imaging Clerk | 1.00                                       | 1.00                                        | 43,497                        | 41,632                        |                |                                            |                                             |                               |                               |
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**CITY CLERK  
PERSONNEL SERVICES  
111-1010 City Clerk**

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 411.11-00         | <u>Regular Salaries:</u>               | 238,472 |
| 411.13-00         | <u>Overtime -- Regular:</u>            | 3,000   |
| 411.15-40         | <u>Bi-Lingual Pay:</u>                 | 7,140   |
| 411.18-20         | <u>Sick Leave Buy Back:</u>            | 3,406   |
| 411.20-00         | <u>Fringe Benefits:</u>                | 44,304  |
| 411.22-00         | <u>Medicare:</u>                       | 3,800   |
| 411.23-00         | <u>PERS City Wide Contribution:</u>    | 36,316  |
| 411.25.05         | <u>PARS Contribution:</u>              | 11,053  |
| 411.26-00         | <u>Workers Comp Premium:</u>           | 10,138  |
| 411.27-10         | <u>OPEB Contributions:</u>             | 24,933  |
| 411.52-30         | <u>Liability Insurance - Benefits:</u> | 22,088  |

**CITY CLERK**  
**ACTIVITY DETAIL**  
111-1010 City Clerk

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                             | COST   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 411.31-10         | <u>Municipal Election</u>                                                                                                                                                                                                                               | 60,000 |
| 411.43-05         | <u>Equipment Maintenance Services:</u> Maintenance of office equipment, software and miscellaneous office equipment.                                                                                                                                    | 2,000  |
| 411.54-00         | <u>Advertising &amp; Publications:</u> Publishing of legal notices (City projects to bid, RFPs, amending zoning code).                                                                                                                                  | 3,000  |
| 411.56-41         | <u>Contractual Services:</u> Muni Metrix \$500; Quality Code Publishing \$4,500; Iron Mountain (records off-site storage) \$500; Shred It (destruction of documents) \$1,000; GG-One Software (insurance tracking software) \$550; and bonds (\$1,200). | 8,250  |
| 411.59-10         | <u>Training and Tuition:</u> To allow staff to attend educational and training meetings, plus cost of books for education.                                                                                                                              | 1,000  |
| 411.61-20         | <u>Dept./Office Supplies &amp; Expense:</u>                                                                                                                                                                                                             | 6,500  |
| 411.64-00         | <u>Memberships &amp; Meetings:</u> Expenses, registration to attend conferences and courses pertinent to CMC certification, new election laws, notary public laws, and records management. Membership dues.                                             | 1,500  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER      | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>City Clerk</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-1010-411.11-00  | Regular Salaries           | 253,644                          | 232,405                          | 234,234                       | 234,234                       | 238,472                          | 238,472                         | 238,472                        |
| 111-1010-411.13-00  | Overtime - Regular         | 3,068                            | 3,695                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 111-1010-411.15-40  | Bi-Lingual Pay             | 7,904                            | 7,654                            | 7,140                         | 7,140                         | 7,140                            | 7,140                           | 7,140                          |
| 111-1010-411.18-20  | Sick Leave Buy Back        | 4,227                            | 3,076                            | 2,836                         | 2,836                         | 3,406                            | 3,406                           | 3,406                          |
| 111-1010-411.20-00  | Fringe Benefits            | 39,148                           | 39,996                           | 43,290                        | 43,290                        | 45,122                           | 44,304                          | 44,304                         |
| 111-1010-411.22-00  | Medicare                   | 3,158                            | 3,685                            | 3,665                         | 3,665                         | 3,800                            | 3,800                           | 3,800                          |
| 111-1010-411.23-00  | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 36,316                           | 36,316                          | 36,316                         |
| 111-1010-411.25-05  | PARS - Contribution        | 0                                | 0                                | 10,862                        | 10,862                        | 11,053                           | 11,053                          | 11,053                         |
| 111-1010-411.26-00  | Workers Comp Premium       | 15,772                           | 10,446                           | 10,131                        | 10,131                        | 10,110                           | 10,138                          | 10,138                         |
| 111-1010-411.27-10  | OPEB Contributions         | 34,510                           | 34,758                           | 37,795                        | 37,795                        | 24,865                           | 24,933                          | 24,933                         |
| 111-1010-411.31-10  | Municipal Election         | 41,176                           | 57,503                           | 0                             | 0                             | 60,000                           | 60,000                          | 60,000                         |
| 111-1010-411.43-05  | Office Equip - O S & M     | 1,150                            | 193                              | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 111-1010-411.52-30  | Ins - Benefits             | 24,536                           | 20,840                           | 23,553                        | 23,553                        | 21,973                           | 22,088                          | 22,088                         |
| 111-1010-411.54-00  | Advertising & Publication  | 811                              | 1,534                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 111-1010-411.56-41  | Contractual Srvc - Other   | 14,547                           | 15,457                           | 14,250                        | 14,250                        | 14,250                           | 8,250                           | 8,250                          |
| 111-1010-411.59-10  | Tuition & Training         | 151                              | 800                              | 1,000                         | 1,000                         | 1,000                            | 1,000                           | 1,000                          |
| 111-1010-411.61-20  | Dept Supplies & Expense    | 2,629                            | 6,458                            | 6,500                         | 6,500                         | 6,500                            | 6,500                           | 6,500                          |
| 111-1010-411.64-00  | Memberships & Meetings     | 1,349                            | 995                              | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| <b>* City Clerk</b> |                            | <b>447,780</b>                   | <b>439,495</b>                   | <b>404,756</b>                | <b>404,756</b>                | <b>493,507</b>                   | <b>486,900</b>                  | <b>486,900</b>                 |

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# FINANCE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-3010 Finance & Accounting

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 389,888             | 425,743             | 526,484               |
| Maintenance & Operation | 391,250             | 341,041             | 277,735               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>781,138</b>      | <b>766,784</b>      | <b>804,219</b>        |

## Description of Activities

To maintain the financial and accounting system of the City in a manner consistent with the highest professional standards and in accordance with legal requirements and generally accepted accounting principles. To provide the City Council and City departments with accurate and timely financial information. To safeguard the City's fiscal resources. To coordinate the preparation of the City's annual capital and operating budget. To screen all expenditures to insure accurate and timely payment of City obligations and payables to insure compliance with purchasing regulations and the adopted City budget. To invest City funds so as to maximize returns committed with safety and liquidity.

## Fiscal Year 2012-2013 Objectives

- ✓ To coordinate the preparation of a 2012-2013 budget, which provides quality services; addressed infrastructure maintenance needs and continues to accumulate prudent reserve levels.
- ✓ To assist the departments in obtaining and administering grant programs and recovering state mandated costs.
- ✓ To review and update as needed the City's purchasing ordinance.
- ✓ To increase training opportunities for Finance Department employees.
- ✓ To more effectively manage the City and Community Development Commissions debt financing.
- ✓ To review existing Finance procedures and comprehensively update those procedures and prepare a comprehensive finance.
- ✓ To fully utilize the City's financial management system.
- ✓ To review and comprehensively revise the City's Business License Codes.
- ✓ To correct all 2011 audit findings.
- ✓ To prudently invest all available City and Successor Agency idle funds.

# FINANCE DEPARTMENT

## PERSONNEL SERVICES

111-3010 Finance & Accounting

| FULL TIME                       |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|---------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                  | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Finance Director                | 0.35                                       | 0.45                                        | 53,660                        | 69,844                        |                |                                            |                                             |                               |                               |
| Sr. Accountant                  | 0.65                                       | 0.65                                        | 47,953                        | 47,953                        |                |                                            |                                             |                               |                               |
| Accountant                      | 0.80                                       | 0.90                                        | 54,503                        | 61,316                        |                |                                            |                                             |                               |                               |
| Administrative Asst. -Fin Dept. | 0.25                                       | 0.25                                        | 14,671                        | 14,671                        |                |                                            |                                             |                               |                               |
| Finance Assistant II            | 1.00                                       | 1.00                                        | 47,953                        | 48,093                        |                |                                            |                                             |                               |                               |
| Finance Assistant I             | 1.00                                       | 1.00                                        | 45,760                        | 45,760                        |                |                                            |                                             |                               |                               |
| Office Assistant                | 0                                          | 0.50                                        | 0                             | 20,518                        |                |                                            |                                             |                               |                               |
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**FINANCE DEPARTMENT  
PERSONNEL SERVICES**  
111-3010 Finance & Accounting

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 415.11-10         | <u>Regular Salaries:</u>               | 310,717 |
| 415.13-00         | <u>Overtime – Regular:</u>             | 200     |
| 415.14-00         | <u>Overtime Code 10:</u>               | 100     |
| 415.15-40         | <u>Bi-Lingual Pay:</u>                 | 9,975   |
| 415.15-60         | <u>Premium Pay:</u>                    | 3,105   |
| 415.18-20         | <u>Sick Leave Buy Back:</u>            | 4,615   |
| 415.20-00         | <u>Fringe Benefits:</u>                | 57,726  |
| 415.22-00         | <u>Medicare:</u>                       | 3,850   |
| 415.23-00         | <u>PERS City Wide Contribution:</u>    | 47,151  |
| 415.25-05         | <u>PARS Contribution:</u>              | 14,571  |
| 415.26-00         | <u>Workers Comp Premium:</u>           | 13,209  |
| 415.27-10         | <u>OPEB Contributions:</u>             | 32,486  |
| 415.52-30         | <u>Liability Insurance - Benefits:</u> | 28,779  |

**FINANCE DEPARTMENT**  
**ACTIVITY DETAIL**  
111-3010 Finance & Accounting

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                   | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 415.32-40         | <u>Audit Fees</u> : Fees paid to our auditors for performing the City's annual audit and single audit and preparation of annual financial statements (\$11,500). In addition, payments for preparation of annual State Controllers Report, Gann Limit review and Management Letter (\$1,485). | 12,985  |
| 415.33-10         | <u>Bank Service Charges</u> : Bank service charges and fees for various checking, saving and annual accounts (\$16,750).<br><u>Brinks armored car service</u> (\$2,200) and bank merchant card services (\$12,000).                                                                           | 30,950  |
| 415.43-05         | <u>Equipment Maintenance &amp; Services</u> : Naviline annual software maintenance with SunGard ASP (\$15,645).                                                                                                                                                                               | 15,645  |
| 415.56-10         | <u>Parking Citation Surcharge</u> : The portion (15%) of parking citations paid to the Superior Court for their services.                                                                                                                                                                     | 200,000 |
| 415.61-20         | <u>Dept./Office Supplies &amp; Expense</u> : Payroll & payable warrants, W2 & 1099 forms, office supplies, paper, letterheads, envelopes and miscellaneous expenses.                                                                                                                          | 16,000  |
| 415.64-00         | <u>Membership and Meetings</u> : Conferences, meeting and memberships renewals.                                                                                                                                                                                                               | 2,155   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>             |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Finance Administration</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-3010-415.11-00              | Regular Salaries           | 289,520                          | 273,708                          | 264,640                       | 264,640                       | 265,933                          | 310,717                         | 310,717                        |
| 111-3010-415.13-00              | Overtime - Regular         | 49                               | 34                               | 200                           | 200                           | 200                              | 200                             | 200                            |
| 111-3010-415.14-00              | Overtime Code 10           | 379                              | 0                                | 100                           | 100                           | 100                              | 100                             | 100                            |
| 111-3010-415.15-40              | Bi-Lingual Pay             | 8,793                            | 8,746                            | 8,505                         | 8,505                         | 8,505                            | 9,975                           | 9,975                          |
| 111-3010-415.15-60              | Premium Pay                | 2,788                            | 3,066                            | 2,565                         | 2,565                         | 2,565                            | 3,105                           | 3,105                          |
| 111-3010-415.18-20              | Sick Leave Buy Back        | 6,149                            | 4,169                            | 4,345                         | 4,345                         | 3,740                            | 4,615                           | 4,615                          |
| 111-3010-415.20-00              | Fringe Benefits            | 43,668                           | 42,470                           | 48,909                        | 48,909                        | 50,319                           | 57,726                          | 57,726                         |
| 111-3010-415.22-00              | Medicare                   | 3,801                            | 3,291                            | 3,315                         | 3,315                         | 4,050                            | 3,850                           | 3,850                          |
| 111-3010-415.23-00              | PERS Contribution-NonSworn | 0                                | 0                                | 0                             | 0                             | 40,321                           | 47,151                          | 47,151                         |
| 111-3010-415.25-05              | PARS - Contribution        | 0                                | 0                                | 12,407                        | 12,407                        | 12,466                           | 14,571                          | 14,571                         |
| 111-3010-415.26-00              | Workers Comp Premium       | 17,592                           | 11,092                           | 11,446                        | 11,446                        | 11,274                           | 13,209                          | 13,209                         |
| 111-3010-415.27-10              | OPEB Contributions         | 38,496                           | 36,910                           | 42,701                        | 42,701                        | 27,728                           | 32,486                          | 32,486                         |
| 111-3010-415.32-40              | Audit Fees                 | 11,666                           | 10,933                           | 12,985                        | 12,985                        | 12,985                           | 12,985                          | 12,985                         |
| 111-3010-415.33-10              | Bank Services              | 19,160                           | 25,681                           | 31,358                        | 31,358                        | 30,950                           | 30,950                          | 30,950                         |
| 111-3010-415.43-05              | Office Equip - O S & M     | 7,293                            | 14,605                           | 15,043                        | 15,043                        | 15,645                           | 15,645                          | 15,645                         |
| 111-3010-415.52-30              | Ins - Benefits             | 27,368                           | 22,130                           | 26,610                        | 26,610                        | 24,503                           | 28,779                          | 28,779                         |
| 111-3010-415.56-10              | Parking Citation Surchar   | 257,022                          | 210,645                          | 260,000                       | 260,000                       | 200,000                          | 200,000                         | 200,000                        |
| 111-3010-415.61-20              | Dept Supplies & Expense    | 11,313                           | 17,399                           | 19,500                        | 19,500                        | 16,000                           | 16,000                          | 16,000                         |
| 111-3010-415.64-00              | Memberships & Meetings     | 1,467                            | 1,310                            | 2,155                         | 2,155                         | 2,155                            | 2,155                           | 2,155                          |
| <b>* Finance Administration</b> |                            | <b>746,524</b>                   | <b>686,189</b>                   | <b>766,784</b>                | <b>766,784</b>                | <b>729,439</b>                   | <b>804,219</b>                  | <b>804,219</b>                 |

# **FINANCE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

111-3011 Data Processing

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 33,737              | 35,352              | 37,376                |
| Maintenance & Operation | 26,442              | 27,367              | 49,117                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>60,179</b>       | <b>62,719</b>       | <b>86,493</b>         |

## **Description of Activities**

To maintain a state of the art computerized financial system including accounts payable; accounts receivable; payroll; several ledger; business license; and fixed assets system. To develop and maintain a computer system that properly records all transactions and provides reports to the various departments that will assist in their efficient and effective operations. To assist other departments in their internal data processing and telecommunications needs. To serve as Coordinator of the City's Local Area and Intranet System. Fiscal year 2005 will see complete transition to the City's new integrated financial software system.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To complete the City's migration to a new standardized state of the art finance system that will integrate various finance sub components to the general ledger and provide for a wide variety of user defined reports.
- ✓ To expand and administer the City's information technology capabilities.

# FINANCE DEPARTMENT PERSONNEL SERVICES

111-3011 Data Processing

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Accountant                     | 0.10                                       | 0.10                                        | 6,813                         | 6,813                         |                |                                            |                                             |                               |                               |
| Administrative Asst.-Fin Dept. | 0.25                                       | 0.25                                        | 14,671                        | 14,671                        |                |                                            |                                             |                               |                               |
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# **FINANCE DEPARTMENT PERSONNEL SERVICES**

111-3011 Data Processing

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 419.11-10         | <u>Regular Salaries:</u>               | 21,484 |
| 419.13-00         | <u>Overtime – Regular:</u>             | 100    |
| 419.14-00         | <u>Overtime Code 10:</u>               | 100    |
| 419.15-40         | <u>Bi-Lingual Pay:</u>                 | 735    |
| 419.15-60         | <u>Premium Pay</u>                     | 675    |
| 419.18-20         | <u>Sick Leave Buy Back:</u>            | 380    |
| 419.20-00         | <u>Fringe Benefits:</u>                | 3,991  |
| 419.22-00         | <u>Medicare:</u>                       | 350    |
| 419.23-00         | <u>PERS City Wide Contribution:</u>    | 3,381  |
| 419.25-05         | <u>PARS Contribution:</u>              | 1,031  |
| 419.26-00         | <u>Workers Comp Premium:</u>           | 913    |
| 419.27-10         | <u>OPEB Contributions:</u>             | 2,246  |
| 419.52-30         | <u>Liability Insurance - Benefits:</u> | 1,990  |

# FINANCE DEPARTMENT ACTIVITY DETAIL

111-3011 Data Processing

| ACCOUNT<br>NUMBER            | DESCRIPTION                                                                                                                                                                                      | COST   |
|------------------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 419.43-05                    | <u>Equipment Maintenance &amp; Services</u> : Naviline software maintenance with SunGard ASP \$43,717. Canon printer lease maintenance (\$4,100) & miscellaneous PC repairs with Alvaka (\$500). | 48,317 |
| 419-64.00                    | <u>Membership &amp; Meetings</u> : HTE SUGA Membership (\$200) and West SUGA regional training (\$600).                                                                                          | 800    |
| mal <input type="checkbox"/> |                                                                                                                                                                                                  |        |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER           | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Data Processing</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-3011-419.11-00       | Regular Salaries          | 43,819                           | 21,359                           | 21,484                        | 21,484                        | 21,484                           | 21,484                          | 21,484                         |
| 111-3011-419.13-00       | Overtime - Regular        | 49                               | 34                               | 100                           | 100                           | 100                              | 100                             | 100                            |
| 111-3011-419.14-00       | Overtime Code 10          | 172                              | 0                                | 100                           | 100                           | 100                              | 100                             | 100                            |
| 111-3011-419.15-40       | Bi-Lingual Pay            | 737                              | 737                              | 735                           | 735                           | 735                              | 735                             | 735                            |
| 111-3011-419.15-60       | Premium Pay               | 447                              | 677                              | 675                           | 675                           | 675                              | 675                             | 675                            |
| 111-3011-419.18-20       | Sick Leave Buy Back       | 810                              | 341                              | 350                           | 350                           | 380                              | 380                             | 380                            |
| 111-3011-419.20-00       | Fringe Benefits           | 9,258                            | 3,504                            | 3,971                         | 3,971                         | 4,065                            | 3,991                           | 3,991                          |
| 111-3011-419.22-00       | Medicare                  | 696                              | 348                              | 350                           | 350                           | 350                              | 350                             | 350                            |
| 111-3011-419.23-00       | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 3,381                            | 3,381                           | 3,381                          |
| 111-3011-419.25-05       | PARS - Contribution       | 0                                | 0                                | 1,031                         | 1,031                         | 1,031                            | 1,031                           | 1,031                          |
| 111-3011-419.26-00       | Workers Comp Premium      | 3,730                            | 916                              | 929                           | 929                           | 911                              | 913                             | 913                            |
| 111-3011-419.27-10       | OPEB Contributions        | 8,162                            | 3,046                            | 3,467                         | 3,467                         | 2,240                            | 2,246                           | 2,246                          |
| 111-3011-419.43-05       | Office Equip - O S & M    | 13,232                           | 25,803                           | 26,567                        | 26,567                        | 48,317                           | 48,317                          | 48,317                         |
| 111-3011-419.52-30       | Ins - Benefits            | 5,804                            | 1,826                            | 2,160                         | 2,160                         | 1,980                            | 1,990                           | 1,990                          |
| 111-3011-419.64-00       | Memberships & Meetings    | 195                              | 195                              | 800                           | 800                           | 800                              | 800                             | 800                            |
| <b>* Data Processing</b> |                           | <b>87,111</b>                    | <b>58,786</b>                    | <b>62,719</b>                 | <b>62,719</b>                 | <b>86,549</b>                    | <b>86,493</b>                   | <b>86,493</b>                  |

# FINANCE DEPARTMENT

## ACTIVITIES AND OBJECTIVES

111-3013 Revenue Collection & Licensing

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 309,756             | 221,780             | 233,255               |
| Maintenance & Operation | 52,000              | 26,753              | 26,660                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>361,756</b>      | <b>248,533</b>      | <b>259,915</b>        |

### Description of Activities

To insure the complete and timely billing collection and reconciliation of all City's revenue. To insure the timely deposit of collected funds in the appropriate City's depository. To insure the billings and collection of all sewer bills, water bills and parking citations. To enforce Business License regulations and collect all Business License fees in a timely frame.

### Fiscal Year 2012-2013 Objectives

- ✓ To become more familiar with the specifics of each City revenue sources to insure complete and timely collections of monies owed to the City.
- ✓ To comprehensively review and update the City's Business License ordinance and procedures.
- ✓ To research and review the potential for outsourcing the collection of parking citations.
- ✓ To prepare and keep current a master list of City fees and charges.
- ✓ Supplement more efficient and effective means of collecting delinquent fees and charges.
- ✓ To improve reporting and collection of delinquent revenues.

**FINANCE DEPARTMENT  
PERSONNEL SERVICES  
111-3013 Revenue Collections & Licensing**

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Finance Director              | 0.15                                       | 0.15                                        | 22,997                        | 23,282                        |                |                                            |                                             |                               |                               |
| Revenue Collection Supervisor | 0.40                                       | 0.40                                        | 29,805                        | 29,805                        |                |                                            |                                             |                               |                               |
| Finance Technician            | 0.50                                       | 0.50                                        | 29,635                        | 29,635                        |                |                                            |                                             |                               |                               |
| Finance Assistant I           | 1.20                                       | 1.20                                        | 54,911                        | 54,911                        |                |                                            |                                             |                               |                               |
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**FINANCE DEPARTMENT  
PERSONNEL SERVICES**  
111-3013 Finance & Accounting

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 415.11-10         | <u>Regular Salaries:</u>               | 137,903 |
| 415.13-00         | <u>Overtime – Regular:</u>             | 200     |
| 415.14-00         | <u>Overtime Code 10:</u>               | 100     |
| 415.15-40         | <u>Bi-Lingual Pay:</u>                 | 4,725   |
| 415.15-60         | <u>Premium Pay:</u>                    | 810     |
| 415.18-20         | <u>Sick Leave Buy Back:</u>            | 1,655   |
| 415.20-00         | <u>Fringe Benefits:</u>                | 25,620  |
| 415.22-00         | <u>Medicare:</u>                       | 1,770   |
| 415.23-00         | <u>PERS City Wide Contribution:</u>    | 20,964  |
| 415.25-05         | <u>PARS Contribution:</u>              | 6,455   |
| 415.26-00         | <u>Workers Comp Premium:</u>           | 5,862   |
| 415.27-10         | <u>OPEB Contributions:</u>             | 14,418  |
| 415.52-30         | <u>Liability Insurance - Benefits:</u> | 12,773  |

# **FINANCE DEPARTMENT** **ACTIVITY DETAIL**

111-3013 Revenue Collection & Licensing

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                  | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|--------|
| 415.43-05         | <u>Equipment Maintenance &amp; Services</u> : Credtron hardware & software maintenance on check scanner to process payments. | 1,100  |
| 415.54.00         | <u>Advertising &amp; Publications</u> : Daily Journal Corp.                                                                  | 600    |
| 415.56-41         | <u>Contractual Services</u> : L.A. County Sheriff's (\$2,200); Donald Maynor (\$5,560); & Muni Services (\$17,200).          | 24,960 |

**FOR FISCAL YEAR 2013**

\* Revenue Collections

# **FINANCE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

111- 9010 Non-Departmental

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 45,855              | 48,793              | 51,706                |
| Maintenance & Operation | 504,920             | 429,951             | 387,946               |
| Capital Expense         | 8,200               | 3,000               | 3,980                 |
| <b>TOTAL</b>            | <b>558,975</b>      | <b>481,744</b>      | <b>443,632</b>        |

## **Description of Activities**

The Non-Departmental Department has been created to records projected and actual expenses, which either transcend or otherwise do not fit with the purview of a particular department or activity. Expenses include payments of employee retirement benefits; Citywide telephone usage; allowance for future negotiated wage and benefit increases.

# FINANCE DEPARTMENT PERSONNEL SERVICES 111-9010 Non-Departmental

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Administrative Asst.-Fin Dept. | 0.50                                       | 0.50                                        | 29,342                        | 29,342                        |                |                                            |                                             |                               |                               |
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**FINANCE DEPARTMENT  
PERSONNEL SERVICES  
111-9010 Non-Departmental**

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 419.11-10         | <u>Regular Salaries:</u>               | 29,342 |
| 419.13-00         | <u>Overtime -- Regular:</u>            | 150    |
| 419.14-00         | <u>Overtime Code 10:</u>               | 150    |
| 419.15-40         | <u>Bi-Lingual Pay:</u>                 | 1,050  |
| 419.15-60         | <u>Premium Pay:</u>                    | 1,350  |
| 419.18-20         | <u>Sick Leave Buy Back:</u>            | 540    |
| 419.20-00         | <u>Fringe Benefits:</u>                | 5,451  |
| 419.22-00         | <u>Medicare:</u>                       | 475    |
| 419.23-00         | <u>PERS City Wide Contribution:</u>    | 4,735  |
| 419.25-05         | <u>PARS Contribution:</u>              | 1,430  |
| 419.26-00         | <u>Workers Comp Premium:</u>           | 1,247  |
| 419.27-10         | <u>OPEB Contributions:</u>             | 3,068  |
| 419.52-30         | <u>Liability Insurance - Benefits:</u> | 2,718  |

**FINANCE DEPARTMENT**  
**ACTIVITY DETAIL**  
111-9010 Non-Departmental

| ACCOUNT NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                  | COST    |
|----------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 419.31-50      | <u>County Admin Fee – City Rcb:</u>                                                                                                                                                                                                                                                                          | 105,000 |
| 419.44-10      | <u>Rentals:</u> Large black/white & color copiers \$21,500; Mail Machine \$6,500 in City Clerk's Office.                                                                                                                                                                                                     | 28,000  |
| 419.53-10      | <u>Communications – Telephone/Wireless:</u> Citywide telephone and cellular usage.                                                                                                                                                                                                                           | 94,316  |
| 419.53-20      | <u>Postage:</u>                                                                                                                                                                                                                                                                                              | 25,000  |
| 419.56-41      | <u>Contractual Services:</u> HDL Property & Sales Tax Consulting (\$10,000); AK & Company SB90 Consulting (\$7,000); PARS (\$5,500); and City's Web site services and enhancements (\$11,000).                                                                                                               | 33,500  |
| 419.56-64      | <u>IT Services:</u> Network maintenance from Alvaka (\$78,000) & software license maintenance from Sonicwall (\$3,700), Trend Mirco (\$1,400), HP Network Servers (\$2,500), and Symantec Backup Exec (2,030). Service maintenance on security camera systems at City Hall and Parks & Recreation (\$5,000). | 92,630  |
| 419.61-20      | <u>Dept./Office Supplies &amp; Expenses:</u> Aramark coffee supply (\$3,500) and office supplies (\$6,000).                                                                                                                                                                                                  | 9,500   |
| 419.74-10      | <u>Equipment:</u> Network miscellaneous computer equipment (\$3,000), SonicWALL upgrade at Parks main computer room and Freedom Park (\$980).                                                                                                                                                                | 3,980   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER            | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non-Departmental</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-9010-419.11-00        | Regular Salaries          | 29,640                           | 29,428                           | 29,342                        | 29,342                        | 29,342                           | 29,342                          | 29,342                         |
| 111-9010-419.13-00        | Overtime - Regular        | 99                               | 69                               | 150                           | 150                           | 150                              | 150                             | 150                            |
| 111-9010-419.14-00        | Overtime Code 10          | 228                              | 0                                | 150                           | 150                           | 150                              | 150                             | 150                            |
| 111-9010-419.15-40        | Bi-Lingual Pay            | 1,053                            | 1,053                            | 1,050                         | 1,050                         | 1,050                            | 1,050                           | 1,050                          |
| 111-9010-419.15-60        | Premium Pay               | 894                              | 1,354                            | 1,350                         | 1,350                         | 1,350                            | 1,350                           | 1,350                          |
| 111-9010-419.18-20        | Sick Leave Buy Back       | 500                              | 466                              | 470                           | 470                           | 540                              | 540                             | 540                            |
| 111-9010-419.20-00        | Fringe Benefits           | 4,430                            | 4,828                            | 5,423                         | 5,423                         | 5,552                            | 5,451                           | 5,451                          |
| 111-9010-419.22-00        | Medicare                  | 466                              | 474                              | 475                           | 475                           | 475                              | 475                             | 475                            |
| 111-9010-419.23-00        | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 4,735                            | 4,735                           | 4,735                          |
| 111-9010-419.25-05        | PARS - Contribution       | 0                                | 224,524                          | 1,430                         | 1,430                         | 1,430                            | 1,430                           | 1,430                          |
| 111-9010-419.26-00        | Workers Comp Premium      | 1,784                            | 1,260                            | 1,269                         | 1,269                         | 1,244                            | 1,247                           | 1,247                          |
| 111-9010-419.27-10        | OPEB Contributions        | 3,906                            | 4,196                            | 4,734                         | 4,734                         | 3,059                            | 3,068                           | 3,068                          |
| 111-9010-419.31-50        | County Admin Fee-City Rcb | 100,828                          | 110,519                          | 102,000                       | 102,000                       | 105,000                          | 105,000                         | 105,000                        |
| 111-9010-419.44-10        | Rent ( Incl Equip Rental) | 30,447                           | 26,166                           | 30,000                        | 30,000                        | 28,000                           | 28,000                          | 28,000                         |
| 111-9010-419.52-30        | Ins - Benefits            | 2,776                            | 2,516                            | 2,950                         | 2,950                         | 2,704                            | 2,718                           | 2,718                          |
| 111-9010-419.53-10        | Telephone & Wireless      | 117,966                          | 113,564                          | 125,000                       | 125,000                       | 94,316                           | 94,316                          | 94,316                         |
| 111-9010-419.53-20        | Postage                   | 19,307                           | 23,553                           | 34,000                        | 34,000                        | 25,000                           | 25,000                          | 25,000                         |
| 111-9010-419.56-41        | Contractual Svc - Other   | 120,780                          | 56,816                           | 35,000                        | 49,959                        | 33,500                           | 33,500                          | 33,500                         |
| 111-9010-419.56-64        | IT Services               | 110,149                          | 102,544                          | 90,951                        | 90,951                        | 92,630                           | 92,630                          | 92,630                         |
| 111-9010-419.61-20        | Dept Supplies & Expense   | 7,828                            | 14,054                           | 13,000                        | 13,000                        | 9,500                            | 9,500                           | 9,500                          |
| 111-9010-419.74-10        | Equipment                 | 6,459                            | 250                              | 3,000                         | 3,000                         | 3,980                            | 3,980                           | 3,980                          |
| <b>* Non-Departmental</b> |                           | <b>559,540</b>                   | <b>717,634</b>                   | <b>481,744</b>                | <b>496,703</b>                | <b>443,707</b>                   | <b>443,632</b>                  | <b>443,632</b>                 |

**FINANCE DEPARTMENT**  
**ACTIVITIES AND OBJECTIVES**  
226-9010 Air Quality Improvement Non-Departmental

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 1,500               | 8,700               | 9,221                 |
| Capital Expense         | 620,000             | 0                   | 346,340               |
| <b>TOTAL</b>            | <b>505,000</b>      | <b>8,700</b>        | <b>355,561</b>        |

Description of Activities

# **FINANCE DEPARTMENT** **ACTIVITY DETAIL**

226-9010 Air Quality Improvement Non-Departmental

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                  | COST    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 419.15-55         | <u>Car Pool Rides Share:</u>                                                                                                                                                                                                                                                                                                                                                 | 2,000   |
| 419.64-00         | <u>Memberships &amp; Meetings:</u>                                                                                                                                                                                                                                                                                                                                           | 7,221   |
| 419.74-20         | <u>Equipment:</u> Vehicle Replacement for Public Works – One (1) Road line Model TPMT Stencil Truck with 2 pump paint system CNG powered cassis. Electrical powered paint system and lighting. This vehicle qualifies for 100% AQMD funding (\$137,297). Police Department – Five (5) 2013 Ford Hybrid Escape with equipment. Vehicles qualify for AQMD funding (\$209,043). | 346,340 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION    | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Air Quality Improv Trust</b> |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Non-Departmental</b>         |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| 226-9010-419.15-55              | Car Pool               | 1,835                            | 1,643                            | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 226-9010-419.64-00              | Memberships & Meetings | 1,655                            | 1,696                            | 1,700                         | 1,700                         | 7,221                            | 7,221                           | 7,221                          |
| 226-9010-419.74-20              | Vehicle Replacements   | 0                                | 66,680                           | 0                             | 27,067                        | 346,340                          | 346,340                         | 346,340                        |
| <b>* Non-Departmental</b>       |                        | <b>3,490</b>                     | <b>70,019</b>                    | <b>3,700</b>                  | <b>30,767</b>                 | <b>355,561</b>                   | <b>355,561</b>                  | <b>355,561</b>                 |

# **FINANCE DEPARTMENT (DEBT SERVICE) ACTIVITIES AND OBJECTIVES**

**231-9025 Parking Bond**

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 455,206             | 460,208             | 460,209               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>455,206</b>      | <b>460,208</b>      | <b>460,209</b>        |

## **Description of Activities**

The payment of principal and interest on the \$5,200,000 Variable Rate Lease Revenue Bonds, 1997 Series A (Parking Project). Debt services on these bonds are an obligation of the Parking District which has its principal source of revenue parking meter collections.

## FINANCE DEPARTMENT (DEBT SERVICE)

### ACTIVITY DETAIL

231-9025 Parking Bond

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                        | COST    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 415.56-41         | <u>Contractual Services</u> : Letter of Credit, trustee fees; remarketing agent fees.                                                                              | 3,000   |
| 415.80-20         | <u>Bond Principle</u> : Pay down of bond principle on a pre determined schedule basis.                                                                             | 383,129 |
| 415.81-10         | <u>Interest Expense</u> : Interest is variable rate, therefore, impossible to estimate precisely. Estimates based upon an assumed 2% rate against unpaid balances. | 74,080  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Parking System Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Bond Debt Service</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 231-9025-415.56-41         | Contractual Svc - Other   | 2,625                            | 2,625                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 231-9025-415.80-20         | Principal Bond - Park Sys | 334,104                          | 349,706                          | 366,036                       | 366,036                       | 383,129                          | 383,129                         | 383,129                        |
| 231-9025-415.81-10         | Interest Expense/Bonds    | 123,103                          | 107,502                          | 91,172                        | 91,172                        | 74,080                           | 74,080                          | 74,080                         |
|                            |                           | 459,832                          | 459,833                          | 460,208                       | 460,208                       | 460,209                          | 460,209                         | 460,209                        |
| <b>* Bond Debt Service</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# **FINANCE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

535-9025 Debt Service

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 734,248             | 756,185             | 778,781               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>734,248</b>      | <b>756,185</b>      | <b>778,781</b>        |

## **Description of Activities**

The payment of debt service on the 2006 Street Lighting Bond.

## **Fiscal year 2012-2013 Objectives**

- ✓ To make timely payments of the debt service obligations.

# **FINANCE DEPARTMENT** **ACTIVITY DETAIL**

535-9025 Debt Service

| ACCOUNT<br>NUMBER | DESCRIPTION                                                | COST    |
|-------------------|------------------------------------------------------------|---------|
| 431.56-41         | <u>Contractual Services:</u> Trustee fees.                 | 3,000   |
| 431.80-70         | <u>Principal Payment:</u> Principal on Street Light Bonds. | 344,466 |
| 431.81-10         | <u>Interest Expense:</u> Interest payment on bonds.        | 431,315 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                       | ACCOUNT DESCRIPTION      | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------------------|--------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Strt Lght &amp; Lndscp Assess</b> |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| Bond Debt Service                    |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| 535-9025-431.56-41                   | Contractual Srvc - Other | 0                                | 0                                | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 535-9025-431.80-70                   | Principal Payment-Bonds  | 237,435                          | 270,768                          | 306,400                       | 306,400                       | 344,466                          | 344,466                         | 344,466                        |
| 535-9025-431.81-10                   | Interest Expense/Bonds   | 472,513                          | 460,480                          | 446,785                       | 446,785                       | 431,315                          | 431,315                         | 431,315                        |
|                                      |                          | 709,948                          | 731,248                          | 756,185                       | 756,185                       | 778,781                          | 778,781                         | 778,781                        |
| * Bond Debt Service                  |                          |                                  |                                  |                               |                               |                                  |                                 |                                |

# **FINANCE DEPARTMENT (WATER FUND)** **ACTIVITIES AND OBJECTIVES**

681-3022 Customer Account Expenditures

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 246,453             | 277,545             | 193,781               |
| <b>Maintenance &amp; Operation</b> | 108,723             | 111,700             | 129,208               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>355,176</b>      | <b>389,245</b>      | <b>322,989</b>        |

## **Description of Activities**

To record all receipts and disbursement of the Water System fund. To monitor revenues and expenses to insure compliance with applicable laws and regulations, and to insure compliance with the adopted City budget. To provide management with accurate and timely information regarding the Water System financial statuses.

The Finance department is responsible for preparing and making all system water bills on a bimonthly basis. The department answers all questions from the public concerning water billings and customer accounts. Finance personnel are responsible for ordering the discontinuance of services to nonpaying water customers. The Revenue Collections Division collect pasts due water payments and updates customer accounts accordingly.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To continue monitoring delinquent accounts to insure full payment of water bills.
- ✓ To review additional ways to communicate with residents through the water bills.
- ✓ Work with Engineering and Public Works to develop a long range infrastructure financing plan and automated meter reading program.
- ✓ Implement Click-to-Gov software module to provide on-line water bill payments and customer inquiries.

# FINANCE DEPARTMENT (WATER FUND)

## PERSONNEL SERVICES

681-3022 Customer Account Expenditures

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME           |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|---------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE      | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Finance Director              | 0.10                                       | 0                                           | 15,331                        | 0                             | Finance Assistant I | 1,000 hrs                                  | 1,000 hrs                                   | 18,981                        | 18,850                        |
| Accountant                    | 0.10                                       | 0                                           | 6,813                         | 0                             |                     |                                            |                                             |                               |                               |
| Revenue Collection Supervisor | 0.25                                       | 0.25                                        | 18,628                        | 18,628                        |                     |                                            |                                             |                               |                               |
| Finance Technician            | 0.25                                       | 0.25                                        | 14,817                        | 14,817                        |                     |                                            |                                             |                               |                               |
| Finance Assistant I           | 2.00                                       | 1.50                                        | 90,719                        | 68,638                        |                     |                                            |                                             |                               |                               |
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# FINANCE DEPARTMENT (WATER FUND)

## PERSONNEL SERVICES

681-3022 Customer Account Expenditures

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 415.11-00         | <u>Regular Salaries:</u>               | 102,083 |
| 415.12-00         | <u>Salaries &amp; Wages – P/T:</u>     | 18,850  |
| 415.13-00         | <u>Overtime – Regular:</u>             | 200     |
| 415.14-00         | <u>Overtime Code 10:</u>               | 100     |
| 415.15-40         | <u>Bi-Lingual Pay:</u>                 | 3,150   |
| 415.15-60         | <u>Premium Pay:</u>                    | 2,700   |
| 415.18-20         | <u>Sick Leave Buy Back:</u>            | 870     |
| 415.20-00         | <u>Fringe Benefits:</u>                | 18,965  |
| 415.22-00         | <u>Medicare:</u>                       | 1,870   |
| 415.23-00         | <u>PERS City Wide Contribution:</u>    | 15,665  |
| 415.25-05         | <u>PARS Contribution:</u>              | 4,860   |
| 415.26-00         | <u>Workers Comp Premium:</u>           | 4,340   |
| 415.27-10         | <u>OPEB Contributions:</u>             | 10,673  |
| 415.52-30         | <u>Liability Insurance - Benefits:</u> | 9,455   |

# **FINANCE DEPARTMENT (WATER FUND)** **ACTIVITY DETAIL**

681-3022 Customer Account Expenditures

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                      | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 415.32-40         | <u>Audit Fees:</u>                                                                                                                                                                                                                                               | 11,000 |
| 415.33-10         | <u>Bank Services:</u> Bank service charges for daily water deposits (\$10,000) and Brinks armored car service (\$2,000).                                                                                                                                         | 12,000 |
| 415.43-05         | <u>Equipment Maintenance &amp; Services:</u> Water services software and equipment maintenance with SunGard (\$35,508), water meters readers (\$3,400), copies and printing of utility reports (\$4,100), and check scanner to process water payments (\$1,100). | 44,108 |
| 415.53-20         | <u>Postage:</u> CSG postage expenses for mailing bi-monthly water billings.                                                                                                                                                                                      | 43,000 |
| 415.54-00         | <u>Advertising &amp; Publications:</u> Publication of water rate fees with the Daily Journal.                                                                                                                                                                    | 1,500  |
| 415.56-41         | <u>Contractual Services – Other:</u> CSG-Data Prose (\$15,000) and Security Metrics (\$100).                                                                                                                                                                     | 15,100 |
| 415.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> Office supplies, letterheads, envelopes, forms and miscellaneous expense.                                                                                                                                            | 2,500  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Water Department Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Customer Service</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 681-3022-415.11-00           | Regular Salaries           | 116,064                          | 110,143                          | 146,308                       | 146,308                       | 146,867                          | 102,083                         | 102,083                        |
| 681-3022-415.12-00           | Salary & Wages - P/T Temp  | 19,623                           | 19,153                           | 18,981                        | 18,981                        | 18,850                           | 18,850                          | 18,850                         |
| 681-3022-415.13-00           | Overtime - Regular         | 48                               | 319                              | 200                           | 200                           | 200                              | 200                             | 200                            |
| 681-3022-415.14-00           | Overtime Code 10           | 14                               | 2                                | 100                           | 100                           | 100                              | 100                             | 100                            |
| 681-3022-415.15-40           | Bi-Lingual Pay             | 4,475                            | 4,298                            | 5,670                         | 5,670                         | 4,620                            | 3,150                           | 3,150                          |
| 681-3022-415.15-60           | Premium Pay                | 3,277                            | 3,236                            | 540                           | 540                           | 3,240                            | 2,700                           | 2,700                          |
| 681-3022-415.18-20           | Sick Leave Buy Back        | 367                              | 1,008                            | 1,560                         | 1,560                         | 1,530                            | 870                             | 870                            |
| 681-3022-415.20-00           | Fringe Benefits            | 18,164                           | 20,020                           | 27,040                        | 27,040                        | 27,789                           | 18,965                          | 18,965                         |
| 681-3022-415.22-00           | Medicare                   | 1,859                            | 1,781                            | 2,370                         | 2,370                         | 2,370                            | 1,870                           | 1,870                          |
| 681-3022-415.23-00           | PERS Contribution-NonSworn | 16,974                           | 17,010                           | 23,145                        | 23,145                        | 22,496                           | 15,665                          | 15,665                         |
| 681-3022-415.25-05           | PARS - Contribution        | 708                              | 5,829                            | 6,985                         | 6,985                         | 6,963                            | 4,860                           | 4,860                          |
| 681-3022-415.26-00           | Workers Comp Premium       | 7,318                            | 5,228                            | 6,328                         | 6,328                         | 6,226                            | 4,340                           | 4,340                          |
| 681-3022-415.27-10           | OPEB Contributions         | 16,012                           | 17,398                           | 23,608                        | 23,608                        | 15,313                           | 10,673                          | 10,673                         |
| 681-3022-415.32-40           | Audit Fees                 | 6,372                            | 9,750                            | 10,875                        | 10,875                        | 10,875                           | 11,000                          | 11,000                         |
| 681-3022-415.33-10           | Bank Services              | 11,586                           | 11,652                           | 12,408                        | 12,408                        | 12,000                           | 12,000                          | 12,000                         |
| 681-3022-415.43-05           | Office Equip - O S & M     | 29,724                           | 36,088                           | 42,142                        | 42,142                        | 44,108                           | 44,108                          | 44,108                         |
| 681-3022-415.52-30           | Ins - Benefits             | 11,384                           | 10,432                           | 14,710                        | 14,710                        | 13,532                           | 9,455                           | 9,455                          |
| 681-3022-415.53-20           | Postage                    | 14,258                           | 17,675                           | 15,000                        | 15,000                        | 18,000                           | 43,000                          | 43,000                         |
| 681-3022-415.54-00           | Advertising & Publication  | 0                                | 874                              | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 681-3022-415.56-41           | Contractual Svc - Other    | 13,337                           | 17,321                           | 24,775                        | 29,775                        | 15,100                           | 15,100                          | 15,100                         |
| 681-3022-415.61-20           | Dept Supplies & Expense    | 4,139                            | 4,646                            | 5,000                         | 5,000                         | 4,000                            | 2,500                           | 2,500                          |
| * Customer Service           |                            | 295,703                          | 313,863                          | 389,245                       | 394,245                       | 375,679                          | 322,989                         | 322,989                        |

# **COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES**

111-5010 Planning & Building Division

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 784,483             | 718,114             | 371,280               |
| Maintenance & Operation | 315,890             | 303,403             | 302,000               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>1,100,373</b>    | <b>1,021,517</b>    | <b>673,280</b>        |

## **Description of Activities**

General Fund Administration provides funds for staffing and overall administration of the City's Community Development Department, including planning, building, HUD programs, and engineering, General Plan updates, and fair housing services.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Update the City's standards for check cashing, currency exchange, money advance, and money transfer uses.
- ✓ Update the parking standards for restaurant/café uses
- ✓ Establish an amortization schedule of non-conforming uses.
- ✓ Monitor greenhouse gas reduction initiatives and update City standards as needed.
- ✓ Update General Plan's Housing Element
- ✓ Continue document management and electronic conversion and storage project
- ✓ Update the City's standards and allowed land use table for Manufacturing Planned Development (MPD) Zone
- ✓ Update City's standards regarding grand opening events
- ✓ Apply for the following grants which will require a City Match
  - Community Based Transportation Planning Grant (\$250,000)-grant match \$25,000
  - Environmental Justice Planning Grant (Orangeline Development - \$250,000) – grant match \$25,000
  - Safe Routes to School Grant (\$250,000) – grant match \$25,000

**COMMUNITY DEVELOPMENT  
PERSONNEL SERVICES  
111-5010 Planning & Building Division**

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director       | .70                                        | .50                                         | 99,588                        | 71,135                        |                |                                            |                                             |                               |                               |
| Planning Manager              | 1.00                                       | 0                                           | 113,059                       | 0                             |                |                                            |                                             |                               |                               |
| Redevelopment Project Manager | .90                                        | 0                                           | 84,225                        | 0                             |                |                                            |                                             |                               |                               |
| Senior Planner                | .40                                        | .80                                         | 33,585                        | 67,169                        |                |                                            |                                             |                               |                               |
| Assistant Planner             | 1.50                                       | .65                                         | 96,928                        | 44,284                        |                |                                            |                                             |                               |                               |
| Comm. Dev. Secretary          | 1.00                                       | .30                                         | 58,673                        | 17,605                        |                |                                            |                                             |                               |                               |
| Office Assistant              | .30                                        | 0                                           | 13,049                        | 0                             |                |                                            |                                             |                               |                               |
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**COMMUNITY DEVELOPMENT  
PERSONNEL SERVICES  
111-5010 Planning & Building Division**

| ACCOUNT<br>NUMBER | DESCRIPTION                           | COST    |
|-------------------|---------------------------------------|---------|
| 419.11-00         | <u>Regular Salaries:</u>              | 219,670 |
| 419.15-40         | <u>Bi-Lingual Pay:</u>                | 4,159   |
| 419.15-60         | <u>Premium Pay</u>                    | 1,620   |
| 419.18-20         | <u>Sick Leave Buy Back:</u>           | 5,568   |
| 419.20-00         | <u>Fringe Benefits:</u>               | 41,064  |
| 419.22-00         | <u>Medicare:</u>                      | 2,890   |
| 419.23-00         | <u>PERS City Wide Contribution:</u>   | 32,890  |
| 419.25-05         | <u>PARS Contribution:</u>             | 10,132  |
| 419.26-00         | <u>Workers Comp Premium:</u>          | 9,451   |
| 419.27-10         | <u>OPEB Contributions:</u>            | 23,244  |
| 419.52-30         | <u>Liability Insurance -Benefits:</u> | 20,592  |

## COMMUNITY DEVELOPMENT

### ACTIVITY DETAIL

111-5010 Planning & Building Division

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                              | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 419.43-05         | <u>Equipment Maintenance Services</u> : Copy machine maintenance \$2,000; IT services \$2,000;                                                           | 4,000   |
| 419.54-00         | <u>Advertising &amp; Publications</u> : Notices in newspapers concerning public hearings; required postings with County Clerk.                           | 3,500   |
| 419.56-41         | <u>Contractual Services</u> : Consultant services for planning projects: Environmental Justice (\$25,000); Safe routes to schools grant match (\$25,000) | 50,000  |
| 419.56-49         | <u>Contract Building Inspection</u> : Building & Safety.                                                                                                 | 243,000 |
| 419.61-20         | <u>Dept./Office Supplies &amp; Expenses</u> : General office supplies, stationery, forms, bottled water and miscellaneous expenses.                      | 1,500   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>              |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Planning &amp; Building</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-5010-419.11-00               | Regular Salaries          | 552,967                          | 514,933                          | 449,313                       | 449,313                       | 290,727                          | 290,727                         | 219,670                        |
| 111-5010-419.15-40               | Bi-Lingual Pay            | 11,377                           | 12,289                           | 10,710                        | 10,710                        | 5,355                            | 5,355                           | 4,159                          |
| 111-5010-419.15-60               | Premium Pay               | 8,660                            | 6,841                            | 4,860                         | 4,860                         | 1,620                            | 1,620                           | 1,620                          |
| 111-5010-419.18-20               | Sick Leave Buy Back       | 8,849                            | 5,671                            | 6,053                         | 6,053                         | 3,180                            | 3,180                           | 5,568                          |
| 111-5010-419.20-00               | Fringe Benefits           | 81,970                           | 85,552                           | 83,039                        | 83,039                        | 55,010                           | 54,012                          | 41,064                         |
| 111-5010-419.22-00               | Medicare                  | 7,186                            | 5,269                            | 6,106                         | 6,106                         | 4,200                            | 4,200                           | 2,890                          |
| 111-5010-419.23-00               | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 43,747                           | 43,747                          | 32,890                         |
| 111-5010-419.25-05               | PARS - Contribution       | 0                                | 0                                | 20,920                        | 20,920                        | 13,397                           | 13,397                          | 10,132                         |
| 111-5010-419.26-00               | Workers Comp Premium      | 33,024                           | 22,344                           | 19,434                        | 19,434                        | 12,325                           | 12,359                          | 9,451                          |
| 111-5010-419.27-10               | OPEB Contributions        | 72,262                           | 74,350                           | 72,500                        | 72,500                        | 30,313                           | 30,396                          | 23,244                         |
| 111-5010-419.43-05               | Office Equip - O S & M    | 1,713                            | 530                              | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |
| 111-5010-419.43-20               | Vehicles - O S & M        | 1,465                            | 2,890                            | 2,903                         | 2,903                         | 5,161                            | 0                               | 0                              |
| 111-5010-419.52-30               | Ins - Benefits            | 51,376                           | 44,578                           | 45,179                        | 45,179                        | 26,788                           | 26,928                          | 20,592                         |
| 111-5010-419.54-00               | Advertising & Publication | 197                              | 300                              | 2,500                         | 2,500                         | 3,500                            | 3,500                           | 3,500                          |
| 111-5010-419.56-41               | Contractual Srvc - Other  | 0                                | 0                                | 40,000                        | 40,000                        | 120,000                          | 50,000                          | 50,000                         |
| 111-5010-419.56-49               | Contract Bldg Inspection  | 349,287                          | 271,007                          | 243,000                       | 243,000                       | 243,000                          | 243,000                         | 243,000                        |
| 111-5010-419.59-10               | Tuition & Training        | 0                                | 802                              | 3,000                         | 3,000                         | 3,000                            | 0                               | 0                              |
| 111-5010-419.61-20               | Dept Supplies & Expense   | 1,764                            | 5,165                            | 5,500                         | 5,500                         | 5,500                            | 1,500                           | 1,500                          |
| 111-5010-419.64-00               | Memberships & Meetings    | 3,183                            | 440                              | 2,500                         | 2,500                         | 2,500                            | 0                               | 0                              |
| <b>* Planning &amp; Building</b> |                           | <b>1,185,280</b>                 | <b>1,052,961</b>                 | <b>1,021,517</b>              | <b>1,021,517</b>              | <b>873,323</b>                   | <b>787,921</b>                  | <b>673,280</b>                 |

**COMMUNITY DEVELOPMENT  
ACTIVITIES AND OBJECTIVES**  
151-5030 Economic Development Assistance Program

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 205,000             | 2,706,700           | 2,705,000             |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>205,000</b>      | <b>2,706,700</b>    | <b>2,705,000</b>      |

**Description of Activities**

This fund and program is established to provide for the implementation of City-wide economic development activities including business development incentive program and blight elimination activities.

**Fiscal Year 2012-2013 Objectives**

- ✓ To fulfill contractual obligations to Home Depot and La Curacao.
- ✓ To initiate minor business development and commercial rehabilitation programs.

**COMMUNITY DEVELOPMENT  
ACTIVITY DETAIL**  
151-5030 Economic Development Assistance Program

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                          | COST      |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 465.56-32         | <u>Sales Tax Rebate/Home Depot: Reimbursements to Home Depot – 35% Sales tax principal \$2,350,000 until paid or end of operations period. Balance as of March 2012 \$2,262,575.</u>                                 | 168,000   |
| 465.56-33         | <u>Sales Tax Rebate/La Curacao: Reimbursements to La Curacao – 15% (\$200,000), 50% (\$200,000 up to \$500,000), 60% (\$500,000) until paid, \$1,800,000 lease terminates. Balance as of March 2012 \$1,514,608.</u> | 37,000    |
| 465.82-30         | <u>Arbitrage Rebate:</u>                                                                                                                                                                                             | 2,500,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Economic Development</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Economic Development</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 151-5030-465.56-32          | Sales Tax Rebate/Home Dep | 166,321                          | 159,377                          | 168,000                       | 168,000                       | 168,000                          | 168,000                         | 168,000                        |
| 151-5030-465.56-33          | Sales Tx Rebate LaCuracao | 34,048                           | 31,018                           | 37,000                        | 37,000                        | 37,000                           | 37,000                          | 37,000                         |
| 151-5030-465.61-20          | Dept Supplies & Expense   | 2,292                            | 0                                | 0                             | 0                             | 0                                | 0                               | 0                              |
| 151-5030-465.64-00          | Memberships & Meetings    | 1,655                            | 1,696                            | 1,700                         | 1,700                         | 1,919                            | 0                               | 0                              |
| 151-5030-465.82-30          | Arbitrage Rebate          | 0                                | 0                                | 2,500,000                     | 2,500,000                     | 2,500,000                        | 2,500,000                       | 2,500,000                      |
|                             |                           | 204,316                          | 192,091                          | 2,706,700                     | 2,706,700                     | 2,706,919                        | 2,705,000                       | 2,705,000                      |
| * Economic Development      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

**239-5030 Economic Development – Brownfields Clean-up**

|                                    | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Budget</b> | <b>2012-2013<br/>Proposed</b> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|
| <b>Personnel</b>                   | 0                           | 0                           | 43,162                        |
| <b>Maintenance &amp; Operation</b> | 80,000                      | 112,975                     | 156,838                       |
| <b>Capital Expense</b>             | 0                           | 0                           | 0                             |
| <b>TOTAL</b>                       | <b>80,000</b>               | <b>112,975</b>              | <b>200,000</b>                |

## **Description of Activities**

The activities of the Economic Development Project include: Remediation and clean-up of contaminated site owned by the CDC - Former Southland Steel facility located on Alameda Street and Randolph Street

## **Fiscal Year 2012-2013 Objectives**

- ✓ Implement and complete clean-up and make the property available for a future commercial development project.

# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5030 Economic Development – Brownfields Clean-up

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director       | 0                                          | 0.05                                        | 0                             | 7,114                         |                |                                            |                                             |                               |                               |
| Redevelopment Project Manager | 0                                          | 0.20                                        | 0                             | 18,735                        |                |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5030 Economic Development – Brownfields Clean-up

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 465.11-00         | <u>Regular Salaries:</u>               | 25,849 |
| 465.15-40         | <u>Bi-Lingual Pay:</u>                 | 420    |
| 465.18-20         | <u>Sick Leave Buy Back:</u>            | 375    |
| 465.20-00         | <u>Fringe Benefits:</u>                | 4,802  |
| 465.22-00         | <u>Medicare:</u>                       | 415    |
| 465.23-00         | <u>PERS City Wide Contribution:</u>    | 3,920  |
| 465.25.05         | <u>PARS Contribution:</u>              | 1,185  |
| 465.26-00         | <u>Workers Comp Premium:</u>           | 1,099  |
| 465.27-10         | <u>OPEB Contributions:</u>             | 2,703  |
| 465.52-30         | <u>Liability Insurance – Benefits:</u> | 2,394  |

## COMMUNITY DEVELOPMENT (CDBG)

### ACTIVITY DETAIL

239-5030 Economic Development – Brownfields Clean-up

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                          | COST    |
|-------------------|------------------------------------------------------------------------------------------------------|---------|
| 465.32.70         | <u>Contractual Services – Legal</u> : Legal services related to environmental cleanup.               | 15,000  |
| 465.56-41         | <u>Contractual Services</u> : Environmental remediation clean-up for Southland Steel Site on Alameda | 141,838 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Economic Development</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5030-465.11-00          | Regular Salaries          | 73,235                           | 0                                | 0                             | 0                             | 15,205                           | 25,849                          | 25,849                         |
| 239-5030-465.15-40          | Bi-Lingual Pay            | 2,428                            | 0                                | 0                             | 0                             | 210                              | 420                             | 420                            |
| 239-5030-465.18-20          | Sick Leave Buy Back       | 1,661                            | 0                                | 0                             | 0                             | 150                              | 375                             | 375                            |
| 239-5030-465.20-00          | Fringe Benefits           | 11,502                           | 0                                | 0                             | 0                             | 2,877                            | 4,802                           | 4,802                          |
| 239-5030-465.22-00          | Medicare                  | 1,137                            | 0                                | 0                             | 0                             | 250                              | 415                             | 415                            |
| 239-5030-465.23-00          | PERS City Wide Contribute | 10,566                           | 0                                | 0                             | 0                             | 2,282                            | 3,920                           | 3,920                          |
| 239-5030-465.25-05          | PARS - Contribution       | 0                                | 0                                | 0                             | 0                             | 694                              | 1,185                           | 1,185                          |
| 239-5030-465.26-00          | Workers Comp Premium      | 4,634                            | 0                                | 0                             | 0                             | 645                              | 1,099                           | 1,099                          |
| 239-5030-465.27-10          | OPEB Contributions        | 10,140                           | 0                                | 0                             | 0                             | 1,585                            | 2,703                           | 2,703                          |
| 239-5030-465.32-70          | Contractual Srv Legal     | 0                                | 0                                | 0                             | 0                             | 15,000                           | 15,000                          | 15,000                         |
| 239-5030-465.52-30          | Ins - Benefits            | 7,208                            | 0                                | 0                             | 0                             | 1,401                            | 2,394                           | 2,394                          |
| 239-5030-465.56-41          | Contractual Srv - Other   | 82,508                           | 50,043                           | 112,975                       | 112,975                       | 180,000                          | 141,838                         | 141,838                        |
|                             |                           | 205,019                          | 50,043                           | 112,975                       | 112,975                       | 220,299                          | 200,000                         | 200,000                        |

\* Economic Development

## COMMUNITY DEVELOPMENT (CDBG)

### ACTIVITIES AND OBJECTIVES

239-5035 Business Technical Assistance and Enterprise Zone

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 31,065              | 56,926                |
| Maintenance & Operation | 0                   | 11,278              | 13,074                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>42,343</b>       | <b>70,000</b>         |

#### Description of Activities

*Business Assistance & Economic Development Program [24 CFR 570.203 (b)]*. The Business Assistance/Economic Development program will provide technical support, business resources and referrals to Huntington Park businesses citywide. CDBG funding serves to increase economic development activities citywide by increasing business retention and attraction services such as providing business and financial planning assistance to new and existing businesses and serving as a local resource center. Funds will be used to host workshops and seminars with industry experts to help persons grow their business in Huntington Park. The BID proposes to use up to \$50,000 in CDBG allocations to facilitate the Business Assistance and Economic Development Program intended to retain and attract businesses; an increase in business retention and start-up will contribute to the vitality of the Huntington Park community.

*Enterprise Zone [570.203(b)]*. This program serves to stimulate business attraction and retention in depressed areas and create job opportunities for local residents. Enterprise Zones create and retain jobs by offering incentives, including tax credits and deductions for businesses for hiring local employees. Funds will pay for staff salaries to manage the program, to fund promotion (viz., outreach, flyers, advertisement) and operating (office expenses) costs. Up to \$20,000 in CDBG allocation will be used for this program

#### Fiscal Year 2012-2013 Objectives

- ✓ Provide technical support, business resources and referrals to Huntington Park businesses citywide.
- ✓ Promote commercial opportunities in the City
- ✓ Attract businesses through the Enterprise Zone Program

# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5035 Business Technical Assistance and Enterprise Zone

| PART TIME               |                                            |                                             |                               |                |                                            |                                             |                               |                               |  |
|-------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|--|
| POSITION TITLE          | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |  |
| Community Dev. Director | 0                                          | 0.05                                        | 0                             | Intern         | 0                                          | 1,000 hrs                                   | 0                             | 14,328                        |  |
| BID Manager             | 0.25                                       | 0.25                                        | 18,007                        |                |                                            |                                             |                               |                               |  |
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# **COMMUNITY DEVELOPMENT (CDBG) PERSONNEL SERVICES**

239-5035 Business Technical Assistance and Enterprise Zone

| ACCOUNT<br>NUMBER | DESCRIPTION                             | COST   |
|-------------------|-----------------------------------------|--------|
| 465.11-00         | <u>Regular Salaries:</u>                | 25,994 |
| 465.12-00         | <u>Salaries &amp; Wages -- PT:</u>      | 14,328 |
| 465-18.20         | <u>Sick Leave Buy Back:</u>             | 116    |
| 465.20-00         | <u>Fringe Benefits:</u>                 | 4,829  |
| 465.22-00         | <u>Medicare:</u>                        | 380    |
| 465.23-00         | <u>PERS City Wide Contribution:</u>     | 3,878  |
| 465.25-05         | <u>PARS Contribution:</u>               | 1,170  |
| 465.26-00         | <u>Workers Comp Premium:</u>            | 1,105  |
| 465.27-10         | <u>OPEB Contributions:</u>              | 2,718  |
| 465.52-30         | <u>Liability Insurance -- Benefits:</u> | 2,408  |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITY DETAIL**

239-5035 Business Technical Assistance and Enterprise Zone

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                | COST  |
|-------------------|------------------------------------------------------------------------------------------------------------|-------|
| 465.56-54         | <u>Contract Business Promotion</u> : Other expenses: Contract business marketing and promotions            | 6,712 |
| 465.61-20         | <u>Dept./Office Supplies and Expense</u> :                                                                 | 1,362 |
| 465.64-00         | <u>Memberships &amp; Meetings</u> : attend meeting to promote business opportunities in the city i.e. ICSC | 5,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>        |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Business Tech Assistance</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5035-465.11-00              | Regular Salaries           | 0                                | 160                              | 18,007                        | 18,007                        | 33,546                           | 25,994                          | 25,994                         |
| 239-5035-465.12-00              | Salary & Wages - P/T Temp  | 0                                | 0                                | 0                             | 0                             | 14,328                           | 14,328                          | 14,328                         |
| 239-5035-465.18-20              | Sick Leave Buy Back        | 0                                | 0                                | 400                           | 400                           | 162                              | 116                             | 116                            |
| 239-5035-465.20-00              | Fringe Benefits            | 0                                | 0                                | 3,328                         | 3,328                         | 6,347                            | 4,829                           | 4,829                          |
| 239-5035-465.22-00              | Medicare                   | 0                                | 2                                | 267                           | 267                           | 500                              | 380                             | 380                            |
| 239-5035-465.23-00              | PERS City Wide Contribute  | 0                                | 0                                | 2,755                         | 2,755                         | 5,004                            | 3,878                           | 3,878                          |
| 239-5035-465.25-05              | PARS - Contribution        | 0                                | 0                                | 810                           | 810                           | 1,510                            | 1,170                           | 1,170                          |
| 239-5035-465.26-00              | Workers Comp Premium       | 0                                | 0                                | 780                           | 780                           | 1,422                            | 1,105                           | 1,105                          |
| 239-5035-465.27-10              | OPEB Contributions         | 0                                | 0                                | 2,906                         | 2,906                         | 3,498                            | 2,718                           | 2,718                          |
| 239-5035-465.44-10              | Rent (Incl Equip Rental)   | 0                                | 0                                | 8,333                         | 8,333                         | 0                                | 0                               | 0                              |
| 239-5035-465.52-30              | Ins - Benefits             | 0                                | 0                                | 1,812                         | 1,812                         | 3,091                            | 2,408                           | 2,408                          |
| 239-5035-465.56-41              | Contractual Svc - Other    | 0                                | 0                                | 2,945                         | 2,945                         | 0                                | 0                               | 0                              |
| 239-5035-465.56-54              | Contract Business Promtion | 0                                | 0                                | 0                             | 0                             | 3,500                            | 6,712                           | 6,712                          |
| 239-5035-465.61-20              | Dept Supplies & Expense    | 0                                | 0                                | 0                             | 0                             | 1,500                            | 1,362                           | 1,362                          |
| 239-5035-465.64-00              | Memberships & Meetings     | 0                                | 0                                | 0                             | 0                             | 5,000                            | 5,000                           | 5,000                          |
| * Business Tech Assistance      |                            | 0                                | 162                              | 42,343                        | 42,343                        | 79,408                           | 70,000                          | 70,000                         |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

**239-5040 Commercial Rehabilitation**

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 85,922              | 113,320             | 126,995               |
| Maintenance & Operation | 377,873             | 264,744             | 269,240               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>463,795</b>      | <b>378,064</b>      | <b>396,235</b>        |

## **Description of Activities**

The Commercial Rehabilitation Project provides rehabilitation assistance of up to \$50,000 for commercial properties. Eligible improvements include, but not limited to: building facade modifications; security lighting; sign and advertising improvements; correction of code violations; and construction of facilities to improve access for the disabled. The Community Development Department is the implementing Agency.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Revitalize the City's commercial districts.
- ✓ Improve visual enhancement of the business districts.
- ✓ Rehabilitate the exteriors of 3 to 5 commercial businesses.
- ✓ Market the program to businesses in the Downtown Commercial District

# PERSONNEL SERVICES

## 239-5040 Commercial Rehabilitation

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**COMMUNITY DEVELOPMENT (CDBG)  
PERSONNEL SERVICES**  
239-5040 Commercial Rehabilitation

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>               | 67,233 |
| 463.12-00         | <u>Salaries &amp; Wages – P/T:</u>     | 14,328 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                 | 945    |
| 463.15-60         | <u>Premium Pay:</u>                    | 270    |
| 463.18-20         | <u>Sick Leave Buy Back:</u>            | 970    |
| 463.20-00         | <u>Fringe Benefits:</u>                | 12,568 |
| 463.22-00         | <u>Medicare:</u>                       | 1,166  |
| 463.23-00         | <u>PERS City Wide Contribution:</u>    | 10,125 |
| 463.25-05         | <u>PARS Contribution:</u>              | 3,081  |
| 463.26-00         | <u>Workers Comp Premium:</u>           | 2,893  |
| 463.27-10         | <u>OPEB Contributions:</u>             | 7,114  |
| 463.52-30         | <u>Liability Insurance - Benefits:</u> | 6,302  |

# COMMUNITY DEVELOPMENT (CDBG)

## ACTIVITY DETAIL

239-5040 Commercial Rehabilitation

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                    | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 463.43-20         | <u>Vehicle O.S. &amp; M.:</u>                                                                                                                                  | 3,457   |
| 463.56-41         | <u>Contractual Services:</u> Labor Compliance Service to provide administration of commercial rehab programs \$13,000 and architectural services \$20,000      | 33,000  |
| 463.57-30         | <u>Loans, Grants and Rebates:</u> Grants and rebates are offered as incentives of up to local business to improve the exterior appearance of their properties. | 228,783 |
| 463.59-10         | <u>Tuition &amp; Training:</u> Workshops and training sessions.                                                                                                | 1,000   |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> General office supplies, forms, stationery and expenses                                                           | 2,000   |
| 463.64-00         | <u>Membership &amp; Meetings:</u> International Conference of Shopping Centers, and other conferences and meetings.                                            | 1,000   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>         |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Commercial Rehabilitation</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5040-463.11-00               | Regular Salaries          | 331                              | 39,097                           | 56,266                        | 56,266                        | 74,664                           | 77,453                          | 67,233                         |
| 239-5040-463.12-00               | Salary & Wages - P/T Temp | 120                              | 3,881                            | 14,328                        | 14,328                        | 14,328                           | 14,328                          | 14,328                         |
| 239-5040-463.14-00               | Overtime Code 10          | 0                                | 0                                | 0                             | 0                             | 0                                | 0                               | 0                              |
| 239-5040-463.15-40               | Bi-Lingual Pay            | 7                                | 990                              | 1,680                         | 1,680                         | 1,575                            | 1,260                           | 945                            |
| 239-5040-463.15-60               | Premium Pay               | 6                                | 465                              | 0                             | 0                             | 270                              | 270                             | 270                            |
| 239-5040-463.18-20               | Sick Leave Buy Back       | 0                                | 786                              | 1,131                         | 1,131                         | 1,292                            | 1,115                           | 970                            |
| 239-5040-463.20-00               | Fringe Benefits           | 0                                | 6,939                            | 10,400                        | 10,400                        | 14,128                           | 14,389                          | 12,568                         |
| 239-5040-463.22-00               | Medicare                  | 6                                | 543                              | 1,082                         | 1,082                         | 1,082                            | 1,082                           | 1,166                          |
| 239-5040-463.23-00               | PERS City Wide Contribute | 0                                | 5,723                            | 8,655                         | 8,655                         | 11,172                           | 11,644                          | 10,125                         |
| 239-5040-463.25-05               | PARS - Contribution       | 0                                | 1,981                            | 2,608                         | 2,608                         | 3,443                            | 3,555                           | 3,081                          |
| 239-5040-463.26-00               | Workers Comp Premium      | 0                                | 1,812                            | 2,434                         | 2,434                         | 3,165                            | 3,293                           | 2,893                          |
| 239-5040-463.27-10               | OPEB Contributions        | 0                                | 6,028                            | 9,078                         | 9,078                         | 7,785                            | 8,098                           | 7,114                          |
| 239-5040-463.43-20               | Vehicles - O S & M        | 0                                | 0                                | 0                             | 0                             | 0                                | 3,457                           | 3,457                          |
| 239-5040-463.52-30               | Ins - Benefits            | 0                                | 3,614                            | 5,658                         | 5,658                         | 6,880                            | 7,174                           | 6,302                          |
| 239-5040-463.56-41               | Contractual Svc - Other   | 20,797                           | 70,188                           | 43,500                        | 43,500                        | 33,000                           | 33,000                          | 33,000                         |
| 239-5040-463.57-30               | HCDA Grant/Rebate         | 52,456                           | 345,043                          | 213,391                       | 213,391                       | 200,250                          | 212,117                         | 228,783                        |
| 239-5040-463.59-10               | Tuition & Training        | 0                                | 0                                | 1,000                         | 1,000                         | 1,000                            | 1,000                           | 1,000                          |
| 239-5040-463.61-20               | Dept Supplies & Expense   | 0                                | 1,066                            | 1,000                         | 1,000                         | 2,000                            | 2,000                           | 2,000                          |
| 239-5040-463.64-00               | Memberships & Meetings    | 0                                | 0                                | 5,853                         | 5,853                         | 1,000                            | 1,000                           | 1,000                          |
| * Commercial Rehabilitation      |                           | 73,723                           | 488,156                          | 378,064                       | 378,064                       | 377,034                          | 396,235                         | 396,235                        |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

239-5060 HCDA Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 133,944             | 108,115             | 135,479               |
| Maintenance & Operation | 178,479             | 182,039             | 84,308                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>312,423</b>      | <b>290,154</b>      | <b>219,787</b>        |

## **Description of Activities**

CDBG Administration provides for the overall development, management, coordination and monitoring of the CDBG program, as well as planning and urban and environmental design studies.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Prepare Annual Action Plan to secure CDBG and HOME funding and Consolidated Annual Performance Evaluation Report (CAPER) to report on use of CDBG and HOME funds.

**COMMUNITY DEVELOPMENT (CDBG)  
PERSONNEL SERVICES  
239-5060 HCDA Administration**

| FULL TIME                     |                                            |                                             |                               |                               |  | PART TIME       |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|--|-----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |  | POSITION TITLE  | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director       | 0.20                                       | 0.10                                        | 28,454                        | 14,227                        |  | Planning Intern | 1,000 hrs                                  | 0                                           | 14,328                        | 0                             |
| Redevelopment Project Manager | 0                                          | 0.05                                        | 0                             | 4,684                         |  |                 |                                            |                                             |                               |                               |
| Comm. Dev. Secretary          | 0                                          | 0.40                                        | 0                             | 23,473                        |  |                 |                                            |                                             |                               |                               |
| Finance Director              | 0.10                                       | 0.13                                        | 15,332                        | 20,177                        |  |                 |                                            |                                             |                               |                               |
| Sr. Accountant                | 0.15                                       | 0.20                                        | 11,066                        | 14,755                        |  |                 |                                            |                                             |                               |                               |
| Office Assistant              | 0.30                                       | 0                                           | 13,050                        | 0                             |  |                 |                                            |                                             |                               |                               |
| City Manager                  | 0                                          | 0.015                                       | 0                             | 2,463                         |  |                 |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5060 HCDA Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                           | COST   |
|-------------------|---------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>              | 80,013 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                | 1,638  |
| 463.15-60         | <u>Premium Pay:</u>                   | 2,862  |
| 463.18-20         | <u>Sick Leave Buy Back:</u>           | 1,107  |
| 463.20-00         | <u>Fringe Benefits:</u>               | 14,865 |
| 463.22-00         | <u>Medicare:</u>                      | 540    |
| 463.23-00         | <u>PERS City Wide Contribution:</u>   | 11,688 |
| 463.25-05         | <u>PARS Contribution:</u>             | 3,588  |
| 463.26-00         | <u>Workers Comp Premium:</u>          | 3,401  |
| 463.27-10         | <u>OPEB Contributions:</u>            | 8,366  |
| 463.52-30         | <u>Liability Insurance -Benefits:</u> | 7,411  |

**COMMUNITY DEVELOPMENT (CDBG)  
ACTIVITY DETAIL  
239-5060 HCDA Administration**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                               | COST   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------|--------|
| 463.32-40         | <u>Audit Fees:</u>                                                                                                        | 4,000  |
| 463.43-05         | <u>Equipment Maintenance Services:</u> General office equipment maintenance and repair for copier, computers, etc.        | 727    |
| 463.54-00         | <u>Advertising &amp; Publication:</u>                                                                                     | 5,000  |
| 463.56-41         | <u>Contractual Services:</u> HUD consulting services to administer CDBG/HOME programs. (\$30,000 KWA and \$39,425 other.) | 69,425 |
| 463.56-64         | <u>IT Services:</u>                                                                                                       | 456    |
| 463.59-10         | <u>Tuition &amp; Training:</u> Training session and workshops.                                                            | 2,000  |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expense:</u>                                                                               | 1,700  |
| 463.64-00         | <u>Membership &amp; Meetings:</u>                                                                                         | 1,000  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>HUD Administration</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5060-463.11-00          | Regular Salaries          | 60,451                           | 42,127                           | 53,675                        | 53,675                        | 72,866                           | 80,013                          | 80,013                         |
| 239-5060-463.12-00          | Salary & Wages - P/T Temp | 12,871                           | 12,589                           | 14,328                        | 14,328                        | 0                                | 0                               | 0                              |
| 239-5060-463.15-40          | Bi-Lingual Pay            | 989                              | 525                              | 1,155                         | 1,155                         | 1,533                            | 1,638                           | 1,638                          |
| 239-5060-463.15-60          | Premium Pay               | 1,781                            | 1,111                            | 540                           | 540                           | 2,862                            | 2,862                           | 2,862                          |
| 239-5060-463.18-20          | Sick Leave Buy Back       | 1,404                            | 401                              | 457                           | 457                           | 985                              | 1,107                           | 1,107                          |
| 239-5060-463.20-00          | Fringe Benefits           | 12,081                           | 11,694                           | 9,920                         | 9,920                         | 13,787                           | 14,865                          | 14,865                         |
| 239-5060-463.22-00          | Medicare                  | 736                              | 520                              | 824                           | 824                           | 493                              | 540                             | 540                            |
| 239-5060-463.23-00          | PERS City Wide Contribute | 9,760                            | 9,591                            | 8,344                         | 8,344                         | 11,761                           | 11,688                          | 11,688                         |
| 239-5060-463.25-05          | PARS - Contribution       | 2,083                            | 3,320                            | 2,492                         | 2,492                         | 3,610                            | 3,588                           | 3,588                          |
| 239-5060-463.26-00          | Workers Comp Premium      | 4,904                            | 3,054                            | 2,322                         | 2,322                         | 3,089                            | 3,401                           | 3,401                          |
| 239-5060-463.27-10          | OPEB Contributions        | 10,650                           | 10,164                           | 8,661                         | 8,661                         | 7,597                            | 8,366                           | 8,366                          |
| 239-5060-463.32-40          | Audit Fees                | 4,000                            | 4,000                            | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |
| 239-5060-463.43-05          | Office Equip - O S & M    | 0                                | 0                                | 727                           | 727                           | 727                              | 727                             | 727                            |
| 239-5060-463.43-20          | Vehicles - O S & M        | 1,465                            | 2,890                            | 2,904                         | 2,904                         | 0                                | 0                               | 0                              |
| 239-5060-463.52-30          | Ins - Benefits            | 7,722                            | 6,094                            | 5,397                         | 5,397                         | 6,714                            | 7,411                           | 7,411                          |
| 239-5060-463.54-00          | Advertising & Publication | 4,272                            | 2,548                            | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 239-5060-463.56-41          | Contractual Svc - Other   | 166,135                          | 149,364                          | 164,452                       | 174,331                       | 35,000                           | 69,425                          | 69,425                         |
| 239-5060-463.56-64          | IT Services               | 0                                | 0                                | 456                           | 456                           | 456                              | 456                             | 456                            |
| 239-5060-463.59-10          | Tuition & Training        | 192                              | 54                               | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 239-5060-463.61-20          | Dept Supplies & Expense   | 609                              | 876                              | 1,500                         | 1,500                         | 1,700                            | 1,700                           | 1,700                          |
| 239-5060-463.64-00          | Memberships & Meetings    | 50                               | 940                              | 1,000                         | 1,000                         | 1,000                            | 1,000                           | 1,000                          |
| <b>* HUD Administration</b> |                           | <b>302,155</b>                   | <b>261,862</b>                   | <b>290,154</b>                | <b>300,033</b>                | <b>175,180</b>                   | <b>219,787</b>                  | <b>219,787</b>                 |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

**239-5070 CDBG Repair Program**

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 16,700              | 17,732              | 11,639                |
| <b>Maintenance &amp; Operation</b> | 72,642              | 76,368              | 88,361                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>89,342</b>       | <b>94,100</b>       | <b>100,000</b>        |

## **Description of Activities**

The program provides on a citywide basis free exterior minor home repairs, energy conversation activities, security and safety improvements, exterior refurbishing and painting to eligible low and moderate-income households. The program offers a grant of up to \$5,000 to the homeowner for labor and materials and minor repairs to the property. The City's goal will be to provide a suitable living environment to 15 homeowners by providing assistance with minor home repairs.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To provide free exterior minor home repairs, energy conversation activities, security and safety improvements, exterior refurbishing and painting to 15 eligible low and moderate-income households.

# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5070 CDBG Repair Program

| FULL TIME               |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE          | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director | 0                                          | 0.05                                        | 0                             | 7,114                         |                |                                            |                                             |                               |                               |
| Housing Assistant.      | 0.15                                       | 0                                           | 10,219                        | 0                             |                |                                            |                                             |                               |                               |
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**COMMUNITY DEVELOPMENT (CDBG)  
PERSONNEL SERVICES**  
239-5070 CDBG Repair Program

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST  |
|-------------------|----------------------------------------|-------|
| 465.11-00         | <u>Regular Salaries:</u>               | 7,114 |
| 465.20-00         | <u>Fringe Benefits:</u>                | 1,322 |
| 465.22-00         | <u>Medicare:</u>                       | 115   |
| 465.23-00         | <u>PERS City Wide Contribution:</u>    | 1,062 |
| 463.25-05         | <u>PARS Contribution:</u>              | 321   |
| 465.26-00         | <u>Workers Comp Premium:</u>           | 302   |
| 465.27-10         | <u>OPEB Contributions:</u>             | 744   |
| 465.52-30         | <u>Liability Insurance - Benefits:</u> | 659   |

**COMMUNITY DEVELOPMENT (CDBG)  
ACTIVITY DETAIL  
239-5070 CDBG Repair Program**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                           | COST   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 463.56-41         | <u>Contractual Services-</u> Contract services to implement the Minor Home repair program                                                                                                                                                             | 12,000 |
| 463.56-52         | <u>Contractual Home Repairs:</u> To provide grant assistance for exterior minor home repairs, energy conversation activities, security and safety improvements, exterior refurbishing and painting to 10 eligible low and moderate-income households. | 76,361 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Housing Repair Program</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5070-463.11-00            | Regular Salaries          | 10                               | 3,378                            | 10,219                        | 10,219                        | 7,114                            | 7,114                           | 7,114                          |
| 239-5070-463.15-40            | Bi-Lingual Pay            | 0                                | 107                              | 315                           | 315                           | 0                                | 0                               | 0                              |
| 239-5070-463.20-00            | Fringe Benefits           | 0                                | 819                              | 1,889                         | 1,889                         | 1,346                            | 1,322                           | 1,322                          |
| 239-5070-463.22-00            | Medicare                  | 0                                | 52                               | 155                           | 155                           | 115                              | 115                             | 115                            |
| 239-5070-463.23-00            | PERS City Wide Contribute | 0                                | 668                              | 1,560                         | 1,560                         | 1,062                            | 1,062                           | 1,062                          |
| 239-5070-463.25-05            | PARS - Contribution       | 0                                | 231                              | 475                           | 475                           | 321                              | 321                             | 321                            |
| 239-5070-463.26-00            | Workers Comp Premium      | 0                                | 214                              | 442                           | 442                           | 302                              | 302                             | 302                            |
| 239-5070-463.27-10            | OPEB Contributions        | 0                                | 711                              | 1,649                         | 1,649                         | 742                              | 744                             | 744                            |
| 239-5070-463.52-30            | Ins - Benefits            | 0                                | 427                              | 1,028                         | 1,028                         | 655                              | 659                             | 659                            |
| 239-5070-463.56-41            | Contractual Svc - Other   | 0                                | 3,073                            | 12,000                        | 12,000                        | 12,000                           | 12,000                          | 12,000                         |
| 239-5070-463.56-52            | Contract Home Repairs     | 25,961                           | 25,690                           | 64,368                        | 64,368                        | 76,000                           | 76,361                          | 76,361                         |
|                               |                           | 25,971                           | 35,370                           | 94,100                        | 94,100                        | 99,657                           | 100,000                         | 100,000                        |
| * Housing Repair Program      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

## COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES

239-5071 Housing Implementation/Production

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 94,291                |
| Maintenance & Operation | 0                   | 0                   | 85,709                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>0</b>            | <b>180,000</b>        |

### Description of Activities

*Housing Administration [24 CFR 570.201(k)]*. All delivery costs (including staff, other direct costs, and service costs) directly related to carrying out housing rehabilitation activities including housing services for the HOME Program, e.g., appraisal, architectural, engineering, and other professional services; preparation of work specifications and work write-ups; loan processing; survey, site and utility plans; application processing; and other fees.

### Fiscal Year 2012-2013 Objectives

- ✓ Project Delivery costs for the production of 63 affordable units which are identified in the following properties
  - 6700 & 6614 Middleton Street – 11 units
  - 6303 Marconi Street – 1 unit
  - 6337 Middleton Street – 24 units
  - 6100 Carmelita Street – 27 units

# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5071 Housing Implementation/Production

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director       | 0                                          | 0.10                                        | 0                             | 14,227                        |                |                                            |                                             |                               |                               |
| Housing & Comm. Dev. Manager  | 0                                          | 0.10                                        | 0                             | 10,451                        |                |                                            |                                             |                               |                               |
| Redevelopment Project Manager | 0                                          | 0.25                                        | 0                             | 23,419                        |                |                                            |                                             |                               |                               |
| Planning Manger               | 0                                          | 0                                           | 0                             | 0                             |                |                                            |                                             |                               |                               |
| Senior Planner                | 0                                          | 0.10                                        | 0                             | 8,397                         |                |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT (CDBG)

## PERSONNEL SERVICES

239-5071 Housing Implementation/Production

| ACCOUNT<br>NUMBER | DESCRIPTION                           | COST   |
|-------------------|---------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>              | 56,494 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                | 945    |
| 463.18-20         | <u>Sick Leave Buy Back:</u>           | 600    |
| 463.20-00         | <u>Fringe Benefits:</u>               | 10,561 |
| 463.22-00         | <u>Medicare:</u>                      | 875    |
| 463.23-00         | <u>PERS City Wide Contribution:</u>   | 8,526  |
| 463.25-05         | <u>PARS Contribution:</u>             | 2,585  |
| 463.26-00         | <u>Workers Comp Premium:</u>          | 2,431  |
| 463.27-10         | <u>OPEB Contributions:</u>            | 5,978  |
| 463.52-30         | <u>Liability Insurance -Benefits:</u> | 5,296  |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITY DETAIL**

239-5071 Housing Implementation/Production

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                               | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 463.32-70         | <u>Contractual Services:</u> legal services (Richard Watson & Gershon \$30,000)                                                                                                                           | 30,000 |
| 463.56-41         | <u>Contractual Services:</u> HUD consulting services to administer CDBG/HOME programs (KWA-- 17,000; other consulting services i.e. financial analyses, appraisals, environmental reports, etc (\$19,943) | 55,709 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                       | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>             |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Housing Implementation/Prod</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5071-463.11-00                   | Regular Salaries          | 0                                | 0                                | 0                             | 0                             | 87,433                           | 67,811                          | 56,494                         |
| 239-5071-463.15-40                   | Bi-Lingual Pay            | 0                                | 0                                | 0                             | 0                             | 1,575                            | 1,155                           | 945                            |
| 239-5071-463.18-20                   | Sick Leave Buy Back       | 0                                | 0                                | 0                             | 0                             | 1,300                            | 835                             | 600                            |
| 239-5071-463.20-00                   | Fringe Benefits           | 0                                | 0                                | 0                             | 0                             | 16,544                           | 12,598                          | 10,561                         |
| 239-5071-463.22-00                   | Medicare                  | 0                                | 0                                | 0                             | 0                             | 1,350                            | 1,055                           | 875                            |
| 239-5071-463.23-00                   | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 13,218                           | 10,245                          | 8,526                          |
| 239-5071-463.25-05                   | PARS - Contribution       | 0                                | 0                                | 0                             | 0                             | 4,006                            | 3,104                           | 2,585                          |
| 239-5071-463.26-00                   | Workers Comp Premium      | 0                                | 0                                | 0                             | 0                             | 3,707                            | 2,883                           | 2,431                          |
| 239-5071-463.27-10                   | OPEB Contributions        | 0                                | 0                                | 0                             | 0                             | 9,116                            | 7,090                           | 5,978                          |
| 239-5071-463.32-70                   | Contractual Srv Legal     | 0                                | 0                                | 0                             | 0                             | 30,000                           | 30,000                          | 30,000                         |
| 239-5071-463.52-30                   | Ins - Benefits            | 0                                | 0                                | 0                             | 0                             | 8,056                            | 6,281                           | 5,296                          |
| 239-5071-463.56-41                   | Contractual Srv - Other   | 0                                | 0                                | 0                             | 0                             | 34,000                           | 36,943                          | 55,709                         |
| <b>* Housing Implementation/Prod</b> |                           | <b>0</b>                         | <b>0</b>                         | <b>0</b>                      | <b>0</b>                      | <b>210,305</b>                   | <b>180,000</b>                  | <b>180,000</b>                 |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

239-5114 Section 108 Loan Repayment

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 331,000             | 486,684             | 606,079               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>331,000</b>      | <b>486,684</b>      | <b>606,079</b>        |

## **Description of Activities**

Section 108 Loan Repayment/Rugby Senior Housing Parking Garage (24 CFR 570.208(a)(2)). Annual repayment of a HUD Section 108 loan used for construction of the Rugby Senior Housing parking garage.

Section 108 Loan Repayment/Festival El Centro (24 CFR 570.208(a)(2)). Annual repayment of a HUD Section 108 loan for a proposed economic development project (El Centro)

## COMMUNITY DEVELOPMENT (CDBG)

### ACTIVITY DETAIL

239-5114 Section 108 Loan Repayment

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                             | COST    |
|-------------------|---------------------------------------------------------------------------------------------------------|---------|
| 463.56-30         | <u>Interest Expense</u> : Rugby Parking Garage \$57,454; El Centro de Huntington Park Project \$273,625 | 331,079 |
| 463.56-38         | <u>Principal Repayment Expense</u> : Rugby Parking Garage                                               | 275,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER           | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b> |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Section 108 Loan</b>  |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5114-463.56-30       | Interest Expense    | 112,161                          | 95,483                           | 231,684                       | 231,684                       | 331,079                          | 331,079                         | 331,079                        |
| 239-5114-463.56-38       | Principal Payment   | 220,000                          | 235,000                          | 255,000                       | 255,000                       | 275,000                          | 275,000                         | 275,000                        |
|                          |                     | 332,161                          | 330,483                          | 486,684                       | 486,684                       | 606,079                          | 606,079                         | 606,079                        |
| * Section 108 Loan       |                     |                                  |                                  |                               |                               |                                  |                                 |                                |

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITIES AND OBJECTIVES**

239-5210 Public Services

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 99,000              | 79,619              | 58,024                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>99,000</b>       | <b>79,619</b>       | <b>58,024</b>         |

## **Description of Activities**

Various programs to assist and educate Huntington Park families, senior citizens and children.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To provide 50 persons with improved access with childcare services for purposes of creating a suitable living environment.
- ✓ The Southeast Churches Services Center's objective is to provide basic needs to 300 persons already living in poverty.
- ✓ The Oldtimers Foundation will provide daily 165 congregate meals to Huntington Park senior citizens.
- ✓ To provide homeless with emergency food service, senior food bags, showers, clothing/furniture/ hotel vouchers, and bus tokens.
- ✓ To assist 60 students with their homework assignments at the library homework center.

# **COMMUNITY DEVELOPMENT (CDBG) ACTIVITY DETAIL**

239-5210 Public Services

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                              | COST   |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 463.57-82         | <u>Contractual Services:</u> YMCA Day Care & Preschool program will provide recreational and non-formal child care services that include homework assistance and a book center coupled with an exercise program.                                                         | 5,000  |
| 463.57-83         | <u>Contractual Services:</u> Emergency Social Services Program will be carried out by Southeast Churches Services Center to provide assistance to residents of Huntington Park.                                                                                          | 10,000 |
| 463.57-84         | <u>Contractual Services:</u> Senior Nutrition Program will be carried out by the Oldtimers Foundation to provide meals to Huntington Park senior citizens.                                                                                                               | 14,250 |
| 463.57-85         | <u>Contractual Services:</u> Salvation Army Southeast Communities family services will provide homeless and those at-risk of being homeless emergency food service, senior food bags, showers, clothing and furniture vouchers, emergency hotel vouchers and bus tokens. | 13,774 |
| 463.57-86         | <u>Contractual Services:</u> Homework Center at the library to provide homework assistance to Huntington Park elementary school children.                                                                                                                                | 5,000  |
| 463.57-87         | <u>Contractual Services:</u> Fair Housing Services                                                                                                                                                                                                                       | 10,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER           | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Public Services</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5210-463.57-82       | YMCA Day Care/Preschool   | 0                                | 15,000                           | 13,270                        | 13,270                        | 5,000                            | 5,000                           | 5,000                          |
| 239-5210-463.57-83       | Emergency Social Services | 0                                | 20,000                           | 17,693                        | 17,693                        | 10,000                           | 10,000                          | 10,000                         |
| 239-5210-463.57-84       | Senior Nutrition Program  | 0                                | 25,000                           | 17,693                        | 17,693                        | 14,250                           | 14,250                          | 14,250                         |
| 239-5210-463.57-85       | Salvation Army Southeast  | 0                                | 15,000                           | 17,693                        | 17,693                        | 13,774                           | 13,774                          | 13,774                         |
| 239-5210-463.57-86       | Homework Centr-HP Library | 0                                | 15,000                           | 13,270                        | 13,270                        | 5,000                            | 5,000                           | 5,000                          |
| 239-5210-463.57-87       | Fair Housing Services     | 0                                | 0                                | 0                             | 0                             | 10,000                           | 10,000                          | 10,000                         |
| <b>* Public Services</b> |                           | <b>0</b>                         | <b>90,000</b>                    | <b>79,619</b>                 | <b>79,619</b>                 | <b>58,024</b>                    | <b>58,024</b>                   | <b>58,024</b>                  |

# **COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES**

**239-5220 Downtown Public Improvements**

|                                    | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Budget</b> | <b>2012-2013<br/>Proposed</b> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|
| <b>Personnel</b>                   | 0                           | 0                           | 0                             |
| <b>Maintenance &amp; Operation</b> | 40,000                      | 37,638                      | 38,000                        |
| <b>Capital Expense</b>             | 0                           | 0                           | 0                             |
| <b>TOTAL</b>                       | <b>40,000</b>               | <b>37,638</b>               | <b>38,000</b>                 |

**Description of Activities**

Funded the prior fiscal year, funds are being carried forward as a local match source for the design and construction of street improvements targeted in the downtown, census tract 5326.05. Street improvements include lighting, sidewalk construction and landscape treatments in parkways and street improvements including crosswalks.

# COMMUNITY DEVELOPMENT (CDBG)

## ACTIVITY DETAIL

239-5220 Downtown Public Improvements

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                        | COST   |
|-------------------|----------------------------------------------------------------------------------------------------|--------|
| 463.56-41         | Contractual Services: Contractual services for the design and construction of street improvements. | 38,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION          | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------|------------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>            |                              |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Downtown Public Improvements</b> |                              |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-5220-463.56-41                  | Contractual Svc - Other      | 0                                | 0                                | 37,638                        | 37,638                        | 38,000                           | 38,000                          | 38,000                         |
| <hr/>                               |                              |                                  |                                  |                               |                               |                                  |                                 |                                |
| *                                   | Downtown Public Improvements | 0                                | 0                                | 37,638                        | 37,638                        | 38,000                           | 38,000                          | 38,000                         |

# **COMMUNITY DEVELOPMENT (HOME PROGRAM)** **ACTIVITIES AND OBJECTIVES**

242-5050 Residential Rehabilitation

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 27,772              | 55,070              | 57,791                |
| <b>Maintenance &amp; Operation</b> | 416,073             | 594,930             | 550,411               |
| <b>Capital Expense</b>             | 5,000               | 0                   | 1,000                 |
| <b>TOTAL</b>                       | <b>448,845</b>      | <b>650,000</b>      | <b>609,202</b>        |

## **Description of Activities**

This program provides financial assistance to owners of single-family homes (one to four units) and rental properties to rehabilitate their properties in conformance with the City's property standards required under the HOME program. Loans of up to \$50,000 are provided to qualified low and moderate income households, with a forgivable component of up to \$25,000 for repairs that correct health and safety violations. The goal is to provide decent housing to twelve households through the Residential Rehabilitation Program. The implementing agency is the City's Community Development Department

## **Fiscal Year 2012-2013 Objectives**

- ✓ To fund the rehabilitation of up to 5 eligible residential units.

# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## PERSONNEL SERVICES

242-5050 Residential Rehabilitation

| FULL TIME                       |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|---------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                  | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Housing Assistant               | 0.25                                       | 0                                           | 17,032                        | 0                             |                |                                            |                                             |                               |                               |
| Residential Rehab Specialist    | 0.25                                       | 0                                           | 14,603                        | 0                             |                |                                            |                                             |                               |                               |
| Housing & Comm. Dev. Manager    | 0                                          | 0.20                                        | 0                             | 20,902                        |                |                                            |                                             |                               |                               |
| Assistant Planner               | 0                                          | 0.15                                        | 0                             | 10,220                        |                |                                            |                                             |                               |                               |
| Community Dev. Secretary        | 0                                          | 0.05                                        | 0                             | 2,935                         |                |                                            |                                             |                               |                               |
| Development Project Coordinator | 0                                          | 0                                           | 0                             | 0                             |                |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## PERSONNEL SERVICES

242-5050 Residential Rehabilitation

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 465.11-00         | <u>Regular Salaries:</u>               | 34,057 |
| 465.15-40         | <u>Bi-Lingual Pay:</u>                 | 840    |
| 465.15-60         | <u>Premium Pay:</u>                    | 270    |
| 465.18-20         | <u>Sick Leave Buy Back:</u>            | 758    |
| 465.20-00         | <u>Fringe Benefits:</u>                | 6,366  |
| 465.22-00         | <u>Medicare:</u>                       | 475    |
| 465.23-00         | <u>PERS City Wide Contribution:</u>    | 5,178  |
| 465.25-05         | <u>PARS Contributions:</u>             | 1,583  |
| 465.26-00         | <u>Workers Comp Premium:</u>           | 1,468  |
| 465.27-10         | <u>OPEB Contributions:</u>             | 3,604  |
| 465.52-30         | <u>Liability Insurance - Benefits:</u> | 3,192  |

# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## ACTIVITY DETAIL

242-5050 Residential Rehabilitation

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                            | COST    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 463.43-20         | <u>Vehicle -- O S &amp; M:</u>                                                                                                                         | 3,457   |
| 463.56.41         | <u>Contractual Services:</u> \$20,000 Contractual services related to property rehab programs: KWA \$10,000; and other services i.e. lead testing etc. | 30,000  |
| 463.57-30         | <u>Loans, Grants and Rebates:</u> Provide decent housing to ten households through the Residential Rehabilitation Program.                             | 508,454 |
| 463.59-10         | <u>Tuition &amp; Training:</u> Training sessions and workshops.                                                                                        | 3,500   |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> General office supplies, forms, and expenses.                                                              | 3,000   |
| 463.64-00         | <u>Membership &amp; Meetings:</u> Memberships with professional organizations.                                                                         | 2,000   |
| 463.74-10         | <u>Equipment:</u> Office Equipment, Office Furniture, File Cabinet, Mini Blinds, Photo Printer, Base and Wall Cabinets/Shelving, etc.                  | 1,000   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>HUD Home Program</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Residential Rehab</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 242-5050-463.11-00         | Regular Salaries          | 54                               | 5,359                            | 31,635                        | 31,635                        | 51,321                           | 40,870                          | 34,057                         |
| 242-5050-463.15-40         | Bi-Lingual Pay            | 2                                | 171                              | 1,050                         | 1,050                         | 1,260                            | 1,040                           | 840                            |
| 242-5050-463.15-60         | Premium Pay               | 0                                | 0                                | 0                             | 0                             | 270                              | 270                             | 270                            |
| 242-5050-463.18-20         | Sick Leave Buy Back       | 0                                | 0                                | 70                            | 70                            | 1,160                            | 916                             | 758                            |
| 242-5050-463.20-00         | Fringe Benefits           | 0                                | 1,364                            | 5,847                         | 5,847                         | 9,711                            | 7,593                           | 6,366                          |
| 242-5050-463.22-00         | Medicare                  | 1                                | 83                               | 502                           | 502                           | 730                              | 576                             | 475                            |
| 242-5050-463.23-00         | PERS City Wide Contribute | 0                                | 1,113                            | 4,838                         | 4,838                         | 7,781                            | 6,191                           | 5,178                          |
| 242-5050-463.25-05         | PARS - Contribution       | 0                                | 356                              | 1,475                         | 1,475                         | 2,379                            | 1,899                           | 1,583                          |
| 242-5050-463.26-00         | Workers Comp Premium      | 0                                | 356                              | 1,368                         | 1,368                         | 2,176                            | 1,737                           | 1,468                          |
| 242-5050-463.27-10         | OPEB Contributions        | 0                                | 1,186                            | 5,104                         | 5,104                         | 5,351                            | 4,273                           | 3,604                          |
| 242-5050-463.43-20         | Vehicles - O S & M        | 0                                | 0                                | 0                             | 0                             | 0                                | 3,457                           | 3,457                          |
| 242-5050-463.52-30         | Ins - Benefits            | 0                                | 711                              | 3,181                         | 3,181                         | 4,729                            | 3,785                           | 3,192                          |
| 242-5050-463.56-41         | Contractual Srvc - Other  | 0                                | 26,443                           | 40,000                        | 40,000                        | 30,000                           | 30,000                          | 30,000                         |
| 242-5050-463.57-30         | HCDA Grant/Rebate         | 89,750                           | 287,926                          | 541,430                       | 541,430                       | 71,000                           | 497,095                         | 508,454                        |
| 242-5050-463.59-10         | Tuition & Training        | 0                                | 220                              | 3,500                         | 3,500                         | 3,500                            | 3,500                           | 3,500                          |
| 242-5050-463.61-20         | Dept Supplies & Expense   | 22                               | 1,431                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 242-5050-463.64-00         | Memberships & Meetings    | 0                                | 22                               | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 242-5050-463.74-10         | Equipment                 | 0                                | 0                                | 5,000                         | 5,000                         | 1,000                            | 1,000                           | 1,000                          |
| <b>* Residential Rehab</b> |                           | <b>89,829</b>                    | <b>326,741</b>                   | <b>650,000</b>                | <b>650,000</b>                | <b>197,368</b>                   | <b>609,202</b>                  | <b>609,202</b>                 |

# **COMMUNITY DEVELOPMENT (HOME PROGRAM) ACTIVITIES AND OBJECTIVES**

242-5060 Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 45,239              | 47,347              | 31,343                |
| Maintenance & Operation | 35,477              | 33,296              | 15,889                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>80,716</b>       | <b>80,643</b>       | <b>47,232</b>         |

## **Description of Activities**

Provides for the overall administration of the HOME Investment Partnership Act Program.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Administer affordable housing activities and contracts.

# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## PERSONNEL SERVICES

242-5060 Administration

| FULL TIME                |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE           | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Finance Director         | 0.05                                       | 0.02                                        | 7,666                         | 3,105                         | Intern         | 1,000 hrs                                  | 0 hrs                                       | 14,328                        | 0                             |
| Senior Accountant        | 0.15                                       | 0.10                                        | 11,066                        | 7,378                         |                |                                            |                                             |                               |                               |
| City Manager             | 0                                          | 0.01                                        | 0                             | 1,970                         |                |                                            |                                             |                               |                               |
| Community Dev. Secretary | 0                                          | 0.10                                        | 0                             | 5,869                         |                |                                            |                                             |                               |                               |
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# **COMMUNITY DEVELOPMENT (HOME PROGRAM)** **PERSONNEL SERVICES**

242-5060 Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>               | 18,358 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                 | 462    |
| 463.15-60         | <u>Premium Pay:</u>                    | 648    |
| 463.18-20         | <u>Sick Leave Buy Back:</u>            | 205    |
| 463.20-00         | <u>Fringe Benefits:</u>                | 3,411  |
| 463.22-00         | <u>Medicare:</u>                       | 150    |
| 463.23-00         | <u>PERS City Wide Contribution:</u>    | 2,834  |
| 463.25-05         | <u>PARS Contribution:</u>              | 876    |
| 463.26-00         | <u>Workers Comp Premium:</u>           | 780    |
| 463.27-10         | <u>OPEB Contributions:</u>             | 1,919  |
| 463.52-30         | <u>Liability Insurance - Benefits:</u> | 1,700  |

# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## ACTIVITY DETAIL

242-5060 Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                    | COST  |
|-------------------|------------------------------------------------------------------------------------------------|-------|
| 463.32-40         | <u>Audit Fees:</u>                                                                             | 4,000 |
| 463.54-00         | <u>Advertising &amp; Publication:</u>                                                          | 3,000 |
| 463.56-41         | <u>Contractual Services:</u> consultant servers including                                      | 7,798 |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> General office supplies, stationary and expenses. | 591   |
| 463.64-00         | <u>Membership &amp; Meetings:</u>                                                              | 500   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>HUD Home Program</b>     |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>HUD Administration</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 242-5060-463.11-00          | Regular Salaries          | 17,074                           | 16,686                           | 18,732                        | 18,732                        | 18,358                           | 18,358                          | 18,358                         |
| 242-5060-463.12-00          | Salary & Wages - P/T Temp | 13,949                           | 10,475                           | 14,328                        | 14,328                        | 0                                | 0                               | 0                              |
| 242-5060-463.15-40          | Bi-Lingual Pay            | 396                              | 380                              | 420                           | 420                           | 462                              | 462                             | 462                            |
| 242-5060-463.15-60          | Premium Pay               | 240                              | 249                              | 270                           | 270                           | 648                              | 648                             | 648                            |
| 242-5060-463.18-20          | Sick Leave Buy Back       | 355                              | 249                              | 252                           | 252                           | 205                              | 205                             | 205                            |
| 242-5060-463.20-00          | Fringe Benefits           | 2,706                            | 3,004                            | 3,462                         | 3,462                         | 3,474                            | 3,411                           | 3,411                          |
| 242-5060-463.22-00          | Medicare                  | 358                              | 302                              | 375                           | 375                           | 150                              | 150                             | 150                            |
| 242-5060-463.23-00          | PERS City Wide Contribute | 2,465                            | 2,464                            | 2,915                         | 2,915                         | 2,834                            | 2,834                           | 2,834                          |
| 242-5060-463.25-05          | PARS - Contribution       | 353                              | 853                              | 875                           | 875                           | 876                              | 876                             | 876                            |
| 242-5060-463.26-00          | Workers Comp Premium      | 1,090                            | 784                              | 810                           | 810                           | 778                              | 780                             | 780                            |
| 242-5060-463.27-10          | OPEB Contributions        | 2,384                            | 2,612                            | 3,023                         | 3,023                         | 1,914                            | 1,919                           | 1,919                          |
| 242-5060-463.32-40          | Audit Fees                | 4,000                            | 4,000                            | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |
| 242-5060-463.43-20          | Vehicles - O S & M        | 879                              | 1,734                            | 1,742                         | 1,742                         | 0                                | 0                               | 0                              |
| 242-5060-463.52-30          | Ins - Benefits            | 1,696                            | 1,566                            | 1,885                         | 1,885                         | 1,692                            | 1,700                           | 1,700                          |
| 242-5060-463.54-00          | Advertising & Publication | 0                                | 0                                | 3,500                         | 3,500                         | 3,500                            | 3,000                           | 3,000                          |
| 242-5060-463.56-41          | Contractual Svc - Other   | 15,000                           | 24,258                           | 22,455                        | 26,205                        | 7,798                            | 7,798                           | 7,798                          |
| 242-5060-463.61-20          | Dept Supplies & Expense   | 0                                | 318                              | 935                           | 935                           | 1,000                            | 591                             | 591                            |
| 242-5060-463.64-00          | Memberships & Meetings    | 0                                | 0                                | 664                           | 664                           | 1,000                            | 500                             | 500                            |
| <b>* HUD Administration</b> |                           | <b>62,945</b>                    | <b>69,934</b>                    | <b>80,643</b>                 | <b>84,393</b>                 | <b>48,689</b>                    | <b>47,232</b>                   | <b>47,232</b>                  |

# **COMMUNITY DEVELOPMENT (HOME PROGRAM)** **ACTIVITIES AND OBJECTIVES**

242-5098 Affordable Housing Development

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 133,795               |
| <b>Maintenance &amp; Operation</b> | 2,183,187           | 2,378,178           | 2,446,675             |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>2,183,187</b>    | <b>2,378,178</b>    | <b>2,580,470</b>      |

## **Description of Activities**

The City is to extend gap financing to a developer to acquire, rehabilitate and manage rental units for mixed-income households at affordable rents. The City will fund up to five percent of its annual HOME allocation, for the payment of operating expenses of a CHDO to enhance its administrative capacity. The implementing agency is the City's Community Development Commission.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Fund 60 affordable rental units:
  - 6700 & 6614 Middleton Street – 11 units
  - 6303 Marconi Street – 1 unit
  - 6337 Middleton Street – 24 units
  - 6100 Carmelita Street – 27 units

# COMMUNITY DEVELOPMENT (HOME PROGRAM) PERSONNEL SERVICES

242-5098 Affordable Housing Development

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Community Dev. Director       | 0                                          | 0.10                                        | 0                             | 14,227                        |                |                                            |                                             |                               |                               |
| Housing & Comm Dev Manager    | 0                                          | 0.10                                        | 0                             | 10,451                        |                |                                            |                                             |                               |                               |
| Redevelopment Project Manager | 0                                          | 0.50                                        | 0                             | 46,837                        |                |                                            |                                             |                               |                               |
| Planning Manager              | 0                                          | 0                                           | 0                             | 0                             |                |                                            |                                             |                               |                               |
| Senior Planner                | 0                                          | 0.10                                        | 0                             | 8,397                         |                |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## PERSONNEL SERVICES

242-5098 Affordable Housing Development

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>               | 79,912 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                 | 1,470  |
| 463.18-20         | <u>Sick Leave Buy Back:</u>            | 1,070  |
| 463.20-00         | <u>Fringe Benefits:</u>                | 14,938 |
| 463.22-00         | <u>Medicare:</u>                       | 1,260  |
| 463.23-00         | <u>PERS City Wide Contribution:</u>    | 12,097 |
| 463.25-05         | <u>PARS Contribution:</u>              | 3,663  |
| 463.26-00         | <u>Workers Comp Premium:</u>           | 3,438  |
| 463.27-10         | <u>OPEB Contributions:</u>             | 8,456  |
| 463.52-30         | <u>Liability Insurance - Benefits:</u> | 7,491  |

# COMMUNITY DEVELOPMENT (HOME PROGRAM)

## ACTIVITY DETAIL

242-5098 Affordable Housing Development

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                         | COST      |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 463.32-70         | <u>Contractual Service-Legal:</u>                                                                                                                                                                                                                                                   | 30,000    |
| 463.56-36         | <u>CHDO Capacity Enhancement</u> - The City will continue funding up to five percent of its annual HOME allocation, estimated at \$23,616 plus a prior year balance of an estimated \$9,600 for the payment of operating expenses of a CHDO to enhance its administrative capacity. | 30,333    |
| 463.56-41         | <u>Contractual Services:</u> Consultant services to implement affordable housing projects: KWA \$15,000; Financial Analysis consultant \$10,000; other.                                                                                                                             | 25,000    |
| 463.73-15         | <u>Improvement Affordable Housing:</u> Funds to be utilized to extend gap financing in HOME funds to a CHDO to acquire, rehabilitate and manage rental units for mixed-income households at affordable rents. Total fund available for affordable housing development.              | 2,361,342 |
|                   | <u>Middleton Project 11 units</u><br>\$719,670                                                                                                                                                                                                                                      |           |
|                   | <u>Linc Project 24 units</u><br>\$1,500,000                                                                                                                                                                                                                                         |           |
|                   | <u>Marconi project 2 units</u><br>\$123,000                                                                                                                                                                                                                                         |           |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>HUD Home Program</b>         |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Rehab;Resell;Foreclose</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 242-5098-463.11-00              | Regular Salaries          | 0                                | 0                                | 0                             | 0                             | 116,583                          | 91,229                          | 79,912                         |
| 242-5098-463.15-40              | Bi-Lingual Pay            | 0                                | 0                                | 0                             | 0                             | 2,310                            | 1,680                           | 1,470                          |
| 242-5098-463.18-20              | Sick Leave Buy Back       | 0                                | 0                                | 0                             | 0                             | 1,650                            | 1,301                           | 1,070                          |
| 242-5098-463.20-00              | Fringe Benefits           | 0                                | 0                                | 0                             | 0                             | 22,059                           | 16,949                          | 14,938                         |
| 242-5098-463.22-00              | Medicare                  | 0                                | 0                                | 0                             | 0                             | 1,810                            | 1,445                           | 1,260                          |
| 242-5098-463.23-00              | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 17,640                           | 13,816                          | 12,097                         |
| 242-5098-463.25-05              | PARS - Contribution       | 0                                | 0                                | 0                             | 0                             | 5,351                            | 4,181                           | 3,663                          |
| 242-5098-463.26-00              | Workers Comp Premium      | 0                                | 0                                | 0                             | 0                             | 4,942                            | 3,878                           | 3,438                          |
| 242-5098-463.27-10              | OPEB Contributions        | 0                                | 0                                | 0                             | 0                             | 12,156                           | 9,538                           | 8,456                          |
| 242-5098-463.32-70              | Contractual Srv Legal     | 0                                | 0                                | 0                             | 0                             | 43,000                           | 30,000                          | 30,000                         |
| 242-5098-463.52-30              | Ins - Benefits            | 0                                | 0                                | 0                             | 0                             | 10,742                           | 8,450                           | 7,491                          |
| 242-5098-463.56-36              | CHDO Capacity Enhancement | 0                                | 0                                | 62,000                        | 62,000                        | 33,300                           | 0                               | 30,333                         |
| 242-5098-463.56-41              | Contractual Svc - Other   | 0                                | 0                                | 15,000                        | 15,000                        | 44,536                           | 25,000                          | 25,000                         |
| 242-5098-463.73-15              | Improvement Affrdble Hsng | 63,754                           | 105,816                          | 2,301,178                     | 2,301,178                     | 3,083,420                        | 2,373,003                       | 2,361,342                      |
|                                 |                           | 63,754                           | 105,816                          | 2,378,178                     | 2,378,178                     | 3,399,499                        | 2,580,470                       | 2,580,470                      |
| <b>* Rehab;Resell;Foreclose</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
|                                 |                           | 63,754                           | 105,816                          | 2,378,178                     | 2,378,178                     | 3,399,499                        | 2,580,470                       | 2,580,470                      |

# **COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES**

**243-5115 HUD 108 Loan**

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 0                     |
| <b>Maintenance &amp; Operation</b> | 701,000             | 552,000             | 398,000               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>701,000</b>      | <b>552,000</b>      | <b>398,000</b>        |

## **Description of Activities**

Funds allocated for this activity are used to repay the City's outstanding HUD 108 loan guarantee -- El Centro Project of \$7,164,000.

**COMMUNITY DEVELOPMENT  
ACTIVITY DETAIL**

**243-5115 HUD 108 Loan**

| ACCOUNT<br>NUMBER | DESCRIPTION               | COST    |
|-------------------|---------------------------|---------|
| 463.56-38         | <u>Principal Payment:</u> | 398,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER            | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>HUD 108 B03MC06056</b> |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 243-5115-463.56-30        | Interest Expense    | 286,746                          | 302,619                          | 154,000                       | 154,000                       | 0                                | 0                               | 0                              |
| 243-5115-463.56-38        | Principal Payment   | 398,000                          | 398,000                          | 398,000                       | 398,000                       | 398,000                          | 398,000                         | 398,000                        |
| <b>*</b>                  | <b>HUD 108 Loan</b> | <b>684,746</b>                   | <b>700,619</b>                   | <b>552,000</b>                | <b>552,000</b>                | <b>398,000</b>                   | <b>398,000</b>                  | <b>398,000</b>                 |

# **COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES**

**245-5098 Brownfields Clean-Up**

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 180,000             | 188,625             | 180,000               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>180,000</b>      | <b>188,625</b>      | <b>180,000</b>        |

## **Description of Activities**

On November of 2009, CDC received a \$200,000 Brownfields Clean-up Program offered by the U.S. Environmental Protection Agency (EPA). Proceeds from the grant will be utilized to complete the initial remediation and clean-up of a 6.2 acre CDC owned property located at 5959-6169 south Alameda Street.

**COMMUNITY DEVELOPMENT  
ACTIVITY DETAIL  
245-5098 Brownfields Clean-Up**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                  | COST    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------|---------|
| 463.56-41         | <u>Contractual Services: \$200,000 Contractual services to assist in the oversight and clean-up of the Alameda property.</u> | 177,000 |
| 463.59-10         | <u>Tuition &amp; Training:</u>                                                                                               | 3,000   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| 2009-10    | 2010-11    | 2011-12  | 2011-12  | 2012-13    | 2012-13   | 2012-13  |
|------------|------------|----------|----------|------------|-----------|----------|
| YEAR'S AGO | LAST YEARS | ORIGINAL | ADJUSTED | DEPARTMENT | MANAGER'S | COUNCIL  |
| ACTUALS    | ACTUALS    | BUDGET   | BUDGET   | REQUEST    | REQUEST   | APPROVED |
| 0          | 0          | 185,625  | 185,625  | 185,625    | 177,000   | 177,000  |
| 0          | 0          | 3,000    | 3,000    | 3,000      | 3,000     | 3,000    |
| 0          | 0          | 188,625  | 188,625  | 188,625    | 180,000   | 180,000  |

ACCOUNT NUMBER ACCOUNT DESCRIPTION

EPA Brownfield

Rehab;Resell;Foreclose

245-5098-463.56-41 Contractual Svc - Other

245-5098-463.59-10 Tuition & Training

\* Rehab;Resell;Foreclose

# **COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES**

**246-5098 Lead Base Grant**

|                                    | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Budget</b> | <b>2012-2013<br/>Proposed</b> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|
| <b>Personnel</b>                   | 95,642                      | 76,544                      | 70,471                        |
| <b>Maintenance &amp; Operation</b> | 100,350                     | 100,350                     | 155,000                       |
| <b>Capital Expense -</b>           | 221,000                     | 250,000                     | 569,529                       |
| <b>TOTAL</b>                       | <b>416,992</b>              | <b>426,894</b>              | <b>795,000</b>                |

## **Description of Activities**

The City was awarded \$1.57 million in Lead Base Paint Hazard Control funds to identify and remediate lead hazards in 902 units occupied by low and very low income families with children, and educate to community about lead poisoning prevention, healthy homes and integrated pest management. The funds are budgeted to be expended during the next three years. For FY 2011-2011, The City anticipates spending a total of \$845,000.

## **Fiscal Year 2012-2013 Objectives**

- ✓ The City anticipates eliminating lead hazard in 30 homes.
- ✓ Assess and mitigate additional housing-related health and safety hazards in 39 homes; conduct outreach and education to reach at least 190 individuals through various methods and provide training to 14 individuals.
- ✓ The City will partner with Communities for a Better Environment, Veterans in Community Service, Fair Housing Foundation and Los Angeles County.

# COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

246-5098 Lead Base Grant

| FULL TIME                    |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE               | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Residential Rehab Specialist | 0.75                                       | 0                                           | 43,809                        | 0                             |                |                                            |                                             |                               |                               |
| Housing & Comm. Dev Manager  | 0                                          | 0.40                                        | 0                             | 41,804                        |                |                                            |                                             |                               |                               |
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# COMMUNITY DEVELOPMENT ACTIVITIES AND OBJECTIVES

246-5098 Lead Base Grant

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>               | 41,804 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                 | 840    |
| 463.18-20         | <u>Sick Leave Buy Back:</u>            | 965    |
| 463.20-00         | <u>Fringe Benefits:</u>                | 7,810  |
| 463.22-00         | <u>Medicare:</u>                       | 635    |
| 463.23-00         | <u>PERS City Wide Contribution:</u>    | 6,361  |
| 463.25-05         | <u>PARS Contribution:</u>              | 1,920  |
| 463.26-00         | <u>Workers Comp Premium:</u>           | 1,798  |
| 463.27-10         | <u>OPEB Contributions:</u>             | 4,421  |
| 463.52-30         | <u>Liability Insurance – Benefits:</u> | 3,917  |

# **COMMUNITY DEVELOPMENT ACTIVITY DETAIL**

246-5098 Lead Base Grant

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                       | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------|
| 463.56-41         | <u>Contractual Services:</u> Contractual Services for projects and relocation benefits                                            | 130,000 |
| 463.59-10         | <u>Tuition &amp; Training:</u>                                                                                                    | 16,000  |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> General office supplies, stationery, forms, bottled water and miscellaneous expenses. | 5,000   |
| 463.64-00         | <u>Membership &amp; Meetings:</u>                                                                                                 | 4,000   |
| 463.73-10         | <u>Improvements:</u> Contractual Services to implement Lead Paint Abatement                                                       | 569,529 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>LBPCHP-Lead Base</b>         |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Rehab;Resell;Foreclose</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 246-5098-463.11-00              | Regular Salaries          | 3,116                            | 54,896                           | 43,809                        | 43,809                        | 48,038                           | 92,901                          | 41,804                         |
| 246-5098-463.15-40              | Bi-Lingual Pay            | 0                                | 1,951                            | 1,575                         | 1,575                         | 1,155                            | 2,415                           | 840                            |
| 246-5098-463.18-20              | Sick Leave Buy Back       | 0                                | 126                              | 200                           | 200                           | 940                              | 2,145                           | 965                            |
| 246-5098-463.20-00              | Fringe Benefits           | 0                                | 1,019                            | 8,096                         | 8,096                         | 9,090                            | 17,259                          | 7,810                          |
| 246-5098-463.22-00              | Medicare                  | 0                                | 918                              | 735                           | 735                           | 750                              | 1,415                           | 635                            |
| 246-5098-463.23-00              | PERS City Wide Contribute | 0                                | 7,913                            | 6,717                         | 6,717                         | 7,269                            | 13,960                          | 6,361                          |
| 246-5098-463.25-05              | PARS - Contribution       | 0                                | 2,640                            | 2,043                         | 2,043                         | 2,214                            | 4,290                           | 1,920                          |
| 246-5098-463.26-00              | Workers Comp Premium      | 0                                | 2,274                            | 1,895                         | 1,895                         | 2,037                            | 3,949                           | 1,798                          |
| 246-5098-463.27-10              | OPEB Contributions        | 0                                | 7,345                            | 7,069                         | 7,069                         | 5,009                            | 9,713                           | 4,421                          |
| 246-5098-463.52-30              | Ins - Benefits            | 0                                | 12,128                           | 4,405                         | 4,405                         | 4,426                            | 8,605                           | 3,917                          |
| 246-5098-463.56-41              | Contractual Svc - Other   | 0                                | 57,249                           | 71,600                        | 71,600                        | 130,000                          | 130,000                         | 130,000                        |
| 246-5098-463.59-10              | Tuition & Training        | 2,139                            | 7,160                            | 16,000                        | 16,000                        | 16,000                           | 16,000                          | 16,000                         |
| 246-5098-463.61-20              | Dept Supplies & Expense   | 2,100                            | 2,217                            | 8,750                         | 8,750                         | 8,000                            | 5,000                           | 5,000                          |
| 246-5098-463.64-00              | Memberships & Meetings    | 6,224                            | 0                                | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |
| 246-5098-463.73-10              | Improvements              | 0                                | 75,666                           | 250,000                       | 250,000                       | 506,391                          | 483,348                         | 569,529                        |
| <b>* Rehab;Resell;Foreclose</b> |                           | <b>13,579</b>                    | <b>233,502</b>                   | <b>426,894</b>                | <b>426,894</b>                | <b>745,319</b>                   | <b>795,000</b>                  | <b>795,000</b>                 |

# **COMMUNITY DEVELOPMENT (BID) ACTIVITIES AND OBJECTIVES**

**533-5020 Downtown HP Business Improvement District**

|                                    | <b>2010-2011<br/>Actual</b> | <b>2011-2012<br/>Budget</b> | <b>2012-2013<br/>Proposed</b> |
|------------------------------------|-----------------------------|-----------------------------|-------------------------------|
| <b>Personnel</b>                   | 55,929                      | 31,063                      | 66,251                        |
| <b>Maintenance &amp; Operation</b> | 128,860                     | 130,671                     | 113,749                       |
| <b>Capital Expense</b>             | 0                           | 0                           | 0                             |
| <b>TOTAL</b>                       | <b>184,789</b>              | <b>161,734</b>              | <b>180,000</b>                |

## **Description of Activities**

The Business Improvement District provides partial funding for the steam cleaning of the sidewalks in the Downtown Business Area. This activity and funding support was sanctioned by the City Council at a regularly scheduled meeting. The Steam Cleaning Program is a year around program. The areas of coverage is on Pacific Blvd., North of Florence and South of Randolph on both sides of the street including the collector streets running East and West of the Blvd. up to the alley.

## **Fiscal Year 2012-2013 Objectives**

- ✓ The continuation of this program to maintain a clean and attractive Business District Area.

# COMMUNITY DEVELOPMENT (BID)

## ACTIVITIES AND OBJECTIVES

533-5020 Downtown HP Business Improvement District

| FULL TIME                |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE           | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| BID Manager              | 0.25                                       | 0.45                                        | 18,007                        | 33,984                        | Intern         | 0                                          | 1,000 hrs                                   | 0                             | 14,535                        |
| Community Dev. Secretary | 0                                          | 0.10                                        | 0                             | 5,869                         |                |                                            |                                             |                               |                               |
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# **COMMUNITY DEVELOPMENT (BID)** **ACTIVITIES AND OBJECTIVES**

**533-5020 Downtown HP Business Improvement District**

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 463.11-00         | <u>Regular Salaries:</u>               | 39,853 |
| 463.15-40         | <u>Bi-Lingual Pay:</u>                 | 210    |
| 463.15-60         | <u>Premium Pay:</u>                    | 540    |
| 463-18.20         | <u>Sick Leave Buy Back:</u>            | 340    |
| 463.20-00         | <u>Fringe Benefits:</u>                | 7,404  |
| 463.22-00         | <u>Medicare:</u>                       | 500    |
| 463.23-00         | <u>PERS City Wide Contribution:</u>    | 6,024  |
| 463.25-05         | <u>PARS Contribution:</u>              | 1,828  |
| 463.26-00         | <u>Workers Comp Premium:</u>           | 1,694  |
| 463.27-10         | <u>OPEB Contributions:</u>             | 4,167  |
| 463.52-30         | <u>Liability Insurance – Benefits:</u> | 3,691  |

# **COMMUNITY DEVELOPMENT (BID)** **ACTIVITY DETAIL**

533-5020 Downtown HP Business Improvement District

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                       | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 463.33-10         | <u>Bank Services:</u>                                                                                                                                                             | 216    |
| 463.56-41         | <u>Contractual Services:</u> Per City Council request Contractual Services for steam cleaning of C.B.D. Area from B.I.D.<br>Funds to augment other funding for the same services. | 40,000 |
| 463.56-54         | <u>Contract Business Promotion:</u> Marketing and promotions.                                                                                                                     | 59,000 |
| 463.56-65         | <u>Member Outreach Services:</u>                                                                                                                                                  | 2,500  |
| 463.56-67         | <u>Feasibility Studies:</u>                                                                                                                                                       | 10,000 |
| 463.59-10         | <u>Tuition &amp; Training</u>                                                                                                                                                     | 1,500  |
| 463.61-20         | <u>Dept./Office Supplies &amp; Expense:</u> Member outreach and newsletter, office equipment, office supplies and expenses.                                                       | 233    |
| 463.64-00         | <u>Memberships &amp; Meetings</u>                                                                                                                                                 | 300    |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Business Improv Dist Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Business Improvement</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 533-5020-463.11-00               | Regular Salaries           | 32,846                           | 34,120                           | 18,007                        | 18,007                        | 39,853                           | 39,853                          | 39,853                         |
| 533-5020-463.12-00               | Salary & Wages - P/T Temp  | 27,220                           | 0                                | 0                             | 0                             | 0                                | 0                               | 0                              |
| 533-5020-463.15-40               | Bi-Lingual Pay             | 0                                | 0                                | 0                             | 0                             | 210                              | 210                             | 210                            |
| 533-5020-463.15-60               | Premium Pay                | 0                                | 0                                | 0                             | 0                             | 540                              | 540                             | 540                            |
| 533-5020-463.18-20               | Sick Leave Buy Back        | 964                              | 763                              | 400                           | 400                           | 340                              | 340                             | 340                            |
| 533-5020-463.20-00               | Fringe Benefits            | 4,912                            | 5,606                            | 3,328                         | 3,328                         | 7,541                            | 7,404                           | 7,404                          |
| 533-5020-463.22-00               | Medicare                   | 875                              | 528                              | 267                           | 267                           | 500                              | 500                             | 500                            |
| 533-5020-463.23-00               | PERS City Wide Contribute  | 4,308                            | 4,430                            | 2,754                         | 2,754                         | 6,024                            | 6,024                           | 6,024                          |
| 533-5020-463.25-05               | PARS - Contribution        | 1,574                            | 1,534                            | 811                           | 811                           | 1,828                            | 1,828                           | 1,828                          |
| 533-5020-463.26-00               | Workers Comp Premium       | 1,978                            | 1,464                            | 780                           | 780                           | 1,690                            | 1,694                           | 1,694                          |
| 533-5020-463.27-10               | OPEB Contributions         | 4,330                            | 4,872                            | 2,906                         | 2,906                         | 4,155                            | 4,167                           | 4,167                          |
| 533-5020-463.33-10               | Bank Services              | 18                               | 140                              | 216                           | 216                           | 216                              | 216                             | 216                            |
| 533-5020-463.44-10               | Rent (Incl Equip Rental)   | 9,150                            | 0                                | 8,333                         | 8,333                         | 0                                | 0                               | 0                              |
| 533-5020-463.52-30               | Ins - Benefits             | 3,078                            | 2,922                            | 1,810                         | 1,810                         | 3,672                            | 3,691                           | 3,691                          |
| 533-5020-463.56-41               | Contractual Srvc - Other   | 44,478                           | 41,644                           | 40,500                        | 40,500                        | 40,000                           | 40,000                          | 40,000                         |
| 533-5020-463.56-54               | Contract Business Promtion | 78,092                           | 51,065                           | 62,872                        | 62,872                        | 61,000                           | 59,000                          | 59,000                         |
| 533-5020-463.56-65               | Member Outreach Services   | 14,743                           | 1,555                            | 750                           | 750                           | 2,500                            | 2,500                           | 2,500                          |
| 533-5020-463.56-67               | Feasibility Studies        | 0                                | 0                                | 15,000                        | 15,000                        | 10,000                           | 10,000                          | 10,000                         |
| 533-5020-463.59-10               | Tuition & Training         | 949                              | 0                                | 0                             | 0                             | 1,500                            | 1,500                           | 1,500                          |
| 533-5020-463.61-20               | Dept Supplies & Expense    | 2,608                            | 2,995                            | 3,000                         | 3,000                         | 1,000                            | 233                             | 233                            |
| 533-5020-463.64-00               | Memberships & Meetings     | 300                              | 0                                | 0                             | 0                             | 300                              | 300                             | 300                            |
| * Business Improvement           |                            | 232,423                          | 153,638                          | 161,734                       | 161,734                       | 182,869                          | 180,000                         | 180,000                        |

# PARKS AND RECREATION ACTIVITIES AND OBJECTIVES

111-6010 Recreation Administration

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 433,677             | 433,699             | 490,373               |
| <b>Maintenance &amp; Operation</b> | 200,776             | 192,973             | 165,190               |
| <b>Capital Expense</b>             | 6,500               | 6,500               | 6,500                 |
| <b>TOTAL</b>                       | <b>640,953</b>      | <b>633,172</b>      | <b>662,063</b>        |

## Description of Activities

The Department of Parks and Recreation provides various programs and services to the community including recreation classes, special events, Tiny Tot preschool, after school programs, summer day camps, free nutrition programs, youth and adult sports leagues, athletic and social facilities, and open park space.

## Fiscal Year 2012-2013 Objectives

- ✓ To expand the services and programs available at the new Raul R. Perez Memorial Park.
- ✓ To identify and actualize new revenue streams for department programs.
- ✓ To work closely with county, state, federal and private departments and organizations for the reimbursement of various grant funds as well as to identify potential sources of new funding.
- ✓ To seek and develop partnerships with public and private agencies for continued and new programs and services.
- ✓ To raise community awareness about the department's programs and services through various outlets including the city Website, community outreach, local newspapers and other media.

# PARKS & RECREATION PERSONNEL SERVICES

111-6010 Recreation Administration

| FULL TIME                   |                                            |                                             |                               |                               | PART TIME                    |                                            |                                             |                               |                               |
|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE               | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Parks & Recreation Director | 1.00                                       | 1.00                                        | 140,659                       | 140,861                       | Recreation Leaders           | 2,060 hrs                                  | 2,150 hrs                                   | 24,014                        | 29,756                        |
| Management Analyst          | 1.00                                       | 1.00                                        | 68,128                        | 68,128                        | Assistant Recreation Leaders | 4,000 hrs                                  | 4,000 hrs                                   | 26,196                        | 37,560                        |
| Recreation Supervisor       | 0.30                                       | 0.30                                        | 20,065                        | 20,271                        |                              |                                            |                                             |                               |                               |
| Office Assistant            | 0                                          | 0.50                                        | 0                             | 21,878                        |                              |                                            |                                             |                               |                               |
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**PARKS & RECREATION  
PERSONNEL SERVICES**  
111-6010 Recreation Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 451.11-00         | <u>Regular Salaries:</u>               | 251,138 |
| 451.12-00         | <u>Salaries &amp; Wages – P/T:</u>     | 67,316  |
| 451.15-40         | <u>Bi-Lingual Pay:</u>                 | 3,780   |
| 451.15-60         | <u>Premium Pay:</u>                    | 1,350   |
| 451.18-20         | <u>Sick Leave Buy Back:</u>            | 5,325   |
| 451.20-00         | <u>Fringe Benefits:</u>                | 46,657  |
| 451.22-00         | <u>Medicare:</u>                       | 4,975   |
| 451.23-00         | <u>PERS City Wide Contribution:</u>    | 38,106  |
| 451.25-05         | <u>PARS Contribution:</u>              | 11,532  |
| 451.26-00         | <u>Workers Comp Premium:</u>           | 10,676  |
| 451.27-10         | <u>OPEB Contributions:</u>             | 26,257  |
| 451.52-30         | <u>Liability Insurance - Benefits:</u> | 23,261  |

# PARKS AND RECREATION ACTIVITY DETAIL

111-6010 Recreation Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                        | COST    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 451.33-10         | <u>Bank Services:</u>                                                                                                                                                                                                                                                                                                                                              | 6,000   |
| 451.43-05         | <u>Equipment Maintenance Services:</u> Alvaka - IT consulting (\$1,266), VSI - RecTrac maintenance (\$2,646), SunGard VAR RecTrac software maintenance (\$3,224), Plug N Pay credit card transaction fee (\$225).                                                                                                                                                  | 7,361   |
| 451.43-20         | <u>Vehicles – O.S.&amp;M:</u>                                                                                                                                                                                                                                                                                                                                      | 13,829  |
| 451.43-25         | <u>Equipment – O.S.&amp;M:</u> Parks and playgrounds maintenance and replacement of parks equipment.                                                                                                                                                                                                                                                               | 5,000   |
| 451.56-41         | <u>Contractual Services:</u> Park Rangers service (\$110,000), Prudential Overall Supply - facility maintenance (\$3,000), Ricoh - copier lease (\$4,500), ASCAP/BMI (\$1,245) and MPLC (\$555) music and film licensing fees, gym and exercise room repairs and equipment (\$500), gym floor resurfacing (\$3,000), and Zee Medical - medical supplies (\$2,200). | 125,000 |
| 451.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> General office supplies, letterhead, envelopes, business cards, and miscellaneous operational expenses.                                                                                                                                                                                                               | 6,000   |
| 451.64-00         | <u>Memberships &amp; Meetings:</u> Membership to California Park & Recreation Society, Southern California Municipal Athletic Federation, National Recreation & Park Association and annual travel/meetings and workshops, and staff trainings.                                                                                                                    | 2,000   |
| 451.74-10         | <u>Equipment:</u> Furniture and equipment for community centers including tables, chairs, desks, and office technology.                                                                                                                                                                                                                                            | 6,500   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>              |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Recreation Administration</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6010-451.11-00               | Regular Salaries          | 258,637                          | 230,761                          | 228,852                       | 228,852                       | 229,260                          | 251,138                         | 251,138                        |
| 111-6010-451.12-00               | Salary & Wages - P/T Temp | 55,781                           | 48,026                           | 68,840                        | 68,840                        | 67,316                           | 67,316                          | 67,316                         |
| 111-6010-451.13-00               | Overtime - Regular        | 1,347                            | 956                              | 1,500                         | 1,500                         | 0                                | 0                               | 0                              |
| 111-6010-451.14-00               | Overtime Code 10          | 281                              | 193                              | 300                           | 300                           | 0                                | 0                               | 0                              |
| 111-6010-451.15-40               | Bi-Lingual Pay            | 2,106                            | 2,131                            | 2,730                         | 2,730                         | 2,730                            | 3,780                           | 3,780                          |
| 111-6010-451.15-60               | Premium Pay               | 0                                | 0                                | 0                             | 0                             | 0                                | 1,350                           | 1,350                          |
| 111-6010-451.18-20               | Sick Leave Buy Back       | 4,744                            | 3,914                            | 4,285                         | 4,285                         | 5,070                            | 5,325                           | 5,325                          |
| 111-6010-451.20-00               | Fringe Benefits           | 38,932                           | 42,454                           | 42,295                        | 42,295                        | 43,379                           | 46,657                          | 46,657                         |
| 111-6010-451.22-00               | Medicare                  | 4,850                            | 4,330                            | 4,635                         | 4,635                         | 4,500                            | 4,975                           | 4,975                          |
| 111-6010-451.23-00               | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 34,604                           | 38,106                          | 38,106                         |
| 111-6010-451.25-05               | PARS - Contribution       | 0                                | 0                                | 10,425                        | 10,425                        | 10,440                           | 11,532                          | 11,532                         |
| 111-6010-451.26-00               | Workers Comp Premium      | 15,684                           | 11,088                           | 9,900                         | 9,900                         | 9,719                            | 10,676                          | 10,676                         |
| 111-6010-451.27-10               | OPEB Contributions        | 34,320                           | 36,896                           | 36,926                        | 36,926                        | 23,904                           | 26,257                          | 26,257                         |
| 111-6010-451.33-10               | Bank Services             | 6,551                            | 5,700                            | 6,000                         | 6,000                         | 6,000                            | 6,000                           | 6,000                          |
| 111-6010-451.43-05               | Office Equip - O S & M    | 5,340                            | 5,750                            | 7,361                         | 7,361                         | 7,361                            | 7,361                           | 7,361                          |
| 111-6010-451.43-20               | Vehicles - O S & M        | 11,718                           | 11,562                           | 11,612                        | 11,612                        | 14,744                           | 13,829                          | 13,829                         |
| 111-6010-451.43-25               | Equipment - O S & M       | 0                                | 4,586                            | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 111-6010-451.52-30               | Ins - Benefits            | 24,400                           | 22,122                           | 23,011                        | 23,011                        | 21,124                           | 23,261                          | 23,261                         |
| 111-6010-451.56-41               | Contractual Srvc - Other  | 158,340                          | 153,159                          | 155,000                       | 155,000                       | 155,000                          | 125,000                         | 125,000                        |
| 111-6010-451.61-20               | Dept Supplies & Expense   | 2,779                            | 5,953                            | 6,000                         | 6,000                         | 6,000                            | 6,000                           | 6,000                          |
| 111-6010-451.64-00               | Memberships & Meetings    | 2,455                            | 1,485                            | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 111-6010-451.74-10               | Equipment                 | 11,000                           | 738                              | 6,500                         | 6,500                         | 6,500                            | 6,500                           | 6,500                          |
|                                  |                           | 639,265                          | 591,804                          | 633,172                       | 633,172                       | 654,651                          | 662,063                         | 662,063                        |
| * Recreation Administration      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6020 Cultural Arts

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 469,235             | 409,563             | 395,266               |
| <b>Maintenance &amp; Operation</b> | 50,000              | 42,000              | 42,000                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>519,235</b>      | <b>451,563</b>      | <b>437,266</b>        |

## Description of Activities

Daily programs held in park facilities; including after-school programs, pre-school program, recreation classes, special events, summer day camp, facility supervision and other related public programs.

## Fiscal Year 2012-2013 Objectives

- ✓ Provide a wider variety of cultural arts programs and volunteer opportunities.
- ✓ Increase the program offerings for seniors and teens.

# PARKS & RECREATION PERSONNEL SERVICES

111-6020 Cultural Arts

| FULL TIME              |                                            |                                             |                               |                               | PART TIME                   |                                            |                                             |                               |                               |
|------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE         | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Recreation Supervisor  | 1.30                                       | 1.30                                        | 87,383                        | 87,724                        | Recreation Leader           | 1,890 hrs                                  | 1,890 hrs                                   | 26,539                        | 26,158                        |
| Recreation Coordinator | 2.30                                       | 2.30                                        | 117,080                       | 117,200                       | Assistant Recreation Leader | 5,310 hrs                                  | 5,310 hrs                                   | 50,817                        | 17,748                        |
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# PARKS & RECREATION PERSONNEL SERVICES

111-6020 Cultural Arts

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 451.11-00         | <u>Regular Salaries:</u>               | 204,924 |
| 451.12-00         | <u>Salaries &amp; Wages – P/T:</u>     | 43,906  |
| 451.15-40         | <u>Bi-Lingual Pay:</u>                 | 5,460   |
| 451.15-60         | <u>Premium Pay:</u>                    | 5,400   |
| 451.18-20         | <u>Sick Leave Buy Back:</u>            | 3,430   |
| 451.20-00         | <u>Fringe Benefits:</u>                | 38,071  |
| 451.22-00         | <u>Medicare:</u>                       | 3,060   |
| 451.23-00         | <u>PERS City Wide Contribution:</u>    | 32,187  |
| 451.25-05         | <u>PARS Contribution:</u>              | 9,711   |
| 451.26-00         | <u>Workers Comp Premium:</u>           | 8,711   |
| 451.27-10         | <u>OPEB Contributions:</u>             | 21,425  |
| 451.52-30         | <u>Liability Insurance - Benefits:</u> | 18,981  |

## PARKS & RECREATION

### ACTIVITY DETAIL

111-6020 Cultural Arts

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                             | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 451.56-41         | <u>Contractual Services</u> : Advanced Building Maintenance - Janitorial/Security Contractual Service (100% paid by permittee).                                                                                                                                                                                                                                                                                                                                                         | 10,000 |
| 451.61-35         | <u>Recreation Supplies</u> : Supplies and services used for Cultural Arts programs and special events. Supplies, equipment and activity materials for Freedom Park, Salt Lake Park, Municipal Park, Raul R. Perez Memorial Park, and Huntington Park Community Center programs and special events. Programs and events include Tiny Tots, summer program, community dances, trips, Tree Lighting ceremony, Art Show, Month of the Child, Veterans Day Memorial, and Memorial Day event. | 32,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER         | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Cultural Arts</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6020-451.11-00     | Regular Salaries          | 254,237                          | 219,654                          | 204,463                       | 204,463                       | 204,924                          | 204,924                         | 204,924                        |
| 111-6020-451.12-00     | Salary & Wages - P/T Temp | 77,012                           | 56,298                           | 77,356                        | 77,356                        | 43,906                           | 43,906                          | 43,906                         |
| 111-6020-451.13-00     | Overtime - Regular        | 203                              | 0                                | 300                           | 300                           | 0                                | 0                               | 0                              |
| 111-6020-451.14-00     | Overtime Code 10          | 17                               | 0                                | 100                           | 100                           | 0                                | 0                               | 0                              |
| 111-6020-451.15-40     | Bi-Lingual Pay            | 6,317                            | 5,098                            | 5,460                         | 5,460                         | 5,460                            | 5,460                           | 5,460                          |
| 111-6020-451.15-60     | Premium Pay               | 8,166                            | 6,848                            | 5,400                         | 5,400                         | 5,400                            | 5,400                           | 5,400                          |
| 111-6020-451.18-20     | Sick Leave Buy Back       | 3,751                            | 2,318                            | 2,920                         | 2,920                         | 3,430                            | 3,430                           | 3,430                          |
| 111-6020-451.20-00     | Fringe Benefits           | 38,118                           | 41,684                           | 37,787                        | 37,787                        | 38,775                           | 38,071                          | 38,071                         |
| 111-6020-451.22-00     | Medicare                  | 4,560                            | 3,606                            | 3,693                         | 3,693                         | 3,060                            | 3,060                           | 3,060                          |
| 111-6020-451.23-00     | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 32,187                           | 32,187                          | 32,187                         |
| 111-6020-451.25-05     | PARS - Contribution       | 0                                | 0                                | 9,690                         | 9,690                         | 9,711                            | 9,711                           | 9,711                          |
| 111-6020-451.26-00     | Workers Comp Premium      | 15,356                           | 10,888                           | 8,844                         | 8,844                         | 8,688                            | 8,711                           | 8,711                          |
| 111-6020-451.27-10     | OPEB Contributions        | 33,602                           | 36,226                           | 32,991                        | 32,991                        | 21,367                           | 21,425                          | 21,425                         |
| 111-6020-451.52-30     | Ins - Benefits            | 23,890                           | 21,720                           | 20,559                        | 20,559                        | 18,882                           | 18,981                          | 18,981                         |
| 111-6020-451.56-41     | Contractual Svc - Other   | 12,925                           | 1,979                            | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| 111-6020-451.61-35     | Recreation Supplies       | 31,220                           | 21,986                           | 32,000                        | 32,000                        | 32,000                           | 32,000                          | 32,000                         |
| <b>* Cultural Arts</b> |                           | <b>509,374</b>                   | <b>428,305</b>                   | <b>451,563</b>                | <b>451,563</b>                | <b>437,790</b>                   | <b>437,266</b>                  | <b>437,266</b>                 |

# PARKS & RECREATION ACTIVITIES AND OBJECTIVES

111-6030 Youth Sports Programs

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 119,532             | 150,383             | 158,574               |
| Maintenance & Operation | 64,343              | 62,418              | 65,743                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>183,875</b>      | <b>212,801</b>      | <b>224,317</b>        |

## Description of Activities

Various organized seasonal sports programs for boys and girls, tournaments and contests for local and regional competitions. Sports leagues include girl's basketball, girl's softball, summer tee ball, youth baseball, and youth basketball. Organized skate park events also are funded from the youth sports program.

## Fiscal Year 2012-2013 Objectives

- ✓ Increase participation for girl's sports programs

# PARKS & RECREATION PERSONNEL SERVICES

## 111-6030 Youth Sports Programs

| FULL TIME              |                                            |                                             |                               |                               | PART TIME                   |                                            |                                             |                               |                               |
|------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE         | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Recreation Supervisor  | .40                                        | .40                                         | 26,753                        | 27,027                        | Recreation Leader           | 2,475 hrs                                  | 2,475 hrs                                   | 32,175                        | 34,254                        |
| Recreation Coordinator | .60                                        | .60                                         | 30,359                        | 30,191                        | Assistant Recreation Leader | 2,790 hrs                                  | 2,790 hrs                                   | 25,560                        | 26,200                        |
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|                        |                                            |                                             |                               |                               |                             |                                            |                                             |                               |                               |

**PARKS & RECREATION  
PERSONNEL SERVICES**  
111-6030 Youth Sports Programs

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 451.11-00         | <u>Regular Salaries:</u>               | 57,218 |
| 451.12-00         | <u>Salaries &amp; Wages – P/T:</u>     | 60,454 |
| 451.15-40         | <u>Bi-Lingual Pay:</u>                 | 2,100  |
| 451.18-20         | <u>Sick Leave Buy Back:</u>            | 1,140  |
| 451.20-00         | <u>Fringe Benefits:</u>                | 10,630 |
| 451.22-00         | <u>Medicare:</u>                       | 1,800  |
| 451.23-00         | <u>PERS City Wide Contribution:</u>    | 8,848  |
| 451.25-05         | <u>PARS Contribution:</u>              | 2,670  |
| 451.26-00         | <u>Workers Comp Premium:</u>           | 2,432  |
| 451.27-10         | <u>OPEB Contributions:</u>             | 5,982  |
| 451.52-30         | <u>Liability Insurance - Benefits:</u> | 5,300  |

## PARKS & RECREATION

### ACTIVITY DETAIL

111-6030 Youth Sports Programs

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                            | COST   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 451.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                                                                         | 20,743 |
| 451.61-35         | <u>Recreation Supplies:</u> Purchase of sports equipment, trophies, medals and uniforms provided to participants in the department's various sports programs, including but not limited to boy's and girl's basketball, baseball, tee-ball, girl's softball, and Skate Park supplies and equipment. Payment of youth sports officials. | 45,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER      | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Youth Sports</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6030-451.11-00  | Regular Salaries          | 47,780                           | 49,851                           | 57,112                        | 57,112                        | 57,218                           | 57,218                          | 57,218                         |
| 111-6030-451.12-00  | Salary & Wages - P/T Temp | 40,207                           | 40,827                           | 57,735                        | 57,735                        | 60,454                           | 60,454                          | 60,454                         |
| 111-6030-451.15-40  | Bi-Lingual Pay            | 2,106                            | 2,106                            | 2,100                         | 2,100                         | 2,100                            | 2,100                           | 2,100                          |
| 111-6030-451.18-20  | Sick Leave Buy Back       | 879                              | 1,023                            | 1,070                         | 1,070                         | 1,140                            | 1,140                           | 1,140                          |
| 111-6030-451.20-00  | Fringe Benefits           | 7,116                            | 8,028                            | 10,555                        | 10,555                        | 10,827                           | 10,630                          | 10,630                         |
| 111-6030-451.22-00  | Medicare                  | 1,322                            | 1,362                            | 1,718                         | 1,718                         | 1,800                            | 1,800                           | 1,800                          |
| 111-6030-451.23-00  | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 8,848                            | 8,848                           | 8,848                          |
| 111-6030-451.25-05  | PARS - Contribution       | 0                                | 0                                | 2,665                         | 2,665                         | 2,670                            | 2,670                           | 2,670                          |
| 111-6030-451.26-00  | Workers Comp Premium      | 2,866                            | 2,096                            | 2,470                         | 2,470                         | 2,426                            | 2,432                           | 2,432                          |
| 111-6030-451.27-10  | OPEB Contributions        | 6,274                            | 6,978                            | 9,215                         | 9,215                         | 5,966                            | 5,982                           | 5,982                          |
| 111-6030-451.43-20  | Vehicles - O S & M        | 17,577                           | 17,343                           | 17,418                        | 17,418                        | 22,117                           | 20,743                          | 20,743                         |
| 111-6030-451.52-30  | Ins - Benefits            | 4,460                            | 4,184                            | 5,743                         | 5,743                         | 5,272                            | 5,300                           | 5,300                          |
| 111-6030-451.61-35  | Recreation Supplies       | 41,324                           | 39,517                           | 45,000                        | 45,000                        | 45,000                           | 45,000                          | 45,000                         |
|                     |                           | 171,911                          | 173,315                          | 212,801                       | 212,801                       | 225,838                          | 224,317                         | 224,317                        |
| * Youth Sports      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# PARKS & RECREATION

## ACTIVITIES AND OBJECTIVES

111-6040 Adult Sports & Programs

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 97,406              | 28,661              | 30,070                |
| Maintenance & Operation | 9,000               | 9,000               | 9,000                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>106,406</b>      | <b>37,661</b>       | <b>39,070</b>         |

### Description of Activities

Various organized seasonal sports programs and activities for men and women including but not limited to softball, basketball, and volleyball leagues and tournaments.

### Fiscal Year 2012-2013 Objectives

- ✓ Increase participation in open volleyball and open basketball programs
- ✓ Increase positive survey response rates for program participants

# PARKS & RECREATION PERSONNEL SERVICES

111-6040 Adult Sports & Programs

| FULL TIME              |                                            |                                             |                               |                               | PART TIME                   |                                            |                                             |                               |                               |
|------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE         | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Recreation Coordinator | 0.10                                       | 0.10                                        | 5,060                         | 5,032                         | Recreation Leader           | 850 hrs                                    | 850 hrs                                     | 11,050                        | 11,764                        |
|                        |                                            |                                             |                               |                               | Assistant Recreation Leader | 1,000 hrs                                  | 1,000 hrs                                   | 9,150                         | 9,390                         |
|                        |                                            |                                             |                               |                               |                             |                                            |                                             |                               |                               |
|                        |                                            |                                             |                               |                               |                             |                                            |                                             |                               |                               |
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|                        |                                            |                                             |                               |                               |                             |                                            |                                             |                               |                               |
|                        |                                            |                                             |                               |                               |                             |                                            |                                             |                               |                               |
| <b>TOTAL</b>           | <b>0.10</b>                                | <b>0.10</b>                                 | <b>5,060</b>                  | <b>5,032</b>                  | <b>TOTAL</b>                | <b>1,850 hrs</b>                           | <b>1,850 hrs</b>                            | <b>20,200</b>                 | <b>21,154</b>                 |

**PARKS & RECREATION  
PERSONNEL SERVICES**  
111-6040 Adult Sports & Programs

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 451.11-00         | <u>Regular Salaries:</u>               | 5,032  |
| 451.12-00         | <u>Salaries &amp; Wages -- P/T:</u>    | 21,154 |
| 451.15-40         | <u>Bi-Lingual Pay:</u>                 | 210    |
| 451.18-20         | <u>Sick Leave Buy Back:</u>            | 105    |
| 451.20-00         | <u>Fringe Benefits:</u>                | 935    |
| 451.22-00         | <u>Medicare:</u>                       | 410    |
| 451.23-00         | <u>PERS City Wide Contribution:</u>    | 782    |
| 451.25-05         | <u>PARS Contribution:</u>              | 236    |
| 451.26-00         | <u>Workers Comp Premium:</u>           | 214    |
| 451.27-10         | <u>OPEB Contributions:</u>             | 526    |
| 451.52-30         | <u>Liability Insurance - Benefits:</u> | 466    |

**PARKS & RECREATION  
ACTIVITY DETAIL**

111-6040 Adult Sports & Programs

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                    | COST  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 451.61-35         | <u>Recreation Supplies</u> : Purchase of softballs, basketballs, scorebooks, sports equipment, trophies, t-shirts and sweatshirts used for a variety of Adult Sports Leagues including but not limited to softball, basketball and volleyball. | 9,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER      | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Adult Sports</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6040-451.11-00  | Regular Salaries          | 47,777                           | 49,404                           | 5,060                         | 5,060                         | 5,032                            | 5,032                           | 5,032                          |
| 111-6040-451.12-00  | Salary & Wages - P/T Temp | 16,665                           | 17,195                           | 20,200                        | 20,200                        | 21,154                           | 21,154                          | 21,154                         |
| 111-6040-451.15-40  | Bi-Lingual Pay            | 2,105                            | 2,085                            | 210                           | 210                           | 210                              | 210                             | 210                            |
| 111-6040-451.18-20  | Sick Leave Buy Back       | 1,195                            | 1,023                            | 100                           | 100                           | 105                              | 105                             | 105                            |
| 111-6040-451.20-00  | Fringe Benefits           | 7,116                            | 8,028                            | 935                           | 935                           | 952                              | 935                             | 935                            |
| 111-6040-451.22-00  | Medicare                  | 980                              | 1,015                            | 372                           | 372                           | 410                              | 410                             | 410                            |
| 111-6040-451.23-00  | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 782                              | 782                             | 782                            |
| 111-6040-451.25-05  | PARS - Contribution       | 0                                | 0                                | 240                           | 240                           | 236                              | 236                             | 236                            |
| 111-6040-451.26-00  | Workers Comp Premium      | 2,866                            | 2,096                            | 219                           | 219                           | 213                              | 214                             | 214                            |
| 111-6040-451.27-10  | OPEB Contributions        | 6,274                            | 6,978                            | 816                           | 816                           | 525                              | 526                             | 526                            |
| 111-6040-451.52-30  | Ins - Benefits            | 4,460                            | 4,184                            | 509                           | 509                           | 464                              | 466                             | 466                            |
| 111-6040-451.61-35  | Recreation Supplies       | 4,824                            | 5,531                            | 9,000                         | 9,000                         | 9,000                            | 9,000                           | 9,000                          |
|                     |                           | <b>94,262</b>                    | <b>97,539</b>                    | <b>37,661</b>                 | <b>37,661</b>                 | <b>39,083</b>                    | <b>39,070</b>                   | <b>39,070</b>                  |
| * Adult Sports      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

**PARKS & RECREATION**  
**ACTIVITIES AND OBJECTIVES**  
111-6055 USDA Summer Lunch & Snack Program

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 61,543              | 61,543              | 56,976                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>61,543</b>       | <b>61,543</b>       | <b>56,976</b>         |

**Description of Activities**

Administer the United States Department of Agriculture summer lunch, breakfast and after-school snack programs at Salt Lake Park, Freedom Park, Perez Park, and Keller Park.

**Fiscal Year 2012-2013 Objectives**

- ✓ Continue to combine the summer lunch, breakfast and after-school snack programs with a comprehensive recreation program.
- ✓ To expand the summer lunch, breakfast and after-school snack programs to reach a greater number of local children.
- ✓ To ensure that all program costs are fully reimbursed by the United States Department of Agriculture via the state Department of Education.

**PARKS & RECREATION**  
**ACTIVITY DETAIL**  
**111-6055 USDA Summer Lunch & Snack Program**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                               | COST   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 451.57-42         | Youth Nutrition Program: Program expenses related to the U.S.D.A., Summer Lunch, Breakfast Program, and the After School Snack Program. Cost is reimbursed 100% by state. | 56,976 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                     | ACCOUNT DESCRIPTION     | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------------|-------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>USDA Summer Lunch Program</b>   |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6055-451.57-42                 | Youth Nutrition Program | 46,610                           | 36,053                           | 61,543                        | 61,543                        | 56,976                           | 56,976                          | 56,976                         |
| <b>* USDA Summer Lunch Program</b> |                         | 46,610                           | 36,053                           | 61,543                        | 61,543                        | 56,976                           | 56,976                          | 56,976                         |

**PARKS & RECREATION  
ACTIVITIES AND OBJECTIVES**  
111-6060 Fee & Charge Classes

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 55,000              | 55,000              | 60,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>55,000</b>       | <b>55,000</b>       | <b>60,000</b>         |

**Description of Activities**

Payment to recreation contract class instructors.

**Fiscal Year 2012-2013 Objectives**

- ✓ To introduce new recreation classes based on participation and public surveys.
- ✓ To increase class participation levels.

**PARKS & RECREATION**

**ACTIVITY DETAIL**

111-6060 Fee & Charge Classes

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                  | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 466.33-20         | Contract Services Class: Payment to instructors for various recreation classes including: aerobics, balloon decorating, ballet and tap, ballet and jazz, ballet and point, belly dance, cake decorating, chocolate creations, floral arranging, folklorico, karate, piano, pilates, zumba, salsa and merengue, among others. | 60,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION   | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|-----------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>         |                       |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>After School Program</b> |                       |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6060-466.33-20          | Contractual Srv Class | 77,629                           | 80,993                           | 55,000                        | 55,000                        | 60,000                           | 60,000                          | 60,000                         |
| * After School Program      |                       | 77,629                           | 80,993                           | 55,000                        | 55,000                        | 60,000                           | 60,000                          | 60,000                         |

# **PARKS & RECREATION** **ACTIVITIES AND OBJECTIVES**

114-6010 Special Events

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 16,000              | 0                   | 0                     |
| Capital Expense         | 59,000              | 62,000              | 62,000                |
| <b>TOTAL</b>            | <b>75,000</b>       | <b>62,000</b>       | <b>62,000</b>         |

## **Description of Activities**

Improvements and equipment for Salt Lake Park and Perez Park funded by revenue from special events held at Salt Lake Park.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To identify and complete needed improvement projects at Salt Lake Park.
- ✓ To fully furnish the new Perez Park community center upon completion.

**PARKS & RECREATION**  
**ACTIVITY DETAIL**  
114-6010 Special Events

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                    | COST   |
|-------------------|--------------------------------------------------------------------------------|--------|
| 451.73-10         | <u>Improvements:</u> Salt Lake Park and Perez Park improvements and equipment. | 62,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                                                                         | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------------------------------------------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| Spec Events Contribution Recreation<br>Recreation Administration<br>114-6010-451.73-10 | Improvements        | 5,448                            | 28,416                           | 62,000                        | 62,000                        | 62,000                           | 62,000                          | 62,000                         |
| * Recreation Administration                                                            |                     | 28,741                           | 28,416                           | 62,000                        | 62,000                        | 62,000                           | 62,000                          | 62,000                         |

**PARKS & RECREATION (CDBG)**  
**ACTIVITIES AND OBJECTIVES**  
239-6060 After School Program - Park & Recreation

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 51,720              | 51,720              | 54,542                |
| Maintenance & Operation | 18,280              | 10,202              | 6,261                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>70,000</b>       | <b>61,922</b>       | <b>60,803</b>         |

**Description of Activities**

To provide supervised after school recreational activities at city parks. To provide alternatives to latch key children and other children who may otherwise engage in activities that may lead to gang activity and involvement. The project will operate from 3-5 p.m., Monday - Thursday, on a year round basis. Program is offered at Freedom Park, Perez Park, the Huntington Park Community Center and Robert Keller Park.

**Fiscal Year 2012-2013 Objectives**

- ✓ To continue to provide a high level of quality after-school activities for the City's elementary and middle school children ages 6 -- 12.
- ✓ To increase the participation rates of the after school program at all program sites.

**PARKS & RECREATION (CDBG)**  
**PERSONNEL SERVICES**  
 239-6060 After School Program - Park & Recreation

| FULL TIME      |                                            |                                             |                               |                               | PART TIME                |                                            |                                             |                               |                               |
|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|--------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE           | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
|                |                                            |                                             |                               |                               | Recreation Leaders       | 1,151 hrs                                  | 1,151 hrs                                   | 14,555                        | 15,930                        |
|                |                                            |                                             |                               |                               | Asst. Recreation Leaders | 4,029 hrs                                  | 4,029 hrs                                   | 36,425                        | 37,832                        |
|                |                                            |                                             |                               |                               |                          |                                            |                                             |                               |                               |
|                |                                            |                                             |                               |                               |                          |                                            |                                             |                               |                               |
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# **PARKS & RECREATION (CDBG)** **PERSONNEL SERVICES**

239-6060 After School Program - Park & Recreation

| ACCOUNT<br>NUMBER | DESCRIPTION                        | COST   |
|-------------------|------------------------------------|--------|
| 466.12-00         | <u>Salaries &amp; Wages – P/T:</u> | 53,762 |
| 466.22-00         | <u>Medicare:</u>                   | 780    |

**PARKS & RECREATION (CDBG)**

**ACTIVITY DETAIL**

239-6060 After School Program - Park & Recreation

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                    | COST  |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 466.61-20         | <u>Playground Supplies &amp; Expenses:</u> Purchase of games and equipment used for after school recreation programs at Freedom Park, Perez Park, the Huntington Park Community Center and Robert Keller Park. | 6,261 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>After School Program</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-6060-466.12-00          | Salary & Wages - P/T Temp | 49,363                           | 46,938                           | 50,980                        | 50,980                        | 53,762                           | 53,762                          | 53,762                         |
| 239-6060-466.22-00          | Medicare                  | 714                              | 681                              | 740                           | 740                           | 780                              | 780                             | 780                            |
| 239-6060-466.61-20          | Dept Supplies & Expense   | 18,914                           | 18,173                           | 10,202                        | 10,202                        | 6,261                            | 6,261                           | 6,261                          |
|                             |                           | 68,991                           | 65,792                           | 61,922                        | 61,922                        | 60,803                           | 60,803                          | 60,803                         |
| * After School Program      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# POLICE DEPARTMENT

## ACTIVITIES AND OBJECTIVES

111-7010 Police Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 1,097,300           | 1,513,847           | 1,278,579             |
| Maintenance & Operation | 19,443              | 659,324             | 588,401               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>1,116,743</b>    | <b>2,173,171</b>    | <b>1,866,980</b>      |

### Description of Activities

The Chief of Police is responsible for enhancing and maintaining public safety through intervention and prevention measures and the enforcement of laws and ordinances. The Chief of Police, under the direction of the City Manager, oversees the department's entire operations, maintaining positive, responsive relations with residents and businesses, as well as other city departments and staff.

The Administrative Division, which includes the Chief of Police and support personnel, directs and coordinates the delivery of professional police service and strategic planning including; personnel management, purchasing, planning and research, legal claims, budget and grant planning and maintenance, training, recruitment, administrative investigations and facility management. Youth Services and Neighborhood Improvement functions are coordinated through the Administration Division.

### Fiscal Year 2012-2013 Objectives

- ✓ Expand the use of technology to maximize efficiency in a cost effective manner.
- ✓ Provide state-of-the-art technical equipment and training.
- ✓ Deploy law enforcement resources in an efficient and effective manner to maximize public value.
- ✓ Participate with other local, state, and federal agencies to address public safety issues within the City.
- ✓ Recruit and retain diverse, highly skilled and motivated law enforcement personnel.
- ✓ Locate and obtain innovative funding resources.

# POLICE DEPARTMENT PERSONNEL SERVICES

## 111-7010 Police Administration

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Chief of Police                | 1.00                                       | 1.00                                        | 186,000                       | 186,000                       | Cadets         | 3,000 hrs                                  | 3,000 hrs                                   | 42,000                        | 41,330                        |
| Assistant Chief                | 1.00                                       | 0                                           | 142,411                       | 0                             |                |                                            |                                             |                               |                               |
| Lieutenant                     | 1.00                                       | 1.00                                        | 120,249                       | 120,249                       |                |                                            |                                             |                               |                               |
| Sergeant                       | 1.95                                       | 0.95                                        | 203,994                       | 99,382                        |                |                                            |                                             |                               |                               |
| Admin Secretary                | 1.00                                       | 1.00                                        | 53,116                        | 53,125                        |                |                                            |                                             |                               |                               |
| Administrative Specialist      | 1.00                                       | 1.00                                        | 44,857                        | 44,857                        |                |                                            |                                             |                               |                               |
| Administrative Asst. to C.O.P. | 1.00                                       | 1.00                                        | 61,676                        | 61,676                        |                |                                            |                                             |                               |                               |
| Community Service Officer      | 0.95                                       | 0.95                                        | 56,926                        | 56,926                        |                |                                            |                                             |                               |                               |
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**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7010 Police Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                        | COST    |
|-------------------|--------------------------------------------------------------------|---------|
| 421.11-00         | <u>Regular Salaries:</u>                                           | 622,215 |
| 421.12-00         | <u>Salary Wages – P/T:</u>                                         | 41,330  |
| 421.13-00         | <u>Overtime – Regular:</u>                                         | 38,250  |
| 421.13-35         | <u>Overtime – Youth Services:</u>                                  | 4,250   |
| 421.13-40         | <u>Overtime – Neighborhood Improvement:</u>                        | 4,250   |
| 421.14-00         | <u>Overtime – Code 10:</u>                                         | 5,000   |
| 421.15-40         | <u>Bi-Lingual Pay:</u>                                             | 8,295   |
| 421.15-60         | <u>Premium Pay:</u>                                                | 34,518  |
| 421.16-10         | <u>Court Appearance:</u>                                           | 1,500   |
| 421.16-20         | <u>Uniform Allowance:</u> 3 Sworn @ \$1100 and 1 Non-Sworn @ \$500 | 3,720   |
| 421.18-10         | <u>Holiday Pay:</u>                                                | 19,502  |
| 421.18-20         | <u>Sick Leave Buy Back:</u>                                        | 11,054  |

# **POLICE DEPARTMENT PERSONNEL SERVICES**

111-7010 Police Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                        | COST    |
|-------------------|----------------------------------------------------|---------|
| 421.20-00         | <u>Fringe Benefits:</u>                            | 115,596 |
| 421.22-00         | <u>Medicare:</u>                                   | 11,500  |
| 421.23-00         | <u>PERS City Wide Contribution:</u>                | 34,324  |
| 421.24-00         | <u>PERS City Wide Contribution: Sworn Officers</u> | 163,605 |
| 421.25-05         | <u>PARS Contribution:</u>                          | 10,533  |
| 421.26-00         | <u>Workers Comp Premium:</u>                       | 26,452  |
| 421.27-10         | <u>OPEB Contributions:</u>                         | 65,054  |
| 421.52-30         | <u>Liability Insurance - Benefits:</u>             | 57,631  |

# POLICE DEPARTMENT

## ACTIVITY DETAIL

111-7010 Police Administration

| ACCOUNT<br>NUMBER        | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                              | COST                      |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
|--------------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------------------------|-----------|-------------------|-----------|----------|----------|----------------------|-----------|--------------|---------|---------------------------|-----------|--------------------------|----------|-----------------|-----------|---------|
| 421.33-10                | <u>Bank Services:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                    | 2,600                     |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421.43-05                | <u>Equipment Maintenance Services:</u> Service calls and replacement for computers, typewriters, postal meters and maintenance agreements are funded from this account.                                                                                                                                                                                                                                                                                                                  | 10,000                    |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421.43-20                | <u>Vehicles – O S &amp; M</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                            | 34,572                    |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421.44-10                | <u>Rental &amp; Lease:</u> Rental/Lease agreements - copiers.                                                                                                                                                                                                                                                                                                                                                                                                                            | 16,000                    |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421.53-10                | <u>Communications – Telephone and Wireless:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                          | 95,000                    |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421-56-41                | <u>Contractual Services:</u> Among some of the contracts are: <table><tr><td>- ADT Security Services</td><td>\$28,000</td><td>- Alvaka Networks</td><td>\$129,000</td></tr><tr><td>- HP Tow</td><td>\$10,000</td><td>- Background &amp; Psych</td><td>\$ 12,000</td></tr><tr><td>- Range Fees</td><td>\$9,000</td><td>- Contractual LE Services</td><td>\$ 10,200</td></tr><tr><td>- Area “E” Emergency Mgt</td><td>\$ 3,700</td><td>- Advanced Inc.</td><td>\$ 13,000</td></tr></table> | - ADT Security Services   | \$28,000  | - Alvaka Networks | \$129,000 | - HP Tow | \$10,000 | - Background & Psych | \$ 12,000 | - Range Fees | \$9,000 | - Contractual LE Services | \$ 10,200 | - Area “E” Emergency Mgt | \$ 3,700 | - Advanced Inc. | \$ 13,000 | 214,900 |
| - ADT Security Services  | \$28,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | - Alvaka Networks         | \$129,000 |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| - HP Tow                 | \$10,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | - Background & Psych      | \$ 12,000 |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| - Range Fees             | \$9,000                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | - Contractual LE Services | \$ 10,200 |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| - Area “E” Emergency Mgt | \$ 3,700                                                                                                                                                                                                                                                                                                                                                                                                                                                                                 | - Advanced Inc.           | \$ 13,000 |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |
| 421.59-10                | <u>Tuition &amp; Training – Non P.O.S.T.:</u> The majority of Non-Sworn personnel in the department and Reserve Officers are not covered under P.O.S.T. reimbursement training                                                                                                                                                                                                                                                                                                           | 40,000                    |           |                   |           |          |          |                      |           |              |         |                           |           |                          |          |                 |           |         |

# **POLICE DEPARTMENT ACTIVITY DETAIL**

111-7010 Police Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                       | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 421.59-20         | <u>Tuition &amp; Training – P.O.S.T.:</u> The Commission of Peace Officers Standards and Training mandates minimum police officer and dispatcher training requirements. A portion of training costs are reimbursed by P.O.S.T.    | 60,000 |
| 421.59-30         | <u>STD &amp; Training – Corrections Program:</u> State of California Standards and Training for Corrections mandates minimum jailer/corrections officer training requirements. A portion of training costs are reimbursed by STC. | 5,829  |
| 421.61-20         | <u>Dept./Office Supplies &amp; Expenses - Administration:</u>                                                                                                                                                                     | 37,500 |
| 421.61-21         | <u>Dept./Office Supplies &amp; Expenses – Youth Services:</u>                                                                                                                                                                     | 19,500 |
| 421.61-22         | <u>Dept./Office Supplies &amp; Expenses – FTU:</u> Ammunition, Vests, Tasers, Supplies, Etc.                                                                                                                                      | 50,000 |
| 421.64-00         | <u>Memberships &amp; Meetings:</u>                                                                                                                                                                                                | 2,500  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                 | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>            |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Police Administration</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7010-421.11-00             | Regular Salaries           | 685,706                          | 674,017                          | 869,229                       | 869,229                       | 622,215                          | 622,215                         | 622,215                        |
| 111-7010-421.12-00             | Salary & Wages - P/T Temp  | 0                                | 0                                | 42,000                        | 42,000                        | 41,330                           | 41,330                          | 41,330                         |
| 111-7010-421.13-00             | Overtime - Regular         | 3,456                            | 8,721                            | 55,000                        | 55,000                        | 45,000                           | 38,250                          | 38,250                         |
| 111-7010-421.13-35             | OT Youth Services          | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 4,250                           | 4,250                          |
| 111-7010-421.13-40             | OT Neighborhood Improvment | 0                                | 0                                | 7,500                         | 7,500                         | 5,000                            | 4,250                           | 4,250                          |
| 111-7010-421.14-00             | Overtime Code 10           | 5,654                            | 2,096                            | 0                             | 0                             | 0                                | 5,000                           | 5,000                          |
| 111-7010-421.15-40             | Bi-Lingual Pay             | 7,067                            | 7,835                            | 8,295                         | 8,295                         | 8,295                            | 8,295                           | 8,295                          |
| 111-7010-421.15-60             | Premium Pay                | 26,552                           | 25,292                           | 28,440                        | 28,440                        | 34,518                           | 34,518                          | 34,518                         |
| 111-7010-421.16-10             | Court Appearance           | 0                                | 629                              | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-7010-421.16-20             | Uniform Allowance          | 4,950                            | 550                              | 4,820                         | 4,820                         | 3,720                            | 3,720                           | 3,720                          |
| 111-7010-421.18-10             | Holiday Pay                | 19,401                           | 20,032                           | 25,480                        | 25,480                        | 19,502                           | 19,502                          | 19,502                         |
| 111-7010-421.18-20             | Sick Leave Buy Back        | 6,762                            | 12,284                           | 16,424                        | 16,424                        | 11,054                           | 11,054                          | 11,054                         |
| 111-7010-421.20-00             | Fringe Benefits            | 96,720                           | 111,068                          | 160,645                       | 160,645                       | 117,732                          | 115,596                         | 115,596                        |
| 111-7010-421.22-00             | Medicare                   | 5,073                            | 8,455                            | 13,725                        | 13,725                        | 11,500                           | 11,500                          | 11,500                         |
| 111-7010-421.23-00             | PERS City Wide Contribute  | 0                                | 0                                | 0                             | 0                             | 34,324                           | 34,324                          | 34,324                         |
| 111-7010-421.24-00             | PERS Contribution-Sworn    | 0                                | 0                                | 0                             | 0                             | 163,605                          | 163,605                         | 163,605                        |
| 111-7010-421.25-05             | PARS - Contribution        | 0                                | 0                                | 10,535                        | 10,535                        | 10,533                           | 10,533                          | 10,533                         |
| 111-7010-421.26-00             | Workers Comp Premium       | 38,966                           | 29,010                           | 37,597                        | 37,597                        | 26,378                           | 26,452                          | 26,452                         |
| 111-7010-421.27-10             | OPEB Contributions         | 85,264                           | 96,526                           | 140,255                       | 140,255                       | 64,876                           | 65,054                          | 65,054                         |
| 111-7010-421.33-10             | Bank Services              | 2,122                            | 1,628                            | 2,100                         | 2,100                         | 2,600                            | 2,600                           | 2,600                          |
| 111-7010-421.43-05             | Office Equip - O S & M     | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| 111-7010-421.43-20             | Vehicles - O S & M         | 29,295                           | 17,343                           | 23,224                        | 23,224                        | 36,861                           | 34,572                          | 34,572                         |
| 111-7010-421.44-10             | Rent (Incl Equip Rental)   | 0                                | 0                                | 13,000                        | 13,000                        | 16,000                           | 16,000                          | 16,000                         |
| 111-7010-421.52-30             | Ins - Benefits             | 60,620                           | 57,874                           | 87,402                        | 87,402                        | 57,331                           | 57,631                          | 57,631                         |
| 111-7010-421.53-10             | Telephone & Wireless       | 0                                | 0                                | 85,000                        | 85,000                        | 95,000                           | 95,000                          | 95,000                         |
| 111-7010-421.56-41             | Contractual Svc - Other    | 0                                | 0                                | 257,000                       | 257,000                       | 214,900                          | 214,900                         | 214,900                        |
| 111-7010-421.59-10             | Tuition & Training         | 0                                | 0                                | 40,000                        | 40,000                        | 40,000                           | 40,000                          | 40,000                         |
| 111-7010-421.59-20             | Tuition & Training - Post  | 0                                | 0                                | 60,000                        | 60,000                        | 60,000                           | 60,000                          | 60,000                         |
| 111-7010-421.59-30             | STC & Training-Corr Prog   | 0                                | 0                                | 5,000                         | 5,000                         | 5,829                            | 5,829                           | 5,829                          |
| 111-7010-421.61-20             | Dept Supplies & Expense    | 0                                | 0                                | 41,500                        | 41,500                        | 37,500                           | 29,625                          | 37,500                         |
| 111-7010-421.61-21             | Youth Services             | 0                                | 0                                | 20,000                        | 20,000                        | 19,500                           | 15,405                          | 19,500                         |
| 111-7010-421.61-22             | FTU                        | 0                                | 0                                | 100,000                       | 100,000                       | 50,000                           | 39,500                          | 50,000                         |
| 111-7010-421.64-00             | Memberships & Meetings     | 0                                | 0                                | 2,500                         | 2,500                         | 2,500                            | 2,500                           | 2,500                          |
| <b>* Police Administration</b> |                            | <b>1,077,608</b>                 | <b>1,073,360</b>                 | <b>2,173,171</b>              | <b>2,173,171</b>              | <b>1,874,103</b>                 | <b>1,844,510</b>                | <b>1,866,980</b>               |

# POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

111-7022 Patrol Operations

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 9,017,994           | 7,348,411           | 8,276,753             |
| Maintenance & Operation | 184,989             | 477,793             | 506,568               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>9,202,983</b>    | <b>7,826,204</b>    | <b>8,783,321</b>      |

## Description of Activities

The Patrol Operations Division comprises three patrol shifts providing 24-hour patrol and emergency response, Downtown Enforcement Unit (DEU), Traffic and Parking Enforcement units and Jail Operations. Each shift/section is managed by a Lieutenant with Sergeants responsible for line supervision.

Unfunded/unplanned unusual occurrences/events such as public demonstrations and student walk-outs are funded under this account.

## Fiscal Year 2012-2013 Objectives

- ✓ Enhance parking regulation throughout the city.
- ✓ Provide timely emergency response.
- ✓ Provide quality, professional service.

# POLICE DEPARTMENT PERSONNEL SERVICES 111-7022 Patrol Operations

| FULL TIME                   |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Lieutenant                  | 3.00                                       | 3.00                                        | 360,747                       | 383,498                       | Police Cadets  | 8,000 hrs                                  | 8,000 hrs                                   | 112,000                       | 110,209                       |
| Sergeant                    | 7.00                                       | 7.00                                        | 732,285                       | 728,712                       |                |                                            |                                             |                               |                               |
| Senior Officer              | 7.00                                       | 7.00                                        | 636,348                       | 640,854                       |                |                                            |                                             |                               |                               |
| Police Officer              | 24.00                                      | 24.00                                       | 1,921,963                     | 2,001,753                     |                |                                            |                                             |                               |                               |
| Parking Enforcement Officer | 5.00                                       | 0                                           | 245,543                       | 0                             |                |                                            |                                             |                               |                               |
| Jailer                      | 6.00                                       | 6.00                                        | 318,090                       | 319,065                       |                |                                            |                                             |                               |                               |
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# **POLICE DEPARTMENT PERSONNEL SERVICES**

111-7022 Patrol Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                    | COST      |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------|-----------|
| 421.11-00         | <u>Regular Salaries:</u>                                                                                                       | 4,073,882 |
| 421.12-00         | <u>Salary Wages: P/T Temp:</u>                                                                                                 | 110,209   |
| 421.13-01         | <u>Overtime – Patrol Admin / Volunteers</u>                                                                                    | 17,000    |
| 421.13-02         | <u>Overtime – Day Shift (weekdays):</u>                                                                                        | 31,962    |
| 421.13-03         | <u>Overtime – Swing Shift (weekdays):</u>                                                                                      | 14,441    |
| 421.13-04         | <u>Overtime – Graveyard (weekdays):</u>                                                                                        | 31,962    |
| 421.13-06         | <u>Overtime – Day Shift (weekends):</u>                                                                                        | 31,962    |
| 421.13-07         | <u>Overtime – Cover Shift (weekends):</u>                                                                                      | 2,125     |
| 421.13-08         | <u>Overtime – Graveyard (weekends):</u>                                                                                        | 31,962    |
| 421.13-09         | <u>Overtime – Jail:</u>                                                                                                        | 29,750    |
| 421.13-11         | <u>Overtime – Parking Enforcement:</u>                                                                                         | 1,700     |
| 421.13-12         | <u>Overtime – DEU:</u>                                                                                                         | 4,250     |
| 421.13-13         | <u>Overtime – Traffic:</u>                                                                                                     | 8,500     |
| 421.13-20         | <u>Emergency Operation: Unusual Occurrence / emergency operations, demonstrations, school walk outs and disaster overtime.</u> | 2,550     |
| 421.14-00         | <u>Overtime Code 10:</u>                                                                                                       | 50,000    |

# **POLICE DEPARTMENT PERSONNEL SERVICES**

111-7022 Patrol Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                 | COST      |
|-------------------|---------------------------------------------------------------------------------------------|-----------|
| 421.15-40         | <u>Bi-Lingual Pay:</u>                                                                      | 44,100    |
| 421.15-60         | <u>Premium Pay:</u> Motorcycle/Education/Longevity pay pre-figured into salary.             | 43,800    |
| 421.15-70         | <u>Field Training Officer Pay:</u>                                                          | 10,000    |
| 421.16-10         | <u>Court Appearance:</u>                                                                    | 125,000   |
| 421.16-20         | <u>Uniform Allowance:</u> 60 Sworn \$45,100; 11 Non-Sworn \$8,200; Reserve Officers \$3,300 | 52,600    |
| 421.18-10         | <u>Holiday Pay:</u>                                                                         | 181,000   |
| 421.18-20         | <u>Sick Leave Buy Back:</u>                                                                 | 69,440    |
| 421.20-00         | <u>Fringe Benefits:</u>                                                                     | 756,852   |
| 421.22-00         | <u>Medicare:</u>                                                                            | 70,820    |
| 421.23-00         | <u>PERS City Wide Contribution:</u> Non-Sworn                                               | 47,543    |
| 421.24-00         | <u>PERS City Wide Contribution:</u> Sworn                                                   | 1,442,062 |
| 421.25-05         | <u>PARS Contribution:</u>                                                                   | 14,831    |
| 421.26-00         | <u>Workers Comp Premium:</u>                                                                | 173,182   |
| 421.27-10         | <u>OPEB Contributions:</u>                                                                  | 425,934   |
| 421.52-30         | <u>Liability Insurance - Benefits:</u>                                                      | 377,334   |

# **POLICE DEPARTMENT** **ACTIVITY DETAIL**

111-7022 Patrol Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                   | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 421.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                | 214,348 |
| 421.44-10         | <u>Rental &amp; Lease:</u> Rental/lease agreements including copy machines, Freedom Park and Pacific Blvd Sub-Station leases.                 | 16,000  |
| 421.56-15         | <u>Prisoner Medical Expenses:</u> The city is responsible for prisoner medical expenses once a prisoner is accepted in the jail.              | 40,000  |
| 421.56-41         | <u>Contractual Services:</u> Among some of the contracts are: LASD Services (\$50,000), All City Management (\$110,000) and Misc. (\$10,000). | 170,000 |
| 421.61-24         | <u>Dept./Office Supplies &amp; Expenses – Patrol Admin / Volunteers</u>                                                                       | 14,220  |
| 421.61-27         | <u>Dept./Office Supplies &amp; Expenses – Jail:</u>                                                                                           | 30,000  |
| 421.61-28         | <u>Dept./Office Supplies &amp; Expenses – DEU:</u>                                                                                            | 10,000  |
| 421.61-29         | <u>Dept./Office Supplies &amp; Expenses – Traffic:</u>                                                                                        | 12,000  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Patrol Operations</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7022-421.11-00         | Regular Salaries           | 5,080,940                        | 4,885,052                        | 4,214,976                     | 4,214,976                     | 4,073,882                        | 4,073,882                       | 4,073,882                      |
| 111-7022-421.12-00         | Salary & Wages - P/T Temp  | 262,450                          | 234,853                          | 112,000                       | 112,000                       | 110,209                          | 110,209                         | 110,209                        |
| 111-7022-421.13-01         | Patrol Admin Volunteers    | 0                                | 0                                | 20,000                        | 20,000                        | 20,000                           | 17,000                          | 17,000                         |
| 111-7022-421.13-02         | Day Shift weekdays         | 0                                | 0                                | 37,603                        | 37,603                        | 37,603                           | 31,962                          | 31,962                         |
| 111-7022-421.13-03         | Swing Shift weekdays       | 0                                | 0                                | 16,990                        | 16,990                        | 16,990                           | 14,441                          | 14,441                         |
| 111-7022-421.13-04         | Graveyard Shift weekdays   | 0                                | 0                                | 37,603                        | 37,603                        | 37,603                           | 31,962                          | 31,962                         |
| 111-7022-421.13-06         | Day Shift weekends         | 0                                | 0                                | 37,603                        | 37,603                        | 37,603                           | 31,962                          | 31,962                         |
| 111-7022-421.13-07         | Cover Shift weekends       | 0                                | 0                                | 2,500                         | 2,500                         | 2,500                            | 2,125                           | 2,125                          |
| 111-7022-421.13-08         | Graveyard Shift weekends   | 0                                | 0                                | 37,603                        | 37,603                        | 37,603                           | 31,962                          | 31,962                         |
| 111-7022-421.13-09         | OT Jail                    | 0                                | 0                                | 35,000                        | 35,000                        | 35,000                           | 29,750                          | 29,750                         |
| 111-7022-421.13-11         | OT Parking Enforcement     | 0                                | 0                                | 2,000                         | 2,000                         | 2,000                            | 1,700                           | 1,700                          |
| 111-7022-421.13-12         | OT DEU                     | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 4,250                           | 4,250                          |
| 111-7022-421.13-13         | OT Traffic                 | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 8,500                           | 8,500                          |
| 111-7022-421.13-20         | Emergency Operation OT     | 0                                | 0                                | 3,000                         | 3,000                         | 3,000                            | 2,550                           | 2,550                          |
| 111-7022-421.14-00         | Overtime Code 10           | 188,877                          | 59,984                           | 50,000                        | 50,000                        | 50,000                           | 50,000                          | 50,000                         |
| 111-7022-421.15-40         | Bi-Lingual Pay             | 69,322                           | 66,665                           | 56,700                        | 56,700                        | 44,100                           | 44,100                          | 44,100                         |
| 111-7022-421.15-60         | Premium Pay                | 71,090                           | 91,934                           | 67,380                        | 67,380                        | 43,800                           | 43,800                          | 43,800                         |
| 111-7022-421.15-70         | Field Training Officer Pay | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| 111-7022-421.16-10         | Court Appearance           | 75,637                           | 70,157                           | 125,000                       | 125,000                       | 125,000                          | 125,000                         | 125,000                        |
| 111-7022-421.16-20         | Uniform Allowance          | 93,225                           | 36,200                           | 56,600                        | 56,600                        | 52,600                           | 52,600                          | 52,600                         |
| 111-7022-421.18-10         | Holiday Pay                | 192,552                          | 171,776                          | 181,000                       | 181,000                       | 181,000                          | 181,000                         | 181,000                        |
| 111-7022-421.18-20         | Sick Leave Buy Back        | 75,548                           | 65,403                           | 66,000                        | 66,000                        | 69,440                           | 69,440                          | 69,440                         |
| 111-7022-421.20-00         | Fringe Benefits            | 756,146                          | 869,664                          | 778,983                       | 778,983                       | 770,840                          | 756,852                         | 756,852                        |
| 111-7022-421.22-00         | Medicare                   | 86,385                           | 82,692                           | 72,000                        | 72,000                        | 70,820                           | 70,820                          | 70,820                         |
| 111-7022-421.23-00         | PERS City Wide Contribute  | 0                                | 0                                | 0                             | 0                             | 47,543                           | 47,543                          | 47,543                         |
| 111-7022-421.24-00         | PERS Contribution-Sworn    | 0                                | 0                                | 0                             | 0                             | 1,442,062                        | 1,442,062                       | 1,442,062                      |
| 111-7022-421.25-05         | PARS - Contribution        | 0                                | 0                                | 26,630                        | 26,630                        | 14,831                           | 14,831                          | 14,831                         |
| 111-7022-421.26-00         | Workers Comp Premium       | 304,630                          | 227,142                          | 182,310                       | 182,310                       | 172,708                          | 173,182                         | 173,182                        |
| 111-7022-421.27-10         | OPEB Contributions         | 666,590                          | 755,802                          | 680,109                       | 680,109                       | 424,769                          | 425,934                         | 425,934                        |
| 111-7022-421.43-20         | Vehicles - O S & M         | 181,626                          | 184,989                          | 185,793                       | 185,793                       | 228,537                          | 214,348                         | 214,348                        |
| 111-7022-421.44-10         | Rent (Incl Equip Rental)   | 0                                | 0                                | 27,000                        | 27,000                        | 16,000                           | 16,000                          | 16,000                         |
| 111-7022-421.52-30         | Ins - Benefits             | 473,918                          | 453,162                          | 423,821                       | 423,821                       | 375,366                          | 377,334                         | 377,334                        |
| 111-7022-421.56-15         | Prisoner Medical Services  | 0                                | 0                                | 20,000                        | 20,000                        | 40,000                           | 40,000                          | 40,000                         |
| 111-7022-421.56-41         | Contractual Srvc - Other   | 0                                | 0                                | 170,000                       | 170,000                       | 170,000                          | 170,000                         | 170,000                        |
| 111-7022-421.61-24         | Patrol Admin Volunteers    | 0                                | 0                                | 18,000                        | 18,000                        | 18,000                           | 14,220                          | 14,220                         |
| 111-7022-421.61-26         | Dept Supplies Parking      | 0                                | 0                                | 5,000                         | 5,000                         | 0                                | 0                               | 0                              |
| 111-7022-421.61-27         | Dept Supplies Jail         | 0                                | 0                                | 30,000                        | 30,000                        | 30,000                           | 23,700                          | 30,000                         |
| 111-7022-421.61-28         | Dept Supplies DEU          | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 7,900                           | 10,000                         |
| 111-7022-421.61-29         | Dept Supplies Traffic      | 0                                | 0                                | 12,000                        | 12,000                        | 12,000                           | 9,480                           | 12,000                         |
| <b>* Patrol Operations</b> |                            | <b>8,578,936</b>                 | <b>8,255,475</b>                 | <b>7,826,204</b>              | <b>7,826,204</b>              | <b>8,848,409</b>                 | <b>8,772,401</b>                | <b>8,783,321</b>               |

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

111-7030 Police Investigations

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 2,668,504           | 3,518,043           | 4,236,426             |
| Maintenance & Operation | 150,304             | 245,957             | 247,003               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>2,815,808</b>    | <b>3,764,000</b>    | <b>4,483,429</b>      |

## **Description of Activities**

The Investigations Division of the Huntington Park Police Department conducts proactive and reactive investigations of criminal activity. The Detective Division is responsible for conducting follow-up investigations of crimes against property and persons, providing 24/7 investigative support to Patrol, specialized gang enforcement and intelligence gathering and crime suppression through covert narcotics investigations and participation in regional task force operations.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Reduce gang activity through proactive enforcement and intelligence gathering.
- ✓ Reduce the trafficking of illegal drugs through proactive enforcement and participation in task force operations.
- ✓ Disseminate crime prevention and crime patterns/trends and wanted subject information in a timely and responsible manner to the public and internally.

**POLICE DEPARTMENT  
PERSONNEL SERVICES  
111-7030 Police Investigations**

| FULL TIME                 |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|---------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE            | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Lieutenant                | 1.00                                       | 1.00                                        | 120,249                       | 120,249                       | Cadets         | 2,000 hrs                                  | 2,000 hrs                                   | 28,000                        | 27,553                        |
| Sergeant                  | 3.00                                       | 4.00                                        | 313,837                       | 418,449                       |                |                                            |                                             |                               |                               |
| Senior Officer            | 12.00                                      | 12.00                                       | 1,096,032                     | 1,012,205                     |                |                                            |                                             |                               |                               |
| Police Officer            | 5.00                                       | 5.00                                        | 421,746                       | 428,800                       |                |                                            |                                             |                               |                               |
| Community Service officer | 1.00                                       | 1.00                                        | 59,922                        | 59,922                        |                |                                            |                                             |                               |                               |
| Secretary                 | 1.00                                       | 1.00                                        | 53,116                        | 53,125                        |                |                                            |                                             |                               |                               |
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**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7030 Police Investigations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                       | COST      |
|-------------------|-------------------------------------------------------------------|-----------|
| 421.11-00         | <u>Regular Salaries:</u>                                          | 2,092,750 |
| 421.12-00         | <u>Salary Wages: P/T Temp:</u>                                    | 27,553    |
| 421.13-00         | <u>Overtime -- Regular:</u>                                       | 59,500    |
| 421.13-05         | <u>Overtime -- Gang:</u>                                          | 8,500     |
| 421.13-14         | <u>Overtime -- CSU:</u>                                           | 17,000    |
| 421.14-00         | <u>Overtime -- Code 10:</u>                                       | 30,000    |
| 421.15-10         | <u>On Call:</u>                                                   | 30,400    |
| 421.15-40         | <u>Bi-Lingual Pay:</u>                                            | 33,600    |
| 421.15-60         | <u>Premium Pay:</u>                                               | 40,800    |
| 421.16-10         | <u>Court Appearance:</u>                                          | 20,000    |
| 421.16-20         | <u>Uniform Allowance: 21 Sworn @ \$1,100; 1 Non-Sworn @ \$500</u> | 23,600    |

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7030 Police Investigations

| ACCOUNT<br>NUMBER | DESCRIPTION                                        | COST    |
|-------------------|----------------------------------------------------|---------|
| 421.18-10         | <u>Holiday Pay:</u>                                | 95,178  |
| 421.18-20         | <u>Sick Leave Buy Back:</u>                        | 42,880  |
| 421.20-00         | <u>Fringe Benefits:</u>                            | 388,794 |
| 421.22-00         | <u>Medicare:</u>                                   | 33,500  |
| 421.23-00         | <u>PERS City Wide Contribution:</u>                | 17,463  |
| 421.24-00         | <u>PERS City Wide Contribution: Sworn Officers</u> | 767,856 |
| 421.25-05         | <u>PARS Contribution:</u>                          | 5,450   |
| 421.26-00         | <u>Workers Comp Premium:</u>                       | 88,964  |
| 421.27-10         | <u>OPEB Contributions:</u>                         | 218,802 |
| 421.52-30         | <u>Liability Insurance - Benefits:</u>             | 193,836 |

# POLICE DEPARTMENT ACTIVITY DETAIL

111-7030 Police Investigations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                    | COST    |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 421.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                                                                                                                                 | 145,203 |
| 421.44-10         | <u>Rental/Lease:</u> Rental/Lease agreements, i.e., copy machine                                                                                                                                                                                                                                                                                                                               | 9,000   |
| 421.56-16         | <u>Victims Medical Expense:</u> Medical expenses incurred in the process of collecting and forensically evaluating evidence, such as during sexual assault and child abuse examinations.                                                                                                                                                                                                       | 10,000  |
| 421.56-41         | <u>Contractual Services:</u> Among some of the contracts are: <ul style="list-style-type: none"> <li>- Cogent (\$11,000)</li> <li>- JAC/Cal ID (\$21,000)</li> <li>- West Ggvt Services (\$3,800)</li> <li>- We Tip (\$2,000)</li> <li>- Dept. of Coroner (\$2,000)</li> <li>- CA DOJ (\$12,000)</li> <li>- Crime Scene Clean Up (\$4,000)</li> <li>- Invest. Rental Cars (\$2,000)</li> </ul> | 57,800  |
| 421.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u>                                                                                                                                                                                                                                                                                                                                                   | 25,000  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER         | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Public Safety</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7030-421.11-00     | Regular Salaries          | 1,675,106                        | 1,832,863                        | 2,064,902                     | 2,064,902                     | 2,092,750                        | 2,092,750                       | 2,092,750                      |
| 111-7030-421.12-00     | Salary & Wages - P/T Temp | 0                                | 207                              | 28,000                        | 28,000                        | 27,553                           | 27,553                          | 27,553                         |
| 111-7030-421.13-00     | Overtime - Regular        | 88,248                           | 86,610                           | 70,000                        | 70,000                        | 70,000                           | 59,500                          | 59,500                         |
| 111-7030-421.13-05     | OT Gang                   | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 8,500                           | 8,500                          |
| 111-7030-421.13-14     | OT CSU                    | 0                                | 0                                | 20,000                        | 20,000                        | 20,000                           | 17,000                          | 17,000                         |
| 111-7030-421.14-00     | Overtime Code 10          | 60,425                           | 30,091                           | 0                             | 0                             | 0                                | 30,000                          | 30,000                         |
| 111-7030-421.15-10     | On Call                   | 17,288                           | 20,965                           | 30,400                        | 30,400                        | 30,400                           | 30,400                          | 30,400                         |
| 111-7030-421.15-40     | Bi-Lingual Pay            | 22,171                           | 27,781                           | 29,400                        | 29,400                        | 33,600                           | 33,600                          | 33,600                         |
| 111-7030-421.15-60     | Premium Pay               | 38,703                           | 17,584                           | 29,640                        | 29,640                        | 40,800                           | 40,800                          | 40,800                         |
| 111-7030-421.16-10     | Court Appearance          | 23,183                           | 18,915                           | 20,000                        | 20,000                        | 20,000                           | 20,000                          | 20,000                         |
| 111-7030-421.16-20     | Uniform Allowance         | 26,050                           | 9,600                            | 23,600                        | 23,600                        | 23,600                           | 23,600                          | 23,600                         |
| 111-7030-421.18-10     | Holiday Pay               | 70,035                           | 91,793                           | 96,318                        | 96,318                        | 95,178                           | 95,178                          | 95,178                         |
| 111-7030-421.18-20     | Sick Leave Buy Back       | 40,417                           | 43,355                           | 43,467                        | 43,467                        | 42,880                           | 42,880                          | 42,880                         |
| 111-7030-421.20-00     | Fringe Benefits           | 261,996                          | 266,850                          | 381,621                       | 381,621                       | 395,980                          | 388,794                         | 388,794                        |
| 111-7030-421.22-00     | Medicare                  | 26,089                           | 31,539                           | 35,120                        | 35,120                        | 33,500                           | 33,500                          | 33,500                         |
| 111-7030-421.23-00     | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 17,463                           | 17,463                          | 17,463                         |
| 111-7030-421.24-00     | PERS Contribution-Sworn   | 0                                | 0                                | 0                             | 0                             | 767,856                          | 767,856                         | 767,856                        |
| 111-7030-421.25-05     | PARS - Contribution       | 0                                | 0                                | 5,450                         | 5,450                         | 5,450                            | 5,450                           | 5,450                          |
| 111-7030-421.26-00     | Workers Comp Premium      | 105,550                          | 69,698                           | 89,313                        | 89,313                        | 88,720                           | 88,964                          | 88,964                         |
| 111-7030-421.27-10     | OPEB Contributions        | 230,966                          | 231,912                          | 333,183                       | 333,183                       | 218,204                          | 218,802                         | 218,802                        |
| 111-7030-421.43-20     | Vehicles - O S & M        | 128,896                          | 150,304                          | 150,957                       | 150,957                       | 154,816                          | 145,203                         | 145,203                        |
| 111-7030-421.44-10     | Rent (Incl Equip Rental)  | 0                                | 0                                | 10,000                        | 10,000                        | 9,000                            | 9,000                           | 9,000                          |
| 111-7030-421.52-30     | Ins - Benefits            | 164,208                          | 139,050                          | 207,629                       | 207,629                       | 198,825                          | 193,836                         | 193,836                        |
| 111-7030-421.56-16     | Victims' Medical Services | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| 111-7030-421.56-41     | Contractual Svc - Other   | 0                                | 0                                | 50,000                        | 50,000                        | 57,800                           | 57,800                          | 57,800                         |
| 111-7030-421.61-20     | Dept Supplies & Expense   | 0                                | 0                                | 25,000                        | 25,000                        | 25,000                           | 19,750                          | 25,000                         |
| <b>* Public Safety</b> |                           | <b>2,979,331</b>                 | <b>3,069,117</b>                 | <b>3,764,000</b>              | <b>3,764,000</b>              | <b>4,489,375</b>                 | <b>4,478,179</b>                | <b>4,483,429</b>               |

# POLICE DEPARTMENT

## ACTIVITIES AND OBJECTIVES

111-7040 Police Support Services

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 1,549,198           | 1,954,342           | 2,038,972             |
| <b>Maintenance &amp; Operation</b> | 1,396,852           | 169,566             | 194,322               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>2,946,050</b>    | <b>2,123,908</b>    | <b>2,233,294</b>      |

### Description of Activities

The Support Services Division is managed by a lieutenant who oversees professional staff within the Records and Communications sections, Property/Evidence Control, Business Licensing, Code Enforcement and Animal Control. Together, these sections are instrumental in organizing, maintaining and making available the vast amount of reports/records and property/evidence processed by the department and for ensuring the highest level of quality of life is maintained through the enforcement of licensing and building and safety codes.

The Support Services lieutenant is also responsible for the planning and financial management of Special Events requiring Police Department support (city sponsored and private).

### Fiscal Year 2012-2013 Objectives

- ✓ Upgrade and enhance the records management system to enhance efficiency and provide a higher level of customer service.
- ✓ Upgrade and enhance the Communications/Dispatch system to enhance efficiency and provide timely response to calls for service.
- ✓ Increase compliance with business licensing and code enforcement requirements to improve quality of life and public safety.

**POLICE DEPARTMENT  
PERSONNEL SERVICES  
111-7040 Police Support Services**

| FULL TIME                   |                                            |                                             |                               |                               | PART TIME                 |                                            |                                             |                               |                               |
|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|---------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE            | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Lieutenant                  | 1.00                                       | 1.00                                        | 120,249                       | 120,249                       | Cadets                    | 7,000 hrs                                  | 7,000 hrs                                   | 98,000                        | 96,432                        |
| Police Records Clerk        | 5.00                                       | 5.00                                        | 233,325                       | 233,393                       | PT Communications Officer | 500 hrs                                    | 500 hrs                                     | 13,500                        | 6,303                         |
| License Enforcement Officer | 1.00                                       | 1.00                                        | 62,890                        | 62,916                        |                           |                                            |                                             |                               |                               |
| Code Enforcement Coord.     | 0.25                                       | 0.25                                        | 17,367                        | 17,375                        |                           |                                            |                                             |                               |                               |
| Code Enforcement Officer    | 1.20                                       | 0.80                                        | 70,299                        | 50,270                        |                           |                                            |                                             |                               |                               |
| Property/Evidence Tech.     | 1.00                                       | 1.00                                        | 62,355                        | 62,355                        |                           |                                            |                                             |                               |                               |
| Communications Operator     | 8.00                                       | 8.00                                        | 494,310                       | 504,579                       |                           |                                            |                                             |                               |                               |
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# **POLICE DEPARTMENT PERSONNEL SERVICES**

111-7040 Police Support Services

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                          | COST      |
|-------------------|----------------------------------------------------------------------------------------------------------------------|-----------|
| 421.11-00         | <u>Regular Salaries:</u>                                                                                             | 1,051,137 |
| 421.12-00         | <u>Salary Wages: P/T Temp:</u>                                                                                       | 102,735   |
| 421.13-00         | <u>Overtime - Regular</u>                                                                                            | 4,250     |
| 421.13-10         | <u>Overtime - Special Event:</u> Overtime used for City sponsored and private events (private events are reimbursed) | 72,250    |
| 421.13-15         | <u>Overtime -- Records:</u>                                                                                          | 8,925     |
| 421.13-16         | <u>Overtime -- Communications Center:</u>                                                                            | 21,250    |
| 421.14-00         | <u>Overtime -- Code 10:</u>                                                                                          | 5,000     |
| 421.15-40         | <u>Bi-Lingual Pay:</u>                                                                                               | 24,465    |
| 421.15-60         | <u>Premium Pay:</u>                                                                                                  | 14,460    |
| 421.16-10         | <u>Court Appearance:</u>                                                                                             | 2,000     |
| 421.16-20         | <u>Uniform Allowance:</u> 1 Sworn @ \$1100 and 18 Non-Sworn @ \$500                                                  | 9,125     |
| 421.18-10         | <u>Holiday Pay:</u>                                                                                                  | 5,782     |

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7040 Police Support Services

| ACCOUNT<br>NUMBER | DESCRIPTION                                        | COST    |
|-------------------|----------------------------------------------------|---------|
| 421.18-20         | <u>Sick Leave Buy Back:</u>                        | 18,060  |
| 421.20-00         | <u>Fringe Benefits:</u>                            | 195,282 |
| 421.22-00         | <u>Medicare:</u>                                   | 19,680  |
| 421.23-00         | <u>PERS City Wide Contribution:</u>                | 139,808 |
| 421.24-00         | <u>PERS City Wide Contribution: Sworn Officers</u> | 49,210  |
| 421.25-05         | <u>PARS Contribution:</u>                          | 43,611  |
| 421.26-00         | <u>Workers Comp Premium:</u>                       | 44,684  |
| 421.27-10         | <u>OPEB Contributions:</u>                         | 109,899 |
| 421.52-30         | <u>Liability Insurance - Benefits:</u>             | 97,359  |

# **POLICE DEPARTMENT ACTIVITY DETAIL**

111-7040 Police Support Services

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                | COST   |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 421.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                             | 87,122 |
| 421.44-10         | <u>Rental (Including Equipment Rentals): Rental / Lease Agreements on copiers.</u>                                                         | 19,500 |
| 421.56-41         | <u>Contractual Services: Among some of the contracts are: Pitney Bowes (\$10,700), Language Line (\$1,000), and Vision Air (\$50,000).</u> | 61,700 |
| 421.61-31         | <u>Office Supplies &amp; Expenses - Records:</u>                                                                                           | 10,000 |
| 421.61-32         | <u>Office Supplies &amp; Expenses – Communications Center:</u>                                                                             | 5,000  |
| 421.61-33         | <u>Office Supplies &amp; Expenses – Property / Evidence Control:</u>                                                                       | 11,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>              |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Police Support Services</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7040-421.11-00               | Regular Salaries          | 1,131,680                        | 1,003,823                        | 1,060,795                     | 1,060,795                     | 1,051,137                        | 1,051,137                       | 1,051,137                      |
| 111-7040-421.12-00               | Salary & Wages - P/T Temp | 0                                | 1,062                            | 111,500                       | 111,500                       | 102,735                          | 102,735                         | 102,735                        |
| 111-7040-421.13-00               | Overtime - Regular        | 67,128                           | 47,509                           | 5,000                         | 5,000                         | 5,000                            | 4,250                           | 4,250                          |
| 111-7040-421.13-10               | Special Event Overtime    | 0                                | 0                                | 85,000                        | 85,000                        | 85,000                           | 72,250                          | 72,250                         |
| 111-7040-421.13-15               | OT Records                | 0                                | 0                                | 12,000                        | 12,000                        | 10,500                           | 8,925                           | 8,925                          |
| 111-7040-421.13-16               | OT Communication Center   | 0                                | 0                                | 25,000                        | 25,000                        | 25,000                           | 21,250                          | 21,250                         |
| 111-7040-421.14-00               | Overtime Code 10          | 3,283                            | 5,059                            | 0                             | 0                             | 0                                | 5,000                           | 5,000                          |
| 111-7040-421.15-40               | Bi-Lingual Pay            | 22,081                           | 18,988                           | 24,465                        | 24,465                        | 24,465                           | 24,465                          | 24,465                         |
| 111-7040-421.15-60               | Premium Pay               | 13,840                           | 14,112                           | 14,460                        | 14,460                        | 14,460                           | 14,460                          | 14,460                         |
| 111-7040-421.16-10               | Court Appearance          | 385                              | 701                              | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
| 111-7040-421.16-20               | Uniform Allowance         | 15,650                           | 4,913                            | 9,325                         | 9,325                         | 9,125                            | 9,125                           | 9,125                          |
| 111-7040-421.18-10               | Holiday Pay               | 4,866                            | 10,559                           | 6,200                         | 6,200                         | 5,782                            | 5,782                           | 5,782                          |
| 111-7040-421.18-20               | Sick Leave Buy Back       | 19,102                           | 17,510                           | 15,100                        | 15,100                        | 18,060                           | 18,060                          | 18,060                         |
| 111-7040-421.20-00               | Fringe Benefits           | 164,588                          | 161,314                          | 196,049                       | 196,049                       | 198,891                          | 195,282                         | 195,282                        |
| 111-7040-421.22-00               | Medicare                  | 16,335                           | 14,616                           | 19,680                        | 19,680                        | 19,680                           | 19,680                          | 19,680                         |
| 111-7040-421.23-00               | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 139,808                          | 139,808                         | 139,808                        |
| 111-7040-421.24-00               | PERS Contribution-Sworn   | 0                                | 0                                | 0                             | 0                             | 49,210                           | 49,210                          | 49,210                         |
| 111-7040-421.25-05               | PARS - Contribution       | 0                                | 0                                | 44,056                        | 44,056                        | 43,611                           | 43,611                          | 43,611                         |
| 111-7040-421.26-00               | Workers Comp Premium      | 66,308                           | 42,132                           | 45,883                        | 45,883                        | 44,562                           | 44,684                          | 44,684                         |
| 111-7040-421.27-10               | OPEB Contributions        | 145,094                          | 140,194                          | 171,165                       | 171,165                       | 109,598                          | 109,899                         | 109,899                        |
| 111-7040-421.43-20               | Vehicles - O S & M        | 58,589                           | 75,152                           | 63,866                        | 63,866                        | 92,889                           | 87,122                          | 87,122                         |
| 111-7040-421.44-10               | Rent (Incl Equip Rental)  | 83,528                           | 73,441                           | 17,000                        | 17,000                        | 19,500                           | 19,500                          | 19,500                         |
| 111-7040-421.52-30               | Ins - Benefits            | 103,156                          | 84,058                           | 106,664                       | 106,664                       | 96,851                           | 97,359                          | 97,359                         |
| 111-7040-421.56-41               | Contractual Srvc - Other  | 506,323                          | 524,122                          | 61,700                        | 61,700                        | 61,700                           | 61,700                          | 61,700                         |
| 111-7040-421.61-31               | Dept Supplies Records     | 0                                | 0                                | 10,000                        | 10,000                        | 10,000                           | 7,900                           | 10,000                         |
| 111-7040-421.61-32               | Dept Supplies Comm Center | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 3,950                           | 5,000                          |
| 111-7040-421.61-33               | Dept Supplies Prop Evidnc | 0                                | 0                                | 12,000                        | 12,000                        | 11,000                           | 8,690                           | 11,000                         |
| <b>* Police Support Services</b> |                           | <b>2,421,936</b>                 | <b>2,239,265</b>                 | <b>2,123,908</b>              | <b>2,123,908</b>              | <b>2,255,564</b>                 | <b>2,227,834</b>                | <b>2,233,294</b>               |

# POLICE DEPARTMENT

## ACTIVITIES AND OBJECTIVES

111-7045 Special Emergency Response Team

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 6,000               | 20,300              | 17,300                |
| Maintenance & Operation | 19,000              | 25,000              | 25,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>25,000</b>       | <b>45,300</b>       | <b>42,300</b>         |

### Description of Activities

The Huntington Park Police Department maintains a specially trained and equipped team to provide immediate response to high risk incidents, including but not limited to barricaded suspects, hostage situations, high-risk warrant service and criminal disturbances. Special Emergency Response Team (S.E.R.T.) members are assigned on a collateral basis with training and activations overseen by a lieutenant. The team is complimented by a Crisis Negotiations Team (C.N.T.). Members of the team are certified instructors in various skills providing training to personnel department-wide.

### Fiscal Year 2011-2012 Objectives

- ✓ Maintain operational readiness to enable rapid response to tactical situations to reduce incidences.
- ✓ Provide training to police personnel to increase tactical awareness and preparation.

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7045 Special Emergency Response Team

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                        | COST   |
|-------------------|--------------------------------------------------------------------------------------------------------------------|--------|
| 421.13-00         | Overtime – Regular: Overtime is for training and operational needs of the Special Emergency Response Team members. | 17,000 |
| 421.22-00         | Medicare:                                                                                                          | 300    |

**POLICE DEPARTMENT  
ACTIVITY DETAIL**  
111-7045 Special Emergency Response Team

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                        | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------|--------|
| 421.59-10         | <u>Tuition &amp; Training:</u>                                                                                                     | 5,000  |
| 421.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Entry vests, communications equipment, training ammunition and equipment replacement. | 20,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER        | ACCOUNT DESCRIPTION     | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------|-------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>   |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>SERT Program</b>   |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7045-421.13-00    | Overtime - Regular      | 0                                | 10,195                           | 20,000                        | 20,000                        | 20,000                           | 17,000                          | 17,000                         |
| 111-7045-421.22-00    | Medicare                | 0                                | 24                               | 300                           | 300                           | 300                              | 300                             | 300                            |
| 111-7045-421.59-10    | Tuition & Training      | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 111-7045-421.61-20    | Dept Supplies & Expense | 0                                | 232                              | 20,000                        | 20,000                        | 20,000                           | 15,800                          | 20,000                         |
| <b>* SERT Program</b> |                         | 0                                | 10,451                           | 45,300                        | 45,300                        | 45,300                           | 38,100                          | 42,300                         |

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

111-7065 Animal Control

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 155,524             | 166,679             | 175,792               |
| <b>Maintenance &amp; Operation</b> | 91,062              | 116,612             | 120,829               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>246,586</b>      | <b>283,291</b>      | <b>296,621</b>        |

## **Description of Activities**

The Animal Control Unit is responsible for responding to calls for service related to animals and the enforcement of laws and regulations relative to the keeping and caring of animals in coordination with the County of Los Angeles to confine and treat stray, vicious, and injured animals as well as the disposal of dead animals for the protection of the community. The Animal Control Unit is part of and is managed by the lieutenant of the Support Services Division.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Conduct investigations for the protection of people and humane treatment of animals.
- ✓ Enhance compliance with animal licensing regulations.

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
111-7065 Animal Control

| FULL TIME                  |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE             | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Animal Enforcement Officer | 2.00                                       | 2.00                                        | 100,092                       | 100,092                       |                |                                            |                                             |                               |                               |
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# **POLICE DEPARTMENT PERSONNEL SERVICES**

111-7065 Animal Control

| ACCOUNT<br>NUMBER | DESCRIPTION                                   | COST    |
|-------------------|-----------------------------------------------|---------|
| 441.11-00         | <u>Regular Salaries:</u>                      | 100,092 |
| 441.13-00         | <u>Overtime - Regular</u>                     | 850     |
| 441.15-40         | <u>Bi-Lingual Pay:</u>                        | 4,200   |
| 441.15-60         | <u>Premium Pay</u>                            | 2,700   |
| 441.16-20         | <u>Uniform Allowance: 2 Non-Sworn @ \$500</u> | 1,000   |
| 441.18-20         | <u>Sick Leave Buy Back:</u>                   | 2,310   |
| 441.20-00         | <u>Fringe Benefits:</u>                       | 18,595  |
| 441.22-00         | <u>Medicare:</u>                              | 1,615   |
| 441.23-00         | <u>PERS City Wide Contribution:</u>           | 15,579  |
| 441.25-05         | <u>PARS Contribution:</u>                     | 4,860   |
| 441.26-00         | <u>Workers Comp Premium:</u>                  | 4,255   |
| 441.27-10         | <u>OPEB Contributions:</u>                    | 10,465  |
| 441.52-30         | <u>Liability Insurance - Benefits:</u>        | 9,271   |

**POLICE DEPARTMENT  
ACTIVITY DETAIL  
111-7065 Animal Control**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                     | COST    |
|-------------------|-------------------------------------------------------------------------------------------------|---------|
| 441.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                  | 13,829  |
| 441.56-41         | <u>Contractual Services:</u> Department of Animal Control (\$100,000) and Data Ticket (\$2,000) | 102,000 |
| 441.61-20         | <u>Dept/Office Supplies &amp; Expenses:</u>                                                     | 5,000   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER          | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>     |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Animal Control</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7065-441.11-00      | Regular Salaries          | 100,515                          | 100,381                          | 100,092                       | 100,092                       | 100,092                          | 100,092                         | 100,092                        |
| 111-7065-441.13-00      | Overtime - Regular        | 0                                | 75                               | 1,000                         | 1,000                         | 1,000                            | 850                             | 850                            |
| 111-7065-441.15-40      | Bi-Lingual Pay            | 4,211                            | 4,269                            | 4,200                         | 4,200                         | 4,200                            | 4,200                           | 4,200                          |
| 111-7065-441.15-60      | Premium Pay               | 2,722                            | 2,708                            | 2,700                         | 2,700                         | 2,700                            | 2,700                           | 2,700                          |
| 111-7065-441.16-20      | Uniform Allowance         | 1,500                            | 500                              | 1,000                         | 1,000                         | 1,000                            | 1,000                           | 1,000                          |
| 111-7065-441.18-20      | Sick Leave Buy Back       | 2,259                            | 2,171                            | 2,171                         | 2,171                         | 2,310                            | 2,310                           | 2,310                          |
| 111-7065-441.20-00      | Fringe Benefits           | 15,116                           | 16,466                           | 18,498                        | 18,498                        | 18,939                           | 18,595                          | 18,595                         |
| 111-7065-441.22-00      | Medicare                  | 1,603                            | 1,706                            | 1,615                         | 1,615                         | 1,615                            | 1,615                           | 1,615                          |
| 111-7065-441.23-00      | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 15,579                           | 15,579                          | 15,579                         |
| 111-7065-441.25-05      | PARS - Contribution       | 0                                | 0                                | 4,860                         | 4,860                         | 4,860                            | 4,860                           | 4,860                          |
| 111-7065-441.26-00      | Workers Comp Premium      | 6,090                            | 4,300                            | 4,329                         | 4,329                         | 4,243                            | 4,255                           | 4,255                          |
| 111-7065-441.27-10      | OPEB Contributions        | 13,326                           | 14,310                           | 16,150                        | 16,150                        | 10,436                           | 10,465                          | 10,465                         |
| 111-7065-441.43-20      | Vehicles - O S & M        | 11,718                           | 11,562                           | 11,612                        | 11,612                        | 14,744                           | 13,829                          | 13,829                         |
| 111-7065-441.52-30      | Ins - Benefits            | 9,474                            | 8,580                            | 10,064                        | 10,064                        | 9,222                            | 9,271                           | 9,271                          |
| 111-7065-441.56-41      | Contractual Srvc - Other  | 85,408                           | 98,305                           | 100,000                       | 100,000                       | 102,000                          | 102,000                         | 102,000                        |
| 111-7065-441.61-20      | Dept Supplies & Expense   | 945                              | 1,379                            | 5,000                         | 5,000                         | 5,000                            | 3,950                           | 5,000                          |
| <b>* Animal Control</b> |                           | <b>254,887</b>                   | <b>266,712</b>                   | <b>283,291</b>                | <b>283,291</b>                | <b>297,940</b>                   | <b>295,571</b>                  | <b>296,621</b>                 |

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

120-7040 DNA ID Fund

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 4,000               | 4,000                 |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>4,000</b>        | <b>4,000</b>          |

## **Description of Activities**

Proposition 69 established a DNA date base for certain individuals arrested. To assist in sustaining the program participating law enforcement agencies receive reimbursement through the County of Los Angeles. The reimbursed funds are restricted for specific uses associated with the on-going collection of DNA.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Continue compliance with proposition 69 mandates to collect DNA.

**POLICE DEPARTMENT  
ACTIVITY DETAIL  
120-7040 DNA ID Fund**

| ACCOUNT<br>NUMBER | DESCRIPTION                    | COST  |
|-------------------|--------------------------------|-------|
| 421.59-10         | <u>Tuition &amp; Training:</u> | 4,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER            | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| Special Revenue DNA ID    |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| Police Support Services   |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 120-7040-421.59-10        | Tuition & Training  | 0                                | 0                                | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |
| * Special Revenues DNA ID |                     | 0                                | 0                                | 4,000                         | 4,000                         | 4,000                            | 4,000                           | 4,000                          |

# POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES

121-7040 Welfare Inmate

|                         | 2009-2010<br>Actual | 2010-2011<br>Budget | 2011-2012<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 10,000              | 10,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>10,000</b>       | <b>10,000</b>         |

## Description of Activities

State law allows custody facilities to raise funds to enhance the safety and well being of inmates. These funds, by law, are restricted for specific uses associated with the purpose and cannot be used to supplant budgets.

## Fiscal Year 2011-2012 Objectives

- ✓ Enhance the safety and well being of inmates through expenditures in accordance with state law.

**POLICE DEPARTMENT**  
**ACTIVITY DETAIL**  
121-7040 Welfare Inmate

| ACCOUNT<br>NUMBER | DESCRIPTION                          | COST   |
|-------------------|--------------------------------------|--------|
| 421.56-14         | <u>Welfare Inmate Fund Expenses:</u> | 10,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION             | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------|---------------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Special Revnu Welfare Inmate</b> |                                 |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Police Support Services</b>      |                                 |                                  |                                  |                               |                               |                                  |                                 |                                |
| 121-7040-421.56-14                  | Welfare Inmate Fd Expense       | 0                                | 4,915                            | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| <hr/>                               |                                 |                                  |                                  |                               |                               |                                  |                                 |                                |
| *                                   | Special Revenues Welfare Inmate | 0                                | 4,915                            | 10,000                        | 10,000                        | 10,000                           | 10,000                          | 10,000                         |
| <hr/>                               |                                 |                                  |                                  |                               |                               |                                  |                                 |                                |

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

224-7094 OTS Sobriety Check DUI

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 15,000              | 15,000                |
| Maintenance & Operation | 0                   | 0                   | 0                     |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>15,000</b>       | <b>15,000</b>         |

Description of Activities

**POLICE DEPARTMENT  
PERSONNEL SERVICES  
224-7094 OTS Sobriety Check DUI**

| ACCOUNT<br>NUMBER | DESCRIPTION                | COST   |
|-------------------|----------------------------|--------|
| 421.13-00         | <u>Overtime – Regular:</u> | 14,300 |
| 421.15-40         | <u>Bi-Lingual Pay:</u>     | 300    |
| 421.15-60         | <u>Premium Pay:</u>        | 100    |
| 421.22-00         | <u>Medicare:</u>           | 300    |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                        | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Office of Traffic &amp; Safety</b> |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>OTS Sobriety Check DUI</b>         |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 224-7094-421.13-00                    | Overtime - Regular  | 15,790                           | 14,146                           | 14,300                        | 14,300                        | 14,300                           | 14,300                          | 14,300                         |
| 224-7094-421.15-40                    | Bi-Lingual Pay      | 194                              | 198                              | 300                           | 300                           | 300                              | 300                             | 300                            |
| 224-7094-421.15-60                    | Premium Pay         | 358                              | 74                               | 100                           | 100                           | 100                              | 100                             | 100                            |
| 224-7094-421.22-00                    | Medicare            | 198                              | 215                              | 300                           | 300                           | 300                              | 300                             | 300                            |
|                                       |                     | 16,540                           | 14,633                           | 15,000                        | 15,000                        | 15,000                           | 15,000                          | 15,000                         |
| * OTS Sobriety Check DUI              |                     |                                  |                                  |                               |                               |                                  |                                 |                                |

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

225-7010 CA Citizen Option For Public Safety

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 0                   | 0                     |
| Capital Expense         | 200,000             | 150,000             | 150,000               |
| <b>TOTAL</b>            | <b>200,000</b>      | <b>150,000</b>      | <b>150,000</b>        |

## **Description of Activities**

This Grant program is a California State program for law enforcement technology. It is an annual grant awarded based on funding availability and is restricted to technology use and can not supplant an existing budget.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Expand use of technology to maximize efficiency in a cost effective manner, i.e.,
  - ALPR systems, mesh network systems, enhanced records management systems, GIS mapping systems.

**POLICE DEPARTMENT  
ACTIVITY DETAIL**  
225-7010 CA Citizen Option For Public Safety

| ACCOUNT<br>NUMBER   | DESCRIPTION                                                            | COST    |
|---------------------|------------------------------------------------------------------------|---------|
| 421.74-10<br>CACOPS | <u>Equipment</u> : Technology and computer equipment and installation. | 150,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION      | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|--------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Cal Cops Fund</b>         |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Police Administration</b> |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| 225-7010-421.74-10           | Contractual Srvc - Other | 104,024                          | 150,446                          | 150,000                       | 196,396                       | 150,000                          | 150,000                         | 150,000                        |
| * Police Administration      |                          | 104,024                          | 150,446                          | 150,000                       | 196,396                       | 150,000                          | 150,000                         | 150,000                        |

**POLICE DEPARTMENT**  
**ACTIVITIES AND OBJECTIVES**  
227-7096 Office of Criminal Justice/JAG ARRA 2009

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 10,145              | 8,243                 |
| Maintenance & Operation | 0                   | 50,218              | 50,218                |
| Capital Expense         | 0                   | 72,525              | 72,525                |
| <b>TOTAL</b>            | <b>0</b>            | <b>132,888</b>      | <b>130,986</b>        |

**Description of Activities**

This account is funded through the following grants; JAG-2009 LA Sub-grantee, JAG-2009 LA Sub-Grantee (ARRA), and JAG-2010-DJ-BX-0433. These grants are funded through the American Recovery and Reinvestment Act and, or the Bureau of Justice Assistance. The purpose of these funds includes youth services, project 25 radio implementation, updated CAD/Geo communications, updated software-crime tracking and the Meggitt Firearms Simulator and designated law enforcement training and related equipment.

**Fiscal Year 2012-2013 Objectives**

- ✓ Reduction and prevention of crime thru effective and efficient use of technology.
- ✓ Computer and server upgrades.
- ✓ Participation in regional law enforcement programs including use of force/firearms training.
- ✓ Fund youth services programs.
- ✓ Continued training of law enforcement personnel.

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
227-7096 Office of Criminal Justice/JAG ARRA 2009

| ACCOUNT<br>NUMBER | DESCRIPTION                                                           | COST  |
|-------------------|-----------------------------------------------------------------------|-------|
| 421.13-00         | <u>Overtime - Regular:</u> Approved overtime towards grant objectives | 8,133 |
| 421.22-10         | <u>Medicare:</u>                                                      | 110   |

**POLICE DEPARTMENT  
ACTIVITY DETAIL  
227-7010 Justice Assistance Grant**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                    | COST   |
|-------------------|--------------------------------------------------------------------------------|--------|
| 421.59-10         | <u>Tuition &amp; Training:</u>                                                 | 50,218 |
| 421.74-10         | <u>Equipment:</u> Authorized purchase of equipment on grant approved projects. | 72,525 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Offc of Criminal Justice</b> |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>JAG ARRA 2009</b>            |                     |                                  |                                  |                               |                               |                                  |                                 |                                |
| 227-7096-421.13-00              | Overtime - Regular  | 0                                | 0                                | 0                             | 10,000                        | 8,133                            | 8,133                           | 8,133                          |
| 227-7096-421.22-00              | Medicare            | 0                                | 0                                | 0                             | 145                           | 110                              | 110                             | 110                            |
| 227-7096-421.59-10              | Tuition & Training  | 0                                | 0                                | 0                             | 50,218                        | 50,218                           | 50,218                          | 50,218                         |
| 227-7096-421.74-10              | Equipment           | 0                                | 0                                | 0                             | 72,525                        | 72,525                           | 72,525                          | 72,525                         |
| <b>* JAG ARRA 2009</b>          |                     | <b>0</b>                         | <b>0</b>                         | <b>0</b>                      | <b>132,888</b>                | <b>130,986</b>                   | <b>130,986</b>                  | <b>130,986</b>                 |

# **POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES**

227-7097 Office of Criminal Justice/JAG 2009

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 15,186              | 15,000                |
| Capital Expense         | 0                   | 47,800              | 42,216                |
| <b>TOTAL</b>            | <b>0</b>            | <b>62,986</b>       | <b>57,216</b>         |

## **Description of Activities**

This account is funded through the following grants; JAG-2009 LA Sub-grantee, JAG-2009 LA Sub-Grantee (ARRA), and JAG-2010-DJ-BX-0433. These grants are funded through the American Recovery and Reinvestment Act and, or the Bureau of Justice Assistance. The purpose of these funds includes youth services, project 25 radio implementation, updated CAD/Geo communications, updated software-crime tracking and the Meggitt Firearms Simulator and designated law enforcement training and related equipment.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Reduction and prevention of crime thru effective and efficient use of technology.
- ✓ Computer and server upgrades.
- ✓ Participation in regional law enforcement programs including use of force/firearms training.
- ✓ Fund youth services programs.
- ✓ Continued training of law enforcement personnel.

**POLICE DEPARTMENT  
ACTIVITY DETAIL**  
227-7097 Office of Criminal Justice/JAG 2009

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                    | COST   |
|-------------------|--------------------------------------------------------------------------------|--------|
| 421.56-41         | <u>Contractual Services – Other:</u>                                           | 15,000 |
| 421.74-10         | <u>Equipment:</u> Authorized purchase of equipment on grant approved projects. | 42,216 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION      | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|--------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Offc of Criminal Justice</b> |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>JAG 2009</b>                 |                          |                                  |                                  |                               |                               |                                  |                                 |                                |
| 227-7097-421.56-41              | Contractual Srvc - Other | 0                                | 0                                | 0                             | 15,186                        | 15,000                           | 15,000                          | 15,000                         |
| 227-7097-421.74-10              | Equipment                | 0                                | 0                                | 0                             | 47,800                        | 42,216                           | 42,216                          | 42,216                         |
| * JAG 2009                      |                          | 0                                | 0                                | 0                             | 62,986                        | 57,216                           | 57,216                          | 57,216                         |

**POLICE DEPARTMENT**  
**ACTIVITIES AND OBJECTIVES**  
 227-7098 Office of Criminal Justice/JAG 2010

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 0                     |
| <b>Maintenance &amp; Operation</b> | 0                   | 14,164              | 14,164                |
| <b>Capital Expense</b>             | 0                   | 47,958              | 47,958                |
| <b>TOTAL</b>                       | <b>0</b>            | <b>62,122</b>       | <b>62,122</b>         |

**Description of Activities**

This account is funded through the following grants; JAG-2009 LA Sub-grantee, JAG-2009 LA Sub-Grantee (ARRA), and JAG-2010-DJ-BX-0433. These grants are funded through the American Recovery and Reinvestment Act and, or the Bureau of Justice Assistance. The purpose of these funds includes youth services, project 25 radio implementation, updated CAD/Geo communications, updated software-crime tracking and the Meggitt Firearms Simulator and designated law enforcement training and related equipment.

**Fiscal Year 2012-2013 Objectives**

- ✓ Reduction and prevention of crime thru effective and efficient use of technology.
- ✓ Computer and server upgrades.
- ✓ Participation in regional law enforcement programs including use of force/firearms training.
- ✓ Fund youth services programs.
- ✓ Continued training of law enforcement personnel.

**POLICE DEPARTMENT  
ACTIVITY DETAIL**  
227-7098 Office of Criminal Justice/JAG 2010

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                    | COST   |
|-------------------|--------------------------------------------------------------------------------|--------|
| 421.56-41         | <u>Contractual Services – Other:</u>                                           | 14,164 |
| 421.74-10         | <u>Equipment:</u> Authorized purchase of equipment on grant approved projects. | 47,958 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| 0                                | 0                                | 0                             | 14,164                        | 14,164                           | 14,164                          | 14,164                         |
| 0                                | 0                                | 0                             | 47,958                        | 47,958                           | 47,958                          | 47,958                         |
| 0                                | 0                                | 0                             | 62,122                        | 62,122                           | 62,122                          | 62,122                         |

ACCOUNT NUMBER ACCOUNT DESCRIPTION  
**Offc of Criminal Justice**  
**JAG 2010**

227-7098-421.56-41 Contractual Svc - Other  
 227-7098-421.74-10 Equipment

\* JAG 2010

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

227-7099 Office of Criminal Justice/JAG 2011

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 17,350              | 17,350                |
| Maintenance & Operation | 0                   | 0                   | 0                     |
| Capital Expense         | 0                   | 16,816              | 16,816                |
| <b>TOTAL</b>            | <b>0</b>            | <b>34,166</b>       | <b>34,166</b>         |

## **Description of Activities**

This account is funded through the following grants; JAG-2009 LA Sub-grantee, JAG-2009 LA Sub-Grantee (ARRA), and JAG-2010-DJ-BX-0433. These grants are funded through the American Recovery and Reinvestment Act and, or the Bureau of Justice Assistance. The purpose of these funds includes youth services, project 25 radio implementation, updated CAD/Geo communications, updated software-crime tracking and the Meggitt Firearms Simulator and designated law enforcement training and related equipment.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Reduction and prevention of crime thru effective and efficient use of technology.
- ✓ Computer and server upgrades.
- ✓ Participation in regional law enforcement programs including use of force/firearms training.
- ✓ Fund youth services programs.
- ✓ Continued training of law enforcement personnel.

**POLICE DEPARTMENT  
PERSONNEL SERVICES**  
227-7099 Office of Criminal Justice/JAG 2011

| ACCOUNT<br>NUMBER | DESCRIPTION                | COST   |
|-------------------|----------------------------|--------|
| 421.13-00         | <u>Overtime - Regular:</u> | 17,100 |
| 421.22-00         | <u>Medicare:</u>           | 250    |

**POLICE DEPARTMENT  
ACTIVITY DETAIL**  
227-7099 Office of Criminal Justice/JAG 2011

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                     | COST   |
|-------------------|---------------------------------------------------------------------------------|--------|
| 421.74-10         | <u>Equipment</u> : Authorized purchase of equipment on grant approved projects. | 16,816 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER     | ACCOUNT DESCRIPTION | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------|---------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| 227-7099-421.13-00 | Overtime - Regular  | 0                                | 0                                | 0                             | 17,859                        | 17,100                           | 17,100                          | 17,100                         |
| 227-7099-421.22-00 | Medicare            | 0                                | 0                                | 0                             | 260                           | 250                              | 250                             | 250                            |
| 227-7099-421.74-10 | Equipment           | 0                                | 0                                | 0                             | 33,391                        | 16,816                           | 16,816                          | 16,816                         |
| * JAG 2011         |                     | 0                                | 0                                | 0                             | 51,510                        | 34,166                           | 34,166                          | 34,166                         |

# POLICE DEPARTMENT (FORFEITURE FUND)

## ACTIVITIES AND OBJECTIVES

229-7010 Federal Asset Forfeiture

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 150,000             | 250,000             | 20,000                |
| Capital Expense         | 204,000             | 100,000             | 580,000               |
| <b>TOTAL</b>            | <b>354,000</b>      | <b>350,000</b>      | <b>600,000</b>        |

### Description of Activities

State and Federal law provides for the forfeiture by law enforcement properties and monies associated with drug related criminal activity and in turn to use these assets to fund programs and purchases in support of illicit drug usage.

In strict accordance with law, the Huntington Park Police Department utilizes this resource to fund equipment purchases in furtherance of our drug enforcement and complies with using 15% of the funds in support of intervention and prevention programs administered by our Youth Services Section.

### Fiscal Year 2012-2013 Objectives

- ✓ Utilize funds in support of youth activities and in furtherance of drug enforcement efforts.

**POLICE DEPARTMENT (FORFEITURE FUND)**

**ACTIVITY DETAIL**

229-7010 Federal Asset Forfeiture

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                | COST    |
|-------------------|----------------------------------------------------------------------------|---------|
| 421.56-12         | <u>Police Investigation</u> : Informant services and extradition expenses. | 20,000  |
| 421.74-10         | <u>Equipment</u> :                                                         | 580,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

2009-10 2010-11 2011-12 2011-12 2012-13 2012-13 2012-13  
 YEAR'S AGO LAST YEARS ORIGINAL ADJUSTED DEPARTMENT MANAGER'S COUNCIL  
 ACTUALS ACTUALS BUDGET BUDGET REQUEST REQUEST REQUEST APPROVED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

### Police Forfeiture Fund

#### Police Administration

|                    |                           |         |         |         |         |         |         |         |
|--------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|
| 229-7010-421.56-12 | Police Investigation      | 21,362  | 23,752  | 250,000 | 250,000 | 250,000 | 250,000 | 20,000  |
| 229-7010-421.56-41 | Contractual Svc - Other   | 100     | 1,500   | 0       | 3,750   | 0       | 0       | 0       |
| 229-7010-421.74-10 | Capital Outlay- Equipment | 121,491 | 108,846 | 100,000 | 100,000 | 100,000 | 100,000 | 580,000 |

\* Police Administration 142,953 134,098 350,000 353,750 350,000 350,000 350,000 600,000

# **POLICE DEPARTMENT ACTIVITIES AND OBJECTIVES**

231-7060 Parking Enforcement

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 242,765             | 258,485             | 676,766               |
| <b>Maintenance &amp; Operation</b> | 69,654              | 70,404              | 58,487                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>312,419</b>      | <b>328,889</b>      | <b>735,253</b>        |

## **Description of Activities**

The Parking Enforcement Section is responsible for the regulation of parking ordinances throughout the city to enhance public safety and quality of life. The Parking Enforcement Section is part of and is managed by the a lieutenant in the Patrol Division, with five Parking Enforcement Officers funded through the General Fund and three through the Parking Revenue Fund.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Regulate parking in a fair, equitable and professional manner.

**POLICE DEPARTMENT  
PERSONNEL SERVICES  
231-7060 Parking Enforcement**

| FULL TIME                   |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Parking Enforcement Officer | 3.00                                       | 8.00                                        | 144,871                       | 392,869                       |                |                                            |                                             |                               |                               |
|                             |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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# **POLICE DEPARTMENT PERSONNEL SERVICES**

**231-7060 Parking Enforcement**

| ACCOUNT<br>NUMBER | DESCRIPTION                                    | COST    |
|-------------------|------------------------------------------------|---------|
| 421.11-00         | <u>Regular Salaries:</u>                       | 392,869 |
| 421.13-00         | <u>Overtime – Regular:</u>                     | 1,700   |
| 421.15-40         | <u>Bi-Lingual Pay:</u>                         | 12,600  |
| 421.15-60         | <u>Premium Pay:</u>                            | 5,220   |
| 421.16-20         | <u>Uniform Allowance: 8 Non-Sworn @ \$500.</u> | 6,400   |
| 421.18-20         | <u>Sick Leave Buy Back:</u>                    | 5,735   |
| 421.20-00         | <u>Fringe Benefits:</u>                        | 72,988  |
| 421.22-00         | <u>Medicare:</u>                               | 6,150   |
| 421.23-00         | <u>PERS City Wide Contribution:</u>            | 60,170  |
| 421.25-05         | <u>PARS Contribution:</u>                      | 18,769  |
| 421.26-00         | <u>Workers Comp Premium:</u>                   | 16,701  |
| 421.27-10         | <u>OPEB Contributions:</u>                     | 41,075  |
| 421.52-30         | <u>Liability Insurance - Benefits:</u>         | 36,389  |

# POLICE DEPARTMENT (PARKING SYSTEM)

## ACTIVITY DETAIL

231-7060 Parking Enforcement

| ACCOUNT<br>NUMBER | DESCRIPTION                                                   | COST   |
|-------------------|---------------------------------------------------------------|--------|
| 421.43-05         | <u>Equipment Maintenance &amp; Services: Duncan (\$5,000)</u> | 5,000  |
| 421.43-20         | <u>Vehicles – O S &amp; M:</u>                                | 41,487 |
| 421.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u>                  | 12,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Parking System Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Parking Enforcement</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 231-7060-421.11-00         | Regular Salaries          | 145,097                          | 149,603                          | 144,871                       | 144,871                       | 392,869                          | 392,869                         | 392,869                        |
| 231-7060-421.13-00         | Overtime - Regular        | 84                               | 181                              | 2,000                         | 2,000                         | 2,000                            | 1,700                           | 1,700                          |
| 231-7060-421.15-40         | Bi-Lingual Pay            | 4,184                            | 4,176                            | 4,200                         | 4,200                         | 12,600                           | 12,600                          | 12,600                         |
| 231-7060-421.15-60         | Premium Pay               | 0                                | 0                                | 0                             | 0                             | 5,220                            | 5,220                           | 5,220                          |
| 231-7060-421.16-20         | Uniform Allowance         | 3,600                            | 1,200                            | 2,400                         | 2,400                         | 6,400                            | 6,400                           | 6,400                          |
| 231-7060-421.18-20         | Sick Leave Buy Back       | 958                              | 2,467                            | 2,530                         | 2,530                         | 5,735                            | 5,735                           | 5,735                          |
| 231-7060-421.20-00         | Fringe Benefits           | 21,210                           | 23,428                           | 26,774                        | 26,774                        | 74,337                           | 72,988                          | 72,988                         |
| 231-7060-421.22-00         | Medicare                  | 2,236                            | 2,320                            | 2,265                         | 2,265                         | 6,150                            | 6,150                           | 6,150                          |
| 231-7060-421.23-00         | PERS City Wide Contribute | 19,478                           | 0                                | 22,418                        | 22,418                        | 60,170                           | 60,170                          | 60,170                         |
| 231-7060-421.25-05         | PARS - Contribution       | 0                                | 6,598                            | 6,818                         | 6,818                         | 18,769                           | 18,769                          | 18,769                         |
| 231-7060-421.26-00         | Workers Comp Premium      | 8,544                            | 6,120                            | 6,266                         | 6,266                         | 16,655                           | 16,701                          | 16,701                         |
| 231-7060-421.27-10         | OPEB Contributions        | 18,698                           | 20,362                           | 23,376                        | 23,376                        | 40,963                           | 41,075                          | 41,075                         |
| 231-7060-421.43-05         | Office Equip - O S & M    | 0                                | 19,969                           | 20,568                        | 20,568                        | 5,000                            | 5,000                           | 5,000                          |
| 231-7060-421.43-20         | Vehicles - O S & M        | 35,153                           | 34,685                           | 34,836                        | 34,836                        | 44,233                           | 41,487                          | 41,487                         |
| 231-7060-421.52-30         | Ins - Benefits            | 13,294                           | 12,208                           | 14,567                        | 14,567                        | 36,199                           | 36,389                          | 36,389                         |
| 231-7060-421.61-20         | Dept Supplies & Expense   | 3,163                            | 13,815                           | 15,000                        | 15,000                        | 12,000                           | 9,480                           | 12,000                         |
|                            |                           | 275,699                          | 297,132                          | 328,889                       | 328,889                       | 739,300                          | 732,733                         | 735,253                        |

\* Parking Enforcement

**POLICE DEPARTMENT**  
**ACTIVITIES AND OBJECTIVES**  
239-7010 Juvenile Boot Camp

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 17,693              | 15,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>17,693</b>       | <b>15,000</b>         |

Description of Activities

**POLICE DEPARTMENT**  
**ACTIVITY DETAIL**  
239-7010 Juvenile Boot Camp

| ACCOUNT<br>NUMBER | DESCRIPTION                        | COST   |
|-------------------|------------------------------------|--------|
| 421.59-45         | <u>Juvenile at Risk Boot Camp:</u> | 15,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

|            |            |          |          |            |           |          |
|------------|------------|----------|----------|------------|-----------|----------|
| 2009-10    | 2010-11    | 2011-12  | 2011-12  | 2012-13    | 2012-13   | 2012-13  |
| YEAR'S AGO | LAST YEARS | ORIGINAL | ADJUSTED | DEPARTMENT | MANAGER'S | COUNCIL  |
| ACTUALS    | ACTUALS    | BUDGET   | BUDGET   | REQUEST    | REQUEST   | APPROVED |

ACCOUNT NUMBER ACCOUNT DESCRIPTION

**Federal CDBG Fund**  
**Police Administration**

239-7010-421.59-45 Juvenile @ Risk Boot Camp

|   |   |        |        |        |        |        |
|---|---|--------|--------|--------|--------|--------|
| 0 | 0 | 17,693 | 17,693 | 15,000 | 15,000 | 15,000 |
|---|---|--------|--------|--------|--------|--------|

\* Police Administration

|   |   |        |        |        |        |        |
|---|---|--------|--------|--------|--------|--------|
| 0 | 0 | 17,693 | 17,693 | 15,000 | 15,000 | 15,000 |
|---|---|--------|--------|--------|--------|--------|

# **POLICE DEPARTMENT** **ACTIVITIES AND OBJECTIVES**

239-7055 Code Enforcement

|                                    | 2010-2011<br>Actual | 2011-2011<br>Budget2 | 2012-2013<br>Proposed |
|------------------------------------|---------------------|----------------------|-----------------------|
| <b>Personnel</b>                   | 321,864             | 299,564              | 239,365               |
| <b>Maintenance &amp; Operation</b> | 106,719             | 104,029              | 100,635               |
| <b>Capital Expense</b>             | 0                   | 0                    | 0                     |
| <b>TOTAL</b>                       | <b>428,583</b>      | <b>403,593</b>       | <b>340,000</b>        |

## **Description of Activities**

The Code Enforcement Section is responsible for the enforcement and regulation of building and safety codes throughout the city in coordination with the Public Works Department to enhance public safety, quality of life and decrease blight. The Code Enforcement Section is part of and is managed by the lieutenant of the Support Services Division.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Regulate building and planning ordinances and laws in a proactive, yet fair, equitable and professional manner.

**POLICE DEPARTMENT  
PERSONNEL SERVICES  
239-7055 Code Enforcement**

| FULL TIME                    |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE               | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Sergeant                     | 0.05                                       | 0.05                                        | 5,231                         | 5,231                         |                |                                            |                                             |                               |                               |
| Community Service Officer    | 0.05                                       | 0.05                                        | 2,997                         | 2,997                         |                |                                            |                                             |                               |                               |
| Code Enforcement Coordinator | 0.75                                       | 0.75                                        | 52,101                        | 52,124                        |                |                                            |                                             |                               |                               |
| Code Enforcement Officer     | 1.80                                       | 1.20                                        | 105,449                       | 75,405                        |                |                                            |                                             |                               |                               |
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# **POLICE DEPARTMENT PERSONNEL SERVICES**

239-7055 Code Enforcement

| ACCOUNT<br>NUMBER | DESCRIPTION                                        | COST    |
|-------------------|----------------------------------------------------|---------|
| 424.11-00         | <u>Regular Salaries:</u>                           | 135,757 |
| 424.13-00         | <u>Overtime – Regular:</u>                         | 3,400   |
| 424.14-00         | <u>Overtime</u>                                    | 250     |
| 424.15-40         | <u>Bi-Lingual Pay:</u>                             | 2,940   |
| 424.15-60         | <u>Premium Pay:</u>                                | 4,653   |
| 424.16-20         | <u>Uniform Allowance: 3 Non-Sworn @ \$500.</u>     | 1,055   |
| 424.18-10         | <u>Holiday Pay:</u>                                | 300     |
| 424.18-20         | <u>Sick Leave Buy Back:</u>                        | 2,270   |
| 424.20-00         | <u>Fringe Benefits:</u>                            | 25,221  |
| 424.22-00         | <u>Medicare:</u>                                   | 2,584   |
| 424.23-00         | <u>PERS City Wide Contribution:</u>                | 19,994  |
| 424.24-00         | <u>PERS City Wide Contribution: Sworn Officers</u> | 2,165   |
| 424.25-05         | <u>PARS Contribution:</u>                          | 6,237   |
| 424.26-00         | <u>Workers Comp Premium:</u>                       | 5,771   |
| 424.27-10         | <u>OPEB Contributions:</u>                         | 14,194  |
| 424.52-30         | <u>Liability Insurance - Benefits:</u>             | 12,574  |

**POLICE DEPARTMENT  
ACTIVITY DETAIL  
239-7055 Code Enforcement**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                    | COST   |
|-------------------|------------------------------------------------------------------------------------------------|--------|
| 424.32-50         | <u>Contractual Services - City Prosecutor:</u>                                                 | 40,837 |
| 424.43-20         | <u>Vehicles - O S &amp; M:</u>                                                                 | 37,338 |
| 424.56-41         | <u>Contractual Services - Other: Data Ticket (\$4,000)</u>                                     | 4,000  |
| 424.59-10         | <u>Tuition &amp; Training: Code Enforcement training and workshops.</u>                        | 3,000  |
| 424.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u>                                                   | 6,000  |
| 424.61-23         | <u>Dept./Office Supplies &amp; Expenses - Neighborhood Improvement:</u>                        | 8,000  |
| 424.64-00         | <u>Membership &amp; Meetings: Conferences, meetings and approved professional memberships.</u> | 1,460  |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER            | ACCOUNT DESCRIPTION          | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------|------------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>  |                              |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Code Enforcement</b>   |                              |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-7055-424.11-00        | Regular Salaries             | 176,817                          | 132,070                          | 165,778                       | 165,778                       | 135,757                          | 135,757                         | 135,757                        |
| 239-7055-424.13-00        | Overtime - Regular           | 0                                | 0                                | 4,000                         | 4,000                         | 4,000                            | 3,400                           | 3,400                          |
| 239-7055-424.14-00        | Overtime Code 10             | 0                                | 178                              | 0                             | 0                             | 0                                | 250                             | 250                            |
| 239-7055-424.15-40        | Bi-Lingual Pay               | 4,051                            | 2,613                            | 2,940                         | 2,940                         | 2,940                            | 2,940                           | 2,940                          |
| 239-7055-424.15-60        | Premium Pay                  | 3,358                            | 4,075                            | 4,135                         | 4,135                         | 4,653                            | 4,653                           | 4,653                          |
| 239-7055-424.16-20        | Uniform Allowance            | 1,825                            | 488                              | 1,355                         | 1,355                         | 1,055                            | 1,055                           | 1,055                          |
| 239-7055-424.18-10        | Holiday Pay                  | 0                                | 251                              | 300                           | 300                           | 300                              | 300                             | 300                            |
| 239-7055-424.18-20        | Sick Leave Buy Back          | 2,280                            | 2,397                            | 2,670                         | 2,670                         | 2,270                            | 2,270                           | 2,270                          |
| 239-7055-424.20-00        | Fringe Benefits              | 33,750                           | 31,428                           | 30,638                        | 30,638                        | 25,687                           | 25,221                          | 25,221                         |
| 239-7055-424.22-00        | Medicare                     | 2,046                            | 1,375                            | 2,584                         | 2,584                         | 2,584                            | 2,584                           | 2,584                          |
| 239-7055-424.23-00        | PERS City Wide Contrib       | 31,100                           | 25,592                           | 25,005                        | 25,005                        | 19,994                           | 19,994                          | 19,994                         |
| 239-7055-424.24-00        | PERS City Wide Contribute    | 0                                | 0                                | 1,967                         | 1,967                         | 2,165                            | 2,165                           | 2,165                          |
| 239-7055-424.25-05        | PARS - Contribution          | 0                                | 8,858                            | 7,602                         | 7,602                         | 6,237                            | 6,237                           | 6,237                          |
| 239-7055-424.26-00        | Workers Comp Premium         | 13,598                           | 8,218                            | 7,170                         | 7,170                         | 5,755                            | 5,771                           | 5,771                          |
| 239-7055-424.27-10        | OPEB Contributions           | 29,754                           | 27,565                           | 26,750                        | 26,750                        | 14,155                           | 14,194                          | 14,194                         |
| 239-7055-424.32-50        | Contractual Srv - Prosecutor | 5,348                            | 3,770                            | 20,000                        | 20,000                        | 10,000                           | 40,837                          | 40,837                         |
| 239-7055-424.43-20        | Vehicles - O S & M           | 29,295                           | 28,905                           | 29,030                        | 29,030                        | 39,810                           | 37,338                          | 37,338                         |
| 239-7055-424.52-30        | Ins - Benefits               | 21,154                           | 16,525                           | 16,670                        | 16,670                        | 12,509                           | 12,574                          | 12,574                         |
| 239-7055-424.56-41        | Contractual Srv - Other      | 3,968                            | 3,313                            | 27,712                        | 27,712                        | 4,000                            | 4,000                           | 4,000                          |
| 239-7055-424.59-10        | Tuition & Training           | 0                                | 636                              | 4,500                         | 4,500                         | 3,000                            | 3,000                           | 3,000                          |
| 239-7055-424.61-20        | Dept Supplies & Expense      | 4,579                            | 3,035                            | 11,327                        | 11,327                        | 6,000                            | 6,000                           | 6,000                          |
| 239-7055-424.61-23        | Neighborhood Improvement     | 0                                | 0                                | 10,000                        | 10,000                        | 8,000                            | 8,000                           | 8,000                          |
| 239-7055-424.64-00        | Memberships & Meetings       | 0                                | 225                              | 1,460                         | 1,460                         | 1,460                            | 1,460                           | 1,460                          |
| <b>* Code Enforcement</b> |                              | <b>362,923</b>                   | <b>301,517</b>                   | <b>403,593</b>                | <b>403,593</b>                | <b>312,331</b>                   | <b>340,000</b>                  | <b>340,000</b>                 |

# PUBLIC WORKS

## ACTIVITIES AND OBJECTIVES

111-4010 Engineering Division

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 31,952              | 16,545              | 34,926                |
| Maintenance & Operation | 160,519             | 254,000             | 126,500               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>192,471</b>      | <b>270,545</b>      | <b>161,426</b>        |

### Description of Activities

The Engineering staff and consultant perform high level of service to the public and assist other Departments or Divisions, such as review and plan check public improvements; investigate and present to Traffic Authority various traffic related requests; provide information, research and prepare legal descriptions and maps to the public and other departments; coordinate activities of various federal, state and county projects (i.e. Caltrans, County of Los Angeles, Metropolitan Transportation Authority, Southern California Association of Governments, Los Angeles Unified School District, and Gateway Cities, CDBG and SCDC, etc.)

### Fiscal Year 2012-2013 Objectives

- ✓ Coordinate with Los Angeles Unified School District for the construction of several new school projects.
- ✓ Represent the City on various committees (i.e. SCDC Board, I-710 Technical Advisory Committee, etc).
- ✓ Continue to provide a high level of services to the public and other departments and divisions.

# PUBLIC WORKS PERSONNEL SERVICES

111-4010 Engineering Division

| FULL TIME             |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE        | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director | 0.15                                       | 0.15                                        | 21,341                        | 21,341                        |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-4010 Engineering Division

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 431.11-10         | <u>Regular Salaries:</u>               | 21,341 |
| 431.20-00         | <u>Fringe Benefits:</u>                | 3,965  |
| 431.22-00         | <u>Medicare:</u>                       | 360    |
| 431.23-00         | <u>PERS City Wide Contribution:</u>    | 3,184  |
| 431.25-05         | <u>PARS Contribution:</u>              | 961    |
| 431.26-00         | <u>Workers Comp Premium:</u>           | 907    |
| 431.27-10         | <u>OPEB Contributions:</u>             | 2,231  |
| 431.52-30         | <u>Liability Insurance – Benefits:</u> | 1,977  |

**PUBLIC WORKS  
ACTIVITY DETAIL  
111-4010 Engineering Division**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                       | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.54-00         | <u>Advertising &amp; Publications</u> : Articles in newspapers concerning public hearings, projects for bid, etc.                 | 1,000   |
| 431.56-62         | <u>Contractual Engineering Services</u> : Engineering Services                                                                    | 125,000 |
| 431.64-00         | <u>Membership &amp; Meetings</u> : Conference approved in the Annual Travel Resolution and other requested and required meetings. | 500     |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER      | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Engineering</b>  |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-4010-431.11-00  | Regular Salaries          | 46,225                           | 41,165                           | 10,671                        | 10,671                        | 21,341                           | 21,341                          | 21,341                         |
| 111-4010-431.20-00  | Fringe Benefits           | 8,570                            | 1,755                            | 1,972                         | 1,972                         | 4,038                            | 3,965                           | 3,965                          |
| 111-4010-431.22-00  | Medicare                  | 0                                | 0                                | 155                           | 155                           | 360                              | 360                             | 360                            |
| 111-4010-431.23-00  | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 3,184                            | 3,184                           | 3,184                          |
| 111-4010-431.25-05  | PARS - Contribution       | 0                                | 0                                | 490                           | 490                           | 961                              | 961                             | 961                            |
| 111-4010-431.26-00  | Workers Comp Premium      | 3,452                            | 458                              | 462                           | 462                           | 905                              | 907                             | 907                            |
| 111-4010-431.27-10  | OPEB Contributions        | 7,556                            | 1,526                            | 1,722                         | 1,722                         | 2,225                            | 2,231                           | 2,231                          |
| 111-4010-431.43-20  | Vehicles - O S & M        | 4,394                            | 4,336                            | 0                             | 0                             | 0                                | 0                               | 0                              |
| 111-4010-431.52-30  | Liability                 | 5,372                            | 915                              | 1,073                         | 1,073                         | 1,966                            | 1,977                           | 1,977                          |
| 111-4010-431.54-00  | Advertising & Publication | 568                              | 228                              | 2,500                         | 2,500                         | 2,500                            | 1,000                           | 1,000                          |
| 111-4010-431.56-62  | Contract Engineer Service | 246,083                          | 158,859                          | 251,000                       | 251,000                       | 251,000                          | 125,000                         | 125,000                        |
| 111-4010-431.64-00  | Memberships & Meetings    | 395                              | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
|                     |                           | 322,615                          | 209,242                          | 270,545                       | 270,545                       | 288,980                          | 161,426                         | 161,426                        |
| * Engineering       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

**PUBLIC WORKS**  
**ACTIVITIES AND OBJECTIVES**  
111-6022 Recreation Buildings

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 40,201              | 43,003              | 45,122                |
| Maintenance & Operation | 189,000             | 208,200             | 213,310               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>229,201</b>      | <b>251,203</b>      | <b>258,432</b>        |

**Description of Activities**

This activity provides the overall general building maintenance and repair to six (6) recreation buildings.

- Recreation Center
- Municipal Park
- Freedom Park
- Huntington Park Community Center
- Robert Keller Park
- Raul Perez Park

**Fiscal Year 2012-2013 Objectives**

- ✓ To maintain recreation buildings in an operational and habitable condition.

# PUBLIC WORKS PERSONNEL SERVICES

111-6022 Recreation Buildings

| FULL TIME                  |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE             | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Facility Repair Specialist | 0.50                                       | 0.50                                        | 27,368                        | 27,368                        |                |                                            |                                             |                               |                               |
|                            |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-6022 Recreation Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 451.11-00         | <u>Regular Salaries:</u>               | 27,368 |
| 451.18-20         | <u>Sick Leave Buy Back</u>             | 515    |
| 451.20-00         | <u>Fringe Benefits:</u>                | 5,084  |
| 451.22-00         | <u>Medicare:</u>                       | 415    |
| 451.23-00         | <u>PERS City Wide Contribution:</u>    | 3,950  |
| 451.25-05         | <u>PARS Contribution:</u>              | 1,231  |
| 451.26-00         | <u>Workers Comp Premium:</u>           | 1,163  |
| 451.27-10         | <u>OPEB Contributions:</u>             | 2,861  |
| 451.52-30         | <u>Liability Insurance – Benefits:</u> | 2,535  |

**PUBLIC WORKS**  
**ACTIVITY DETAIL**  
111-6022 Recreation Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 451.43-10         | <u>Building -- O S &amp; M:</u> General maintenance to six (6) recreation building exteriors and interiors to include electrical, plumbing, roofing, painting, carpentry and minor electrical                                                                                                                                                                                                                                                                                                                        | 22,950  |
| 451.56-41         | <u>Contractual Services:</u> This includes contractual janitorial service with ProgreenBuilding Maintenance (\$67,000); alarm service with ADT Alarm (\$7560); pest control with Western Exterminator (\$2,800), and fire extinguisher service with Marx Bros (\$1,450). Honeywell Building Solutions annual service agreement for heating and air conditioning preventative maintenance and repairs. (\$28,750).<br><br><i>(Additional service costs reflect funds needed for the new Raul Perez Park facility)</i> | 107,560 |
| 451.62-10         | <u>Heat, Light, Water &amp; Power:</u> Natural Gas and Electricity                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 82,800  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER              | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>         |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Recreation Buildings</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-6022-451.11-00          | Regular Salaries          | 27,769                           | 27,448                           | 27,368                        | 27,368                        | 27,368                           | 27,368                          | 27,368                         |
| 111-6022-451.18-20          | Sick Leave Buy Back       | (27)                             | 572                              | 575                           | 575                           | 515                              | 515                             | 515                            |
| 111-6022-451.20-00          | Fringe Benefits           | 4,134                            | 4,502                            | 5,058                         | 5,058                         | 5,178                            | 5,084                           | 5,084                          |
| 111-6022-451.22-00          | Medicare                  | 404                              | 411                              | 415                           | 415                           | 415                              | 415                             | 415                            |
| 111-6022-451.23-00          | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 3,950                            | 3,950                           | 3,950                          |
| 111-6022-451.25-05          | PARS - Contribution       | 0                                | 0                                | 1,235                         | 1,235                         | 1,231                            | 1,231                           | 1,231                          |
| 111-6022-451.26-00          | Workers Comp Premium      | 1,666                            | 1,176                            | 1,184                         | 1,184                         | 1,160                            | 1,163                           | 1,163                          |
| 111-6022-451.27-10          | OPEB Contributions        | 3,644                            | 3,912                            | 4,416                         | 4,416                         | 2,854                            | 2,861                           | 2,861                          |
| 111-6022-451.43-10          | Buildings - O S & M       | 44,785                           | 45,671                           | 52,000                        | 52,000                        | 35,000                           | 22,950                          | 22,950                         |
| 111-6022-451.52-30          | Ins - Benefits            | 2,590                            | 2,346                            | 2,752                         | 2,752                         | 2,522                            | 2,535                           | 2,535                          |
| 111-6022-451.56-41          | Contractual Srvc - Other  | 59,189                           | 54,869                           | 64,200                        | 64,200                        | 107,560                          | 107,560                         | 107,560                        |
| 111-6022-451.62-10          | Heat Light Water & Power  | 70,619                           | 77,950                           | 92,000                        | 92,000                        | 92,000                           | 82,800                          | 82,800                         |
|                             |                           | 214,773                          | 218,857                          | 251,203                       | 251,203                       | 279,753                          | 258,432                         | 258,432                        |
| * Recreation Buildings      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

**PUBLIC WORKS**  
**ACTIVITIES AND OBJECTIVES**  
111-7020 Police Buildings

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 41,703              | 44,488              | 46,862                |
| Maintenance & Operation | 182,000             | 219,750             | 203,437               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>223,703</b>      | <b>264,238</b>      | <b>250,299</b>        |

**Description of Activities**

This activity provides overall general building maintenance to the Police Department facilities.

**Fiscal Year 2012-2013 Objectives**

- ✓ To maintain the building in an operational and habitable condition.

# PUBLIC WORKS

## PERSONNEL SERVICES

111-7020 Police Buildings

| FULL TIME                  |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE             | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Facility Repair Specialist | 0.50                                       | 0.50                                        | 27,368                        | 27,368                        |                |                                            |                                             |                               |                               |
|                            |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-7020 Police Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 421.11-00         | <u>Regular Salaries:</u>               | 27,368 |
| 421.15-60         | <u>Premium Pay:</u>                    | 1,350  |
| 421.18-20         | <u>Sick Leave Buy Back:</u>            | 635    |
| 421.20-00         | <u>Fringe Benefits:</u>                | 5,084  |
| 421.22-00         | <u>Medicare:</u>                       | 430    |
| 421.23-00         | <u>PERS City Wide Contribution:</u>    | 4,143  |
| 421.25-05         | <u>PARS Contribution:</u>              | 1,293  |
| 421.26-00         | <u>Workers Comp Premium:</u>           | 1,163  |
| 421.27-10         | <u>OPEB Contributions:</u>             | 2,861  |
| 421.52-30         | <u>Liability Insurance – Benefits:</u> | 2,535  |

# **PUBLIC WORKS** **ACTIVITY DETAIL**

111-7020 Police Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                    | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 421.43-10         | <u>Building – O S &amp; M:</u> General routine maintenance and repairs to police buildings which includes, plumbing, painting, carpentry, roofing, automatic gate repair and minor electrical. Maintenance to main Police building, Annex Building and Pacific Blvd sub station. Annex building roof repair (\$20,000) competitive bid).                                                                                                       | 43,137 |
| 421.56-41         | <u>Contractual Services:</u> This includes janitorial service with Progreen Building Maintenance (\$51,000); emergency generator service i.e., Cummings Cal Pacific (\$500); pest control with Western Exterminator (\$500); and fire extinguisher service with Marx Bros. Fire Extinguisher (\$500). Honeywell Building Solutions annual service agreement for heating and air conditioning preventative maintenance and repairs. (\$25,000). | 77,500 |
| 421.62-10         | <u>Heat, Light, Water &amp; Power:</u> Natural Gas and Electricity.                                                                                                                                                                                                                                                                                                                                                                            | 82,800 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER          | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>     |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Police Buildings</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-7020-421.11-00      | Regular Salaries          | 27,878                           | 27,448                           | 27,368                        | 27,368                        | 27,368                           | 27,368                          | 27,368                         |
| 111-7020-421.15-60      | Premium Pay               | 634                              | 1,346                            | 1,350                         | 1,350                         | 1,350                            | 1,350                           | 1,350                          |
| 111-7020-421.18-20      | Sick Leave Buy Back       | (78)                             | 632                              | 635                           | 635                           | 635                              | 635                             | 635                            |
| 111-7020-421.20-00      | Fringe Benefits           | 4,134                            | 4,502                            | 5,058                         | 5,058                         | 5,178                            | 5,084                           | 5,084                          |
| 111-7020-421.22-00      | Medicare                  | 424                              | 435                              | 430                           | 430                           | 430                              | 430                             | 430                            |
| 111-7020-421.23-00      | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 4,143                            | 4,143                           | 4,143                          |
| 111-7020-421.25-05      | PARS - Contribution       | 0                                | 0                                | 1,295                         | 1,295                         | 1,293                            | 1,293                           | 1,293                          |
| 111-7020-421.26-00      | Workers Comp Premium      | 1,666                            | 1,176                            | 1,184                         | 1,184                         | 1,160                            | 1,163                           | 1,163                          |
| 111-7020-421.27-10      | OPEB Contributions        | 3,644                            | 3,912                            | 4,416                         | 4,416                         | 2,854                            | 2,861                           | 2,861                          |
| 111-7020-421.43-10      | Buildings - O S & M       | 45,857                           | 102,779                          | 75,750                        | 75,750                        | 55,000                           | 43,137                          | 43,137                         |
| 111-7020-421.52-30      | Ins - Benefits            | 2,590                            | 2,346                            | 2,752                         | 2,752                         | 2,522                            | 2,535                           | 2,535                          |
| 111-7020-421.56-41      | Contractual Svc - Other   | 42,074                           | 37,249                           | 52,000                        | 52,000                        | 77,500                           | 77,500                          | 77,500                         |
| 111-7020-421.62-10      | Heat Light Water & Power  | 63,660                           | 88,401                           | 92,000                        | 92,000                        | 92,000                           | 82,800                          | 82,800                         |
|                         |                           | 192,483                          | 270,226                          | 264,238                       | 264,238                       | 271,433                          | 250,299                         | 250,299                        |
| * Police Buildings      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# PUBLIC WORKS

## ACTIVITIES AND OBJECTIVES

111-8010 Street Operations

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 356,585             | 439,287             | 489,394               |
| <b>Maintenance &amp; Operation</b> | 695,423             | 623,366             | 943,300               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>1,052,008</b>    | <b>1,062,653</b>    | <b>1,432,694</b>      |

### Description of Activities

This activity engages in repairs to streets, sidewalks, curbs and storm drains; cleans and maintains streets, parkways, gutters and parking lots, daily sweeping of the Central Business District area and the sidewalk steam cleaning program. This Division also responds to special requests for community promotional events which include Christmas Parade, street festivals and supportive traffic control street closure devices. This division is on a 24 hour emergency call list to assist the Police Department when required for hazardous material containment and removal, including emergency street closures.

### Fiscal Year 2012-2013 Objectives

- ✓ To provide for the safety of the general public by responding to request for services in a timely manner and providing preventive maintenance to minimize liability exposure to the City.
- ✓ To maintain aesthetically pleasing environment in the city right-of-way.
- ✓ To provide a clean and litter free Central Business District.
- ✓ Continue the annual curb, gutter, and sidewalk construction program.

**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-8010 Street Operations

| FULL TIME               |                                            |                                             |                               |                               | PART TIME          |                                            |                                             |                               |                               |
|-------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|--------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE          | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director   | 0.10                                       | 0.10                                        | 14,227                        | 14,227                        | Maintenance Worker | 1,000 hrs                                  | 1,000 hrs                                   | 21,254                        | 21,254                        |
| Staff Analyst           | 0.35                                       | 0.35                                        | 26,604                        | 26,604                        |                    |                                            |                                             |                               |                               |
| Public Works Supervisor | 1.00                                       | 1.00                                        | 77,660                        | 76,009                        |                    |                                            |                                             |                               |                               |
| Public Works Secretary  | 0.50                                       | 0.50                                        | 26,558                        | 26,563                        |                    |                                            |                                             |                               |                               |
| Maintenance Worker      | 2.25                                       | 2.25                                        | 116,015                       | 116,015                       |                    |                                            |                                             |                               |                               |
| Storekeeper             | 0.25                                       | 0.45                                        | 12,143                        | 21,859                        |                    |                                            |                                             |                               |                               |
|                         |                                            |                                             |                               |                               |                    |                                            |                                             |                               |                               |
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| <b>TOTAL</b>            | <b>4.45</b>                                | <b>4.65</b>                                 | <b>273,207</b>                | <b>281,277</b>                | <b>TOTAL</b>       | <b>1,000 hrs</b>                           | <b>1,000 hrs</b>                            | <b>21,254</b>                 | <b>21,254</b>                 |

**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-8010 Street Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>               | 281,277 |
| 431.12-00         | <u>Salary &amp; Wages – P/T Temp:</u>  | 21,254  |
| 431.15-40         | <u>Bi-Lingual Pay:</u>                 | 2,835   |
| 431.15-60         | <u>Premium Pay:</u>                    | 1,170   |
| 431.18-20         | <u>Sick Leave Buy Back:</u>            | 4,606   |
| 431.20-00         | <u>Fringe Benefits:</u>                | 52,256  |
| 431.22-00         | <u>Medicare:</u>                       | 4,515   |
| 431.23-00         | <u>PERS City Wide Contribution:</u>    | 41,225  |
| 431.25.05         | <u>PARS Contribution:</u>              | 12,838  |
| 431.26-00         | <u>Workers Comp Premium:</u>           | 11,957  |
| 431.27-10         | <u>OPEB Contributions:</u>             | 29,408  |
| 431.52-30         | <u>Liability Insurance – Benefits:</u> | 26,053  |

# **PUBLIC WORKS** **ACTIVITY DETAIL**

111-8010 Street Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                            | COST    |
|-------------------|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.43-05         | <u>Equipment Maintenance Services:</u> Alvaka Networks for IT and computer maintenance (\$500).                                                                                                                                                                                                        | 500     |
| 431.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                                         | 23,509  |
| 431.56-41         | <u>Contractual Services:</u> Residential and commercial street sweeping services, sidewalk steam cleaning service and sidewalk sweeping for the Central Business District area by MAG Sweeping (\$627,791); and sidewalk maintenance (\$100,000); NPDES/TMDL (\$50,000); and Storm Drains (\$100,000). | 877,791 |
| 431.59-10         | <u>Tuition &amp; Training:</u> Hazardous Waste Operations Training (HAZ WOPER), Occupational Safety and Health Administration training classes (OSHA), safety committee classes, and forklift & certification program.                                                                                 | 1,500   |
| 431.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Purchase of concrete, asphalt, barricades, lumber, flags for C.B.D., bumper stops, trash receptacles, trash liners, sand, gravel, ready mix concrete, and spill absorbent.                                                                                | 40,000  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>        |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Street Operations</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-8010-431.11-00         | Regular Salaries          | 262,519                          | 237,327                          | 264,094                       | 264,094                       | 271,561                          | 281,277                         | 281,277                        |
| 111-8010-431.12-00         | Salary & Wages - P/T Temp | 20,127                           | 336                              | 21,254                        | 21,254                        | 21,254                           | 21,254                          | 21,254                         |
| 111-8010-431.15-40         | Bi-Lingual Pay            | 3,502                            | 3,417                            | 3,150                         | 3,150                         | 2,835                            | 2,835                           | 2,835                          |
| 111-8010-431.15-60         | Premium Pay               | 0                                | 0                                | 945                           | 945                           | 1,170                            | 1,170                           | 1,170                          |
| 111-8010-431.18-20         | Sick Leave Buy Back       | 4,075                            | 3,570                            | 4,115                         | 4,115                         | 4,674                            | 4,606                           | 4,606                          |
| 111-8010-431.20-00         | Fringe Benefits           | 34,640                           | 37,516                           | 48,808                        | 48,808                        | 51,383                           | 52,256                          | 52,256                         |
| 111-8010-431.22-00         | Medicare                  | 4,364                            | 3,587                            | 4,260                         | 4,260                         | 4,300                            | 4,515                           | 4,515                          |
| 111-8010-431.23-00         | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 39,823                           | 41,225                          | 41,225                         |
| 111-8010-431.25-05         | PARS - Contribution       | 0                                | 0                                | 12,070                        | 12,070                        | 12,400                           | 12,838                          | 12,838                         |
| 111-8010-431.26-00         | Workers Comp Premium      | 13,956                           | 9,798                            | 11,423                        | 11,423                        | 11,513                           | 11,957                          | 11,957                         |
| 111-8010-431.27-10         | OPEB Contributions        | 30,538                           | 32,604                           | 42,613                        | 42,613                        | 28,315                           | 29,408                          | 29,408                         |
| 111-8010-431.43-05         | Office Equip - O S & M    | 0                                | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-8010-431.43-20         | Vehicles - O S & M        | 40,602                           | 23,933                           | 21,366                        | 21,366                        | 25,065                           | 23,509                          | 23,509                         |
| 111-8010-431.52-30         | Liability                 | 21,712                           | 19,550                           | 26,555                        | 26,555                        | 25,022                           | 26,053                          | 26,053                         |
| 111-8010-431.56-41         | Contractual Srvc - Other  | 359,868                          | 544,701                          | 555,000                       | 555,000                       | 773,000                          | 877,791                         | 877,791                        |
| 111-8010-431.59-10         | Tuition & Training        | 1,116                            | 459                              | 1,500                         | 1,500                         | 1,500                            | 1,500                           | 1,500                          |
| 111-8010-431.61-20         | Dept Supplies & Expense   | 50,023                           | 51,159                           | 45,000                        | 45,000                        | 45,000                           | 40,000                          | 40,000                         |
| <b>* Street Operations</b> |                           | <b>847,042</b>                   | <b>967,957</b>                   | <b>1,062,653</b>              | <b>1,062,653</b>              | <b>1,319,315</b>                 | <b>1,432,694</b>                | <b>1,432,694</b>               |

# PUBLIC WORKS

## ACTIVITIES AND OBJECTIVES

111-8020 Public Works Administration

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 170,305             | 177,645             | 197,791               |
| Maintenance & Operation | 111,346             | 109,322             | 114,326               |
| Capital Expense         | 2,000               | 1,500               | 0                     |
| <b>TOTAL</b>            | <b>283,651</b>      | <b>288,467</b>      | <b>312,117</b>        |

### Description of Activities

The Public Works Department is responsible for the general maintenance and upkeep of the city. This activity implements and directs public works activities to insure compliance with federal, state, county and local regulations.

### Fiscal Year 2012-2013 Objectives

- ✓ To receiving, responding and expediting solutions to customer service requests.
- ✓ To promote a customer friendly environment.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
111-8020 Public Works Administration

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director          | 0.10                                       | 0.10                                        | 14,228                        | 14,227                        |                |                                            |                                             |                               |                               |
| Maintenance Electrician Supvr. | 0.10                                       | 0.10                                        | 8,562                         | 8,150                         |                |                                            |                                             |                               |                               |
| Journeyman Electrician         | 0.20                                       | 0.20                                        | 13,760                        | 13,762                        |                |                                            |                                             |                               |                               |
| Facility Repair Specialist     | 0.50                                       | 0.50                                        | 27,367                        | 27,367                        |                |                                            |                                             |                               |                               |
| Public Works Secretary         | 0.50                                       | 0.50                                        | 26,558                        | 26,563                        |                |                                            |                                             |                               |                               |
| Storekeeper                    | 0.15                                       | 0.15                                        | 7,286                         | 7,286                         |                |                                            |                                             |                               |                               |
| Office Assistant II            | 0.35                                       | 0.35                                        | 16,000                        | 15,315                        |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
111-8020 Public Works Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                           | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>                                                                                              | 112,670 |
| 431.15-40         | <u>Bi Lingual Pay:</u>                                                                                                | 2,835   |
| 431.15-60         | <u>Premium Pay:</u>                                                                                                   | 1,440   |
| 431.16-20         | <u>Uniform Allowance:</u> Uniform laundering services by contract to AmeriPride Uniform Services for all field staff. | 7,500   |
| 431.18-20         | <u>Sick Leave Buy Back:</u>                                                                                           | 1,455   |
| 431.20-00         | <u>Fringe Benefits:</u>                                                                                               | 20,932  |
| 431.22-00         | <u>Medicare:</u>                                                                                                      | 1,750   |
| 431.23-00         | <u>PERS City Wide Contribution:</u>                                                                                   | 16,940  |
| 431.25-05         | <u>PARS Contribution:</u>                                                                                             | 5,263   |
| 431.26-00         | <u>Workers Comp Premium:</u>                                                                                          | 4,790   |
| 431.27-10         | <u>OPEB Contributions:</u>                                                                                            | 11,780  |
| 431.52-30         | <u>Liability Insurance - Benefits:</u>                                                                                | 10,436  |

# PUBLIC WORKS ACTIVITY DETAIL

111-8020 Public Works Administration

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                    | COST   |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 431.15-20         | <u>Tool Allowance:</u> This is provided by agreement with the General Employees Association Memorandum of Understanding and is for three (3) employees at \$400 per person.                                                                    | 1,200  |
| 431.43-05         | <u>Equipment Maintenance Services:</u> Alvaka Networks for IT and computer maintenance (\$2,500), TimeVue software for timekeeping (\$1000), Xerox Corporation copier lease (\$1,800).                                                         | 5,300  |
| 431.43-10         | <u>Building – O S &amp; M:</u> General routine maintenance and repairs to City Yard buildings which includes plumbing, roofing, electrical, lamp replacement, carpet replacements, and office/building painting.                               | 17,000 |
| 431.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                 | 55,316 |
| 431.56-41         | <u>Contractual Services:</u> This includes pest control with Western Exterminator (\$660); fire extinguisher service with Marks Brothers (\$410); janitorial services with Progreen Building Maintenance (\$4,500); and traffic studies (\$0). | 5,710  |
| 431.59-10         | <u>Tuition &amp; Training:</u> General conferences, training and forklift certification program.                                                                                                                                               | 500    |
| 431.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Miscellaneous expenses, professional printing services, miscellaneous items. General office supplies.                                                                                             | 5,000  |
| 431.62-10         | <u>Heat, Light, Water &amp; Power:</u> Natural Gas and Electricity.                                                                                                                                                                            | 24,300 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>                 |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Public Woks Administration</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-8020-431.11-00                  | Regular Salaries          | 142,808                          | 152,728                          | 106,647                       | 106,647                       | 112,670                          | 112,670                         | 112,670                        |
| 111-8020-431.15-20                  | Tool Allowance            | 1,600                            | 1,600                            | 1,200                         | 1,200                         | 1,200                            | 1,200                           | 1,200                          |
| 111-8020-431.15-40                  | Bi-Lingual Pay            | 1,055                            | 1,075                            | 1,785                         | 1,785                         | 2,835                            | 2,835                           | 2,835                          |
| 111-8020-431.15-60                  | Premium Pay               | 48                               | 333                              | 1,215                         | 1,215                         | 1,440                            | 1,440                           | 1,440                          |
| 111-8020-431.16-20                  | Uniform Allowance         | 5,825                            | 5,994                            | 7,500                         | 7,500                         | 7,500                            | 7,500                           | 7,500                          |
| 111-8020-431.18-20                  | Sick Leave Buy Back       | 914                              | 1,408                            | 1,690                         | 1,690                         | 1,455                            | 1,455                           | 1,455                          |
| 111-8020-431.20-00                  | Fringe Benefits           | 16,426                           | 18,037                           | 19,710                        | 19,710                        | 21,319                           | 20,932                          | 20,932                         |
| 111-8020-431.22-00                  | Medicare                  | 2,156                            | 2,272                            | 1,620                         | 1,620                         | 1,750                            | 1,750                           | 1,750                          |
| 111-8020-431.23-00                  | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 16,940                           | 16,940                          | 16,940                         |
| 111-8020-431.25-05                  | PARS - Contribution       | 0                                | 0                                | 4,934                         | 4,934                         | 5,263                            | 5,263                           | 5,263                          |
| 111-8020-431.26-00                  | Workers Comp Premium      | 6,618                            | 4,712                            | 4,613                         | 4,613                         | 4,777                            | 4,790                           | 4,790                          |
| 111-8020-431.27-10                  | OPEB Contributions        | 14,480                           | 15,676                           | 17,208                        | 17,208                        | 11,748                           | 11,780                          | 11,780                         |
| 111-8020-431.43-05                  | Office Equip - O S & M    | 5                                | 1,921                            | 3,160                         | 3,160                         | 5,300                            | 5,300                           | 5,300                          |
| 111-8020-431.43-10                  | Buildings - O S & M       | 18,728                           | 10,965                           | 20,000                        | 20,000                        | 20,000                           | 17,000                          | 17,000                         |
| 111-8020-431.43-20                  | Vehicles - O S & M        | 11,718                           | 40,466                           | 40,642                        | 40,642                        | 58,977                           | 55,316                          | 55,316                         |
| 111-8020-431.52-30                  | Liability                 | 10,296                           | 9,398                            | 10,723                        | 10,723                        | 10,381                           | 10,436                          | 10,436                         |
| 111-8020-431.56-41                  | Contractual Srvc - Other  | 4,022                            | 6,275                            | 10,420                        | 10,420                        | 5,710                            | 5,710                           | 5,710                          |
| 111-8020-431.59-10                  | Tuition & Training        | 537                              | 120                              | 500                           | 500                           | 500                              | 500                             | 500                            |
| 111-8020-431.61-20                  | Dept Supplies & Expense   | 2,819                            | 3,090                            | 6,000                         | 6,000                         | 6,000                            | 5,000                           | 5,000                          |
| 111-8020-431.62-10                  | Heat Light Water & Power  | 20,962                           | 20,565                           | 27,000                        | 27,000                        | 27,000                           | 24,300                          | 24,300                         |
| <b>* Public Woks Administration</b> |                           | <b>261,017</b>                   | <b>296,635</b>                   | <b>286,567</b>                | <b>286,567</b>                | <b>322,765</b>                   | <b>312,117</b>                  | <b>312,117</b>                 |

**PUBLIC WORKS**  
**ACTIVITIES AND OBJECTIVES**  
111-8022 General Government Buildings

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 41,703              | 44,498              | 46,872                |
| Maintenance & Operation | 117,800             | 115,761             | 99,200                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>159,503</b>      | <b>160,259</b>      | <b>146,072</b>        |

**Description of Activities**

This activity provides for general in-house building maintenance to City Hall.

**Fiscal Year 2012-2013 Objectives**

- ✓ To maintain city hall building in an operational and habitable condition.

**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-8022 General Government Buildings

| FULL TIME                  |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE             | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Facility Repair Specialist | 0.50                                       | 0.50                                        | 27,368                        | 27,368                        |                |                                            |                                             |                               |                               |
|                            |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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|                            |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| <b>TOTAL</b>               | 0.50                                       | 0.50                                        | 27,368                        | 27,368                        | <b>TOTAL</b>   |                                            |                                             |                               |                               |

**PUBLIC WORKS  
PERSONNEL SERVICES**  
111-8022 General Government Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                             | COST   |
|-------------------|-----------------------------------------|--------|
| 419.11-00         | <u>Regular Salaries:</u>                | 27,368 |
| 419.15-60         | <u>Premium Pay:</u>                     | 1,350  |
| 419.18-20         | <u>Sick Leave Buy Back:</u>             | 635    |
| 419.20-00         | <u>Fringe Benefits:</u>                 | 5,084  |
| 419.22-00         | <u>Medicare:</u>                        | 440    |
| 419.23-00         | <u>PERS City Wide Contribution:</u>     | 4,143  |
| 419.25-05         | <u>PARS Contribution:</u>               | 1,293  |
| 419.26-00         | <u>Workers Comp Premium:</u>            | 1,163  |
| 419.27-10         | <u>OPEB Contributions:</u>              | 2,861  |
| 419.52-30         | <u>Liability Insurance -- Benefits:</u> | 2,535  |

# **PUBLIC WORKS ACTIVITY DETAIL**

111-8022 General Government Buildings

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COST   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 419.15-20         | <u>Tool Allowance:</u> This is provided by agreement with the General Employees Association Memorandum of Understanding and is for two (2) employees at \$400 per person.                                                                                                                                                                                                                                                                                                                                                                             | 800    |
| 419.43-10         | <u>Building – O. S. &amp; M.:</u> General routine maintenance repairs to City Hall Building which includes plumbing, painting, electrical, carpentry, and minor electrical.                                                                                                                                                                                                                                                                                                                                                                           | 17,000 |
| 419.56-41         | <u>Contractual Services:</u> This includes janitorial service with Progreen Building Maintenance (\$28,000); alarm service with ADT Security Services (\$4,000); pest control with Western Exterminator Service (\$1,200); elevator service with Amtech Elevator (\$2,200); generator maintenance with Cummins Cal Pacific (\$500); and fire extinguisher service with Marx Bros. Fire Extinguisher (\$500). Honeywell Building Solutions annual service agreement for heating and air conditioning preventative maintenance and repairs. (\$25,000). | 61,400 |
| 419.62-10         | <u>Heat, Light, Water &amp; Power:</u> Natural Gas and Electricity.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                   | 20,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

2009-10 2010-11 2011-12 2011-12 2012-13 2012-13 2012-13  
YEAR'S AGO LAST YEARS ORIGINAL ADJUSTED DEPARTMENT MANAGER'S COUNCIL  
ACTUALS ACTUALS BUDGET BUDGET REQUEST REQUEST REQUEST APPROVED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

### General Fund

#### General Govt Buildings

|                    |                           |         |         |         |         |         |         |         |
|--------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|
| 111-8022-419.11-00 | Regular Salaries          | 27,876  | 27,446  | 27,368  | 27,368  | 27,368  | 27,368  | 27,368  |
| 111-8022-419.15-20 | Tool Allowance            | 800     | 800     | 800     | 800     | 800     | 800     | 800     |
| 111-8022-419.15-60 | Premium Pay               | 634     | 1,355   | 1,350   | 1,350   | 1,350   | 1,350   | 1,350   |
| 111-8022-419.18-20 | Sick Leave Buy Back       | 650     | 632     | 635     | 635     | 635     | 635     | 635     |
| 111-8022-419.20-00 | Fringe Benefits           | 4,134   | 4,502   | 5,058   | 5,058   | 5,178   | 5,084   | 5,084   |
| 111-8022-419.22-00 | Medicare                  | 424     | 435     | 440     | 440     | 440     | 440     | 440     |
| 111-8022-419.23-00 | PERS City Wide Contribute | 0       | 0       | 0       | 0       | 4,143   | 4,143   | 4,143   |
| 111-8022-419.25-05 | PARS - Contribution       | 0       | 0       | 1,295   | 1,295   | 1,293   | 1,293   | 1,293   |
| 111-8022-419.26-00 | Workers Comp Premium      | 1,666   | 1,176   | 1,184   | 1,184   | 1,160   | 1,163   | 1,163   |
| 111-8022-419.27-10 | OPEB Contributions        | 3,644   | 3,912   | 4,416   | 4,416   | 2,854   | 2,861   | 2,861   |
| 111-8022-419.43-10 | Buildings - O S & M       | 38,325  | 37,731  | 45,000  | 45,000  | 20,000  | 17,000  | 17,000  |
| 111-8022-419.52-30 | Ins - Benefits            | 2,590   | 2,346   | 2,752   | 2,752   | 2,522   | 2,535   | 2,535   |
| 111-8022-419.56-41 | Contractual Svc - Other   | 38,051  | 32,472  | 41,161  | 41,161  | 61,400  | 61,400  | 61,400  |
| 111-8022-419.62-10 | Heat Light Water & Power  | 17,068  | 20,572  | 28,800  | 28,800  | 28,800  | 20,000  | 20,000  |
|                    |                           | 135,862 | 133,379 | 160,259 | 160,259 | 157,943 | 146,072 | 146,072 |

\* General Govt Buildings

# PUBLIC WORKS ACTIVITIES AND OBJECTIVES

111-8095 Community Beautification

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 21,564              | 21,564              | 21,564                |
| <b>Maintenance &amp; Operation</b> | 378,440             | 402,337             | 577,948               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>400,004</b>      | <b>423,901</b>      | <b>599,512</b>        |

## Description of Activities

This activity provides park landscape maintenance services on all city parks and the civic center. This is for the general maintenance of landscaping including planting cultivating, and caring for parks, right-of-ways, gardens, ball diamonds, tennis courts, picnic areas, basketball courts, planters, medians and irrigation systems. To provide a community-wide weed removal program for public right-of-ways.

## Fiscal Year 2012-2013 Objectives

- ✓ To provide an aesthetic pleasing community environment.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
111-8095 Community Beautification

| FULL TIME      |                                            |                                             |                               |                    | PART TIME                                  |                                             |                               |                               |  |
|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|--------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|--|
| POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | POSITION TITLE     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |  |
|                |                                            |                                             |                               | Maintenance Worker | 1,000 hrs                                  | 1,000 hrs                                   | 21,254                        | 21,254                        |  |
|                |                                            |                                             |                               |                    |                                            |                                             |                               |                               |  |
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**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
 111-8095 Community Beautification

| ACCOUNT<br>NUMBER | DESCRIPTION                       | COST   |
|-------------------|-----------------------------------|--------|
| 431.12-00         | <u>Salary &amp; Wages -- P/T:</u> | 21,254 |
| 431.22-00         | <u>Medicare:</u>                  | 310    |

**PUBLIC WORKS  
ACTIVITY DETAIL**  
111-8095 Community Beautification

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                         | COST    |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.56-60         | <u>Contract Landscaping Maintenance</u> : The amount covers the contract with TruGreen Landcare (\$249,048).                                                                                        | 249,048 |
| 431.56-75         | <u>Graffiti Abatement</u> : Graffiti Protective Coatings Inc. (\$326,900).                                                                                                                          | 326,900 |
| 431.61-50         | <u>Graffiti Supplies</u> : Covers the cost for pressure washer, bead blasting, paint, rollers, brushes, rags, silica sand, graffiti remover, paint thinner, filters and strainers, extension poles. | 2,000   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>General Fund</b>              |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Community Beautifications</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 111-8095-431.12-00               | Salary & Wages - P/T Temp | 21,355                           | 21,089                           | 21,254                        | 21,254                        | 21,254                           | 21,254                          | 21,254                         |
| 111-8095-431.22-00               | Medicare                  | 310                              | 306                              | 310                           | 310                           | 310                              | 310                             | 310                            |
| 111-8095-431.56-60               | Contract Landscape Mantnc | 226,809                          | 207,908                          | 241,795                       | 241,795                       | 249,048                          | 249,048                         | 249,048                        |
| 111-8095-431.56-75               | Contract Graffiti Removal | 166,687                          | 144,329                          | 158,542                       | 158,542                       | 326,900                          | 326,900                         | 326,900                        |
| 111-8095-431.61-50               | Graffiti Supplies         | 985                              | 1,236                            | 2,000                         | 2,000                         | 2,000                            | 2,000                           | 2,000                          |
|                                  |                           | 416,146                          | 374,868                          | 423,901                       | 423,901                       | 599,512                          | 599,512                         | 599,512                        |
| * Community Beautification       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |

# PUBLIC WORKS ACTIVITIES AND OBJECTIVES

112-8026 Waste Collection & Disposal

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 0                     |
| <b>Maintenance &amp; Operation</b> | 0                   | 0                   | 1,450,000             |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>0</b>            | <b>0</b>            | <b>1,450,000</b>      |

## Description of Activities

The waste collection and disposal is a contractual service provided by Waste Management and administered by the Public Works Department. The service provides for residential refuse collection and also provides for a bulky/large item pick-up on a call in basis for residential customers.

## Fiscal Year 2012-2013 Objectives

- ✓ To provide a reliable service for the residents of Huntington Park.
- ✓ To insure adequate service is provided.
- ✓ To account for total refuse tonnage to assist in meeting AB939 mandates.

**PUBLIC WORKS  
ACTIVITY DETAIL**  
112-8026 Waste Collection & Disposal

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                          | COST      |
|-------------------|------------------------------------------------------------------------------------------------------|-----------|
| 431.56-59         | Contractual Services: Residential refuse service. Includes curbside recycling service AB939 Mandate. | 1,450,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| 0                                | 0                                | 0                             | 0                             | 1,450,000                        | 1,450,000                       | 1,450,000                      |
| 0                                | 0                                | 0                             | 0                             | 1,450,000                        | 1,450,000                       | 1,450,000                      |

ACCOUNT NUMBER ACCOUNT DESCRIPTION

Waste Collection/Disposal

Residential Waste Services

112-8026-431.56-59 Contract-Trash Collection

\* Residential Waste Services

# **PUBLIC WORKS (PROP C)** **ACTIVITIES AND OBJECTIVES**

220-8010 Street Operations

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 110,400             | 83,000              | 83,000                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>110,400</b>      | <b>83,000</b>       | <b>83,000</b>         |

## **Description of Activities**

This activity provides funding for repair and maintenance of publicly owned streets and concrete pavements.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Continuance of the program to minimize litter in the Central Business District area.
- ✓ Continue usual and customary efforts to maintain street surfaces on major thoroughfare.

# **PUBLIC WORKS (PROP C)** **ACTIVITY DETAIL**

220-8010 Street Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                             | COST   |
|-------------------|-----------------------------------------------------------------------------------------------------------------------------------------|--------|
| 431-56.41         | Contractual Services: Steam cleaning of major thoroughfare sidewalks and around bus stop areas by MAG Sweeping (\$28,000).              | 28,000 |
| 431-56-68         | I-710 Improvement: (Engineering)                                                                                                        | 25,000 |
| 431.61-20         | Dept./Office Supplies & Expenses: Asphalt and concrete for streets heavily used by public transportation and work zone safety supplies. | 30,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION     | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|-------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Sales Tax-Transit C</b> |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Street Operations</b>   |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| 220-8010-431.56-41         | Contractual Svc - Other | 27,735                           | 27,084                           | 28,000                        | 28,000                        | 28,000                           | 28,000                          | 28,000                         |
| 220-8010-431.56-68         | I 710 Improvement       | 25,000                           | 25,000                           | 25,000                        | 25,000                        | 25,000                           | 25,000                          | 25,000                         |
| 220-8010-431.61-20         | Dept Supplies & Expense | 34,038                           | 29,525                           | 30,000                        | 30,000                        | 30,000                           | 30,000                          | 30,000                         |
| <b>* Street Operations</b> |                         | <b>86,773</b>                    | <b>81,609</b>                    | <b>83,000</b>                 | <b>83,000</b>                 | <b>83,000</b>                    | <b>83,000</b>                   | <b>83,000</b>                  |

# **PUBLIC WORKS** **ACTIVITIES AND OBJECTIVES**

220-8070 Bus Shelter Maintenance

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 169,584             | 175,573             | 169,650               |
| Maintenance & Operation | 172,815             | 154,300             | 158,232               |
| Capital Expense         | 5,000               | 5,000               | 5,000                 |
| <b>TOTAL</b>            | <b>347,399</b>      | <b>334,873</b>      | <b>332,882</b>        |

## **Description of Activities**

The activity provides for the cleaning, repair and maintenance of the City's bus stops and shelters.

## **Fiscal Year 2012-2013 Objectives**

✓ To maintain all bus stops and shelter in a first class state of repair and maintenance.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
220-8070 Bus Shelter Maintenance

| FULL TIME          |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Maintenance Worker | 2.00                                       | 2.00                                        | 103,125                       | 103,125                       |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
 220-8070 Bus Shelter Maintenance

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>               | 103,125 |
| 431.18-20         | <u>Sick Leave Buy Back:</u>            | 1,625   |
| 431.20-00         | <u>Fringe Benefits:</u>                | 19,159  |
| 431.22-00         | <u>Medicare:</u>                       | 1,505   |
| 431.23-00         | <u>PERS City Wide Contribution:</u>    | 14,877  |
| 431.25.05         | <u>PARS Contribution:</u>              | 4,641   |
| 431.26-00         | <u>Workers Comp Premium:</u>           | 4,384   |
| 431.27-10         | <u>OPEB Contributions:</u>             | 10,782  |
| 431.52-30         | <u>Liability Insurance - Benefits:</u> | 9,552   |

**PUBLIC WORKS  
ACTIVITY DETAIL  
220-8070 Bus Shelter Maintenance**

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                             | COST    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.43-20         | <u>Vehicles -- O S &amp; M:</u>                                                                                                                                                                                                                         | 11,755  |
| 431.56-41         | Contractual Services: Contract steam cleaning, repairs and maintenance at bus stops and shelters city-wide. Mag Sweeping (\$50,440), bus shelter maintenance agreement with Graffiti Protective Coatings (GPC) (\$76,037) and CMP Reporting (\$15,000). | 141,477 |
| 431.61-20         | Dept./Office Supplies & Expenses: Purchase of paint, graffiti removal cleaners and miscellaneous items for bench cleaning and repairs. Repaint Pacific Boulevard bus shelters.                                                                          | 5,000   |
| 431.74-10         | <u>Equipment:</u> Bus bench and trash receptacle replacements.                                                                                                                                                                                          | 5,000   |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                   | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Sales Tax-Transit C</b>       |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Bus Shelter Maintenance</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 220-8070-431.11-00               | Regular Salaries          | 102,062                          | 102,980                          | 103,125                       | 103,125                       | 103,125                          | 103,125                         | 103,125                        |
| 220-8070-431.18-20               | Sick Leave Buy Back       | 1,569                            | 297                              | 510                           | 510                           | 1,625                            | 1,625                           | 1,625                          |
| 220-8070-431.20-00               | Fringe Benefits           | 15,374                           | 16,966                           | 19,059                        | 19,059                        | 19,513                           | 19,159                          | 19,159                         |
| 220-8070-431.22-00               | Medicare                  | 1,503                            | 1,503                            | 1,505                         | 1,505                         | 1,505                            | 1,505                           | 1,505                          |
| 220-8070-431.23-00               | PERS City Wide Contribute | 13,484                           | 13,406                           | 15,265                        | 15,265                        | 14,877                           | 14,877                          | 14,877                         |
| 220-8070-431.25-05               | PARS - Contribution       | 0                                | 4,640                            | 4,640                         | 4,640                         | 4,641                            | 4,641                           | 4,641                          |
| 220-8070-431.26-00               | Workers Comp Premium      | 6,194                            | 4,432                            | 4,460                         | 4,460                         | 4,372                            | 4,384                           | 4,384                          |
| 220-8070-431.27-10               | OPEB Contributions        | 13,552                           | 14,744                           | 16,640                        | 16,640                        | 10,752                           | 10,782                          | 10,782                         |
| 220-8070-431.43-20               | Vehicles - O S & M        | 0                                | 10,406                           | 9,290                         | 9,290                         | 12,533                           | 11,755                          | 11,755                         |
| 220-8070-431.52-30               | Liability                 | 9,636                            | 8,840                            | 10,369                        | 10,369                        | 9,502                            | 9,552                           | 9,552                          |
| 220-8070-431.56-41               | Contractual Svc - Other   | 86,551                           | 141,474                          | 140,010                       | 140,010                       | 141,477                          | 141,477                         | 141,477                        |
| 220-8070-431.61-20               | Dept Supplies & Expense   | 11,345                           | 4,941                            | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 220-8070-431.74-10               | Equipment                 | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| <b>* Bus Shelter Maintenance</b> |                           | <b>261,270</b>                   | <b>324,629</b>                   | <b>334,873</b>                | <b>334,873</b>                | <b>333,922</b>                   | <b>332,882</b>                  | <b>332,882</b>                 |

# PUBLIC WORKS (GAS TAX)

## ACTIVITIES AND OBJECTIVES

### 221-8012 Traffic Signs & Striping

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 400,263             | 409,813             | 462,877               |
| Maintenance & Operation | 108,679             | 101,885             | 101,041               |
| Capital Expense         | 8,000               | 6,000               | 8,000                 |
| <b>TOTAL</b>            | <b>516,942</b>      | <b>517,698</b>      | <b>571,918</b>        |

#### Description of Activities

This activity provides maintenance to traffic related pavement markings, parking lot striping, and curb painting. In addition to pavement markings, this activity fabricates, installs, removes and replaces directional, regulatory, guide, warning, and street name signs.

#### Fiscal Year 2012-2013 Objectives

- ✓ Provide a safe environment for vehicle and pedestrian movement within the City.
- ✓ Continue with group replacement of street name signs.
- ✓ To comply with State requirements by installing uniform reflectorized signs.
- ✓ To provide additional training for employees involved in traffic control.

**PUBLIC WORKS (GAS TAX)**  
**PERSONNEL SERVICES**  
221-8012 Traffic Signs & Striping

| FULL TIME               |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE          | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director   | 0.05                                       | 0.10                                        | 7,114                         | 14,227                        |                |                                            |                                             |                               |                               |
| Public Works Supervisor | 1.00                                       | 1.00                                        | 75,659                        | 76,009                        |                |                                            |                                             |                               |                               |
| Maintenance Worker      | 3.00                                       | 3.50                                        | 150,241                       | 180,468                       |                |                                            |                                             |                               |                               |
| Storekeeper             | 0.10                                       | 0.10                                        | 4,857                         | 4,857                         |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS (GAS TAX)  
PERSONNEL SERVICES**  
221-8012 Traffic Signs & Striping

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 429.11-00         | <u>Regular Salaries:</u>               | 275,561 |
| 429.15-40         | <u>Bi Lingual Pay:</u>                 | 2,100   |
| 429.15-60         | <u>Premium Pay:</u>                    | 5,400   |
| 429.18-20         | <u>Sick Leave Buy Back:</u>            | 3,720   |
| 429.20-00         | <u>Fringe Benefits:</u>                | 51,484  |
| 429.22-00         | <u>Medicare:</u>                       | 4,160   |
| 429.23-00         | <u>PERS City Wide Contribution:</u>    | 40,905  |
| 429.25-05         | <u>PARS Contribution:</u>              | 12,738  |
| 429.26-00         | <u>Workers Comp Premium:</u>           | 11,850  |
| 429.27-10         | <u>OPEB Contributions:</u>             | 29,142  |
| 429.52-30         | <u>Liability Insurance - Benefits:</u> | 25,817  |

**PUBLIC WORKS (GAS TAX)**  
**ACTIVITY DETAIL**  
 221-8012 Signs & Striping

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                        | COST   |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 429.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                     | 41,141 |
| 429.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Purchase of paint for roadway markings, street name signs, regulatory signs, stencils, reflective beads, channel supports and hardware, reflective sheeting and electrocut film for sign fabrication. | 59,600 |
| 429.64-00         | <u>Membership &amp; Meetings:</u> Membership to Traffic Control Association and association meetings.                                                                                                                                              | 300    |
| 429.74-10         | <u>Equipment:</u> Twelve feet plastic parade barricades (\$8,000).                                                                                                                                                                                 | 8,000  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                        | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>State Gasoline Tax Fund</b>        |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Traffic Signs &amp; Striping</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 221-8012-429.11-00                    | Regular Salaries           | 219,228                          | 223,071                          | 234,314                       | 234,314                       | 242,667                          | 268,448                         | 275,561                        |
| 221-8012-429.15-40                    | Bi-Lingual Pay             | 2,058                            | 2,069                            | 2,100                         | 2,100                         | 2,100                            | 2,100                           | 2,100                          |
| 221-8012-429.15-60                    | Premium Pay                | 5,315                            | 5,404                            | 5,400                         | 5,400                         | 5,400                            | 5,400                           | 5,400                          |
| 221-8012-429.18-20                    | Sick Leave Buy Back        | 2,534                            | 2,605                            | 2,895                         | 2,895                         | 3,720                            | 3,720                           | 3,720                          |
| 221-8012-429.20-00                    | Fringe Benefits            | 35,326                           | 39,024                           | 43,304                        | 43,304                        | 45,916                           | 49,876                          | 51,484                         |
| 221-8012-429.22-00                    | Medicare                   | 3,333                            | 3,429                            | 3,605                         | 3,605                         | 3,650                            | 4,055                           | 4,160                          |
| 221-8012-429.23-00                    | PERS Contribution-NonSworn | 31,263                           | 31,955                           | 35,806                        | 35,806                        | 36,124                           | 39,843                          | 40,905                         |
| 221-8012-429.25-05                    | PARS - Contribution        | 649                              | 11,037                           | 10,885                        | 10,885                        | 11,258                           | 12,418                          | 12,738                         |
| 221-8012-429.26-00                    | Workers Comp Premium       | 14,232                           | 10,192                           | 10,135                        | 10,135                        | 10,288                           | 11,412                          | 11,850                         |
| 221-8012-429.27-10                    | OPEB Contributions         | 31,142                           | 33,914                           | 37,808                        | 37,808                        | 25,302                           | 28,067                          | 29,142                         |
| 221-8012-429.43-20                    | Vehicles - O S & M         | 41,833                           | 35,379                           | 31,585                        | 31,585                        | 43,864                           | 41,141                          | 41,141                         |
| 221-8012-429.52-30                    | Ins - Benefits             | 22,140                           | 20,334                           | 23,561                        | 23,561                        | 22,359                           | 24,864                          | 25,817                         |
| 221-8012-429.61-20                    | Dept Supplies & Expense    | 63,918                           | 79,446                           | 70,000                        | 70,000                        | 70,000                           | 59,600                          | 59,600                         |
| 221-8012-429.64-00                    | Memberships & Meetings     | 45                               | 0                                | 300                           | 300                           | 300                              | 300                             | 300                            |
| 221-8012-429.74-10                    | Equipment                  | 7,060                            | 7,653                            | 6,000                         | 6,000                         | 8,000                            | 8,000                           | 8,000                          |
| <b>* Traffic Signs &amp; Striping</b> |                            | <b>480,076</b>                   | <b>505,512</b>                   | <b>517,698</b>                | <b>517,698</b>                | <b>530,948</b>                   | <b>559,244</b>                  | <b>571,918</b>                 |

# PUBLIC WORKS (GAS TAX) ACTIVITIES AND OBJECTIVES

221-8014 Traffic Signals

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 188,686             | 147,764             | 139,508               |
| <b>Maintenance &amp; Operation</b> | 226,039             | 182,556             | 216,341               |
| <b>Capital Expense</b>             | 70,000              | 50,000              | 42,500                |
| <b>TOTAL</b>                       | <b>484,725</b>      | <b>380,320</b>      | <b>398,349</b>        |

## Description of Activities

The activity provides the preventative routine and response maintenance to 57 signalized intersections and 20 pedestrian crossings.

## Fiscal Year 2012-2013 Objectives

- ✓ Replace damaged loops at various intersections.
  - ✓ General maintenance to traffic signal devices.
- Retrofit 115 pedestrian signals with countdown feature.

**PUBLIC WORKS (GAS TAX)**  
**PERSONNEL SERVICES**  
221-8014 Traffic Signals

| FULL TIME                          |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Maintenance Electrician Supervisor | 0.35                                       | 0.35                                        | 29,965                        | 28,523                        |                |                                            |                                             |                               |                               |
| Journeyman Electrician             | 0.70                                       | 0.70                                        | 48,162                        | 48,167                        |                |                                            |                                             |                               |                               |
| Storekeeper                        | 0.15                                       | 0.15                                        | 7,286                         | 7,286                         |                |                                            |                                             |                               |                               |
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|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |

# PUBLIC WORKS (GAS TAX) PERSONNEL SERVICES

221-8014 Traffic Signals

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 429.11-00         | <u>Regular Salaries:</u>               | 83,976 |
| 429.15-60         | <u>Premium Pay:</u>                    | 945    |
| 429.18-20         | <u>Sick Leave Buy Back:</u>            | 1,505  |
| 429.20-00         | <u>Fringe Benefits:</u>                | 15,601 |
| 429.22-00         | <u>Medicare:</u>                       | 1,280  |
| 429.23-00         | <u>PERS City Wide Contribution:</u>    | 12,251 |
| 429.25-05         | <u>PARS Contribution:</u>              | 3,822  |
| 429.26-00         | <u>Workers Comp Premium:</u>           | 3,570  |
| 429.27-10         | <u>OPEB Contributions:</u>             | 8,780  |
| 429.52-30         | <u>Liability Insurance – Benefits:</u> | 7,778  |

# PUBLIC WORKS (GAS TAX)

## ACTIVITY DETAIL

221-8014 Traffic Signals

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                           | COST   |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 429.43-05         | <u>Equipment Maintenance Services</u> : Alvaka Networks for IT and computer maintenance (\$500).                                                                                                                                                                                                                                                                                                                                                                                      | 500    |
| 429.43-20         | <u>Vehicles – O S &amp; M</u> :                                                                                                                                                                                                                                                                                                                                                                                                                                                       | 41,141 |
| 429.56-41         | <u>Contractual Services</u> : Emergency backup traffic signal maintenance is provided by Computer Service Company (\$6,000) variable dollar amounts. The City shares maintenance cost for bordered intersections with the County of Los Angeles Department of Public Works and the City of Vernon (\$12,000); replacement warrant traffic signal conductor by contract at three locations (\$55,000). Repair 60 damaged or worn traffic signal loops at various locations, (\$25,750) | 98,750 |
| 429.59-10         | <u>Tuition &amp; Training</u> : Hazardous waste operations training (HAZ WOPER), Occupational Safety and Health Administration training classes (OSHA) and safety committee training and forklift certification program (\$240).                                                                                                                                                                                                                                                      | 1,200  |
| 429.61-20         | <u>Dept./Office Supplies &amp; Expenses</u> : Purchase to repair and replace traffic signal devices, signal heads, controllers, lamps, loop detectors; signal wire, pedestrian modules, push buttons and conflict monitors (\$29,750).                                                                                                                                                                                                                                                | 29,750 |
| 429.62-10         | <u>Heat, Light, Water &amp; Power</u> : Natural Gas and Electricity                                                                                                                                                                                                                                                                                                                                                                                                                   | 45,000 |
| 429.74-10         | <u>Equipment</u> : Ten (10) steel poles for inventory (\$15,000); and countdown pedestrian signal head (\$27,500).                                                                                                                                                                                                                                                                                                                                                                    | 42,500 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                      | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>State Gasoline Tax Fund</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Traffic Signal Maintenance</b>   |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 221-8014-429.11-00                  | Regular Salaries           | 97,206                           | 87,305                           | 85,413                        | 85,413                        | 83,976                           | 83,976                          | 83,976                         |
| 221-8014-429.15-60                  | Premium Pay                | 0                                | 576                              | 945                           | 945                           | 945                              | 945                             | 945                            |
| 221-8014-429.18-20                  | Sick Leave Buy Back        | 1,409                            | 1,600                            | 1,605                         | 1,605                         | 1,505                            | 1,505                           | 1,505                          |
| 221-8014-429.20-00                  | Fringe Benefits            | 19,284                           | 18,816                           | 15,785                        | 15,785                        | 15,890                           | 15,601                          | 15,601                         |
| 221-8014-429.22-00                  | Medicare                   | 1,432                            | 1,310                            | 1,280                         | 1,280                         | 1,280                            | 1,280                           | 1,280                          |
| 221-8014-429.23-00                  | PERS Contribution-NonSworn | 16,913                           | 14,072                           | 12,782                        | 12,782                        | 12,251                           | 12,251                          | 12,251                         |
| 221-8014-429.25-05                  | PARS - Contribution        | 649                              | 4,614                            | 3,890                         | 3,890                         | 3,822                            | 3,822                           | 3,822                          |
| 221-8014-429.26-00                  | Workers Comp Premium       | 7,768                            | 4,914                            | 3,694                         | 3,694                         | 3,560                            | 3,570                           | 3,570                          |
| 221-8014-429.27-10                  | OPEB Contributions         | 17,000                           | 16,352                           | 13,782                        | 13,782                        | 8,756                            | 8,780                           | 8,780                          |
| 221-8014-429.43-05                  | Office Equip - O S & M     | 0                                | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| 221-8014-429.43-20                  | Vehicles - O S & M         | 40,602                           | 34,339                           | 30,656                        | 30,656                        | 43,864                           | 41,141                          | 41,141                         |
| 221-8014-429.52-30                  | Ins - Benefits             | 12,086                           | 9,804                            | 8,588                         | 8,588                         | 7,738                            | 7,778                           | 7,778                          |
| 221-8014-429.56-41                  | Contractual Srvc - Other   | 48,921                           | 21,154                           | 37,200                        | 37,200                        | 113,000                          | 98,750                          | 98,750                         |
| 221-8014-429.59-10                  | Tuition & Training         | 664                              | 240                              | 1,200                         | 1,200                         | 1,200                            | 1,200                           | 1,200                          |
| 221-8014-429.61-20                  | Dept Supplies & Expense    | 67,523                           | 67,238                           | 55,000                        | 55,000                        | 35,000                           | 29,750                          | 29,750                         |
| 221-8014-429.62-10                  | Heat Light Water & Power   | 44,590                           | 42,089                           | 57,500                        | 57,500                        | 57,500                           | 45,000                          | 45,000                         |
| 221-8014-429.64-00                  | Memberships & Meetings     | 0                                | 395                              | 500                           | 500                           | 0                                | 0                               | 0                              |
| 221-8014-429.74-10                  | Equipment                  | 0                                | 31,871                           | 50,000                        | 50,000                        | 50,000                           | 42,500                          | 42,500                         |
| <b>* Traffic Signal Maintenance</b> |                            | <b>376,047</b>                   | <b>356,689</b>                   | <b>380,320</b>                | <b>380,320</b>                | <b>440,787</b>                   | <b>398,349</b>                  | <b>398,349</b>                 |

**PUBLIC WORKS**  
**ACTIVITIES AND OBJECTIVES**  
 222-4010 Measure R

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 0                   | 0                     |
| Maintenance & Operation | 0                   | 20,000              | 8,500                 |
| Capital Expense         | 0                   | 941,792             | 0                     |
| <b>TOTAL</b>            | <b>0</b>            | <b>961,792</b>      | <b>8,500</b>          |

Description of Activities

**PUBLIC WORKS  
ACTIVITY DETAIL**

**222-4010 Measure R**

| ACCOUNT<br>NUMBER | DESCRIPTION                    | COST  |
|-------------------|--------------------------------|-------|
| 431.56-63         | <u>Orange Line Assessment:</u> | 8,500 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER     | ACCOUNT DESCRIPTION    | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|--------------------|------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Measure R</b>   |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Engineering</b> |                        |                                  |                                  |                               |                               |                                  |                                 |                                |
| 222-4010-431.56-63 | Orange Line Assessment | 0                                | 0                                | 20,000                        | 20,000                        | 0                                | 8,500                           | 8,500                          |
| 222-4010-431.73-10 | Improvements           | 161,573                          | 33,716                           | 941,792                       | 941,792                       | 0                                | 0                               | 0                              |
| * Engineering      |                        | 161,573                          | 33,716                           | 961,792                       | 961,792                       | 0                                | 8,500                           | 8,500                          |

# **PUBLIC WORKS (PARKING SYSTEM)** **ACTIVITIES AND OBJECTIVES**

231-3024 Parking System Operations

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 96,028              | 96,251              | 99,118                |
| Maintenance & Operation | 220,365             | 155,177             | 143,960               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>316,393</b>      | <b>251,428</b>      | <b>243,078</b>        |

## **Description of Activities**

This activity provides for parking lot sweeping, sidewalk and landscape maintenance in the Central Business District area. Funding also provides for repairs to bus shelters, trash receptacle replacement, trash liners, and repairs to trash receptacle enclosures.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To maintain clean sidewalks and parking lots in the Central Business District.

# **PUBLIC WORKS (PARKING SYSTEM)**

## **PERSONNEL SERVICES**

**231-3024 Parking System Operations**

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director          | 0.05                                       | 0.05                                        | 7,113                         | 7,113                         |                |                                            |                                             |                               |                               |
| Finance Director               | 0.10                                       | 0.10                                        | 15,332                        | 15,521                        |                |                                            |                                             |                               |                               |
| Revenue Collections Supervisor | 0.10                                       | 0.10                                        | 7,451                         | 7,451                         |                |                                            |                                             |                               |                               |
| Finance Technician             | 0.25                                       | 0.25                                        | 14,818                        | 14,818                        |                |                                            |                                             |                               |                               |
| Finance Assistant I            | 0.30                                       | 0.30                                        | 13,728                        | 13,728                        |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                                |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| <b>TOTAL</b>                   | <b>0.80</b>                                | <b>0.80</b>                                 | <b>58,442</b>                 | <b>58,631</b>                 | <b>TOTAL</b>   |                                            |                                             |                               |                               |

# **PUBLIC WORKS (PARKING SYSTEM)**

## **PERSONNEL SERVICES**

231-3024 Parking System Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 415.11-00         | <u>Regular Salaries:</u>               | 58,811 |
| 415.15-40         | <u>Bi Lingual Pay:</u>                 | 1,575  |
| 415.15-60         | <u>Premium Pay:</u>                    | 540    |
| 415.18-20         | <u>Sick Leave Buy Back:</u>            | 785    |
| 415.20-00         | <u>Fringe Benefits:</u>                | 10,926 |
| 415.22-00         | <u>Medicare:</u>                       | 700    |
| 415.23-00         | <u>PERS City Wide Contribution:</u>    | 8,943  |
| 415.25-05         | <u>PARS Contribution</u>               | 2,742  |
| 415.26-00         | <u>Workers Comp Premium:</u>           | 2,500  |
| 415.27-10         | <u>OPEB Contributions:</u>             | 6,149  |
| 415.52-30         | <u>Liability Insurance – Benefits:</u> | 5,447  |

## PUBLIC WORKS (PARKING SYSTEM)

### ACTIVITY DETAIL

231-3024 Parking System Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                         | COST    |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 415.33-10         | <u>Bank Services</u> : Banking and armored care services.                                                                                                                           | 1,200   |
| 415.56-41         | <u>Contractual</u> : Parking lot maintenance and sidewalk sweeping service in the Central Business District area by MAG Sweeping (\$100,000); TruGreen Landcare Inc.(\$27,810).     | 127,810 |
| 415.61-20         | <u>Dept./Office Supplies &amp; Expenses</u> : Purchase of trash receptacles, trash enclosure, parking lots and trash receptacle liners for use along the Central Business District. | 4,950   |
| 415.62-10         | <u>Heat, Light &amp; Power</u> : Natural Gas and Electricity                                                                                                                        | 10,000  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Parking System Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Parking Operations</b>  |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 231-3024-415.11-00         | Regular Salaries           | 69,028                           | 58,001                           | 54,886                        | 54,886                        | 58,811                           | 58,811                          | 58,811                         |
| 231-3024-415.15-40         | Bi-Lingual Pay             | 1,506                            | 1,172                            | 1,575                         | 1,575                         | 1,575                            | 1,575                           | 1,575                          |
| 231-3024-415.15-60         | Premium Pay                | 2,420                            | 1,772                            | 540                           | 540                           | 540                              | 540                             | 540                            |
| 231-3024-415.18-20         | Sick Leave Buy Back        | 1,004                            | 343                              | 612                           | 612                           | 785                              | 785                             | 785                            |
| 231-3024-415.20-00         | Fringe Benefits            | 12,078                           | 9,316                            | 10,144                        | 10,144                        | 11,128                           | 10,926                          | 10,926                         |
| 231-3024-415.22-00         | Medicare                   | 303                              | 277                              | 610                           | 610                           | 700                              | 700                             | 700                            |
| 231-3024-415.23-00         | PERS Contribution-NonSworn | 11,246                           | 7,925                            | 8,570                         | 8,570                         | 8,943                            | 8,943                           | 8,943                          |
| 231-3024-415.25-05         | PARS - Contribution        | 2,300                            | 2,691                            | 2,565                         | 2,565                         | 2,742                            | 2,742                           | 2,742                          |
| 231-3024-415.26-00         | Workers Comp Premium       | 4,866                            | 2,434                            | 2,374                         | 2,374                         | 2,493                            | 2,500                           | 2,500                          |
| 231-3024-415.27-10         | OPEB Contributions         | 10,648                           | 8,096                            | 8,856                         | 8,856                         | 6,132                            | 6,149                           | 6,149                          |
| 231-3024-415.33-10         | Bank Services              | 517                              | 852                              | 1,200                         | 1,200                         | 1,200                            | 1,200                           | 1,200                          |
| 231-3024-415.43-20         | Vehicles - O S & M         | 18,720                           | 0                                | 0                             | 0                             | 0                                | 0                               | 0                              |
| 231-3024-415.52-30         | Ins - Benefits             | 7,570                            | 4,854                            | 5,519                         | 5,519                         | 5,419                            | 5,447                           | 5,447                          |
| 231-3024-415.56-41         | Contractual Srvc - Other   | 129,449                          | 174,981                          | 135,227                       | 138,977                       | 127,810                          | 127,810                         | 127,810                        |
| 231-3024-415.61-20         | Dept Supplies & Expense    | 9,432                            | 77                               | 4,950                         | 4,950                         | 4,950                            | 4,950                           | 4,950                          |
| 231-3024-415.62-10         | Heat Light Water & Power   | 9,543                            | 10,983                           | 13,800                        | 13,800                        | 13,800                           | 10,000                          | 10,000                         |
|                            |                            | 290,630                          | 283,774                          | 251,428                       | 255,178                       | 247,028                          | 243,078                         | 243,078                        |
| * Parking Operations       |                            |                                  |                                  |                               |                               |                                  |                                 |                                |

# **PUBLIC WORKS (CDBG) ACTIVITIES AND OBJECTIVES**

239-8095 Community Beautification

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 0                   | 0                   | 0                     |
| <b>Maintenance &amp; Operation</b> | 66,285              | 58,381              | 56,000                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>66,285</b>       | <b>58,381</b>       | <b>56,000</b>         |

## **Description of Activities**

This activity is for contract graffiti removal from municipal buildings and facilities; from private property that is visible to the public and is administered by the Public Works Department.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To responsively and proactively remove graffiti within a 48 hours period.

**PUBLIC WORKS (CDBG)**  
**ACTIVITY DETAIL**  
239-8095 Community Beautification

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                        | COST   |
|-------------------|----------------------------------------------------------------------------------------------------|--------|
| 431.56-46         | <u>Contractual:</u> Contract for graffiti removal by Graffiti Protective Coatings Inc. (\$56,000). | 56,000 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER                  | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Federal CDBG Fund</b>        |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Community Beautification</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 239-8095-431.56-75              | Contract Graffiti Removal | 69,774                           | 66,285                           | 58,381                        | 58,381                        | 56,000                           | 56,000                          | 56,000                         |
| * Community Beautification      |                           | 69,774                           | 66,285                           | 58,381                        | 58,381                        | 56,000                           | 56,000                          | 56,000                         |

# **PUBLIC WORKS (SEWER FUND)** **ACTIVITIES AND OBJECTIVES**

283-8040 Sewer Maintenance

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 46,592              | 42,759              | 46,672                |
| <b>Maintenance &amp; Operation</b> | 268,140             | 252,934             | 240,339               |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>314,732</b>      | <b>295,693</b>      | <b>287,011</b>        |

## **Description of Activities**

This activity operates under contractual agreement with Southwest Water Company for the on-going maintenance of the City's sanitary sewer and system, and to perform sanitary sewer overflow clean ups.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To maintain the integrity of the system and to perform upgrades when necessary.

**PUBLIC WORKS (SEWER FUND)**  
**PERSONNEL SERVICES**  
283-8040 Sewer Maintenance

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director          | 0.05                                       | 0.05                                        | 7,113                         | 7,113                         |                |                                            |                                             |                               |                               |
| Maintenance Worker             | 0.25                                       | 0.25                                        | 12,890                        | 12,890                        |                |                                            |                                             |                               |                               |
| Office Assistant II            | 0.10                                       | 0.10                                        | 4,574                         | 4,376                         |                |                                            |                                             |                               |                               |
| Revenue Collections Supervisor | 0.05                                       | 0.05                                        | 3,725                         | 3,726                         |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS (SEWER FUND)**  
**PERSONNEL SERVICES**  
283-8040 Sewer Maintenance

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 432.11-00         | <u>Regular Salaries:</u>               | 28,105 |
| 432.15-40         | <u>Bi-Lingual Pay:</u>                 | 315    |
| 432.15-60         | <u>Premium Pay:</u>                    | 270    |
| 432.18-20         | <u>Sick Leave Buy Back:</u>            | 115    |
| 432.20-00         | <u>Fringe Benefits:</u>                | 5,221  |
| 432.22-00         | <u>Medicare:</u>                       | 425    |
| 432.23-00         | <u>PERS City Wide Contribution:</u>    | 4,193  |
| 432.25-05         | <u>PARS Contribution:</u>              | 1,292  |
| 432.26-00         | <u>Workers Comp Premium:</u>           | 1,195  |
| 432.27-10         | <u>OPEB Contributions:</u>             | 2,938  |
| 432.52-30         | <u>Liability Insurance – Benefits:</u> | 2,603  |

**PUBLIC WORKS (SEWER FUND)**  
**ACTIVITY DETAIL**  
283-8040 Sewer Maintenance

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                              | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 432.56-41         | Contractual Services: Contractual service for sewer maintenance and with South West Water Company (\$140,339).<br>Contractual services for sanitary sewer overflow clean-up \$100,000(Contingency Fund). | 240,339 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                | ACCOUNT DESCRIPTION     | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|-------------------------------|-------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Sewer Maintenance Fund</b> |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Sewer Maintenance</b>      |                         |                                  |                                  |                               |                               |                                  |                                 |                                |
| 283-8040-432.11-00            | Regular Salaries        | 37,121                           | 14,085                           | 24,745                        | 24,745                        | 28,105                           | 28,105                          | 28,105                         |
| 283-8040-432.15-40            | Bi-Lingual Pay          | 308                              | 261                              | 315                           | 315                           | 315                              | 315                             | 315                            |
| 283-8040-432.15-60            | Premium Pay             | 554                              | 220                              | 270                           | 270                           | 270                              | 270                             | 270                            |
| 283-8040-432.18-20            | Sick Leave Buy Back     | 800                              | 72                               | 100                           | 100                           | 115                              | 115                             | 115                            |
| 283-8040-432.20-00            | Fringe Benefits         | 6,084                            | 4,620                            | 4,573                         | 4,573                         | 5,318                            | 5,221                           | 5,221                          |
| 283-8040-432.22-00            | Medicare                | 313                              | 239                              | 375                           | 375                           | 425                              | 425                             | 425                            |
| 283-8040-432.23-00            | PERS City Wide Contrib  | 5,449                            | 3,782                            | 3,790                         | 3,790                         | 4,193                            | 4,193                           | 4,193                          |
| 283-8040-432.25-05            | PARS - Contribution     | 960                              | 1,290                            | 1,040                         | 1,040                         | 1,292                            | 1,292                           | 1,292                          |
| 283-8040-432.26-00            | Workers Comp Premium    | 2,450                            | 1,206                            | 1,070                         | 1,070                         | 1,191                            | 1,195                           | 1,195                          |
| 283-8040-432.27-10            | OPEB Contributions      | 5,362                            | 4,014                            | 3,993                         | 3,993                         | 2,930                            | 2,938                           | 2,938                          |
| 283-8040-432.43-20            | Vehicles - O S & M      | 3,515                            | 12,140                           | 13,934                        | 13,934                        | 0                                | 0                               | 0                              |
| 283-8040-432.52-30            | Ins - Benefits          | 3,812                            | 2,408                            | 2,488                         | 2,488                         | 2,590                            | 2,603                           | 2,603                          |
| 283-8040-432.56-41            | Contractual Svc - Other | 173,376                          | 167,611                          | 239,000                       | 242,750                       | 240,339                          | 240,339                         | 240,339                        |
|                               |                         | 240,104                          | 211,948                          | 295,693                       | 299,443                       | 287,083                          | 287,011                         | 287,011                        |
| * Sewer Maintenance           |                         |                                  |                                  |                               |                               |                                  |                                 |                                |

# **PUBLIC WORKS** **ACTIVITIES AND OBJECTIVES**

285-8050 Solid Waste Management

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 194,030             | 129,316             | 123,931               |
| <b>Maintenance &amp; Operation</b> | 30,016              | 20,184              | 29,479                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>224,046</b>      | <b>149,500</b>      | <b>153,410</b>        |

## **Description of Activities**

This activity will advocate resource conversation via the concepts of reducing, reusing and recycling. Staff will continue to promote the newly introduced sharps, and E-waste programs and will expand the florescent light recycling. The State now requires recycling at large events and staff will partner with selected organizers to ensure compliance. Staff designs and implements a variety of programs and activities ensuring compliance with AB939.

Staff reports compliance activities to the California Integrated Waste Management Board. The City currently recycles 50% of its waste stream.

## **Fiscal Year 2012-2013 Objectives**

- ✓ Develop and reduce contamination of recyclables in residential curbside recycling and green waste programs.
  - ✓ Continue outreach efforts promoting City sponsored recycling programs such as residential curbside, discounted commercial recycling and other ongoing programs. Additionally the special waste streams of Sharps, E-waste and fluorescent lighting will be highlighted.
  - ✓ Increase public awareness of local recycling centers including the new household hazardous waste (HHW) regional facility.
  - (Promote nationwide environmental events such as Earth Day and America Recycles Day.
  - (Advocate litter prevention and actively promote litter abatement activities.
  - (Participate and promote household and commercial recycling, inter-departmental and Chamber sponsored events.
  - (Co-sponsor and promote county activities such as gardening workshop, Earth Day, beach and river cleanups, and HHW issues and events.
- Seek grant funding when available.
- Participate and promote household and commercial recycling, inter-departmental and Chamber sponsored events.
- Implement and expand commercial recycling, per Title 14, Ch 9.4, sections 18835-18839

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
285-8050 Solid Waste Management

| FULL TIME                      |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|--------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                 | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Recycling Coordinator          | 1.00                                       | 1.00                                        | 67,689                        | 68,129                        |                |                                            |                                             |                               |                               |
| Office Assistant II            | 0.05                                       | 0.05                                        | 2,285                         | 2,188                         |                |                                            |                                             |                               |                               |
| Revenue Collections Supervisor | 0.05                                       | 0.05                                        | 3,726                         | 3,726                         |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS  
PERSONNEL SERVICES**  
285-8050 Solid Waste Management

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST   |
|-------------------|----------------------------------------|--------|
| 432.11-00         | <u>Regular Salaries:</u>               | 74,043 |
| 432.15-40         | <u>Bi Lingual Pay:</u>                 | 2,310  |
| 432.15-60         | <u>Premium Pay:</u>                    | 135    |
| 432.18-20         | <u>Sick Leave Buy Back:</u>            | 1,315  |
| 432.20-00         | <u>Fringe Benefits:</u>                | 13,756 |
| 432.22-00         | <u>Medicare:</u>                       | 1,130  |
| 432.23-00         | <u>PERS City Wide Contribution:</u>    | 10,053 |
| 432.25-05         | <u>PARS Contribution:</u>              | 3,442  |
| 432.26-00         | <u>Workers Comp Premium:</u>           | 3,148  |
| 432.27-10         | <u>OPEB Contributions:</u>             | 7,741  |
| 432.52-30         | <u>Liability Insurance - Benefits:</u> | 6,858  |

**PUBLIC WORKS**  
**ACTIVITY DETAIL**  
285-8050 Solid Waste Management

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                   | COST   |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|--------|
| 432.32-40         | <u>Audit Fees:</u>                                                                                                                                                                                                                                                            | 1,000  |
| 432.43-05         | <u>Equipment Maintenance Services:</u> Xerox Corporation copier lease.                                                                                                                                                                                                        | 2,500  |
| 432.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                | 13,829 |
| 432.54-00         | <u>Advertising &amp; Publications:</u> Promote and publicize various recycling programs such as compost workshops, residential recycling, via direct mailer. Design programs and print supporting material including environmental guide.                                     | 2,900  |
| 432.56-41         | <u>Contractual Services:</u> Disposal of city generated hazardous waste material and fluorescent lights.                                                                                                                                                                      | 1,900  |
| 432.59-10         | <u>Tuition &amp; Training:</u> Emerging issues (sustainability, universal waste) and mandatory commercial recycling training. Various organizations including CalRecycle.                                                                                                     | 250    |
| 432.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Materials and supplies used to assist in the promotion of Sharps, E-waste CFL (Fluorescent Lights), and paint recycling programs. Introduce sustainability and zero waste concept. Promotions, community outreach and education. | 5,400  |
| 432.64-00         | <u>Membership &amp; Meetings:</u> Buy Recycle Conference, Solid Waste Association of North America, California Against Waste, Greater Los Angeles Solid Waste Association, CalRecycle.                                                                                        | 1,700  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

2009-10 2010-11 2011-12 2011-12 2012-13 2012-13 2012-13

YEAR'S AGO LAST YEARS ORIGINAL ADJUSTED DEPARTMENT MANAGER'S COUNCIL

ACTUALS ACTUALS BUDGET BUDGET REQUEST REQUEST APPROVED

ACCOUNT NUMBER ACCOUNT DESCRIPTION

### Solid Waste Mgmt Fund

#### Waste Management

|                    |                           |         |         |         |         |         |         |         |
|--------------------|---------------------------|---------|---------|---------|---------|---------|---------|---------|
| 285-8050-432.11-00 | Regular Salaries          | 96,416  | 105,139 | 73,700  | 73,700  | 74,043  | 74,043  | 74,043  |
| 285-8050-432.15-40 | Bi-Lingual Pay            | 2,570   | 2,843   | 2,310   | 2,310   | 2,310   | 2,310   | 2,310   |
| 285-8050-432.15-60 | Premium Pay               | 0       | 0       | 135     | 135     | 135     | 135     | 135     |
| 285-8050-432.18-20 | Sick Leave Buy Back       | 1,098   | 1,810   | 1,210   | 1,210   | 1,315   | 1,315   | 1,315   |
| 285-8050-432.20-00 | Fringe Benefits           | 16,770  | 18,840  | 13,621  | 13,621  | 14,010  | 13,756  | 13,756  |
| 285-8050-432.22-00 | Medicare                  | 1,508   | 1,603   | 1,130   | 1,130   | 1,130   | 1,130   | 1,130   |
| 285-8050-432.23-00 | PERS City Wide Contrib    | 15,605  | 15,301  | 11,290  | 11,290  | 10,053  | 10,053  | 10,053  |
| 285-8050-432.25-05 | PARS - Contribution       | 0       | 5,290   | 3,430   | 3,430   | 3,442   | 3,442   | 3,442   |
| 285-8050-432.26-00 | Workers Comp Premium      | 6,756   | 4,920   | 3,188   | 3,188   | 3,139   | 3,148   | 3,148   |
| 285-8050-432.27-10 | OPEB Contributions        | 14,784  | 16,374  | 11,892  | 11,892  | 7,720   | 7,741   | 7,741   |
| 285-8050-432.32-40 | Audit Fees                | 1,500   | 500     | 1,000   | 1,000   | 1,000   | 1,000   | 1,000   |
| 285-8050-432.43-05 | Office Equip - O S & M    | 0       | 1,276   | 1,360   | 1,360   | 2,500   | 2,500   | 2,500   |
| 285-8050-432.43-20 | Vehicles - O S & M        | 3,515   | 12,140  | 3,484   | 3,484   | 14,744  | 13,829  | 13,829  |
| 285-8050-432.52-30 | Ins - Benefits            | 10,510  | 9,816   | 7,410   | 7,410   | 6,822   | 6,858   | 6,858   |
| 285-8050-432.54-00 | Advertising & Publication | 3,429   | 7,096   | 3,500   | 3,500   | 3,500   | 2,900   | 2,900   |
| 285-8050-432.56-41 | Contractual Svc - Other   | 6,167   | 225     | 2,240   | 2,240   | 2,240   | 1,900   | 1,900   |
| 285-8050-432.59-10 | Tuition & Training        | 265     | 0       | 300     | 300     | 300     | 250     | 250     |
| 285-8050-432.61-20 | Dept Supplies & Expense   | 6,000   | 4,690   | 6,300   | 6,300   | 6,300   | 5,400   | 5,400   |
| 285-8050-432.64-00 | Memberships & Meetings    | 2,453   | 1,614   | 2,000   | 2,000   | 2,000   | 1,700   | 1,700   |
|                    |                           | 189,346 | 209,477 | 149,500 | 149,500 | 156,703 | 153,410 | 153,410 |

\* Waste Management

# PUBLIC WORKS ACTIVITIES AND OBJECTIVES

286-8050 Illegal Disposal Grant

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 0                   | 306,200             | 293,167               |
| Maintenance & Operation | 0                   | 150,300             | 18,800                |
| Capital Expense         | 0                   | 0                   | 123,500               |
| <b>TOTAL</b>            | <b>0</b>            | <b>456,500</b>      | <b>435,467</b>        |

## Description of Activities

Clean up crews and supervision for 26 sites. Code Enforcement will supervise, cite violators and modify code to prosecute. We will purchase and install signs citing illegal dumping codes and fines. We will also purchase and install camera equipment to be use as dedicated monitoring station. Design & print banners; mobile rotation of vehicles with banners

A public campaign will be launch including a news conference, press release, official public program launch event, community meetings and cable access advertisement. Production of printing, brochure, flyer, door hanger, and bill inserts will be disseminated to all residents and businesses.

## Fiscal Year 2012-2013 Objective

- ✓ Cleanup and maintain 26 sites identified in the Illegal Disposal Grant.
- ✓ Modify Code to deter illegal dumping of bulky items within City limits.
- ✓ Prosecute perpetrators to the full extent of the law.
- ✓ Advertise this new program and educate the community as to the importance of preventing and reporting the illegal dumping of bulky items.

# PUBLIC WORKS

## PERSONNEL SERVICES

286-8050 Illegal Disposal Grant

| FULL TIME                   |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE              | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Lieutenant                  |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Code Enforcement Supervisor |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Code Enforcement Officer    |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Staff Analyst               |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Public Works Director       |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Public Works Supervisor     |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Electrical Supervisor       |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Electrical Journeymen       |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Maintenance Worker          |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Recycling Coordinator       |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Public Works Secretary      |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Sr. Accountant              |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| Finance Assistant II        |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
|                             |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
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|                             |                                            |                                             |                               |                               |                |                                            |                                             |                               |                               |
| TOTAL                       |                                            |                                             |                               | 293,167                       | TOTAL          |                                            |                                             |                               |                               |

**PUBLIC WORKS  
PERSONNEL SERVICES**  
286-8050 Illegal Disposal Grant

| ACCOUNT<br>NUMBER | DESCRIPTION              | COST    |
|-------------------|--------------------------|---------|
| 432.11-00         | <u>Regular Salaries:</u> | 293,167 |

**PUBLIC WORKS**  
**ACTIVITY DETAIL**  
286-8050 Illegal Disposal Grant

| ACCOUNT<br>NUMBER | DESCRIPTION                                  | COST    |
|-------------------|----------------------------------------------|---------|
| 432.54-00         | <u>Advertising &amp; Publication:</u>        | 13,800  |
| 432.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> | 5,000   |
| 432.74-10         | <u>Equipment:</u> Camera                     | 123,500 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER            | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Illegal Disposal A</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Waste Management</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 286-8050-432.11-00        | Regular Salaries          | 0                                | 0                                | 306,200                       | 306,200                       | 293,167                          | 293,167                         | 293,167                        |
| 286-8050-432.54-00        | Advertising & Publication | 0                                | 0                                | 15,800                        | 15,800                        | 13,800                           | 13,800                          | 13,800                         |
| 286-8050-432.56-41        | Contractual Srvc - Other  | 0                                | 0                                | 6,000                         | 6,000                         | 0                                | 0                               | 0                              |
| 286-8050-432.61-20        | Dept Supplies & Expense   | 0                                | 0                                | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 286-8050-432.74-10        | Equipment                 | 0                                | 0                                | 123,500                       | 123,500                       | 123,500                          | 123,500                         | 123,500                        |
|                           |                           | <hr/>                            |                                  |                               |                               |                                  |                                 |                                |
| * Waste Management        |                           | 0                                | 0                                | 456,500                       | 456,500                       | 435,467                          | 435,467                         | 435,467                        |
|                           |                           | <hr/>                            |                                  |                               |                               |                                  |                                 |                                |

# PUBLIC WORKS

## ACTIVITIES AND OBJECTIVES

287-8055 Beverage Container Recycling

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 4,160               | 4,501               | 3,160                 |
| <b>Maintenance &amp; Operation</b> | 4,200               | 12,040              | 12,492                |
| <b>Capital Expense</b>             | 0                   | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>8,360</b>        | <b>16,541</b>       | <b>15,652</b>         |

### Description of Activities

The activities within this program are funded by the State of California, Department of Conservation Beverage Container Grant. This activity advocates reducing, reusing and recycling. Staff develops and implements a variety of programs and activities that focus on recycling aluminum and plastic beverage containers, including litter prevention. This activity contributes to our compliance with AB939. Staff reports compliance activities to the California Integrated Waste Management Board.

### Fiscal Year 2012-2013 Objectives

- ✓ Increase the collection of beverage containers in existing programs including weekly presentations to classrooms, faculty, parent teacher association, and businesses.
- ✓ Establish collection programs at Huntington Park High School including educational/promotional materials, receptacles and staff support.
- ✓ Continue outreach efforts promoting City sponsored recycling programs such as the new residential and commercial programs at community events.
- ✓ Spot check recycling bins for the quality of recyclables and educate residents on the importance of "clean recyclables" in partnership with the hauler.
- ✓ Promote nationwide environmental events such as Earth Day and America Recycles Day.
- ✓ Advocate litter prevention and actively promote litter abatement activities.
- ✓ Participate and promote household and commercial recycling, inter-departmental, Business Improvement District and Chamber of Commerce events.
- ✓ Co-sponsor "A Day Without a Bag" with the Business Improvement District to promote usage of reusable bags.
- ✓ Expand beverage container recycling in commercial settings via waste audits including receptacles and staff support and on Pacific Boulevard.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
 287-8055 Beverage Container Recycling

| ACCOUNT<br>NUMBER | DESCRIPTION                | COST  |
|-------------------|----------------------------|-------|
| 432.13-00         | <u>Overtime – Regular:</u> | 3,000 |
| 432.15-40         | <u>Bi-Lingual Pay:</u>     | 100   |
| 432.22-00         | <u>Medicare:</u>           | 60    |

**PUBLIC WORKS**  
**ACTIVITY DETAIL**  
 287-8055 Beverage Container Recycling

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                             | COST  |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 432.54-00         | <u>Advertising &amp; Publications</u> : Promote and publicize "A Day Without a Bag" Earth Day and Environmental guide distributed to all residents and businesses.                                                                                                      | 3,000 |
| 432.61-20         | <u>Dept./Office Supplies &amp; Expenses</u> : Trash receptacles for various public locations. Litter prevention programs and cleanup event supplies and equipment to expand recycling programs at schools, businesses, nonprofit organizations and multifamily housing. | 9,292 |
| 432.64-00         | <u>Membership &amp; Meetings</u> : Seminars on recycling and litter prevention and a Day Without a Bag.                                                                                                                                                                 | 200   |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Solid Waste Mgmt Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Waste Management</b>      |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 287-8055-432.13-00           | Overtime - Regular        | 0                                | 0                                | 4,341                         | 4,341                         | 3,000                            | 3,000                           | 3,000                          |
| 287-8055-432.15-40           | Bi-Lingual Pay            | 0                                | 0                                | 100                           | 100                           | 100                              | 100                             | 100                            |
| 287-8055-432.22-00           | Medicare                  | 0                                | 0                                | 60                            | 60                            | 60                               | 60                              | 60                             |
| 287-8055-432.54-00           | Advertising & Publication | 0                                | 0                                | 4,000                         | 4,000                         | 3,000                            | 3,000                           | 3,000                          |
| 287-8055-432.61-20           | Dept Supplies & Expense   | 0                                | 0                                | 7,540                         | 7,540                         | 9,292                            | 9,292                           | 9,292                          |
| 287-8055-432.64-00           | Memberships & Meetings    | 0                                | 0                                | 500                           | 500                           | 200                              | 200                             | 200                            |
|                              |                           | <hr/>                            |                                  |                               |                               |                                  |                                 |                                |
| * Beverage Container         |                           | 0                                | 0                                | 16,541                        | 16,541                        | 15,652                           | 15,652                          | 15,652                         |
|                              |                           | <hr/>                            |                                  |                               |                               |                                  |                                 |                                |

# PUBLIC WORKS ACTIVITIES AND OBJECTIVES

287-8057 Used Oil Recycling

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 2,050               | 5,275               | 6,100                 |
| Maintenance & Operation | 12,000              | 17,707              | 11,075                |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>14,050</b>       | <b>22,982</b>       | <b>17,175</b>         |

## Description of Activities

This activity is funded by a grant from the Department of Resource, Recycling and Recovery (Cal Recycle) formerly the California Integrated Waste Management Board. Staff plans to develop and implement a variety of programs such as the "Used Oil and Filter Recycling", storm water education and general promotion in compliance with the terms of the grant. Staff reports compliance activities to the State and attends Board co-sponsored conferences and regional information exchanges.

## Fiscal Year 2012-2013 Objectives

- ✓ Continue outreach efforts promoting City sponsored used oil and filter recycling events.
- ✓ Increase public awareness of used motor oil recycling centers and the permanent Household Hazardous Waste Facility.
- ✓ Promote nationwide environmental events such as Earth Day and America Recycles Day.
- ✓ Increase the collection of used oil filters by sponsoring special events.
- ✓ Initiate a storm water education program and develop an online newsletter.
- ✓ Participate and promote intradepartmental, County and regional used oil, HHW and universal waste events.
- ✓ Increase the collection of empty oil plastic containers.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
 287-8057 Used Oil Recycling

| ACCOUNT<br>NUMBER | DESCRIPTION                | COST  |
|-------------------|----------------------------|-------|
| 432.13-00         | <u>Overtime – Regular:</u> | 6,000 |
| 432.22-00         | <u>Medicare:</u>           | 100   |

**PUBLIC WORKS**  
**ACTIVITY DETAIL**  
 287-8057 Used Oil Recycling

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                | COST  |
|-------------------|------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-------|
| 432.54-00         | <u>Advertising &amp; Publications</u> : Promote and publicize certified centers and filter exchange events.                                                                                                                                                | 5,375 |
| 432.61-20         | <u>Dept./Office Supplies &amp; Expenses</u> : Purchase and distribution of specially designed used motor oil drainer containers, oil filters; pens, pencils and shop rags to assist in the promotion and outreach of recycling used motor oil and filters. | 4,000 |
| 432.64-00         | <u>Membership &amp; Meetings</u> : California Integrated Waste Management Board co-sponsored Household Hazardous Waste conference, mid-year update.                                                                                                        | 1,700 |

**BUDGET PREPARATION WORKSHEET**

**FOR FISCAL YEAR 2013**

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Solid Waste Mgmt Fund</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Used Oil Recycling</b>    |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 287-8057-432.13-00           | Overtime - Regular        | 0                                | 0                                | 5,200                         | 5,200                         | 6,000                            | 6,000                           | 6,000                          |
| 287-8057-432.22-00           | Medicare                  | 0                                | 0                                | 75                            | 75                            | 100                              | 100                             | 100                            |
| 287-8057-432.54-00           | Advertising & Publication | 0                                | 0                                | 5,707                         | 5,707                         | 5,375                            | 5,375                           | 5,375                          |
| 287-8057-432.61-20           | Dept Supplies & Expense   | 0                                | 0                                | 10,000                        | 10,000                        | 4,000                            | 4,000                           | 4,000                          |
| 287-8057-432.64-00           | Memberships & Meetings    | 0                                | 0                                | 2,000                         | 2,000                         | 1,700                            | 1,700                           | 1,700                          |
| <b>* Used Oil Recycling</b>  |                           | 0                                | 0                                | 22,982                        | 22,982                        | 17,175                           | 17,175                          | 17,175                         |

# **PUBLIC WORKS (ASSESSMENT DISTRICT)** **ACTIVITIES AND OBJECTIVES**

535-6090 Street Trees/Landscaping/Parks

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 307,361             | 195,336             | 193,339               |
| Maintenance & Operation | 262,065             | 274,292             | 258,874               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>569,426</b>      | <b>469,628</b>      | <b>452,213</b>        |

## **Description of Activities**

This activity provides a City-wide tree maintenance program by utilizing established and current professional practices for planting and maintenance of parkway trees, City park trees, and municipal medians.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To provide aesthetically pleasing trees and a healthy urban tree forest to help replenish and purify earth's air.

# **PUBLIC WORKS (ASSESSMENT DISTRICT)**

## **PERSONNEL SERVICES**

**535-6090 Street Trees/Landscaping/Parks**

| FULL TIME             |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-----------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE        | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director | 0.05                                       | 0.05                                        | 7,113                         | 7,113                         |                |                                            |                                             |                               |                               |
| Maintenance Worker    | 2.00                                       | 2.00                                        | 103,125                       | 103,125                       |                |                                            |                                             |                               |                               |
| Storekeeper           | 0.15                                       | 0.15                                        | 7,286                         | 7,286                         |                |                                            |                                             |                               |                               |
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## PUBLIC WORKS (ASSESSMENT DISTRICT)

### PERSONNEL SERVICES

535-6090 Street Trees/Landscaping/Parks

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 452.11-00         | <u>Regular Salaries:</u>               | 117,524 |
| 452.18-20         | <u>Sick Leave Buy Back:</u>            | 1,685   |
| 452.20-00         | <u>Fringe Benefits:</u>                | 21,834  |
| 452.22-00         | <u>Medicare:</u>                       | 1,850   |
| 452.23-00         | <u>PERS City Wide Contribution:</u>    | 16,989  |
| 452.25-05         | <u>PARS Contribution:</u>              | 5,289   |
| 452.26-00         | <u>Workers Comp Premium:</u>           | 4,996   |
| 452.27-10         | <u>OPEB Contributions:</u>             | 12,287  |
| 452.52-30         | <u>Liability Insurance – Benefits:</u> | 10,885  |

# PUBLIC WORKS (ASSESSMENT DISTRICT)

## ACTIVITY DETAIL

535-6090 Street Trees/Landscaping/Parks

| ACCOUNT NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                          | COST    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 452.43-05      | <u>Equipment Maintenance Services:</u> Alvaka Networks for IT and computer maintenance (\$500).                                                                                                                                                                                                                      | 500     |
| 452.43-20      | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                                                       | 41,487  |
| 452.56-60      | <u>Contract Landscaping Maintenance:</u> These funds cover the TruGreen Landcare Inc. contract for the care and maintenance of parkway trees, park trees and municipal medians (\$152,487), and rodent control services with Western Exterminator (\$3,000).                                                         | 155,487 |
| 452.59-10      | <u>Tuition &amp; Training:</u> Hazardous Waste Operations training (HAZ WOPER), Occupational Safety and Health Administration training classes (OSHA), safety committee training, and forklift certification program (\$180).                                                                                        | 900     |
| 452.61-20      | <u>Dept./Office Supplies and Expenses:</u> Covers the purchase of supplies used for city trees/landscaping such as trees, lodge poles, root barriers, tree ties, chemicals, etc. This also includes the supplies and maintenance of city parks such as picnic shelters, gazebos, drinking fountains, bleachers, etc. | 60,000  |
| 452.64-00      | <u>Membership &amp; Meetings:</u> International Society of Arboriculture, street tree seminars.                                                                                                                                                                                                                      | 500     |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                        | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Strt Light &amp; Lndscp Assess</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Street Trees/Landscaping</b>       |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 535-6090-452.11-00                    | Regular Salaries           | 173,965                          | 141,231                          | 113,967                       | 113,967                       | 117,524                          | 117,524                         | 117,524                        |
| 535-6090-452.18-20                    | Sick Leave Buy Back        | 3,158                            | 0                                | 1,725                         | 1,725                         | 1,685                            | 1,685                           | 1,685                          |
| 535-6090-452.20-00                    | Fringe Benefits            | 28,298                           | 30,062                           | 21,063                        | 21,063                        | 22,237                           | 21,834                          | 21,834                         |
| 535-6090-452.22-00                    | Medicare                   | 1,651                            | 1,713                            | 1,785                         | 1,785                         | 1,850                            | 1,850                           | 1,850                          |
| 535-6090-452.23-00                    | PERS Contribution-NonSworn | 25,535                           | 22,149                           | 16,886                        | 16,886                        | 16,989                           | 16,989                          | 16,989                         |
| 535-6090-452.25-05                    | PARS - Contribution        | 649                              | 6,948                            | 5,130                         | 5,130                         | 5,289                            | 5,289                           | 5,289                          |
| 535-6090-452.26-00                    | Workers Comp Premium       | 11,400                           | 7,852                            | 4,930                         | 4,930                         | 4,982                            | 4,996                           | 4,996                          |
| 535-6090-452.27-10                    | OPEB Contributions         | 24,946                           | 26,126                           | 18,390                        | 18,390                        | 12,254                           | 12,287                          | 12,287                         |
| 535-6090-452.43-05                    | Office Equip - O S & M     | 0                                | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| 535-6090-452.43-20                    | Vehicles - O S & M         | 46,871                           | 28,905                           | 29,030                        | 29,030                        | 44,233                           | 41,487                          | 41,487                         |
| 535-6090-452.52-30                    | Ins - Benefits             | 17,736                           | 15,644                           | 11,460                        | 11,460                        | 10,829                           | 10,885                          | 10,885                         |
| 535-6090-452.56-60                    | Contract Landscape Mantnc  | 166,246                          | 152,774                          | 178,362                       | 178,362                       | 155,487                          | 155,487                         | 155,487                        |
| 535-6090-452.59-10                    | Tuition & Training         | 764                              | 259                              | 900                           | 900                           | 900                              | 900                             | 900                            |
| 535-6090-452.61-20                    | Dept Supplies & Expense    | 62,944                           | 70,660                           | 65,000                        | 65,000                        | 75,000                           | 60,000                          | 60,000                         |
| 535-6090-452.64-00                    | Memberships & Meetings     | 280                              | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| <b>* Street Trees/Landscaping</b>     |                            | <b>564,443</b>                   | <b>504,323</b>                   | <b>469,628</b>                | <b>469,628</b>                | <b>470,259</b>                   | <b>452,213</b>                  | <b>452,213</b>                 |

# PUBLIC WORKS (ASSESSMENT DISTRICT)

## ACTIVITIES AND OBJECTIVES

535-8016 Street Lighting

|                         | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|-------------------------|---------------------|---------------------|-----------------------|
| Personnel               | 197,500             | 181,975             | 176,594               |
| Maintenance & Operation | 430,766             | 462,530             | 418,637               |
| Capital Expense         | 0                   | 0                   | 0                     |
| <b>TOTAL</b>            | <b>628,266</b>      | <b>644,505</b>      | <b>595,231</b>        |

### Description of Activities

This activity provides the street lighting and landscape assessment program for the energy and maintenance of approximately 2,885 City owner street lights.

### Fiscal Year 2012-2013 Objectives

- ✓ The street light maintenance in the City is typically distributed into two categories. The first category is routine preventive maintenance and the second is call out or repair work. Four key benefits of performing routine maintenance include:
  1. Improve reliability.
  2. Reduction in emergency repairs.
  3. Aesthetic/confidence/community pride.
  4. Reduction in liability.

**PUBLIC WORKS (ASSESSMENT DISTRICT)**  
**PERSONNEL SERVICES**  
535-8016 Street Lighting

| FULL TIME                          |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director              | 0.05                                       | 0.05                                        | 7,114                         | 7,114                         |                |                                            |                                             |                               |                               |
| Staff Analyst                      | 0.15                                       | 0.15                                        | 11,401                        | 11,401                        |                |                                            |                                             |                               |                               |
| Maintenance Electrician Supervisor | 0.40                                       | 0.40                                        | 34,245                        | 32,597                        |                |                                            |                                             |                               |                               |
| Journeyman Electrician             | 0.80                                       | 0.80                                        | 55,043                        | 55,048                        |                |                                            |                                             |                               |                               |
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# PUBLIC WORKS (ASSESSMENT DISTRICT) PERSONNEL SERVICES

535-8016 Street Lighting

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>               | 106,160 |
| 431.15-60         | <u>Premium Pay:</u>                    | 1,485   |
| 431.18-20         | <u>Sick Leave Buy Back:</u>            | 1,830   |
| 431.20-00         | <u>Fringe Benefits:</u>                | 19,723  |
| 431.22-00         | <u>Medicare:</u>                       | 1,570   |
| 431.23-00         | <u>PERS City Wide Contribution:</u>    | 15,537  |
| 431.25-05         | <u>PARS Contribution:</u>              | 4,844   |
| 431.26-00         | <u>Workers Comp Premium:</u>           | 4,513   |
| 431.27-10         | <u>OPEB Contributions:</u>             | 11,099  |
| 431.52-30         | <u>Liability Insurance – Benefits:</u> | 9,833   |

# **PUBLIC WORKS (ASSESSMENT DISTRICT)**

## **ACTIVITY DETAIL**

535-8016 Street Lighting

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                          | COST    |
|-------------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.43-05         | <u>Equipment Maintenance Services:</u> Alvaka Networks for IT and computer maintenance (\$500),                                                                                                                      | 500     |
| 431.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                       | 41,487  |
| 431.44-10         | <u>Rental:</u> To rent a 100 foot crane with man-basket.                                                                                                                                                             | 1,800   |
| 431.56-41         | <u>Contractual Services:</u> Los Angeles County Street Light Maintenance.                                                                                                                                            | 6,200   |
| 431.59-10         | <u>Tuition &amp; Training:</u> Safety training sessions and workshops.                                                                                                                                               | 400     |
| 431.61-45         | <u>Street Lighting Supplies:</u> Supplies consist of street lamps, fixtures, poles, cable, ballasts, hand hole covers, photocells, luminaries, gaskets, sockets, receptacles, glassware mounting, poles, wiring etc. | 38,250  |
| 431.62-10         | <u>Heat, Light, Water &amp; Power:</u> Natural Gas & Electricity                                                                                                                                                     | 330,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER                        | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|---------------------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Strt Light &amp; Lndscp Assess</b> |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Street Lighting</b>                |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 535-8016-431.11-00                    | Regular Salaries          | 102,191                          | 95,042                           | 104,246                       | 104,246                       | 106,160                          | 106,160                         | 106,160                        |
| 535-8016-431.13-00                    | Overtime - Regular        | 750                              | 0                                | 1,300                         | 1,300                         | 0                                | 0                               | 0                              |
| 535-8016-431.15-60                    | Premium Pay               | 254                              | 696                              | 1,485                         | 1,485                         | 1,485                            | 1,485                           | 1,485                          |
| 535-8016-431.18-20                    | Sick Leave Buy Back       | 1,319                            | 3,272                            | 1,905                         | 1,905                         | 1,830                            | 1,830                           | 1,830                          |
| 535-8016-431.20-00                    | Fringe Benefits           | 19,330                           | 18,998                           | 19,266                        | 19,266                        | 20,087                           | 19,723                          | 19,723                         |
| 535-8016-431.22-00                    | Medicare                  | 1,414                            | 1,344                            | 1,535                         | 1,535                         | 1,570                            | 1,570                           | 1,570                          |
| 535-8016-431.23-00                    | PERS City Wide Contribute | 16,990                           | 14,367                           | 15,666                        | 15,666                        | 15,537                           | 15,537                          | 15,537                         |
| 535-8016-431.25-05                    | PARS - Contribution       | 966                              | 4,885                            | 4,760                         | 4,760                         | 4,844                            | 4,844                           | 4,844                          |
| 535-8016-431.26-00                    | Workers Comp Premium      | 7,788                            | 4,962                            | 4,510                         | 4,510                         | 4,501                            | 4,513                           | 4,513                          |
| 535-8016-431.27-10                    | OPEB Contributions        | 17,040                           | 16,510                           | 16,820                        | 16,820                        | 11,069                           | 11,099                          | 11,099                         |
| 535-8016-431.43-05                    | Office Equip - O S & M    | 0                                | 0                                | 500                           | 500                           | 500                              | 500                             | 500                            |
| 535-8016-431.43-20                    | Vehicles - O S & M        | 46,871                           | 40,466                           | 29,030                        | 29,030                        | 44,233                           | 41,487                          | 41,487                         |
| 535-8016-431.44-10                    | Rent ( Incl Equip Rental) | 1,478                            | 240                              | 1,600                         | 1,600                         | 1,800                            | 1,800                           | 1,800                          |
| 535-8016-431.52-30                    | Liability                 | 12,116                           | 9,900                            | 10,482                        | 10,482                        | 9,782                            | 9,833                           | 9,833                          |
| 535-8016-431.56-41                    | Contractual Svc - Other   | 8,324                            | 6,441                            | 6,200                         | 6,200                         | 6,200                            | 6,200                           | 6,200                          |
| 535-8016-431.59-10                    | Tuition & Training        | 213                              | 0                                | 400                           | 400                           | 400                              | 400                             | 400                            |
| 535-8016-431.61-45                    | Street Lighting Supplies  | 37,257                           | 45,920                           | 45,000                        | 45,000                        | 55,000                           | 38,250                          | 38,250                         |
| 535-8016-431.62-10                    | Heat Light Water & Power  | 299,608                          | 344,512                          | 379,500                       | 379,500                       | 379,500                          | 330,000                         | 330,000                        |
| 535-8016-431.64-00                    | Memberships & Meetings    | 0                                | 75                               | 300                           | 300                           | 0                                | 0                               | 0                              |
| <b>* Street Lighting</b>              |                           | <b>573,909</b>                   | <b>607,630</b>                   | <b>644,505</b>                | <b>644,505</b>                | <b>664,498</b>                   | <b>595,231</b>                  | <b>595,231</b>                 |

# **PUBLIC WORKS (WATER FUND)** **ACTIVITIES AND OBJECTIVES**

681-8030 Water Operations

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 299,672             | 262,998             | 186,045               |
| <b>Maintenance &amp; Operation</b> | 4,271,912           | 4,563,887           | 4,161,600             |
| <b>Capital Expense</b>             | 460,000             | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>5,031,584</b>    | <b>4,826,885</b>    | <b>4,347,645</b>      |

## **Description of Activities**

The City owned water production/distribution system currently consists of six (6) wells, a 12-inch Metropolitan Water District connection for imported water, eight (8) water reservoirs, and fourteen (14) booster pumps. Two of the wells include treatment systems i.e., a bank of six air stripping towers at well #15 and a carbon treatment system at well #17. The distribution system located throughout the City consists of a single pressure zone, including approximately 6,600 service connections. Annual water production, including import, is approximately 5,600 acre feet with allocated pumping rights of 3,853 acre feet. The entire system is operated and maintained by South West Water Company, a private contractor. Operation and maintenance consists of monitoring production and water quality, sampling, regulatory reports, repairs to pumps and motors, meter reading, customer service, new connection installations, leak repairs to water mains and valves. Maintain compliance with all Federal Environmental Protection Agency and State of California Department Public Health regulations. Annual water meter replacement program, fire hydrant and valve maintenance, inspections, and general maintenance of water yards.

## **Fiscal Year 2012-2013 Objective**

- ✓ Maintain compliance with regulatory changes.
- ✓ Proactive preventive maintenance to avoid disruption of water service to customers.
- ✓ Continue valve replacement program in accordance with California Department of Public Health.
- ✓ Evaluate and prioritize capital improvement needs.
- ✓ Quality customer satisfaction.

**PUBLIC WORKS (WATER FUND)**  
**PERSONNEL SERVICES**  
681-8030 Water Operations

| FULL TIME                          |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|------------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                     | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Public Works Director              | 0.30                                       | 0.30                                        | 42,681                        | 42,681                        |                |                                            |                                             |                               |                               |
| Staff Analyst                      | 0.50                                       | 0.50                                        | 38,004                        | 38,004                        |                |                                            |                                             |                               |                               |
| Maintenance Electrician Supervisor | 0.15                                       | 0.15                                        | 12,842                        | 12,224                        |                |                                            |                                             |                               |                               |
| Journeyman Electrician             | 0.30                                       | 0.30                                        | 20,641                        | 20,643                        |                |                                            |                                             |                               |                               |
| Maintenance Worker                 | 0.50                                       | 0                                           | 25,781                        | 0                             |                |                                            |                                             |                               |                               |
| Store Keeper                       | 0.20                                       | 0                                           | 9,715                         | 0                             |                |                                            |                                             |                               |                               |
| Office Assistant II                | 0.50                                       | 0                                           | 22,858                        | 0                             |                |                                            |                                             |                               |                               |
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| <b>TOTAL</b>                       | <b>2.45</b>                                | <b>2.45</b>                                 | <b>172,522</b>                | <b>113,552</b>                | <b>TOTAL</b>   |                                            |                                             |                               |                               |

**PUBLIC WORKS (WATER FUND)**  
**PERSONNEL SERVICES**  
681-8030 Water Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 461.11-00         | <u>Regular Salaries:</u>               | 113,552 |
| 461.15-60         | <u>Premium Pay:</u>                    | 1,755   |
| 461.18-20         | <u>Sick Leave Buy Back:</u>            | 1,350   |
| 461.20-00         | <u>Fringe Benefits:</u>                | 19,935  |
| 461.22-00         | <u>Medicare:</u>                       | 1,700   |
| 461.23-00         | <u>PERS City Wide Contribution:</u>    | 16,844  |
| 461.25.05         | <u>PARS Contribution:</u>              | 5,190   |
| 461.26-00         | <u>Workers Comp Premium:</u>           | 4,561   |
| 461.27-10         | <u>OPEB Contributions:</u>             | 11,219  |
| 461.52-30         | <u>Liability Insurance – Benefits:</u> | 9,939   |

## PUBLIC WORKS (WATER FUND)

### ACTIVITY DETAIL

681-8030 Water Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                     | COST      |
|-------------------|-------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----------|
| 461.41-00         | <u>Other Sources of Supply:</u> Ground water pumping cost: purchase water with Central Basin 8 and Water Replenishment District, assessment fees, Title 22 and granular activated carbon treatment system for well #17. AQMD air stripper fees, California Department of Public Health fees, County of Los Angeles Public Health fees.                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 2,371,000 |
| 461.43-05         | <u>Equipment Maintenance Services:</u> Alvaka Networks for IT and computer maintenance (\$1,500), Xerox Corporation lease agreement (\$1,600).                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 3,100     |
| 461.43-20         | <u>Vehicles – O S &amp; M:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                  | 0         |
| 461.43-30         | <u>Maintenance of Wells:</u> Repairs to well pumps, motors, booster pumps and maintenance to reservoirs and buildings.                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                          | 250,000   |
| 461.53-10         | <u>Communication - Telephone &amp; Wireless:</u>                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                | 3,000     |
| 461.54-00         | <u>Advertising &amp; Publication:</u> Annual Water Quality Report; Public Notification (\$5,000);                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                                               | 5,000     |
| 461.56-41         | <u>Contractual Services:</u> Water operations contract service with Southwest Water Company (\$1,112,400); Clinical Lab of San Bernardino (\$16,000), Wood Oil Company to fuel water well generators (\$2,000); cross connection inspections (\$100,000).<br><br><i>(Notes; the following items below are to be removed from the Water Operations fund and transferred to engineering or other non - water funds:</i><br><i>MAG Sweeping (\$256,915); Public Engineers Services (\$67,500); Legislative Advocacy(\$32,400); water meters for parks (\$20,000); NPDES projects (\$184,000). Urban Water Management Program (\$50,000 PAID thru 2016), Metals TMDL Coordinated implementation plan with Gateway Cities, San Gabriel Valley COG (\$10,000); storm drain maintenance(\$83,500).</i> | 1,192,000 |

## PUBLIC WORKS (WATER FUND)

### ACTIVITY DETAIL

681-8030 Water Operations

| ACCOUNT<br>NUMBER | DESCRIPTION                                                                                                                                                                           | COST    |
|-------------------|---------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 461.61-20         | <u>Dept./Office Supplies &amp; Expenses:</u> Miscellaneous supplies and, Prudential Overall Supply.                                                                                   | 2,500   |
| 461.62-20         | <u>Power Gas &amp; Lubricants:</u> Southern California Edison electricity and Southern California Gas to support the city's cost to produce, store and supply potable drinking water. | 315,500 |
| 461.64-00         | <u>Membership &amp; Meetings:</u> South East Water Association Coalition, Water Education Foundation Southern Cal Water Committee, Urban Water                                        | 20,000  |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER               | ACCOUNT DESCRIPTION        | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|------------------------------|----------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Water Department Fund</b> |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Water Operations</b>      |                            |                                  |                                  |                               |                               |                                  |                                 |                                |
| 681-8030-461.11-00           | Regular Salaries           | 130,278                          | 95,286                           | 151,182                       | 151,182                       | 170,926                          | 113,552                         | 113,552                        |
| 681-8030-461.15-40           | Bi-Lingual Pay             | 859                              | 878                              | 1,050                         | 1,050                         | 0                                | 0                               | 0                              |
| 681-8030-461.15-60           | Premium Pay                | 636                              | 379                              | 1,755                         | 1,755                         | 3,105                            | 1,755                           | 1,755                          |
| 681-8030-461.18-20           | Sick Leave Buy Back        | 1,921                            | 1,946                            | 2,050                         | 2,050                         | 1,830                            | 1,350                           | 1,350                          |
| 681-8030-461.20-00           | Fringe Benefits            | 28,726                           | 29,630                           | 27,940                        | 27,940                        | 32,342                           | 19,935                          | 19,935                         |
| 681-8030-461.22-00           | Medicare                   | 1,688                            | 1,631                            | 2,300                         | 2,300                         | 2,550                            | 1,700                           | 1,700                          |
| 681-8030-461.23-00           | PERS Contribution-NonSworn | 25,406                           | 23,149                           | 23,095                        | 23,095                        | 25,467                           | 16,844                          | 16,844                         |
| 681-8030-461.25-05           | PARS - Contribution        | 2,582                            | 7,727                            | 6,990                         | 6,990                         | 7,879                            | 5,190                           | 5,190                          |
| 681-8030-461.26-00           | Workers Comp Premium       | 11,572                           | 7,738                            | 6,540                         | 6,540                         | 7,246                            | 4,561                           | 4,561                          |
| 681-8030-461.27-10           | OPEB Contributions         | 25,324                           | 25,750                           | 24,394                        | 24,394                        | 17,822                           | 11,219                          | 11,219                         |
| 681-8030-461.41-00           | Other Source of Supply     | 1,865,305                        | 2,147,431                        | 1,900,000                     | 1,900,000                     | 2,500,000                        | 2,371,000                       | 2,371,000                      |
| 681-8030-461.41-00           | Office Equip - O S & M     | 0                                | 1,481                            | 3,100                         | 3,100                         | 3,100                            | 3,100                           | 3,100                          |
| 681-8030-461.43-05           | Vehicles - O S & M         | 4,687                            | 16,187                           | 17,418                        | 17,418                        | 0                                | 0                               | 0                              |
| 681-8030-461.43-30           | Maintenance of Wells       | 220,468                          | 191,661                          | 250,000                       | 250,000                       | 250,000                          | 250,000                         | 250,000                        |
| 681-8030-461.52-30           | Ins - Benefits             | 18,004                           | 15,440                           | 15,202                        | 15,202                        | 15,749                           | 9,939                           | 9,939                          |
| 681-8030-461.53-10           | Telephone & Wireless       | 2,511                            | 2,483                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 681-8030-461.54-00           | Advertising & Publication  | 11,025                           | 1,244                            | 5,000                         | 5,000                         | 5,000                            | 5,000                           | 5,000                          |
| 681-8030-461.56-41           | Contractual Svc - Other    | 1,584,074                        | 1,605,012                        | 1,801,869                     | 1,806,183                     | 1,230,400                        | 1,192,000                       | 1,192,000                      |
| 681-8030-461.59-10           | Tuition & Training         | 125                              | 0                                | 500                           | 500                           | 0                                | 0                               | 0                              |
| 681-8030-461.61-20           | Dept Supplies & Expense    | 719                              | 1,886                            | 2,500                         | 2,500                         | 2,500                            | 2,500                           | 2,500                          |
| 681-8030-461.62-20           | Power Gas & Lubricants     | 317,326                          | 328,958                          | 425,500                       | 425,500                       | 425,500                          | 315,000                         | 315,000                        |
| 681-8030-461.64-00           | Memberships & Meetings     | 2,048                            | 1,273                            | 5,000                         | 5,000                         | 5,000                            | 20,000                          | 20,000                         |
| 681-8030-461.73-31           | Water New Services         | 580,952                          | 126,224                          | 150,000                       | 150,000                       | 150,000                          | 0                               | 0                              |
|                              |                            | 4,836,236                        | 4,633,394                        | 4,826,385                     | 4,830,699                     | 4,859,416                        | 4,347,645                       | 4,347,645                      |

\* Water Operations

# **PUBLIC WORKS** **ACTIVITIES AND OBJECTIVES**

741-8060 Fleet Maintenance

|                                    | 2010-2011<br>Actual | 2011-2012<br>Budget | 2012-2013<br>Proposed |
|------------------------------------|---------------------|---------------------|-----------------------|
| <b>Personnel</b>                   | 197,846             | 217,696             | 332,249               |
| <b>Maintenance &amp; Operation</b> | 572,700             | 548,700             | 552,800               |
| <b>Capital Expense</b>             | 33,000              | 0                   | 0                     |
| <b>TOTAL</b>                       | <b>803,546</b>      | <b>766,396</b>      | <b>885,049</b>        |

## **Description of Activities**

The activities of this division provides for maintenance and repairs to be made to city owned vehicles such as police, public works, staff, parks and recreation vehicles, generators, chain saws, mechanical pumps, backhoe, tractors, and utility trucks. Maintenance ranges from transmission overhauls to engine rebuilding, preparation and installation of equipment on police and public works vehicles. This division is responsible to maintain the fuel distribution system and mobile communications system.

## **Fiscal Year 2012-2013 Objectives**

- ✓ To incorporate alternative fueled vehicles into the city's fleet as far as practical.

**PUBLIC WORKS**  
**PERSONNEL SERVICES**  
741-8060 Fleet Maintenance

| FULL TIME                     |                                            |                                             |                               |                               | PART TIME      |                                            |                                             |                               |                               |
|-------------------------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|----------------|--------------------------------------------|---------------------------------------------|-------------------------------|-------------------------------|
| POSITION TITLE                | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY | POSITION TITLE | FY 2012<br>ADOPTED<br>BUDGET<br>ALLOCATION | FY 2013<br>PROPOSED<br>BUDGET<br>ALLOCATION | FY 2012<br>BUDGETED<br>SALARY | FY 2013<br>BUDGETED<br>SALARY |
| Equipment Mechanic Supervisor | 1.00                                       | 1.00                                        | 80,472                        | 80,685                        |                |                                            |                                             |                               |                               |
| Equipment Mechanic            | 2.00                                       | 2.00                                        | 118,391                       | 118,539                       |                |                                            |                                             |                               |                               |
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**PUBLIC WORKS  
PERSONNEL SERVICES**  
741-8060 Fleet Maintenance

| ACCOUNT<br>NUMBER | DESCRIPTION                            | COST    |
|-------------------|----------------------------------------|---------|
| 431.11-00         | <u>Regular Salaries:</u>               | 199,224 |
| 431.15-60         | <u>Premium Pay:</u>                    | 2,700   |
| 431.18-20         | <u>Sick Leave Buy Back:</u>            | 4,345   |
| 431.20-00         | <u>Fringe Benefits:</u>                | 37,012  |
| 431.22-00         | <u>Medicare:</u>                       | 3,000   |
| 431.23-00         | <u>PERS City Wide Contribution:</u>    | 29,130  |
| 431.25-05         | <u>PARS Contribution:</u>              | 9,087   |
| 431.26-00         | <u>Workers Comp Premium:</u>           | 8,469   |
| 431.27-10         | <u>OPEB Contributions:</u>             | 20,829  |
| 431.52-30         | <u>Liability Insurance – Benefits:</u> | 18,453  |

# **PUBLIC WORKS** **ACTIVITY DETAIL**

741-8060 Fleet Maintenance

| ACCOUNT NUMBER | DESCRIPTION                                                                                                                                                                                                                                                                                                                                                                                                                            | COST    |
|----------------|----------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|---------|
| 431.15-20      | <u>Tool Allowance:</u> This is provided by the General Employees Association Memorandum of Understanding and is for three employees at \$400 per person.                                                                                                                                                                                                                                                                               | 1,200   |
| 431.43-20      | <u>Vehicles – O S &amp; M:</u> For the purchase of parts for vehicle repairs, certification of heavy equipment, body and fender repairs, radio purchases, special equipment installation and routine maintenance of all city owned vehicles, and miscellaneous component purchases. Services for a washbay clarifier (\$10,000); HazMat shed (\$2,000) fuel island system inspections (\$6,000); vehicle tire recycling fee (\$2,000). | 230,000 |
| 431.56-41      | <u>Contractual Services:</u> ComSerCo Inc. (\$16,000), service contract to police and field service departmental radios system, repeater, tower antennae, and police dispatch center; also fire extinguisher service with Marx Brother Fire Extinguisher (\$2,000); Alvaka Networks for IT and computer maintenance (\$500),                                                                                                           | 22,200  |
| 431.59-10      | <u>Tuition &amp; Training:</u> Hazardous Waste Operations Training (HAZ WOPER), forklift certification program, safety committee training.                                                                                                                                                                                                                                                                                             | 1,400   |
| 431.61-20      | <u>Dept./Office Supplies &amp; Expenses:</u> AmeriPride Services to launder shop rags, and miscellaneous supplies.                                                                                                                                                                                                                                                                                                                     | 3,000   |
| 431.62-30      | <u>Fuel and Oil:</u> This fund was established to purchase bulk loads of gasoline, diesel and propane for distribution at the City Yards fuel pumps. Fuel purchase vendor (\$338,125); Amerigas Propane (\$6,000); diesel purchase vendor (\$10,000); motor oil, gear oil, transmission fluid hydraulic oil (\$10,000).                                                                                                                | 295,000 |

# BUDGET PREPARATION WORKSHEET

## FOR FISCAL YEAR 2013

| ACCOUNT NUMBER             | ACCOUNT DESCRIPTION       | 2009-10<br>YEAR'S AGO<br>ACTUALS | 2010-11<br>LAST YEARS<br>ACTUALS | 2011-12<br>ORIGINAL<br>BUDGET | 2011-12<br>ADJUSTED<br>BUDGET | 2012-13<br>DEPARTMENT<br>REQUEST | 2012-13<br>MANAGER'S<br>REQUEST | 2012-13<br>COUNCIL<br>APPROVED |
|----------------------------|---------------------------|----------------------------------|----------------------------------|-------------------------------|-------------------------------|----------------------------------|---------------------------------|--------------------------------|
| <b>Fleet Maintenance</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| <b>Fleet Maintenance</b>   |                           |                                  |                                  |                               |                               |                                  |                                 |                                |
| 741-8060-431.11-00         | Regular Salaries          | 188,250                          | 191,148                          | 198,863                       | 198,863                       | 199,224                          | 199,224                         | 199,224                        |
| 741-8060-431.15-20         | Tool Allowance            | 1,200                            | 1,200                            | 1,200                         | 1,200                         | 1,200                            | 1,200                           | 1,200                          |
| 741-8060-431.15-60         | Premium Pay               | 0                                | 1,899                            | 2,700                         | 2,700                         | 2,700                            | 2,700                           | 2,700                          |
| 741-8060-431.18-20         | Sick Leave Buy Back       | 2,437                            | 4,085                            | 4,081                         | 4,081                         | 4,345                            | 4,345                           | 4,345                          |
| 741-8060-431.20-00         | Fringe Benefits           | 0                                | 0                                | 0                             | 0                             | 37,696                           | 37,012                          | 37,012                         |
| 741-8060-431.22-00         | Medicare                  | 2,754                            | 2,844                            | 2,982                         | 2,982                         | 3,000                            | 3,000                           | 3,000                          |
| 741-8060-431.23-00         | PERS City Wide Contribute | 0                                | 0                                | 0                             | 0                             | 29,130                           | 29,130                          | 29,130                         |
| 741-8060-431.25-05         | PARS - Contribution       | 0                                | 0                                | 9,070                         | 9,070                         | 9,087                            | 9,087                           | 9,087                          |
| 741-8060-431.26-00         | Workers Comp Premium      | 0                                | 0                                | 0                             | 0                             | 8,446                            | 8,469                           | 8,469                          |
| 741-8060-431.27-10         | OPEB Contributions        | 0                                | 0                                | 0                             | 0                             | 20,772                           | 20,829                          | 20,829                         |
| 741-8060-431.43-20         | Vehicles - O S & M        | 220,549                          | 191,121                          | 230,000                       | 230,000                       | 230,000                          | 230,000                         | 230,000                        |
| 741-8060-431.52-30         | Ins - Benefits            | 0                                | 0                                | 0                             | 0                             | 18,402                           | 18,453                          | 18,453                         |
| 741-8060-431.56-41         | Contractual Svc - Other   | 17,096                           | 14,155                           | 18,500                        | 18,500                        | 18,500                           | 22,200                          | 22,200                         |
| 741-8060-431.59-10         | Tuition & Training        | 864                              | 95                               | 1,000                         | 1,000                         | 1,400                            | 1,400                           | 1,400                          |
| 741-8060-431.61-20         | Dept Supplies & Expense   | 2,963                            | 2,993                            | 3,000                         | 3,000                         | 3,000                            | 3,000                           | 3,000                          |
| 741-8060-431.62-30         | Fuel and Oil              | 193,002                          | 259,297                          | 295,000                       | 295,000                       | 364,125                          | 295,000                         | 295,000                        |
| <b>* Fleet Maintenance</b> |                           | <b>629,115</b>                   | <b>668,837</b>                   | <b>766,396</b>                | <b>766,396</b>                | <b>951,027</b>                   | <b>885,049</b>                  | <b>885,049</b>                 |

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